

How to Administer a UMESD Blog

Login as the administrator

- Website to administer your blog:
<http://www.umesd.net>
- UserID is your firstname and lastname as one word.
- Example : JaneSmith
- The default password is the same as your UserID and can be changed.
- After a successful login you will be at **Manage Entries** screen

Change a password

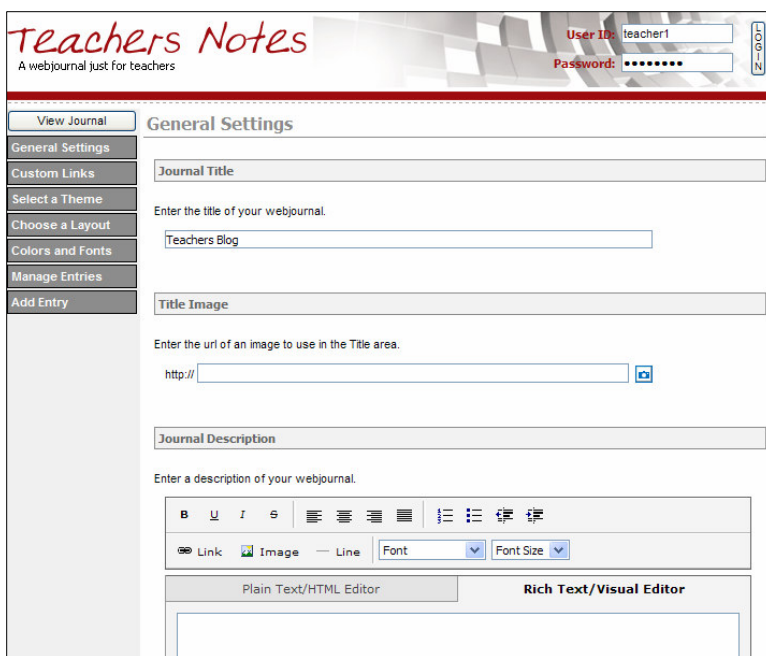
- Click **Manage Account**
- Type in new password in text box provided
- Click **Save Changes**

Create a new entry

- Click **Add Entry**
- Type in a title in the **Enter the title of this note:** box.
- The Blog will post the date automatically.
- Type in the content of your post in the space provided. You have formatting options on the toolbar as follows:
 - Bold
 - Underline
 - Italic
 - Strikethrough
 - Left, center, right, and full justification
 - Bulleted and numbered list
 - Tabs left and right
 - Create a link
 - Insert an image
 - Format fonts and sizes
- Check the appropriate radio button if you want readers to write respond with comments to this entry:
- Type in desired password (if you want to require one for users).
- Click **Post Note** to save your entry inside your Blog on the Internet.

General Settings Button

- Click **General Settings** to change:
 - The Overall Title of your Blog
 - Add an image to the Title area of your Blog
 - Type a description of your Blog
 - Set auto archive options
 - What is displayed for comments
- Be sure to press **Save Settings** (button on bottom of page) to activate changes



Preview

- Click **View Journal**
- Your journal will open in a new window.

Manage links

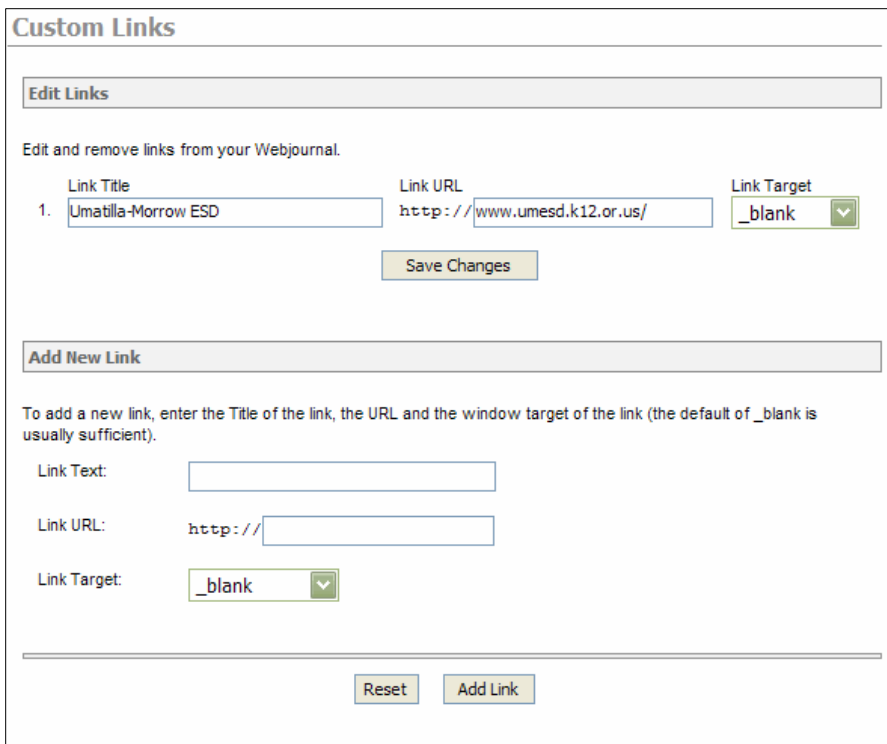
- Click **Custom Links**

Add a New Link

- Type in the **Link Text** as you want the link to appear
- Enter the correct URL for the **Link URL**. *Recommended you copy and paste the URL from the Internet.*
- **Link Target** is defaulted as blank if you want the link to open in a new window.
- Click **Add Link** to post the link on your Blog.

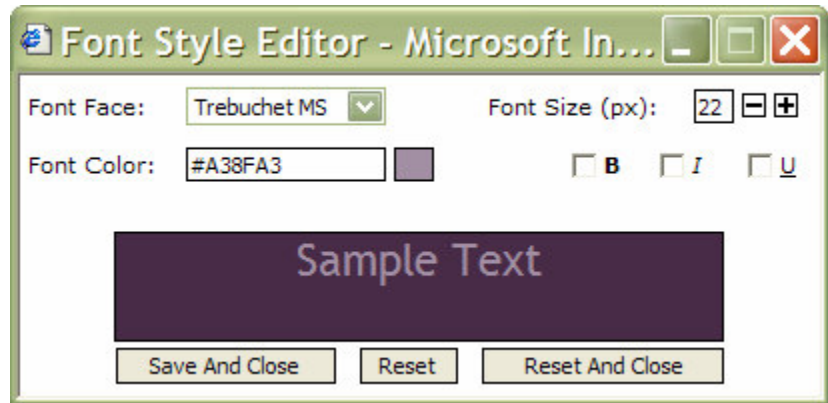
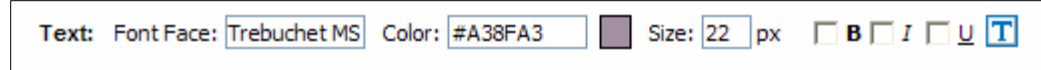
Delete a Link

- Delete the text in **Link Title** and **Link URL**
- Click **Save Changes**



Select a Theme


- Click **Select a Theme**
- Click on a theme to select it
- Click **OK** at the prompt
- Click on any color box to get the **Font Style Editor**
 - Choose a **Font Face**
 - Choose a **Font Size**
 - Click on the color box to change **Font Color**
 - Choose Bold, Italic, or Underline
- Click **Save and Close**
- Repeat for every "Block"



Select a Layout

- Click **Choose a Layout**
- Click the Radio Button next to desired layout
- Click **Save Settings** at bottom of screen

Insert Pictures

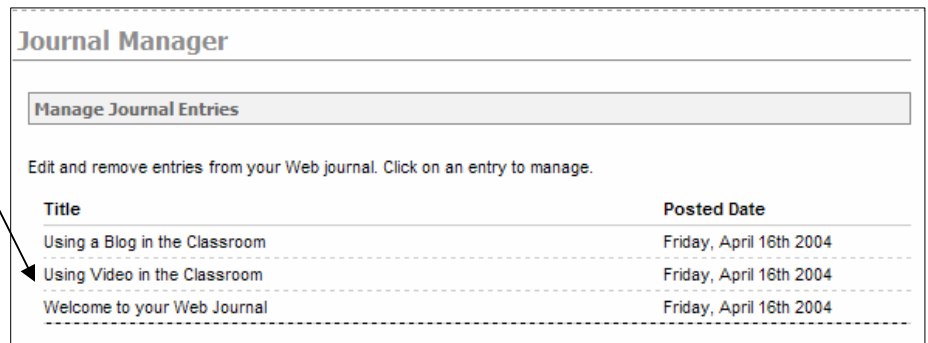
- Click on **My Pictures**
- Click **Browse...** to find the file
- Select the file, and click **Open**
- Click **Upload**
- When ready to insert the image, click the **Choose Image** icon 
- Click the selection box next to the image
- Click **Use Selected Image**

Manage Entries

- Click **Manage Entries**
- Click on the **Title** of the Blog to edit the entry.
- Edit desired contents

To delete a comment

- Scroll to bottom of screen to **Manage Comments**
- Click the box next to the comment to select it.
- Click **Delete Selected Entries**



Uploading a Web Page to a Blog


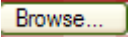
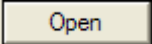
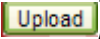
Creating the file

NOTE: Utilizing web page files in this manner will only work with TEXT ONLY files. Any graphics are saved in a separate folder that can not be uploaded to the Blog web server.


1. Open MS Word
2. Create the file using text only features (bulleted lists, numbered lists, columns, tables)
3. Click on File, Save As
4. Select "**Web Page**" in the "**Save As Type**" drop down box
5. Type in a File Name with NO spaces

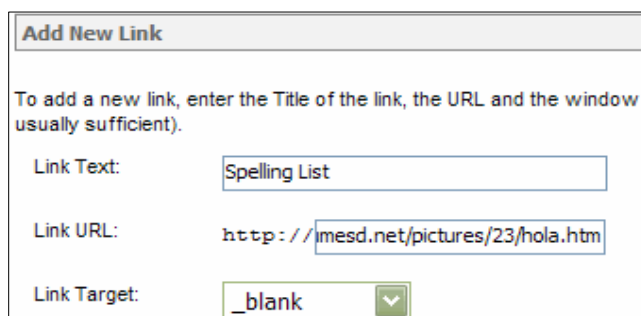
Remember where you saved the file!

Uploading the file

1. Go to www.umesd.net and log in
2. Click on 
3. Click  to find the file
4. Select the file, and click 
5. Click , keep this window open

Linking the file to Custom Links

1. Highlight the new link with your mouse
2. Copy the link
 - a. MAC – Hold the Control key down as you click on the selection, select **Copy**
 - b. PC – Right click on the selection, select **Copy**
3. Close this window
4. Now, go to 
5. Type in the desired **Link Text**:
6. Click in the Link URL: box and paste the link
 - a. MAC – **Edit, Paste**
 - b. PC – **Right Click, Paste**
7. Click **Add Link**



Add New Link

To add a new link, enter the Title of the link, the URL and the window target (usually sufficient).


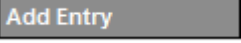
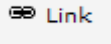
Link Text:

Link URL:

Link Target:

Adding a link within an Entry

NOTE: This will NOT work on the older I-Macs because they cannot view the Manage Entries Tool Bar

1. Click on 
2. Highlight the link with your mouse
3. Copy the link
4. Close this window
5. Click on 
6. Click on the **Rich Text/Visual Editor** tab of the editing window
7. Type the words you want to link
8. Highlight the words with your mouse
9. Click on the Link button 
10. Paste the link
11. Click **OK**

Copy a Link
MAC – Hold the Control key down as you click on the selection, select **Copy**
PC – Right click on the selection, select **Copy**

Paste a Link
MAC – **Edit, Paste**
PC – **Right Click, Paste**