

## **Creating a Assignment Post with Text & Photo**

# Creating an Assignment Post with Text & Photo | Different than your Personal Branded Home Page — your Post page you **DO NOT TURN** on “Builder.” You go directly to **EDIT**....

The screenshot shows the WordPress admin interface for a user named 'Howdy, Admin'. The main content area displays a list of posts. The first post is 'Haqawi, Hayat - Place Holder (week 1)' by Admin, published on 2018/04/13. The 'Edit' link for this post is highlighted with an orange box and a red arrow. A second red arrow points to the 'Edit' link in the post's action menu, which is also circled in orange. A grey box highlights the entire action menu for this post, showing the links: 'Edit | Quick Edit | Trash | View | Themify Builder'. The 'Themify Builder' link is crossed out with a red line. The left sidebar shows the 'Posts' menu item highlighted with a red arrow.

Title	Author	Categories	Tags	Date
Haqawi, Hayat - Place Holder (week 1)	Admin	Haqawi, Hayat, Week 1	—	Published 2018/04/13
Simon Sinek (video reflection) — Draft	Hayat Haqawih	Main	—	Last Modified 2018/04/13
Ramierz, Anesia - Place Holder (week 1)	Admin	Ramierz, Anesia, Week 1	—	Published 2018/04/12
Interview with Simon Sinek	Admin	Humpton, Rachel, Week 1	—	Published 2018/04/12
Early, Austin - Place Holder (week 1)	Admin	Early, Austin, Week 1	—	Published 2018/04/12
Poppen, Devin - Place Holder (week 1)	Admin	Poppen, Devin, Week 1	—	Published 2018/04/03
Gage, Devvon - Place Holder (week 1)	Admin	Gage, Devvon, Week 1	—	Published 2018/04/03
Benson, Ryan - Place Holder (week 1)	Admin	Benson, Ryan, Week 1	—	Published 2018/04/03
Reflection on Simon Sinek	Admin	Reflection on Simon Sinek	—	Published 2018/04/03
Murray, Amanda - Place Holder (week 1)	Admin	Murray, Amanda, Week 1	—	Published 2018/04/03
McCormac, Heather - Place Holder (week 1)	Admin	McCormac, Heather, Week 1	—	Published 2018/04/03
Mackey, Victoria - Place Holder (week 1)	Admin	Mackey, Victoria, Week 1	—	Published 2018/04/03

# Creating an Assignment Post with Text & Photo

- Add Post Name
- Copy and Paste Text from Word Document
- Add Photo from Media Library

Edit Post | Add New

Themify Ultra version 1.9.5 is now available. Go to the [Themify panel](#) to update.

Haqawi, Hayat - Place Holder (week 1) ← Post Name Goes Here

Permalink: <http://sou436536.com/2018/04/13/haqawi-hayat-place-holder/> Edit

Add Media Themify Builder

Paragraph B I [List Icons] [Link Icon] [Table Icon]

Visual Text

Welcome to WordPress. This is your first post. Edit or delete it, then start writing!

Photo Goes Here  
300 x 300  
From Media Library

Copy and Paste text from Word Document here

Word count: 15 Last edited by Admin on April 13, 2018 at 4:24 pm

Themify Custom Panel

Post Options Page Appearance Themify Builder

Sidebar Option [Default] [Grid] [Grid] [Grid] [Grid] [Grid]

Post Layout [Default] [Grid] [Grid] [Grid] [Grid]

Content Width [Default] [Fullwidth]

Publish

Preview Changes

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Revisions: 2 [Browse](#)

Published on: Apr 13, 2018 @ 16:23 [Edit](#)

Readability: Good

SEO: Not available

[Move to Trash](#) [Update](#)

Categories

All Categories Most Used

Haqawi, Hayat Primary

Week 1 [Make primary](#)

Benson, Ryan

Week 1

Week 10

Week 2

Week 3

Week 4

[+ Add New Category](#)

Tags

[Add](#)

## Creating an Assignment Post with Text & Photo

- In Categories Box - **Click Box Next to Your Name and click Box Next to Your Week**
- Then click **UPDATE** to make the post live.
- Click **View Page** at top to review final page.

The screenshot shows the WordPress 'Edit Post' interface. A red arrow points to the 'View Post' button in the top navigation bar. The main content area has a title field containing 'Haqawi, Hayat - Place Holder (week 1)' and a text area with the placeholder text 'Welcome to WordPress. This is your first post. Edit or delete it, then start writing!'. Below the text area, there are instructions: 'Photo Goes Here', '300 x 300', and 'From Media Library'. A green speech bubble contains the text: '\* Watch the formatting on your text when you load it into the page. VIEW POST and if text has too much spacing you may have to adjust to make it look nice. Remember — too much white space is not a best practice'. On the right sidebar, the 'Publish' section shows the status as 'Published' and an 'Update' button circled in orange. Below it, the 'Categories' section is highlighted with an orange box, and a red arrow points to the 'Haqawi, Hayat' category and the 'Week 1' sub-category, both of which have their selection boxes checked. The 'Update' button is also circled in orange.

# SPACING EXAMPLE

- Poor Spacing
- Too much white space between paragraphs.

The screenshot shows a WordPress admin interface for editing a post. The post title is "Keepes, CJ - Simon Sinek". The content is as follows:

Reflection

Simon [Sinek](#)—Leadership

I had heard of Simon Sinek a few times before this video. Notably, Sinek wrote “Start with why” book and has many popular YouTube videos. In this video, however, he is talking about the origins of his new book “Leaders eat last.” Sinek starts by telling the story of his trip to [a country in the middle east](#) wherein he had some trouble. Long story short, Sinek hit rock bottom and had a choice to make: sink into self-pity or change his attitude and improve his situation. [He decided](#), Sinek chose to improve his situation. This put him on a path to understanding what real leaders do and how they act.

After coming back Sinek began to write his new book. He talked about some of the main points in this video. After careful reflection, these are some of the points I found most interesting:

Trust and cooperation:

Sinek firmly believes building an environment of trust and cooperation is the responsibility of leaders. This environment is essential to a positive work environment. If employees can’t trust the company they work for, they can never invest fully in that business.

Safety:

Similar to creating a trusting environment, leaders must create a “circle of safety.” This goes hand in hand with trust, but employees must feel safe sharing ideas and making mistakes. Sinek did make an important note on this matter, “You can tell someone to trust you” this needs to be earned and proven not bought.

The right sidebar shows the 'Publish' section with the following information:

- Status: Published [Edit](#)
- Visibility: Public [Edit](#)
- Revisions: 3 [Browse](#)
- Published on: Mar 30, 2018 @ 23:03 [Edit](#)
- Readability: Needs improvement
- SEO: Not available

The 'Categories' section shows the following categories:

- Keepes, CJ [Make primary](#)
- Week 1 [Make primary](#)
- Benson, Ryan
- Week 1
- Week 10
- Week 2
- Week 3
- Week 4

A large red arrow points to the excessive white space between the first and second paragraphs of the post content.

# SPACING EXAMPLE

- Spacing fixed by putting cursor in front of paragraphs and hitting backspace.
- Right amount of spacing on back end.

The screenshot shows the WordPress 'Edit Post' interface. The main content area contains the following text:

**Reflection**

**Simon Sinek—Leadership**

I had heard of Simon Sinek a few times before this video. Notably, Sinek wrote “Start with why” a popular book and has many popular YouTube videos. In this video, however, he is talking about the origins of his new book “Leaders eat last.” Sinek starts by telling the story of his trip to a military base in the middle east wherein he had some trouble. Long story short, Sinek hit rock bottom and had a choice to make: sink into self-pity or change his attitude and improve his situation. In the end, Sinek chose to improve his situation. This put him on a path to understanding what real leaders do and how they act.

After coming back Sinek began to write his new book. He talked about some of the main points in this video. After careful reflection, these are some of the points I found most interesting:

**Trust and cooperation:**

Sinek firmly believes building an environment of trust and cooperation is the responsibility of leaders. This environment is essential to a positive work environment. If employees can’t trust the company they work for, they can never invest fully in that business.

**Safety:**

Similar to creating a trusting environment, leaders must create a “circle of safety.” This goes hand in hand with trust, but employees must feel safe sharing ideas and making mistakes. Sinek did make an important note on this matter, “You can tell someone to trust you” this needs to be earned and proven not bought.

**Look out for people:**

Perhaps my favorite point of this whole video was when Sinek talked about what being in charge really means. He said, “Being in charge isn’t about *being in charge* it’s about taking care of the people you’re in charge of.” This point really hit home. Being in charge is not about a paycheck or a big desk, there is a tremendous responsibility to the people under you.

I guess that’s where the title “leaders eat last” came from. Looking at for your employees becomes a lifestyle, not just an obligation. However, I feel this philosophy of looking out for others should

The right sidebar shows the 'Publish' section with the following details:

- Status: Published
- Visibility: Public
- Revisions: 5
- Published on: Mar 30, 2018 @ 23:03
- Readability: Needs improvement
- SEO: Not available

The 'Categories' section shows a list of categories with 'Keepes, CJ' and 'Week 1' selected.

## FINAL POST VIEW


- Nice and clean with text wrapping around photo. Easy for the eye to read. Great Headline.
- Notice text under POST Headline says students name, and what Week Assignment.

The screenshot shows a browser window displaying a WordPress blog post. The page header includes the Southern Oregon University logo and navigation links. The post is dated March 30, 2018, and has the title "Simon Sinek Reflection". The author is listed as "ADMIN // Keeps, CJ, Week 1 //". The post content begins with a paragraph about Simon Sinek and his book "Leaders eat last." The text is wrapped around a photograph of a clock face with the words "LEADERSHIP", "VISIONARY", "FEARLESS", and "BOLD" written on it. The text continues with a paragraph about Sinek's reflection and a list of main points, starting with "Trust and cooperation:". Red arrows point to specific elements: "Author and Assignment is clear" points to the author line; "Clean photography that fits subject" points to the clock image; "Simple strong header" points to the title; and "Text wrap looks professional" points to the text wrapping around the image.

MARCH 30, 2018

Author and Assignment is clear → *Simon Sinek Reflection* ← Simple strong header

ADMIN // Keeps, CJ, Week 1 //

Clean photography that fits subject →  ← Text wrap looks professional

I had heard of Simon Sinek a few times before this video. Notably, Sinek wrote "Start with why" a popular book and has many popular YouTube videos. In this video, however, he is talking about the origins of his new book "Leaders eat last." Sinek starts by telling the story of his trip to a military base in the middle east wherein he had some trouble. Long story short, Sinek hit rock bottom and had a choice to make: sink into self-pity or change his attitude and improve his situation. In the end, Sinek chose to improve his situation. This put him on a path to understanding what real leaders do and how they act.

After coming back Sinek began to write his new book. He talked about some of the main points in this video. After careful reflection, these are some of the points I found most interesting:

**Trust and cooperation:**

# HOME PAGE Review

- Shows nicely on students branded page , all content flows and looks professional.

