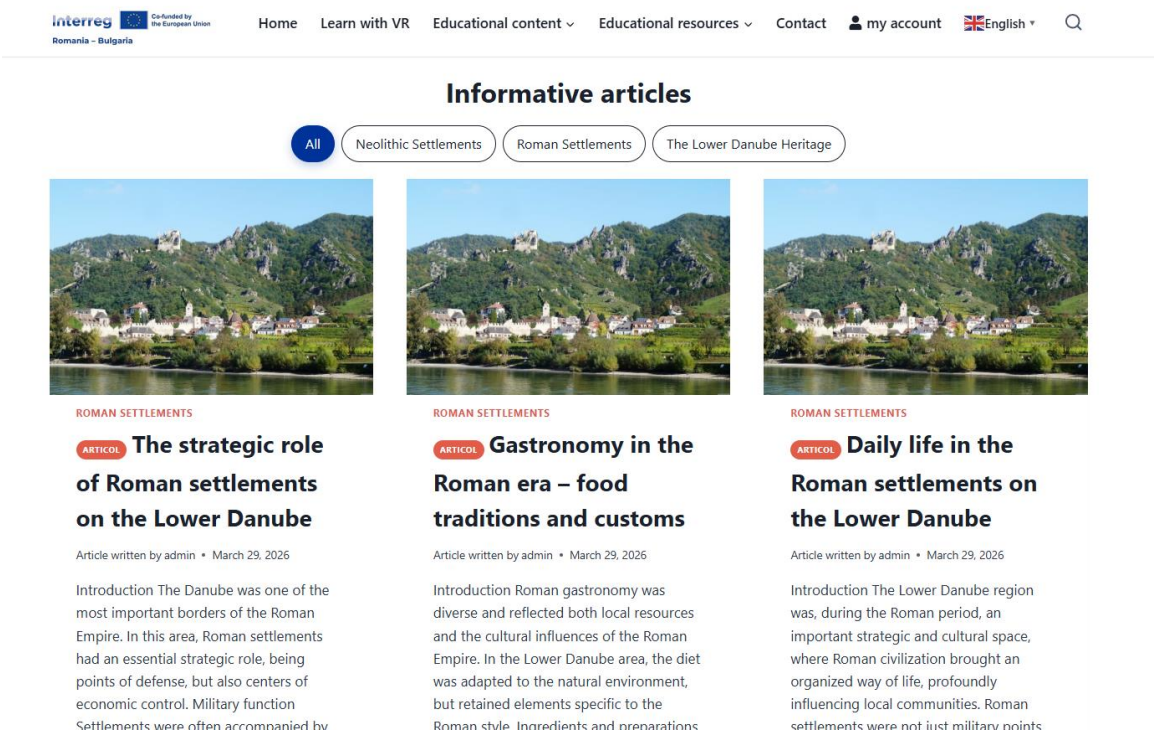

TUTORIAL ADD ARTICLES– PLATFORM

Welcome!
In this tutorial, you will learn step by step how to add articles to the platform using the WordPress dashboard.
Articles can be created by:
– teachers
– historians
– inspectors
Everything is explained simply, even if this is your first time.

ACCESS THE DASHBOARD
After logging in, go to the top black bar.
Click on the “W” icon.
This will take you to:
Dashboard
This is the admin area of the platform.

WHERE TO ADD ARTICLES
In the left menu, find:
“Articles”
Click on:
“Add New”
Here you can also see all existing articles.

CREATE THE ARTICLE
A new page will open.

Fill in:
– Article title at the top
– Article content in the main text area

ADD CONTENT
In the editor, you can add:
– text
– images
– videos
– lists
– links
To add a new element:
Click the “+” button
Then choose the type of content.

ADD IMAGES OR FILES
To add an image:
Click “+”
Select “Image”
Choose:
– Media Library
– or Upload

MEDIA LIBRARY
In the Media Library, you can:
– select existing images
– upload new images
– select multiple images
After selecting:
Click “Insert”
The image will appear in your article.

CATEGORIES AND TAGS
On the right side, you will see:
– Categories
– Tags
Select the appropriate category.
You can also add tags for better organization.

FEATURED IMAGE
To set the main image:
Click:
“Set featured image”
Choose or upload an image.
This will appear in the article list.

PREVIEW
Before publishing:
Click “Preview”
Check how your article looks.

PUBLISH
When everything is ready:
Click “Publish”
Your article will be visible on the website.

TIP
For a better article:
– use headings
– write short paragraphs
– add relevant images

FINAL
Now you know how to add articles to the platform.
Follow the steps and create clear and useful content.