Directions for posting on the UC Weed Science blog
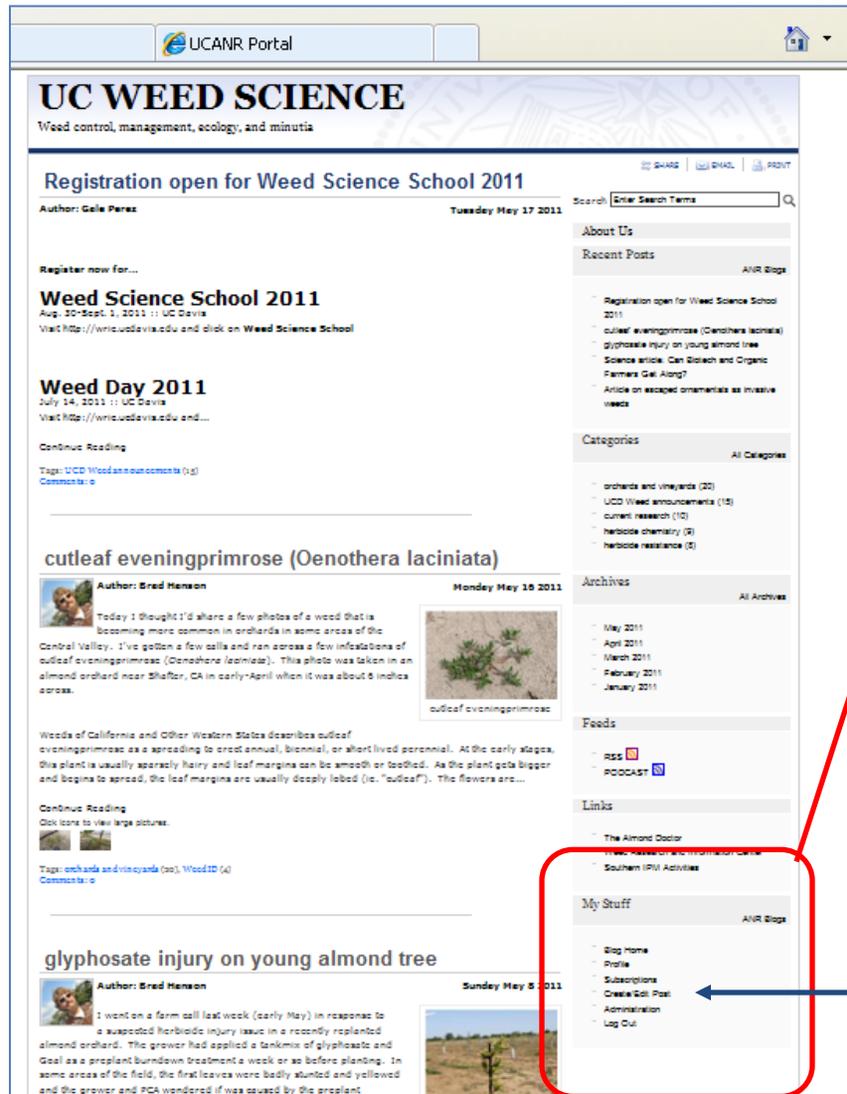
May 18, 2011 BDH


1. Go to the blog page (www.ucanr.blogs/UCDWeedScience)
   a. You can get there several ways
      i. Type the URL above into the web browser address bar
      ii. Via the button on the lower right corner of the WeedRIC page
      iii. From your ANR Portal (if I've listed you as a contributor or moderator, you should see a link to the blog in the lower center of the Portal)

2. Go to the "**My Stuff**" section

   a. You have to be logged in to UC ANR access the administrative parts of the blog. This includes posting new topics.

   b. You'll have to login to ANR or if already logged in, you can click "**Create/Edit Post**"
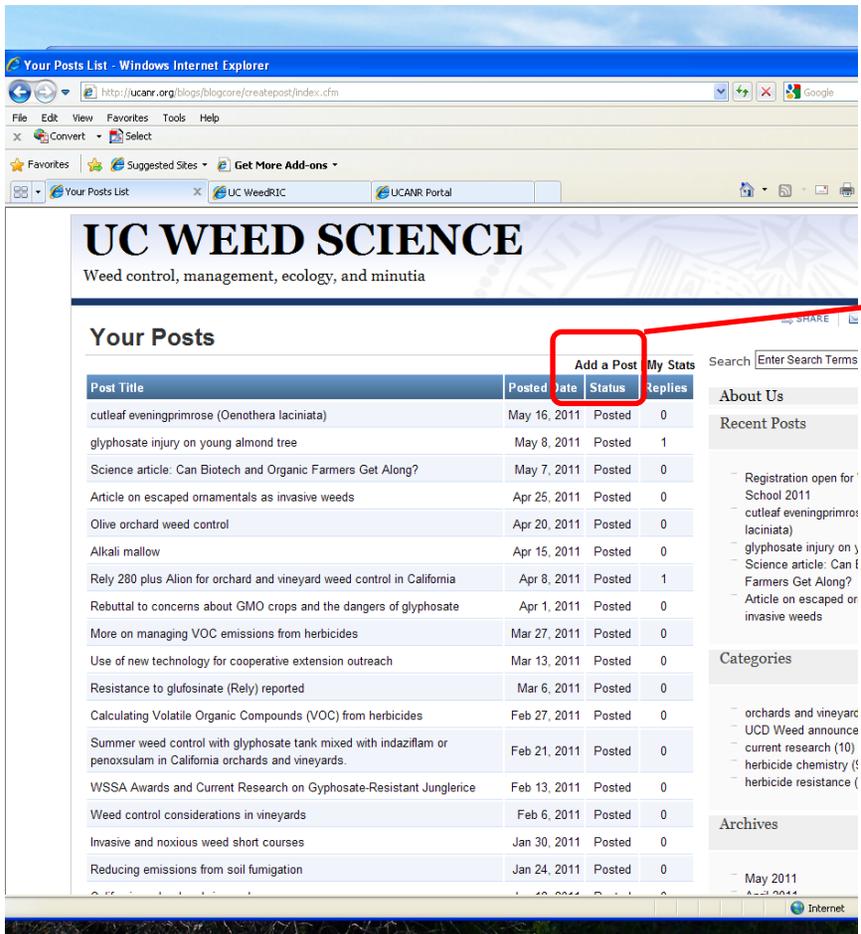
3. After you click on "**Create/Edit Post**" you will get to this screen that lists your previous posts
   a. If you have not previously posted in this blog, you will not have a list here.

4. To start a new post, click on "**Add a Post**"
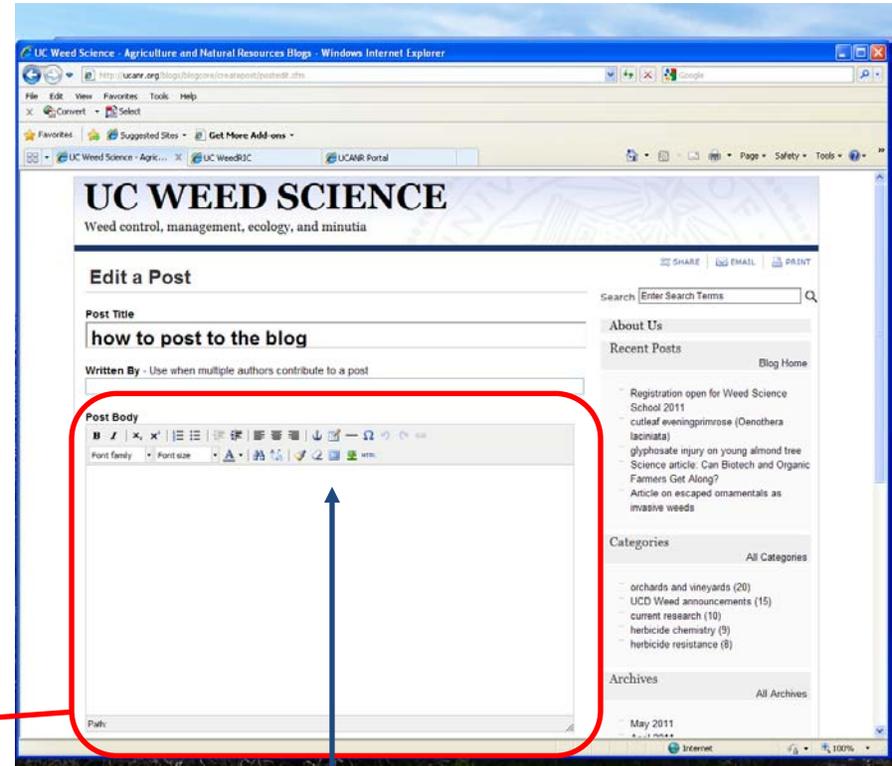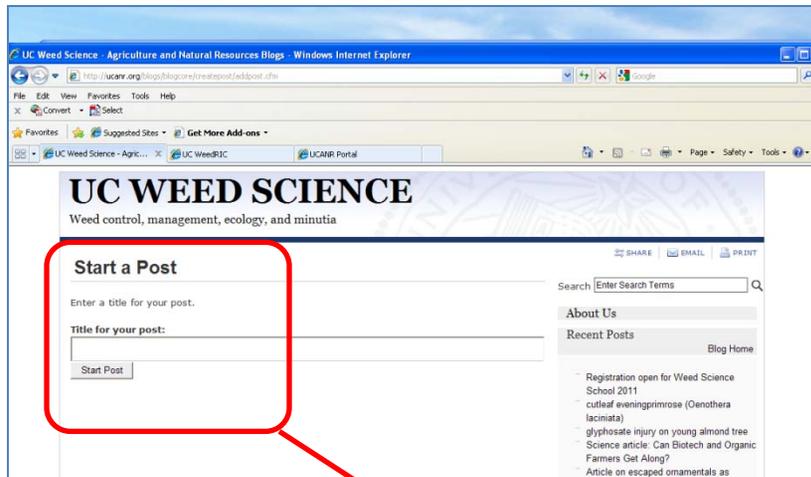
5. You will be prompted to enter a **Post Title** for your post

6. After you enter a title, you can click "Start Post" and you will go to a screen with a box to enter the **post body**

    a. You can type directly in this window or cut-and-paste information from a word processor

    b. This functions EXACTLY like the Collaborative Tools window.

        i. There are a limited number of **formatting tools** available on the tool bar above the post body. Bold, italics, justification, etc.
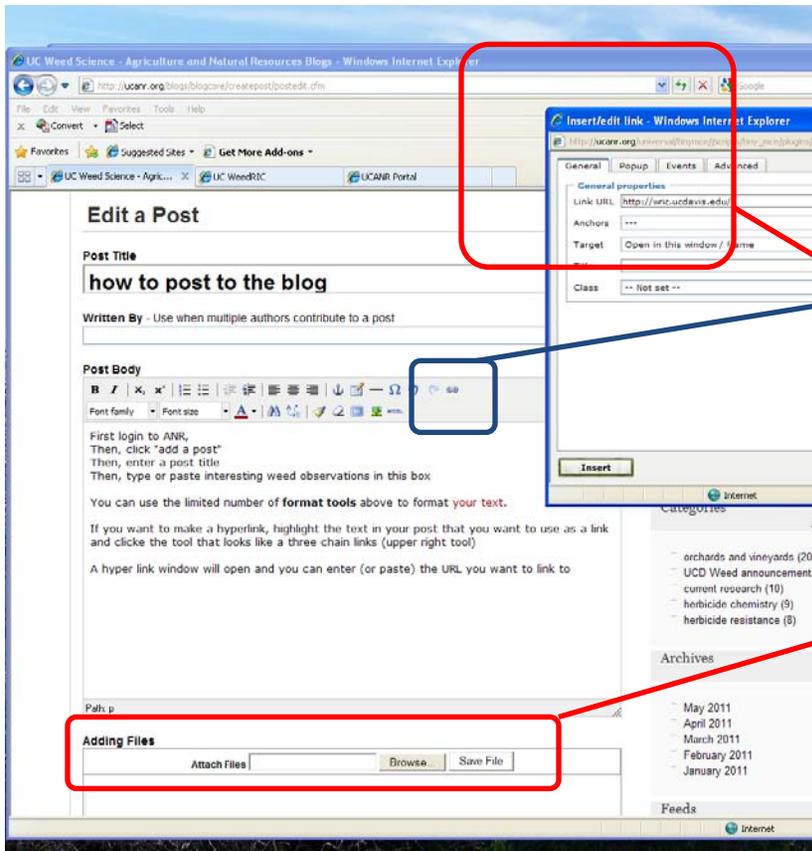
7. After you type or paste the text of your post body, you can format the text using the limited options.
   a. Formatting will NOT be transferred from your word processor. Some symbols also do not transfer well.
   b. If you want to make a **hyperlink, use the tool** on the right side of the tool bar. It is the one that looks like three chain links
      i. Highlight the text (or image) in your post body that you want to use as the link, then click on the hyperlink tool
      ii. A **hyperlink window** will open up and you can enter or paste the URL for the link

8. If you want to upload images or files, use the "**adding files**" area at the bottom of the page
   a. You may want to make images smaller. A simple way to do this is to
      i. insert the image into PowerPoint
      ii. "compress" the photo
      iii. Then "save the image as photo" with a different name
   b. If you want to show an image of a pdf, (like the first page of a paper, a figure, or similar, you can take a screen capture
      i. Get the file open on your computer
      ii. Press the "print screen" button on the upper right corner of your keyboard
      iii. Paste it into a PowerPoint presentation
      iv. Use PowerPoint to crop the image as needed
      v. Save the image as a photo
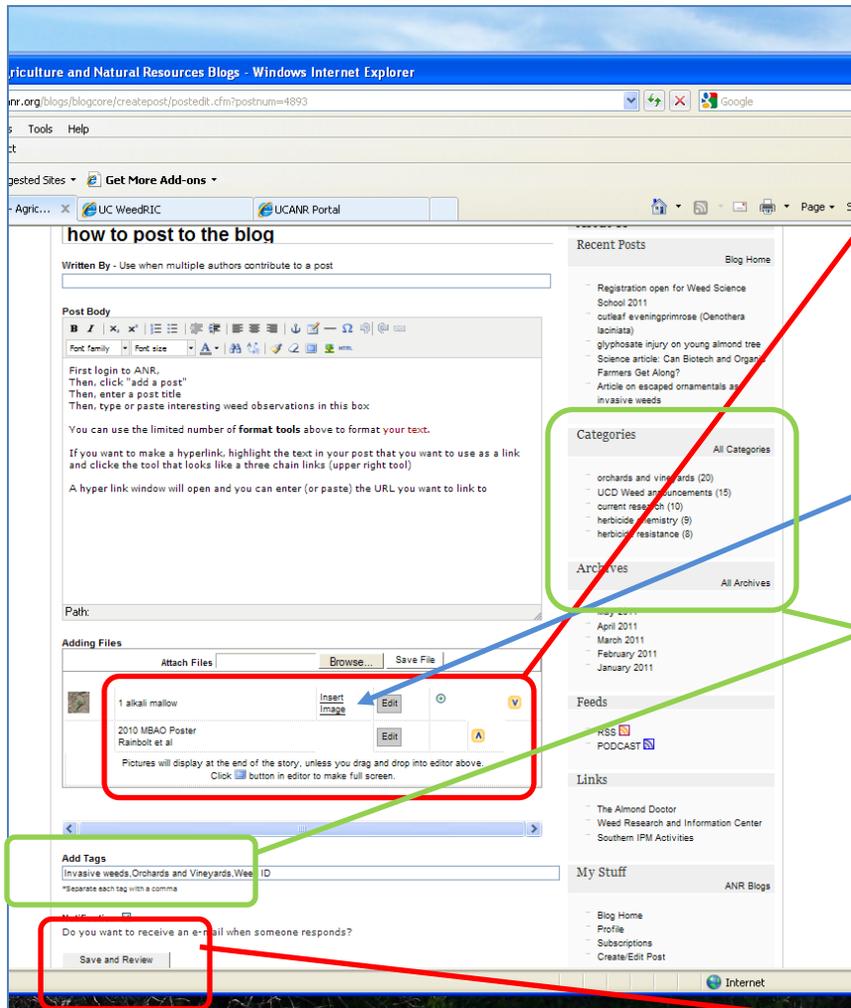
9. **Here I've uploaded** two files. One is an image called "alkali mallow" and the other is a pdf document called "2010 MBAO Poster"

   a. The image will be visible at the bottom of the post but the pdf will be a link at the bottom of the post (it will open in a new window if clicked).

   b. If you want to move the image somewhere other than the bottom of the post, move the cursor to where you want the image, then click "**insert image**"

      i. I usually put this between paragraphs so it doesn't break the sentences.

10. You should add a "**tag**" or tags to help categorize your post. Separate the tags with commas.

    a. These are the **categories** that show up on the right side navigation menu.

    b. Spelling and capitalization is important. If you use an "alternative" spelling, it will make a new category.

       i. Ie "Weed ID" is different than "weedID"

       ii. If you need a new category, enter a new tag. I'd like to limit it to a dozen or so tags if we could, otherwise it could get too cumbersome.

11. Finally, click "**Save and Review**" and review your post.
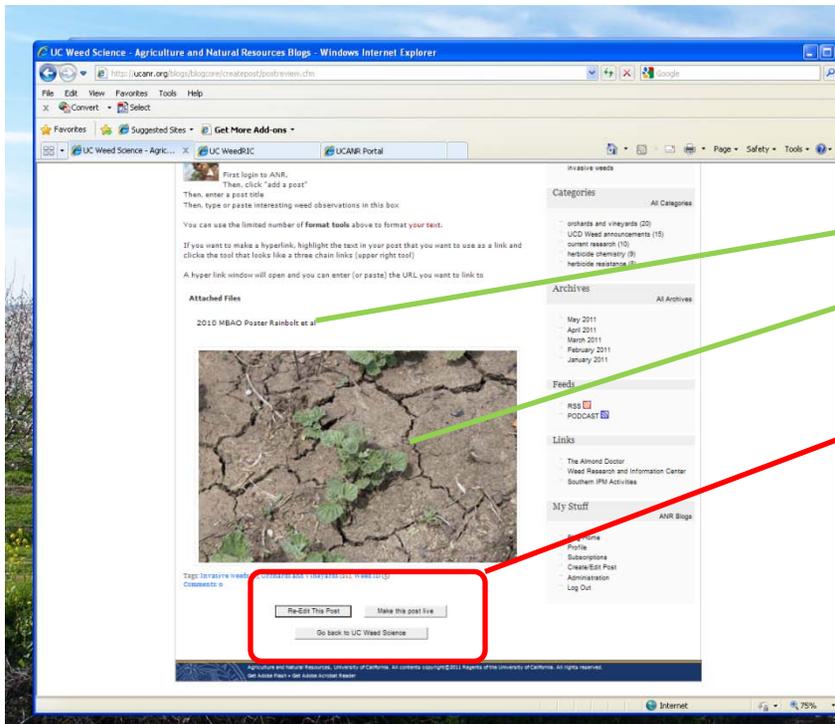
12. The uploaded files from step 11 above look like this
    a. The pdf file is hyperlinked at the bottom of the post
    b. The image "alkali mallow" is visible at the bottom of the post

13. If you are satisfied with your post, click "**make this post live**"

14. If needed, click "**Re-Edit this Post**" to make any edits.
    a. You can also do this after it is live. Post authors can edit their posts. I believe moderators can edit other posts as well but I have not tried this.

15. **Congratulations, you are a blogger!**
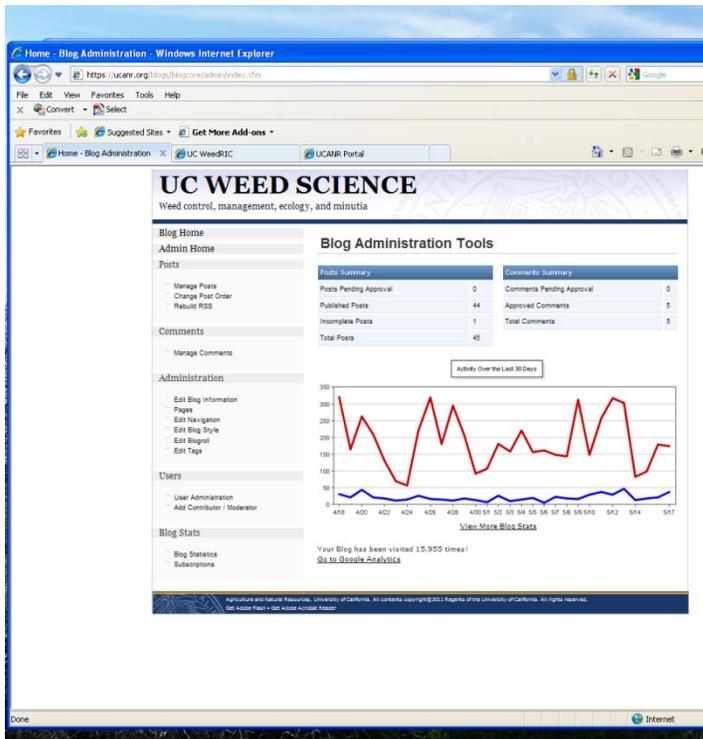
16. If you are interested, you can go to the "**Administration**" area (under "**My Stuff"** in the lower right corner) and view some simple blog statistics.

   a. As of May 17, 2011, the ANR counter said the blog had been viewed almost 16,000 times.

   b. FYI. GoogleAnalytics and the ANR counter have VERY different results. The IT folks say that hit counters are better for looking at trends rather than actual numbers
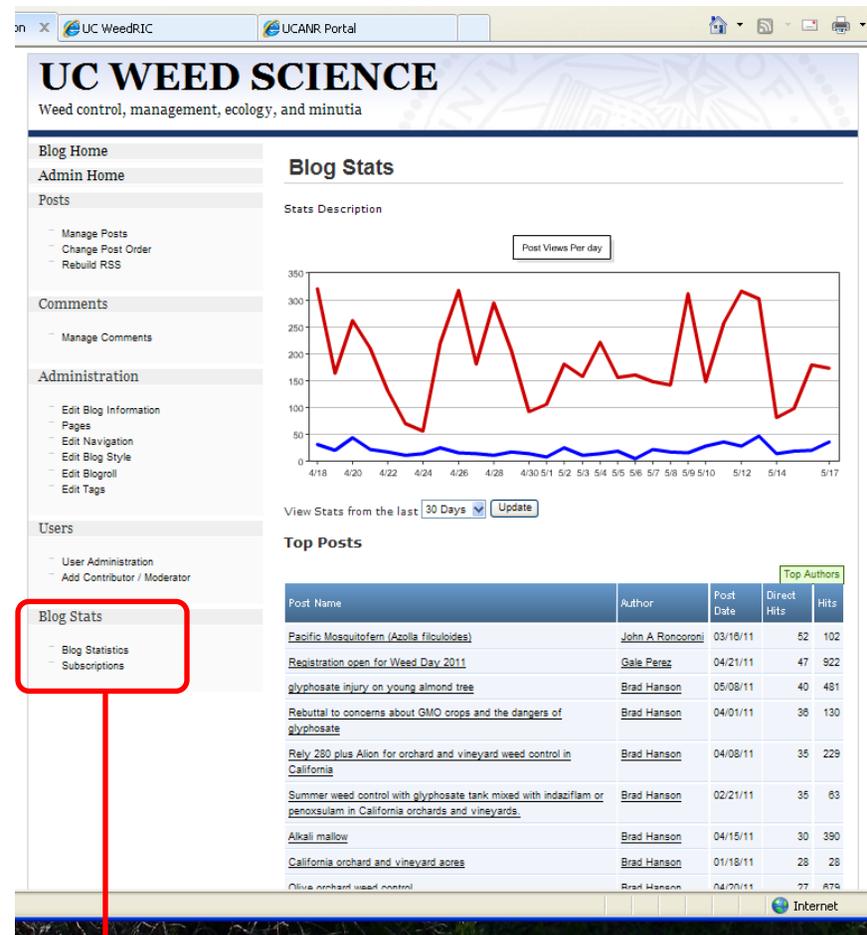
17. If you are EVEN MORE interested, you can click on "**blog statistics**" here and see how many direct hits that individual posts have had. You can also see the top authors etc.

   a. In the past 30 days, John R's post about Azolla had the post with the most direct hits – way to go John!