<u>Simple Guide To Blogging</u>

- Go to www.wix.com Log in using your school email and your personal password by clicking "Sign in" at the top right hand corner. You may need to reset this if you haven't used it for a while. The link will go to your school email but may go to junk or clutter folders.
- Click on "Blog" on left hand side.
- Click on "Create new post" on the top right of the page.
- Click English and then create post at the bottom. □ Type a title and a short write up.
- Click on "Add" on left hand side. If you choose "Images" this will post each image in a long list on the blog post which is ok if you are posting ½ pictures. If you choose "Gallery", this will create a collage effect of pictures (better if you are adding several photos)
- At this point you are going to need to upload the photos from IOS or wherever you have them to the Wix online storage, before you can use them. Find your Year group folder and any sub folders that you want to put the photos in. You may want to create a new folder at this point (To create a new folder, you can click on the add folder image on top right of page.) YOU MUST CHOOSE A FOLDER BEFORE UPLOADING ANY PHOTOS or they will just be loose underneath all the folders and will be difficult to find when you want to add them to your post.
- Once in the folder where you want to put the photos click on "Upload media" on top left hand side of the page.
- Click on upload from computer and browse to IOS shared to find photos or wherever you have stored them.
- If you click "CTRL and A", this will select them all for uploading to the wix site . Click open when you have selected all the photos that you want.
- The photos are now in the Wix files area ready to upload to your blog. Highlight any you want to add to the blog (CTRL + A will select them all) and click "Add to page" (bottom right)
- Remember to Tag the photos as your Year groups and any relevant subjects as this will help with evidence for subject leaders and, dare I say the O word! To do this, click on "Tabs" on the left hand side menu. There are 30 preset tabs so if you start typing your year group or subject, it should recognise it. You can add more than 1 tag e.g Year 4 and Science.
- Click publish post when you are happy with your post.

NB   If the cursor is in the middle of your short description your photos will be put in the middle of the text so make sure your cursor is where you want the photos to be before you start adding them.