

# NCBarBlog Orientation: The Publication Process

How to Submit and Review Blog Posts

# The Blog Post Publication Process

- **Submit a blog post online using the form available at this link:**  
<https://ncbarblog.com/commchairs>.
  - When you submit a post online, a notification is created and sent to me.
  - I edit, format and proofread the post after it has been submitted.
- **Review the post online and approve it.**
  - Log in to WordPress and review the post online.
  - Approve the post for publication by sending me an email to say it is ready to be published.
- I will publish the post on the section, division or committee page and send a notification email to the section, division or committee with a link to the blog post.

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Send an email to me to say the post has been approved.



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# What Information is Needed To Submit A Post?

You will need the following information:

- Author name
- Author photo
- Link to author's professional bio, such as on a firm page or LinkedIn profile
- Article title (headline)
- Article body/text
- Any subheadings in blog post body/text
- Section, division or committee name

You will add this information to the [online form](#) (see next slide for more information).

# 1. Submitting A Post

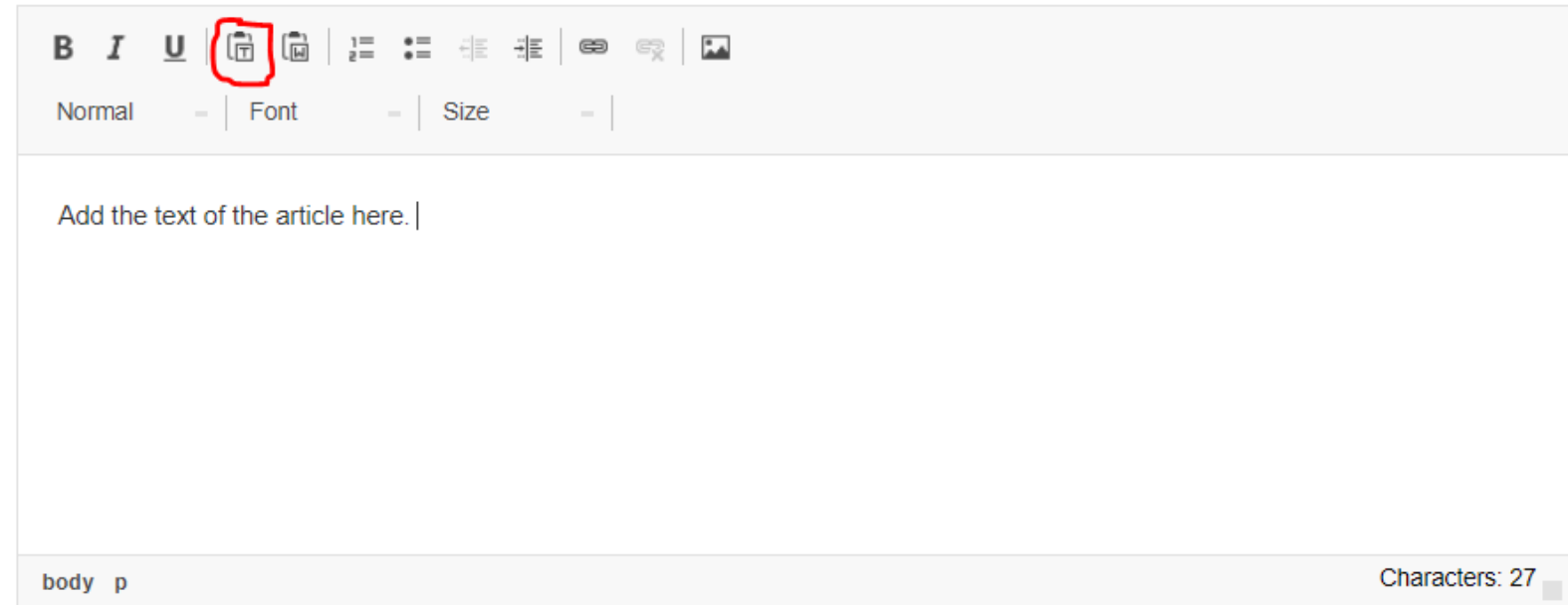
- **Submit articles using the NCBarBlog website.**
  - Visit this page to submit a post: <https://ncbarblog.com/commchairs/>
  - Log in using the password.
  - After you log in, you will be taken to a form that will ask for some information about the post.
  - Add the information to the form.
  - Copy and paste the article into the text box.
  - **Submit the post using the “submit” button.**
  - This creates an email notification that is sent to me.

# Adding the Blog Post Body

Article Body \*

Paste the text of your article here.

- Select “plain text.”
- Then, add any subheadings.
- Note: we are not able to change the font or the background.



The screenshot shows a rich text editor interface. At the top, there is a toolbar with various icons for text formatting, including bold (B), italic (I), underline (U), a red square icon, a list icon, a bulleted list icon, a link icon, and an image icon. Below the toolbar, the text "Normal" is displayed, followed by a minus sign, the word "Font", another minus sign, and the word "Size", followed by another minus sign. The main editing area contains the placeholder text "Add the text of the article here. |". At the bottom left of the editor, the text "body p" is visible, and at the bottom right, it says "Characters: 27" with a small square icon next to it.

## Select Your Section, Division Or Committee

- Click on “Post Category”
  - Choose your section, division or committee from the drop-down menu.

Post Category \*

Choose your Section or Division from the drop down menu.

Administrative Law



## What Happens After A Post Is Submitted?



After you click “submit,” I will receive an email letting me know that the post has been created.

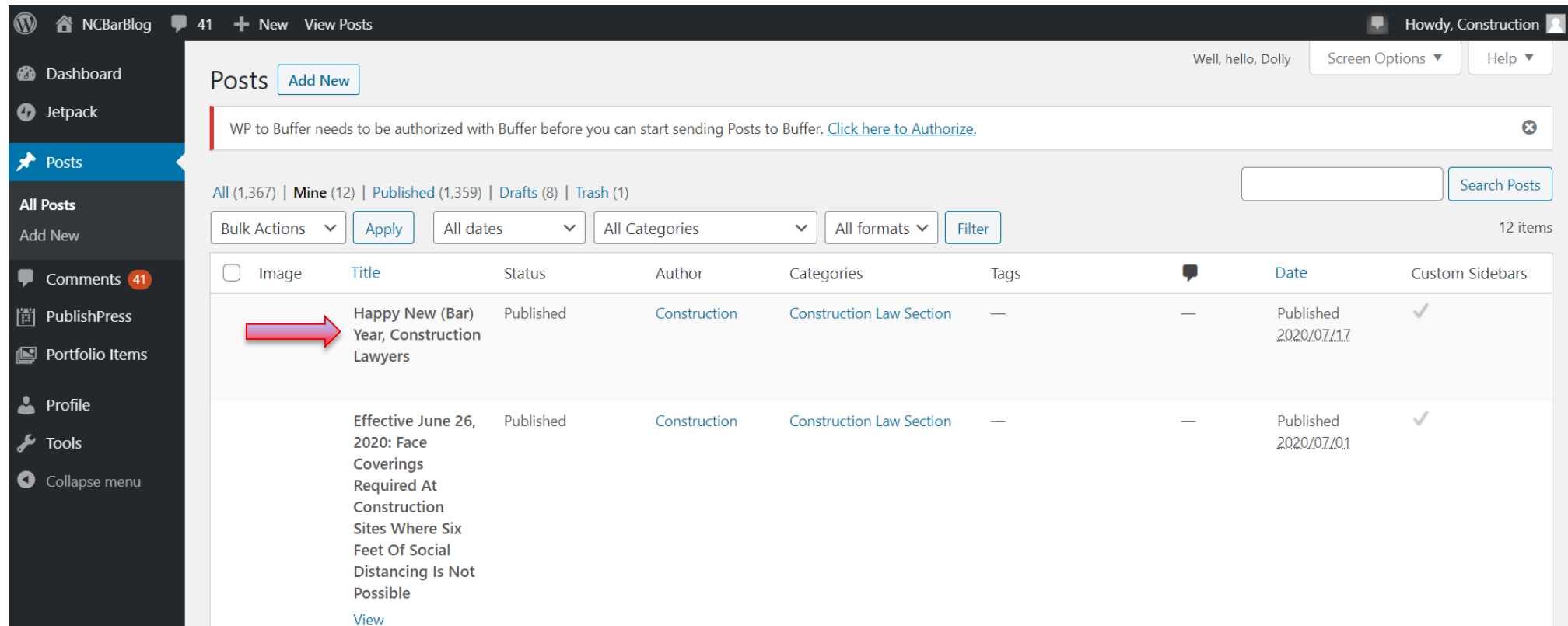


I will review and adjust the formatting as needed and email you to let you know when the post is ready for your final review and approval.

## 2. Reviewing and Approving Posts

- To review the post, visit the following address:
  - <https://ncbarblog.com/wp-admin/>
  - See the next few slides for illustrations.
- Log in using your section, division or committee username and password.

# WordPress: A View Of The Dashboard



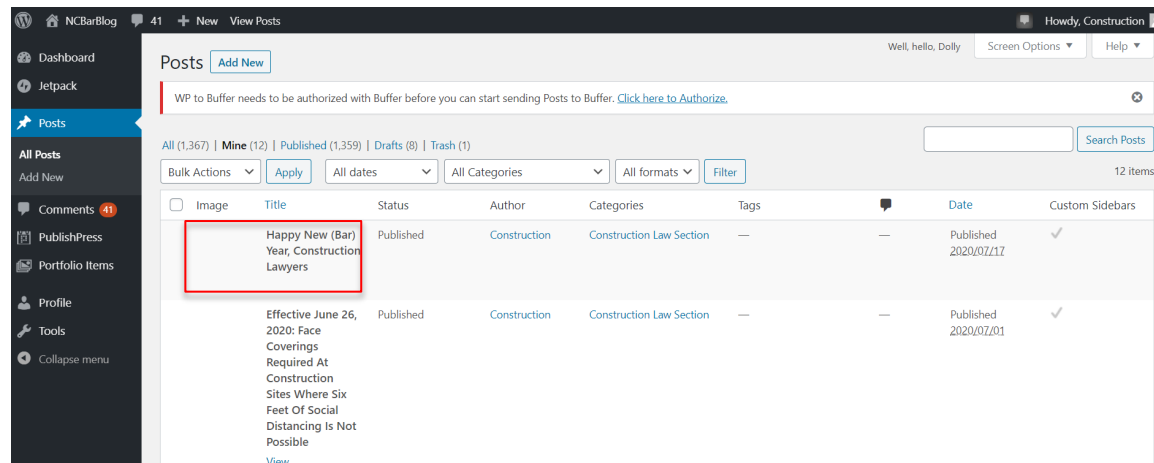
The screenshot shows the WordPress dashboard for 'NCBarBlog'. The left sidebar contains navigation menus for Dashboard, Jetpack, Posts, All Posts, Comments (41), PublishPress, Portfolio Items, Profile, Tools, and Collapse menu. The main content area displays the 'Posts' section with an 'Add New' button. A notification banner at the top states: 'WP to Buffer needs to be authorized with Buffer before you can start sending Posts to Buffer. [Click here to Authorize.](#)' Below this, there are filters for 'All (1,367)', 'Mine (12)', 'Published (1,359)', 'Drafts (8)', and 'Trash (1)'. A search bar and 'Search Posts' button are also present. The posts are listed in a table with columns: Image, Title, Status, Author, Categories, Tags, Date, and Custom Sidebars. The first post is 'Happy New (Bar) Year, Construction Lawyers', published on 2020/07/17, with a red arrow pointing to its title. The second post is 'Effective June 26, 2020: Face Coverings Required At Construction Sites Where Six Feet Of Social Distancing Is Not Possible', published on 2020/07/01.

Image	Title	Status	Author	Categories	Tags	Date	Custom Sidebars
	Happy New (Bar) Year, Construction Lawyers	Published	Construction	Construction Law Section	—	Published 2020/07/17	✓
	Effective June 26, 2020: Face Coverings Required At Construction Sites Where Six Feet Of Social Distancing Is Not Possible	Published	Construction	Construction Law Section	—	Published 2020/07/01	✓

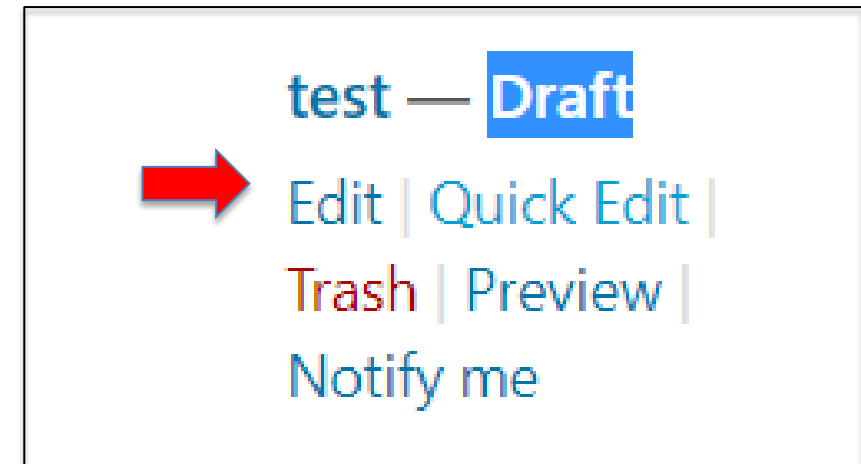
**Posts are listed by headline with the most recent post at the top.  
I indicated the headline with a red arrow.**

# WordPress: How To Edit A Post

- On the WordPress Dashboard, you will see a list of recent posts organized by **headline**, status, author, categories and date.
- Hover your mouse under the title of the post.
- Options will appear.
- Click “edit” (see the red arrow).

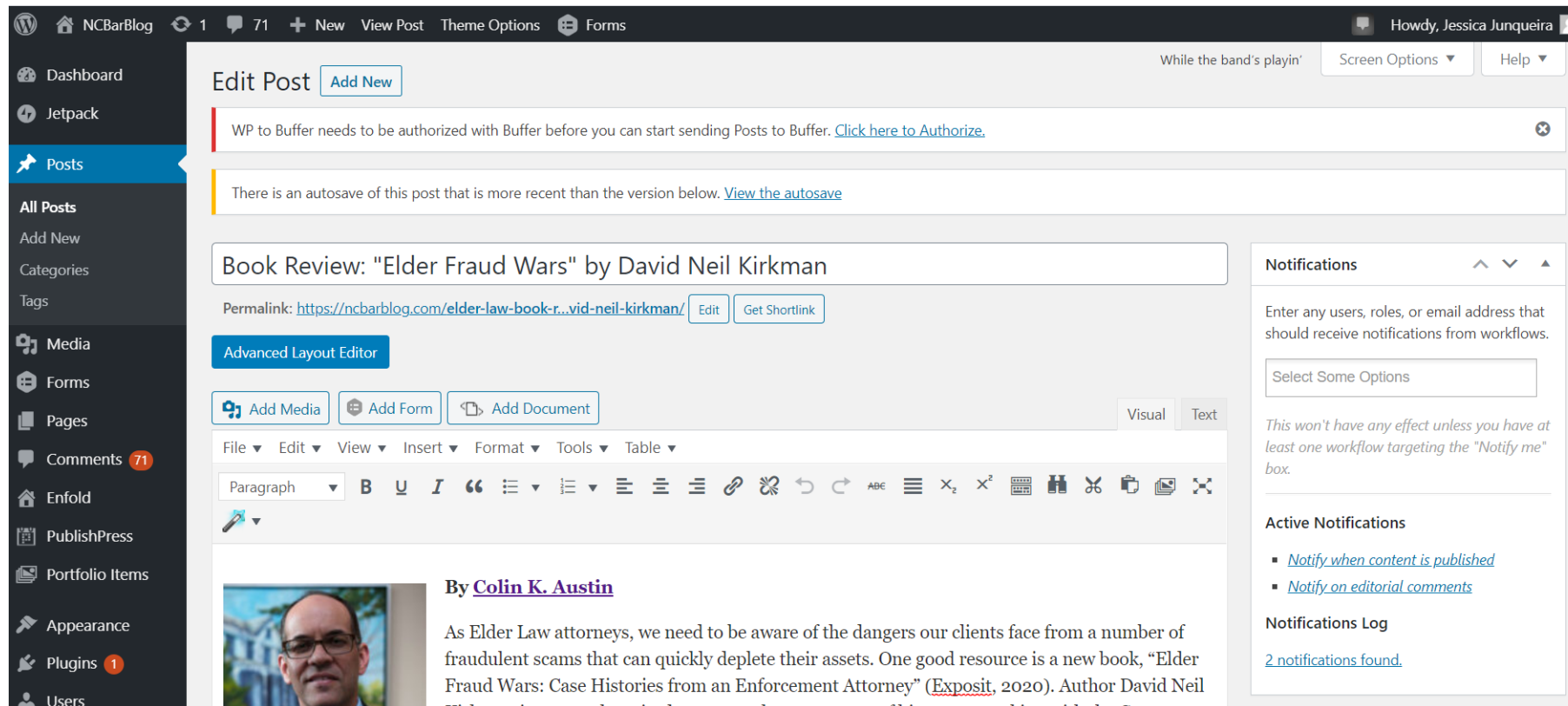


I outlined the headline of the post with a red box.



The image above is a close up of the options that will appear.

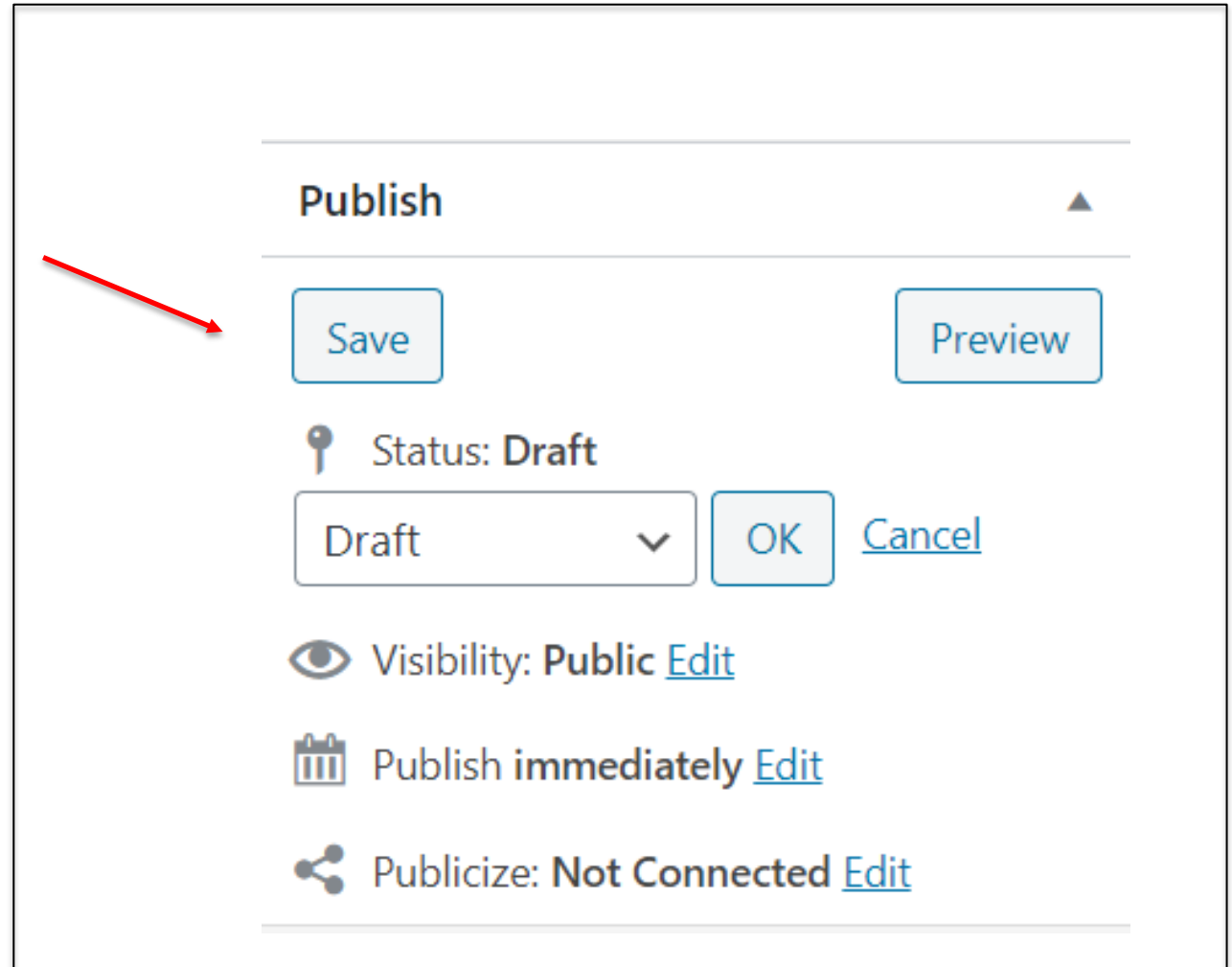
# WordPress: “Edit Post” Page View



**After you click “edit” underneath the title in the WordPress Dashboard, you will be taken to the “Edit Post” page. Here, you can read and edit the blog post.**


# Final Review


- Review the post one final time.
- If necessary, make any changes.
- Note: you can also view any updates you made to the page by selecting “Preview” to see how the page will appear online.
- After you have finished reviewing and editing, locate the “Publish” box in the upper right-hand corner of the page (see the image in this slide).
- Click “submit for review.”
- Send an email to me to let me know the post has been approved.





**Publish**


[Save](#) [Preview](#)

 Status: **Draft**

[Draft](#)  [OK](#) [Cancel](#)

 Visibility: **Public** [Edit](#)

 Publish **immediately** [Edit](#)

 Publicize: **Not Connected** [Edit](#)

# What Happens After You Approve A Post?



I will publish the post on  
NCBarBlog.com.



I will send out a notification email to  
members in the section, division or  
committee. The email will include a  
link to the blog post.