CT Hackerspace Blog Instructions v2

www.cthackerspace.com

1. Login
   a. Go to www.cthackerspace.com/wp-admin
   b. Enter user name and password.
   c. You will now be on the 'Dashboard' screen.

2. On the left of the screen, there will be a "Posts" feature. Use this menu to create a Blog/Project/Event/News entry. Any posts created will show up on the front page of the website. The latest posts will be on top.
   a. "All Posts" shows a list of all of your posts.
   b. "Add New" opens the post dialog page.
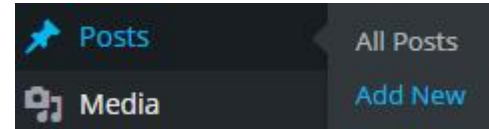
3. Click on "Add New" to start the post-writing process and open the post dialog page.

4. Enter a title of the post in the title area.

5. Expand the tool bar to see the second row.

6. It's best to click the "paste as text" feature so your post formatting looks consistent with the rest of the blog.
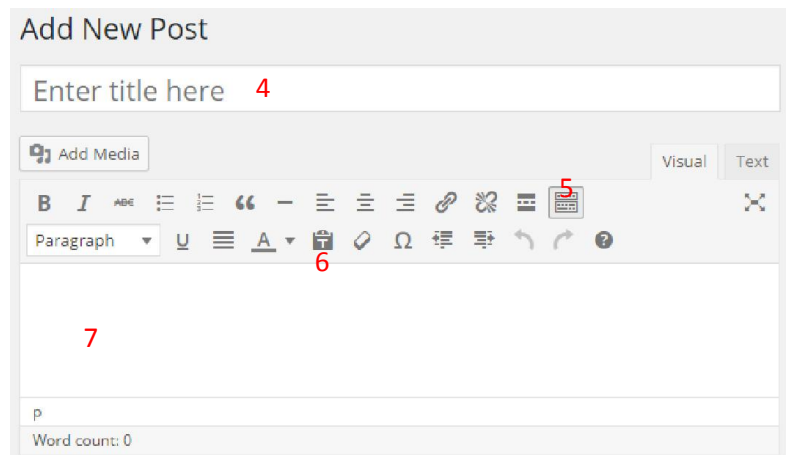
7. Write your post in the text area. How the text and post looks here will be how it looks on the website.

8. Create a hyperlink by selecting the desired link text and clicking the 'link' icon. Use the adjacent icon to break a link.
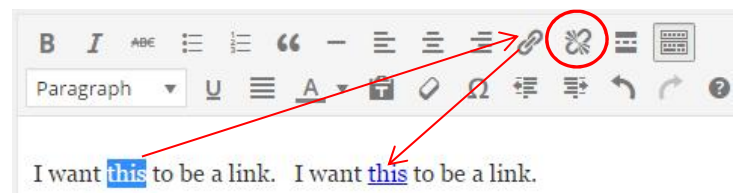
9. If your post is long or has lots of photos, it can be separated to have an 'intro' that will only be visible on the front page of the website. The reader can click "read more" to read the full post. The dashed line shows where the cut-off is.
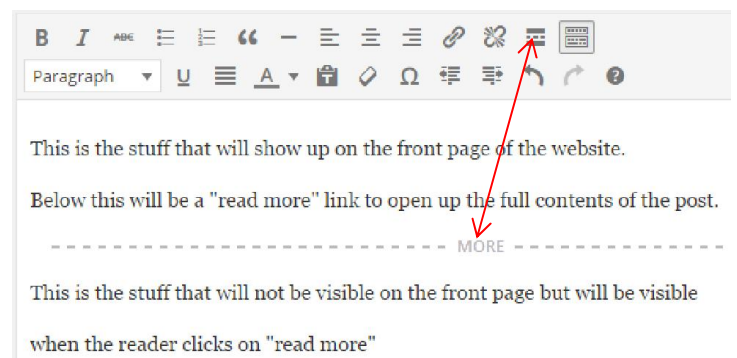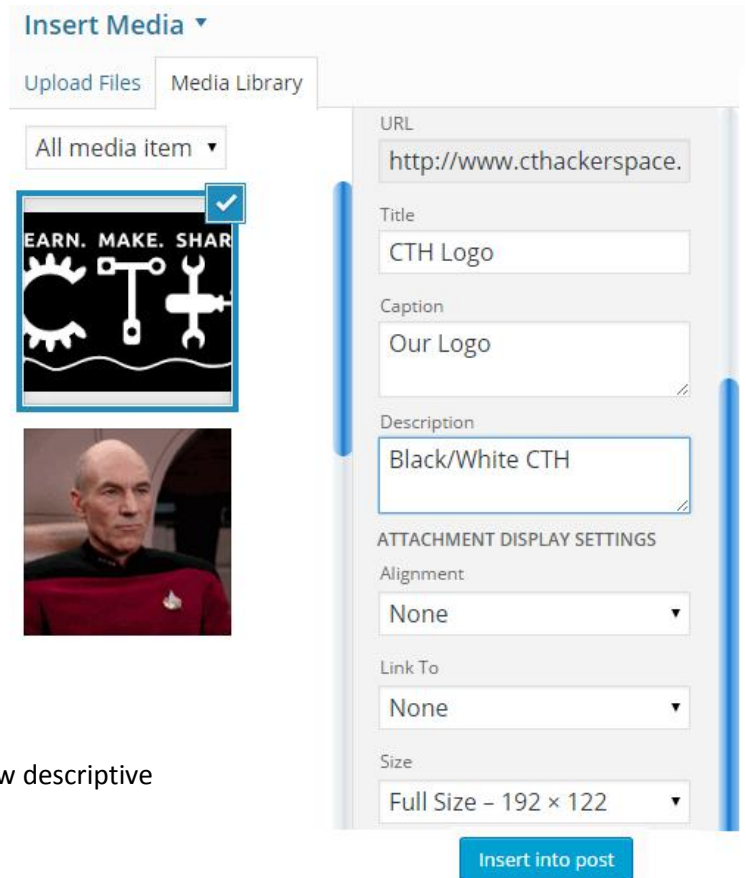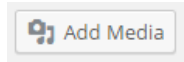
10. Your post may have photos. There are two ways to add them.
    a. Put the curser where the photo is to be placed. Then drag and drop a photo from Windows Explorer or File Manager.
    b. Use the "Add Media" button for uploading many files to the media library.
    c. In the medial library, only the checked off images will be added to your post. Here, the CTH logo will be added but Picard won't be.

11. When adding media to the media library, there are some options. None are mandatory.
    a. Title, just the photo title.
    b. Caption text will show up under the graphic in the post
    c. Description is used for search engines. A few descriptive words of the photo would be good.
    d. Alignment – left, center or right.
    e. Link To
        i. None: it's just a graphic.
        ii. Custom URL: the photo becomes a hyperlink to somewhere else.
        iii. Attachment Page: new page with the photo and meta data
        iv. Media File: the photo links to itself opened in a new window.

12. Press 'Insert into post' to insert the photo.

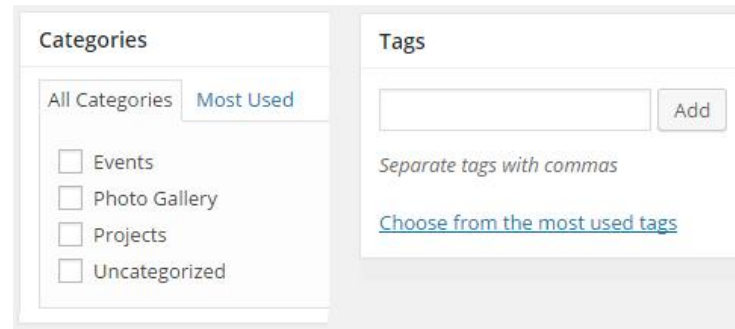13. It is possible to edit the graphic after it is inserted. Click on the graphic to show the function icons.
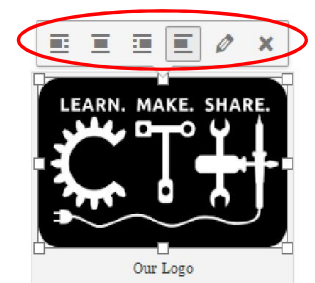
14. Categories – Select the type of post you are writing. Check only one. This makes searching easy for readers if they only want to see all of the 'projects'.
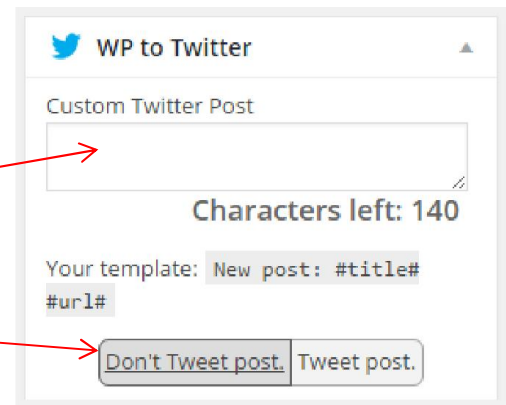
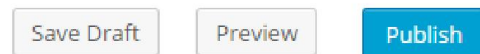15. Tags – add search keywords to your post.

16. Your post can automatically be sent to Twitter. The default is that the tweet will be the same as the title of the WordPress post, with a link back to the post.
    a. Instead of using the post title, you may customize the tweet by typing your preferred message in the "Custom Twitter Post" field.
    b. If you don't want your post to be tweeted, click on "Don't Tweet Post". The underlined option is active.

17. You can Save a Draft or Preview the post in a new window. Click on Publish to do publish the post immediately to the website. All posts can be edited or removed after they are posted.

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This is what the post form looks like:

The post looks like this on the front page:

When the reader clicks on 'Continue Reading', they see this:

Posted on June 28, 2015 by Rich   — Previous

Test Post

This is the stuff that will show up on the front page of the website.

Below this will be a "read more" link to open up the full contents of the post.

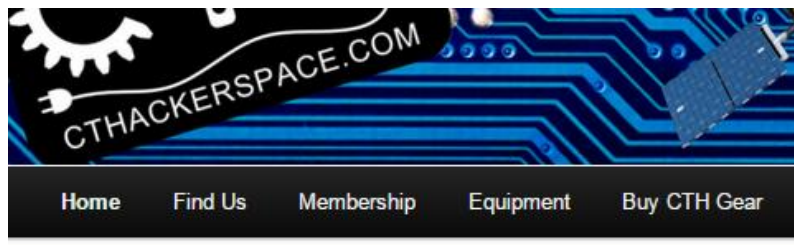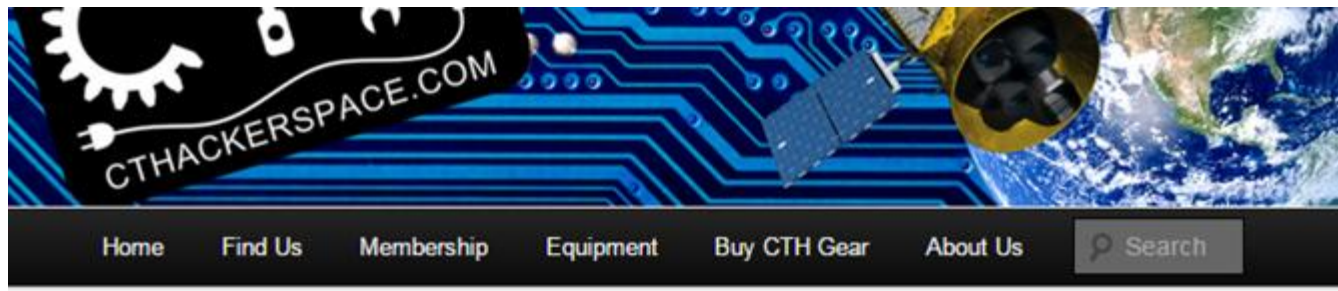This is the stuff that will not be visible on the front page but will be visible when the reader clicks on "read more"

—   Our Logo

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