

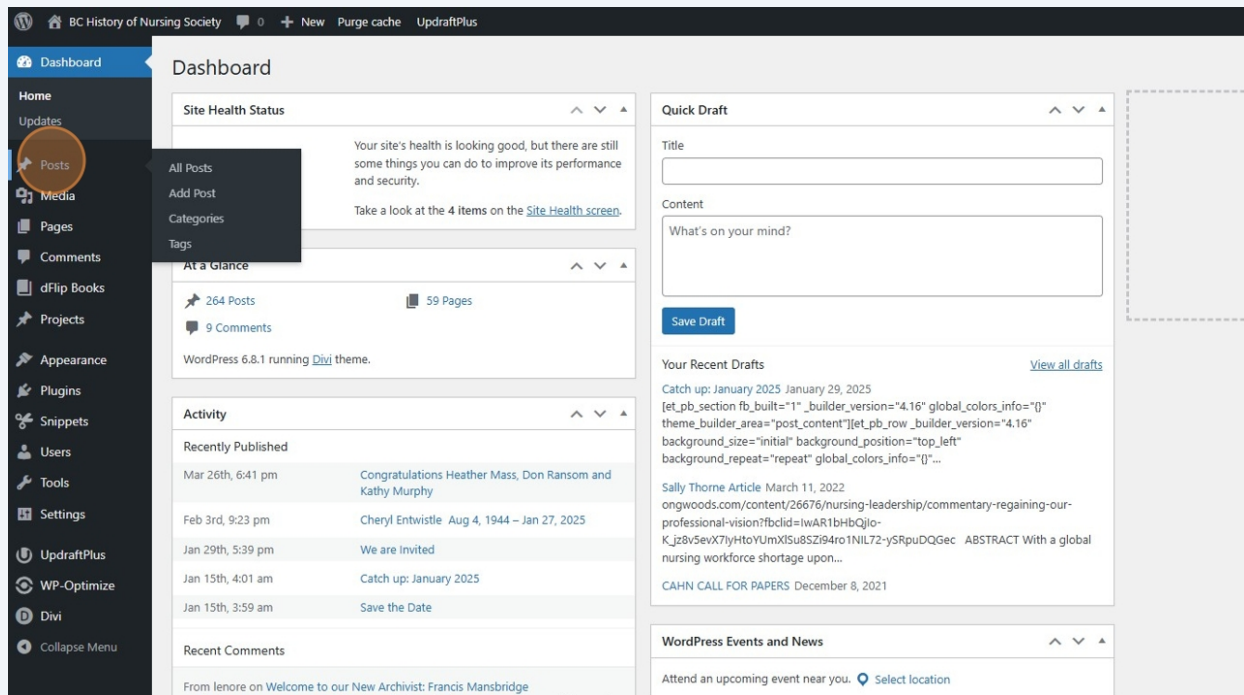
Create a Blog Post

1

Navigate to <https://bcnursinghistory.ca/wp-admin/index.php>

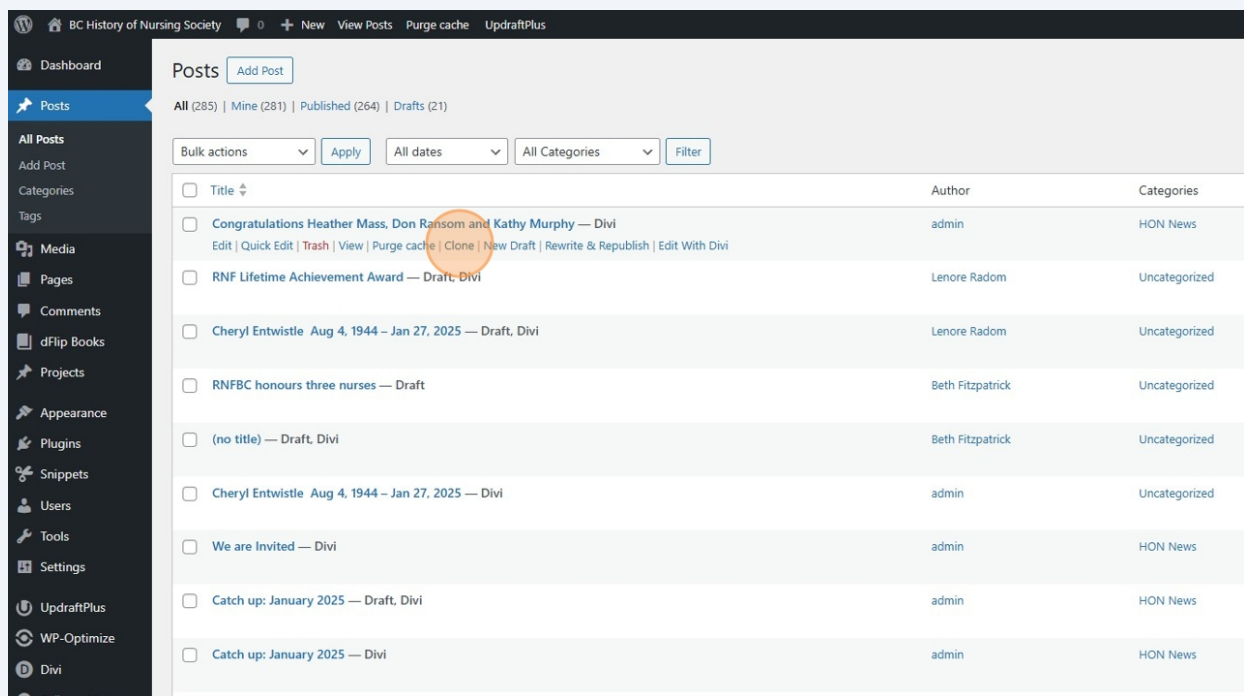
The screenshot displays the WordPress admin interface. On the left is a sidebar menu with categories like 'Pages'. The main content area features a 'What's on your mind?' text input field with a 'Save Draft' button below it. Underneath is the 'Your Recent Drafts' section, which lists several draft posts with their titles, dates, and snippets of content. A 'View all drafts' link is present. At the bottom of the main area is the 'WordPress Events and News' widget, which includes a location selector and a list of recent WordPress updates and community news items. A small 'UpdraftPlus: Untitled' notification is visible in the bottom right corner.

2 Click "Posts"



The screenshot shows the WordPress dashboard for 'BC History of Nursing Society'. The left sidebar contains a menu with 'Posts' highlighted by a red circle. The main content area displays the 'Dashboard' with sections for 'Site Health Status', 'At a Glance' (showing 264 posts and 59 pages), 'Activity' (recently published posts), and 'Quick Draft' (a form to create a new draft). The 'Posts' menu item in the sidebar is circled in red.

3 Click on the top post and click "Clone"



The screenshot shows the 'Posts' list view in the WordPress dashboard. The top post is 'Congratulations Heather Mass, Don Ransom and Kathy Murphy — Divi'. The 'Clone' button is highlighted with a red circle. The list of posts is as follows:

Title	Author	Categories
Congratulations Heather Mass, Don Ransom and Kathy Murphy — Divi	admin	HON News
RNF Lifetime Achievement Award — Draft, Divi	Lenore Radom	Uncategorized
Cheryl Entwistle Aug 4, 1944 – Jan 27, 2025 — Draft, Divi	Lenore Radom	Uncategorized
RNFBC honours three nurses — Draft	Beth Fitzpatrick	Uncategorized
(no title) — Draft, Divi	Beth Fitzpatrick	Uncategorized
Cheryl Entwistle Aug 4, 1944 – Jan 27, 2025 — Divi	admin	Uncategorized
We are Invited — Divi	admin	HON News
Catch up: January 2025 — Draft, Divi	admin	HON News
Catch up: January 2025 — Divi	admin	HON News

4

The new cloned post will be at the top of the list.
Click "Edit"

The screenshot shows the WordPress dashboard with the 'Posts' list view. The left sidebar contains navigation links: Dashboard, Posts, All Posts, Add Post, Categories, Tags, Media, Pages, Comments, dFlip Books, Projects, Appearance, Plugins, Snippets, Users, Tools, Settings, UpdraftPlus, WP-Optimize, and Divi. The main content area shows a list of posts. The first post is 'Congratulations Heather Mass, Don Ransom and Kathy Murphy' by 'admin', categorized as 'HON News'. It is a draft. The 'Edit' link is circled in orange. Other posts in the list include 'RNF Lifetime Achievement Award', 'Cheryl Entwistle', 'RNFBC honours three nurses', '(no title)', 'Cheryl Entwistle', 'We are Invited', and 'Catch up: January 2025'.

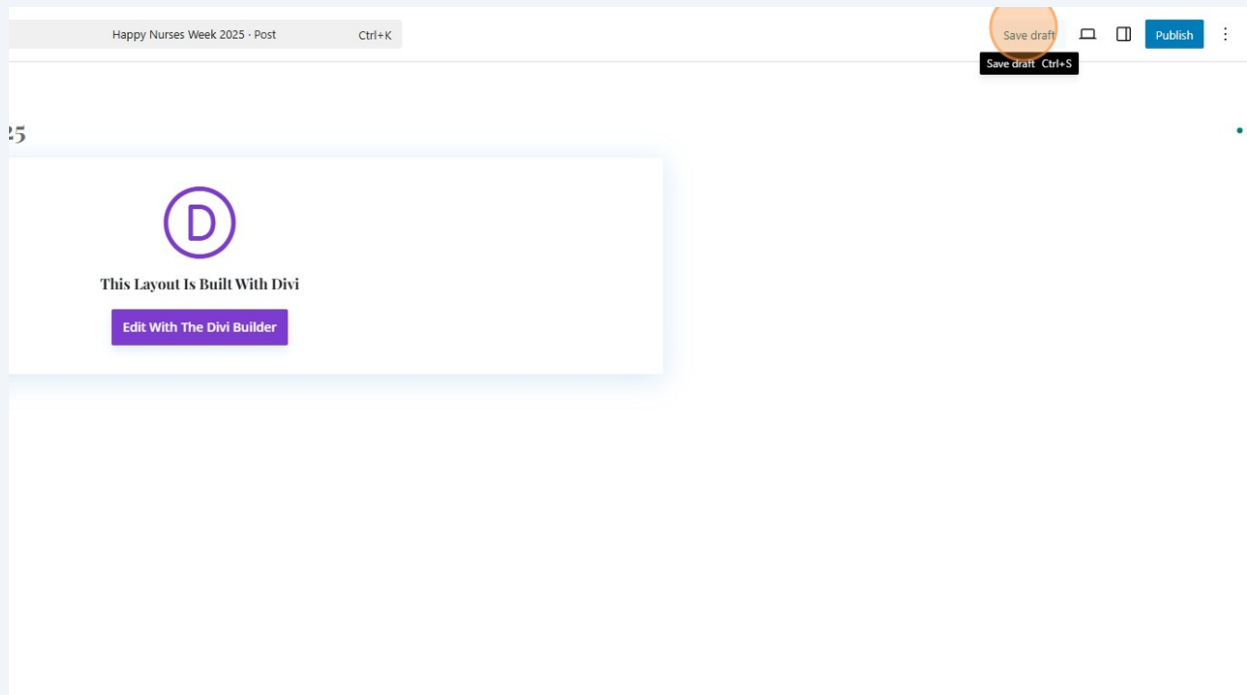
Title	Author	Categories
Congratulations Heather Mass, Don Ransom and Kathy Murphy — Draft, Divi	admin	HON News
Congratulations Heather Mass, Don Ransom and Kathy Murphy — Divi	admin	HON News
RNF Lifetime Achievement Award — Draft, Divi	Lenore Radom	Uncategorized
Cheryl Entwistle Aug 4, 1944 – Jan 27, 2025 — Draft, Divi	Lenore Radom	Uncategorized
RNFBC honours three nurses — Draft	Beth Fitzpatrick	Uncategorized
(no title) — Draft, Divi	Beth Fitzpatrick	Uncategorized
Cheryl Entwistle Aug 4, 1944 – Jan 27, 2025 — Divi	admin	Uncategorized
We are Invited — Divi	admin	HON News
Catch up: January 2025 — Draft, Divi	admin	HON News

5

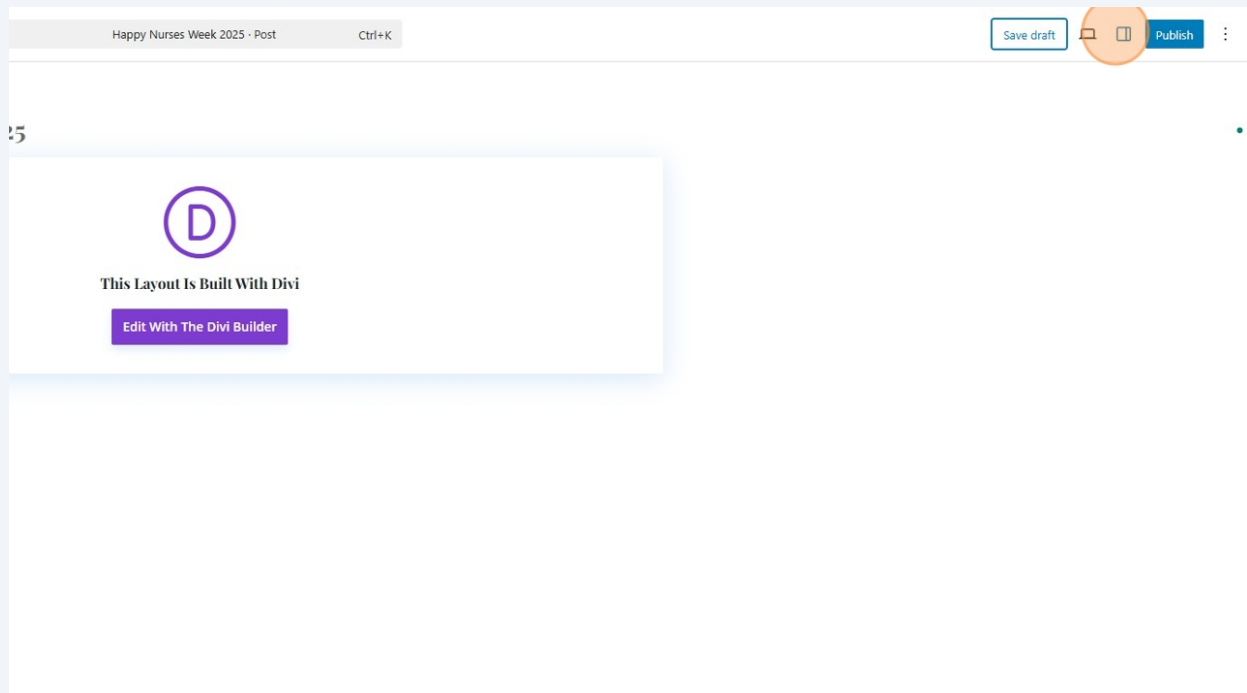
Click on the title and delete what is there and type in the new title

The screenshot shows the WordPress post editor. The title 'Congratulations Heather Mass, Don Ransom and Kathy Murph' is circled in orange. Below the title is a large text area with a placeholder image and the text 'This Layout Is Built With Divi'. A button 'Edit With The Divi Builder' is visible. The top of the editor shows navigation links: '+', 'Return To Default Editor', and 'Congratulations Heather Mass, Don Ran... - Post Ctrl+K'.

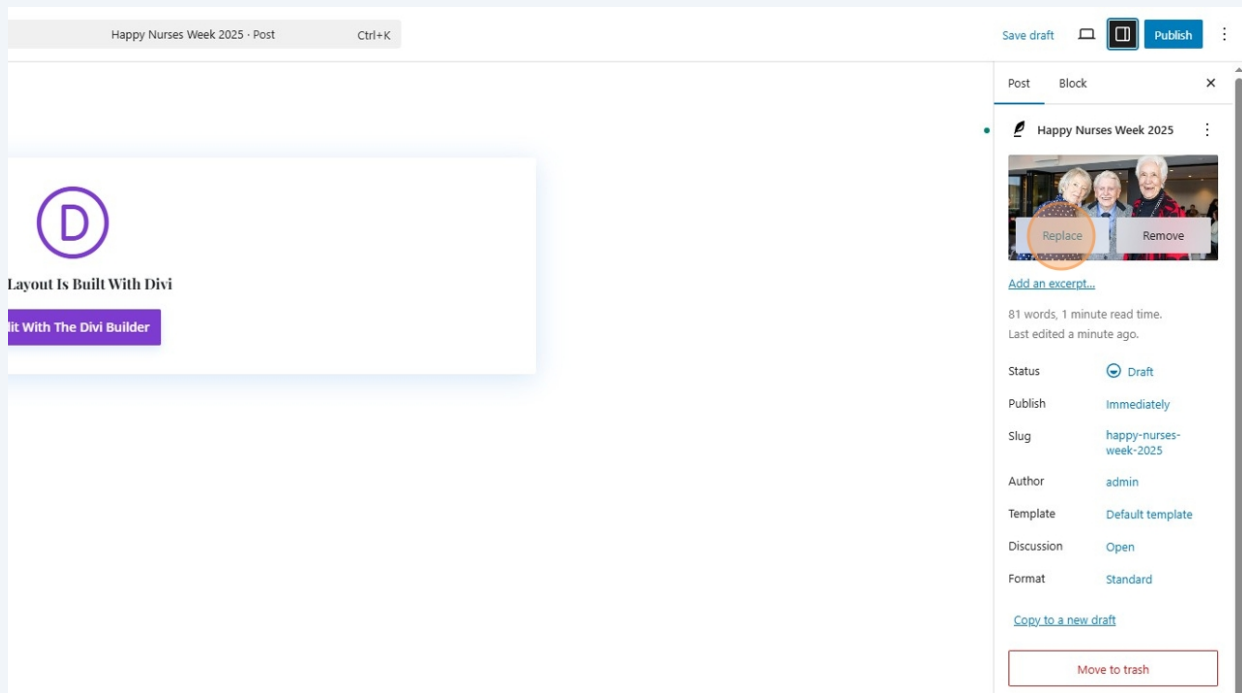
6 Click "Save draft"



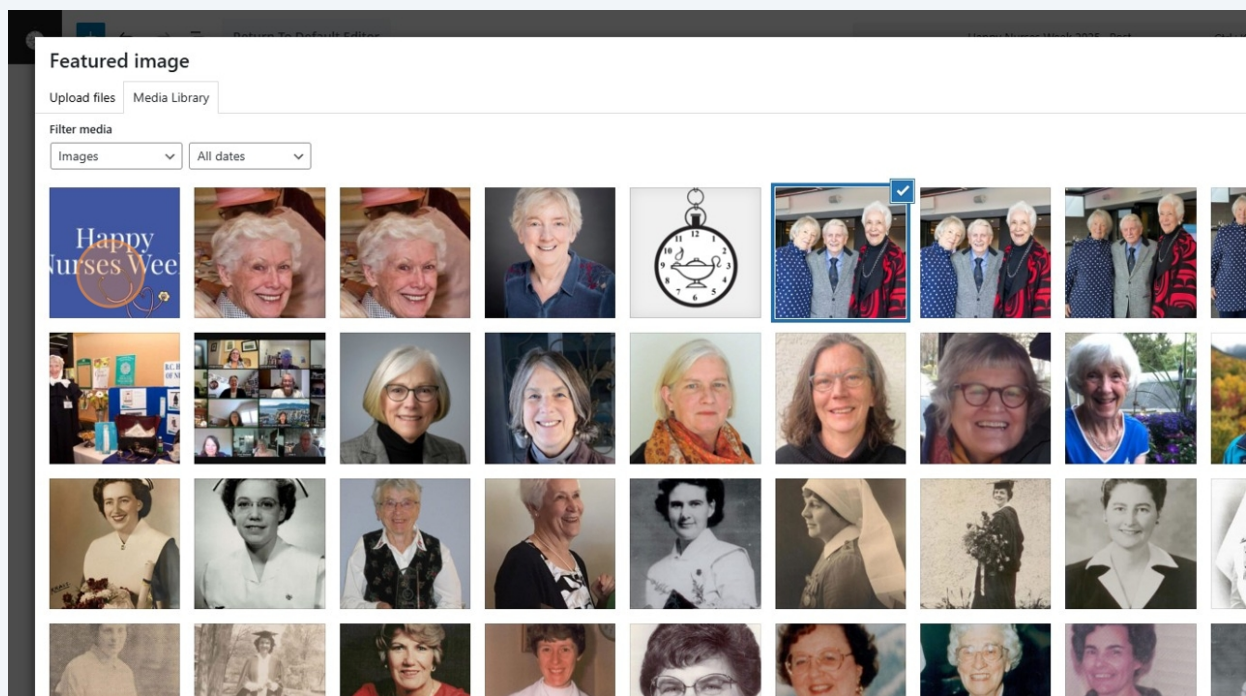
7 If you don't see the sidebar, click this icon



8 Replace the Feature image. Click "Replace"



9 Find an image or upload an image



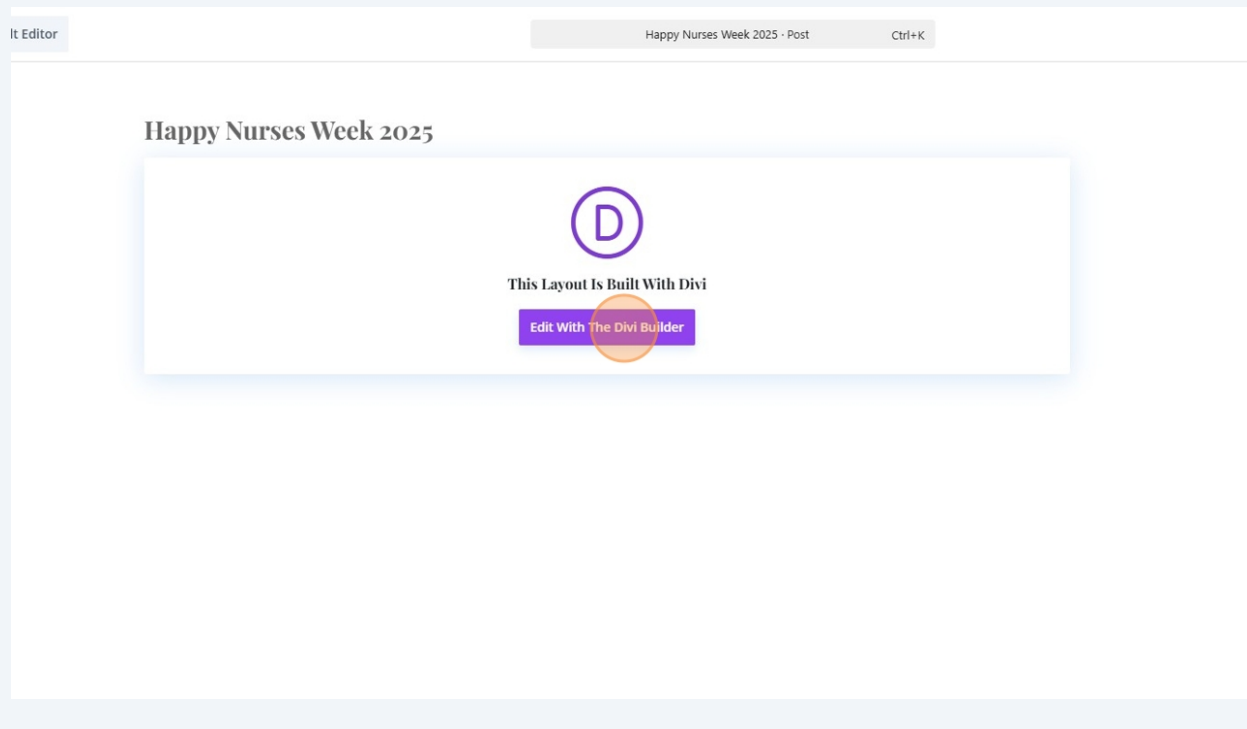
10 Click "Set featured image"

The screenshot shows the WordPress media gallery on the left, displaying a grid of 28 images, including various portraits of nurses and a 'you're invited!' graphic. On the right is the post editor for 'Happy Nurses Week BC Hist'. The 'decorative.' tab is active, showing fields for Title, Caption, Description, and File URL. The 'Set featured image' button at the bottom right of the media gallery is circled in orange.

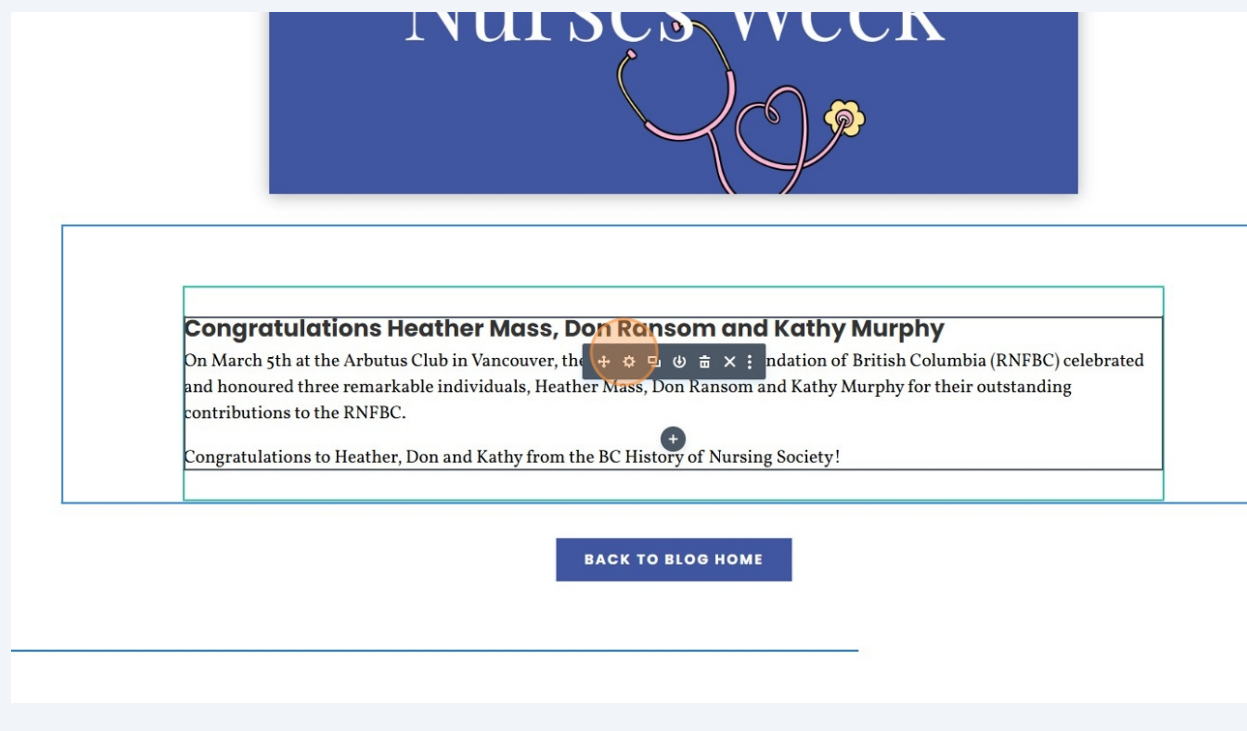
11 Click "Save draft"

The screenshot shows the WordPress post editor for 'Happy Nurses Week 2025'. The 'Save draft' button in the top right corner is circled in orange. The right sidebar shows the post's status as 'Draft' and other details like '81 words, 1 minute read time'. The main content area shows a placeholder for a featured image with the text 'Layout Is Built With Divi'.

12 Click "Edit With The Divi Builder"



13 Click on the "gear icon" to open the text editing box



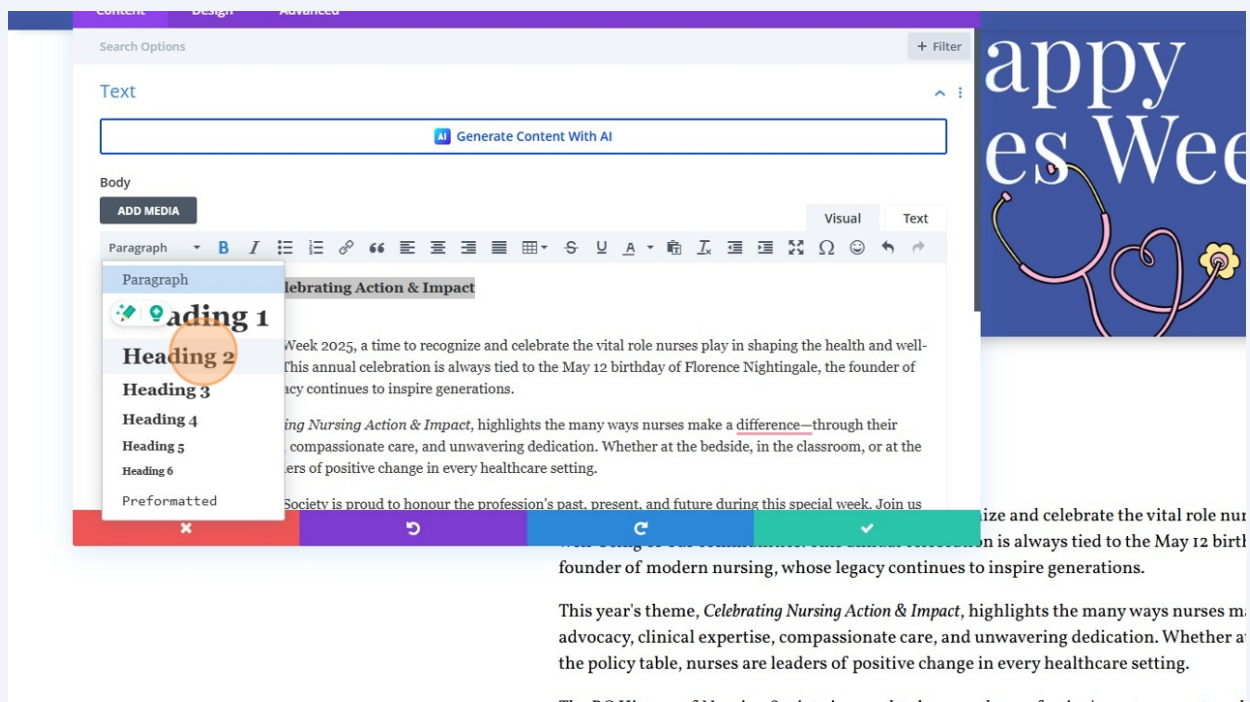
- 14 In that text box - delete what is there and add new copy

er Mass, Don Ransom and Kat
couver, the Registered Nurses Foundation of British
Heather Mass, Don Ransom and Kathy Murphy for t
hy from the BC History of Nursing Society!

- 15 Make the first sentence a H2 tag. Highlight the first sentence and click on "Paragraph"

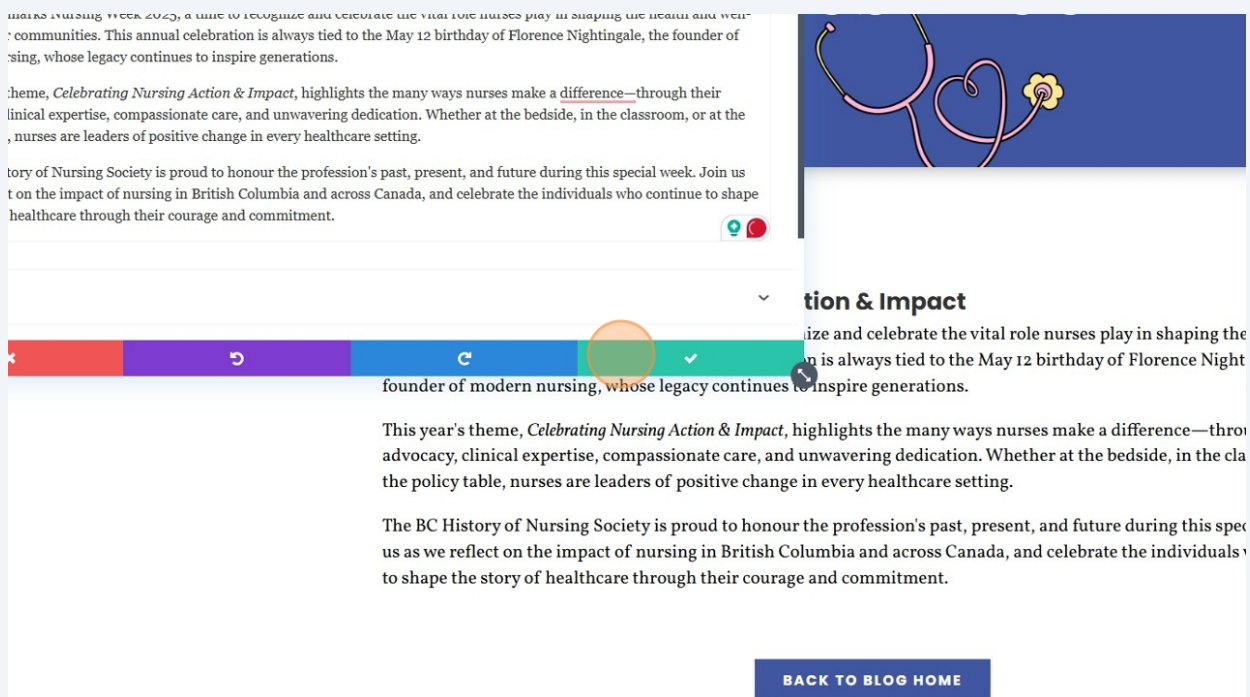
The screenshot shows a web editor interface with a purple header bar. The 'Text Settings' panel is open, showing 'Preset: Default' and tabs for 'Content', 'Design', and 'Advanced'. The 'Content' tab is active, displaying 'Search Options' and a 'Filter' button. Below this is a 'Text' section with a 'Generate Content With AI' button. The 'Body' section shows a 'Paragraph' button circled in orange. The main content area displays a paragraph about Nursing Week 2025, with the first sentence highlighted in blue. The paragraph text is: 'Nursing Week 2025: Celebrating Action & Impact. May 12–18 marks Nursing Week 2025, a time to recognize and celebrate the vital role nurses play in shaping the health and well-being of our communities. This annual celebration is always tied to the May 12 birthday of Florence Nightingale, the founder of modern nursing, whose legacy continues to inspire generations. This year's theme, *Celebrating Nursing Action & Impact*, highlights the many ways nurses make a difference—through their advocacy, clinical expertise, compassionate care, and unwavering dedication. Whether at the bedside, in the classroom, or at the policy table, nurses are leaders of positive change in every healthcare setting. The BC History of Nursing Society is proud to honour the profession's past, present, and future during this special week. Join us to recognize and celebrate the vital role nurses play in shaping the health and well-being of our communities. This annual celebration is always tied to the May 12 birthday of Florence Nightingale, the founder of modern nursing, whose legacy continues to inspire generations.'

16 Click "Heading 2"



The screenshot shows a content editor interface. At the top, there are tabs for 'Content', 'Design', and 'Advanced'. Below these is a 'Search Options' bar with a '+ Filter' button. The main editing area is titled 'Text' and contains a text input field with a 'Generate Content With AI' button. Below the input field is a 'Body' section with an 'ADD MEDIA' button. A dropdown menu is open, showing options for 'Paragraph', 'Heading 1', 'Heading 2', 'Heading 3', 'Heading 4', 'Heading 5', 'Heading 6', and 'Preformatted'. The 'Heading 2' option is highlighted with an orange circle. The background of the editor shows a blog post about 'Nurses Week' with a blue header and a stethoscope graphic.

17 Click the "green check" mark to save



The screenshot shows the same content editor interface as in the previous step. The dropdown menu is now closed. The 'Heading 2' option is still highlighted with an orange circle. The background of the editor shows the same blog post about 'Nurses Week'. At the bottom of the editor, there is a row of icons: a red 'X', a purple undo icon, a blue redo icon, a green checkmark icon, and a grey trash icon. The green checkmark icon is highlighted with an orange circle. Below the editor, there is a 'BACK TO BLOG HOME' button.

- 18 Click the "purple circle with the 3 dots"

Happy Nurses Week



Nursing Week 2025: Celebrating Action & Impact

May 12–18 marks Nursing Week 2025, a time to recognize and celebrate the vital role nurses play in shaping the health and well-being of our communities. This annual celebration is always tied to the May 12 birthday of Florence Nightingale, the founder of modern nursing, whose legacy continues to inspire generations.

This year's theme, *Celebrating Nursing Action & Impact*, highlights the many ways nurses make a difference—through their advocacy, clinical expertise, compassionate care, and unwavering dedication. Whether at the bedside, in the classroom, or at the policy table, nurses are leaders of positive change in every healthcare setting.

- 19 Click "Publish"

Happy Nurses Week



Celebrating Action & Impact

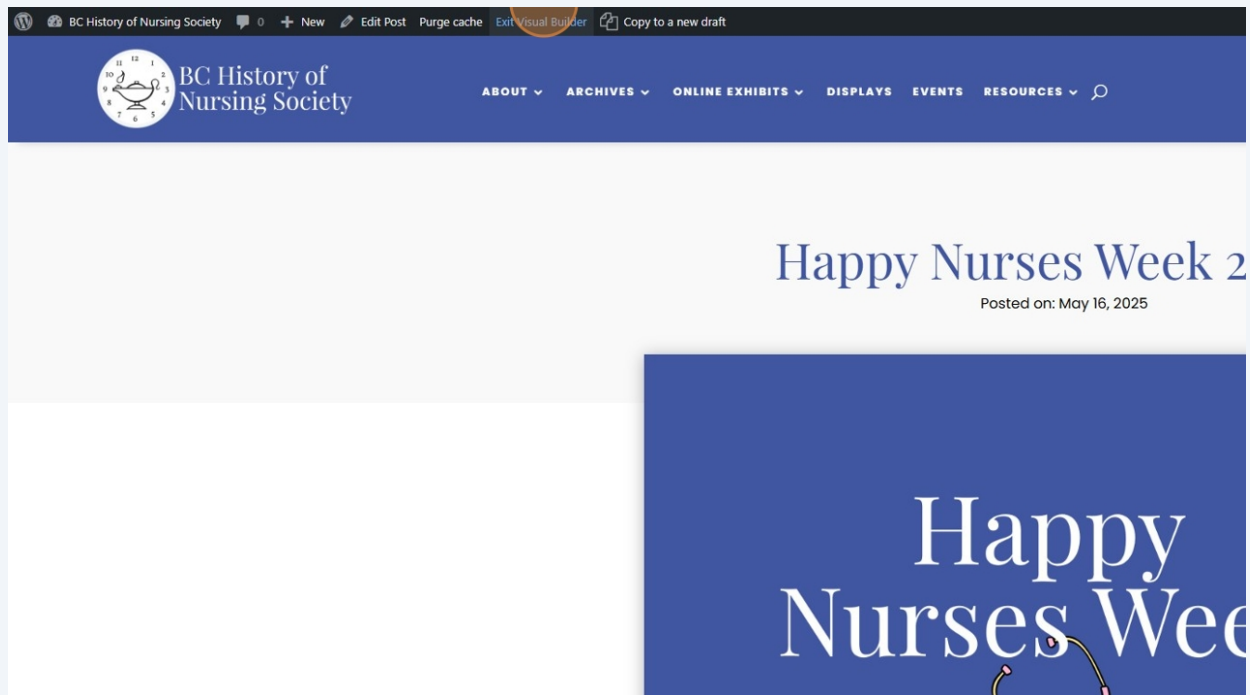
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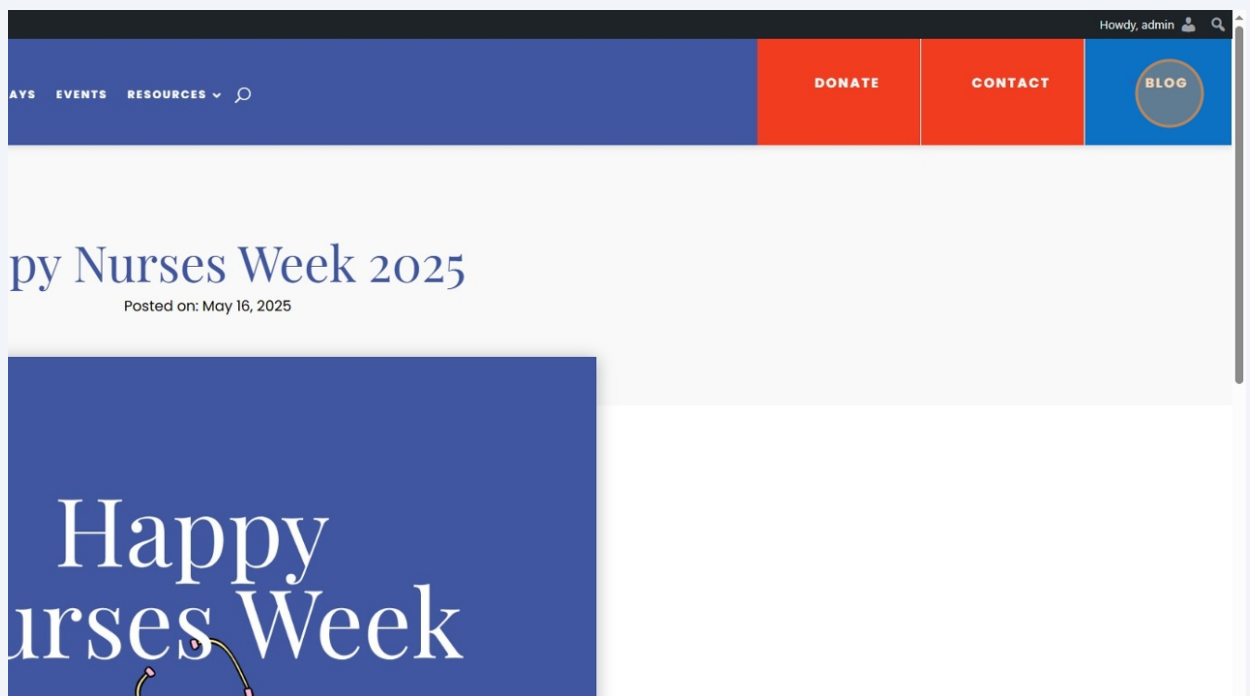


Save Draft Publish

20 Click "Exit Visual Builder"



21 Click "BLOG"




22

Now you will see the new post



Happy Nurses Week

Happy Nurses Week 2025
HON News
Nursing Week 2025: Celebrating Action & Impact
May 12-18 marks Nursing Week 2025, a time to...
[READ MORE](#)



Congratulations Heather Mass, Don Ransom and Kathy Murphy
HON News
Congratulations Heather Mass, Don Ransom and Kathy Murphy On March 5th at the Arbutus Club in...
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