

WeddingsWeddings.com Blog Users Guide

Introduction

Keeping a Blog is a fun and easy way to keep your family and friends up-to-date on all your wedding plans and events. You may find everything self-explanatory and you do not need this Users Guide. For those of you who need a little more help, this Users Guide will lead you step-by-step through all the Blog admin functions.

Logging In

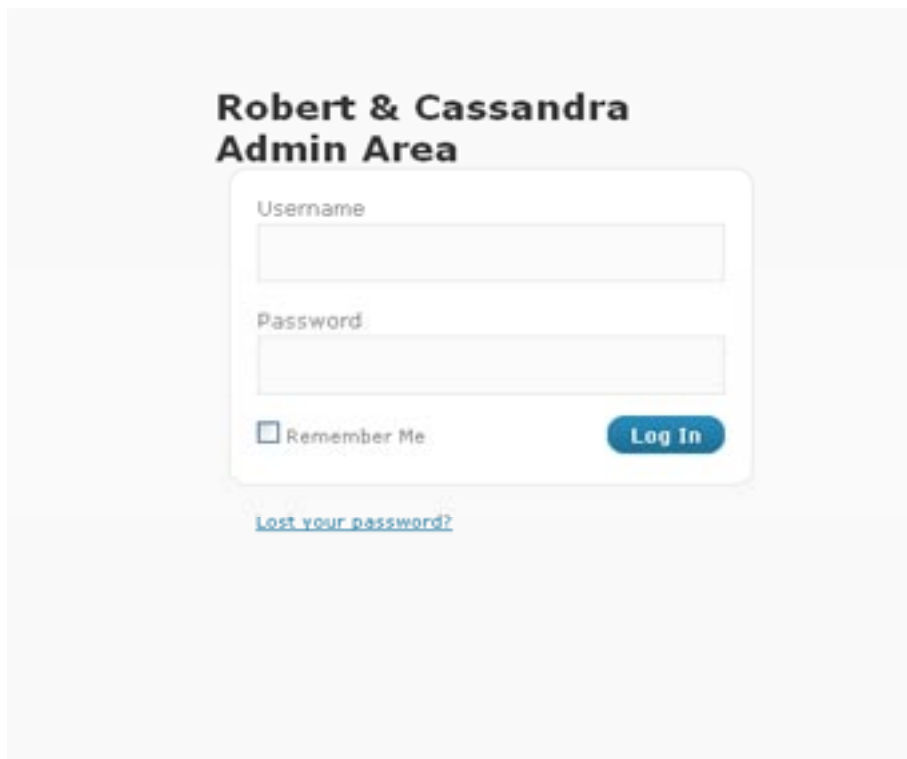
The first thing you have to do is log into your admin account. We have created admin accounts for all the user ids you gave us when you purchased your Blog. In your browser, type in the URL (address) of your Blog admin area. It will look like this:

http://www.weddingsweddings.com/your_blog_name/wp-admin/

All the examples in this Users Guide will show our sample blog. The URL for the sample is:

http://www.weddingsweddings.com/example_blog/wp-admin/

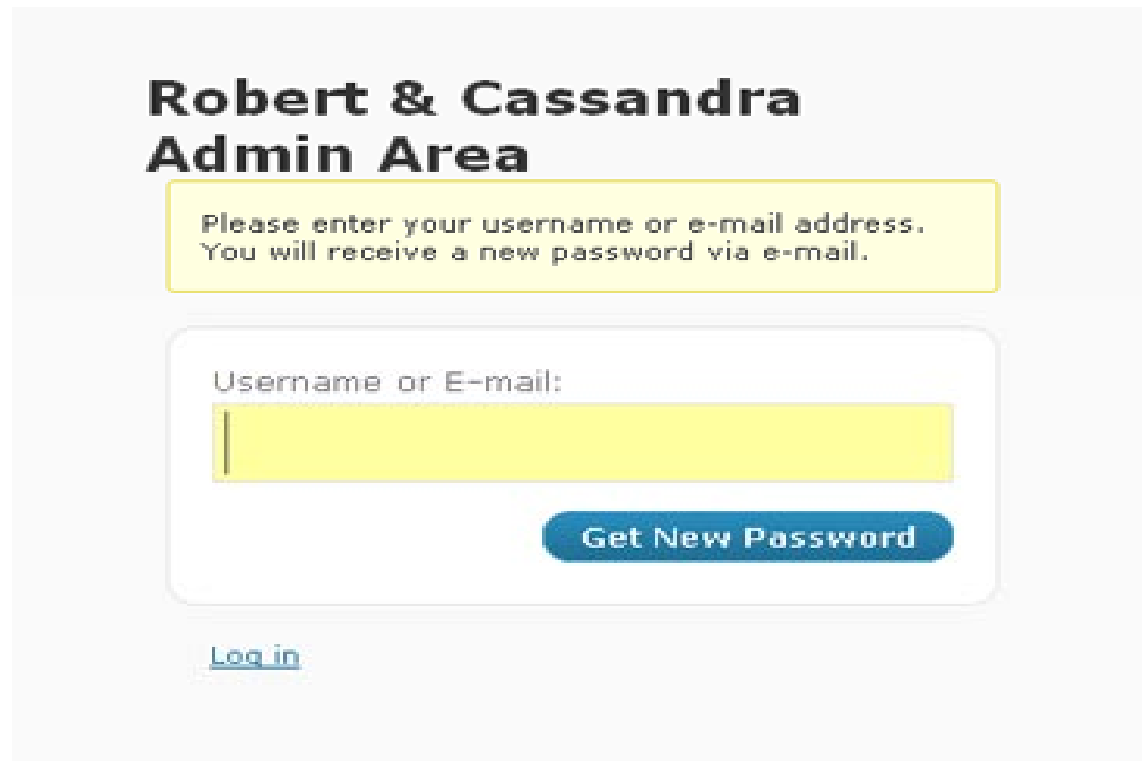
The next window you see will be a login page that will look similar to the following image.



The image shows a login page for the 'Robert & Cassandra Admin Area'. It features a white login form with a light blue border. The form contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me'. To the right of the form is a blue 'Log In' button. Below the form is a blue link that says 'Lost your password?'. The background of the page is light gray.

The only difference will be that your login window will not say “Robert & Cassandra”. The text you will see is whatever you entered for the first title line of your blog.

If you ever forget your password, click on the “Lost your password?” link. That will bring up the following window:



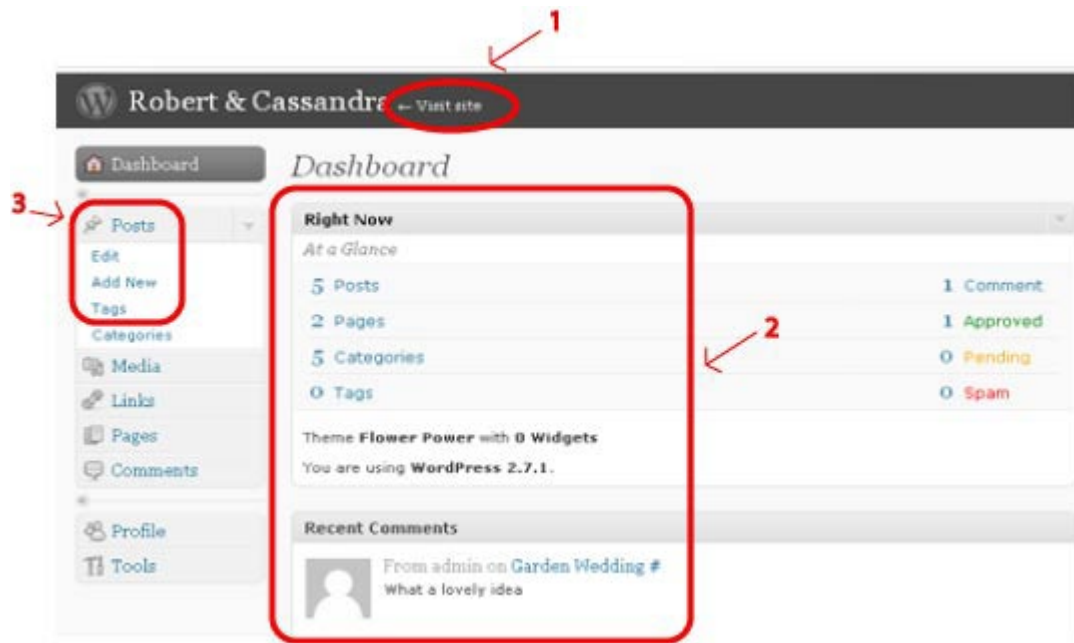
The screenshot shows a web interface for the 'Robert & Cassandra Admin Area'. At the top, the title 'Robert & Cassandra Admin Area' is displayed in a large, bold, black font. Below the title is a yellow rectangular box containing the text: 'Please enter your username or e-mail address. You will receive a new password via e-mail.' Underneath this box is a rounded rectangular form. Inside the form, the text 'Username or E-mail:' is followed by a yellow input field. To the right of the input field is a blue button with the text 'Get New Password'. Below the form is a blue link labeled 'Log in'.

You can enter the email you supplied when you purchased your blog or enter your username and then click the “Get New Password” button and a new password will be sent to your email address.

NOTE: all usernames for your blog are entered with the email address of the person who purchased the blog. The blog owner will be responsible for providing the new password to the correct person if an author other than the owner uses the Get New Password function.

Posting articles

After you log in you will see the main admin area, called the Dashboard. You will mainly be concerned with the items on the left side of the window as shown in the image below. You will use the functions in this window to add information to pages, write and post new articles and edit old articles. When you are done writing you will probably want to see how the blog webpage looks. The number 1 in the image below points to a link “Visit Site”. Click on that link to see the effect of your changes.



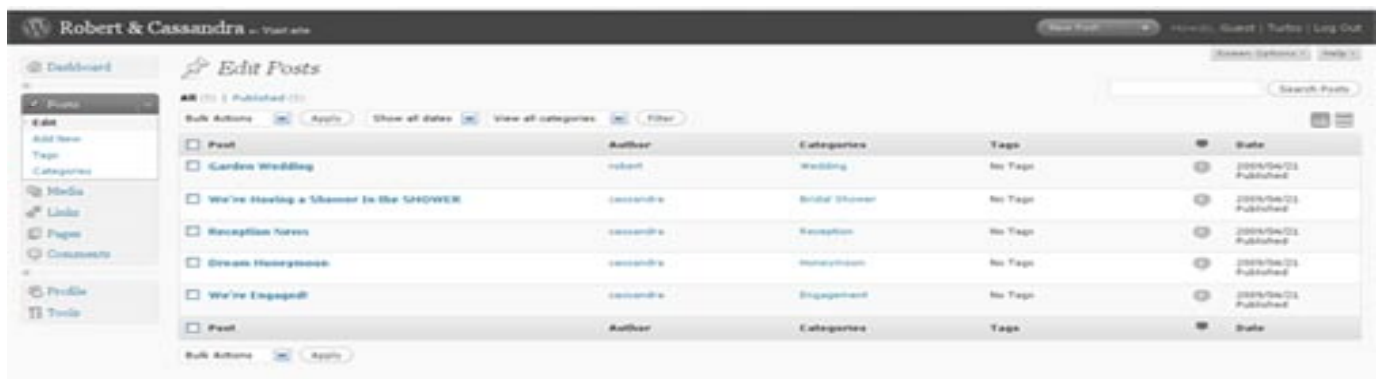
In the center of the window where the number 2 is you can see that right now there are 5 Posts, 2 Pages, 5 Categories and 0 Tags. The theme being used is Flower Power and a visitor has left 1 comment.

On the left side of the menu the number 3 points to the part of the menu used for adding new posts, editing existing posts and adding tags. We will describe each one in detail.

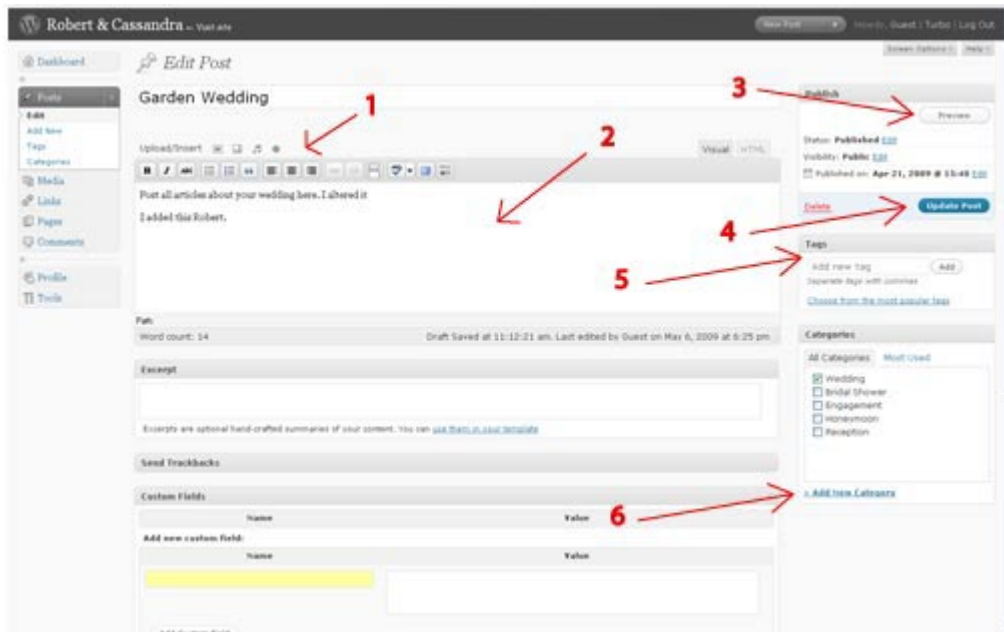
Posts

Edit Existing Posts

Click on the menu item “Edit” to edit an existing post. The image below shows the window in our sample blog after clicking “Edit”.



The 5 existing posts are now listed with a checkbox beside the title. Reading across the window you will see the post title, the author, the category the post was placed in, any tags and the date published. To edit a post, roll your mouse over the post title to bring up a menu where you can choose to edit, quick edit, delete or view a post. The next image shows what is seen after clicking “Edit” for the post with subject “Garden Wedding”.



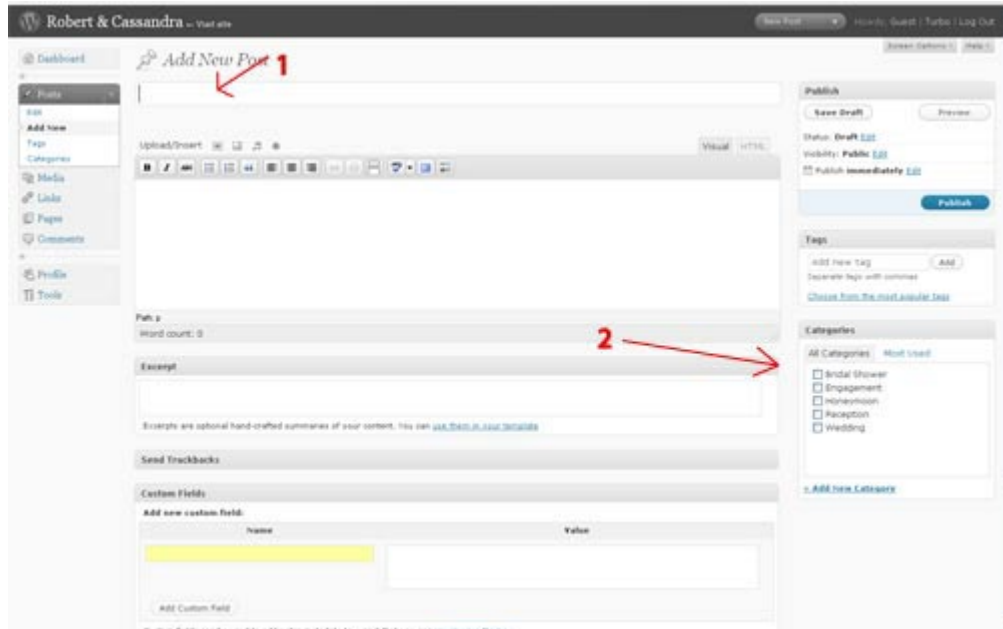
Arrow number 1 indicates where controls are for editing such as font size. In that same area there is an icon you can click to select a photo to add to your post. Arrow number 2 indicates where you enter the text for your post. Arrow 3 is a button for previewing your post before you publish it for everyone to see. Arrow 4 is the Update Post button. Click it when you are ready to finalize your edits.

Categories and tags both help organize your posts so your visitors can find what they are looking for quickly. We have already set up categories for you, examples Engagement, Bridal Shower, Wedding, Reception and Honeymoon. You can change these names, delete them and add your own categories. If a visitor to your blog website wants to read about your Reception, they will click on that category. Arrow number 6 indicates the “Add New Category” link. Click the “+” next to the link and a text box will appear where you can type the name of the new category. Then click the “Add” button.

Tags can help locate posts in a different way. Say someone wants to read about your experiences with wedding vendors for your Wedding, or your Reception and your Honeymoon. If you add a tag “vendor” to every post that is about a vendor experience, a visitor can search for that tag and find all the post in every category that has the “vendor” tag. You are not required to add tags. You can decide if they will be useful for you and your visitors. Arrow number 5 indicates where you can add a tag. Type the text for the tag in the box that says “Add New Tag” and then click the “Add” button. If you click the “Add” button before typing the text for the tag you will end up with a tag that says “Add New Tag”. If that happens, don’t panic. Just click the little circle with an x in it next to the tag you don’t want. That will detach it from this post. If you want to get rid of it completely you can delete it using the Tags function.

Add New Post

The next menu item is for writing a new post. The window you see is very similar to the edit window. Be sure you include a title for your post. Arrow number 1 in the following image indicates where the title goes. The window itself does not prompt you for a title so it is something you just have to remember to do. Of course, if you forget you can always edit your post and correct it.



Arrow number 2 is a reminder that you need to select a category for your new post. If you do not select a category, the new post will go into your Engagement category. Again, if you forget to choose the correct category you can always edit it later.

Tags

The next menu item is for adding tags that will later be attached to posts. This is also where you can delete tags you don't want or tags you accidentally added as mentioned above. We are not going to look at that function here as many people will not use it. It's pretty self-explanatory if you do choose to use it.

Categories

The last menu item in the Posts section is "Categories". This is where you will add, delete or edit categories. First of all you need to enter the category name. The next field, indicated by arrow number 1 is for something called the category slug. You don't need to worry about what that is or what it does. Just enter a short version of your category name in all lowercase letters. For example our category Bridal Shower has a category slug of shower.

Just below the category slug there is a drop down menu to choose the Category Parent if you want to. This is totally up to you and is just personal preference for how you want to organize your categories.

For example you could have a parent category of Wedding and sub-categories for venue, music or clothes.

There is also a place where you can add a description of the category. You do not need to enter anything there.

When you are ready to add your new category, click the “Add Category” button indicated by arrow number 2 near the bottom of the window.

To edit or delete a category, roll your mouse over the category name and click on the appropriate link.

Media

In most cases you will not need to use this function. In our experience, most people add photos when they are writing posts and use the features there to upload them.

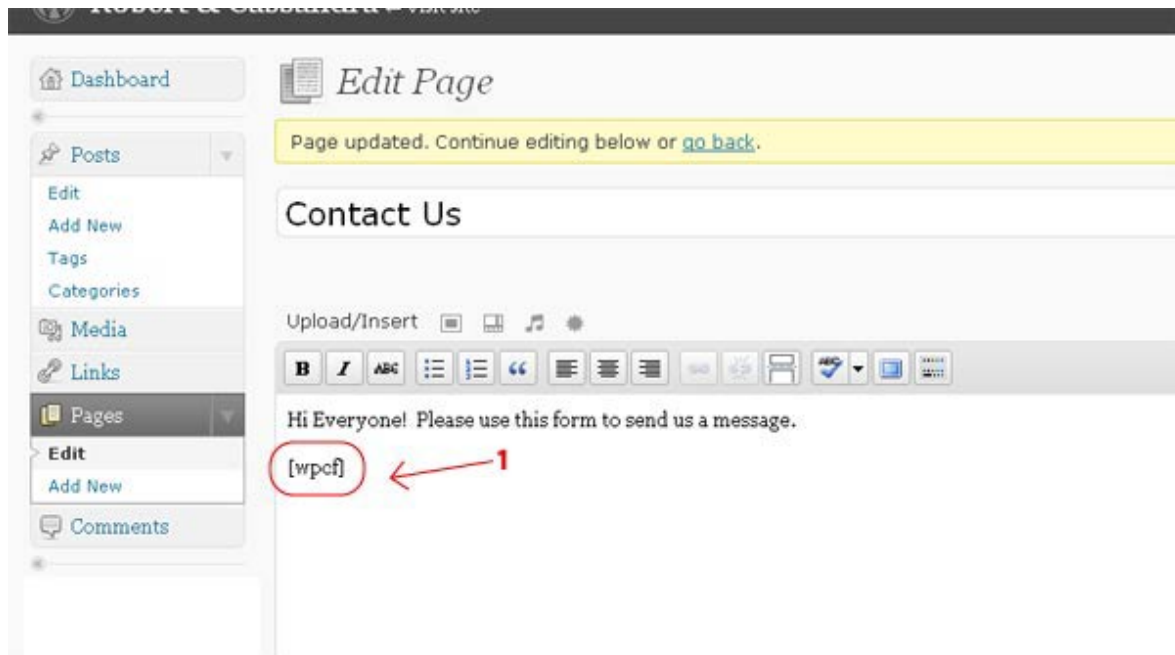
Links

You do not need to use this menu item.

Pages

Click on Pages to open the sub-menu. There you will see two more menu items, “Edit” and “Add New”. We have already set up two pages for you that you will need to edit with your personal information. By now the widows should be looking familiar to you. Click on the “Edit” link after rolling your mouse over the “About” page. This is where you can enter information about the two of you. It can be anything you think your visitors will find interesting. Perhaps you have some funny stories about how you met or funny things that happened along the way from meeting to engagement.

When you have finished updating the “About” page, click the link near the top of the page to “go back” or click the “Edit” link in the “Pages” category again. The other page you might want to edit is the “Contact Us” page. This page already has a form on it that visitors can use to send you messages. If you do edit this page, be sure you do not delete [wpcf]. That is what creates the actual contact form. The area circled in red and indicated by arrow number one in the following image shows the content you must keep in order for the contact form to display correctly. This is very important.



If you want to add a personal note to your visitors, you can do that at the very beginning of the page as we did in this example. The message “Hi Everyone! Please use this form to send us a message” is shown at the top of the page, followed by the form. You can see how this looks in our example blog at http://www.weddingsweddings.com/example_blog. You could also add text after the form by placing that text on the line following [wpcf]. Remember do NOT delete [wpcf].

You most likely will not need any more pages, but if you do you can add them by clicking on the “Add New” link in the “Pages” section of the menu.

Comments

Click the “Comments” menu link to see all comments left for you. Hopefully none of your visitors will leave unpleasant or spam comments but if that does happen, this is where you can delete unwanted comments.

Profile

Click the “Profile” menu link your personal information such as email address. This is also where you can change your password.

Tools

You do not need to use this menu item.