

Add New Soar To Success Post

New Post / Layout

1. Click **Posts** (Left Menu WordPress)
2. Find recent Soar To Success 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 ScreenShots from new Magazine Article
8. Edit Image module(s) - Upload ScreenShots
 1. Update Link URL To new Article
 1. URL Opens - In The New Tab
9. Edit Text Module
 1. Update URL To new Article
 1. Click linked text, click pencil icon to edit
 1. paste new URL
 1. Click blue apply arrow

Post Settings

1. In right sidebar find - **Page Layout** - Choose **Fullwidth**
2. Scroll down - **Category** should be Soar to Success
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**