

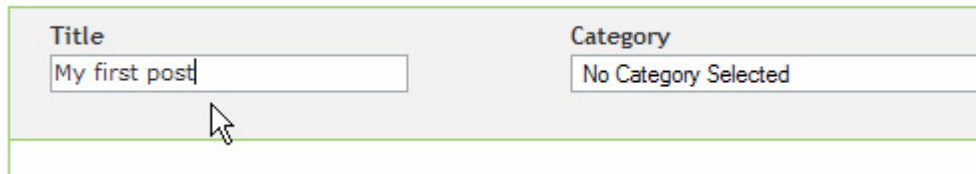
# How-To for the Teen Read Blog

## To Add a Post

See also: TypePad Knowledge Base on "Posting to your Weblog":

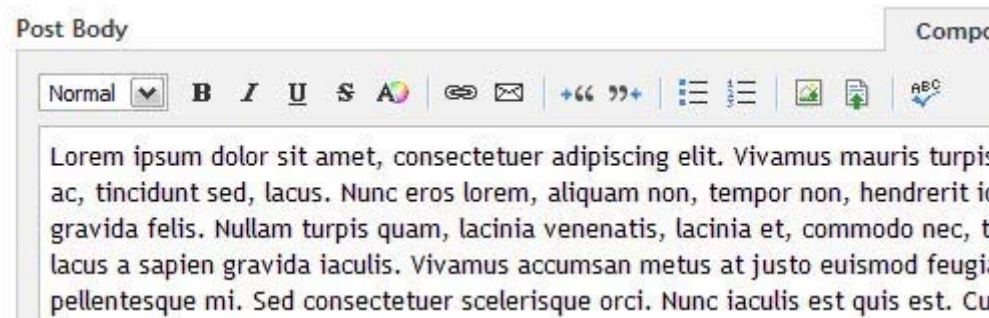
[http://support.typepad.com/cgi-bin/typepad.cfg/php/enduser/std\\_adp.php?p\\_faqid=73](http://support.typepad.com/cgi-bin/typepad.cfg/php/enduser/std_adp.php?p_faqid=73)

1. Go to <http://www.typepad.com/t/app> and log in.
2. Click the "Begin a new post" button for your weblog. This opens the "Compose a New Post" page.
3. Enter your post:



The screenshot shows the 'Compose a New Post' page. It features two input fields: 'Title' and 'Category'. The 'Title' field contains the text 'My first post' and has a mouse cursor pointing to it. The 'Category' field contains the text 'No Category Selected'.

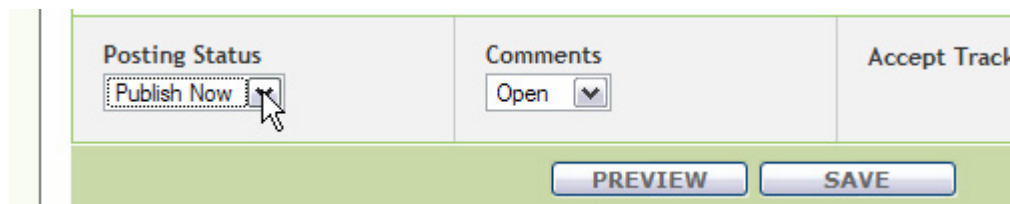
You can enter a title for your post by typing it into the "Title" text box (title is optional but recommended).



The screenshot shows the 'Post Body' text area. It features a rich text editor toolbar with options for Normal, Bold (B), Italic (I), Underline (U), Strikethrough (S), and Text Color (A). Below the toolbar is a large text area containing placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus mauris turpis ac, tincidunt sed, lacus. Nunc eros lorem, aliquam non, tempor non, hendrerit id gravida felis. Nullam turpis quam, lacinia venenatis, lacinia et, commodo nec, t lacus a sapien gravida iaculis. Vivamus accumsan metus at justo euismod feugiat pellentesque mi. Sed consectetur scelerisque orci. Nunc iaculis est quis est. Cu'.

Enter your post by typing it into the "Post Body" text box. If your post is long, set the "Posting Status" to "Draft" and save your post periodically while composing.

4. Set the posting status.



The screenshot shows the 'Posting Status' dropdown menu. The dropdown is open, showing the option 'Publish Now' selected. Other options visible include 'Open' and 'Draft'. Below the dropdown are two buttons: 'PREVIEW' and 'SAVE'.

When you are finished entering your post, set the "Posting Status" as "Publish Now."

5. Click Save and your new post will be published immediately to your weblog.

## To Add a Comment to an Existing Post

1. Go to <http://teenread08.scls.info>
2. On a post to which you want to add a comment, click "Comments."
3. Under "Post a Comment," enter your name, email address, and comment.

## How-To for the Teen Read Blog

4. Click "Post."
5. The comment will be held until you approve it (see below).

### To Moderate Comments

You should receive an email from Typepad.com when someone makes a comment on a post you have written.

See also: TypePad Knowledge Base on "Managing Comments":

[http://support.typepad.com/cgi-bin/typepad.cfg/php/enduser/std\\_adp.php?p\\_faqid=67](http://support.typepad.com/cgi-bin/typepad.cfg/php/enduser/std_adp.php?p_faqid=67)

1. Go to <http://typepad.com> and log in.
2. Click the green "Weblogs" tab.
3. Click the "Comments" link below "Teen Read 08."



The "List Comments" screen displays all comments. Comments are displayed in reverse chronological order. If the title of the comment appears in bold, it has not been approved.

4. You can moderate comments directly from the "List Comments" screen by clicking individual items from the comments list. A menu appears:



Click "Edit Comment" if you want to change the words in the comment. The "Edit Comment" screen will appear. After making changes to the comment, click "Save Changes." Click "Publish" to approve the comment as it is. Click "Delete" to delete the comment permanently.