

# blogshop

blogging as easy as 1-2-3 (... 1,000,000)

June 03, 2003

## CREATING NEW ENTRIES

Let the blogging begin!

Here we should the basic steps for writing the content to your blog. This is all done via the MT control panels, and if you wish, you can be a prolific blogger without writing one HTML tag. But if you know some tags, toss 'em in the mix.

We will start from your MT Main Menu screen (click the **menu** button at the top if you need to get there).



Like many things on the web, there are several paths we could take. The shortest would be to click the new entry link (2). However, we want you to look first at the edit entry screen for the blog you wish to edit (If you had more than one blog you were authoring, each one would be in a box like (2)). You can get to the edit menu for your blog via:

- the blog title link (2)
- the MANAGE WEBLOG link
- selecting your blog from the top navigation menu and clicking the **GO** button.

Any of these get you to the main editing panel for the selected blog. Let's look at the parts. Note that most elements have a small question mark (?) link that will open the MT documentation for the item it is located near. Please use that often!



(1) The MT editing buttons. You can do the following tasks:

- **POST** create and manage weblog entries
  - New Entry: create a new item for your blog
  - Edit Entries: Make changes to created entries or delete them
  - Upload File: Move a file from your desktop to your web site- this can be an image file (GIF, JPEG, PNG), as well as any other document type- Word files, PDF documents, PowerPoint files. But more than just transferring the files, as we will see shortly, MT also provides the full HTML code you can copy and paste to your post to make them display or link.
- **MANAGE** control the settings and settings for your weblog
  - Templates: change the visual elements of the created web pages
  - Categories: create topic categories to organize your blog posts
- **UTILITIES** handy tools!
  - Search Entries: As you blog goes, you may find this useful to find previously written materials, maybe to help- connect new and older ideas
  - Rebuild Site: MT creates its main pages from a series of templates- with changes to templates and styles, you have to tell MT to update certain parts of your site to implement your modifications
  - View Site: opens your blog in a new window so you can see what you have done

(2) Blog Summary: provides stats on the number of posts you have written as well as the number of total comments from visitors, and the number of authors (blogs can be shared between any number of authors).

(3) Recent Entries- The most recent things written, links lead to editing screens for these entries

(4) Recent Comments- Lists and links to the locations of user comments to your blog.

Okay now that you have seen the editing buttons, it is time to write your first blog post! Click the **New Entry** link (1). You will then see the entry editing screen:

1 Title  
My Big Fat Idea

2 Primary Category  
Select

3 Entry Body  
I have this notion for a new invention. It will completely revolutionize how we teach, by introducing a new form of interpersonal communication facilitated by Norwegian fishing techniques.

4 Extended Entry (?)  
Of course, some may scoff at the feasibility of my model.  
Let them! I have ample data and research that will back up my claims. It is not as though people like those silly talking heads at Ivy League colleges have enough time to do anything besides attach new elbow patches to the cardigan sweaters.  
Here is the gist of the invention.  
Take a semi-circular piece of fiberglass, at least 3 meters wide.  
You will have to get a machine shop to lathe a three armed cylinder, which is then welded to the center mount of the armature. Solder all of the connections with grade 30 alloy and allow to dry overnight. Next you will have to connect the electrical transmitter to the battery supply. This is best done inside a room with

5 Post Status (?)  
Draft

Text Formatting: (?)  
Convert Line Breaks

Allow Comments: (?)  
Open

Allow Pings (?)

URLs to Ping (?)  
Previous pings sent (?)

6 PREVIEW SAVE

Here are the things you should know to write your posts:

(1) Create a title for the item. It can be cute or descriptive (or both!)

(2) Pick a category to file this entry in your archives (archives are automatically created based on date and category if assigned). You can create new categories from this menu (or the button on the left). If you do not want to categorize your posts, just ignore this menu.

(3) Write the "Entry Body". This is the opening to your post. Most writers keep this brief, a few sentences- everything that is written in this box is what appears on the main page of your blog. Most writes use this to write "teaser" text that should interest the reader enough to clicdk to read the full entry. You can, if you wish, to write just an Entry body if you do not have a great deal to write.

**Note: Do not enter RETURN characters in this field unless you wish to force a line break. MT will automatically interpret blank lines (2 RETURNS) as separate paragraphs, and insert the correct HTML tags. Single RETURNS will create line breaks like if you wanted to wrote like a poem structure.**

You can write HTML in this and the "Extended Entry" field if you want more formatting. Be sure to use valid HTML (no font tags) as MT uses style sheets (CSS). Basic formatting you can use include:

```
<strong>some text to make STRONG</strong> STRONG  
<em>some text to make emphasis</em> EMPHASIS  
<a href="http://www.google.com/">go google</a> hypertext link
```

As well as tables, images, lists, etc.

Note that bloggers using Internet Explorer in Windows have some HTML coding buttons near the top right of editable fields. You can use this to highlight a desired portion of text, and click the appropriate button to apply the HTML tags or convert the highlighted text to a hypertext link.

(4) The Extended Entry includes the bulk and remainder of your post. When MT creates an archived version of your post (one is filed in the appropriate date archive directory and another in a category directory if a category was selected), it appends the Extended Entry content (4) to the Entry Body (3) to make up the entire entry.

Typically, MT will take the first 50 words of the Entry Body (3) for locations in the blog where it lists lead ins to your blog posts. The "Excerpt" field can be used if you prefer to write your own short excerpt (we usually live with the first 50 words).

(5) Post Status: By default, when you create a new post, it is in draft status, meaning when you save it, the content is stored, but not added to your site. When you feel the entry is complete, select **Publish** from this menu.

You can see a few other controls here, but they are not essential for now.

At this point (assuming you have written something), you have the buttons at the very bottom to take action. If you are done with this entry (leave it as a draft (5) or set to publish, then click **SAVE**. On the first pass, you can choose the **PREVIEW** button- this will *not* display the post as the users will see it (using the design elements of the public site), but it will be rendered enough for you to proofread, check HTML tags and links. From the preview screen, you can use the buttons to save it or return to this editing screen.

### Assignment

You should have all the information you will need to write your first blog entry. This might be

a good place to write an introduction, or statement of purpose for your blog. It does not have to be perfect as you can always return and modify it later.

So create your post, preview it, and then remember to return to this screen to change the Post Status (5) to Publish. Once this is done and you have clicked **SAVE**, you should use the **View Site** buttons to check out your first blog.

Posted by alan at June 3, 2003 08:04 PM | [TrackBack](#)