

POSTING IN WORDPRESS

When you login to <http://homepages.baylor.edu> for the first time, your WordPress MU account will automatically be created. You will then be sent to the admin “Dashboard,” which provides access to all the options you’ll need to manage your home page.

To start writing posts, click the “Write” link at the top of the screen. The following screen (seen partially below) will contain a form and a visual text editor. Most of what you see on this page will be self-explanatory, but some of the more advanced features are outlined below.

For more information on writing posts and post options in WordPress, visit http://codex.wordpress.org/Writing_Posts.

WPMU Posting Primer

Howdy, lance_grigsby [Sign Out, My Profile]

» **Categories**

Each post in WordPress is filed under a category. Thoughtful categorization allows posts to be grouped with others of similar content and aids in the navigation of a site. Please note: The post category should not be confused with the Link Categories used to classify and manage Links. --from <http://codex.wordpress.org/Glossary#C>

» **Discussion**

By allowing comments, you enable visitors to leave their own responses to your post. You will be able to moderate the comments through e-mail. When you “Allow Pings,” you allow WordPress’s default pinging service, pingomatic.com, to notify blog search engines that you’ve added new content to your site.

» **Post Password**

Set up a password to make a post private.

» **Post Slug**

A slug is a few words that describe a post or a page. Slugs are usually a URL friendly version of the post title (which has been automatically generated by WordPress), but a slug can be anything you like. Slugs are meant to be used with permalinks as they help describe what the content at the URL is. *Example post permalink:* <http://wordpress.org/development/2006/06/wordpress-203/>. The slug for that post is “wordpress-203”. --from <http://codex.wordpress.org/Glossary#S>

» **Post Status**

When you complete a post, you can publish it, make it private, or save it as a draft and complete it later.

» **Post Timestamp**

Sets the month, date, year, and time of your post. This option can be manually edited as well.

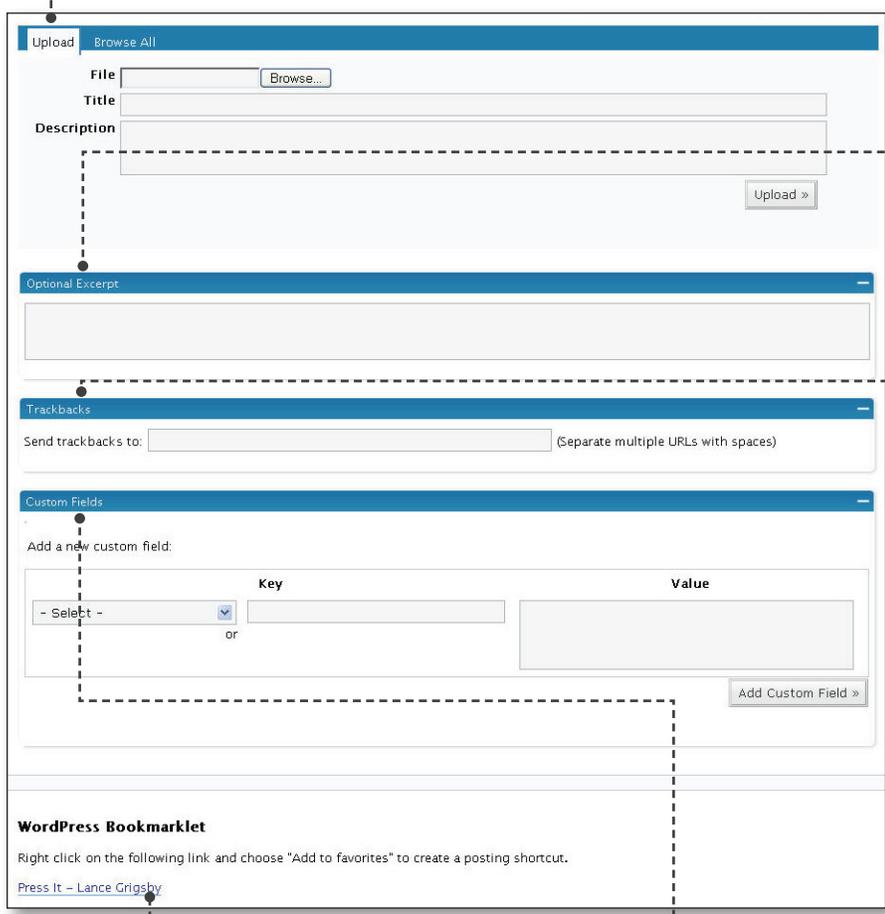
The image shows a sidebar from the WordPress MU admin interface. It contains several sections with expandable/collapsible headers:

- Categories:** Includes an "Add" button and a list of categories with checkboxes: "Baylor WordPress Updates" (checked), "Academic Research & Computing Services", "Classroom Technology Services", "Digital Media Studio", and "Online Teaching & Learning Services".
- Discussion:** Includes checkboxes for "Allow Comments" (checked) and "Allow Pings" (checked).
- Post Password:** An empty text input field.
- Post Slug:** A text input field containing "welcome-to-wordpress".
- Post Status:** Radio buttons for "Published" (selected), "Draft", and "Private".
- Post Timestamp:** Includes an "Edit timestamp" checkbox (unchecked), a date/time picker showing "July 24, 2007 @ 16:41", and an "Existing timestamp" section with "July 24, 2007 @ 16:41".

ADDITIONAL POSTING OPTIONS

In addition to the six posting options previously discussed, WordPress MU offers additional features for users who want to display images, optimize their posts for RSS feeds, provide trackbacks to other blogs, and add custom fields, all of which are explained below. All of these may be found via *Write > Write Post*.

More Posting Features



The screenshot shows the 'Write Post' interface in WordPress. It includes sections for: **Upload** (with 'Browse All' and 'Browse...' buttons), **File** (with a text input and 'Browse...' button), **Title** (with a text input), **Description** (with a text area), **Optional Excerpt** (with a text area), **Trackbacks** (with 'Send trackbacks to:' input and '(Separate multiple URLs with spaces)' note), **Custom Fields** (with 'Add a new custom field:' section, 'Key' and 'Value' inputs, and 'Add Custom Field' button), and **WordPress Bookmarklet** (with a link 'Press It - Lance Grigsby' and instructions).

» **Upload Images**
Upload images, PDF files, MS Office documents, sound files, and many other kinds of attachments to be inserted into posts.

» **Optional Excerpt**
By default, most WordPress themes contain links to RSS feeds for posts and comments. You can control the summary that is displayed for individual post in a feed by putting custom text and important keywords in this box, which is a good way to optimize your content for search engines.

» **Trackbacks**
In this field, you would enter the unique "trackback" URL of someone else's post if you plan to comment on that post on your own blog. When you do this, you let the other blogger know you're referencing his or her content on your own site. Normally, if you're sending a trackback to another WPMU user, the trackback url will simply be that post's permalink followed by "/trackback." For a trackback tutorial, visit <http://www.optiniche.com/blog/117/wordpress-trackback-tutorial/>

» **WordPress Bookmarklet**

Drag the "Press it" link to your browser toolbar to create a shortcut. When you find some content on the Web you want to reference in a new post on your blog, click that shortcut, and new post with a link to that content will instantly be created for you.

» **Custom Fields****

Custom Fields offer a way to add information to your site. In conjunction with extra code in your template files or plugins, Custom Fields can modify the way a post is displayed. These are primarily used by plugins, but you can manually edit that information in this section.--from http://codex.wordpress.org/Writing_Posts

**Availability varies from theme to theme.

CREATING PAGES

Creating pages in WordPress MU is very similar to creating posts. When you select *Write > Write Page* from the Dashboard, the following form will appear. It differs from the *Write Post* page in three ways: It contains options that allow you to set page hierarchy, page order, and does not include options for trackbacks, excerpts, or WPMU bookmarklets.

When a page is created, a link for that page will appear on your Web site. In the Options tab, you may tell WordPress to make a specific page the default homepage and designate a different page to display posts. This is helpful if you want your site to look more like a traditional site with static pages.

Write Page Features

The screenshot shows the WordPress 'Write Page' interface. At the top, the user is logged in as 'Lance Grigsby' and the 'Write Page' tab is active. The main content area features a 'Page Title' field, a 'Page Content' editor with 'Visual' and 'Code' tabs, and a 'Path' field. The right sidebar contains several settings sections: 'Discussion' (with 'Allow Comments' and 'Allow Pings' checked), 'Page Status' (with 'Draft' selected), 'Page Password' (empty), 'Page Parent' (set to 'Main Page (no parent)'), 'Page Slug' (empty), 'Page Author' (set to 'lance_grigsby'), and 'Page Order' (set to '0'). At the bottom left, there is an 'Upload' section with fields for 'File', 'Title', and 'Description', and an 'Upload' button. The footer contains copyright information for Baylor University and contact details for WordPress support.

Copyright © Baylor® University. All rights reserved. [Trademark / DMCA](#) information. [Privacy statement](#).
Baylor University Waco, Texas 76798 1-800-BAYLOR-U
For questions, comments, or assistance with your Baylor WordPress account, e-mail wordpress@baylor.edu.
wordpress-mu-1.2.3-2.2.1 — 0.30 seconds

OTHER DASHBOARD TAB OPTIONS

» **Manage**

If you want to access and re-edit any content you've already posted or created--anything from posts, to images, categories, pages, etc.--this is the tab you'll need. In addition to providing editing capabilities for existing content, this tab contains an *Import* and *Export* feature that allows users to import material from an existing blog or export their Baylor blog to another blog.

» **Comments**

This tab provides a Web-based way to manage existing comments or those that await moderation. When someone comments on one of your posts, you will be notified via e-mail so you can edit, delete, approve, or disapprove the comment (or mark it as spam).

» **Blogroll**

The Blogroll is your list of links pointing other blogs or Web sites. In this tab, you can add new links, manage existing ones, import links from another blog, and sort and classify all the links in your blogroll.

» **Presentation**

This is where you apply theme changes to your blog. Some themes will provide a submenu allowing you access to "widgets" (such as RSS feeds, calendars, and other special features) and options for changing color schemes or using custom header images.

» **Plugins**

If there are any special third-party plugins that have been installed by Baylor WordPress administrators, they'll be available for you here. A plugin is something that adds additional features to your blog.

» **Users**

This tab allows you to control access to your blog in the event you want a multi-user environment. You can add users (provided they have their own WordPress account at Baylor) and assign them roles with varying permission levels. The *Your Profile* link allows you to change your personal account settings.

» **Options**

This tab contains many site-wide management features. Being one of the more important tabs, it's submenu deserves a closer look:

General - Click this to set the title of your blog and change/modify the subheading or tagline associated with that title. You can also specify a different e-mail address for yourself and change time and date settings for your timestamps.

Writing - Set the default post category, link category, HTML options, and post box size.

Reading - Set your default front page; set posts to display on a different page; set the number of posts to display on your posts page; and apply guidelines for displaying RSS content.

Discussion - One-stop-shop for comment management.

Privacy - Want to go off the “Google” map and make you blog unavailable to search engines? You can do that here.

Permalink - Define the structure for your post URLs (Web addresses) to make your content easier to find and more intuitive. IMPORTANT: PICK A PERMALINK STRUCTURE AND STICK WITH IT. IF YOU CHANGE YOUR PERMALINK STRUCTURE AFTER POSTING A LOT OF CONTENT, YOUR LINKS MAY GET BROKEN IF THEY’VE BEEN INDEXED BY A SEARCH ENGINE.

Delete Blog - Please make sure you REALLY want to delete your blog if you choose to do so.

BLOGESE GLOSSARY*

BLOGROLL A list of links to various blogs or news sites. Often a blogroll is “rolled” by a service which tracks updates (using feeds) to each site in the list, and provides the list in a form which aggregates update information.

BOOKMARKLET A bookmarklet (or favelet) is a “faux” bookmark containing scripting code, usually written in JavaScript, that allows the user to perform a function. The WordPress *Press It* bookmarklet allows a user to quickly blog whichever web site he/she is currently viewing. This feature is found at the bottom of the *Write Post* page.

CATEGORY Each post in WordPress is filed under a category. Thoughtful categorization allows posts to be grouped with others of similar content and aids in the navigation of a site. Please note, the post category should not be confused with the Link Categories used to classify and manage Links.

COMMENT Comments are a feature of blogs which allow readers to respond to posts. Typically readers simply provide their own thoughts regarding the content of the post, but users may also provide links (<http://en.wikipedia.org/wiki/Hyperlink>) to other resources, generate discussion, or simply compliment the author for a well-written post. Comments can be controlled and regulated through the use of filters for language and content, and often times can be queued for approval before they are visible on the web site. This is useful in dealing with comment spam.

META Meta has a number of meanings, but generally means *information about*. In WordPress, meta usually refers to administrative type information. As described in *Meta Tags in WordPress*, meta is the HTML tag used to describe and define a web page to the outside world (search engines). In the article *Post Meta Data*, meta refers to information associated with each post, such as the author’s name and the date posted. *Meta Rules* define the general protocol to following in using the Codex. Also, many WordPress based sites offer a Meta section, usually found in the sidebar, with links to login or register at that site. Finally, Meta is a MediaWiki (<http://www.mediawiki.org>) namespace (<http://meta.wikimedia.org/wiki/Namespaces>) that refers to administrative functions within Codex.

PERMALINK A permalink is a URL (<http://en.wikipedia.org/wiki/Url>) at which a resource or article will be permanently stored. Many pages driven by Content Management Systems contain excerpts of content which is frequently rotated, making linking to bits of information within them a game of chance. Permalinks allow users to bookmark full articles at a URL (<http://en.wikipedia.org/wiki/Url>) they know will never change, and will always present the same content. Permalinks are optional in WordPress, but are highly recommended as they greatly increase the cleanliness of URL (<http://en.wikipedia.org/wiki/Url>).

PINGBACK Pingback lets you notify the author of an article if you link to his article (article on a blog, of course). If the links you include in an article you write on a blog lead to a blog which is pingback-enabled, then the author of that blog gets a notification in the form of a pingback that you linked to his article.

PLUGIN A Plugin is a group of php functions that can extend the functionality present in a standard WordPress weblog. These functions may all be defined in one php file, or maybe spread among more than one file. Usually, a plugin is a php file that can be uploaded to the “wp-content/plugins” directory on your webserver, where you have installed WordPress. Once you have uploaded the plugin file, you should be able to “turn it on” or Enable it from the “Plugins” page in the administration interface of your weblog. The WordPress source code contains hooks that can be used by plugins.

RSS “Real Simple Syndication”: a format for syndicating many types of content, including blog entries, torrent files, video clips on news-like sites. Programs called news aggregators permit users to view many feeds at once, providing ‘push’ content constantly.

SPAM Lately, web logs, or blogs, as we call them, have been targeted by spammers to try to increase their site ratings in the search engines. Spammers use various methods to distribute their electronic junk mail, and employ bots, or computer programs to quickly and easily send email or comments to millions of addresses and IPs all over the world.

TRACKBACK Trackback helps you to notify another author that you wrote something related to what he had written on his blog, even if you don’t have an explicit link to his article. This improves the chances of the other author sitting up and noticing that you gave him credit for something, or that you improved upon something he wrote, or something similar. With pingback and trackback, blogs are interconnected. Think of them as the equivalents of acknowledgements and references at the end of an academic paper, or a chapter in a textbook.

WIDGET WordPress Widgets (WPW) is a plugin designed to provide a simple way to arrange the various elements of your sidebar content (known as “widgets”) without having to change any code.

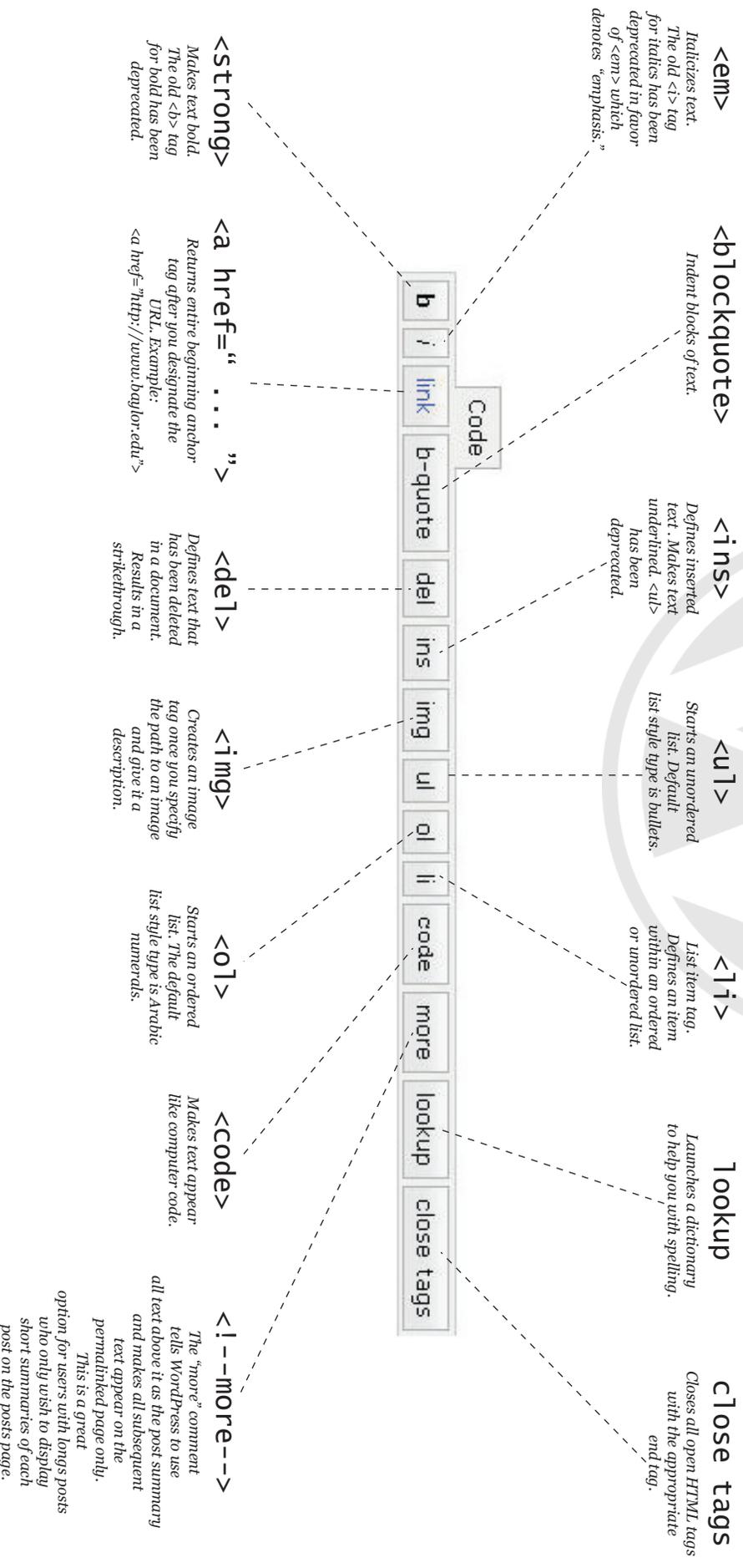
XFN The XHTML Friends Network (<http://gmpg.org/xfn>). A decentralised project to have inter-blog links that represent relationships between bloggers. XFN links resemble `Photo Matt`.

XHTML XHTML, or Extensible Hypertext Markup Language, is the successor to HTML as the W3C (<http://www.w3.org>) standard language with which all web pages are created. It is often used in conjunction with CSS and JavaScript. WordPress strives to conform to the XHTML 1.0 Transitional standard.

*All definitions take from <http://codex.wordpress.org/Glossary>

Working with the HTML editor

In addition to a WYSIWYG (what-you-see-is-what-you-get) text editor, WordPress come with an HTML editor for those users who would like to work directly with code. This editor includes buttons for commonly used HTML tags, which are outlined below. When a button tag is clicked, the opening tag appears in the text editor window; when a tag button is double-clicked, both the beginning and ending tags are sent to the text editor. If you intend to type code yourself, try to maintain the standards set for XHTML, which WordPress strives to maintain. XHTML is in every way like HTML, but with a few important differences. Valid XHTML requires 1). making all code lowercase; 2). closing all tags with end tags; 3). typing a closing slash before the last ">" in an empty tag such as and
 (example:); 4). nesting tags correctly; and 5). all attribute values must be in quotations (such as in the above tag where the "alt" attribute is in quotes). For an XHTML tutorial, visit <http://www.w3schools.com/xhtml/default.asp>.



RICH HTML EDITOR

The rich HTML text editor in WordPress is very easy to use. See the diagram below for a description of each toolbar item and the HTML tag associated with it.

NOTE: THIS FEATURE IS NOT AVAILABLE ON THE MAC VERSION OF SAFARI. If you use a Macintosh computer and use Safari as your primary browser, you will have to use Firefox, Opera, or Netscape to use the rich text editor.



1. Bold

Corresponds to the `` tag.

2. Italics

Corresponds to the `` tag.

3. Strikethrough

Corresponds to the `` tag.

4. Unordered List

Corresponds to the `` tag (and ``).

5. Ordered List

Corresponds to the `` tag (and ``).

6. Outdent

Removes `<blockquote>` tags.

7. Indent

Applies `<blockquote>` tags.

8. Align Left

Aligns text left (default in HTML).

9. Align Center

Center aligns text (`<p align="center">`).

10. Align Right

Center aligns text (`<p align="right">`)

11. Insert/Edit Link

Corresponds to the `` tag.

12. Unlink

Removes anchor tags around text.

13. Insert/Edit Image

Corresponds to the `` tag.

14. Split Post with More Tag

Inserts the `<!--more-->` comment to create summary.

15. Spelling

Spell checks text.

16. Help

Opens the rich text editor help menu.