



Page Editing

Login to amvetsmichigan.org by going to the following url (web address):

<http://www.amvetsmichigan.org/wp-admin>

Your username will be sent to you in the welcoming message that the system sends you when your account is set up. The welcoming message also contains a link that allows you to set your own password. The username is not case sensitive, the password IS.

The Wordpress Login Page

CE- Riverside Computer & Ir
<http://www.newaygo.com/c>



Username or Email Address

Password

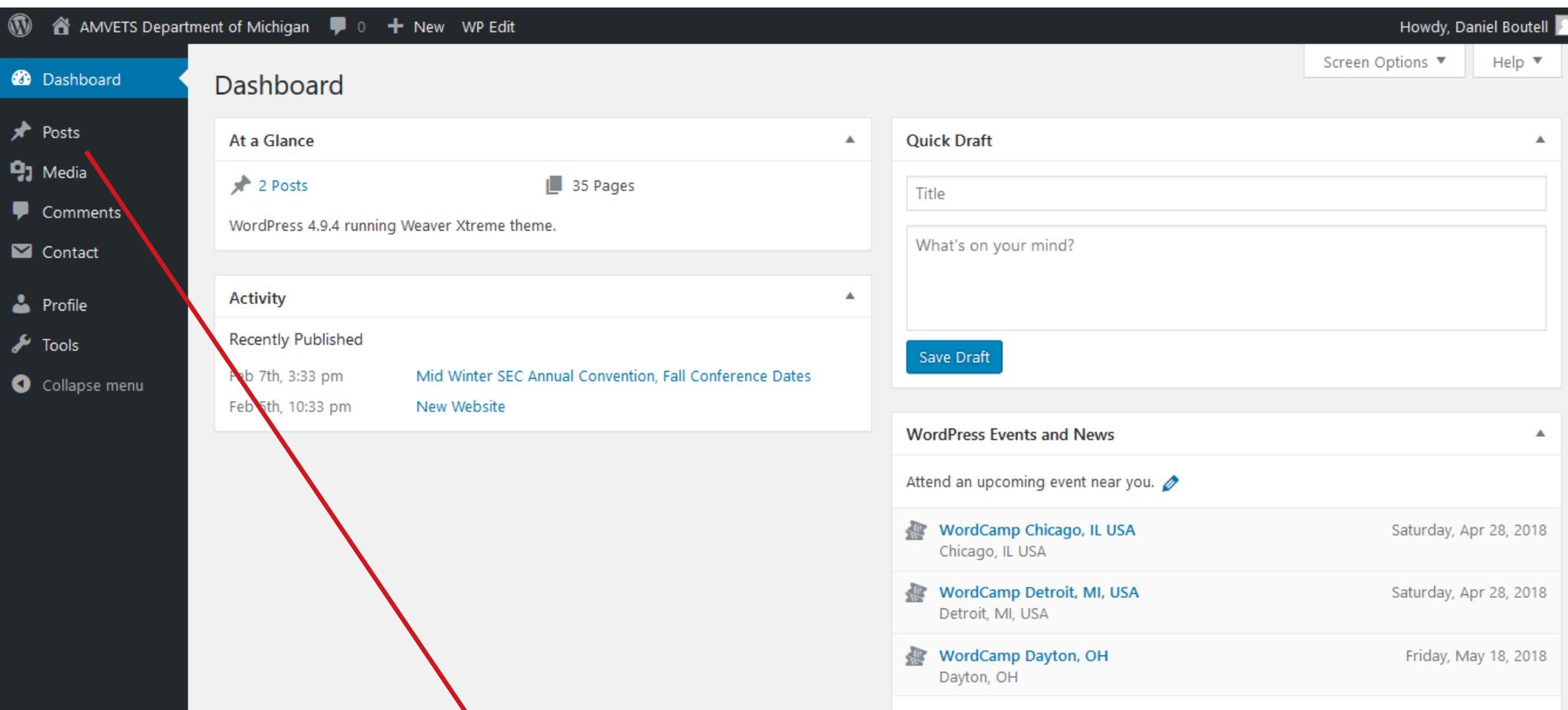
Remember Me

Log In

[Lost your password?](#)

[← Back to AMVETS Department of Michigan](#)

Wordpress Dashboard



AMVETS Department of Michigan 0 + New WP Edit Howdy, Daniel Boutell

Dashboard Screen Options Help

Dashboard

At a Glance

2 Posts 35 Pages

WordPress 4.9.4 running Weaver Xtreme theme.

Activity

Recently Published

Feb 7th, 3:33 pm	Mid Winter SEC Annual Convention, Fall Conference Dates
Feb 5th, 10:33 pm	New Website

Quick Draft

Title

What's on your mind?

Save Draft

WordPress Events and News

Attend an upcoming event near you.

 WordCamp Chicago, IL USA	Saturday, Apr 28, 2018
Chicago, IL USA	
 WordCamp Detroit, MI, USA	Saturday, Apr 28, 2018
Detroit, MI, USA	
 WordCamp Dayton, OH	Friday, May 18, 2018
Dayton, OH	

Once you have logged in, you will be in the Dashboard. The menu runs along the left. The item "Posts" is a list of all Posts on the website. Once you click on "Posts" the screen changes to the following display.

Add new Post

List of Posts

AMVETS Department of Michigan | 0 | + New | View Posts | WP Edit | Howdy, Daniel Boutell

Posts | [Add New](#) | Screen Options | Help

All (2) | Published (2) | Search Posts

Bulk Actions | Apply | All dates | All Categories | Filter | 2 items

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	Mid Winter SEC Annual Convention, Fall Conference Dates	dboutell	Events	—	—	Published 2018/02/07
<input type="checkbox"/>	New Website	dboutell	Uncategorized	—	—	Published 2018/02/05

Bulk Actions | Apply | 2 items

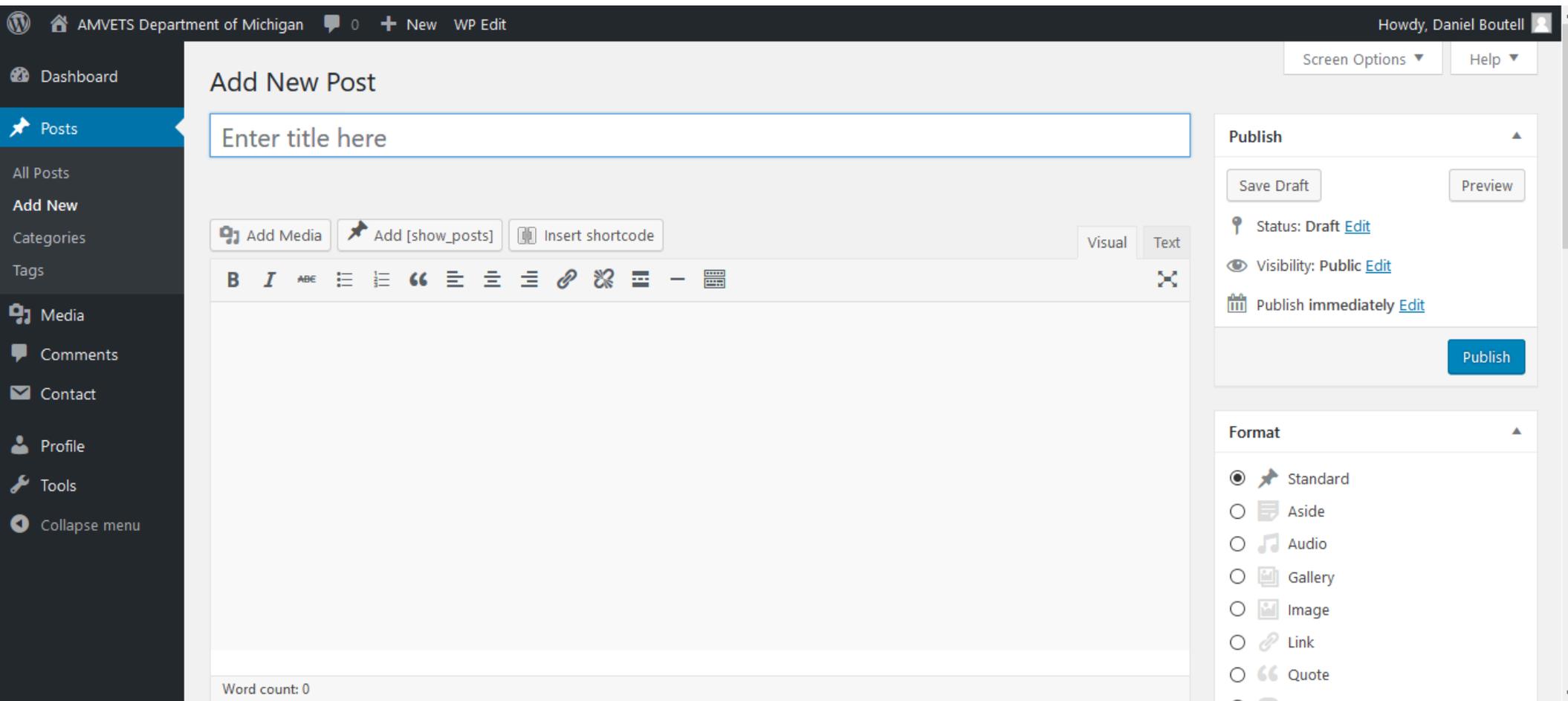
Thank you for creating with [WordPress](#). | Version 4.9.4

If you wish add a new Post just click on the “Add New” on the menu on the left or at the top. Either one accomplishes the same thing.

Add new Post

Slide 5

This is the screen that appears when you click “Add New”



The screenshot shows the WordPress 'Add New Post' interface. At the top, the user is logged in as 'Howdy, Daniel Boutell'. The main heading is 'Add New Post'. Below this is a text input field for the title, currently containing 'Enter title here'. To the left of the main content area is a sidebar menu with options like 'Dashboard', 'Posts', 'All Posts', 'Add New', 'Categories', 'Tags', 'Media', 'Comments', 'Contact', 'Profile', 'Tools', and 'Collapse menu'. Above the main content area are buttons for 'Add Media', 'Add [show_posts]', and 'Insert shortcode'. Below these is a rich text editor toolbar with icons for bold, italic, text color, background color, bulleted list, numbered list, quote, link, unlink, table, and more. The main content area is a large text editor. At the bottom left, it says 'Word count: 0'. On the right side, there are two panels: 'Publish' and 'Format'. The 'Publish' panel includes buttons for 'Save Draft' and 'Preview', and shows the status as 'Draft', visibility as 'Public', and a 'Publish immediately' option. The 'Format' panel shows a list of post formats: Standard (selected), Aside, Audio, Gallery, Image, Link, and Quote.

The easiest way to add a new post is to create a document in a word processor program such as Word, Office, Libre Office, or Open Office. Export your document as a Pdf. A Pdf document can then be loaded directly into your new post. The method will be described fully in the next few slides.

The lettering in **RED** will not be there, of course.

The screenshot shows the WordPress 'Add New Post' editor. At the top, the title field contains the text "1. Enter the title of your post here." in red. Below the title field, the "Add Media" button is circled in red. The main content area contains the text "2. Click the 'Add Media' button." in red. The right sidebar shows the "Publish" section with buttons for "Save Draft", "Preview", and "Publish", and the "Format" section with radio buttons for "Standard", "Aside", "Audio", "Gallery", "Image", "Link", and "Quote".

After clicking the “Add Media” button, the following screen will appear.

AMVETS Department of Michigan 0 + New WP Edit Howdy, Daniel Boutell

Add Media

Upload Files Media Library

All media items All dates

Search media items...

This is all of the media that our website contains. Unless you have already uploaded your newly created Pdf, you must upload the file.

Click "Upload Files"

Post_Revalidation_Form_2014.pdf

recruiting-tools.pdf

recognition_of_service2.pdf

newmember_welcome_2013_mitchell.pdf

membership_form-26-10.pdf

membership_transfer_form.pdf

membership_special_access_SOP1.pdf

membership_replacement_card.pdf

membership_publications_order_form_2003.pdf

membership_membership_application.pdf

membership_member_SOP.pdf

membership_life_transmittal_form_fill_in1.pdf

membership_life_transmittal_form_fill_in.pdf

membership_gold_card.pdf

membership_dues_remittance_form.pdf

membership_deceased_notification_form.pdf

membership_awards.pdf

membership_adding_new_members_online.pdf

In Memoriam AMVETS American Veterans

Post Commander's Appreciation Certificate

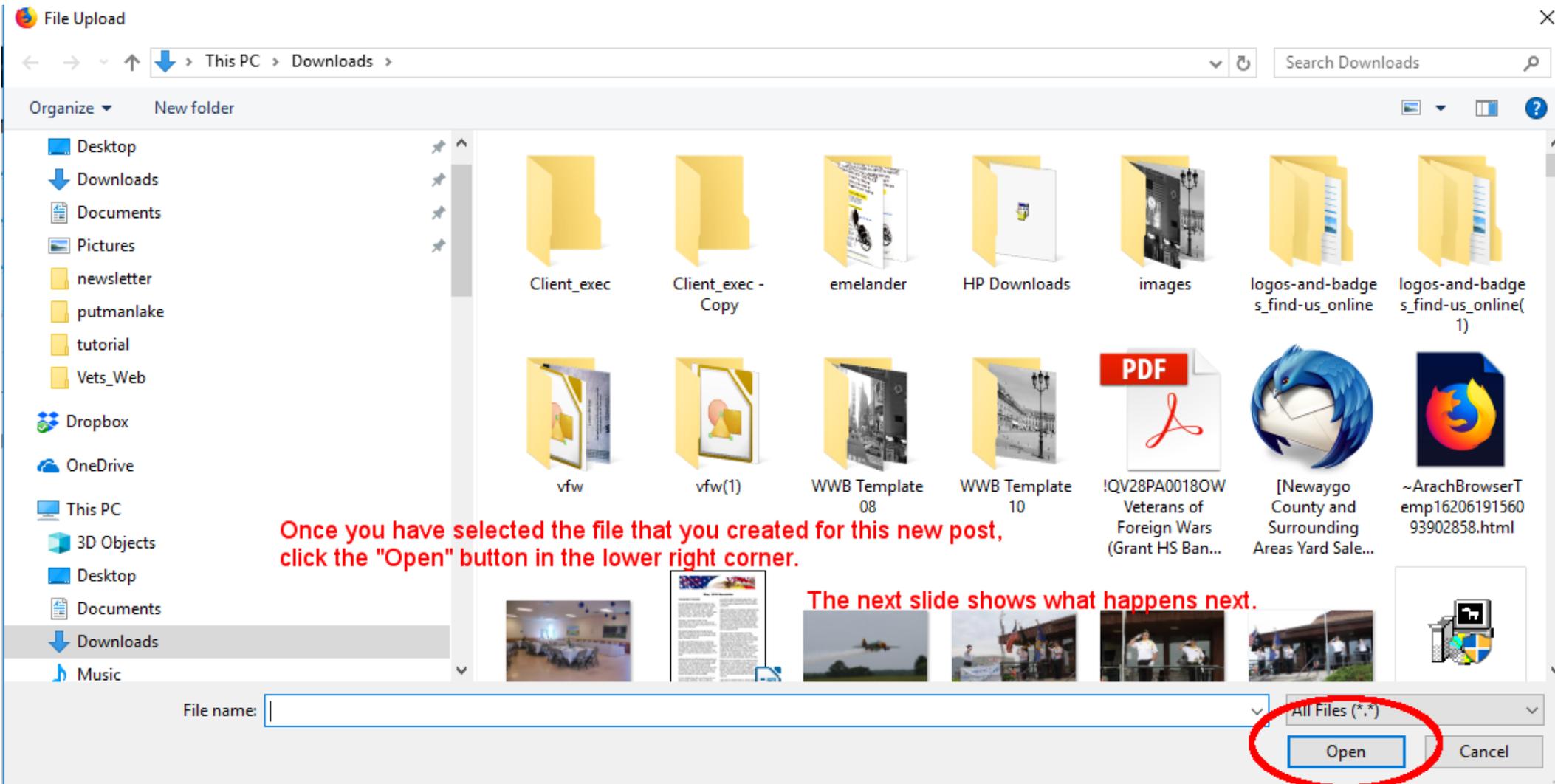
AMVETS- AMVETS-

Insert into post

Once you click “Upload Files”, you will be in the file structure of your computer. You must select your newly created document.

File structure of your computer

You must realize that this is the file structure of my computer. It is a Windows 10 machine. Yours will be different depending on how you use your computer and, of course, your operating system.



You will notice that the Folders (or directories) run up and down the left side. The contents of the selected (highlighted on the left side) folder are shown in the larger viewing area to the right of the folders list.

Once your file is uploaded, the “Add Media” page will look similar to this. The check mark indicates that the file uploaded successfully.

AMVETS Department of Michigan 0 + New WP Edit Howdy, Daniel Boutell

Add Media

Upload Files Media Library

All media items All dates Search media items...

Successfully uploaded media

membership_awards.pdf

In Memoriam AMVETS American Veterans

Post_Revaluation_Form_2014.pdf

recruiting-tools.pdf

recognition_of_service_2.pdf

newmember_welcome_2013_mitchell.pdf

membership-form-26-10.pdf

membership_transfer_form.pdf

membership_special_access_SOP1.pdf

membership_replacement_card.pdf

1 selected Clear

Click "Insert into post" once media is successfully uploaded.

Insert into post

Slide link

Shortcodes Ultimate Use this field to add custom links to slides used with Slider, Carousel and Custom Gallery shortcodes

Downloads/Views Track downloads and views with PDF Embedder Premium

ATTACHMENT DISPLAY SETTINGS

Link To Media File http://www.amvetsmichigan.com

Size Medium - 232 x 300

Once you click on “Insert into post” you will be returned to the “Add New Post” page, where you have two steps left for completion. The next slide shows you what to do.

Preview and Publish

Now it's time to see how it looks.

AMVETS Department of Michigan 0 + New WP Edit Howdy, Daniel Boutell

Add New Post

Screen Options Help

Click "Preview" to see how your post looks prior to publishing.

title

Permalink: <http://www.amvetsmichigan.org/2018/03/20/title/> Edit

Add Media Add slider Add [show_posts] Insert shortcode Visual Text

b i link b-quote del ins img ul ol li code more close tags

[pdf-embedder url="http://www.amvetsmichigan.org/wp-content/uploads/2018/03/membership_awards.pdf"]

Once you are happy with it, click "Publish"

Word count: 0 Draft saved at 9:10:43 pm.

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash Publish

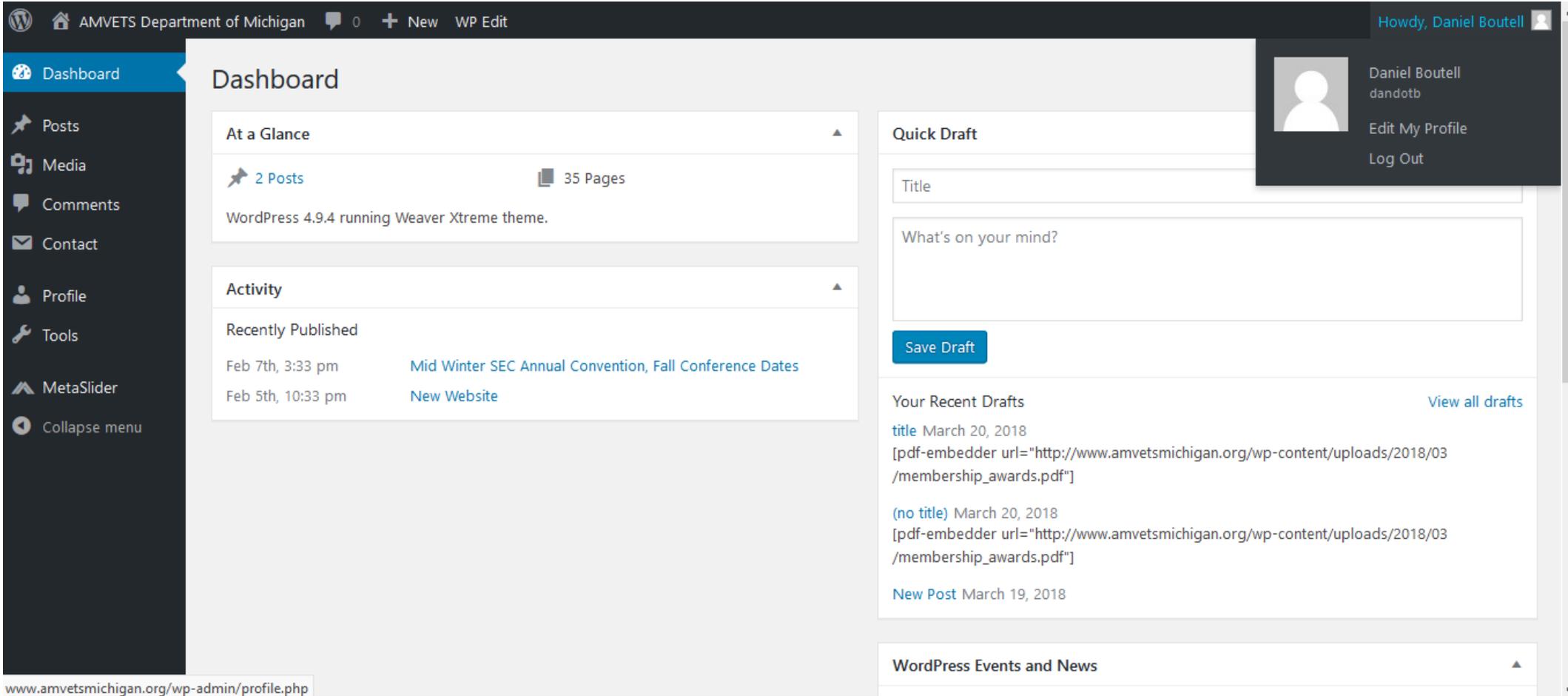
Format

- Standard
- Aside
- Audio
- Gallery
- Image
- Link
- Quote

Once you're happy and it is published, the only thing left is logging out of your account. The next slide shows you that.

Log Out

To log out just put your mouse over your name in the upper left corner. A box expands with “Log Out” on the bottom of the list.



The screenshot shows the WordPress dashboard for the AMVETS Department of Michigan. The user is logged in as Daniel Boutell. The dashboard includes a sidebar with navigation links for Dashboard, Posts, Media, Comments, Contact, Profile, Tools, MetaSlider, and Collapse menu. The main content area displays 'At a Glance' (2 Posts, 35 Pages), 'Activity' (Recently Published), 'Quick Draft' (Title, What's on your mind?, Save Draft), 'Your Recent Drafts' (title, (no title), New Post), and 'WordPress Events and News'. A red arrow points to the user's name 'Howdy, Daniel Boutell' in the top right corner, which has expanded into a dropdown menu containing 'Daniel Boutell dandotb', 'Edit My Profile', and 'Log Out'.

AMVETS Department of Michigan 0 + New WP Edit

Howdy, Daniel Boutell

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Quick Draft

Title

What's on your mind?

Save Draft

Your Recent Drafts View all drafts

title March 20, 2018 [pdf-embedder url="http://www.amvetsmichigan.org/wp-content/uploads/2018/03/membership_awards.pdf"]

(no title) March 20, 2018 [pdf-embedder url="http://www.amvetsmichigan.org/wp-content/uploads/2018/03/membership_awards.pdf"]

New Post March 19, 2018

WordPress Events and News

www.amvetsmichigan.org/wp-admin/profile.php