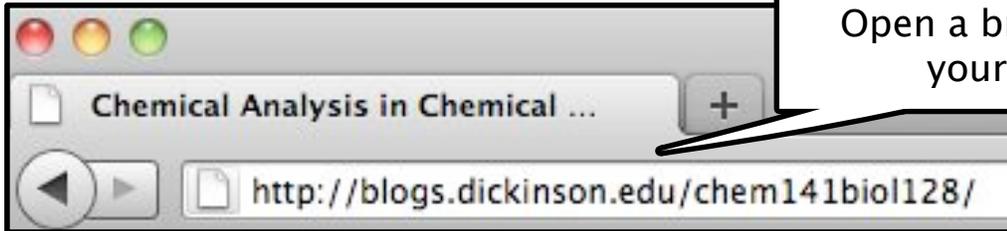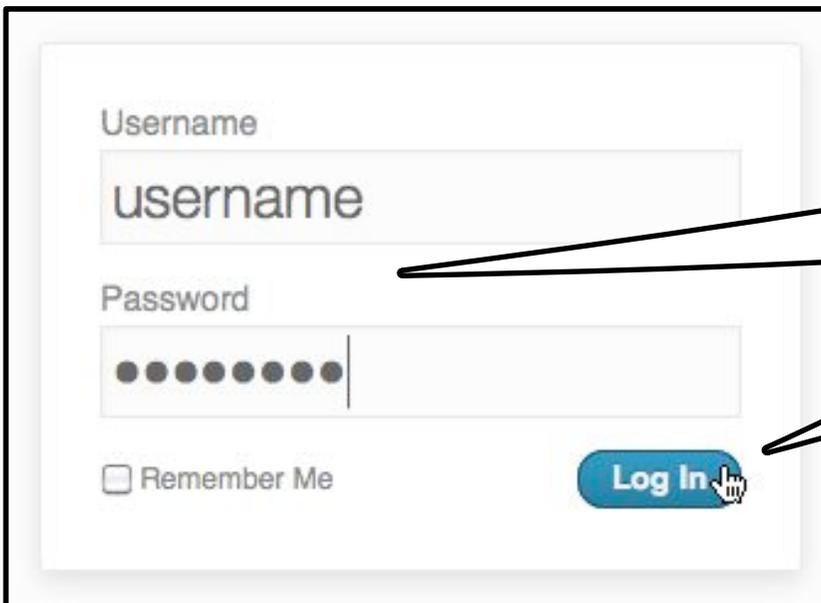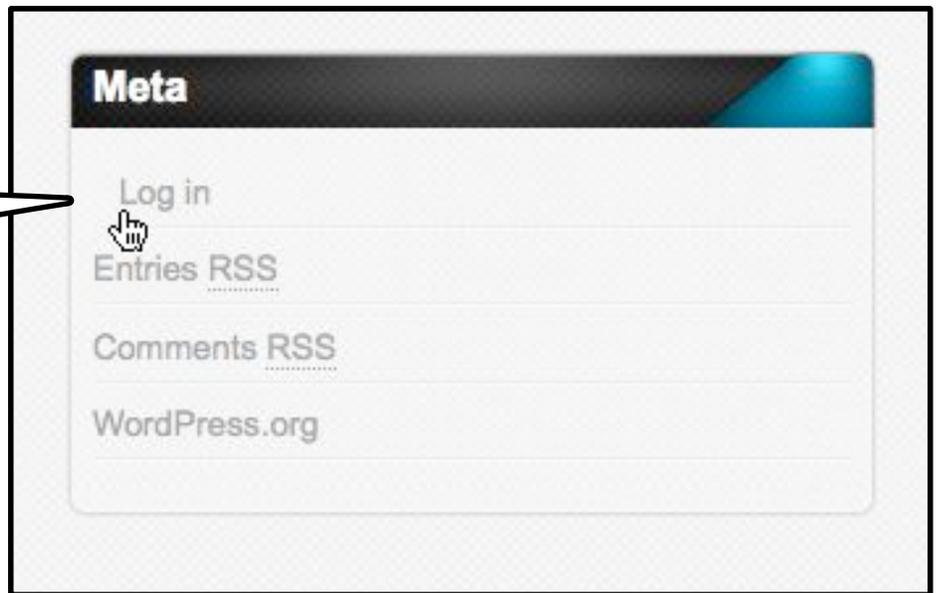# WordPress
Creating Posts
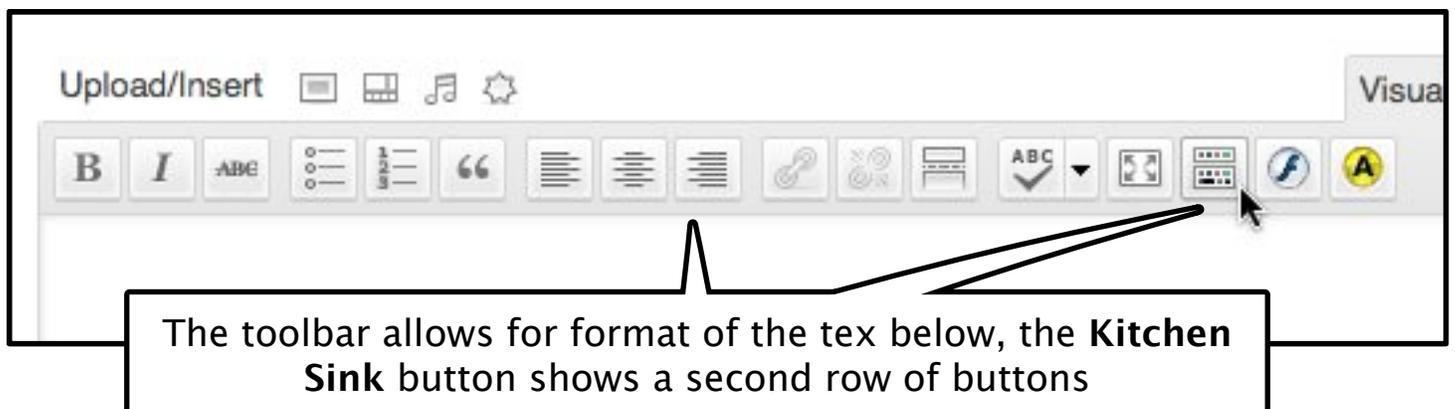
Open a browser and type in your blog address

Chemical Analysis in Chemical ...

http://blogs.dickinson.edu/chem141biol128/

Meta

Log in

Entries RSS

Comments RSS

WordPress.org

Find and click the **Log in** link

Username

username

Password

● ● ● ● ● ● ● ●

☐ Remember Me

Log In

Type in your **Username** and **Password** then click **Log In**

Click **Posts** then **Add New**

Give the post a **Title**

The toolbar allows for format of the tex below, the **Kitchen Sink** button shows a second row of buttons
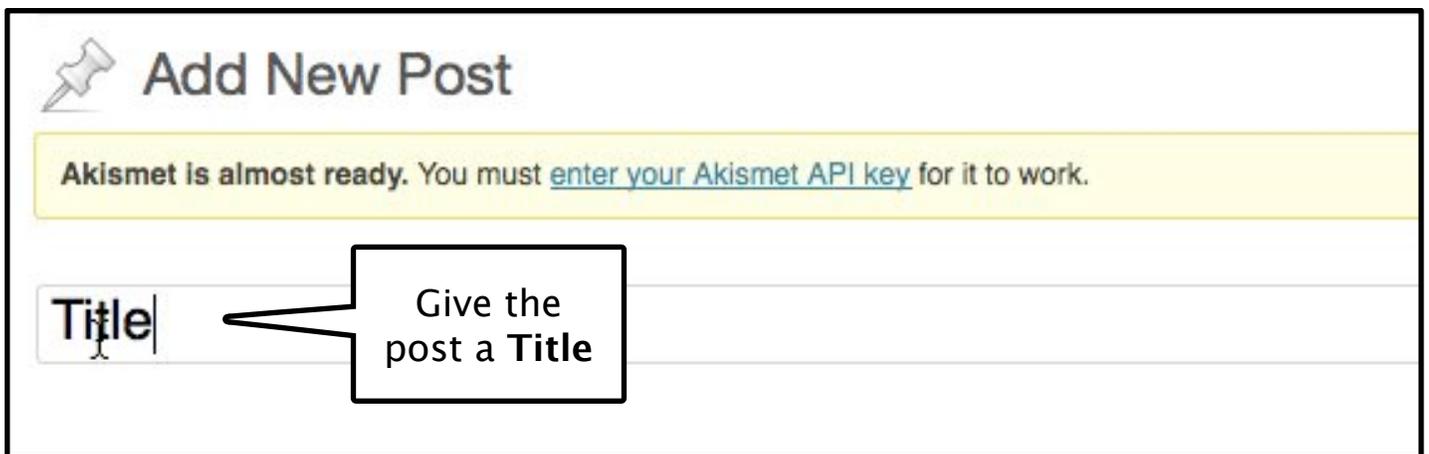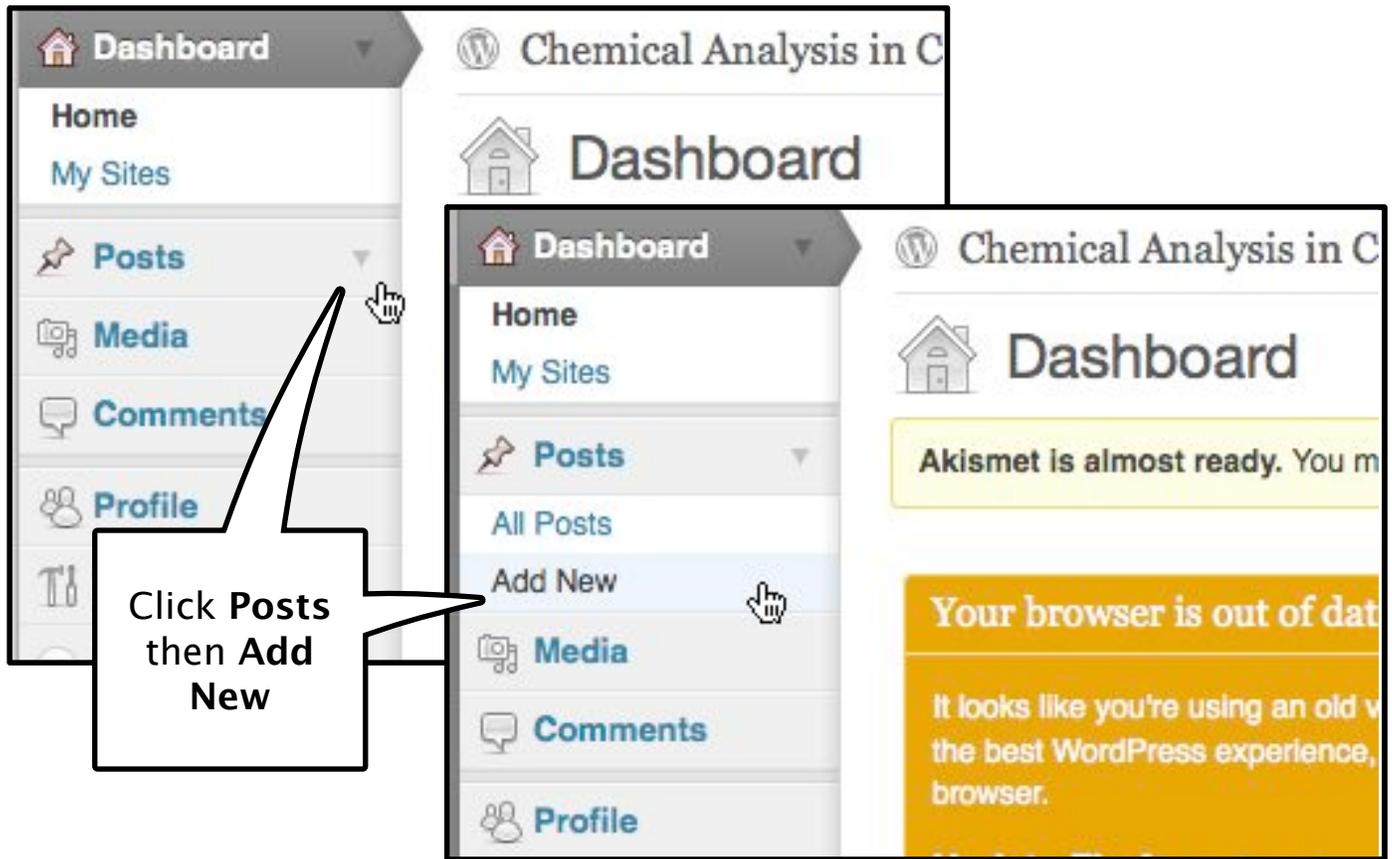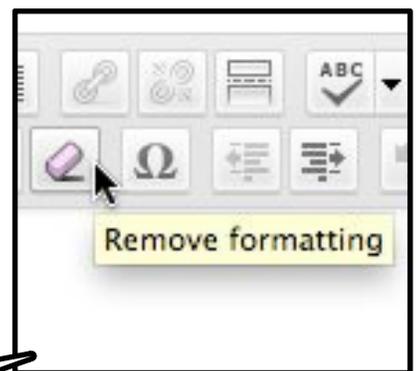
When pasting text from other sources use either the **Paste as Plain Text** or **Paste from Word** buttons. If you paste in something accidentally use the **Remove formatting** button to elliminate any bad formatting
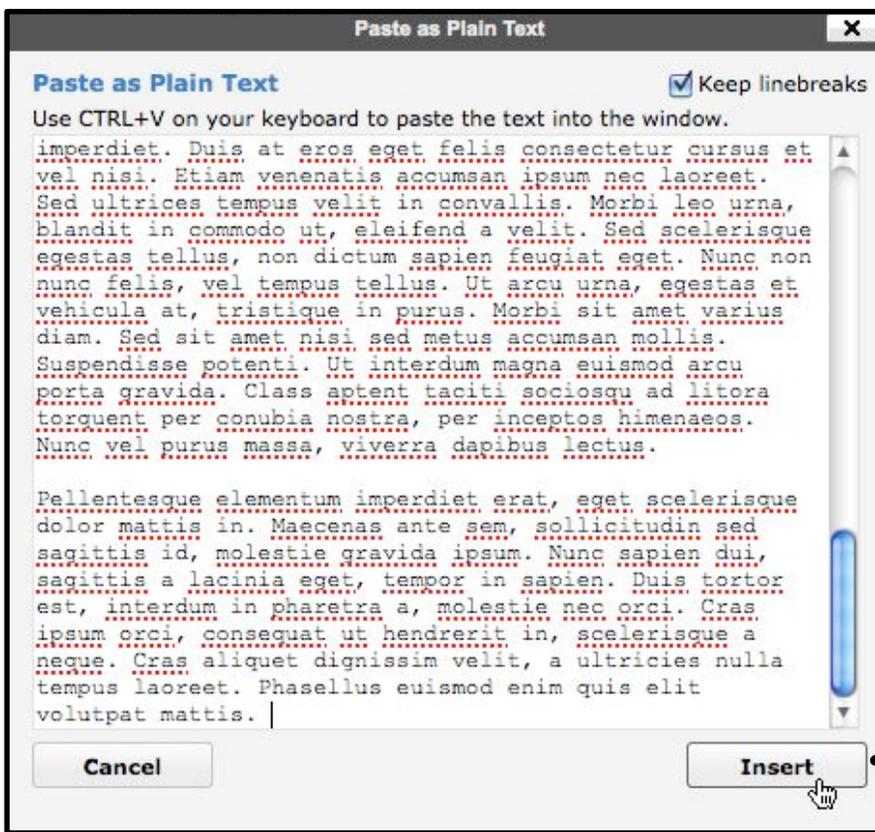
When either the **Paste as Plain Text** or **Paste form Word** buttons are clicked, another window will open in which to paste then click the **Insert** button

To add section heading select **Heading 2** from the drop down menu, for sub headings use **Heading 3**

Upon hitting return it will switch back to **Paragraph** mode

Upload/Insert 🖼 🎵 ♫ ☆   Visual

B *I* ABC ☰ ☰ " ☰ ☰ ☰ 🔗 🔗 ☰ ABC ▾ ⛶ ☷ 𝑓 Ⓐ

Paragraph ▾ **U** ☰ **A** ▾ 📋 📋 ✎   ↩

                                              Toggle fullscreen mode
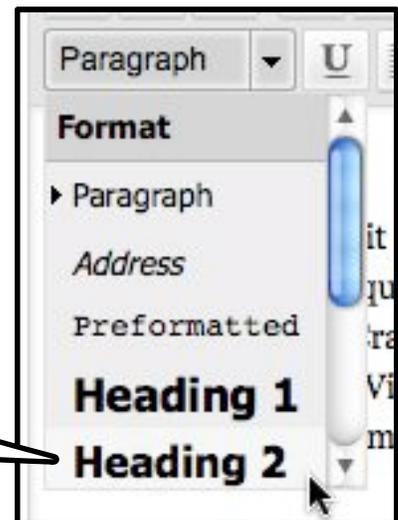
For a larger working area
click the **Toggle
fullscreen mode** button

Exit fullscreen   Visual | HTML **B** *I* ☰ ☰ " 📷 🔗 🔗 ⓘ   Save

Title

Heading

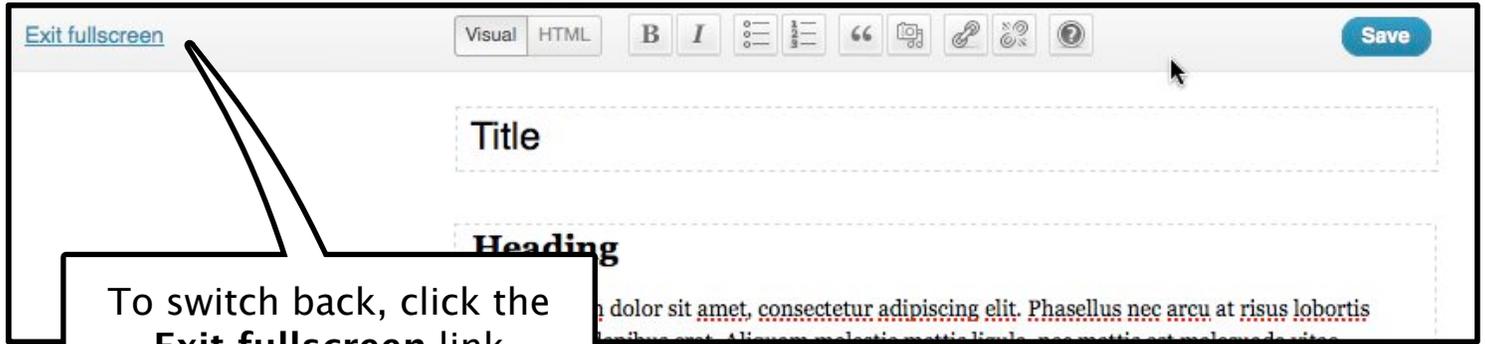dolor sit amet, consectetur adipiscing elit. Phasellus nec arcu at risus lobortis

To switch back, click the
Exit fullscreen link

Categories   ▾

All Categories   Most Used

☐ Biology
☑ Chemistry

To right of the Post section
choose the appropriate
Category and type **Tags** for
the big ideas of the Post.
Seperate the tags with
commas and click the **Add**
button.

Post Tags   ▾

demo, howto| (Add)

Separate tags with commas

Choose from the most used tags

Upload/Insert 🖼 ▢ ♫ ⚙

Visual | HT

B *I* ~~ABC~~ Add an Image

Paragraph ▾ U ≡ **A** ▾ 📋 📋

Click the **Add and Image** button to insert an image

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ↄ c ⊘

Add an Image

From Computer   From URL   Gallery (1)   Media Library

Add media files from your computer

Choose files to upload   (**Select Files**)   (Cancel Upload)

Maximum upload file size: 100MB

You are using the Flash uploader. Problems? Try the

After a file has been uploaded, you can add titles and

Click the **Select Files** button

Select file(s) to upload by blogs.dickinson.edu

Desktop

DEVICES
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- Untitled
- Macintosh HD

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- files
- All...

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- Applications
- Documents

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- Today

My Netw...rive").app
Adobe In...torial.pdf
EconomicEras.wmv
FIX SOUN...INGS.app
Screen sh...4 PM.png
titleofmovie.m4v
wellness.mov
wellness.wmv

Preview:

Name Screen shot 2011-09-16 at 7.18.14 PM.png
Kind Portable Network Graphics image
Size 2.5 MB on disk
Created 9/16/11 7:18 PM
Modified 9/16/11 7:18 PM
Last opened 9/16/11 7:18 PM

Cancel   Open

Locate the image and click the Open

File name: Screen-shot-2011-09-16-at-7.18.14-

File type: image/png

Upload date: November 16, 2011

Dimensions: 1920 × 1200

Edit Image

Type the Title of the image and Alternate Text for seeing impaired

Type in a Caption for text visible on the post

Title   * Title here

Alternate Text
Alt text for the image, e.g. "The Mona Lisa"

Caption   Fig.1-1

Description   description if needed

Link URL   http://blogs.dickinson.edu/chem141biol128/files/2011/11/Screen-shot-2011-09-16-at-7

None   File URL   Post URL
Enter a link URL or click above for presets.
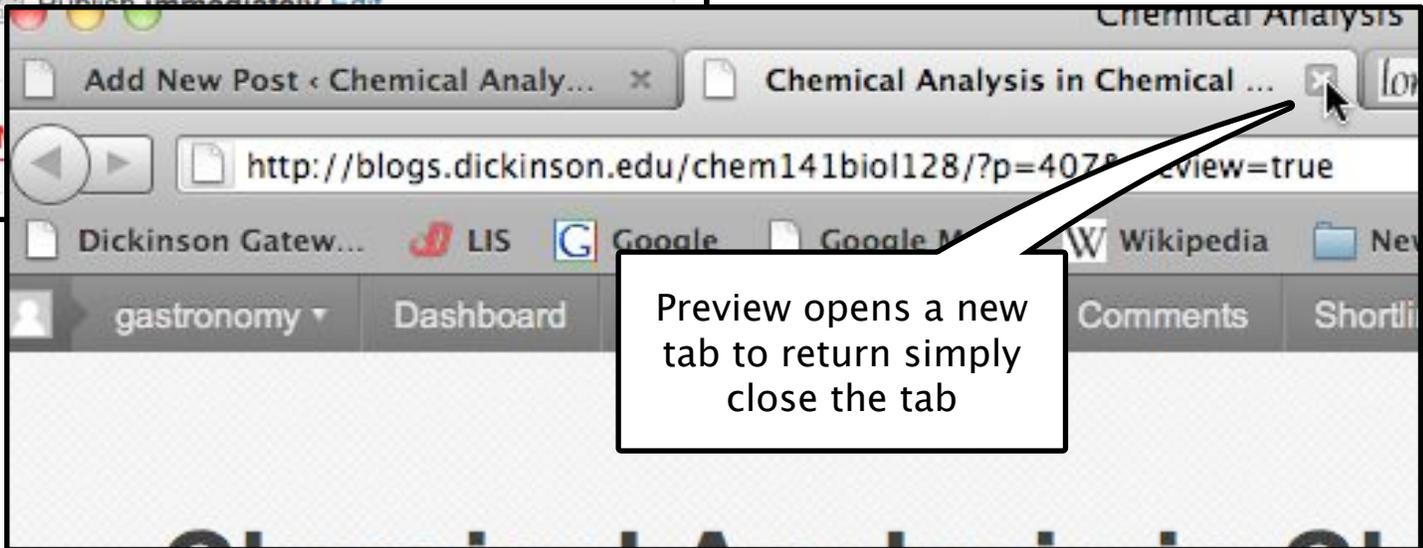
Alignment   ○ None   ○ Left   ○ Center   ● Right

Size   ○ Thumbnail   ● Medium   ○ Large   ○ Full Size
                     (150 × 150)   (300 × 187)   (560 × 350)   (1920 × 1200)

Insert into Post   Use as featured image   Delete

Select an Alignment and Size and click the Insert into Post button

Publish

Save Draft Preview

Status: **Draft** Edit

Visibility: **Public** Edit

Publish **immediately** Edit
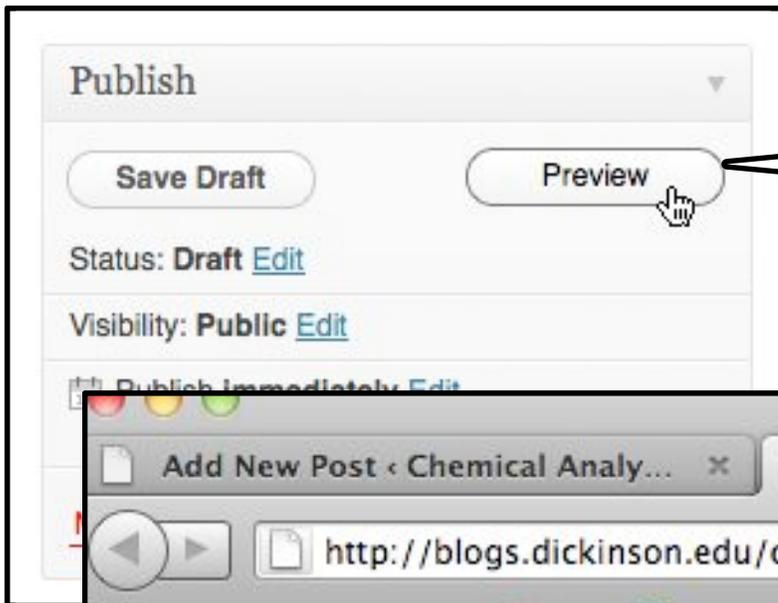
At any time the post can be previewed without publishing by clicking the **Preview** button

Add New Post ‹ Chemical Analy... ✕ Chemical Analysis in Chemical ... ✕

http://blogs.dickinson.edu/chem141biol128/?p=407... view=true

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gastronomy ▾ Dashboard Comments Shortli

Preview opens a new tab to return simply close the tab

Publish

Save Draft Preview

Status: **Draft** Edit

Visibility: **Public** Edit

Publish **immediately** Edit

Move to Trash **Publish**
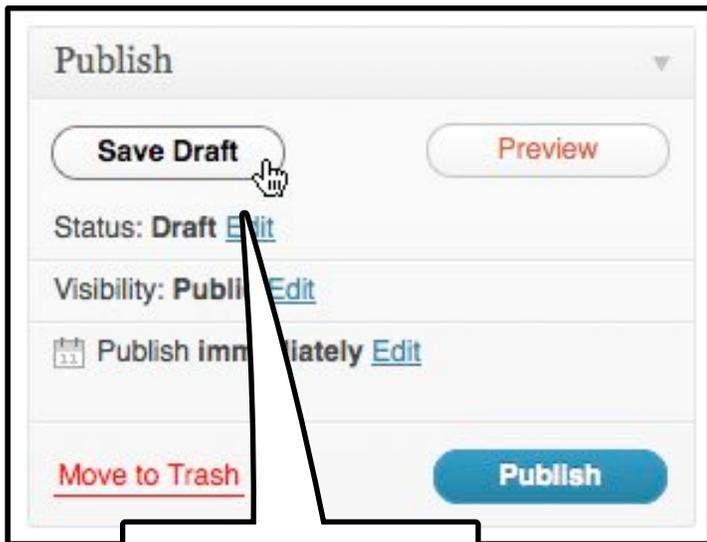
If the post isn't ready to be published click the **Save Draft** button

Publish

Save Draft Preview

Status: **Draft** Edit

Visibility: **Public** Edit

Publish **immediately** Edit

Move to Trash **Publish**
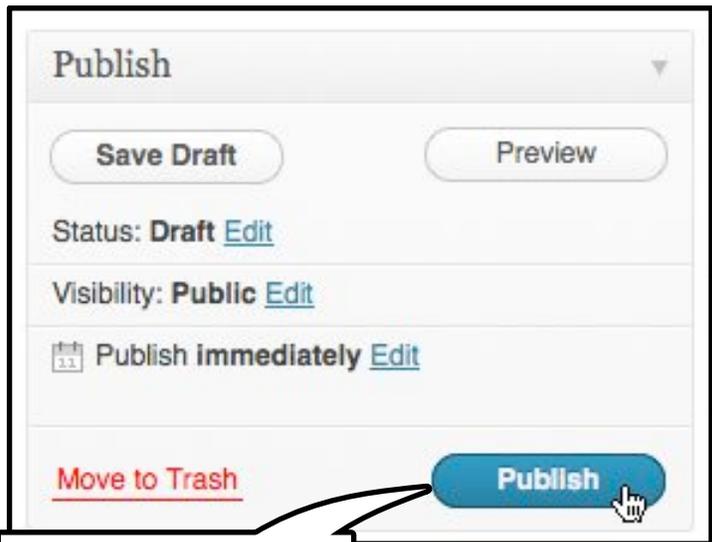
When it is ready to be published click the **Publish** button

Meta

Site Admin

Log out

Entries RSS

Comments RSS

WordPress.org

To make changes to a draft, login or if already logged in click the **Site Admin** link

Posts

All Posts

Add New

Click **Posts** or **All Posts**

All (46) | Drafts (46) | Trash (4)

Bulk Actions ▾ Apply Show a

☐ Title

☐ **Title** - Draft
Edit | Quick Edit | Preview
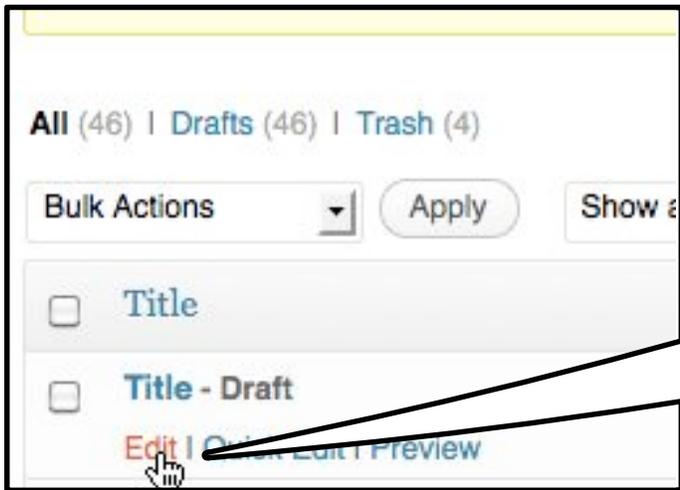
Find the post and click the **Edit** link

If you need assistance stop by the Media Center in the lower level of Bosler Contact us via mediacenter@dickinson.edu or at mediacenter.dickinson.edu