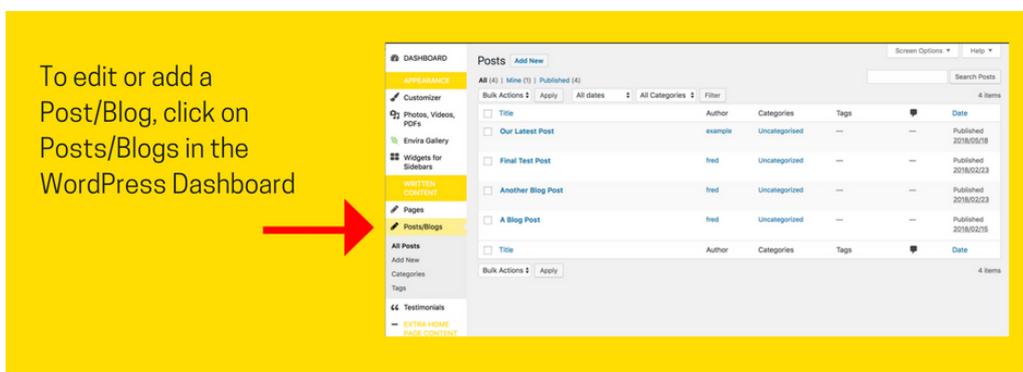


“How To....” Guide for your Flat White Website



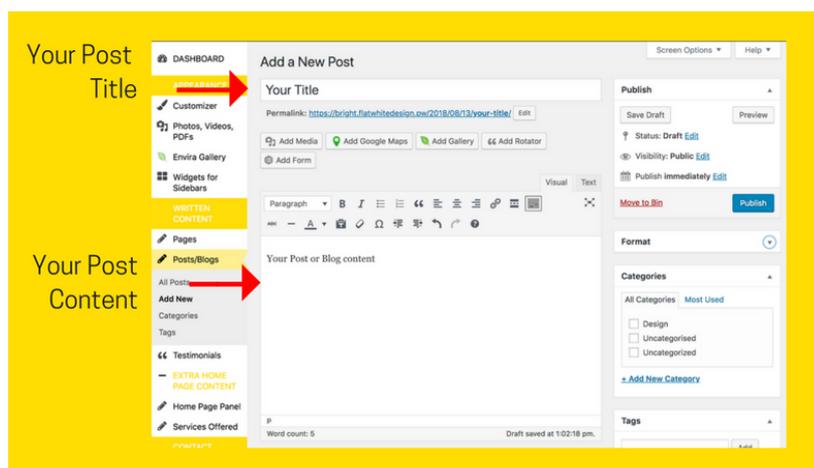
Adding a New Blog or Post

Blog or Post are interchangeable words. A Post is a WordPress term for content that is published regularly, which is why it is also called a Blog. A Page, in contrast, is used for published content that remains relatively static, although it is always good for your SEO to make sure that your Page content is up-to-date.



Writing and Publishing a Post/Blog

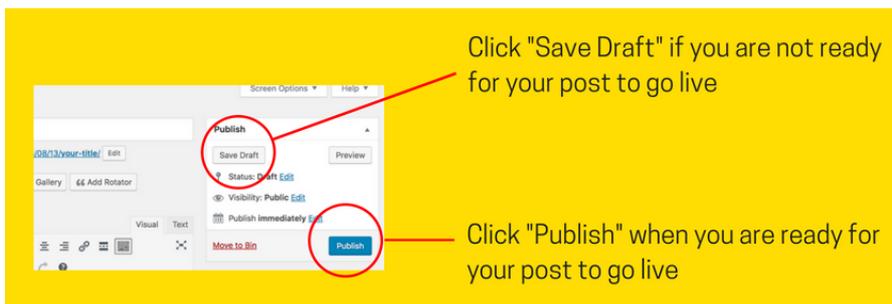
Add a Title and Content for a new Post/Blog.



Remember to use Headings, Bullet Points and Bold text to highlight important sections of your content and make it easier for your visitor to read.



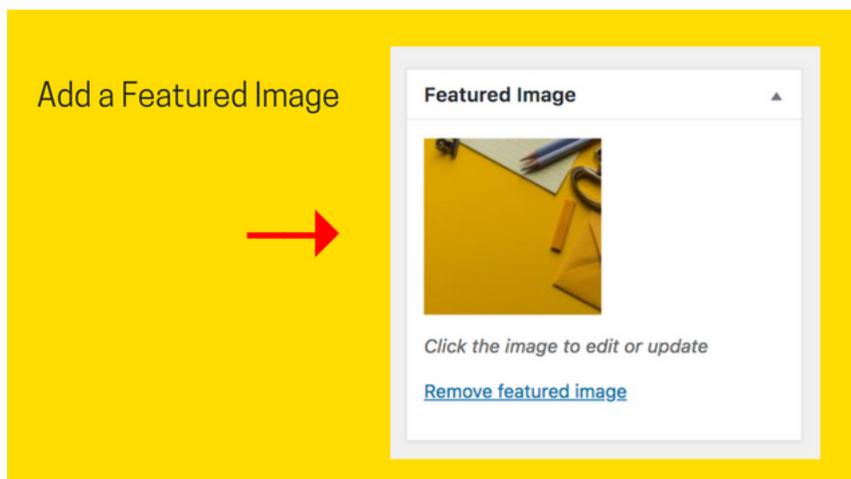
Always remember to save your content before leaving the page. You have the option of saving your content as a draft, if you are not ready to publish on your website straight away. When you are ready to publish, click “Publish” – you can still edit the content any time you wish.



Adding a Featured Image

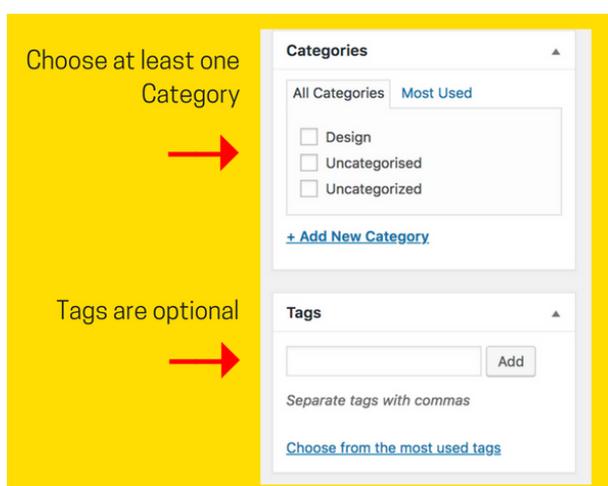
The Featured Image is important for your post/blog – it shows up on the main Posts Page, as well as showing as the Background image on your post/blog.

Add the Featured Image in the right hand column:



Adding Categories and Tags

One of the differences between Pages and Posts is the option to add Categories and Tags.



Categories are the general headings for your posts or blogs. For example, we categorise our blogs as “Demystifying Websites” or “How To...”. The default Category is “Uncategorised”. To assign your post/blog to your own category, either click on one you have already created, or create a new one. You can have more than one category for each post.

Tags are optional – think of them as index words. For example, we might add “blog” or “images” as Tags. You can use as many tags as you like.

