Updating the Tree Removal Site

1. Navigate to the blog at treeremoval.blogs.wesleyan.edu.

2. Scroll to the bottom of the page and click “Log In.” At the next screen, enter your Wesleyan username (minus @wesleyan.edu) and password.

3. Once you come to this screen…

   ... click the button in the left navigation menu.
4. On the Posts page, as shown below:

Click the **Add New** button next to the Posts header.

5. On the Add New Post screen, enter the title and body text of the post (no images yet).

Once the Title and body text of the post are filled in, you can add a gallery of images.

Above the editor, click the **Upload/Insert** button.
6. This is the Add Media window. From here, stay on the From Computer tab and click the “Select Files” button.

![Add Media window](image)

This will bring up a standard file select dialogue. Navigate to and select the image files on your computer (you can use Shift to upload multiple files at once).

7. The files will upload and appear below the file select area.

![Add media files from your computer](image)

Click the **Save all changes** button at the bottom of the window.
8. The Gallery screen will appear. Here, you can expand each of the images with the “Show” links on the far right of the image catalogue and give each image a descriptive title in the Alternate Text field.

If necessary, adjust the Gallery columns in the Gallery Settings section (try to make it a divisible number to avoid unevenness in the gallery appearance – if there are 6 images, choose 3 gallery columns; for 12 images, choose 4 columns; etc.).

Click the Insert gallery button at the bottom of the window.

9. Click the blue Publish button in the box to the right of the post title to finalize the post.

Done!