

# writing a post

Enter your **Username** and **Password** and click on **Log In**. If you have forgotten your password click on **Lost your password?**

A screenshot of the WordPress login page. It features the WordPress logo at the top left. Below it are two input fields: 'Username' with the placeholder text 'username' and 'Password' with masked characters. To the right of the password field is a blue 'Log In' button. Below the password field is a checkbox labeled 'Remember Me'.

2.

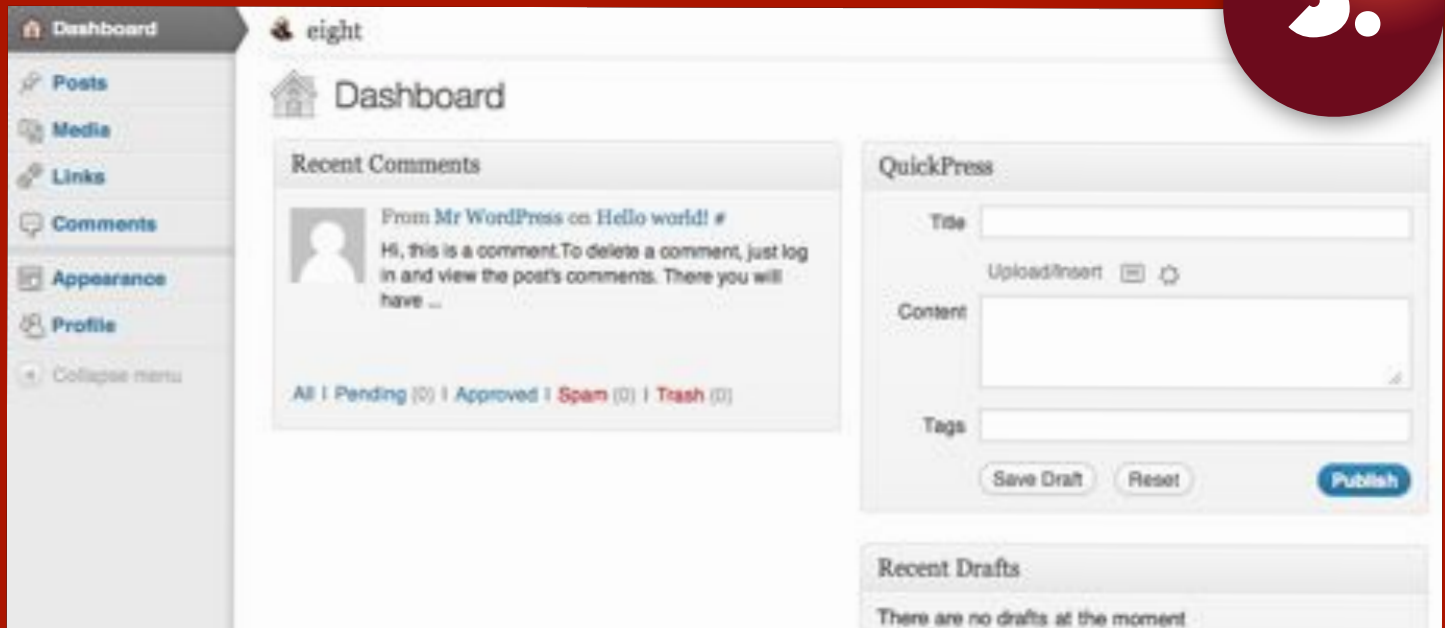


After you have logged in to your web site you will be at your **Dashboard**. This is where you create new **posts** and **pages** for your web site. You can also change its **appearance**.

**name: mr larkin**  
**site: [www.larkin.net.au](http://www.larkin.net.au)**

The **Dashboard** is shown below. On the left is a **sidebar** which lists all the tools that you are able to use and manage as you build your web site.

3.



CLICK ON **POSTS** TO VIEW YOUR POSTS AND TO ADD A NEW POST

CLICK ON **MEDIA** TO VIEW YOUR UPLOADED IMAGES AND TO ADD NEW IMAGES

CLICK ON **LINKS** TO MANAGE LINKS THAT YOU ADD TO YOUR WEB SITE

CLICK ON **COMMENTS** TO MANAGE ANY COMMENTS WRITTEN BY STUDENTS ON YOUR WEB SITE

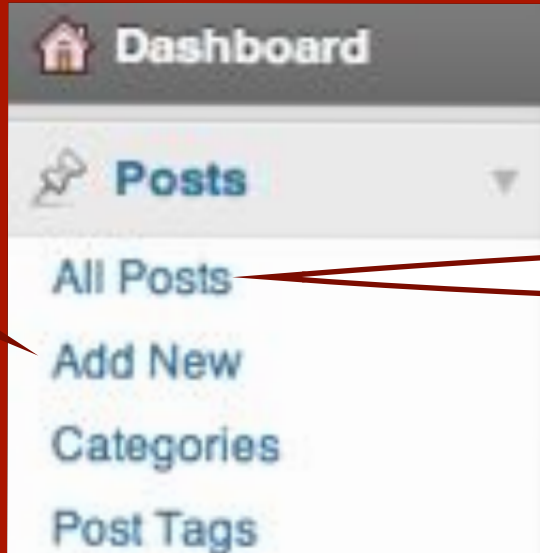
CLICK ON **APPEARANCE** TO CHANGE THE **THEME** OF YOUR WEB SITE AND TO ADD **WIDGETS** AND **MENUS**

CLICK ON **PROFILE** TO COMPLETE YOUR PROFILE AND TO ADD AN **AVATAR**. YOU CAN ALSO CHANGE YOUR **PASSWORD**.

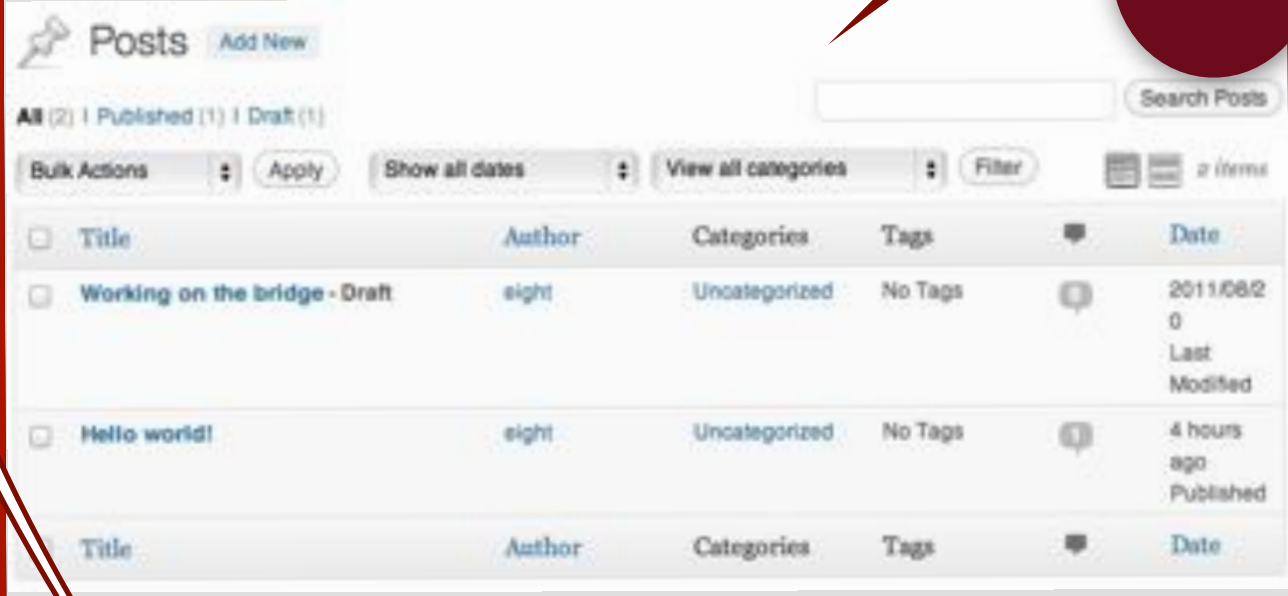
CLICK ON **COLLAPSE MENU** TO **HIDE** THE SIDEBAR

CLICK ON THE **ARROW** TO **SHOW** IT AGAIN

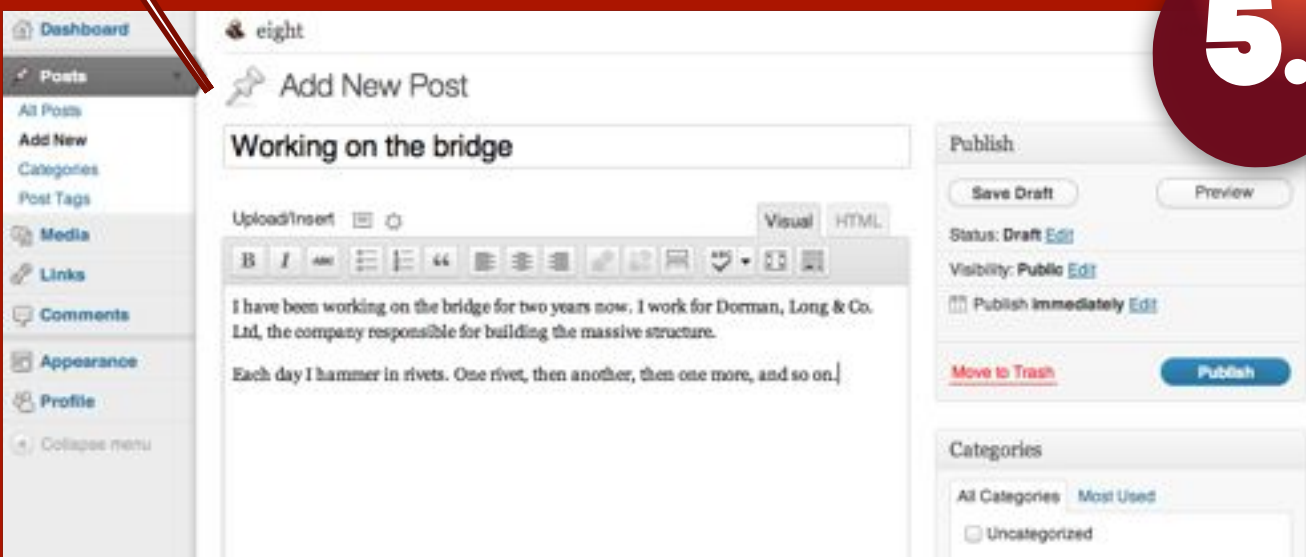
CLICK ON **ADD NEW** TO BEGIN WRITING A NEW POST



CLICK ON **ALL POSTS** TO VIEW AND MANAGE ALL YOUR POSTS



4.



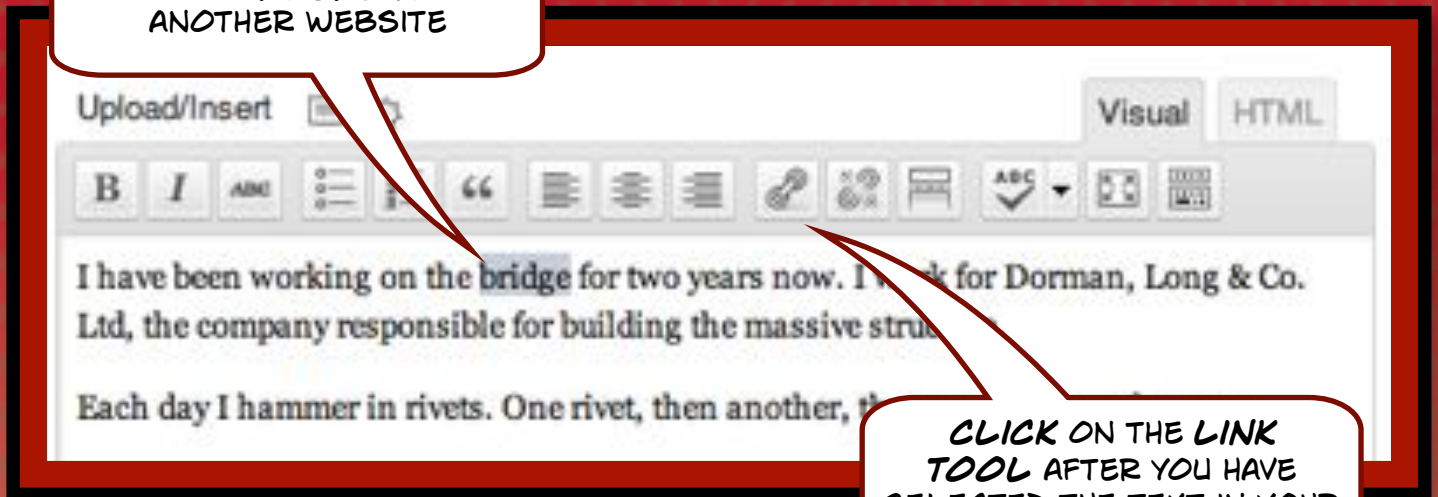
5.



# adding a hyperlink

7.

**SELECT** THE WORD OR PHRASE WHICH YOU WISH TO ACT AS A **HYPERLINK** TO ANOTHER WEBSITE



**CLICK ON THE LINK TOOL** AFTER YOU HAVE SELECTED THE TEXT IN YOUR POST

THE POP-UP **INSERT LINK** WINDOW BELOW WILL APPEAR

**PASTE** IN THE **URL** OR WEB ADDRESS OF THE WEB SITE THAT YOU WISH TO **LINK** TO WITHIN YOUR BLOG POST



**CLICK ON THIS BUTTON** TO MAKE THE WEB SITE OPEN IN A **NEW WINDOW** WHEN A READER CLICKS ON THE LINK IN YOUR POST

**CLICK ON ADD LINK** WHEN YOU ARE FINISHED

WHILE YOU ARE WORKING ON THE POST CLICK ON **SAVE DRAFT** FROM TIME TO TIME

CLICK ON **PREVIEW** TO REVIEW YOUR WORK

8.



Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

 Publish Immediately [Edit](#)

[Move to Trash](#) [Publish](#)

CLICK ON **PUBLISH** WHEN YOU HAVE **FINISHED** WRITING YOUR POST

YOUR **POST** WILL BE **PUBLISHED**

## Working on the bridge

AUG  
20  
2011

I have been working on the [bridge](#) for two years now. I work for Dorman, Long & Co. Ltd, the company responsible for building the massive structure.

Each day I hammer in rivets. One rivet, then another, then one more, and so on.

EXAMPLES FROM THREE DIFFERENT THEMES

### Working on the bridge

Posted: August 20th, 2011, by admin ([edit](#))

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[0 Comments »](#)

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