Capital Current WordPress Pagination

Follow these steps to complete your pagination in WordPress. For specifics on required elements and styling, see the "Capital Current Production Day Checklist" and "Capital Current Production Style Guide" documents.

1. Log into WordPress: https://capitalcurrent.ca/wp-admin.

2. Click 'Blog Posts' in the WordPress menu to the left of your screen to display all posts.

3. Find your story and open it in the Gutenberg Editor by clicking on the title or the 'Edit' link below the title.

The Gutenberg Editor is a block-based editor. It was launched as part of WordPress's core as of WordPress version 5.0.

For a complete tutorial/refresher on how to use the Gutenberg Editor, visit: https://www.wpbeginner.com/beginners-guide/how-to-use-the-new-wordpress-block-editor/

You can also watch this video tutorial on YouTube: https://youtu.be/h9yIMQTUk04

4. Begin by adding your story copy: Click in the first block and start typing or paste your copy from Word.

5. Add heading (for subheads), pull quote, sidebar, image, and any other blocks you need to add all the elements to the story.

6. Under 'Document' settings, check the appropriate 'Categories' and set the 'primary category' from the drop-down list, add 'Tags', enter a 1-2 sentence 'Excerpt', and attach a featured image.

7. When uploading or selecting a featured image from the Media Library, be sure to add the cutline and photo credit in the 'Caption' field and to provide alternative text describing the photo for users with visual disabilities in the 'ALT Text' field.

8. If you change the story headline, be sure to update the 'URL Slug' in the 'Permalink' section under 'Document' settings.

9. Add the author(s) in the appropriate order under the 'Authors' section of the Post Editor.

10. Add your SEO 'Focus keyphrase' and provide a 'Meta description' in the 'Snippet Editor' under the 'Yoast SEO' section of the Post Editor.

11. If you do not want to display the featured image at the top of the story, set the 'Hide Featured Image' slider to 'ON' under the 'Image Settings' section of the Post Editor.

12. If you want the headline to appear above the featured image, select the 'Standard (with title in the top)' option for 'Post Style' under the 'Page Settings' section of the Post Editor.

Don't forget to save often. WordPress may autosave but we are working in a web-based environment. Network/Internet connections can go down at any moment. If you get in the habit of saving often, or at least after every major edit to your story, you won't lose your work and have to redo things if your network connection is temporarily lost.

Once you are done paginating your story package, please notify your instructor as per their instructions.