HOW TO USE THE S4BE WEBSITE AND WRITE YOUR FIRST BLOG

The Students 4 Best Evidence website is a Wordpress site, and is very easy to use and post on. Here are a few key instructions for using the site.

Logging in

Once you have been sent your username and password, you can log in to the site through:
http://www.students4bestevidence.net/wp-login.php

Writing a post (blog)

Once you are signed in you will see a dark grey banner at the top of the website. To start writing a new blog, select 'New' or hover over 'New' and then select 'Post'.
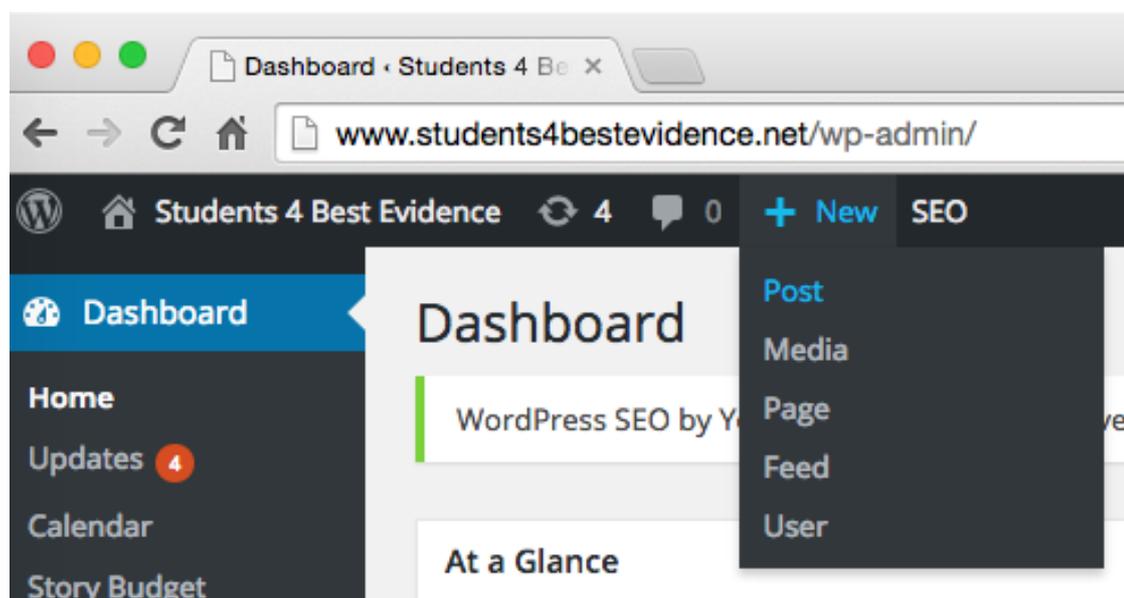
Before you start writing make sure the following 'screen options' (top right hand corner) are ticked:
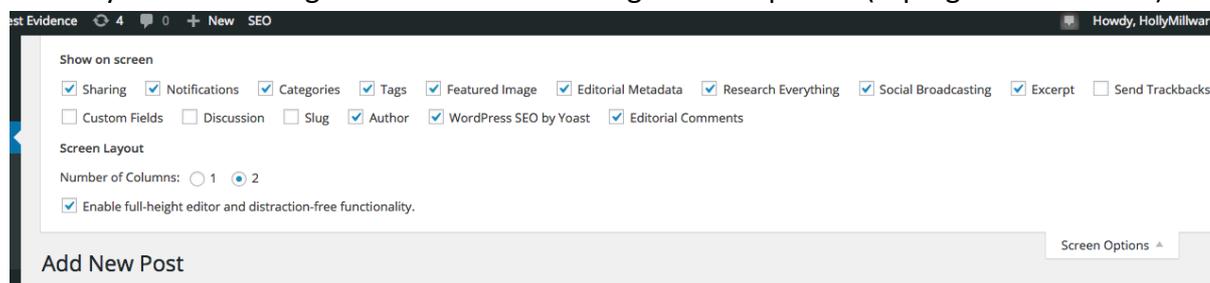
- Sharing
- Notifications
- Categories
- Tags
- Featured image
- Editorial Metadata
- Research everything

- Social broadcasting
- Excerpt
- Author
- Wordpress SEO by Yoast
- Editorial comments

Also make sure you show all the 'Toolbar Toggle' option in the main text box:
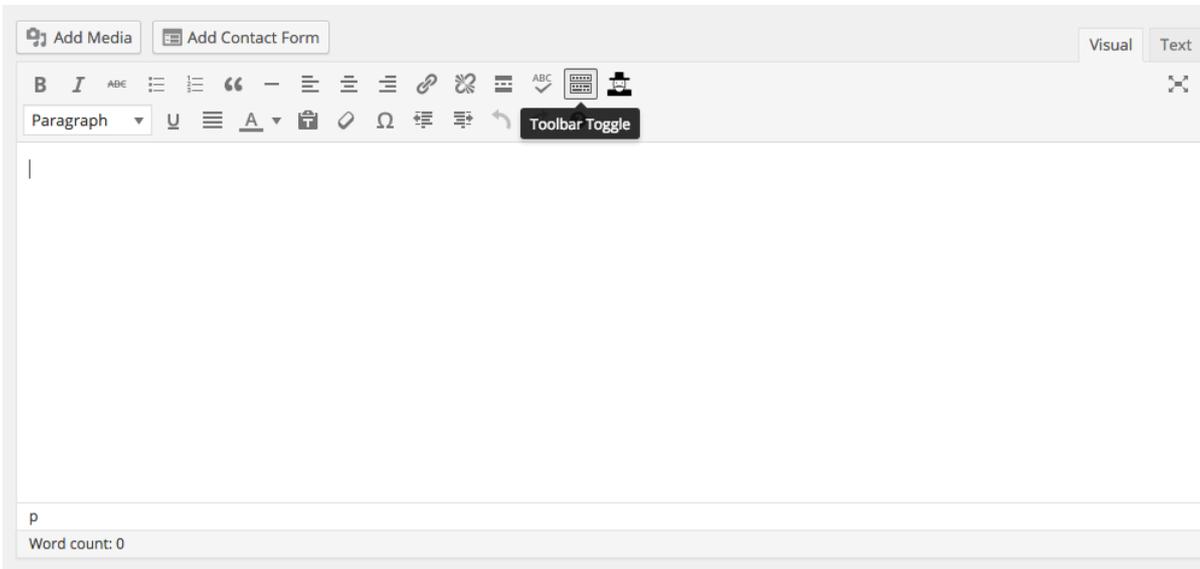
Now you can start your blog…

We have a new system for writing blogs on S4BE call Edit Flow. It has 3 stages of post:

1. **Pitch** – This is the default setting when starting your new blog until you saved it as a **draft**. It is also the setting Selena (and other editors) use to propose a new blog topic. Selena will set up a new blog as **pitch** status and provide the subject details; she will then notify various people depending on the topics they are interested in. Whoever comments first saying they will blog about it will be made the lead author. Selena may also add it to the Edit Flow calendar if it needs to be finished by a particular date.

2. **Draft** – Once you've started writing your new blog save it as **draft** and Selena and the other editors will know it's not ready to be published. You can keep coming back to work on your **draft** until you think it's finished.

3. **Pending Review** - When you have finished all the steps listed below and you think your blog is ready to be published, save it as **pending review**. This means Selena and other editors will know it is ready to be published. They may leave editorial comments for you if it needs a little more work before it's published. You will receive emails when the blog is scheduled and published, so you can review the final version before it goes live.

Add a title – make it eye catching and keep it short. Try and include key words from your blog, this will help search engines pick up your content.

Enter your text in the main body. You can edit your text similarly to using Microsoft Word, so you can make words bold or add in bullet points etc.

Adding a link (URL)

You can add a link to any word or picture within your text. If you highlight the particular item then select the 'link' button then copy and paste the URL address and title of the website in the box that appears (this is a MUST as it means it meets legislation for visually impaired internet users) then tick the 'Open link in a new tab/window'.
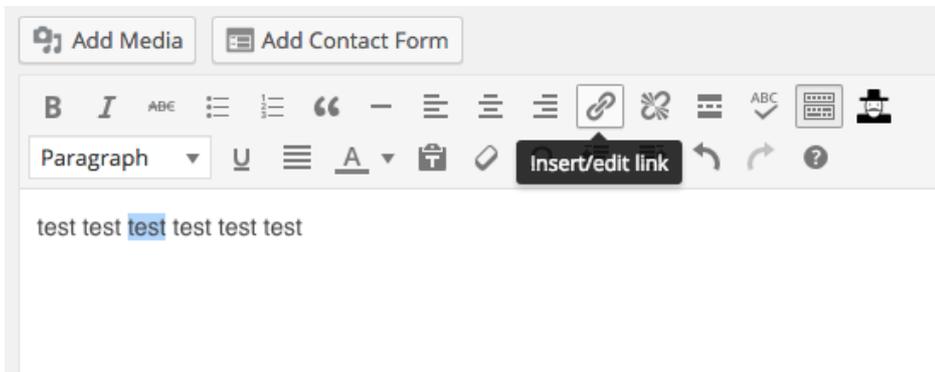
You can unlink an item by pressing the 'break link' button:
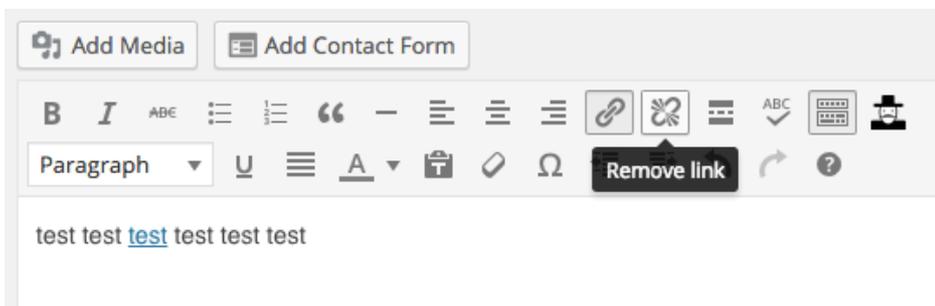
Adding a heading

If you would like to add a heading, select the 'Text' option on the top right corner of the main body of text. Then, type either <h1> or <h2> in front of the first word you would like to be included in the heading. (h1 is larger than h2). You will then need to type either </h1> or </h2> after the final word you would like included in your heading. Alternatively, put the text you would like as a heading in CAPITALS and BOLD and then one of the editors can turn this into a heading for you. You can then return to the 'visual' version of your blog by selecting 'visual' in the top right corner.
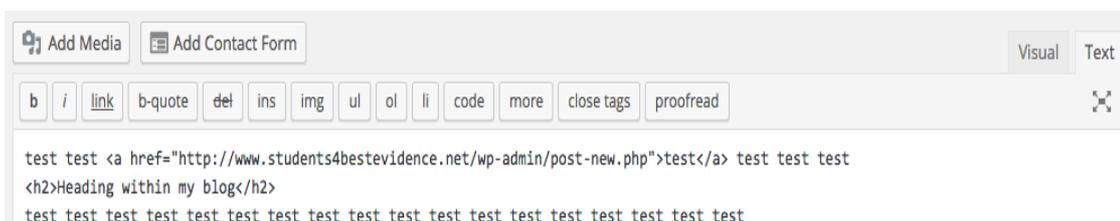
Inserting a picture into the main text

Contributors are unable to add pictures within Wordpress, if you have image suggestions please let Selena know (as well as whereabouts you would like the image to appear in the blog). She can either purchase and insert them for you or check that they are free to use. S4BE uses shutterstock.com for stock (i.e. purchased) images.

Embedding media into your post (i.e. videos)

Let's say you would like to add a YouTube video into your post, the best way is to NOT use the 'Insert Media' function. You can either copy and paste the video URL into your blog or go to your YouTube link and select the 'Share' option under the video. Then select 'Embed', copy the highlighted code and go back to your post.

When you're back in your post, select the 'Text' option on the top right corner of the main body of text. This will show the post in computer coding (how a website is built) all you have to do is paste the code from YouTube where you would like the video to sit in your post.

Then you can go back to the 'Visual' version of your post and you will see the video is now in your post.
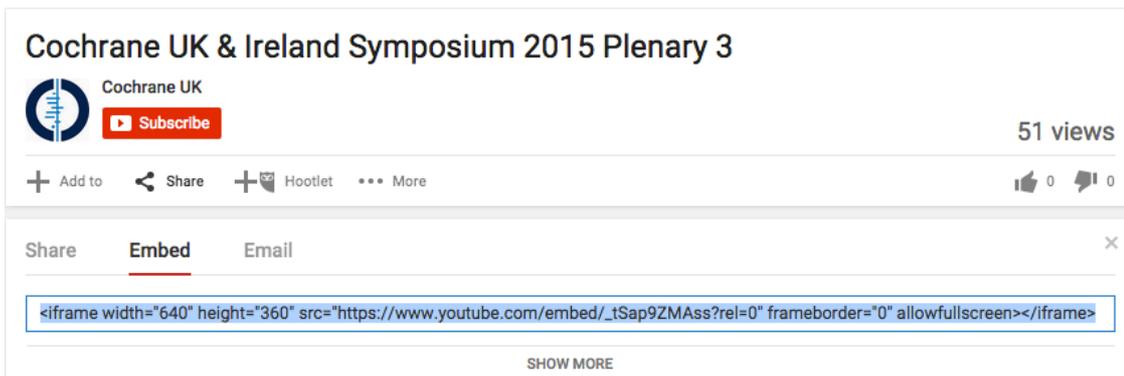
Referencing

For references, list them at the end of the blog under 'Links' or 'References'. It does not matter which referencing system you use, but please try to be consistent. Here are a couple of links: (standard version) http://www.icmje.org/urm_main.html & (Full version) http://www.ncbi.nlm.nih.gov/books/NBK7256/

Here are some good examples of how to reference in your blog:

References

1. Addressing Reporting Biases, Cochrane Bias Methods Group, Feb 2013

2. Direction and impact of language bias in meta-analyses of controlled trials: empirical study., Jüni P1, Holenstein F, Sterne J, Bartlett C, Egger M., Int J Epidemiol., 2002 Feb;31(1):115-23

3. The inclusion of reports of randomised trials published in languages other than English in systematic reviews., Moher D1, Pham B, Lawson ML, Klassen TP., Health Technol Assess., 2003;7(41):1-90.

4. The impact of outcome reporting bias in randomised controlled trials on a cohort of systematic reviews., Kirkham JJ1, Dwan KM, Altman DG, Gamble C, Dodd S, Smyth R, Williamson PR., BMJ., 2010 Feb 15;340:c365.

or

Links/References

- More about Dr. Aaron E. Carroll via The Incidental Economist here
- For serious fans, you can even buy Healthcare Triage swag here
- Watch/subscribe to Healthcare Triage Channel on YouTube here
- Follow Healthcare Triage on Twitter @HCTriage
- Follow Dr. Carroll on Twitter @aaronecarroll

Once the main content of your blog is finished, please go through the following steps:

Always add an Excerpt

This is the text that appears on the Home page and is the introduction to your post. It needs to be brief and eye catching! (Make sure you ticked the excerpt option in 'Screen options' at the beginning of these instructions.)

Choose a Category (you can have more than one!)

Always select what category your post falls under (you can select more than one), whether it is a blog, online course or a presentation. This means it will be found and filtered in any searches.

Tag your post

Tagging means choosing words that if searched for will bring up your post. You can have as many as you want as long as they are relevant. This will improve the search on the website.

Wordpress SEO by Yoast

Please make sure to fill in the Wordpress Search Engine Optimization (SEO) section within your post. This is important as it makes sure Google and other search engines find your content. Once you have filled it in

(or if you have edited it) make sure to save your blog so the SEO score updates. You are aiming for a green – good SEO score (the SEO score appears in the 'Publish' box at the top of the post). In the 'page analysis' tab it will give you detailed feedback on how to improve your SEO score.

Here is an example of a green – good SEO score:
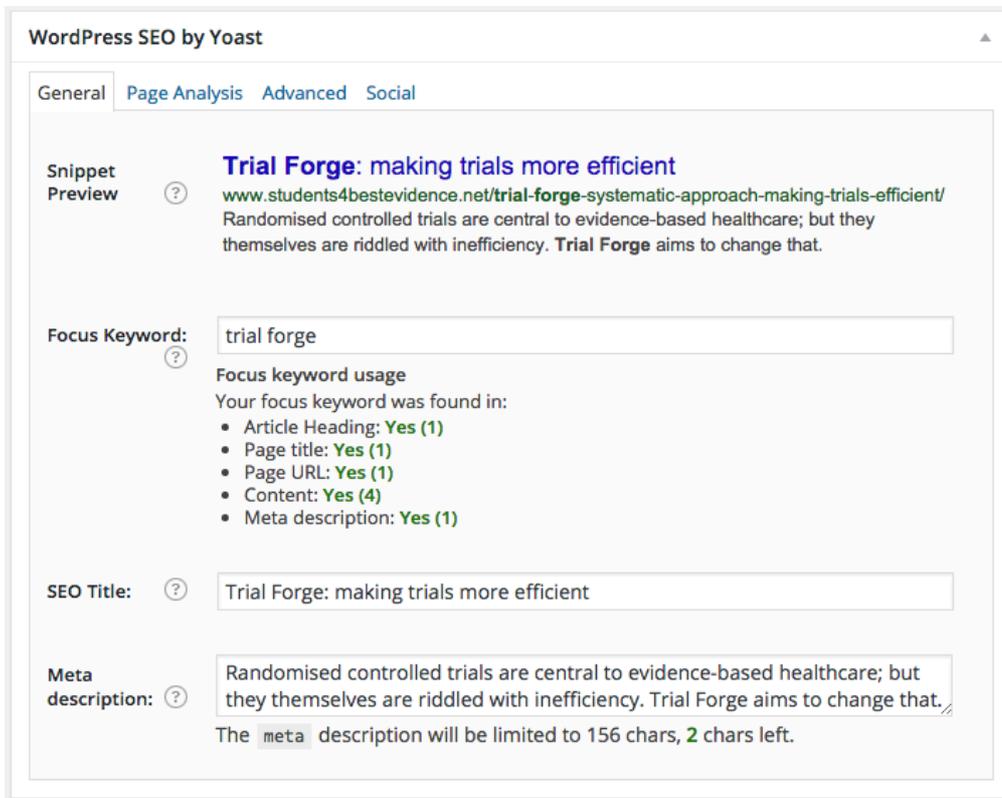
Finishing your Post

Do check what your post looks like you can do this by selecting the 'Preview' option.

Sharing your Post

You will be given the option to share your post through social media once it's published, feel free to do so as this helps advertise the S4BE community and brings more visitors to your blog!

You can…

Tweet us at @Students4BE

Like us on facebook.com/Students4BE

Subscribe to our page on https://plus.google.com/ Students4bestevidenceNetEBM