

Creating & Editing Posts

URL

Development/building temporary URL is <https://vv.neo.viva.org.uk/>

The live URL will be <https://viva.org.uk/>

To access to the **WP dashboard**, you must add vivalogin like

<https://vv.neo.viva.org.uk/vivalogin>

Post edit/create page

The screenshot shows the WordPress dashboard for 'Viva! - The Vegan Charity'. The 'Posts' menu is highlighted with a red circle, showing options for 'All Posts', 'Add New', 'Categories', and 'Tags'. The dashboard includes sections for 'Quick Draft', 'Activity', 'Yoast SEO Posts Overview', and 'WordPress Events and News'.

Quick Draft

Title:

Content:

Save Draft

WordPress Events and News

Attend an upcoming event near you. [↗](#)

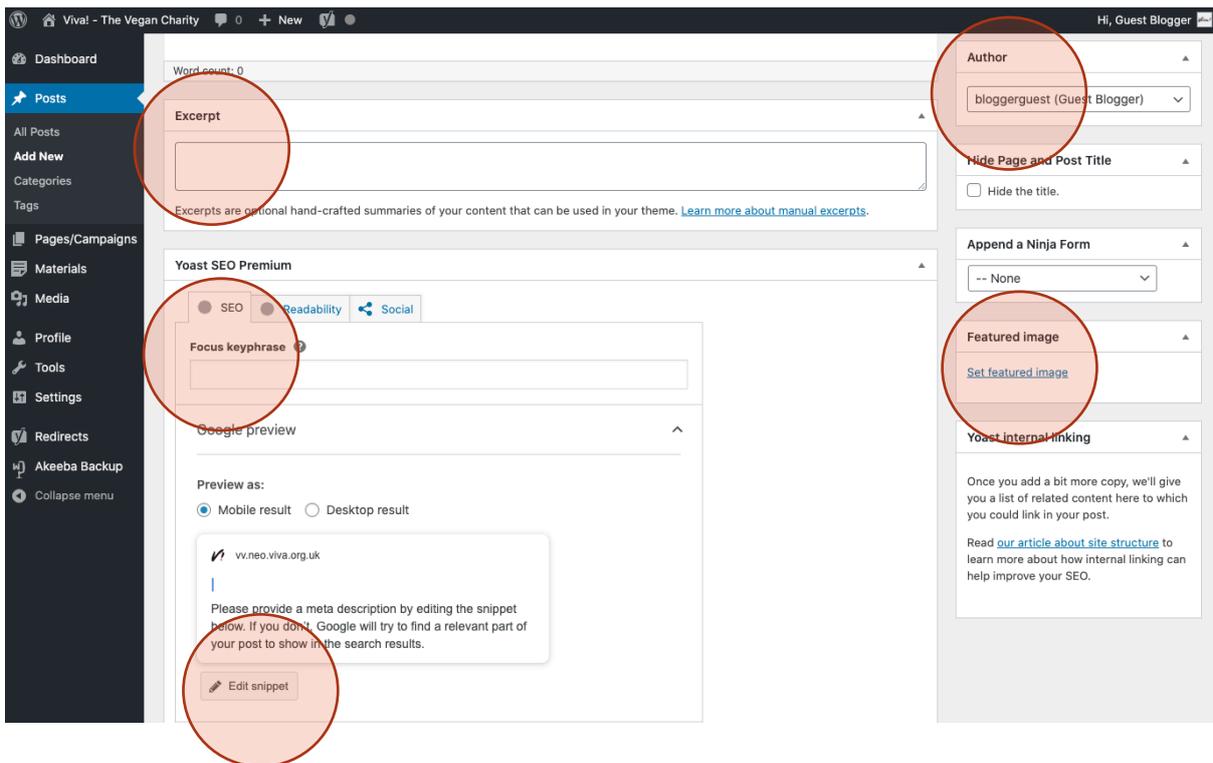
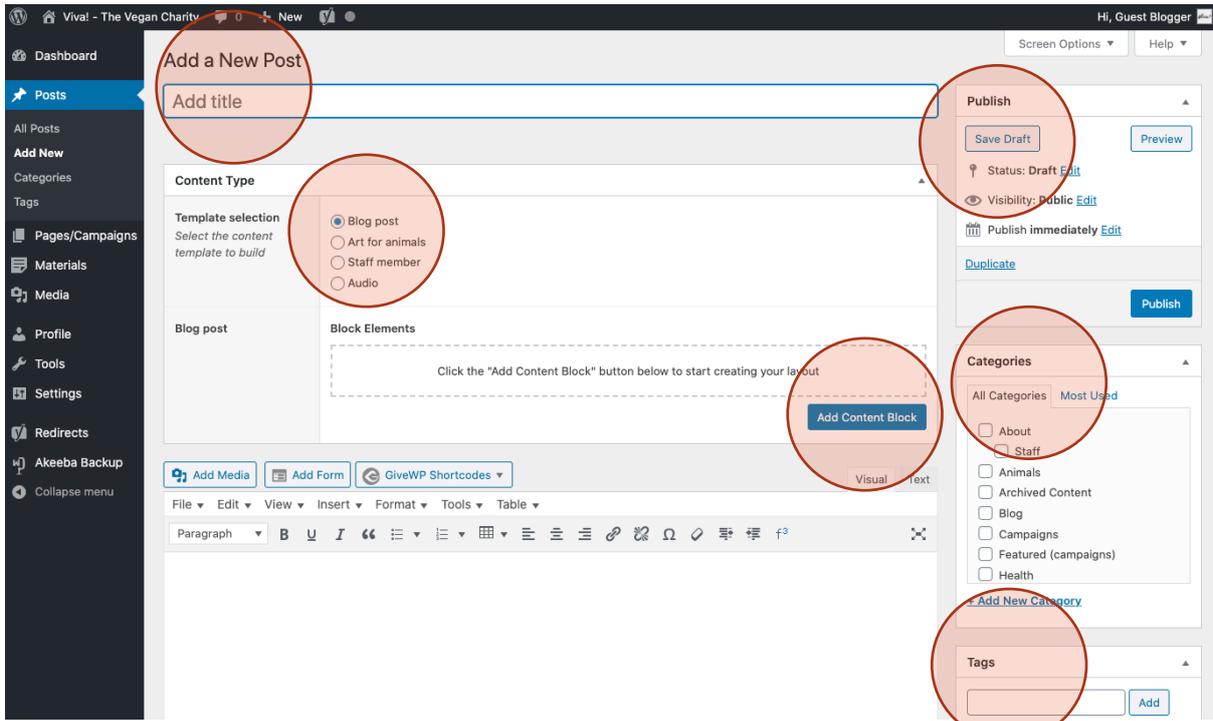
- WordPress Meetup - WPTW** Tunbridge Wells, United Kingdom Thursday, 6 Aug 2020 7:00 pm
- Cambridge WordPress: Charging/GDPR & Cookies** Online Monday, 10 Aug 2020 7:00 pm
- WP Havering - WordPress Romford at WorkerBee** Romford, United Kingdom Tuesday, 18 Aug 2020 6:00 pm

Manchester WordPress User Group July 2020 – Online
WPTavern: Big Orange Heart Opens 2020 Remote Work Wellbeing and Mental Health Survey
WPTavern: WordPress 5.6 Wish List: Homepage Post Type Selection and Block Management
WPTavern: WordCamp US 2020 Canceled Due to Pandemic Stress and Online Event Fatigue

[Meetups](#) [WordCamps](#) [News](#)

If you don't have the login/password to access to the dashboard, please email roger@viva.org.uk

Pay attention to the next sections: Title, Content type, Block elements, Publish, Categories, Tags, Author, Featured image, Excerpt, SEO (focus keyphrase) and edit snippet.



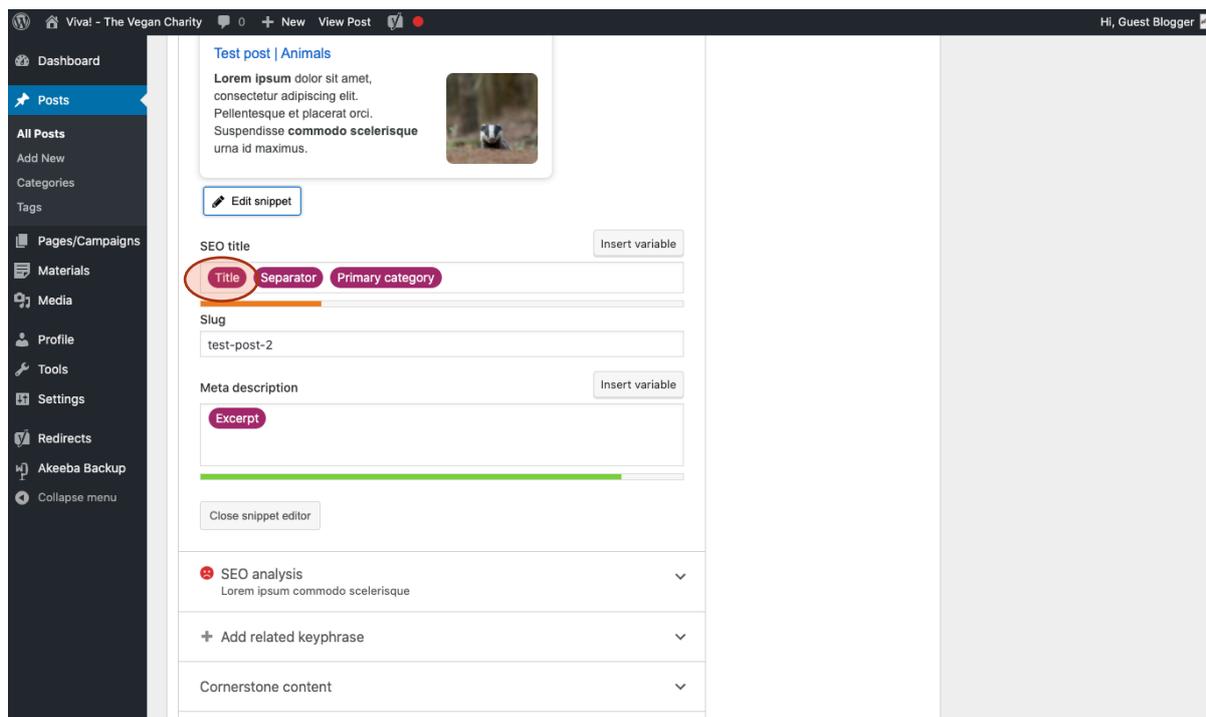
Title

Try to use short and simple titles for your posts when possible.



Meta Title

This is what will show in Google results and is a separate field to the post title. Ideally, this should be the same as the post title.



SEO best practice is for the title length to be between 35 and 65 characters (including spaces) but take into account that the whole title structure includes the post category and the site name.

This example has 58 characters:

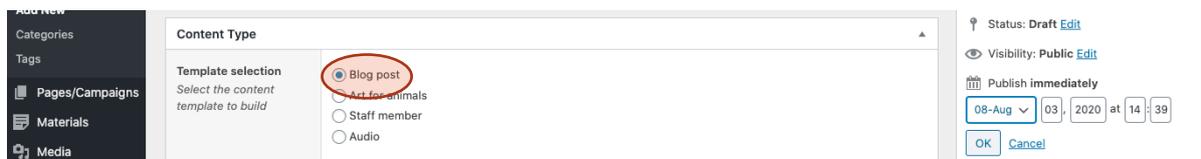
This is the post title | Animals | Viva! The vegan charity

If your title exceeds the 65 characters, you can edit the SEO title clicking on “Edit snippet”. Then, remove the variable “title” in the SEO title and type a shorter one. If it is necessary, you can also remove the “separator” and the “primary category”.

Use SEOMOfo to write the title to determine length: <https://seomof.com/snippet-optimizer.html>

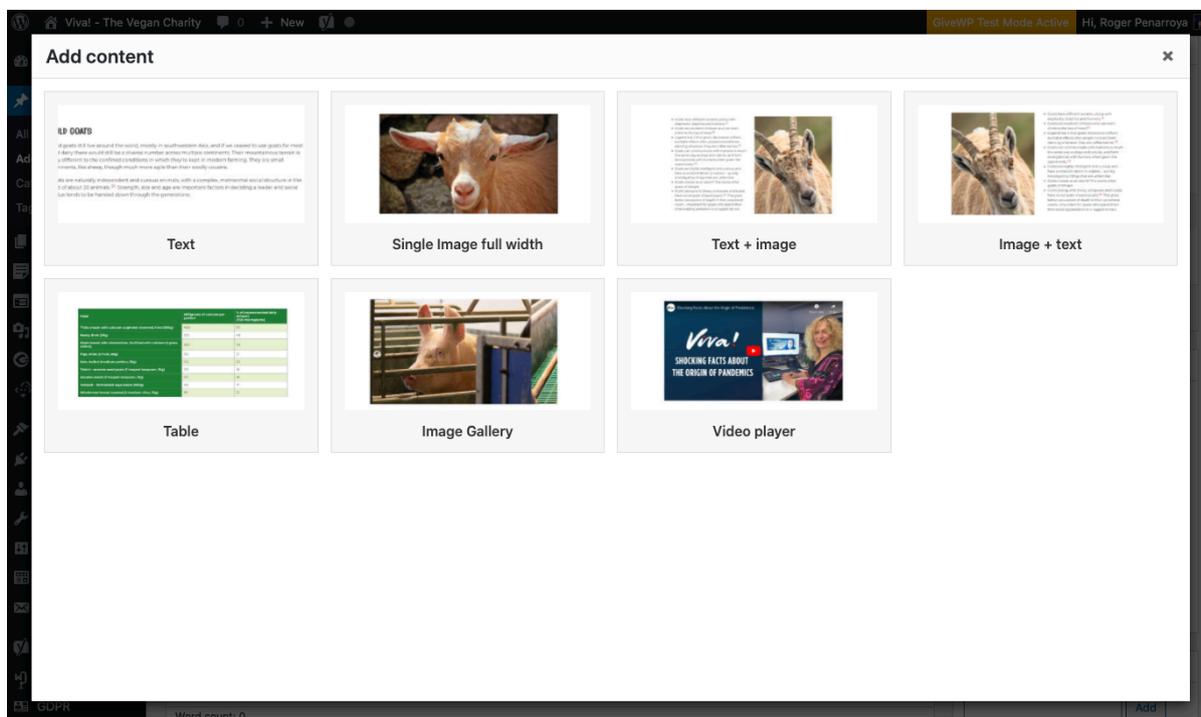
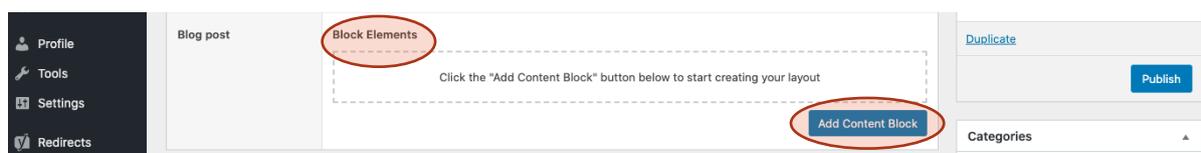
Content type

Use “Blog post”



Block elements

This tool allows us to build our post using 7 different elements. Just click on “Add Content Block” to select the element to add.



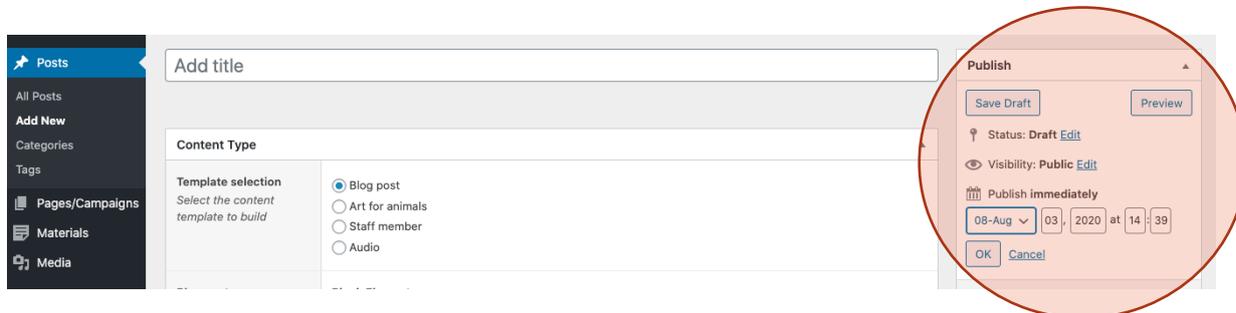
You can watch a video tutorial for some examples: <https://vv.neo.viva.org.uk/training/>
Password: VivaTraining2020

Publish

Save your progress as a “draft” until your post is ready to be published. You can also change your post “status” to draft or archived.

The posts are only visible for normal users if they are “published”.

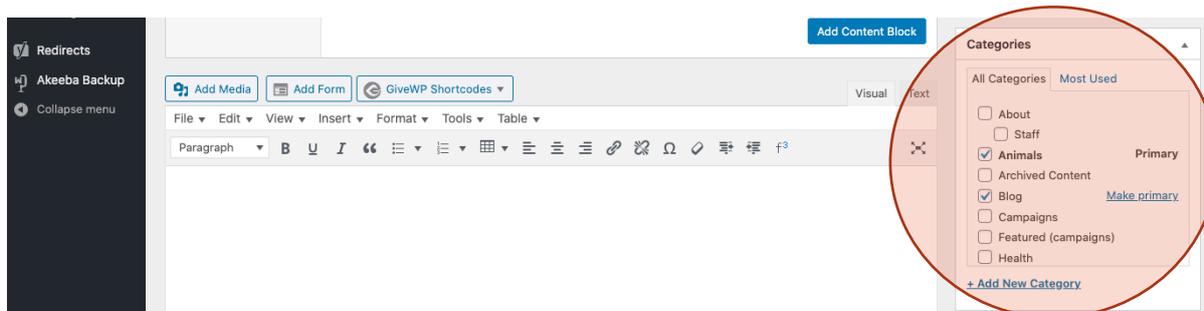
You can also schedule your post to be published at a later date:



Categories

You must select one of these categories: Animals, Health blog, Health news, Lifestyle or Planet.

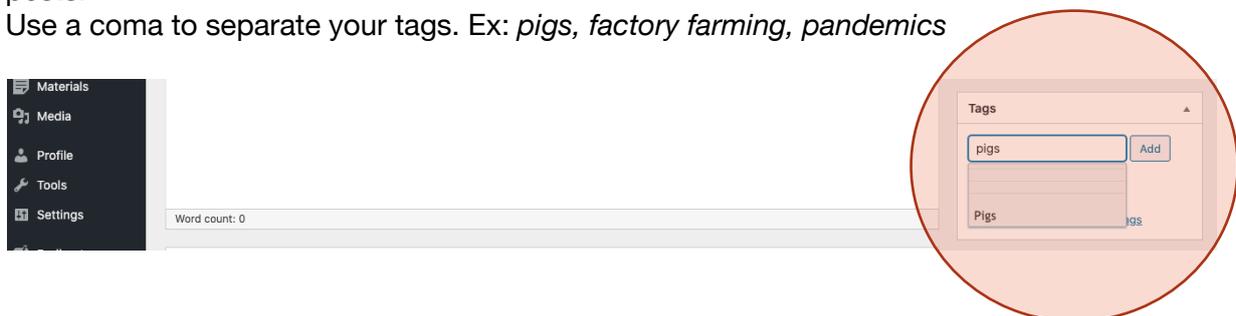
If you want to display your post on the homepage, you must also select Blog.



Tags

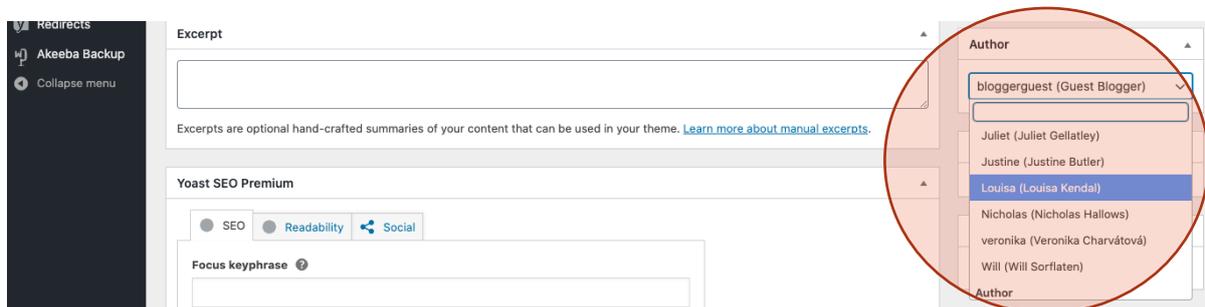
Tags is one of the pre-defined taxonomies in WP. You can add tags to your posts along with categories. However, while a category may cover a broad range of topics, tags are smaller in scope and focused to specific topics. Think of them as **keywords** used for topics discussed in a particular post. Users will be able to click this on your post and find related posts.

Use a coma to separate your tags. Ex: *pigs, factory farming, pandemics*



Author

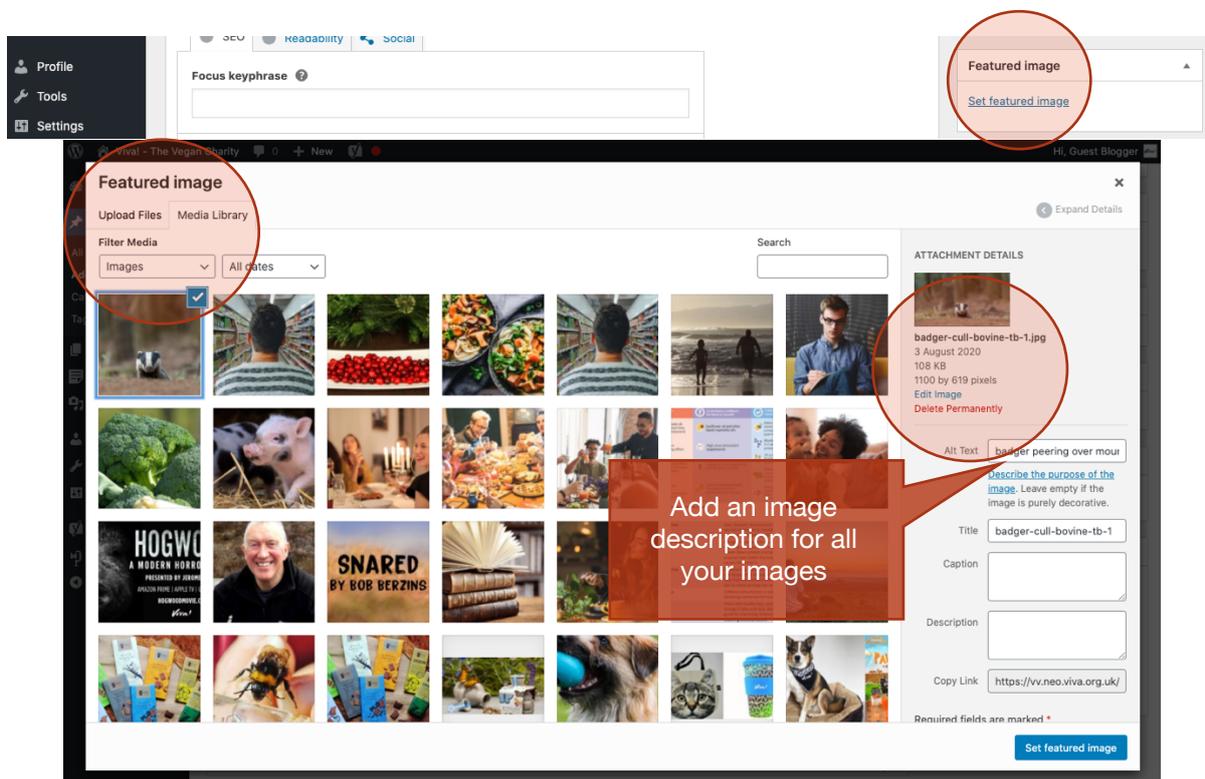
By default, the user who creates the post is set as the author. If you are creating a post but you aren't the author, you can change who the author is.



If the author is not in the list, send the author details to roger@viva.org.uk and it can be created.

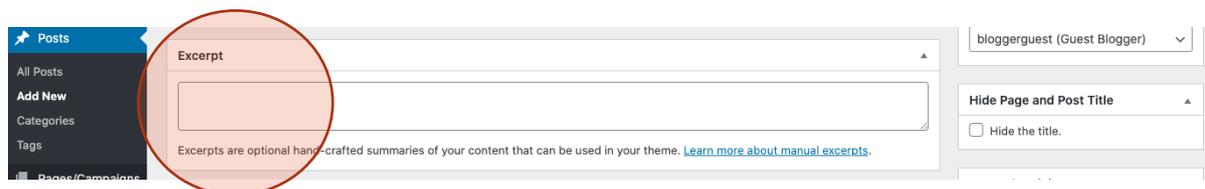
Featured image

- You must select a featured image for your post. The image resolution must be **1100px by 619px** and the maximum size allowed is 300kb, but it is recommendable to be around **100kb or less**.
- You can edit your images using this online tool: <https://pixlr.com/x/> or with software such as Photoshop.
- Before uploading new images, check in the media library first to see if there is an appropriate image that has already been uploaded using the search function. This is a good measure to prevent a huge media library in future. Remember to check if the image selected has the correct size.



Excerpt

The excerpt is a summary of the post. It should be around 30 words and you should try to include keywords appropriate to the post.

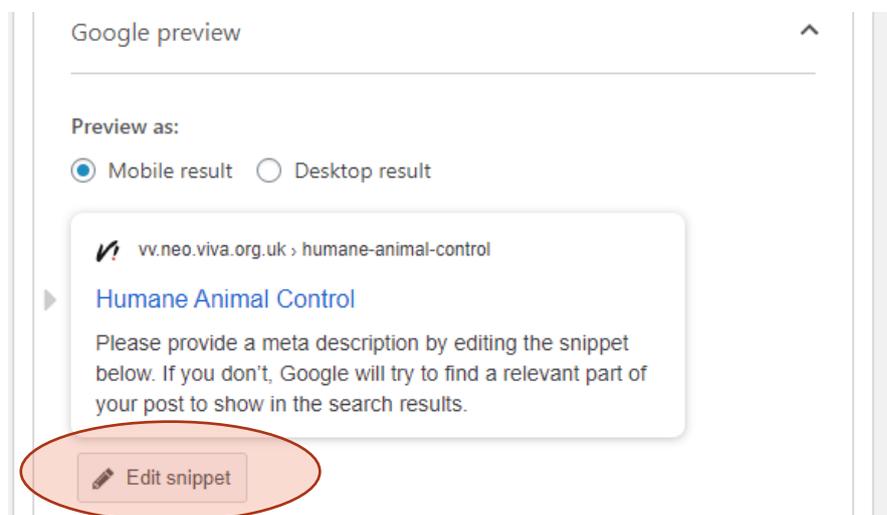


This excerpt text will be displayed in the preview of your post on the homepage blog section.



Meta description

By default, the excerpt will also be used as the meta description (description shown in Google search results). This should be a maximum of 160 characters including spaces.) If the excerpt is longer than 160 chars, you can create a custom meta description in the edit snippet section at the bottom of the page.



Use SEOmofa to write the meta description to determine length:

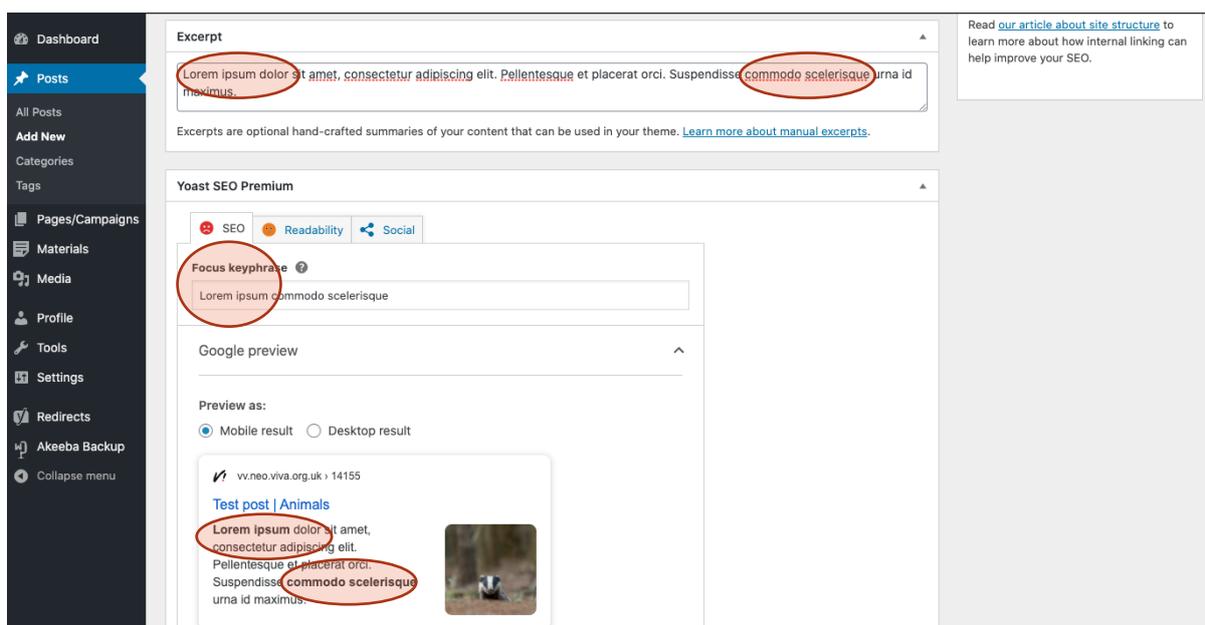
<https://seomofa.com/snippet-optimizer.html>

SEO (focus keyphrase)

You can enter the primary keyword or key phrase for the post which you'd like it to rank for on Google. The YoastSEO plugin will run a check on the content and provide suggestions to improve it for the given phrase.

If a user searches for your key phrase in Google and you have used that key phrase in your meta description, the words usually show in bold to highlight that your page is relevant to the phrase (as shown below).

You can find more info about how to use this feature [here](#).



Text format

It is important to maintain consistency in the page formatting across the website.

Please, follow this example:

The screenshot shows the WordPress text editor with the following callouts:

- Try to use always the "Block elements" to add images in your post**: Points to the "Add Media" button.
- Select the heading for your titles**: Points to the "Paragraph" dropdown menu.
- You can just add 1 subtitle per post (H2)**: Points to the "Post subtitle" heading.
- Use H3 for all the section titles**: Points to the "Section 1" heading.
- Use H4 for all your subsections titles**: Points to the "Subsection" heading.
- Doble space between sections**: Points to the space between "Section 1" and "Section 2".

The text content in the editor includes:

Post subtitle

Section 1

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut leo elit, iaculis finibus neque sit amet, accumsan ultricies eros. Mauris a sodales nisl, a feugiat massa. Vestibulum id lacus a est fermentum maximus lacinia eu felis.

Subsection

- Example 1
- Example 2

Section 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut leo elit, iaculis finibus neque sit amet, accumsan ultricies eros. Mauris a sodales nisl, a feugiat massa. Vestibulum id lacus a est fermentum maximus lacinia eu felis.

Subsection

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut leo elit, iaculis finibus neque sit amet, accumsan ultricies eros. Mauris a sodales nisl, a feugiat massa. Vestibulum id lacus a est fermentum maximus lacinia eu felis.

The "Insert/edit link" dialog box shows the following fields and options:

- URL:
- Link Text:
- Open link in a new tab
- Search:
- Recent items list:
 - Test post (2020/08/03)
 - Go green (2020/07/31)
 - Go nuts for almonds (2020/07/31)
 - Red alert (2020/07/31)
 - Kiwi fruit thins blood (2020/07/31)
 - Veggies weigh less (2020/07/31)

If you add a link to an external website, select always "open link in a new tab"