

How to Tag your Post

- 1) Hover over the words "+ New" (this is towards the left-hand side of your screen along the top of your page).
- 2) A menu will appear. Select/click on "Post."
- 3) After clicking on "Post," you will arrive at the post page.
- 4) Once you have titled and entered the text of your post, scroll down on the page. The "Tag" box will appear on the right-hand side of your screen (towards the bottom of the page).
- 5) Enter the appropriate text (e.g. the **exact wording** I have asked you to use for the tag) into the blank field within the tag box.
- 6) Click the "Add" button that appears to the immediate right of the blank field within the tag box.
- 7) Scroll up and click the "Publish" button.