

Posting to the blog

1. Access www.earjmunblog.com/wp-admin
2. Insert the "login" and "password" provided. If you do not know these, contact the webmaster for further information
3. Click the "posts" side-button
4. Add new
5. Add title
6. Insert the text ⇒ Use tools similar to Word for formatting and adding graphic aspects to the text
7. To include images, position the cursor on the desired area and click "Add media". The image must have at least 800px of width.*
The system will offer these image options:
 - a. Changing the size of the picture
 - b. Insertion on the left (photo enveloped by the text on the right)
 - c. insertion on the right (photo enveloped by the text on the left)
 - d. Centralized insertion (photo above the text)
 - e. Image editing (spin, mirror, crop, redimension, etc.)
8. After completing text and picture editing:
 - i. Choose a post "category"
 - ii. Add tags (words to help Google index the post)
 - iii. Add a main image (which will appear on the main screen)
 - iv. Clicking the "Publish" button to finish it
9. The post will be given approval by an administrator shortly

Note: The author sees all the posts but cannot alter them, being able to edit only their own. The author can add images to the media library but cannot see other authors'. Finally, the author can edit their profile but not their username.

* The website will crop your image and make it available in various different formats if it is not already in the correct one. You should try to choose "MEDIUM".

WordPress dashboard header: EARJ MUN Blog | 0 | + New | Howdy, Autor Do blog

Left sidebar menu: Dashboard | Posts | All Posts | Add New | Media | Comments | Profile | Tools | Collapse menu

Add New Post

Enter title here **5**

Add Media **7**

Visual | Text

B I ADE [List icons] [Link icon] [Image icon] [Table icon]

Word count: 0

6

i

ii

iii

Publish

Save Draft | Preview

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Publish immediately [Edit](#)

Move to Trash **iv** [Publish](#)

Format

Standard

Aside

Image

Video

Quote

Link

Categories

All Categories | Most Used

- Conference Overviews
- Country Profiles
- Historical Events
- Miscellaneous
- Uncategorized
- World News

Tags

[Add](#)

Separate tags with commas

[Choose from the most used tags](#)

Featured Image

[Set featured image](#)

Thank you for creating with WordPress.

Version 4.4.2