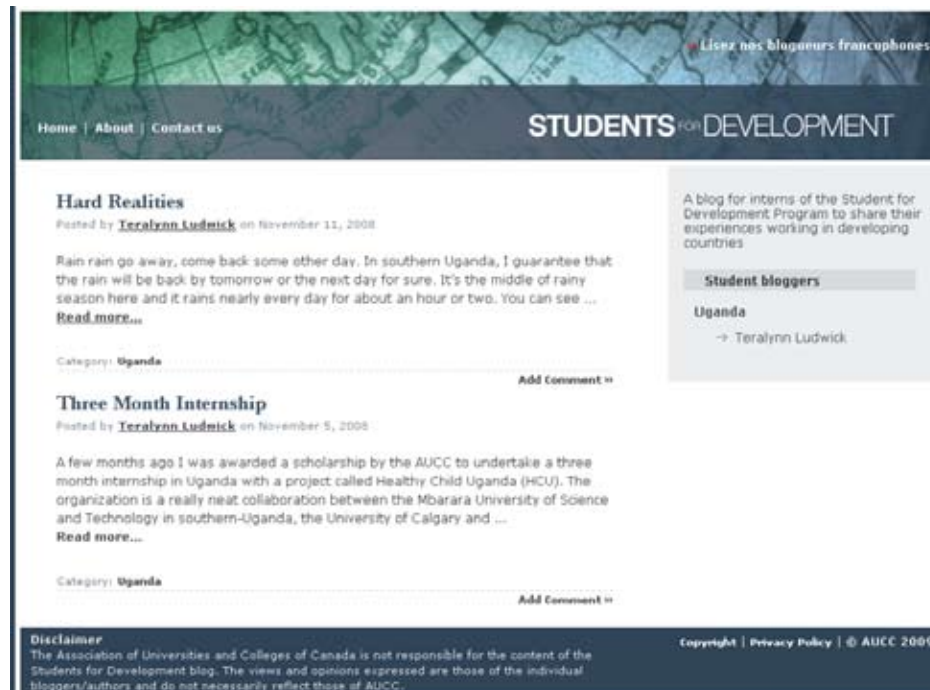




Working with WordPress »

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## Quick Start Guide »

1. To set up your account, **register** as a blogger for the Students for Development Blog at [www.sfdblog.ca/register](http://www.sfdblog.ca/register)  
Your request for registration will go to the blog moderator, who will approve your request within a few days. You will receive an email notifying you when the moderator has approved your request.
2. To begin blogging, **login** at [www.sfdblog.ca/wp-admin](http://www.sfdblog.ca/wp-admin). Use the Username and Password you selected in Step 1.
3. You will be taken to the WordPress Dashboard. Click on “**Posts**” at the top of the left-hand column.
4. You will see a list of existing posts on the SFD Blog. To begin writing your own post, click on “**Add new**” in the left-hand column.
5. Write your **post**. Remember to give it a title.
6. Be sure to select **two** items in the **Category** box on the right: select the country where your internship is taking place, and whether this is being written pre-departure, on location, or upon return.
7. You are encouraged to include **photos** and **video** in your posts. For more information on inserting these elements, see Adding media: Images on Page 6, and Adding media: Video on Page 8.
8. Once you are finished, hit **Publish**, the blue button in the right-hand column. You're done!

*The following pages provide you with an in-depth look at some of the WordPress features you can use to personalize your blog entries.*

## WordPress Dashboard »

After logging in to the site, you will be brought to the *WordPress Dashboard*. The Dashboard tells you about recent activity within your site, and contains a few basic links to get you started on writing or editing content.

There are also boxes that show you up-to-date information on what is currently happening on your blog, boxes showing recent comments on your posts, and incoming links and feeds from other sites.

The screenshot shows the WordPress Dashboard interface. At the top, it says 'Students for Development blog' with a 'WordPress' logo. Below this is a navigation menu with 'Dashboard', 'Posts', 'Media', 'Comments', 'Profile', and 'Tools'. The main content area is divided into several widgets:

- Right Now:** A summary box showing 'At a Glance' with statistics: 2 Posts (1 Comment), 5 Pages (0 Approved), 41 Categories (0 Pending), and 1 Tag (1 Spam). It also mentions the theme 'Students for development with 2 Widgets' and 'WordPress 2.8'. A note states 'Akismet blocks spam from getting to your blog, and there's 1 comment in your spam queue right now.'
- QuickPress:** A form for quickly creating a new post, including fields for Title, Content, and Tags, with 'Upload/Insert' and 'Save Draft' buttons.
- Recent Drafts:** A section indicating 'There are no drafts at the moment.'
- WordPress Development Blog:** A news widget with a link to 'WordPress 2.8.1 Beta 1' and a brief announcement.
- Recent Comments:** A section showing 'No comments yet.'
- Incoming Links:** A section showing 'This dashboard widget queries Google Blog Search so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.'

## Writing a blog post »

You have three mandatory fields to fill out when writing a new blog post:

The screenshot shows the 'Add New Post' screen in WordPress. The title is 'My New Post'. The main content area is a large text input field. To the right of the main content area are several sidebars:

- Publish:** Includes 'Save Draft' and 'Preview' buttons, and a 'Publish' button. It also shows 'Status: Draft (Edit)', 'Visibility: Public (Edit)', and 'Publish Immediately (Edit)' options.
- Post Tags:** Includes an 'Add new tag' button and a list of tags with checkboxes.
- Categories:** Includes a 'All Categories' button and a list of categories with checkboxes.

- » **Title:** this is the text input field for the title of your blog post. Titles are automatically linked to enable your post to be viewed in a page of its own, which also shows the comments readers make about your post and allows readers to make new comments.
- » **Post:** this is the text input field for the content of your blog post. In this area images, links and videos can also be inserted. This functionality, as well as further details about the formatting toolbar, will be explained later in this document.

- » **Tags:** add keywords to your posts and allow readers to search through them more efficiently. Tags should only be keywords that directly relate to the subject of your post. This is **not** a mandatory field.
- » **Categories:** these allow readers to view all posts related to a certain topic. The categories for the Students for Development blog have been predetermined. You must select two categories: the country where your internship is taking place, and whether your post is written pre-departure, on location or upon return. **This is a mandatory field.** Your name will not appear in the Bloggers column on the home page if you do not select your two categories.
- » **Advanced Options:** comments and pings are enabled on your posts by default. The rest of the options should already be set and **do not need** to be modified.
- » **Other Items:** in the right hand column you'll see a small box containing the publishing status. Here you can select to either save your post so you can return at a later time to finish it, or you can publish it immediately.

## Formatting your posts »

The formatting pallet is found directly above the content input area of the Add New Post tab. Roll your cursor over any individual menu item and your browser will display the alt-text, telling you what each tool is.



1. **Bold:** select any part of the content and click this button to apply bold.
2. **Italics:** select any part of the content and click this button to apply italics.

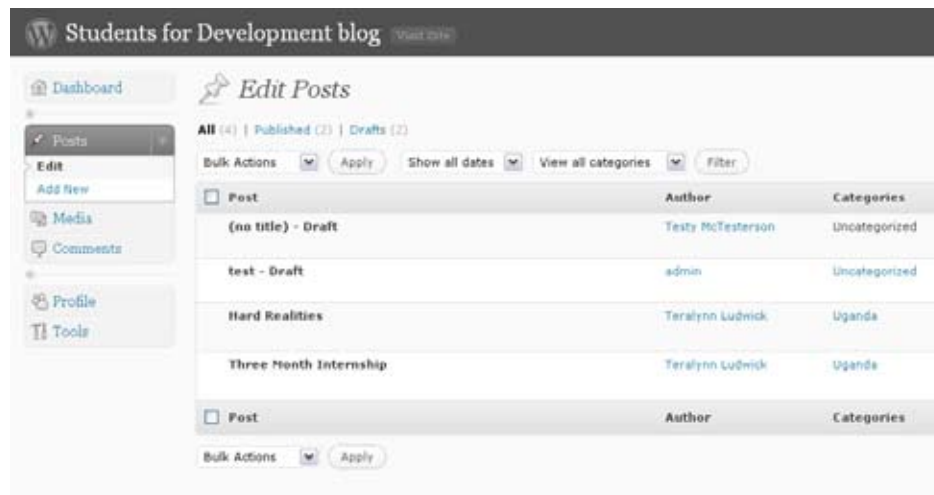
3. **Strikethrough:** select any part of the content and click this button to apply a strikethrough. This is commonly used when edits are made to an already published post.
4. **Unordered list:** select multiple lines of text and click this button to create an unordered, or bulleted, list.
5. **Ordered list:** select multiple lines of text and click this button to create an ordered, or numbered, list.
6. **Blockquote:** select an entire paragraph and click this button to indent the entire paragraph. This is used when inputting a direct quote from someone else..
7. **Alignment:** select paragraphs, the entire text, or other elements such as images and videos and click this button to align the text or object to the left, right, or center.
8. **Insert / Edit Link:** select keywords, sentences or full URLs and click this button to create a link to another web source.
9. **Unlink:** select an area of the text that has a link attached to it, and click this button to remove the link.
10. **Insert More Tag:** this is to create a break in your post on the home page. **Do not use this feature.** The Students for Development Blog is designed to automatically create a break after the first 50 characters of each post.
11. **Toggle Spellchecker:** once you've finished writing your post, click this to run a spell check on the content.
12. **Toggle Fullscreen Mode:** if you'd rather write a blog post without having the distraction of the elements surrounding the content input area, click this button. This will display the content input area in the entire browser window. To return to the original view mode, click the button again.
13. **Show / Hide Kitchen Sink:** clicking this button opens up yet another formatting pallet giving you even more options, such as underlining, font color, special characters, and more. Click the button again to hide the Kitchen Sink.

**A. Add an Image:** place your cursor where you would like the image to appear – usually at the start of a new line. Click the Add an Image button, and you will be given the option to upload a new photo, or use one stored in the Media Library. See Page 6 for more information.

**B. Add video:** place your cursor at the start of a new line. Copy the URL of your video from the YouTube page. Then insert the letter v into the address after the http and before the colon. See Page 8 for more information.

## Editing your blog posts »

After you've published your post, you still have the option to go back, edit mistakes, update links, or delete the post in its entirety.

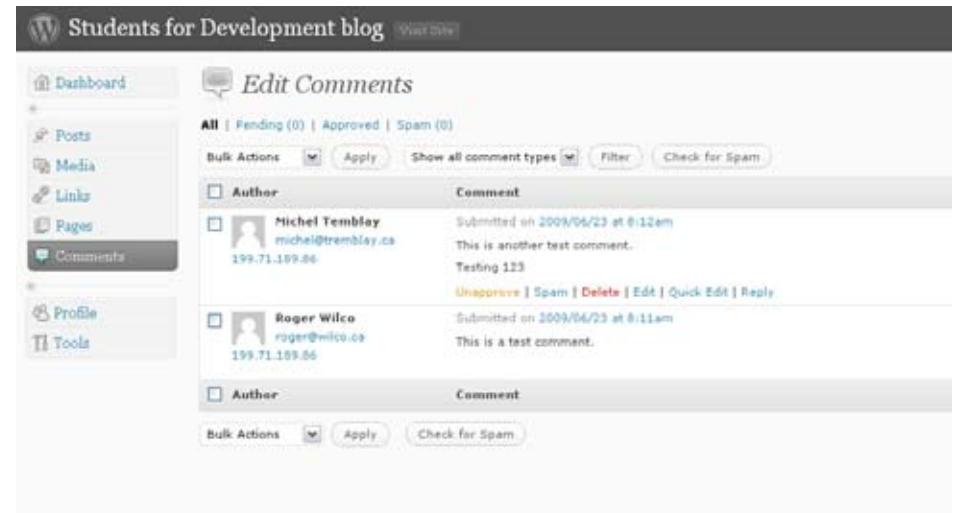


Under the Posts tab you'll see a list of existing posts on the blog. The posts that you created are editable, and can be identified by your username, shown in the second column. To edit the post, click on the post's title and you'll be brought to an editable area that looks exactly like what you see when you first write a post. From here you can also edit tags, categories and more. Make your changes then hit Update Post.

## Comments on your posts »

Comments to blog posts are listed under the Comments tab. Comments are published without moderation. However, you have the option to unapprove, mark as spam, or delete comments to your posts at any time. The blog moderator will also review comments on a regular basis to ensure they abide by the [Comment Guidelines](#).

Bloggers should view comments as an opportunity for dialogue. Consider posting a response, or even drafting a new post to delve deeper into a particular subject.

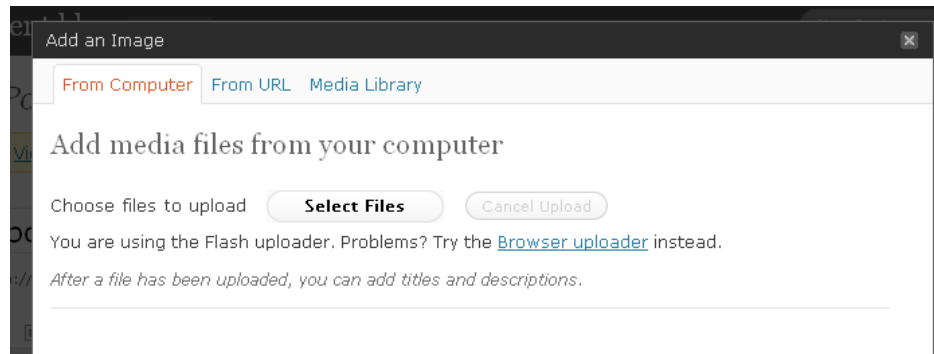


## Adding media: Images »

To add an image to your post, place your cursor at the start of a line where you want your photo to appear, and click on the Add an Image button in the toolbar. (See the diagram on Page 4.)

You'll be asked to navigate to the location of the image on your computer and select the photo you want use. This image will be stored in your Media Library for use again in future, if needed.

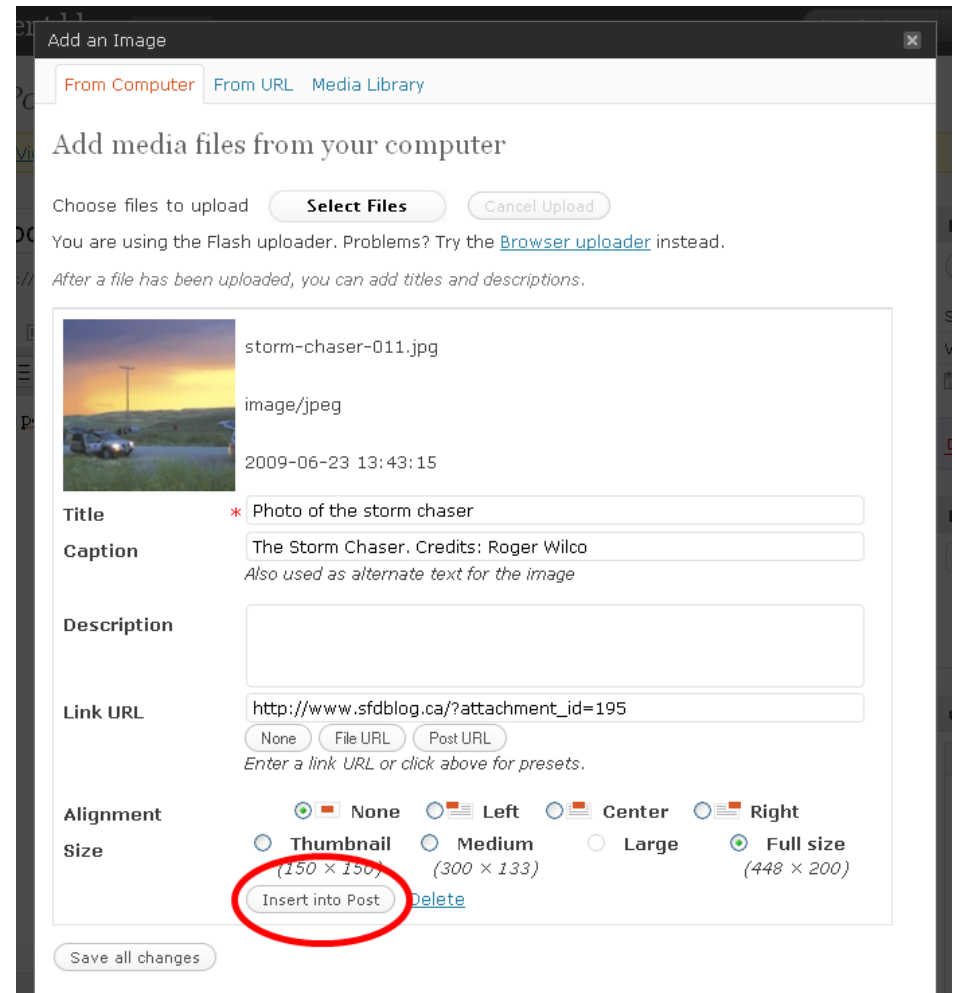
Alternatively, if you already have images stored in your Media Library, you can select the Media Library tab at the top of the screen and choose an image there.



Once you have selected and uploaded your image, you will be asked to give some information about the photo. (See image at right.)

1. Give the image a title. This will become the alt-text for the photo (the text that appears on screen when your cursor hovers over the image).
2. Give your photo a caption. This will appear below the photo once your post is published.
3. You may add a description to the photo as well, but this is not necessary as it does not appear on the blog.

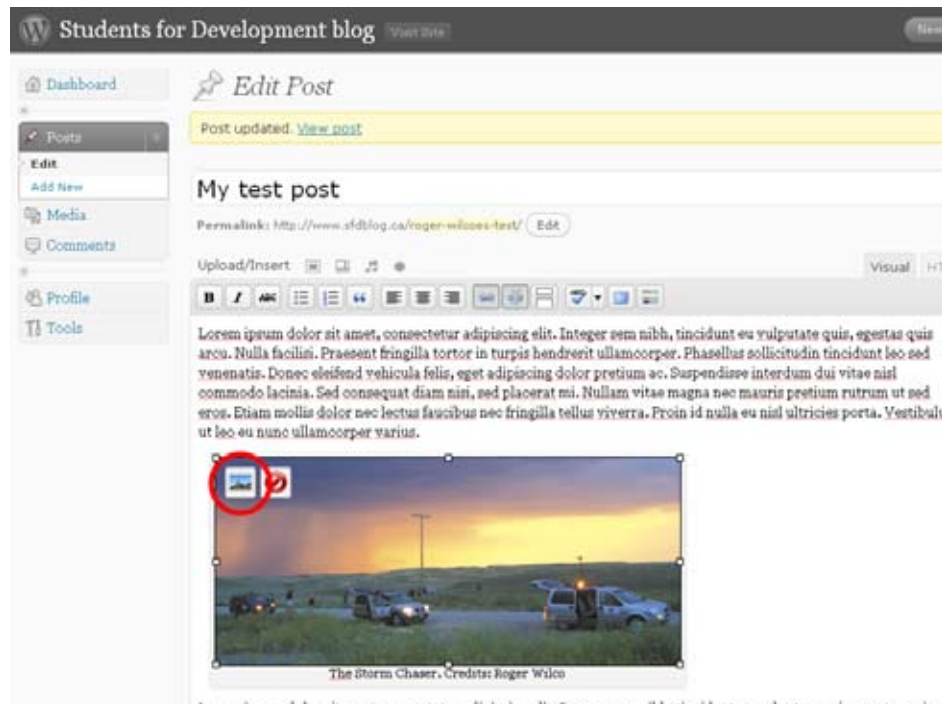
4. Select the size and alignment for your photo.
5. Hit Insert into Post.



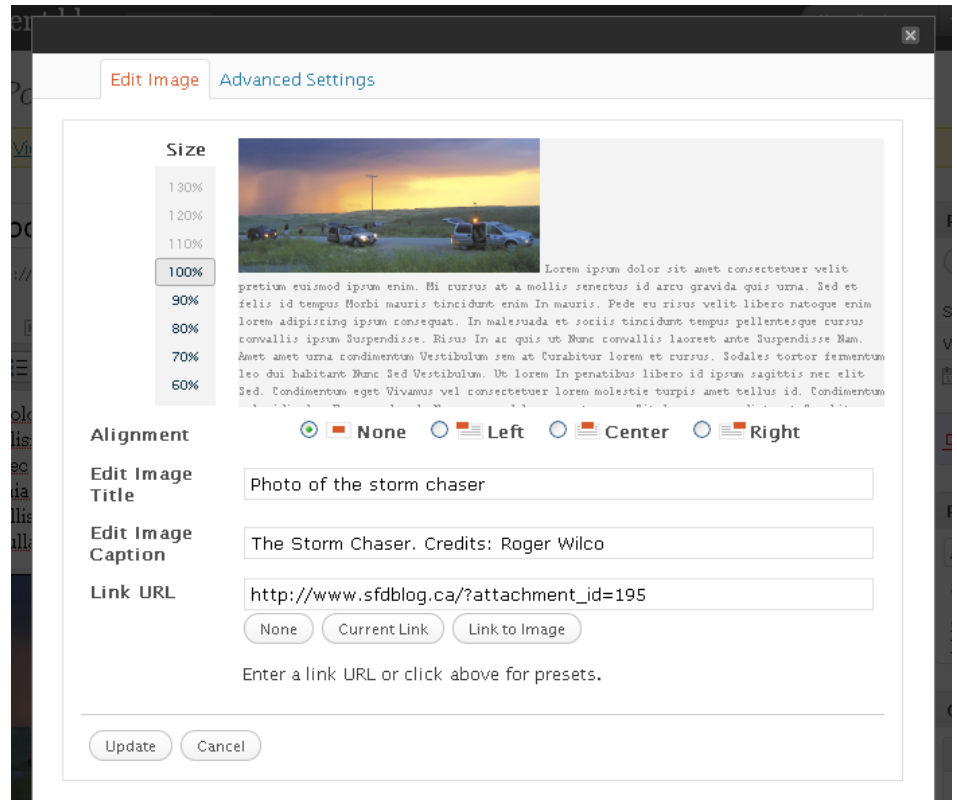
## [Adding media: Images \(continued\)](#) »

Once you finish inserting an image into your post, you'll be returned to the Edit Post area. You can see what the post will look like before publishing it by hitting the Preview button on the right.

If you wish to make changes to the photo's size, title or caption, click on the photo in the Edit Post page and select the Edit Image icon in the top left (see circled icon below).



You will be brought to the screen below where you can make your changes. Once finished, hit Update and you will be returned to the Edit Post page.



## Adding media: Videos »

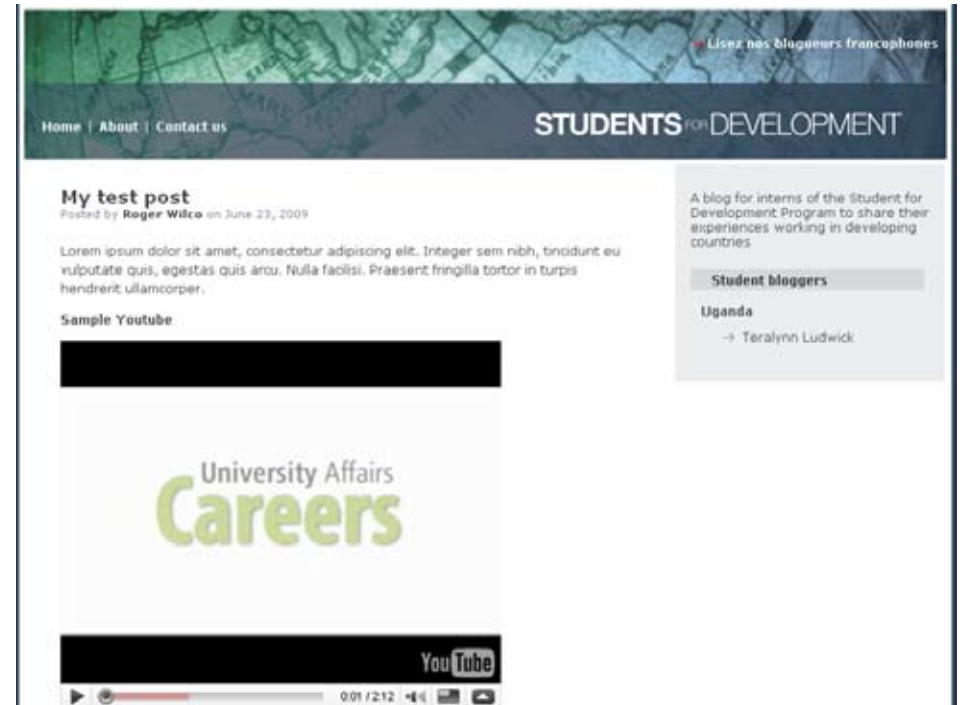
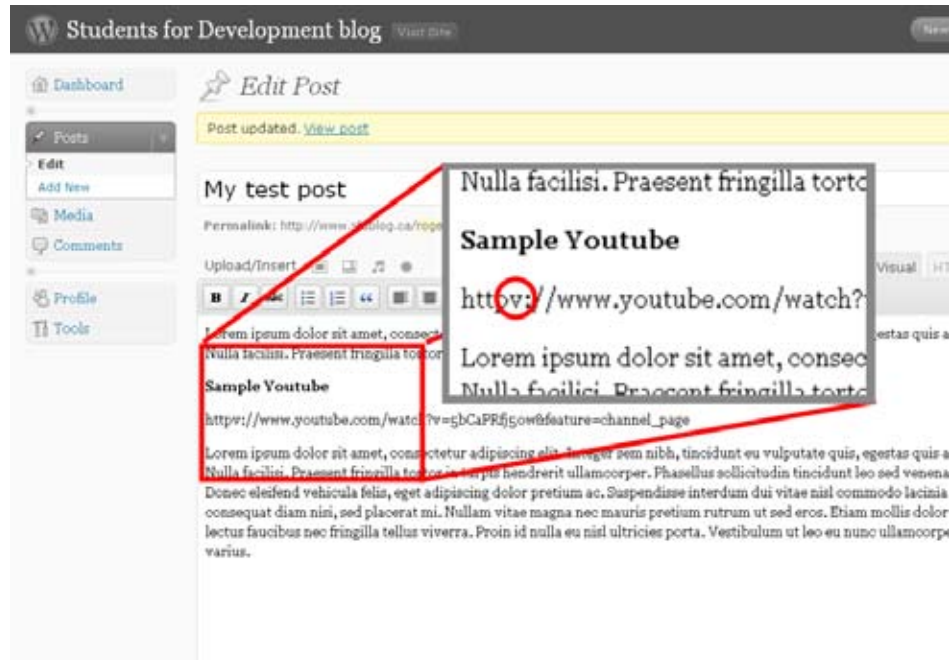
In order to make your video available on you blog, you must first open a YouTube account at [YouTube.com](http://YouTube.com) and upload your video there.

Once uploaded, copy the URL of the YouTube page in the address bar and insert it into the text of your post where you would like the video to appear.

Then insert a letter v into the address, after the http and before the colon (see image below).

Once your post is published, the video will stream on the blog page directly from YouTube. (See image at right.)

You may link to videos other than your own, but they must be relevant to your internship and your blog post.



## Contact information »

Should you encounter any technical difficulties with the Students for Development Blog, please contact AUCC at [sfdblog@aucc.ca](mailto:sfdblog@aucc.ca).