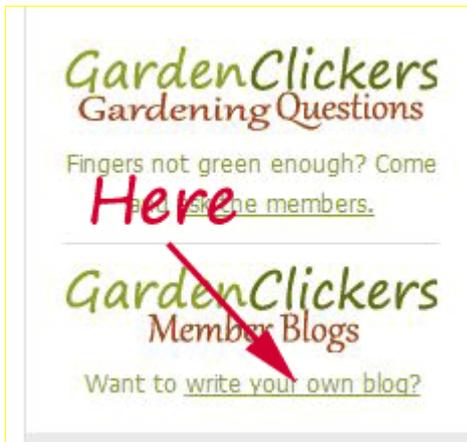
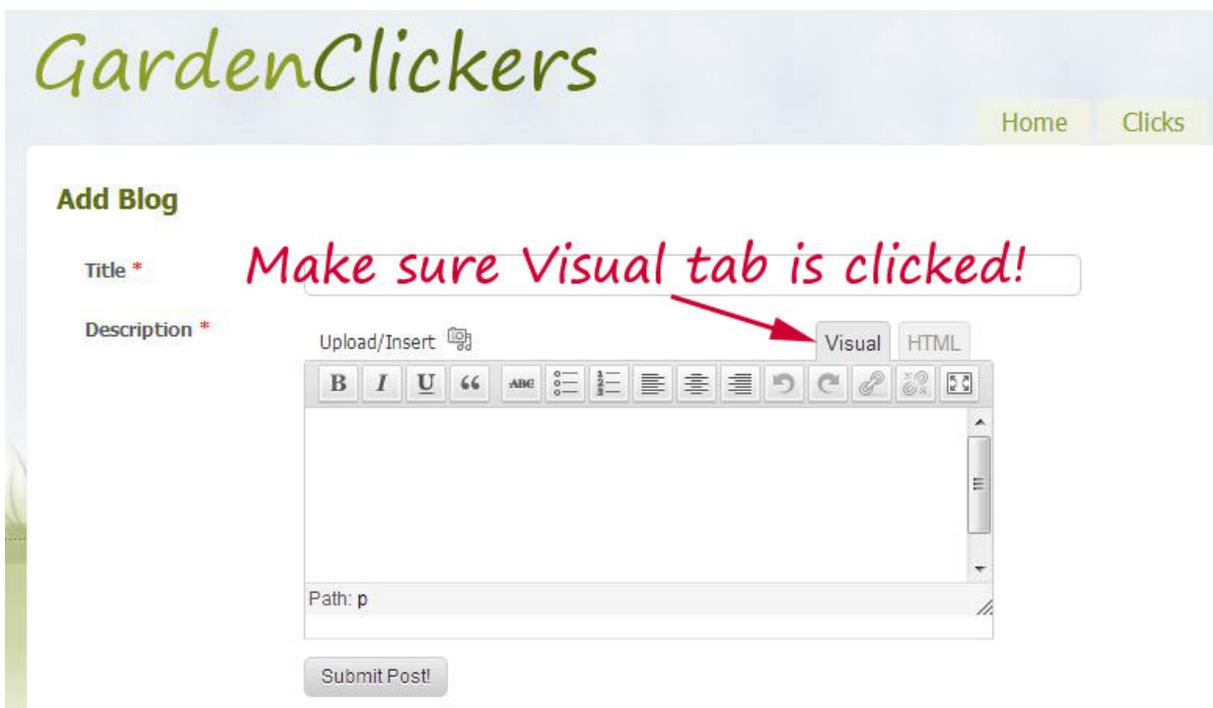


## 1. Blogs

- 1.1. To view members' blogs just click on the "Blogs" link at the top of the page, or the logo "Member Blogs" on the side bar.
- 1.2. To add a new blog, click on the "write your own blog?" link underneath the "Member Blogs" logo on the side bar.



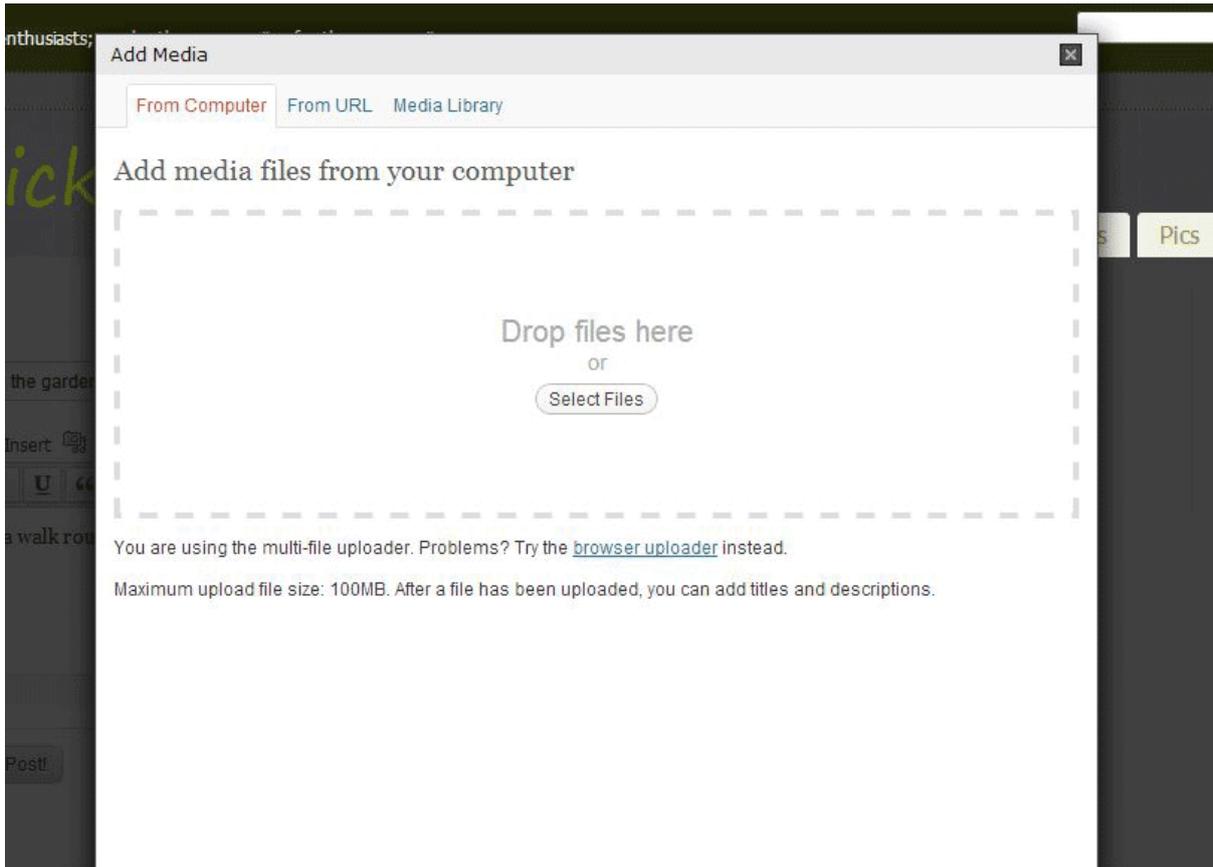
- 1.3. The Add Blogs page will open.



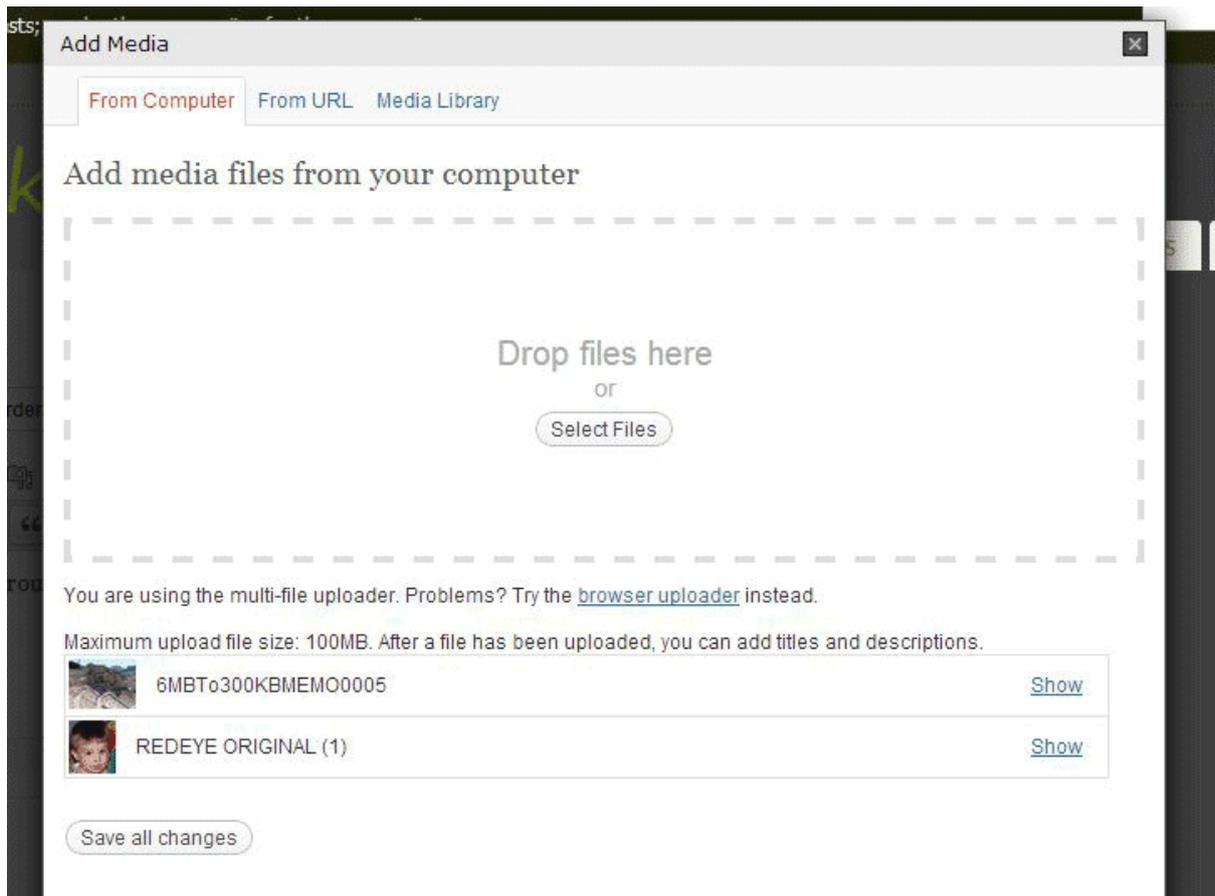
- 1.4. Type in a name for your blog where it says "Title" Make sure the "Visual" tab is clicked on and then add the main text in the larger box.
- 1.5. To add photographs to your blog you need to upload them first to the Media "library". Please remember that files need to be resized to fit in with the site limit of 300kb per

image. If you need help with this there is a member's guide to resizing photographs in the FAQs & How to Guides, link is at the bottom of every page.

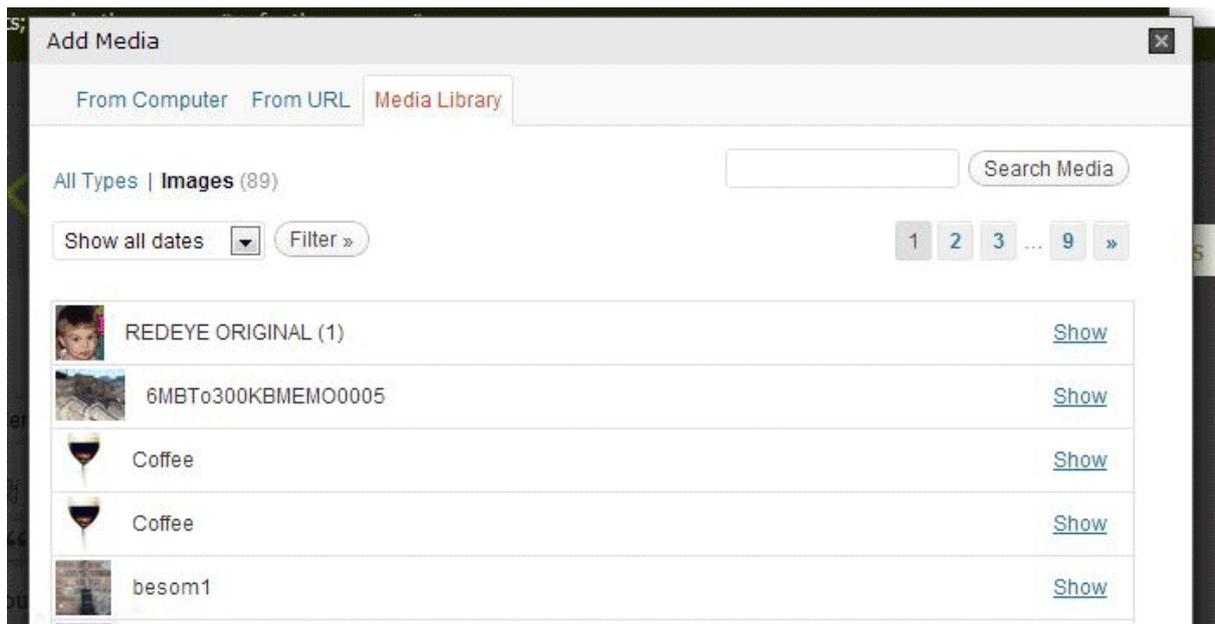
- 1.6. To upload your images:
- 1.7. Click on the little link that says "Upload/insert" beside a little camera icon.
- 1.8. A window will open called Add Media, and the main page underneath will look "greyed out"



- 1.9. There are 3 tabs near the top of this window "From computer", "From URL" and "Media Library".
- 1.10. Make sure you are on the tab "From Computer", then you can "drag and drop" files straight from your computer folders into the box where the words "drop files here" are written. Or you can use the "Select files" instead, click on it and a window will open showing your own computer folders and files, navigate to where your pictures are and select them.
- 1.11. As you add them, you will see them appear as a list of files below the "Drop files here" box. Add all the ones you need for your blog.



- 1.12. When they are all showing as little thumbnails click on " save all changes". But don't panic when they all disappear! They have simply moved to the Media library. So just click on that tab and you will see them all with an icon and name. You will also be able to see everything else that has been uploaded to the library.



- 1.13. You can now close the “add media” window (x top right) if you need to sort out where you want your images to be in your text. The Media Library will hold your photographs until you are ready to use them.
- 1.14. Go back to your text and click where you want your first picture to go. Hit return if you want it on a new line, as you would with a word document.

**Add Blog**

Title \*

Description \*

Upload/Insert 

Visual HTML

**B** **I** **U** “ ” ABC         

I took a walk round my veg garden this morning.

*Place your cursor (mouse!) here, to put your photo on a new line*

Submit Post!

- 1.15. Then click Upload/insert again, and go to the “Media Library” tab at the top of the “Add Media” window and click “SHOW” to the right of the image you want. This will open up the details for that image.
- 1.16. Near the bottom of the image’s details you will see “Size” Make sure there is a blue dot at “thumbnail” for small images or “Medium” for ones about 4 or 5 inches across. Then click the “Insert into Post” button, the Media window will close and your image will appear in your text, where you placed your cursor.

Add Media

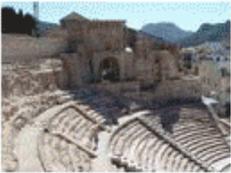
Show all dates Filter »

1 2 3 ... 9 »

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 REDEYE ORIGINAL (1) [Show](#)

6MBTo300KBMEMO0005 [Hide](#)



**File name:** 6MBTo300KBMEMO0005.jpg  
**File type:** image/jpeg  
**Upload date:** October 15, 2012  
**Dimensions:** 1600 × 1200

[Edit Image](#)

**Title** \* 6MBTo300KBMEMO0005

**Alternate Text**  
Alt text for the image, e.g. "The Mona Lisa"

**Caption**

**Description**

**Link URL** [http://gardendickers.co.uk/?attachment\\_id=766](http://gardendickers.co.uk/?attachment_id=766)

None File URL Attachment Post URL  
Enter a link URL or click above for presets.

**Alignment**  
 None  Left  Center  Right

**Size**  
 **Thumbnail** (150 × 112)  
 Medium (300 × 225)  
 Large (594 × 443)  
 Full Size (1600 × 1200)

[Insert into Post](#) [Delete](#)

---

 Coffee [Show](#)

 Coffee [Show](#)

1. Size

2. Select Thumbnail here

3. Click Insert into post

1.17. Keep repeating to add more photographs where you want to place them in the text.  
 When your Blog is finished click the submit post. You're done!