

PRESSFORWARD



Quick Start Guide

Step 1: Install and Activate Plugin

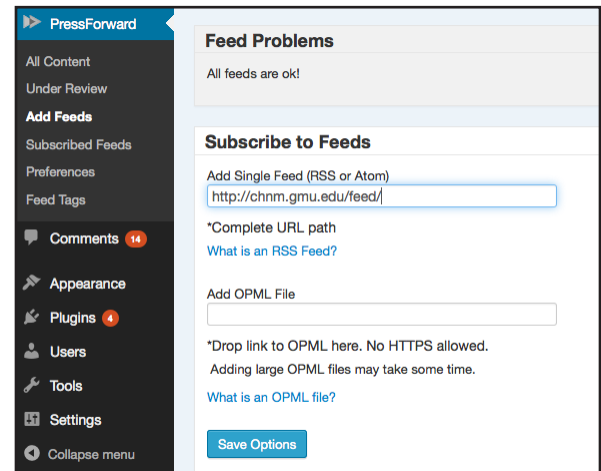
1. Install the PressForward Plugin

- *Search and install PressForward from the plugins menu on your WordPress dashboard, or
- *Download the zip or tar.gz from <https://github.com/PressForward/pressforward/tags>, place it into your 'wp-content/plugins' directory, unzip, and rename the folder 'pressforward'.

2. Activate PressForward from your WordPress plugin menu.

Step 2: Add RSS/ATOM feeds and OPML files

1. Choose the ADD FEEDS tab in the PressForward menu.
2. Add a feed URL or OPML file under SUBSCRIBE TO FEEDS.
3. Click SAVE OPTIONS.



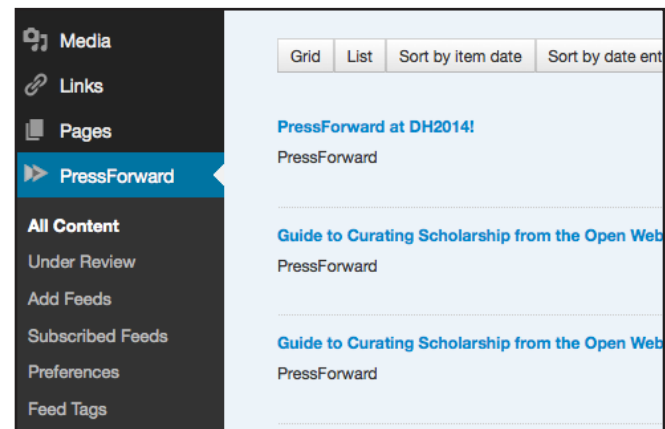
Step 3: Read Content, Discuss, and Nominate Items:

Posts from added feeds will populate the ALL CONTENT panel. Use the PressForward toolbar to find information about, star, comment on, and nominate items to share on your site. To read and nominate posts:

1. Select the ALL CONTENT tab from the PressForward menu to review items.
2. Click on a title from the ALL CONTENT panel to read the full text in READER VIEW or follow the embedded link to view the original item.
3. Navigate between items with the forward and backward arrows.
4. Click the SINGLE ARROW in the toolbar to NOMINATE an item, sending it to UNDER REVIEW.

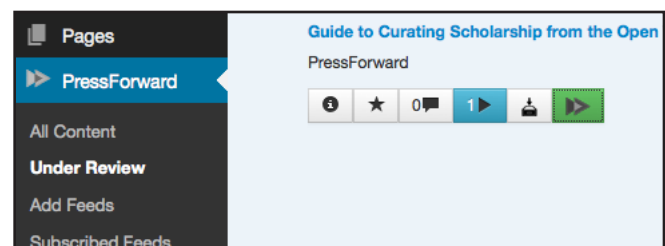


PressForward Toolbar



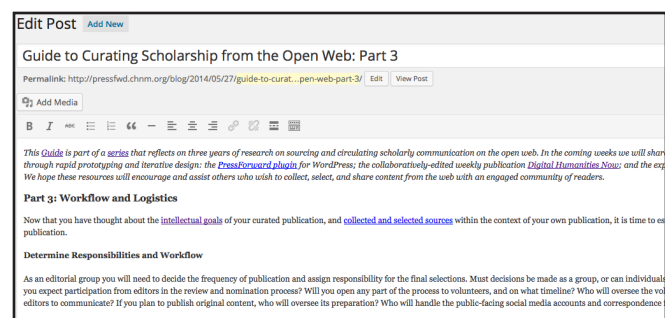
Step 4: Send Chosen Content to Draft

1. Open the UNDER REVIEW panel and find your item.
2. Click the title to open an item in the READER VIEW.
3. Click the DOUBLE ARROW in the PressForward toolbar to send a selected item to DRAFT.



Step 5: Format and Publish a Post

1. Find drafts in the WordPress POSTS panel.
2. Edit, format, and publish content as you would any other post.
3. A link to the original publication will be inserted at the bottom of each post discovered through PressForward. Consider using this link to attribute work you share.



Add Feeds > All Content > Under Review > Draft > Publish