

## TERMS TO KNOW:

**POST:** That's basically an article on Wordpress. A post will be the entire package of headline, story and photo or video. You can add posts in a variety of ways, but most of the time you will probably click on "Post" in the left sidebar of the Dashboard.

**DASHBOARD:** The Dashboard in Wordpress is kind of like the front page. It's kind of your starting point. The Dashboard will be the first page you see when you login. You can always return to the Dashboard as the top left sidebar option will always say Dashboard.

**HYPERLINKS:** A hyperlink is basically active text. Hopefully, you've been able to click on these PDF files and they have taken you to Web sites. Those clickable items on these PDF's are hyperlinks. You can use hyperlinks in your story to reference other stories on the site about a similar topic, past stories already written to give added background, or you can even use them to send readers to other sites which would give them more information on whatever is being written about.

**SPACING:** Consider readability when placing Web stories. If you look around at different news sites, you will find on many that paragraphs are not indented and stories have double spacing between paragraphs. This is done to help make the story (especially long ones) not as intimidating to look at or as hard to read on a computer screen.

## Posting Articles on your Site

Now that we have things setup, time to start posting things to the site. We are going to start easy, with articles. You will find the user interface is looks very similar to Microsoft Word or other word processing programs. Let's take a minute to familiarize ourselves with the options when posting an article.

This video talks about how the basics of posting articles in Wordpress CMS.

<http://tinyurl.com/lvgpja>

This video shows you how to add a hyperlink within your story. A hyperlink is basically text you can click on. This can take you somewhere else in the site or it can take you to another site entirely. Hyperlinks can be GREAT additions to stories and create a bit of interaction with the site for your reader.

<http://tinyurl.com/md9jtu>

Next, consider adding an image to your story. Stories look so much better on the Web if they have an image to go with them. This video



### WP: Add a Post

Go ahead and add a post to your site. Create a post that has a headline, a story, a photo, a hyperlink, tags and a category. The content doesn't matter. The headline and photo and story don't necessarily need to match, we are just working to figure this all out so don't get too bogged down in the details.

There should be plenty of information above and to the left available to assist you with this task. If you have any questions, feel free to let me know. I have a small test site at [manfull.jeadigitalmedia.org](http://manfull.jeadigitalmedia.org) here I have done a few things. Feel free to check there to see if things look similar. You may notice, I did use a 'read more' option with my posts. That option is available when editing your post. It's one of the available buttons. Just put your cursor where you want it and insert.

« Students decide where to go to school

#### SMITH WINS BIG AT DISTRICTS

Every year the boys Varsity team plays in districts. This year it was played at Parkway North against Pattonville.

There were seconds left on the clock of the Varsity Boys District game against Pattonville. The score was tied 45-45. People were sure the game will be going into overtime. With less than 10 seconds on the clock, senior Josh Kane stole the ball. He dribbled down court, looking at the clock with one second left. He threw it up, with a hope it may go in.

"Josh Kane made a final second shot with one second left," Varsity Coach Bill Moyer said. "The game was won in an exciting way."

The score of the game ended up being 45-48. The team celebrated their victory in an excited way.

"The guys were pretty excited winning a post-season game and the last second shot made things more extreme," Moyer said. "They did the whole run out on the court thing after he made



Sally Smith hits the ball during her win at districts, vaulting her to state.

shows you how to add an image within a post. While this person shows you how to add it from a Media Gallery, you can just add one from your computer. While the directions for that are just glossed over by the person on the video, it's just like looking for and opening a file.

<http://tinyurl.com/mtuojj>

Finally, add tags and categories to your posts. They help classify items and make your site more reader-friendly.

<http://tinyurl.com/kwv8fg>



### WP: Add a Post II

Let's just do at least one more of those with a photo and all the other fixins so we can get the hang of this.

The more times you post, the more sense this will make. The more times you post, the more you should explore some of the options Wordpress gives you when posting. Test the buttons out, see what they do, learn the editor.