Adding a Story in Wordpress

20 Steps

Created by
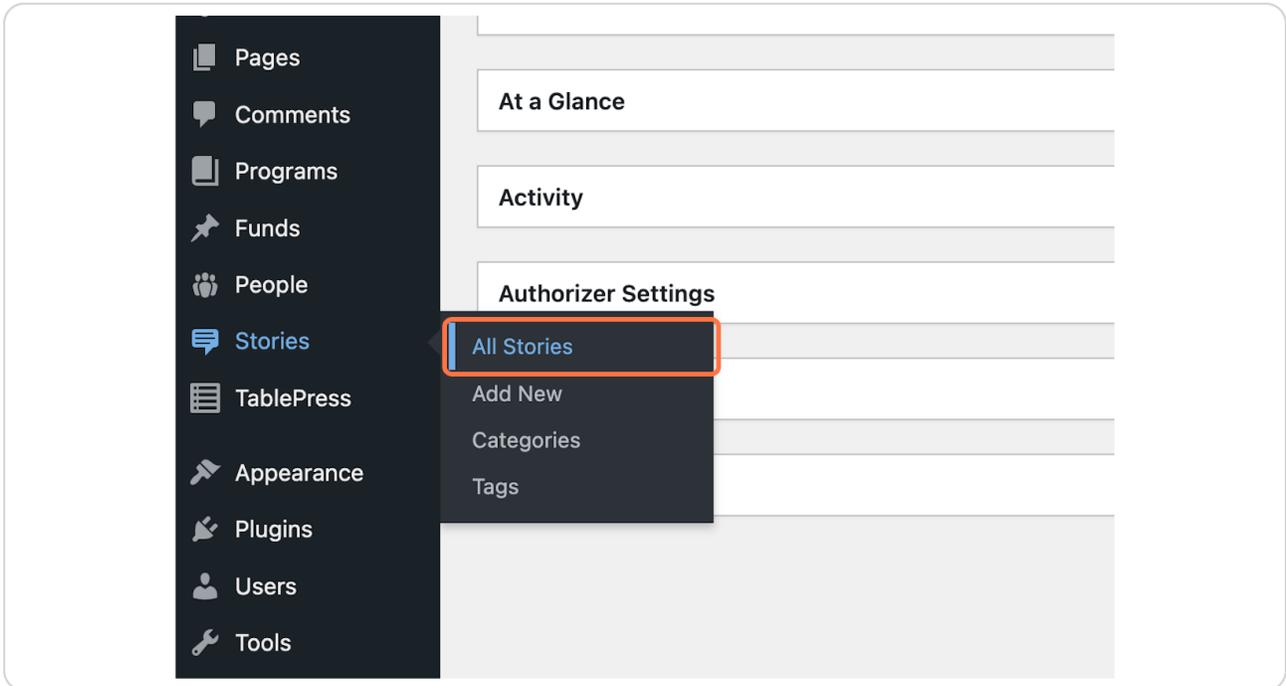
Ginny Baxter

Creation Date

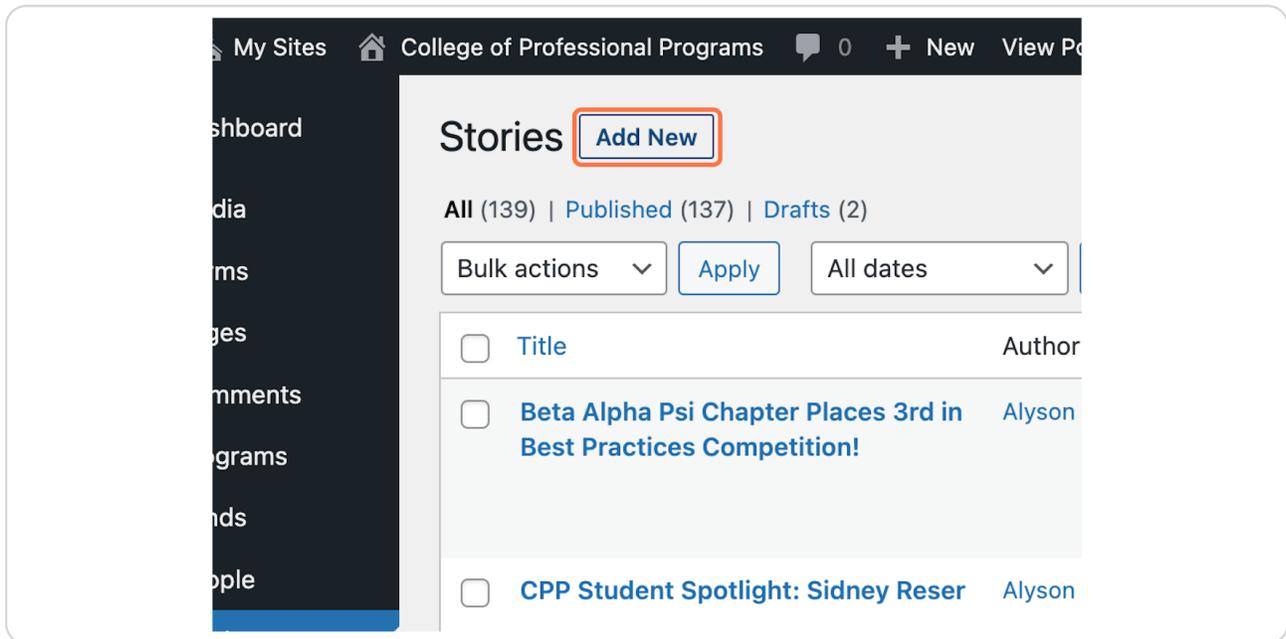February 29, 2024

Last Updated

February 29, 2024
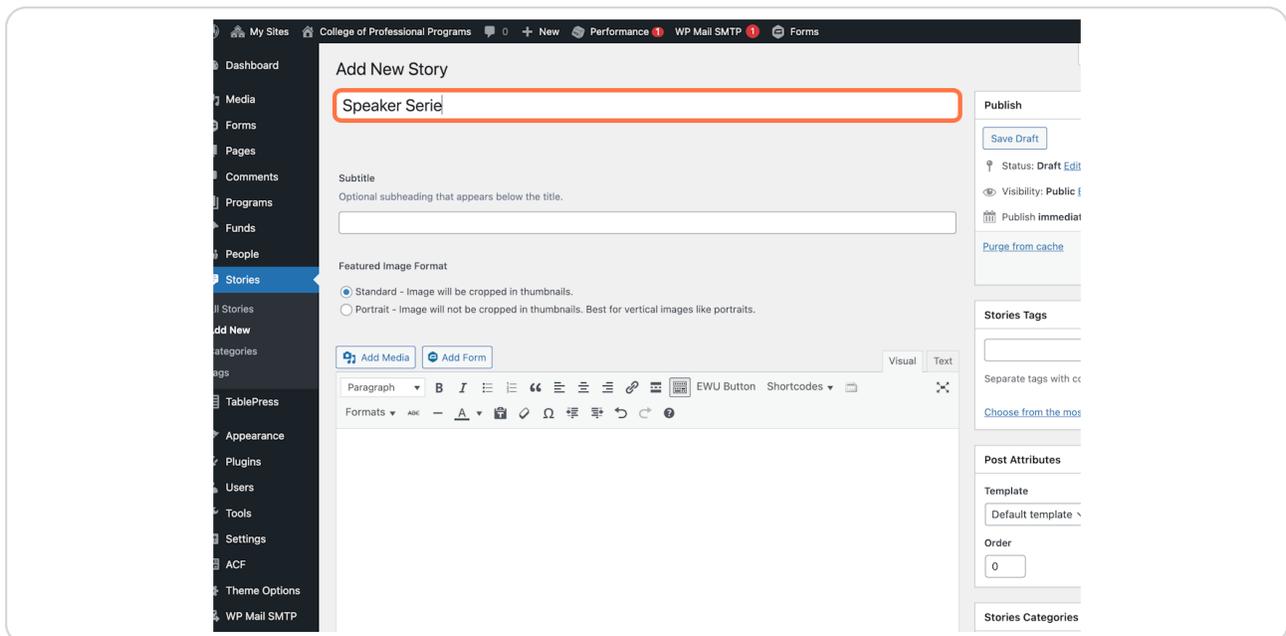
STEP 1

Click on All Stories
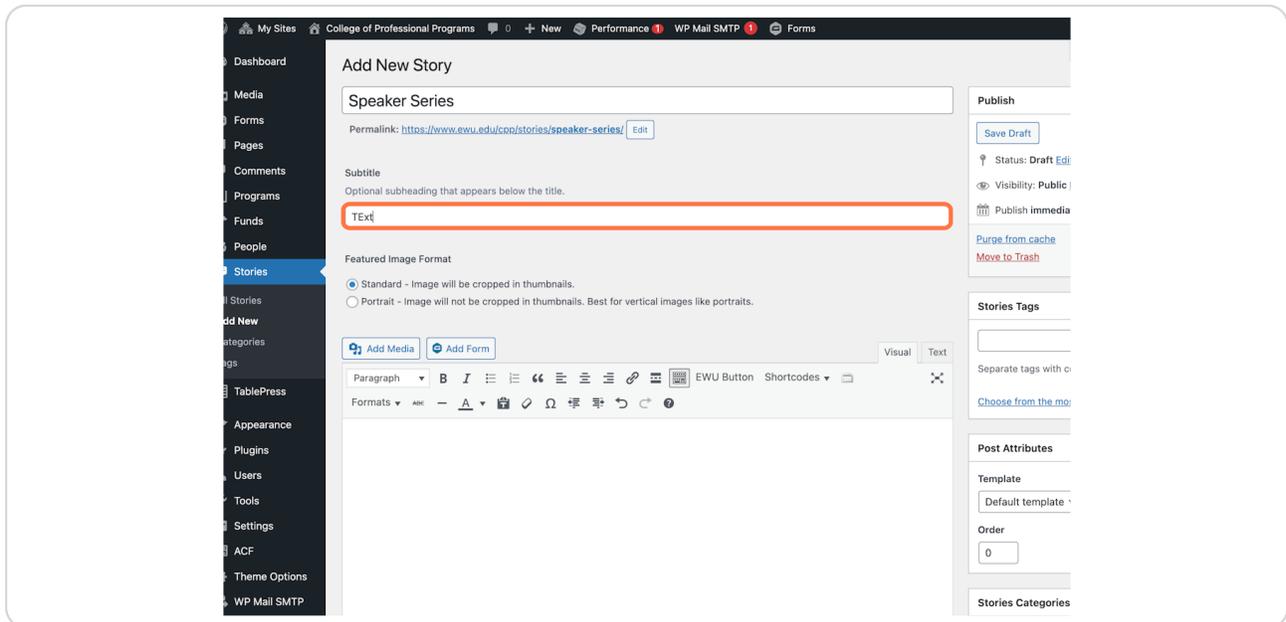
STEP 2

Click on Add New

STEP 3

Type Your title "Speaker Series"

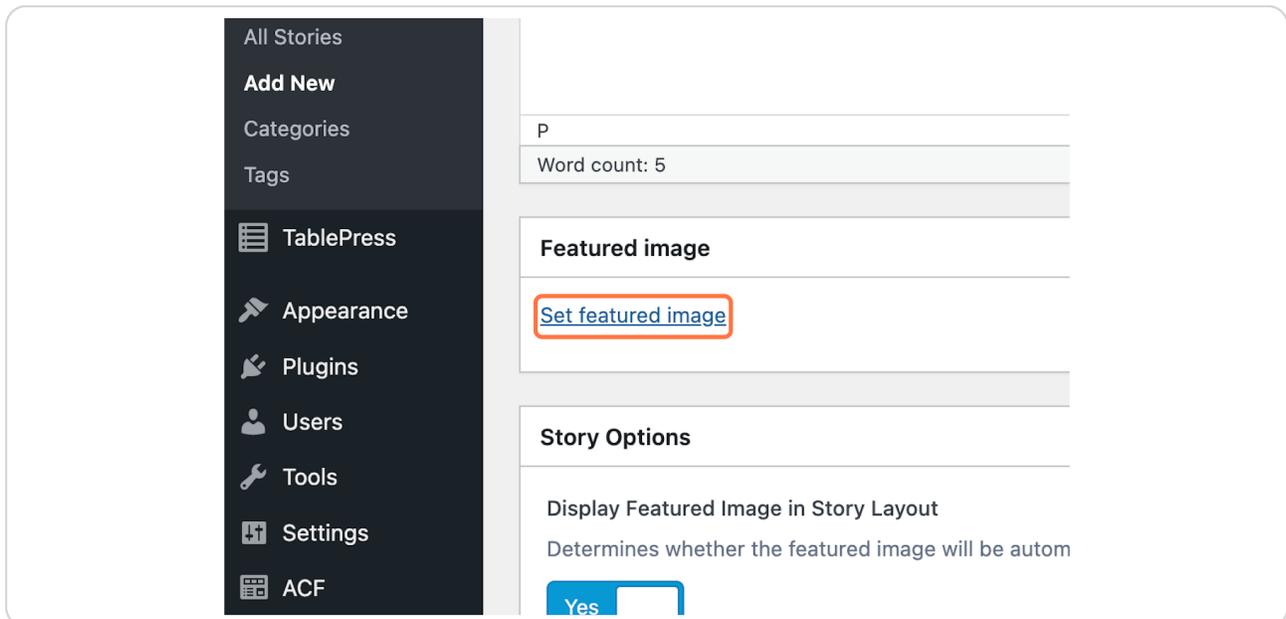The best titles tell you what it is and possibly include the speaker name.

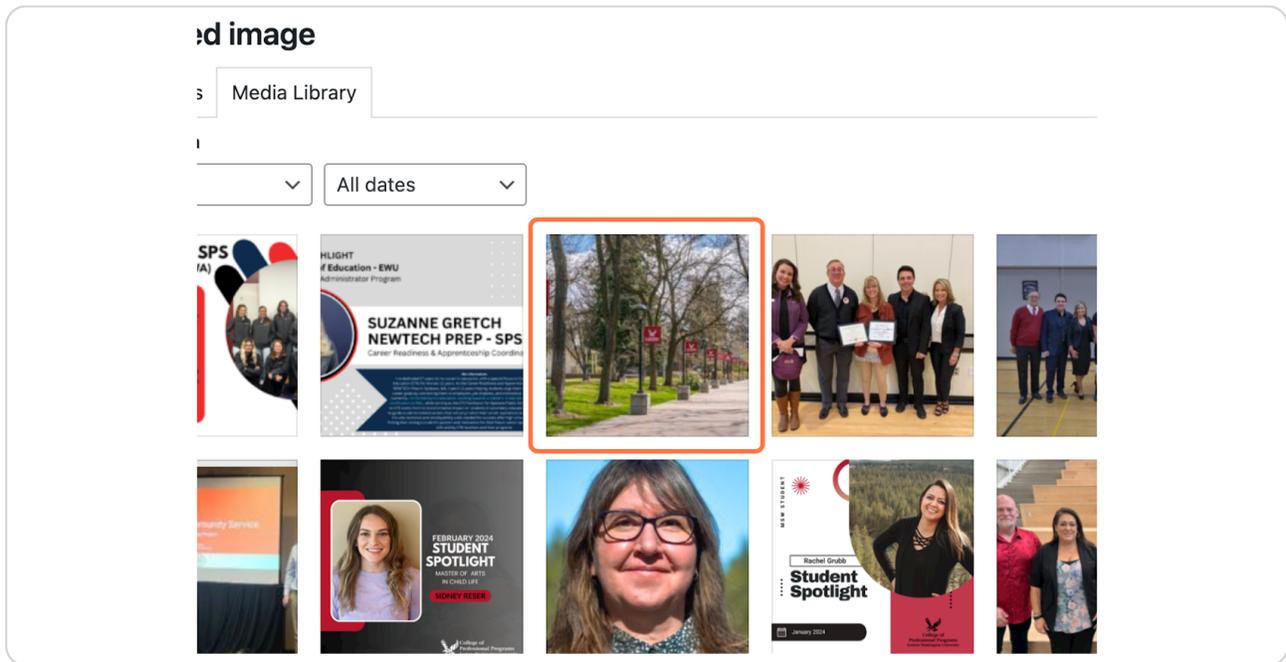**STEP 4**

Include an optional subtitle

STEP 5

Click on Set featured image

Be sure to have an image or graphic before you get here. You can always add an image in the gallery later after you have saved your draft.
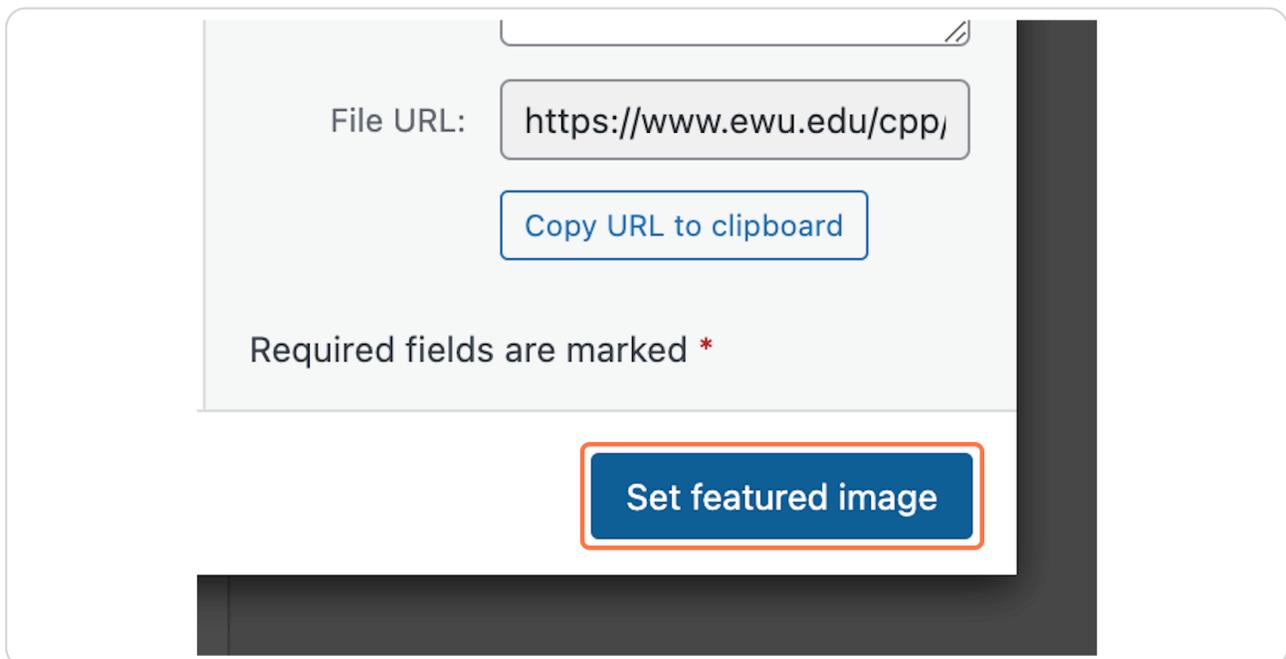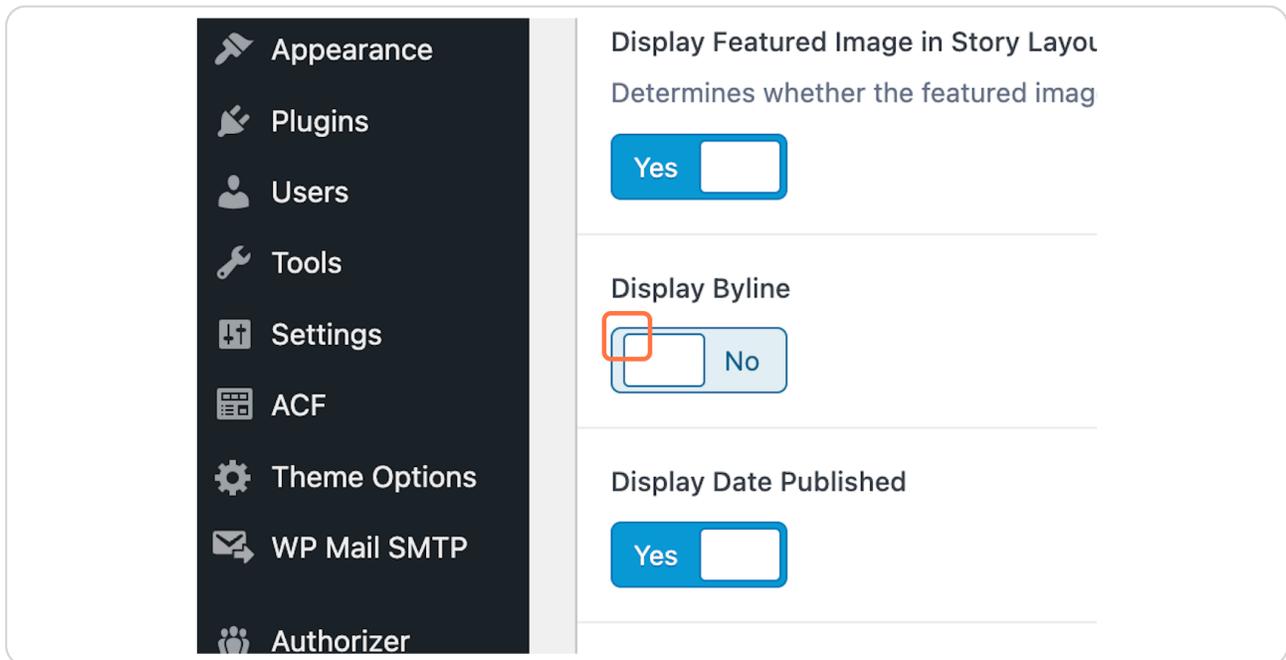
Click on the image you want to use

Click on Set featured image

STEP 8

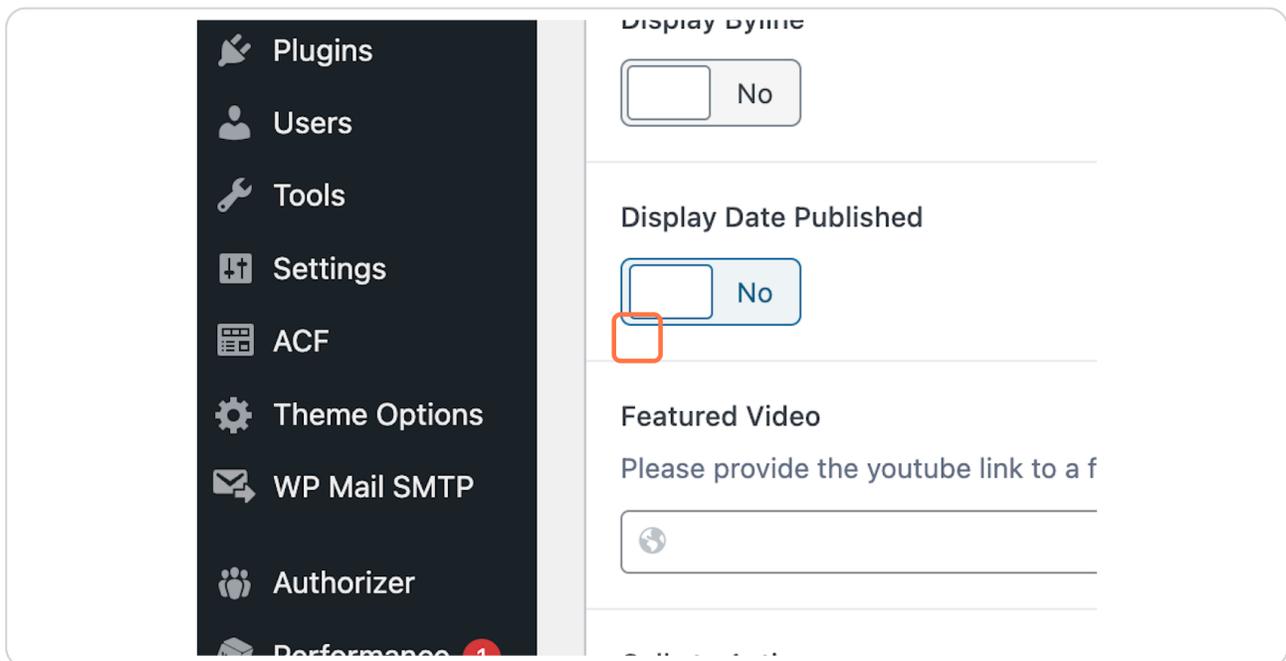## Optional: Uncheck Display Byline

STEP 9

Optional: Uncheck Display Date Published
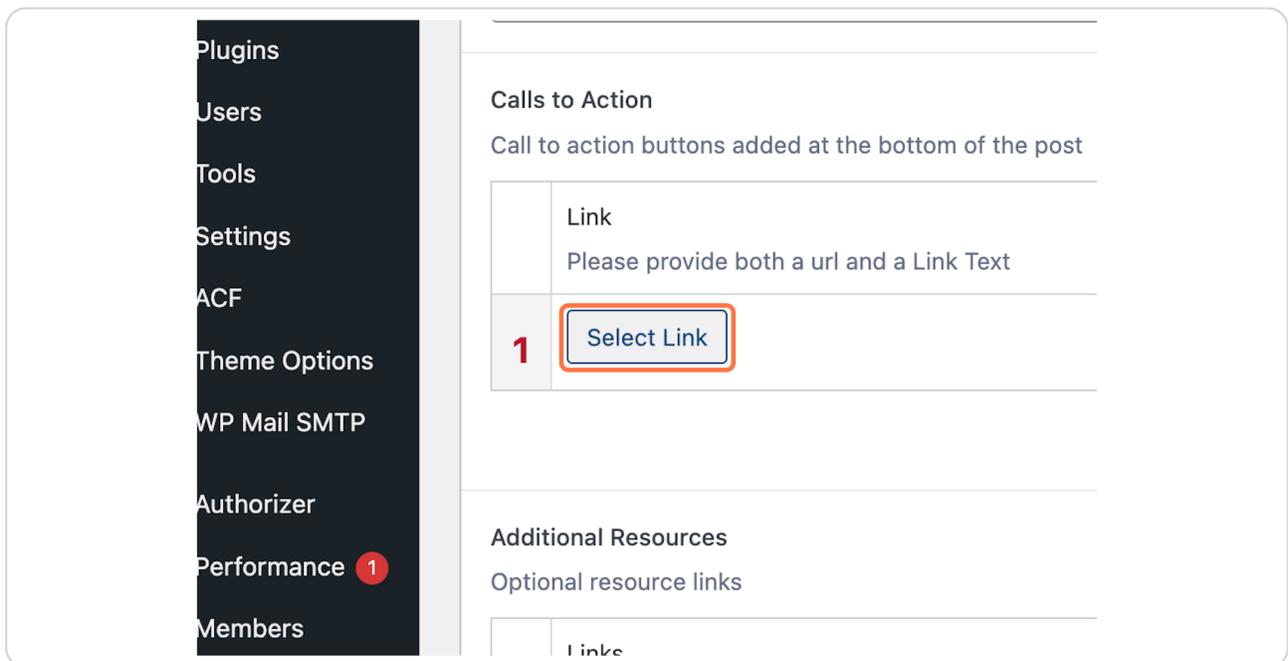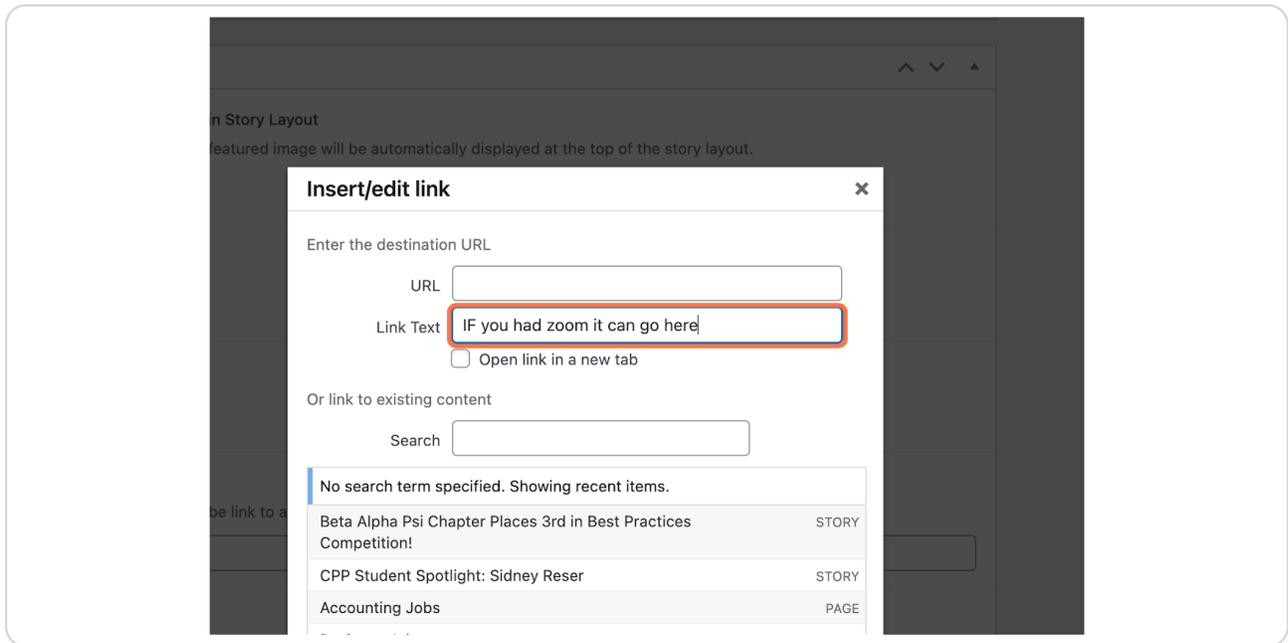
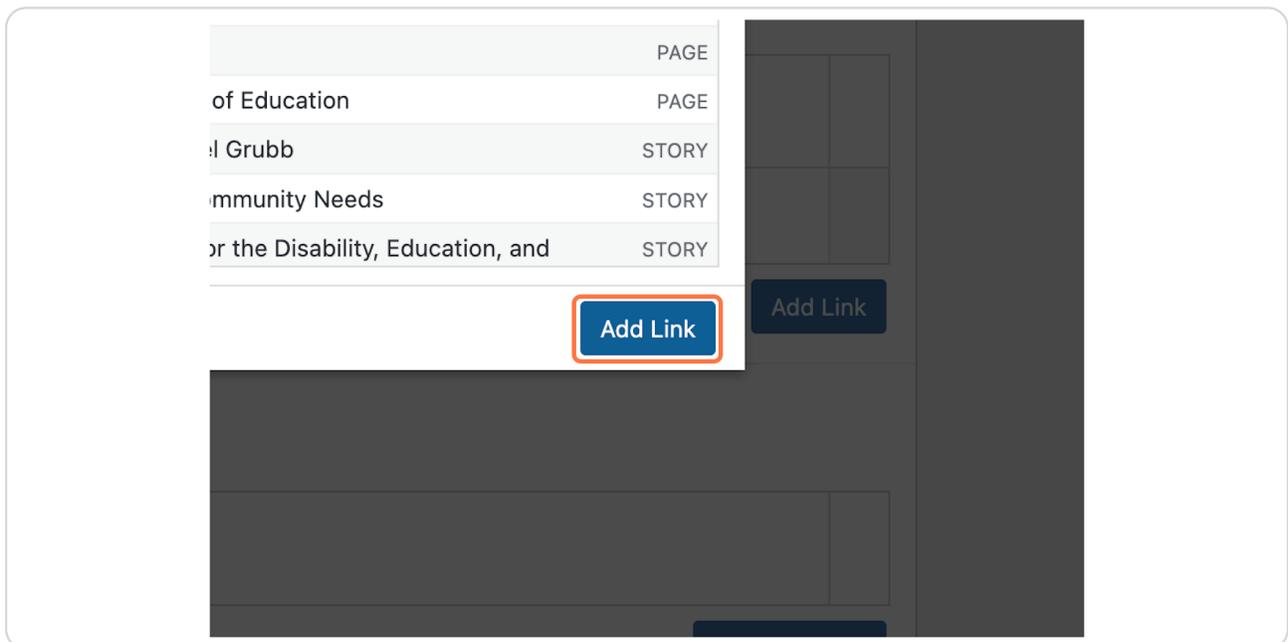## Optional: Click on Add Link
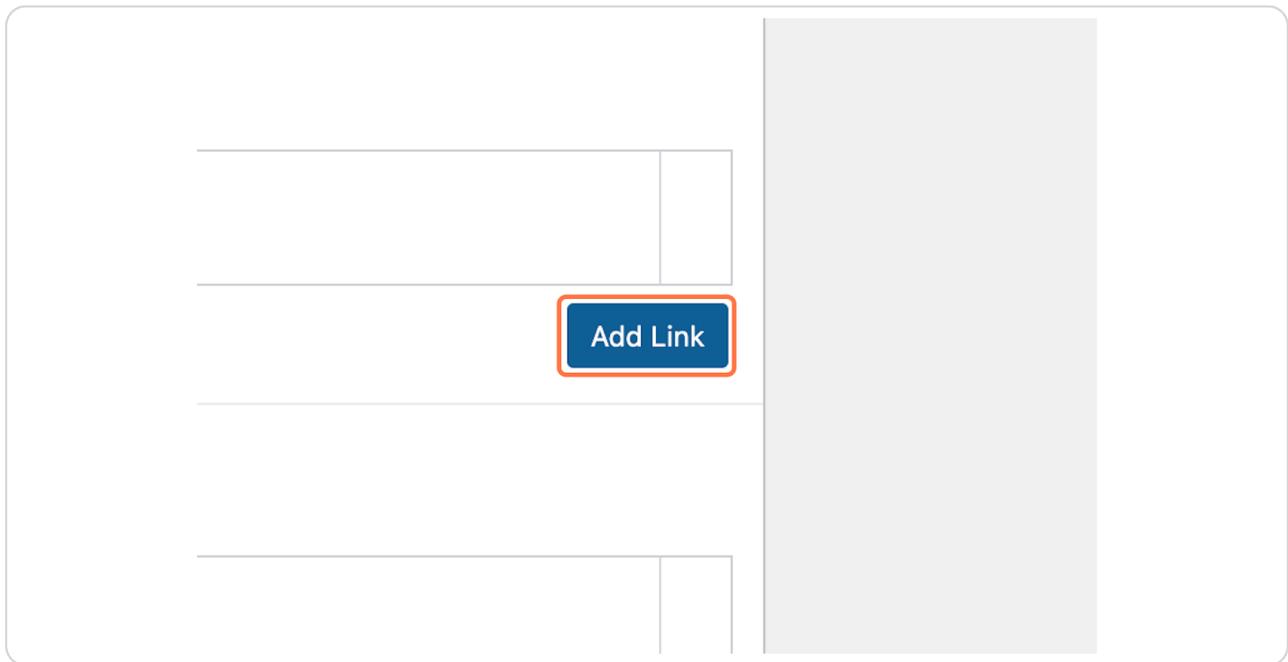
Click on Select Link

STEP 12

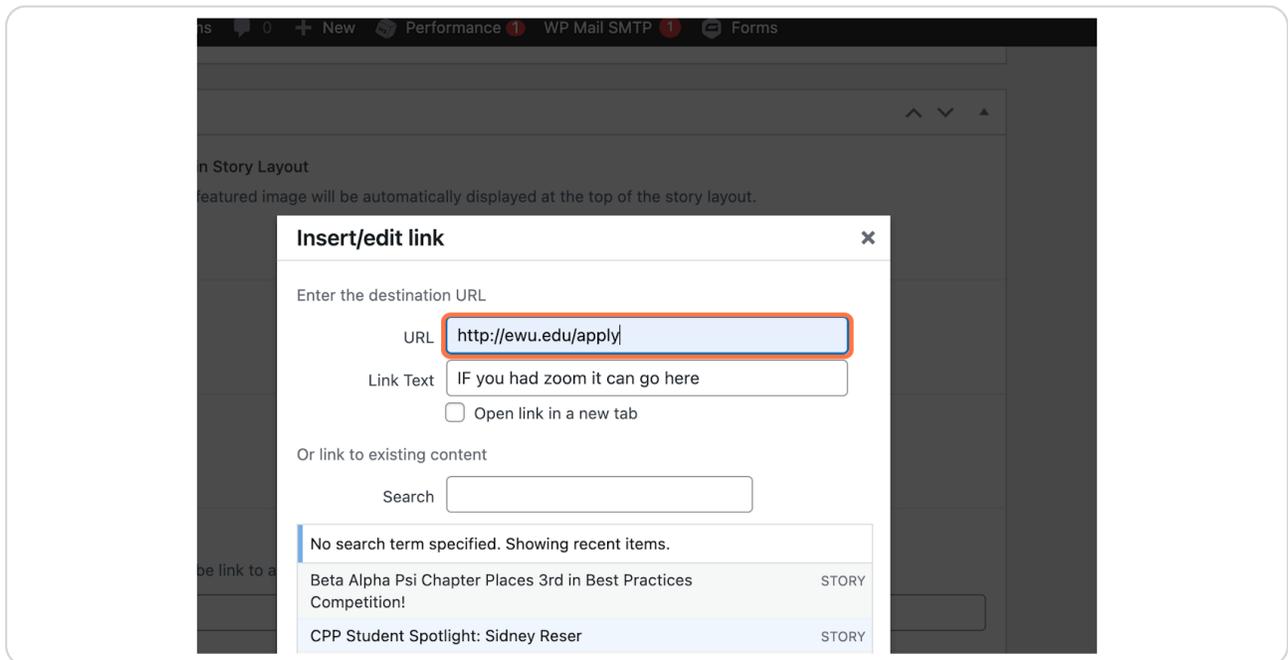## If you have a zoom link you would add the URL and type Zoom link in the Link text.
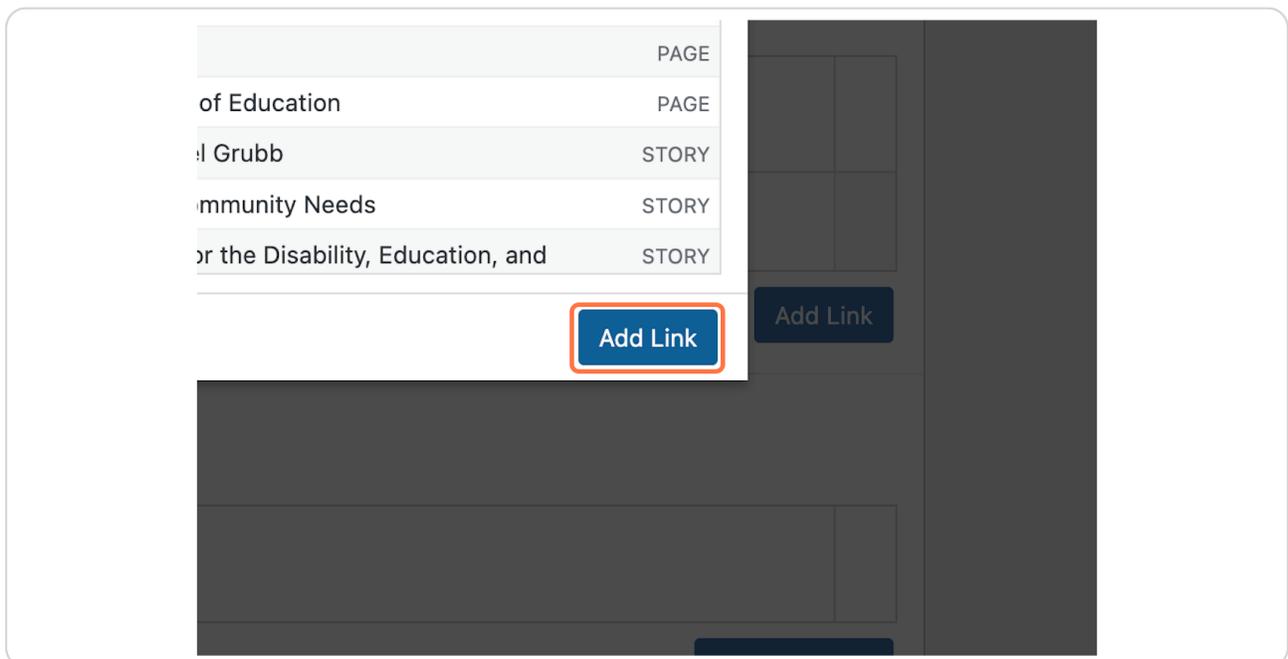

STEP 13

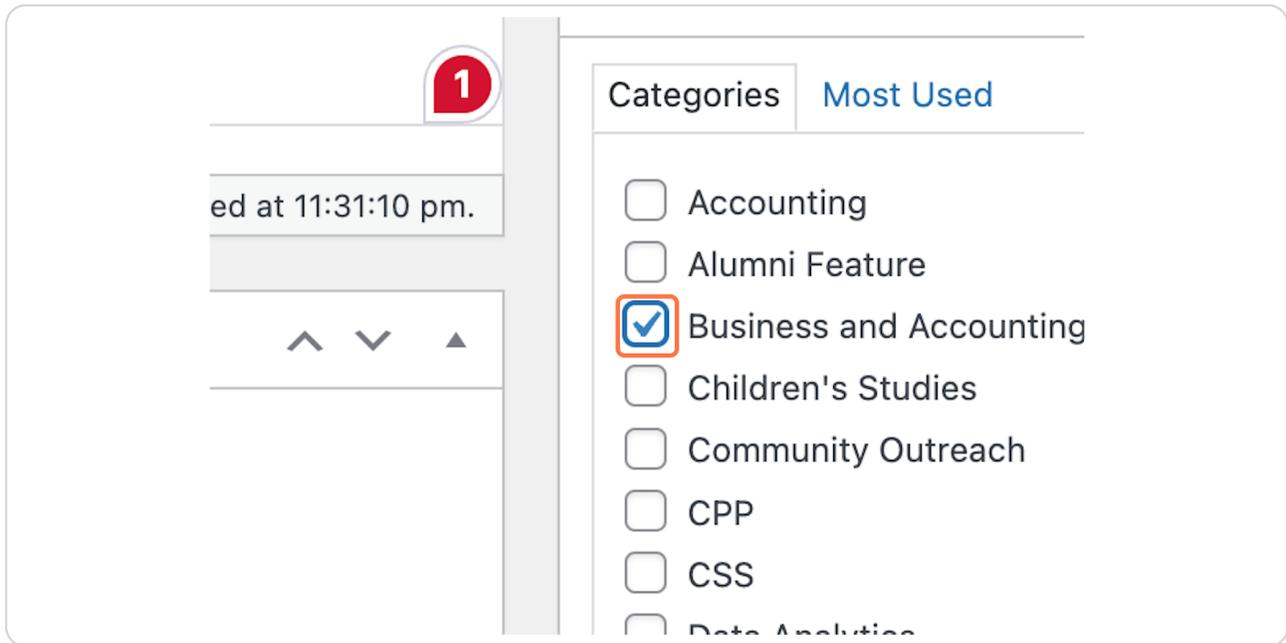## Click on Add Link

STEP 14

Include the right link

STEP 15

Click on Add Link
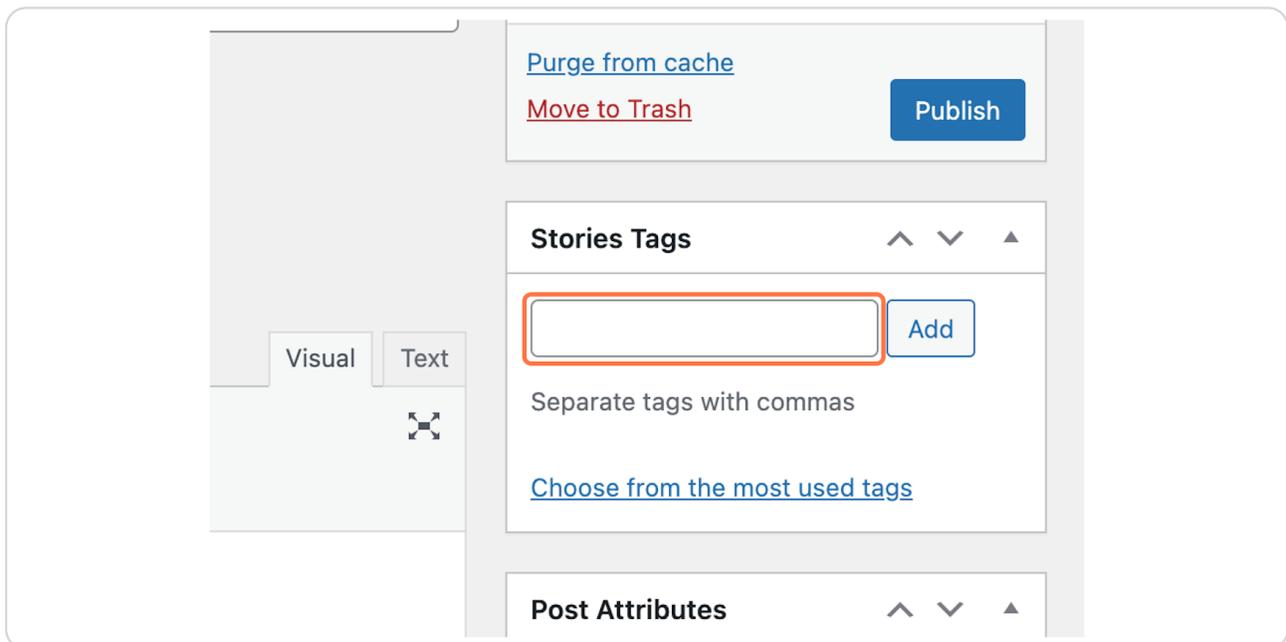
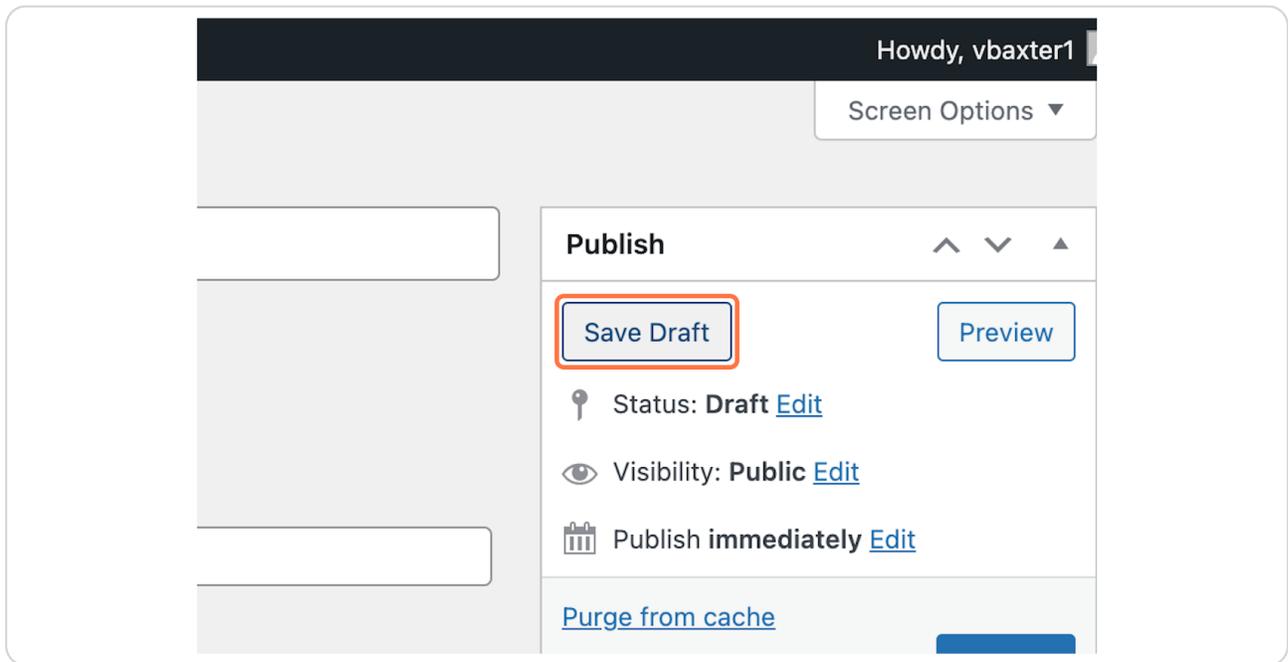**Important: Select Business and Accounting so it shows up on your homepage.**

You may add optional story tags if needed

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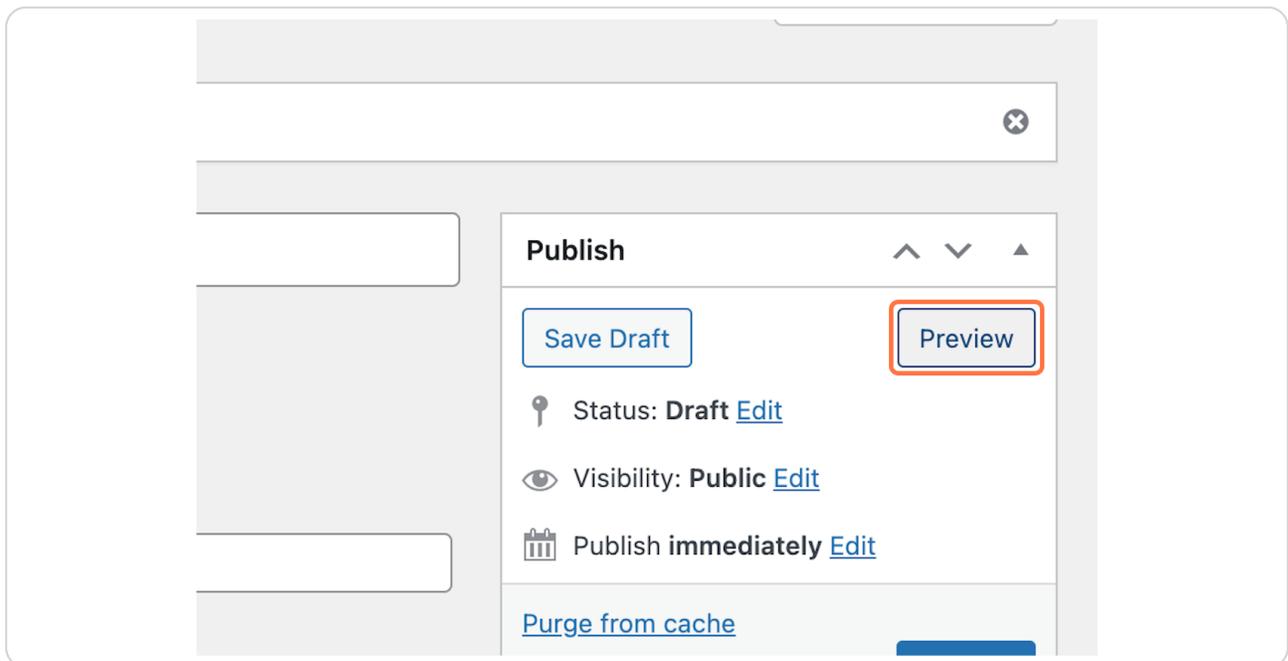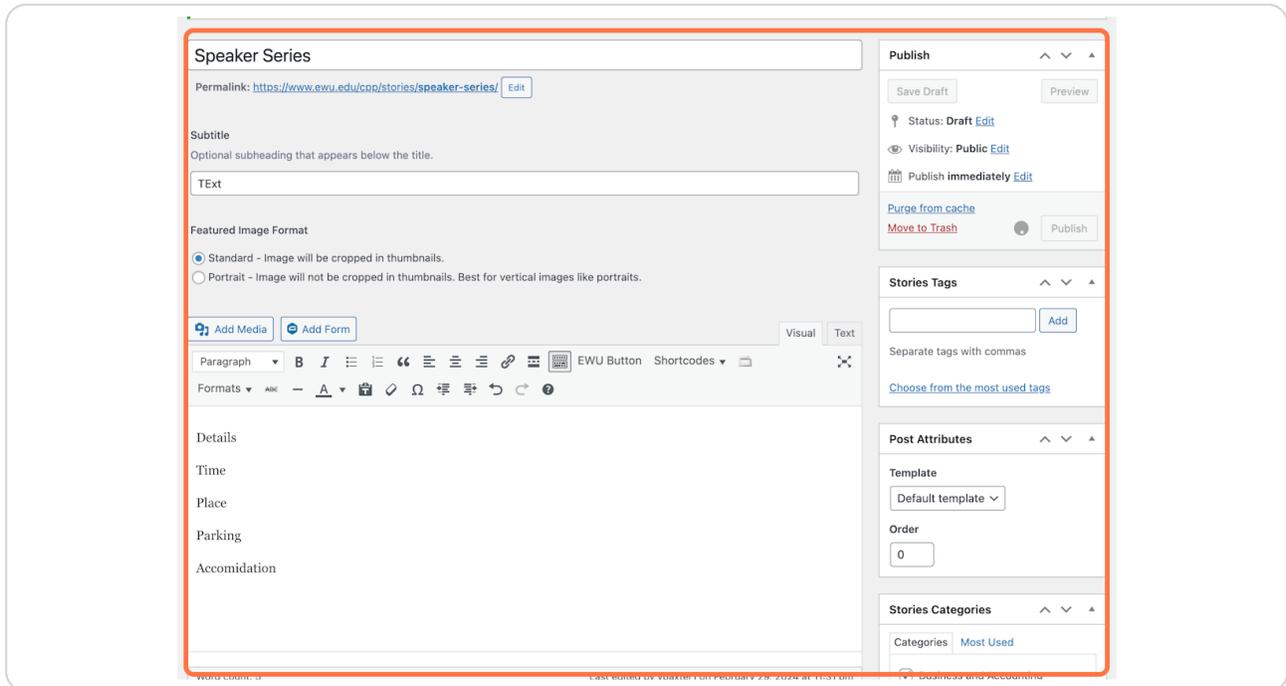
STEP 18

Click on Save Draft

STEP 19

Click on Preview…

Once you are happy with your draft, click publish!

Tango

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