

I Overview

This tutorial is intended to provide instruction on how the Client Admin can add and edit blog posts on the website. Please note that access to structural parts of the website (layout of sections, rows, colors, backgrounds, etc.) are not editable by the Client Admin in order to preserve the integrity of the basic architecture and prevent unintended website crashes. Access by the Client Admin is accomplished through the use of secure login credentials.

II. Logging In

A. General

In order to gain entry to your Client Admin privileges it is necessary that you provide the credentials supplied by your Hyland Technologies representative. This helps ensure that only those persons who are authorized can make changes to the website.

B. Procedure

1. Open your browser and type in the URL of the website Client Admin port. The URL is: <https://mcclimonchiropractic.com/wp-admin>. This will bring up the dialog box shown in Figure 1 below:

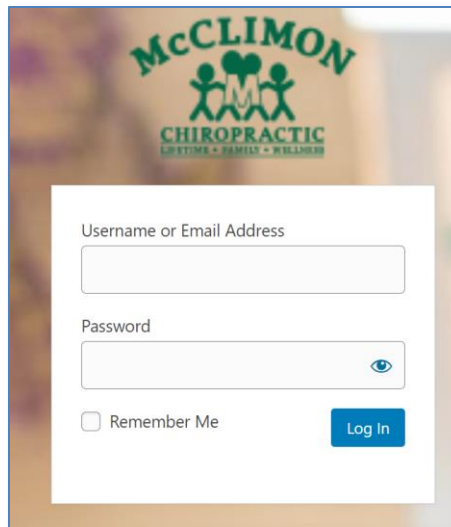
The image shows a login form for McClimon Chiropractic. At the top, there is a logo with the text "McCLIMON" in a large, green, serif font, followed by "CHIROPRACTIC" in a smaller, green, sans-serif font, and "LIFETIME • FAMILY • WELLNESS" in an even smaller font below it. The logo features three stylized human figures in green. Below the logo is a white login box with a thin border. Inside the box, there are two input fields: "Username or Email Address" and "Password". The "Password" field has a small eye icon to its right. Below the input fields is a checkbox labeled "Remember Me" and a blue button labeled "Log In".

Figure 1

2. Enter the login / password credentials provided to you and click on the **Log In** button. This will bring you to the Welcome Screen of the website. (shown in Figure 2) Links on this screen are provided to access other tutorials on the website that can be followed to edit textual and image portions of the site.

III. Adding A New Blog Post

A. General

The addition and editing of blog posts is accomplished using the “back end” of your WordPress website and the actual contents or verbiage can be directly input or pasted into the new post from any source such as Microsoft Word. Such functions as copy, paste, delete, etc. can be used.

B. Procedure to Add A New Blog Post

1. Select Posts -> Add New from the drop-down menu item on the left-hand panel.

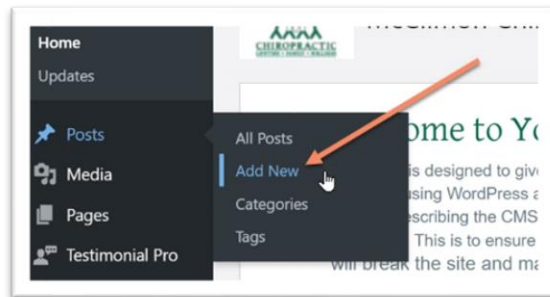


Figure 2

This will bring up the screen used to create a new blog post.

2. **Add the Blog Post Title**

Your cursor should be in the field “Add Title” in the upper-left of the screen, so simply enter a descriptive title for the new post.

3. **Change the Page Layout** to “No Sidebar” from the drop-down menu in the upper-right of the page.

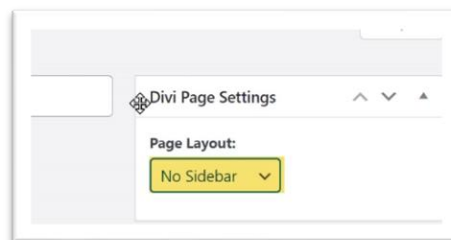


Figure 3

4. **Select the Format of the post** from the right-hand panel.

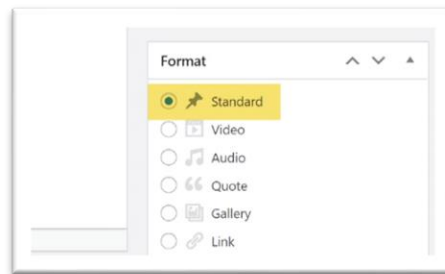


Figure 4

- If you are creating a mainly textual blog, either from manual keyboard entry or from copied text, select “Standard”.
- If the blog post will be a video, select “Video”.

(How the actual post content will be associated with each will be covered later.)

5. **Select the Post Category** from the right-hand panel.

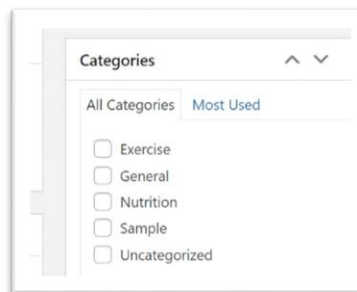


Figure 5

6. **Enter the contents of the post** – In the large text box on the page enter the main textual content of the blog post. You may enter it manually using your keyboard or copy and paste it from another source. This is the text that will be displayed on the Blog Post page and, depending on its length, may be truncated to conserve space on the page.
- If the post format that you selected is “Standard”, then no other entries beyond the text will need to be made.
 - If the post format selected is “Video”, then add a blank line below the last line of text and paste in the actual link to the video. When the post is

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published, a thumbnail of the video will be automatically used as the blog post image and will be playable within the post listing.

7. Using Documents/PDF's in Blog Posts – If you intend to publish a document or PDF as a Blog Post, the procedure is basically the same as for a “Standard” format blog post with a few exceptions.
 - After entering / pasting the textual content of the blog post, add a new line and enter the URL (link) to the document. This is easily accomplished by navigating to the Media Library -> documents -> blog, selecting an existing document or uploading a new one and clicking on the “Copy URL to clipboard” button on the right-side panel. This will place the URL of the selected document on the clipboard.

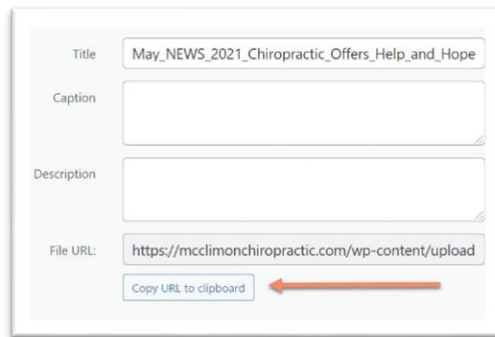


Figure 6

- Next, enter “View Full Article” or whatever caption you like, highlight it and click on the “Link” icon from the menu above the text block and paste the copied URL into field that appears. Click on the “Return” icon in the dialog box or simply press the Return key on your keyboard. This link will now appear in the blog post and will bring up the document for viewing.

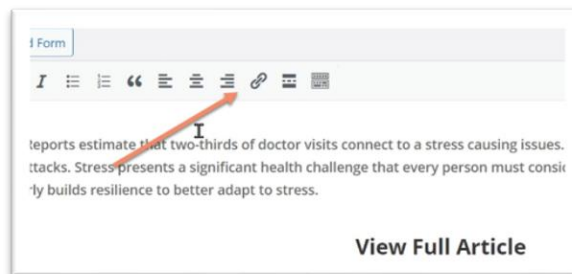


Figure 7

8. **Setting the Featured Image** – The Featured Image will be displayed at the top of the Blog Post. If the Blog Post Format selected was “Video”, then setting the Featured Image is not required because the thumbnail of the selected video

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will be used, however if you would like a different image to appear with the post, you may also override the thumbnail by selecting another image for display. To set the Featured Image, use the dialog box in the lower-right of the screen and click on “Set Featured Image”, which will take you to the Media Library where you can select an image in the library or upload a new one.

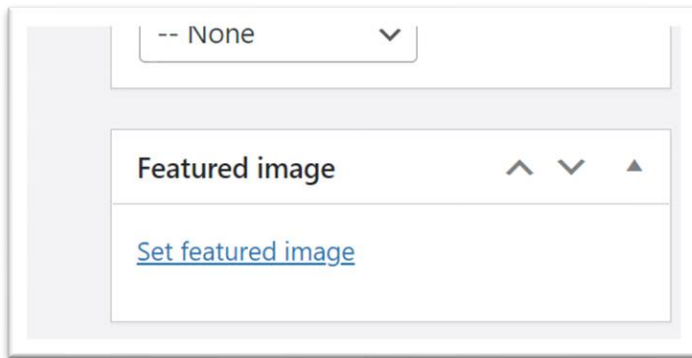


Figure 8

9. Saving the Blog Post

Once you are satisfied with the post, click on the blue “Publish” button in the right-hand panel. (If you are editing a previously published post, then click on the blue “Update” button.)

IV. Editing An Existing Blog Post

To edit an existing blog post, click on the “Posts” or “All Posts” menu item on the left panel and select the post that you want to edit. From the next screen you can change any parameter or content you want using the same procedures as when adding a new Blog Post.

V. Ending Your Editing Session & Logging Out

- A. To end your editing session it is necessary to log out to prevent someone else from using your account to make website changes. To Log Out, simply click on your Welcome message link in the upper-right corner of the screen and click on the Log Out link, as shown below.

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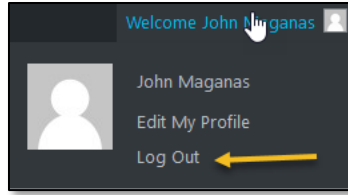


Figure 9

This will return you to the Login Screen that you began your session with. You may now close your browser.