

# Adding a Story in Wordpress

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Created by

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Creation Date

February 29, 2024

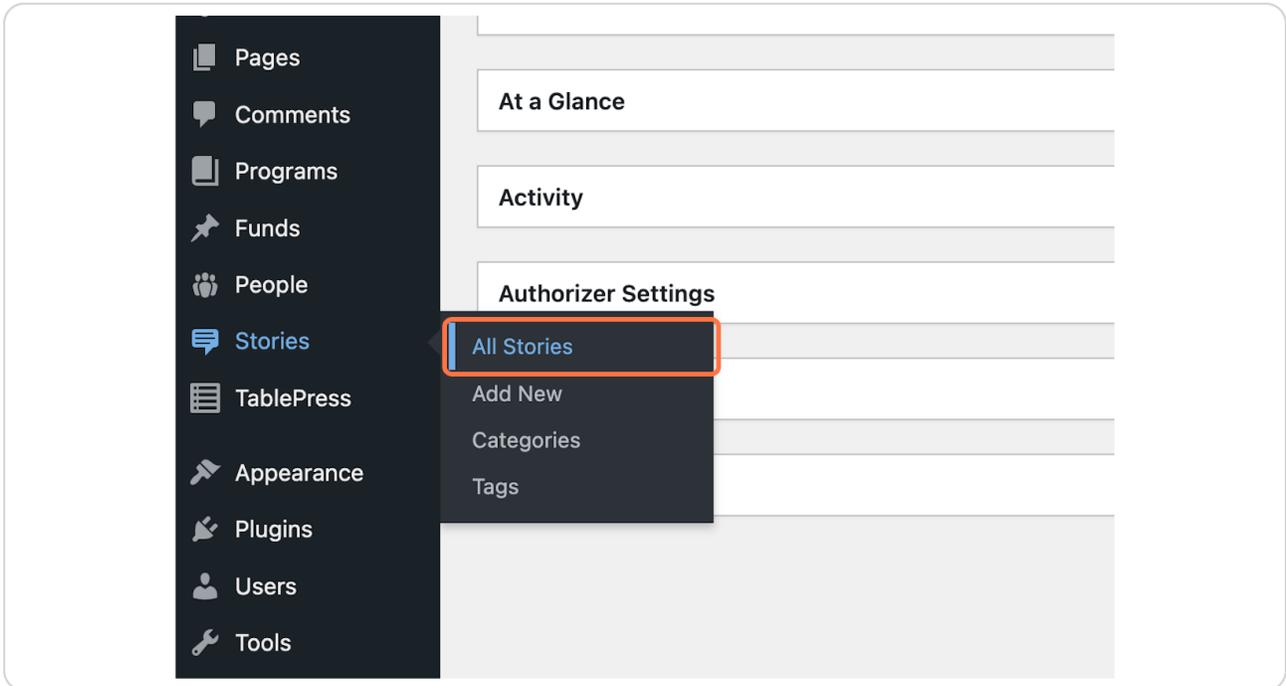
Last Updated

February 29, 2024



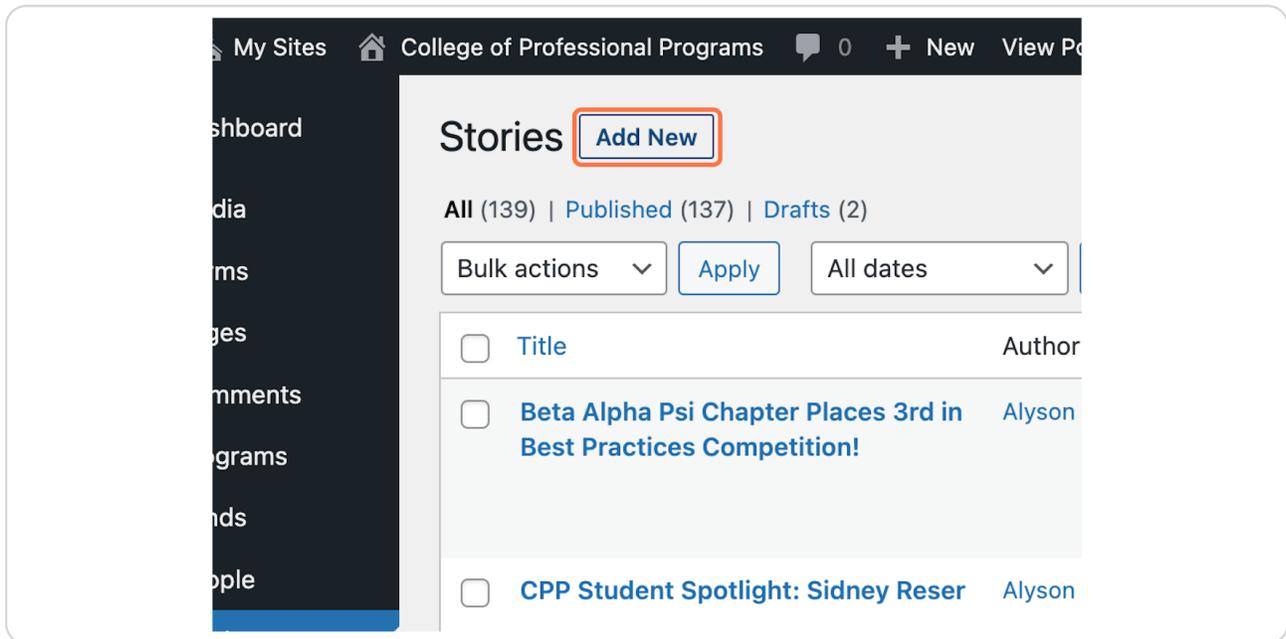
STEP 1

Click on All Stories



## STEP 2

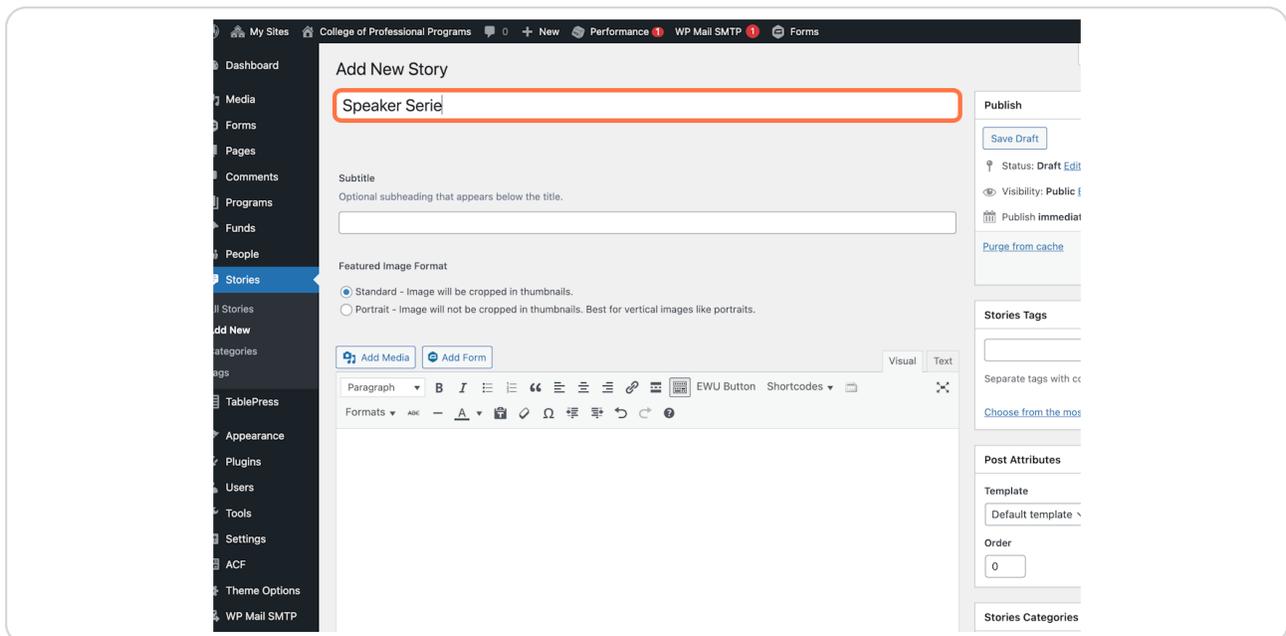
### Click on Add New



## STEP 3

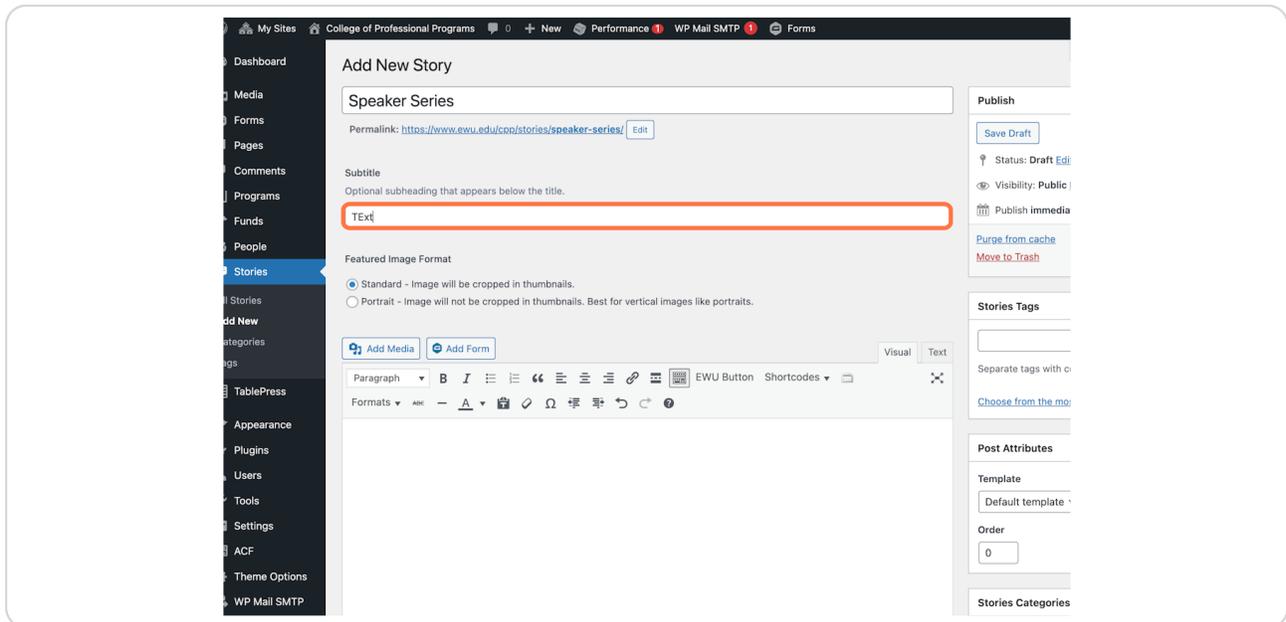
### Type Your title "Speaker Series"

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



## STEP 4

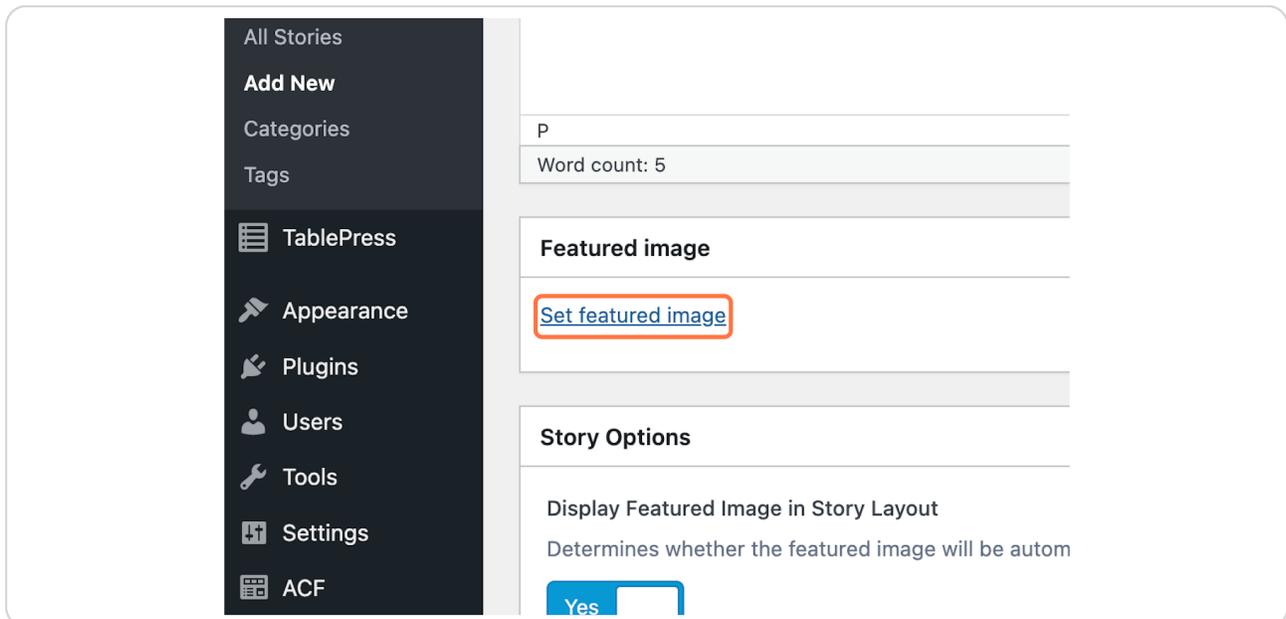
### Include an optional subtitle



## STEP 5

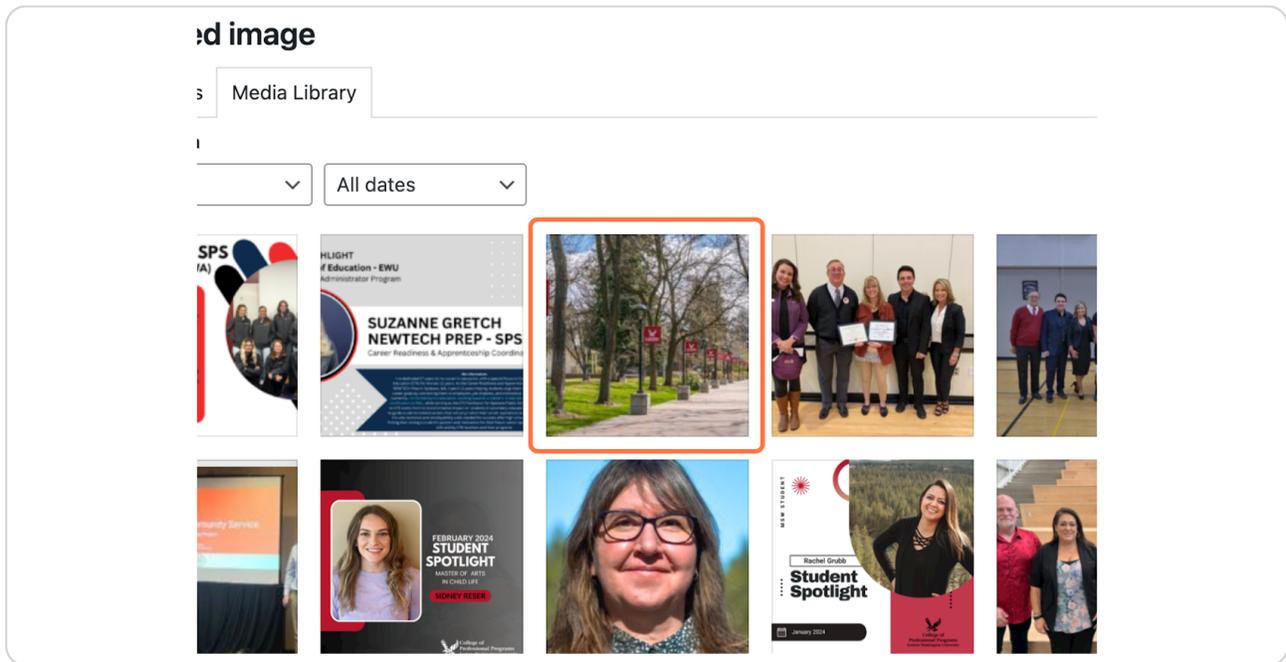
### Click on Set featured image

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.



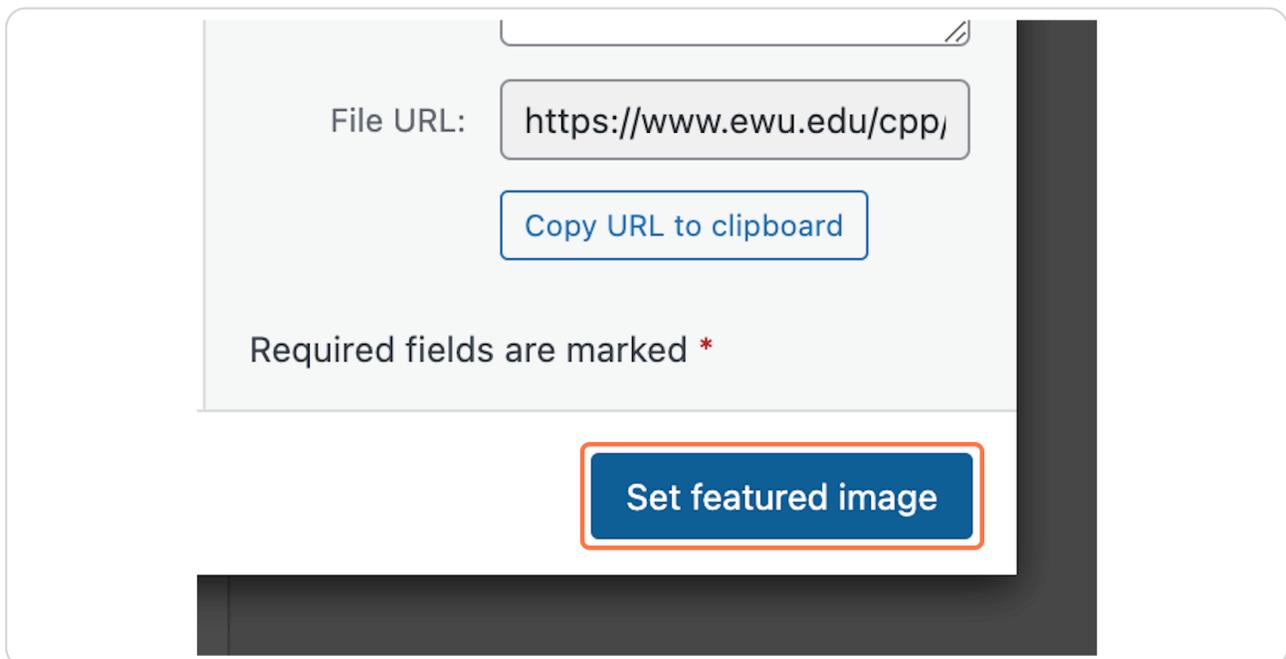
## STEP 6

Click on the image you want to use



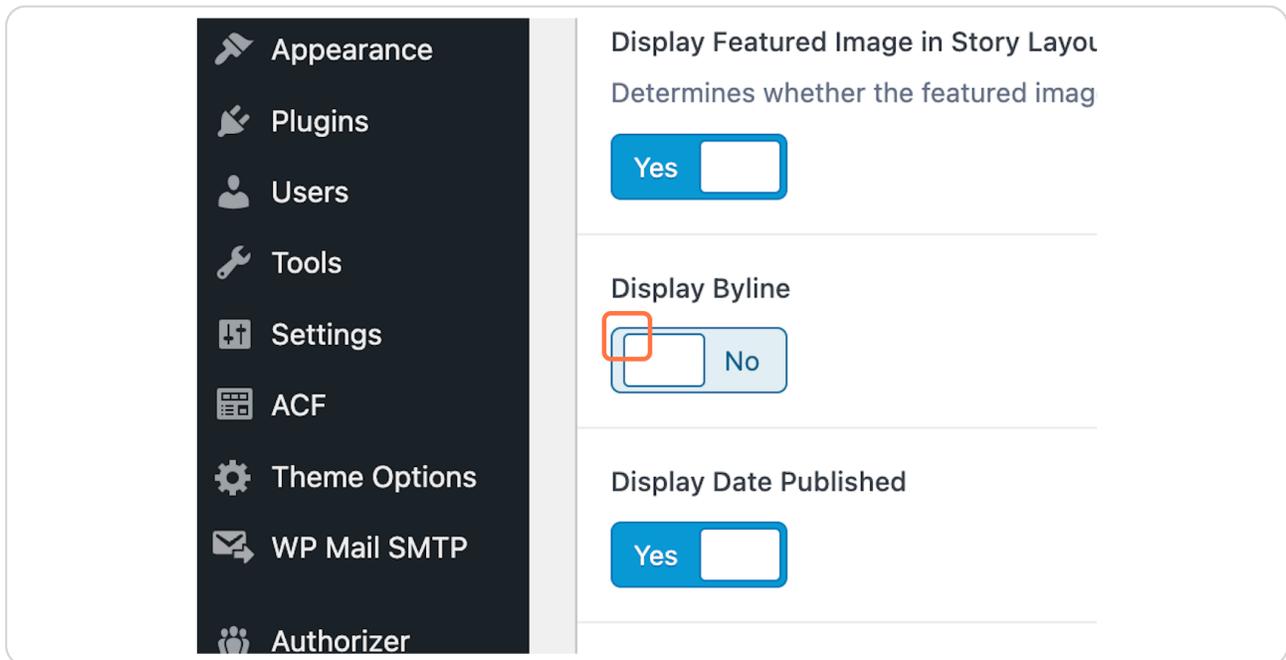
## STEP 7

Click on Set featured image



## STEP 8

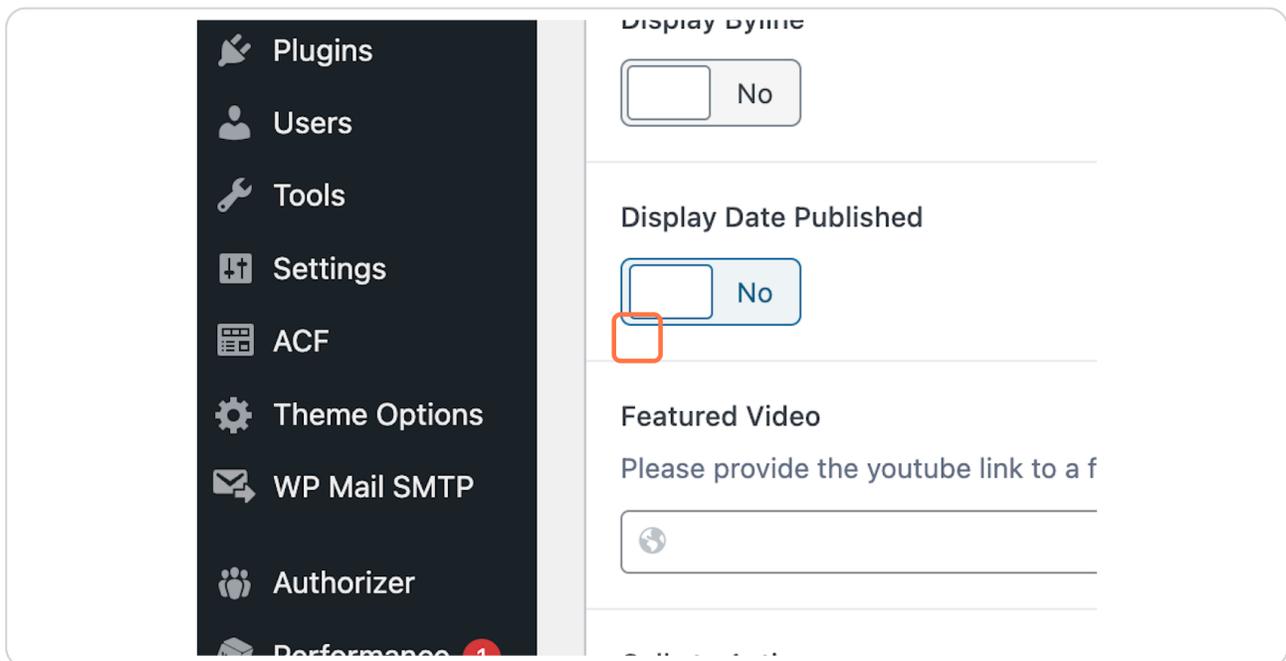
### Optional: Uncheck Display Byline



A screenshot of the WordPress settings interface. On the left is a dark sidebar menu with icons and labels: Appearance, Plugins, Users, Tools, Settings, ACF, Theme Options, WP Mail SMTP, and Authorizer. The 'Settings' menu item is highlighted. The main content area shows three settings sections: 'Display Featured Image in Story Layout' with a 'Yes' radio button selected; 'Display Byline' with a 'No' radio button selected and highlighted by an orange square; and 'Display Date Published' with a 'Yes' radio button selected.

## STEP 9

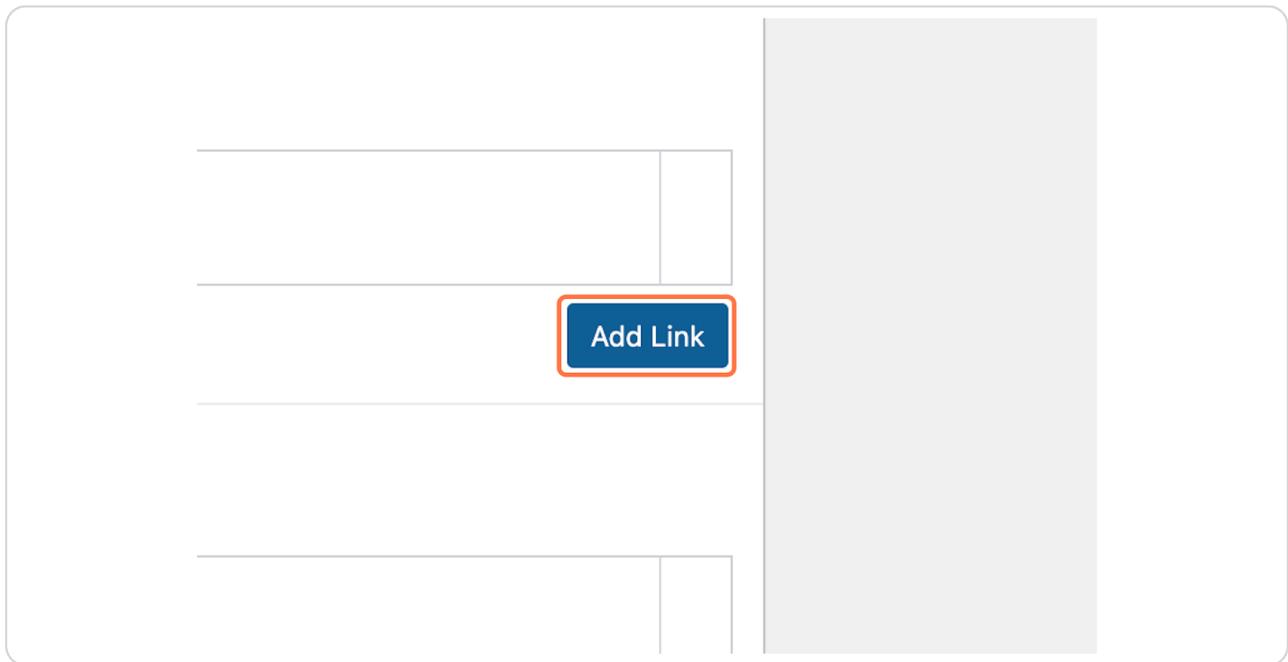
### Optional: Uncheck Display Date Published



A screenshot of the WordPress settings interface. The sidebar menu is the same as in Step 8, but 'Performance' is now visible at the bottom. The main content area shows three settings sections: 'Display Byline' with a 'No' radio button selected; 'Display Date Published' with a 'No' radio button selected and highlighted by an orange square; and 'Featured Video' with a text input field containing a globe icon.

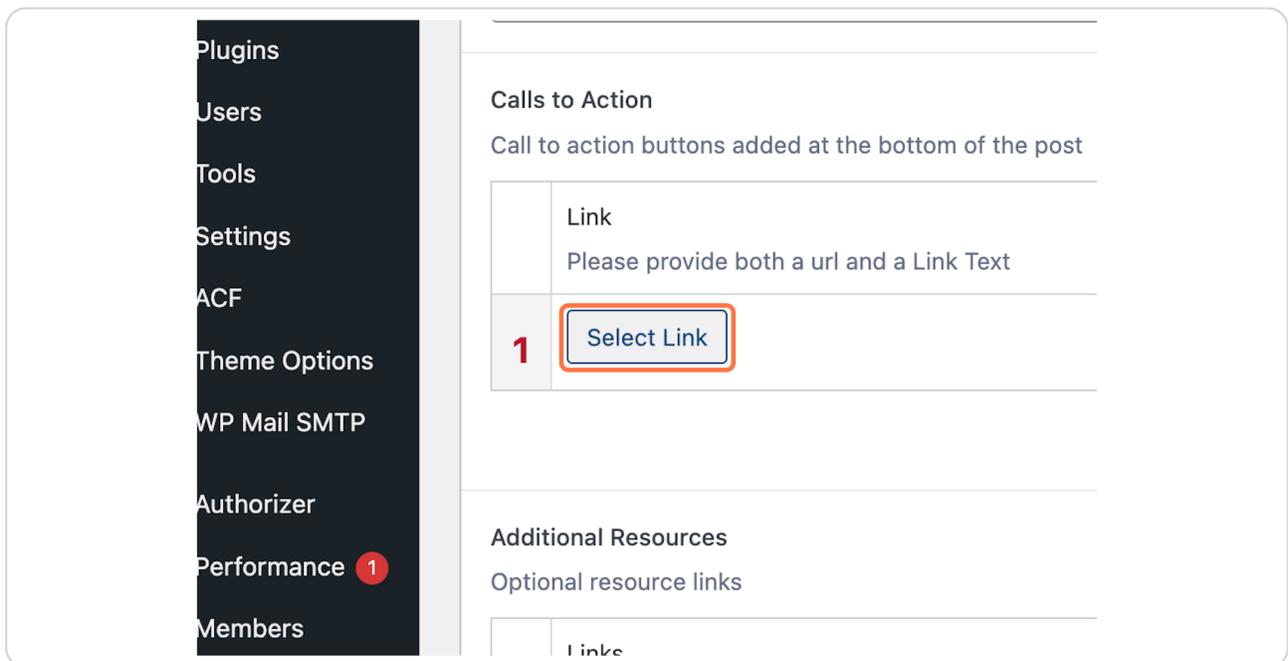
## STEP 10

### Optional: Click on Add Link



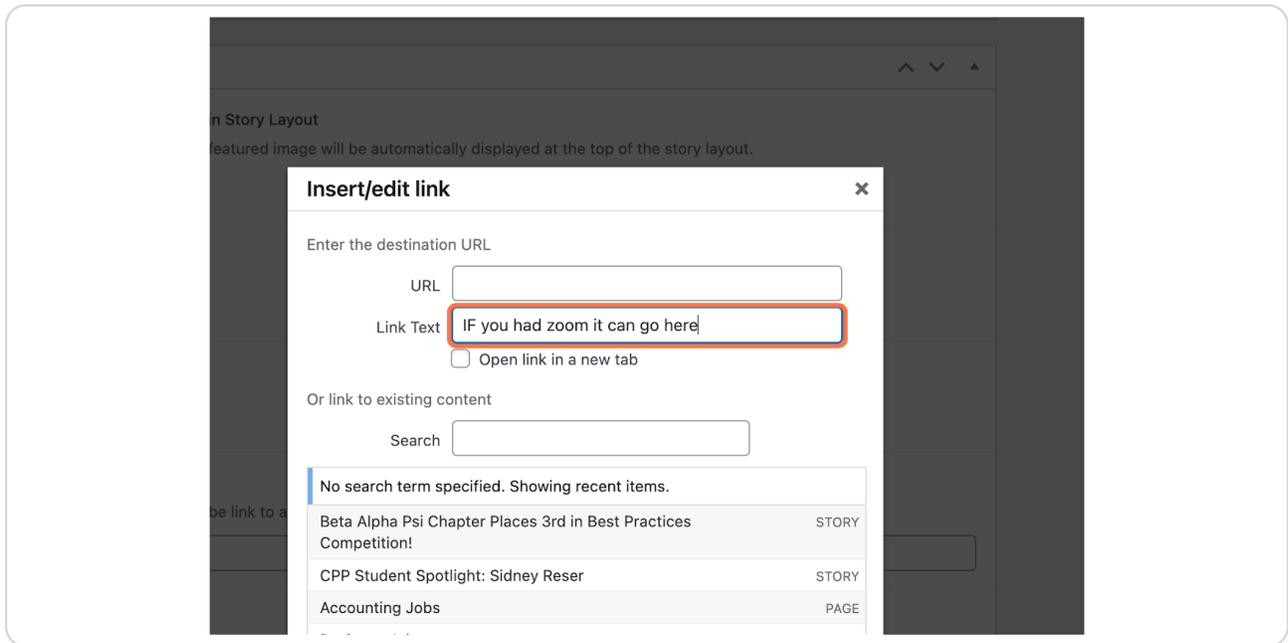
## STEP 11

### Click on Select Link



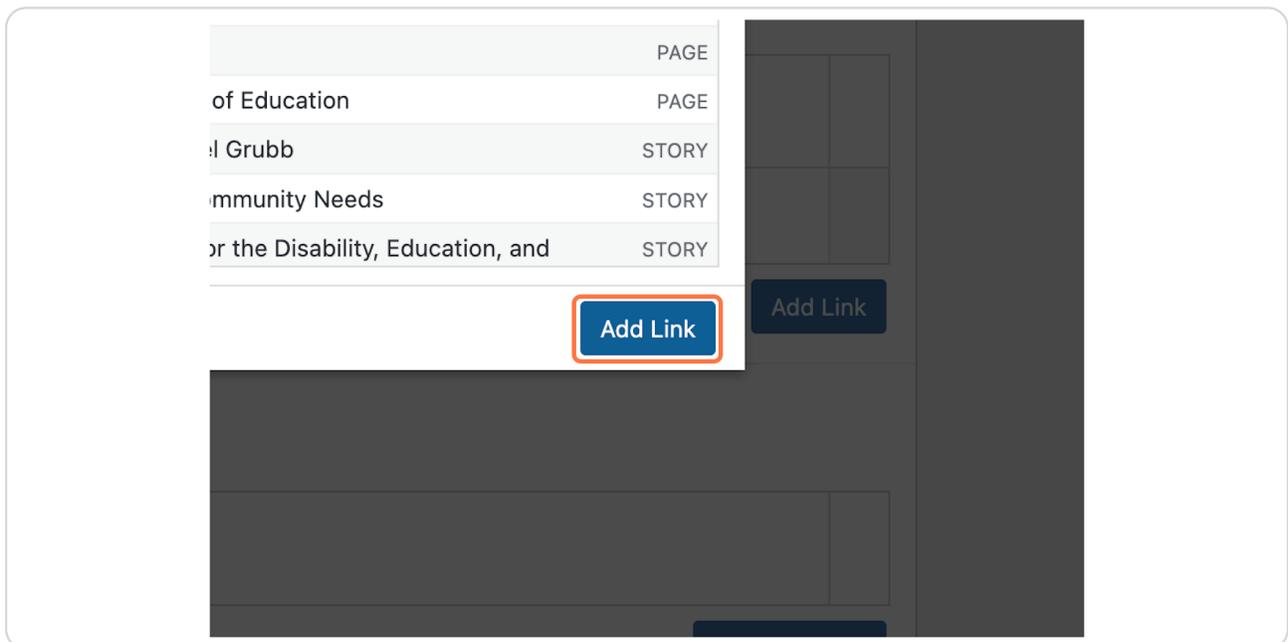
## STEP 12

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



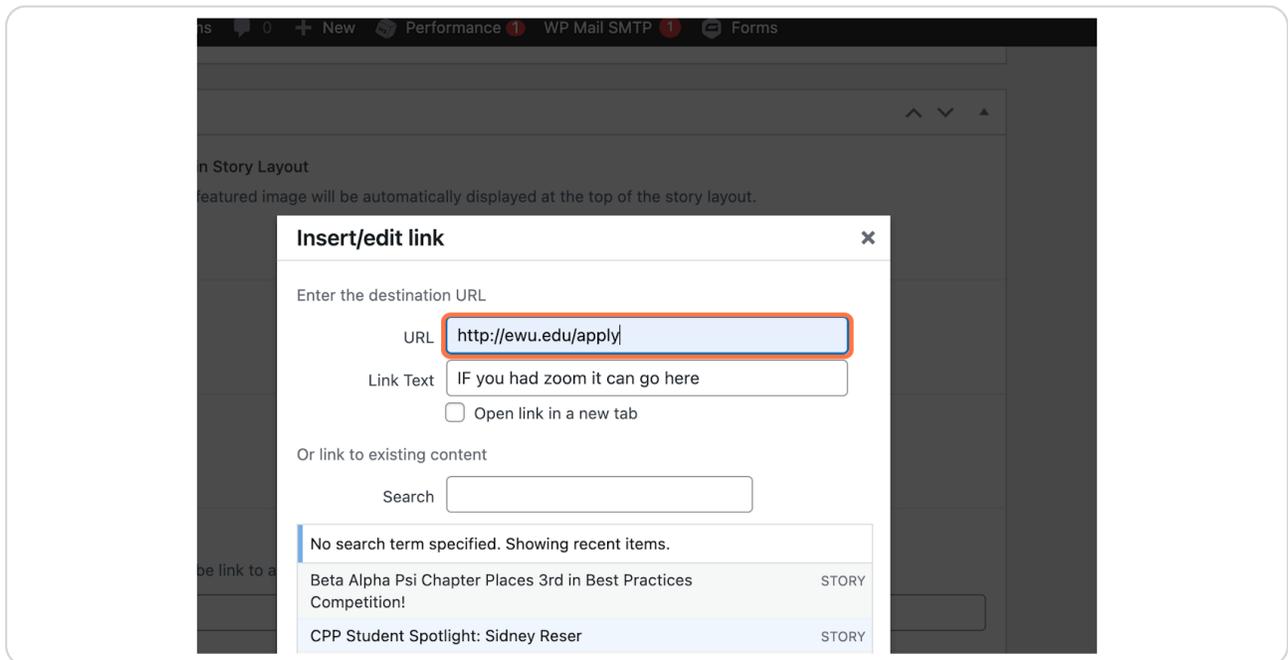
## STEP 13

Click on Add Link



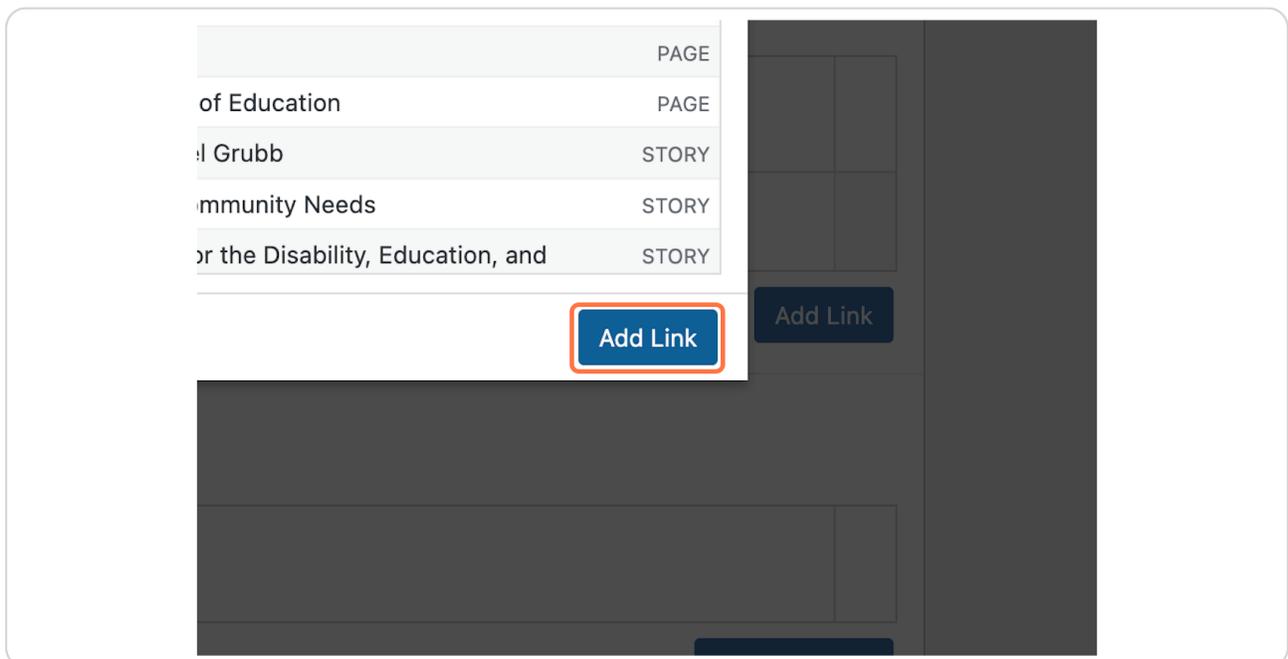
## STEP 14

### Include the right link



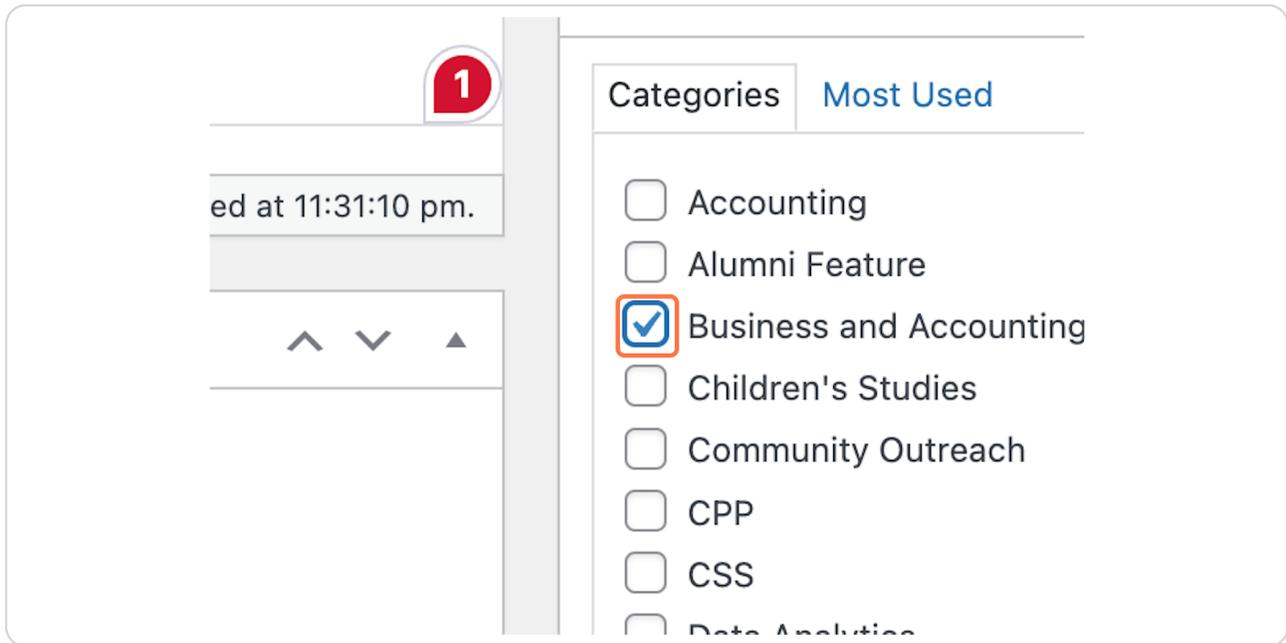
## STEP 15

### Click on Add Link



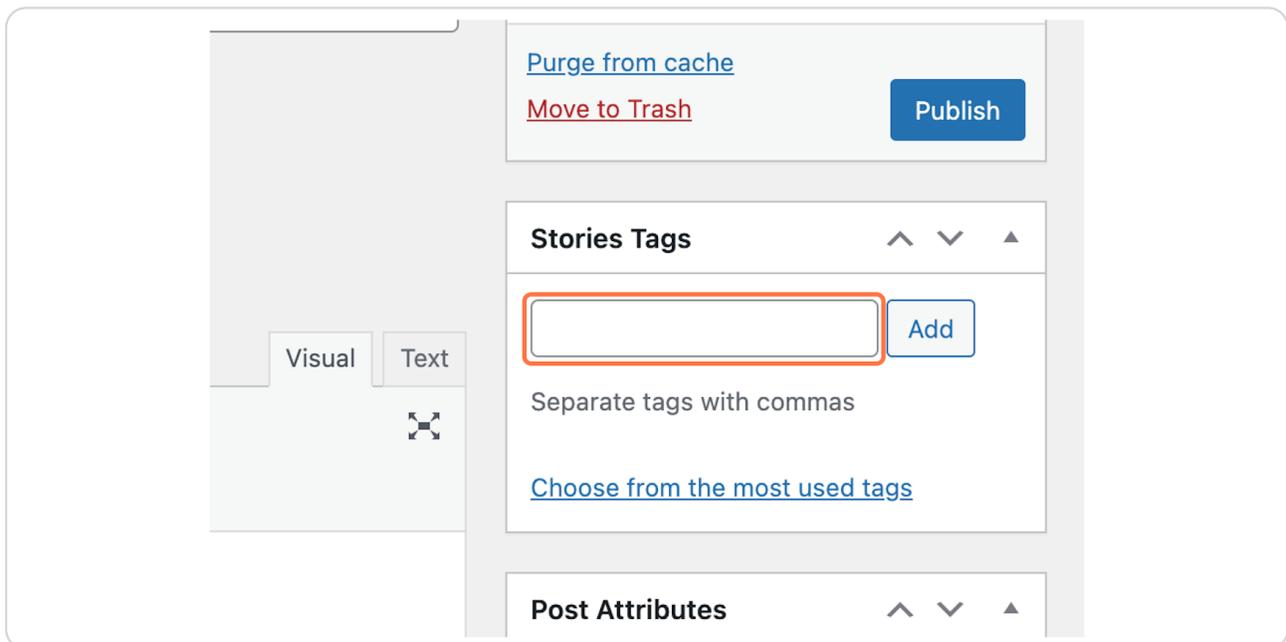
## STEP 16

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



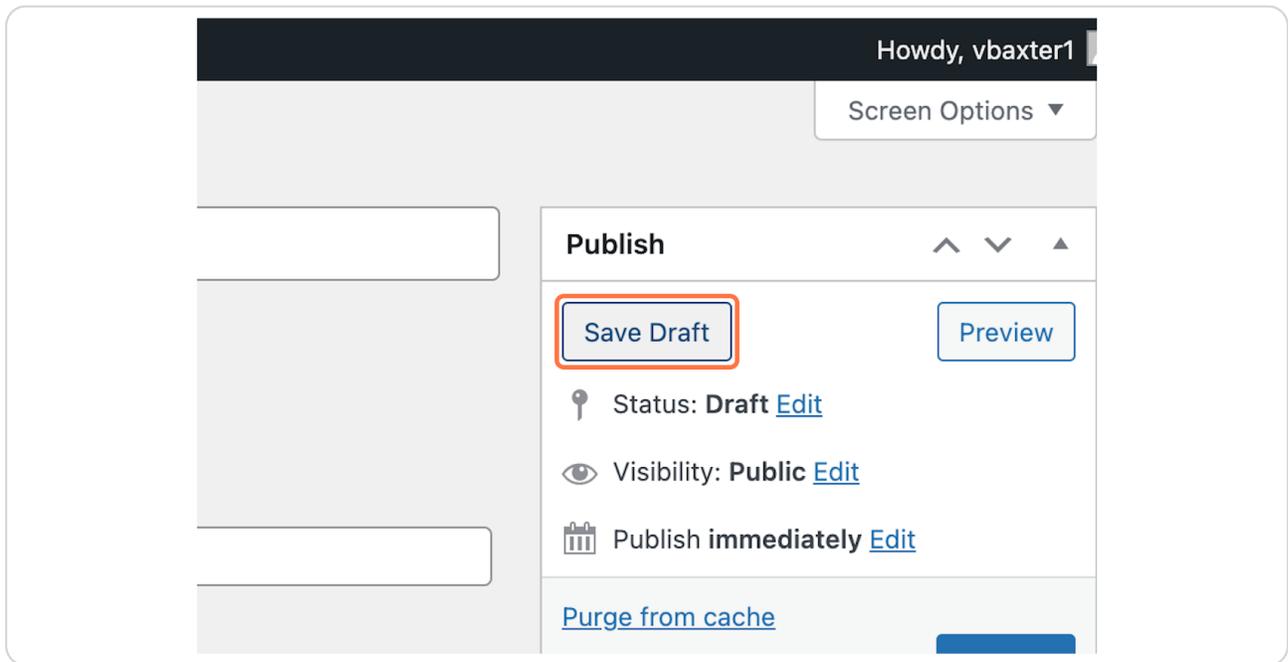
## STEP 17

**You may add optional story tags if needed**



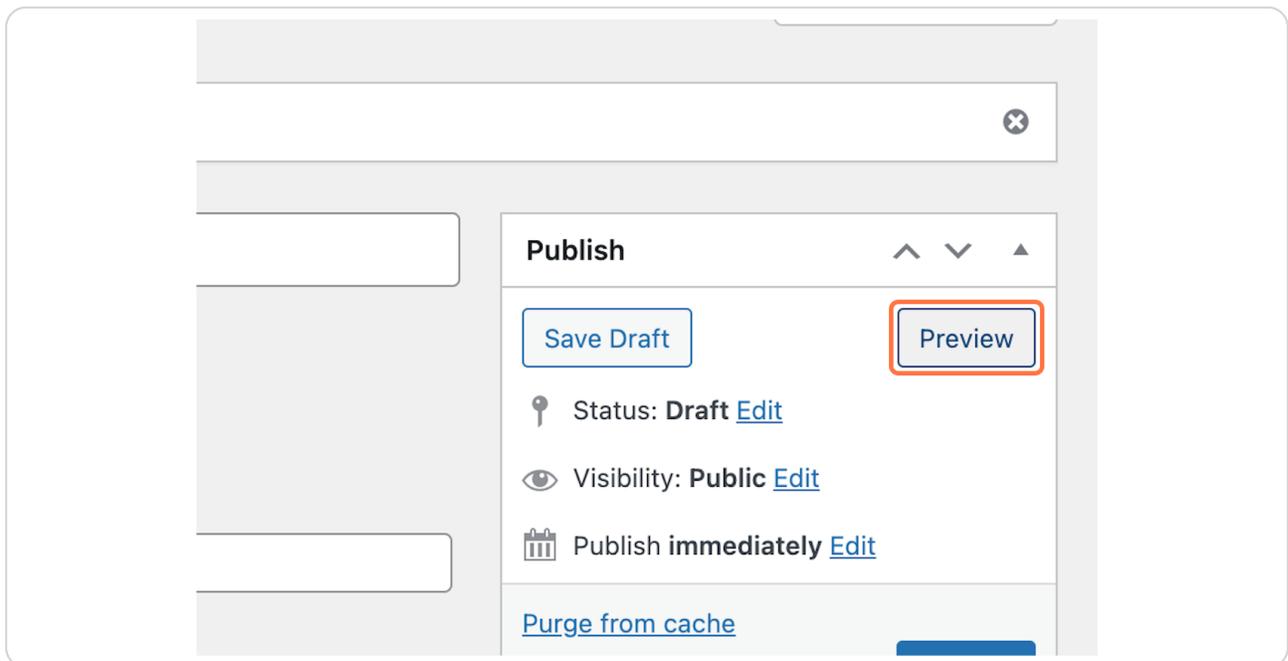
STEP 18

**Click on Save Draft**



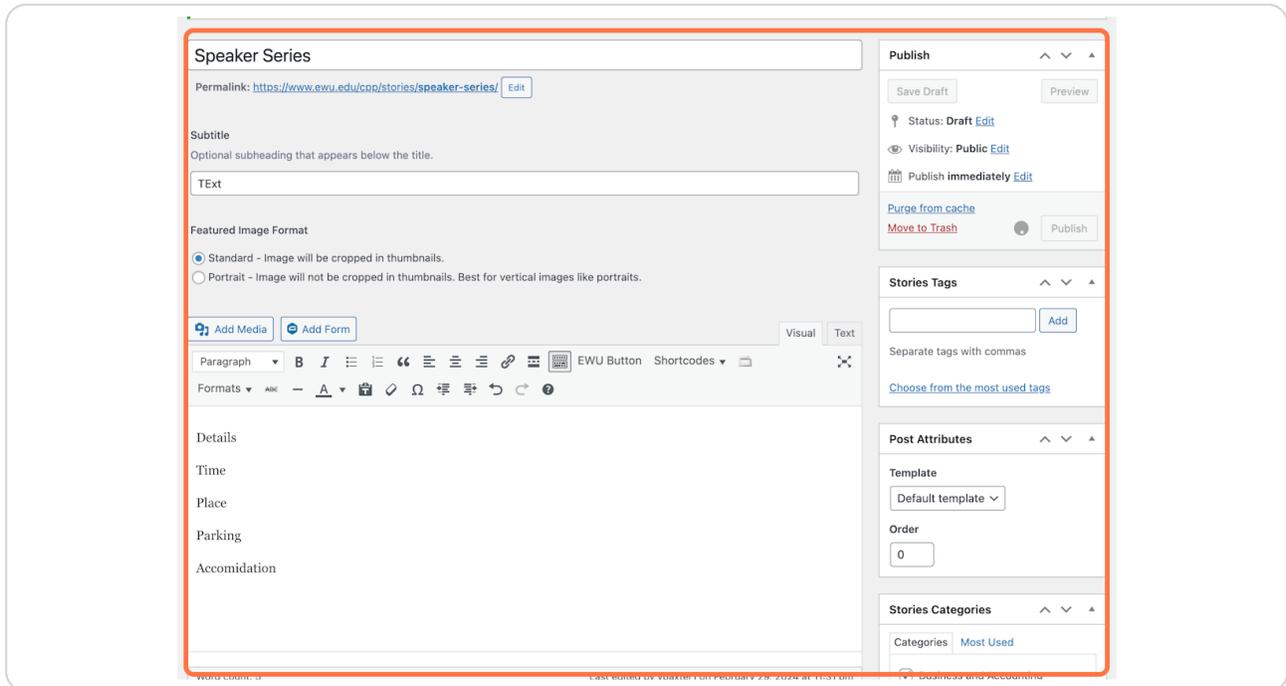
STEP 19

**Click on Preview...**



## STEP 20

Once you are happy with your draft, click publish!



*Tango*

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