**Posting News Stories to the Website**

**Step 1:** **Locate the Posts Tab on the backend and click on it**

It’s located on the left side far down on the list right above the Media Tab.

**Step 2: Click on the Add New button in the upper left by the Post Header**

The Editor will then open up.

**Step 3: Copy and Paste your Title and Body Copy into the appropriate boxes**

**Step 4: Clean up any extra spaces that might have been copied over and format as needed.**

It’s a standard editor with a tool bar near the top where you can bold text, create bulleted lists, change the alignment, add hyperlinks, etc.

Note: For hyperlinks that should be opened up in a new tab (websites other than the TGA), be sure to click on the gear icon and check the box to open link in a new tab.

**Step 5: Set Categories for the story on the right-hand side**

Check all the appropriate boxes that apply.

**Step 6: Set Tags (keywords) for the story on the right-hand side**

Click on the “Choose from the most used tags” link to bring up the most commonly used tags and add all that apply and click Add.

**Step 7: Set Featured Image for the story on the right-hand side**

Click on Upload Files tab if you are uploading a new image to the Media Library.

1. First select the folder that it should be uploaded to
2. Next, click on Select Files to navigate to where it is on your computer
3. Edit Photo Size if larger than 1200x800 (see below for instructions on how to do that).

Click on Media Library if you are using an image that has been previously uploaded to it.

1. Navigate to the folder where your image is stored.
2. Make sure it is sized to 1200x800 and if not, follow the steps below to edit it.
3. Click Insert into Post button

**Step 8: Set Featured Image for the story on the right-hand side**

Click on Upload Files tab if you are uploading a new image to the Media Library.

**Step 9: Insert Image into story**

1. Click in the story box where you want to insert a photo (most often at the top unless it’s a secondary photo.
2. Click on the Add Media Button
3. Navigate to the photo in the Media Library or upload your photo and click the Insert into Post button
4. Click on the photo and a small tool bar will pop up where you can set the alignment and click the pencil to edit the size. If you want it to fit the entire width of the post, then choose Large.

**Step 10: Publish the story**

Click on the Publish button.

**NOTE: If you ever need to exit a story before you are ready to publish it, just click the Save as Draft button instead. Then you can use the Search bar on the right-hand side of the Posts list to go back and make changes later. If you’ve already published a story and need to make an edit, you’ll just need to navigate to the story, edit it, and then click the Update button on the upper right-hand side.**

**Resizing Photos within the Website Editor**

**Step 1: Click on Edit Photo link under the Attachment Details on the right-hand side**

The Photo Editor will open up.

**Step 2: Set the scale**

1. Start with the width and set it to 1200 px and click on Scale button

2. Click the Back button to save your changes and open up the editor again (by clicking the Edit Image link) if you need to crop the image to get it to our standard sizing of 1200px x 800 px.

**Step 3: Crop the Image**

1. Click the Crop button
2. Click and drag on the photo from the top or bottom (depending on whichever area you want to crop out). You can see the new image dimensions on the right-hand side.
3. When you have it where you want it, click the Crop button again to create the crop.
4. Click the Save button.

**Step 4: Edit Image Title, Alt Text, and Description**

Name it appropriately with the Club name, Tournament name, golfer name or descriptive text.

**Step 5: Click Set Featured Image**