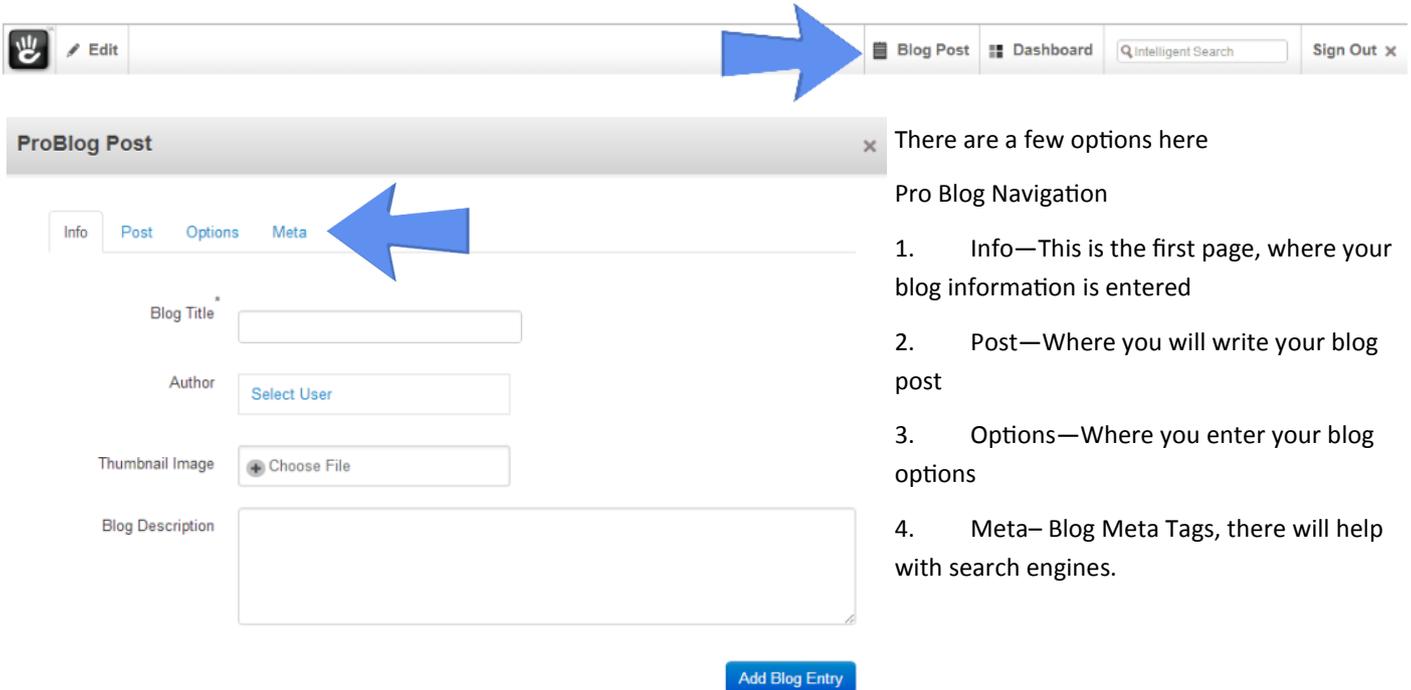**Pro Blog—Help Guide**

How to Post a Blog

Step 1. Login to your website, once login in you will see the editor bar across the top of your screen. Click on the "Blog Post" button.
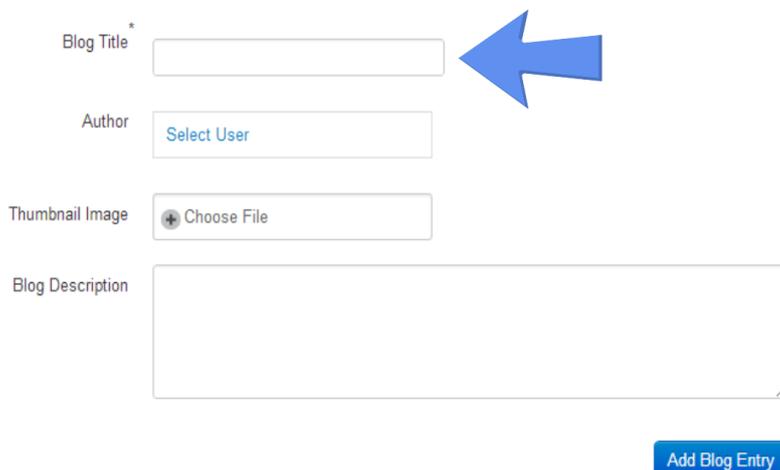
There are a few options here

Pro Blog Navigation

1.   Info—This is the first page, where your blog information is entered

2.   Post—Where you will write your blog post

3.   Options—Where you enter your blog options

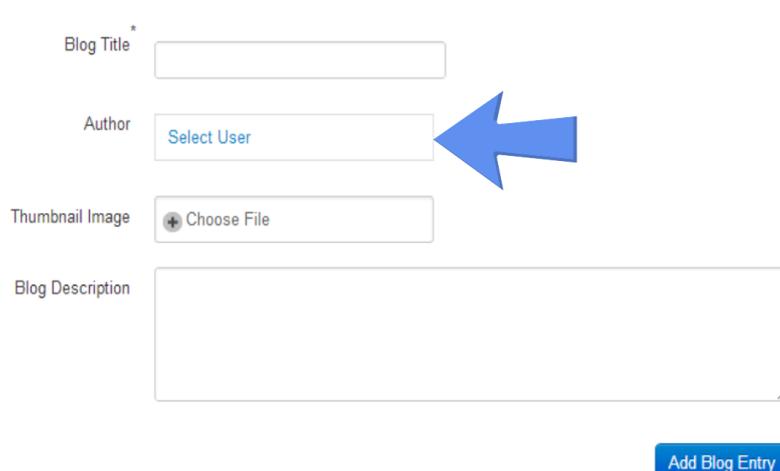4.   Meta– Blog Meta Tags, there will help with search engines.

Step 2. Your blog information.

2.1—Blog Title—This is where to enter the title of your blog

Step 3. Adding an author (optional Step)

3.1—Author—this is where you can select the author of your blog, by clicking on "Select User" the users of your website with open in a new window. Click on the user name that is the Author of this blog.

This is optional, you don't have to add a author to your blog, if you don't want an author, please move on to step 4

Adding the Author of the blog

3.2 Choose the author of your blog, click on there name and Pro Blog will add them as the author.

Step 4: Now to add a thumbnail image to your blog (optional step)

4.1—Click on "Choose File" Pro Blog will now open your file manager. If your image is not in your Concrete5 File Manager, you can upload it there.
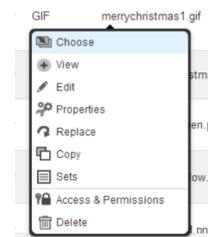

4.2—Choose your image that you want for your thumbnail of your blog. Click on the image name, and then click on Choose, See image blow

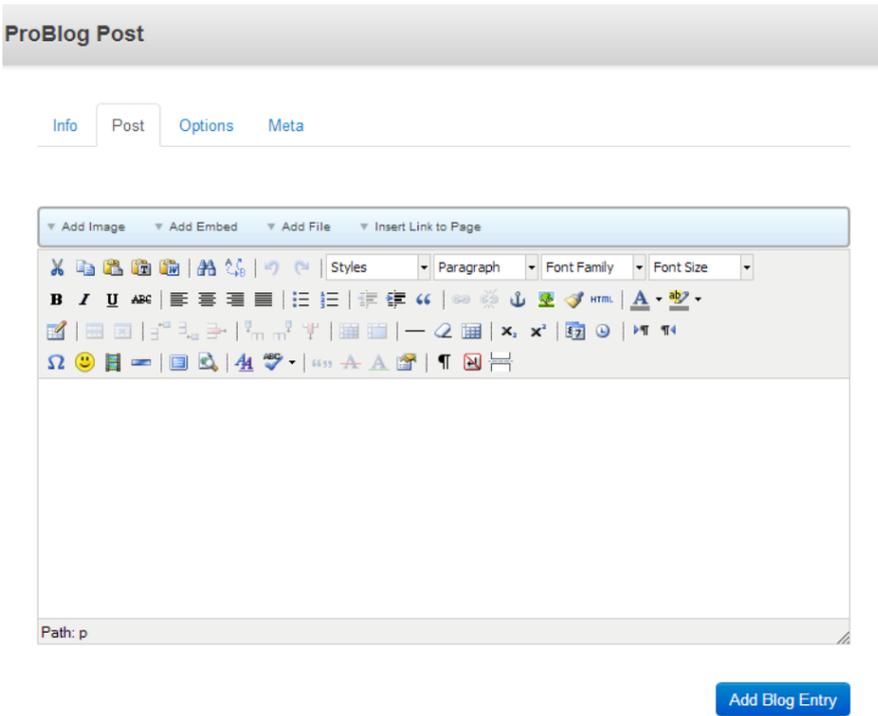Step 5. Adding a Blog Description.

5.1 Add a short description of your blog here

Step 6. Enter Your Blog, in the Pro Blog Navigation click on "Post"

ProBlog Post   ×

    Info   Post   Options   Meta

Step 7. Write your blog

ProBlog Post   ×   7.1—Write your blog in the text editor, use
                                                     the editing tools to change text size, colour,
    Info   Post   Options   Meta   add links and images.

    ▼ Add Image   ▼ Add Embed   ▼ Add File   ▼ Insert Link to Page

    ✂ ⎘ 📋 📋 📋 | 🔍 ⚙ | ↺ ↻ | Styles   ▾ | Paragraph   ▾ | Font Family   ▾ | Font Size   ▾
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    Path: p

                                                     Add Blog Entry

Step 8. Add your blog options , in the Pro Blog Navigation click on "Options"

ProBlog Post

    Info   Post   Options   Meta

8.1 You will now see this screen

1.   Data and Time—The data and time of your blog post

2.   Tags– Tags are key words about your blog post

3.   Blog Category—The category where you want your blog to be under

4.   Section Location—This is set to Blog by the default, you can add other section here if you want other post to be shown else ware.

5.   Exclude From Nav—Choose YES to exclude your blog post for the sites main Nav menu.

6.   Post link to Twitter—choose this if you have set up your twitter option, For more help with this contact your site admin.

7.   Draft Copy—Choose this if you don't want your blog post to show, great if you have not completed your post, you can come back to it and complete it later.

8.   Page Type—leave this as the default.

Step 9. Meta Tags, in the Pro Blog Navigation click on "Meta"

9.1 Add your Meta information, to help with search engines.

1. Meta Title—Enter the title of your post here

2. Meta Description—Enter the description of your post here

3. Meta Tags—Enter your meta tags here, these are like keywords.

Step 10. Add your Blog Entry

ProBlog Post   ✕

Info   Post   Options | Meta |

Meta Title   [   ]

Meta Description   [   ]
                    [   ]
                    [   ]

Meta Tags   [   ]
                    [   ]
                    [   ]

                                              [Add Blog Entry]

Once you have complete all other steps, you are ready to post your blog post.

Just press the blue "Add Blog Entry" button, and you are done.

Pro Blog—Dashboard Setting.

Step 1. Login to your website, then go to the Dashboard button

| Edit | | 📋 Blog Post | ▦ Dashboard | 🔍 Intelligent Search | Sign Out ✕ |

1.1—go to "View Full Dashboard"
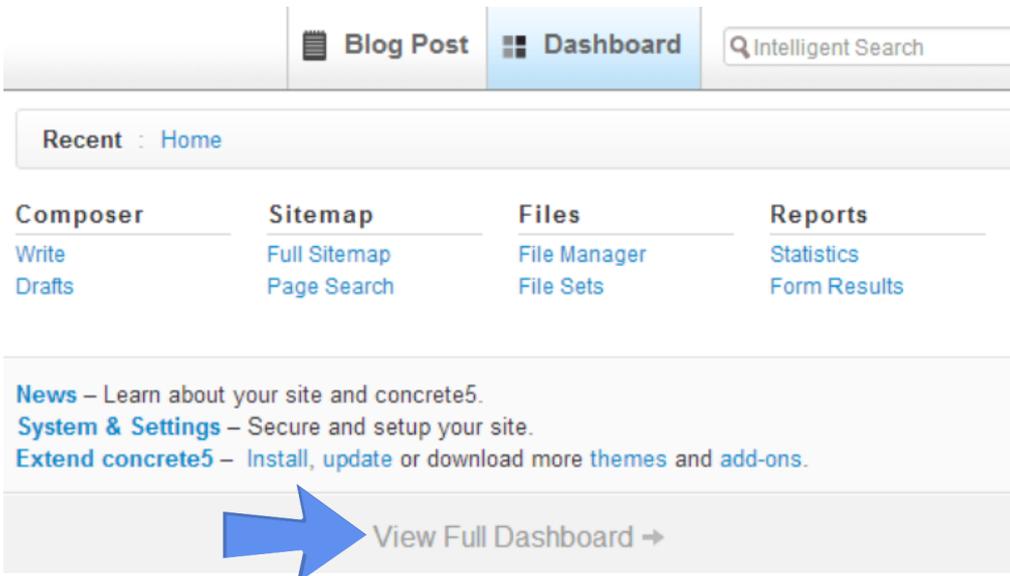
| 📋 **Blog Post** | ▦ **Dashboard** | 🔍 Intelligent Search |

Recent : Home

Composer   **Sitemap**   **Files**   **Reports**
Write   Full Sitemap   File Manager   Statistics
Drafts   Page Search   File Sets   Form Results

News – Learn about your site and concrete5.
System & Settings – Secure and setup your site.
Extend concrete5 – Install, update or download more themes and add-ons.

                    View Full Dashboard →
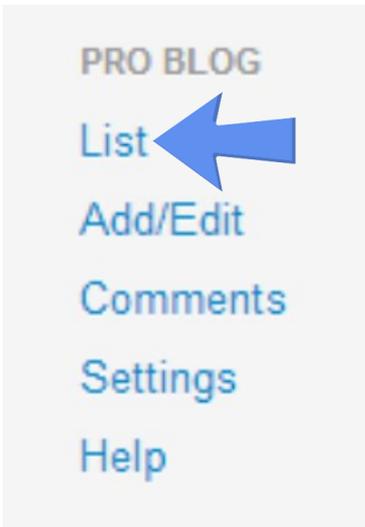
1.2—Find the Pro Blog section of your Dashboard.

Section 1. Pro Blog Menu.
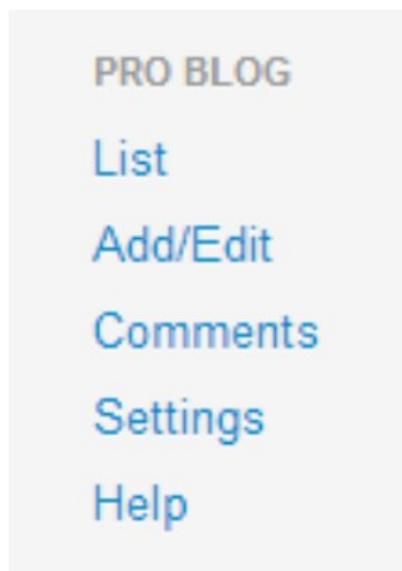
1. List—This will take you to all your blog post, from newest to oldest

2. Add/Edit—Where to add or edit your posts

3. Comments—To view and edit user comments (if enabled)

4. Setting—Change the setting of your Pro Blog install

5. Help—More help information

List Setting—Click on "List" to View

Section 2.1— List Menu

1.   Section—search your posts by sections

2.   By Name—Search your posts by name

3.   By Category—Search your posts by category
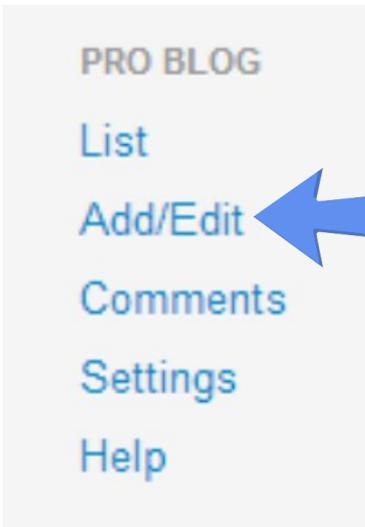
4.   By Tag—Search by tags

2.2. List Icons

Click on this icon to "Edit" that post.
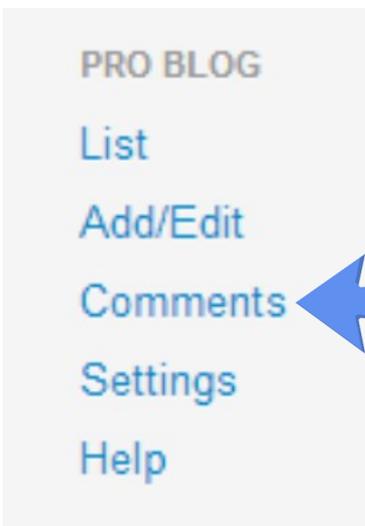

Click on this icon to "Delete" that post

PRO BLOG

List

Add/Edit ←

Comments

Settings

Help

Add/Edit—Click on "Add/Edit" to view

Add/Edit is the same as adding a post, see top on this guide for 'Adding a Post'

PRO BLOG

List

Add/Edit

Comments ←

Settings

Help

Comments– Where to review comments add by users.

This option is not always enabled, contact your site admin for more.

PRO BLOG

List

Add/Edit

Comments

Settings ←

Help

Setting—Click to view your Pro Blog settings
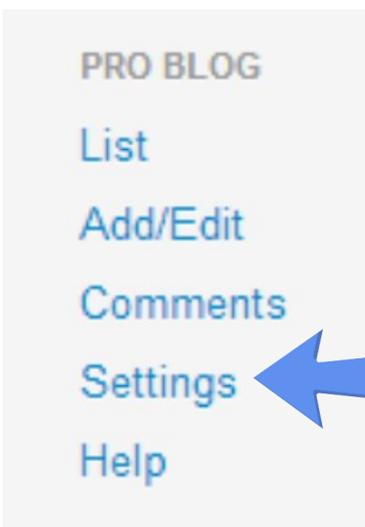
1. Options—Show shear options

2. Tags/Categories Search Results Location—Choose what page to your blog will got when users search your blog for posts

3. Other Settings—Contact your site admin about setting changes, changes here can cause your Blog not to post.

4. Authorize Twitter—Set up your twitter link here, you will need to have your own twitter account.

NOTE:

This is not an official guide

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Written by Brendan Pratt FrameIT Website Design and Hosting.