Creating a New Post

Posts · https://mister-mixmania.com/en/support/creating-a-new-post/

1. Navigate to the "Posts" section

- In the WordPress dashboard, find **"Posts"** in the left-hand menu.
- Click **"Add New"** to write a new post.

2. Creating the post

1. **Enter a title (important).** Type your post's title into the top field, e.g. "My First Guide".
2. **Add content (important).** Best practice is to paste text as plain, unformatted text, otherwise formatting issues can occur. Please avoid double line breaks — the editor automatically adds appropriate spacing after each paragraph. Every content type (text, image, socials, etc.) is its own **block**:
   - "Add files" inserts images or image galleries.
   - "Insert embed code (Spotify, Apple, Deezer, Insta, X)" embeds the respective frames.
   - The "Insert", "Socials" and "Promotion" menus let you add matching icons or buttons. If something's missing, just let us know — we're happy to add it.
3. **Apply formatting.** Text can be formatted as bold, italic, or as a list. Headings structure the post — the heading auto-generated from your post title is already H1 and must appear only once per post (important for search-engine readability). Structure further headings logically with H2, then H3 below that, and so on:

   Example structure

   H1 main heading (automatically the post title)

   H2 – subheading

   H3 – subheading

   H2 – subheading

4. **Insert videos (optional).** YouTube videos can be embedded by pasting the video URL at the desired spot:
   - Open the video you want on YouTube.
   - Copy the URL from the address bar (e.g. `https://www.youtube.com/watch?v=…`).
   - Place your cursor in the post where you want it and paste the URL.
   - After confirming with Enter, the video is embedded automatically.
5. **Insert embed code — Spotify, Apple, Deezer, Instagram, X (optional).** Click "Insert embed code" above the editor and paste the code. After confirming, the content appears at the chosen spot.
6. **Insert images (optional).** Click "Add file" above the editor, choose an image from the media library or upload a new one.
   - Provide suitable alt text for accessibility.
   - Credit the creator under "Credits / caption" (example: label name / artist name).
   - Click "Insert into post".

3. Adjusting post settings

1. **Choose a category (important).** On the right, find "Categories". Select at least one category — the default is "Music News". Other categories include: Festival News, Concert News, Interviews, Music Specials.
2. **Add tags (important).** Under "Tags" you can add keywords that help visitors and search engines find related content.
3. **Choose a genre (important).** Under "Music Genre", select the genres that fit so visitors can find and filter the post more easily.
4. **Set a featured image (important).** Only use photos you have the rights to use. JPG format, max. 1 MB, max. 2048 px on the longest side. Every photo needs a "Credits / caption" entry (example: photo studio / band name).
5. **Set authors.** By default, you are listed as the author, but you can select another person or multiple people—only profiles belonging to your team as authors are available for selection.

6. **Enable/disable the Author Box.** Decide whether the author box with your shared profile data appears on the post, and whether it's shown above or below the post.

4. Saving and publishing

- **Save draft:** Saves the post without publishing it.
- **Preview:** Shows how the post will look live.
- **Publish:** After confirming, the post goes live.
- **Publish now or later:** For a later time, simply choose the date and time.

5. Editing or updating a post

You can go back to "Posts" at any time to edit published posts.

Tips for a great post

- Use paragraphs and lists to keep the text easy to scan.
- Add internal links to other content on this site.
- Optimize images: max. 2048 px on the longest side, max. 1024 KB file size.
- Choose a punchy, engaging headline.