An Introduction to the UIS Wordpress Blog Service

Creating a Blog

1. Open the Wordpress blog sign-up form at https://blogs.uis.edu/signup, and login with your NetID and password.

2. Once you have logged in, read the Acceptable Use of Information Technology Resources and accept the policy by clicking the Agree button.

3. You will now be prompted to select a URL by typing your choice in the box after the standard http://blogs.uis.edu/[your choice will be here]. Next, type the title of your blog in the Title box. Select whether or not you would like your blog indexed by search engines so that it is easily found by selecting Yes or No. Click Create to finalize your choices and create your blog.

4. Once the system has processed your request, you will be presented with a page that lists your login information, the URL to your blog, the administration URL to your blog, and the ability to add other people to administer your blog. Click on the URL to begin customizing your blog.

Accessing your Blog

2. On the right hand of the screen towards the bottom under the Meta category, select Log in.

![Log in]

3. Login with your Username (NetID) and Password.

![Login with Username and Password]

4. On the left of the screen under Dashboard, select My Sites.

![Dashboard and My Sites]

5. You will see all the blogs you have created or have access to under your sites. Click Dashboard.

![Jessica's Thoughts to Share]

6. You will now be directed to the Dashboard, where you can edit and manage your blog.
Adding a Post

1. To add a post, in the QuickPress box located at the top right of the screen, you are able to insert a title, the content of your blog, tags, and then publish with a click.

   ![QuickPress](image)

2. You can also post using the toolbar along the left of the screen. Click the arrow next to Posts, and click Add New to create a new post, or Posts to view all posts you have previously submitted.

Adding Media to a Post

1. On the left of the Dashboard, click the Arrow next to Posts, and click Add New.

2. Above the text box to enter the post are icons to add media. Click the Left icon to add an image, the Center icon to add a video, and the Right icon to add Media.
3. Users have the option to add files from their own computer or from a URL or the Media Library. If you wish to add a YouTube video, click From URL along the top, and paste the URL of the video with a title. The title will be a link to the video.

4. If you wish to add an image from your computer, click Select Files, then search through your files for the image and click Open.

5. The image will appear on the screen after it is uploaded and users include additional information as desired. After you are finished, click Insert into Post, and then Save all changes at the bottom.

6. The image will appear in the post.
Commenting on a Post

1. To leave a comment on a **Wordpress Blog**, click **Leave a comment** at the bottom of the post.

2. Enter your **Name**, **Email**, **Website** (optional), and enter your post in the empty text box. **Click Post Comment**.

3. To see comments on your own blog posts, on the left of the screen on the **Dashboard**, click **Comments**.

4. Roll your mouse over the comment you wish to edit. A toolbar appears at the bottom allowing you to make different edits, including sending the comment to the **Trash** or marking it as **Spam**.
Editing Blog Permissions

1. On the left of the **Dashboard**, click the **Arrow** next to **Users**.

2. To add users to your blog, click **Add New**.

3. Enter the **Email** of the user you wish to add, and select their **Role**. Click **Add Existing User**, and an email will be sent asking them to confirm the invite.

4. Under **Users**, click **Users**.

5. Above each User is a **Bulk Actions** dropdown menu and a **Change role to...** dropdown menu. Under **Bulk Actions**, users can be removed from having any permission to the blog. Under **Change role to...**, the specific role of the user can be changed.
Adding a Theme

1. On the Dashboard, on the left of the screen click the Arrow next to Appearance, and select Themes.

![Appearance](image)

2. Browse through the Available Themes, and click on the theme you like. You will see a preview of the theme. To apply the theme, click Activate at the top right corner.

![Activate](image)

Deleting a Wordpress Blog

3. On the Dashboard, on the left of the screen click the Arrow next to Tools, and select Delete Site.

![Delete Site](image)

4. Check the box ensuring you want to delete the site and then click Delete My Site Permanently.

![Delete My Site Permanently](image)

Adding the Feed to RSS Readers

There are two RSS Feeders that are good ways to have your feeds delivered to you straight to your desktop. Snackr and Desktop Ticker are both easy to use and free. The difference between the two is after a post is read in Snackr, it won’t pass by again. Desktop Ticker manages their posts differently; the posts are redisplayed on a successive scroll-by. Also, Desktop Ticker is only a Windows application. Users can decide which reader they wish to use based on their own need and preferences.
Snackr

1. If you do not already have Snackr, go to http://snackr.net/. Snackr is a free RSS “ticker” that pulls random topics from your feeds and scrolls them along the bottom of your screen for you to view at your own convenience.
2. Click INSTALL NOW.
3. Follow the installation instructions.
4. Open Snackr, and click the + button on the toolbar.
5. In the text box, copy and paste http://blogs.uis.edu/YOUR BLOG NAME/?feed=rss

Desktop Ticker

1. To download Desktop Ticker, go to http://www.battware.co.uk/.
3. Scroll to the bottom of the page under Downloads, and click Download.
4. Follow the installation instructions.
5. The Desktop Ticker will appear on your desktop.
   a. To change the location, appearance, or speed of the ticker, click the Menu icon on the left of the ticker, and select Tools.
b. To add and manage Feeds, click **File, Manage Feeds**. You will be able to enter the URL for the feed you wish to add to Desktop Ticker.

c. Use the **Arrows** on either side of the scroll bar to scroll forward, or scroll back.