

My New Post

I am using LibreOffice writer. If you are using Microsoft Office writer, that's fine, it too will allow you to export your document to a pdf document, as I'm sure most of today's word processor will. Saving as a pdf is only important if you want your new post to be printable for the website visitors. If this is not important, skip steps 2, 6-10, and just copy and paste your new article in the window shown in slide 5 and go directly to step 11.

The process of creating a "Post" or article for the AMVETS, Department of Michigan website is pretty straightforward.

1. Create the article in a word processor.
2. Save (or export) the document as a PDF document.
3. Slide#2. - Log in to your account on the website by entering the following in your browsers address window:
www.amvetsmichigan.org/wp-admin using the credentials that you have been provided with.
4. Slide#3, 4 - Once the "Dashboard" appears, on the left side click Posts > Add New. After you do, the "Add New Post" screen appears. Slide#5
5. Slide#6 - Enter a name for your new post in the window that appears.
6. Slide#6 - Click the "Add Media" button just below the "Title".
7. Slide#7 - Upload your newly created pdf document from your computer, by clicking "Upload Files". As soon as you click "Upload Files", your screen will switch to the file structure of your computer. Slide# 8 You must know where on your computer your document is located. After locating the file, click "Open". Your document will start uploading.
8. Slide# 9 - Depending on the speed of your Internet connection, it could take a minute for your document to finish uploading. Once it is uploaded, it will be outlined in blue and have check mark in it's upper right corner.
9. Click the "Insert Into Post" button in the lower right corner.
10. Wordpress will do it's thing and put you back to the "Add New Post " page, where you will see some code in the content window. The tail end of the code will be name_of_your_document.pdf
11. To the right you will see a "Preview" button, which when clicked on will take you to the "Post" that you just created. You will notice that it also opened a new browser tab for the new post to be displayed in.
12. If you are happy with the results, you can close that new browser tab. You will then be back in the previous page, where just below the "Preview" button is the "Publish" button. Clicking on "Publish" officially puts you new post on the webpage. You, of course, can also just select the previous browser tab.

I realize that there are several steps involved. However, this being a PDF document, it is easily printed for later use. The slide show can also be printed and I will be happy to print one off for you.