# At A Glance:
## Adding a Post to the Magnolia Mary Family Tree Website

1 - Log in at: https://magnoliamary.com/wp-login.php

2 - Click or hover on Posts in the Dashboard at top left, and choose 'Add New' from the menu that pops up

3 - Type or paste your text into the large blank area below Paragraph. You can use the menu items next to Paragraph (bold, italicise, etc) just as you would in Word. (Note: stay in Visual.)

4 - SAVING YOUR WORK: At any time, you can click on 'Save Draft' - the light blue box in the upper right - to save what you've done to that point without publishing.


**BEFORE PUBLISHING**

5 - ADD A TITLE - Simply type where it says 'Add title,' at top. Doesn't have to be fancy, but just somewhat descriptive of what the post contains. In general, keep it simple and not too long.

6 - CHOOSE A CATEGORY - Choose what type of post it will be/where it will be displayed by selecting one of the choices in the Categories box at the lower right.

7 - ADD A FEATURED IMAGE - If possible, you'll want to add at least 1 photograph, a Featured image, to go with your post. Scroll down to the Featured Image menu at right, select 'Set featured image' - it will take you to the Media Library. Choose one of the photos already in the Library, or, click Upload Files to select a photo from your hard drive to upload.

8 - ADDING MEDIA - If you have additional photos, video or an audio file that you would like to add to your post, you can do so as following: click or hit return to position your cursor where you want the media to be, then click the Add Media button above the text box, which will take you back to the Media Library, where you again have the choice to select photos (or other files) already in the Library, or to 'Upload Files' and select the files you want from your hard drive.

9 - ADDING A LINK - If you wish to add a link to another website or page, type some text that people will see, then highlight those words and click on the little chain symbol 🔗 in the formatting menu and paste or type in the web address in the box that pops up. Click the 'return' arrow in the little blue box to Apply, and the words will become a link to that page.


10 - PUBLISHING - Click on Preview, at upper right, to view your post as it will look on the site. If you see anything you want to change, simply close that tab to return to the editing page and make your changes, click 'Save Draft,' then click Preview again to see if you like those changes.

When you are satisfied with the way it looks, close the Preview tab to return to the post, click on 'Publish' at right, and you are done. You can log out if you are finished, or add another post if you choose.

**AFTER PUBLISHING**

11 - EDITING A PUBLISHED PAGE - If you wish to make changes or additions to your post after publishing, you can log back in at any time, click on 'All Posts' under Posts, click Edit under your post (move the cursor over the post name, and the Edit option will appear). Then just make your changes or additions, and click Update when you are done.

12 - REMOVING FROM PUBLIC VIEW - If for any reason you wish to remove your post from public view, simply log back in, click on 'All Posts' under Posts, and click Edit under your post (move the cursor over the post name, and the Edit option will appear).

You have 3 main options:

a) **DELETE**: to delete the post completely, simply click on 'Move to Trash.'

b) **DRAFT**: to change the post back to Draft, click on Edit next to "Status: **Published**" and a box with Published in it will show; click the down arrow next to 'Published' and a menu will drop down. Select Draft, hit OK, and then click Update to save the change.

c) **PRIVATE**: to change the post to Private - it is still published, but can only be reached by pasting in or typing the exact page address, or by logging in, going to the post and clicking 'Preview.' To change to Private, click on Edit next to 'Visibility: **Public'** and a menu will drop down. Select 'Private,' hit OK, and then click Update to save the change.