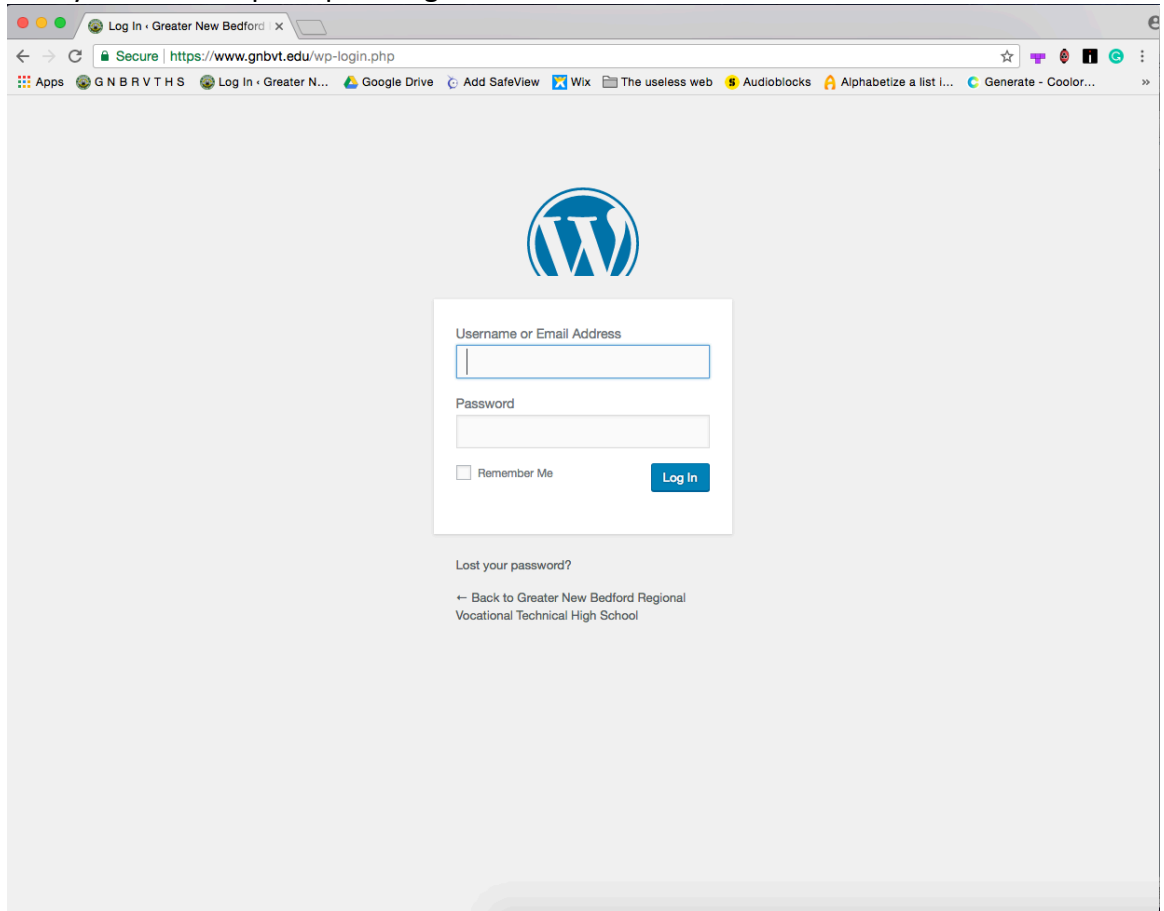
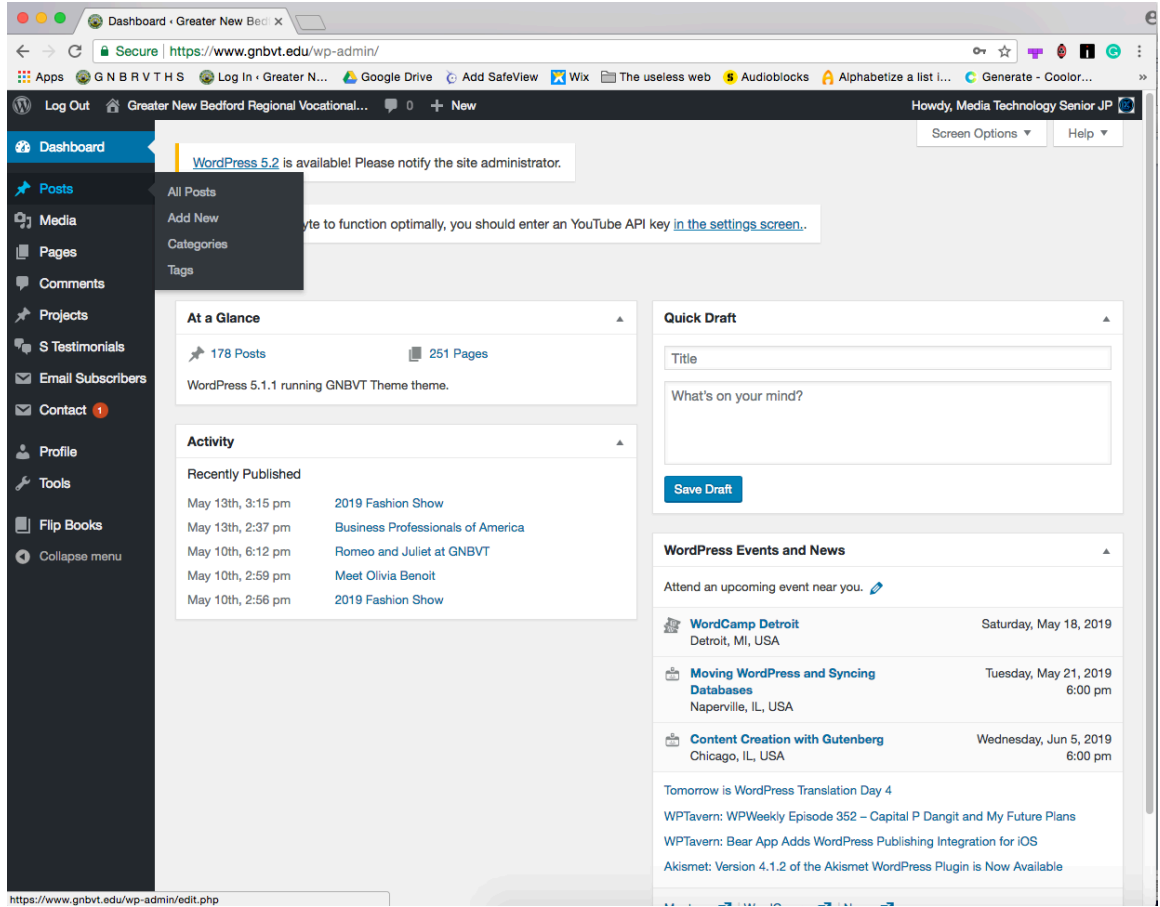


1. First you want to open up the login to the back end of the website



2. Once the dashboard is open you would want to open up the post tab



3. In the tab next to the header POSTS there is a button called **add new** click on that to create your first post

The screenshot shows the WordPress admin interface for Greater New Bedford Regional Vocational Technical School. The 'Posts' menu item is selected in the left sidebar. The main content area displays a list of posts under the 'Drafts' filter. The 'Add New' button is visible above the list.

WordPress 5.2 is available! Please notify the site administrator.

For WP YouTube Lyte to function optimally, you should enter an YouTube API key in the settings screen.

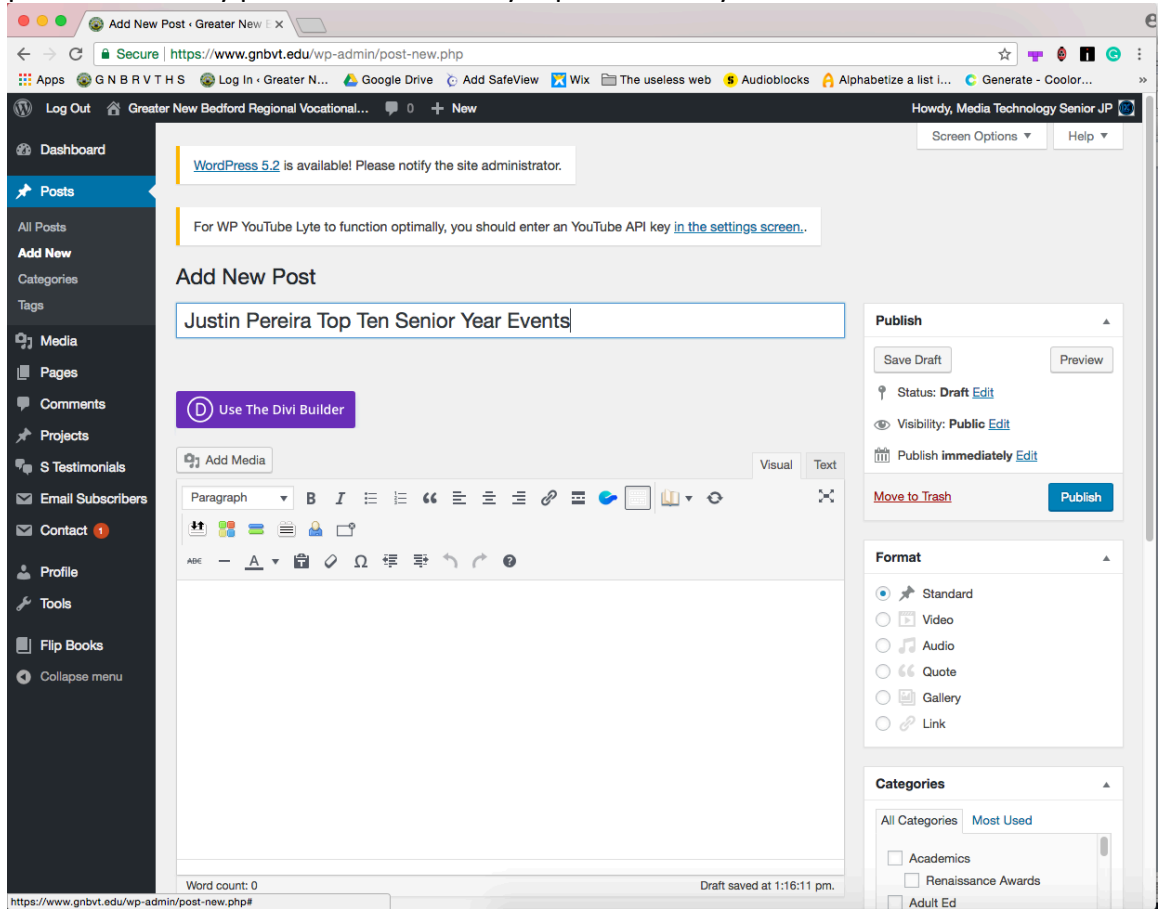
Posts [Add New](#)

All (199) | Mine (15) | Published (178) | Drafts (21) | Trash (37)

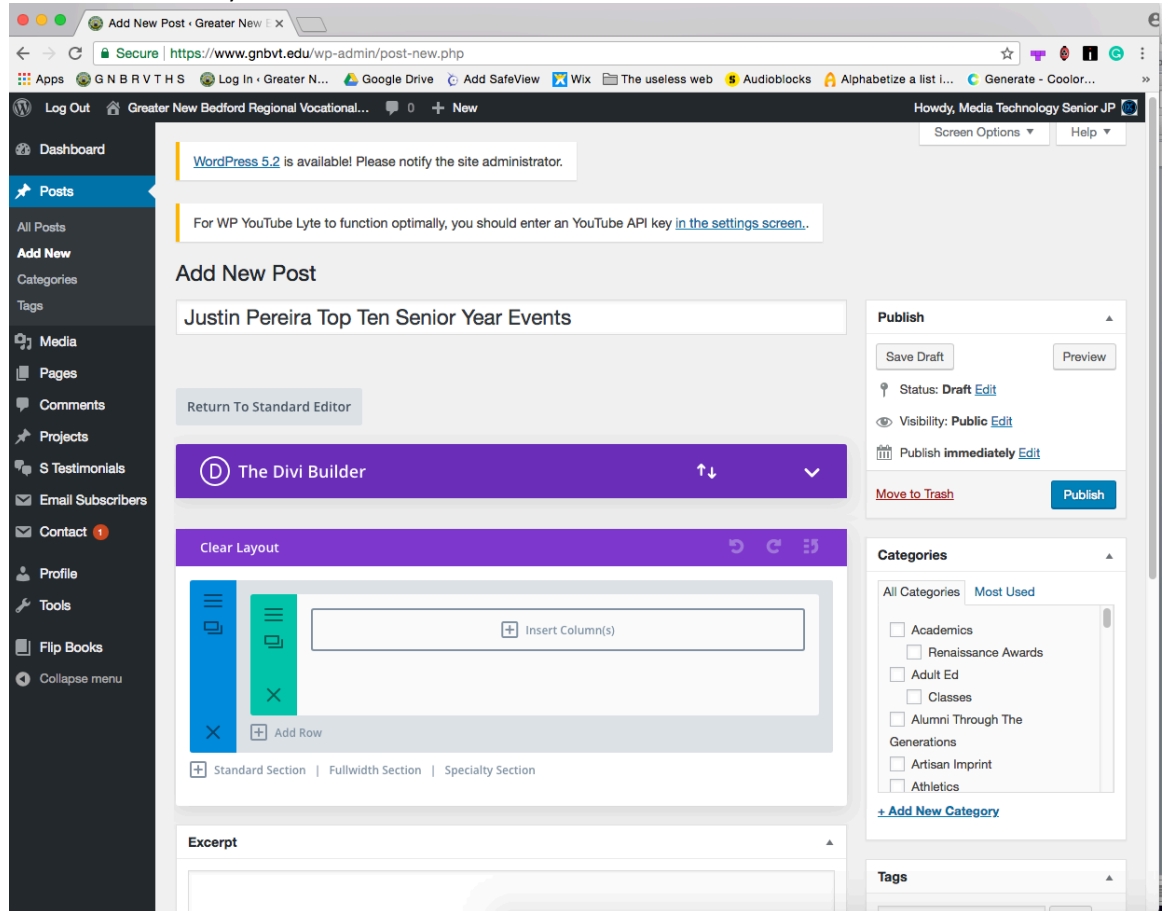
Bulk Actions Apply All dates All Categories Filter 199 items 1 of 10

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	Media Technology Senior VB is currently editing VB Top 10 Events from Senior Year – Draft	Media Technology Senior VB	Template	–	–	Last Modified 2019/05/15
<input type="checkbox"/>	MVA New Teacher Award Recipient – Ms. Hipolito – Draft, Divi	Media Technology Senior JC	Awards, GNBVT Family, GNBVT Family, May 2019	hipolito, massachusetts, ms. hipolito, mva, new teacher award, painting and design, teaching, visual design	–	Last Modified 2019/05/14
<input type="checkbox"/>	Test – Draft, Divi	Michael Barth	Templates	–	–	Last Modified 2019/05/14
<input type="checkbox"/>	JC AM AR SW Year of the Bear (highlights) – Draft, Divi	Amaia Melo	Templates	–	–	Last Modified 2019/05/14
<input type="checkbox"/>	Memories of 2018-2019 – Draft, Divi	Abby Arruda	Templates	–	–	Last Modified 2019/05/14
<input type="checkbox"/>	(no title) – Draft	Bryce Talbot	Templates	–	–	Last Modified 2019/05/14
<input type="checkbox"/>	Dean's Awards – Draft, Divi	ME Technology Senior NO	Templates	–	–	Last Modified 2019/05/14

4. First step to creating a new post is to enter a title so users can know what your post is about. My post will be about my top ten senior year events



5. When working on wordpress its easier to use the divi builder (Divi builder is a pre - coded divi class)



6. You want to place your post into a category and tags so users can find your posts within the website or even using their search engine

Categories

All Categories Most Used

- Class 2019
- Class 2020
- Class 2021
- Class 2022
- Clubs
- Events
- Freshman
- GNBVT Family

[+ Add New Category](#)

Tags

Separate tags with commas

- gnbvt class of 2019
- sneior class of 2019
- web design final web design
- walkthrough tutorial
- website creation

[Choose from the most used tags](#)

7. To the right of the tags is an excerpt. An excerpt is a short sentence that provides context to the post you are creating.

Excerpt

This is a student made a post to talk about their senior year events and to provide a tutorial of how to create a WordPress post.

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Custom Fields

Name	Value
Field:	
Name	

Tags

Separate tags with commas

- gnbvt
- class of 2019
- senior class of 2019
- web design final
- web design
- walkthrough
- tutorial
- website creation

[Choose from the most used tags](#)

8. After that you would want to create a feature image. The size for it is 445px X 300px. In Mine I used the school colors. A Feature image is A WordPress theme feature, which allows theme developers to add support for using a representative image for posts, pages, or custom post types.

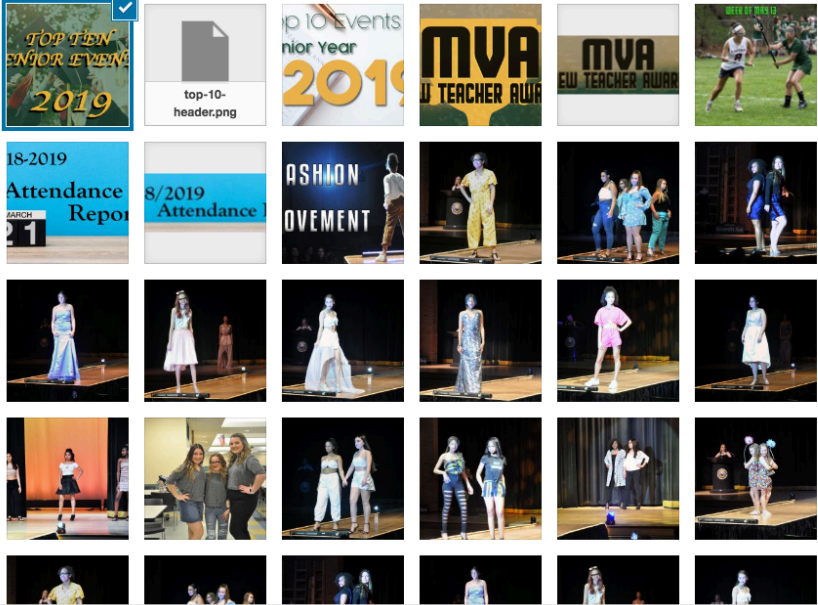


9. After you create a feature image you would want to upload it onto the website. You need to click **Set featured image**. Then click upload media in the top right and drop your image in there.

Featured Image

Upload Files | Media Library

Images | All dates | Search media items..



ATTACHMENT DETAILS

Untitled-1-1.jpg
May 15, 2019
63 KB
445 by 300 pixels
[Edit Image](#)
[Delete Permanently](#)

URL:

Title:

Caption:

Alt Text:

Description:

Smush: 9 images reduced by 7.9 KB (4.8%)
Image Size: 63.3 KB

[View Stats](#)

Required fields are marked *

Slide link:

Shortcodes Ultimate
Use this field to add custom links to slides used in the gallery

[Set featured image](#)

10. After you add your image into the website you want to add 2 things: A Title for the picture and the alt text for accessibility. Once done you can click set featured image and you are complete with this step.

ATTACHMENT DETAILS

Untitled-1-1.jpg
May 15, 2019
63 KB
445 by 300 pixels
[Edit Image](#)
[Delete Permanently](#)

URL

Title

Caption

Alt Text

Description

Smush 9 images reduced by 7.9 KB (4.8%)
Image Size: 63.3 KB

Required fields are marked *

Slide link

Shortcodes Ultimate
Use this field to add custom links to slides used

11. To start Creating your post you want to layout your website. Click on Insert column and choose your column. I chose the full with one so I can place my title in it.

The screenshot shows the WordPress Divi Builder interface for editing a post titled "Justin Pereira Top Ten Senior Year Events". The main content area is a purple bar with "The Divi Builder" logo and a "Clear Layout" button. Below this is a white box with "Insert Column(s)" and "Add Row" buttons. The right sidebar contains the "Publish" section with "Save Draft", "Preview", "Status: Draft", "Visibility: Public", and "Publish immediately" options. Below that is the "Categories" section with a list of categories including "Class 2019", "Academics", "Renaissance Awards", "Adult Ed", "Classes", "Alumni Through The Generations", and "Artisan Imprint". The "Tags" section is also visible at the bottom right.

Justin Pereira Top Ten Senior Year Events

Permalink: <https://www.gnbvt.edu/justin-pereira-top-ten-senior-year-events/> Edit

Return To Standard Editor

The Divi Builder

Clear Layout

Insert Column(s)

Add Row

Standard Section | Fullwidth Section | Specialty Section

Excerpt

This is a student made a post to talk about their senior year events and to provide a tutorial of how to create a WordPress post.

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash Publish

Categories

All Categories Most Used

Class 2019

Academics

Renaissance Awards

Adult Ed

Classes

Alumni Through The Generations

Artisan Imprint

+ Add New Category

Tags

Add

12. After I chose my column I clicked insert module and chose Text to place my title in it and in the content box I wrote Top Ten Senior Moments By: Justin Pereira. I bolded, centered and made my text in to Heading #1. (Their can only be one header 1) After You can Save & Exit

Justin Pereira Top Ten Senior Year Events

Permalink: <https://www.gnbvt.edu/justin-pereira-t...nior-year-events/> Edit

Return To Standard Editor

The Divi Builder

Clear Layout

Insert Module(s)

Standard Section | Fullwidth Section | Specialty Section

Excerpt

This is a student made a post to talk about their senior year events and to provide a tutorial of how to create a WordPress post.

Text Module Settings

Content Design

Text

Content:

ADD MEDIA

Visual Text

Heading 1 B I [List Icons] [Link Icon] [Image Icon] [Media Icon]

ABC - A [Color Picker] [Link Icon] [Undo Icon] [Redo Icon]

Top Ten Senior Moments
By: Justin Pereira

Here you can create the content that will be used within the module.

Save & Exit

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Move to Trash Publish

Categories

All Categories Most Used

Class 2019

Academics

Renaissance Awards

Adult Ed

Classes

Alumni Through The Generations

Artisan Imprint

[Add New Category](#)

Tags

Add

13. Once in a while you want to preview your page to see how it looks. Preview is to the right of save draft. Another thing you want to do once every change. You can keep the preview open in another tab.

Publish

Save Draft Preview

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

Publish **immediately** [Edit](#)

[Move to Trash](#) Publish

English

Justin Pereira Top Ten Senior Year Events

by Media Technology Senior JP | May 15, 2019 | Class 2019

Top Ten Senior Moments

By: Justin Pereira

Preparation Passion Perseverance

JOIN OUR NEWSLETTER

Subscribe now to get latest news from Greater New Bedford Regional Vocational Technical High School

Name

Enter Name

14. After I'm going to start with my top ten events. I created another column with the 1/2 instead of the full width for my text then images. I did this by clicking Add Row below the first column.

Clear Layout ↶ ↷ ⋮

The interface shows a vertical toolbar on the left with icons for menu, copy, grid, and close. A teal sidebar contains icons for menu, copy, grid, and close. The main workspace contains a single dark grey 'Text' module with a close button. Below the module is a '+ Insert Module(s)' button. At the bottom of the workspace is a '+ Add Row' button.

+ Standard Section | Fullwidth Section | Specialty Section

Insert Columns ×

New Row

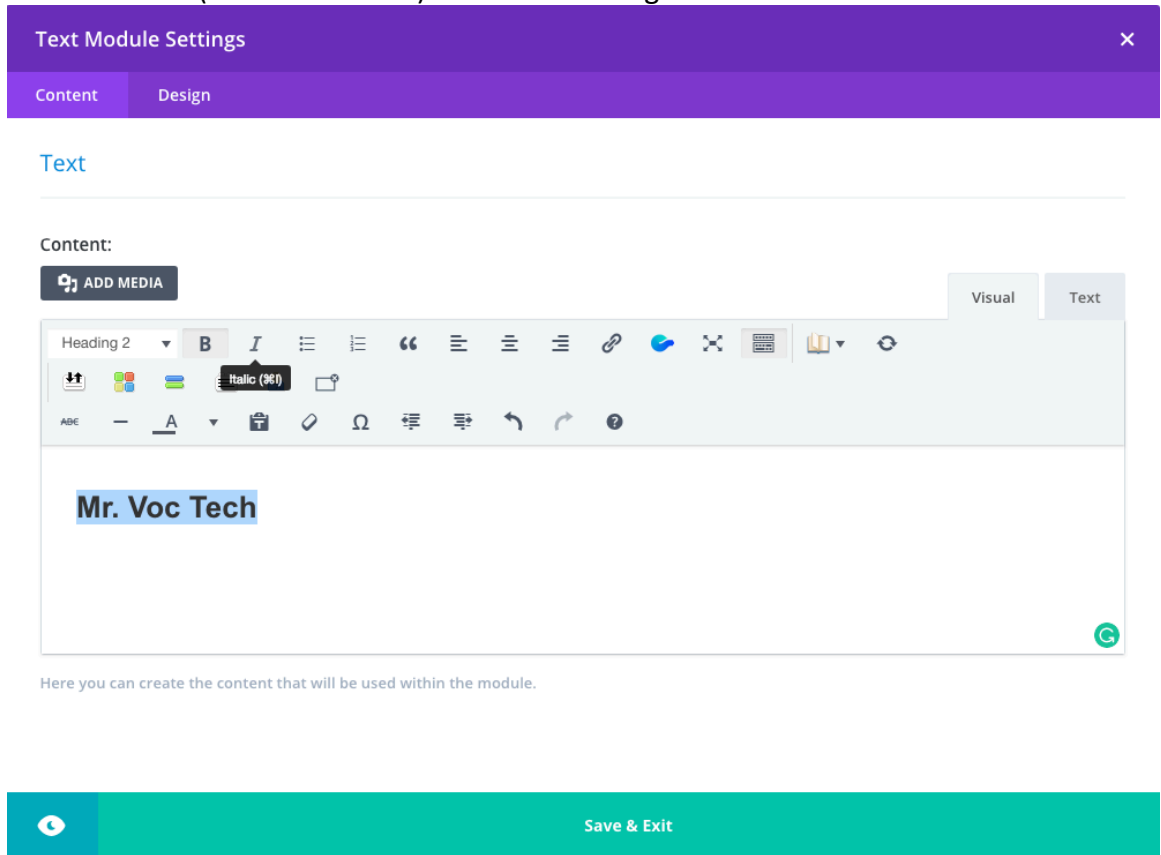
A row of teal buttons representing column widths: a solid teal bar, two '1/2' buttons, three '1/3' buttons, and four '1/4' buttons.

The interface shows the same vertical toolbar and teal sidebar. The main workspace contains two dark grey modules: 'Text' and 'Image', each with a close button. Below each module is a '+ Insert Module(s)' button.

15. Next I inserted the two modules for the text and image. After I clicked the double box to the left of the row 9 times to duplicate them for my events.



16. For the text all I did was open it just like the title and wrote all my events into each text box. (ex.Mr. Voc Tech) I made it heading #2 and bolded it.



The screenshot displays the 'Text Module Settings' window, which is divided into 'Content' and 'Design' tabs. The 'Text' tab is active, showing a rich text editor. The editor's toolbar includes options for heading levels (currently set to 'Heading 2'), bolding, italicizing, bulleted and numbered lists, indentation, quote, link, unlink, table, insert, and undo. The text 'Mr. Voc Tech' is entered in the editor and is highlighted in blue, indicating it is selected. Below the editor, a green circular icon is visible. At the bottom of the window, a teal bar contains a white eye icon and the text 'Save & Exit'. A small grey box with 'ADD MEDIA' and a plus icon is located above the editor toolbar. The text 'Content:' is positioned above the 'ADD MEDIA' button. The text 'Visual' and 'Text' are also visible as sub-tabs on the right side of the editor toolbar.

Text Module Settings

Content Design

Text

Content:

ADD MEDIA

Visual Text

Heading 2 B I [List Icons] [Quote Icon] [Link Icon] [Unlink Icon] [Table Icon] [Insert Icon] [Undo Icon]

Mr. Voc Tech

Here you can create the content that will be used within the module.

Save & Exit

17. After I clicked on the image module clicked upload image. After I uploaded all my images I added the title and alt to all of them and repeated all ten times.

Image Module Settings ×

Content Design

Image

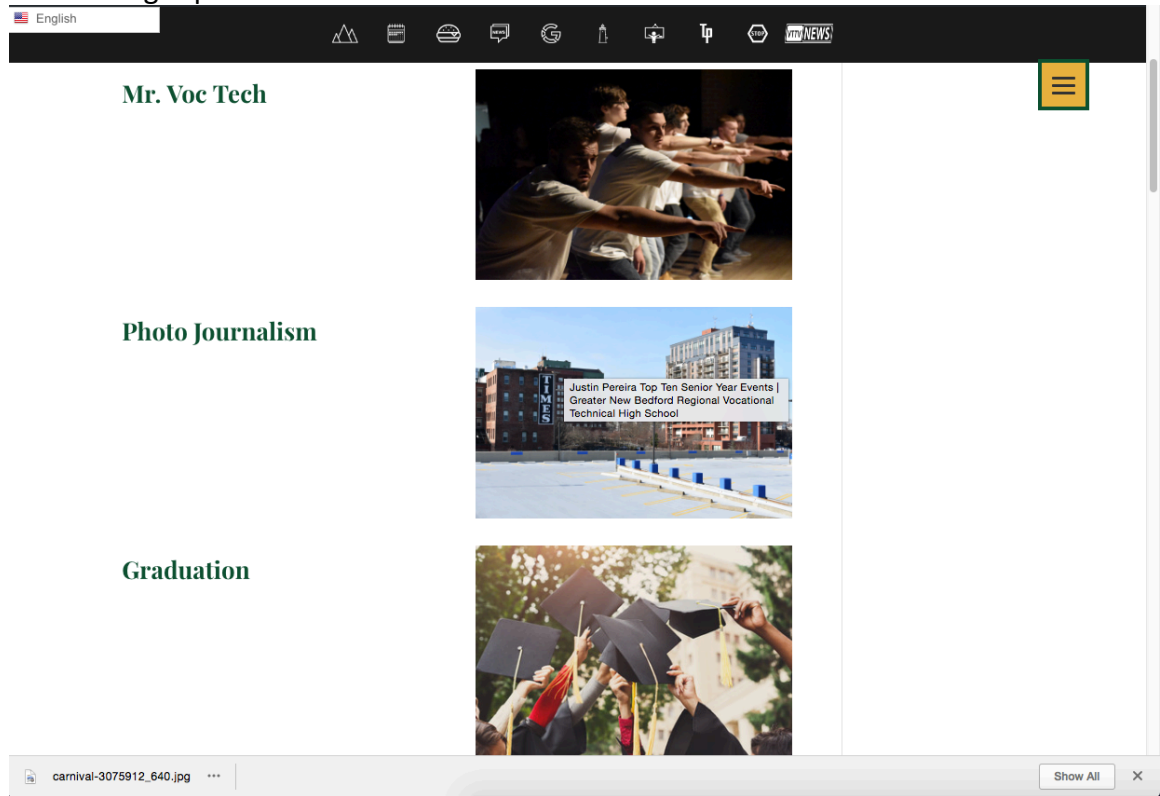
Image: UPLOAD AN IMAGE

Upload your desired image, or type in the URL to the image you would like to display.

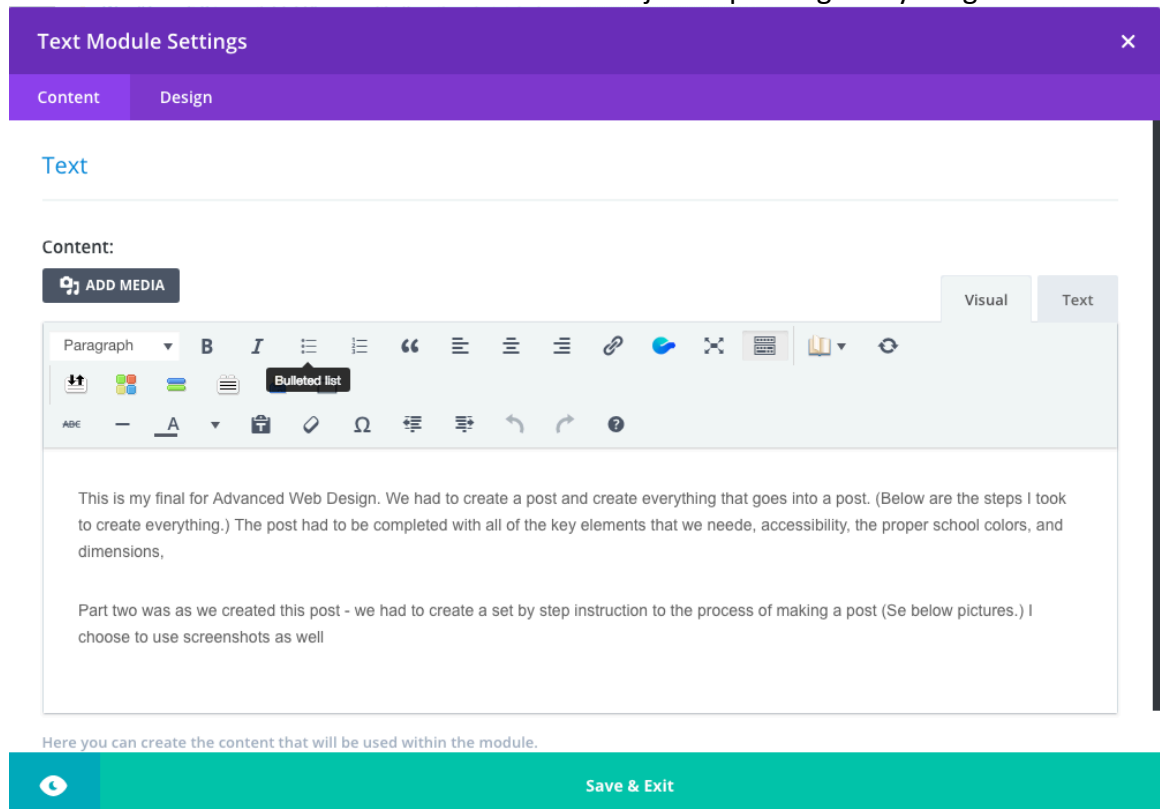
Link

↶ Save & Exit

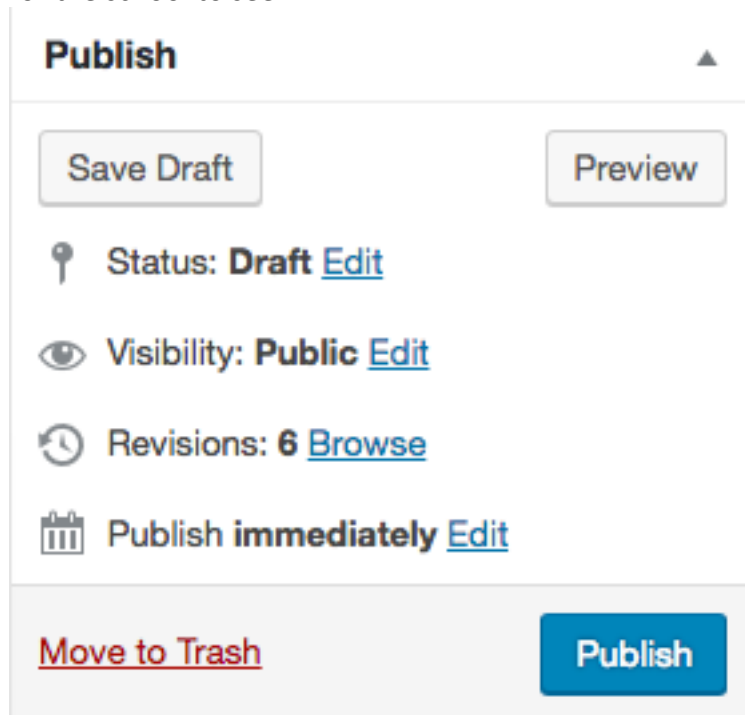
18. After I finished all my photos I checked them all to see if the text was placed with the right picture.



19. After I decided to add a little text below the title just explaining everything.





20. Lastly for this I had to create a step by step that you are reading at this moment for the final part of this post. I added screenshots in between every step to provide more info. Lastly after everything is complete you can publish this post for the school to see.





Publish ▲

[Save Draft](#) [Preview](#)

 Status: **Draft** [Edit](#)

 Visibility: **Public** [Edit](#)

 Revisions: **6** [Browse](#)

 Publish **immediately** [Edit](#)

[Move to Trash](#) [Publish](#)