



Wellsites Guide to How to add Blog Pages

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User Guide to Blogging

Introduction

The aim of this document is to provide a simple and straightforward guide to key aspects of creating Blogs for a website using Wordpress.

Some knowledge of using a word package and moving around a web browser is assumed.

This guide assumes that the User is already very familiar with Wordpress. The User is already comfortable with moving round the Wordpress Dashboard, adding, modifying pages and images.

This guide shows how to create and edit blog pages known as posts in Wordpress 2.8+. Only the key essentials are presented. Any further information can be found on the Wordpress webpage at <http://codex.Wordpress.org>.

All support pages and this guide can be found on the Wellsites Support website: www.wellsites.info.

What Is Blogging

A **blog**, or **weblog**, is an online journal, diary, serial or articles published by a person or group of people.

Wordpress allows users to create Blogs via its Post mechanism.

Wordpress **Pages** are used for static information: About The Company, Contact Information, List of Services. This is information that is important but rarely needs changing. Pages created within wordpress will be viewed within the Navigation Menu of the website.

Posts are used for information that changes on a regular basis: daily, weekly or even monthly. It is where users write relevant articles, inform their client base of their latest news. These Posts pages can be published and shared via RSS (Really Simple Syndication) feeds or through Social Networks (Facebook, Twitter etc).

PEAR

The **pear** is a fruit tree of **genus** *Pyrus* (pronounced */ˈpaɪrʊs/*) and also the name of the tree's edible **pomaceous fruit**.^[2] The pear is classified in subtribe *Pyrinae* within tribe *Pyreae*. The **apple** (*Malus × domestica*), which it resembles in floral structure, is also a member of this subcategories.

The **English** word "pear" is probably from Common **West Germanic** **pera*, probably a **loanword** of **Vulgar Latin** *pira*, the plural of *pirum*, akin to **Greek** *apí(r)ios*, which is likely of **Semitic** origin. The **place name** *Perry* can indicate the historical presence of pear trees. The term "pyriform" is sometimes used to describe something which is "pear-shaped".

Article: <http://en.wikipedia.org/wiki/Pear>

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Posted in [fruit](#), [health](#) | Tags: [non-citrus](#)

KIWI

The **kiwifruit**, often shortened to **kiwi** in some parts of the world, is the edible **berry** of a **cultivar group** of the **woody vine** *Actinidia deliciosa* and **hybrids** between this and other species in the genus *Actinidia*. The Actinidia is native to North East Asia, particularly South China.

The most common **cultivars** of kiwifruit are oval, about the size of a large hen's egg (5–8 cm / 2–3 in long and 4.5–5.5 cm / 1¾–2 in diameter). It has a fibrous, dull brown-green skin and bright green or golden flesh with rows of tiny, black, edible seeds. The fruit has a soft texture and a unique flavour, and today is a commercial crop in several countries, mainly in Italy, China, and New Zealand.

LATEST ARTICLES

- [Pear](#)
- [Kiwi](#)
- [Strawberries](#)
- [Blueberries](#)

BLOG TAGS

[berries citrus](#)
[non-citrus](#)

CATEGORIES

Select Category ▾

ARCHIVES

Select Month ▾

NEWS SUBSCRIPTION

Subscribe to our Latest News

Enter your email address:

Fig 1: Example of Blog News

Post Pages

Wordpress uses Posts to distinguish between Pages, which are static and appear on your Navigation menu, and Blog Pages (Posts) which change on a regular basis.

The Post menu is located as the second menu from the top on the Dashboard.

Posts entries are displayed in reverse chronological when published on the website.

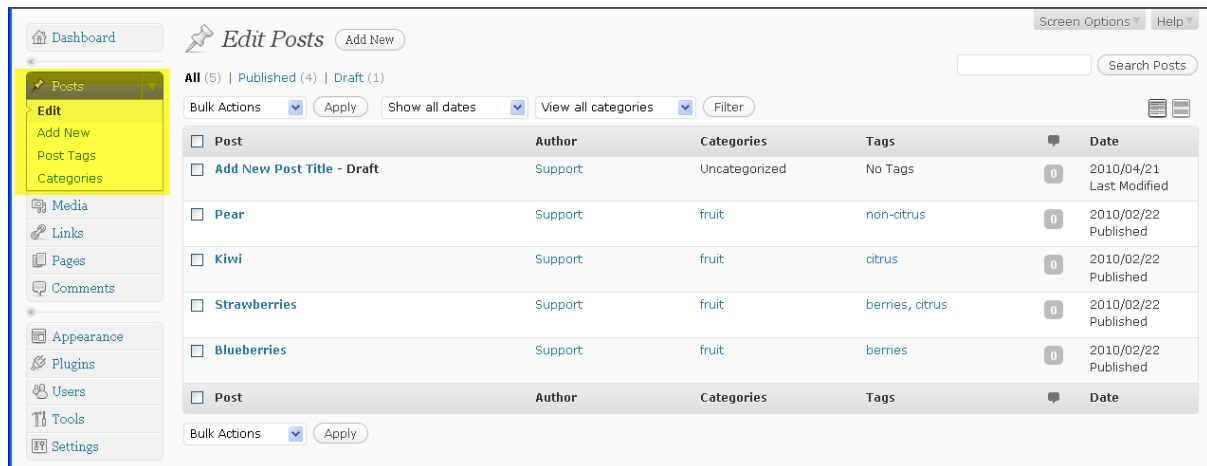


Fig 2: List Post Pages

Adding & Editing a Post Page

From the Dashboard, under the Post menu select “Add New” to add a new post . To modify an existing Post, select Edit”. Select the relevant post by choosing the edit option. Same method as with editing a page.

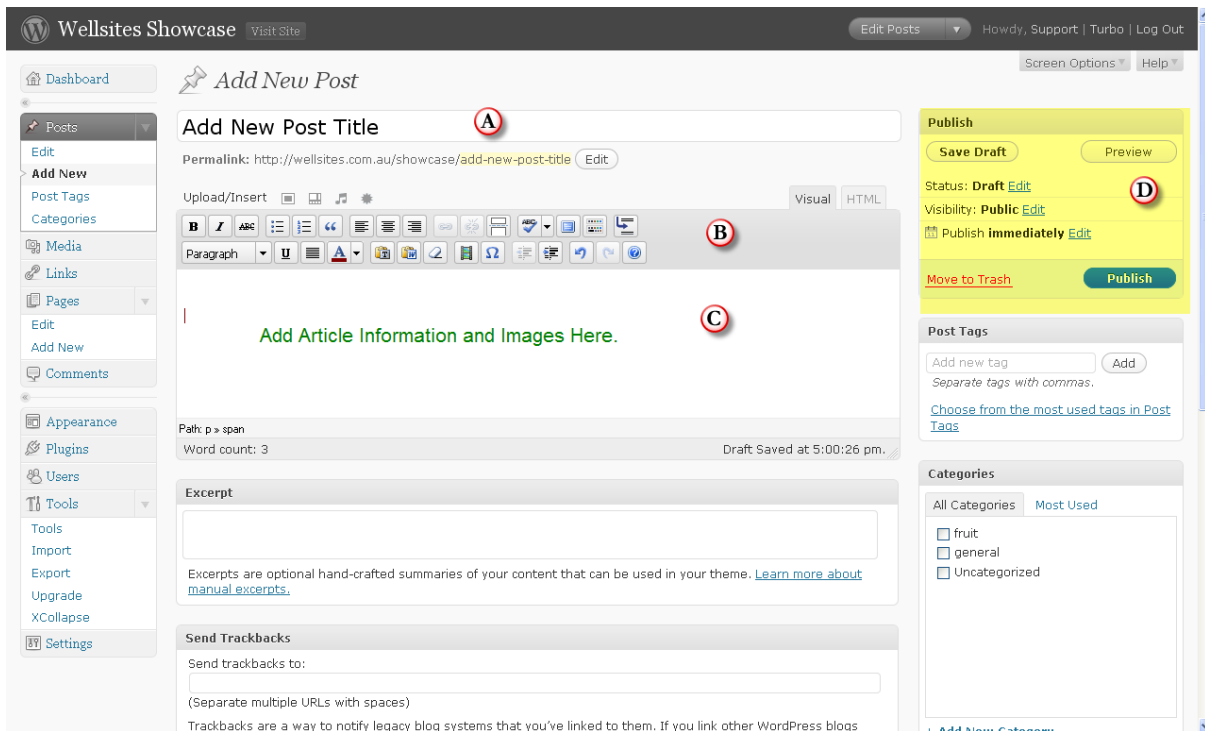


Fig 2: Edit/Add a Post

- A. The Post page will be very similar to editing/adding a page. Add Title. This will be name of the article.
- B. The formatting text bar is exactly the same as a page.
- C. Text and images are adding in the same way as for a page.
- D. The options to save the Post in draft form or publish are there too. Draft can be used to preview the article. Once satisfied, select Publish to place the article on the blog/news page.

Please refer to [Wellsites Support Website](#) or [Wellsites User Guide](#) on details on how to edit page, add image and use the formatting bar.

Please note that Posts are always published in chronological order.

Assigning a Page to be Post.

In order to view all the Posts, a Page must be created and linked to the Post Page.

1. Dashboard -> Page -> Add Page.
2. The Title of the Page should reflect the Blog: E.g "Blog Articles", "Latest News".
3. The Page can be placed anywhere in the Navigation Menu as any other page. It is recommended that this is left at the top level, to ensure Clients find it easily.
4. Do not write any articles on this page, they will not be seen.
5. Save the page

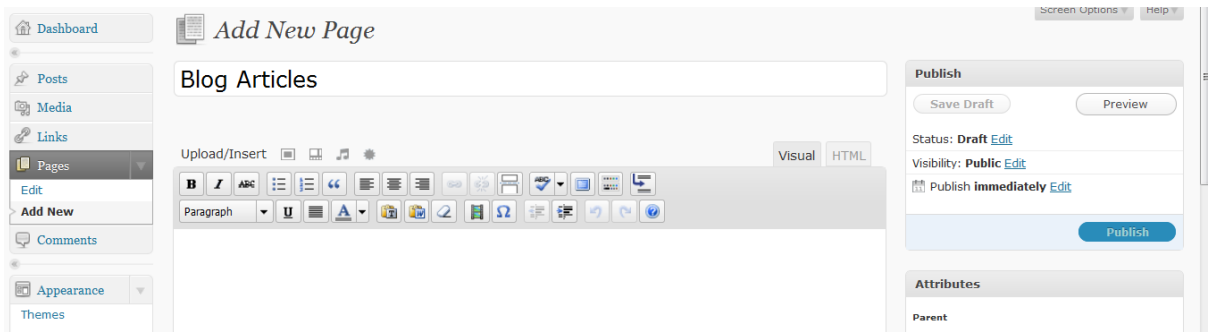


Fig 3: Create a "Blog Articles" page

This "Blog Articles" page will be assigned to become a link to all Posts.

Dashboard -> Settings -> Reading

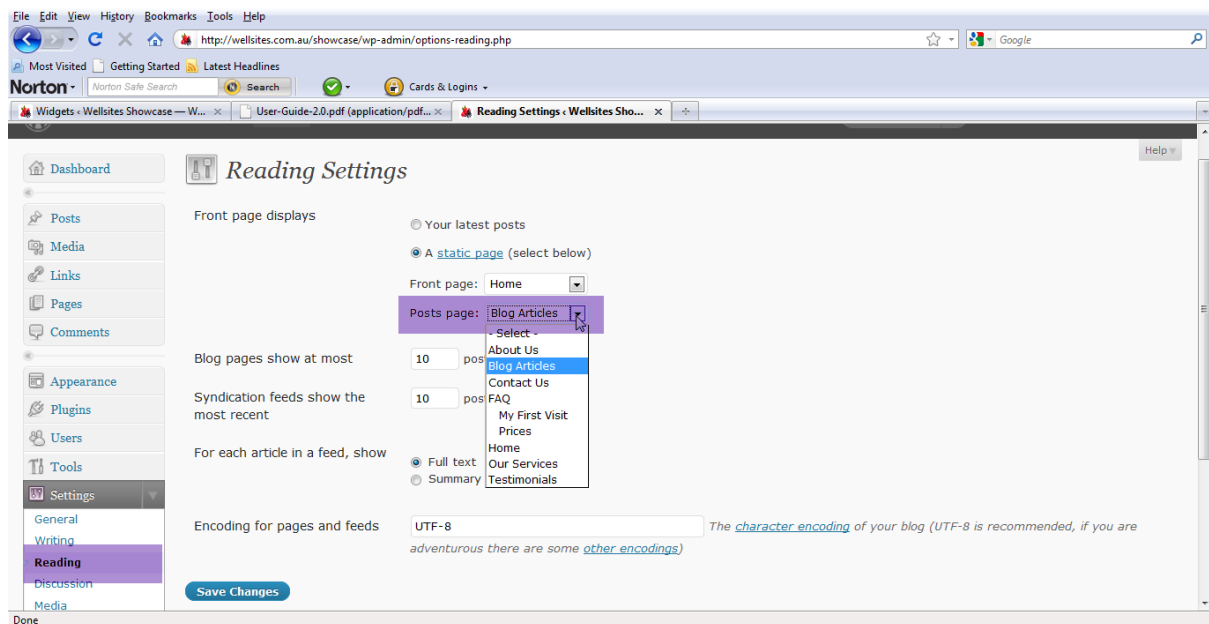


Fig 4: Assign Blog Page

Click the pull down menu against **Post Pages**. Select "Blog Articles". Save the changes

Viewing Posts

Go to the blog page created on the website. Each Post will be published in chronological order.



Fig 5: View Blog Articles

View Most Recent Posts

On Home page, there will be a Widget listing the 5 most recent posts. The client will click can on particular article link in order to view it.



Fig 6: View Recent Posts

Optional: Categories

What is a Category

Each post in WordPress is filed under a **category**. Categories allow posts to be grouped with others of similar content and aids in the navigation of a site.

The User might provide several services. Often articles are published to inform clients concerning those services e.g: Stress, Disorders, The Journey. Each article can be assigned to a category, clients can then request to read all articles concerning just that category.

Adding a Category

The screenshot shows the WordPress dashboard with the 'Categories' page open. The 'Add Category' form is filled out with 'catagoryname' for the name and 'category-slug' for the slug. A red arrow points to the 'Add Category' button. To the right, the 'List of Categories created' table shows the newly added category 'catagoryname' with 0 posts, along with 'fruit' (4 posts) and 'Uncategorized' (0 posts). A red arrow points to the 'Add Category' button in the table.

Add Category

Category Name:

The name is used to identify the category almost everywhere, for example under the post or in the category widget.

Category Slug:

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Category Parent:

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

Description:

The description is not prominent by default; however, some themes may show it.

[Click Here](#)

List of Categories created

Bulk Actions:

<input type="checkbox"/>	Name	Description	Slug	Posts
<input type="checkbox"/>	fruit		fruit	4
<input type="checkbox"/>	general		general	0
<input type="checkbox"/>	Uncategorized		uncategorized	0

Bulk Actions:

Note: Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category **Uncategorized**. Categories can be selectively converted to tags using the [category to tag converter](#).

Fig 7: Add a Category

Under the Posts menu on the Dashboard, select Categories.

1. Create a category name.
2. Create a URL to the category name.
3. Optional: Add a description of the category.
4. Save the changes

Assigning a Category to a Post

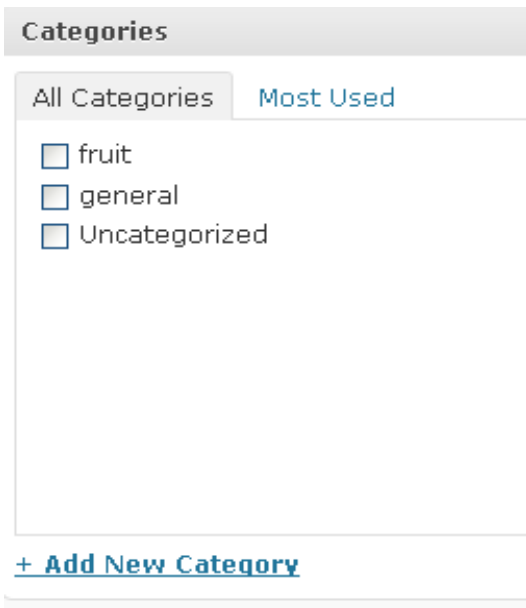


Fig 8: Assign a Category

1. Open up a Post Page or create a new Post page.
2. On the right hand side there is a category menu. All categories that have been created will be listed.
3. Check each relevant category. A post can belong to more than one category.

View Category

On Home page, there will be a Category Widget, listing all categories. The client will click on the on a category to view all relevant articles.



Fig 9: View Categories

Optional: Tags

What is a Tag

A tag is a keyword which describes all or part of a Post. It is similar to a category but smaller in scope. A post may have several tags. Like Categories, Tags are usually linked to a page which shows all posts having the same tag. Unlike Categories, Tags can be created on-the-fly, by simply typing them into the tag field.

Tags are useful to let clients know what the post is about

Many people confuse Tags and Categories, but the difference is easy: Categories generally don't change often, while your Tags usually change with every Post.

Adding a Tag

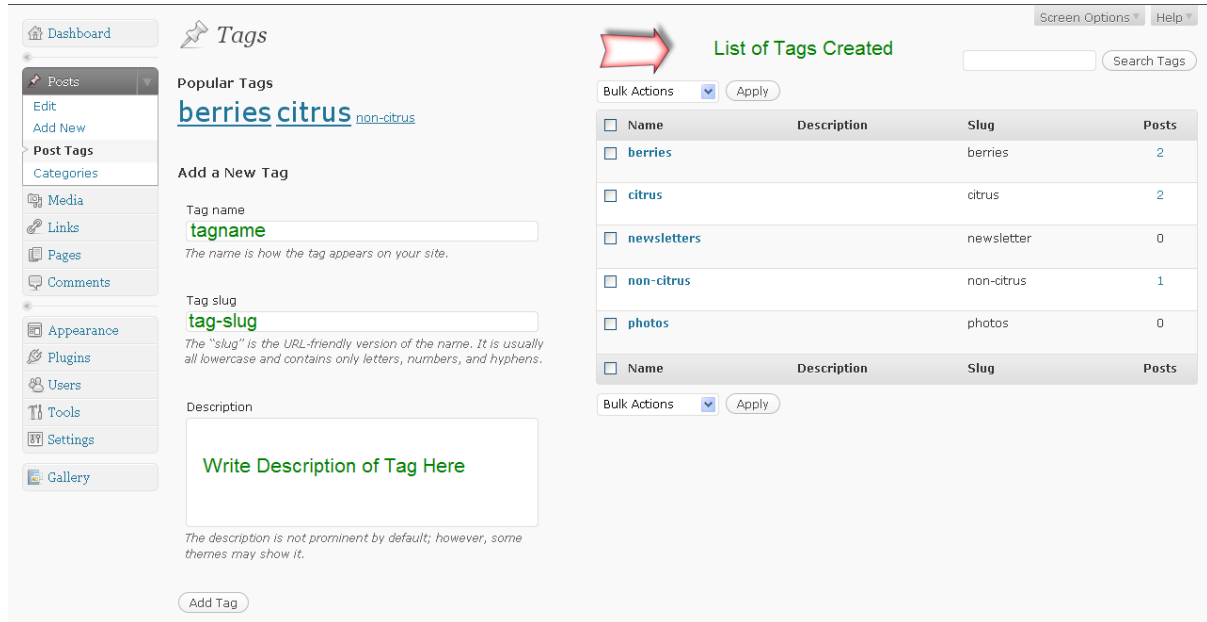


Fig 10: Adding a Tag

1. Dashboard -> Post -> Tags.
2. Create tag name.
3. Create URL for the tag
4. Optional: Description of the tag

Assigning a Tag

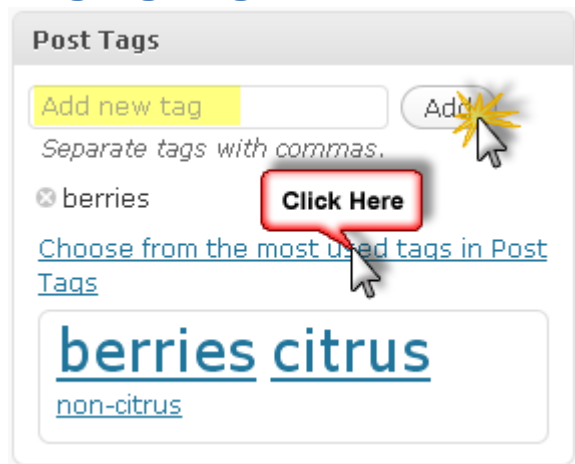


Fig 11: Assign a Tag

1. Open a Post or add a new Post.

2. Click on “Choose from the most used tag in post”. This will list all the popular tags. Select on the relevant tags. Each Post can have more than one tag.
3. Or just add new tag. This then will be automatically added to the TagList.

View Tag List

On Home page, there will be a Tag Widget, listing all tags. The client will click on the on a tags to view all relevant articles.



Fig 12: View Tag List

Quick Edit

Fig 13: Quick Edit

Instead of opening each posts, the Quick edit option is available.

1. Dashboard -> Posts – Quick Edit.
2. Select a post.
3. Select, de-select categories (purple section)
4. Add or delete Tags (yellow section)
5. Change the status of a Post (green section)
6. To change the order of a post appearing, then modify the date (pink section)

Sticky Posts

The screenshot shows the 'Quick Edit' interface for a post. The title is 'Pear' and the slug is 'pear'. The date is set to February 22, 2010, at 14:41. The categories are 'fruit', 'general', and 'Uncategorized', with 'fruit' checked. The tags are 'non-citrus'. The status is 'Published'. The 'Make this post sticky' checkbox is checked and highlighted in yellow. A red callout box with a mouse cursor points to the 'Update Post' button and is labeled 'Click Here'.

Fig 14: Sticky Posts

A **sticky post** remains on the front page of the Blog page preventing it from being buried by newer posts.

This is useful if the User needs to advertise an event, issue an announcement, but still be able to publish newer articles.

1. Dashboard -> Posts -> Edit
2. Quick Edit on the relevant Post. Tick the post Sticky box (marked in yellow). Update changes.

When the post is no longer relevant, uncheck.