

# Instructions for Blog.

To gain access to the control panel to add or change posts type in:

<http://www.friendsofoscarscherer.com/blog/wp-admin>

Enter your user name: and your password.

You can change your password by clicking on the “Profile” Button and when the page loads, scrolling down to the bottom. Enter the new password desired, twice, then click on the “Update Profile” button.

When the control panel loads click on the “Posts” box in the upper left side of the screen. You can choose to “Edit “, “Add New” or two other categories “Post Tags” or “Categories” they will be discussed later.

## **MOST IMPORTANT**

Nothing will be saved until you click the “Publish” button on the right side of the screen. If you fail to do that, all of your work on that post will be gone.

To add a new post click on “Add New”, the next screen allows you to enter the Title of the post and then below, the content or message of the post.

The tool bar below will have all of the needed tools to format you text, add photos, videos or music to your posts, check the spelling of the post, and add links to other sites and many other functions.



If you let your mouse hover over the icons you will see a brief description of what each does.

Control-Z is your friend. Use it to undo the last thing that you did. Keep in mind that it only works if you use it immediately after realizing a mistake.

If you do not see all of the icons above on your screen, you need to click the far right icon in the top row. See below, all other icons will then show.



## Formatting text.

If you have a part of your text you would like to have in **Bold** or *Italics* or ***Bold Italics***, highlight the text with your mouse and click the B or I button or both.



There are other options for formatting the text in a post. You can align the text to the left or right side of a post or center it. Use the buttons highlighted below.



## Spelling Checker

There is a built in spelling checker in the program. You access it by clicking on the button ABC with a check under it.



It is a good practice to check all of your posts for correct spelling.

## Another format tool:



The button on the left labeled “Paragraph” has several options available when you click on the arrow. To use it you must first highlight the text you want to format. Then, click on the arrow and choose the formatting desired. You can experiment with the various options. Do not over use these formatting options. They will distract your readers. One format that you may have a use for is the Address format. Enter the address on two or more lines, such as:

1243 Main St  
Sarasota FL 12345

Highlight the address then click on the arrow beside the Paragraph. Choose Address from the drop down list. Your address will be formatted for you. One thing to keep in mind, that formatting stays in effect for the next text entered. So to cancel the formatting, enter more text, highlight it and then choose Paragraph and everything from then on is back to normal.

## Mistakes, you are going to make them...here’s how to fix ‘em.

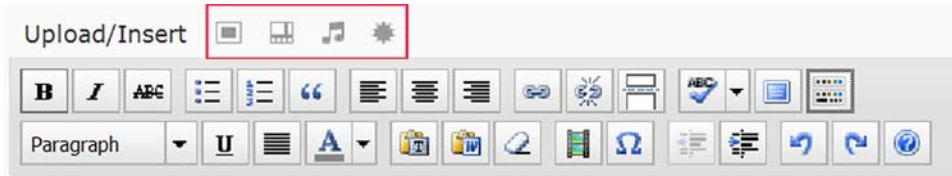
If you do something and immediately realize that it was a mistake, press your “Control” key and the “Z” key at the same time. That is great for one error fix, but if you need to go back several times use the “Undo” button in the tool bar. On the left in the red square.



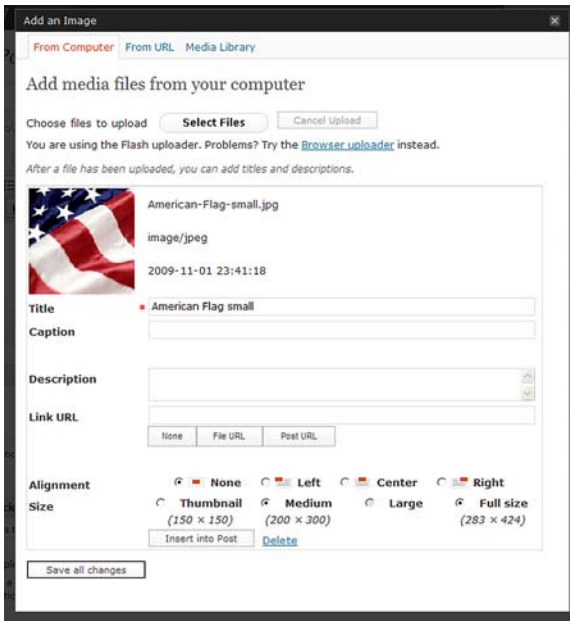
This allows you to step backwards one step at a time. If you go too far and want to restore a previous state use the “Redo” button on the right. One thing to keep in mind: A post is not put on the site until you click “Publish” on the right of the screen. If you want to start all over just don’t click that and click “Add new” under the Post section on the left. You will be asked if you really want to do this. Click on your answer and go from there.

## Adding Photos, Videos and Music to your posts.

The buttons below will allow you to add the media type that you want.



Hover your mouse over each icon and they will tell you what type of media they control. From left to right it is “Images” (photos), “Video”, “Audio”, “Other Media”  
Once you choose a media type, you will be asked where the files are. If you have the files on your computer, you click on “Select Files” and you will have to navigate to an area on your home computer where the file is stored. Once you select the file, another dialog box opens, with more options.



The caption and description areas are optional, “Caption” tells a blind person who is on your site using reading software what the photo is. The description is for your use, if you have so many images that you need to keep better track of them.

The “Link URL” is the site you would like to link to when a user clicks on it. For example if you want the photo to link to a description about a property on Nelda’s site first go to that site and find the page with the description. Then go to the area in the browser that has the site and page info. Highlight that entire address and right click you mouse and copy the info. Then go to the add an image area and paste the URL into the “Link URL” area as shown above.

The “Alingment” area lets you select where the photo will appear in the post. Click on the option you like.

The “Size” option lets you specify how large the image will appear.

You can add a photo from another site, like Nelda’s, by specifying exactly where the image is stored on her site. The easiest way to do this is to go to the image on her site, click on it and copy the information in the URL window in your browser. Then paste that into the “Image URL” area on the form.

You can also add images that are already stored in the Media Library on the web site. These are photos that you have already used. Just click the “Media” button then the “Library” button. You can manage your files from there.

## Videos

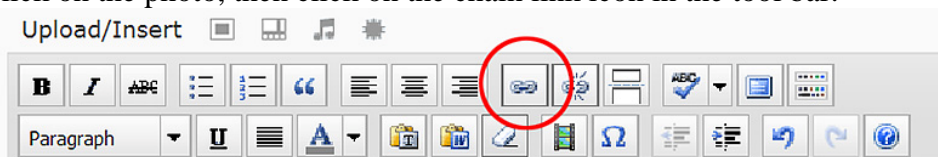
Adding videos are handled the same way, except they will not be on your computer, they will be on You Tube. You will add the You Tube link in the URL section in the pop up window.

## Photo links to another site but not in new window.

If you add a photo with a link (to another site, like Nelda’s) and realize that it is not opening in a new window and wish to correct it here is how:

Click on edit post.

Click on the photo, then click on the chain link icon in the tool bar.



Click on the “Target” drop down then “Open Link in New Window”. Then click “Update”.

The last step is to click the blue “Update Post” button on the right of the screen. As always, check the site to be sure the changes have been made.

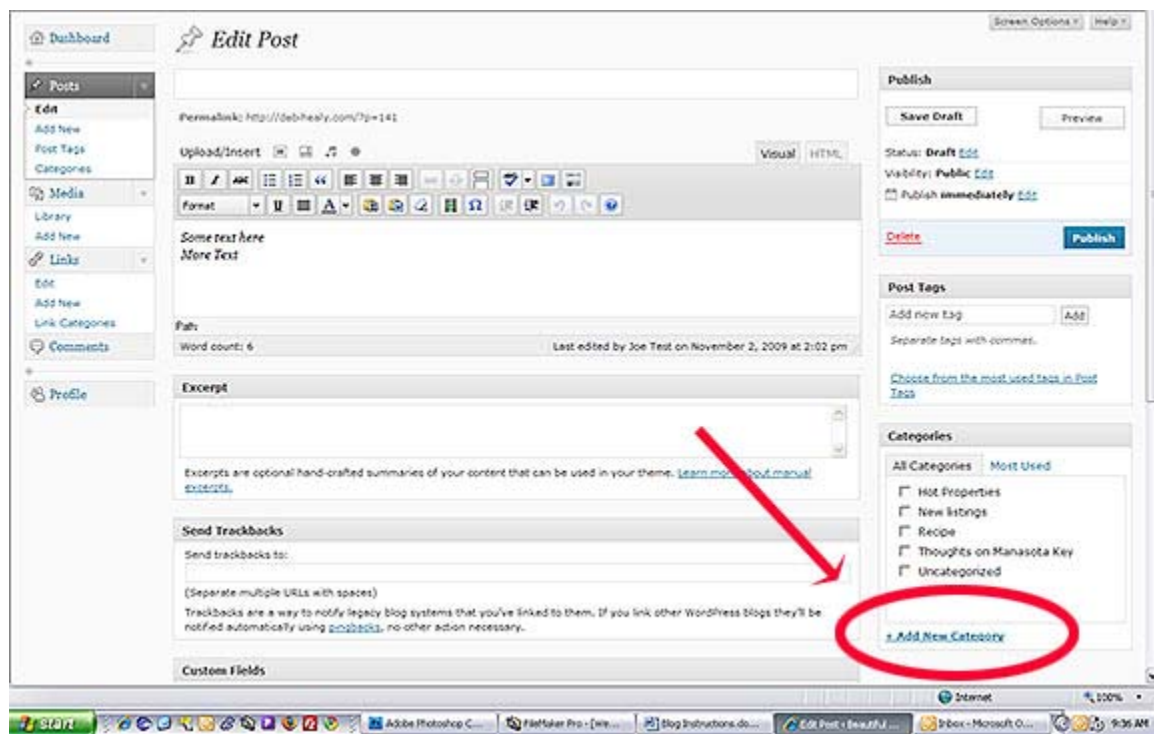
## Categories and Tags

Categories let a reader find posts about certain subjects. You can add as many categories as you like. To add a new category or several at once, click on the “Category” button on the left side of the screen. You can add as many as you like. You can even make sub-categories, categories that are children, or below a parent category. Not sure why you would want to do this but it’s possible.

Remember, as with everything you will do in the blog, nothing will change unless you save your work. In the category section, you must click on “Add Category” for the change to go into effect.

You can assign as many categories as you like to a post. Think how your readers will try to find your posts, especially after you have quite a few of them. Assign categories with your readers in mind.

If you prefer you can add a new category while you are composing your post, you can click on the “Add new Category button” on the page. See image below:



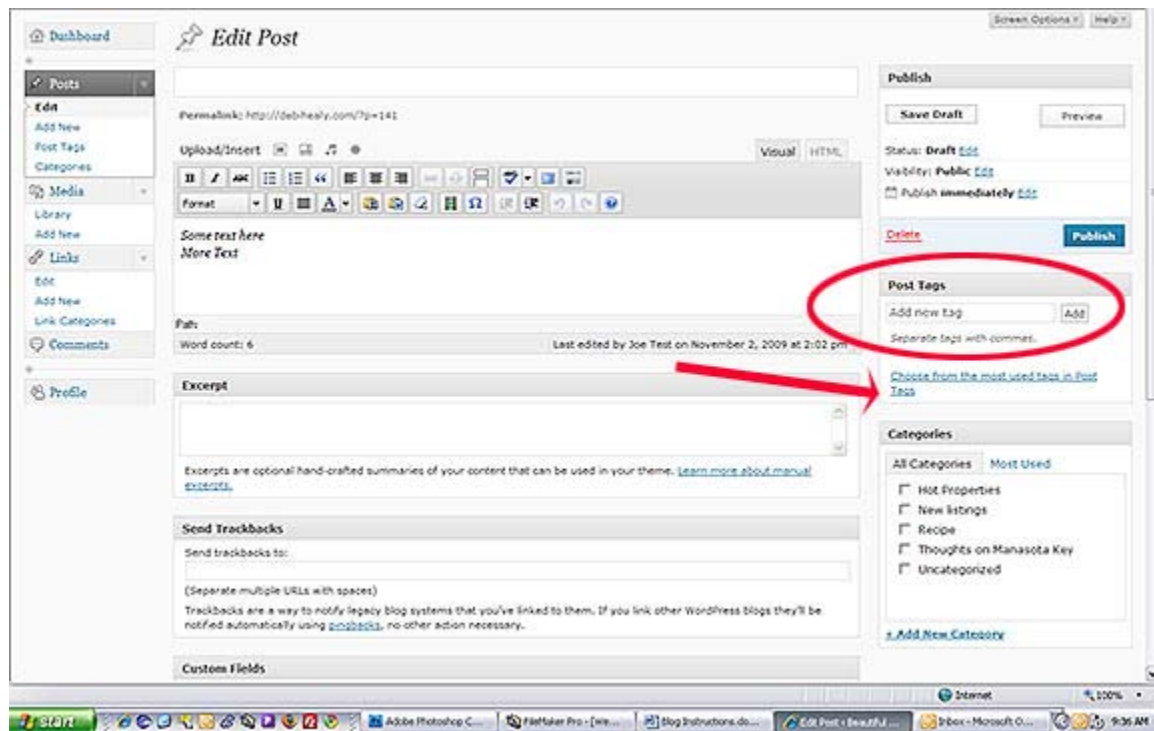
You must first click “Add” and a box will open that lets you enter the new category name. If you want it to be a child of another category, select the parent now. Then click the add button again.

## To delete a category.

You must go to the main category page by clicking the “Categories” button on the left. Here you can delete one or several of them.

## Tags

Tags are another way to help readers find your posts. Google also indexes the posts by tags. You can have several tags for the same post.



To add a new tag click in the “Add new tag” area that is circled above. Enter your tag and click “Add”, if you would like to add additional tags, just separate them with a comma and then click “Add”. If you want to choose tags from those you have already applied to other posts, click on the “Choose from...” link that the arrow is pointing to above.

The next display box has the most used tags. The larger the word the more the tag has been used. You can click as many of these tags as you like. You will see the tags you have chosen in the area above the available tags. Each will have a small “X” by it. That is to enable you to remove a tag from the post. Once all tags and categories have been added to the post, click “Publish” to save your work to the blog.

## OH @#!\$% I made a mistake!

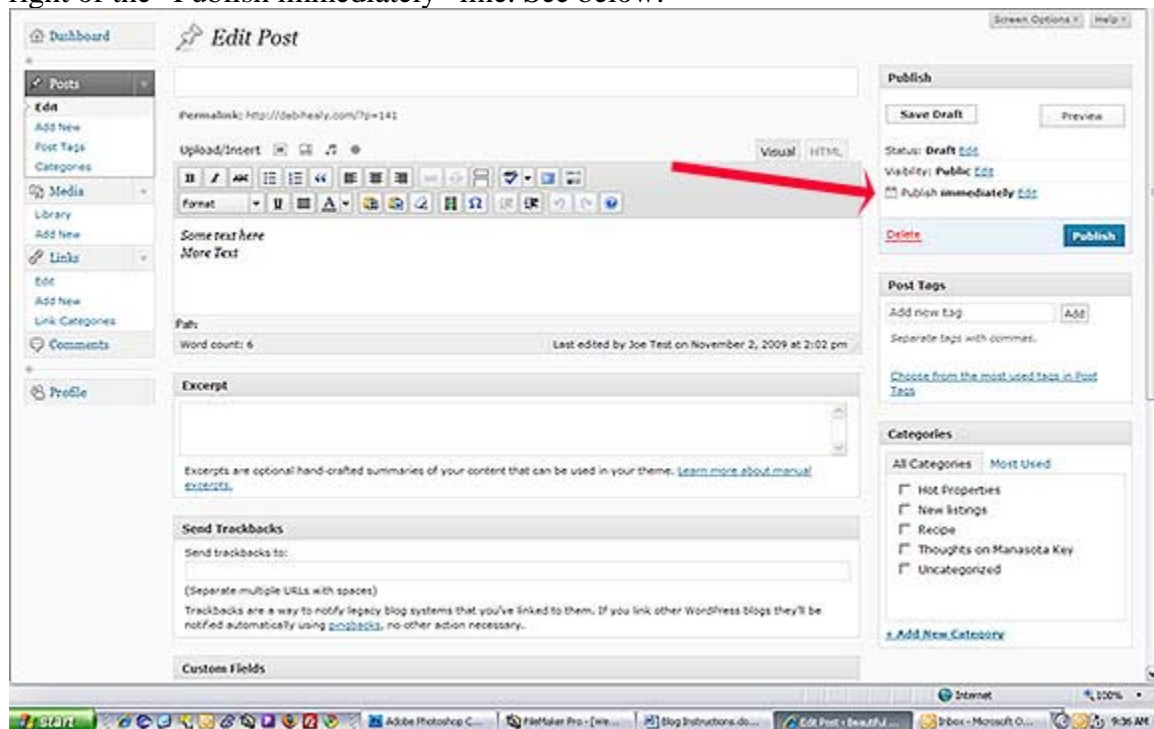
You know this is going to happen, you write your post and then realize that you forgot to add a category or a tag or even a complete sentence or paragraph. **No Problem.**

Just click on the “Edit” button on the left of the screen. You will be presented with a list of posts from which to choose. Once you have too many posts to list on the screen there is a search function in the top right of the screen. Type in a word or two that you think is in the post and all posts with those words will be displayed.

You can choose the post to edit, make your changes and then click the “Update Post” button.

## Write now Publish Later

You can write as many posts as you like and set them to be published on a set date. If you want your posts to appear immediately, you do not have to do anything other than click the “Publish” button. To have the post appear at a later date, click the “Edit” link to the right of the “Publish immediately” line. See below:



You can set the date for the post to appear on the blog in the new dialog box.

## **Check list for every new post!**

Decide what the post will be about.

Click Add New Post.

Enter a **Title** for the post in the top line.

Enter the **Content** for the post including any photos or videos.

Check the **Spelling** of the post.

Add the **Tags** for the post.

Add the **Categories** for the post.

**CLICK PUBLISH**

Go to the blog and check the post