



LeaderTalk Authorship Instructions

Thank you for joining the CASTLE LeaderTalk team. If you have any questions do not hesitate to contact us at castle@iastate.edu or <http://schooltechleadership.org>

The following pages describe:

- Login and dashboard on page 1
- Create a new entry on page 2
- Formatting text on page 3
- Creating a hyperlink on page 4
- Inserting an image on pages 5–7

If you would like to learn more about EdWeek’s Movable type system for LeaderTalk go to <http://www.movabletype.org/documentation/author/>

LOGIN INFORMATION

Go to Web address:

http://*****/cgi-bin/mt.cgi?__mode

or

http://bit.ly/leadertalk****

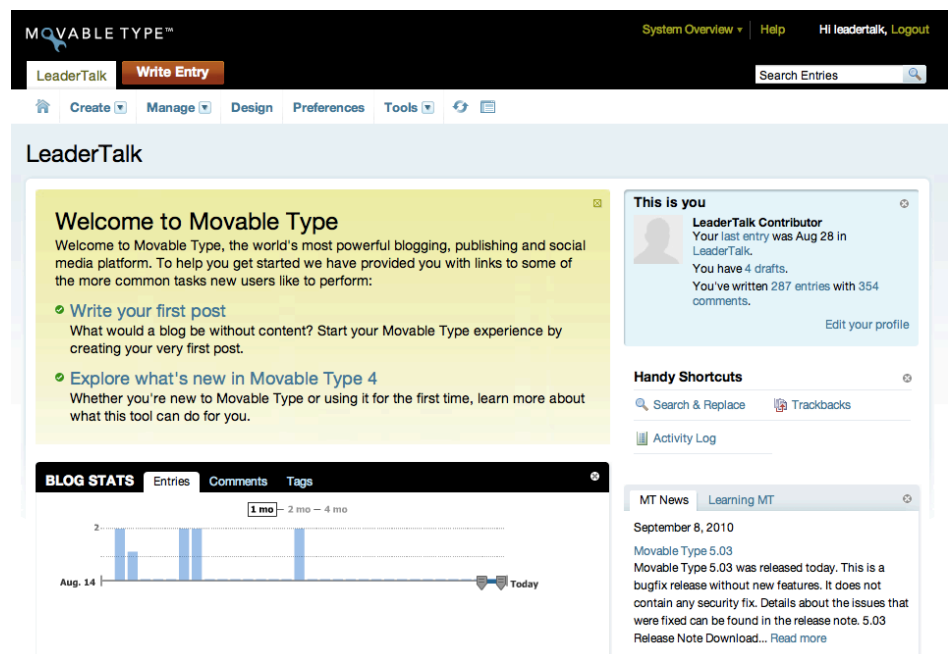
Username: *****

Password: *****



DASHBOARD SCREEN

Click on [CREATE] scroll down to [ENTRY] on the far left side. This will open the CREATE ENTRY screen.



PUBLISHING

The primary use of the Movable Type is to create and publish content to share. This section describes the elements included in and the steps to creating a new entry.

To create and post a new entry

- With the entry editing screen open, enter content into the required fields as well as any other desired element fields as described in the previous section.
- Select a **CATEGORY** – this is who is writing as an author for this blog entry.
- **PUBLISHING** Once you have set and filled in all desired fields, use the **STATUS** dropdown menu at the top right of the screen to select either Published or Scheduled, and modify the Authored On date accordingly if set to Scheduled. Posts set to scheduled will be published the first time the scheduled tasks framework runs after the authored on date.
- With your publishing status and written on date set, click the **SAVE** button at the bottom of the new entry editing screen to post it according to your chosen publishing status.

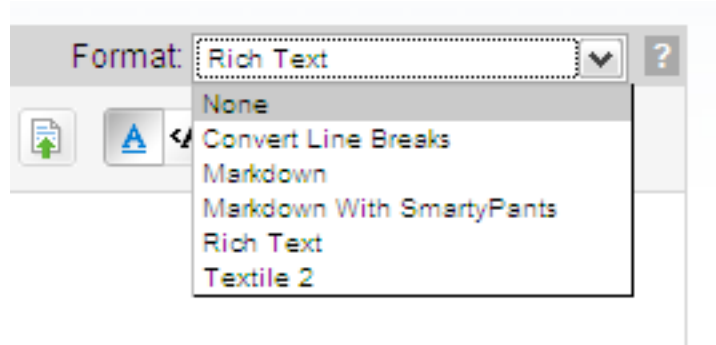
The screenshot shows the Movable Type 'Create Entry' interface. At the top, there is a navigation bar with 'LeaderTalk' and 'Write Entry' buttons, and a search bar for 'Search Entries'. Below this is a menu with 'Create', 'Manage', 'Design', 'Preferences', and 'Tools'. The main content area is titled 'Create Entry' and includes a 'Title' field, a rich text editor with 'BODY' and 'EXTENDED' tabs, and a 'Format' dropdown set to 'Convert Line Breaks'. To the right, the 'Publishing' section shows 'Status' set to 'Unpublished (Draft)', 'Publish Date' set to '2010-09-12 19:48:10', and a 'Basename' field. Below that is a 'Categories' list with an 'Add new' button and a scrollable list of names including Andy Torris, Angela Maiera, Barbara Barreda, Blair Peterson, Chris Hitch, Dan Winters, Dave Dimmett, and Dave Keane. The 'Feedback' section has 'Accept' checked for 'Comments' and 'TrackBacks', and an 'Outbound TrackBack URLs' field. At the bottom, there are 'Save' and 'Preview' buttons.

Text Formatting in Movable Type

Movable Type's editing screens for pages and entries supports multiple modes of entering and editing text. Movable Type has supported these "text filtering" plugins since version 2.2, but now with Movable Type 4 we ship a new rich text editor as well as support for the most popular text filters used by the Movable Type community.

Selecting your text format

To select your text format when you are editing an entry or a page, locate the "Format" drop down in the editing menu bar and make your selection.



You can also select your default text format for new entries and pages you create through the "New Entry Default" section of the Entry Settings screen.

Formatting options

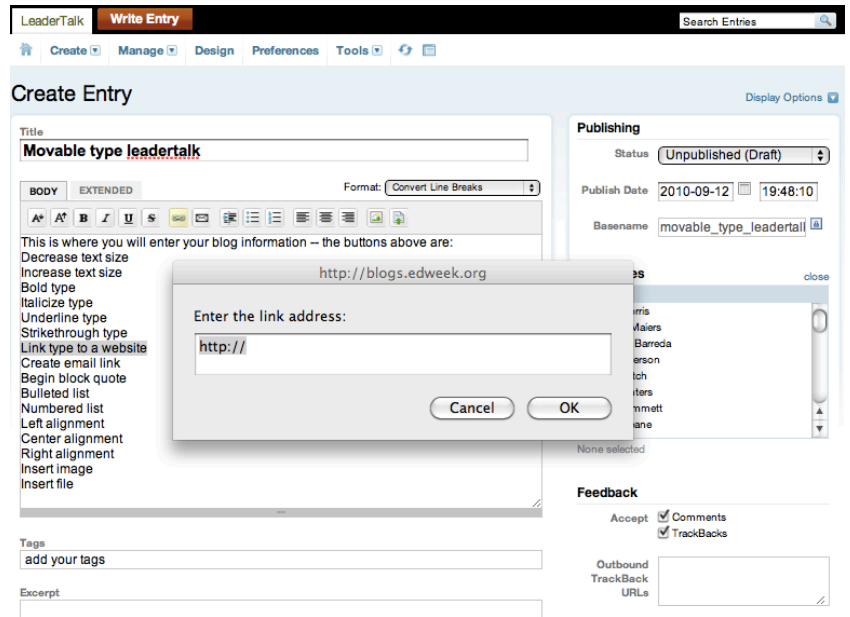
The formatting options available in Movable Type 4 by default include:

- **None.** This format allows you to compose your post in pure HTML; the system will not modify your text in any way when your entry is published.
- **Convert Line Breaks.** This format will automatically enclose your paragraphs in p tags, and converts line breaks to br tags.
- **Markdown.** Markdown is a popular method for writing HTML in a simple text-based syntax.
- **Markdown with Smarty Pants.** Markdown with Smarty Pants combines the Markdown syntax (see above) with the Smarty Pants filter that translates plain ASCII punctuation characters into "smart" typographic punctuation HTML entities.
- **Rich Text.** Also known as WYSIWYG ("What you see is what you get"), this is the default formatting option for new blogs. The rich text editor lets you see how your text will be formatted as you write it, similar to how a desktop word processor (like Microsoft Word) behaves.
- **Textile 2.** Textile 2 is another popular method for writing HTML in a simple text-based syntax.

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TO CREATE A HYPERLINK

1. Insert the address or word you would like to link to another website/email into the entry body. Example:
2. `http://`
3. Click on the icon which looks like two chain links attached to each other
4. The hyperlink entry will appear with Enter URL. Enter the website you would like the text to be linked to the words in the entry. Click the [OK] button.
5. The entry will look like the text below – which is HTML text.
6. Follow the steps in the beginning of these instructions to **COMPOSING AND POSTING A NEW ENTRY**



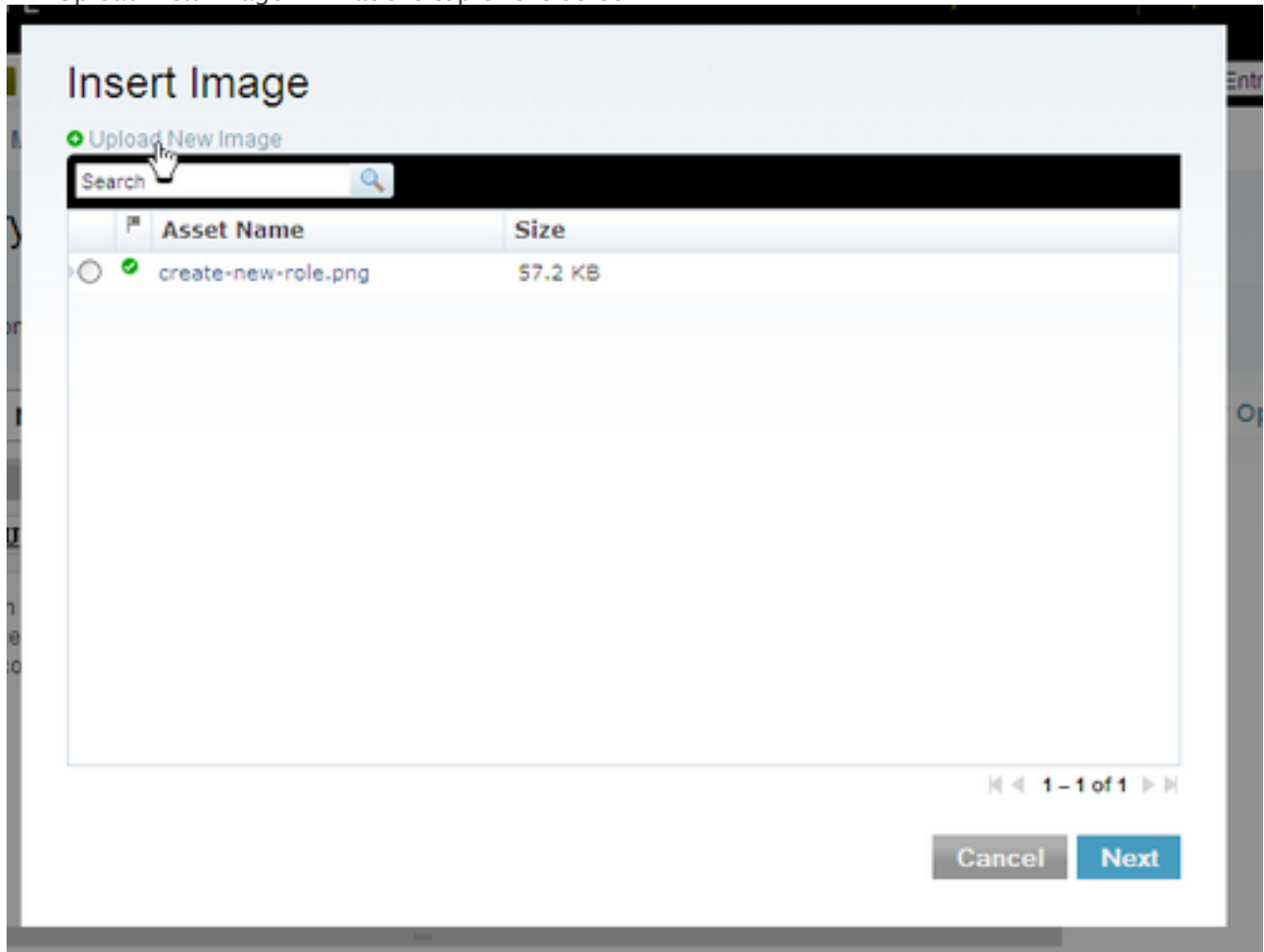
.....

Uploading and inserting a new image into your entry or page

- When you are creating or editing an entry, place your cursor where you would like the image to appear and click the Insert Image button on the editor toolbar.



- This will open the Insert Image screen, where you can choose to insert an image you've already uploaded to the system, or choose to upload a new image. To upload a new image, click on the "Upload New Image" link at the top of the screen.



- This will display the Upload File screen. On this screen you can select the image to upload. By default, Movable Type will store the file you are uploading in the blog's root directory, but with the "Upload Destination" field you can customize where the system will store the file.
- When you have selected your file and its destination, click the "Upload" button, and your browser will transfer the file to Movable Type.

Upload File

Select File to Upload

C:\Documents and Settings\... Browse...

Upload Destination

<Site Root> / images

You can upload the file to a subdirectory in the selected path. The subdirectory will be created if it does not exist.

Cancel Upload

- Once your file is transferred, the system will display the File Options screen. This screen allows you to:
 - Name the file you've uploaded in Movable Type's asset management system for easy discovery and reuse.
 - Describe the file in Movable Type's asset management system.
 - Tag the file in Movable Type's
 - Choose options for how to display the image in your entry or page. You can choose to:
 - Display the image in the entry (this option is checked by default)
 - Insert the image as a thumbnail in your entry
 - Link the image to a full-size popup window
 - Align the image to the left, right or center
 - Remember these settings for the next time you upload a photo

File Options

Name
anil-at-work.jpg

Description

Tags

Display image in entry

Use thumbnail (width: pixels)

Link image to full-size version in a popup window.

Alignment
 Left Center Right

Remember these settings

Cancel Finish

- Click on the "Finish" button and Movable Type will insert your image into your post with the options you have selected. If you are using the Rich Text formatting option, the editor will display your image inline. If you are using another text formatting option, the system will insert HTML into your entry or page where your cursor was when you clicked the "Insert Image" button.