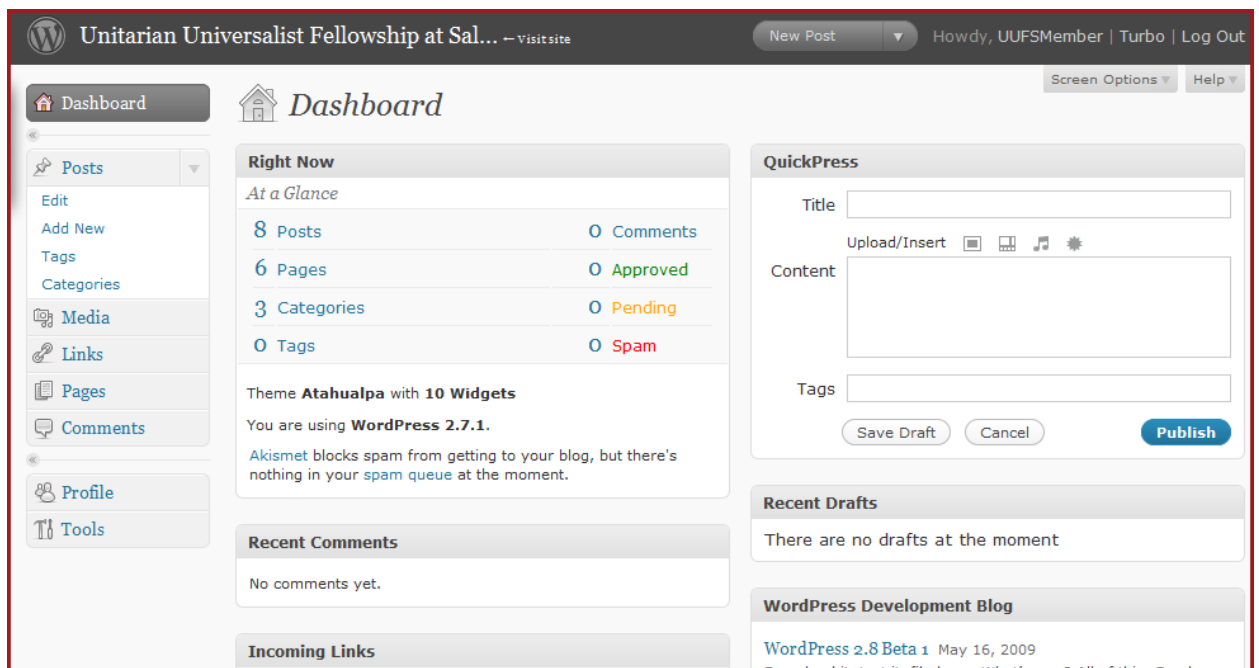


## How to update content in Wordpress

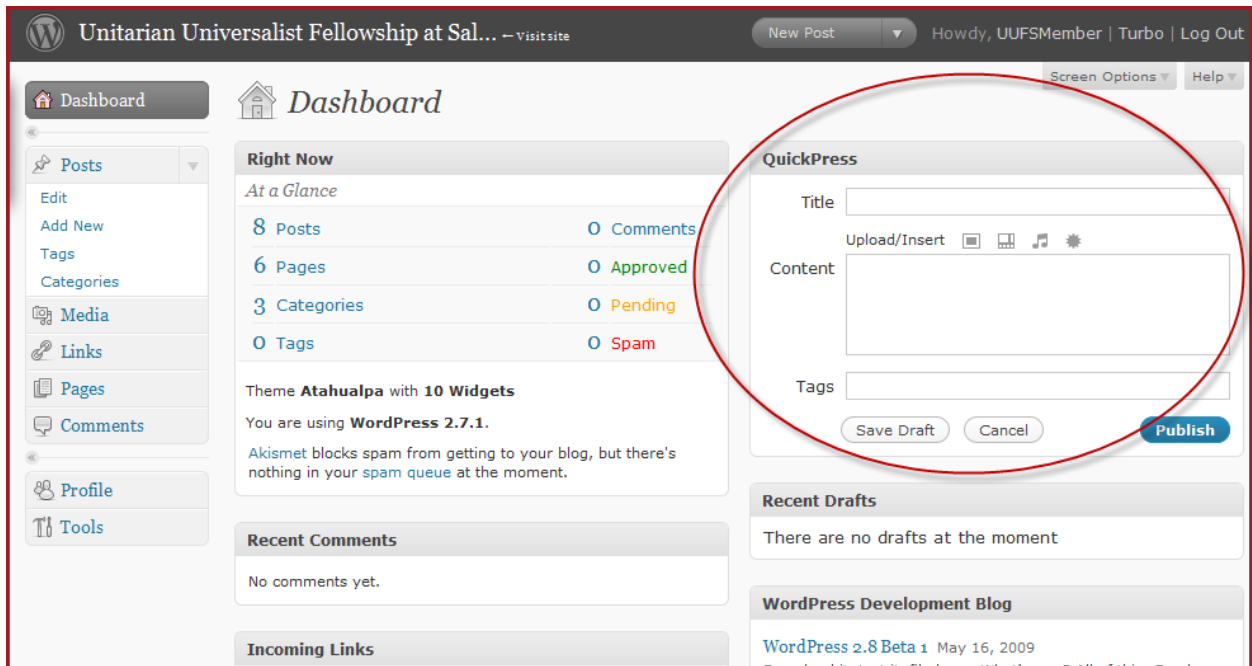
1. Click on this link <http://uufs.net/wordpress/wp-admin/>
2. You will see the log in page. It looks like this.

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

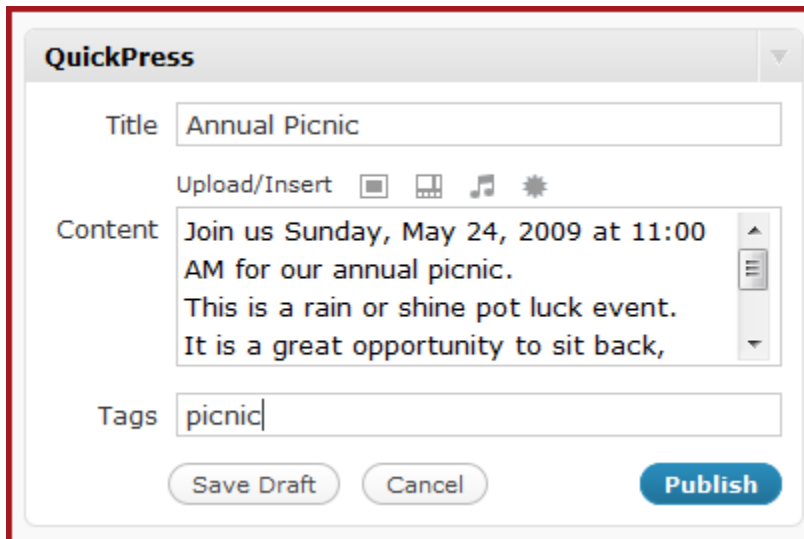
3. Enter your user name and password then click Log In
4. You will see the WordPress dashboard. It looks like this.

The image is a screenshot of the WordPress dashboard for 'Unitarian Universalist Fellowship at Sal...'. The top navigation bar includes a 'New Post' button, the user name 'Howdy, UUFSMember | Turbo', and a 'Log Out' link. The main dashboard area is divided into several sections. On the left is a sidebar menu with options like 'Dashboard', 'Posts', 'Media', 'Links', 'Pages', 'Comments', 'Profile', and 'Tools'. The main content area features a 'Right Now' summary with statistics: 8 Posts, 6 Pages, 3 Categories, and 0 Tags. It also shows the current theme 'Atahualpa with 10 Widgets' and the WordPress version '2.7.1'. Below this is a 'Recent Comments' section showing 'No comments yet.' and an 'Incoming Links' section. On the right side, there is a 'QuickPress' form with fields for 'Title', 'Content', and 'Tags', and buttons for 'Save Draft', 'Cancel', and 'Publish'. Below the QuickPress form is a 'Recent Drafts' section showing 'There are no drafts at the moment.' and a 'WordPress Development Blog' section with a link to 'WordPress 2.8 Beta 1'.

5. I advise you to write your content in another word processor, for example, Microsoft Word. Once you have the information ready to print - copy and paste into the post.
6. Option one-use the QuickPress.



7. Type in a title in the title area. Paste your announcement in the content box. Tags are useful for the search feature. Type in several keywords you used in your announcement that you think people would type in search to find this information.







8. Then click Publish.
9. After you click Publish, you will see an empty box.

**QuickPress**

Post Published. [View post](#) | [Edit post](#)

You can also try [Press This](#), easy blogging from anywhere on the Web.

Title

Upload/Insert    

Content

Tags

[Save Draft](#) [Cancel](#) [Publish](#)





10. To verify that the information is posted, click on View post

**QuickPress**

Post Published. [View post](#) | [Edit post](#)

You can also try [Press This](#), easy blogging from anywhere on the Web.

Title

Upload/Insert    

Content

Tags

[Save Draft](#) [Cancel](#) [Publish](#)

11. You will see your post



The screenshot shows the website for the Unitarian Universalist Fellowship at Salisbury. At the top is a navigation menu with links: WELCOME, WHAT WE OFFER, SUNDAY SERVICES, GROUPS AND ACTIVITIES (with a dropdown arrow), LOCATION, CONTACT US, NEWSLETTERS, CALENDAR, and HOW TO POST. Below the menu is the organization's logo, a stylized flame in a circle, and the text "Unitarian Universalist Fellowship at Salisbury" and "Home of Liberal Religion on the Eastern Shore".

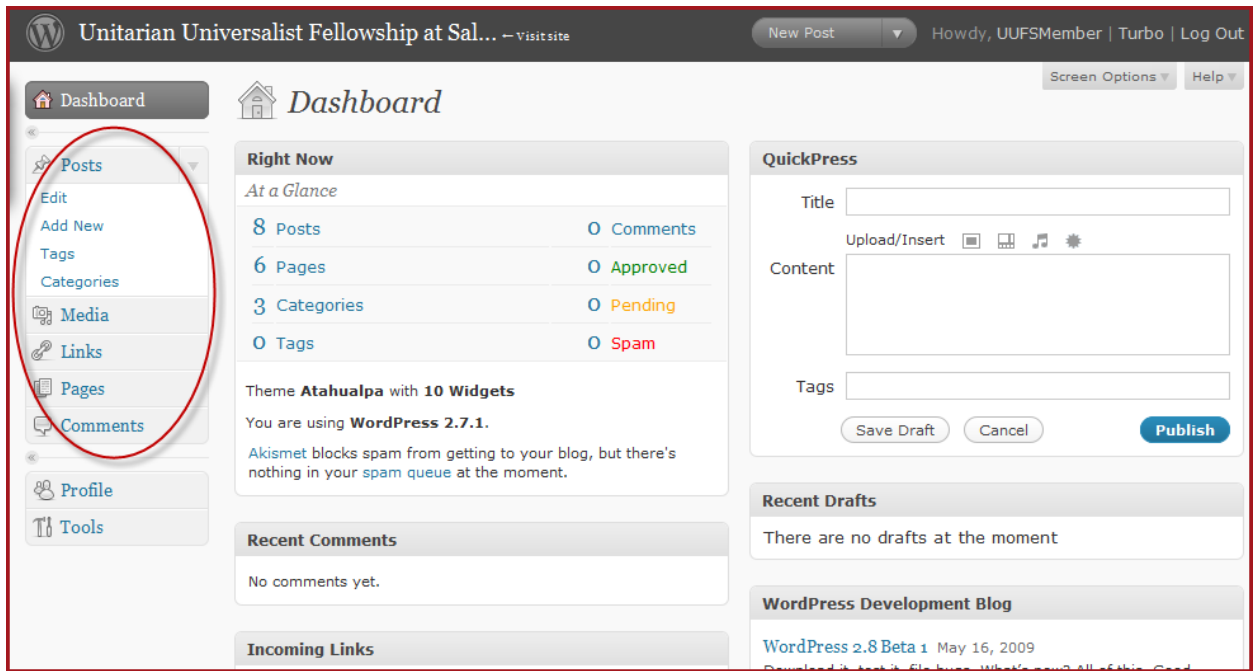
The main content area is divided into two columns. The left column is titled "About our Fellowship" and contains a list of links: Welcome, What We Offer, Sunday Services, Purpose and Mission, Principles and Traditions, Meet our Minister, Groups and Activities, History, Location, Contact Us, and Newsletters. The right column features a breadcrumb trail: « June Craft Session » **New Member/Flower Ceremony** ». Below this is a yellow banner with the title "Annual Picnic".

The post content reads: "Join us Sunday, May 24, 2009 at 11:00 AM for our annual picnic. This is a rain or shine pot luck event. It is a great opportunity to sit back, relax and socialize with UUs! We look forward to seeing you there!"

At the bottom of the post is a meta-information bar: "May 18th, 2009 | Tags: picnic | Category: Uncategorized | Leave a comment".

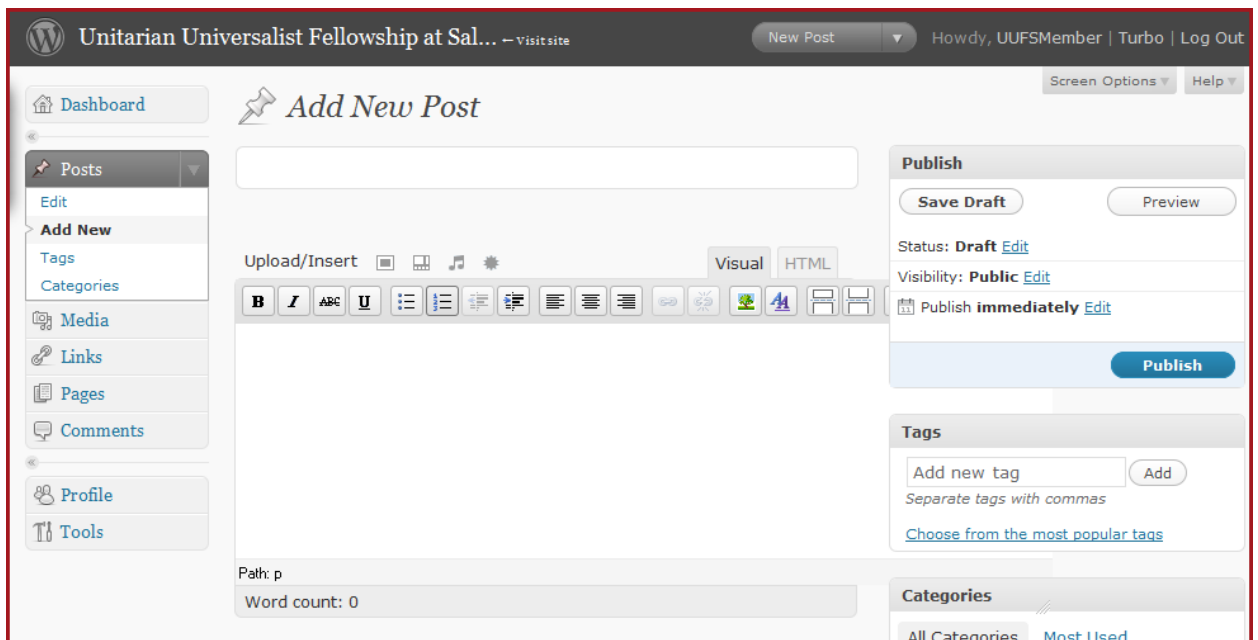
12. Ta-da! You have entered a post on the web site. That is how to enter a post using Quick press.

13. Option two – Posts



14.

Click on Add New

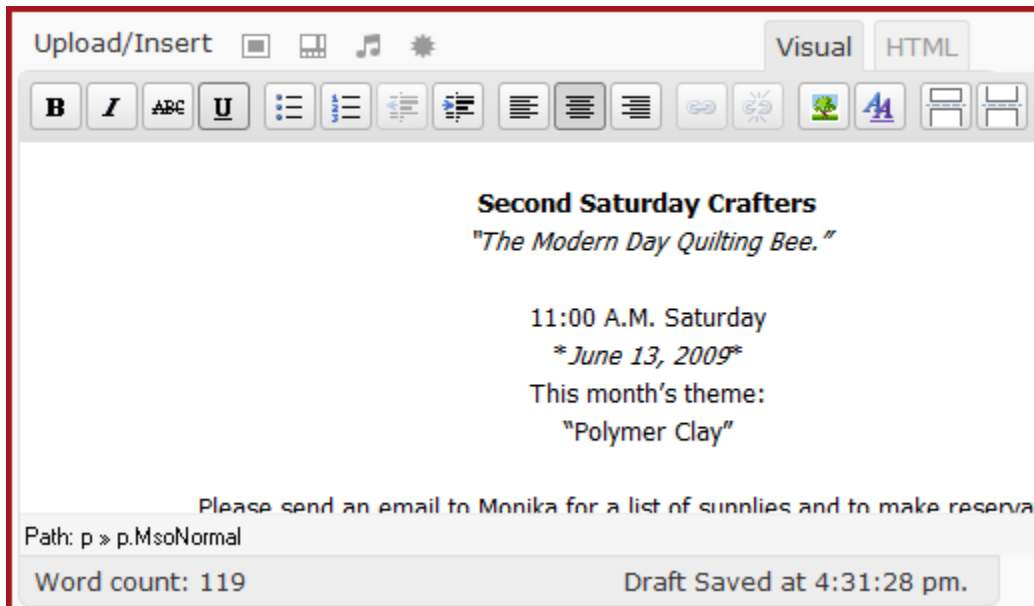


15. I advise you to write your content in another word processor, for example, Microsoft Word. Once you have the information ready to print - copy and paste into the post.

16. Type in a title



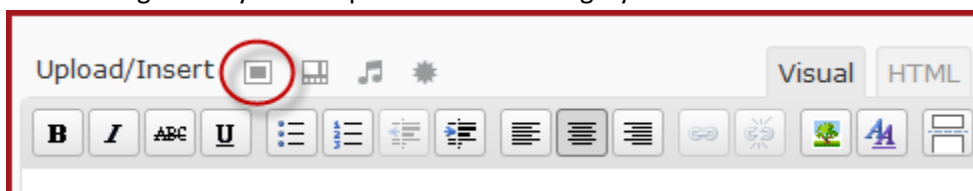
17. Add your content



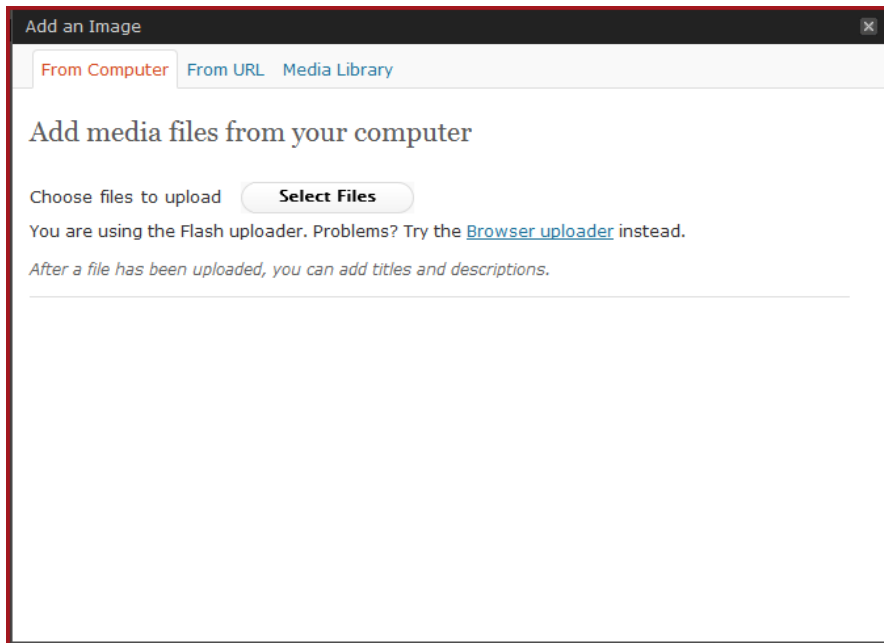
18. These tools allow you to edit your content – similar to a word processing program.



19. Add an image from your computer. Click on the gray box icon.

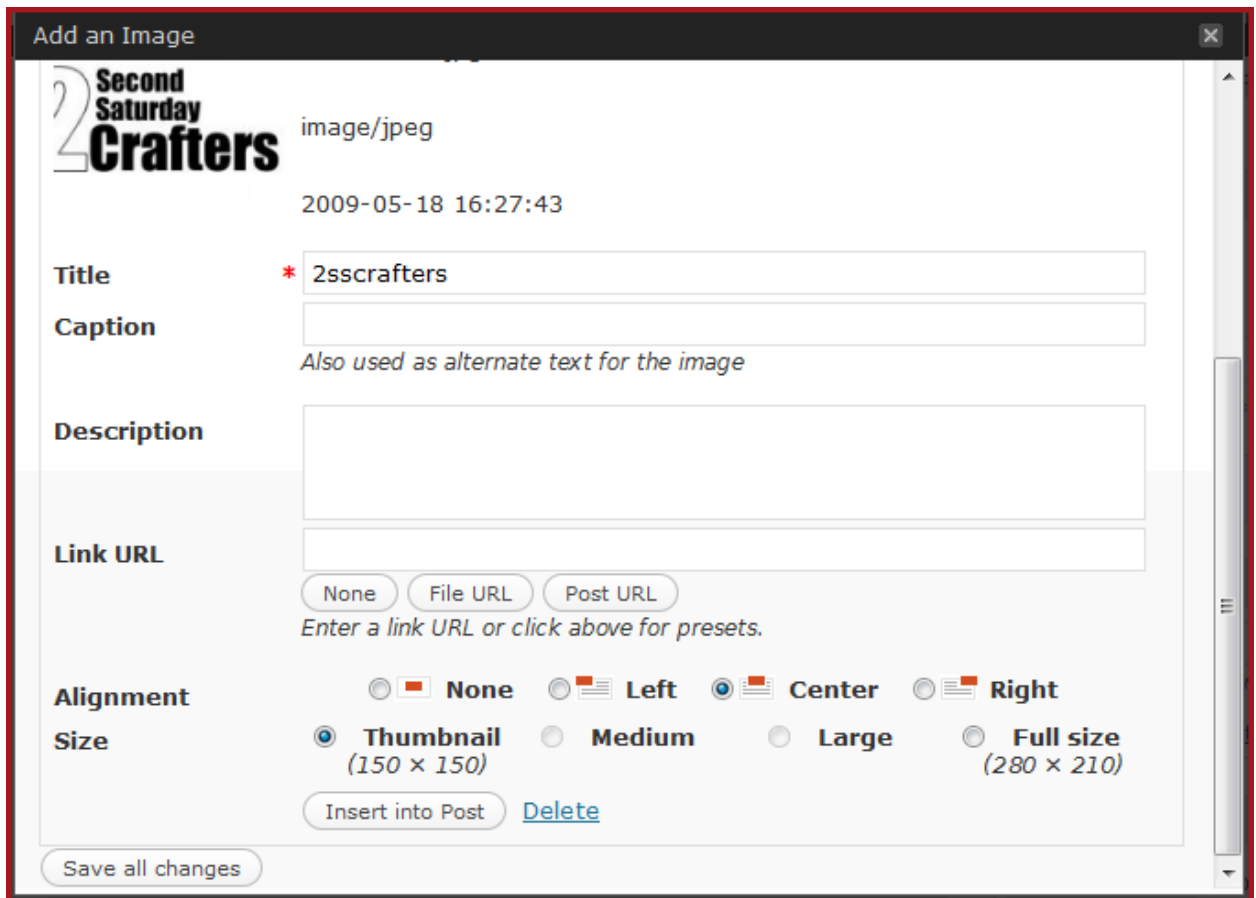


20. You will see a pop up window.

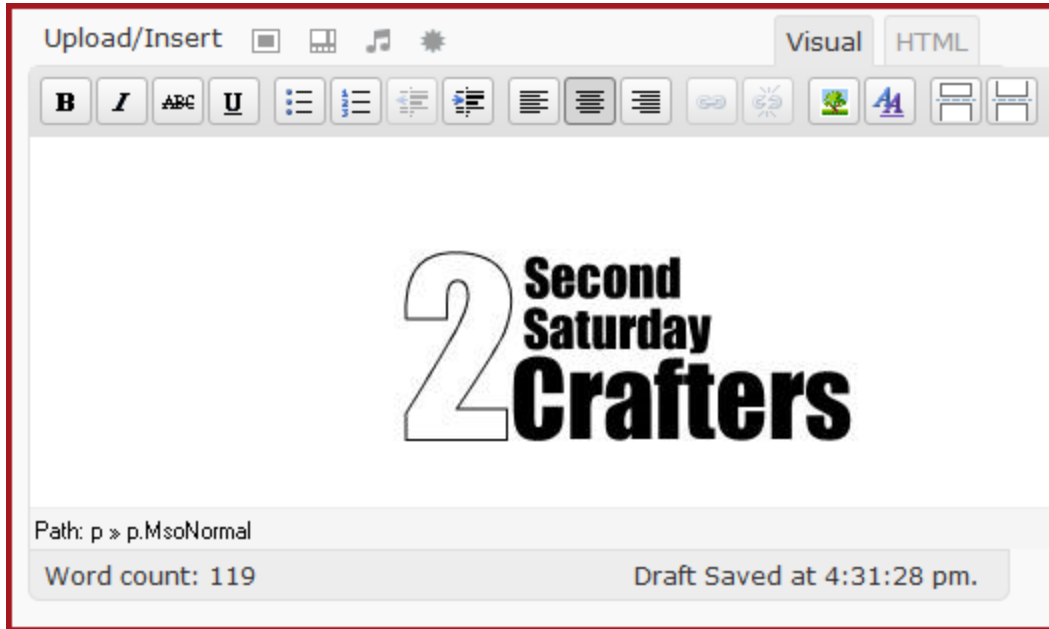


21. Click on Select files. You will see a window with a list of files on your computer. Select the image you would like to upload. Click the Open button.

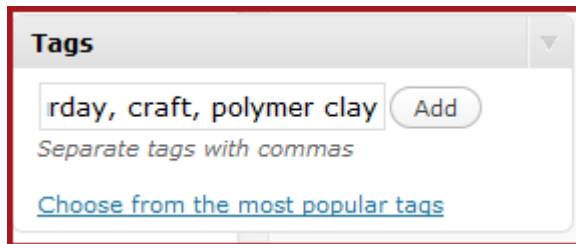
22. After WordPress has uploaded the image. You will see this dialogue box.



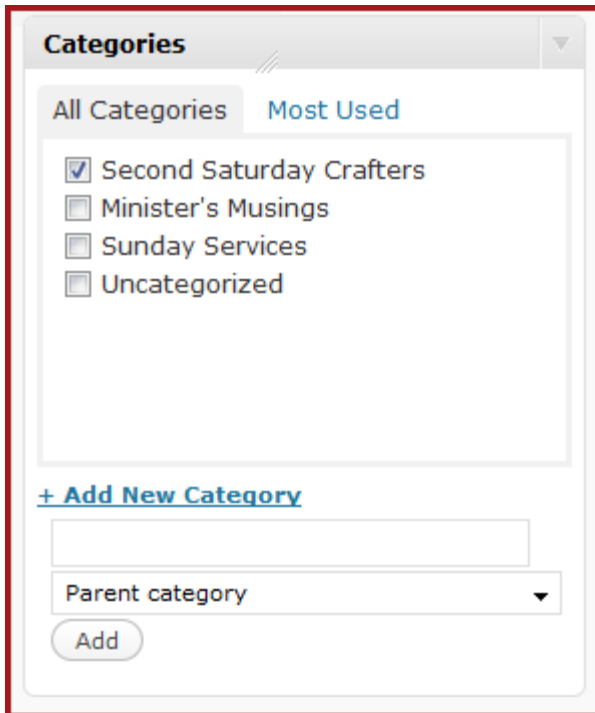
23. If you would like to fill in the information for title, caption and description, you may.
24. Select the alignment of the image.
25. Select the size of the image.
26. Then click Insert into Post.
27. After you click Insert into Post, WordPress will return you to your post. You will see the image you inserted.



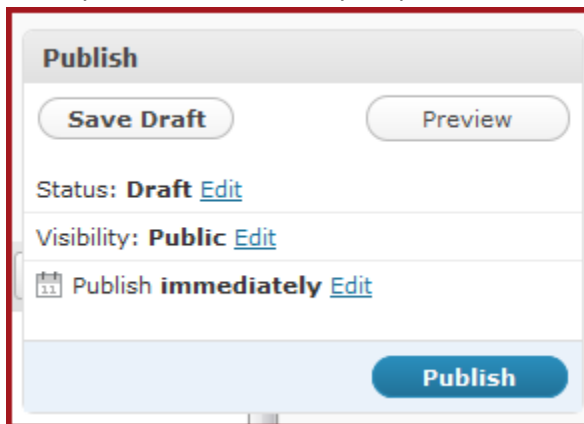
28. After you have completed adding and editing your post, look for a box on the right of the screen called Tags.



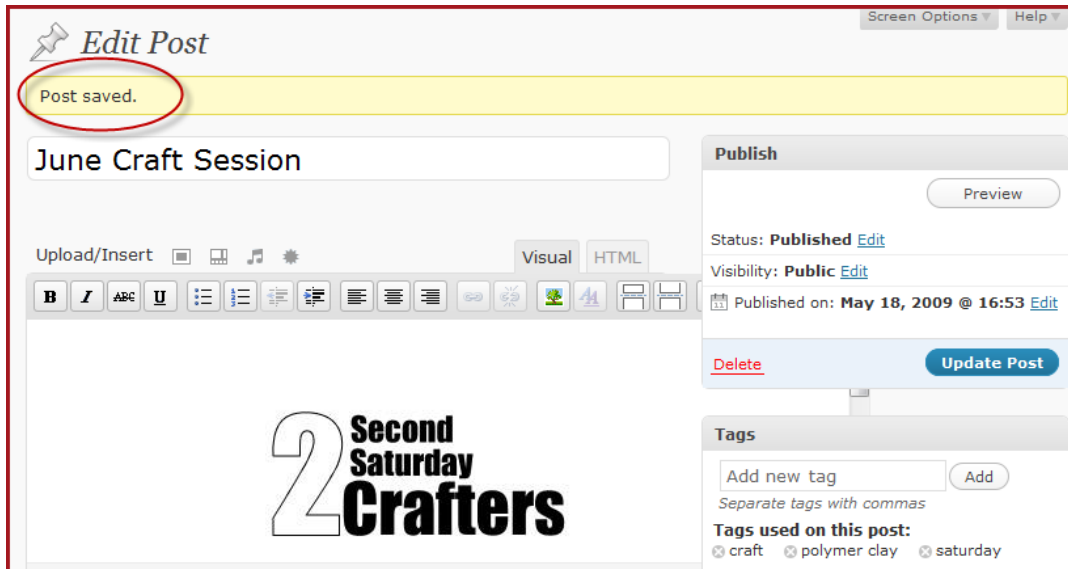
29. Tags are useful for the search feature. Type in several keywords you used in your announcement that you think people would type in search to find this information.
30. Click Add.
31. Look for a box on the right of the screen called Categories.



32. Select a category. Keeping posts grouped together allow a visitor to the web site to quickly and easily locate the information they are looking for.
33. When you are finished with your post click Publish.



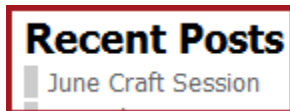
34. After you click Publish you will see your post in the edit mode. At the top will be a notification that your post was published.



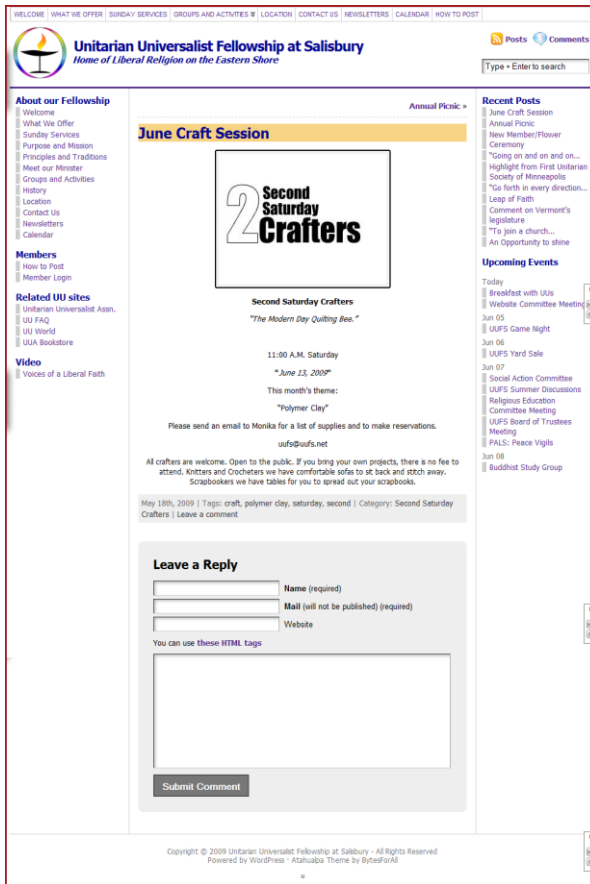
35. If you would like to see your post on the web site, click on Visit Site.



36. You will see the main welcome page. Click on the title of your post under Recent Posts.



37. You will see the post you created.



38. Ta-da! You have entered a post on the web site. That is how to enter a post using Posts.

39. When you are finished entering information, log out.

