

Hello Powerful Authors!

Below is your login information for Powerful You! Publishing website (<http://www.powerfullyoupublishing.com>).

This will give you easy access to the Author Resource Page and your author profile. It also allows you to post articles and videos to the Author blog. Now is the perfect time to post to the blog, because between now and the launch date is when we get the most traffic to the website.

You're already familiar with the Author Resource Page (also known as the ARP) which is your "GO TO" page for everything pertaining to this launch and beyond. It contains all training sessions to listen to when you need them. It also includes author updates, launch promo, marketing materials, and graphics... it's everything you need for the project AND to refer back to for graphics and information after the launch.

THE AUTHOR BLOG is a place for you to add (post) whatever articles you'd like to have on the book website—whether they pertain to your story, your business, or your interests. This serves as additional exposure for you and helps to establish you as an expert. This is where you become a resource. *Note: Be sure to include a short bio at the end of your article with a link to your own website.

Once your article (a.k.a. blog post) is live on the website, it is available for readers to make comments. By responding to these comments, you will create a relationship with your readers. Be sure to check your posts and respond to comments posted.

NOTE - Your personal login (email) and password were emailed to you.

To login:

Go to www.powerfullyoupublishing.com. Click on the login tab in the menu bar at the top and sign in.

All of the following information is available under the “Author Admin” tab from the top menu. (This option only shows up if you are logged in)

Here are the instructions to EDIT your PROFILE:

- Click on “MY PROFILE” under the “AUTHOR ADMIN” tab of the main menu
- On your profile page, click on the gray “wheel” symbol that is on the right side near your profile picture, and click on “EDIT PROFILE”.
- Edit any of the fields of your profile that you wish to edit.
- When you’re done, you *must* click on “Update Profile” button at the bottom of the page to save edits and changes.

Here are the instructions to ADD/EDIT articles and videos:

To ADD an ARTICLE (blog post):

- Click on “ADD ARTICLE” under the “AUTHOR ADMIN” tab in the main menu
- This brings you to a page with a form
- Add the TITLE of your article in the box “ADD TITLE OF ARTICLE/POST”
- Add your content in the “ADD ARTICLE” box. You can either type it in or copy and paste from Word.
- You can format it using the options at the top of the box. Use the “VISUAL” tab unless you know how to format using html. Use the “TEXT” tab if you want to format using html.
- You can add a picture to your blog post by selecting the “ADD MEDIA” tab – see detailed instructions below.
- You can add a “FEATURED IMAGE”. This image will show up on the “AUTHOR BLOG” page to the left of an excerpt of your post. If you do not add an image, a default picture will be placed instead.
- Next, select the Category or Categories that pertain to your post. When someone is visiting the website, they can search for information via categories.

- When you are done, click on “SUBMIT” at the bottom of the page.

To Add Pictures to your Post:

- Place your cursor where you want your picture to be placed
- Click on “ADD MEDIA” just above the formatting menu bar.
- A box will pop-up and you can add pictures from your computer
- Select the tab “UPLOAD FILES”
- Click on “SELECT FILES” to browse for the image that you want to add
- Select the file (picture) that you want and select “OPEN”
- Once the image has been loaded, click “INSERT INTO PAGE”.
- You will now be directed back to the form. If you click on your picture you can choose how to format the picture in relation to the text. Choose one of the options.

To Add a YouTube Video to your Post:

- Add the TITLE of your article in the box “ADD TITLE OF ARTICLE/POST”
- Write description in “ADD ARTICLE”
- Click on the “TEXT” button on far top left of form
- Place “EMBED” code from YouTube below your description
- Add featured item if desired
- Select Categories
- Select SUBMIT

To Edit a Post:

- Click on “EDIT ARTICLES” under the “AUTHOR ADMIN” tab in the main menu
- Find the post that you want to edit
- Click on “EDIT” below the excerpt of the post that you wish to edit.
- This will bring up your post – make changes.
- When done, you *must* click “UPDATE” at the bottom to save your changes

If you have any questions, please reach out to me. I'm happy to help.

with gratitude and joy....

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Powerful You! Publishing
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