PUBLISHING YOUR SLIDESHOW TO CMNS1280 BLOG SITE

1. Have your slideshow file ready on the desktop to upload to the CMNS1280 Blog Site.

2. Open web browser (Firefox, Safari, etc.) and go to the CMNS1280 Blog Site at the following address: http://silverbullet.newcastle.edu.au/cmns1280

3. At the WordPress login page, enter your student number and password to log in to the Blog Site.

4. On the Blog’s main page, click on the “Site Admin” link to take you to the Blog’s dashboard. It is here where you will need to create a new post and upload your slideshow.
5. To create a new post (containing your slideshow), click the “New Post” tab located at the top of the dashboard page. As a result, the following page that loads up is the “Add New Post” page. Here you will need to enter in a title for your post, a relevant description in the main body of the post.
6. Getting your slideshow in to the blog post is just a couple of steps away. Firstly, you will need to upload your slideshow file to the blog by clicking on the “Add Video” icon - located next to “Add Media”.

7. If you intend to add a picture to your post, in addition to your slideshow, you can use the “Add Photo” option (located next to Add Video).

8. When you click “Add Video” a pop-up browser will appear prompting you to add a media file from your computer. Click the “Select Files” button and locate and select your slideshow (which should be already on the desktop).
9. Once your slideshow file has finished uploading, you can add a title, captions and a description of the slideshow file, before clicking the “Insert Into Post” button.
10. A hyperlink with the Slideshow Title will be inserted into your post. Feel free to adjust any formatting for your post before you finalise and publish to the blog site (i.e. font, alignment, colour, etc).

11. You are able to preview the post prior to publishing to get an indication of how your post will turn out. Simply click the "Preview" button located in the publish widget. When you are happy with your post, click "Publish" to finalise your post.