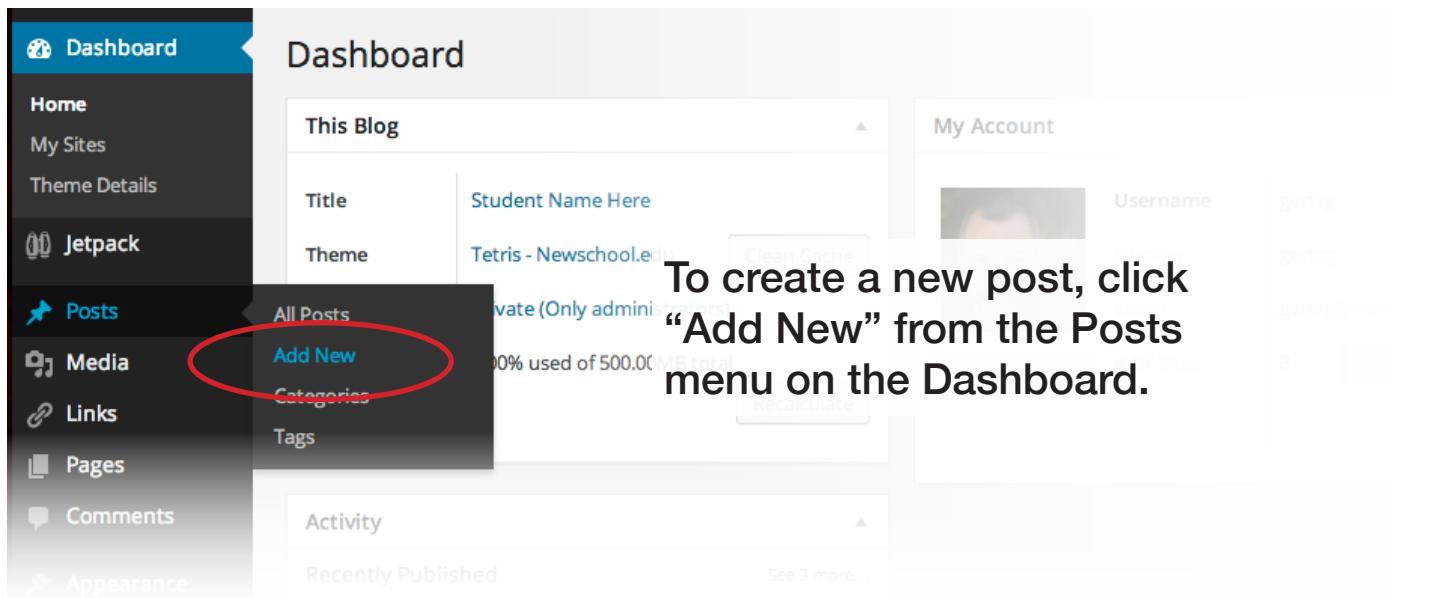


# Creating A Standard Post

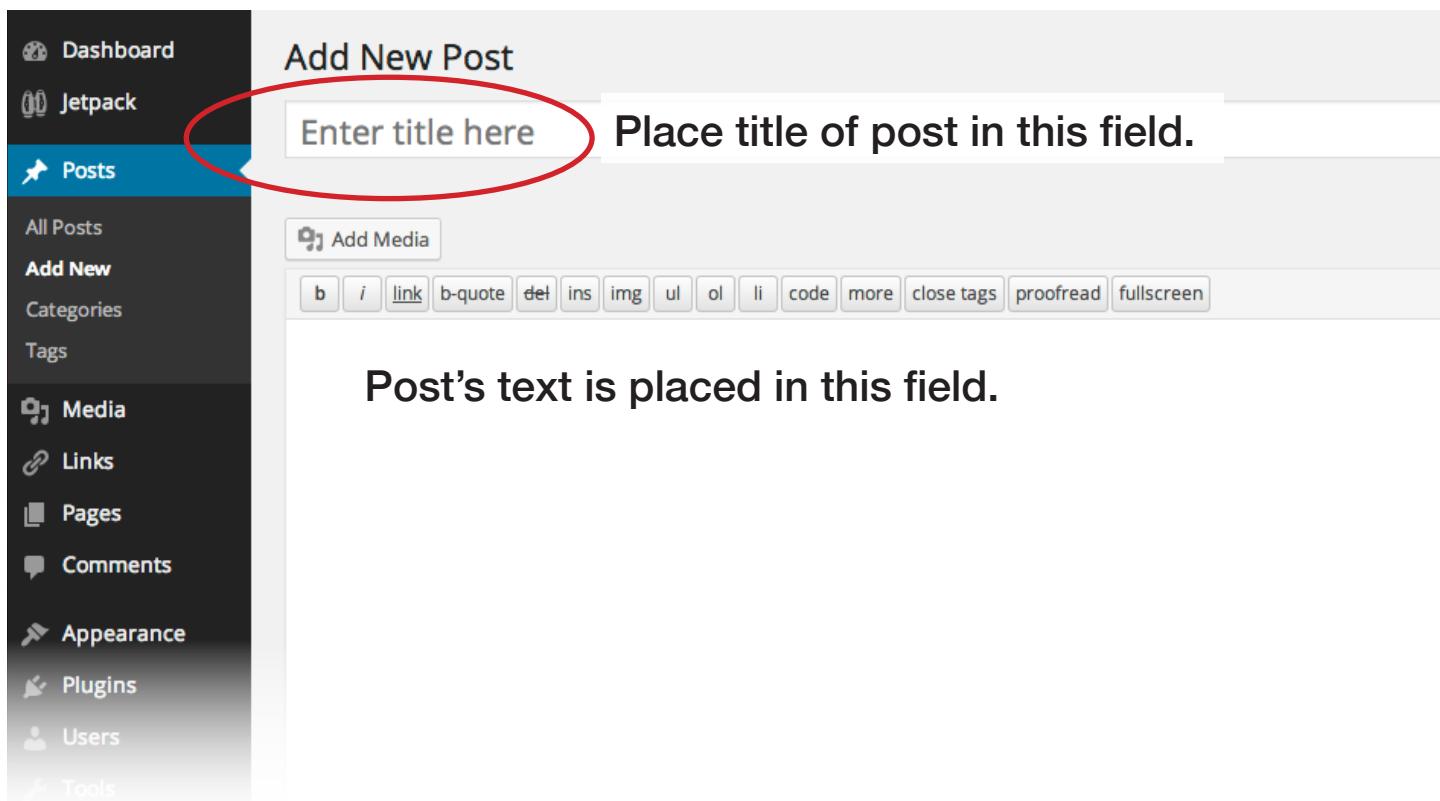
If you're not sure which format to pick, start with this one. You can always add in media, but generally this is for a traditional blog post that includes text and maybe one or two images (optional).

## Step 1



The screenshot shows the WordPress dashboard. On the left, there's a sidebar with various menu items: Home, My Sites, Theme Details, Jetpack, Posts (which is currently selected and highlighted in blue), Media, Links, Pages, Comments, and Appearance. Under the Posts menu, there are sub-options: All Posts, Add New (which is circled in red), Categories, and Tags. The main content area is titled "Dashboard" and "This Blog". It shows basic information like the title ("Student Name Here"), theme ("Tetris - Newschool.edu"), and disk usage ("100% used of 500.00 MB total"). To the right, there's a "My Account" section with a profile picture and the username "geron". A large text overlay on the right side reads: "To create a new post, click 'Add New' from the Posts menu on the Dashboard."

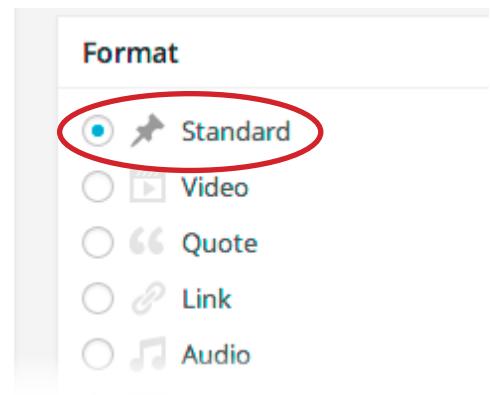
## Step 2



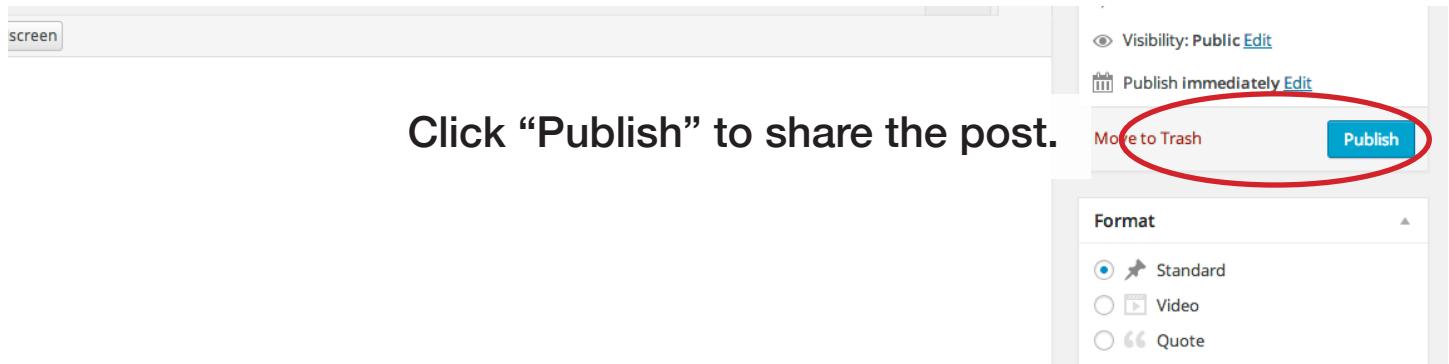
The screenshot shows the "Add New Post" screen. The left sidebar is identical to the previous dashboard screenshot. The main area has a title "Add New Post" and a large text input field labeled "Enter title here" which is also circled in red. Below the title field is a "Add Media" button. At the bottom of the screen, there's a toolbar with various rich text editor icons: bold (b), italic (i), link, b-quote, del, ins, img, ul, ol, li, code, more, close tags, proofread, and fullscreen. A large text overlay on the right side reads: "Place title of post in this field." Another text overlay at the bottom center reads: "Post's text is placed in this field."

## Step 3

purus nisi. Sed imperdiet purus sed volutpat vulputate. Curabitur t rhoncus To the right of the page select the radio button for “Standard” under Format.



## Step 4

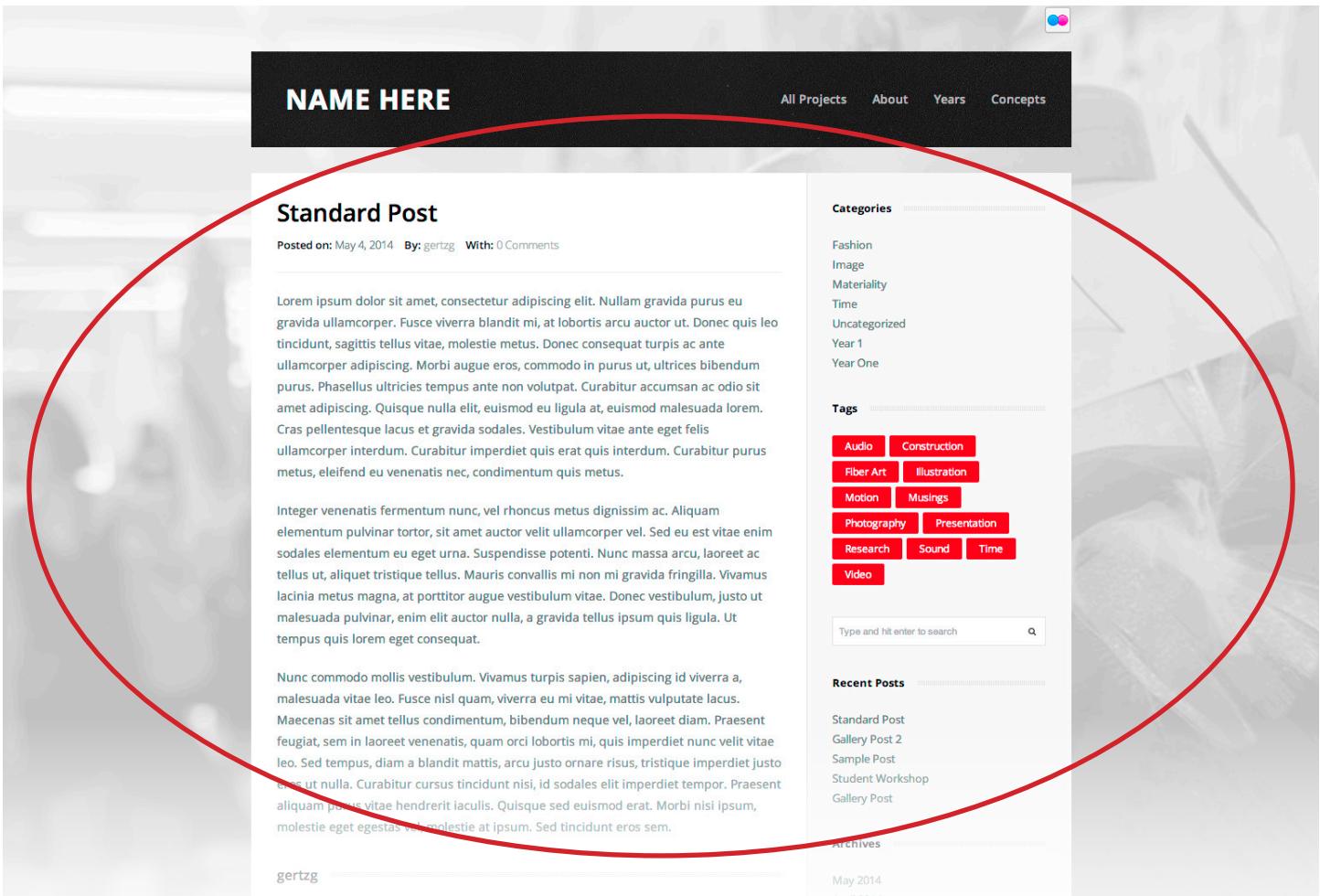


## Step 5

### Learning Portfolio

A screenshot of a website titled 'Learning Portfolio'. The page displays three posts: 1. 'Standard Post': An image of colorful abstract art, with the post title 'Standard Post' and an excerpt 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nullam gravida purus eu gravida ullamcorper. Fusce viverra blandit mi, at lobortis...'. Below it are posting details: 'Posted on: May 4, 2014', 'By: gertzg', and 'With: 0 Comments'. 2. 'Gallery Post 2': An image of a white surface with a faint watermark-like pattern, with the post title 'Gallery Post 2' and details: 'Posted on: May 1, 2014', 'By: oconnorj', and 'With: 0 Comments'. 3. 'Student Workshop': An image of a person's hands working on a craft project, with the post title 'Student Workshop' and details: 'Posted on: April 21, 2014', 'By: jurgraum', and 'With: 0 Comments'. A large text overlay on the right side of the portfolio page states: 'The Standard Post's excerpt will appear on the front page of the portfolio.'.

## Step 6



The text appears in the post's body.

If you would like to include a thumbnail and image above the post body, follow these steps.

## Step 1

Choose a “Featured Image” to be used as the thumbnail on the front page of your Learning Portfolio.

Choose from the most used tags

**Audio** Construction Fiber Art  
Illustration Motion Musings Photography  
Presentation Research Sound Time Video

Featured Image

[Set featured image](#)

## Step 2

Set Featured Image

Upload Files Media Library

Images

Search

ATTACHMENT DETAILS

sketch-1m7lgk.jpg  
April 6, 2014  
1500 x 1000  
Edit Image  
Delete Permanently

Title: sketch-1m7lgk.jpg

Caption:

Alt Text:

Description: http://portfolio.newschool.edu/gertzg/files/2014/04/sketch-1m7lgk.jpg

Select the image that you want to be used as the post thumbnail from the WP media panel.

At the bottom of the page, click "Set featured image".

Set featured image

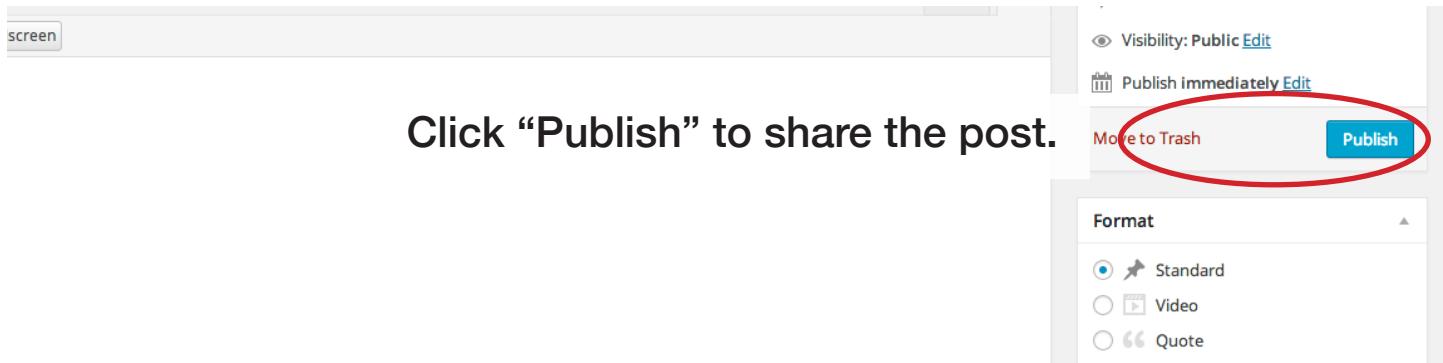
## Step 3

The image for the “Featured Image” will appear in this field on the post admin page.

### Featured Image



## Step 4



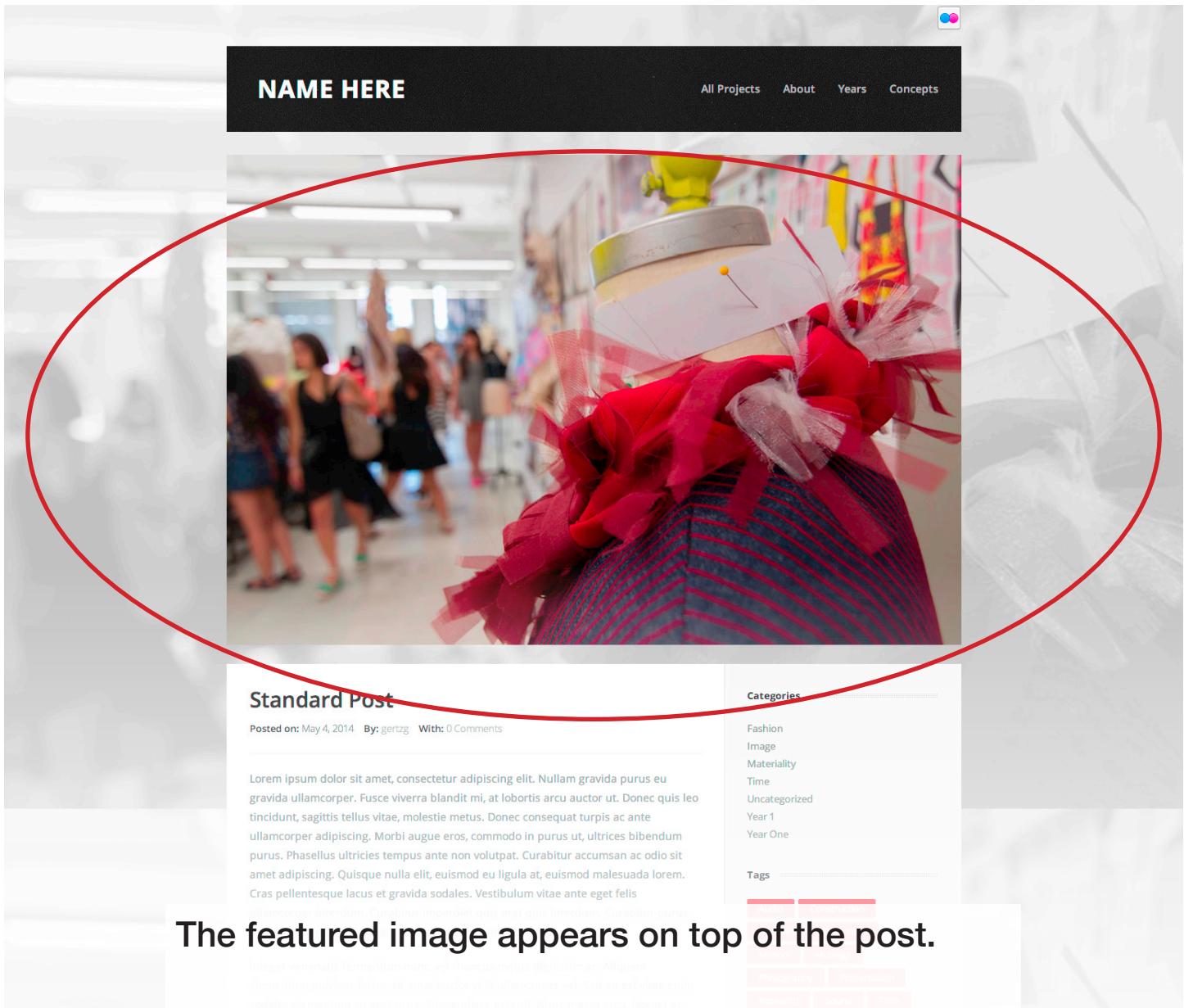
## Step 5

The screenshot shows the front page of a portfolio website. It features three distinct post cards:

- Standard Post:** Shows a thumbnail of a person wearing a colorful, textured hat. Below it is the title "Standard Post" and a short excerpt: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent congue, ligula ut porta blandit, tortor tellus tincidunt lorem, vel vehicula...". At the bottom, it shows the post date ("Posted on: April 7, 2014"), author ("By: gertzg"), and comments ("With: 1 Comment").
- Video Post:** Shows a thumbnail of a video player with a play button and the text "04:44 HD". Below it is the title "Video Post" and a short excerpt: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent congue, ligula ut porta blandit, tortor tellus tincidunt lorem, vel vehicula...".
- Gallery Post:** Shows a thumbnail of a colorful abstract painting. Below it is the title "Gallery Post" and a short excerpt: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent congue, ligula ut porta blandit, tortor tellus tincidunt lorem, vel vehicula...".

Below the post cards, a large text overlay reads: "The ‘Featured Image’ will appear in the post excerpt on the front page of portfolio." At the very bottom left, there is a small watermark or footer text: "2 of 2" and "1".

# Step 6



**The featured image appears on top of the post.**