

## To Post a Story

### Set Up

Begin by going to the Pages section from the Wordpress dashboard. If sorted by Title, the first document page listed is 1-template- (to be cloned). This has settings for the page header, sidebar menu, references, pdf link, and footer already set up and in place. Select clone in the popup menu below the title to create a copy of this page. Then go to edit this new page by clicking [Edit](#) in the popup menu below that title, leaving the original page template intact. This new page is now ready to edit by inserting content into it.

Give the story a title in the box at the top of screen. The page 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 as the page title in the reader's browser title bar.

### Entering The Story

Open the document someone wrote in order to copy the text from it. Select all the text, copy it, then Paste into the Wordpress content box (labeled as 'story body here') in 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 visible on the public side of the website. 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:

Title heading: `<h1> </h1>`

Bold text: `<strong> </strong>`

Italic text: `<em> </em>` (em stands for emphasis)

Link to something `<a href= ""> </a>`

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.

For example: `<h1>Title of Garden Story</h1>`

Next, the author is made italic by inserting the `<em>` 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.

For example: `<em>by Pat Dickey, Fairfax Master Gardener</em>`

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 can run off the screen when viewing on a cell phone or tablet. 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 `<strong>` 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. 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 `<em>` 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 that is posted on the website. Go to the pdf button at the bottom of the edit page, and click to edit it. In the Button URL at the top of the page, delete the past story pdf and insert the new pdf link at the end of the URL that is shown.

For example: in the link <http://www.fairfaxgardening.org/wp-content/webdocs/pdf/StaghornFern.pdf>, change the last part to be <http://www.fairfaxgardening.org/wp-content/webdocs/pdf/Termites.pdf>. Nothing else should need changing in the Button settings. Click [Save](#).

Keep the pdf title 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.

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.