

# Getting Started with blogs@NTU

23 January 2015

# Login

1. <https://blogs.ntu.edu.sg/hg3016-2015/>
2. Click on your assigned group site
3. Login with your NTU username and password
  - Refer to “WordPress Guide”

# Parts of the blog site

## Course Blog – Group Site

for demonstration

Title & Tagline

INTRODUCTION

DESCRIBE MATERIALS USED

MINUTES LOG

REFERENCES

ABOUT TEAM

Menu

Header



background

## Introduction

### Indonesia Forest Fires

Indonesia has the most extensive rainforest cover in Asia and it makes up 10% of the world's tropical forest. It houses abundant species of plants and animals but all of this is vanishing rapidly. Between 1990 to 2005, Indonesia had lost about 26% of their forest. All these are due to development of the forest areas for industrial use or excessive harvesting the trees for their timber. We will look the problem of forest fires as it not only reduce the amount of forest but also brings with it a whole lot of other problems.

This is a chart showing the forest cover in Indonesia from 1990 to 2005

Forest Cover 1990-2005, Indonesia

### CATEGORIES

[Assignment](#)

[Minutes](#)

### RECENT COMMENTS

### META

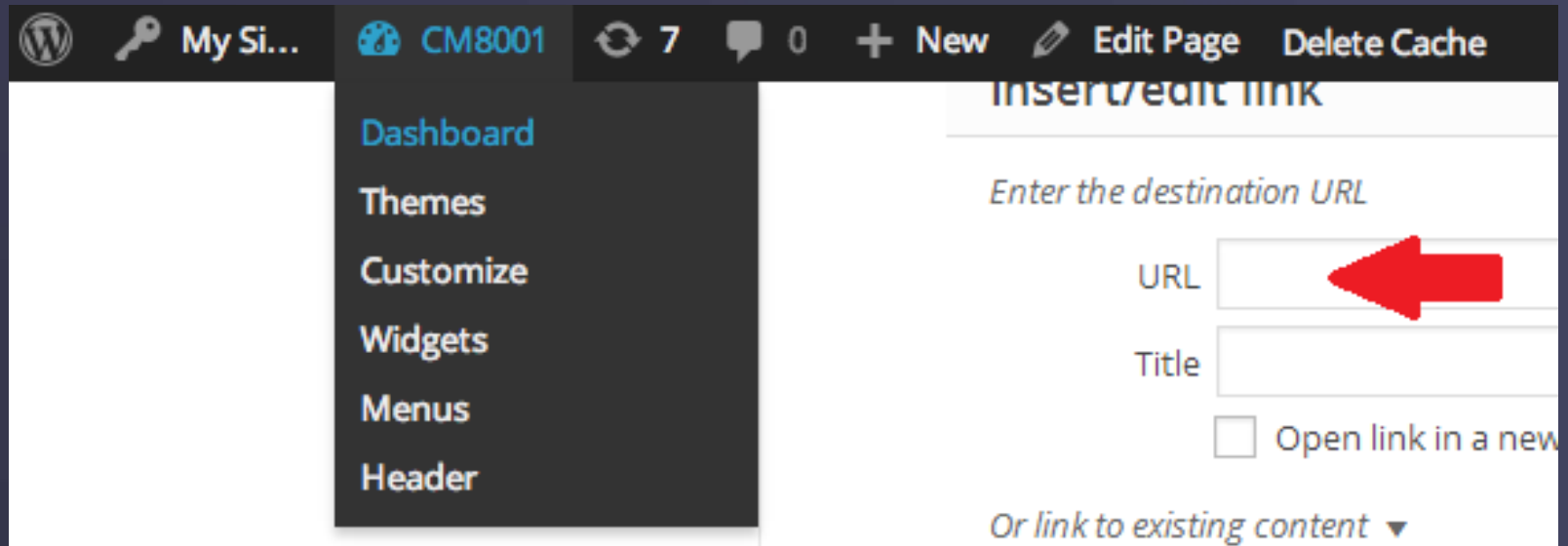
Site Admin

# What do you need to do?

1. Write-up on your assigned topic by using Pages
2. Don't forget to include:
  - a) Introduction
  - b) About the Team
  - c) Conclusion
  - d) References

# Getting Started

1. Go and login to your assigned site
2. Go to the dashboard



# Change Title & Tagline

WordPress dashboard header: My Sites Course Blog - Group Site 8 0 + New Gallery Delete Cache Howdy, Joan Wee

WordPress 4.1 is available! [Please update now.](#)

## General Settings

**Site Title**

**Tagline**   
*In a few words, explain what this site is about.*

**E-mail Address**   
*This address is used for admin purposes. If you change this we will send you an e-mail at your new address to confirm it. The new address will not become active until confirmed.*

**Timezone**  UTC time is 2015-01-20 17:21:08 Local time is 2015-01-21 1:21:08  
*Choose a city in the same timezone as you.*

**Date Format**


- January 21, 2015
- 2015-01-21
- 01/21/2015
- 21/01/2015
- Custom: F j, Y January 21, 2015

Left sidebar menu: Dashboard, Posts, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings (selected), General, Writing, Reading, Discussion, Media, Permalinks, Akismet, Ultimate GA, Math Captcha

# Add a new Page

The screenshot shows the WordPress 'Add New Page' interface. On the left is a dark sidebar with navigation options: Posts, Media, Pages (highlighted with a blue bar and a green circle with the number 1), All Pages, Add New, Comments, Appearance, Plugins, Users, Tools, Settings, Gallery, and Collapse menu. The main content area is titled 'Add New Page' and contains a text input field with the word 'Introduction' (circled with a green circle and the number 2). Below the title is a 'Permalink' field showing 'http://blogs.ntu.edu.sg/demo101-year-g0/introduction-2/' and an 'Edit' button. A 'View Page' button is also present. Below the permalink is an 'Add Media' button. The main editing area features a rich text editor toolbar with various icons. A red box highlights the 'Visual' and 'Text' tabs, with a green circle and the number 3 pointing to the 'Visual' tab. Below the toolbar is a large text area with a 'Paragraph' dropdown menu. At the bottom of the main area, it says 'p' and 'Word count: 0'. On the right side, there are three panels: 'Page Attributes' with 'Parent' set to '(no parent)' and 'Template' set to 'Default Template'; 'Order' set to '0'; and 'Publish' with 'Save Draft', 'Preview', and 'Publish' buttons. The status is 'Draft', visibility is 'Public', and 'Publish immediately' is an option. A green circle with the number 4 is placed over the 'Publish' button. At the bottom right, a 'Featured Image' section is partially visible.

# Insert Hyperlink

1. Highlight the desired text
2. Click on the 
3. Paste the URL into the URL field
4. Click “Add Link”

### Insert/edit link

Enter the destination URL

URL

Title

Open link in a new window/tab

Or link to existing content ▲

Search

Week 11 (29 Oct)	PAGE
Week 10 (22 Oct)	PAGE
Week 9 (15 Oct)	PAGE
Week 8 (8 Oct)	PAGE
Week 7 (24 Sep)	PAGE
Week 6 (17 Sep)	PAGE
Week 5 (10 Sep)	PAGE

Cancel Add Link



# Insert Media

1. Click “Add Media”
2. Accepted format: jpg, png, gif, pdf, mp3

The image shows a screenshot of the WordPress 'Add New Post' interface. The 'Add Media' button is highlighted with a red box. The 'Upload New Media' modal is open, showing a dashed box for dropping files, a 'Select Files' button, and a list of uploaded media items (MCR1, MCR2, MCR3, MCR4.jpg) with 'Edit' links. The modal also displays the message: 'You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.' and 'Maximum upload file size: 8MB.'

Add New Post

Upload New Media

Drop files here  
or  
Select Files

You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

Maximum upload file size: 8MB.

	MCR1	<a href="#">Edit</a>
	MCR2	<a href="#">Edit</a>
	MCR3	<a href="#">Edit</a>
	MCR4.jpg	98%

# Edit Media

1. Edit the

## Image Details

Caption

Alternative Text

### DISPLAY SETTINGS

Align

Size

Link To

- Media File
- Media File**
- Attachment Page
- Custom URL
- None

g/201415-hs4001-s2/files/2014/

### ADVANCED OPTIONS

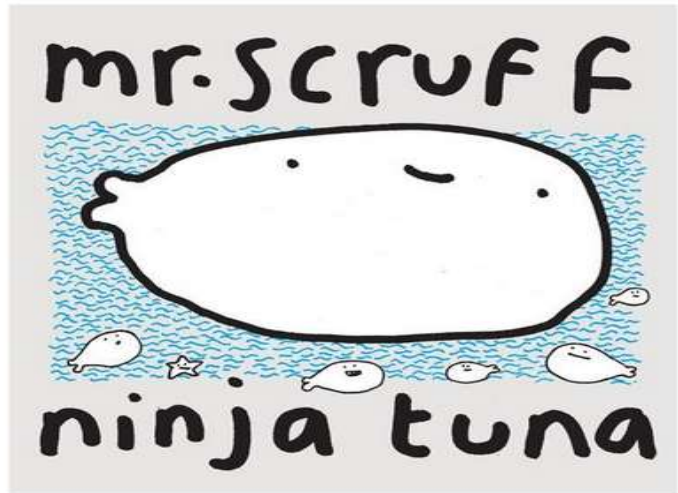
Image Title Attribute

Image CSS Class

Open link in a new window/tab

Link Rel

Link CSS Class



Edit Original

Replace

Add Media

**B** *I* **ABC**

Paragraph



m



p » a » img

Update

# Embed YouTube Videos



The screenshot shows a YouTube video player with the URL `www.youtube.com/watch?v=CkCOTwFKTDE` in the address bar. The video title is "Dance Tour Around NTU" by the channel "NTUsg", which has 22,593 subscribers. The video description states it was published on Mar 9, 2012, and features 60 NTU students dancing through iconic spots on campus. The video player shows a group of students in colorful shirts (blue, orange, green) performing a dance on a track.

## Add New Post

Youtube

Add Media

Visual

Text

b i link b-quote del ins img ul ol li code  
more close tags Add tab Wrap tabs Spoiler Dialog

<https://www.youtube.com/watch?v=CkCOTwFKTDE>

**https://**

# Embed Other Media

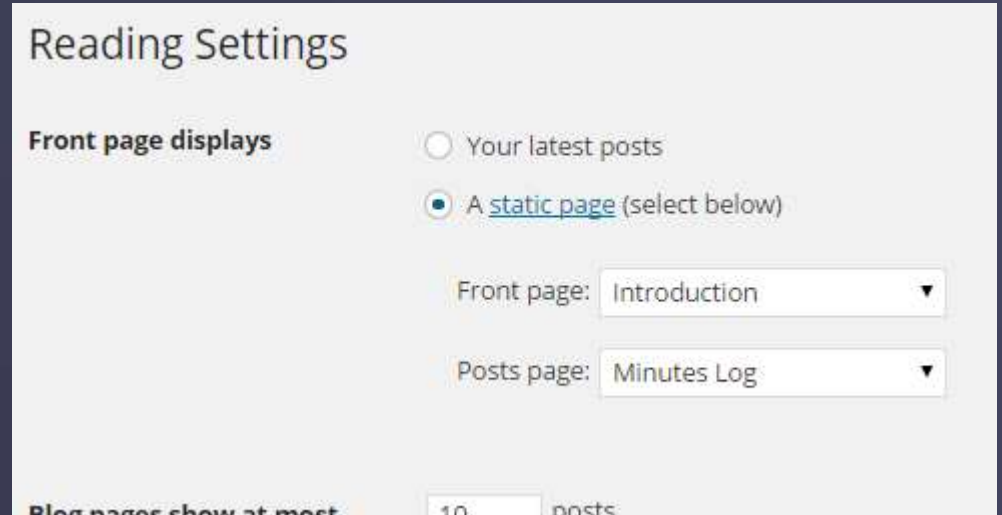
Go to:

<http://goo.gl/VfZnu>

on how to embed media files like  
slideshare, soundcloud, etc.

# Set up a Homepage

1. Settings -> Reading
2. Under “Front page displays”, choose “a static page”
3. Choose the front page



# The Menu Bar

INTRODUCTION

DESCRIBE MATERIALS USED

MINUTES LOG

REFERENCES

ABOUT TEAM

- Media
- Pages
- Comments

## Appearance

- Themes
- Customize
- Widgets
- Menus**
- Header
- Background

- Plugins
- Users
- Tools
- Settings

## Gallery

Collapse menu

Edit Menu

Manage Locations

Edit your menu below, or [create a new menu](#).

Pages

Most Recent View All Search

- Home: Introduction
- About
- Describe Materials Used
- Introduction
- Minutes Log
- References

[Select All](#)

Add to Menu

Links

Hyperlink

Categories

Format

Menu Name Menu 1

Save Menu

## Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Introduction

Page

Describe Materials Used

Page

Minutes Log

Category

References

Page

About Team

Page

## Menu Settings

Auto add pages

Automatically add new top-level pages to this menu

Theme

Primary Menu

# Create Menu Bar

- Media
- Pages
- Comments
- Appearance**
- Themes
- Customize
- Widgets
- Menus
- Header
- Background
- Plugins
- Users
- Tools
- Settings
- Gallery
- Collapse menu

Edit Menu | Manage Locations

Edit your menu below, or [create a new menu](#).

## Pages

Most Recent | View All | Search

- Home: Introduction
- About
- Describe Materials Used
- Introduction
- Minutes Log
- References

[Select All](#)

**Add to Menu**

## Links

## Categories

## Format

## Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.

Introduction Page

Describe Materials Used Page

Minutes Log *sub item* Category

References Page

About Team Page

Creating Sub-menu

## Menu Settings

Auto add pages  Automatically add new top-level pages to this menu.

Theme locations  Primary Menu

[Delete Menu](#)

**Save Menu**



# Beautifying Your Site - Header

- Posts
- Media
- Pages
- Comments

## Appearance

- Themes
- Customize
- Widgets
- Menus
- Header
- Background
- Plugins
- Users
- Tools
- Settings
- Gallery
- Collapse menu

### Header Image

#### Preview

## Course Blog – Group Site

for demonstration



#### Select Image

You can select an image to be shown at the top of your site by uploading from your computer or choosing from your media library. After selecting an image you will be able to crop it.

Suggested width is 960 pixels. Suggested height is 250 pixels.

Choose an image from your computer:

Choose File

No file chosen

Upload

Or choose an image from your media library:

Choose Image

#### Uploaded Images

You can choose one of your previously uploaded headers, or show a random one.

Random: Show a different image on each page.



#### Remove Image

This will remove the header image. You will not be able to restore any customizations.

Remove Header Image

#### Header Text

#### Header Text

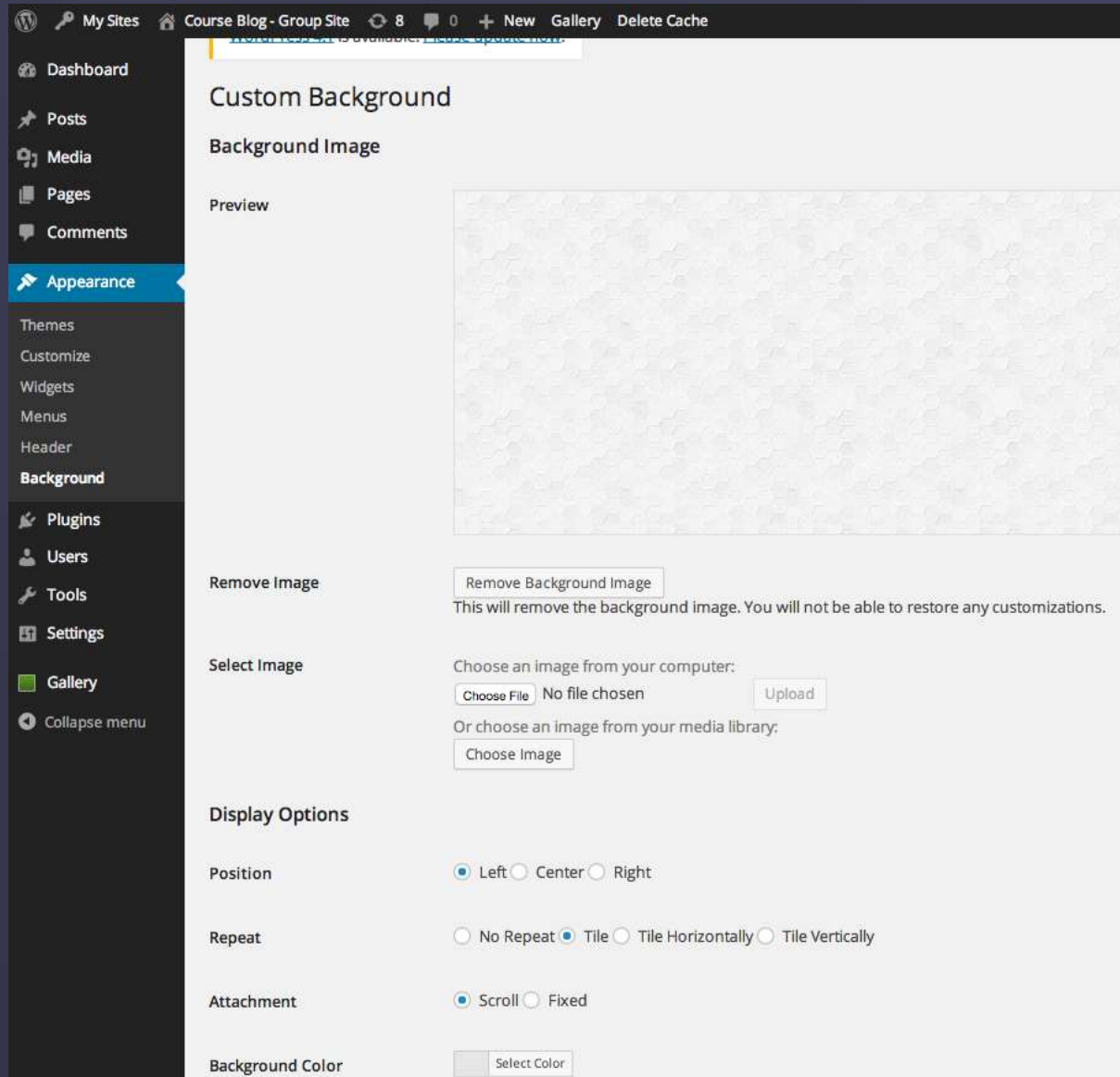
Show header text with your image.

#### Text Color

Select Color



# Beautifying Your Site - Background



The screenshot shows the WordPress Customizer interface for a site titled "Course Blog - Group Site". The left sidebar contains a navigation menu with the following items: Dashboard, Posts, Media, Pages, Comments, Appearance (highlighted), Themes, Customize, Widgets, Menus, Header, Background, Plugins, Users, Tools, Settings, Gallery, and Collapse menu. The main content area is titled "Custom Background" and is divided into several sections:

- Background Image:** A large preview window displays a repeating pattern of light blue and white geometric shapes.
- Remove Image:** A button labeled "Remove Background Image" is present, with a warning below it: "This will remove the background image. You will not be able to restore any customizations."
- Select Image:** This section offers two methods for selecting an image:
  - "Choose an image from your computer:" with a "Choose File" button (showing "No file chosen") and an "Upload" button.
  - "Or choose an image from your media library:" with a "Choose Image" button.
- Display Options:** This section contains three groups of radio button options:
  - Position:**  Left,  Center,  Right
  - Repeat:**  No Repeat,  Tile,  Tile Horizontally,  Tile Vertically
  - Attachment:**  Scroll,  Fixed
- Background Color:** A "Select Color" button is located at the bottom of the panel.

**Questions?**

# Contact Us

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