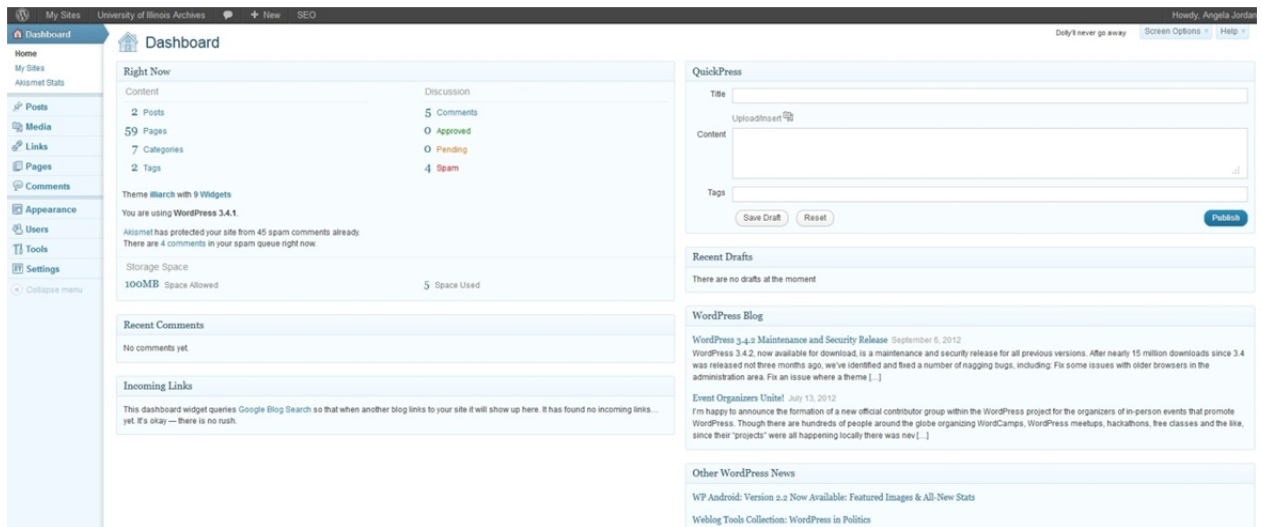


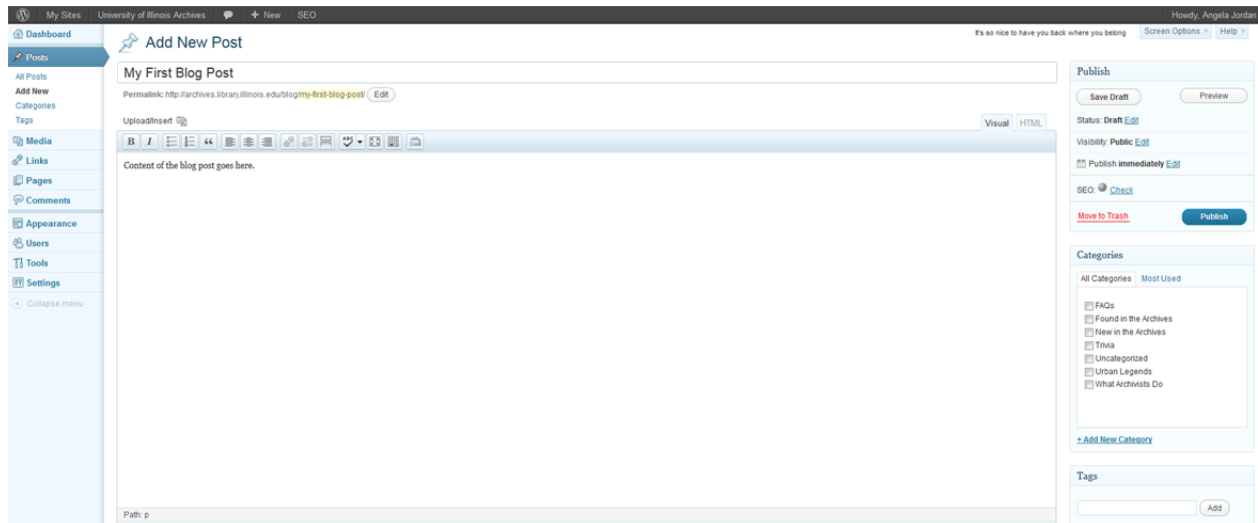
Creating and Editing Blog Posts

1. Log in to WordPress at the bottom of any University Archives webpage. This will take you to the Dashboard.
2. On the gray header, select “New” and then “Post.” (You may also access previously created posts and create a new one by selecting “Posts” on the left-hand menu).



3. You may now create your blog post.
4. To upload images, see instructions in Saving and Uploading Images to the Website
5. To create links, highlight the area you would like linked, select the chain-link image above the text area, enter the URL, and select “add link.”
6. Make sure to do the following:
 - Use the University Archives’ Stylization Guidelines when writing.
 - Select one or more Categories located on the right side.
 - Create Tags for the post—located on the right side—with applicable subject terms.

- Save post as draft for permanent staff member review. To see what the post will look like on the webpage, select “Preview” on the right side. **Do not publish post!**



7. Please speak with Chris or Jameatris if you have any questions or problems when creating blog posts.