Making A Post

To start a **new post** - click "Post" on side navigation and click "Add New."
Type in the post contents and click "Publish."
To **add a post to a category** (ie -Funsies) - use the category section to the right of the main post body section and right under the "Publish" button.
To **add a the sub-title** that appears on hover (ie - "Branding + TV,) use the "Custom Fields" area below the main post content area. Select "Sub Headline" from the dropdown menu and enter the Sub Headline under the value field.
To make the post a **Featured Post** that appears on the homepage, add tag of "Featured" to the post.
If you wish to **edit an image** in the body of the post, click on the image and click the pencil icon. Here you can adjust the size of the image , display it as left, right, or centered. You can also add **alt tags** to your images, which you should do because it makes it more accessible to people with vision impairments. Just add a very simple description such as "Dirty Cookie Logo Image."
Make sure that you add a **Featured Image** to each post to give the project an image on the Projects grid. To add a Featured Image, simply click "Set Featured Image" in lower right hand corner. Make sure that all Featured Images have a dimension of 800 x 700 to prevent images streching and to prevent the grid from breaking. Also, to help keep the load time of your webpage faily quick, make sure you compress any images used, especially Featured Images (since many images load on the work page.) If someone is resizing the images for you, just ask them to compress them for web use. If you are resizing the images, use a site such as optimizilla.com. If you are using Photoshop, simply click "Edit > Export, Save for Web."
To **add a video** to a post, click the "Text" option on the main post body editor. Copy and paste the html generated from the source (vimeo, youtube, etc.) and click "Visual" to exit the html text editor.
Finally, the About, Advertising, Funsies, and Web project pages have editable text. To **edit the text on these pages,** simply click "Pages" on the navigation bar and click on the page name.
PEACE!