

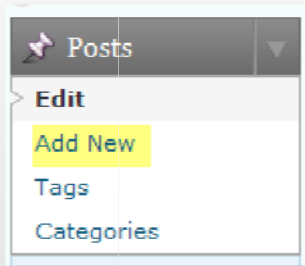
## How to Create or Edit a Post

In the travel room login, using the panel at your right. After you've successfully logged in you'll see at the right side of the screen Dash board, Profile and Log out. Click on **Dashboard**.

### Dashboard

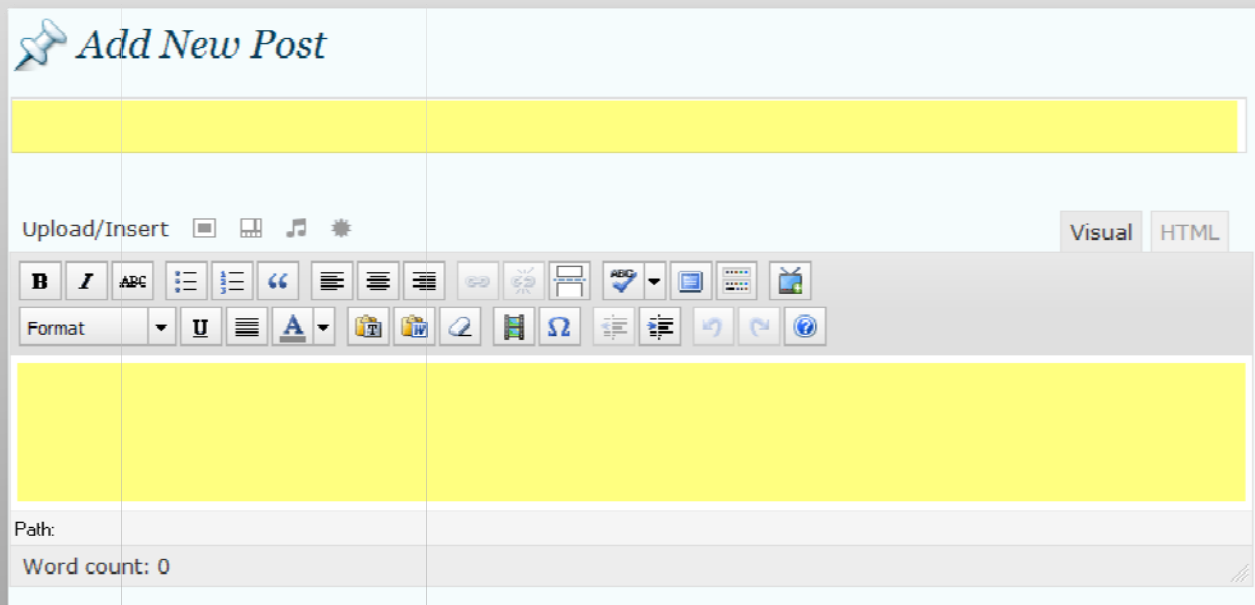
The Dashboard is where you are able to all of your postings, uploads etc.

You can use QuickPress to create your post, but the best way is to click on Posts in the side panel at your right and then click on **Add New**.



### Create a New Post

Click on Add New. This is the window you will see:



Right below the Add New Post title, type a Title for your Post and start typing your text in the white space below the formatting toolbar. Use the formatting toolbar for the usual formatting tasks. Don't use the paragraph format tool (Format drop down list) as this might confuse you a little.

See How to add an Image / a Video / Audio in this help section to enhance your post.

When you're done typing there's something very important you should do:

**>> Important: Choose the Category in which you'd like to publish your Post by checking the box in front of the Category name:**

**Categories**

All Categories Most Used

Help

Travel Blog

Travel Report

Travel Snaps

If you're not completely ready to publish yet, you can always save your text as a Draft:

**Publish**

Save Draft Preview

You can always click on Preview to see how your Post will look like, it'll open it in a new page. If you are ready to publish, just click on **Publish**.

**Publish**

**>> Important: Make sure you check everything before you publish, as once published you will not be able to edit your posts. You'll be able to View. Only Posts saved as Drafts can be edited.**

### Edit a Post

In the left side panel click on Posts, then click on Edit, you will see a list of all posts. Look for the post you'd like to edit (it should say Draft behind the post title) and click on the Edit link right under the Post title.

If there's only a View link, that means that the Post has already been published and it can't be edited.

### Note:

**If you use QuickPress to create your posts, make sure to edit the post while you haven't published it yet to assign the correct category to it. All Posts created with QuickPress are automatically published in the Travel Blog.**