

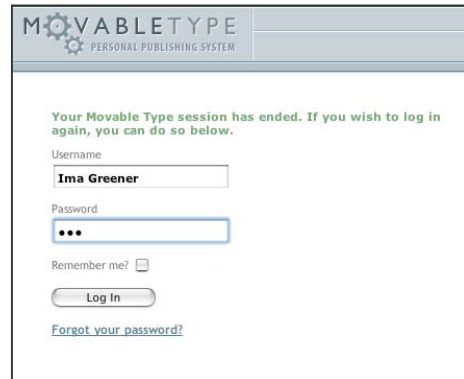
Bloggng at Evergreen

What is a Blog?

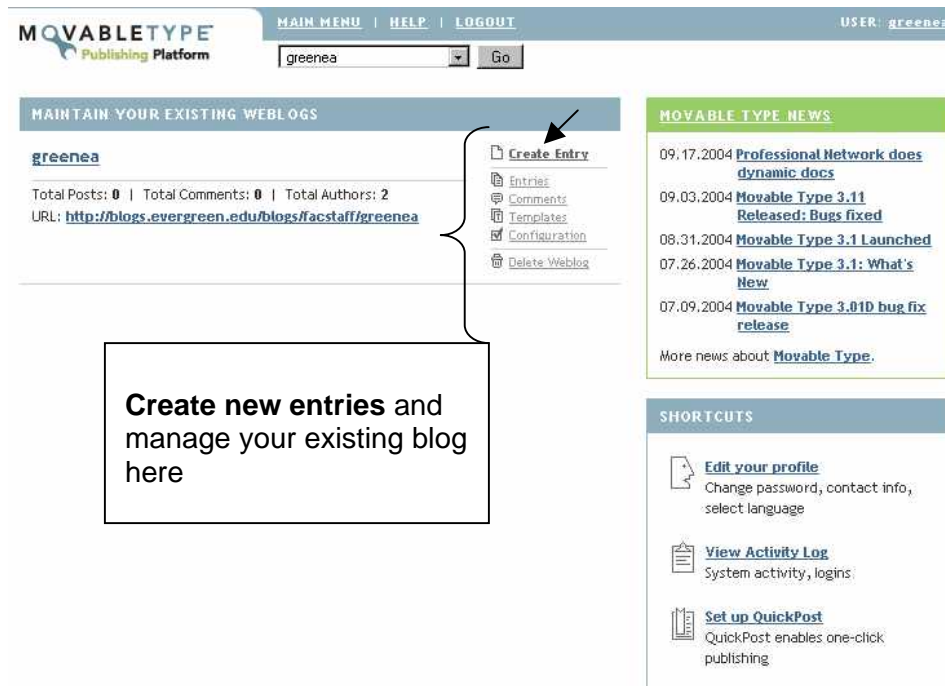
A blog is an online public journal or web-log. Each of you will have your own place to blog that you can access from any internet connected computer. You have the ability to post both text and pictures and anyone with access to the internet can read and comment on your posts.

How do I login?

1. From any web browser go to <http://blogs.evergreen.edu> and click on the Login to your blog link.
2. Login using your Blog Login
 - **Your login is:**
 - **Your default password is:**



MovableType Main Screen



MAINTAIN YOUR EXISTING WEBLOGS

[greenea](#)

Total Posts: 0 | Total Comments: 0 | Total Authors: 2
URL: <http://blogs.evergreen.edu/blogs/facstaff/greenea>

- [Create Entry](#)
- [Entries](#)
- [Comments](#)
- [Templates](#)
- [Configuration](#)
- [Delete Weblog](#)

MOVABLE TYPE NEWS

- 09.17.2004 [Professional Network does dynamic docs](#)
- 09.03.2004 [Movable Type 3.1.1 Released: Bugs fixed](#)
- 08.31.2004 [Movable Type 3.1 Launched](#)
- 07.26.2004 [Movable Type 3.1: What's New](#)
- 07.09.2004 [Movable Type 3.01D bug fix release](#)

More news about [Movable Type](#).

SHORTCUTS

- [Edit your profile](#)
Change password, contact info, select language
- [View Activity Log](#)
System activity, logins
- [Set up QuickPost](#)
Quick-Post enables one-click publishing

Create new entries and manage your existing blog here

Blogging at Evergreen

Change your Password and Profile Preferences

Once you have successfully logged in for the first time it's a good idea to change your password. You can also change your username and provide an e-mail address.

1. Select **Edit Your Profile** and modify



2. Add your email address
3. Change your password
4. Enter your Birthplace. If you forget your password a new one will be sent to the email address you enter
5. Click **Save** when you're done

Change the name of your Blog

1. Select **Configuration** from the Main page
2. On the Core setup page type in the customized name of your Blog. This will be the name displayed at the top of your blog.
3. Do not change any of the path settings on this page. That may break your blog.

Post to your Blog – (Create New Entry)

1. Select **Create Entry** from the Main page
2. Title your post
Alert: You must title your post for syndication to work properly!
3. Blog away in the **Entry Body**

4. Keep the **Post Status** at **Draft** if you're not ready to publish. When you are ready to post change the **Post Status** to **Publish**
5. Hit **Save** (or preview if you'd like to see how it will look before you publish)

View your Blog

1. After you post your entry you can View your site.
2. Click on the View Site button at the top of the page and a new browser window will open of your blog site.
3. Note the URL in the address field. You can copy and paste this address if you'd like to link to it from your personal web page.



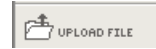
Blogging at Evergreen

What's the web address of my Blog?

http://blogs.evergreen.edu/blogs/students/yourusername

Post an image

1. From the left hand menu select **Upload File**
2. Select the **Choose File** button to browse your hard-drive for an image to upload. Make sure it's web-ready
 - a. JPEG, GIF or PNG
 - b. no bigger than 100Kb
 - c. no spaces in the file name
3. Select **Local Site Path** and hit the **Upload** button
4. Choose create a new entry and select whether or not you'd like the image to open a new window (pop-up) or be embedded in the post.
5. Complete the new entry by Titling it and adding text before or after the html linking to your image that was added in your Entry Body.
6. Click Save and then View Site to see the new entry



Choose a file

To upload a file to your server, click on the browse button to locate the file on your hard drive.

File: thebeach.jpg

Choose a destination

You can upload the above file into either your Local Site Path [?](#) or your Local Archive Path [?](#). Or, you can upload the file into any directory beneath those directories, by specifying the path in the text boxes on the right (*images*, for example). If the directory does not exist, it will be created.

Upload into: (optional)

<Local Archive Path> /

<Local Site Path> /

MOVABLETYPE
Publishing Platform

Your file has been uploaded. Size: 2,893 bytes.

Create a new entry using this uploaded file [?](#)

Show me the HTML

Would you like this file to be a:

Editing Entries – Edit/Delete posts

1. From the Main Menu select **Entries**
2. From here you can click on the link to an entry to edit it
3. or click the delete check box and click the Delete button to remove the entry all together

List & Edit Entries

Here is the list of entries for GrnBlg. You can edit any of these entries by clicking on the ENTRY NAME. To FILTER the entries, first select either "category", "author" or "status" from the first pull-down menu. Once that is selected, use the second pull-down menu to narrow down the choices. Use the pull-down below the entries table to adjust the amount of entries you would like to view. ([Open power-editing mode](#))

Filter Options

Show entries where is or

Title	Category	Date	Author	Status	Delete
Windows		2004,10,25	greenea	Publish	<input type="checkbox"/>
Nifty new blogging tool		2004,10,14	greenea	Publish	<input type="checkbox"/>
Monster Mac Morning		2004,10,12	greenea	Publish	<input type="checkbox"/>

Bloggng at Evergreen

Solutions to common problems:

- If posts or changes to your blog aren't taking effect try **rebuilding** the site **and refreshing** the page in your browser.
- If you're planning on using categories make sure to configure your archive preferences.
 1. Select **Configuration**
 2. Choose **Archive Files** from the top-right menu

Core Setup | [Preferences](#) | [Archive Files](#) | [IP Banning](#)

3. Check the **Category** box to enable the archiving of categorized posts.
4. Click **Save Changes** and **Rebuild** your site.

Archives

In the table below you can enable or disable each archive type, customize the output path for each archive template, select a preferred template for each archive type, or delete any template from an archive type.

Archive Types	Template ?	Archive File Template ?	Preferred	Delete
<input checked="" type="checkbox"/> Individual	Individual Entry Archive	<input type="text"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
<input type="checkbox"/> Daily	Date-Based Archive	<input type="text"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
<input type="checkbox"/> Weekly	Date-Based Archive	<input type="text"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Monthly	Date-Based Archive	<input type="text"/>	<input checked="" type="radio"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Category	Category Archive	<input type="text"/>	<input checked="" type="radio"/>	<input type="checkbox"/>

