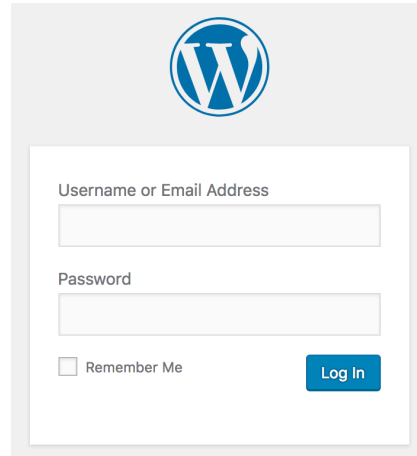


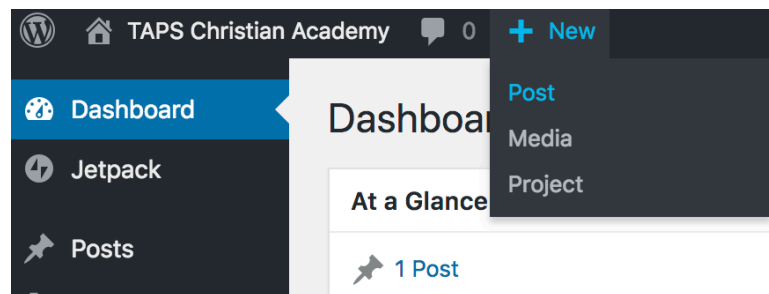
## Posting to Your Blog

1. Login to the TAPS website at <https://tapschristianacademy.org/wp-login.php> with your email address and password.

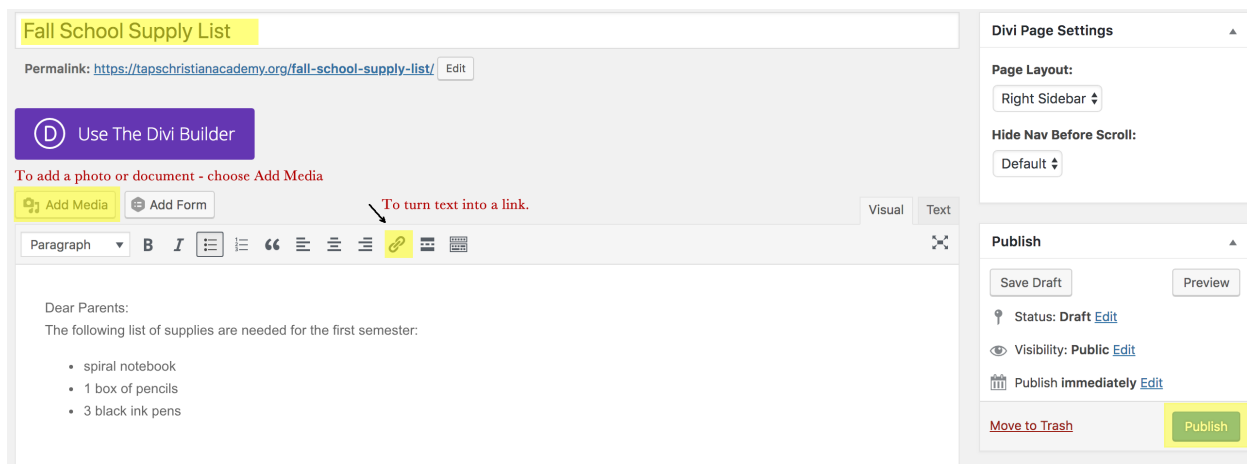


The image shows the WordPress login form. At the top center is the WordPress logo (a blue 'W' inside a circle). Below it is a white box containing the login fields. The first field is labeled 'Username or Email Address' and has a text input box. The second field is labeled 'Password' and has a text input box. Below the password field is a checkbox labeled 'Remember Me'. To the right of the password field is a blue button labeled 'Log In'.

2. At the top of the screen, choose New > Post.



3. Give your post a title. Type your content and add any media (photos and documents) in the text box. Click Publish on the right-hand side.



The image shows the WordPress post editor interface. The title is 'Fall School Supply List'. Below the title is the permalink: <https://tapschristianacademy.org/fall-school-supply-list/>. There is a purple button that says 'Use The Divi Builder'. Below that is a red text prompt: 'To add a photo or document - choose Add Media'. There are two buttons: 'Add Media' and 'Add Form'. A red arrow points to the 'Add Media' button with the text 'To turn text into a link.'. The main content area contains the text: 'Dear Parents: The following list of supplies are needed for the first semester:' followed by a bulleted list: '• spiral notebook', '• 1 box of pencils', and '• 3 black ink pens'. On the right side, there are two panels. The top panel is 'Divi Page Settings' with options for 'Page Layout' (Right Sidebar) and 'Hide Nav Before Scroll' (Default). The bottom panel is 'Publish' with buttons for 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish immediately Edit', 'Move to Trash', and a green 'Publish' button.

4. To edit or delete old posts – on the left-hand side, select Posts. A list of your posts will appear in the window. Select the post you want to edit or delete (trash). If you are editing, don't forget to click Publish when you're done.

