Guide to posting to Social Media from Wordpress
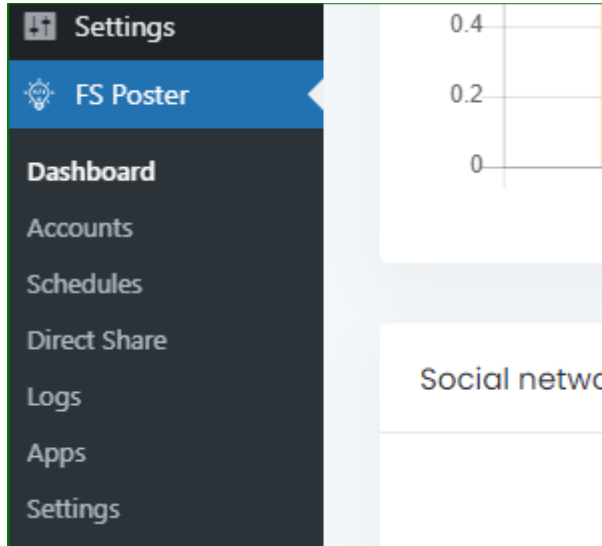
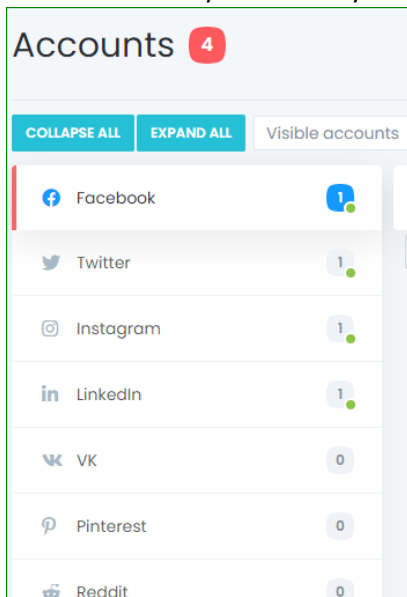Log into your website by going to https://website/wp-admin
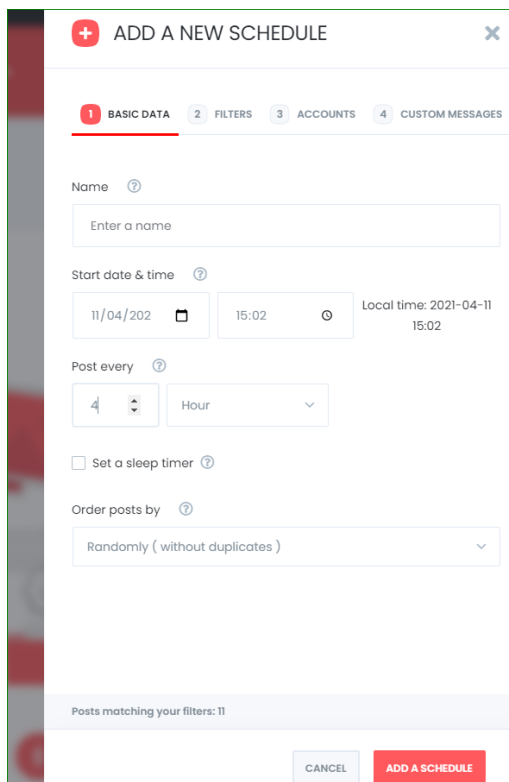
Go to dashboard >AFS Poster

The Dashboard gives you some basic stats of engagement on your social media accounts
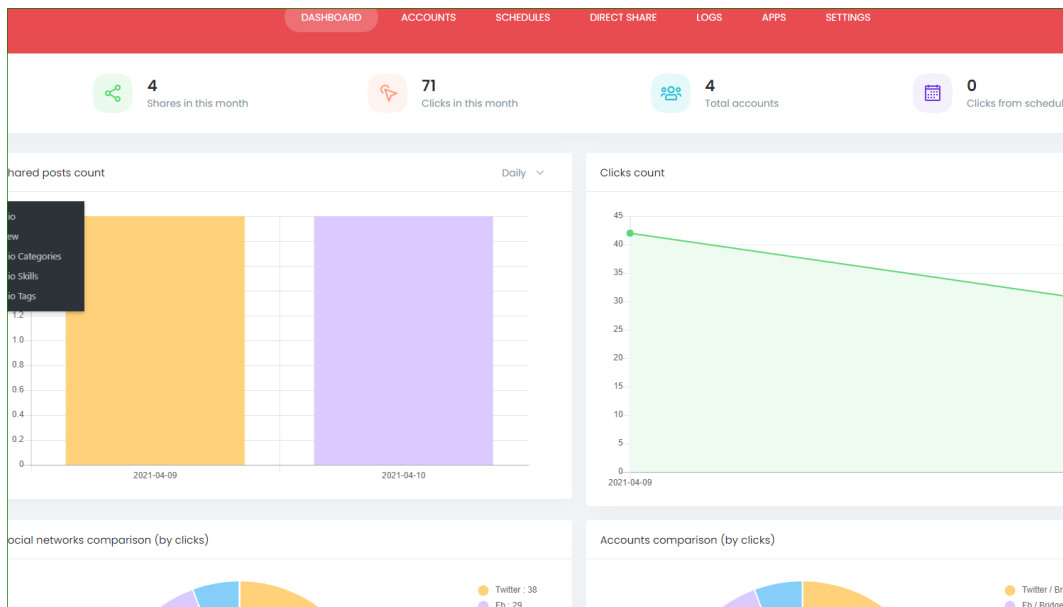
Under Accounts you can see your Social Media Accounts which have been configured
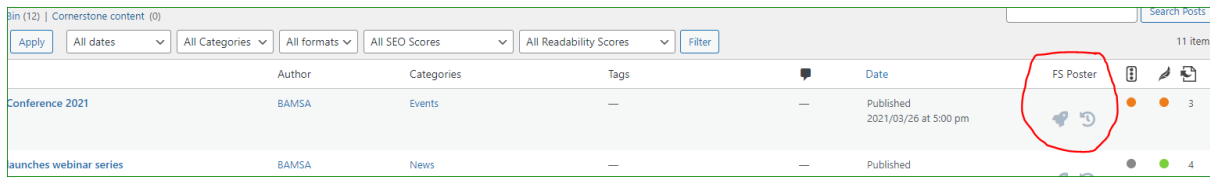

You have options to post or repost existing blogs to social media and to schedule them too. Under Schedules you can set up a schedule.
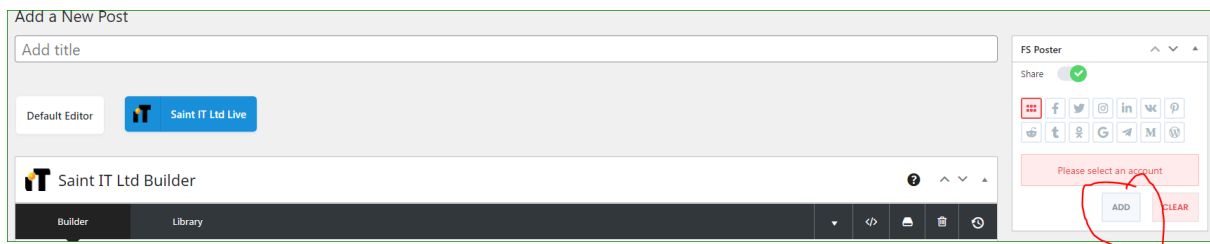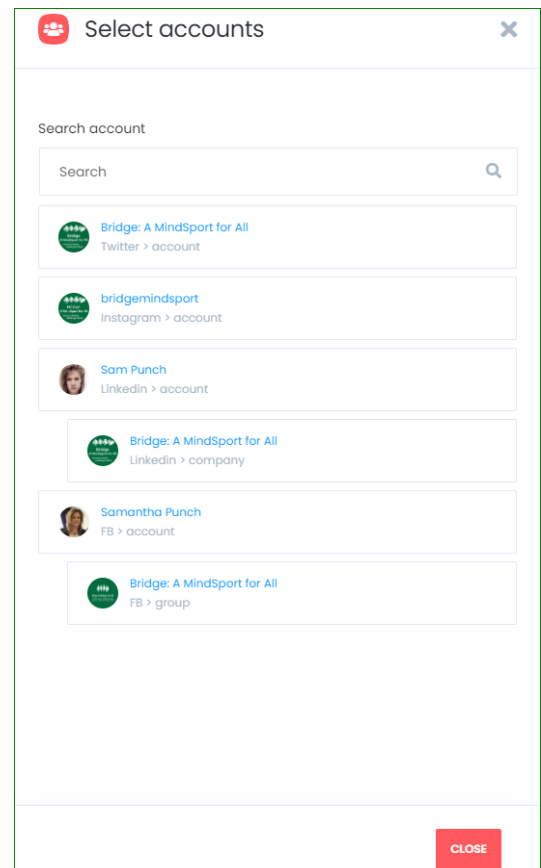
To post from a within blogs menu:

Choose either share or schedule on individual posts.

To post from a newly created post or edited post go to FS Poster:

Click Add and select the social media pages you want to publish your posts too. (please note some are your personal profiles which manage your pages, you can exclude these)

Publish or Preview

You can save your post as a draft, and preview it before publishing.

This is also were you will publish your post when you're finished. But first finish up the settings of your post below.

Select the default format (usually [Image])

!important

Set your default Blog Category here.

This will ensure your post appears in the correct place on your website (in this example use [Blog]

You can add a few Tags here.

Tags are free text fields which can help to search for content topics and group similar posts together

Post attributes should be left to default

Set your featured Image. This can be the same Featured image that you've used in the post or a different one. Featured images are used to preview your posts on summary pages or Social media posts. Use first Featured image always. Other featured images can be added if required.

Complete the SEO fields below. Also go here to improve your readability score

SEO compliant Blogs are more easily found on Search engines and generate more readership.

Use the SEO Analysis to improve your SEO. Always aim to get as close to a green smiley face as possible.

To learn more about SEO go here:

https://yoast.com/seo-blog/

This is also where you can alter the way the post will appear on Facebook and Twitter if you want to show a different image, Title or description.
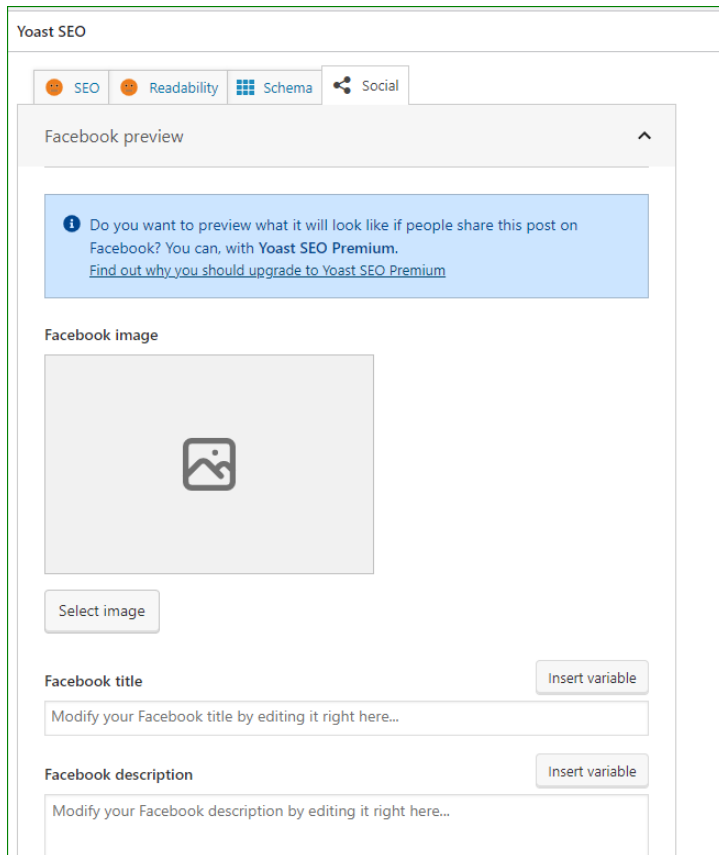
Once you've posted your Blog it will automatically post to your social media accounts you have selected.