

Activity 3: Create a Blog Post with Gutenberg Editor

Objective:

In this activity, you will learn how to create a blog post using the **Gutenberg Editor** in WordPress. The post will include multiple sections, images, videos, hyperlinks, and will be organized using categories and tags.

Materials Needed:

- A WordPress website with access to the Gutenberg Editor.
- Images and videos to include in the blog post (optional, can use placeholders).
- A clear topic or subject for your blog post.

Instructions:

Step 1: Log into Your WordPress Website

1. Go to the login page of your WordPress website.
2. Enter your username and password, and click **Login**.

Step 2: Create a New Blog Post

1. Once logged in, go to the WordPress dashboard.
2. Click on **Posts** in the left-hand menu, then select **Add New**.
3. You will be taken to the Gutenberg Editor, where you can start creating your blog post.

Step 3: Add a Title to Your Post

1. In the **title** field at the top, enter the title of your blog post. For example, "The Benefits of Remote Work."

Step 4: Add Your Content in Sections

1. **Introduction Section:**
 - Click on the "Text" block to start typing your introduction.
 - Briefly introduce the topic, like: *"Remote work has become an essential part of modern business, offering benefits like flexibility and increased productivity."*
2. **Subsequent Sections:**
 - Click on the + button to add new blocks. Use **Heading** blocks to organize different sections of the post, such as:
 - Section 1: The Rise of Remote Work
 - Section 2: Benefits of Remote Work
 - Section 3: Challenges of Remote Work
 - Section 4: Tools for Remote Work

- Section 5: The Future of Remote Work
- 3. In each section, use **Paragraph** blocks to add the text content. You can break down points with **Bullet List** or **Numbered List** blocks for better readability.

Step 5: Add Images and Videos

1. **Adding an Image:**
 - Click on the + button where you want to add an image.
 - Select the **Image** block.
 - Upload or select an image from your media library.
 - You can use images relevant to your topic, such as a picture of a home office or a graph related to remote work statistics.
2. **Adding a Video:**
 - To add a video, click on the + button and choose the **Video** block.
 - Paste the URL of a video from platforms like YouTube, or upload a video directly.
 - Example: Embed a video titled *"How to Stay Productive While Working Remotely"*.

Step 6: Add Hyperlinks

1. In any paragraph, select the text you want to link (e.g., "Learn more about remote work strategies").
2. Click the **Link** icon in the toolbar (or press **Ctrl+K**).
3. Paste the URL of the page you want to link to (e.g., <https://example.com/remote-work-strategies>).
4. Press **Enter** to apply the hyperlink.

Step 7: Organize Using Categories and Tags

1. On the right side of the Gutenberg editor, you will see the **Document** settings.
2. **Categories:**
 - Choose an appropriate category for your post, such as "Remote Work," "Business Trends," or "Work-Life Balance."
 - You can create a new category by clicking + **Add New Category**.
3. **Tags:**
 - Add relevant tags like "flexibility," "remote teams," and "hybrid work models" to help categorize your post and make it easier for readers to find related content.

Step 8: Preview and Publish

1. Once your post is complete, click the **Preview** button at the top right to view how it will look when published.
2. If everything looks good, click **Publish** to make your post live on your website.