

blog  
me

## **Activating your blog page**

Check your University email account, you should have recently received an email from Wordpress.com asking you to activate and become an administrator (owner) of your blog site.

Click the link within the email and you will be taken to wordpress.com – please sign up for a new account using your University email. You may then choose any username or password you wish. Once your account is setup, you are free to change the web address of your blog if you need too.

The blog has been created for you, with a base template that's fully customisable. The reason we co-administrate the blog with you is for purposes of assessment and ease of assistance with any technical or privacy problems you may have.

The University is not responsible for your comments, opinions offered on the blog. Although we assist your development in this digital space, all actions and publishing is solely responsibility.

The only time the University will change your blog is when you ask for assistance, or during assessment time, when your blog will be temporarily 'frozen' so you cannot add, change or remove any material.

## **Accessing your blog**

You can access your blog from any browser on any PC or Mac, simply log in. It's also advisable to download the *Wordpress app* for your smart phone or tablet. It's extremely user friendly to post from the app, and as your phone has a built in camera, it makes it even easier to upload pictures alongside your text. Check your devices app store to download.

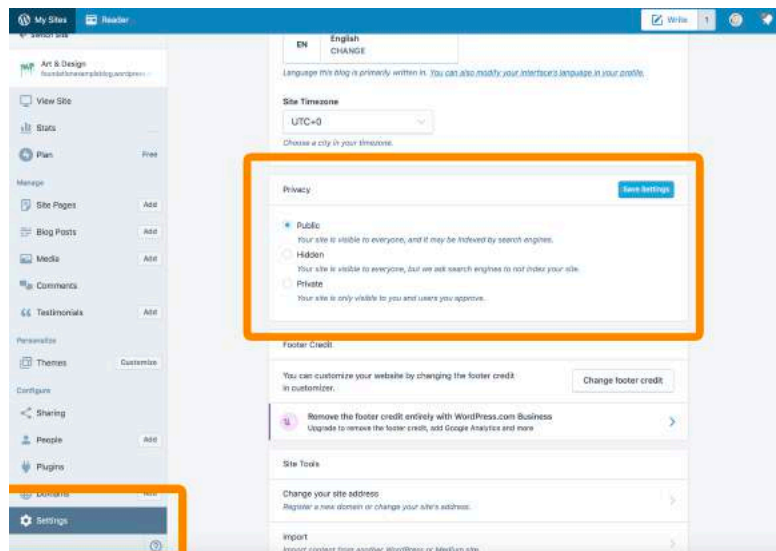
Your tutors will have access to your public blog web address for tutorials and assessment. Only your administrator will be able to help you with more technical issues.

## **Media Library**

Any images you upload to your Media Library are always saved for you to use in the future. You have 3GB of space on your account (depending on the size of your images, around 5000 photos). You can upload images from your phone or computer without having to make a page or a post.

## **Public and Private**

It's advisable for you to leave your blog 'public', so it's accessible and searchable, the more content you create, the greater your online presence will be as you progress through your studies and your degree. It's also a great personal database for any online or library research you do.

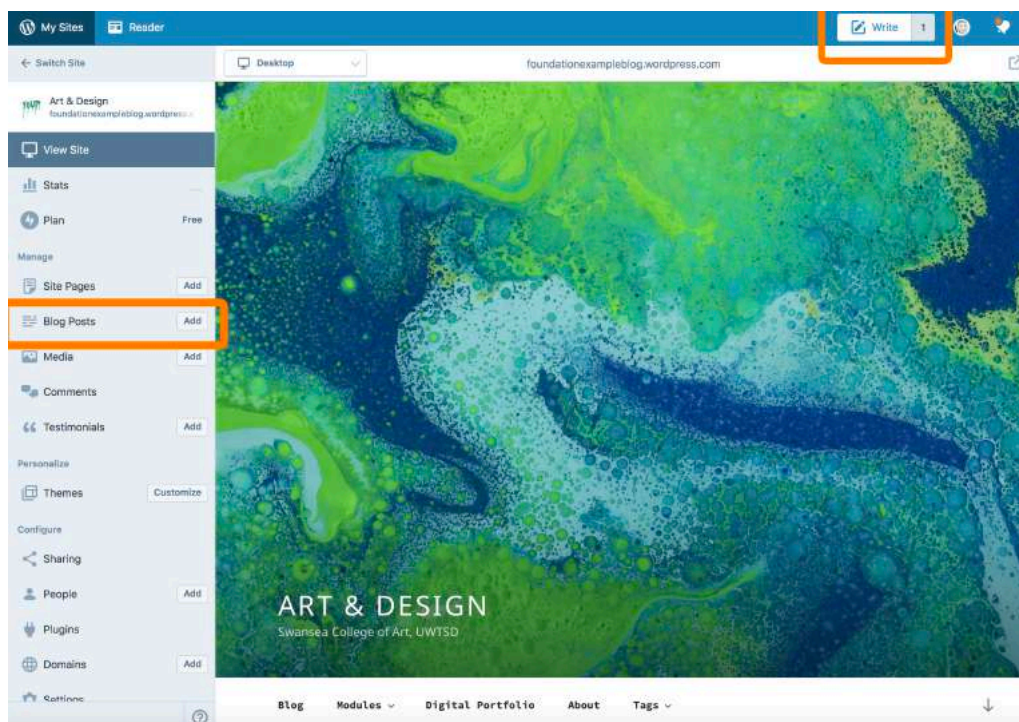


[Go to Settings > Privacy]

If you are posting something that is sensitive, personal or you feel may be viewed out of context, you can choose to make a blog post private until you are ready to show it. Alternatively, you can choose to password protect a post, you must agree this with your tutors, some courses may adopt a general password, so members of the same course can access it, and it remains private to the rest of the web.

If you wish to make your blog completely private, speak with your lecturers to make sure they have admin access.

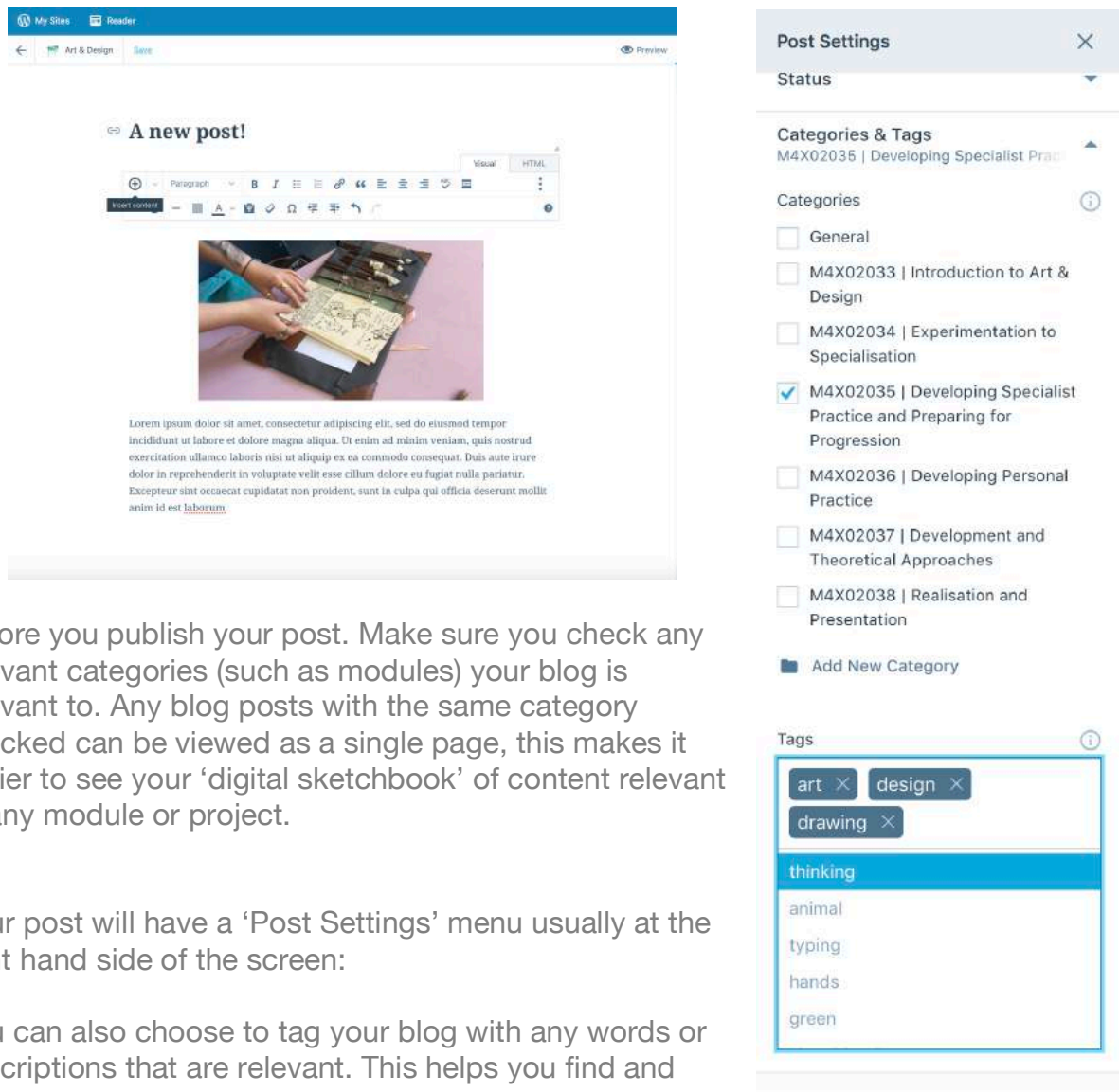
## Writing a blog post



From the top bar, click 'Write' | From the side menu, click 'Add' on the Posts menu bar.

You will be taken to an editing page where you can add a title, along with the body (text and images of your post)

Type away!



The screenshot displays a blog editor interface. On the left, a 'New post!' window is open, showing a title field, a rich text editor with a toolbar, and a preview of a post featuring an image of hands drawing in a sketchbook. The text below the image is placeholder text. On the right, a 'Post Settings' sidebar is visible. It includes a 'Status' dropdown, a 'Categories & Tags' section with a list of categories (M4X02035 is selected), and a 'Tags' section with a list of tags (art, design, drawing, thinking, animal, typing, hands, green).

**A new post!**

Visual HTML

Insert Content

Paragraph B I [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons]

Image of hands drawing in a sketchbook

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Post Settings**

Status

**Categories & Tags**  
M4X02035 | Developing Specialist Practice

**Categories**

- ☐ General
- ☐ M4X02033 | Introduction to Art & Design
- ☐ M4X02034 | Experimentation to Specialisation
- ☒ M4X02035 | Developing Specialist Practice and Preparing for Progression
- ☐ M4X02036 | Developing Personal Practice
- ☐ M4X02037 | Development and Theoretical Approaches
- ☐ M4X02038 | Realisation and Presentation

[Add New Category](#)

**Tags**

art design drawing

thinking

animal

typing

hands

green

Before you publish your post. Make sure you check any relevant categories (such as modules) your blog is relevant to. Any blog posts with the same category checked can be viewed as a single page, this makes it easier to see your 'digital sketchbook' of content relevant to any module or project.

Your post will have a 'Post Settings' menu usually at the right hand side of the screen:

You can also choose to tag your blog with any words or descriptions that are relevant. This helps you find and navigate all of your posts and writing by certain topics. As your blog grows, you can choose to sculpt a page that is relevant to a certain tag.

## Adding Images and Video

Adding a video to your post. You can't upload video directly to your blog, but you can simply input the web address from a YouTube video. This will then appear in the post as a clickable, playable video. If you have footage or video that you want to discuss or keep a record of, upload it to a YouTube account and copy the videos address over to the post.

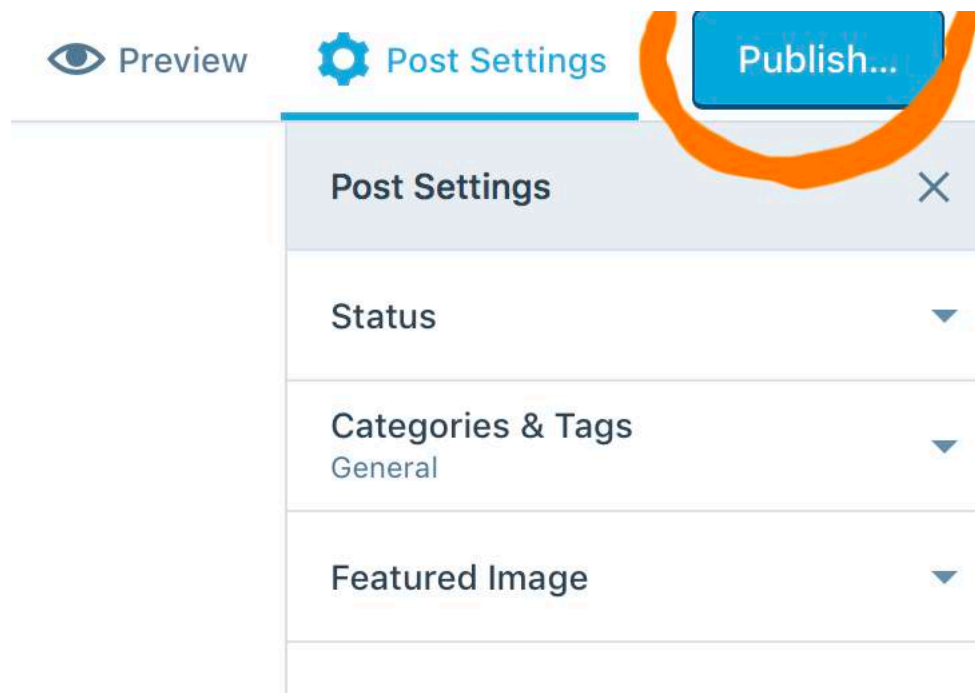
Adding images. Click the 'plus' symbol in the top left of the blog post window, from here you can select one or many images. You can choose to present them

individually (so you can write above and underneath them) or collect them altogether as a grid of images or a slideshow.



Don't forget to choose a featured image before you publish. This tells your blog you want a certain image to be associated with this post. Some blog themes (templates) will present your posts in a very visual way, so it's always a good idea to link a 'featured image' to make it attractive – or just remind you quickly what the post is about!

Hit Publish!



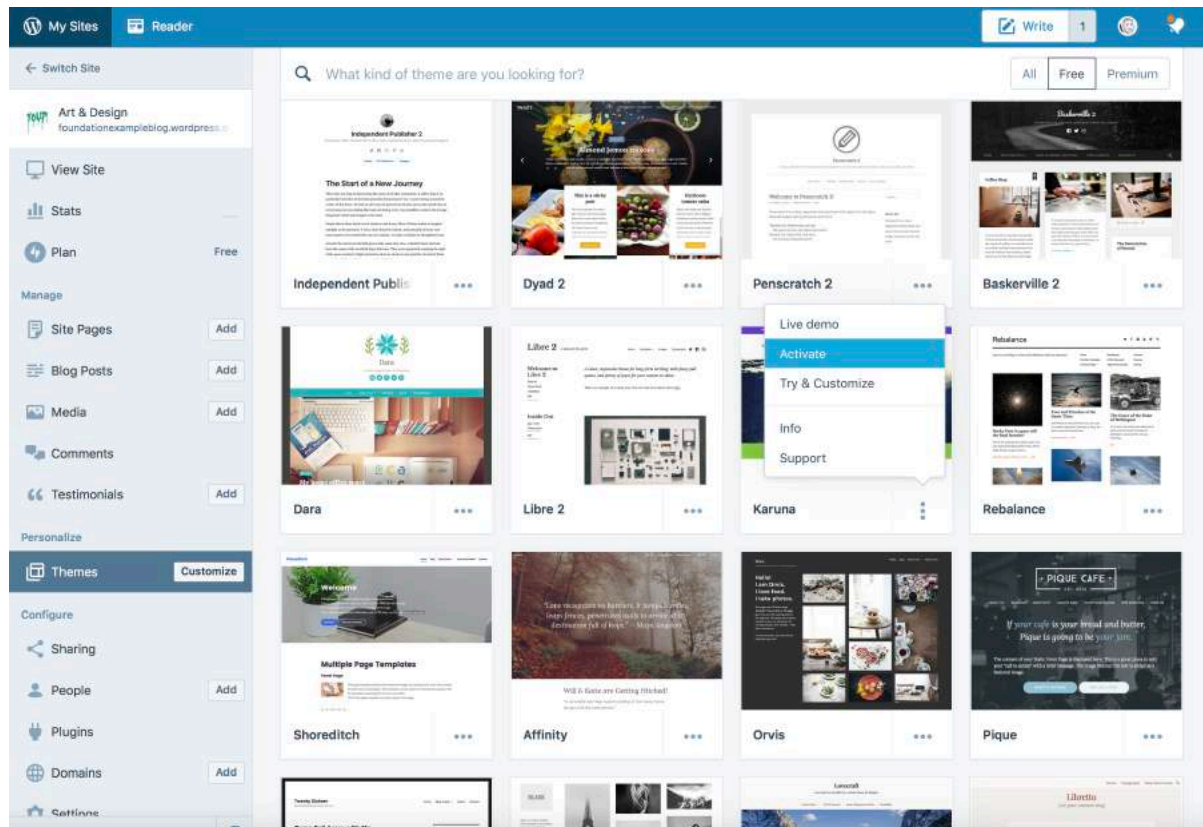
Don't worry, you can go back into your blog post at any time and edit, change any of your information, it's not permanent. You can also delete a post at any stage.

### Setting up static pages

Creating a page within your blog is similar to creating a blog post, however this does not get added to your blog feed, it remains static and independent. You can choose to make a page that is for your Digital Portfolio, for a certain project you've finished, or just to hold information about yourself and your CV. You can even make an online shop where you can sell your art and designs (but we won't go into this just yet).

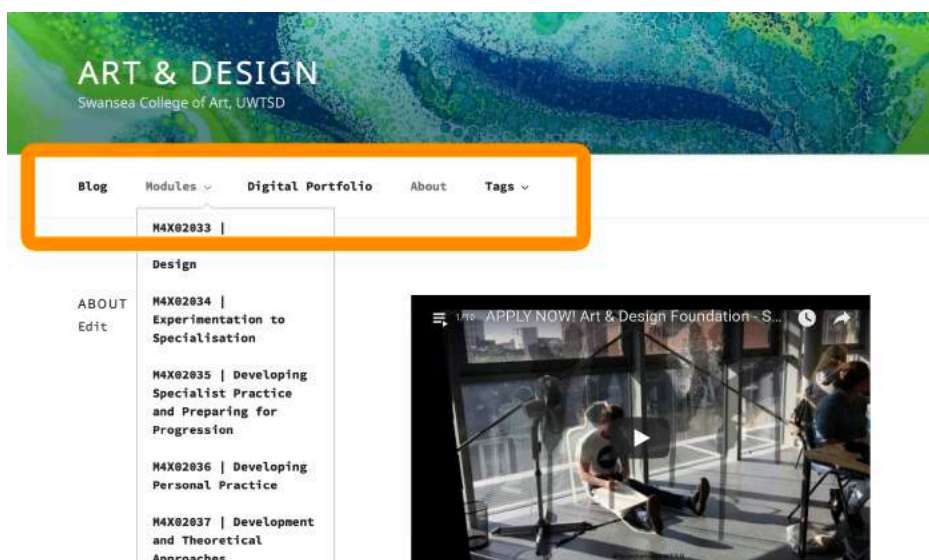
In the side menu, find the menu bar that says ‘Pages’ and click ‘Add’. You’ll be taken to another editing window (much like the setup of creating a blog post) where you can write and sculpt the page to what you want it to be.

## Choosing a new theme

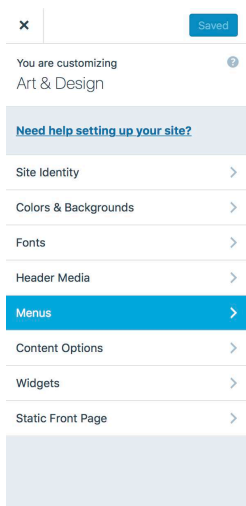
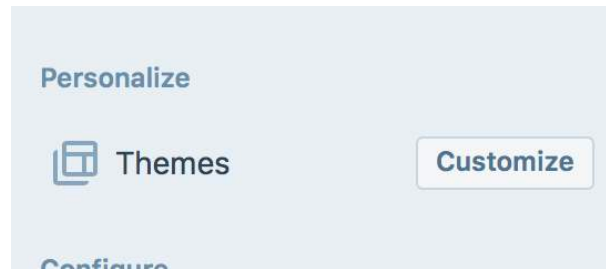


Click on ‘Themes’ in the side menu and pick a type of blog that appeals to you and your work, you can change and swap infinitely. It will keep all your posts, media and menus safe, however you may have to tweak the visual side of your blog again, adjust colour palletes, fonts and the main images that appear on your side. There are many free templates that you can adapt and change, there’s usually no need to spend extra money purchasing a premium priced theme. Unless you really want it. Like really really.

## Adjusting your Blog’s Navigation Menu



The menu on your site helps visitors to navigate around your pages and information. To adjust the menu that appears on your site, and what it contains you will have to go into your Themes Customisable settings. A quick way to do this is by going into the Side Menu and clicking the word 'Customise' on the Themes menu bar.

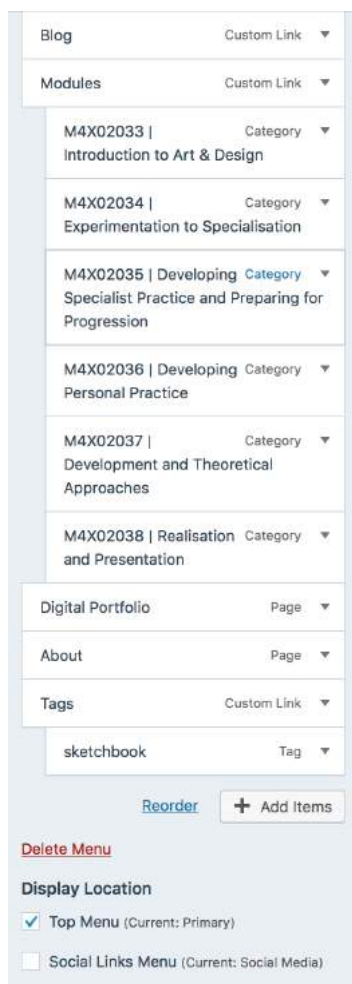
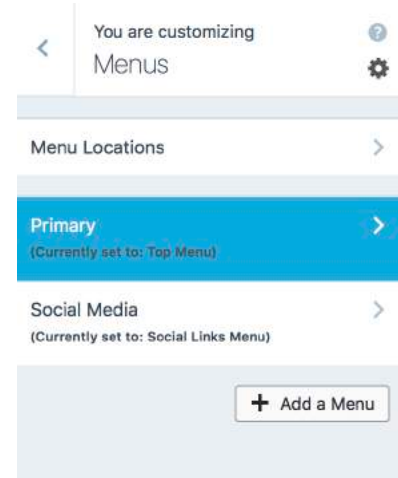


From here you will be presented with a new menu system, especially catered to customising your blog's theme. You have control of most features and with each theme, there may be unique settings you can adjust.

Click 'Menus' from this list

Here you can create a custom menu, or edit an already existing menu. You basically have two options to assign, so no matter how many different variations of

menus you make, you can only assign two of them to these two roles.



These two options are: *Top Level Menu* and *Social Links Menu* – The top menu is usually your main menu system and appears prominently on your blog site. The social links will appear as icons on the bottom of your page, and link to any social media sites/accounts you specify. By clicking on one of the menu systems, you can go in and see how it's set up. The menu system on the right is the default template most students will receive automatically.

Blog – a link which takes you back to the 'blog feed'

Modules – this has a range of 'submenus' that highlight all the different categories blog posts have been filtered into

Digital Portfolio – a static page

About – a static page

Tags – this also has a sub menu which can highlight posts with any specific tags.

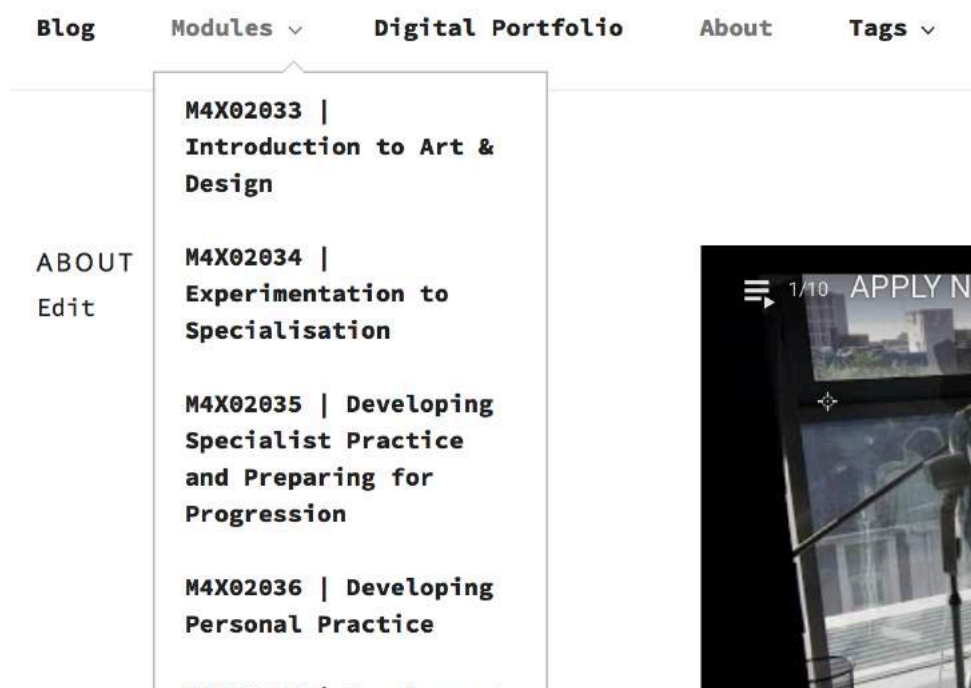
You can add any number of custom webpage links (link to a friends website, a favourite artist) or pages.

Your menu can be as beautifully complex or as simple as you need it to be.

To add new sections (pages, categories, custom links) – click the ‘add items’ button. It will bring up all the relevant material currently on your blogsite that you can link to.

If you want to organise anything into a submenu. Simply move it’s tile in the menu and drop it on top of something else. If it appears indented to the left underneath something. It will appear underneath that heading in the menu system.

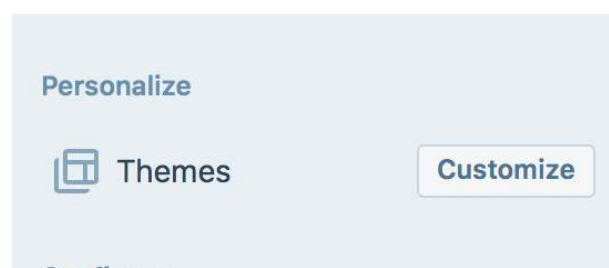
If you look at the Modules section above. This is how it appears visually on the blog site:



## Theme Customisation

Once you’ve chosen a theme, you have much control over how your blog functions, and most importantly, how it looks!

Here’s a breakdown of what all the different areas of the customisation and what you can do.



Saved

You are customizing  
Art & Design

[Need help setting up your site?](#)

Site Identity

>

Colors & Backgrounds

>

Fonts

>

Header Media

>

Menus

>

Content Options

>

Widgets

>

Static Front Page

>

your current blog feed. You can select one of your created pages as your introduction. This may be useful for those who want their blog to function more like a website which has a 'blog section'.

## **Linking your social media**

You can do this from the social links section of the menu. Remember, it's really useful to create social sites (such as facebook or Instagram) that are separate from your personal ones. This keeps everything focused on your practice and networking.

## **Domain names**

If you buy a domain name from a site such as GoDaddy. It's really easy to link it to your wordpress site. At the time you purchase your .com or .co.uk – you can choose to link it to another website. This means that when someone visits [www.yourname.com](http://www.yourname.com) , it will link to your wordpress account, it will also hide the original wordpress web address. Purchasing a web domain can be as little as 99p, it isn't compulsory to do, but it's a great option if your blog site is becoming more and more like a website as it grows.

## **When it's all said and done...**

After you've completed your course, we'll cut the strings of UWTSD and the blog is no longer administered by UWTSD. There will be no other persons linked to your site and you'll be free to go forward into the world with it.

## **Help**

The University IT department will not be able to help you with Blog related matters, the blog is implemented by your course, if you have any questions or problems, please email your Blog administrator.

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