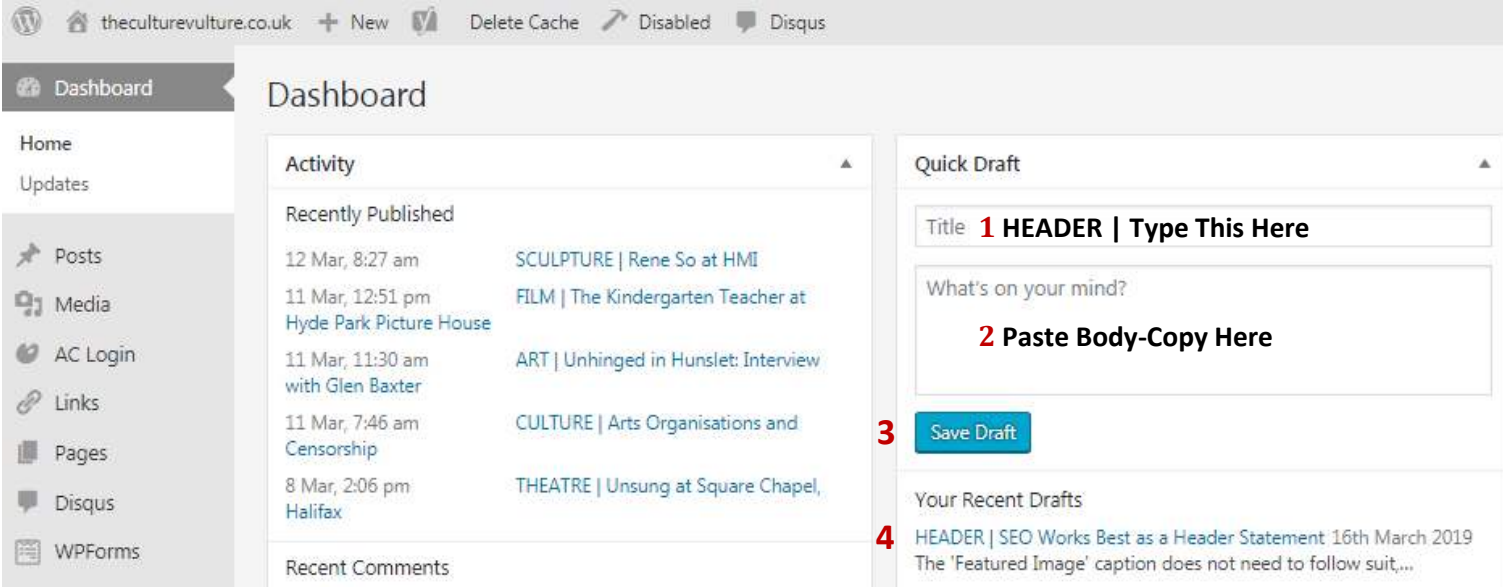


## How to | Create a Post, Add a Title and Body Copy (the quick way)

On the website homepage, click **Contributor Log-in** on the top menu bar > click **Contributor Log-in** again > type **username** and **password** >click **Log-in**.

This opens the **WordPress Dashboard**, the top part of which should look something like this:



The screenshot shows the WordPress Dashboard for the website 'theculturevulture.co.uk'. The left sidebar contains navigation links: Home, Updates, Posts, Media, AC Login, Links, Pages, Disqus, and WPForms. The main content area is divided into two columns. The left column, titled 'Activity', shows a list of 'Recently Published' posts with their dates, times, and category/topic links. The right column, titled 'Quick Draft', contains a form for creating a new post. The form has a 'Title' field with the placeholder text '1 HEADER | Type This Here', a 'What's on your mind?' text area with the placeholder '2 Paste Body-Copy Here', and a 'Save Draft' button. Below the form is a 'Your Recent Drafts' section showing a draft titled 'HEADER | SEO Works Best as a Header Statement 16th March 2019' with a blue link to edit it. Red numbers 1, 2, 3, and 4 are overlaid on the image to indicate key steps: 1 points to the title field, 2 points to the text area, 3 points to the 'Save Draft' button, and 4 points to the blue link in the 'Your Recent Drafts' section.

**KEY**

**1** States the obvious / always this format  
**CATEGORY | Brief Description of Subject**

**2** Cut and paste from your text doc here

**3** Once clicked, post appears in  
**Your Recent Drafts**

**4** To **edit**, click **blue link text**