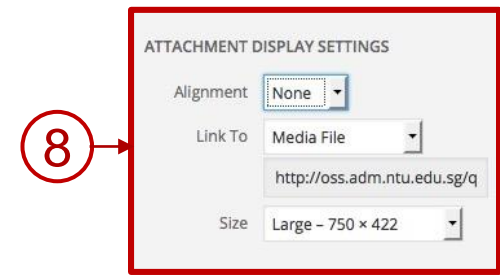
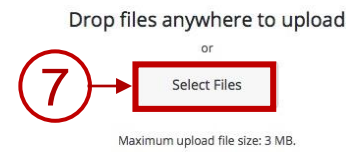
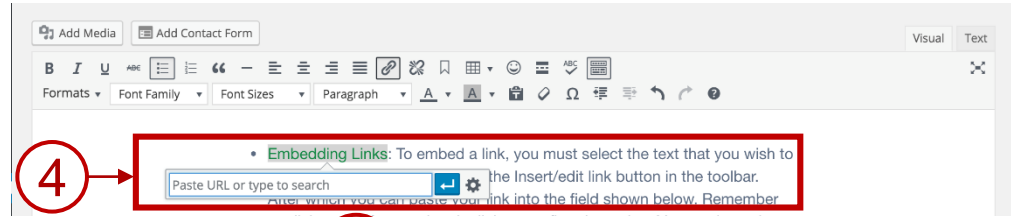
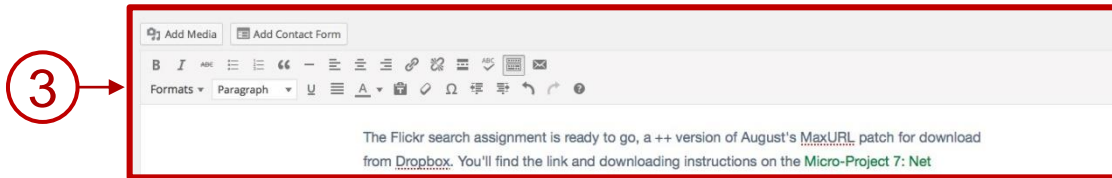
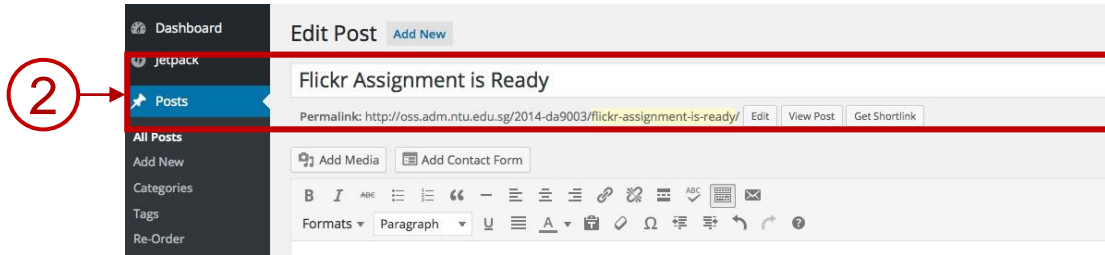
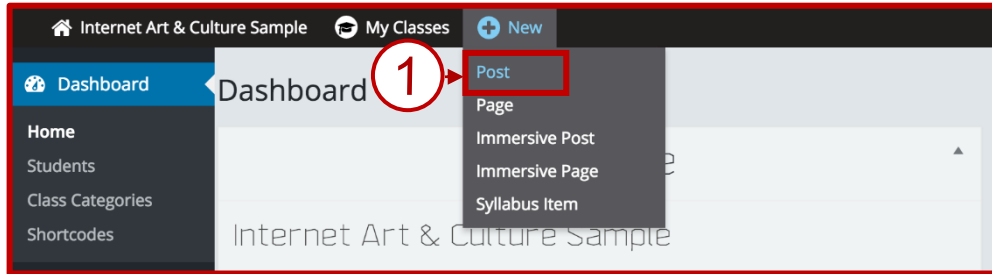


# OSS Quick Guide: Making a Post (I)

In this guide, you will learn how to insert the content and images for your post



## Steps / Action Descriptions

1. From Dashboard, click on **NEW POST**.
2. Create a **TITLE** for the new post.
3. Insert content using the rich text editor.
4. Highlight the text if you wish to hyperlink to another page.
5. To add image, select **INSERT MEDIA**.
6. Select **UPLOAD FILES** tab.

7. Click on **SELECT FILES** to upload the image from your hard drive.
8. Review the alignment and size of the image

Good Practices is to set the image size to (Approx. 900px.)