

Community Blog Quick Start Guide

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This document describes how to post blog entries on the STC Phoenix Community Blog located online at <http://www.stc-phoenix.com/blog>. If you are an active chapter member and do not have an account with this website, please email web_site@stc-phoenix.com to request a login account.

The WordPress Add New Post Screen

Adding a blog item uses primarily the Add New Post form shown below and referenced in the instructions that follow:

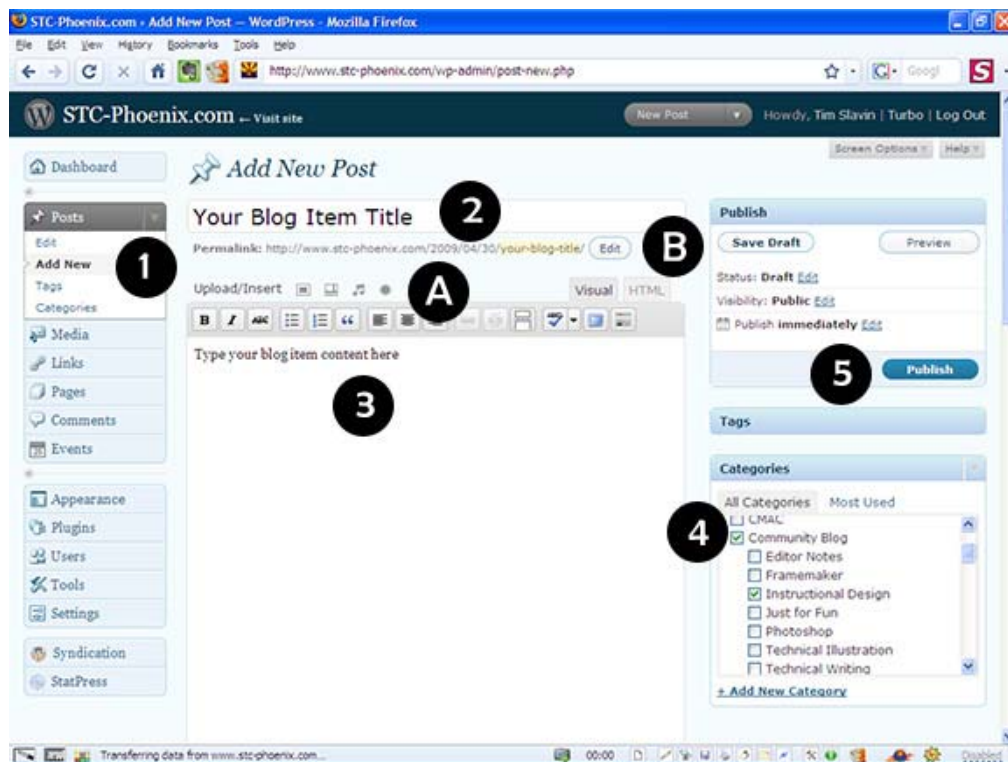


Figure 1: The WordPress Add New Post Screen

Add a Blog Item

Follow these steps:

1. Go to <http://www.stc-phoenix.com/wp-login.php> and log in. The dashboard will appear.
2. On the left side of the dashboard, click the Add New link under the Posts link (item 1 in Figure 1 above). The Add a New Post form will appear.
3. Enter the title of your content and your content in the center of the form (items 2 and 3 in Figure 1 above).
*To add an image, follow the steps in the **Add an Image** section below.*
*To edit the URL for your blog item, follow the steps in **Edit the URL** section below.*
4. On the right side of the form, scroll down to find the Categories list (item 4 in Figure 1 above). Select Community Blog and any sub-categories listed under this category.
*To add a sub-category, follow the steps in the **Add a Subcategory** section below.*
5. At the bottom of the form, in the Discussion area, check off the “Allow comments on this post” and “Allow trackbacks and pingbacks on this post” options.
6. On the right side of the form, scroll up to find the Publish button (item 5 in Figure 1 above). Your blog item will now appear at <http://www.stc-phoenix.com/blog>.

Add an Image

Follow these steps:

1. Click the rectangular Add an Image icon to the right of the Upload/Insert text above the content area (item A in Figure 1 above). The Add an Image pop-up will appear.
2. Click the Browse button. A pop-up will appear that lets you navigate to your image file. Select the image you want to add to your blog post.
3. Click the Upload button on the Add an Image pop-up. Your image will be uploaded.
4. Scroll down the Add an Image pop-up and click the Insert Into Post button to add your image to your blog post. The Add an Image pop-up will disappear and your image will appear in the content area of your form.

Edit the URL

In some cases, for example, search optimization, you might want to change the Permalink that appears below your content title.

Follow these steps:

1. Click the Edit button to the right of the Permalink URL listed below your content title (item B in Figure 1 above). The URL will be placed into a form field and the Edit button will change to a Save button.
2. Edit the URL in the form field.
3. Click the Save button to save the Permalink.
4. Click the Publish button (item 5 in Figure 1 above) to save the Permalink to the database.

NOTE: If you skip Step 4, your new URL will not be saved to the database.

Add a Subcategory

If you have sufficient permissions within WordPress, you can add sub-categories below the Community Blog category. If you do not see the Add New Category link below the Category area on the right side of the Add New Post form (item 4 in Figure 1 above), please email web_site@stc-phoenix.com to request the sub-category be added for you.

Follow these steps:

1. Click the Add New Category link below the Category area on the right side of the Add New Post form (item 4 in Figure 1 above). A blank form input and Parent Category dropdown list will appear below the Add New Category link.
2. Type the sub-category name you want into the blank form input field.
3. Select Community Blog from the Parent Category dropdown list.
4. Click the Add button below the Parent Category dropdown list. Your new sub-category will be added to the list of categories, under the Community Blog category.

NOTE: Once your new sub-category appears, be sure to select it in addition to selecting the Community Blog category.

Create a Blurb for Blog Main Page

You can specify a short bit of content (also known as a “blurb”) to appear on the main blog page. Your complete blog post will appear only when a site visitor clicks through to read the detail page for your post. This feature uses the HTML tab of the editor, as shown in Figure 2 below.

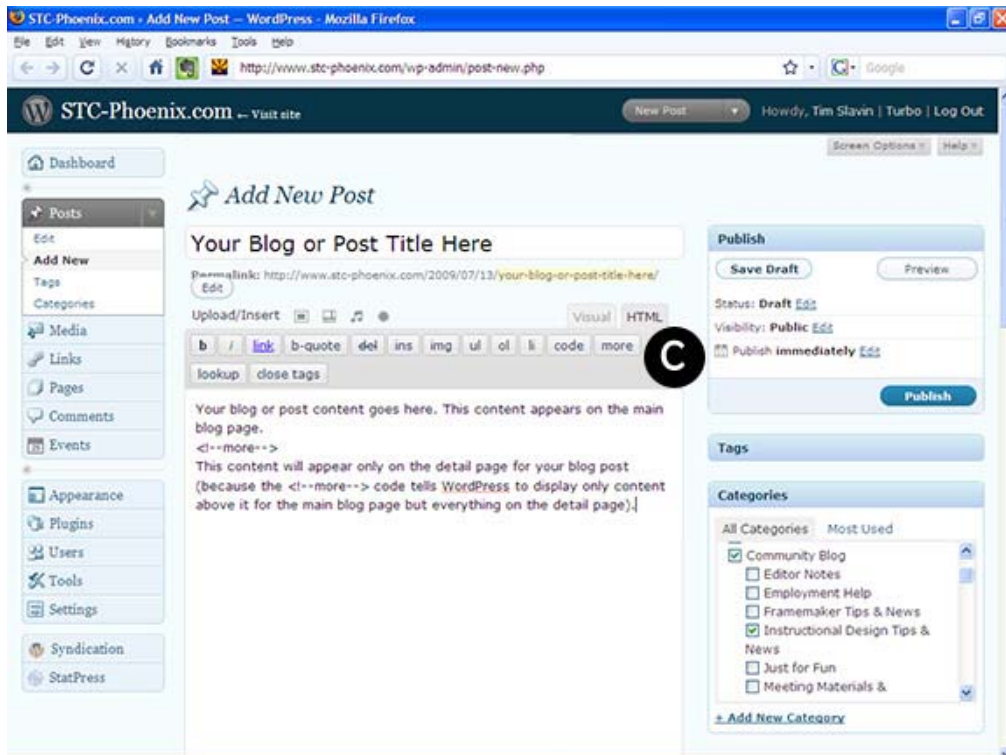


Figure 2: The WordPress HTML Tab Screen

Follow these steps:

1. Click the HTML tab (item C in Figure 2 above). Content will appear. In some cases, your content will be wrapped in HTML code.
2. Place your cursor immediately below where you want your short content to end.
3. Click the More button (item C in Figure 2 above). The `<!--more-->` code will appear directly below your short content. This code tells WordPress to display only content above this tag for the blog home page. This code is ignored by WordPress when it displays your full entry.

NOTE: The HTML tab does not display the HTML P tag or BR tag unless you manually enter these tags. Instead, when you publish your page, WordPress will automatically place HTML P tags around paragraphs that are clearly double spaced and separated from other paragraphs. WordPress also will automatically place HTML BR tags for single line breaks. Beyond these two HTML tags, you will need to add HTML tags if you work in the HTML tab. You can, however, switch back and forth between the HTML tab and Visual tab any time.