Instructions for Internal Newsletter Lfolks Blog

To create a post or comment on an existing post on the Lfolks Blog, you must be a registered user.

To Register:

Go to *http://www-rohan.sdsu.edu/wordpress/*

On the right-hand sidebar Menu, under **Meta**, select **Register**.
This takes you to *http://www–rohan.sdsu.edu/wordpress/wp–register.php*

Under **Register for This Blog**; type in

your username (please use your first and last name)
your e-mail address

<div align="center">

Example:
Username: **Joe Smith**
E-Mail: **jsmith@mail.sdsu.edu**

</div>

Select **Register**.

The software will display a **Registration Complete** page, generate a password for you and send it to the e-mail address you provided. Check your e-mail and retrieve your password.

To Login

Go to *http://www-rohan.sdsu.edu/wordpress/*

On the right-hand sidebar Menu, select **Login**. When the Login screen appears, type in your username and password. Click **Login**. This will take you to the Dashboard screen. To create a post, select **Write** at the top of the screen.

To Create a Shortcut on Your Desktop

It's best to close other documents and programs first so you have clear access to your desktop. Then open your browser to:
http://www-rohan.sdsu.edu/wordpress/.

WINDOWS USERS - In the URL bar, left click on the icon (fox for Firefox or e for Explorer) and drag it onto your desktop. When you want to access the blog, double click on the icon on your desktop, and it will open directly to that page.

MACINTOSH USERS - In the URL bar, Command - left click on the icon (fox for Firefox or Apple for Safari) and drag it onto your desktop. When you want to access the blog, double click on the icon on your desktop, and it will open directly to that page.

To Comment on an Existing Post

You must first be logged into the Lfolks Blog before you can comment on a post.

Select the **Comments** hyperlink at the bottom of the post you wish to comment on. Then under **Leave a Reply**, type your comments in the field provided. When done, click the **Submit Comment** button.

To Create a Post:

From the Menu along the top of the Dashboard screen, select **Write**. The **Write Post** screen displayed next is where you create your message.

Enter a title for your post in the field provided for **Title**.

Type your message text in the field provided under **Post**.

On the right-hand side, select the category(s) that best fit(s) your post. You can select multiple categories. If you do not select a category, your post will default to Uncategorized.

To Save a Post:

To save your post and send it to the Site Administrator for posting, select **Save as Draft**. This will automatically send your post to the Site Administrator for moderation and posting. You will not receive notification, on-screen or by e-mail, that the post has been sent.

OR

To save your post and not send it to the Site Administrator (perhaps you want to add more later), select **Save as Private**. You can access your post again by selecting **Manage** at the top of the page. This screen displays active posts and offers keyword search and month search. It will show you a list of posts, both private and published. Select the category of the post or **View** on the same line as the post to view it, or select **Edit** on the same line as the post to edit it.

If you edit the post and are ready to send it to the Site Administrator, be sure to deselect **Private** next to **Post Status** under **Advanced** (below the **Write Post** section).

To Create a Hyperlink

Say you want to include a link to an interesting Web page (for this example, I'm going to use CNN News). Create your post (see below) on the Dashboard Screen.

> *When a major event happens anywhere in the world, I've found that CNN News immediately has a story about it on its Web site.*

Next highlight (by left-clicking and dragging over the word[s]) CNN News to create the link. Once CNN News is highlighted, go to the Quicktags toolbar and select **link**. A small box titled "Explorer User Prompt" will appear for Explorer; for Mozilla browsers (Firefox/Netscape), it has an I icon and "Enter the URL". *NOTE FOR MACINTOSH USERS: Safari does NOT display the Quicktags toolbar.*

You can type in the URL (address) after http:// (for example: http://www.cnn.com). OR, you can open a second browser window, find the Web site or page within a Web site you want to reference, right-click on the URL in the Address bar, and select the **copy** option. Return to the Wordpress Write page and the link box. At the address line in the small box, position your cursor and right-click and select the **paste** option. The URL of the Web site you wish to reference should appear on the address line. Select the **OK** button.

After you've created your link, the text in your post will look like this:

> *When a major event happens anywhere in the world, I've found that `<a href="http://www.cnn.com">`CNN News `</a>`immediately has a story about it on its Web site.*

Finish writing your post and either **Save as Private** (if you wish to work on it later) or **Save as Draft** (if you want to send it to the Site Administrator).

To Post Photographs

The best means of including photos with your post is to create a link to a Web page containing one or more photos. There's two ways you can do this.

1.   *ROHAN Account*

This method involves creating an account and Web page on SDSU's ROHAN server. Go to: *http://www-rohan.sdsu.edu/raccts.html*. Print the ROHAN account application, fill it out, and take it to the InfoSys Service Desk (LL-453). When your ROHAN account is created, you will be assigned a username and password. 24 hours later, you will have the ability to create and store web pages in your ROHAN account.

Once your account is established, you're ready to create your Web page. Here's where you can learn how: *http://www-*

rohan.sdsu.edu/~scc/web/webindex.html or http://www-rohan.sdsu.edu/hpguide.html

I would highly recommend that anyone interested in creating a ROHAN account and building a Web page take the "Creating a Web Page: Introduction" workshop offered by BATS (*http://www-rohan.sdsu.edu/~bats/*). Also recommended is the BATS "Adobe PhotoShop CS: Introduction" workshop. This will teach you how to scale (size) photos by inches, pixels, and resolution.

You will need to have WS_FTP software installed on your computer in order to transfer photographs from your computer to the ROHAN server. This software is standard on Faculty/Staff workstations and uses a process called File Transfer Protocol, or FTP to do the transfer. Please call the InfoSys Service Desk (46753) if you need assistance with FTP.

2. ***On-line Photo Sharing***

Create a free account with an online photo-sharing site such as Flickr.com, Snapfish.com, Webshots.com, etc. Most are so easy to use that I won't include instructions here. Just go to the provider of your choice and follow its directions. You do not need special software on your computer, and your photo is stored on the provider's server. The process of transmitting a photo to their server is similar to attaching a file to an e-mail. Some photo sharing sites, such as Flickr, do have limits on how many photos you can post per month.