



Wordpress Administrator Access

The following are instructions for accessing the administration area of your site. This is where new posts can be created and the existing posts can be edited, as well as changing other settings, such as adding links and changing the appearance of the site.

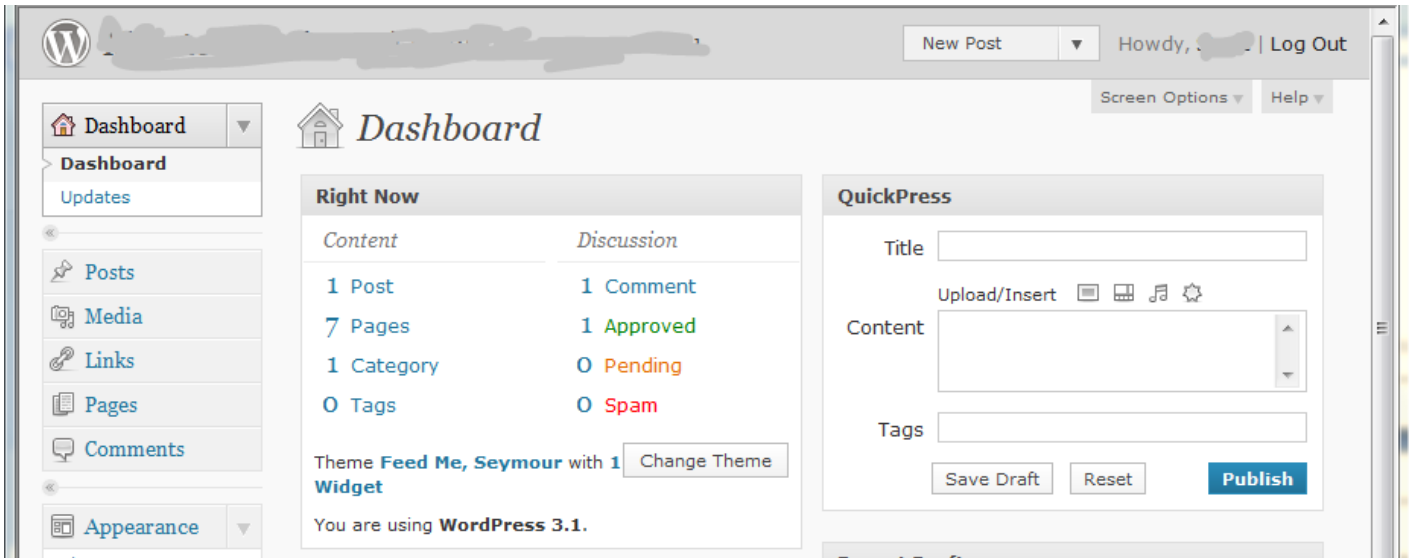
Log in address to administer your Wordpress site:

<http://www.your-domain-name/blog/wp-login.php>

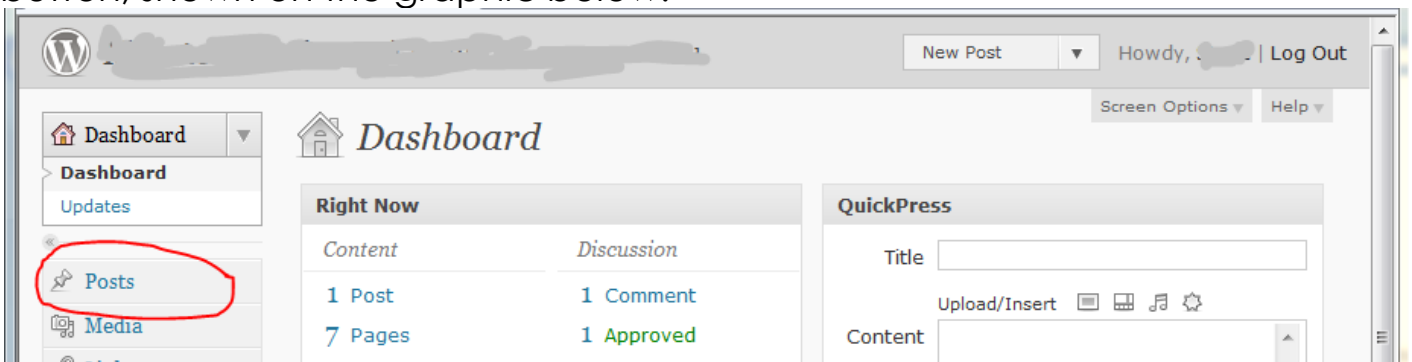
The above web address will display the login box; here you enter the username and password that were assigned to you:

A screenshot of the WordPress login page. At the top left is the WordPress logo (a 'W' in a circle). To its right is the word 'WORDPRESS' in a blue, serif font. Below the logo and text is a white login box with a light gray border. Inside the box, there are two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the 'Password' field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the login box is a blue link that says 'Lost your password?'.

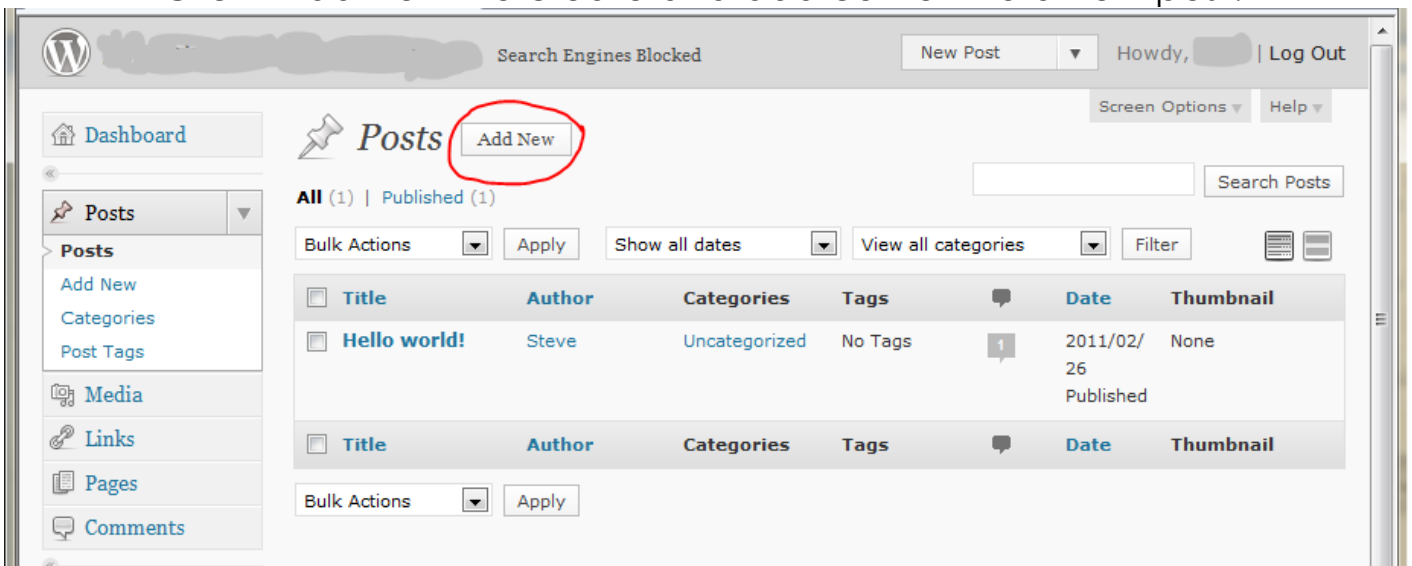
Once you have successfully logged in, the following screen will display.



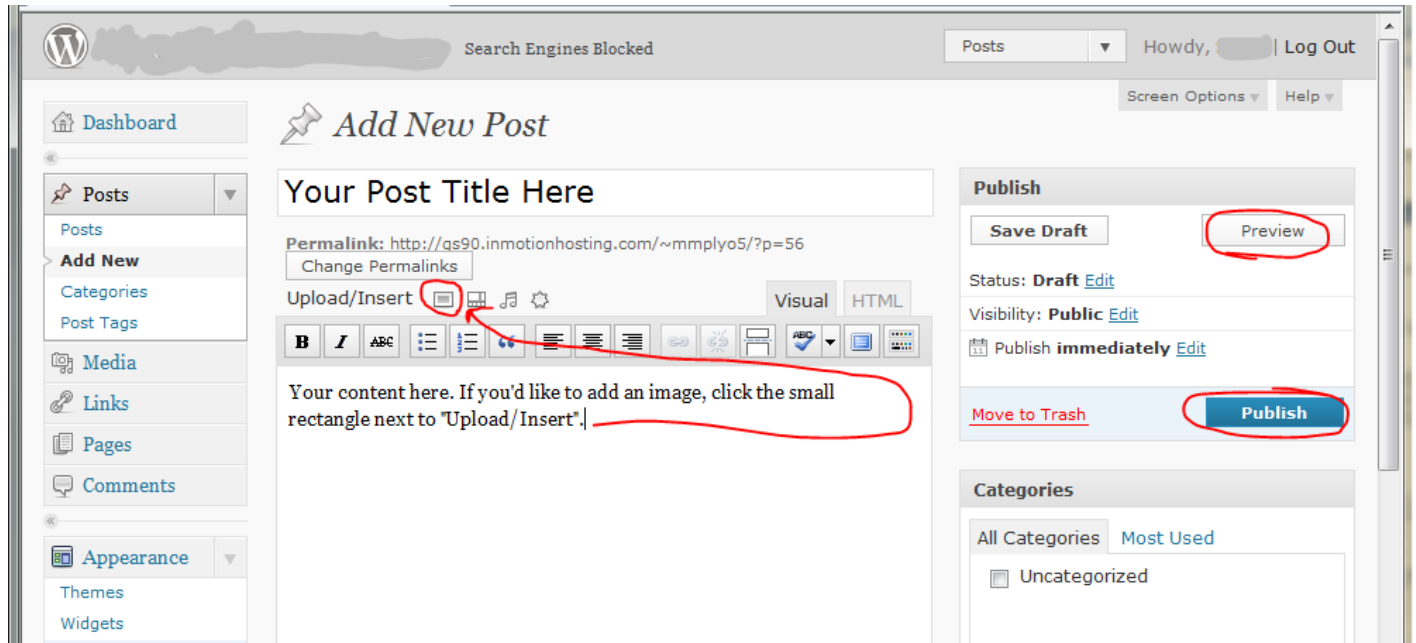
To create a new post, or edit an existing post, you must click the “Posts” button, shown on the graphic below.



Click “Add New” to create and add content to a new post.

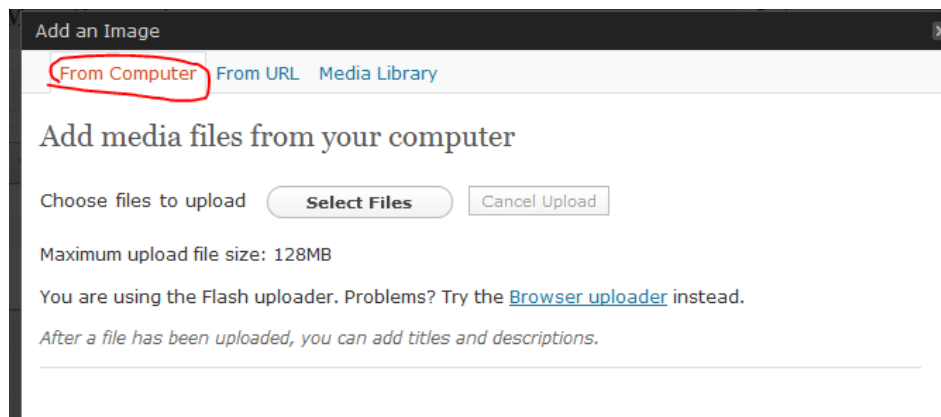


The image below shows which content belongs in which box. It also has an arrow pointing to the “add image” icon. Once you have added the content you require, you may preview the post by clicking the “Preview” button. If you are satisfied with the content and would like the post to appear on your website, click the “Publish” button.

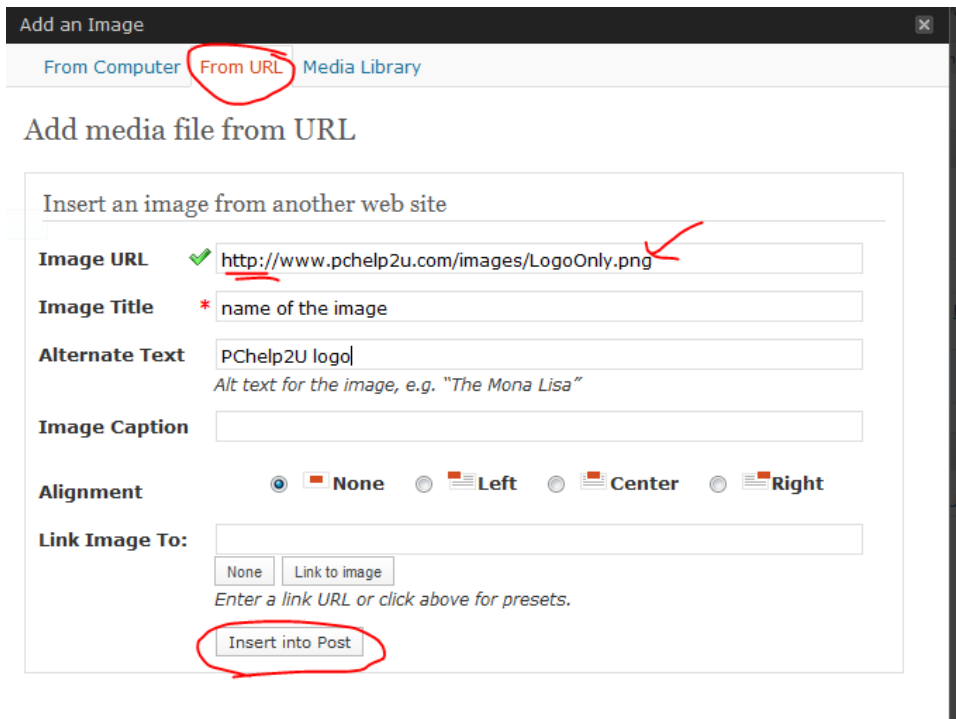


The next series of images are examples of what you may see when you click the “add image” icon.

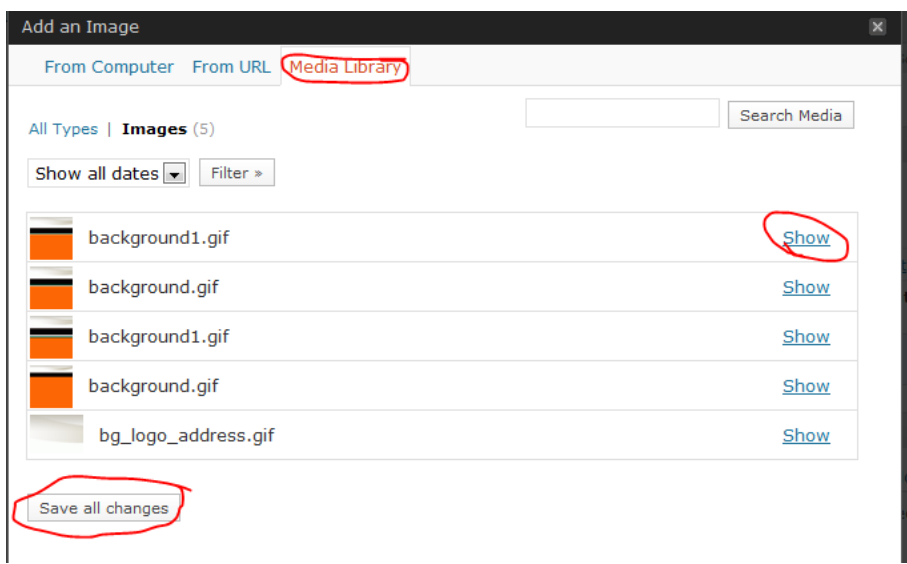
This graphic displays first, you will use this panel (or “tab”) to choose an image from your computer. This will upload images into your image library; these images will be available for insertion into your current as well as your later posts.



This graphic depicts the next tab, where you will be able to add an image from another web site; a “URL” is what is commonly referred to as a “full web address”. Once you have inserted the necessary information, click “Insert into Post”.



This graphic displays the contents of the “Media Library” tab. Here you can show the details of any image contained in this library, as well as edit some details, such as the display name of the image. Once changes have been made, click the “Save all changes” button.



These graphic displays the extended options that are available when the “show” button is clicked. If you wish to edit particular image details, they may be entered in the text boxes, if you wish to have a link attached to the image; you can type directly in the “Link URL” box. The “File URL” button will fill that line in automatically with a link to the image; the “Post URL” button will fill it in automatically with a link to the current post. To add the image to the post, click the “Insert into Post” button.

