

Creating News Posts in WordPress

Login to your website domain by going to <http://www.yourdomain.org/wp-login> (please substitute www.yourdomain.org by your actual domain name).

Enter the Username and Password provided to you by your website hosting service.

You will now be logged in to the WordPress – DASHBOARD. It will appear as below. The items circled in RED are the three areas that will come in to play when creating a news Post.

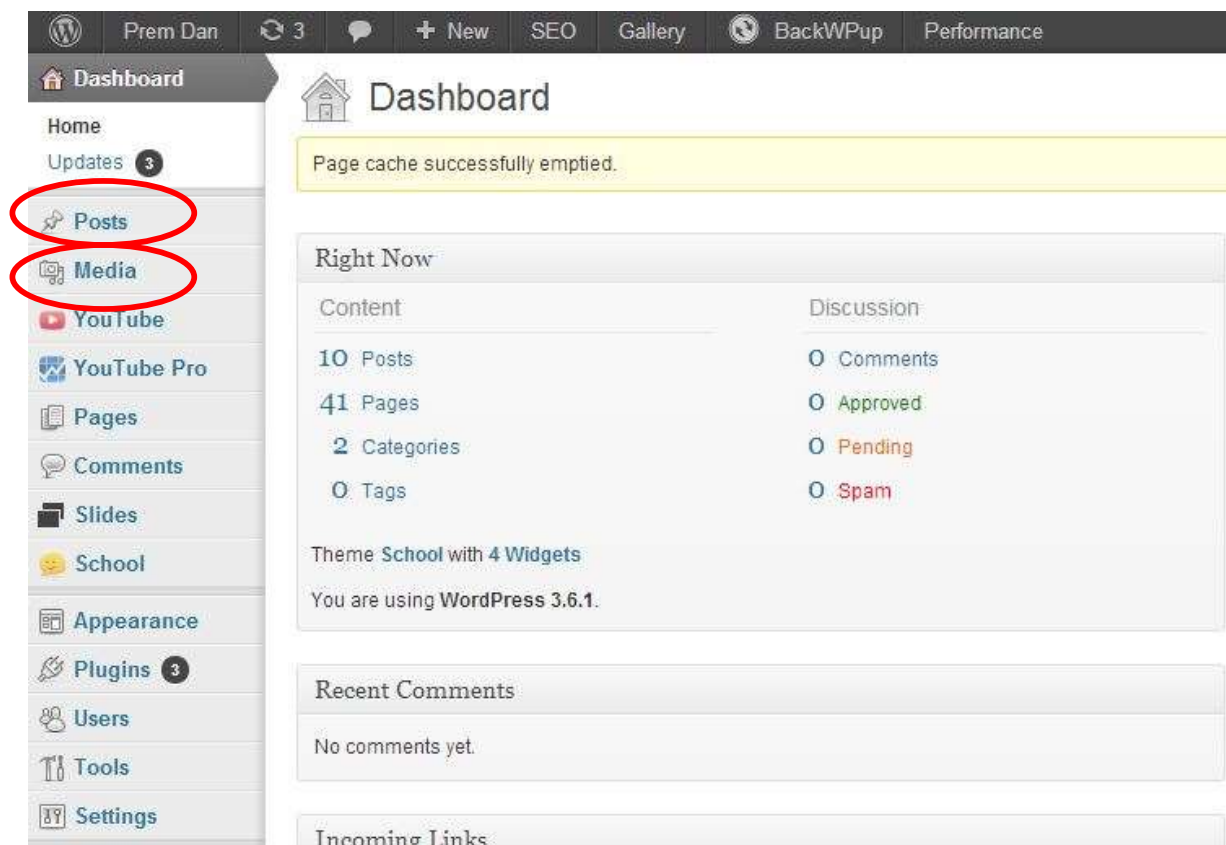


Image 1: Wordpress Dashboard

Before creating a new post, it is recommended that you upload the image (jpg, gif or png file formats) files that will be associated with this Post to the website. If there are no images, then make sure that you have a News ICON image (perhaps one that is common for all news posts) uploaded already. The News ICON image needs to be either 80x80 pixels or 100x100px.

STEP 1: CREATING THE NEW POST

There are a few elements for a new post.

- a) Title and Body of the news post
- b) Images to be embedded in the news post
- c) Setting the Featured Image
- d) Time/date when the post is to be published/made public.

Click on the **Posts** Button as shown in **Image 1: WordPress Dashboard** on the first page. A listing of all the posts created to date on your website will appear. A snapshot of this is shown below.



Image 2: Listing of Posts

Next click on the “**Add New**” button. The Add New Post page appears as below.

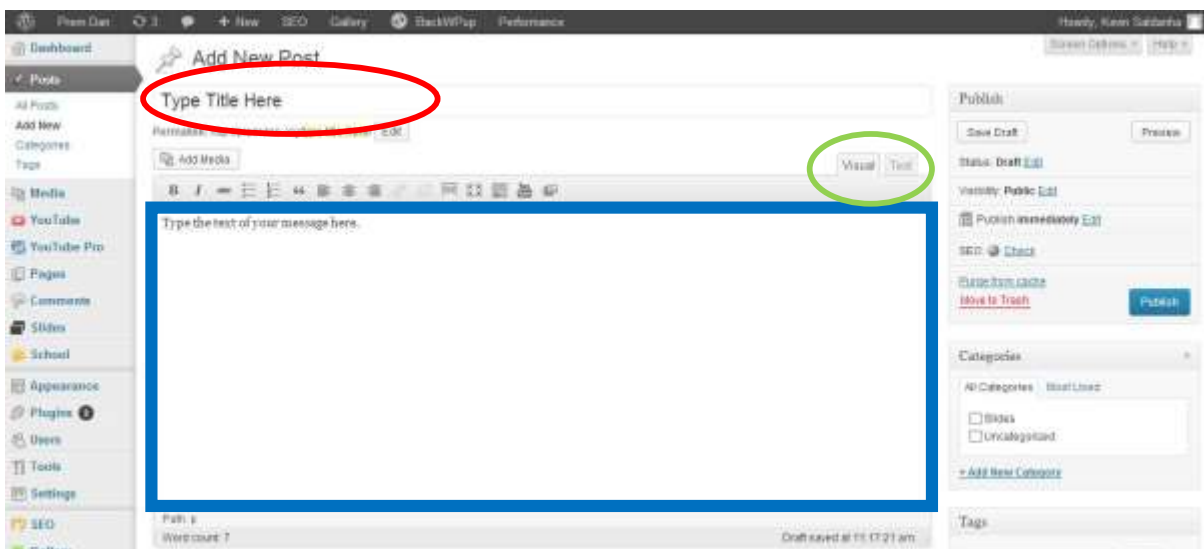


Image 3: Add New Post

Step 1a) Body & Title of Post

Enter the Title of the Post. Try to keep this to 3 – 5 words. Before entering the body text, Make sure you have selected the **VISUAL** option for entering information. This is circled in Green above. This enables data entry as you would with any text editor. The menu bar above the Body Text Area (highlighted in the BLUE Rectangular Box) has basic formatting functions such as making text bold,

italic, aligning text, creating bullet or numbered lists etc. You can use all these options for creating the body of your message.

Step 1b) Adding images to your News Post.

For adding Images to your News Post from the Media Library, click on the “Add Media” Button

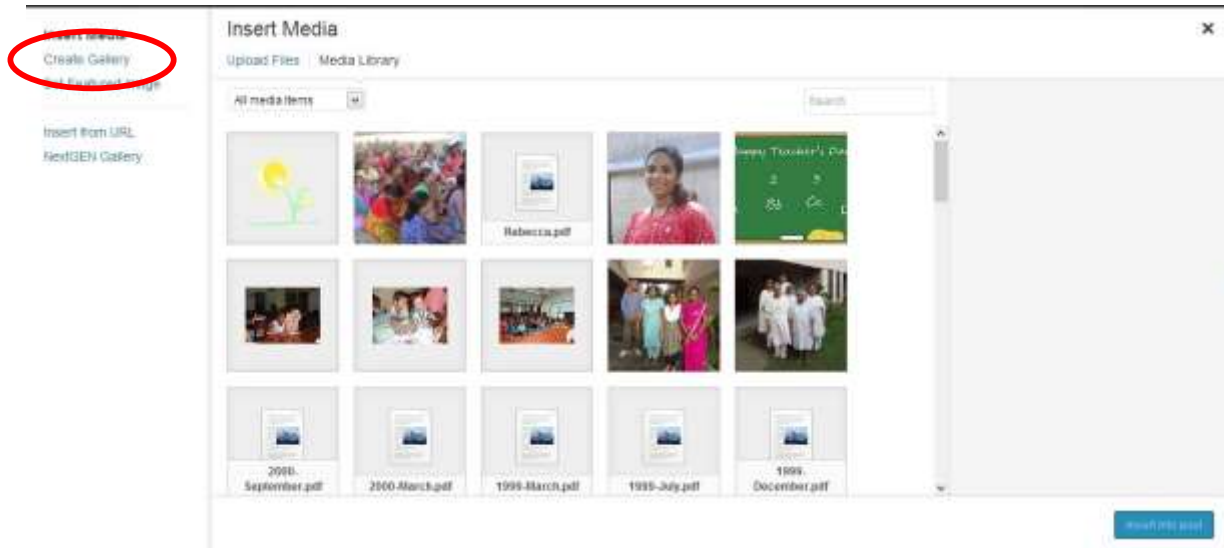


Image 4: Inserting Images into Posts – Creating Gallery

Then click on “Create Gallery”.

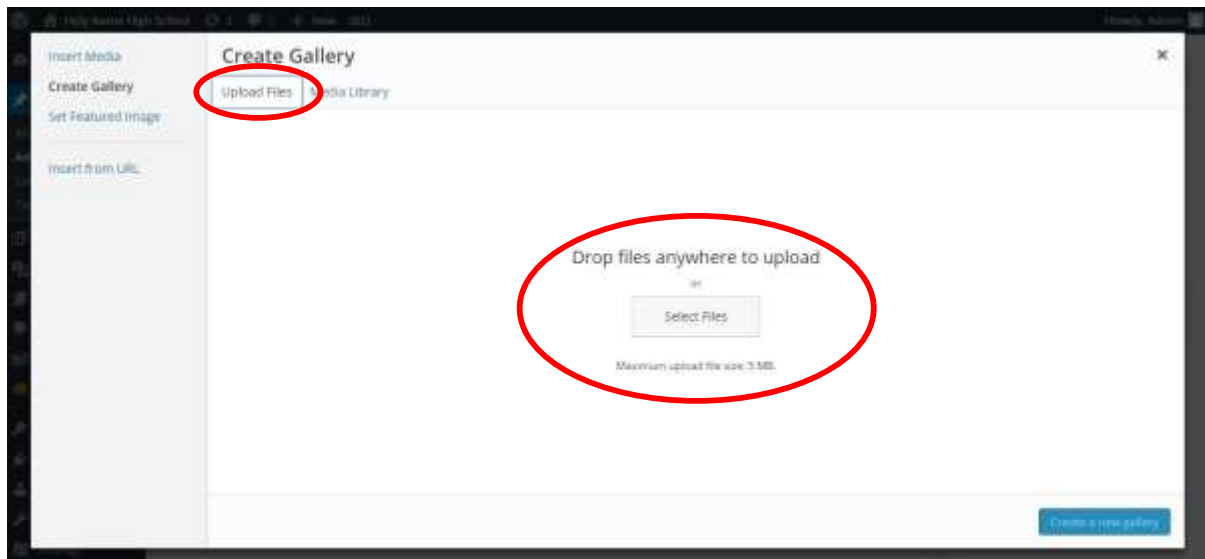


Image 5: Uploading files to the Gallery

In screen snapshot Image 5 above, Click on the “Upload Files” button and then “Select Files”.

On doing this, you will see a Windows Explorer. Navigate to the file folder where the images you have processed in Irfanview are stored. Select the files that you want to add to the news post. And then click on OKAY to upload them.

After the files are uploaded (this may take a couple of minutes), click on **“Create a new Gallery”** in the bottom right hand corner as shown below.

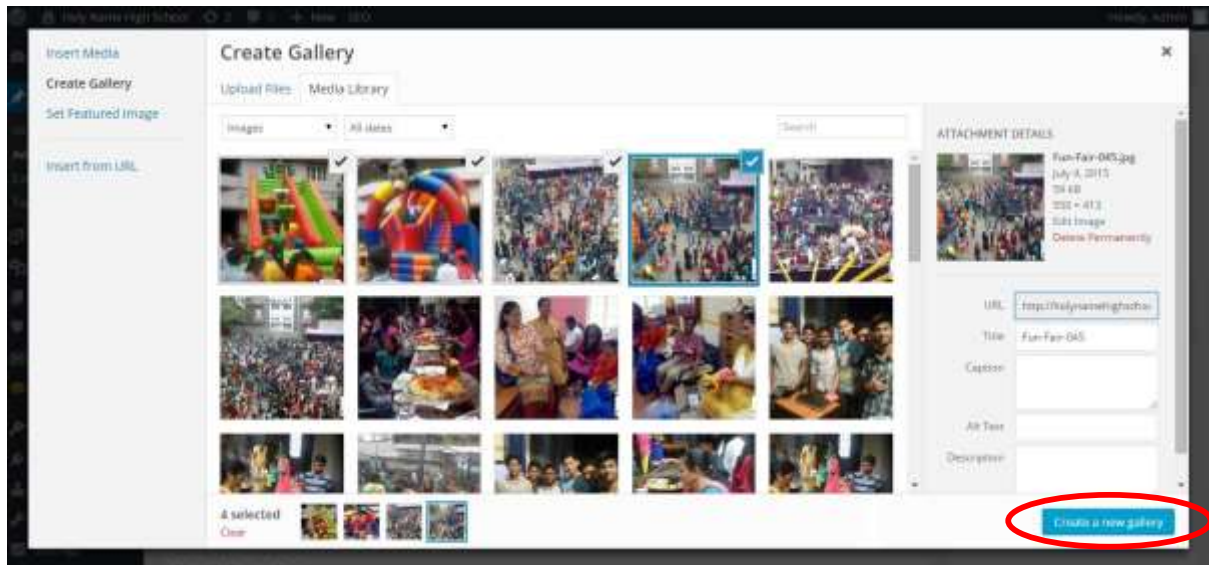


Image 6: Create a new Gallery

Finally, click on the **“Insert Gallery”** button on the right hand side and you will see your images inserted into the post.

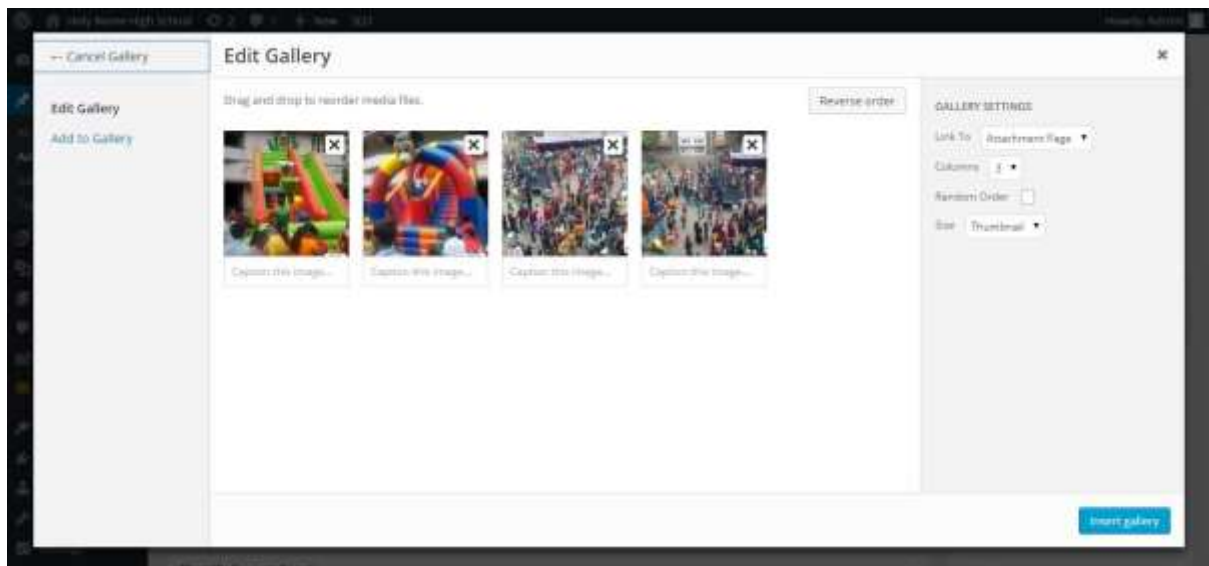


Image 7: Insert Gallery

Step 1c) Adding a News Icon – Featured Image

In order to set an image as the Featured Image or icon follow the steps below.

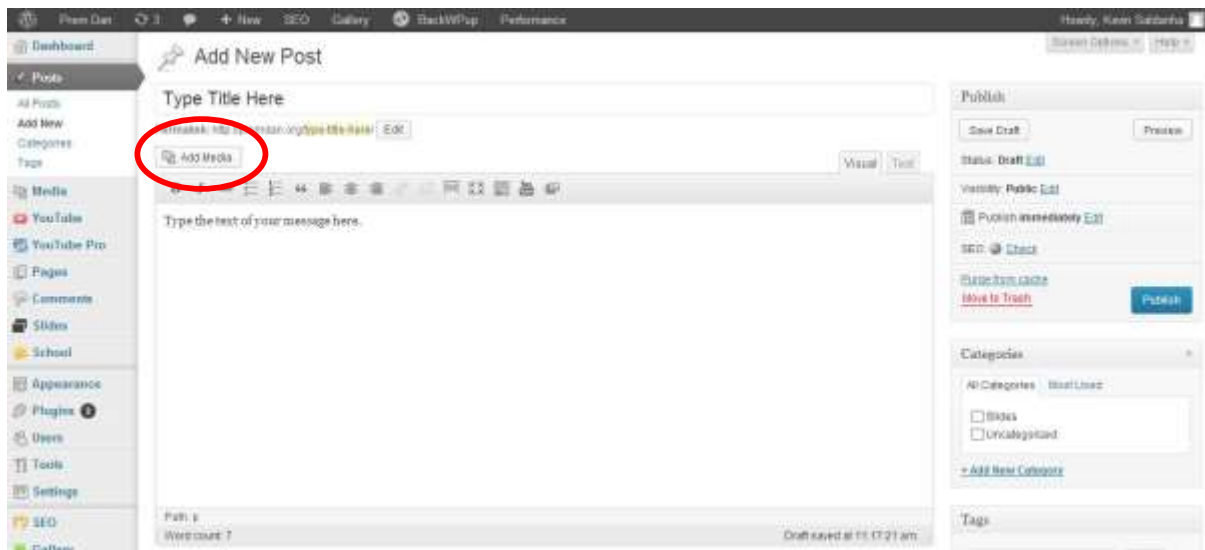


Image 6: Adding Featured Image – news icon

First click on the “**Add Media**” button as shown above in Image 6. The Media Library will then be displayed as below.



Image 7: Selecting Featured Image – news icon

If the image is in the Media Library, then click on “Set Featured Image” on the left hand panel as shown above.

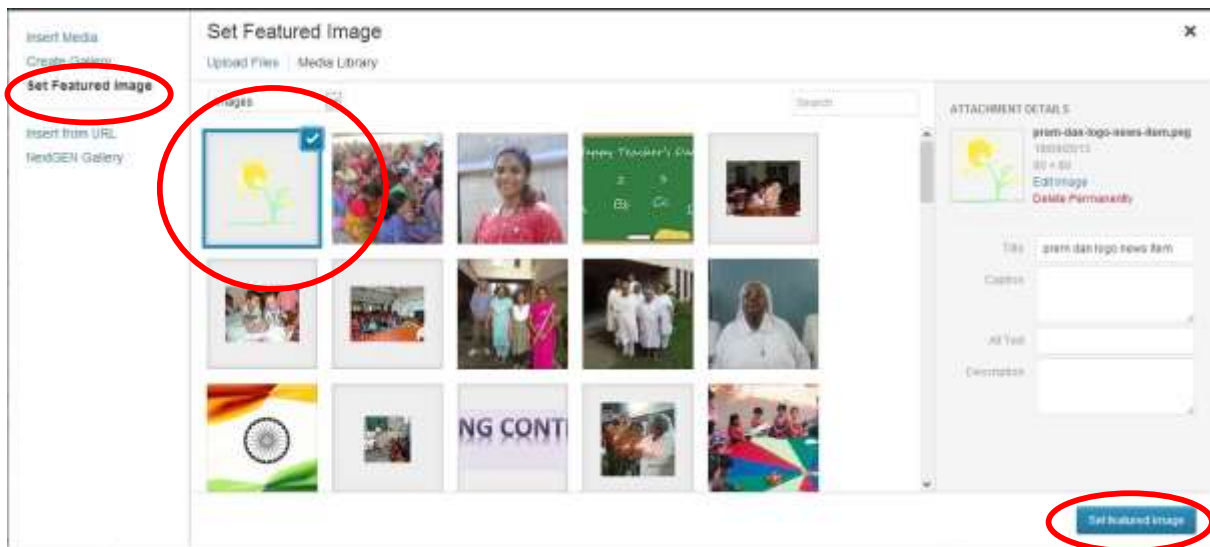


Image 8: Featured Image – various aspects/items

You will first notice that the “**Set Featured Image**” on the left hand panel is now in **BOLD FONT**.

You will have the entire Media Library appearing. You may need to scroll down to find the image that you want to use as your news icon. In this example, it is the very first image and is selected with a **Blue Check Mark** in the top right hand corner of the image.

Finally, click “**Set Featured Image**” on the bottom right hand corner of the page. This will set the news icon for the particular post and will return you to the Post page.

Step 1d) Time/date when the post is published/made public

After inserting the images, you will be returned to the Post page shown below.

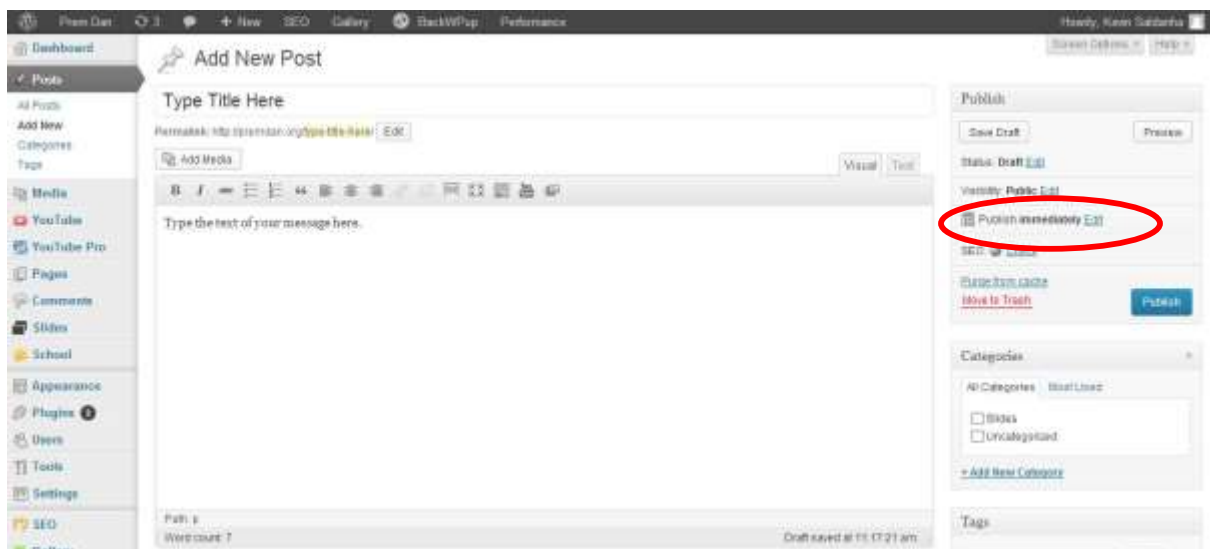


Image 9: Changing the Timeline/Publishing

If you want the post to be published with a certain date (in the past) or if you wish to schedule the post to be published in the future, you can click on the [Edit](#) option beside “**Publish immediately**” as shown above in Image 9. After clicking on the [Edit](#) option dialog box expands and is zoomed in for clarity below.



Image 10: Changing the Timeline/Publishing

Now you can select the date for publishing, click **OK** and finally click **PUBLISH**.

Your Post is now done and is live on your website.