



## Posts

*A guide to Posts on your Wordpress Website...*

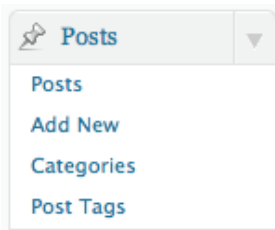
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## Posts

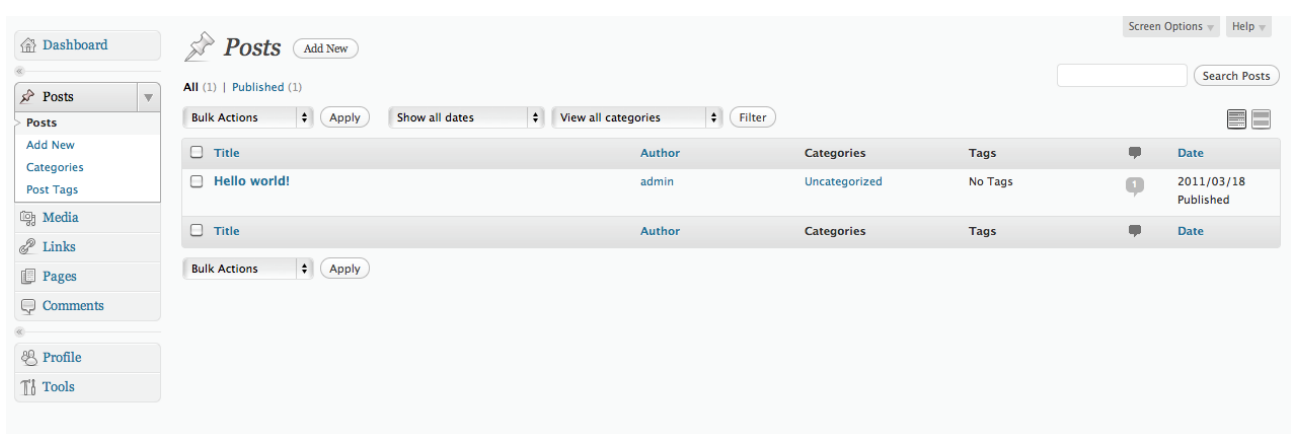
### Posts

Please read the **Pages** and **Add New Page** sections before continuing with this section.

You can access the **Posts** screen by choosing **Posts** from the **Posts** widget in the sidebar



The **Posts** screen looks like this:



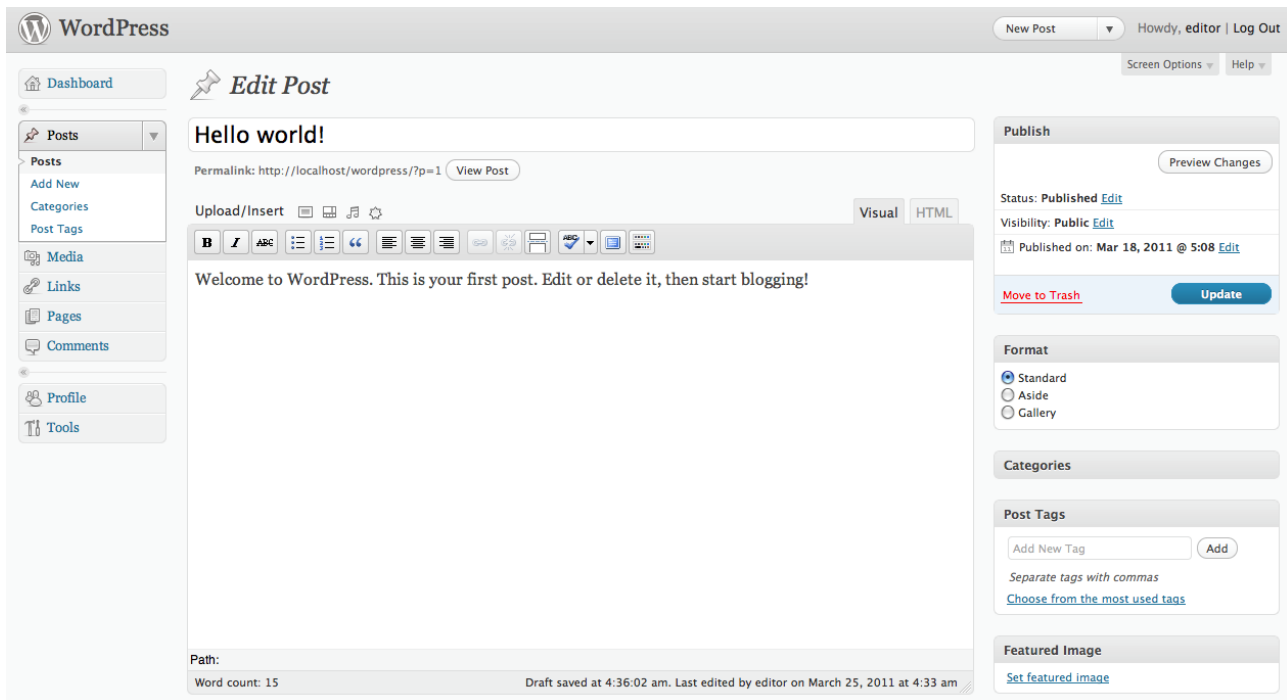
This screen functions exactly like the **Pages** screen with the following additions:

- Next to the **Bulk Actions** menu there are two filter options that allow you view posts according to either date or category. Simply choose your desired option from the drop down menu and click on the **Filter** button. This is useful if you have many posts in the system and gives you greater control over your work area.
- On the far right of the filter options there are two buttons allowing you to view posts in **List View** (the default setting) or **Excerpt View**. **Excerpt View** displays an excerpt of each post giving you more information about your content so you can make an accurate decision about the post you wish to edit.
- In the list of posts that are available to edit you will also notice two additional columns, Categories and Tags. These will be explained in greater detail later on.

As in the **Pages** screen, clicking on the post **title** will take you to the **Post** screen as described in the next section. Clicking on the **author** will filter the posts in the list to posts written only by that **author**. Clicking on the **category** will filter the posts in the table to posts belonging only to that **category**. Clicking on a **tag** will filter the posts in the table to posts assigned that **tag**.

## Edit Post

The **Edit Post** screen looks like this:



This screen functions exactly like the **Edit Page** screen with the following additions:

- All references to **Page** are now to **Post**
- In the **Publish** section under the **Visibility** setting there is an option to **stick** the post to the front page of the website
- Instead of **Attributes** you will find **Format**, **Categories**, **Post Tags** and **Featured Image** on the right hand side underneath the **Publish** section.

As in the **Edit Pages** screen, clicking on the post **title** will take you to the **Post** screen as described in the next section. Clicking on the **author** will filter the posts in the list to posts written only by that **author**. Clicking on the **category** will filter the posts in the table to posts belonging only to that **category**. Clicking on a **tag** will filter the posts in the table to posts assigned that **tag**.

## Sticky Post

In the **Publish** section, under **Visibility**, there is an option to **stick** the post to the front page of the website. This means that this post is ranked as highly important and will always show on the front page of the website regardless of any other content being displayed. This functionality may or may not be utilized in the development of your site.

**NB:** You should consult All Things Quilting before using the **sticky post** function.

## Format

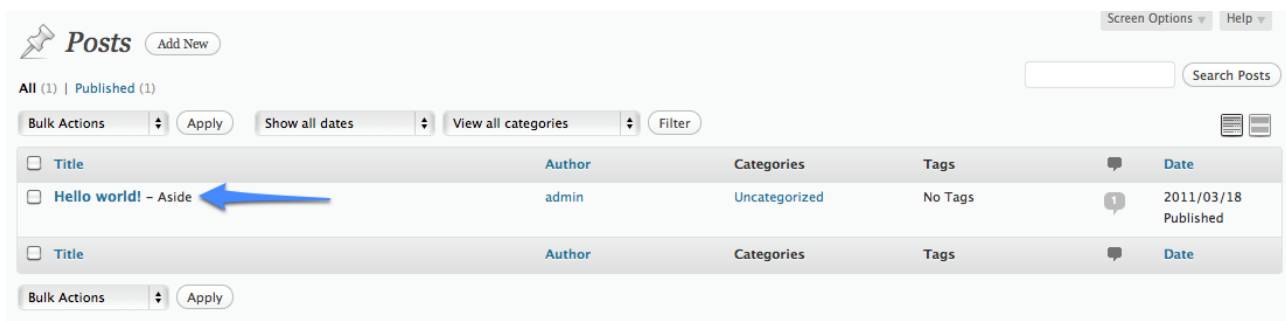


**Format**, or sometimes called **Post Format**, allows setting a post as a certain format. Some example formats are aside, gallery, link, and quote. This will allow themes to style these posts according to format.

Setting a post **format** will change the way posts are being displayed into the site.

For example if you set your post to have **aside** format, when you view the list of your posts on your actual website you will notice titles are gone.

Once you set up your post to have a definite format option. You will notice its post **format** is indicated next to the title of your post.



**NB:** You should consult All Things Quilting before using **format**.

### Categories

Content on your website is more than likely divided up into several **categories** relating to subject matter. For example: a financial planner’s website may be divided into the **categories**, "**shares**", "**superannuation**" and "**property**". Assigning a post to a **category** will determine where exactly on the website the post will be displayed.

To assign a post to a **category**, simply place a tick in the box next to the **category** name. You can assign a post to more than one **category**. If you do not assign a post to a **category** it will be assigned to the "**Uncategorized**" **category** by default.

To add a new **category**, click on the link that reads "**+ Add New Category**" and enter the name of the new category.

### Post Tags

**Tags** allow you to assign one or more **tags**, or keywords, to a post. If your website has been developed to display **tags** they can help your users navigate to other posts containing similar information or keywords. For example: a post about catering for a wedding may contain the keywords "**catering**" and "**wedding**". Clicking on the **tag** "**wedding**" may take the user to other posts assigned the **tag** "**wedding**" like booking a wedding photographer, or finding wedding cars.

To add a **tag** to a post, enter the tag in the **Add new tag** field and click on the **Add** button. The tag will appear below immediately with the heading **Tags used on this post**:

To remove a tag from a post, click on the "x" next to the tag in the list.

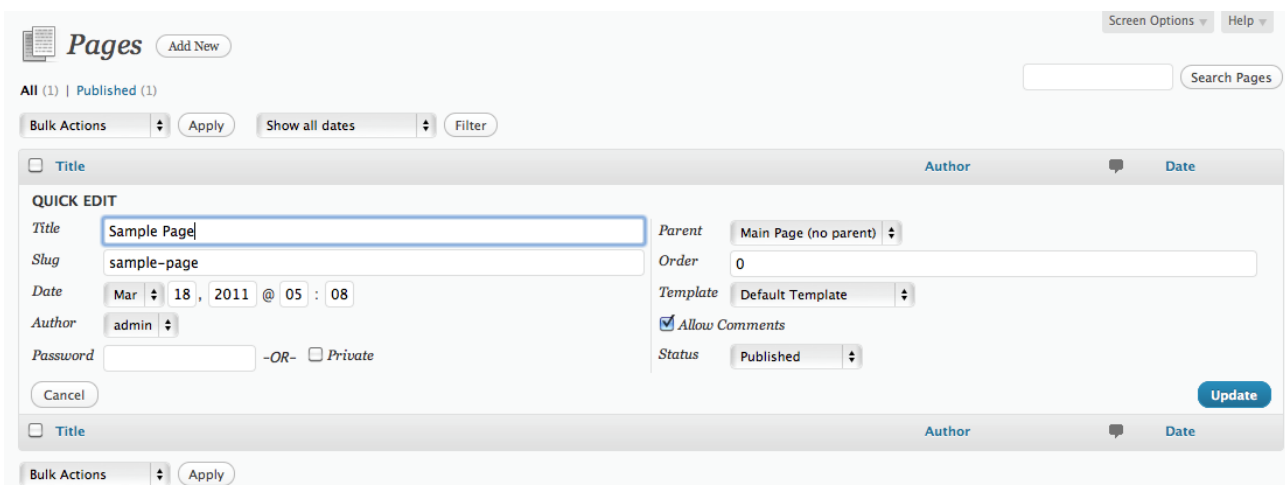
To choose from a list of the most widely used tags in the site, click on the link that reads “**Choose from the most popular tags**” and a list of tags will appear for you to choose from. Simply click on the tag(s) you want to use and they will automatically be linked to this post.

**NB:** You should consult All Things Quilting before using **tags**.

### Quick Edit

As previously detailed, placing the mouse over a page or post title in the **Edit Pages** or **Edit Posts** screen gives you the option to **Edit**, **Quick Edit**, **Delete** or **View** the page or post. We have covered the **Edit** option in length so now it's time to look at the other options available.

The **Quick Edit** Page screen looks like this:



The screenshot shows the WordPress 'Quick Edit' interface for a page. At the top, there's a 'Pages' header with an 'Add New' button and 'Screen Options' and 'Help' links. Below that, a search bar and 'Search Pages' button are visible. The main content area is divided into two columns. The left column contains fields for 'Title' (Sample Page), 'Slug' (sample-page), 'Date' (Mar 18, 2011 @ 05:08), 'Author' (admin), and 'Password' (with a checkbox for 'Private'). The right column contains fields for 'Parent' (Main Page (no parent)), 'Order' (0), 'Template' (Default Template), a checked 'Allow Comments' checkbox, and 'Status' (Published). 'Cancel' and 'Update' buttons are at the bottom of the form.

From this screen you can make quick changes to the page without editing the actual content of the page.

On the left hand side you can change the **title**, the **slug**, the **date** of publication, the **author** and the **visibility**, that is whether or not the page is password protected or private.

On the right hand side you can edit the page **parent**, the **order** of the page in the main menu, the **template** assigned to the page as well as allowing or disallowing **comments** and/or **pings** and finally the publication **status** of the page.

You can cancel your changes at anytime by clicking on the Cancel button or you can save your changes by clicking on the **Update Page** button.

The **Quick Edit Post** screen looks like this:

The screenshot shows the 'Quick Edit' interface for a post. On the left, there are fields for Title (Hello world!), Slug (hello-world), Date (Mar 18, 2011 @ 05:08), Author (admin), and Password (with a checkbox for Private). On the right, there are sections for Categories (Uncategorized), Post Tags, and checkboxes for Allow Comments and Allow Pings. The Status is set to Published, and there is a checkbox for Make this post sticky. Buttons for Cancel and Update are visible.

From this screen you can make quick changes to the post without editing the actual content of the post.

On the left hand side you can change the **title**, the **slug**, the **date** of publication, the **author** and the **visibility**, that is whether or not the post is password protected or private.

On the right hand side you can edit the categories the post belongs to, the tags assigned to the post as well as allowing or disallowing **comments** and/or **pings** and finally the publication **status** of the post including whether or not the post is **sticky**.

You can cancel your changes at anytime by clicking on the **Cancel** button or you can save your changes by clicking on the **Update Page** button.

### Trash A Post

Clicking on the **Trash** option under any page or post title will allow you to move that certain page or post in a **Trash bin** and you could confirm this action soon as a confirmation message shows above saying that your page or post has been moved to trash with an **Undo** link.

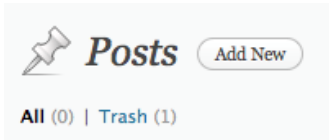
The screenshot shows the 'Posts' list view. The post 'Hello world!' is shown with a trash icon next to its title. Below the title, there are links for 'Edit', 'Quick Edit', 'Trash', and 'View'. The post is categorized as 'Uncategorized' and has 'No Tags'. The author is 'admin' and the date is '2011/03/18 Published'.



**Hint:** Once a page or post has been moved to **Trash**, you can recover it back (see Next link below).

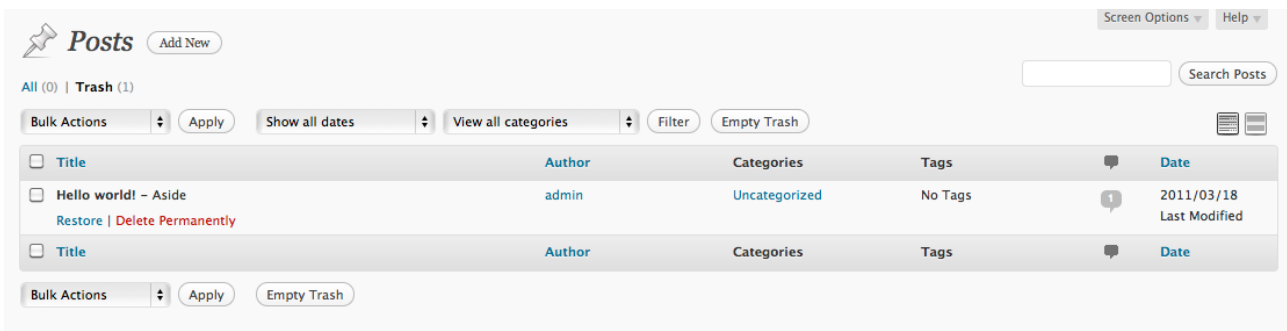
## Restore Or Delete A Post

If a **Trash** link exists, located next to the **All** link, you may want to click it to locate all the posts that you have deleted for the past 30 days.



Hover your mouse over to the title of the **post** that you want to delete or restore, and a sub menu of options will appear below.

Choose **Restore** to recover back your deleted post or choose **Delete Permanently** to delete the post forever.



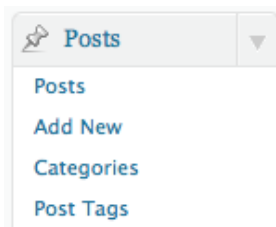
**Caution:** WordPress will empty the trash every 30 days.

## View

Clicking on the **View** option under a page or post title will take you to the page or post on your website so you can see how it appears to the rest of the world.

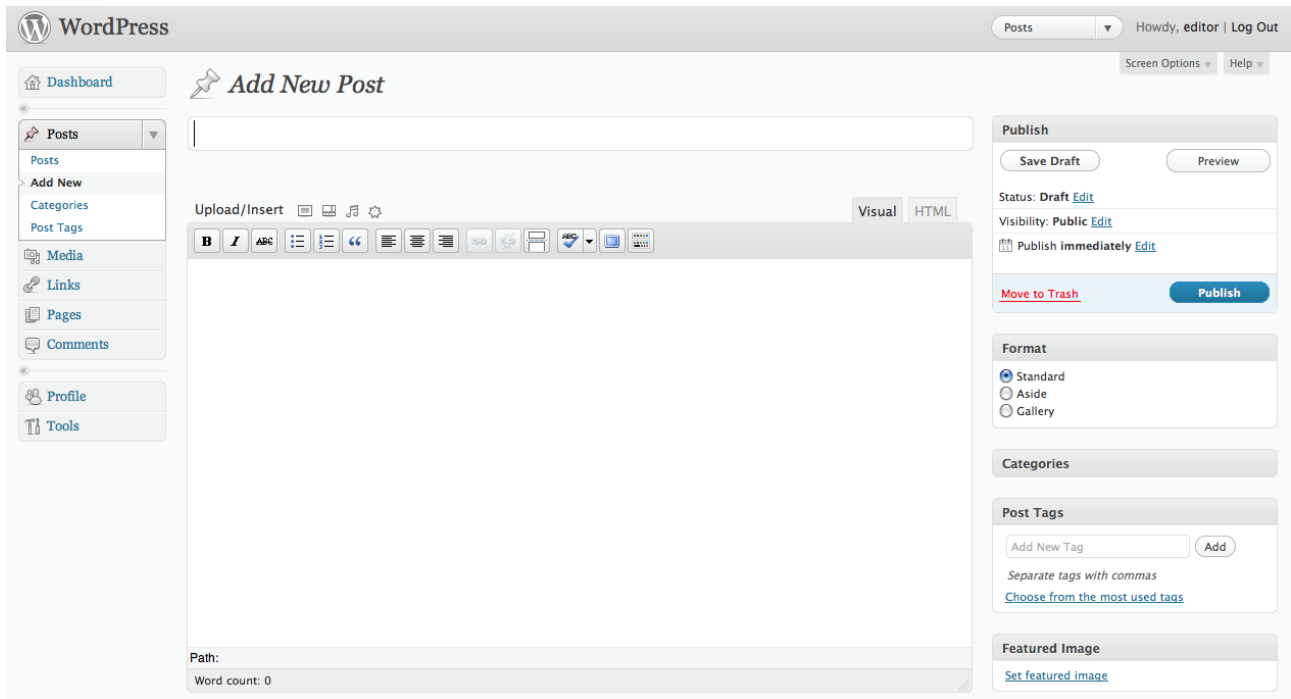
## Add New Post

You can access the **Add New Post** screen by choosing **Add New** from the **Posts** widget in the sidebar



The **Add New Post** screen looks like this:



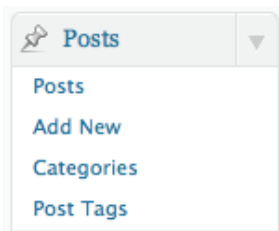


This screen functions are exactly like the **Edit Post** screen with the exception that the **"Update Post"** button is now the **"Publish"** button because the post has never been published. Once the post is published this button will become the **"Update Post"** button.

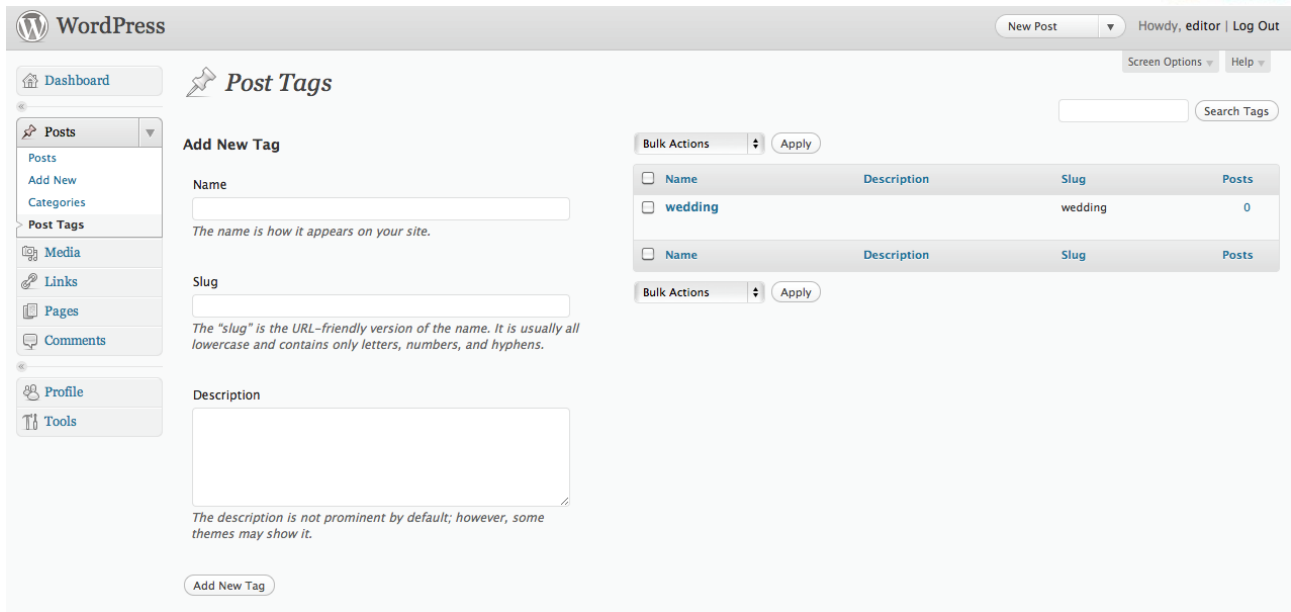
There is no content on a new post so you are free to be creative and design your own post from scratch.

## Post Tags

You can access the **Post Tags** screen by choosing **Post Tags** from the **Posts** widget in the sidebar



The **Post Tags** screen looks like this:



Add New Tag section is at the top of the screen. To add a new tag enter the **Tag name** and **Tag slug** and click on the **Add Tag** button. The tag name can be the full name of the tag to be used, for example "**wedding catering**". The slug will be a search engine friendly version of the tag. If you do not enter the slug the system will automatically create one consisting of all lowercase words separated by a hyphen, for example "**wedding-catering**".

On the right of the screen is a table that lists all of the tags in the system. Clicking on the **tag name** will take you to the **edit tag** screen for that tag. Clicking on the number under **posts** will take you to the **Edit Post** screen with a list of posts assigned with this tag.

Placing the mouse over the name of a tag in the list displays a menu of options as previously explained.

The **Bulk Actions** menu functions as previously explained.

## Edit Post Tags

The Edit Post Tag screen looks like this:



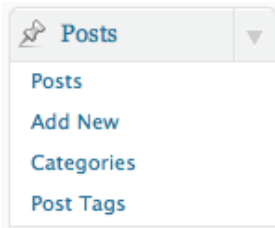
Simply edit the tag name and tag slug and click on the **Update Post Tag** button to make your changes.

## Quick Edit

**Quick Edit** allows you to edit the **name** and **slug** of the tag only.

## Categories

You can access the **Categories** screen by choosing **Categories** from the **Posts** widget in the sidebar



The **Categories** screen looks like this:

Directly beneath the popular categories list is the **Add a New Category** section. Popular Categories are listed at the top of the screen. Clicking on a category in the list will take you to the **Edit Categories** screen, which is described in the next section.

To add a new category enter the **Category Name** and **Category Slug**, choose a **Category Parent** from the drop down list, enter the **Description** for the category and click on the **Add Category** button.

The category name can be the full name of the category to be used, for example **"wedding catering"**. The slug will be a search engine friendly version of the category. If

you do not enter the slug the system will automatically create one consisting of all lowercase words separated by a hyphen, for example "**wedding-catering**".



**Hint:** Categories can have a hierarchy. For example, "**Weddings**" may be a parent category for the sub-categories of "**catering**", "**photography**" and "**cars**". If the category you are adding is a sub-category, choose the parent category from the drop down list.

On the right of the screen is a table that lists all of the categories in the system. Clicking on the **category name** will take you to the **edit category** screen for that category. Clicking on the number under **posts** will take you to the **Edit Post** screen with a list of posts assigned to this category.

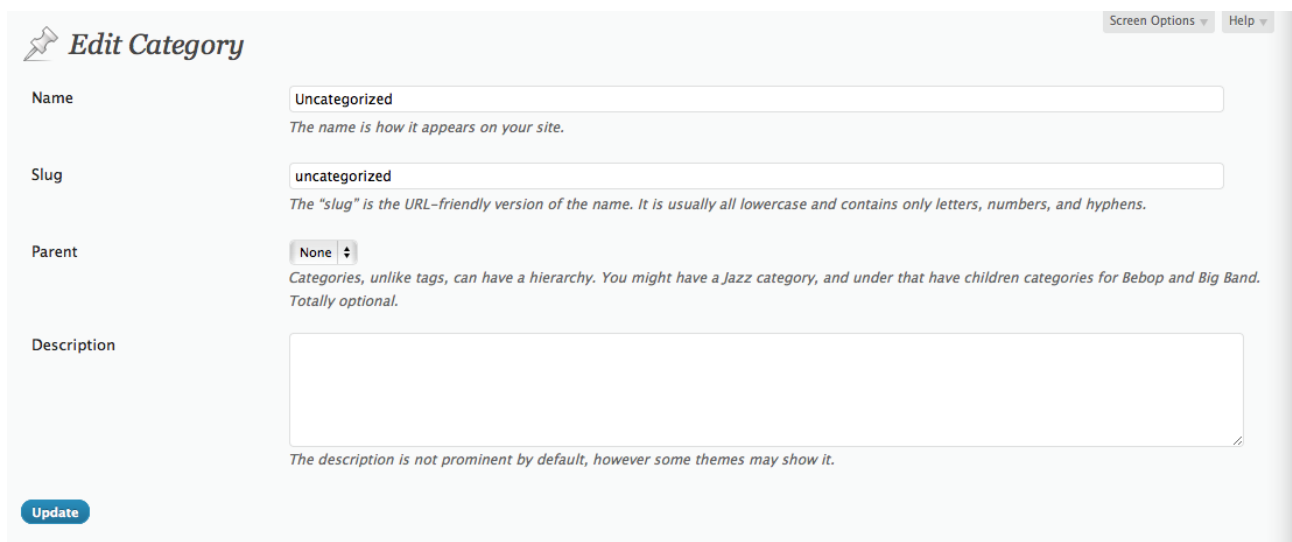
Placing the mouse over the name of a category in the list displays a menu of options as previously explained.

The **Bulk Actions** menu functions as previously explained in the Edit Pages section

You do not have access rights to use the **category to tag converter** so just ignore this option.

## Edit Category

The Edit Category screen looks like this:



The screenshot shows the 'Edit Category' screen with the following fields and options:

- Name:** Input field containing 'Uncategorized'. Below it, a note reads: "The name is how it appears on your site."
- Slug:** Input field containing 'uncategorized'. Below it, a note reads: "The 'slug' is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens."
- Parent:** A dropdown menu currently set to 'None'. Below it, a note reads: "Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional."
- Description:** A large text area for entering a description. Below it, a note reads: "The description is not prominent by default, however some themes may show it."

At the bottom left, there is a blue 'Update' button. At the top right, there are 'Screen Options' and 'Help' dropdown menus.

Simply edit the category name, category slug, category parent and description and click on the **Update Category** button to make your changes.

## Quick Edit

**Quick Edit** allows you to edit the **name** and **slug** of the category only.