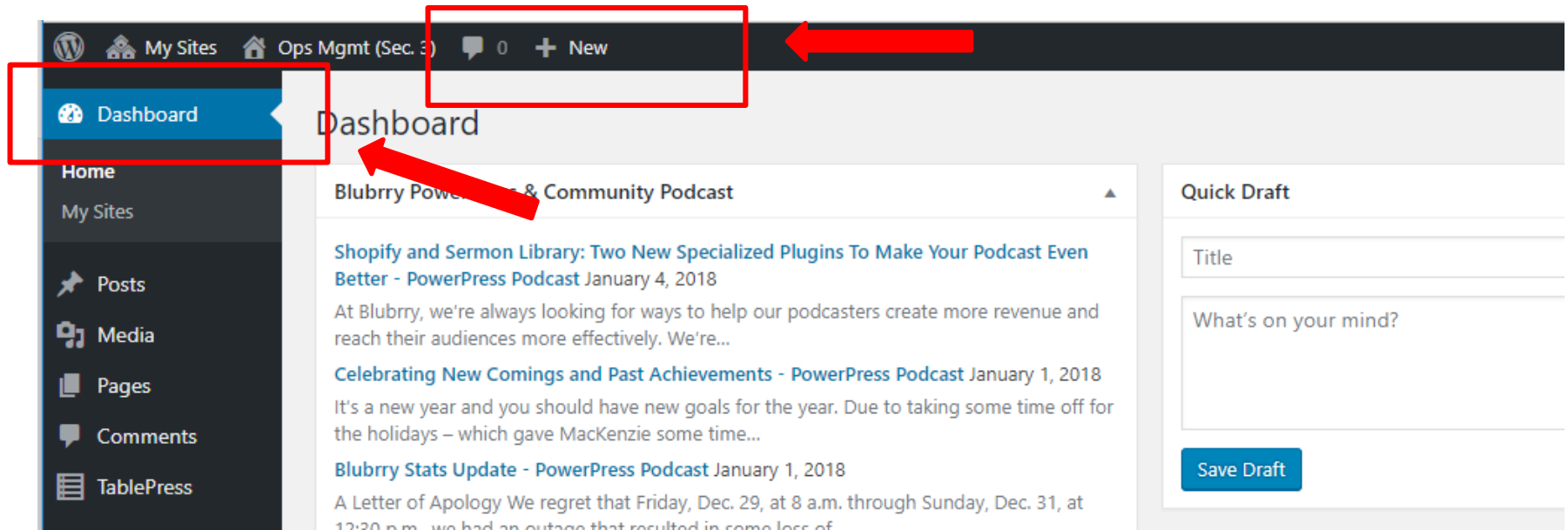


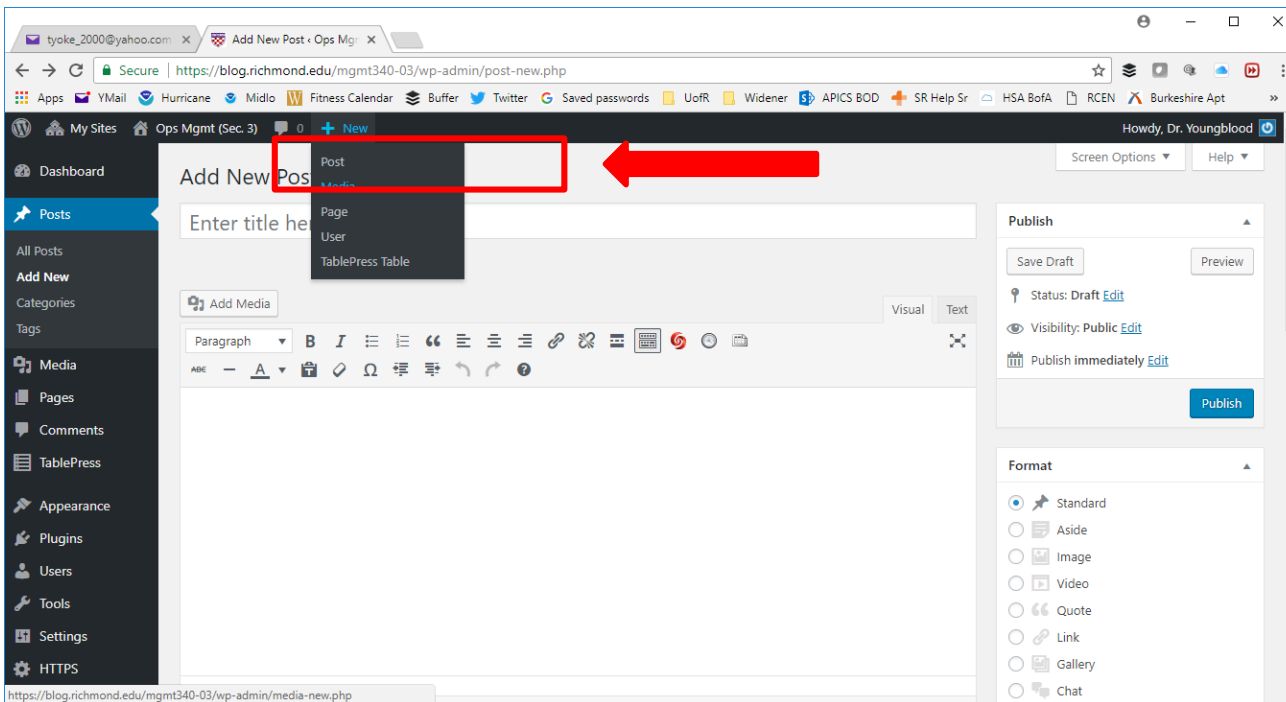
To Post a New Entry

1. Click on “Dashboard”
2. Click on +New

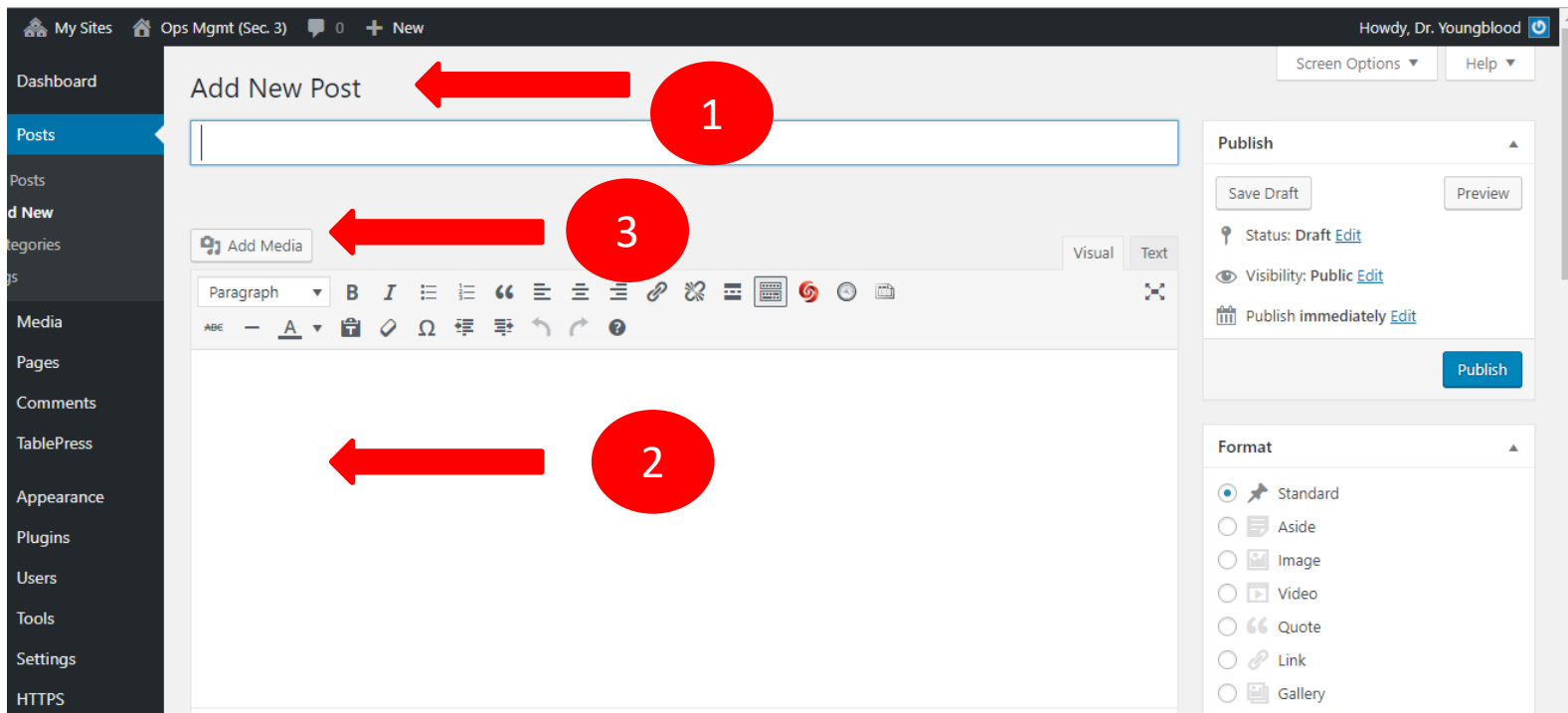


The screenshot shows the WordPress dashboard interface. A red box highlights the 'Dashboard' menu item in the left sidebar. Another red box highlights the '+ New' button in the top navigation bar. Red arrows point from these boxes to their respective locations on the page. The main content area displays a list of recent posts, and a 'Quick Draft' form is visible on the right side.

3. In the dropdown under +New, click on Post



4. Add Title of New Post (#1 below)
5. Add Content (#2 below)
6. Add Media content if appropriate(attachments, url, etc) (#3 below)



7. Check the proper category, so the post will show up on the right page.

Word count: 0

Podcast Episode

Media URL [Verify URL](#)

[Link to Media hosted on Blubrry.com](#) Don't have Blubrry Podcast Media Hosting? [Learn More](#)

File Size

- Auto detect file size
- Specify: in bytes

Duration

- Auto detect duration (mp3's only)
- Specify: HH : MM : SS
- Not specified

Categories

All Categories Most Used

- Announcements
- Competing with Operations
- Defining Process Strategy
- Designing Supply Chains
- Forecasting
- Implementing Lean Systems / JIT
- Integrating Supply Chains
- Managing Projects
- Managing Quality

8. Click on “Publish”

The screenshot shows the WordPress 'Add New Post' editor. The interface includes a top navigation bar with 'My Sites', 'Ops Mgmt (Sec. 3)', and a '+ New' button. The user is logged in as 'Howdy, Dr. Youngblood'. The left sidebar contains a menu with 'Dashboard', 'Posts', 'Add New', 'Categories', 'Tags', 'Media', 'Pages', 'Comments', 'TablePress', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', and 'HTTPS'. The main content area is titled 'Add New Post' and features a large text input field. Below the input field is an 'Add Media' button and a rich text editor toolbar with options for Paragraph, Bold, Italic, Bulleted List, Numbered List, Quote, Text, Link, Unlink, Table, Video, Audio, and Image. The right sidebar contains a 'Publish' section with 'Save Draft' and 'Preview' buttons, and status information: 'Status: Draft', 'Visibility: Public', and 'Publish immediately'. The 'Publish' button in the 'Publish' section is highlighted with a red box. Below the 'Publish' section is a 'Format' section with radio buttons for Standard, Aside, Image, Video, Quote, Link, and Gallery.