Creating A Standard Post

If you’re not sure which format to pick, start with this one. You can always add in media, but generally this is for a traditional blog post that includes text and maybe one or two images (optional).

Step 1

To create a new post, click “Add New” from the Posts menu on the Dashboard.

Step 2

Place title of post in this field.

Post’s text is placed in this field.
Step 3

To the right of the page select the radio button for “Standard” under Format.

Step 4

Click “Publish” to share the post.

Step 5

The Standard Post’s excerpt will appear on the front page of the portfolio.
Step 6

The text appears in the post’s body.

If you would like to include a thumbnail and image above the post body, follow these steps.

Step 1

Choose a “Featured Image” to be used as the thumbnail on the front page of your Learning Portfolio.
Step 2

Select the image that you want to be used as the post thumbnail from the WP media panel.

At the bottom of the page, click “Set featured image”.

Step 3

The image for the “Featured Image” will appear in this field on the post admin page.
Step 4

Click “Publish” to share the post.

Step 5

The “Featured Image” will appear in the post excerpt on the front page of portfolio.
Step 6

The featured image appears on top of the post.