

Updated 2/9/19

Adding a Post or news item to your website

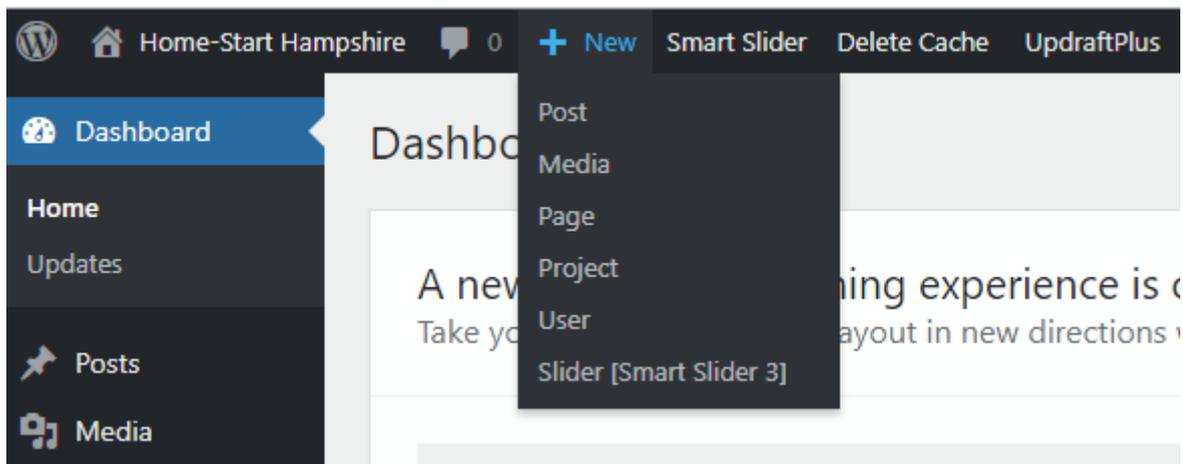
The following is highly detailed, but very simple. Anyone should be able to follow this. Once you are comfortable following this guidance, a simpler version of it is built into the Post Template in your website to help you. If you get stuck revert back to this, or check on my services website <https://wingrove-services.co.uk> for any new information.

You may of course just call me if you are stuck. 01494 863136 / 07511 336046 or send an email to mark@wingrove-media.com.

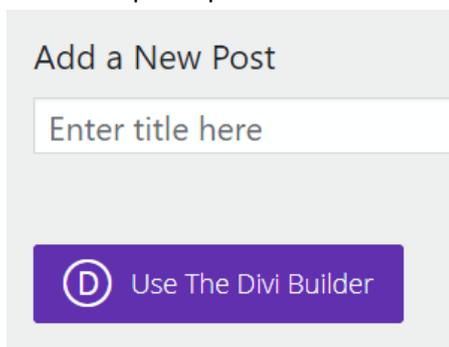
Assumptions

Your site is built using the Elegant Themes Divi Template. It has one or more areas in the site where news can be seen. In some cases the news feed will be filtered based on the category/ categories of news types selected.

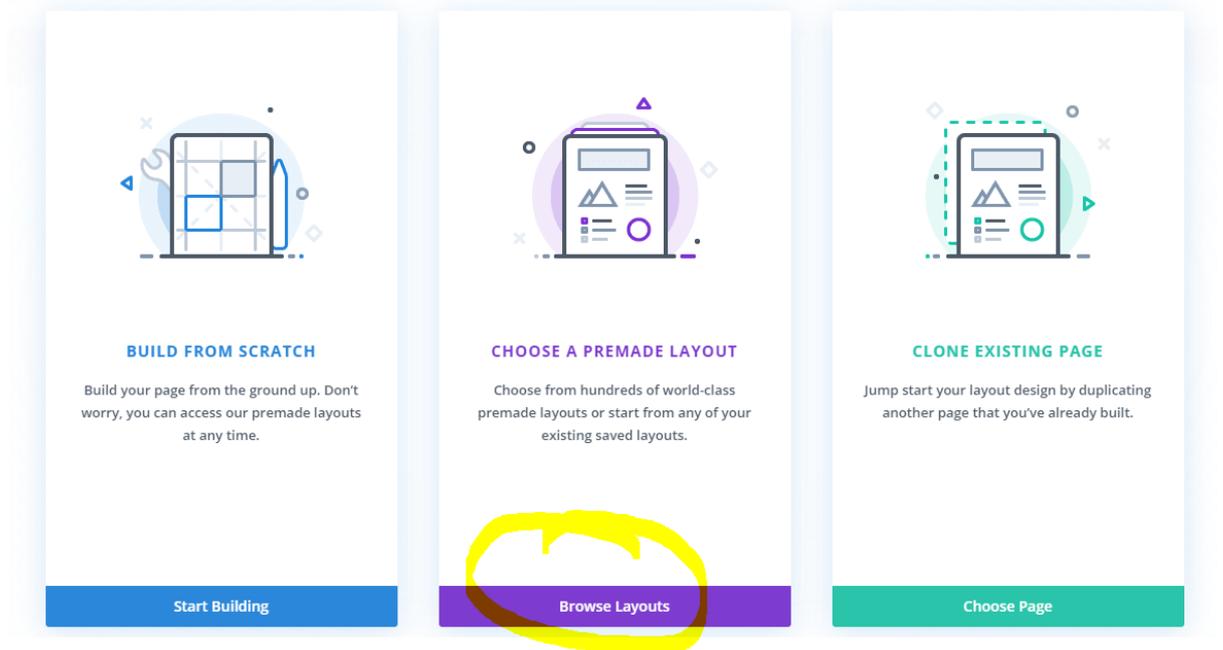
1. Prepare the news you wish to place on the website. Make sure you have text and preferably at least one suitable image which is in landscape format and 800px-1000px wide.
2. Log into the website by going to the bottom of your site and clicking on the administration menu item.
3. After you have logged in look at the top of your screen and select **New** and select **Post**



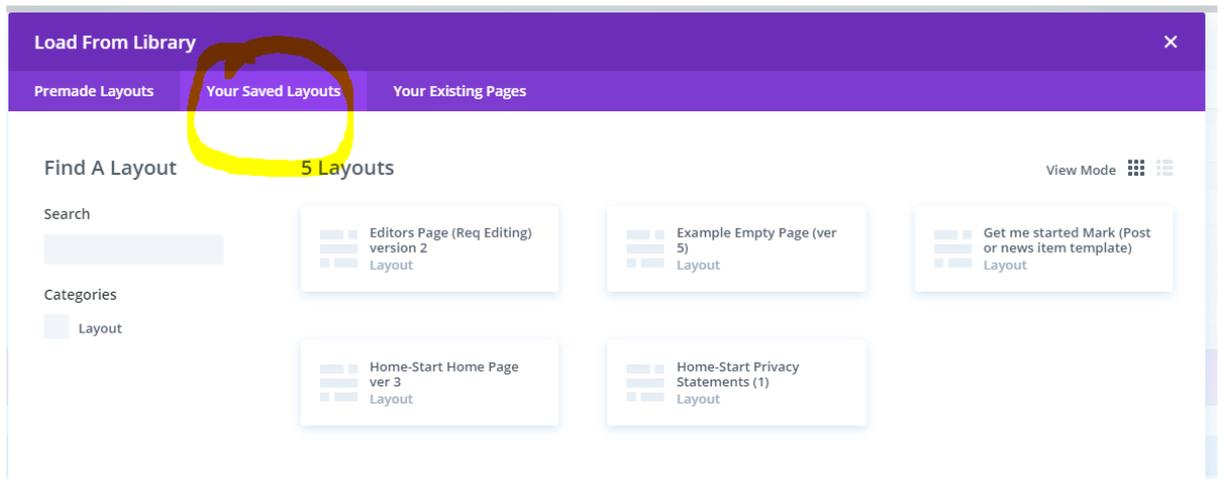
4. When the post opens click on the button **Use The Divi Builder**.



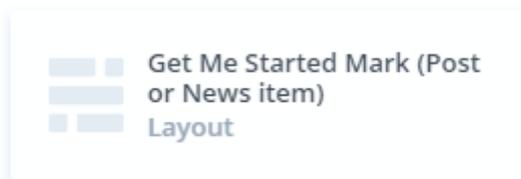
5. Select the middle option: Choose a Premade Layout



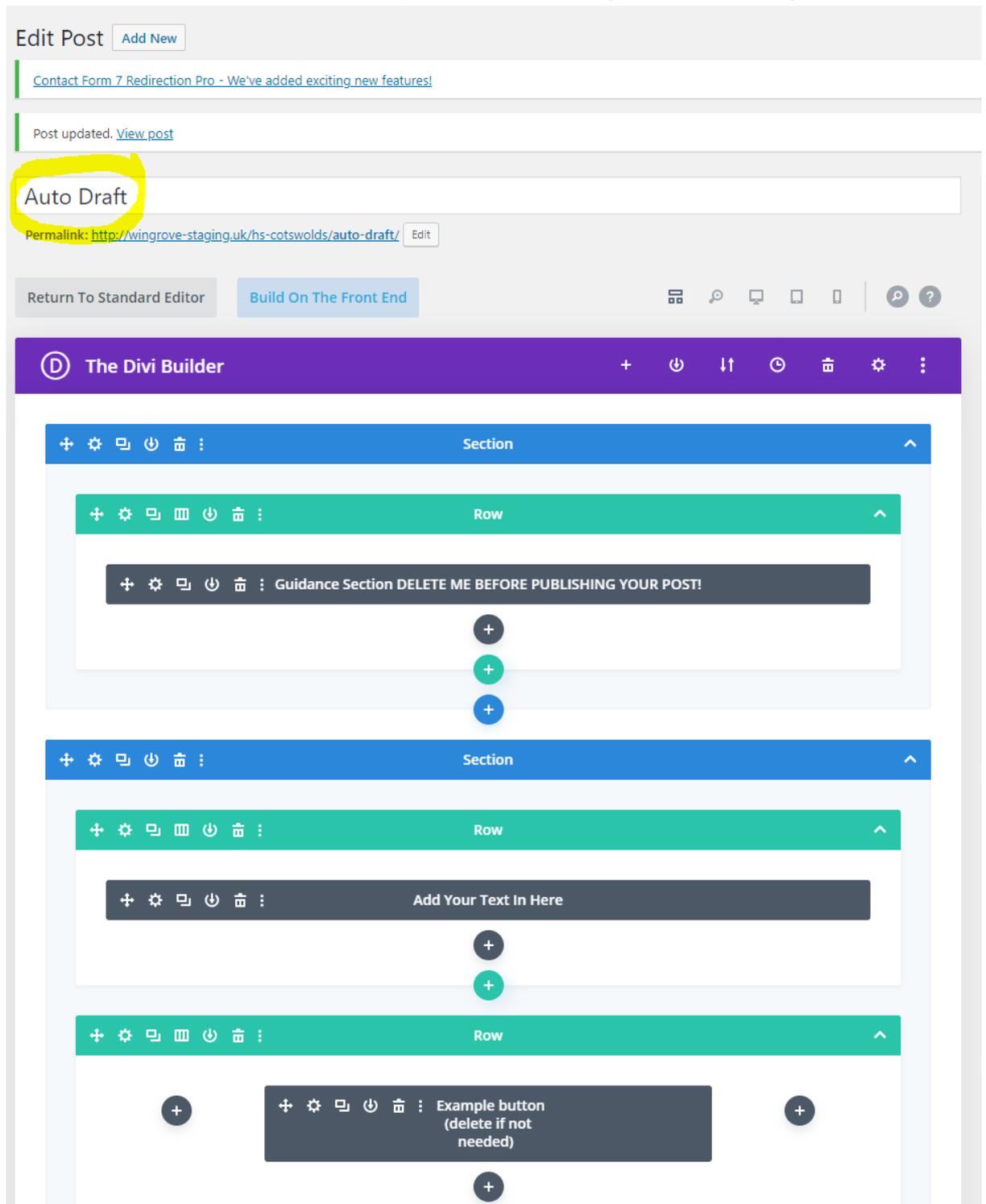
6. Then click on the centre tab on the next screen which says "Your Saved Layouts"



7. There will be several pages or post layouts. Choose Get Me Started Mark (Post or News item)



8. What you have on your screen now is an empty post or news item with some guidance built into it similar to what is in this document, but without the images and additional guidance.



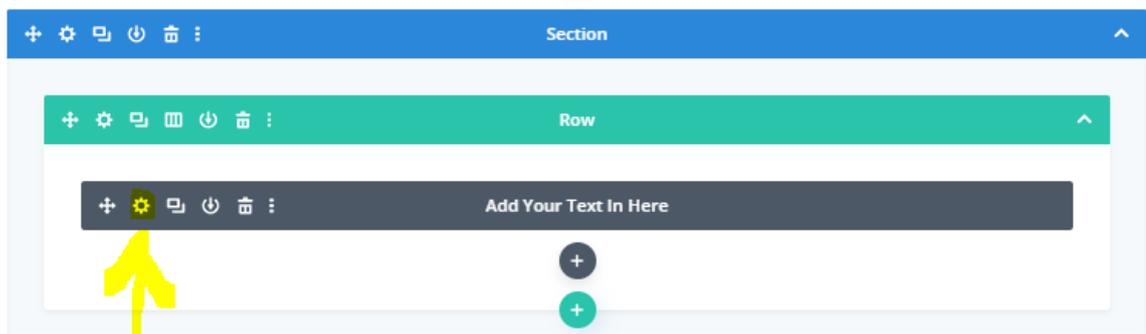
9. Start by giving the item a title at the top of your screen. Overwrite the default title **Auto Draft** or if it is blank give your post a name. Titles need to be just a few words because they are converted to web addresses. Say 6 words max. If you need to say more put it in the main content area later.

10. The screen has coloured horizontal bars. A blue horizontal bar indicates a SECTION. A section may contain turquoise bars called ROWS. Rows always lie inside sections. A row may contain one or more grey horizontal bars, these are organised in one or more columns. The display you are looking at indicates the organisation of the content on a WIDE screen. When the same page is viewed on a smaller screen it will reorganise itself automatically.
11. –Your screen will look similar to this.

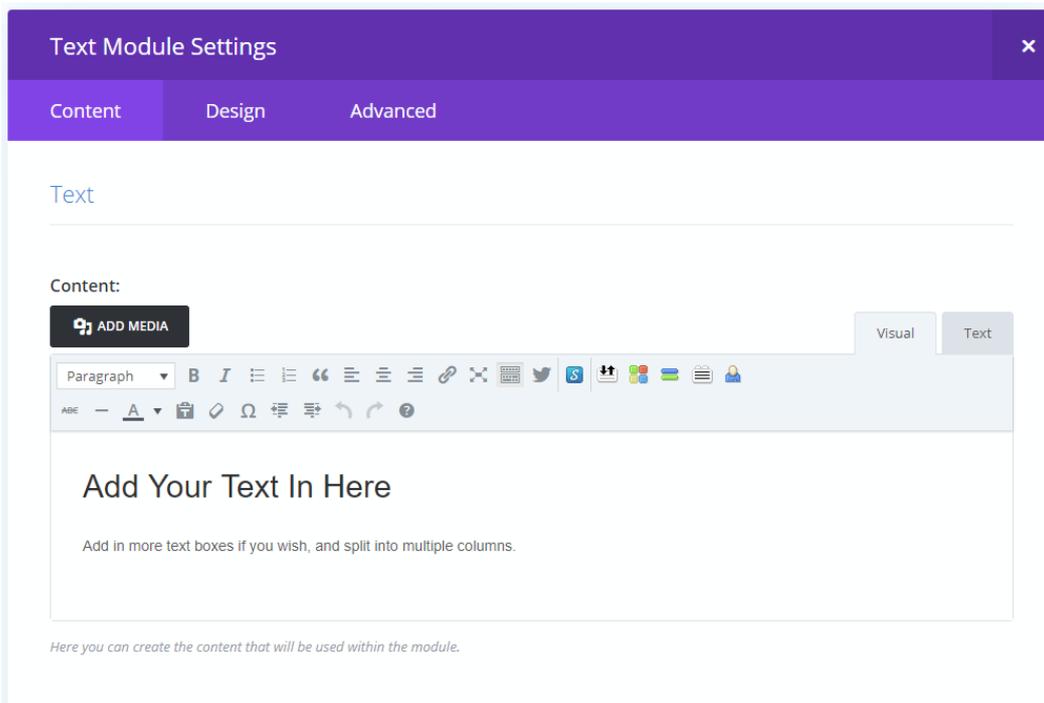


The top part is the guidance Section which you will remove before publishing. The next row has a single column in it called **Add Your Text Here**, this is where you are going to edit the item. If you need a button one is included in the template, if you don't need it you can remove it. Right at the bottom is a row and column which says Post Navigation you do not need to touch this. It provides a link the next and previous news items automatically.

12. Click on the Cog Symbol (Settings) on the item labelled **Add Your Text Here**

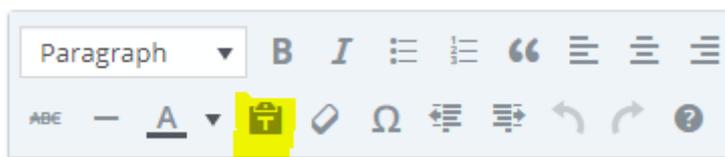


13. This will open up the editor. You can now start to overwrite the information in this section.



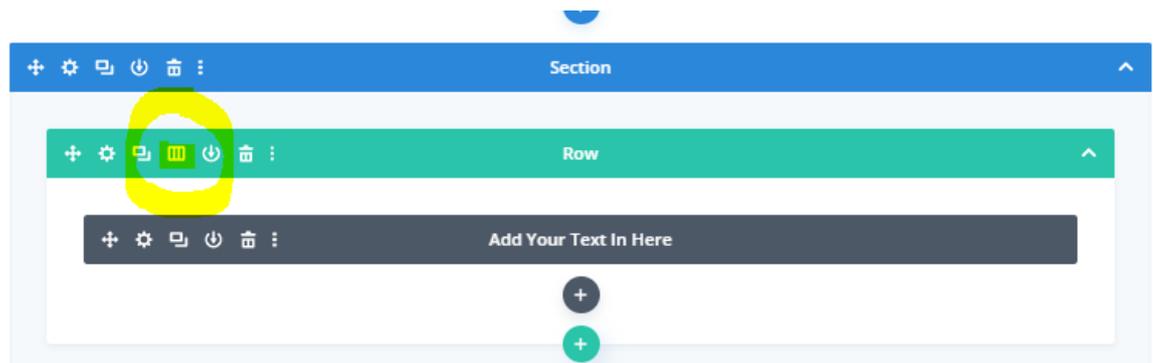
If you have text prepared and sitting in an email or MS Word Document you can copy and paste it into this space. However if after it is pasted in, it does not look right, it is probably because it pulled a lot of formatting information over.

You can paste content into this box and remove all formatting by first clicking on this button:



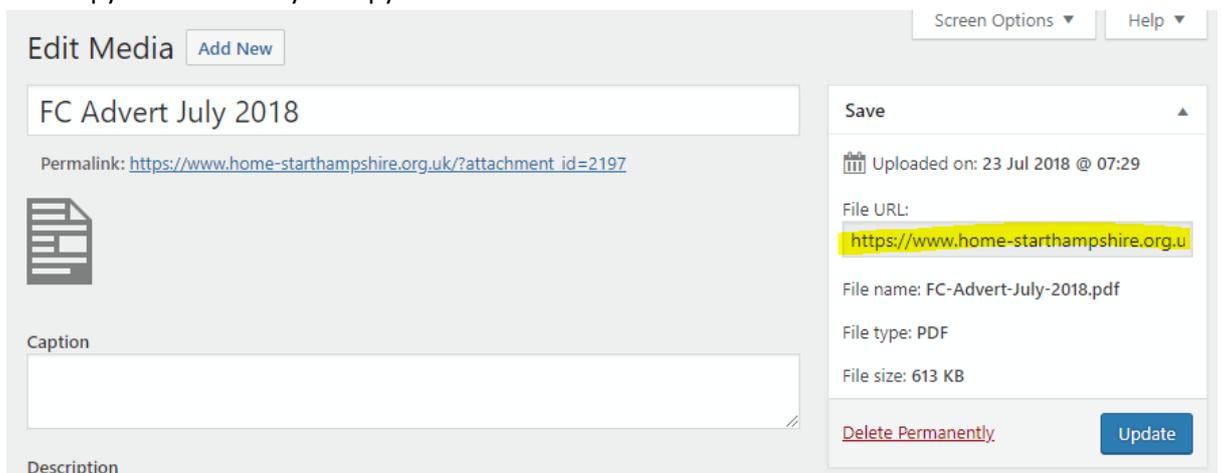
This will remove all formatting and paste everything as text. You will need to reformat it for the web page.

14. **OPTIONAL:** If you have a lot of text add in more rows and columns as required. You can split the current row into two columns by clicking on this symbol on the row (turquoise) horizontal line.



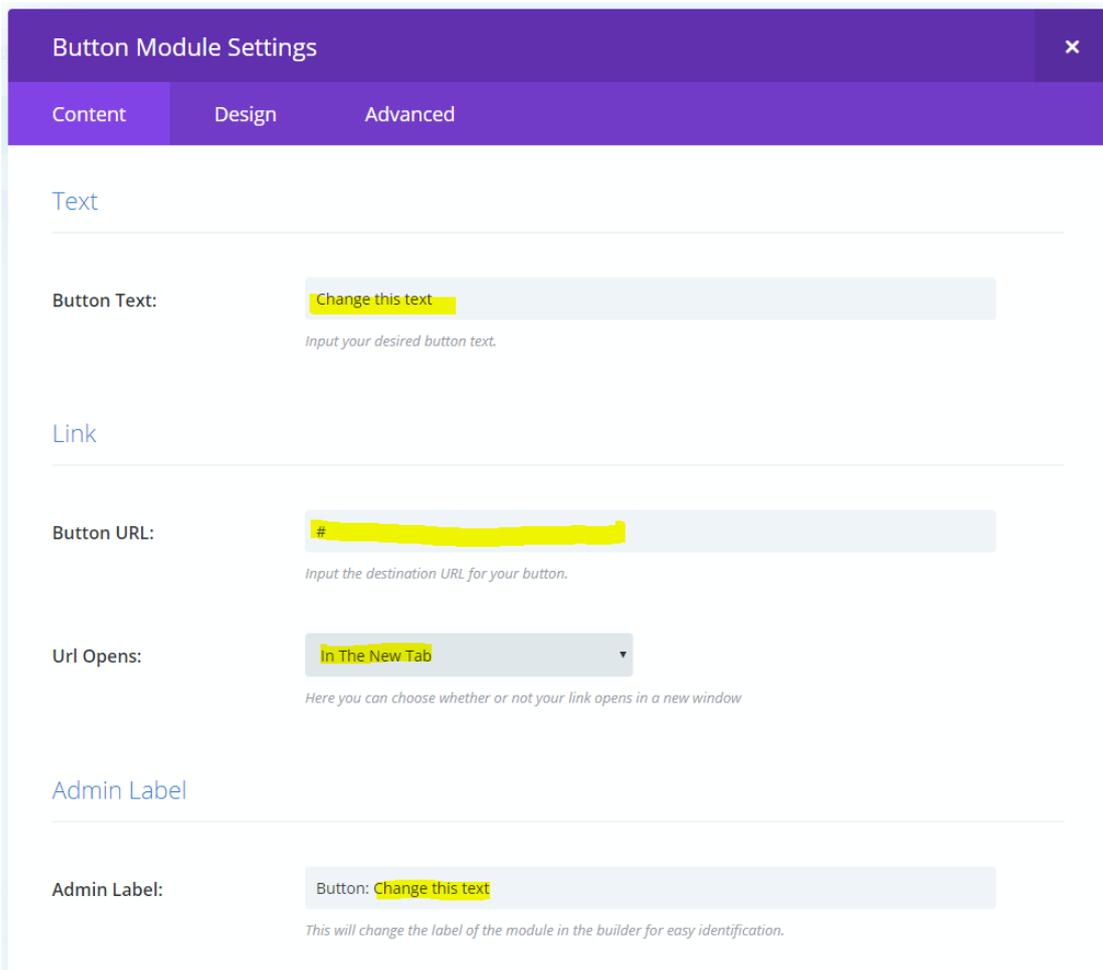
This will open a dialogue where you can split the row into multiple columns. However do keep it simple, recommend two columns equal width. Once the row is split in two you can insert another module in the empty space. There are over 35 to choose from. Most of you will want to use either a TEXT module, or an IMAGE module if you want to place an image to the side of the text.

15. **OPTIONAL:** If you want to add a document, or a downloadable PDF poster you can if you wish add it to the button which is included in the template. If you don't need the button delete it. If you want to use it, save the Post you are working on. Open up a new browser window, open your website in it (you will find you are logged in on this one too). Go to the Media Library, and add the PDF file you want to place on your news page. When it is uploaded open it in the media library and in the top right of the screen is the address of the location of the file. Copy it. Make sure you copy ALL of it.

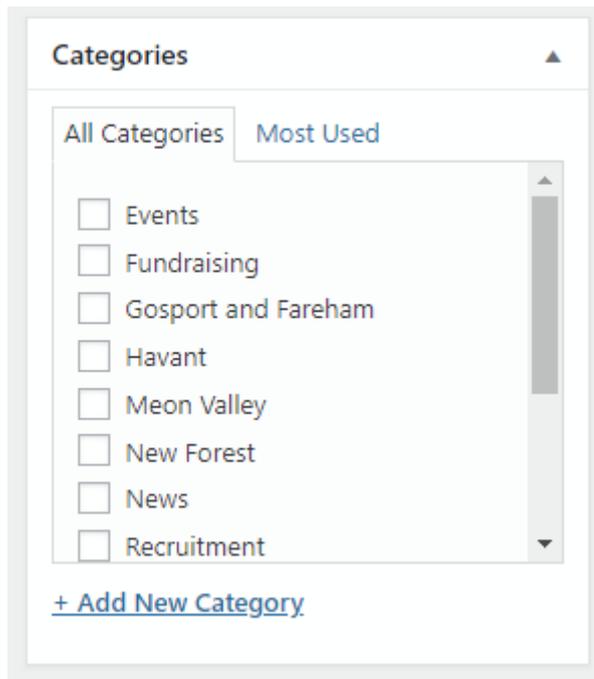


16. **OPTIONAL:** Switch back to your post, open the Button Module Settings and paste the URL where you can see the form item: Button URL overwriting the # symbol that is currently in the form. Add a name that the user is going to see on the button (e.g. Download the document from here) and paste the same text after the word "Button" at the bottom of the form in the Admin label. This will help you as an editor to tell what is in this particular box. The form also needs to have OPEN IN A NEW TAB selected. Save it when you have finished. See the next image.

17. **OPTIONAL:** Button Module Settings

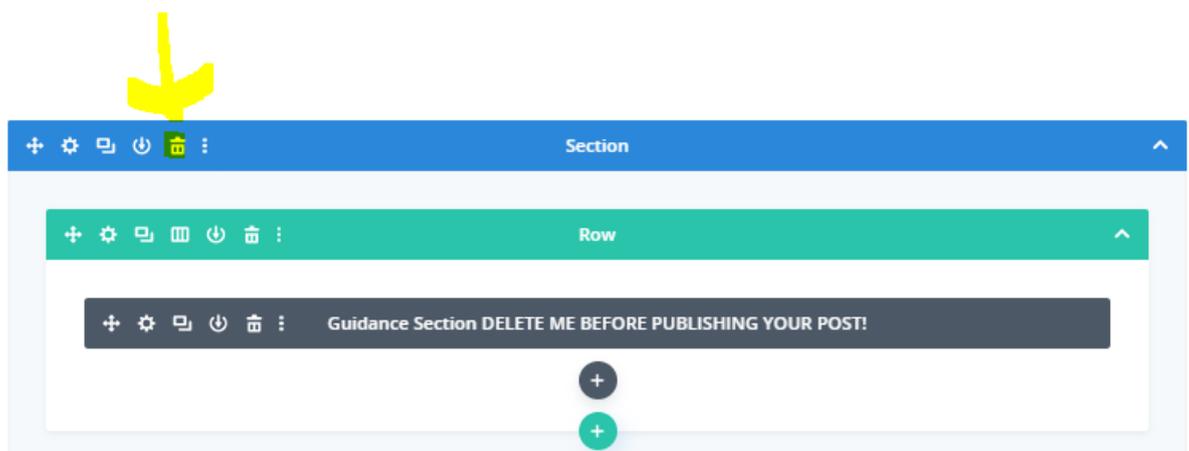


18. **ASSIGNING CATEGORIES:** By assigning categories to a news item or post you can define where it will appear on the site. All news is visible on the news page. There may be filtered news in some other areas on your site, for example, a region, or for fundraising, or volunteering. These are controlled by Categories. You will find them on the right side of your screen (or if your screen does not have two columns selected, towards the bottom of the screen, you may need to scroll to find them.



Yours may look different. Select the categories that fit the news item.

19. ASSIGNING A FEATURED IMAGE. By assigning a featured image to your post or news item it will display on news page, and make the news page look more interesting than just text. To do this the ideal orientation of the featured image is landscape and approx. 800px wide. You need to prepare it before uploading to the website. When you have prepared it, look in the bottom right of your post and you will see a section entitled Featured Image with a link in it. Click on the link to upload your image to the Media Library, and then attach it as a Featured image to the post or news item.
20. Delete the guidance section in your post, that was there just for your benefit. Locate the Blue Horizontal bar, and click on the delete icon to remove the section from your post.

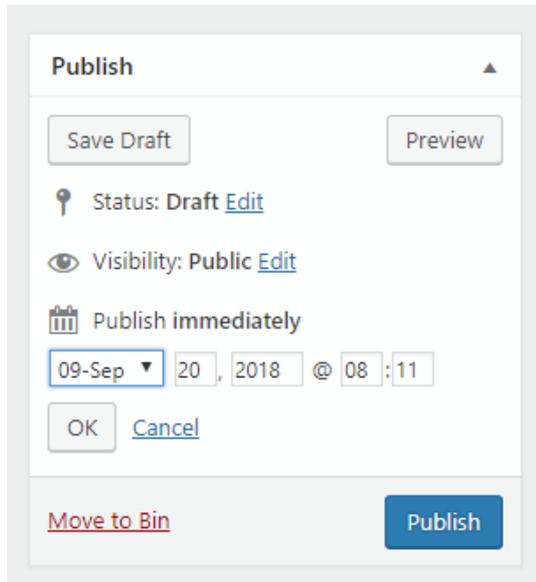


21. The last step is provide a more meaningful description of your news item. Open the item where it says Add Your Text In Here, scroll down to the bottom of the item where you will see the text in an Admin label and overwrite it with a description of the content for the item. This is for your benefit if you need to return to it later.
22. Now publish your post.
23. Check your post by going to the news page, can you see it?

24. If you have filtered news pages can you see it there too? (controlled by the Categories Settings).
25. That completes the process.

Controlling by date

It is possible to move the item in the order of the other items on the website, or publish something in the future and prepare it now. You can do that by changing the date in the Publish Section.



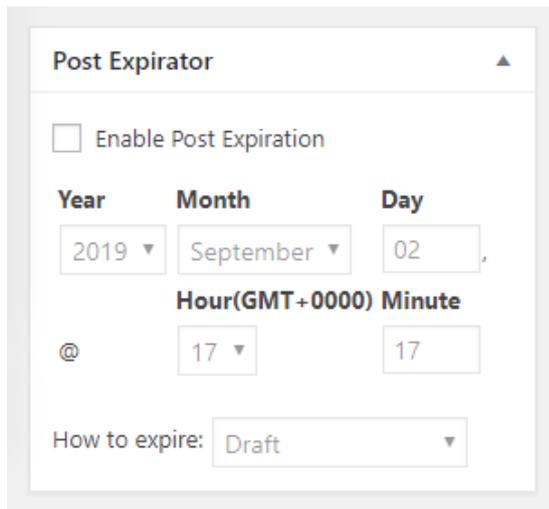
The screenshot shows the 'Publish' section of a WordPress post editor. At the top, there are 'Save Draft' and 'Preview' buttons. Below them, the status is set to 'Draft' with an 'Edit' link. The visibility is set to 'Public' with an 'Edit' link. The publish schedule is set to 'Publish immediately'. The date is set to '09-Sep 20, 2018' and the time is set to '@ 08 : 11'. At the bottom of the section, there are 'OK' and 'Cancel' buttons. Below the 'Publish' section, there are 'Move to Bin' and 'Publish' buttons.

If you set a date in the future, nobody will see it until that date or time.

If you set a date in the past, then it will appear later in your website with more recent items ahead of it.

Setting a removal date for your news item

It is possible to set some parameters so that a post is automatically removed at a preset time and date. If you look at the column on the right of your screen above Featured Image you may see the following box settings if you have the plugin installed (see next section if you have not got it installed):



The screenshot shows the 'Post Expirator' settings panel. At the top, there is a title 'Post Expirator' with an upward-pointing triangle. Below the title is a checkbox labeled 'Enable Post Expiration' which is currently unchecked. Underneath, there are three columns for date selection: 'Year' (2019), 'Month' (September), and 'Day' (02). Below these is a section for time, labeled 'Hour(GMT+0000)' and 'Minute', with values of 17 and 17 respectively. At the bottom, there is a dropdown menu labeled 'How to expire:' with 'Draft' selected.

If you enable the check box Enable Post Expiration and enter a date and time in the boxes the post will automatically remove itself from your news pages. Leaving the settings to default settings the post will be set back to DRAFT and therefore no longer viewable by the public. By setting it to DRAFT it is still in your site available to the editor, just removed from view.

Plugin not installed?

If this field is missing on your website, go to the Plugins Menu, and Add New, search for Post Expirator by Aaron Axelsen and install it, then activate it. This will add the Post Expirator box onto pages and posts throughout your website. By default these boxes do nothing if you do not add any parameters in there.

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