

# Blog Training Part 1

## How to Add a New Post with Pictures

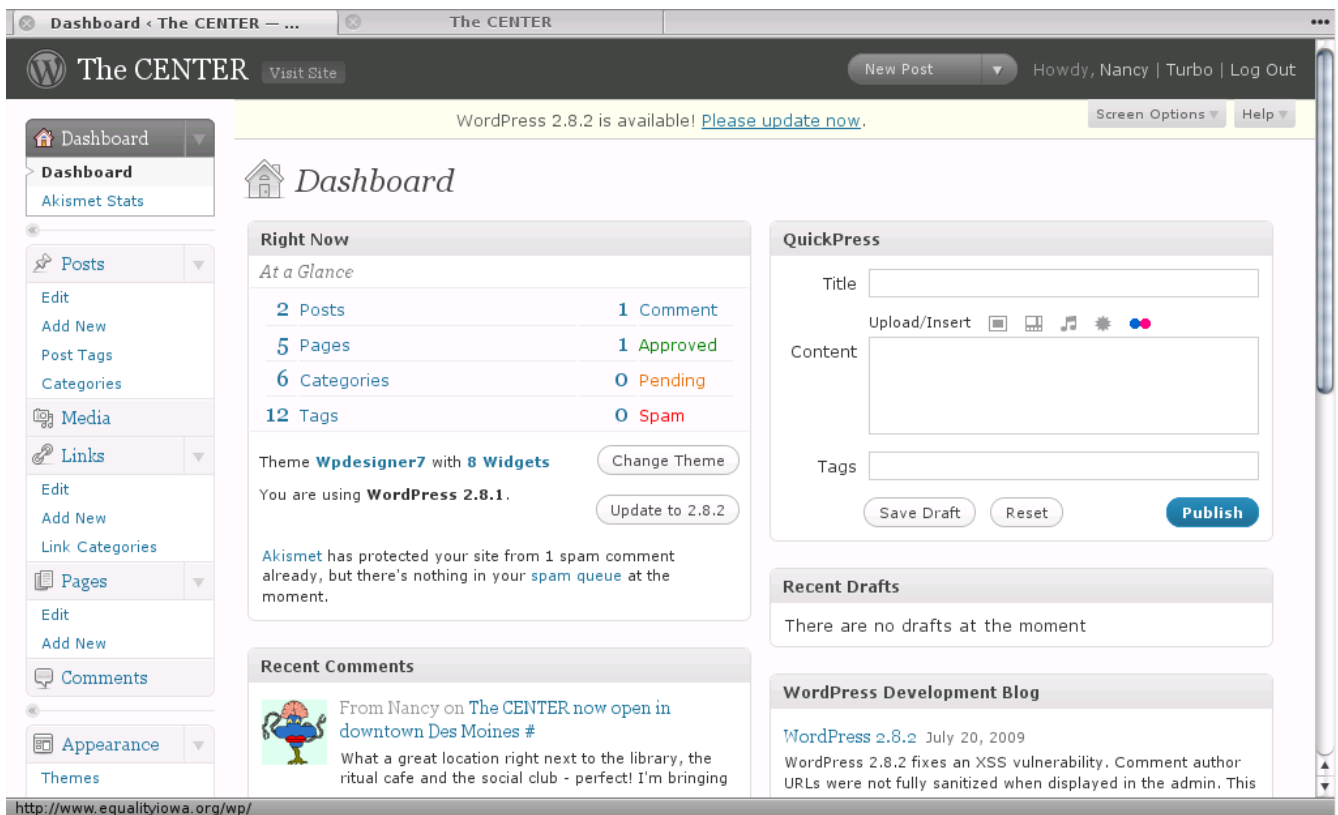
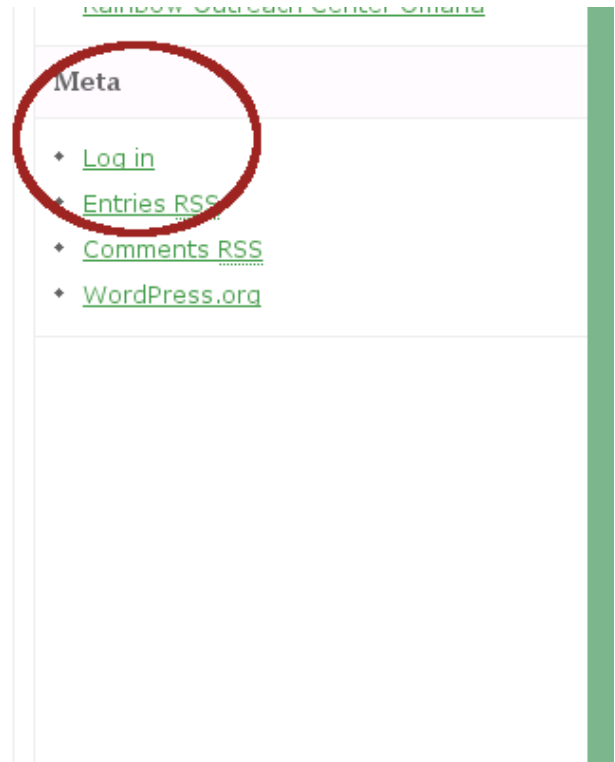
<http://www.equalityiowa.org/wp>

ous surveys, substantial majorities of likely voters in the  
usive federal employment non-discrimination law.  
rtune 500 companies have enacted nondiscrimination  
GBT workers.

re unprotected. Everyday an LGBT person remains invisible  
harassment and discrimination based on who they are.  
g way to rectify this inequity and indignity.

slation would help ensure every employee has a level  
ice; ENDA reflects the core American values of treating  
everyone gets a fair shake.

y when LGBT people no longer have to fear the loss of  
heir sexual orientation or their gender identity. When that  
ve taken another step forward in assuring justice and



The CENTER WordPress dashboard interface for creating a new post. The page includes a sidebar with navigation menus (Dashboard, Posts, Media, Links, Pages, Comments, Appearance, Settings, Events Calendar), a main content area with a rich text editor, and a right-hand sidebar with publishing options (Publish, Post Tags, Categories).

**1.** A New Post Title

**2.** Permalink: <http://www.equalityiowa.org/wp/2009/07/20/a-new-post-title/> Edit

**3.** Heading 1, Heading 2, Heading 3, Heading 4, Heading 5, Heading 6

**4.** Categories: All Categories, Most Used

**5.** Add new tag Add

**6.** Publish immediately Edit Publish

WordPress 2.8.2 is available! [Please update now.](#)

Status: Draft Edit

Visibility: Public Edit

Path: p

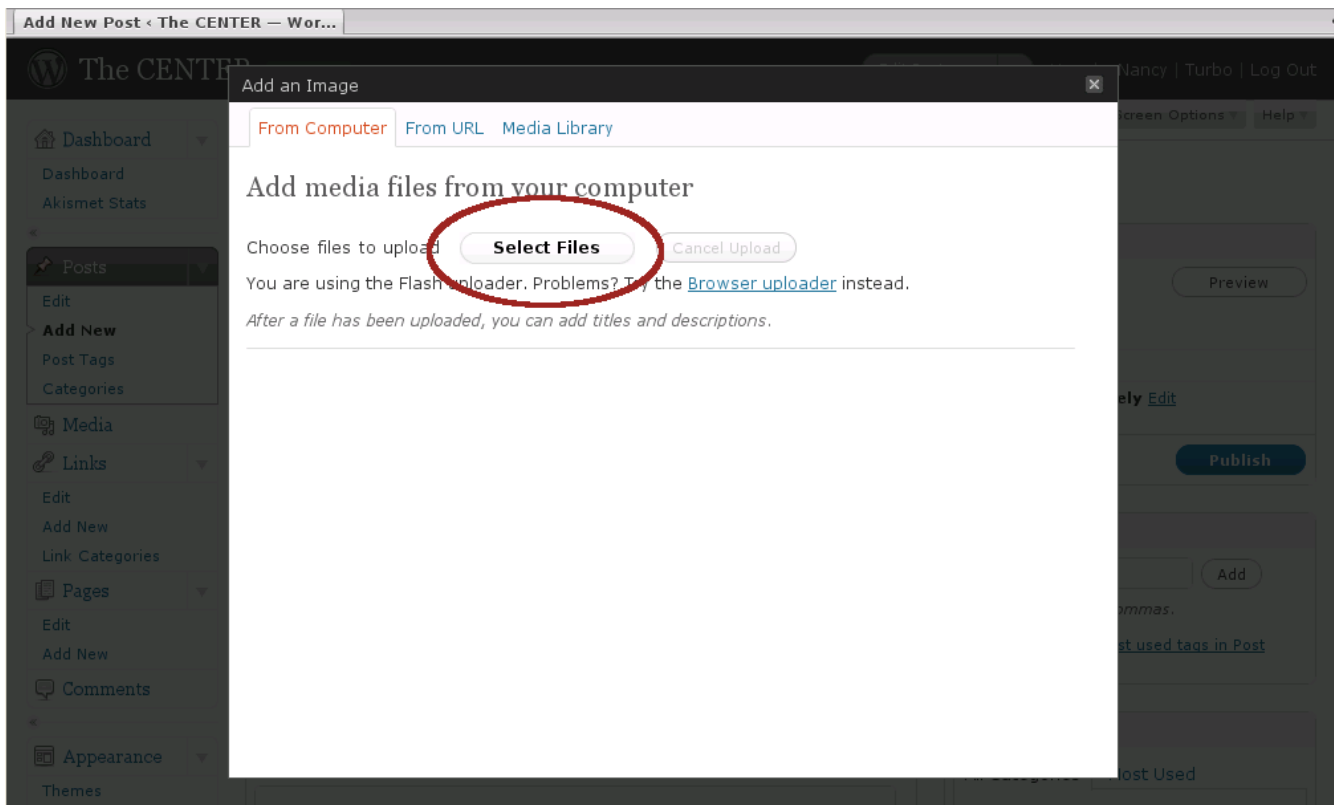
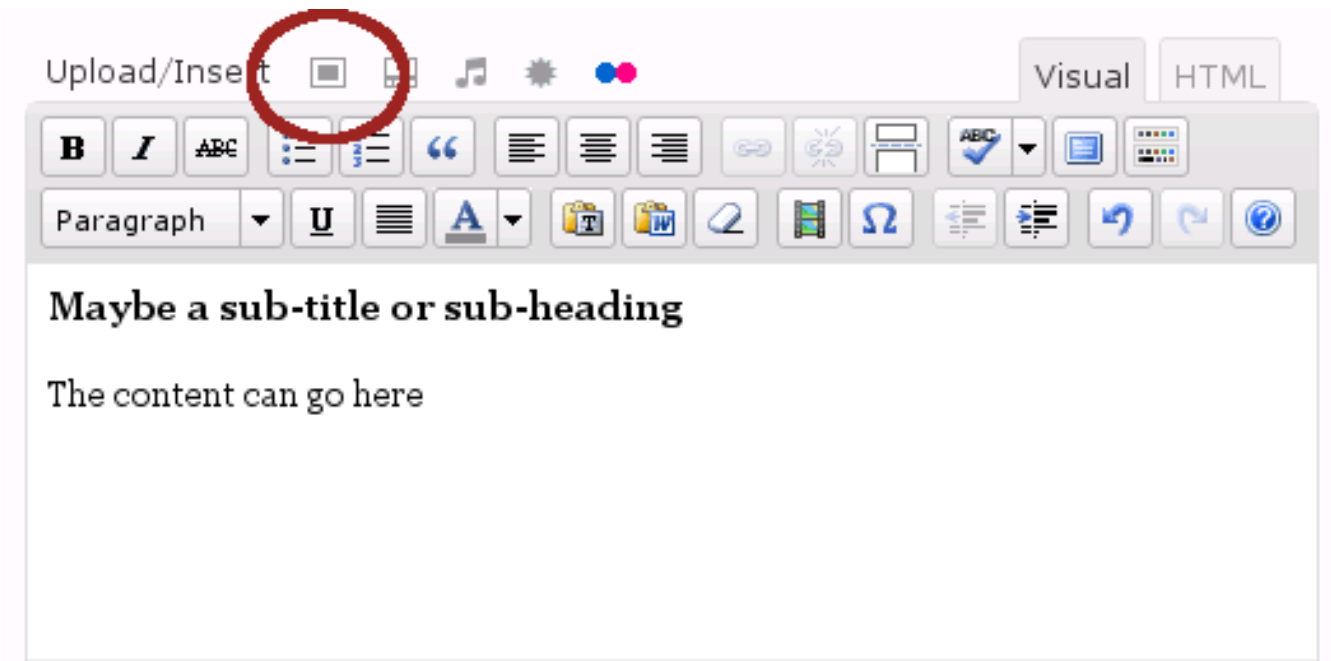
Word count: 8

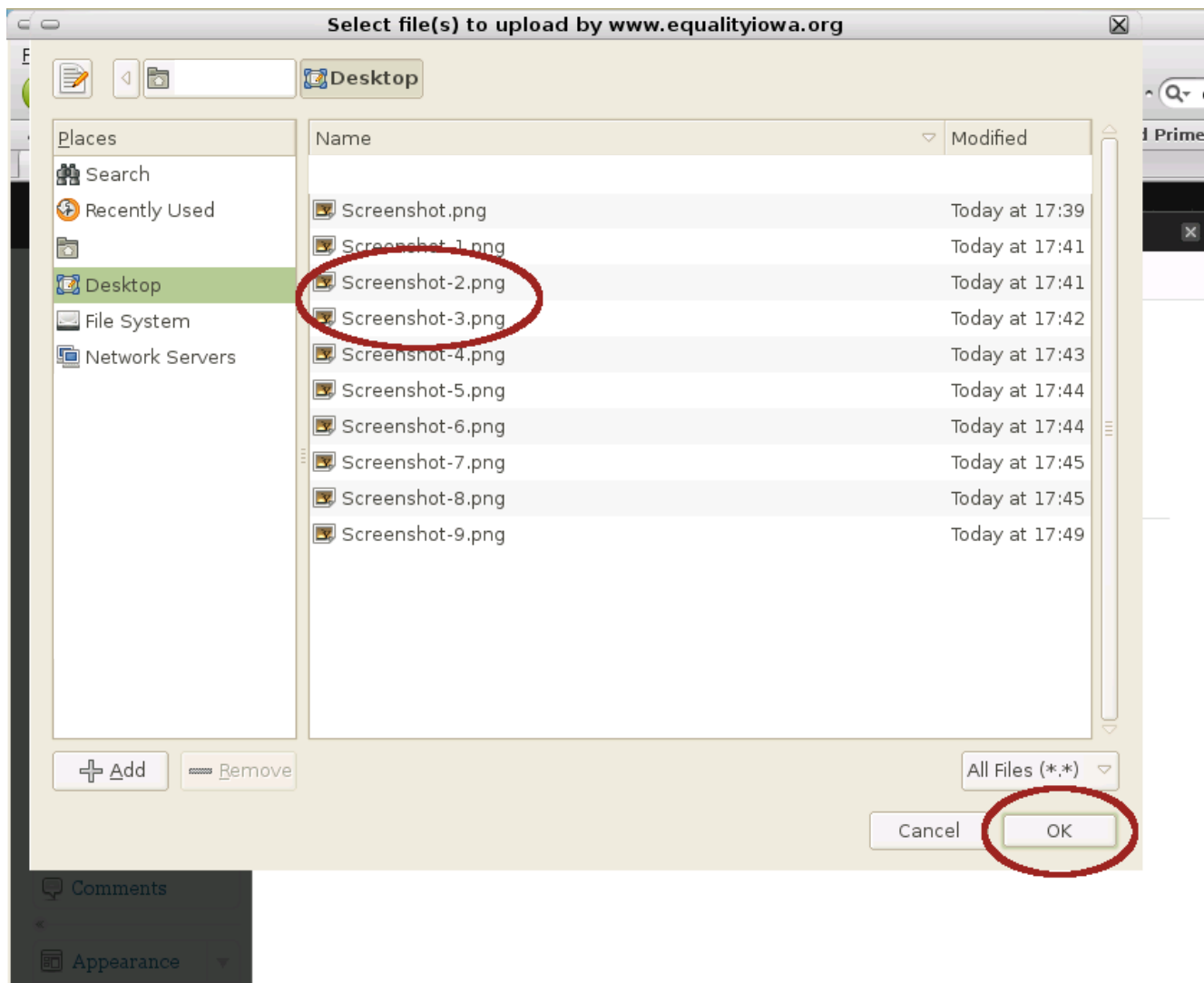
Saving Draft...

(Separate multiple URLs with spaces)

Trackbacks are a way to notify legacy blog systems that you've linked to them. If you link other WordPress blogs they'll be notified automatically using [pingbacks](#), no other action necessary.

- Bisexual
- Gay
- General
- Lesbian
- Press Releases





## Add an Image

**From Computer** From URL Media Library

### Add media files from your computer

Choose files to upload

**Select Files**

Cancel Upload

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

*After a file has been uploaded, you can add titles and descriptions.*



capiowa01.jpg

image/jpeg

2009-07-20 17:55:12

**Title**

\* capiowa01

**Caption**

*Also used as alternate text for the image*

**Description**

**Link URL**

<http://www.qualityiowa.org/wp/wp-content/uploads/2009/07/capiowa01.jpg>

None

**File URL**

Post URL

*Enter a link URL or pick above for presets.*

**Alignment**



None



Left



Center



Right

**Size**



Thumbnail  
(150 × 105)



Medium  
(300 × 211)



Large



Full size  
(400 × 282)

**Insert into Post**

[Delete](#)

~~Save all changes~~





WordPress 2.8.2 is available! [Please update now.](#)

[Screen Options](#) [Help](#)

- Dashboard
  - Dashboard
  - Akismet Stats
- Posts
  - Edit**
  - [Add New](#)
  - [Post Tags](#)
  - [Categories](#)
- Media
- Links
  - [Edit](#)
  - [Add New](#)
  - [Link Categories](#)

 [Edit Post](#)





Post published. [View post](#)

## A New Post Title

Permalink: <http://www.equalityiowa.org/wp/2009/07/20/a-new-post-title/> [Edit](#)  
[View Post](#)

Upload/Insert      

Visual HTML

Format                

Maybe a sub-title or sub-heading

The content can go here

### Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

 Published on: **Jul 20, 2009 @ 17:48** [Edit](#)

[Delete](#)

[Update Post](#)



Dashboard

Dashboard  
Akismet Stats

Posts

Edit  
Add New  
Post Tags  
Categories

Media

Links

Edit  
Add New  
Link Categories

Pages

Edit  
Add New

## Edit Posts

All (3) | Published (3)

Bulk Actions Apply Show all dates View all categories Filter

Post	Author	Categories	Tags		Date
<input type="checkbox"/> <a href="#">A New Post Title</a> Edit   Quick Edit   Delete   View	Nancy	General	des moines, downtown, outreach	0	1 min ago Published
<input type="checkbox"/> <a href="#">The CENTER now open in downtown Des Moines</a>	Sandy	General	community, des moines, downtown, glbt, lgbt, resources, the center	1	2009/07/12 Published
<input type="checkbox"/> <a href="#">Support the ENDA bill that was introduced today</a>	Sandy	Press Releases	bill, congress, nondiscrimination, political, press release	0	2009/07/11 Published
Post	Author	Categories	Tags		Date

## Edit Posts

All (3) | Published (3)

Bulk Actions Apply Show all dates View all categories Filter

Post	Author	Categories	Tags		Date
<p><b>QUICK EDIT</b></p> <p>Title: <input type="text" value="A New Post Title"/></p> <p>Slug: <input type="text" value="a-new-post-title"/></p> <p>Date: Jul 20, 2009 @ 17 : 48</p> <p>Author: <input type="text" value="Nancy"/></p> <p>Password: <input type="text"/> -OR- <input type="text"/></p> <p><input type="checkbox"/> Private post</p> <p><input type="button" value="Cancel"/></p>	Sandy	<p>Categories [more]</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Bisexual</li> <li><input type="checkbox"/> Gay</li> <li><input checked="" type="checkbox"/> General</li> <li><input type="checkbox"/> Lesbian</li> <li><input type="checkbox"/> Press Releases</li> <li><input type="checkbox"/> Transgender</li> </ul>	<p>Tags</p> <input type="text" value="des moines, downtown, outreach"/> <p><input checked="" type="checkbox"/> Allow Comments <input checked="" type="checkbox"/> Allow Pings</p> <p>Status: <input type="text" value="Published"/></p> <p><input type="checkbox"/> Make this post sticky</p>	1	2009/07/12 Published
<input type="checkbox"/> <a href="#">The CENTER now open in downtown Des Moines</a>	Sandy	General	community, des moines, downtown	1	2009/07/12 Published



The CENTER  
The LGBT & Progressive Place To Be

A Post with Pictures



Written by Nancy on July 20th, 2009

Hi, here's a picture:



Des Moines Capitol Building

And now more text.

Categories

- ♦ [General](#) (2)
- ♦ [Press Releases](#) (1)

Pics



Events

- ♦ **Wed 7/22/2009:** Blog Editor Training Class

Recent Comments



# Dashboard

## Right Now

At a Glance

2 Posts	1 Comment
5 Pages	1 Approved
6 Categories	0 Pending
12 Tags	0 Spam

Theme **Wpdesigner7** with **8 Widgets**

[Change Theme](#)

You are using **WordPress 2.8.1**.

[Update to 2.8.2](#)

Akismet has protected your site from 1 spam comment already, but there's nothing in your [spam queue](#) at the moment.

## Recent Comments

## QuickPress

Title

Upload/Insert     

Content

Tags

[Save Draft](#)

[Reset](#)

[Publish](#)

## Recent Drafts

There are no drafts at the moment