This document lays out the steps needed to post a news item to the “News” tab of catee.tamu.edu. It is important to understand how the news items get posted and filtered before you actually start posting things. Each step outlined below is extremely important to follow.

Explanation:

Each news item is considered a WordPress “post”. Normally a post is a blog post and will be displayed on the main page. It can contain images, music, videos, links, or just plain text. However, for our website we have modified the template to handle posts based on their category and tags. I guess I should have mentioned that: posts not only have a title and content but also contain different “meta data.” The meta data contains tags, categories, and many more things out of the scope of this tutorial.

Anyway. Basically what all this comes down to is that each post that needs to become a news item must have 1 and only 1 category called “News” and either of the two tags “Hot & Humid” and “CATEE”. By placing the tags there, the website will automatically put the correct icon next to the item and also post it to the correct Facebook/Twitter page. Now that you sort-of understand how this works, lets dive into some screen shots.

1. Go to http://catee.tamu.edu/wp-login.php

2. Login with your user information

3. Head on over to the down-arrow on your post menu. Click it then click “Add New”

4. Now you should see a screen like this:

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5. Fill in the title and content as you wish.

6. Select your category: “News” and be sure that all other categories are deselected.

7. Add your tags: for “Hot & Humid” just type “Hot” and then select the box that pops up underneath the text-box. for “CATEE” type “cate” then select the box that pops up.

**UNDER NO CIRCUMSTANCES ARE YOU TO TYPE THE WHOLE WORD AND THEN CLICK “ADD”. CLICK “ADD” AFTER YOU HAVE SELECTED THE POP-UP BOXES.**

the reason this is so important is because typing the whole tag will create a whole new tag which will not be recognized by WordPress on the news page.

8. When you are done click “Submit for Review”

   Your post will be approved by the webmaster at a later time and then will be posted to the site.