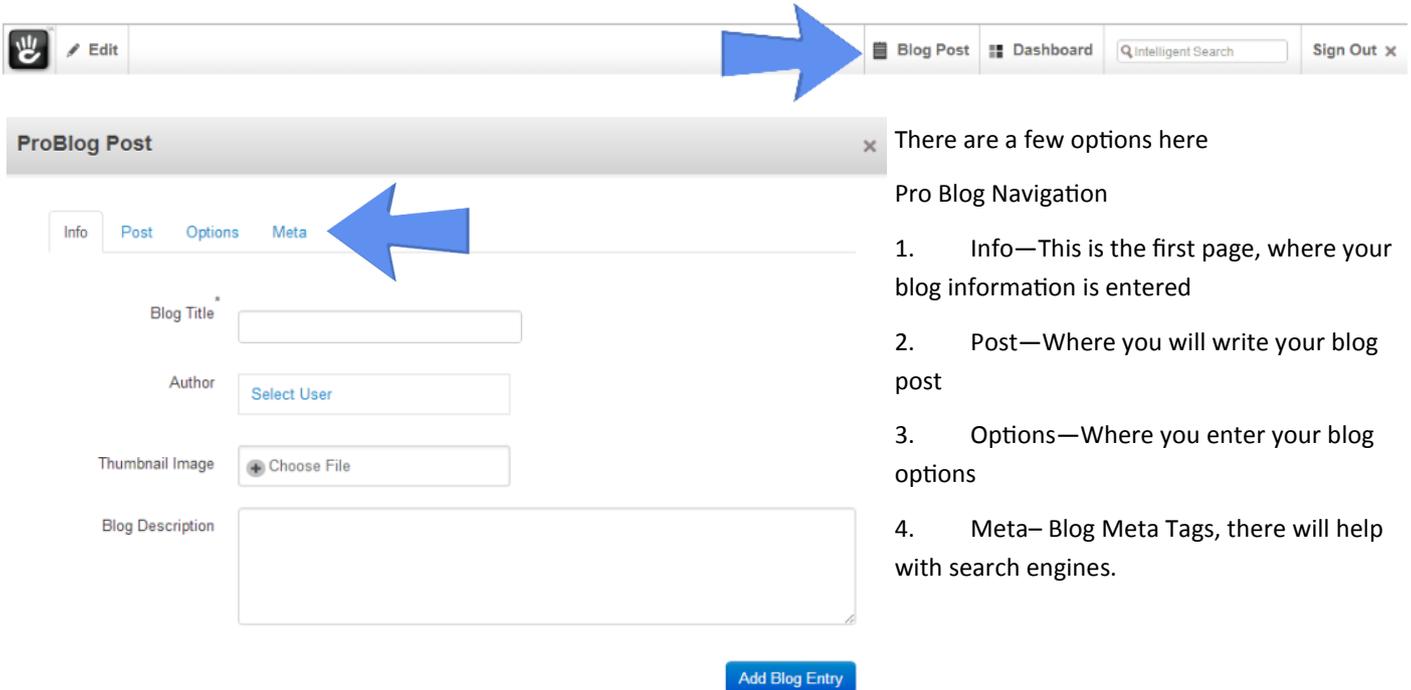


Pro Blog—Help Guide

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.



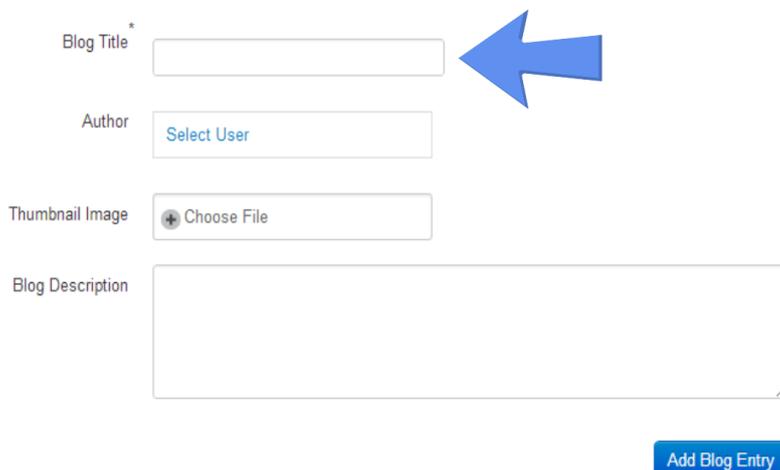
There are a few options here

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.

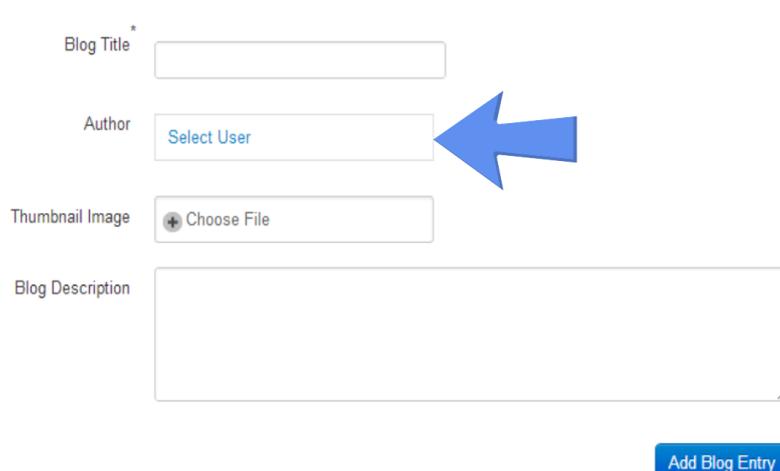
[Add Blog Entry](#)

Step 2. Your blog information.



[Add Blog Entry](#)

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



[Add Blog Entry](#)

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.

Choose User

Keywords Username or Email Group(s) Select Some Options # Per Page 10 Search Advanced

** With Selected Add User

Username	Email	Last Modified	# Logins
<input type="checkbox"/> admin		7/21/2012 at 2:19 PM	151

VIEWING 1 TO 1 (1 TOTAL) Export

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

Blog Title *

Author Select User

Thumbnail Image 

Blog Description

Add Blog Entry

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.

File Manager

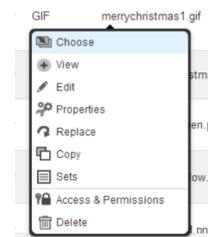
Keywords In Set(s) Select Some Options # Per Page 10 Search Advanced Search

** With Selected Choose File No file chosen Upload File Upload Multiple

Thumbnail	Type	Title	Added	Active	Size
<input type="checkbox"/>	GIF	merrychristmas1.gif	12/22/2012 at 2:26 PM	12/22/2012 at 2:26 PM	32KB
<input type="checkbox"/>	JPEG	santa_merry_christmas_2_car1.jpg	12/21/2012 at 9:38 AM	12/21/2012 at 9:38 AM	40KB
<input type="checkbox"/>	PNG	SM_Warning_Green.png	12/18/2012 at 9:11 AM	12/18/2012 at 9:11 AM	1KB
<input type="checkbox"/>	PNG	SM_Warning_Yellow.png	12/18/2012 at 9:11 AM	12/18/2012 at 9:11 AM	1KB
<input type="checkbox"/>	PNG	SM_Warning_Red.png	12/18/2012 at 9:11 AM	12/18/2012 at 9:11 AM	1KB

« Previous 1 2 3 4 5 6 ... 20 Next »

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.

Blog Title *

Author Select User

Thumbnail Image 

Blog Description

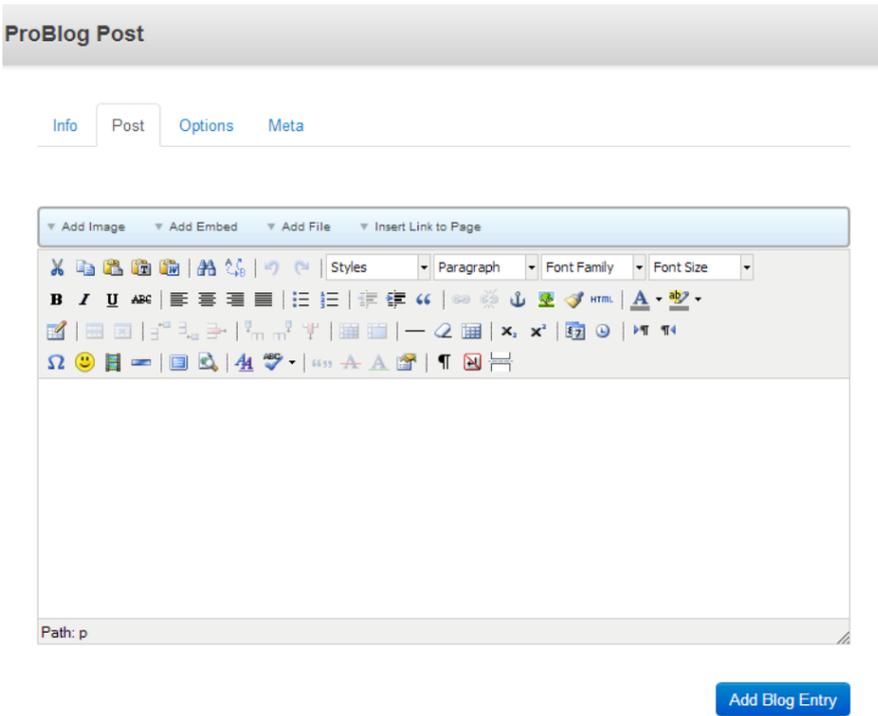
Add Blog Entry

5.1 Add a short description of your blog here

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



Step 7. Write your blog



7.1—Write your blog in the text editor, use the editing tools to change text size, colour, add links and images.

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



8.1 You will now see this screen

ProBlog Post

Date/Time: 2/23/2013 6:40 PM

Tags: Add

Blog Category: ** None [Add Another Option](#)

Section/Location: Blog

Exclude From Nav: Yes

Scrape content for url Pingbacks?: Yes

Post Link to Twitter?: Yes

Draft Copy: no

Page Type: ProBlog Post

Add Blog Entry

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”

ProBlog Post [X]

Info Post Options **Meta**

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

ProBlog Post [X]

Info Post Options **Meta**

Meta Title:

Meta Description:

Meta Tags:

Add Blog Entry

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.

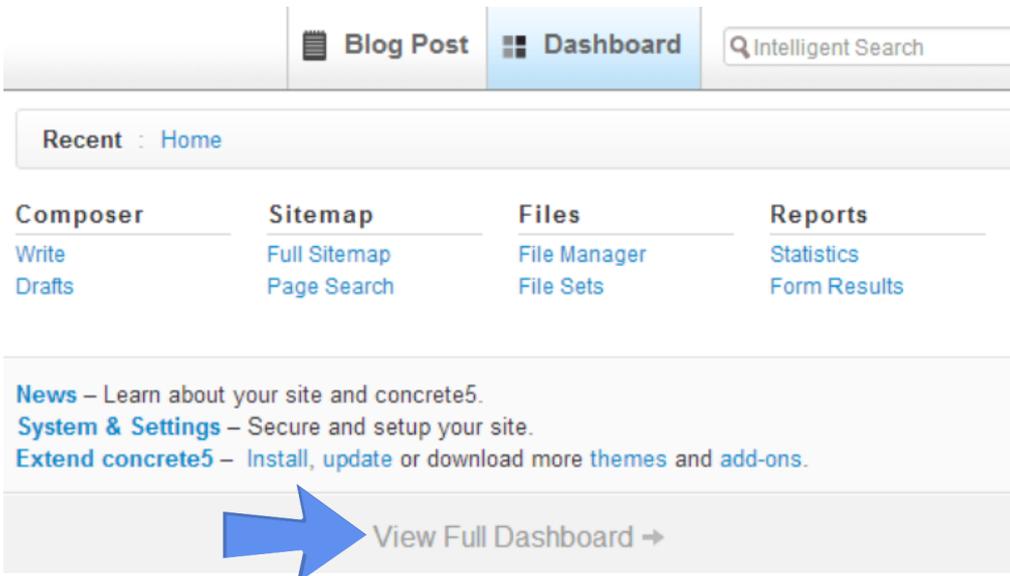
Just press the blue “Add Blog Entry” button, and you are done.

Pro Blog—Dashboard Setting.

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



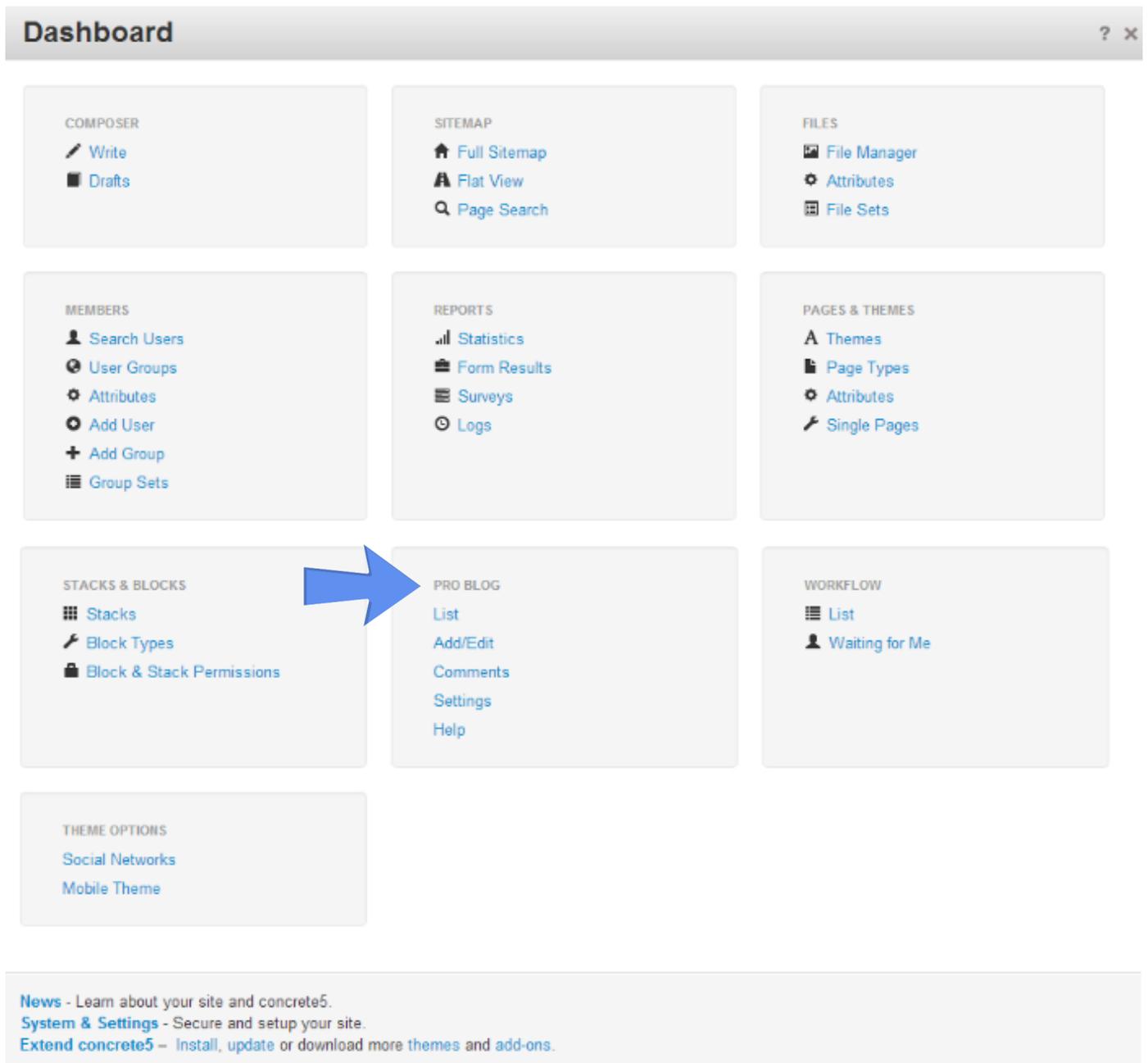
1.1—go to “View Full Dashboard”



The image shows a dashboard menu with the following structure:

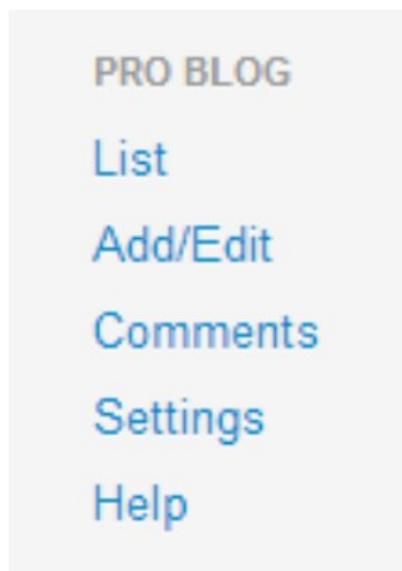
- Navigation bar: Blog Post, **Dashboard** (highlighted), Intelligent Search
- Recent: Home
- Composer: Write, Drafts
- Sitemap: Full Sitemap, Page Search
- Files: File Manager, File Sets
- Reports: Statistics, Form Results
- Footer area:
 - News – Learn about your site and concrete5.
 - System & Settings – Secure and setup your site.
 - Extend concrete5 – Install, update or download more themes and add-ons.
 - [View Full Dashboard →](#) (highlighted with a blue arrow)

1.2—Find the Pro Blog section of your Dashboard.



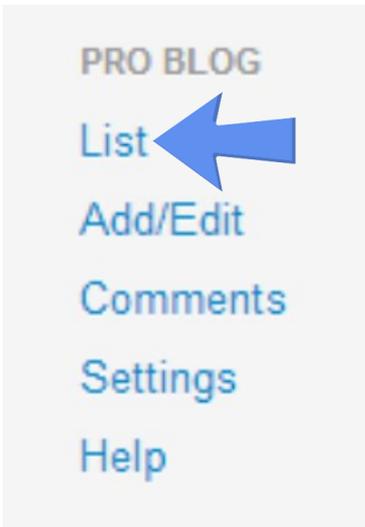
The screenshot shows the Concrete5 Dashboard with a grid of widgets. A blue arrow points to the 'PRO BLOG' widget, which contains the following links: List, Add/Edit, Comments, Settings, and Help. Other visible widgets include COMPOSER (Write, Drafts), SITEMAP (Full Sitemap, Flat View, Page Search), FILES (File Manager, Attributes, File Sets), MEMBERS (Search Users, User Groups, Attributes, Add User, Add Group, Group Sets), REPORTS (Statistics, Form Results, Surveys, Logs), PAGES & THEMES (Themes, Page Types, Attributes, Single Pages), STACKS & BLOCKS (Stacks, Block Types, Block & Stack Permissions), WORKFLOW (List, Waiting for Me), and THEME OPTIONS (Social Networks, Mobile Theme). At the bottom, there is a 'News' section with links for 'Learn about your site and concrete5', 'System & Settings - Secure and setup your site', and 'Extend concrete5 - Install, update or download more themes and add-ons'.

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

View/Search Blog ▼ ★ ✕

Section

Section:

VIEWING 1 TO 15 (18 TOTAL)

Name	Date	Page Owner	blog Category	In Draft
Concrete 5 - Update to our CMS	December 18, 2012 at 9:14 AM	admin	News	
Force Attack	December 14, 2012 at 9:20 AM	admin	Warnings	
Hosting Deals - January 2013	January 07, 2013 at 1:20 PM	admin	News	
Network Issue	October 03, 2012 at 12:50 PM	admin	Warnings	
Client Area	September 07, 2012 at 7:49 PM	admin	News	
Spring Deal	September 03, 2012 at 10:42 AM	admin	News	
Concrete 5 Update	August 30, 2012 at 8:44 AM	admin		
Network News	August 20, 2012 at 8:41 AM	admin	Warnings	
All New Client Portal	August 16, 2012 at 11:47 PM	admin	News	

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

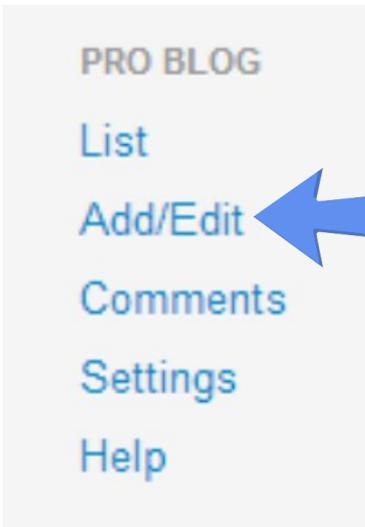


Click on this icon to “Edit” that post.



Click on this icon to “Delete” that post

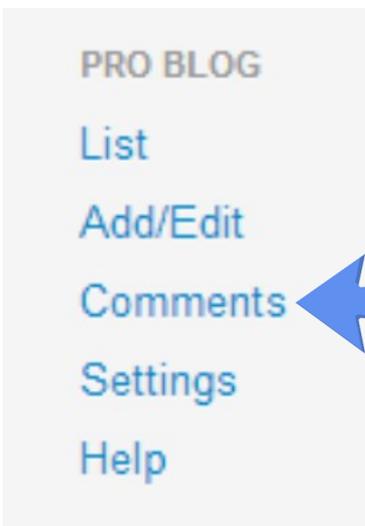
Add/Edit—Click on “Add/Edit” to view



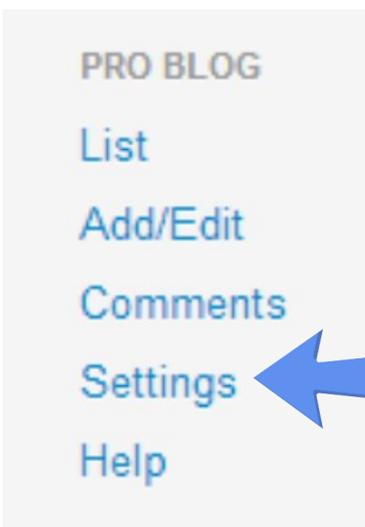
Add/Edit is the same as adding a post, see top on this guide for ‘Adding a Post’

Comments— Where to review comments add by users.

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



Setting—Click to view your Pro Blog settings



Blog ▼ ★ ✕

Options
 Show
 Twitter Google +1 Facebook Like
 Author Info Comments Pingback

Tags/Categories Search Results Location

Other Settings
 Icon Color
 (for the default bloglist)
 view only.
 Page Type

 Sharethis Publisher Key

grab your publisher key <http://sharethis.com/account/> in your account area track your social impact for free.
 Disqus Short Name (case sensitive)

Entering this value will set your comments, comment counts, and latest comments block to the Disqus comments system. Simply remove this value if you desire to use guestbook and/or advanced guestbook.
 Enable Twitter Option

 Max Thumbnail Width
 px
 Max Thumbnail Height
 px



ProBlog Mobile
 Don't forget to check out ProBog Mobile iPhone & iPad native app in the Apple App Store for \$4.99!
 Blog on the go and include phone photos and geo-tagging for the ultimate photo-blogging experience!

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 FramelT Website Design and Hosting.

