WordPress Guide: Publishing Articles

Note: If you want to paste your prepared article directly into the website, please paste the text part first, and then add pictures one by one, as shown in the video, so as to minimize the typesetting work.

1. **Log in using Google Chrome**:
Navigate to https://cbe-teaching-support.weblogs.anu.edu.au/wp-admin/.
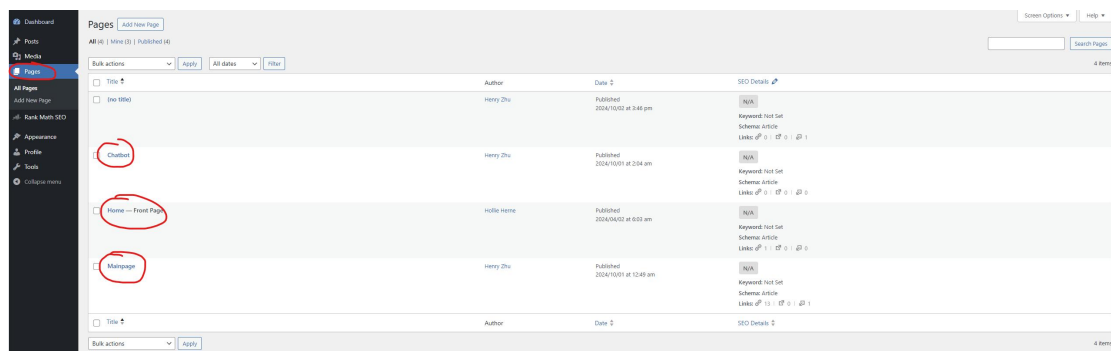2. **Login Credentials**:

Username: u5773751@anu.edu.au

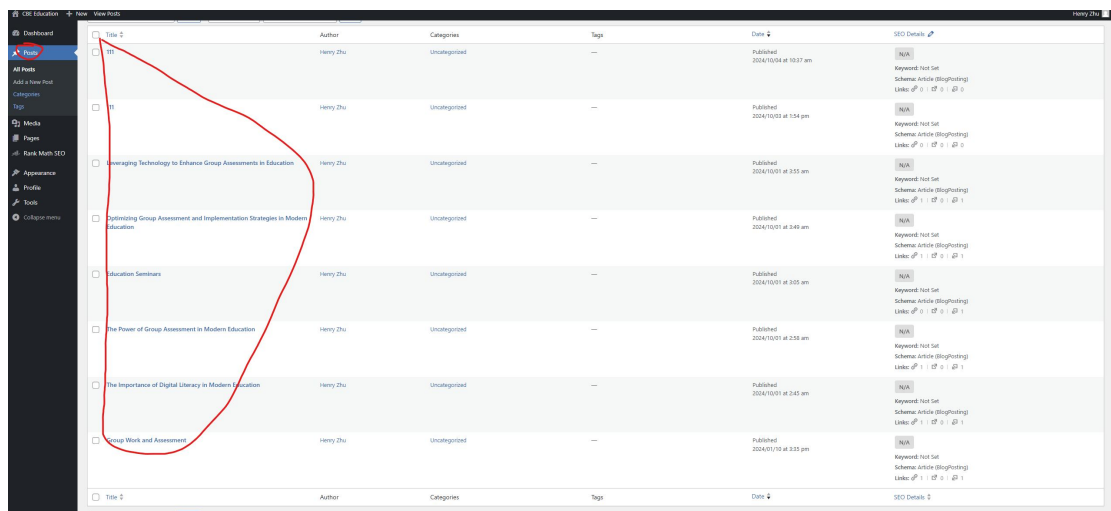Password: TechlauncherCBEWebsite2024

3. **Website Structure**:
The website consists of two main sections:

Pages Section: Includes the Main Page (Mainpage), Home Page (Home), and Chatbot Page (Chatbot).

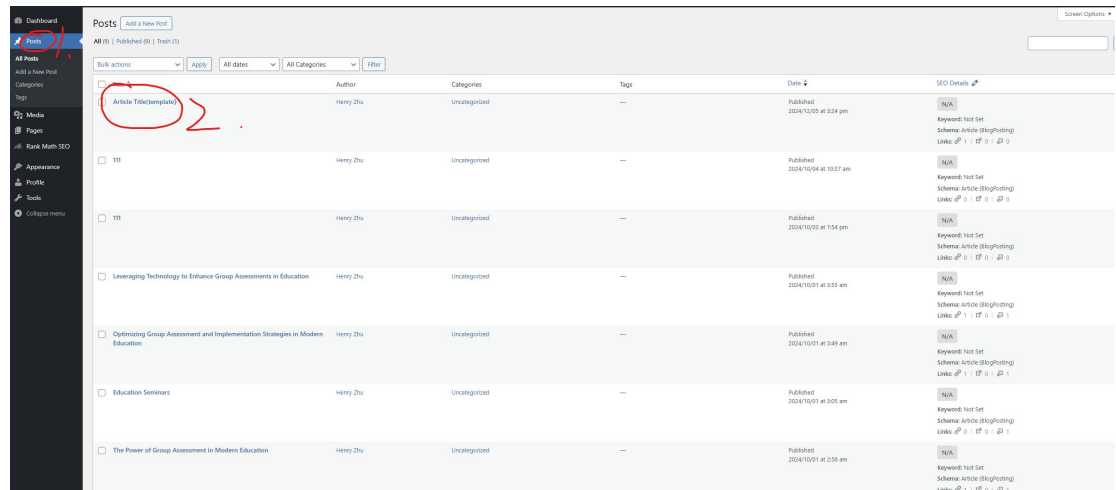**Posts Section**: Stores all articles published by users.

4. **Publishing Articles**:

All articles should be created, edited, and published within the **Posts Section**.
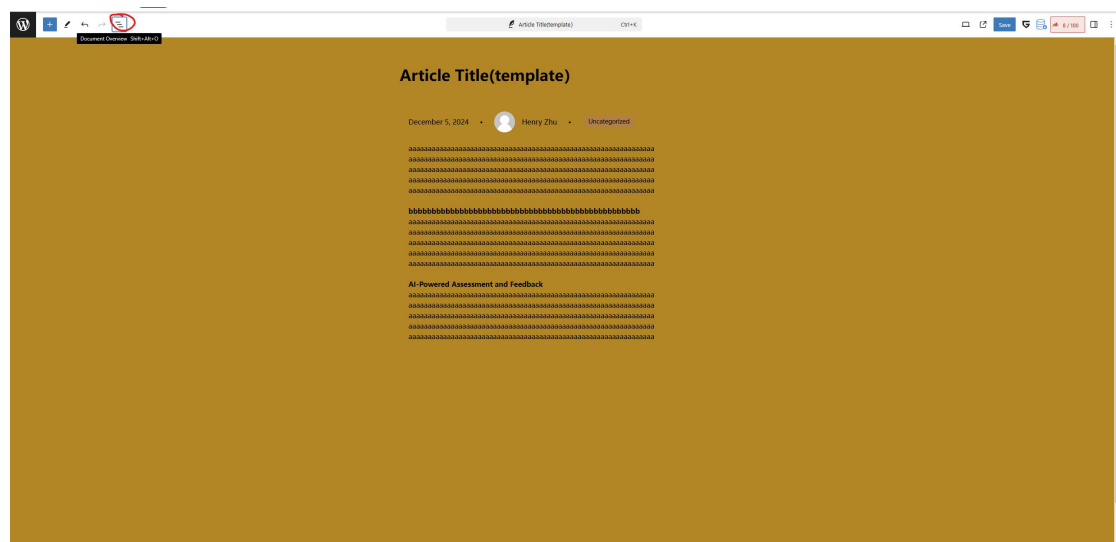
5. Steps to Publish an Article (Video Guidance Recommended)

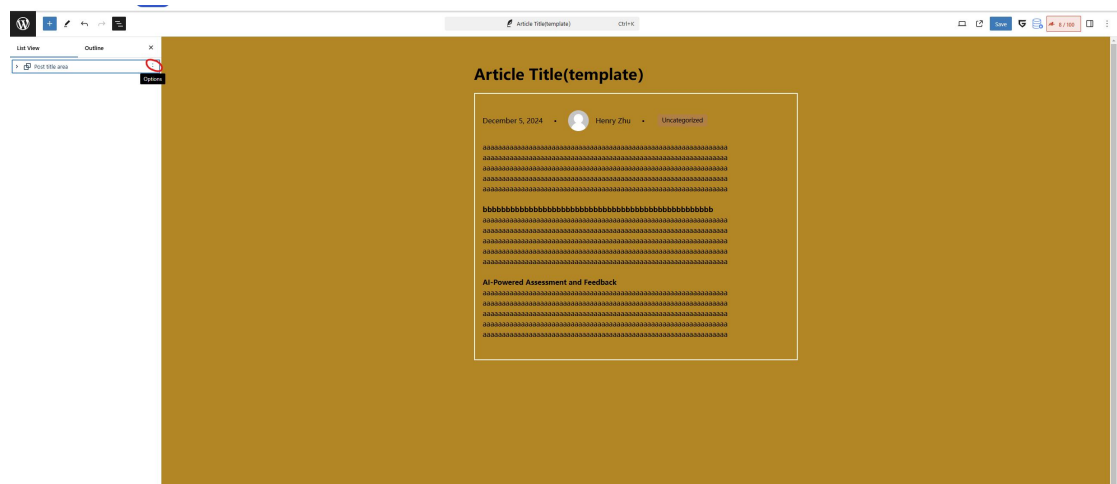Step 1: Access the Article Template

1. Go to the **Posts Section** and open the **Article Title (Template)** post.

2. Click the **Document Overview** button in the top-left corner of the screen (or use the shortcut `Shift + Alt + O`).

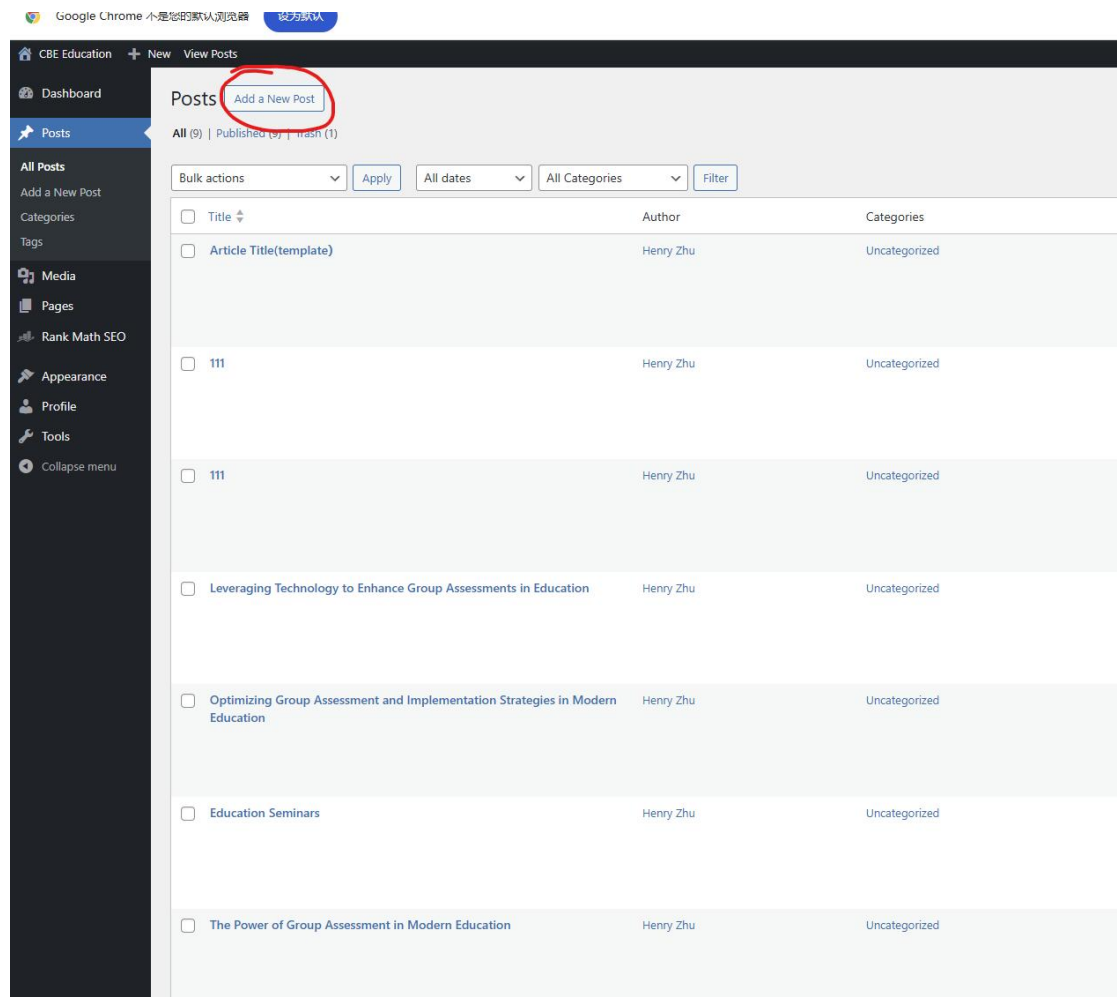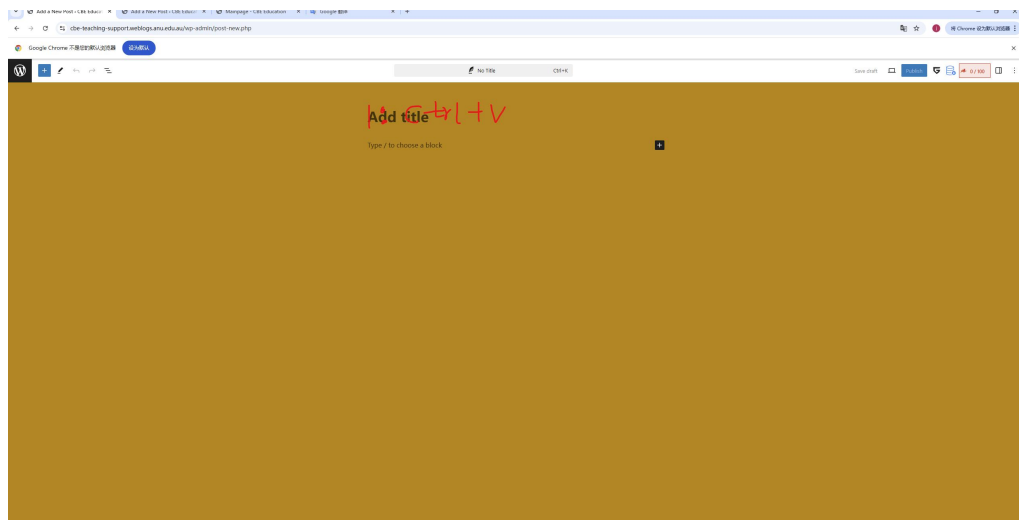3. Right-click on the **Options** button, then select **Copy** to duplicate the template content.
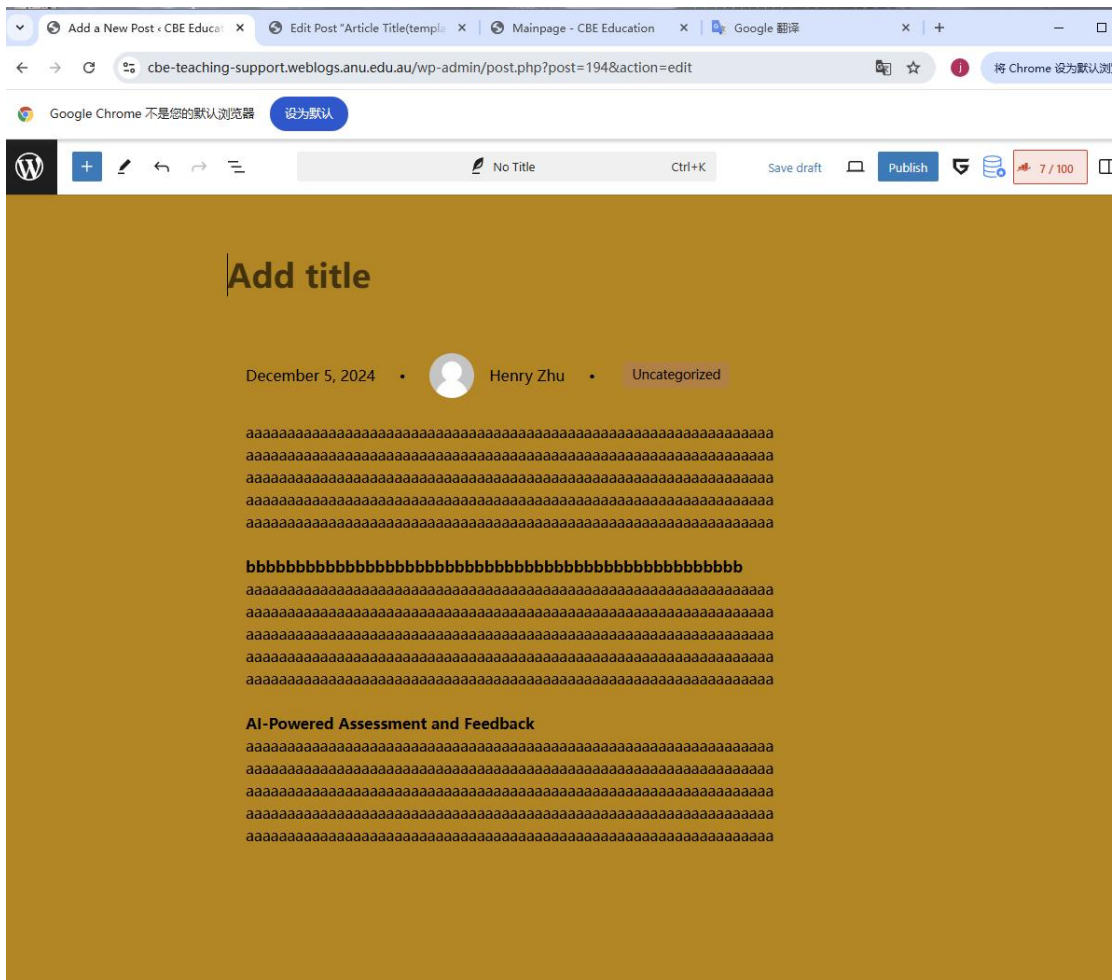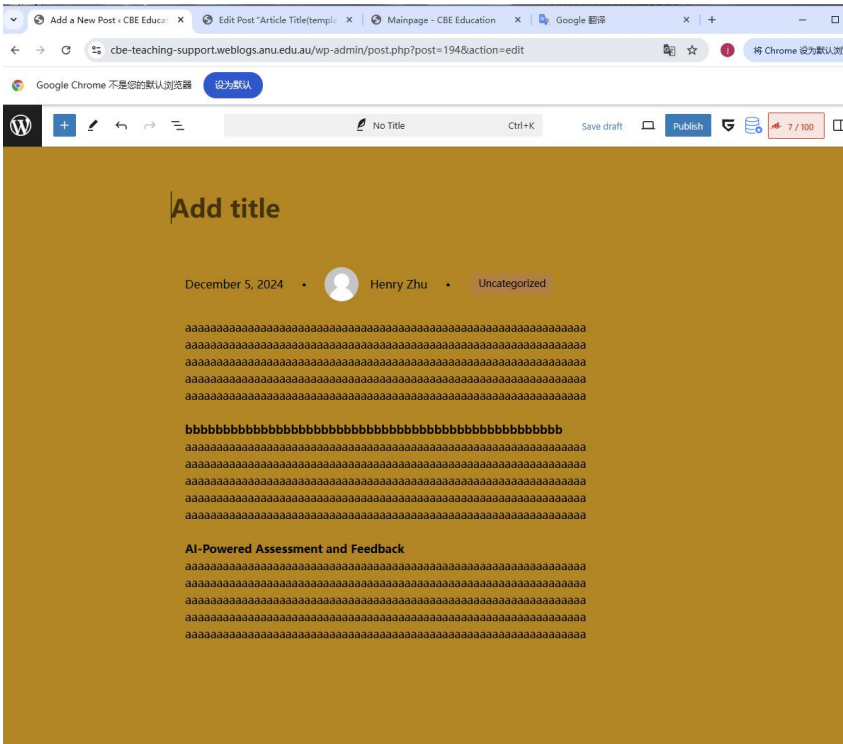
Step 2: Create a New Post

1. Return to the **Posts Section** and click the **Add a New Post** button.

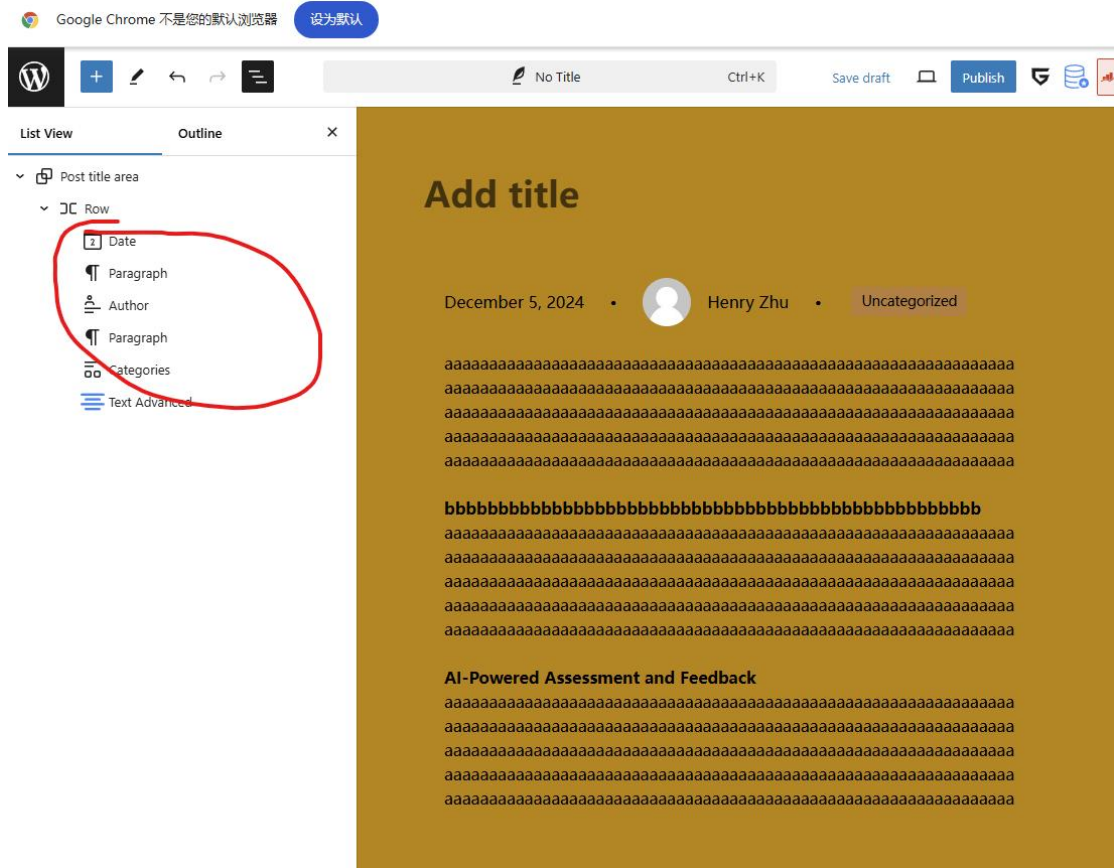2. Paste the copied template into the **Add Title** field using `Ctrl + V`.

Congratulations! You've successfully imported the article template. At this stage, the page should resemble the provided template.

No Title   Ctrl+K   Save draft   Publish   7 / 100

Add title

December 5, 2024 • Henry Zhu • Uncategorized

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AI-Powered Assessment and Feedback
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Step 3: Customize the Content

1. Open the **Document Overview** menu again (or use the shortcut `Shift + Alt + O`) and expand the sections to view all components of the template.
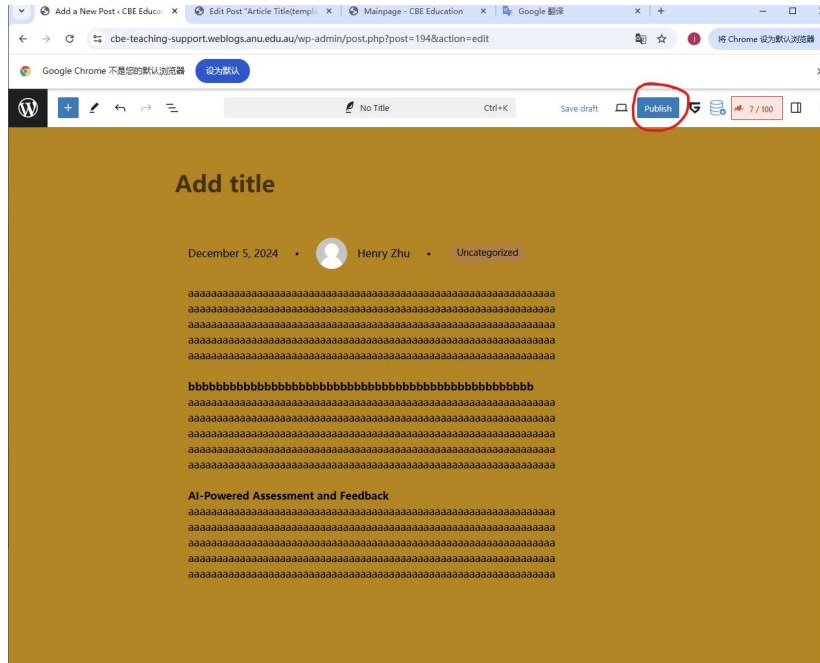

1. Note: The author name is preset to "Henry Zhu" and cannot be changed.
2. The date will automatically update to the publishing date.
3. Other components can be edited as needed.

1. Edit the content directly in the **right-hand panel** of the interface. Avoid making unnecessary changes to the **left-hand panel** (refer to the video for detailed instructions).

Step 4: Add a Featured Image

1. Click the **Settings** button in the top-right corner of the screen.

2. Select **Set Featured Image** to upload a cover image for your post.

Step 5: Publish Your Article

1. Once you've finished editing, click the **Publish** button.

2. Your article is now live! You can find it in the **Posts Section** or view it directly on the website.

By following these steps, you can successfully publish an article on the website.