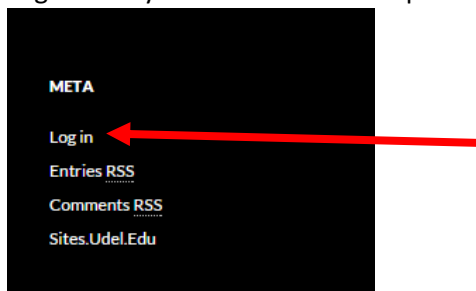


## Basic WordPress Blog Instructions

Blog Address is <http://sites.udel.edu/understand-de-ag>

You will be invited via your UDel email to be an editor of this blog. Once confirmed visit the blog address.

1. Go to blog:
2. Log in with your UDELNET ID and password. Log in is at the bottom left of the blog under META:




---

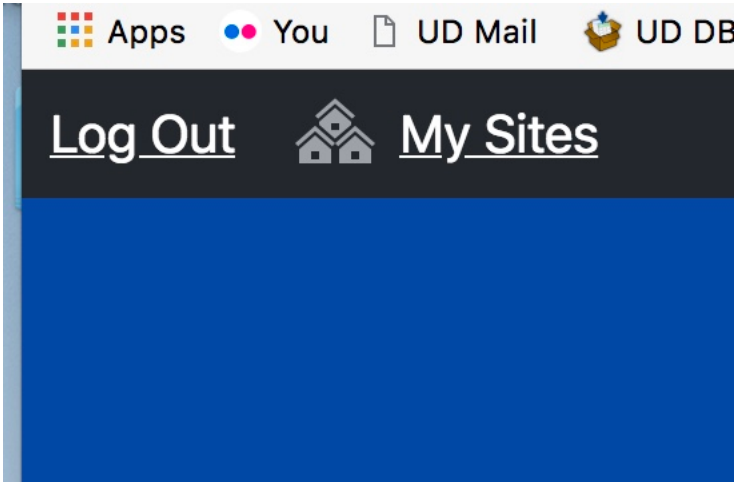
**Login with your username**

**UDeINetID:**  
 @udel.edu

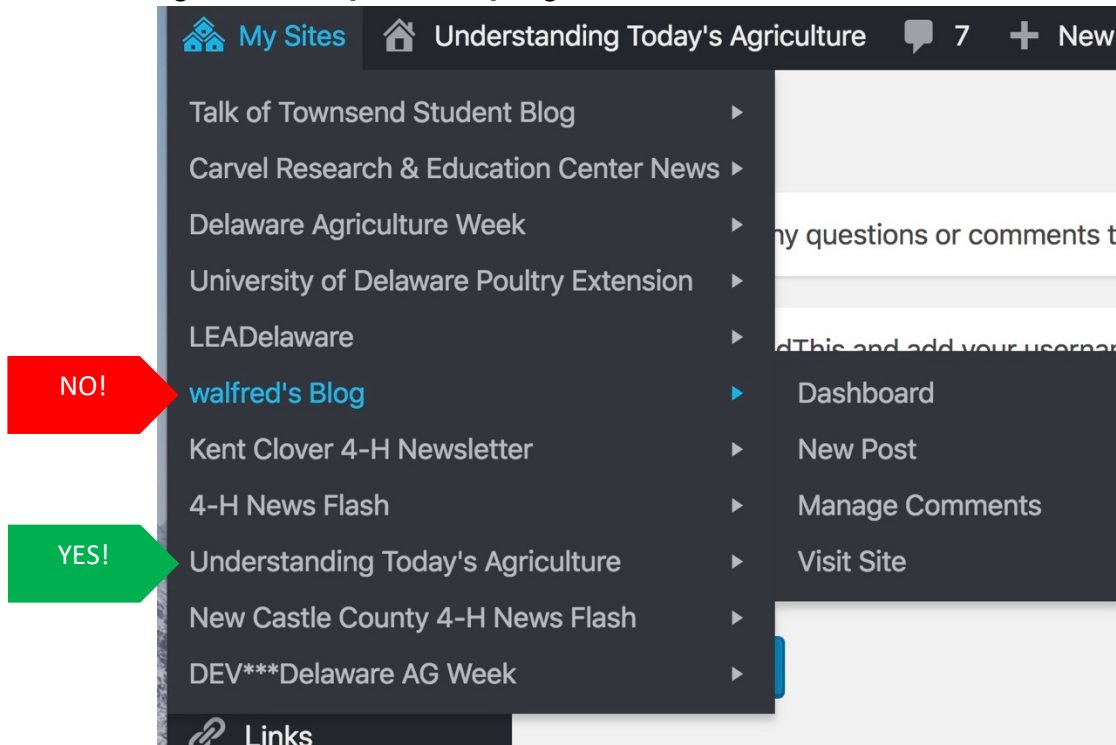
**Password:**

 **Log In**

3. Or go to [www.sites.udel.edu](http://www.sites.udel.edu) and log in that way:



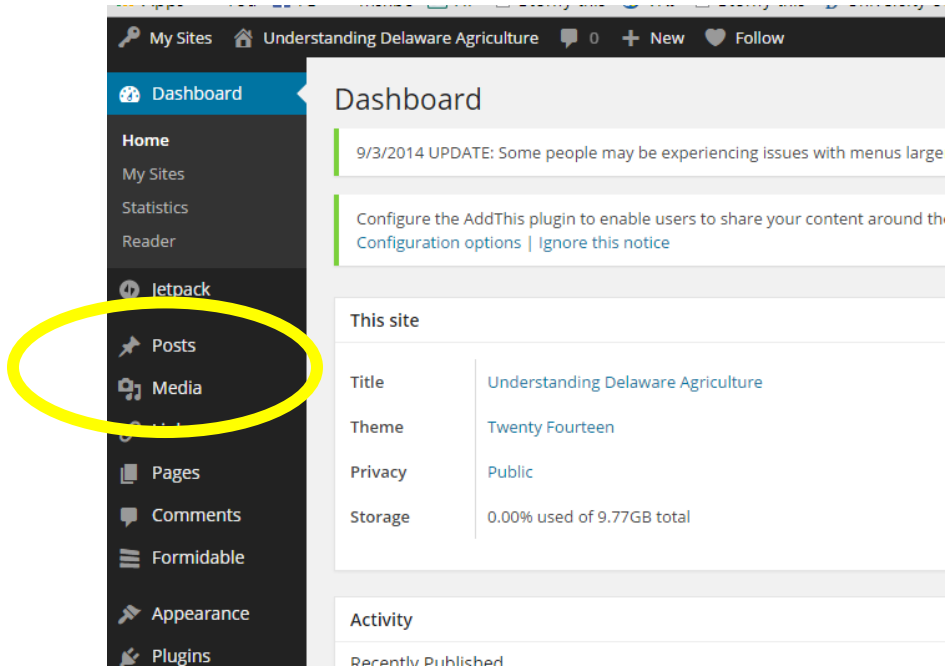
4. Stay signed in. Go to your phone and TEXT: 1-302-858-1858 and do the following. Identify yourself, **provide your email address** and say you have logged in. **You need to be actively logged in for me to activate you.** I also need to be by a computer for this to work, so timing is everything. Please text at a reasonable time (M-F) 8 am to 9 pm). My responding to you over the weekend depends on what I am doing – in a car, at the beach, sleeping) so in some cases we might have to try more than once!
5. Once I activate you, refresh browser. You should see two options. 1. Understanding Today's Agriculture and [Your Name] Blog.



Note: In the above list you see all the blogs I administer or edit. You will only see **two**! Do you see “walfred’s Blog” in red? Sites will automatically give you a personal blog platform. That is yours to do with as you wish, but for the purposes of this class, **DO NOT USE YOUR PERSONAL**

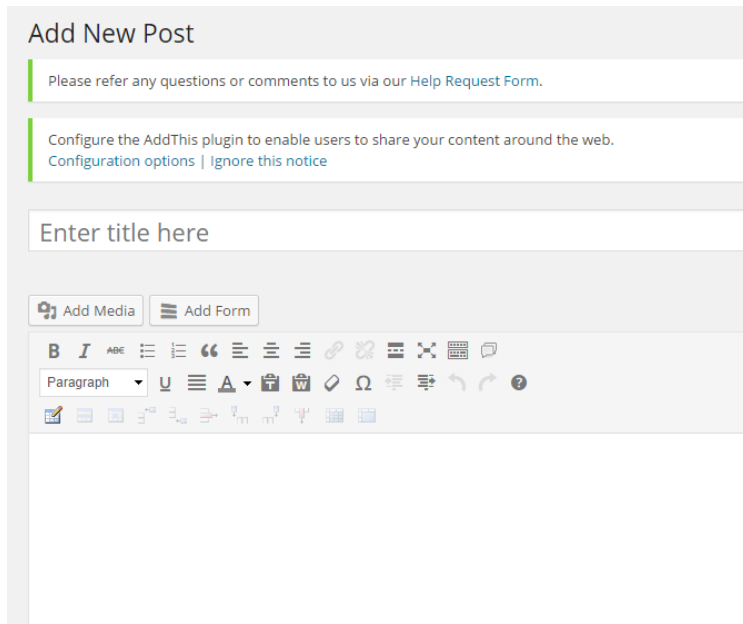
BLOG!!!!!! If you post assignments in your personal blog, they will not be seen by me or your professor. We do not have access. They cannot get graded if they cannot be seen.

6. This will bring you to the Dashboard. It will look something like what is below. I have more options because I am the administrator.




You only need to worry about POSTS and MEDIA!!!

7. Click the pushpin or “Posts” to make a new blog entry. Use “Media” to upload photographs
8. As an editor, you can add new posts or edit a previous post. All actions are recorded by WordPress. For a new entry click Add New Post
9. The blog post editor is very similar to an email interface. You enter a title. That usually becomes the url of the blog post, but you can edit this if you want to.



10. Above the Bold and Italic you will see an **Add Media** button. Click this to upload any photos.
11. To the right, you will see a **Publish** tool bar as well as options for tags and categories. You may save your blog as a draft and come back to it later, or you may publish. Before publishing, add tags. These are simple keywords – “poultry” “cow” “corn” etc.
12. Please select a category. “Delaware Agriculture” will be the default category, but you can select others if they apply to your post.
13. Upload media the same way you would any photo to a website. You may retitle the image on the right. This does not show up, but naming it does help to search for it later.
14. Captions are optional and they show up under the photo. You can caption the photo here, or you can write a sentence or two about the photo and simply insert it. It is up to you! Please give photographers or photo sources credit.
15. The photo will insert approximately where your cursor is - you have the option to make it left, right or center. You can change the size. Medium is a safe choice. You can always go back and change it later.

**ATTACHMENT DETAILS**



nose-2kaquyy.jpg  
 September 4, 2014  
 874 × 555  
[Edit Image](#)  
[Delete Permanently](#)

Title

Caption

Alt Text

Description

**ATTACHMENT DISPLAY SETTINGS**

Alignment

Link To

Size

In the blog editor, you can change the way your picture appears, delete it and re-insert it if you don't like how it landed in the blog. Clicking the red circle will delete the photo. Clicking the image icon will open up the editor:

*was an interesting shot of watermelons in the field as the fog began to lift. Delaware and Indiana are the two highest producing states for watermelon crops in the northern U.S.*



*Photo by Lori Ockels*

When you are in the blog editor mode, click on the picture to delete it or alter how it appears in the blog. If you upload the picture once, you do not have to upload again. It will be in the Media Library.

You can change the orientation to left, right, center, change the caption, and adjust the size.

Once the blog is posted, you can go in and edit it at any time. Leave a comment and share the post on your social networks, which we hope you will do!

## Sharing a link!

If you want to share a story about Delaware Agriculture-related topic, website or story, doing so works just like email.

You can type in a phrase that goes to a link, or you can type in the whole url. It is up to you. In the same line as Bold and Italics, is a link icon and broken link icon. It works the same way as email. So you can say:

“I saw this [lima bean story](#) on Delaware online and wanted to share it with the class. Highlight *lima bean story* click on the link and type in the url address after the http. Please click the option “Open link in a new window/tab”

If you highlighted the text in the editor you want hyperlinked, you do not need to add the title.

Insert/edit link

Enter the destination URL

URL

Title

Open link in a new window/tab

▼ Or link to existing content

Search

No search term specified. Showing recent items.

Welcome to Understanding Delaware Agriculture	2014/08/28
Course Flyer	PAGE

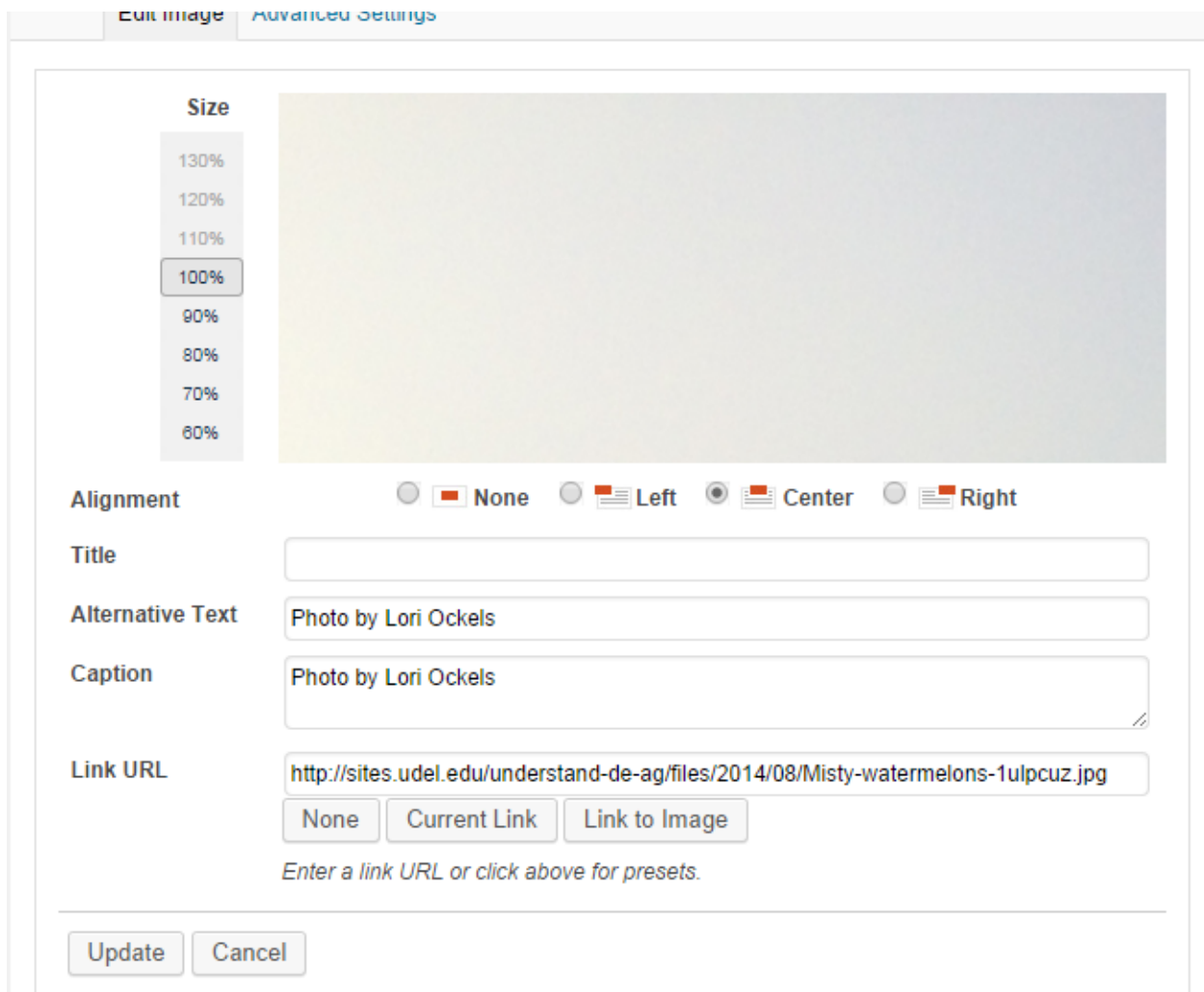
Cancel

Or, simply copy the url address in the window and it will appear as a title:

“I saw this story on lima beans in the News Journal and wanted to share it with the class:

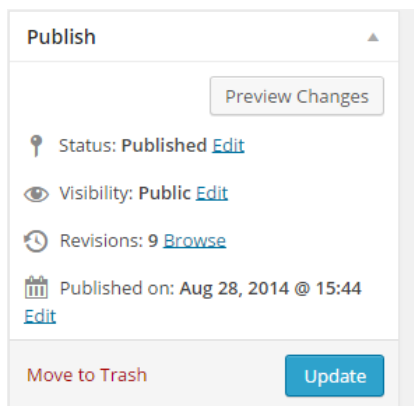
<http://www.delawareonline.com/story/money/business/2014/08/30/tiny-lima-beans-pack-big-punch-delaware-farmers/14755063/>

I didn't realize lima beans were such an important crop in Delaware!"



The screenshot shows the 'Advanced Settings' tab of a WordPress image editor. It features a 'Size' dropdown menu with options from 60% to 130%, where 100% is selected. A large preview window shows a blurred image. Below the preview, the 'Alignment' section has radio buttons for 'None', 'Left', 'Center' (which is selected), and 'Right'. The 'Title', 'Alternative Text', and 'Caption' fields all contain the text 'Photo by Lori Ockels'. The 'Link URL' field contains the URL 'http://sites.udel.edu/understand-de-ag/files/2014/08/Misty-watermelons-1ulpcuz.jpg', with buttons for 'None', 'Current Link', and 'Link to Image' below it. A note at the bottom of the settings area reads 'Enter a link URL or click above for presets.' At the very bottom of the editor are 'Update' and 'Cancel' buttons.

If you make any changes to the blog, click UPDATE on the picture editor above and also the BLUE UPDATE on the blog post itself.



The screenshot shows the 'Publish' sidebar in WordPress. At the top is a 'Preview Changes' button. Below it, the post status is 'Published' with an 'Edit' link. The visibility is set to 'Public' with an 'Edit' link. There are 9 revisions, with a 'Browse' link. The post was published on 'Aug 28, 2014 @ 15:44' with an 'Edit' link. At the bottom, there is a 'Move to Trash' link and a blue 'Update' button.

If this process is confusing, you may send your assignments, thoughts or reflections, along with a picture (or without) via email to Michele Walfred [walfred@udel.edu](mailto:walfred@udel.edu) and she will post it for you! We don't want this to be stressful! We are looking for thoughtful posts, but we want them to be fun, and casual too! We want to hear from you, so we will be glad to post on your behalf if you find WordPress difficult!

If you post pictures or thoughts on social media, please use #FarmDE and if you have room, #UDEL

### Some ideas for blog posts:

- A farm scene you walk or drive by. Include two sentences about what made you take the picture. How it might relate to something you discussed in class
- News article – please provide link
- Screen shot of an agricultural topic
- An example of pro or anti agriculture
- Visit to a Farmer's Market or grocer
- You and your friends on the AGRI130 field trips
- If you are an ag major – things you are learning at UD CANR
- Share a YouTube video that is topical and appropriate
- Comment on classmate's notes

Please feel free to text **HELP with WP** to 302-858-1858 if you are in the middle of something and think you messed it up. Ms. Walfred will do her best to get right with you and solve the issue!

### Final Comments:

Once you hit publish, you will not see it live yet on the blog. Mark or Michele will be notified that you created a post and it will be published by one of them.

Once published, they are public. They will be connected to your name as it appears on your UDel email.

Please make an effort to get everyone's name correct, particularly guest speakers who will likely read your comments. Their names are typically on the handouts you receive. Don't assume spelling. A simple name like Brian could also be spelled Brien or Bryan. Former Delaware Secretary of Agriculture is Ed Kee, not Ed Key.