How to Post to the New Student News Blog

This online training will show you how to make new posts to the Student News blog. It automatically plays, but you can stop it, rewind, etc. at any time using the controls at the bottom of the screen.

This is the main page for The Daily Disclosure, the student news site for the Sandra Day O'Connor College of Law:
Each post has:

- A title/header
- The date the post was made
- The content (or message) of the post
Below the post content, a box that tells you in which Category the post was made, and any Tags that were associated with the post content.

**Categories**

Each of your posts will need to be put in a Category. Those Categories show up as the menu on the right. There are only a few Category buttons in the menu in this example, but as more are entered, more Categories will appear in the menu.

When you click on a Category button in the right hand menu, you will see all posts that belong to that Category. Think of Categories as over-arching topic areas. For the student news, these are areas of interest to students, such as Career Services, Student Organizations, etc.
You can search all the posts in the Search box if you are looking for particular information.

Use the Search box.
In addition to assigning all posts to Categories, you need to Tag your posts with "tag words." These are words and phrases that allow users to quickly find your information.

For example, if you are posting something for a Student Org, you will put the post in the "Student Org" category. Then, say your organization is the Federalist Society - you will tag the post with "federalist society." Anyone looking for all posts to do with that group can either search for those words or can click on that tag in any of the postings.

You can also browse posts by month in the Archives section.
You can always go back to the main page by clicking on The Daily Disclosure in the header.
So how do you make posts and assign both Categories and Tags to those posts?

First, go up to the URL field in your web browser and after the URL (http://students.lawnews-asu.org), type in `wp-admin` and then press the `Enter` key.

The whole URL is:  
http://students.lawnews-asu.org/wp-admin

You will come to a login screen - use your ASURITE as your username and the password given to you. After the first time you've logged in, you'll want to change your password.

Once you've logged in the Dashboard appears. This is where you can access all the features of the blog site.

You really only need to know how to post properly, so that is what we will cover.

Select the Posts button on the top of the left-hand menu.
The **Edit Posts** page shows all the posts after they are made. The list of posts show the title of each post, who made it, what Category it has been put in, what Tags have been associated with the post and when it was created or published.

To add a New post, click the **Add New** button near the top of the page...

Next, you’ll see the **Add New Post** window. This is where you can enter your post.

**First, type the headline of your post in the top field.**
Next, type your message content in the text window. It behaves very much like a word processor.

You can also add pictures, video and other elements by clicking on one of the icons just above the text window.

Here’s how to add a picture:

- Click the first little icon next to **Upload/Insert** just above the window where you add your content.
- This window will appear:

![Upload/Insert window](image)

In this example, we’re going to add a picture. It is like a lot of other applications - you look on your computer for the picture and then upload it.

Once it has been uploaded once, a graphic or photo will be in the Media Library tab of this window, so look there first when you need a logo or another commonly used graphic before uploading.

To upload a new picture or graphic, click **Select Files**, then browse for the picture you want to upload it and select it.
- Select a photo or other graphic
- The graphic will then appear in settings window:

In this example, I've uploaded a photo from the Jenckes competition. I can change the Title of the photo, add in some alternate text for the photo (which enables text readers for vision-impaired users to know what the photo is), include a caption for the photo, or insert a small description of the photo.

For this, we just want to give it a caption.
- Click in the **Caption** field and enter some text.
- Then, give it a better title, than just the file name by clicking and typing a new title in the **Title** field.

Then, at the bottom, you can select the **Alignment** of the graphic, or where it will appear in the post (left, right, center)

- You an also **resize** the photo or graphic you’ve upload to be a more reasonable size for the web. You should select either Medium or Thumbnail.

And then you are ready to insert the graphic into your post.

- Click the **Insert into Post** button
Now the photo appears in the post window.

Next, you want to assign the **Category** (or Categories) for the post.

Let's pretend this is a post about the Jurimetrics journal - you would put it in the **Journal Category** by click the box by Journals in the Category list.

Select the **Journals** check box in the Category list at the bottom right-hand side of the window.

Then, you'll want to put in the **Tags** for the post. Click in the **Post Tags** text field and just start making up tags!

Select the **Post Tags** field and type in any words that can make it easier for the students to find your post.
You can also use previously made/used tags by clicking on the **Choose from the most used tags in Post Tags** link. It will give a short list of other tags that get used a lot.

You want to use common tags to make it easier for students to find what they are interested in.

Also, if you start typing in a tag that has already been used, it will pop up as a suggestion under the Add Tag text box - you can choose the suggested tag by clicking on it or continue to type a tag.

Click the **Add** button to add the tags to your post. You can add as many tags as you want, or delete them by clicking the X next to the tag you’ve already picked.
The Comments section is turned off for The Daily Disclosure by default. This blog is to be used more as a communication source than a discussion. If you do want comments on a particular post, select the Allow Comments check box.
When you have your post the way you want it, with the proper Categories and Tag (these are both extremely important!!), click the green Publish button in the box near the top right-hand corner of the screen.

Slide 57
The publish box in the upper right will now show that the status of the post is Published. To see your post, click the View post link.
That's how easy it is!

This is a one-stop shop for students to get their news, so it's crucial that posts are made correctly and both Categories and Tags are applied to posts.

The admin URL for the Daily Disclosure is:

http://students.lawnews-asu.org/wp-admin