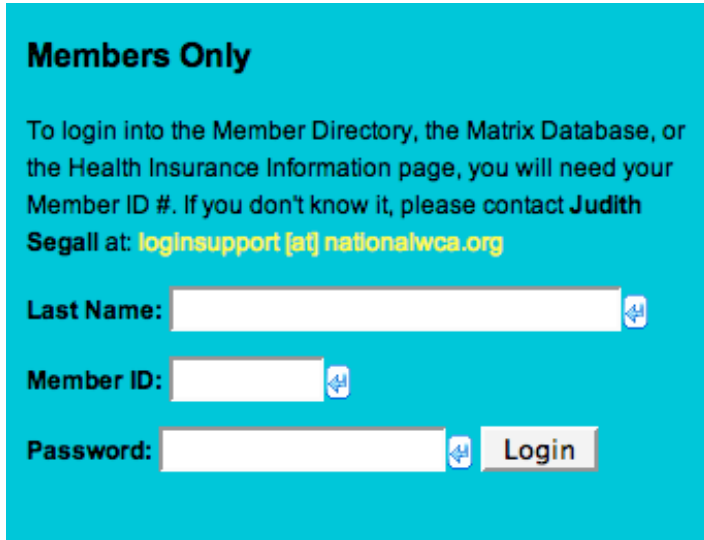


How to post to the WCA Blog

First you have to sign into the “Members Only” space from the home page.
at <http://www.nationalwca.org>
(If you using a Mac, download the Firefox browser to see all the editing features.)



Members Only

To login into the Member Directory, the Matrix Database, or the Health Insurance Information page, you will need your Member ID #. If you don't know it, please contact **Judith Segall** at: [loginsupport \[at\] nationalwca.org](mailto:loginsupport[at]nationalwca.org)

Last Name:

Member ID:

Password:

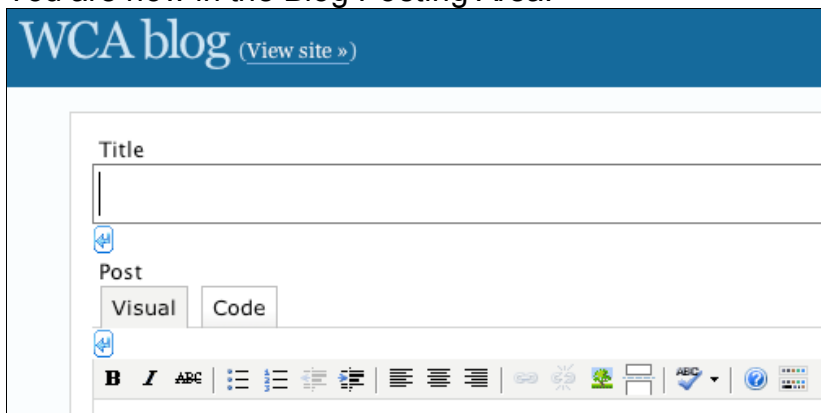
You should have your login info handy, if not contact Judith Segall or the Nat'l Administrator.

Next- Click on <<Enter Blog>>



Click on <<Post>>

You are now in the Blog Posting Area!



WCA blog ([View site »](#))

Title

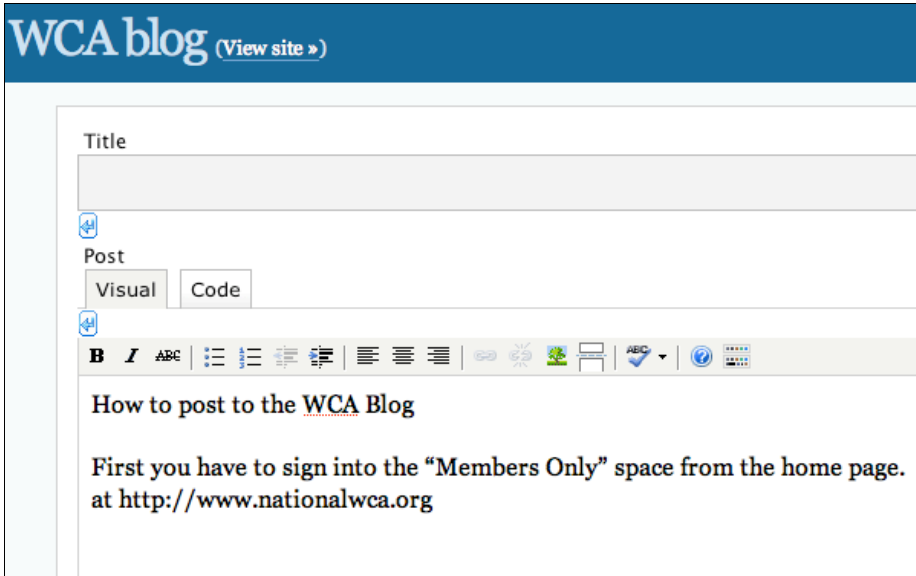
Post

Visual Code

B *I* ABC | ABC

Have your text ready to be cut and paste ready

Paste it or compose text into the Main Window, as shown below.



Cut and paste Headline into the Title Bar



Now chose a category from the left that will fit your post the best and choose “published” from the menu below.

Categories

- Calls for Art
- Chapter News
- Funding and Grants
- Grants & Funding
- Jobs in the Arts
- Member News
- WCA News
- Workshops

Post Status

- Published
- Pending Review
- Draft
- Private

If you have an image you want to upload you have to be sure your image is not bigger than **450px wide and no more than 72dpi.**


(If you do not know of how to accomplish this, you might want to google for help on preparing images for the web.)


Next- Scroll down to the File Upload portion of the page.

Upload **Browse All**

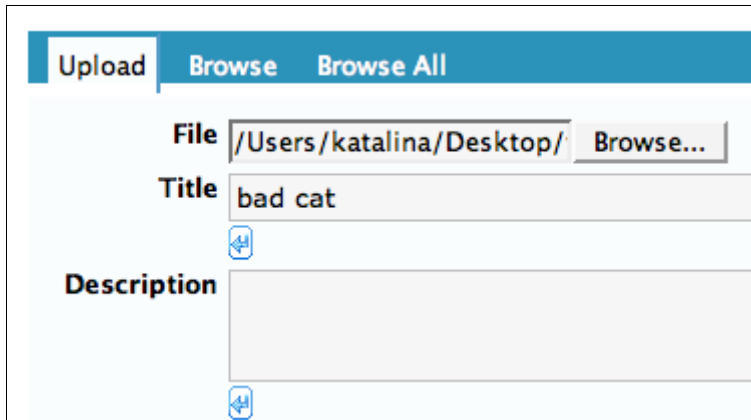
File

Title

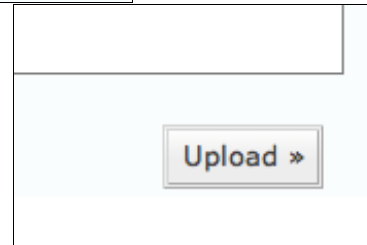
 **Description**



Click on <<Browse>> and select your image file and

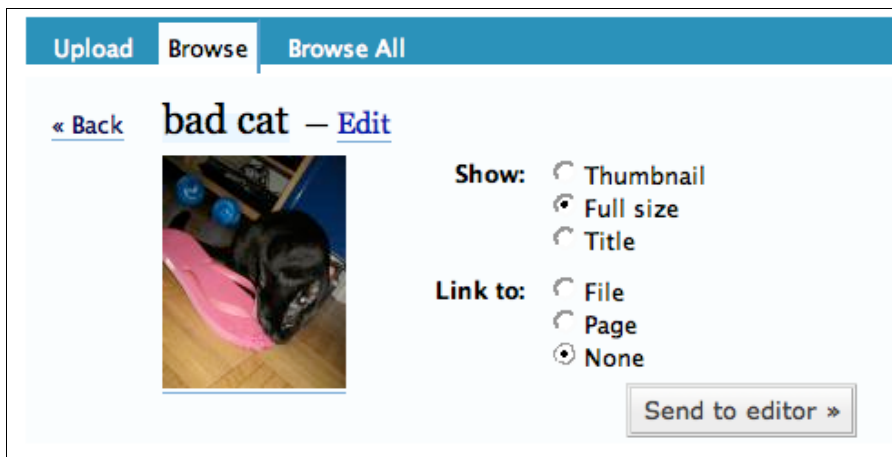


The screenshot shows a web interface for uploading a file. At the top, there are three tabs: "Upload", "Browse", and "Browse All". The "Browse" tab is selected. Below the tabs, there is a "File" field containing the path "/Users/katalina/Desktop/" and a "Browse..." button. Below the "File" field is a "Title" field containing the text "bad cat". Below the "Title" field is a "Description" field, which is currently empty. There are two small blue icons with a magnifying glass, one above and one below the "Description" field.



press the <<UPLOAD>> button on the right

Make sure you select "Full size" and "None" and have your insertion point at where you want the image in your text.



Voilà- your file is here---- **NOW Press the "Send to editor" button**

Title

How to post to the WCA Blog

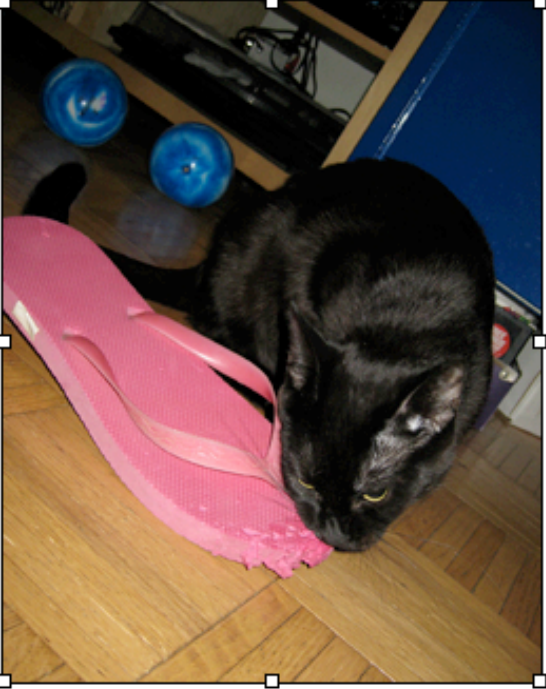
Post

Visual Code

B *I* ABC | [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] [List Icon] | [Link Icon] [Image Icon] [Image Icon] [Image Icon] | ABC [Dropdown] [Refresh Icon] [More Icon]

How to post to the WCA Blog

First you have to sign into the “Members Only” space from t
at <http://www.nationalwca.org>



In case your image is too big, click on it, and it will display handlebars. Click and drag the lower right-hand corner and you will be able to resize your image proportionally.

Finally, if you feel your post is complete, text is correct, picture looks good, click on <<PUBLISH>>

You have now made a post to the WCA Blog.
For further text enhancements read the next chapter.

INSERTING PDF FILES

The procedure is almost identical as for pictures, but you upload the file and then LINK it to the PAGE and a link to the PDF file appears in the Editor window.

[« Back](#) [“Third Person Singular: Does Gender Still Matter?”](#)

Link to: File
 Page
 None

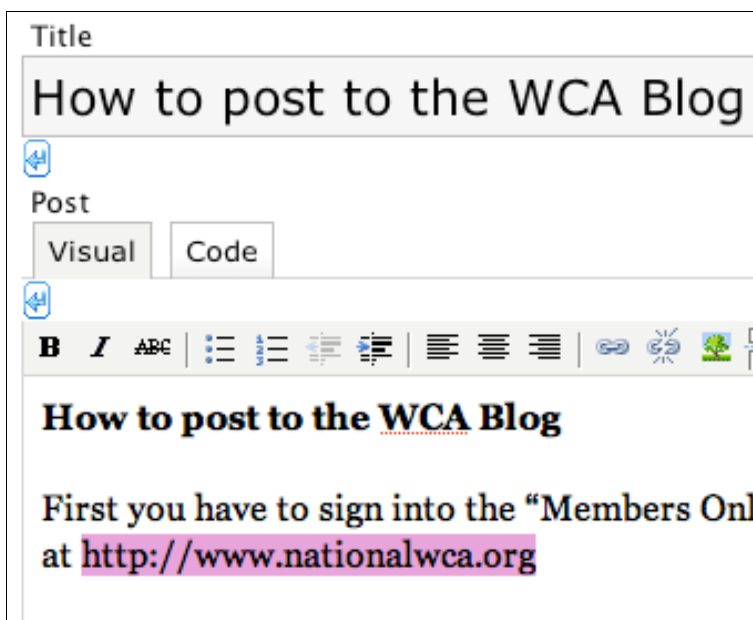
A Few More Tips

This is of course only the beginning of what you can do with this blog. If you know a bit of html code, you can press on the <Code> button in the text area and see what and where you can make changes by hand coding.

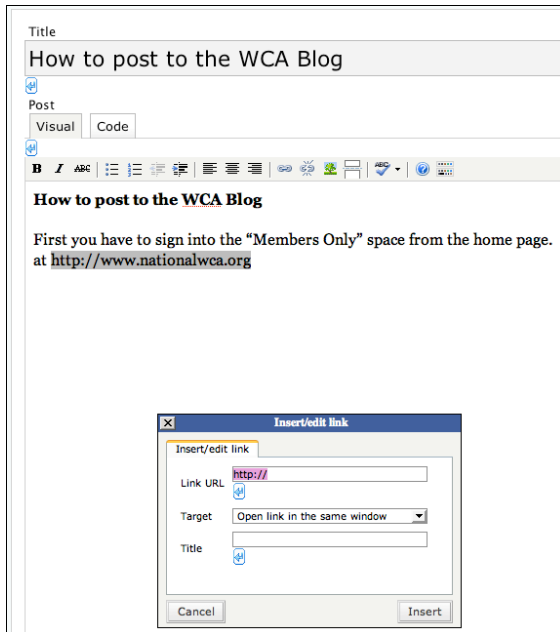
You can also use the text menu bar, which is similar to any word processing program. Highlight the text and click on “bold” or “italic” etc.

You can style the text just like you would in Microsoft Word.

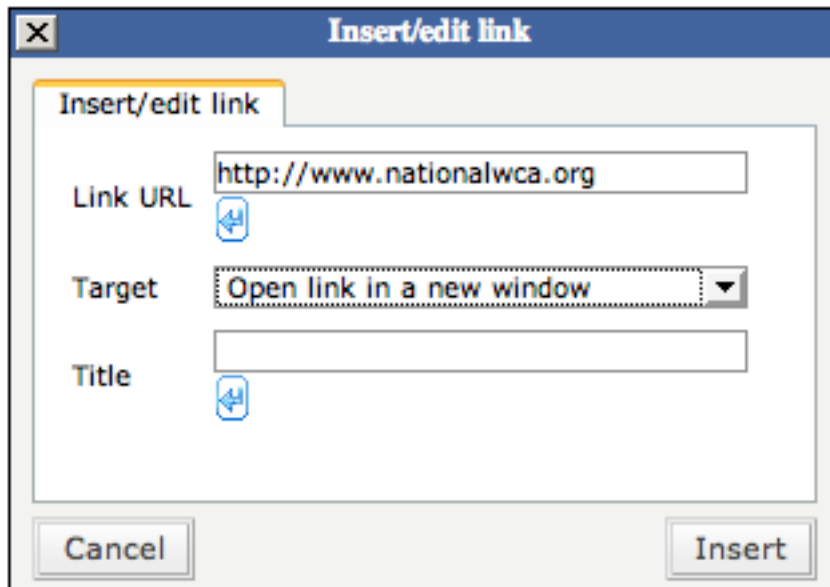
In order to make [links](#) stand out try this:



1. **high-light the URL** + Click on the icon which looks like a chain link
2. the “Insert/edit” link window comes up



3. enter you URL and choose Target " New Window"



Now your URL should show up in your text as a [blue link](http://www.nationalwca.org).

For more instructions consult the Wordpress website:

http://codex.wordpress.org/WordPress_Lessons