

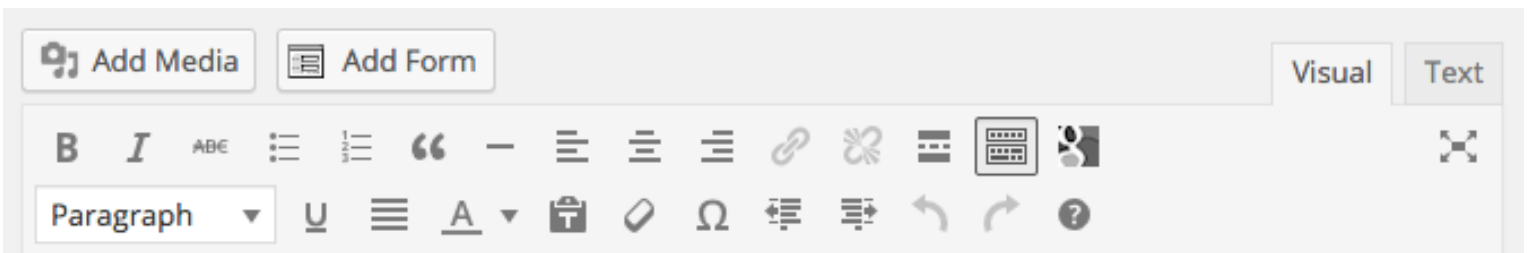
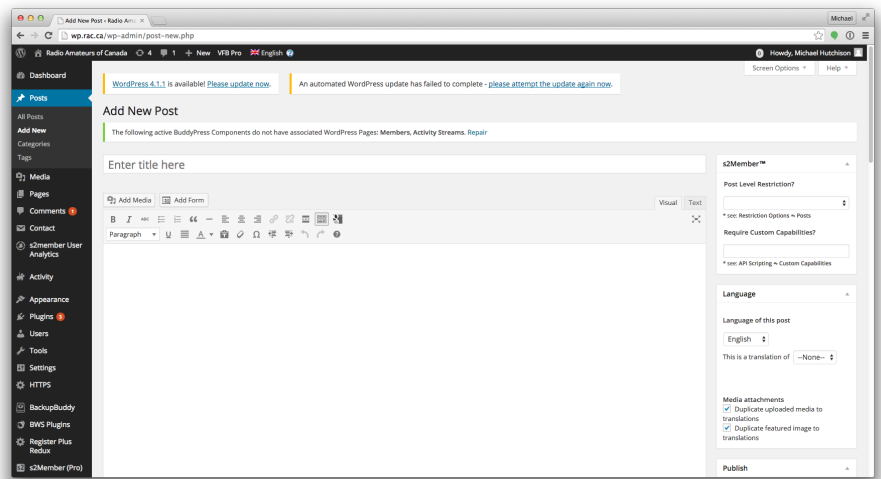


“Post Customization”

Step 1:

After logging into the website and creating your post.

The default control panel will have many options similar to most word processing tools. Including paste from google docs.



Step 2:

The primary tools along the top are used for styling text. If you would like to insert your own files or images please select the add media box. If you would like to create a link to external files please click the link icon (to the right of the text alignment icons).

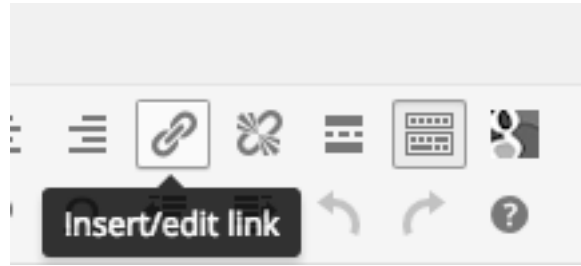
Creating a link to an external site.

The link tool is responsible for creating an external link. You may also use code view to hard code HTML links as well.

Simply highlight your chosen text and click the link tool.

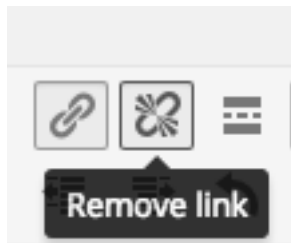
A Dialog box will open providing a box to insert your URL to the external site.

Should you need to remove a link you have created highlight your existing text and select the remove link icon next to the link icon.

A screenshot of the "Insert/edit link" dialog box. The dialog has a title bar with "Insert/edit link" and a close button (X). It contains the following elements:

- A section titled "Enter the destination URL" with a "URL" input field containing "http://www.website-name.com" and a "Title" input field.
- A checkbox labeled "Open link in a new window/tab".
- A section titled "Or link to existing content" with a search input field.
- A list of recent items with the following text: "No search term specified. Showing recent items." followed by a table:

Operating Internationally	PAGE
Canada - United States Reciprocal Operating Agreement	PAGE
Operation in Foreign Countries	PAGE
WordPress Training Resources	PAGE
IARP	PAGE
CEPT and IARP FAQ	PAGE
- At the bottom, there are "Cancel" and "Update" buttons.



Creating links within the RAC Website.

The link dialog box also allows for internal links within the RAC website you may use the search box to find existing pages within the website. This would be useful if you would like to link to a previous news item or informational page.

A screenshot of the "Insert/edit link" dialog box, focusing on the search results section. It shows the same search input field and list of recent items as the previous image, with the following text: "No search term specified. Showing recent items." followed by a table:

Operating Internationally	PAGE
Canada - United States Reciprocal Operating Agreement	PAGE
Operation in Foreign Countries	PAGE
WordPress Training Resources	PAGE
IARP	PAGE
CEPT and IARP FAQ	PAGE

At the bottom, there are "Cancel" and "Update" buttons.