



UPLOADING FAVORITE PHOTOS FROM FLICKR STREAM TO WORDPRESS BLOG

The following steps will demonstrate how to SELECT and SAVE your favorite photos from the From the Top CAL Flickr collection:

1. Navigate to “**The Center for Arts Leadership Launch Weekend**” gallery.
<http://www.flickr.com/photos/fromthetopphotos/sets/72157625677263689/>
2. Find a photo you like in the gallery stream – click on that photo, and your image will be magnified on the screen
3. At the top left of the image are two tabs: “**Actions**” and “**Share this**”. For now, click on “**Actions**” - a dropdown menu will appear.
4. Select “**View All Sizes**” – this will prompt a new series of tabs to appear above the image (size options); click on “**Medium 640**” (best file size for blogging purposes):
 - o **If on a Mac:** place cursor over photo and drag to desktop; the image is now saved on your desktop
 - o **If on a PC:** right click the photo and select “**Save As**”; enter a name for the photo and save it to your desktop
5. Repeat steps 2 – 4 for saving additional favorite photos

Now navigate to *Wordpress.com*, login to your account, and go to the homepage of your team’s blog (*calteam_.wordpress.com*); the following steps will demonstrate how to upload your three favorite photos to your blog post:

1. On the *homepage* of your team’s blog, there are a series of tabs at the top LEFT of the screen; place cursor over “**My Blog**” and select “**Dashboard**” from the dropdown menu
 - a. The Dashboard is a view of all current posts, drafts, comments, etc.
2. At the top of the screen on the RIGHT (beneath the Search box), there will be a “**New Post**” tab; click on it.
3. Enter the title of your post; following the prompt, write any text you want to include in the larger text box
4. For UPLOADING your favorite photos, you will see the text “**Upload/Insert**” directly above the text box, followed by a series of images – you want to select the FIRST image (hold cursor over the image to double check – the message “**Add an Image**” will popup)
5. A new screen will appear with the message “**Add media files from your computer**” at the top; there are two ways to select and upload your photos (*your computer, MAC or PC, will pre-select one of the following*):
 - a. Browser Uploader: click the “**Browse**” tab; go to your Desktop and select the photo you want to upload, and click “**Open**” – once back to screen mode, click on the “**Upload**” tab



- b. Flash Uploader: click the “**Select Files**” tab; go to your Desktop and select the photo you want to upload, and click “**Open**”; the image will automatically upload.
6. The image will then appear in original box with a series of text options and size options; scroll to the bottom of the panel (skipping all of the text options, for now) and select “**Center**” for the *Alignment* Option and “**Medium**” for the *Size* Option; once selected, click on the tab “**Insert Into Post**”
7. The image will now appear in the Text Box for your Blog Post; compose text above or below the image by using the space bar and the enter button to navigate – if you accidentally delete the photo, simply click the “**Undo**” button (*a curved blue arrow*)
8. Repeat steps 5 – 7 for any additional photos.

There are many ways to upload photos from Flickr to Wordpress, but the above is the easiest and most foolproof option – feel free to email me (Anne Gregory) at anytime if you have any questions or concerns about the process: agregory@fromthetop.org