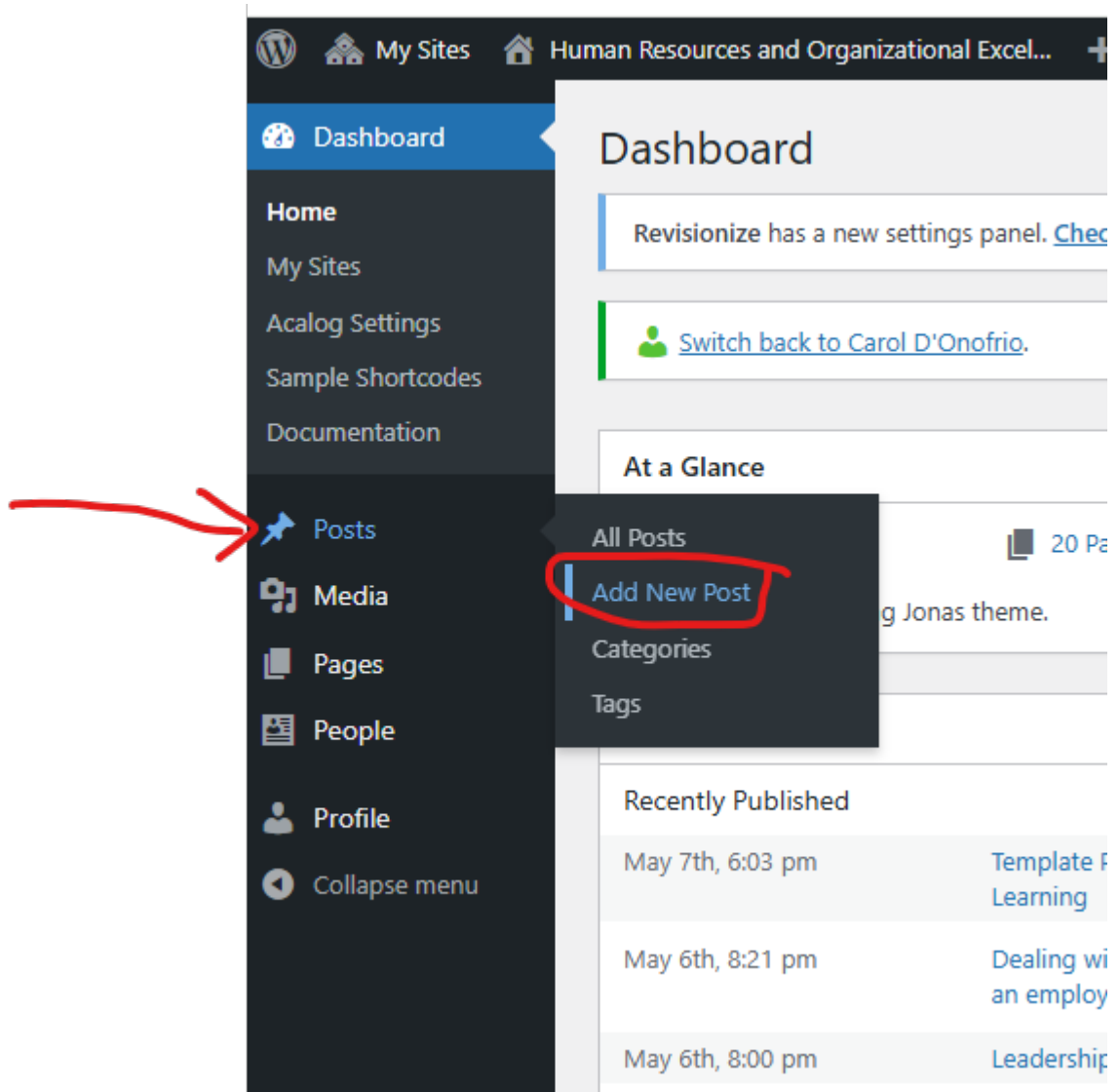


Login in to your site. Once logged in. You can add a new post in several areas.

- 1) In the Black Administration Bar. Click on “+” “New Post”:

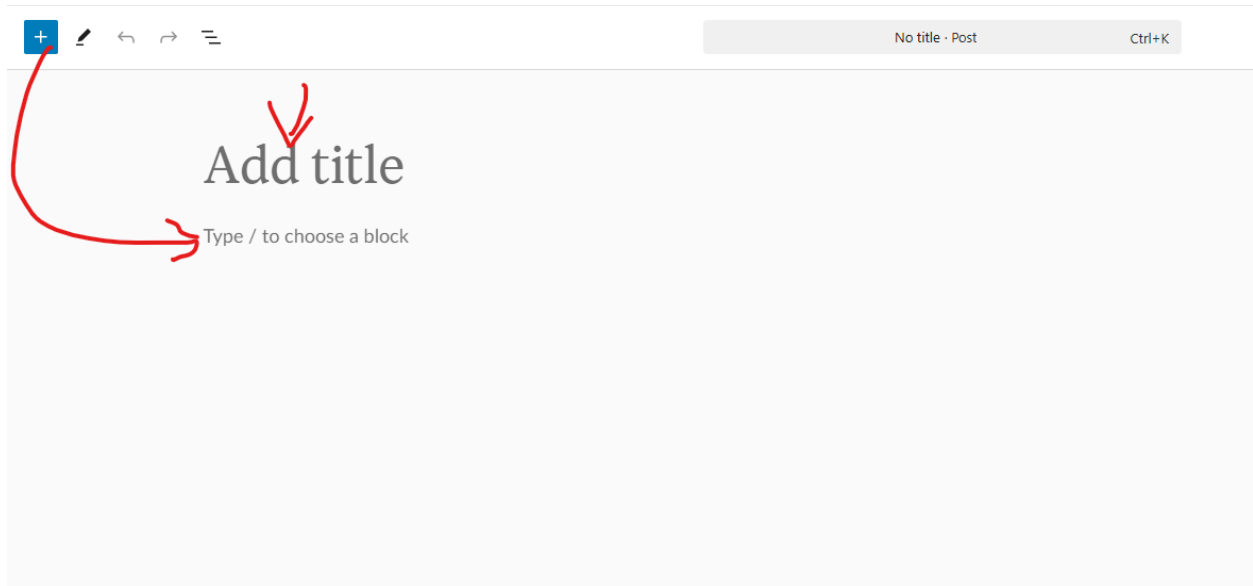


- 2) Or within the Dashboard. Hover over “Posts” and click on “Add New Post”



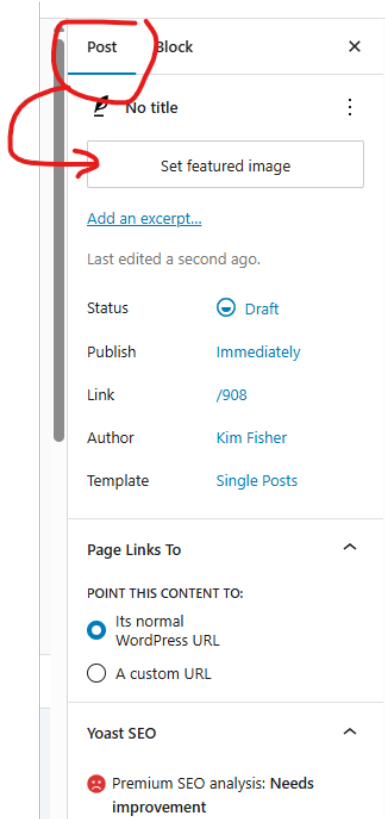
Add Content

Add Title and content blocks as needed:



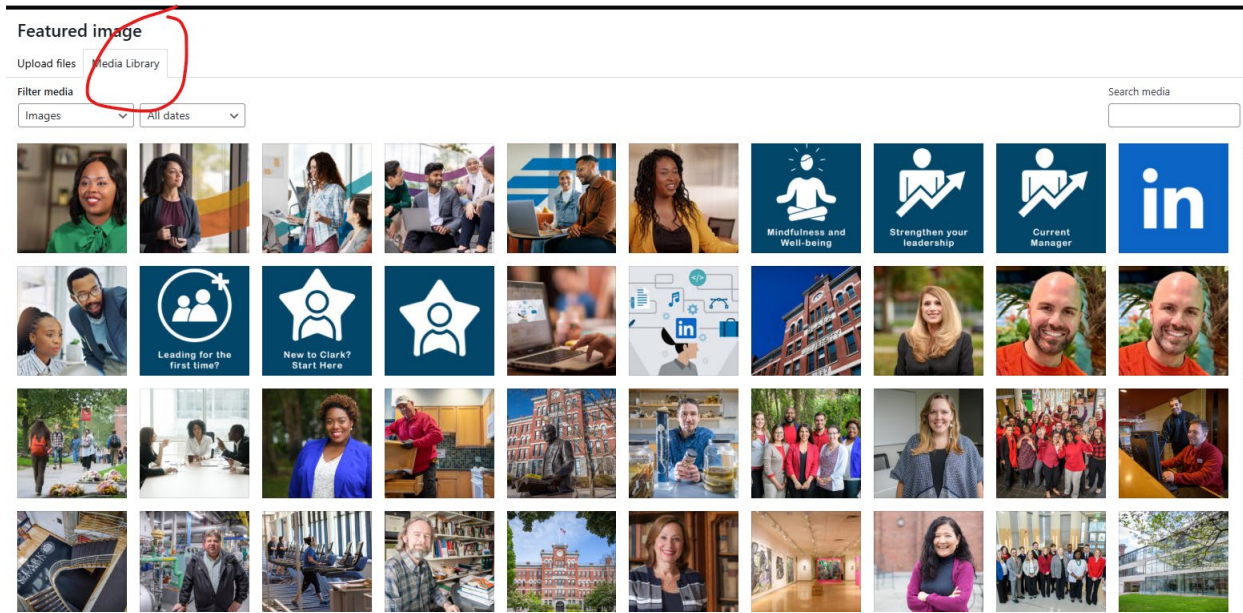
Add Featured Image (this is used on any listing page next to a title and excerpt). Please note it is not required. We recommend at least a 900x600 pixel image to be uploaded to your media file.

Click on "featured image".

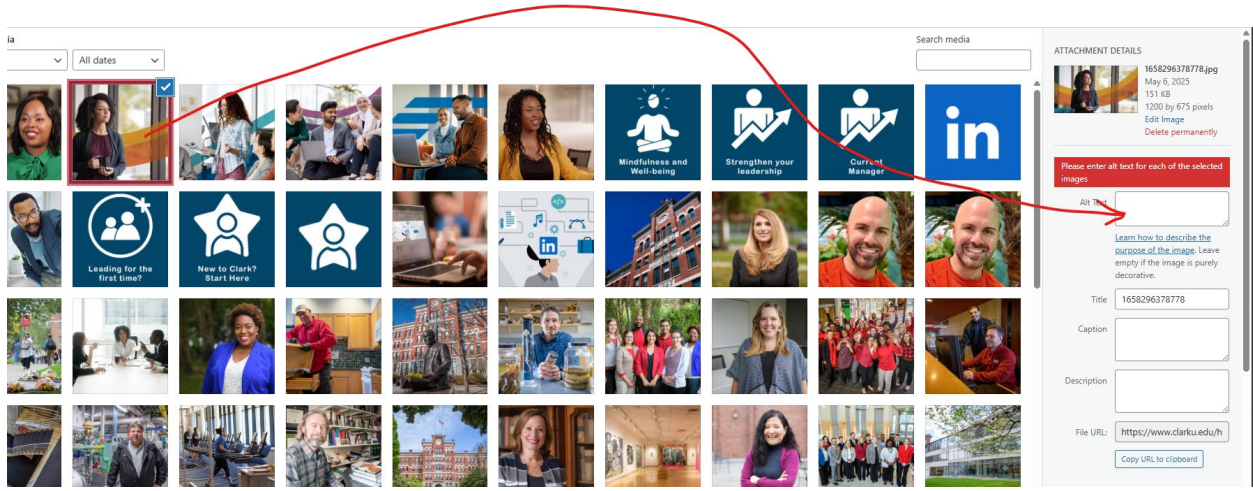


When clicking on the “featured image” button it will open up into your “Media Library”.

You can use either use an existing media library or “upload” a new one:

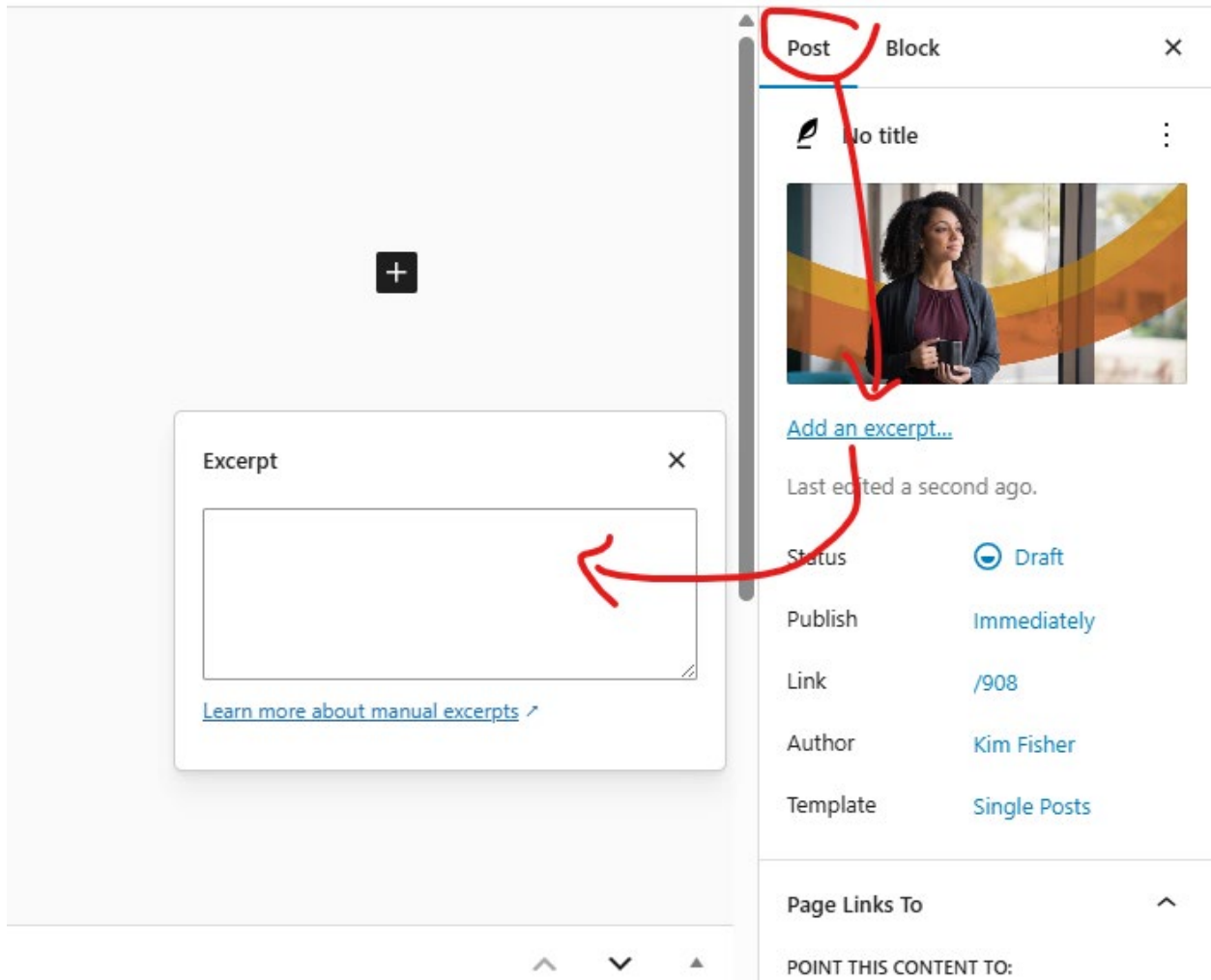


Please note: make sure you add alternative text description of the image for our audience who may have a disability.



Add “excerpt”. This is a brief summary of what the post is about. No more than one or two sentences to describe the post. This summary will be viewed when you have a page setup that pulls in these types of “posts” that show an image, title, excerpt.

Click on “add an excerpt”. This is listed under the “post” tab on the far right corner:



Add Category(s)

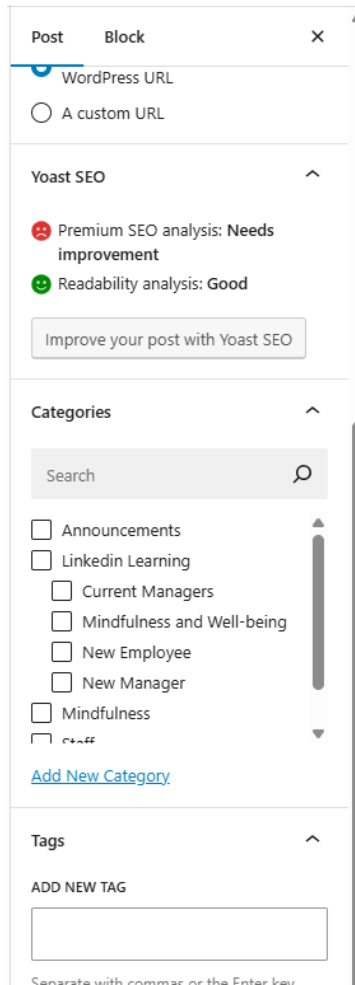
If you have more than one type of posts, you can add categories, as well as subcategories. For instance. You may have posts that display your “News or announcements” and/or posts that may display “programs” or “courses”. You can setup more than one category.

You may also have subcategories. For instance you may have posts for “News” and you may want to break it down to “Announcements” or “Research News” or “Student News”.

You can then build a page display only those items or allow the users to “filter” posts based off of those categories.

To add the category, make sure you are on the “Post” tab and scroll down on the right side of the page and see “Categories”.

In my below example you can see that I have several main categories. “Announcements” being one of them and “Linkedin Learning” as a top category with subcategories:



Check off an existing category to apply your post to. Otherwise you can add a New Category:

The image shows a web form for adding a new category. At the top, the text "Add New Category" is underlined in blue and circled in red. Below it is a text input field labeled "NEW CATEGORY NAME". Underneath that is a dropdown menu labeled "PARENT CATEGORY" with the text "— Parent Category —" and a downward arrow. At the bottom of the form is a blue button labeled "Add New Category". Red arrows point from the circled text to the input field, from the dropdown menu, and from the button. Below the form is a section header "Tags" with an upward arrow.

You can add your new category as a main category or even have it as a subcategory under a “Parent Category”.

Please note, make sure you hit the “Add New Category” button to add it to the system.

Add Tag(s)

You can also use “tags” if you have specific areas you want your audience to quickly find specific items under categories.

For instance, say you have “Presentations” as a category. And you have “Lecture Series” as a subcategory. You can also add a keyword so that your users can find a specific topic for a lecture series.

Add a tag by typing in the keywords and hitting enter:

The image shows a web form for adding a new tag. It starts with a section header "Tags" and an upward arrow. Below that is the text "ADD NEW TAG" in all caps. Underneath is a text input field. At the bottom of the form is the text "Separate with commas or the Enter key." followed by a horizontal line.

Once you hit enter you'll see the tag highlighted in grey:

ADD NEW TAG

A rectangular input field with a thin border. Inside the field, the word "Workshop" is followed by a small "X" icon. The text "Workshop X" is highlighted with a light grey background.

Separate with commas or the Enter key.

You can hit the "x" if you want to remove it. Or Add others.

Once done hit the "Publish" button at the top far corner of the page.