# Using the Service Focus blog

Logging in

The Service Focus blog is hosted on the McGrawCommons Wordpress platform which grants access based on Princeton netids. To add posts to the blog, you will be required to log into the site using your usual netid and password. You can do so, by scrolling to the bottom of any page on the site and clicking the '**Login**' link in the bottom left. Logging in should take you to the Wordpress editing interface called the Dashboard. It should also place a black bar across the top of your screen proving quick links to navigating in and out of the Dashboard and adding new content to your site. It is believed that all participants of Service Focus have been added as editors to the site, if you are not able to log in for any reason, please contact Ben Johnston at benj@princeton.edu to be added to the site.
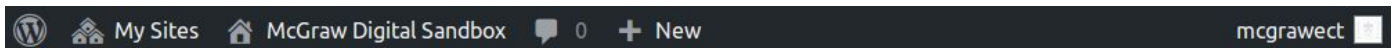

Add a post

Content is generally added to a Wordpress website in the form of Posts. **Posts** are what people generally think of with blog publishing, tending to be shorter, timely, and associated with the date they were composed. Posts are often displayed on the front of a blog in chronological order but can just as easily be reconfigured to be ordered by tag, author, or by category. Wordpress also allows for the creation of **Pages** which are usually associated with more static content, such as an "About" page. Creation of Pages is usually restricted to site administrators such as the course instructors, but this can be changed based on the needs of the website authors.


To add a Post to your website**,** select **Post** from the left hand menu while in the Dashboard, and then click on the **Add New** link. You will also find a button titled **+ New** in the black bar across the top of the screen. On this page, you can add a title and write the main body of your post. Because of the large number of Service Focus cohorts, a categorization scheme has been added to the site to help organize the posts. Look to the right hand sidebar of the editing screen and find the **Categories** section. Place a checkmark next to the cohort to which you belong and click the Publish button to add your post to the site. (Note that you may also save the post in 'Draft' mode before actually publishing it to the site.) After you have published your post, you can see how your new post or page looks on your site by clicking the **Preview** button or **View Post**.
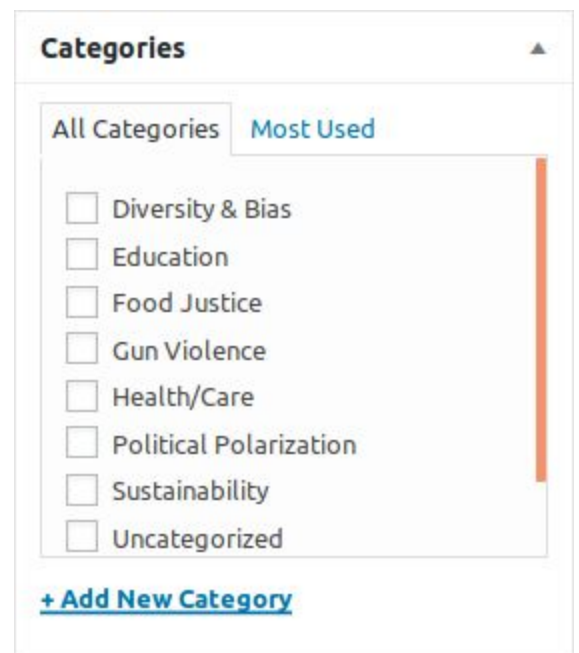
Existing posts on the site can also be edited. Click on Posts in the left-hand menu to see a list of all the Posts. Hover your mouse over the title of the post you would like to edit and select **Edit** from the short list of links that appears.

Tags

WordPress allows you to attach tags to posts. While categories provide top-level organization to website content, tags can be used to give more fine-grained descriptors and provide readers to ways to view content more specifically. As a blog author, you can add any tags you wish to your posts. Similar to the addition of categories, you should find a Tags section in the right-hand sidebar allowing you to add and remove tags.
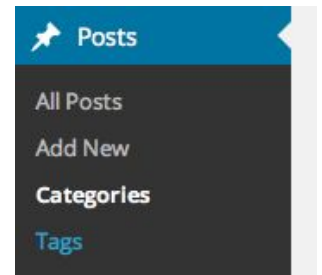
Adding images, documents, video, and audio

Just above the main text area in the post and page editing interface, you will find an **Add Media** button. Clicking that button opens a new window allowing you to upload and add images, audio, and video to the website and to insert media into your posts or page. Many types of files can be added the site, including images, video files, audio files, and PDFs. Media can be added from your computer, or selected from the collection of files you already have on the site (Media Library). You can also create an **image gallery** by selecting 'Create Gallery'. Additionally, posts can have what is termed a **Featured Image**. A featured image is usually displayed as a decorative banner across the top of the post and serves simply to provide descriptive context for the content of the post.
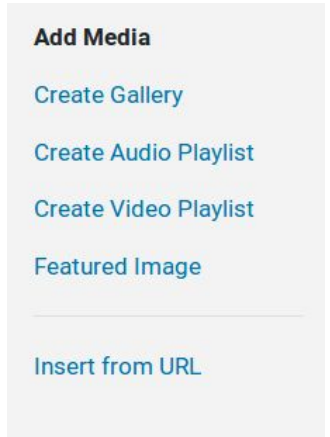
Comments

The Dashboard also gives you access to a list of comments that have been added to the site. The **Comments** menu on the left-hand side of the Dashboard lists the comments and allow you to edit any of your comments. Depending on how to site administrator has configured the site, comments might be held for moderation or enabled only on certain pages or posts.

Logging out

To log out of your WordPress site, go to the top right corner of the Admin Bar and hover over your username. In the dropdown menu, you will see a menu option for you to log out.

Contact Us

If you run into any problems while using Wordpress, feel free to reach out to the Educational and Classroom Technologies group of the McGraw Center for Teaching and Learning at mcgrawect@princeton.edu. We regularly work with Princeton courses to provide training and consultation and to help ensure the successful implementation of technology tools in teaching and are happy to answer any questions.