

What is MyBlogArts?

- create custom web pages
- Create blog
- documenting your projects
- Collaborating (with other students)
- Share work with your tutors

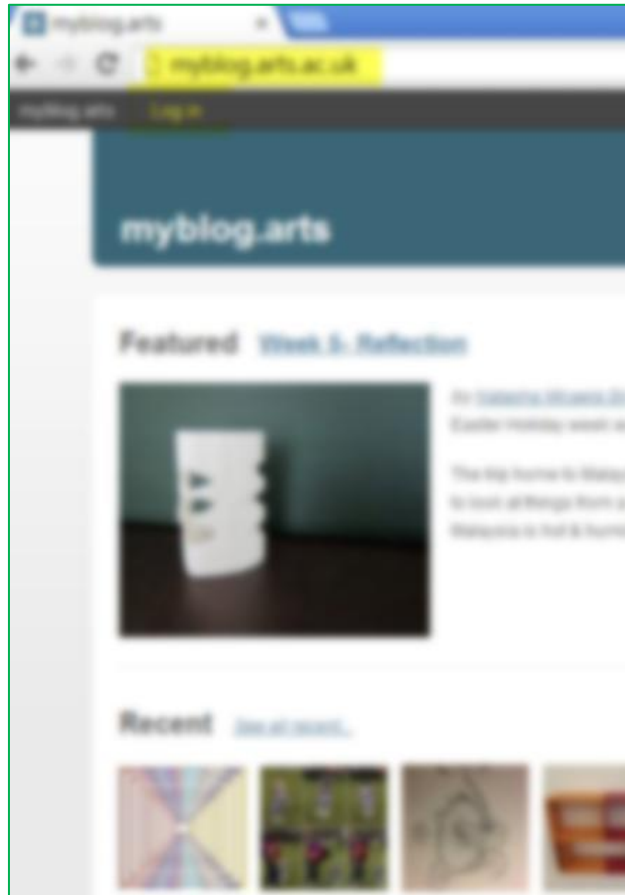
Some uses:

- **Custom web page** to share your writing and work
- E-research Journal (to complement a paper research journal)
- **Event or exhibition** website
- **Document your projects.**
- Store your media files on the web and access them from any computer with Internet
- Online magazine or publications (“webzine”)

Sign up

<http://myblog.arts.ac.uk>

1. Enter university user ID, password
2. [x] create blog
3. Blog title
4. [x] agree to terms and conditions
5. Click **Sign Up** button

A screenshot of the 'myblog.arts' sign-up form, titled 'Sign up for an account'. The form is enclosed in a green border. Numbered circles 1 through 5 are placed next to the following fields: 1. Username (containing 'fra04143689'), 2. Password (masked with dots), 3. 'Create a blog' checkbox (checked), 4. 'I agree to the terms and conditions' checkbox, and 5. The 'Sign Up' button. The form also includes fields for 'Blog Title' and 'Blog URL', and a note about the blog address format: 'http://your_blog_url.myblog.arts.ac.uk/'.

myblog.arts

Sign up for an account

Username
fra04143689

Password
.....

☒ Create a blog ⓘ

Blog Title (can be changed later)
[Text Field]

Blog URL
[Text Field]

Your blog address will be:
http://your_blog_url.myblog.arts.ac.uk/

Your Blog URL must be at least 4 characters, letters and numbers only. It can't be changed so choose carefully!

Please note, **new blogs are public by default** but the privacy settings can be edited. (See [Help](#))

☐ I agree to the [terms and conditions](#)

5 Sign Up

First time here? Please make sure to [sign up for an account](#).

Log in

http://myblog.arts.ac.uk

1. Enter user name (university ID)
Enter password
2. Click **Log In** button
3. My "home" page appears
4. Click your [name link](#)

The screenshot shows the myblog.arts.ac.uk website. The browser address bar displays 'myblog.arts.ac.uk'. The website header includes the 'myblog.arts' logo and navigation links: Home, Help, News, Blogs, Members, Groups, and Forums. The main content area features a 'Featured' section titled 'Week 5- Reflection' with a post by Natasha Micaela Binti Hui. Below this is a 'Recent' section with a grid of image thumbnails. On the right side, there is a sidebar with a login form and several promotional banners for 'workflow' and 'Skillshare'.

Annotations on the screenshot:

- 1**: Points to the login form fields (Username and Password).
- 2**: Points to the 'Log In' button.
- 3**: Points to the 'Featured' section of the home page.
- 4**: Points to the user's name link 'Kristin Elise Franclemont Butler' in the sidebar.

Login Form Details:

- Username: fra04143689
- Password: [Redacted]
- Remember Me: ☐
- Log In button

User Profile Details:

- Name: Kristin Elise Franclemont Butler
- Log Out button

View profile

<http://myblog.arts.ac.uk>

1. Click [Profile](#) link

The screenshot shows a web browser window with the address bar displaying myblog.arts.ac.uk/members/kristinelisefranclemontbutler/. The website header includes the **myblog.arts** logo and navigation links: Home, Help, News, Blogs, Members (selected), Groups, and Forums. A search bar and a user greeting "Hello, Kristin Elise Franclemont Butler" are also present.

The main content area displays the profile of **Kristin Elise Franclemont Butler**, who is noted as "active 1 minute ago". A green circle with the number 1 highlights the **Profile** link in the navigation bar. Below the profile picture, there are tabs for Activity, Profile (selected), Site (1), Messages (0), Groups (0), Forums, and Settings. The **Personal** tab is active, showing a welcome message and a "Favorite" button.

On the right sidebar, there is a "workflow" section with the text "online portfolios now available to all UAL students and staff" and a link to workflow.arts.ac.uk. Below this is a "Skillshare" section with the text "Searchable skills directory", "Find project collaborators", and "Grow your network".

myblog.arts is powered by [WordPress](#) and [BuddyPress](#). [Terms and Conditions of use](#)

ual: university
of the arts
london

Edit profile info

<http://myblog.arts.ac.uk>

1. Click [Edit](#)
2. Enter profile details:
College, Area of study, About me
3. Click [Change Avatar](#)

Kristin Elise Franclemont Butler

active 4 minutes ago

1 3

Messages 0 Groups 0 Forums Settings

Public Edit Change Avatar

Editing 'Base' Profile Group

Base

College

This field can be seen by: Logged In Users [Change](#)

Area of study

This field can be seen by: Logged In Users [Change](#)

About me

This field can be seen by: Logged In Users [Change](#)

Save Changes

[Kristin Elise Franclemont Butler](#)

Log Out

workflow

online portfolios
now available to all UAL
students and staff

workflow.arts.ac.uk

Skillshare

Searchable skills directory
Find project collaborators
Grow your network

Change avatar (picture)

http://myblog.arts.ac.uk

1. Click **Choose file** from hard drive or save location
2. Click **Upload Image** button

The screenshot shows a web browser window with the URL `myblog.arts.ac.uk/members/kristinelisefranclemontbutler/profile/change-avatar/`. The page header includes the **myblog.arts** logo and navigation links: Home, Help, News, Blogs, Members, Groups, Forums. The user is logged in as Kristin Elise Franclemont Butler.

The main content area displays the user's profile for **Kristin Elise Franclemont Butler**, who was active 3 minutes ago. Below the profile picture, there are tabs for Activity, Profile, Sites (1), Messages (0), Groups (0), Forums, and Settings. Under the Profile tab, there are links for Public, Edit, and Change Avatar.

The **Change Avatar** section contains the following text:

Your avatar will be used on your profile and throughout the site. If there is a [Gravatar](#) associated with your account email we will use that, or you can upload an image from your computer.

Click below to select a JPG, GIF or PNG photo from your computer and then click 'Upload Image' to proceed.

At the bottom of this section, there are two buttons: **Choose File** (highlighted with a red circle and the number 1) and **Upload Image** (highlighted with a red circle and the number 2).

On the right side of the page, there are two promotional banners: **workflow** (online portfolios now available to all UAL students and staff) and **Skillshare** (Searchable skills directory, Find project collaborators, Grow your network).

The footer of the page states: myblog.arts is powered by [WordPress](#) and [BuddyPress](#). [Terms and Conditions of use](#)

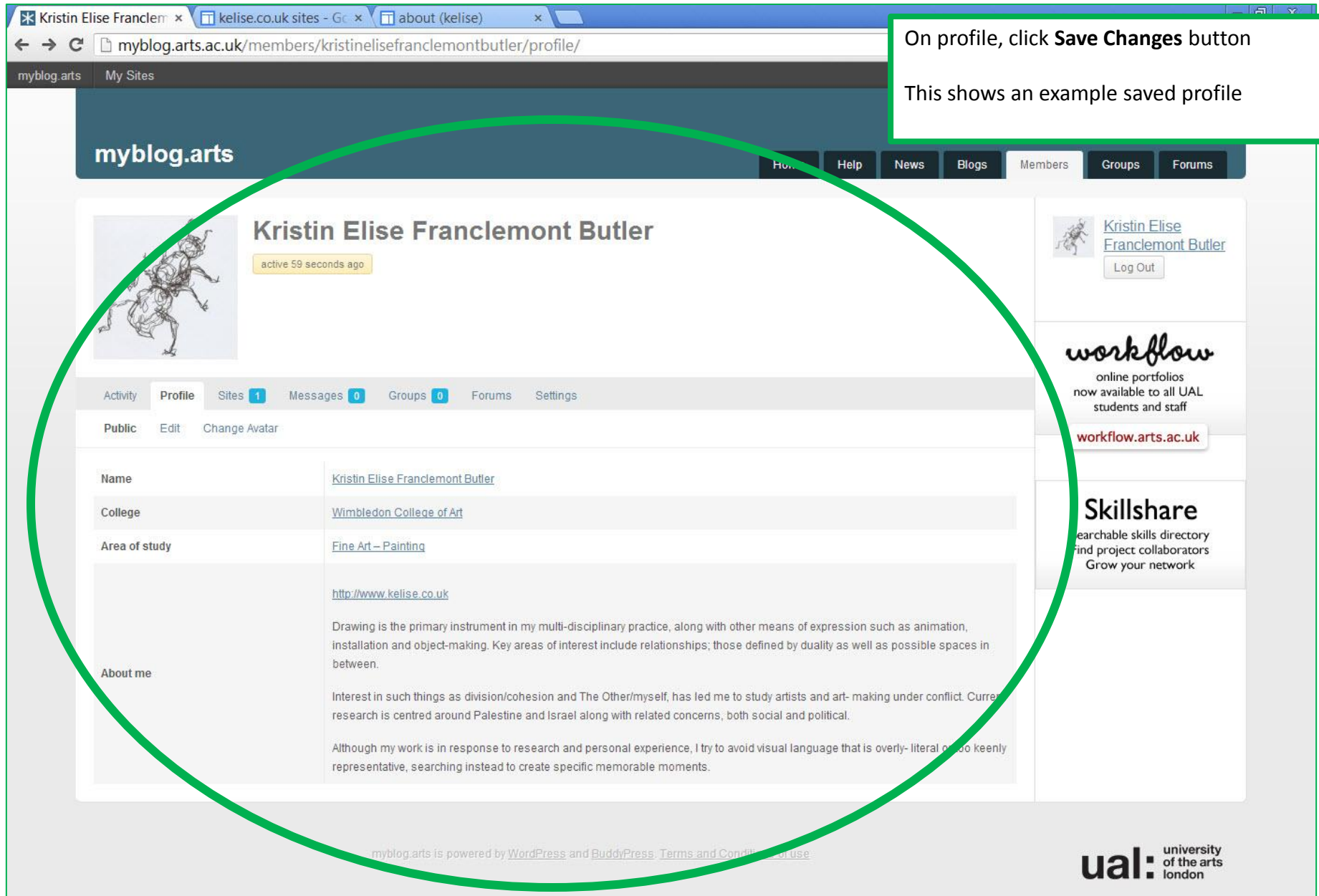
The **ual:** university of the arts london logo is in the bottom right corner.

Saved profile

http://myblog.arts.ac.uk

On profile, click **Save Changes** button

This shows an example saved profile



The screenshot shows a web browser window with the URL myblog.arts.ac.uk/members/kristinelisefranclemontbutler/profile/. The page displays the profile of Kristin Elise Franclemont Butler, who is active 59 seconds ago. The profile is circled in green. The profile information includes:

- Name:** [Kristin Elise Franclemont Butler](#)
- College:** [Wimbledon College of Art](#)
- Area of study:** [Fine Art – Painting](#)
- About me:**

Drawing is the primary instrument in my multi-disciplinary practice, along with other means of expression such as animation, installation and object-making. Key areas of interest include relationships; those defined by duality as well as possible spaces in between.

Interest in such things as division/cohesion and The Other/myself, has led me to study artists and art-making under conflict. Current research is centred around Palestine and Israel along with related concerns, both social and political.

Although my work is in response to research and personal experience, I try to avoid visual language that is overly-literal or too keenly representative, searching instead to create specific memorable moments.

The right sidebar features links to [Kristin Elise Franclemont Butler](#) (with a Log Out button), [workflow.arts.ac.uk](#) (online portfolios now available to all UAL students and staff), and [Skillshare](#) (searchable skills directory and project collaborators). The footer mentions [myblog.arts is powered by WordPress and BuddyPress. Terms and Conditions apply](#) and the [ual: university of the arts london](#) logo.

Make a website

<http://myblog.arts.ac.uk>

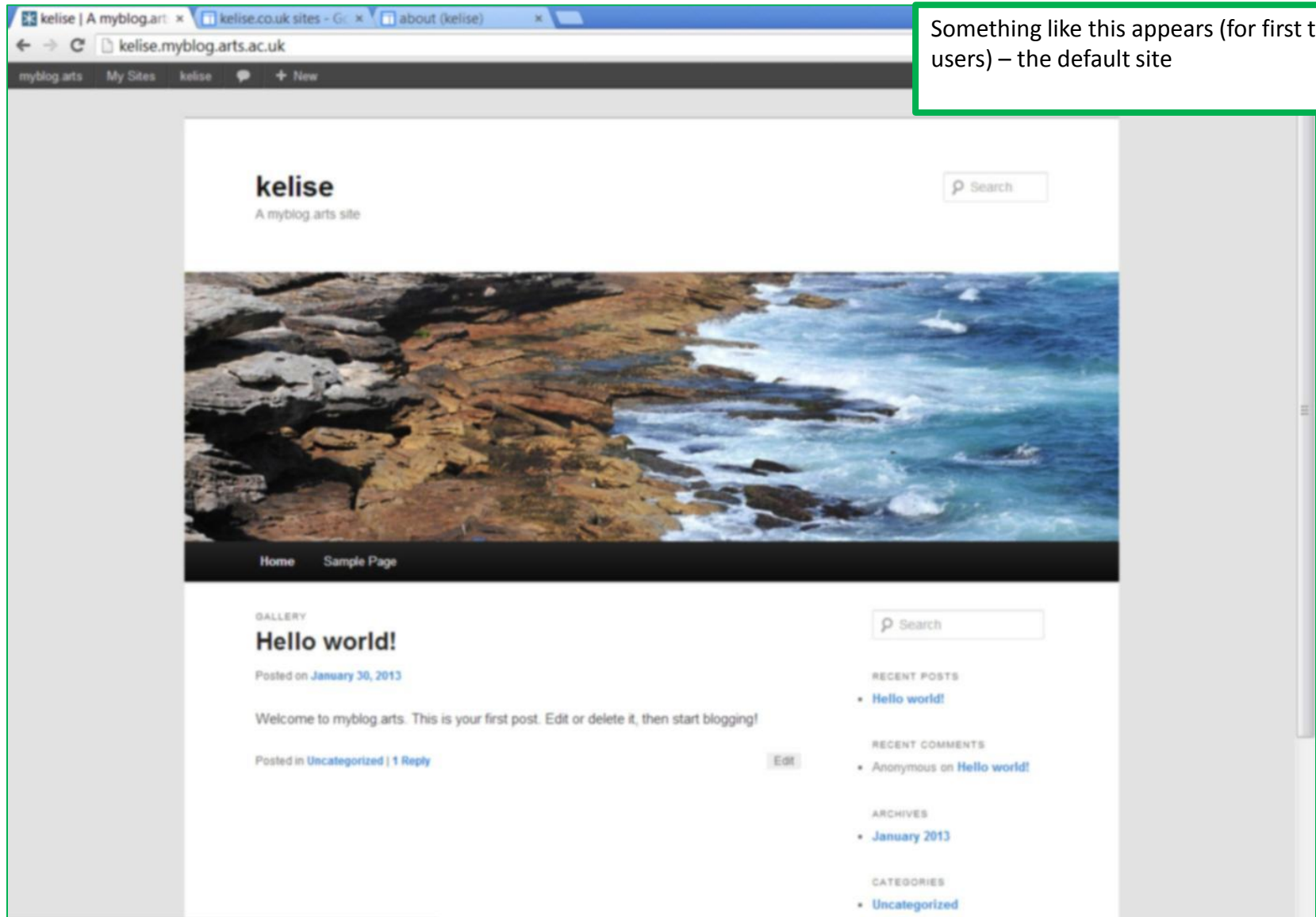
1. Click [Sites](#) tab
2. Click your [name link](#)

The screenshot shows the myblog.arts website interface. At the top, there's a navigation bar with tabs: Home, Help, News, Blogs, Members, Groups, and Forums. The 'Members' tab is active. Below the navigation bar, the user profile for Kristin Elise Franclemont Butler is displayed. The profile includes a profile picture, the user's name, and a status 'active 2 minutes ago'. Below the profile, there's a tabbed interface with 'Activity', 'Profile', 'Sites', 'Messages', 'Groups', 'Forums', and 'Settings'. The 'Sites' tab is selected and circled with a green circle and the number 1. Under the 'Sites' tab, there's a list of sites. The first site, 'kelise', is circled with a green circle and the number 2. The site 'kelise' is shown with a small profile picture, the name 'kelise', and a status 'active 2 months, 2 weeks ago'. To the right of the main content area, there are two promotional banners: 'workflow' (online portfolios now available to all UAL students and staff) and 'Skillshare' (Searchable skills directory, Find project collaborators, Grow your network). At the bottom of the page, there's a footer with the text 'myblog.arts is powered by WordPress and BuddyPress. Terms and Conditions of use' and the UAL logo (university of the arts london).

Sites

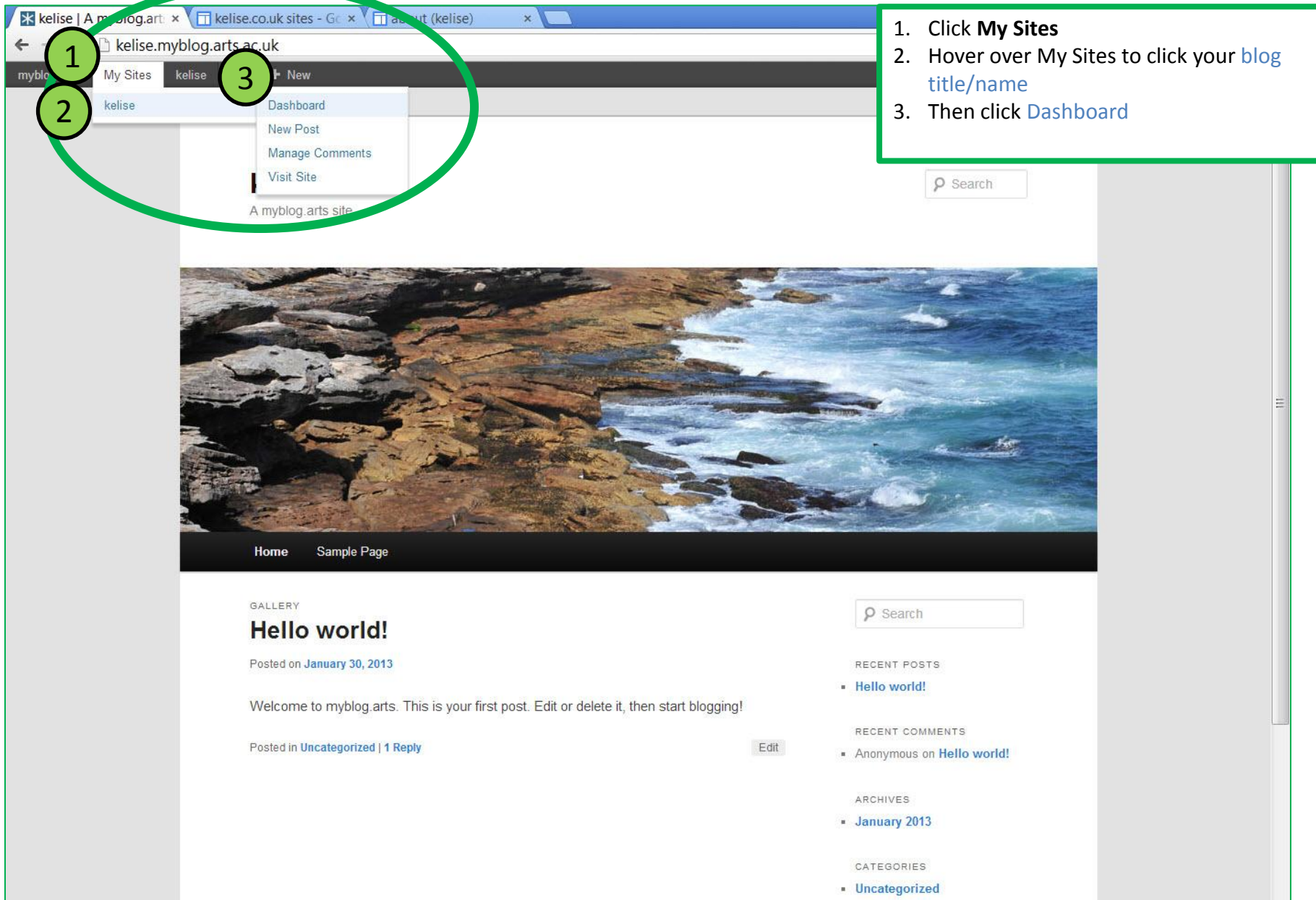
<http://myblog.arts.ac.uk>

Something like this appears (for first time users) – the default site



Go to your Dashboard

<http://myblog.arts.ac.uk>



The screenshot shows the myblog.arts.ac.uk website. A green circle highlights the navigation menu in the top left corner, which includes links to 'My Sites', 'kelise', and 'New'. A green box in the top right corner contains the following instructions:

1. Click **My Sites**
2. Hover over My Sites to click your [blog title/name](#)
3. Then click [Dashboard](#)

The website content includes a large image of a rocky coastline, a 'Hello world!' post dated January 30, 2013, and a sidebar with sections for Recent Posts, Recent Comments, Archives, and Categories.

Customise

http://yourname.myblog.arts.ac.uk/wp-admin

- Click **Customise Your Site** button
(Using Twenty Eleven default theme)

The screenshot shows the WordPress dashboard interface. On the left is a sidebar menu with options like Home, My Sites, Account Status, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area is titled 'Dashboard' and 'Welcome to WordPress!'. A green circle highlights the 'Get Started' section, which contains a blue button labeled 'Customize Your Site' and the text 'or, [change your theme completely](#)'. To the right of this are 'Next Steps' and 'More Actions' sections. Below the 'Get Started' section is a 'Right Now' summary table showing content statistics (1 Post, 1 Page, 1 Category, 0 Tags, 1 Comment, 1 Approved, 0 Pending, 0 Spam) and storage information (1,000MB Space Allowed, 0.00MB (0%) Space Used). Other sections include 'QuickPress' for creating new posts, 'Recent Drafts', 'Recent Comments', and 'WordPress Blog' with news updates.

Right Now	
Content	Discussion
1 Post	1 Comment
1 Page	1 Approved
1 Category	0 Pending
0 Tags	0 Spam

Theme: Twenty Eleven with 6 Widgets

You are using WordPress 3.5.1.

Account blocks spam from getting to your blog. There's nothing in your spam queue at the moment.

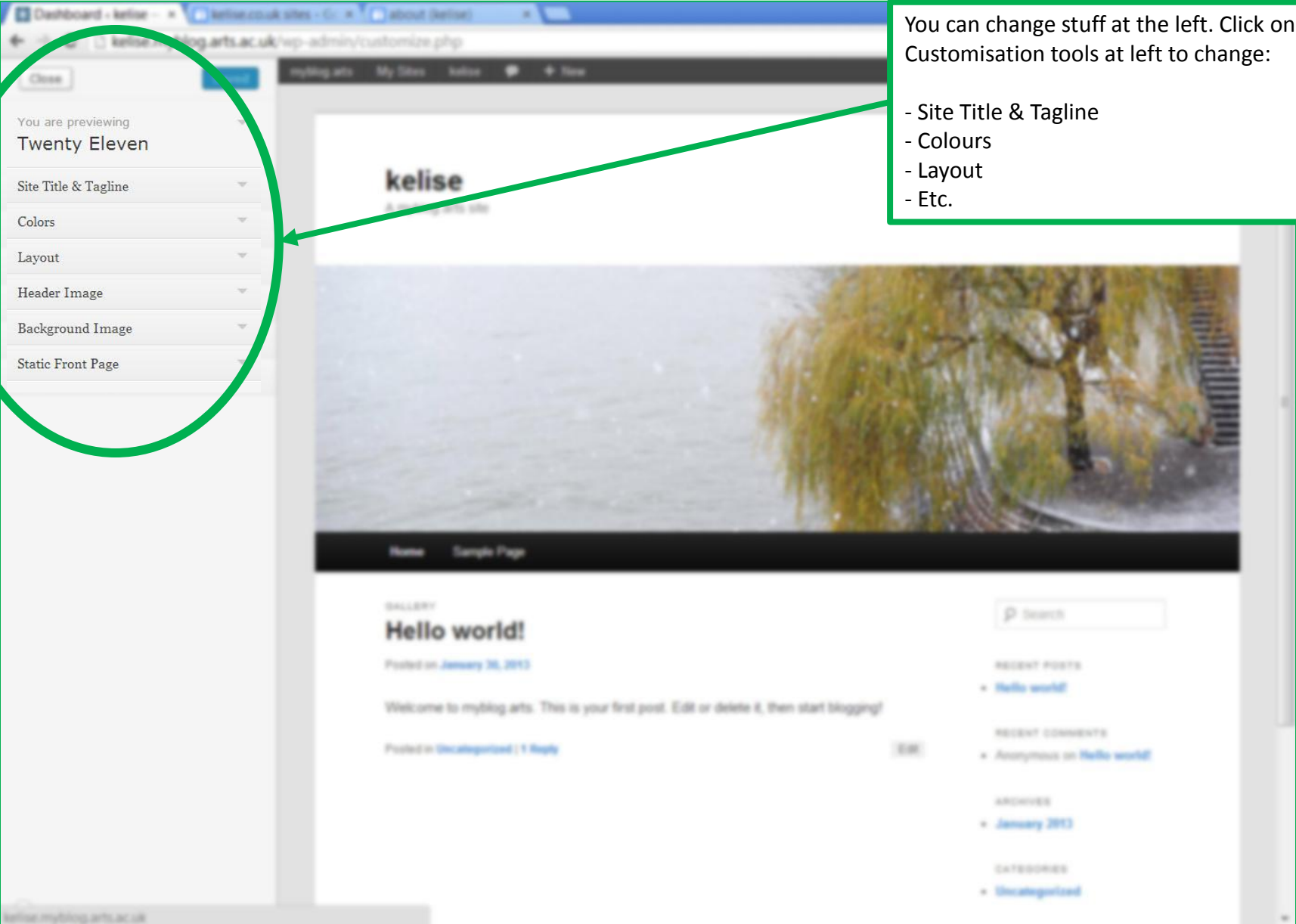
Storage Space: 1,000MB Space Allowed, 0.00MB (0%) Space Used

Recent Comments: 1 From Anonymous on 'Hello world!' #

WordPress Blog: Save the Date: May 27, 2013. What's on May 27, you ask? May 27, 2013 is the 10th anniversary of the first WordPress release!

Customise default site

<http://yourname.myblog.arts.ac.uk/wp-admin>



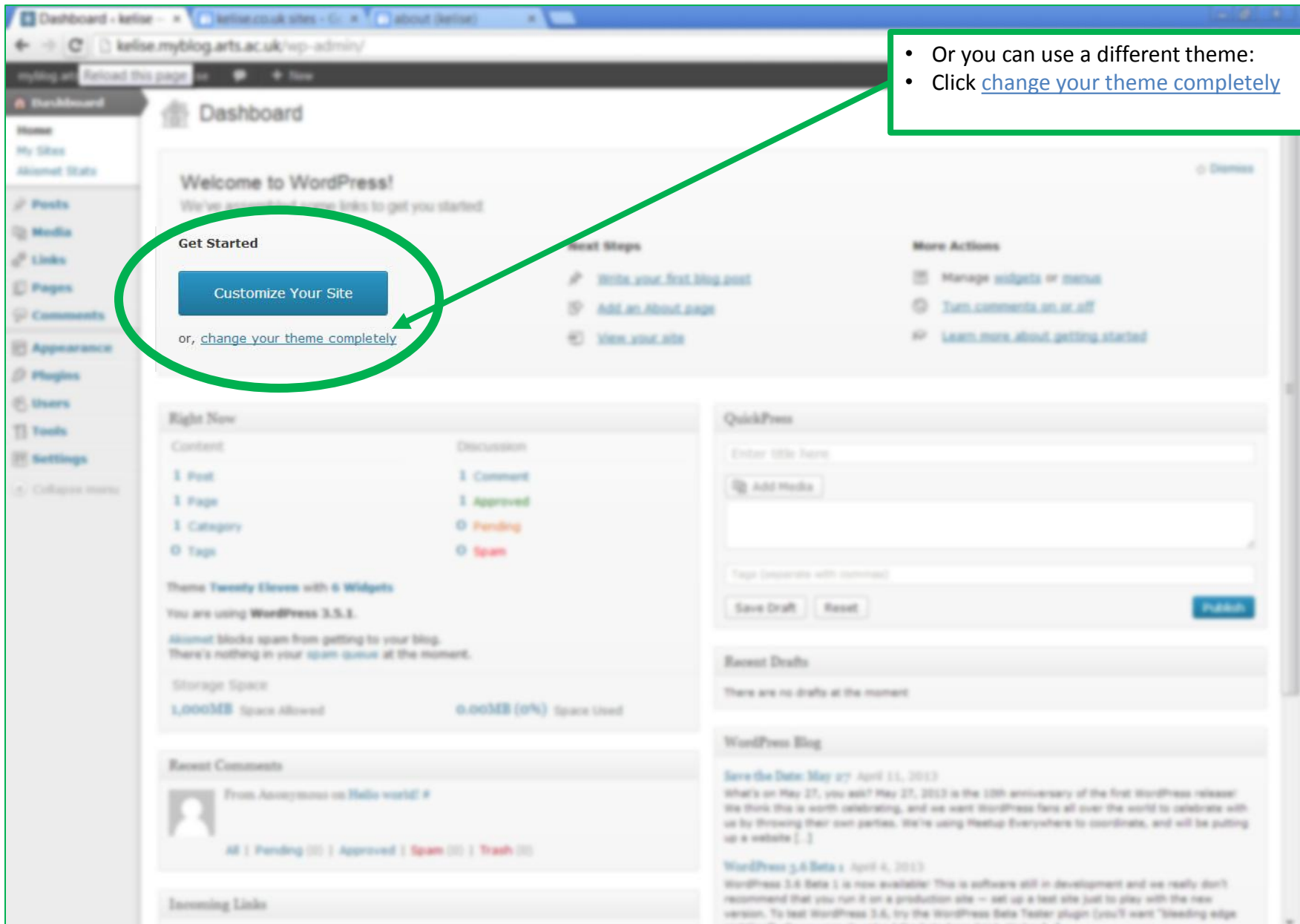
The screenshot shows the WordPress Customizer interface. On the left, a sidebar lists customisation options: 'You are previewing Twenty Eleven', 'Site Title & Tagline', 'Colors', 'Layout', 'Header Image', 'Background Image', and 'Static Front Page'. A green circle highlights this sidebar, and a green arrow points from a text box to the 'Colors' option. The main area displays a preview of the 'kelise' site, which has a header image of a weeping willow tree and a 'Hello world!' post. The URL in the browser is 'kelise.myblog.arts.ac.uk/wp-admin/customize.php'.

You can change stuff at the left. Click on the Customisation tools at left to change:

- Site Title & Tagline
- Colours
- Layout
- Etc.

Change your theme

<http://yourname.myblog.arts.ac.uk/wp-admin>



The screenshot shows the WordPress dashboard interface. A green circle highlights the 'Customize Your Site' button in the 'Get Started' section. A green arrow points from a callout box to this button. The callout box contains the text: 'Or you can use a different theme: Click [change your theme completely](#)'. The dashboard itself shows a sidebar with navigation links, a main content area with 'Welcome to WordPress!' and 'Next Steps', and several widgets including 'Right Now', 'QuickPress', 'Recent Drafts', and 'WordPress Blog'.

Dashboard - kelise - x

kelise.co.uk sites - C

about (kelise)

myblog.arts.ac.uk/wp-admin/

myblog.arts.ac.uk

Reload this page

Dashboard

Home

My Sites

Account Status

Posts

Media

Links

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Collapse menu

Welcome to WordPress!

We've assembled some links to get you started.

Get Started

Customize Your Site

or, [change your theme completely](#)

Next Steps

- Write your first blog post
- Add an About page
- View your site

More Actions

- Manage widgets or menus
- Turn comments on or off
- Learn more about getting started

Right Now

Content	Discussion
1 Post	1 Comment
1 Page	1 Approved
1 Category	0 Pending
0 Tags	0 Spam

Theme Twenty Eleven with 6 Widgets

You are using WordPress 3.5.1.

Account blocks spam from getting to your blog. There's nothing in your spam queue at the moment.

Storage Space

1,000MB Space Allowed

0.00MB (0%) Space Used

Recent Comments

From Anonymous on Hello world! #

All | Pending (0) | Approved | Spam (0) | Trash (0)

Learning Links

QuickPress

Enter title here

Add Media

Page (defaults with content)

Save Draft

Reset

Publish

Recent Drafts

There are no drafts at the moment

WordPress Blog

Save the Date: May 27 April 11, 2013

What's on May 27, you ask? May 27, 2013 is the 10th anniversary of the first WordPress release! We think this is worth celebrating, and we want WordPress fans all over the world to celebrate with us by throwing their own parties. We're using Meetup Everywhere to coordinate, and will be putting up a website [...]

WordPress 3.6 Beta 1 April 4, 2013

WordPress 3.6 Beta 1 is now available! This is software still in development and we really don't recommend that you run it on a production site -- set up a test site just to play with the new version. To test WordPress 3.6, try the WordPress Beta Tester plugin (you'll want "bleeding edge" mode). Or you can download the beta from WordPress.org [...]

Change Themes

<http://yourname.myblog.arts.ac.uk/wp-admin>

1. Click Appearance tab
2. Click [Themes](#) link
3. Browse themes and when you find one you like
4. Click [Activate](#) link

The screenshot shows the WordPress 'Manage Themes' interface. On the left sidebar, the 'Appearance' tab is selected (1), and the 'Themes' link is highlighted (2). The main content area displays the 'Twenty Eleven' theme as the current theme. Below this, there are links for 'Customize', 'Options', 'Widgets', 'Menus', 'Theme Options', 'Header', and 'Background'. A 'New Feature: Customizer' box is also visible. In the 'Available Themes' section, the 'WordPress' theme is highlighted (3). At the bottom, the 'Delicate' theme is shown with its 'Activate' link highlighted (4). The 'Activate' link for the 'WordPress' theme is also visible.

Categories

http://yourname.myblog.arts.ac.uk/wp-admin

The screenshot shows the WordPress 'Categories' management interface. On the left is a sidebar menu with 'Posts' highlighted. A green circle with the number '1' is around the 'Add New Categories' link. A green circle with the number '2' is around the 'New Category' form. A green circle with the number '3' is around the 'Add New Category' button at the bottom. The form has fields for 'Name' (with a hint 'The name is how it appears on your site.'), 'Slug' (with a hint 'The "slug" is the URL-friendly version of the category name and contains only letters, numbers, and underscores.'), 'Parent' (a dropdown menu with 'None' selected, with a hint 'Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.'), and 'Description' (with a hint 'The description is not prominent by default; however, some themes may show it.'). A green box explains the 'Optional - Slug' field: 'Optional - Slug is just an abbreviation for the category name, which you can refer to in URL or to post to your blog via email. (Advanced)'. Another green box explains the 'Parent' field: 'Parent - Lets you define subcategories (optional)'. A third green box explains the 'Description' field: 'Description - Optional field'. On the right, there is a table of existing categories: 'Sketchbook', 'Prints', 'Drawings', 'Paintings', and 'Uncategorized'. A green box in the top right corner lists steps: 'Under Posts tab', '1. Click Categories link', '2. Enter Name', '3. Click Add New Category button'. A final green box at the bottom right contains advice: 'Think about using categories to organise: - different media you use - different themes in your work - your work by years or time period - etc. - You can add more later!'. A 'Note' at the bottom states: 'Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category Uncategorized. Categories can be selectively converted to tags using the category to tag converter.'

Under **Posts** tab

1. Click **Categories** link
2. Enter Name
3. Click **Add New Category** button

Optional - Slug is just an abbreviation for the category name, which you can refer to in URL or to post to your blog via email. (Advanced)

Parent - Lets you define subcategories (optional)

Description - Optional field

Note:
Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category **Uncategorized**.
Categories can be selectively converted to tags using the [category to tag converter](#).

Think about using categories to organise:

- different media you use
- different themes in your work
- your work by years or time period
- etc.
- You can add more later!

New post

<http://yourname.myblog.arts.ac.uk/wp-admin>

The screenshot shows the WordPress 'Add New Post' interface. On the left, a sidebar contains a menu with 'Posts' highlighted. A green circle with the number '1' is around the 'Add New' link in this menu. In the center, a text input field for the title is highlighted with a green box and a green circle with the number '2'. Below the title field is a rich text editor with various formatting tools. A green box with a green circle containing the number '2' is around the text editor, containing instructions on how to use it. On the right, a green box with a green circle containing the number '3' is around the 'Save Draft' button, with a list of steps for creating a new post.

Under Posts tab

1. Click [Add New](#)
2. Enter title, add text, and media (pictures, video, links, etc.)
3. Click **Save Draft** button

1

2

- Enter title here

- Type in text here
- Select the text and click the buttons above to format (Bold, Italics, etc.)
- You can also **Add Media** here
 - links to other websites/pages
 - YouTube and Vimeo videos
 - images
 - etc.

3

Save Draft Preview

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

[Move to Trash](#) [Publish](#)

Format

☒ Standard

☐ Aside

☐ Link

☐ Gallery

☐ Status

☐ Quote

☐ Image

Categories

[All Categories](#) [Most Used](#)

☐ Drawings

☐ Miscellaneous

☐ Paintings

☐ Prints

☐ Sketchbook

☐ Uncategorized

[+ Add New Category](#)

Tags

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

Add media

<http://yourname.myblog.arts.ac.uk/wp-admin>

The screenshot shows the WordPress 'Add Media' interface. A green box highlights the 'Add Media' button in the left sidebar, labeled with a green circle containing the number 1. The main area shows the 'Insert Media' tab with a 'Select Files' button, labeled with a green circle containing the number 2. Below this, a file explorer window is open, showing a list of files and folders. A green circle containing the number 3 is placed over the 'MA Wimbledon' folder. At the bottom right, a green circle containing the number 4 is placed over the 'Insert into post' button. A list of steps is provided in a white box with a green border in the top right corner.

1. Click **Add Media** button
2. Click button to **Select Files** (from hard drive or other save location)
3. Click to select an uploaded image
4. Click **Insert into post** button

Edit media (image)

http://yourname.myblog.arts.ac.uk/wp-admin

The screenshot shows the WordPress 'Add New Post' interface. A blue image of a goat is selected in the media gallery, indicated by a green circle with the number 1. A green arrow points from this circle to the 'Edit Image' modal. The modal has a title bar with 'Edit Image' and 'Advanced Settings'. It contains a size selector (60% to 130%), an alignment selector (None, Left, Center, Right), a title field, an alternative text field (containing '8'), a caption field (containing 'Study of The Goat' by William Horne, as seen in Tate Britain. Image courtesy www.kelise.co.uk'), and a link URL field (containing 'http://kelise.myblog.arts.ac.uk/files/2013/04/8.png'). At the bottom of the modal are 'Update' and 'Cancel' buttons. A green circle with the number 2 is around the media gallery icons. A green circle with the number 3 is around the 'Edit Image' tab. A green circle with the number 4 is around the caption field. A green circle with the number 5 is around the 'Update' button.

In the Edit view of your post

1. Click on the image you want to edit
2. Click the tiny "picture" icon
3. Edit Image box appears
4. Enter Image details
 - Alignment
 - Caption
5. Click **Update** button

Format text

<http://yourname.myblog.arts.ac.uk/wp-admin>

The screenshot shows the WordPress 'Add New Post' interface. The left sidebar contains navigation links: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area has a 'Title of post here' field and a 'Permalink' field. Below these is the 'Visual' editor toolbar, which includes buttons for Bold (B), Italic (I), Underline (U), and various text alignment options. A green box highlights this toolbar with the text 'This is your tool bar'. A green arrow points to the 'kitchen sink' button (a button with a grid of icons) with the text 'NOTE: if you don't see 2 tool bars, click the "kitchen sink" button to make it appear'. Below the toolbar, the text 'as seen in late Britain. Image courtesy www.kelise.co.uk' is shown. A green circle highlights the 'Heading 1' button in the 'Format' dropdown menu, with a green arrow pointing to it and the text 'Highlight and format text like you would in Word or an email (highlight, click button in tool bar)'. The right sidebar contains meta-information: Status (Draft), Visibility (Public), Publish (immediately), Move to Trash, and Publish buttons. Below this is the 'Format' section with options: Standard, Aside, Link, Gallery, Status, Quote, and Image. The 'Categories' section shows 'All Categories' and 'Most Used' tabs, with a list of categories: Drawings, Miscellaneous, Paintings, Prints, Sketchbook, and Uncategorized. The 'Tags' section has an 'Add' button and a link to 'Choose from the most used tags'. The bottom of the page shows 'Page Links To' options: 'Its normal WordPress URL' (selected) and 'An alternate URL'.

In your edit tools (tool bar), you can:

- Bold, Italicize, Underline, strike out text
- Insert bullets/numbering
- Align text
- Etc.

This is your tool bar

NOTE: if you don't see 2 tool bars, click the "kitchen sink" button to make it appear

Highlight and format text like you would in Word or an email (highlight, click button in tool bar)

Add YouTube or Vimeo

<http://yourname.myblog.arts.ac.uk/wp-admin>

- Click **YouTube or Vimeo** button
- Enter URL of the video
- Click **Okay** button

The screenshot shows the WordPress 'Add New Post' interface. The 'Add Media' button is circled with a green circle and labeled with a green circle containing the number 1. Below it, the 'YouTube' and 'Vimeo' buttons are also circled with a green circle and labeled with a green circle containing the number 1. A modal window titled 'Embed A Video From YouTube' is open, showing the URL input field and the 'Dimensions' section. The URL input field is circled with a green circle and labeled with a green circle containing the number 2. The 'Dimensions' section is circled with a green circle and labeled with a green circle containing the number 3. The 'Okay' button is circled with a green circle and labeled with a green circle containing the number 3.

1

2

3

Add hyperlinks

http://yourname.myblog.arts.ac.uk/wp-admin

1. In your post, select the text you want to link to another URL

2. Click the link button (looks like a chain)

3. Enter URL you want to link to

4. Click **Add Link** button

NOTES:

- You can leave Title blank – it will default to the text selected for the hyperlink
- If you want to keep users on your page – un-tick [] “Open link in a new window/tab”

Publish your post

<http://yourname.myblog.arts.ac.uk/wp-admin>

The screenshot shows the WordPress 'Add New Post' page. The left sidebar contains navigation links: Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The main content area has a title field 'Title of post here', a permalink field, and a rich text editor. The right sidebar contains the 'Publish' box, 'Format' box, 'Categories' box, and 'Tags' box. Annotations include a green box with instructions for saving drafts or publishing, a green box with a checklist of steps before publishing, and a green box with examples of tags. Arrows point from the text boxes to the 'Publish' and 'Tags' sections.

1. Click **Save Draft** (to review later)
OR
2. Click **Publish** button to finish (it can still be edited later)

BEFORE YOU PUBLISH:

- Proof-read (spelling, grammar, and other errors)
- Select a **Category** (at right)
- Add **Tags** (at right)
- Format your text so it's easy to read
- Include hyperlinks to other posts (in your own site) or other websites (outside your site) – this helps search engines find your site, too!

Tags are words or short phrases that help search engines find your website or post, e.g., the name of an author you cite, the title of a painting you refer to, or a well-known phrase that could be searched on. Examples:

- "contemporary European artist"
- "Damien Hirst"
- "YBA"
- "stuffed shark"
- "installation art"

Your finished post

<http://yourname.myblog.arts.ac.uk/wp-admin>

The screenshot shows a WordPress blog post on the domain kelise.myblog.arts.ac.uk. The post is titled "More information about Kelise below..." and was posted on April 16, 2013. The main content area features a large, abstract black and white line drawing of a figure. Above the drawing is a blue hyperlink that says "Click image to go to Kelise's official website". Below the drawing is another blue hyperlink: "www.kelise.co.uk". The post is categorized under "Drawings", "Miscellaneous", "Paintings", "Prints", and "Sketchbook". It is also tagged with "contemporary drawing practice", "drawing practice", "Kelise artist", and "Kelise Franclemont". The right sidebar contains sections for "RECENT POSTS", "RECENT COMMENTS", "ARCHIVES", "CATEGORIES", and "META". The "CATEGORIES" list includes "Drawings", "Miscellaneous", "Paintings", "Prints", and "Sketchbook". The "META" section includes links for "Site Admin", "Log out", "Entries RSS", "Comments RSS", and "WordPress.org".

Post title → More information about Kelise below...

Body of post → [Main content area containing the drawing and links]

Blue hyperlinks to another URL/website → [Click image to go to Kelise's official website](#) and www.kelise.co.uk

Categories selected in any post will appear in this list → Categories: Drawings, Miscellaneous, Paintings, Prints, Sketchbook

Tags on this post → Posted in Drawings, Miscellaneous, Paintings, Prints, Sketchbook | Tagged contemporary drawing practice, drawing practice, Kelise artist, Kelise Franclemont | Leave a reply

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MORE QUESTIONS?

<http://yourname.myblog.arts.ac.uk/wp-admin>

Stop by again or
Make an appointment or
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