

## **ADD NEWS/BLOG POST**

### **Prepare Your Content**

Before posting, make sure the article has the following content:

1) A compelling headline

Van Transportation Program Gives Our Neighbors "Wheels"  
as opposed of just "Van Transportation Program"

2) An excerpt

This is a brief description of the article - most often the first sentence or two of the article - but sometimes an excerpt from somewhere else works better. If you don't enter an excerpt, the first few lines of the article will be used by default.

3) Feature Image (optional)

This is a large image that appears at the top of the post. It will also be displayed as a thumbnail on the News archive page. Headshots are not appropriate for this.

4) Calls to action and links to appropriate pages on the site

For example, if the article has a call to action, such as volunteering, make sure there's a link to the volunteer sign up form.

### **Adding a news/blog post**

1. Select Posts from the left side menu, then click add new.
2. Enter the content in the relevant fields:
  - Title
  - Main Content
  - Excerpt
  - Article Categories (select all that apply)
  - Feature Image

For more info, see the "Creating a New Post" tutorial video.

### **About images**

- Feature images should be at least 700 pixels wide and have a horizontal orientation.
- Additional images can be added to the body of the article by clicking the "Add Media" button.
- For more info please review the "Add Photos and Images" and "Using the Media Library" tutorial videos.

\*NOTE – Do not attempt to change the font styles beyond bold or italic. Font styles are pre-determined and any attempt to change the styles can break the page.