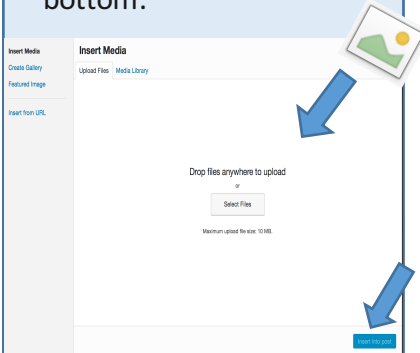


## Blogs

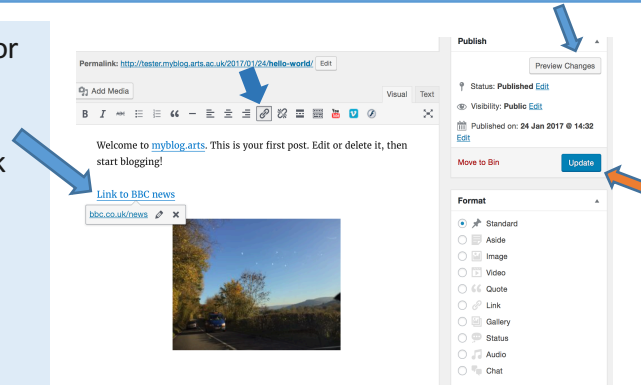
### Add an image

Go into your **blog**, either create a **new post** or go into an existing one. Select **'edit post'** then **'add media'**, find your image on your desktop or add a link to an image you are allowed to use, choose **'Upload Files'** or **'Insert from URL'** as below. You can upload an image file by dragging and **dropping** it into the middle. Then click on the blue 'Insert into post' button at the bottom.



## Myblog Instructions

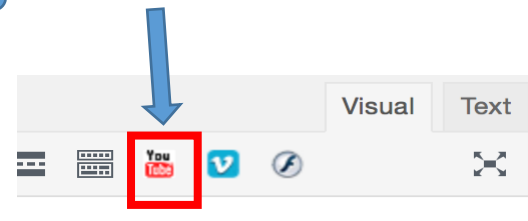
- In a blog post write a name for your link, like 'link to BBC News'.
- Highlight the words then click on the **chain** symbol, paste in the link url (address).
- Click on the blue **'update'** button on the right.
- Click on **'Preview changes'** to see how it looks and check it works OK.



Create a link

### Add a YouTube/Vimeo Video

- **Easy:** click on the logo
- insert the link to your chosen video, instructions will appear.



**Most blogs have similar ways of doing things**

## Bloggng Tips

### Think about your audience

who do you want to be reading your blog? Who do you think will be interested in what you have to say?

### What is your post for?

Are you trying to get a point across? What is it? It might be useful to make sure you have a purpose in mind when you sit down to write a post, even if that purpose is just to describe something that happened to you recently. Don't ramble!

### Get the length right

But how long is a piece of string! It all depends what the post is for, but some people think no less than 250 words and no more than 1000 is a good guideline.

### Keep it clear

The design of your blog – font choice, colour, layout, column width, and more – will also help to make your blog more readable. Try and keep your design simple and free of visual clutter

**Images speak!** But consider copyright – use your own images, add a copyright notice