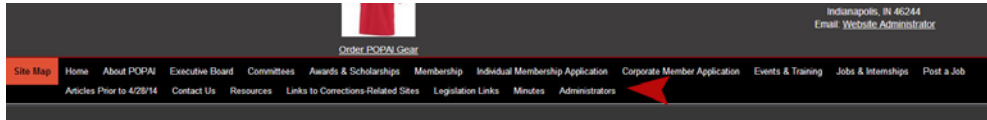
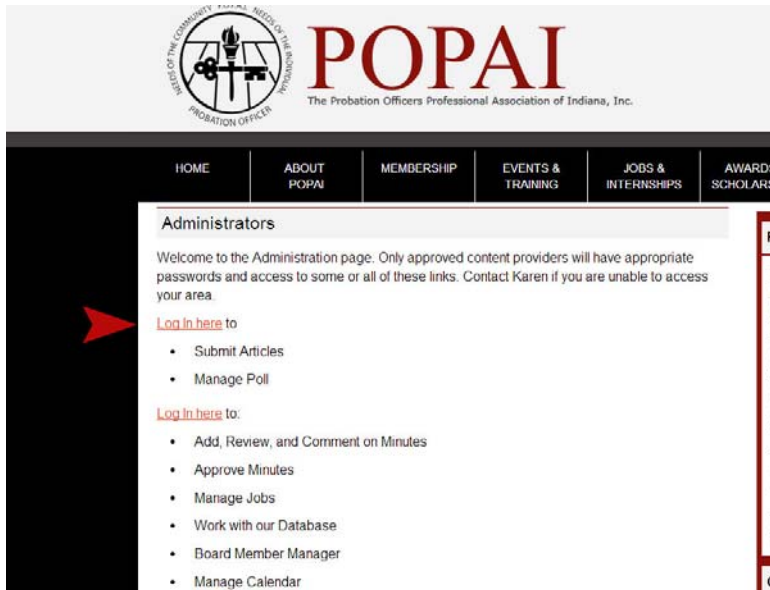


How to Post an article updated 4-27-15

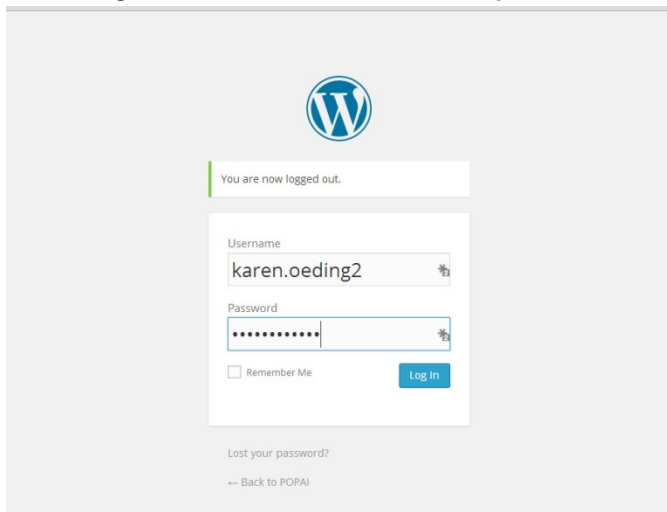
1. Go to our website at <http://www.gopopai.org>
2. At the bottom of the page, click "Administrators"



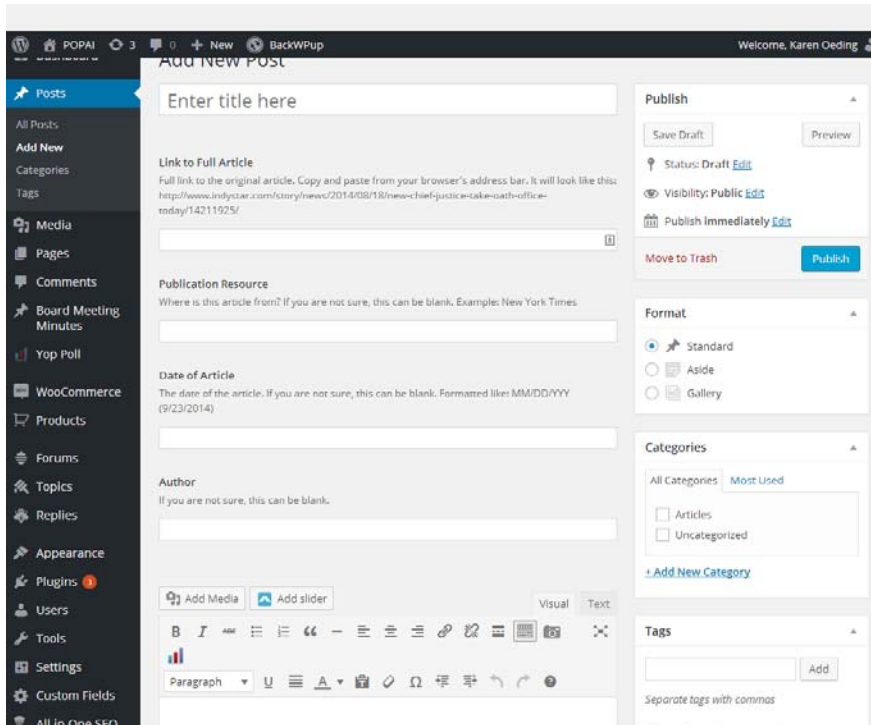
3. On this page you have two portals. One is for Articles, one is for the other administrative tasks in our interface to the Membership Database. Go to the first login link.



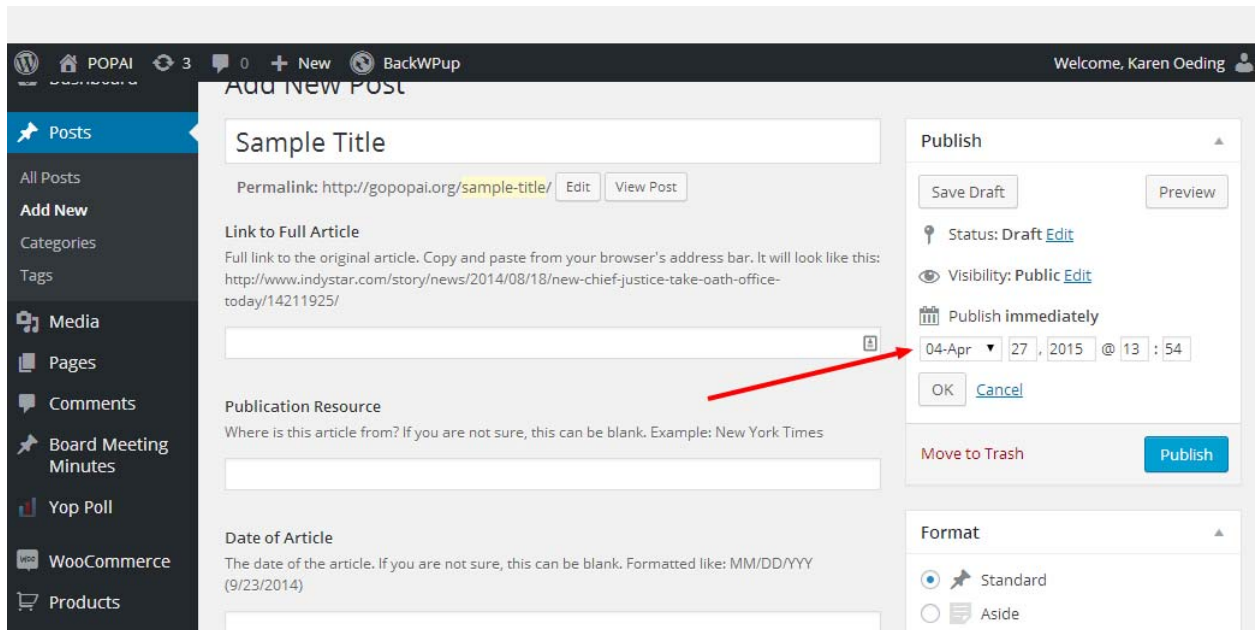
4. Enter your username and password in.



5. This might take you right to the posts page. If not, click "Posts" in the sidebar

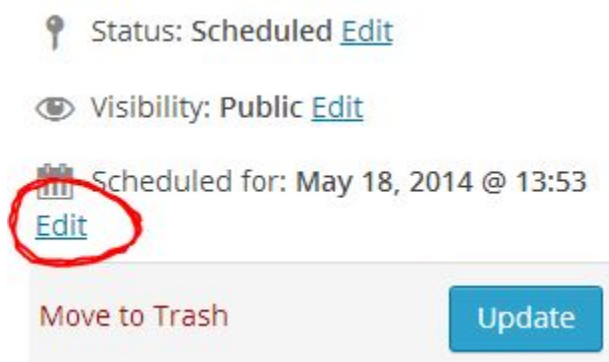


6. Once you have filled in all your information, you're ready to publish it. We want your article to publish on Sunday of this week so everything is ready for Monday morning. Look at the "Publish" box



it defaults to publish right away.

Find out what Sunday's date is, click the edit link to open up the publishing options



and enter Sunday at 2000 click update

Publish ▲

Preview

🔑 Status: Scheduled [Edit](#)

👁️ Visibility: Public

Public

Stick this post to the front page

Password protected

Private

OK [Cancel](#)

📅 Scheduled for: May 18, 2014 @ 13:53

05-May ▼ 18 , 2014 @ 13 : 53

OK [Cancel](#)

[Move to Trash](#) [Update](#)

this is also where you have the option to “stick” your article to the top of the list of articles. Just check this box “Stick this post to the front page”. We don’t use that very often. It can be edited later when we want to “unstick it”. Click update to save the changes .

7. Click the preview button to see what it will look like

Publish

[Preview](#)

Status: Scheduled [Edit](#)

Visibility: Public

Public

Stick this post to the front page

Password protected

Private

[Cancel](#)

Scheduled for: May 18, 2014 @ 13:53

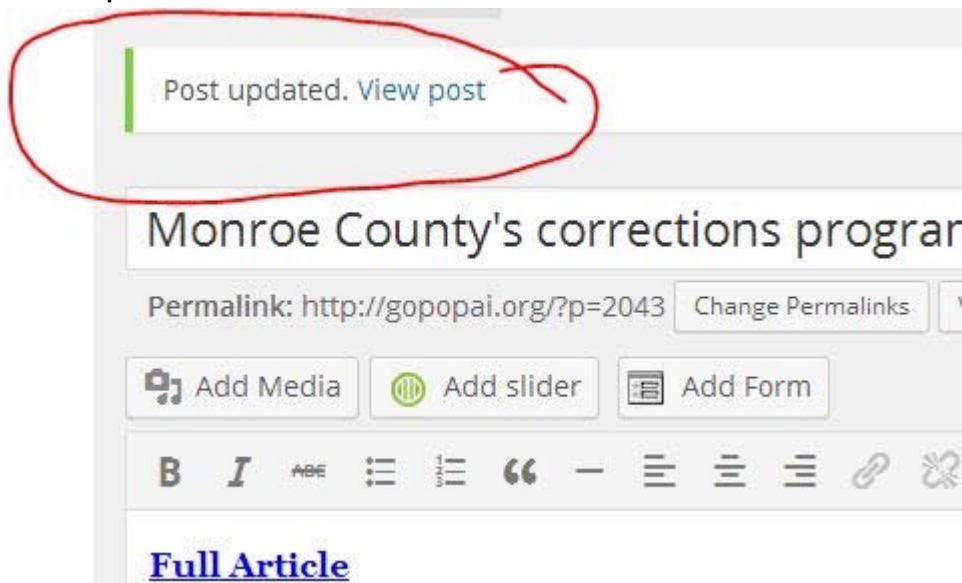
05-May ▾ 18 , 2014 @ 13 : 53

[Cancel](#)

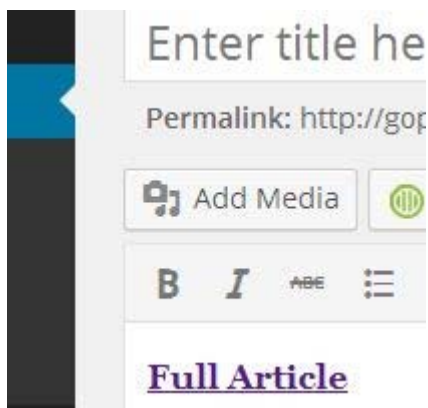
[Move to Trash](#)

8. Make any changes you want then click the update button to save your changes. You can see above your Title if your post

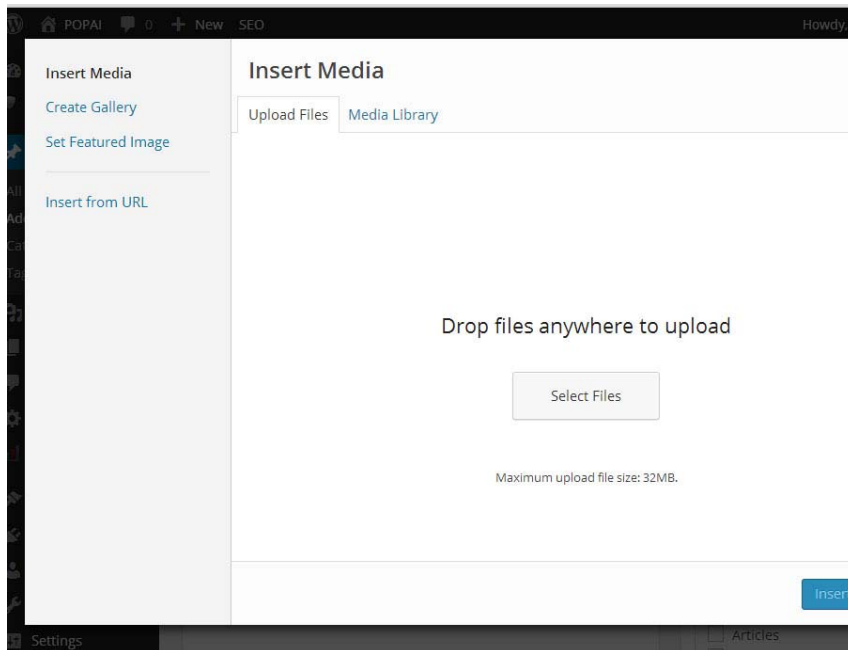
has updated.



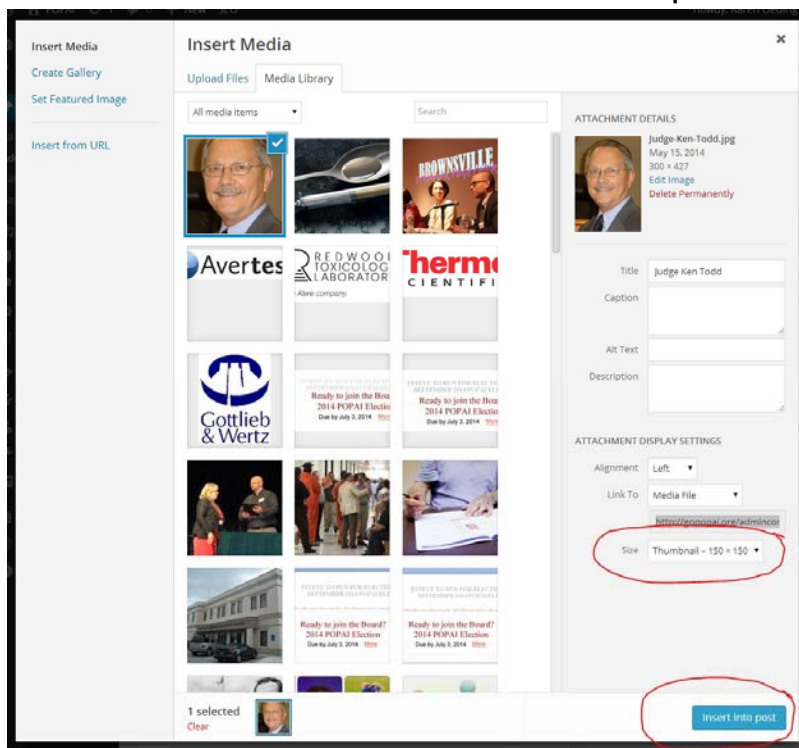
9. You can just close your window when you are finished.
10. Pictures: If your article has an image, right click from the website where the article is and "save" to your computer somewhere.
11. Put your cursor at the start of your paragraph from the article Then click "add media" (below the title of your post on the first line of tool buttons)



12. Click the upload Files tab and drag your image from your computer to the drop files section here:



13. They will be added to the media library. Click to select it and make sure the Size says Thumbnail 150 x 150 then click the blue button to "insert into post"



Don't worry that it is right against the text, it will look nice

later.



A screenshot of a rich text editor interface. At the top is a toolbar with icons for bold (B), italic (I), undo (ABC), bulleted list, numbered list, quote, link, unlink, and table. Below the toolbar, the text "Full Article" is displayed in blue, underlined font. Underneath, the labels "Publication" and "Author" are visible. A placeholder image of a man with glasses and a mustache is shown, with the text "Paragraph of the article" to its right.

14.

15. If you are putting a PDF in the Full Article link, use the "Add Media" button to put your PDF Document on line and link it here instead of the hyperlink tool. This will replace the words with the title of the document,



A screenshot of a rich text editor interface. The toolbar is similar to the previous one but includes an "Add Media" button (represented by a camera icon) and a "Table" icon. The main text area contains a long, underlined blue link: "Monroe Full Article County's corrections programs receive grade - HeraldTimesOnline_ Local News". Below the link, the label "Publication" is visible.

but you can easily correct that by just typing in "Full Article" within all the text then eliminate the extra letters.



A screenshot of a rich text editor interface. The text "Full Article" is displayed in blue, underlined font. Below it, the label "Publication" is visible.

16. Troubleshooting: Any trouble at all contact Karen and I will walk through this with you.