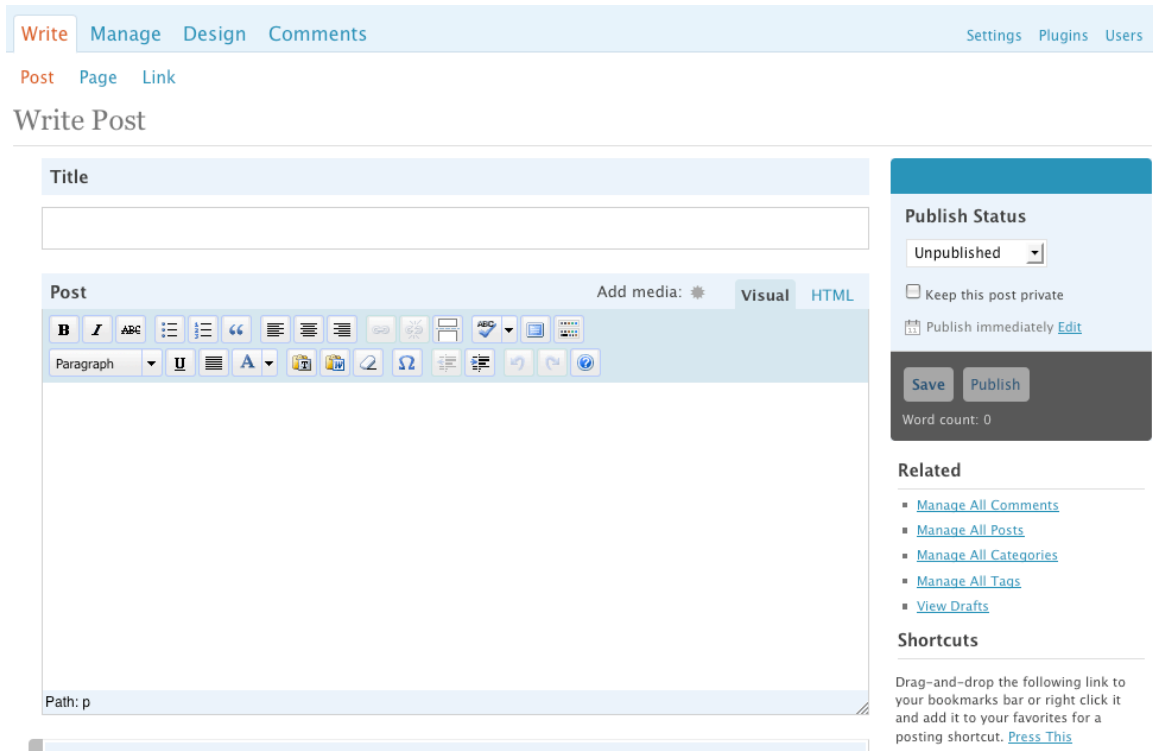


## Writing Posts

Posts are the entries that display in reverse chronological order on your home page. In contrast to pages, posts can have comments fields beneath them and are included in your site's RSS feed.



### To write a post:

1. Log in to your WordPress **Administration Panel**.
2. Click the **Write tab**.
3. Start filling in the blanks.
4. As needed, select a **category**, add **tags**, and make other selections from the sections below the post. Each of these sections is explained below.
5. When you are ready, click **Publish**.

### Descriptions of Post Fields

#### Title

This is title of your post. You can use any words or phrases. **Avoid using the same title twice as that will cause problems.** You can use commas, apostrophes, quotes, hypens/dashes, and other typical symbols in the post like "My Site - Here's

Lookin' at You, Kid." WordPress will clean it up for the link to the post, called the post-slug.

### **Post Editing Area**

The big blank box where you enter your writing, links, links to images, and any information you want to display on your site. You can use either the Visual or the HTML view to compose your posts.

### **Preview this Post**

Allows you to see how your post will look before officially publishing it.

### **Publish Status**

Shows three states for the post: **Published**, **Pending Review**, and **Unpublished**. A Published status means the post has been published on your site for all to see. Pending Review means the draft is waiting for review by someone else prior to publication. Unpublished means the post has not been published and remains a draft. If you select a specific publish status and then click the Save button, that status is applied to the post. For example, to save a post in the Pending Review status, select Pending Review from the Publish Status drop-down box, and then click **Save**. You can see all posts organized by status by going to **Manage > Posts**.

### **Permalink**

After you save your post, the **Permalink** below the title shows the potential URL for the post, as long as you have permalinks enabled. (To enable permalinks, go to **Settings > Permalinks**.) The URL is generated from your title.

The commas, quotes, apostrophes, and other non-HTML favorable characters are changed and a dash is put between each word. If your title is "My Site - Here's Lookin' at You, Kid", it will be cleaned up to be "my-site-heres-lookin-at-you-kid" as the title. You can manually change this, maybe shortening it to "my-site-lookin-at-you-kid".

### **Save**

Allows you to save your post as a draft rather than immediately publishing it. To return to your drafts later, click the Manage tab, click the Drafts link that appears below the Manage Posts title, and then click your draft post.

### **Publish**

Publishes your post on the site. You can edit the time when clicking the Edit link above the Publish button publishes the post and specifying the time you want the post to be published. By default, at the time the post is first auto-saved, that will be the date and time of the post within the database.

## Press This

The "Press This" function allows quick posting and publishing through the use of a special web browser favorite. You can create a shortcut to allow use of "Press This" from the new post screen. You then activate the function when browsing by selecting the favorite from your web browser favorites list.

## Tags

Refers to micro-categories for your site, similar to including index entries for a page. Posts with similar tags are linked together when a user clicks one of the tags. Tags have to be enabled with the right code in your theme for them to appear in your post.

## Categories

The general topic the post can be classified in. Generally, bloggers have 7-10 categories for their content. Readers can browse specific categories to see all posts in the category. To add a new category, click the **+Add New Category** link in this section. You can manage your categories by going to **Manage > Categories**.

## Excerpt

A summary or brief teaser of your posts featured on the front page of your site as well as on the category, archives, and search non-single post pages. Note that the Excerpt does not usually appear by default. It only appears in your post if you have changed the index.php template file to display the Excerpt instead of the full Content of a post.

## Trackbacks

Trackbacks are way to notify legacy sites that you've linked to them. If you link other WordPress sites, they'll be notified automatically using *pingbacks*. No other action is necessary. For those sites that don't recognize *pingbacks*, you can send a trackback to the site by entering the website address(es) in this box, separating each one by a space.

## Custom Fields

Custom Fields offer a way to add information to your site. In conjunction with extra code in your template files, Custom Fields can modify the way a post is displayed. These are primarily used by plug-ins, but you can manually edit that information in this section.

## Comments & Pings

Options to enable interactivity and notification of your posts. This section hosts two check boxes: **Allowing Comments** and **Allowing Pings**. If Allowing Comments is unchecked, no one can post comments to this particular post. If Allowing Pings is unchecked, no one can post pingbacks or trackbacks to this particular post.

**Password Protect This Post**

Allows you to keep this particular post private so that only those with the password can read it. Be sure and write down the password and keep it in a safe place.