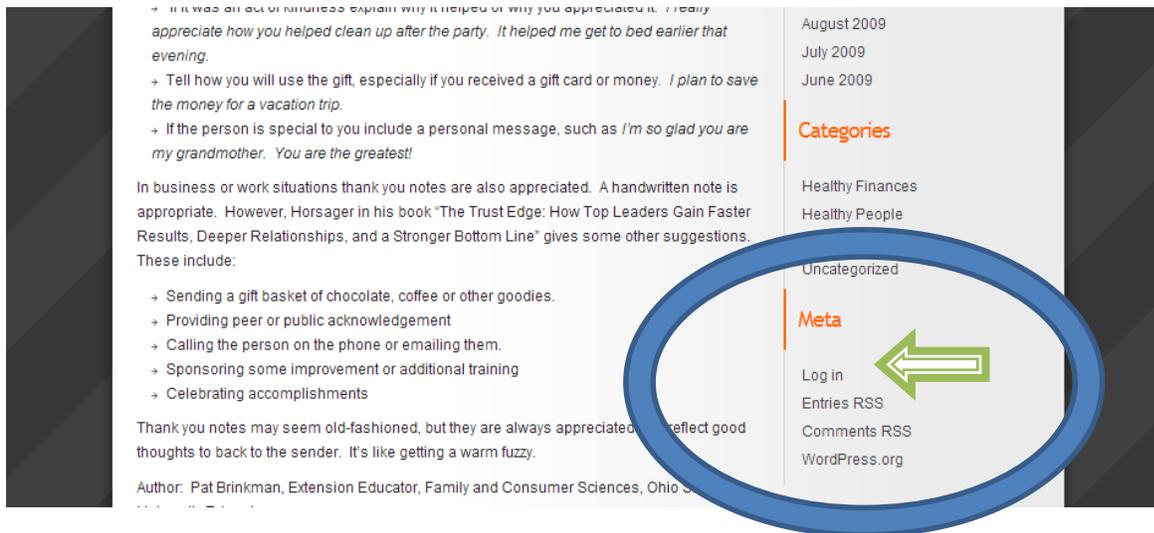


EAT, SAVE, AND BE HEALTHY- FCS.OSU.EDU/BLOG

How to log in and post:

1. Go to blog site- fcs.osu.edu/blog . On right hand column under “Meta” there is a link that says “Log in”. Click the link.

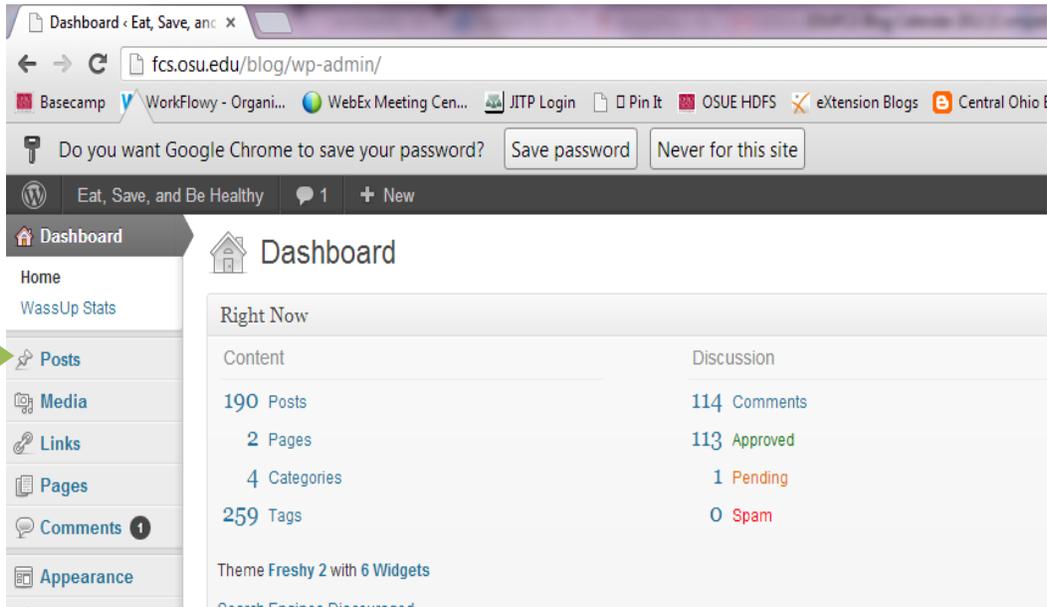


2. You will then be brought to a wordpress login page. Your previous wordpress credentials will not work. You should have a username and password provided by CFAES. (This is what you use to log in to the FCS professional resource page.)

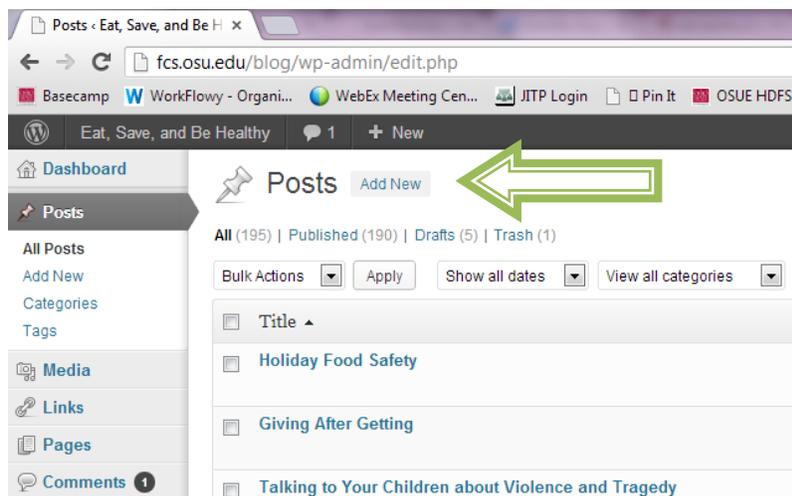


If you do not have a username and password, contact servicedesk@ehe.osu.edu or the CFAES service desk.

3. Once you are logged in you should be able to access the “dashboard”. To post, click on the “posts” tab on the left column

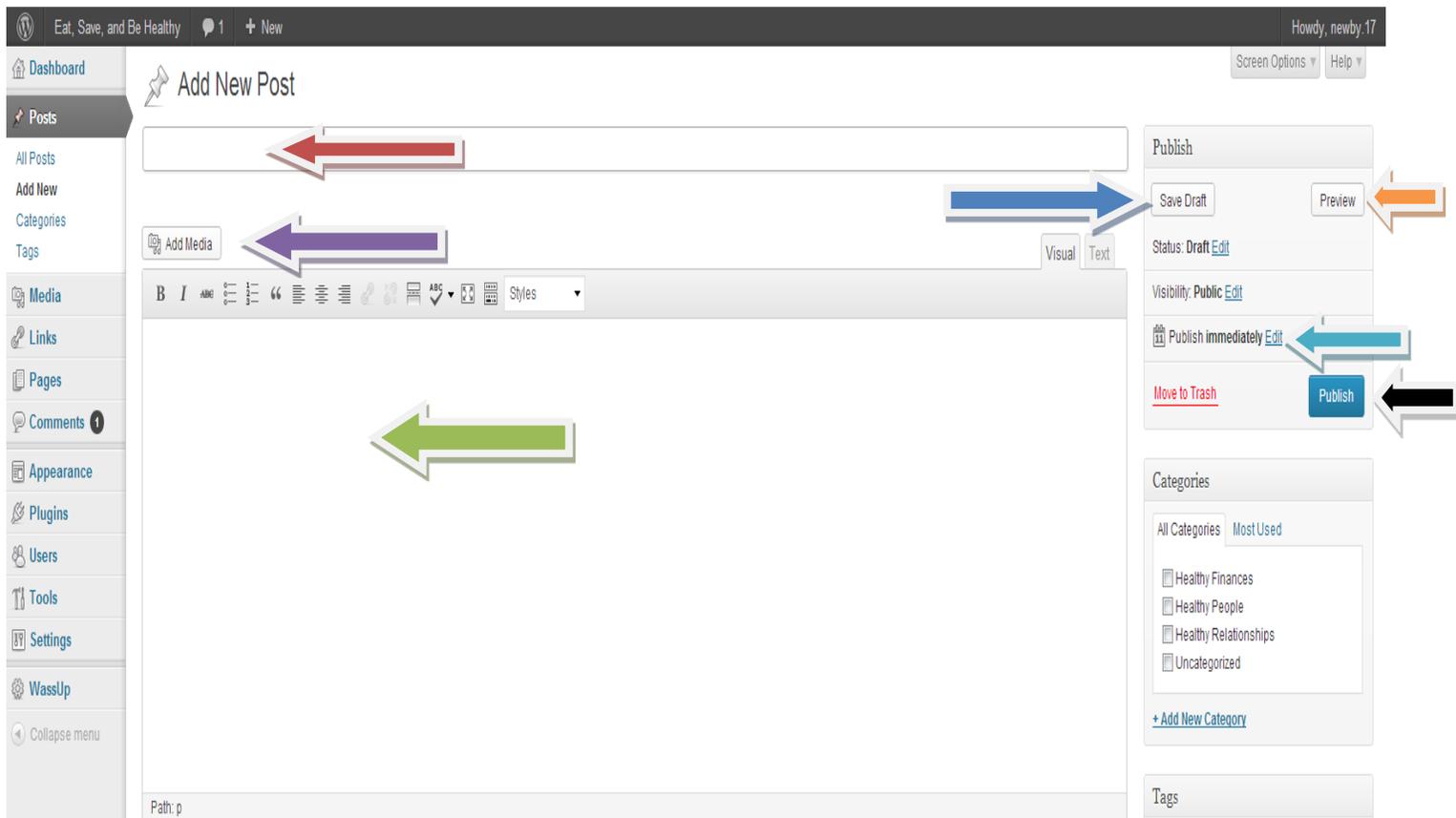


4. Once to the “posts” page, click on “add new” (or you can go into a previous post to edit from this page)



5. Once you are in the posting page you can create or edit your post.

- Add title of the post (Red Arrow)
- Add body of the post (green arrow)
- Choose category and tags
- Save a draft of the post to come back to (dark blue arrow)
- Preview your post as it will appear on the blog (orange arrow)
- Add a picture to your post (purple arrow)
- Schedule your post for a later publishing date (light blue arrow)
- Publish your post (black arrow)



As a general guideline:

- It is good to keep your blog post concise- no more than 3-5 paragraphs. You can include links to other websites, or fact sheets if you feel they need more information.
- Think about design and end product. It is a very good idea to preview you post and see what it is going to look like. You want it to look as “clean” and visually appealing as possible. Think about including pictures, and bullet points to draw the eye.
- Rather than including a LONGGGGGG ugly web address, think about highlighting the title or the org name or website and inserting a hyperlink, or say “click here” and inserting a hyperlink, or using go.osu.edu to create a shortened URL.
- When you post, choose a Category:
 - Healthy People
 - Healthy Finances
 - Healthy Relationships
- Add Tags, at least 3 or 4 that best describes the article. There are many tags available already to choose from.
- If possible, always attach a picture (not clip art or graphics) related to your post. Make sure they are from copyright-free site (ex. Microsoft images, Comm Tech., Flickr.com, Pixabay.com or your own (photo release), etc.)