

WordPress for beginners

1.1 How to add a Post

Go to your Dashboard and Login.

Select > Posts > Add New

The screenshot shows the WordPress Dashboard for 'Pentney Parish Council'. The left sidebar contains a menu with 'Posts' selected. A dropdown menu is open under 'Posts', with 'Add New' highlighted. A green arrow points from the 'Add New' text above to the 'Add New' button in the sidebar. The dashboard itself shows various widgets: 'At a Glance' (1 Page), 'Quick Draft', 'WordPress News' (including a security release for 4.5.2), 'Please Connect Jetpack', and 'Activity' (Recently Published posts like 'Councillor Richard Stevens').

A new window will open as shown below.

The screenshot shows the 'Add New Post' editor. The title field contains 'Type the Title of Your Post Here'. The content area has a placeholder 'Add the text for your post here!'. A green arrow points from the text above to the content area. The right sidebar shows 'Publish' options (Save Draft, Preview) and 'Categories' (Councillors, Home, Meetings, Agendas, Minutes, News, Uncategorized). The status is 'Draft' and visibility is 'Public'. The word count is 7.

Type in the title of your post.

Type in the content of your post.

To publish your post choose your category or categories.

The screenshot shows the WordPress 'Add New Post' interface. The left sidebar contains navigation menus for Dashboard, Jetpack, Posts, and various site management tools. The main content area has a title field, a permalink, an 'Add Media' button, a rich text editor, and a word count. On the right sidebar, the 'Publish' section includes 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' buttons. Below this is the 'Categories' section, which has tabs for 'All Categories' and 'Most Used'. A list of categories is shown with checkboxes: Councillors, Home, Meetings, Agendas, Minutes, News, and Uncategorized. A green arrow points from the text 'To publish your post choose your category or categories.' to the 'Categories' list.

You can preview your post by clicking preview

This screenshot is identical to the one above, showing the 'Add New Post' page. A green arrow points from the text 'You can preview your post by clicking preview' to the 'Preview' button in the 'Publish' section of the right sidebar.

If you are happy with your post click publish.

1.2 To insert/edit link

A link can be an email address, website address or any media item ie agenda or minutes.

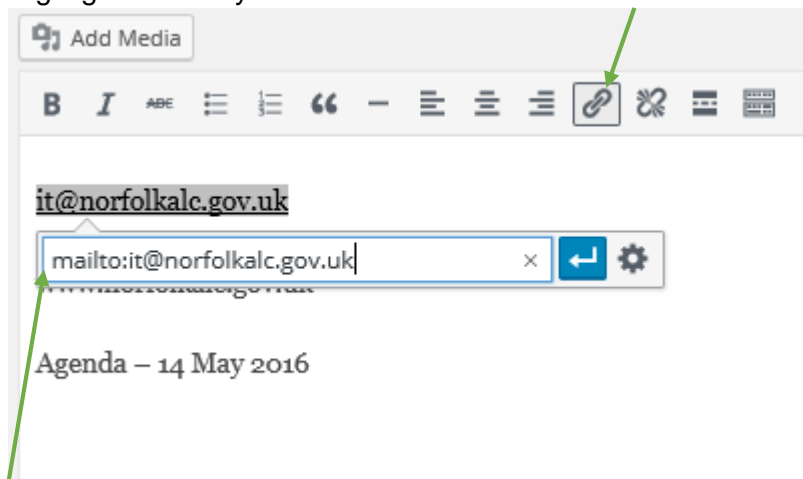
Type in the text you would like displayed:

it@norfolcalc.gov.uk

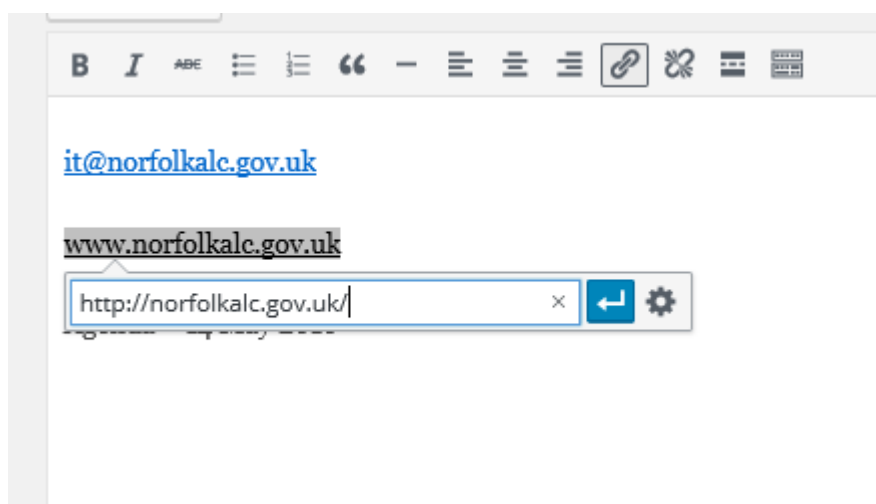
www.norfolcalc.gov.uk

Agenda – 14 May 2016

Highlight the text you want linked. Press the insert/edit link button.

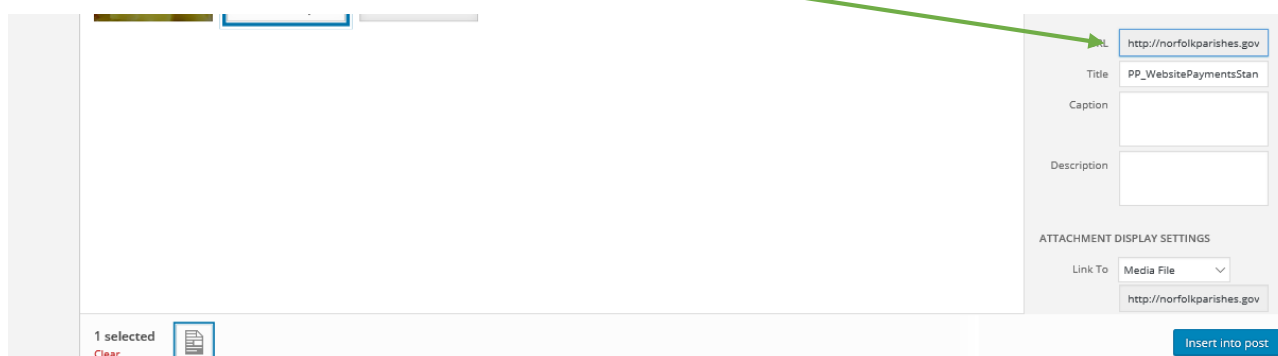


Type in the relevant URL. For email use mailto: and the email address ie mailto:it@norfolcalc.gov.uk



For websites use full website address ie http://norfolcalc.gov.uk

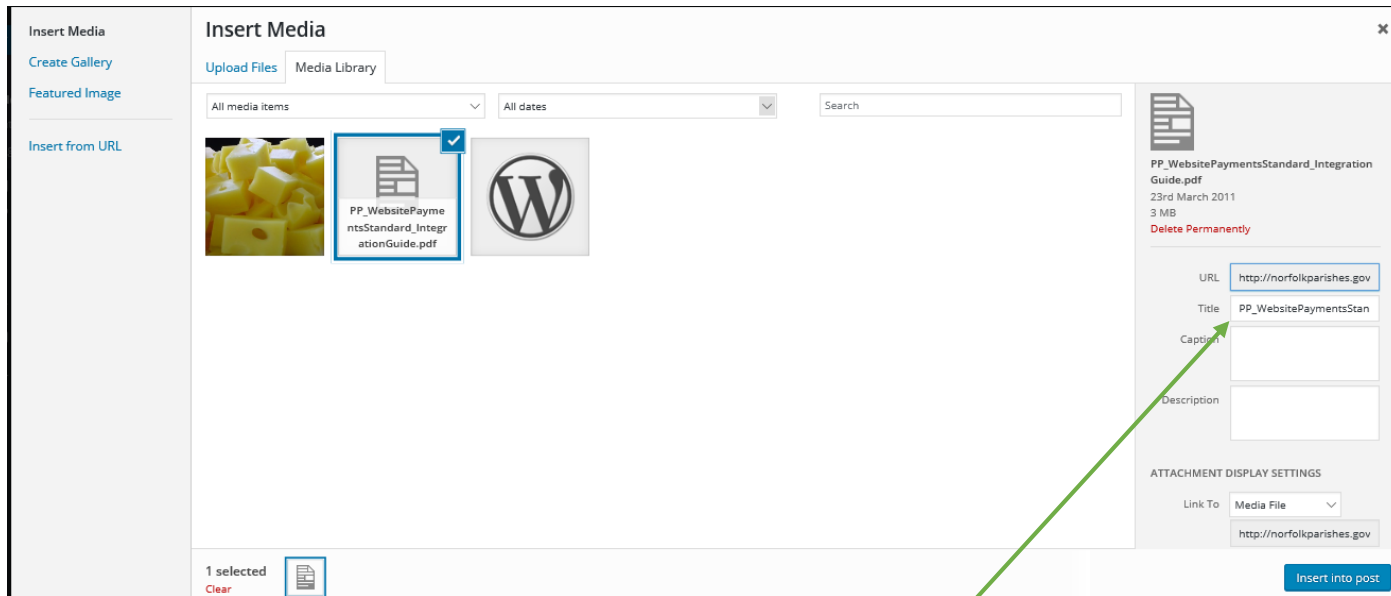
For media use the URL of the media file.



1.3 Add Media

Open the post you want to add media to or Add New post

Select > Media > Add New



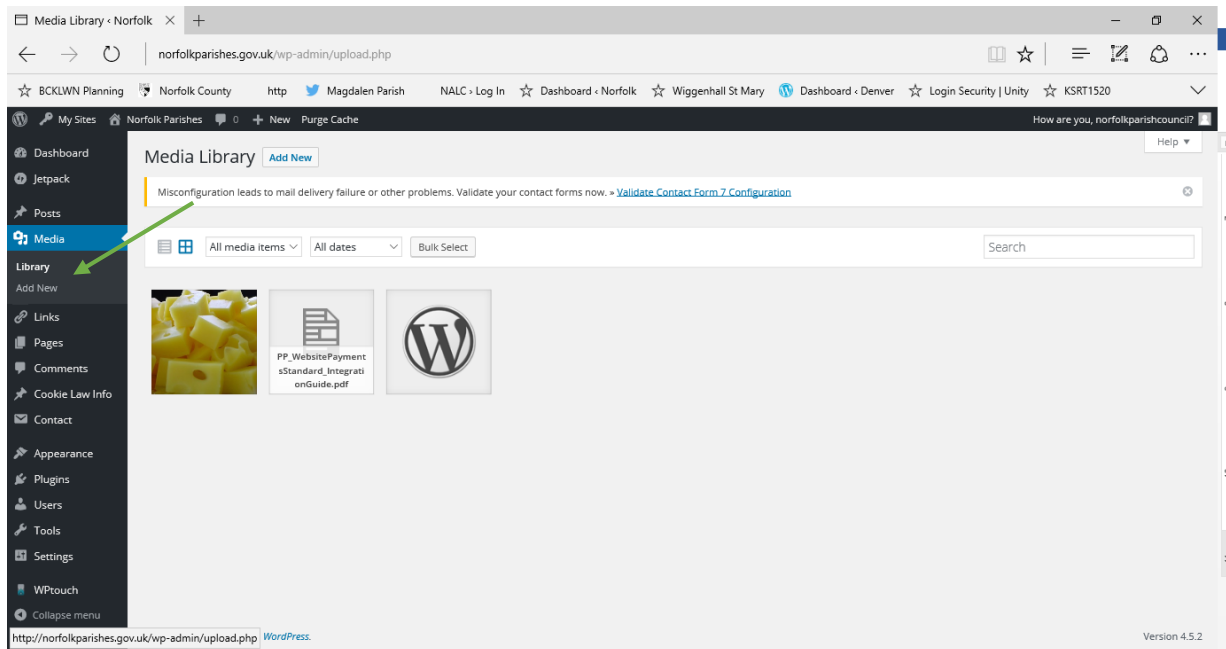
Select the media file you require and click Insert in Post.

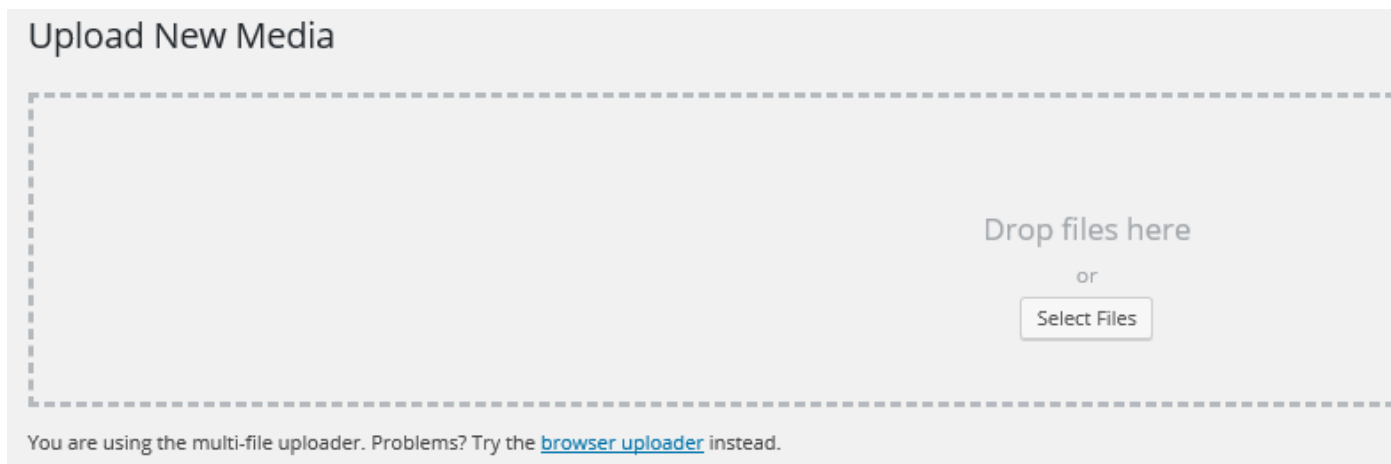
The title that will be post displayed in your post is shown in the Title on the post. To change your title click in the title box and type new title.

The URL of the media is also displayed.

To insert media using the insert/edit link icon (see 1.1) this is where you will find the URL.

1.4 Add Media to Library





Media files can be uploaded by dropping your files from Explorer into the grey box or clicking Select Files. By clicking Select Files a new window will open in Explorer. Choose your files, select multiple files by using shift, and click open.

Files will listed

1.5 Adding the More Tag in WordPress

Do you want to show a summary of your article on your homepage with a read more link? WordPress comes with two built-in methods that allow you to do that. One of these methods is known as the **More Tag**.

Adding the More Tag in your posts is quite simple. Simply start by writing a new post or edit an existing one.

Ingoldisthorpe Parish Council - Vacancy

Permalink: <http://norfolcalc.gov.uk/ingoldisthorpe-p...-council-vacancy/> Edit Get Shortlink

Add Media Forms Visual Text

Parish Clerk & Responsible Finance Officer

Ingoldisthorpe Parish Council has a vacancy for a Parish Clerk, carrying out a wide range of duties to ensure that the decisions of the Council are carried out and that the Council meets its legal and financial obligations.

----- MORE -----

5 hours per week
 NJC Scale 18-22 pro-rata hourly rate
 (c. £9.90 per hour)

The job involves some evening work and is a home-based. The Council holds a minimum of 11 evening meetings during the year and meets in the Village Hall on the first Wednesday of the month at 7pm.

Once you're done writing, you will need to click on a line where you would like to end the summary and show a read more link. Next, click on the **More Tag** button from the toolbar.

You will notice that a dashed line with 'More' in the center will appear in your blog post. You can insert the more tag anywhere in the post, like in the mid sentence, in the middle of a paragraph, or after the first paragraph.

Published post

Ingoldisthorpe Parish Council – Vacancy

Posted by Helen Carrier on May 19, 2016 in Parish Council Vacancies

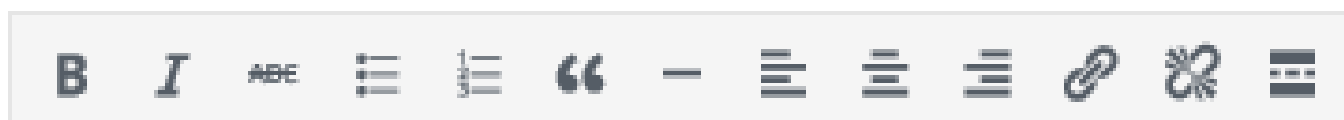
Parish Clerk & Responsible Finance Officer

Ingoldisthorpe Parish Council has a vacancy for a Parish Clerk, carrying out a wide range of duties to ensure that the decisions of the Council are carried out and that the Council meets its legal and financial obligations.

Read More

Clicking Read More will display the full post

1.6 Format your text in a post by using the toolbar



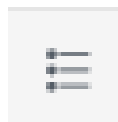
Bold



Italics



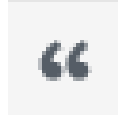
~~strikethrough~~



- bulleted list



1. numbered list



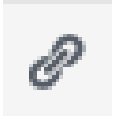
block quote text



Horizontal line



Align left, centre, right



Insert/edit link



Remove link



Insert Read More tag (see