

Instructions for posting a **Sailing News** item on the web site

A. Compose the post:

1. Select **“+New>Post”** from the very top of the window: You will get the edit screen with “Add New Post” at the top.
2. Enter a **Title**: make it as short as possible (longer titles get cropped when the post summary is displayed). Do NOT use ALL CAPS - it looks like you are shouting!
3. Enter **text** in the big window. You can use the “Add Media” button to insert a picture (but see below about “Format>Image”). Do not use the “Add Latest Posts” button or any of the options from the menu to the left of the edit window.

B. Select settings in the window panes (can be done in any order):

4. **Post Options**: “Select a Widget zone for the left Sidebar” - select **“Sailing News left bar”** from the drop down list. (Ignore “Select a Widget zone for the right Sidebar”; ignore “Layout”)
5. **Format**: Select **“Standard”** or **“Image”**: “Image” will place your “Featured Image” above the text of your post when it is published. Standard will not do that. Examples: of the news items I posted for you yesterday, the Boxing Day one has “Image” format, the IOM one has “Standard format”.
6. **Categories**: Select **“Sailing Section News”**: This will ensure that your post is placed in the correct places on the web site. To post a “Sailing Section Advert” everything is the same except that you choose “Sailing Section Adverts” at this step.
7. **Tags**: Ignore!

C. Select a “Featured Image”

Every news item should have a featured image: a cropped central square from the image is shown as a thumbnail next to each of the news item summaries. A cropped central strip is shown as an image at the top of posts with “Image” format.

8. Click on **“Set Featured Image”**: you will be taken to the media library
9. Open the folders: **Sailing Section > Sailing Section News**
10. Upload a suitable image: **Click on it to select it** - if you can't think of a suitable image I have made a generic newspaper page image with “Sailing Section News” written on it. This can be used as the featured image for “Format:Standard” posts. However please use something more suitable if possible.
11. (still in media library): **Click Set Featured Image**: you will be taken back to the edit page and your featured image will appear in the Featured Image pane after a slight delay.

D. Publish the Post

12. in the **“Publish”** pane: **Click “Publish”** - wait for you post to be published, then view it to check it's OK.