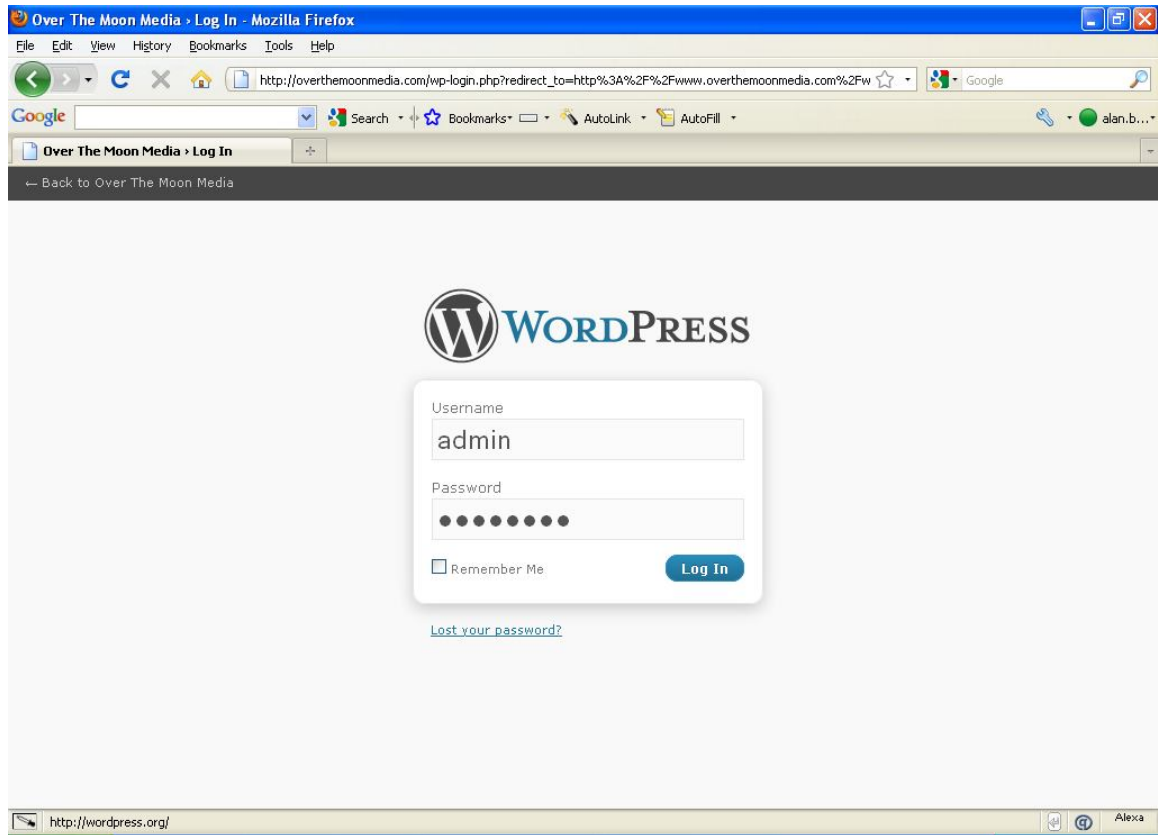
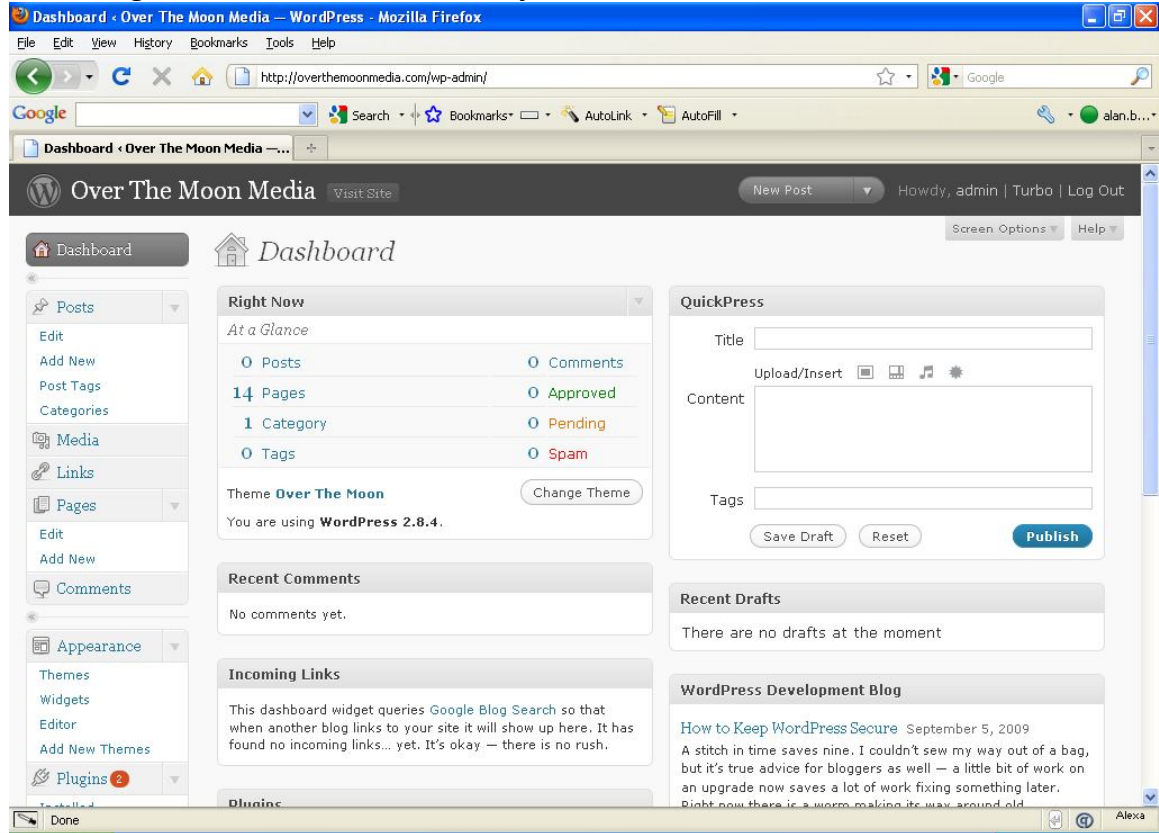


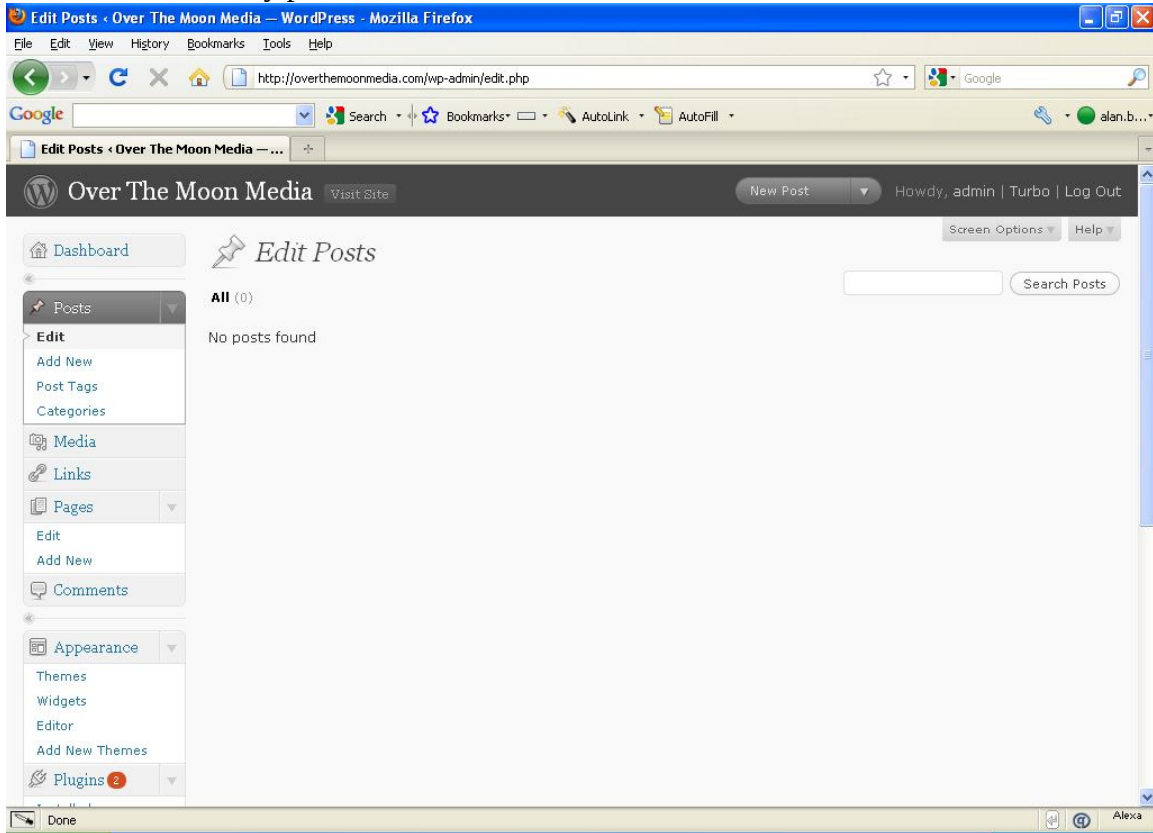
Login to the wordpress admin section at <http://yoursite.com/wp-admin> (use the username and password you have received.



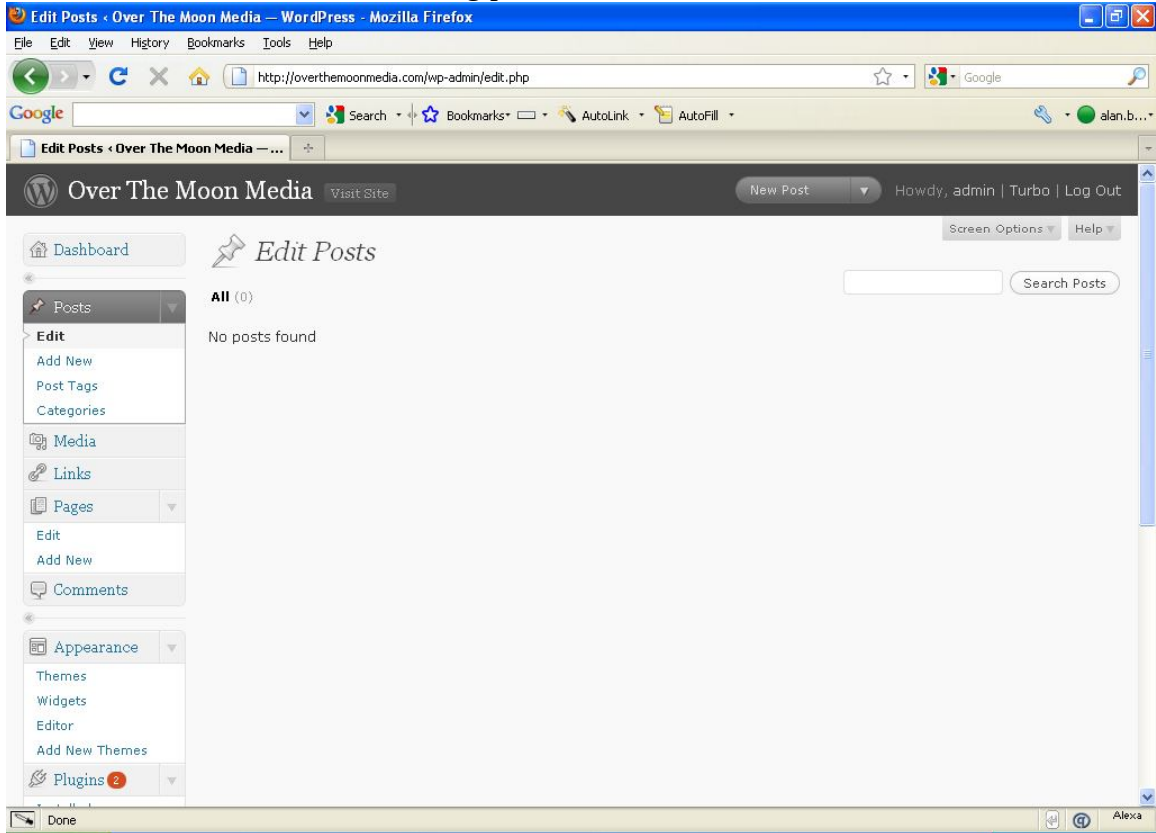
You will get to the screen below where you click on the “Posts” link in the left column:



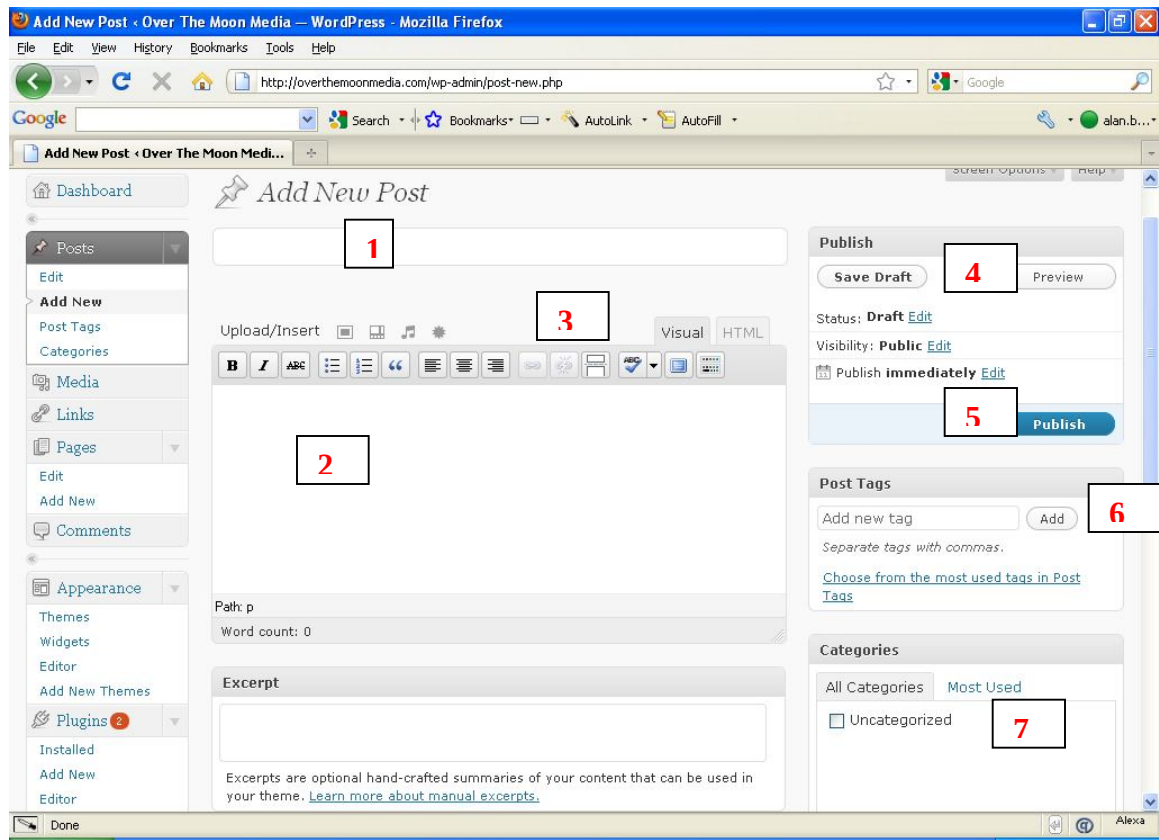
This will list all the posts currently in your blog. Once you have posts you will see a list here and click on any post to edit it



Click on Add New to add a new blog post:



Now you are ready to write your blog post. Enter the title of the post and add the content below.



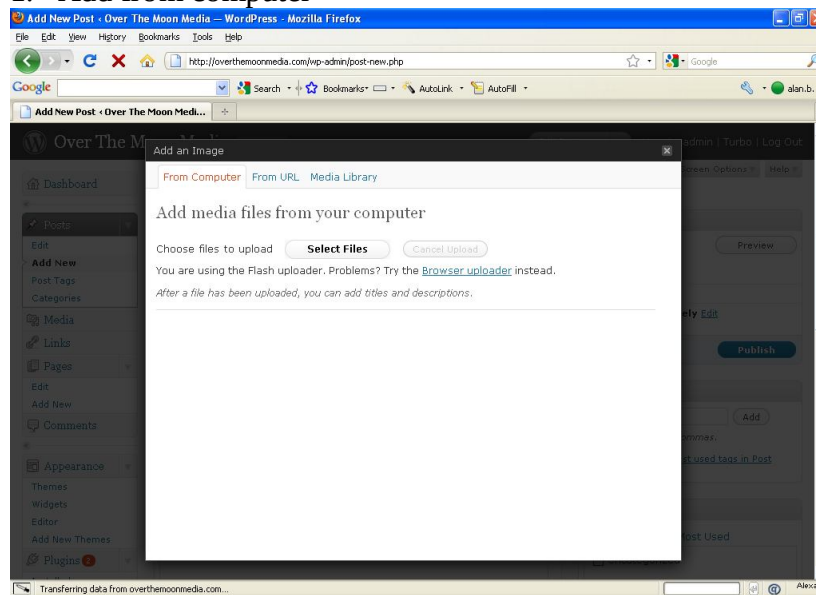
Notes about the usage of different features on the page above:

1. Place to add title of the blog post
2. Place to write the content of the blog post.
3. There is a tab named "Source" in the toolbar. This allows you switch between normal text and HTML code. The HTML is for people who want to add special stuff (like contact forms/javascript codes etc) or add special formatting. There are also buttons like the ones you find in MS word on the toolbar. Select text and click on "B" to make it bold, or select text and click "I" to make it italic and so on. Just above the toolbar are a couple of icons and it says Upload/Insert. These are the options to add images/video/audio to your post. (description is below) There are also icons to do this on the toolbar.
4. The button Save Draft allows you to save a draft in case it is unfinished or you want to publish it later. Saved drafts are not visible to the public. Preview allows you to preview how your post looks like right now.
5. Click on Publish to publish the post and make it visible to the public. Just above the Publish button is an option to publish the blog right now or sometime later. You can setup a time in the future and then publish the blog post. The post will become visible to the online viewer on the date and time you selected for the blog to be published.

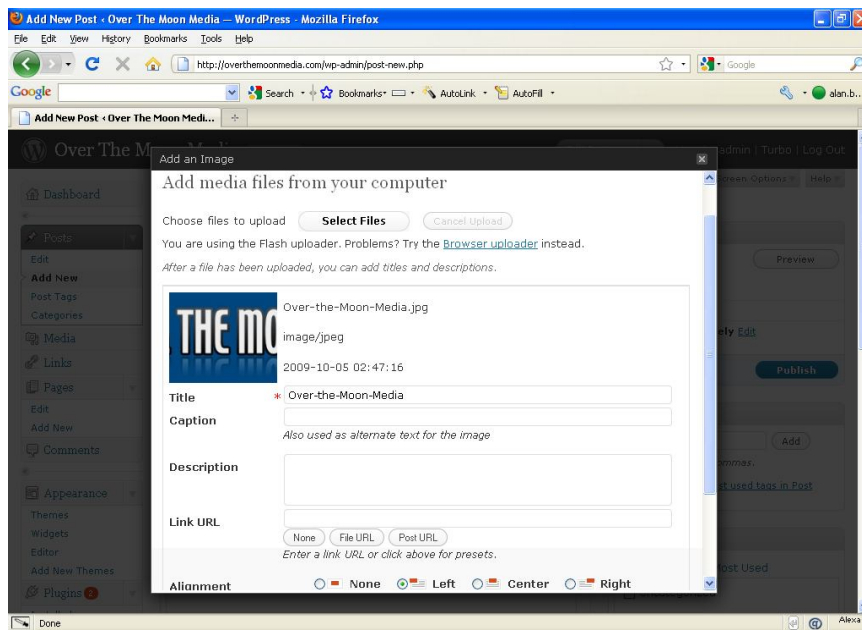
6. Add tags to identify the topics or important items in that post. You can then later come back and look for posts that are tagged “Interviews” to see which ones are related to interviews. The main use of this comes if you build in a tag cloud in your theme. Then viewers can see at a glance the frequency of the topics in the blog
7. Pretty much the same concept like tags. You can create a category and also assign a post to multiple categories.

If you click on Add An Image icon on the right of Upload/Insert you will get an option to upload image files. There are three options:

1. Add from computer



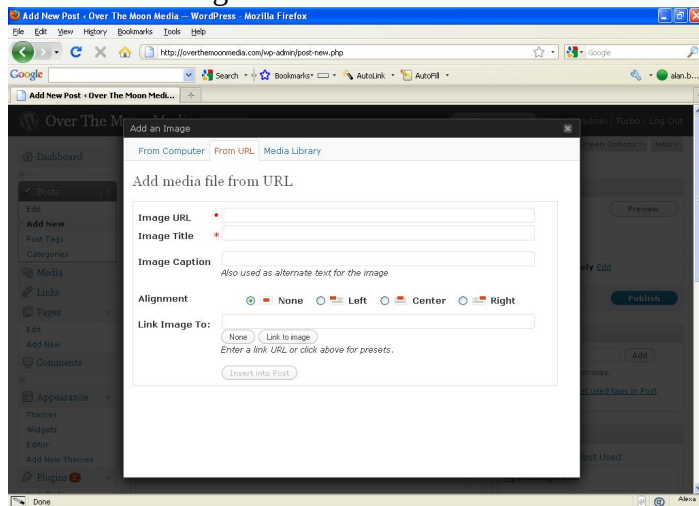
Click Select files and select the image file you want to upload. The file will be uploaded and you will get a screen like the one below:



This will be showing a snap of the image (it's a square snap of the image and is not how the image will look like really). You can enter a title for the image, and a caption for the image etc. At the bottom are options for the size of the image and the alignment. Select these options and there is a button "Insert Into Post". If you want you can save the changes for now (button at absolute bottom) and then insert the image later.

2. Add from URL

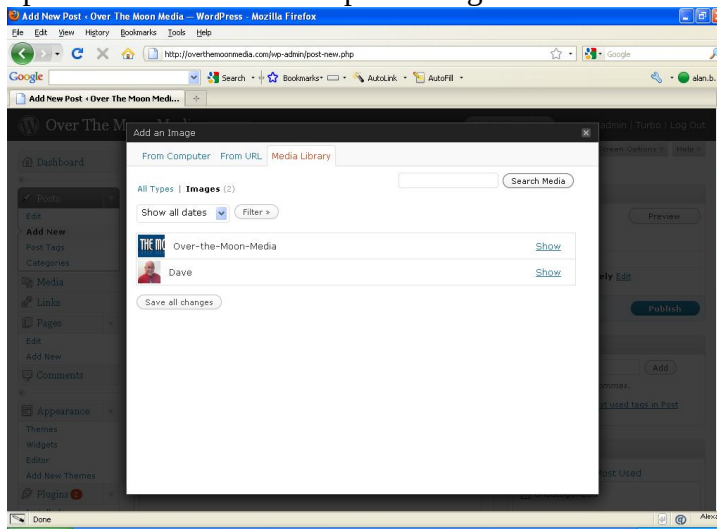
Click on this to get



Using this option you can add an image that is hosted on a separate URL. Not something very advisable unless the site is trustworthy and stable. You don't want to point to an image that may disappear the next day leaving a blank box in your post. However, this is good for stuff like "weekly stock symbol" which may be updated on a regular basis and thus keep the most recent image on the blog without you bothering about it! So make your own judgment about this.

3. Add from Media Library

All images uploaded in the past appear here. So if you want to use an image that you uploaded sometime in the past then go here and select it.



You will be instructed on how to upload images and videos using the other icons on the toolbar during your training.