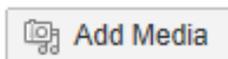


Topic: Adding Images

Adding images can add a lot to your blog posts. They not only liven it up a bit, but they also give people a visual idea of what you may be writing about in your post.

STEP 1:

The first step to inserting an image is to put your cursor in your post where you would like to add the image. Once you have your cursor in place, click the **Add Media** button.



STEP 2:

The insert media page will then pop up and you will have to click **Upload Files** at the top of the page.



STEP 3:

Next, click the **Select Files** button on the middle of the page.

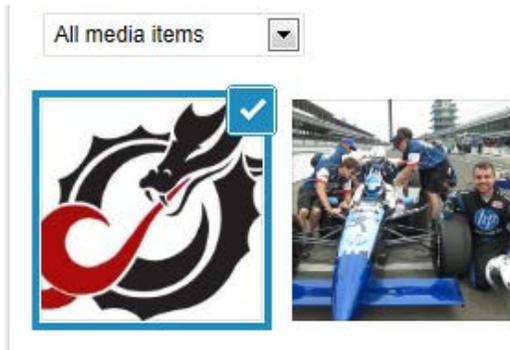


STEP 4:

Once you have clicked Select Files, you will be brought to your computer files where you can then find the image you would like to upload and click **Open**.

STEP 5:

The photo you just opened will then show up in the Insert Media window. Click on the photo to select it to insert it into the post.



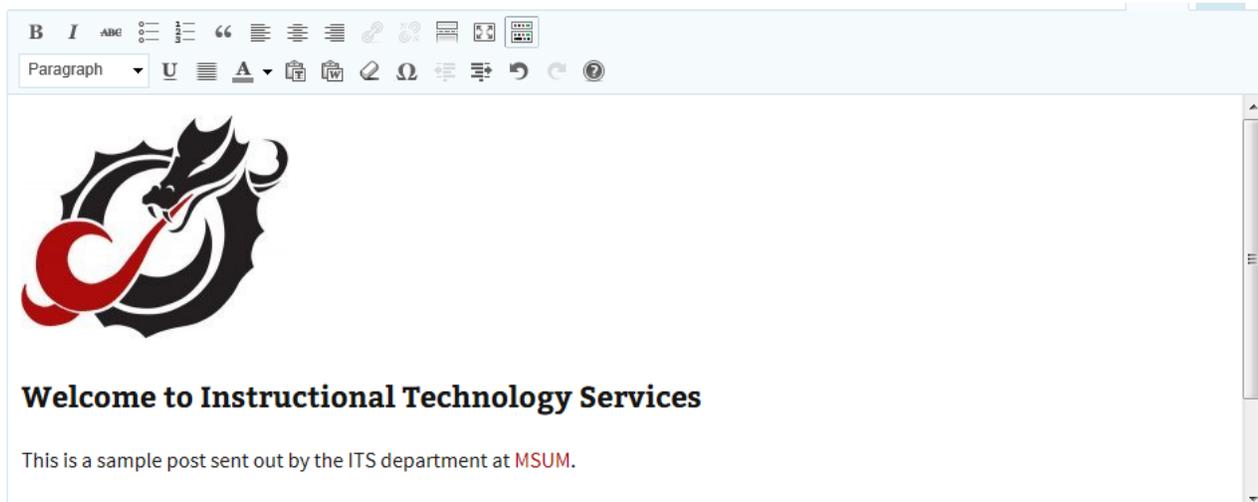
To know you have selected the right photo, it will show the blue border and check mark like the photo above.

STEP 6:

Now that you have the picture selected, you can click Insert into post for the photo to show up in your post.



The photo will then show up in your post where you chose to insert it.



STEP 7:

You can then preview the changes you just made to make sure you like where you have inserted the picture.

STEP 8:

If the picture turned out the way you had hoped, you can either click **Update** or **Publish** in the publish box on the right.

For More Information

Please contact the Office of Online & Extended Learning at support@mnstate.edu or 218.477.2603 if you have questions about this material.