

HOW TO NAVIGATE THE AAUWMI BLOG

Tutorial

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1. Go to the website www.aauwmi.org and click on the **AAUWMI Blog** link from the navigation bar.
2. Or, enter the link name in your browser window <http://www.aauwmi.org/blog/> to go directly to the blog.
3. Scroll down the blog's homepage to the **Log in** link under **Meta** on the left side of the page.
4. Enter your username & password and click Log In box.
5. Dashboard page appears. Click on **Write** or **Write a New Post.**
6. Blog post page appears. Give your blog post a **Title**.
7. Compose your blog in the white space below the Post toolbar. Add media such as photos, change font, align text by clicking on icons in toolbar.
8. Preview your post before publishing it. Click ***Preview this Post.*** Your text will appear in a new window.

9. A pop-up window lets you see your post before publishing it.

10. Choose **Save** or **Publish** or **Delete** your post.

11. Save Your Blog Post.

- Click **Save**. You can return later to resume writing and/or editing your post.
- Click **Manage** in the toolbar below AAUW of Michigan Blog to find your post under Drafts.

Note: Delete post appears in the grey box after you Save a post. Click on it to delete your post immediately.

12. Returning to an unpublished post:

- Log in to AAUW of Michigan Blog.
- Select **Manage** from toolbar.
- Click on **Drafts** from the toolbar.
- Locate your post. Identify it by the title/author (username).
- Posts are listed in descending order.
- Select your post and you will be returned to the **Write** a post screen.
- Make your changes.
- Choose **Publish**, **Delete** or **Save**.

13. Select your unpublished post from **Manage** Posts screen. Unpublished posts are listed as *Drafts*. *Selecting **Drafts** will take you directly to the list of unpublished saved posts. Most recent saved posts are in at the top of the list in descending order.*

14. Return to **Write** Post.

15. Add tags to attract visitors to your blog post. Choose **tags** – these are words or phrases used in your title and blog post. Scroll down page of the **Manage Posts** screen to the **Tags** section. Enter tags in box. Separate tags with commas.

16. Click into the box to left of **Add**. Enter words and/or phrases from your post. Or, choose pre-designated tags from the list.

17. **Manage Posts** screen Click on your **saved** post. Screen returns to **Write** Post under **Manage** Posts screen.

18. Select or create **Categories** for your posts. The Categories box is below Tags. **Add new ones or select from list.**

19. **Publish** your Blog post. **Manage** Posts screen message shows list and message *“Your post has been saved.”*

20. See your blog post, click [View post.](#)

21. Your post is published!

22. Link your blog posts on social networks and micro-blogging services:

- Link your blog posts to Facebook pages.
- Post 140-character “tweets” on Twitter and other social networking and micro-blogging services and direct followers with a link to your blog.
- Keep the dialogues going.
- Spread your message.
- Engage people in your cause or viewpoint.

PASSWORD Recovery

If you forget your password, at the log in screen click on [Lost your password?](#)

Enter your user name or email address and a new password will be emailed to you.

You will be able to reset it after you receive the replacement password from Wordpress.