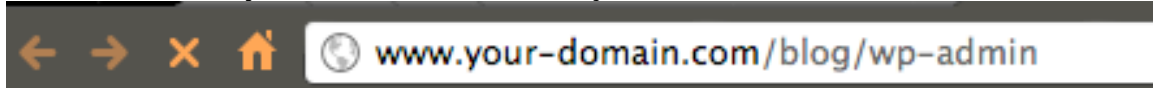


PBHS WordPress Blog Manual

v1.0

Logging into your WordPress Blog

In our address bar at the top of your browser, enter in `www.your-domain.com/blog/wp-admin` and press enter on your keyboard. (substitute your-domain.com with your actual domain name).



The login screen should load in your browser (*if this did not work, make sure you entered the URL correctly.*) Enter in the username and password provided by PBHS. If you did not receive this, please call us at 800-840-5383 for assistance.



Doing so will log you into the Administration Screen. The Administration Screen provides access to the control features of your WordPress Blog. Each Administration Screen is presented in sections. On the left side of the screen is the main navigation menu detailing each of the administrative functions you can perform.

Updating Your Password and Profile Info

The first step that is absolutely required is to further secure your blog by updating your password for your blog account. In the navigation menu you will see a section called **Profile**. Clicking on this will take us to the **Profile Administration** screen.

At the bottom of the page will be two fields that allow us to set a new password. Enter in a new password that is easy for you to remember and then hit **Update Profile**. *NOTE: keep this password safe! If you lose the password you may contact us about setting a new password for you.*

New Password

If you would like to change the password type a new one. Otherwise leave this blank.

Type your new password again.

After your password has been updated feel free to fill in your profile information as you see fit. This isn't required for your blog to function but can be useful for people that want more information on your from your blog.

Creating A Post

The **Posts** section in the left navigation is the area where you can create and manage your posts for your blog. Clicking that section will take you to the **All Posts** section. This displays a list of every post you have created. Right now it's little to none. So let's get in there and create a new post.

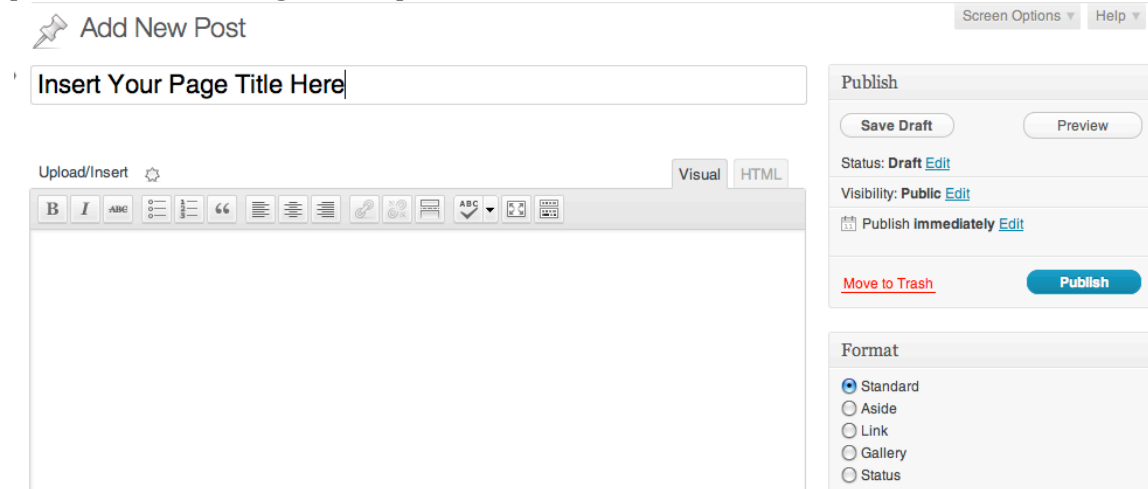
At the top of the screen is an **Add New** button. Clicking this will open the **post editor**.



All (1) | Published (1)

| | | | | | |
|--------------------------|--------------|-------|----------------|---|---------------------|
| Bulk Actions | ⌵ | Apply | Show all dates | ⌵ | View all categories |
| <input type="checkbox"/> | Title | | | | |
| <input type="checkbox"/> | Hello world! | | | | |
| <input type="checkbox"/> | Title | | | | |

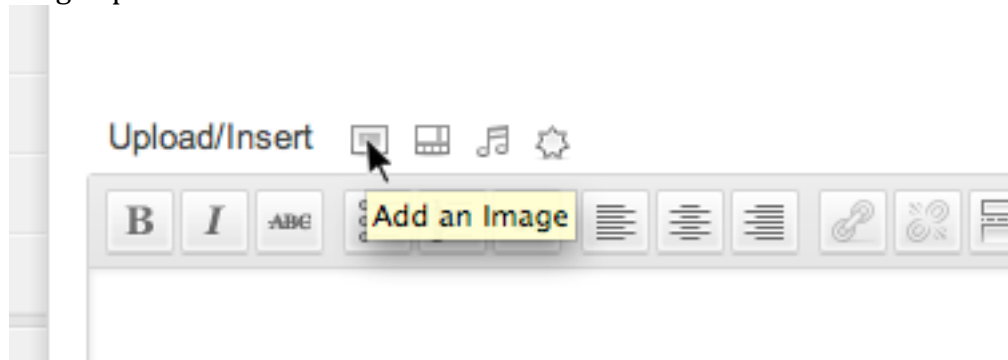
When the editor first loads your cursor will be ready for you to insert a title for the post. Go ahead and give this post a name.

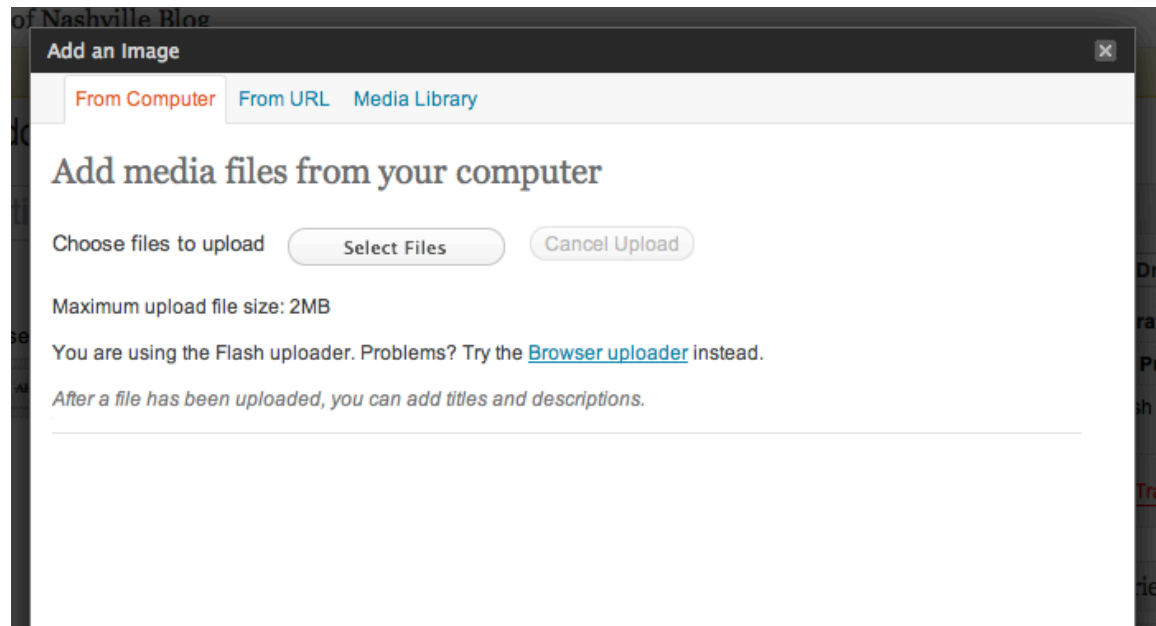


Now let's add some text to the **Post Editing Area**. This is done in the big open box right below the page title you just filled out. Go ahead and add some text in here. You may notice that the box resembles a text editor or a Word Document. Doing some experimentation with the buttons will quickly reveal their purpose or you may also place your mouse over the buttons and a little description will display the name of the buttons. (i.e. B = Bold, I – Italics, the chain icon is a link).

NOTE: For more information on what each button does you may reference the end of this manual for more details on what each button does and looks like.

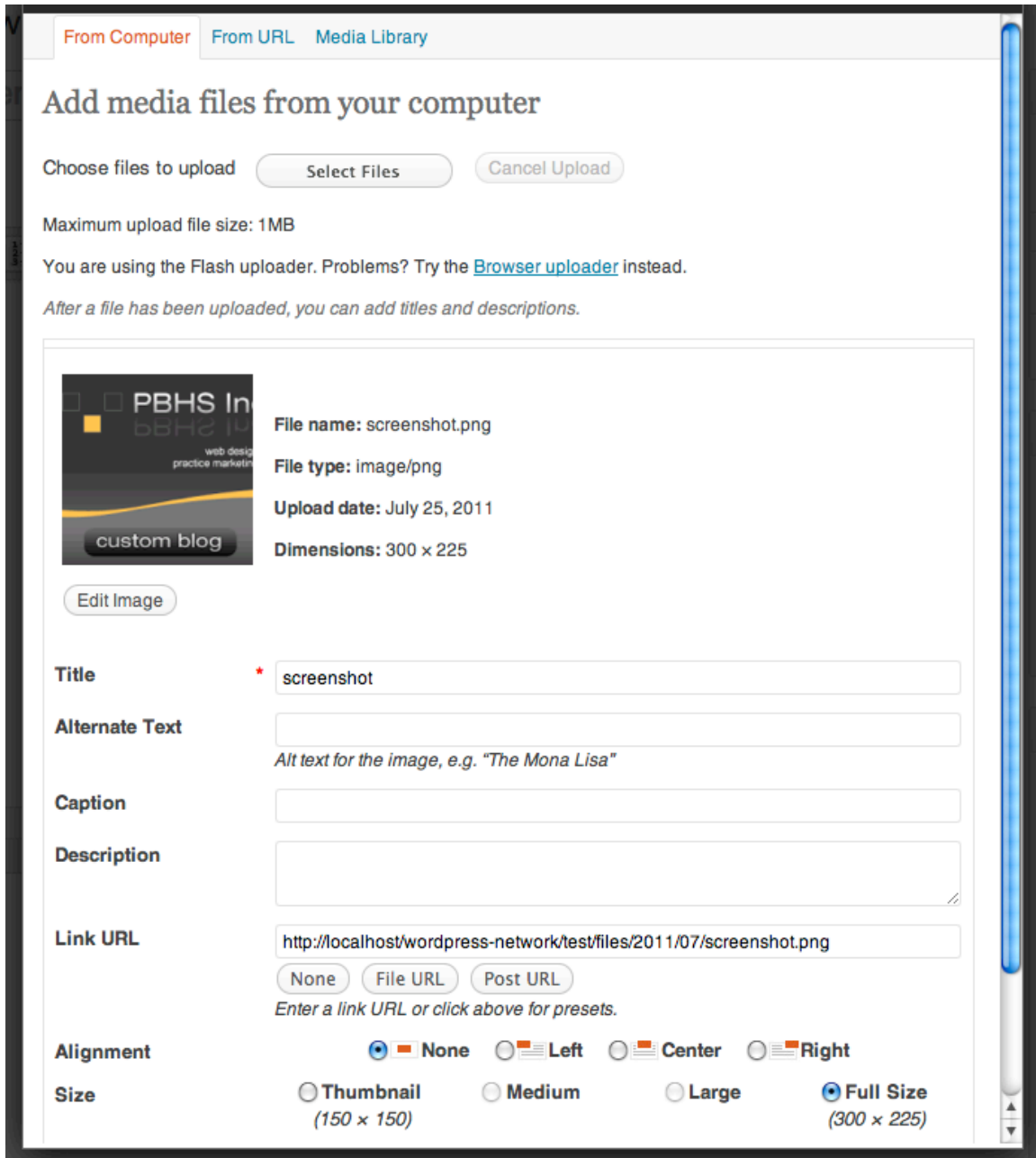
Now that we have some body text in our main content, let's add a photo. Right in-between the page title and the main body content is some text that says Upload/Insert with some images next to it. Clicking the first one will pull up the image up-loader.





Now when the **Add an Image** screen displays click the Select Files button. This will open a new window that will allow you to browse your computer. Go ahead and choose an image to your post.

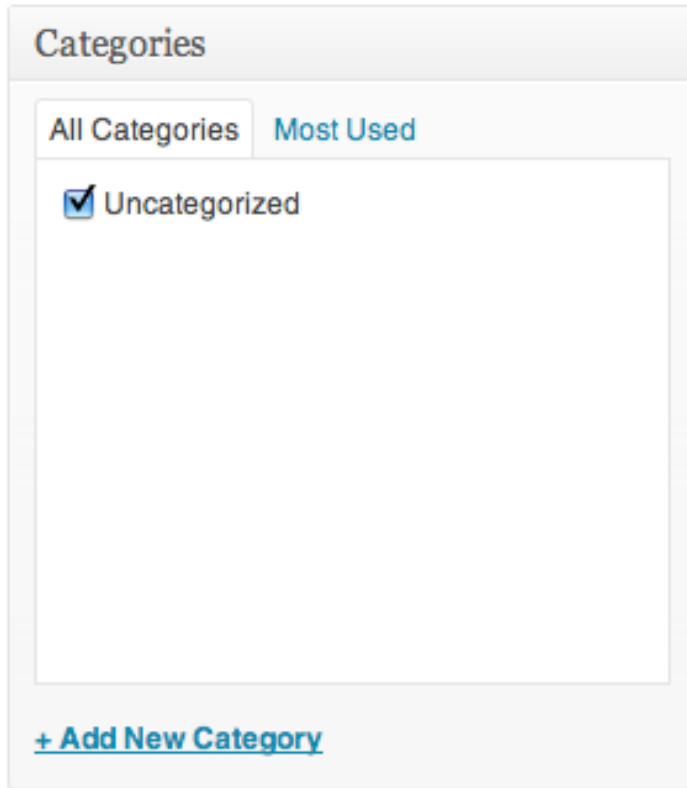
Right when you choose your photo WordPress will then upload your image to the site and you're presented with some additional information you can add to your new image. The general rule here is the more information for a photo explaining what it is the better it is for your website, but you're not required to fill in anything extra. If you wish you may just click on the **Insert into Post** button at the bottom (*NOTE: clicking **Save all changes** will just save the photo but will not insert the photo into your post.*).



Now there's a few things worth pointing out in the Add Image window. In the screenshot above at the bottom you will see, **Alignment** and **Size**. These are very useful features for placement of your photo. Clicking the **Right** button in **Alignment** will align the photo to the right side of your post. If you add your image and it's too big, you can click the photo and click on the Image icon that displays on your photo to open the editor window again and you can select a different photo size.

Now that we have added a title and text to the post, we need to tell WordPress what kind of post this is. For this we use **Categories**. **Categories** are used as the general topic the post can be classified in. We'll go over Categories a little more in-depth later so we won't be touching into that area at the moment, but for now let's attach

it to the default category *uncategorized*. Selecting this will help visitor's navigate your blog more easily as you add more posts.



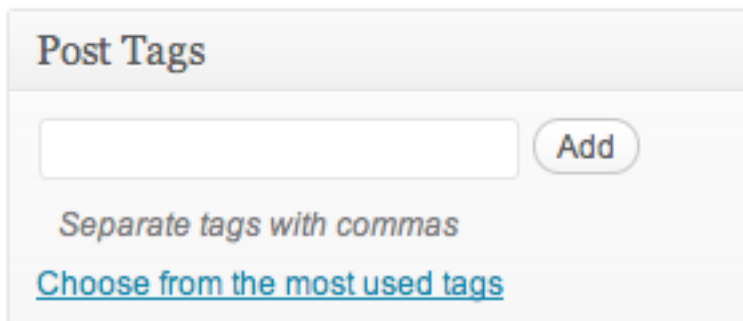
Categories

All Categories Most Used

Uncategorized

[+ Add New Category](#)

The last section we will cover in the posts section is *Post Tags*. You will find this at the bottom of your screen on the far right side. This section also works similar to *Categories*, although it's meant for more specifics. So let's say you are doing a post on Dental Implants, you may have a *Category* called "Dental Implants" but in the *Post Tags* you can define it more by saying "Crown Implants, Full Denture Implants," etc, etc etc. The key here is to separate new tags with commas. These are not required but are good for your visitors and search engines.



Post Tags

Separate tags with commas

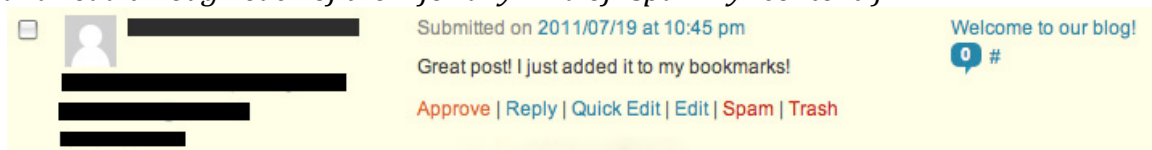
[Choose from the most used tags](#)

OK! Now we have a post ready to go! If you're happy with your post you can use the big blue *Publish* button in the top right. Now if you go to the home page of your blog you can see the new post displaying.

Comment Administration and Moderation

Comments are a feature of blogs, which allow readers to respond to Posts. Typically readers simply provide their own thoughts regarding the content of the post, but users may also provide links to other resources, generate discussion, or simply compliment the author for a well-written post.

In the left navigation you will see a section called **Comments**. Clicking this will take us to the **Moderation screen**. Currently there are probably no comments, but comments will display here, any unread comments will be presented with a yellowish-color. You can Approve, Reply, Edit, Mark as Spam or Trash the comment. (*NOTE: keep an eye out for spam! All ways check the comments you have on your site and read through each of them for any kind of "spammy" content.*)

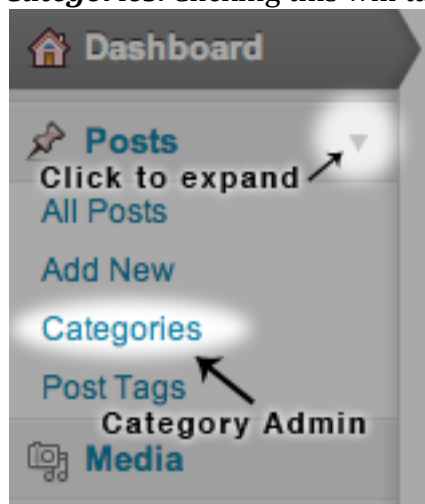


Post Category Administration

Categories are the general topic the post can be classified in. Generally, bloggers have 7-10 categories for their content. Readers can browse specific categories to see all posts in the category.

There are two places we can create categories –

1. In the left navigation, clicking on the very edge of the **Posts** button will reveal the sub-pages related to this section. In this list you will see a link called **Categories**. Clicking this will take us to the **Category Admin Panel**.



Entering this page will open the **Category Admin Panel**. You'll see three fields on the left called **Name**, **Slug**, **Parent**, and **Description**. Let's create a Category.

1. **Name:** Give your **Category** a name. (i.e. Dental Implants)
2. **Slug:** This section has a bit of a technical meaning. We can actually leave this blank as WordPress will auto generate the **Slug** for us.
3. **Parent:** If you have other **Categories** that can act as the **Parent Category** you may select it in this drop-down menu. This will give some hierarchy to your WordPress **Categories** by relating this **Category** to another **Category**.
4. **Description:** Place in a more detailed **Description** for your **Category**.
5. **Save the Category:** Pressing the **Add New Category** button at the bottom will save the **Category** fields you filled out and create a new **Category** in the list to the right. You may edit the **Category** at any time by clicking the edit button on the **Category** in the list.
6. To add a **Post** to a **Category** scroll up to *Creating a Post* for info on adding a **Category to a Post**.

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description

The description is not prominent by default; however, some themes may show it.

Add New Category

2. The second location that we can add **Categories** is in the **Post Editor** screen. If you are in the middle of creating a post, there is a box called **Categories**. Inside this box is a link that says **+ Add New Category**. Clicking this button will expand the **Category Name Field**, and a drop down list to place this category as a **sub-category**. Once you have everything set just click **Add New Category** button.

Categories ▾

All Categories Most Used

Uncategorized

Click to open the options below

[+ Add New Category](#)

— Parent Category — ▾

Add New Category