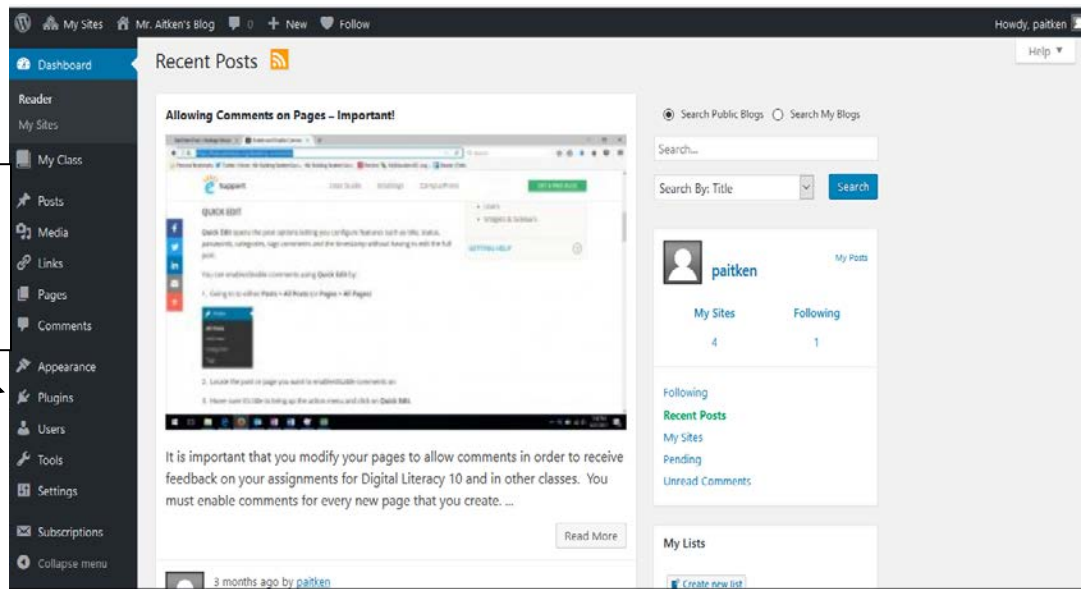


How to Embed Your Microsoft Word Documents and PowerPoints Into Your Blog

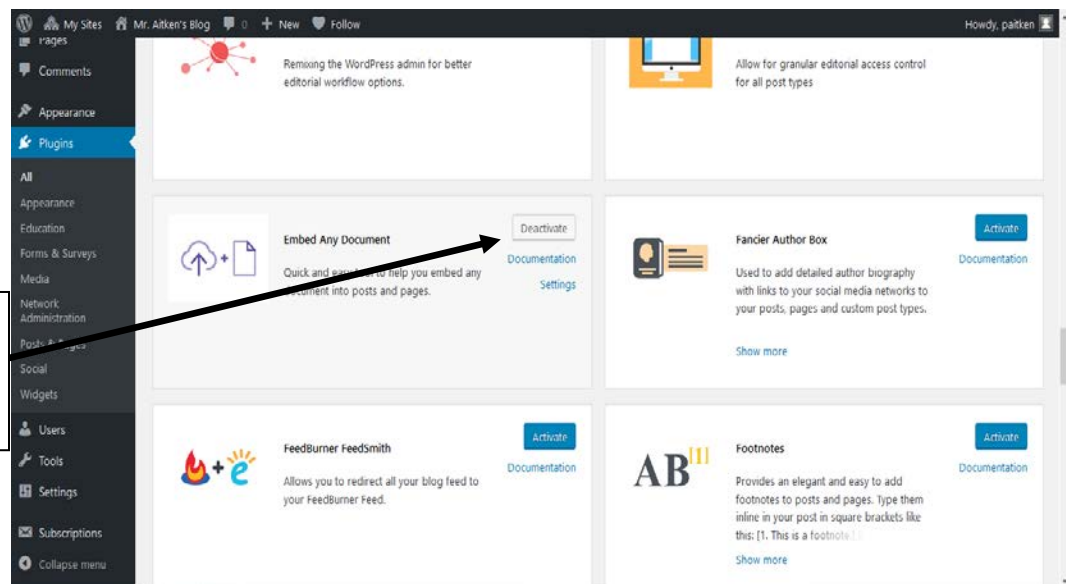
1. Make sure that your document is on your computer or on Office 365. You will need to upload your document to the site when you have completed the steps below.
2. Open the dashboard of your blog and look for the plugins tab on the left hand side. Click on the Plugins tab.

Click on the Plugins Tab on the left hand side of your page.



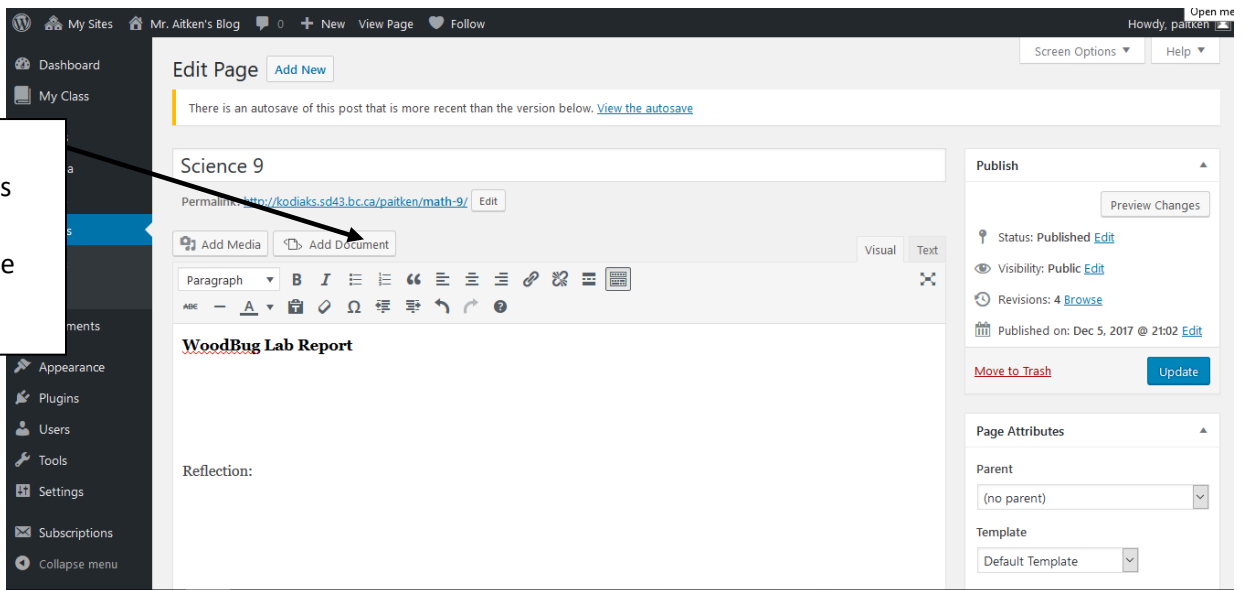
3. Scroll down the optional plugins until you find “Embed Any Document” – Click on the Activate button to activate the plugin.

Be sure to activate the Embed Any Document plugin on your plugins page.

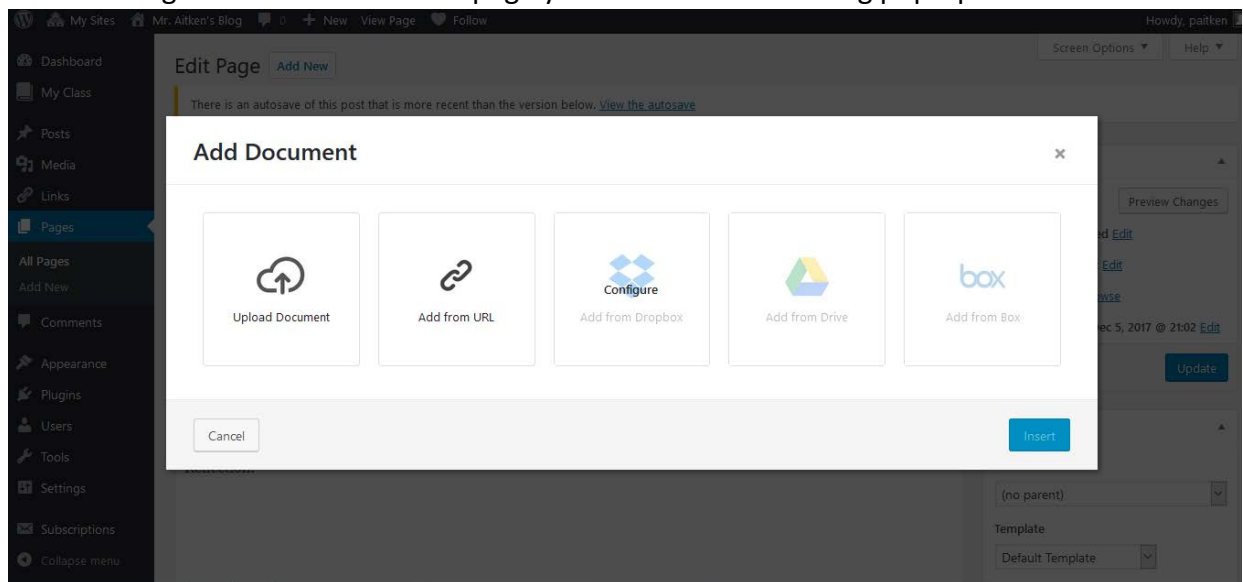


- Now that the plugin has been activated you are now ready to insert your Word Document or PowerPoint.
- Go to the page that you are editing – you will now see an additional option besides the Add Media button. Click on the option to Add Document.

Click on the Add Document option. This option was not there prior to you adding the plugin to your blog.



- After clicking on the add document page you will see the following pop-up menu.



- Click on the upload document button. You will then be taken to the more traditional screen which will allow you to add media/document files etc. You will first be taken to

your media library. If you have already added documents to your site for other classes or a previous version of the assignment you will find them here.

The screenshot shows the 'Embed Any Document Plus' interface. At the top left, there are two buttons: 'Upload Files' and 'Media Library'. A callout box with an arrow pointing to 'Media Library' contains the text: 'Your media library is the place where you are able to see documents that have previously been uploaded to your blog.' In the center, there is a large area with the text 'Drop files anywhere to upload' and 'or' above a 'Select Files' button. A callout box with an arrow pointing to the 'Select Files' button contains the text: 'Click on the select file option to locate the project/file that you would like to upload and embed into your page.' Below the 'Select Files' button, it says 'Maximum upload file size: 50 MB.' At the bottom right, there is a blue 'Select' button.

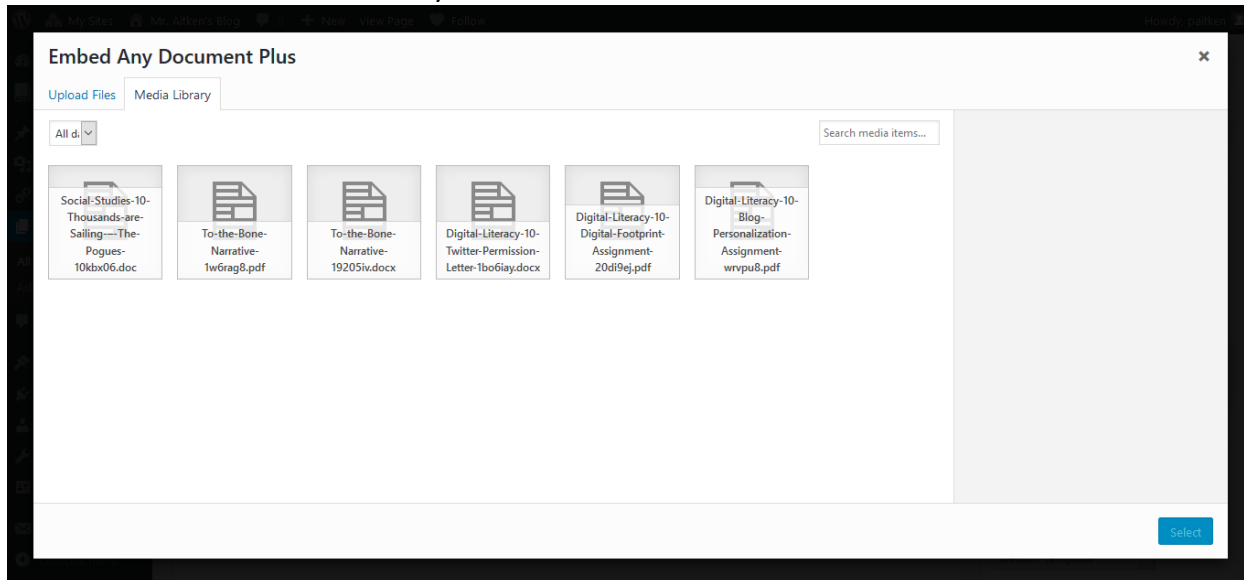
8. Find the document that you need to upload. If you are doing this from your OneDrive folder you will need to ensure that you have access to your OneDrive files on your computer. You can also download a copy of your file from OneDrive to the computer (normally you would do this if you have not installed OneDrive or if you are working on a computer that is not your own).

The screenshot shows a Windows File Upload dialog box. The title bar reads 'File Upload'. The address bar shows the path: 'OneDrive - School District 43 (Coquitlam) > High School English'. The left sidebar shows a tree view of folders, with 'High School English' selected. The main pane displays a list of files and folders:

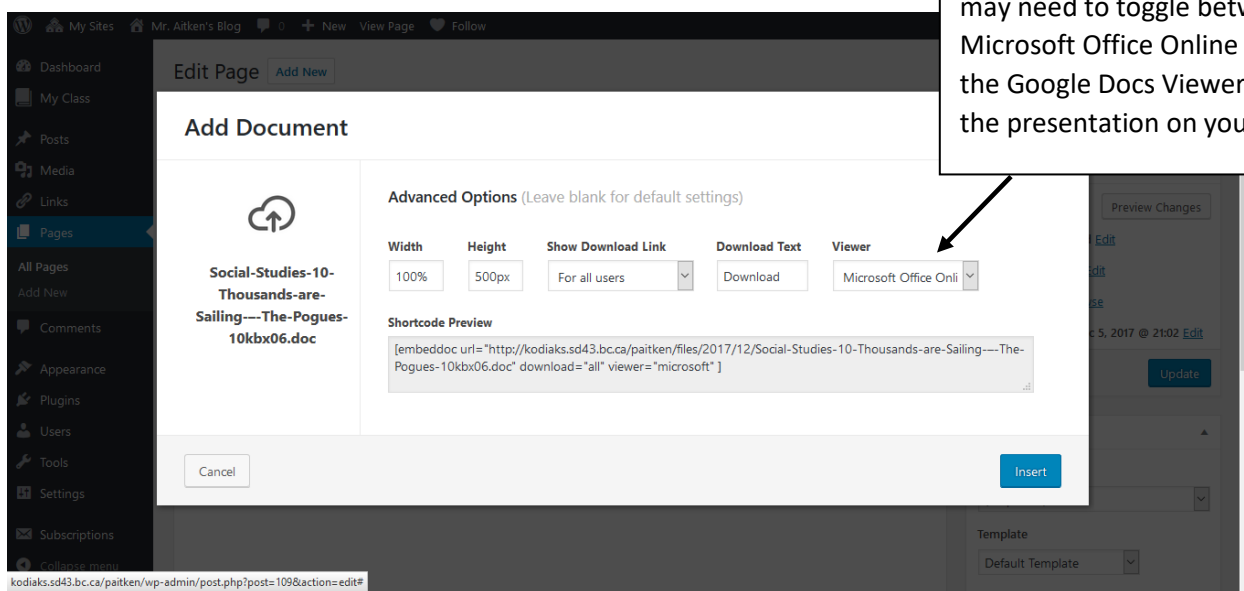
Name	Date modified	Type	Size
English 10 Course	8/28/2017 12:03 PM	File folder	
English 11 Course	12/5/2017 12:24 PM	File folder	
English 12 Course	8/28/2017 11:28 AM	File folder	
Examples	8/28/2017 11:35 AM	File folder	
Videos	8/28/2017 11:22 AM	File folder	
Logo Quiz - Trek	4/7/2014 12:21 PM	Microsoft PowerP...	1,477 KB
No Man Is and Island - I am a Rock Exam...	11/23/2017 10:57 ...	Microsoft Word D...	13 KB
Short Story Presentation Project	5/19/2017 10:59 AM	OpenDocument T...	1,027 KB
Summer Writing	7/16/2017 9:55 PM	Microsoft Word D...	497 KB

At the bottom of the dialog box, there is a 'File name:' field, a file type dropdown set to 'All Files', and 'Open' and 'Cancel' buttons. Below the dialog box, the text 'Maximum upload file size: 50 MB.' is visible. At the bottom right of the background interface, there is a blue 'Select' button.

9. Once you have uploaded your document you will be taken to the media library page. Select the document that you would like to embed and click 'insert'.



10. After clicking on insert you will see the following pop-up menu. If you are inserting a PowerPoint presentation you will need to ensure that you stick to the file size limits imposed by the Edublogs site. You may also need to play around with the viewer in order to get the desired presentation of your embedded document.



11. After you click insert you will see the text of your embed code as opposed to seeing the file as you would have been able to do if you had used the Insert Embed Code under the Add Media button. Basically don't worry about seeing the code. You can leave it as is

and when you update and view your page your document will be there. You are now ready to write the reflection on your assignment.

The screenshot shows the Moodle 'Edit Page' interface. The page title is 'Science 9'. The URL is <http://kodiaks.sd43.bc.ca/paitken/math-9/>. The page content includes a section titled 'WoodBug Lab Report' and a section for 'Reflection:'. The embed code is: `[embeddoc url="http://kodiaks.sd43.bc.ca/paitken/files/2017/12/Social-Studies-10-Thousands-are-Sailing---The-Pogues-10kbox06.doc" download="all" viewer="microsoft"]`. A callout box with an arrow pointing to the code contains the text: 'Don't worry about seeing the embed code text in your assignment. When you update your page and visit your page you will see the embedded document in your page.'