

# How to Create a New Post

---

## Log in

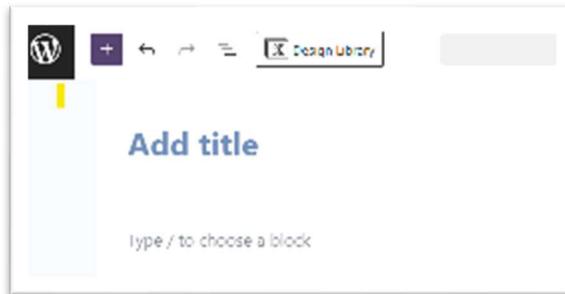
- Go to <https://lakelimerick.com/wp-admin/> and log in to your web account.

## Start a post

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

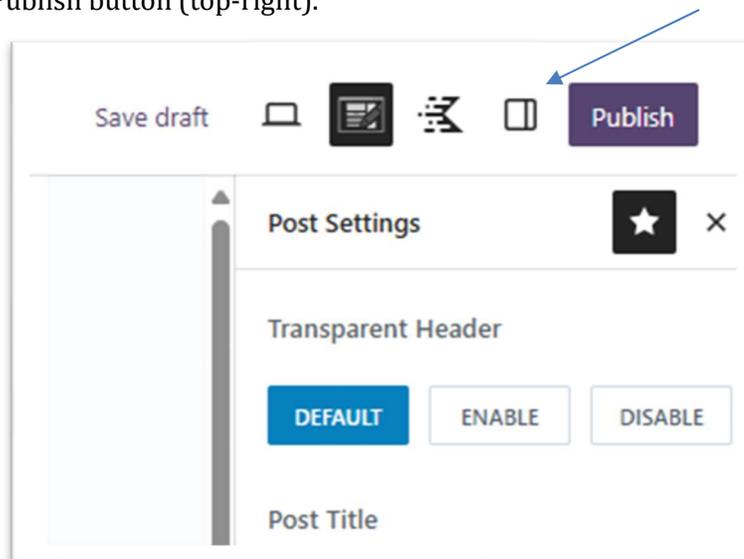
## Add a title

- 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 Publish button (top-right).



## Set up automatic expiration (only if needed)

- If the post will expire (e.g., weekly restaurant special), check Enable Future Actions.

**Move to trash**

---

**Future Actions** ^

Enable Future Action

---

- Set Change status to Delete.
- Set the date and time you want the post to expire (double-check AM/PM).

**Future Actions** ^

Enable Future Action

**ACTION**

Delete ▾

**TIME**

08 : 08    AM    **PM**

**DATE**

September ▾    29    2025

^

←    **SEPTEMBER 2025**    →

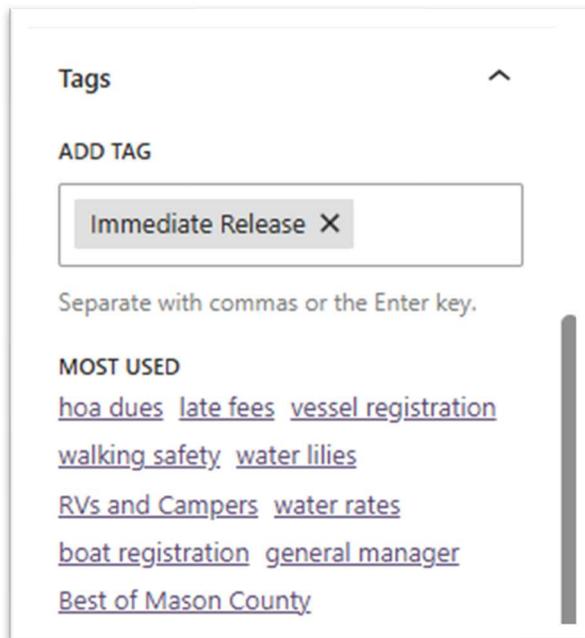
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### 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.



If you do not tag it for 'immediate release', then it will post on Tuesday at 11am

### 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

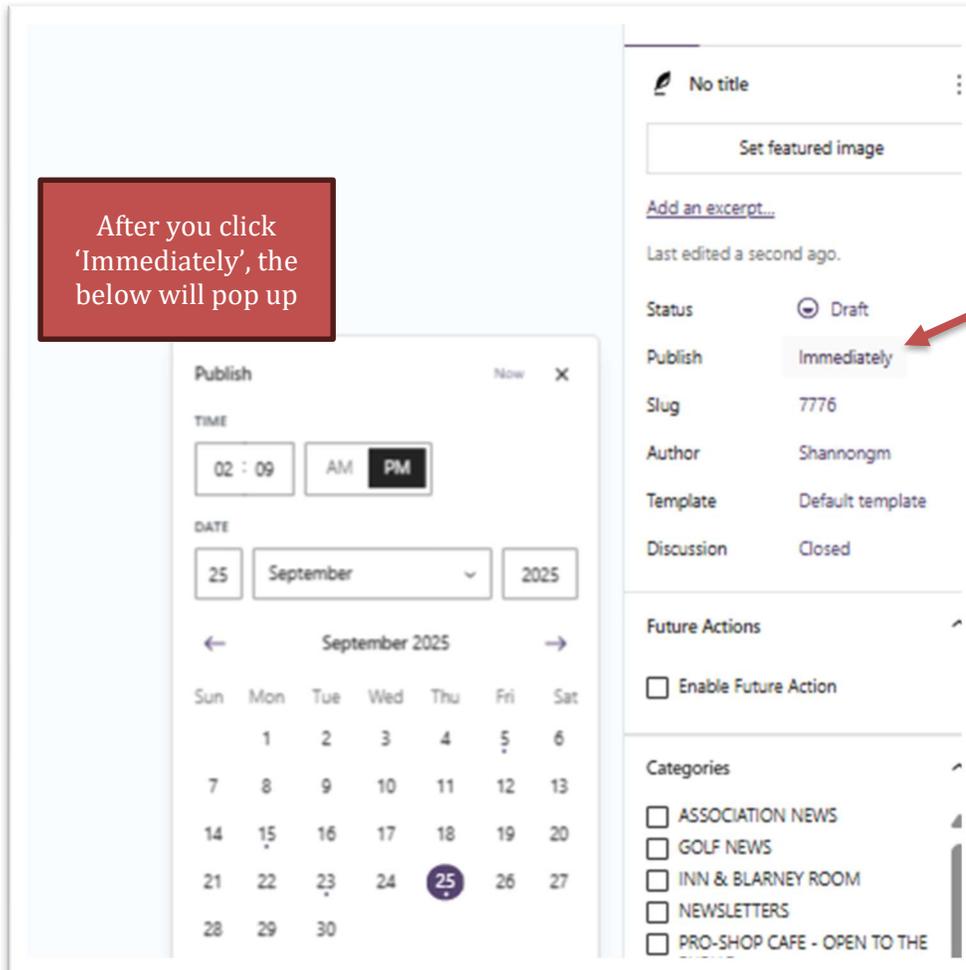
- Click Publish (top-right).

## 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 c



## 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.