

## BLOGGING WITH AUA BLOG (TYPEPAD) - FOR USERS

### 1. What is blog?

A user-generated website where entries are made in journal style and displayed in a reverse chronological order. The term 'blog' is a blend of the words web and log (Web log). 'Blog' can also be used as a verb, meaning 'to maintain or add content to a blog'.

### 2. Why blog?

Free from many of the constraints of traditional corporate communications, such as print deadlines and budgets, the AUA blog will explore original issues and provoke thought among its audience. It will encourage complex and effective discussions and build connections between participants.

### 3. Who can join in?

The AUA blog is open to the community which means that anyone can write comments to any post.

### 4. How do I post a comment?

- Visit [AUA Blog](#).
- Find a post that interests you and select its title.
- Read through it.
- Post your opinion, comment, objection or whatever you please that is relevant at the bottom of the page.

## BLOGGING WITH AUA BLOG (TYPEPAD) - FOR AUTHORS

### 1. How to post a Blog

There are 3 ways to post to the AUA Blog:

#### a. Via TypePad (<http://www.typepad.com/t/app>)

Log in using the username and password you created when you accepted the invitation to become an author. Select 'AUA Blog' > select 'Begin a new post' button.

#### b. QuickPost Bookmarklet

The QuickPost bookmarklet allows you to post to TypePad without going through the TypePad main interface (as described in option 'a' above). After installing the bookmarklet, you can post from anywhere on the web. For more information go [here](#).

To setup QuickPost bookmarklet,

- Log in to TypePad using the link above and select your 'Weblogs' tab.
- Select the 'Setup QuickPost bookmarklet' link in the blue box in the top right corner of the content area.
- Select 'Rich text' and then select the following fields: TrackBack items, Category, Allow Comments, Text Formatting, Keywords.
- Select the 'Create' button.
- Follow the instructions on the following page.

For more information on how to use QuickPost Bookmarklet, go [here](#).

#### c. Posting by email

- Select the Control Panel tab and select the 'Edit my mobile settings' link.
- The options below 'Where should TypePad post your messages' heading should both read 'AUA Blog'.
- Ensure that your email address is correctly listed under the 'What email addresses will you be sending messages from?' heading.
- Use the secret email address provided to send posts to the blog. Remember that the email can only be sent from your email address listed under the 'What email addresses will you be sending messages from?' heading.

For more information on configuring your mobile settings, go [here](#).

### 2. How to add an image to your post

You can add an image to a post by using the [Insert Image](#) tool. You can also find tips on inserting images in posts [here](#), including centring images, adding captions and displaying images side by side.

### 3. How to add a Web Link in a Post

If your browser supports it, you can use WYSIWYG (rich text editing). For help with posting using WYSIWYG, see [WYSIWYG Text Editing](#).

Otherwise, you can post a link by using HTML code like the following:

```
<a href="http://www.example.com">link</a>
```


### 4. How to enable comments on your post

To enable comments for a post on the 'Compose a New Post' page (or Edit a Post page if you are making changes to a pre-existing post), choose one of the following from the Comments drop-down list box:

- a. None: Comments are not allowed on the post, and older comments (if any) will not be displayed.
- b. Open: Visitors can leave comments on the post and comments will be displayed.
- c. Closed: Visitors can no longer leave comments on the post, but older comments will still be displayed.

Be sure to save the post after you have selected or made changes to the Comments drop-down list box.

### 5. Inserting a file in a post

Click the  Insert File icon on the 'Compose a New Post' page (or Edit a Post page if you are making changes to a pre-existing post) to open the file upload popup window.

Browse your computer for the file you would like to upload and click Upload File.

The file will be uploaded and the code inserted into your post area. Save the post to see the file link displayed on your site.

This tool can be used to upload many types of files and is not limited to audio and video.

For more information on inserting files, go [here](#).

Other helpful links:

- [What is a trackback?](#)
- [How to post Audio clips to your blog.](#)
- [Podcasting on AUA Blog. Tips.](#)

## AUA BLOG SECURITY

Only invited authors are able to post blogs. If you are interested in posting a topic please contact Demi ([demi.aboderin@manchester.ac.uk](mailto:demi.aboderin@manchester.ac.uk)) or Caroline ([caroline.auty@manchester.ac.uk](mailto:caroline.auty@manchester.ac.uk)).

All users must provide a valid email address and pass an online CAPTCHA check to comment on a post.

What is a CAPTCHA?

The word CAPTCHA stands for 'Completely Automated Public Turing test to tell Computers and Humans Apart'.

It is a test used to determine whether the user is human or not and is frequently used to prevent automated scripts ("bots") from spamming a site or using it to send spam.

More information is available at [Answers.com: captcha](#).