

Motime How-To

Below: Registration, Publish, Edit, Create a Blog, Description, Links, Template, Manual, MAC.

Registration:

- 1) Go to <http://www.motime.com>
- 2) Click 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, email address, and password, 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.
 - Use a web-based email if possible so you can activate the account in class.
 - 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, go back to <http://www.motime.com> and 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) After registering, email your user name to me (bhawk@gmu.edu) and I will invite you to join the prof-writ blog. (Or I will just send a sheet of paper around in class and write your username down.)
- 7) Motime will send the invitation through your mo'mail. Go to the "Community" tab and then select Mo'mail. Click on the message, and then click on the link to accept.
- 8) Once you accept the blog will show up on your main motime page under the blue "blogs" header on the left. Click on prof-writ and you can post a message.

Publishing a Post:

- 1) Click on the main "Blogs" tab, then select Manage, and then Write. (It will probably bump you right to it.)

2) You should see a dialog box to enter your post, a basic tool bar similar to Word and/or an html editor. There will be a dialog box at the top to enter the title of your post, and a menu of categories for your post.

3) You can select one or more of the categories for your post, or create a new category by entering the title in the dialog box about the menu (but don't get carried away with too many categories). Selecting a category for your post archives it with all of the other posts listed under that category (the category list shows up on the main blog page at <http://profwrit.motime.com>).

4) Place your mouse cursor in the text editor and click. Write a quick introductory post about you, the class, and/or your workplace: preferably how the three interrelate.

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, you can simply use the tool bar.

5) When you're done with the post, you can click on the "Preview post" link at the bottom, or click on the "Publish post" button found in the editor down to the left. In just a few seconds, the page will refresh and your post will appear.

Viewing/Editing a Post:

1) Click on the main "Blogs" tab, then select Manage, and then Edit blog. A full view of the blog should show up in the bottom window.

2) Click on the "Edit" button underneath the entry title. Simply revise, preview, and/or post.

*** Posting to the Profwrit group blog is the only requirement for class. If you choose to create your own individual blog, you can follow the directions below.

Create Your Own Blog:

1) From your main motime Home page, click on the "new blog" button just to the right of the blog header on the left. 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). It also allows you to set who can view it and whether your updates will be posted on the main Motime page. Then click the "create" button.

2) 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)" link to get a pop-up for a closer look. (Just close the pop-up when you have

finished examining it.)

- 3) 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.
- 4) Once your blog is created it should show up on your main motime Home page under the "blog name" list.
- 5) Click on your blog. Under the main "Blogs" tab, select Settings and Format. 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. The title dialog box should appear.

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.
- 4) Click the "save changes" button when you are done.

Add Links:

- 1) If you want to add links to other blogs or web sites to the side bar of your blog, click on the main "Blogs" tab, select Links and then Add.
- 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.

Note: You can modify your links whenever you feel the need. Click on the main "Blog" tab, select Links and then List. 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*.

To Change Template:

If you want to change your blog template:

- 1) Click on the main "Blogs" tab, select Templates, and then Browse.
- 2) 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.

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 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.