

Updating your web site

Go to your web site and login. www.joaquinmiller.org/classes/yourlastname

Click on the **New Entry** link below your name.

M V A B L E T Y P E
PERSONAL PUBLISHING SYSTEM

MENU HELP LOGOUT

Welcome to Ms. Jue-Le.. User: [jueleong](#)

jueleong: Welcome to the Main Menu

Select an existing weblog to edit, create new weblogs, add/edit authors, and edit your personal information.

Your existing weblogs:
Add entries, manage templates, set configurations, etc.

WELCOME TO MS. JUE-LEONG'S CLASS
Entries: 1 Comments: 0 Authors: 2

[New Entry](#) | [Manage Weblog](#) | [Delete Weblog](#)

 **EDIT YOUR PROFILE**
Change password, contact info, select language

 **SET UP BOOKMARKLETS**
Bookmarklets enable one-click publishing

Add your text to the appropriate boxes:

M O V A B L E T Y P E
PERSONAL PUBLISHING SYSTEM

MENU HELP LOGOUT VIEW SITE Search

Welcome to Ms. Jue-Le.. User: [jueleong](#)

POST

- NEW ENTRY
- EDIT ENTRIES
- UPLOAD FILE

MANAGE

- TEMPLATES
- CATEGORIES
- NOTIFICATIONS
- WEBLOG CONFIG

UTILITIES

- SEARCH ENTRIES
- IMPORT/EXPORT
- REBUILD SITE
- VIEW SITE

Main Menu > Welcome to Ms. Jue-Leong's Class Editing Menu > Create New Entry

Your customization preferences have been saved, and are visible in the form below.

Title Primary Category

Entry Body

This is where main text would go.

Extended Entry (?)

If you had something long to write, you could put the first paragraph in the box above, and the rest here.

Post Status (?)

Allow Comments: (?)

Allow Pings (?)

When you're done, click SAVE

Notifying parents about updates:

You can let parents know about updates your web site by sending them an email.

First, make sure you have added your parents' email addresses to the Notifications tool. Click the **Notifications** button in the left-hand column.



Then add the email addresses as directed.

Here is the list of users who wish to be notified when you post to your site. To add a new user, enter their email address in the form below. The URL field is optional. To delete a user, check the delete box in the table below and press the DELETE button.

Email Address

URL (Optional)

ADD TO LIST

From now on, after you save any entry, you can just **scroll to the bottom of the page** to the Notifications section. Click the **"include entire entry body"** box, then click **SEND**. You can also add an extra message to the notification by typing in the box. An email message will be automatically sent to your parents.

Send a notification

You can send a notification message to your group of readers. Just enter the email message that you would like to insert below the weblog entry's link. You have the option of including the excerpt indicated above or the entry in its entirety.

Include excerpt
 Include entire entry body

SEND

Note: If you chose to send the weblog entry, all added HTML will be included in the email.

Adding photos or student artwork

The Internet does not like very large photos or images. They take a long time to load onto a web page, especially for people with slow Internet connections. For this reason, it's best to make sure your photos are a reasonable size before uploading them. So...

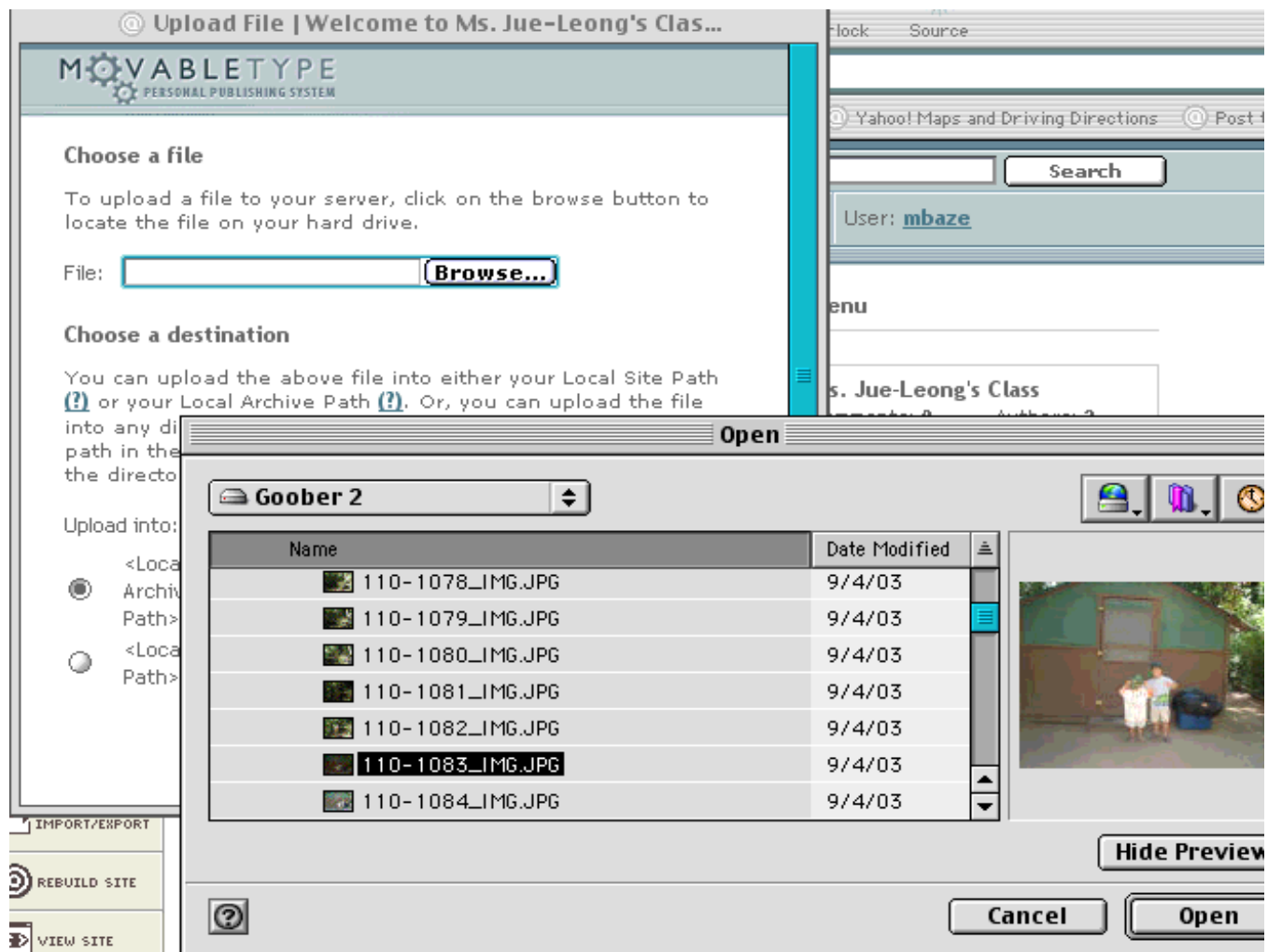
Using whatever software came with your camera or that you have available, make sure your images are **no more than 400 pixels wide**. If you're getting photos from parents, tell them your size limitations.

Then when you have the images you want and are ready to upload...

Click the **Upload File** button:



A window will pop up. Click the **Browse** button to find the photo on your computer that you want to upload.



Choose your photo and click **Open**.

Click the **Upload** button. The photo may take a minute to upload.

Then choose **Create a new entry using this uploaded file.**

If the file width shown is **wider than 400 pixels** (as in the example below) click the **Create a thumbnail** box. Set the width to 400 and then TAB to the next box. The height will change automatically. Then click the **EMBEDDED IMAGE** button.

If the width is 400 pixels or less, just click the EMBEDDED IMAGE button.

Upload File | Welcome to Ms. Jue-Leong's Clas...

MOVABLETYPE
PERSONAL PUBLISHING SYSTEM

Your file has been uploaded. Size: 248,829 bytes.

Create a new entry using this uploaded file (?)

Show me the HTML

Image Thumbnail

Create a thumbnail for this image (?)

Width:

Height:

Constrain proportions

Would you like this file to be a:

Now you have a new entry. Enter a title. And write a caption or any text you want below the gibberish you see in the box.

Title

Pictures from the zoo

Primary Category

Select

Entry Body

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Here is a picture of our field trip.

Click **SAVE** and you're done!

Click the **View Site** button to see how it looks.

October 13, 2003

Pictures from the zoo.



Here is a picture of our field trip

Posted by mbaze at [10:35 PM](#) | [Comments \(0\)](#)