

Practical-3

Advanced Open Source Framework

B.Sc(IT)[Hons.]

Semester-6

Practical-3

Create and publish a new blog post

Step 1: Log in to Your WordPress Dashboard

1. Open your browser and visit:
2. <http://localhost/mywebsite/wp-admin>

(Replace mywebsite with your actual folder name.)

3. Log in using your **username** and **password** from installation.

Step 2: Create a New Post

1. From the Dashboard menu, click **Posts** → **Add New**.
2. This opens the WordPress editor where you'll create your blog post.

Step 3: Add Title & Content

1. In the editor, click the top field and type your **post title**, e.g.
2. My First Local Blog Post
3. In the main editor area, add your **content**, e.g.
4. Welcome to my local WordPress site!
5. This is a test post running on XAMPP.
6. Use the formatting toolbar to apply **bold**, *italics*, add **links**, or insert **images**.

Step 4: (Optional) Add an Image in the Post

1. Click the **+** icon inside the editor.
2. Choose **Image** → **Upload** a photo from your computer.
3. Click **Insert into post** to display it in your content.

Step 5: Set a Featured Image (Thumbnail)

1. On the **right sidebar**, scroll to **Featured Image**.
2. Click **Set featured image**.
3. Upload or select an image → click **Set as featured image**.

The featured image appears as the post thumbnail on your homepage and blog list.

Step 6: Publish Your Post

1. In the top-right corner, click the **Publish** button (blue).
2. Click **Publish** again to confirm.

Step 7: View Your Published Post

1. Click **View Post** at the top of the screen, **or**
2. Visit: <http://localhost/mywebsite>

Quick Recap

Action	How to Do It
New Post	Posts → Add New
Title	Type in the top title field
Content	Add text in the main editor box
Image	“+” → Image → Upload
Featured Image	Right sidebar → Set featured image
Publish	Top-right → Publish