

To Post a Story

Set Up

Begin by clicking the [Pages](#) link in the left sidebar once you log in to Wordpress. Near the top of the page that lists all the stories, click the [Add New](#) button. Be careful not to click the pull-down menu with other methods of adding or editing a story, unless you really want to use one of those methods. There are times when it may be appropriate to use the [Avada Builder](#) method, such as when you want to avoid a large table or to get the final layout to break and section itself into blocks that will work well on a small screen (cell phone.)

Give the story a title in the box at the top of the Add New Page screen. The title should be a short; one, two or three -word title, because this is what Wordpress will use as the story's file name. If it's too long, it may automatically be truncated to something you may not recognize. This title also displays and will show as the page title in the reader's browser title bar.

Select [Text](#) in the top right tab of the content window to enter text and use HTML for markups. Selecting the [Virtual](#) tab lets you sense what the text layout might be, but using it to post stories gives inconsistent results with Wordpress, adding extra spaces, lines, and line breaks when the page is published.

Entering Text

Open the document someone wrote in order to copy the text from it. Select All the text and Copy, and then Paste into the Wordpress content window on the new page you started. Then click the [Save Draft](#) button in the right top of page to save the page you just started. This saves the work as a draft but does not make it public. The [Publish](#) button beneath this is used to make the final page live and accessible to the public. The [Preview](#) button shows what the page would look like (in a new window) without saving it or publishing it.

Add the HTML tags needed to format the story. Use standard HTML tags to identify text, or use the buttons along the top of the content window to do the same thing. Some tags you can code in are:

Bold text: ` `

Italic text: ` ` (em stands for emphasis)

Link to something ` `

Enter the title of the story to display on the page by placing it between the `<h1> </h1>` tags which stand for Heading 1. This tag is already set for the correct font, color, size, spacing, and margins for the story title. You will need to make it bold though. Be sure to keep the `` tags making it bold *between* the outer `<h1>` tags. For example, `<h1>Title of Story</h1>`

Next, the author is made italic by inserting the `` tags. There is no line skipped between the author and the first line of the story. The author is identified as *Fairfax Master Gardener*; do not use *County* in the identification.

Some other items you may use in the story:

`<ul class: square:>`

Unordered lists have a custom class called "square." This makes the bullets in the list square. Note that a list is always considered as a new paragraph in Wordpress with a blank line skipped before and after the list.

`<table>`

Tables should be used sparingly. They are difficult to set up and include. They should be kept small because large wide tables run off the screen when viewing on a cell phone. There are consistent colors, layouts, lines, font weights that are now used for tables.

`<blockquote>`

Use this sparingly because using it too frequently reduces and minimizes its effectiveness. *Be sure you have a good reason* for using blockquote.

Subheadings

- Use `<h3>` for headings of major sections in the story if appropriate. There should only be a handful of these if used, and there should be several paragraphs under this heading - do not use it for one or two paragraphs. The `<h3>` tag is already set up for spacing and font.

- Use `` for smaller sections of one or two paragraphs to separate topics or items if arranged in a large list. There should not be too many of these either. Do not skip a line between this heading and the paragraph.

- Use just plain text above a paragraph for headings where there are a lot of subheadings in the story, or where the topics in the subheadings are very similar. Do not skip a line between this heading and the paragraph.

References

For References or Resources at the end of a story, place the heading in bold. Use *References* to list the sources for a story. Use *Resources* to give the reader a place to get more information on the story topic. Do not use both. As a website, we want to use

internet links for these references as much as possible. Place only the title of the reference as a link. Use for the titles of books where there are no internet links.

- Do not place dates, years, volume numbers, page numbers, update information etc, on the reference in the listing. The reader doesn't care, and you are not writing a technical research paper.
- Do not place "For more information..." or "See ..." in the reference lists.
- Keep the list short. You do not need to list all the references in the world - only the major important ones relevant to the story. In reviewing statistics of what readers click on, we find very few if any click on the references.
- Be sure to list author's full name if known.
- Do not abbreviate other cooperative extension names or their states. Use the full name. For example, not many readers outside Virginia know what VCE stands for, and people on the west coast would not know what U of Md is.

If the story is rerun, include the text in italic at the end of the reference list: "...updated 2022"

Printed pdf version

Next, add the pdf link to the printed version. Go to the site listing of previously published pages. Select [Edit](#) of the 2018 All-Americans story, and scroll to the end. Copy the shortcode for the button and icon - it begins with [fusion button link...] and ends with [/fusion button]. Also copy the horizontal line shortcode immediately after the button code that begins [fusion_separator... and ends with ..id=""/].

Shortcodes for Avada are found between [and], while HTML codes are found between < and >. They are both used in a story markup.

Paste these into the end of your story, and change the name of the pdf document in the code you just pasted in the link address. Replace "2018AllAmericans.pdf" to your story's file name that you want use on the pdf version of your story. Keep it simple and short. Don't include spaces. Examples might include "SugarMaple.pdf" or "PruningHollies.pdf" or "SpottedLanternflyUpdate.pdf". These are the file names you will give the story's pdf version that we will create and upload to the web.

Avada Page Options

Scroll down to the section called [Avada Page Options](#) to change a few things. Select the left tab called [Sidebars](#). For first item called Select Sidebar 1, select the sidebar from the pull-down list where you will want the story to be listed. Making this selection tells Wordpress to display the appropriate menu in your story's sidebar when the story is published. **Advice** and **Stories** are used most often. Use **Advice** if you will place the story in the Garden Advice menu, for fact-based posts. Use **Stories** if you will place the story in the Views & Stories section - this is used for opinions and other non-fact based fun stories.

For the next selection at **Sidebar 1 Position**, select Left.

Select the Footer tab on the left side, and be sure the selections are correct for the following settings:

Display Widgets Area: Default

Display Copyright Area: Yes

100% Footer Width: Default

Select [Save Draft](#) to save your work and return later. Select [Publish](#) if the story is ready to go live on the web site. These button selections are found in the upper right of the screen you are working on. If you want to make the story unavailable to the public in the future after it was published, select [Save Draft](#) for the story and it will again become a draft and be taken out of public view. Note: even though a published story or page is not listed or linked anywhere on the website, the public can still view it if its address is known, or if it shows up in the website search results.