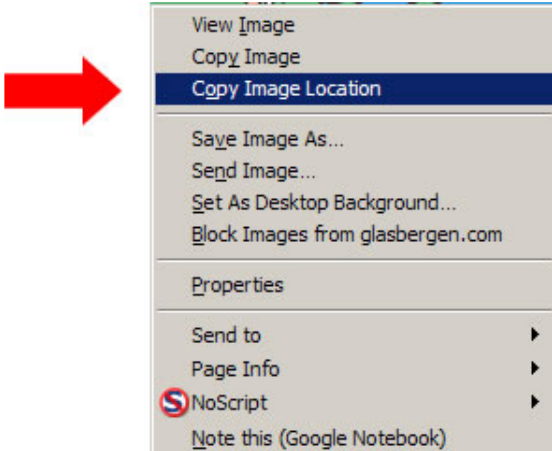
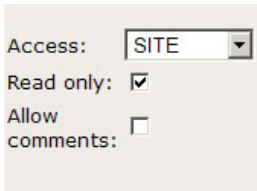

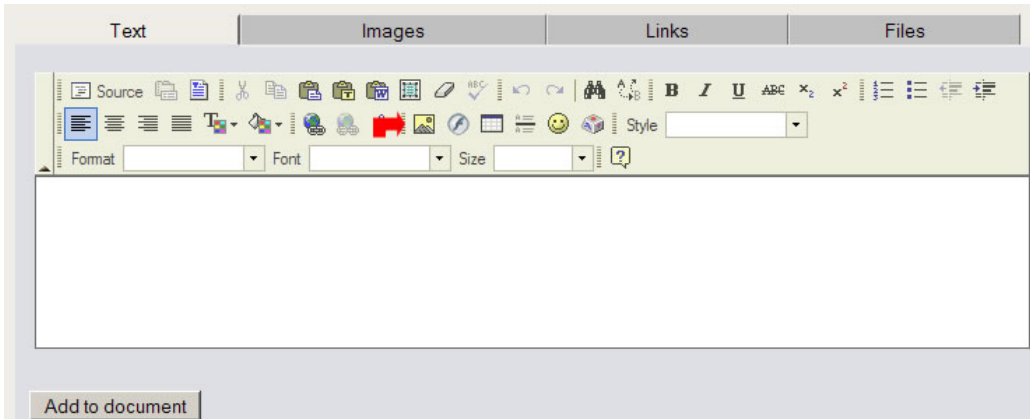
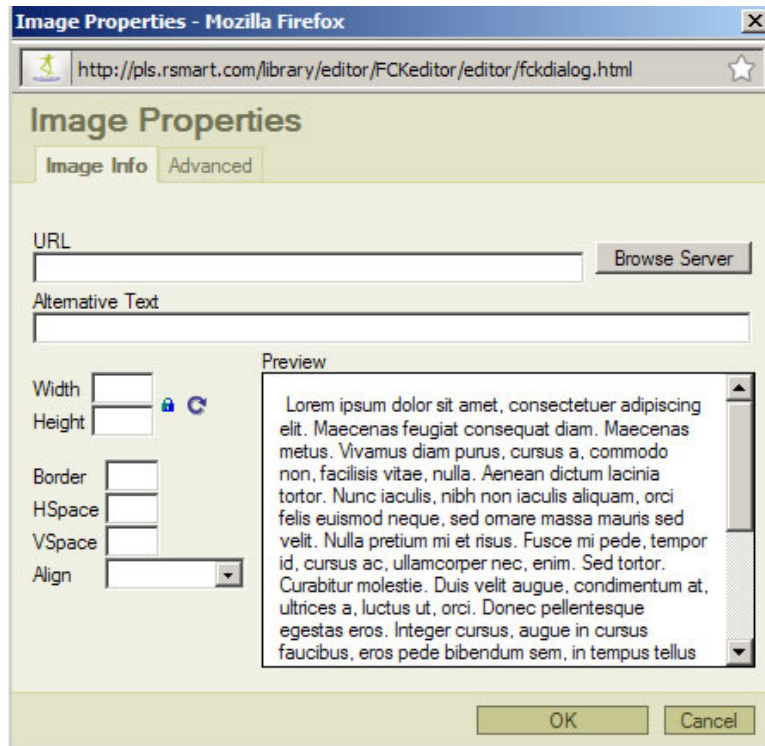


How to Add a Sakai Blog Post with an Image (From a Link)

1.	<p>Select the image you want to add. Right click on the image so you can see this menu:</p> 
2.	Open the blog tool in Sakai. Click Create new post .
3.	<p>In order for your facilitator and classmates to view your blog you need to set the “Access” to Site or public view. Make sure that you select the SITE selection in the Access: dropdown menu. Select Allow comments: to allow others to comment on your post.</p> 
4.	Scroll down to view the main entry area (see below in Step 4). This is where you will insert your image and text.
5.	<p>Find and click the image button  from the toolbar above the text field.</p> 

6. The Image Properties (Insert) window will appear. Take the image link you copied in Step 1 and paste it in to the **URL** field.



7. Type a short description of the image in the **Alternative Text** field.

8. Click the **OK** button. Your image has been uploaded.

9. Add the text to your blog post.

10. Click the **Add to document** button.

11. Click **Save**. You've successfully added your blog post with an image!