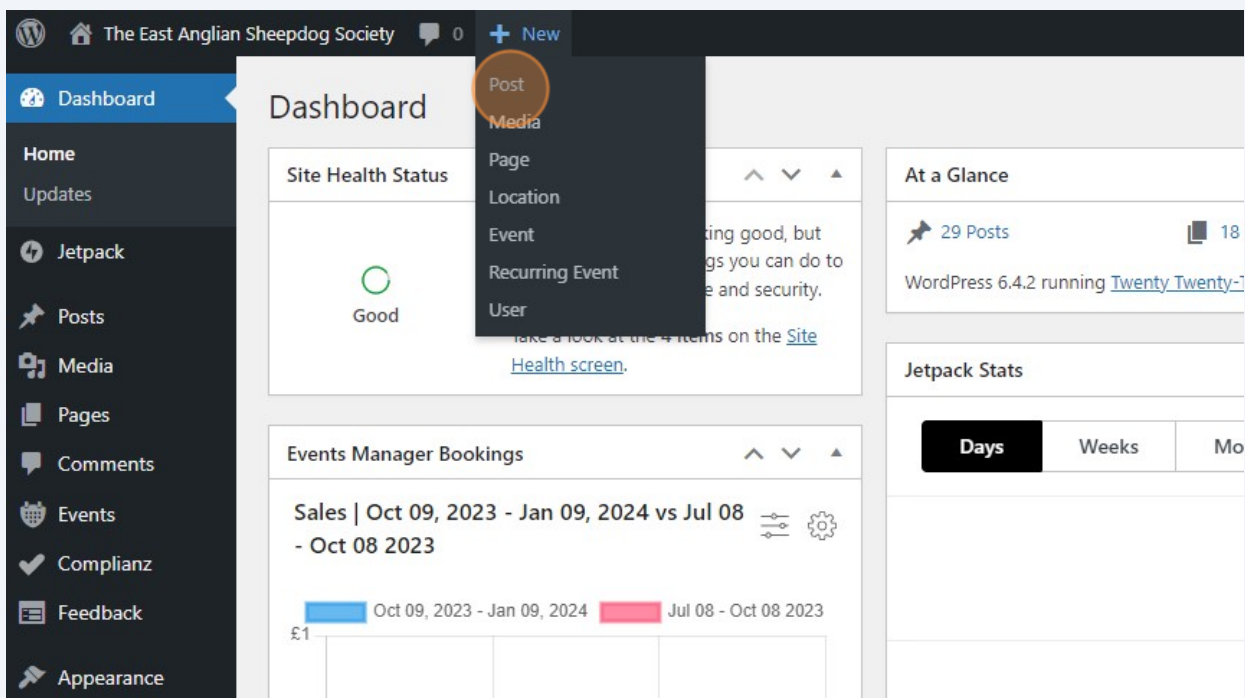


How to Create and Upload a Post on eass.org.uk

Create a post

1 Navigate to <https://eass.org.uk/wp-admin/> and log in.

2 Click "Post"



3 Type the title

4 Type the contents of the post

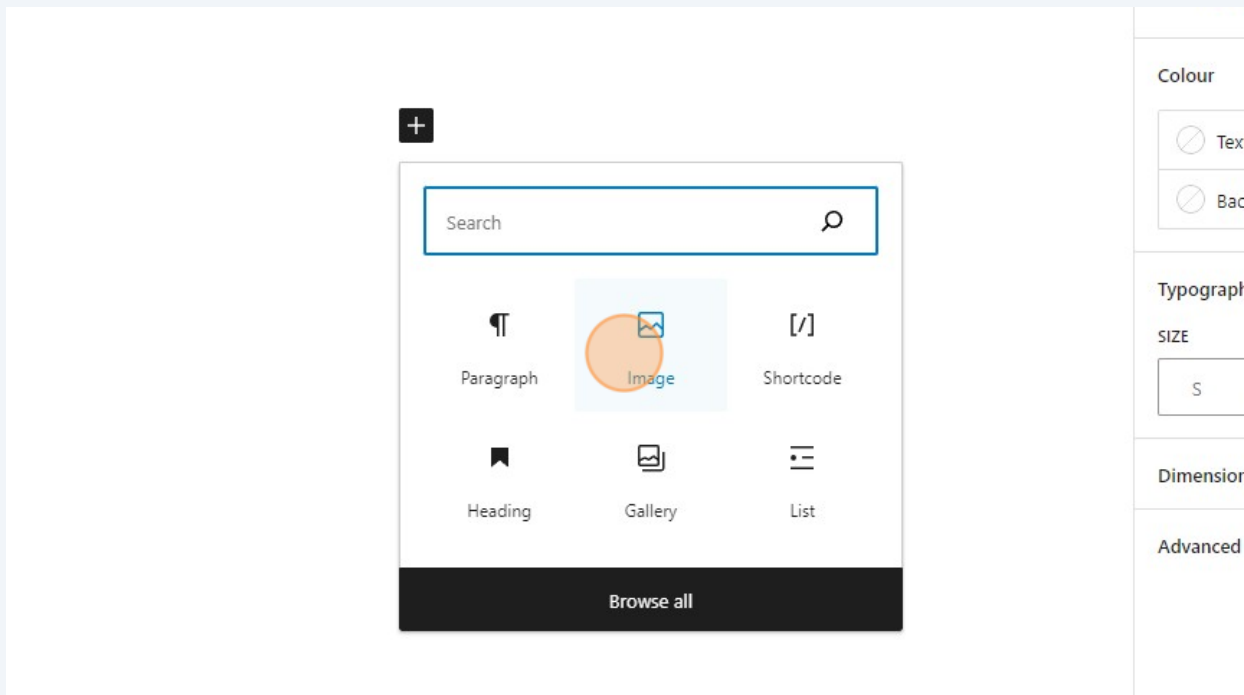
Add an image

5 Make a new line

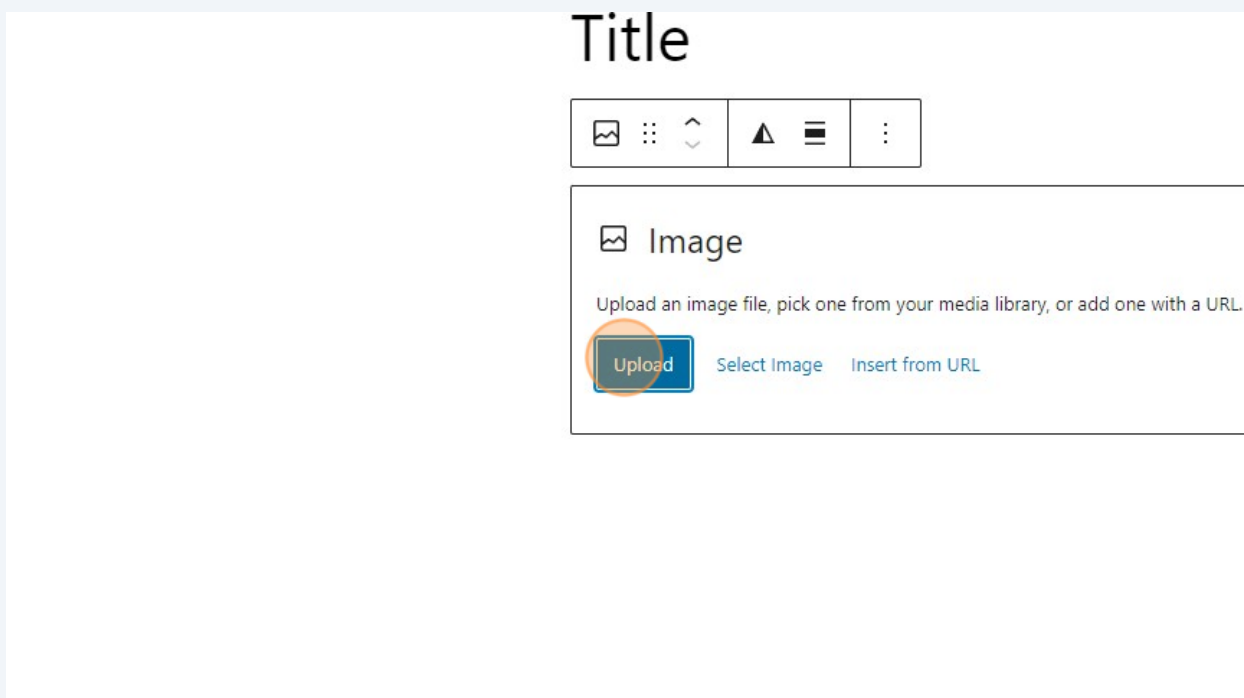
6 Click this icon.



7 Click "image"



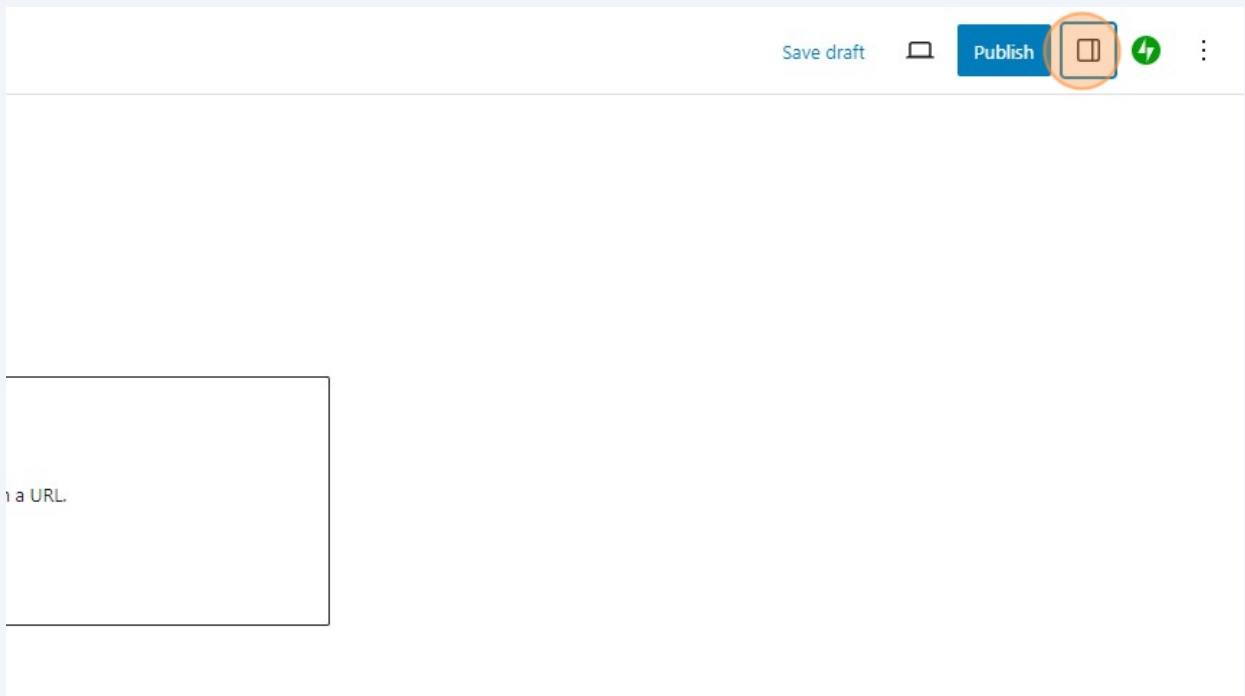
8 Click "Upload" and select the image to be uploaded



Set the post details

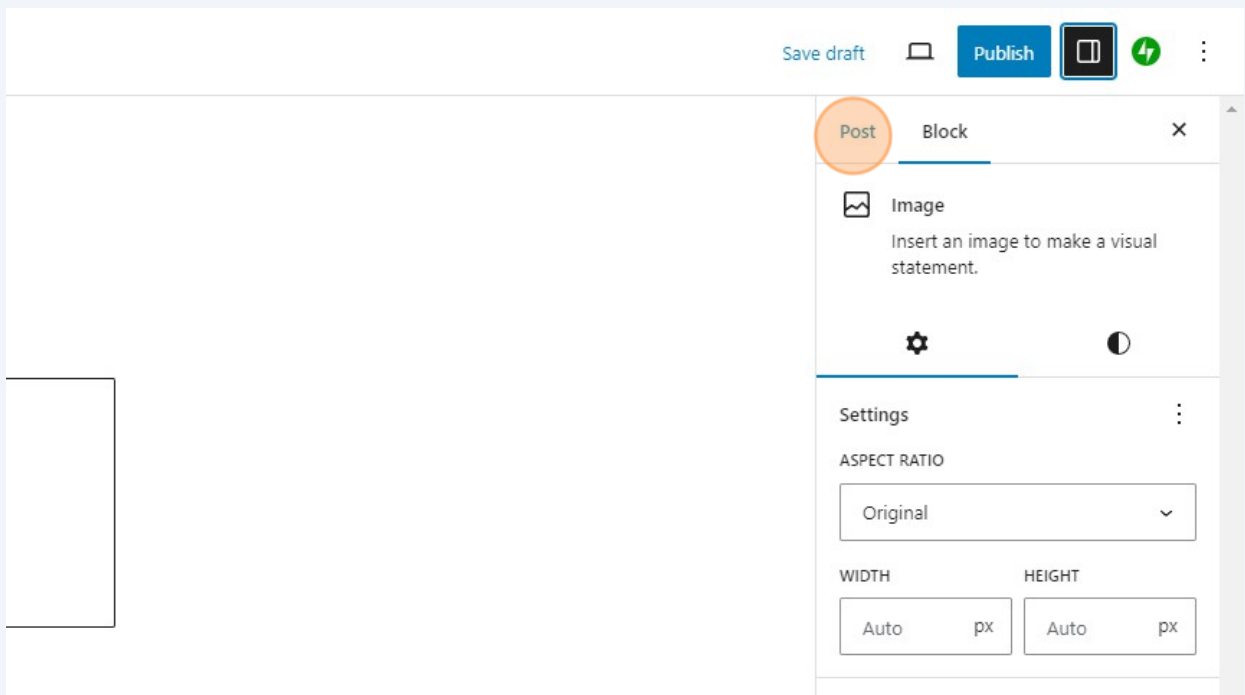
9

Click this icon to open the sidebar if it is not already open

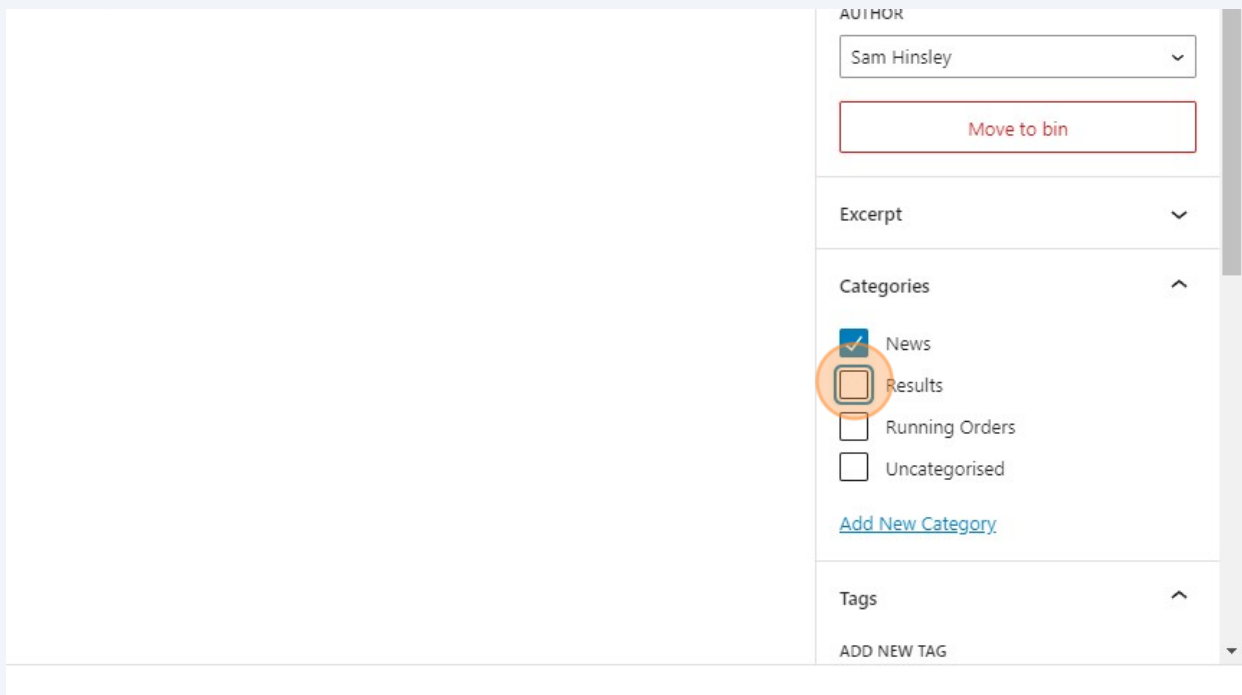


10

Click "Post"



11 Select the categories of the post. You can select as many as necessary.



AUTHOR
Sam Hinsley

Move to bin

Excerpt

Categories

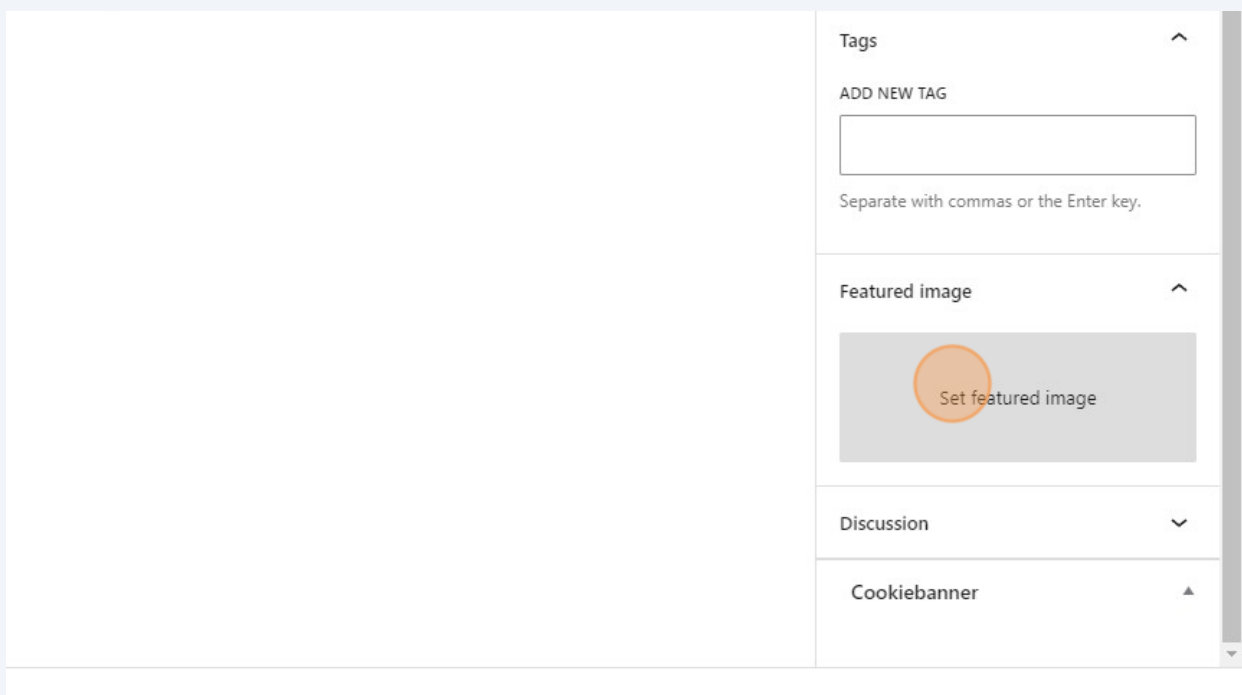
- News
- Results
- Running Orders
- Uncategorized

[Add New Category](#)

Tags

ADD NEW TAG

12 OPTIONAL Click "Set featured image" to set an image for the top of the post



Tags

ADD NEW TAG

Separate with commas or the Enter key.

Featured image

Set featured image

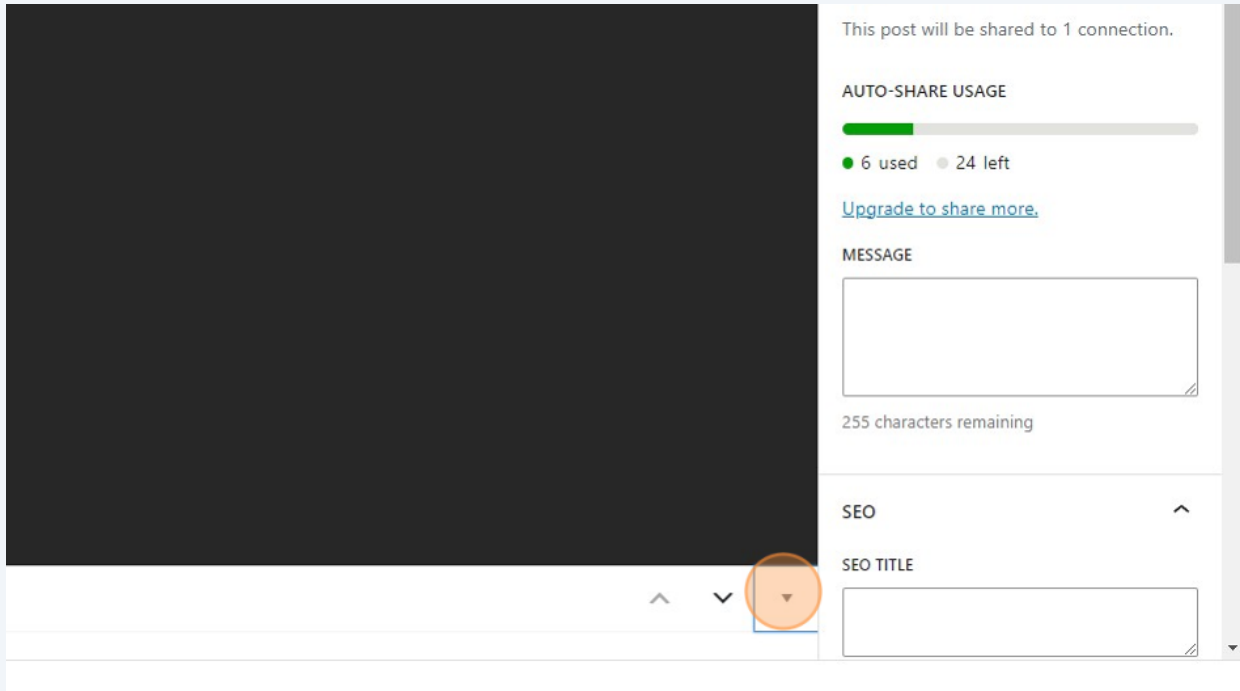
Discussion

Cookiebanner

Post to social media

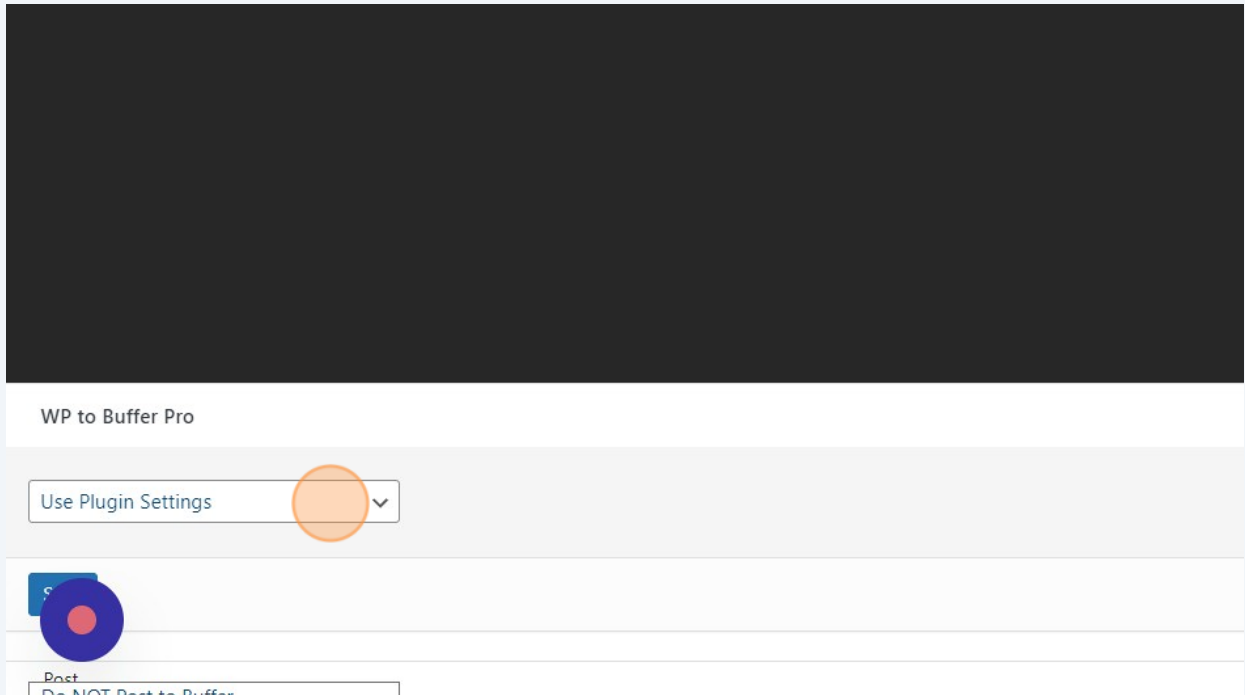
13

At the bottom of the screen, if it is not visible already, click the arrow to expand the "WP to Buffer" section.



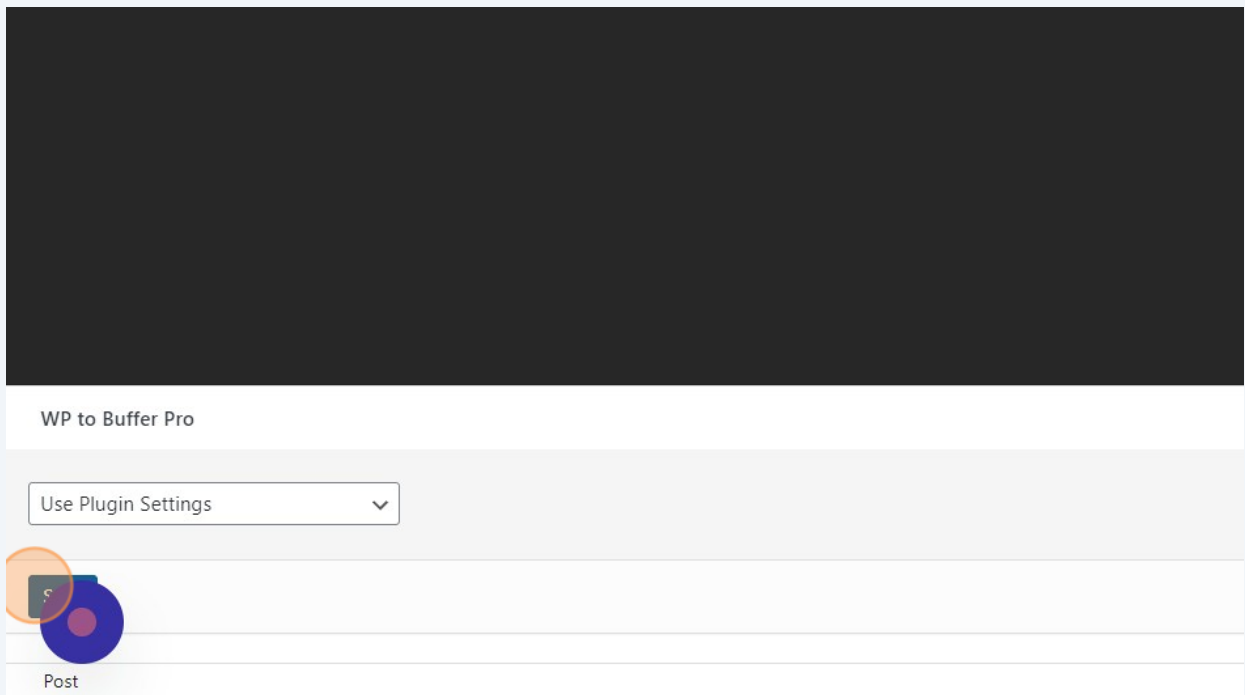
14

Select the option to use. "Use plugin settings" will post to all our social media, while "do not post to buffer" will stop the post being published to social media.



15

Click "Save"



Publish

16 Click "Publish"

