

Adding Posts to the Shed website (Part 1)

Introduction

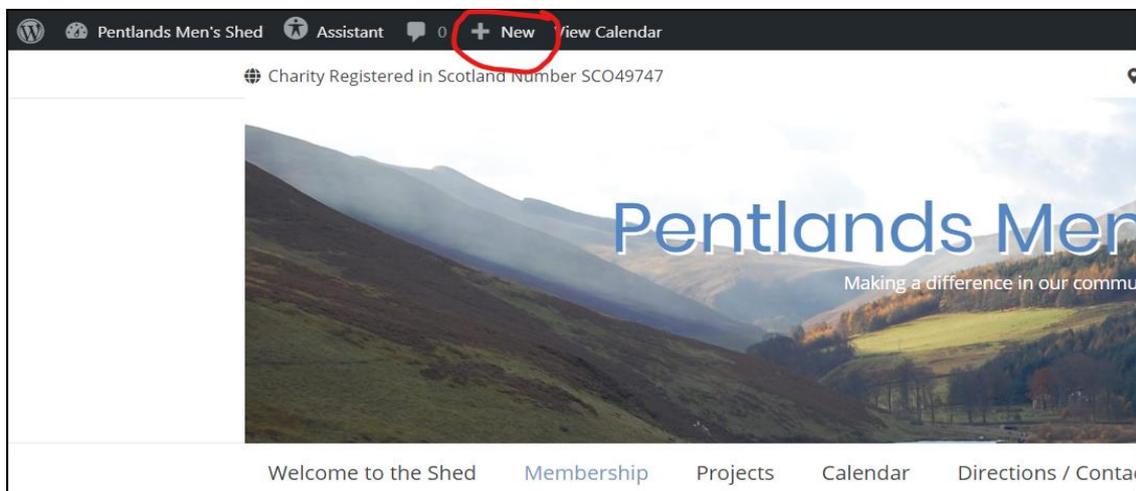
This document is a basic introduction that explains how to creating new articles for the Pentlands Men’s Shed website. It assumes basic IT literacy, but you don’t need to be an expert to be able to create simple articles. A second document explains how to edit your posts and describes a few slightly more complex concepts.

As standard, members of the Shed are able to read content on the website but not add to it. However if you want to be able to post articles onto the site you can be made a “Contributor” which will allow you to create new posts or update posts that you have previously created. To be made a “Contributor” please contact the site administrator (Iain Millar at the time of writing) by email or using the “Contact Us” page on the website, asking for this to be set up for you.

If you have any difficulties or if you need any help, please contact the site administrators using the “Contact Us” page on the website. Please also contact us if you require any media (documents, photos, audio content or video content) to be uploaded onto the site, as this cannot be done by “Contributors”. Other levels (Authors, Editors) can, however, add more if required.

Creating Posts

- Log into the site. You should see a black bar at the top of the web page as per the screenshot below.
- Select the “+ New” option should allow you to then select the “Post” option – as outlined in Red below.

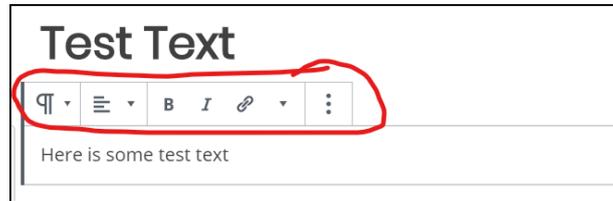


- This will then bring up a blank page ready for you to create a post: as per the following:

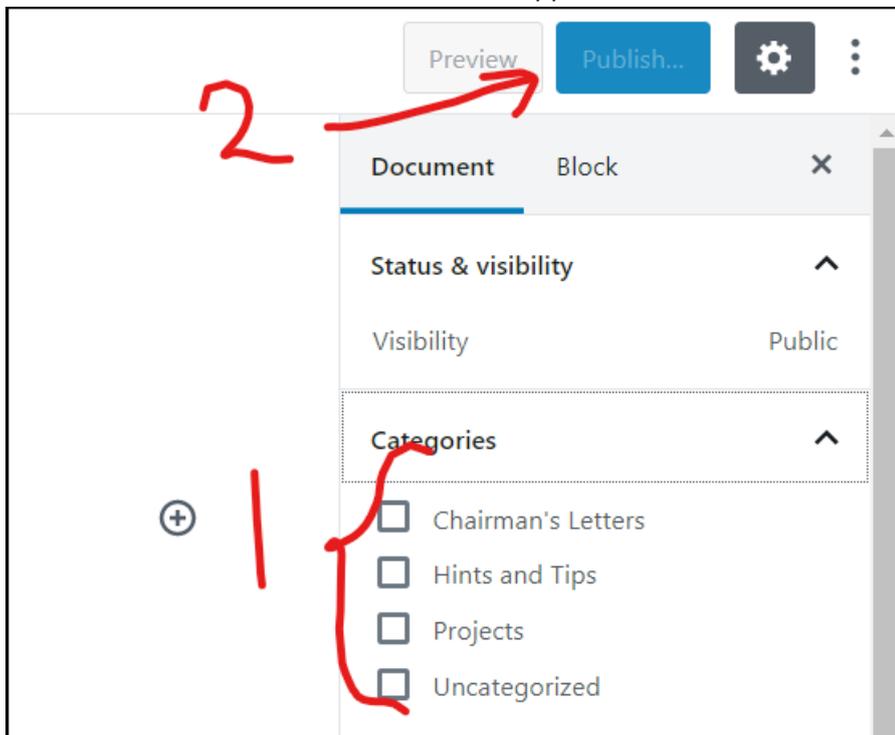


Start writing or type / to choose a block

- You may get an “Introduction to Block Editor” box on screen – close this. Ignore the “Edit with Elementor” box at the top for the moment. Type a title where prompted then add any text you want in the area below the title (where the screen says “Start writing or type / to choose a block”).
- When typing a paragraph you will see some basic text editing controls as outlined in Red below. These allow you to align paragraphs, or highlight text and make it **Bold** or *Italic* – plus some other options that accessed by selecting the little “down arrow” symbol. Note that the formatting options are more limited than you will find in a word processing package!



- When you have finished typing:
 - Select a category for your post, so that it can be found via the site menus. Click on the “Categories” button (see 1 in the screenshot below) and select one of the existing categories. While it is possible to allocate more than one category, we ask that you only choose one.
 - If you need a new category that doesn’t already exist, please let the site administrator know, rather than creating it yourself. (New categories don’t automatically appear in the website menus, but have to be added into the system in the correct place.)
 - Then click the “Publish” or “Submit for Review” button (see number 2 on the screenshot below). You may be asked to select “Publish” then “Submit for Review”. This will save your post, and pass it to a site administrator to be reviewed before it appears on the website. Posts won’t appear immediately.



And that’s how to create a basic post. To get back into the main website, just click on “Pentlands Men’s Shed” in the top black bar on your screen.