

Word Press Instructions

provided to Clients of
Prairieland, Inc.

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LOGIN TO WEBSITE

GoTo: www.yourdomain.com/wp-admin
Enter User Name & Password
 You will be presented with the “Dashboard” of your Word-Press

POSTS

New Post

SELECT “Posts” from top of the left menu
SELECT “Add New” button

 Title: Enter a title that describes what your going to talk about
 Body: Type OR Copy & past from 'Note Pad' the text
 Category: Choose a category for this post
PUBLISH Select the Publish button (or save draft if not finished)

Edit Draft or Post

SELECT “Posts” from top of the left menu
FIND Post created by the Calendar and Dbl Click to open
Edit Edit body text as needed
PUBLISH Select the Publish button (or save draft if not finished)

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Calendar Post

SELECT "Posts" from top of the left menu
FIND Post created by the Calendar and Dbl Click to open
Edit Edit body text to include more information about event
PUBLISH Select the Publish button (or save draft if not finished)

Links within Post

Document Links

Highlight words to use for linking
SELECT "Add Media" icon (sun) in edit toolbar
SELECT From Computer if doc is not uploaded
From URL if doc is on another website
From Media Library if doc is already uploaded
SELECT 'show' button to see doc details
SELECT Insert into post to accept link

CALENDAR

New Item

SELECT "Events Calendar" from lower left menu
Title Name of event or class
Location only if other than store
Link out to another web site for more information
Description Brief sentence description
Start Date Date of event
Start Time Time of event - Military time
End Date only if multiple days
End Time only if multiple days
Visibility Public
Create Post CHECK
Post Status Draft You will then have to edit the post with more
details
SELECT Add Event Button

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IMAGES & PDF UPLOADS

In order to link to images or PDF's in your posts, those items must be uploaded to the website.

Add New Image or Document to Media Library

SELECT "Media" from of the left menu
SELECT "Add New" button
SELECT "Select Files" button
Navigate to the file you wish to upload
SELECT OK to upload file
Title Change if needed
Caption Brief Description
Description Full Description
SELECT Save All Changes

Add New Image to Post or Page

PLACE Cursor where you want image to be placed in post
SELECT Add Media button (locate just below post title)
The Add Image screen will open
LOCATION Computer
FIND Navigate to the file you wish to upload
SELECT OPEN to accept image
The Edit Image screen will open
Title Change if needed
Caption If used, a Brief Description
Description For Reference a full Description
Alignment Position of image
Size Size of image
SELECT Insert into Post

Add Image to Post or Page from Media Library

PLACE Cursor where you want image to be placed in post
SELECT Upload / Insert image icon
The Add Image screen will open
LOCATION Media Library
FIND Navigate to the image you wish to use
SELECT OPEN to accept image
SELECT Insert into Post

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Link PDF to Post or Page

HIGHLIGHT Text to link to PDF

SELECT Add Media Button

The Insert Media screen will open

SELECT PDF to link to

Attachment Display (in right side bar)

LINKS TO: Media File

SELECT Insert into Post