

Church website: Adding a Post containing the latest Announcements and Order of Service

Log-on to your Wordpress Dashboard.

Go to Posts / All Posts

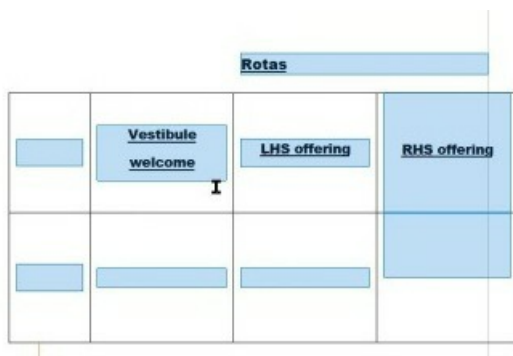


Click “Add Post”

When a new Post opens, click at the beginning of the “Add Title” Heading and type: **Announcements and Order of Service, Sunday (add date)**

Open your email program, find the latest OoS email from Carolyn (Rev Kerr will be taking over preparing the Order of Service at a later date). Download the Attachment (a Word document) on to your device. Do NOT open the email attachment in Preview mode, as you will probably not be able to edit it, or copy the contents for the website!

Note that it is probably a good idea to ‘Proof-read’ the whole document, as occasionally spelling mistakes may be found; these should be corrected and the originator of the OoS notified as soon as possible, so that they can make any corrections before printing it.

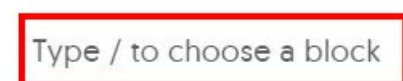


Select the Rota section, and delete it (the Table and all contents will be deleted from the document)

Note that this will leave a large space in the document: it is not necessary to delete this space, as the Wordpress software will correctly position any text pasted into the Post.

Use “**Ctrl + A**” to select all of the document contents (everything will become highlighted).

Use “**Ctrl + C**” to copy the contents to the Clipboard.



Go back to the Wordpress program: position the cursor at the beginning of the text in the Paragraph Block (shows “Type / to choose a block”)

Use “**Ctrl + V**” to paste the Announcements and OoS into the Post.

www.kellschurch.com 28th September 2025



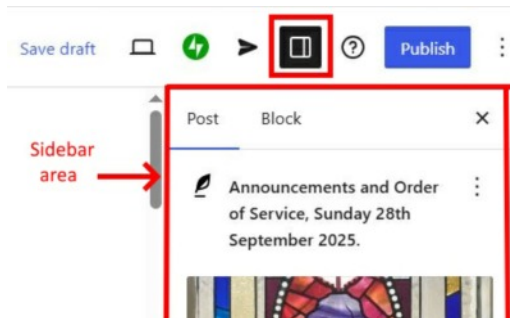
If the Kells Presbyterian Church Logo is not displayed just above the Order of Service section, click inside the grey placeholder area. You will be prompted to “Select Image”, which will be added to the Post.





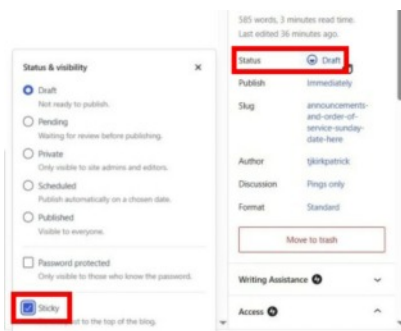
ORDER OF SERVICE

To reduce the unused space between the Logo image and the Order of Service in the Post, position the cursor below the image and press “Delete”. Note that this may cause Wordpress to try to insert another Heading: this can be removed by clicking “Delete” again.

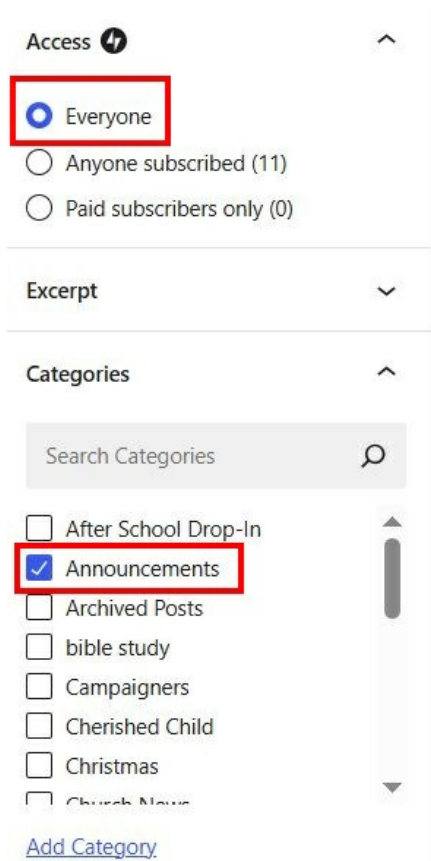


Position the cursor just after the large “Announcements” Header at the top of the Post, and Left-Click: the sidebar (to the right of the page) will now display the required Post details. If the sidebar is not displayed, Click on the Icon at the top of the Post.

The sidebar has at least two Tabs: **Post** and **Block**

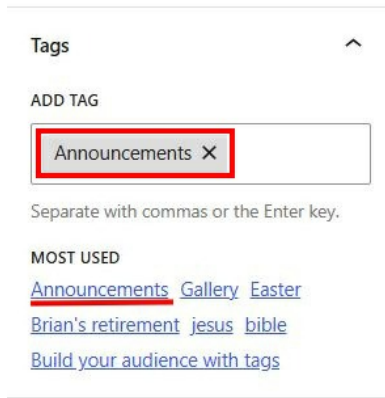


In the sidebar, select the **Post** Tab. Find “Status”, click on the small arrow beside “Draft” to open a selection menu. Click on “Sticky” (this will ensure that the latest Announcements Post will be displayed at the top of the list of other announcements)

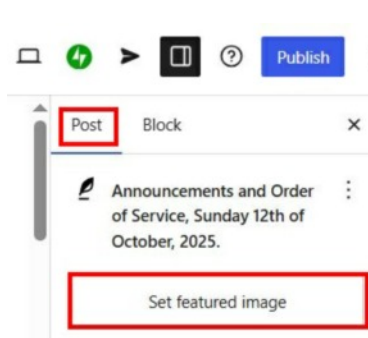


Scroll down in the sidebar until you find “Access”. (“Everyone” should be selected)

In the Category section, deselect “Uncategorised” (the default selection), Select “Announcements” (Note that if you are creating any other type of Post, select the “Church News” Category) Choosing the correct Category is very important, as this attribute is used to filter the different types of Posts to ensure that they will be displayed in the correct Menu selection on the website.

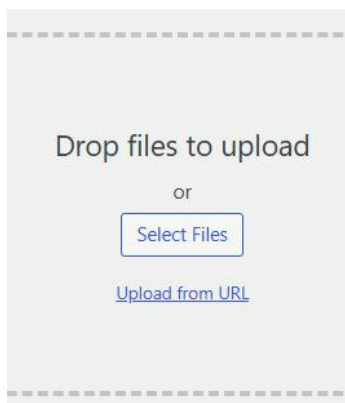


Scroll further down the sidebar and select the Announcements Tag. For other types of Post you can select the required Tags. Note that multiple Tags can be selected; these are used by the Internet Search Engines, allowing posts or pages with a specific type of content to be more easily found during searches.

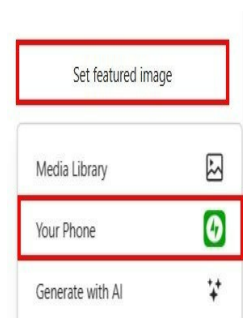


Set Featured Image (button near the top of the Post section of the sidebar)

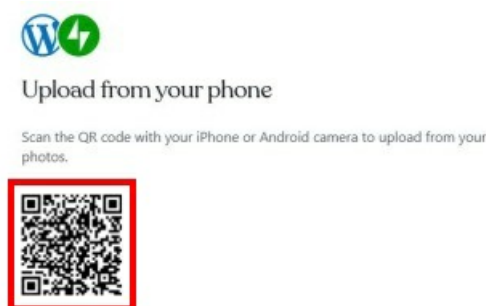
If you already have a suitable photo in the Media Library, choose this option. Click to select the required Image and then on “Set featured Image” at the lower RHS of the Media window.



To add photos or documents to the Media Library: In the Wordpress Dashboard, click on “Media Library” and then select “Add Media File”. You can drop files into the “Upload Files” box, or search for them on your computer or tablet using the “Select Files” option.



If you need to use a photo stored on your phone, choose this option.



Scan the QR Code, open the Link provided, choose the required photo on your phone, then click the Tick mark at the top of the phone screen. The photo will be saved into the Media Library as well as being inserted into the Post.

Click on “Publish” at the top of the Post: then click on “Publish” again to confirm.