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## How to add posts to Harel college website

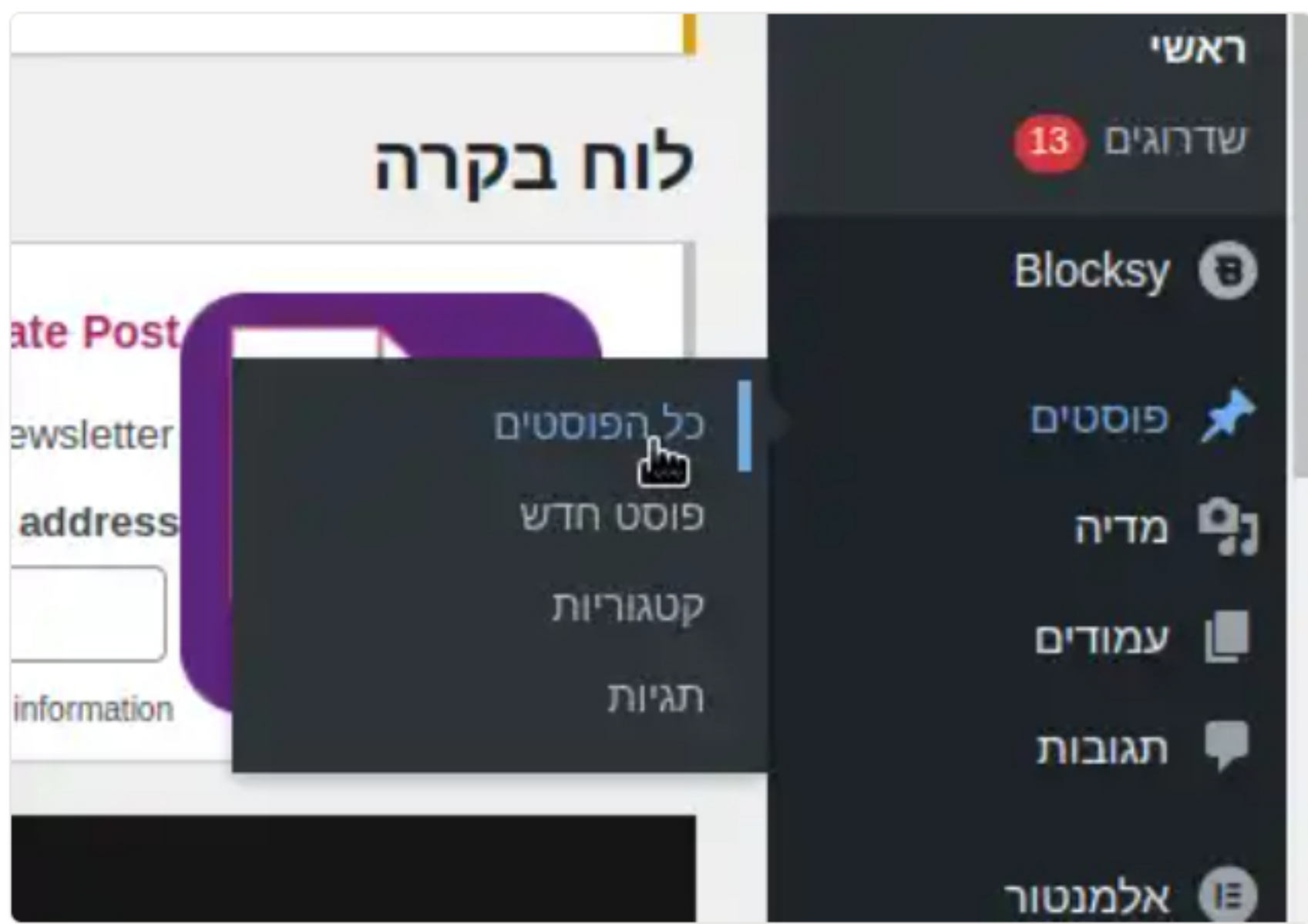
The proccess of adding new posts to our website is pretty stright forward, and made even easier as Noam added a template post that can be duplicated and changed quickly.

### Note:

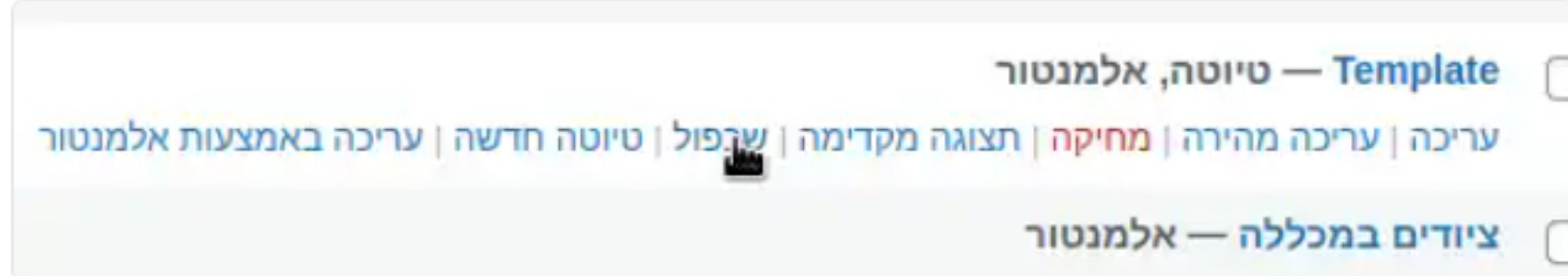
You **must** be logged to WP-admin in in order to add posts, if you dont know how to access WP-admin [click here](#).

### 1 Duplicate template post

In the WP-admin panel, click on **פוסטים** and in the *popup* menue click on **כל הפוסטים**:



Search for a post named **Template** (It's just a draft and should never exists in the production site), and click on **שכפול**:



### 2 Customize template post

Now you should have two posts with the name **Template**, the one with the current date is what you should be editing, on that post click on **עריכה מהירה** to change the post name:

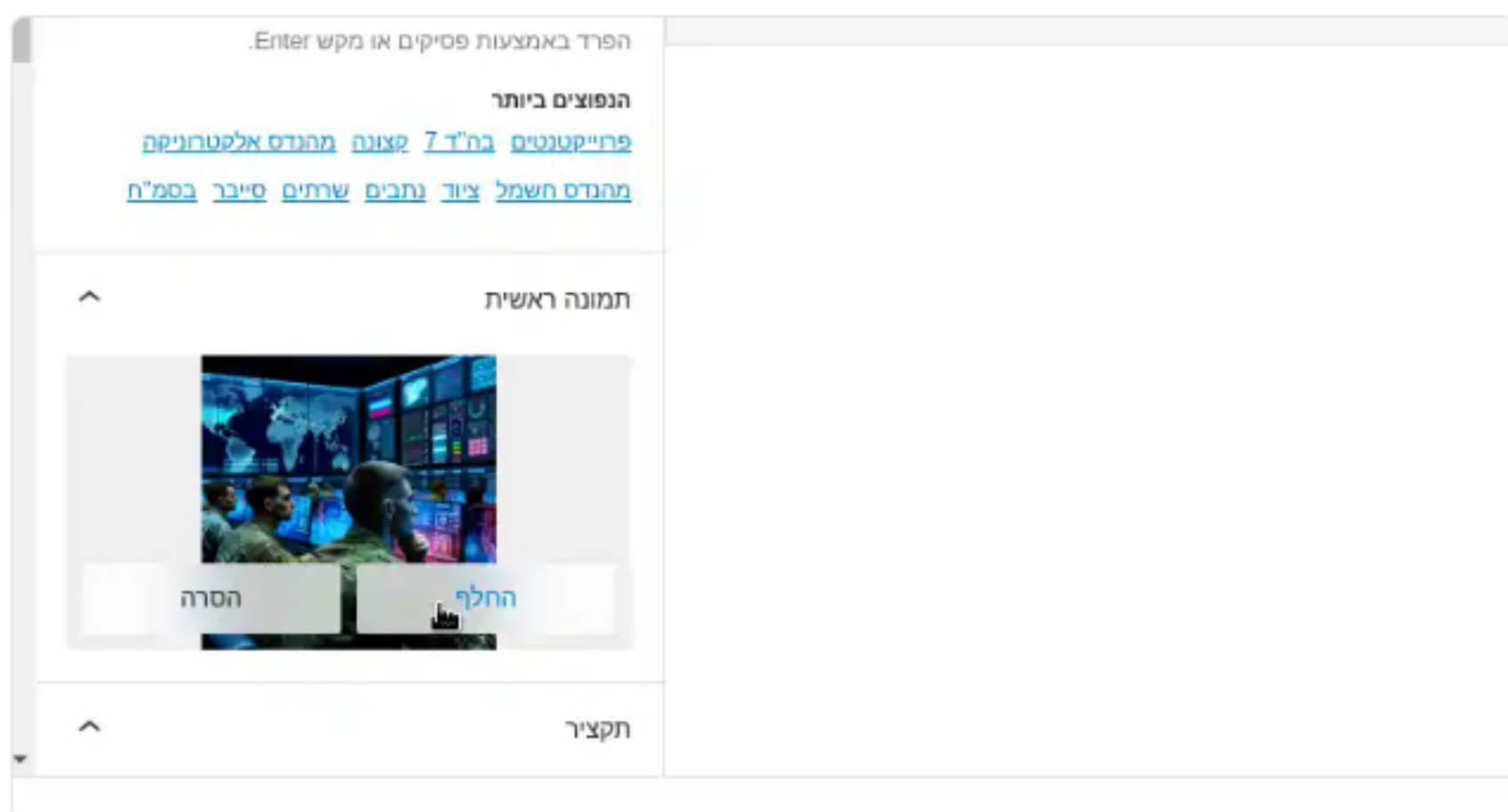


### Hold up:

You should also use the corresponding **categories** and **tags**!

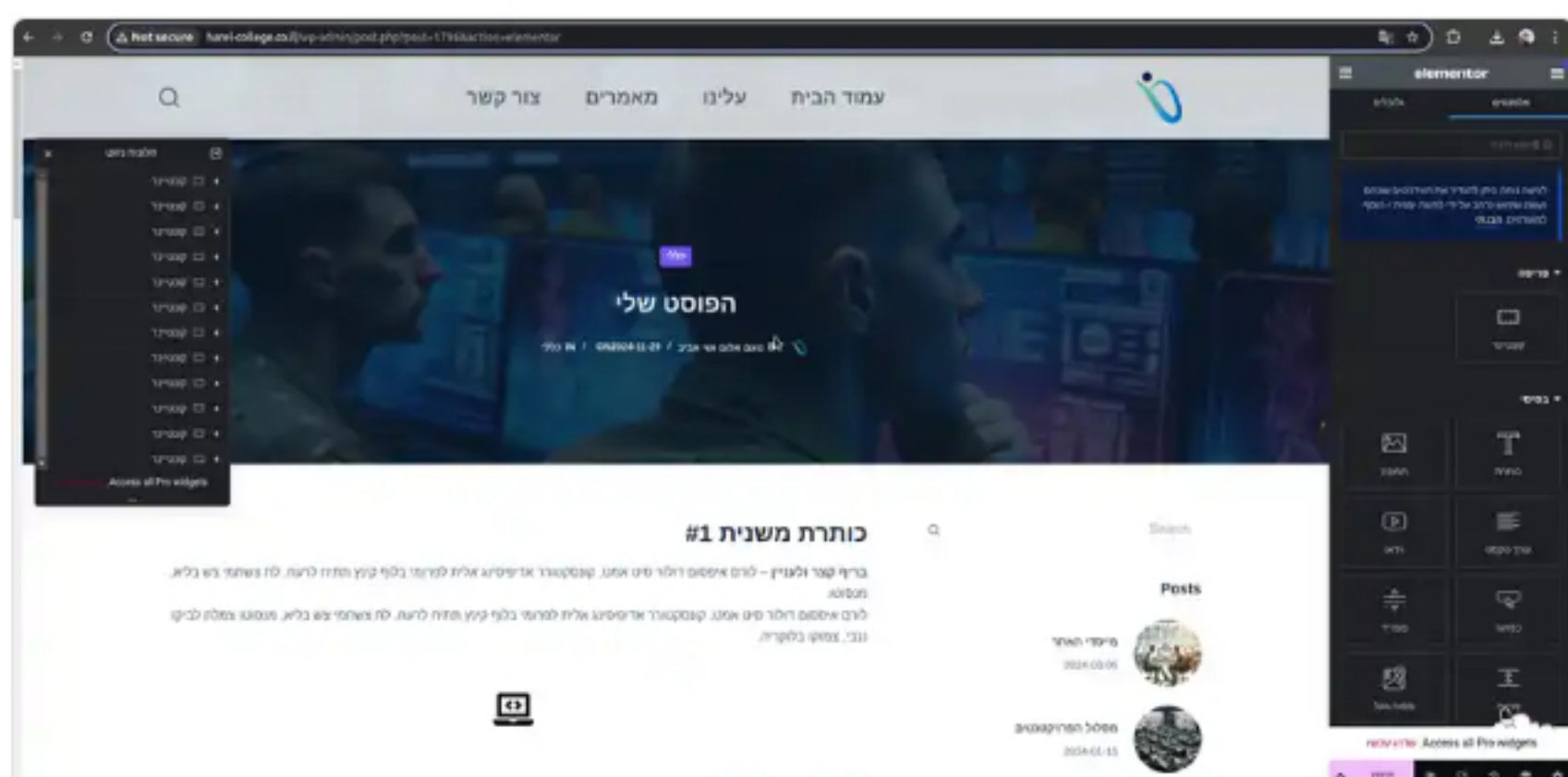
And click on **עדכן**.

To change the banner image we need to click on **עריכה** on the post, then change the **תמונה ראשית** and update draft:



### 3 Edit with Elemntor

Finally, click on **עריכה באמתעות אלמנטור** to start editing the page:



After you're done and you want to publish, click on **פרסם** in the bottom right.

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