Writing a POST (Article)

Website · https://horshamu3a.org.au/docs/updating-a-page-with-posts/

Writing a POST (Article)

What are POSTS?

A Post is the quickest and easiest way to add content to your website.

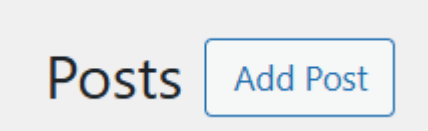
Sometimes a POST is also called an Article.

[turned off MacBook Pro beside white ceramic mug filled with coffee]
[add new post]

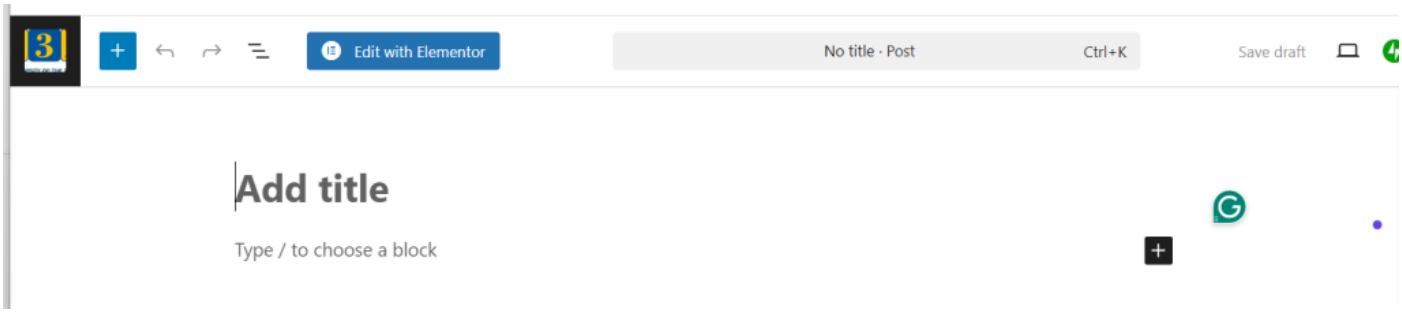
Creating a new POST

Make sure you are logged into the website and from the Dashboard click on POSTS. A list of all the posts made on the website will appear.

From here you can see all the posts that have been created, and additional information (more on that later).,



Click the ADD NEW button at the top



Give your post a TITLE.



Add your body text. You can add formatting to text such as bold and italics, create hyperlinks, add images and more.

[person holding light bulb]

Add images

There are several ways to add images to your posts. Click on the **ADD MEDIA** button, this will open up the Media Library.

1. If the image you want is already in the Media Library, click on the image you wish to use and then click on INSERT.
2. If the image you want to use is on your computer, but not yet in the Media Library, you can open up Explorer on your computer, find the image and then drag and drop the image into the Media Library, then insert into your post
3. If you wish to use a stock image, you can use the Pexels plugin to search for images. To do this, click on INSTANT IMAGES and search for the type of image you would like, eg puppies. Double click on the image you wish to use and the system will download the image. Click on INSERT to insert the image

[pink roses in close up photography]

Set a featured image

On the right hand side of the screen are the POST settings. One of these settings is the Featured Image, you should select a featured image to appear as thumbnail for the post.

This will appear at the top of the summary on the Home page of the website, and will also appear with the post on the News page. To add a Featured Image.

Click the text link SET FEATURED IMAGE. This will open up the Media Library, simply pick a picture from the Library you wish to use, or use the free stock images from Pexels, or you can drag and drop an image from your PC as described earlier.

[coffee]

Set a CATEGORY

All posts are sorted into categories, such as NEWS, DOWNLOADS, etc.

These are listed as tick options on the right hand side. Choose the best category for your post.

[magnifying glass on white table]

Set TAGS

TTags are also used by users to search for specific topics by keywords. It is a good idea to add some tags that are suitable for your post. For example, you may be writing about an upcoming event such as the AGM or Christmas Party. To add a tag, just type a few keywords separated by a comma such as christmas, party, fun, coffee, cake, nibblies.

Add a tag to say what the post is about.

[white printer paper beside silver macbook]

Publishing your Post

Once you have completed writing your Post and are ready to PUBLISH, click the blue PUBLISH button. The system will ask you to confirm that you want to PUBLISH, click PUBLISH again. Or you can choose to schedule your post to appear on a specific day and time. To do this, click on the text link, and choose a date and time, click OK and then PUBLISH as normal.

[space gray iPhone 6 with Facebook log-in display near Social Media scrabble tiles]

Sharing to Social Media

The WordPress system will automatically share the post to our Facebook and Instagram pages.

More advanced posts

This article describes how to make a basic post, but the WordPress system is also capable of adding other content such as videos, including links to YouTube, quizzes, adding forms and much more.

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