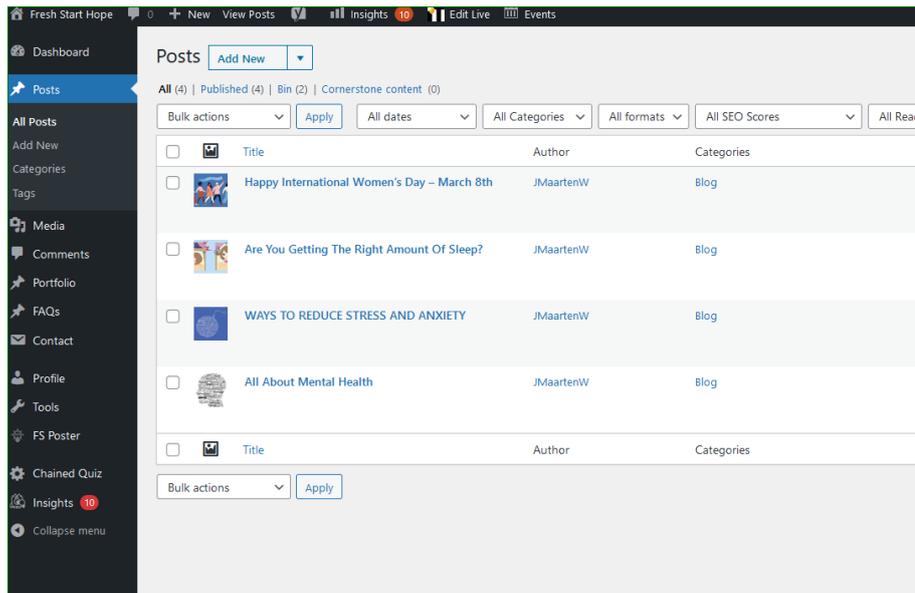


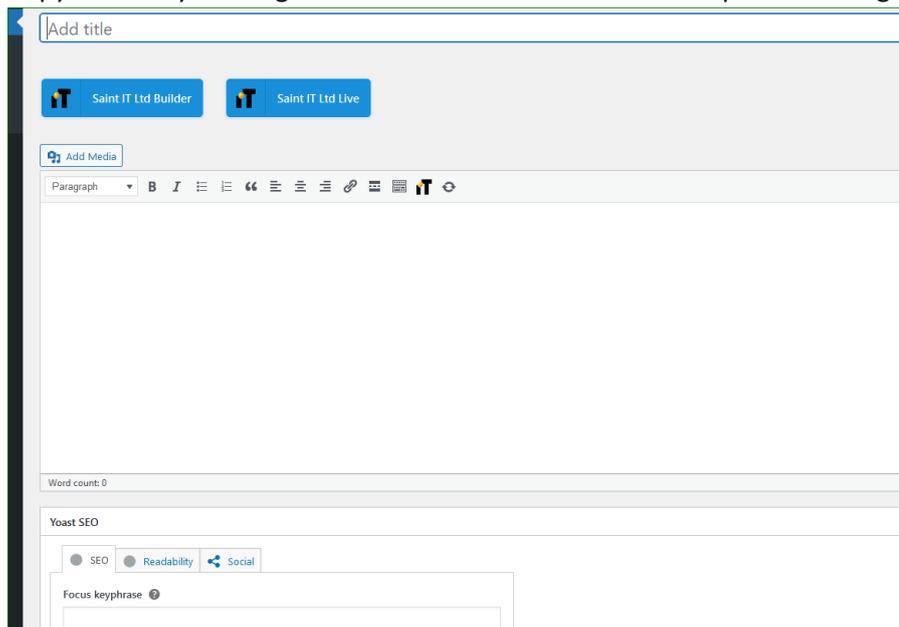
## Wordpress Blogging / Social Media Posting

Log into your website by going to <https://website/wp-admin>

Go to dashboard >All Posts



- Click add a new post or edit an existing post
- Simply add a Title
- Copy or write your blog text Use the Add Media button to upload an image



Under 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)

The screenshot displays the 'FS Poster' interface. At the top, there is a 'Share' toggle which is turned on. Below it, a grid of social media icons is shown, with the first icon (a 3x3 grid) highlighted with a red border. A red message box says 'Please select an account'. Below the icons are 'ADD' and 'CLEAR' buttons. The 'Publish' section contains 'Save Draft' and 'Preview' buttons, and lists settings: Status: Draft, Visibility: Public, Publish immediately, Readability: Unavailable, and SEO: Unavailable. A 'Publish' button is at the bottom right. The 'Format' section lists options: Standard (selected), Gallery, Link, Image, Quote, and Video.

Publish or Preview

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

This is also where 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

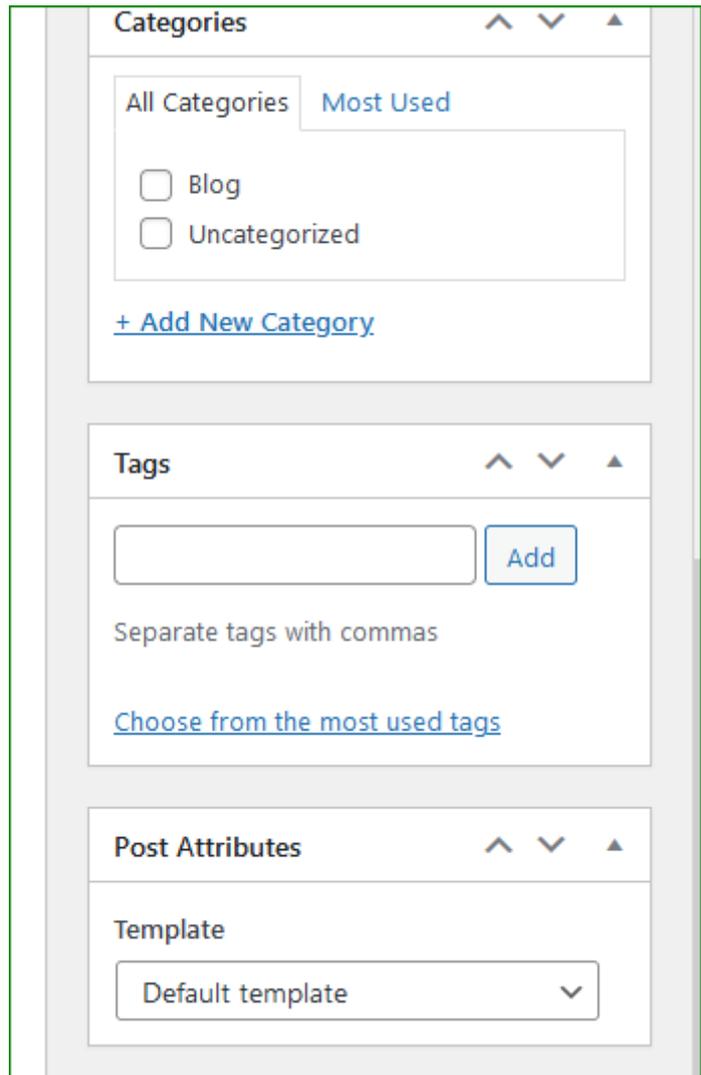
Set your default Blog Category here.

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.

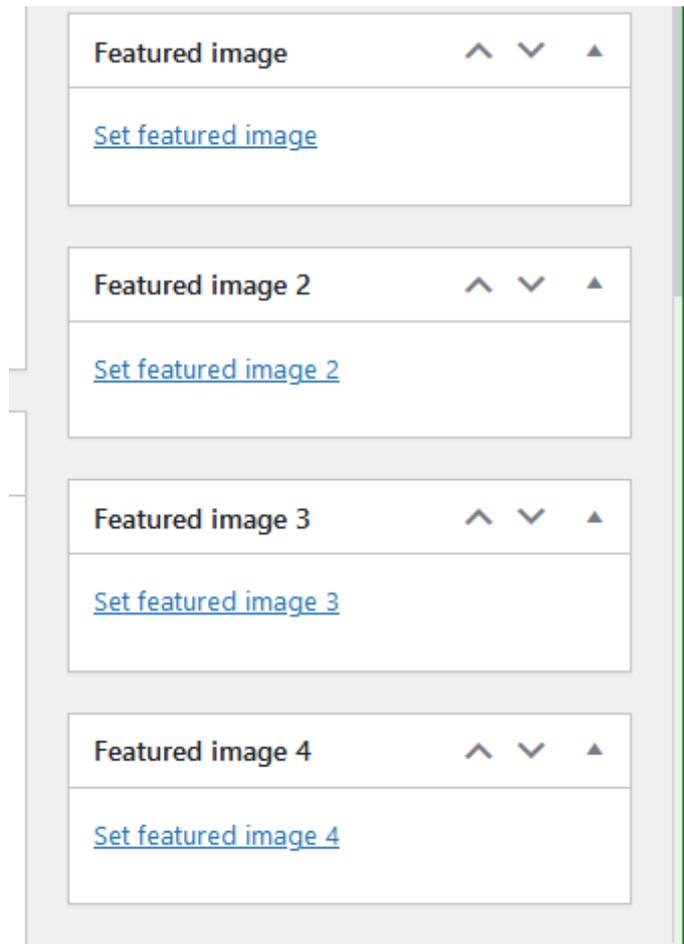
Tags are free text fields which can help to search for content topics and group similar posts together

Post attributes should be left to default



The screenshot displays the 'Categories' section of a WordPress post editor. It features two tabs: 'All Categories' and 'Most Used'. Under 'All Categories', there are two checkboxes: 'Blog' and 'Uncategorized'. Below the checkboxes is a link that says '+ Add New Category'. The 'Tags' section below it has a text input field, an 'Add' button, and the instruction 'Separate tags with commas'. There is also a link 'Choose from the most used tags'. The 'Post Attributes' section shows a 'Template' dropdown menu currently set to 'Default template'.

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.



The image shows a vertical stack of four identical settings for featured images in a WordPress editor. Each setting consists of a header with the text 'Featured image' followed by three small navigation icons (up, down, and a triangle). Below each header is a white box containing a blue hyperlink that says 'Set featured image'. The settings are labeled 'Featured image', 'Featured image 2', 'Featured image 3', and 'Featured image 4' from top to bottom.

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.

Yoast SEO

SEO Readability Social

Focus keyphrase ?

Happy International Women's Day

Get related keyphrases

Google preview ^

Preview as:

Mobile result  Desktop result



SEO title Insert variable

Title Page Separator Site title

Slug

happy-international-womens-day

Meta description Insert variable

On Happy International Women's Day the emphasis is on achieving gender equality

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/>

 SEO analysis  
Happy International Women's Day 

[+ Add synonyms](#)  
[+ Add related keyphrase](#)

Did you know Yoast SEO Premium also analyses the different word forms of your keyphrase, like plurals and past tenses? [Go Premium! ▶](#)

**Analysis results**

^ Problems (2)

-  [Keyphrase in introduction](#): Your keyphrase or its synonyms do not appear in the first paragraph. [Make sure the topic is clear immediately.](#)
-  [Keyphrase in subheading: use more keyphrases or synonyms in your H2 and H3 subheadings!](#)

^ Good results (12)

-  [Outbound links](#): Good job!
-  [Internal links](#): You have enough internal links. Good job!
-  [Keyphrase length](#): Good job!
-  [Keyphrase density](#): The focus keyphrase was found 2 times. This is great! 
-  [Keyphrase in meta description](#): Keyphrase or synonym appear in the meta description. Well done!
-  [Meta description length](#): Well done!
-  [Previously used keyphrase](#): You've not used this keyphrase before, very good.