



HOW TO CREATE A NEWS POST

It is easy. Here's how:

1. Select "posts" from the dashboard
2. Select "add new" box
3. Add title
4. Add text in text box
5. If you want to include photo, select "add media" box and upload the picture, then select "insert into post" at lower right
6. Preview, publish, or save draft.

That's all there is to it. Try it.

Now for more details:

AUTHORITY LEVELS:

PUBLIC:

- can read posts
- cannot reply

SUBSCRIBER (Member):

- can read all posts
- can reply (all posts approved by moderator)
- cannot create/publish post

AUTHOR (Hike Leader):

- can edit/publish their own posts
- can reply to posts
- can duplicate posts

EDITOR (Moderator):

- can do all the above, plus
- can edit/publish all posts

ADMIN

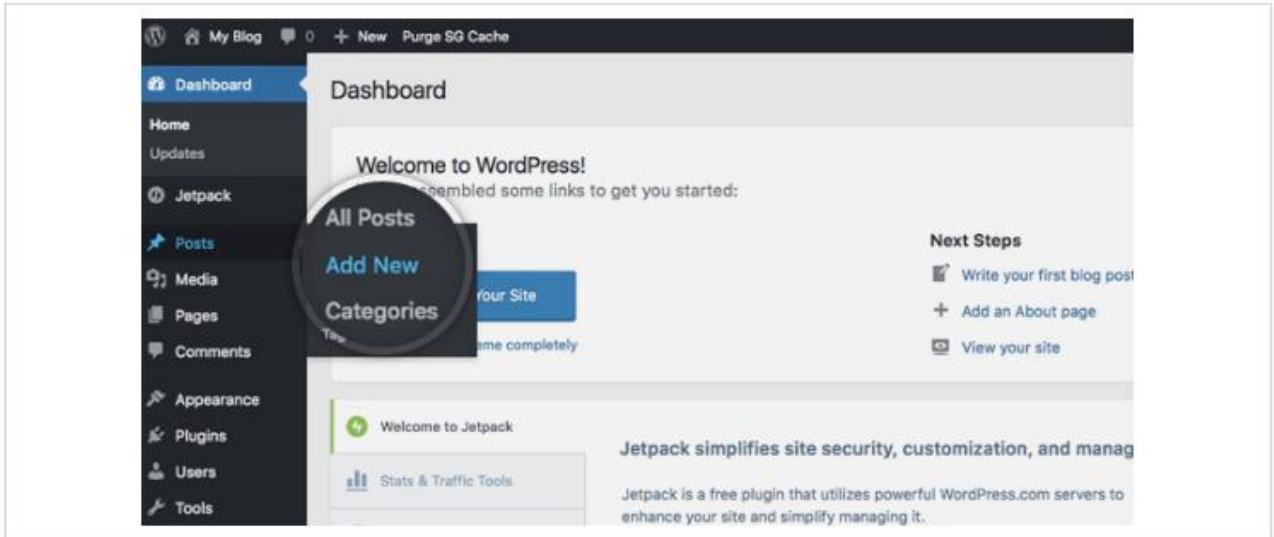
- can do all the above, plus
- can change roles of members

Next is a tutorial on how to post:

Create a WordPress Post Tutorial

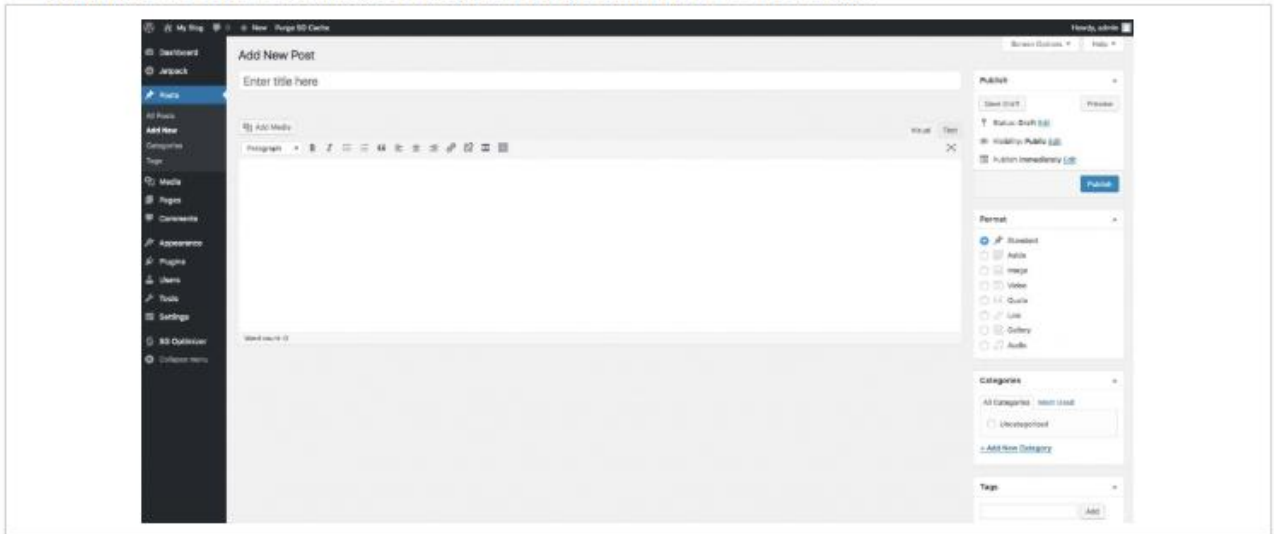
Learn How to Create a New WordPress Post

This tutorial explains how to create new posts on your WordPress website. First you need to log in your site wp-admin panel and go to **Posts -> Add New**.

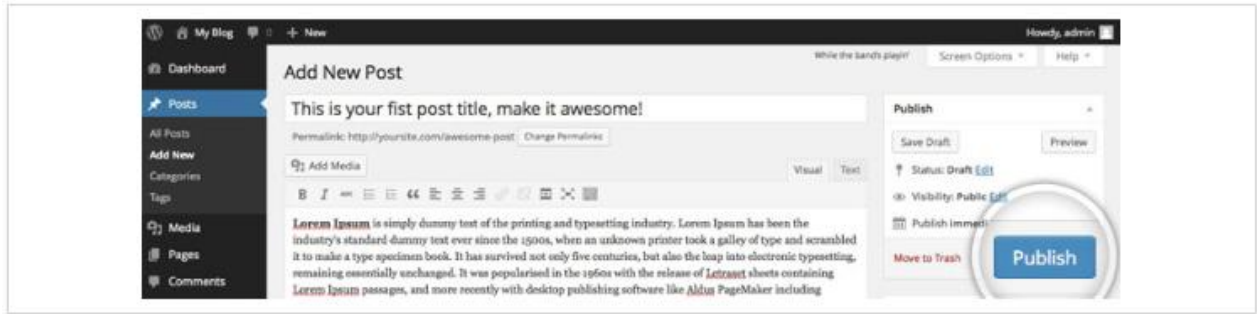


On this page you will see the WordPress posts editor. The most important parts of this page are:

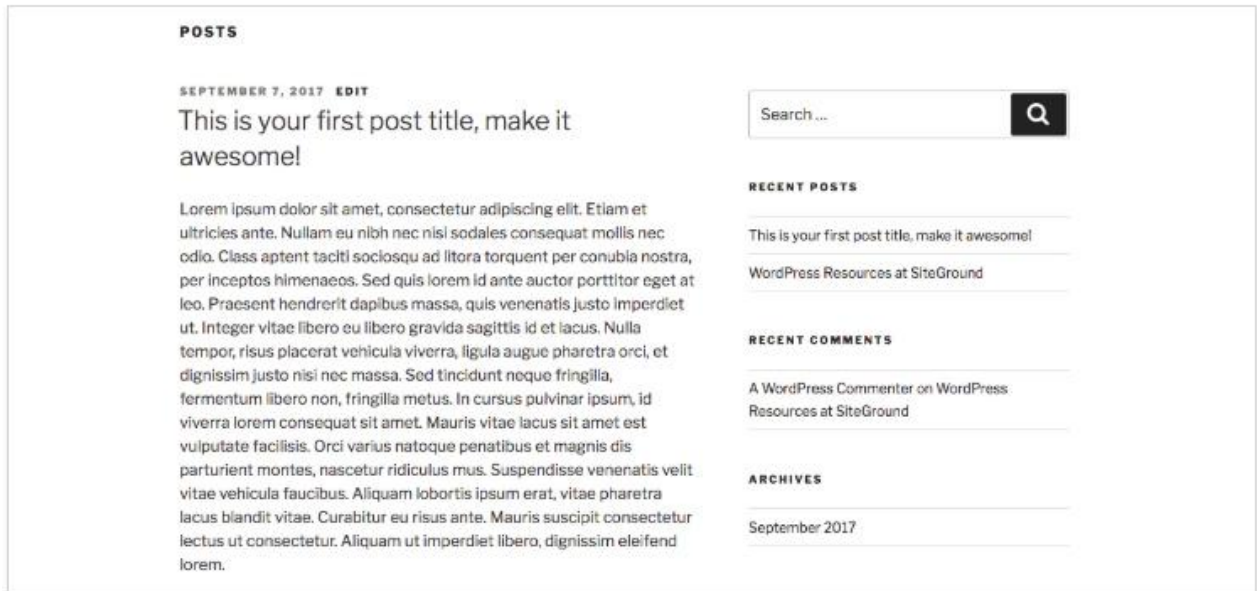
- **Post Title** - enter the title of your post in this field. On your theme it will be shown above your content.
- **Post Content** - you can use the WordPress WYSIWYG editor to add the actual content of your post. Note that it has two tabs - **Visual** (use the editor to format your text) and **Text** (add your HTML code directly).



Once you enter the content of your first WordPress post, you need to **Publish** it. Publishing brings your post to your actual website.



That's it! You can now go to the front page of your site to check out the newly created blog post.



For this tutorial (better resolution) and more information, go to:

<https://www.siteground.com/tutorials/wordpress/new-post/>

<https://www.youtube.com/watch?v=vHe0RAEZjx8>