

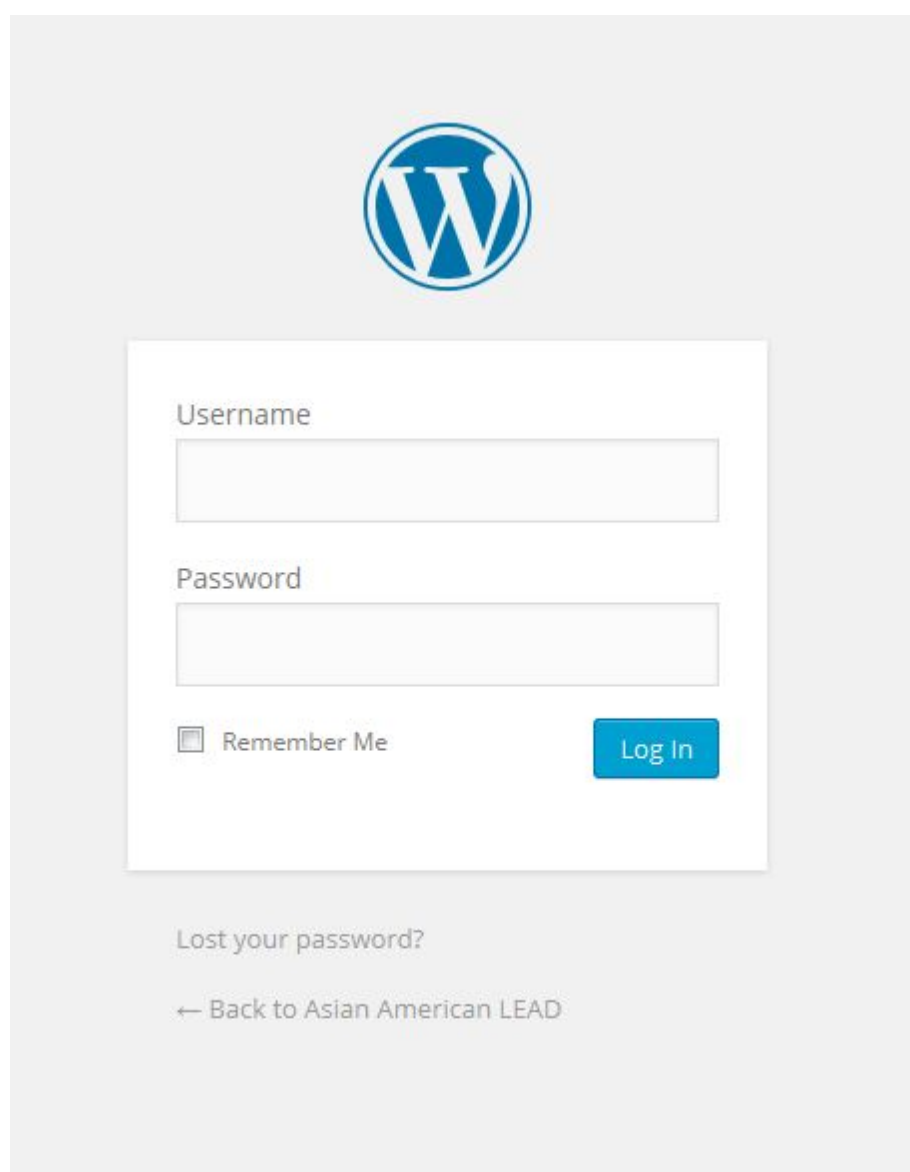


**AALEAD BLOG**

**USER MANUAL**

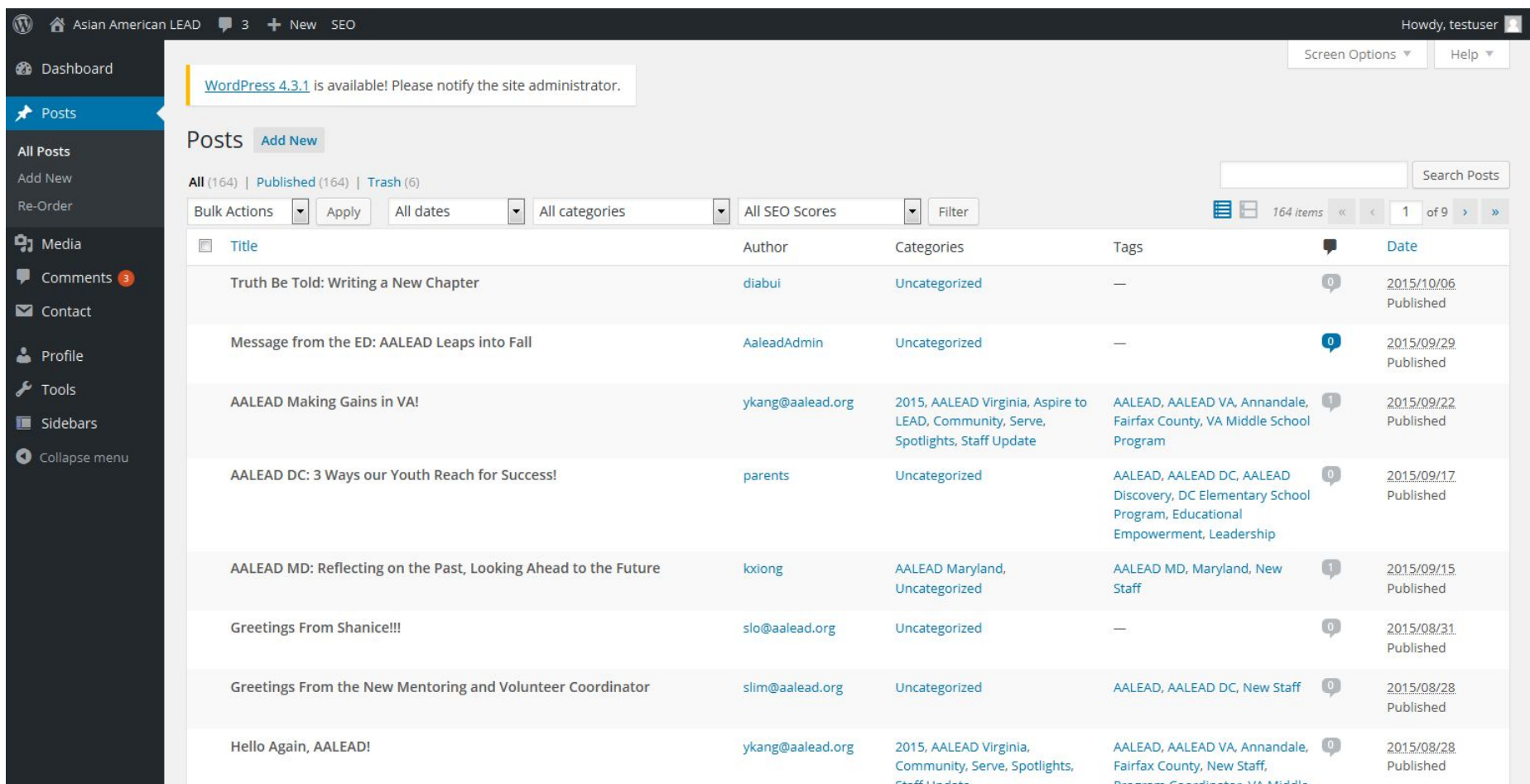
## How to Login

In order to make any modifications to your site, you need to log in to the Administration. Enter <http://www.aalead.org/wp-admin/> in the URL. You will find the login page at this URL.



## Posts

After clicking on the *Posts* menu option you'll be shown a list of Posts that your site contains. Among the information displayed is the Post title, the Author, Categories, Tags, No. of Comments and either the Date Published, Date Scheduled or the Date the Post was Last Modified. The Posts screen will look similar to the screen below.



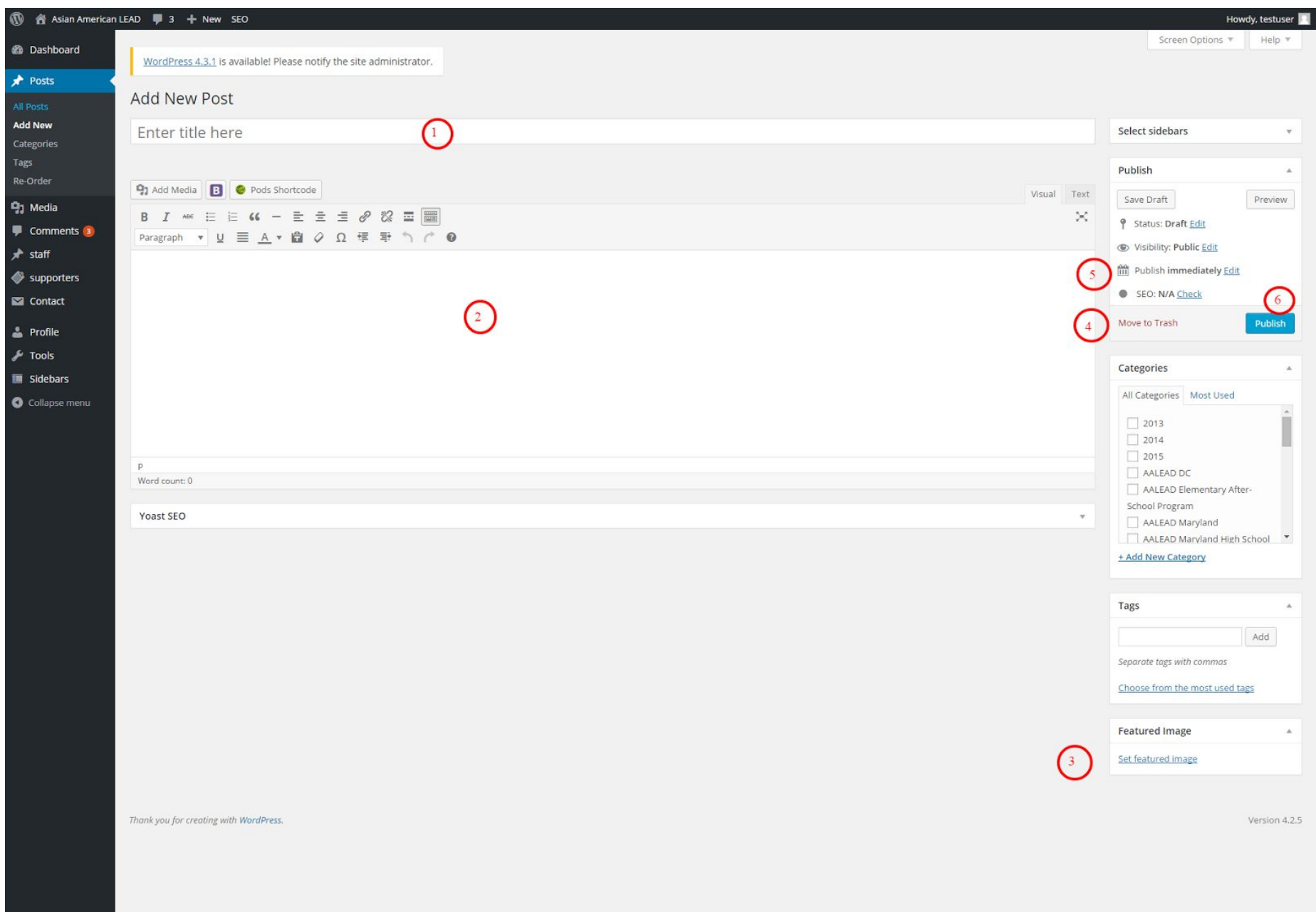
At the top of the page you can view how many Posts in total you have in your site, how many are Published, Scheduled, Sticky, Pending, in Draft or in the Trash.

When hovering your cursor over each row, a few links will appear beneath the Post title. (It will display only publish a post by yourself)

- **Edit** – Will allow you to edit your Post. This is the same as clicking on the Post title
- **Quick Edit** – Allows you to edit basic Post information such as Title, Slug, Date plus a few other options
- **Trash** – Will send the Post to the Trash. Once the Trash is emptied, the page is deleted
- **View** – Displays the Post. If the Post hasn't been published yet, this will say *Preview*

## Adding a New Post

To add a new Post, hover over the *Posts* menu option in the left-hand navigation menu and in the fly-out menu, click the *Add New* link. Alternatively, click the *Posts* menu option and then click the *Add New* link underneath, or the *Add New* button at the top of the page. You will be presented with a page similar to the image below.



1. For editing the post title.
2. You can add the content in the Editor, and style your post using Visual or Text editor by switching between Visual or Text.
3. For uploading image, Just click on “Set featured image” link and select appropriate image from your system files. If you want to add images on the content, just click “Add media” button to the left of the post editor.
4. If you click 'Move to Trash' for any item, it will be sent to the trash. Once an item is placed into the Trash, it remains there for 30 days (by default) before being permanently deleted. You can also choose to permanently delete items from the Trash at any time. Once an item has been permanently deleted, it is gone forever.
5. In the Publish module to the right of the post editor, click the blue Edit link next to Publish immediately. Set the future date/time when you want the post to publish itself and click OK. To schedule a post in the PM, you will need to use the 24-hour clock.

Instead of “Publish immediately”, it will now say Schedule for: followed by the date and time you specified, and the button has changed from Publish to Schedule.

6. Once the content is added, click on “Publish” button for publish the post or save as Draft