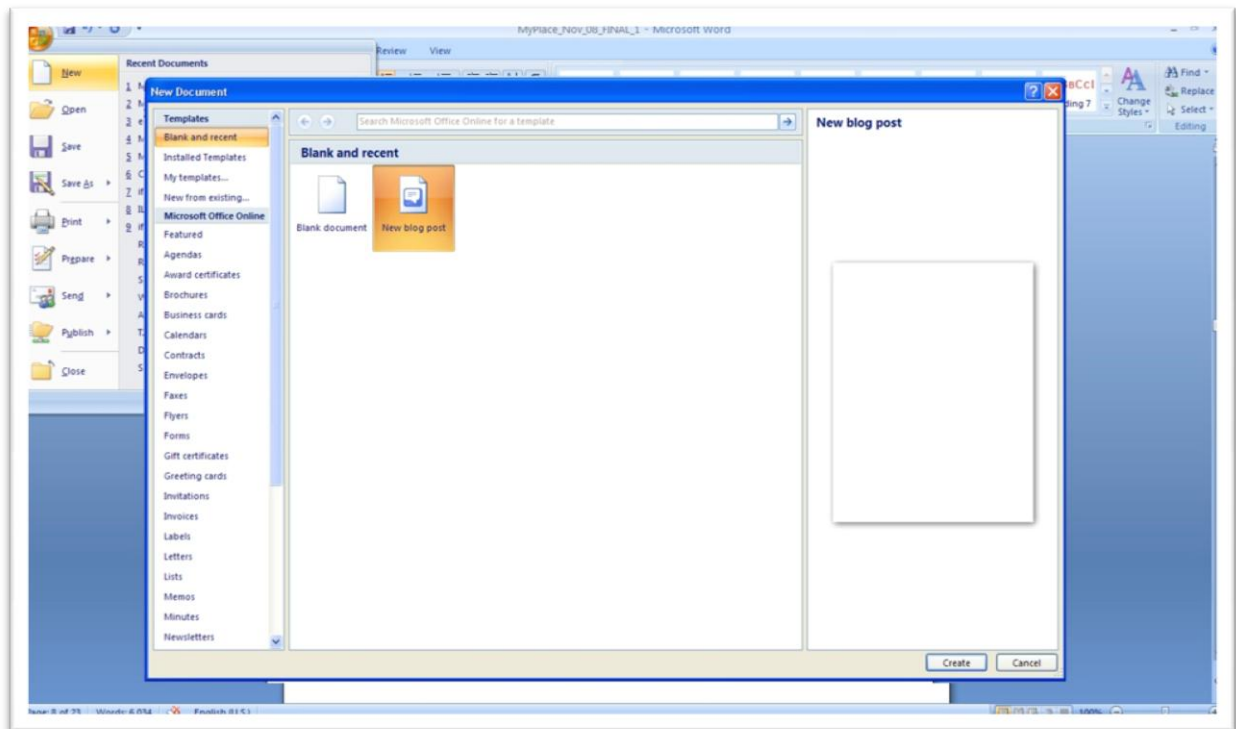


# Using Word 2007 for publishing articles to MyPlace

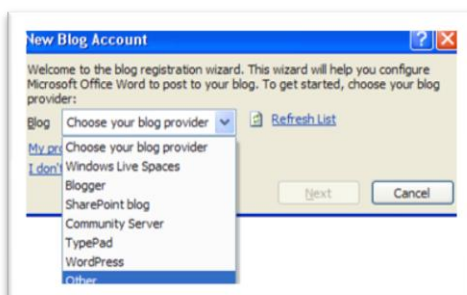
1. Click on the Office button and choose File > New > New Blog post



2. You will be asked to Register an account so that you can post directly to MyPlace



3. Choose 'Register Now' and the following screen will appear. Choose 'Other' as below:



4. Fill in the next box with the following details:

**New Account**

Enter the information below to register your new account. Click OK to contact your provider and configure your account settings.

Enter blog information

API: MetaWebLog

Blog Post URL: <https://myplace.lancs.ac.uk/writer.nsf/write>

Enter account information

User Name: philip tubman

Password: \*\*\*\*\*

Remember Password

Picture Options OK Cancel

<https://myplace.lancs.ac.uk/writer.nsf/write>

This is your NAME in MyPlace, e.g.:



This is your password (as set in 'Remote Blogging Password' section of your profile) See page 8 in MyPlace guide

5. Write your blog, and tag it as in the image below

Document10 - Microsoft Word

Blog Post Insert

1. Click on Insert Category

2. These are the MyPlace tags. Choose your tags one at a time by repeating this process

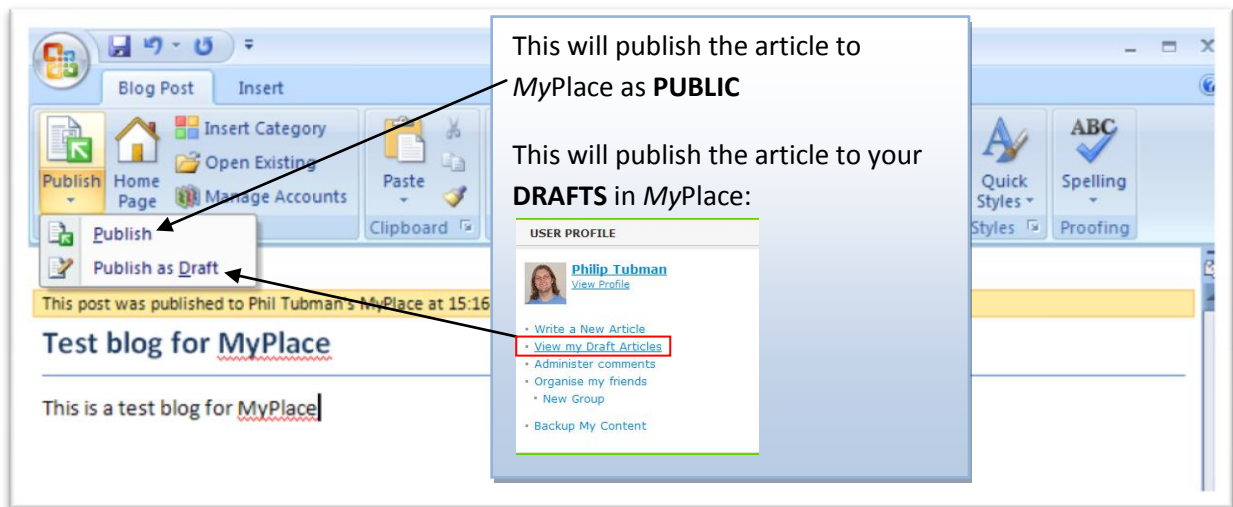
Post with Tags

Category: [Choose a category or type a new one]

This is an example of a tag list:

- College
- Humour
- Movies
- MyPlace
- Sport
- Teaching
- For My CV
- Reflections
- Ambition
- Commitment
- Decision-making
- Entrepreneurial
- Flexible
- Languages
- Leadership
- Proactive
- Results orientated
- Self-awareness
- Self-promotion
- Willingness to learn
- Adaptability & Flexibility
- Computer Literacy
- Initiative & Self Motivation
- Interpersonal Skills
- Numeracy
- Oral Communication
- Planning and Management
- Problem Solving & Decision Making
- Subject Knowledge
- Team Working Skills
- Written Communication
- College/Course responsibilities
- Part-time/vocational employment
- Voluntary Work
- Work Experience/Placement
- none

6. Click on 'Publish' to publish your article to MyPlace as described below:



**PLEASE NOTE THAT YOU CAN ONLY PUBLISH ARTICLES TO THE PUBLIC AREA OF MYPLACE, OR TO YOUR DRAFTS.**

**(I.E. YOU CANNOT PUBLISH ARTICLES PRIVATELY OR TO YOUR GROUPS OF FRIENDS)**