

Vagabond Trust Wordpress Blog User Guide

Version 2

by

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Contents

| | |
|---|----|
| 1. Logging In and Logging Out..... | 4 |
| Logging in..... | 4 |
| Logging out..... | 4 |
| 2. Blog Posts..... | 5 |
| Adding a new blog post..... | 5 |
| Editing a blog post..... | 6 |
| Adding other content to blog posts..... | 6 |
| Adding a new category..... | 7 |
| Retrieving a saved draft..... | 8 |
| 3. Comments..... | 9 |
| Adding Comments..... | 9 |
| 4. Pages..... | 10 |
| Adding A New Page..... | 10 |
| Editing a page..... | 11 |
| 5. Links..... | 12 |
| Adding Links..... | 12 |

This user guide is intended for the members of The Vagabond Trust writers group. The website is a Wordpress blog located at <http://vagabondtrust.com>. This version of the user guide has been written after all of the Vagabond Trust members have created their accounts on the website, and so it does not include information regarding account creation.

1. Logging In and Logging Out

Logging in

You need to log in to the site before you can add or edit blog posts, pages or links.

To log in to the Vagabond Trust site:

1. Go to <http://vagabondtrust.com>
2. On the right sidebar, find and click the Log in link under Meta. This will load the Log in page.
3. Enter your Username in the Username box, and your Password in the Password box. Press the Log In button.

You are now logged in to the site. This will load the Dashboard page.

Logging out

To log out of the Vagabond Trust site:

- Click the Log Out link on the right sidebar, under Meta.

or

- Click the Log Out link in the top right corner on the Dashboard page.

You are now logged out of the site.

Note: For security reasons, you should always log out of the site before you leave it. This is especially true if you are using a public or shared computer.

2. Blog Posts

Blog posts will make up the majority of the site content. You should make a blog post when:

- you want to share an idea about writing
- you make any significant changes to your Page
- you want to share information about an upcoming event
- you want to share new work

This is by no means an exhaustive list of potential blog post topics.

Adding a new blog post

To add a new blog post:

1. Log in to the Vagabond Trust site.
2. On the left side of the Dashboard page, select the Add New link, located under Posts. This will load the Add New Post page.
3. There are two boxes in the middle section of the Add New Post page. In the top box, type the title of your post.
4. In the bottom box, type the content of your blog post.

Note: You can add more than just text to your blog posts. See 'Adding other content to blog posts' for more information.

5. On the right side of the Add New Post page, under Categories, select a category for your post.

Note: You may select more than category for your post from the list available. If you don't find a suitable category, see 'Adding a new category' for more information on creating a new category for your post. If you do not choose a category, it will default to Uncategorized.

6. Press the Preview button to look over your post before it is published. This will load a Preview page in another tab or window, depending on your browser.
7. If you would like to save your post for further editing before you publish it, press the Save Draft button. See 'Retrieving a saved draft' for more information.
8. If you would like to publish your blog post, press the Publish button. Your post is now published on the blog. Click the View Post link near the top of the page if you would like view your post.

Editing a blog post

To edit a blog post:

1. Log in to the Vagabond Trust site.
2. On the left side of the Dashboard page, select the Edit link, located under Posts. This will load a list of posts that can be edited.
3. Select the post that you would like to edit by clicking on the title. This will load the Edit Post page.
4. Make the desired changes to the post.
5. Press the Preview button to look over your post before your changes are committed. This will load a Preview page in another tab or window, depending on your browser.
6. Press the Update Post button. Your post is now updated. Click the View Post link near the top of the page if you would like view your post.

Adding other content to blog posts

You can add content other than text to your blog posts, such as pictures, video or audio files. This can be done either while adding or editing the post.

Note: If the image, video, or audio file is available elsewhere on the internet, you should just link to it instead of following these steps. Sites like youtube.com will often make code available so that you can copy the code and paste it into your blog post.

To add an image to a post:

1. Click on the Add an Image icon. A pop-up Add an Image screen will appear.
2. Press the Select Files button.
3. Select the image that you would like to upload.
4. Add a title and a caption (and, optionally, a description).
5. Choose an alignment (left, center or right) for your image.
6. Choose the size of your image.
7. Press the Insert into Post button.
8. Press the Save all changes button. Add or edit your post as normal.

To add a video to a post:

1. Click on the Add Video icon. A pop-up Add an Image screen will appear.
2. Press the Select Files button.
3. Select the video that you would like to upload (up to 20MB).
Note: Video files can take a few minutes to load. Be patient.
4. Add a title (and, optionally, a description).
5. Press the Insert into Post button.
6. Press the Save all changes button. Finish adding or editing your post as normal.

To add an audio file (mp3) to a post:

1. Click on the Add Audio icon. A pop-up Add Audio screen will appear.
2. Press the Select Files button.
3. Select the audio file that you would like to upload (up to 20MB).
4. Add a title (and, optionally, a description).
5. Press the None button for Link URL.
6. Press the Insert into Post button.
7. Press the Save all changes button. Finish adding or editing your post as normal.

Adding a new category

If you can't find a suitable category when you are adding a blog post, you can add a new one.

To add a new category:

1. Click the Add New Category link.
2. Type the name of your new category.
3. Press the Add button.

Retrieving a saved draft

You don't have to publish a blog post immediately. you can save a draft of a blog post and retrieve it later for further editing or review.

To retrieve a saved draft:

1. On the left side of the Dashboard page, select the Edit link, located under Posts. This will load a list of posts that can be edited.
2. Click the Drafts link. This will load a list of drafts that can be edited.
3. Select the draft that you would like to edit.
4. Save the changes that you have made. If your post is ready to be published, preview and then publish it.

3. Comments

Comments are a way to interact with the website users.

Adding Comments

To add comments to a blog post:

1. Log in to the Vagabond Trust site.
2. Navigate to the blog post that you would like to comment on.
3. Click the Comments link at the bottom of the post.
4. Add you comment in the box that is provided.
5. Press the Submit Query button. Your comment has now been added to the blog post.

4. Pages

Pages on the Vagabond Trust website are used to give information about the Trust and its writers. Each writer is encouraged to make a page for themselves. The content of each page is left to the discretion of the author, but it could include:

- a brief bio
- a list of previous publications
- contact information for the writer
- writing samples

Adding A New Page

To add a new page:

1. Log in to the Vagabond Trust site.
2. On the left side of the Dashboard page, press the Pages button.
3. Click the Add New link. This will load the Add New Post page.
4. There are two boxes in the middle section of the Add New Page page. In the top box, type the title of your page.
5. In the bottom box, type the content of your blog post.
6. Press the Preview button to look over your page before it is published. This will load a Preview page in another tab or window, depending on your browser.
7. If you would like to save your page for further editing before you publish it, press the Save Draft button.
8. If you would like to publish your page, press the Publish button. Your page is now published on the blog. Click the View Page link near the top of the current page if you would like view your page.

Editing a page

To edit a page:

1. Log in to the Vagabond Trust site.
2. On the left side of the Dashboard page, press the Pages button.
3. Click the Edit link.
4. Select the page that you would like to edit by clicking on the title. This will load the Edit Page page.
5. Make the desired changes to the page.
6. Press the Preview button to look over your page before your changes are committed. This will load a Preview page in another tab or window, depending on your browser.
7. Press the Update Page button. Your post is now updated. Click the View Page link near the top of the current page if you would like view your page.

5. Links

There is a list of links on the Vagabond Trust website. These links are for other writers and artists, or are related to topics that are of interest to the Vagabond Trust and our readers. You can add links to this list.

Adding Links

To add a new link:

1. Log in to the Vagabond Trust site.
2. On the left side of the Dashboard page, press the Links button.
This will load the Add New Link page.
3. Add the name of the link.
4. Add the web address of the link
5. Press the Add Link button.