Greenville County Schools Wordpress Blog
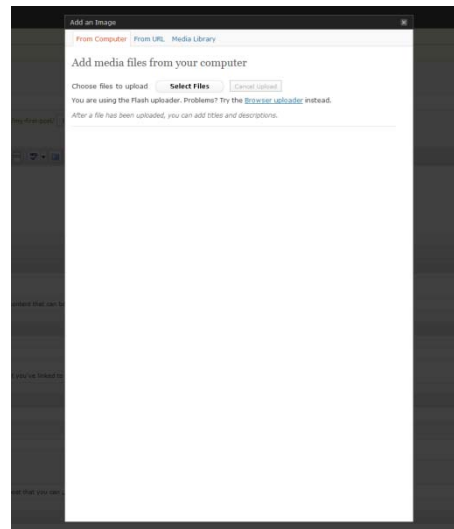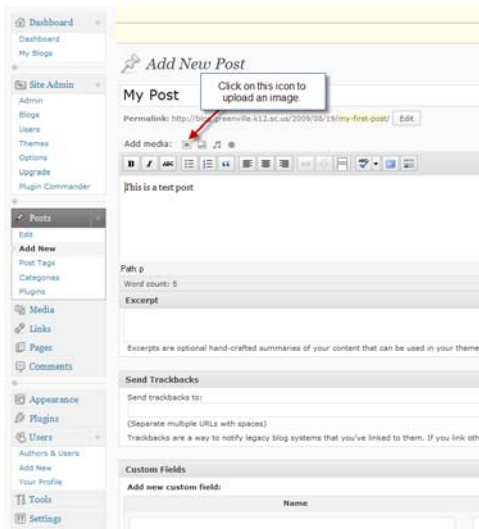
Adding Audio, Video, Images,
and Hyperlinks to a Blog Post

Powered by Wordpress

Adding an Image to a Post

1. Navigate to http://blog.greenville.k12.sc.us using your Internet browser.

2. Create a new post or open a draft post for editing.

3. Click on the **Add Image** icon from the **Add Media** toolbar. This will launch a dialog box that allows you to upload pictures from your computer, a URL, or your media library.
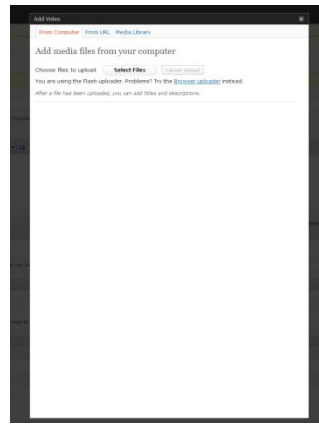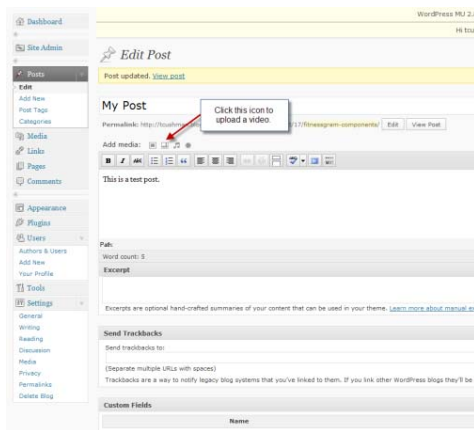

4. To add an image from your hard drive:

   a. Begin by clicking the **From Computer** tab.

   b. Click the **Select Files** button.

   c. Choose the image or images you would like to upload.

   d. Add a title for your image if you like.

   e. Click **Open**.

   f. Click the **Insert into Post** button.

5. To add an image from a website:

   a. Begin by clicking the **From URL** tab.

   b. Type the website address of the image (or copy and paste the address) in the **Image URL** text box.
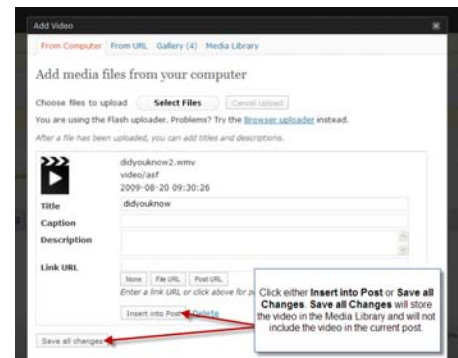
   c. Add a title for your image if you like.

d. Choose **None**, **Left**, or **Center** for the alignment option.

e. Choose to link or not link the image back to its original source or another website.

f. Click the **Insert into Post** button.

Adding a Video to a Post

1. Navigate to http://blog.greenville.k12.sc.us using your Internet browser.

2. Create a new post or open a draft post for editing.

3. Click on the **Add Video** icon from the **Add Media** toolbar. This will launch a dialog box that allows you to upload/link to video from your computer, a URL, or your media library.

4. To add a video from your hard drive:

    a. Begin by clicking the **From Computer** tab.

    b. Click the **Select Files** button.

    c. Choose the video or videos you would like to upload.

    d. Click **Open**.

    e. Click the **Insert into Post** button or **Save All Changes**.

5. To add a video from a website as a link:

    a. Begin by clicking the **From URL** tab.

    b. Type the website address of the video (or copy and paste the address) in the **Video URL** text box.

    c. The only option when *linking to a video* is to **Insert into Post**. The video will appear in the post as hyperlinked text and not an embedded video.

Adding Hyperlinks to a Post

1. Navigate to http://blog.greenville.k12.sc.us using your Internet browser.

2. Create a new post or open a draft post for editing.

3. Highlight the text that you would like to hyperlink and click on the **Insert/edit link** button. Please note that if you type or paste a website address you will still have to highlight the text and use the **Insert/edit link** button to hyperlink.

   a. Type in the website address. The target, title, and class are optional.

   b. Some users prefer for the hyperlinked website to appear in a new window. This can be accomplished by using the **Target** drop down menu.