Your fearless, yet charming blogmaster:

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Troop 287 Scoutmaster

Blog Instructions

Your blog is powered by WordPress. WP is a simple, yet powerful, web-based content management system that allows you (and others you grant access) to add, edit and delete content from any computer or handheld with an Internet connection. I don't think there's an easier, more reliable, better supported, or more powerful web management program.

Up to this point, the blogmaster has done the dirty work to install, customize, load content, load plugins, and setup the WP blog for you. The rest is up to you!

This instruction manual takes you through the basics of creating and changing blog content on your own. Don't worry, if you can handle browsing the Internet, e-mail, and MS Word, you can do this.

Step 1. Login

To login to your WordPress control panel, go to: www.yourdomain.com/wp-admin/.
(or there may be a link to the login page in the site footer)

The login page should look something like this:

Enter your username and password and click on 'Log In.'
(check 'Remember Me' if you want to automatically log in every time you visit the login page from the same computer ... not recommended, however, if you 'share' a computer.)

Step 2. Dashboard

Once logged in, you should see your dashboard.

It should look like this ...

From here, you can access all the tools you need to make changes to your site.

NOTE: You likely have 'editor' or 'author' access. This allows you to edit pages and create new posts. You will not be able to change the appearance of the blog nor should you create, delete or rename new pages. If you need to make a change to the site's appearance or add/delete/ rename 'pages,' contact the blogmaster.
('Administrator' access is granted to advanced users only)

ALWAYS: I this is all you needed to do and you're all done with WP, be sure to log out (the logout link is at the very top right).

Step 3. Change your user profile settings

If you haven't modified your user profile yet, do so now ... before you do anything!

A username and password has been set for you. At the least, you should change your password to one that's difficult to guess and easy for you to remember.

NOTE: unless you're an advanced user with administrator access, you won't be able to add or delete users for your website. Contact the blogmaster to add or remove a user.

To edit your personal profile, select 'Users > Your Profile' from the Dashboard menu.
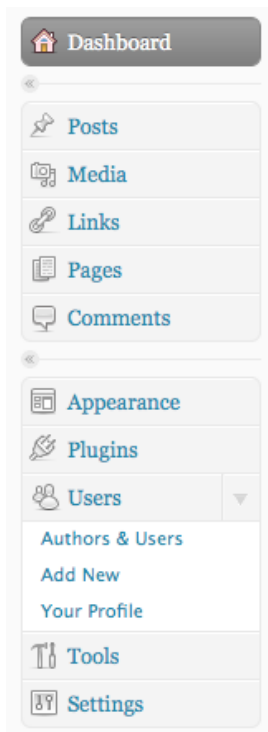
You should now get a screen titled "Profile."

It should look like this ...

Here you can change your personal information, preference settings, and password. Your username, nickname, and password is the only information required.
(WP will even tell you how strong your password is ... cool!)

IMPORTANT!

YOU SHOULD CHANGE YOUR PASSWORD NOW!

If you forget your password, you can opt to have it sent to the e-mail on record in your personal profile.

The name you select in the 'Display name publicly as' list menu will appear as the 'Author' (if displayed) of any posts or comments you create.

Completing all of the profile information is not necessary. Some advanced blogging websites let visitors or site members to view users' profile information. Otherwise, your personal information is not made visible to the public.

At lease one person in your organization will have at least 'Editor' access to your blog website. Editors can change any content on the site. Editors can also export the entire site's content to an XML file. Only advanced users with administrator access can add or remove users.

Summary of Roles

- [Administrator](#) – Somebody who has access to all the administration features
- [Editor](#) – Somebody who can publish posts, manage posts as well as manage other people's posts, etc.
- [Author](#) – Somebody who can publish and manage their own posts
- [Contributor](#) – Somebody who can write and manage their posts but not publish posts
- [Subscriber](#) – Somebody who can read comments/comment/receive news letters, etc.

Once you change your information, hit 'Update Profile' at the bottom of the page.
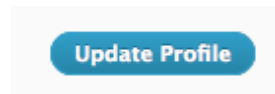
ALWAYS: I this is all you needed to do and you're all done with WP, be sure to log out.

Step 4. Create a new post

Think of a 'post' as a news page with fresh, relevant content for your readers.

Tip: Follow the four rules of relevancy (the four 'I's) ...

- importance ... does this affect anyone?
- interest ... does anyone care?
- immediacy ... does it matter right now?
- integrity ... is it complete and trustworthy?

To create a new post, hover your mouse over the 'New' button at top of the dashboard and select 'Post' from the drop down menu ...
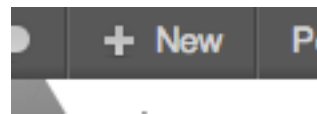
You should now get a new screen titled "Add New Post."

It should look like this ...

1. Give your post a title. Tip: Use a Lot of Title Case. Keep to 10 words or less, if you can. Once done with the title, WP automatically assigns a permalink to your page.
2. Write or insert your post content (test, images, video, music, and other media). The editor gives you some nice tools to modify formatting, but keep it to a minimum. You can copy and paste text from another text-editing program, or you can type directly in the WP editor and it will save your work as you go (nice!). If you don't finish your post in one session, you can opt to save it as a draft. When you're done inserting your content, don't hit 'Publish' quite yet ...
3. If you're really into the blog thing, you can write an excerpt for your blog post. If you don't know or care about that, don't worry about it.
4. Insert 'tags' for your post. Think of tags as 'keywords' ... what words or set of words are associated with your content? Inserting tags helps your readers find related content.
   (notice that there's a link to let you select previously-used tags)

5. Select a category (ideally, just one category) for your post. Think of categories as, well, 'categories' ... what category does this blog post belong to?
6. In the Discussion box at the very bottom of the Add Post page, you can disable 'commenting' and 'trackbacks/pingbacks' ... generally, it's best to leave the settings at 'allow.'
7. In the Post Author box at the very bottom of the Add Post page, you should see your username selected.
8. If you know what you're doing, modify any other blog content/settings.
9. You can 'Preview' your post before publishing.
10. When you're done, click on the 'Publish' button.
11. Once published, try to leave your post alone. If you need to 'add' information, it's best to either 1.) write a new post and reference this one, or 2.) write a comment to the post.

WP automatically adds the post to your blog. You can edit an existing post by selecting 'Edit' in the 'Posts' menu on the Dashboard.

ALWAYS: I this is all you needed to do and you're all done with WP, be sure to log out.

Step 5. Edit a page

Your blog may or may not have pages. Think of a 'page' as an information page with permanently relevant content for your readers.

Adding or deleting or changing the name of a page can drastically change the function of your website. Unless you're an advanced user with administrator access, contact the blogmaster to add or delete a page.

If you need to edit an existing page, it's easy. Here's how you do it ...

To edit a page, select 'Pages' in the Dashboard menu.
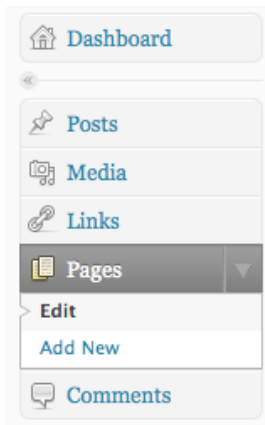
You should now get a screen titled "Edit Pages."

It should look like this ...
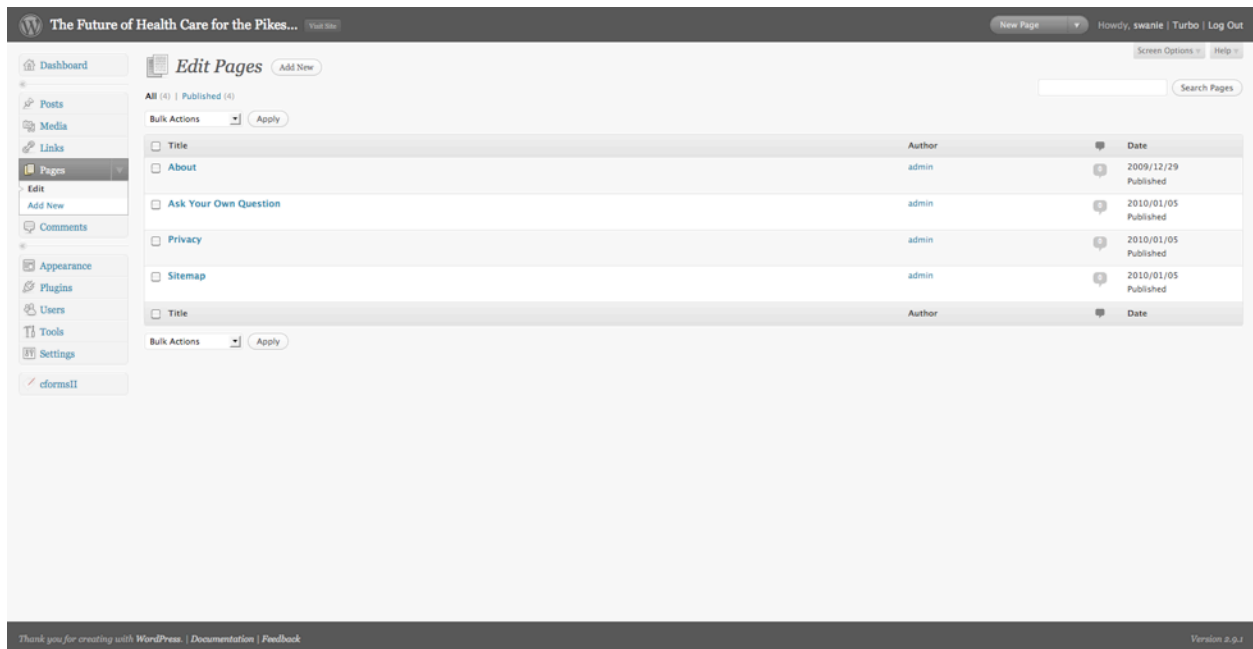
Here you can see all of your website page names, authors, and the dates they were created. There is also a search pages feature.

As you mouse over the page names, you should get a popup window with options to choose from (i.e., edit, preview).

Again, be careful to not add, delete, or rename any pages unless you're an advanced user with administration access. Adding or deleting pages can drastically effect the performance of your website.

To edit a page, select the page name.

You should now get a screen titled "Edit Page."

It should look like this ...

The Future of Health Care for the Pikes... Visit Site

New Post ▾   Howdy, swanie | Turbo | Log Out

⌂ Dashboard

📄 Edit Page

Screen Options ▾ Help ▾

📌 Posts
🖼 Media
🔗 Links
📄 Pages
  Edit
  Add New
💬 Comments

🎨 Appearance
🔌 Plugins
👥 Users
🛠 Tools
⚙ Settings

✏ cformsII

About

Permalink: http://thefutureofhealthcare.com/about/ Edit   View Page

Upload/Insert 🖼 🎵 ●   Visual HTML

B I ABC ☰ ☰ ❝ ☰ ☰ ☰   🖼 🎬 ▾ 🖼 📝 ❎

This blog was built by Memorial Health System as a center-point to lead the critical conversation of how we best build highest quality health care for the Colorado Springs. All stakeholders in the future of our community's health care are invited to subscribe and participate.

You can even ask your own question here and we'll try to answer it as soon as possible:

cforms   Ask Your Own Question

Path:
Word count: 63   Last edited by swanie on January 7, 2010 at 9:47 am

Custom Fields

Name	Value
image	

Delete   Update

Add new custom field:

Name	Value
– Select – ▾	
Enter new	

Add Custom Field

Custom fields can be used to add extra metadata to a post that you can use in your theme.

Discussion

☐ Allow Comments.
☐ Allow trackbacks and pingbacks on this page.

Page Author

admin ▾

Page Revisions

7 January, 2010 @ 9:43 by swanie
7 January, 2010 @ 9:43 [Autosave] by swanie
29 December, 2009 @ 15:51 by swanie

Rockstar Custom Settings

Image

Browse... Save
Enter the URL for image to be used by the Dynamic Image resizer.

Video Embed Code

Paste the embed code for your video here. Video will be resized automatically. Note: You need to tag this post with 'video' in order to work with the Woo - Video Player widget.

Publish

Preview Changes

Status: Published Edit
Visibility: Public Edit
Published on: Dec 29, 2009 @ 22:51 Edit

Move to Trash   Update

Attributes

Parent

Main Page (no parent) ▾

You can arrange your pages in hierarchies. For example, you could have an "About" page that has "Life Story" and "My Dog" pages under it. There are no limits to how deeply nested you can make pages.

Template

Default Template ▾

Some themes have custom templates you can use for certain pages that might have additional features or custom layouts. If so, you'll see them above.

Order

0

Pages are usually ordered alphabetically, but you can put a number above to change the order pages appear in.

On this page, you can now edit content and page settings. There is a text editor that allows you to select useful formatting tools, but keep it to a minimum.

To preview your changes before publishing, select 'Preview Changes.'

Once you're done with your edits, select 'Update Page.'

ALWAYS: I this is all you needed to do and you're all done with WP, be sure to log out.

Step 6. Comments

Blogs are 'participatory' in nature … that's the crux of this whole web 2.0 thing … people can use web technology to have conversations. If people are interested in what you say on your blog, they will 'comment' or 'reply' (the terms are synonymous).

By default, anyone who provides their name and e-mail address can post a comment immediately.

By default, you will be e-mailed a notification anytime someone posts a comment to your blog website. Your blog website administrator can turn this feature off for you.

You can moderate comments at any time, but do so sparingly. Obviously, you should remove inappropriate comments (i.e., spam, profanity, unrelated, solicitations). However, don't remove comments just because they're unfavorable to you. People want to see that you're transparent with your blog.

To moderate a comment, select 'Comments' from the Dashboard menu.
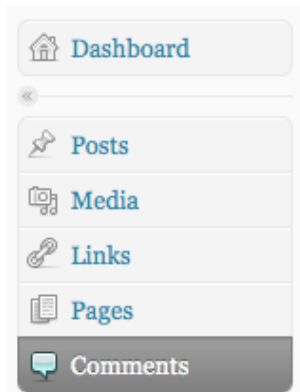
You should get a screen titled "Edit Comments."

It should look like this …
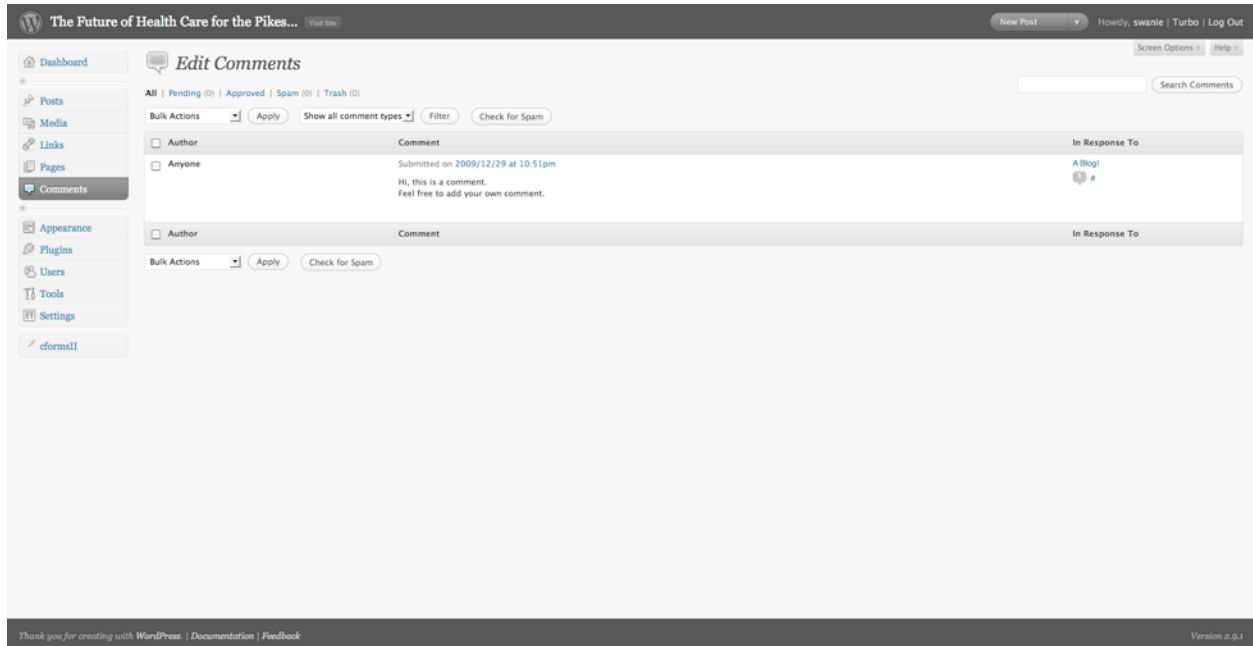
Here you can see all of your blog website comments (you can sort by pending, approved, spam).

Select a comment to modify it.

ALWAYS: I this is all you needed to do and you're all done with WP, be sure to log out.

Step 7. Export blog

Your blog is automatically backed up. However, if you want to keep a personal copy of your website blog content (which includes pages, posts, comments, tags, custom fields, and categories) you can do so my exporting what's called an XML file.
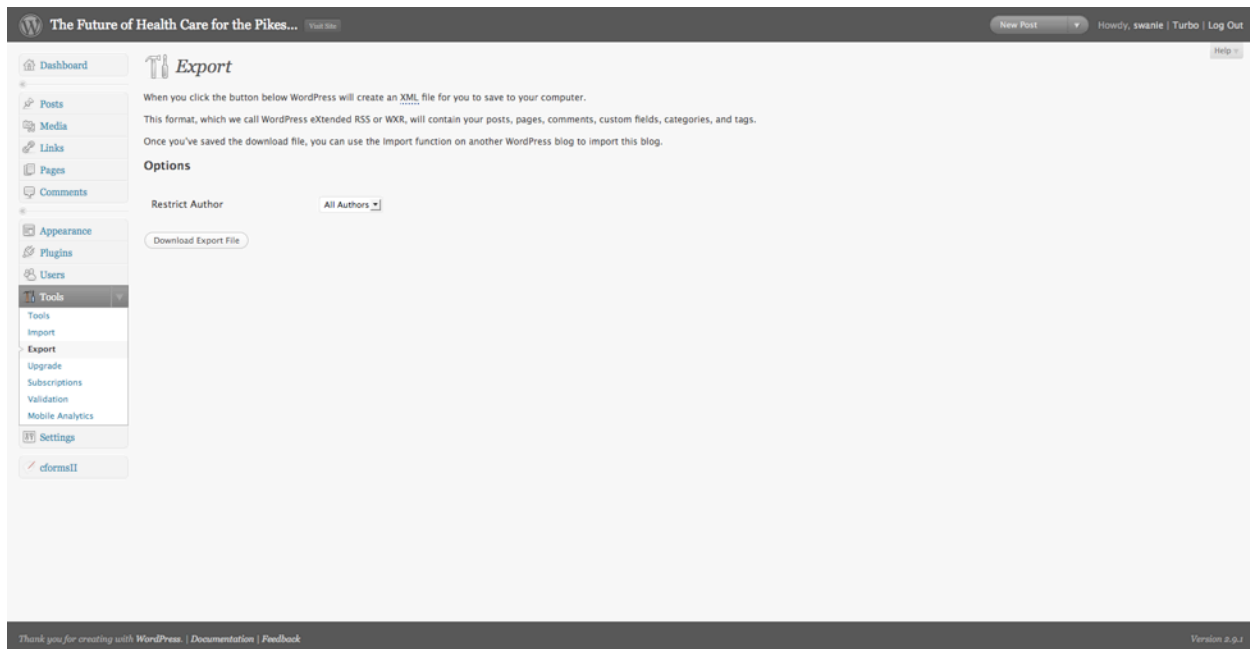
This also allows you to transfer your content to a new site. Simply export the XML file and then import the same XML file at your new blog.

To export your content, select 'Tools > Export' from the Dashboard menu.
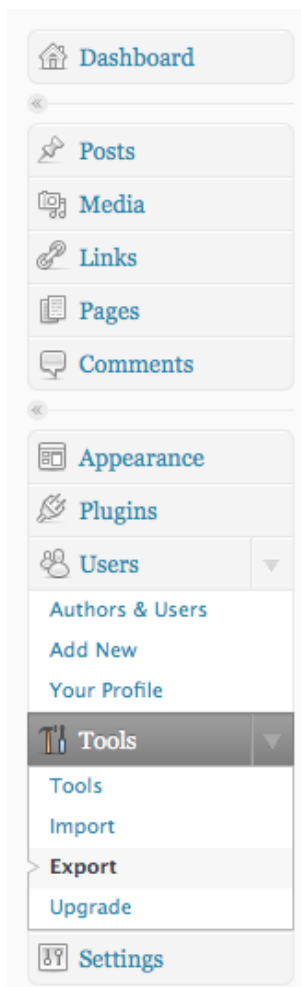
You should get a screen titled "Export."

It should look like this ...

By default, only 'Editors' and 'Administrators' can export the XML file.

To export your blog website, select "Download Export File." You'll be prompted to select a location on your computer to save your file.

Done.

ALWAYS: I this is all you needed to do and you're all done with WP, be sure to log out.

Step 8. Plugins

For the most part, you have a simple website with a blog and a few other web features. The nice part about WordPress is that there's a massive community of contributing developers who have developed free plugins that can be used on any WP site.

If you're not an advanced user with administrator access, don't mess with plugins ... contact the blogmaster if you want to add a new feature to the blog.

Questions & Answers

Q: Do I have to be cool to be a blogger?
A: Yup.

Q: Do I always have to login to WordPress to write a new post?
A: No. There are ways to write posts via mobile device, email, etc. ... talk to the blogmaster.

Q: Can I copy and paste from MS Word or Excel?
A: Yes. Try to keep formatting to a minimum ... MS likes to make a mess of things.

Q: How do I make my letters big, pink, and cursive?
A: You can't. The font style is fixed and the rest of the world is thankful for it.

Q: How do I place or embed media?
A: You should be able to figure out how to do it with the WYSIWG editor. If not, contact the blogmaster.

Q: Is our blogmaster cool?
A: Yup.

Q: How long should a post be?
A: 300 words or fewer is recommended.

Q: How do I link to a page or post on our site?
A: It's best to put the long URL of the page or post (e.g., http://thefutureofhealthcare.com/swanie-is-a-rock-star). If you don't know what that means, contact the blogmaster.

Q: Can I change other authors' content?
A: If you have 'Editor' privileges, yes. If you have 'Author' privileges, no.

Q: What do I blog about?
A: "Tell me something useful I didn't already know" is a good rule of thumb ... tips, how-to tutorials, news, reviews/opinions, humor.

Q: Can I be myself when I blog?
A: Depends. For 'serious stuff' be serious. Otherwise, be yourself. People like transparency.

Q: How often should I post?
A: At least once a week. Probably no more than once a day.

Q: What person and tense should I write in?
A: Use "I" statements (first person). Use present tense ("we are ..." is stronger than "we will ..." or "we wanted to ...")

Q: Hey, I've got an idea … how about I have someone shadow write my posts?
A: Not recommended.

Q: I want to be transparent, but what comments should we moderate?
A: Remove illegal, profane, spamming, or non-relevant comments. Otherwise, as long as the commenter is respectful, let the comment stand as is ... pro or con.

Q: What is a blog?
A: It's short for 'weblog' ... it uses the same technology as any other website. However, 'how' it's used is what makes it different ... it's 'participatory' in nature ... a two-way conversation.

Q: Why don't I have 1 million subscribers?
A: Hmm ... it could be either 1.) not that many people know or care about what you have to say or 2.) you're just not cool enough ... or both.