

How to add attachments to your BPA blog page

To add photos or attachment to your blog you need to do 2 simple tasks:

1. Ensure your attachment is smaller than 100k.
2. Upload you attachment and add the html code to your post so that your attachment can be seen.

Ensure your attachment is smaller than 100k

Attachments need to be no larger than 100k therefore if you want to add photos then you must resize them first. A good free tool for this is Microsofts Image Resizer. You can download this tool from here:

<http://download.microsoft.com/download/whistler/Install/2/WXP/EN-US/ImageResizerPowerToySetup.exe>

Once you have installed Resizer

goto the folder with your pictures in ie My Pictures and either individually select the photos or Edit and Select All.

Then right click and a new menu will pop up, select Resize Pictures.

Choose Small and OK

This will create a copy of the original in the same folder called **** (Small).jpg

This tool keeps the original quality very well but reduces the size of the photo by about 90%, therefore a 1M picture will reduce to about 70k which is ideal.

You do not need to use Resizer, you can use the software that came with your camera.

Upload your attachment and add the code

Click on your webpage and then your “click here for more info.....” link.



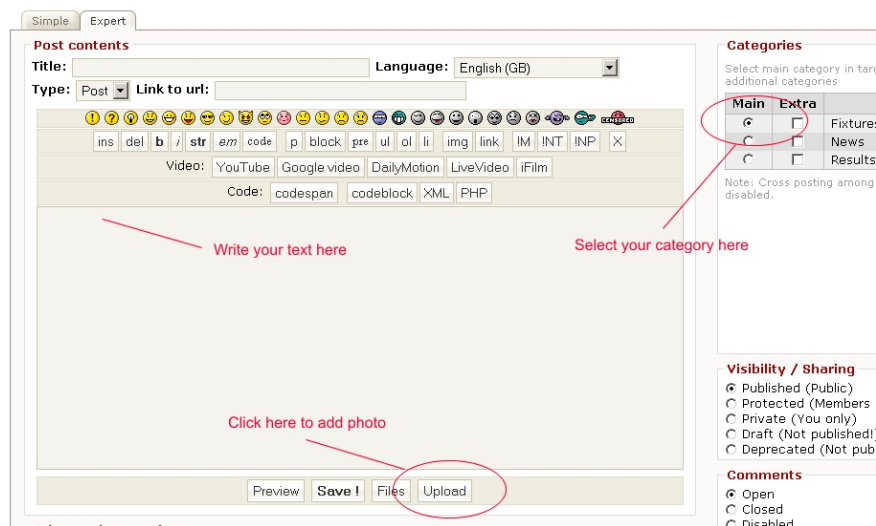
Under 13's	
Under 14's	Info: For news, fixtures and results please
Under 15's	Click here for further info.....
Under 16's	
Colts	
Reserves	Managers Simon Evans , Jamie Matthias, Paul Smith
First Team	Sponsors Evans Environmental (NW) Ltd

Then click the login button on your blog site and enter the user name and password supplied.

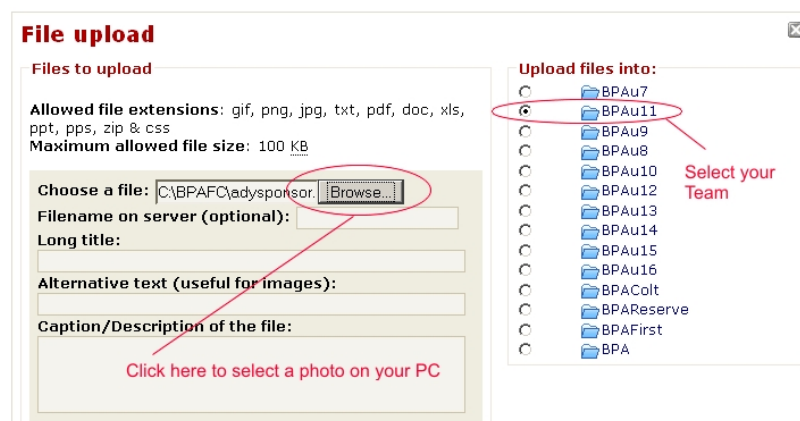


Then, once you have logged in, the login button will change to admin. Click this again and you will see a new page where you can add content.

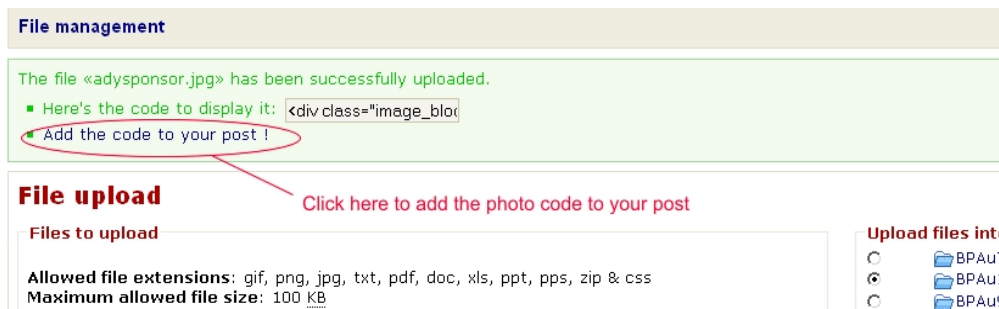
Select the Category where you would like your post to be. Write your text and insert a photo by clicking Upload.



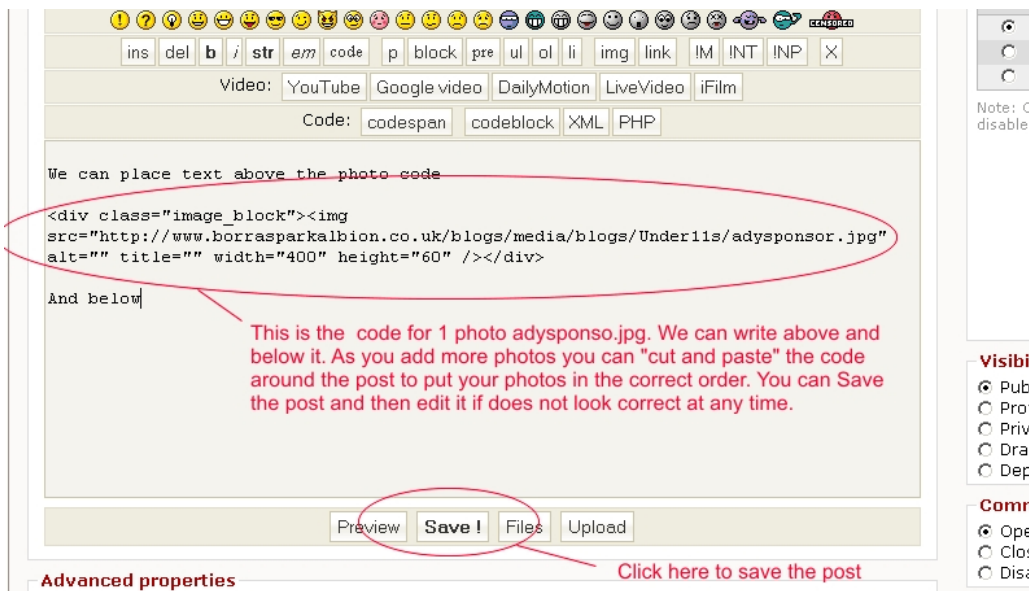
A new window will pop up. The first thing to do is select where the photo will be stored and this should be your teams blog site. If you are Under 7's then choose BPAu7. Now go and get the photo from your PC by browsing to it.



Now click Upload, this will place the photo on the server. To put the photo into your post you need to click “Add the code to your post”.



At this stage you can upload and add as many photos as you like. Once you add the code you will be see the code added to your post. Simply type above or below this write your content. You can edit the post at any time.



When you have finished editing your post “Save” it and then “Exit to Blogs” (top right).

Good luck!

If you get stuck or add post/photos that you want removing you can delete the post your self or email me.

Once you have done this a couple of times it gets easier :). trust me!

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