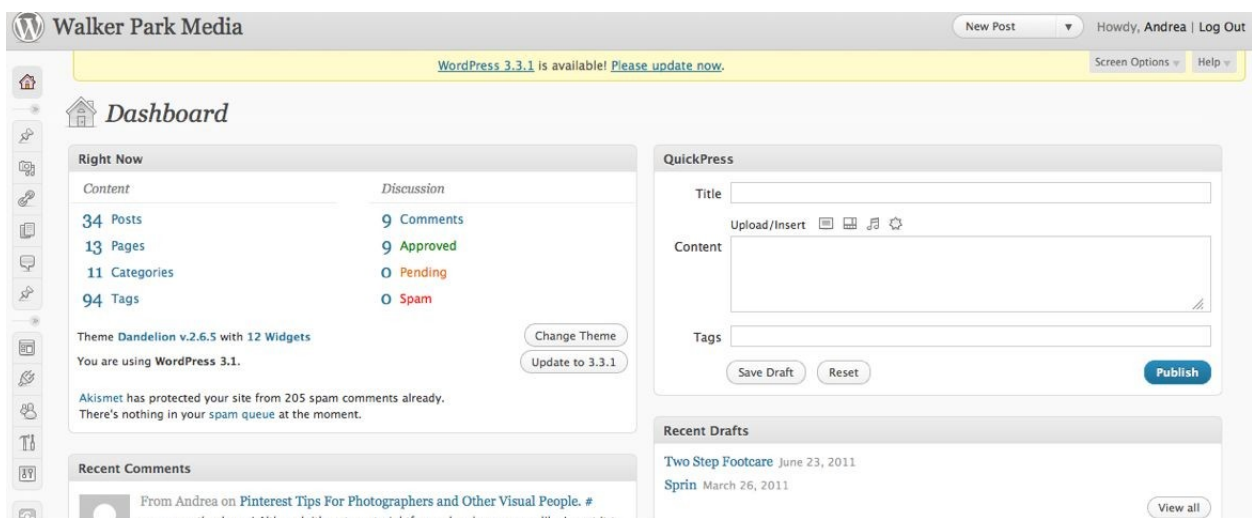


Welcome to Wordpress!

Here's a little guide I've put together to help you manage your blog.

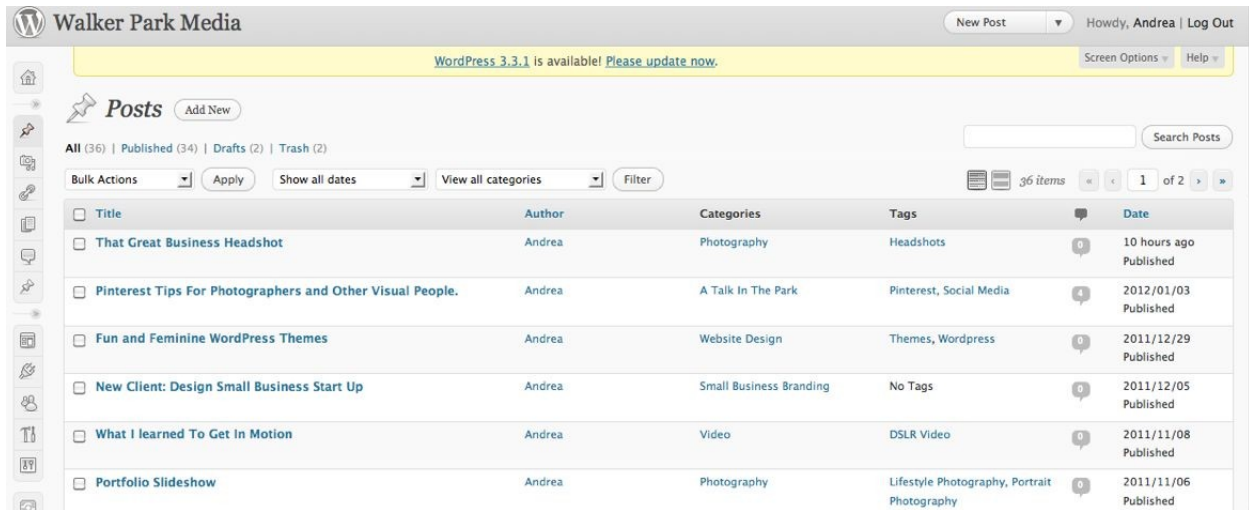
POSTING TO YOUR BLOG

To get to your posts, choose the Pushpin Icon on the left of your page. It leads to a drop down menu where you can choose to see all your posts like I've done on this tutorial. Or you can directly choose to "add new" to go straight to the page to input your new post.

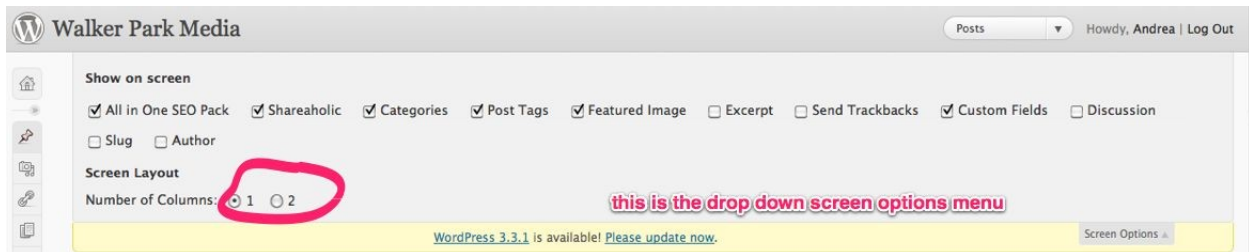


If you go to where you can see all of your posts, then you can select the "add new" button. If you've got a post already saved as a draft, then you would access it from this page by finding it, and then clicking the "edit" button that appears when you hover over the post title.

This is also the same way you would go into a published post to make an edit or update it. The next diagram gives the view I'm talking about.

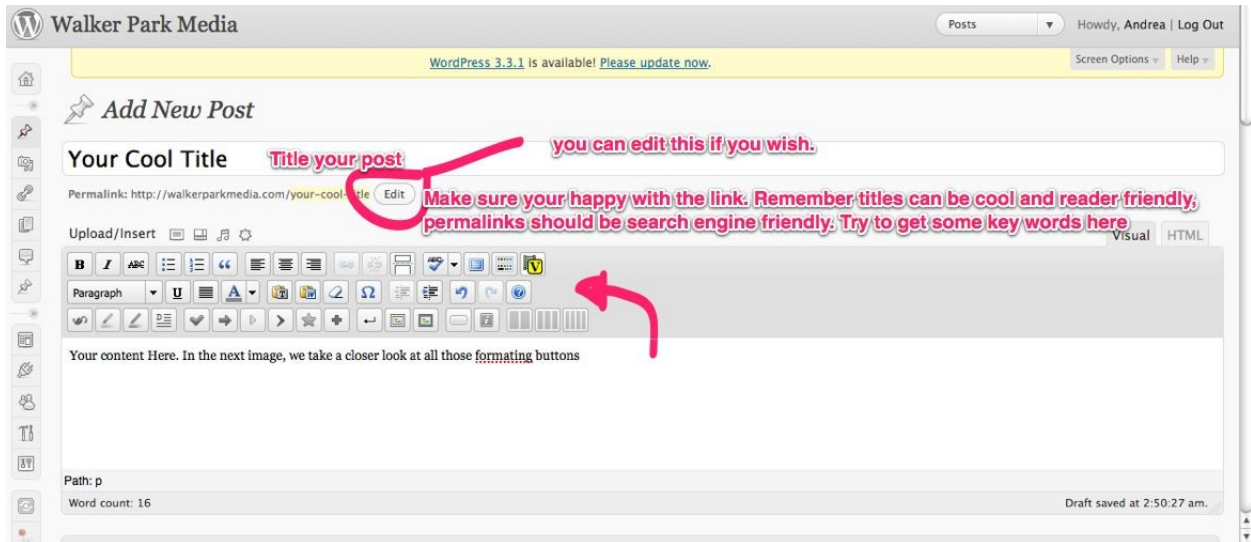


Once you've chosen to add new or edit, your taken into the posts page. A Quick note- you can change your screen options in the top right corner. Select the drop down menu and the following appears. Change your view from 1 column to 2 column depending on the size of your computer screen.

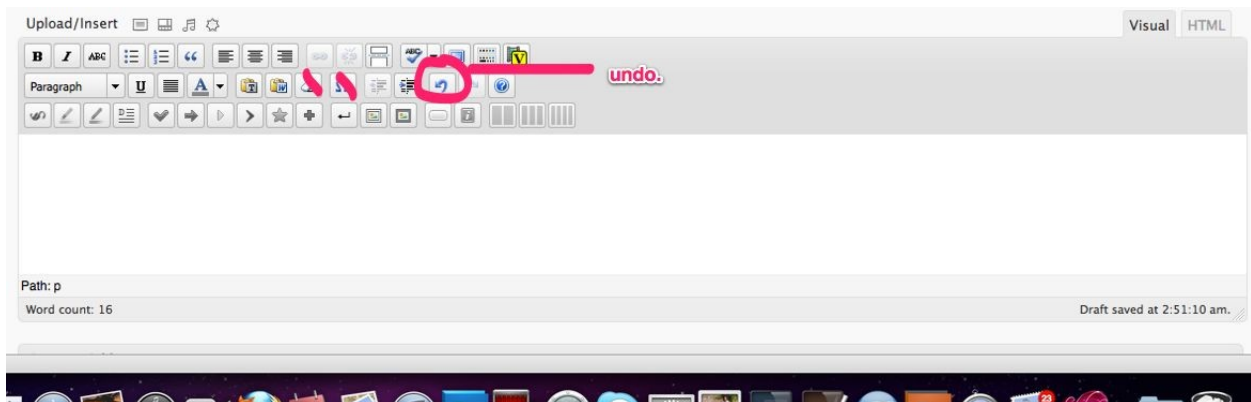


Now, you ready to start writing.

Input your title and content



Formatting buttons. There's always the undo. When you scroll over the buttons, a pop up will tell you what that button does.



Buttons to remember:

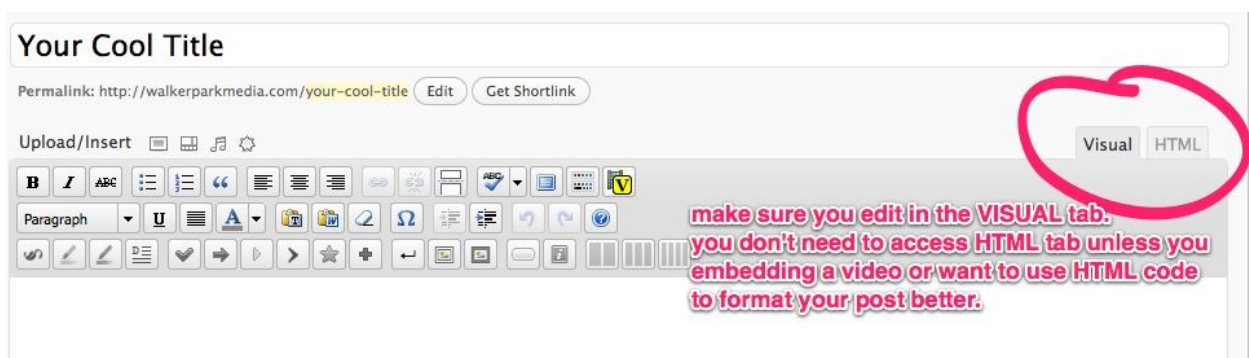
THE LINK button only shows active when text is selected. Same with the UNLINK

If your missing buttons, try pressing the SHOW HIDE KITCHEN SINK button

Drop Down paragraph formatting- select the text you want to format first, then select the format from the drop down menu.

When pasting text from Text Editor, use the TEXT CLIPBOARD button. If your pasting from a Word document, use the WORD CLIPBOARD button.

THINGS LOOK FUNNY? Check what TAB your working in.



INSERTING IMAGES INTO YOUR POSTS

I'll be honest with you, inserting images and formatting them to appear how you envisioned them to appear can sometimes be frustrating.

The first point to remember is that your cursor must be in the location that you want your image to be inserted. So make sure your in the right spot.

Secondly, you only need to upload your photo into the post gallery once. If you delete it from your post, it stays in your gallery. So if you put an image in the wrong spot, you can always delete it and then go back to your gallery, find it and insert it into your post again (in the right spot this time)

So, with your cursor in position, click on the insert button.



Next you will be asked to choose your file, either from your computer, from the post gallery or from the media library. When you click select files it will prompt you to look for the file on your computer.

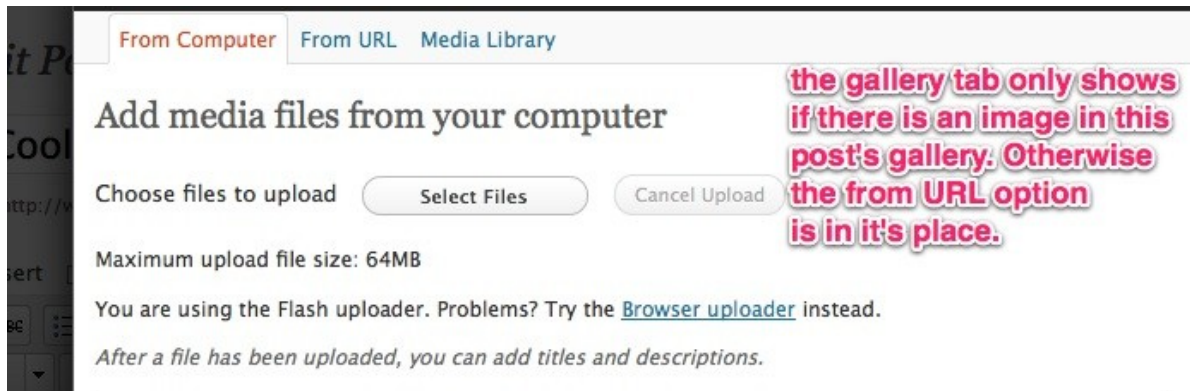


IMAGE SIZE.

Ok, so you don't have unlimited data storage and you don't want to be inputting huge images into Wordpress. It will slow your blog down. I recommend you optimize the size of your photo before putting it in here. Ultimately, and depending on your blog your photo should be around 600 px wide by 400 pix tall. If your blog is wider, then I may recommend a different size for you. You only need a 72 dpi resolution- or web quality photo. Higher resolution files will again, take up valuable space and site performance.

With that being said, you do not need fancy programs to edit your photos for this. If you have a MAC, Iphoto will do a great job. If your working from a PC you can easily use MS Paint.

Here are some links:

IPHOTO RESIZE TUTORIAL http://www.youtube.com/watch?v=pNdr-jhq_aM

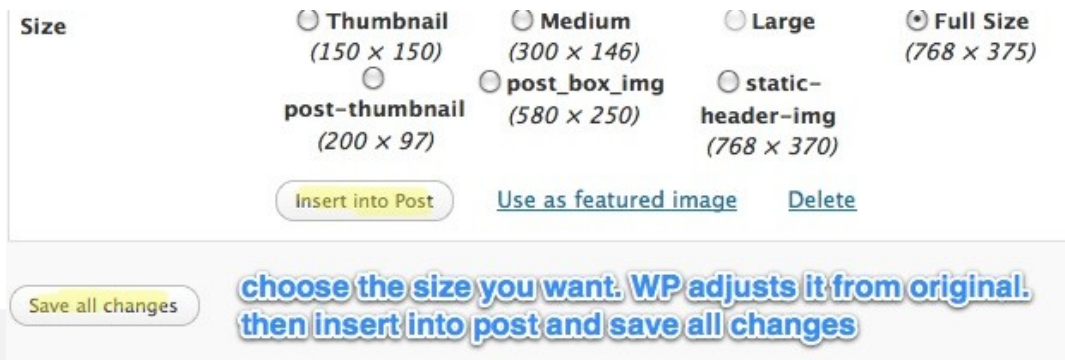
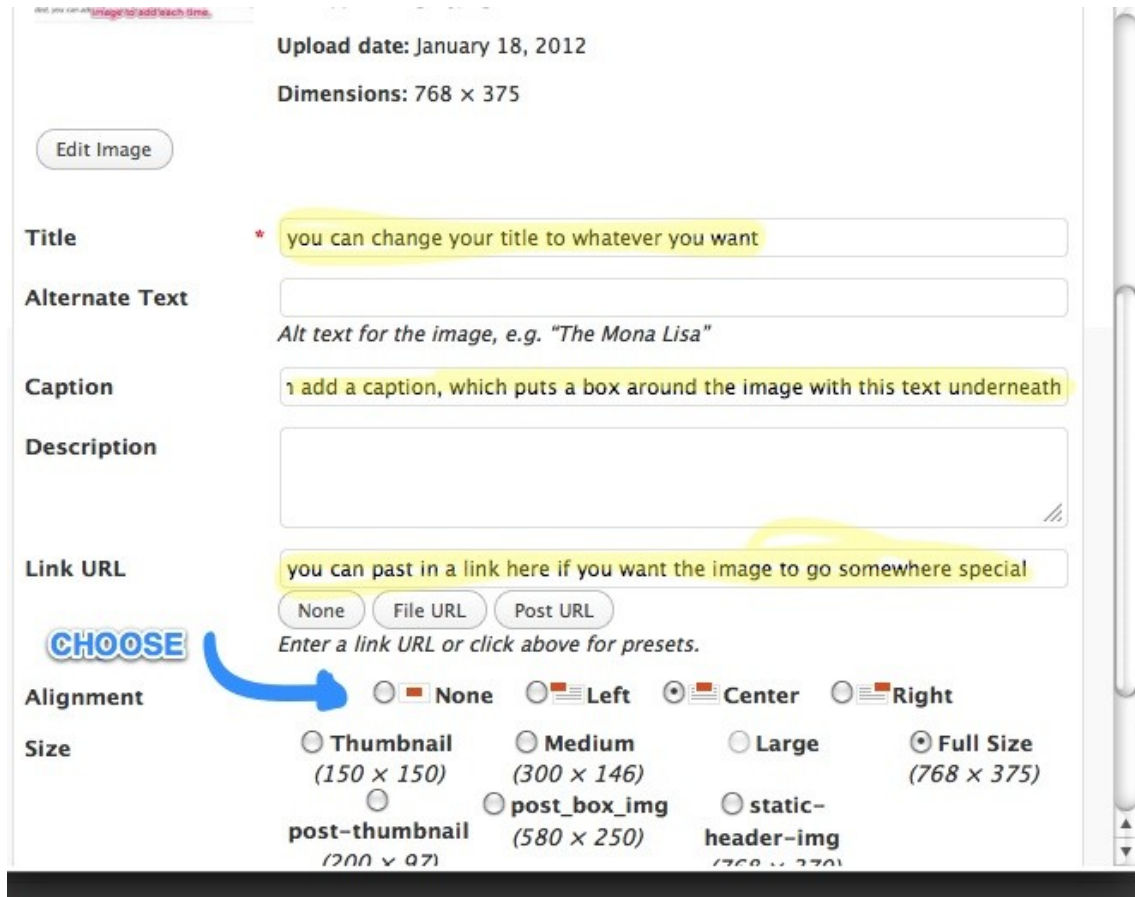
MS PAINT RESIZE TUTORIAL <http://www.youtube.com/watch?v=si2D9uJkVBw>

and yes, you can learn how to do anything on You Tube, including all this stuff I've typed up for you.

So, make sure you've got your image ready to go before you start inserting an image into your post.

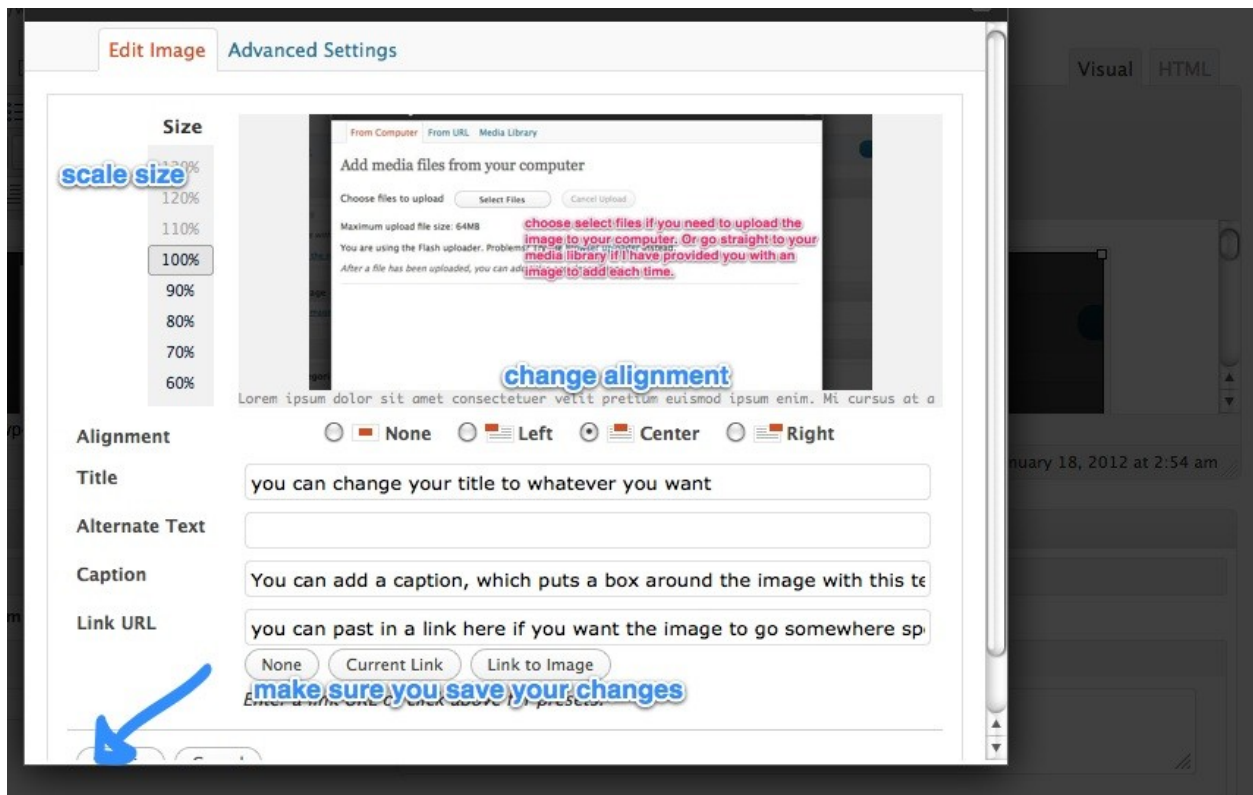
Anyway, back to the steps of inserting your image

Once you upload your image or choose "Show" from the image gallery list you will find yourself with these options. *A note about image titles: adding SEO Keyword rich titles can help your optimization.



Now your image is in the post. You can edit it further if needed. When you hover over your image, you will see an icon of mountains and another with a red circle with a cross through it. The red circle is the delete.

Click on the mountains and you can edit some more.



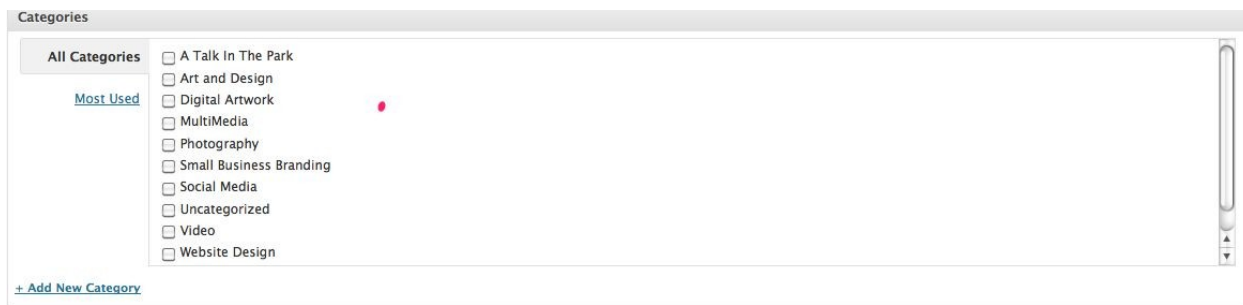
I'm not going to discuss advanced editing at this point. If you really feel you want to get into advanced editing like adding margins to your photos, and borders defined by pixel size then I'd be happy help you with that.

ORGANIZING YOUR CONTENT

One of the most important function of operating your website is making sure your content stays organized. If your not an organized person by nature, then I suggest you make an EXTRA effort during this phase of posting.

Content in your blog feed can be organized by CATEGORIES and TAGS. I assign categories that best represent how your site should operate, and I organize your content during the design phase based on these categories. Some of you may only have the option to post to ONE category and must do so as instructed. Some of you may have complete flexibility. Regardless, do NOT skip this step of categorizing because it may actually affect how your lovely blog post displays.

ALWAYS remove uncategorized, and check the appropriate category. If you forget, you can always go back into the post and update it.



TAGS

Tags are another way of organizing your content. It's also another way visitors to your site can find your content while on your site.

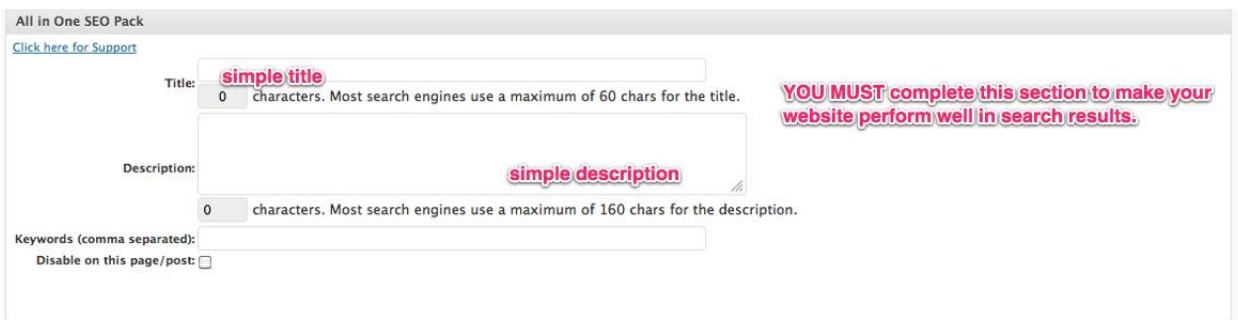
Tags can be created in the heat of the moment, but as you continue posting and tagging, you will find that you use the same tag(s) over and over again. Now, tags are case sensitive, which means that if you tag something with , say Horses and tag another post with horses you have, in fact created to separate tags. Not cool. Make sure when you create a Tag, you stick with it. Generally, as you start typing in your tag, autofill will occur so you can see the previous tag created. But still, I recommend you be careful and put thought into your tags. You can also 'choose from the most used tags”

Again, the key here is to stay organized with your content. Trust me, when you've developed lots of content on your site and you've kept it organized you can then do really cool things with it.



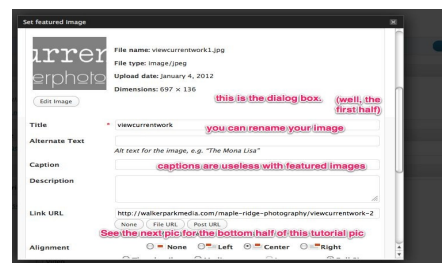
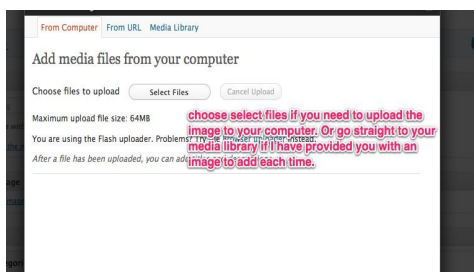
S.E.O

You must, must, must complete the All In One SEO section at the bottom of the post page. This is the most valuable tool you have for optimizing for Google, don't throw it away.

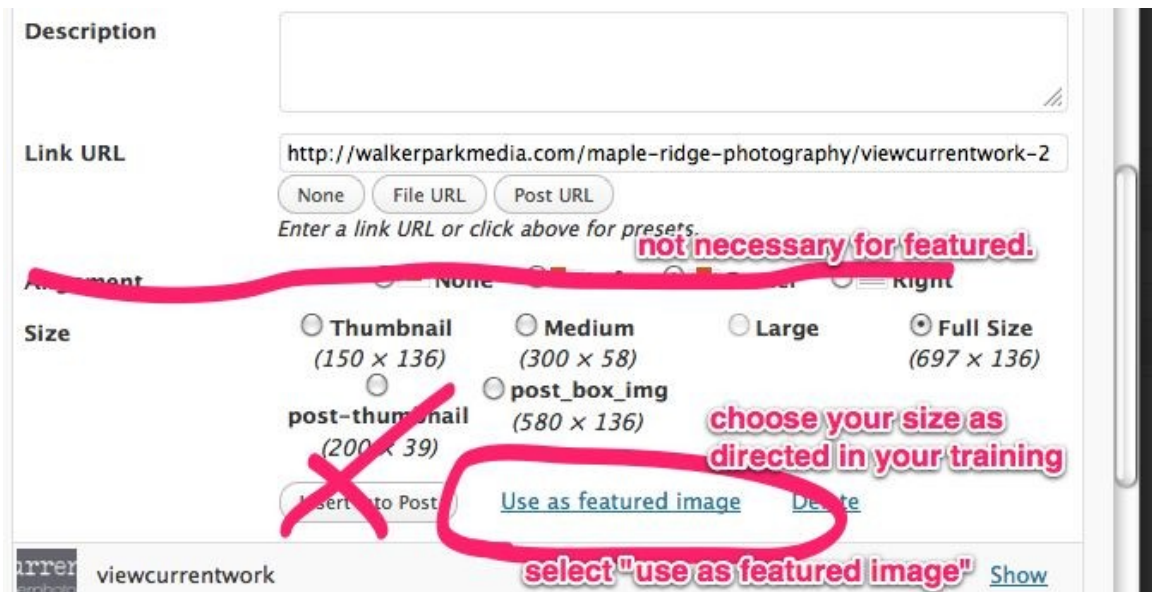


FEATURED IMAGE

During the design process, I may have created a design that requires you to maintain a featured image for each post. If these have been your instructions, then please make sure you input your featured image or your website may not behave as planned. I will have probably verbally provided you with guidelines for what you specifically need to do with featured image. You may need to upload your own, or you may need to choose from your media library. Regardless, the steps are SIMILAR to inserting an image.



The only major difference here is instead of choosing "insert into post" you must choose "Use as Featured Image". Once you save this and return back to your post page, you will see that underneath the Set Featured Image button, there is now a image. If you don't see an image that's indication you've made an error. Just go back and set your featured image again.



OK. I think we're ready to publish. Now, don't panic- posts can always be updated. If you make a typo you can always change it. Pictures can be removed, or moved. Categories and Tags can be added. But one thing that you must never do (I sound like the fairy god mother warning Cinderella) is TRASH A PUBLISHED POST.

Just because you put something in the trash, does not mean google puts it in the trash. And Google doesn't like it when it thinks that there's a page and sends robots there to crawl it. If it can't find the page, it puts a black mark on your website's chalkboard back at Google base camp. So please, if you really feel that something needs to be permanently deleted, then you should contact me. We will have to add a no-index to your Google Webmaster account, or we will have to redirect the page. And yep, that's charged at my hourly rate.

So , congratulations. Welcome to Wordpress. Now publish your post. Or at least save it as a draft.

