

FRONTSTEPS®

WordPress Themes

How-to

Beginner's Guide

Using the blogging feature



WORDPRESS



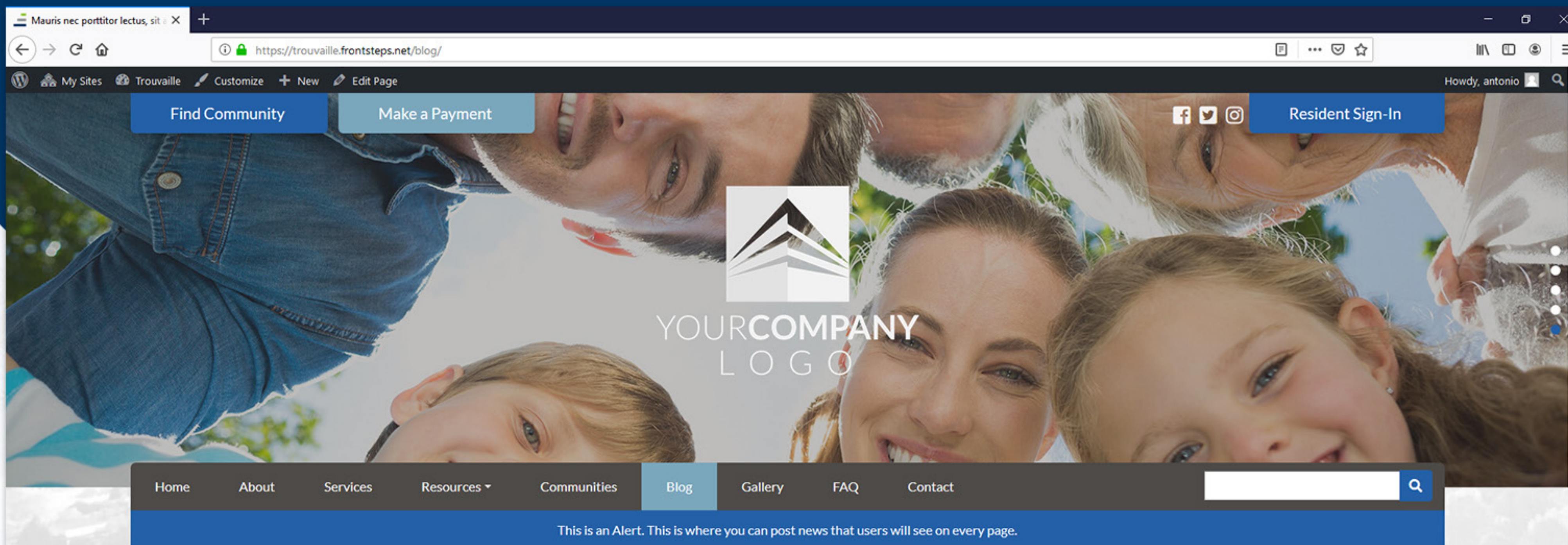
Step

1

This guide will teach you the following:

How-to **create new** blog posts.

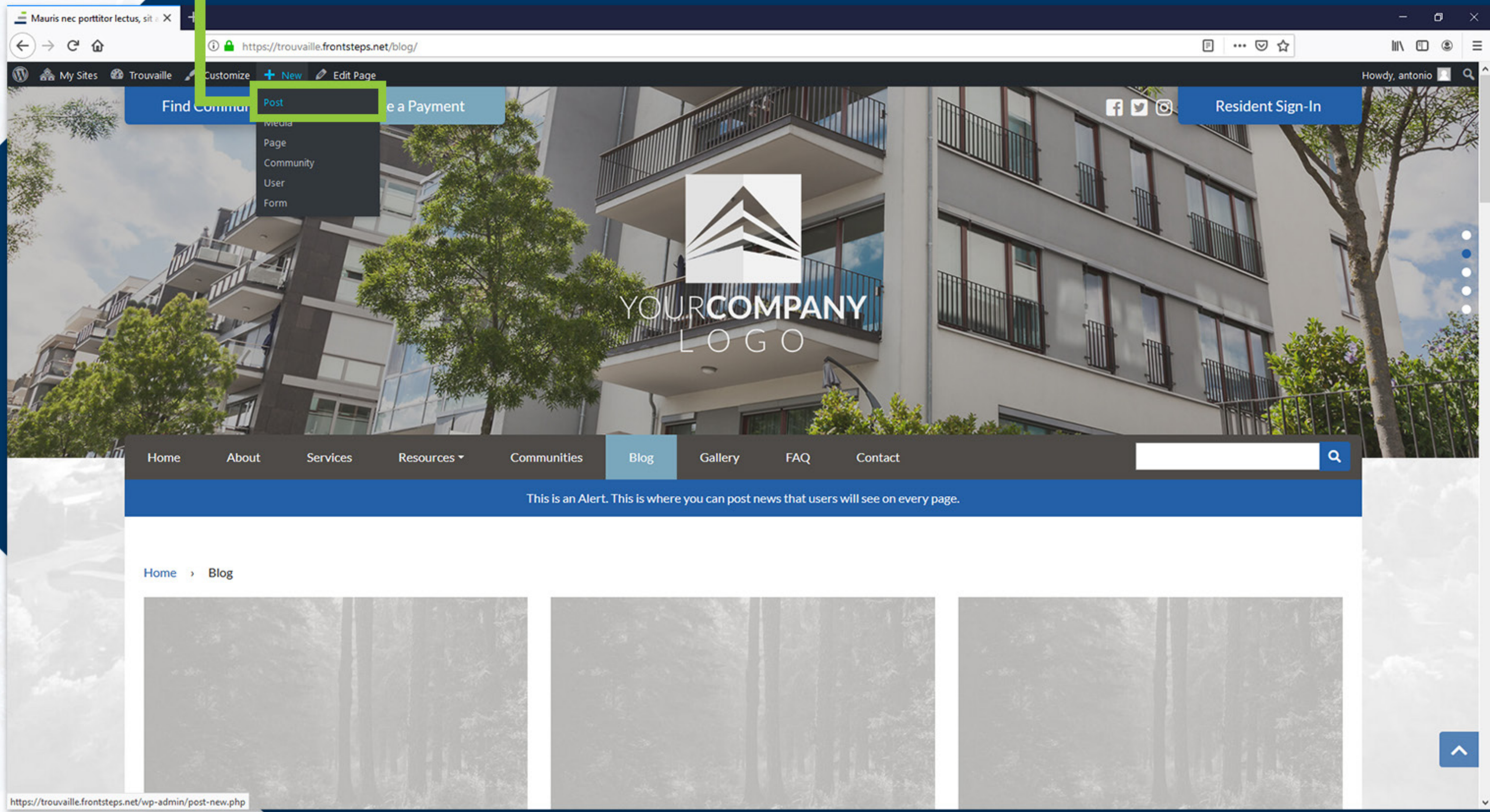
How-to **edit/delete** created blog posts.



Step

1

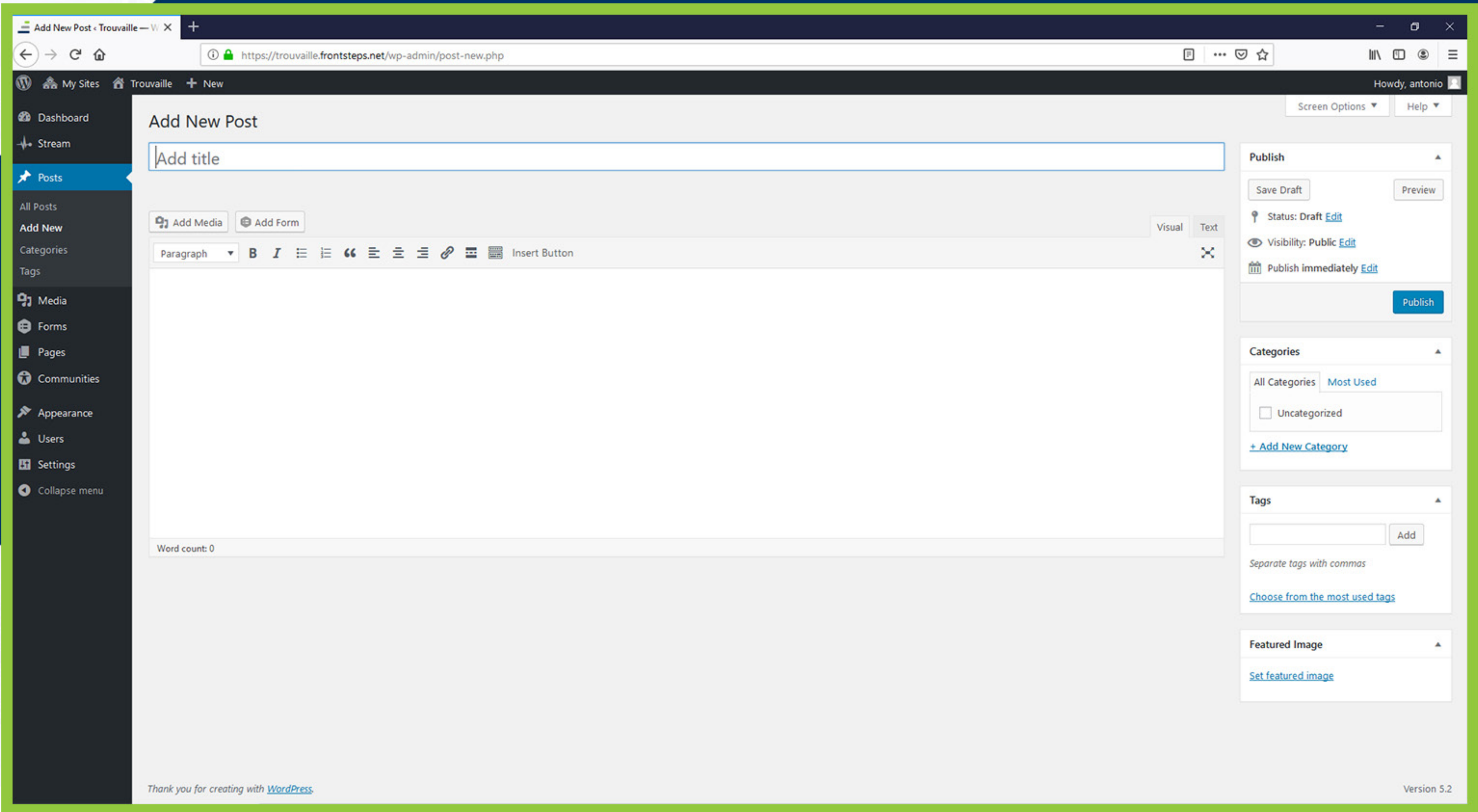
To create a new blog post, go to the admin bar and choose the **+ New > Post** menu option.



Step

2

You will now be on the **Add New Post** page.



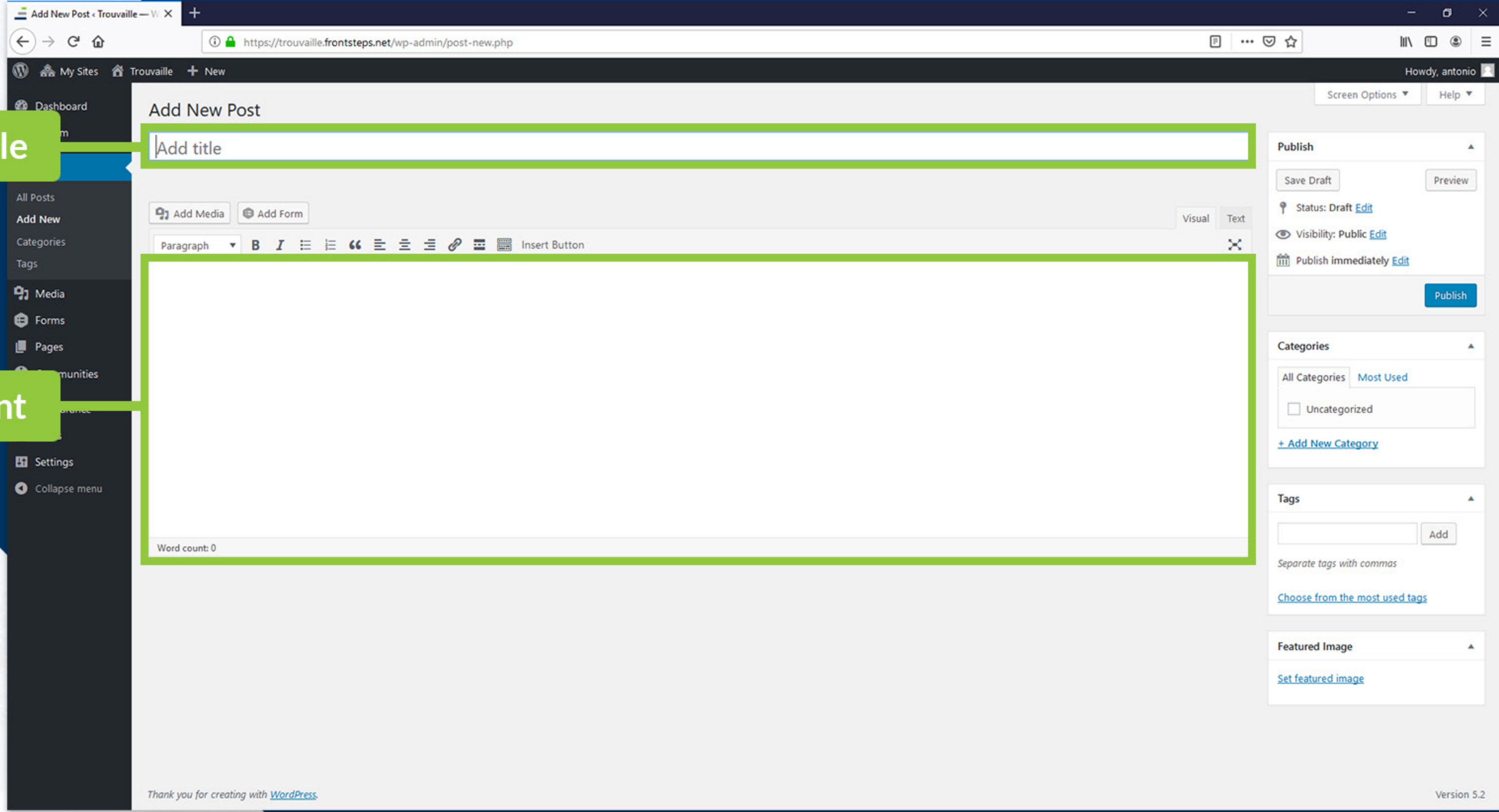
Step

2

Here, you can set the post's **title** and **write/edit** the post's **content** in the following fields.

Your post title

Your post content



Step

2

Next, you will then want to set the post **categories, tags** and **feature image**. These elements improve the search filtering and SEO search results information related to the post's topic and content.

The screenshot shows the WordPress 'Add New Post' interface. The main content area includes a title field, a rich text editor with a toolbar, and a word count. On the right side, there are three panels: 'Publish', 'Categories', and 'Tags'. The 'Categories' panel has a green callout box pointing to it with the text 'Sets the post categories for search filtering'. The 'Tags' panel has a green callout box pointing to it with the text 'Sets post specific keyword tags'. The 'Featured Image' panel has a green callout box pointing to it with the text 'Sets post's feature image'. The 'Publish' panel includes buttons for 'Save Draft', 'Preview', and 'Publish', along with status and visibility options.

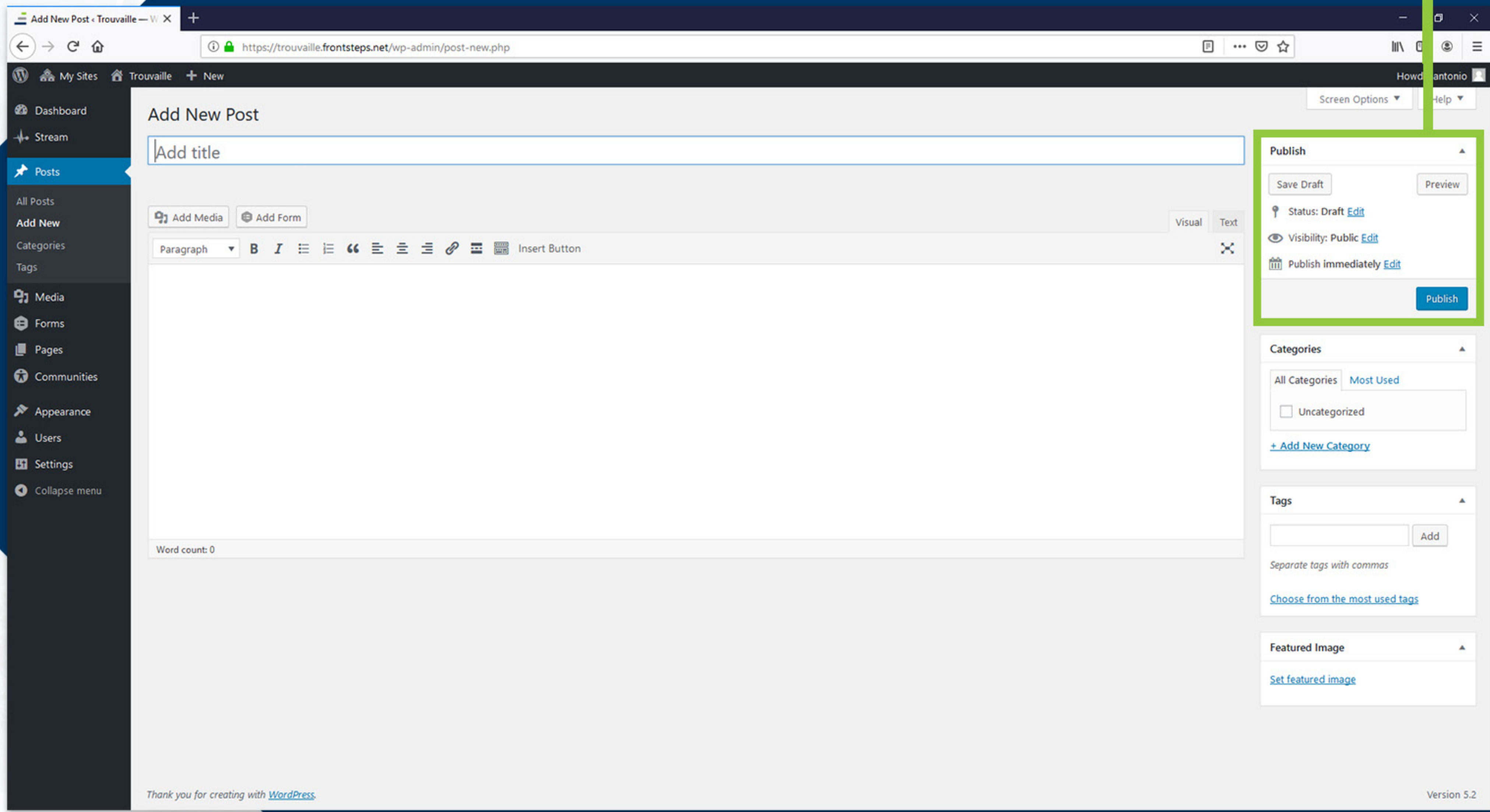
Sets the post categories for search filtering

Sets post specific keyword tags

Sets post's feature image

Step 2

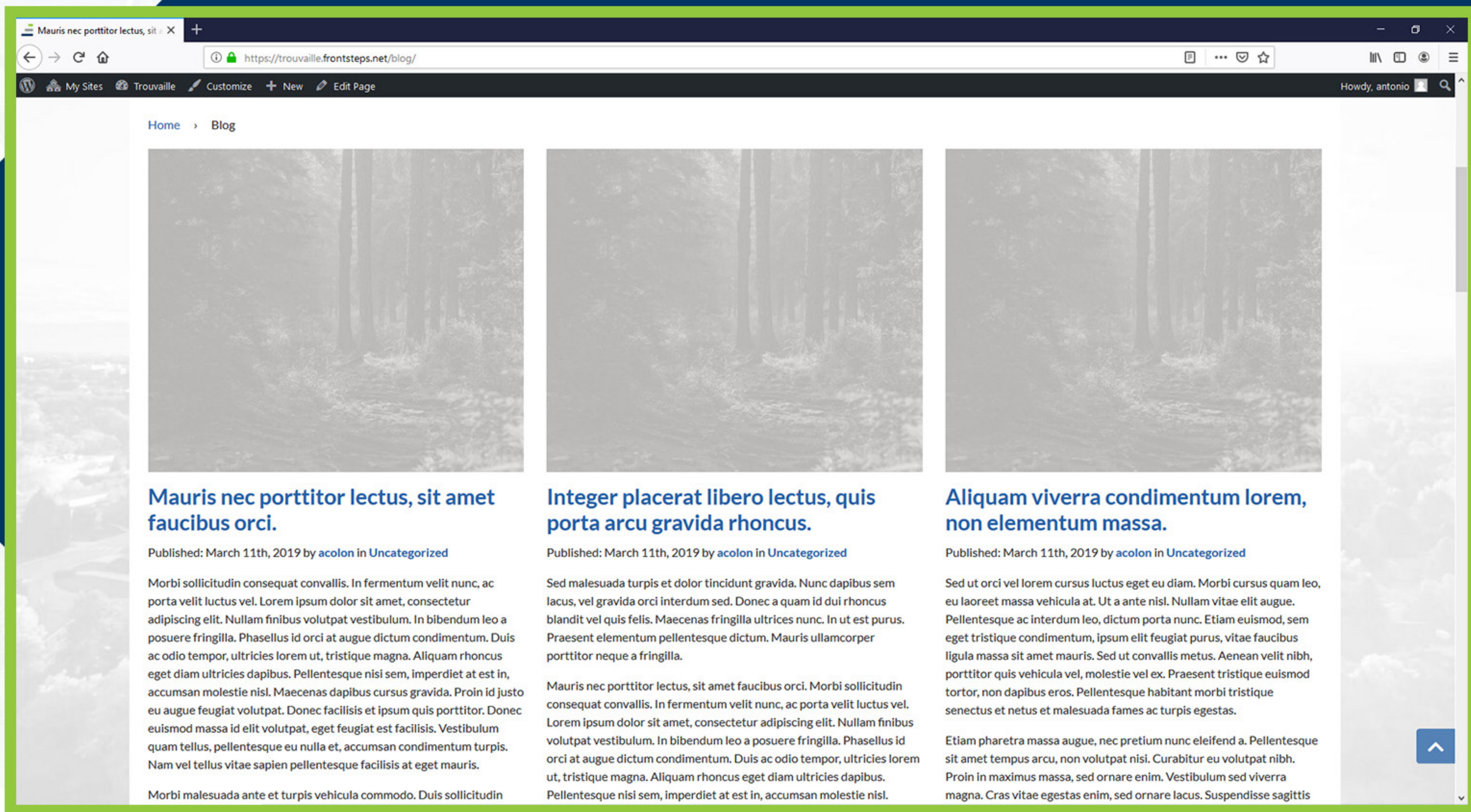
Finally, in the publish section, you can save your post as a **draft** or **publish it now** or with a selected future **publishing date**.



Step

3

When **published**, your newly created post will appear on your **blog** page.



Mauris nec porttitor lectus, sit amet faucibus orci.

Published: March 11th, 2019 by acolon in Uncategorized

Morbi sollicitudin consequat convallis. In fermentum velit nunc, ac porta velit luctus vel. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam finibus volutpat vestibulum. In bibendum leo a posuere fringilla. Phasellus id orci at augue dictum condimentum. Duis ac odio tempor, ultricies lorem ut, tristique magna. Aliquam rhoncus eget diam ultricies dapibus. Pellentesque nisi sem, imperdiet at est in, accumsan molestie nisl. Maecenas dapibus cursus gravida. Proin id justo eu augue feugiat volutpat. Donec facilisis et ipsum quis porttitor. Donec euismod massa id elit volutpat, eget feugiat est facilisis. Vestibulum quam tellus, pellentesque eu nulla et, accumsan condimentum turpis. Nam vel tellus vitae sapien pellentesque facilisis at eget mauris.

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Published: March 11th, 2019 by acolon in Uncategorized

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Published: March 11th, 2019 by acolon in Uncategorized

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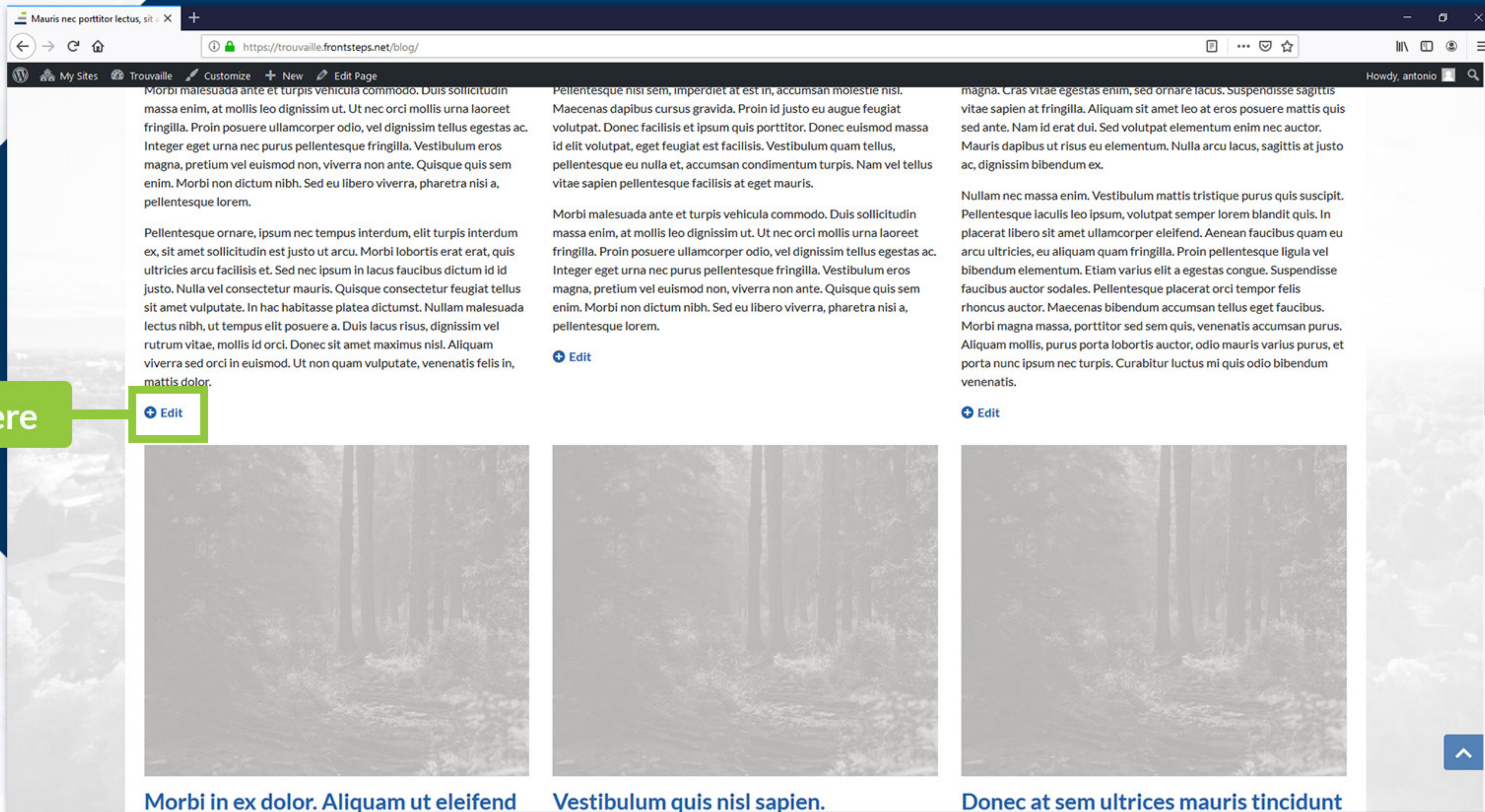
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Step

3

One quick and convenient method to edit a blog post is to find the post and click the **+ edit** button below it.

Located here



Morbi in ex dolor. Aliquam ut eleifend

Vestibulum quis nisl sapien.

Donec at sem ultrices mauris tincidunt

Step

3

On the **Edit Post** page, you can make any changes necessary to the selected post.

The screenshot displays the WordPress 'Edit Post' interface. The main content area contains the following text:

Mauris nec porttitor lectus, sit amet faucibus orci.

Permalink: <https://trouville.frontsteps.net/mauris-nec-portt...et-faucibus-orci/> Edit

Visual Text

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Image Icon] Insert Button

Morbi sollicitudin consequat convallis. In fermentum velit nunc, ac porta velit luctus vel. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam finibus volutpat vestibulum. In bibendum leo a posuere fringilla. Phasellus id orci at augue dictum condimentum. Duis ac odio tempor, ultricies lorem ut, tristique magna. Aliquam rhoncus eget diam ultricies dapibus. Pellentesque nisi sem, imperdiet at est in, accumsan molestie nisl. Maecenas dapibus cursus gravida. Proin id justo eu augue feugiat volutpat. Donec facilisis et ipsum quis porttitor. Donec euismod massa id elit volutpat, eget feugiat est facilisis. Vestibulum quam tellus, pellentesque eu nulla et, accumsan condimentum turpis. Nam vel tellus vitae sapien pellentesque facilisis at eget mauris.

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Word count: 267 Last edited by acolon on March 29, 2019 at 8:47 pm

Publish

Preview Changes

Status: Published Edit

Visibility: Public Edit

Published on: Mar 11, 2019 @ 22:01 Edit

Move to Trash Update

Categories

All Categories Most Used

Uncategorized

+ Add New Category

Tags

Add

Separate tags with commas

Choose from the most used tags

Featured Image

Step

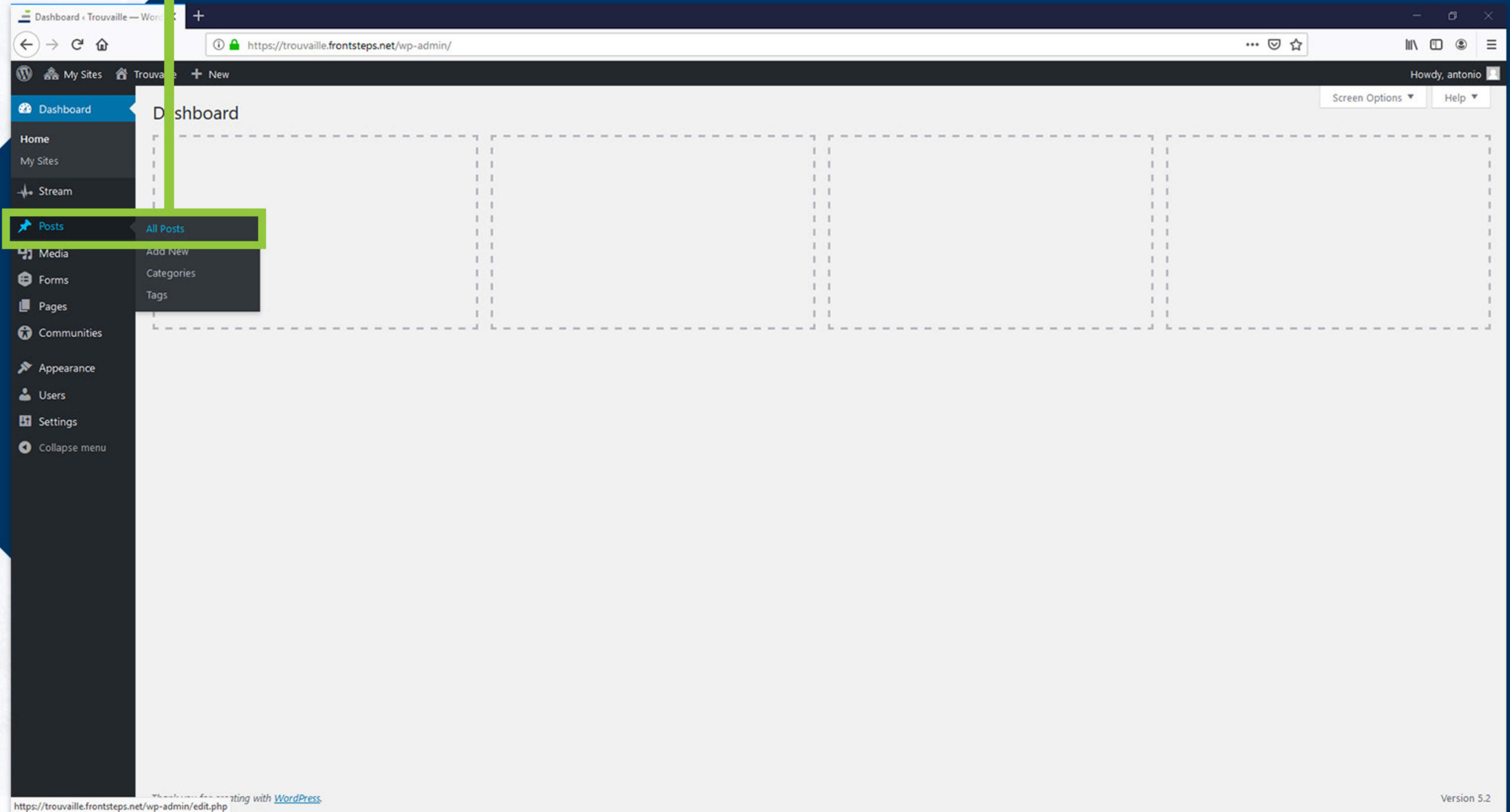
4

To view all of your website's blog posts to **edit/delete** them, you must first enter the WordPress **dashboard**.



Step
4

Once inside, on the leftside menu, select:
Posts > All Posts.



COMPLETE

Within this dashboard menu, you can **find/view/edit/delete** any posts you have created. This page also shares a macro perspectives of your posts details and also provides you the option to **bulk** edit/delete posts.

The screenshot displays the WordPress admin interface for the 'Trouville' site. The left sidebar contains navigation options: Dashboard, Stream, Posts (selected), All Posts, Add New, Categories, Tags, Media, Forms, Pages, Communities, Appearance, Users, Settings, and Collapse menu. The main content area shows the 'Posts' list table with 7 items. The table columns are Title, Author, Categories, Tags, and Date. Each row includes a checkbox for selection and a comment icon. The posts are all published on 2019/03/11. At the bottom of the dashboard, there is a 'Thank you for creating with WordPress' message and the version number 'Version 5.2'.

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	Mauris nec porttitor lectus, sit amet faucibus orci. Edit Quick Edit Trash View	acolon	Uncategorized	—	—	Published 2019/03/11
<input type="checkbox"/>	Integer placerat libero lectus, quis porta arcu gravida rhoncus.	acolon	Uncategorized	—	—	Published 2019/03/11
<input type="checkbox"/>	Aliquam viverra condimentum lorem, non elementum massa.	acolon	Uncategorized	—	—	Published 2019/03/11
<input type="checkbox"/>	Morbi in ex dolor. Aliquam ut eleifend quam.	acolon	Uncategorized	—	—	Published 2019/03/11
<input type="checkbox"/>	Vestibulum quis nisl sapien.	acolon	Uncategorized	—	—	Published 2019/03/11
<input type="checkbox"/>	Donec at sem ultrices mauris tincidunt facilisis vitae eget diam.	acolon	Uncategorized	—	—	Published 2019/03/11
<input type="checkbox"/>	Lorem ipsum dolor sit amet, consectetur adipiscing elit.	acolon	Uncategorized	—	—	Published 2019/03/11
<input type="checkbox"/>	Title	Author	Categories	Tags		Date



You have reached the
end of this tutorial.