

How to add a post to WordPress

These instructions detail how to add one of the most fundamental functions of WordPress, a post. Follow the steps according to the desired option. Alt text is available if needed.

Prerequisite guide: [Logging into WordPress](#)

1. Sign in to sites.ewu.edu
2. Add new post from WordPress dashboard menu
 - Access dashboard of site
 - Click “Posts” tab (1)

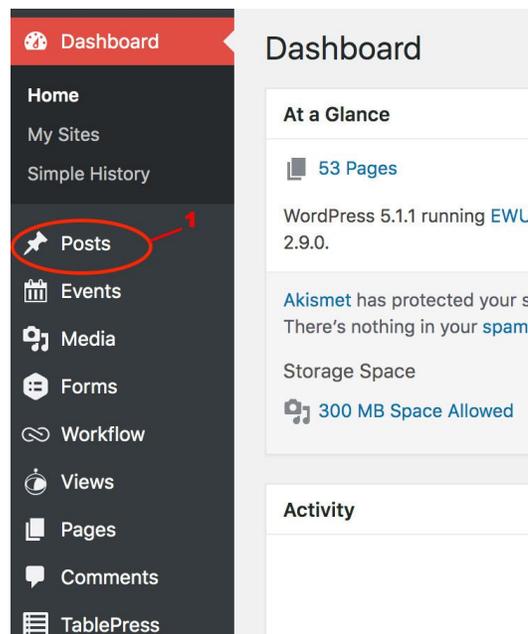


Figure 1

- Click “Add New” button (2)

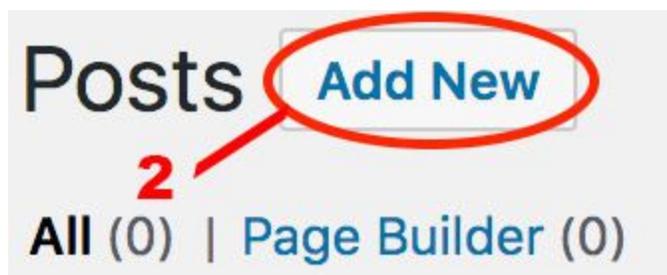


Figure 2

Add new post from admin bar

- hover over “+ New” tab (3)
- Click “Post” from drop down menu (4)

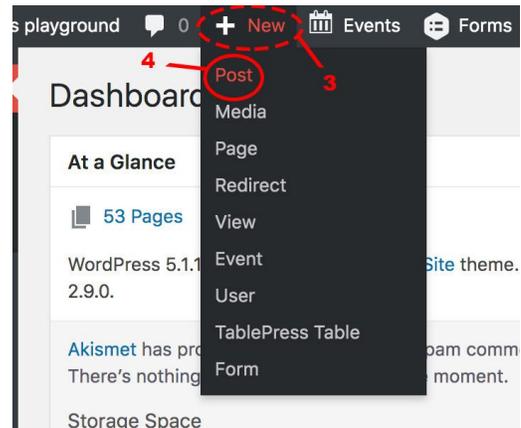


Figure 3

3. Save Draft

- Locate Publish section on right side of main dashboard
- Click “Save Draft” button (5)
Note: Posts can be saved as a draft that won’t be visible to the public on website yet

4. Publish

- Locate Publish section on right side of main dashboard
- Click “Publish” button (6)

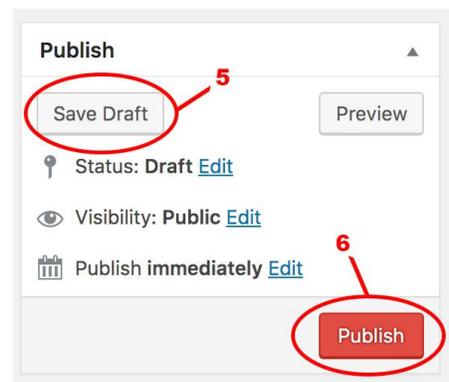


Figure 4

The post is now created and published. This can be repeated as many times as desired. Refer back to these instructions as often as needed to continue to add posts to a WordPress dashboard.

Alt Text: How to Add Post to WordPress

Figure Number	Alt Text Title	Alt Text
Figure 1	Accessing Dashboard	View of main dashboard with "Posts" called out.
Figure 2	Adding New Post #1	Adding New Post selection.
Figure 3	Adding New Post #2, and adding New Post #3	Under callout #3, top of dashboard with "+New" highlighted. Under callout #4, "Post" from ensuing drop down menu highlighted.
Figure 4	Saving Draft and publishing Post	Under callout #5, "Save Draft" under "Publish" menu highlighted. Under callout #6, "Publish" button highlighted.