
Wordpress MU

Creating / Editing Posts

This document outlines the detailed information related to creating and editing blog posts on the Wordpress Mu server, hosted by San Jacinto College.

Brief Instructions

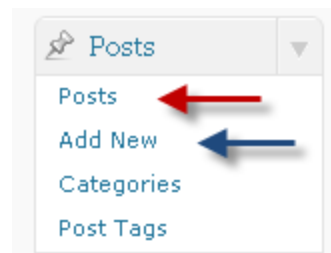
- Access the Dashboard.
- Locate the post to edit or create a new post.
- Add images, categories, and tags, as needed.

Process Complete.

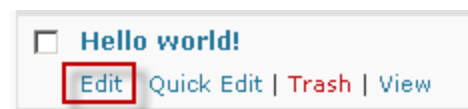
Detailed Instructions

1. Log into the Wordpress MU blog: <http://blogs.sanjac.edu/wp-admin> using the necessary authentication. After logging in, locate the blog where the post will be located (only necessary if a member of multiple blogs).

2. Expand the “Posts” menu and select “Posts” to edit an existing post or “Add new” to create a new blog post.



3. If you are editing an existing entry, hover over the entry to edit and select the “Edit” link. If you are not editing an existing entry, continue to the next step.



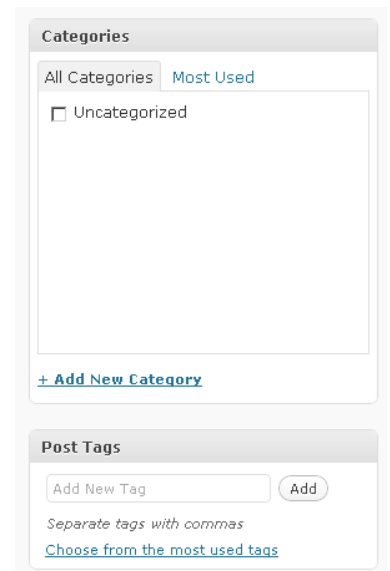
4. If creating a new blog entry, begin by giving the post a title and typing the content in the text box. If you do not see the necessary toolbar above the content textbox, be sure the “Visual” tab is clicked on the top right of the textbox.



Note that adding media (images/videos/etc.) is only allowed for those with administrative access to that blog. To include media in a post, send the media to the administrator.

5. Once the content has been completed, select which category the post will be filed under as well as any tags that might help locate this post when using blog’s search feature.

Note: Be sure to adhere to the administrator’s guidelines to assigning categories and tags. For questions regarding these options, contact the blog’s administrator.



6. Once the post has been completed. Click the “Submit for Review” button at the top right corner of the screen. The blog’s administrator will be notified and can then add media and approve the final product for posting.

