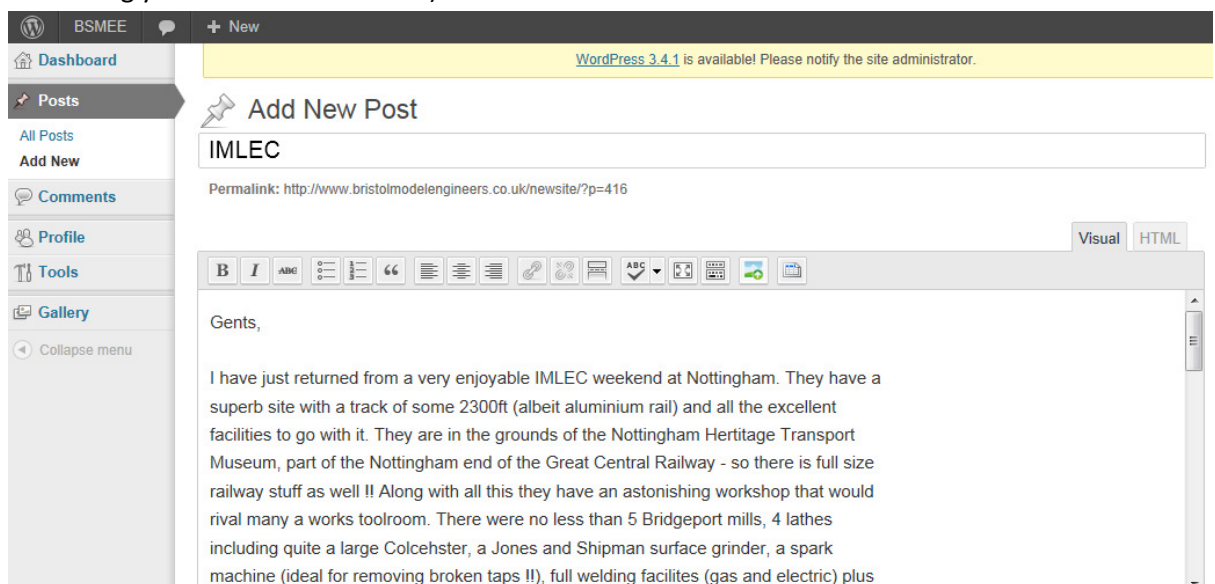


Writing a Blog Post

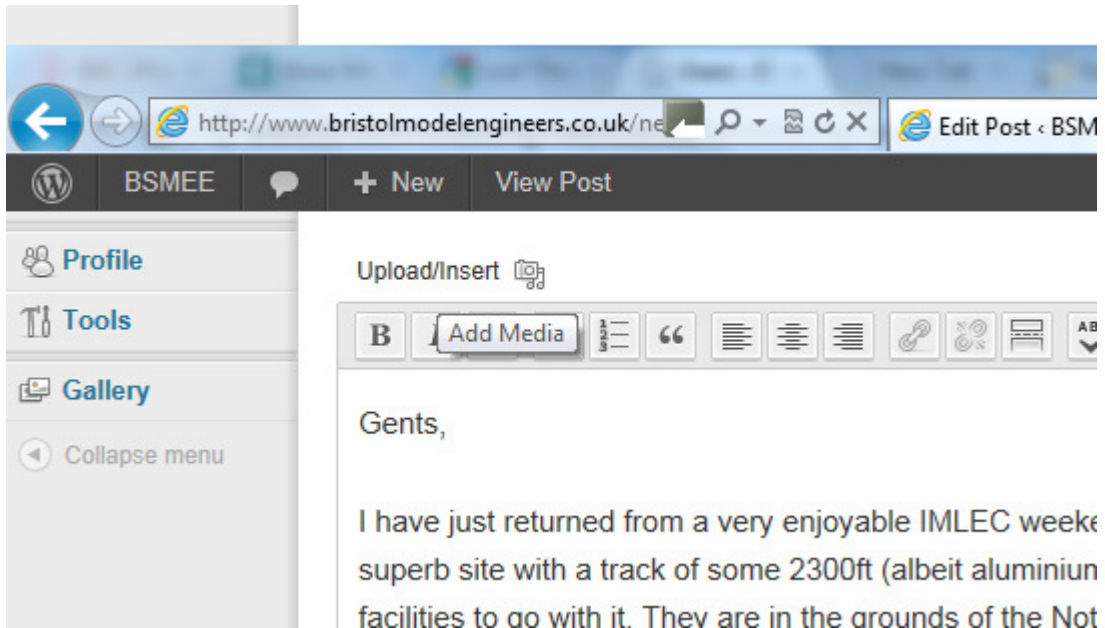
1. After Logging in Select the Add new > Post link



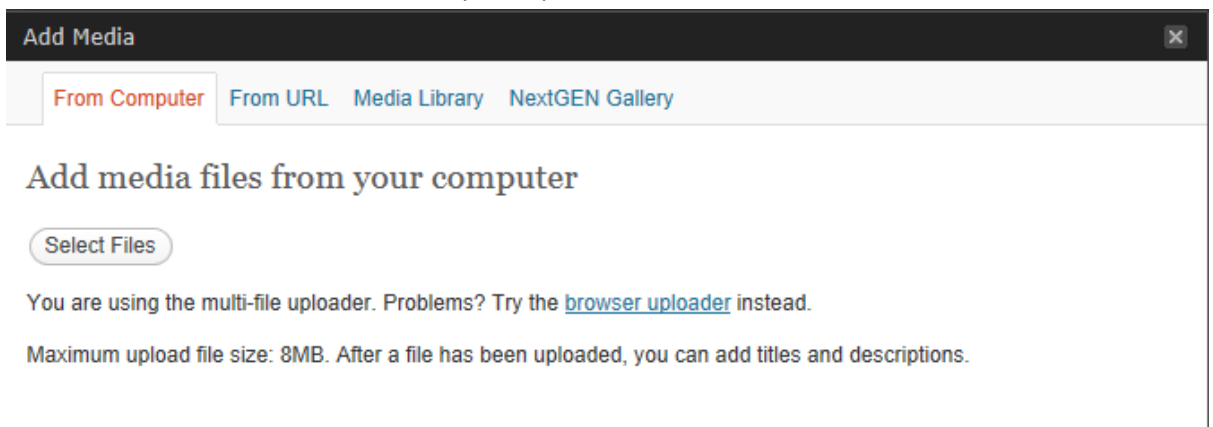
2. Give your Post a Title and Add the content (you can either type this in or copy from something you have written before)



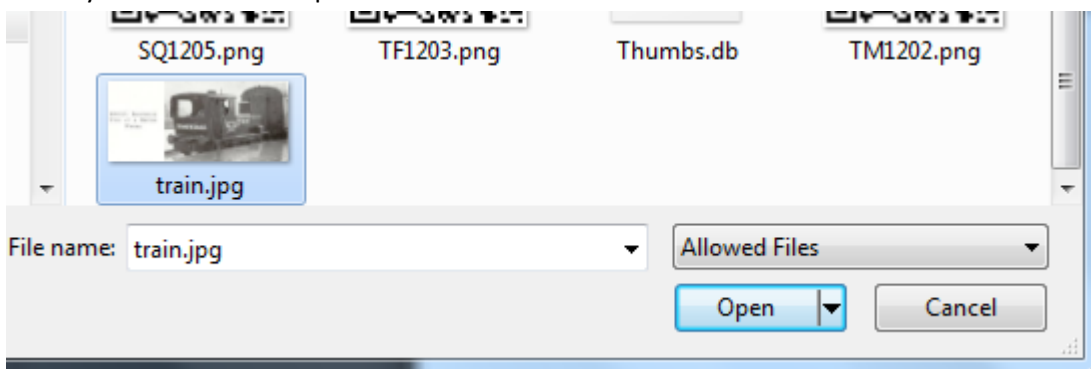
3. If you have any images or files to upload use the Upload/insert link



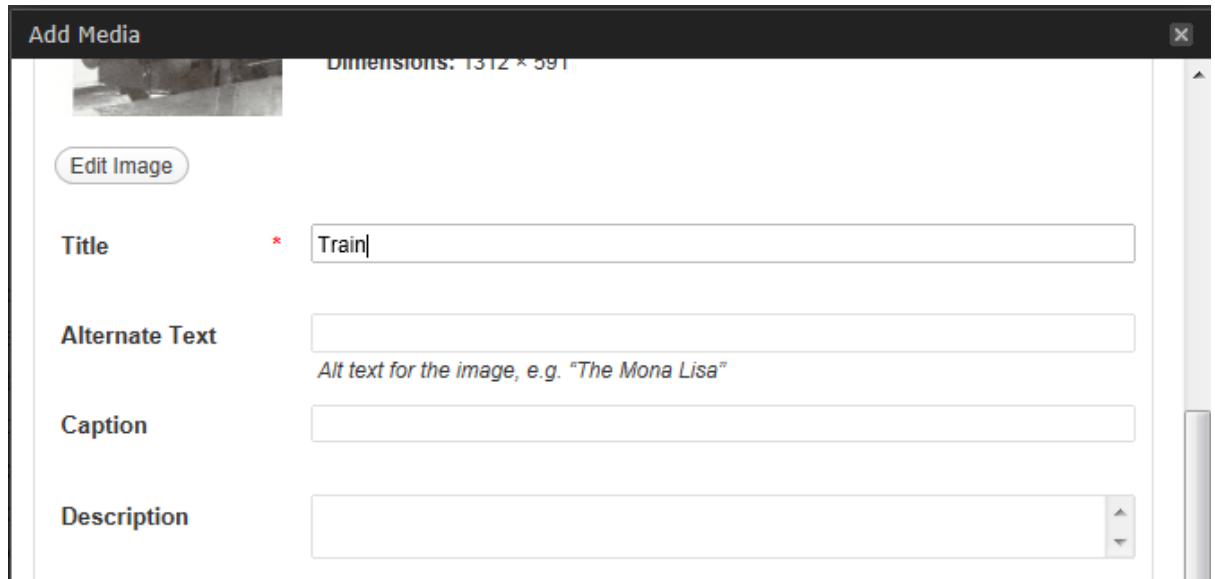
4. Click 'select files' in the window that opens up



5. Select your file and click open.



6. Give your image a Title, you could also give it a Caption and Description if you wanted.



Add Media Dimensions: 1312 x 591

[Edit Image](#)

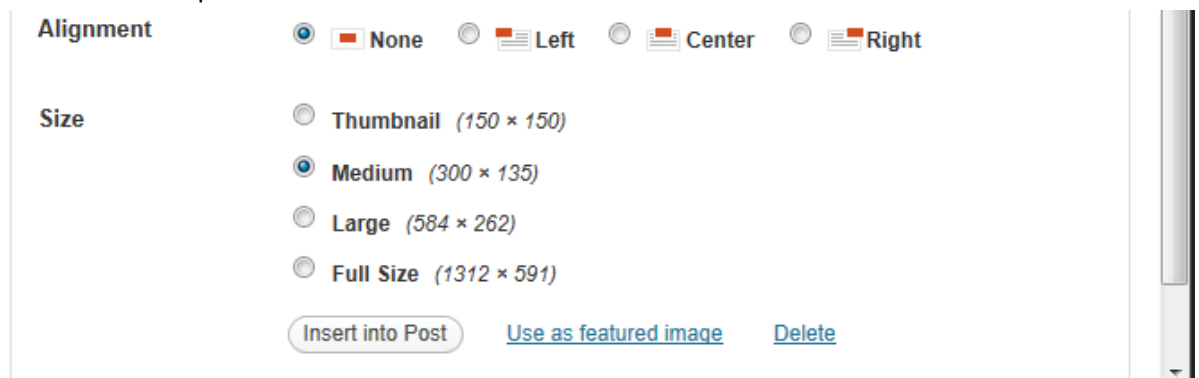
Title * Train|

Alternate Text
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

7. Select what size you want the image to be and where you want it aligned on the page, then select insert into post.

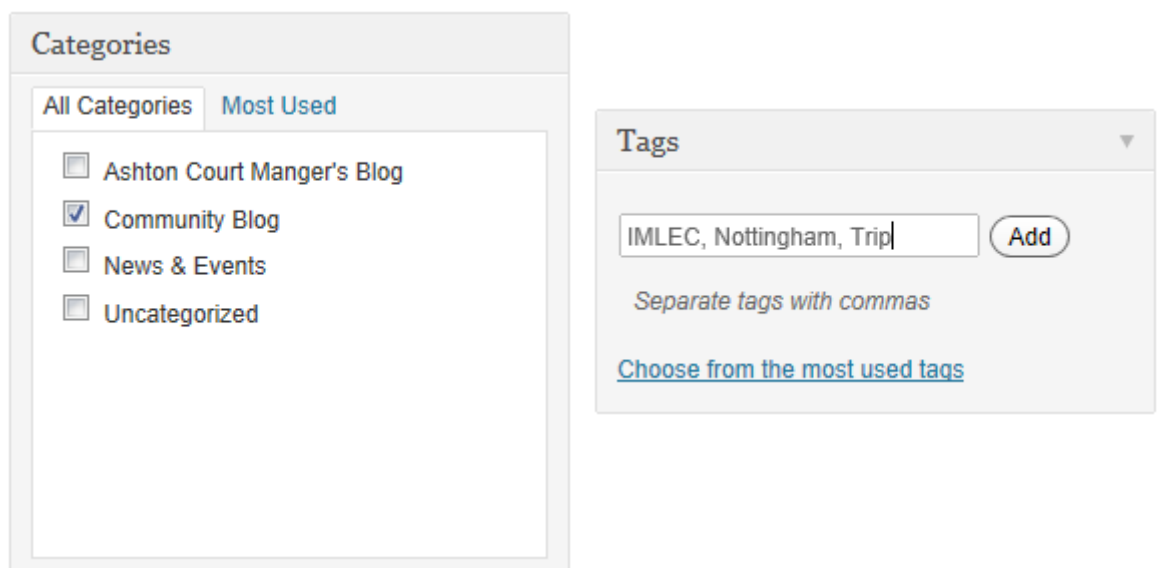


Alignment None Left Center Right

Size Thumbnail (150 x 150) Medium (300 x 135) Large (584 x 262) Full Size (1312 x 591)

[Insert into Post](#) [Use as featured image](#) [Delete](#)

8. Select a Category and add some tags to help other people search for your post



Categories

All Categories Most Used

Ashton Court Manger's Blog

Community Blog

News & Events

Uncategorized


Tags

IMLEC, Nottingham, Trip| [Add](#)

Separate tags with commas

[Choose from the most used tags](#)

9. Finally Publish your Post

Publish	
Save Draft	Preview
Status: Draft Edit	
Visibility: Public Edit	
 Publish immediately Edit	
Move to Trash	Publish