

POSTING IN WORDPRESS

Things change in Wordpress so please let us know of any errors.

1 **First login to the blog (we give students *author* privileges)**

The WordPress Dashboard page appears. Its tabs include:

<i>Dashboard</i>	WordPress advice on use and general information
<i>Posts</i>	Write a post
<i>Media</i>	Ignore for now
<i>Comments</i>	Ignore for now
<i>Profile</i>	Insert your name, change your password, etc.

2 **To make a post**

- 1 *In site admin* click *Posts*; click *Add new*
- 2 Write a brief *Title*, then your *Post* text (keep it short)
- 3 Check one or more category in the box below the window (If you are posting your team's project work, check your team's project box, not the general *PROGRESS POSTS* box, and check also the stage (*Design development*, for instance)
- 4 Click *Publish* to the right of your post, then *Visit Site* to see how it looks. (If you click *Save Draft*, the file is saved but will not appear on the blog)

3 **To use the [more] tag**

If your post is long, it's best to put only the first few lines in the list of posts, so readers of the Posts page can easily check all new posts.

When writing your post, click *HTML*. In your post, put the cursor where you want the break. Click *more* button, then *Save*. When you publish it, on the main posts page you will see just the first words; when readers click [*More*] they are taken to a single page with the whole post. You can compose this as a single page, without the distraction of all the other posts.

4 **To include an image or file in your post**

Please keep all uploaded files small on principle. The absolute maximum is 25MB.

- 1 Change the file's name on your computer to include only letters, numbers, full stops and underlines – no spaces or other punctuation and characters – and add a suffix like .pdf or .doc (if not, bad things happen!)
- 2 Put your initials at the start of the filename. This allows you to find your images in the gallery more easily. E.g: gcs_mypicture.jpg
- 3 Insert the cursor in the post text where you want the file to appear
- 4 Click the appropriate icon next to "Add media" above the post window
- 5 For **images**: click *Choose files to upload*. Put a title which will appear when the user rolls over the picture. Put a caption if you wish. Click *None* if you are want the picture full size. Click *File URL* if you want a thumbnail; this opens the picture in a new window. Click *Post URL* to enlarge the image in a post window (not recommended)
- For **files**: click sun (*Add media*) icon. Choose a file (e.g: .pdf or .doc). When it is uploaded put a title. These words will appear in the text as a link. Click *Link to file*
- 6 Insert the cursor where in the post text you want the file to appear. Click *Insert into post*. The link will be automatically inserted in your post text
- 7 Click *Publish*, then *View Site* to see how it looks.

Please note:

If you upload a .pdf file, when readers click on it, in the Safari browser it loads directly into their Internet browser window. But if you upload a .doc file, for instance, it uploads to the user's upload folder and they must find it and open it from there—less convenient

The facility to align pictures left or right is new and does not work yet with our template. See the TOOLS site for the HTML code to align pictures

Find out more at:

http://codex.wordpress.org/Writing_Posts http://codex.wordpress.org/Using_Image_and_File_Attachments

To style your post, use the simple style buttons on the Write page (except in Mac Safari), or HTML tags – see: http://codex.wordpress.org/Write_Post_SubPanel

5 **To include Flash files** (thanks to Yaniv Steiner: this uses the great Kimili Flash Embed plugin):

- 1 Create and test your Flash file locally.
- 2 Note the movie height and width
- 2 Upload your .swf file (ensure you have a good preloader if the file is larger than 50k)
- 3 After the upload you will get the file link name: copy it

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- 4 Place the cursor where in the post text you want the Flash file to appear
- 5 Write down this syntax:

```
<kml_flashembed movie="MYFLASHFILE.swf" height="250"
width="400"></kml_flashembed>
```

- 6 Replace "MYFLASHFILE.swf" with the file link name you copied. Replace the height and width numbers with your movie size.

6 **To include QuickTime files** (thanks to Massimo Banzi and Yaniv Steiner):

- 1 Upload the file using the *Add media* icon
- 2 Click *Browse*. Select the .mov file. Click *No Thanks* to creating a thumbnail
- 3 Click *Upload File* and wait (wait time is proportional to file size)
- 4 When the upload is complete, copy the URL returned at the end (e.g: iuav/files/example.mov)
- 5 In HTML view, place the cursor where in the post text you want the movie to appear. Type this fragment of HTML code:

```
<embed src="movie.mov" width="320" height="240" autoplay="false">
```

(if you add loop="true" to the previous tag, the movie loops forever)

- 6 Replace *movie.mov* with the URL you got from the upload page, and the width and height values with the width and height of your movie
- 7 Save your page. Your movie should appear
- 8 To start playback, click on the movie.

7 **To embed a YouTube video** (this uses the Easy Tube plugin to avoid problems with the YouTube embed code):

- 1 Go to the YouTube video you want to embed
- 2 Copy the whole URL from the top of the browser window
- 3 In your post, click where you want the video to appear
- 4 Put between square brackets [] the following code:

```
youtube:URL
```

e.g. [youtube:http://www.youtube.com/watch?v=kCHbJ1ckL58]

(leave no space between brackets and text). If you want to set the size of the video, put this:

```
youtube:URL WIDTH HEIGHT
```

Specify the width and height in pixels you want for your video. E.g:

```
[youtube:http://www.youtube.com/watch?v=kCHbJ1ckL58 200 150]
```

8 **Cutting and pasting code**

NEVER cut and paste code from a Word document or other word-processing programme into WordPress. There are often hidden codes that break the HTML. Cut and paste it first into a programme like BBEdit, TextWrangler, Notepad or TextEdit; these programmes give pure text (and are free). This is what happens in Word, for instance.

Amanda Rezza (b. 1986, Biella, near Turin) gained her first degree in Virtual and Graphic Design at Politecnico di Torino. She worked for two years as a graphic designer at advertising agency Kutcommunication, Turin, and in 2010 began her first year of the Masters programme in Visual and Multimedia Communication, Faculty of Design and Arts, Università Iuav di Venezia. She was finalist at 2009 European Design Award, brand logo category, a project published in 2010 in the graphic design magazine Gallery. Her interests are graphic design, art and science.
amanda.rezza[at]gmail[dot]com

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<strong>Amanda Rezza</strong> <span style="font-family: Verdana;
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Communication, Faculty of </span><span style="font-family: Verdana;
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</span><span style="font-family: Verdana; line-height: normal; font-
size: small;"><em>amanda.rezza[at]gmail[dot]com</em></span>
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