An Introduction to the UIS Wordpress Blog Service
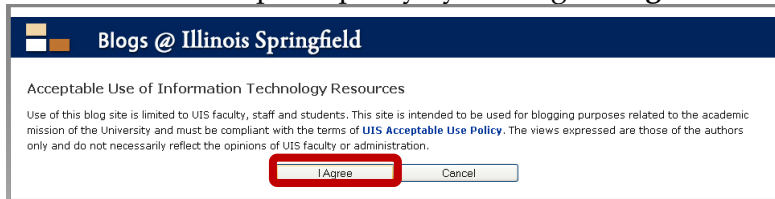
Creating a Blog

1. Open the Wordpress blog sign-up form at https://blogs.uis.edu/signup, and login with your NetID and password.
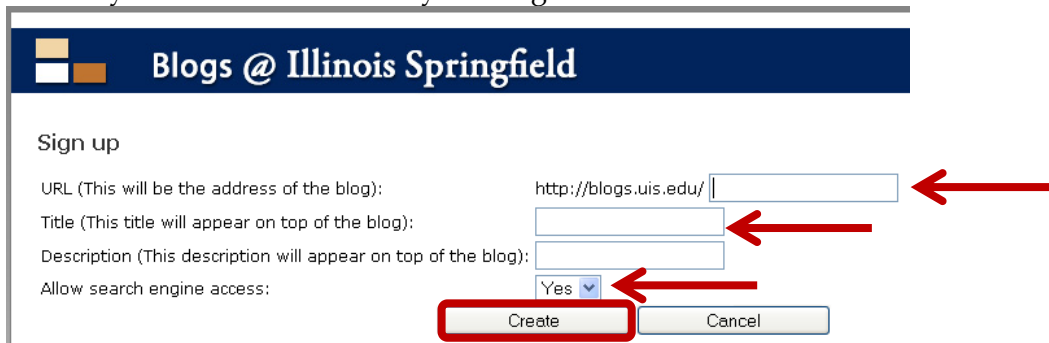
2. Once you have logged in, read the Acceptable Use of Information Technology Resources and accept the policy by clicking the **Agree** button.

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

1. Go to http://blogs.uis.edu/.

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

META

- Log in
- Entries RSS
- Comments RSS
- WordPress.org

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

WORD**P**RESS

Username
jgaido2

Password
••••••••••

☐ Remember Me   Log In

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

🏠 Dashboard   ▼
Dashboard
My Sites
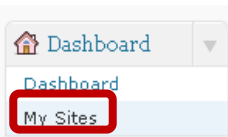
5. You will see all the blogs you have created or have access to under your sites. Click **Dashboard**.

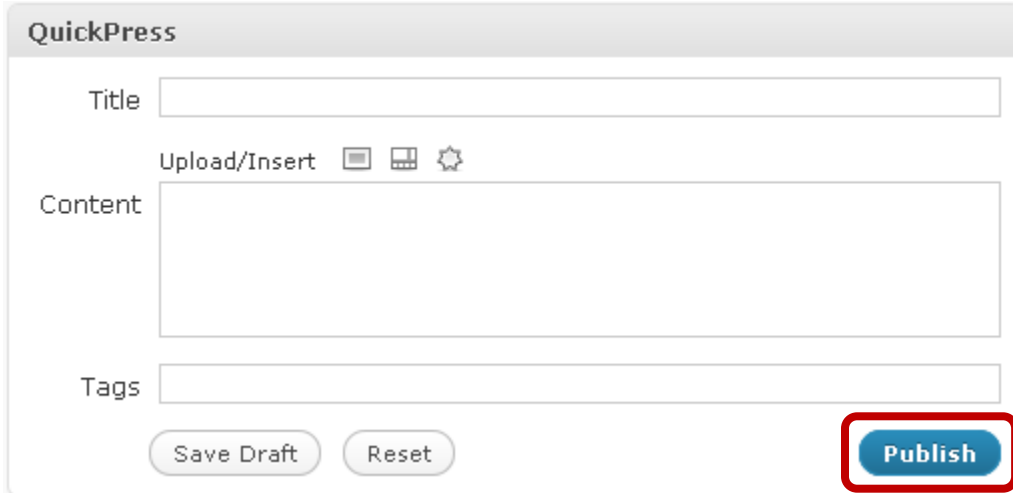Jessica's Thoughts to Share

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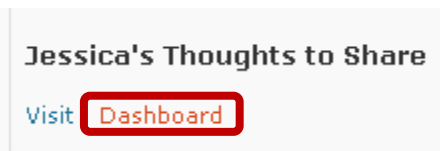
6. You will now be directed to the **Dashboard**, where you can edit and manage your blog.
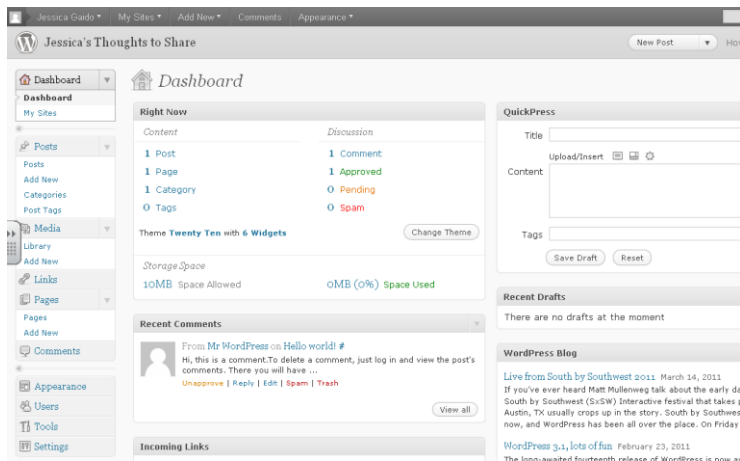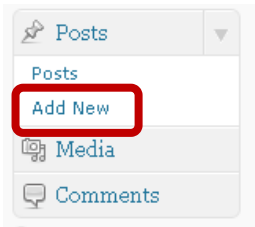
Adding a Post

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.

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**.
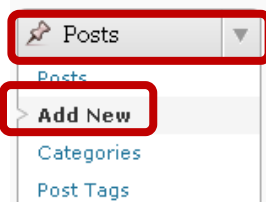
2. Above the text box to enter the post are icons to add media. Click the **Left** icon to add an image, the **Center** icon to add a video, and the **Right** icon to add Media.

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.
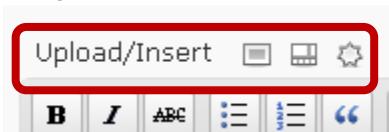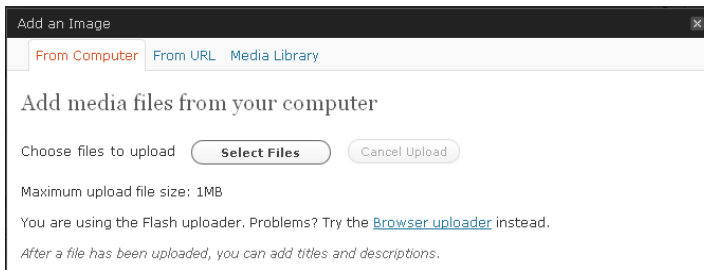

4. If you wish to add an image from your computer, click **Select Files**, then search through your files for the image and click **Open**.

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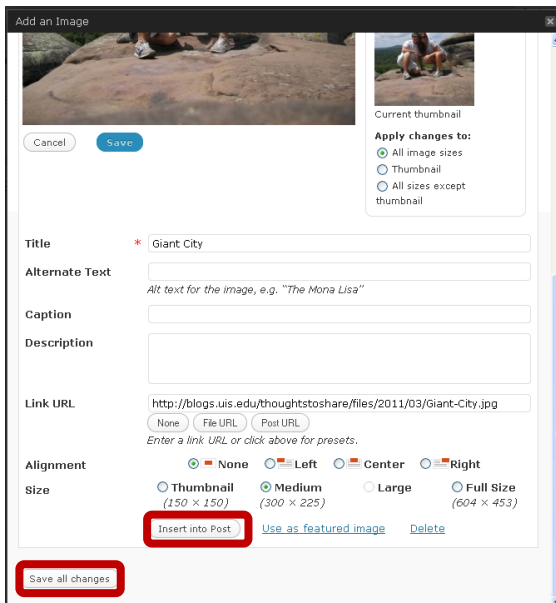
6. The image will appear in the post.
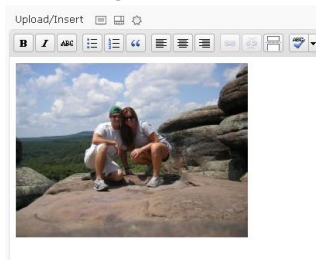
Commenting on a Post

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

    If you would like any assistance in using TurningPoint, feel free to contact us and we would be glad to help!

    Posted in Hardware   → Leave a comment

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

    LEAVE A REPLY

    Your email address will not be published. Required fields are marked *

    | Jessica Gaido | Name * ⬅ |
    | jgaido2@uis.edu | Email * ⬅ |
    | | Website ⬅ |

    ⬅

    You may use these HTML tags and attributes: <a href="" title=""> <abbr title=""> <acronym title=""> <b> <blockquote cite=""> <cite> <code> <del datetime=""> <em> <i> <q cite=""> <strike> <strong>

    Post Comment

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

    Links
    Pages
    Pages
    Add New
    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**.

    | ☐ Author | Comment |
    | ☐ Mr WordPress blogs.uis.edu/ | Submitted on 2011/03/24 at 2:24 pm |
    | | Hi, this is a comment. To delete a comment, just log in and view the post's comments. Th them. |
    | | Unapprove | Reply | Quick Edit | Edit | Spam | Trash |
    | ☐ Author | Comment |

Editing Blog Permissions

1. On the left of the **Dashboard**, click the **Arrow** next to **Users**.
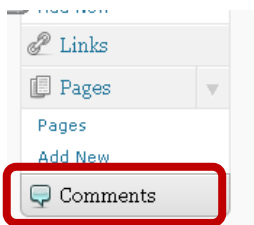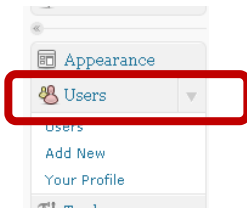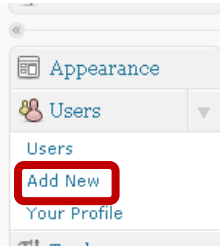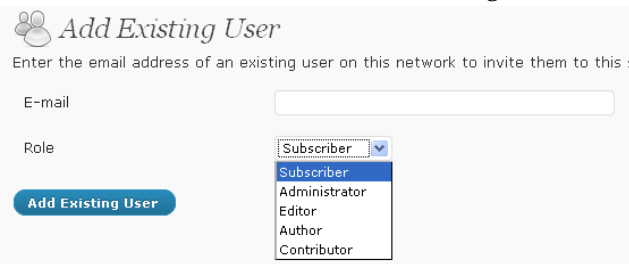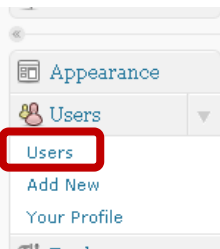
2. To add users to your blog, click **Add New**.

3. Enter the **Email** of the user you wish to add, and select their **Role**. Click **Add Existing User**, and an email will be send 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.
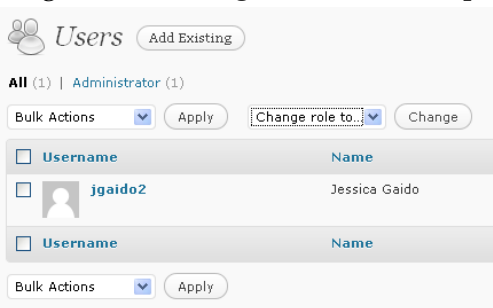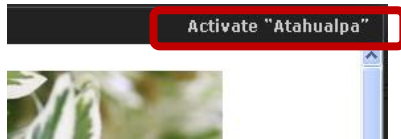
Adding a Theme

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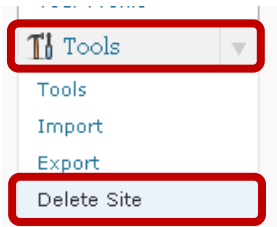

2. Browse through the **Available Themes**, and click on the theme you like. You will see a preview of the theme. To apply the theme, click **Activate** at the top right corner**.**
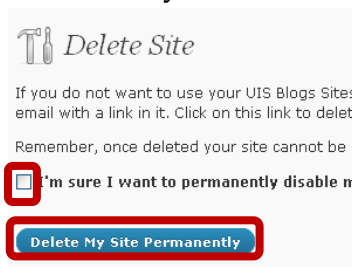

Deleting a Wordpress Blog

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

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

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/.
2. Under **Desktop Ticker**, click **More Information**.

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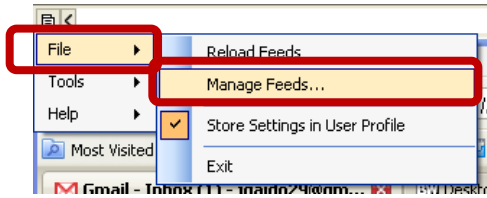
c. Use the **Arrows** on either side of the scroll bar to scroll forward, or scroll back.