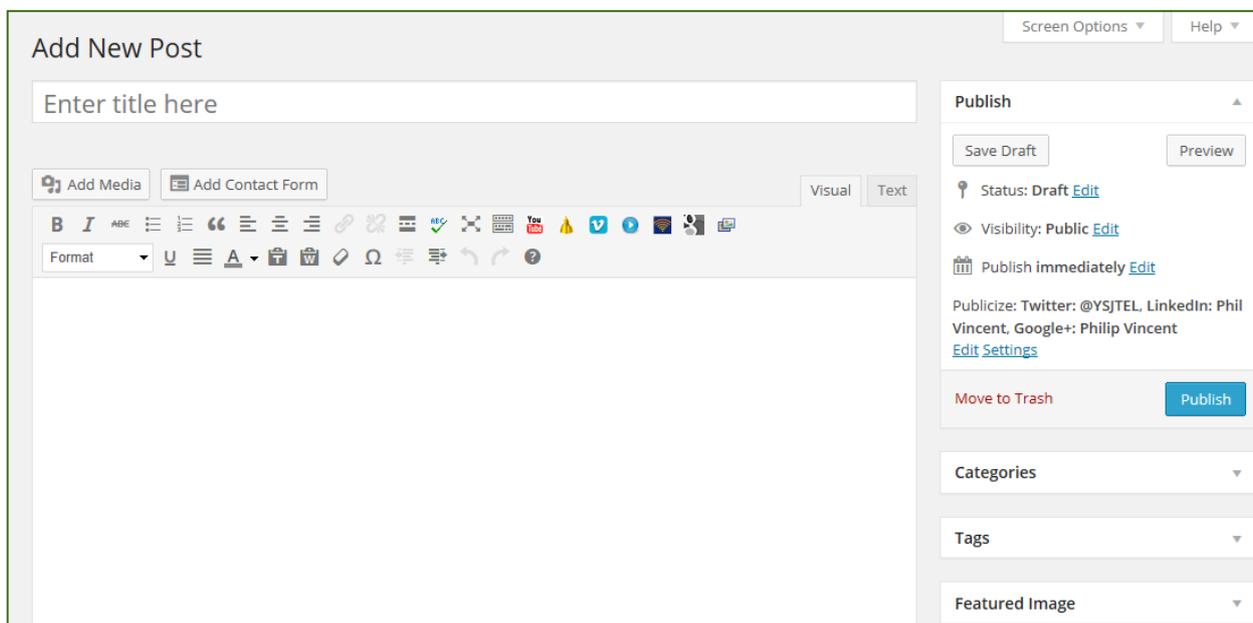


# WordPress: Writing Posts

Posts are the entries that display in reverse chronological order on your home page. In contrast to pages, posts usually have comments fields beneath them and are included in your site's RSS feed.

1. Log in to your WordPress Administration Panel (Dashboard) - <http://blog.yorks.ac.uk/>
2. Click the 'Posts' tab.
3. Click the 'Add New' sub-tab.
4. Start filling in the blanks: enter your post title in the upper field, and enter your post body content in the main post editing box below it.
5. As needed, select a category, add tags, and make other selections from the sections below the post.
6. When you are ready, click 'Publish'.



## Title

The title of your post. You can use any phrases, words or characters. Avoid using the same title twice as that will cause problems. You can use commas, apostrophes, quotes, hypens/dashes, and other typical symbols in the post. WordPress will then clean it up to generate a user-friendly and URL-valid name of the post (also called the "post slug") to compose the permalink for the post.

## Post Editing Area

The blank box where you enter your writing, links, links to images, and any information you want to display on your site. You can use either the Visual or the Text view to compose your posts.

## Publish box

Contains buttons that control the state of your post. The main states are **Published**, **Pending Review**, and **Draft**. A **Published** status means the post has been published on your blog for all to see. **Pending Review** means the draft is waiting for review by an editor prior to publication. **Draft** means the post has not been published and remains a draft for you. If you select a specific publish status and click the update post or "Publish" button, that status is applied to the post. For example, to save a post in the Pending Review status, select Pending Review from the Publish Status drop-down box, and click Save As Pending. To schedule a post for publication on a future time or date, click "Edit" in the

Publish area next to the words "Publish immediately". You can also change the publish date to a date in the past to back-date posts. Change the settings to the desired time and date. You must also hit the "Publish" button when you have completed the post to publish at the desired time and date.

**Visibility** - This determines how your post appears to the world. Public posts will be visible by all website visitors once published. Password Protected posts are published to all, but visitors must know the password to view the post content. Private posts are visible only to you (and to other editors or admins within your site)

### Save

Allows you to save your post as a draft / pending review rather than immediately publishing it. To return to your drafts later, visit Posts - Edit in the menu bar, then select your post from the list.

### Preview button

Allows you to view the post before officially publishing it.

### Publish

Publishes your post on the site. You can edit the time when the post is published by clicking the Edit link above the "Publish" button and specifying the time you want the post to be published. By default, at the time the post is first auto-saved, that will be the date and time of the post within the database.

### Categories

The general topic the post can be classified in. Generally, bloggers have 7-10 categories for their content. Readers can browse specific categories to see all posts in the category. To add a new category, click the "+Add New Category" link in this section. You can manage your categories by going to Administration Panels > Posts > Categories.

### Post Tags

Refers to micro-categories for your blog, similar to including index entries for a page. Posts with similar tags are linked together when a user clicks one of the tags. Add new tags to the post by typing the tag into the box and clicking "Add".

### Featured Image

Featured Image, is an image that is chosen as the representative image for Posts, Pages or Custom Post Types. The display of this image is up to the theme. This is especially useful for "magazine-style" themes where each post has an image.

After clicking the "Set featured image" link follow the same steps as inserting images in Posts and Pages. Once you have selected the featured image and determined the image settings, click on the blue "Set featured image" button, to set it as the featured image for your page or post.