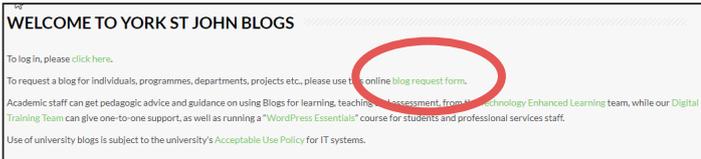


# WordPress: Getting started in YSJ WordPress

## Getting a blog

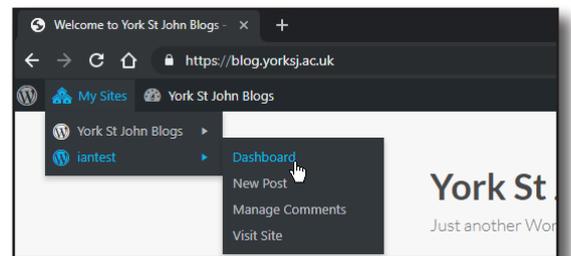
Before a blog can be created, you must visit [blog.yorksja.ac.uk](https://blog.yorksja.ac.uk) and log in with your standard YSJ username (e.g. firstname.lastname) and password. You won't be able to do anything until either Digital Training or IT have created your personal blog.



If you are part of an organised session then Digital Training will create your blog in time for the session. If you are working independently, fill in the form which will go to IT for them to create the blog for you.

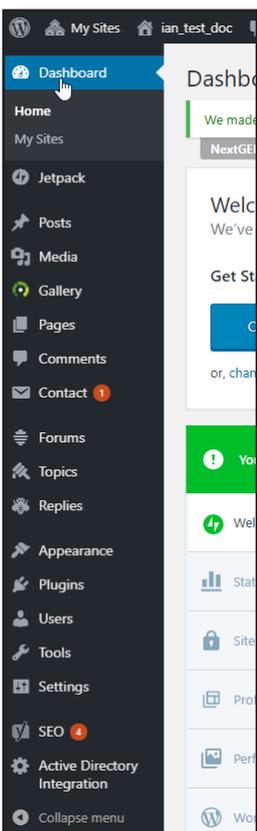
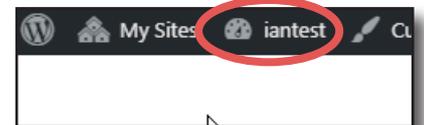
## Locating your WordPress blog

Hover on **My Sites** and move down past York St John Blogs and you should see the blog that you have requested. Click on **Dashboard**. The **dashboard** is the behind the scenes area that only you have access to.



Once you have gone to your site, you can click on the **house** icon to see the **public view** of your blog. This site is available to anyone on the internet.

You can switch back to the dashboard view using the **speedometer** icon.



## Overview of WordPress Dashboard

**Posts** are blog posts. WordPress is firstly a blogging platform. You can build a blog that you update with a new post each day or week.

An alternative use of posts is to categorise them to provide themed collections.

**Media** is where pictures and documents are held. Video should be stored elsewhere and embedded in as there is limited storage on WordPress.

**Pages** are used to provide base content such as an About Me page or welcome page.

**Comments** on blog posts can be managed.

**Forums, topics and replies** are old style forums.

**Appearance** controls the overall theme of the WordPress site to change the look and feel as well as details such as colours. The content of the site (posts and pages) are separate to the way they appear.

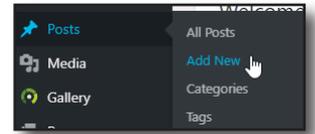
**Plugins** can add extra functions

**Users** only need to be added for co-editors of the site. All sites are publically available on the internet.

**Settings** controls key aspects of WordPress behaviour.

# Posts

Posts are either used to create an online diary with the most recent posts shown at the top or, by using categories, creating a series of articles that can be viewed by topic.

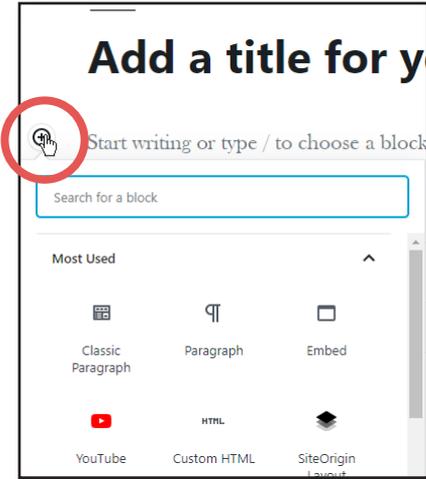


Hover on Posts and click on Add New. The post editor is block based starting with a title block.

If you want to use the older Classic editor or if you see the classic editor which has title and content box together and you don't want to use it see page 4 for instructions.

Add a Title and then hover underneath the left hand side of the title to add your next block. There are many different types but the Classic Paragraph block is best not used as it is not responsive and can't have other blocks beneath it.

Posts can be made up of many blocks.



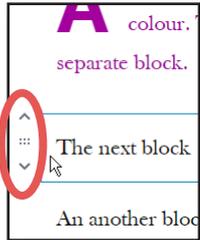
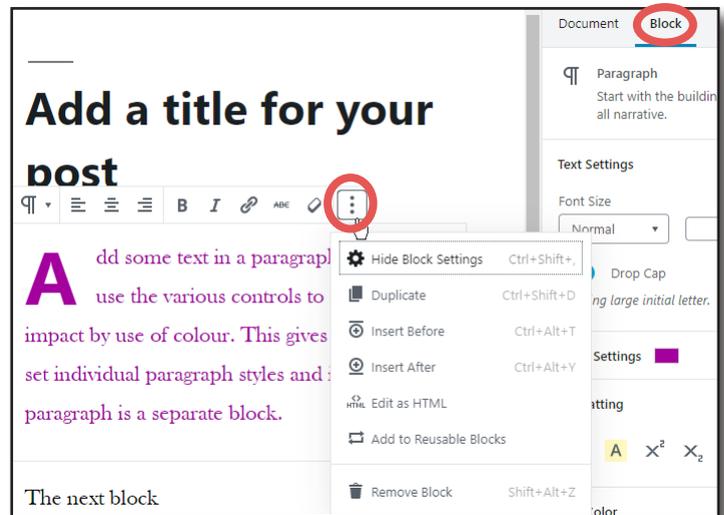
## Paragraph Block

Basic text options are available at the top of the block

More options are on the Block menu on the right-hand side

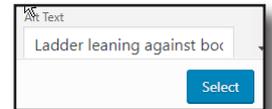
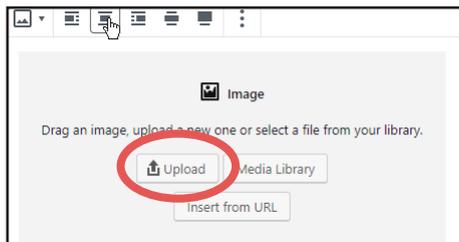
The 3 dots options menu includes remove block

Blocks can be re-ordered using the controls on the left.



## Image Block

Images have to be uploaded to the media library and should be added with Alt text to describe them to increase accessibility. Blog sites are publicly available so consider copyright implications.

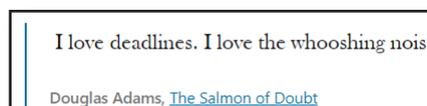
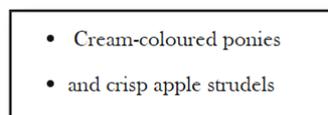


## Other blocks

Youtube, Vimeo, Custom HTML can be used to add video embedded from other platforms. See separate document.



Others include: Heading, List, Quote, button, gallery and many more



## Publishing a post

Once the content of the post is ready, you need to publish to make it appear on your blog site.

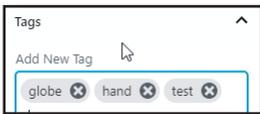
Posts are public and published immediately but the date can be amended to change the final order of the posts.

The **document** pane on the right has options for the whole post.

Before you publish, it is good practice to select at least one category. New categories can be added.

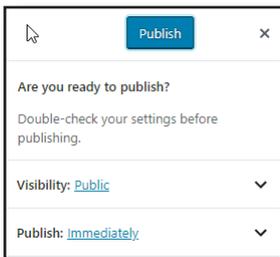
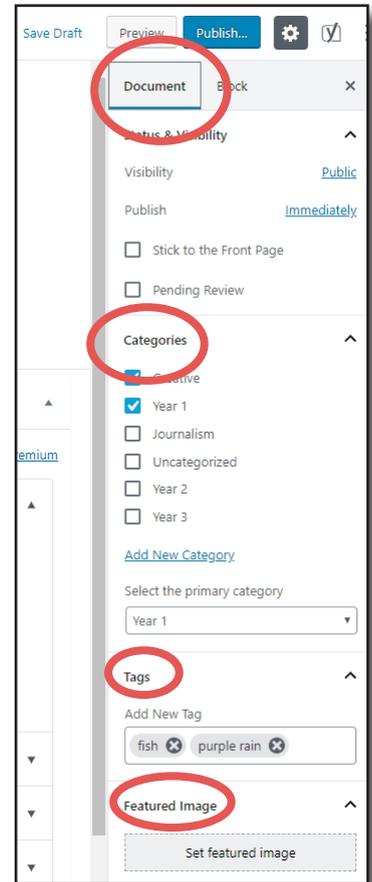


The **categories** can be used as an easy way to make thematic menus e.g. selecting posts by year and then type of post to show only the relevant posts. See our leaflet on **WordPress: Themes and menus**



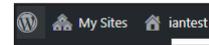
Items can be **tagged**. These are more informal than categories but can be used by readers to find similar posts. Add any key words or phrases with commas in between.

**Featured images** only need to be set for some themes (see sheet **WordPress: Themes and menus**). A picture is set which is used as a thumbnail for the post.

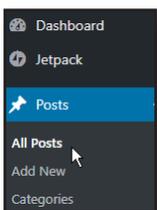


Click the **Publish** button. You will have to press it again to confirm.

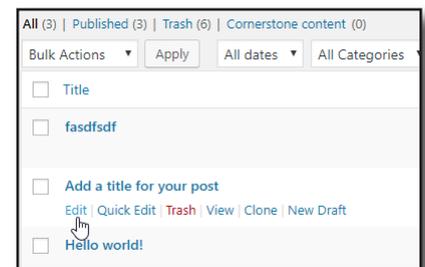
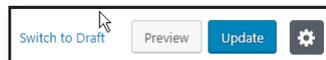
The post is now live on your blog pages, use the **house** icon at the top to view your site.



## Editing a post



Clicking on posts on the left menu brings up a list of all the posts. Hover on a post to bring up Edit. You will have to Publish again for the amendments to go live.

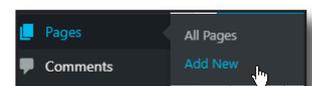


## Adding pages

A page is different from a blog post because it will stay in one place and will show up in your site navigation (in most themes). Most people start with an About page that introduces them to potential site visitors. You can create as many pages as you want. Note that Pages do not appear on menus automatically in the default theme of Twenty Nineteen. See our other leaflet on WordPress: Themes and menus.

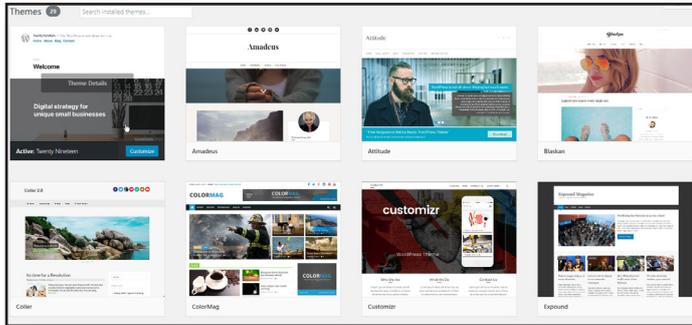
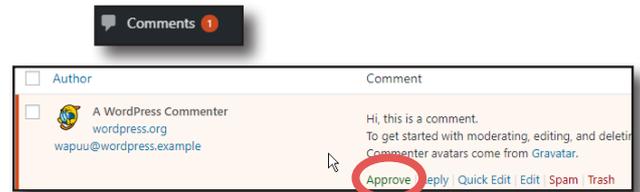
Create a page by hovering on the Pages on the left and clicking on **Add New**.

Adding blocks, publishing and editing pages is the same as for posts.



# Handling Comments

Comments can be added by anyone to posts. They are held for moderation. Click on **comments** and then hover on the comment to **Approve** so others can see the comment. Other options are available. The default is that once a person has had one comment approved, they can make other comments without needing approval. This can be changed the discussion **settings**.



# Appearance

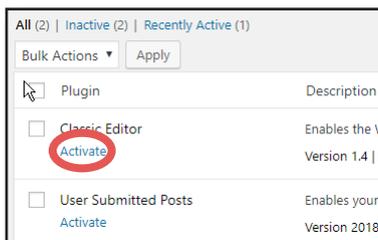
A major part of a blog site is the appearance. This is separate to the content but under some themes content such as pages may not be visible until changes have been made to menus. Once a theme is chosen customisations such as colours can be made. Please see our separate sheet on **WordPress: Themes and menus**.

# Settings

Settings control features of the dashboard and the blog site. Most settings will not need changing.

# Users

Users only need to be added if they are intended to co-edit the blog site. There are different levels available from the lowest Subscriber up to Administrator. Note that users must have logged in to WordPress at least once before they can be added as a user.



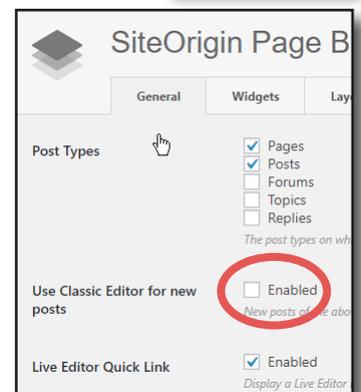
# Using the classic editor

If you prefer to use the older classic editor you will need to activate the plugin. Click on **Plugins** and then, under Classic Editor, click **Activate**. There will be no options for blocks, just a title and body for each post. To turn off, click **Deactivate**.



# Turning off Classic Editor for new posts

If you see the classic editor just for new posts and it then turns into the block editor when editing, the setting is in Settings and Page Builder. Turn off the tick next to Use Classic Editor for new posts.



# Other help

These instructions are based on York St John WordPress installations. See also our leaflets on:

WordPress: Themes and menus

&

WordPress: Adding video to posts