

Exploring the WordPress Dashboard: Adding a Story with Photos

INTRODUCTION

Today's lab activity is to walk through some of the features of the WordPress Dashboard that you can use to post stories and photos, with some coverage of a simple 'workflow' that you'll need to post content on your blog for the course.

ONLINE ACTIVITY

*****PLEASE CHECK OFF EACH STEP AS YOU FINISH IT.**

◆ TASK 1: Download Mock-up Story Text and Sample Images

- ☐ 1) Open a browser on your computer. (Chrome or Firefox is recommended.)
- ☐ 2) Navigate to the reading under **Course Documents** for today on **Week 5** of Blackboard (and also posted to eng208.blogspot.org)
- ☐ 3) Download the **Sample Story** to your Desktop (or Downloads) folder.
- ☐ 4) Download the **Main Sample Photo** link to your Desktop (or Downloads) folder.
- ☐ 5) Download the **Small Sample Photo #1** link to your Desktop (or Downloads) folder.
- ☐ 6) Download the **Small Sample Photo #2** link to your Desktop (or Downloads) folder.

Good work: you now have a sample story with images to upload to your WordPress Dashboard,

◆ TASK 2: Define Categories for Your Blog (for Any Online Pub.)

- ❑ 1) Navigate to your WordPress dashboard:
 ??????.wordpress.com/wp-admin

Remember: this is the URL of your WP blog plus the **/wp-admin** extension.

- ❑ 2) Log in to your WP Dashboard using your **username** and **password**.

- ❑ 3) In the WordPress Dashboard, click on the **Categories** menu item on the left side of your browser window.

Category – WordPress posts / stories are organized into categories. For an online newspaper or magazine, these would be the typical sections for readers, like **News**, **Opinion**, **Arts & Culture**, **Features**, **Sports**, **From the Archives**, etc.

With any blog / online pub. with more more than a few contributors, it's very important to use categories and tags effectively as you post content. (It's harder to add this later, obviously.)

The screenshot shows the WordPress dashboard's 'Categories' management page. On the left sidebar, the 'Categories' menu item is highlighted with a yellow circle. The main content area features a 'Add New Category' form, also circled in yellow, with the 'Name' field containing 'Blog Asgs.'. Below the form, there is a table listing existing categories:

Name	Description	Slug	Count
☐ Blog Asgs.	—	blog-asgs	0
☐ Formal Asgs.	—	formal-asgs	0
☐ Mockups	—	mockups	0
Uncategorized	—	uncategorized	2

At the bottom of the page, a note states: 'Deleting a category does not delete the posts in that category. Instead, posts that were only assigned to the deleted category are set to the category **Uncategorized**. Categories can be selectively converted to tags using the [category to tag converter](#).'

We're going to add 3 new categories for our blogs:

Mockups– For in-class work / mock-ups / ‘practice’ like today
(slugline = mockup)

Blog Asgs. – Use this category for your 7 Blog Assignments
(slugline = blog-asgs)

Formal Asgs. – Use this category for your 2 ‘formal’ journalism assignments
(slugline = formal-asgs)

Uncategorized – (Already set up by default)
(slugline = uncategorized)

Don’t worry: we will still be able to find your work for our class (as long as you label it correctly – ‘Blog Asg. #1,’ etc.) but get used to using categories and tags as you post your work since this is part of WordPress. Organizing and presenting content is really important for any online publication. *You will receive feedback from your instructor if you aren’t doing this as the semester progresses.*

❑ 4) In the **Add New Category** field, type in **Mockups** . Click on the **Add New Category** button.

❑ 5) In the **Add New Category** field, type in **Blog Asgs.** Click on the **Add New Category** button.

❑ 6) In the **Add New Category** field, type in **Formal Asgs.** Click on the **Add New Category** button.

You should see 4 categories in the list of categories on this WP Dashboard screen (including Uncategorized).

◆ **TASK 3: Add Story Text**

❑ 1) In the Dashboard, click on the **Add New** option under **Posts**.

❑ 2) In the **Windows Explorer**, locate the **sample_story.txt** file you downloaded in Task 1.

❑ 3) **Double click** to open that file. Select all the text in your editor (Ctrl-A). Then copy the text to the clipboard (Ctrl-C).

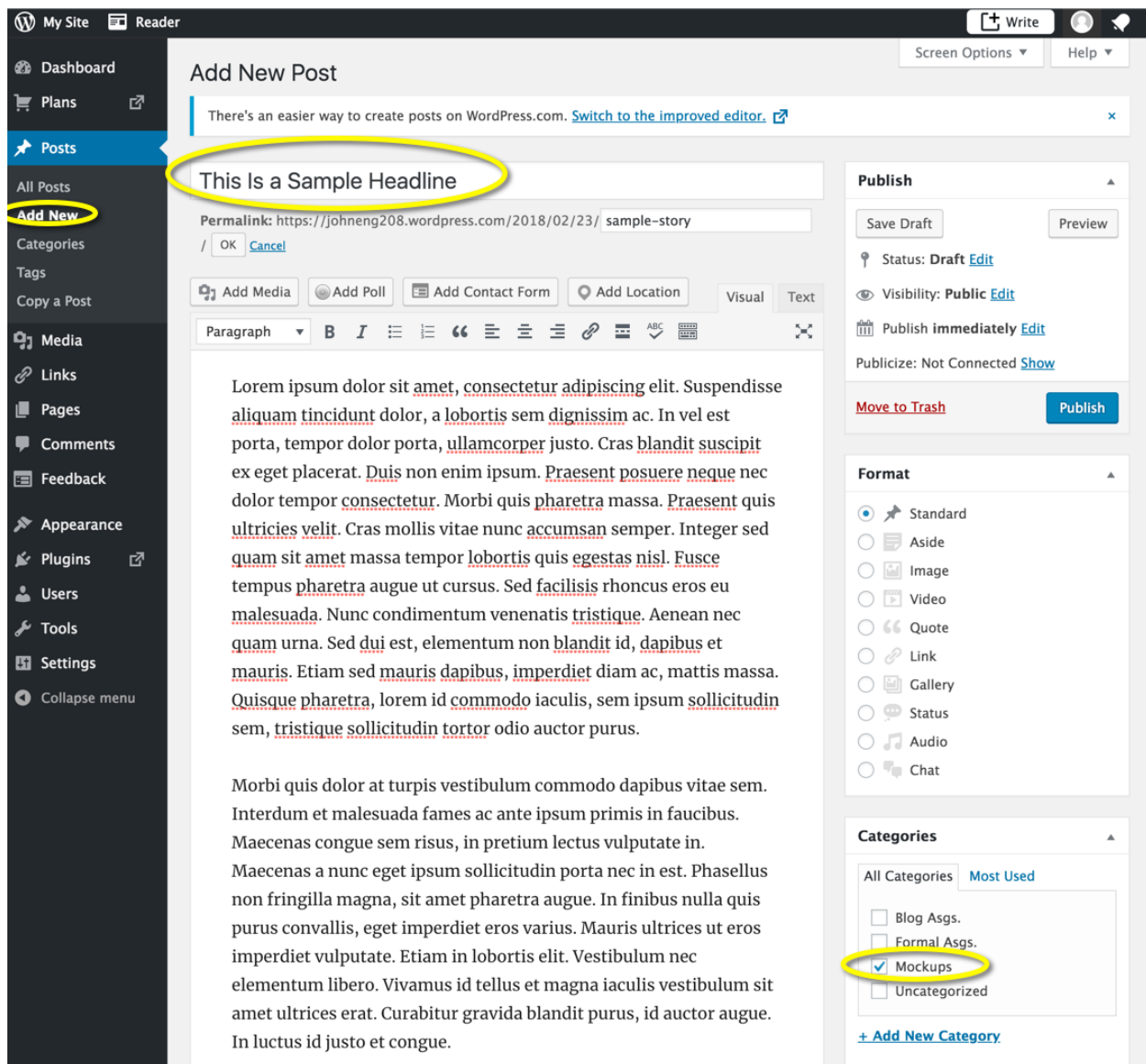
❑ 4) Back in the **Add New Post** window in the WP Dashboard, paste your text into the editor window (Ctrl-V).

NEW DEFINITION

‘Lorem ipsum’ – When you mock up a website, you usually don’t have actual copy or text, so designers and web developers have long used a ‘public domain’ Latin text named ‘Lorem ipsum’ to show how text will look. Our sample story today (at 500 words) has been generated here: www.lipsum.com. You can use this website (or similar ones) any time you need sample text.

Adding a Headline (The Title of Your Post)

❑ 5) In the textbox above your story text, type in **This Is a Sample Headline** .



The screenshot shows the WordPress 'Add New Post' interface. On the left sidebar, the 'Add New' link is circled in yellow. The main title field contains 'This Is a Sample Headline', which is also circled in yellow. The post content area contains two paragraphs of Lorem Ipsum text. The right sidebar shows the 'Publish' and 'Format' sections. In the 'Format' section, the 'Mockups' option is selected and circled in yellow.

NEW DEFINITIONS

permalink – Permalinks are just ‘permanent’ URLs for linking / sharing to stories on WordPress. You will see that WP automatically generates a permalink based on the story date and title. You can edit this for readability, but you would usually try to keep the date in the link (unless your media organization has a different way to organize links – see slugs, above).

slug – A WordPress post **slug** is part of a story’s web address or **permalink**. Each category has a different slug, which can be added to web address (URL) of each post / story automatically:

john208.wordpress.com/uncategorized/welcome/

By default, the free version of WP uses dates as part of the URL, not the slugs for each category, but customizing slugs in URLs can be a way to organize content better for online newspapers and magazines (like *The Bridge*, for example). You want to know what this term means.

shortlink – WordPress can generate shortlinks (very short URLs just like bit.ly/???? or goo.gl/???? URLs to make them easier to share with readers and other websites. If you click the **Get Shortlink** button, you’ll get a shortlink for your story / post. It’s not human-readable, but it’s a good way to share links on Twitter and other social media.

◆ TASK 4: Adding Categories and Tags

Adding a Category

- ❑ 1) On the lower-right side of the WP Dashboard, find the list of **Categories**. Click on the checkbox for **Mockups** to select this category for our sample story.

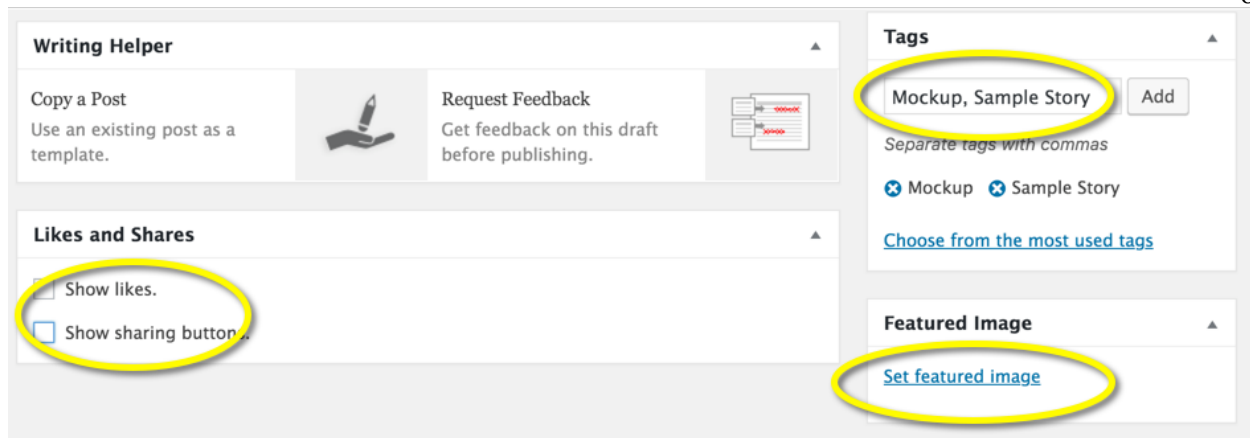
Add Tags

- ❑ 2) Below the list of **Categories**, type in a comma-separated list of **Tags**:

Mockup, Sample Story

Click on the **Add** button.

*** Make a mental checklist to do all these steps each time you post. It’s harder to go back and fix categories and tags.



Turn Off Sharing (Recommended)

❑ At the bottom of the screen, click on the **Show likes** checkbox to de-select it. Click on the **Show sharing button** to de-select that. We don't need these features right now.

◆ TASK 5: Preview / Edit

❑ 1) You'll need to scroll up to the **Publish** section of the Dashboard to find the **Preview** button. Click on that to preview your mockup story so far.

John's ENG 208 Blog

[Home](#) [Contact](#)

This Is a Sample Headline



johneng208
February 23, 2018
Mockups
Mockup, Sample Story
[Edit](#)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse aliquam tincidunt dolor, a lobortis sem dignissim ac. In vel est porta, tempor dolor porta, ullamcorper justo. Cras blandit suscipit ex eget placerat. Duis non enim ipsum. Praesent posuere neque nec dolor tempor consectetur. Morbi quis pharetra massa. Praesent quis ultricies velit. Cras mollis vitae nunc accumsan semper. Integer sed quam sit amet massa tempor lobortis quis egestas nisl. Fusce tempus pharetra augue ut cursus. Sed facilisis rhoncus eros eu malesuada. Nunc condimentum venenatis tristique. Aenean nec quam urna. Sed dui est, elementum non blandit id, dapibus et mauris. Etiam sed mauris dapibus, imperdiet diam ac, mattis massa. Quisque pharetra, lorem id commodo iaculis, sem ipsum sollicitudin sem, tristique sollicitudin tortor odio auctor purus.

Morbi quis dolor at turpis vestibulum commodo dapibus vitae

****Hint:** You can Preview / Edit many times to get a story right before you publish it!

Get used to the workflow of using multiple tabs / windows in a browser for previewing / editing.

◆ TASK 6: Adding a Main Photo with Caption

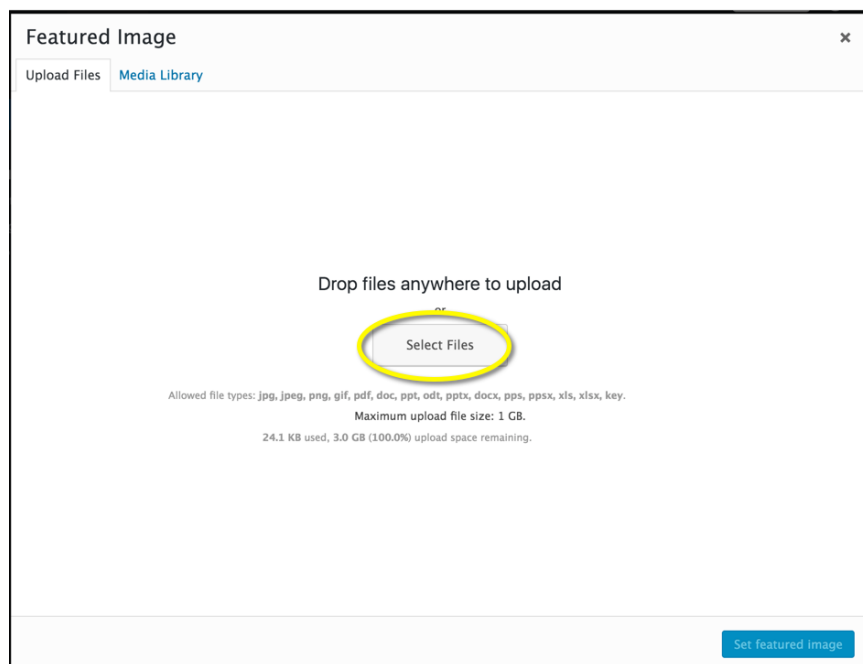
❑ 1) Now navigate to the open tab / window with the **Add New Post** screen in the WP Dashboard.

When you preview a post / story, WP doesn't close the edit window, which makes it much easier to make and review changes multiple times.

❑ 2) At the lower left of the screen, locate the **Add Featured Image** option. You will have to scroll all the way down to find this option.

❑ 3) Click on the Set featured image option.

We will now upload 3 photos for our story from your computer. You downloaded these in Task 1.



❑ 4) Click on the **Select Files** button on the **Upload Files** tab of the screen pictured above.

- ❑ 5) In the dialog box, locate and select the 3 photos that you downloaded in Task 1. These should be on your Desktop or in your Downloads folder:

main_photo.jpg
 detail_photo1.jpg
 detail_photo2.jpg

Make sure you select all 3 files to save time.

- ❑ 6) After you have selected and opened these files, they will appear in your **Media Library** tab in the WP Dashboard.

Featured Image

Upload Files Media Library

Images All dates Search media items...

ATTACHMENT DETAILS

main_photo.jpg
 February 23, 2018
 382 KB
 718 × 476
[Edit Image](#)
[Delete Permanently](#)

URL <https://johneng208.files.w>

Title LaGuardia

Caption This is a caption for a photo. Include photo credits and copyright info.

Alt Text laguardia

Description The lobby in Shenker Hall / Main Building at LaGuardia

Set featured image

Select the **main_photo** (pictured above) and choose a caption for your photo. The other fields – like Alt Text and Description are important too. (Don't leave them blank.)

****Hint:** WordPress generously gives you 3GB of free storage space. This should be plenty for your photos for our class. Later, we will show you how to host podcast (audio) or video files elsewhere to conserve space.

❑ 7) Click on the **Set featured image** option.

❑ 8) Next, click on the **Preview** button to view the photo that accompanies your story. (Or you just navigate to the previously opened tab / window with the preview of your story and hit refresh in your browser – that works too.)

You should now see the main photo that accompanies the sample story!

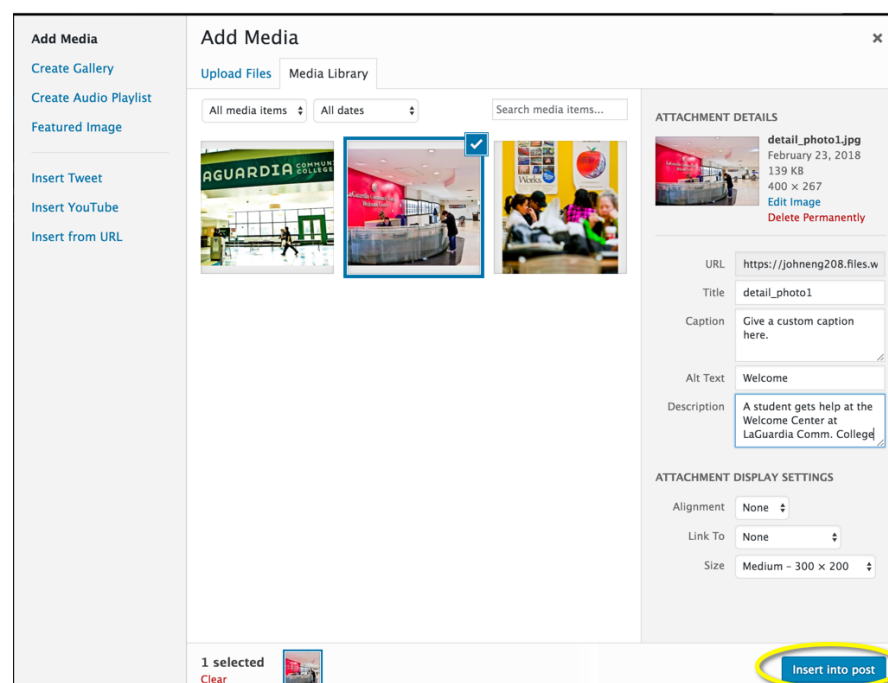
◆ TASK 7: Adding Inline Photos (Smaller Images)

You can also show other (smaller) images alongside your text in your stories. You can do this for your 'Profile of a Place' piece.

❑ 1) Now navigate to the open tab / window with the **Add New Post** screen in the WP Dashboard.

❑ 2) We'll place two photos in the middle of the story. First, in the edit window, scroll down to between the 2nd and 3rd paragraphs. Place the cursor at the beginning of the 3rd paragraph.

❑ 3) Now locate the **Add Media** button at the top of the Dashboard. Click on this button and then select the first detail photo (**detail_photo1**) – pictured below. You should also fill in a sample caption and other fields.



- ❑ 4) Next, click on the **Insert into post** button to place this image inside your post.
- ❑ 5) Find the photo in your story and select the **Right Align** button to let the text 'flow' around it on the left side.



- ❑ 6) Next, scroll down to between the 4th and 5th paragraphs. Place the cursor at the beginning of the 5th paragraph.
- ❑ 7) Once again, locate the **Add Media** button at the top of the Dashboard. Click on this button and then select the first detail photo (**detail_photo2**) – pictured below. As before, you should also fill in a sample caption and other fields.

Add Media ✕

[Upload Files](#)
[Media Library](#)

All media items ▾
All dates ▾

ATTACHMENT DETAILS

detail_photo2.jpg
February 23, 2018
181 KB
300 × 459
[Edit Image](#)
[Delete Permanently](#)

URL
Title
Caption
Alt Text
Description

ATTACHMENT DISPLAY SETTINGS

Alignment
Link To
Size

1 selected

[Clear](#)
[Insert into post](#)

❑ 8) Next, click on the **Insert into post** button to place this image inside your post.

❑ 9) Find the photo in your story and select the **Left Align** button to let the text 'flow' around it on the right side.

****Hint:** Web reading means that the LEFT and TOP sides of any web page are more important areas, so if you wanted to highlight a photo a bit, you'd put it on the left and let the text flow around it on the right. In this example, the photo becomes a bit more important because it's on the left.

Add Media
 Add Poll
 Add Contact Form
 Add Location

Visual

Text

Paragraph

B *I*

malesuada magna nec arcu dignissim varius. nulla posuere

facilisis neque quis cursus. Pellentesque in erat vel nisl

congue vulputate vel ac massa. Nunc efficitur diam velit, ac

ultrices orci rutrum eget. Aenean pulvinar sem justo, nec

elementum neque consequat vitae. Interdum et malesuada

fames ac ante ipsum primis in faucibus. Mauris scelerisque

orci velit, vel eleifend orci viverra ut. Fusce congue dui at ante

consectetur viverra

Write a custom caption here

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

Nullam congue porttitor lorem, vel aliquet tellus vulputate eget.

Suspendisse tempus convallis enim, vel efficitur dui

ullamcorper vel. Suspendisse et iaculis odio, vitae efficitur libero.

Cras id eros sed turpis lacinia eleifend ut vel ipsum.

Vestibulum in magna est. Duis facilisis nisi mi, eu cursus risus

volutpat eu. Lorem ipsum dolor

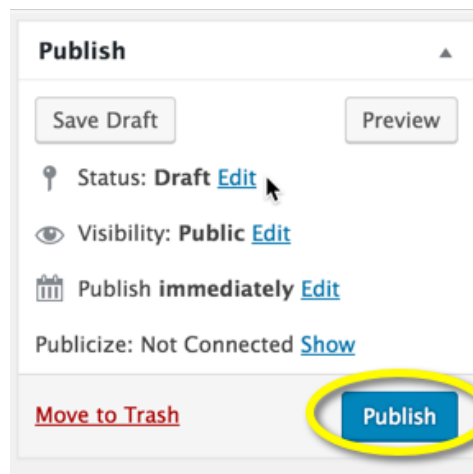
sit amet, consectetur adipiscing elit. Praesent nec neque ac

ligula dictum cursus in at nisl. Aliquam maximus neque a

dignissim sollicitudin. Integer at orci quis est laoreet iaculis

◆ TASK 8: Publish Your ‘Live’ Mockup Story

❑ 1) Scroll up to the **Publish** section of the Dashboard to find the **Preview** button. Click on that to preview your mockup story so far. Once you are satisfied that your story looks all right, you can publish it by clicking on the **Publish** button.



****Hint:** Remember, you can always edit a published story. (*IRL, however, it's a big deal to do this at a major media organizations and 'professional' blogs – and it should almost never happen, but we won't worry about it for our class.* It's just a good idea to realize your work is being published on the public Internet, with all the powers and responsibilities that entails. **Use Preview, not Publish, as you edit and improve stories.**)

◆ TASK 12: Finishing Up

❑ 1) If you didn't get finished, you can finish up at home. (You might improve your photo captions, etc.) You can even make a 2nd (or 3rd) mockup story using the sample text and custom photos. You can take copies of the sample photos to your USB drive. All the files for this exercise are posted under **eng208.blogsite.org**.

Congrats! You can use the above techniques for all our blog assignments for the course, including Formal Asg. #1 – 'Profile of a Place' with Photos, which will be given out next week. You're ready to post all your work for this course on WordPress.

(~45+ min.)