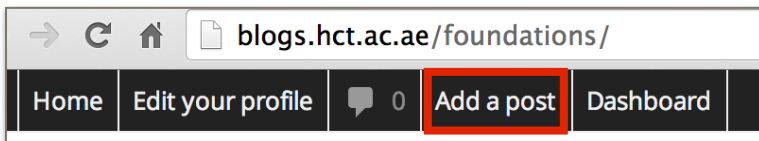


How to Add a Post

Adding an article (a post) is done through the dashboard. As a contributor, you can submit your post for editors to review and publish. Once they approve it, it'll automatically appear on the newsletter.

STEP 1:

After logging into your account, click on add a post on the top admin bar.

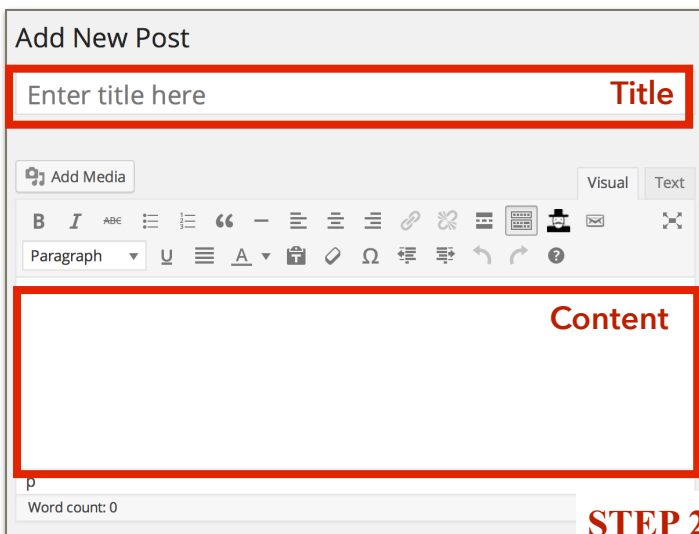


STEP 1

This will take you to the dashboard where you can add your content for review.

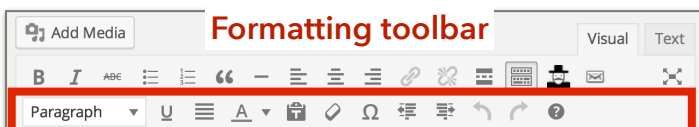
STEP 2:

Add a suitable title over here and your content in the textarea.

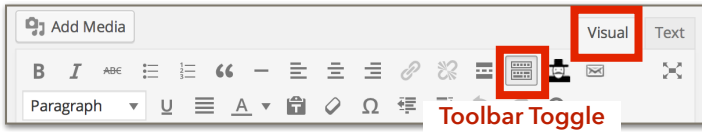


STEP 2

To make sure that your content is displayed properly on the newsletter, do not copy the text pre-formatted in Word or Pages. Rather, apply formatting using the toolbar provided on this page. It is best, however, to keep your special formatting to a minimum to maintain display consistency.

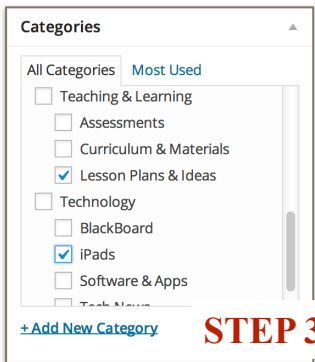


If you cannot see this toolbar, make sure you're using the visual editor, and click on the Toolbar Toggle icon.



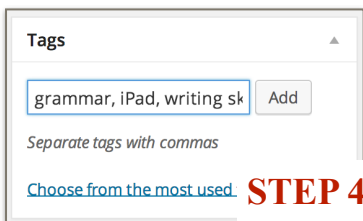
STEP 3:

From the side, select categories that best suit your content.



STEP 4:

And, add suitable tags separated by a comma.



Tags are keywords that highlight the important points in your post. Once a tag is attached to a post, an archive page is automatically created for that tag to display all posts that are attached to it.

STEP 5:

Click on submit for review and wait for editors to approve it.

