Creating a Blog: Inserting images, documents and links

Note: We recommend that you write the blog in word, then copy and paste the final blog entry.

1. Login into your blog account at https://www.cityofmadison.com/blog/
    a. Use your network login: ITXXX and password
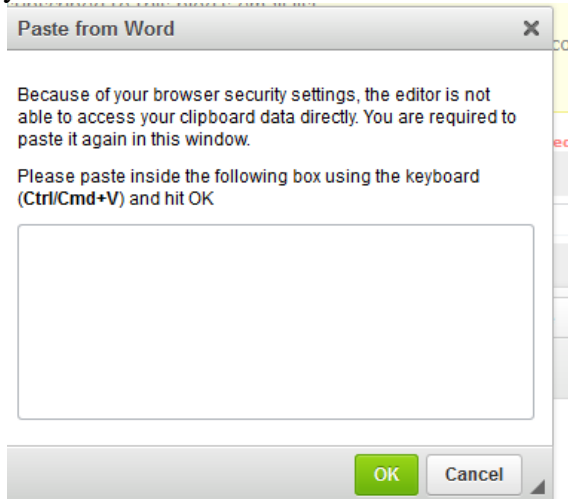2. Select Category
3. Add Title

Adding Content:
4. If you are copying the content from Word:
    a. Copy the content from the Word document
    b. Paste into the Content Area of the blog by selecting the icon with the clipboard and the W   .
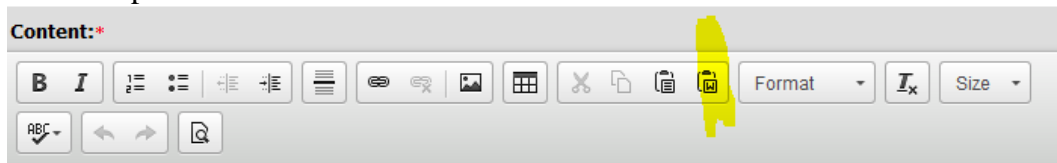
    c. A pop-up window will appear "Paste from Word" which you should paste your content. Hit OK.
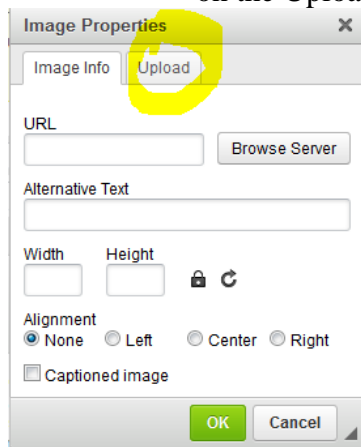

    d. Content should appear.

Inserting Images
5. Put your cursor where you want the image to be added. It can be part of the blog or at the end of the blog posting. It works well to put the image at the end of the blog.

1

Content:*

| **B** | *I* | | | | | | | | | | | | | | | | Normal | ▾ | | Size | ▾ |

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanct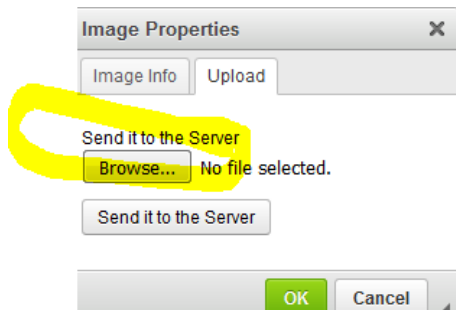us est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

a. Click on the image icon. It should open up the Image Properties box. Click on the Upload tab.

Image Properties ✕

Image Info | Upload

URL

[   ] [Browse Server]

Alternative Text

[   ]

Width | Height

[   ] [   ] 🔒 ↻

Alignment
● None ○ Left ○ Center ○ Right

☐ Captioned image

[OK] [Cancel]

b. Find the image you want to upload. Select "Browse"

Image Properties ✕

Image Info | Upload

Send it to the Server
[Browse...] No file selected.

[Send it to the Server]

[OK] [Cancel]

c. Find image on Desktop, Send it to Server. (See notes below for how to get an image from your iPhone).
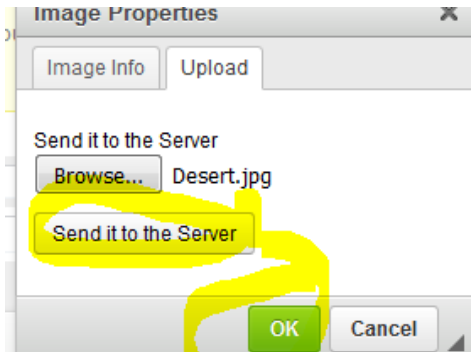
   d. The Image Info tab will appear once image has been uploaded to the server. Be sure to add the Alternative Text and if a width of photo is over 640 Pixels wide, change the width to 640. It will automatically change the height. Click OK.
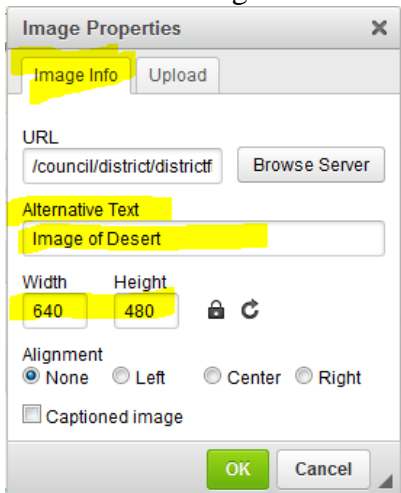
   e. Image should display under content. Blog with content and image.

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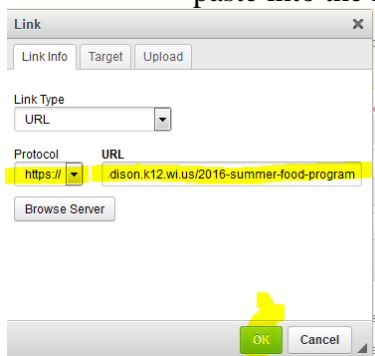

body   p   image

6. **Inserting a Link**
   a. Highlight the text that you want to link to in the content, e.g. "For more details on MMSD Summer Lunch Times", then select the icon that looks like a link.
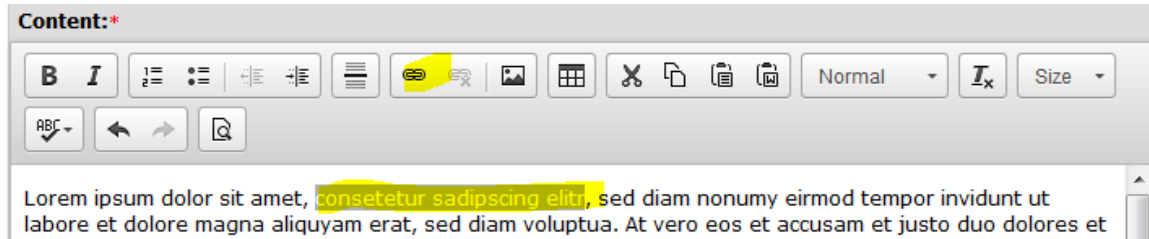
   b. In a new tab, find the link that you want to use. Copy the link and then paste into the Link info box. Click OK. Text should be a link.


   c. If you want to test your links, you can use the preview feature to see text, images and links. Use the magnifying glass icon.

7. **Inserting a Document**
   a. If you had a PDF document sent to you that you would like to share. You can write one or two sentences, and then say "See entire plan…" then highlight the text of "See entire plan/notice, etc."
   b. Go to the link icon and select the Upload tab. Browse to the document on your computer. Send it to the server. The Link Info tab will appear once the upload is successful. Click OK
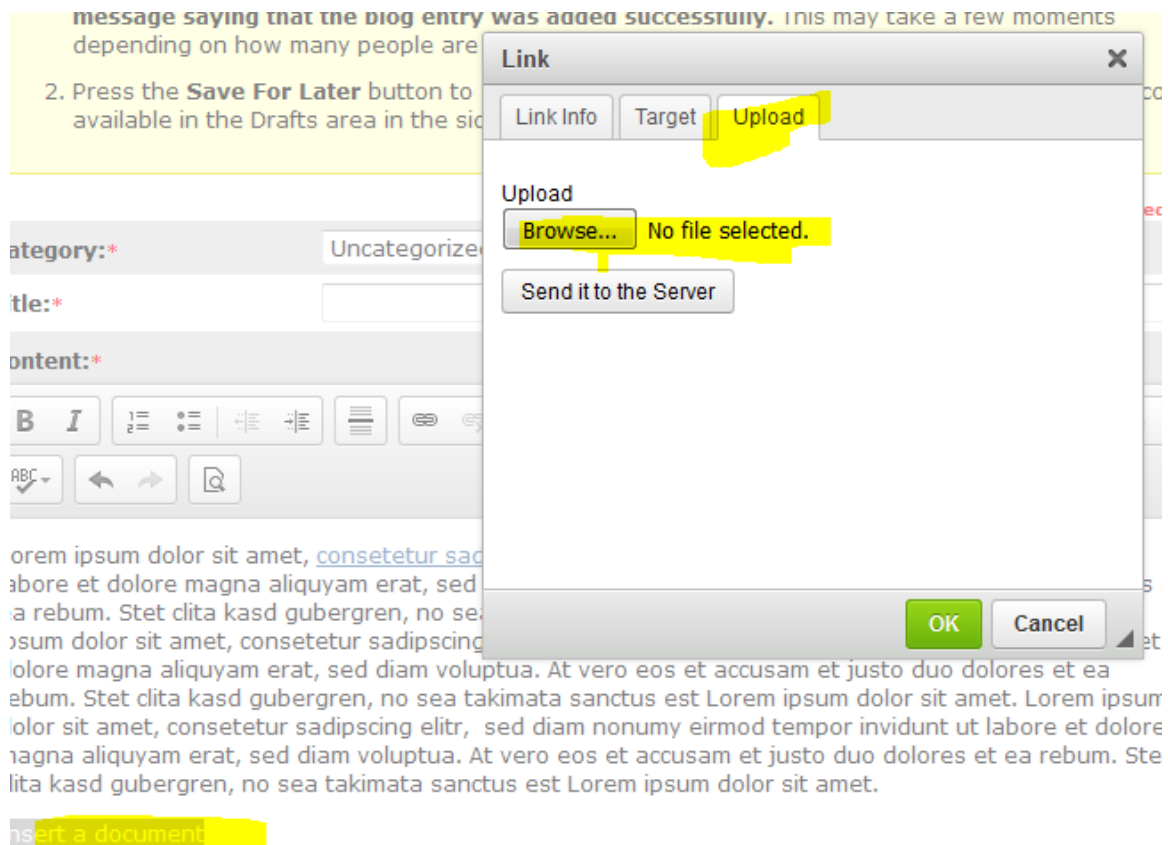
c. Use the preview option to check the link. It should be linking the document that you have uploaded.

Note: If your photo is on your phone, see the below instructions:

1. Open your iPhone's Photos app.
2. Choose the album containing the photos you want to send. If you took photos using your iPhone, they'll be in an album up top called "Camera Roll."
3. Tap the button in the upper righthand corner that looks like a rectangle with an arrow coming out of it. This will initiate edit mode.
4. Tap the photos you want to send. You can only send five by email at one time.
5. Tap the action you want to take from the bar at the bottom. In this scenario, you'll want to tap the Share button.
6. You may be presented with a few options. If you are, choose Email.
7. Your iPhone will now compose a new email message and, within a few seconds, you'll see your photos added to the body of the message. Up top, enter the name or email address of the person you want to send the photos to. Also enter a subject line for the email if you'd like. When you're done, tap the Send button.
8. Before the message sends, you'll be asked what size you want the emailed photos to be. Small is very small but takes up very little data. Medium and large are both good sizes for viewing but take up more data. This means they may take longer to

send. Actual size means your iPhone will not shrink your photos at all and send the original copies. This is what you want to choose if the person you're emailing is going to print out copies of the photos. Make your selection and your iPhone will start sending the message. It may take some time, but eventually you'll hear a "woosh" sound indicating that your message has been sent.

9. Go to City of Madison Email: Outlook Web Access (https://email.cityofmadison.com/)
10. Login
11. Find email that you sent, download your images to your desktop