

SSA INSTRUCTION MANUAL

Topic

How to add, remove, and edit a Post?

Description

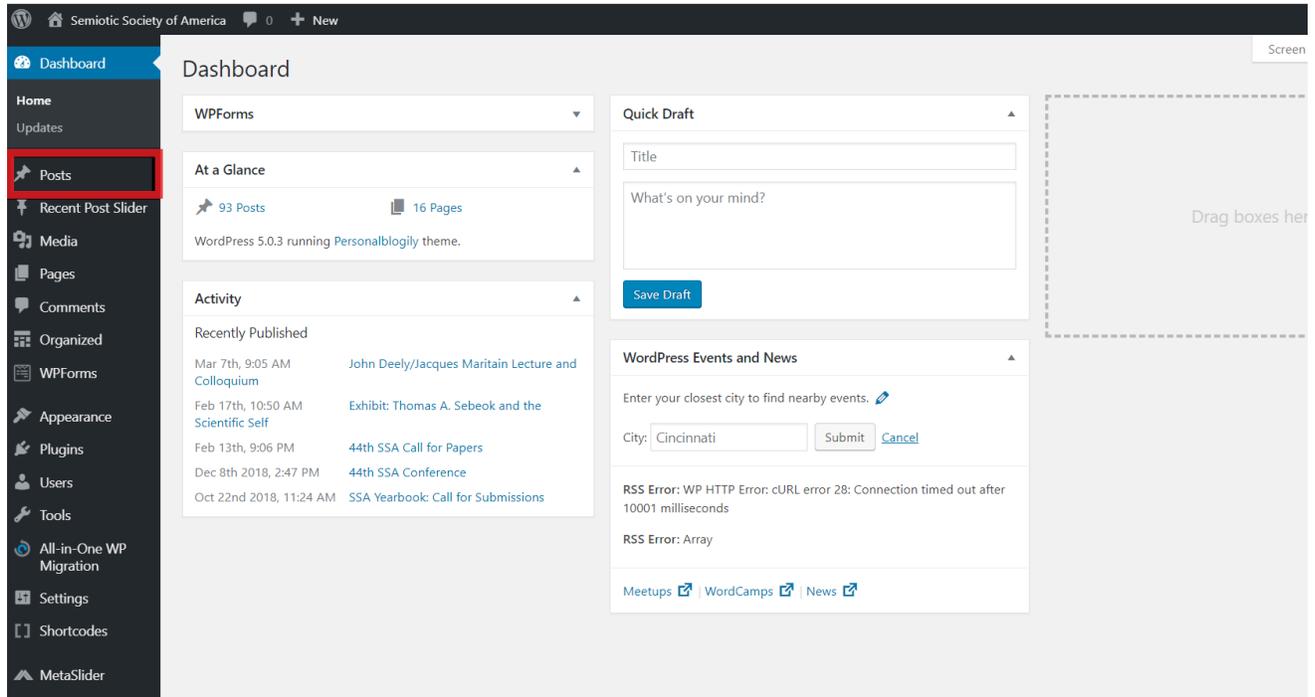
This manual goes through step by step on how to add, remove, and edit posts on the WordPress site.

Process

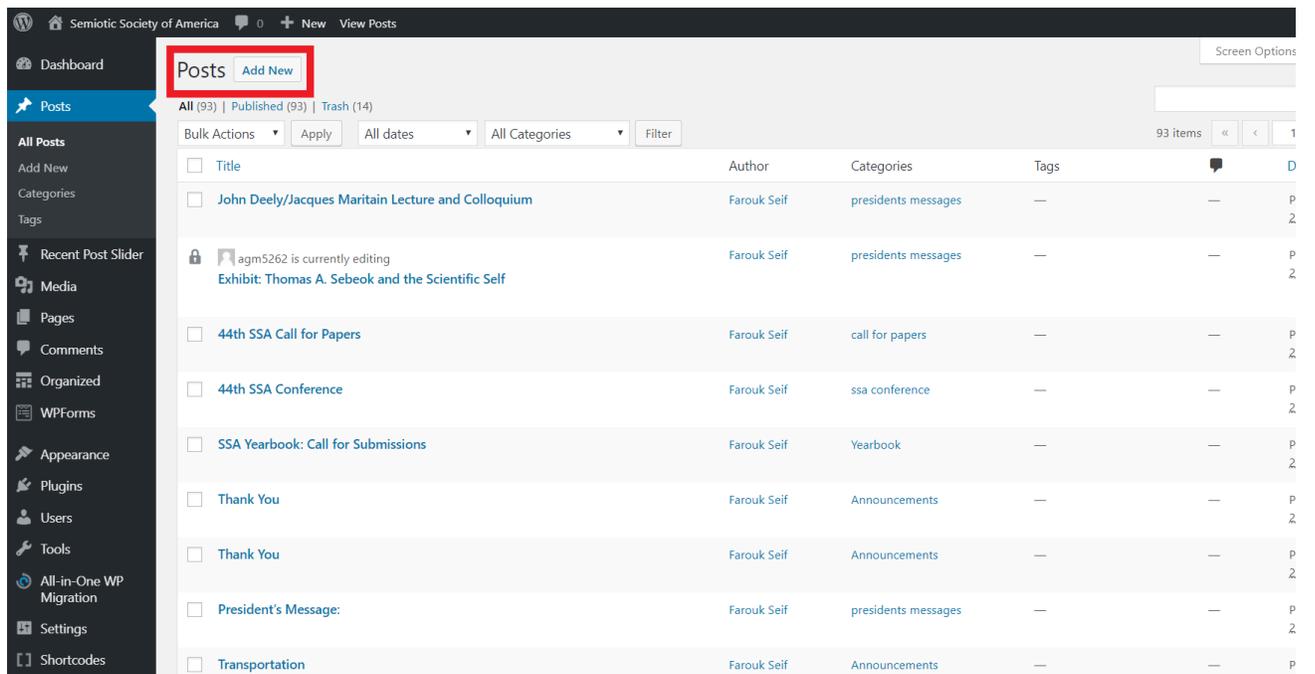
1. Click on “Posts” on the left-hand side navigation column.
2. To add a post, simply click “Add New” next to the Posts title at the top of the page.
 - a. To edit or remove an existing post, hover over the post’s title below and click either edit or trash under the post’s title.
3. Continuing with adding 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

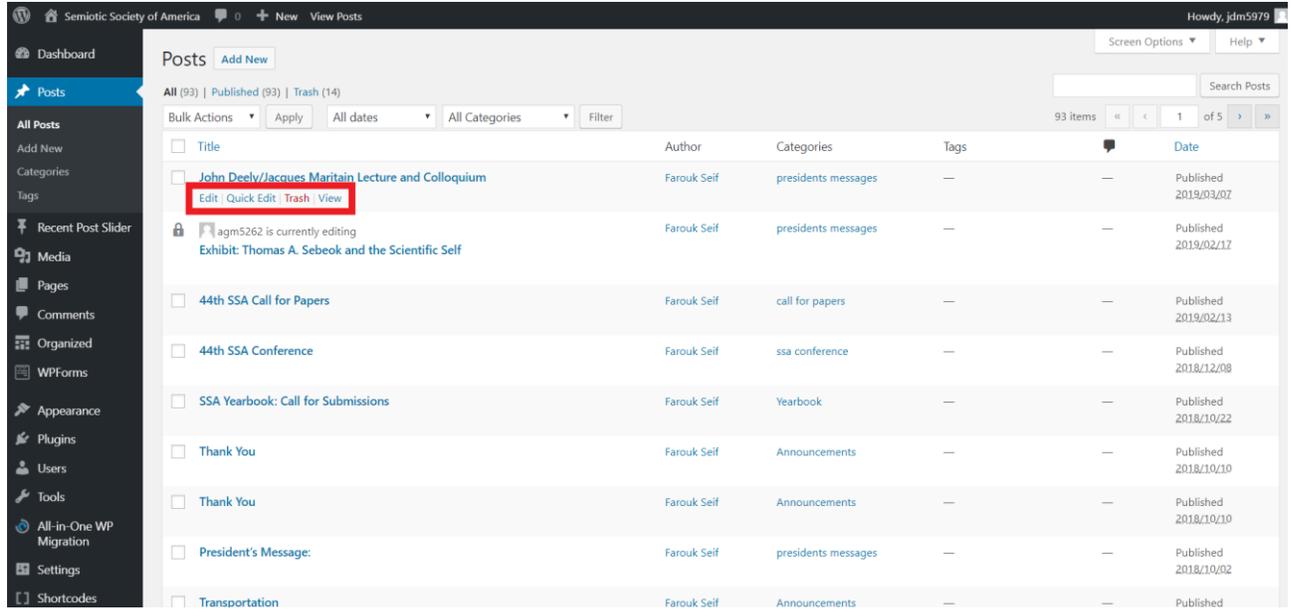
1.



2.



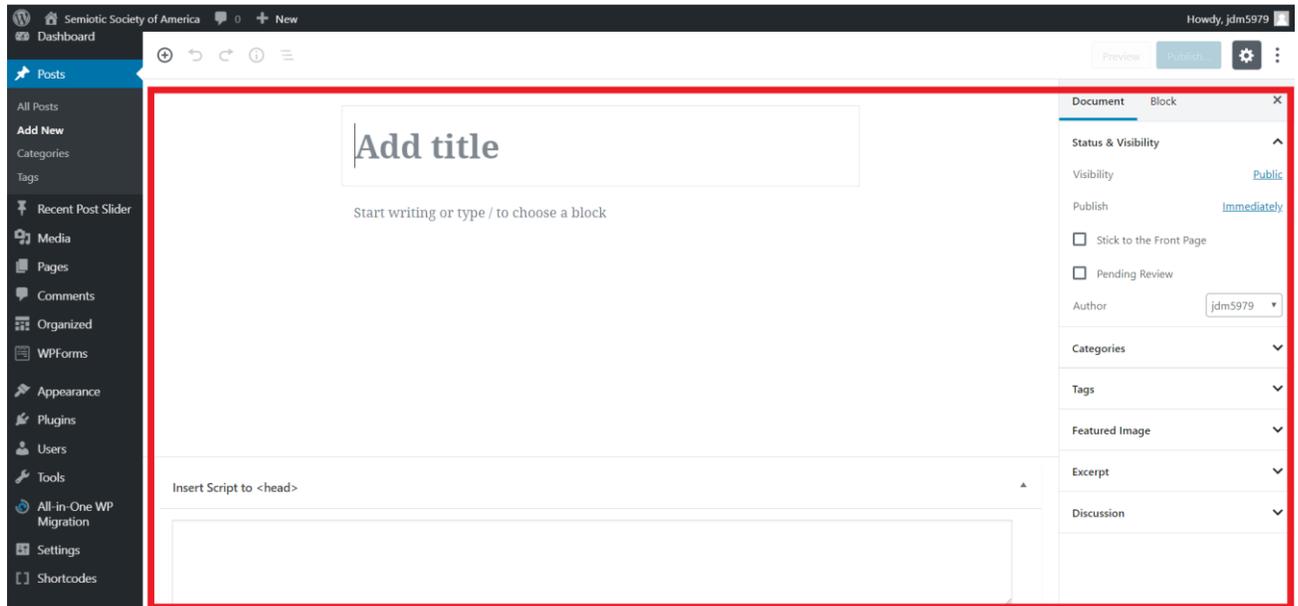
2 a.



The screenshot shows the WordPress 'Posts' list view. The left sidebar contains navigation options like Dashboard, Posts, All Posts, Add New, Categories, Tags, Recent Post Slider, Media, Pages, Comments, Organized, WPForms, Appearance, Plugins, Users, Tools, All-in-One WP Migration, Settings, and Shortcodes. The main content area displays a table of posts with columns for Title, Author, Categories, Tags, and Date. The first post, 'John Deely/Jacques Maritain Lecture and Colloquium', is highlighted with a red box around its title and the 'Edit', 'Quick Edit', 'Trash', and 'View' links below it. Other posts include '44th SSA Call for Papers', '44th SSA Conference', 'SSA Yearbook: Call for Submissions', and several 'Thank You' posts.

Title	Author	Categories	Tags	Date
John Deely/Jacques Maritain Lecture and Colloquium Edit Quick Edit Trash View	Farouk Seif	presidents messages	—	Published 2019/03/07
 agm5262 is currently editing Exhibit: Thomas A. Sebeok and the Scientific Self	Farouk Seif	presidents messages	—	Published 2019/02/17
44th SSA Call for Papers	Farouk Seif	call for papers	—	Published 2019/02/13
44th SSA Conference	Farouk Seif	ssa conference	—	Published 2018/12/08
SSA Yearbook: Call for Submissions	Farouk Seif	Yearbook	—	Published 2018/10/22
Thank You	Farouk Seif	Announcements	—	Published 2018/10/10
Thank You	Farouk Seif	Announcements	—	Published 2018/10/10
President's Message:	Farouk Seif	presidents messages	—	Published 2018/10/02
Transportation	Farouk Seif	Announcements	—	Published

3.



The screenshot shows the WordPress 'Post Editor' interface. The left sidebar is the same as in the previous screenshot. The main content area is a large text editor with a red border. At the top, there is a text input field containing 'Add title'. Below it, the text 'Start writing or type / to choose a block' is displayed. At the bottom of the editor, there is a text input field containing 'Insert Script to <head>'. On the right side, there is a 'Document' block settings panel with a red border. It includes sections for 'Status & Visibility' (Public, Immediately), 'Categories', 'Tags', 'Featured Image', 'Excerpt', and 'Discussion'. The 'Author' field is set to 'jdm5979'.

4.

The screenshot shows the WordPress dashboard for the 'Semiotic Society of America' website. The user is logged in as 'Howdy, jdm5979'. The 'Posts' menu is active, and the 'Add New' button is visible. The main content area shows a post editor with the title 'SSA' and a 'Publish...' button highlighted in red. The right sidebar contains the 'Document' settings, including 'Status & Visibility' (Public, Immediately), 'Stick to the Front Page', 'Pending Review', 'Author' (jdm5979), and 'Move to trash' button. The 'Permalink' and 'Categories' sections are also visible.