

WordPress Meetup Activity

Creating and Managing Content in WordPress

60 minutes · Beginner → Intermediate · WordPress Playground

playground.wordpress.net

What We Will Cover Today

Part 1 — The Block Editor: Building Your First Post

15 min

Part 2 — Images, Media, and Block Patterns

15 min

Part 3 — Organizing Your Content

10 min

Part 4 — Publishing, Scheduling, and Revisions

15 min

Debrief

5 min

The Block Editor — Building Your First Post

1. playground.wordpress.net → click the speedometer icon / site title → **Posts > Add Post**.
2. Add a title. Click below the title and type an introductory paragraph.
3. Press Enter, type / **command** then 'heading' → insert a **Heading** block (H2). Add a subheading.
4. Use / again to insert a **List** block. Add 3 bullet items.
5. Click the Document Overview icon (top-left of the editor toolbar) → **List View**. See all blocks — click any entry to jump to it.
6. Drag a block to reorder it. Undo with Ctrl/Cmd+Z.

Posts vs Pages — When to Use Each

Posts		Pages
Purpose	Timely, dated content: blog entries, news, announcements	Evergreen content: About, Contact, Services, Portfolio
Appear in blog feed?	Yes — sorted by date	No
Categories & Tags?	Yes	No (by default)
Hierarchical?	No	Yes — pages can have parent pages
Example	"5 Tips for Faster WordPress Sites"	"About Us"

Images, Media, and Block Patterns

1. **Insert an Image block** (/ command → image) → click Upload → select a downloaded image ([Openverse](#) or [Pexels](#)).
2. In the **Settings sidebar**, add meaningful **Alt text** and set size to Large.
3. Insert a **Gallery** block. Click Upload and select 2–3 downloaded images. (Gallery has no 'Insert from URL' — upload only.)
4. Click the + Inserter (editor toolbar) → **Patterns** tab. Find a 'Call to Action' or 'Featured' pattern and insert it.
5. Click into the pattern. In WordPress 7.0, patterns open in content-only mode. Replace placeholder text. Click 'Edit pattern' for full design access.

Organizing Your Content

1. Open the **Settings sidebar** (gear icon). Find **Featured Image** → Set Featured Image → Upload Files → select downloaded image (1200×630 px ideal) → Set featured image.
2. Scroll down to **Categories** → Add Category. Type a name and press Enter.
3. In the **Tags** field, type 2–3 comma-separated tags and press Enter.
4. Find the **Excerpt** panel. Write 1–2 sentences summarizing the post.
5. Find the **Permalink** field (in Summary panel). Edit the slug to 2–4 short, hyphenated words.

Publishing, Scheduling, and Revisions

1. Click View button (laptop icon, top-right toolbar) → Preview in new tab. Review. Close tab.
2. Check **Visibility** in the Settings sidebar: **Public**, **Private**, or **Password-protected**. Keep it Public.
3. Change Publish date to 2 minutes from now → click **Schedule**. The post is saved with a future publish date.
4. Visit the site front end. Post is not live yet. Reload after 2 minutes — WordPress publishes it on page load.
5. Make 2–3 edits to the post. Click **Update** after each change to create revision snapshots.
6. Settings sidebar → **Revisions** → **Browse revisions**. Use the slider to compare versions → **Restore This Revision**.

Content Creation Quick Reference

Task	How to do it
Insert a block	Type / at the start of an empty block, or click +
Add images	Image or Gallery block → Upload → select downloaded image (Openverse, Pexels, Unsplash)
Set featured image	Settings sidebar → Featured Image → Set Featured Image → Upload Files
Add a category	Settings sidebar → Categories → Add Category
Add tags	Settings sidebar → Tags → type and press Enter
Write an excerpt	Settings sidebar → Excerpt → type summary
Edit the URL slug	Settings sidebar → Summary → URL
Schedule a post	Settings sidebar → Publish date → set time → Schedule
View revision history	Settings sidebar → Revisions → Browse revisions

Debrief — 5 Minutes

- 1 When would you use a page instead of a post? Give a specific example from your site.
- 2 What's one thing you will change about how you organize your content after today?
- 3 Before today, what was your backup plan when you accidentally overwrote something important?

Sources and Further Reading

Creating posts and pages with the Block Editor — Learn WordPress	https://learn.wordpress.org/lesson/creating-posts-and-pages-with-the-wordpress-block-editor/
WordPress Block Editor — Documentation	https://wordpress.org/documentation/article/wordpress-block-editor/
Work with blocks — Documentation	https://wordpress.org/documentation/article/work-with-blocks/
Block Pattern — Documentation	https://wordpress.org/documentation/article/block-pattern/
Synced Patterns (Reusable blocks) — Documentation	https://wordpress.org/documentation/article/reusable-blocks/
Intro to Publishing with the Block Editor — Learn WordPress	https://learn.wordpress.org/tutorial/intro-to-publishing-with-the-block-editor/
Openverse — open-licensed media search	https://openverse.org



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