

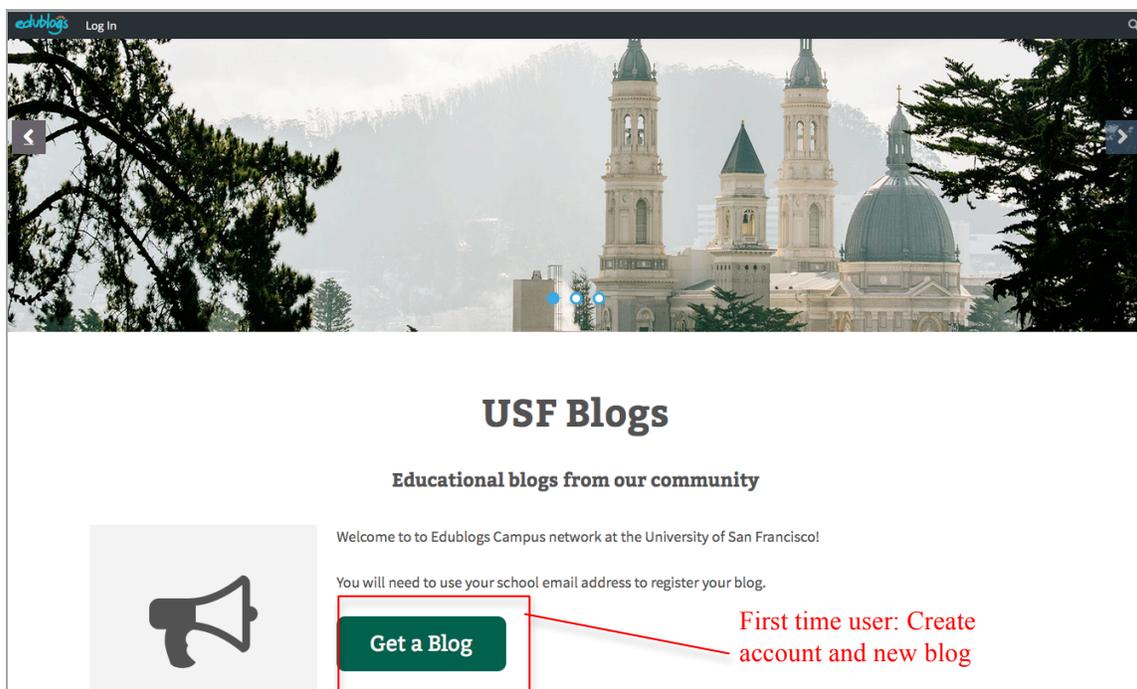
Create a USFBlog (Edublogs)

LEARNING OBJECTIVES

- Create a new blog
- Get familiar with the blog interface
- Learn about basic site features, templates, and settings

First Time Users | Create Account and Make a New Blog

Step 1. If you have never created an account in USF Blogs, do the followings:
Go to <http://usfblogs.usfca.edu>, scroll down and click the green 'Get a Blog' button.



Step 2. Enter your **USF Username**, **USF Email** address. Then choose default 'Gimme a site!', and click **Next**.

(Note: if you are a student and the system gives you an error for using xxx@dons.usfca.edu, try go back and use xx@usfca.edu)

edublogs Log In

UNIVERSITY OF SAN FRANCISCO | Blogs

Home Blogs Site Search

Get your own University of San Francisco Sites account in seconds

Username:

Must be at least 4 characters, letters and numbers only.

Email Address:

We'll send your password to this address, so **triple-check it**.

Gimme a site!

Just a username, please.

Next

Step 3: Enter a **Site Name**, **Site Title**, **Privacy** option. Choose a **USF template** if desired, and click the **Signup** button.

Home Blogs Site Search

Site Name:

usfblogs.usfca.edu/
nursing

(Your address will be usfblogs.usfca.edu/sitename.) Must be at least 4 characters, letters and numbers only. It cannot be changed so choose carefully!

Site Title:

Nursing Blogs

Site Language:

English (United States)

Privacy:

Public

Search Engine Blocked

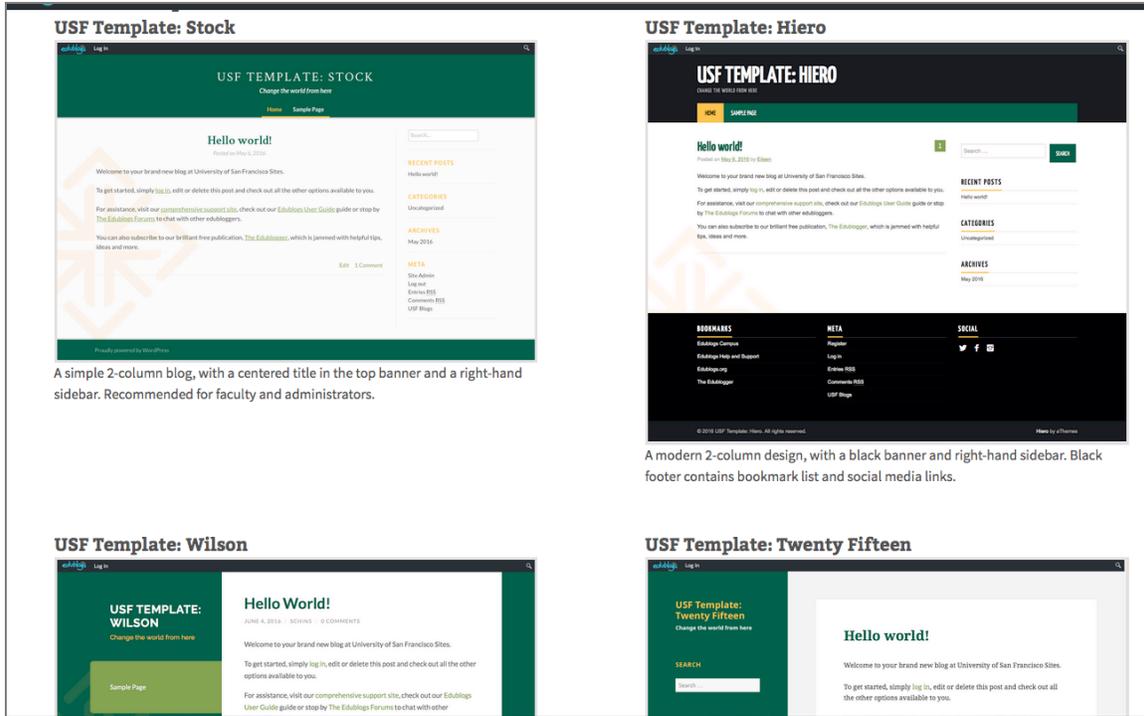
Visitors must have a login - anyone that is a registered user of University of San Francisco Sites can gain access.

Only registered users of this site can have access.

Only administrators can visit - good for testing purposes before making it live.

Anyone that visits must first provide this password:

Note: Anyone that is a registered user of this site won't need this password



Step 4: **Activate link in your email.** Open a new browser window and check your email. Click the **Activate** link to activate your blog before going any further.

The screenshot shows an email activation page for a new blog. The page has a green header with navigation links for 'Home', 'Blogs', and 'Site Search'. The main content area is white with a green border. The text reads:

Congratulations! Your new site, *Nursing Blogs*, is almost ready.

But, before you can start using your site, **you must activate it.**

Check your inbox at mkdavis@usfca.edu and click the link given.

If you do not activate your site within two days, you will have to sign up again.

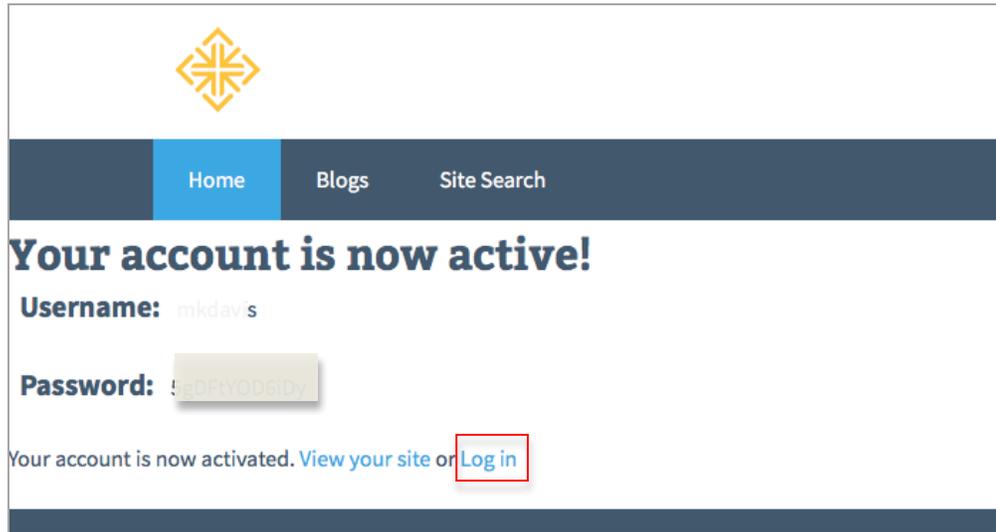
Still waiting for your email?

If you haven't received your email yet, there are a number of things you can do:

- Wait a little longer. Sometimes delivery of email can be delayed by processes outside of our control.
- Check the junk or spam folder of your email client. Sometime emails wind up there by mistake.
- Have you entered your email correctly? You have entered mkdavis@usfca.edu, if it's incorrect, you will not receive your email.

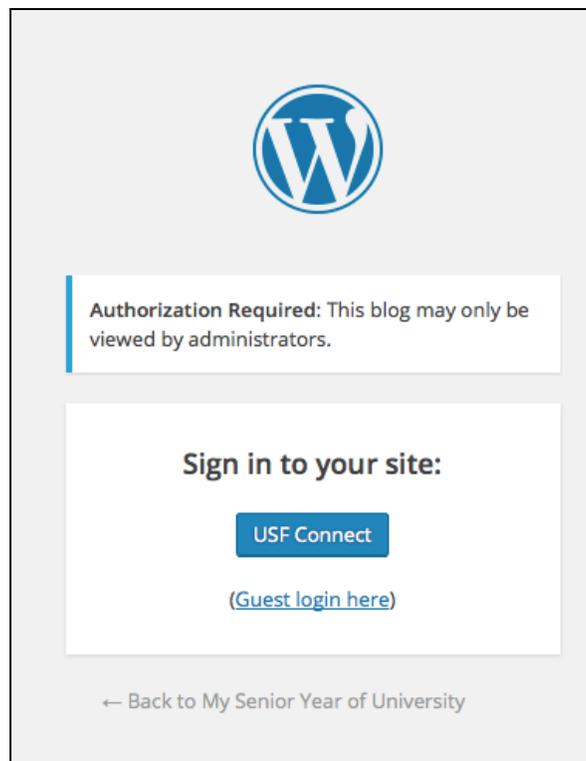
The footer contains 'Recent Activity' with a link to 'feshunwilson', 'Edblogs' with a link to 'Edblogs.org', and a search bar.

Step 5: After you have activated your email link, you get a confirmation as follows. Now, click the **Log in** link to enter your site.



Note:

If for some reason you have landed on a Wordpress screen, click the [old] USF Connect button and authenticate with myUSF username and password. (You do not need to use the username and password Edublog provides you in the email.) ***Always log in with your myUSF username and password.**

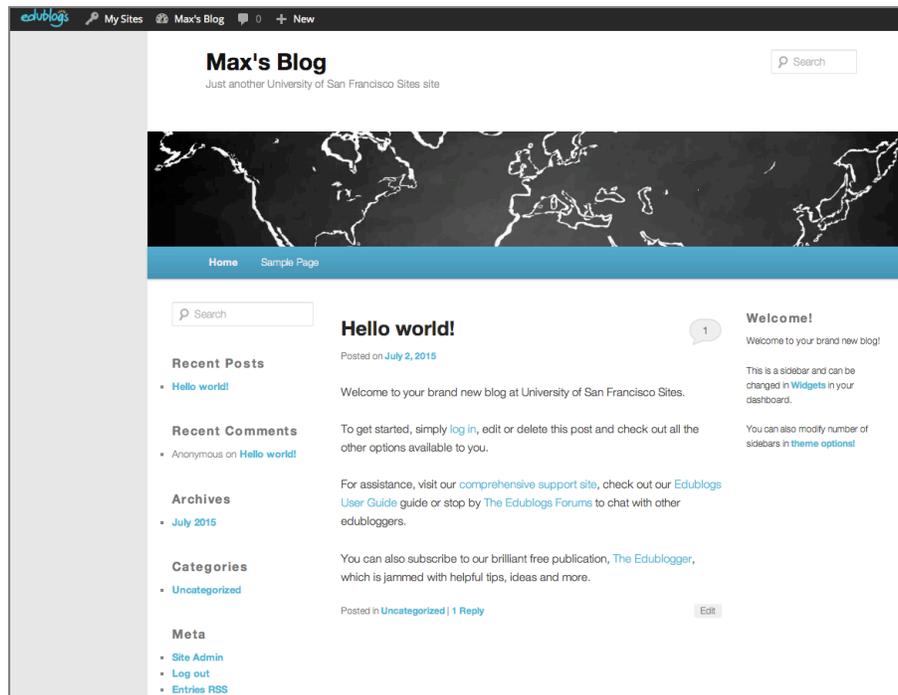


Step 6: Themes

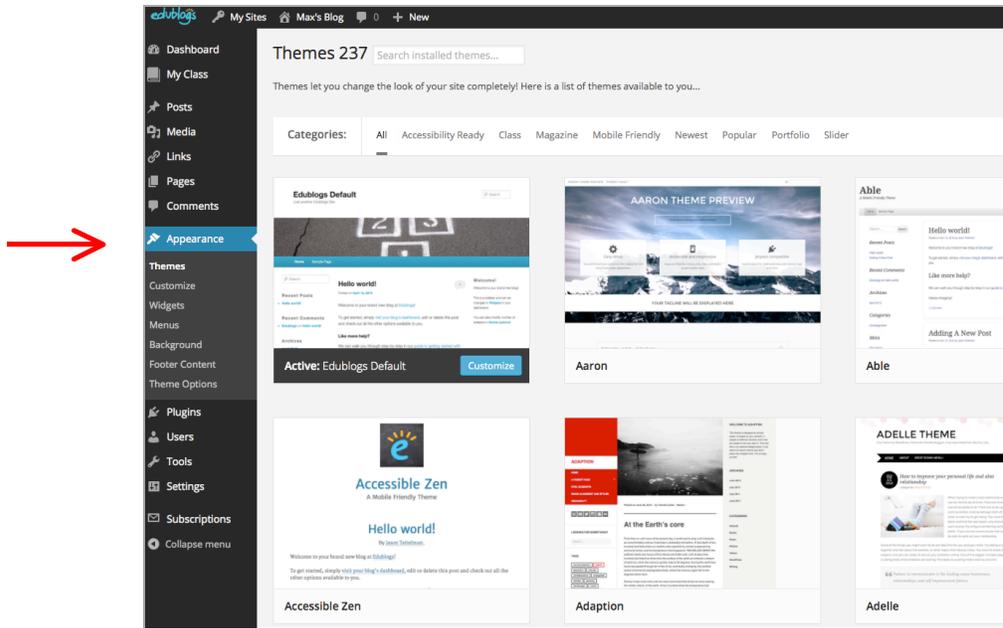
Your blog is defaulted to the basic responsive Edublog template unless you have chosen one of the four USF templates when you are setting up your blog.

New:

Web and Digital Communications has provided four official USF templates for our community bloggers. If you would like to retain the University feel to your blog, please select from any of them. You can also change to any other themes if you later change your mind.



If you would like to change your blog theme, choose **Appearance > Themes**



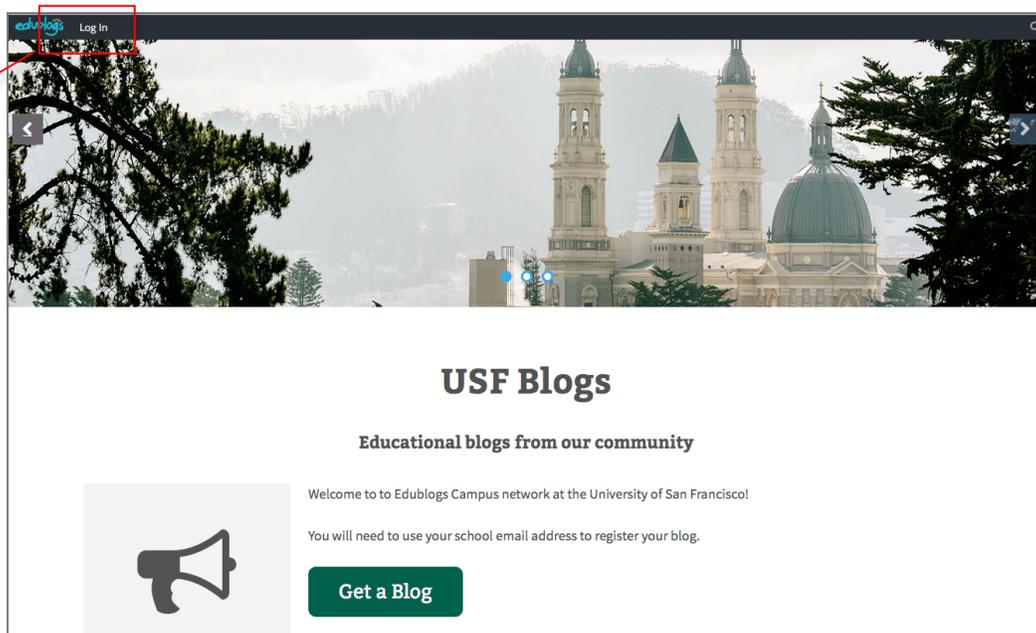
****Steps 1-6 above conclude the creation of your new blog.**

Log in for Returning Users | Signing in to your Existing Blog

If you have already created your account, you are a returning user.

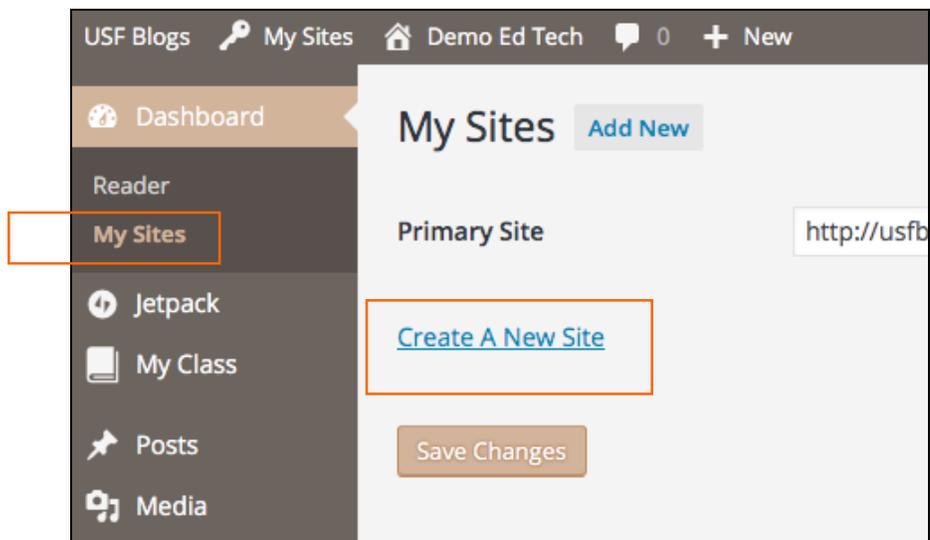
Go to usfblogs.usfca.edu > click **'Log In'** and enter your **USF username and password**

Returning user login



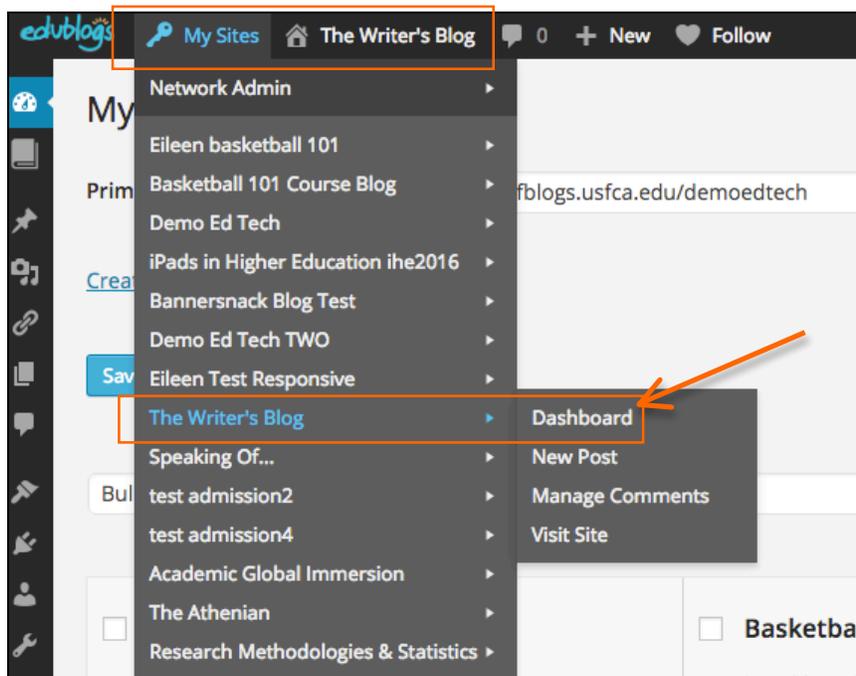
Create Multiple Blogs

1. If you wish to create more than one blog, you can do the following after you have signed in.
2. Click **My Sites**, and choose the **Create a New Site** link to create additional blogs.



The Dashboard is your friend!

Each blog has a **Dashboard**. To access the Dashboard of a blog, select the blog under **My Sites** and choose **Dashboard**.



If you have multiple blogs, always check the top to make sure you are in the correct one.

Understanding Posts sand Pages

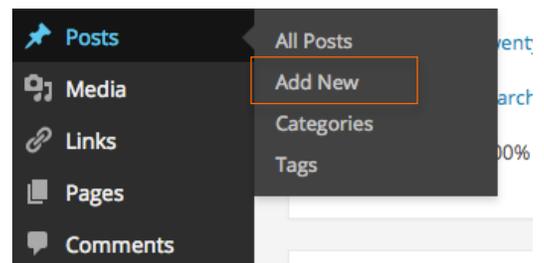
Posts are organized in reverse-chronological order with dates, authors, categories and tags. Posts are posted periodically – daily, weekly, bi-weekly, monthly etc. Posts can be referenced in multiple categories. Items not in any single category can be organized as tags e.g. portrait, beauty, healthcare.

Pages are made up of a page title, page content, and comments (most Edublogs themes support comments at the bottom of the page to allow readers add comment to your page). If the theme you are using doesn't support comments on pages, and you would like this feature, then you will need to use an alternative theme.

If you have one story/content that you think should belong to the main menu for easy accessibility, you should create as page. It has static content with no date and time stamps or authors. You can also create subpages for each page. *For example, biography, contact page, or about me etc.*

Add New Posts

From the **Dashboard**, click on **Posts** > **Add New**.



Text Formatting

When you are editing, paste contents as **Plain text**. It's recommended that you format all text inside Wordpress.

Tips: Use **Enter** to create a paragraph break. Use **Shift+Enter** to create a line break.

Inserting More tag

This will create a line in your story where the rest of the content are invisible until you click on the **More** to go to the full page of the story.

Expand the Kitchen Sink

This should always be displayed to allow you other features in the Editor – headings, text color, paste from plain, undo, clear format.

Visual and Text (HTML) View

You can toggle between Design and HTML view by chossing the **Visual** or **Text (HTML) tab**.

Screen Options

Screen Options ▾

Click to expand **Screen Options** to get more editing options to your posts.

Show on screen

Post Status
 AddThis
 Format
 Categories
 Tags
 Featured Image
 Revisions
 Excerpt

Send Trackbacks
 Custom Fields
 Discussion
 Comments
 Slug
 Author

Screen Layout

Number of Columns: 1 2

Enable full-height editor and distraction-free functionality.

Screen Options ▲

Creating Links

1. Insert an external link under URL: e.g. www.google.com
2. Click the **Link** icon and type in <http://www.google.com>. Title describes this URL.
3. Check the box next to ' **Open link in a new window/tab.**
4. Click **Add link.**

Inserting a relative link

1. Click the **Link** icon and expand '**Or Link to existing content**'.
2. You can enter to Search or select from the list of pages.
3. Click **Add link.**

Insert/edit link ✕

Enter the destination URL

URL

Title

Open link in a new window/tab

▶ *Or link to existing content*

[Cancel](#) Add Link

Insert an email link

1. Under **URL**, type <mailto:emailaddress@gmail.com>
2. Click **Add link**.

Removing Links

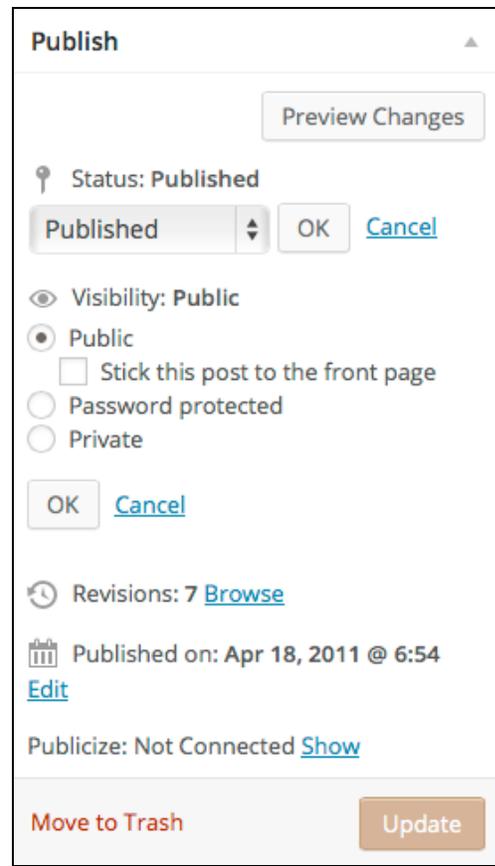
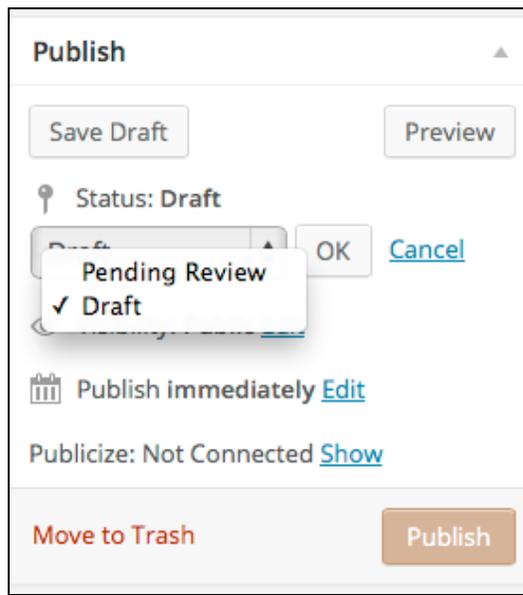


1. Select existing link, and click the **Unlink** icon on the Editor.

Post Status

After you are finished with your new post, it becomes a **Draft**. You can also publish your draft by clicking the **Publish** button, or choose **Pending Review** to allow other administrators or editors to look at it before publish.

To keep a post private, choose **Visibility > Private**. This way, when your post is published, it is not visible to your blog's front page. You can share the link to this post only with the people you want.



Schedule Post

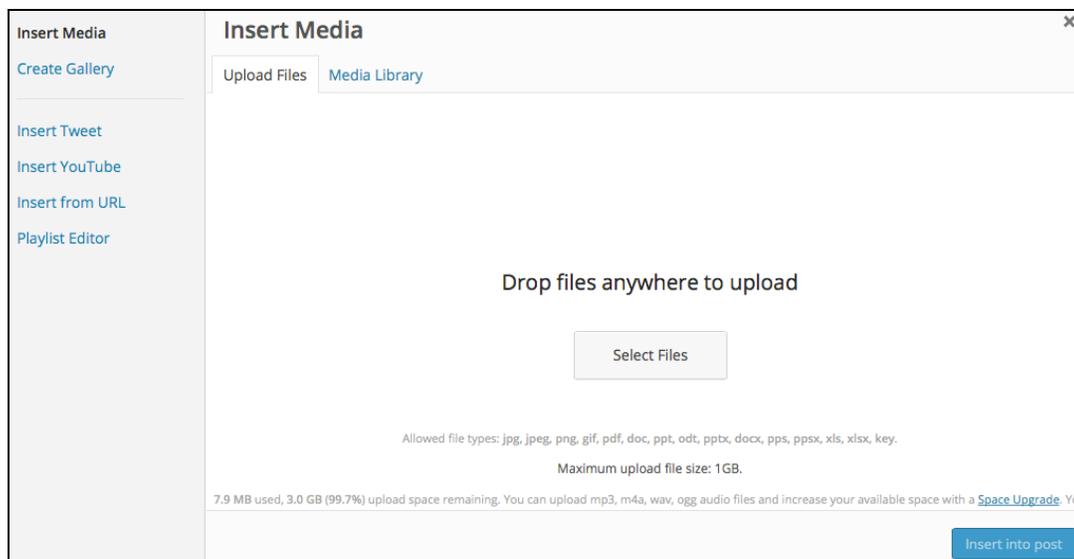
You can schedule the date and time of your post if you don't want it post immediately.



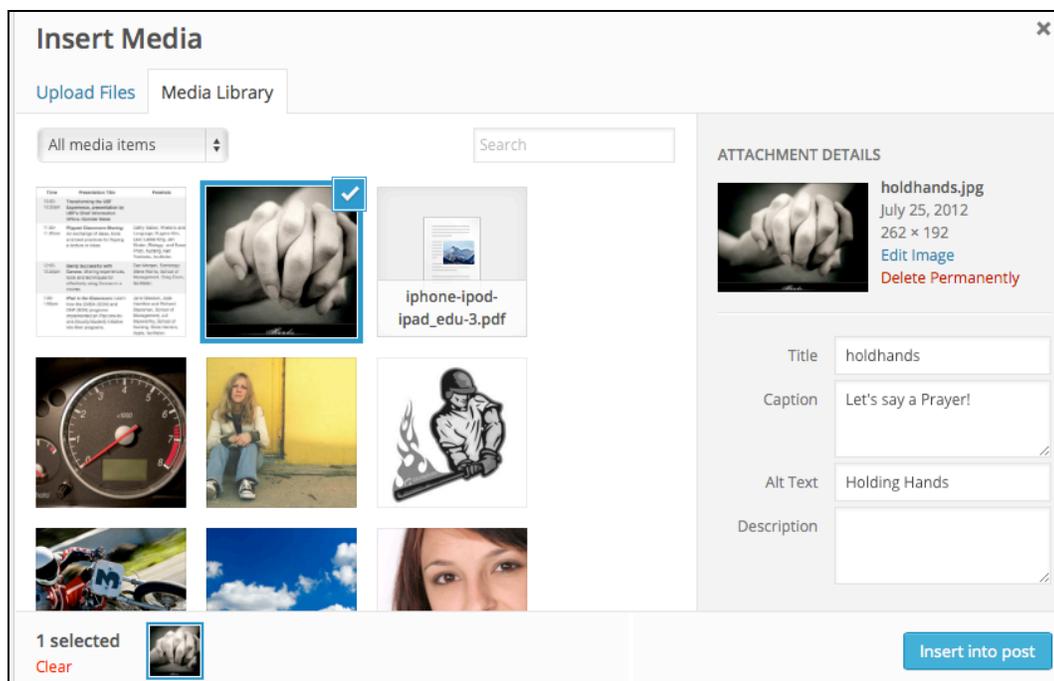
Adding Images

Besides text, use **Add Media** button to add images, videos, audio or tweets to your blog.

1. Click on the **Add Media** button. 
2. Choose **Select Files** to upload files from your computer.



3. Click the **Media Library**, enter a **Title**, **Caption** and **Alt text** for your image.
4. Click **Insert into Post** button when you are finished.



Edit Images

After you have inserted an image to your post, and if you need to change an image setting, you can click once on the image and select the **Edit Image** option to open the Edit Image screen. Click **X** to delete the image from your post, however, the image still exists in your images folder.

After you are done with editing your image, click **Update**.



Image Details ✕

Caption

Alternative Text

DISPLAY SETTINGS

Align

Size

Link To

ADVANCED OPTIONS ▲

Image Title Attribute

Image CSS Class

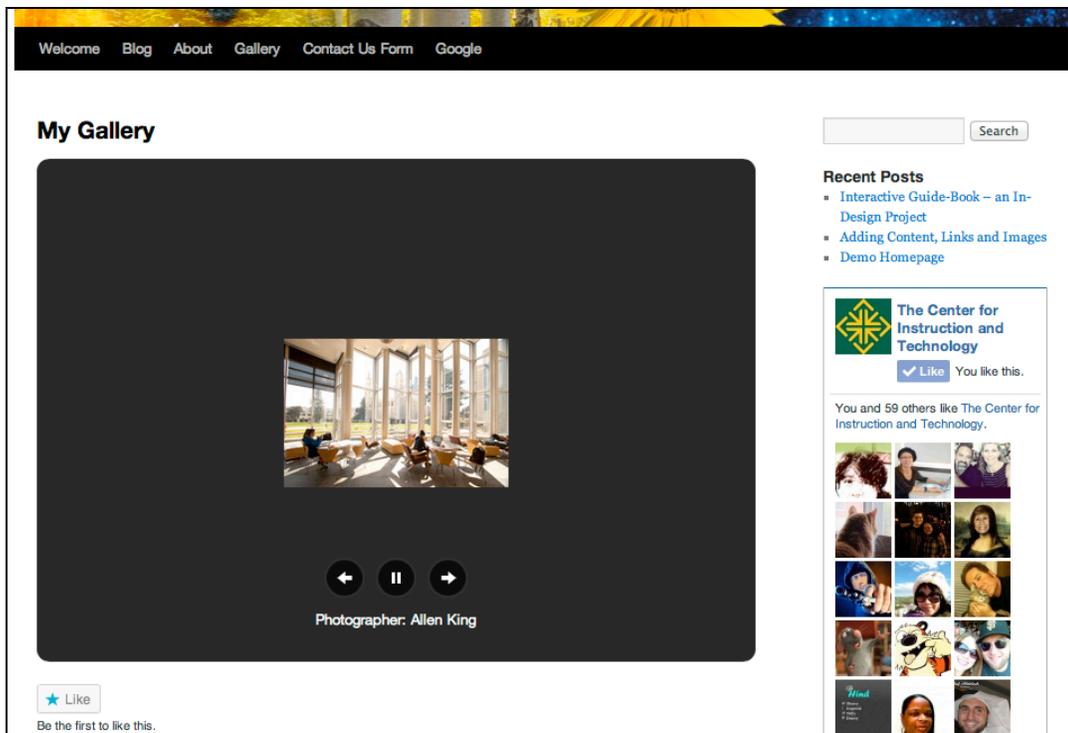


Add a Gallery

1. To add an image gallery to your post, click the **Add Media** button.
2. Choose **Create Gallery**.
3. Click on select images you want to include in your new gallery.
4. Then, click the **Create a new gallery** button after you are finished selecting.

5. **Edit Gallery** to make changes, or drag-and-drop to reorder images.
6. Choose gallery columns and type to display your gallery. (e.g. Slideshow)
7. Click **Insert gallery** when you are finished.

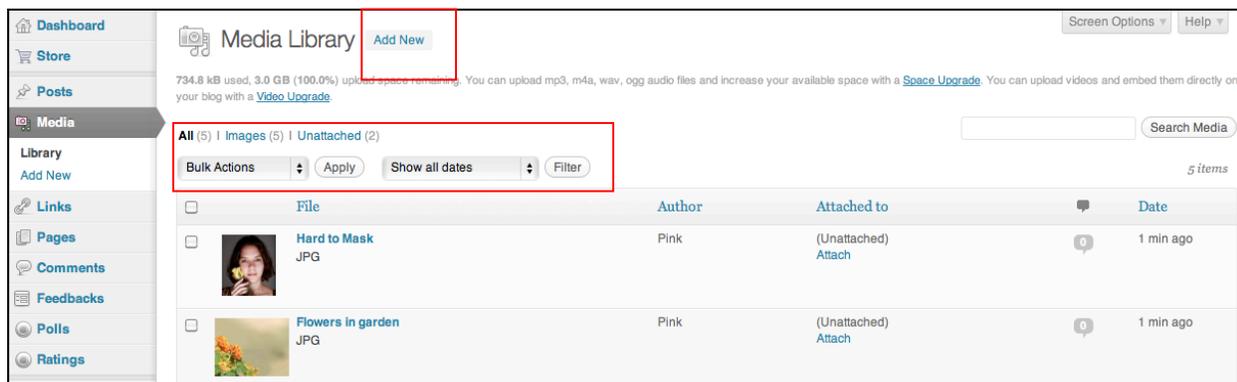
Note: You have to **ENABLE Jetpack** plugins before you see the **Slideshow** option.



Accessing Media Library from the Dashboard

You can upload media assets to your **Media Library** through the Dashboard.

1. Choose **Media** from the **Dashboard** to see all your media files used in your blog.
2. Click the **Add New** button to upload your new image, audio or video files.
3. You can filter the display by choosing **All**, **Images**, **Unattached** or **Show all dates**.

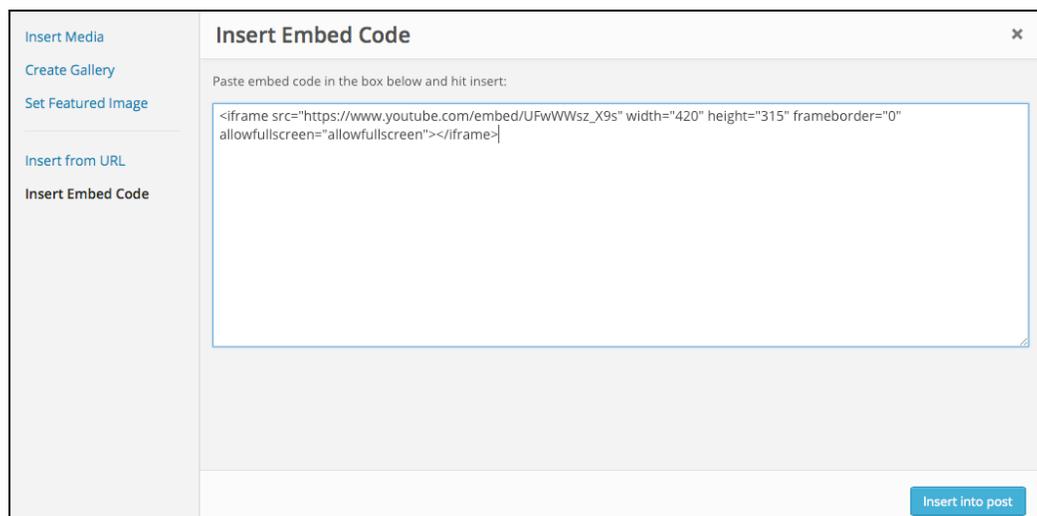


4. If you bring your cursor over the File name, you can also **edit**, **delete** or **view** the file.



Adding Videos

1. To insert video, choose **Insert Media** and select the desired video from your Media Library.
2. To insert **YouTube video**, go to **youtube.com** first. Copy the **Embed Code** for the video.
3. Choose **Insert Media > Insert Embed Code** and paste the URL.



4. To insert a **Vimeo video**, simply choose **Insert Media > Insert from URL >** paste the URL of the Vimeo video.

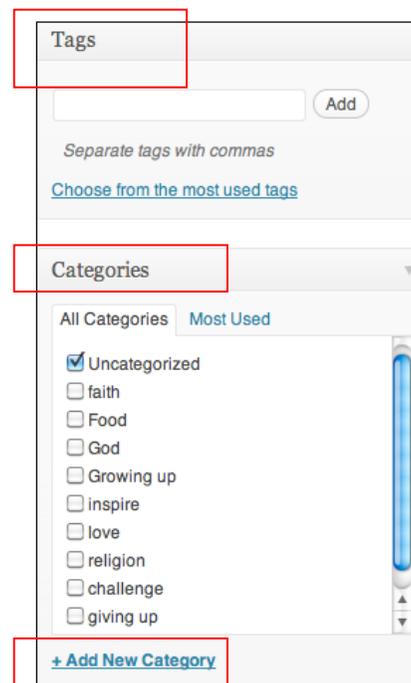
Create Audio or Video Playlist

1. Choose **Insert Media** and choose **Create Video** or **Audio Playlist**.
2. Select files and click **Create a New Playlist**.

Add Tags and Categories

Categories, unlike tags, are very well defined. It sorts your posts into groups. The default category in Wordpress is **Uncategorized**. You can add new categories from the new post screen.

Tags are words or phrases that explain an object. If you are writing a post for a book on blogging, for example, you can use some of the tags – blogging, book. You can set as many tags as you like. One thing to remember, try to **keep tags consistent** such as email, e-mail, Email.



- On your new post, add the tags and click the **Add** button.
- From the **Dashboard**, you can also add new tags.

Example:

To better understand tags and categories, let's say we have a few posts on french and italian food, so we can add a **new category called Food**. Then we can **add tags to the post on Italian food – italian cuisine, epicurean, recipes, italy**.

Name	Description	Slug	Posts
appreciation		appreciation	1
children		children	1
communication		communication	1
friends		friends	1
gratitude		gratitude	1

From the **Dashboard**, you can also add new categories.

Name	Description	Slug	Posts
faith		faith	0
God		god	0
Growing up		growing-up	1
inspire		inspire	1
love		love	2
religion		religion	0
Uncategorized		uncategorized	4

When you are done with your post, you can either **save draft** first, **preview**, move to **trash**, or **publish** it to the web.

Edit Page

To edit a page, click on **Edit Page**. Or, you can go to your **Dashboard > Pages >** choose the page and click the **Edit** link.

edublogs My Sites The Writer's Blog Customize 0 + New **Edit Page**

Network Home
Help and Support
The Edublogger
Community

Writer's Blog

About Writers and Truths Blog on Blogger Due Dates Increase readability Community

Writers and Truths

Principles of Journalism
In 1997, an organization then administered by PEJ, the Committee of Concerned Journalists, began a national conversation among citizens and news people to identify and clarify the principles that underlie journalism. After four years of research, including

CLASS BLOGS

Basketball 101 Course
fbseed basketball101
The Writer's Blog

edublogs My Sites The Writer's Blog 0 + New

Media
Links
Pages
All Pages
Add New
Comments
Appearance
Plugins
Users
Tools
Settings

				2015/05/21	
<input type="checkbox"/>	Due Dates	Eileen	—	Published 2011/06/15	Unlocked
<input type="checkbox"/>	Favorite Quotes	Eileen	—	Published 2011/06/15	Unlocked
<input type="checkbox"/>	Increase readability	Eileen	—	Published 2011/06/15	Unlocked
<input type="checkbox"/>	Learn German	Eileen	—	Published 2011/06/15	Unlocked
<input type="checkbox"/>	Sample Page	Eileen	—	Published 2015/05/21	Unlocked
<input type="checkbox"/>	Writers and Truths	Eileen	—	Published 2011/06/15	Unlocked

Edit Quick Edit | Trash | View

Quick Edits

To disable comments on pages, you can use **Quick Edit**. Go to either **Posts > All Posts (or Pages > All Pages)**. Locate the post or page you want to disable comments on, and hover over its title to bring up its action menu. Click on **Quick Edit**, uncheck **'Allow Comments'** then click on **Update**.

[Welcome to our learning journey](#)
Edit **Quick Edit** Trash | View

Enabling Plugins (activate plugins)

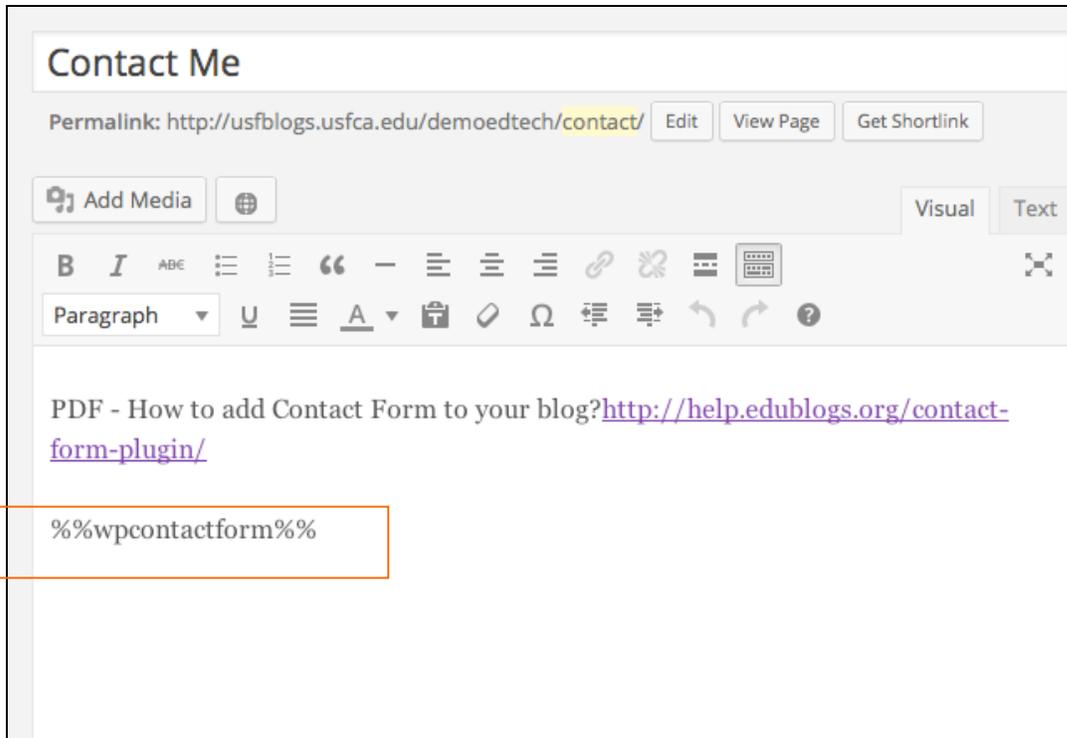
Plugins are software that can be uploaded to extend and expand the functionality of Wordpress blogs. From the **Dashboard**, select **Plugins > All**. You can search for a particular plugins and click the **Activate** link to activate it.

Search for plugins to activate the use of *Jetpack*, *Contact Form*, *Google map*, *Formidable Forms* etc.

Add Contact Form (activate plugin)

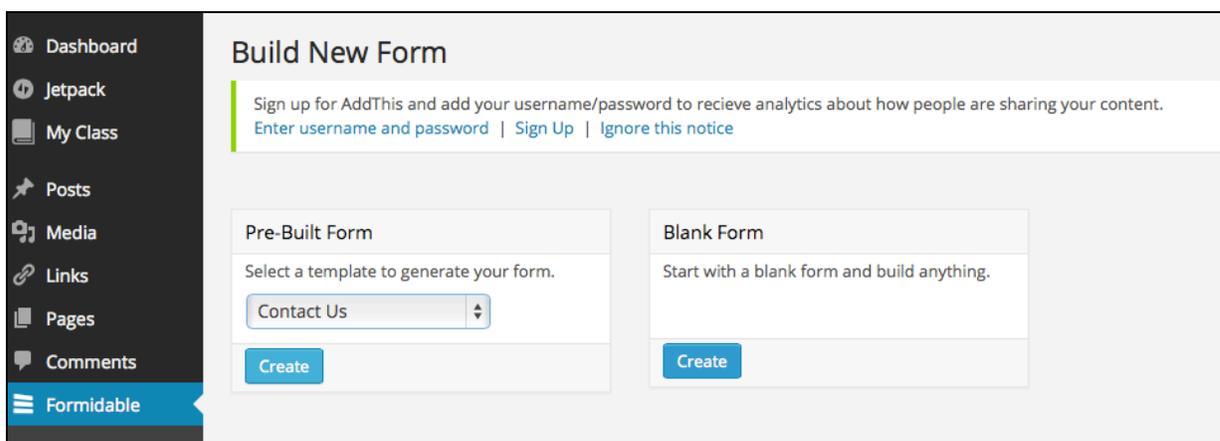
By adding a contact form, your readers will be able to submit feedback to you. All feedback is automatically scanned for spam, and the legitimate feedback will be emailed to you.

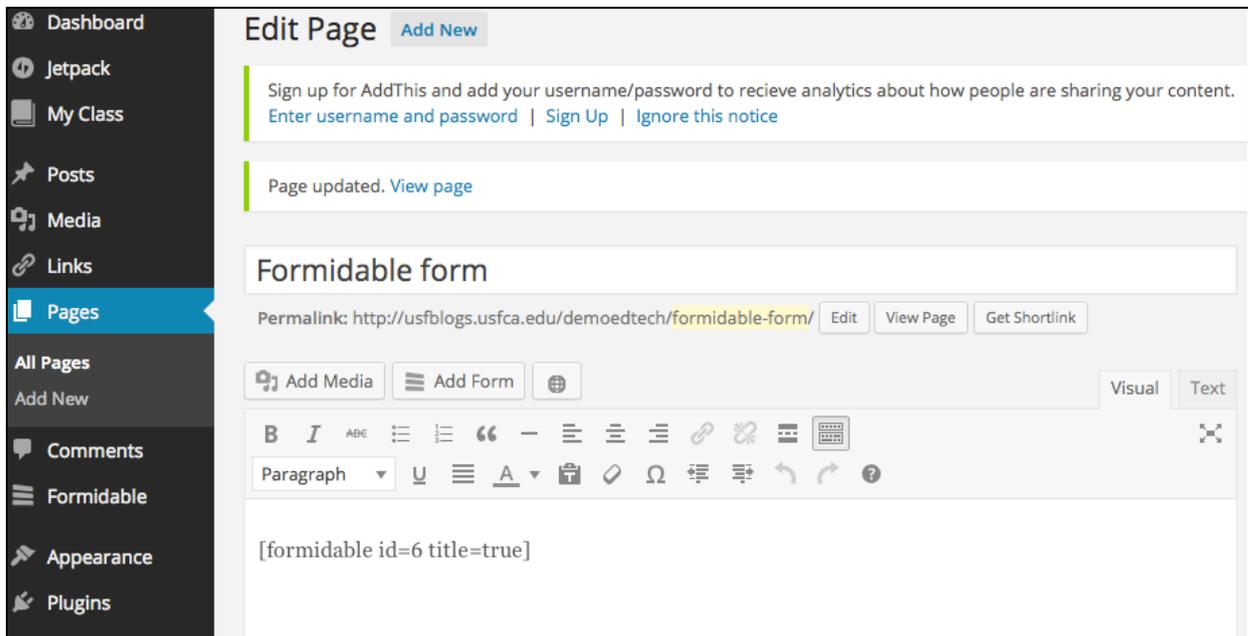
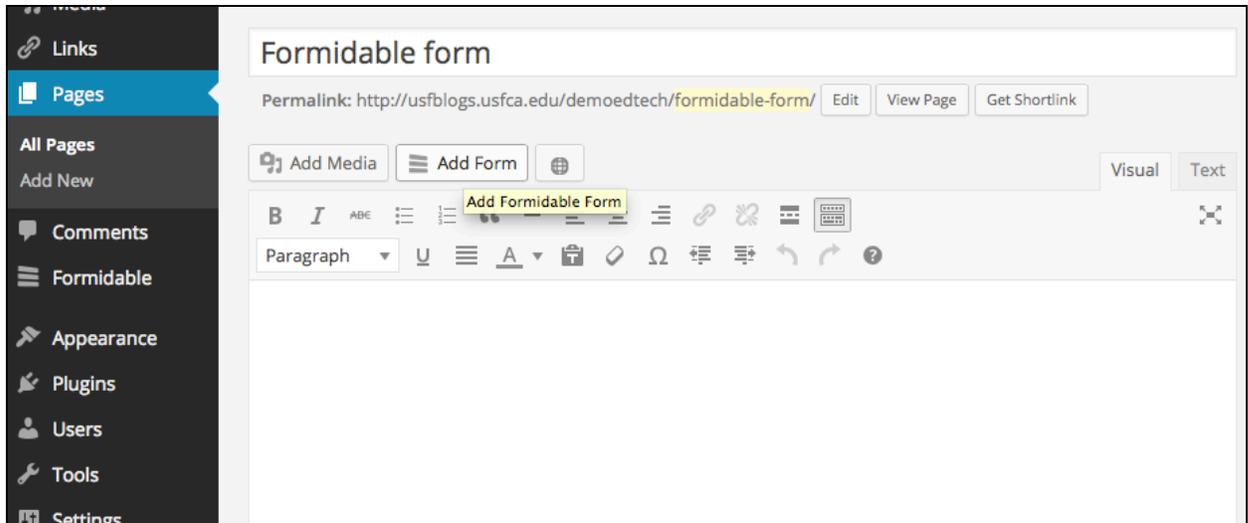
1. To add a contact form to your post, first choose **Plugins > Forms and Surveys > WP Contact Form > click to Activate**.
2. Set up form by choosing **Settings > choose Contact Form**. Enter all fields.
3. Create a new page **Contact**.
4. **Important:** insert `%%wpcontactform%%` to your page by pasting into the **Visual Editor**.



Add Formidable Form (activate plugin)

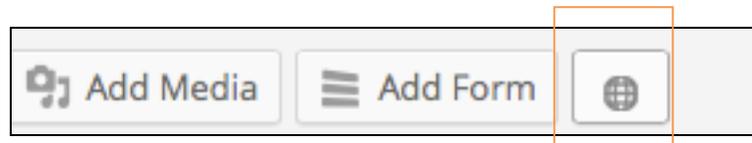
1. To add a contact form to your post, first choose **Plugins > Forms and Surveys > Formidable Form** > click to **Activate**.
2. From the **Dashboard** > choose **Formidable > New Form**. Choose **Pre-Built Form** or **Blank Form** and click **Create**. Set up your form fields.
3. Once you are done, create a new **Page** in your blog, and click the **New Form** button in your Editor.
4. Select the form you want, and click **Insert Form** button.





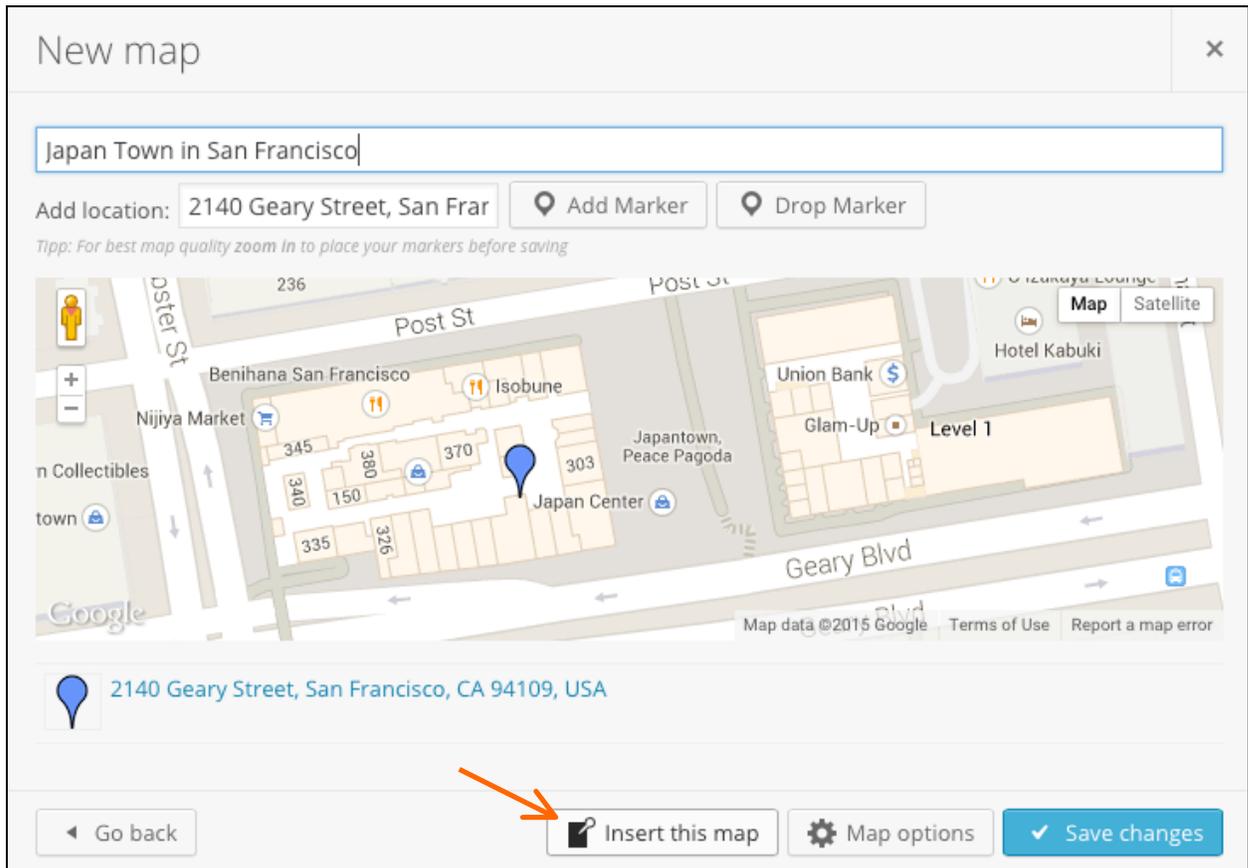
Add Google Map (activate plugin)

1. Choose **Plugins** > activate **Google Maps**.
2. To add a Google map into your post, click the **Add Map** button.



3. Choose the **New Map** button, enter **Title** for map, enter **Add location**.
4. Click **Add Marker**, **Zoom in** to adjust your desired display, and then click **Save Changes**.

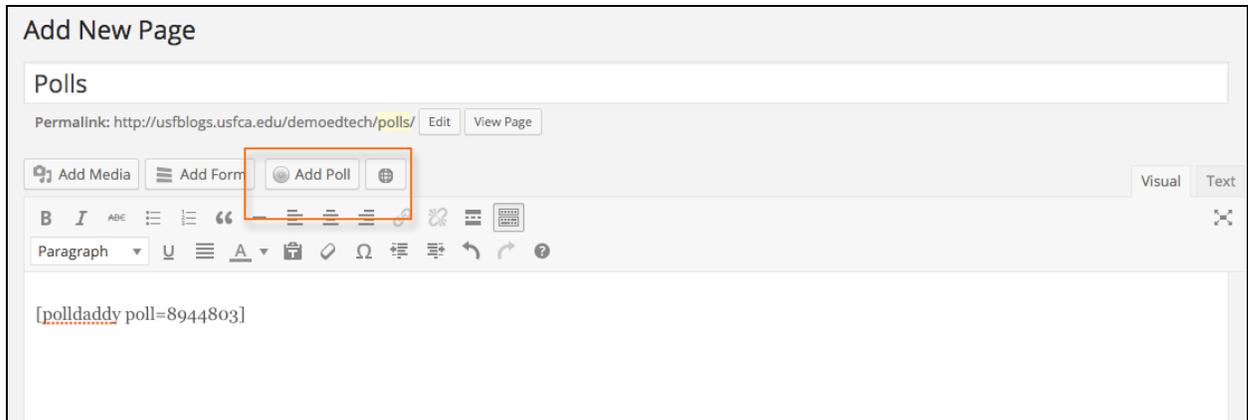
- Once you are finished, click the **Insert This Map** button. You will now see a map id in your Visual Editor. Click **View Page** to see your map.



Add Poll (activate this from Jetpack plugin)

- To add a poll to your post, first choose **Plugins > All > Polldaddy Polls and Ratings >** click to **Activate**.
- From the **Dashboard >** choose **Polls**.
- You need to first setup a Polldaddy.com account before you can set up your polls.
- Follow instruction to create a new poll in Polldaddy.com, and then embed the poll in your post.

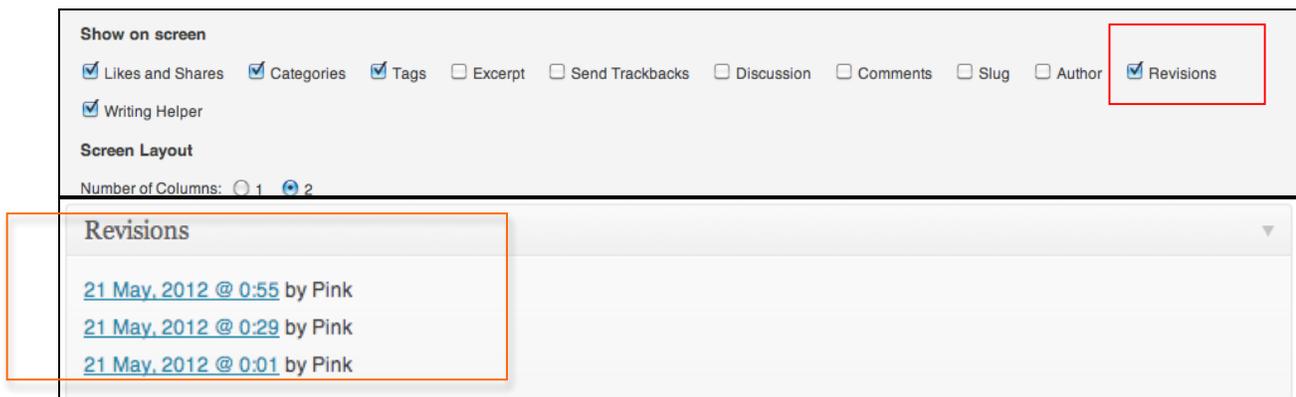




Screen Options - Post Revisions

As you are typing away in your post, Wordpress is tracking your revisions of your post. If you want your post to look like it did an hour ago, you can revert to that saved version. To do this, you need to first enable the **Revisions** from the **Screen Option** area.

(**Note:** If you do not see the Revisions option, make a small edit in the post/page, and click **Update**. This will trigger the Revisions option to show up in the Screen Helper.)



When you click a link for one of your revisions, WordPress will display the two versions for you to compare. Choose the versions to compare using the **Next** button, or check the **Compare any two versions** checkbox. To restore to the one you want, simply click on **Restore This Revision** button.

Compare Revisions of "test post"

Previous Next

Compare any two revisions

Current Revision by Eileen
25 mins ago (14 Feb @ 8:19) Restore This Revision

Title	
test post	test post
Content	
Tech Fair February 18th McLaren Complex 10-2 PM It's recommended that you fill out the Raffles Passbook at registration table to enter.	Tech Fair February 18th McLaren Complex 10-2 PM It's recommended that you fill out the Raffles Passbook at registration table to enter.
<code>[gallery type="circle" columns="2" link="none" ids="112,193,99,111"]</code>	<code>[gallery type="slideshow" columns="2" link="none" ids="112,193,99,111"]</code>
The USF Tech Fair offers engagement opportunities	The USF Tech Fair offers engagement opportunities

Discussion – Trackbacks and Pingbacks

Trackbacks are a way to notify legacy blog systems that you've linked to them. If you link other WordPress sites they'll be notified automatically. For example, Person A writes something on their blog. Person B wants to comment on Person A's blog, but wants her own readers to see what she had to say, and be able to comment on her own blog. Person B posts on her own blog and sends a trackback to Person A's blog. Person A's blog receives the trackback, and displays it as a comment to the original post. This comment contains a link to Person B's post.

The best way to think about pingbacks is as remote comments. The pingback is generally displayed on Person A's blog as simply a link to Person B's post.

Visit http://codex.wordpress.org/Introduction_to_Blogging#Managing_Comments for more explanation on trackbacks and pingback.)

Discussion

Allow comments.

Allow [trackbacks and pingbacks](#) on this page.

Discussion - Comments

Comments are an important part of your class blog. Comments allow students, and other readers, to engage in discussions, share their thoughts and connect with your class blog. Comments transform your blog from a static space to an interactive community.

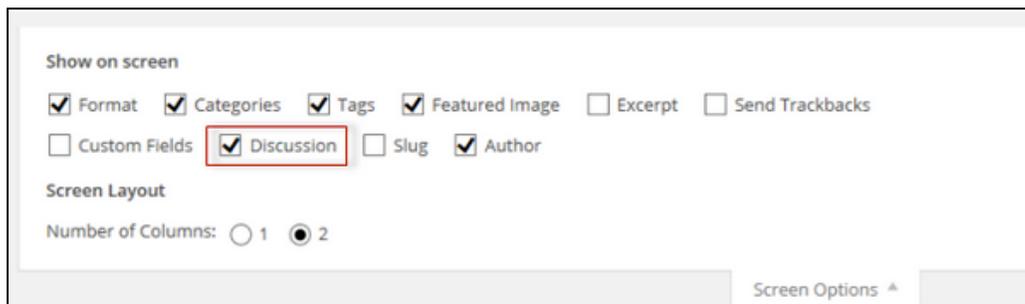
Important parts of the blogging process include encouraging students to:

1. Read other students' posts.
2. Comment on other students' posts.
3. Write posts in response to other students' posts.

To change the comment settings for a post or page you already published you can open the post or page for editing and uncheck '**Allow Comments**' in the Discussion module and then click **Update**. By default, new blogs have the Discussion module hidden.

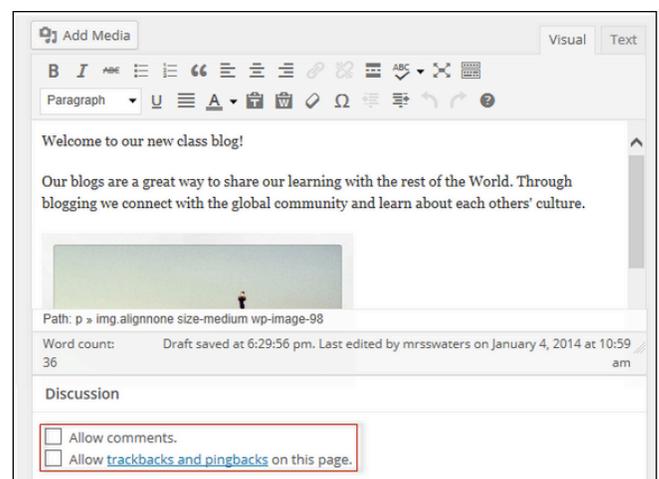
To enable discussion module as follows:

1. Click on **Screen Options** in the upper right corner of your dashboard when you have a post open in edit mode.
2. Check the checkbox next to Discussion.

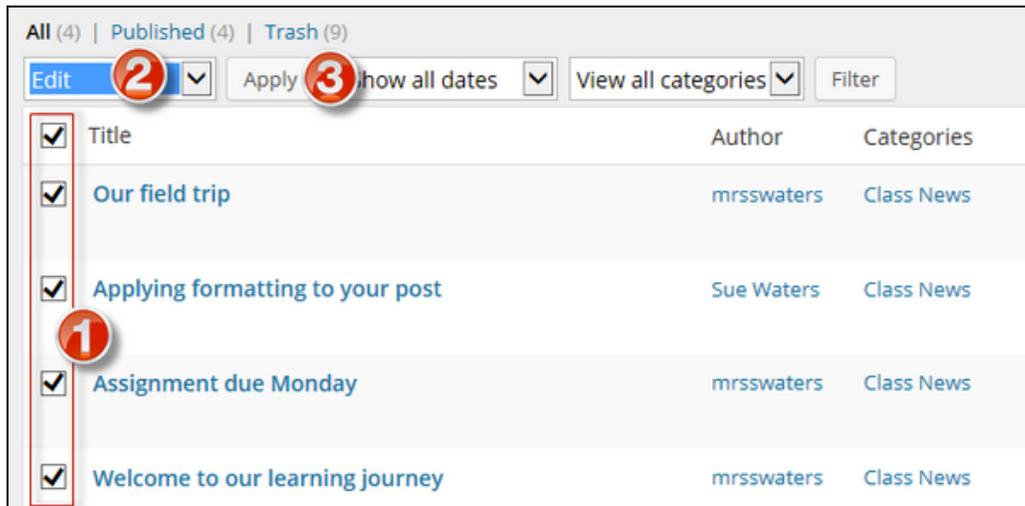


To disable comments on the post or page

1. Scroll down to the **Discussion** module.
2. Uncheck '**Allow Comments**'.



Bulk Edit - Disable Comments on Pages



1. Go to **Posts > All Posts**.
2. Select the posts you want to edit.
3. Select **Edit** in the **Bulk Actions** drop down menu.
4. Click **Apply**.
5. Now select '**Do not allow from the drop down menu next to Comments**' and then click **Update**.

How to Add Comments on a Post

1. Click on the heading of the post you wish to comment on or the **comment** link at the top or at the bottom of the post.
2. Scroll down to the page to the comment form or click on **Reply** (to reply to a specific comment).
3. Enter your **name** and **email address** – your email address is hidden and only the blogger sees it.
4. Write your comment.
5. Enter the anti – spam word.
6. Select the '**Notify me of followup comments via e-mail**' if you want to be notified by email to comments by other readers.

Add Pages from the Dashboard



Pages are similar to Posts in that they have a title, body text, and associated metadata, but they are different in that they are not part of the chronological blog stream, kind of like permanent posts. Pages are not categorized or tagged, but can have a hierarchy. You can nest Pages under other Pages by making one the 'Parent' of the other, creating a group of Pages.

Parent - You can arrange your pages in hierarchies. For example, you could have an "About" page that has "Life Story" and "My Dog" pages under it. There are no limits to how many levels you can nest pages.

Template - Some themes have custom templates you can use for certain pages that might have additional features or custom layouts. If so, you'll see them in this dropdown menu.

Order - Pages are usually ordered alphabetically, but you can choose your own order by entering a number (1 for first, etc.) in this field.

The screenshot shows the WordPress 'Add New Page' editor. The main content area has a title 'Welcome' and a body of text: 'This is a demo blog for teaching purpose only.' followed by a numbered list of three instructions. The right sidebar is highlighted with a red box and contains the 'Page Attributes' section, which includes dropdown menus for 'Parent' (set to '(no parent)'), 'Template' (set to 'Default Template'), and a text input for 'Order' (set to '0'). Below this is the 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Publish', along with status and visibility information.

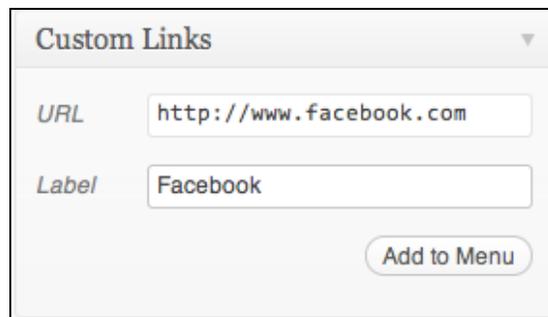
Create Static Page

If you want your blog to show the static page as your Homepage, you need to create two pages – one for Homepage, and one for Blog (blog posts).

1. Edit the default **About** page or create a new page.
2. Create a new blank **Blog** page.
3. After that, go to **Settings > Reading > Front Page** screen, choose the **Homepage** as your 'Static page', and choose the **Blog** page as your **Post page**.

Navigation Menu

1. Choose **Dashboard > Appearance > Menus**.
2. **Create a new menu** if you have not done so.
3. Enter a **Menu name**, and then **save** your menu.
4. To add pages to the menu, click **View All** or **Search Pages**.
5. Select those pages, and click **Add to Menu**.
6. Drag and drop to arrange their order as desired on the **Menu Structure**.
Note: Indented menu will show up as submenu under the Parent menu. (see example)
7. For **Custom Links**, enter the **URL** and **Save to Menu**.
8. Under **Menu Settings >** choose '**Automatically add new top-level pages to this menu**' option, and the '**Primary Menu**' option.
9. Click **Save Menu** when you are finished.



Custom Links

URL

Label

Menu Settings

- Auto add pages* Automatically add new top-level pages to this menu
- Theme locations* Primary Navigation

Menus

Theme Locations

Your theme supports 1 menu. Select which menu you would like to use.

Primary Navigation

Main Menu

Save

Custom Links

URL

Label

Add to Menu

Pages

Most Recent View All Search

Misc2

Misc

Inspirations

About

Main Menu +

Menu Name Automatically add new top-level pages

[Delete Menu](#) [Save Menu](#)

Home Custom

About Page

FAQs Page

Contact Us Page

Inspirations Page

Misc2 Page

Save Menu

Main Menu +

Menu Name Automatically add new top-level pages

[Delete Menu](#) [Save Menu](#)

Home Custom

About Page

FAQs Page

Contact Us Page

Inspirations Page

Save Menu

To remove unwanted menu, simply click the **Remove** link.

Food Category

Navigation Label Title Attribute

Original: [Food](#)

[Remove](#) | [Cancel](#)



Nested tab

View Comments from the Dashboard

Choose **Comment** from the Dashboard, you will see each comment showing the dates and the times. Hovering over any comment gives you options to **approve**, **reply (and approve)**, **quick edit**, **edit**, **spam mark**, or **trash** that comment.

<input type="checkbox"/>	Author	Comment	In Response To
<input type="checkbox"/>	 Mr WordPress WordPress.com/ x	Submitted on 2011/02/22 at 8:21 am Hi, this is a comment. To delete a comment, just log in, and view the posts' comments, there you will have the option to edit or delete them. Unapprove Reply Quick Edit Edit Spam Trash	A New Adventure  View Post

In the **In Response To** column, there are three elements. The text is the name of the post that inspired the comment, and links to the post editor for that entry. The **View Post** link leads to that post on your live site.

Auto Display Comments

If you choose to have the Comments automatically appear, choose **Settings > Discussion** and set as follows:

Discussion Settings

Settings saved.

Default Article Settings

- Attempt to notify any blogs linked to from the article
- Allow link notifications from other blogs (pingbacks and trackbacks) on new articles
- Allow people to post comments on new articles
(These settings may be overridden for individual articles.)

Other Comment Settings

- Comment author must fill out name and email
- Users must be registered and logged in to comment
- Automatically close comments on articles older than 14 days
- Enable threaded (nested) comments: 5 levels deep
- Break comments into pages with 50 top level comments per page and the last page displayed by default
- Comments should be displayed with the older comments at the top of each page

Email Me Whenever

- Anyone posts a comment
- A comment is held for moderation

Before A Comment Appears

- Comment must be manually approved
- Comment author must have a previously approved comment

Comment Moderation

Hold a comment in the queue if it contains 2 or more links. (A common characteristic of comment spam is a large number of links.)

Moderate Comments

If you want to moderate your comments, you will need to set Discussions as follows, and have to approve them before they appear on your blog. Choose **Settings > Discussion** and set as follows:



Under **Comments in the Dashboard**, if there's a comment, it has a **red exclamation** alerting the owner of the blog to approve. See the 3 steps example below.



Comments test
 Posted on [January 28, 2016](#) by [Eileen](#)

this is the story... please comment







This entry was posted in [Uncategorized](#). Bookmark the [permalink](#).

← [My Gallery Post](#)

One Response to *Comments test*


Anonymous says:
 January 28, 2016 at 10:19 pm

xxx

[Reply](#)

Settings

You can change setting by choosing the **Settings** in the **Dashboard**. Just remember to click the **Save Changes** button after you are finished.

General

Title and Tagline, language, date and time stamps are shown on this page. Choose an image to upload as your avatar.

Writing

Press This is a bookmarklet: a little app that runs in your browser and lets you grab bits of the web. Use **Press This** to clip text, images and videos from any web page. Then edit and add more straight from Press This before you save or publish it in a post on your site. To use **Press This**, simply drag-and-drop the link to your bookmarks bar.

Writing Settings

Formatting

Convert emoticons like :-) and :-P to graphics on display

WordPress should correct invalidly nested XHTML automatically

Default Post Category Uncategorized

Default Post Format Standard

Default Link Category Blogroll

Markdown

Use Markdown for posts and pages.
[Learn more about Markdown.](#)

Press This

Press This is a bookmarklet: a little app that runs in your browser and lets you grab bits of the web.
Use Press This to clip text, images and videos from any web page. Then edit and add more straight from Press This
Drag-and-drop the following link to your bookmarks bar or right click it and add it to your favorites for a posting st

 Press This

Post by Email

You can publish posts using emails with the [Post by Email](#) feature. To enable this visit your [My Blogs](#) page and crea

Save Changes

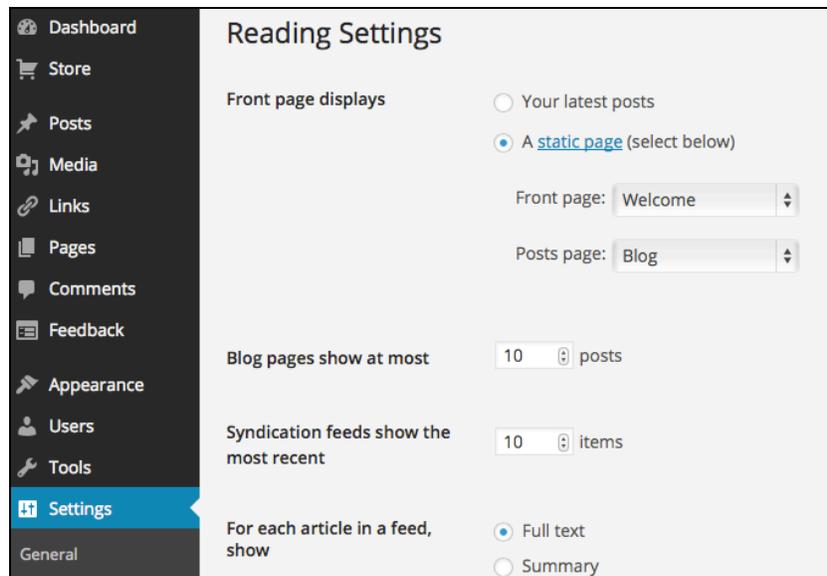
Post by Email

You can publish posts using emails with the [Post by Email](#) feature. To enable this, visit your [My Blogs](#) page and create a secret address.

Reading

Display front page settings as blog posts or static page.

For example, when you are in **Settings** > **Reading** > **Front Page** screen, choose the Homepage as your 'Static page', and choose the Blog page as your Post page.



Privacy Setting - Make a Private Blog

Blog privacy on the class blog is set in **Settings > Reading**.

Below are the three most common privacy options used on Class blogs:

Allow search engines to index this site	Allows any one to read the content of your blog and for your blog to be indexed by search engines such as Google.
Discourage search engines from indexing this site	Allows any one who knows your blog URL to read your blog content while blocking web crawlers so that your blog is not indexed by search engines such as Google. You use this option if you want to keep your blog public so your content can easily be read but want to limit it to only people who know your blog URL.
Anyone that visits must first provide this password	Used if you want to restrict who can read your blog content to only people who know the password. This is the best privacy option to use on a private blog if you want parents, students and other teachers to easily be able to view your blog without having to log into an account.

To make a blog private, choose **Dashboard > Settings > Reading**, and under **Site Visibility**, you can choose **a password, invite new users (Users > Add New)**, or **only allow registered users to access**.

Site Visibility

Allow search engines to index this site
 Discourage search engines from indexing this site

Note: Neither of these options blocks access to your site — it is up to search engines to honor your request.

Visitors must have a login - anyone that is a registered user of University of San Francisco Sites can gain access.
 Only registered users of this blogs can have access - anyone found under [Users > All Users](#) can have access.
 Only administrators can visit - good for testing purposes before making it live.

Anyone that visits must first provide this password:

Note: Anyone that is a registered user of this blog won't need this password.

[Save Changes](#)

Discussion

Choose if you would allow comments, and how you would like to receive them. Choose how readers can post comments, and share them, and if you would like to setup notifications via email.

Media

Define the pixel size for your upload images, and how you'd like to display your image gallery.

Sharing

Choose whatever social networking sites you'd like to connect your blog to, and automatically share new posts with your friends. Add Sharing buttons to your blog and allow your visitors to share posts with their friends.

Email Post Changes

Send an email to your email address whenever a post or a page changes if desired.

Users: Manage Users from the Dashboard

[Users](#) [Invite New](#)

From the **Dashboard**, choose **Users > All Users** to see all the users on the blog. You can also select **My Profile** to edit your profile picture as an administrator. Click **Invite New** to invite and edit roles for new collaborators, or choose **Remove** to remove them.

- **Administrator:** An administrator has full and complete ownership of a blog, and can do absolutely everything. This person has complete power over posts/pages, comments, settings, theme choice, import, users – the whole shebang. Nothing is off-limits, including deleting the entire blog. **Only one administrator per blog is recommended!**
- **Editor:** An editor can view, edit, publish, and delete any posts/pages, moderate comments, manage categories, manage tags, manage links and upload files/images.

- **Author:** An author can edit, publish and delete their posts, as well as upload files/images.
- **Contributor:** A contributor can edit their posts but cannot publish them. When a contributor creates a post, it will need to be submitted to an administrator for review. Once a contributor's post is approved by an administrator and published, however, it may no longer be edited by the contributor. A contributor does not have the ability to upload files/images.

Tools

From the **Dashboard**, choose **Tools > Delete Site** to delete your blog if desired. Deleting a blog removes both the blog name and the content forever.

Choose **Export > Download Export File** to create an XML file containing your posts and comments for you to save to your computer. You can then import the content on the copies site from another WordPress blog.

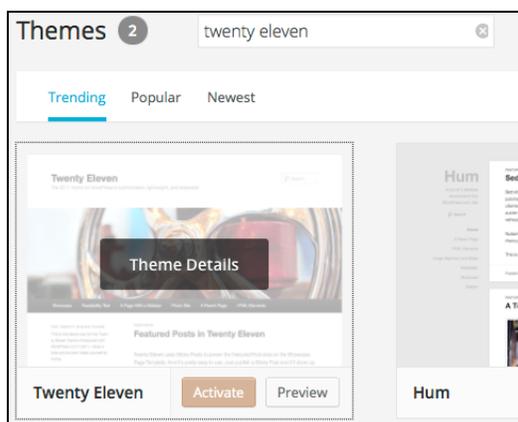
Appearance

Themes – You can switch to a new template design if desired without affecting your content.

To choose a theme, select from **Dashboard > Appearance > Themes**.

Click the **Preview button** on a theme to see how the new template affects your content, and then click either **Activate** or **Cancel**.

You can also click on the **Theme Details** button to learn more about a theme; and choose **DEMO** to view a mockup blog site. The **Tags** give you an idea of the layout choices of a particular theme.



Twenty Ten

The 2010 theme for WordPress is stylish, customizable, simple, and readable — make it yours with a custom menu, header image, and background. Twenty Ten supports six widgetized areas (two in the sidebar, four in the footer) and featured images (thumbnails for gallery posts and custom header images for posts and pages). It includes stylesheets for print and the admin Visual Editor, special styles for posts in the “Asides” and “Gallery” categories, and has an optional one-column page template that removes the sidebar.

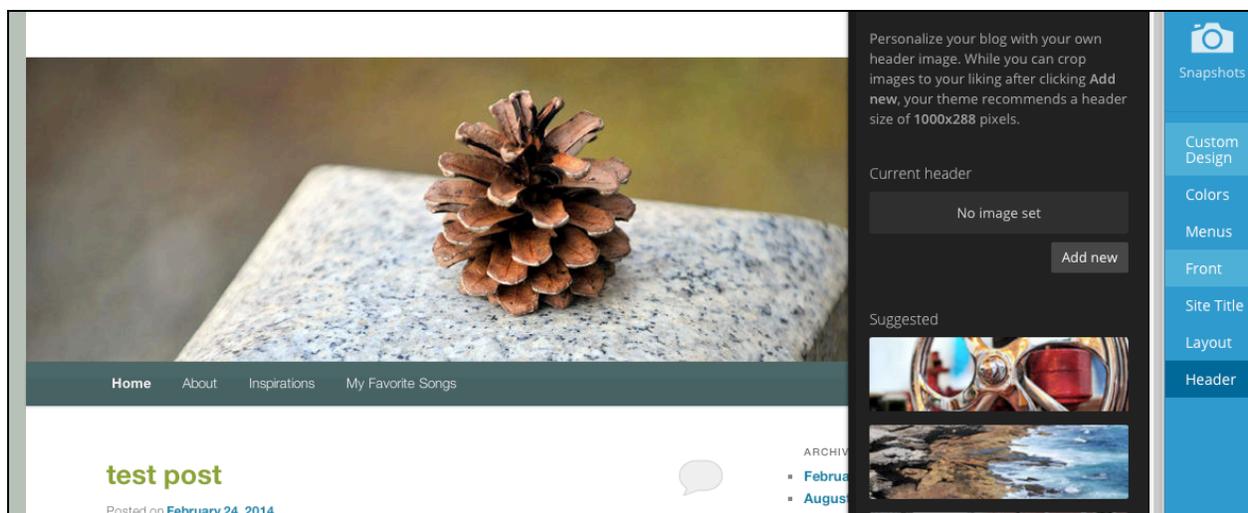
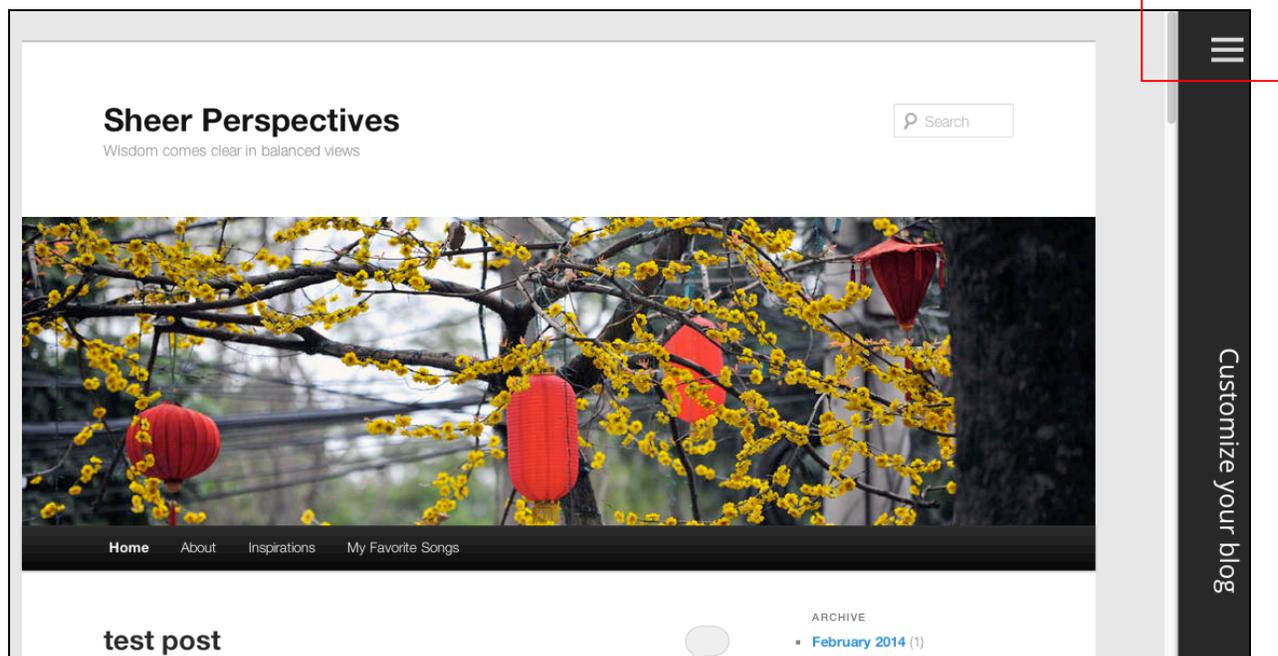
Tags: black, blue, white, two-columns, fixed-layout, custom-header, custom-background, threaded-comments, sticky-post, translation-ready, microformats, rtl-language-support, editor-style, custom-menu, flexible-header

Noteworthy

Noteworthy is a theme that is proudly inspired by USAToday.com. Perfect for news and magazine style blogs and even photo galleries. The theme features social media buttons which are easily set up through a theme options page in the admin.

Categories: Mobile Friendly, Popular, Magazine, Class, Portfolio

Tags: custom-menu, sticky-post, microformats, rtl-language-support, translation-ready, full-width-template, post-formats



Customization – You can customize your color, emnu, front page, site title, layout and header. Upload your own images if desired.

Here's how to change your theme using the theme customizer:

1. Go to **Appearance > Themes**.
2. Click on '**Live Preview**' below the theme you want to use.
3. Or if you want to customize your current theme, click on '**Customize**' under the current theme.
4. This loads the customizer. Now all you do is work through the control panels on the left to customize the theme to preview the theme changes in real time before activating it on your blog. Once you're happy with the changes you just click '**Save & Publish**'.

FAQ

Can I upload my own theme?

Because of the way blog platforms like Edublogs, WordPress.com and Blogger work you can only use the themes provided and can't upload your own custom themes. Most themes are designed to work on single installs and many don't work or can have compatibility issues on blog platforms.

Remember that custom image headers and backgrounds are a very effective way of customizing your theme to meet your needs.

How do I change the font color, font size and text color?

Some themes have extensive theme customization options which aren't supported by the theme customizer.

They often include options to change font color, font size and text color.

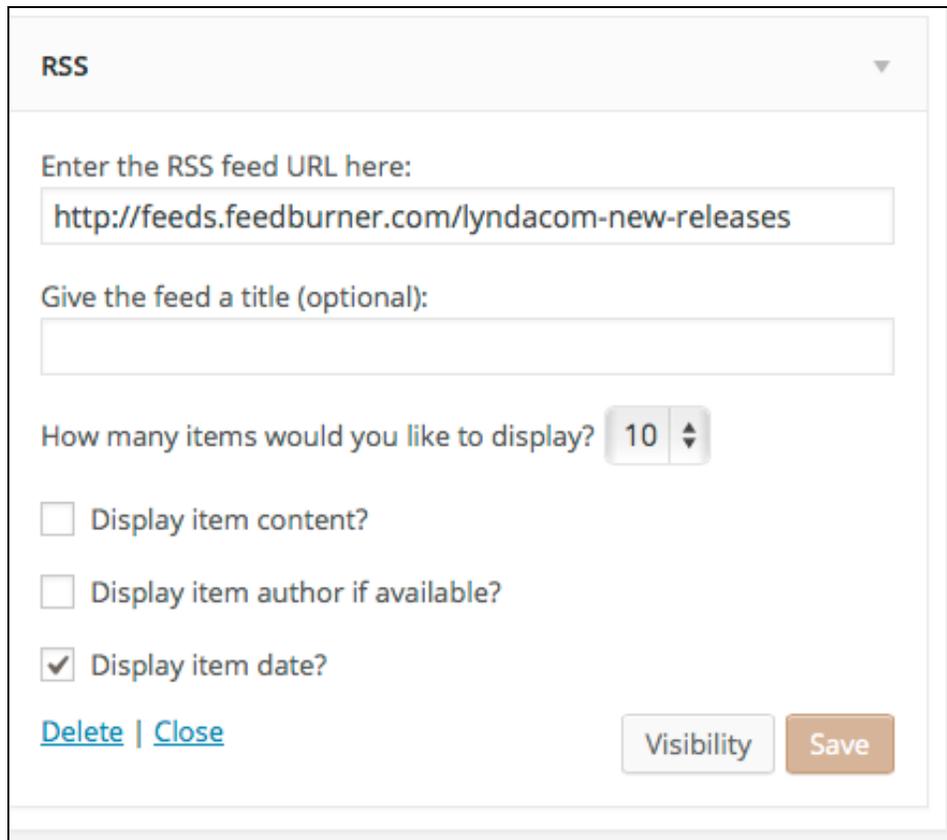
These types of themes add a theme option menu item under Appearance once the theme is activated.

To do more extensive customization you just need to go to **Appearance > Theme Options**.

You can also change font type, size and color in posts or on pages using the Supreme Google Webfonts plugin.

Widgets – Different templates allow more or less widgets in the sidebar or footer area. Click **Dashboard > Appearance > Widgets** to start configuring your widgets. **To add a widget to the widget area, simply drag-and-drop the desired widgets from left to right.**

RSS Widget



The screenshot shows a configuration window for an RSS widget. At the top, the title "RSS" is displayed with a dropdown arrow. Below the title, there are three main sections: 1) "Enter the RSS feed URL here:" with a text input field containing "http://feeds.feedburner.com/lyndacom-new-releases". 2) "Give the feed a title (optional):" with an empty text input field. 3) "How many items would you like to display?" with a spinner control set to "10". Below these are three checkboxes: "Display item content?" (unchecked), "Display item author if available?" (unchecked), and "Display item date?" (checked). At the bottom left, there are links for "Delete" and "Close". At the bottom right, there are buttons for "Visibility" and "Save".

Mobile and iPad – Determine if you wish to customize your blog differently for the mobile and iPad devices.

Site Stats

Choose **Dashboard > Settings > Google Analytics** to see all visitors activities on your blog.

Help

Click the **Edublogs** logo and choose **Help and Support** to use the User Guide and step-by-step tutorial on Student Blogging.

Resources:

User Guide

<http://help.edublogs.org/user-guide/>

Choose your Theme

<http://help.edublogs.org/choosing-your-theme/>

Plugins:

<http://help.edublogs.org/?s=plugins>

To embed video:

<http://help.edublogs.org/embedding-videos-from-video-sharing-websites-into-your-posts/>

To embed audio:

<http://help.edublogs.org/embed-audio/>

Editing CSS

<http://help.edublogs.org/editing-css/>

Privacy:

<http://help.edublogs.org/blog-privacy/>

Online Training:

lynda.com (via myusf.usfca.edu > Fav Apps > Learning Technologies tab)

<http://help.edublogs.org/webinars-and-live-training/>

Blogging with Students:

<http://help.edublogs.org/user-guide/students-and-classes/>