Creating and Editing Posts

Create@USQ User Guide
Last Updated: March 2023

University of
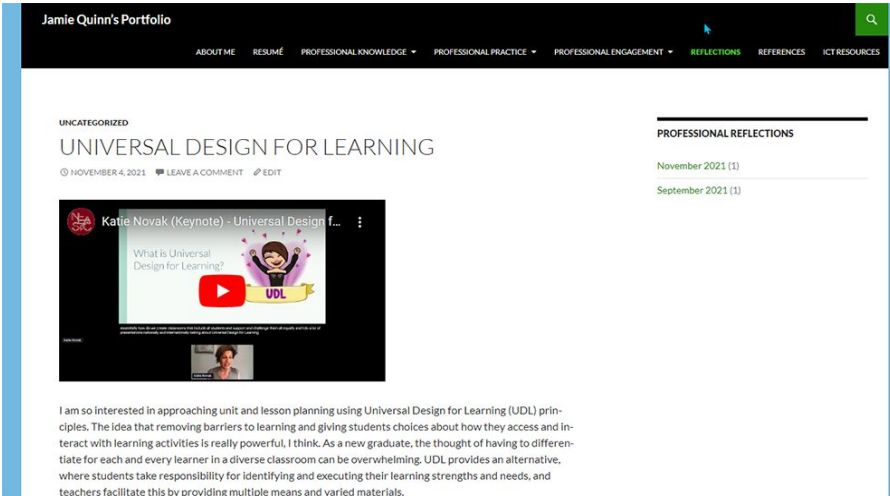**Southern**
Queensland

About Posts

Your Posts are where you'll publish your main content such as what's been happening in class, assignment information, documents, regular journal articles, or reflections on your learning.

They are commonly displayed in reverse chronological order with the most recent post at the top of the page.

Posts are really useful if you wish to publish a 'learning journal' or blog.

Anatomy of a Post

If you look closely at a post you will see it is normally made up of:

- **Post Title** – A great title grabs readers attention and is more likely to encourage them to read your post.
- **Date published** – you'll normally see this displayed at the top of the post.
- **Post content** – this is the main information that you want to share or reflect on with your readers
- **Comments Section** – Your readers can click here to write a comment in response to your post.
- **Categories** – help readers locate posts on your blog. Often used like chapters of a book, provide a general overview of the topics you blog about.

April 19, 2023

Hello world!

Welcome to your brand new blog at University of Southern Queensland.

This is my brand new blog, where I will be recording my learning journey.

My cute cat Ajax helping with some crochet!

About Me

I live in Canberra, Australia.

I'm a freelancer designer. Most of my work is edtech, webdev, socmedia and VR focused. My side hustle is creating handmade toys for dogs and cats.

I like sewing and craft, music (especially kpop), gaming (especially MMORPGs), books, art, cooking and furbabies.
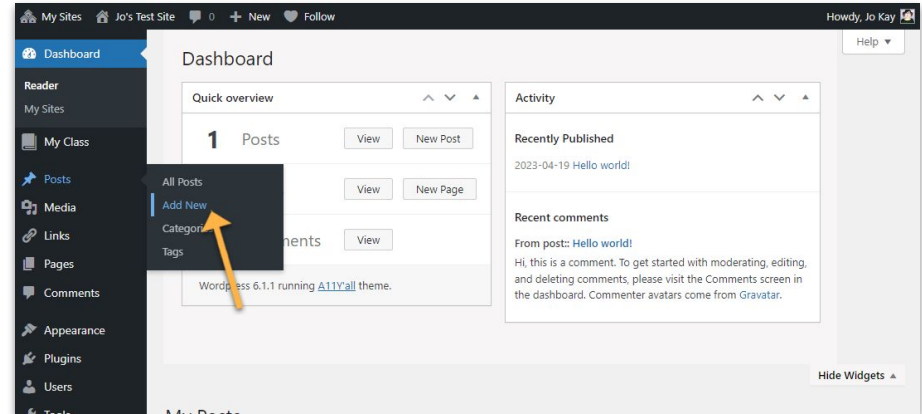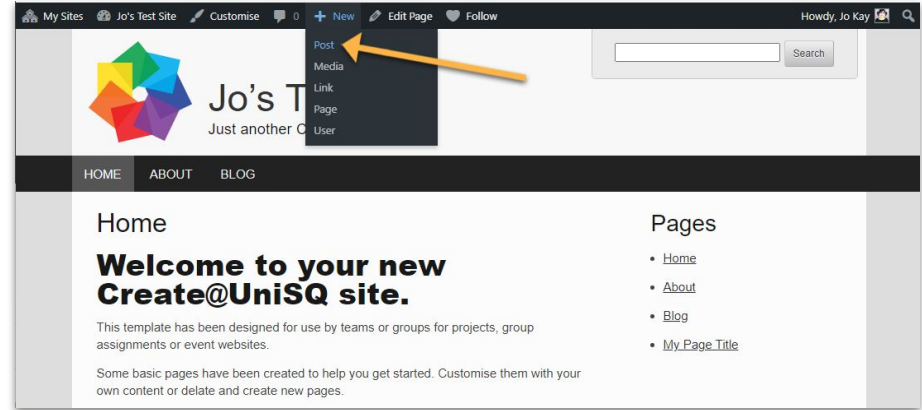
Leave a comment and tell me something about you!

Uncategorised, Uncategorized   Edit

Creating a New Post

To create a new Post, simply **rollover the 'New' Menu** at the top of the page and choose '**Post**' from the dropdown menu.

Alternatively you can also create a **New Post** from the Dashboard of your site. Simply go to '**Posts**' in the menu on the left hand side and selecting '**Add New Post**.

Creating a New Post

After creating your page, give it a **Title**.

Start adding content using the **Editing Tools**. You can add blocks by clicking on the black + symbol.

Blocks allow you to add a range of different content types including Headings, Paragraphs, Images and Multimedia.

Ensure you add your post to some **Categories**, which help to organise your posts so visitors can find them.

When you have finished editing, click the **blue 'Publish' button** on the right of your screen to publish your post and make it visible to site visitors.
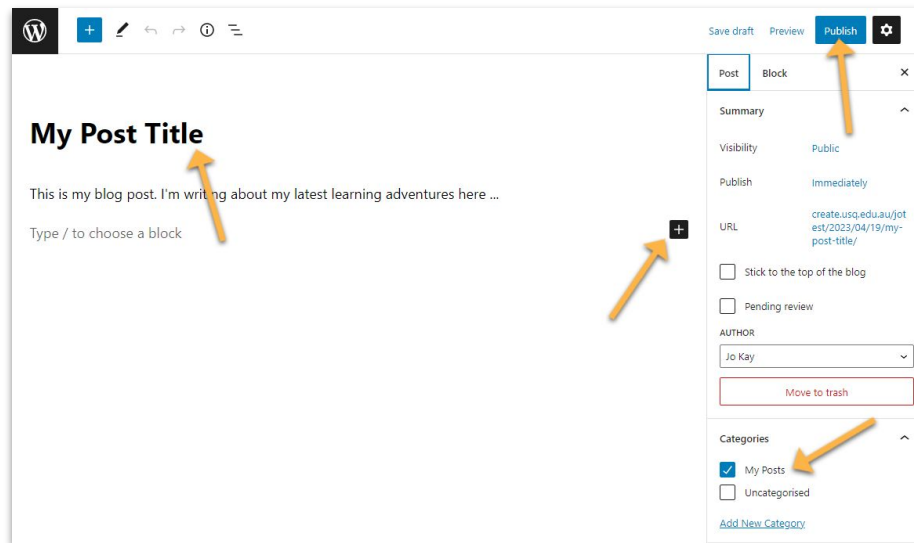
PROTIP: Check out the Block Editor and Classic Editor Guides in the Create@UniSQ Getting Started Resources for more info on using the Editing tools.

Editing Posts

You can **Manage** and **Edit Posts** via the **All Posts section in your Dashboard**, where you fill find a list of all your posts.

Roll your mouse of the title of each post to access links to **Edit**, **Trash** or **View** your post.

Clicking on the **Edit button** will take you back to the page editing window where you can make changes or additions.

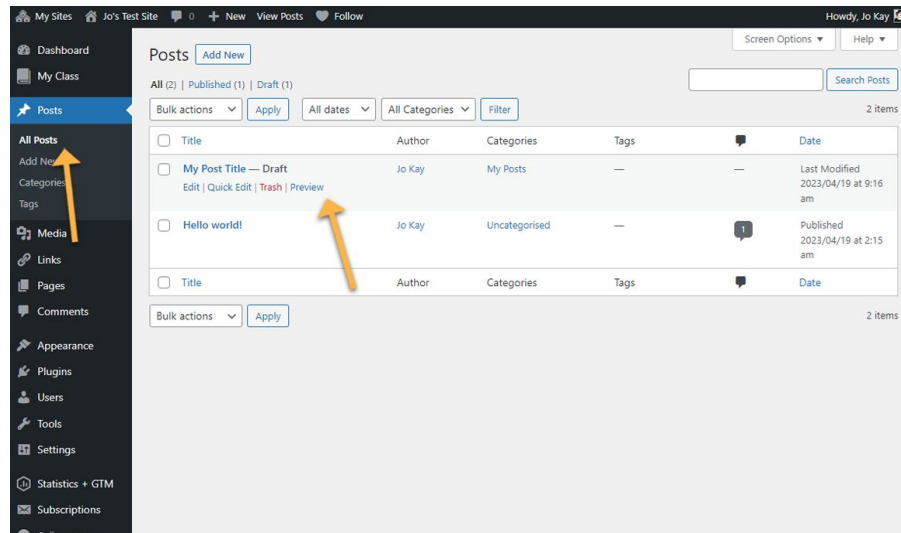Click the blue **Publish button** to save changes.

Deleting Posts

To delete a page, go to the **All Posts section** in your **Dashboard**, where you fill find a list of all your posts.

Roll your mouse of the title of the postyou wish to delete and choose **Trash**.

Deleted posts can be restored from the Trash if you have removed them in error.