

## **Motime How-To**

Below: Registration, Publish, Categories, Links, Description, Template, Edit, Manual, MAC.

### **Registration and Set Up:**

1) Go to <http://www.motime.com>

2) Clicking on the button "Create your blog": you will be brought to the page where you will choose your username and enter your email address.

3) Enter your chosen username, password, and your email address, skim and accept the privacy and terms, verify age and registration, and then click the "create a new account" button. The system will immediately send an email to the address indicated.

[\*\* Be sure to enter your password and email in both dialog boxes for verification.]

4) Go check your email account and click on the link provided in the email from motime in order to confirm your registration. It should confirm the password you selected.

5) Once you've checked your email, enter your login information in the fields located at the top right hand corner of the motime page and click the "Login" button just below (or next to) the password field. You will be logged onto the system, and the home page will refresh. Instead of the username and password fields you will notice "welcome username" and a logout link.

6) Click on "add new blog" button. In the central part of the page you can now choose your blog title (that will appear at the top of your page), the URL (which is the standard Internet address of your blog) and a brief description of your blog (which will also appear as a subtitle on your blog). Then click on "create" button.

7) This brings you to the choose template page with thumbnail graphics of various layouts. (The "template" really just means the ready-made graphic layout for your web log.) Click on the "Example (enlarge)" to get a pop-up for a closer look. (Just close the pop-up when you have finished examining it.)

8) When you have decided on your template, just click the "Click to choose" button next to the template you want. Don't worry about locking yourself in to any one look. You can change your template whenever you want to and you will not lose any of your posts or archives.

### **Get ready to Publish:**

1) Assuming that everything has gone according to plan so far, you should be looking at a page divided into 3 "frames" or distinct areas.

- In the topmost frame you will find your control panel, consisting of a series of menu choices (which will be explained later in this manual).
- The central frame is the text editor, the field in which you will enter the text to be published as your first post.
- The lower part is a preview of your blog layout... you can already get a pretty good idea of how it will look.

2) Under the main "Blog" tab, select the "Edit blog" tab and click on the "Format" link. Go down and select "yes" under "enable post titles." This allows you to title each blog post. Click the "save changes" button at the bottom and then go back to the publishing page by clicking the "post" link on the far right in the "edit blog" tab.

3) Place your mouse cursor in the text editor and click. Write a quick introductory post. It doesn't have to be brilliant—you can always correct, edit, or delete this post later. Just say something about you, the class, and/or how you plan to use the blog.

Note 1: The full text editor appears in Windows and Internet Explorer 5.5 or later. See note below for MAC/Linux users.

Note 2: You can add in html code into the main dialog box. Click on "Source" to the far left in the tool bar. If you don't know html, we'll be talking about some in class.

4) When you're done with the post, click on the "publish" button found in the editor down to the left. In just a few seconds, the page will refresh and your post will appear in the bottom, preview part of the page.

### **Set up Categories:**

Let's you set up categories for your posts. You might choose something like responses, links, personal, rants, book-movie-or-music reviews, politics, thoughts, reflections, whatever. The only requirement is that you set up a response category so I can easily check out your reading responses. The rest are up to you and how you think you'll use the blog.

- 1) Under the main "Blog" tab, select the "blog tools" tab, and then click on the "categories" link.
- 2) Create your categories by choosing a name for the category and a description that will appear when you roll your mouse pointer over the category link. Then click Add.
- 3) Repeat for as many categories as you'd like to create.

The next time you post on your blog, you will see the categories that you created in the editor to the right of the posting window. Choose one or more appropriate categories (or none), and your

post will be automatically archived with other posts in the same category, accessible from the new categories menu on your main blog interface.

### **Add Links:**

Eventually I'll ask that everyone in class link to everyone else's blog. Making a link is easy.

- 1) Under the main "Blog" tab, select the "Blog tools" tab, and then click on the "links" link.
- 2) Choose the name of link as you wish it to appear on your blog in your link menu. This is the text that people will read and click on.
- 3) Directly underneath you will see the *URL* field. Type in the web address of the site or blog that you want to link to.
- 4) The third field is the link title field. This is the text that you see when you place your mouse pointer over the link; it is usually a further description of the link.
- 5) Click on the "Add" button. Your links will appear immediately on your blog in alphabetical order.

You can modify your links whenever you feel the need. Once you create a link, a table will appear near the top of the *Links*. Choosing *edit* allows you change any part of your link. Clicking the hide checkbox will preserve the link in your database, but will remove it from the link menu. *Delete* does just what you'd expect—it eliminates the selected link. When you have finished working with your links, click on the *Save changes*.

### **Set up Description:**

- 1) Click on "Account" in the main Tab row, far right.
- 2) Click on the "profile" link.
- 3) You can type in a description to appear on your main blog page. If you have some web space already set up, you can add in an image url. If you do not, we will be talking about setting up web space at Mason and learn some basic html later in the class.
- 4) Click the "save changes" button when you are done.

### **To Change Template:**

If you want to change your blog template:

- 1) Click on the main "Blogs" tab.

- 2) Select the "Templates" sub-tab.
- 3) Then select the "new" link. This puts you on a page that allows you to view and select templates.

Note: You do have full access to the source code of your template and can customize it. The template uses html, CSS, and Blogcode. If you understand these basics, you can go into the template and hack around. If not, we'll talk about some basic html and some why to work on the template, though we won't get into CSS at this point.

### **To Edit Blog:**

- 1) Go back to <http://www.motime.com> and log in.
- 2) If your browser has saved your password, you will automatically be at your control center.
- 3) Click on your blog link to get to the editing screen.

### **User's Manual:**

Check out the motime user's manual for more info on working with the interface and templates:  
<http://www.motime.com/book/view/1476>

### **A Note for MAC/Linux Users:**

Often times the full "What You See Is What You Get" text editor (which automatically converts your formatted text into html code for your template) does not come up in Mozilla or Netscape. But Motime now has a fix for this for Mozilla 1.4, with OSX. (To download this free browser go here: <http://www.mozilla.org/releases/old-releases-1.1-1.4rc3.html>)

In order to get the full functionality of the Motime interface, you must go to this URL [http://vietdev.sourceforge.net/vinamozie/mo\\_installer.php](http://vietdev.sourceforge.net/vinamozie/mo_installer.php) and download a small plug-in named Composite. Important note: it will install properly *only* if you go to this address using the Mozilla browser that you just downloaded.

Choose the link "Mozilla v. 1.3" and the installation will take place automatically. Restart the browser, go to the motime control panel, put your cursor in the text area and press the key combination "Command (apple)-E". This makes the text editor pop up. After formatting the text the way you want, find the "Apply" menu on the topmost part of your computer screen. Choose "Apply" from that menu and your html-formatted text appears in the text area. Click "Publish Post" and you're done.