
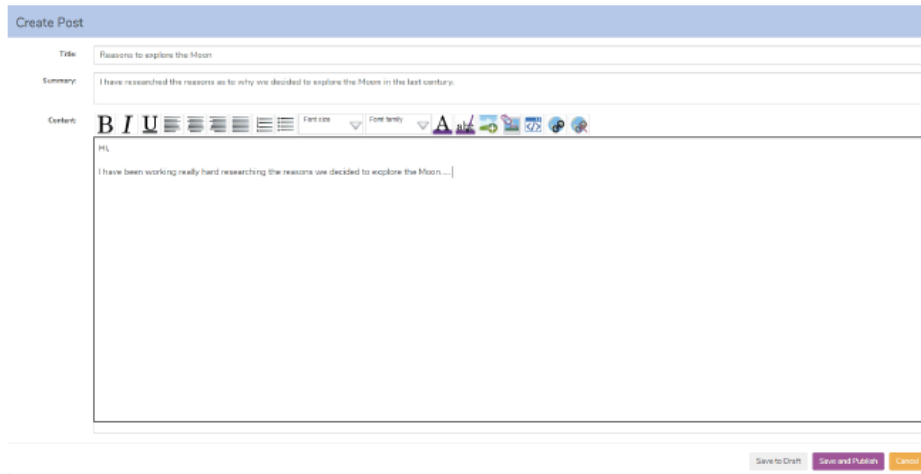


## 2 Blog - some notes

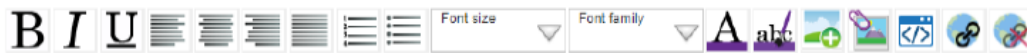
To add a new post, go into the blog and click on the  on the top right-hand corner to open the Create Post screen



Fill in the required details. The Title and Summary will appear on the front page of the blog. The Content can be seen when the blog is clicked on by the reader.

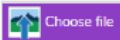
The **summary** should be a brief description of what the blog post is about. It challenges pupils to summarise their work in an appealing way, thinking of the reader of the blog.


The Content style can be formatted using the Text Tools



**Attach Picture button:** click to open the Clipart Picker. From here you can either:

- Use the drop-down box to select an appropriate clip art category and then an appropriate image.

- Click the  button and upload an image from your computer.

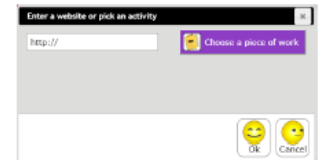
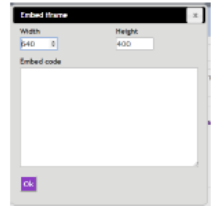
- Click the  button and draw an image using the paint tools.



**Embed iFrame:** This allows you to embed videos from other sites into blog posts. You will need the embed code from the video that you want to link to - you will usually find this as a sharing option on the video hosting site. Click on the Embed iFrame button and paste the embed code into the box:



**Add/Remove link:** This allows you to add hyper-links that will open in a new tab. Or remove an existing link. Type some text that will become clickable to make the link and highlight/select it. Then click the Add Link button. You will be asked to enter the web address or chose a piece of Purple Mash work to link to:



When all of the details have been filled in, click Save and publish to save the post and send it to the teacher for approval (if the post is being written by a pupil and Teacher approval was required). Pupils will see their post as it will look. The Not Approved indicator on the bottom right shows that this post still needs to be approved by the teacher before it will appear on the blog for everyone else to see.



The author of the post can then click on it to open the post and click on the Edit button if they wish to make any changes.