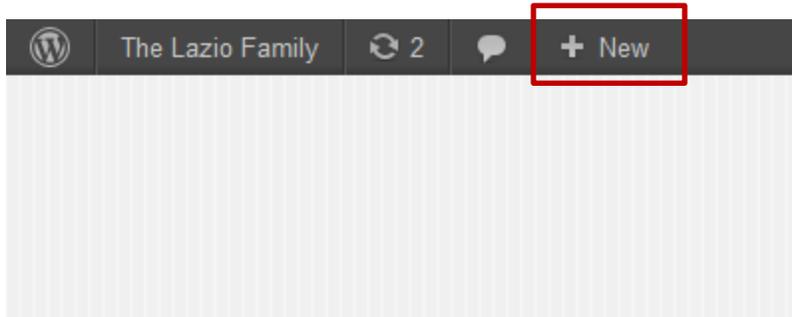


Lazio.org – Posting Instructions

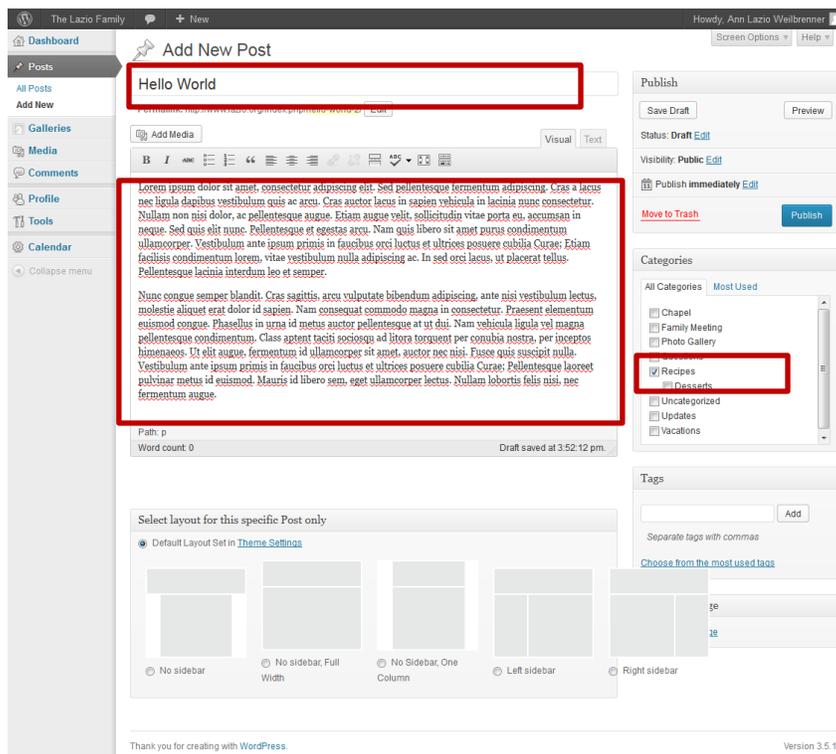
How to Submit a Post

Step 1: Hover your mouse over the “New” button on the black bar at the top of the screen and click on “Post.”



Step 2: After you have clicked on post you will be brought to the “Add New Post” page.

- Give your post a title and add text in the body area.



Step 3: Select a category on the right hand side that best represents your post. If a category is not there that represents your post, then leave it blank.

Optional Step 4:

If you would like your post to have an image above it on the homepage, you will need to set the featured image. Below are the steps for this:

1. Click “Set featured image” on the bottom right hand side of the “Add New Post” page.
2. Upload the file from your computer or select a file from the “Media Library”
3. Click “Set featured image” in the pop up window
4. Wait a few seconds and the image should automatically populate in the “Set featured image” area

Step 5: Hit “**Publish**” (Blue button on right sidebar” and your post will automatically be posted onto the homepage.’

Single Images vs Gallery

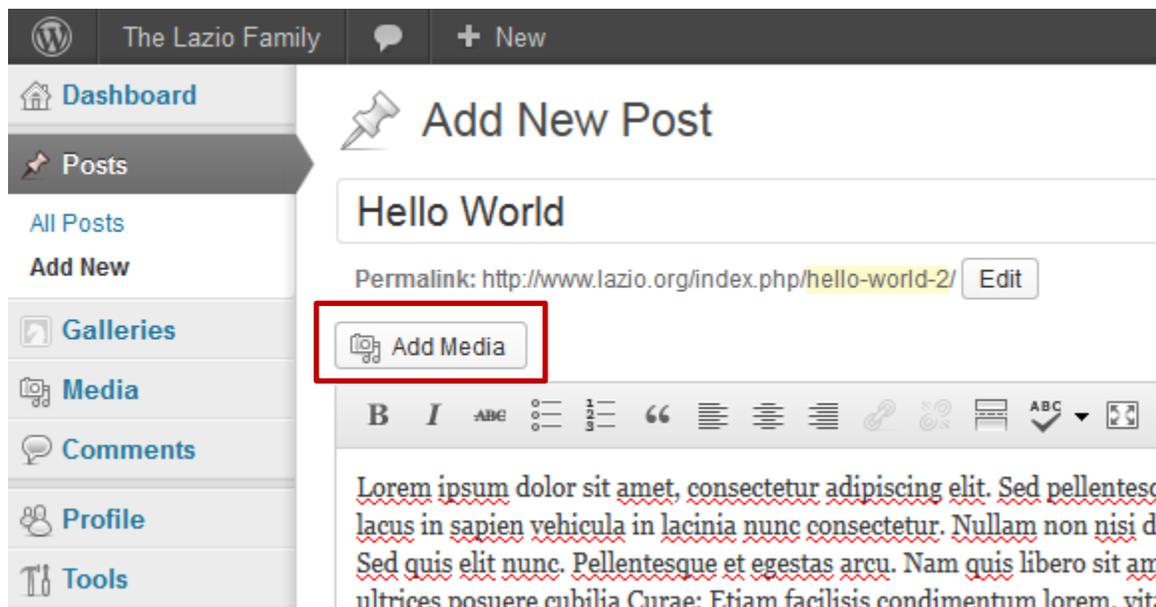
There are two different ways to add images to your website, however, you will first need to figure out if you just want a couple images to go along with text from a post or if you are planning to upload a bunch of photos in a gallery format. If you are adding a bunch of photos you will want to use the Gallery format. If you would like to accompany one or two photos with your text then you should probably use the instructions for inserting an image into a post.

Add Image to a Post

Follow Steps 1 – 3 for “How to Submit a Post.”

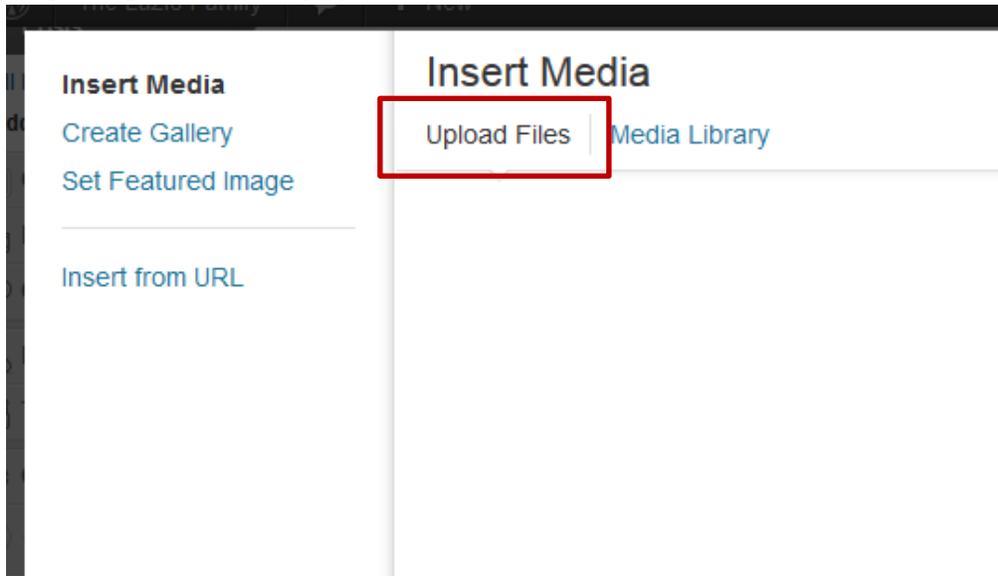
Step 1: Click your cursor in the text area where you would like your image to be placed.

Step 2: Click the “**Add Media**” button right below the title.



The screenshot shows the WordPress dashboard for 'The Lazio Family'. The 'Add New Post' page is active, with the title 'Hello World' and a permalink 'http://www.lazio.org/index.php/hello-world-2/'. The 'Add Media' button is highlighted with a red box. The text area contains placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed pellentesque lacus in sapien vehicula in lacinia nunc consectetur. Nullam non nisi d Sed quis elit nunc. Pellentesque et egestas arcu. Nam quis libero sit am ultrices posuere cubilia Curae; Etiam facilisis condimentum lorem, vit'.

Step 3: Upload the image you would like to include:



Step 4: Once the image is uploaded it will now be located in the “Media Library.” Locate the image in the media library and make sure it is selected.

Step 5: Adjust the settings on the right hand side of the pop up window as follows

- Alignment: Choose left, right, none or center
- Link To: Choose *None* unless you would like the image to link to somewhere else.
- Size: Keep the setting at Medium or change it to Full Size if you would like the whole image to appear in its full resolution.

Step 6: ***The image/layout will not look right in your text editor within Wordpress.*** In order to see how the page will look you need to click, “***Preview***” in the top right or click “***Publish***” and you will be able to view your page.

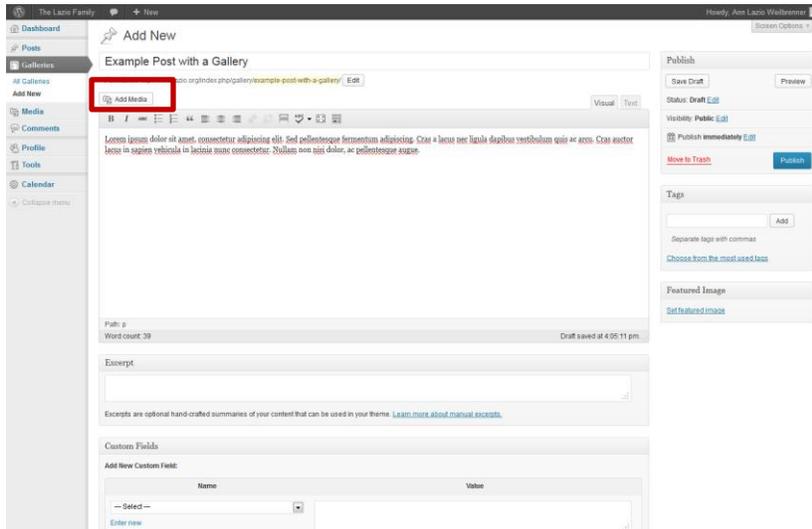
Adding a Gallery

Step 1: *Hover your mouse over the “New”* button on the black bar at the top of the screen and click on *“Post.”* **(Do not select gallery)**

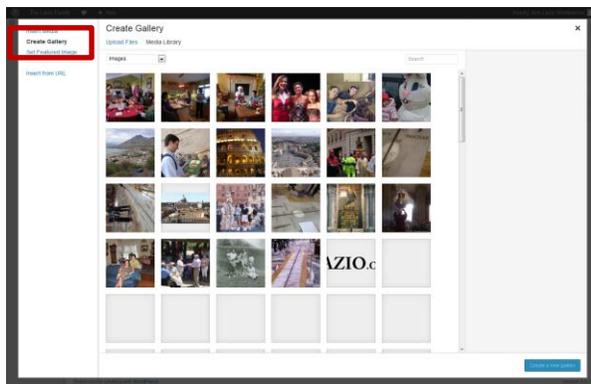
Step 2: Give your post a Title

Step 3. Add any text you would like to add above your images.

Step 4. Click “Add Media”



Step 5: After you click “Add Media” a pop up box will show up. Click “Create Gallery” on the left hand side.

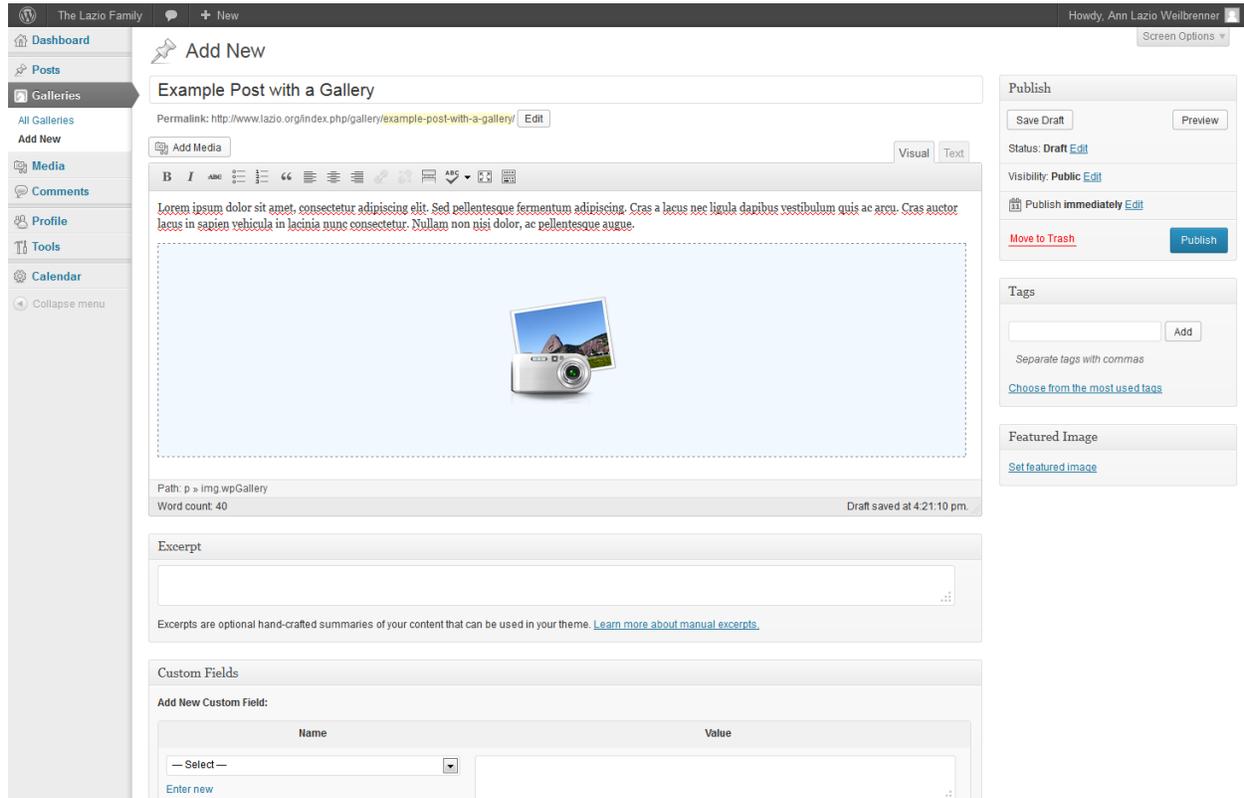


Step 6: Select the images you would like to include from the Media Library (*The Media Library is the term used for all the images and files that have been uploaded to the Wordpress Database*) or select “Upload Files” to add your images to the media library.

Step 7: Click the “Create a new gallery” button on the bottom right.

Step 8: Add a caption for each of the images you are adding to your gallery. On the right hand side of the screen you can select how many rows you would like. Once you are finished with your setting click ***“Insert gallery.”***

Step 9: After the gallery is inserted, you should see a blue box in the body of your text area.



The screenshot shows the WordPress 'Add New' post editor interface. The title is 'Example Post with a Gallery'. The main content area contains a blue dashed box representing a gallery, with a small image of a camera in the center. The right sidebar contains the 'Publish' section with 'Save Draft' and 'Preview' buttons, 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options. Below that is the 'Tags' section with an 'Add' button and a link to 'Choose from the most used tags'. At the bottom of the sidebar is the 'Featured Image' section with a 'Set featured image' link. The bottom of the editor shows the 'Excerpt' field and 'Custom Fields' section.

Step 10: Select the “Photo Gallery” checkbox on the right side bar labeled, “Categories.”

Step 11: Click ***“Publish”*** and your gallery will be on the website. You can view your post by either going to the Photo Gallery page, if you selected the “Photo Gallery” category. Otherwise your post will be the most recent post on the homepage.