

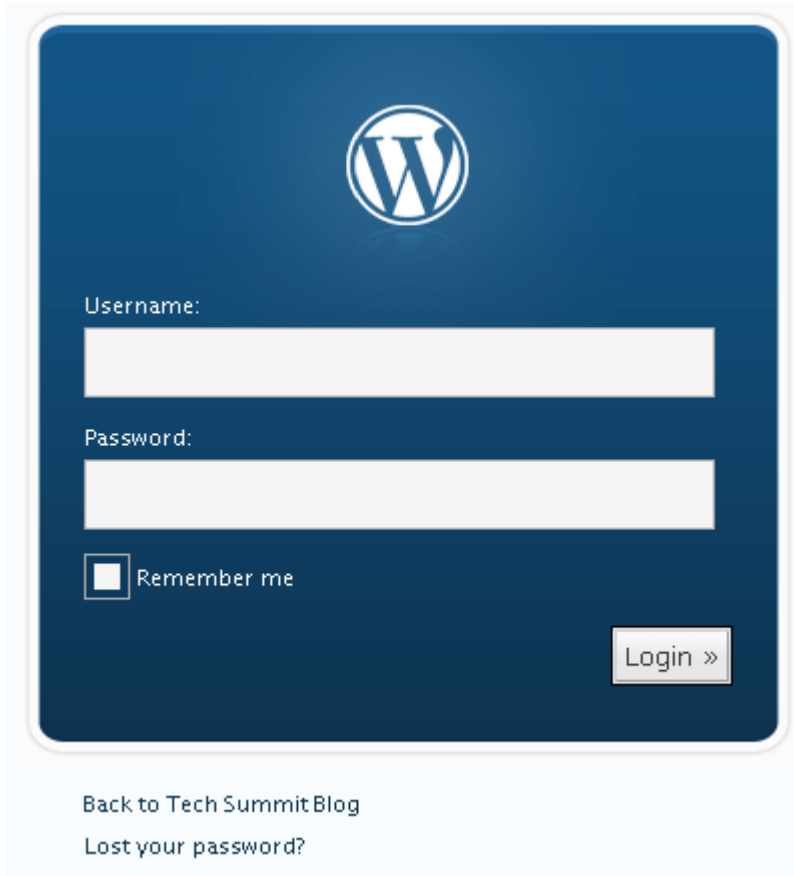
1. WordPress Blog Tutorials

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.partnerexpress.com/blog/wp-admin>



The image shows a screenshot of the WordPress login interface. It features a dark blue background with the WordPress logo (a white 'W' in a circle) at the top center. Below the logo, there are two white input fields: the first is labeled 'Username:' and the second is labeled 'Password:'. Underneath the password field, there is a checkbox labeled 'Remember me'. At the bottom right of the form, there is a button labeled 'Login »'. Below the form, there are two links: 'Back to Tech Summit Blog' and 'Lost your password?'.



3. WordPress Dashboard

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

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

Tech Summit Blog (View site >)

Dashboard Write Manage Comments Profile

Welcome to WordPress

Use these links to get started:

- [Write a post](#)
- [Update your profile or change your password](#)

Need help with WordPress? Please see our [documentation](#) or visit the [support forums](#).

WordPress Development Blog

[WordPress 2.3.2](#) — 17 days ago

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 [...]

[Stay Warm, WordPress Hoodie](#) — 17 days ago

A least for those of your in the Northern hemisphere, it's been a little chilly recently. If you're like me you're thinking,

Latest Activity

Comments »

- subscriber on [Magiannos Little Italy](#)
- subscriber on [Contributor Post](#)

Posts »

- [Author post](#)
- [How to Add a Blog Post](#)
- [Contributor post 2](#)
- [Contributor Post](#)
- [Contributor private post](#)

Blog Stats

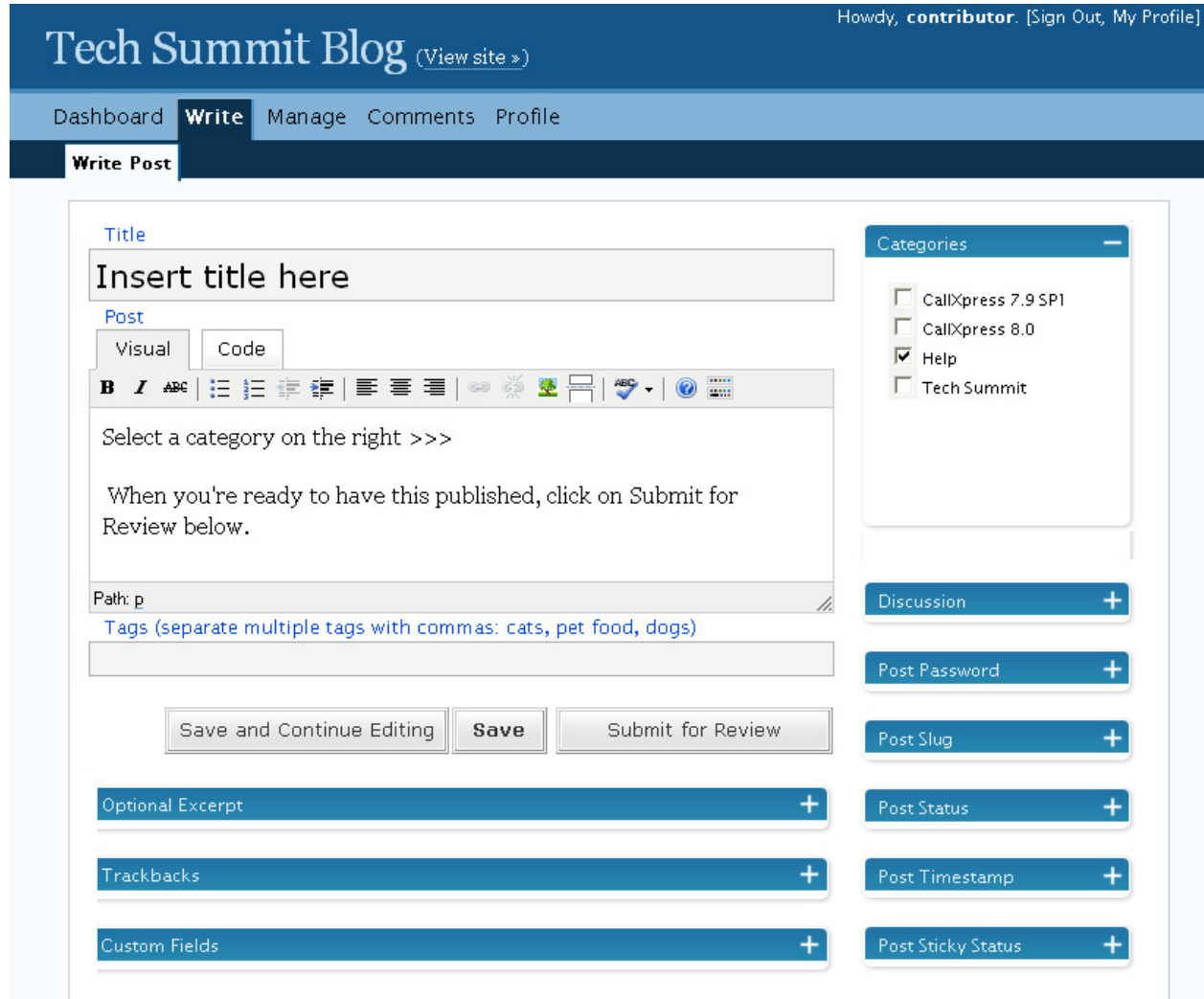
There are currently 10 [posts](#) and 2 [comments](#), contained within 4 [categories](#) and 2 tags.

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

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

Optional Excerpt +

Trackbacks +

Custom Fields +

Categories -

- CallXpress 7.9 SPI
- CallXpress 8.0
- Help
- Tech Summit

Discussion +

Post Password +


Post Slug +

Post Status +

Post Timestamp +

Post Sticky Status +

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.

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

Tech Summit Blog [\(View site »\)](#)

Dashboard Write **Manage** Comments Blogroll Profile

Posts Pages Uploads Categories

Pending posts

Search terms...

Status... Pending Review Author... Any Month... Any

Category... All

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](#)

The screenshot shows the 'Moderation Queue' page in a WordPress-style dashboard. At the top, there's a navigation bar with 'Comments' selected. Below it, a 'Moderation Queue' section contains a single comment from 'editor' with the text 'Looks easy to me!'. The comment is dated 'Jan 15, 12:51 PM' and is linked to a post titled 'How to Add a Blog Post'. Below the comment, there are radio buttons for 'Approve', 'Spam', 'Delete', and 'No action', with 'No action' selected. A 'Bulk Moderate Comments' button is located at the bottom right of the queue. At the bottom left, there are links to 'Mark all: Approved - Spam - Deleted - Later'. A 'Recheck Queue for Spam' button is also visible in the top right corner of the queue area.



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