

Getting Started with MovableType



MovableType homepage: <http://www.sixapart.com/movabletype/>

User manual: <http://www.sixapart.com/movabletype/docs/3.2/>

By Beth Rodgers

<i>Changing Your Password</i>	2
<i>Creating Categories</i>	2
When setting up a new account:	2
Adding additional subcategories for a class:	3
<i>Creating New Entries</i>	3
Using Bold, Italic, and Underlined Fonts; Hyperlinks; Email Links; and Block Quote.....	4
Uploading a file (Word document, text file, Adobe PDF, etc.)	4
Image Resizer.....	5
Uploading a picture (.jpg or .gif only!)	5
<i>Editing Old Entries</i>	7
<i>Deleting Old Entries</i>	7

Need additional training and support? Call these people for help:

Lower School:	Mike Callinan mcallinan@athensacademy.org
Middle School:	5 th & 6 th grades – Mike Callinan mcallinan@athensacademy.org 7 th & 8 th grades – Jessica Hunt jhunt@athensacademy.org
Upper School:	Pat Cuneo pcuneo@athensacademy.org Beth Rodgers brodgers@athensacademy.org
Technical Support:	Beth Rodgers brodgers@athensacademy.org Chip Woods cwoods@athensacademy.org

Changing Your Password

1. Login to the Athens Academy Moveable Type homepage:
<http://www.athensacademy.net/mt/mt.cgi>
2. In the top right corner, next to the word “Welcome”, click on your login name.
3. On the next screen, you can change your name, default email address, and password.
4. When finished changing or updating the information, click the Save Changes button at the bottom.

Welcome teachersample | [Logout](#)

Password

Current Password:
Enter the existing password to change it.

New Password:
Select a password for the author.

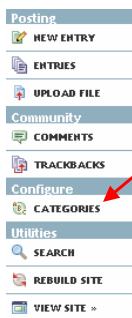
Password Confirm:
Repeat the password for confirmation.

Password hint:
For password recovery.

API Password: [Reveal](#)
For use with XML-RPC and Atom-enabled clients.

Creating Categories

When setting up a new account:



1. In the left hand column under Configure, select “Categories”.

2. Press the “Create new top level category” link in the top right corner above the main table. Create a top level category for each class.

[+ Create new top level category](#)
Entries TrackBacks

3. Next to each class, select the Create link under the actions column. Create the following subcategories: Assignments, Announcements, Resources and Course Overview.

****MAKE SURE YOU ARE SELECTING THE CREATE BUTTON TO THE RIGHT OF THE CLASS TITLE AND NOT ONE OF THE SUBCATEGORIES****

Categories	Actions
<input type="checkbox"/> Algebra I Honors	+ Create Move
<input type="checkbox"/> Assignments	+ Create Move

4. Once all of the categories have been created, select the “Rebuild My Site” at the top of the page. When the pop up window appears, select “Rebuild All Files” from the drop down menu and press the “Rebuild” button. After it rebuilds the site, press the “Close” button.

ditions have been mad
w.

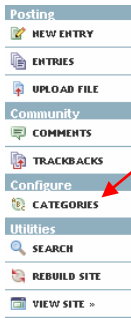
MOVABLETYPE™
Publishing Platform

Rebuild: Teacher Sample

Select the type of rebuild you would like to perform. (button if you do not want to rebuild any files.)

Rebuild All Files

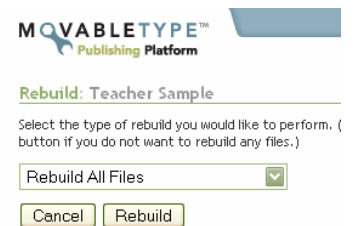
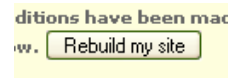
Adding additional subcategories for a class:



1. In the left hand column under Configure, select Categories.
2. Next to each class name, select the Create link under the actions column. Create the appropriate subcategory for each class. ****MAKE SURE YOU ARE SELECTING THE CREATE BUTTON TO THE RIGHT OF THE CLASS TITLE AND NOT ONE OF THE SUBCATEGORIES****

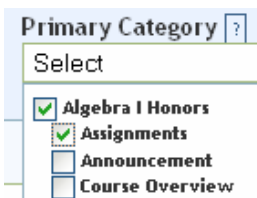
Categories	Actions
<input type="checkbox"/> Algebra I Honors	<input checked="" type="button" value="Create"/> <input type="button" value="Move"/>
<input type="checkbox"/> Assignments	<input checked="" type="button" value="Create"/> <input type="button" value="Move"/>

3. Once all of the categories have been created, select the “Rebuild My Site” at the top of the page. When the pop up window appears, select “Rebuild All Files” from the drop down menu and press the “Rebuild” button. After it rebuilds the site, press the “Close” button.



Creating New Entries

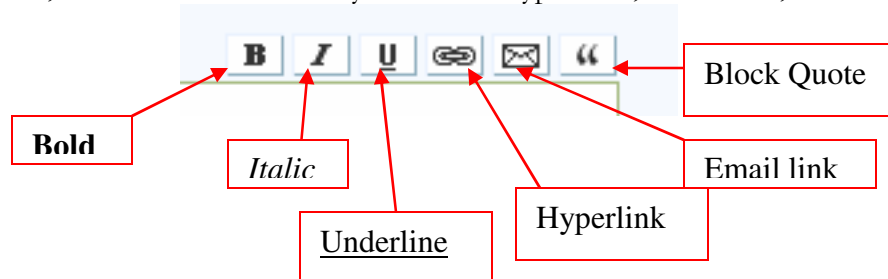
1. Login to the Athens Academy Moveable Type homepage: <http://www.athensacademy.net/mt/mt.cgi>
2. Next to the blog name, select “Create a new entry on this weblog”.



3. In the top right corner of the entry page, click the “Assign Multiple Categories” link below the Primary Category drop down menu. Check the course name and select whether it is an assignment, announcement, resource, or course overview.
4. Type in the title and entry as needed. Press Save to publish the entry.

Using Bold, Italic, and Underlined Fonts; Hyperlinks; Email Links; and Block Quote

1. At the top of the Entry Body text box, you will find a series of buttons that allow you to make a font bold, italicized, or underlined. You may also insert hyperlinks, email links, and indent a paragraph.



2. **Bold:** To make text bold, simply press the “B” button before typing your text or highlight previously typed text and press the “B” button.
3. *Italicized:* To make text italicized, simply press the “P” button before typing your text or highlight previously typed text and press the “P” button.
4. Underlined: To make text italicized, simply press the “U” button before typing your text or highlight previously typed text and press the “U” button.
5. **Hyperlinks:** To link to an outside webpage, simply click on the button resembling a chain link. A pop-up window will appear, and you can type in or paste the web address (the “URL”). You may also highlight a word that you would like to link to an outside source, click on the chain link button, and type in or paste the web address in the pop-up window. Press “OK” when finished.
6. **Block Quote:** If you have a long passage you would like to quote, simply press the quotation mark button before typing your text or highlight previously typed text and press the quotation mark button.

Uploading a file (Word document, text file, Adobe PDF, etc.)

1. Select the Upload File option under the Posting category in the left hand column.

Upload File: Teacher Sample

Choose a File

To upload a file to your server, click on the browse button to locate the file on your hard drive.

File:

Choose a Destination

You can upload the above file into your Local Site Path [\(?\)](#). Or, you can upload the file into any directory beneath it by specifying the path in the text box on the right (*/images*, for example). If the directory does not exist, it will be created.

Upload Into: (Optional)

<Local Site Path> /

2. Browse for the file.

3. **DO NOT CHANGE THE LOCAL SITE PATH DEFAULT!**
The local site path will default to a files folder labeled with the year and the month the file was uploaded (e.g. <Local Site Path>/files/2005/11).



- When the window changes, select Show me the HTML and press the Link button.



- Follow the directions in the pop up window by copying and pasting the HTML code into the body of your entry. Press the Close button when finished, unless you would like to upload another file.

- The default text for the link is “Download file”. Simply change that text in the HTML code if you’d like to give the file a more specific name (e.g. “Download Shakespeare Reading Questions part 1”).

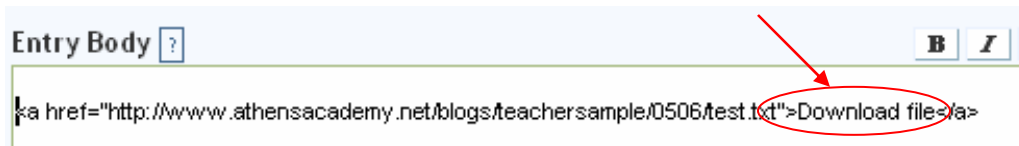
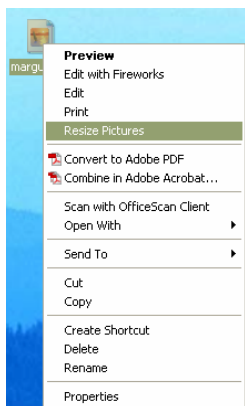


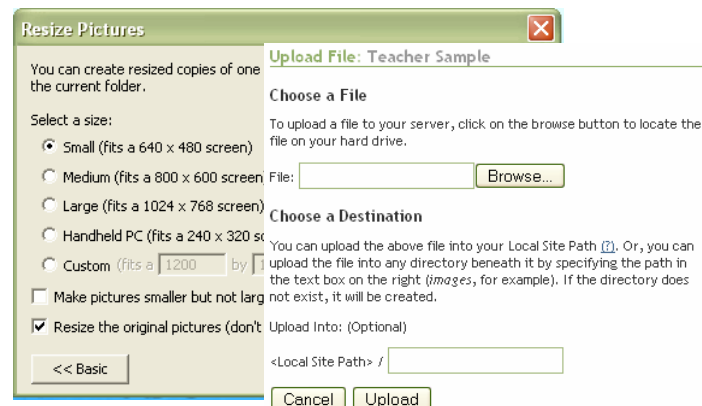
Image Resizer

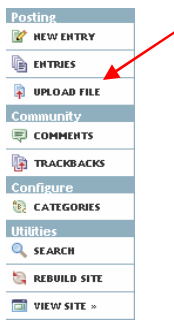
- To download Image Resizer, go to this link:
<http://www.athensacademy.net/teachers/aateacher/permanent/ImageResizerPowertoySetup.exe>
- Once you've downloaded this file to your computer, double click on the Image Resizer icon. After the program has completed running, you should be able to right click on any picture and resize it at your leisure!

Uploading a picture (.jpg or .gif only!)



- Minimize all windows and open the folder containing the image you would like to upload. Right click on the image file and select “Resize Image”. Select “Small fits a 640 x 480 screen”. Click the Advanced tab and check “Resize the original pictures (don’t create copies)”. Click OK.





2. Maximize the Moveable Type window and select the Upload File option under the Posting category in the left hand column.
3. Browse for the file.
4. **DO NOT CHANGE THE LOCAL SITE PATH DEFAULT!** The local site path will default to a files folder labeled with the year and the month the file was uploaded (e.g. <Local Site Path>/files/2005/11).

Upload File: Teacher Sample

Your file has been uploaded. Size: 24,028 bytes.

Create a new entry using this uploaded file [?](#)

Show me the HTML

Image Thumbnail

Create a thumbnail for this image [?](#)

Width:

Height:

Constrain proportions

Would you like this file to be a:

5. When the window changes, select “Show me the HTML” and “Create a thumbnail for this image”. Change the proportions from pixels to percentage. Change the width and height numbers from 100 percent to 25 percent and press Pop up Image.
6. Follow the directions in the pop up window by copying and pasting the HTML code into the body of your entry. Press the Close button when finished, unless you would like to upload another file.

7. **Special note:** If you would like to fill in the alt tag to describe what’s in the picture for visually impaired students or parents, simply type in between the quotation marks next to alt=“” before saving your entry (e.g. alt=“John and Jane Doe show off their art project”).

Copy and paste this HTML into your entry.

```
<a href="http://www.athensacademy.net/blogs/teachersample/0506/marguerit" onclick="window.open('http://www.athensacademy.net/blogs/teachersam return false"></a>
```

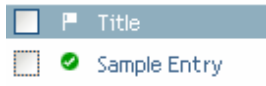
Editing Old Entries

1. Login to the Athens Academy Moveable Type homepage:
<http://www.athensacademy.net/mt/mt.cgi>

2. Next to the blog name, select “Entries”.



3. Click on the title of the entry you wish to edit.

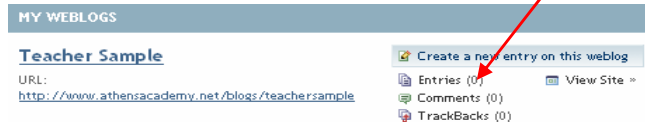


4. Re-type the title and entry as needed. Press Save to publish the entry.

Deleting Old Entries

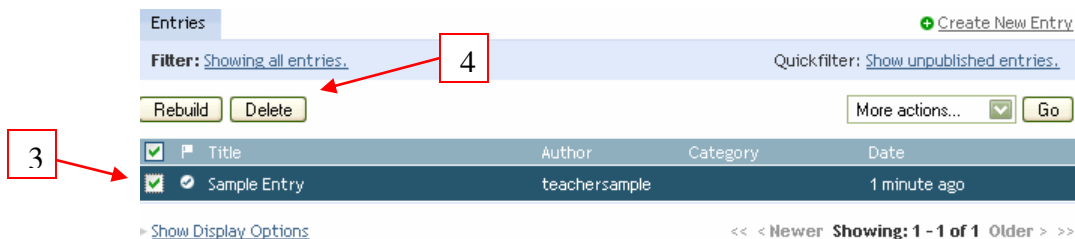
1. Login to the Athens Academy Moveable Type homepage:
<http://www.athensacademy.net/mt/mt.cgi>

2. Next to the blog name, select “Entries”.



3. Click the check box to the left of the title of the entry you wish to delete.

4. Click the “Delete” button at the top of the table and click the “OK” button to delete the entry.



5. Click the “Rebuild my site” button at the top of the page to ensure that the change has been made. Once finished, click the “Close” button on the pop-up window.

