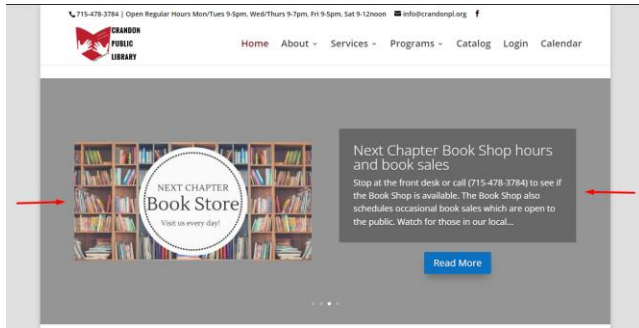


## Creating a new blog post

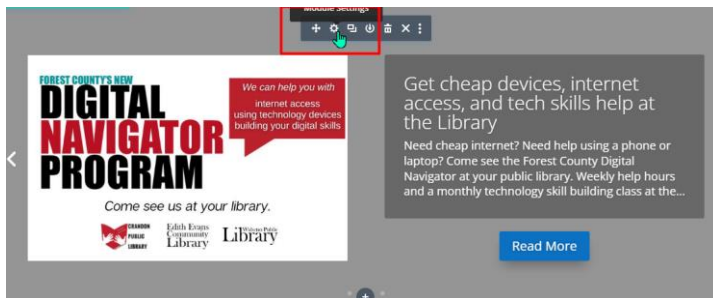
Blog posts are likely 90% of the work you will do on your websites. Most Libraries Win websites are set up to have blog posts automatically go to at least two locations on your site: a blog (slider module and/or simple blog module) and the blog post's permalink webpage.

### Blog Post Slider

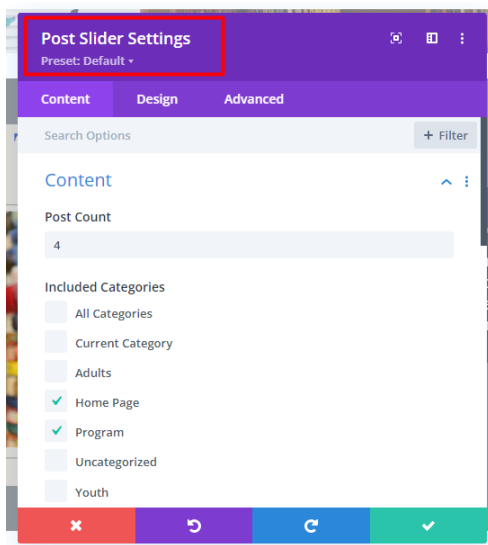
Many websites have a blog post slider right up top on the home page:



This slider gets “autofilled” with information from the blog posts you create. To see what this looks like behind the scenes, you can open the Divi visual editor and click on the gear icon in the BLACK module box where the posts appear:



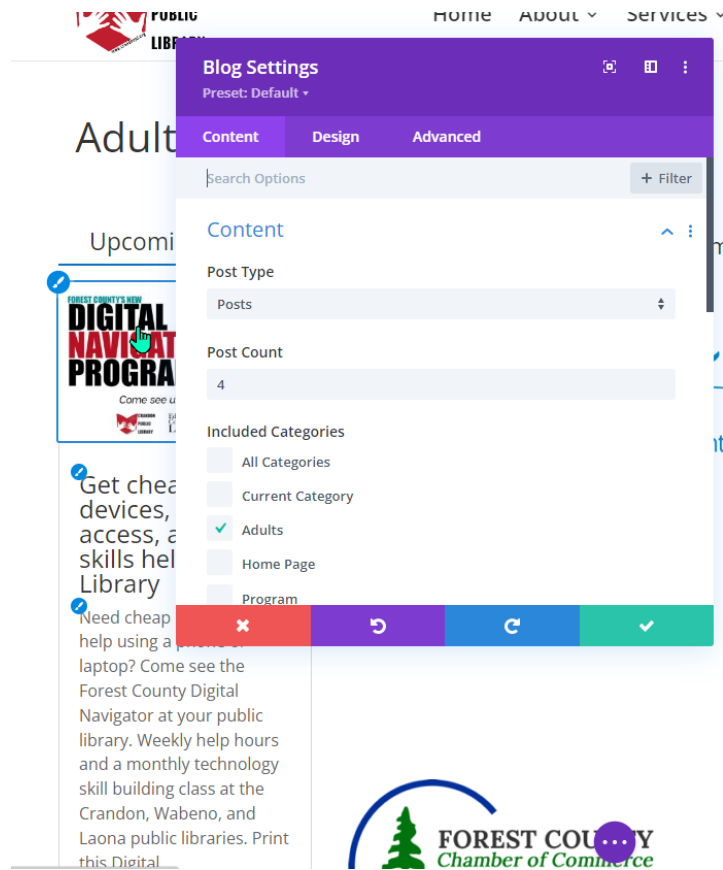
This opens the module menu that shows us that the module is a “Posts Slider.” The settings indicate that it shows the 4 most recent posts that were posted in the categories of “Home Page” and “Program.”



## Creating a new blog post

### Simple Blog Module

When a category other than “Home Page” is selected, these posts also appear on other pages of your website. Example: on the Crandon Public Library website, the adult programs page has a “Blog” module that displays 4 posts from the “Adults” category:

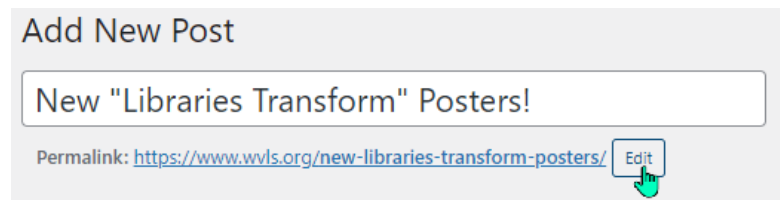


These all land on these pages automatically – no extra work on your part.

### Blog Post Permalink

There is one other place your blog post appears: at the post’s permalink website. When you create a post, that post is assigned a permanent direct link to a webpage on your website.

You can find this when you create a new post – at the top of the post creation page beneath the title.



Any time somebody clicks on the blog post (from the slider or regular blog module), it takes the reader to the permalink page.

# Creating a new blog post

So – how do I get a blog post written that will show up in these spots?

## 1. What you will need:

- Your post content (in words OR complete poster in **JPG format\***);
- A picture in JPG format size for the featured image size 650px x 400px\*\* (made in Canva, for example);
- The list of categories you want your post to appear in;
- The date when you want the post to begin appearing on your website (if not immediately);
- The date you want the post to disappear from your website (if applicable) and the PublishPress Future plugin installed\*\*\*;
- Any additional documents/webpages you would like to have linked from your post. (Most often PDF format for documents.)

References: [www.leanwi.org/website-service](http://www.leanwi.org/website-service)

\*See “Understanding and working with Images” and “Using ilovepdf.com to change pdf to jpg” for more information.

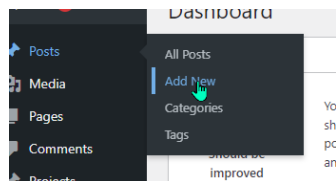
\*\*See “Understanding and working with images” and “Images, your WordPress website, and the Divi Builder” for more details.

\*\*\*See “PublishPress Future – post expiration” for more information.

## 2. Making your post

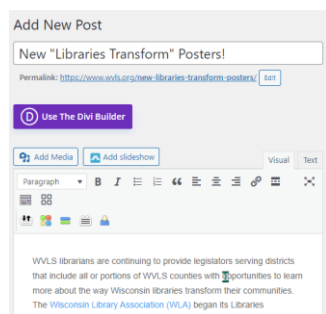
Create a new post with permalink.

From your website’s dashboard, click “Posts” → “Add New.”

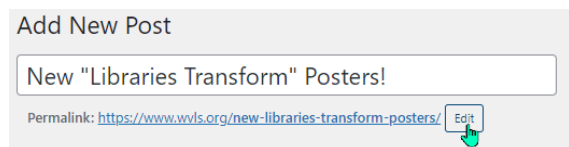


Note: we WON'T use the Divi builder – we will create this post in the standard WordPress editor.

Give your post a title and type the information you want people to know about in the text box.



Note: after you start adding text, a “Permalink” will appear under the title:



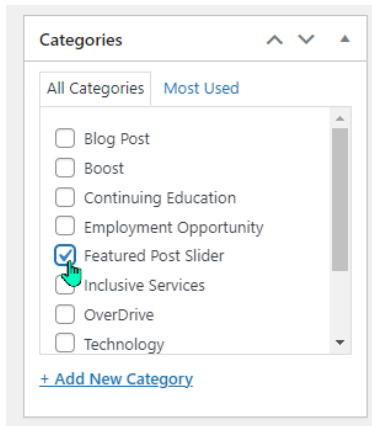
## Creating a new blog post

This will be the link on your website that will take you directly to the blog post. It automatically fills in the link “slug” (the part at the end) with the post title, but you can change it by clicking the “Edit” button. Note – it can be anything, but it must be unique to your website. You can’t have to slugs called “summer-reading,” for example.

### Next: select the category you want the post to appear in

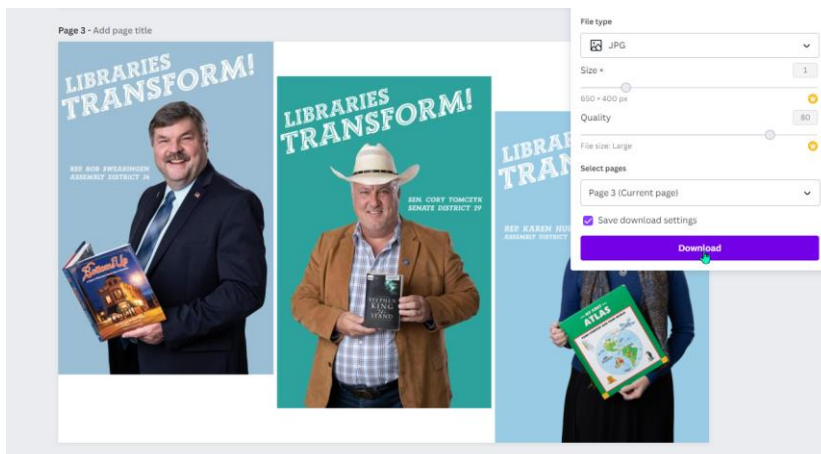
You must select at least one category if you want your post to appear anywhere on your webpage, but which category/categories will depend on how your website blog modules are set up.

The WVLS website needs the category of “Featured Post Slider” selected for the post to appear on the home page. Some websites may have a category “Home Page.” For some others, “Uncategorized” posts will go onto the home page slider. If you want the post to appear on other pages (Adult, Programs, Children), you will need to select those categories. If you have questions about which categories are connected to which blog module, send in a help ticket.



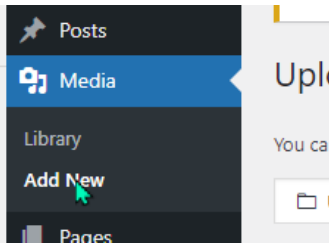
### Next: set featured image

This is where you will need that right-sized image in JPG format uploaded to your website. One easy way is to create a “Blog Post” template in Canva set up to 650 x 400 size (unless you know you need one of the two alternatives). For this post I am going to use three individual JPG images, drop them into a Canva 650 x 400 square, then download the final image as a JPG.

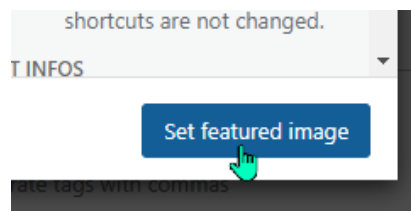
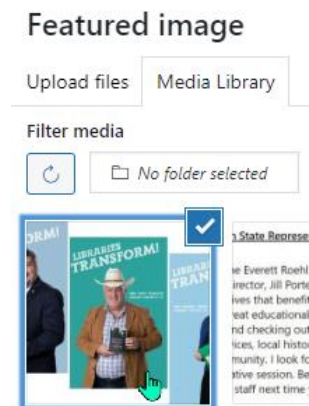
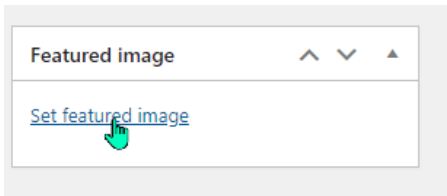


## Creating a new blog post

Once I have that JPG, I will upload it to my website's media gallery.

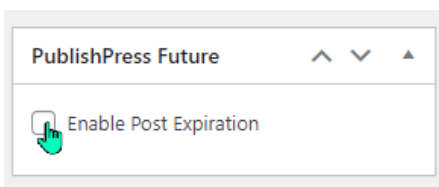


Back in my blog post editor, I will set this as my featured image:



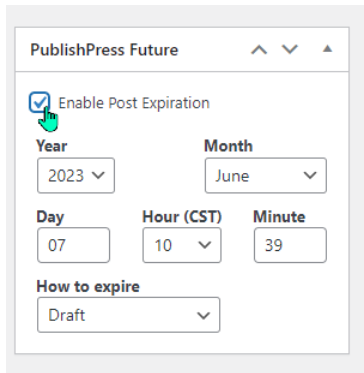
### Next: set expiration date

If you have installed the "PublishPress Future" plugin (see *See "PublishPress Future – post expiration"*), you will have the widget with the option to Enable Post Expiration. This will remove a post from selected areas/all areas of your website after a set date/time.



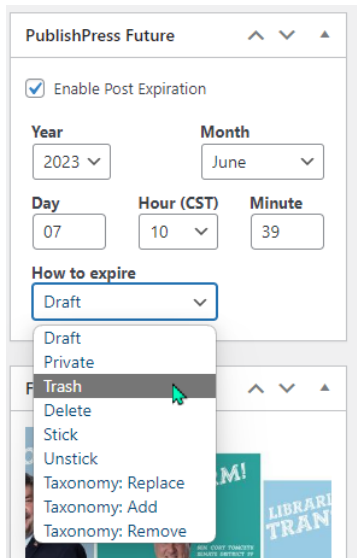
## Creating a new blog post

By default, it will set the post to expire in a week, but you can change this to any date you like.



The screenshot shows the 'PublishPress Future' settings panel. At the top, there is a checked checkbox for 'Enable Post Expiration'. Below this, there are dropdown menus for 'Year' (set to 2023) and 'Month' (set to June). Further down, there are input fields for 'Day' (07), 'Hour (CST)' (10), and 'Minute' (39). At the bottom, there is a 'How to expire' dropdown menu currently set to 'Draft'.

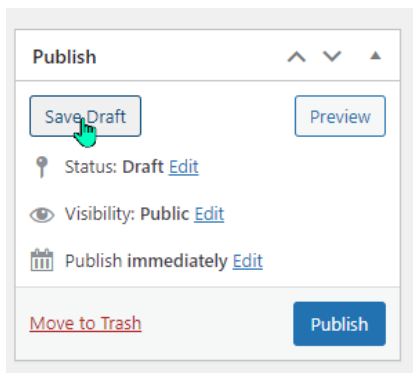
By default it will set the post to “Draft” so it will still appear in your posts list. But you can also change this to other options using the “how to expire” dropdown.



This screenshot is similar to the previous one, but the 'How to expire' dropdown menu is open, showing a list of options: Draft, Private, Trash, Delete, Stick, Unstick, Taxonomy: Replace, Taxonomy: Add, and Taxonomy: Remove. A mouse cursor is pointing at the 'Trash' option.

## Saving and Previewing your Post

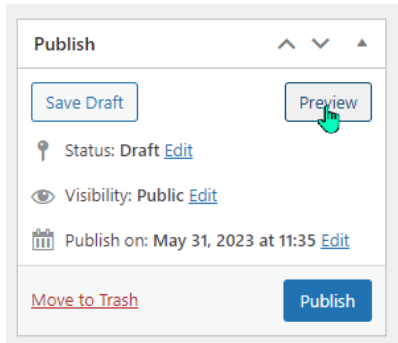
Note, if it's taking you a while to finish a post, I highly recommend clicking “Save Draft” periodically.



The screenshot shows the 'Publish' settings panel. At the top, there are two buttons: 'Save Draft' and 'Preview'. Below these, there are three rows of settings: 'Status: Draft' with an 'Edit' link, 'Visibility: Public' with an 'Edit' link, and 'Publish immediately' with an 'Edit' link. At the bottom, there is a 'Move to Trash' link and a 'Publish' button.

## Creating a new blog post

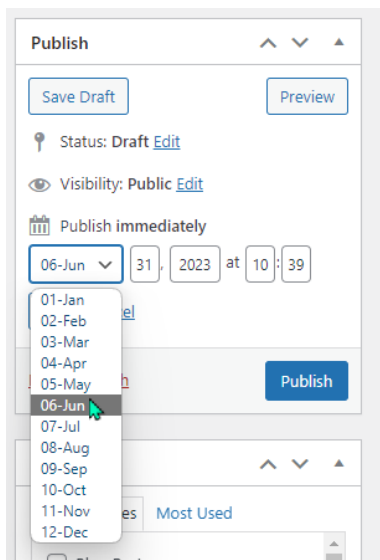
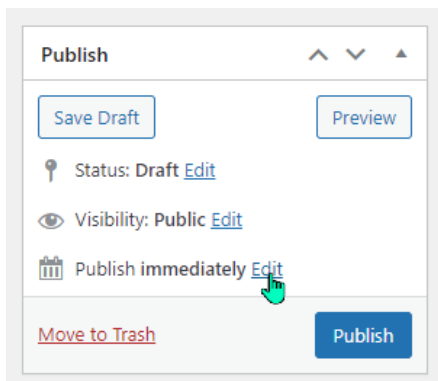
You can also preview your post by clicking “Preview” – you don’t need to have your post published to be able to see what it looks like.



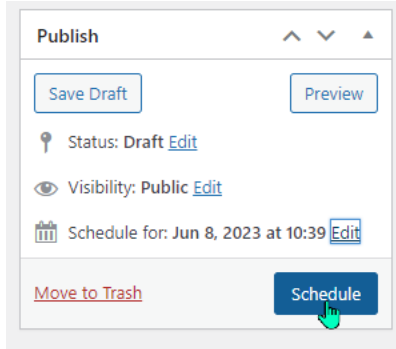
### Next: publish your post

Once you’re ready go, you can publish using the Publish widget.

NOTE: if you are creating a post but you don’t want it to be visible until a future date, you can choose to change the “Publish immediately” default to another date:

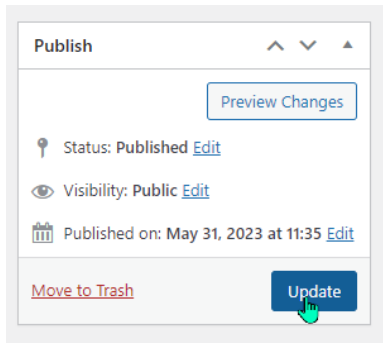


## Creating a new blog post



This will change the status to “Scheduled”

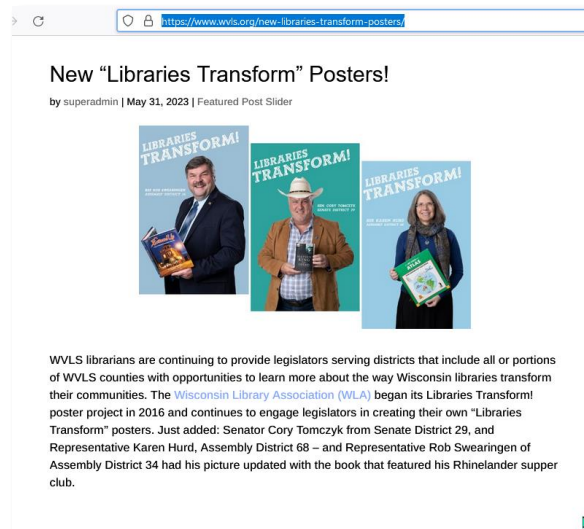
If you’re ready to post now, click “publish” or change the date/time to now, and click “publish.” Now the post is published.



Check all the places you think the post should appear – home page, any program/other pages, permalink.

### Permalink:

If you click on “Read More” in your blog post or if you copy/paste the permalink right into a browser, you will see the webpage with the complete blog post.





## Creating a new blog post

The “featured image” is what appears above the text. This is where size really matters – it will always work best with the 16:9 / 650 x 400 ratio image. If you want other images in your blog post, or if you want different sizes, you can include those in your original post, but know that the feature image will still appear on the permanent link page.

Some post sliders work well with various sized featured images, but once you click on the permalink page, you will see that it automatically cuts off the parts outside of the 16:9 ratio. You won’t be able to control which part of the image appear. Other post modules are stuck with the 16:9 ratio. Your website experience may vary.

Example: Blog post using 8 ½ x 11 poster as featured image. Note the blog post cuts off the top and bottom, and the same top/bottom parts are cut off in the permalink.

Maddie Thums Memorial Sew-a-thon (Items for Marshfield Medical Center)	
Ice Pack Covers	129
Procedure Gown	156
Changing Pads	69
Fleece Freeze Pop Holders	400
Little Developmental Hearts	83
Large Developmental Hearts	93
Knit or Crochet NICU Graduation Hats	36
Premie Hats	39
<b>Total</b>	<b>1005</b>
MADD Projects Make a Difference Day (Items for Colby Community Library Programs)	
Burp Cloths	30
Baby Bibs	32
Cloth Books	12
Pillowcases	29
<b>Total</b>	<b>103</b>

### Maddie Thums Sew-a-thon and Make-A-Difference Day – Thank you!

Thank you to everyone who made this year’s Make-A-Difference Day and Maddie Thums Memorial Sew-a-thon a success. Together we donated 1108 items to Marshfield Medical Center and Colby Community Library programs.

[read more](#)

### Maddie Thums Sew-a-thon and Make-A-Difference Day – Thank you!

by superadmin | May 31, 2023 | Home Page, Uncategorized

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