Getting Started Guide

Blogging at http://familylaw.law.miami.edu

Many of you are doubtless already more sophisticated bloggers than I but, especially for those of you who are newbies, I lay out below some of the technical issues around being part of the Law and Medicine authoring community. (You can also find both more basic and more sophisticated information at WordPress: http://wordpress.org/support/).

NOTE: I discovered that it is much easier to post to the blog using the web browsers Mozilla Firefox or Google Chrome; if you use Microsoft’s Internet Explorer, there are extra steps and limitations that I will describe in footnotes.

Getting started
To login to the Family Law blog, do the following:
a. Open a browser and go to http://familylaw.law.miami.edu/
b. At the login prompt, enter your Law School email account information to login.
If you are able to successfully login, you should see the screen below:

Next, you must edit your profile: Go to the upper right hand corner of the page, mouse over the Welcome message and select “Edit My Profile”:

On the Profile page, you must put in a display name. It needs to be recognizable by me and your fellow students; you can make it recognizable to anyone else (the whole world can view the blog, though only the students in the class and I can post). So if your name were Joe Student, your display name can be JoeS or JoeStudent, as you choose.
Fill in your Name and Contact information, then select a display name from the “Display name publicly as” drop down menu. After choosing your display name, click the “Update Profile” button one more time so that the changes will take effect.

(The posting directions below assume you are posting in “HTML” mode in the text editor; if you choose to post in “visual” mode (which you can do if you check the “use visual editor” box when you update your profile), the system for inserting links is somewhat different.)
To write a post, mouse over the “Post” section in the bar on the left hand side of the blog and select “Add New”:

![Image showing the post section in the WordPress dashboard]

To write a post from the main blog page, mouse over the “+ New” link in the gray bar at the top of the blog.

![Image showing the '+ New' link in the WordPress dashboard]

First, give the post a title. Then you can simply write your post in the box below. When you are done you can save it or publish it. Once it is published it appears on the blog, (you can see it by clicking “Visit Site” button on top of the page. In addition to typing in your own content, you can insert a link to another website, or to a file or photo on your computer. Each of these takes a slightly different path.1

In each case, you will see what your post will look like only once you click the [Publish] or [Preview] buttons on the right of the screen.

1 In Firefox, each inserted item will appear in the final post at the point where the cursor is in the box. When you insert. In IE, every insertion automatically goes to the very beginning of the box, so you will need to cut and paste to get the desired organization of the post.

2 In Internet Explorer you will first have to click a security bar that will appear at the top of the screen, click “temporarily allow pop ups” and then click link again.
**Inserting a link to a webpage:** First, make sure the “Visual” (Not Text) tab is selected (see figure below). To insert a link, type your post text, then highlight the text you would like to create a link from by selecting it.

Next, click the link button (see the red square in the figure above). A URL dialog box will come up. Type in or paste the URL that you want your highlighted text to link to in the URL field and click the blue “Add Link” button:
When you are done, your post should look something like this:

**Uploading a file from your computer**: Click on the “Add Media” button (right above the post text box). A window like this will appear:

You can drag a file – an image or document such as a PDF file – on to the window or you can click the “Select Files” button and find the file in your computer. Click the Select File button to browse to the file from your computer. Navigate to the file and click the Open button.
A new dialog box will come up, showing the file that you have just uploaded:

At this point you can choose to give the file you are uploading a title, a caption and a description. The File URL button will give you the actual location of the file you are uploading. The right hand side has a section near the bottom labeled “Link To”, choose “Media File” from the drop-down list; if you leave it at the default “Attachment Page” instead of changing it to “Media File”, you will insert a link to a page where the file will be, not the file itself. You can also choose the alignment (none/left/right/centered) that the image will be in, in relation to the text and the size of the image. To insert a link to a file you are uploading straight into your post, click “Insert into post” button. At this point, a link to the file will be inserted in the post. Please note that the link name you are creating will be the Title of the file. This is what users will read on the link when your post is published.
**Removing a Post**: If you want to remove a post after it has been published, do the following: From the dashboard, under Posts, click “All Posts”. You will see a listing of all the posts on the blog. Click the check box next to the post you want to remove, then choose the “Move to Trash” option from the function list at the top of the post listings. Lastly, click the [Apply] button under to “Move to Trash”.

**NOTE**: You can only delete your own posts, not those of the Professor or your peers.

**Editing your Post After it is Published**: If you want to edit your post after it is published, do the following: From the dashboard, under Posts, click “All Posts”. You will see a listing of all the posts on the blog. Click the check box next to the post you want to edit, then choose the “Edit” option from the function list at the top of the post listings. Last, click the [Apply] button next to “Edit”.

**NOTE**: You can only edit your own posts, not those of the Professor or your peers.
3. Commenting

You may post a comment on any post. Click the “Leave a reply” link for the post you want to comment on. Type your comment in the comment box, then click the [Submit Comment] button at the bottom of the page.

You cannot insert files from your computer into a comment. However, you can include a link to website as part of a comment by pasting or typing the url into the comment box. (However, creating hyperlinks this way does not work for posts.)

**NOTE:** You will not be able to edit or delete your comments. Try to pause after typing before clicking “submit comment.” You may also email me and ask me to delete your comment.
4. In Closing ...

The purpose of this blog is to share ideas, views and information related to the course and to family law issues more generally. No one is required to post or comment; however, I will take this into account, along with what you do during class sessions, in assessing “class participation.”

I anticipate posts of several types. You may want to ask a question or make a comment about something that was discussed in class or in the readings. The blog allows us to continue the conversations on the topics or related topics. You may also want to share your views or ideas about issues related to family law generally but outside the scope of what we can cover in class. You may want to share insights or views of friends and family that might enrich our understanding of various family law issues. You may also want to draw to our attention newspaper articles or posts on other blogs or media clips that seem relevant to family law, broadly construed. (Cartoons also accepted.) If you do this, you are encouraged to add a little content of your own, to tell us all why you think this is worth reading/watching. I plan to post both my own thoughts or questions and links to materials elsewhere.

I also encourage comments. This is meant to be a place for discussion, not just a series of separate statements. The comments can expand on the original post, agree, ask questions or disagree. The only limit is of civility. (A warning that is, I fully hope and expect, unnecessary here. If necessary, however, I will have the power to delete anyone’s posts or comments or even, in extreme circumstances, to remove a person’s rights to post/comment in the future.)

Let the blogging begin!