Posting with a graphic in the media center

Log into your class newsletter and click +New in top navigation bar

Insert title in Title Field then click in textbox

Click the Add Media icon above textbox
Then search “Editors” in the search bar located in the upper right corner.

*Note: All the graphics we load for the Editor Group will start with the word ‘Editor’*

Select the graphic.

Click the blue **Insert Into Post** button in the lower left.
Adjusting the Photo

Select the photo to view an additional toolbar

Select the pencil icon to change the alignment of the photo and adjust the size of the photo (see below screenshot)

Make sure you click the blue Update after you have made your changes.
Examples with photo and text

Large photo centered
Medium photo alligned left

When the post is complete, remember to select the “Publish” button.