

# Blogging

## 1 INTRODUCTION

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This document provides instructions on blogging in Wordpress.

### LOGIN

To login to the backend:

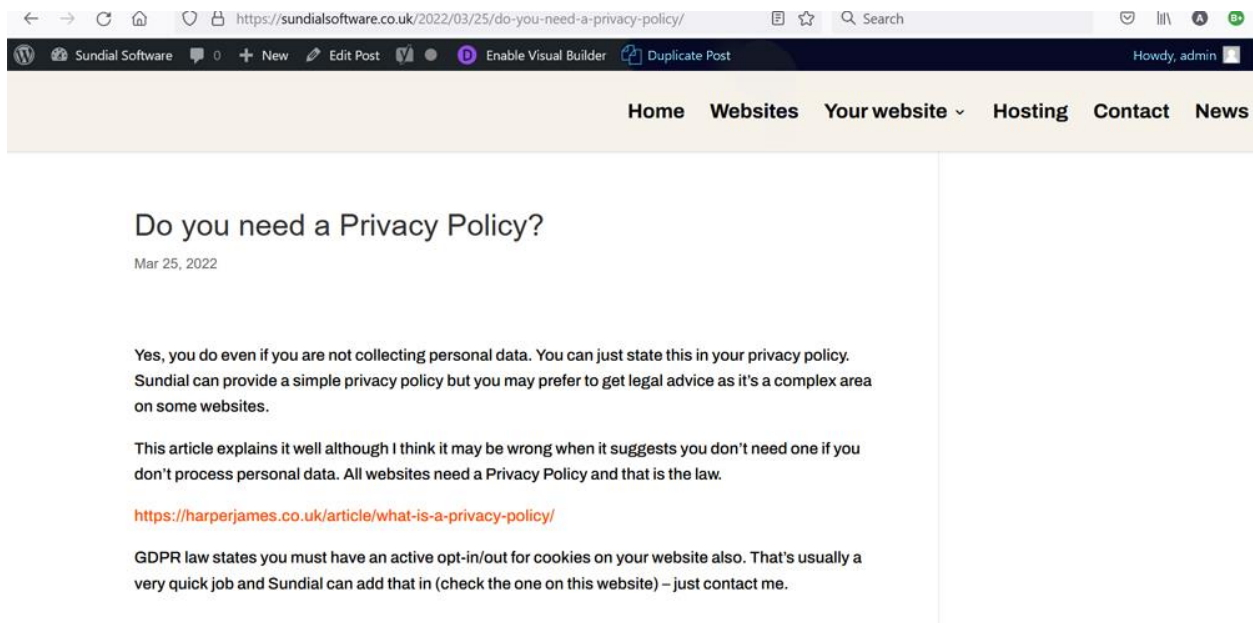
<https://<yoursitename>/wp-admin>

pw – can be reset from page above using forgot pw and username or email

## 2 CREATING A NEW POST

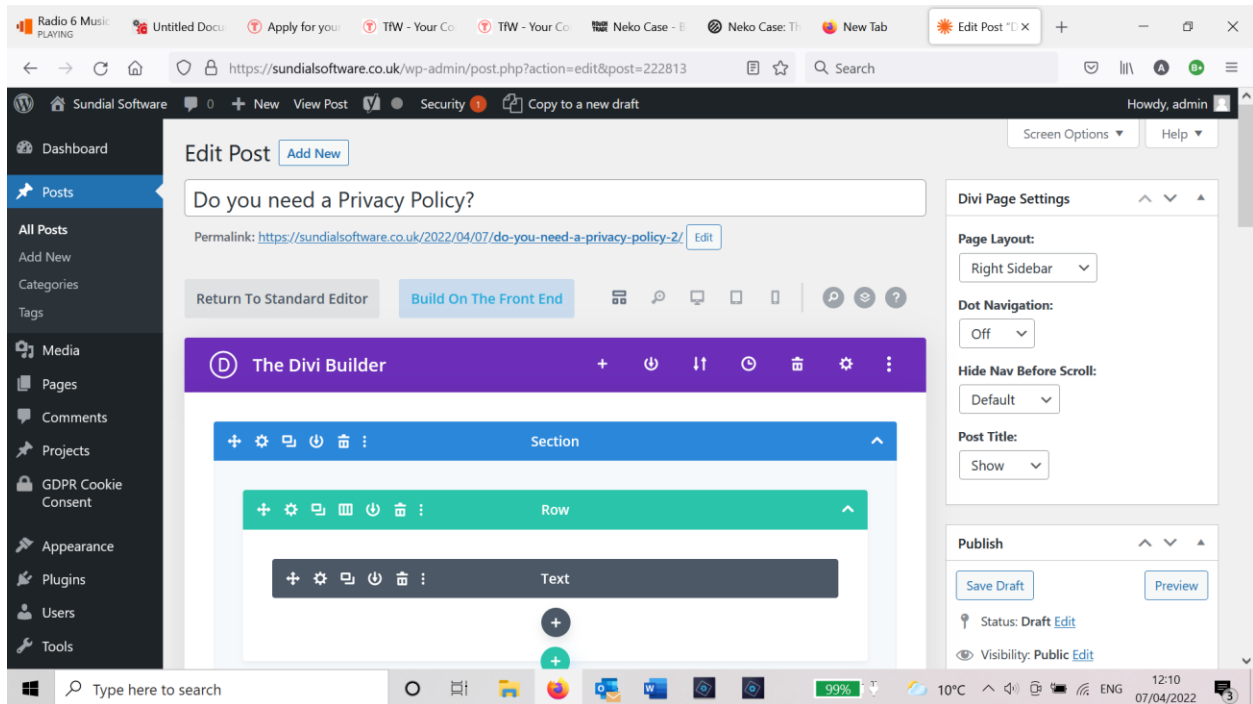
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Login to the administrator area (details above). The top bar has the name of your site – hover over that and select Visit site – you can now navigate around the site to your blog and select ‘Edit Page’. You are now in edit mode. View the latest post and you see in the top black bar ‘Duplicate Post’. Click that.



The screenshot shows a web browser window with the URL <https://sundialsoftware.co.uk/2022/03/25/do-you-need-a-privacy-policy/>. The browser's address bar and search bar are visible. Below the browser, the WordPress admin interface is shown. The top navigation bar includes links for Home, Websites, Your website (with a dropdown arrow), Hosting, Contact, and News. The main content area displays a blog post titled "Do you need a Privacy Policy?" dated Mar 25, 2022. The post text reads: "Yes, you do even if you are not collecting personal data. You can just state this in your privacy policy. Sundial can provide a simple privacy policy but you may prefer to get legal advice as it's a complex area on some websites. This article explains it well although I think it may be wrong when it suggests you don't need one if you don't process personal data. All websites need a Privacy Policy and that is the law. <https://harperjames.co.uk/article/what-is-a-privacy-policy/> GDPR law states you must have an active opt-in/out for cookies on your website also. That's usually a very quick job and Sundial can add that in (check the one on this website) – just contact me."

You will see something like this:

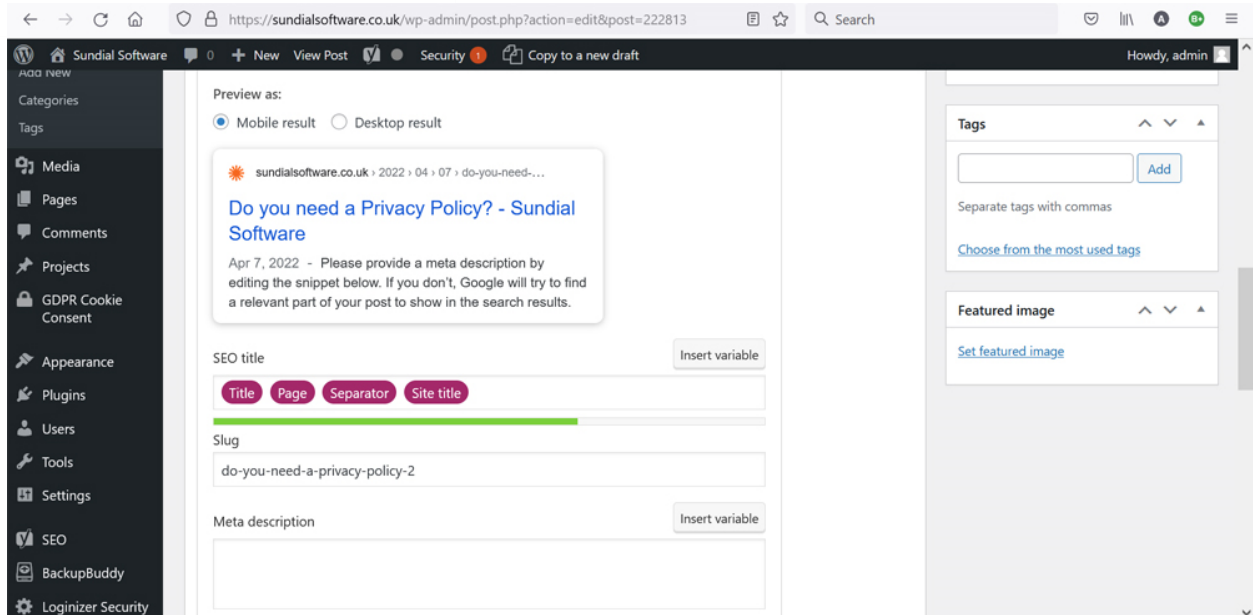


Change the top text – that will be the title of your post. Click Publish.

Click on the cog icon in the Text bar. Enter your copy. Update. In addition you will probably want to enter a Featured Image - that's the small image that displays on your Blog page. It's optional.

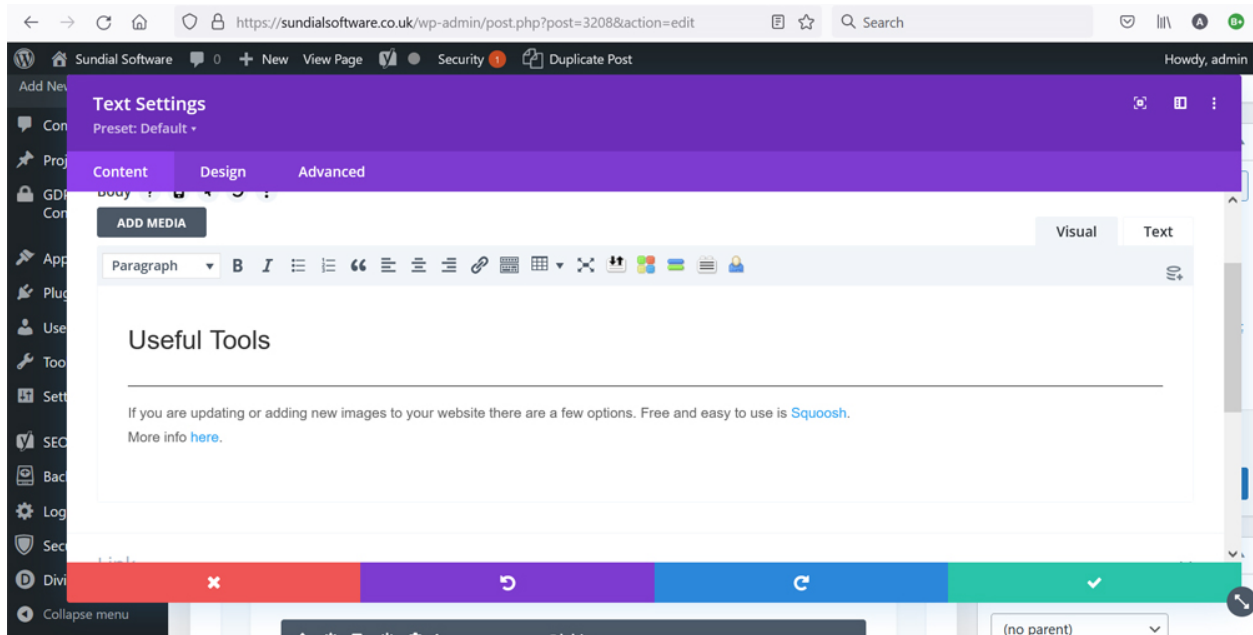
Edit an image using your favourite editor – a good free one is Squoosh. Info here:

<https://sundialsoftware.co.uk/useful-tools/>

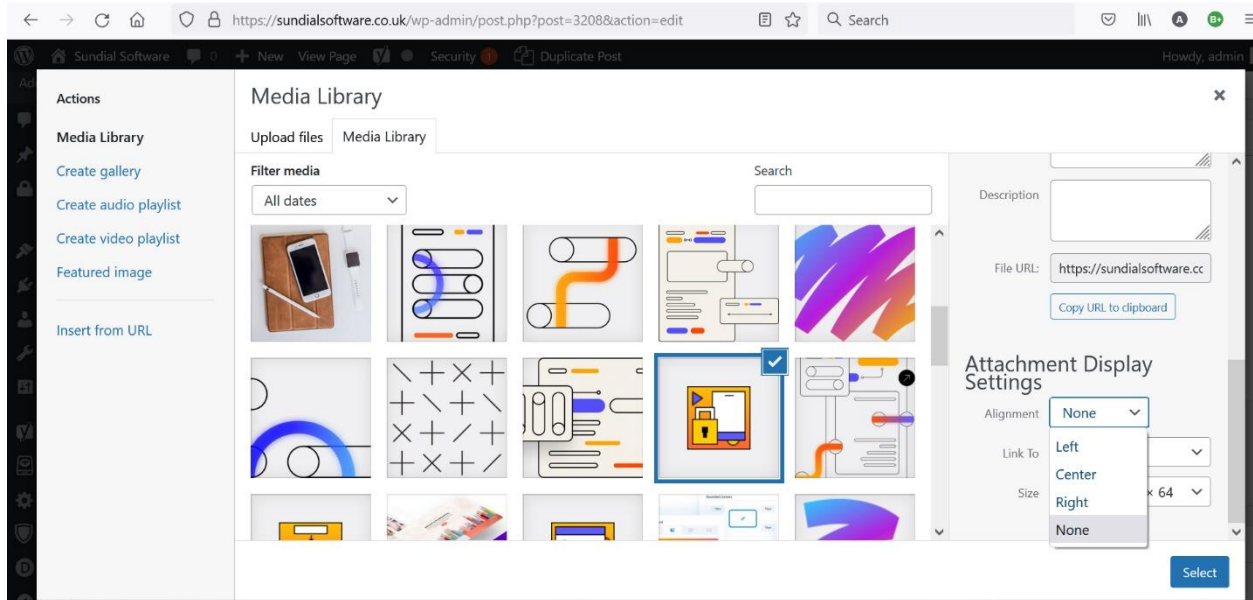


Click on 'Set Featured image'. Update. Check the post by using View Page. Go to your Blog page to check it looks ok. It will be automatically added. That's it.

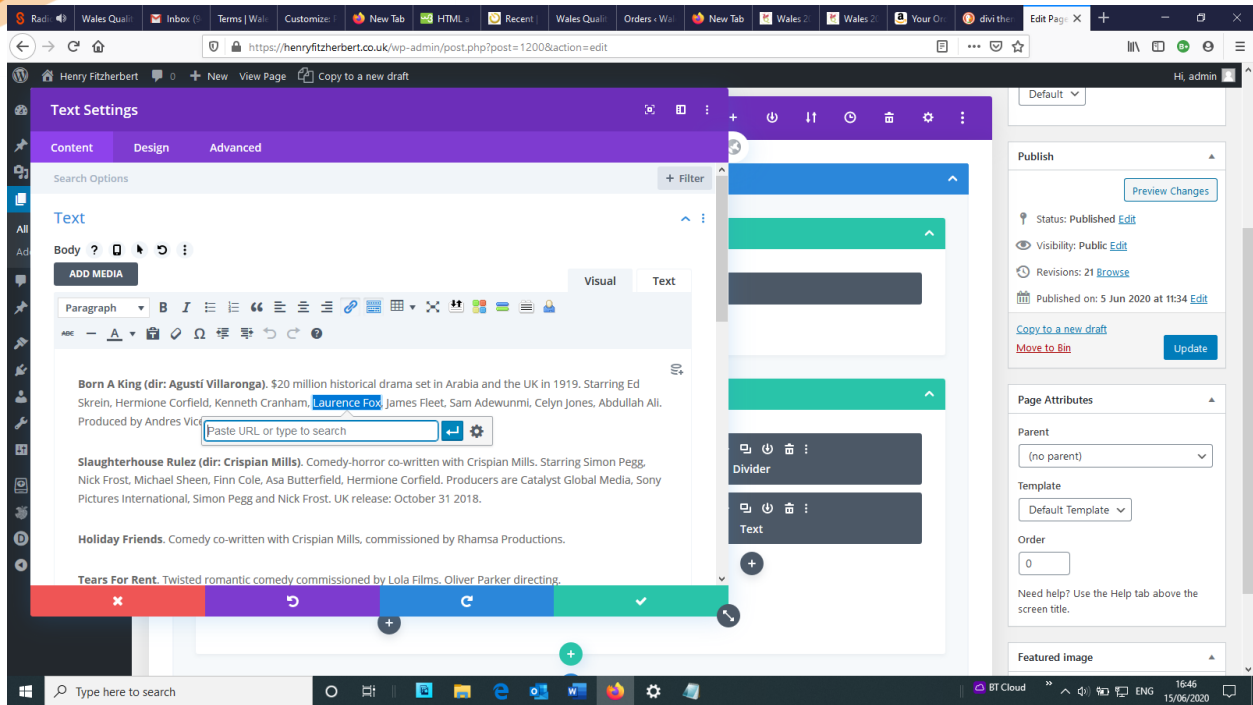
You may want to add images to the main copy of the post. Again use Squoosh or something. Don't load up a raw image. Edit page and select the cog icon in Text again. Now its 'ADD MEDIA'



Select from your Library or more likely Upload from your computer. There are options regarding size (full size easiest) and whether it's a link and probably most important 'Alignment'. Left or Right usually you will want and the copy will wrap around nicely. You can resize the image in situ by clicking on it and decreasing usually by clicking on it and you will see the edges. Adjust accordingly. Update. View Page.



You can amend text and add links using the anchor icon (that's the one at the top that looks like a linkage and is highlighted in blue in screenshot below) e.g select text and click the icon and you will be prompted to add a link.



If you click the dark grey cog next to the blue arrow (see above) you get more options..e.g to open the link in a new tab; probably what you want.

