**How to create a post using a Microsoft Word document**

1. Please remember to use the name convention for all posts:

YYYY-MM-DD-topic.docx

1. You can include images in your word document.
   1. Please save images you will use in your post in the directory:

images/ YYYY-MM-DD-topic/test-image.png

* 1. Then, insert your image in your Word document

A picture containing eaten

Description automatically generated