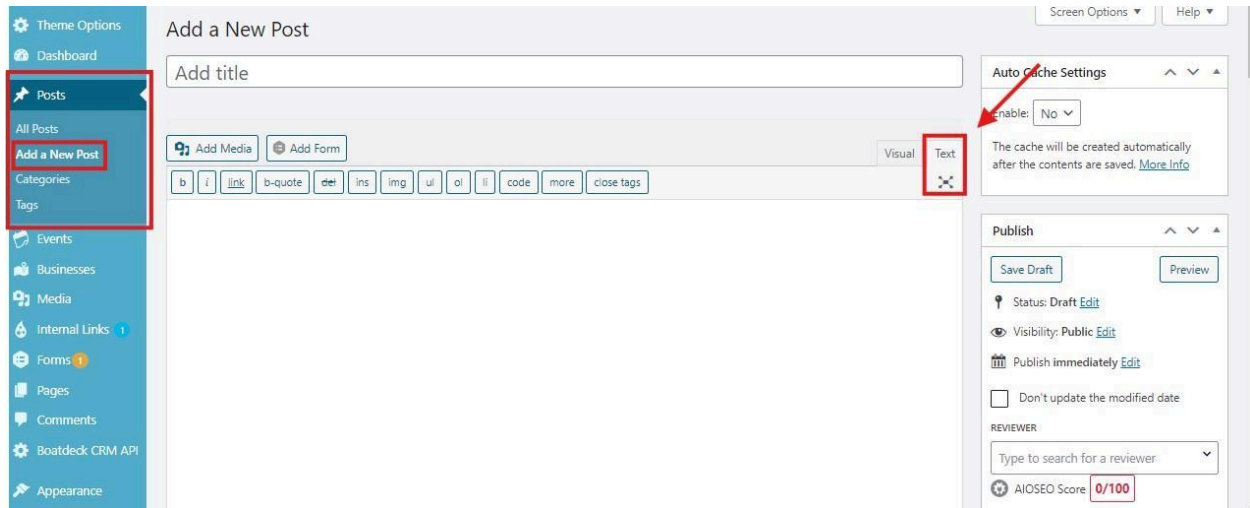
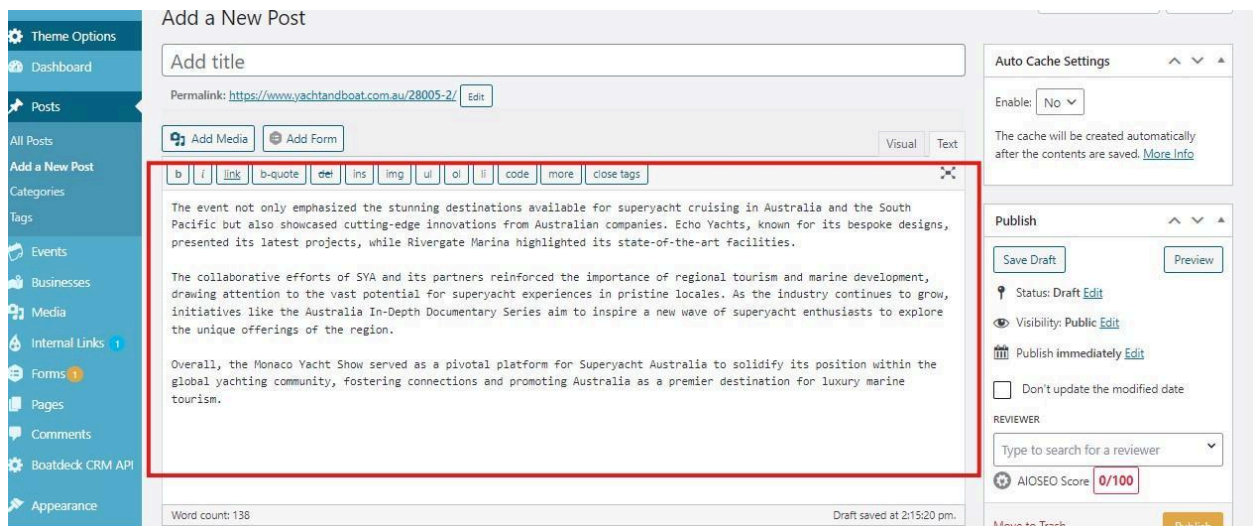


How To Create A News Article/Post In Wordpress

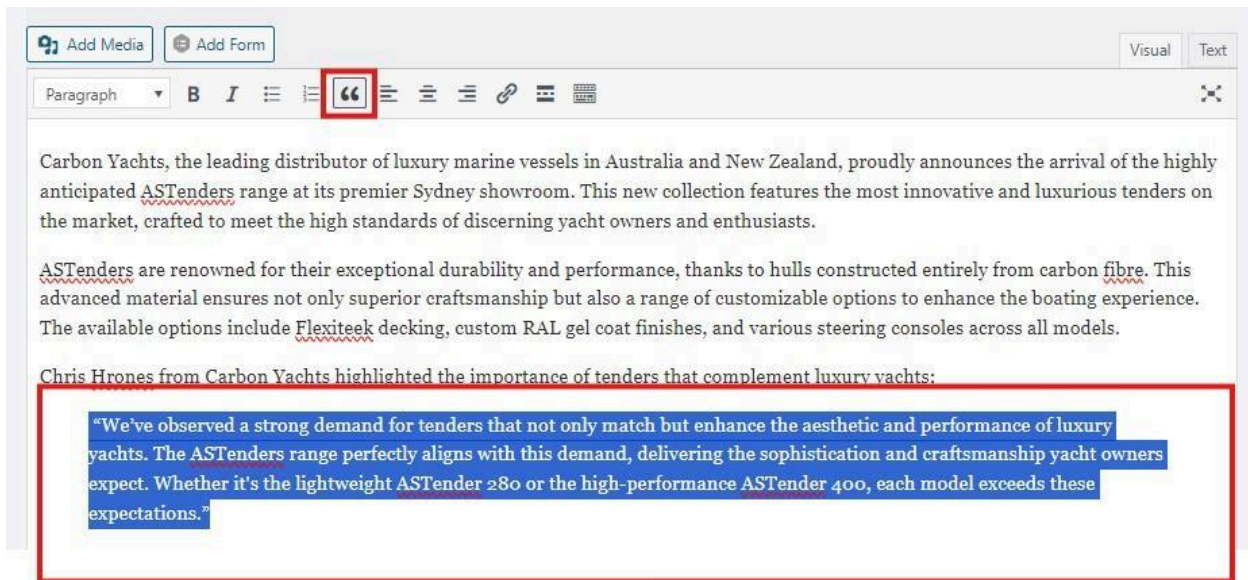
1. After logging in to your WordPress website, click on the **POSTS** tab. Under the post tab, click **Add a New Post**. Ensure you click **text** on the right hand side as circled in the below photo.



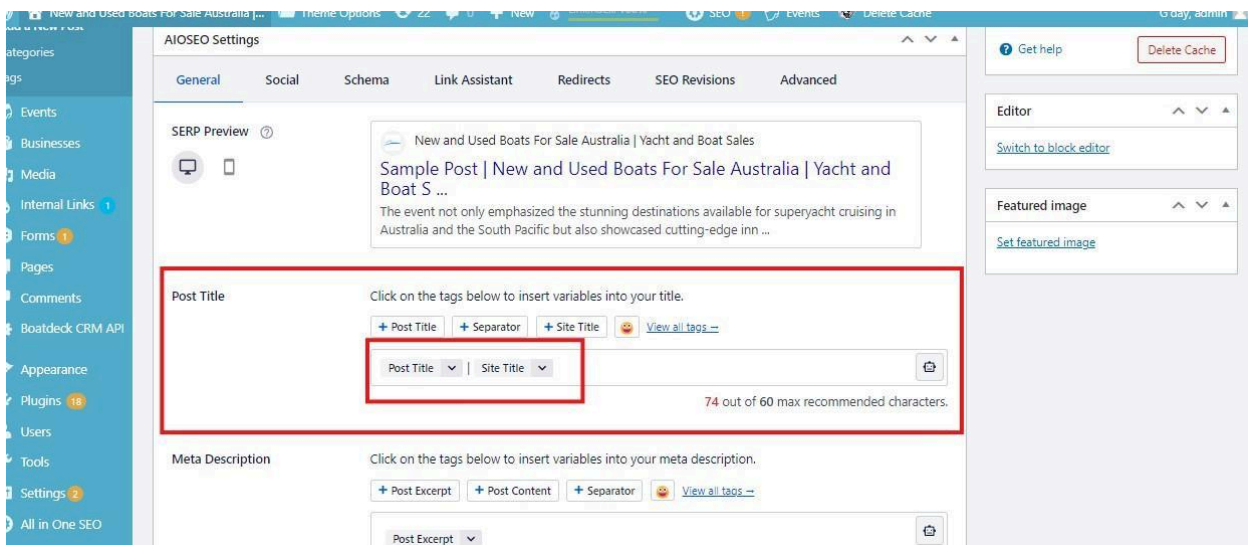
2. You can then paste the press release text into the **text box** ensuring there is no coding. It should look something like the below image, once you have pasted the text in.



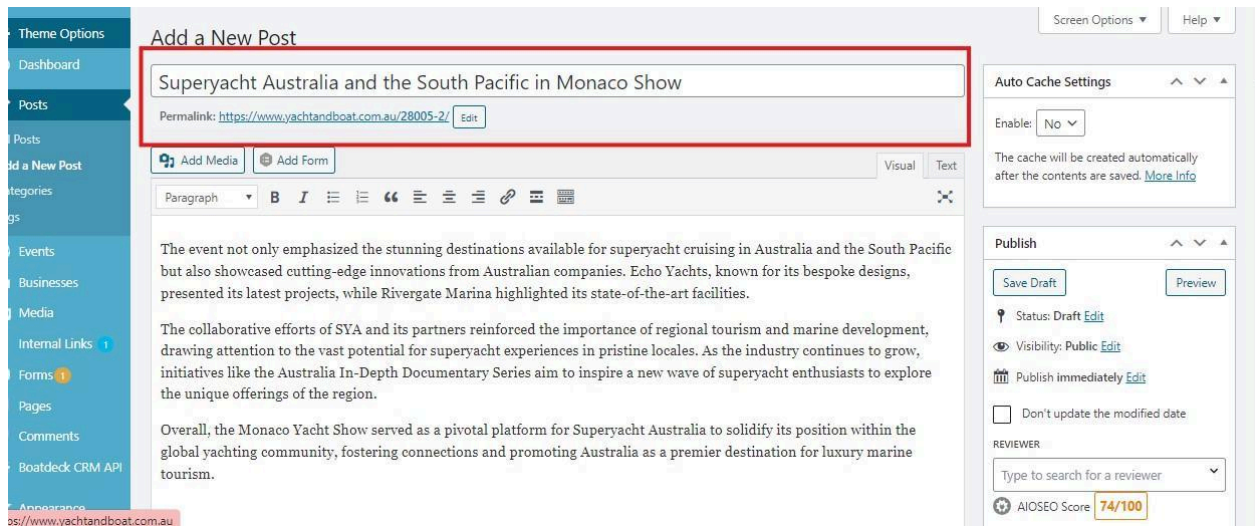
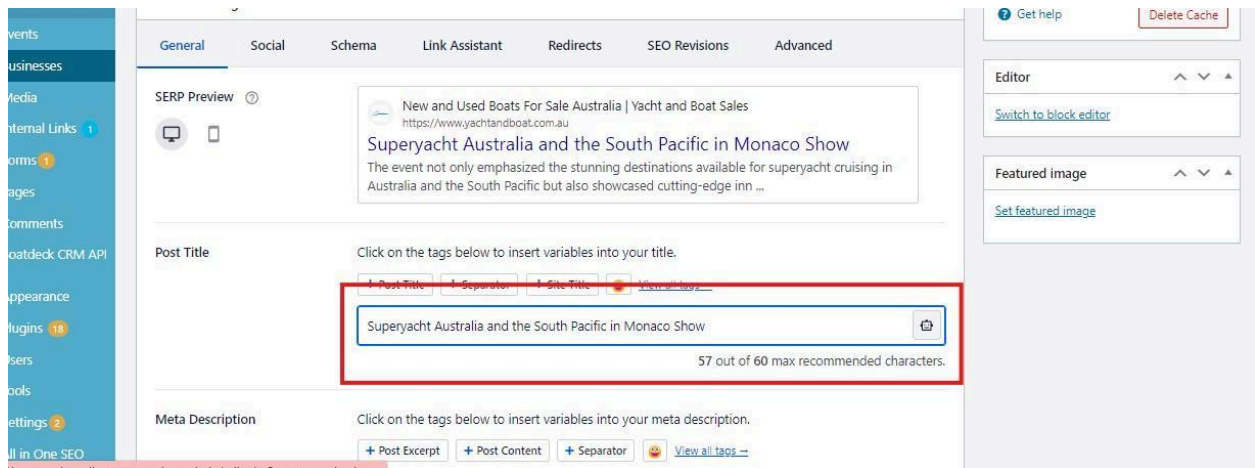
3. Make sure you format any quotes or speeches in a **blockquote** for clarity like the below.



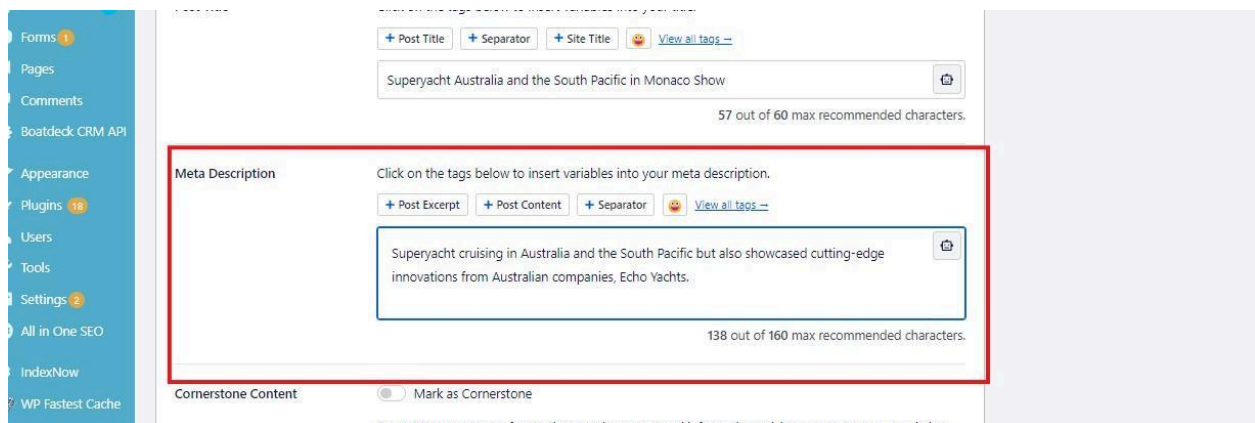
4. After you have pasted your text into the box, scroll down to the **post title**, remove or backspace the two boxes that are in there (**Post Title & Site Title**).



5. Once you have deleted the two boxes in the **post title**, you then can create your own title, but please ensure that the title is no more than 60 words max. Once you have a title, make sure you also pasted the **title** at the top of the article.

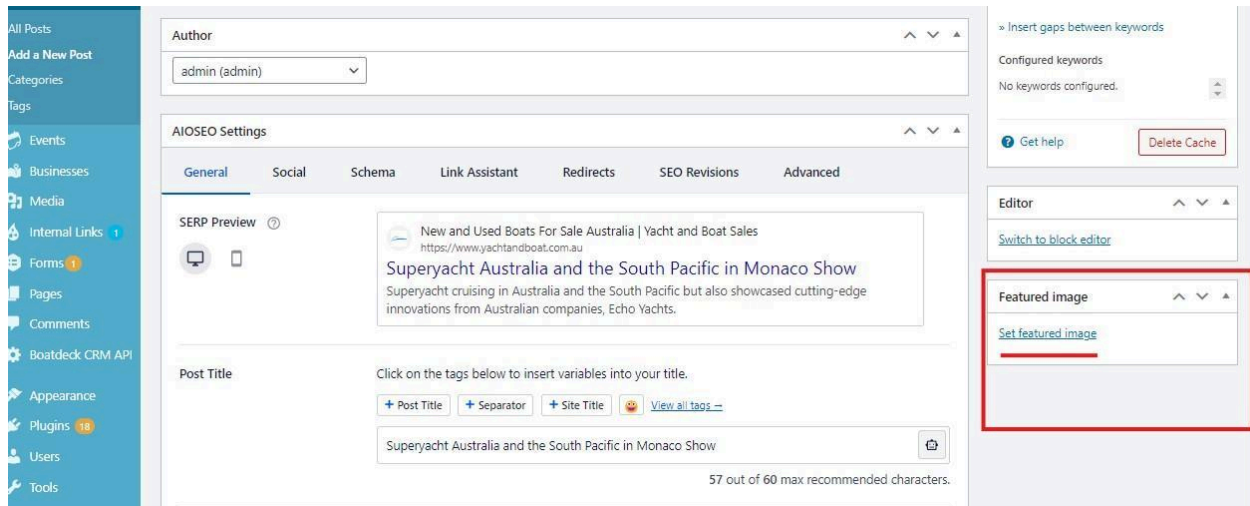


6. Next step is to go down to **Meta Description**, remove the post excerpt box. You can copy the first paragraph and paste into the **Meta Description** ensuring it is not over 160 words, and also having key words mentioned in there.

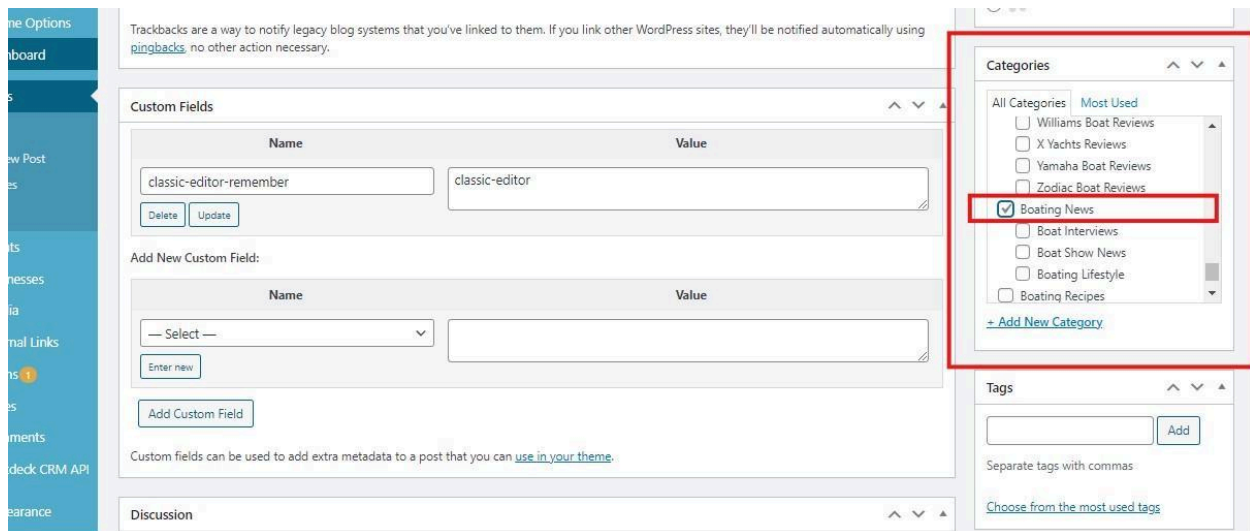


7. The next step is to upload an image to the post. The article image size needs to be 750 width x 500 height. To resize the image you can use [PicMonkey](#), which is a free app you can use, you will need to create an account. Once you have resized your image to the correct size, you can add it into the featured image

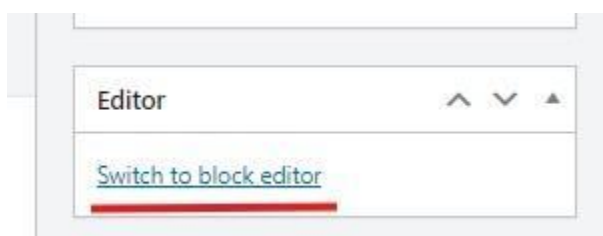
section to the right hand side, then upload your image. Adding the **Alt text, title and caption** is recommend but not essential. Then ensure you save your image.



8. Then scroll up to **Categories**, you will need to select the best category you think will fit. For example if it is a new boat review or article you can place it under **Boating News**. Do not leave it as **Uncategorized**.



9. To make the article more search engine friendly and to receive more views it is best and ideal to change the article to **block editor**. Which is just about the featured image section.



10. The last step is to **PUBLISH** your article. You can **publish** the article straight away or you can schedule it to be posted for another day of your liking.

Publish

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately

10-Oct 23, 2024 at 09:23

OK Cancel

Don't update the modified date

REVIEWER

Type to search for a reviewer

AIOSEO Score **78/100**

[Move to Trash](#) **Publish**