

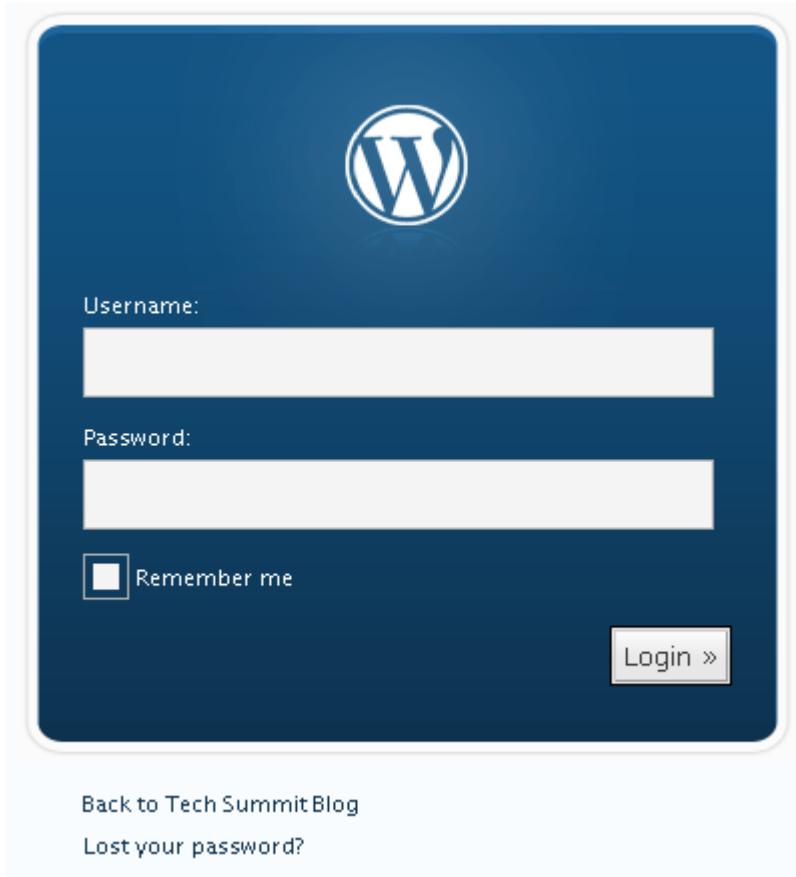
1. WordPress Blog Tutorials

If you have never worked with a Blog before, a good place to learn about them is at the Wordpress documentation website: http://codex.wordpress.org/Writing_Posts

2. WordPress Login

To login, go to:

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



The image shows a WordPress login screen. It features a large blue header with the white WordPress logo. Below the logo is a 'Username:' label with a text input field. Underneath is a 'Password:' label with a text input field. To the left of the 'Password:' field is a 'Remember me' checkbox. At the bottom right is a 'Login »' button. Below the login form, there are links for 'Back to Tech Summit Blog' and 'Lost your password?'

Username:

Password:

Remember me

Login »

[Back to Tech Summit Blog](#)

[Lost your password?](#)



3. WordPress Dashboard

The WordPress dashboard contains links to all the administrative functionality and the latest activity on the blogs.

The screenshot shows the WordPress dashboard with the following elements:

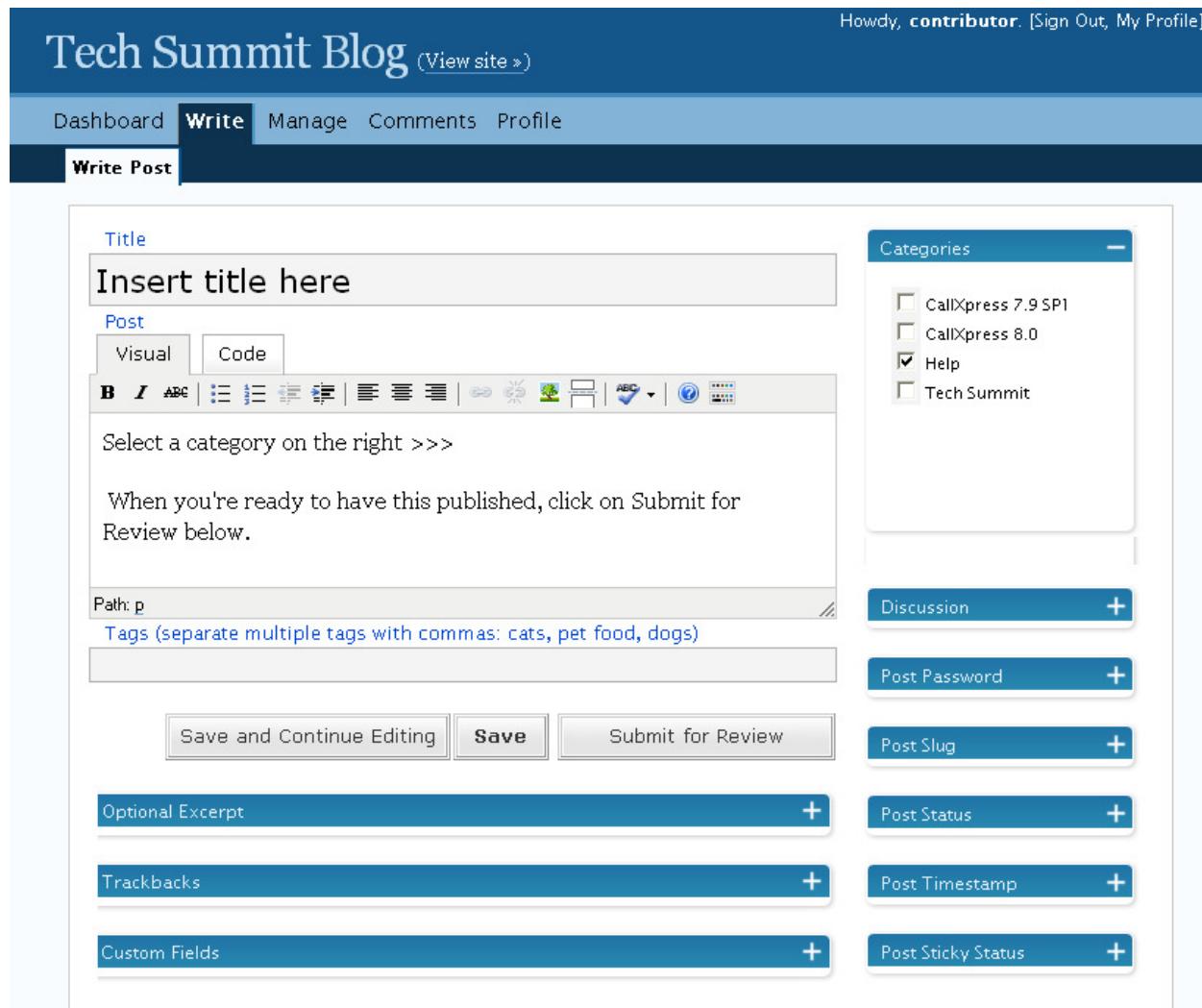
- Header:** "Tech Summit Blog" and "(View site «)" on the left, and "Howdy, **contributor**. [Sign Out, My Profile]" on the right.
- Top Navigation:** "Dashboard" (highlighted in white), "Write", "Manage", "Comments", and "Profile".
- Welcome Section:** "Welcome to WordPress".
 - Text: "Use these links to get started:"
 - List:
 - [Write a post](#)
 - [Update your profile or change your password](#)
- Help Section:** "Need help with WordPress? Please see our [documentation](#) or visit the [support forums](#)."
- WordPress Development Blog Section:**
 - Post:** "WordPress 2.3.2 – 17 days ago"
 - Text: "WordPress 2.3.2 is an urgent security release that fixes a bug that can be used to expose your draft posts. 2.3.2 also suppresses some error messages that can give away information about your database table structure and limits and stops some information leaks in the XML-RPC and APP implementations. Get 2.3.2 now to [...]".
 - Post:** "Stay Warm, WordPress Hoodie – 17 days ago"
 - Text: "A least for those of you in the Northern hemisphere, it's been a little chilly recently. If you're like me you're thinking, [...]".
- Latest Activity Sidebar:** "Latest Activity".
 - Comments:** "Comments »"
 - subscriber on [Magiannos Little Italy](#)
 - subscriber on [Contributor Post](#)
 - Posts:** "Posts »"
 - [Author post](#)
 - [How to Add a Blog Post](#)
 - [Contributor post 2](#)
 - [Contributor Post](#)
 - [Contributor private post](#)
 - Blog Stats:** "There are currently 10 [posts](#) and 2 [comments](#), contained within 4 [categories](#) and 2 tags."

4. Adding Blog Posts – What to Do and Not Do

4.1 Blog Post Form

Once logged in, go to: [Write > Write Post](#)

You'll notice some familiar formatting buttons above the body portion of the post. These work similarly to how you format documents with Microsoft Word. The far right button opens up a second set of tabs for advanced controls.



Howdy, **contributor**. [Sign Out, My Profile]

Tech Summit Blog ([View site »](#))

Dashboard **Write** Manage Comments Profile

Write Post

Title
Insert title here

Post
Visual Code

Categories

- CallXpress 7.9 SP1
- CallXpress 8.0
- Help
- Tech Summit

Select a category on the right >>>

When you're ready to have this published, click on Submit for Review below.

Path: p

Tags (separate multiple tags with commas: cats, pet food, dogs)

Save and Continue Editing **Save** Submit for Review

Discussion +

Post Password +

Post Slug +

Post Status +

Post Timestamp +

Post Sticky Status +

Optional Excerpt +

Trackbacks +

Custom Fields +

The following should all have content:

- Title (Keep it short)
- Body of the post
 - HTML markup and picture uploads are allowed. Click on "Code" before enter HTML.
 - You can copy and paste from Microsoft Word – use the advanced control .
- Category
 - Check at least one category.
- Post Timestamp (defaults to the current date and time)
 - NOTE: If you enter a post date/time in the future, the post will not show up until then.

Optional fields:



- Tags (used for the Tag Cloud links in the navigation)
- Uploaded image(s) and/or files

450 Pixels (6 1/4") Wide Max

- Discussion
 - Allow comments? (checked yes by default)

Don't change any of these fields:

- Optional excerpt (RSS feeds are blocked by password)
- Trackbacks (Not used in this site.)
- Custom fields (**DO NOT CHANGE**)
- Post password (Not necessary as the entire Blog system is protected.)
- Post slug (PermaLinks are not used in this website.)
- Post author (Defaults to YOU by default and should not be changed.)
- Post sticky status (This is an Editorial decision)

Important Note for Contributors: While your Blog post is under review, you can make changes to it, but once it has been approved, you will not be able to edit or delete your post.

5. Workflow

Contributors write
Blog posts



Editor reviews and communicates via
email if changes are needed. Once
final, post goes live.



Contributor receives an email
notifying them that the post is live on
the website. Contributor cannot edit
or delete. Communications regarding
the post go through email.

NOTE: Authors can post without Editor approval. Their posts go live the moment they click "Publish".

6. Daily Editor Task: Check New Posts

From the Dashboard, go to [Manage > Posts](#)

To view the latest posts, select the Status "Pending Review" and then click the "Filter" button.



The screenshot shows the 'Posts' section of the 'Manage' area. The page title is 'Tech Summit Blog' with a '(View site »)' link. The top navigation bar includes 'Dashboard', 'Write', 'Manage' (which is selected and highlighted in blue), 'Comments', 'Blogroll', and 'Profile'. Below this, a secondary navigation bar has 'Posts' (selected and highlighted in blue), 'Pages', 'Uploads', and 'Categories'. The main content area is titled 'Pending posts'. It features a search bar with 'Search terms...', a dropdown for 'Status...' set to 'Pending Review', dropdowns for 'Author...' and 'Month...', and a dropdown for 'Category...' set to 'All'. A 'Filter »' button is located to the right of the category dropdown. A table lists one pending post: ID 37, Submitted 2008-01-15 12:43:36 pm, Title 'Insert title here', Categories 'Help', Author 'contributor', and actions 'View', 'Edit', and 'Delete'.

| ID | Submitted | Title | Categories | Author | | | |
|----|---------------------------|-------------------|----------------------|-------------|----------------------|----------------------|------------------------|
| 37 | 2008-01-15 12:43:36 pm | Insert title here | Help | contributor | View | Edit | Delete |



7. Daily Editor Task: Check Comments

From the Dashboard, go to [Comments > Awaiting Moderation](#)

Tech Summit Blog ([View site »](#)) Howdy, **mwarrick**. [[Sign Out](#), [My Profile](#)]

Dashboard Write Manage **Comments** Blogroll Presentation Plugins Users Options Ratings

Comments **Awaiting Moderation (1)** Akismet Spam (0)

Moderation Queue

1. **editor** | [mwarrick@avst.com](#) | IP: [67.114.53.51](#)
Looks easy to me!

Jan 15, 12:51 PM — [[Edit](#) | [Delete](#)] — [View post "How to Add a Blog Post"](#)

Bulk action: Approve Spam Delete No action

[Bulk Moderate Comments »](#)

Mark all: [Approved](#) - [Spam](#) - [Deleted](#) - [Later](#)



8. Content Teams

Each editor will be responsible for a group of contributors.

| Edited by Tom Minifie | | | |
|-----------------------|-------|-------|-------|
| Contributor | Title | Email | Phone |
| | | | |
| | | | |
| | | | |

| Edited by Dana Morio | | | |
|----------------------|-------|-------|-------|
| Contributor | Title | Email | Phone |
| | | | |
| | | | |
| | | | |

| Edited by Doug Murray | | | |
|-----------------------|-------|-------|-------|
| Contributor | Title | Email | Phone |
| | | | |
| | | | |
| | | | |

| Edited by Anne Rude | | | |
|---------------------|-------|-------|-------|
| Contributor | Title | Email | Phone |
| | | | |
| | | | |
| | | | |

| Edited by Matt Sawyer | | | |
|-----------------------|-------|-------|-------|
| Contributor | Title | Email | Phone |
| | | | |
| | | | |
| | | | |

| Edited by Steve Trindall | | | |
|--------------------------|-------|-------|-------|
| Contributor | Title | Email | Phone |
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