

Introduction to Blogging

Log in to your blog at this site:

<http://teachers.saschina.org/wp-login.php>

User Name: _____

Password: 1234

Dashboard: Place where you go to edit your blog

☐ Editing Your Information

1. Click on the User's Tab
2. Select Your Profile
3. Change your password by typing it in twice at the bottom of the page.
4. Click on Update Profile.

☐ Change your blog title and tagline

1. Click on Settings tab
2. Select General
3. Change your blog title and tagline.
4. Click Save Changes

☐ Select a theme

1. Click on the Appearance tab
2. Select Theme
3. Look through the available themes.
4. Click on the theme you would like to use to see a preview.
5. If you like the look of this theme, click the "Activate" choice in the top right corner.
6. If you do not like this theme, click on the close box in the top left corner.

☐ Delete the "Hello World" post

1. Click on the Posts tab and select edit
2. Click on "Delete" under the Hello World post.

☐ Write your first post

1. Click on Post tab and select Add New
2. Add title.
3. Write post.
4. Click Save Draft if you want to finish later.
5. Click Publish if you want it to be viewed.

You can click on **Visit Site** at the top of your page at any time to see your blog.

Blogging 1, Part 2

Posts/Pages/Categories /Documents/Photos

Posts

Posts are current information that you put on your main blog page. The newest post goes to the top of your page.

To add a new post, you select the **Post** tab and select **Add New**.

To edit an existing post, you select the **Posts** tab and select **Edit**.

Pages

Pages are pages on your blog that are mostly static. They are items you may want your parents/students to have access to at all times.

Examples: Calendars, Class Rules, etc.

To add a new page, you select the **Pages** tab and select **Add New**.

To edit an existing page, you select the **Pages** tab and select **Edit**.

Categories (go with your posts)

Categories are a navigational tool that can help your reader find what they are looking for in your blog. You can create separate categories and then assign each post to one or more of those categories. When the reader clicks on one of your categories, they will be able to view all of your posts in that category.

Creating Categories

There are two ways to add categories to your blog:

1. Click on Posts ->Categories. Type the name of your category in the Category Name box on the left. Click on the Add Category button. You can also edit and delete your categories in this section. Simply position your mouse over the category and select edit or delete which will appear under the category name.
2. When you add a post, there is a category box towards the bottom on the right of the screen. You can click on the Add New Category button at the bottom.

Using Categories:

When you are typing your post, your categories will show up in the categories section on the right of your screen. Click in the box of the category you want to use.

Uploading a document/Image

Max size 1.5 MB – but should be even smaller – resize all images before putting into blog

There are two ways to add documents or images to your post or page.

Option 1 (Add image to library first):

1. Click on the Media tab and select Add New.
2. Click on Select Files and find your document or image.
3. Once you have selected your document, you will get an information screen and you should rename your document here. Whatever you type in the Title section is what will appear on your post.
4. When you have finished entering the information, click on Save All Changes. This document is now in your library.
5. Open/edit the post you would like to add your media to. Once you are in the edit mode, you can click on one of the media buttons from the top.
6. Select the Media Library tab, click on Show next to the media you would like to add, check the information and click Insert into Post.

Option 2 (Add image to library while you are posting)

1. Open/edit the post you would like to add your media to. Once you are in the edit mode, you can click on one of the media buttons from the top.
2. Select From Computer and click on Select Files button. Find your document and click on Select. Edit the information and click Insert into Post.
3. Select the Media Library tab, click on Show next to the media you would like to add, add all your preferences and click Insert into Post.

Resizing Images

iphoto

1. Click on the image or images you want to resize.
2. Go to the File Menu ->Export
3. Select
4. Kind: JPEG
5. JPEG Quality: Medium
6. Size: Medium
7. File Name: Choose any option
8. Click on Export
9. Choose a location to save, make a new folder if you want and click OK.

Picasa

1. Click on the image or images you want to resize
2. Click on the Export button at the bottom of the page
3. Choose folder location and name.
4. In the Image Size section select the Resize To option and change size to 640 pixels
5. Click Export