

POSTING TO ARMA CINCINNATI'S WEBSITE

Access WordPress

1. Go to <https://wordpress.com/>
2. Click Login button in upper right corner
3. Enter Username:
4. Enter Password:

You will not see our site when you log in. You will see our feed.

As you work in WordPress, you'll see top banner:

- My Site takes you to the area where you can manage the blog
- Reader takes you to the feed
- The pencil lets you create a new blog post
- The person lets you go to the profile
- The bell goes to notifications

Create a New Post

Posts appear in the main body of the website.

1. To begin creating a post, click the pencil icon in the top banner near the right of the page.
2. You are presented with the entry screen. Enter the title of the post and the body of the post in the spaces provided. A tool bar lets you format your text, add hyperlinks, and proof read the text.
3. There is no option in the formatting toolbar to embed image within a post. To do that you need to copy-paste the image into the body of the post.
4. The Add Media button lets you attach files to the post. Accepted file types are jpg, jpeg, png, gif, pdf, doc, ppt, odt, pptx, docx, pps, ppsx, xls, xlsx, key.
5. You have 3 options at the bottom of the screen:
 - Preview lets you see what the post looks like before you publish
 - Save Draft lets you save the post if you are not ready to publish it to the site
 - Publish lets you publish the post

Tags and Categories

We can organize our posts and make them searchable using tags and categories. To add tags and categories:

1. Click on Tags & Categories in the left menu.
2. See the drop-down window.
3. When you put your cursor in a drop down box, some options appear. You can choose one of those options or enter new ones.

Edit a Post

1. Click on My Site in the top left corner of the top banner.
2. Click Blog Posts under the Publish category in the left menu.

3. Find the post you want to edit on the right and click the Edit link that appears in the bottom left corner of the post box.
4. You will see a similar screen as the blog post screen.
5. Click the Update button when you are finished making your changes.

Edit a Page

The pages on our site are static pages that will always appear on the top of our site. The page creation/editing screen is very similar to the post screen. To edit a page:

1. Click on My Site in the top left corner of the top banner.
2. Click Pages under the Publish category in the left menu.
3. Click on the title of the page you want to edit on the right.
4. You are presented with a similar screen as the blog post screen.
5. Click the Update button when you are finished making changes.

Create a Page

1. Click on My Site in the top left corner of the top banner.
2. Click the Add button next to Pages under the Publish category in the left menu.
3. Give the new page a title in the spot above the formatting tabs.
4. Click under the formatting tabs to add a description to the page.

Add Documents to a Page

1. Go to the page edit screen using the Edit a Page instructions above.
2. Click on the spot under the formatting page where you want to put the document link.
3. In the formatting tabs you see a page icon at the far left site on the top. Click that to open the media window.
4. On the media window click the Add New button. Choose the document you want to upload from your file browser.
5. Click on the file you chose in the media window. It will be outlined in blue.
6. Click the Insert button on the bottom right of the window.