

Adding images to your blog posts

First, you must find an appropriate image:

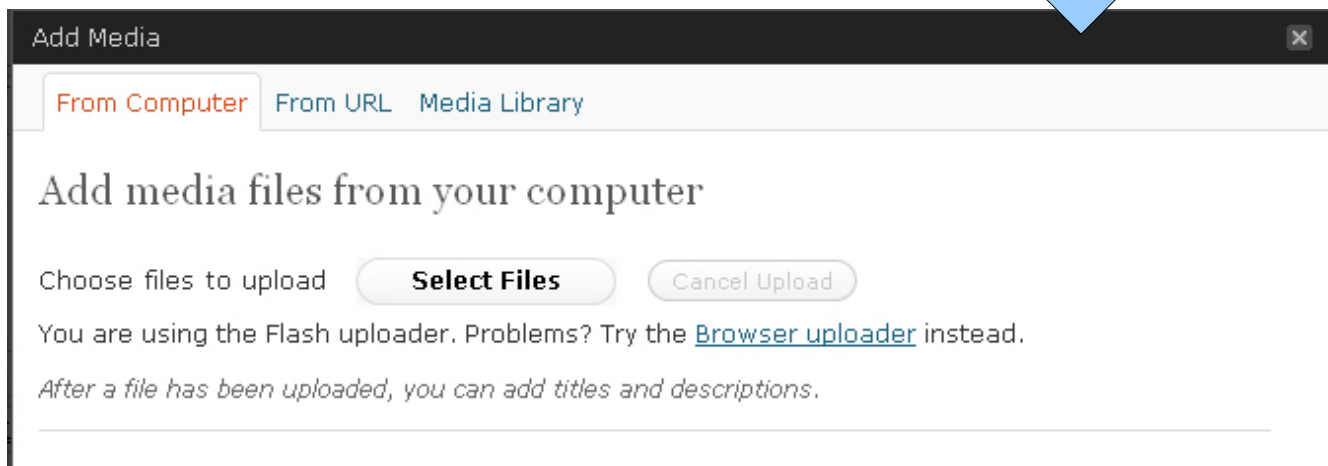
1. It cannot be copyrighted; you must check this.
2. It must be appropriate for school!
3. It must fit your post—if you're writing about your the novel *Twilight*, for example, you wouldn't insert an image of Brett Favre. The image needs to add context to the post.
4. Should not be a thumbnail. Click on show full size image.
5. It may need to be re-sized in PhotoShop or other image editor. A good resolution for the Web is 72 ppi (pixels per inch).

After you find the image, right click on it, save it in your My Pictures folder.

When you're ready to add the image, click on the add media star:



This box will pop up.
Click 'select files.'
Find your file
in your folder
and upload it.



Once you have selected the file, you will need to make some decisions.

You may want to give the image a new title. One word titles are best, or at least have no spaces. The title becomes part of the image url. You can add a description if you want. Choose your alignment and your size. Then, just click the insert into post button.

The screenshot shows the 'Add Media' dialog box with the following fields and options:

- Title:** * sphone
- Caption:** (empty field) *Also used as alternate text for the image*
- Description:** (empty text area)
- Link URL:** <http://student.sheboyganfalls.k12.wi.us/dehogue/files/2009/10/sphone>
Buttons: None, File URL, Post URL
Enter a link URL or click above for presets.
- Alignment:** None, Left, Center, Right
- Size:** Thumbnail (150 x 150), Medium (264 x 300), Large, Full size (350 x 397)
- Buttons: [Delete](#)

A blue callout box points to the Title field with the text: "This is the new url for this image in your media library. You probably won't need this." Another blue arrow points to the "Insert into Post" button.

Once an image is in your media library, you won't have to find the file on your computer. If you want to use it again, you can change the tab at the top of the add media options box.

The screenshot shows the 'Add Media' dialog box with the following elements:

- Tabbed interface: **From Computer** (selected), **From URL**, **Media Library**
- Text: "Add media in your computer"
- Buttons:
- Text: "You are... Try the [Browser uploader](#) instead."
- Text: "After a file... titles and descriptions."

A blue callout box points to the 'From URL' tab with the text: "Never select files from www URL. It is very bad etiquette to link directly to images." Another blue arrow points to the 'Media Library' tab.