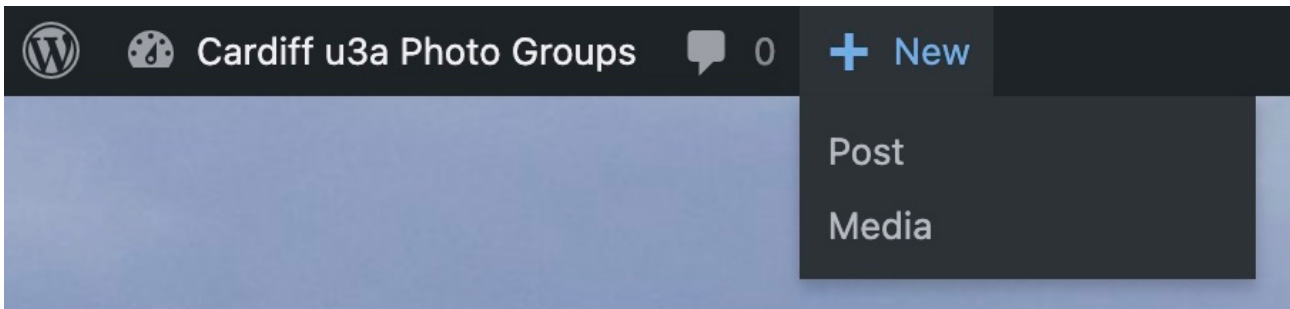
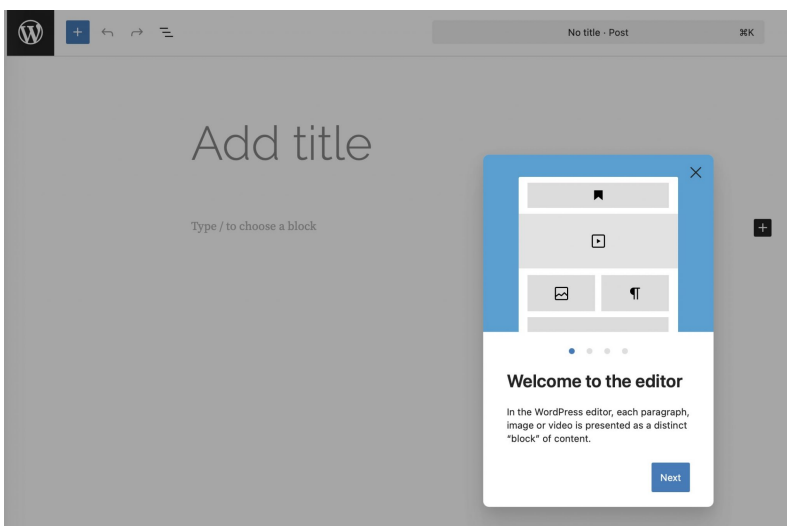


# Creating a post

Any registered member (Contributor, Author, Editor or Administrator) can create a post. They need to login using their userid and password then click on **+ New** in the Toolbar, and select Post ...



This will open a blank page with four help screens to get you started – you can subsequently disable these screens by clicking on 'X' in the top right-hand corner of these help screens ...

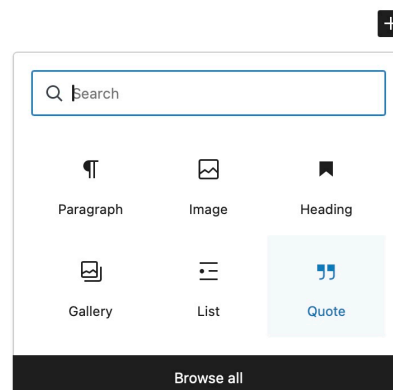


Provide your Post with a **Title**, and Click on '+' to select a **Block** type, eg Header or Paragraph

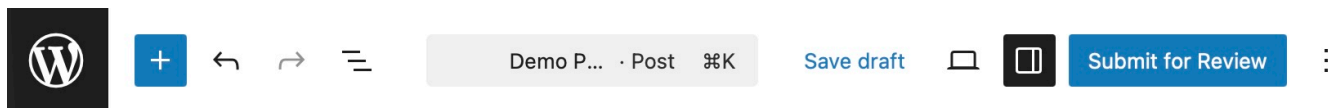
Enter text, or change block type by selecting '+' to create a new Block. Try clicking on **Browse all** to see all the block types you can choose from – don't worry if you don't know what some of them might do, just experiment.

## Add title

Type / to choose a block



At the top of your screen there is a **Toolbar** ...



... click on the 'screen icon' to see what your post looks like on a desktop, tablet or phone. You can also 'Save draft' as you work, so that you don't lose any work.

The icon to the right of the 'screen icon' shows/hides the **Sidebar** on the right of the screen; the 'three dots' shows additional options (you can ignore these).

When finished, click on **Categories** and select **News, Photography Group Post, Practical Photography Post** or **Lightroom Pantry Post** as appropriate. Add **Tags** to describe your post which will help it to be found when searching the site. When finished, click **Submit for Review**.

The post will be reviewed by an Administrator, or Editor, and will then appear on the website.