Crib Sheet: Creating a new "post" on the web site

Key: **[something you click or choose]**   "**text you enter**"   "*window or pane name*"

You need to have prepared:

      (a) at least one jpg image... preferably max width 1280px (i.e. pixels), not less than 900px.

        (this will be your "featured image" which represents your post in new post lists)

---

1. Login to the web site, choose **[New > Post]** from the top, black bar - you will get the *"Add a New Post" screen*

2. **enter a title** for your post ("*Enter Title Here*") - try to keep it short, otherwise only part of it will show in lists of new posts.

3. click in the blank *text entry area* and **type your post** (at the top right hand corner of the *text entry area* there are two tabs: "*Visual*" and "*Text*"; make sure that "*Visual*" is selected - unless you want to program using HTML)

4. if you want to add a photo or photo gallery use the **[Add Media]** button above the *text entry area* - see the separate sheet on how to add photos.

5. when you have finished typing your post look for the "*Format*" sub-window (i.e. pane). This will be to the right or below the *text entry area.* Either leave **[Standard]** chosen (the default) or choose **[image]** if you want your "featured image" to be displayed at the top of your post.

6. in the *"Categories"* pane choose **[Scale Section News]** if it is a news item; or **[Scale Members Models]** if the post is about your new model. This selects where your post will appear on the web site. The editor will check you have selected the correct category when you submit your post.

7. in the *"tags"* pane you can leave it blank, or enter your name and or your model's name.

8. in the "*Featured Image*"pane click **[set featured image]** This will open the "*Featured Image*" window. There are two tabs. If you have already uploaded images and have used the "*Media Library*" then choose that tab. Otherwise choose the "*Upload Files*" tab and either drag and drop your jpg image onto the window, or use the **[Select Files]** button to find and select your image from your computers filing system. Click **[Set Featured Image]**

9. in the "*Post Options*" pane under "*Select Widget zone for the left sidebar*" choose **[Scale News left Bar]** or **[Photos and Movies left bar]** if the post is about one of your models. This selects the menu which appears to the left of your post on the web site. The editor will check you have selected the correct menu when you submit your post.

10. in the "*Publish*" pane you can either click **[Save draft]** and then [Preview] to check what you have written or if you are sure that it is OK then click **[Submit for Review]**

11. finally **send an email** to "info@srcmbc.org.uk" to say that you have submitted a post for review.

End of Crib Sheet