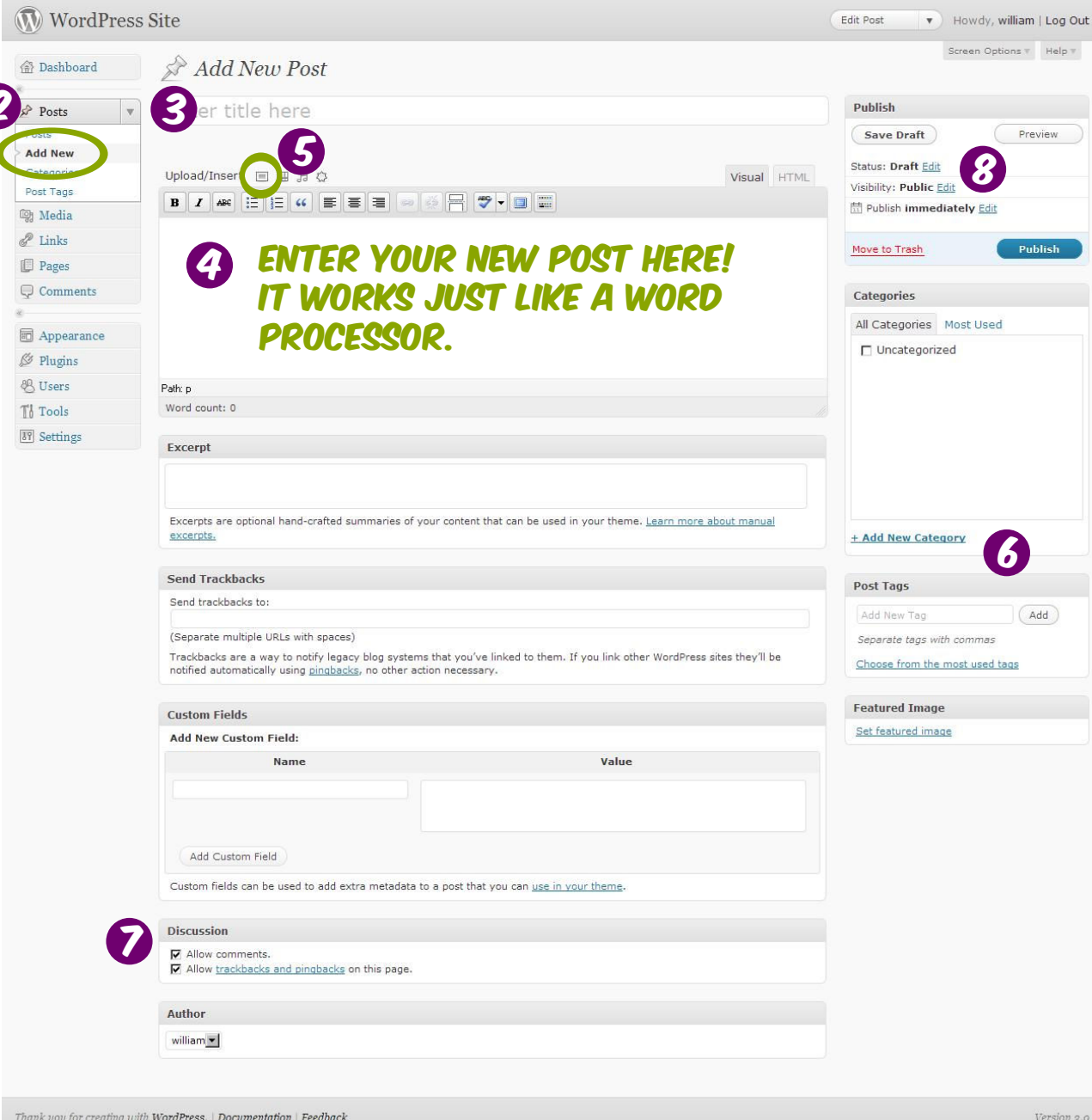


A quick guide to writing a post in WORDPRESS 3.0

1. Login to your WordPress administration page, at www.yourdomainname.com/wp-admin. Enter your username and password, and you're taken to the "Dashboard."
2. Click "Add New" under "Posts". (If you want to add a new static Page instead, click "Add New" under "Pages". For more about the difference between Posts and Pages, visit codex.wordpress.org/Pages.)
3. Type a title for your new post in this box.
4. Type your new post. It can be any length, short or long. The buttons at the top of the post box work like similar buttons in Microsoft Word or other word processors. The basic format of your website's text has already been set up in the design, so it's usually best to leave the font and font size at the default settings.
5. If you'd like to add a photo or other image, click the **indicated button**. A separate window will appear to allow you to select from images you've already uploaded (in your "Image Gallery"), or click "Select Files" to choose photos or images from your computer to upload to your site.
6. If you're using Tags or Categories to organize your posts, add or select them in these boxes.
7. In the "Discussion" area, decide whether you want visitors to be able to add comments to your post, and whether links to your post from other blogs ("Pingbacks") should appear as comments in your blog.
8. You can save a Draft of your post (which allows you to come back and edit it later before publishing). You can also schedule your post to be automatically published at some time in the future by clicking "Edit" next to "Publish immediately." If you set a publishing time, enter the date and time you want the post to appear, then click "OK". When you're all done, simply click the "Publish" button. (The "Publish" button changes to "Update" once a post has been published; all posts are editable even after being published, so don't worry if a typo sneaks in – it's easy to fix and update!)

Much more information is always available at the [WordPress Codex](http://codex.wordpress.com), a documentation site created and maintained by WordPress users like you!
Visit the Codex at <http://codex.wordpress.com>.



The screenshot shows the WordPress 3.0 'Add New Post' interface. The interface is divided into several sections:

- Left Sidebar:** Contains navigation links for Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The 'Add New' link under 'Posts' is circled in green and labeled with a purple '2'.
- Title Field:** A text input field for the post title, labeled with a purple '3'.
- Content Editor:** Features a rich text editor with a toolbar and a main text area. The main text area contains the text 'ENTER YOUR NEW POST HERE! IT WORKS JUST LIKE A WORD PROCESSOR.' and is labeled with a purple '4'. The toolbar includes buttons for Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Link, Unlink, Image, and Media. The 'Image' button is circled in green and labeled with a purple '5'.
- Right Sidebar:** Contains several sections:
 - Publish:** Includes buttons for 'Save Draft', 'Preview', and 'Publish'. The 'Publish' button is labeled with a purple '8'.
 - Categories:** A list of categories with checkboxes, including 'Uncategorized'. A '+ Add New Category' link is labeled with a purple '6'.
 - Post Tags:** Includes an 'Add New Tag' input field and an 'Add' button.
 - Featured Image:** A section for setting a featured image with a 'Set featured image' link.
- Bottom Section:** Includes an 'Excerpt' field, a 'Send Trackbacks' section, a 'Custom Fields' section, a 'Discussion' section with checkboxes for 'Allow comments' and 'Allow trackbacks and pingbacks', and an 'Author' dropdown menu.

At the bottom of the page, there is a footer with the text 'Thank you for creating with WordPress. | Documentation | Feedback' and 'Version 3.0'.