

Adding a Post to the Website

Logging in to the Dashboard

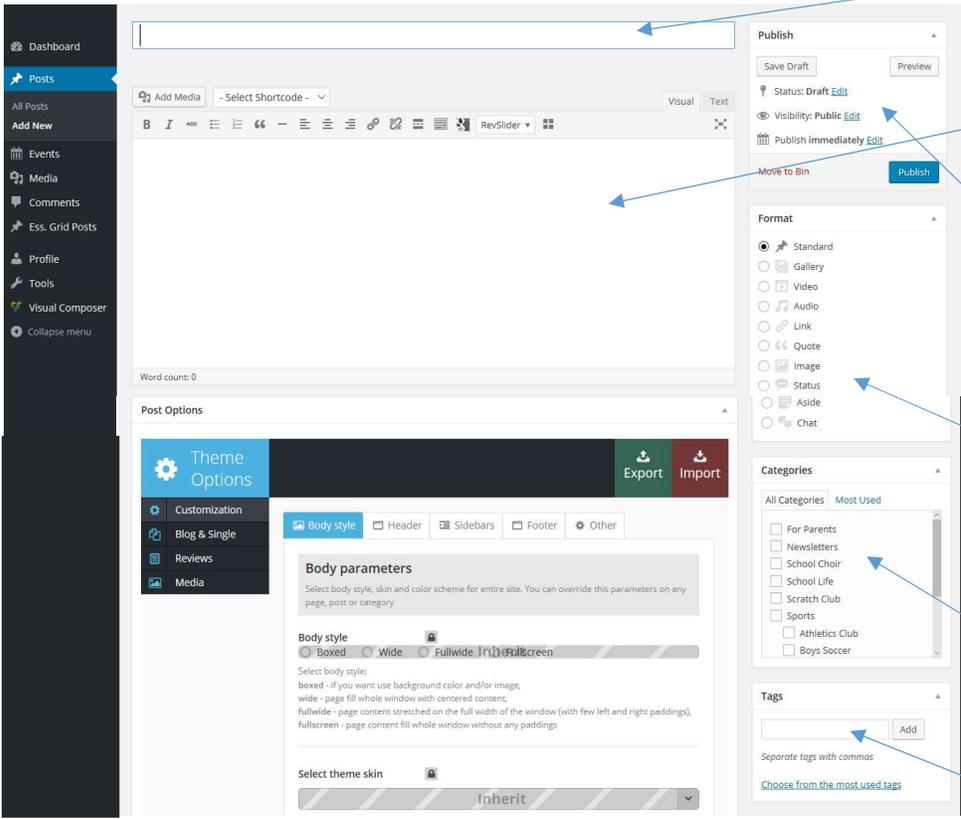
To create a post, we need to access the background features of the website. This happens by logging in on a special hidden page on the site: <http://www.stphilips.ie/wp-admin>

Log in using your **own name** and the **password** given to you by Chris.

To Create a Post

On the left-hand-side of the screen, hover over *Posts*, and select *Add New*.

The Post Creation Page



The screenshot shows the WordPress 'Add New Post' page. On the left is a dark sidebar with navigation options like 'Dashboard', 'Posts', 'Media', and 'Tools'. The main area contains a title input field at the top, followed by a rich text editor with a toolbar. Below the editor are 'Post Options' and 'Theme Options' panels. The 'Post Options' panel includes 'Publish' (Save Draft, Preview, Status: Draft, Visibility: Public, Publish Immediately, Move to Bin, Publish), 'Format' (Standard, Gallery, Video, Audio, Link, Quote, Image, Status, Aside, Chat), and 'Categories' (checkboxes for various categories). The 'Theme Options' panel shows 'Body parameters' (Body style: Boxed, Wide, Fullwidth, Fullscreen) and 'Select theme skin' (Inherit). On the right, callout boxes with arrows point to these elements:

- Title Bar:** This is the name of the Post as it will appear on the ...
- Content Block:** This is where we put the images, text or code that will make up the post content.
- Publish Block:** This allows us to set the publishing date and visibility of the post.
- Post Format:** This box affects how the post looks when displayed on the homepage.
- Category Bar:** This allows us to keep similar posts grouped together by type.
- Tags:** This allows us to keep similar posts grouped together by content.

Add a Title

The title is not a file name, and should be entertaining and informative rather than just functional.

Add Content

- **Text:** Copy any text to Notepad first as paragraphing on the internet is different than paragraphing in Word or another desktop app. When paragraphing is complete in Notepad, copy text to Content Block. Try to follow formatting consistent with other posts already on the site. Section headers are usually done in Header 2, and paragraph headers are usually done in Header 3. There is no need for a title to be added in the content block as the title is taken from the Title Bar above.
- **Image:** Add an image using the *Add Media* Button. If images are not already present, select *Upload Images* tab and drag files onto the space shown on screen. When files are uploaded, you can select the image in the Media Gallery, and click *Insert into Post* on the bottom right-hand-corner.
- **Multiple Images:** I have found it better to create a gallery for multiple images rather than insert them all individually, as this aids with display in different contexts. Add images as in previous paragraph. To create a gallery, select *Add Media*. On the left-hand-side of the pop-up, select *Create gallery*. Select the images you would like to add to the gallery and click *Create a new gallery*. On the next screen, you can add captions to each image if desired, and click *Insert into Post* on the right-hand-side when complete.
- **Videos:** This is tricky. Chris has another document explaining this process, and is willing to help anyone willing to give it a go.
- **Code:** For the more advanced still, you can add basic java codes for animations etc.

Add Publishing

Select the date and time you would like the post to appear on the site. (You can backdate, or pre-date posts to appear in the past or future respectively.)

Add Post Format

The format of the post should be dependent on the type of content. If it has an image, select image. If it has a gallery, select gallery. If it has just text, choose standard. (We try to have an image on every post, as it adds to the aesthetic of the site, so please try to find an image that will work.)

Add Category

The categories are set by the Admin. Try to select one of the pre-made categories. If none suit, ask Chris to create another one, as categories are an important part of how the site organises content. Do NOT post without a category.

Add Tags

Add tags liberally. Unlike categories, these are not structurally important. For example, class posts should always add the class group (e.g. 4th Class) and the teacher (e.g. Ms. Flynn) and a topic (e.g. Science Experiment) and any other content-related tags (e.g. Science Week). Try the common tags button for ideas.

And finally...

Double check the title, content, publishing date, category and tags. If satisfied, click *Publish* in the *Publish Block*. The post may have to be approved by the Admin, so if it doesn't appear straight away on the home page, let Chris know. Don't forget to log out in the topmost-right-corner.