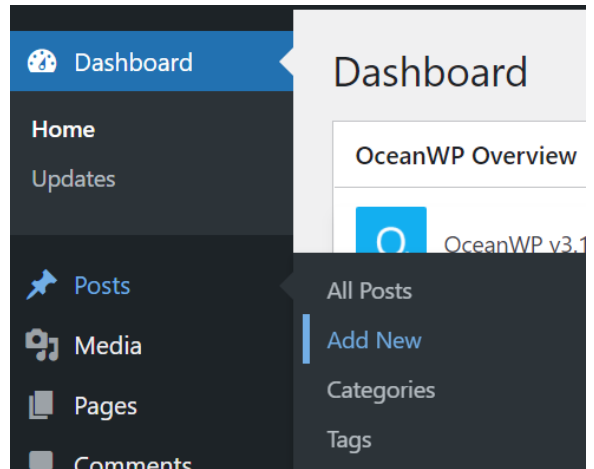




Adding Blog Posts In WordPress

Once logged in to WordPress, hover over the 'Posts' tab with the pin to display the flyout and click 'Add New'.

It's a relatively easy-to-use editor... you can write your blog straight into here or I recommend writing it in Microsoft Word (or similar) and then pasting your content in as you'll get better access to spell-checking etc.



Add Blocks



Display Post Settings

You can use the blue plus button in the header to add in other items beyond just text. (eg

images, other layouts or embeds). You can either upload images through this or choose previously uploaded items from the media library. Where possible, try to shrink the image before uploading as there is a 2MB limit on file size and also larger files will take much longer to load!

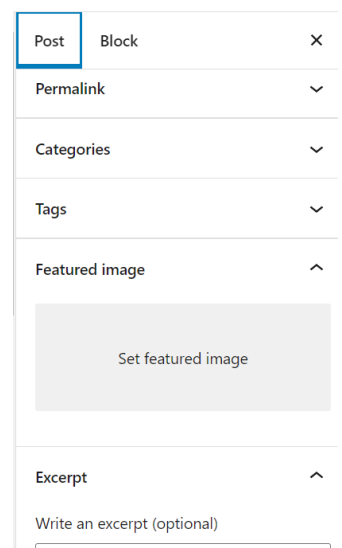
For adding a video, I recommend uploading the video to a separate location such as a YouTube channel, Google Drive or Dropbox and then embedding. Videos will take up loads of space on the hosting plan, potentially increasing the cost of your hosting package and also slow down your website as a whole.

Most of the time, you can ignore the windows below the blogging area. These are simply for separate theme management for the post and managing the SEO for this posts (see SEO section for details on how to use this).

Click the gear icon in the header to display the right sidebar for managing the post settings. In the 'Post' section of this sidebar, you can set the featured image for the post (what people see when browsing the main blog page). You can set an image here in the exact same way as you would add an image to the post.

Click the preview button in the header toolbar to check you're happy with your post at any point... don't forget to click 'Publish' once you're finished! (And don't forget to press 'Update' if you make changes after you've published).

The editor is pretty intuitive overall but if you have any issues or there's something more complicated you'd like to execute then do just let me know!



Get in Touch!

If you have any issues or problems with these instructions, please do not hesitate to get in touch!

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