

# Create a post for the web page

April 12, 2008 – Bob Marks

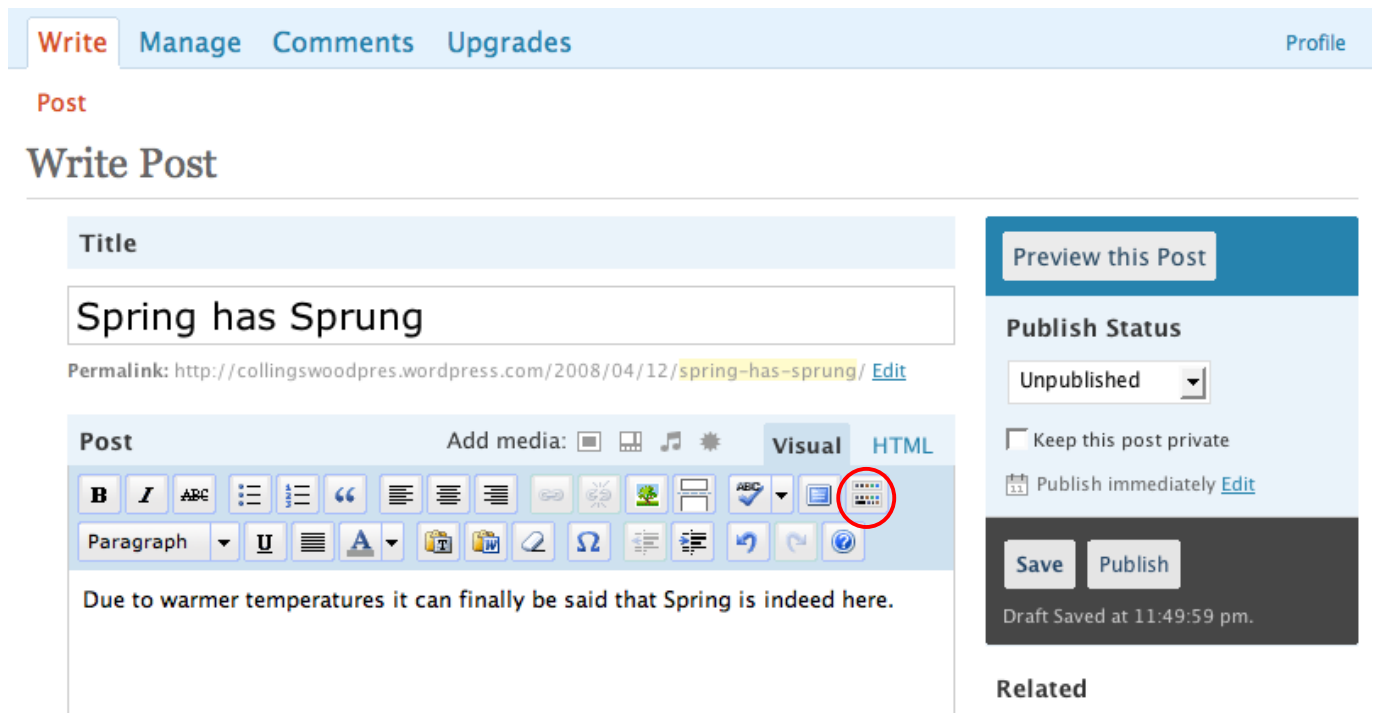
Use your web browser to open the page at [collingswoodpres.com](http://collingswoodpres.com) . Click on the *Login* link in the right column under the heading LINKS. This will bring you to the WordPress login page.



Logging in will bring a new header to the web page. Click on *New Post*.



This will bring you the *Write Post* page. Enter a Title for the post. Enter the message in the window with the editing tool bar.



*Note: The tool bar can be expanded or collapsed to one line by clicking on the right side icon.*

Scroll down the page and pick a category for the post. Click on *All Categories* to see the complete list. Later, on the web page you can filter dynamically the posts you want to see by category.

Optionally you can add tags (key words) that can be used later on the web page for searching.

Path: p

**Tags**

Add new tag

*Separate tags with commas*

**Categories**

[+ Add New Category](#)

Most Used

- General
- Worship
- Ministry - Mission
- Fellowship

[All Categories](#)

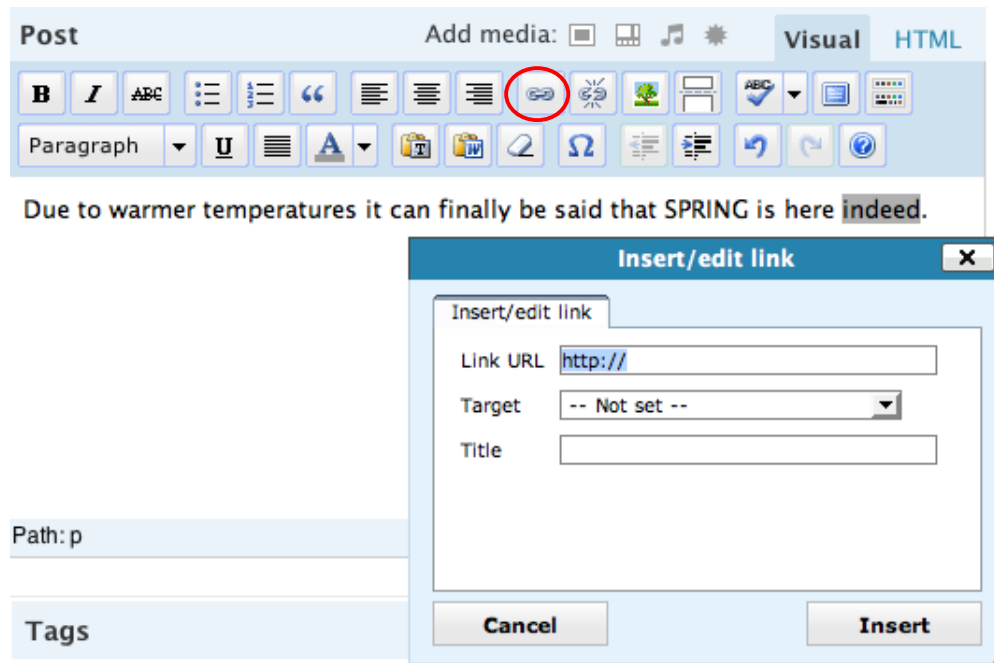
Optionally you can upload a file and include a link to the file using the icons at the top of the edit window.

*(In general, in order to upload any type of file you need to be creating or editing a post or page.)*

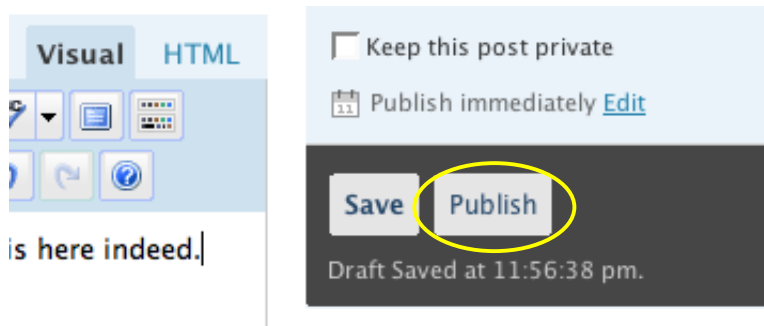


This opens a new popup window to chose the file on your PC to upload. Click on the button *Choose files to upload* to find the file. As soon as you OK the form to load the file it starts uploading automatically. The window will show a progress bar at the bottom while the file is being uploaded. After the upload is finished, enter a Title for the uploaded file as it will be listed in the Media Library. Then click *Insert into Post*.

You can also create a link to some other website by selecting some text that will be your link, then click on the chain icon. That will popup a window that will let you specify the web page for the link.



When your post is completed. Click on the *Publish* button on the right.



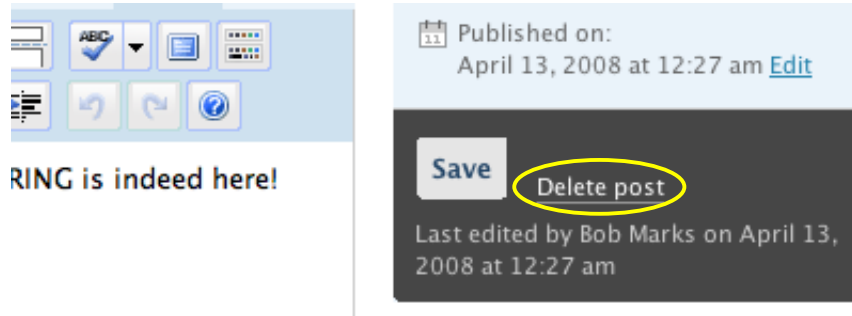
The window will update with the message *Your post has been saved.*



## Write Post

You can now view your post or even edit it.

When editing a post you have the option to delete it.



To logout click the link in the upper right corner.

