

WordPress Basics

Creating Posts in Your Blog



Introduction

Most of the updates you make to your blog will be in the form of posts.

A **post** is an individual entry on your blog. Posts are available to readers through the subscription service. Posts appear on the front page of a blog in the order they are added, with the most recent posts at the top of the page. Posts also exist as individual pages that can be accessed through links on the sidebar or through the archives.

Summary

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Writing Posts

1. Go to <http://www.wordpress.com> and login using your username and password.
2. Click on **My Dashboard**, located on the WordPress toolbar
3. Click on the **Posts**.
4. Select **Add New**.
5. Enter a **Title** describing the content or topic of your post on the box at the top.
6. Type the body of your post on the box underneath. Save your post as you type, especially if it is a long entry.
7. If you would like to add a hyperlink to your entry, you may copy and paste the URL directly in the post. It should be automatically recognized and formatted as a link.
8. If you would like to upload an image to your post,
 - Position your cursor in the space you would like your image to appear and click on the "add an image" icon next to upload/insert.
 - Browse to the appropriate image and select it.
 - Enter a **Title** for your image. This title will not appear in the post but will be available as "alt text" to students using assistive technology.
 - Enter a **Description** for the image, if you like.
 - Select the size you would like your image to display in the body of your post.
 - Determine whether the image should link to itself (**File URL**), to the post itself (**Post URL**), or to nothing (**None**).
 - Select **Insert Into Post**.
9. When you are ready to share your post on your blog, click **Publish**.



Editing Posts

After you publish a post, you may need to edit it. Follow the instructions below for editing a post you have already published.

1. Go to <http://www.wordpress.com> and login using your username and password.
2. Select and open your Blog.
3. Select the Post drop down arrow located on the Dashboard.
4. Select **Edit**.
5. Select the post you want to edit.

6. Click the **Edit** link located below the title of the post.
7. Make your changes.
8. When you are done, Click **Update Post**.

Deleting Posts

Follow the instructions below for deleting a post.

1. Go to <http://www.wordpress.com> and login using your username and password.
2. Select and open your Blog.
3. Click on the **Posts**.
4. Move the cursor to the post you want to delete.
5. Click on the **Delete** link.
6. A dialogue window will open. Confirm that you do want to delete the post by clicking **OK**.
7. The post is now deleted.



Keep in mind that some readers may still see a deleted post if their aggregators updated before the post was deleted.

