## *Working with Posts*

What is a post? Well, it's just another web page in our website, but it's related to one particular event or news item. The information about Updating Pages applies to Posts as well, the editor is the same. When you create an event in the calendar and tick the create post box, it automatically creates a post containing the calendar information you have entered. To work with posts click the 'Posts' tab in the menu on the left of you dashboard.
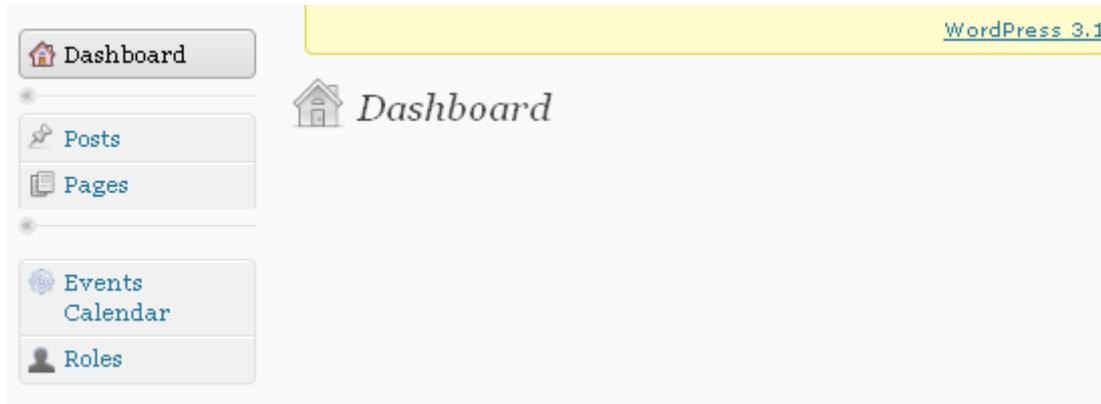
You will be presented with a list of all the posts.
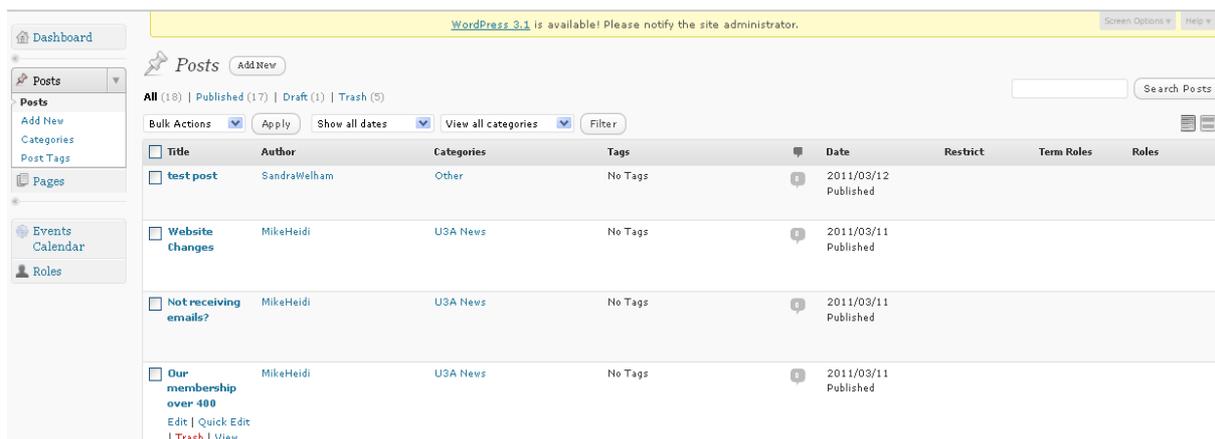
Scroll up and down to find the one you are interested in. Note, you can filter the list by choosing a date or category at the top and pressing 'Filter'.

Once you find the post you want, hover the cursor over the title and you will be given the options to 'Edit ¦ Quick Edit¦ Trash¦ View' the post:

Edit takes you to the editor screen to work on the post, see below.
Quick Edit takes you to a skeleton edit screen (may be useful if you just want to change the post category).
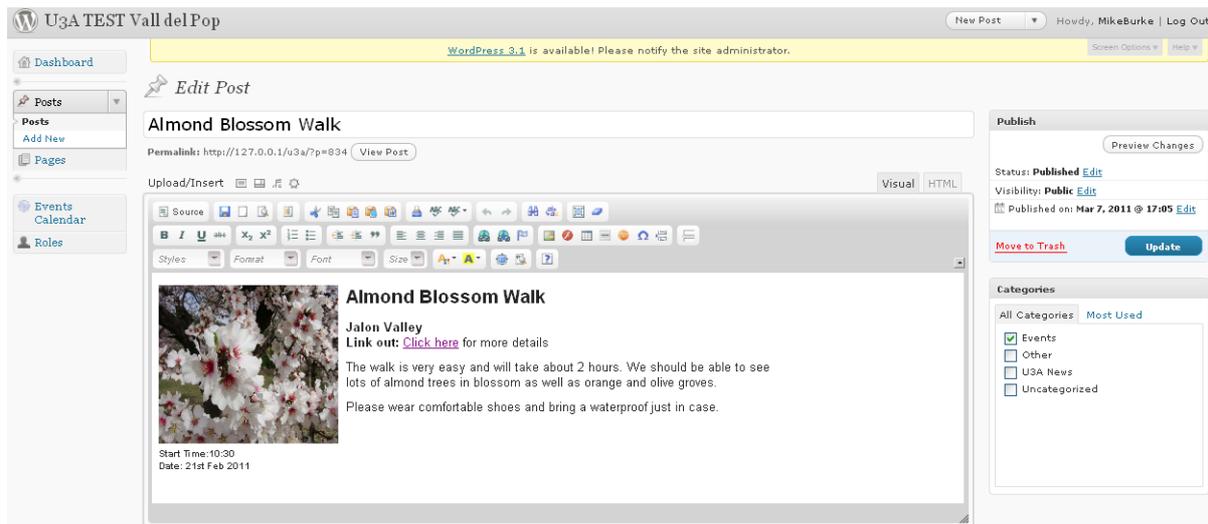**Trash** will delete the post - better to do this from the 'Edit' screen below
View lets you see the post as the public would see it.

So press **Edit** to work on the post

Editing a Post

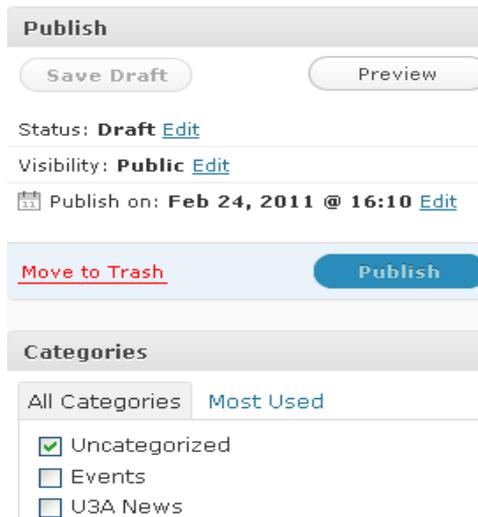The edit screen looks like this:

Editing a Post is very similar to editing a Page.

Please refer to:

- the section Updating Your Pages for simple instructions editing
- the Web Editor Guide for comprehensive instructions of how the editor works

On the right of the screen you will see the box below:

There are several things you might want to do here:

Publish the post by pressing the 'Publish' button
Assign a category for the post by ticking a box followed by 'Update'/'Publish'. If the post is associated with something you have put on the calendar, tick "Events". If it is a News item, tick "U3A News". Otherwise leave blank or tick "Uncategorised".

'Move to Trash' to delete the post.

Note the **Publish** button will be replaced by the **Update** button once the post is published.

Also note by pressing the little Edit options you can revert a post from Published to Draft, or manipulate the published date and time,or the visibility. Changing the published date and time can be useful to alter the order in which the posts are listed (normally most recent first).