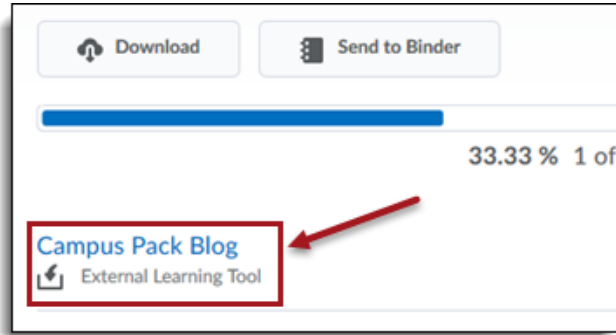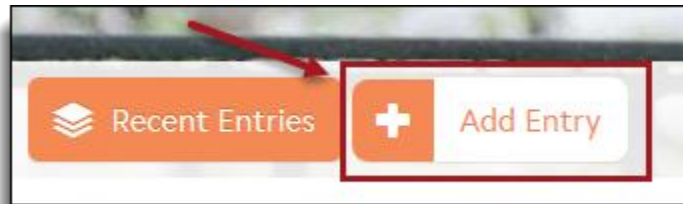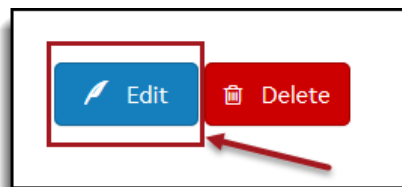## Campus Pack – Blog

1. Click the link your instructor provided in the course to access the Campus Pack Blog. (Contact your instructor if you do not know how to access Campus Pack.
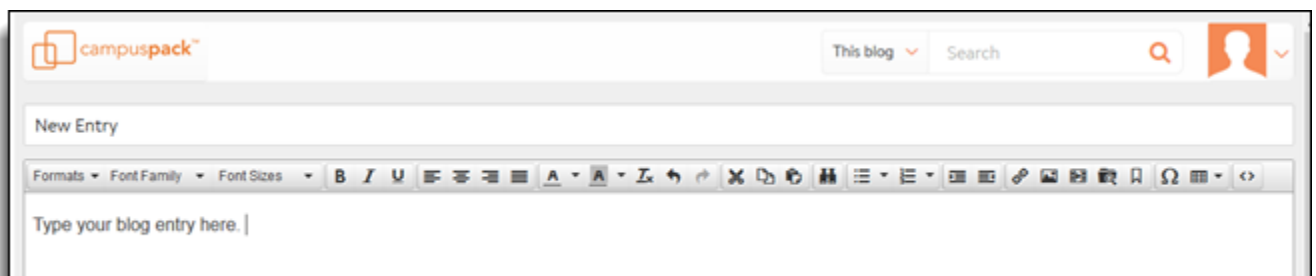

2. After entering the Campus Pack Blog, use the "+ Add Entry" button to create an item, as in this case, a Blog page

3. Give the Entry a title and click **"Save"**
4. Click the blue Edit button in the right hand corner to add text and images to the blog entry. Use this button at a later time to change your entry.

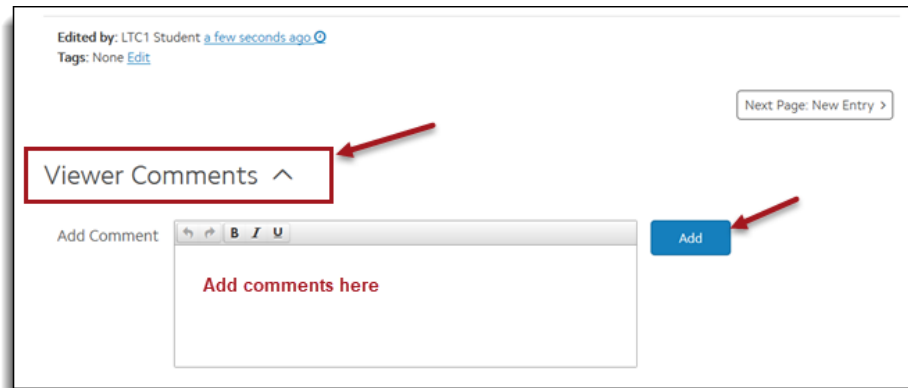5. Use the HTML editor to add text, images, files, links or multimedia to your blog post.

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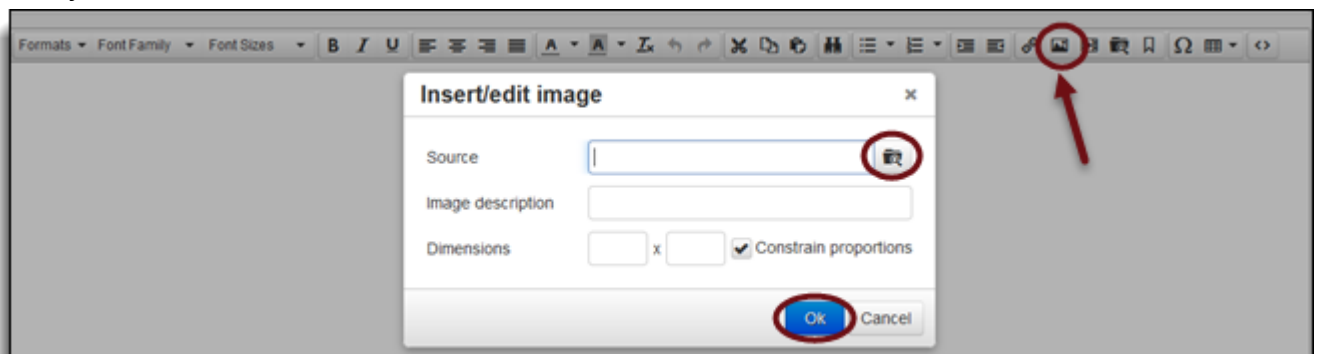6. If you wish to delete the page/entry, click the trash can icon on the right within the edit screen.

7. If your instructor as enabled comments, just click on the "Viewer Comments" title to add your comment.

Inserting an Image

1. When creating or editing an entry, in the Editor, click the image icon.
2. Paste a Web address into the Source field if your image is online, or, click the camera icon to browse to an image saved on your computer. Make sure to add a description and dimensions, then click OK. Add only a width in pixels (such as 400) and leave "constrain proportions" checked. Adjust the dimension as needed.
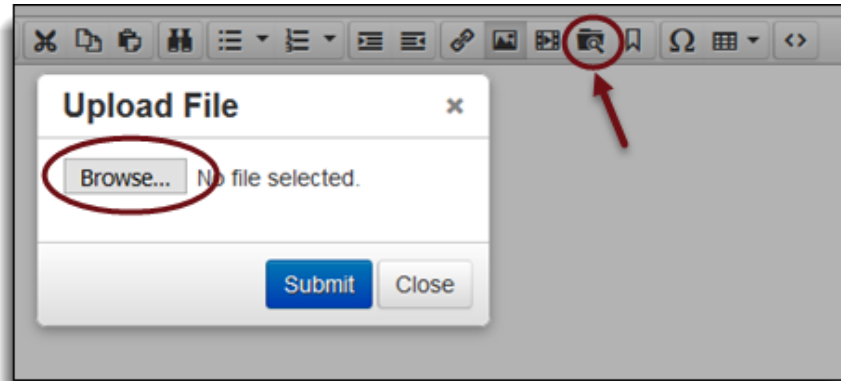

3. To edit an image, select the image in the editor, then click the image icon. Edit desired proportions.
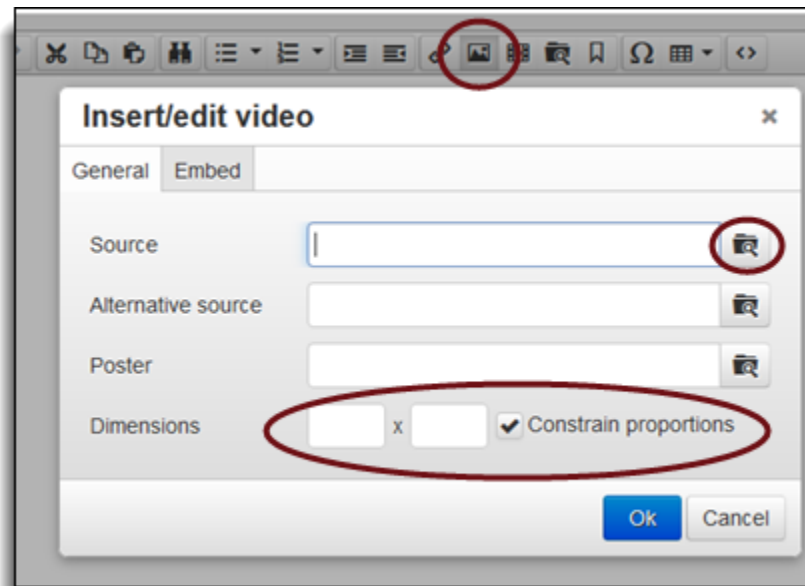
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Uploading a File

1. The Upload File tool - allows you to select documents from your computer.
2. Select "**Choose File**" and then click on "**Submit**" after you've selected your document. Enter some descriptive text which will display as the link name. (i.e., "Essay Project 1", "Archive Image", etc.)
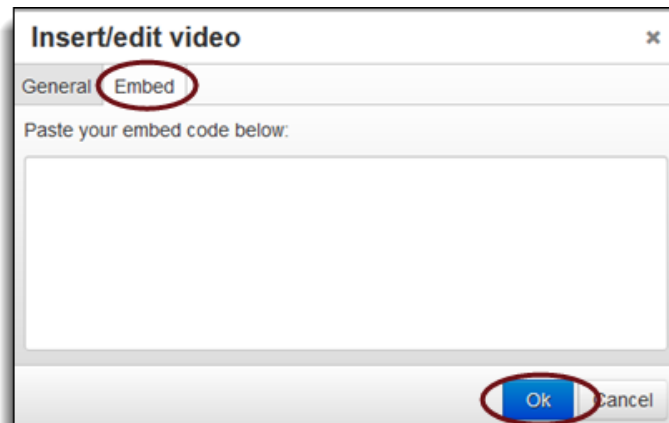

Inserting a Video

3. Insert/Edit video – Use this tool to upload or embed video;
4. Click the camera icon to upload a video from your computer, enter a dimension in pixels for the video frame width (such as 480) in the first field; leave constrain proportions check marked

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5. Alternatively, click the "**Embed**" tab to paste embed code from a site such as YouTube. (you will typically find source embed code under "Share" within the video site)

SAFARI USER'S NOTE:

Please access your **Safari preferences** menu and change the setting under **Privacy**. **UNCHECK the box next to "Prevent Cross-site tracking". You also must UNCHECK the box next to "Block all cookies".** Restart the browser and access the campus pack link again. You will never have to LOG IN to Campus Pack directly.

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