

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 the user's name 'Howdy, Author | Turbo | Log Out'. The main dashboard area features a left-hand menu with options like 'Dashboard', 'Blog Stats', 'Posts', 'Media', 'Comments', 'Profile', and 'Tools'. The 'Posts' menu is expanded, with 'Edit' and 'Add New' options circled in red. Two black arrows point from the text above to these circled options. The main content area displays a 'Right Now' summary with statistics: 20 Posts, 14 Pages, 16 Categories, and 36 Tags. It also shows the current theme 'mts journey' and the WordPress version '2.8.4'. On the right side, the 'QuickPress' form is visible, containing fields for 'Title', 'Content', and 'Tags', along with 'Save Draft', 'Reset', and 'Publish' buttons.

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.

The screenshot shows the WordPress dashboard for 'Nepean Sailing Club'. The main content area is titled 'Add New Post'. The interface includes a left sidebar with navigation options like 'Dashboard', 'Posts', 'Media', and 'Comments'. The main editor has a title field, a content area with 'Visual' and 'HTML' modes, and a 'Publish' sidebar on the right. The 'Post Tags' and 'Categories' sections are also visible on the right. Several elements are circled in red: the 'Add New Post' title, the 'Upload/Insert' and 'Visual' buttons, the 'Post Tags' section, and the 'Categories' section.

...other stuff

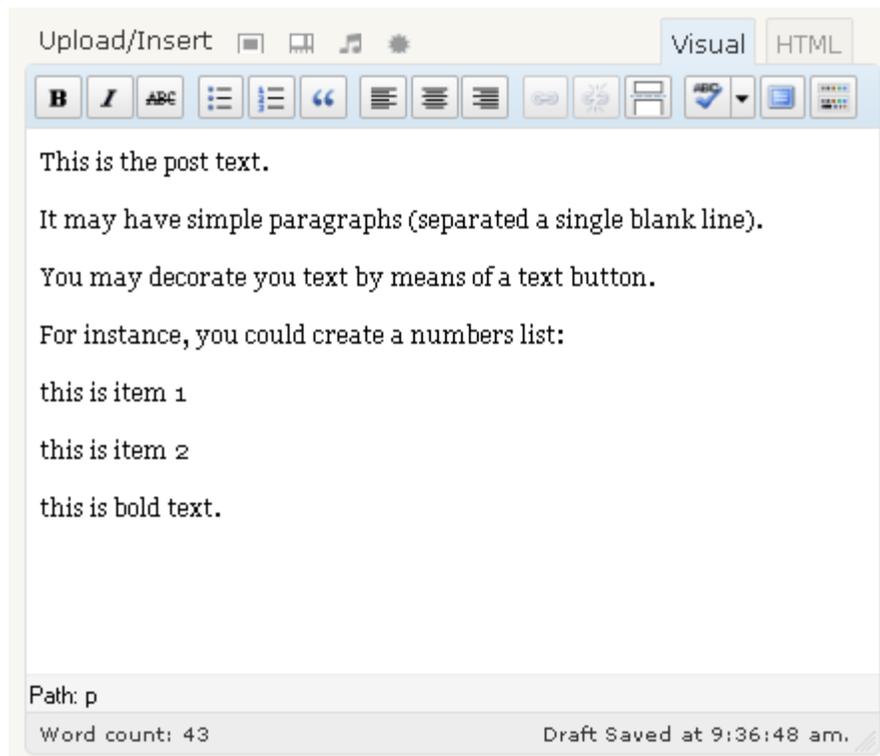
The screenshot shows the 'Discussion' section at the bottom of the page. It is titled 'Discussion' and contains two checkboxes: 'Allow comments on this post' (checked) and 'Allow trackbacks and pingbacks on this post' (unchecked).

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



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

A screenshot of a rich text editor interface. At the top, there is a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, bulleted list, numbered list, quote, indent, outdent, link, unlink, insert image, undo, redo) and tabs for 'Visual' and 'HTML'. Below the toolbar is a large text area containing the following text:

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

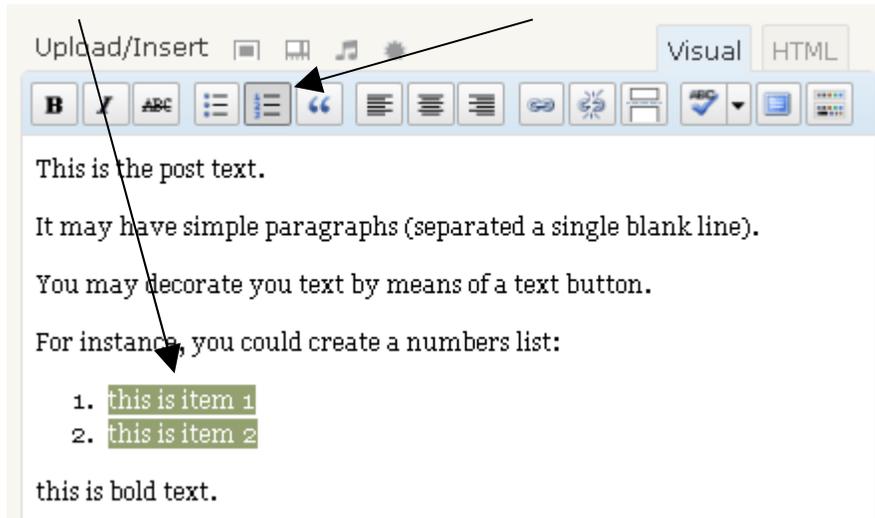
this is bold text.

At the bottom of the editor, there is a status bar showing 'Path: p', 'Word count: 43', and 'Draft Saved at 9:36:48 am.'

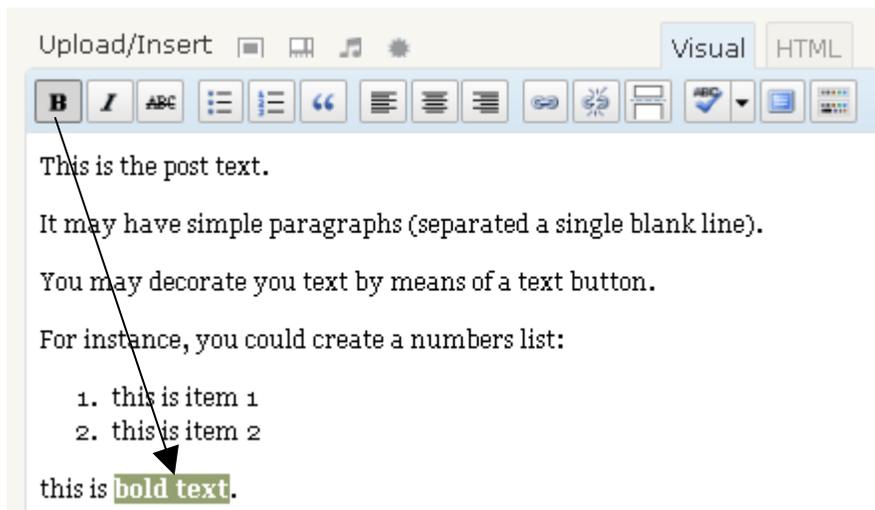
3. Highlight the text that you want to “decorate”, and perform the decoration using the appropriate button.

For instance to make a numbered list,

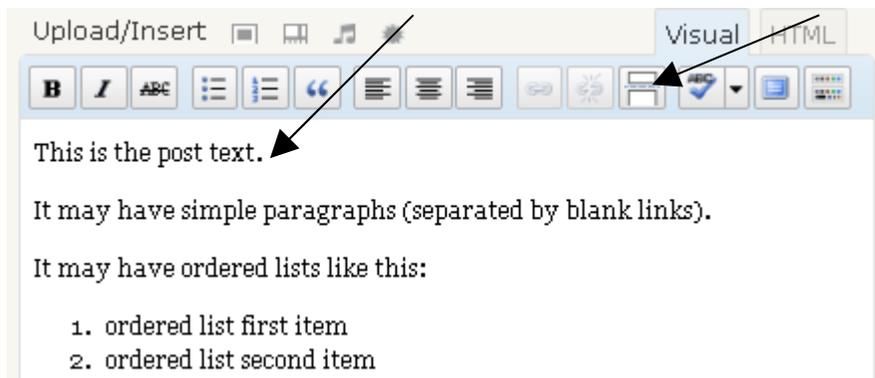
Highlight the two rows that are to be numbered, and click the **numbered list button**:



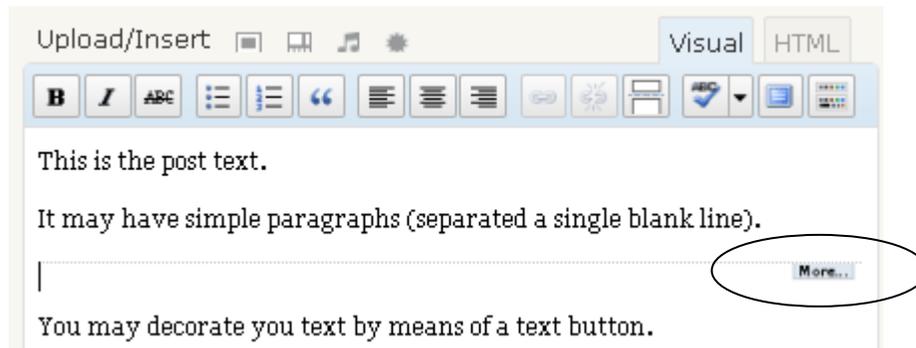
And, to make words **bold**, **highlight** and click the **Bold button**:



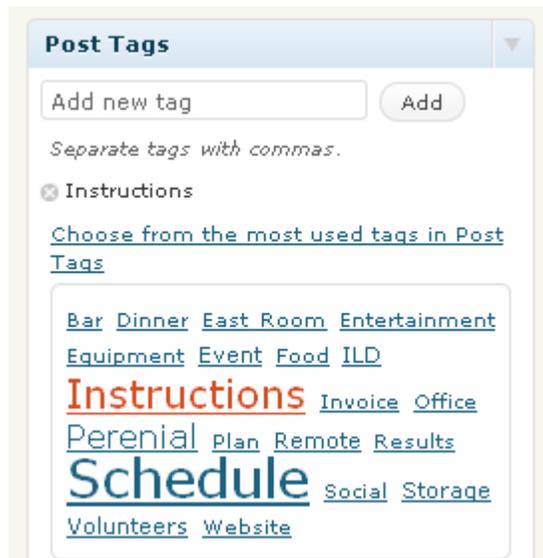
4. To split the text into a visible part and a **more...** section that will only be visible in the full post page, put your cursor just after the text that is to be visible in the post, and click the **More** button



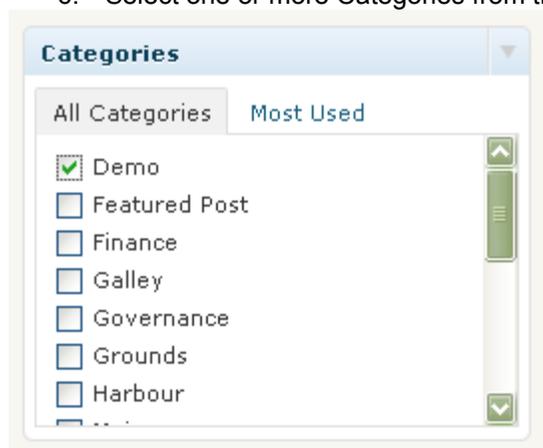
You will get a “more” marker as shown:



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:



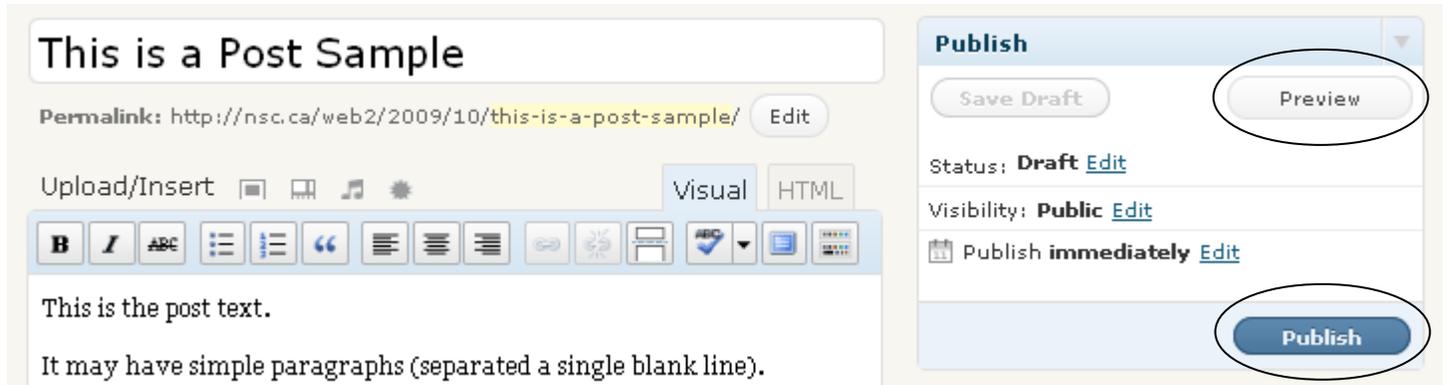
6. Select one or more Categories from the Categories Check box pane. If you choose none, “Notice” will be the default:



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:

Nepean Sailing Club [Visit Site](#) [New Post](#) Howdy, Author | Turbo | Log Out

Dashboard [Dashboard](#) [Blog Stats](#)

Posts [Add New](#) [Media](#) [Comments](#) [Profile](#) [Tools](#)

Edit Posts

Post deleted.

All (23) | Published (21) | Drafts (2)

Bulk Actions [Apply](#) Show all dates [View all categories](#) [Filter](#)

Displaying 1–15 of 23 1 2 >>

<input type="checkbox"/> Post	Author	Categories	Tags		Date
<input type="checkbox"/> This is a Post Sample Edit Quick Edit Delete View	Author	Demo	No Tags	0	6 mins ago Published
Haulout is coming ! - Volunteers needed - Sticky	nsc webmaster	Yard	Schedule, Volunteers	0	5 hours ago Published
<input type="checkbox"/> A live test for the board - Draft	Author	Main	No Tags	0	2009/10/06 Last Modified
Environmental Protection & Spill Prevention Plan	nsc webmaster	Governance	Plan	0	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.

<input type="checkbox"/> Post	Author	Categories	Tags		Date
<input type="checkbox"/> This is a Post Sample Edit Quick Edit Delete View	Author	Demo	No Tags	0	6 mins ago Published

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.

