



UCEA Center for the Advanced Study of Technology Leadership in Education

Principal Blogging Project

Posting To Your Blog

This document tells you how to post to your blog once you've registered in TypePad for a guest account. Blog posting is almost exactly like sending an e-mail, except that you have to sign in first on the TypePad web site.

1. Go to **www.typepad.com/t/app** [you may want to bookmark this web site]
2. Type in the username and password that you used to register with TypePad. If you check the *Remember me?* box, your computer should remember you from now on. Click on the *Log In* button.



Log In

Username

Password

Remember me?

[Forgot your password?](#) • Don't have a TypePad blog? [Get one now.](#)

- Once you've logged in, click on the *Begin a new post* button (this is similar to creating a new e-mail message).

Hello Ed, welcome back to TypePad!

The screenshot shows the TypePad dashboard. At the top, there's a green 'QuickStart:' section with a 'Weblogs' tab. Below it, the user's profile 'AAA Demo Blog' is shown with the role 'Ed Ministrator, Principal' and links for 'Posts', 'Comments', and 'TrackBacks'. A prominent red arrow points to the 'Begin a new post' button, with the text 'Click here!' next to it. Below the QuickStart section is a blue bar with the text 'Get Your Own Weblog'. To the right, there's a 'Everything TypePad' section with news items. At the bottom left, there's a 'What TypePad Has to Offer' section with a photo album icon and text. To its right is a 'Try TypePad Free for 30 Days' section with a list of bullet points.

QuickStart: Weblogs

[AAA Demo Blog](#)
Ed Ministrator, Principal
[Posts](#) • [Comments](#) • [TrackBacks](#)

Click here! → [Begin a new post](#)
[View weblog](#)

[Get Your Own Weblog](#)

Everything TypePad

Important news and information about TypePad.

- ◊ Listen to our conversation with Shari Caudron 9/28/06
- ◊ Recommend TypePad and earn money 9/27/06
- ◊ We love authors on TypePad 9/24/06

[More News »](#)

What TypePad Has to Offer

Share your digital pictures in photo albums. (All Levels)

Try TypePad Free for 30 Days

- Activate a **Basic**, **Plus** or **Pro** TypePad membership in moments.
- No credit card required until

- Give your post a title (this is similar to the subject line for an e-mail). Ignore the Category dropdown box and click in the big white box called Post Body (this is similar to the message body for an e-mail). Start typing! You can use the buttons to format your text, link to web pages, and/or spell check your post.

The screenshot shows the 'Compose a New Post' interface for 'AAA Demo Blog'. At the top, there are navigation tabs: 'Home', 'Weblogs', and 'Control Panel'. Below that are 'Manage' and 'Post' tabs, with a 'VIEW WEBLOG' button. The main content area has a search bar and a 'Go' button. The title field contains 'Put your post title here' and the category dropdown is set to 'No Category Selected'. The 'Post Body' section has a rich text editor toolbar with buttons for bold, italic, underline, strikethrough, text color, link, unlink, list, and image. A blue arrow points to the 'Post Body' text area, and red arrows point to the formatting toolbar. The text in the post body reads: 'Start typing here!', 'If you want, you can use the buttons above to format your text, create a hyperlink to a web page, etc.', and 'TypePad has a spell check feature too!'.

Home Weblogs Control Panel

Manage Post [VIEW WEBLOG](#)

New Post | List Posts | List Comments | List TrackBacks | Search

Compose a New Post: AAA Demo Blog

Title: Category:

Post Body:

Normal **B** *I* U ~~S~~ A

Start typing here!

If you want, you can use the buttons above to format your text, create a hyperlink to a web page, etc.

TypePad has a spell check feature too!

5. Once you've finished typing your post, scroll down in your Internet browser. Check that the Comments dropdown is set the way you want it. Click on Save to upload your post to your blog (this is similar to sending an e-mail message).

Post Body

Compose Post Edit HTML

Normal **B** *I* U ~~S~~ A [Link] [Unlink] [Quote] [Unquote] [List] [List] [Image] [Video] ABC

Start typing here!

If you want, you can use the buttons above to format your text, create a hyperlink to a web page, etc.

TypePad has a spell check feature too!

If you've enabled comments (or if you want to just for this post), this should be set to Open.

Bigger [icon]

Posting Status

Publish Now

Comments **None**

Accept TrackBacks

Send a TrackBack to these addresses

View Previously Sent TrackBacks

PREVIEW SAVE

Click here!

[Customize the display of this page.](#)

6. That's it - it's that simple! Go to your blog's URL to see the new post.

Questions or concerns?

If this seems a little awkward at first, it soon will become second nature to you. If you have any questions or concerns, please contact Dr. Scott McLeod, Director of CASTLE, at 612-626-0768 or mcleod@umn.edu. We want this to be a great experience for you!

Happy blogging!
Please remember to post once a week!