



Adding and Editing a Blog Post in WordPress

Purpose:

To provide a clear and efficient process for adding new blog posts and editing existing ones on a WordPress website.

Scope:

This SOP is intended for WordPress users responsible for content creation and management, including blog writers, editors, and administrators.

Responsibilities:

- Content Creators/Writers
 - Content Editors
- WordPress Administrators

Procedure:

- Access WordPress Dashboard:
 - Log in to your WordPress site.
 - Navigate to the Dashboard.
 - Adding a New Blog Post:
 - In the Dashboard, click on 'Posts'.
 - Select 'Add New' to create a new blog post.
 - Enter Blog Post Details:
 - Title: Add a compelling and descriptive title for your blog post.
 - Content: Write or paste your blog content in the content area. Utilize the built-in WordPress editor for formatting text, adding links, and inserting media.
 - Categories and Tags: Assign relevant categories and tags to your post for better organization and searchability.
 - Add Media (if applicable):
 - Click the 'Add Media' button to upload and insert images, videos, or other media files into your post.
 - Set Featured Image:

- Select a featured image for your post. This image is often used as a thumbnail and in previews of your blog post.
 - Preview and Save Draft:
 - Use the 'Preview' button to view how your post will look once published.
 - Save your post as a draft if it's not ready to be published.
 - SEO Optimization (Optional):
- If you have an SEO plugin installed (like Yoast SEO), fill out the SEO title, description, and focus keyword.
 - Publish the Post:
 - Once the post is ready, click 'Publish' to make it live on your site.
 - Editing an Existing Blog Post:
 - Go to 'Posts' in the Dashboard.
 - Click on the post you want to edit.
 - Make Necessary Edits:
- Edit the title, content, media, categories, tags, or any other aspect of the post as needed.
 - Preview and Update:
 - Use the 'Preview' button to review your changes.
 - Click 'Update' to apply the edits and republish the post.

Documentation and Record Keeping:

- Maintain records of published and edited blog posts, including dates and authors.

Review and Update:

- Regularly review blog content for relevance and accuracy.
- Update this SOP as required to align with any new WordPress features or changes in content strategy.