

# Posting to and Editing your Blogs.CofC.Edu Blog

## Getting Started

You will need a [blogs.cofc.edu](http://blogs.cofc.edu) user account to create and post to your blog.

Faculty and staff can request a blog by contacting [webmaster at cofc.edu](mailto:webmaster@cofc.edu) and specifying “Blog Request” in the subject line of the e-mail. By default your blog’s address will be [blogs.cofc.edu](http://blogs.cofc.edu)

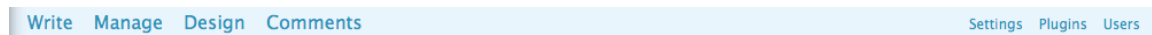


## Logging in to your Blog

1. **Open your browser** and point your browser to <http://blogs.cofc.edu/>
2. **Find your account** under the heading “Recently Updated Blogs.” **Locate “Log in” on the lower right side of the screen** under the “Meta” heading. **Click Log in** and **enter your Cougars username and password.**

## Viewing Your Blog

There are two views in a CofC 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.



Toward the top of the screen is a list of menu options. Click to explore each menu option: **Dashboard**, **Write**, **Design**, and **Comments**. On the far right of the screen you will see **Settings**, **Plugins** and **Users**.

## Changing Information in the Users Panel

1. Click on the **Users >Your Profile** menu.
2. Change your nickname. This is the name that is displayed by any posts that you create. **Type** your **new nickname** in the **Nickname box** and click the **Update Profile** button.



2008: J. Spiller & J. van Arnhem . Content is available under Attribution-NonCommercial-ShareAlike (<http://creativecommons.org/licenses/by-nc-sa/2.0/>). All logos and trademarks on this tutorial are property of their respective owners.

## Posting to and Editing your Blogs.CofC.Edu Blog

3. **Select** your new **display name** from the drop-down menu. **Press Update Profile** once more. *Note: Your email address will not be displayed on your blog or in your profile. This information is used by Edublogs.*

### Creating a Post or Page

1. To write your first post, click on the **Write** menu.
2. There are two options for posting: 1) *Write Post* or 2) *Write Page*.
3. Click **write post** to write a blog post
4. Give your post a **title**, add your **content**, and click **Publish** button.
5. You have a number of options available in the formatting bar, such as bold, italic, and create a bulleted list.



### Editing a Post

You can edit any post from either the **View site screen** or your **Dashboard**.

1. To edit from the **View site** screen, locate the post and click on the **Edit** link.
2. To edit from your **Dashboard**, click on **Manage > Posts**. Click on the **Edit** link.
3. Regardless of which screen you choose for editing your posts, remember to click on the **Save** button when you have completed editing and/or revising your post.

### Creating Pages

For the most part, you will be creating blog posts, which tend to be short items. If you wish to post a static item that would not be open for comments, such as an About Me page or Contact Information this is when you would write a Page rather than a Post.

1. From your Dashboard, click on the **Write** menu and select the **Write Page** option.
2. Enter your title, type (or paste) your page content, and click on the **Publish** button.



2008: J. Spiller & J. van Arnhem . Content is available under Attribution-NonCommercial-ShareAlike (<http://creativecommons.org/licenses/by-nc-sa/2.0/>). All logos and trademarks on this tutorial are property of their respective owners.

### 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 existing or new window** from the drop down box.
4. Add a **title** for your link in the Title box.

### Categories

Categories make it possible, at the click of the mouse, to reorganize your chronological postings according to themes or subjects.

#### Adding Categories

1. To set up categories for your blog, click **Manage > Categories**. Scroll to the **Add New Category** box, enter your new category, and click on the **Add Categories** button (bottom right-hand corner).

#### Assigning Categories

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

### Adding Links to Your Blogroll

The default category for navigation bar links is **Blogroll**.

1. Clicking on the **Manage>Links** in your **Dashboard** navigation bar.
2. Choose the **Add New** option.
3. 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*).
4. Click on the **Save** button.



2008: J. Spiller & J. van Arnhem . Content is available under Attribution-NonCommercial-ShareAlike (<http://creativecommons.org/licenses/by-nc-sa/2.0/>). All logos and trademarks on this tutorial are property of their respective owners.

### Changing the Presentation Theme

1. From your Dashboard screen, click on the **Design** menu.
2. Click on any of the themes to update your blog.
3. To see what your new theme looks like on your site, click on the **View site** link (*top of your blog, next to your blog name*).
4. To return to the **Dashboard** from the **View site** screen, look for the **Site Admin** link on your navigation bar. *Note: The location of your navigation bar and Site Admin link varies according to theme design.*

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

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

1. From the **Write Post** or **Write Page** panel, look right until you see the area for adding media until you see the area for uploading images. **Click Add Media.**
2. Under the From Computer option click the **choose files to upload** 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 **Add Media.**
2. Type (or paste) the **Image URL** (select image > right / command click > copy image location)
3. Type the **Image Description.**
4. Click **Insert to Post.**

*Note: Plugins extend and expand the functionality of Edublogs. For example, WP Flickr Post Bar 0.5 displays a Flickr bar at the top of your edit screen, which allows you to easily add Flickr photos to your posts with one click. To activate a plugin go to **Dashboard > Plugins.***



2008: J. Spiller & J. van Arnhem . Content is available under Attribution-NonCommercial-ShareAlike (<http://creativecommons.org/licenses/by-nc-sa/2.0/>). All logos and trademarks on this tutorial are property of their respective owners.

## Posting to and Editing your Blogs.CofC.Edu Blog

### Formatting Images and Text – Show/Hide the Kitchen Sink

1. To re-position or format your picture and text, click on the “**kitchen sink icon.**” A WYSIWYG editor similar to Microsoft Word will appear. You can toggle the “kitchen sink” icon on and off as needed.



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

1. To link to an mp3, mov, Google, YouTube, iFilm, or other video file click **Add Media.**
2. Type (or paste) the **URL**
3. Type the **Image Description.**
4. Click **Insert to Post.**
5. Video can also be embedded using the embed code in the HTML view.
6. Remember to click **Save or Publish.**

## Monitoring Your Blog

You have complete control of what is actually published to your blog. For maximum control, make sure all three options for *before a comment appears* box is checked.

### Moderating Comments

1. To moderate comments, go to **Comments > Awaiting Moderation**

### Approving Comments

1. To approve a comment, click on the radio button **Approve** and click on the **Bulk Moderate Comments** button. 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.



2008: J. Spiller & J. van Arnhem . Content is available under Attribution-NonCommercial-ShareAlike (<http://creativecommons.org/licenses/by-nc-sa/2.0/>). All logos and trademarks on this tutorial are property of their respective owners.

## Posting to and Editing your Blogs.CofC.Edu Blog

### Adding Users

1. If you wish to limit posting comments on your blog to members only or to provide greater posting privileges to certain individuals, you will need to add their login names to your **Users** list. From your **Dashboard**, click on the **Users** menu > **Authors & Users**. Scroll down to the **Add User From Community** box.

*Note: When you add users, you can also determine what their permissions (capabilities) are by assigning one of five roles from the Role drop-down box. The default selection is Subscriber. A Subscriber can see the Dashboard and edit his/her own profile. That is all. A Contributor can draft posts but cannot publish them. An Author can publish posts. An Editor can edit other people's posts and can manage categories, links, comments, and pages. An Administrator can do everything. Each role is simply a set of capabilities. The Editor and Administrator roles have the capability to edit posts that do not belong to them. They can edit anyone's posts, including each other's.*

### Limiting Comments to Members

1. If you wish to limit posting only to members you have added to your Edublog community, go to your **Settings** menu > **General**.
2. Click in the **Membership** checkbox to require that users are registered (members of your community) and logged in order to comment.

*Note: By selecting the Membership option, anyone who clicks on the comment link for any post, will be redirected to a WordPress login box.*

**Happy Blogging!**



2008: J. Spiller & J. van Arnhem . Content is available under Attribution-NonCommercial-ShareAlike (<http://creativecommons.org/licenses/by-nc-sa/2.0/>). All logos and trademarks on this tutorial are property of their respective owners.