

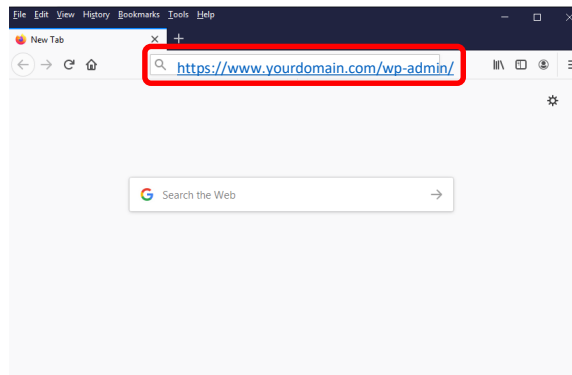
## Add a Recipe using Muffin Builder (WP Plugin)

---

### Step 1:

Type in your **Admin URL** into browser's address bar.

e.g. <https://www.yourdomain.com/wp-admin/>



### Step 2:

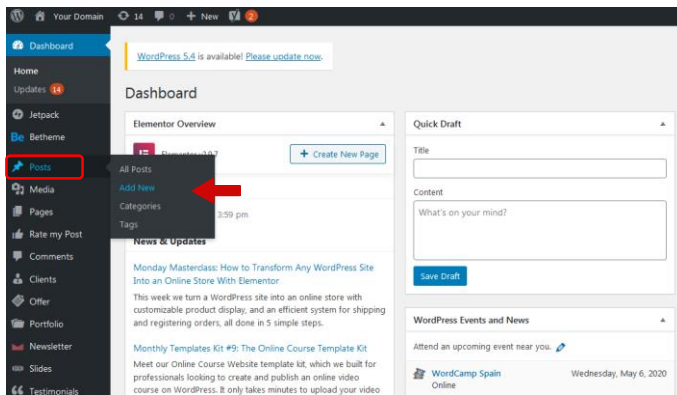
Type in your username and password then click **Log in** button.

Username or Email Address	
<input type="text"/>	
Password	
<input type="password"/>	<input type="button" value="👁"/>
<input type="checkbox"/> Remember Me	<input type="button" value="Log In"/>

## Add a Recipe using Muffin Builder (WP Plugin)

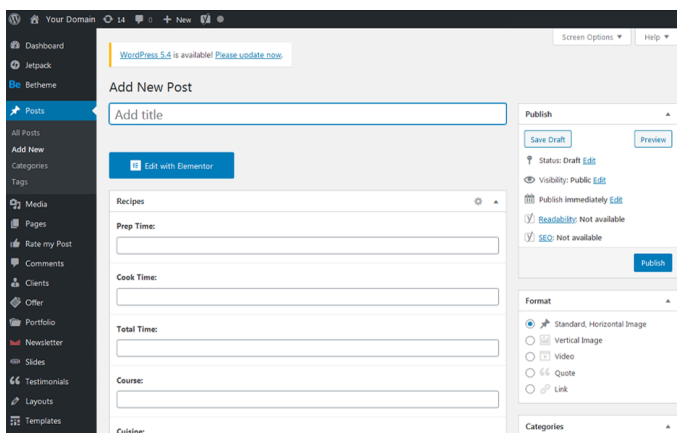
### Step 3:

Once you're in WordPress' dashboard/admin backend, on the left admin menu go to **Posts** → **Add New**:



### Step 4:

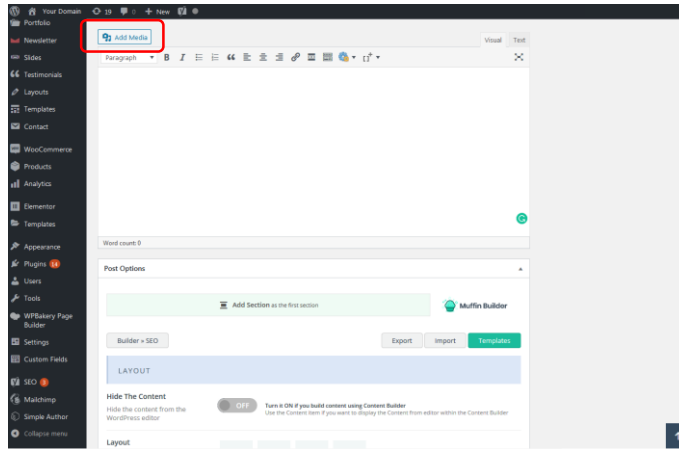
Completely fill out this section with recipe information. Please see next page for instruction on how to add images to the post.



## Add a Recipe using Muffin Builder (WP Plugin)

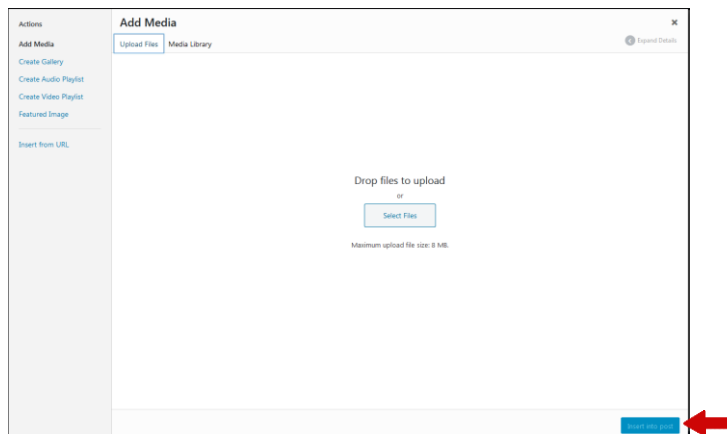
### Step 5:

To add a recipe image to a post, click “Add Media” button.



### Step 6:

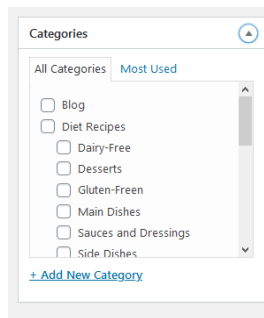
Select ‘**Upload Files**’ tab to upload a new recipe image or ‘**Media Library**’ if image was already uploaded prior. Please ensure that the image has a 800x600 pixel dimension. Then click “**Insert into post**” button.



## Add a Recipe using Muffin Builder (WP Plugin)

### Step 7:

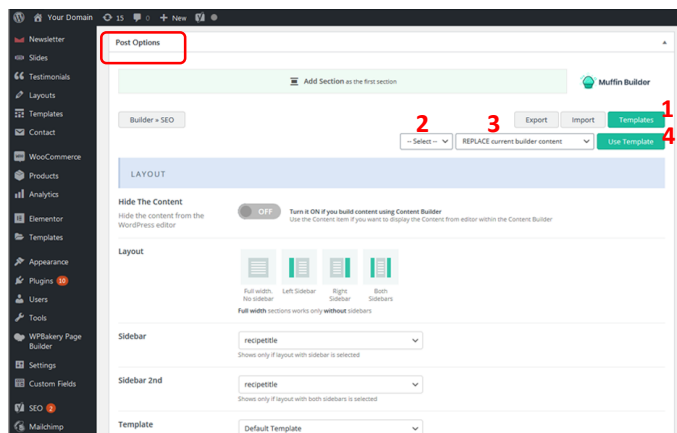
After filling out the form recipe information, make sure to tick the appropriate category in **Categories Panel** on the right.



### Step 8:

Scroll down to **Post Options** then click:

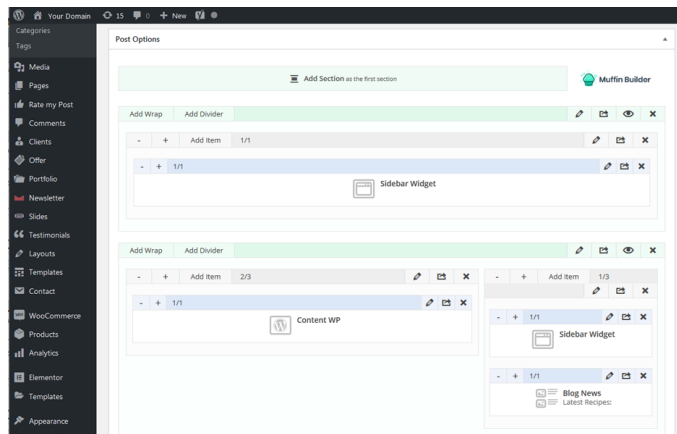
- 1) **“Templates”** button
- 2) **“Recipe Template”** from drop-down listbox
- 3) **“REPLACE current builder content”** from drop-down listbox
- 4) **“Use Template”** button



## Add a Recipe using Muffin Builder (WP Plugin)

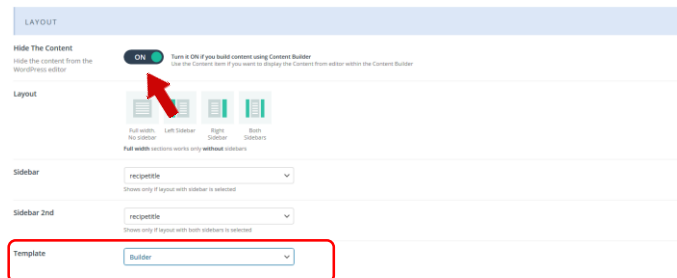
### Step 9:

A template layout will be generated as seen below:

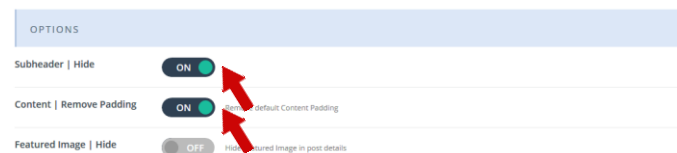


### Step 10:

Scroll down to **LAYOUT**, and turn on the toggle button for “**Hide The Content**” and select “**Builder**” for Template.



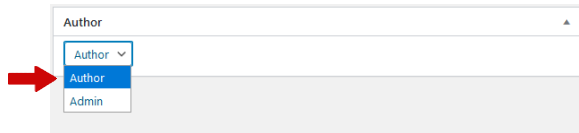
Scroll down to **OPTIONS**, and turn on the toggle buttons for “**Subheader | Hide**” & “**Content | Remove Padding**”.



## Add a Recipe using Muffin Builder (WP Plugin)

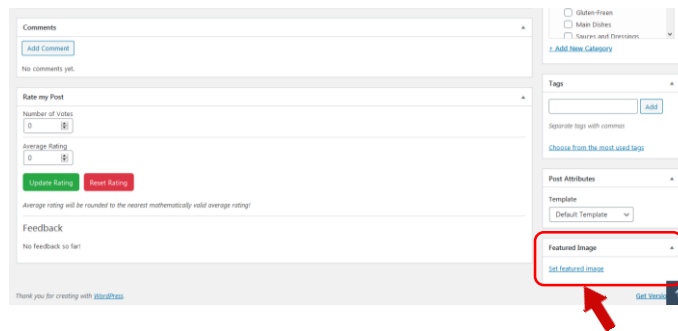
### Step 11:

Scroll down to **Author**, and choose author from the drop-down listbox.



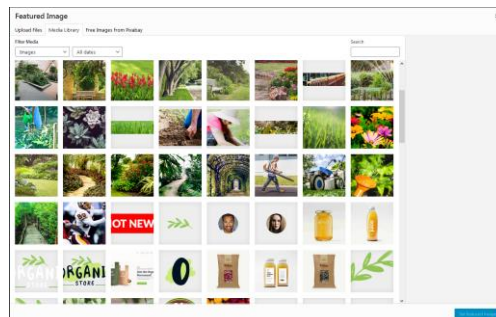
### Step 12:

Scroll down to the bottom most part and on the right panel go to **Featured Image** → **Set Featured image**:



### Step 13:

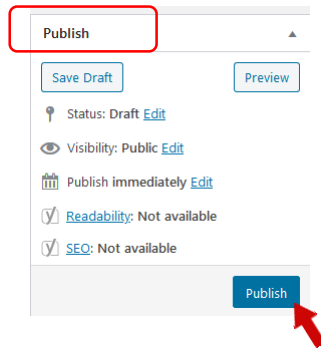
Since we have already inserted an image in steps 5-6 earlier, re-select that same image in **“Media Library”** tab. Please ensure that the image has a 800x600 pixel dimension. Click **“Set featured image”**.



## Add a Recipe using Muffin Builder (WP Plugin)

### Step 14:

Then scroll upward and on the right panel go to **Publish** → **Publish**.



### Step 15:

Lastly, click on the permalink to view the recipe post you just created.

