Studio 395: WordPress Instructions

Creating Your Post

1) Go to your class website at https://sites.lib.jmu.edu/studio395/
2) In the top left-hand corner you will see a **Log In** link. Log in by using your JMU eID and password (the same credentials you use for My Madison and Canvas).
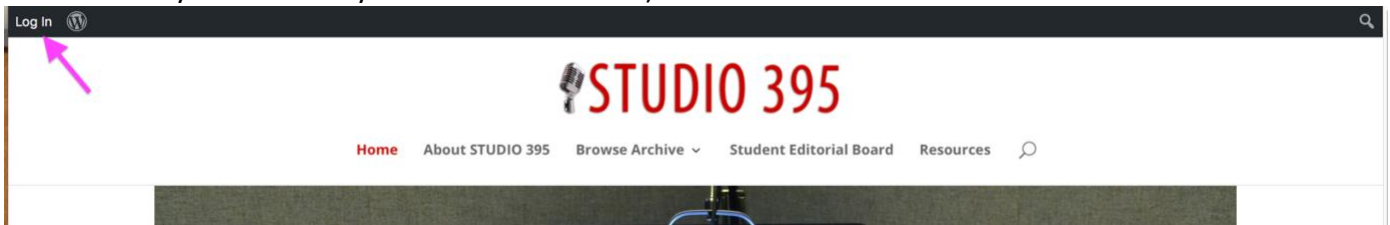
3) To create a post go to the **WordPress Dashboard** by hovering over the site title on the black tool bar and then selecting **Dashboard** from the list of drop-down options.
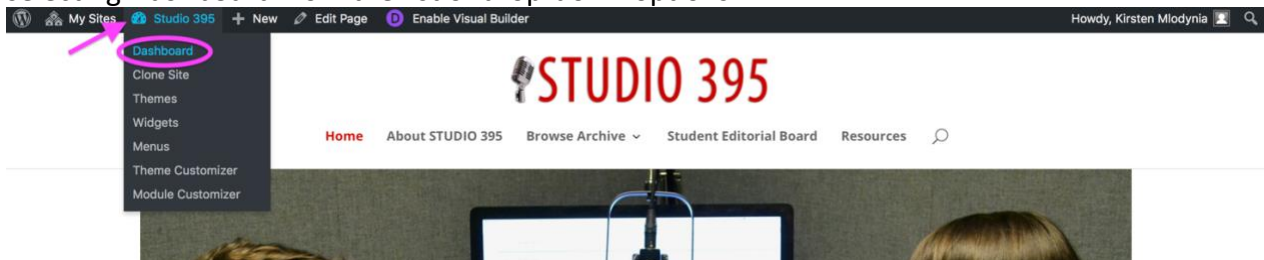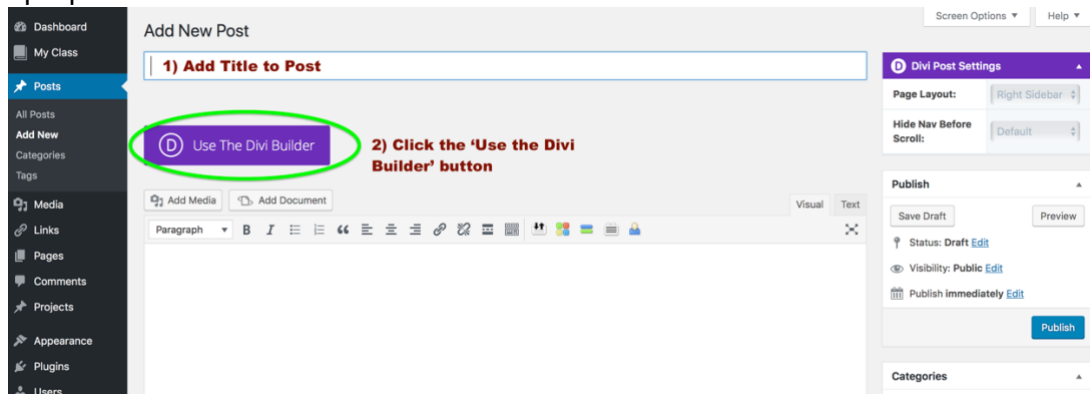

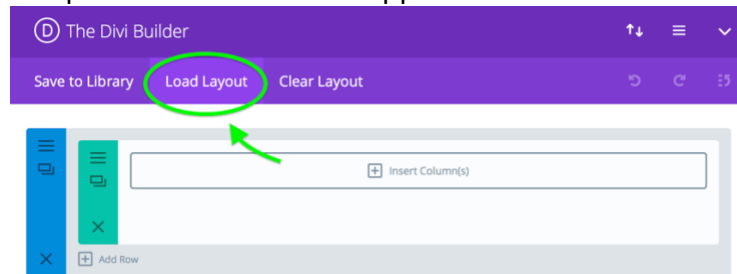On the left sidebar of the page that opens, **select Posts>Add New.**
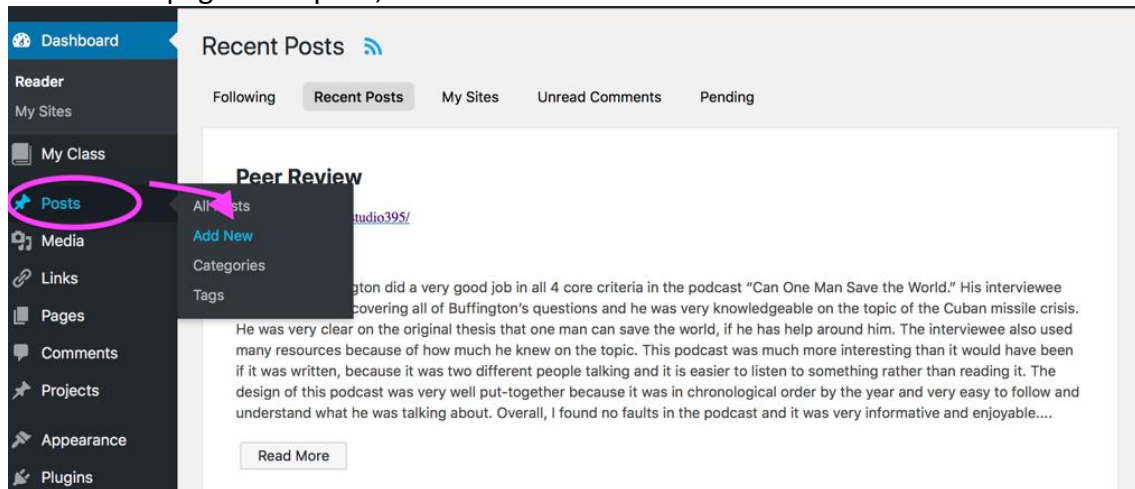
Adding a Title and Applying the Template to Your Post

1. In the Edit Post screen, add a title to your post. Your title should be in the form of a question.
2. Click the purple 'Use Divi Builder'

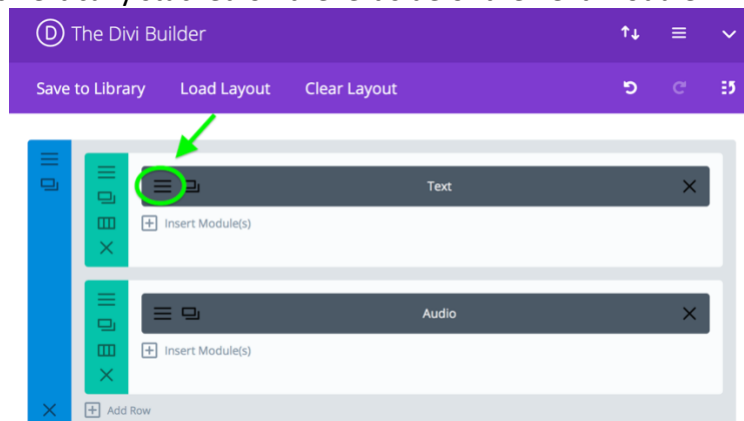3. Select the 'Load Layout' option in the menu that appears.

4. In the next window select 'Your Saved Layouts' and then choose 'Post Template'.

Text Section

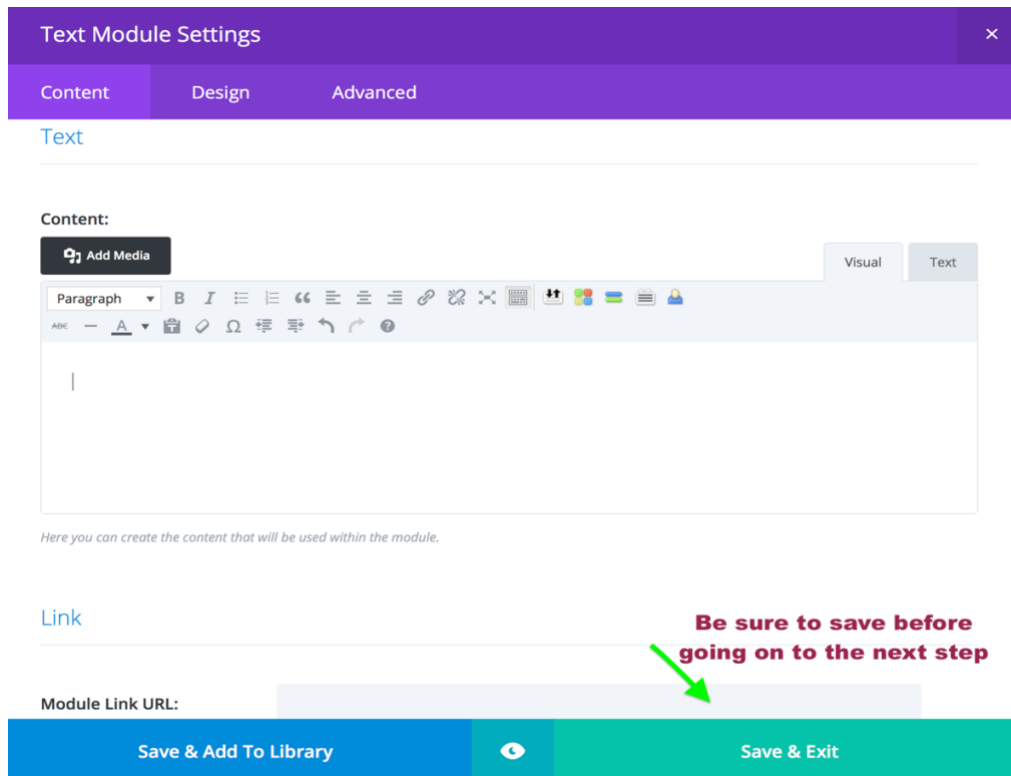1) Click on the three lines vertically stacked on the left side of the Text Module.

2) Add an image to your post by clicking on the black 'Add Media' button at the top of the content editor. The image should be the first piece of content in your post, so make sure your cursor is above the **Author** and **Interviewer** text. (The picture will generate wherever your cursor is located in the content editor)
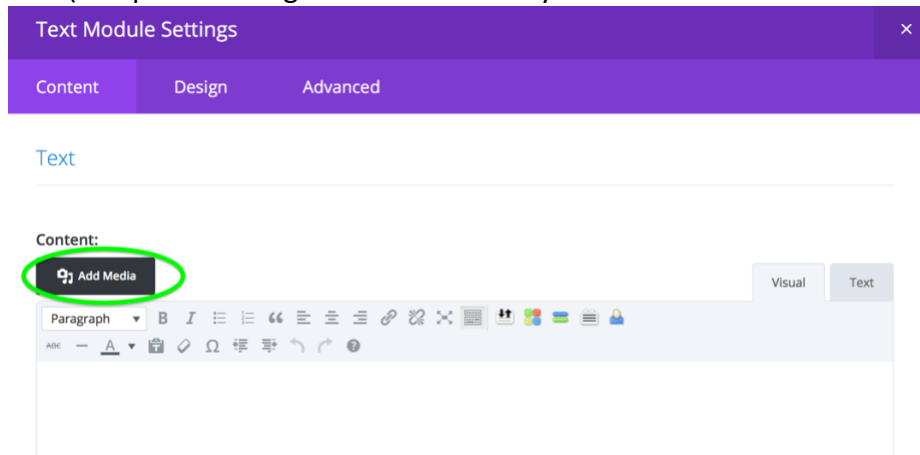
3) Drag and drop your selected image into the Media Library and then click the blue 'Insert Into Post' button at the bottom right of the window.
4) Add your text to the post. You should include the names of interviewer and interviewee along with your abstract.
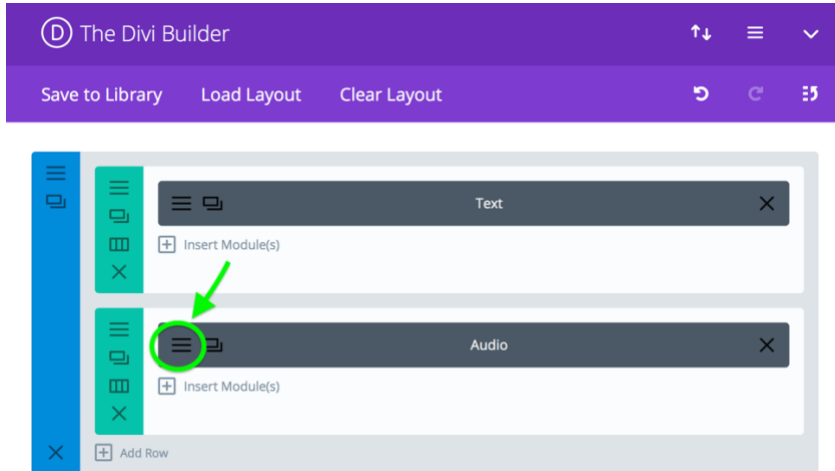   a) The text:
   Author:
   Interviewer:

Automatically shows up in the post as part of the template. You just need to fill in the names. Make sure that the names that you type are in regular font (not bolded).

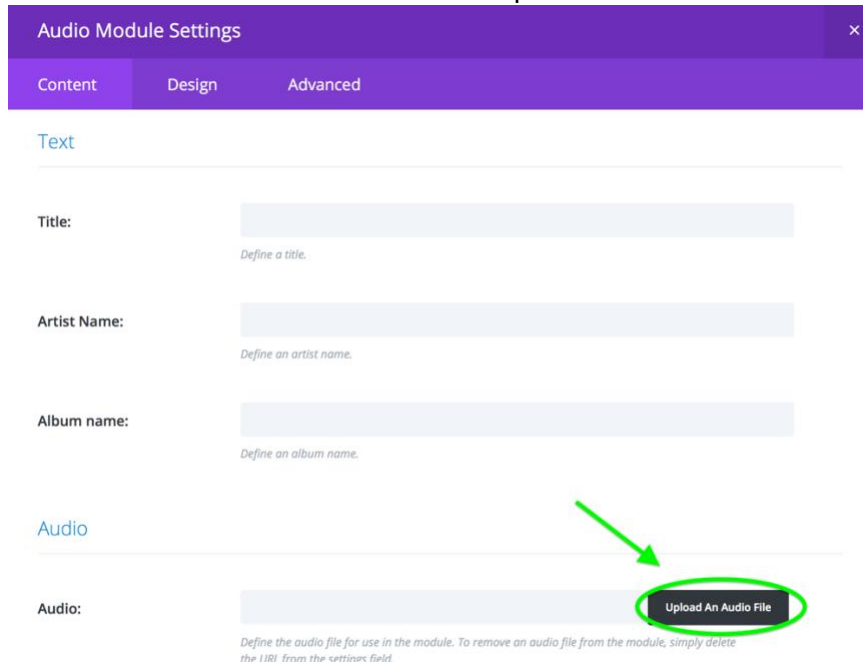5) Click the green 'Save & Exit' button at the bottom of the window

Audio Section

1) Click on the three lines vertically stacked on the left side of the Audio Module

2) Fill in the Title and Artist Name sections in the window that opens.
3) Scroll down to the Audio section and click on the black 'Upload an Audio File' button.

4) Drag and drop your MP3 file into the Media Library and then click the blue 'Set as Audio for the Module' button at the bottom right of the window.

5) Click the green 'Save & Exit' button at the bottom of the window
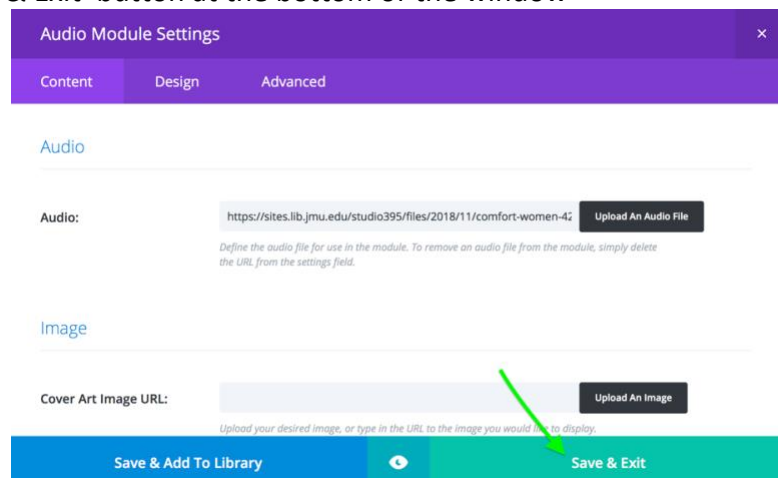
Assigning a Category and Uploading a Featured Image

1. In the right-hand column, locate the **Categories** section. Select the following **FIVE** boxes,
   a. Under Archive, select the **Fall 2019** Semester
   b. **Podcast Episode**
   c. Under Professor, select your **Professor's Name**
   d. Under Region, select the **Region** of your paper
   e. Under Topics, select the **Topic** of your paper
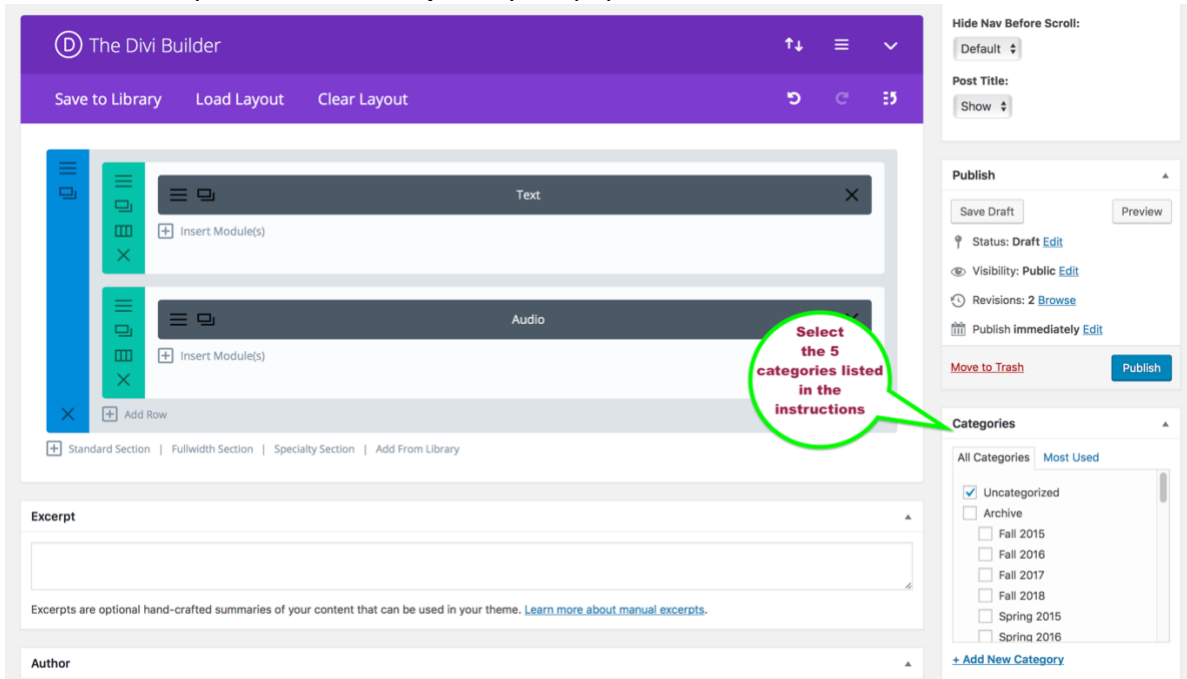
2. Next, locate the **Featured Image** box located in the right-hand column (below the Categories section). Choose an image for your post. This image will be a background image that will appear on the archive of the website and directly behind the content of your post.
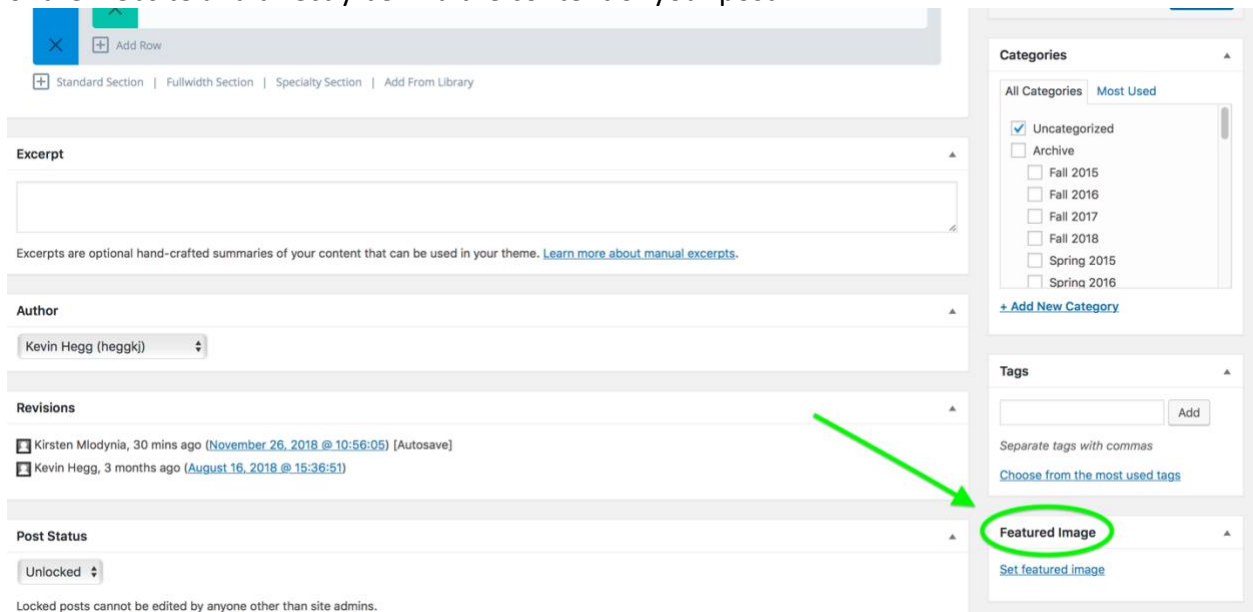
Publish Your Post

Locate the Publish box near the top of the page on the right. Click on the blue 'Publish' button at the bottom right of the box.