

### ENTERING CONTENT

To enter content, the BEST method is to type directly in the blog.

If you copy/paste something from a Word document, you will paste all of Word's formatting into the blog content field – and it will be a mess! **Do not copy/paste from Word.**

If you have some text from an email or from another type of document that needs to be copied into the blog, copy/paste it into NotePad first to strip the formatting. Then copy/paste the NotePad text into the blog content field.

### POSTS

Posts are single entries that are 'posted' into a category. They will show up in the blog with the newest one on the top. They form a collection of data within a post category that is stored. Posts are linked together automatically so that you can click to **Next** or **Previous**. As posts collect and archive, they become highly searchable content for search engines to use in finding your site. And they give readers more to look at on your site, if they want to.

Do not delete posts or write over the top of them. Leave posts to collect and archive, or you are defeating the purpose of them! Choose Write Post – not Manage Post in the Dashboard.

*A note about POSTS:* The most current three posts entered in the blog will show up in the looping box on the front page of your website (if you have this feature). Keep this in mind when posting – the post titles should be SHORT and INFORMATIVE, so readers seeing them on the front page of the website are intrigued enough to click and read.

### PAGES

Pages are static elements that allow you to add content to the blog. Pages not in categories, but you can have 'child pages' in outline form subordinate to other pages. You can modify the content of pages or add new pages as needed.

Do not add pages (or posts) that duplicate information already on the website! That will only confuse the reader and lead to the opportunity for duplicating information – or worse, information will be changed in one place but not the other!!

### IMAGES

Images can be inserted in blog content using the editor function. However, images need to be correctly sized (pixel dimension and dpi) prior to uploading. If you are unclear how to resize images and/or do not have image editing software, *let us add the images* for you. Images should be 72dpi – and not over 400px in dimension, either vertical or horizontal.

### LINKING TO OTHER FILES

We cannot post Word documents to the server and link to them in the blog. That is a sure way to create a vulnerability for hackers or to otherwise infect the server with 'bugs'. If you want to create something in Word and have it posted as a link from the blog, it should be converted to a PDF file.