

# 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 under the MEMBER LINKS under the Big Picture slide show, in the dropdown menu.

The screenshot shows the ArCH website homepage. At the top, there is a header with the ArCH logo and the tagline "Architects Creating Homes Improving Residential Architecture". Below this is a quote from Rodney Kasenzke, ArCH/NCARB (CMB Architecture). A large image of a modern house at night is featured, with the text "(C) Copyright 2012, Studio Blue Design" overlaid. A navigation bar at the bottom includes links: Find an Architect, Contact ArCH, Home, About, Considering Joining?, MEMBER Links, PUBLIC Links, ArCHstore, and Press-PR. The "MEMBER Links" dropdown menu is open, showing options: ArCHintro, Focus Areas, Blog, Certified Residential Architect system, Residential Building Codes, Residential Architecture Standards of Care, ArCHomesData, and Public Awareness. A green button labeled "Find an Architect to Design" is visible on the right. On the left, there is a section titled "Learn more about ArCH" with a Facebook Like button showing 182 likes and a PayPal link for membership.

Architects  
Creating  
Homes  
Improving Residential Architecture

ArCH™

"For my firm, ArCH was the ONLY professional architectural society that we considered and joined."  
----- Rodney Kasenzke, ArCH/NCARB (CMB Architecture)

ArCH is: an American organization of Licensed Architects focusing on residential architecture, professional excellence, achievement, Client value & service.

(C) Copyright 2012, Studio Blue Design

Find an Architect Contact ArCH Home About Considering Joining? MEMBER Links PUBLIC Links ArCHstore Press-PR

Learn more about ArCH

182 Like

Pay for your ArCH membership with PayPal

Click for information about

## ArCHbookstore opens

Posted on July 22, 2015 by rand

The ArCHbookstore just opened! Its first title ArCHpress is:

Specifications for Residential Architecture.

Oooo. Sounds like a real page-turner, doesn't it? Nelson DeMille a run for his money. Seriously, ArCH, focuses on the reasons why all Architects should be including specifications for Residential Architecture.

ArCHintro  
Focus Areas  
Blog  
Certified Residential Architect system  
Residential Building Codes  
Residential Architecture Standards of Care  
ArCHomesData  
Public Awareness

Find an Architect to Design

ArCH Blog Registering Process & Log-In Instructions  
Instructions for Editing Your Firm Page & Posting  
Entering URL Links in WordPress Edit Mode  
Posting ArCH page URLs to Social Media  
Buy ArCHstore

**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.

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

## 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.

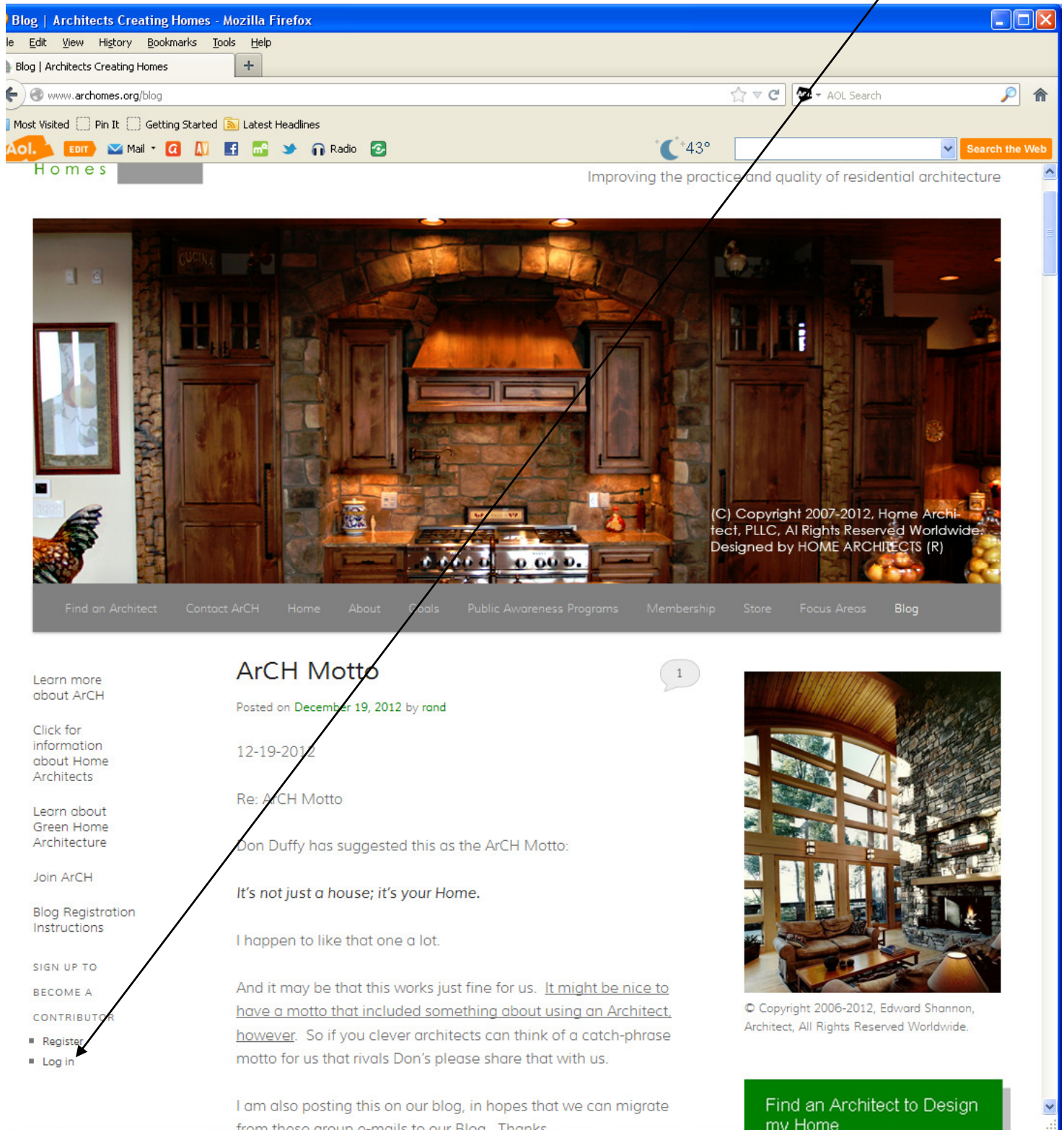
1



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Find an Architect to Design  
my Home

**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

AOL Search

Most Visited Pin It Getting Started Latest Headlines

AOL EDIT Mail G AV f me Twitter Radio

43° Search the Web

Improving the practice and quality of residential architecture

(C) Copyright 2007-2012, Home Architect, PLLC, All Rights Reserved Worldwide. Designed by HOME ARCHITECTS (R)

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

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

## ArCH Motto

Posted on December 19, 2012 by rand

12-19-2012

Re: ArCH Motto

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

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

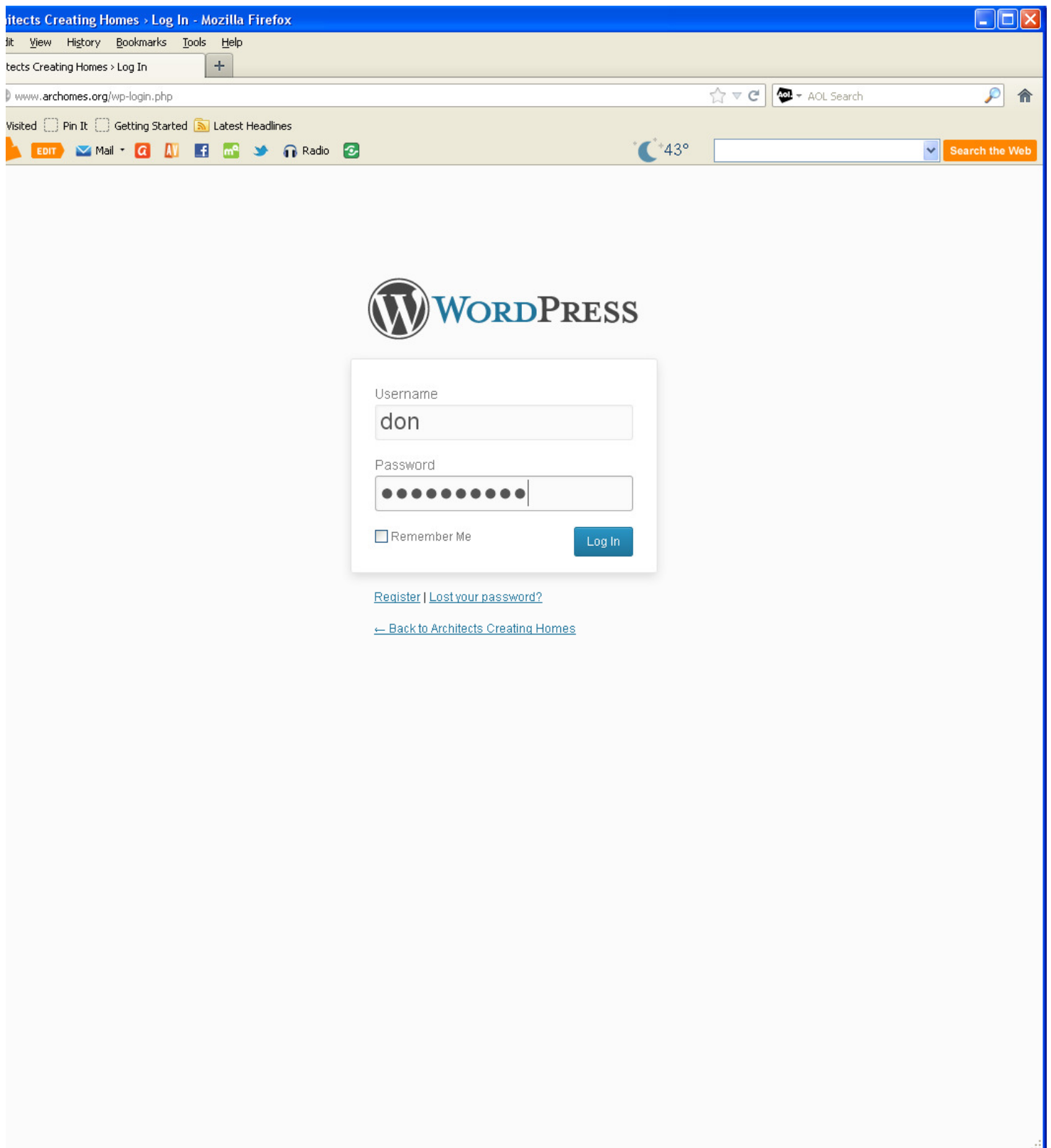
Find an Architect to Design my Home

*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.



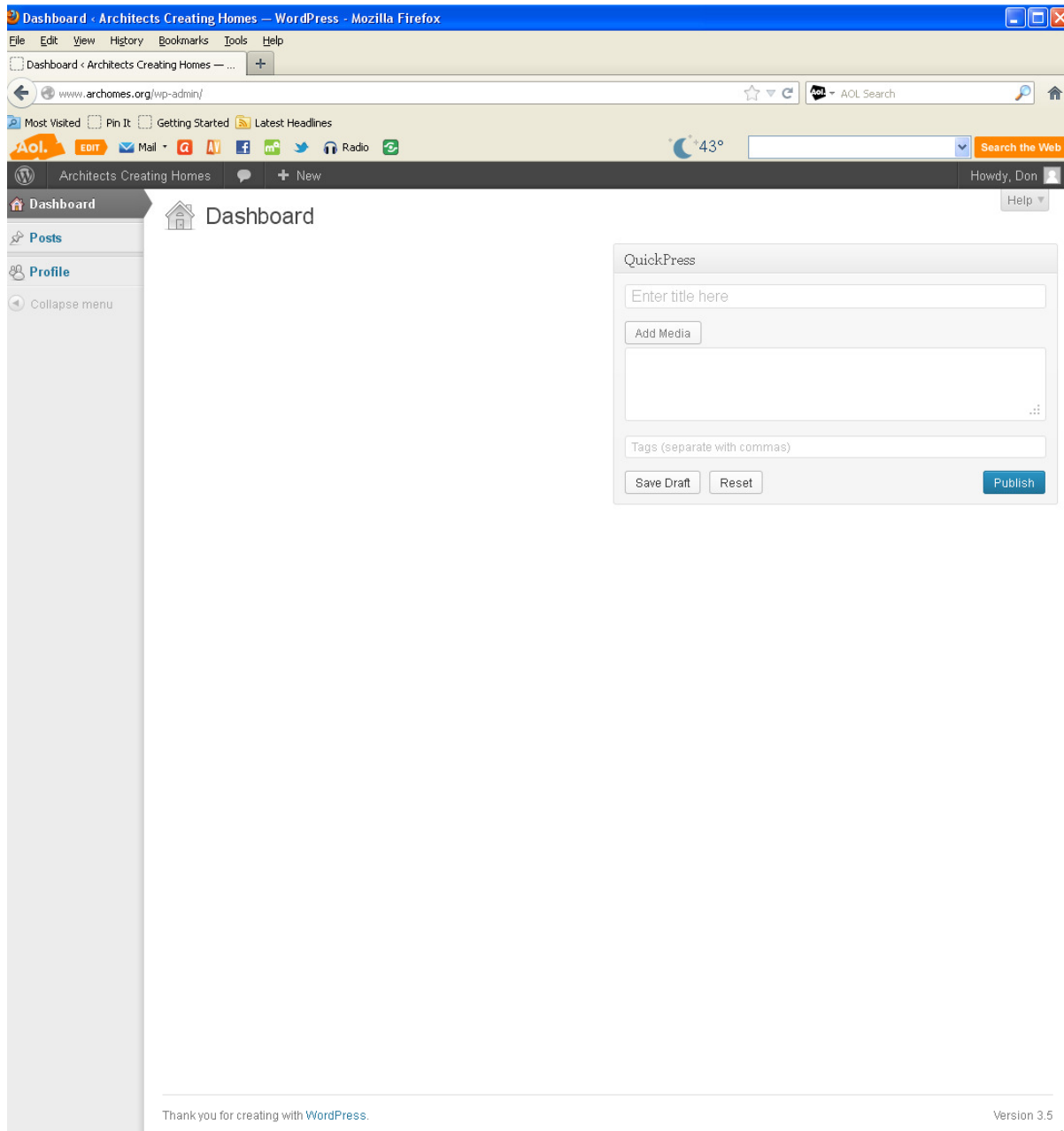
The screenshot shows a Mozilla Firefox browser window with the address bar displaying `www.archomes.org/wp-login.php`. The page features the WordPress logo at the top center. Below the logo is a login form with the following elements:

- A "Username" label above a text input field containing the text "don".
- A "Password" label above a password input field represented by a series of dots.
- A checkbox labeled "Remember Me" located below the password field.
- A blue "Log In" button positioned to the right of the "Remember Me" checkbox.

Below the login form, there are two links: [Register](#) and [Lost your password?](#). At the bottom of the page, there is a link that reads [← Back to Architects Creating Homes](#).

**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:

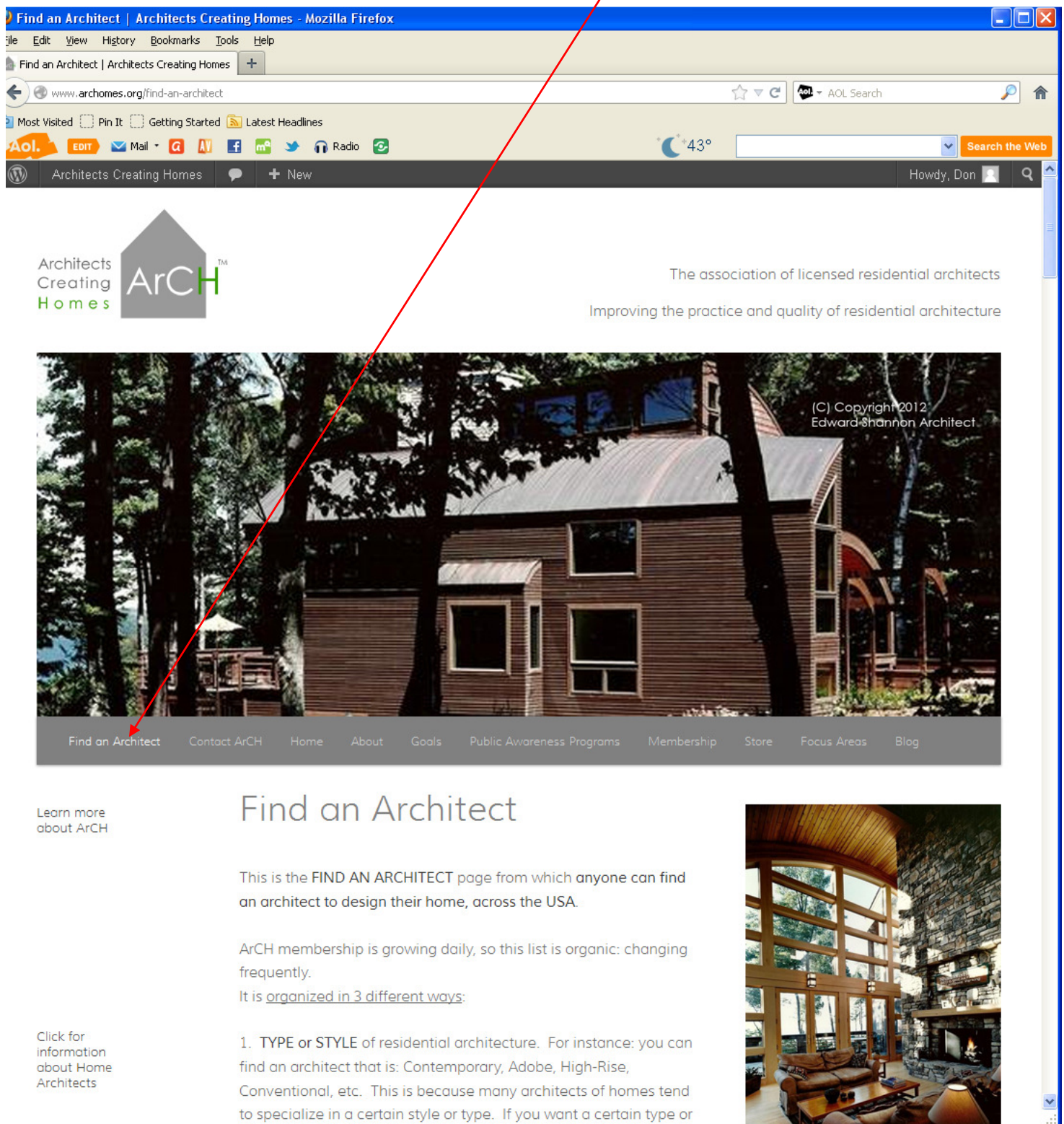
**Step 7:** LEAVE THIS DASHBOARD PAGE ON. Do nothing with it. It is what has logged you into the ArCH website as a full member (assuming that's what you are). Also, you may want to come back to your Dashboard to create a new post for the Blog, which we will cover in just a few steps.



**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:



**Find an Architect | Architects Creating Homes - Mozilla Firefox**

File Edit View History Bookmarks Tools Help

Find an Architect | Architects Creating Homes

www.archomes.org/find-an-architect

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Architects Creating Homes + New

Howdy, Don

Architects Creating Homes **ArCH**<sup>TM</sup>

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.

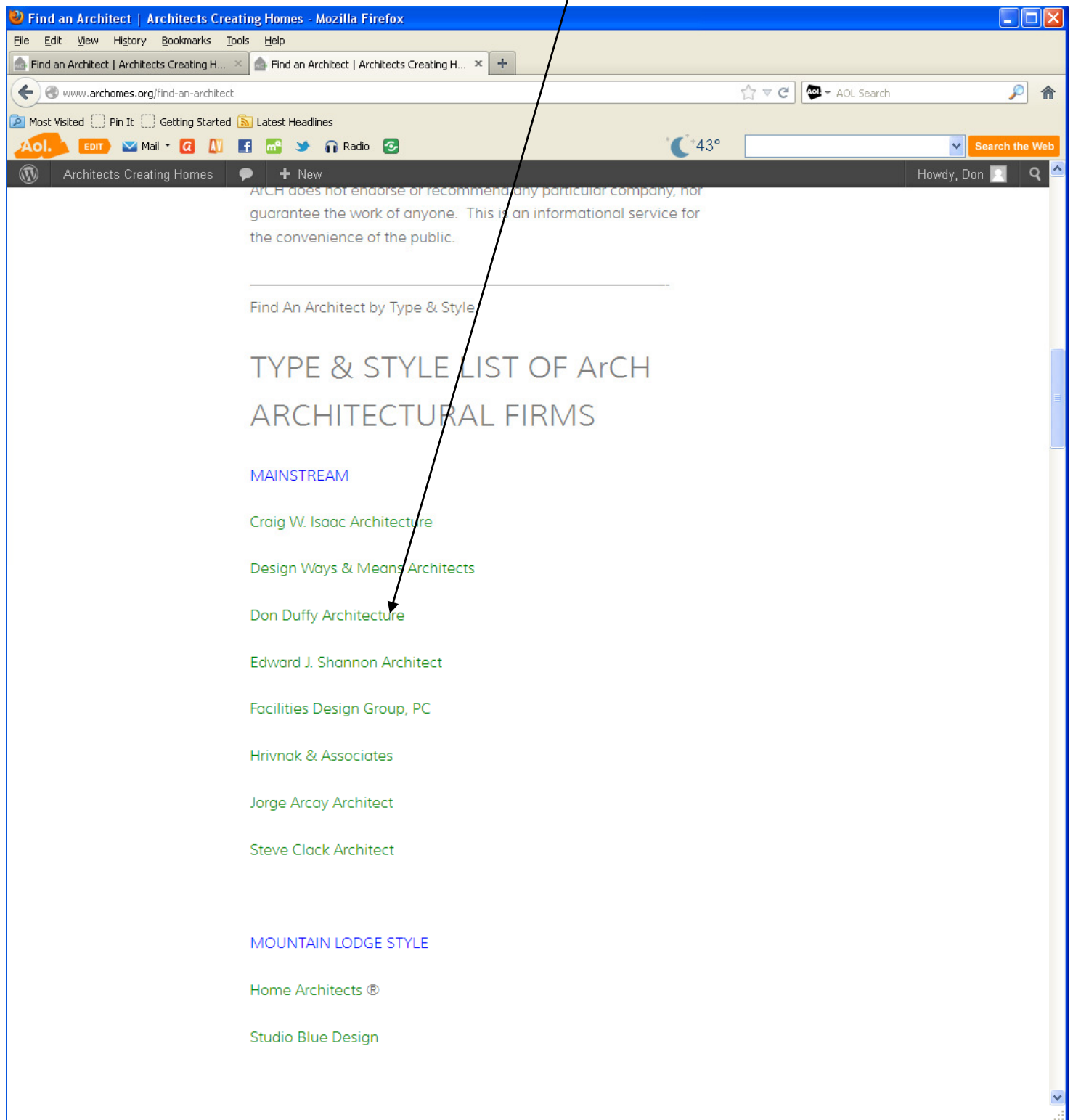
It is organized in 3 different ways:

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



**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)





**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.

Don Duffy Architecture | Architects Creating Homes - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Find an Architect | Architects Creating H... x Find an Architect | Architects Creating H... x Don Duffy Architecture | Architects Crea... x +

www.archhomes.org/don-duffy-architecture

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Architects Creating Homes + New Edit Page

Howdy, Don

Architects  
Creating  
Homes

ArCH™

The association of licensed residential architects  
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

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





**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.

WordPress Admin Interface - Edit Page

Page Title: Don Duffy Architecture

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


Buttons: Add Media, Visual, Text

Text Content:

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.

Featured Image:




Mountain Retreat

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](#)

Path: p

Word count: 218

Last edited by Don on December 19, 2012 at 2:48 am

Custom Fields

**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:

Firefox browser window showing the WordPress admin interface for "Architects Creating Homes". The page title is "Edit Page" and the URL is [www.archomes.org/wp-admin/post.php?post=418&action=edit](http://www.archomes.org/wp-admin/post.php?post=418&action=edit). The page is titled "Don Duffy Architecture".

The "Add Media" button is highlighted with a red arrow, indicating where to click to insert media.

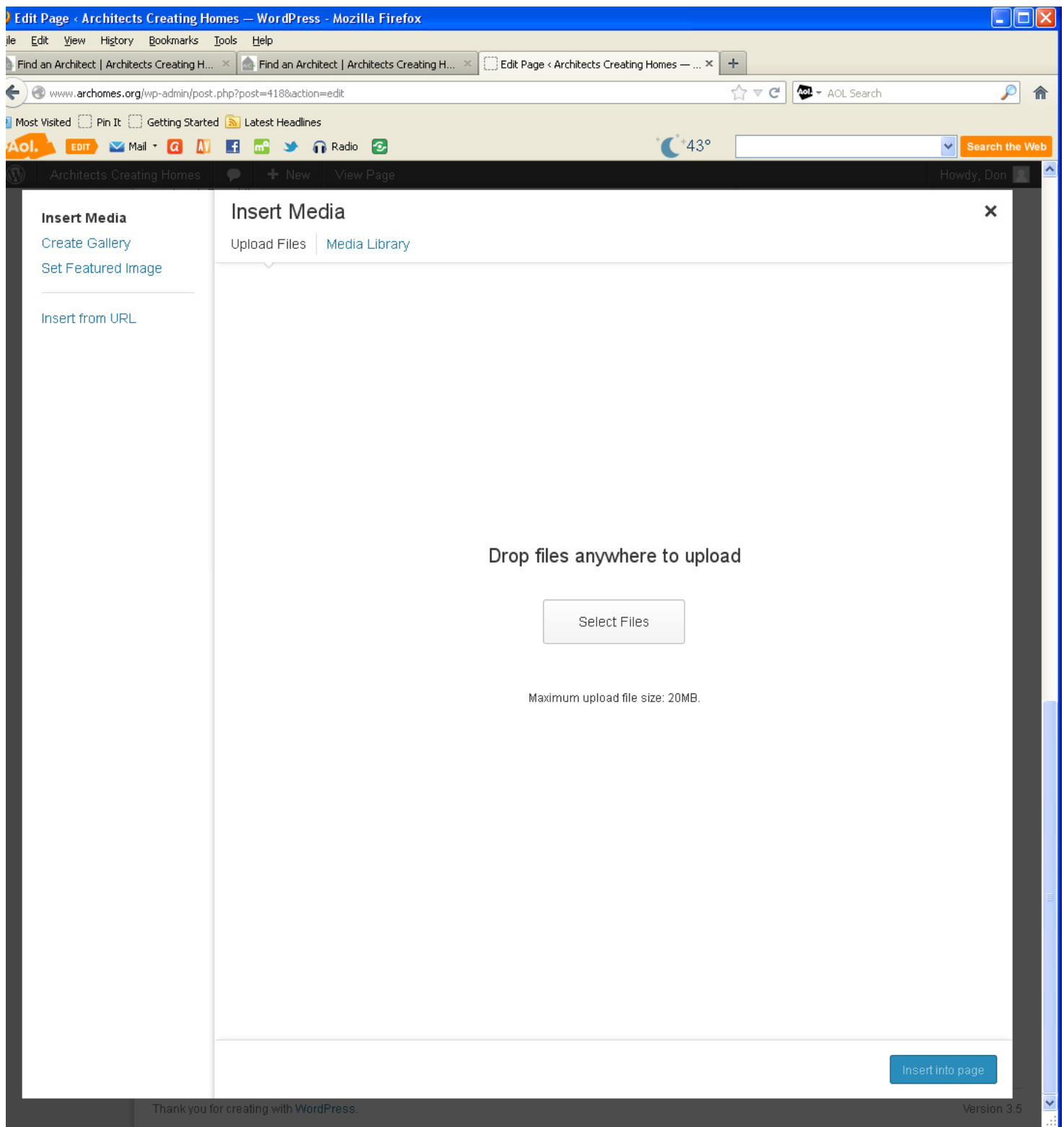
The page content includes a paragraph about Don Duffy's architectural experience and a photo of a house labeled "Mountain Retreat".

The right sidebar contains the "Publish" section, "Page Attributes" (Parent: (no parent), Template: Default Template, Order: 0), and a "Featured Image" section with a photo of the same house and a "Remove featured image" link.

At the bottom, the status bar shows "Path: p", "Word count: 218", and "Draft saved at 11:35:02 pm. 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).

Firefox browser window showing the WordPress 'Insert Media' interface. The address bar shows the URL: `www.archomes.org/wp-admin/post.php?post=418&action=edit`. The page title is 'Edit Page < Architects Creating Homes — WordPress - Mozilla Firefox'.

The 'Insert Media' modal is open, displaying a grid of media items. The first item, 'DuffyAddition-HorzCrop-3-JPG1.jpg', is selected. The right sidebar shows the 'ATTACHMENT DETAILS' for this image, including the title, date (December 19, 2012), dimensions (1000 x 378), and options to 'Edit Image' or 'Delete Permanently'. The 'ATTACHMENT DISPLAY SETTINGS' section shows the alignment set to 'None', link to 'Attachment Page', and size set to 'Medium - 300 x 113'.

At the bottom of the modal, it indicates '1 selected' and provides a 'Clear' link. An 'Insert into page' button is visible in the bottom right corner of the modal.

Below the modal, the WordPress footer text reads: 'Thank you for creating with WordPress.' and '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 right, the 'ATTACHMENT DETAILS' panel is visible. It contains the following fields:

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

Below these fields is the 'ATTACHMENT DISPLAY SETTINGS' section, which includes:

- Alignment:** None
- Link To:** Attachment Page
- Size:** Medium – 300 × 113

At the bottom right of the dialog is a blue button labeled 'Insert into page'. The main media library on the left shows a grid of images, with the first image selected and marked with a blue checkmark.

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:

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

Architects Creating Homes — WordPress - Mozilla Firefox

History Bookmarks Tools Help

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

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

Pin It Getting Started Latest Headlines

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43° Search the Web

Howdy, Don

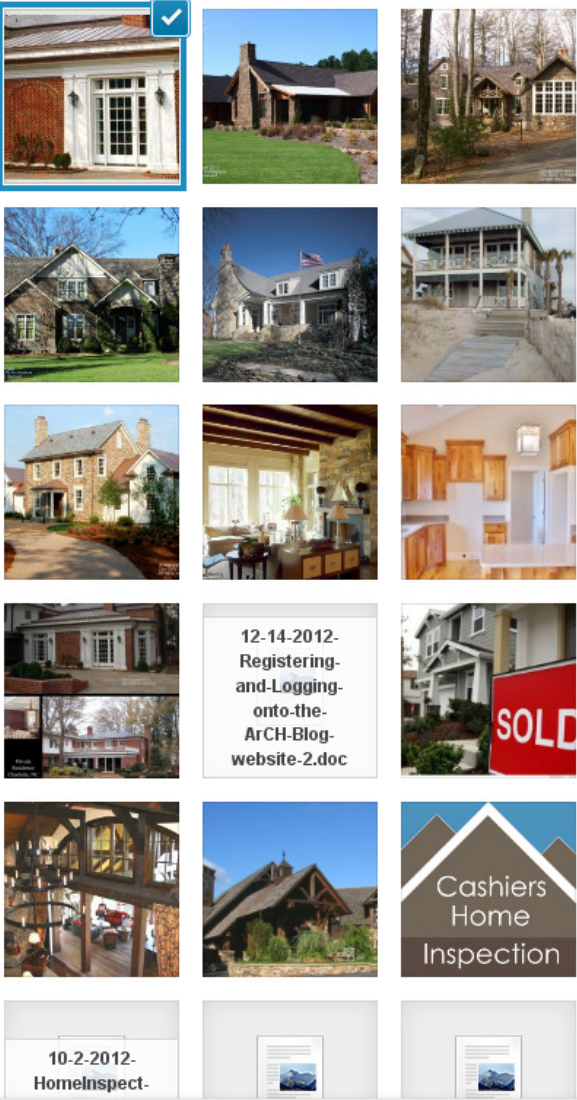
### Media

Gallery  
Featured Image  
Insert from URL

## Insert Media


Upload Files Media Library

All media items Search



1 selected  
Clear

### 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.archhomes.org/dor>  
Size: Full Size — 1000 × 378

Insert into page

Thank you for creating with WordPress. Version 3.5

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


WordPress Admin Interface - Edit Page

Page Title: Don Duffy Architecture

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

Visual Editor

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.

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

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](#)

Publish

Status: **Published** [Edit](#)

Visibility: **Public**

[Update](#)

[Preview Changes](#)



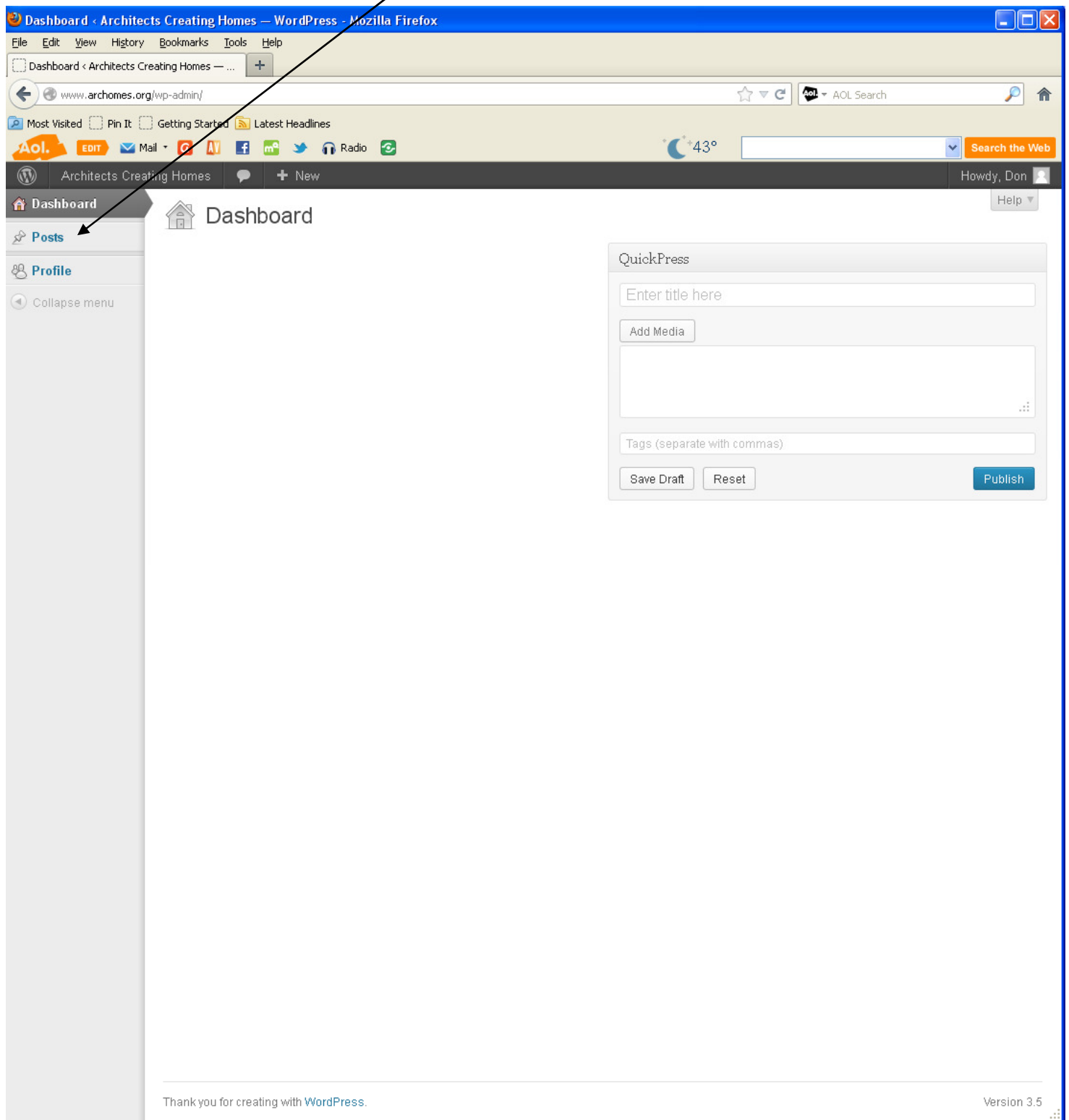
**Step 29:** click on UPDATE or you will lose your work:

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](http://www.archomes.org/wp-admin/post.php?post=418&action=edit). The page title is 'Don Duffy Architecture'. 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.' and a large image of a brick house. Below the image is a paragraph about Don's experience. The right sidebar contains a 'Publish' section with 'Status: Published' and 'Visibility: Public', and a 'Page Attributes' section with 'Parent: (no parent)', 'Template: Default Template', and 'Order: 0'. A blue 'Update' button is visible in the 'Publish' section. A black arrow points from the text 'Step 29: click on UPDATE or you will lose your work:' to the 'Update' button. 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'.

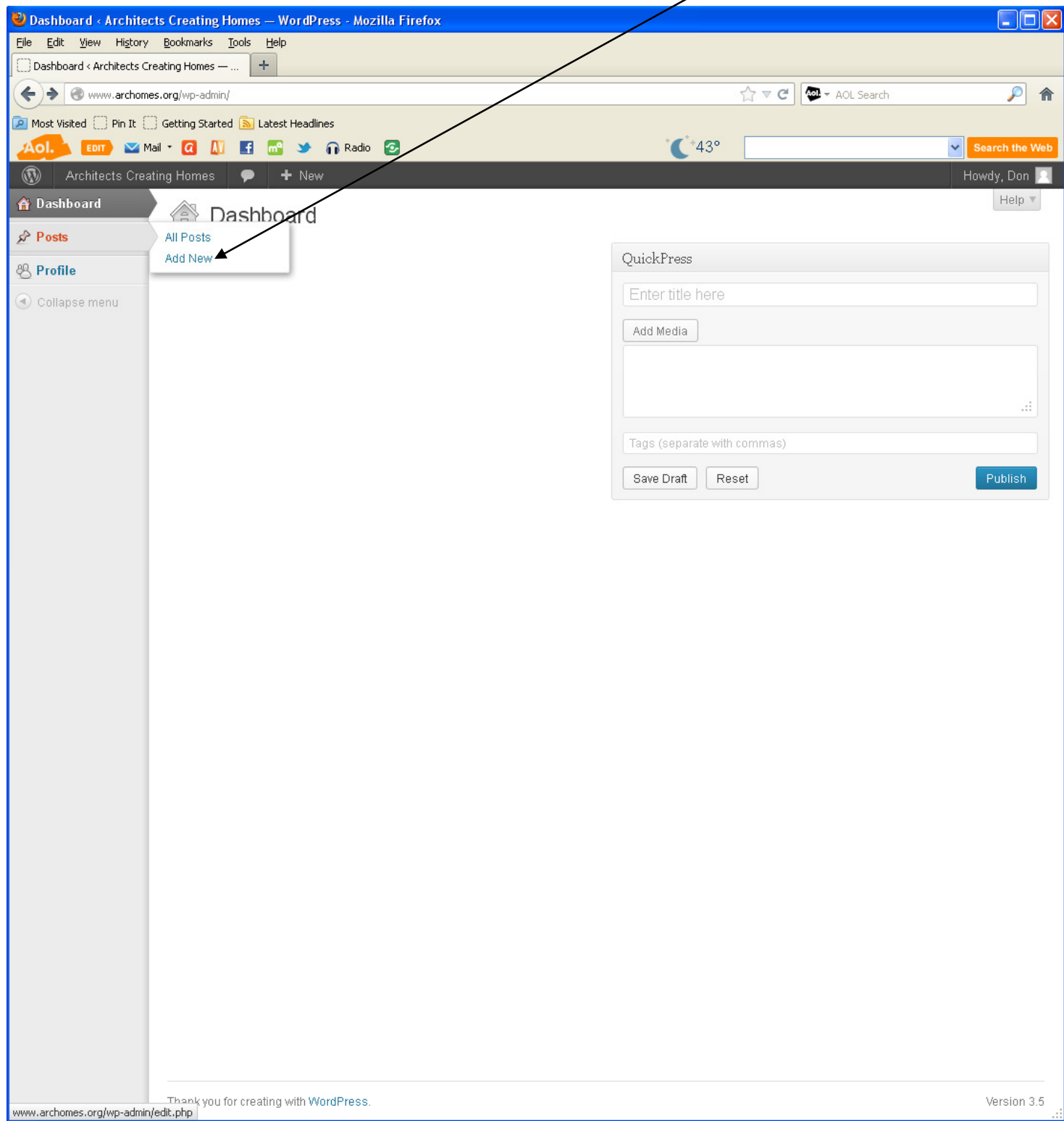
**THAT'S IT!** Click on View Page near the top to view your work. Tip: Click View Page with your RIGHT mouse button and view it on another tab in another window, or you will taken away from your editing mode view, if you want to tweak something that you notice in the Public page view.

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:



**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' interface 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 < Architects Creating Homes — WordPress'. The left sidebar contains navigation links: 'Dashboard', 'Posts' (selected), 'All Posts', 'Add New', 'Profile', and 'Collapse menu'. The main content area is titled 'Add New Post' and features a large text input field for the post title, which is highlighted by a black arrow. 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 media. The right sidebar contains several sections: 'Publish' (with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' 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, it shows 'Path: p' and 'Word count: 0'.

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

Add New Post < Architects Creating Homes — WordPress - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Add New Post < Architects Creating Homes ...

www.archhomes.org/wp-admin/post-new.php

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Architects Creating Homes + New

Howdy, Don Help

## Add New Post

New Post Idea Subject Title

Permalink: <http://www.archhomes.org/new-post-idea-subject-title> Edit

Add Media

Visual Text

**B I** [Formatting icons]

Path: p

Word count: 0

Draft saved at 12:43:16 am.

### Publish

Save Draft Preview

Status: **Draft** Edit

Visibility: **Public** Edit

Publish **immediately** Edit

[Move to Trash](#) Publish

### Categories

All Categories Most Used

☐ Uncategorized

### Format

☒ Standard

☐ Aside

☐ Link

☐ Gallery

☐ Status

☐ Quote

☐ Image

### Tags

### Featured Image

[Set featured image](#)

**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 address bar shows 'www.archomes.org/wp-admin/post-new.php'. The left sidebar contains links to 'Dashboard', 'Posts', 'All Posts', 'Add New', 'Profile', and 'Collapse menu'. The main content area has a title field 'New Post Idea Subject Title', a permalink 'http://www.archomes.org/new-post-idea-subject-title', and a text editor with the text: 'This is some text for a new post by any member. You can write a little or a lot. You should write something explaining what you are talking about, THEN add any images after you are done with the text, for more predictable results. |'. The right sidebar contains several sections: 'Publish' with buttons for 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Publish immediately', 'Move to Trash', and 'Publish'; 'Categories' with 'All Categories' and 'Most Used' tabs, and an 'Uncategorized' checkbox; '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, it shows 'Path: p', 'Word count: 31', and 'Draft saved at 12:45:16 am.' Two arrows point from the text above to the 'Save Draft' and 'Publish' buttons in the 'Publish' section.



**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!



