



This year's Give Together campaign marks our second annual event where employees around the globe are invited to be part of something bigger than themselves by giving *time* together. The Give *Time* Together global volunteer week takes place September 10-14.

Just like last year, we have an Internet-based blog ([givetimetgether.sabre.com](http://givetimetgether.sabre.com)) where volunteer teams or any individual participants can document volunteer activities with video clips, photographs and stories. Video clips will be compiled in a Dash video to celebrate employees' investment in other people's lives. As Give *Time* Together wraps up, we'll ask you to vote for your favorite volunteer story October 1 – 3, 2007 to win grants for the charity chosen by the winner. Make sure your blog is posted by Thursday, September 27 for inclusion in the Give *Time* Together Special Recognition Program.

Blogging is fun and easy. The most difficult part of blogging can be deciding what to write. Here are some tips on documenting your team's volunteer work:

- Take the time to prepare your narrative before starting to write your blog
- Get ideas and input from your team on what they want to include
- Get quotes from your team and people you worked with
- Get pictures of your volunteer work (lots of them if you like)
- Get the Web site address of the non-profit group you are working with (and add it to the blog)
- Get feedback from your team after you post the blog (you can always edit)

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## Online Registration

The blog site will be ready for registration on Friday, August 24.

To register for the blog, go to <http://givetimetgether.sabre.com/wp-register.php> and create a *User Name* for yourself. Any user name is fine as this does not appear in the blog. After registering, you will receive an email from [wordpress@vs21.nyshells.com](mailto:wordpress@vs21.nyshells.com) with your user name, temporary password and link to the login page.

### Initial Registration Screen



 **WORDPRESS**

Register for this blog

Username:

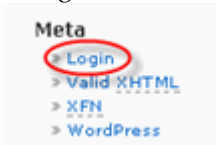
E-mail:

A password will be emailed to you.

[<< Back to blog](#)   [Login](#)   [Lost your password?](#)

### Login from the blog homepage

Each time you visit your blog, you'll need to login. From the home page, locate the *Meta* section of the navigation bar. Click on *Login*.



**Note:** If you're already logged in, instead of *Login*, you will see *Site Admin*. Clicking on Site Admin will take you to the Dashboard view of the blog.

# Blog Dashboard

There are two views in the Blog: the *Dashboard*, which is your working area and the *View*, which is what visitors to your blog will see. Each time you login, you will initially enter the *Dashboard*. From this page, you can see any recent activity on the blog and any recent announcements. Toward the top of the screen is a list of menu options: *Dashboard*, *Write*, *Manage*, *Profile*.



## Updating Your Profile

Once you are registered, you should update your profile to select your nickname. This is the name that is displayed by any posts that you create. Simply type your new nickname in the *Nickname* box and click the *Update Profile* button. You will need to select your new display name from the drop-down menu. Press *Update Profile* once more. *Note: Your email address is not displayed in the blog. It is used only by the application for password retrieval and alerts.*



## Changing Your Password

At the bottom of the Profile page is the *Update Your Password* box. After you have entered your new password, don't forget to click on the *Update Profile* button (bottom right-hand corner) in order to save your new password.

## Creating Your Blog Post

To create a blog post, click the *Write* menu in the Dashboard. This will give you simple rich text editor with formatting options that include bold, italic, and bulleted lists. There is also the ability to add photos and links to the Web site of a non-profit group that you are working with (these are discussed below).

At a minimum a post should include a blog title, your text narrative, and what Categories you would like your post to appear. Category lists are displayed on the right side and act as a quick way for end users to view volunteer projects located in different parts of the word.

Your blog post should also include a “more tag” after the first or second paragraph. This is the square button highlighted with the cursor in the image below. The tag splits the post into two sections and displays the top section on the blog with a “more button” so that users can access the full blog post. This tag allows more blog entries to show up on a single page.

Howdy, **tester1**. [Sign Out, My Account]

# Give Together, Sept. 22 - 29 [\(View site »\)](#)

Dashboard **Write** Manage Profile

**Write Post**

## Write Post

Title

Sabre Gives Helping Hand to

Post

Working in a small community, our marketing team decided the **best way to volunteer** time would be to work with the main ..... [More...](#)

Path: p

Save and Continue Editing Save Publish

Categories

- All Volunteer Efforts
- Volunteer Week 2006
- Year Round
- Year Round Friends and Family
- International Locations
- ...

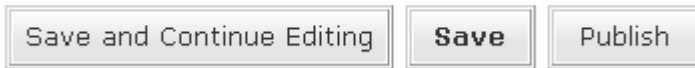
Discussion +

## Previewing and Publishing Your Post

To preview your blog post, select the *Save and Continue Editing* button. Then scroll down to the bottom on the page where you will find a preview of your post and how it will look.

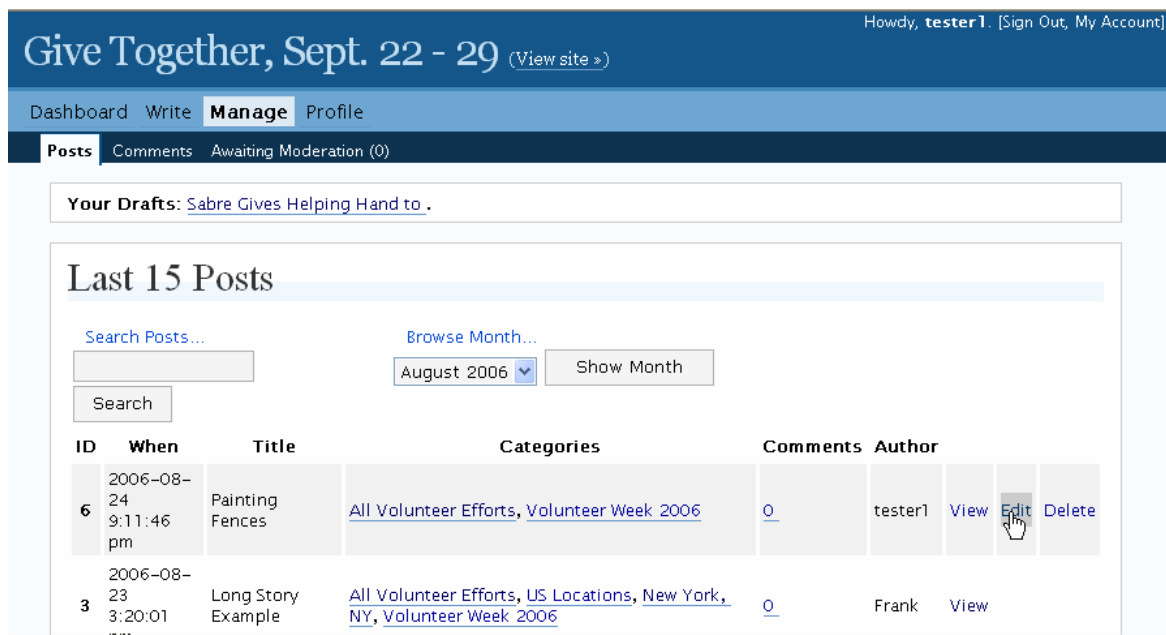
*Save* button clears the editor window and saves your work as a draft. It also creates a link at the top of both your *Write* and *Manage* pages where you can back at a later date to retrieve your work.

*Publish* button publishes your blog post and clears the editor window



## Editing Your Published Post

To edit a published blog post, login to the *Dashboard*, click on *Manage* and *Posts*. Locate your post and then click on the *Edit* link. Remember to click on the *Save* button when you have completed editing and/or revising your post.



The screenshot shows a WordPress dashboard for a user named "tester1". The main navigation bar includes "Dashboard", "Write", "Manage" (which is active), and "Profile". Below this, there are tabs for "Posts", "Comments", and "Awaiting Moderation (0)".

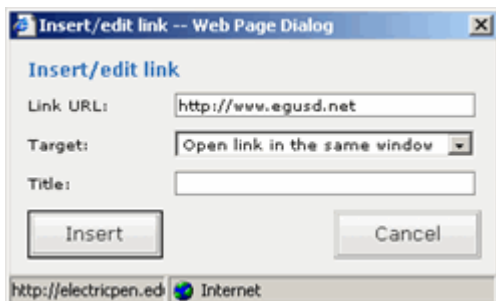
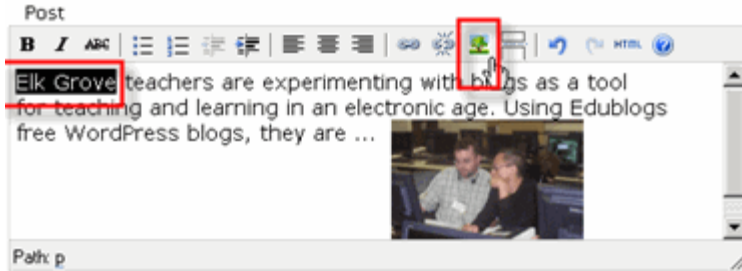
At the top, there is a header for "Give Together, Sept. 22 - 29" with a "(View site >)" link. Below the header, there is a section for "Your Drafts" showing a draft titled "Sabre Gives Helping Hand to .".

The main content area is titled "Last 15 Posts" and contains a search bar and a "Browse Month..." dropdown menu set to "August 2006". Below this is a table of posts:

ID	When	Title	Categories	Comments	Author			
6	2006-08-24 9:11:46 pm	Painting Fences	<a href="#">All Volunteer Efforts</a> , <a href="#">Volunteer Week 2006</a>	<a href="#">0</a>	tester1	<a href="#">View</a>	<a href="#">Edit</a>	<a href="#">Delete</a>
3	2006-08-23 3:20:01	Long Story Example	<a href="#">All Volunteer Efforts</a> , <a href="#">US Locations</a> , <a href="#">New York, NY</a> , <a href="#">Volunteer Week 2006</a>	<a href="#">0</a>	Frank	<a href="#">View</a>		

## Adding Hyperlinks to a Post

Blogs posts often include hyperlinks, which take your readers to other blogs, Web sites, or even to another area within your blog. To create a link from your blog to the district Web site, for instance, start by selecting the word or phrase you wish to turn into a link. From the formatting bar, click on the chain link icon.



Type or – better yet – paste in the URL. Click on *Insert*. Whatever you selected in your post is now underlined. To test your link, click on *View site*.

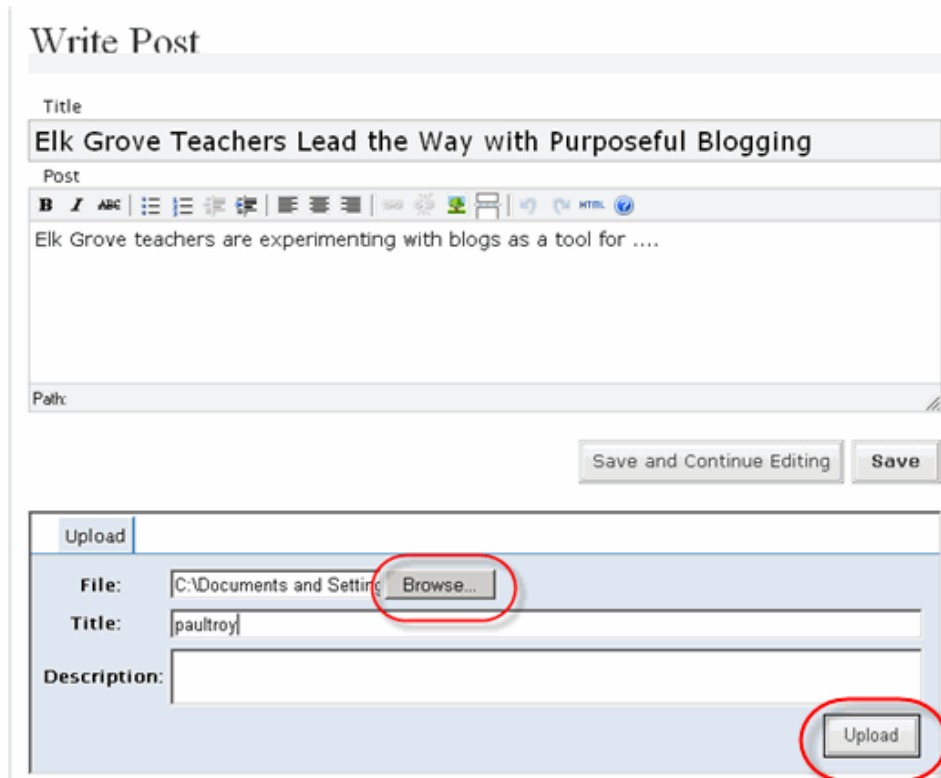
## Moderation of Comments

The blog is currently set up only allow to comments from registered (Sabre) users so you can ignore this feature. If we did allow comments, the moderation queue is used to review user comments before they get published.



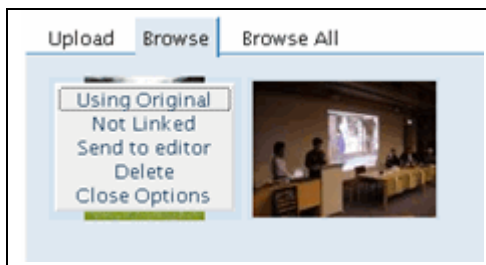
## Adding Images to Your Blog

The first step to adding an image is to browse to and upload the image to your blog. From the *Write Post* or *Write Page* panel, scroll down below the post area until you see the area for uploading images. Click the Browse button and navigate to wherever you have saved the image(s) you wish to upload. You may put a title for your image or leave this line blank.



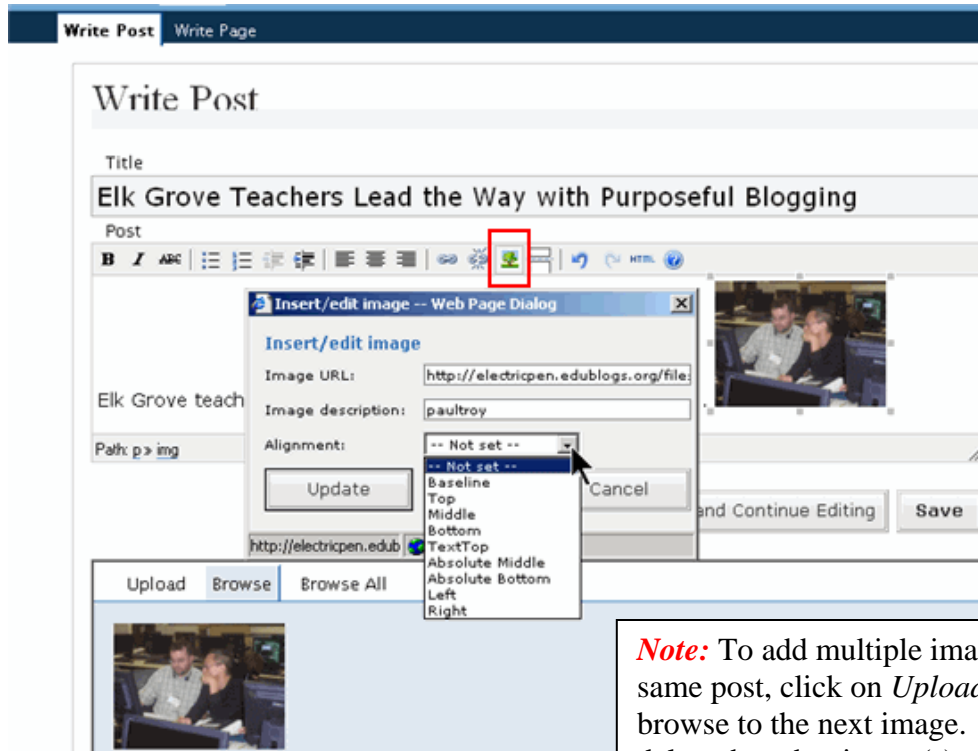
The screenshot shows the 'Write Post' interface. At the top, there is a 'Title' field containing 'Elk Grove Teachers Lead the Way with Purposeful Blogging'. Below it is a 'Post' area with a rich text editor containing the text 'Elk Grove teachers are experimenting with blogs as a tool for ...'. At the bottom of the post area are 'Save and Continue Editing' and 'Save' buttons. Below the post area is the 'Upload' section, which includes a 'File:' field with a 'Browse...' button (circled in red), a 'Title:' field containing 'paultroy', and a 'Description:' field. An 'Upload' button (also circled in red) is located at the bottom right of the upload section.

When you click on the **Upload** button, the image appears in the image bin.

 <p>The screenshot shows the image bin interface. It has three tabs: 'Upload', 'Browse', and 'Browse All'. The 'Upload' tab is active. On the left, there is a menu with options: 'Using Original', 'Not Linked', 'Send to editor', 'Delete', and 'Close Options'. On the right, there is a thumbnail image of a classroom scene with a person at a desk and a screen in the background.</p>	<p>After your image has been uploaded to the bin, click on it and you'll see the options shown to the left. Basically, you can choose to insert the <i>Original</i> full-size image or a <i>Thumbnail</i> of the image. You can link the image to a larger version. To use the <i>Send to Editor</i> option, place your cursor where you would like the image to appear and click on the <i>Send to Editor</i> link – or just drag and drop the image into your post.</p>
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## Formatting Images

To re-position your picture, click on the tree icon and select an alignment option. The typical alignment is either left or right. If you need to re-size the image, just select it and drag on one of the corner handles.



The screenshot shows a 'Write Post' interface with a title 'Elk Grove Teachers Lead the Way with Purposeful Blogging'. A toolbar contains an image icon highlighted with a red box. An 'Insert/edit image -- Web Page Dialog' window is open, showing the 'Insert/edit image' section. The 'Image URL' is 'http://electricpen.edublogs.org/file...', the 'Image description' is 'paultroy', and the 'Alignment' dropdown menu is open, showing options: '-- Not set --', 'Baseline', 'Top', 'Middle', 'Bottom', 'TextTop', 'Absolute Middle', 'Absolute Bottom', 'Left', and 'Right'. The 'Update' button is visible. Below the dialog, there are 'Upload', 'Browse', and 'Browse All' buttons, and a preview of the image.

**Note:** To add multiple images to the same post, click on *Upload* and browse to the next image. Do not delete the other image(s).