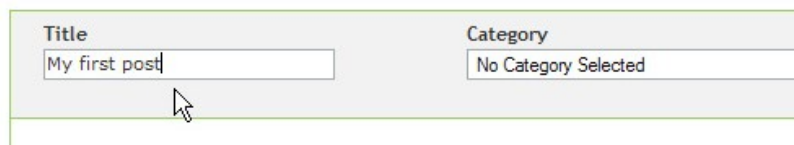


How-to for the Teen Read Blog

To add a post

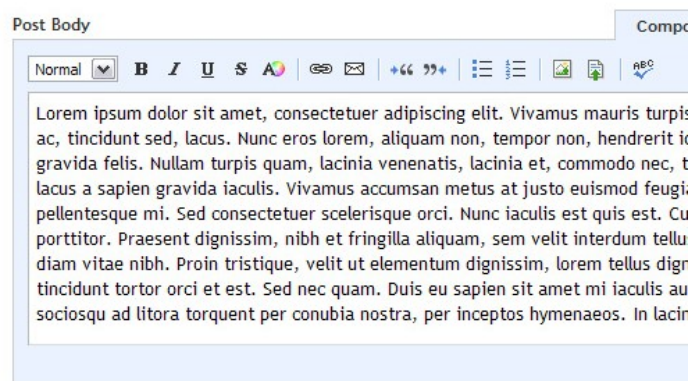
See also: TypePad Knowledge Base on "Posting to your Weblog":
http://support.typepad.com/cgi-bin/typepad.cfg/php/enduser/std_adp.php?p_faqid=73

1. Go to <http://typepad.com> and log in.
2. Click the Post tab for your weblog. This opens the Compose a New Post page.
3. Enter your post:



The screenshot shows two input fields. The 'Title' field contains the text 'My first post' and has a mouse cursor pointing at 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 (a Title is optional).



The screenshot shows the 'Post Body' text area with a rich text editor toolbar. The toolbar includes options for text color, bold, italic, underline, strikethrough, link, unlink, list, and image. The text area contains a block of Lorem Ipsum placeholder text.

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.



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://teenread07.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.
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 comments:

http://support.typepad.com/cgi-bin/typepad.cfg/php/enduser/std_adp.php?p_faaid=67

1. Go to <http://typepad.com> and log in.
2. Click the green "Weblogs" tab.

3. Click "List Comments" to the right of "Teen Read '07".



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 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.