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Web Design in WordPress

# Creating and Editing Posts in WordPress

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# Working with Posts

- **Posts** represent the dynamic part of every WordPress website.
- Through them, users share news, articles, announcements, or blog entries.
- Unlike pages, which are static, posts are displayed chronologically and encourage continuous communication with the audience.
- Working with posts enables users to fully utilise the potential of the CMS system and create content that is informative, structured, and easily accessible.



# Accessing the Posts Section

- Posts are accessed from the administrator panel through the **Posts** section.
- There are four main options available:
  - **All Posts** – displays all existing posts.
  - **Add New** – allows the creation of a new post.
  - **Categories** – used for editing thematic groups.
  - **Tags** – used for defining key labels.
- This structure provides a logical overview and makes it easy to manage all published texts on the website.



Moj prvi sajt

New

View Posts

Howdy, filip

Dashboard

Posts

All Posts

Add Post

Categories

Tags

Media

Pages

Kubio

Comments

Appearance

Plugins

Users


Tools

Settings

Collapse Menu

Posts

Add Post



Kubio PRO is now up to 30% OFF – design like a pro today!

GET THE OFFER

All (1) | Published (1)

Bulk actions

Apply

All dates

All Categories

Filter

☐

Title

Author

Categories

Tags

Date

☐

Hello world!

filip

Uncategorized

—

1

Published 2025/10/17 at 5:10 pm

☐

Title

Author

Categories

Tags

Date

Bulk actions

Apply

1 item

localhost/wordpress/wp-admin/post-new.php

creating with [WordPress](#)






Version 6.8.3

## Appearance of the Posts Section

# Creating a New Post






- By clicking **Add New**, the **Gutenberg editor** opens — a tool for visual content editing.
- The user enters the post title, text, images, and other multimedia elements.
- A post can be saved as a **Draft**, previewed through **Preview**, or published by clicking **Publish**.
- This process represents the foundation of **digital literacy** — the transition from an idea to publicly visible content.





Moja prva objava · Post


Ctrl+K



Post

Block

×


 Moja prva objava

Set featured image

[Add an excerpt...](#)

5 words, 1 minute read time.  
Last edited a second ago.

Status

 Published

Publish

October 19, 2025  
6:22 pm UTC+0

Slug

moja-prva-objava

Author

filip

Template

Default template

Discussion

Open

Move to trash

Categories

Tags

Post &gt; Paragraph

Adding a New Post

# Gutenberg Editor and Block Logic

- **Gutenberg** operates on the principle of blocks — each part of the content (title, text, image, video, quote) represents an independent unit.
- Blocks can be added, moved, and styled, allowing the user to easily shape the appearance of a page without any programming knowledge.
- This modular approach makes **WordPress** an accessible and flexible tool for creating dynamic web content.



# Types of Blocks and Their Application

- The most commonly used blocks are:
  - **Paragraph** – for entering basic text.
  - **Heading** – for titles and subtitles.
  - **Image / Gallery** – for adding images and galleries.
  - **List** – for creating bullet or numbered lists.
  - **Buttons** – for calls to action.
  - **Quote** – for quotes and emphasised text.
- Correct use of blocks contributes to the structure, readability, and visual balance of a post.





# Text Structure and Headings

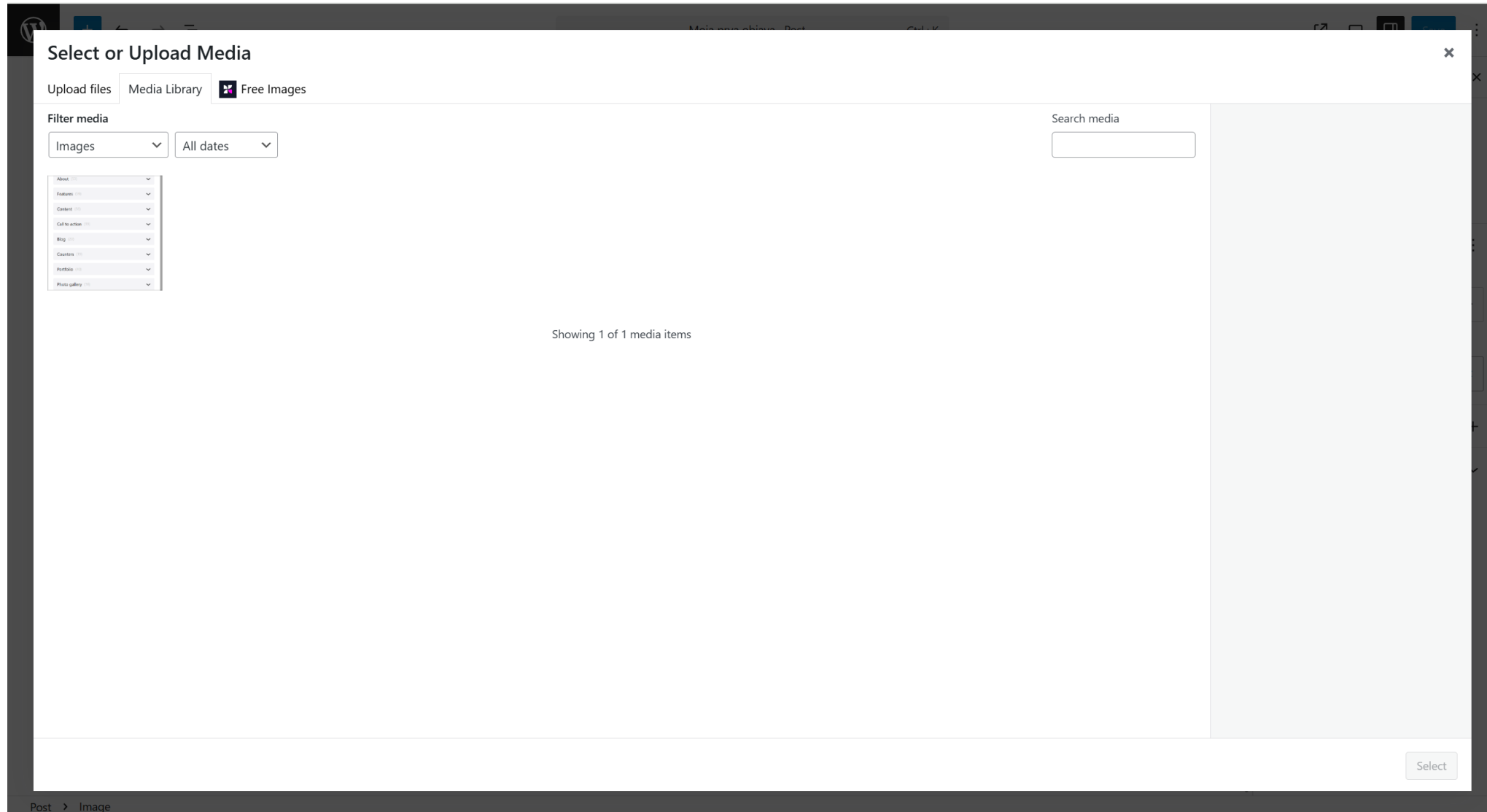
- **Headings (<h1> – <h6>)** define the reading logic and hierarchy of information.
- The main post title is automatically generated as **<h1>**, while **<h2>** and **<h3>** subheadings are used within the text.
- Short paragraphs (up to four sentences) and clear headings improve content accessibility.
- WordPress posts should be informative yet visually easy to follow.



# Adding Multimedia

- By clicking the “+” icon, you can add an **Image** or **Gallery** block.
- Images can be uploaded from the computer or selected from the **Media Library**.
- It is important to add **alt text** — a short image description that improves SEO and accessibility.
- The **Mistify** theme automatically optimises image display, adapting it to the screen and site design.
- **WordPress** also allows embedding content from other platforms — YouTube videos, Instagram posts, Google Maps, and more.
- To do this, add an **Embed** block and simply paste the URL link.
- The system automatically generates the display within the post.
- This functionality connects different sources of information and increases audience engagement.





Adding Multimedia

# Featured Image and Metadata


- A **permalink** (permanent link) is automatically generated based on the post title, but it is recommended to edit it manually.
- The address should be short, readable, and contain relevant keywords (e.g. *mojsajt.rs/blog/wordpress-introduction*).
- For additional optimisation, plugins such as **Yoast SEO** can be used — they allow defining meta descriptions and analysing keyword performance.



Post

Block

×

 Moja prva objava

⋮

Set featured image

[Add an excerpt...](#)

5 words, 1 minute read time.  
Last edited a minute ago.

Status

☒ Published

Publish

October 19, 2025  
6:22 pm UTC+0

Slug

moja-prva-objava

Author

filip

Template

Default template

Discussion

Open

Revisions

3

Move to trash

Categories

▼

Tags

▼



Appearance of the Section for Changing the Site Name and Adding the Site Image

# Scheduling and Post Status

- **WordPress** offers several post statuses:
  - **Draft** – the post is saved as a draft.
  - **Pending Review** – the post is awaiting approval.
  - **Published** – the post is live and visible to the public.
  - **Scheduled** – the post is set to be published at a future date.
- Users can plan posts in advance, which helps maintain consistent publishing and organised content management.



Moj prvi sajt

New

View Posts

Howdy, filip

Screen Options

Help

Dashboard

Posts

All Posts

Add Post

Categories

Tags

Media

Pages

Kubio

Comments

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Collapse Menu

Posts

Add Post

 Kubio PRO is now up to 30% OFF – design like a pro today!

GET THE OFFER

All (2) | Published (1) | Scheduled (1) | Trash (1)

Search Posts

Bulk actions

Apply

All dates

All Categories

Filter

2 items

<input type="checkbox"/>	Title	Author	Categories	Tags		Date
<input type="checkbox"/>	objava koja je kreirana za novembar — Scheduled	filip	Uncategorized	—	—	Scheduled 2025/11/19 at 6:27 pm
<input type="checkbox"/>	Hello world!	filip	Uncategorized	—	1	Published 2025/10/17 at 5:10 pm

Bulk actions

Apply

2 items

Thank you for creating with [WordPress](#).

Version 6.8.3



# Editing Existing Posts

- All posts are located in the **All Posts** section.
- By clicking on a post title, an existing post opens, which can be edited, updated, or deleted.
- **WordPress** automatically saves previous versions (**Revisions**), allowing every change to be restored if necessary.
- This functionality enhances both the **security** and **accuracy** of content management.





Dashboard

Posts

Media

Pages

Kubio

Comments

Appearance

Plugins

Installed Plugins

Add Plugin

Plugin File Editor

Users

Tools

Settings

Collapse Menu

Add Plugins

Upload Plugin

Search Results

Featured

Popular

Recommended


Favorites

Search Plugins

kubio

Keyword

11 items



Kubio AI Page Builder

Active

More Details

Using the power of AI, Kubio gives you a head start by generating a first draft of your website, which you can further customize to your liking.


By [Extend Themes](#)

★★★★★ (62)

100,000+ Active Installations

Last Updated: 1 month ago

Compatible with your version of WordPress



Advance WordPress Search Plugin

Install Now

More Details

Responsive Search Plugin for WordPress and WooCommerce. Best Live Ajax Search Support Plugin. TH Advance Product Search plugin is a powerful AJAX base ...


By [ThemeHunk](#)

★★★★★ (3)

10,000+ Active Installations

Last Updated: 4 months ago

Compatible with your version of WordPress



YayMail – WooCommerce Email Customizer

Install Now

More Details

Customize WooCommerce email templates with an advanced drag-and-drop email builder. Works great with 70+ WooCommerce Email Customizer Addons.


By [YayCommerce](#)

★★★★★ (274)

50,000+ Active Installations

Last Updated: 2 weeks ago

Compatible with your version of WordPress



Responsive Contact Form Builder & Lead Generation Plugin

Install Now

More Details

Fast Drag & Drop Contact Form Builder and Lead Generation Tool With Google One Tap Login. Supports Block Editor.


By [ThemeHunk](#)

★★★★★ (5)

10,000+ Active Installations

Last Updated: 2 months ago

Compatible with your version of WordPress



Personio Integration Light

Install Now

More Details

Import and display your positions from Personio directly on your website. Get full control over how they are displayed.


By [laolaweb](#)

★★★★★ (5)

200+ Active Installations

Last Updated: 2 months ago

Compatible with your version of WordPress



YaySwatches – Variation Swatches for WooCommerce

Install Now

More Details

Got plenty of website traffic but struggling with low add-to-cart and conversion rates?

By [YayCommerce](#)

★★★★★ (9)

800+ Active Installations

Last Updated: 15 hours ago

Compatible with your version of WordPress

Display of All Posts

# Archives and Content Overview

- Posts can include a **comments section**.
- The user can moderate comments — approve, reject, or delete them.
- Comments increase audience engagement and foster dialogue between the author and readers.
- The **Mistify** theme provides a clean and organised layout for displaying comments.



# Archives and Content Overview

- **WordPress** automatically creates post archives based on **categories, tags, authors, and dates**.
- Archive pages provide an overview of the publishing history and improve content organisation.
- In this way, the user develops a content structure that is logical, clear, and sustainable in the long term.





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# Questions & Answers

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