Adding & Editing Blog Posts (WordPress)

Links to Sections:

This tutorial was prepared for authors on ESP's blog site: The EssentiaList. If you have trouble or find errors in this documentation, please contact:
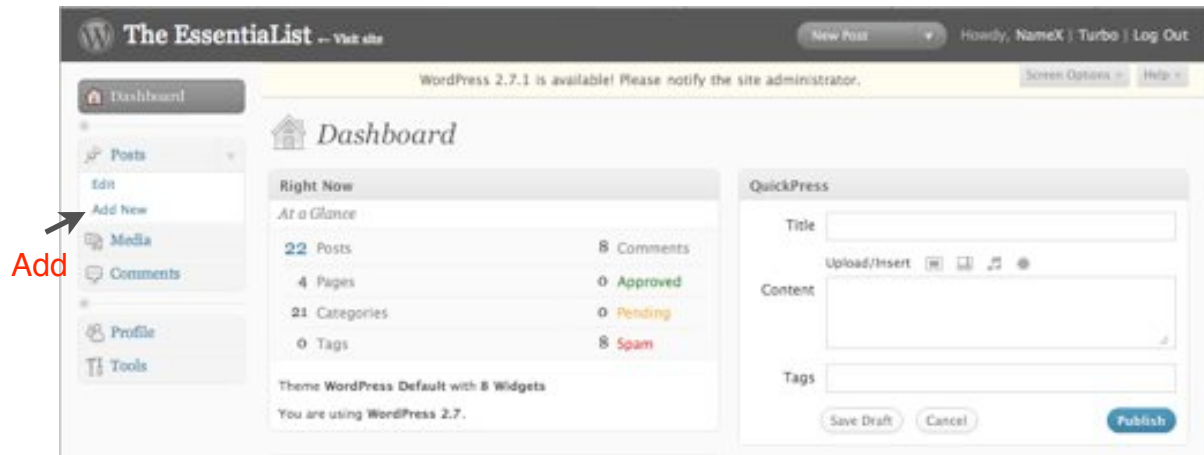
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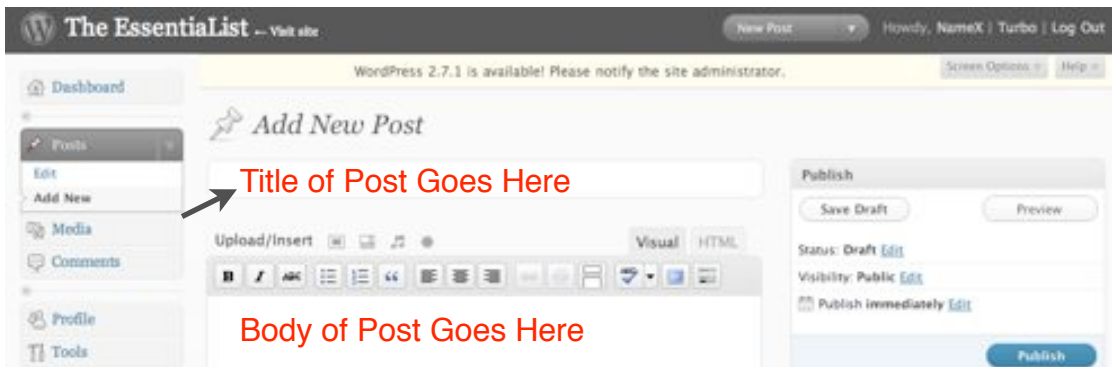
Adding & Editing Blog Posts (WordPress)

Adding a New Post

Log-in to essentialstuff.org/wp-admin, which takes you to the Dashboard:

Click on "Posts" at the top of the column on the left, to open the Posts menu.

Select "Add New." This takes you to the Add New Post page:

After typing your title, move your cursor to any other part of the page, such as where you will type the body of your post. The url for your post is created (below the title), based on the title you entered. Note that the author's name is part of the url (NameX in this example). The last part of the url is highlighted, because it can be modified.

To modify the url, click on the 'Edit' button at the end of the displayed url.

becomes:
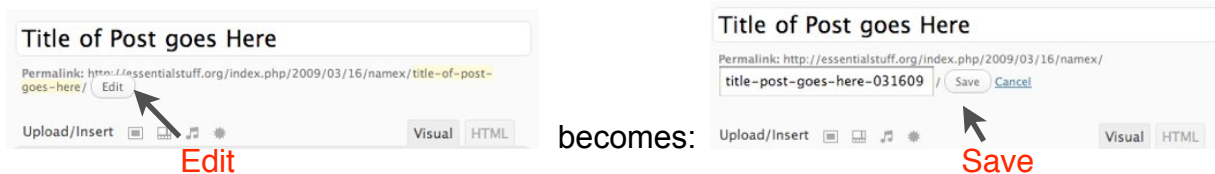
In this example, I removed 'of' and added a date. Refer to Rules for Modifying a url" below. Click 'Save,' to save the change, or 'Cancel' to revert to previous url.

Rules for modifying a url:

- Title should reflect the topic (title) of the post, but you can eliminate unnecessary words like 'a,' 'the,' etc.. Keep it short.
- Always put a hyphen (-) between words, instead of a blank space.
- If the post is about a past event), add the date at the end of the url using 'mmddyy' format (e.g., 031609 for March 16, 2009)
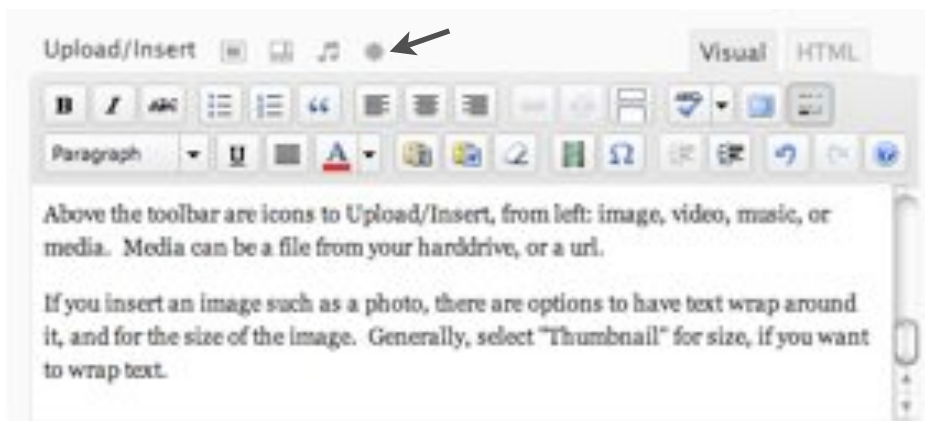
Now you are ready to type the body of your post.

Toolbar   **Kitchen Sink**
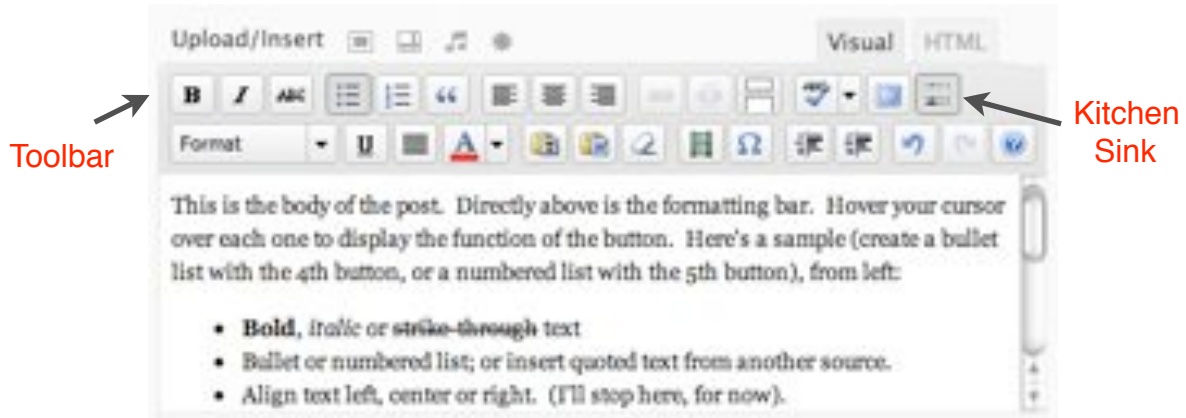
Click on 'Show/Hide Kitchen Sink' button to display or hide more formatting options:
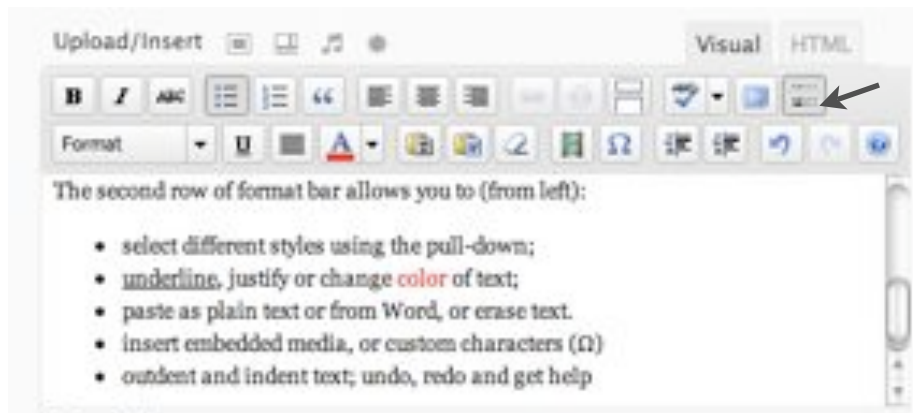
You can also upload and insert media.

Media Library

Before adding media to the library, always check what's already available in the library, as it might already be there. Uploading it more than once takes space on the server.

Here's how to check the Media Library:

(Refer to previous screen to select 'Upload Media' (the sun-like icon). This brings up a new screen, where you can select the Media Library tab:
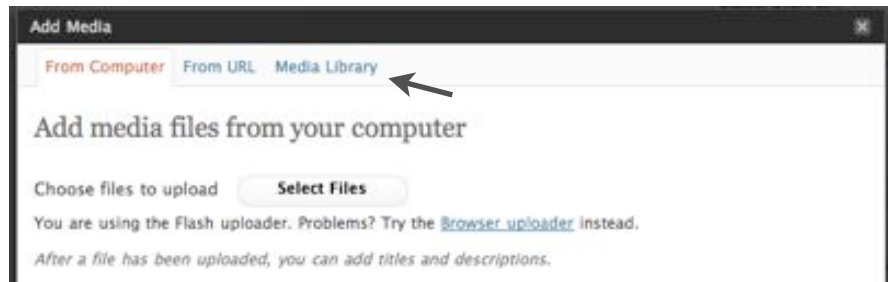
This displays the library, which may be multiple pages.

- You can move forward and backward through the pages to search for uploaded images or files (page numbers, to the right near the top).

- You can also filter the number of items displayed, using the 'filter' pulldown (to the left, near the top), or selecting just 'images.'
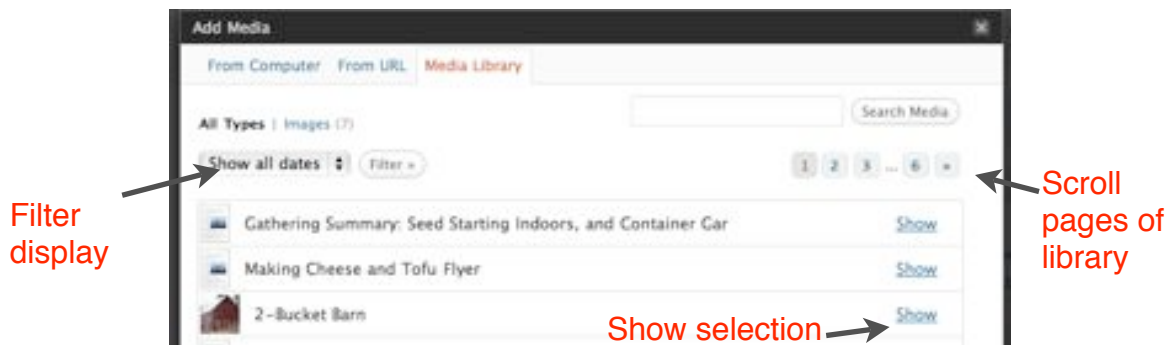
➡ If you find what you're looking for, click on "Show" for the item.   This brings up the specific item, with many options for inserting it into your post. More on this later.

➡ If it's not listed in the library, you will want to upload it. Select the tab 'From Computer' or 'From URL' tab, to insert a file/image, or a url, respectively
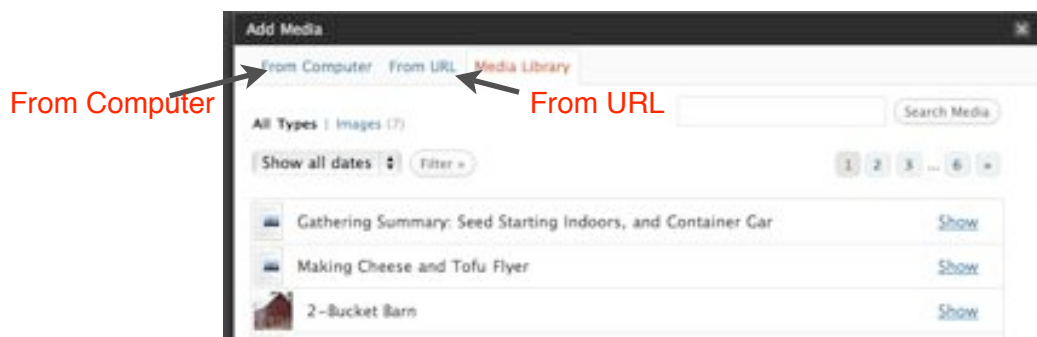
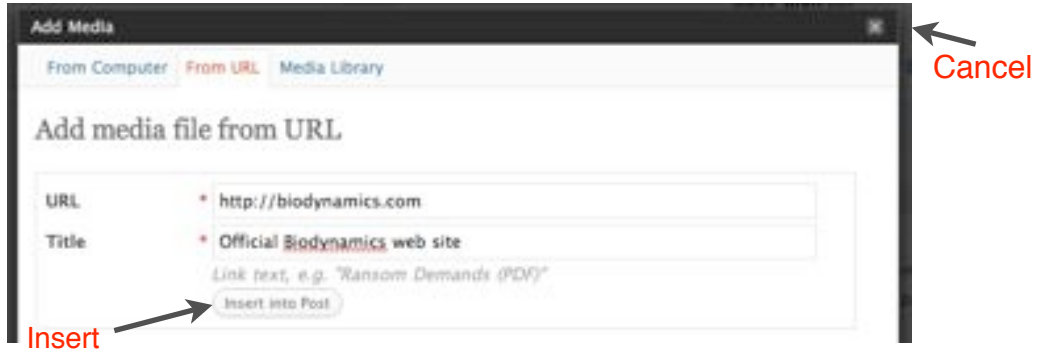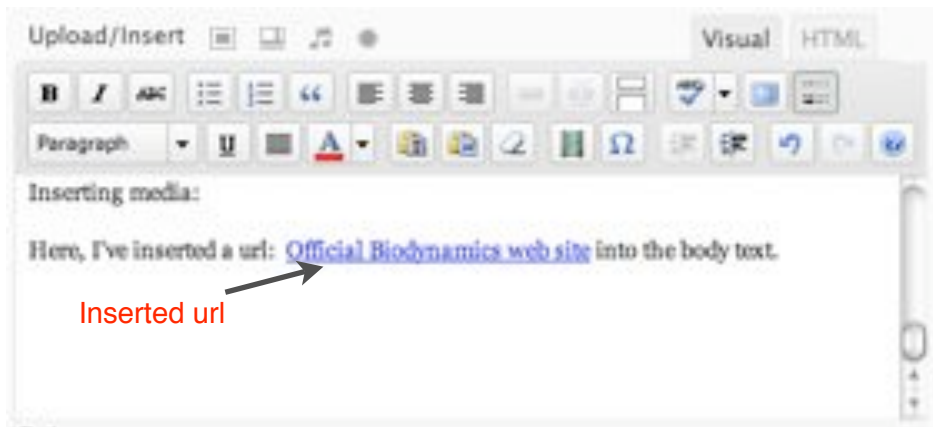**Insert URL**

This is the easiest insert, so I'll describe it first. After selecting the "From URL" tab, you get this screen:

Add Media

From Computer   From URL   Media Library

Add media file from URL

| URL | * | http://biodynamics.com |
| Title | * | Official Biodynamics web site |

Link text, e.g. "Ransom Demands (PDF)"

Insert into Post

Cancel

Insert

Type or paste the url into the first space. In the second space, you can either:
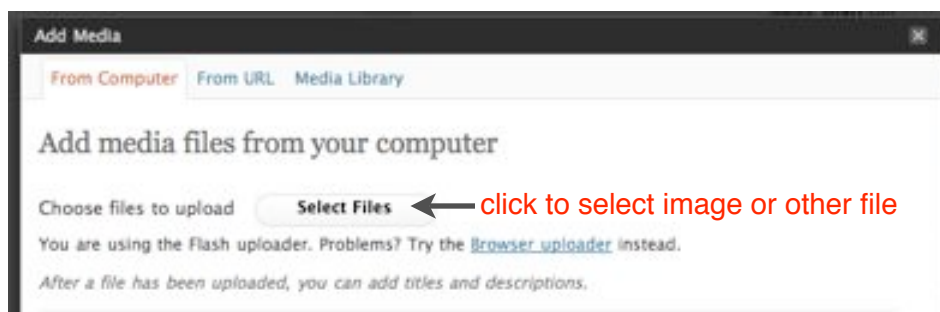- repeat the url
- or type text for title of the site with that url

Then select "Insert into Post", or if you want to cancel, click the 'x' in the upper right corner. After selecting "Insert into Post," it takes you back to the body of your post:

Upload/Insert   Visual   HTML

Paragraph

Inserting media:

Here, I've inserted a url: Official Biodynamics web site into the body text.

Inserted url

Insert Image/File From Computer

After selecting the "From Computer" tab, you get this screen:

Add Media

From Computer   From URL   Media Library

Add media files from your computer

Choose files to upload   **Select Files**   click to select image or other file

You are using the Flash uploader. Problems? Try the Browser uploader instead.

After a file has been uploaded, you can add titles and descriptions.

And that takes you to a Finder screen, to locate and select the desired file. In this case, I've selected a jpg (image) file, then I click 'Select.'

select (hilite) file name

Click Select
(or Cancel)
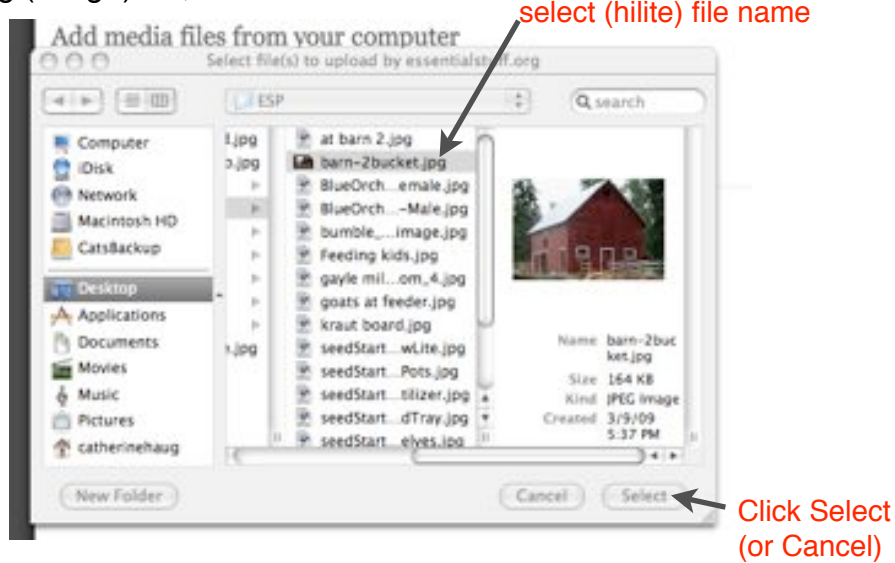
It takes a few moments for the file to upload to the web server, and paint this screen:

Title,
Caption, &
Description

Align photo left

Thumbnail
size

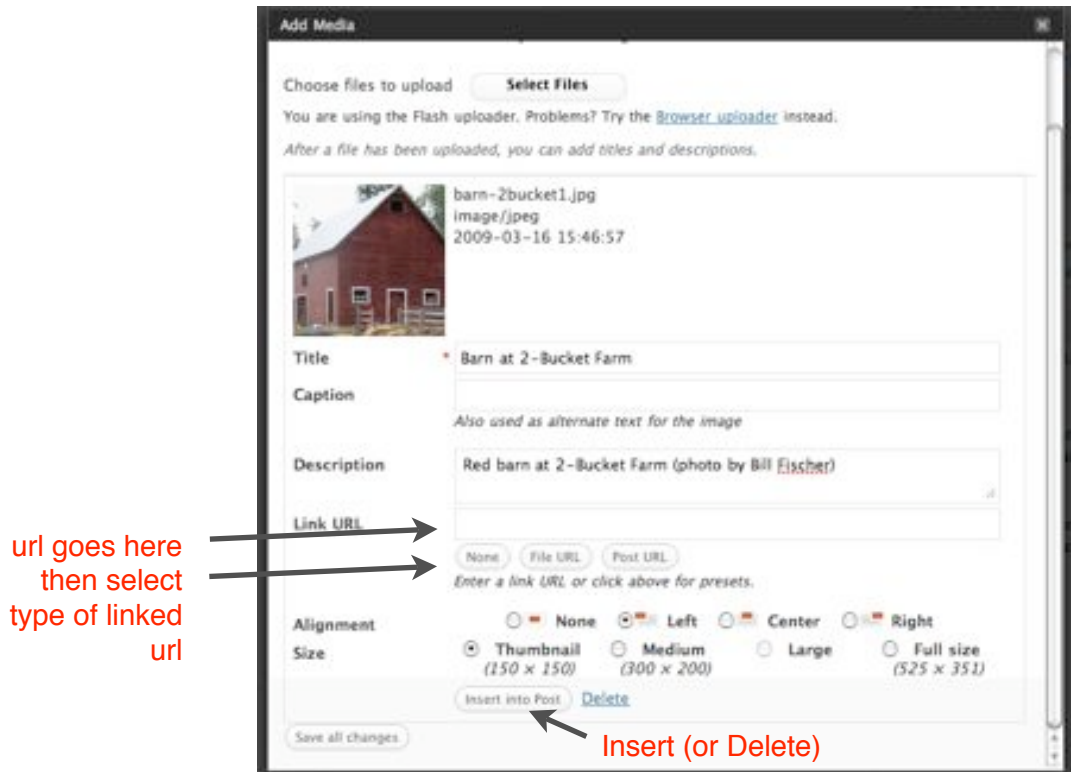Insert (or Delete)
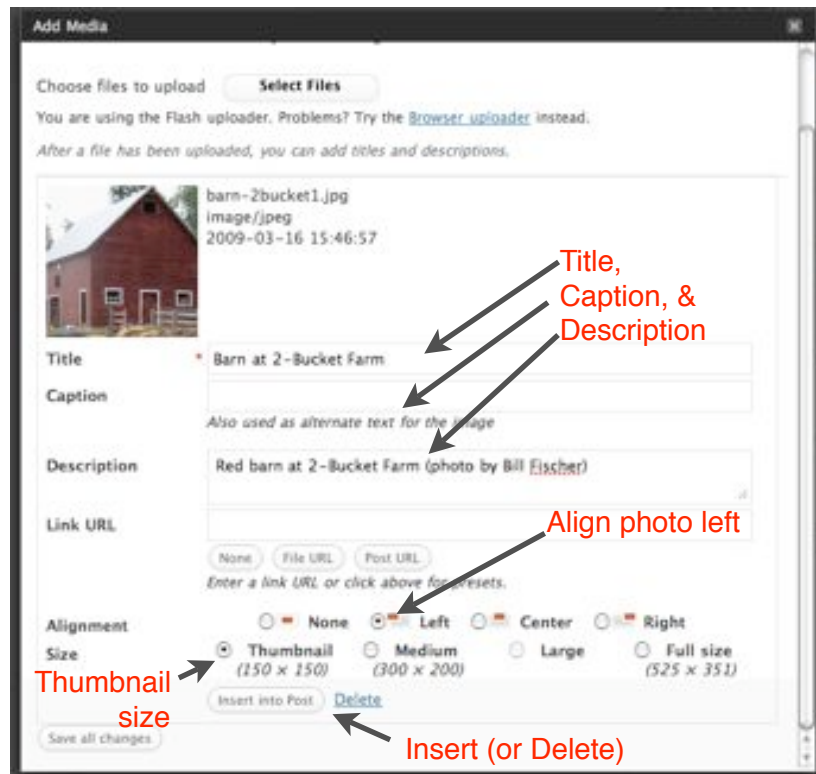
Give the file a title. You can also add a caption and a description. if this is an image, the title will be displayed in the post by hovering the cursor over the image.

If you want text to wrap around an image, select the desired alignment of photo relative to the text. I've selected "align photo to left of text". And I've selected Thumbnail size (best for wrapping text).

After clicking on 'Insert into Post,' the image appears in the body of the post:
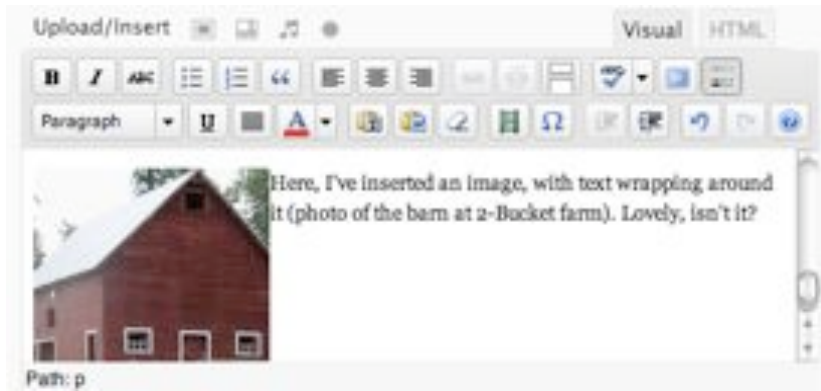
Back on the previous screen where you insert the image, you can choose the kind of slug you want for your link (the slug is the last part of the url).

url goes here
then select
type of linked
url

Insert (or Delete)

After entering url and selecting whether it's a file url or a post url, click 'Insert into Post' (or Delete).
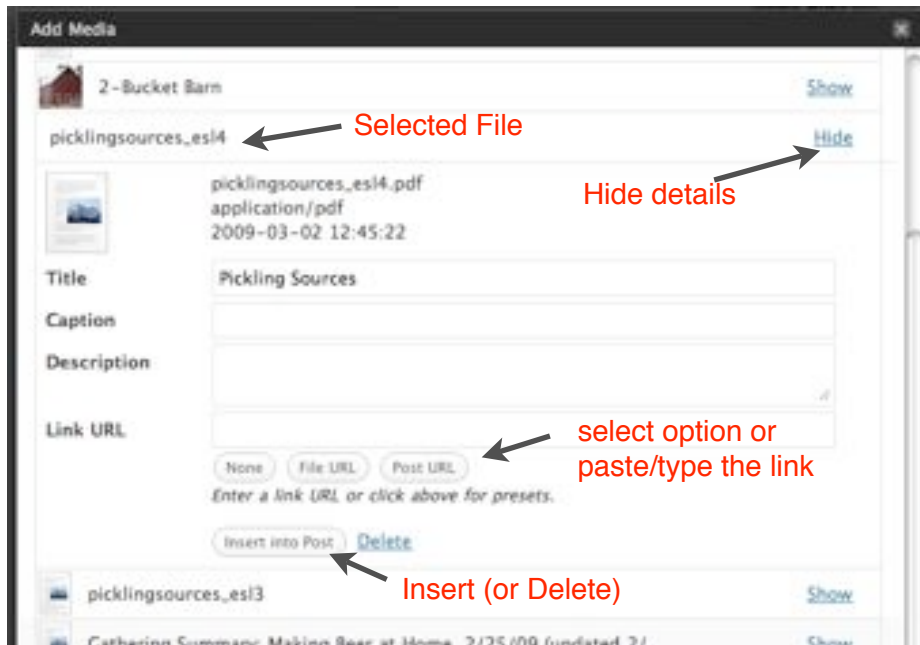
File URL vs Post URL:

- File URL is used when you want the filename to be the url slug
- Post URL is used when you want to link to another post on the same blog; the slug includes the post ID

Insert Image/File from Media Library

I alluded to this earlier. If you find a desired image file in the media library and click on "show," you get a screen very similar to the one above. Select alignment if you want wrap, image size, and add a url if you want the image to be a link to the url.

If you find a desired text file in the library and click on 'Show,' details about the file open up on the screen. You can change the title; add a caption and/or description; and create the link. The url appears in the 'Link URL' field when you click the desired file vs post URL option, or you can paste or type it into the URL field. Then click on 'Insert into Post' (or Delete). Or click on 'Hide' if this is not the file you want.

File URL vs Post URL (see previous page)

Here's the linked file in the body of your post:
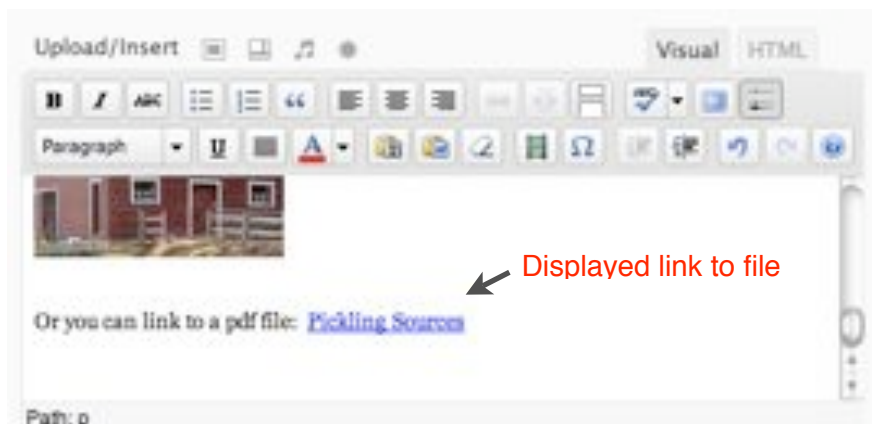
Categorize your Post

It's very helpful to select as many categories as apply. If none apply, select 'uncategorized' and notify Catherine or Edd to create a new category. Please do not create your own.

The categories are displayed on the left side of the Add Post screen; there's a scroll bar to view all categories.

I've created different kinds of categories. Those that begin with:

- "**Events**" are for event notices/flyers only.

- "**Projects**" are for our special ESP projects like local milk coop, community garden, permaculture demonstration site, etc..

- "**Files**" are simply lists of links to EssentiaList pdf files and related websites; *do not use this category for any post*.

- "**Gathering Summaries**" is for the summaries that I write up for each gathering.

  If you write a handout to go with your gathering presentation, save it as a pdf file, send it to me, and I'll add it as a link to the Gathering Summary, and also a link on the appropriate Files page.

  If you write a post related to a gathering, do not use this category; instead, choose one of the "Topics" categories.

- "**Topics**" are for general, topical posts; the bulk of posts on our blog are categorized here.

- "**Uncategorized**" is the default category. It's best if you choose a different category, and then un-check "Uncategorized."
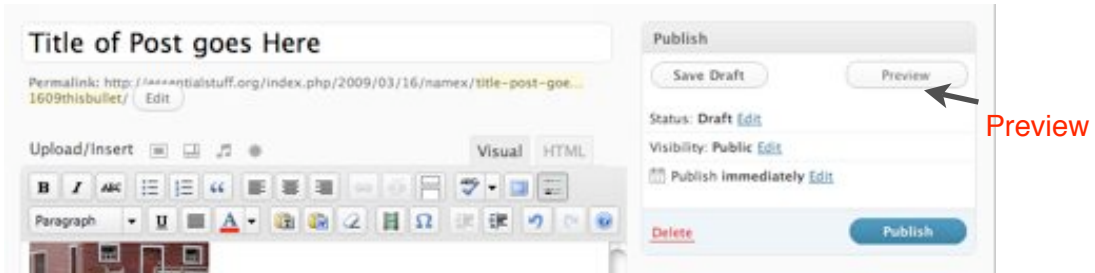

I've selected "Topics: Home & Ranch" for my sample post
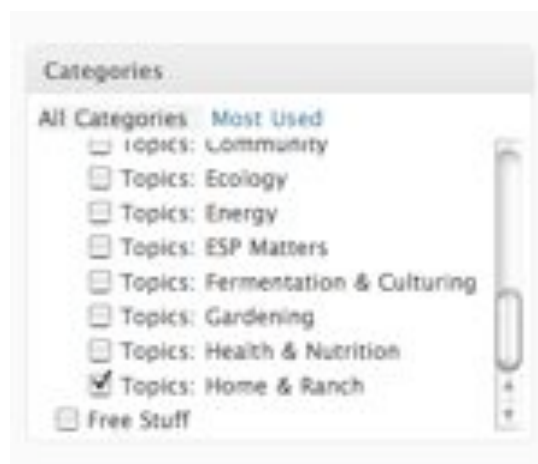
Preview or Save Draft

The following options are in the top right portion of the Add Post screen:

- If you need to take a break, select 'Save Draft.'

- It's advisable to 'Preview' your post before publishing; you can preview many times.

- Choose 'Publish' to publish your post to the blog.

- You can also view the status of your post.

Let's preview (it will open in a new window):
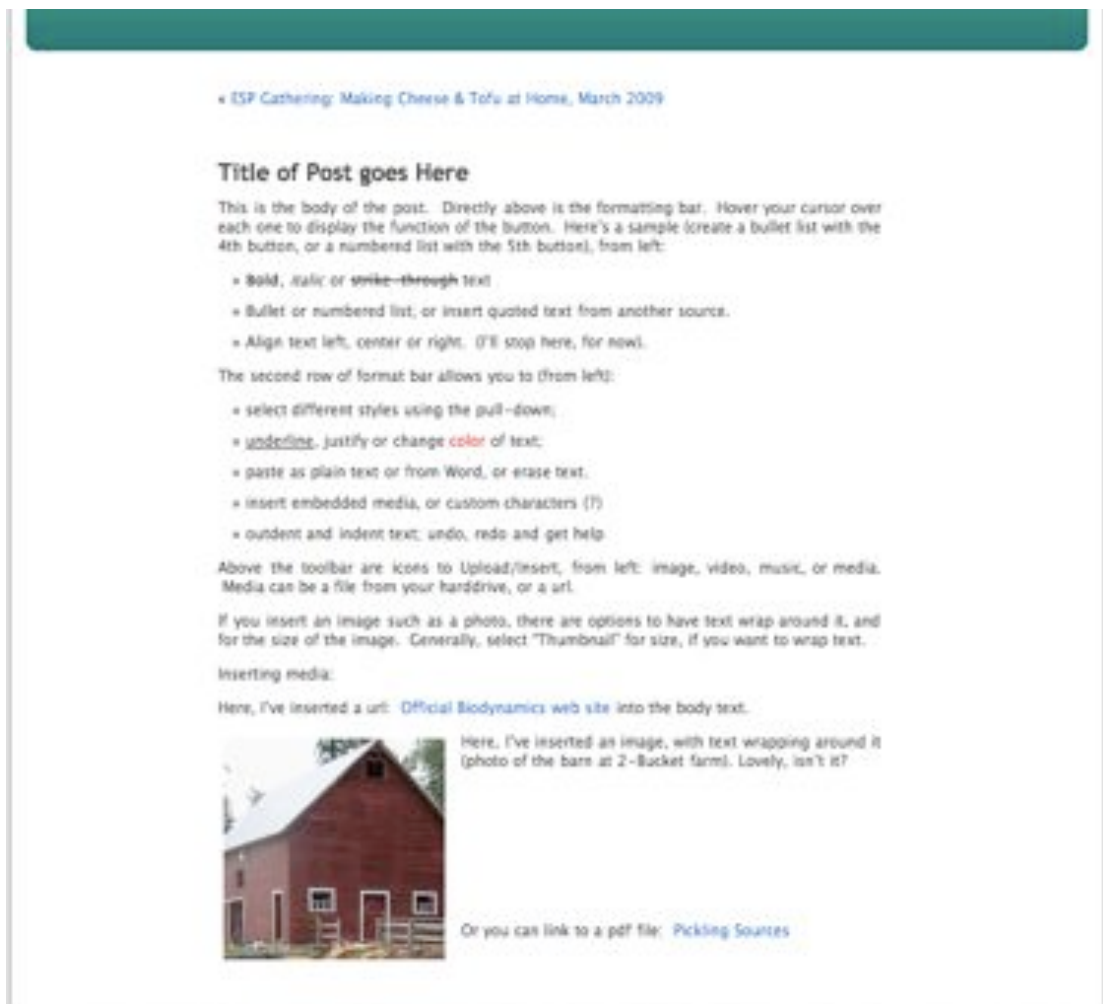
URLs for Posts

Each post can have many different urls, depending upon how you got to the post on the site. Kinda like nicknames. The blog software stores the post only once (as a post number), but creates many different nicknames (alternate urls) linked to the post by a pointer to the post number.

Here are a few of the different url nicknames for the post:

- When you start a post, it is assigned a post number (p=421 in this example); this is how the internal coding of the blog remembers your post, even after it is published. This post number is used to link a nickname to the actual post. Here's a sample post number url: http://essentialstuff.org/?p=421

- When you preview a post, it is assigned a preview url (includes the post number): http://essentialstuff.org/?p=421&preview=true

- When you save it as a draft it is assigned a draft url, (includes the post number): http://essentialstuff.org/wp-admin/post.php?action=edit&post=421

- Once you publish the post, it will be assigned the public url that you viewed at the top of the add post screen: http://essentialstuff.org/index.php/2009/03/16/namex/title-post-goes-here-031609/

  The public url is how a user will recognize a single post. Here's an example of an actual public url on our site: http://essentialstuff.org/index.php/2009/05/20/Cat/enuf-stuff/ and includes:

    ‣ **date** it was published (2009/05/20 in this example),

    ‣ **author's name** (Cat in this example), and

   ‣ **post title** (enuf-stuff in this example).

Because this is a blog, your post can also be linked to other urls. In this case, the blog creates a pointer from the url to the post number.

- category url: http://essentialstuff.org/index.php/categories/post-topics/home-and-ranch/

- home page url: http://essentialstuff.org/

Edit a Post (after Publication)

This process is very similar to adding a new post. In fact, only the first step is different. On the admin page, click on 'Posts,' and then select 'Edit.'

Selecting 'Edit' brings up the list of all posts. To limit the number displayed, you can filter by date of post, or by category; or you can 'search' for a word or word string.
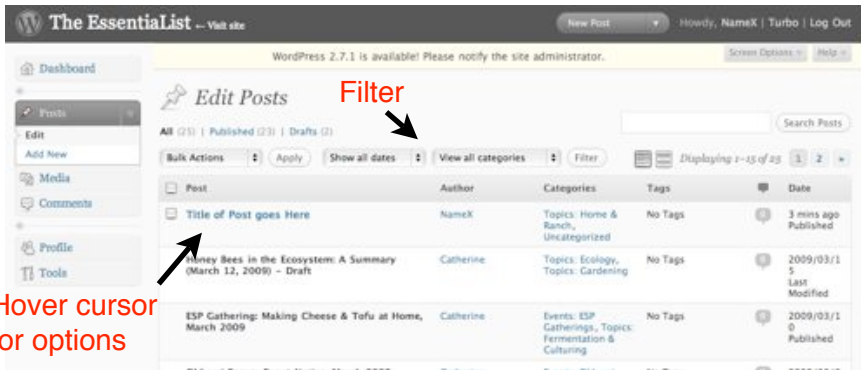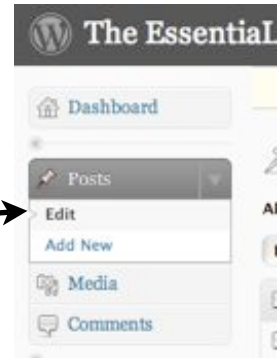
Allow your cursor to hover below the title of your post, to view your options:

Edit, Quick Edit, Delete, or View.

Selecting :

· **View** is similar to preview.

· **Edit** brings up a screen nearly identical to the add post screen, except it says 'Edit Post' and shows a status of 'Published.'

In this sample, I changed the title and url slug of my sample post to match the title.

· **Quick Edit** gives you a few options, but not to revise the body of the post.

Note: the 'Slug' is the last part of the url, the part you can modify.
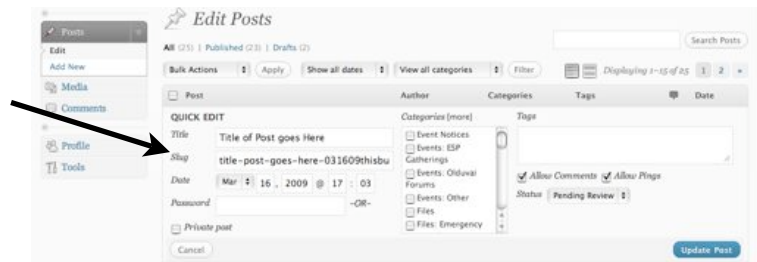
· **Delete** will delete the post, but first it gives you the opportunity to change your mind.