

Word Press Posting Instructions

Author Entry Page

To **Edit** an old entry, click Edit; to post a **New** entry, click Add New.

The screenshot shows the WordPress dashboard for the 'Nepean Sailing Club'. The top navigation bar includes the site logo, a 'Visit Site' button, a 'New Post' button, and user information ('Howdy, Author | Turbo | Log Out'). The left sidebar contains a menu with 'Dashboard', 'Blog Stats', 'Posts', 'Media', 'Comments', 'Profile', and 'Tools'. The 'Posts' menu is expanded, showing 'Edit' and 'Add New' options, which are circled in red. Two arrows point from the text above to these options. The main content area features a 'Right Now' section with statistics: 20 Posts, 14 Pages, 16 Categories, and 36 Tags. It also shows the current theme ('mts journey') and version ('WordPress 2.8.4'). On the right, the 'QuickPress' form is visible, with fields for Title, Content, and Tags, and buttons for 'Save Draft', 'Reset', and 'Publish'.

Nepean Sailing Club Visit Site New Post Howdy, Author | Turbo | Log Out

Dashboard Dashboard Blog Stats

Posts Edit Add New Media Comments

Profile Tools

Right Now At a Glance

20 Posts	0 Comments
14 Pages	0 Approved
16 Categories	0 Pending
36 Tags	0 Spam





Theme **mts journey** with **0 Widgets**

You are using **WordPress 2.8.4**.

Akismet blocks spam from getting to your blog, but there's nothing in your [spam queue](#) at the moment.

QuickPress

Title

Upload/Insert    

Content

Tags

Save Draft Reset Publish

Creating a new post

This is the page you get when you click on “Add New” in the above screen:

The main features are circled:

1. **Add New Post** – to enter the post title
2. **Upload/ Insert** - to enter the post text
3. **Visual Edit Mode**– the easy “what you see is what you get” entry mode. The other possible mode is “HTML” where you see the html code.
4. **Post Tags** – tags are used like keywords to link posts of similar interests
5. **Categories** – The main topic(s) under which the posts will be catalogued
6. **Discussion** – (at the bottom of the page) – allows the author to turn on the discussion tool for that post.

WordPress Nepean Sailing Club Visit Site Edit Posts Howdy, Author | Turbo | Log Out Screen Options Help

Dashboard Dashboard Blog Stats

Posts Edit Add New Media Comments

Profile Tools

Add New Post

Upload/Insert Visual HTML

Publish

Save Draft Preview

Status: **Draft** Edit

Visibility: **Public** Edit

Publish **immediately** Edit

Publish

Post Tags

Add new tag Add

Separate tags with commas.

[Choose from the most used tags in Post Tags](#)

Categories

All Categories Most Used

☐ Featured Post

☐ Finance

☐ Galley

☐ Governance

☐ Grounds

☐ Harbour

☐ Main

Excerpt

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Send Trackbacks

Send trackbacks to:

(Separate multiple URLs with spaces)

Trackbacks are a way to notify legacy blog systems that you've linked to

Discussion

☒ Allow comments on this post

☐ Allow [trackbacks and pingbacks](#) on this post

...other stuff

Discussion

☒ Allow comments on this post

☐ Allow [trackbacks and pingbacks](#) on this post

Filling in the information:

1. in the *Add New Post* box, add the Post title that will show up as the header of the post

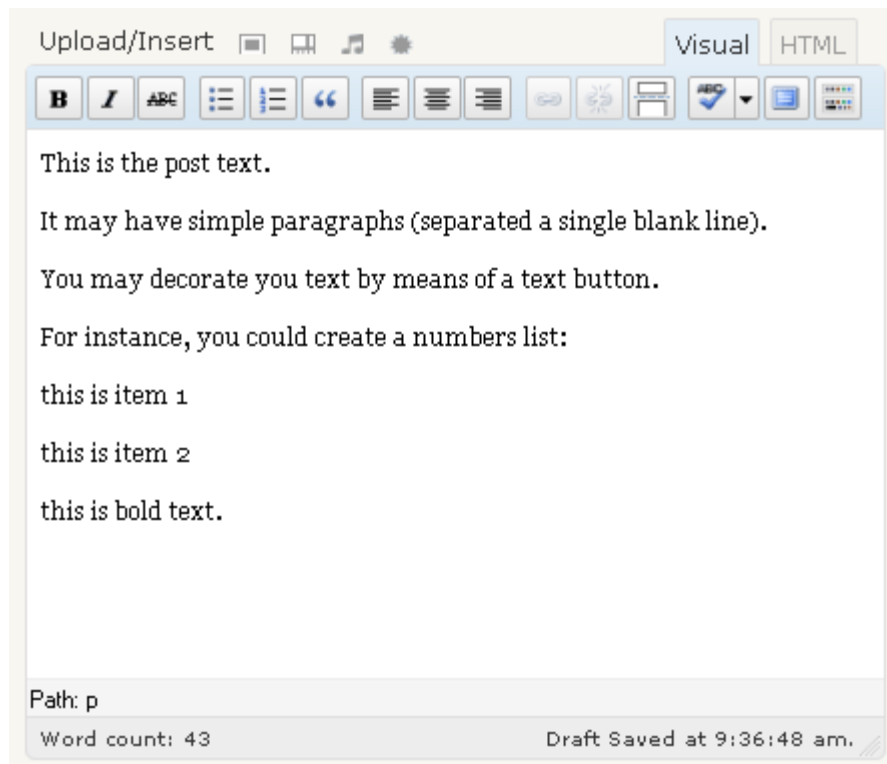






 *Add New Post*













This is a Post Sample

Permalink: <http://nsc.ca/web2/2009/10/this-is-a-post-sample/>

2. Type in the post text IN PLAIN LANGUAGE first... we will add “decorations” later



Upload/Insert     Visual HTML

B *I* ABC            

This is the post text.

It may have simple paragraphs (separated a single blank line).

You may decorate you text by means of a text button.

For instance, you could create a numbers list:

this is item 1

this is item 2

this is bold text.

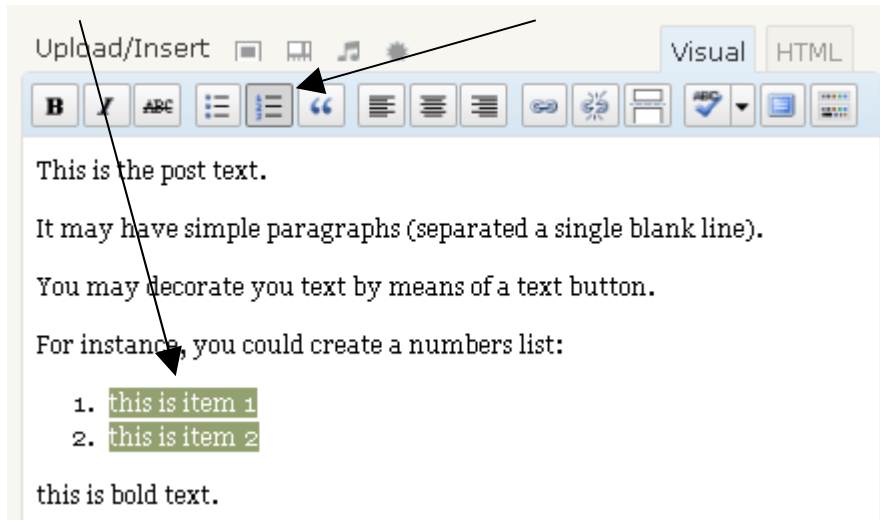
Path: p

Word count: 43 Draft Saved at 9:36:48 am.

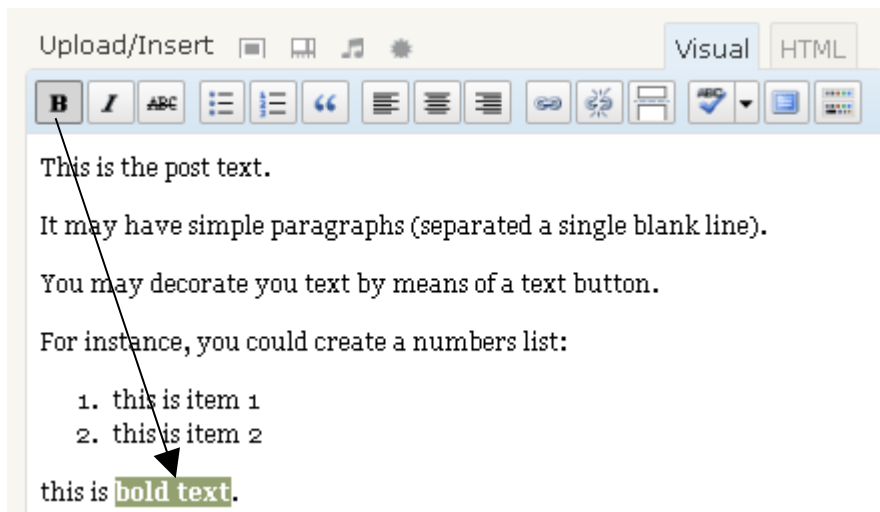
3. Highlight the text that you want to “decorate”, and perform the decoration using the appropriate button.

For instance to make a numbered list,

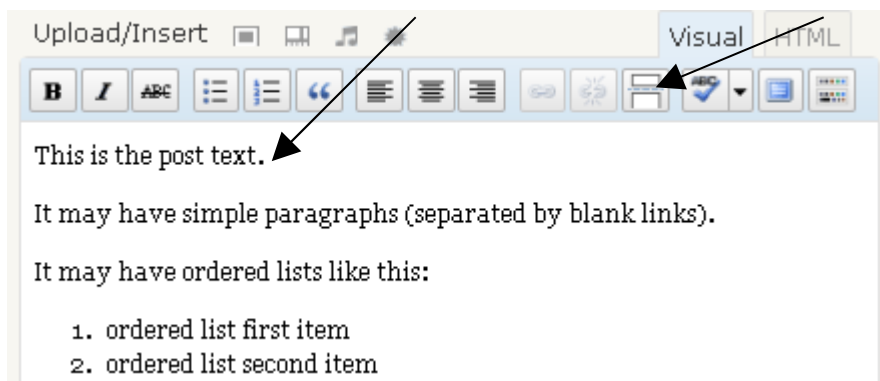
Highlight the two rows that are to be numbered, and click the **numbered list button**:



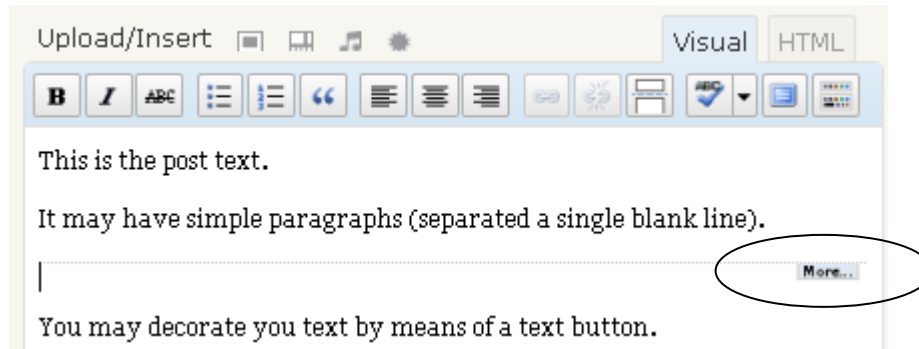
And, to make words **bold**, **highlight** and click the **Bold button**:



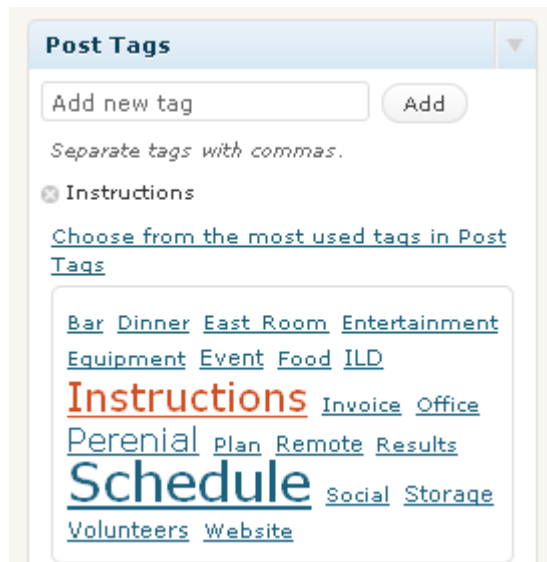
4. To split the text into a visible part and a **more...** section that will only be visible in the full post page, put your cursor just after the text that is to be visible in the post, and click the **More** button



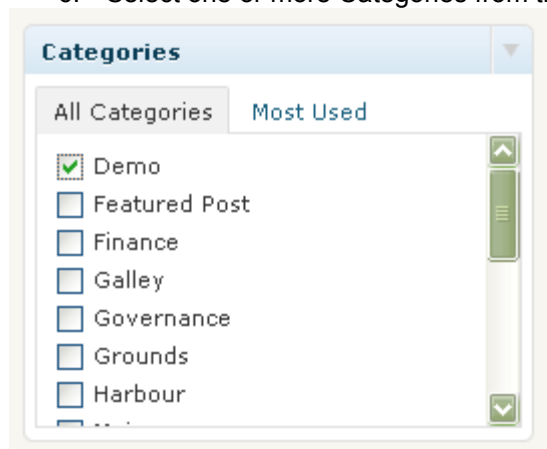
You will get a “more” marker as shown:



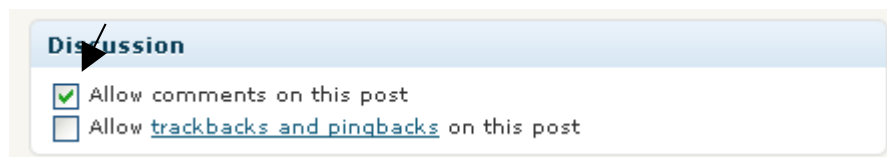
5. Now add one or more **Tags**: In Post Tags, select from the Tag Cloud (by clicking on “*Choose from the most used tags in Post Tags*” and selecting a tag from the list), or type a new one in the text box to add you own. You may leave the tag field blank if you wish:



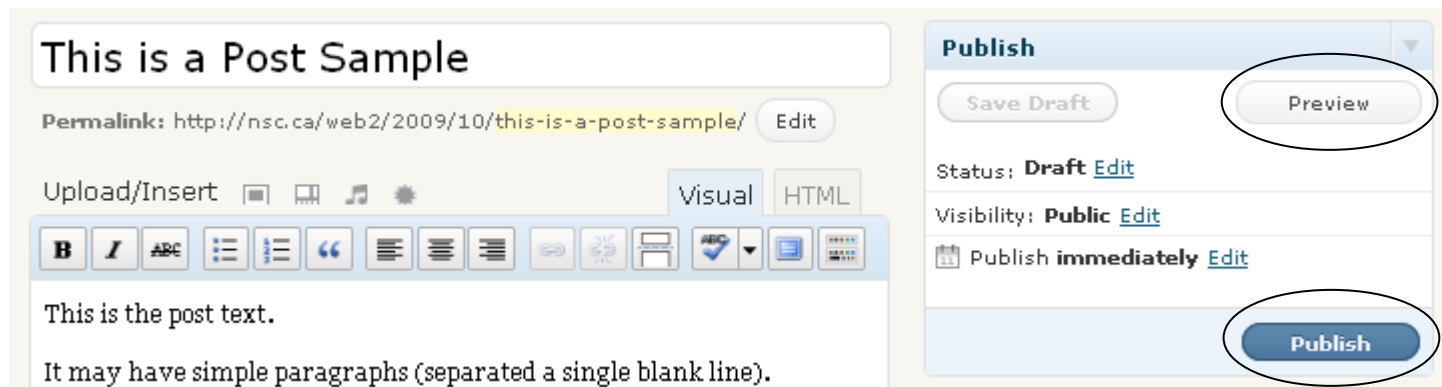
6. Select one or more Categories from the Categories Check box pane. If you choose none, “Notice” will be the default:



If you want to let the users leave a comment on your post, then go to the **bottom of page** and click the “Allow comments on this post” check box. Comment entry will be automatically disabled 14 days after the post date.



7. View the full Post as it will appear by itself on a single post page with the **Preview** button, edit as needed until you are happy, and finally, submit the post by clicking the **Publish** button.



Your post is immediately available on <http://nsc.ca/web2/>:

This is a Post Sample
This is the post text.
It may have simple paragraphs (separated a single blank line). [»»» More...](#)
Thursday, October 8th, 2009, by Author, Filed under: [Demo](#) | [No Comments](#) | [edit](#)

If you click the [more...](#) link, you get the full post is a separate page.

Editing an old post

1. Click Edit in the Post section:

You will see a page with all the posts like this:

WordPress dashboard for Nepean Sailing Club. The left sidebar shows the 'Edit' link circled under the 'Posts' section. The main content area displays a list of posts under the 'Edit Posts' heading. A yellow message box at the top indicates 'Post deleted.' The posts list includes:

Post	Author	Categories	Tags	Date
<input type="checkbox"/> This is a Post Sample Edit Quick Edit Delete View	Author	Demo	No Tags	6 mins ago Published
<input type="checkbox"/> Haulout is coming! - Volunteers needed - Sticky	nsc webmaster	Yard	Schedule, Volunteers	5 hours ago Published
<input type="checkbox"/> A live test for the board - Draft	Author	Main	No Tags	2009/10/06 Last Modified
<input type="checkbox"/> Environmental Protection & Spill Prevention Plan	nsc webmaster	Governance	Plan	2009/10/06 Published

2. Put your cursor on the post you want to edit (posts that may be edited by you *will have a box beside the post title*), click **Edit** to change the text, or **Quick Edit** to change the tags and Categories.

Close-up of the post list table showing the 'Edit' and 'Quick Edit' links for the post 'This is a Post Sample' circled.

3. To submit the changes, click the **Publish** button as shown previously.

Contributor Entry Page

Contributors have access to a “reduced” dashboard with less functionality than authors, as show in the following screen capture. In particular, contributors

1. May not add images or other media via the Media section,
2. May only Save a Draft or Submit a post for Review by an editor (the editor will to the publishing),
3. May not edit a post once it has been published by an editor – he may either delete it and create a new one, or ask the editor to modify it.



[Dashboard](#)

[Posts](#)

[Edit](#)

[Add New](#)

[Comments](#)

[Profile](#)

[Tools](#)



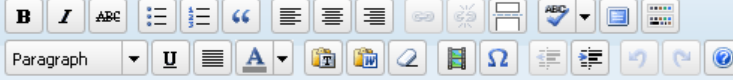
Add New Post

[Screen Options](#)

[Help](#)

Visual

HTML



Publish

[Save Draft](#)

[Preview](#)

Status: **Draft**

Visibility: **Public**

[Submit for Review](#)

Post Tags

[Add](#)