

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

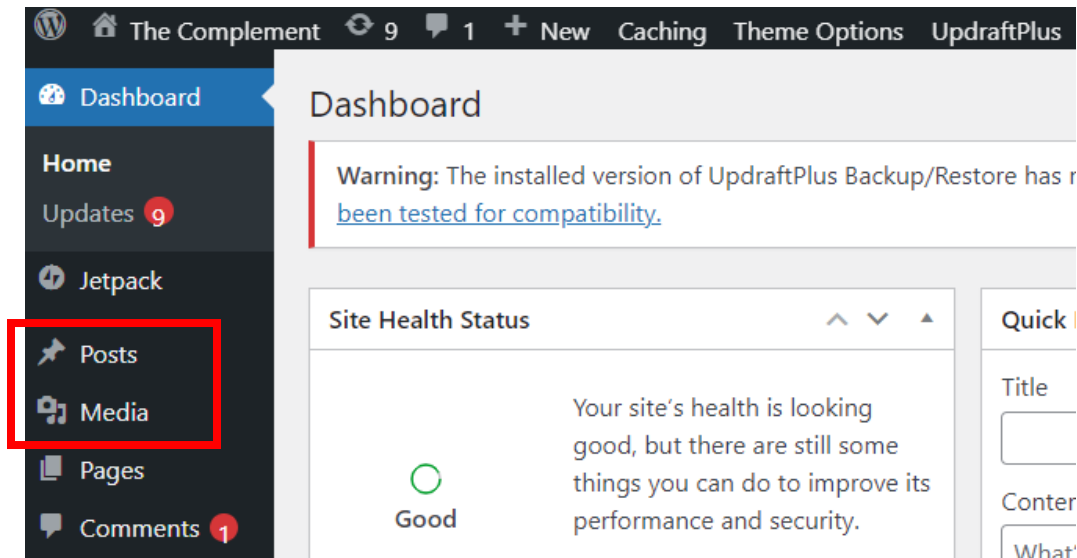
- External URLs
- Other posts or pages
- Locations within a post
- Viewable/downloadable PDFs
- Videos

Step 1 – Getting in

Go to <https://the complement.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](#)

Warning: The installed version of UndraftPlus Backup/Restora has not been tested on this version of WordPress.

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

Bulk actions All dates All Categories

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

Image Title Author Categories

[It Couldn't Happen...](#) Bob Buddemeier Prepare, Uncategorized

Edit | Quick Edit | Trash | View | Clone | New Draft | Rewrite & Republish

[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)

Add New Post

Warning: The installed version of UpdraftPlus Backup/Restore has not been tested on your version of WordPress [been tested for compatibility.](#)

Add title

Advanced Layout Editor

Add Media Add Contact Form

Paragraph B I [List icons] [Quote icon] [Link icon] [Table icon] [Media icon] = [Color picker icon]

ABE - A [Font color icon] [Link icon] [Quote icon] [List icons] [Undo icon] [Redo icon] [Help icon]

Caution: confusing label. This button takes you **TO** the advanced editor, **from** the default editor – which is where you are, and where we want to be.

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

My First Post

Permalink: <https://thecomplement.info/2022/01/21/my-first-post/> Edit

Advanced Layout Editor

Add Media Add Contact Form

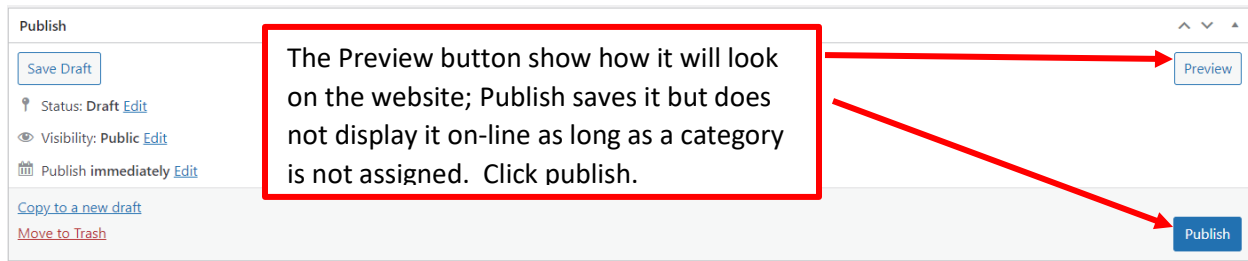
Paragraph B I [List icons] [Quote icon] [Link icon] [Table icon] [Media icon] = [Color picker icon]

ABE - A [Font color icon] [Link icon] [Quote icon] [List icons] [Undo icon] [Redo icon] [Help icon]

This is the URL for the post, which can be linked to whether or not the post is displayed on line

The menu above is basic word-processing, with functions shown on mouse-over.
Some points to remember: There is no underline function;
the block quote (") shows the selected text in a box on line;
There is a limited font selection (upper left)

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



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.