

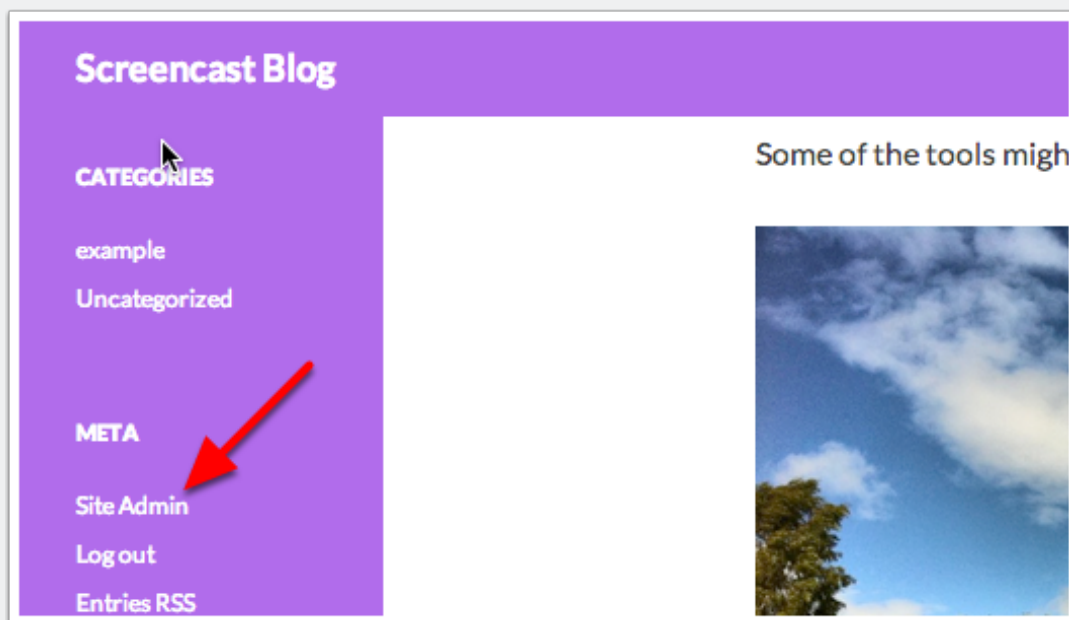
Creating a Post

How to make a very basic Post

1. Log onto your blog dashboard

Click on Site Admin in the sidebar of your blog.

If you are not logged into glow you will be redirected to the glow logon screen

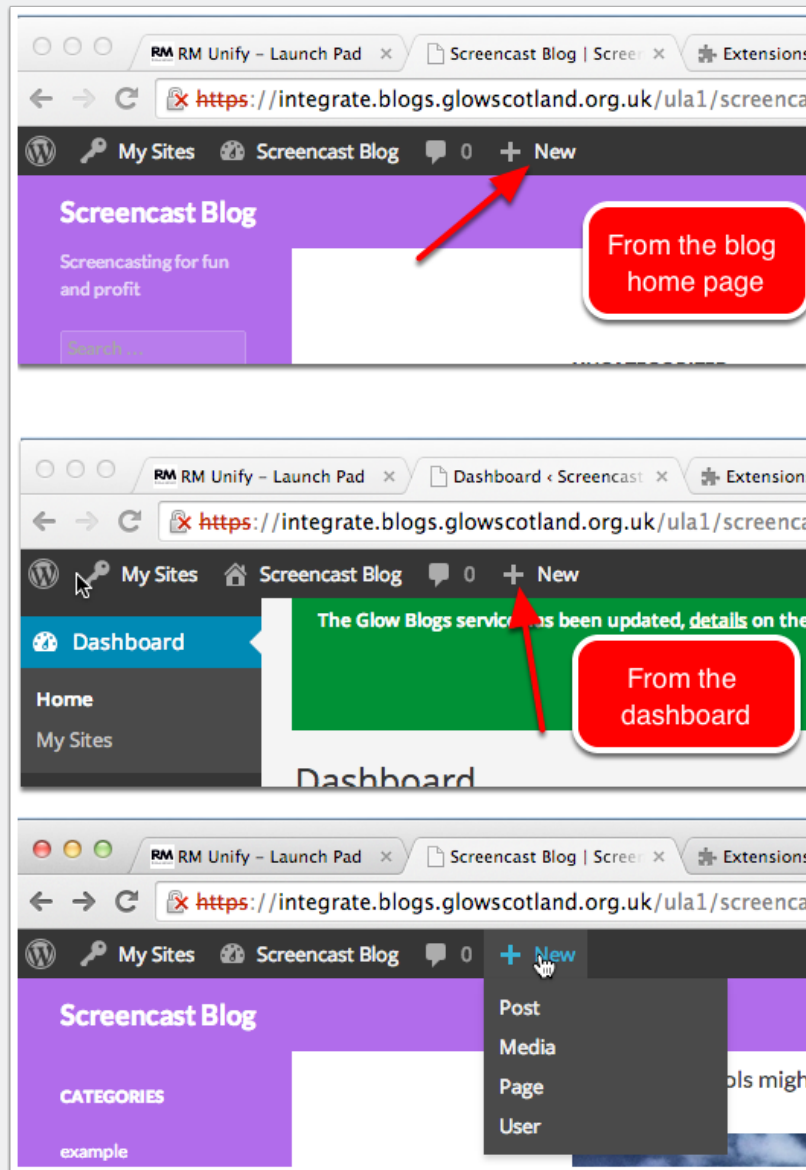


2. Create a New Post

Click on the **+ New** this is a feature of the WordPress Admin bar that will appear to logged on users, both on the blog and the dashboard. Hovering over the **+ New** will drop a menu, so that you can choose: Post, Media or Page.

Creating a Post

The Admin bar is a new feature for Glow blogs as of January 2015 it allows you access to your blogs and administration features from both the dashboard and the blog itself.



Creating a Post

Write your post

All a post needs is a title and some text:

1. Fill in the title
2. Fill in the body text
3. Click Publish

The screenshot displays the WordPress 'Add New Post' editor. At the top, there's a navigation bar with 'My Sites', 'Screencasts', and a '+ New' button. A green notification banner at the top right says 'The Glow Blogs service has been updated, details on the help blog. We will continue to update the known issues page. General Blog Help'. The left sidebar shows the 'Posts' menu selected. The main editor area has a title field containing 'Example Title' (marked with a red '1'), a permalink field with the URL 'https://explore.blogs.glowscotland.org.uk/ula2/screencast/2014/12/08/example-title/' and 'Edit' and 'View Post' buttons. Below the permalink is an 'Add Media' button and a rich text editor toolbar with options for Bold, Italic, Underline, Paragraph, Quote, Link, and more. The body text area contains the text 'All you need to create a post is a title and some body text.' (marked with a red '2'), followed by a paragraph 'You can style the body text with the tool bar above the post area. The Kitchen Sink button will level more choices.' and a bulleted list: 'links', 'itemised lists', 'bulleted lists', and 'special characters'. At the bottom of the body text is the text 'you can block quote quotes'. The right sidebar has a 'Publish' section with 'Save Draft' and 'Preview' buttons, 'Status: Draft' (with an 'Edit' link), 'Visibility: Public' (with an 'Edit' link), and 'Publish immediately' (with an 'Edit' link). Below this is a 'Move to Trash' button (marked with a red '3') and a 'Publish' button. At the bottom of the right sidebar is a 'Format' section with radio buttons for 'Standard', 'Aside', 'Image', 'Video', 'Audio', 'Quote', 'Link', and 'Gallery'.

Creating a Post

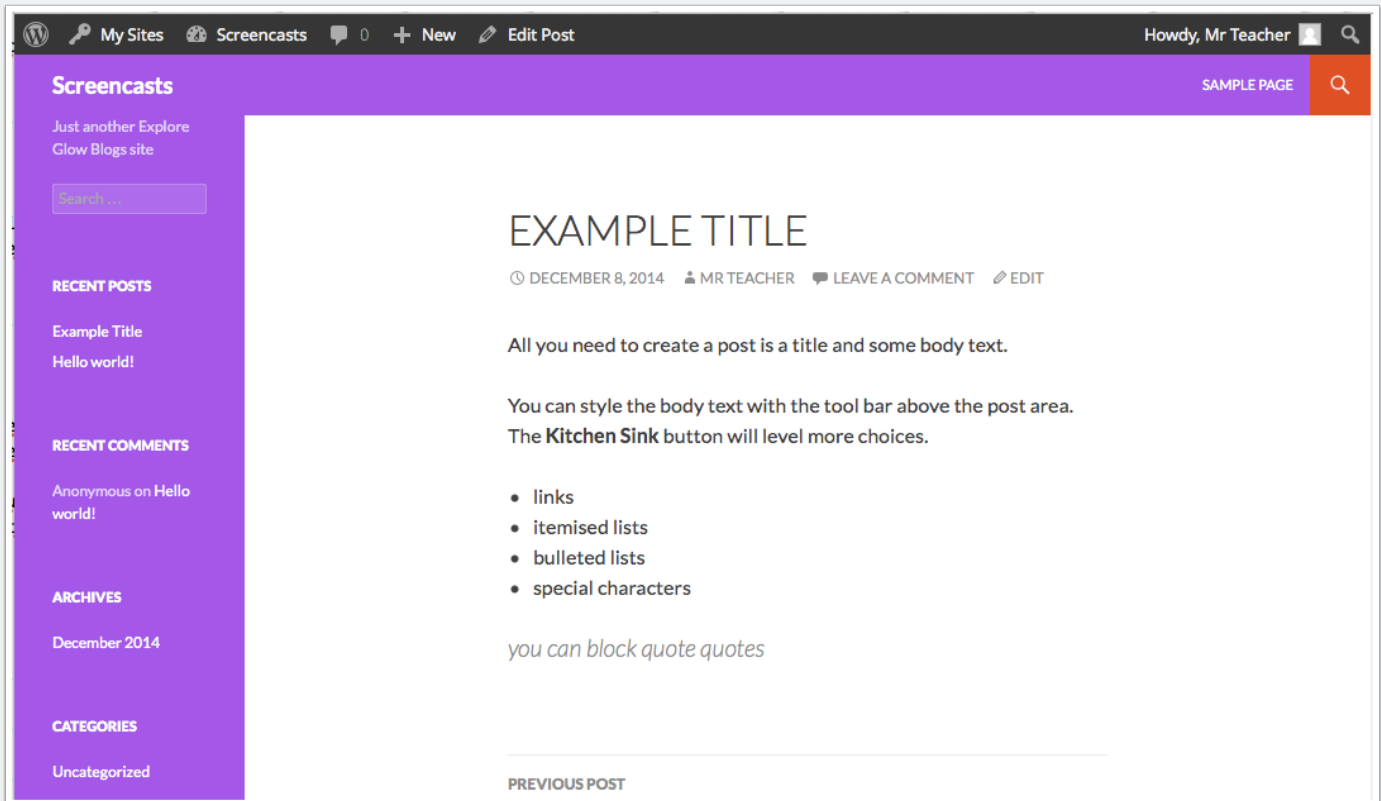
View Post

After clicking publish, you get notified **[1]**, The Status **[2]** changes, and you can click View Post **[3]**. The Publish button has changed to Update **[4]**.

The screenshot shows the WordPress 'Edit Post' interface. At the top, there is a green notification banner: "The Glow Blogs service has been updated, [details on the help blog](#). We will continue to update the [known issues page](#). [General Blog Help](#)". Below this, the main content area is titled "Edit Post" with an "Add New" button. A notification box says "Post published. [View post](#)" with a red circle containing the number 1. The main post content includes a title field with "Example Title", a "Permalink" field with the URL "https://explore.blogs.glowscotland.org.uk/ula2/screencast/2014/12/08/example-title/" and buttons for "Edit", "View Post" (with a red circle containing the number 3), and "Get Shortlink". Below the title is an "Add Media" button and a rich text editor toolbar. The right-hand "Publish" panel shows "Preview Changes", "Status: Published [Edit](#)" (with a red circle containing the number 2), "Visibility: Public [Edit](#)", and "Published on: Dec 8, 2014 @ 11:46 [Edit](#)". At the bottom of the panel are "Move to Trash" and "Update" (with a red circle containing the number 4) buttons. The bottom of the post content area contains the text "All you need to create a post is a title and some body text."

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Live View



The screenshot shows a WordPress interface for editing a post. At the top, there is a navigation bar with 'My Sites', 'Screencasts', '0' notifications, '+ New', and 'Edit Post'. On the right, it says 'Howdy, Mr Teacher' with a search icon. Below this is a purple sidebar with the title 'Screencasts' and a search box. The main content area has a title 'EXAMPLE TITLE', a date 'DECEMBER 8, 2014', author 'MR TEACHER', and options for 'LEAVE A COMMENT' and 'EDIT'. The body text includes a paragraph, a styled paragraph, and a bulleted list. At the bottom, there is a 'PREVIOUS POST' link.

WordPress navigation: My Sites, Screencasts, 0, + New, Edit Post

User: Howdy, Mr Teacher

Sidebar: Screencasts, Just another Explore Glow Blogs site, Search, RECENT POSTS (Example Title, Hello world!), RECENT COMMENTS (Anonymous on Hello world!), ARCHIVES (December 2014), CATEGORIES (Uncategorized)

Post Title: EXAMPLE TITLE

Post Metadata: DECEMBER 8, 2014, MR TEACHER, LEAVE A COMMENT, EDIT

Post Content:

All you need to create a post is a title and some body text.

You can style the body text with the tool bar above the post area. The **Kitchen Sink** button will level more choices.

- links
- itemised lists
- bulleted lists
- special characters

you can block quote quotes

PREVIOUS POST