

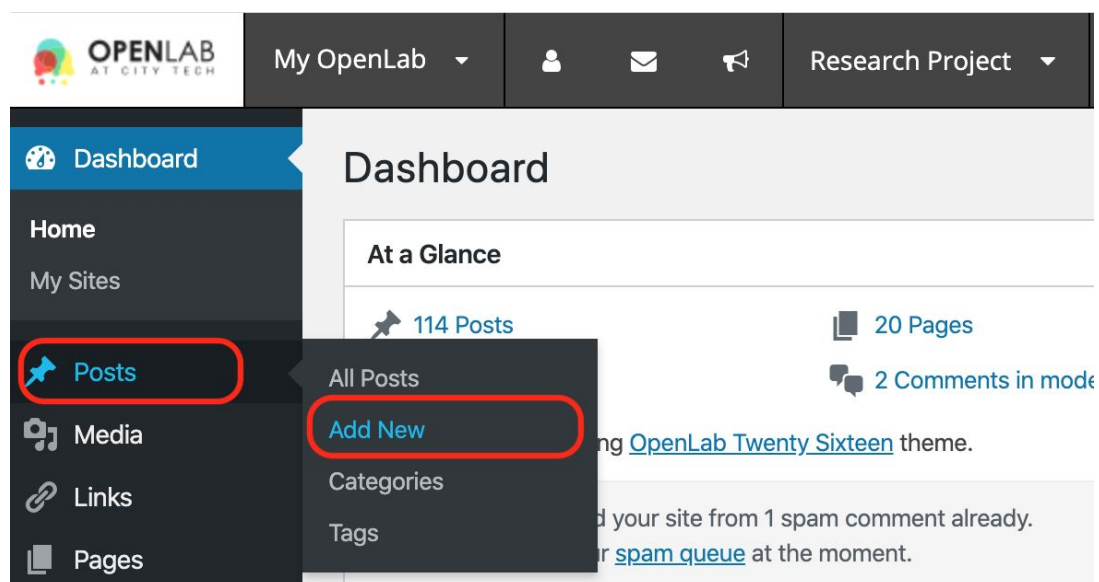
## BMCC OpenLab: How to write a post

**NOTE!** For more information on the difference between a post and a comment, visit [What's the difference between a post and a comment?](#)

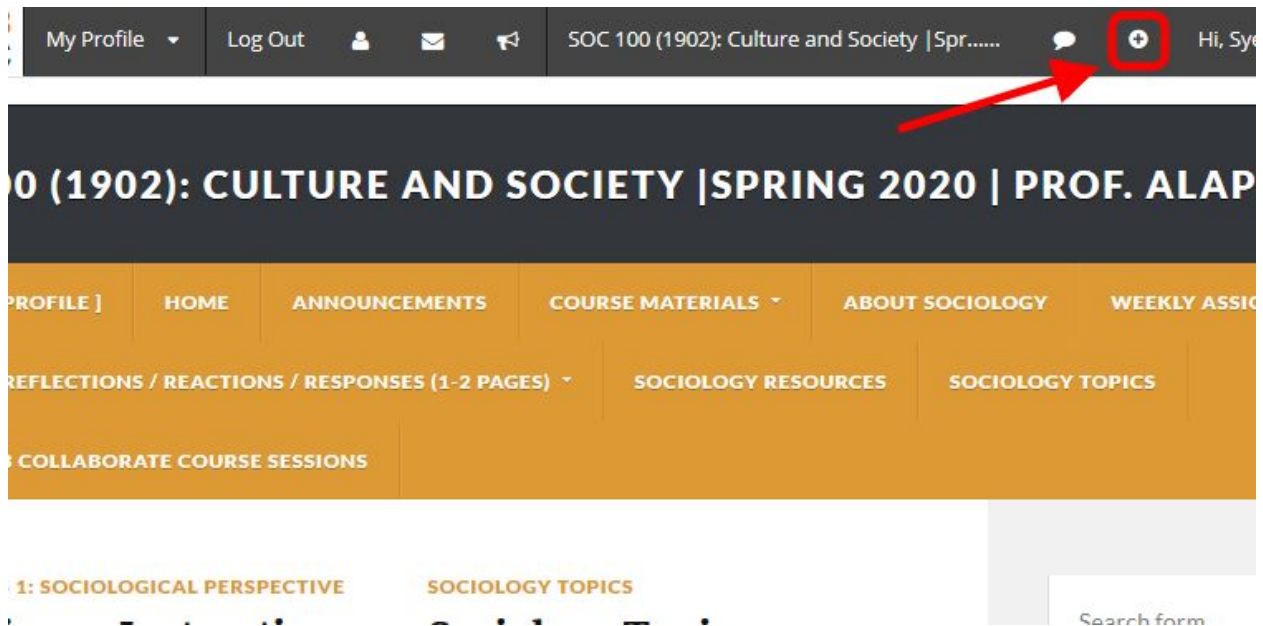
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### Creating and publishing the post

1. From your site's Dashboard, click on **Posts > Add New** in the left-hand menu.

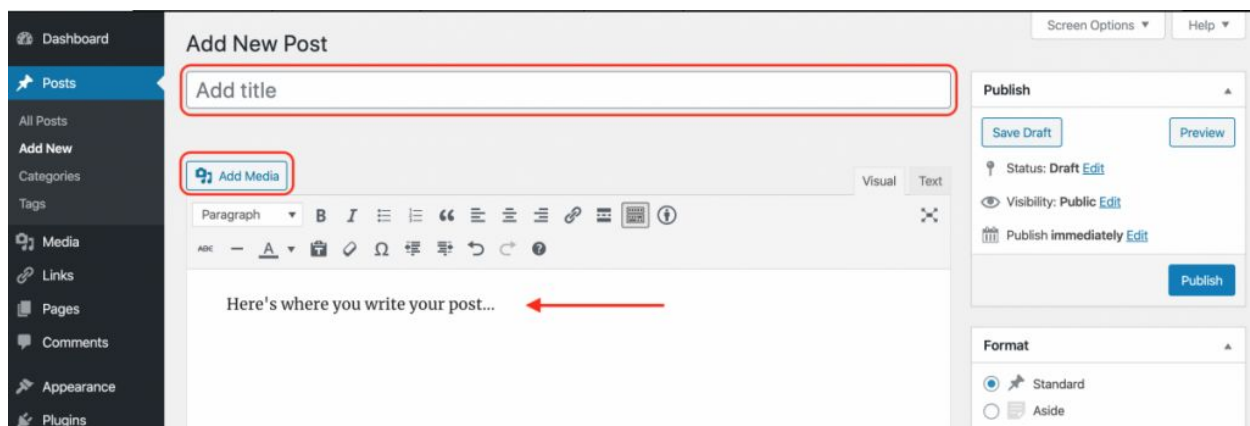


**NOTE! A nice shortcut is to hit the plus sign, from the dashboard, or even from the front end of the site itself, which takes you directly to create a post:**



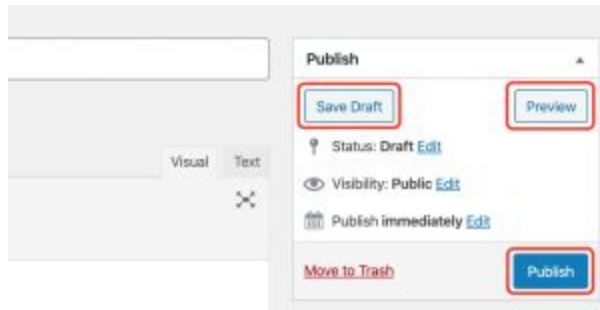
2. Add a title and content to your post. You will notice that many of the formatting buttons such as bold or text alignment look similar to those in common word processing and email programs. You can type in the content box shown below, or paste text from Microsoft Word or another program.

3. You can include images and documents in your post using the **Add Media** button just above the visual editor box.



4. To the right of the visual editor is the Publish box. When you're ready for your post to be published on the site's home page, click **Publish**. You're done! You can now view your post on the site.

5. If you would like to see how your post will appear on the site before you publish it, click the **Preview** button. You can also click **Save Draft** to save your post and continue working on it later without making it visible on the site.



6. If you like, you can “stick” a post to the top of a site so it remains at the top even after you add new posts. In the Publish box, click the **Edit** link next to Visibility: Public (see below). Check the box, “**Stick this post to the front page**” and click **OK** to save.

## Making the post private or password-protected:

7. You can also change the privacy settings for a single post in the Visibility section. There are three options:

- Public is the default. Anyone who can view the site can see your post.
- Password Protected makes it available only to users who enter a password of your choosing.
- Private makes it accessible only to site administrators and to the author of the post.

Click **OK** to save when you are done. Students should check with their professors before making a post password-protected or private:

**Publish**

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public

Public

Stick this post to the front page

Password protected

Private

**OK** [Cancel](#)

Publish immediately [Edit](#)

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

## Scheduling the post for a future date:

8. Scheduling the post to publish in the future can be useful for getting a jump-start on assignments that are not due yet. Students should check with their professors before scheduling a post for a future date/time.

- In the Publish box, click the **Edit** link next to Publish immediately > Choose the month, day, and time > click **OK** to save:

**Publish**

Save Draft Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

**Publish**

**Publish**

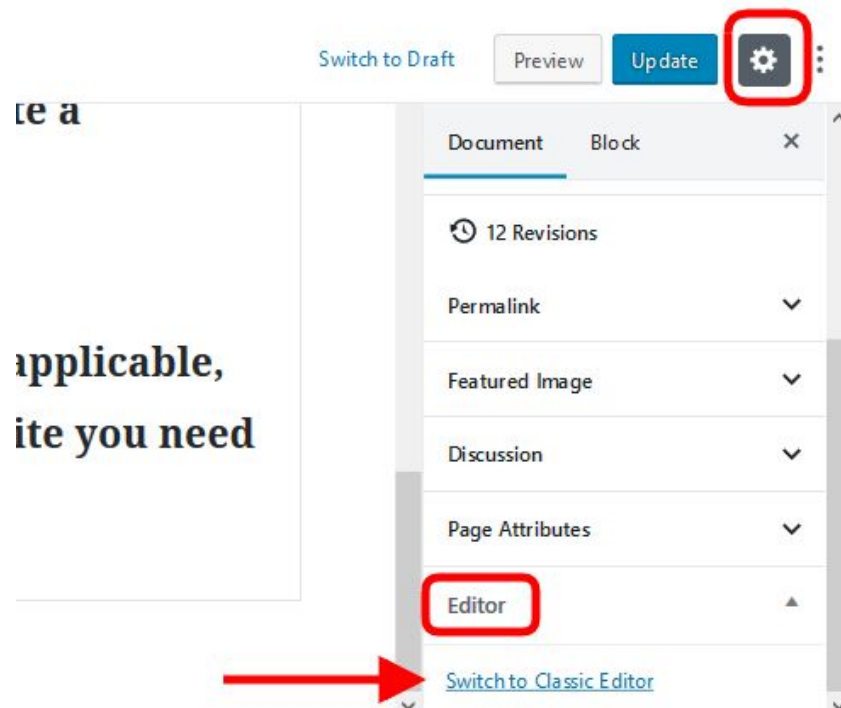
05-May 29, 2020 @ 09:12

**OK** [Cancel](#)

**Publish**

See more information on Posts at WordPress.org:  
<https://wordpress.org/support/article/writing-posts/>

**NOTE: If your post editor looks different from these images, it may be in block editor format. You can go to the gear icon > editor > switch to classic editor:**



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