BLOGGING BASICS

LOGGING IN AND OUT OF YOUR BLOG
1. In your browser, type the address of your blog (username.edublogs.org). If you are asked for it, enter the authorization password da107. Log in using the username and password that you created when you set up your blog. You will be taken directly to your “Dashboard.” You can either work from here, but you can do almost everything you need to do from your actual site. In the dark navigation bar at the top left of the page, you will see the name of your blog. Hover over the name of your blog and you will see a link that says “Visit Site.” Click that link to go directly to your blog.

2. REMEMBER … if you are not using a private home computer, make sure you LOG OUT of your blog every time you are finished with it. At the top right in that same dark navigation bar, you will see your name. Hover over your name and you will see the link “Log Out.” Click on it to log out. You will also notice an “Edit My Profile” link there as if you wish to add or change some information (do NOT add your last name, photo, or any other personal information, including personal web addresses or IM/Chat names!).

BEFORE YOU START
3. Before you start, you will need to delete the sample “post” and “page” that were automatically added for you when you created your blog. Go to your Dashboard. If you are on your blog, hover over the name of your blog on the top left of the dark navigation bar and the first link will be “Dashboard.” Hover over “Posts” in the left column and click on “All Posts.” If you haven’t already deleted it, there should be one post called “Hello world!” in the list. Hover over this title and click on the “Trash” link that appears below it.

4. Hover over “Pages” in the left column and click on “All Pages.” If you haven’t already deleted it, there should be one page called “Sample Page” in the list. Hover over this title and click on the “Trash” link that appears below it.

ADDING A NEW POST
5. Please remember to always add a new POST … do NOT add a “Page”! If you wish to add a page, understand what you are doing BEFORE you do it (check Edublog’s User Guide) and realize that a page will NOT count as a weekly post.

6. To add a new post, do ONE of the following:
   (a.) From your main blog page (once you’re logged in), hover over “+ New” in the dark navigation bar at the top of the page and click “Post.”
   (b.) From your Dashboard, hover over “Posts” in the left column, and click on the “Add New” link.

7. You should now see the “Add New Post” page. Type a title for your post in the “Enter title here” box at the top of the page. The box below works almost exactly the same as any word processor like Word. Make sure the “Visual” tab is ALWAYS selected (it will stay that way once you check it the first time). Unless you are an expert at HTML, DON’T use it … and if you don’t know what HTML is, that’s a sure sign you shouldn’t use that tab!

8. You’ll see a bunch of buttons in a toolbar at the top of the text box. If you hover over each of the buttons, you’ll see what they do … and most work exactly the same as they do in a word processor. The last button on the top row is “Show/Hide Kitchen Sink.” You’ll probably want to SHOW that “Kitchen Sink,” which is a second row of buttons with things like special formatting, underlining, changing the text color, symbols (GREAT for Math!), and Undo/Redo buttons.

9. Type your post in the box below. When you’re finished, you can preview your post by clicking the “Preview” button to the right. If you’ve PROOFREAD your post (REMEMBER – proper grammar, spelling, and punctuation!) and want to publish it to the Web, click the “Publish” button. PATIENCE … let it think – a small moving circle next to the button will indicate the saving process. You should get a message saying the post needs to be approved. Mr. Lipp will approve EVERY post and comment before it appears online!
10. If you add a link in a post, it’s a good idea to check the “Open link in a new window/tab” box so that your visitor doesn’t have to navigate back to your blog.

11. If you’d like to save your post to work on it later, you can use the “Save Draft” button on the right. Later, hover over “Posts” in the left column of your Dashboard and select “All Posts.” Hover over the unfinished post (it will say “Draft” next to it) and click on the “Edit” link below it. Remember that a post will not be submitted for grading until you PUBLISH it!

**CHANGING THE APPEARANCE OF YOUR BLOG**

12. If you’re happy with the default appearance of your newly-created blog and don’t want to change it, you’re not required to. But, it’s your blog … don’t you want it to look unique? To access the options to change your blog’s appearance (like adding your own custom graphic for your blog’s “banner”), do ONE of the following:
   (a.) From your main blog page (once you’re logged in), hover over the name of your blog in the dark navigation bar at the top left of the page and choose one of the links below “Dashboard” (“Themes,” “Customize,” etc.).
   (b.) From your Dashboard, hover over “Appearance” in the left column, and click on one of the links that appear.

**ADDING A PICTURE TO A POST**

13. On the “Add New Post” page, place your cursor where you’d like the picture to appear and click on the “Upload/Insert” words (or the small camera/music notes graphic) above the toolbars.

14. If the picture is on your computer, choose the “From Computer” tab from the pop-up “Add Media” box. Click the “Select Files” button. Browse to choose the picture you want and either double-click the file or click the “Open” button. A thumbnail of the picture will appear along with lots of options. In the options, you must add a title for the picture. You can also add a caption, a description, alignment on the page, and size. When you’re finished, click on the “Insert into Post” button and voila!

15. If you are linking to a picture on the Internet, click on the “From URL” tab at the top of the “Add Media” box. Copy the picture’s URL into the box labeled “URL.” You are also required to give the photo a title. If you wish, you can also add a caption and change the picture’s alignment on the page. When you’re done, click on the “Insert into Post” button.

**EMBEDDING A VIDEO IN A POST**

16. You can easily “embed” a public video (or image) from a sharing site such as YouTube, Photobucket, or Flickr into a post. Copy the video or image’s specific URL (web address) from your browser into a line by itself in the post. MAKE SURE that the line does not appear as a link (blue and underlined) … if it does, highlight the link and click the “Unlink” button in the toolbar (it looks like a broken chain link).

17. You can also embed a Twitter post. To get to the tweet’s individual page, click on the “timestamp” (date) next to the tweet. Copy the individual URL for the tweet as above … and make sure it’s not linked.

**WHAT ELSE?**

17. Remember that if your post refers to a link, picture, or video, you MUST add a description or explanation in your own words. ALL posts should contain at least a couple of paragraphs of text WRITTEN BY YOU!

18. These are JUST the “Basics.” There are LOTS of other things you can do with your blog, and I would encourage you to get out there and PLAY! That’s a large part of the fun …

19. If all else fails, check out Edublog’s terrific **User Guide** located at [http://help.edublogs.org/user-guide](http://help.edublogs.org/user-guide). It will answer all your questions and has great video tutorials that can walk you through just about anything you’d like help with or try! Or you can just ask Mr. Lipp in class or by e-mail …