Posts

Using WordPress · https://sitecrafter.uk/docs/posts/

Managing Posts in the WordPress Backend

Posts are a fundamental component of WordPress, primarily used for blogging and regularly updated content. This guide provides a step-by-step overview of how to manage posts in the WordPress backend, including creating, editing, and organising them effectively.

Accessing the Posts Section

Log into Your WordPress Admin Dashboard: Use your credentials to access the admin area of your website.

Navigate to Posts: Click on Posts in the left sidebar. This will take you to a list of all existing posts.

Creating a New Post

To add a new post, follow these steps:

Select "Add New": Click on the Add New button at the top of the Posts screen or use the + New menu in the admin toolbar.

Enter a Title: In the title field at the top, type the name of your post.

Add Content: Use the block editor to insert various content blocks (text, images, videos, etc.) by clicking on the + block inserter icon. Each section of your content (like paragraphs or images) can be added as separate blocks.

Configure Post Settings: On the right sidebar, you can set options such as:

Status: Choose from draft, pending review, private, scheduled, or published.

Categories and Tags: Assign relevant categories and tags to help organise your content and improve SEO.

Featured Image: Set an image that represents your post.

Publish Your Post: Once you’re satisfied with your content and settings, click on Publish to make it live. You can also schedule it for a future date by selecting "Schedule" instead of "Publish."

Editing Existing Posts

To edit a post that has already been created:

Go to Posts: Click on Posts in the left sidebar.

Select Your Post: Locate and click on the title of the post you want to edit.

Make Changes: Update content as needed using the block editor. Adjust settings from the sidebar as required.

Update Your Post: After making changes, click on the Update button to save your edits.

Organising Posts with Categories and Tags

Effective organisation of posts is crucial for user experience and SEO:

Categories: These are broad groupings for your posts. When creating or editing a post, select existing categories or create new ones by clicking on "+ Add New Category."

Tags: Tags are more specific labels that describe details about your post's content. They are optional but can enhance searchability.

Managing Categories and Tags

To view all categories, go to Posts > Categories, where you can add, edit, or delete categories.

For tags, navigate to Posts > Tags, where you can manage existing tags or create new ones.

Bulk Actions for Posts

If you need to manage multiple posts at once:

Go to the All Posts page under Posts.

Use checkboxes next to each post to select them.

From the "Bulk Actions" dropdown menu at the top, choose actions like Edit or Move to Trash.

Using Plugins for Enhanced Functionality

Consider using plugins for additional features:

SEO Plugins (e.g., SEOPress): Help optimise your posts for search engines.

Social Sharing Plugins: Allow readers to share your posts easily across social media platforms.

By following these steps, you can efficiently manage your WordPress posts, ensuring that your content is organised and accessible while enhancing user engagement on your site.