

CREATING WEBSITE POSTS WITH WORDPRESS EDITOR

Mark W. Law, ccp
indigoblues.ca



You are now logged out.

Username or Email Address

Password

Remember Me

Log In

Lost your password?

[← Back to Sauble Beach United Church \(Zion-Amabel\)](#)

CREATING A POST - STEP 1

- LOGIN WITH THE YOUR USERNAME & PASSWORD.

- IF THIS IS A PRIVATE, PERSONAL COMPUTER YOU CAN CHECK THE 'REMEMBER ME' BOX.

- CLICK 'LOG IN'

Sauble Beach United Church (Zion-Amabel) 1 1 + New Howdy, Sauble United Church Staff

Dashboard Dashboard

Home

Updates 1

Posts

Media

Pages

Comments 1

Calendars

FooGallery

Flamingo

Contact

Appearance

Plugins 1

Users

Tools

Settings

Wordfence 0

Collapse menu

At a Glance

7 Posts 10 Pages

0 Comments 1 in moderation

WordPress 4.8.2 running Oceanic theme.


Automatt has protected your site from 5 spam comments already. There's nothing in your spam queue at the moment.

Activity

Recently Published

Oct 5th, 11:33 pm	SAUBLE UNITED CHURCH BAZAAR!
Aug 27th, 12:56 pm	Sunday School Teacher & Special Program Convenor Wanted
Aug 24th, 4:14 pm	It's Time for a New Name!
Jul 24th, 6:56 pm	What's Happening
Jul 24th, 6:54 pm	How To Find Us

Recent Comments

 From Dee Renaud on What's Happening [Pending]
Can you email me the phone # to order tickets fro your supper please. I don't see it anywhere on...

All (1) | Pending (1) | Approved (0) | Spam (0) | Trash (0)

Thank you for creating with [WordPress](#). Version 4.8.2

CREATING A POST - STEP 2

- YOU HAVE ARRIVED AT THE DASHBOARD THE FIRST LANDING SPOT FROM WHICH YOU WILL CREATE AND EDIT POSTS, ADD TO YOUR GALLERY ETC.

- LOOK ON THE LEFT AND MOUSE OVER THE WORD 'POSTS'

Sauble Beach United Church (Zion-Amabel) | Howdy, Sauble United Church Staff

Dashboard

At a Glance

- 7 Posts
- 10 Pages
- 1 in moderation

Activity

Recently Published

- Oct 5th, 11:33 pm SAUBLE UNITED CHURCH BAZAAR!
- Aug 27th, 12:56 pm Sunday School Teacher & Special Program Convenor Wanted
- Aug 24th, 4:14 pm It's Time for a New Name!
- Jul 24th, 6:56 pm What's Happening
- Jul 24th, 6:54 pm How To Find Us

Recent Comments

- From Dee Renaud on What's Happening [Pending]
Can you email me the phone # to order tickets fro your supper please. I don't see it anywhere on...

All (1) | Pending (1) | Approved (0) | Spam (0) | Trash (0)

CREATING A POST - STEP 3

- ON THE POSTS FLYOUT YOU WILL SEE 'ADD NEW'.
- CLICK ON 'ADD NEW' TO START CREATING A NEW POST.

saubleunitedchurch.ca/wp/wp-admin/edit.php | Version 4.8.2

The screenshot shows the WordPress 'Add New Post' interface. At the top, the browser address bar shows 'Sauble Beach United Church (Zion-Amabel)'. The WordPress dashboard sidebar is on the left, with 'Posts' selected. The main content area is titled 'Add New Post' and contains a text input field for the title with the placeholder 'Enter title here' and a red arrow labeled '1' pointing to it. Below the title field is a rich text editor with a toolbar and a large empty text area, with a red arrow labeled '2' pointing to it. On the right side, there are several panels: 'Publish' (with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options), 'Format' (a dropdown menu), 'Categories' (a list of categories with checkboxes, including 'Events', 'How To Find Us (Front Page)', 'News', 'Pastor's Blog', 'Uncategorized', 'What We Are About (Front Page)', and 'What's Happening (Front Page)', with a red arrow labeled '3' pointing to the list), and 'Tags' (an input field with an 'Add' button, with a red arrow labeled '4' pointing to it). At the bottom of the page, there is a blue heading 'CREATING A POST - STEP 4' followed by four bullet points: '- ENTER AN EYE-CATCHING TITLE FOR YOUR POST AT 1.', '- CREATE OR COPY-PASTE YOUR POST INTO THE MAIN EDITOR WINDOW AT 2.', '- REMEMBER TO ASSIGN YOUR POST TO A CATEGORY AT 3', and '- ADD RELEVANT TAGS AT 4 (THINK OF TAGS AS SEARCH WORDS ON GOOGLE)'. The word count at the bottom left of the editor is 'Word count: 0'.

CREATING A POST - STEP 4

- ENTER AN EYE-CATCHING TITLE FOR YOUR POST AT 1.
- CREATE OR COPY-PASTE YOUR POST INTO THE MAIN EDITOR WINDOW AT 2.
- REMEMBER TO ASSIGN YOUR POST TO A CATEGORY AT 3
- ADD RELEVANT TAGS AT 4 (THINK OF TAGS AS SEARCH WORDS ON GOOGLE)

Sauble Beach United Church (Zion-Amabel) 1 1 + New Howdy, Sauble United Church Staff

Insert Media

Create Gallery
Create Audio Playlist
Create Video Playlist
Featured Image
Insert from URL

Insert Media

Upload Files Media Library

All media items All dates

Search media items...

CREATING A POST - INSERT MEDIA WINDOW

- WHEN YOU CLICK THE ADD MEDIA BUTTON THIS WINDOW WILL POP UP TO ALLOW YOU TO SELECT ALREADY UPLOADED IMAGES FROM THE MEDIA LIBRARY OR UPLOAD IMAGES FROM YOUR COMPUTER

encourage
instruct
MENTOR
PRAISE
influence
GUIDE

am
a child
of
God

THE SALVATION ARMY
Giving Hope Today

SCOUTS CANADA

GET INVOLVED!

How To Find Us

Insert into post

Thank you for creating with [WordPress](#) Version 4.8.2

Sauble Beach United Church (Zion-Amabel) 1 1 + New Howdy, Sauble United Church Staff

Dashboard
Posts
All Posts
Add New
Categories
Tags
Media
Pages
Comments 1
Calendars
FooGallery
Flamingo
Contact
Appearance
Plugins 1
Users
Tools
Settings
Wordfence 0
Collapse menu

Word count: 0

CREATING A POST - STEP 5

- SCROLL DOWN BELOW THE MAIN EDIT WINDOW AND LOOK FOR 'FEATURED IMAGE' ON THE LOWER RIGHT SIDE.
- CLICK 'SET FEATURED IMAGE' TO SET THE IMAGE FOR YOUR POST THAT WILL APPEAR IN THE CATEGORY LISTING

Thank you for creating with [WordPress](#).

Version 4.8.2

Format

Categories

All Categories Most Used

- Events
- How To Find Us (Front Page)
- News
- Pastor's Blog
- Uncategorized
- What We Are About (Front Page)
- What's Happening (Front Page)

[+ Add New Category](#)

Tags

Add

Separate tags with commas

[Choose from the most used tags](#)

Featured Image

[Set featured image](#)

Featured Image

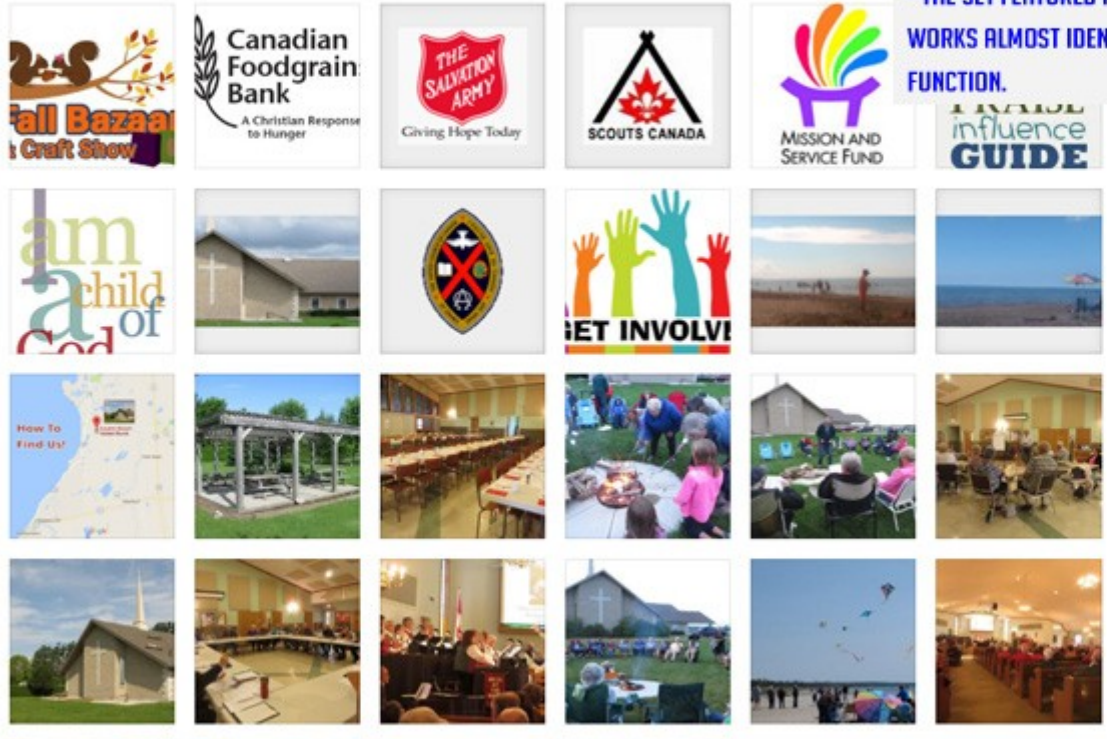
Upload Files Media Library

Images All dates

CREATING A POST - SET FEATURED IMAGE

Search media items...

- THE SET FEATURED IMAGE LINK REVEALS A MATRIX THAT WORKS ALMOST IDENTICALLY TO THE INSERT MEDIA FUNCTION.



Set featured image

Sauble Beach United Church (Zion-Amabel) 1 1 + New View Posts Howdy, Sauble United Church Staff

Dashboard Posts Add New

Posts All Posts Add New Categories Tags Media Pages Comments Calendars FooGallery Flamingo Contact Appearance Plugins Users Tools Settings Wordfence Collapse menu

Posts **Add New**

All (7) | Mine (6) | Published (7)

Bulk Actions Apply All dates All Categories Filter 7 items

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	SAUBLE UNITED CHURCH BAZAAR! Edit Quick Edit Trash View	Sauble United Church Staff	Events, News	bazaar, coffee, crafts, food items, hot lunch, kids, muffins, puzzles, sauble beach united church, toys, variety games, vendors		Published 2017/10/05
<input type="checkbox"/>	Sunday School Teacher & Special Program Convenor Wanted	Sauble United Church Staff	News	assets, education, employment, experience, help wanted, language, location, responsibilities, safety, security, setting, skills, Special Program Convenor, Sunday School Teacher, wanted		Published 2017/08/27
<input type="checkbox"/>	It's Time for a New Name!	Rev John Greg	Pastor's Blog	child, child of god, first		Published 2017/08/24
<input type="checkbox"/>	What's Happening	Sauble United Church Staff	What's Happening (Front Page)	whats happening		Published 2017/07/24
<input type="checkbox"/>	What We Are About	Sauble United Church Staff	What We Are About (Front Page)	—		Published 2017/07/24
<input type="checkbox"/>	Who We Are	Sauble United Church Staff	Who We Are (Front Page)	affirming, canada, community, differing		Published 2017/07/24

CREATING A POST - STEP 6

- ONCE WE HAVE SAVED OUR DRAFT POST IT IS TIME FOR ONE LAST CHECK BEFORE WE PUBLISH IT TO THE WORLD.

- CLICKING ON THE 'ALL POSTS' LINK ON THE FAR LEFT WILL REVEAL A LISTING OF ALL THE POSTS FROM NEWEST TO OLDEST

- IF WE MOUSE OVER THE TITLE OF OUR POST A LINK WILL BE REVEALED TO 'QUICK EDIT' (OR QUICK CHECK AS I CALL IT) YOUR POST.

- CLICK ON THE 'QUICK EDIT' LINK

saubleunitedchurch.ca/wp/wp-admin/edit.php#

Sauble Beach United Church (Zion-Amabel) 1 1 + New View Posts Howdy, Sauble United Church Staff

Dashboard Posts Add New

Posts All Posts Add New Categories Tags Media Pages Comments 1 Calendars FooGallery Flamingo Contact Appearance Plugins 1 Users Tools Settings Wordfence 0 Collapse menu

Posts **Add New**

All (7) | Mine (6) | Published (7)

Bulk Actions Apply All dates All Categories Filter 7 items

QUICK EDIT

Title SAUBLE UNITED CHURCH BAZAAR! Author Sauble United Church Staff (mark12law) Categories Events News Pastor's Blog Uncategorized Tags bazaar, coffee, crafts, food items, hot lunch, kids, muffins, puzzles, sauble beach united church, toys, variety games, vendors Status Published Allow Comments Allow Pings Make this post sticky

Cancel Update

Sunday School Teacher & Special Program Convenor Wanted Sauble United Church Staff News assets, education, employment, experience, help wanted, language, location, responsibilities, safety, security, setting, skills, Special Program Convenor, Sunday School Teacher, wanted Published 2017/08/27

CREATING A POST - STEP 7

- THE QUICK EDIT FUNCTION ALLOWS US TO QUICKLY MAKE SURE WE HAVE COMPLETED ALL THE ELEMENTS OF A GREAT POST.

- THESE INCLUDE AN EYE-CATCHING TITLE (1), PROPER CATEGORY (2) AND TAGS SO YOUR POSTS CAN BE FOUND EASILY IN A SEARCH (3).

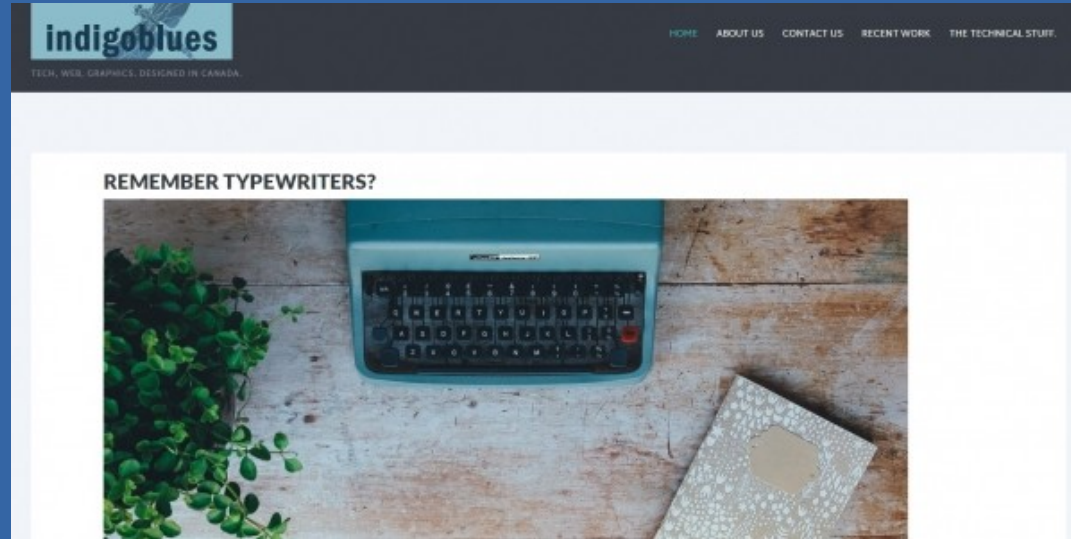
- NOTE HERE WE CHANGE OUR STATUS TO 'PUBLISHED' IN ORDER TO PUBLISH IT TO THE WORLD (4)

- WHEN YOU ARE SATISFIED YOU HAVE DOTTED ALL THE I'S AND CROSSED ALL THE T'S GO AHEAD AND CLICK THE 'UPDATE' BUTTON.

- YOUR POST IS NOW LIVE ON THE WORLD WIDE WEB - CONGRATULATIONS!

How To Find Us Sauble United Church Staff What's Happening (Front Page) whats happening Published 2017/07/24

How To Find Us Sauble United Church Staff How To Find Us (Front Page) allenford, hepworth, sauble beach, southampton, wiarton Published 2017/07/24



A LITTLE BACKGROUND ABOUT US.

We have been around since typewriters, longer than the Internet, before the days of drag 'n drop front-end web designing, before Google, before Facebook.

We remember when everything was coded from scratch, behind the scenes, when HTML was still new.

Our skills have evolved alongside all things digital, and we are always up to date on the essentials of creating a modern look and feel with up to date technical specifications.

Our extensive experience includes 20+ years of programming development, arts and design, desktop publishing, creative marketing and social media. On the side, you can throw in cryptography, meteorology, tech editing, professional musical leadership, along with all the functions required to keep a business running smoothly, like book-keeping, records, planning and over 25 years of retail experience.

Today, we offer a wide variety of services to our clients including graphic and web design, custom web programming and development, logo design, mobile apps, custom core programming, data and IT infrastructure, social media and other marketing support, as well as hardware system repairs and upgrades. We also offer layout and templating for printed materials.

Located in Southwestern Ontario, we bring our unique Canadian slant to the table in addition to our experienced global connections.

Visit us at <http://www.indigoblues.ca> for more information about what we can do for you!