

How to Create a New Post

Log in

- Go to <https://lakelimerick.com/wp-admin/> and log in to your web account.

Start a post

- In the top Admin menu bar, choose New > Post.

Add a title

- Enter a short, descriptive Post Title.

Open the settings sidebar (if needed)

- If the right sidebar isn't visible, click the sidebar (page) icon to the left of the blue Publish button (top-right).

Set up automatic expiration (only if needed)

- If the post will expire (e.g., weekly restaurant special), check Future Actions.
- Set Change status to Delete.
- Set the date and time you want the post to expire (double-check AM/PM).

Choose a category

- In the right sidebar, select a category from the existing list.
- Do not create new categories.

(Optional) Set tags

- To email the post out immediately, add the tag Immediate Release.
- Otherwise, tags are not necessary.

Write the content

- If starting with text: click where it says "Type/to choose a block" and begin typing.
- If starting with a photo: click the + in the black square at the top-right of the content area, choose Image (Adv), and add your image by dragging it to the box.
- For more information on using the Block Editor, refer to the Block Editor Document.

Save and preview

- Click Save Draft (top-right).
- Click Preview to review how it looks and proof read it carefully.

Proofread and edit

- From the top Admin menu, choose Edit Post to make any needed changes.

Publish

- Click Publish (top-right).

Verify on the homepage

- Visit the homepage and confirm the post appears in the right sidebar under the appropriate category.

If it's not showing

- You likely didn't select a category:
 - Go to WordPress Dashboard > Posts.
 - Find your post (usually at the top of the list), click Edit.
 - Select the correct Category, then Update/Save.
 - Return to the homepage and confirm it now appears in the right sidebar.