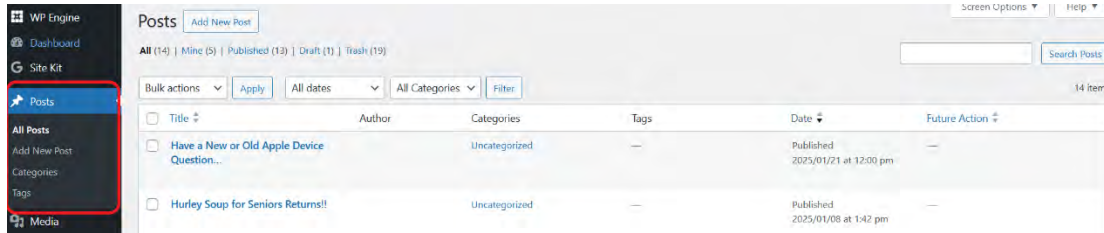
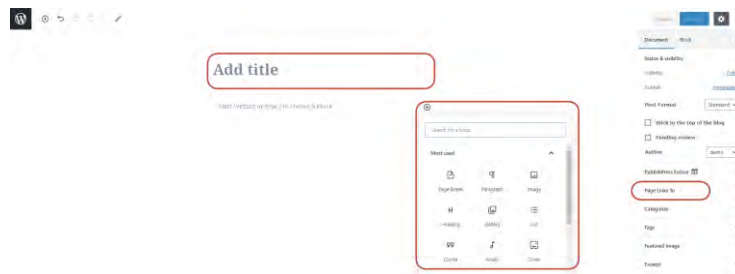


## Adding a new Post (Slide)

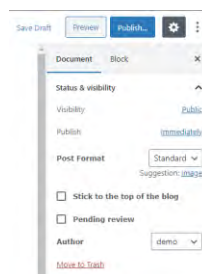
1. Click on 'Posts'
2. Click on the submenu item 'Add New Post.'



3. Enter a Title for your post where it says, "Add title".
4. Now click the + to select a "block" type for the content. The most common blocks used are:
  - a. **Paragraph**. This is for adding text to your website.
  - b. **Image**. This is for adding photos or flyers to your website.
5. Go ahead and create your post using the different blocks or copy it in from MS Word or another word processor.
6. To link directly to another page or website, enter the URL under 'Page Links To.'



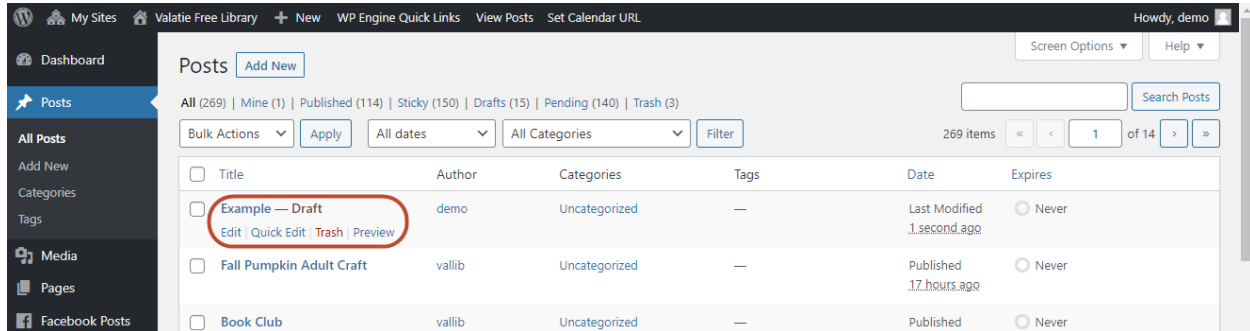
7. Review the publishing options. In most cases you will use the default; Public and Immediately.
  - a. You can change Public to Private (for staff only) or Password (requires a code).
  - b. You can change the Immediately to a future date to schedule posts into the future. This can be useful for holiday closures.



You can also check out <https://wordpress.org/documentation/article/wordpress-block-editor/>, for helpful tips or a further dive into the block editor.

## Removing a Post (Slide)

1. Click on Posts.
2. Move your mouse over to the post. With the mouse hovering over the post 4 new options should appear, Edit | Quick Edit | **Trash** | Preview.
3. Select Trash.



The screenshot shows the WordPress dashboard's 'Posts' section. The left sidebar contains navigation links for Dashboard, Posts, All Posts, Add New, Categories, Tags, Media, Pages, and Facebook Posts. The main content area displays a list of posts with columns for Title, Author, Categories, Tags, Date, and Expires. The first post, 'Example — Draft', is highlighted with a red circle, and its context menu (Edit | Quick Edit | **Trash** | Preview) is visible. The second post is 'Fall Pumpkin Adult Craft' and the third is 'Book Club'. The top of the dashboard shows the user's name 'Howdy, demo' and various utility links like 'My Sites', 'Valatie Free Library', 'New', 'WP Engine Quick Links', 'View Posts', and 'Set Calendar URL'. There are also 'Screen Options' and 'Help' buttons in the top right corner.

<input type="checkbox"/>	Title	Author	Categories	Tags	Date	Expires
<input type="checkbox"/>	Example — Draft Edit   Quick Edit   <b>Trash</b>   Preview	demo	Uncategorized	—	Last Modified 1 second ago	<input type="radio"/> Never
<input type="checkbox"/>	Fall Pumpkin Adult Craft	vallib	Uncategorized	—	Published 17 hours ago	<input type="radio"/> Never
<input type="checkbox"/>	Book Club	vallib	Uncategorized	—	Published	<input type="radio"/> Never