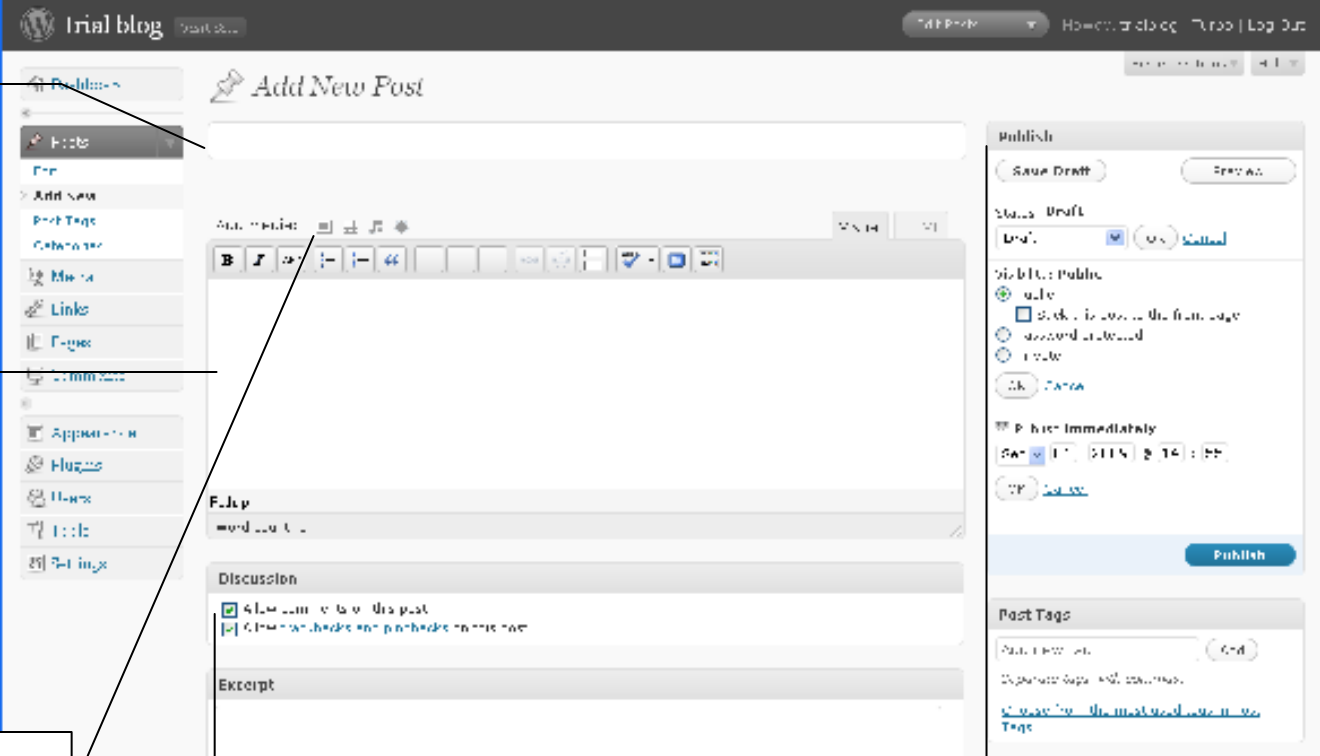


Wordpress Blogs Reference Guide – Posts (Add New)

To write a new post, click on the Post menu and click on Add New.



The screenshot shows the WordPress 'Add New Post' interface. On the left is a sidebar menu with options like 'Posts', 'Add New', 'Post Type', 'Categories', 'Media', 'Links', 'Pages', 'Comments', 'Appearance', 'Widgets', 'Users', 'Tools', and 'Settings'. The main content area is titled 'Add New Post' and features a text editor with a rich text toolbar. Below the editor are sections for 'Excerpt', 'Discussion' (with a checkbox for 'Allow comments on this post'), and 'Permalink'. On the right is a 'Publish' sidebar with buttons for 'Save Draft' and 'Publish', and options for 'Status' (Draft, Private, Password Protected, Public), 'Visibility' (Public, Password Protected, Private), 'Publish Immediately' (with a date and time selector), and 'Post Tags'.

1. Add a title for the post here.

2. Write your post in this area. Notice the word processing-like tools at the top of the window.

You can embed files in your post. Wordpress will accept documents, audio files, pictures, graphics, and video files. (See separate page for instructions.)

3. Click here to allow or prohibit Comments on your post.

4. In the publish window, you have several options.
-After you start writing a post, you can save it as a draft and come back to it later to finish.
-You can make a post public, private, or password protected.
-Finally, if your post is complete, you can Publish it.