

How to use the Project Blog "TeacMem"

<http://blogs.epb.uni-hamburg.de/teacmem/>

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1. Account

Before you start, please make sure you have activated your user account for the blog which you should have received in the confirmation mail sent to you on the 26th of October 2009. The subject matter of the mail is "[TeacMem] Your blog invite" with the following text:

"Hi,

You've been invited to join 'TeacMem' at

<http://blogs.epb.uni-hamburg.de/teacmem> as a editor.

If you do not want to join this blog please ignore

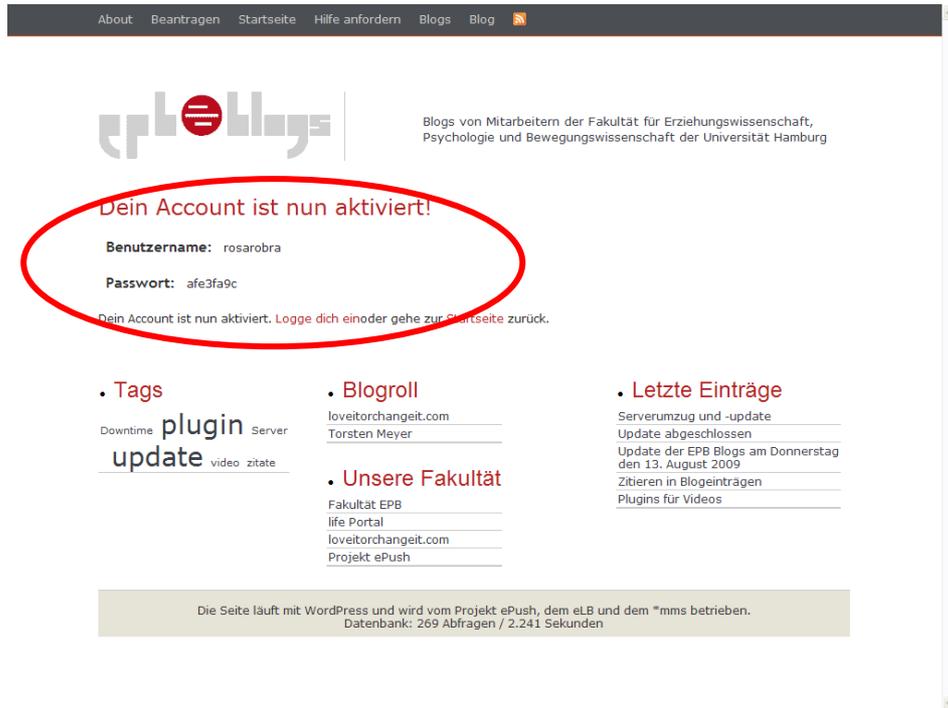
this email. This invitation will expire in a few days.

Please click the following link to activate your user account:

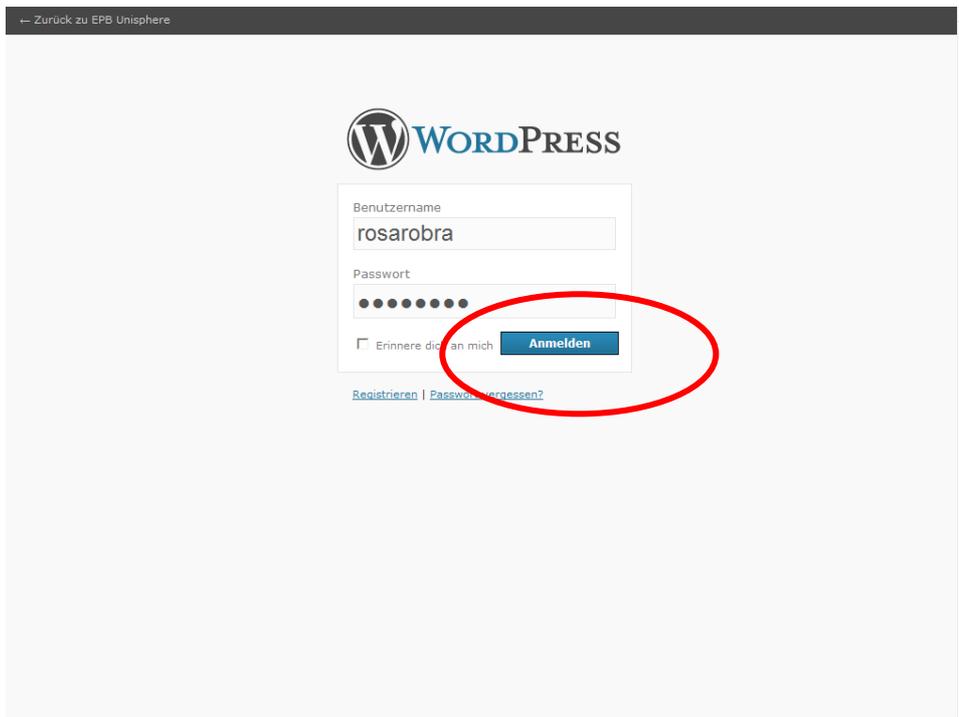
<http://blogs.epb.uni-hamburg.de/wp-activate.php?key=008b5edbf451d7d7> "

(If you did not confirm the link yet, it will probably not work any longer. In this case, please send an e-mail to lisa.rosa@li-hamburg.de).

When you activate the link, you should see this screen:



In the red oval you will find your user name ("Benutzername") and your password. Press the link "Logge dich ein". A log in form will appear:

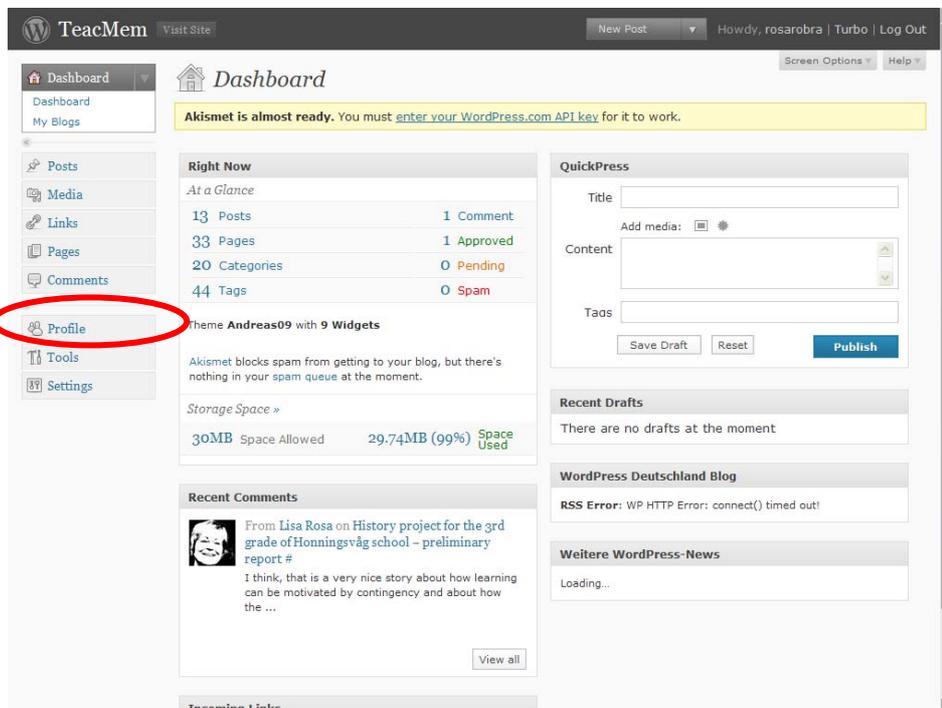


Now fill in your username and the given password and press the button "Anmelden".

2. First login and changing your password

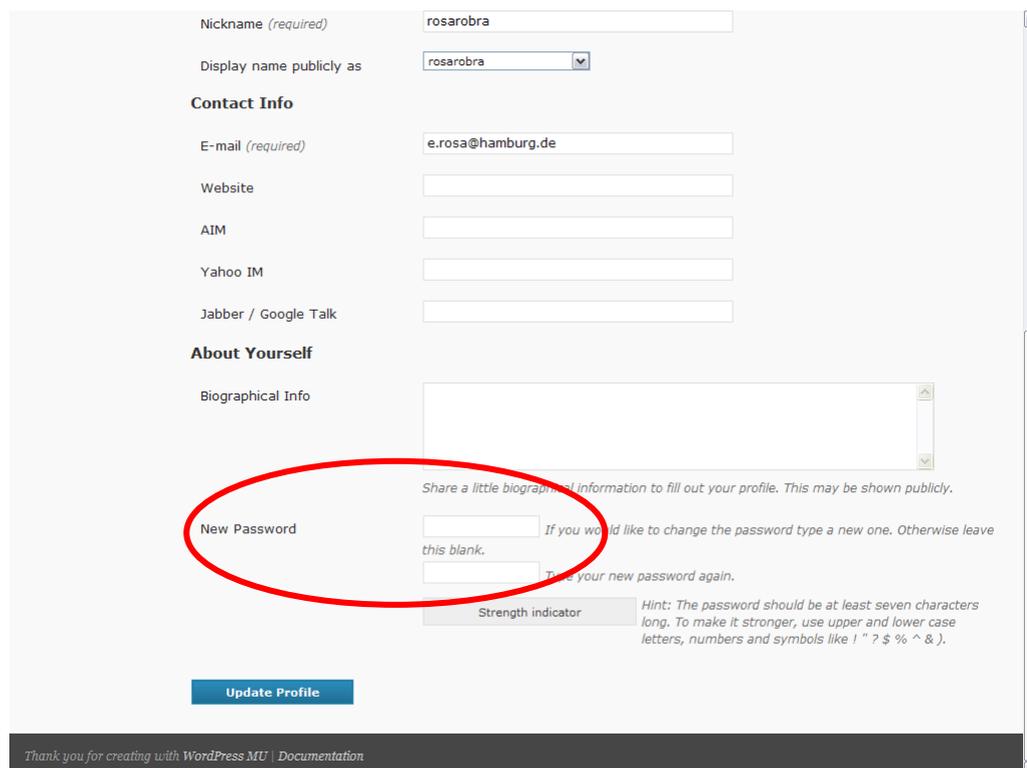
This form called "Dashboard" will appear. From there you may be able to do all your activities within the blog.

The first useful action may be to change your password into a more suitable one which should be easier to remember. To change your password, go into your "Profile":



The screenshot shows the WordPress dashboard for a user named 'rosarobra'. The 'Profile' link in the left-hand navigation menu is circled in red. The dashboard includes a 'Right Now' summary, a 'QuickPress' widget, 'Recent Drafts', and 'Recent Comments'.

In the next appearing form scroll down to the bottom. There you will have to fill in your new password twice. Then press the button "Update Profile".



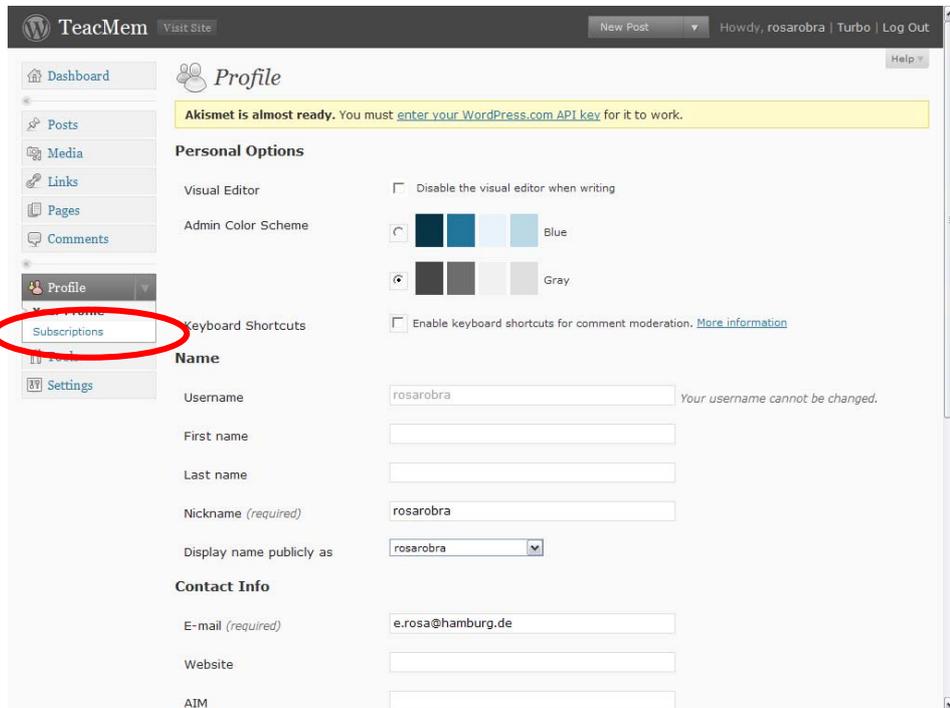
The screenshot shows the 'Profile' editing form. The 'New Password' and 'Repeat Password' fields are circled in red. The form includes fields for Nickname, Display name, Contact Info, and About Yourself. A strength indicator is visible for the password fields.

Update Profile

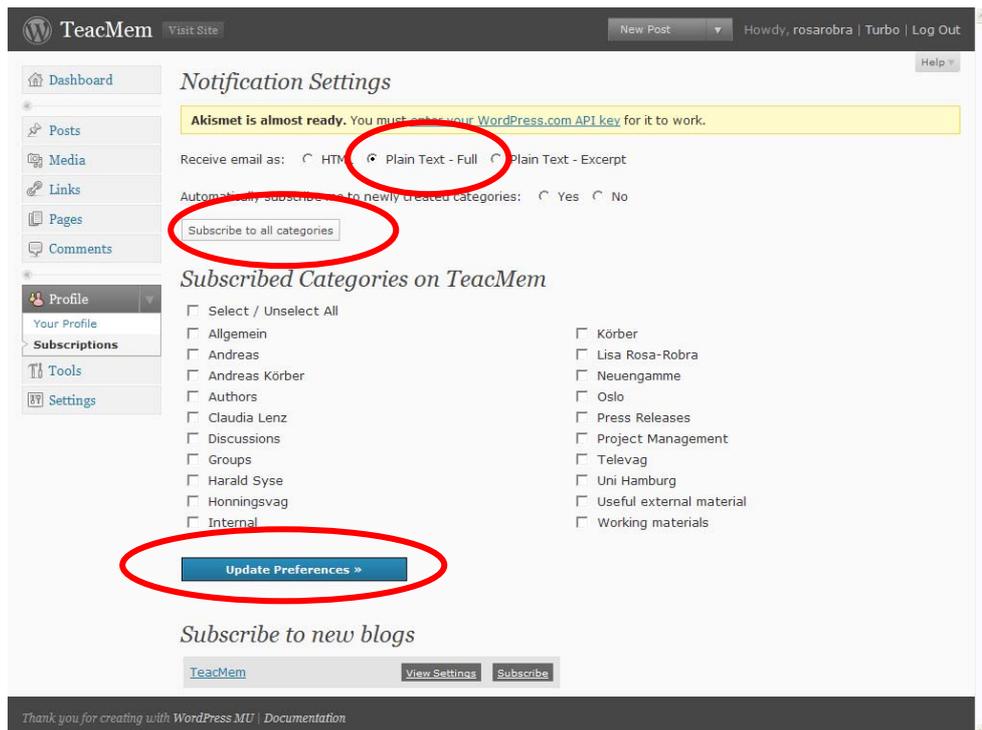
Thank you for creating with WordPress MU | Documentation

Now your new password is already changed for the next log in. Only if you are logged in, the postings which are set "private" will be visible for you.

3. Subscribe to receive an e-mail in case of new posts and comments

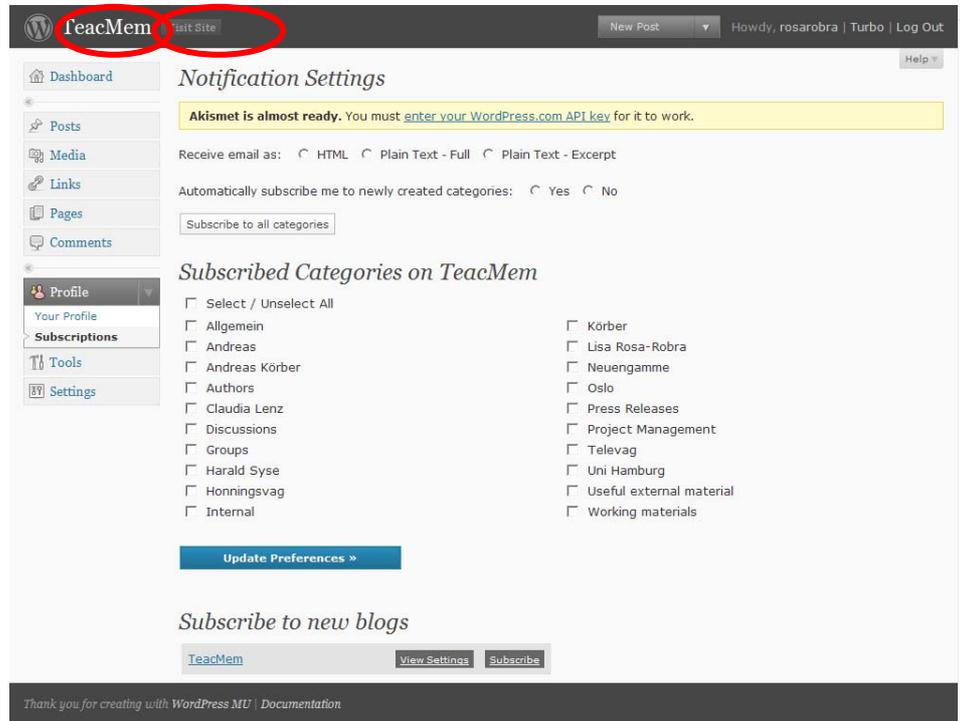


Scroll up in the Profile site and press the button "Subscriptions". Now a new form will appear. You may choose the settings by your own, I would recommend selecting and pressing buttons as shown below:

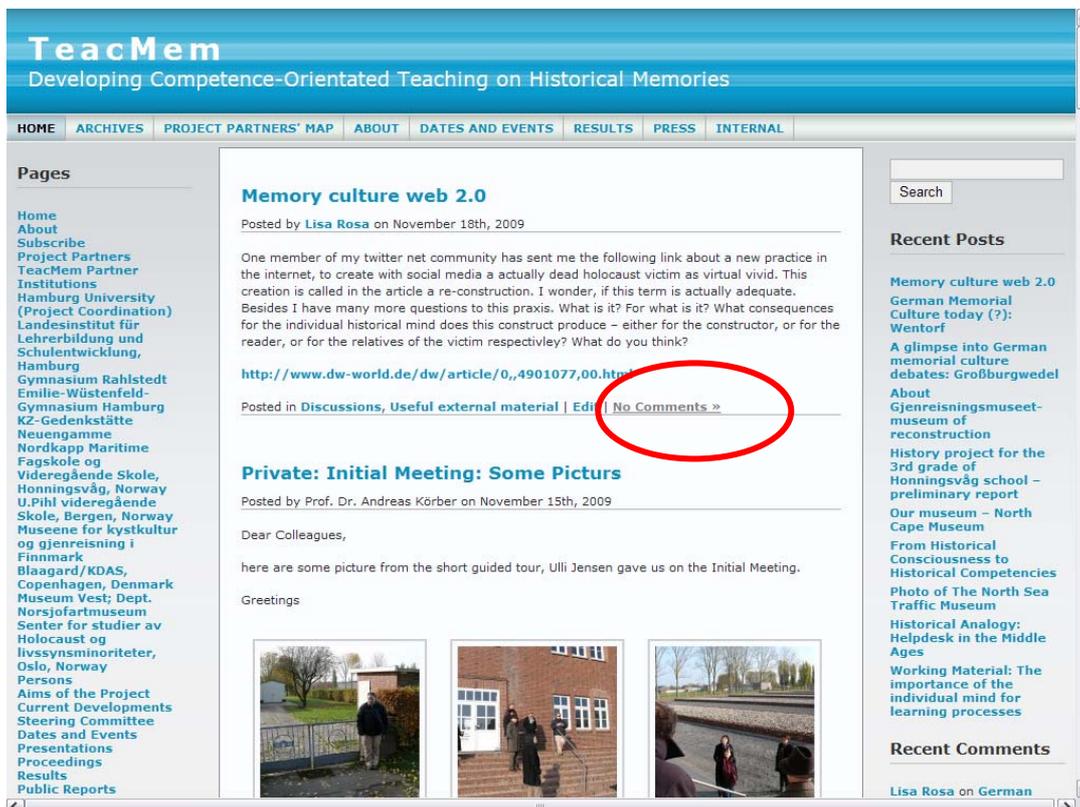


4. Commenting on contributions (posts) of other members

Visit the TeacMem Site either by pressing "TeacMem" or "Visit Site":



Press the comment button ("No Comments" and "1 Comment" respectively) below the article (post) on which you wish to comment:



Fill your remarks into the form either directly or by copy & paste from a word-document, and then press the button "Submit Comment":

Leave a Reply

Logged in as [rosarobra](#). [Logout](#) »

XHTML: You can use these tags: `` `<abbr title="">` `<acronym title="">` `` `<blockquote cite="">` `<code>` `` `<del style="">` `` `<i>` `<q cite="">` `<strike>` ``

Notify me of followup comments via e-mail

[« German Memorial Culture today \(?\): Wentorf](#)

Categories

Select Category ▾

Tags

Competence Model forms of memorising
Germany historical analogy Historical Consciousness Historical Thinking history teaching HI Senteret Historical Competencies implications of learning processes media
memorial culture

Recent Comments

Lisa Rosa on German Memorial Culture today (?): Wentorf
Lisa Rosa on History project for the 3rd grade of Honningsvåg school – preliminary report

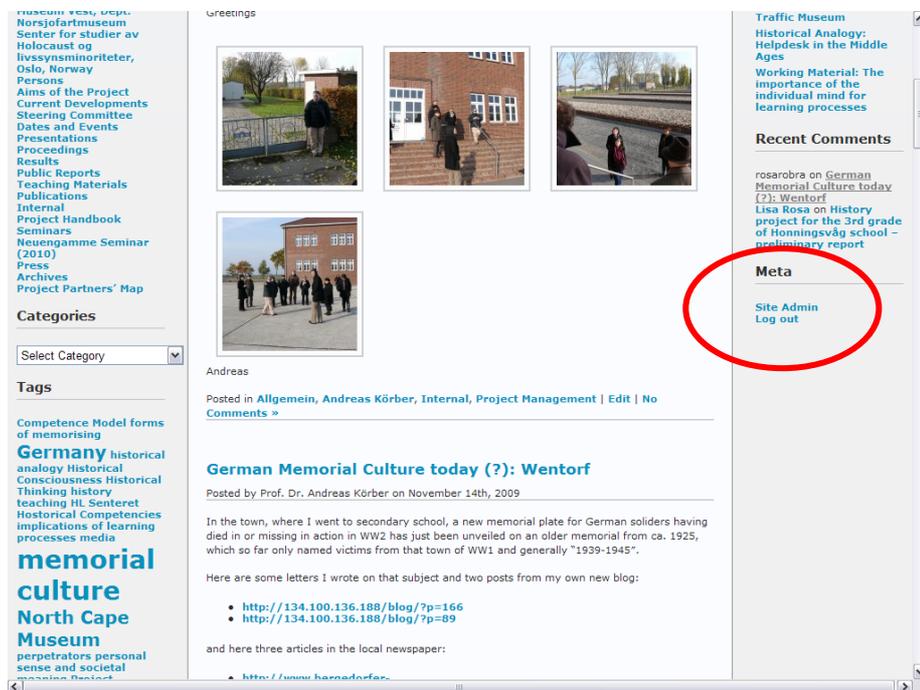
Meta

Site Admin
Log out

If you want to see your comment, you have to refresh the page and then press the comment button below the post you have commented on.

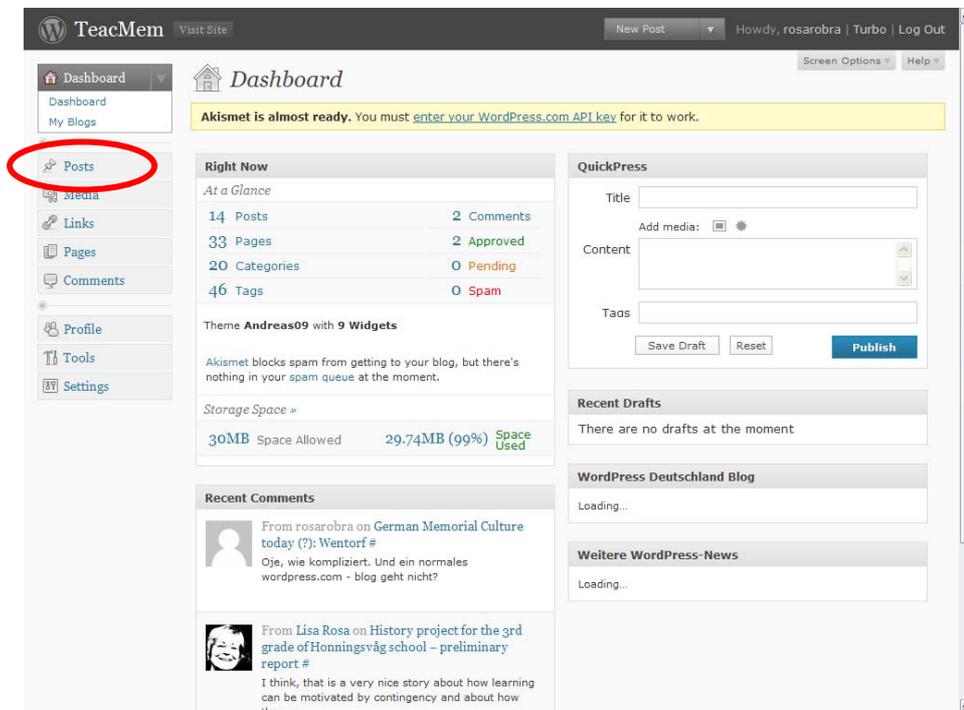
5. Posting a contribution

You get from the welcome page to your dashboard by pressing "Site Admin" in the right sidebar:



The screenshot shows a WordPress blog post page. On the left is a sidebar with a navigation menu and a 'Categories' dropdown. The main content area features a post titled 'German Memorial Culture today (?): Wentorf' by Prof. Dr. Andreas Körber, dated November 14th, 2009. The post includes a photo gallery at the top and a 'Meta' section at the bottom right. In the 'Meta' section, the 'Site Admin' link is circled in red. The right sidebar contains a 'Recent Comments' section and a 'Meta' section with 'Site Admin' and 'Log out' links.

Press the button "Posts" in the Dashboard



The screenshot shows a WordPress dashboard. The top navigation bar includes 'TeacMem', 'Visit Site', 'New Post', 'Howdy, rosarobra | Turbo | Log Out', 'Screen Options', and 'Help'. The left sidebar contains a menu with 'Dashboard', 'My Blogs', 'Posts', 'Media', 'Links', 'Pages', 'Comments', 'Profile', 'Tools', and 'Settings'. The 'Posts' menu item is circled in red. The main dashboard area displays a yellow notification about Akismet, a 'Right Now' summary table, a 'QuickPress' form, 'Recent Drafts', 'WordPress Deutschland Blog', and 'Weitere WordPress-News' sections.

Right Now	
At a Glance	
14 Posts	2 Comments
33 Pages	2 Approved
20 Categories	0 Pending
46 Tags	0 Spam

And then click on "Add New":

The screenshot shows the TeacMem dashboard with the 'Edit Posts' page. The left sidebar contains a menu with 'Add New' circled in red. The main content area displays a list of posts with the following columns: Post, Author, Categories, Tags, and Date. The posts listed are:

Post	Author	Categories	Tags	Date
<input type="checkbox"/> Memory culture web 2.0	Lisa Rosa	Discussions, Useful external material	forms of memorising, memorial culture, web 2.0	2009/11/18 Published
<input type="checkbox"/> Initial Meeting: Some Pictures - Private	Prof. Dr. Andreas Körber	Allgemein, Andreas Körber, Internal, Project Management	Guided Tour, Initial Meeting	2009/11/15 Last Modified
<input type="checkbox"/> German Memorial Culture today (?): Wentorf	Prof. Dr. Andreas Körber	Andreas Körber, Useful external material	Germany, memorial culture, soldiers, Wentorf, WW1, WW2	2009/11/14 Published
<input type="checkbox"/> A glimpse into German memorial culture debates: Großburgwedel	Prof. Dr. Andreas Körber	Andreas Körber, Useful external material	Germany, memorial culture, perpetrators, scandal, victims, Volkstrauertag	2009/11/12 Published
<input type="checkbox"/> About Gjenreisningsmuseet- museum of reconstruction	luitgardsofeloew	Allgemein	No Tags	2009/11/12 Published
<input type="checkbox"/> History project for the 3rd grade of Honningsvåg school – preliminary report	luitgardsofeloew	Allgemein, Honningsvåg	North Cape Museum, pupils' study visit to the museum	2009/11/10 Published
<input type="checkbox"/> Our museum – North Cape Museum	luitgardsofeloew	Honningsvåg	North Cape Museum	2009/11/10 Published

In the form which appears you may write your contribution or copy and paste it from a word-document.

Find a headline:

The screenshot shows the TeacMem dashboard with the 'Add New Post' page. The title input field is circled in red. The page includes a rich text editor, a 'Publish' sidebar, and a 'Categories' list. The 'Publish' sidebar contains the following options:

- Save Draft
- Preview
- Status: [Draft Edit](#)
- Visibility: [Public Edit](#)
- [Publish immediately Edit](#)
- [Publish](#)

The 'Categories' list includes:

- All Categories
- Most Used
- Allgemein
- Authors
- Andreas
- Andreas Körber
- Claudia Lenz
- Harald Syse
- Körber

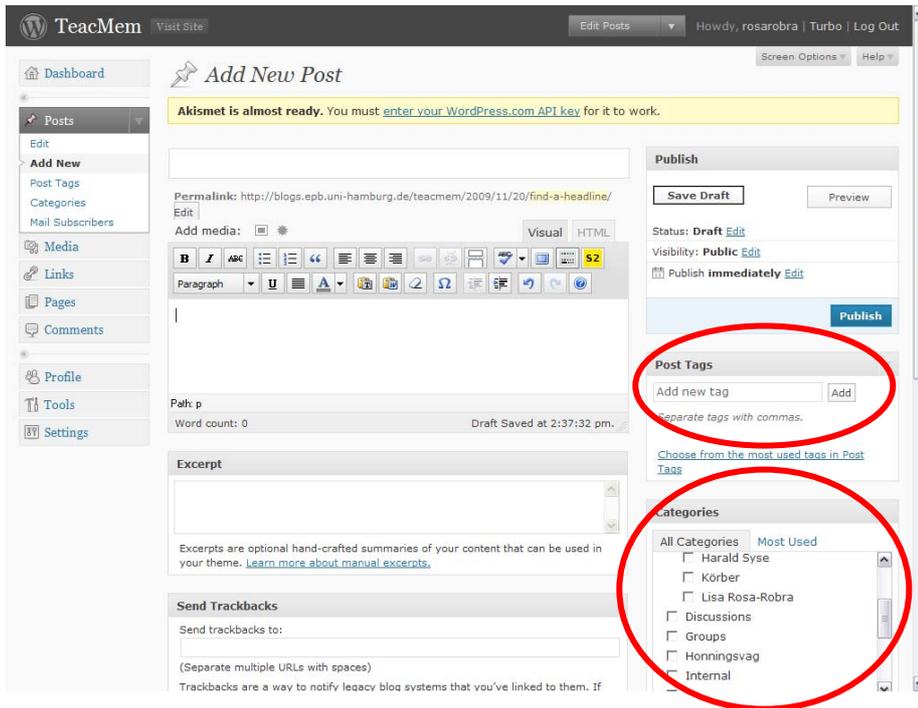
Fill in your text:

The screenshot shows the WordPress 'Add New Post' interface. At the top, there's a navigation bar with 'TeacMem', 'Visit Site', 'Edit Posts', 'Howdy, rosarobra | Turbo | Log Out', 'Screen Options', and 'Help'. Below this is a sidebar with 'Dashboard', 'Posts' (with sub-items: Edit, Add New, Post Tags, Categories, Mail Subscribers), 'Media', 'Links', 'Pages', 'Comments', 'Profile', 'Tools', and 'Settings'. The main content area has a yellow warning: 'Akismet is almost ready. You must enter your WordPress.com API key for it to work.' Below the warning is a text input field, which is circled in red. To the right of the text field is a rich text editor toolbar with 'Visual' and 'HTML' tabs, and various icons for bold, italic, text color, background color, link, unlink, list, and media. Below the text field, there's a 'Permalink' field with the URL 'http://blogs.epb.uni-hamburg.de/teacmem/2009/11/20/find-a-headline/'. Below that are 'Add media' and 'Send Trackbacks' sections. On the right side, there's a 'Publish' section with 'Save Draft' and 'Preview' buttons, 'Status: Draft Edit', 'Visibility: Public Edit', and 'Publish immediately Edit'. Below that are 'Post Tags' and 'Categories' sections.

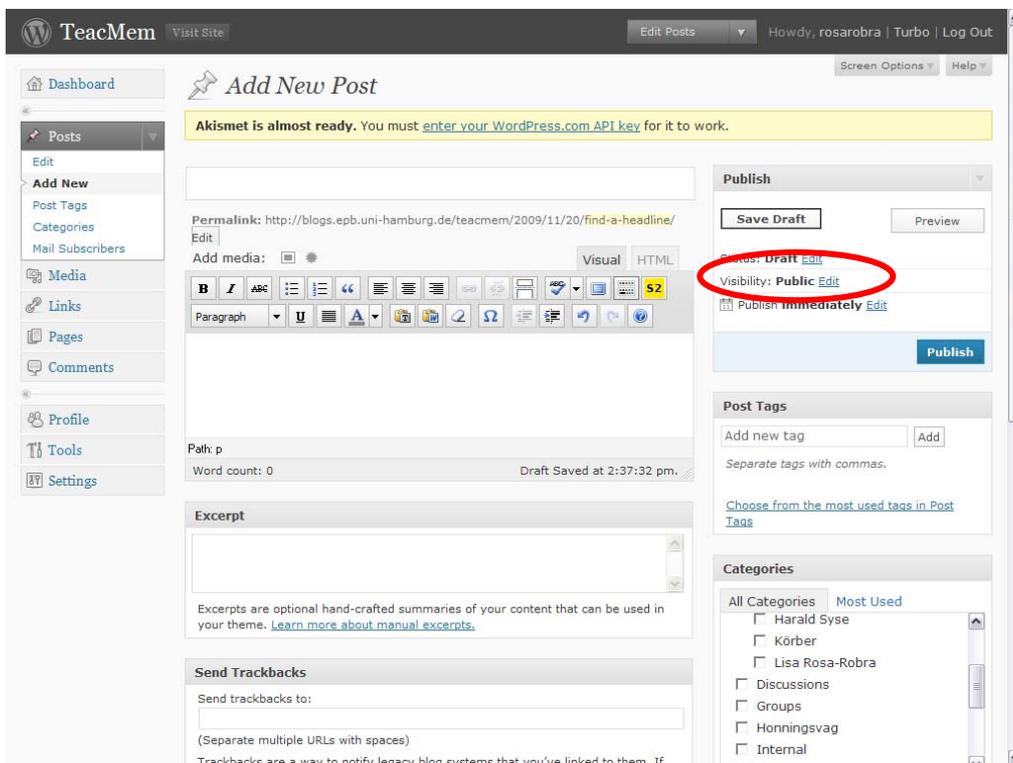
Press the button "Show Kitchen Sink" to receive more edit options:

This screenshot is similar to the one above, but with a red circle highlighting the 'Show Kitchen Sink' button in the rich text editor toolbar. The button is located at the end of the toolbar, next to the 'S2' icon. The rest of the interface, including the sidebar, warning message, text field, permalink, and right-hand panels, remains the same.

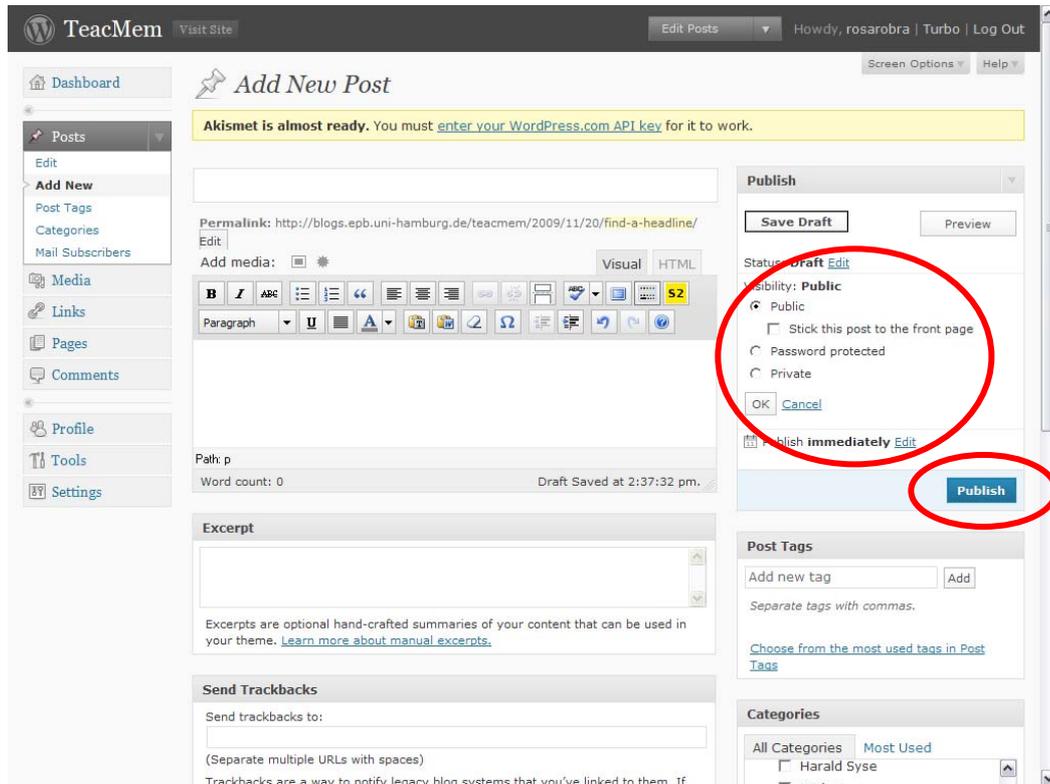
Add tags and chosen categories to your post:



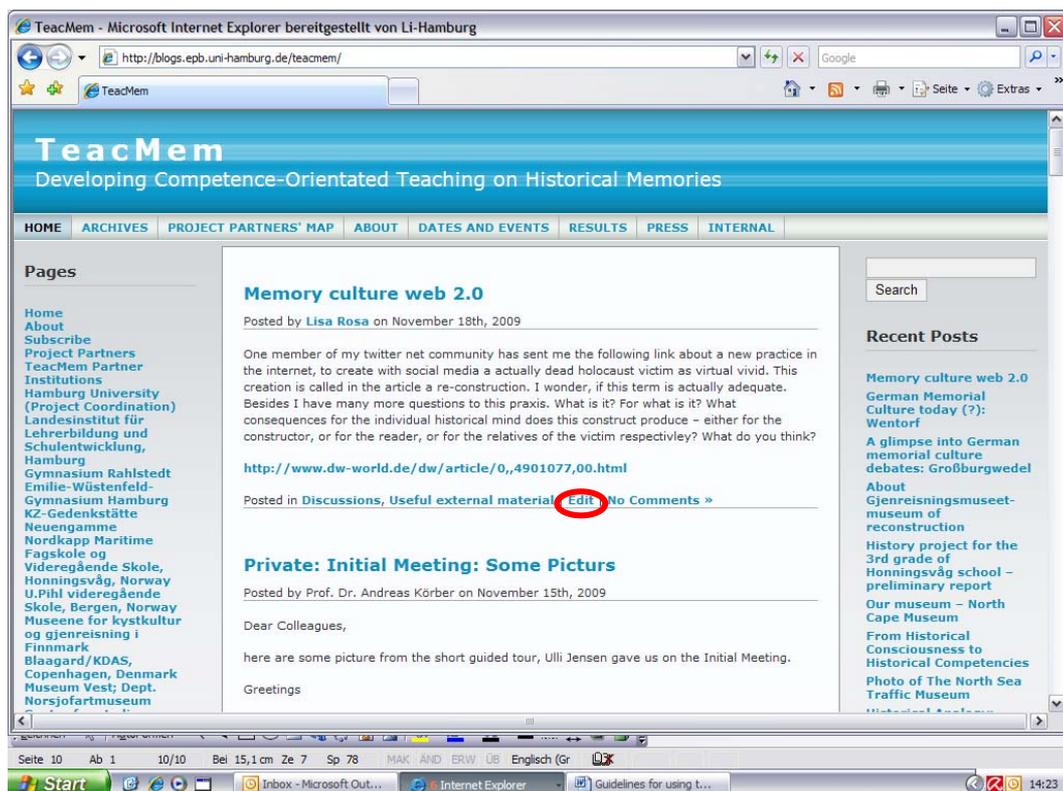
Choose either "Private" or "Public" visibility by pressing the button "Edit" next to "Visibility":



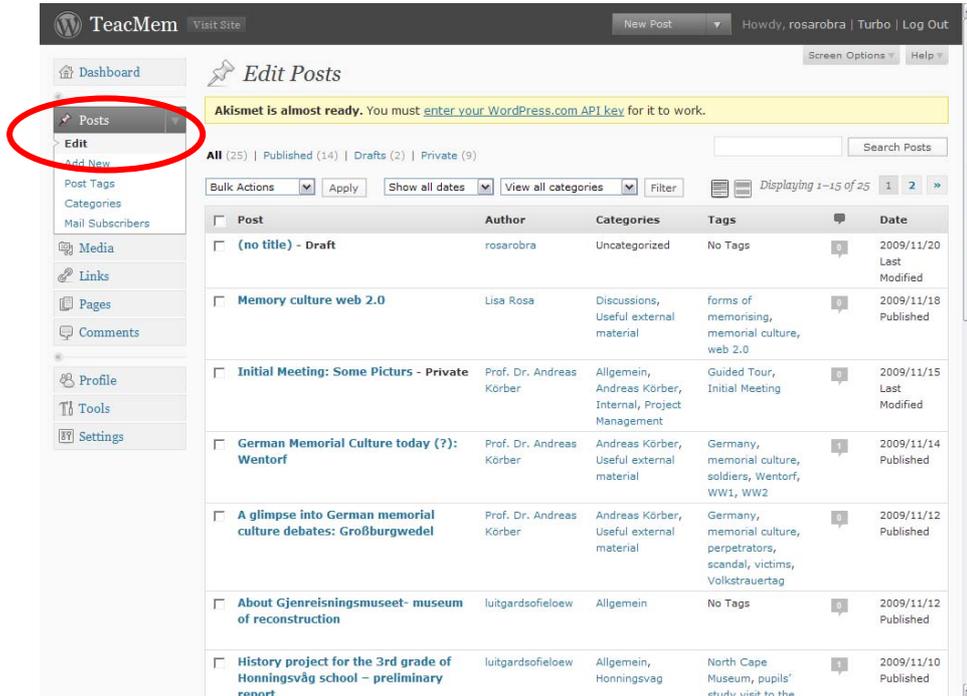
Then press the button "Publish".



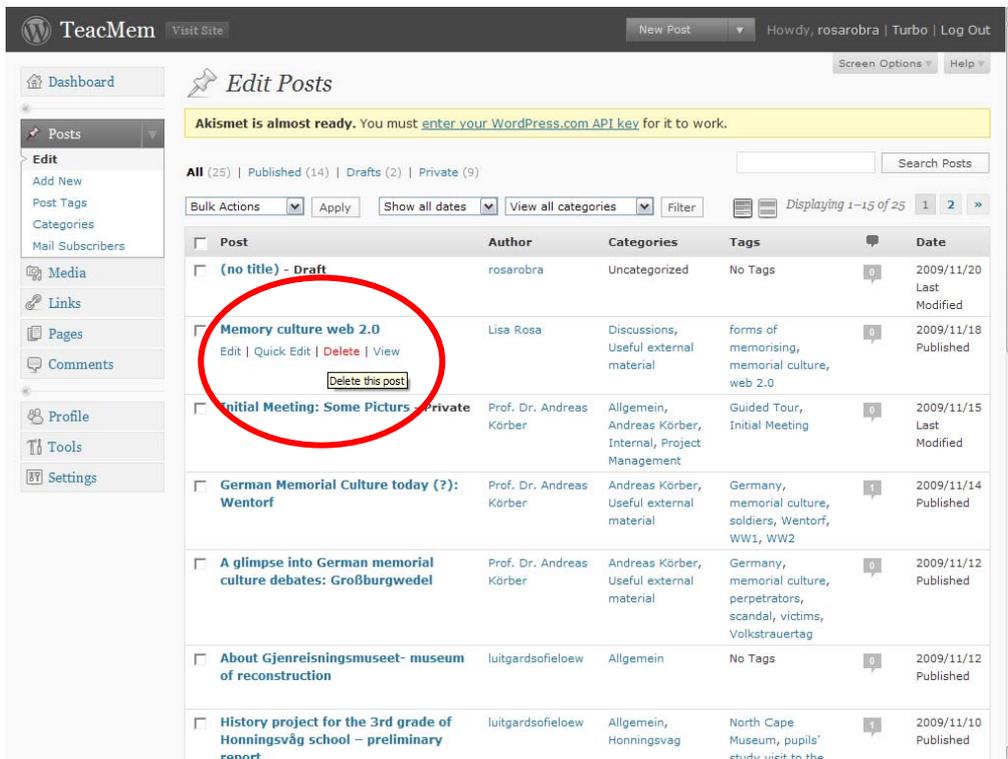
Go to "Visite site" to see your post. You can edit your post at any time by pressing the button "Edit" below your post:



You may also delete your published posts at any time. For this go to the Dashboard and press "Posts" --> "Edit".



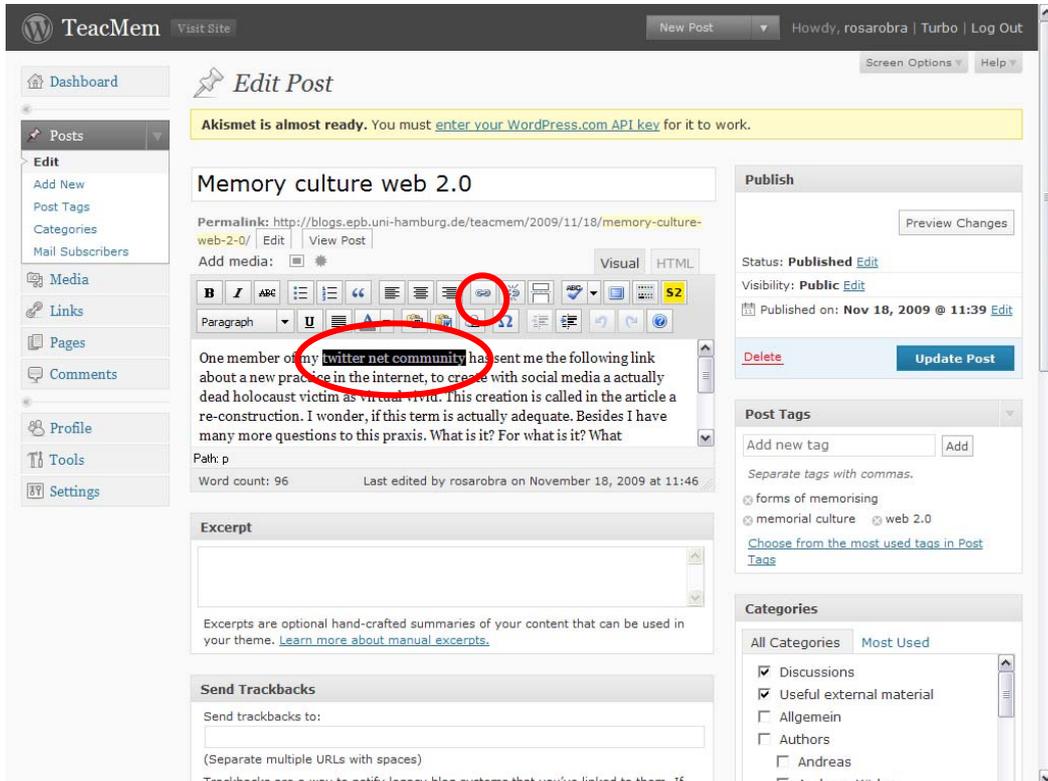
Find your post in the listed Posts and put the cursor over the title. Some options appear below the title:



Press the option "Delete".

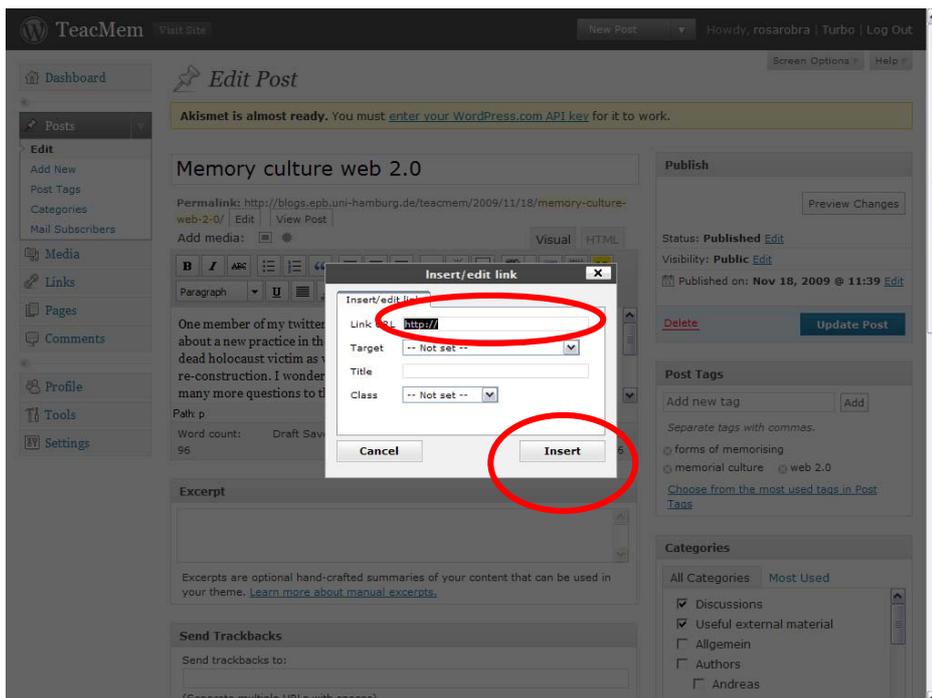
6. Inserting a hyperlink into your text:

Mark the word (or a few words) in which you want to hide the Link and then press the symbol "Link" in the edit bar of the form.



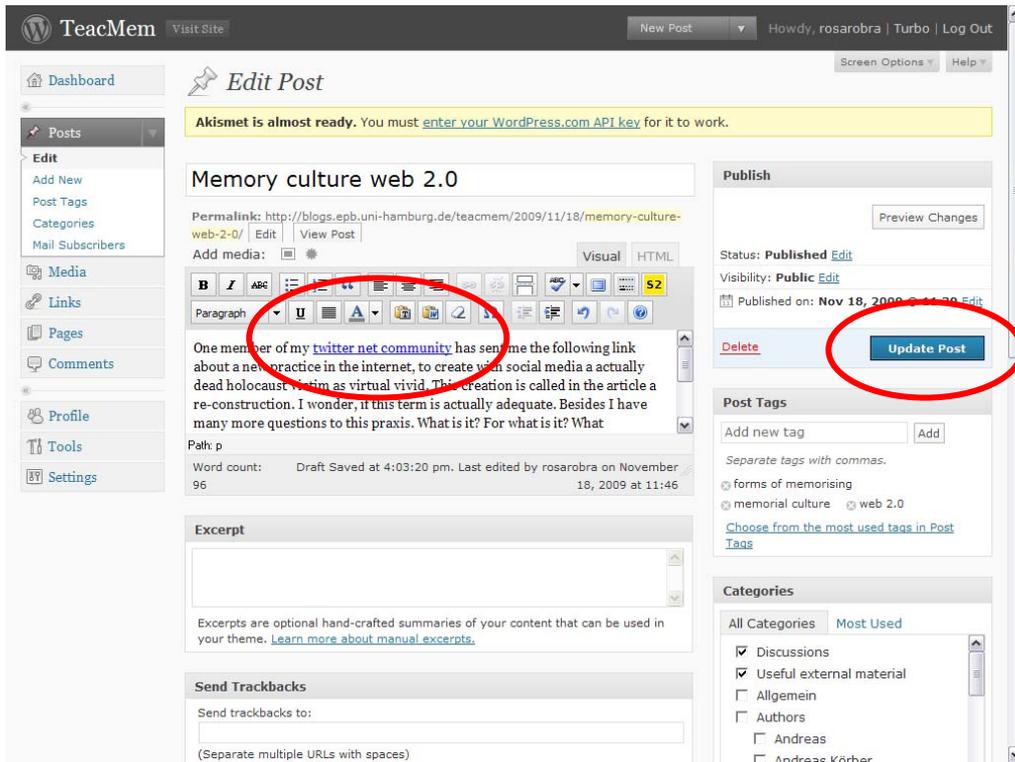
The screenshot shows the WordPress 'Edit Post' interface for a post titled 'Memory culture web 2.0'. The text editor contains the following text: 'One member of my **twitter net community** has sent me the following link about a new practice in the internet, to create with social media a actually dead holocaust victim as virtual vivid. This creation is called in the article a re-construction. I wonder, if this term is actually adequate. Besides I have many more questions to this praxis. What is it? For what is it? What'. The words 'twitter net community' are highlighted with a red circle. In the toolbar above the text editor, the 'Link' icon (a chain link) is also circled in red. The interface includes a sidebar with navigation options like 'Dashboard', 'Posts', 'Media', and 'Settings', and a right-hand panel with 'Publish', 'Post Tags', and 'Categories' sections.

A new form will pop up. Copy the address of the website you want to refer to and paste it into the window and press the "Insert" button:



This screenshot shows the same 'Edit Post' interface as above, but with the 'Insert/edit link' dialog box open. The dialog box has a title bar 'Insert/edit link' and a close button 'X'. It contains a 'Link' field with the URL 'http://www.twitter.com' entered and circled in red. Below the 'Link' field are dropdown menus for 'Target' (set to '-- Not set --'), 'Class' (set to '-- Not set --'), and 'Title'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Insert', with the 'Insert' button circled in red. The background content of the post is dimmed.

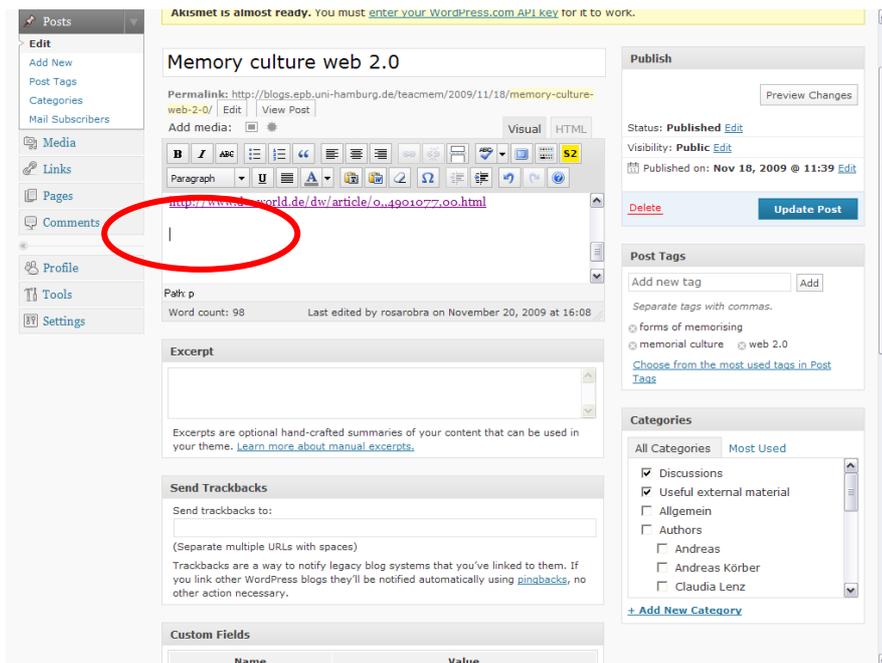
The inserted Link will look like this:



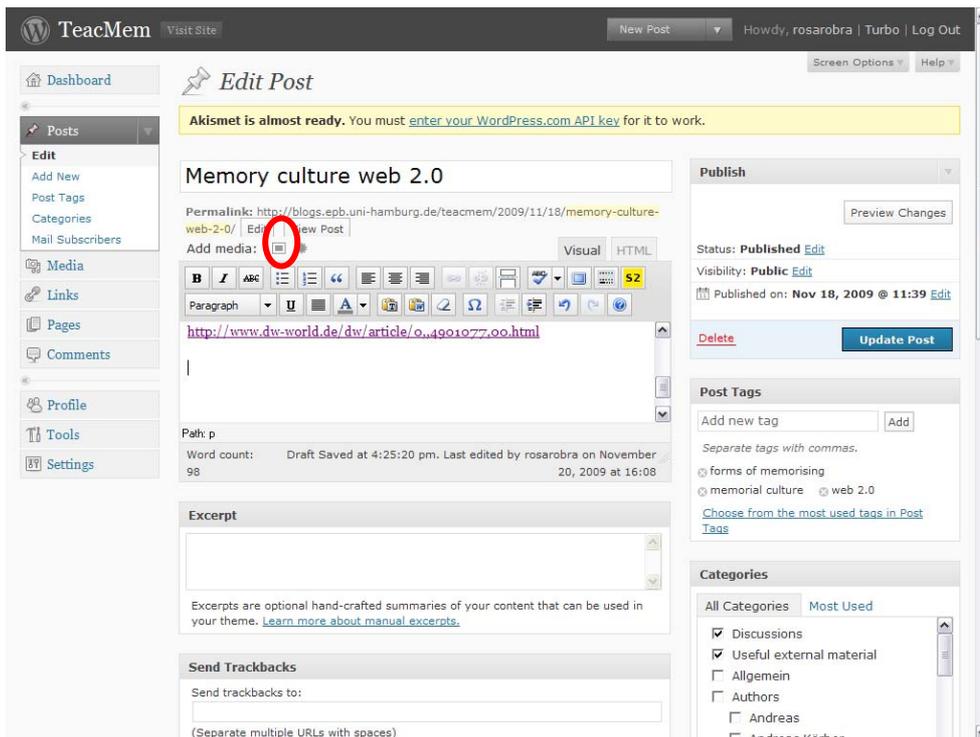
Press the "Update Post" button (or the "Publish" button).

7. Adding a Picture to your Post

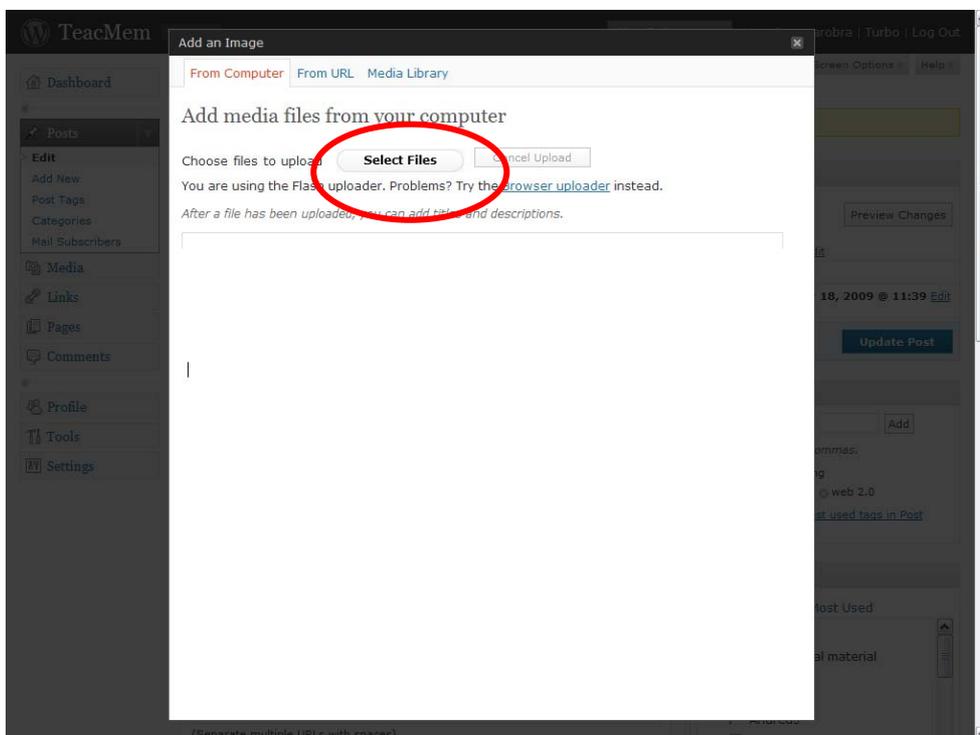
Put the cursor where you wish the picture to be:



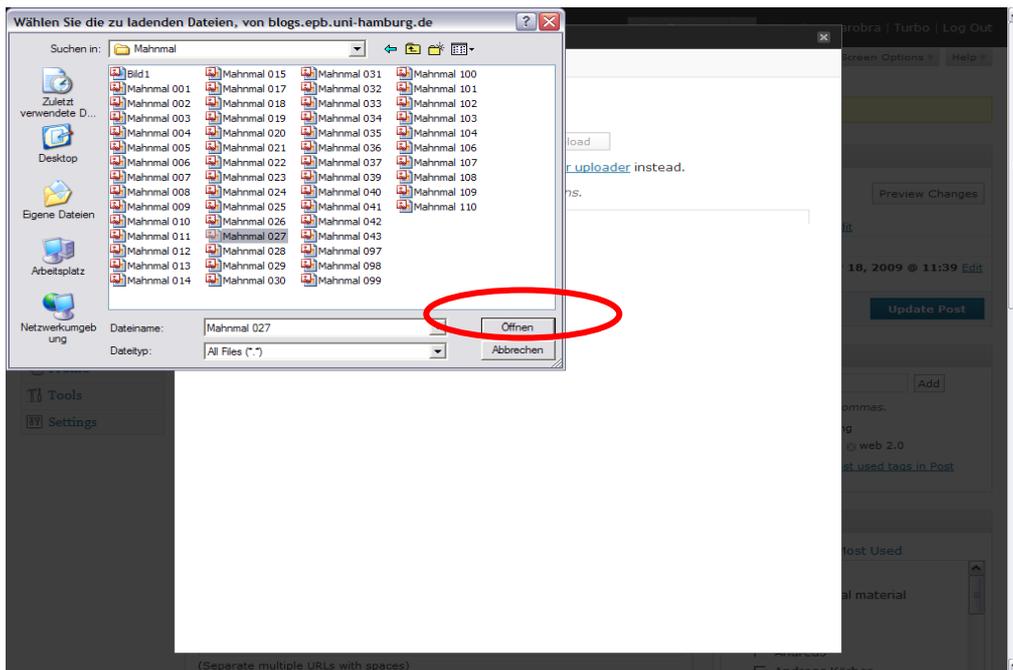
Press the first button next to "Add media" to add an image:



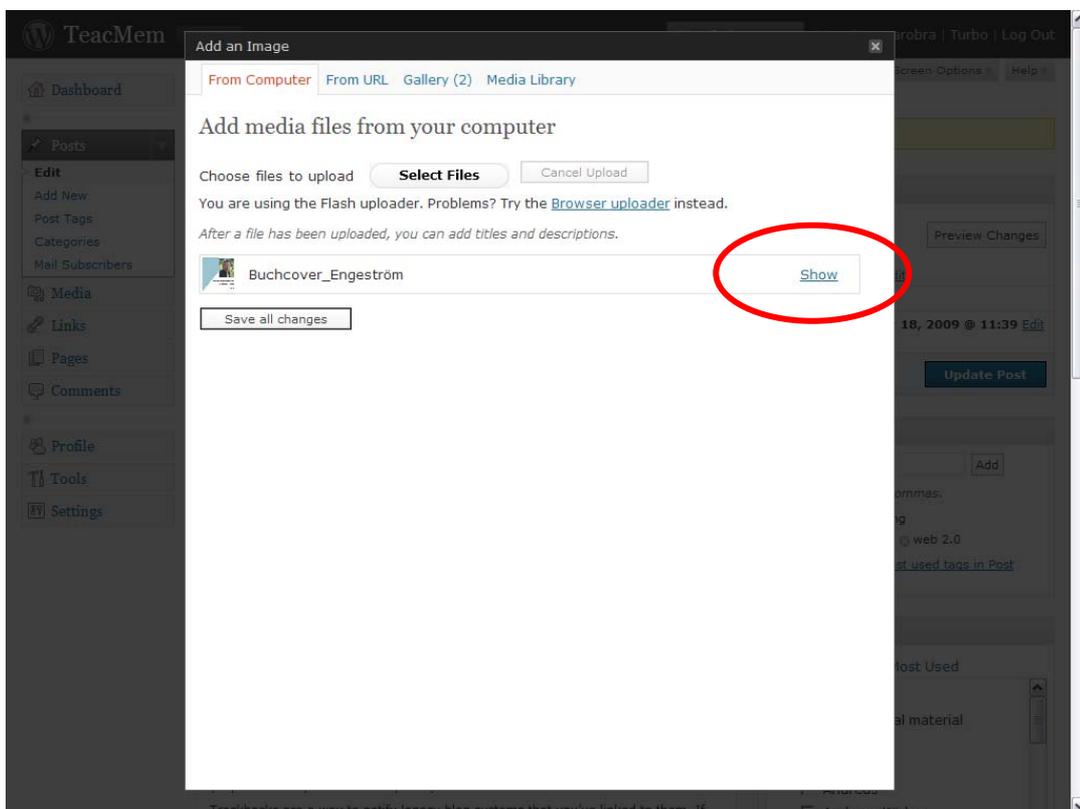
A window will pop up, in which you may choose either the option "from Computer" or "from URL". The option "from Computer" is already preset. Press the button "Select Files" to upload an image from your Computer:



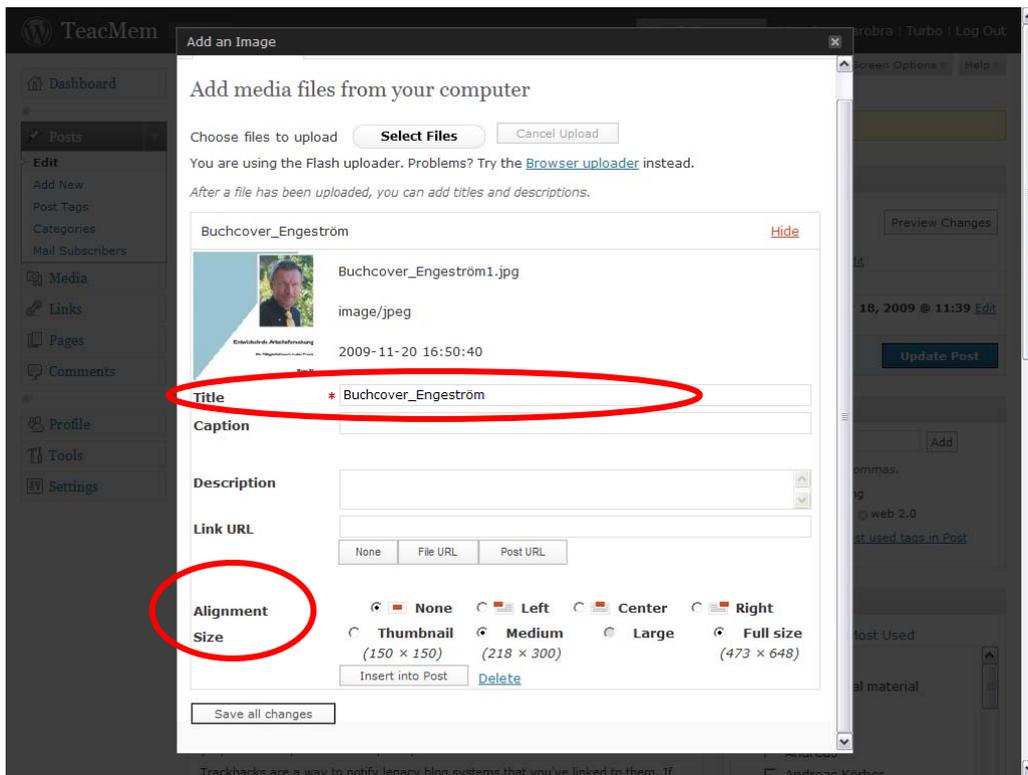
Select your picture and press "open":



Your image will be uploaded to the blog – and it will be saved in the "Gallery":
Click the button "Show":

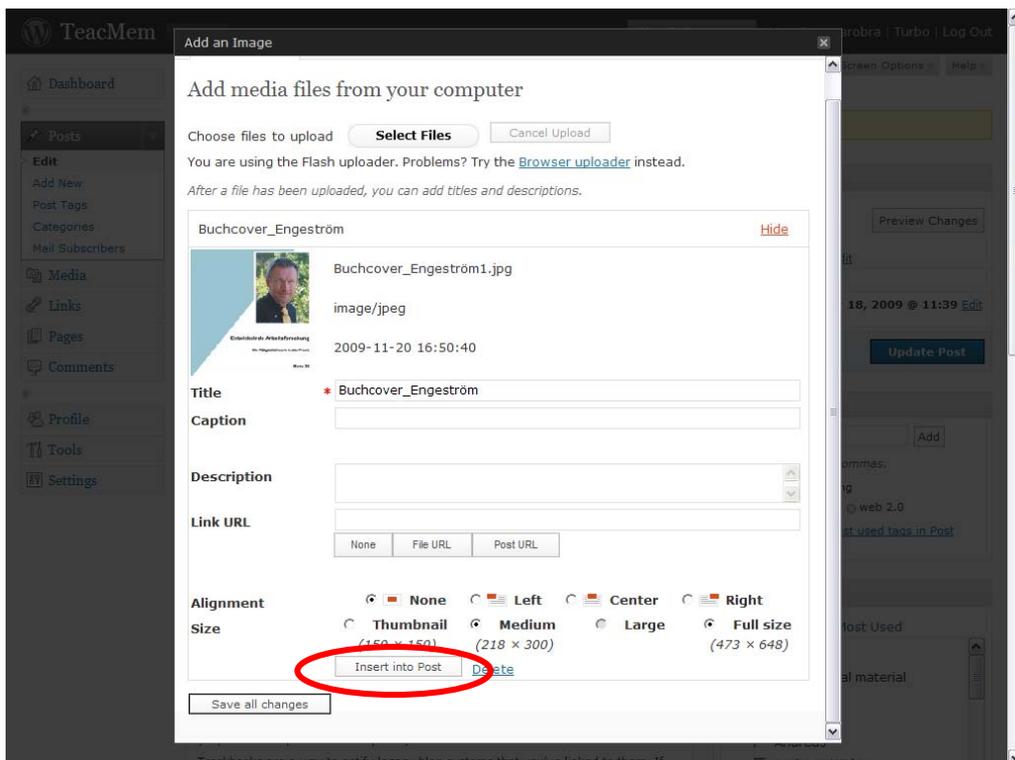


You may now edit the title and choose Alignment and Size:



Usual settings are preset: Alignment "None"; Size "Medium".

Then press the button "Insert into Post":

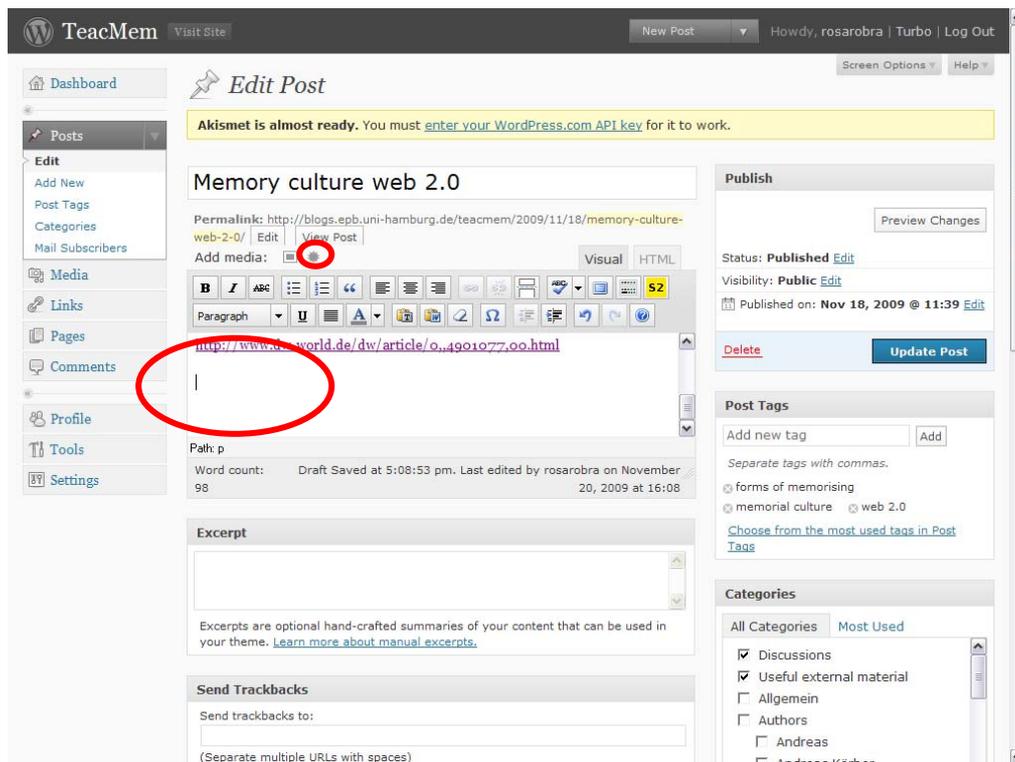


The picture will be shown within your post in the edit mode. Click the button "Update Post" or "Publish".

Uploading from an URL is alike – but make sure that you have the authorization to publish it.

8. Adding a PDF-file or a slideshow

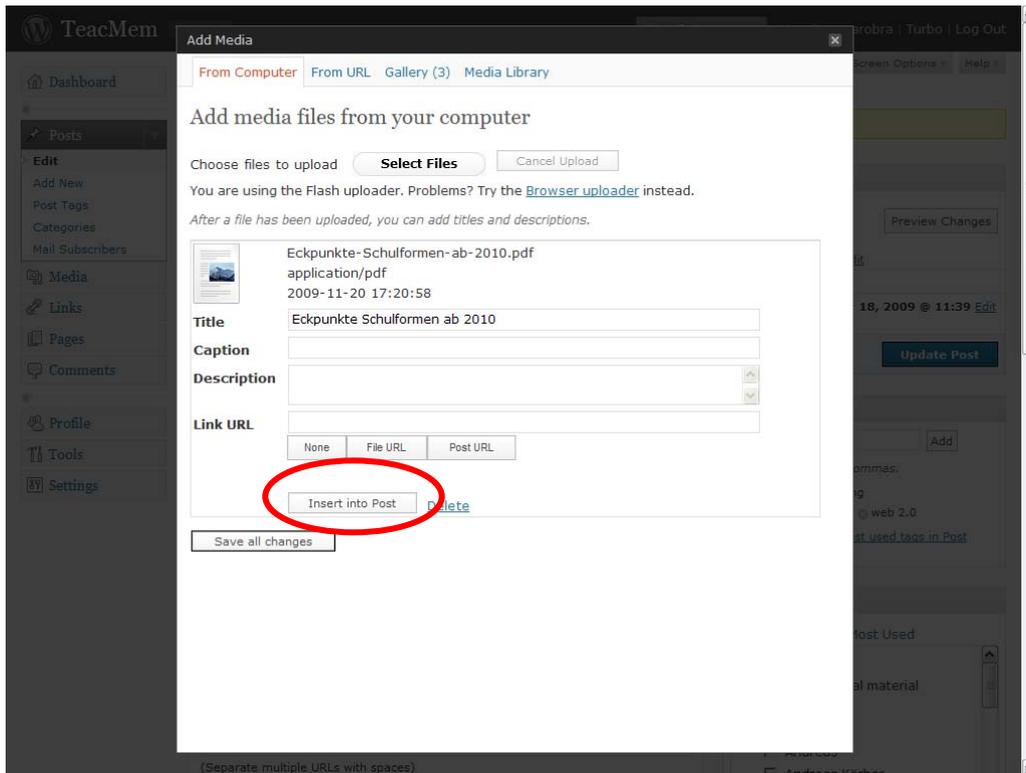
First of all do not forget to position the cursor and click where you want the file to be:



Secondly: Press the second button next to "Add media".

By pressing the button "select files" you will upload your selected files.

Then press the button "insert into your post":



In the post you will see a link to the object – not the object itself.

If you want to embed rather the object into your post – possibly a slideshow –, you will first have to publish it on <http://slidshare.com>. From there you can embed it into the post by means of a special embedding code.

9. Embedding and uploading videos

Unfortunately we may not embed videos from the internet or upload our own videos yet. But we will soon upgrade our blog space and acting possibilities in order to be able to do so.