

Bloggng with WRJCentral- Sharing the best

Go to <http://wrjcentral.org/sharingthebest/> directly or go through the link on the WRJcentral.org Sharing page.



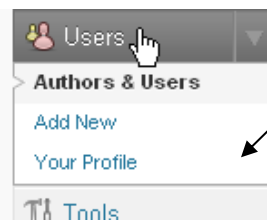
If this is your first time to contribute an article / post, you need to register for the site. You will be automatically registered as a contributor. A contributor can write and manage their own posts, but not publish them, that is up to the Administrator to do.

Once you "Register," WordPress will email you your username and temporary password.

Sign in using your username and password.

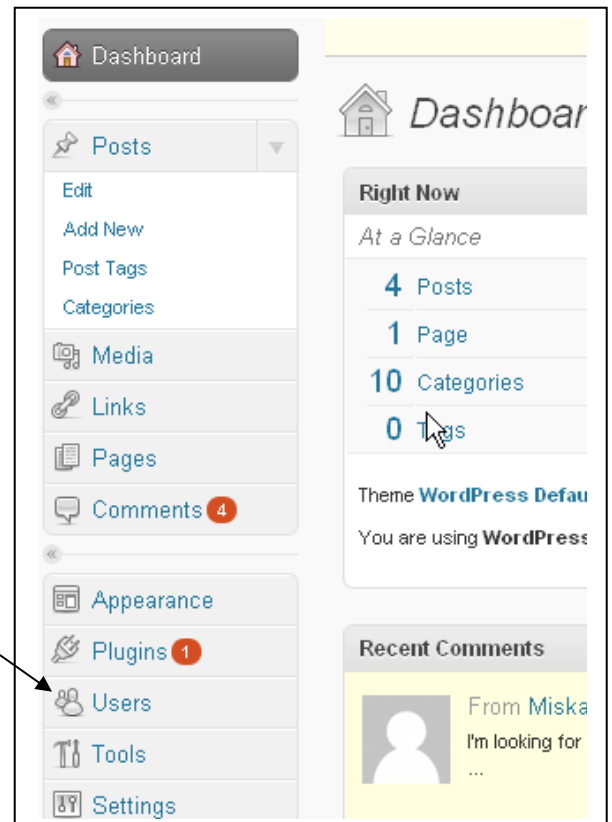
You will get directly to the "dashboard" for the site.

First thing, go to Users, and click on it. The pull down menu gives you Your Profile option. Under Profile, change your password to one you want and add your name, position, Sisterhood and some other biographical information about yourself.



If you are returning to the blog

Sign in using your username and password.



At the Dashboard

There are 2 ways to add a post which will show up on the main page of the blog.

1. On the right side of the Dashboard you will see QuickPress; you can add your “article” here.

Title is the title of your Post—so if it’s an article about a great opening event the Title might be “TBE Sisterhood holds Wonderful Opening Brunch”.

The Content box is for your story. You can type it in here or cut and paste from a prepared document. Remember you are sharing information—so your article should not just report that you had an event—give enough details that another Sisterhood could replicate the event or at least get some great ideas.

Tags- are more the keywords for your article or post, something you think people might search on. In this case maybe TBE Sisterhood, Opening Brunch

2. The better way to add a post is to go, in the left top corner and click on Post, and then select Add New from the menu.

The screenshot shows the WordPress 'Add New Post' interface. On the left is a sidebar menu with 'Posts' selected, showing options like 'Add New', 'Post Tags', and 'Categories'. The main area has a 'Title' field at the top. Below it is a rich text editor with a toolbar containing icons for bold, italic, text color, background color, link, unlink, list, and more. The text 'Here's where you can add an image' points to the image icon in the toolbar. Below the toolbar is a large 'Content' text area with the text 'See buttons above for formatting'. To the right of the content area are 'Visual' and 'HTML' tabs, with an arrow pointing to the 'Visual' tab labeled 'Visual tab'. At the bottom, there is an 'Excerpt' field and a note: 'Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)'

Annotations in the image include:

- An arrow pointing to the 'Posts' menu item in the sidebar, labeled 'Posts—Add New and Edit'.
- An arrow pointing to the 'Visual' and 'HTML' tabs, labeled 'Categories and Tags are off to the right—not shown in this picture'.
- An arrow pointing to the image icon in the toolbar, labeled 'Here's where you can add an image'.
- An arrow pointing to the 'Visual' tab, labeled 'Visual tab'.

- The top line is for your **title**. You can use any words or phrases. Avoid using a title that has already been used.
- The box below is for your **story/post**. The Visual tab (on the right) should be highlighted unless you want to work in html.
- The buttons just above the content box allow you to bold, make lists, spellcheck—most of what you can do in any word processing program

- To the right—you enter your **tags**—specific keywords to help people find your information easily. You can add as many tags as you want, separate them with a comma
- Below that are **Categories**. Select as many of the categories as are appropriate for your blog. In the example of TBE Opening Brunch, my categories could be Programming and Membership.

Categories are missing from the QuickPress option which is why going to the Post page is so much better.

- You can add an image to your story—There is a small icon under title and above the content area. Click on it and a small popup menu appears. Select the image from your computer to upload. **Click Upload.** While WordPress will resize your image, you should not upload an image wider than 800 pixels. As you can see below, the image will not show up any larger than 450 pixels wide anyway.
- Images can be either .jpg, .gif or .png
- Once WordPress stops “Crunching,” you have some other options you can assign to your image if you want to. You probably do want to decide what size will show up and whether it should be to the left, center, or right of your content.

The screenshot shows the WordPress image upload options panel. It includes the following fields and options:

- Title:** My Image
- Caption:** Just another image! (Also used as alternate text for the image)
- Description:** This is my image's description.
- Link URL:** http://your-domain.wordpress.com/files/2009/08/bbear3.jpg (Options: None, File URL, Post URL)
- Alignment:** Radio buttons for None, Left, Center, and Right (Right is selected).
- Size:** Radio buttons for Thumbnail (75 x 49), Medium (200 x 133), Large (400 x 266), and Full size (450 x 299) (Medium is selected).
- Buttons:** Insert into Post, Delete

When you are done with everything, hit the Submit for Review button on the top, right hand side of the dashboard.

Or, if you want to think about it some more, you can save it as a draft. You do have the ability to Preview what the final post will look like.

You can go in and edit your post even after its been published. This includes adding additional tags or categories. Don't use **uncategorized** unless there really are no categories that cover what you want to say.

In the left hand corner, click on Posts then edit. A list of posts will come up. You will only be able to edit your posts. Update it as necessary.

You are always able to comment on someone's post—you don't need to sign in for that. Comments let people share ideas and comment on the item that has been posted.