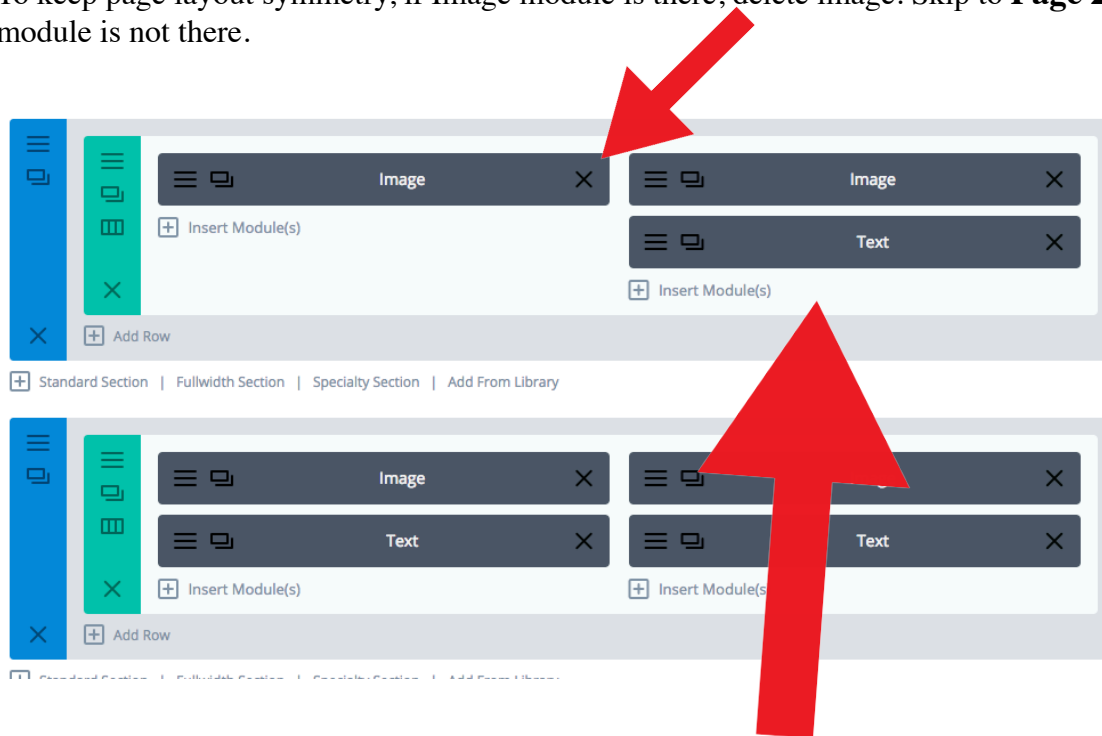


# Add New BizTV Show

## New Post / Layout

1. Click **Posts** (Left Menu WordPress)
2. Find and edit “Wellness Essentials BizTV”
3. Scroll over and choose “Quick Edit”
  1. Update to current date and time. This will place blog back at top of most recent posts.

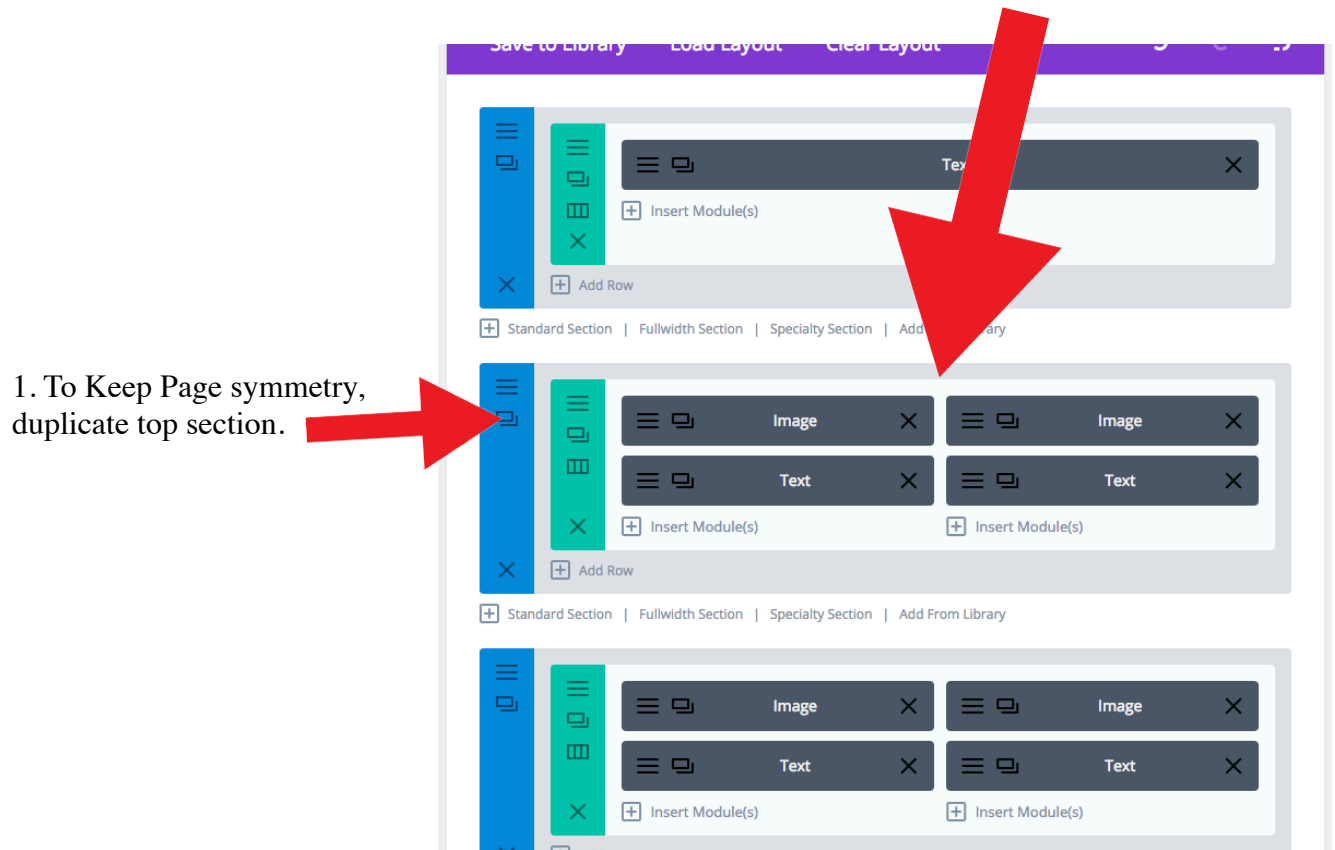
To keep page layout symmetry, if Image module is there, delete image. Skip to **Page 2** if Image module is not there.



Duplicate - Image and Text modules from right, and move to left where Image was.

4. Take screen shot of new BizTV video, open new image module, upload screen shot.
  - Scroll down and paste New BizTV URL into “Link URL”
  - Change “URL Opens” - In The New Tab
5. Open new Text module
  - Change Title
  - Change URL to new BizTV Video URL
    - Click blue text, click pencil to edit, paste, MAKE SURE to click blue apply arrow after pasting URL.

If no image is present, it would look like this...with the 2 most recent videos at top.



2. After Duplicating, Delete Text module from left side of duplicated module...now on top.

3. Open Left Image, upload new image

4. Choose BizTV Logo

5. Update Right Image and Text modules with new BizTV Show

-Same steps (4 and 5) from Page 1.

## Post Settings

1. In right sidebar find - **Page Layout** - Choose **Fullwidth**
2. Scroll down - **Category** should be BizTV and Videos
3. Scroll down (bottom right) - Click - **Set featured image** - Choose screen shot from new video.
4. Click blue **Set featured image** button
5. Click blue **Update**