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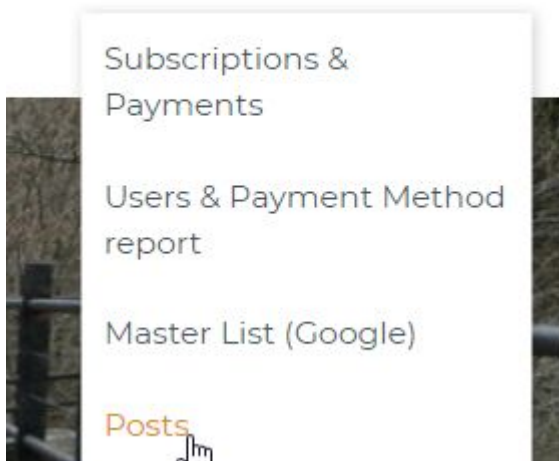
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## 2 Display Posts

Log on as an “Editor”

Editors have an additional option on Menu of “Admin”  
Select “Posts”

Events ▾    **Admin** ▾    Discussion



The Posts page is displayed:

## Chesterfield Cycle Campaign - Adding a Post

Posts **Add New**

All (64) | Mine (3) | Published (64) | Trash (2) | Cornerstone content (0)

Bulk Actions ▾ Apply All dates ▾ All Categories ▾ All SEO Scores ▾ All Readability Scores ▾ Filter 64 items <<

<input type="checkbox"/>	Title	Author	Categories	Tags		Date ▾
<input type="checkbox"/>	Public Bike Pump	clbt400	Uncategorized	—	—	Published 2019/04/05
<input type="checkbox"/>	Campaign Meeting	clbt400	Uncategorized	—	—	Published 2019/04/05
<input type="checkbox"/>	Public Bike Pump	Ian Mateer	Uncategorized	—	—	Published 2019/04/05
<input type="checkbox"/>	Bike Thefts	Ian Mateer	Uncategorized	—	—	Published 2019/04/02

The usual sort order will be by “Date descending” which is indicated by a downward facing arrow next to the “Date” title

	Date ▾
—	Published 2019/04/05
—	Published 2019/04/05

## 3 Create a New Post

### 3.1 Click “Add New”

⊕ ↶ ↷ ⓘ ≡

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# Add title

Start writing or type / to choose a block

---


Yoast SEO

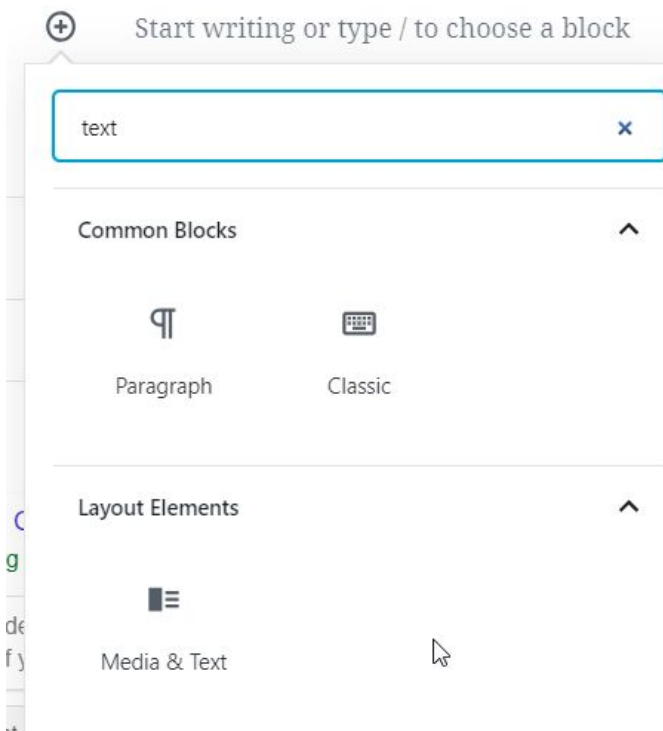
### 3.2 Enter a title

# Campaign Meeting



Start writing or type / to choose a block

The Add block symbol  appears when the cursor is hovered over the right place




Type in the word "text" will bring up 3 "block types"

"Media & Text" is a good one!

# Campaign Meeting



 Media area

Drag a media file, upload a new one or select a file from your library.

Content...



either have space for an image on the left  ( as above ) or toggle to  
to have it on the right 

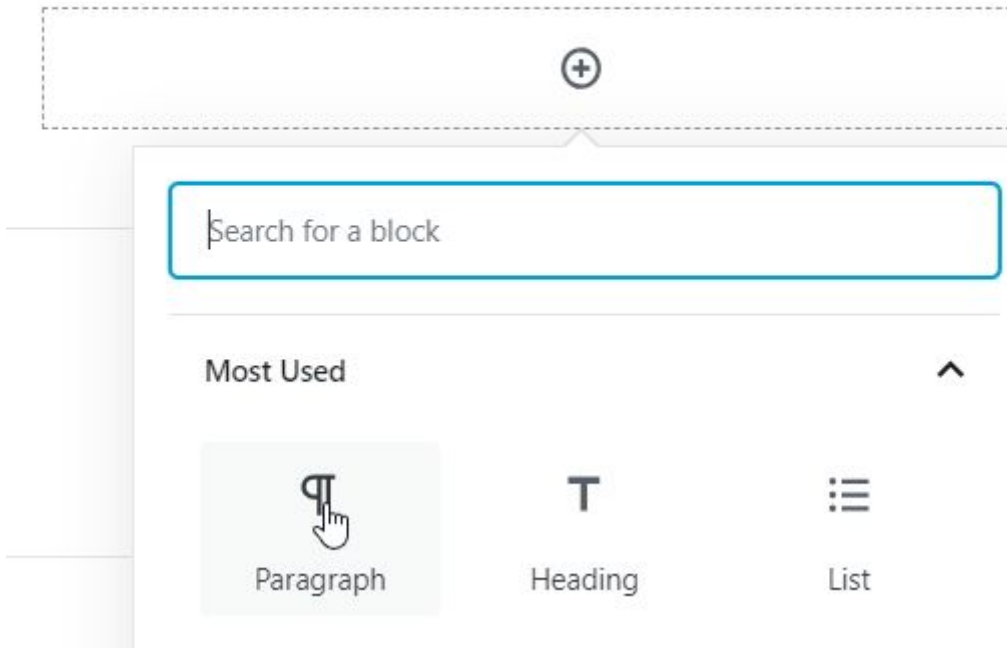
Enter a date and then set the font size for this paragraph to “small”  
font size is over on the right

Font Size

Small

- ✓ Small
- Normal
- Medium

15th April



Create another "paragraph" below

and type in text

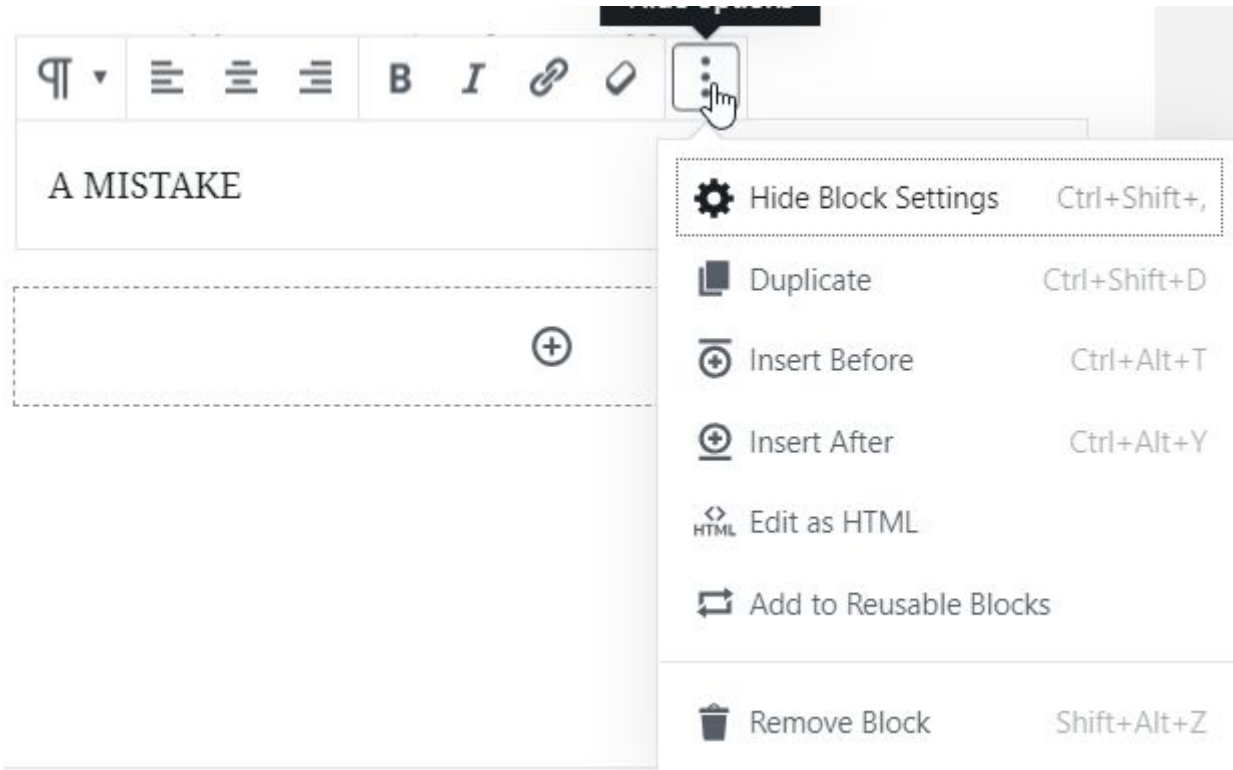
15th April

Our next meeting is on 9th April at 7.30pm in the Chesterfield Community Centre, all welcome. We will be discussing several planning applications that are current.



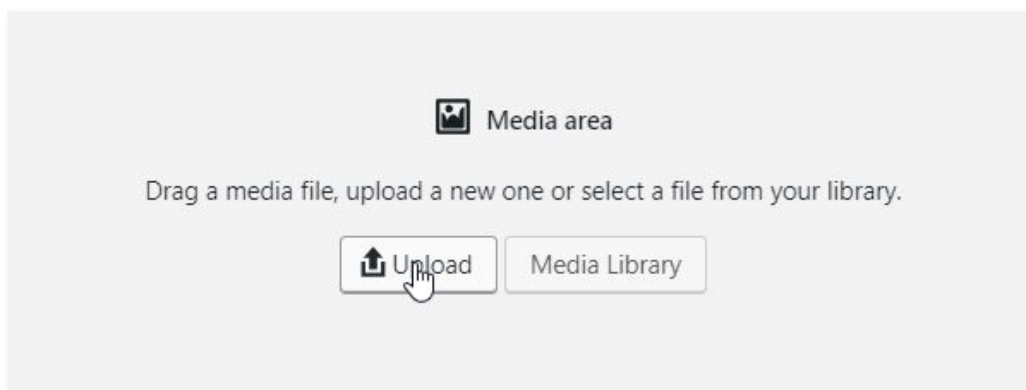
to delete a block

click in the block and then click on the 3 dots:

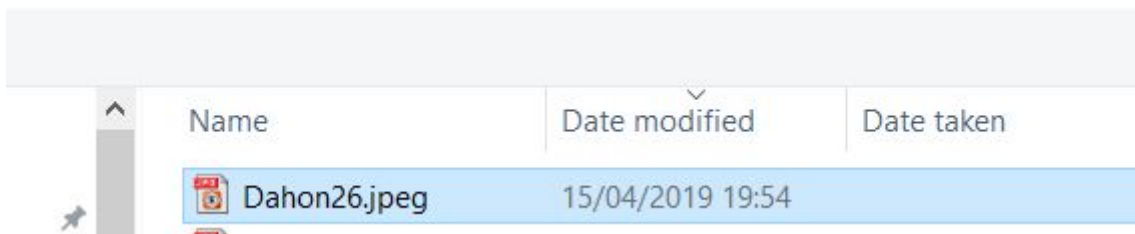


click on “Remove Block”

### 3.3 Add an Image



click “Upload”  
select the image from your hard drive



Click “Open” button

resize the image

This is done by click and dragging on the blue dot on the left of the image



## Campaign Meeting



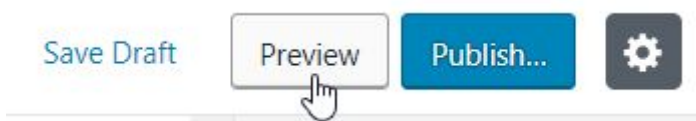
8th April 2019

Our next meeting is on 9th April at 7.30pm in the Chesterfield Community Centre, all welcome. We will be discussing several planning applications that are current.



## 4 Preview

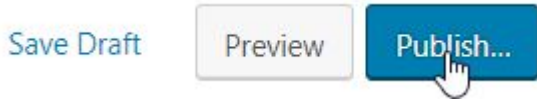
click the preview button top right



The “previewed” Post is shown in a new window

## 5 Publish Page

Click on the “Publish” Button top right



and then "Publish" again

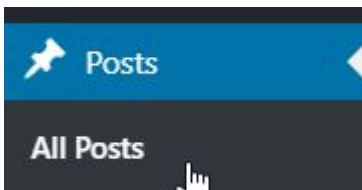



Are you ready to publish?

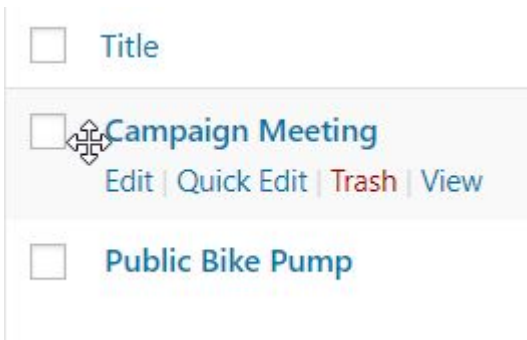
Double-check your settings before publishing.

## 6 Re-order Posts

On the dashboard on the left click "All Posts"



move the cursor to the side of the Post to be moved until the  icon appears



hold the mouse button down and then "drag" the post to the new position on the list and then release