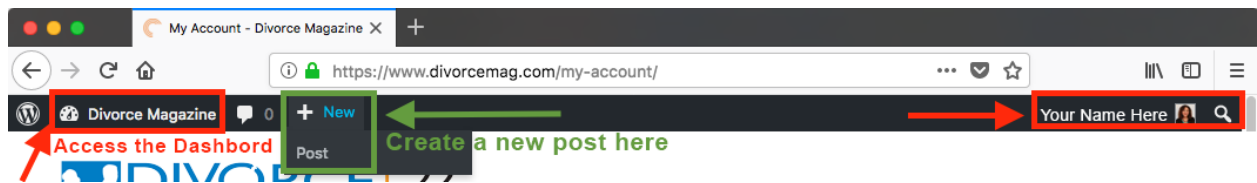
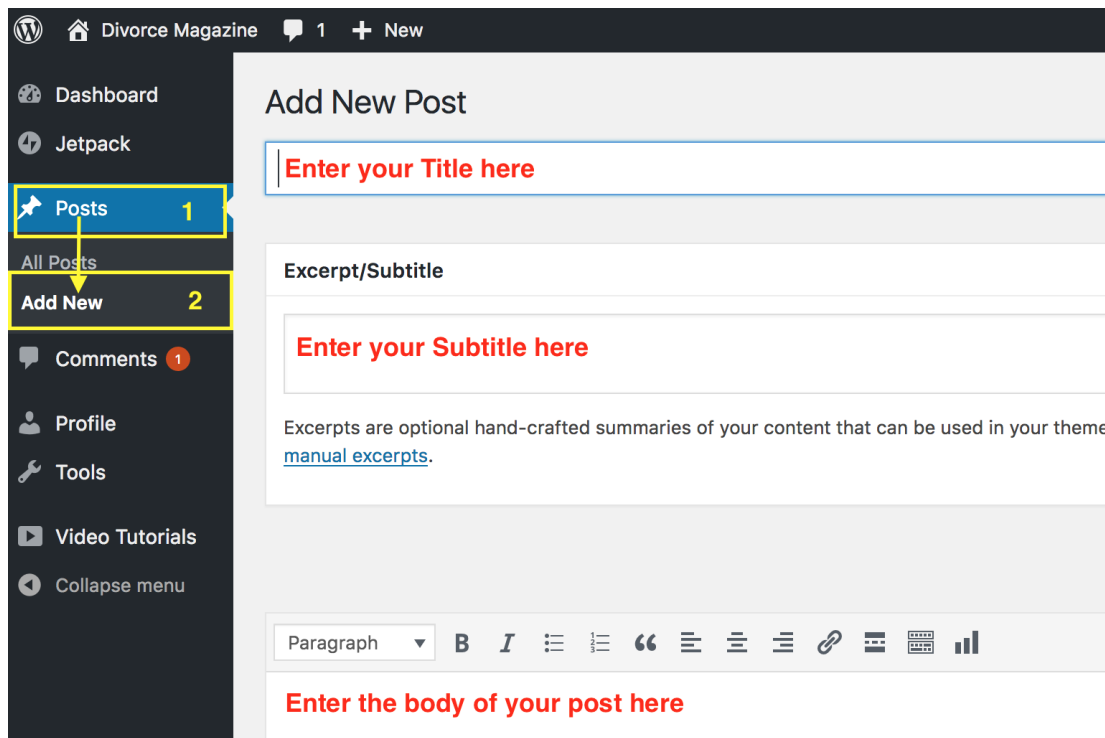


How to Post on DivorceMag.com's WordPress Site

1. Go to: <https://www.divorcemag.com/my-account/>. If this is the first time you have logged in to the new WordPress website, you will need to change your password and click the orange "Update" button at the bottom of the page.
2. Once you have logged in, you will see a black bar with your name and headshot (if you have uploaded one) on the right (see image, below).

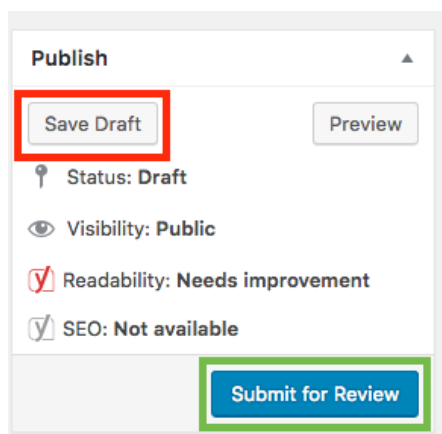


3. To create a new Post, hover over "New" with your mouse and click "Post" (see image, above).



A new page with the title "Add New Post" will appear (see image, below).

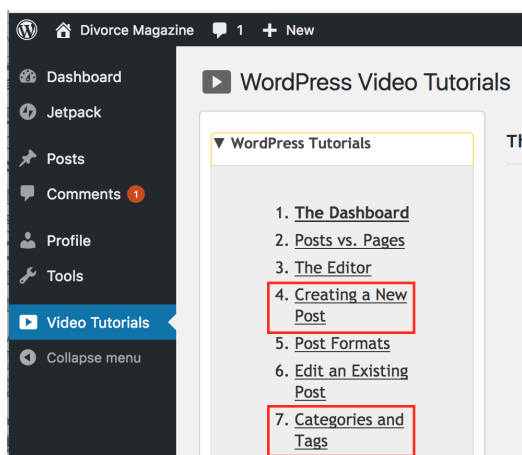
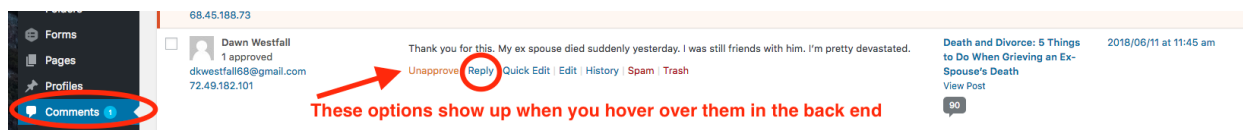
If you have entered the site via the Dashboard, follow the yellow box 1 & 2 (see image, above).



4. If you have not finished writing your Post, you can click **“Save Draft”** and that will save your progress so far. You can come back and continue writing it at any time.

5. If you are SURE you have finished polishing your Post, click **“Submit for Review”**. Once you have chosen that option, you will no longer be able to edit or add to your Post.

6. To reply to a Comment a reader has made on one of your Posts, go to the Dashboard and click **“Comments”** (see image, below).



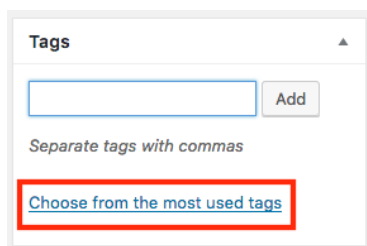
7. To learn more about creating a new post as well as selecting Categories and Tags for your Post, go to the Dashboard and click **“Video Tutorials”** at the bottom of the left navigation bar.

Please watch **“WordPress Video Tutorials”** #4 and #7; the rest don't apply to this website.

NOTE: we will provide the image for your Post. We pay for the images we post online, and there could be royalty issues if you provide us with a stock image..

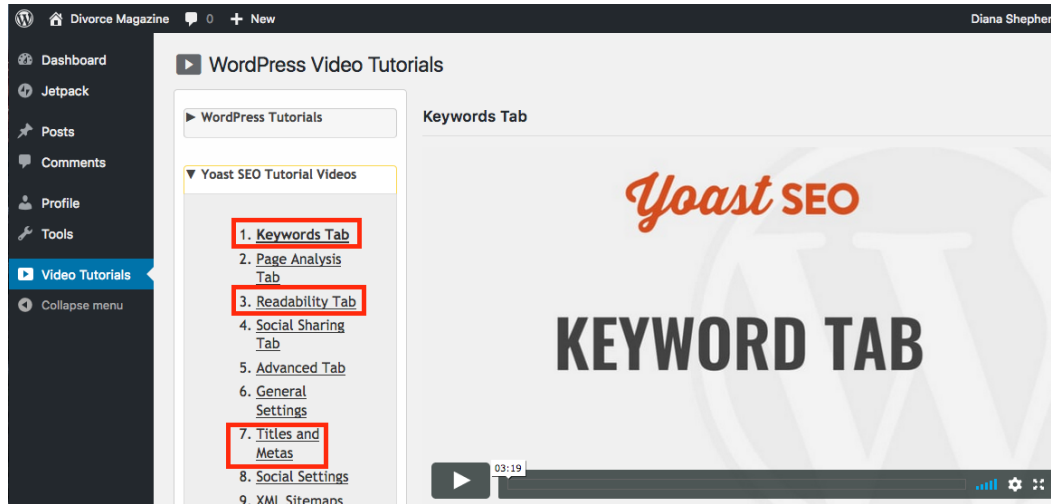
Categories and Tags: Best Practices

Chose **ONE (1)** Category and one or more Tags for your Post from the right side of your Post page. Think of the Category like the title of a book and the Tags like chapter headings. **Categories and Tags must be highly relevant to your Post:** do not check every box just because you can! Click **“Choose from the most used Tags”** and a long list will appear. The bigger the font size, the more popular the tag with our bloggers. Tags **MUST** be divorce related. For example, if you mention Angelina Jolie in a Post, do **NOT** add a new “Angelina Jolie” Tag. Instead, use the “Celebrity Divorce” Tag, which already exists in the list.



8. Beneath the long list of WordPress Video Tutorials, you'll see a box called "Yoast SEO Tutorial Videos." The Yoast SEO (Search Engine Optimization) plugin has some great features and tips on how to tweak your posts to improve the Google ranking as well as readability.

NOTE: You do not have to perform your own SEO on your Post! We will do this for you. But if you already know something about SEO and would like to try your hand at it, watch #1, #3, and #7 before attempting to use the Yoast boxes on your Post page.



If you have no interest in the more technical aspects of SEO, we recommend that you watch the "Readability" video (#3). You certainly don't have

to make all (or even any) of the changes Yoast suggests if you strongly disagree, but it will give you an idea of what Google is looking for in terms of readability.

If you have any questions about anything you've read in this document, or require more information or help with anything, please email us at blogs@divorcemag.com.

Thank you for Blogging with us!