Using WordPress: How to create and publish a post (or page)

All you need to create a post is a title and some content. You can always save a post as a draft to work on later. Once you click the Publish button, your post will be live on the website. Note: This is the same procedure you would use to make a page, except pages will not have a Categories or Tags option.

These instructions assume you have logged in to your site using your Gatorlink account and you are starting at the site *Dashboard*.

1. Go to *Posts* in the left side menu and select **Add New**.

2. Type your title in the *Enter title here* text field at the top of the screen.

   Tip: When you click away from this text field, WordPress will automatically create a Permalink (or URL) for this page using the words from your title. You can click the **Edit** button and change the words used in the URL if you like. (No spaces or special characters other than hyphens).

3. Begin adding your content in the main text area.

   Tip: You can type in this box, paste text in from other sources or insert images by using the **Add Media** button.

   Tip: The toolbar above the editing area has buttons that will allow you to format your text, add links and more. Hover your mouse over them and you will get a tooltip if you are not sure what a button does. Click the **Toolbar Toggle** button on the far right to expose more options.

4. Select a Category and Tags (optional) for your post. (Does not apply to pages.)

5. Click the **Save Draft** button if you want to save the post and work on it later. Click the **Publish** button to finish your post and make it live on your site.

Optional Publishing Options

These items are shown above the Publish button. They are all optional and can be left at their default values unless needed.

Status

   Select from *Draft*, *Pending Review* or *Published* (only available if already published).

Visibility

Public – post will be visible to all visitors to the website.

Stick this post to the front page – post will remain at the top of your feed even if there are other newer posts available.

Password protected – assign a password that must be entered before someone can view the post.

> **IMPORTANT:** This should not be considered strong protection, no matter how complex the password is. By policy you are prohibited from posting any sensitive information such as student records, patient records, financial information, unpublished research data, credit card numbers, social security numbers etc. Adding this password function does NOT provide adequate protection for these types of data.

Private – only other members of the blog with login access will be able to view the post.

Published on

You can change the date and time the post will use as its publish date; the default is the current date and time. You can set it to a date in the past if you wish the post to appear to be published earlier. If you set this to a date/time in the future, the post is considered "scheduled" and it will not appear on your site until that date/time is reached.

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