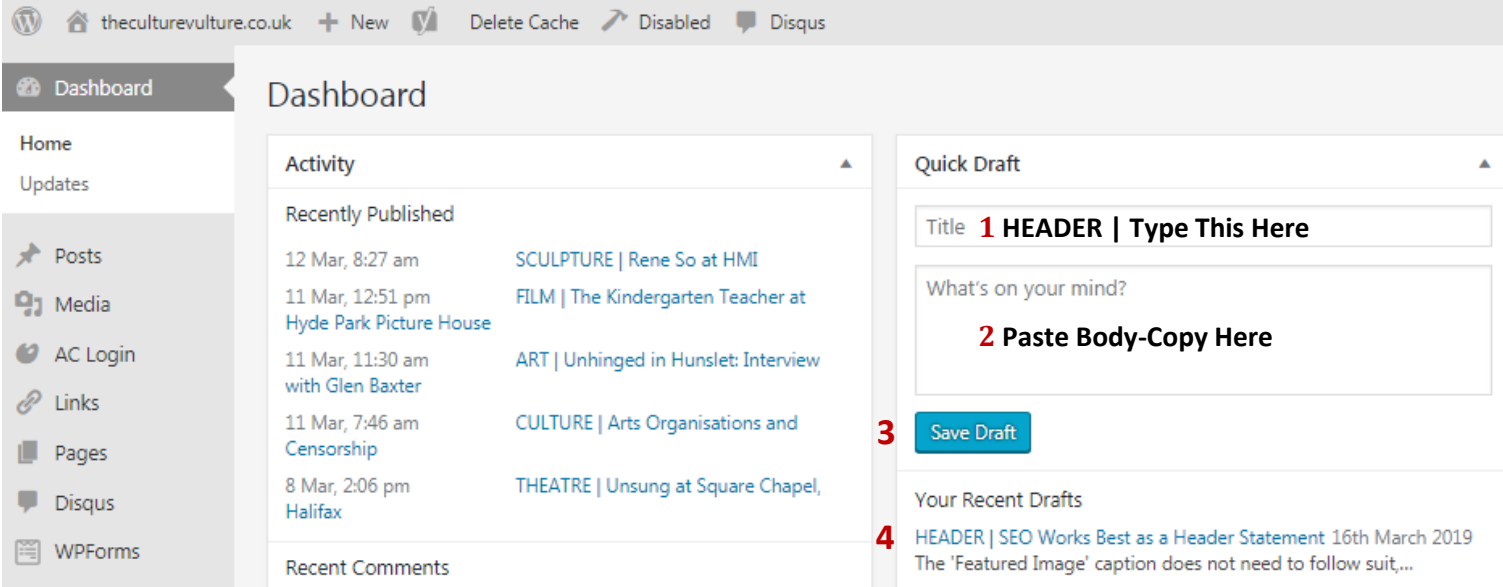


## How to | Create a Post, Add a Title and Body Copy (the quick way)

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 for 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 section for 'Your Recent Drafts' showing a draft with the title 'HEADER | SEO Works Best as a Header Statement' and a date of '16th March 2019'. 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 body text area, 3 points to the 'Save Draft' button, and 4 points to the draft title 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**