

TeenRead Blog Moderator Tips

Accepting the Author Invitation

You will receive an e-mail inviting you to participate in the TeenRead Blog.

If you were not a moderator last year and have never written for a TypePad blog before, you will have to create a free Guest Account to accept the author invitation.

If you were a moderator last year, or if you have written for a different TypePad blog in the past, you can use your existing account to log in and accept the author invitation.

Written instructions for accepting the author invitation:

http://help.sixapart.com/tp/us/accepting_invite.html

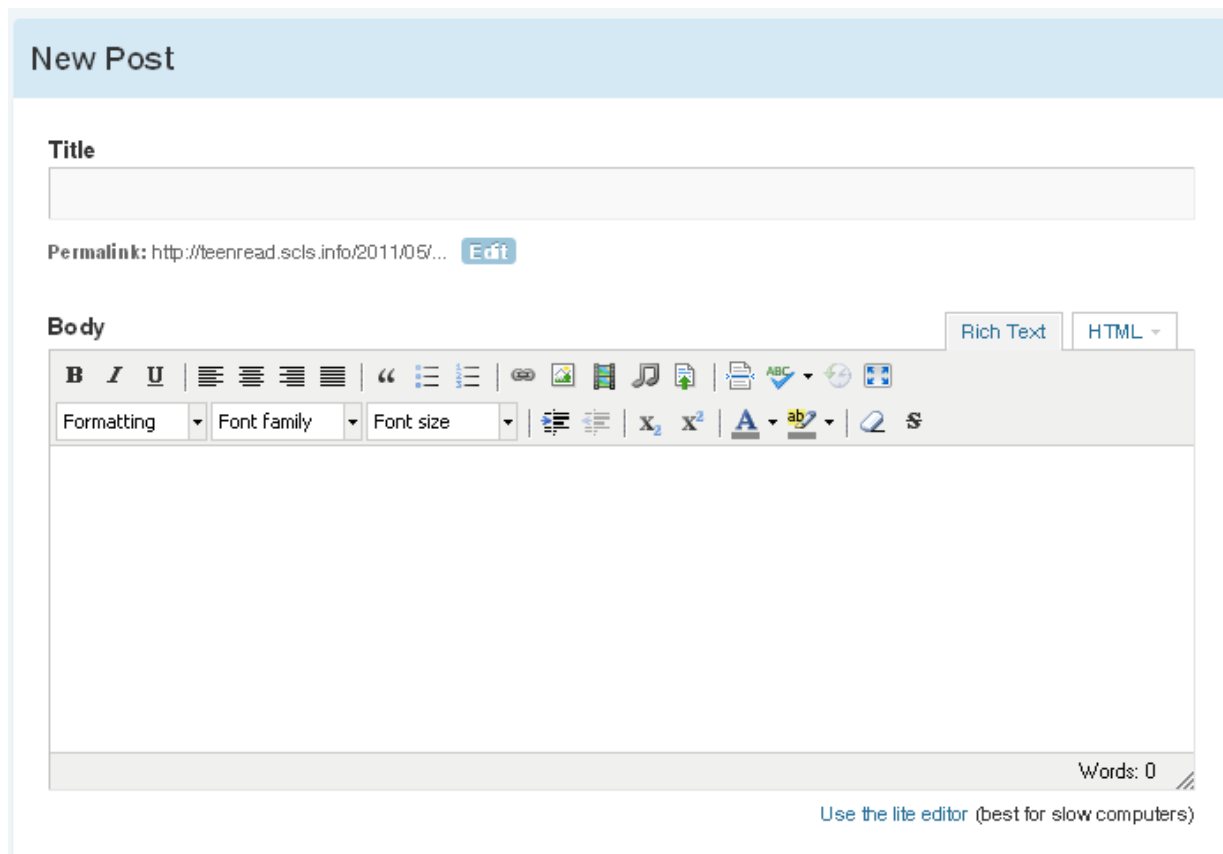
Posting to the TeenRead Blog

Login to TypePad here: <http://www.typepad.com/t/app>

To add a post, find TeenRead under “Blogs” or “Manage My Blogs,” then click the Compose link near it. This opens the Compose New Post page:

1) Enter your post

You can enter a title for your post by typing it into the **Title** text box.



The screenshot shows the 'New Post' interface. At the top is a light blue header with the text 'New Post'. Below this is a 'Title' section with a text input field. Underneath the title field is a 'Permalink' field showing a URL: 'http://teenread.scls.info/2011/05/...' with an 'Edit' button to its right. The main area is labeled 'Body' and contains a rich text editor. The editor has a toolbar with various icons for bold, italic, underline, list, link, image, video, music, and other functions. Below the toolbar are three dropdown menus for 'Formatting', 'Font family', and 'Font size'. The main text area is empty. At the bottom right of the text area, it says 'Words: 0'. Below the text area is a link that says 'Use the lite editor (best for slow computers)'.

Enter your post by typing it into the Body text box. For an explanation of each button/feature, see http://help.sixapart.com/tp/us/rich_text.html.

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Editing Tips:

- If your post is long, make sure the Status is set to **Draft** and save your post periodically while composing. Like in a word processor, it is best to make a habit of saving frequently. The Draft status allows you to do this without your unfinished post showing up on the blog before you are ready.
- Use the default font and font-size. Changing font and font-size will override the blog's defaults.
- Don't forget to check your spelling! Typepad has a Spell-Check button in the Compose toolbar.
- **Composing posts in Microsoft Word and pasting them into TypePad is *not recommended*.** If you must compose a post in Word, copy the text from Word and paste it into Notepad first – then copy the text from Notepad and paste it into TypePad. Pasting the text into Notepad will remove harmful formatting inserted by Word. (To open Notepad, select Start > Programs > Accessories > Notepad.)

2) Set the Category

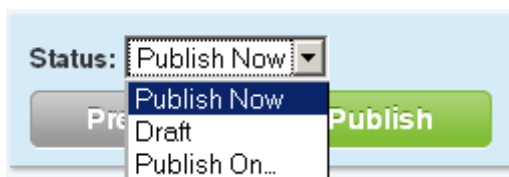
For every post about one of the TeenRead books, select the book title from the Categories menu. (This will ensure that all the posts for each book can be easily found.)



3) Click Save/Publish Now

If you are not ready to publish your post to the TeenRead blog, make sure the Status is set to Draft and click the Save button.

When your post is ready to publish, select "Publish Now" and click the Publish button to make your new post visible on the blog.



Click the **View Post** link to view the individual post page for the entry.

To Add a Comment to an Existing Post

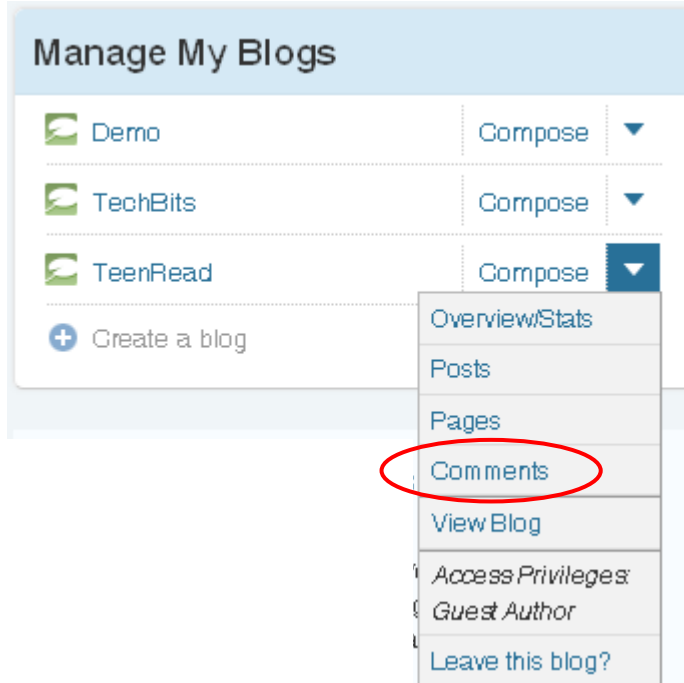
1. Go to <http://teenread.scls.info/>
2. On a post to which you want to add a comment, click "Comments."
3. Under "Post a Comment," enter your comment, name, and email address.
4. Click "Post."
5. The comment will be posted automatically.

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To Moderate Comments

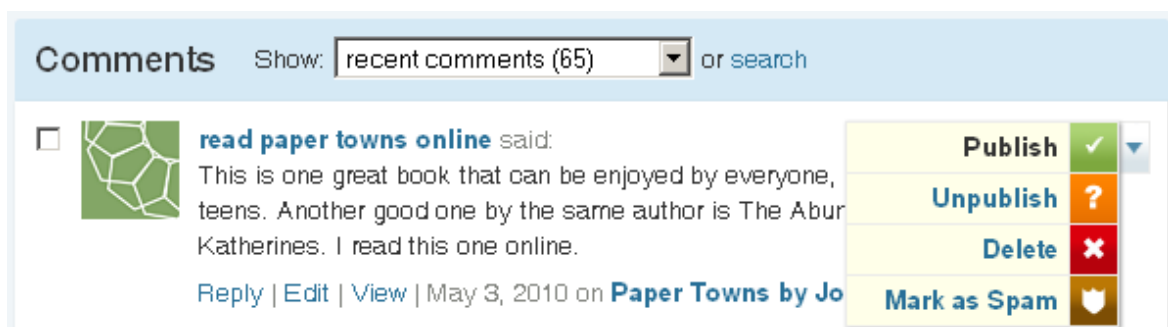
You should receive an email from Typepad.com when someone makes a comment on a post you have written.

1. Go to <http://www.typepad.com/t/app> and log in.
2. Find TeenRead in the “Manage My Blogs” list.
3. Click the down-arrow next to TeenRead and click the “Comments” link.



The “Comments” screen displays all comments.

4. You can moderate comments directly from the “Comments” screen by clicking the down-arrow in the comments list. A menu appears:



Click “Unpublish” to remove the comment so it does not show on the blog.

Click “Delete” to delete the comment permanently.

Click “Mark as Spam” if the comment appears to be spam.

Use the “Reply | Edit | View” links below the comment listing to take other actions.

5. For more information on managing comments, see http://help.sixapart.com/tp/us/managing_comments.html

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Real Comments Versus SPAM Comments

Sometimes a comment may look legitimate, but its author, email, or URL might suggest that it was posted by a spammer. These fields are visible when you choose to “Edit” the comment.

Here’s an example:

The screenshot shows the 'Edit Comment' interface. At the top, there is a navigation bar with '« Previous | List Comments | Next »'. Below this is a text area for the comment, which contains the text: 'interesting post! it is so compelling, and will make you see patterns in your own life that may have unintended links to the past. thanks!'. This text is circled in green. To the right of the comment text is a callout box that says 'This reads like a real comment...'. Below the comment text are three input fields: 'Author' with the value 'maternity nursing clothing', 'Email' with the value 'nursingpjsandstuff@gmail.com', and 'URL' with the value 'http://www.nursingpjs.com'. These three fields are circled in red. To the right of these fields is another callout box that says 'But the Author, Email, and URL suggest that it was posted by a spammer trying to get TeenRead to link to a website selling something.'. At the bottom of the form is a 'Save Changes' button.

Help & Troubleshooting

For questions or problems related to being a moderator, contact Shawn Brommer (608-246-7974 or sbrommer@scls.lib.wi.us).

For questions or problems using the blog software, contact Rose Ziech, (608-246-4521 or rziech@scls.lib.wi.us).