

Vagabond Trust Wordpress Blog User Guide

Version 2.1

by

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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 current Vagabond Trust members have created their accounts on the website, and so it does not include information regarding account creation.

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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.
4. Press the Log In button. You are now logged in to the site. This will load the Dashboard page.



Illustration 1: The Log In Button

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.

A screenshot of the WordPress login page. It features a white background with a light gray border. At the top, there is a "Username" label above a text input field. Below that is a "Password" label above another text input field. A horizontal line separates the password field from the "Or login using an OpenID" section. This section includes a small icon of a person with a plus sign, a "Learn about OpenID" link, and a "Remember Me" checkbox. A blue "Log In" button is positioned to the right of the "Remember Me" checkbox. At the bottom, there is a "Lost your password?" link.

Illustration 2: The Log In Page

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

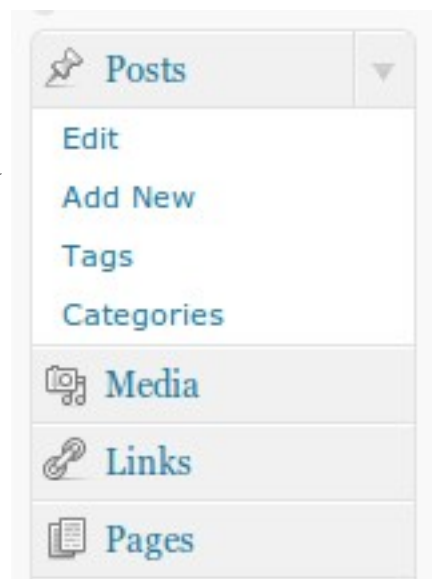


Illustration 3: The Dashboard Sidebar

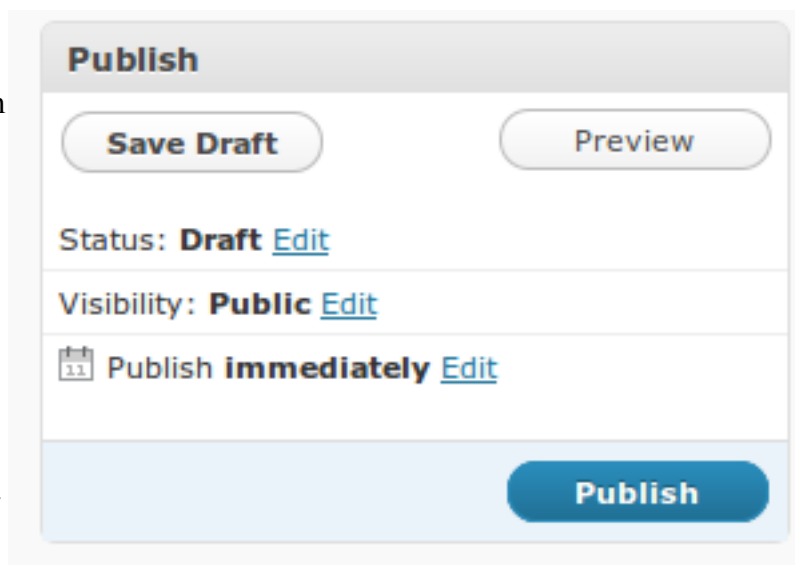


Illustration 4: Save Draft, Preview, Publish

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.

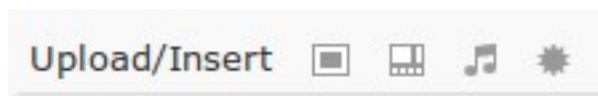


Illustration 5: Left to Right: Add an Image, Add a Video, Add an Audio File, Add Other

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).
4. Note: Video files can take a few minutes to load. Be patient.
5. Add a title (and, optionally, a description).
6. Press the Insert into Post button.

7. 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.

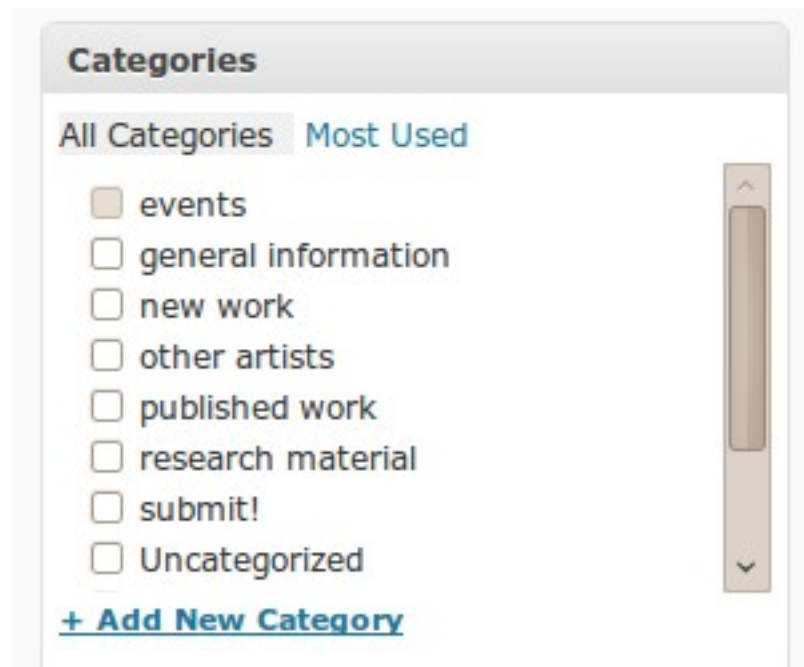


Illustration 6: Categories

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.



Illustration 7: A Comments link

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.
9. 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.
5. This will load the Edit Page page.
6. Make the desired changes to the page.
7. 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.
8. 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. Press the Add Link button.



Illustration 8: List of Links

Appendix 1: Importing Your Work From a Word Processor

Word processors like Microsoft Word and OpenOffice.org Writer are great tools for composing your work. However, simply copying your work from a word processor into the body of a post or a page can be problematic, because a lot of formatting code will be copied with your work. This code can affect how your work is displayed on the website, and can lead to formatting errors, or even to the code itself being displayed.

To avoid this unnecessary code:

1. In your word processor, copy the text that you would like to insert into your post or page.
2. Paste the text into a text editor, such as Notepad.
3. Copy the text again from within your text editor.
4. Paste your text into your post or page.

Note: This will remove any formatting, such as bold or italicised text, which you may have to format manually.

Appendix 2: Linking to Something Within the Same Page.

You may want to link to something within a page. For example, you may mention the title of a story that appears further down the page. You can create a link from the title to the story.

Note: You will need to create the page before you follow any of these steps.

1. Find the URL of your page.
 1. Go to <http://vagabondtrust.com> and navigate to the page that you are working on.
 2. Copy the page's URL from your web browser's address bar.

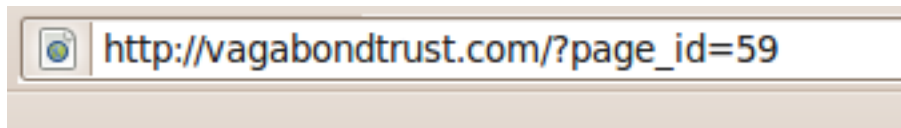


Illustration 9: A URL in an address bar

2. Edit your page.

See 'Editing a page' in Chapter 4 of this user guide.

 1. Click in front of the title that you would like to link to your work.
 2. Type `<a href="`
 3. Paste your page's URL
 4. Type `#thenameofyourwork">`
 5. Note: You can use a shorter name than the full title. Just make sure that you don't repeat a title that is used this way for a different work on the same page.
 6. Click at the end of the title.
 7. Type ``

Your title should now look something like this:

```
<a href="http://vagabondtrust.com/?page_id=59#supermarket">Now I'm  
Lost In The Supermarket</a>
```

8. Now go to the start of your story.
9. Type `The Name of Your Work`
10. 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.

Appendix 3: Editorial Policy

All members of the Vagabond Trust are permitted and encouraged to post content to the group's web site. The Vagabond Trust places no limits on what content its members may post, except content that is prohibited by law.

Members of the Vagabond Trust are expected to edit their own work on the group's web site. Members are expected to not edit the work of other members, except to correct factual information about themselves or other members. This need only be noted on the site if the edits significantly alter the nature of the post.

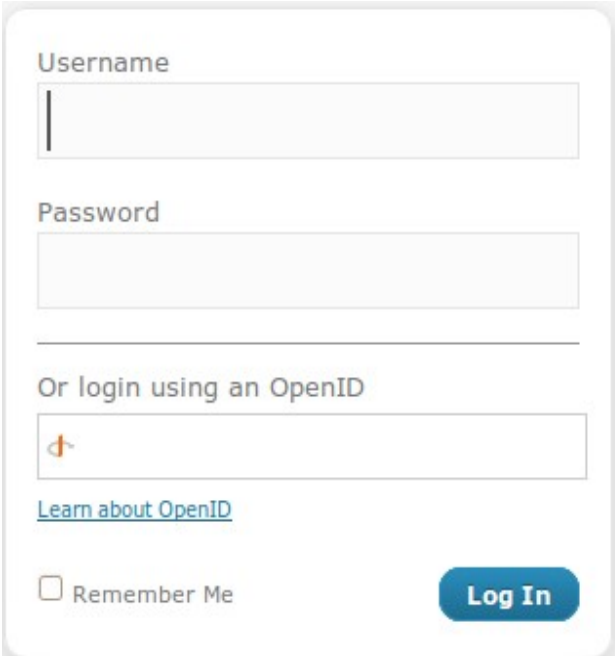
The web site administrator(s) are expected to make edits such as correcting improper categorisation of posts, and other edits that do not alter the nature of the post.

If a dispute arises between members regarding the content of a post, it should be resolved between those members in a private venue (in person, via email, etc.) rather than on the website.

Legal complaints, should they arise, will be dealt with on a case by case basis, as far as whether or not the potentially offending content will be removed.

Appendix 4: Password Recovery

To recover your password, click the 'Lost your password?' link on the Log In page.



The image shows a login form with the following elements:

- A text input field labeled "Username".
- A text input field labeled "Password".
- A horizontal separator line.
- A text input field labeled "Or login using an OpenID" with a small icon on the left.
- A blue link labeled "Learn about OpenID" below the OpenID field.
- A checkbox labeled "Remember Me".
- A blue button labeled "Log In".
- A blue link labeled "Lost your password?" at the bottom of the form.

Illustration 10: Lost your password?