

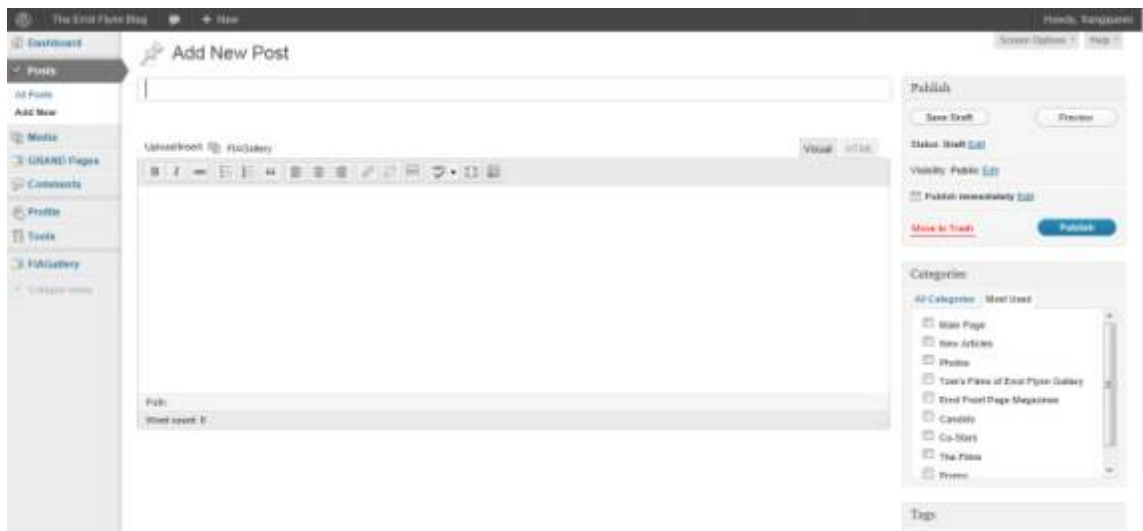
- **How to publish my Author post?**

You need to tick a Category in the Category list or **Most Used** tab before clicking Publish. If you do not select a Category, the post will default to the top category in the Category list. This list changes according your most recent activity. After a post is published you will use the Update button to re-post your revisions. There is a Preview option available before you re-publish all posts.

Login with your Username and Password.

On the Dashboard select Posts from the links on the left hand side. Click Add New, or use the "+New" drop down menu from the black Wordpress toolbar at the top of the Dashboard page and select Post.

The next page is Add New Post.



Add your article Title.

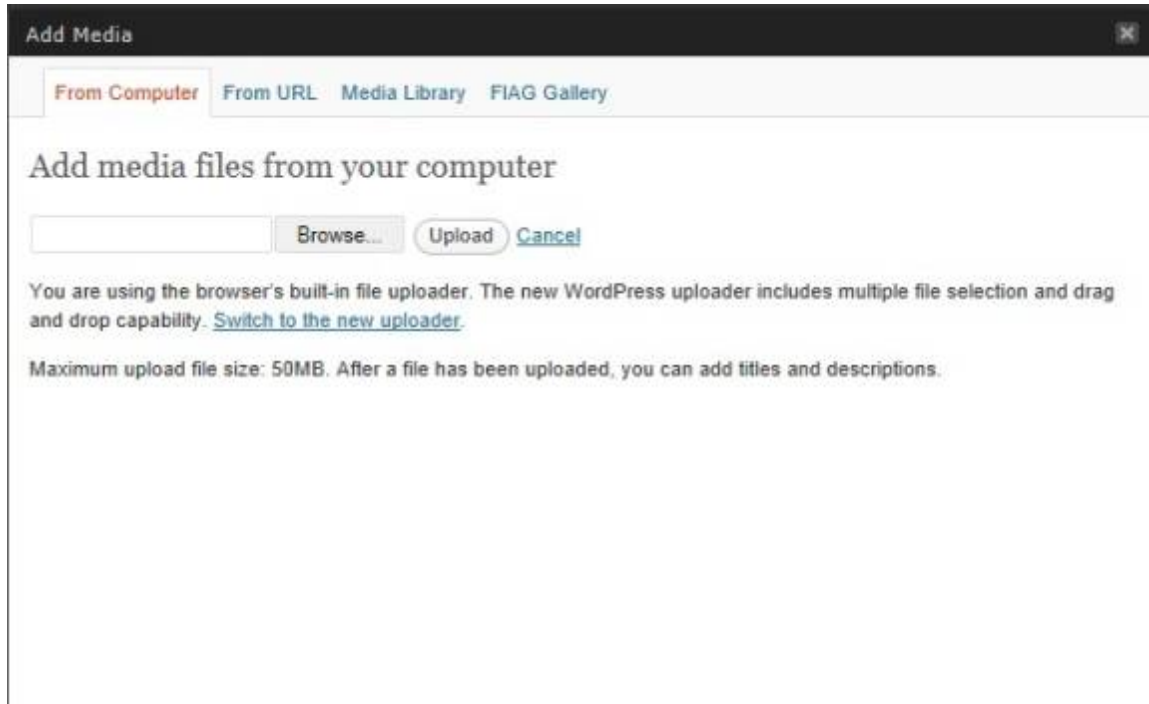
There are several links to help you format and add text as well as media. There are two views available: Visual and Html.

To add a picture, click the Upload/Insert camera icon.

You have several choices. From Computer. From URL. Media Library, or FIGA Gallery.

Browse and Upload images using one of two browser uploaders.

Select images from your computer.



The image shows the 'Add Media' dialog box in WordPress. At the top, there's a dark header with the title 'Add Media' and a close button. Below the header is a tabbed interface with four tabs: 'From Computer' (highlighted in orange), 'From URL', 'Media Library', and 'FIAG Gallery'. The main content area is titled 'Add media files from your computer'. It features a text input field, a 'Browse...' button, an 'Upload' button, and a 'Cancel' link. Below this, a message states: 'You are using the browser's built-in file uploader. The new WordPress uploader includes multiple file selection and drag and drop capability. [Switch to the new uploader.](#)' At the bottom, another message says: 'Maximum upload file size: 50MB. After a file has been uploaded, you can add titles and descriptions.'

Select images from URL.

Add Media

From Computer

From URL

Media Library

FIAG Gallery

Insert media from another website

☒ Image

☐ Audio, Video, or Other File

URL

*

Title

*

Alternate Text

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

Image Caption

Alignment

☒ None

☐ Left

☐ Center

☐ Right

Link Image To:

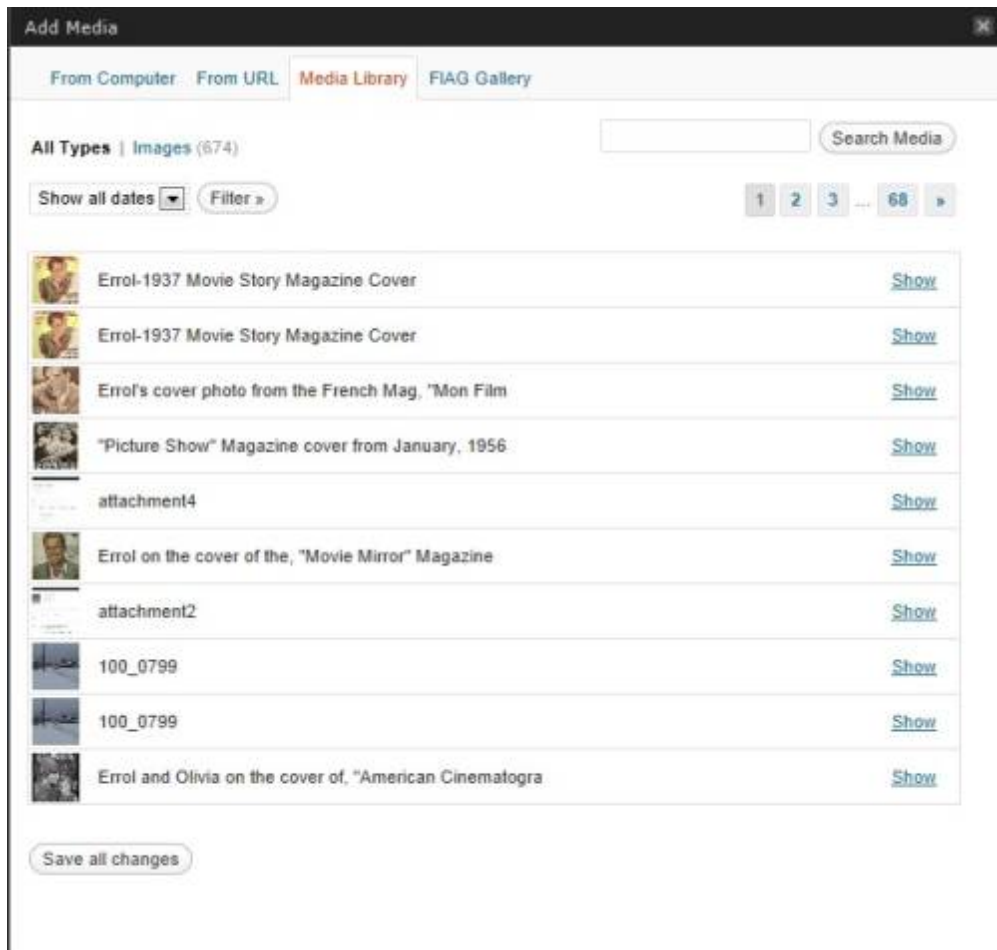
None

Link to image

Enter a link URL or click above for presets.

Insert into Post

Select images from Media Library.




If you select images from your Computer, click Open. A new window opens for the image's properties. Fill in required fields. Under Link URL you will see the images address. There is a File URL button and an Attachment Post URL. You can switch back and forth between the two using these buttons. The Attachment Post URL is the address to use if you want to list images in your post but not show all of them. Use the **Insert into Post** button to add your image to the article body. To re-size the image in the article body window, select it, and drag the corners. Add text, and add links using the Link button above the text area. You can create links by highlighting text and using the Link button in the Visual tab or by using html code in the Html tab.

From URL, add in the address of the image (even one from our Media Gallery or FIGA Gallery), from Media Gallery, click Show, from FIGA Gallery select Show, to add the image to the article body window.

Add Media ✕

flag [Hide](#)



File name: flag.gif
File type: image/gif
Upload date: March 13, 2012
Dimensions: 192 × 121

[Edit Image](#)

Title *

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

Caption

Description

Link URL
[None](#) [File URL](#) [Attachment Post URL](#)
Enter a link URL or click above for presets.

Alignment ☐ None ☒ Left ☐ Center ☐ Right

Size ☒ Thumbnail (150 × 121)
☐ Medium
☐ Large

Link URL
[None](#) [File URL](#) [Attachment Post URL](#)
Enter a link URL or click above for presets.

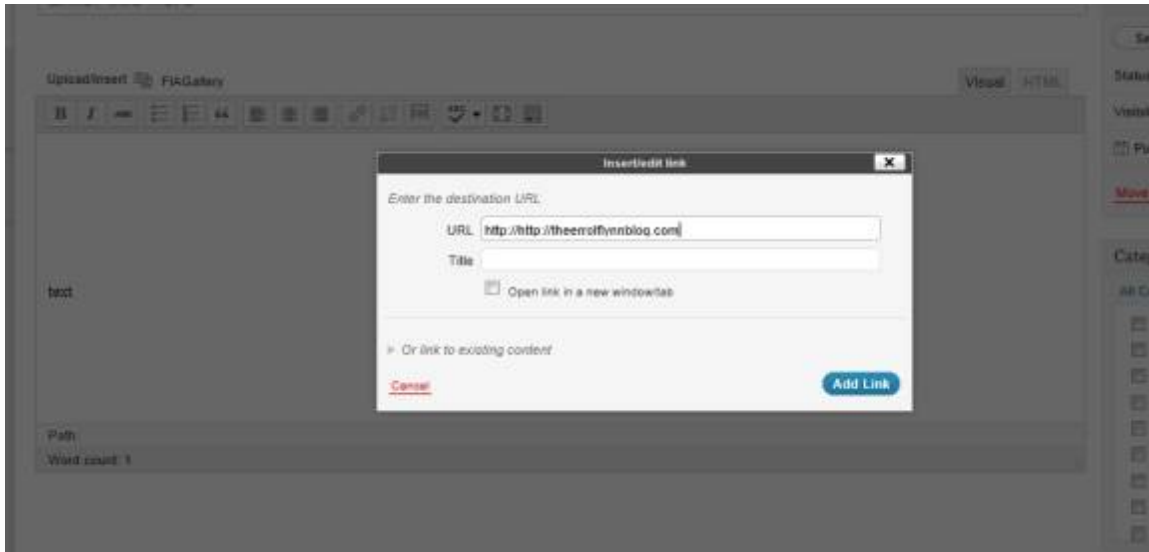
Alignment ☐ None ☒ Left ☐ Center ☐ Right

Size ☒ Thumbnail (150 × 121)
☐ Medium
☐ Large
☒ Full Size (192 × 121)

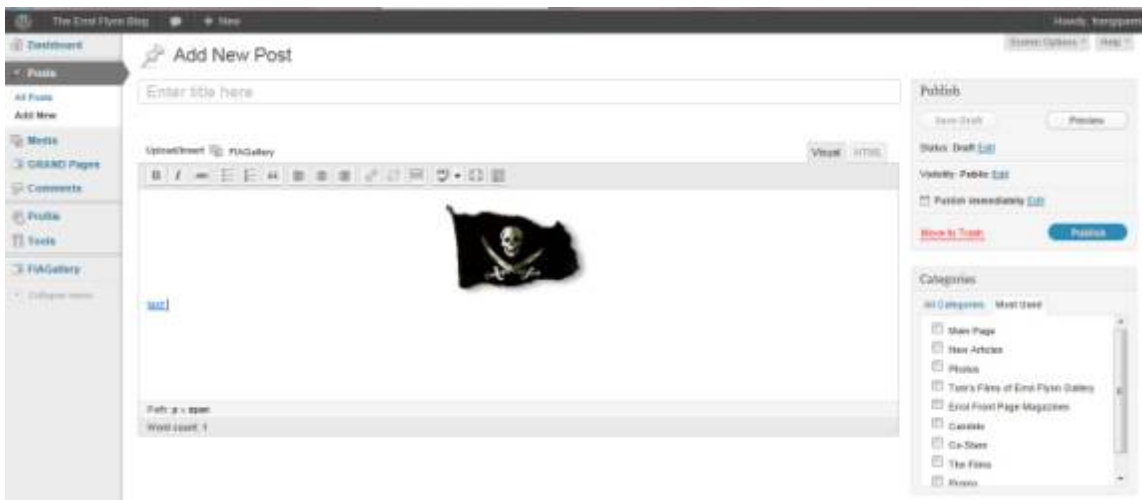
[Insert into Post](#) [Delete](#)

[Save all changes](#)

Click the Link button on the toolbar after highlighting text to create a link. Add in the address of the external link.



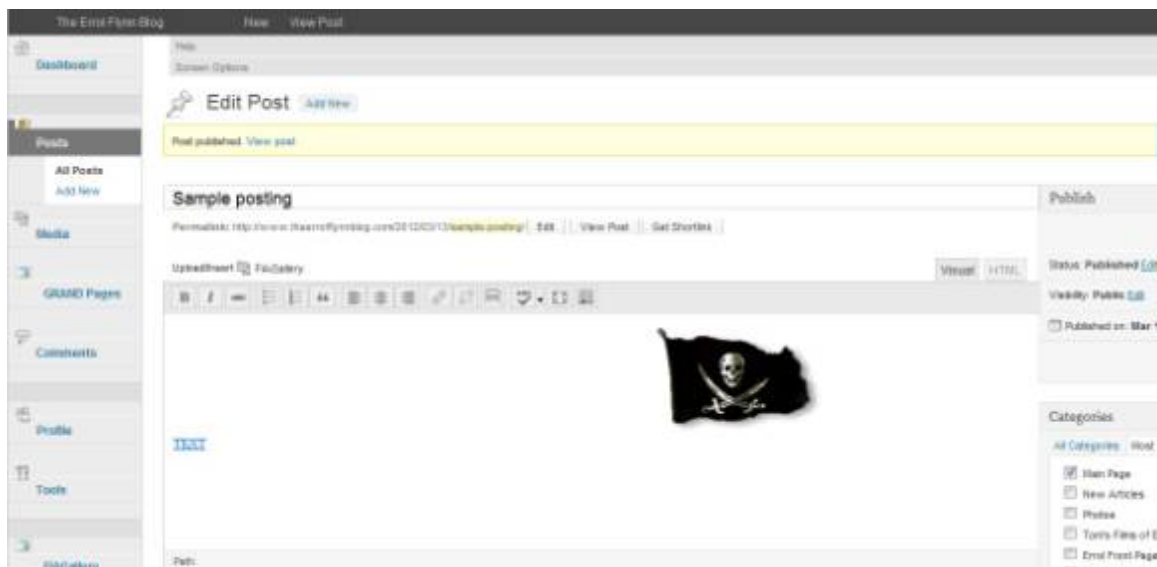
Your link will become active on the Add New Post window.



To Publish your article select one or more categories from the list at the right hand side of the posting window. Two tabs give you **Most Used** or **All Categories**. Select Main Page or New Articles or select more than one category that the content might fit into so that casual readers browsing the blog later can find your content in one or more of the categories. You need to tick a category in the **Category** list or **Most Used** tab before clicking Publish. If you do not select a category, the post will default to the top category in the Category list. *This list changes according your most recent activity.*

The Preview button is disabled.

Click the **Publish** button to post your article. To the left of **Edit Post** on the next page, click View post.



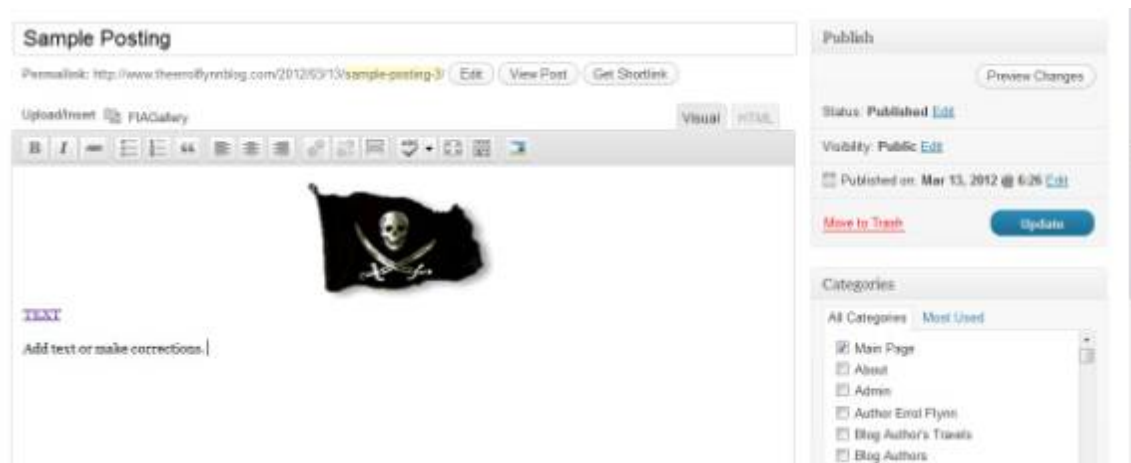
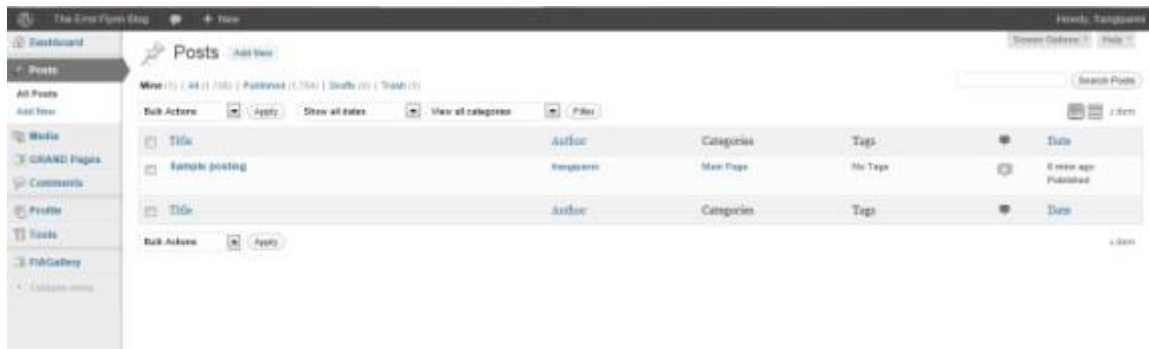
Preview page:



Click the blog's Name above the post on this preview page to go to the Front Page of the blog to see the post on the Main Page. If satisfied with the publication, you are done.

If not, click Posts or All Posts in the sidebar of your Dashboard to get to the list of posts.

Hover your mouse over your article title to reveal links for editing.



Add text or make other changes to the post. Now the Preview Button is active. If satisfied, click Update.

Your published article is re-published with your changes.