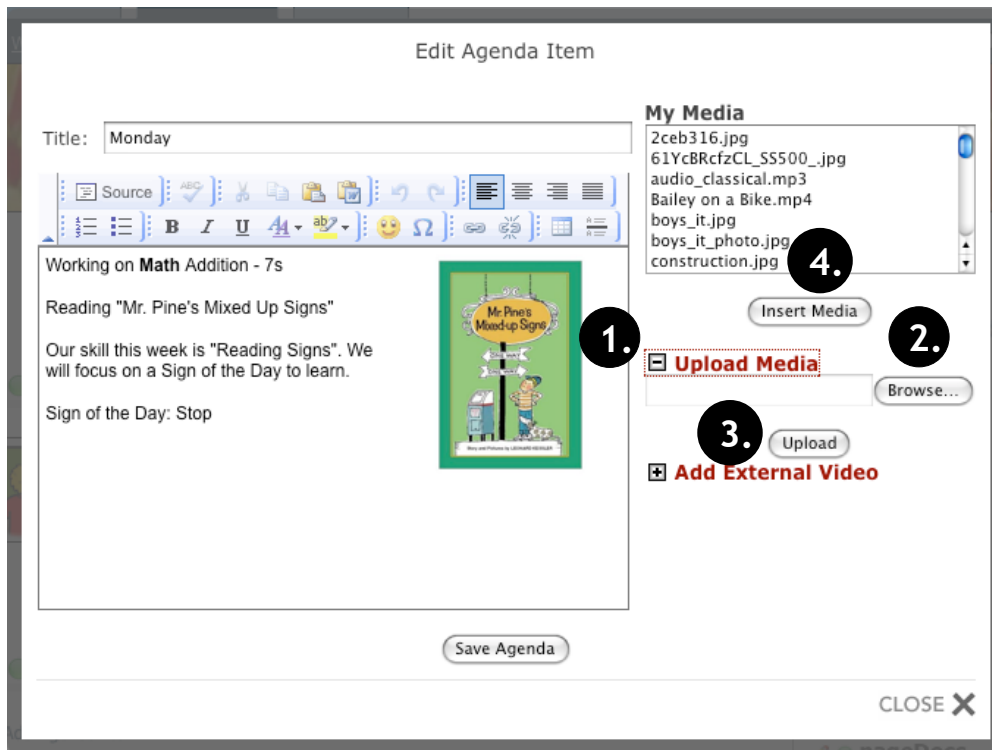


teacherPlace v4.0 > Lesson 7: Uploading and Adding Media

There are two ways to add media to your content editor. You can use the content editor itself (see Lesson 6) or the file manager.



Using the Content Editor

1. Click the expand icon to beside the "Upload Media".
2. Click the "Browse" button. Your computer's "Open File" dialog box will appear. Locate your image, audio, or video file (Desktop, My Documents, Folder) and click to highlight. Click "Open". The directory path will appear next to the "Browse" button.
3. Click the "Upload" button.
4. Click the "Insert Media" button.

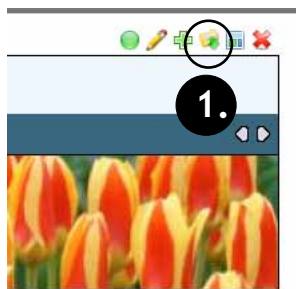


Figure 1

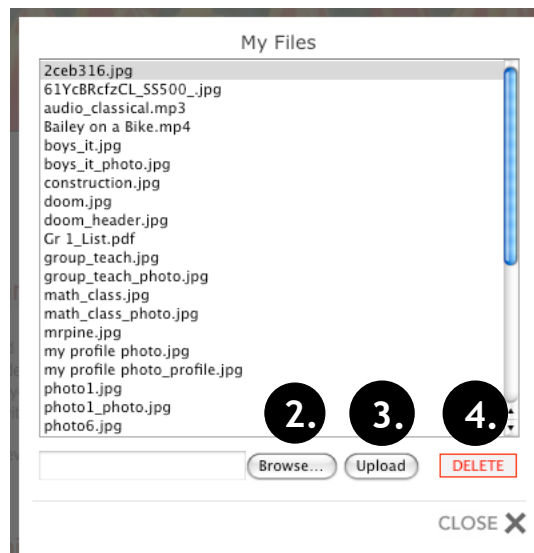


Figure 2

Using the File Manager

1. Click the file manager button at the top of any class page or blog. (See Fig. 1)
2. Click the "Browse" button. (See Fig. 2) Your computer's "Open File" dialog box will appear. Locate your document, image, audio, or video file (Desktop, My Documents, Folder) and click to highlight. Click "Open". The directory path will appear next to the "Browse" button.
3. Click the "Upload" button.
4. To delete a file, click to highlight file name and click the "Delete" button.

To insert a media file upload through the file manager, you must insert within the content editor.

Note: The file manager is the only method for deleting unwanted files.

HOW TO'S

How can I successfully upload an image, audio, or video file?

In order to assure all of your media files will upload without error, it is recommended that:

- Digital Camera settings be adjusted to "for web" sized image before taking a photo.
- Long audio files be edited to no more than 4-5 minutes in length. Most standard mp3 song files will upload.
- Video Camera settings be adjusted to "web" size (320 X 280) before capturing.
- Video files be edited to a short 2-3 minute clip and compressed.

There are many image, audio, and video editing software packages available. Please contact your web manager or you mamboSchools support team for suggestions and assistance in preparing your media for the web.