

Using Wordpress

Safari has gotten better, but Web 2.0-ready Firefox is best for blogging. For example, Safari may insert Apple-specific code in your posts that some browsers don't like. When using campus computers be careful about security. Do not "tell" the computer to save your password, and be sure to log out when you're done writing.

The format bar works similarly to style bars in Quark, Word, and InDesign. Here's what you'll use most often:

- I Italic**
- B Bold**, in our "theme" is also SMALL CAPS.
- Creates a link to another site. It's easiest to paste the URL into the dialog box.
- Breaks a link.
- Spell-check.** Click on underlined words and you'll see suggestions. Do not neglect this step.

Format

Title

This is a test post

Post

Add media: **Visual** **HTML**

Add media

Upload

You are encouraged to upload art—readers will want to see what you're writing about. See next page for a guide.

Categories

Always pick a category if there is an appropriate choice. I made my best guess as to what would be useful for our class. Feel free to request more. However, as a rule, it's better to have fewer, less specific categories.

Mode

Wordpress has two modes: "Visual" which you'll use for most purposes, and "code" which allows you to edit html.

Preview

I find it useful to preview my post before publishing. Preview will show the last saved version, so be sure to hit "save and continue editing" right before previewing.

Go "live"

You can save your in-progress post and come back to it later on any computer with the internet. After you "Publish" your post, it's public but you can still edit it. Don't forget to save as you write.

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WordPress 2.6.1 is available! [Please update now.](#)

Post updated.

Write Post

Title

This is a test post

Post

Add media: **Visual** **HTML**

Add media

Preview this Post

Publish Status

Unpublished

☐ Keep this post private

☐ Publish immediately [Edit](#)

Save **Publish** **Delete post**

Last edited by jandos on August 28, 2008 at 5:49 am
Draft Saved at 6:50:40 am.
Word count: 1

Related

- [See Comments on this Post](#)
- [Manage All Categories](#)
- [Manage All Tags](#)
- [View Drafts](#)

Shortcuts

Drag-and-drop the following link to your bookmarks bar or right click it and add it to your favorites for a posting shortcut. [Press This](#)

Path:

Tags

Add new tag

Separate tags with commas

Categories

+ Add New Category

All Categories

- ☒ Design Education
- ☒ Exhibits
- ☐ Ballyhool
- ☐ Design Business
- ☐ Design Ethics

[Most Used](#)

Uploading Images

After you've found an image you must upload it and "tell" the software how to display it.

The screenshot shows the WordPress image uploader interface. At the top, there are tabs for "Choose File", "Gallery (1)", and "Media Library". Below these is the "From Computer" section with a "Choose files to upload" button and an "Upload file" button. A callout box explains that the "Upload file" button allows you to find and upload files from your computer, including previously uploaded files in the "gallery" or "library". Another callout box asks "Won't work?" and suggests trying the "Browser uploader" instead if having trouble uploading, possibly due to browser or Flash version issues.

Below the upload buttons, a message states: "You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead." followed by the instruction: "After a file has been uploaded, you can add titles and descriptions."

The main form area displays the details of the uploaded image "49.jpg" (image/jpeg, 2008-08-28 16:43:52). A callout box explains that giving art a name is optional but helps search engines find it. The form includes fields for "Title" (with a "Title" callout), "Caption" (with a note "Also used as alternate text for the image"), "Description", and "Link URL" (with buttons for "None", "File URL", and "Post URL", and a note "Enter a link URL or click above for presets.").

At the bottom, there are "Alignment" options (None, Left, Center, Right) and "Size" options (Thumbnail, Medium, Full size, with a "Size" callout). There are also "Insert into Post" and "Delete" buttons, and a "Save all changes" button at the very bottom. A callout box explains that clicking "Insert" technically inserts a snippet of HTML code into the post, which tells the browser where to find the image and how to display it, and that it's best to keep that code on its own paragraph.

On Art:

- Only upload jpegs—avoid tiffs especially which will not show in many browsers and will take a long time to download when they do.
- With rare exception, keep images under 400 kb so they don't load quickly. Consider detail images rather than relying on one big one.
- Be sure to put all images on their own paragraph.

On html:

- You don't need to know any coding to be an effective blogger. But if you do, Wordpress offers a fair amount of latitude for coding your posts. You can, for example include tables and text styles.