How to Access Your Dashboard

Login: www.adrianspratt.com/wp-admin
**Username**: Adrian
**Password**: @dri@nwebsite
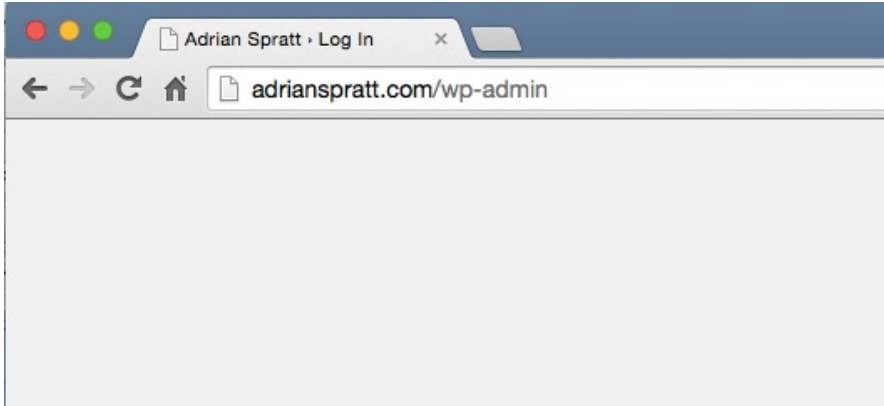
Dashboard Overview

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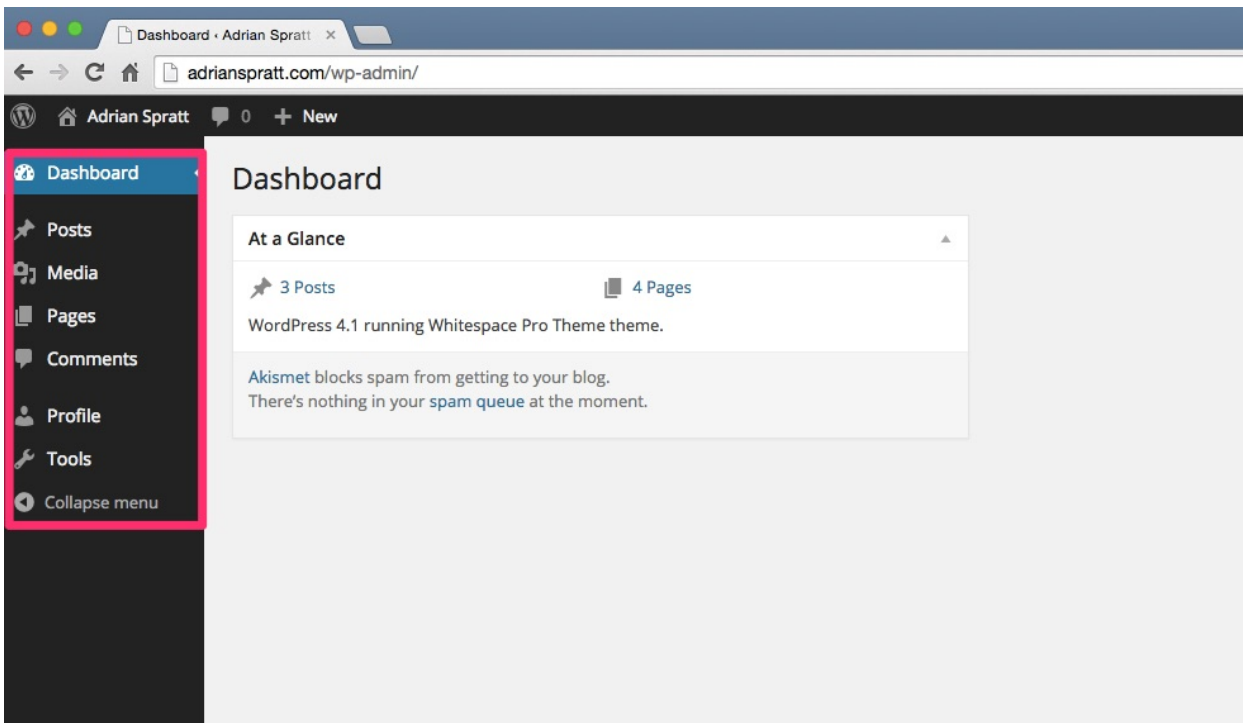
How to Add New Blog Posts

1. Click on "Posts" in the left hand menu

2. Click on "Add New" in the next screen
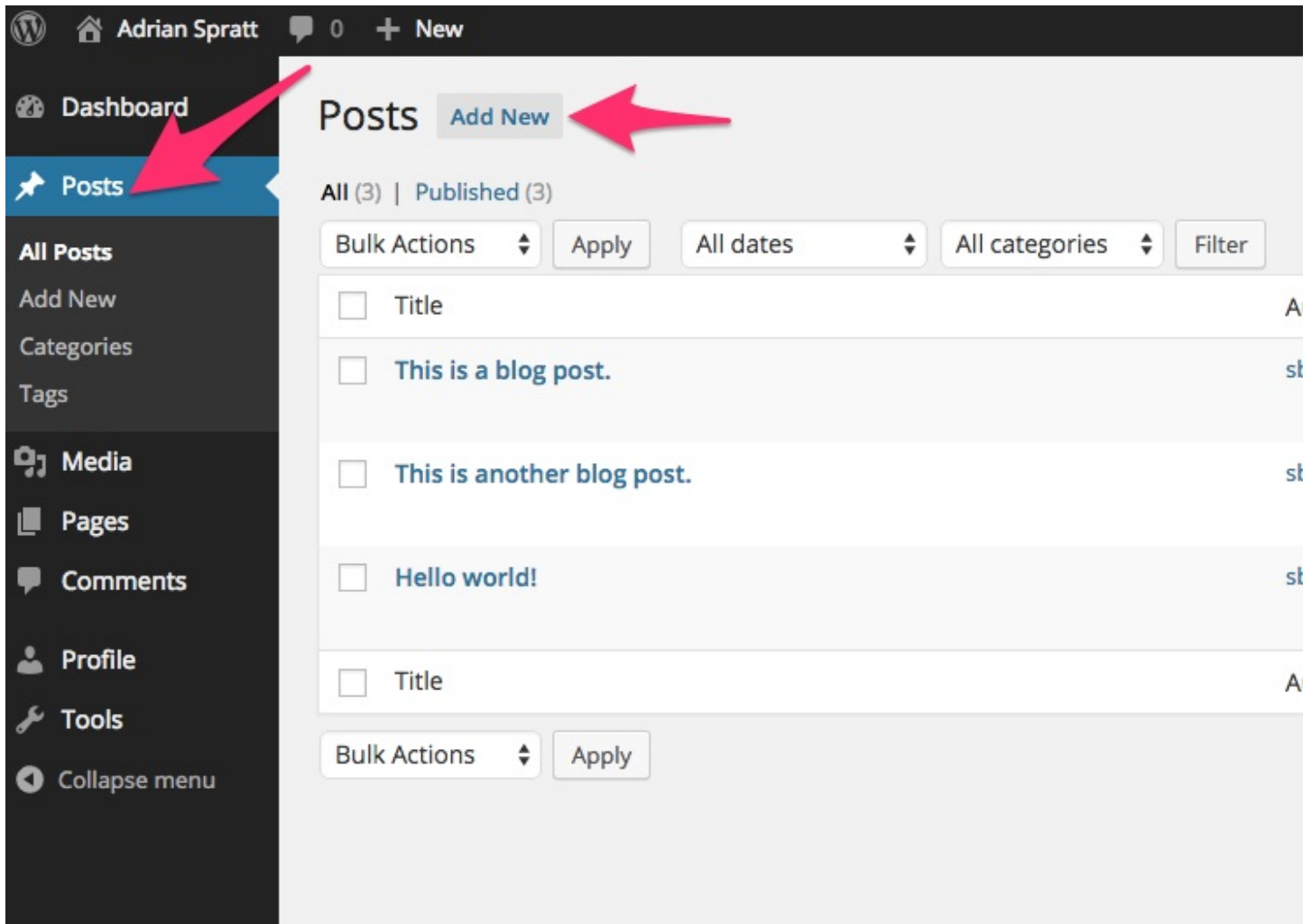
3. Begin filling in the blank areas with your information

    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 New Post

Enter title here

Permalink: http://adrianspratt.com/**enter-title-here**/ [Edit] [View Post]

[Add Media]   Visual | Text

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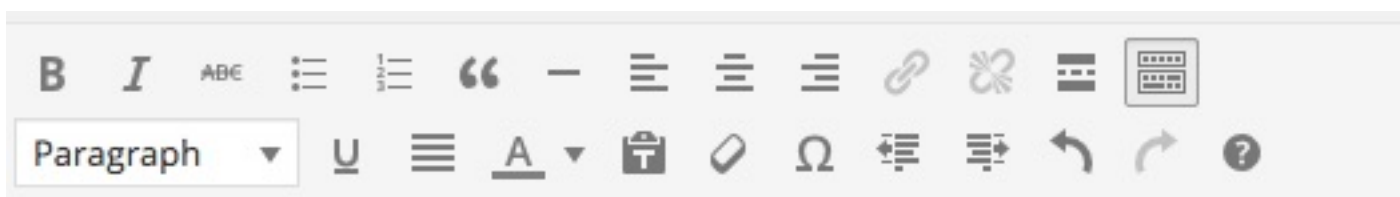Paragraph ▼ U ≡ A ▼ 🗒 ⊘ Ω ⊣≡ ≡⊢ ↶ ↷ ❓
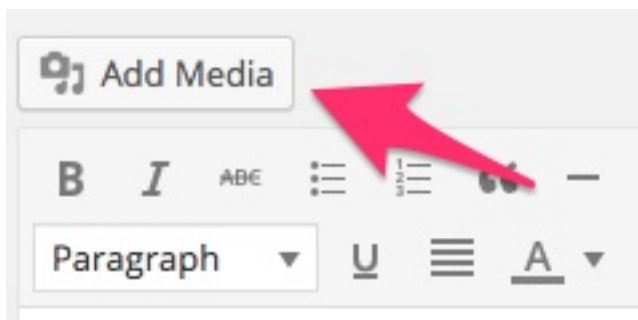
paste or type text here

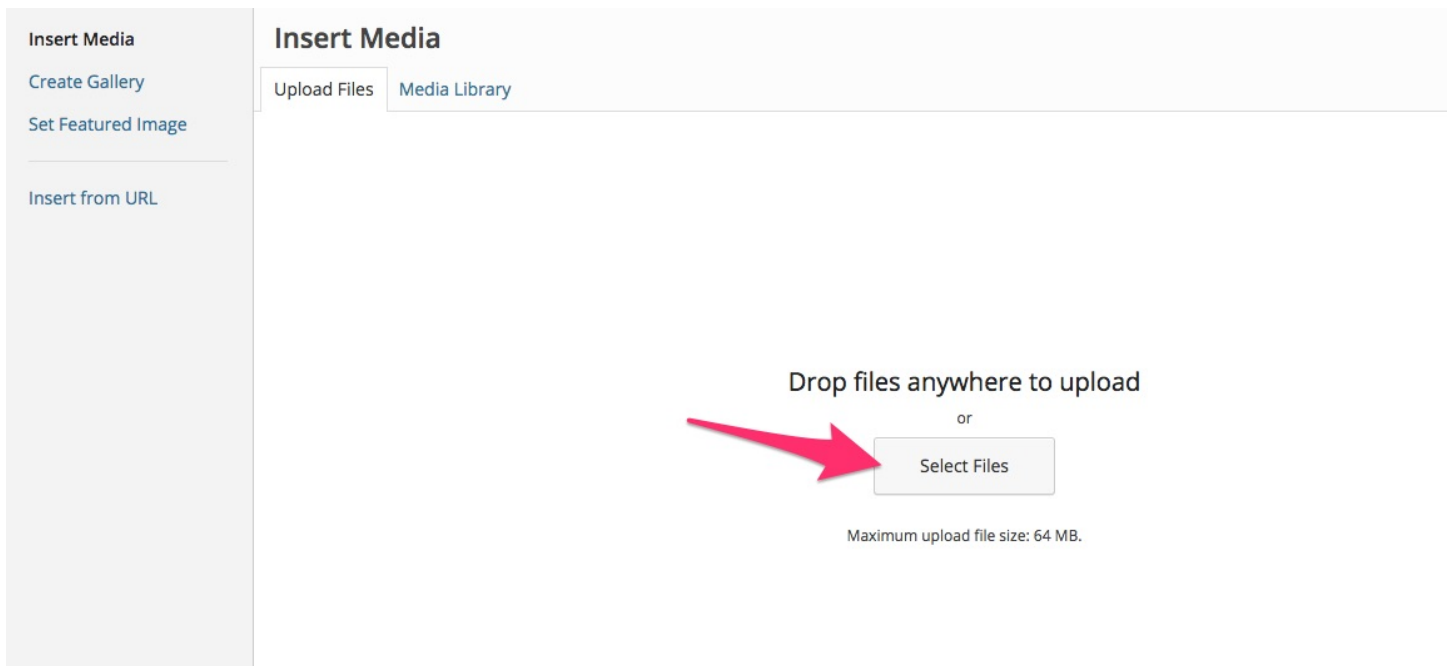p
Word count: 0   Draft saved at 9:58:02 pm.

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

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

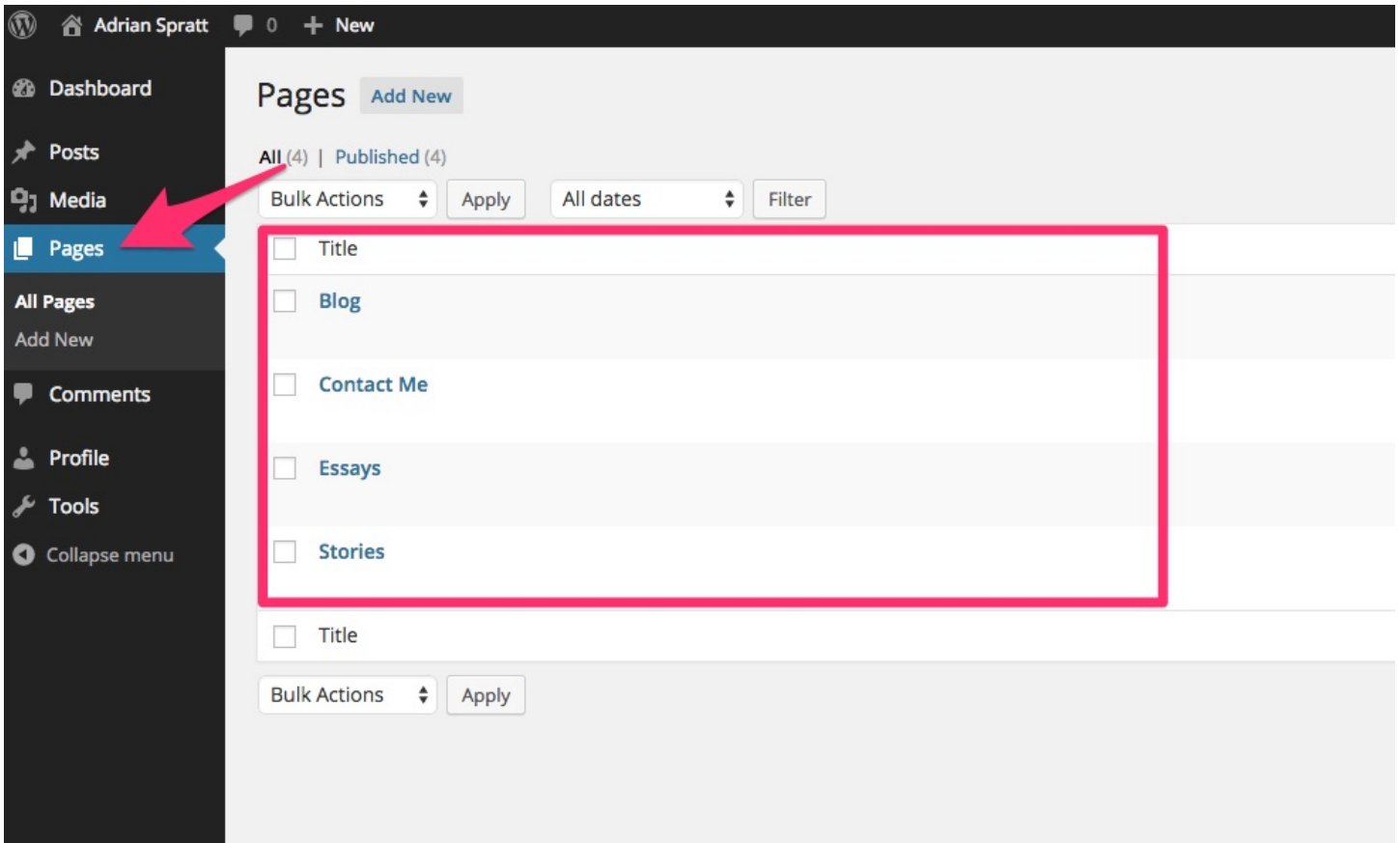[Add Media]

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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
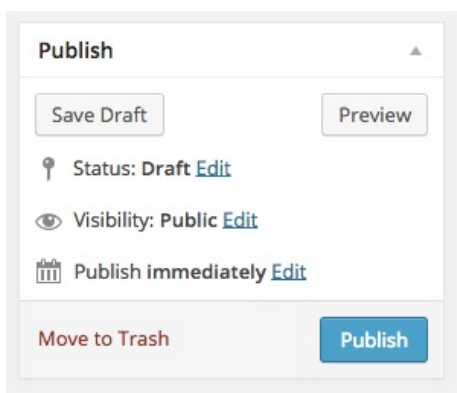
9. When ready, hit the "Publish" button

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.

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.

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.