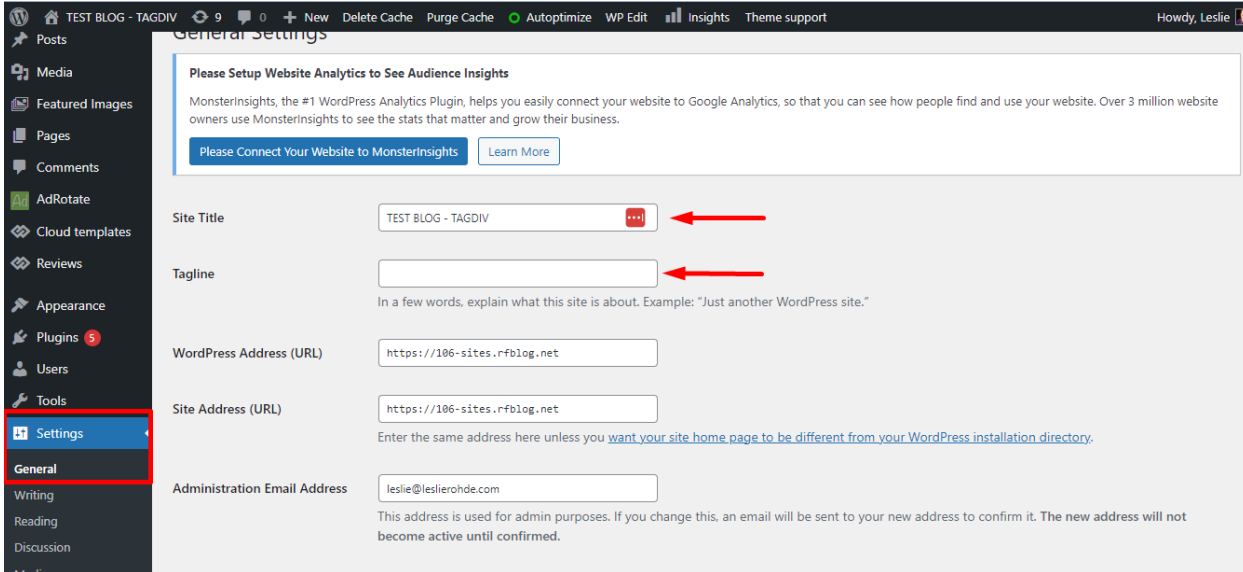


## Blog Setup – Newspaper Theme (v1 / 8May24)

1. Rename blog title and tagline: Go to Settings > General. Input Site title and tagline.

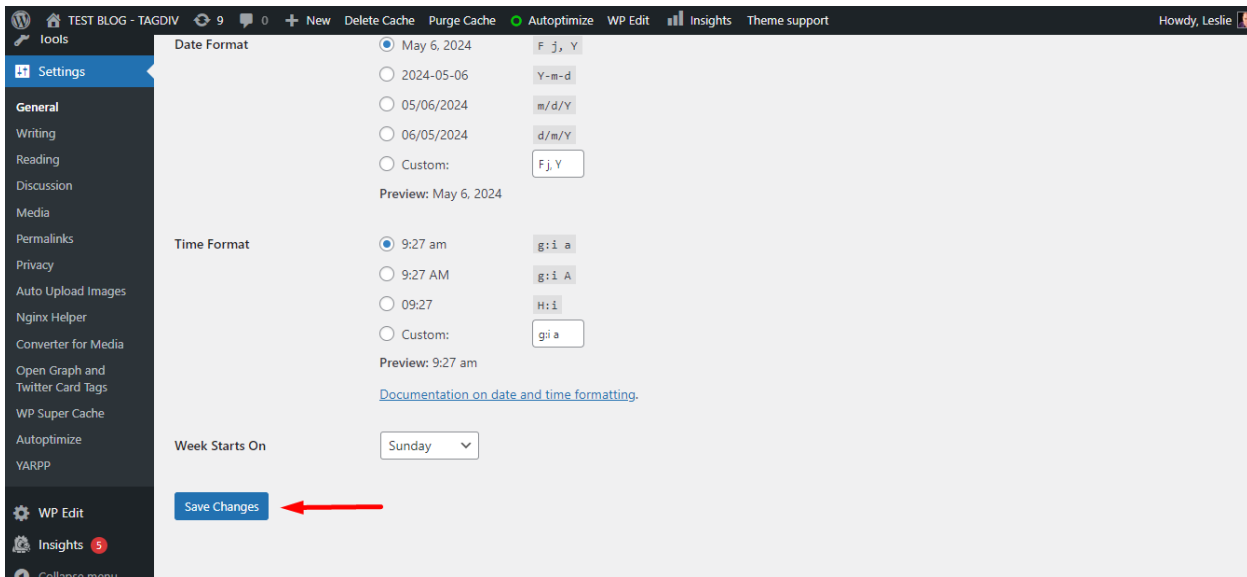


The screenshot shows the WordPress dashboard with the 'General Settings' page open. The left sidebar menu has 'Settings' highlighted in blue and a red box around it. The 'General' sub-menu is also visible. The main content area shows the 'General Settings' form with the following fields:

- Site Title:** TEST BLOG - TAGDIV. A red arrow points to the text input field.
- Tagline:** (Empty). A red arrow points to the text input field. Below the field is the text: "In a few words, explain what this site is about. Example: "Just another WordPress site.""
- WordPress Address (URL):** https://106-sites.rfblog.net
- Site Address (URL):** https://106-sites.rfblog.net. Below the field is the text: "Enter the same address here unless you [want your site home page to be different from your WordPress installation directory.](#)"
- Administration Email Address:** leslie@lesierohde.com. Below the field is the text: "This address is used for admin purposes. If you change this, an email will be sent to your new address to confirm it. The new address will not become active until confirmed."

At the top of the page, there is a banner for 'Please Setup Website Analytics to See Audience Insights' with a 'Please Connect Your Website to Monsterinsights' button and a 'Learn More' link.

2. Then scroll down, click Save Changes.



The screenshot shows the WordPress Settings page for 'TEST BLOG - TAGDIV'. The left sidebar contains a menu with 'Settings' highlighted. The main content area is titled 'Date and Time' and includes the following settings:

- Date Format:** Radio buttons for 'May 6, 2024' (selected), '2024-05-06', '05/06/2024', '06/05/2024', and 'Custom:'. A text input field contains 'F j, Y'. A preview shows 'May 6, 2024'.
- Time Format:** Radio buttons for '9:27 am' (selected), '9:27 AM', '09:27', and 'Custom:'. A text input field contains 'g:i a'. A preview shows '9:27 am'. A link for 'Documentation on date and time formatting.' is present below.
- Week Starts On:** A dropdown menu set to 'Sunday'.

At the bottom of the settings area, there is a blue 'Save Changes' button, which is pointed to by a red arrow.

- To add Categories: Post > Categories > then type the name of the category > then click Add New Category. Also feel free to remove the placeholders (cat1, cat2, cat3) while you're here.

The screenshot shows the WordPress admin interface for managing categories. The left sidebar has 'Posts' and 'Categories' highlighted with red boxes. A red arrow points to the 'Add New Category' form. The main content area shows a table of existing categories.

**Add New Category**

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

**Categories List**

<input type="checkbox"/>	Name	Description	Slug	Count
<input type="checkbox"/>	Cat1	—	cat1	0
<input type="checkbox"/>	Cat2	—	cat2	0
<input type="checkbox"/>	Cat3	—	cat3	0
<input type="checkbox"/>	Features	—	features	3
	Uncategorized	—	uncategorized	0

4a. To add item in Header Menu: Appearance > Menu > click dropdown in 'Select Menu to Edit' > choose 'Header Main Menu' > then click Select

The screenshot displays the WordPress Admin Dashboard's 'Edit Menus' interface. On the left sidebar, the 'Appearance' menu is highlighted with a red box, and its sub-menu 'Menu' is also highlighted with a red box. In the main content area, the 'Edit Menus' section is active. A dropdown menu is open for 'Select a menu to edit:', with 'Header Main Menu' selected. A red arrow points to the 'Select' button next to the dropdown. Another red arrow points to the 'Header Main Menu' option in the dropdown. Below this, the 'Add menu items' section shows a list of pages including 'About Us' and 'Home (2)'. The 'Menu structure' section shows the 'Header Main Menu' with a 'Home' item and a 'Front Page' dropdown. At the bottom, there are 'Save Menu' and 'Delete Menu' buttons.

4b. Click Categories > View All > select the names of your categories one a time (or in a group), then click 'Add to Menu'. Once all categories are added, click Save Menu.

The screenshot displays the WordPress Customizer interface for managing a menu. On the left sidebar, the 'Appearance' section is active, and the 'Menus' menu item is selected. The main content area is divided into two panels: 'Add menu items' and 'Menu structure'.

**Add menu items panel:** This panel shows a list of categories under the 'Categories' section. The 'View All' link is active, displaying a list of categories: Efficiency, Growth, HR, Marketing, Productivity (checked), Strategy, Technology, and Uncategorized. A red box highlights the 'Productivity' checkbox, and a red arrow points to the 'Add to Menu' button at the bottom right of this list.

**Menu structure panel:** This panel shows the configuration for the 'Header Main Menu'. It includes a 'Menu Name' field containing 'Header Main Menu'. Below this, there is a section for dragging items into the menu order. Two items are currently in the menu: 'Home' (set to 'Front Page') and 'Strategy' (set to 'Category'). A 'Bulk Select' button is visible below each item. The 'Menu Settings' section at the bottom includes options for 'Auto add pages' and 'Display location'.

At the bottom of the 'Menu structure' panel, there are two buttons: 'Save Menu' (highlighted with a red arrow) and 'Delete Menu'.

5a. Update Header Logo: View the 'front end' of the site and click the Edit icon as shown.

TEST BLOG - TAGDIV Customize 8 0 + New Edit Page Delete Cache Purge Current Page Autopoptimize Insights Theme support Live CSS **Edit**

Monday, May 6, 2024 Leslie Logout Home Cat1 Cat2 Cat3 f @ X v Howdy, Leslie

# Your Logo

272 x 90

## Full width ad

728 x 90

HOME STRATEGY PRODUCTIVITY MARKETING HR EFFICIENCY GROWTH

CAT1

CAT2

STAY CONNECTED

- 16,985 Fans LIKE
- 2,458 Followers FOLLOW
- 61,453 Subscribers SUBSCRIBE

- Advertisement -

**Sidebar**

## 5b. Click on the image 'Your Logo'

The screenshot shows a web editor interface with a dark theme. On the left is a sidebar with a 'tagDiv Web Development & Design Services' banner and buttons for 'Add Element', 'Load Template', and 'Website Manager'. The main workspace displays a page layout with a header area containing a 'Your Logo' placeholder (272 x 90) highlighted with a red box, and a 'Header ad' placeholder. Below the header is a navigation menu with links for HOME, STRATEGY, PRODUCTIVITY, MARKETING, HR, EFFICIENCY, and GROWTH. The main content area contains three empty post boxes, each labeled 'No posts'. A category filter 'CAT1' is visible. On the right, a 'STAY CONNECTED' section lists social media stats: 16,985 Fans (Facebook), 2,458 Followers (Twitter), and 61,453 Subscribers (YouTube).

5c. In Logo Image, click Remove.

The screenshot displays a web editor interface. At the top, a dark header bar contains system information: '4.2°C New York', 'Monday, May 6, 2024', a user profile 'Lestlie', and navigation links 'Logout', 'Home', 'Cat1', 'Cat2', 'Cat3'. On the right side of the header are social media icons for Facebook, Instagram, and Twitter.

The main content area features a large placeholder for a logo, labeled 'Your Logo' in a large, bold, black font, with '272 x 90' below it. To the right of this placeholder is a smaller box labeled 'Header ad'. Below the logo area is a horizontal navigation menu with the following items: 'HOME' (highlighted with a blue underline), 'STRATEGY', 'PRODUCTIVITY', 'MARKETING', 'HR', 'EFFICIENCY', and 'GROWTH'.

Below the navigation menu, there are three large, empty rectangular boxes, each containing the text 'No posts'. A yellow tab labeled 'CAT1' is positioned above the first 'No posts' box.

On the right side of the page, there is a 'STAY CONNECTED' section. It includes three social media icons with their respective follower/fan counts: Facebook (16,985 Fans), Twitter (2,458 Followers), and YouTube (61,453 Subscribers).

On the left side, a settings panel is open. The 'IMAGE' tab is selected. It contains the following options: 'Logo uri' (text input), 'Open in new window' (checkbox), 'Set rel attribute' (dropdown menu set to 'Disable'), 'Disable H1 on logo' (checkbox), 'Display' (dropdown menu set to 'Columns'), 'Make inline' (checkbox), 'Align block to right' (checkbox), 'Vertical align' (dropdown menu), and 'Horizontal align' (dropdown menu). At the bottom of the 'IMAGE' tab, there are three options: 'Logo image', 'Logo retina image', and 'Remove'. A red arrow points to the 'Remove' button, which is accompanied by a trash icon.



5d. Click the icon to upload a new image.

The screenshot displays a web editor interface. On the left, a settings panel is open, showing various options for the 'Header logo'. The 'IMAGE' section is highlighted, and a red arrow points to the 'Logo image' upload icon. The main editing area shows a page layout with a header menu containing 'HOME', 'STRATEGY', 'PRODUCTIVITY', 'MARKETING', 'HR', 'EFFICIENCY', and 'GROWTH'. Below the header menu, there are three content blocks, each containing the text 'No posts'. A 'CAT1' category label is visible above the third block. On the right side, there is a 'STAY CONNECTED' section with social media icons for Facebook (16,985 Fans), X (2,458 Followers), and YouTube (61,453 Subscribers).

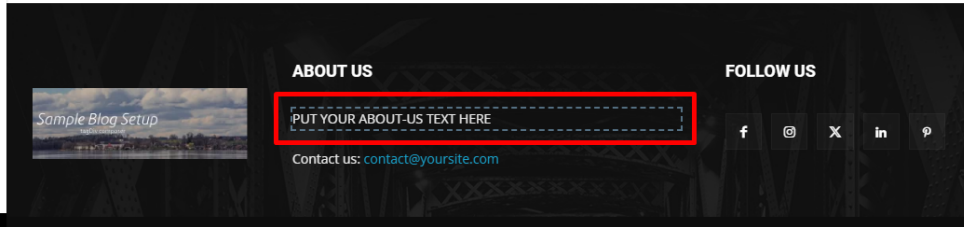
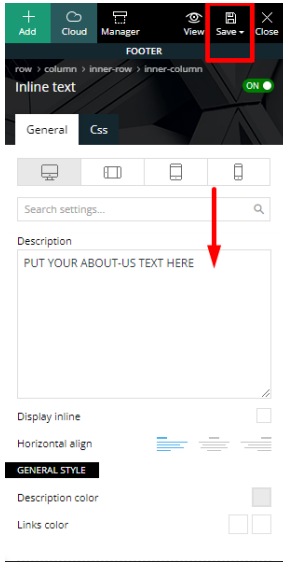
5e. Select existing image from library or upload your logo. Click 'Insert into page'

The screenshot displays the 'Add media' interface. On the left, there is a sidebar with options: 'Actions', 'Add media', 'Create gallery', 'Create audio playlist', 'Create video playlist', 'Featured image', and 'Insert from URL'. The main area is titled 'Add media' and has two tabs: 'Upload files' and 'Media Library'. Below the tabs are filters for 'Filter media' (All media items, All dates) and a search box. A grid of media items is shown, with the 'Blog Setup' image selected, indicated by a blue checkmark in the top right corner. The 'ATTACHMENT DETAILS' panel on the right shows the selected item's metadata: 'testtagdivlogo2.png', 'May 6, 2024', '46 KB', '272 by 90 pixels', and options to 'Edit Image' or 'Delete permanently'. Below this, there are fields for 'Alt Text', 'Title' (testtagdivlogo2), and 'Caption'. At the bottom left, it says '1 item selected' with a 'Clear' link. At the bottom right, a red arrow points to the 'Insert into page' button.

5f. Click on Save, then select Save Header.

The screenshot shows a web design tool interface. At the top, there is a toolbar with icons for 'Add', 'Cloud', 'Manager', 'View', 'Save +', and 'Close'. Below the toolbar, a 'Save all' dropdown menu is open, with 'Save header' highlighted in red. Other options in the menu are 'Save footer' and 'Save content'. The main workspace displays a 'Sample Blog Setup' header with a cityscape image and a 'Header ad' placeholder. Below the header is a navigation menu with links for 'HOME', 'STRATEGY', 'PRODUCTIVITY', 'MARKETING', 'HR', 'EFFICIENCY', and 'GROWTH'. The main content area contains three 'No posts' placeholders. A 'CAT1' category is highlighted in yellow. On the right, there is a 'STAY CONNECTED' section with social media icons for Facebook (16,985 Fans), X (2,458 Followers), and YouTube (61,453 Subscribers). The left sidebar contains various settings for text and images, including options for 'Open in new window', 'Set rel attribute', 'Disable H1 on logo', 'Display', 'Make inline', 'Align block to right', 'Vertical align', and 'Horizontal align'. The 'IMAGE' section includes 'Logo image', 'Logo retina image', and 'Alt attribute'.

6. Update footer – ‘About Us’ text: Click on ‘PUT YOUR TEXT ABOUT-US TEXT HERE’, then type your description on the box on the left side, then click save icon on top of screen.



6a. Update Footer – Contact us: change email address by clicking on the email address. On the description box, replace current email address with your email address, then click Save icon on the top of the screen.

The image shows the tagdiv Composer interface for editing a website footer. On the left, the 'Description' field contains the HTML code: `Contact us: <a href="mailto:contact@yoursite.com">contact@yoursite.com</a>`. The 'Save' icon in the top toolbar is highlighted with a red box. Below the description field, the 'GENERAL STYLE' section is visible, including options for 'Display inline', 'Horizontal align', 'Description color', and 'Links color'. On the right, the live preview of the footer is shown. It features a dark background with a grid pattern. The 'ABOUT US' section includes a placeholder image for 'Sample Blog Setup' and the text: 'This is a test blog site on how to use tagdiv Composer to edit your Newspaper Theme settings'. The 'CONTACT US' section contains the text 'Contact us: contact@yoursite.com', which is highlighted with a red dashed box. The 'FOLLOW US' section includes social media icons for Facebook, Instagram, Twitter, LinkedIn, and Pinterest. The top of the preview shows 'LATEST ARTICLES' and 'MOST POPULAR' sections, both containing 'No posts to display'.

6b. Update Footer social media links: Click on the block 'FOLLOW US'. On the left side of the screen, change the settings on how you want the icons to appear. Check on 'Open new window'. Then, put the link on the corresponding box of the social media. Example: Facebook: <https://www.facebook.com/>. Once all links have been added, click Save icon at the top of the left-hand column.

FOOTER

row > column > inner-row > inner-column

Social icons ON

General Style Css

Search settings.

Icons size  14

Padding around icons  2.8

Spacing around icons  10

Open in new window  →

Set rel attribute Disable

Order social icons

Behance

Blogger

CloutHub

Dailymotion

Delicious

Deviantart

LATEST ARTICLES

No posts to display

MOST POPULAR

All

No posts

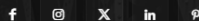
ABOUT US

Sample Blog Setup

This is a test blog site on how to use tagdiv Composer to edit your Newspaper Theme settings

Contact us: [contact@yoursite.com](mailto:contact@yoursite.com)

FOLLOW US



7. Update Social counter: Click on 'STAY CONNECTED', then change the settings on the left side of the screen. Input only social media ID. Once done, click on Save icon at the top of the left column.

CONTENT

row column

Social Counter ON

General Style Css

Save -

HEADER SETTINGS

Custom title: Stay Connected

Title url:

Header template: - Global Header -

Title background color:

Title text color:

Accent hover color:

Title tag (SEO) Default - H4

Facebook id #

Facebook fixed count 16985

Twitter id #

Twitter fixed count 2458

Youtube id #

HOME STRATEGY PRODUCTIVITY MARKETING HR EFFICIENCY GROWTH

No posts

No posts

CAT1

No posts

< >

CAT2

No posts

< >

STAY CONNECTED

16,985 Fans LIKE

2,458 Followers FOLLOW

61,453 Subscribers SUBSCRIBE

- Advertisement -

ClMaha ad

8. Update any block settings: Click on the desired block you want to update. In General settings at the left you can enter the title and other settings. Once done, click on the Save icon at the top of the screen.

The screenshot displays a content management system interface. On the left, a settings panel is open for 'Flex Block 3'. The 'Save' icon at the top of the settings panel is highlighted with a red box. The settings panel includes sections for 'PRE-MADE STYLE PRESETS', 'HEADER SETTINGS', and 'CONTENT LENGTH'. The 'HEADER SETTINGS' section is also highlighted with a red box and contains the following fields:

- Custom title: CAT1
- Title url: [empty field]
- Header template: - Global Header -
- Title background color: [yellow swatch]
- Title text color: [black swatch]
- Accent hover color: [white swatch]
- Title tag (SEO): Default - H4

The 'CONTENT LENGTH' section includes:

- MODULE FLEX 1
- Title length: 25
- Title tag (SEO): Default - H3

The main content area shows three content blocks, each with a red border. The first block is titled 'CAT1' (yellow header) and contains 'No posts'. The second block is titled 'CAT2' (green header) and contains 'No posts'. The third block is titled 'CAT3' (blue header) and contains 'No posts'. On the right side, there is a 'STAY CONNECTED' section with social media links for Facebook (16,985 Fans, LIKE), Twitter (2,458 Followers, FOLLOW), and YouTube (61,453 Subscribers, SUBSCRIBE). Below this is an advertisement placeholder labeled 'Advertisement -' and a 'Sidebar ad' placeholder.



8b. Additional blocks: Do the same for the other home page blocks. You can reuse existing categories as shown or use different ones.

The image shows the WordPress Customizer interface for a 'Posts Loop 2' widget. The top navigation bar includes 'Add', 'Cloud', 'Manager', 'View', 'Save', and 'Close'. The 'Save' button is highlighted with a red box. Below the navigation bar, the 'CONTENT' section is visible, showing 'row > column' and 'Posts Loop 2' with a 'ON' indicator. The settings panel on the left is outlined in red and includes tabs for 'General', 'Layout', 'Style', 'Ads', and 'Css'. Under 'General', there are icons for desktop, tablet, and mobile views, a search bar, and a 'PRE-MADE STYLE PRESETS' section. The 'HEADER SETTINGS' section is expanded, showing 'Custom title' set to 'LATEST ARTICLES', 'Title url' (empty), 'Header template' set to '- Global Header -', and color selection options for 'Title background color', 'Title text color', and 'Accent hover color'. The 'Title tag (SEO)' is set to 'Default - H4'. The 'CONTENT LENGTH' section is also expanded, showing 'MODULE CATEGORY' (empty), 'Title length' set to 25, 'Title tag (SEO)' set to 'Default - H3', and 'Excerpt length' set to 25.

The image shows a WordPress homepage layout with five widget blocks highlighted in red. The top block is a large rectangular area labeled 'Custom ad code'. Below it are three smaller blocks, each with a title bar and a content area. The first block has a blue title bar labeled 'CAT1' and contains the text 'No posts'. The second block has a black title bar labeled 'CAT2' and contains the text 'No posts'. The third block has a black title bar labeled 'CAT3' and contains the text 'No posts'. Below these are two more blocks. The fourth block has a black title bar labeled 'LATEST ARTICLES' and contains the text 'No posts to display'. The fifth block has a black title bar labeled 'MOST POPULAR' and contains the text 'No posts'. The 'MOST POPULAR' block also has a dropdown menu with 'All' and 'More' options.

8c. Filters tab: For each home page block, click on filters tab and on Category Filter, click the dropdown arrow to choose the post category you want to show on that specific block. Then click Save icon on the top of the screen.

The screenshot shows the WordPress dashboard interface. At the top, there's a navigation bar with 'Add', 'Cloud', 'Manager', 'View', 'Save' (highlighted with a red box), and 'Close' icons. Below this is the 'CONTENT' area with 'Flex Block 3' selected. The 'Filter' tab is highlighted with a red box. The 'Filters' panel is open, showing various filter options. The 'Category filter' dropdown is expanded, with 'Marketing - [id: 20]' selected. A red arrow points to the dropdown arrow. The main content area shows a 'Sample Blog Setup' header and a navigation menu with 'HOME', 'STRATEGY', 'PRODUCTIVITY', 'MARKETING', 'HR', 'EFFICIENCY', and 'GROWTH'. Below the navigation menu, there are three 'No posts' blocks. The 'STAY CONNECTED' section shows social media links for Facebook (16,985 Fans), X (2,458 Followers), and YouTube (61,453 Subscribers). The bottom right corner has a '- Advertisement -' placeholder.