Making the Most of Your Blog in INFO 200 – A Student's Guide

Leveraging the technical ins and outs of WordPress when blogging can be advantageous and beneficial for conveying your message. We will spend time learning some of the technical features that WordPress has to offer. Do consider these features when it comes to publishing your own blog posts for INFO 200. The tips we will cover can be applied while working on the upcoming Context Book Review/Reflective Essay.
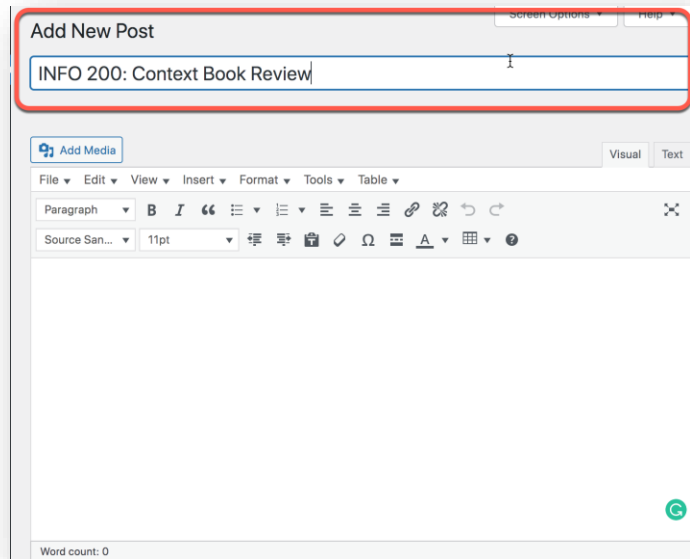
We will learn how to:

- **Using Naming Conventions**
    - INFO 200: "Blog Post Title"
- **Comment Management**
    - Approve, Reply, and Edit blog comments
- **Upload Media to a Blog Post**
    - Example: photos, illustrations, graphic artwork, screenshots, charts, and tables
- **Embed Large Media to a Blog Post**
    - Example: SoundCloud, Giphy, Twitter, YouTube, Vimeo
- **Creating a Reference List**
    - Note: WordPress does not have an intuitive way to include a **"hanging indent"** when building a reference list

Using a Standard Naming Convention

When creating a blog post, a good practice for INFO 200 would be to apply and follow a naming convention for each post. This will help with organization and improve the user experience for your instructor and classmates.
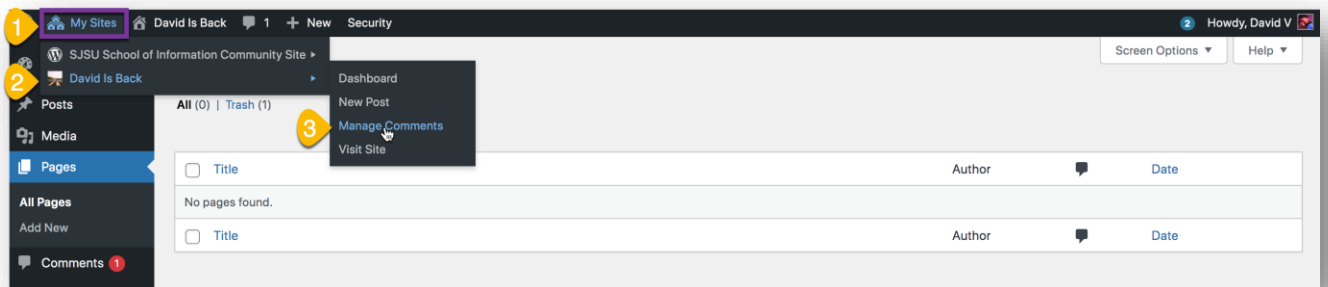
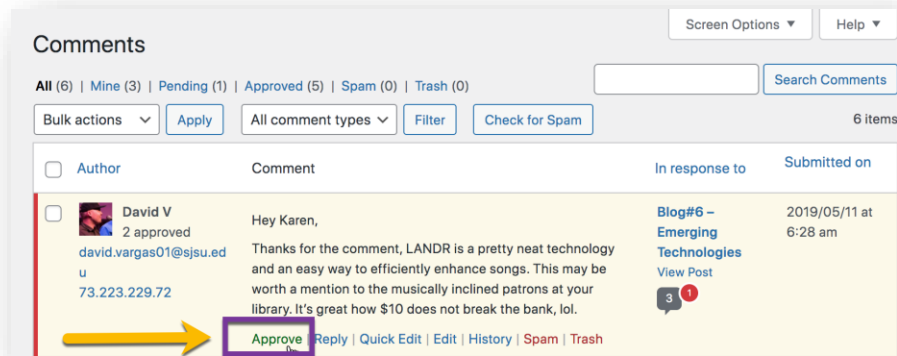Try using a naming convention like: "**INFO 200: Context Book Review.**"

Comment Management

WordPress allows users to manage pending comments and conveniently allows one to reply to comments as well. All comments **must be approved** by the publisher/owner of the blog post before they are added publicly to the blog post. To manage comments and start engaging visit the **"Manage Comments"** menu.
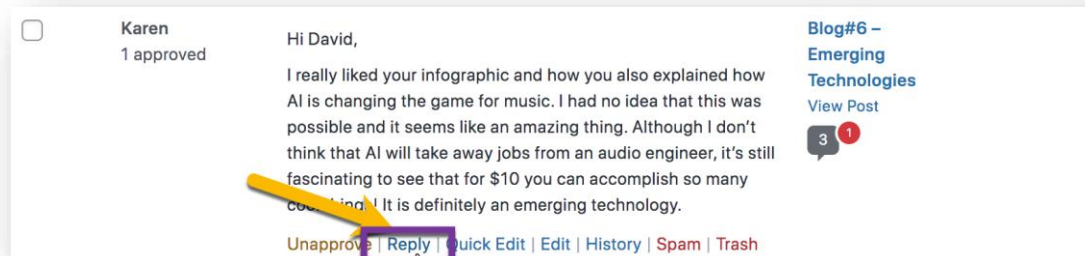
1. Click on **"My Sites"** found near top left of Word Press interface
2. Place your cursor over the arrow next to your site's name
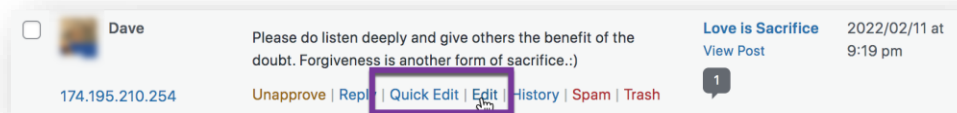3. Last, select **"Manage Comments"**

Now that you have arrived, all pending comments will be present. **Simply click on "Approve"** found under the comment to make it visible.
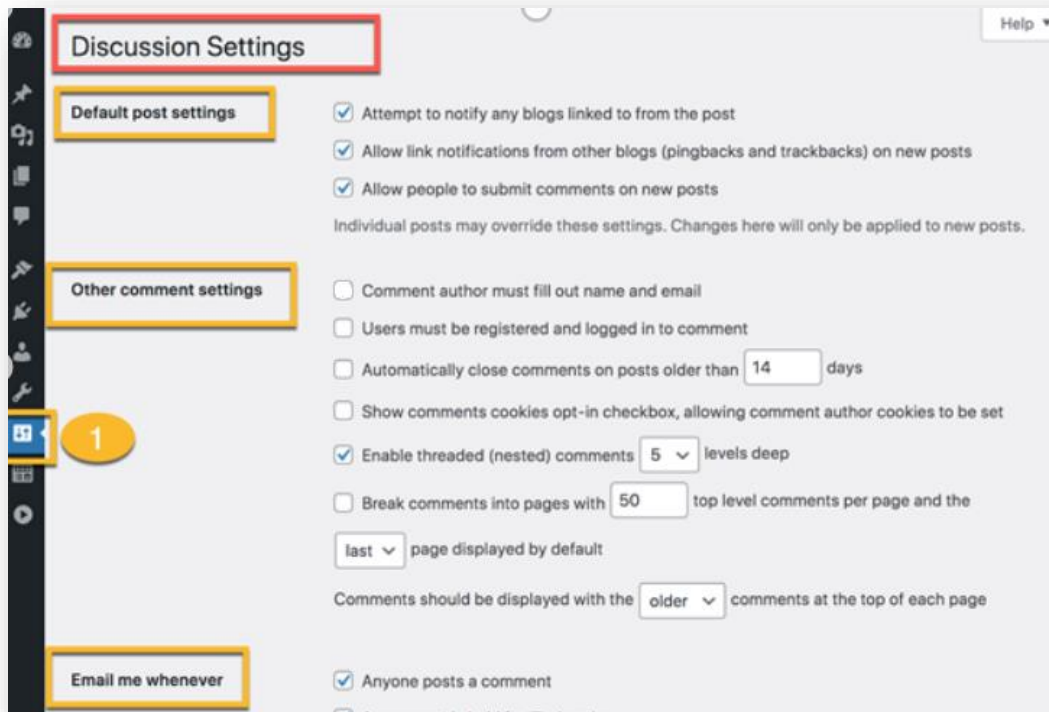
Responding to a comment can be done quickly, select the **"Reply"** option found next to the **"Approve"** option.

Making an edit to a comment on a blog post may be beneficial when appropriate. For example, one only wants to show a portion of a comment. This can be done by selecting the **"Quick Edit"** or **"Edit"** feature.
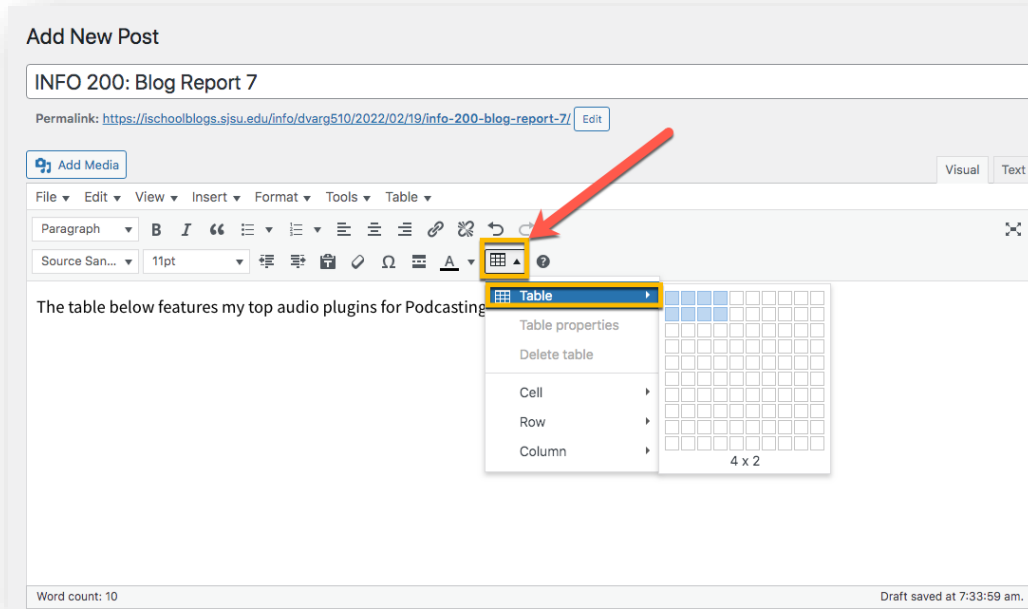

There are a few more granular controls when it comes to configuring settings pertinent to Word Press comments. Visit the **"Dashboard"** of your Word Press site and select the **"Settings"** option. From the **"Settings"** menu, look for the **"Discussion Settings"** menu for customization.
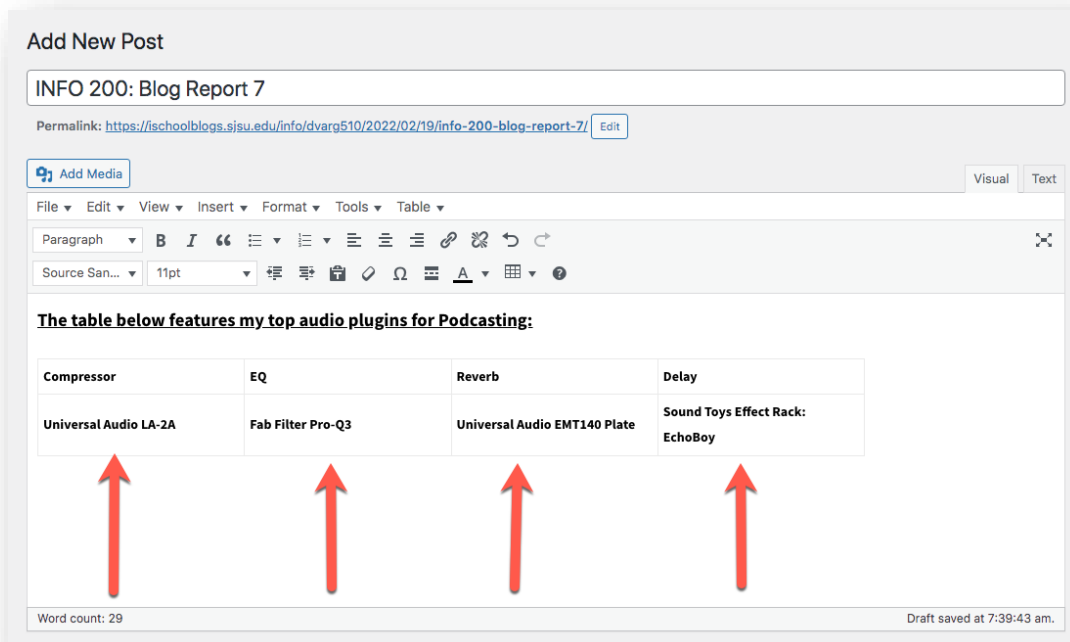
Creating a Table for your Blog Post

WordPress allows its users to quickly integrate tables to neatly display data in a professional fashion.

To incorporate a table into your blog post, click on the **"Table"** feature in the WordPress editor.

Determine how many cells you need for your table. Once the number of cells is determined a table is populated. From there add in all pertinent information.
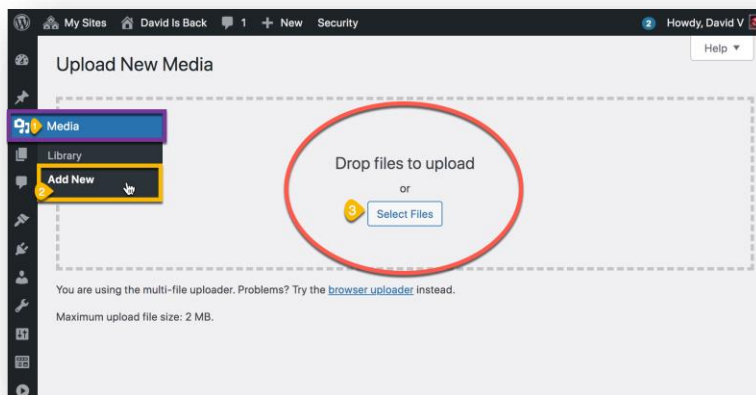
Uploading Media for a Blog Post

When using WordPress to create your blog post, there is a wealth of media choices that can be found and implemented. Two approaches come to mind when deciding to use media in a blog post. First, you can pre-load your media content into Word Press. Second, you can add your media content into your blog post while you are working on it.

Pre-loading media in Word Press can be done from the **"Media"** menu found by accessing your site's **"Dashboard."**
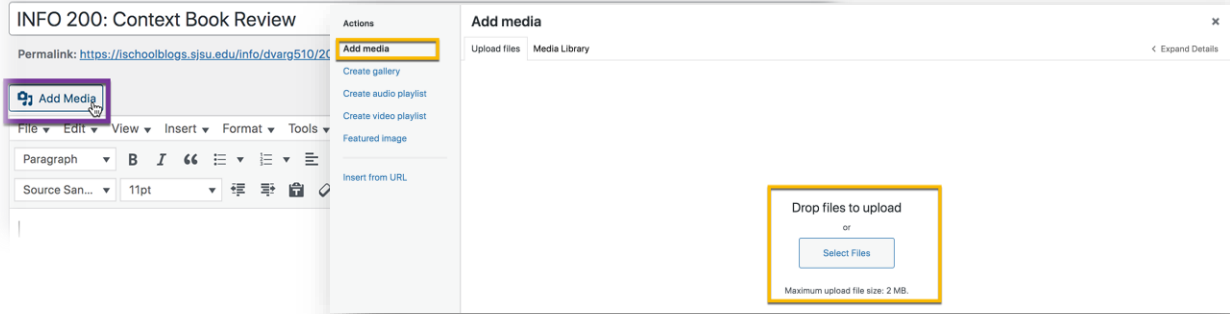
1. Either drop your file or click on **"Select Files"** in the designated area
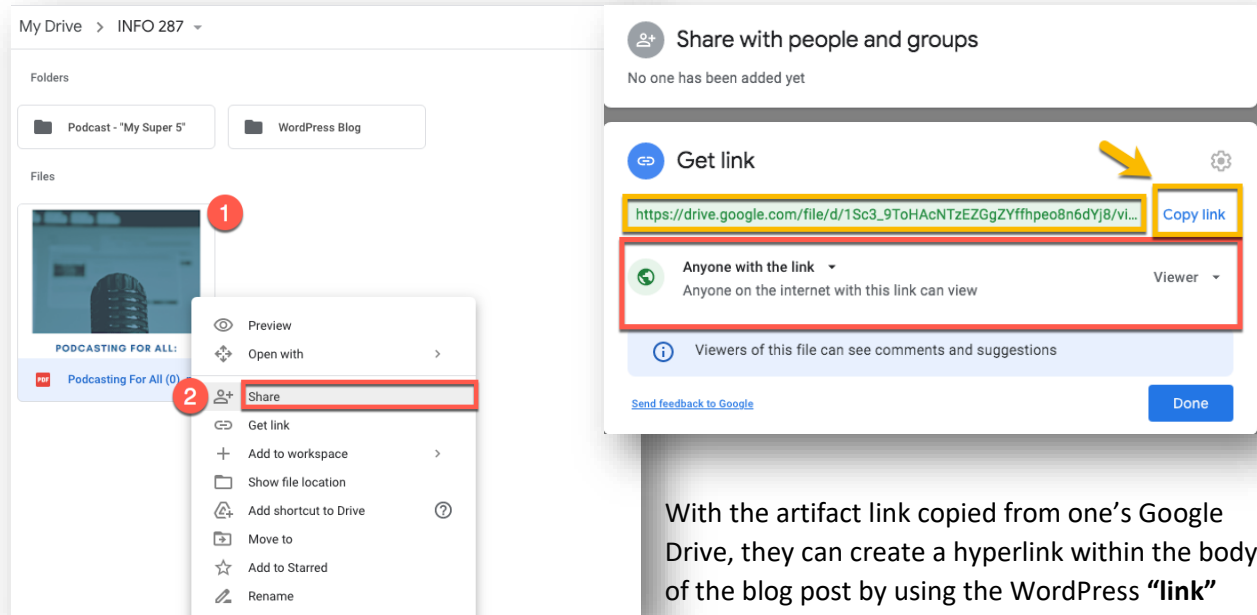2. Note: your **"Maximum upload file size"** is **2 MB**

When inserting media **as you work on a blog post**, simply use the **"Add Media"** button found in the Word Press editor. After selecting this option, choose the option the best applies for your needs.

- **"Add media"**
- **"Create gallery"** - (allows one to incorporate a multitude of images in an area of a post)
- **"Create audio playlist"**
- **"Create video playlist"**
- **"Featured image"** - (allows one to set an image above the post's title)
- **"Insert from URL"** - (allows one to insert a clickable/live URL into the post)
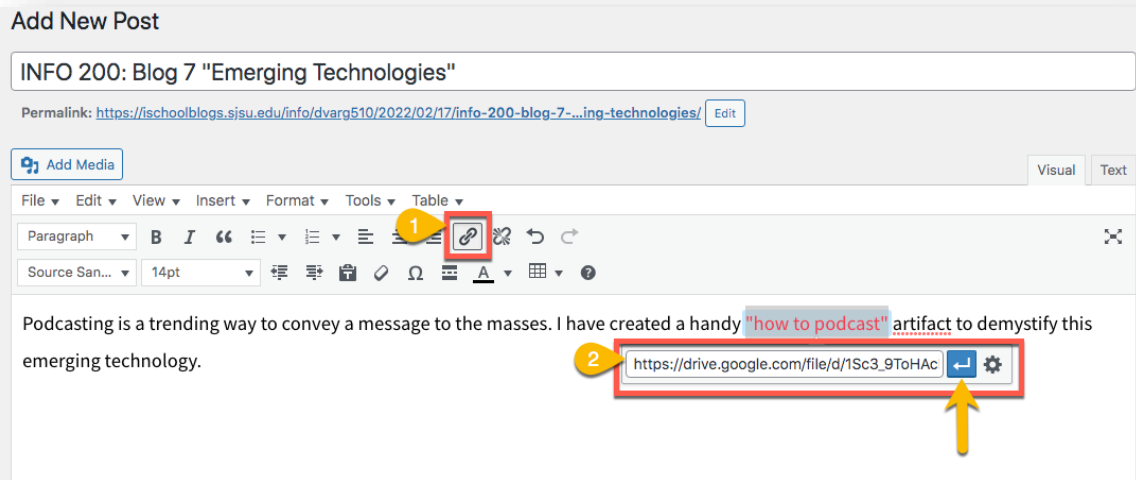
Note: <u>Your media-based artifact for Blog Report #7 may be larger than 2MB when uploading to your blog.</u> Try using a work around for this barrier. One can upload their artifacts (i.e., infographic, video, slideshow, audio presentation, podcast, etc.) to their **SJSU Google Drive** with the intention of providing a hyperlink for others to access it within their blog post.

With the artifact link copied from one's Google Drive, they can create a hyperlink within the body of the blog post by using the WordPress **"link"** feature.

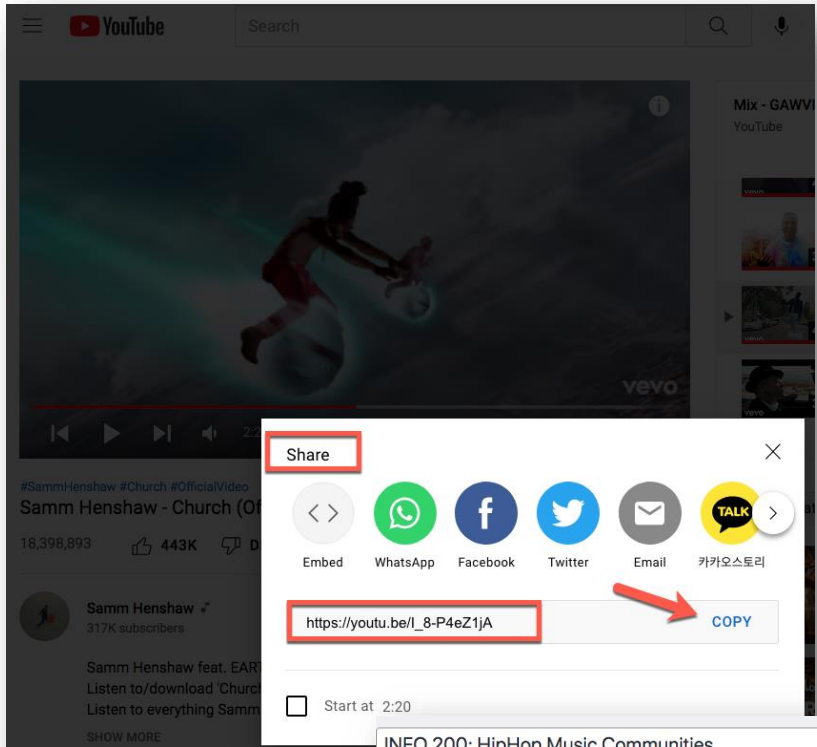## Uploading Larger Media via the WordPress "Easy Embed" Feature

With a wealth of video, information graphics, audio, and large media available online today, this may be the perfect way to enhance your blog post by providing supporting content for your readers to access.

In the classic WordPress editor one can easily embed larger media formats by simply placing the URL of the video, song, social media post, image, etc.
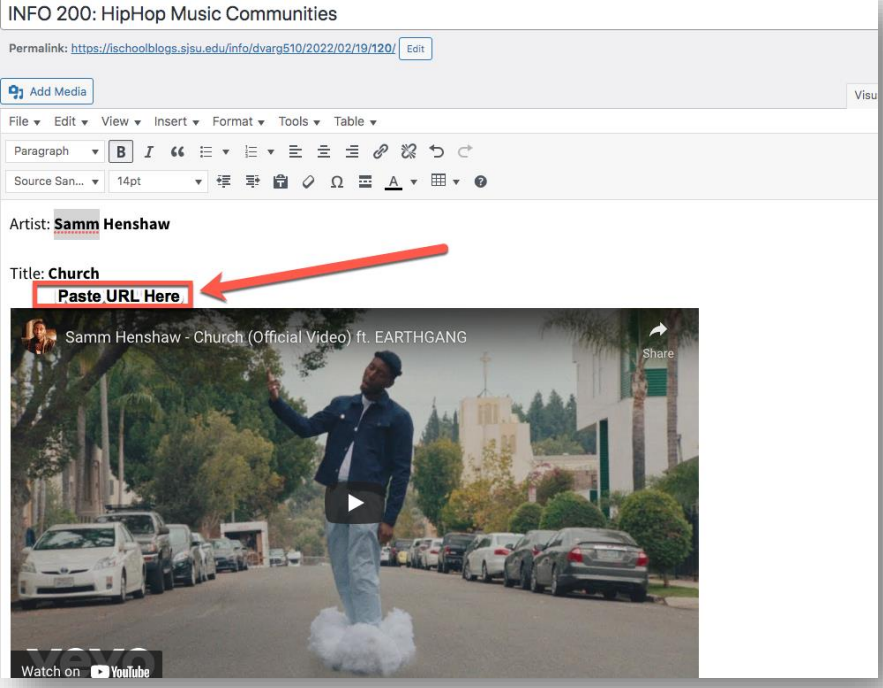
There are numerous websites that WordPress allows content to be easily embedded from, such as:

Giphy	Flickr	Kickstarter	Mixcloud
Reddit	SoundCloud	SmugMug	TED
TikTok	Twitter	Vimeo	YouTube

Find and **copy** the URL of the media that needs to be embedded into the blog post.

From the WordPress editor **paste** the URL for the desired media that should be included in the blog post. Be sure to place the URL in the desired section of the blog post as well. The URL will become embedded media.

Including References in a Blog Post

It is always good to cite the sources one has used when blogging. This typically is added in at the bottom of the blog post. While building up a **"References"** list in WordPress there is not an easy formatting option to incorporate the **"hanging indent"** prescribed by the American Psychological Association's *Publication Manual Seventh Edition*.

There are [websites](#) that teaches WordPress users how to manipulate the blog post's code to achieve including a hanging indent. This is not necessary to use when creating a blog post for INFO 200. Below is an example of a **"References"** list in a WordPress blog post.

References:

Berger, J. (2013). *Contagious: Why Things Catch On.* New York, NY: Simon & Schuster.

O'Brien, H., & Greyson, D. (2018). *Information Services Today*, 2nd Edition, Retrieved from https://ebookcentral-proquest-com.libaccess.sjlibrary.org/lib/sjsu/reader.action?ppg=75&docID=5295158&tm=1530822390150

This document was created by David Vargas and Dr. Michael Stephens during the Spring semester of 2022.

References:

Kutz, Corrine. (2017, February 20). Working hands [Online image]. Unsplash.
    https://unsplash.com/photos/tMI2_-r5Nfo

Wiley, Spleener. (2017, March 24). *Formatting WordPress posts: hanging indents.* Spleener Wiley: GSU
    Create. https://spleenerwiley.gsucreate.org/tech/formatting-wordpress-posts-hanging-indents/