# Adding & Editing Blog Posts (WordPress)

# Links to Sections:

Adding a New Post Media Library Insert URL Insert Image/File from Computer Insert Image/File from Media Library Categorize your Post Preview or Save Draft URLs for Posts Edit a Post (after Publication)

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:

Catherine Haug cat@essentialstuff.org 837-4577

# 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:

🕦 The Esse	ntiaList Veit elle	Post 🔹 Howdy, NameX   Turbo   Log Out
(i) Deshboard	WordPress 2.7.1 is available! Please notify the site administrat	Screen Options + Help +
P Posts	Add New Post	
Edit Add New	Title of Post Goes Here	Publish Save Draft Preview
Media Comments	Upload/Insert 🛞 🖾 🕫 🛛 Visual HTML	Save Draft Preview
		Visibility: Public Edit
S Profile	Body of Post Goes Here	Publish

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.

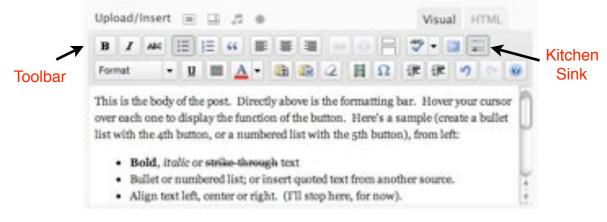
To modify the url, click on the 'Edit' button at the end of the displayed url.

Title of Post goes Here Permalink: http://www.inter.org/index.php/2009/03/16/namex/title-of-post- goes-here/ ( Edit			Title of Post goes Here		
			Permalink: http://essentialstuff.org/index.php/2009/03/16/namex/ title-post-goes-here-031609 / Save Cancel		
Upload/Insert 🔳 🖃 🗯	Visual HTML	becomes:	Upload/Insert 🔳 🖃 🗯 🔭 Visual HTM	ИL	
Edit			Save		

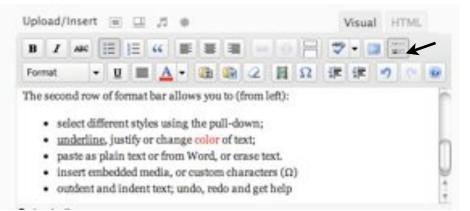
In this example, I removed 'of' and added a date. Refer to Rules for Modifying a url" below. Click 'Save,' to save the change, or 'Cancel' to revert to previous url. Rules for modifying a url:

- 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)

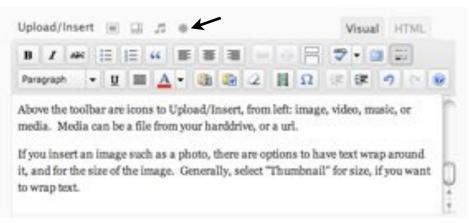
Now you are ready to type the body of your post.



Click on 'Show/Hide Kitchen Sink' button to display or hide more formatting options:



#### You can also upload and insert media.

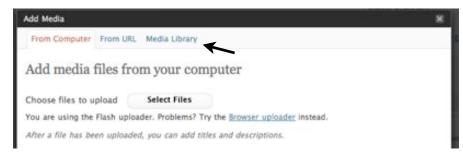


# **Media Library**

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.'

	Add Media	×	
	From Computer From URL Media Library		
	All Types   Images (7)	Search Media	
	Show all dates   4 Fitter -	Scroll	
Filter display	Gathering Summary: Seed Starting Indoors, and Container Gar	see pages	s of
	Making Cheese and Tofu Flyer	show	/
	2-Bucket Barn Show selec	ction	

- ➡ 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. <u>More on this later.</u>
- ➡ 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

	Add Media	*			
	From Computer From URL Media Library				
From Computer	All Types   Images (7)	Search Media			
	Show all dates a Fitter -	1 2 3 6 +			
	Gathering Summary: Seed Starting Indoors, and Container Gar	Show			
	Making Cheese and Tofu Flyer	Show			
	2-Bucket Barn	Show			

# Insert URL

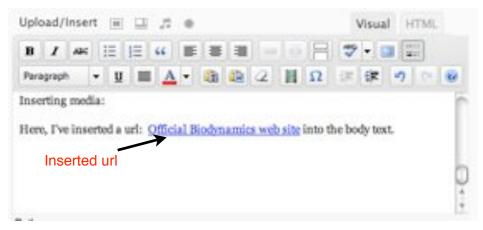
This is the easiest insert, so I'll describe it first. After selecting the "From URL" tab, you get this screen:



Type or paste the url into the first space. In the second space, you can either:

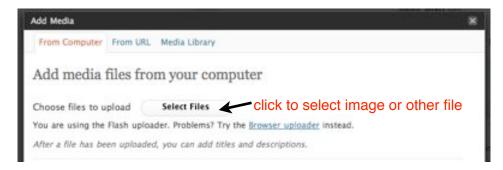
- repeat the url
- or type text for title of the site with that url

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:

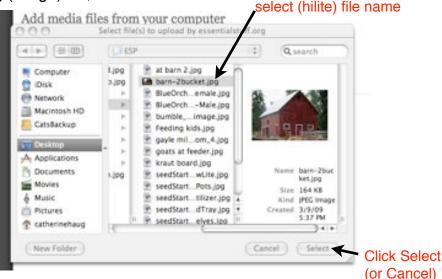


# Insert Image/File From Computer

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



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.'



It takes a few moments for the file to upload to the web server, and paint this screen:

Add Media		
Choose files to up	load Select Files	
You are using the F	lash uploader. Problems? Try the Browser uploader instead.	
After a file has bee	n uploaded, you can add titles and descriptions.	
	barn-2bucket1.jpg image/jpeg 2009-03-16 15:46:57 Title, Caption, &	
Title	Barn at 2-Bucket Farm	
Caption	Also used as alternate text for the plage	
Description	Red barn at 2-Bucket Farm (photo by Bill Fissber)	
Link URL	Align photo left	
	None (File URL) (Post URL) Enter a link URL or click above for presets.	
Alignment	🔿 = None 💿 Left 🔿 = Center 🔿 = Right	
Size	Thumbnail O Medium Large O Full size     (150 × 150) (300 × 200)     (525 × 351)	
Thumbnail	(Insert into Posit) Delete	
Save all changes	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).

	Add Media	
	Choose files to uple	oad Select Files
	You are using the Fla	ash uploader. Problems? Try the Browser uploader instead.
	After a file has been	uploaded, you can add titles and descriptions.
		barn-2bucket1.jpg image/jpeg 2009-03-16 15:46:57
	Title	* Barn at 2-Bucket Farm
	Caption	
		Also used as alternate text for the image
	Description	Red barn at 2-Bucket Farm (photo by Bill Eischer)
	Link URL	A.
rl goes here 📒	LINK URL	None File URL Post URL
then select	$\rightarrow$	Enter a link URL or click above for presets.
pe of linked	Alignment	○ - None
url	Size	O Thumbnail ⊖ Medium ⊖ Large ⊖ Full size (150 × 150) (300 × 200) (525 × 351)
		Insert into Post Delete
	(Seve all changes)	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

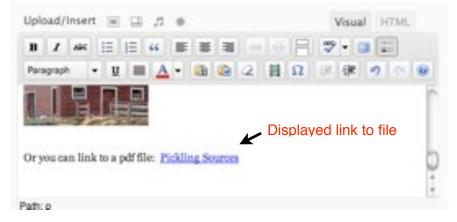
I alluded to this earlier. If you find a desired image file in the media library and click on "show," you get a screen very similar to the one above. Select alignment if you want wrap, image size, and add a url if you want the image to be a link to the url.

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.

dd Media				
2-Bucket	: Barn			5how
picklingsource	s,esl4	Selected File		Hide
-	picklingsources application/pdf 2009-03-02 12		Hide details	4
Title	Pickling Source	15		
Caption				
Description				
Link URL			select option or	
	(None) (File UR Enter a link URL	L Post URL or click above for pres	paste/type the	link
	Insert into Post	Delete		
picklingso	urces_esl3	Insert (or	Delete)	Show
a Cathering	Summary: Making B	ear at Home 2/25//	0 (undated 2/	Chanar

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:

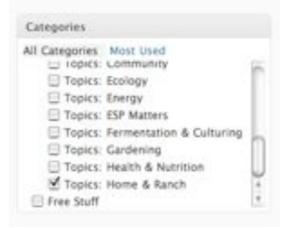
- "Events" are for event notices/flyers only.
- "**Projects**" are for our special ESP projects like local milk coop, community garden, permaculture demonstration site, etc..
- "Files" are simply lists of links to EssentiaList pdf files and related websites; *do not use this category for any post*.
- "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):

+ ISP Cathering: Making Che	ese & Tofu at Home, March 2009
Title of Post goes H	lere
each one to display the funct	Directly above is the formatting bar. Hover your cursor over ion of the button. Here's a sample (create a builter list with the st with the 5th button), from left:
+ Bold, static or strike-thre	text
+ Bullet or numbered list, o	or insert quoted text from another source.
» Align text left, center or	right. 0'll stop here, for nowl.
The second row of format ba	r allows you to (from left):
· select different styles using	ng the pull-down;
+ underline, justify or chan	ge color of text;
· paste as plain text or from	m Word, or erase text.
+ insert embedded media, i	or custom characters (7)
+ outdent and indent text;	undo, redo and get help
Above the toolbar are icons Media can be a file from you	i to Upload/Insert, from left: image, video, music, or media. r harddrive, or a art.
	as a photo, there are options to have text witap around it, and nerally, select "Thumbnail" for size, if you want to wrap text.
Inserting media:	
Here, I've inserted a uni: Offi	cial Biodynamics web site into the body text.
	Here, I've inserted an image, with text wrapping around it (photo of the barn at 2-Backet farm). Lovely, isn't it? Or you can link to a pdf file: Pickling Sources

# **URLs for Posts**

- Your preview post is assigned a preview url: <u>http://essentialstuff.org/?p=421&preview=true</u>
- Once you publish the post, it will be assigned the post url that you viewed at the top of the add post screen: <u>http://essentialstuff.org/index.php/2009/03/16/namex/title-post-goes-here-031609thisbullet/</u>

Because this is a blog, your post can also be linked to other urls:

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

# 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.

③ Dashboard	WordPress 2.7.1 is available! Pl	lease notify the site	administrator.	Scrim	Dptkani	e v Help
Produ	Edit Posts Filter				10	earch Posts
Edit Add New	All (25)   Published (23)   Drafts (2) Bulk Actions   2 (Apply)   Show all dates   2	View all categories	t Filter	Diplaying 1-15		
Comments	🗇 Post	Author	Categories	Tags		Date
	Title of Post goes Here	NameX	Topics: Home & Ranch, Uncategorized	No Tags (		3 mins ago Published
45 Profile Ti Tools	Huney Bees in the Ecosystem: A Summary (March 12, 2009) - Draft	Catherine	Topics: Ecology, Topics: Gardening	No Tags (		2009/03/1 5 Last Modified
lover curso or options	ESP Cathering: Making Cheese & Tofu at Home, March 2009	Catherine	Events: ESP Gatherings, Topics Fermentation & Culturing		÷ 3	2009/03/1 0 Published



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.	Edit Add New	Edit Posts  All QS   Published Q3    Drafts Q3  Bulk Actions 1 Apply Show all dates 1	View all categories	1 ( <u>Fiber</u> )	Displaying 1-15	(Search Posts)							
	eg Stelda Comments & Profile Té Tools	Post     QUICK EDIT	Author Categories (more)	Categories Tops	Tags	🕸 Date							
									71rie Title of Post goes Here Stag title-post-goes-here-031609thisbu	Event Notices Divents: ESP Catherings	p		
		Date Mar 2 16 , 2009 @ 17 : 03 Password -QR- Private post	Events: Olduvai Forums     Events: Other     Files     Files: Emergency	Status	Comments ⊻ Allow Pings Pending Review 1								
		(Cancel)				Update Post							

• **Delete** will delete the post, but first it gives you the opportunity to change your mind.

