

## 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	
Password	)
	۲
Remember Me	Log In



#### Step 3:

Once you're in Wordpress' dashboard/admin backend, on the left admin menu go to Posts  $\rightarrow$  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.

