

POSTING TO OUR NEW BLOG

1. Open your internet browser (Firefox, Chrome, Safari, or Internet Explorer)
2. In the address field enter **gardendalefleamall.com/wp-login.php**
3. This will bring you to the login screen. **Enter your user name and password** from the email that was provided

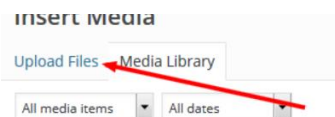
By default you will enter into the new post. From here you will enter all the information about the item(s) that you would like to put on the blog.

4. At the top of the page you will see **Add New Post**. In the field below that **Enter the Title** of your post. Please include something about what you are posting.
5. **Click** within content box, **Enter your Dealer Number and Where you are Located**.
Example: Dealer #999 Aisle 4 Downstairs
6. **Highlight** what you just entered and select from the drop down that says paragraph and select **Heading 2**
7. Center the text by clicking here:



Please add at least one picture to your post. *Note: There is a "Featured Image" field on the right side of the page. Please do not add the picture there.*

8. Click the **Add Media** button



9. Now **Click** the **Upload Files** tab
10. **Click Select Files**. This should open a window. Navigate to where you have the pictures stored that you want to use.
11. **Select** the pictures you want to use and click **Open or Okay**. (This will vary depending on operating system)
12. Look to the right side of the page and find the **Alt Text Field**. Enter a description of your picture.
13. **Click Insert Into Post**

Your picture should appear in the content box

14. **Press Enter**
15. Now enter as much content as you can about the item - The more the better. It does need to be original (not copied and pasted from another source).
16. Look in the upper-right part of the window. **Click Preview**.

This will give you a quick view of what your post will look like. If you need to make changes just close out that window and make your changes. You can preview the post as much as you like. When you are ready to publish it to the blog,

17. **Click Publish**

