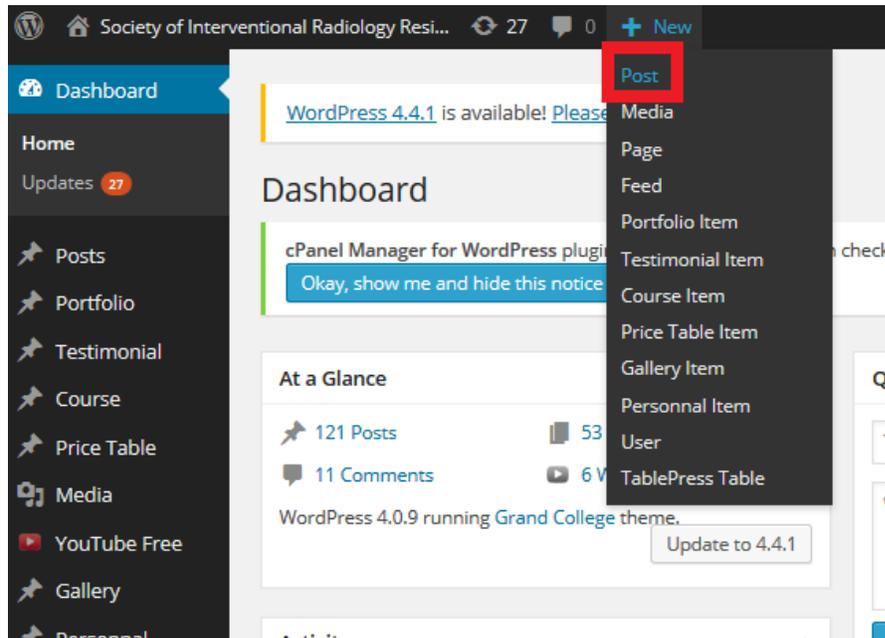
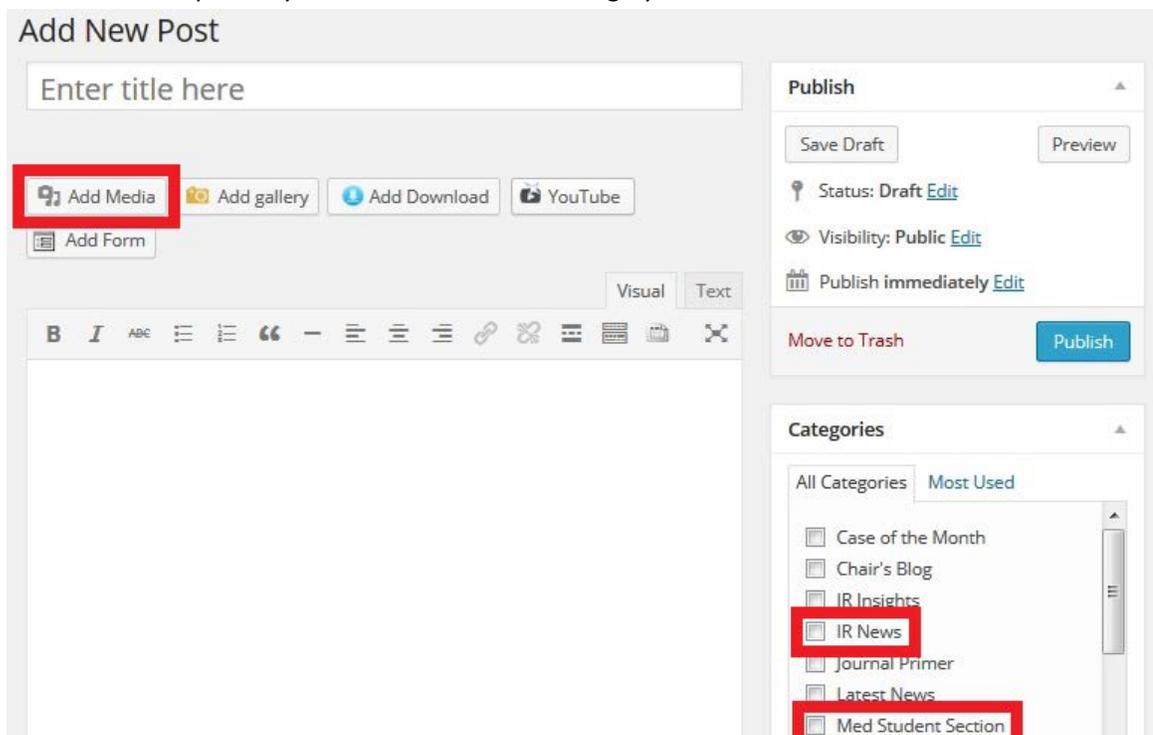


Posting Articles to the Website

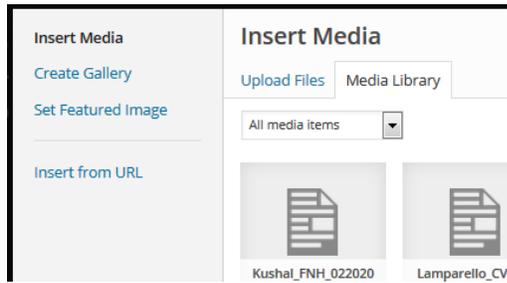
1. Edit all articles for content, grammar, and spelling prior to posting.
2. Go to our wordpress page at <http://rfs.sirweb.org/wordpressinstall/wp-login.php>
3. Use the sirrfs credentials to login
4. Mouse over “New,” from the dropdown menu select “Post”



5. Enter the title of the article. The title will become incorporated into the web address for the article.
6. Add the body of the article in the space provided.
 - a. The first line of the article should start with “by” followed by the name, year in training, and program of the author
7. Under “Categories” on the left-hand side of the page decide whether this article is appropriate for medical students or residents. Select “Med Student Section” if this article only applies to medical students. Otherwise, select “IR News.” Each quarterly eNewsletter will have roughly 3 medical student and 3 resident articles.



8. To add embedded images in the article, click “Add Media”



a. On the pop up window select the “Upload Files” tab

Drop files anywhere to upload

or



Maximum upload file size: 25 MB.

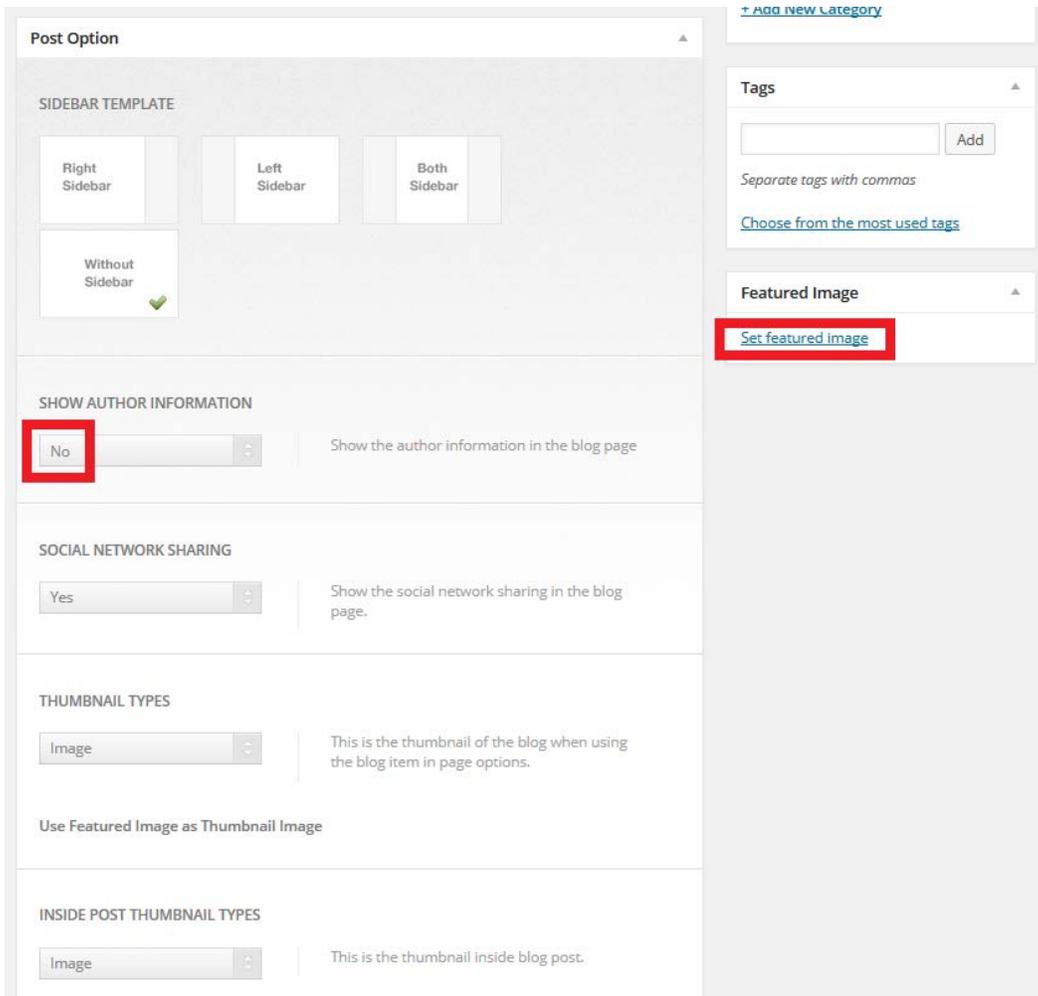
b. Click “Select Files” to browse and select the image you wish to upload

c. This will take you back to the “Media Library” tab where the uploaded files will be located

d. Select the image to be inserted into the article and click the blue button in the lower right corner reading “Insert into post”

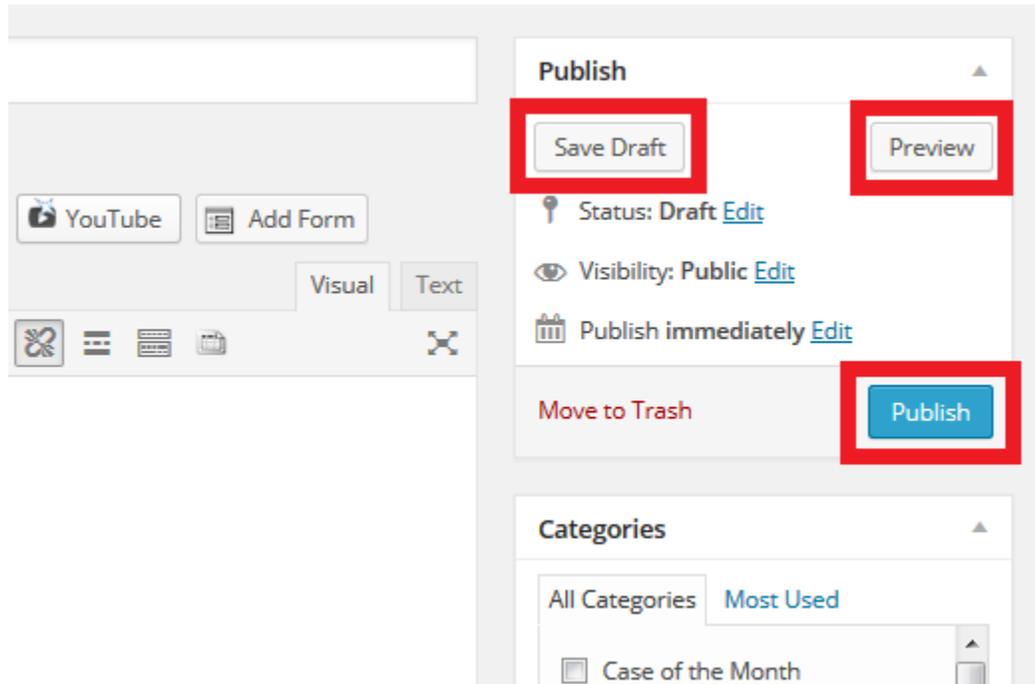
e. It may take a few seconds for images to load, but once it loads it can be resized and repositioned

9. Set “Show Author Information” to “No”



10. Click “Set featured image” and using the same methods as described above for embedding an image in the article to import a headshot of the author to be the thumbnail of the article. Select “Set featured image.”

11. You can save a draft at any time and return to it later by hitting the “Save Draft” button
12. When copying text from Word documents spacing can appear different when the article is published. You can preview the final formatting of the article by hitting the “Preview” button and adjust the spacing in the body of the article as needed.



13. Once the article is finalized, select the blue “Publish” button.
14. The article will now be accessible from the website homepage.