

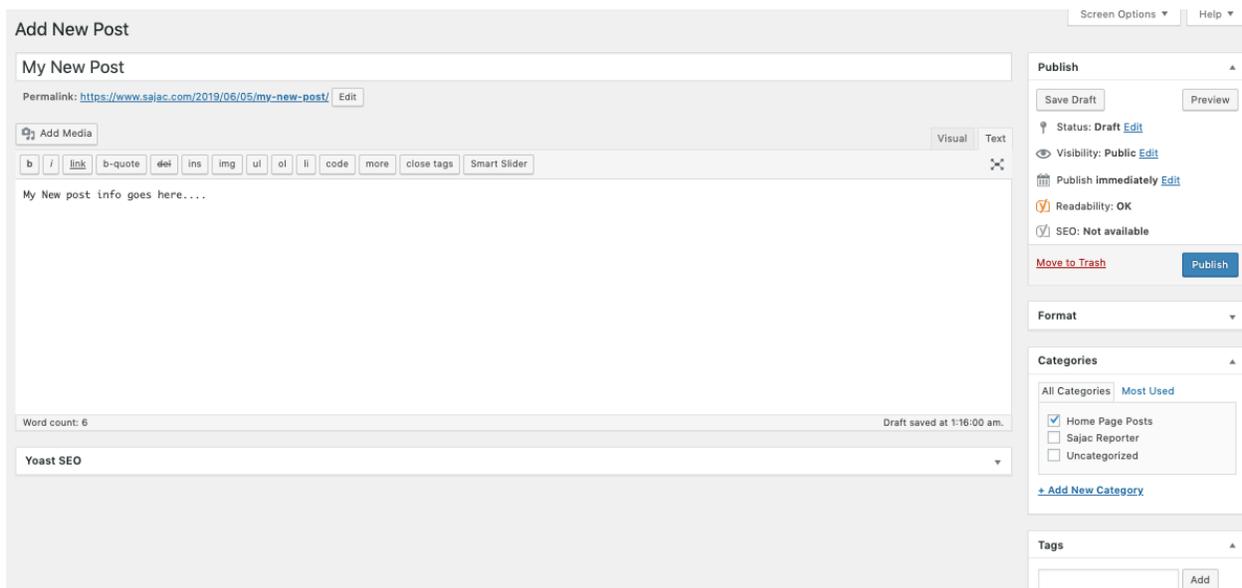
## HOW TO MANAGE: BLOG

created: 6/2/2019

- 1) Login to the SAJAC **WORDPRESS ADMIN HERE:** <https://www.sajac.com/sajac/wp-login.php> with the username and password provided to you. You are either and ADMIN, EDITOR or CONTRIBUTOR to the site with different permissions for each assigned role.
- 2) Once you are logged in, you can create, edit, delete and otherwise manage the posts for the blog and for the main SAJAC REPORTER PDF on the homepage.

### CREATE A NEW POST FOR THE BLOG

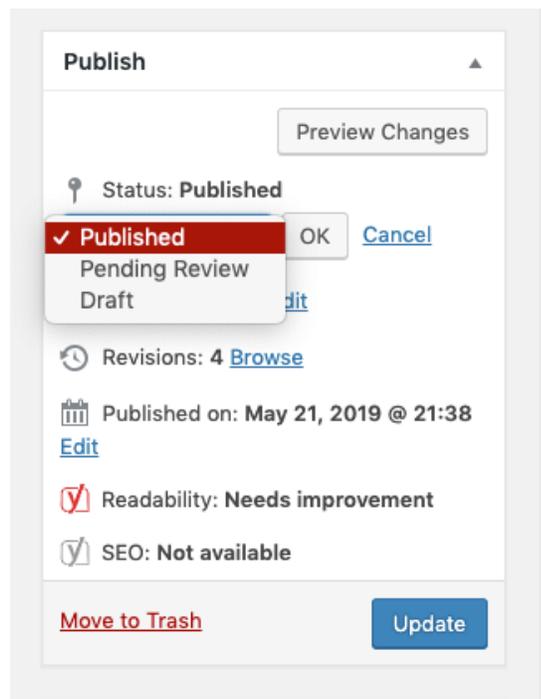
- 3) On the left, roll your mouse over **POSTS** and you will see **ADD NEW**
- 4) There are two CATEGORIES for the posts. One is called HOME PAGE POSTS and the other is called SAJAC REPORTER. When creating posts, you will select and assign your post mostly to the HOME PAGE POSTS category as below.
- 5) Once you have selected to ADD a new post, you will need to NAME the post where it says **ADD TITLE**



The screenshot shows the WordPress 'Add New Post' interface. The title field is labeled 'My New Post'. Below the title, there is a permalink field with the URL <https://www.sajac.com/2019/06/05/my-new-post/>. The main content area is empty, with a placeholder text 'My New post info goes here....'. The right sidebar contains several sections: 'Publish' (Save Draft, Preview, Status: Draft, Visibility: Public, Publish immediately, Readability: OK, SEO: Not available, Move to Trash, Publish), 'Format' (dropdown), 'Categories' (All Categories, Most Used, Home Page Posts (checked), Sajac Reporter, Uncategorized, Add New Category), and 'Tags' (input field, Add).



- 12) **REMOVE POST FROM HOME PAGE:** If you don't want the post to appear on the home page, simple **DESELECT** the check box next to **Home Page Posts** then select **UPDATE** on the top right of the post.
- 13) **MAKE THE POST A DRAFT:** There are instances when you are not finished editing the post or not ready to post the post live on the website. You can simply click on the post that you would like to edit. Then on the top next to **STATUS** you can select **EDIT** and then you will see the drop down to make it a **DRAFT**. Simple select **DRAFT** then select **UPDATE** and you are done.



**NOTE: DELETING A POST** you can roll your mouse over a post and select **TRASH** this will send the post to a TRASH link that you will now see above the posts, in the event that you would like to restore the post or made a mistake.

<input type="checkbox"/>	Title	Author
<input type="checkbox"/>	<b>My New Post — Draft</b> Edit   Quick Edit   <b>Trash</b>   Preview	afterdark
<input type="checkbox"/>	<b>New Jewish Cemetery Consecration 5.26.19 @ 10.30 am</b>	Pamela Natha

All (14) | Mine (8) | Published (11) | Drafts (3) | **Trash (1)** | Cornerstone content (0)

Bulk Actions	Apply	All dates	All Categories	All SEO Scores
<input type="checkbox"/>	Title	Author	Categories	
<input type="checkbox"/>	My New Post	afterdark	Home Page Posts	
	<a href="#">Restore</a>   <a href="#">Delete Permanently</a>			
<input type="checkbox"/>	Title	Author	Categories	
Bulk Actions	Apply	Empty Trash		

Select the TRASH link, roll mouse over the post and select RESTORE.