


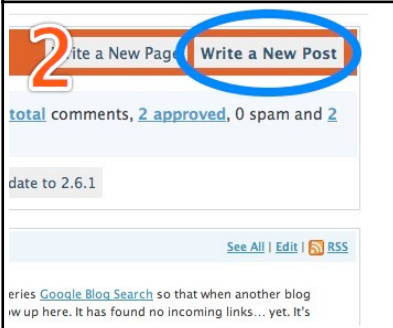

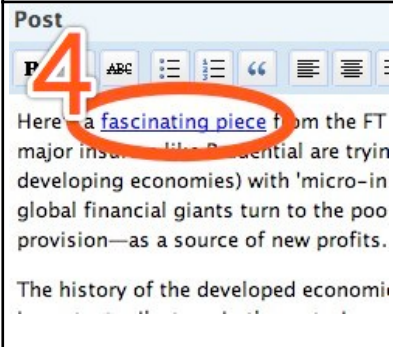
Getting started with the IgniteLab blog at: <http://ignitelab.co.uk>

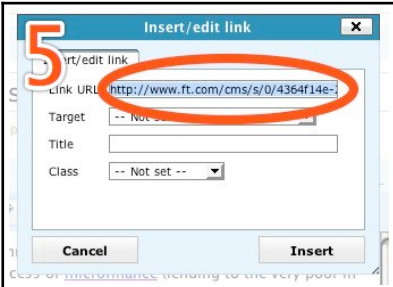

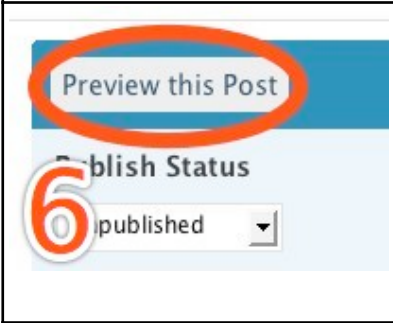
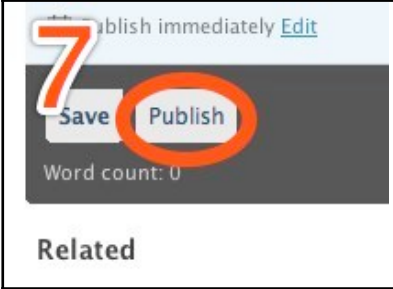

The blog is at <http://ignitelab.co.uk> and the admin page for authors (that's you) is at <http://ignitelab.co.uk/wp-admin>. The blog will probably move to a different address once everyone's got used to posting.

The blogging software we're using is called Wordpress. It's a free, open source product, developed by a community of developers.

In this short tutorial you'll learn how to log in, create a new entry, add a link to a source document, preview and save your entry for the world to see.

You should have been emailed your login details separately. If you don't have them or if you need help, email Steve Bowbrick steve@bowbrick.com

	<h3>Log in</h3>	<ul style="list-style-type: none"> ▶ Type http://ignitelab.co.uk/wp-admin into your browser. <p>If you're not already logged in you'll be taken to the login page.</p> <ul style="list-style-type: none"> ▶ Log in and click the 'Remember Me' radio button so you don't need to next time (unless you're the paranoid type, of course). <p>Doing this conveniently allows you to edit your entries directly from the blog home page without logging in.</p>
	<h3>Dashboard</h3>	<p>You'll see this page if you're already logged in. It's the business end of Wordpress. Pretty much all the important features are grouped together here. We're going to bypass all those, though, and cut straight to creating a new post:</p> <ul style="list-style-type: none"> ▶ Click 'Write a New Post' at the right hand end of the orange bar.
	<h3>Get writing</h3>	<ul style="list-style-type: none"> ▶ Type a title for your post. <p>This is going to be your post's headline.</p> <ul style="list-style-type: none"> ▶ Type your post. <p>You can use the tools above the 'Post' field to style text just as you would in a word processor.</p>
	<h3>Add a link</h3>	<p>You should always try to provide a link to the story or issue you're discussing.</p> <ul style="list-style-type: none"> ▶ Copy the whole URL (web address) of the story you want to link to (including the 'http://') ▶ Select the text you'd like to link from in your entry (I've selected the words 'fascinating piece').

	<p>Create the link</p>	<p>▶ Click the link tool  – a small dialog box will pop up – and paste the link’s URL into ‘Link URL’ field</p> <p>▶ Click the ‘insert’ button</p> <p>Your link will appear highlighted in blue in your entry</p>
	<p>Preview your work</p>	<p>▶ Click ‘Preview this Post’</p> <p>You’ll see a handy preview of your work so far. This will help you figure out if you’ve written too much, where to put paragraph breaks and so on.</p> <p>The preview will open in a new window or tab so close it to carry on editing your post.</p>
	<p>Publish your entry</p>	<p>You can save your entry for completion later or click ‘Publish’ to make it public right away.</p> <p>▶ Click ‘Publish’.</p> <p>▶ Click ‘visit site’ at the top of the page.</p> <p>You’ll see the Ignite Lab home page as your readers see it.</p>
	<p>Edit your entry</p>	<p>A blog entry is never finished. You can carry on editing it after it’s been published. This is handy for correcting erroneous predictions (and typos).</p> <p>▶ Click the ‘Edit This’ link under your entry.</p> <p>This only works if you are logged in to the admin site (or if you checked the ‘Remember me’ link when you logged in), otherwise you’ll have to go back to step one</p>

Your blog entry goes out under your full name. Comments are switched on by default for blog entries so the world can leave its opinion of your entry. If someone does leave a comment you’ll be sent an email message, so you don’t have to check back in constantly to see if the world is paying attention.

I’ll try to provide instructions for other functions later. Drop me a line if you’d like help with a specific area steve@bowbrick.com.