WebSpace - Creating Content, Pages, And Posts (Classic Editor)

Topics Covered In This Article

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Pages And Posts

Pages vs Posts

WebSpace uses two fundamental content types: pages and posts. These content types behave quite differently and therefore it is important to understand when to create a page or a post.

Pages are static. They are a good way to publish information that doesn't change much, like an **About** or **Contact Us** page. Pages are usually linked from the **main navigation bar** on the Homepage.

Posts are dynamic. Posts are always associated with a date and are meant to update your audience. Posts usually show up automatically on your main site page, but this will depend on the theme you've chosen.

Some key differences:

- Posts are:

  a. displayed in reverse chronological order (placing the most recent content at the top of the page)
  b. can be assigned tags and categories (helps with search engines!)
  c. syndicated via RSS

- Pages are:

    a. not related to categories or tags
    b. do not appear in RSS feeds
    c. may have sub-pages (this gives the appearance of a more traditional website)

Video: Posts vs Pages in WordPress

Add A New Post

Posts are designed for more dynamic content such as news and updates.

- From the **Dashboard**, hover over **Posts** on the left menu bar and then click the **Add New** button.
- The **Add New Post** screen appears.
- Enter a title for the post into the field at the top.
- Enter the body of the post into the text box below.
- When you're finished, click the **Publish** button on the right.

Video: How to create a WordPress post

Video: How to format a WordPress post

Video: How To Create A New Post in WordPress

Post formats - you may be able to style posts differently using the Format module on the right hand side. Read about post formats to find out more and view the list of compatible themes.

Add A New Page

Pages are used for static information in WordPress. To access all of your site's pages click on **All Pages.** From this list you can edit and delete any of your pages. The following steps will guide you through adding pages to your site.

- From the **Dashboard**, hover over **Pages** and click the **Add New** button.
- The **Add New Page** screen appears.
- Enter a title for the page in the field at the top.
- Enter the body of the page into the text box below.
- When you're finished, click the **Publish** button on the right.

Video: How to create a WordPress page

Visibility

Pages and Posts are public by default, but you can also set them to password protected or private.

- Public: The page is accessible by anyone.
- Password protected: The page is accessible by anyone who enters the correct password.
- Private: Only visible to you and anyone you assign as an Editor or Administrator.

Visibility of pages and posts may be overridden by site-wide visibility settings. For information on site-wide visibility refer to WebSpace - Security And Visibility, Restricting Access To Your WebSpace.

To change the visibility of a post or page navigate to the post or page from the dashboard and click **Edit** next to Visibility in the Publish block.
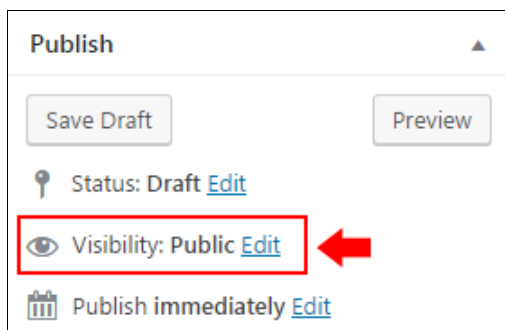
Select the desired visibility and click the **OK** button.
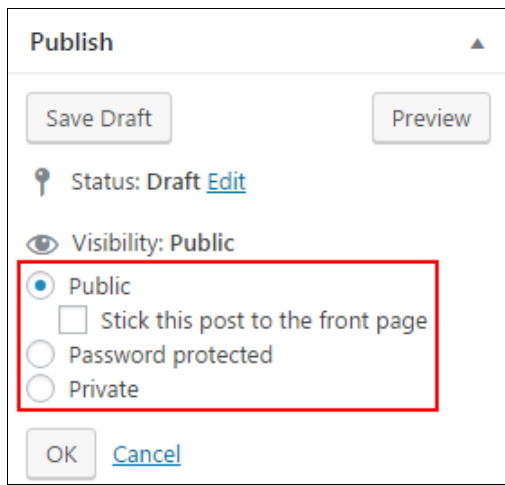
Adding Documents, Images, Audio, Videos, And Links

Media Library

Your WebSpace site includes a media library that allows you to upload many common file formats such as images, word processor, spreadsheet, audio, presentation, and others. The maximum file size is 10MB and the total maximum space is 500MB. You are also able to upload video files, but unless you're able to compress them to under 10MB you are better off using a video hosting service such as YouTube.

The following file types are supported: DOC, DOCX, ODT, XLS, XLSX, PPT, PPTX, PPS, PPSX, JPG, PNG, GIF, MPG, MP4, WMV, MP3, OGG, WMA, M4A, WAV, PDF.

The media library allows you to track all the files you've uploaded, when they were uploaded, and what pages and posts they're attached to.
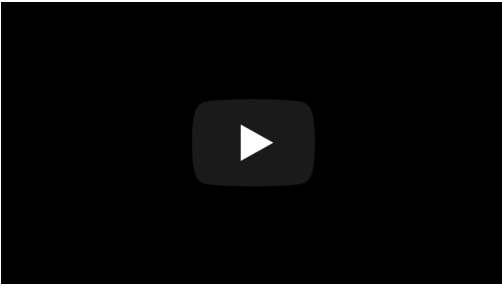
Access your media library in the dashboard under **Media**.
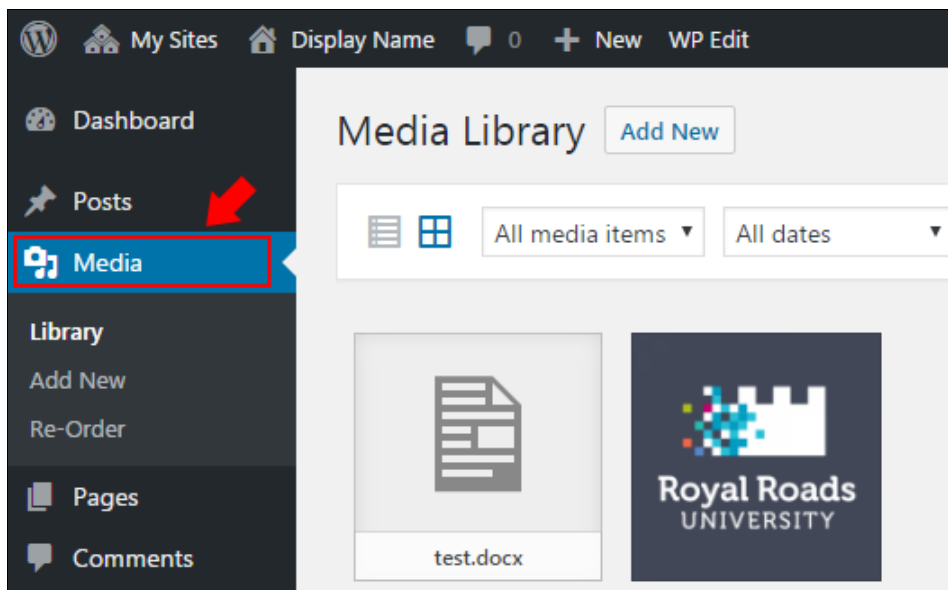
Embedding vs Linking

Embedding of media such as an image, video, or audio means that the media is visible directly from the post or page. If it's a playable type of media such as audio or video it will be playable from the post or page.

Here's an example of an embedded video:

Linking means that the media is accessible after clicking on a link. The media is not visible or playable from the page or post. Media is usually linked from text, but can also be linked from an image.

Here's an example of a video that is linked from text:

Click here for the Royal Roads University video on how RRU is different.

Adding Documents

Most common word processor, spreadsheet, and presentation file types can be uploaded to WebSpace including DOC, DOCX, ODT, XLS, XLSX, PPT, PPTX, and PDF. These files can be inserted into pages and posts in your site by using drag and drop.

Embedding Images

How To Embed An Image

Store the image in your WebSpace media library and embed it in a post or page.

- In your WebSpace site, navigate to the page or post you would like to create or edit.
- Position the cursor where you would like the image to be embedded.
- Just above the text editor toolbar, click the **Add Media** button.
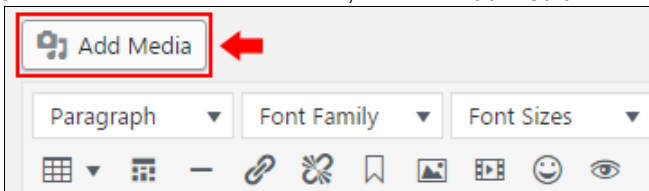
- The **Insert Media** window appears.
- Drag and drop the image into the Insert media window.
- You should see the new image appear, and it will be selected by default.
- Click the **Insert into page** button at the bottom right.
- When you have finished formatting your page, click the **Publish** button on the right.

Video: How to add images in WordPress

How To Embed An Externally Hosted Image

If you're using Cloudup, simply paste the link to the image into your post or page, and it will automatically be embedded.

If you're using another external that doesn't support automatic embedding such as Dropbox:

- Copy the link of your externally hosted image.
- In your WebSpace site, navigate to the page or post you would like to create or edit.
- In the text editor toolbar, click the **Insert/edit Image** button.
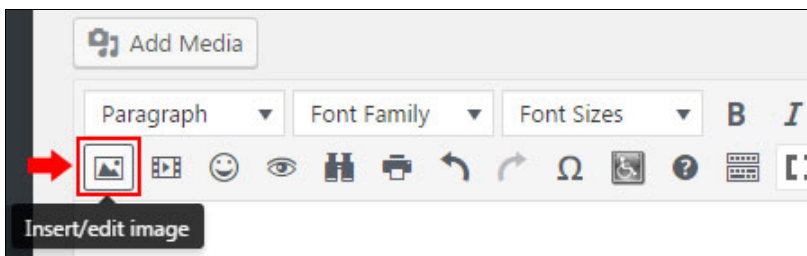
- Paste the image's link into the **Insert/edit image** window.
- Add a description of what the image shows and what information the image is attempting to convey in the **Image description** field.
- Click the **OK** button.

Video: How to add links in WordPress (link to external media)

Embedding Audio

Audio files such as podcasts can be added in the same way that images are added. The maximum file size should be sufficient for high-quality audio clips up to about 10 minutes. To ensure that your audience won't have problems listening to your audio clip, the file should be in MP3 format. If it's in another format, you can use this Online Audio Converter to convert it. You can also use the Online Audio Converter to reduce the size of the file.

If your audio file is over the maximum size use one of the external hosting services.

Embedding Video

We recommend the video hosting services YouTube or Vimeo for video embedding.

Once a video is uploaded to YouTube or Vimeo, paste the link to the video into your WebSpace post or page, and it will automatically embed the video. (Note: do not attempt to use the embed code, as this will not work)

If you are hosting your video on another site such as Dropbox, the video will automatically embed as long as the link ends with a an extension for a common video format such as MP4. For example, pasting in a link from Dropbox with the following format will automatically embed https://dl.dropboxusercontent.com/s/gjw42y7et7b5xfh/Video.mp4.

Uploading A Video To YouTube

If you'd like to upload a video to YouTube and then embed it into your WebSpace site:

1. Navigate to YouTube.com and login if necessary. If the video you want to add is already in YouTube, navigate to the video and jump to step 7.
2. Click on the **Upload** button in the top right corner.

3. Set the privacy to either **Public** or **Unlisted**. Public means that the public can search for your video while unlisted means that the public can not search for your video. If unsure, set it to unlisted, as you can change it later.
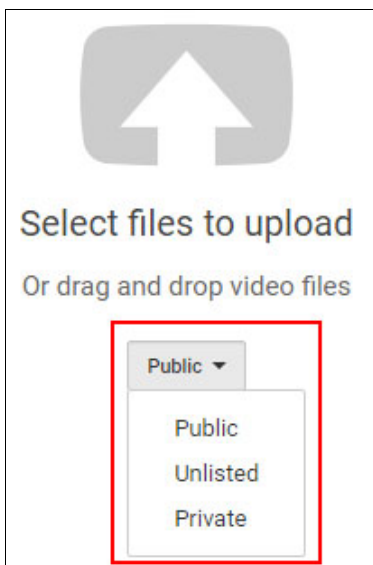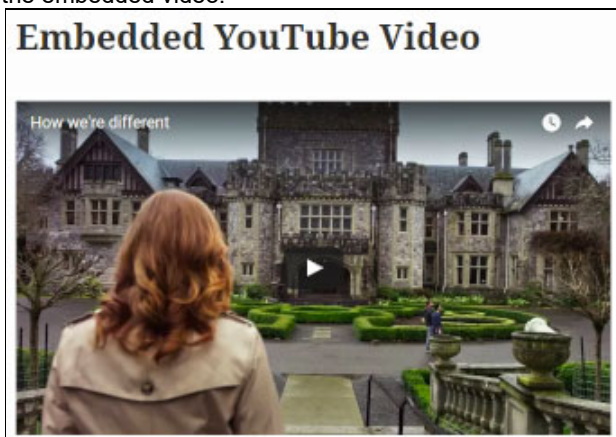
4. Drag and drop your video into the **Select files to upload** window.
5. Enter a **Title** for your video.
6. Click the link under **Your video will be live at**.
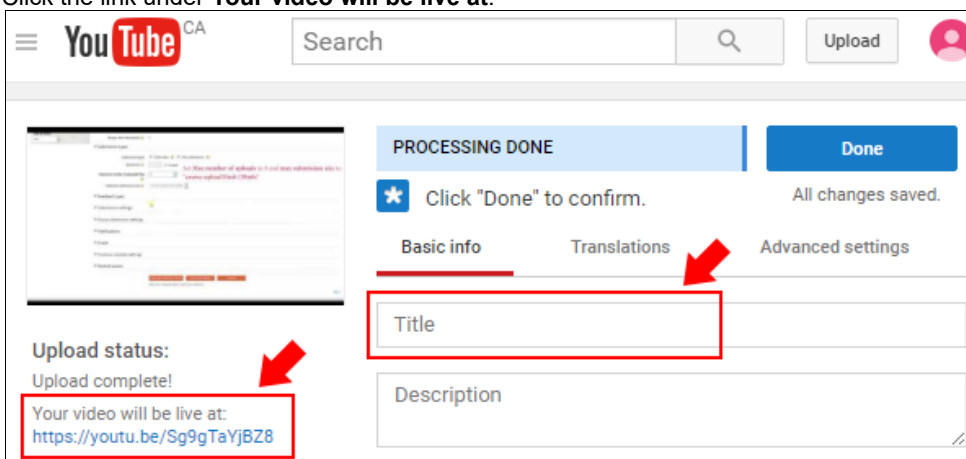
7. Copy the URL of the video.

8. Paste the URL into the text editor in your WebSpace site, and it will automatically display the embedded video.

Hosting Videos On WebSpace

If you don't want to use a video hosting service such as YouTube and your video is under 5 minutes long you can likely reduce its size to less than the maximum size while retaining reasonable image and sound quality by using Handbrake.

Quick Steps To Re-encoding A Video With Handbrake:

1. Drag and drop the video file onto Handbrake.
2. Click the **Browse** button next to destination and give the output file a name.
3. Click the **Start** button at the top.
4. If the file is greater than the maximum size repeat the process but with these settings:
    a. Under picture tab if if the width is greater than 1024, set it to 1024.
    b. Under the video tab, set quality to 24 (higher will produce a smaller file).

Adding Links

You may link to other pages and posts, or to any media such as images, audio, or video.

To create a link follow these steps:

- Select the text that you would like to link.
- Click the link button in the menu bar.
- Paste the link into the field and click the **Apply** button.
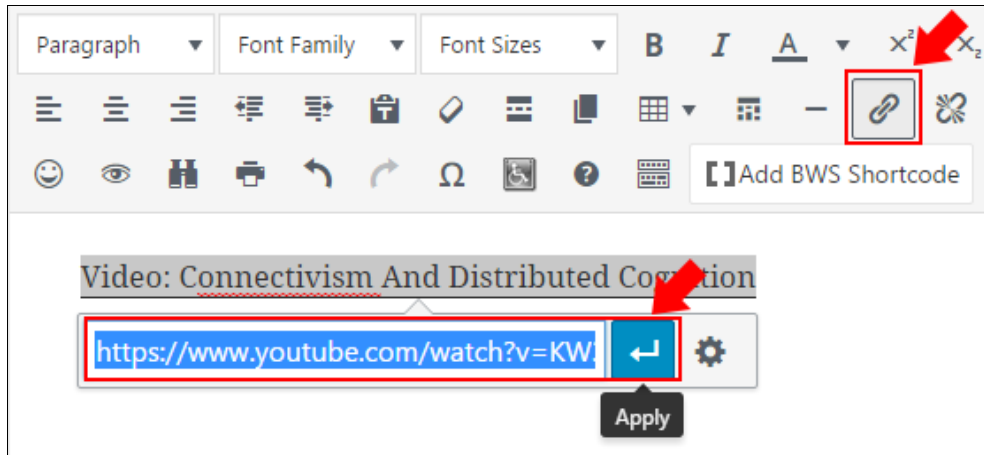
Video: Adding links in WordPress

Compressing Media

If you have a file that is too large for upload you may be able to compress it to reduce the file size:

- Compressing PowerPoint File Size
- Compressing Word File Size
- Resizing An Image

Site Portability

Portability is how easy it will be for you to transition your WebSpace site content to another WordPress host. If you're interested in moving your WebSpace site to another WordPress host in the future, possible after you graduate, then you're going to be concerned with portability.

Hosting all audio and video files externally will help improve portability.

Free External Hosting

There are many sites that offer free hosting of media that you can use with your WebSpace site. Cloudup and Dropbox are highlighted here since either can host most common file types. Other external hosting sites that you already use may also work. Here is a list of sites that allow for easy embedding of content into your WebSpace site.

How To Host Your Files Using Cloudup

Cloudup allows you to host documents, images, audio, and video files. The maximum file size is 200MB, and the service allows up to 1000 files.

These instructions assume that you have a Cloudup account.

Drag and drop your file into Cloudup, copy the link from the location bar shown below, and paste the link into your WebSpace post or page.

How To Host Your Files Using Dropbox

These instructions assume that you have a Dropbox account, and will show how to add a file to your Dropbox account and then create a link to that file that can be used to embed content on your WebSpace site.

1. Navigate to Dropbox. Login if needed.
2. You'll likely want to create a folder to put your WebSpace content into. If so, click the **New folder** button at the top and give the folder a name. Navigate to the new folder by clicking on it.
3. Drag and drop the file you wish to upload into Dropbox.
4. Once the file is uploaded, click the **Share** button to the right of it.
5. Click **Create a link**.
6. Click **Copy link**.
7. Paste the link into a text editor.
8. Within the link:
   a. Replace **www.dropbox.com** with **dl.dropboxusercontent.com**.
   b. Remove **?dl=0** from the end of the link.
   c. Copy the new link.
9. Paste the link you created into your WebSpace site. If it's an image, audio, or video it should automatically embed once you paste in the link.

Categories And Tags

Categories and tags are indexing systems for your site. Categories are typically used to index your posts often using general taxonomies. Tags are typically more fine-grained than categories and are often used to link to keywords or details within a posts.

Creating and linking a post to a category

- While writing or editing a post, under the **Categories** section on the right-hand sidebar, click **Add New Category**
- Enter the category in the form that appears and click **Add**
- Once you have published your posts it will be linked to this category.

Linking a Tag to your Post

- From the post form enter tag(s) separated by commas. Click Add to add the tag to your post

Video: How to Use Categories And Tags in WordPress

Featured Images

Featured Images are images that are chosen as representative images for posts and pages. The display of these images is up to the theme, but it will often appear at the top of the post or page. This can be especially useful when using a theme that displays a preview gallery of posts or pages along with the featured images.

1. While creating or editing a post or page, click the **Add Media** button.
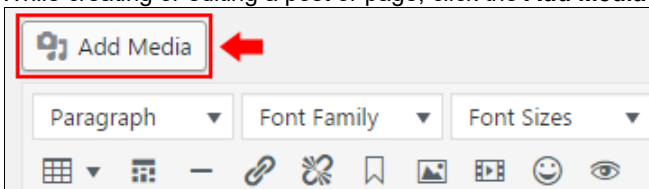
2. Click the **featured image** menu option.
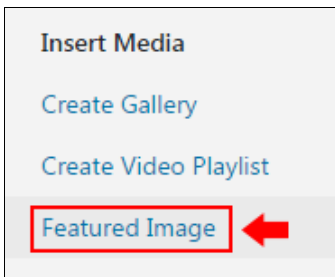
3. Select an image from your media library or upload a new one and then click the **Set featured image** button at the bottom right.

4. How the featured images will look will depend on the theme, but here is an example of the main page of a site that displays the featured images as a gallery of thumbnails:
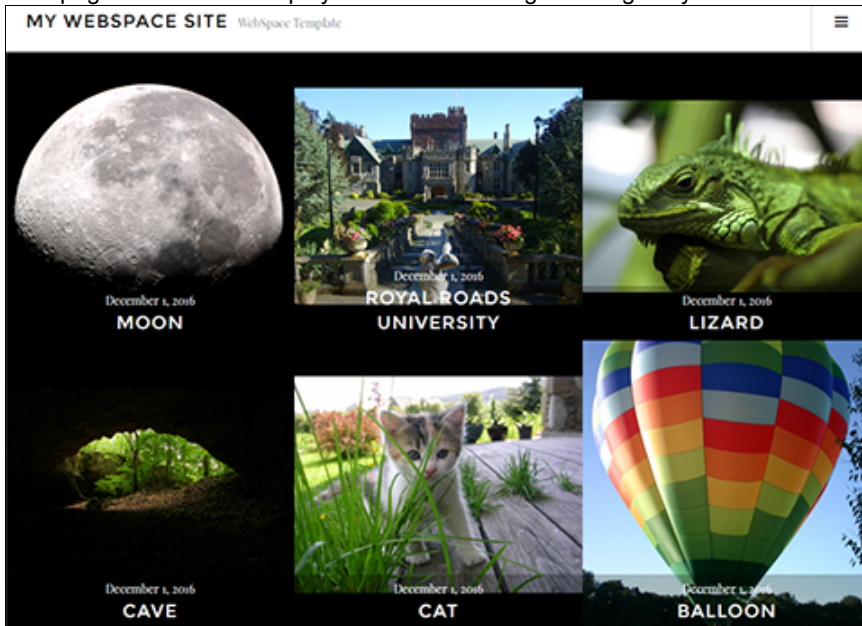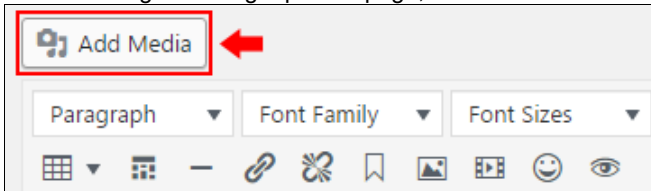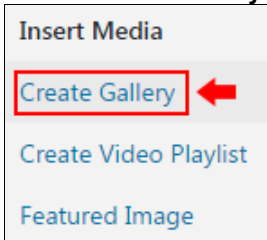

Image Gallery

An Image Gallery will allow you to add a gallery of image thumbnails to your post or page.

1. While creating or editing a post or page, click the **Add Media** button.

2. Click the **Create Gallery** menu option.

3. Select all the images you'd like to add to your image gallery and click the **Create A New Gallery** button and then click the **Insert gallery** button.
4. Selecting six images would result in something that looks like the following. Viewers of your site can click on the image thumbnails to see the full-sized images.

PEACOCK IMAGE GALLERY