Posting To Your Class Blog

Getting Started
Your blog is at:
http://blogs.cofc.edu/

You have been added to the course blog as an “author.” An author can edit, publish and delete their posts, as well as upload files/images.

Logging in

1. Open your browser and point your browser to http://blogs.cofc.edu/

2. Locate “Log in” on the bottom right side of the screen under the “Meta” heading. Click Log in and enter your Cougars (email) username and password.

NOTE: If your theme does not have a META heading point your browser to: http://yourusername.wordpress.com/wp-login.php

Viewing Your Blog
There are two views in a WordPress blog: the Dashboard, which is your working area and the View, which is what visitors to your blog will see. Each time you login, you will initially enter the Dashboard.

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Posting To Your Class Blog

Post vs. Pages – Which One Do I Want?

Posts:
- Are entries that display in reverse chronological order on your blog’s front page.
- Are included in category lists, archives, and feeds.
- Are always associated with a date, which is included in the URL.

Pages:
- Are static and are not listed by date.
- Do not use tags or categories (an ‘About’ page is the classic example).
- Are displayed in the sidebar using the Pages widget, and some themes display pages in tabs at the top of the blog.

Note: Only your instructor can create pages on your class blog.

Creating a Post

1. To write your first post, click on Posts > Add New in the left menu.

2. Click on the post title in the Title column for the post you want to edit.

3. Give your post a title, add your content, and click Publish button.

4. You have a number of options available in the formatting bar, such as bold, italic, and create a bulleted list.
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Cutting and Pasting from Word & Kitchen Sink Mode

The character codes used in your word documents are not necessarily the same as those used on the web. If you want to use the contents of a word document use the **Paste from Word** button rather than cutting and pasting directly.

1. **On the far right in the post toolbar is a button that looks like paint sample cards** (similar to the type you would get from a hardware store) turned sideways. This button is called **“the kitchen sink.”**

2. When you **hover over the “kitchen sink button”** you will see the message **“Open Kitchen Sink.”** Click the button until you see a second row on your formatting toolbar.

3. **Click** the button of a clipboard with a **Word icon** superimposed on it (from the second row). It is called the **“Paste from Word” button. Use the “Paste from Word” button to paste your content in from your Word document.**

4. This method should clean up any gobbly gook or weird formatting you may have.

Editing a Post

If you would like to edit a draft or a published post, click **Posts->Edit** on the left menu.

Adding Hyperlinks to a Post or a Page

1. Select the word or phrase you wish to turn into a link. From the formatting bar, click on the chain link icon.

2. In the Insert/edit link web dialog box **type (or paste) the URL.**

3. Select **Open link in the same or a new window** from the drop down box.

4. Add a **title** for your link in the Title box (optional).
5. Type or copy and paste the **URL** and add the **Link Name** (*this is what your readers will see when they view your navigation bar rather than the actual web address*).

6. Click on the **Save** button.

### Adding Files to your Blog (Documents, Images, Audio)

#### Uploading Office Documents, Images, Audio Files

1. To upload an image or document from your computer click **Add Media**.
2. Click the **Select Files** button and **navigate/browse** to wherever you have saved the file(s) you wish to upload.
3. Put a **title** for your file.
4. Click on the **Upload** button, the image appears in the image bin.
5. Once file is uploaded choose **Show Title** and select **Link to File**.
6. Click on **Send to Editor**.
7. Click **Publish**.
8. Your file is now linked in your post or page.

### Linking to Images Shared Media Websites (Flickr)

1. To **link** to an image on Flickr or other images on the web, click **From URL**.
2. Type (or paste) the **Image URL** (select image > right / command click > copy image location).
3. Type the **Image Description**.
4. Click **Insert into Post**.

### Formatting Images

1. To **re-position** your picture, click on the **image** and select an **alignment option**.
2. The typical alignment is either left or right. If you need to re-size the image, select it and drag on one of the corner handles or use the edit image icon.

Embedding Movies and Audio Files on the Web on Shared Media Websites (YouTube, DailyMotion, Google Video)

1. To add video to your blog post the URL to it into your content area. Make sure that the URL is on its own line and not hyperlinked.

   For example:

   ![Check out this cool video:](http://www.youtube.com/watch?v=nTDNLUzjkpg)
   That was a cool video.

2. WordPress will automatically turn the example above into a YouTube embed when the post is viewed.

   - The following sites are supported: YouTube, Vimeo, DailyMotion, blip.tv, Flickr (both videos and images), Viddler, Hulu, Qik, Revision3, Scribd, Photobucket, PollDaddy, Google Video, WordPress.tv (only VideoPress-type videos for the time being), SmugMug (WordPress 3.0+), FunnyOrDie.com (WordPress 3.0+)

Categories

Categories make it possible, at the click of the mouse, to reorganize your chronological postings according to themes or subjects. Your instructor may ask you to categorize your posts.

Adding Categories

1. To set up or manage categories for your blog, click on Categories from your Dashboard.
2. In the Add New Category box, enter your new category, and click on the Add Categories button.
3. To edit existing categories, click on the category title you want to edit.
Assigning Categories

The default category for any post is Uncategorized. To assign a different category, de-select Uncategorized when writing/editing your post and click on your new category. You can assign a post to multiple categories, if you wish.

Tags

Your instructor may also ask you to tag your post.

Tags are much like categories, except they are simple keyword descriptions that you (or your instructor) define. A post may have one or two categories (or none) but because tags are looser keywords several tags may describe a post.

To assign a tag, type it in the Add new tag field or Choose from the most popular tags.

Comments

Your Instructor must approve all comments to blog posts.

Approved Comments

1. If you click on the View site link, you will see that the approved comment now appears under the Comments link of that particular post.

Common Questions

The theme my Instructor is using does not have a Meta Widget and I Can’t Login

1. If your theme does not have a META heading point your browser to: http://blogs.cofc.edu/yourclassblogname/wp-login.php