

To create a post

Click on the + sign that's inside the little circle on the top of the screen.

You'll be taken to the Dashboard.

Give your post a title in the box.

Write your post.

- You can add an image using the Add Media icon that's just below the Title box. You'll be able to upload an image and put it on your page. You can choose whether to set it left, right, middle, or float.
- You can link to a website using the Link icon on the toolbar.
- You can embed a pdf page by using the Add Media icon, too.

When you're finished with your post, click on the correct Category box in the right-hand Categories menu. If you forget and try to Publish, Open Lab will stop you and tell you to choose a Category.

Finally, hit Publish.

If you need to Edit your post:

- Find it on the main site.
- Click on Edit.
- You'll be taken to the Dashboard.
- Click Update when you're done.