

## Creating Posts and Pages

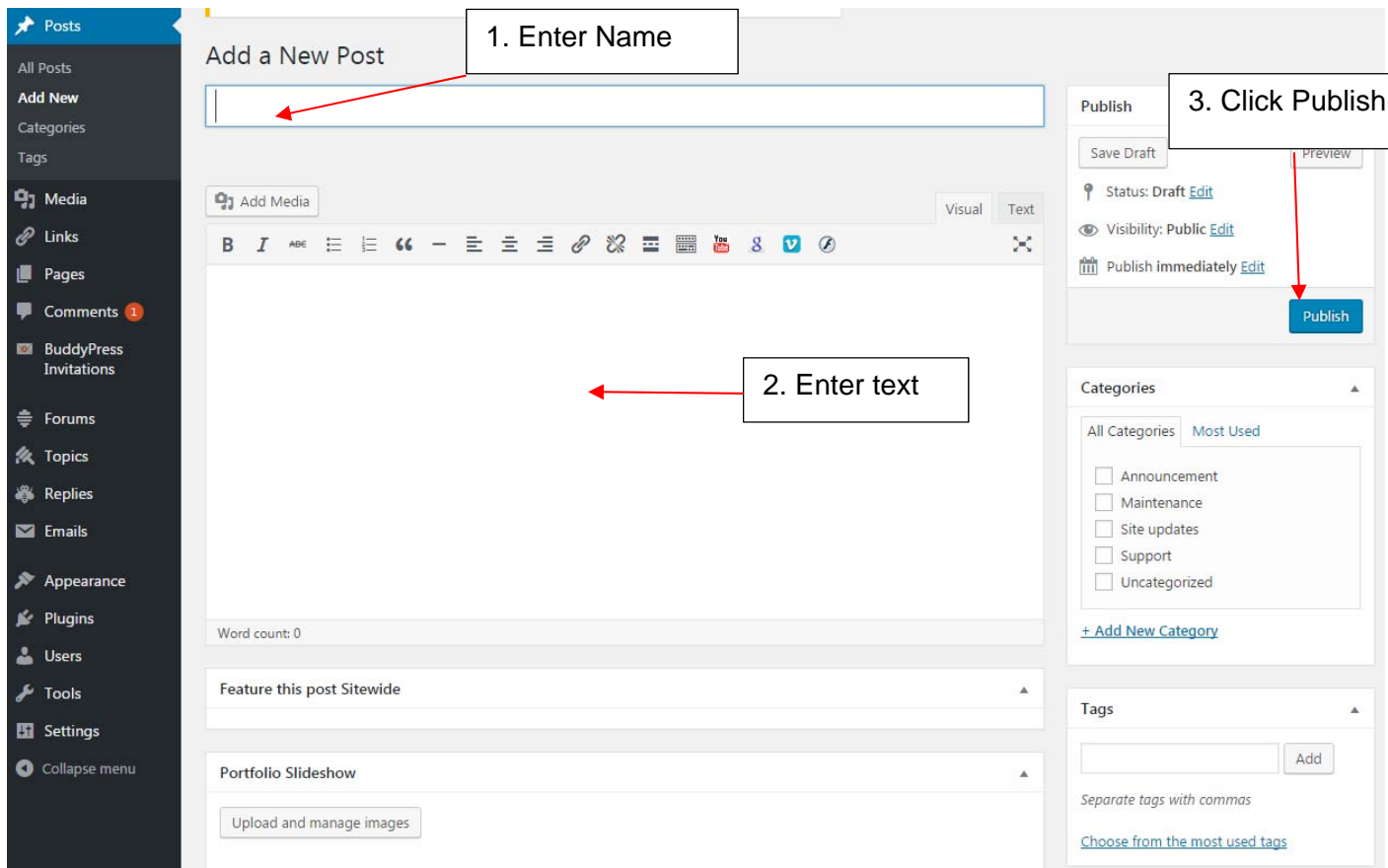
How do I add a New Post?

1. Click "Dashboard"

2. Select "Posts"

3. Click "Add New"

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	<a href="#">myblog.arts updated</a>	admin	Announcement, Site updates	announcement, new feature, update	—	Published 2015/07/14
<input type="checkbox"/>	<a href="#">myblog.arts maintenance – 14th July 2015</a>	admin	Announcement, Maintenance, Site updates	announcement, maintenance, update	—	Published 2015/07/13
<input type="checkbox"/>	<a href="#">myblog.arts network issues</a>	admin	Announcement	maintenance, network	—	Published 2015/05/14
<input type="checkbox"/>	<a href="#">myblog.arts and UAL network issues</a>	admin	Announcement, Maintenance	—	—	Published 2015/04/29
<input type="checkbox"/>	<a href="#">myblog.arts – Terms and Conditions updated</a>	admin	Announcement, Support	accounts, blog lifecycle, export, terms and conditions	—	Published 2015/04/14
<input type="checkbox"/>	<a href="#">myblog.arts scheduled maintenance</a>	admin	Announcement, Maintenance	maintenance	—	Published 2015/03/09
<input type="checkbox"/>	<a href="#">Recent work in IT Dept.</a>	admin	Announcement	maintenance, outage	—	Published 2015/02/23
<input type="checkbox"/>	<a href="#">Server update, 28th Jan</a>	admin	Announcement, Site updates	—	—	Published 2015/01/28
<input type="checkbox"/>	<a href="#">Google services</a>	admin	Announcement	google, network, notification	—	Published 2014/12/11
<input type="checkbox"/>	<a href="#">Pingbacks disabled</a>	admin	Announcement, Site updates	pingback, security, update	—	Published 2014/12/11



**Title** – Enter a title for your post. After you enter a title, you’ll see the permalink below, which you can edit.

**Post editor** – Enter the text for your post. There are two modes of editing: Visual and HTML. Choose the mode by clicking on the appropriate tab. Visual mode gives you a WYSIWYG editor. Click the last icon in the row to get a second row of controls. The HTML mode allows you to enter raw HTML along with your post text. You can insert media files by clicking the icons above the post editor and following the directions. You can go the distraction-free writing screen, new in 3.2, via the Fullscreen icon in Visual mode (second to last in the top row) or the Fullscreen button in HTML mode (last in the row). Once there, you can make buttons visible by hovering over the top area. Exit Fullscreen back to the regular post editor.

**Publish** – You can set the terms of publishing your post in the Publish box. For Status, Visibility, and Publish (immediately), click on the Edit link to reveal more options. Visibility includes options for password-protecting a post or making it stay at the top of your blog indefinitely (sticky). Publish (immediately) allows you to set a future or past date and time, so you can schedule a post to be published in the future or backdate a post.

**Featured Image** – This allows you to associate an image with your post without inserting it. This is usually useful only if your theme makes use of the featured image as a post thumbnail on the home page, a custom header, etc.

**Send Trackbacks** – Trackbacks are a way to notify legacy blog systems that you've linked to them. Enter the URL(s) you want to send trackbacks. If you link to other WordPress sites they'll be notified automatically using pingbacks, and this field is unnecessary.

**Discussion** – You can turn comments and pings on or off, and if there are comments on the post, you can see them here and moderate them.

## Further Support

Additional support is on hand should you require help. Contact the Digital Learning Support team at [elearning-support@arts.ac.uk](mailto:elearning-support@arts.ac.uk)



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