# SSA INSTRUCTION MANUAL

## Topic

How to add, remove, and edit a Post?

### Description

This manual goes through step by step on how to add, remove, and edit posts on the WordPress site.

#### Process

- 1. Click on "Posts" on the left-hand side navigation column.
- 2. To add a post, simply click "Add New" next to the Posts title at the top of the page.
  - a. To edit or remove an existing post, hover over the post's title below and click either edit or trash under the post's title.
- 3. Continuing with adding a post, after clicking on "Add New", input the desired information in to the corresponding areas of the page including the title and body of the post.
- 4. Once the information has been typed up, click on the "Publish" button in the top-right corner of the screen to officially add the post to the site. Posts can also be previewed by clicking the "Preview" button.

# Pictures

1.

| ishboard                   | Dashboard   |   |  |
|----------------------------|---|---|--|
| Home<br>Updates            | WPForms   |   | v Quick Draft  |
| ✤ Posts                    | At a Glance   |   | Title<br>What's on your mind?  |
| Recent Post Slider         | <ul> <li>★ 93 Posts</li> <li>WordPress 5.0.3 running F</li> </ul>     | 16 Pages<br>Personalblogily theme.  | what s on your mind:   |
| Pages<br>Comments          | Activity  |   | Save Draft   |
| Organized                  | Recently Published  | John Deely/Jacques Maritain Lecture and   | WordPress Events and News  |
| Appearance                 | Feb 17th, 10:50 AM<br>Scientific Self                                 | Exhibit: Thomas A. Sebeok and the   | Enter your closest city to find nearby events.                               |
| Plugins<br>Users<br>Tools  | Feb 13th, 9:06 PM<br>Dec 8th 2018, 2:47 PM<br>Oct 22nd 2018, 11:24 AM | 44th SSA Call for Papers<br>44th SSA Conference<br>SSA Yearbook: Call for Submissions | RSS Error: WP HTTP Error: cURL error 28: Connection timec 10001 milliseconds |
| All-in-One WP<br>Migration |   |   | RSS Error: Array   |
| Settings                   |   |   | Meetups 🗗   WordCamps 🗹   News 🗹   |

#### 2.

| 🚯 🖀 Semiotic Society   | of America 🏮 0 🕂 New View Posts   |              |                     |      |               |        |
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| Dashboard  | Posts Add New   |              |                     |      | Screen Option | ns     |
| 🖈 Posts  | All (93)   Published (93)   Trash (14)  |              |                     |      |               |        |
| All Posts  | Bulk Actions <ul> <li>Apply</li> <li>All dates</li> <li>All Categories</li> <li>Filter</li> </ul> |              |                     |      | 93 items 《 〈  | 1      |
| Add New  | ☐ Title   | Author       | Categories          | Tags | •             | D      |
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| Recent Post Slider   | agm5262 is currently editing  | Farouk Seif  | presidents messages | _    | _             | Р      |
| 9 Media  | Exhibit: Thomas A. Sebeok and the Scientific Self   |              |                     |      |               | 2      |
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| WPForms  | 44th SSA Conference   | Farouk Seif  | ssa conference      | _    | _             | Р<br>2 |
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| Add New                    | Title  | Author      | Categories          | Tags | •         | Date                    |
| Categories<br>Tags         | John Deely/Jacques Maritain Lecture and Colloquium<br>Edit   Quick Edit   Trash   View | Farouk Seif | presidents messages | -    | _         | Published<br>2019/03/07 |
| Recent Post Slider         | agm5262 is currently editing   | Farouk Seif | presidents messages | -    | _         | Published               |
| 🕽 Media                    | Exhibit: Thomas A. Sebeok and the Scientific Self                                      |             |                     |      |           | 2019/02/17              |
| Pages                      |  |             |                     |      |           |                         |
| Comments                   | 44th SSA Call for Papers   | Farouk Seif | call for papers     | _    | _         | Published<br>2019/02/13 |
| Organized                  | 44th SSA Conference  | Farouk Seif | ssa conference      | _    | _         | Published               |
| 🗒 WPForms                  |  |             |                     |      |           | 2018/12/08              |
| Appearance                 | SSA Yearbook: Call for Submissions   | Farouk Seif | Yearbook            | _    | _         | Published<br>2018/10/22 |
| 🖆 Plugins                  | Thank You  | Farouk Seif | Announcements       | _    | _         | Published               |
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| 🗲 Tools                    | Thank You  | Farouk Seif | Announcements       | -    | _         | Published               |
| All-in-One WP<br>Migration |  |             |                     |      |           | 2018/10/10              |
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3.

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