

Amara Geffen Weblog

<http://webpub.allegheny.edu/employee/a/ageffen/weblog>

Use this web address to read the class blog. This URL is accessible to anyone with an Internet connection—it requires no login or password.

CONTACTS

• PASSWORD AND ACCOUNT PROBLEMS:

computing@allegheny.edu

• USING THE BLOG

hmccull@allegheny.edu

• COURSE RELATED ISSUES:

ageffen@allegheny.edu

CREATING A NEW ENTRY

Title: Self explanatory, enter a short name for your blog entry.

Primary Category: Used when you want to organize your weblog into categories for easy referencing in your archive.

Entry Body: Enter your main content into this field. You can format your work by highlighting text and selecting one of the formatting options.

Extended Entry: Helpful when you have an extraordinarily long entry and need to break it up or have referencing material that is best separated from the main content.

Excerpt: Used when you have a page that just shows a line or two of your blog entry; the default is the first 40 words of entry. Not a commonly used feature.

Post Status: Use this to either post your weblog entry immediately, save it to publish in the future, or schedule it to be published later.

Text Formatting: Changes the spacing between paragraphs of your entry. Leave this at its current setting unless you are editing your entry with HTML tags.

Accept Comments: Allows you to turn on, or off, the ability for visitors to comment on your entry.

Accept Trackbacks: An advanced method of commenting or notifying between two separate blogs. For more information on trackbacks see *A Beginner's Guide to TrackBack* at www.moveable.org.

The screenshot shows the 'Create New Entry' interface in the Moveable Type Publishing Platform. The page has a blue header with navigation links: 'MAIN MENU', 'SYSTEM OVERVIEW', and 'HELP'. The user is logged in as 'Welcome ifadden1' and can log out. The current weblog is 'Online Voice'. The breadcrumb trail is 'Main Menu > Online Voice > Entries > New Entry'. The form includes a search bar for entries. The main content area has three sections: 'Title' (a text input field), 'Primary Category' (a dropdown menu with 'Select' and a link to 'Assign Multiple Categories'), and 'Entry Body' (a large text area with rich text formatting tools). Below the main body is an 'Extended Entry' section with similar formatting tools. At the bottom, there are fields for 'Post Status' (set to 'Unpublished'), 'Text Formatting' (set to 'Convert Line Breaks'), 'Authoring On' (set to '2006-08-14 15:01:33'), 'Basename', and checkboxes for 'Accept Comments' and 'Accept TrackBacks'. There is also a field for 'Outbound TrackBack URLs'. The form concludes with 'Save' and 'Preview' buttons, and a 'Go' button with a 'No actions' dropdown.

LOG IN PAGE URL

blog.allegheny.edu

This is the web address you will use to log into the class blog so that you can write entries. You will use your personal login and password to access this part of the blog. Your login name is the same as your email and network login.

NEED HELP?

Talk with a Learning Commons Technology Consultant. Drop-in hours are:

Sunday—Thursday

3:00 to 5:00 p.m. and

7:00 to 11:00 p.m.

Or use the online scheduler to make an appointment:

learningcommons.allegheny.edu/schedule

ONLINE TUTORIALS

help.allegheny.edu/tutorials/mtype/weblog.php

See this collection of Allegheny tutorials to learn how to create and edit entries, upload images, change your password, and more.

www.moveable.org/documentation/author

Moveable Type's Author Guide will teach you how to create and manage content.