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