

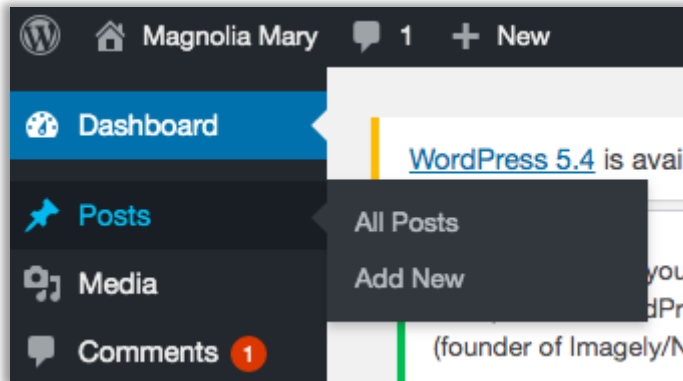
Adding a Post to the Magnolia Mary Family Tree Website

'Posts' Include Recipes, Stories and Updates

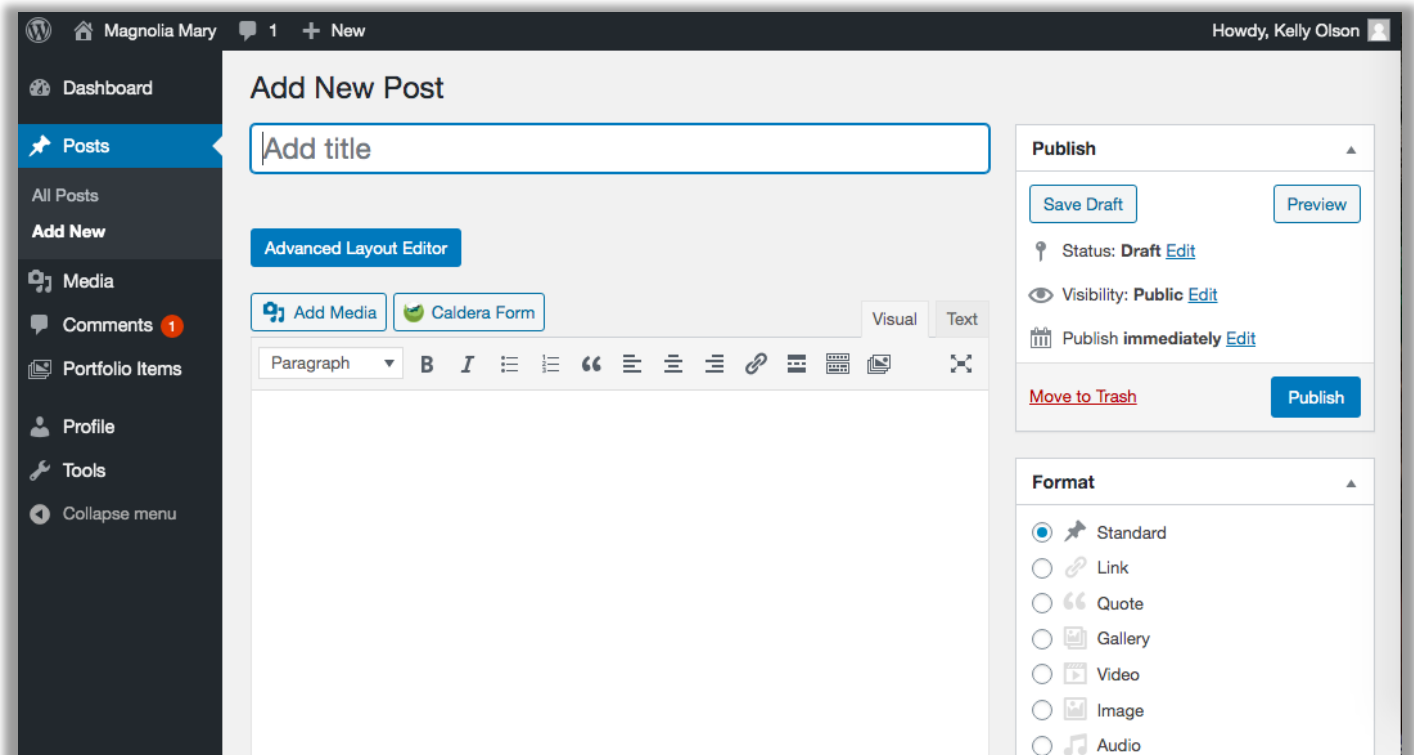
(Note: Please fill out and submit the form under JOIN first, in order to receive login credentials)

1 - Log in at: <https://magnoliamary.com/wp-login.php>

2 - Click or hover on Posts in the Dashboard at top left, and choose 'Add New' from the menu that pops up:



3 - You will have a screen that looks like the one below. Type or paste your text into the large blank area below Paragraph. You can use the menu items next to Paragraph (bold, italicise, etc) just as you would in Word. (Note: Do not click on the Text tab, as that gets into HTML formatting; you want to stay in Visual.)



4 - SAVING YOUR WORK: At any time, you can click on 'Save Draft' - the light blue box in the upper right - to save what you've done to that point without publishing. It will not show up on the site until and unless you click 'Publish.' You can also click 'Preview' to see what it will look like after publishing.

You can log out after saving a draft, and return another day to finish the post if you want. You can also log in and change the post at any time after publishing, as well, if you see an error or decide to add something more; and you can 'unpublish' after publishing (more about those on the last page).

5 - AUDIO/VISUAL FILES: If you wish to add an audio file or video instead of text, follow the instructions under #9, below, and upload/insert in the same way you would a photograph.

BEFORE PUBLISHING

6 - ADD A TITLE

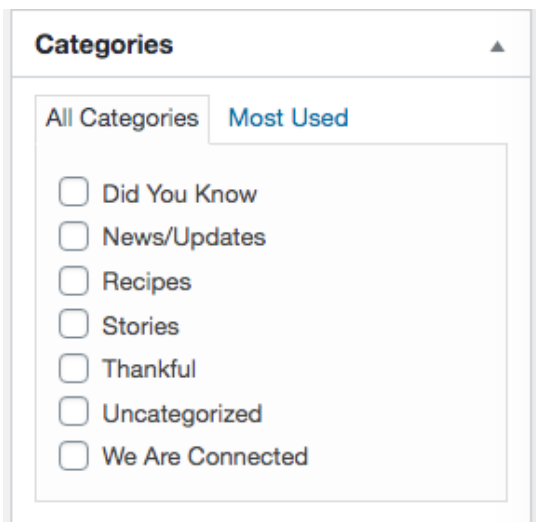
Simply type where it says 'Add title,' at top. Doesn't have to be fancy, but just somewhat descriptive of what the post contains. In general, keep it simple and not too long.



The image shows a screenshot of a web form titled "Add New Post". Below the title is a single-line text input field with a blue border and rounded corners. Inside the field, the text "Add title" is displayed in a light gray font, indicating the placeholder text.

7 - CHOOSE A CATEGORY

Choose what type of post it will be/where it will be displayed by selecting one of the choices in the Categories box at the lower right (scroll down or click on the word 'Categories' if it is not immediately visible):

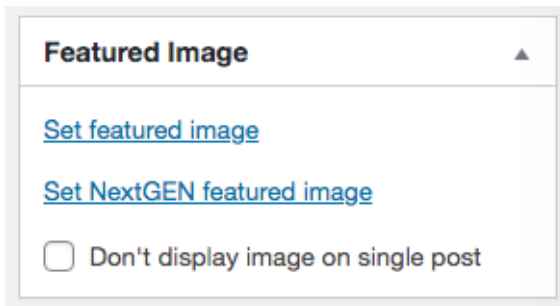


The image shows a screenshot of a "Categories" dropdown menu. The menu is titled "Categories" and has a small upward-pointing triangle icon to its right. Below the title, there are two tabs: "All Categories" and "Most Used". The "All Categories" tab is currently selected. Below the tabs, there is a list of seven categories, each with an unchecked radio button to its left:

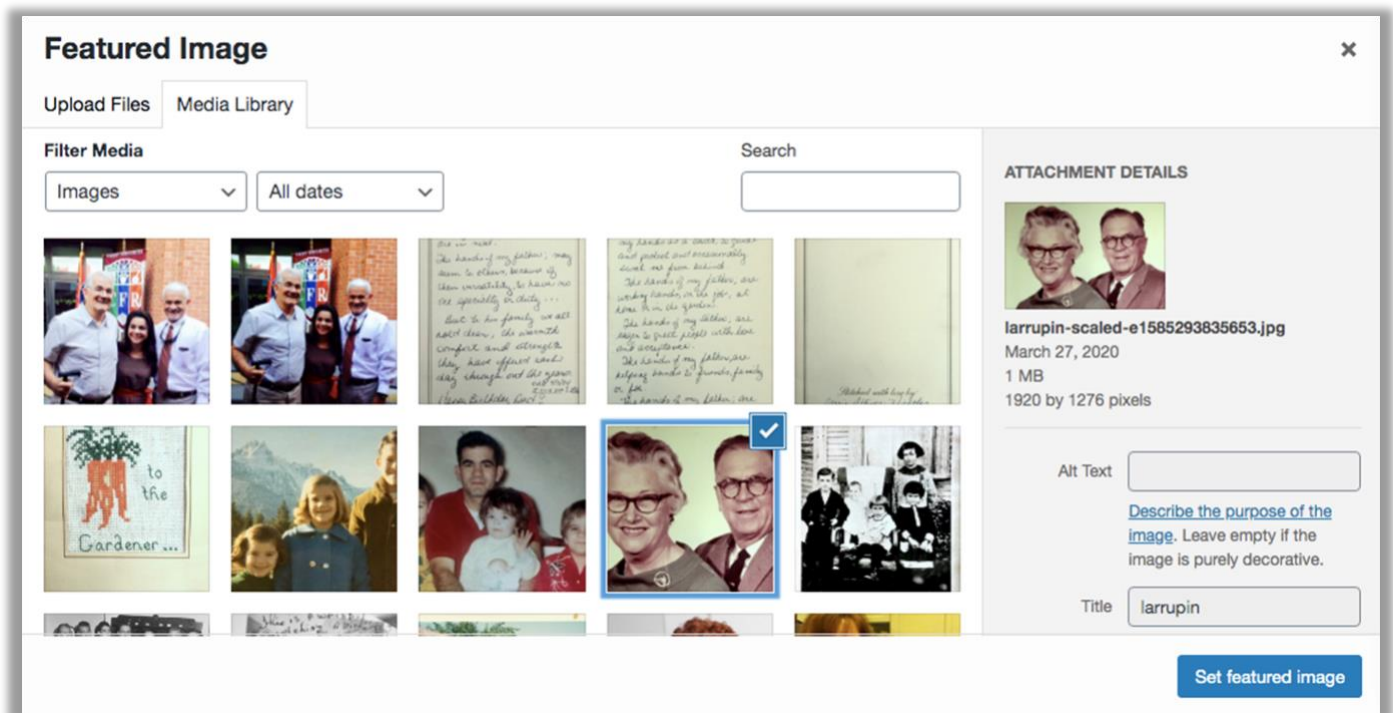
- Did You Know
- News/Updates
- Recipes
- Stories
- Thankful
- Uncategorized
- We Are Connected

8 - ADD A FEATURED IMAGE

If possible, you'll want to add at least 1 photograph, a Featured image, to go with your post. (For Recipes, this may be a copy of the recipe card itself.) To do so, scroll down until you see this menu at right:



Select 'Set featured image' - it will take you to the Media Library (example below). You can choose one of the photos already in the Library, or, click Upload Files to select a photo from your hard drive to upload.

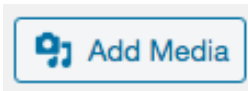


Click on a photo or upload one to select it (a blue box with a check mark should appear, and the photo will show up at the top right as well), then click 'Set featured image' in the blue box at the bottom right, and it will be attached to your post.

(Note: if, after publishing or when viewing in Preview the image is cut off awkwardly, you can contact me [Kelly Olson] and I will go in and edit the photo so that it displays properly.)

9 - ADDING MEDIA

If you have additional photos, video or an audio file that you would like to add to your post, you can do so as following: click or hit return to position your cursor where you want the media to be, then click the Add Media button above the text box:



This will take you back to the Media Library, where you again have the choice to select photos (or other files) already in the Library, or to 'Upload Files' and select the files you want from your hard drive.


If you upload several at the same time, they will all be automatically selected when they finish uploading and can be inserted together into your post by simply clicking on 'Insert into post.'

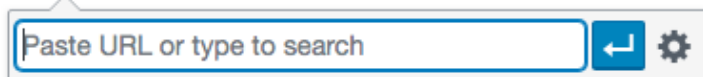
Don't worry about a title or caption, unless you want to identify the subject(s) of photographs; at this time, titles and captions do not show publicly. If you want to be thoughtful for any vision-impaired visitors to the site, you can put a very brief description in the 'Alternate text' box.

If for whatever reason the files don't all insert at once (you deselected some or didn't upload all the photos you wanted), just click Add Media again and upload or select the additional files to insert them.

They should automatically position themselves neatly on the page. If you have any problem with how they display or want them in a different order, you can 'cut and paste,' or let me know and I can go in and fix it.

10 - ADDING A LINK

If you wish to add a link to another website or page, type some text that people will see (the name of the site or a couple words describing the contents, for example, or even just 'click here' or the web address itself), then highlight those words and click on the little chain symbol  in the formatting menu and paste or type in the web address in the box that pops up (example below). Click the 'return' arrow in the little blue box to Apply, and the words will become a link to that page.



11 - PUBLISHING

Click on Preview, at upper right, to view your post as it will look on the site. This will open a new tab in your browser where you can see the full webpage. If you see anything you want to change, simply close that tab to return to the editing page and make your changes, click 'Save Draft,' then click Preview again to see if you like those changes. (Note: if you leave the Preview tab open, it will need to be refreshed in order to see the changes)

When you are satisfied with the way it looks, close the Preview tab to return to the post, click on 'Publish' at right, and you are done. You can log out if you are finished, or add another post if you choose.

AFTER PUBLISHING

12 - EDITING A PUBLISHED PAGE

As mentioned above, if you wish to make changes or additions to your post after publishing, you can log back in at any time, click on 'All Posts' under Posts, click Edit under your post (move the cursor over the post name, and the Edit option will appear). Then just make your changes or additions, and click Update when you are done.

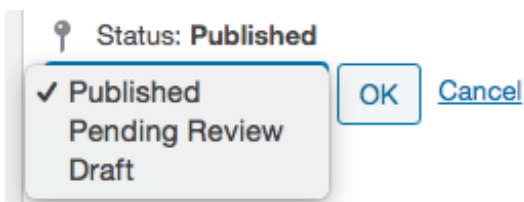
13 - REMOVING FROM PUBLIC VIEW

If for any reason you wish to remove your post from public view, simply log back in, click on 'All Posts' under Posts, and click Edit under your post (move the cursor over the post name, and the Edit option will appear).

You have 3 main options:

a) **DELETE**: to delete the post completely, simply click on 'Move to Trash.'

b) **DRAFT**: to change the post back to Draft, click on Edit next to "Status: **Published**" and a box with Published in it will show; click the down arrow next to 'Published' and a menu will drop down (example below). Select Draft, hit OK, and then click Update to save the change.



c) **PRIVATE**: to change the post to Private - it is still published, but can only be reached by pasting in or typing the exact page address, or by logging in, going to the post and clicking 'Preview.' To change to Private, click on Edit next to 'Visibility: **Public**' and a menu will drop down (example below). Select 'Private,' hit OK, and then click Update to save the change.

