FAA WEBSITE INSTRUCTIONS

NEW POSTS

Login

User name:

Password:

Dashboard

New -> Post

Type title

Copy newsletter or text from Word document

Paste in body of post

Save Draft

Edit body

Delete title from body

Change all article titles to Bold

Save Draft

Find old newsletter and copy

To Print this newsletter, click here: (go to add media to pick up pdf copy of newsletter)

Repeat for Word copy

Go through body to add Attachments

Double space

Attachment: Go to add media to pick up attachment -> Insert Media -> Upload Files

Select Files, locate the file on your computer, click to add, -> Insert in post

Save Draft

Add photos by placing cursor in body of document and click on Add Media

Go to Add media to pick up photo -> Insert Media -> Upload Files

Select File, locate the file on your computer, click to add, -> insert in post

Move text and photo around until it looks good (or correct)

Repeat until document looks good.

Click on Preview

If necessary Edit again and Save. Repeat if necessary.

Publish