

Adding a Story in Wordpress

20 Steps [View most recent version on Tango.us](#) 

Created by
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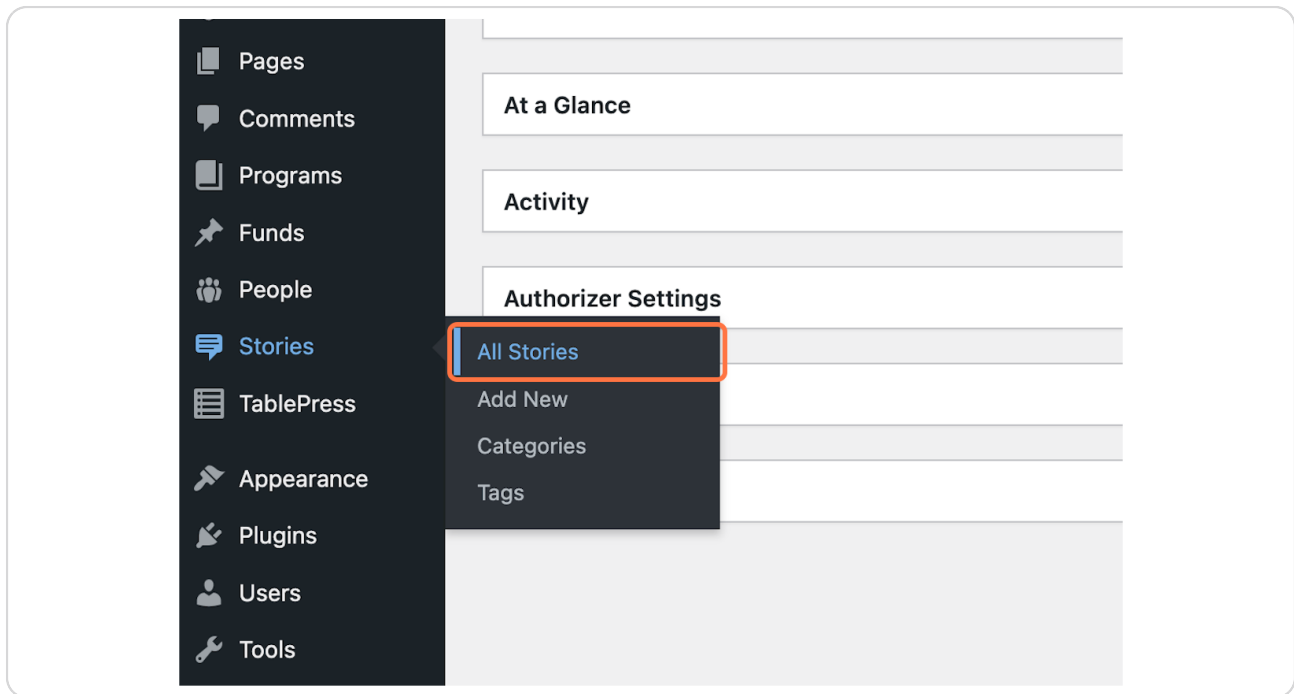
Creation Date
February 29, 2024

Last Updated
February 29, 2024



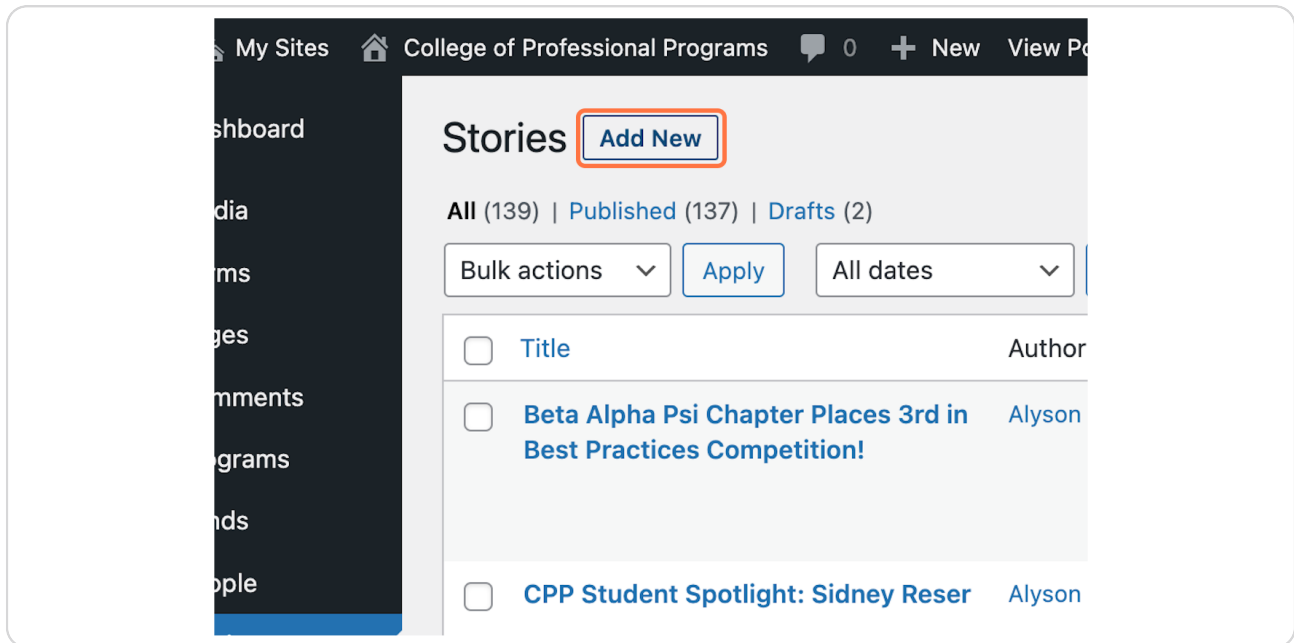
STEP 1

Click on All Stories



STEP 2

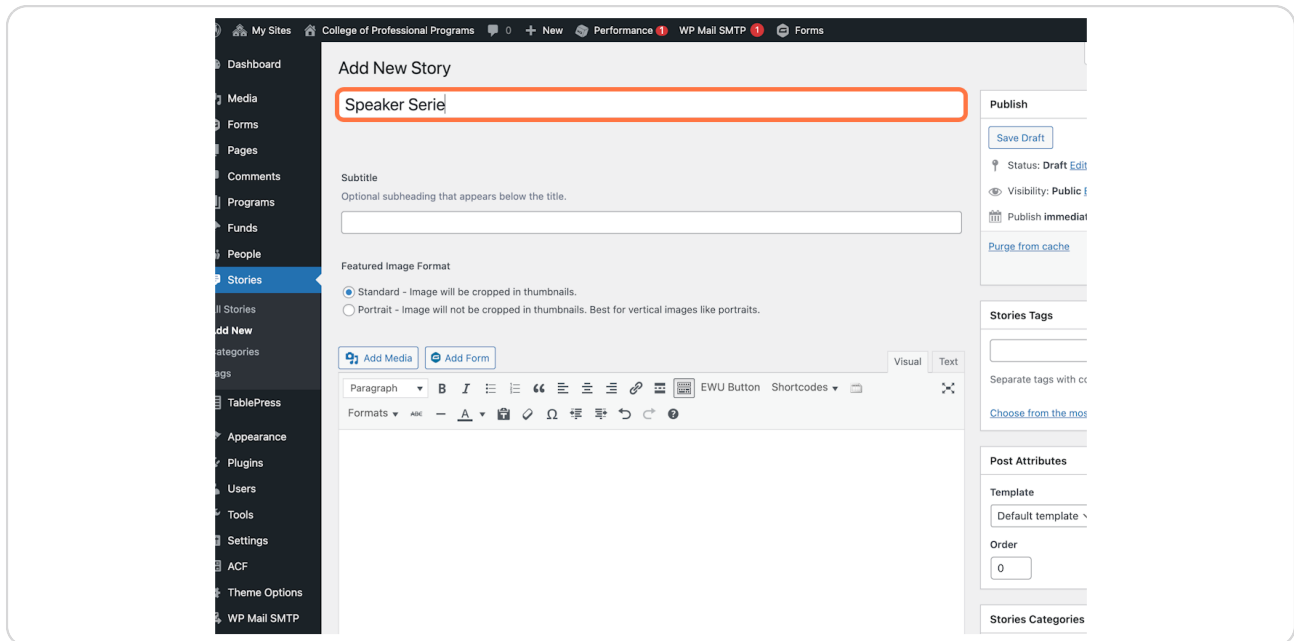
Click on Add New



STEP 3

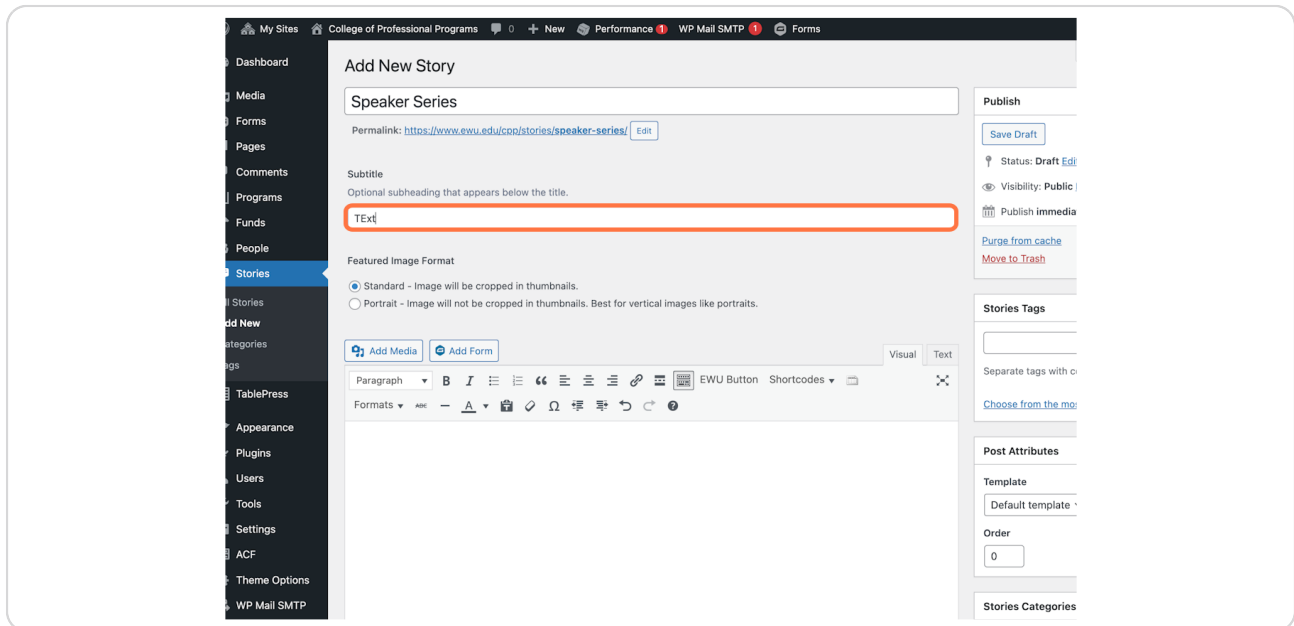
Type Your title "Speaker Series"

The best titles tell you what it is and possibly include the speaker name.



STEP 4

Include an optional subtitle

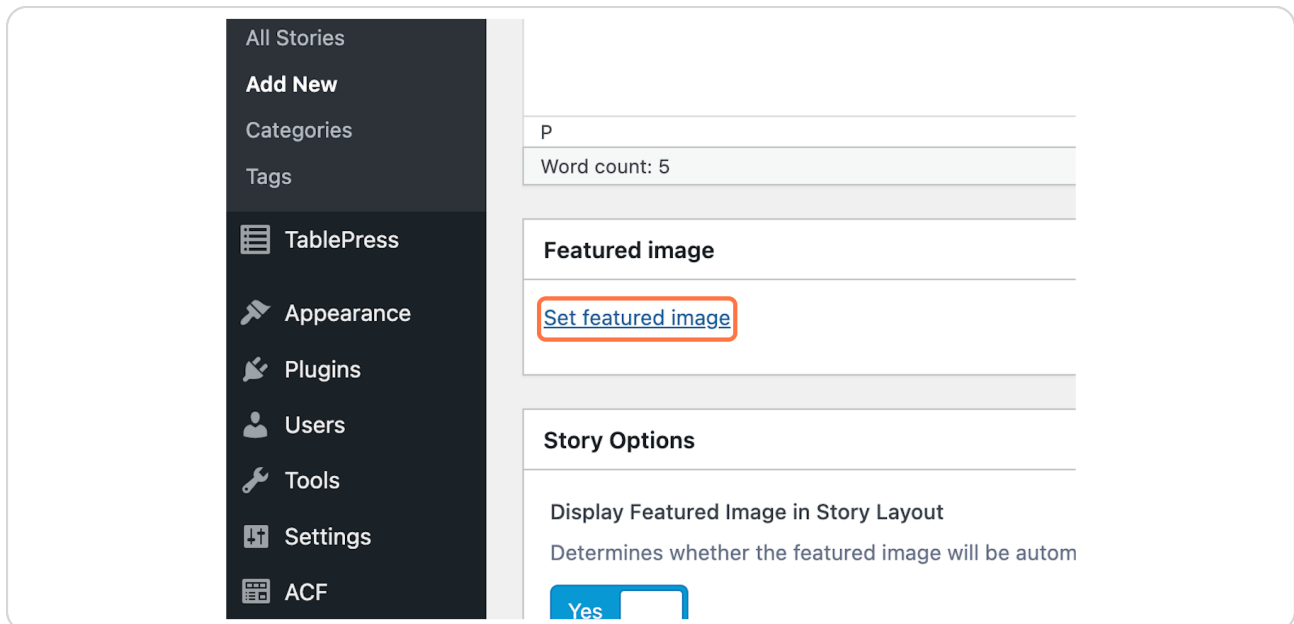


The screenshot shows the 'Add New Story' form in a WordPress dashboard. The left sidebar contains a menu with items like 'My Sites', 'College of Professional Programs', 'New', 'Performance', 'WP Mail SMTP', and 'Forms'. The main content area is titled 'Add New Story' and includes a 'Speaker Series' title field, a 'Permalink' field with the URL 'https://www.ewu.edu/cop/stories/speaker-series/', and a 'Subtitle' field. The 'Subtitle' field is highlighted with an orange border and contains the text 'Text'. Below the subtitle field is a 'Featured Image Format' section with two options: 'Standard' (selected) and 'Portrait'. A rich text editor is visible below the format section. The right sidebar contains a 'Publish' section with buttons for 'Save Draft', 'Status: Draft', 'Visibility: Public', and 'Publish immediately'. There are also links for 'Purge from cache' and 'Move to Trash'. Below the publish section is a 'Stories Tags' section with a text input field and a 'Choose from the most used tags' link. At the bottom of the right sidebar is a 'Post Attributes' section with a 'Template' dropdown set to 'Default template' and an 'Order' field set to '0'.

STEP 5

Click on Set featured image

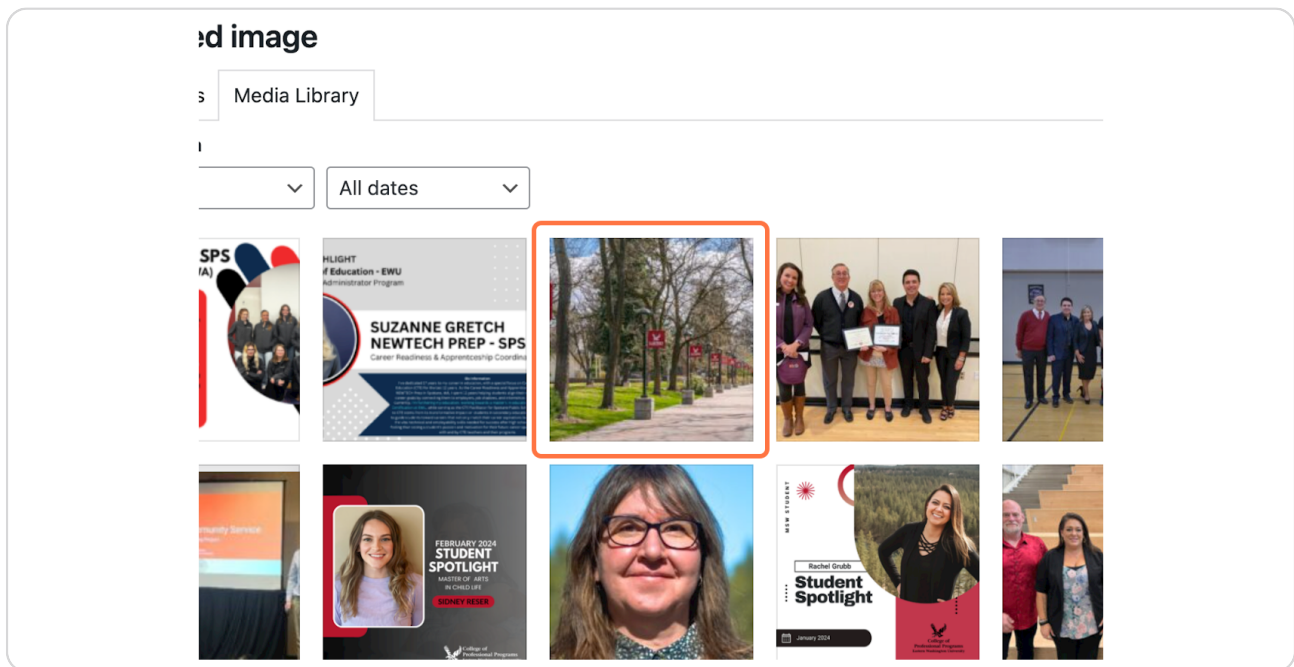
Be sure to have an image or graphic before you get here. You can always add an image in the gallery later after you have saved your draft.



The screenshot shows the 'Add New Story' form in a WordPress dashboard. The left sidebar contains a menu with items like 'All Stories', 'Add New', 'Categories', 'Tags', 'TablePress', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', and 'ACF'. The main content area is titled 'Add New Story' and includes a 'Word count' field with the value '5'. Below the word count field is a 'Featured image' section with a button labeled 'Set featured image' highlighted with an orange border. Below the featured image section is a 'Story Options' section with a heading 'Display Featured Image in Story Layout' and a description 'Determines whether the featured image will be automatically set as the featured image'. There is a 'Yes' button and a 'No' button, with the 'Yes' button being selected.

STEP 6

Click on the image you want to use



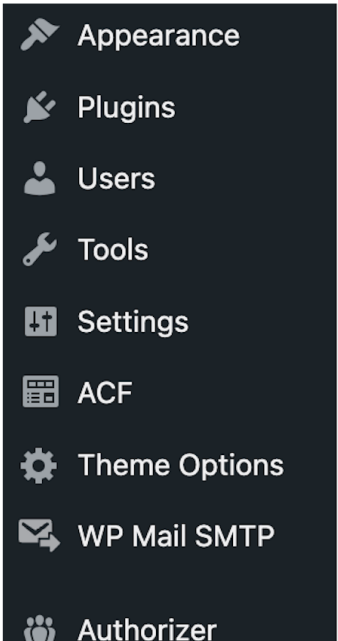
STEP 7

Click on Set featured image

The screenshot shows a form for setting a featured image. The form has a light gray background. At the top, there is a label "File URL:" followed by a text input field containing the URL "https://www.ewu.edu/cpp/". Below the input field is a button labeled "Copy URL to clipboard". Below the button is a text label "Required fields are marked *". At the bottom of the form is a large blue button labeled "Set featured image", which is highlighted with an orange border.

STEP 8

Optional: Uncheck Display Byline



Appearance

Plugins

Users

Tools

Settings

ACF

Theme Options

WP Mail SMTP

Authorizer

Display Featured Image in Story Layout

Determines whether the featured image

Yes ☐

Display Byline

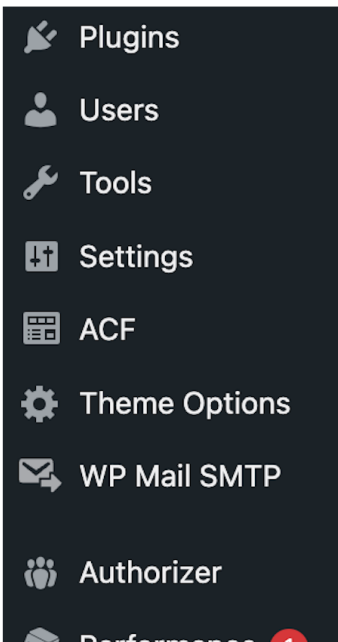
☒ No

Display Date Published

Yes ☐

STEP 9

Optional: Uncheck Display Date Published



Plugins

Users

Tools

Settings

ACF

Theme Options

WP Mail SMTP

Authorizer

Performance 1

Display Byline

☐ No

Display Date Published

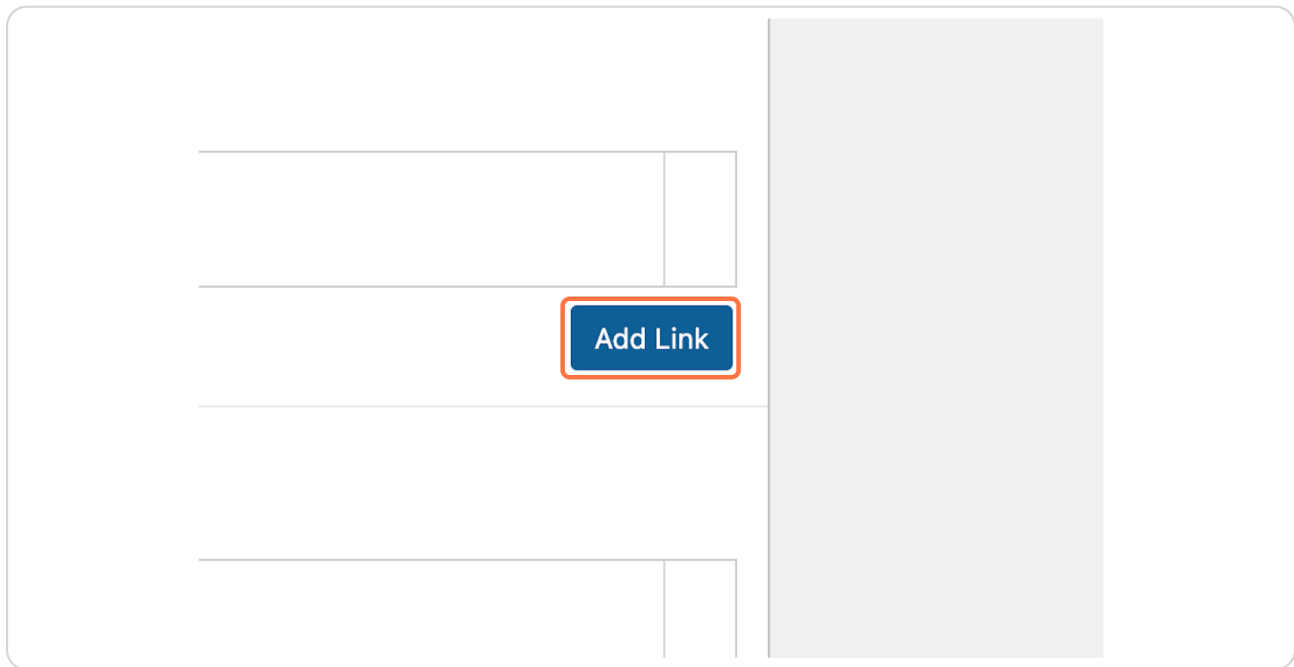
☒ No

Featured Video

Please provide the youtube link to a f

STEP 10

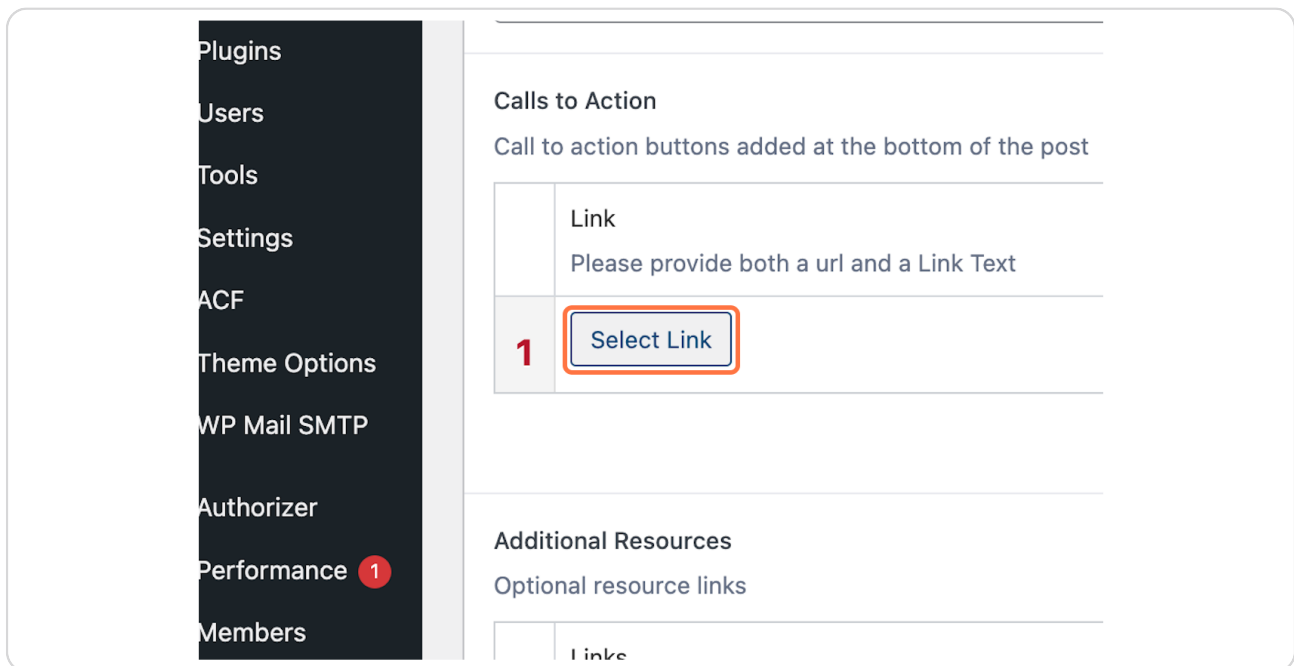
Optional: Click on Add Link



A screenshot of a form interface. On the left, there is a table with four rows. The second row from the top has a blue button labeled "Add Link" in its rightmost cell. This button is highlighted with a red rectangular border. To the right of the table is a large, empty gray rectangular area.

STEP 11

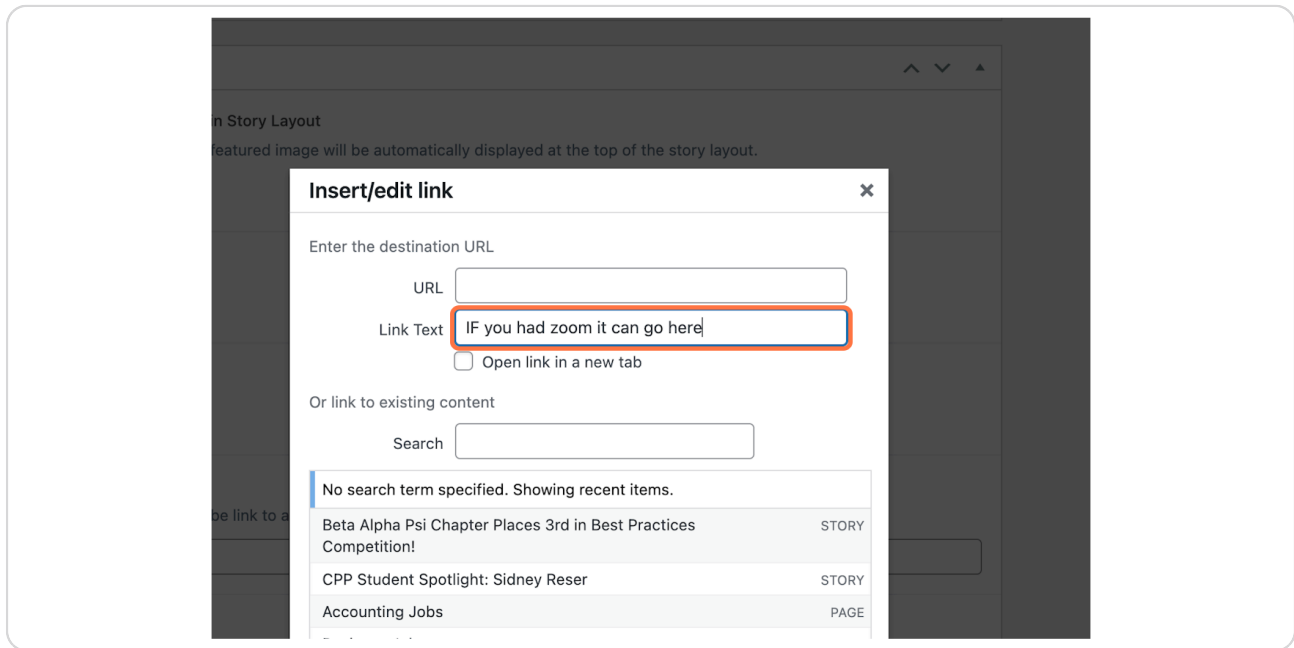
Click on Select Link



A screenshot of a web application interface. On the left is a dark sidebar with a list of menu items: Plugins, Users, Tools, Settings, ACF, Theme Options, WP Mail SMTP, Authorizer, Performance (with a red circle containing the number 1), and Members. To the right of the sidebar is a main content area. It contains two sections: "Calls to Action" and "Additional Resources". The "Calls to Action" section has a sub-header "Call to action buttons added at the bottom of the post" and a table with one row. The table has a gray header row with the text "Link" and a sub-header "Please provide both a url and a Link Text". Below the header row is a data row with a red circle containing the number 1 in its first column and a blue button labeled "Select Link" in its second column. The "Additional Resources" section has a sub-header "Optional resource links" and a table with one row. The table has a header row with the text "Link" and a data row that is partially visible.

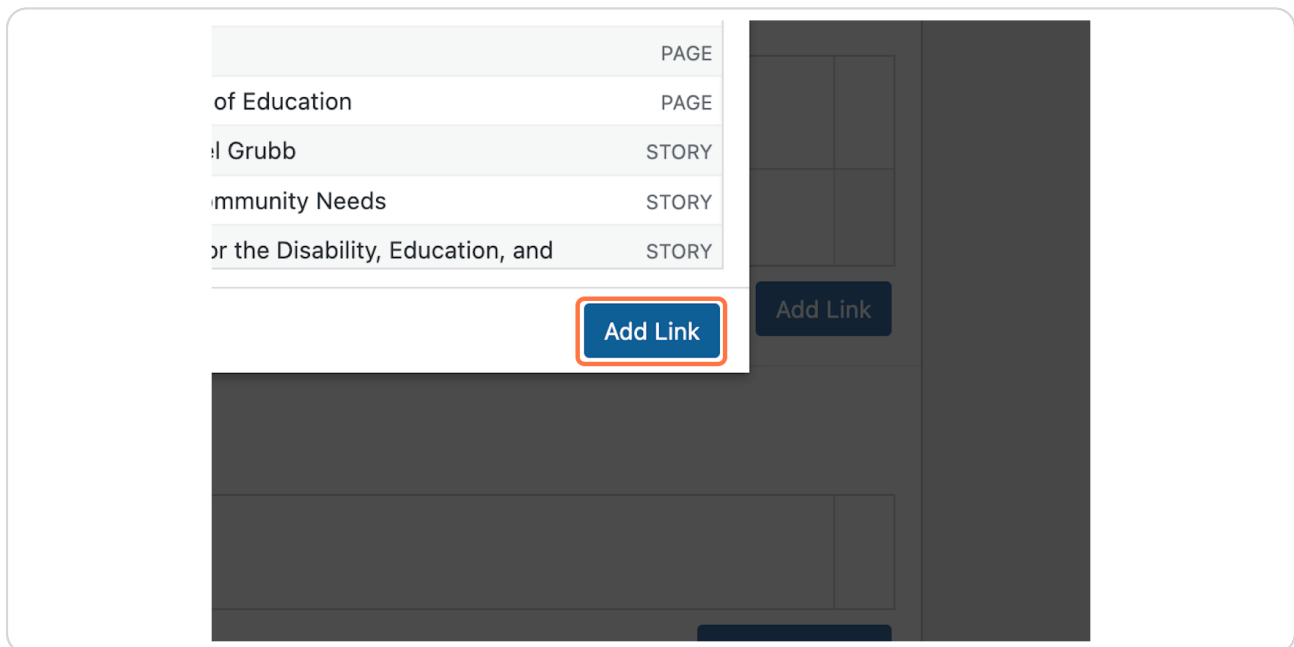
STEP 12

If you have a zoom link you would add the URL and type Zoom link in the Link text.



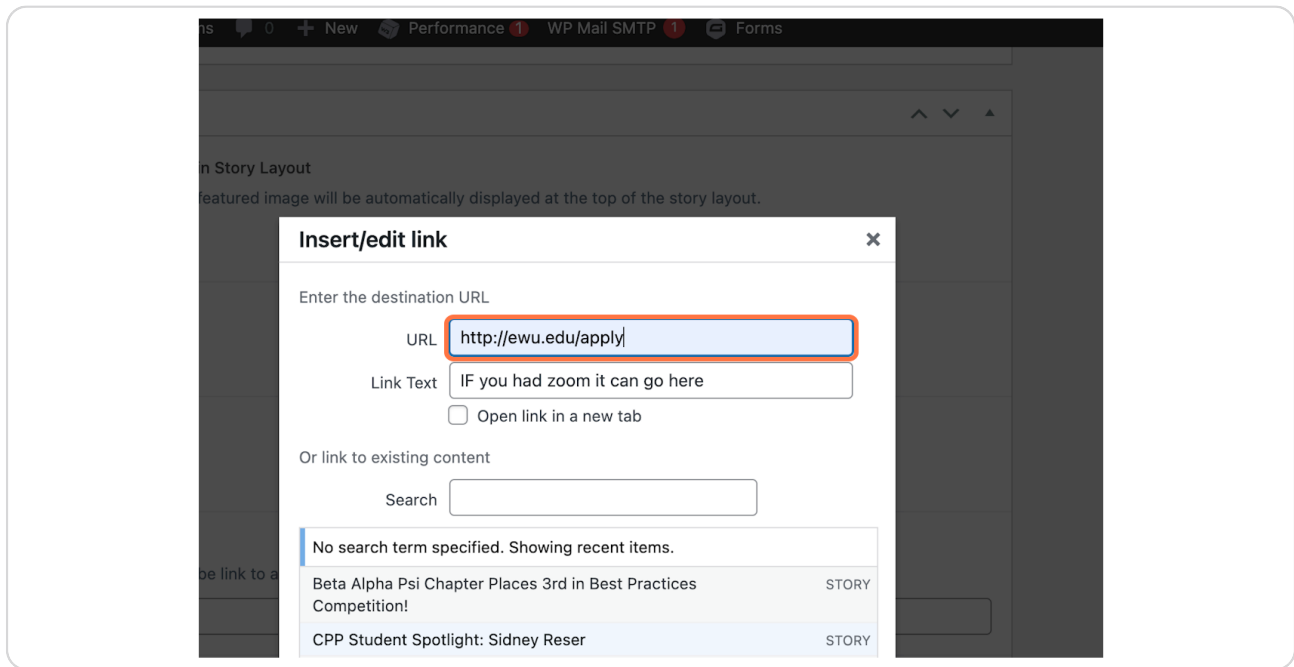
STEP 13

Click on Add Link



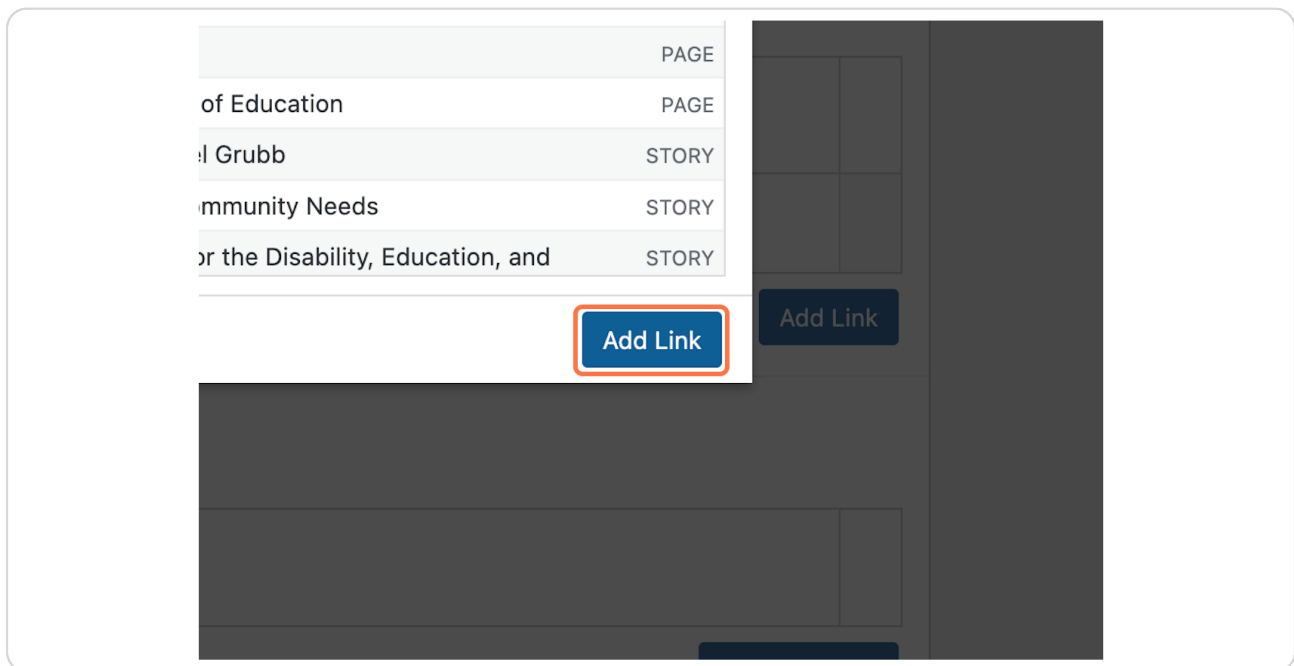
STEP 14

Include the right link



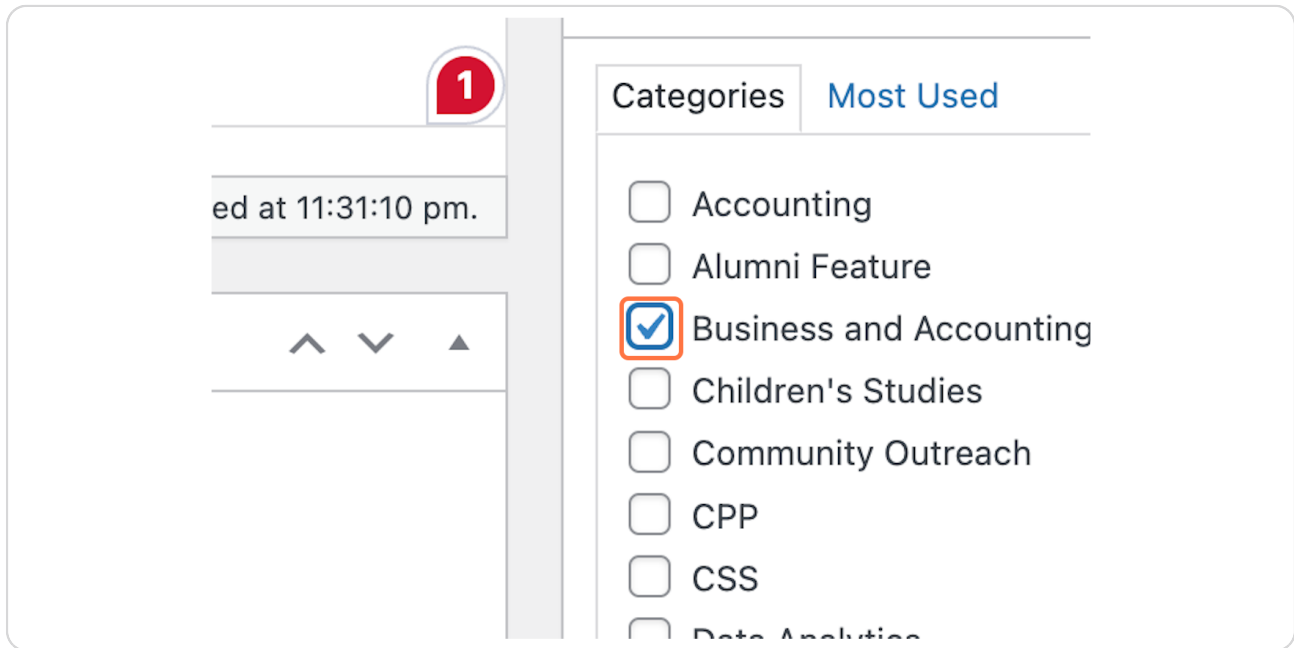
STEP 15

Click on Add Link



STEP 16

Important: Select Business and Accounting so it shows up on your homepage.



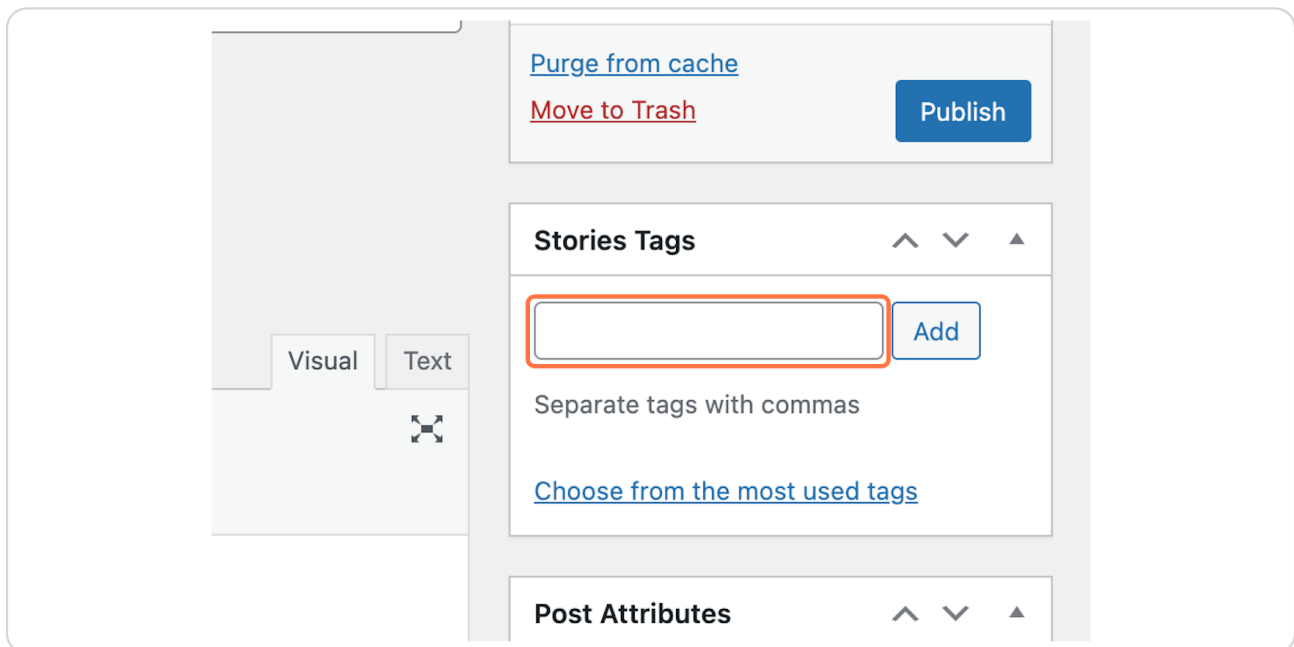
ed at 11:31:10 pm.

Categories Most Used

- ☐ Accounting
- ☐ Alumni Feature
- ☒ Business and Accounting
- ☐ Children's Studies
- ☐ Community Outreach
- ☐ CPP
- ☐ CSS
- ☐ Data Analytics

STEP 17

You may add optional story tags if needed



[Purge from cache](#)
[Move to Trash](#) [Publish](#)

Visual Text

Stories Tags ^ v ▲

[Add](#)

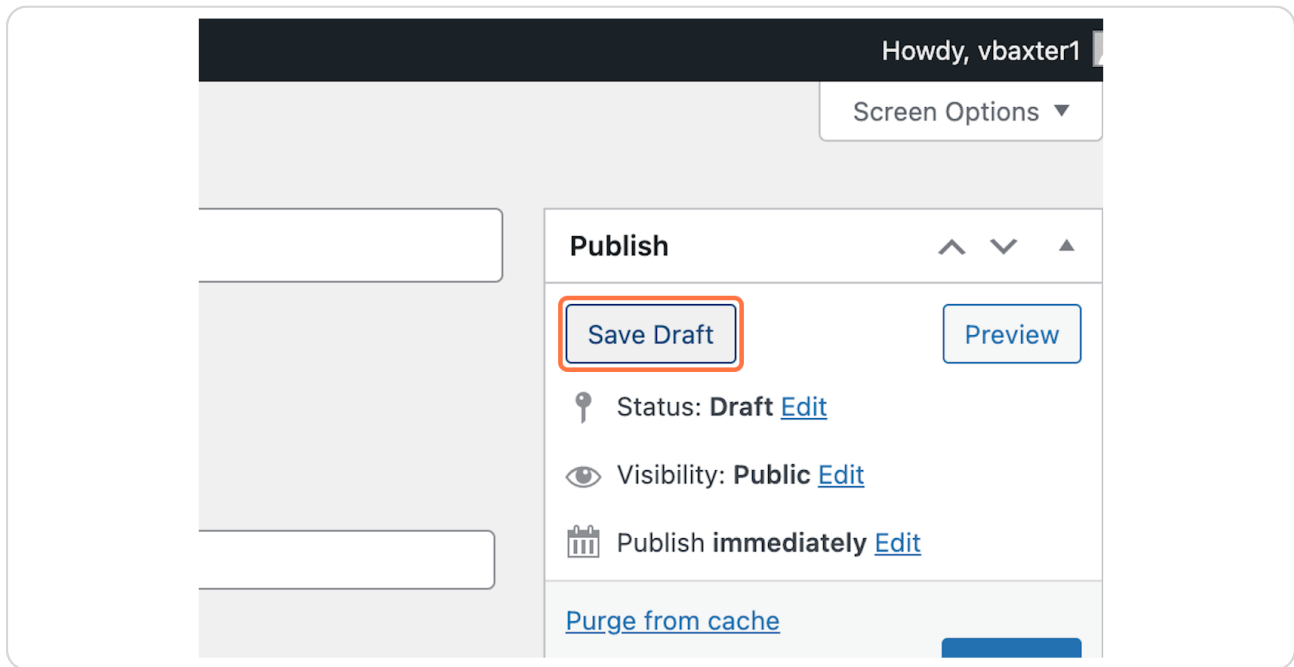
Separate tags with commas

[Choose from the most used tags](#)

Post Attributes ^ v ▲

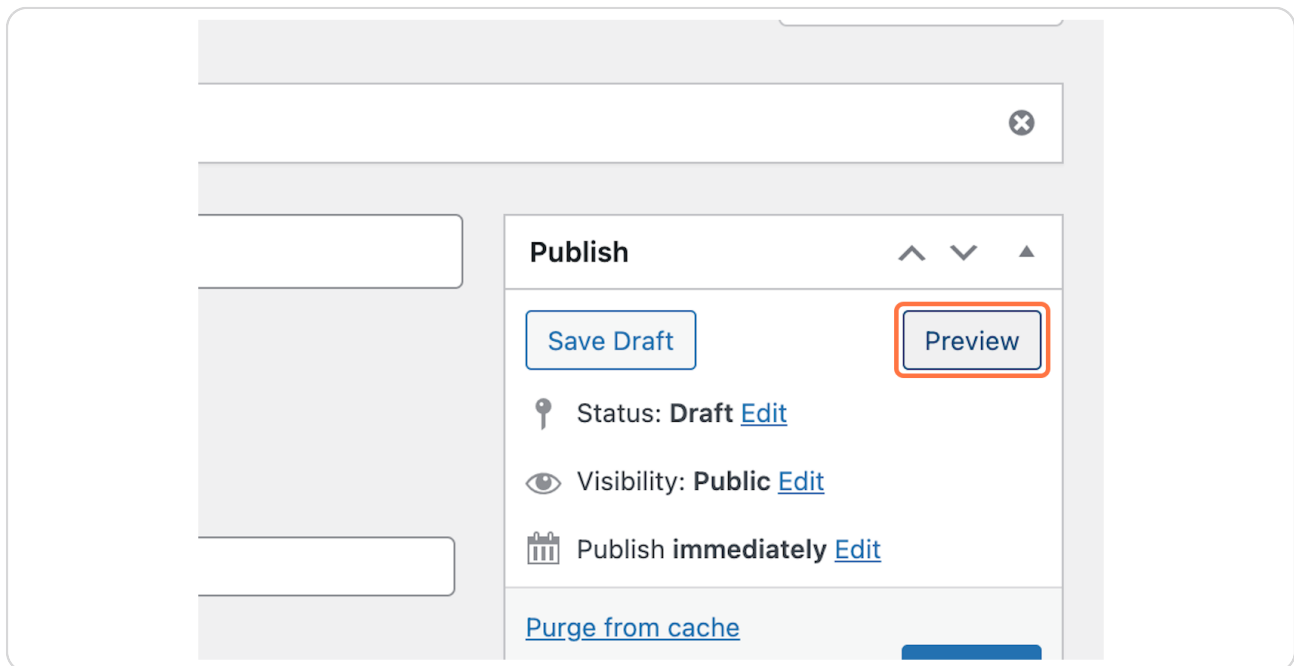
STEP 18

Click on Save Draft



STEP 19

Click on Preview...



STEP 20

Once you are happy with your draft, click publish!

Speaker Series

Permalink: <https://www.ewu.edu/cso/stories/speaker-series/> [Edit](#)

Subtitle
Optional subheading that appears below the title.

Text

Featured Image Format

☒ Standard - Image will be cropped in thumbnails.

☐ Portrait - Image will not be cropped in thumbnails. Best for vertical images like portraits.

[Add Media](#) [Add Form](#)

Paragraph **B** *I* U [Link](#) [Unlink](#) [More](#) [EWU Button](#) [Shortcodes](#) [Visual](#) [Text](#)

Details

Time

Place

Parking

Accommodation

Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

[Purge from cache](#)

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

Stories Tags

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

Post Attributes

Template

Default template

Order

0

Stories Categories

Categories [Most Used](#)

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