

ArCH Member Instructions for Creating a New Post and for Editing Your Firm Page

Step 1: on Google, or other browser, type in: ArCHomes.org

Step 2: select the ArCH website and when it comes up, navigate to the Blog page. It's the far right side menu choice in the grey menu bar under the Big Picture slide show.

Step 3: If you have not already Registered. Please do so. There are other instructions for doing that, which you will find in the left margin, here: Call up these instructions and download them and keep them open while you go through the process to establish UserName and password, both of which YOU make up.

Blog | Architects Creating Homes - Mozilla Firefox

le Edit View History Bookmarks Tools Help

Blog | Architects Creating Homes

www.archomes.org/blog

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Homes Improving the practice and quality of residential architecture

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Find an Architect Contact ArCH Home About Goals Public Awareness Programs Membership Store Focus Areas Blog

ArCH Motto

Posted on December 19, 2012 by rand

12-19-2012

Re: ArCH Motto

Don Duffy has suggested this as the ArCH Motto:

It's not just a house; it's your Home.

I happen to like that one a lot.

And it may be that this works just fine for us. It might be nice to have a motto that included something about using an Architect however. So if you clever architects can think of a catch-phrase motto for us that rivals Don's please share that with us.

I am also posting this on our blog, in hopes that we can migrate from these group e-mails to our Blog. Thanks

1

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Find an Architect to Design my Home

Learn more about ArCH

Click for information about Home Architects

Learn about Green Home Architecture

Join ArCH

Blog Registration Instructions

SIGN UP TO BECOME A CONTRIBUTOR

- Register
- Log in

Step 4: Now, every time you want to comment on another existing post, or create a new topic post, or edit your Firm Page, you need to Log In on the ArCH Blog Page, by clicking “Log In” here:

Blog | Architects Creating Homes - Mozilla Firefox

le Edit View History Bookmarks Tools Help

Blog | Architects Creating Homes

www.archomes.org/blog

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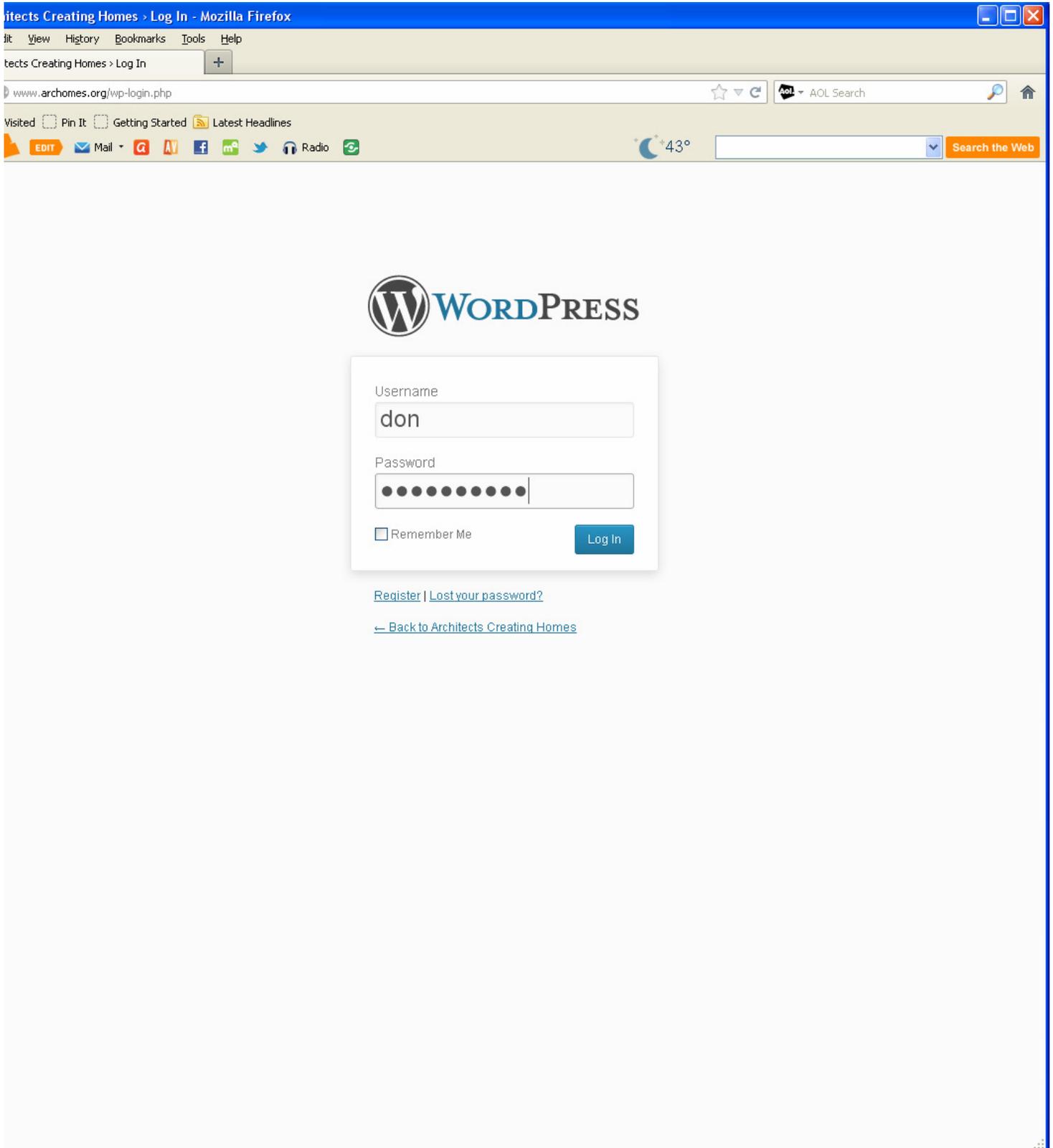
1

© Copyright 2006-2012, Edward Shannon, Architect, All Rights Reserved Worldwide.

Find an Architect to Design my Home

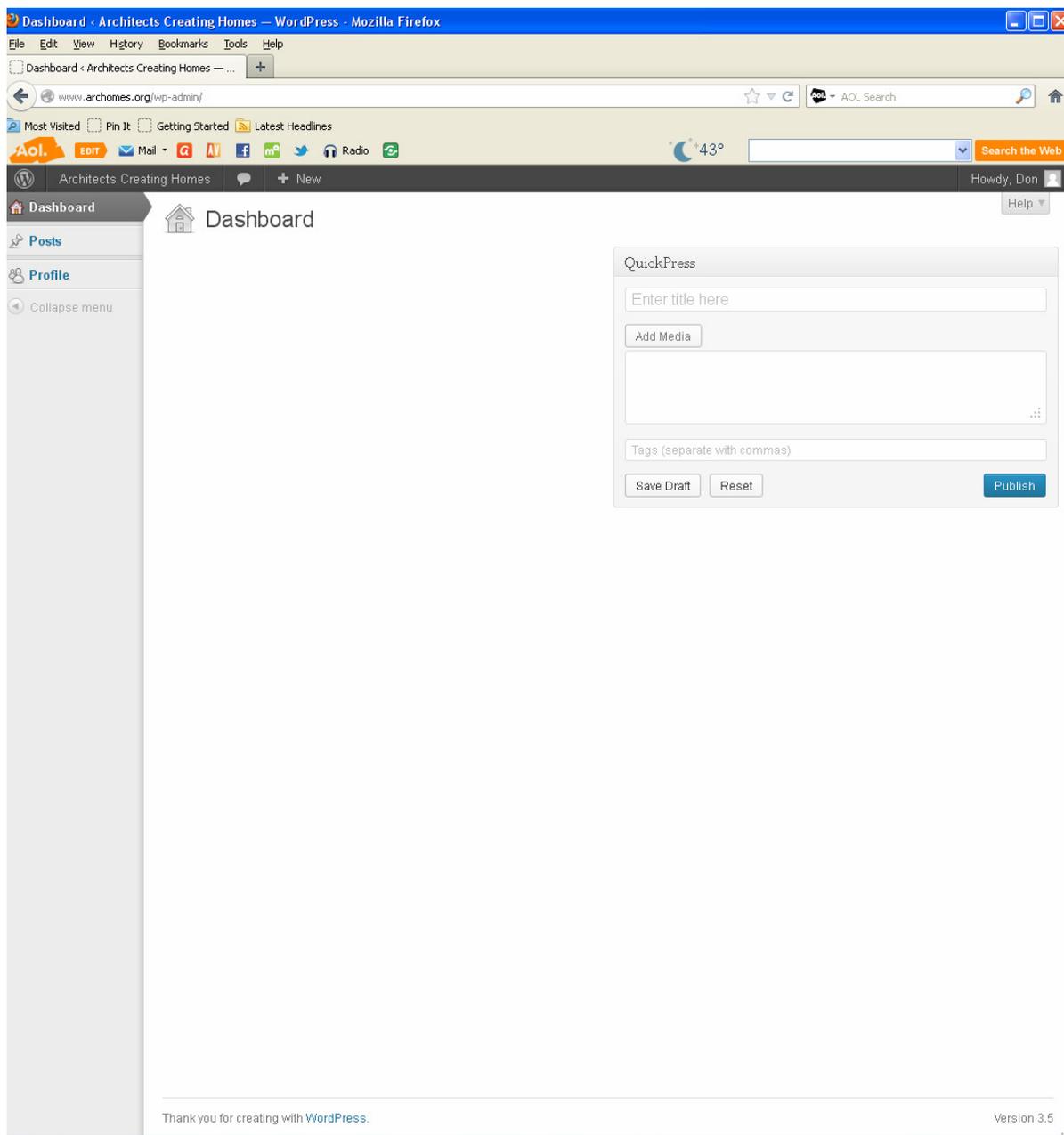
Note: if you are a full ArCH member (which means you have agreed to pay dues and have discussed your membership with ArCH and been accepted), then an automatic e-mail will be sent to the ArCH website Admin person. Admin will then need to upgrade your status as a "Contributor" on the Blog and as an "Author" on your ArCH Firm Page. Also, Admin will need to create your blank Firm Page. This may take from 1 hour to over a week, depending on where the Admin person monitoring the ArCH website happens to be when you first register. Once this occurs, the following can happen:

Step 5: this is the Log In screen. Type in your UserName and Password, then click on the blue Log In button.



Step 6: You now will see your WordPress Dashboard. It will look like this, for the ArCH website. We have had our programmers reduce a lot of the items and clutter to just focus on the options for you. If you want to go to your **Firm Page** and enter text & Images there, do the following:

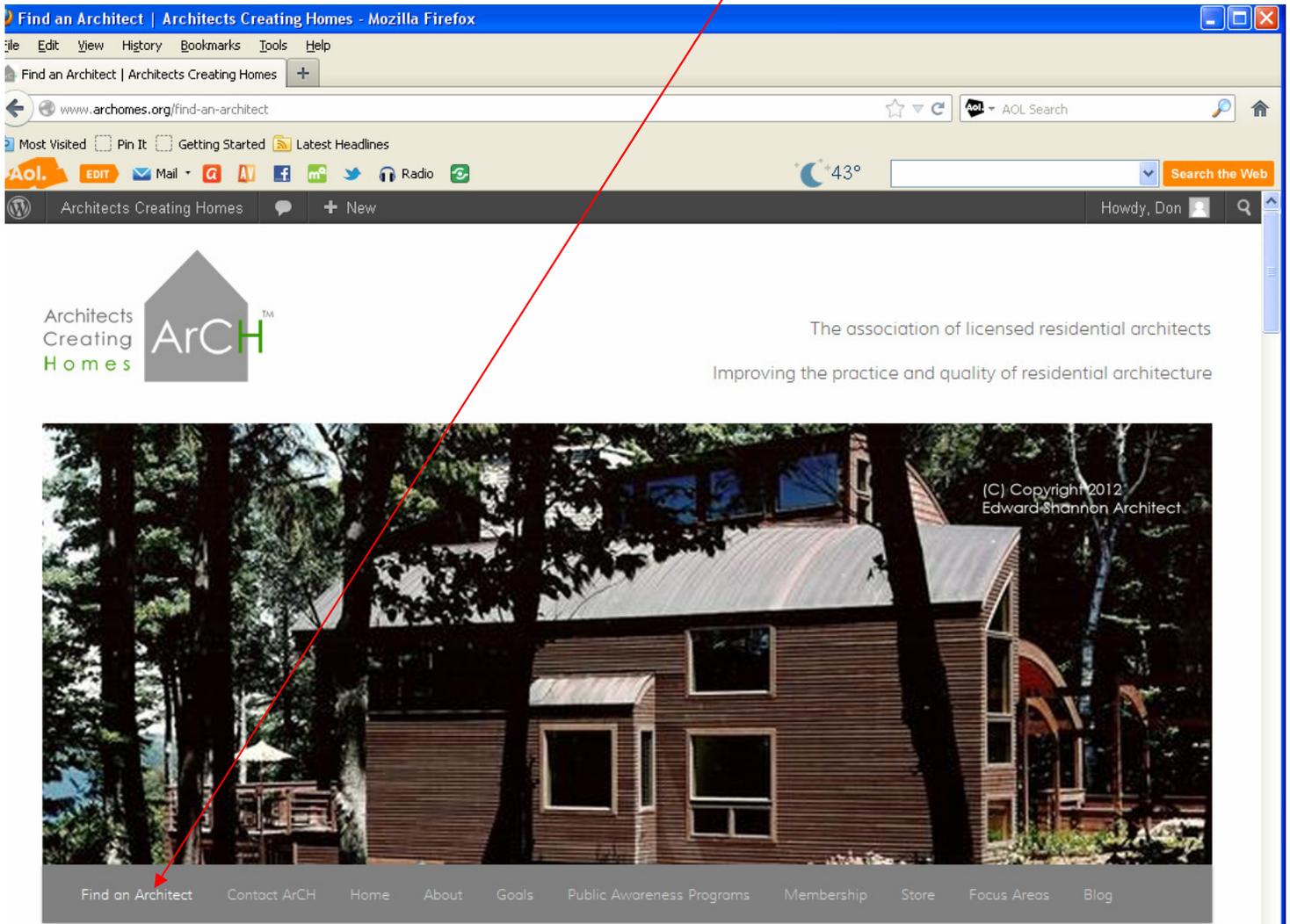
Step 7: LEAVE THIS DASHBOARD PAGE ON. Do nothing with it. It is what has logged you into the ArCH website as a full member (assuming that's what you are). Also, you may want to come back to your Dashboard to create a new post for the Blog, which we will cover in just a few steps.



Step 8: IN A NEW WINDOW: Get back on Google or whatever Internet browser you have. Type in: ArCHomes.org

Step 9: Find the ArCH website and click on it. After it comes up, you will notice that there is a black highlighted horizontal bar across the top. This means that your previous log-in is still active.

Step 10: Click on the **Find An Architect** menu selection here:



The screenshot shows a Mozilla Firefox browser window displaying the website www.archomes.org/find-an-architect. The browser's address bar and search bar are visible. The website header includes the logo for Architects Creating Homes (ArCH) and the tagline: "The association of licensed residential architects. Improving the practice and quality of residential architecture." Below the header is a large photograph of a modern wooden house with a corrugated metal roof, surrounded by trees. A copyright notice in the top right corner of the photo reads "(C) Copyright 2012 Edward Shannon Architect". At the bottom of the page, a navigation menu is displayed with the following items: Find an Architect, Contact ArCH, Home, About, Goals, Public Awareness Programs, Membership, Store, Focus Areas, and Blog. A red arrow points to the "Find an Architect" menu item.

Architects Creating Homes ArCH™

The association of licensed residential architects
Improving the practice and quality of residential architecture

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Edward Shannon Architect

Find an Architect Contact ArCH Home About Goals Public Awareness Programs Membership Store Focus Areas Blog

Learn more about ArCH

Find an Architect

This is the **FIND AN ARCHITECT** page from which anyone can find an architect to design their home, across the USA.

ArCH membership is growing daily, so this list is organic: changing frequently.

It is organized in 3 different ways:

1. **TYPE or STYLE** of residential architecture. For instance: you can find an architect that is: Contemporary, Adobe, High-Rise, Conventional, etc. This is because many architects of homes tend to specialize in a certain style or type. If you want a certain type or



The image shows a modern living room with a large, curved stone fireplace, high ceilings, and large windows. The room is furnished with a brown leather sofa and a wooden coffee table.

Step 11: this will call up the Find An Architect page (which you see above).

Step 12: Navigate on this page and find YOUR FIRM PAGE, then click on the first instance of it: (we have used Don Duffy's listing as an example for these instructions)

Find an Architect | Architects Creating Homes - Mozilla Firefox

www.archomes.org/find-an-architect

ARCH does not endorse or recommend any particular company, nor guarantee the work of anyone. This is an informational service for the convenience of the public.

Find An Architect by Type & Style

TYPE & STYLE LIST OF ArCH ARCHITECTURAL FIRMS

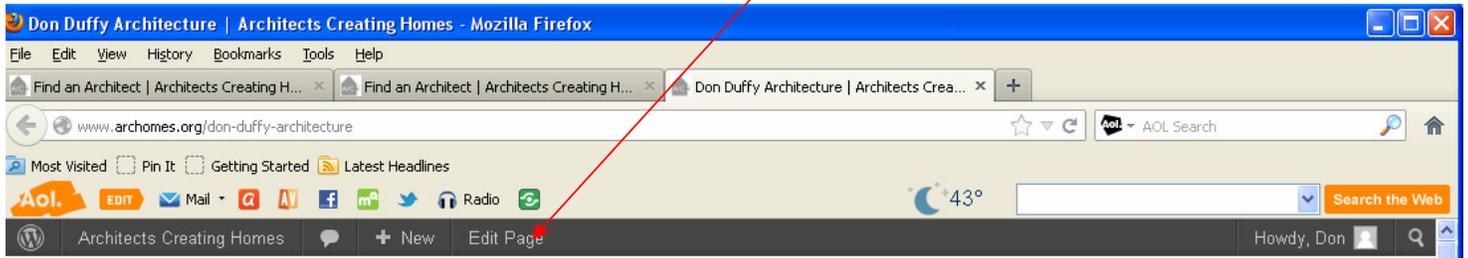
MAINSTREAM

- [Craig W. Isaac Architecture](#)
- [Design Ways & Means Architects](#)
- [Don Duffy Architecture](#)
- [Edward J. Shannon Architect](#)
- [Facilities Design Group, PC](#)
- [Hrivnak & Associates](#)
- [Jorge Arcay Architect](#)
- [Steve Clack Architect](#)

MOUNTAIN LODGE STYLE

- [Home Architects ®](#)
- [Studio Blue Design](#)

Step 13: this will take you to your FIRM PAGE. Notice that in the black edit bar near the top of your page that you now have a new ability: Edit Page. Click on that.



The association of licensed residential architects
Improving the practice and quality of residential architecture



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Learn more about ArCH

Don Duffy Architecture

This is the ArCH webpage for Don Duffy Architecture.

Don's twenty-eight years of experience designing private homes and renovations are a testament to his artistry. He has spent his career meeting the special demands of single-family residential projects. His technical expertise and untiring passion for design has created a long list of satisfied clients. Don is proud he is now working for a second generation of client. "I like to think of myself as the family's architect." Prior to founding DDA seventeen years ago, Don served clients as a senior architect at Meyer-Greenson Architecture for eleven years. Don has both a Bachelor of Arts

Click for information about Home Architects



Step 14: this takes you into the Edit Mode on your ArCH Firm Page. You can now enter text and images. It is suggested that you typically enter the text first for the page, THEN enter any images. Note that there is an UPDATE blue button on the right side. Click on that after doing some work, every so often. If you forget to do this, you will lose your work.

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Don Duffy Architecture'. The browser window is Mozilla Firefox, and the URL is www.archomes.org/wp-admin/post.php?post=418&action=edit. The page title is 'Don Duffy Architecture' and the permalink is <http://www.archomes.org/don-duffy-architecture>. The page content includes a paragraph: 'This is the ArCH webpage for Don Duffy Architecture.' followed by a longer paragraph: 'Don's twenty-eight years of experience designing private homes and renovations are a testament to his artistry. He has spent his career meeting the special demands of single-family residential projects. His technical expertise and untiring passion for design has created a long list of satisfied clients. Don is proud he is now working for a second generation of client. "I like to think of myself as the family's architect." Prior to founding DDA seventeen years ago, Don served clients as a senior architect at Meyer-Greenson Architecture for eleven years. Don has both a Bachelor of Arts degree and a Bachelor of Architecture from the University of North Carolina at Charlotte. He is a member of the American Institute of Architects, The Institute of Classical Architecture, Historic Charlotte Commission and the Architectural Woodworking Institute.' Below the text is an image of a house with the caption 'Mountain Retreat'. The right sidebar contains the 'Publish' section with a blue 'Update' button, 'Page Attributes' (Parent: no parent, Template: Default Template, Order: 0), and 'Featured Image' (with a 'Remove featured image' link). The bottom of the page shows 'Path: p', 'Word count: 218', and 'Last edited by Don on December 19, 2012 at 2:48 am'. A blue arrow points from the text in the first paragraph to the 'Update' button.

Step 15: to enter Media, such as a JPG image, you first need to position your cursor where you want the image to appear on your page.

Step 16: You need to have still another window open on your computer screen with your image list on your hard drive from your computer. Know what images you want to include on your Firm Page. Also, you might want to have PhotoShop or other graphics program up and running.

Step 17: ADJUST YOUR IMAGE SIZE IN YOUR GRAPHICS PROGRAM TO BE NO LARGER THAN ABOUT 300K (0.3MB) or you may bog down the ArCH website. Please do Not enter large images in, or you may be responsible for making the website run slowly for all of us. Thank you.

Step 18: With you JPG in your graphics program, Save As, so you don't overwrite your original. NOW ADD YOUR FIRM'S COPYRIGHT NOTICE on your image, in whatever color font makes it read. Suggest you don't make this too large, but at least legible enough to read. Why: if you do not install your copyright notice on your images, other people visiting the ArCH website may copy and paste your images and in their ignorance of copyright law, unwittingly push your image in the public domain, with no credit to you as the architect. If you took the photo, you should have no problem with this. If someone else took the photos of your work, you should have a written agreement with them that YOU, as the Architect will own the copyright to whatever photos of you work they take. If they do not agree to this, hire someone else. You need to own the rights to do whatever you want to do with photos of your work, especially if you're paying for them. Okay? Done with all of that and ready to Insert Media next to your text?

Step 19: It is suggested that you place your cursor on the Left side of your text, on whatever line you want the image to appear. If you want your image to be above or below a given text line, place your cursor there.

SEE NEXT PAGE

Step 20: Click the INSERT MEDIA BUTTON near the top here:

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Don Duffy Architecture'. The browser address bar shows the URL: www.archhomes.org/wp-admin/post.php?post=418&action=edit. The page title is 'Don Duffy Architecture' and the permalink is <http://www.archhomes.org/don-duffy-architecture>. The 'Add Media' button is highlighted with a red arrow pointing to it from the instruction above. The main content area contains the following text:

This is the ArCH webpage for Don Duffy Architecture.

Don's twenty-eight years of experience designing private homes and renovations are a testament to his artistry. He has spent his career meeting the special demands of single-family residential projects. His technical expertise and untiring passion for design has created a long list of satisfied clients. Don is proud he is now working for a second generation of client. "I like to think of myself as the family's architect." Prior to founding DDA seventeen years ago, Don served clients as a senior architect at Meyer-Greenson Architecture for eleven years. Don has both a Bachelor of Arts degree and a Bachelor of Architecture from the University of North Carolina at Charlotte. He is a member of the American Institute of Architects, The Institute of Classical Architecture, Historic Charlotte Commission and the Architectural Woodworking Institute.

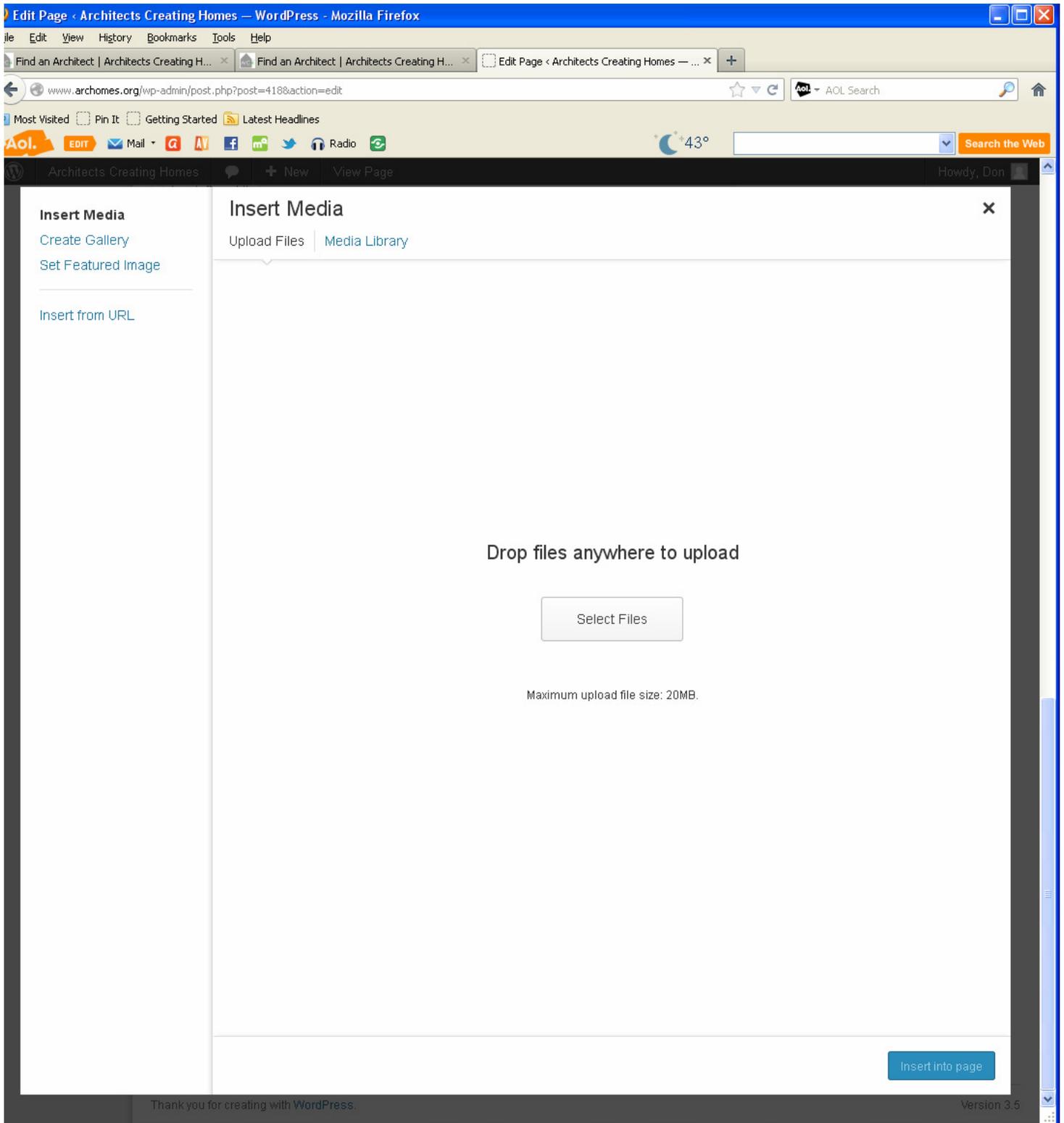
Below the text is a featured image of a house with a stone and wood exterior, surrounded by trees. The caption below the image reads 'Mountain Retreat'.

The right sidebar contains the following sections:

- Publish**: Includes a 'Preview Changes' button, status 'Published' with an 'Edit' link, visibility 'Public', and an 'Update' button.
- Page Attributes**: Includes a 'Parent' dropdown menu (set to '(no parent)'), a 'Template' dropdown menu (set to 'Default Template'), and an 'Order' input field (set to '0').
- Featured Image**: Shows the featured image and a 'Remove featured image' link.

At the bottom of the page, the word count is 218, and the draft was saved at 11:35:02 pm. The page was last edited by Don on December 19, 2012 at 2:48 am.

Step 21: this Drop Files anywhere to upload page will now appear:



Step 22: press your Control key (so you don't unintentionally MOVE your image from your hard drive onto the ArCH website, instead of merely copying it).

Step 23: left mouse click onto your image file that you want to copy to your ArCH Firm Page and drag it onto the screen you see above, then let up on your mouse key.

Step 24: You will now see this screen: (below).

WordPress Admin Interface: Insert Media

Browser: Mozilla Firefox | URL: www.archomes.org/wp-admin/post.php?post=418&action=edit

Navigation: Architects Creating Homes | New | View Page | Howdy, Don

Insert Media

Upload Files | Media Library

All media items | Search

1 selected

Clear

Insert into page

ATTACHMENT DETAILS


DuffyAddition-HorzCrop-3-JPG1.jpg
December 19, 2012
1000 × 378
[Edit Image](#)
[Delete Permanently](#)

Title: DuffyAddition-HorzCrop-3-JP
Caption:
Alt Text:
Description:

ATTACHMENT DISPLAY SETTINGS

Alignment: None
Link To: Attachment Page
<http://www.archomes.org/doi>
Size: Medium – 300 × 113

Thank you for creating with WordPress. | Version 3.5

Step 25: in this box on the right side, for Description, Alt Text and Title, type the name of your firm:

The screenshot shows the WordPress 'Insert Media' dialog box. On the left is a grid of media items, including various house photos and documents. On the right is the 'ATTACHMENT DETAILS' section for a selected image. The fields are filled with the text 'Don Duffy Architecture':

- Title:** Don Duffy Architecture
- Caption:** (empty)
- Alt Text:** Don Duffy Architecture
- Description:** Don Duffy Architecture

Below these fields are 'ATTACHMENT DISPLAY SETTINGS' including Alignment (None), Link To (Attachment Page), and Size (Medium - 300 x 113). At the bottom right is an 'Insert into page' button. At the bottom left, it says '1 selected' and 'Clear'.

Do not worry about doing this on ALL images that you insert onto your page. This will help your SEO.

Step 26: Set your Alignment to Left, generally, and your Size to Full Size, unless you want smaller images:

Architects Creating Homes — WordPress - Mozilla Firefox

History Bookmarks Tools Help

Architects Creating H... Find an Architect | Architects Creating H... Edit Page < Architects Creating Homes — ...

homes.org/wp-admin/post.php?post=418&action=edit

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43° Search the Web

Howdy, Don

Insert Media

Upload Files Media Library

All media items Search

1 selected
Clear

Insert into page

ATTACHMENT DETAILS


DuffyAddition-HorzCrop-3-JPG1.jpg
December 19, 2012
1000 × 378
[Edit Image](#)
[Delete Permanently](#)

Title: Don Duffy Architecture
Caption:
Alt Text: Don Duffy Architecture
Description: Don Duffy Architecture

ATTACHMENT DISPLAY SETTINGS

Alignment: **Left**
Link To: Attachment Page
<http://www.archomes.org/dor>
Size: Full Size – 1000 × 378

Thank you for creating with WordPress. Version 3.5

Step 27: Click the Blue button near the bottom: INSERT INTO PAGE:

The screenshot shows the WordPress 'Insert Media' interface. On the left, there is a sidebar with 'Media' options: Gallery, Featured Image, and Add Media URL. The main area is titled 'Insert Media' and has tabs for 'Upload Files' and 'Media Library'. Below the tabs is a search bar and a dropdown menu set to 'All media items'. A grid of media items is displayed, with the first item (a house facade) selected, indicated by a blue checkmark in its top right corner. At the bottom left of the grid, it says '1 selected' with a 'Clear' link. On the right side of the dialog, there are sections for 'ATTACHMENT DETAILS' and 'ATTACHMENT DISPLAY SETTINGS'. The 'ATTACHMENT DETAILS' section shows the selected image, its filename 'DuffyAddition-HorzCrop-3-JPG1.jpg', date 'December 19, 2012', dimensions '1000 x 378', and options to 'Edit Image' or 'Delete Permanently'. The 'ATTACHMENT DISPLAY SETTINGS' section includes 'Alignment' (Left), 'Link To' (Attachment Page), a URL field containing 'http://www.archomes.org/dor', and 'Size' (Full Size - 1000 x 378). At the bottom right of the dialog is a prominent blue button labeled 'Insert into page'. A blue arrow from the text above points to this button. The browser window title is 'Architects Creating Homes - WordPress - Mozilla Firefox' and the address bar shows 'homes.org/wp-admin/post.php?post=418&action=edit'. The footer of the page says 'Thank you for creating with WordPress.' and 'Version 3.5'.

Step 28: your image has just been inserted onto you page:

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Don Duffy Architecture'. The browser window title is 'Edit Page < Architects Creating Homes — WordPress - Mozilla Firefox'. The address bar shows the URL 'www.archomes.org/wp-admin/post.php?post=418&action=edit'. The page title is 'Don Duffy Architecture' and the permalink is 'http://www.archomes.org/don-duffy-architecture'. The page content includes a text block 'This is the ArCH webpage for Don Duffy Architecture.' followed by a large image of a brick house with white trim. Below the image is a paragraph of text describing Don Duffy's architectural experience. The right sidebar contains 'Publish' (Status: Published, Visibility: Public), 'Page Attributes' (Parent: (no parent), Template: Default Template, Order: 0), and 'Featured Image' (with a thumbnail and a 'Remove featured image' link). The bottom of the page shows 'Path: p', 'Word count: 218', and 'Draft saved at 12:05:03 am. Last edited by Don on December 19, 2012 at 2:48 am'.

Dashboard

Posts

Profile

Collapse menu

Edit Page

Don Duffy Architecture

Permalink: <http://www.archomes.org/don-duffy-architecture> Edit View Page

Add Media

Visual Text

This is the ArCH webpage for Don Duffy Architecture.



(C) Copyright 2012
Don Duffy Architecture

Don's twenty-eight years of experience designing private homes and renovations are a testament to his artistry. He has spent his career meeting the special demands of single-family residential projects. His technical expertise and untiring passion for design has created a long list of satisfied clients. Don is proud he is now working for a second generation of client. "I like to think of myself as the family's architect." Prior to founding [DDA](#) seventeen years ago, Don served clients as a senior architect at [Meyer-Greenson Architecture](#) for eleven years. Don has both a Bachelor of Arts degree and a Bachelor of Architecture from the University of North Carolina at Charlotte. He is a member of the American Institute of Architects, The Institute of Classical Architecture, Historic Charlotte Commission and the Architectural Woodworking Institute.

Path: p

Word count: 218 Draft saved at 12:05:03 am. Last edited by Don on December 19, 2012 at 2:48 am

Custom Fields

Publish

Preview Changes

Status: **Published** Edit

Visibility: **Public**

Update

Page Attributes

Parent

(no parent)

Template

Default Template

Order

0

Need help? Use the Help tab in the upper right of your screen.

Featured Image



[Remove featured image](#)

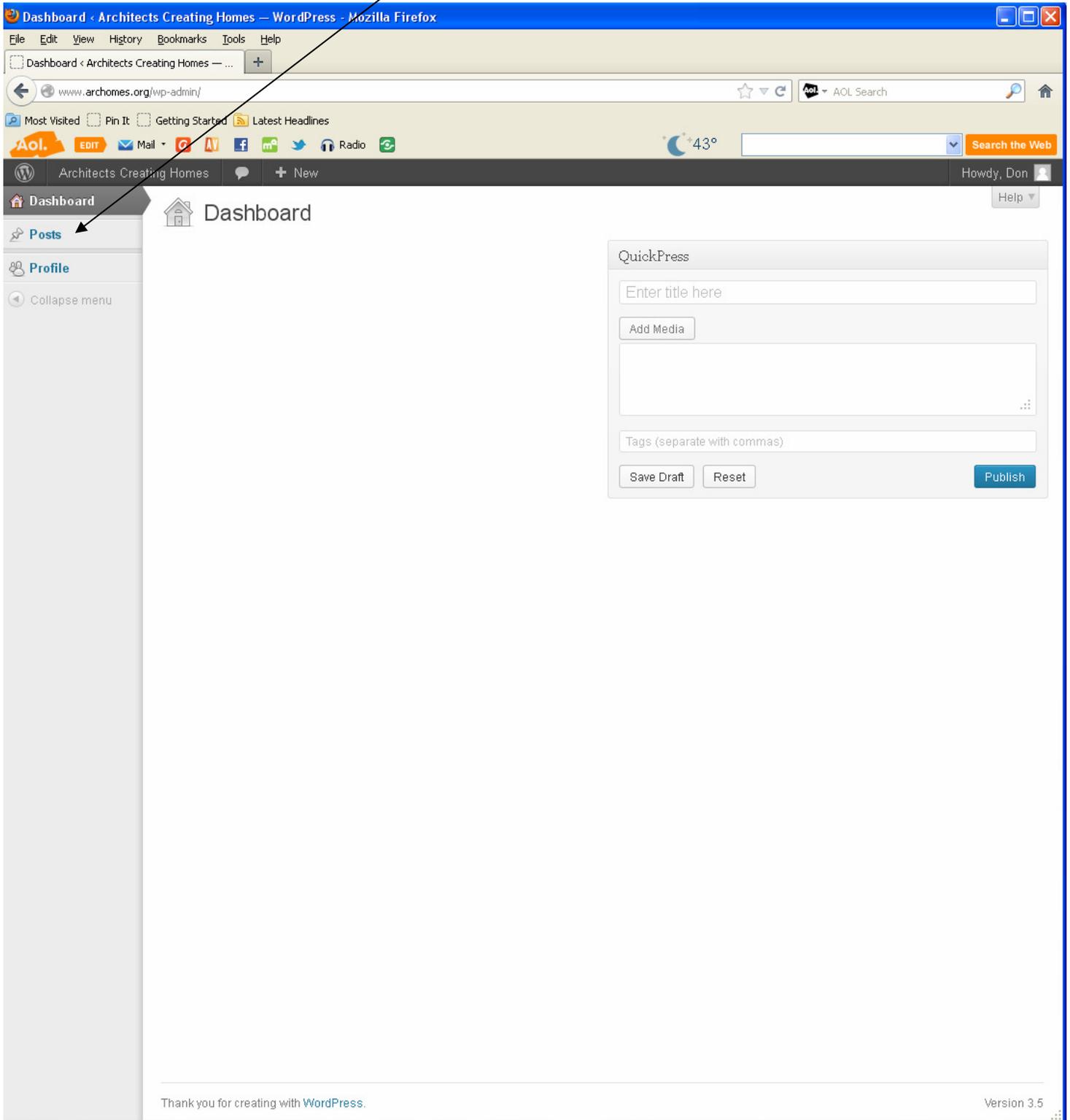
Step 29: click on UPDATE or you will lose your works

The screenshot shows a web browser window with the URL `www.archomes.org/wp-admin/post.php?post=418&action=edit`. The page title is "Edit Page" and the content is for "Don Duffy Architecture". The page is currently in "Visual" mode. The main content area contains the text "This is the ArCH webpage for Don Duffy Architecture." followed by a photograph of a brick house with white trim. Below the photo is a paragraph of text describing Don Duffy's architectural experience. On the right side of the page, there is a "Publish" box with a "Preview Changes" button and a "Status: Published" indicator. Below that is a "Page Attributes" box with fields for "Parent", "Template", and "Order". At the bottom of the page, there is a "Featured Image" box with a thumbnail image and a "Remove featured image" link. A blue arrow points from the text "Step 29: click on UPDATE or you will lose your works" to the "Update" button in the "Publish" box.

THAT'S IT! Click on View Page near the top to view your work. Tip: Click View Page with your RIGHT mouse button and view it on another tab in another window, or you will taken away from your editing mode view, if you want to tweak something that you notice in the Public page view.

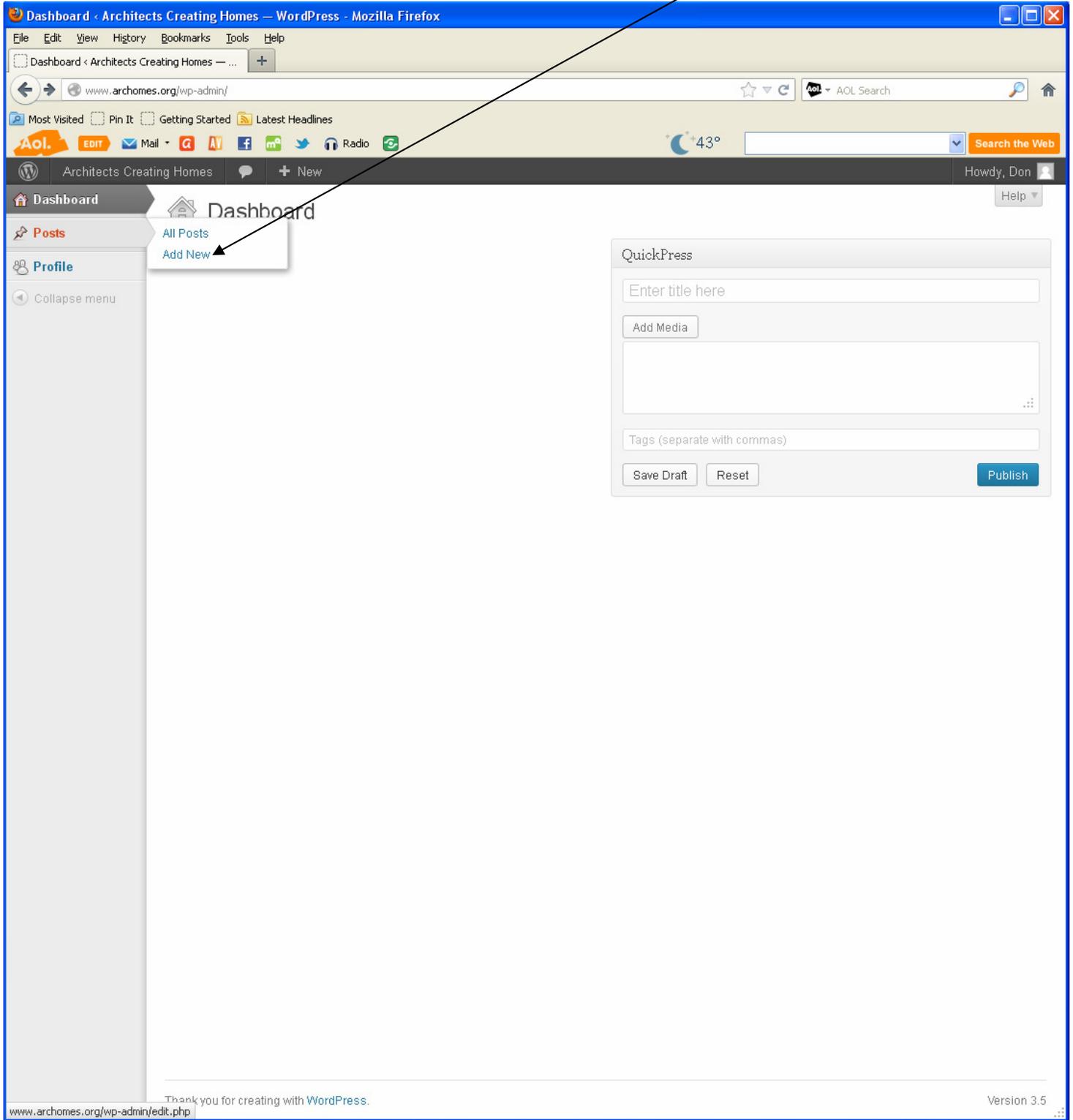
OKAY, IF YOU NOW WANT TO GO BACK TO YOUR DASHBOARD WINDOW TO SEE HOW TO **CREATE a new topic post** and then post it: continue (if not, you are done):

Step 8P: Hover your mouse over **POSTS** here:



The screenshot shows the WordPress dashboard interface in a Mozilla Firefox browser window. The browser's address bar displays 'www.archomes.org/wp-admin/'. The dashboard header includes the site name 'Architects Creating Homes' and a user profile 'Howdy, Don'. The left sidebar contains navigation links for 'Dashboard', 'Posts', 'Profile', and 'Collapse menu'. The 'Posts' link is highlighted with a mouse cursor, and an arrow points to it from the text above. The main content area features the 'QuickPress' form, which includes a title input field, an 'Add Media' button, a content text area, a 'Tags (separate with commas)' input field, and 'Save Draft', 'Reset', and 'Publish' buttons. At the bottom of the page, there is a footer with the text 'Thank you for creating with WordPress.' and 'Version 3.5'.

Step 9P: you will see a flyout menu on the right side of Posts. Click on “Add New” to create a new topic post:



Step 10P: this is what you will then see. Type a title for your post here:

The screenshot shows the WordPress 'Add New Post' page in a Mozilla Firefox browser window. The browser's address bar displays 'www.archomes.org/wp-admin/post-new.php'. The page title is 'Add New Post'. On the left sidebar, the 'Posts' menu is active, showing 'All Posts' and 'Add New'. The main content area features a large text input field for the post title, which is currently empty. Below the title field is an 'Add Media' button and a rich text editor toolbar with options for bold, italic, text color, background color, bulleted list, numbered list, quote, link, unlink, and image. The right sidebar contains several panels: 'Publish' (with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Publish immediately', and 'Move to Trash' buttons), 'Categories' (with 'All Categories' and 'Most Used' tabs, and an 'Uncategorized' option), 'Format' (with radio buttons for Standard, Aside, Link, Gallery, Status, Quote, and Image), 'Tags', and 'Featured Image' (with a 'Set featured image' link). At the bottom of the main content area, there is a 'Path: p' and 'Word count: 0' indicator. A black arrow points from the text 'Step 10P: this is what you will then see. Type a title for your post here:' to the title input field.

Step 11P: Now, move your cursor down into the working area here and start typing your new post:

The screenshot displays the WordPress 'Add New Post' interface. The browser window title is 'Add New Post < Architects Creating Homes — WordPress - Mozilla Firefox'. The address bar shows the URL 'www.archhomes.org/wp-admin/post-new.php'. The page title is 'Add New Post'. The main content area has a title field containing 'New Post Idea Subject Title' and a permalink field showing 'http://www.archhomes.org/new-post-idea-subject-title'. Below the title is a rich text editor with a toolbar and a large empty text area. An arrow points from the instruction text to this text area. On the right, there are several panels: 'Publish' with 'Save Draft' and 'Preview' buttons, 'Status: Draft', 'Visibility: Public', and 'Publish immediately' button; 'Categories' with 'Uncategorized' selected; 'Format' with 'Standard' selected; 'Tags' and 'Featured Image' sections. At the bottom, it shows 'Path: p', 'Word count: 0', and 'Draft saved at 12:43:16 am.'

Step 12P: You will then see something like this: Now hit either Save Draft or Publish so you don't lose your work:

The screenshot shows the WordPress 'Add New Post' interface. The browser window title is 'Add New Post < Architects Creating Homes — WordPress - Mozilla Firefox'. The URL is 'www.archomes.org/wp-admin/post-new.php'. The page title is 'Add New Post' and the subject title is 'New Post Idea Subject Title'. The permalink is 'http://www.archomes.org/new-post-idea-subject-title'. The status is 'Draft'. The 'Publish' button is highlighted with a red arrow. The 'Save Draft' button is also visible. The interface includes a sidebar with 'Dashboard', 'Posts', and 'Profile' sections. The main content area has a rich text editor with a toolbar and a text area containing placeholder text. The right sidebar contains 'Publish', 'Categories', 'Format', 'Tags', and 'Featured Image' sections. The bottom status bar shows 'Path: p', 'Word count: 31', and 'Draft saved at 12:45:16 am.'

Step 13P: Now you can Insert Media like you did for your Firm Page (higher up, above in these instructions). Then click UPDATE, as the Publish button will change to Update after you first publish your post.

Step 14P: If you ever want to come back and delete or edit one of your posts, you can do that, by selecting All Posts, instead of Add New, finding and selecting your post (only yours will be available to you) and editing them.

That should do it! If you see other controls and things that you do not know about, generally, LEAVE THEM ALONE. WordPress is not ultimately customizable and you may be unpleasantly surprised by changing things not discussed in these instructions. Thank you!

