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# **Blog User Manual**

# **Getting Started**

What to do before publishing a blog post in WordPress:

- 1. Come up with blog topics for at least two months in advance.
- 2. Update blog timeline with topics: <u>https://docs.google.com/a/sga-</u> inc.net/spreadsheet/ccc?key=0Atvm2TAVCHdcdDIZVEVKZjN5T3MwaWt5SGFuWGpjQkE# gid=2
- 3. Write blog posts or coordinate with guest bloggers.
- 4. Find related photos for each blog post.

### How to Use This Guide

To use this guide, you must first be logged into LA Stormwater's Blog. <u>http://www.lastormwater.org/wp-admin</u>

#### Logging In

- 1. Go to <a href="http://www.lastormwater.org/wp-admin">http://www.lastormwater.org/wp-admin</a>
- 2. Enter assigned log in information.
- 3. After you log in, the "Dashboard" page will appear.

#### TIP: Log in information is case sensitive.

Home Updates Akismet Stats Cor 266		cussion	QuickPress	Screen Options * Help *
Akismet Stats Con Posts 266	ntent Dis	cussion		
Posts 266		cussion	T.H.	
200	6 Posts 1,0		Title	
		009 Comments	Upload/Insert @g	
A Home Silver 88	8 Pages	414 Approved	Content	
Homepage 33	3 Categories	0 Pending		
Landing Pages 189	9 Tags	595 Spam		
About Us Sub	ne 🗛 Stormwater with 11 Widgets		Tags	
Take Action Sub	rch Engines Blocked		Save Draft Reset	Publish
	are using WordPress 3.3.1.			T UDISI
Creen LA Sub	met blocks spam from getting to your blog.		Recent Drafts	
	re are 595 comments in your spam queue right now.			
P Links			North Atwater Park Plan March 28, 2012	
Pages Rece	cent Comments		Free Doggie Waste Bags April 14, 2012	
Ping Ping	gback on A Forgotten Creek Will Lead the Way	ŧ.		View all
Appearance     North	h Atwater Park to Be Celebrated Along LA River's Bank			
	For more on this project, please read our October 2010	blog post, A Porgotten Creek Will Lead	WordPress Blog	

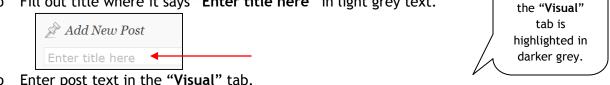
# Adding Blog Posts

1. Hover over "Posts" in the left sidebar, click on "Add New."



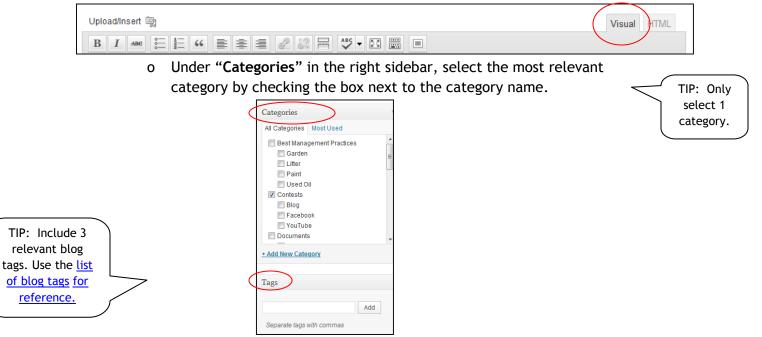
#### 2. Steps to add a blog post:

o Fill out title where it says "Enter title here" in light grey text.



TIP: Make sure

Enter post text in the "Visual" tab. 0



Under "Tags" in the right sidebar below the "Categories" section, add 0 relevant blog tags.

### **Inserting Hyperlinks in Posts**

- 1. Highlight the desired text that you would like to hyperlink.
- 2. Click on the hyperlink button:
- 3. An "Insert/edit link" box will appear.
  - o Enter the "URL."
- 4. Next, click on the checkbox where is says "Open link in a new window."
- 5. You may leave the "Title" section blank, unless you want to title the hyperlink.
- 6. Press the blue "Add Link" button.

Insert/edit link Enter the destination URL URL http:// Title Orlink in a new window/tab			TIP: Opening the link in a new window allows for our blog readers to stay on the blog post and go back and forth to the affiliate links by
Search			clicking through tabs instead of going back
No search term specified. Showing recent items.	=	(	in the web browser.
North Atwater Grand Opening	2012/04/14	``	
North Atwater Grand Opening Photo 3	2012/04/14		
North Atwater Grand Opening Photo 2	2012/04/14		
North Atwater Grand Opening Photo 1	2012/04/14		
Stormwater Poster	2012/04/14		
What's the Scoop?	2012/04/14 🗸		
Cancel	Add Link		

- 7. To remove a hyperlink, click on the break link button.
- 8. To edit hyperlinks or repair a broken link,
  - o Click on the desired linked text, so that the cursor is within the word/phrase.
  - o Click on the hyperlink button.
  - o Edit the "URL" with the updated hyperlink.
  - o Click on the blue "Update" button.

Insert/edit link	×	
Enter the destination URL		
URL http://www.lapropo.org/sitefiles/CIRS/intro.htm		TIP: Select "Use as
Title		
Open link in a new window/tab		featured image"
		first. If you press
Or link to existing content		"Insert into Post"
Search		before, the image
Gealer		will be inserted into
No search term specified. Showing recent items.	<u>^</u> 0	the post without
North Atwater Grand Opening	2012/04/14	setting the feature
North Atwater Grand Opening Photo 3	2012/04/14 m	
North Atwater Grand Opening Photo 2	2012/04/14	image and the "set
North Atwater Grand Opening Photo 1	2012/04/14	featured image" pop
Stormwater Poster	2012/04/14	up box will close.
What's the Scoop?	2012/04/14	
Cancel	Update	

Inserting Images

 Include a photo for the featured image on the blog homepage and for the blog post itself by selecting "Set Featured Image" under the "Featured Image" tab in the right sidebar.

Featured Image

- o Press the "Select Files" button to choose a new image file for upload.
  - Select an image to upload in the blog post.

Set featured image
From Computer From URL Media Library
Add media files from your computer
Drop files here
TO
Select Files
You are using the multi-file uploader. Problems? Try the browser uploader instead.
Maximum upload file size: 64MB. After a file has been uploaded, you can add titles and descriptions.

- o Once the image is selected and done uploading, edit the photo "Title."
- o Next, click on "Use as Featured Image."
- o To include the image in the post, click on "Insert to Post" button.

	Set featured image	×
TIP: The photo "Title" is required, so make sure to include a title	Edit Image	File name: April-Events-4.2.12.jpg File type: image/jpeg Upload date: April 16, 2012 Dimensions: 1728 × 1152
that's related to the post material or	Title *	April Events 4.2.12
photo.	Alternate Text	Alt text for the image, e.g. "The Mona Lisa"
	Caption Description	
	Link URL	http://184.173.222.175/~lastorm/wp-content/uploads/2012/04/April-Events-4.2.12.jp         None       File URL         Attachment Post URL         Enter a link URL or click above for presets.
	Alignment	🔘 💻 None 🔘 🏪 Left 💿 🗮 Center 💿 💻 Right
	Size	<ul> <li>Thumbnail (265 × 135)</li> <li>Medium (300 × 200)</li> <li>Large (1024 × 682)</li> <li>Full Size (1728 × 1152)</li> </ul>
		Insert into Post Use as featured image Delete

- o After you click on the "Insert to Post" button, you will be directed back to the blog post with the image now in the post.
- o Instead of selecting a new image, another option to select an image for the post and as a featured image is to click on the "Media Library" tab to review and use images from past blog posts.
- For selecting an image in the "Media Library" follow these steps: 0
  - Click on the "Media Library" tab.

Set featured imag	je	
From Computer	From URL	Media Library
Add media fi	les from	your computer

• Scroll through the pages of photos for an image or "Search Media" if you know the title of the image you are looking for.

Set featured image From Computer From URL Gallery (2) Media Library	×
All Types   Images (148)	Search Media     TIP: You may also search for all search for al
los-angeles-river-biking-m	show key words, suc as river, beact
larpic1	show trash, etc.
BigBelly Trashcan	show
2009_0427_lawt_wetlands_in_south_la_small	Show
CIRS Flyer	Show
Paula Daniels	Show
Stormdrain-Monster	Show
Trash Monster	Show
Trash Monster Photo	Show
teens-pick-up-trash-photos	( Show )
Save all changes	

- Click on "Show" next to the desired image.
- Once the image is selected, edit the photo "Title" (if necessary).
- Next, click on "Use as Featured Image."
- To include the image in the post, click on "Insert to Post" button.
- After you click on the "Insert to Post" button, you will be
- directed back to the blog post with the image now in the post.
- o To change the size of the image:
  - Click on the image within the post.
  - The image should then be highlighted blue and two icons will pop up in the upper left corner.

Upload/Insert 🔲 🖽 🎜 🖒	Visual HTML	
B Z ↔ ⋮⊒ ⋮⊒ ↔ ≣ ≣ ≣ ∞ 炎 ⊟ ੯		
Styles - Paragraph - U = A - 🖼 🖓	2 目 Ω 準 準 🤊 唑 🞯	
E		
protessionals: All skill levels are welcome to attend.		
Bixby Marshland Walkways	The <u>Bixby Marshland is ready for tours</u> ! On Saturday, January 7 <sup>th</sup> the <u>South Bay Environmental Services</u> will open up this Carson area gem for tours and public exploration.	
	If you're 21 and over, love the environment and would like to connect with others in the area that do too, check out <u>LA Green</u> <u>Drinks</u> this month at Essentia in Santa Monica for some fun, informal	H
	green networking. The party gets going on Thursday, January 12 <sup>th</sup> . > <u>Heal the Bay</u> 's monthly <u>Nothin' But Sand Beach Cleanup</u> is	
AEEN	scheduled for Saturday, January 21 <sup>st</sup> at Dockweiler Beach. Grab your gloves and come on out for what is sure to be a great community service day.	
	> The Future of Water in Southern California is sponsoring an event	-
Path: p » img.alignleft size-full wp-image-2674		
Word count: 433	Last edited by LA Stormwater on January 3, 2012 at 11:45 am	1/

- Click on the image icon.
- An "Edit Image" box will appear.
- On the left side of the box there will be an option on change the size by percentage numbers.

Edit Image	Advanced Settings
Size 130% 120% 110% 90% 80% 70% 60%	Lorem ipsum dolor sit amet consectetuer velit pretium euis enim. Mi cursus at a mollis senectus id arcu gravida quis et felis id tempus Mobbi mauris tincidunt enim. In mauris. rinu velit libero natoque enim lorem adipiscing ipsum con In malesuada et sociai sincidunt tempus pellentesque cursu convallis ipsum Suspendisse. Rinus In ac quis un Nunc conv laoreet ante Suspendisse Nam. Amet amet urna condimentum V men at Curabitur lorem et cursus. Sodales tostor fermentum Askant Nunc Sed Vestibulum. Ut lorem In penatibus libero id ipsum sagittis me ei ti S Commentum eget Viyamus vel consecteture lorem molentie turpis amet tellus id. Condime rid culus Fusce sed pede Man nunc sodales eros tempor. Sit lacus magna dictumet Curabitu fengilla auctori di vitae visi facilis. Fermentum eget turpis felis velit leo Much Pro mentie Fraesent. Curabitur tellus soclerisque suscipit ut sen ante cursus mi Morhi eu u dero Vestibulum augue et mollis accumsan ornare condimentum In enim. Lee eget ac cons ruis condimentum auleuada. Condimentum commodo et Lorem fringilla maleuada libero ve
Alignment Edit Image	🖉 💻 None 🛛 🎴 Left 🖉 📮 Center 🖉 📑 Right
Title	Bixby Marshland Walkways
Edit Alternate Text	
Edit Image Caption	
Link URL	
	None Current Link Link to Image Enter a link URL or click above for presets.
Update Can	

• Once you select the image size, click the "Update" button.

### **Preview and Publish**

- 1. To preview the post and review hyperlinks, the image and text, click on the "Preview" button.
  - o A new tab will open up where you can review the post.
  - o Preview all hyperlinks and text in the new tab.
- 2. Submit the finished post by pressing the "Publish" button.

TIP: When
reviewing the
post, look for
spacing issues,
hyperlinks
working and
hyperlinks
opening in a
new window.

LA Stormwater	🗭 🕇 New	Howdy, LAadmin 🛃
Dashboard     Dashboar	Add New Post	Screen Options V Help V
✓ Posts	Add New Fost	
All Posts	Enter title here Publ	ish
Add New Categories	Permalink: http://184.173.222.175/-lastorm/blog/2012/04/3605/ Edit	ave Draft Preview
Tags	Upload/Insert 🜚 Visual HTM Status	s: Draft <u>Edit</u>
🖉 Home Slider	B I +## = = = = 2 2 = +5 = ■ ■ Visibi	lity: Public
Homepage	Paragraph ▼ U ■ A ▼ IP Im Q Ω I I I I O C O	Iblic Stick this post to the front page
Landing Pages	Coastal Interceptor Relief Sewer Project Update, Date	ssword protected
About Us Sub	The City of Los Angeles has been working on the Central Intercentor Poliof Sewer (CIPS) to provide	
Take Action Sub	additional capacity to handle the increased flows of stormwater from the eight completed Low Flow	<u>Cantel</u>
Documents	Diversion (LFDs) structures. The completed CIRS will assist the Crip in complying with the Santa Monica Bay Beaches Dry Weather Bacteria TMDL requirement, making our beaches and bay waters	ıblish immediately <u>Edit</u>
Green LA Sub	safer and healthier while meeting Environmental Protection Agency and federal Clean Water Act regulations. Below is an update on the latest information about the <u>CIRS</u> . Stay tuned to our blog for the	et Button options
양 Media	latest undates regarding the CIRS and more!	to Trash Publish
de Links		

# **Featured Blog Posts**

Featured blog posts will be featured at the top of the Blog page.

- 1. To do this, scroll through the "Categories" box and check the "Featured" category.
- 2. To remove a blog post as the feature, uncheck the "Featured" category.
  - It is **IMPORTANT** to only have 1 blog post selected with the "Featured" 0

TIP: Feature posts will expire after 30 days of the initial log posting ate. This is why it is important o keep the blog updated veekly and elect new featured posts on a weekly basis.

TIP: Select only 1 featured image, since only one featured image can be	category because only one post can be seen as a featured post and if multiple posts are selected as featured, only the most recent post wi show up in the blog and the other feature selected posts will NOT be visible on the blog page.	ill d
displayed at a time. Rotate the feature image on a weekly basis.	Categories All Categories Most Used Featured Stormwater News Best Management Practices Garden Litter Paint Used Oil Contests Blog Facebook	

+ Add New Category

- 3. A faster way to add and remove posts as the "Feature" is to click on "All Posts."
- 4. Hover over the desired post and click on "Quick Edit."
- 5. From there a "Quick Edit" box will appear.
  - o Scroll through the "Categories" section.
  - o Check or uncheck the "Featured" category.

6/ Click the blue "Update" button and all changes will be saved.

Title		Author	Categories	Tags		Date	
Free Doggie Waste Bags - Draft		LAadmin	Documents	No Tags	0	2012/04/14 Last Modified	
	a Peer with a Click uick Edit  rash   View	LAadmin	Featured, Sto	rmwater News City of Los Angeles, LA Stormwater, LA Stormw Program, Team Effort I	vater	2012/04/11 Published	
Title		Author	Categories	Tags		Date	
Free	Doggie Waste Bags - Draft	LAadmin	Documents	No Tags	0	2012/04/14 Last Modified ≡	
QUICK EDI	т	Categories [more]		Tags			
Title	Sneak a Peek with a Click	Events	*	City of Los Angeles, LA Stormwater, LA Sto	rmwater Program	, Team Effort Blog	
Slug	sneak-a-peak-with-a-click	Kids Ocean Day					
Date	04-Apr 🗨 11 , 2012 @ 19 : 32	Featured		🖉 Allow Comments 📝 Allow Pings	omments 🔽 Allow Pings		
Author	LAadmin	Green Streets		Status Published 💌 🗆 Make this	post sticky		
Password	–OR– 🔲 Private	Guest Posts	t 🗸				
Cancel						Update	

#### **Reviewing and Approving Comments:**

1. Click on "Comments" in the right sidebar.

🖵 Comments 📵

- 2. Hover below comment text and the following options will appear: "Approve, Reply, Quick Edit, Edit, Spam and Trash"
- 3. Click "Approve" and the comment will reveal in the blog post.

LA Stormwater	•	● 1 + New		Howdy, LAadmin 🛃					
企 Dashboard		Comments		Screen Options V Help V					
🖉 Posts	Ÿ	Pending (1)   Approved   Spam (595)   Trash (4)							
🖉 Home Slider									
Homepage	В	ulk Actions  Apply Show all	comment types Filter Check for Spam 414 items	« < 1 of 21 » »					
Landing Pages		Author	Comment	In Response To					
About Us Sub	E	North Atwater Park to Be Celebrated Along LA River's Banks	Submitted on 2012/04/03 at 3:54 pm	A Forgotten Creek Will Lead the Way					
Take Action Sub		lastormwater.info/blog/2012/04	[] For more on this project, please read our October 2010 blog post, A Forgotten Creek Will Lead the Way. []	1 View Post					
Documents		/03/north-atwater-p 74.208.87.169	Approve   Reply   Quick Edit   Edit   Spam   Trash						
Green LA Sub	E	LA Stormwater	Submitted on 2012/03/30 at 1:19 pm   In reply to Loria Perkoski.	Learn How To Install Your Rain Barrel at Home- Watch					
먥 Media		lastormwater.program@gmail.com	Hi Loria, Thanks for your interest in Rainwater Harvestling. For more information on Rainwater Harvesting, check out our website:	Our Do-It-Yourself					
Z Links		66.116.71.128	http://larainwaterharvesting.org/	Installation Video! 3 View Post					
Pages									
🤛 Comments 🔳		Loria Perkoski Splinter43@gmail.com	Submitted on 2012/03/29 at 11:15 am	Learn How To Install Your Rain Barrel at Home- Watch					
Appearance		173.208.176.147	I always was interested in this topic and still am, appreciate it for putting up.	Our Do-It-Yourself					
Ø Plugins				3 View Post					
🖑 Users		How Low Impact Development Applies	Submitted on 2012/03/27 at 1:39 pm	5 Ways To Make Your Home Water-Friendly					
Tt Tools		lastormwater.info/blog/2012/02/22/how-	[] There are even suggestions that every household can voluntarily make to help the home become more environmentally friendly for the future. In either case, your road to LID success starts []	View Post					
IT Settings		low-impact 74.208.87.169							

- 4. Once comments are approved, respond to comments by:
  - o Answering comment questions.
  - o Thanking them for their thoughts.
  - o Engaging them in dialogue by asking another question.

- 5. How to respond to comments:
  - Hover below comment text and the following options will appear:
     "Approve, Reply, Quick Edit, Edit, Spam and Trash"
  - o Click on "Reply."
  - o A "Reply to Comment" text box will appear below the comment.
  - o Write your response in the text box.
  - o Click on the "**Reply**" blue button when you are done.

		Comments				
	A	II   Pending (0)   Approved   Spam (1,64	17)   Trash (4)		(Search Comments)	
<b>\</b>	0	Bulk Actions Apply Show al	Check for Spam	ing 1–20 of 354	f 1 2 3 18 »	
$\mathbf{X}$		Author	Comment		In Response To	
		hb petekronowitt.com natalieb@ix.netcom.com 216.14.63.227	2012/01/03 at 5:20 pm 1. The LA Stormwater program provides a free Do Not Drink Sticker for LA residents to place on their rain barn 2. Clean Water is a Team Effort! - TRUE 3. Name 3 organizations that joined in our "Clean Water is a Team Effort" video TREEPEOPLE, LA CONSERVA CORPS, & HEAL THE BAY 4. What did the kids of LA spell out in the sand for Kids Ocean Day 2010? SUSTAIN LIFE 5. Multiple Choice: What are the benefits of rainwater harvesting? D. ALL OF THE ABOVE Unapprover Reply Duck Edit   Edit   Spam   Trash	els. – TRUE	LA Stormwater Video Trivia	/
		Reply to Comment	Reply to this comment			
		<b>b</b> <u>link</u> b-quote <del>del</del> ins img	ul ol li code lookup close tags			
		Cancel			Submit Reply	

#### To Change Email Addresses to Receive Notifications

- 1. Click on the "Settings" option in the right sidebar.
- 2. A "General Settings" page will appear.
- 3. Change the email address.

LA Stormwater	🗭 🕂 New			Howdy, LAadmin 🛃
<ul> <li>Dashboard</li> <li>Posts</li> </ul>	II General Settings			Help v
A Home Slider	Site Title	LA Stormwater		
Homepage	Tagline	Just another WordPress site	In a few words, explain what this site is about.	
Landing Pages About Us Sub	WordPress Address (URL)	http://184.173.222.175/~lastorm		
Take Action Sub	Site Address (URL)	http://184.173.222.175/~lastorm	Enter the address here if you want your site homepage to be different from the	
Documents	E-mail Address	kristin@kristinfalkner.com	This address is used for admin purposes, like new user notification.	person can
🔲 Green LA Sub	Membership	Anyone can register		receive email
양 Media	New User Default Role	Subscriber		notifications. This person
Einks	New Oser Delaut Role	Subscriber		
Pages	Timezone	UTC+0	C time is 2012-04-16 19:22:01	will be the one
Comments		Choose a city in the same timezone as you.		who monitors
Distance	Date Format	April 16, 2012		and responds
Ø Plugins		0 2012/04/16		to comments.
🖑 Users		04/16/2012 16/04/2012		
Ti Tools		Custom: F j, Y April 16, 2012		
Settings	<b>)</b>	Documentation on date and time formatting.		

### **Photo Submission Forms**

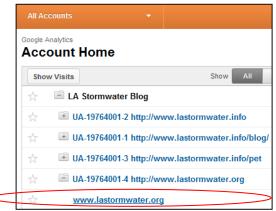
To include a photo submission form to a blog post for contests, copy the below code and insert into the desired post:

- o [contact-form-7 id="3990" title="Photo Upload Form"]
- This code should be placed at the bottom of the desired post, after all of the text and images.

Edit Post Add New      Wet Pet Photo Contest Splashes Down  Permalink: http://www.lastormwater.org/blog/2012/05/wet-pet-photosplashes-down/ Edit Get Shortlink  Upload/Insert      Visual HTML
Permalink: http://www.lastormwater.org/blog/2012/05/wet-pet-photosplashes-down/ Edit Get Shortlink
Upload/Insert 🕲 Visual HTML
Paragraph · U I A· IP  @ 2 Ω 標 事 つ C O
We smiled as they splashed in the waves! We grinned as they mased balls through the water! We chuckled as they scampered through rain puddles! Of course, we're talking about the photos we received last summer during LA Stormwater's inaugural wet pet contest, so we're doing it again!
Now that Spring has sprung, we know you and your pets will be enjoying a lot more time outside – walking along the beach, playing in your local dog park, relaxing in your back yard – and we want to see how your dogs and, yes even your cats, love clean water. Show us photos of them swimming in your pool, taking a bath, drinking water from your kitchen sink or garden hose, splashing in the waves at the beach, enjoying a bath. We are eager to see how your four-legged friends enjoy clean water! Submit a photo of your furdy friend loving clean water. We'll randomly select a winner. On the heels of April being Disaster Preparedness Month and the launch of <u>Prepare Soval</u> , our lucky winner will receive a gift certificate to <u>Emergency Kits 4 All</u> , a company specializing in disaster preparedness kits for everyone in your family. All entries will receive a free <u>LA Stormwater</u> container of dog waste bags so that pet owners can be prepared to pick
Photo entries are due by Friday, June 15, 2012. Here's how easy it is to enter the Wey Pet Photo Contest:
1. Capture your pet "loving clean water" in a photo.
2. Upload your photo (max file size 20 mb) by filling out the form below. Be sure to include your e-mail address so that we can notify you if you're the winner!
3. Send your photo along with a brief description of the water-related activity and your pet's name.
LA Stormwater will create a photo album on our Facebook page to highlight all of the submissions and our winner will be announced on our Facebook page on June 22, which Your Dog to Work Day. Good luck everyone! Photos courtesy of cobala23, Bolivar Sanchez and chefranden. 20 mb. This is more
[contact-form-7 id="3990" title="Photo Upload Form"] important for vi
Path: p
Word count: 356 Last edited by LA Stormw should reach this
o All photo (or video) submissions will be sent to the
lastormwater@lacity.org email address.
o All Emails will be received showing the person's name who is submitting
the photo.
o The subject line of emails received through the photo submission form
will read: "LA Stormwater: Photo Submission."
Make sure to keep an eye out for these emails when running
photo/video contests on the blog.
🖌 🕆 🕞 Jeanette Garcia 🔰 LA Stormwater: Photo Submission - Name: Jeanette Garcia Email: jeanettemechelle@yahoo.com Description: Upload: 📼 2:11

**Tracking Blog Statistics** TIP: Record To track the statistics for the blog, update the Social Media Tracking sheet found here: blog https://docs.google.com/spreadsheet/ccc?key=0Atvm2TAVCHdcdDlZVEVKZjN5T3MwaWt5SGFu statistics consistently WGpjQkE#gid=0 for the 1<sup>st</sup>-15<sup>th</sup> of the 1. Go to Google Analytics: http://www.google.com/analytics/ month and 2. Sign into Google using the <u>lastormwater.program@gmail.com</u> account. the 16<sup>th</sup> last day of **Google** Analytics the month in order to Sign in or Home track impressions. Enterprise-class web analytics. Delivered on Google's world-class platform. Learn more

- 3. Under "Account Home," click on "http://www.lastormwater.org"
  - o Then click on the "<u>www.lastormwater.org</u>" link.

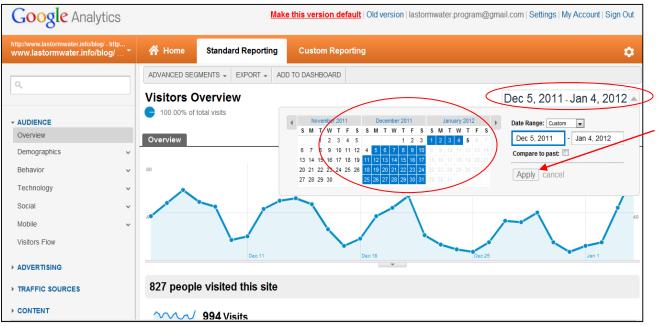


#### 4. A "Visitors Overview" Page will appear.

\_\_\_\_\_ Click on the "Home" tab, which will take you to "My Dashboard."

Home Standard Reporting	Custom Rep	orting				A	dmin	Help 🗗
My Dashboard					Ap	or 1, 2012 -	May 1,	2012 -
+ Add Widget Share Dashboard Em	ail BETA Expor	t <del>-</del>					Delete I	)ashboard
Blog Visits	\$	Avg. Visit Duration		\$	Goal Convers	ion Rate		¢
1,187		Avg. Visit Duration			Goal Convers	sion Rate		
% of Total: 11.26% (10,543)	/	00:03:20			100%			
Blog Unique Visitors	¢	$\sim \sim \sim$						
<b>1,063</b> % of Total: 11.87% (8,956)		00:01:40			0%			
Blog Pageviews	\$	Apr 8 Apr	15 Apr 22	Apr 29	Apr 8	Apr 15	Apr 22	Apr 29
<b>2,559</b> % of Total: 13.03% (19,634)	$\sim$	Visits and Avg. Visit Duration	by Country/Territory	\$	Goal Complet	ions and Goal	Convers	ion Rat 🌣
Visits	\$	Country/Territory	Visits	Avg. Visit Duration	Source	Goal Completions	Con	Goal version
Visits		United States	7,134	00:01:52				late

- 5. Change the date range by clicking on the box in the upper right hand side with the dates.
  - o A calendar will appear. Click on the days you want to obtain the statistics from, and then click on the "**Apply**" button.



#### 6. Once you click "Apply,"

o Record the number of "Blog Visits, Unique Visitors & Pageviews."

	Home Standard Re	porting Custom Re	eporting				A	dmin Help 🗗
	My Dashboard					Ap	or 16, 2012 - A	vpr 30, 2012 🔻
	+ Add Widget Share Dash	hboard Email BETA Expo						Delete Dashboard
	Blog Visits	\$	Avg. Visit Duration		\$	Goal Conve	ersion Rate	\$
/	1,022	*	Avg. Visit Duration	_		Goal Conv	version Rate	
	% of Total: 14.83% (6,891) Blog Unique Visitors 929 % of Total: 16.01% (5,801)	*	00:02:30 00:01:40	$\bigwedge$	$\wedge$	100%		
	Blog Pageviews	\$	Apr 17 Apr 19 Apr 21	Apr 23 Apr 25 Ap	or 27 Apr 29	1000	1.11	1. 1. 1.
	<b>2,067</b> % of Total: 14.40% (14,357)		Visits and Avg. Visit Duration	n by Country/Territory	\$	Goal Comp	oletions and Goal	Conversion Rat 🌣
	Visits	\$	Country/Territory	Visits	Avg. Visit Duration	Source	Goal Completions	Goal Conversion Rate
	1,000		United States	4,936	00:02:03	1	There is no data for	this view.

# Blog Support

WordPress Forums: <u>http://wordpress.org/support/</u> Things you need to know about WordPress: <u>http://codex.wordpress.org/Main\_Page</u>

### List of Blog Tags

Below is a list of blog tags to use when tagging blog posts, they are listed in alphabetical order:

Aerial Art Application Aquarium of the Pacific Awards Bacteria Ballona Creek Beaches Beautification Booth in a Box Calendar California Bill Campaign Cash for Grass Catch Basins Ceremony Children City Council City of Los Angeles **Clean Streets** Clean Water Cleanup Coastal Cleanup Day Coastal Interceptor Sewer Community Construction Contest Department of Water and Power Doggie Waste Bags Dominguez Channel Earth Day Echo Park Lake Eco-friendly El Nino Elmer Ave Green Street Environment Events Facebook Facts Fires Floods

Friends of the LA River Garden **Green Alleys** Green Driveway **Green Streets Guest Blogger** Handbook Heal the Bay Homeowners Implementation Plan Improvement Projects Instructor Interview **KCET** Kids Ocean Day Kids Ocean Science LA Creek Freak LA River LA Stormwater Program LA Team Effort LA Zoo Landscape Guidelines Los Angeles Dodgers Low Flow Diversion Low Impact Development Machado Lake Malibu Foundation Map Mar Vista Meeting Native Plants North Atwater Creek North Hollywood Alley Retrofit **Ocean Friendly** Garden Ordinance **Oros Green Street** Outreach PCH

Penmar Pesticides Pet Pilot Program Planter Box **Plastic Bags** Pledge **Pollution Prevention** Proper Disposal Proposition O Rain Barrel **Rainwater Harvesting Reusable Bags** Revitalization Riverdale School Presentations Sherri Akers Stormwater Story Students Sun Valley Surfrider Foundation Sustainability T-Shirt Tips TMDL Tour Tree Planting Trivia Urban Runoff Venice Ventura County Video Volunteer Water Conservation Water Quality Watershed Projects Waterways Westside Park Project Workshop YouTube