STARTING WITH WORDPRESS

An illustrated guide to participating in an existing site – With sections on

Posting and editing text

Illustrating posts with images

Linking to

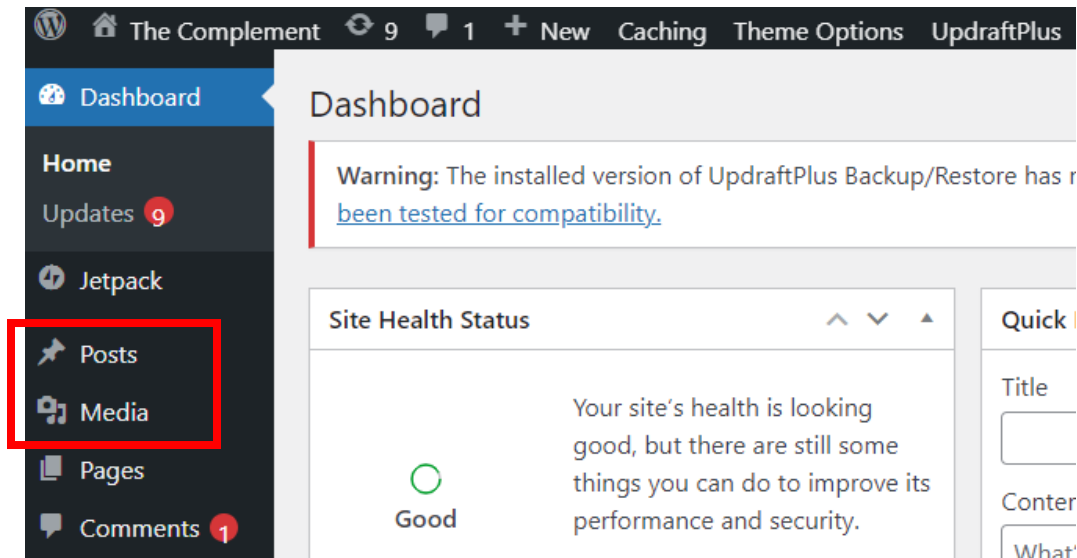> External URLs
> Other posts or pages
> Locations within a post
> Viewable/downloadable PDFs
> Videos

Step 1 – Getting in

Go to https://thecomplement.info/wp-admin and log in

The upper left corner of the screen you see should look like this

We will be working with **Posts** and **Media** on the dashboard menu, starting first with **Posts**

Step 2 – Posting and editing text

This section shows how to set up a post (which could be put on line, but which we will hold off-line as a practice substrate).

Mouse-over **Posts** on the dashboard menu (above), and a pop-up submenu will appear with **All Posts**, **Add New**, **Categories**, and **Tags**

Click **All Posts**

This produces a list of all posts on the site (page shown below, truncated)

We'll discuss search and sort later, for now – the basics of getting a test post up to experiment with.

Posts [Add New]

"Author" is the person who posted it, not necessarily the person responsible for content

When you are ready to start, click here. The "Add New" iem on the dashboard menu has the same effect.

All (270) | Mine (154) | Published (260) | Drafts (9) | Private (1) | Trash (1)

	Image	Title	Author	Categories
☐	🔥	It Couldn't Happen...	Bob Buddemeier	Prepare, Uncategorized
☐		Stress Vibrations	Bob Buddemeier	Arts & Info, Uncategorized
☐		What's New in January	Bob Buddemeier	
☐		January Library Display	Connie Kent	Arts & Info, Uncategorized
☐		COVID UPDATE	Bob Buddemeier	News & Views, Uncategorized
☐		Romantic Valentine's Day		Arts & Info, Uncategorized
☐		Our Celebrity Costa's Hummer	Connie Kent	News & Views, Uncategorized

If a post is only "Uncategorized" it is not visible on the website. All new posts start out this way

If you mouse-over the title, you will get the pop-up menu shown below.

	Image	Title	Author	Categories
☐	🔥	It Couldn't Happen... Edit | Quick Edit | Trash | View | Clone | New Draft | Rewrite & Republish	Bob Buddemeier	Prepare, Uncategorized
☐		Stress Vibrations	Bob Buddemeier	Arts & Info, Uncategorized

For now, **Edit** and **View** are the only commands of interest

Now, go ahead and **ADD NEW**

This page will appear (partially shown below)

Type in a title in the title bar, and type or paste (e.g., from Word) text into the body field.

Once you have created or edited a post, you MUST **publish** it (first time) or **update** it before you exit, or changes will be lost. To do that, you scroll down the page to

Publish
Save Draft
🔑 Status: **Draft** Edit
👁 Visibility: **Public** Edit
📅 Publish **immediately** Edit
Copy to a new draft
Move to Trash

Preview

Publish

The Preview button show how it will look on the website; Publish saves it but does not display it on-line as long as a category is not assigned. Click publish.
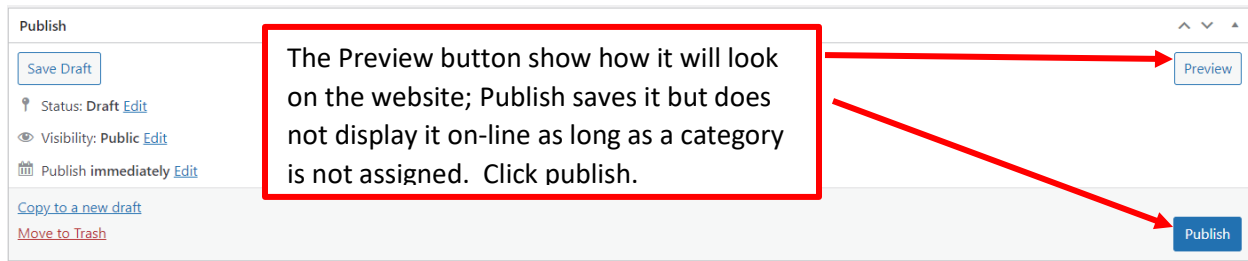
The view will revert to the top of the (edit) page. In the dark horizontal menu at the very top, there is a **View Post** option that will show the on-line appearance (with a return to **Edit Text**)

After the post is published the window above will show an **Update** button instead of **Publish**. Same function – it saves the latest changes.

At this point, get some practice. Create a post, type in it, paste something into it, and experiment with the formatting menu. Use Preview or View text to see what it will really look like – sometimes there are major differences.