How to Access Your Dashboard

Login: www.adrianspratt.com/wp-admin Username: Adrian

Password: @dri@nwebsite

Adrian Spratt - Log In X				
← → C ♠ 🗋 adrianspratt.com/wp-admin				

Dashboard Overview

- When logged in, navigate to the left hand menu bar to access all your editing tools, including:
 - Posts where you will add and edit blog posts
 - Media where you can upload, store and edit pictures
 - Pages where you will add and edit static pages (example: essays)
 - Comments where you will read and review comments
 - **Profile** where you can edit your personal info, passwords, etc.

Dashboard - Adrian Spratt ×					
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Ð	🎢 Adrian Spratt	🗭 0 🕂 New			
æ	Dashboard	Dashboard			
×	Posts	At a Glance			
9 7	Media	→ 3 Posts 4 Pages			
	Pages	WordPress 4.1 running Whitespace Pro Theme theme.			
•	Comments	Akismet blocks spam from getting to your blog.			
.	Profile	There's nothing in your spam queue at the moment.			
J.	Tools				
0	Collapse menu				

How to Add New Blog Posts

- 1. Click on "Posts" in the left hand menu
- 2. Click on "Add New" in the next screen

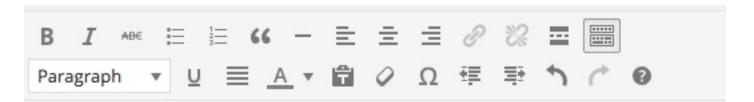
🚯 🏾 🆀 Adrian Spratt 🛛 🛡	0 + New	
	Posts Add New All (3) Published (3)	
All Posts	Bulk Actions Apply All dates All categories Filter	
Add New	Title	A
Categories Tags	This is a blog post.	st
9 Media	This is another blog post.	sł
Pages		
Comments	Hello world!	sł
📥 Profile	Title	A
🖋 Tools		
Collapse menu	Bulk Actions 💠 Apply	

- 3. Begin filling in the blank areas with your information
 - a. Title: The headline of your article
 - b. Permalink: The url of the page (by default, it will use your title)
 - c. Body Text: Paste your content from Word or type directly into this area

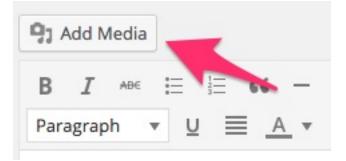
Add Now Deet

Add New Post	
Enter title here	
Permalink: http://adrianspratt.com/ <mark>enter-title-here</mark> / Edit View Post	
🞝 Add Media	Visual Text
B I ABC ⋮ ⋮ G - ⋮ ⋮ ∃ $𝔅$ □ ⋮ ⋮ Paragraph ▼ U ≡ <u>A</u> ▼ 🛱 𝐼 Ω ∉ ₱ ⁵ / 𝔅	×
paste or type text here	
p	
Word count: 0	Draft saved at 9:58:02 pm.

4. Add additional formatting like bold, italics, headlines, bullets, alignment and other settings in the editor bar

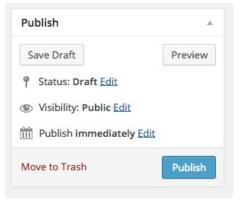


5. Add pictures to posts by clicking on the Add Media button above the editor bar



Insert Media Create Gallery	Upload Files Media Library
Set Featured Image	
Insert from URL	
	Drop files anywhere to upload
	or Select Files
	Maximum upload file size: 64 MB.

- 6. Pick the picture you'd like to add and select options on the right including:
 - a. Alt Text This is the text read by screen readers
 - b. Alignment Left, right or center align the image on the page
 - c. Link to Choose if you want your image to link somewhere else when clicked
 - d. Size Select the size of your image (small, medium, large)
- 7. Click "Insert into Post"
- 8. When you are satisfied with your post, find the publishing options in the "Publish" box on the top right, including:
 - a. Save Draft: Save your place if you want to continue working later
 - b. Visibility: Optional choose to create a password protected post
 - c. **Publish Schedule**: Choose to publish immediately, or schedule it to automatically publish in the future.
 - d. Move to Trash: Discard the post



- 9. When ready, hit the "Publish" button
- 10. Your blog post will now appear on the "Blog" page of your website, as well as the bottom of the "Home" page.

How to Edit Pages

- 1. On the left hand menu, select the "Pages" button.
- 2. Select the page you wish to edit and click on the title.

🚯 🕋 Adrian Spratt	9 0 + New
🚳 Dashboard	Pages Add New
🖈 Posts	All (4) Published (4)
93 Media	Bulk Actions Apply All dates Filter
📙 Pages 🦰	Title
All Pages Add New	Blog
Comments	Contact Me
よ Profile	Essays
Collapse menu	Stories
	Title
	Bulk Actions 🗘 Apply

- 3. All the editing features are the same as the "Post" editing features above.
- 4. When you are satisfied with your changes, click the "Update" button on the top right.

Edit Page Add New	Screen Options v Help v
Essays	Publish 🔺
Permalink: http://adrianspratt.com/essays/ Edit View Page Get Shortlink 91 Add Media Visual Text B I Are \equiv \neq \approx \equiv \approx \approx Paragraph Ψ \equiv \neq Ω \equiv \Rightarrow \uparrow \bullet \bullet	Preview Changes P Status: Published Edit Visibility: Public Edit Published on: Dec 22, 2014 @ 3:35 Edit
 TIME TO MOVE PAST MEMOIR. Blind characters need to be brought down to earth where pragmatism prevails, obstacles are not glibly passed over, and they are neither more nor less heroic than most other people, which is heroic enough. (9 pages, approx. 2,600 words) HOW TO WRITE FICTION FROM A BLIND CHARACTER'S POINT OF VIEW A blind character's crisis goes to the human condition. But can general readers get past his disability? Drawing on recognized creative writing techniques, I offer pointers on how to write for a mainstream audience from a blind character's point of view. Includes the entire text of my story, "Window Offices." (Essay 8 pages, story 15 pages, approx. 6,300 words in all) 	Move to Trash Update Page Attributes Parent (no parent) \$ Template Default Template \$ Order
p Word count: 111 Last edited by sbcmurphy on January 13, 2015 at 11:48 am	0 Need help? Use the Help tab in the upper
Theme SEO Settings	right of your screen.

That's it! About 95% of your activities will consist of adding and editing content on your website.

For more knowledge about how to use WordPress, including online beginners lessons, check out the awesome materials on the official website:

https://codex.wordpress.org/WordPress_Lessons

Notes:

To keep it simple, I disabled some of the advanced features like customizing the homepage, adjusting menus and other tasks that may involve coding. For these edits, you can reach out to me or I can enable the features for you to pursue.