

Creating a CofC Blog

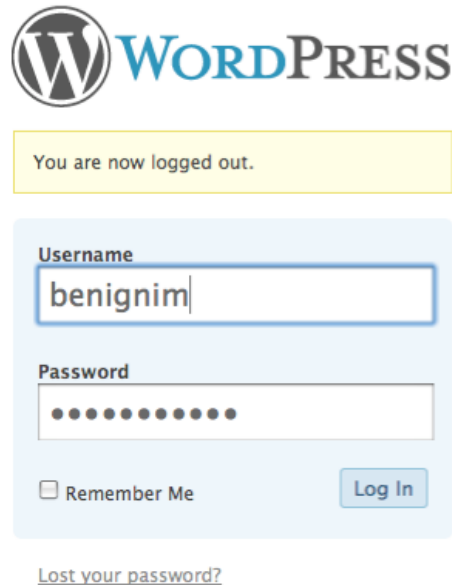
Obtaining an Account

Getting a CofC blog account (<http://blogs.cofc.edu>) couldn't be easier. Just email the CofC Webmaster at [webmaster @ cofc.edu](mailto:webmaster@cofc.edu) and ask for one! In no time at all you'll get an email back confirming your account creation.

Your blog will be viewable at <http://blogs.cofc.edu/COUGARSNAME/> -- where COUGARSNAME will be your Cougars login.

Logging in to blogs.cofc.edu

1. Using a web browser go to <http://blogs.cofc.edu/COUGARSNAME/wp-admin>. This is the administrative face for your blog.
2. You will be prompted to login. Your blogs login/password is the same as your Cougars (or email) login/password. If you are on your own computer you may want to check the **Remember Me** box.



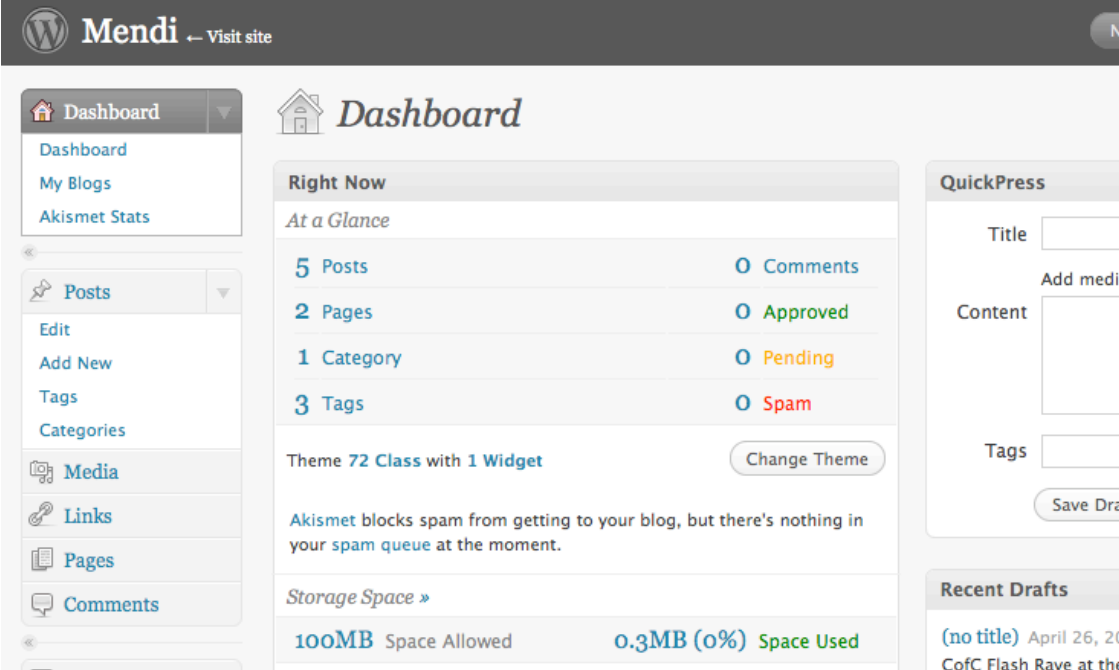
The image shows a screenshot of the WordPress login interface. At the top left is the WordPress logo. Below it is a yellow message box that says "You are now logged out." The main login form is light blue and contains two input fields: "Username" with the text "benignim" and "Password" with a masked password of ten dots. Below the password field is a checkbox labeled "Remember Me" and a blue "Log In" button. At the bottom of the form is a link that says "Lost your password?"

3. Click **Log In**.
4. The next window you see should be your blog's Dashboard.

Writing a New Post

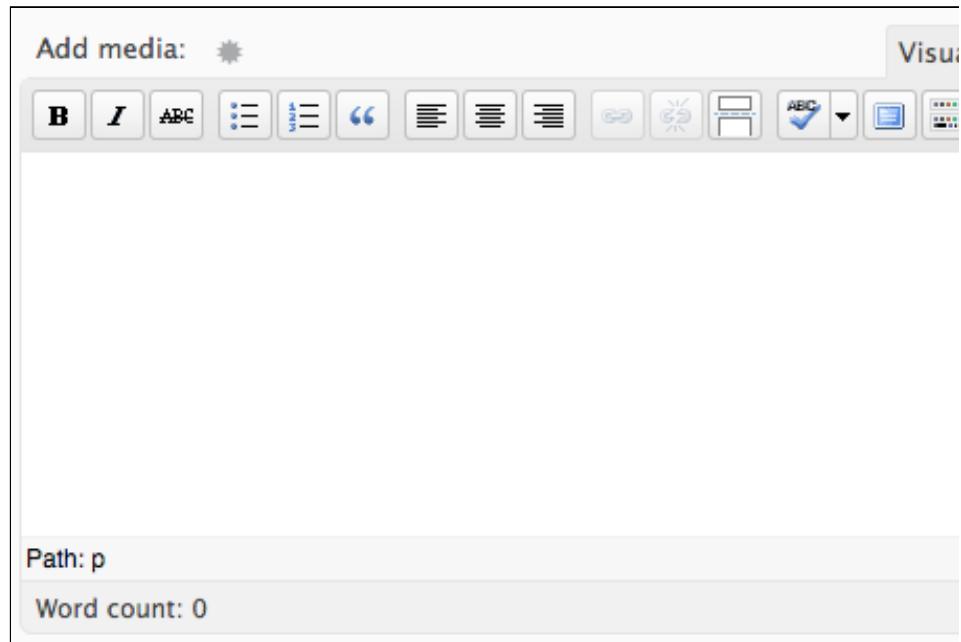
1. From the Dashboard you can either choose to type your post in the **QuickPress** area

for a fast post, choose **New Post** from the upper right of the window or you can go in the **Posts** area for the full featured editor. For the purposes of this tutorial click on **Posts** from the left side menu.






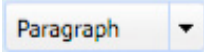
















The screenshot shows the WordPress dashboard for a site named 'Mendi'. The top navigation bar includes the WordPress logo, the site name 'Mendi', and a 'Visit site' link. The main dashboard area is titled 'Dashboard' and features a 'Right Now' widget with a summary of site statistics: 5 Posts, 2 Pages, 1 Category, and 3 Tags. It also shows the current theme '72 Class' and Akismet spam status. On the left, a sidebar menu is open to the 'Posts' section, with 'Add New' highlighted. On the right, the 'QuickPress' widget is visible, showing fields for Title, Content, and Tags, along with a 'Save Draft' button. Below it, the 'Recent Drafts' section shows a draft titled '(no title)' dated April 26, 2011.

2. Now click **Add New** under the **Posts** side menu.
3. In the box under **Add New Post** type in the title of the post. This will be similar to the headline of a news article.
4. The box under that is much larger and should have multiple formatting buttons. At the top of this box make sure the **Visual** tab is selected.

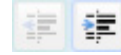


5. This is where you type in the "article" or post. Go ahead and type in some sample text.
6. You can enhance the look of your post by using the formatting buttons at the top of the Post box. The following outlines the use of each of the buttons. In general, you will highlight the text in the post **before** clicking on the formatting button.

 Bold text	 Insert SWF movies already on the web
 Italic text	 Insert other web videos
 Strikeout text	 Add header styles
 Bulleted list	 Underline text
 Numbered list	 Full justification
 Block indent of text	 Text color
 Text alignment	 Paste plain text to your post
 Create a web site link	 Paste text from Word to your post
 Break a web site link	 Remove formatting
 Insert a page break	 Special and foreign characters



Spell checker



Indent/outdent text




Full screen editing



Undo/redo




Opens the secondary formatting bar

Add media: 

Add images to our post

Adding Hyperlinks

Links are just weblinks that take the reader to sites you discuss in your post or page.

1. Highlight the text you wish to become a live link.
2. From the formatting menu choose the  icon.
3. Next to **Link URL** type or paste the web address of the link's site. **Note:** Make sure to include the **http://** (ex. <http://www.cofc.edu>)
4. Next to **Target** you may leave it as is or choose how you want the link to present itself.
5. Next to **Title**, type a word or two that describes the link, ex. [cofc](#).
6. Leave the **Class** blank.
7. Click **Insert**. The highlighted text should now be a live link. **Note:** you will only be able to click on the link in Preview mode or once the post/page has been published.

Adding media to your post


Adding an image

1. First place your cursor in the post editor at the point where you want your image inserted.
2. Click on the sunburst icon next to **Add media**.
3. To add an image from your computer:
 1. Click **Select Files** next to **Choose files to upload**.
 2. Choose the image from your computer and click **Open** or **Select**.
 3. In the next window you can add a caption and description if you want. The most important feature in this window is choosing the **Alignment** and the image **Size**.
 4. Click **Insert into Post**.
 5. The image should now appear in your post.

4. To add an image already on the internet (**Note:** this method only places a link to the image in the post body. You will not see the image in the post):
 1. From under the **From URL** area, next to **URL**, paste or type the url of the image's location on the web.
 2. Next to **Title** type in a short title for the image.
 3. Click **Insert into Post**.

Adding a video from YouTube, Google Video, or another online video site such as Stream.

Note: you cannot upload video from your computer. You can only embed video that is already on the web.

1. Click on the  in the formatting toolbar.
2. Type or paste the video's url into the text box.
3. Click **OK**.

Note: This is the tool used if you wish to use streamed video from Stream (the CofC streaming server).

Tags

1. In the **Post Tags** text box type in the keywords that describe your post. Separate the keywords with commas.

You can also click on **Choose from the most used tags in Post Tags** to choose from previously entered tags. This helps to maintain consistency.

2. Click **Add** to add them.

Categories

1. Under the **Categories** header click on the checkbox to add the post to an existing category.
2. To create a new category on the fly click on **Add New Category**, type in the category name and click **Add**.

Note: this is a great way to use one blog for multiple classes. Give each class a category name and then add all appropriate posts to that category. This makes it easier for the students to find the posts that pertain to them.

Comments

If you wish to allow viewers to comment on your blog posts you must click on **Allow Comments on this Post** at the bottom of the window, under **Discussion**. This may be turned on by default. Uncheck it if you don't want to allow comments.

Preview, Publish and Draft

The panel at the right of the window allows you to control the saving and publishing of the post.

- **Preview** - allows you to preview your post prior to publishing it for public view.
- **Save Draft** - allows you to save your work before you are ready to post it for public view. This is similar to saving a draft in Word.
- **Publish** - clicking this publishes the post for public view.
- **Publish Immediately** - allows for delayed posting. Using this you can write a post then set a future day on which it will automatically publish.
- **Publish Status** - indicates the status of the post (unpublished, published, pending review). This area also allows you to keep a post private or to set it to publish at a future date.

Edit or Delete an Existing Post

1. From the Dashboard go in the **Posts** area in the left column.
2. Now click **Edit** under the **Posts** side menu.

Editing a Post

1. Mouse over the post you wish to edit. A new submenu will appear underneath the title.

<input type="checkbox"/> Post	Author	Categories
<input type="checkbox"/> test - Draft Edit Quick Edit Delete Preview	benignim	Uncategorized

2. Click on the **Edit** button.
3. From here you can edit the post using all the skills you learned the the above section.
4. When finished, click on **Update Post** (located where Publish is normally).

Deleting a Post

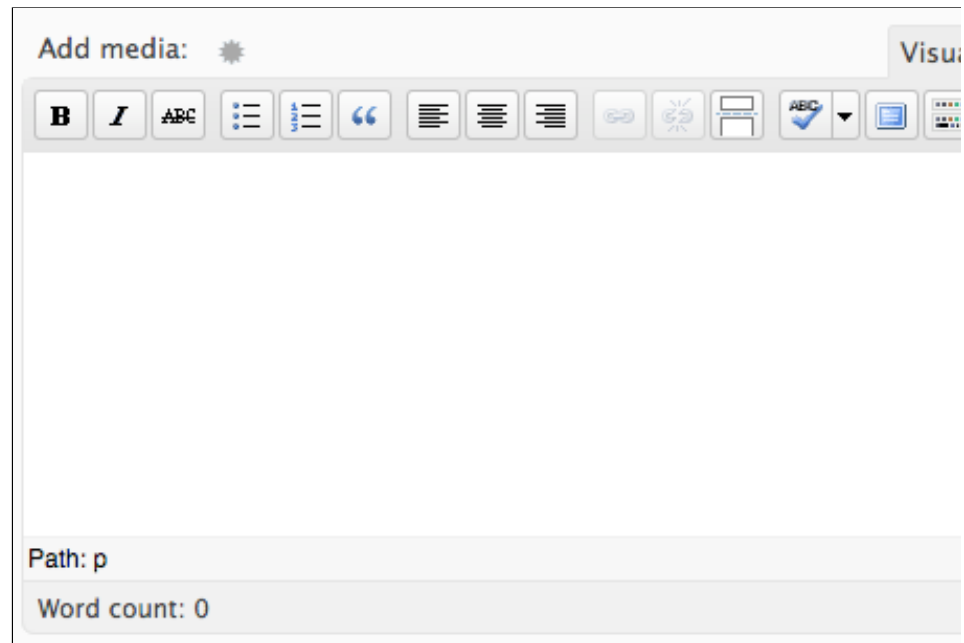
1. Mouse over the post you wish to delete. A new submenu will appear underneath the title.

<input type="checkbox"/> Post	Author	Categories
<input type="checkbox"/> test - Draft Edit Quick Edit Delete Preview	benignim	Uncategorized

2. Click on the **Delete** button.
3. When prompted to confirm click **OK**. Note: be sure as this cannot be undone.

Writing a New Page


1. From the Dashboard go in the **Pages** area in the left column.
2. Now click **Add New** under the **Pages** side menu.
3. In the box under **Add New Page** type in the title of the page. This will be similar to the headline of a news article.
4. The box under that is much larger and should have multiple formatting buttons. At the top of this box make sure the **Visual** tab is selected.



5. This is where you type in the page's content. Go ahead and type in some sample text.
6. You can enhance the look of your page by using the same formatting features you used in the post area.

Adding Hyperlinks

Links are just weblinks that take the reader to sites you discuss in your post or page.

1. Highlight the text you wish to become a live link.
2. From the formatting menu choose the  icon.
3. Next to **Link URL** type or paste the web address of the link's site. **Note:** Make sure to include the **http://** (ex. <http://www.cofc.edu>)
4. Next to **Target** you may leave it as is or choose how you want the link to present itself.
5. Next to **Title**, type a word or two that describes the link, ex. [cofc](#).

6. Leave the **Class** blank.
7. Click **Insert**. The highlighted text should now be a live link. **Note:** you will only be able to click on the link in Preview mode or once the post/page has been published.


Adding media to your post

Adding an image

1. First place your cursor in the post editor at the point where you want your image inserted.
2. Click on the sunburst icon next to **Add media**.
3. To add an image from your computer:
 1. Click **Select Files** next to **Choose files to upload**.
 2. Choose the image from your computer and click **Open** or **Select**.
 3. In the next window you can add a caption and description if you want. The most important feature in this window is choosing the **Alignment** and the image **Size**.
 4. Click **Insert into Post**.
 5. The image should now appear in your post.
4. To add an image already on the internet (**Note:** this method only places a link to the image in the post body. You will not see the image in the post):
 1. From under the **From URL** area, next to **URL**, paste or type the url of the image's location on the web.
 2. Next to **Title** type in a short title for the image.
 3. Click **Insert into Post**.

Adding a video from YouTube, Google Video, or another online video site such as Stream.

Note: you cannot upload video from your computer. You can only embed video that is already on the web.

1. Click on the  in the formatting toolbar.
2. Type or paste the video's url into the text box.
3. Click **OK**.

Note: This is the tool used if you wish to use streamed video from Stream (the CofC streaming server).

Comments

If you wish to allow viewers to comment on your blog posts you must click on **Allow Comments** at the bottom of the window, under the **Discussion** area. This may be turned on by default. Uncheck it if you don't want to allow comments.

Preview, Publish and Draft

The panel at the right of the window allows you to control the saving and publishing of the post.

- **Preview** - allows you to preview your post prior to publishing it for public view.
- **Save Draft** - allows you to save your work before you are ready to post it for public view. This is similar to saving a draft in Word.
- **Publish** - clicking this publishes the post for public view.
- **Publish Immediately** - allows for delayed posting. Using this you can write a post then set a future day on which it will automatically publish.
- **Status** - indicates the status of the post (unpublished, published, pending review). This area also allows you to keep a post private or to set it to publish at a future date.

Edit or Delete an Existing Pages

1. From the Dashboard go in the **Pages** area in the left column.
2. Now click **Edit** under the **Pages** side menu.

Editing a Page

1. Mouse over the page you wish to edit. A new submenu will appear underneath the title.



2. Click on the **Edit** button.
3. From here you can edit the page using all the skills you learned the the above section.
4. When finished, click on **Update Page** (located where Publish is normally).

Deleting a Page

1. Mouse over the post you wish to delete. A new submenu will appear underneath the title.



2. Click on the **Delete** button.
3. When prompted to confirm click **OK**. Note: be sure as this cannot be undone.

Writing Links

1. From the Dashboard click on the **Links** section from the left menu.
2. Click on **Add New**.
3. In the box under **Name** type in the name of the link, example "College of Charleston".
4. In the box under **Web Address** type in the address of the link. Be sure to include the "http://" or the link won't work.
5. In the box under **Description** you can type in a short description of the link. This is optional.
6. Choose a category if you want to. **Note:** this may affect how the links are displayed in some design templates.
7. From the panel at the right of the window click in **Add Link**.

Edit or Delete an Existing Link

1. From the Dashboard go in the **Links** area in the left column.
2. Now click **Edit** under the **Links** side menu.

Editing a Link

1. Mouse over the link you wish to edit. A new submenu will appear underneath the title.

<input type="checkbox"/> Name	URL
<input type="checkbox"/> WordPress.com Edit Delete	wordpress.com

2. Click on the **Edit** button.
3. From here you can edit the links using all the skills you learned the the above section.
4. When finished, click on **Update Link**.

Deleting a Link

1. Mouse over the link you wish to delete. A new submenu will appear underneath the title.

<input type="checkbox"/> Name	URL
<input type="checkbox"/> WordPress.com Edit Delete	wordpress.com

2. Click on the **Delete** button.
3. When prompted to confirm click **OK**. Note: be sure as this cannot be undone.

Personalizing your Blog

Changing the name of your blog

1. Click on the **Settings** section from the left menu and choose **General**.
2. Next to **Blog Title** change the title of your blog (optional).
3. Next to **Tagline** change the tagline of your blog.
4. Make sure the timezone is set to **-5**
5. When finished click on **Save Changes** at the bottom of the page.

Changing the blog design

Each design template comes with different layouts and widget capabilities so be mindful of choosing a template that meets your needs.

1. Click on the **Appearance** section from the left menu and choose **Themes**.
2. Click on the image of a template to see it in greater detail.
3. If you choose to use it click on **Activate "template name"** in the upper right corner of the preview window. If you don't wish to use it click the **X** in the upper left corner of the preview window.
4. To view your new template choose **Visit Site**.

Blog Settings

Most of the blog settings are self-explanatory and are based on personal preference. However there are a few that you will want to pay attention to.

Commenting:

If you want to allow readers to add comments there are a few settings you need to change.

- In the **Settings > Discussion** area you need to determine whether or not you want to moderate comments. This requires you to approve any comment before it is available for public view. You will also need to check the box next to **Allow people to post comments on the article**. -- **Recommendation:** check the box next to **Comment author must fill out name and email** (next to **Before a comment appears**).