

## Choosing A Blog Author

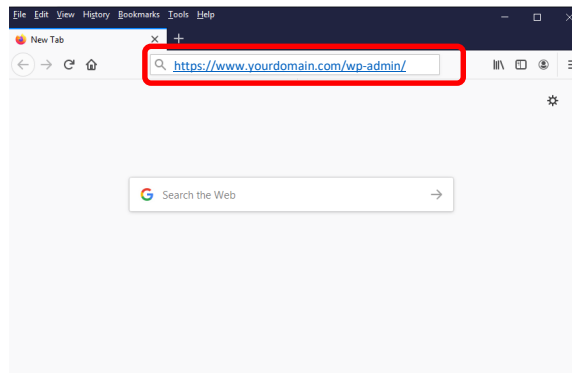
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### Step 1:

To choose the **blog author**, ensure that the author was **created in the backend**, see *Admin Manual: Adding A New User pdf file*, prior to proceeding with the following steps:

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

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



### Step 2:

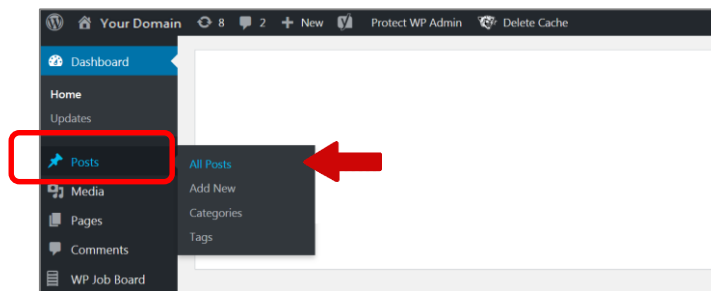
Type in your username and password then click **Log in** button.

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

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### Step 3:

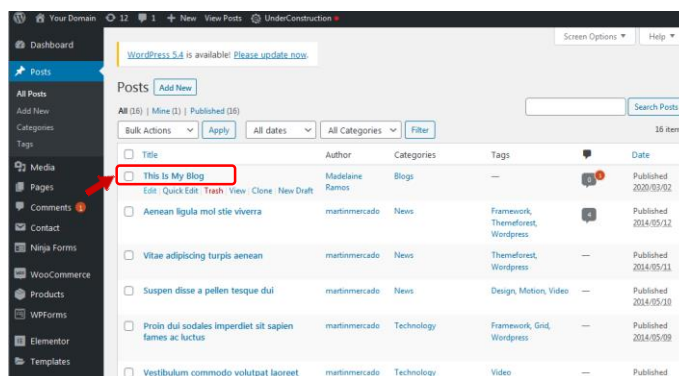
Once you're in Wordpress' dashboard/admin backend, on the left admin menu go to **Posts** → **All Posts**:



### Step 4:

Scroll down to **Posts**, and choose a post you wish to **add a blog author**. Hover to each post and **Edit options** will appear.

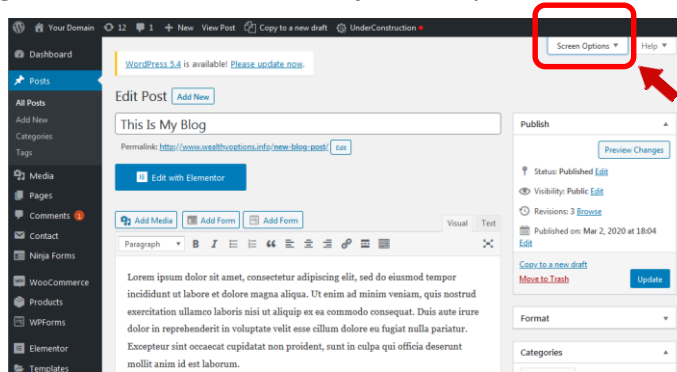
*e.g.* Let's try to add an author to an existing blog post. Click **edit** from the options.



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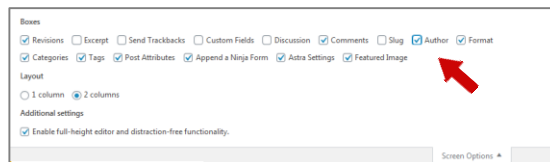
### Step 5:

On the top right corner, click **Screen Options** fly down menu button.



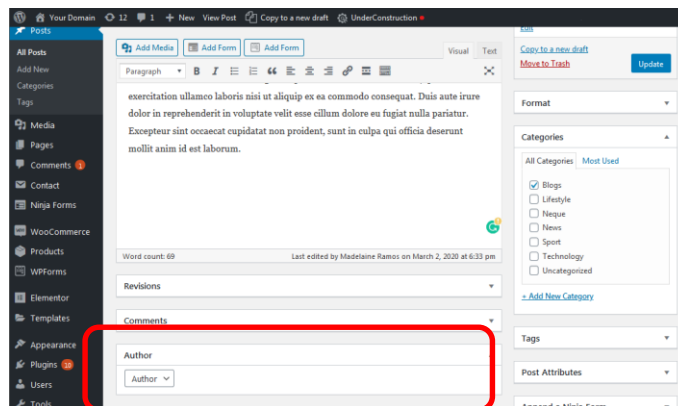
### Step 6:

Tick the **Author** check box for the Author section to appear at the bottom of the admin area.



### Step 7:

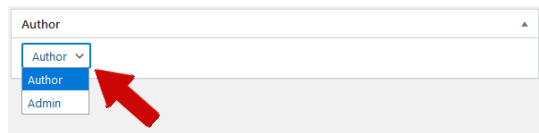
Scroll down to the bottom of the page to see the **Author** section. Click on it to show the Author drop-down list box.



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### Step 8:

Choose the **author** from the drop down list.



### Step 9:

Scroll back to the top and click **Update** button.

