How to create a Post in WordPress

A Step-by-Step Guide
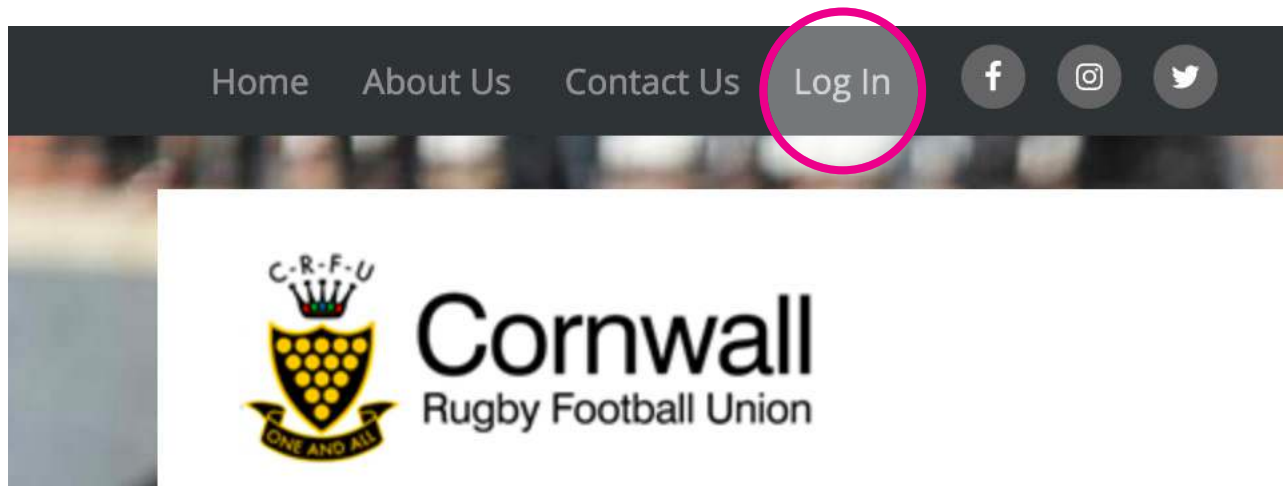
BGRAPHIC

Written by Colin Higgins for CRFU Admin Members
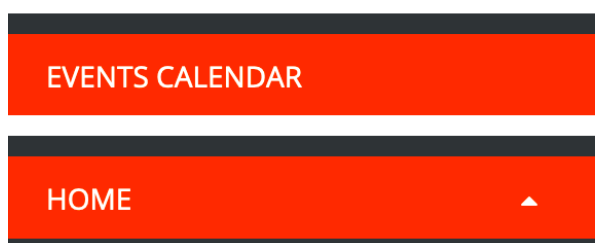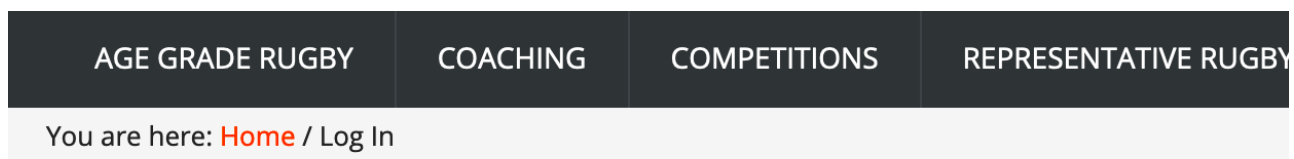
Step 1: Log in to WordPress

• Go to https://www.crfu.co.uk/ find the Log In page (located in top navigation)

You will be directed to the specific Log In page on the website

• Click here to access WordPress log in page.

• Log in with your unique username and password.

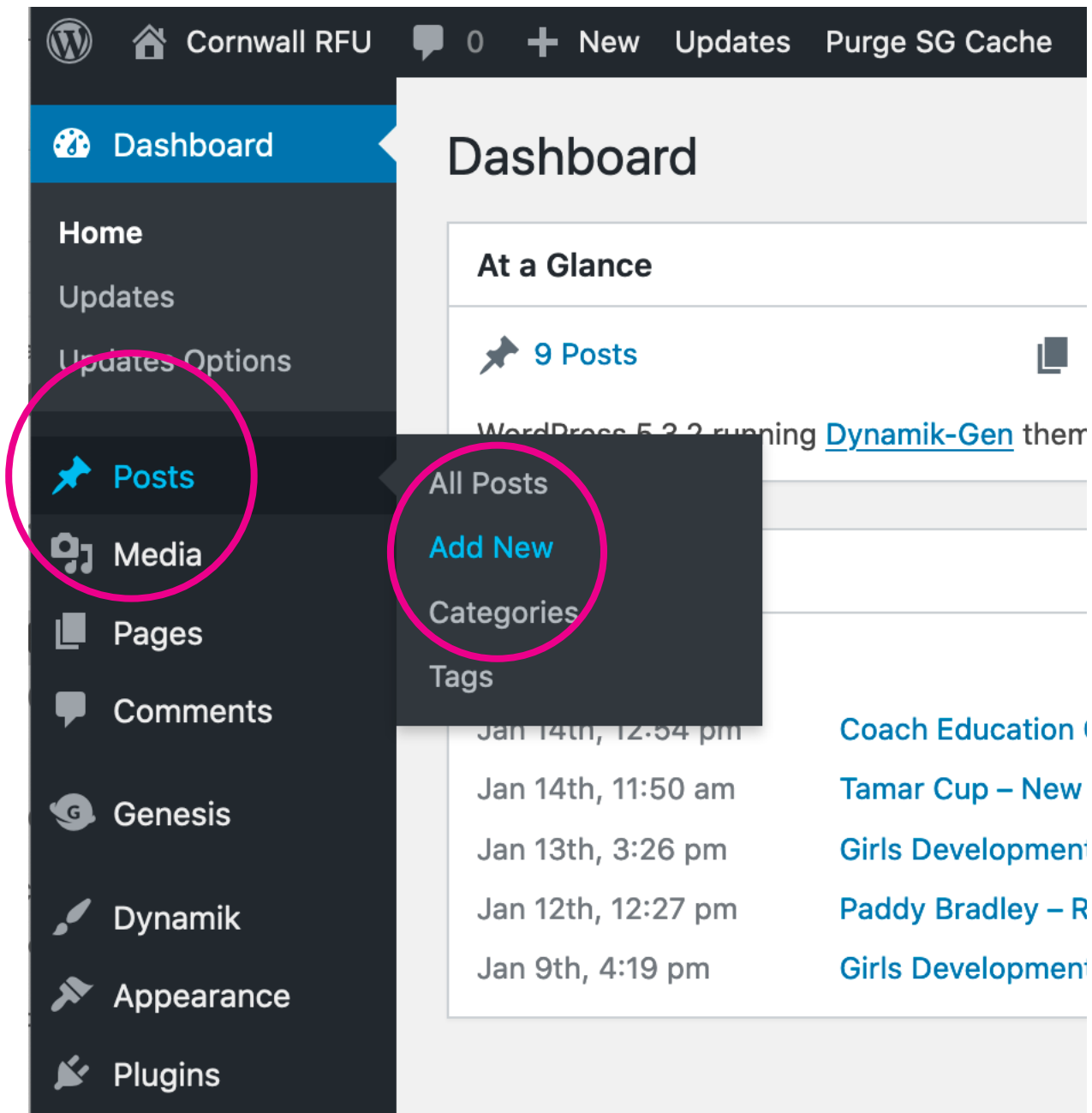
• You'll then be taken to the WordPress dashboard.

Step 2: Create a new post

• There are several ways to add a new post – the easiest way is to hover over the **Posts** tab and click **Add New**.

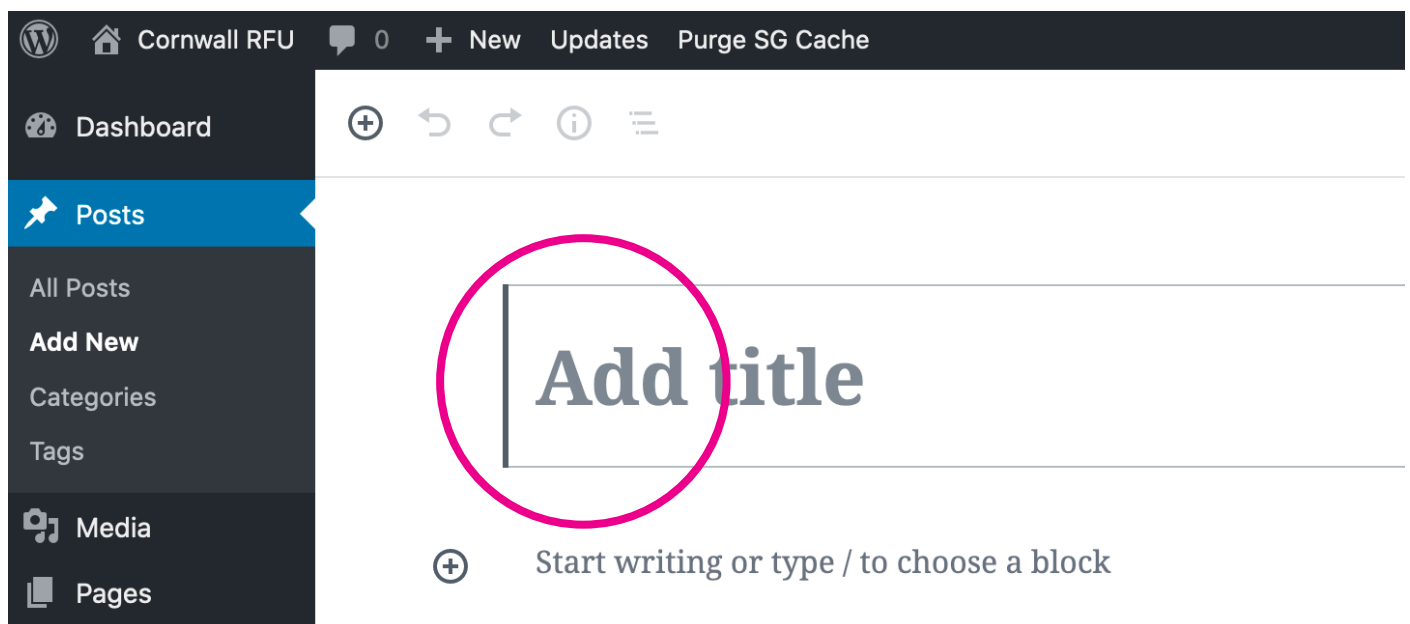• Alternatively, you can hover over the **+ New** tab in the top bar and click on **Post**.

• You can also click on the **Posts** tab and then click **Add New** at the top of the posts screen.

Step 3: Enter the title of your new post

- Put the title of your post in the first box at the top that says **Add title**.
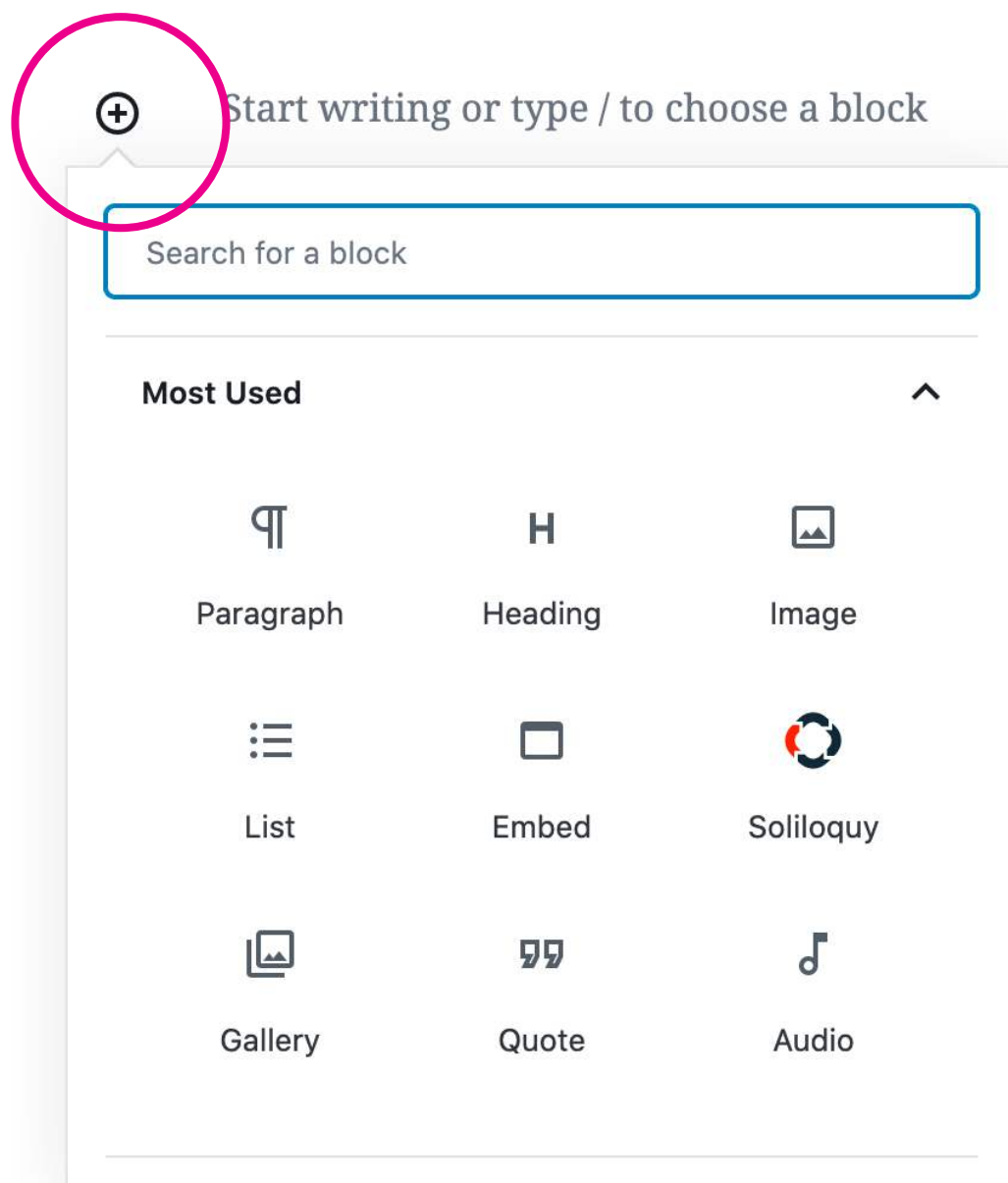

- Try to think of the **Title** as a Heading. Keep it relatively short and to the point.

Step 4: Enter body content

• Click on the plus symbol. A big box below the title box appears, this is where you see lots of icons, you can choose either text, images and other content that makes up your new blog post.
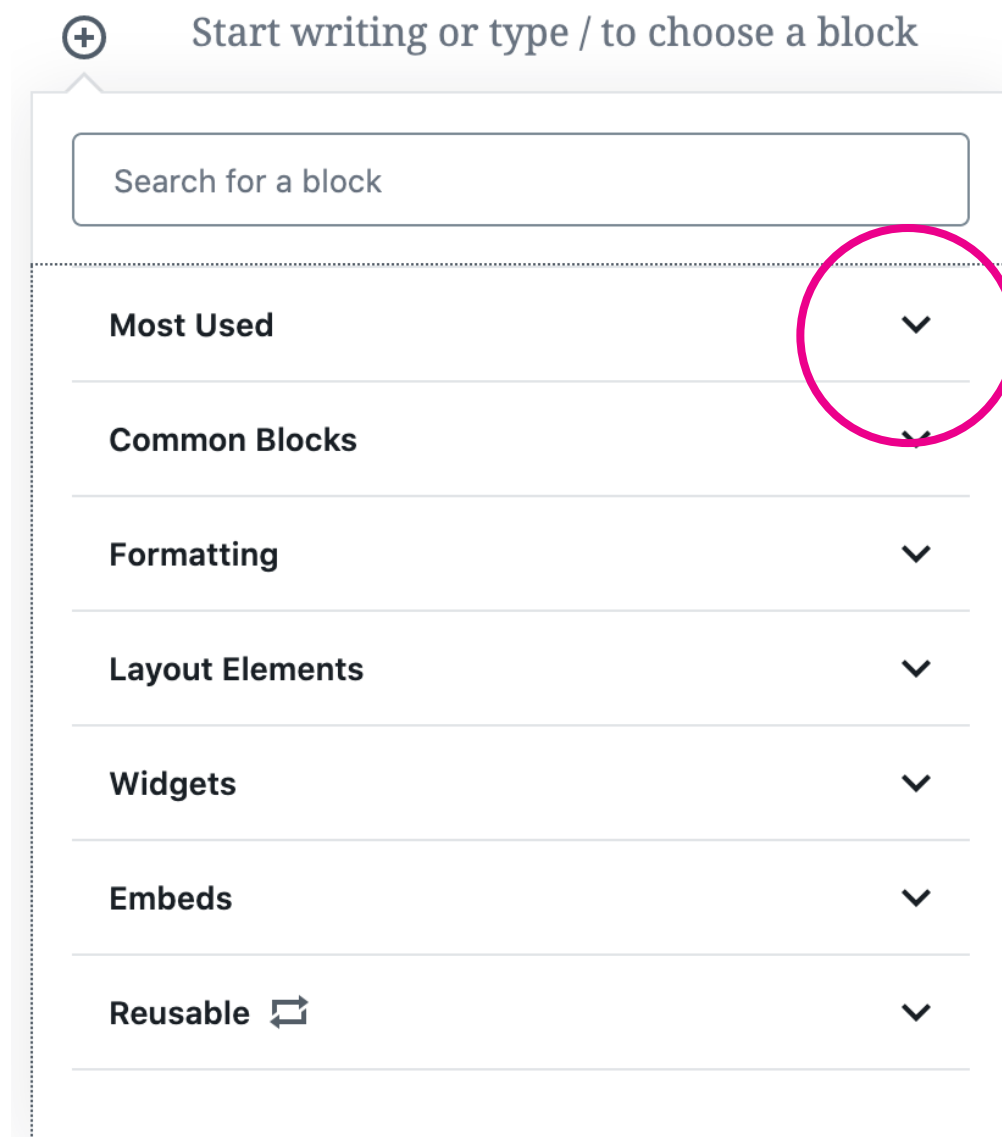

• Dont' be afraid, try some of the icons, add some content.

Step 5: Advanced Block content

• If you click on the top left arrow, it will reveal other blocks. These will enable you a multitude of options to enter content.
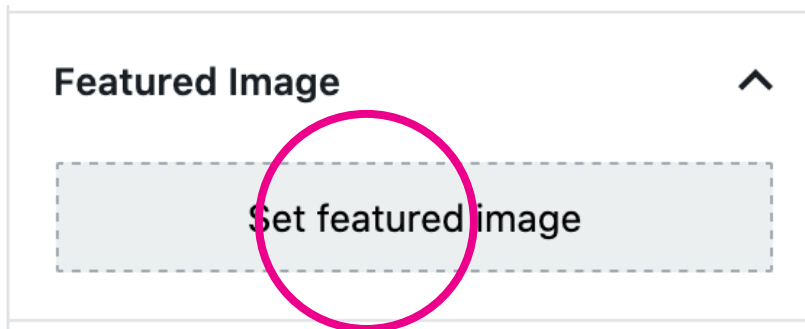

• Dont' be afraid, click on the arrow, open up a new block, and experiment with some of the icons, add some more content.
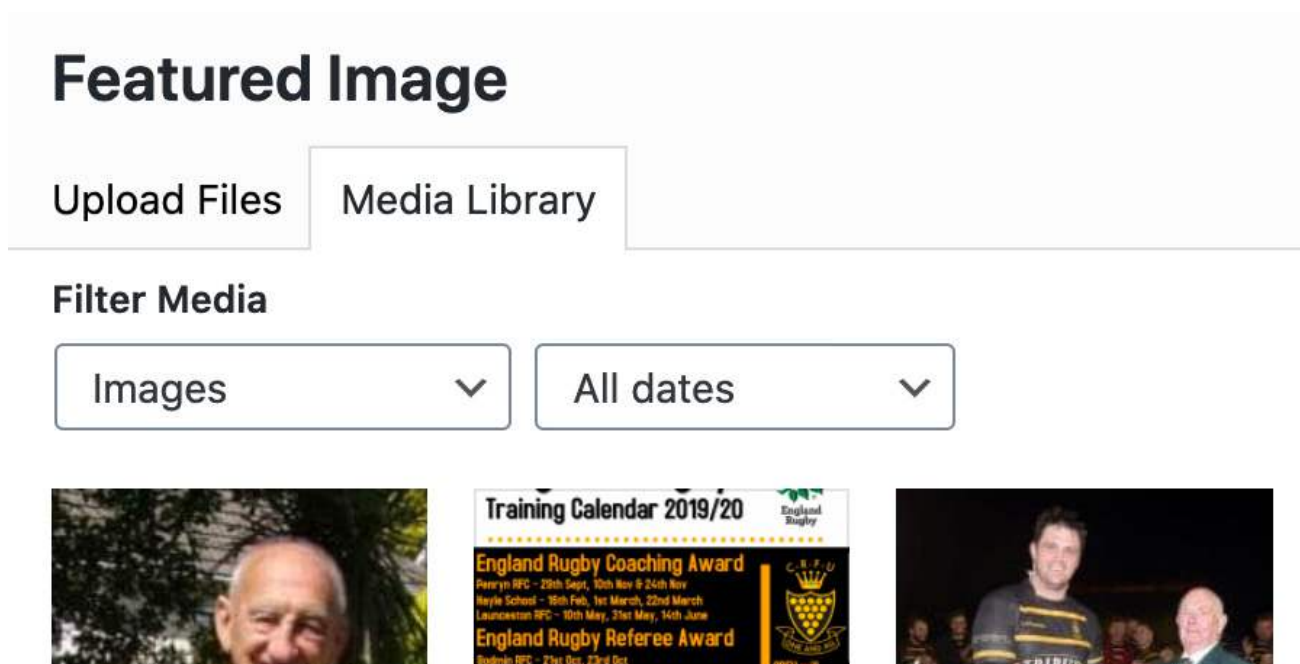
Step 6. Choose a feature image

• The **Featured Image** will usually be shown at the right side of the post. It will also be your post's thumbnail, meaning wherever this post appears, the thumbnail image will appear along with it.

• Your **Media Library** will appear

• Drag and drop an image and upload it into the **Media Library**.

• Select the image, add some **Alt text, Title, Caption** or **Description**

• In the bottom right click **Set featured image**

Step 7. Select tags and categories

- **Tags** and **Categories** are located on the right side of a post

Categories ^

☐ cornwall rugby
  ☐ Cornwall Ladies & Girls
☐ CRFU
  ☐ Coaching Courses
☐ South West Trials
☐ Uncategorized

Add New Category

Tags ^

Add New Tag

[   ]

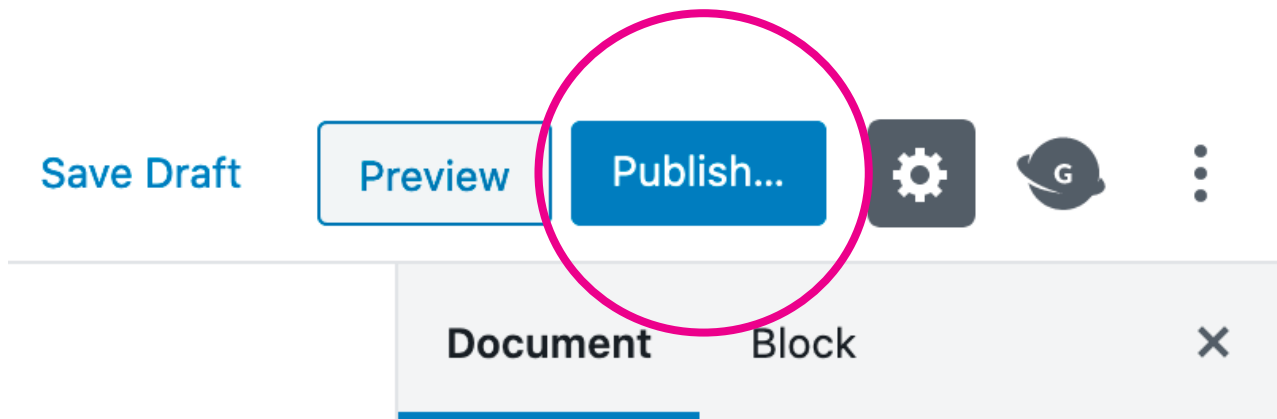*Separate with commas or the Enter key.*

- **Categories** are usually broader whereas **Tags** are generally a bit more specific.

- For example, if you were posting a cake recipe, your **Category** might be 'Rugby' and your **Tags** might be 'Tackle', 'Fullback' and 'Scrum'.

Step 8. Hit publish!

• You can preview what your post will look like on your actual site by clicking the **Preview** button in the side bar.

Once you're happy and your post is finished, click on the blue **Publish** button on the right-hand side and your post will be live!

• Or you can hit **Save Draft** come back to it later. Drafts are saved in WordPress but not visible to any of your site visitors.

Happy posting!