

Blog Manual

Log in to the site

1. In your browser, go to:
<http://wareinbloom.org.uk/wp-login.php>
2. Username: admin
3. Password: Flowers67Bulbs
4. Click **'Log In'**



Username

2 admin

Password

3

Remember Me

4 Log In

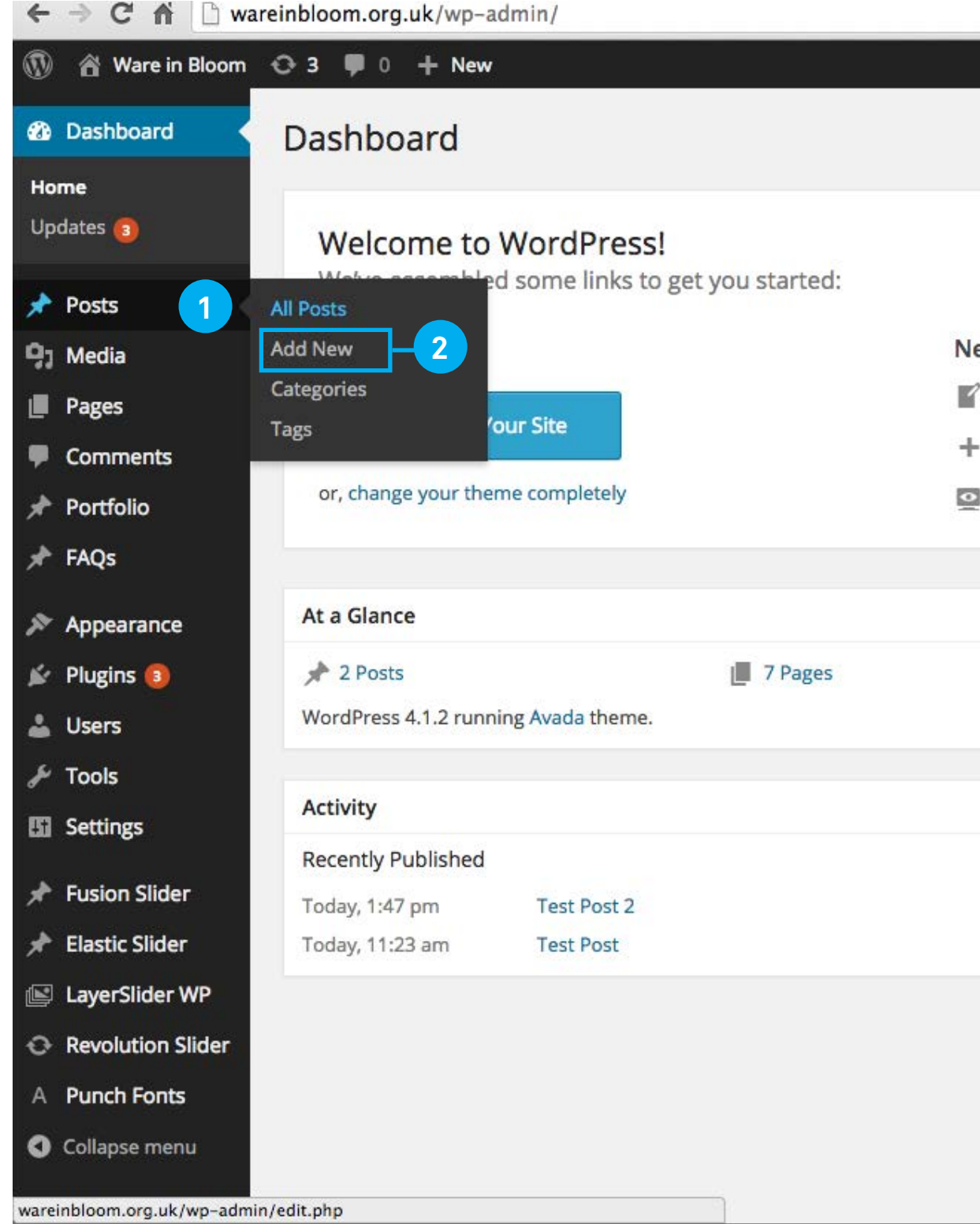
[Lost your password?](#)

[← Back to Ware in Bloom](#)

Add a new blog post

1. Click the **'Posts'** button on the top left part of the screen

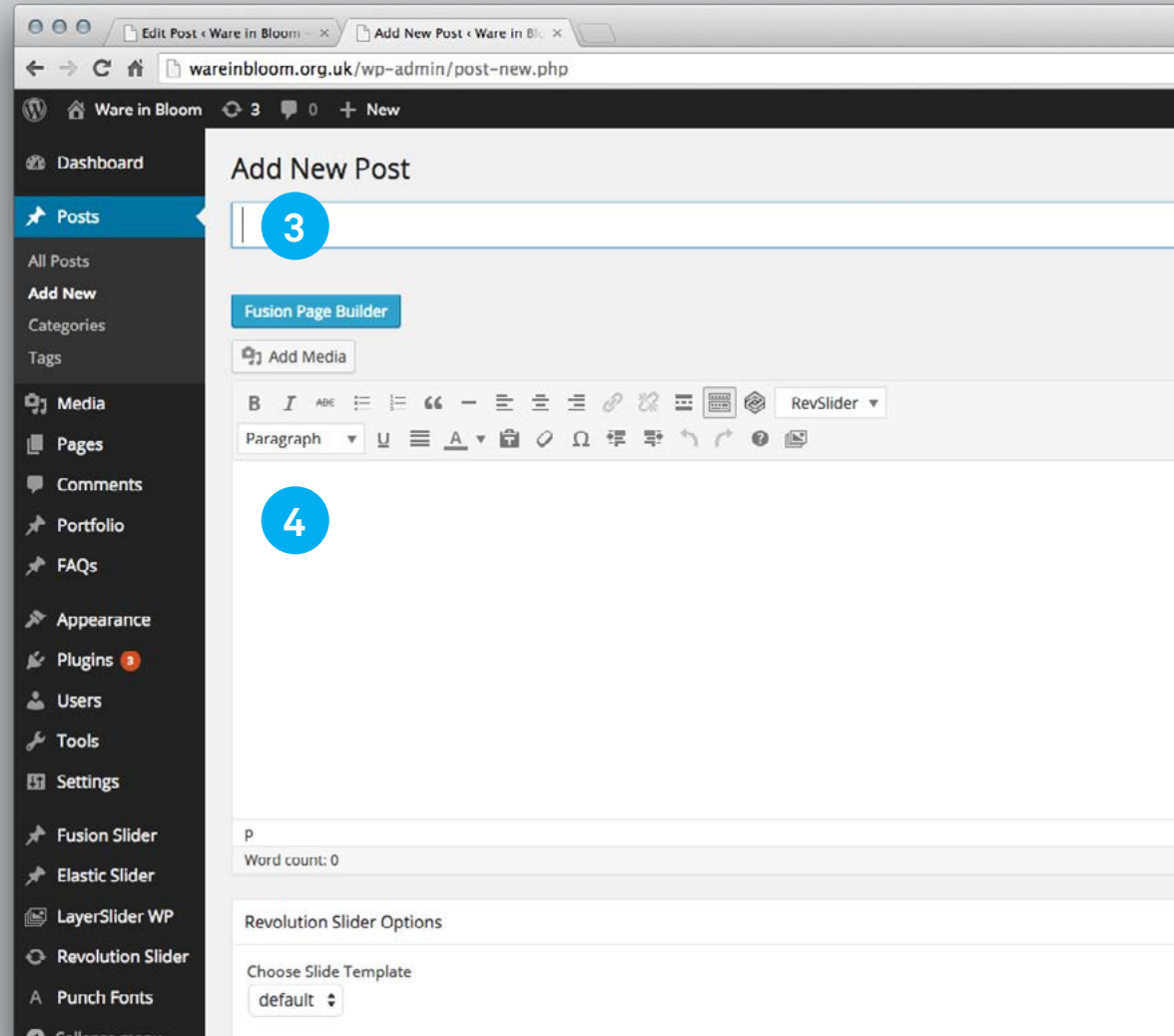
2. Click **'Add New'**



Add a new blog post

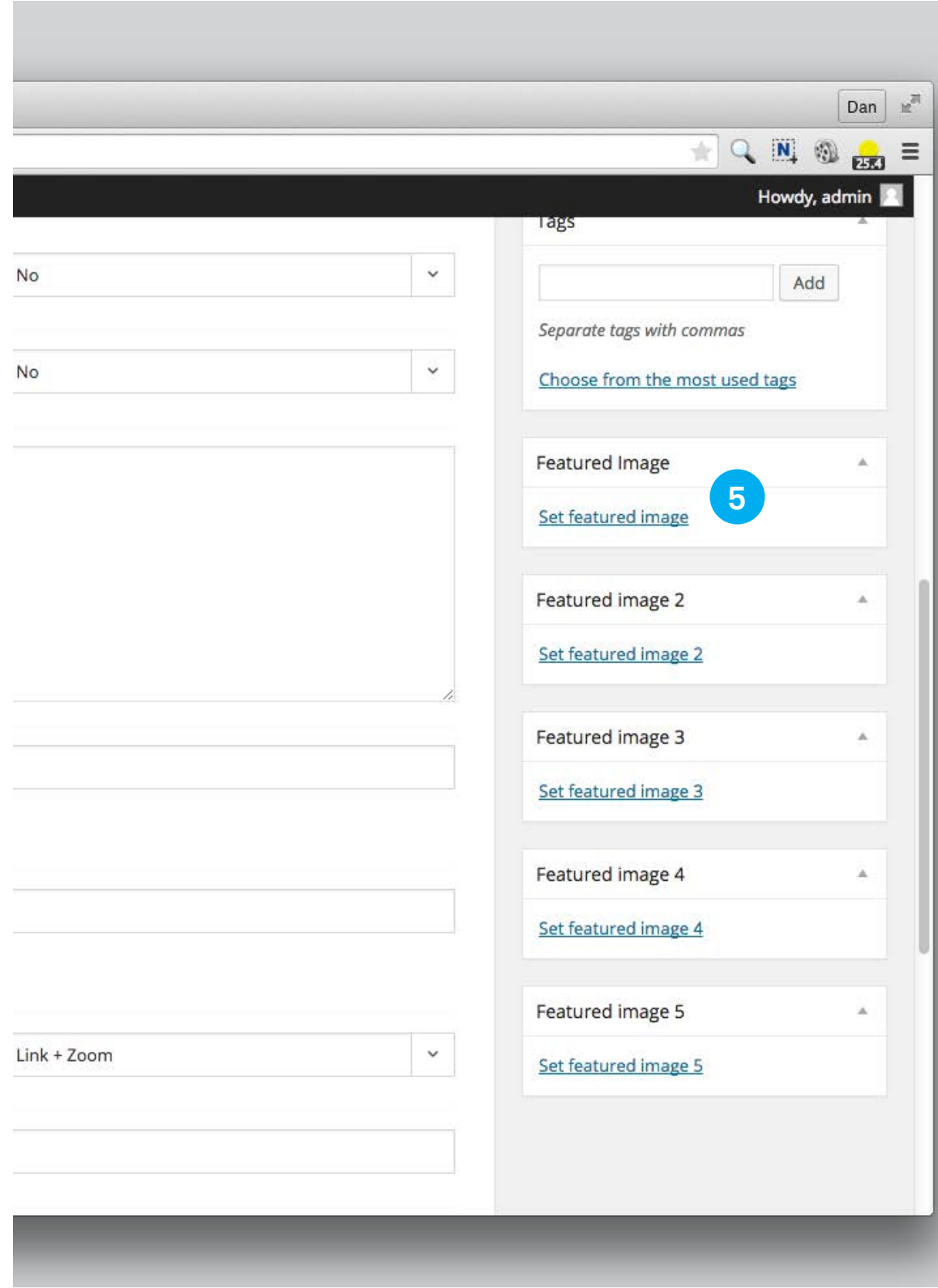
3. Write the post title

4. Compose the post in the text box. The text editor is very similar to Word, enabling you to align paragraphs and create bold text, etc.



Add a new blog post

5. Add the 'feature image'. This is the image that accompanies the bog post. You can ignore the other slots.



Add a new blog post

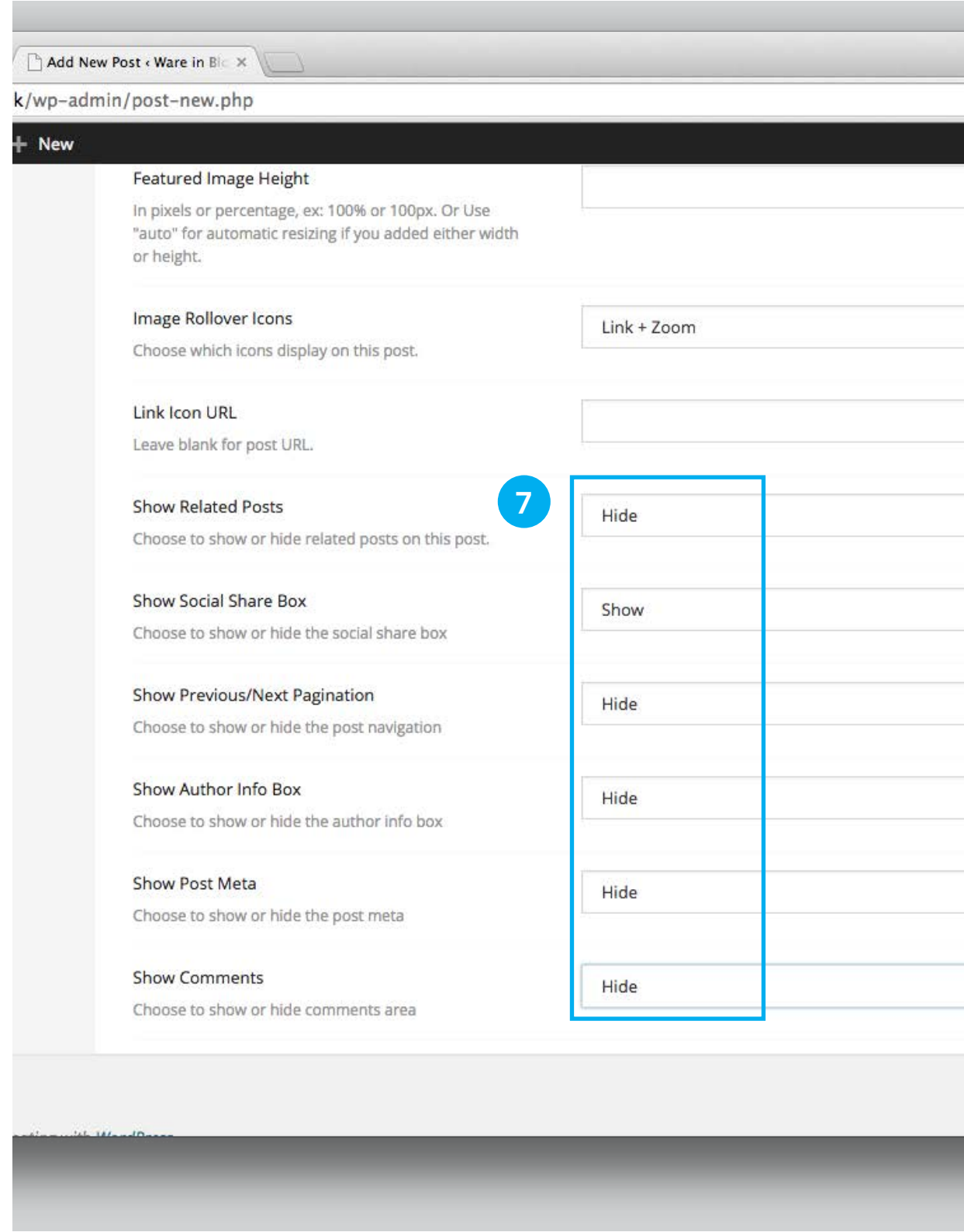
6. Scroll down to the white box titled 'Fusion Options'

The screenshot shows a web browser window with the URL `wareinbloom.org.uk/wp-admin/post.php?post=174&action=edit`. The page title is "Bloom" and there are navigation links for "New" and "View Post". A blue circle with the number "6" highlights the "Fusion Options" section. On the left, a sidebar menu lists various options: Post, Page, Sliders, Header, Footer, Sidebars, Background, and Page Title Bar. The "Fusion Options" section contains several settings:

- Post**: A list of options including Post, Page, Sliders, Header, Footer, Sidebars, Background, and Page Title Bar.
- Disable First Featured Image**: A toggle set to "No". Description: "Disable the 1st featured image on single post pages."
- Use 100% Width Page**: A toggle set to "No". Description: "Choose to set this post to 100% browser width."
- Video Embed Code**: A text area for inserting YouTube or Vimeo embed code.
- Featured Image Width**: A text input field. Description: "In pixels or percentage, ex: 100% or 100px. Or Use 'auto' for automatic resizing if you added either width or height."
- Featured Image Height**: A text input field. Description: "In pixels or percentage, ex: 100% or 100px. Or Use 'auto' for automatic resizing if you added either width or height."
- Image Rollover Icons**: A toggle set to "No Icons". Description: "Choose which icons display on this post."

Add a new blog post

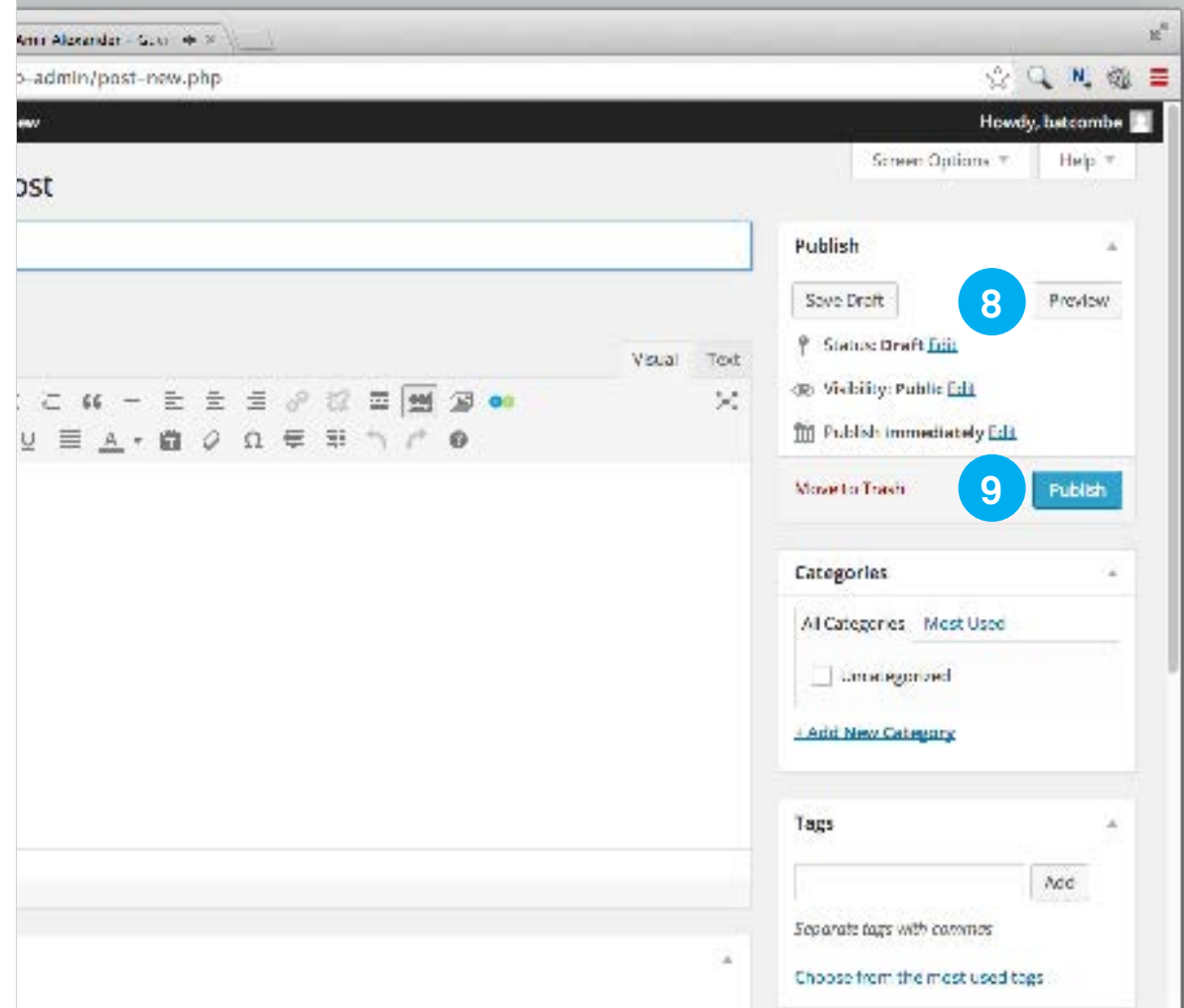
7. Scroll down further and copy the settings as shown here:



Add a new blog post

8. Click **'Publish / Update'**. The page will refresh.

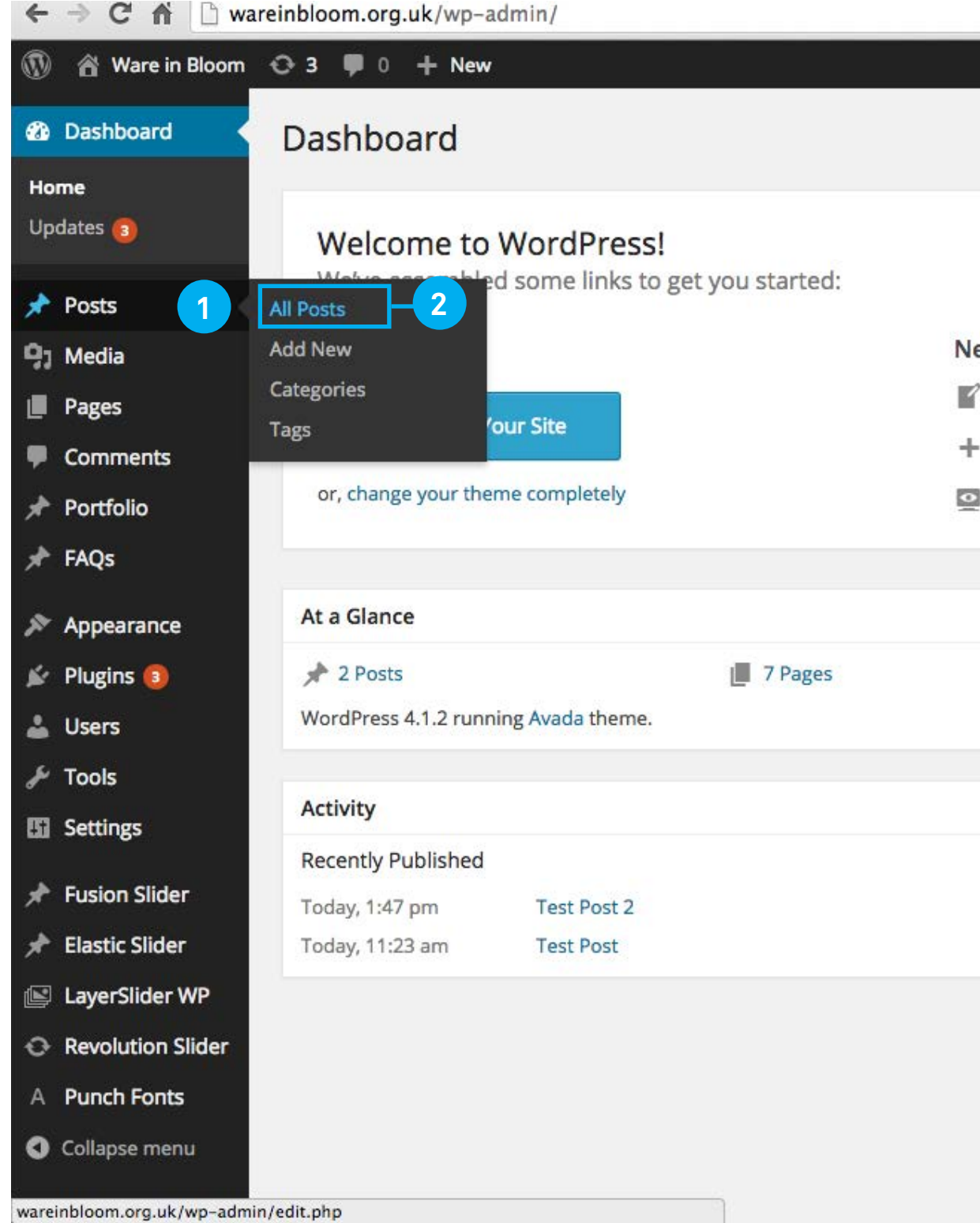
9. Now click **'Preview'**. This will open the blog page in a new tab. Make sure everything is working as it should be.



Edit or delete a blog post

1. Click the **'Posts'** button on the top left part of the screen

2. Click **'All Posts'**



The screenshot shows the WordPress dashboard for 'Ware in Bloom'. The left-hand navigation menu is open, and the 'Posts' option is highlighted with a blue circle containing the number '1'. A sub-menu is displayed next to it, with the 'All Posts' option highlighted by a blue box and a blue circle containing the number '2'. The main dashboard area shows a 'Welcome to WordPress!' message, a 'Your Site' button, and an 'At a Glance' section with statistics for 2 posts and 7 pages. Below that is an 'Activity' section showing recently published posts.

wareinbloom.org.uk/wp-admin/

Ware in Bloom 3 0 + New

Dashboard

Home
Updates 3

Posts 1

Media

Pages

Comments

Portfolio

FAQs

Appearance

Plugins 3

Users

Tools

Settings

Fusion Slider

Elastic Slider

LayerSlider WP

Revolution Slider

Punch Fonts

Collapse menu

All Posts 2

Add New

Categories

Tags

Your Site

Welcome to WordPress!

Make use of some links to get you started:

or, change your theme completely

At a Glance

2 Posts

7 Pages

WordPress 4.1.2 running Avada theme.

Activity

Recently Published

Today, 1:47 pm Test Post 2

Today, 11:23 am Test Post

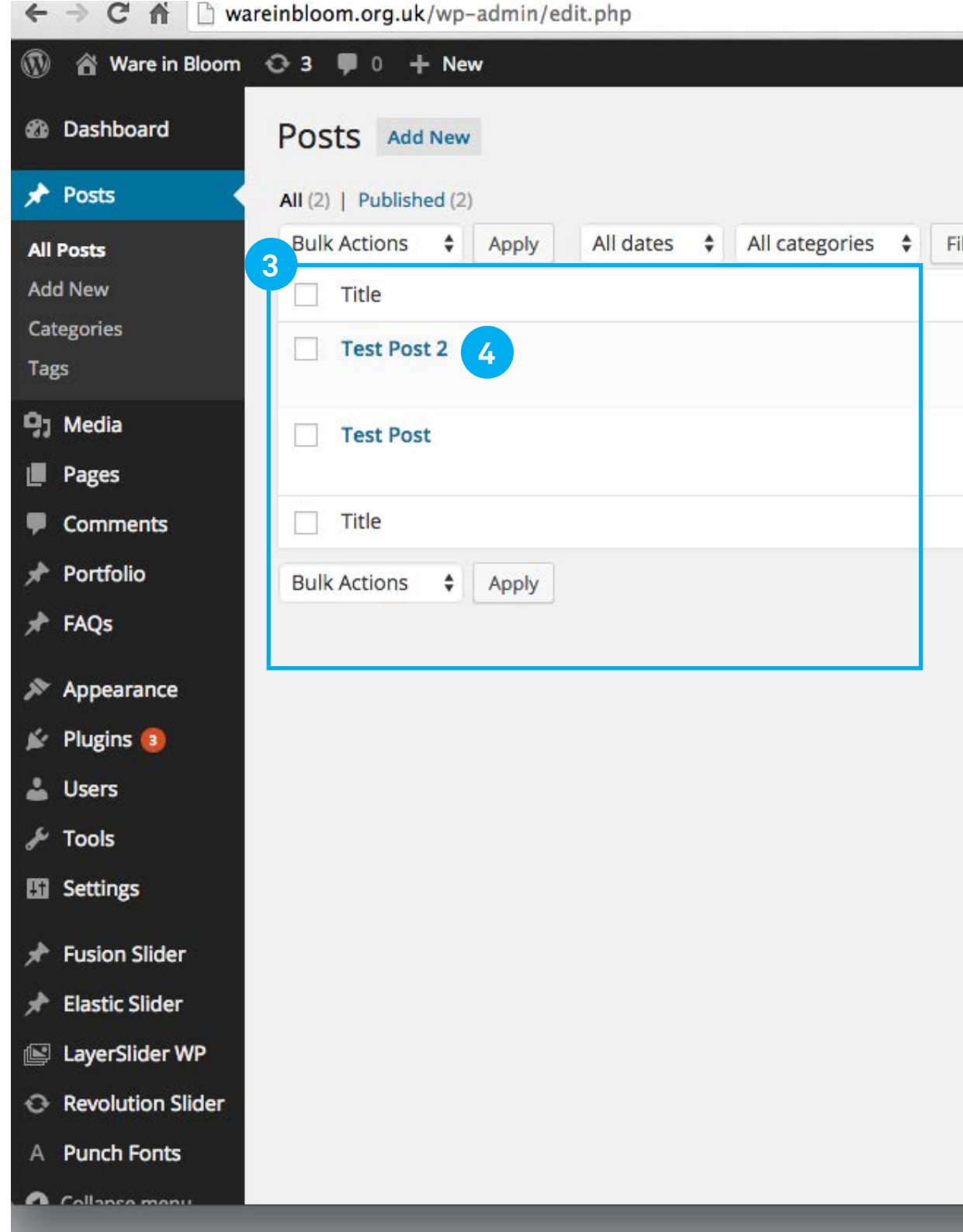
wareinbloom.org.uk/wp-admin/edit.php

Edit or delete a blog post

3. locate the blog post you want to edit or delete.

4. Hover your mouse pointer over the post title (in this case 'Test Post')

Options will appear letting you either 'Edit' or 'Trash' the post. Clicking 'Edit' will take you back to the post page - see page 4 of this document). Clicking 'Trash' will remove the post from the blog.



The screenshot shows the WordPress admin dashboard for 'Ware in Bloom'. The left sidebar contains a menu with items: Dashboard, Posts (highlighted), All Posts, Add New, Categories, Tags, Media, Pages, Comments, Portfolio, FAQs, Appearance, Plugins (with a red notification badge), Users, Tools, Settings, Fusion Slider, Elastic Slider, LayerSlider WP, Revolution Slider, and Punch Fonts. The main content area shows the 'Posts' section with 'Add New' button, 'All (2) | Published (2)' filters, and a table of posts. The table has columns for 'Bulk Actions', 'Apply', 'All dates', and 'All categories'. The first row is 'Title'. The second row is 'Test Post 2' with a red circle '4' next to the title. The third row is 'Test Post'. The fourth row is 'Title'. At the bottom of the table, there are 'Bulk Actions' and 'Apply' buttons. A red circle '3' is next to the 'Bulk Actions' dropdown menu.