

Add New Central PA Live Post

New Post / Layout

1. Click **Posts** (Left Menu WordPress)
2. Find recent Central PA Live Post
3. Scroll over and choose “Duplicate This”
 1. This will place a new Draft at top of posts
4. Open draft to edit.
5. Update Title
6. Update Permalink
 1. Click Edit
 1. Copy title and paste into permalink
 1. hit OK
7. Take ScreenShot from new Central PA Live Video
8. Edit Image module - Upload ScreenShot
 1. Update Link URL To new Central PA Live Video
 1. URL Opens - In The New Tab
9. Edit Text Module
 1. Update URL To new Central PA Live Video

Post Settings

1. In right sidebar find - **Page Layout** - Choose **Fullwidth**
2. Scroll down - **Category** should be Central PA Live 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**