

'Life in Engineering' Blogging Help Guide

I. How to access the blog

The 'Life in Engineering' blog can be found at <http://thinkbig.tamu.edu/blog>. This is where all of the posted content will show up for blog visitors.

II. How to log in to the blog

- To post a new entry to the blog site, you must first log in at <http://thinkbig.tamu.edu/blog/wp-admin>. You should see a page that asks you for your username and password. (We recommend that you bookmark this page for future reference.)



life IN
ENGINEERING

Username

Password

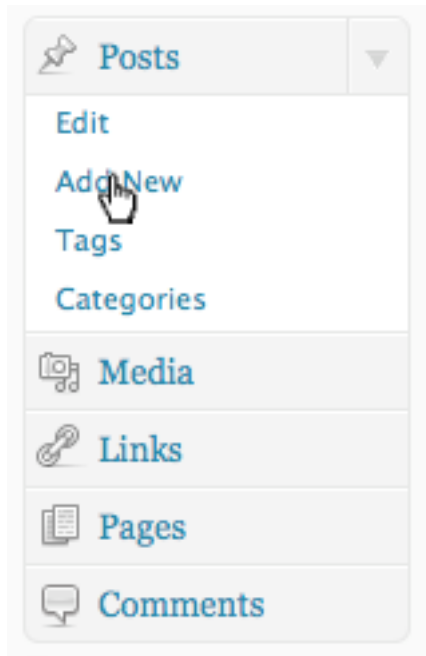
Remember Me

[Register](#) | [Lost your password?](#)

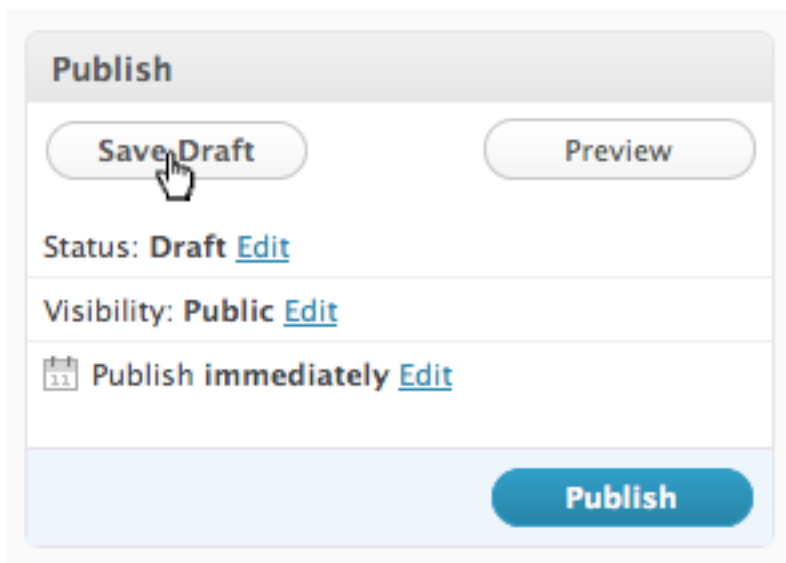
- Type in your username and password, and then click “Log In.” (If you are on a public computer, we advise that you do not check the box to “Remember Me.” You are responsible for the content that gets posted on the blog with your username.)
- Once you have successfully logged in, you should see what is referred to as the ‘dashboard.’

III. How to post an entry using only text

- Under the “Posts” menu at the top, left side of the page, click on “Add New.”



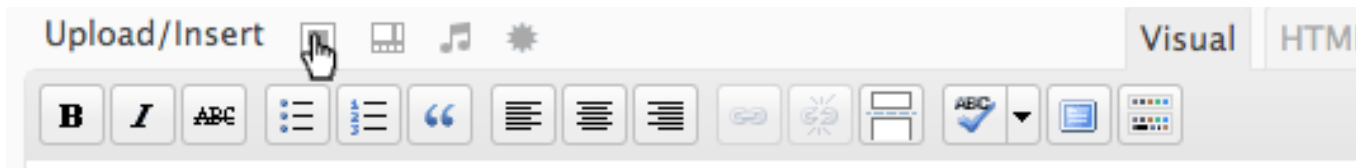
- Once the page loads, you will see an area to insert content for the blog post.
- We advise you to write your post in an external program like Microsoft Word. This will give you the ability to format your content and also allow you to save as you go.
- Simply insert the text and click on “Save Draft” to the top and right of the text box. Once you save your draft, you can preview what your message will look like before you publish it.



- Under “Categories,” click on the checkbox next to your name. This will help all of those who visit this blog narrow down the blog postings to a single person.
- Once you like how your blog entry looks, click on the “Publish” button and your post will be sent to the queue to be approved.

IV. How to post an entry with images

- Click on “Add an Image.”



- Select the image you want to add.
- The only required field is the title. However, you can enter a caption, description and a link URL. You can also set its alignment and size.
- One you are finished, click “Insert into Post.”

V. How to post an entry with video

- **To upload the video**

- i. Log in to YouTube.
- ii. Click on “Upload” at the top-right of the screen.
- iii. Click on “Upload Video” and select the video you want to upload.
- iv. Give the video a title.
- v. Type a short description of the video.
- vi. Insert a few tags about your video (optional).
- vii. Click on “Upload Video.”

- **To add the video to your post**

- i. Click in your post where you would like to place your video.
- ii. Type in [youtube: URL]
Example: [youtube:<http://www.youtube.com/watch?v=i-bDaRUD8Fg>]
- iii. Continue typing or click “Save Draft.”