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.