1. Sign in to your WordPress website using your username and password.
2. A black tool bar should appear on the top of your browser (Figure 1).
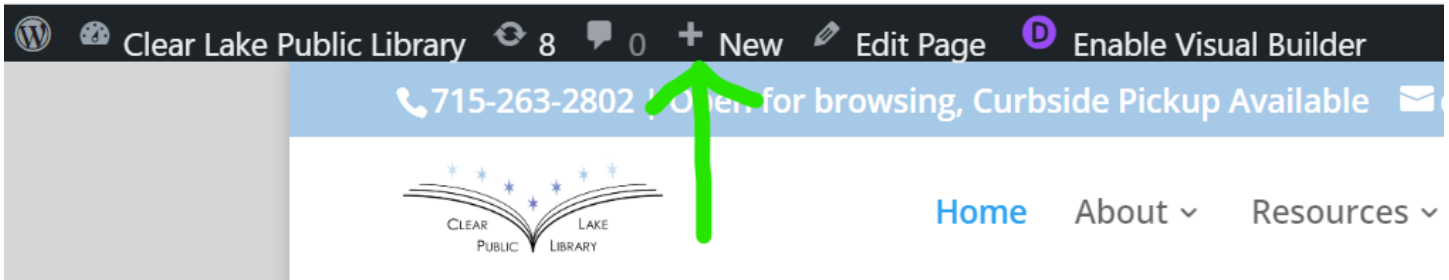3. Hover your mouse over "+New," and choose "Post" (Figure 1).

Figure 1 Hover over "+New" and select "Post."

4. Type your blog post title in the box under "Add New Post," and add your blog post content in the content box (Figure 2).
   a. Keep posts short, 2-3 paragraphs at the most.
      i. Make use of bullet points to shorten content.
      ii. Use hyperlinks to direct readers to full content.
   b. Hyperlinks should be used to direct users to full content on its original page on the internet.
      i. **Always** insert a hyperlink within a line of text:
         1. Check out the **WVLS YouTube channel** for training videos, workshop recordings, and makerspace videos!
      ii. **Never** insert a full hyperlink:
         1. Check out the WVLS YouTube channel for training videos, workshop recordings, and makerspace videos: https://www.youtube.com/channel/UCpn65O3RluO_YmD23irnT3g
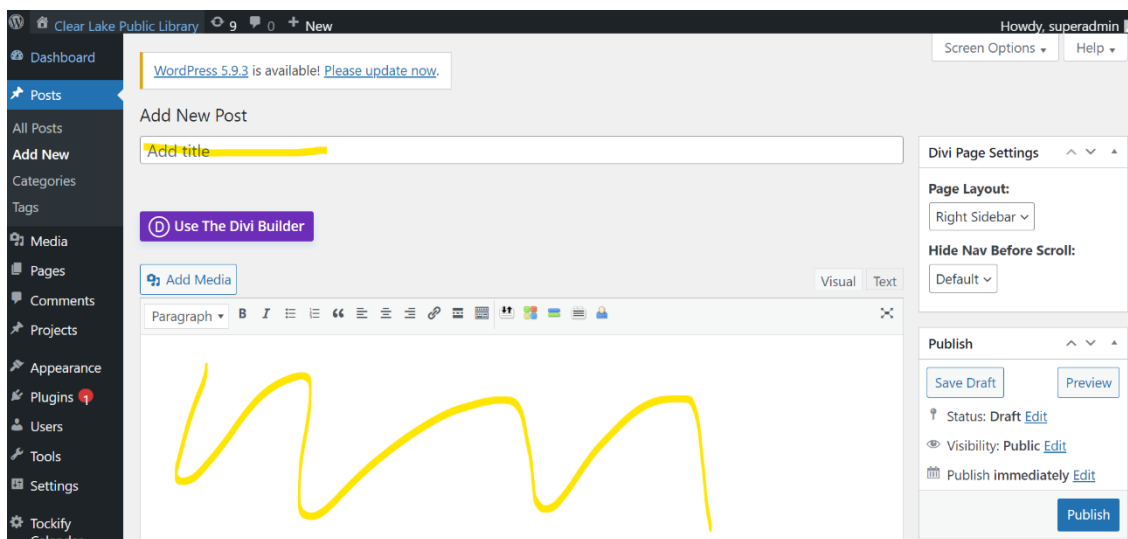
Figure 2 Enter your title and blog content.

5. Add an Excerpt (Figure 3).
   a. The excerpt is the wording that will appear on the Home Page Blog Post Slider.
   b. **If you do not enter an excerpt,** the first 150 characters will automatically be used as the excerpt.
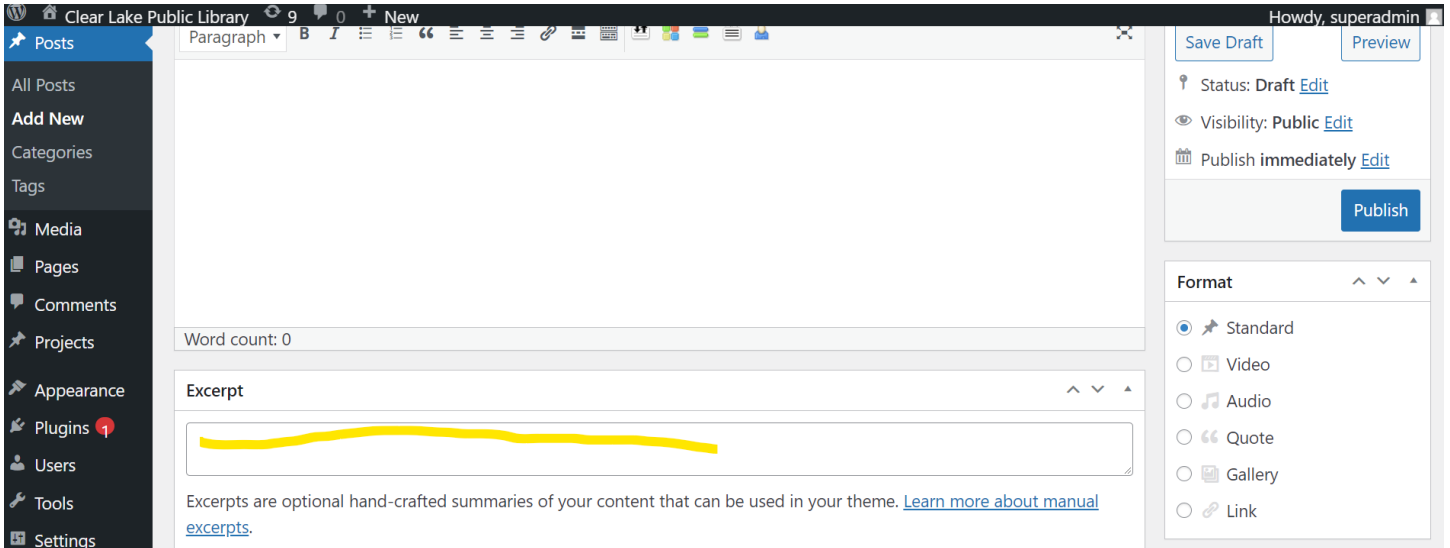

Figure 3 Add an excerpt up to 250 characters in length.

6. Add Categories (Figure 4).
   a. On the right side of the screen select "Home Page" in the "Categories" settings area. **Only use the Categories provided.**
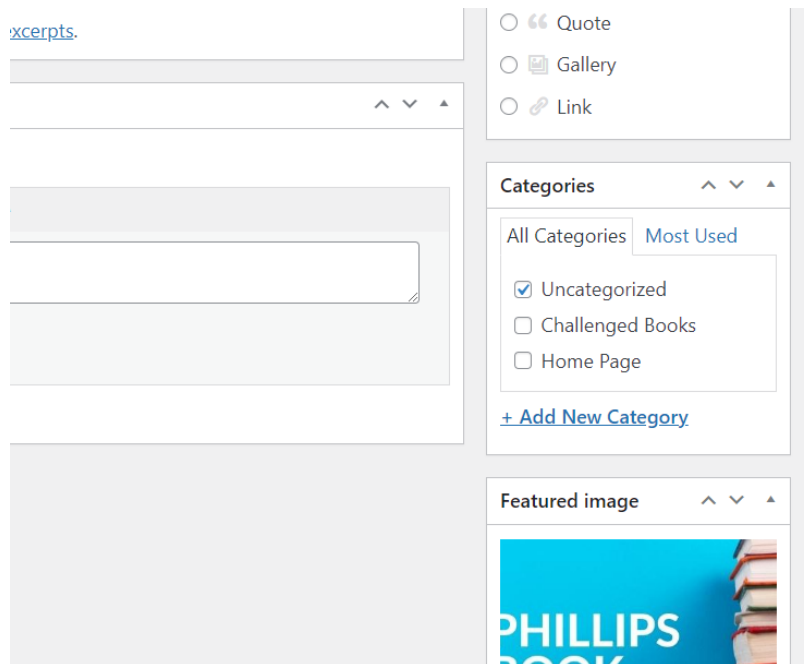
7. Set Featured Image (Figure 5).
8. Preview your post before editing (Figure 6).
   a. Click the "Preview" button on the right side of your screen to preview your post.
   b. The "Preview" button is also available if you are editing a post after it has been published (see directions in step 10).
9. **Click the blue "Publish" button** on the right side of the page (Figure 6).
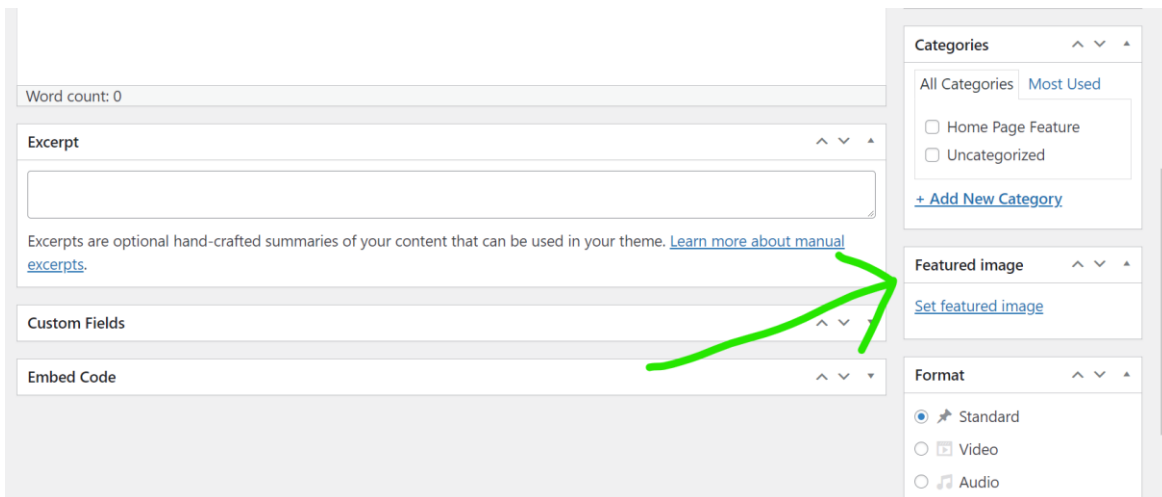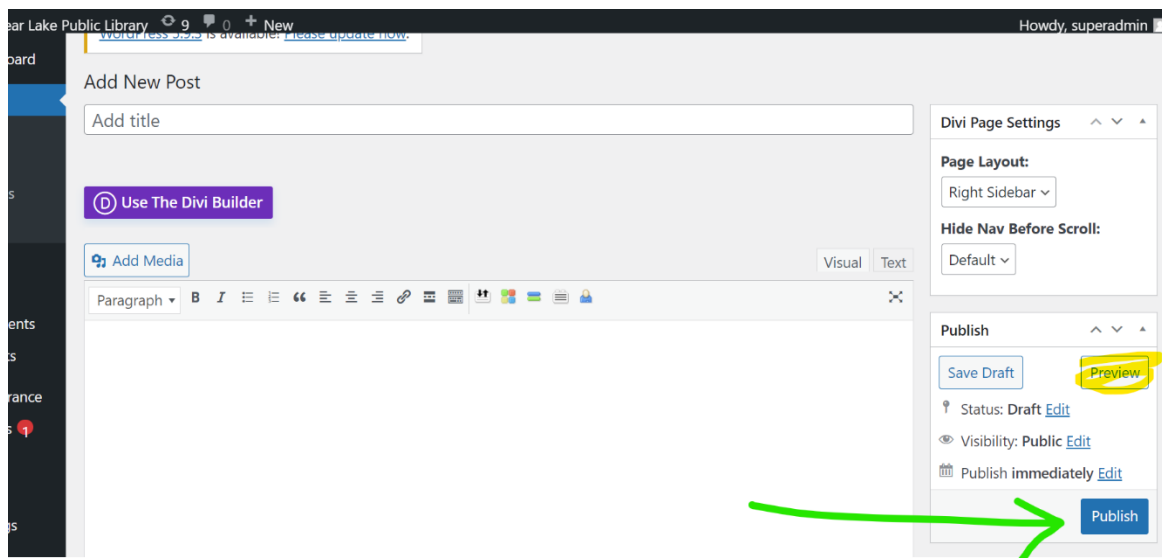

Figure 5 Set Featured Image

Figure 6 "Preview" and "Publish"

10. Edit a published post (Figure 7).
   a. To edit your post, navigate to the desired blog post.
   b. On the top of the screen click on "Edit Post."
   c. Edit.
   d. Click the "Preview" button to preview your changes.
   e. Click the blue "Update" button in the middle right area of the screen.
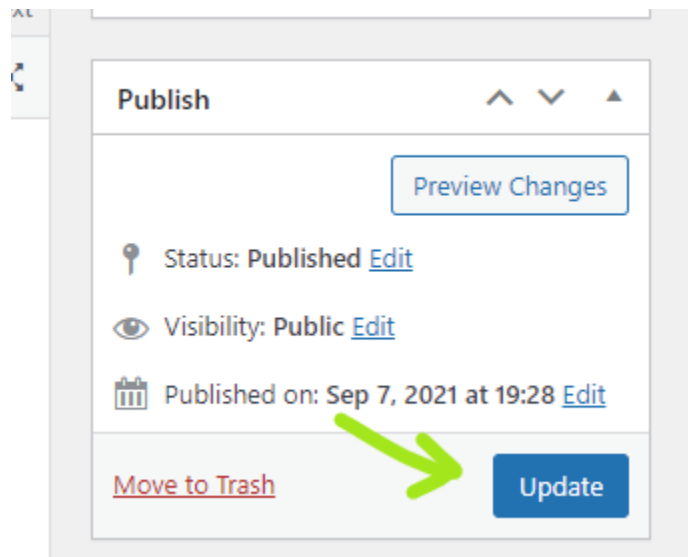

Figure 7 To edit a published post, click on Edit Post, make changes and choose the blue "Update" button on the right of your screen.

11. Delete a post.
   a. From the dashboard, navigate to "Posts." (Figure 8)
   b. Click the "Edit" or "Quick Edit" option on the post you want to delete.
   c. Find and Click the red text "Move to Trash." (Figure 9)
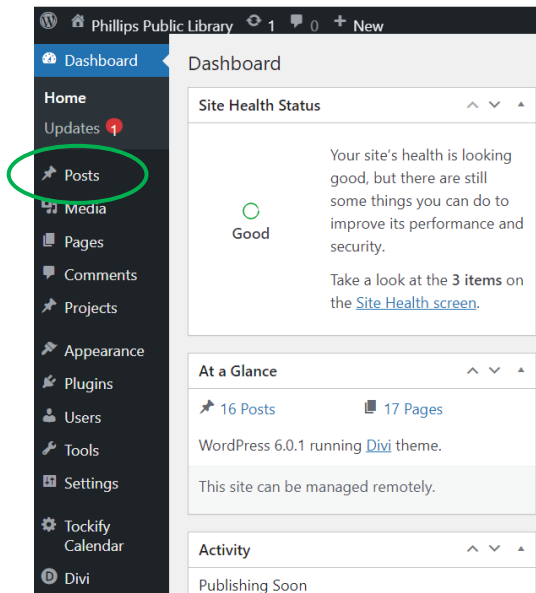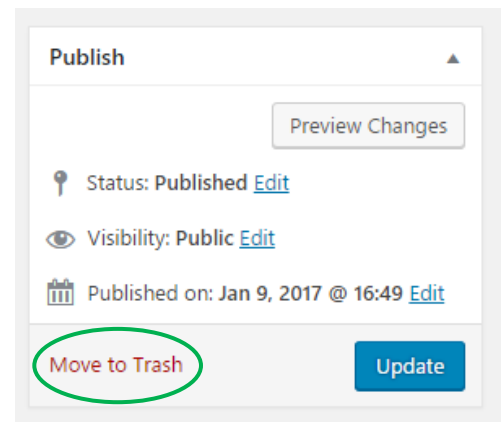
Figure 9 Delete an employment post

Figure 8 Navigate to Posts from the dashboard

12. Recategorize a Blog Post, or Remove a Blog Post from your Home Page or another page.
    a. From the dashboard, navigate to "Posts." (Figure 8)
    b. Click the "Edit" or "Quick Edit" option on the post you want to recategorize (or remove from a blog or blog post slider on your homepage or an interior page).
    c. Deselect "Home Page" or the category you wish to remove the blog post from. ("Quick Edit" Figure 10) ("Edit" Figure 11)
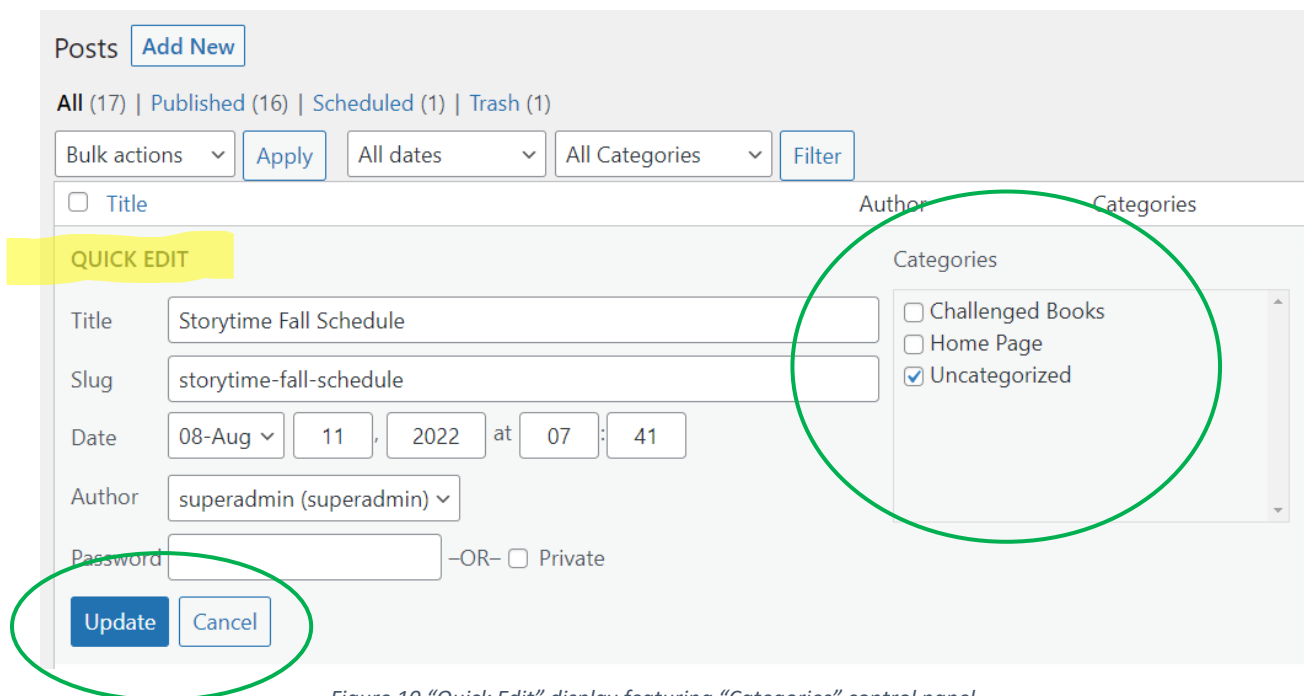   d. Select "uncategorized."
    e. Click "Update" to complete process.

Figure 10 "Quick Edit" display featuring "Categories" control panel.

Visibility: **Public** Edit

Revisions: **3** Browse

Scheduled for: **Aug 11, 2022 at 07:41** Edit

Move to Trash | Update

Last edited by superadmin on August 5, 2022 at 2:50 pm

an be used in your theme. Learn more about manual excerpts.

Value

Format

Categories

All Categories | Most Used

☑ Uncategorized
☐ Challenged Books
☐ Home Page

+ Add New Category

Featured image

Figure 11 "Edit" display featuring "Categories" control panel.