Contents

Login

You will not be able to edit or create posts without being logged in. The login link is on the right hand side bar.
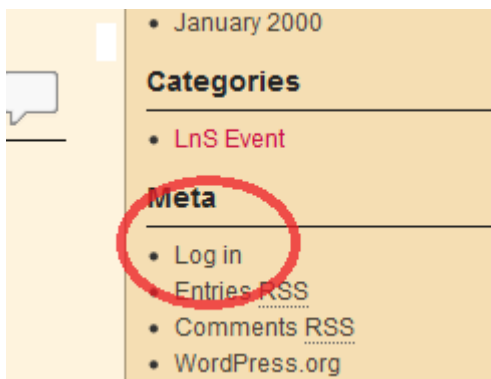
Things All Posts Should Have

1. The Headline of the post should be <THEME NAME> - <MONTH> <YEAR>.
2. The Publish date controls the order that the posts will appear. The goal is to set this date to some day in the month and year that the event happened.   So our post for Nov 2012 is the **Italian Night – Nov 2012** post. The exact day and time are not important. Lets just get the month and year right.

    NOTE: I have been posting all events that I couldn't remember the date on in 2000. Hopefully we will be able to eventually find out when they all actually were and there will be no posts in the year 2000 anymore.

Editing a Post You Are Reading

If you want to edit a post you are looking at, click the "Edit" button in the bottom right of the post.

When the editor loads, make sure you are in the "Visual" mode using the tab at the top right of the editor window. This will help to make sure that when you save, the post will look how you expected it to.
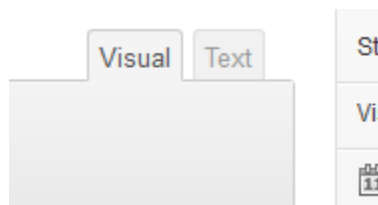
Use the editor's buttons to control the look of the text and everything. Use "Heading 3" for the titles. You will not be able to use these buttons to easily create the table I have in some of the posts. I'll show you an easy way to just "steal" the table off another post and re-use it in the. "Create a New Post Section".

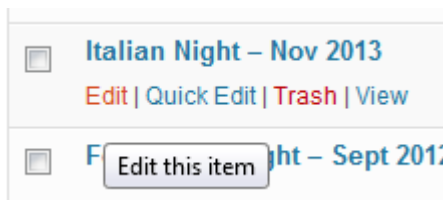When you are finished editing, press the "Update" button on the right.

Viewing a List of All Posts and Editing From There

Once you are logged in, hover over the "Posts" link on the left side bar.
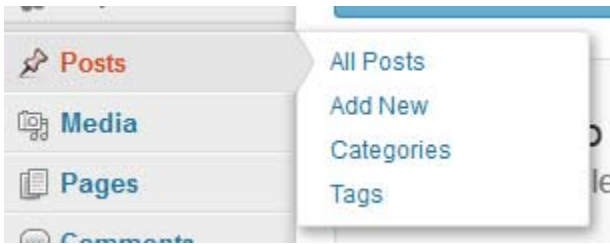
Choose the "All Posts" option.

You will get a list of all the posts on the page. If you hover over a title, you will see an "Edit" link appear under the title. Click it and edit as usual.

Creating A New Post

If you are creating a new LnS Event post, this is the fastest way to make it look like the other posts I have made with as little work as possible.

First, open any other post for editing. You can follow either of the above editing instructions to help you do this. If there is a post that is fairly similar to the post you want to make, choose that post to save you some editing.

When in the editor screen of the post you chose, click the "Text" mode at the top right of the editor.
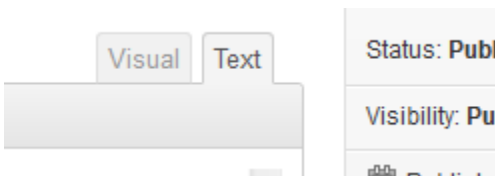
You will see the editor window will have all kinds of code. Highlight and copy the entire posts code. (You can copy by pressing CTRL-C or by right-clicking on the highlighted text.)
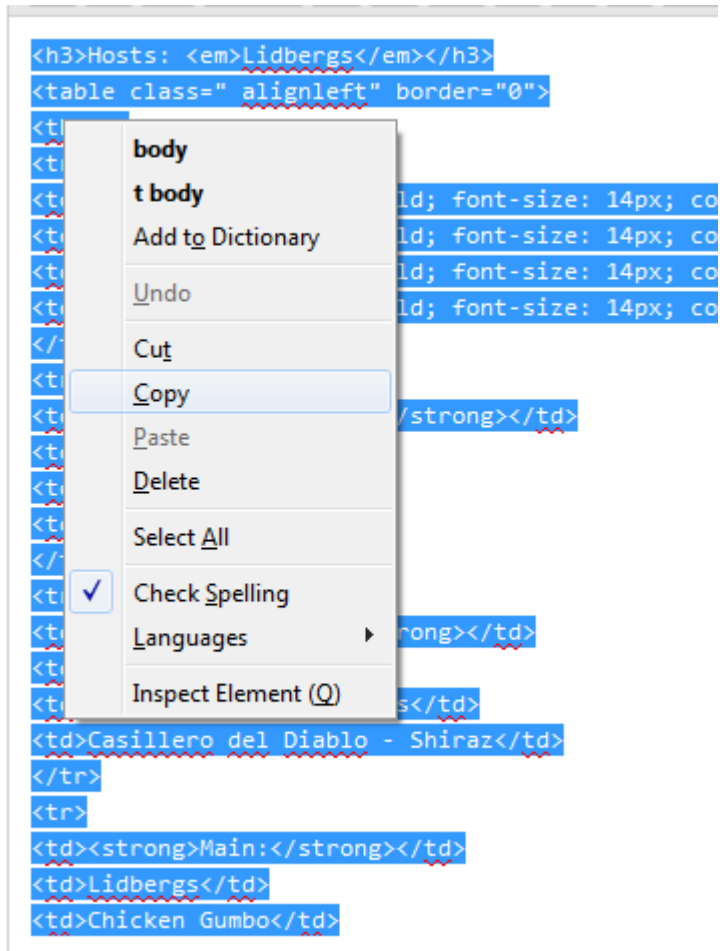
```
<h3>Hosts: <em>Lidbergs</em></h3>
<table class=" alignleft" border="0">
<t|
                                      ld; font-size: 14px; co
  body
                                      ld; font-size: 14px; co
  t body
                                      ld; font-size: 14px; co
  Add to Dictionary
                                      ld; font-size: 14px; co
  Undo
</
<t                                    /strong></td>
  Cut
<t                                    /strong></td>
  Copy
<t
  Paste
<t
  Delete
</
<t  ✓  Check Spelling
<t     Languages          ▶  rong></td>
<t
<t     Inspect Element (Q)   s</td>
<td>Casillero del Diablo - Shiraz</td>
</tr>
<tr>
<td><strong>Main:</strong></td>
<td>Lidbergs</td>
<td>Chicken Gumbo</td>
```
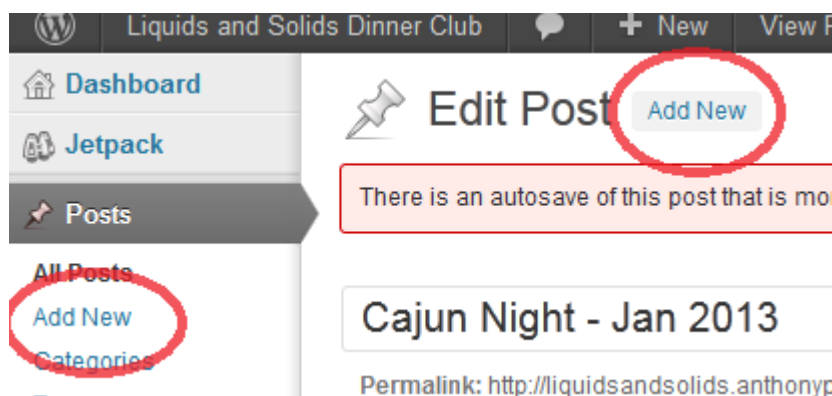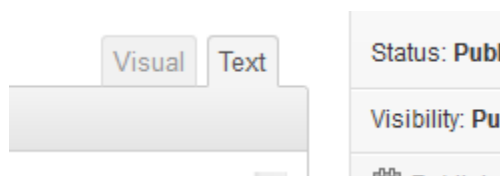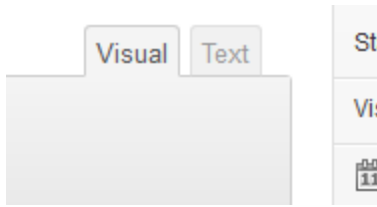
Now it's time to start your new post. Click on any one of the number of "Add New" links. If you get a "Do you want to save…" message, just say no unless you made intentional changes to the post you were "stealing" from.

Liquids and Solids Dinner Club   + New   View

Dashboard

Jetpack

Posts

Edit Post Add New

There is an autosave of this post that is mo

All Posts

Add New

Categories

Cajun Night - Jan 2013

Permalink: http://liquidsandsolids.anthonyp

You will get a new post window. Make sure you are still in "Text" mode and then past all the code you "stole" into the new post.
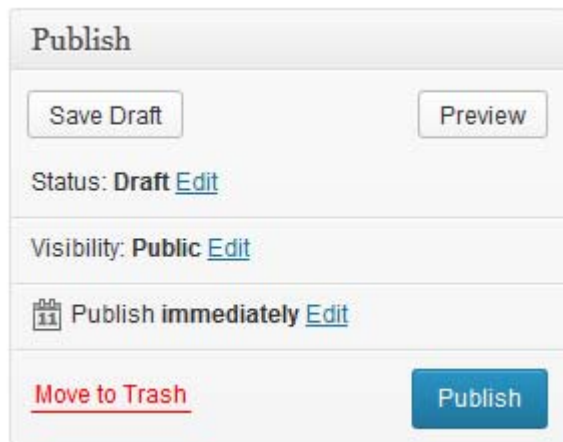
Visual Text   Status: Publ

Visibility: Pu

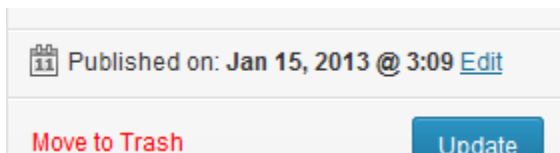Once the code is pasted, switch back to "Visual" mode and edit the post to show the info you need.

Be sure to give the post a title. Click here for details.

When you are ready to save things, press the "Publish" button on the right. It will turn into an "Update" button after your new post has been published.

Once the post is published, you will then get the option to update the published date. This should be set to the month and year the event happened. Just press the "Edit" link to the right of the publish date. Press "OK" when you are finised editing. Again, don't worry too much about the day and time. Month and Year are more important.

Adding a Photo

In the "Visual" mode, put the cursor where you want to add the photo. Click the "Add Media" button just above the editor window. There you will get options of where you can get your picture. Upload it and it should appear.