

BLOGGING on your Wordpress Website

1. Log in

Click on "Remember Me" so you don't have to type in your login stuff every time.

2. Click on "Posts" (not Pages). It will list the posts you already have.

3. Hover over the entry I have set up for you and you will see "Clone" -- click on it. (The easiest thing to do it to Clone the last one you did, and change it with the new information. That way the modules are all there for you already and all you have to do is edit it.)

3. Click "Edit" on the one whose title says "Draft" at the end (that is your cloned post).

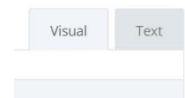
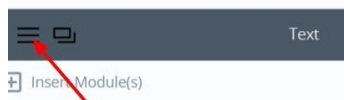
4. Once inside: Change the title at the top

5. Below that, the easiest way to change the permalink (URL) is to Click "edit" next to it, delete the contents, and then click "OK". It will auto-fill for you.

6. Next, change your category on the right hand side. Check mark whatever category or categories your article fits into. (To add a category click the blue "Add New Category", fill in the box with the title of your new category, then click the "Add New Category" button below it.)

7. Next scroll down to "Featured Image" below that. Click "Remove Featured Image" in blue. Then upload the image you want for your article. It's better if the photo is wider than it is tall, otherwise is gets huge on the page.

8. Now you get to write your article! Go up to the grey module named "Text". Click on the "hamburger" (that is the name for the small three horizontal lines) If you want to tweak the HTML, click over to the tab called "Text" to the right of the editing tools ----



9. First replace the photo that's in there with the same photo you uploaded in the Featured Image area. Click on the photo that's there and click the "x" to delete it. Then click "Upload Media" above all the editing tools and upload your photo. When you click on the photo, you can make it centered, or flush left or right.

10. You can then just delete all the existing type and start fresh with your new article!

11. Lastly, you need to copy the first 3 or 4 sentences of your article. "Save and Exit" out of the Text Module. Go down to the Module "Excerpt" below" to paste that type in. This will be the teaser for the article that shows up on the Blog page with the words "read more...." automatically after it.

