

Adding a post

General

This document gives details on how to add or edit a post.

Your user account will have been assigned certain access rights, and these will define if you can publish your own posts directly to the site or even edit other people's posts.

Initially users are set up as "subscribers". Subscribers can create posts, but not post them directly to the site. Instead the posts can be submitted for approval by a site administrator who can post them on your behalf.

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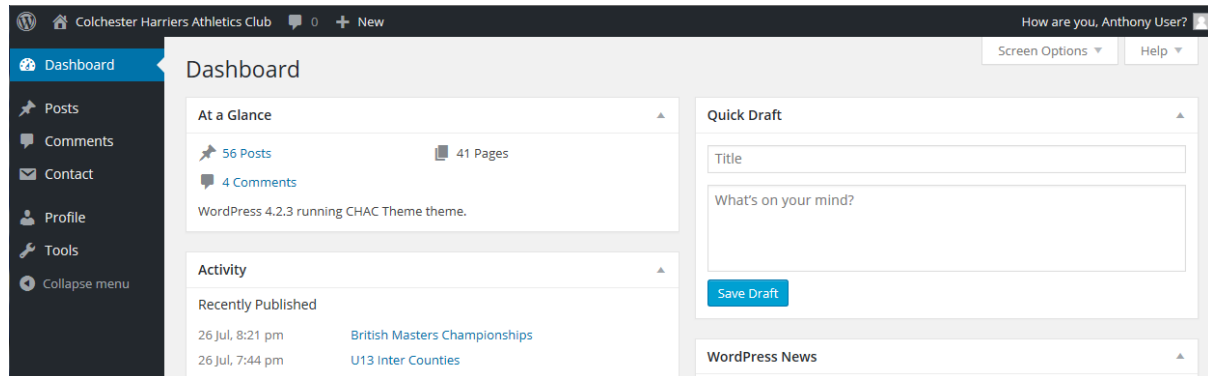
Logging In and out

Log In

Log in via the login page of the site

www.colchesterharriers.co.uk/wp-login.php/

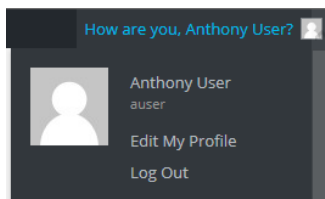
Enter your user name and password and you will be taken to the Colchester Harriers administration dashboard



The dashboard gives you an overview of the site.

The menu on the left gives you a quick way to navigate around the site administration system.

Log out



When you have finished what you are doing it is best to logout.

The site will automatically log you out when all sessions have been closed but it is a good practice to log out manually.

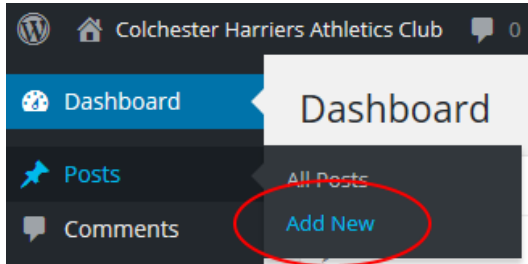
In the top right hand corner of the screen you will see “How are you <your username>?”. Click on this and select “Log Out”

Creating a simple post

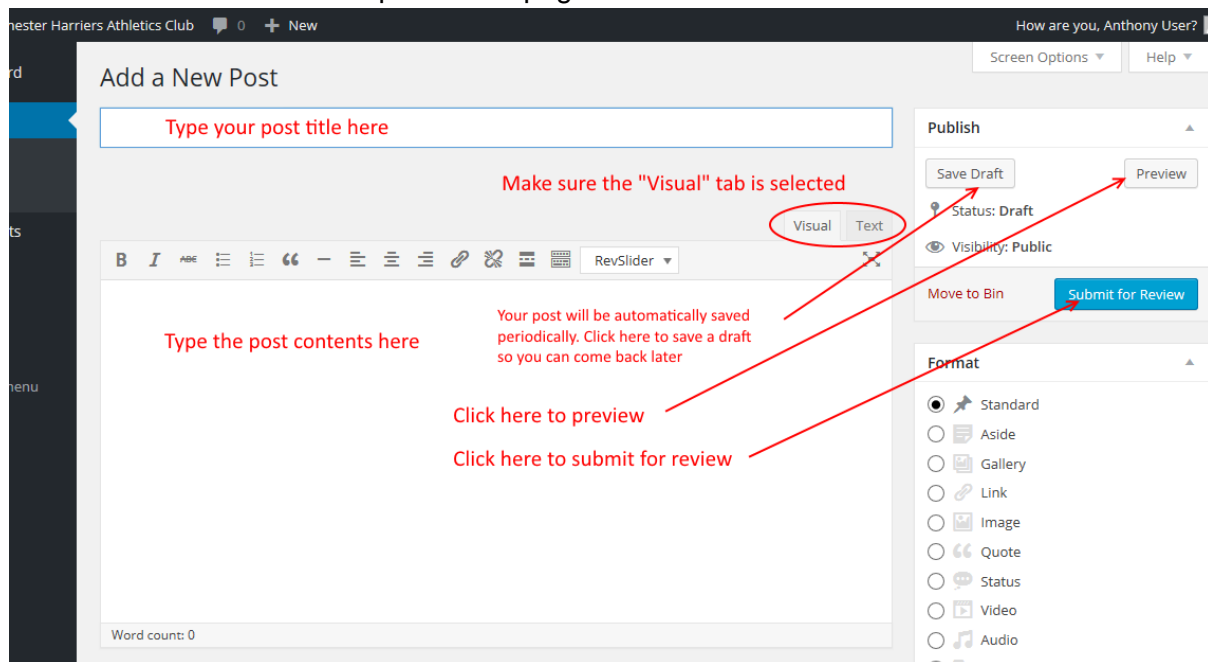
This document describes how to create a basic post and publish it (or submit it for approval). More complex topics are covered in separate documents. This document assumes that you will type directly into the website but if you want to copy text from another document such as Word please refer to that specific document as well

Create the post

From the side menu select the “Posts”-“Add New” option



You will now be taken to the post editor page



Add a title

To add a title simply type into the box provided at the top of the page (under “Add a New Post”

Try to keep the post title simple and to the point

Add some text

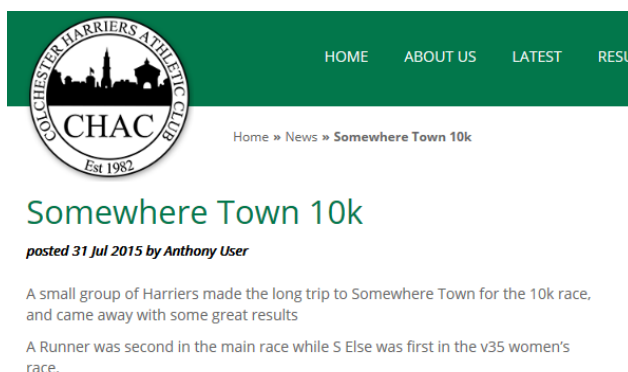
The main body of the post can be added to the larger text box. To add text, simply select the box and start typing. The editor has similar functionality to most word processing packages and includes a full spell checker.

Here’s how a simple post might look

Preview

At anytime you can select the “Preview” button (towards top right hand corner of screen) to see how your post would be shown on the site once published. This gives you a chance to make any changes to the layout before publishing or submitting the post.

The preview will open in a separate window or tab



Publish or submit

Once you are happy select the “Submit for Review” button (or “Publish” button if you have a higher access level)

Saving as a draft

The site also offers the option to save the post as a draft so you can leave it and come back to it later. To do this simply press the “Save Draft” button near the top of the screen. The site also automatically saves the post as a draft periodically in case you lose connection to the site before you submit the post.

Copying content from Word

Often it is convenient to copy existing text from a Word document into the post rather than retyping everything. This is supported but users should be aware of a few potential pitfalls

Copying text

To copy text from a document simply select it and press “Copy” in the document (this can be done through the menu bars or by pressing CTRL-C)

Right click in the post content box and select “paste” from the menu that is displayed

The text should be copied and can now be edited

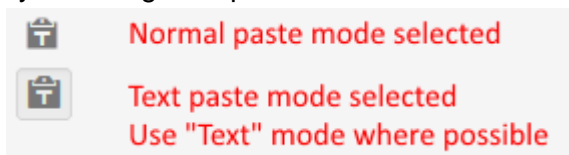
Please do not attempt to copy images in this way. Images should never be embedded into the content area of the post. If you need to add images please refer to the dedicated document

Formatting

Copying text from Word will often transfer formatting information from the original Word document. To maintain the look and feel of the site all posts should follow the formatting guidelines set out in the Formatting document. Once the copy has been completed you should adjust the formatting of the text if necessary.

Pasting as text

Some document formats will contain additional hidden information that can cause problems on the web site. If you run into problems with a standard paste use the paste as text option by selecting the option button in the tool bar



When moving to “Text” mode you may see the following message. Although this suggests that pasting from Word documents will work reliably you may still experience formatting issues, and the safest option is to select plain text mode.

Paste is now in plain text mode. Contents will now be pasted as plain text until you toggle this option off.

If you're looking to paste rich content from Microsoft Word, try turning this option off. The editor will clean up text pasted from Word automatically.



The posts page

The posts page allows you to view posts created by you and all users of the site. To select the posts page simply click on the “Posts” item in the menu.

When you have created one or more posts the page will automatically default to showing your posts as follows

The screenshot shows the WordPress 'Posts' page. Annotations include:

- Select a quick filter option. E.g. "Mine" will show only your posts**: Points to the 'Mine (2)' filter link.
- Advanced filter options**: Points to the 'All dates', 'All categories', and 'Filter' dropdowns.
- Search for posts**: Points to the search bar at the top right.

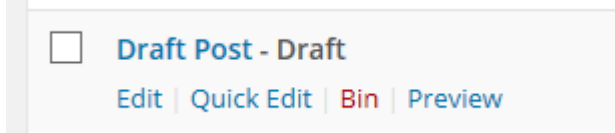
The table of posts is as follows:

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	Draft Post - Draft	Anthony User	News	—	0	2015/07/31 Last Modified
<input type="checkbox"/>	Somewhere Town 10k - Pending	Anthony User	News	—	0	2015/07/31 Last Modified
<input type="checkbox"/>	Title	Author	Categories	Tags		Date

Below the table, an annotation states: **The posts are listed here along with their state. In this case one is just a draft (a work in progress) The other has been submitted and awaiting approval**.

Various filter and search options are available to allow you to find the posts of interest

If you need to modify or delete a post simply hover over it and select from the options



Select from the available options (not all options will be available on all posts)

Edit Go to the editor page and make changes

Quick Edit This brings up a short form editor but only allows you change a limited number of things. Generally the full edit is more useful

Bin Deletes the post (note there is a recycle bin so the post can be recovered if necessary)

Preview Shows the preview of the post