

## Writing a News Article in WordPress

The process of entering your writing in WordPress is easy.

1. Login to your WordPress Administration Panel.
2. Click the tab for **Write**.
3. Start filling in the blanks.
4. When you are ready, click Publish.

That's it. You expected more? Okay, we have more details below.

### Writing a Post - Step by Step

There is no right or wrong order to writing a post in WordPress, but we'll start from the top and give you the step-by-step details for filling in each of the blanks on the Write Post panel.

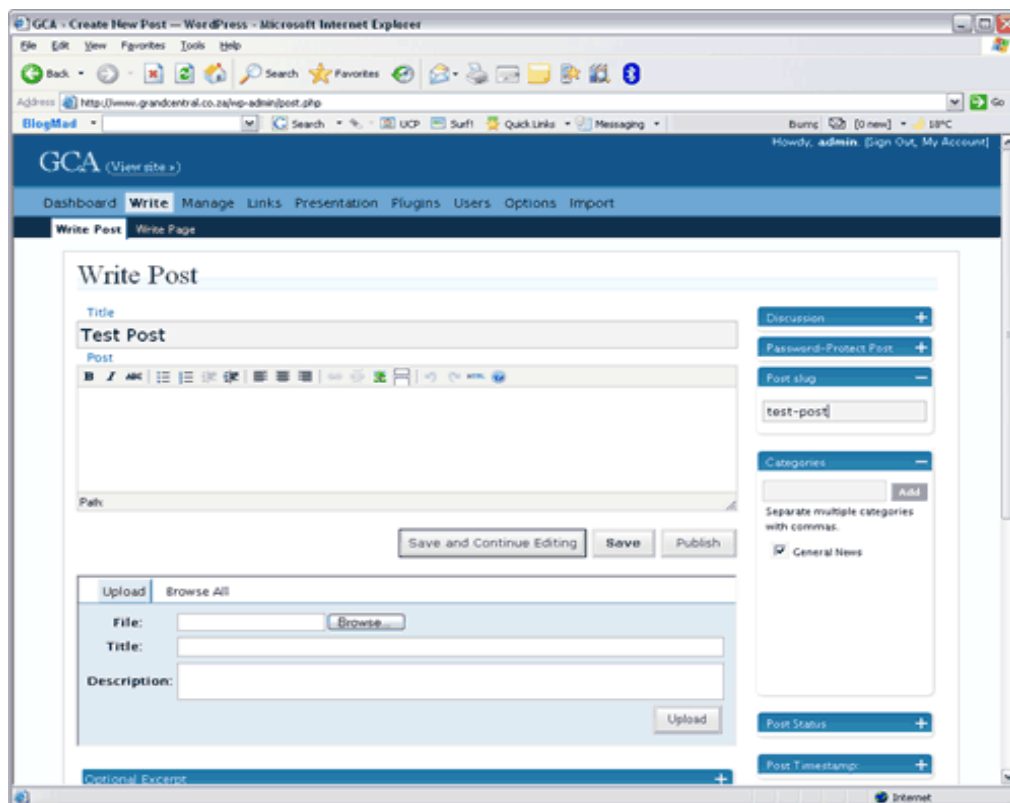
### Basic Post Editing Screen

#### Your Drafts

If you have posts you have written and saved as **Drafts**, they will be listed here. Click on the title link to open that posts' Write Post edit screen, edit the post, and when you are ready, click Publish and it will be released to your site and to the world.

#### Title

This is where you enter the title of your post. You can use any words or phrases. Avoid using the same title twice as that will cause problems. You can use commas, apostrophes, quotes, hyphens/dashes, and other typical symbols in the post like "My Site - Here's Lookin' at You, Kid". WordPress will clean it up for the link to the post, called the *post-slug*.



### Discussion

The **Discussion** section hosts two checkbox choices. One is for **Allowing Comments** and the other is for **Allowing Pings**. If **Allowing Comments** is unchecked, no one can post comments to this particular post. If **Allowing Pings** is unchecked, no one can post pingbacks or trackbacks to this particular post. As this is for community based web sites on the majority of sites designed by Phrooti this option will have not effect.

### Post Password

To keep this particular post private so that only those with the password can read it, enter a password here. Be sure and write it down somewhere safe. Once again this is not necessary for the Phrooti sites.

### Post Slug

This is where WordPress will "clean up" your post title to create a link. You may want to create something easier to remember yourself. If your **title** is "My Site - Here's Lookin' at You, Kid", it will be cleaned up to be "my-site-heres-lookin-at-you-kid" as the title. You can manually change this, maybe shortening it to "my-site-lookin-at-you-kid".

### Categories

The list of categories on your site is found here. By default, the *uncategorized* category will be checked, unless you have already changed the name of that category. Check the categories and sub-categories the post belongs in and make sure to uncheck "uncategorized" if applicable. Your site will probably have one or 2 categories based on it's design. Usually you will be chosing the **News** category here.

### Post Status

In the **Post Status** section there are three choices. **Draft**, **Publish**, and **Private**. To save the post as a Draft, choose Draft. To publish the post when you click **Save**, then choose **Publish**. To keep the post private, choose **Private**.

### Post Author

This is where the author of the post's name is chosen from a pull down list. On the single user company sites supplied by Phrooti your author name will be filled in by default.

### Post Timestamp

By default, at the time the post is saved, that will be the date and time of the post within the database. To change this, click the checkbox and change the date and time information. All posts dated in the future will not appear on the site until that time has passed. If you wish to write posts that will automatically appear on your schedule, set the date and time here.

### Post Edit Area

This is a simple WYSIWYG editor where you type your article. Most of the formatting such as fonts, colours etc will be applied automatically by the web site's design. You do have options to make sections bold or italic. You may also insert pictures, hyperlinks and points.

### Save and Continue Editing

Below the Post Editing Area are three buttons. The first one is **Save and Continue Editing**. If you would like to save the post to your database, but continue working on it, click this button. Below in the Preview screen, you will then see your post. Using this button, the post will not be published unless the Publish check box is checked below in the **Post Status** area. **Save often**. You never know when there will be a break in communication.

### Save

**Save** is conditional on the **Post Status**. If it is set to **Draft**, your post will be saved as a **Draft**, if set to **Publish**, the post will be saved and published to your site and if set to **Private**, the post will be saved as a private post, accessible only by you, the user/author and not the public. Once you have clicked **Save**, the Write Post screen will clear and you will be ready to add another post.

### Publish

To publish your post to your site, click the **Publish** button. Most important. Without doing this nobody else will ever get to read your masterpiece.

**Upload Browse**

This section is to upload pictures to illustrate your article. Once uploaded you may insert them into the body of the article using the pop menu that appears when you hover over the thumbnail.

**Optional Excerpt**

An **Excerpt** is a summary or brief teaser of your posts featured on the front page of your site as well as on the category, archives, and search non-single post pages. WordPress usually takes the first paragraph as post summary. If you want to have a summary of the post show, rather than the first paragraph or so, write the summary of your post in the **excerpt field**.

**Trackbacks**

Trackbacks let other blogs know you've referenced one of their articles. This can be safely ignored on the Phrooti webs.

**Custom Fields**

Unless you have specific instruction on what to do with this section, trust me, you won't need to use it.

**Delete This Post**

If you decide to **Delete** this post forever, click this button. It will ask "Are you sure?" to give you a second chance to reconsider.

*This should be enough information to get you going with your first post. So what are you waiting for? Give it a whirl.*