**QUICK CRIB FOR EXISTING USERS OF THE BLOG**

Full instructions are on Internal Admin page of website.

To start a new blog, select new post at top right (*to add to a blog already started go the bottom of the post and select the pencil*)

1. **Add post title** **in capitals** – this should be the location(s) eg LUMB FALLS OR STAINLAND (*if adding to existing post, add your location*)
2. **Select Labels**. In the window add 2017, the location(s), the type(s) of work (*if adding to an existing blog, just add extra labels for location and work*). Done = save. **Do not create any new labels** as it screws up the statistics, just pick the most appropriate label(s) for location and work.
3. **If publishing a new post at a later date**, select schedule and select manual, then put in the date of the work party and select done. (*if adding to existing post, you can ignore this bit)*
4. **Add some text** (which should be aligned left) to top of the main post window, usually the names of the people who were doing the work and maybe a bit about what the work was (*if adding to existing post, add your text at the bottom of the post already there)*
5. Only when some text has been added, **insert photos** – picture icon on toolbar/choose files, select the photos on your computer/open. When loaded, select add selected (can do one at a time). (All the *same* *if adding to existing post).*
6. To **add a caption**, you can either click on the uploaded photo and select add caption or just add text (centred) below the photo (*same* *if adding to existing post).*
7. **Carry on** adding photos and text until finished (*same* *if adding to existing post).*
8. Add the **name of the funder.**
9. **Check everything is ok** and select orange publish button (*if adding to existing post, orange button is update).*
10. **Select View blog** (top left in blue) to look at the live blog to check it all looks ok. If not, and you need to change it, *follow instructions for adding to an existing blog*).