

How To Blog on the Mootblog Part Two

OK, so hopefully you've read part one. Now for the fun part.

IMAGES

There are two ways of doing this.

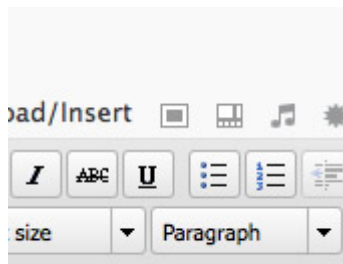
1. Using a photo you've got stored on your computer.

I'm assuming that you've taken a photo and somehow got it onto your computer, and that you know where to find it on this computer of yours... :-)

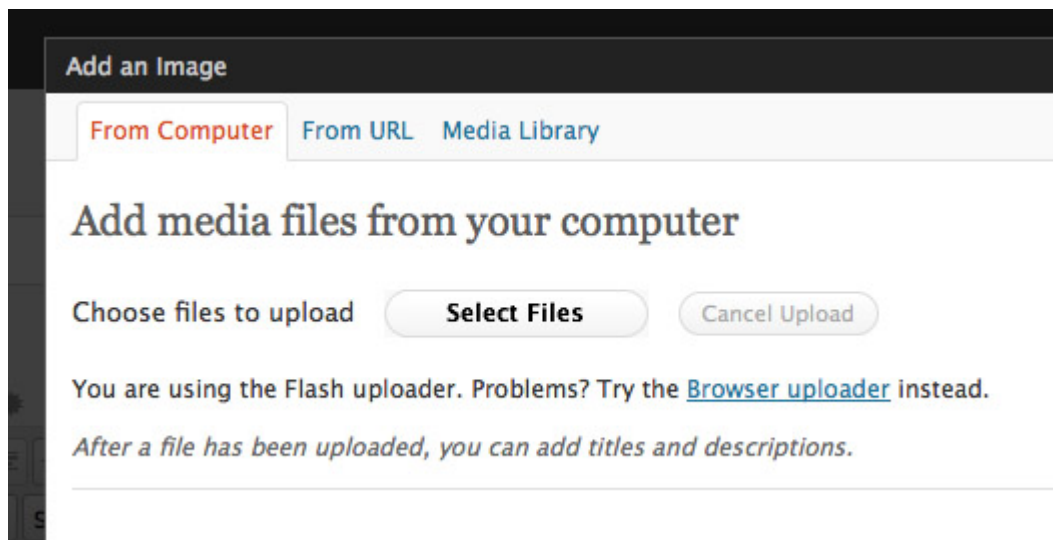
OK, go to the post you're writing on the blog. Once you've got it, click on this button here:



..which is up next to where it says "Upload/Insert":

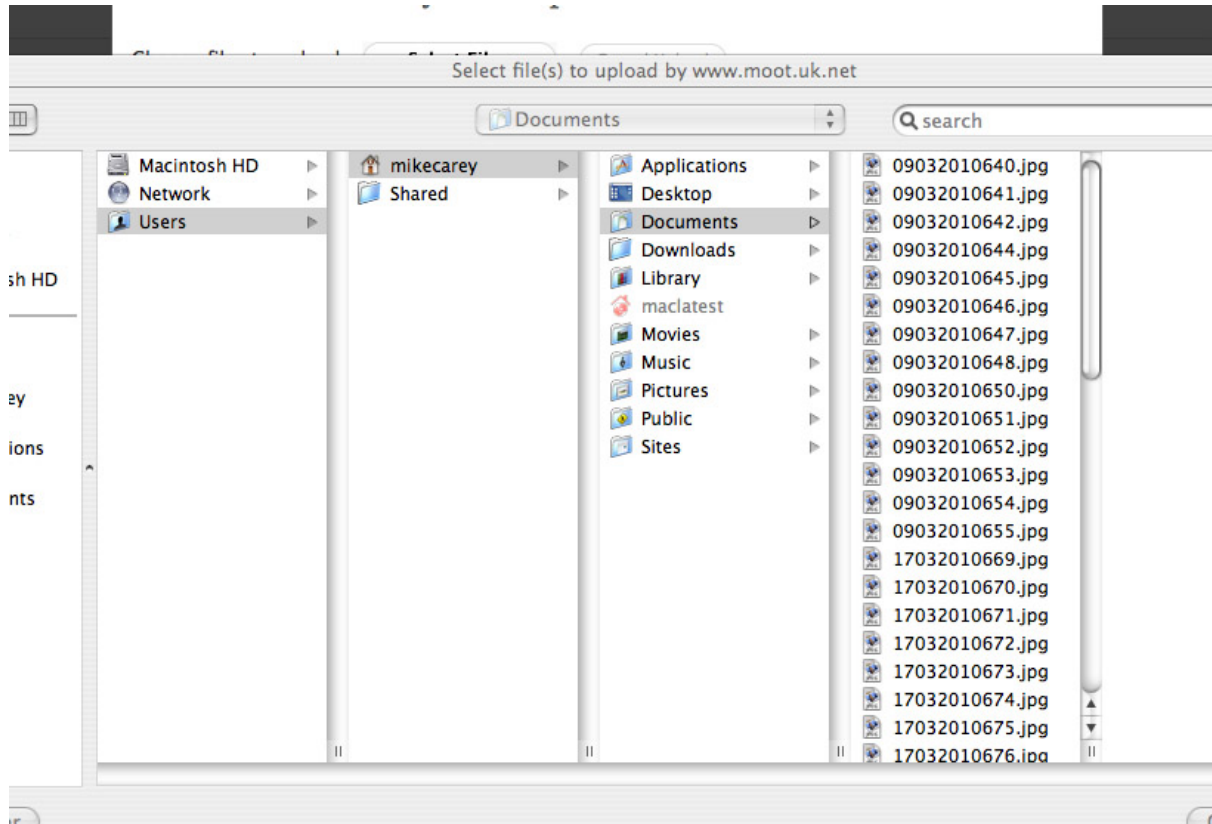


A new window should pop up that looks like this:

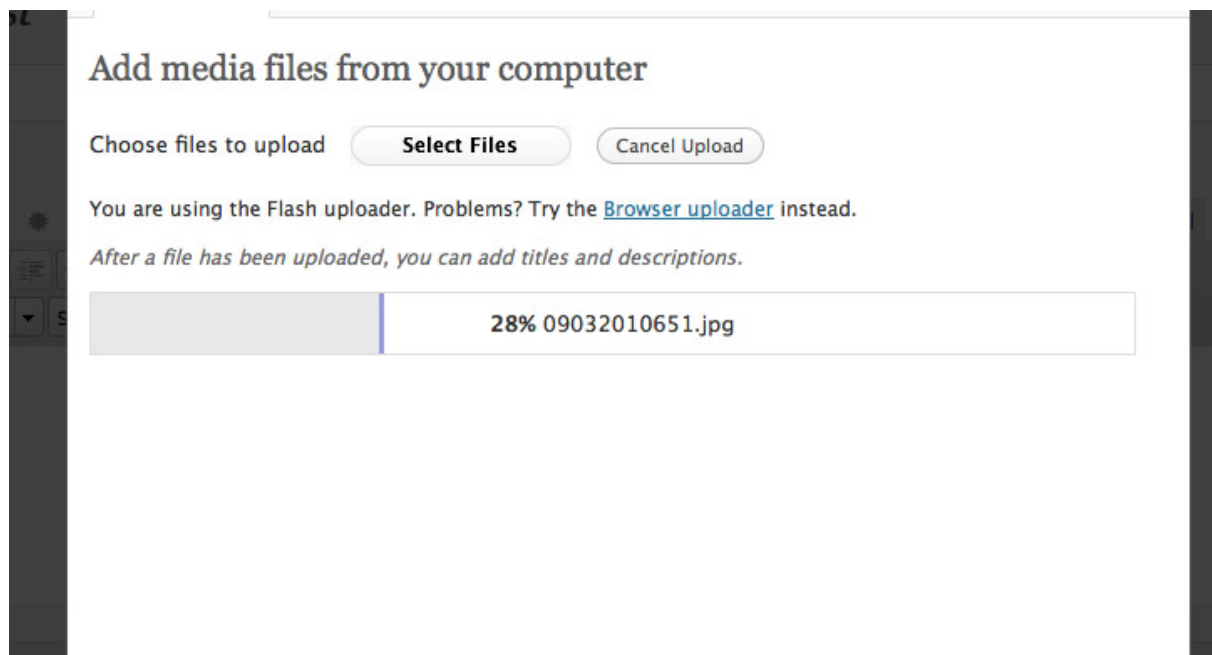


Next to the bit that says: "Choose Files to upload" is a button that says "Select Files" Click on that.

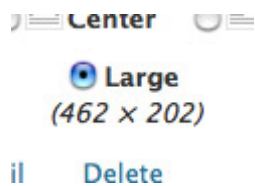
A window should then pop up that will enable you to find the image on your computer. You know whereabouts the photo is on your computer (I hope). Go through your files and then click on the photo you want.



Then a little bar should slowly crawl across the screen as your beautiful photo is uploaded to moot's website. Give it a moment to crunch the numbers. There you go.



Last thing: make sure you click on the button that says "Large (462 x 202)" What this does is standardise the photos and keeps the blog looking neat. It's a design issue that makes sure that we don't all upload different shaped pictures.



Your picture may be cropped a bit by the program, so you may want to choose your photo accordingly. Just remember that if anyone reading the blog wants to see your photo in all it's glory, all they need to do is click on it, and it'll appear in a new window all by itself.

Now click on "Insert Into Post" at the bottom and Bob's yer uncle. Your post now has your picture in it.

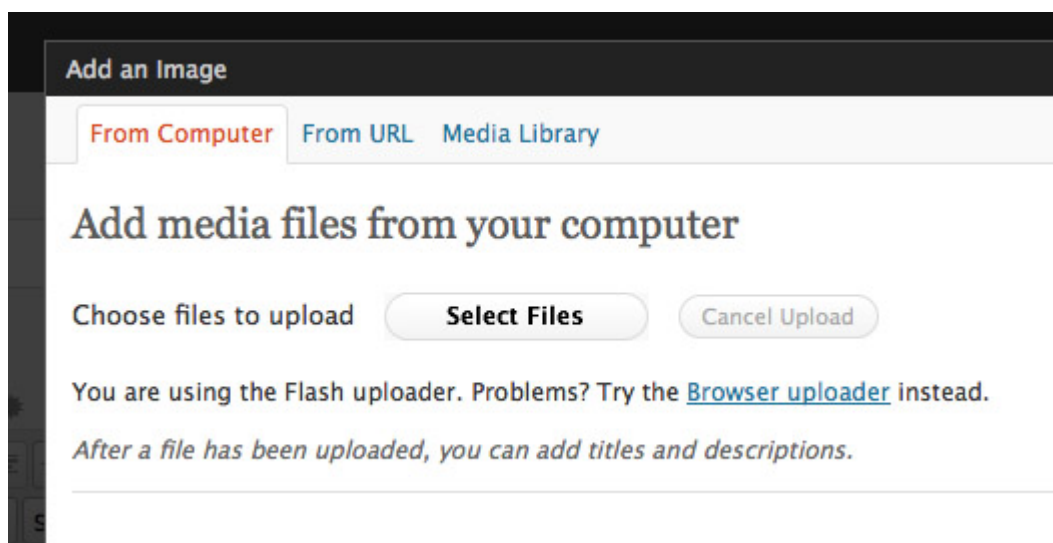
2. Using an image that you've seen somewhere on the web.

This is a bit more involved. First you need to get the web address (or URL, as it's called) of the image you want to use. There are many ways of doing this depending on where you've seen the image. I'm not going to go into it here, but I'm assuming you've somehow got hold of it. If you're not confident about doing this, then contact one of the moot techy team if you'd like to know. :-)

Once you've got that, click on this button here:



A new window should open up that looks like this:



Click on the bit that the top in blue that says "From URL" (which means "from Web address") and it should then look like this:

Add an Image ✕

From Computer **From URL** Media Library Add From Server

Add media file from URL

Insert an image from another web site

Image URL *

Image Title *

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

Image Caption

Alignment None Left Center Right

Link Image To:

Enter a link URL or click above for presets.

In the box next to the words "Image URL" with the little red star, that's where you put the web address for your image.

Image URL *

Image Title *

If you've put the right thing in, it should give you a tick for being such a good little christian:

insert an image from ano

Image URL

Image Title *

Next, you need to give a title (next to the words "Image Title" and another red star) for the image here:

Image Title *

Alternate Text

It won't let you continue unless you do, so just make a title up that roughly describes what the image is of. Doesn't have to be long.

Done? Good! Now click "Insert Into Post" here:

Enter a link URL or cli

Insert into Post

Job done. Now carry on as you were.