

CREATING A NEWS POST

YOU WILL NEED:

- Your Circle Contributor username and password
- (optionally) your text, already drafted in Word
- At least one image, ready on your computer

HOW TO DO IT:

1. On your computer, open your web browser...
2. ...and go to catenians-province6.org [bookmark this if you haven't already done so]
3. Use the orange dialogue box at the bottom-right of the screen to log in using your user name and password
4. Notice that some new website menu items are now available.
5. Click **Dashboard** on the website's menu and wait for the dashboard to appear.
6. Using the Dashboard menu (left-hand side), click **Posts**.
7. When the Posts page opens, click **Add New**.
8. When the Add New Post page opens:
 - a. Give your post a title
 - b. Ignore the purple Divi Builder stuff
 - c. Click **Add Media** (just below the purple bit)
 - d. Do one of the following:
 - i. Choose an image from those on view;
 - ii. Drag an image from elsewhere on your computer to this Add Media window;
 - iii. Click **Upload Files** and import an image that way.
 - e. Select your chosen image (so that it is ticked).
 - f. Click **Set featured image** (bottom-right). You will be returned to the Add New Post page.

Please be sure to set a featured image!

- g. Type (or copy) your text into the main text box.
9. If you wish, you can preview your post by clicking **Preview**, or save your work for finishing later by clicking **Save Draft**.
10. Under Categories, click one or more categories, appropriate to your post.
Do not leave your post 'uncategorised' — if you do, it will not appear on the website.
11. When you have finished editing, click **Publish**.
12. You have finished creating and publishing your news post.
- If necessary, you can return to your post subsequently to re-edit it. When you have finished, click **Update**.
 - If you wish, you can add additional images to your post. Just position the text cursor in the right place, click **Add Media**, select your image, and insert it into your post.

AS 02.01.19 [revision 3]