

# Website Posting for Dummies

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Welcome to Mike's miserable attempt to teach a complex, technical topic to non-technical people without boring them to death. After reading this document, you will either become motivated to share heartwarming accounts of treasured family events or be quite ready to forget about ancestry and go back to watching Jerry Springer.

It might be helpful to print this document for reference purposes.

## Definitions

*Post* – A new document that is created on the website ... an article or story about a specific topic.

*Comment*–An additional remark that is associated with an existing Post.

## Roles

Anyone can comment on existing posts (articles/stories) without registering on the website.

*Author* - The default role when you register on the website is Author. As an Author, you can create new posts, as well as, edit or delete your previous posts at any time. Yes, if you inflame all of your cousins in a Post, you can delete the post and beg for their forgiveness.

*Editor* - For anyone interested in taking a more active role, a site administrator can change your role to Editor. An Editor can also edit or delete any post, even if they were not the original author. Yes, if your cousin inflames you, you can seek revenge by deleting the posts from that dastardly cousin.

## Creating a new post

Follow these instructions exactly and precisely and they will work. Should you vary from this written word, may God be with you.

- First, log in to the website with your user name. A gray menu bar will appear at the top of the website.
- Click the “+ New” menu item and select “Post”. A new page will open in the website “Dashboard” for your new post.



- Enter a Title (1 in screenshot below), the text content (2) and select an appropriate category (3). Use the icons (4) above the text content area to format the text as desired.
- If pasting into the text section from a Word document, make sure to use the “Show/Hide kitchen sink” icon (5) and then the “Paste from Word” icon (6) to ensure correct formatting.
- To view the post before making it visible to the public, Click the Save Draft button (7) and then click the Preview button (8). The Preview will open in a new browser window or tab. Close the window/tab after viewing to continue editing your Post.
- Click the Publish button (9) to make the document visible to the public on the website.

This screenshot shows the "Add New Post" screen in the WordPress admin. On the left is a sidebar with navigation links like Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The "Posts" link is currently selected. The main area has a title "Add New Post" (1) and a text editor area (2). Above the editor is a toolbar with various formatting icons (3). A red arrow labeled "4" points to the "Visual" icon in the toolbar. Another red arrow labeled "5" points to the "Show/Hide kitchen sink" icon in the toolbar. A red arrow labeled "6" points to the "Paste from Word" icon in the toolbar. To the right of the editor is a "Publish" panel (7) containing "Save Draft" and "Preview" buttons. Below the publish panel is a "Status" section set to "Draft" (8). Further down are "Visibility" and "Publish immediately" options. A large blue "Publish" button (9) is at the bottom of the panel. On the far right, there are "Format" and "Categories" sections. The "Categories" section shows a list of categories: "All Categories" (selected), "Most Used", "Family Tree", "Life History", "Carl and Elma Kobler", and "Photos".

## Editing an Existing Post

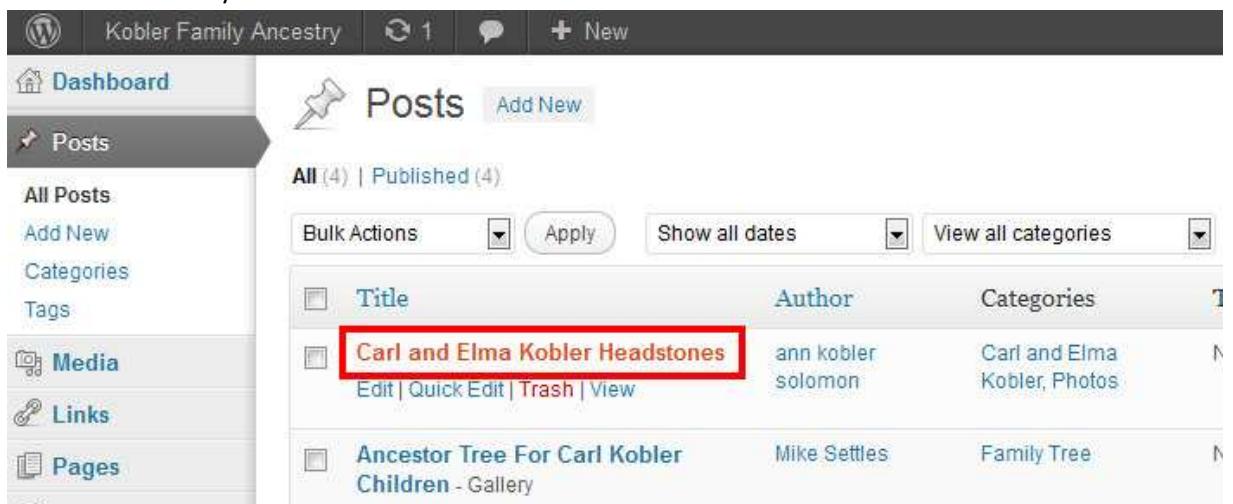
- First, log in to the website with your user name. A gray menu bar will appear at the top of the website.
- Click the Kobler Family Ancestry menu item and select Dashboard.



- Click Posts in the left navigation section.



- Click the Post that you want to edit.

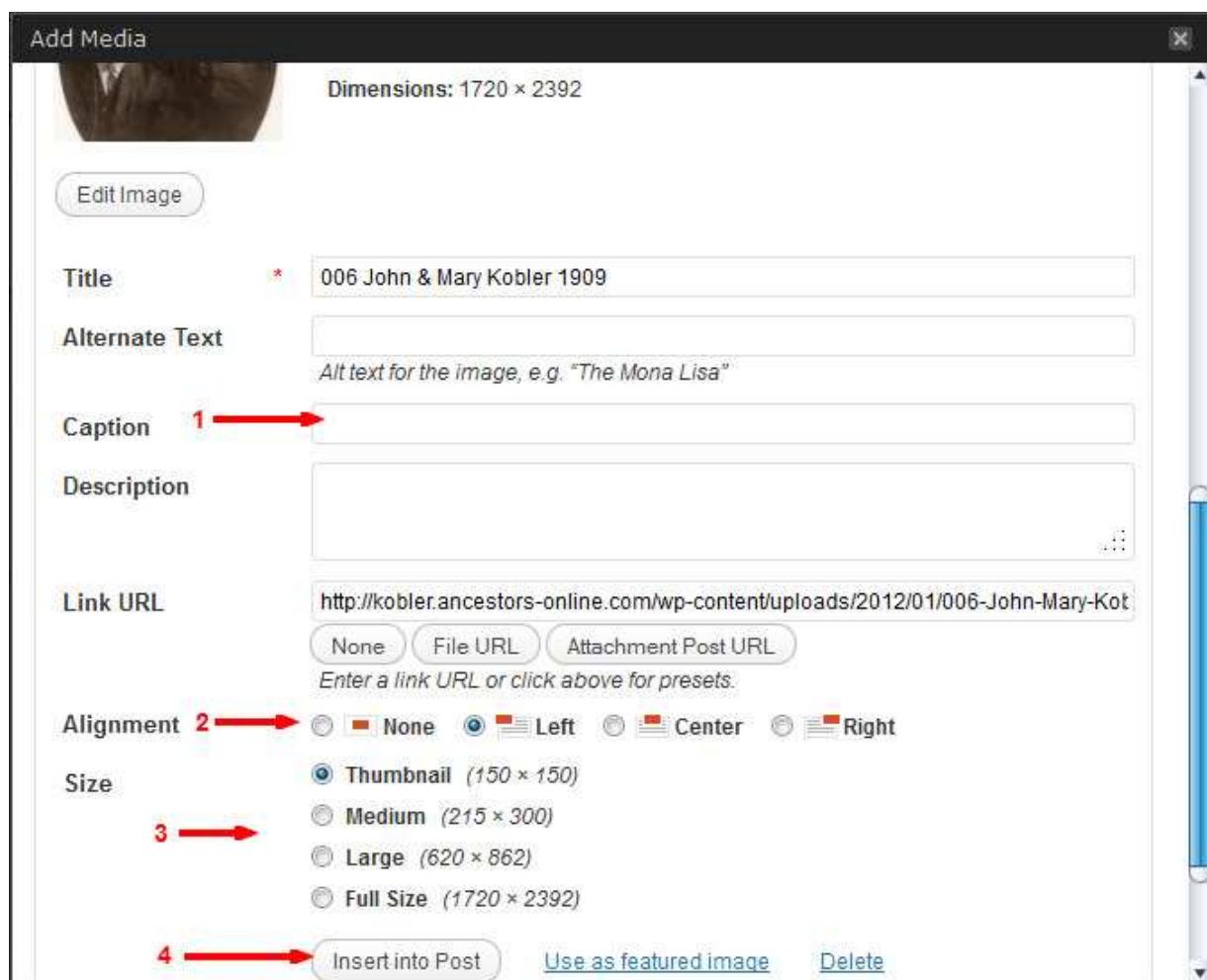


- Click either Publish or Update to save your changes on the website.

## Posting Photos

Adding a photo to a Post is easy. To elaborate, it is easy to leave you confused and pulling your hair out because of the sometimes bizarre behavior of the built-in editor.

- Within your Post, place the cursor in the text where you want to insert the photo.
- Click the Add Media icon above the text area  . The Add Media window opens.
- Click the Select Files button in the From Computer tab. Select the file from your computer that you want to insert.
- Enter a caption if desired (1), which will display below the photo, enter the alignment (2) within the text and select a photo size (3).
- Click the Insert Into Post button (4).



All inserted photos will automatically create a link to the full sized photo by clicking the inserted image.

If the photo placement is not correct after insertion, it is sometimes easiest to remove the image and redo the insert of the image. The visual editor does not do a nice job of moving a photo within the text. Since the photo was already uploaded previously, choose either the Gallery or the Media Library tab instead of From Computer.

The Media Library contains all photos uploaded by all users. So it is easy to reuse a previously uploaded photo by another user.

Other files can also be uploaded and inserted into a Post, for example a PDF.

## What is the Dashboard?

The Dashboard is a mysterious, secret location, reserved only for the privileged website users who have chosen to register. After registering, you are free to slip behind the secret curtain to see what is happening behind the scenes. The function of the Dashboard is for authors and website administrators to perform the tasks of building the website and the content. Be aware when in the Dashboard that you are editing documents, rather than viewing/reading them.

To return to the public website view, click the Kobler Family Ancestry menu item and select Visit Site. Now you are back in the audience again.

## Menus and Categories

The menus (Home, Life History, etc.)are intended to help organize various types of anticipated content. However, it is likely that my anticipation was horribly flawed when I created this mess ... only time will tell. If the future reveals a lack of foresight, the menus are very easy to change as the content grows. Suggestions for organizational improvement are much appreciated.

The simple notion of the existing menus is as follows:

- Home – displays most recent posts, comments, etc.
- Life history – feature stories about individuals
- Photos – area for posting photos of interest.
- Family Tree – area for posting family tree files and basic biographical information.
- Sideline Ancestry – area to post in-law ancestry information for non-direct Kobler descendants (Paxson, Hadley, etc.). You know ... the better half of the family!

Categories are another way to organize the content of the website. Any author can create a new category for their post as desired. The new category can be added to the menus easily by the site administrator(s).

## **Suggested Posting and Commenting Etiquette**

Although I could never claim to possess stellar etiquette myself, I am confident my relatives will far surpass my shortcomings.

Please try to keep comments related to the original Post topic, which helps improve the continuity for the reader. “Hijacking a thread” is not good etiquette, although sometimes fun to do, nonetheless.

Creating a new Post is best for an unrelated topic.

## **Additional Resources**

For anyone who wants to become a guru with the Wordpress editor, the following resources are certainly much better and more detailed than the instructions above:

[Simple WP Guide](#) – Sections: Writing Posts, Formatting Content, and Using Images

[Wordpress documentation - Writing Posts](#)

## **Post Option #2**

Still confused and unbearably distraught? Ready to stick your finger in a light socket?

For a limited time, here is option #2 for Posting a story:

Send your content via email to the website administrator, who will meticulously place your words in a new Post under your name within 1 – 720 hours.