

GradLife McGill

Step-by-step to posting your blog

1. Login to Wordpress (gradlifemcgillblog.com)
2. Write your title
3. Write your post
4. Go through all of the options on the right side panel
 - a. **Status:** Turn ON “Pending review”
 - b. **Categories and Tags:** Select 3-5 categories; As many tags as you’d like
 - c. **Featured Image:** Choose a photo to add as your featured image
 - i. Remember: Images are a 3 (width) to 1 (height) ratio. A good website to help you crop your images can be found here:
<http://imageresize.org/Default.aspx>
 1. Upload your file
 2. Select “crop image”
 3. Under “Aspect Ratio” select “Custom”
 4. Insert the ratio of 3 (width) to 1 (height)
 5. Drag and drop the area of the image you’d like to display
 6. Press “process image”
 7. Save and upload your photo!
 - d. **Sharing:** Leave all “sharing” options selected
 - e. **More options:** Leave all “options” components unchanged
5. Press “Save”
6. Allow the GradLife McGill Blog co-ordinators to schedule your post to come out on the blog and Facebook page
7. Once posted, monitor for comments, shares, and interactions on your post!