

# WordPress Basic Blog Post Checklist

<p><b>Your post title</b></p> <ul style="list-style-type: none"> <li>• Will be used for your permalink “slug”</li> </ul>	<p>My post title:</p>
<p><b>Your post content</b> (post text)</p> <p><i>Tips for post content</i></p> <ul style="list-style-type: none"> <li>• <b>MUST BE TEXT.</b> <i>Do not just upload a picture of your event poster!</i></li> <li>• Place the <b>MOST IMPORTANT</b> information at the very front of your post, e.g.,             <ul style="list-style-type: none"> <li>○ Event title</li> <li>○ Date and time</li> <li>○ Location</li> <li>○ Target audience (if not obvious from title)</li> </ul> </li> <li>• To make sure the most pertinent information appears in the post slider, use a post excerpt</li> <li>• Do not attempt to use a large amount of formatting or special content – keep it simple.</li> </ul>	<p>My post text:</p>
<p><b>Categories where you want your post to appear</b></p> <p>Examples (vary by website)</p> <ul style="list-style-type: none"> <li>✓ Home Page / Home Page Feature / Slider</li> <li>✓ Programming / Adult / Youth / Teen</li> <li>✓ Friends / Book Sale / Library Board</li> </ul>	<p>My categories:</p>
<p><b>Feature Image picture in JPG or PNG</b></p> <p><i>Tips for featured image</i></p> <ul style="list-style-type: none"> <li>• Size 795 px by 500 px             <ul style="list-style-type: none"> <li>○ Make template in Canva</li> <li>○ Download just the single image each time.</li> </ul> </li> <li>• Save the file with a name that can be used for Alt Text.             <ul style="list-style-type: none"> <li>○ <i>Example: “young child doing simple math on a chalkboard”</i></li> </ul> </li> </ul>	<p>My featured image is called and is saved to this location:</p>
<p><b>The date when you want the post to begin appearing on your website</b> (if not immediately)</p>	<p>Date to schedule (optional):</p>
<p><b>The date you want the post to disappear from your website</b> (if applicable)</p>	<p>Date to remove (optional)</p>
<p><b>Any additional documents/webpages you would like to have linked from your post.</b></p> <ul style="list-style-type: none"> <li>• Documents usually in PDF format</li> </ul>	<p>List of my additional documents or website links:</p>