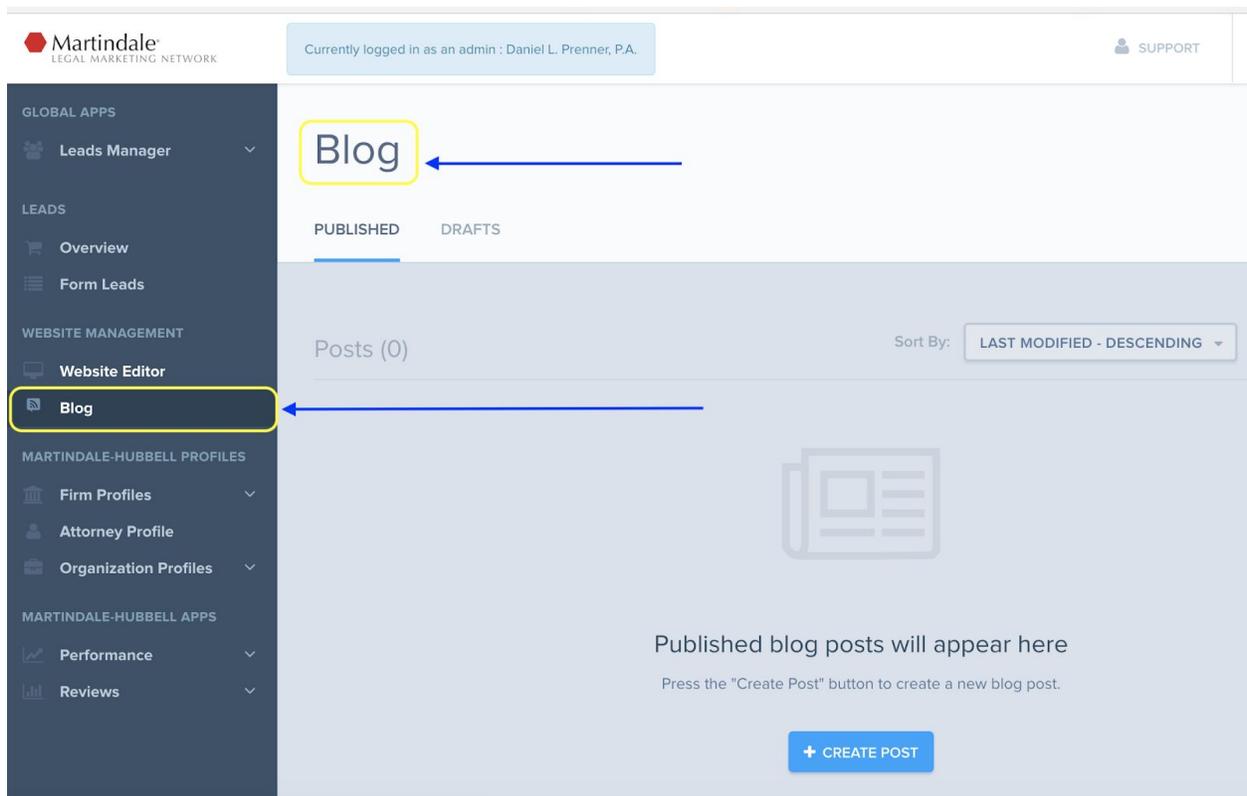
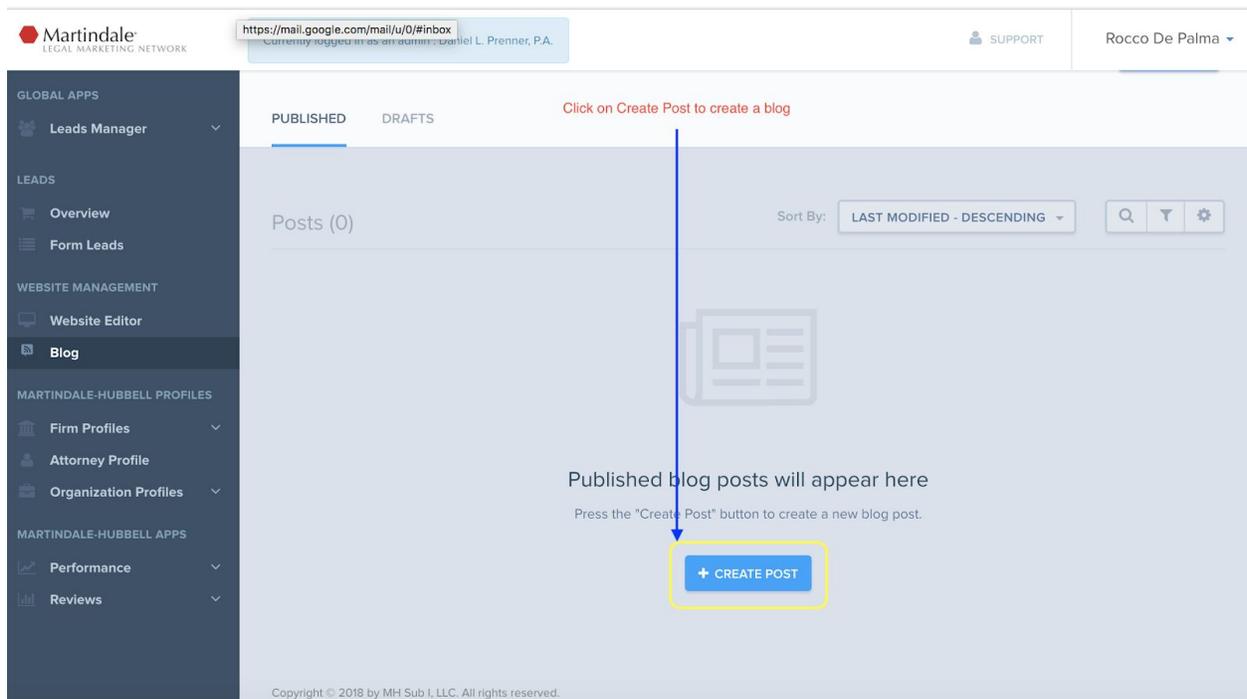


WebManager Blog SOP

To Access the Blogs click on the tab to the left.



Click on Create Post to add a blog



Add an Image (If needed), Post Title and Body Text....

The screenshot shows the 'EDIT POST' interface for a blog post. The sidebar on the left contains the following information:

- POST HISTORY**
 - Created: 09/07/2018
 - First Published: 09/07/2018
 - Last Modified: 09/07/2018
- STATUS: PUBLISHED**
 - Update Immediately
 - Switch to a Draft
 - Re-schedule
- CATEGORIES**
 - To manage all categories, please go to Blog Settings
 - [ADD NEW CATEGORY](#)

At the bottom of the sidebar are 'CANCEL' and 'SAVE' buttons. The main content area is titled 'Blog' and includes a red warning: 'Make sure to change the status to update immediately'. The form fields are:

- Main Image (optional)**: A dashed box with the text 'Click here to add image'.
- Post Title**: A text input field containing 'Welcome To My Website'.
- Body Text (175)**: A rich text editor with a toolbar and the text: 'Welcome to the official blog of [firm_name]. We will begin posting on this blog shortly, so please check back regularly for updates about the firm, notable cases and more.'

Add an Author and Tag (Optional). When you write out a Tag make sure to hit enter when done. If you hit tab or click away the text won't appear as a Tag. See below as an example.

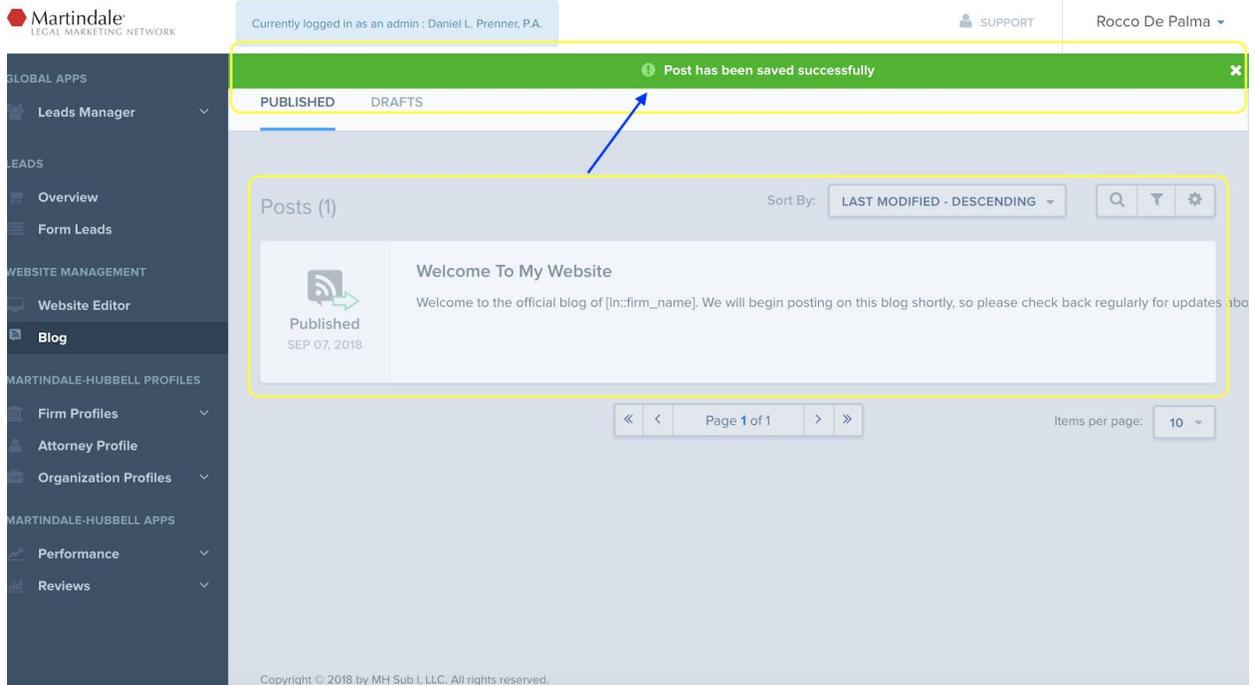
Very Important, make sure to change the status to update immediately and click save when done. Use Status options to also select "Switch to a Draft" or "Re-schedule" as needed.

This screenshot shows the 'EDIT POST' interface with additional fields. The sidebar is identical to the previous screenshot, but with a red arrow pointing to the 'Update Immediately' status option and the text: 'Make sure to change the status to update immediately'. The main content area includes:

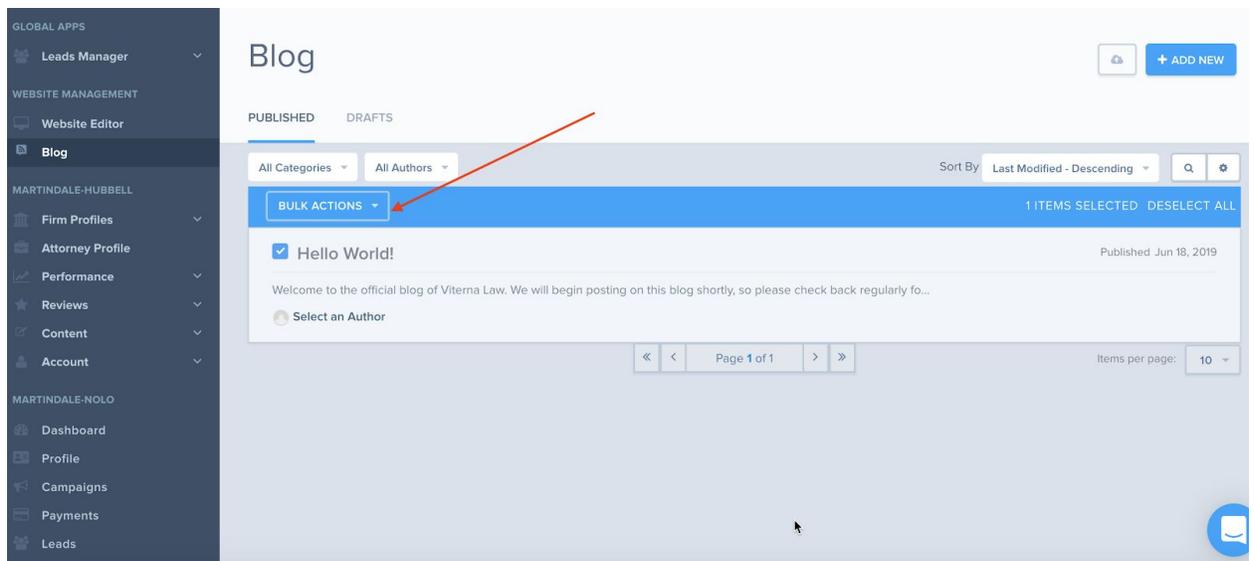
- Author (optional)**: A text input field containing 'Attorney Name'.
- Tags (optional)**: A multi-select field with 'Personal Injury' and 'Auto Accidents' selected. A red box highlights this field with the text: 'Tags - When needed: Write out a tag, make sure to hit enter when done. Example Personal Injury. If you hit tab or click off the box, it won't appear as a tag. Example Auto Accidents.'
- Summary (optional)**: A text input field.
- SEO Title (optional)**: A text input field.
- Meta Description (optional)**: A text input field.

At the bottom of the sidebar, a red arrow points to the 'SAVE' button with the text: 'Click Save When Done'. The footer contains the copyright notice: 'Copyright © 2018 by MH Sub I, LLC. All rights reserved.'

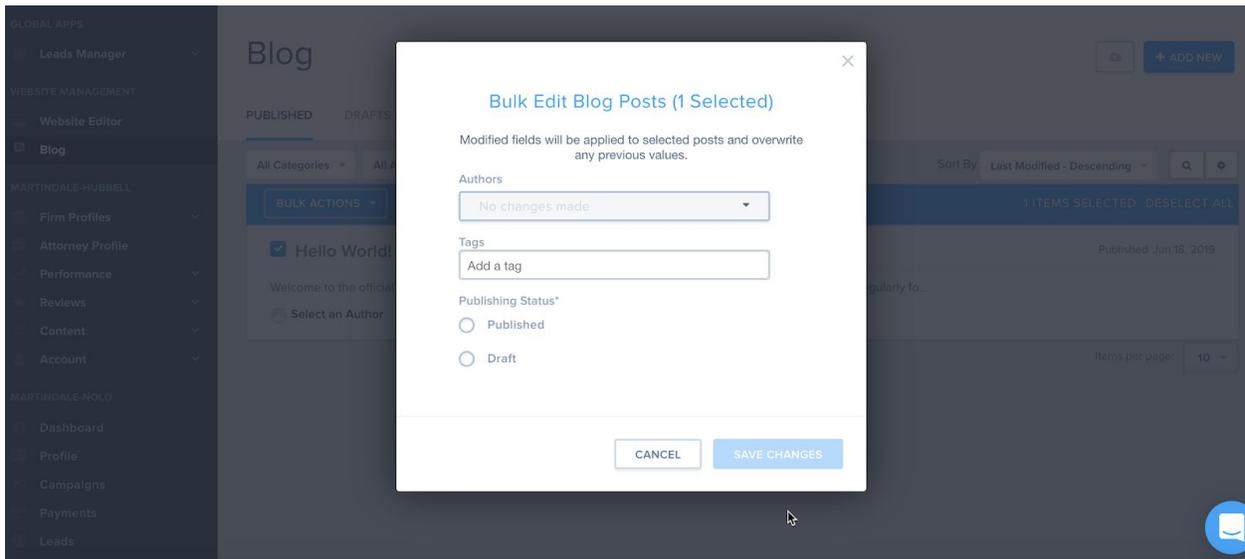
You've created a blog post.



You have the option to select Bulk Actions.



Select what you need changed for your blogs.



Click Save Changes