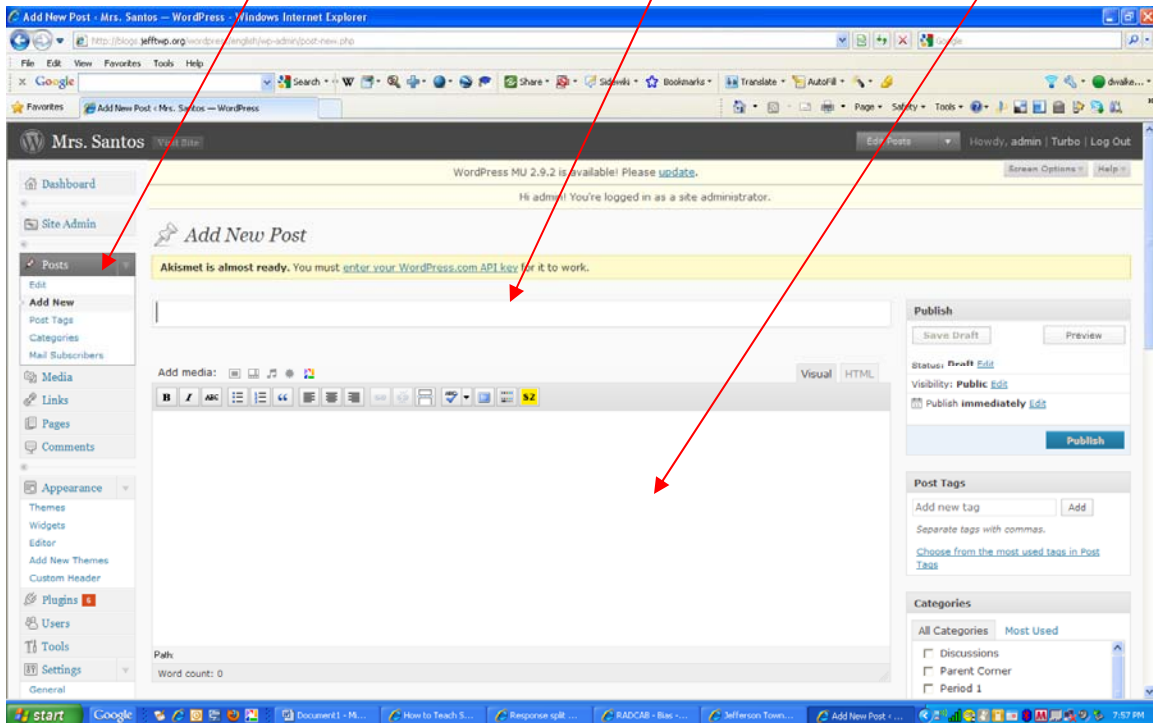
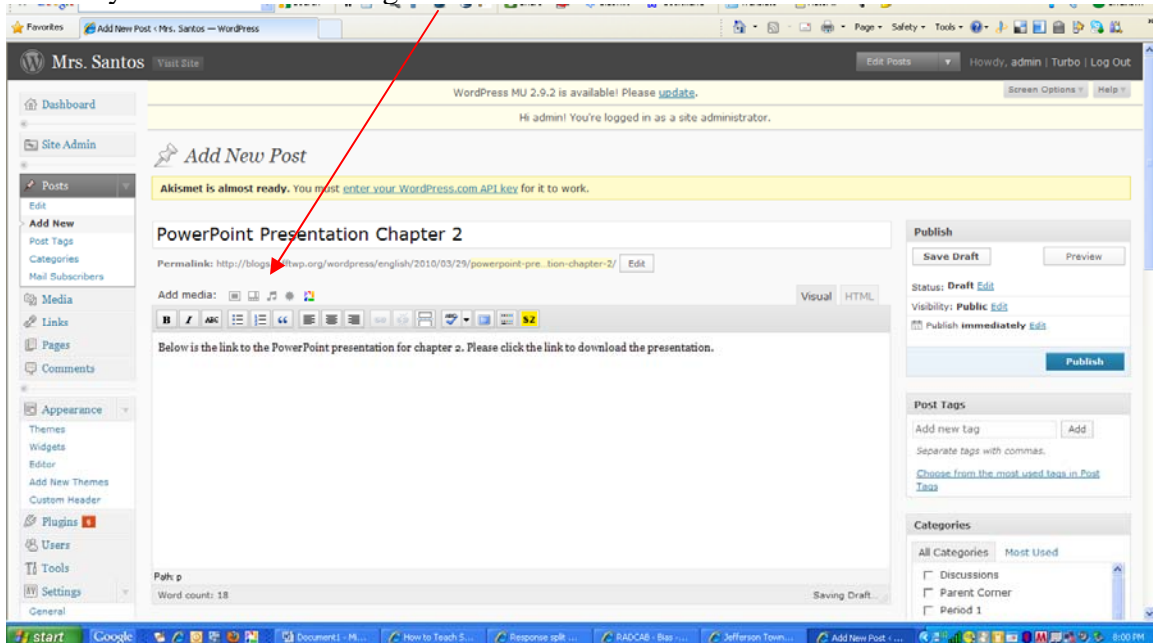


How to attach a file to your blog

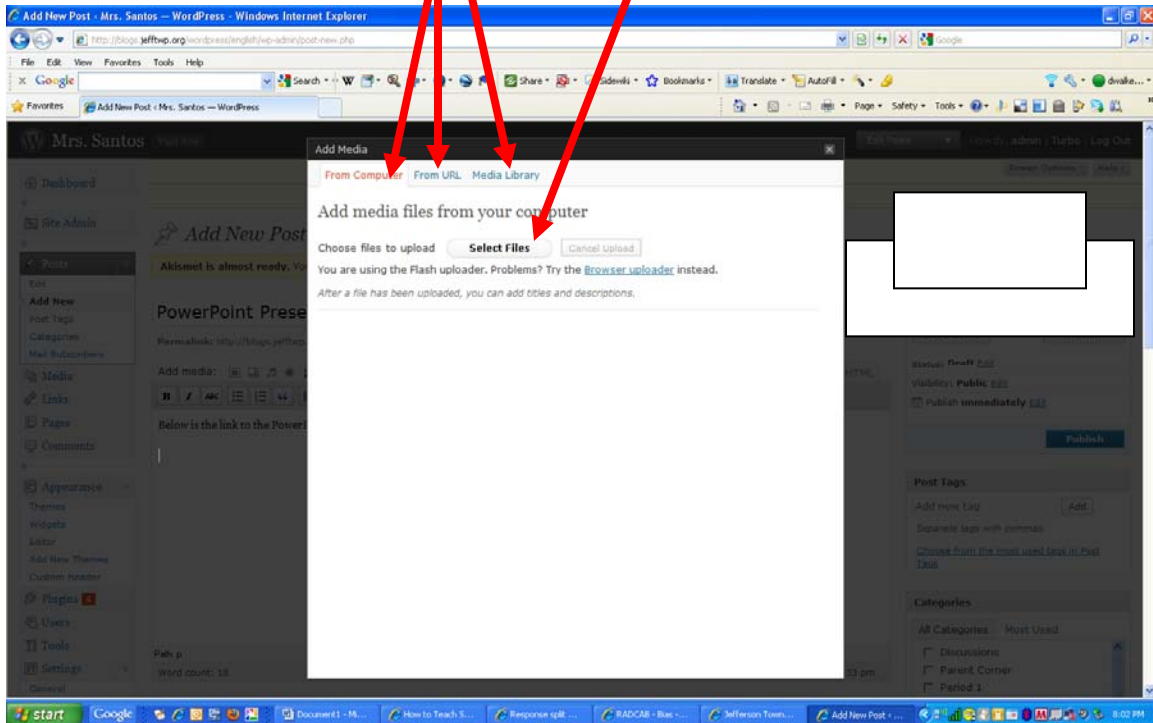
1. Create a new post or edit an existing one. Add a title and any text you wish to the body of the post.



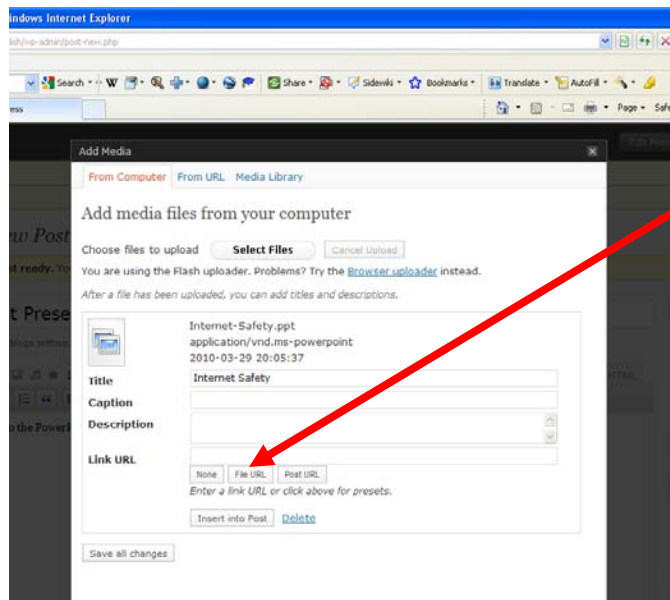
2. Click any one of the “add media” icons. Even though there is one for music, video, and files they all do the same thing.



3. The below window will open. You can attach a file “From Your Computer”. “From a URL” or “From Your Blog Media Library. When you attach a file from your computer it is automatically added to your media library for future use.
4. Click on Select Files to browse for your file. (This is the same process as attaching a file to your email).

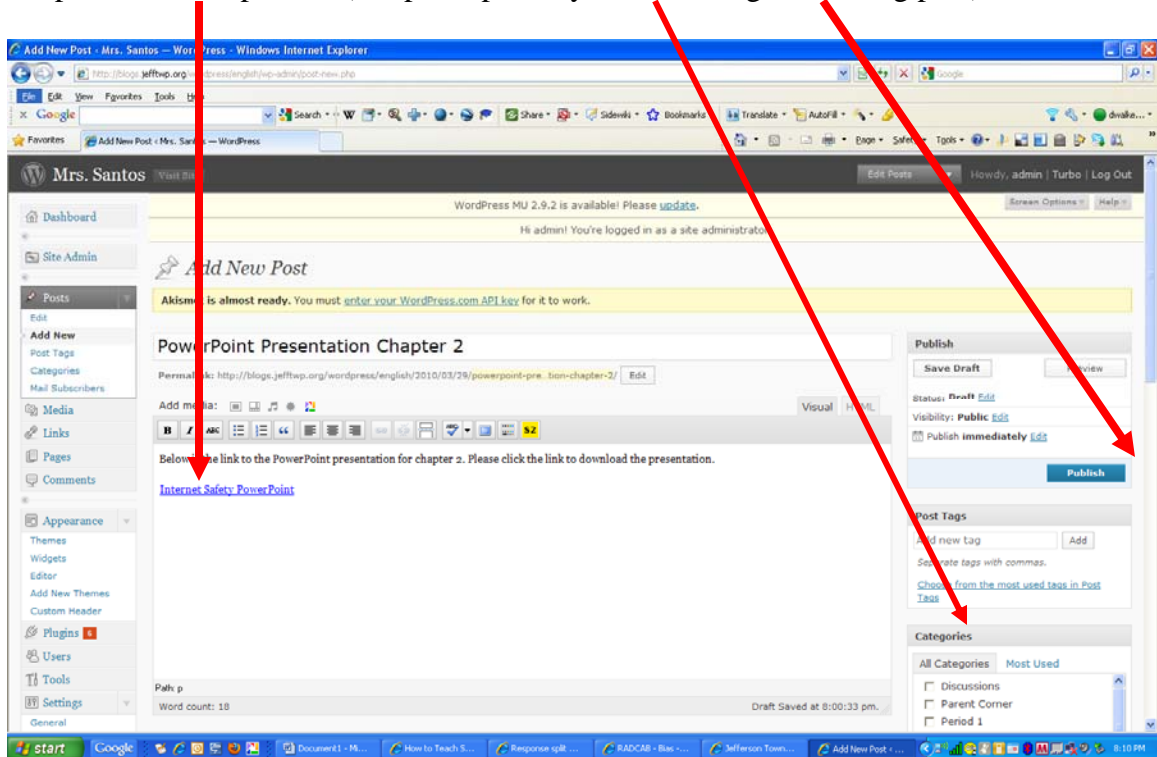


5. After you browse for and select your file it will be uploaded to your media library. You will see the following screen.



6. Title: This is the text that you will click on to open up the file in your post.
7. Click “file url”
8. Click Insert into post.

9. You will now have a link in your posting for the file. Select a category for your post and click publish (or update post if you are editing an existing post)



10. The Media Library – The files that you upload are stored in the media library. You can manage this library by clicking Media on the left menu bar. Please delete files from the media library that you no longer need. This will conserve storage space on our server.

