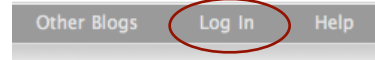


# Adding a File to Your Weblog

- 1) Go to <http://podcast.eusd4kids.org/> and click on: "Project Live Teacher Blogs" and then click on your name.



- 2) At the bottom of the page click on "Log In"  
3) You will need to login as the administrator.

- 4) Click the New Page (+) button in the toolbar.



- 5) A "New Entry" window will appear.

A "New Entry" form with an "Entry Title:" label and a text input field. Below it is a "Podcast:" label with a checkbox and the text "Add podcast media to this entry". At the bottom right are "Cancel" and "Create" buttons. The "Create" button is circled in red.

- 5) After typing in a title, click the <Create> button.

- 6) To upload your movie file, click on the media button in the toolbar.



- 7) An "Insert Media" window will appear.

- 8) Click <Choose File>.

An "Insert Media" dialog box. It has a "Media File:" label with a "Choose File" button and the text "no file selected". Below it is a "Text Alternative:" label and a text input field. There are also "Alignment:" options with icons. At the bottom right are "Cancel" and "Insert" buttons. The "Insert" button is circled in red.

- 9) Choose the movie from your computer.

- 10) Click the <Insert> button and your movie will upload to your blog.

- 11) After typing a description, click <save> in the toolbar.



- 12) You can always go back and **edit** or **delete** any of your blog entries by clicking on the icon in the toolbar.

