

## Instructions for using the Blog script

Hint: It will be best to create a folder on your computer and add a number of images all sized approx 300px wide for adding to your blogs. I.e. images of wedding couples, your own images etc. These images get added to the blog each time you create one.

### 1) Logging in to your blog

Click <http://weddings-nz.co.nz/blog/index.php>

Email: [admin@admin.com](mailto:admin@admin.com)

Password: pass

### 2) Dashboard

Your dashboard looks like this

The screenshot displays the Stiva Blog v4.0 dashboard. The header is dark blue with the text 'Stiva Blog' and a 'v4.0' badge. A sidebar on the left lists navigation options: Dashboard, Posts, Comments, Authors, Options, Install, Preview, and Logout. The main area shows a summary of 1 post, 0 comments, and 1 author. Below this are three sections: 'Latest posts' showing a post titled 'What the Celebrant does!' by Administrator on 09-05-2015 00:00; 'Latest comments' showing 'There is no comment found.'; and 'Last logged in authors' showing Administrator (admin@admin.com) on 09-05-2015 22:23. The footer includes 'Last login: May 09, 2015 22:16', the time '23:07', and the date 'SATURDAY May 09, 2015'.

In the main Dashboard you can see your posts, comments and who last logged on.

Posts: This is where you create posts and see all your recent and past posts

Comments: This is where you view people's comments made to one of your posts

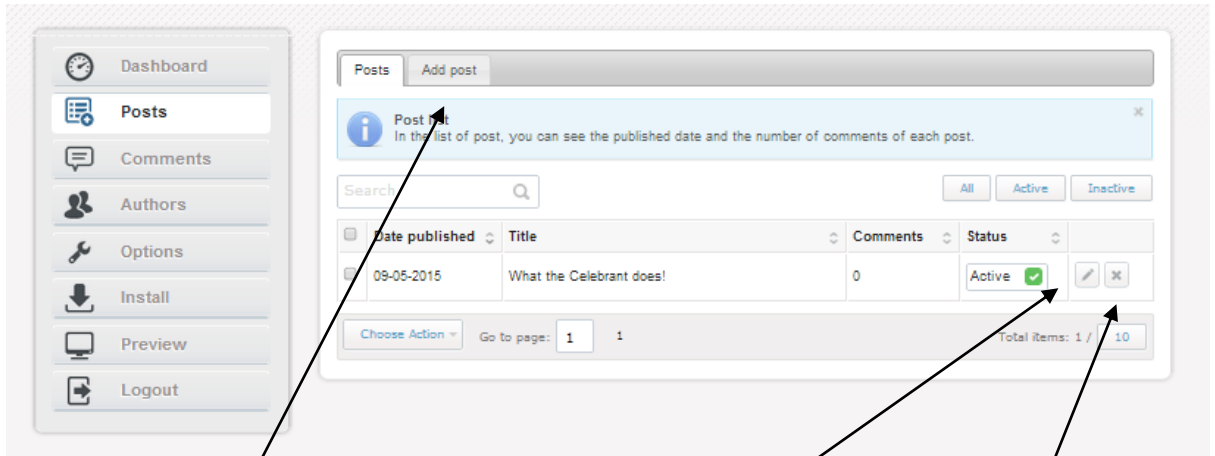
Authors: Here you can set up someone to act as author

Options: Lets you change the way the script works plus ADD, EDIT or DELETE Categories

Install: You don't need to worry about this

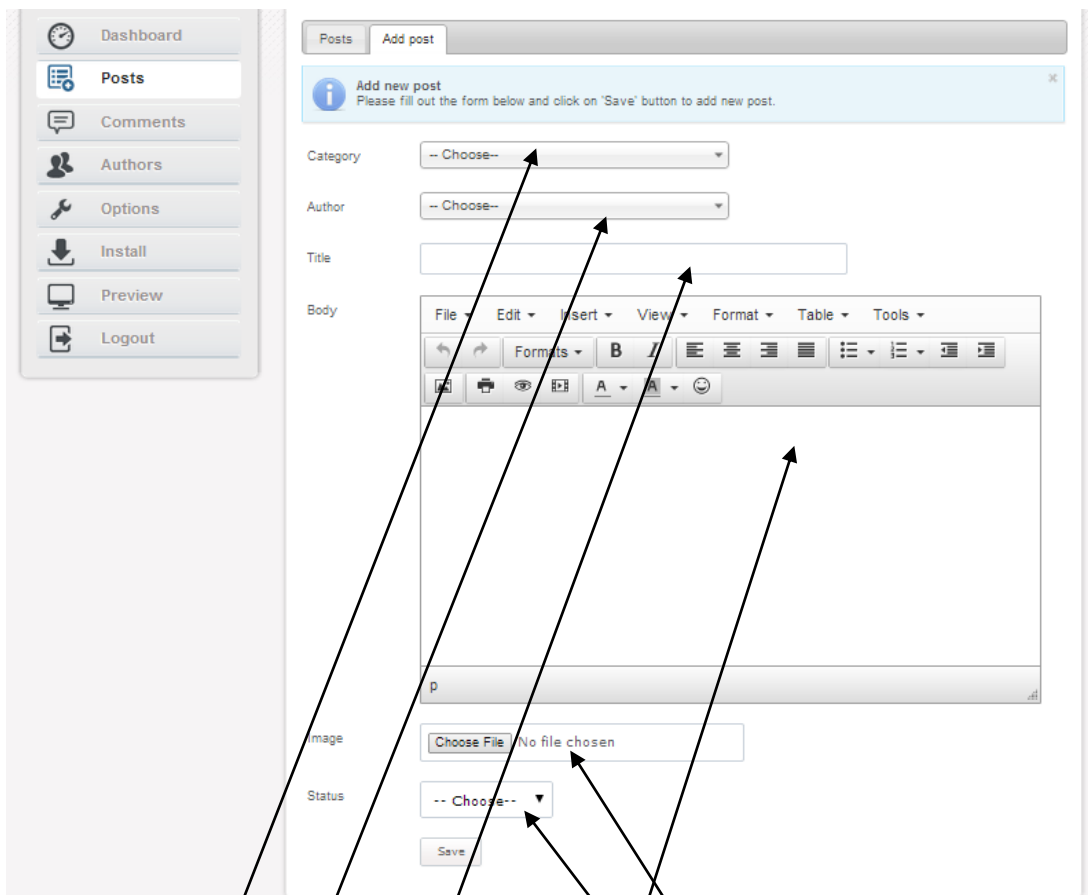
### 3) Adding a Post

Click Posts



Here you can see your last posts. To edit these click the pencil icon. To delete click the X icon.

Click Add Post



Choose a Category

Select the Author

Type a Title

Create your blog by typing

Choose an image for the blog

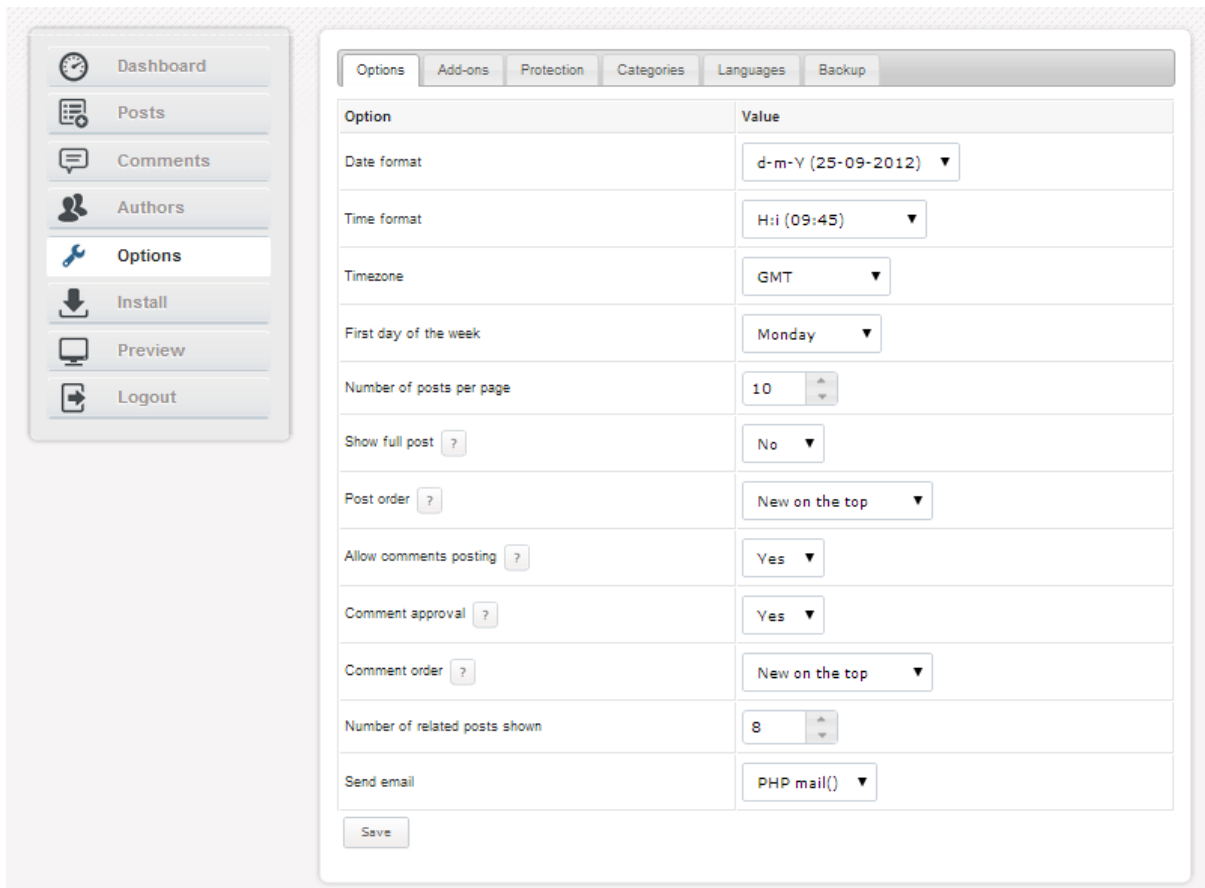
Click Choose to turn the status on as active

or not

Finally Click Save

That's it!

To create a new category Click Options on the left



The screenshot shows the WordPress dashboard with the 'Options' menu highlighted on the left. The main content area displays the 'Options' settings page, which is organized into a table with two columns: 'Option' and 'Value'. The settings are as follows:

Option	Value
Date format	d-m-Y (25-09-2012) ▼
Time format	Hi! (09:45) ▼
Timezone	GMT ▼
First day of the week	Monday ▼
Number of posts per page	10 ▲▼
Show full post ?	No ▼
Post order ?	New on the top ▼
Allow comments posting ?	Yes ▼
Comment approval ?	Yes ▼
Comment order ?	New on the top ▼
Number of related posts shown	8 ▲▼
Send email	PHP mail() ▼

A 'Save' button is located at the bottom left of the settings page.

Here you can see ways to modify the blog response.

Click Categories

Click ADD to create a new category;

You can also Edit or delete existing categories by clicking the pencil or X icons to the right

Clicking the PREVIEW button the left lets you preview your post