BACKGROUND

This job aid describes how to add a blog post to the XXX web site.

SUMMARY

1. Login
    a. Website: XXX
    b. Username: XXX
    c. Password: XXX
2. Add a New Post
    a. Posts > Add New
3. Add the Post Conents
4. Categorize the Post
5. Tag the Post
6. Set Featured Image
7. Publish
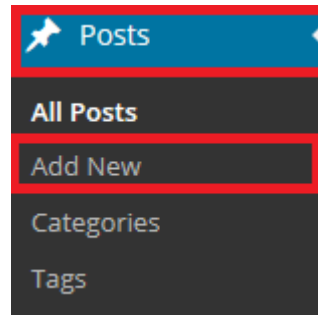8. Confirm Publication by visiting the website

DETAILED STEPS

1. **Login**
   a. Website: Click XXX
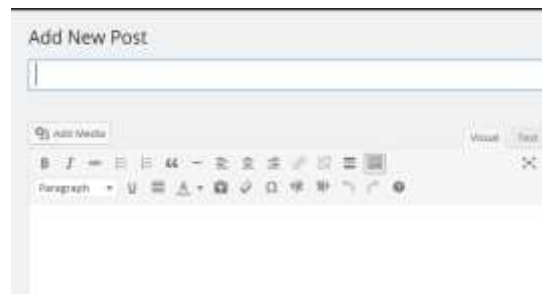   b. Username: Enter XXX
   c. Password: Enter XXX

2. **Add a New Post**
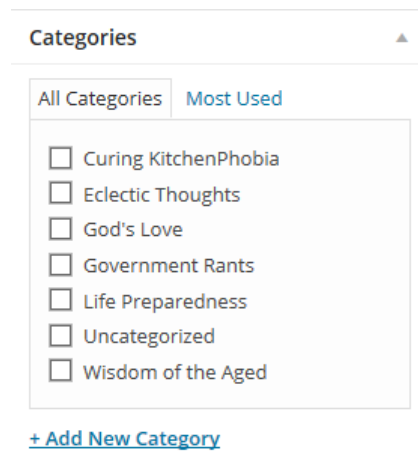   a. On the left menu, select Posts > Add New

3. **Add the Post Contents**
   a. In the center area, enter the title under **Add New Post**
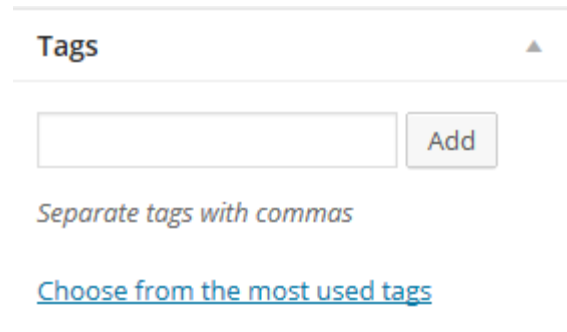   b. Enter the body of the post in the white entry box below the title

4. **Categorize the Post**
   a. Scroll down and look to the right to find the Categories selection box. Click to check the desired category/categories related to the post.
      NOTE: Never check the uncategorized box.
   b. If needed, use the Add New Category link to add a new category. Then repeat Step 4a to select the new category.
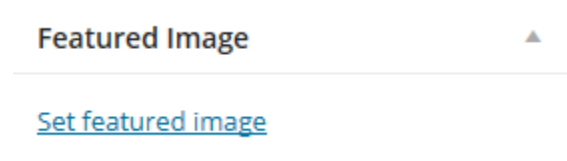
5. Tag the Post

   a. Scroll down and look to the right to find the Tags entry box. Remember to use commas to separate more than one tag. You can also use the Choose from the most used tags link to select from previously entered tags.

Tags ▲

Separate tags with commas

Choose from the most used tags

6. Set the Featured Image
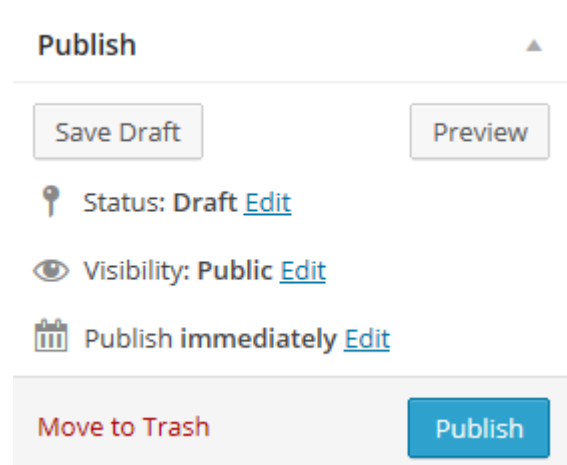
   a. Scroll down and look to the right to find the Featured Image box. Use the Set Featured Image link to upload your desired picture file and set it as the featured image for the blog post.

Featured Image ▲

Set featured image

7. Publish

   a. Scroll all the way to the top. Look to the right to find the Publish box. Click the [Publish] button to publish this post to your website.

Publish ▲

Save Draft   Preview

🔑 Status: **Draft** Edit

👁 Visibility: **Public** Edit

🗓 Publish **immediately** Edit

Move to Trash   Publish

8. Confirm Publication

   a. Click XXX to visit the website. Verify that the post title, post body, categorization, tagging and image are as desired. If not, repeat steps from this instructin as needed to correct the problem.
   b. Please contact XXX if you these instructions need to be updated or you are unable to complete the posting process.

**** END INSTRUCTION ****