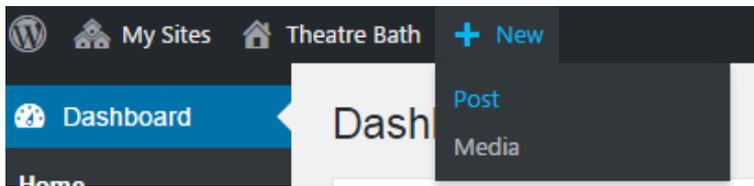
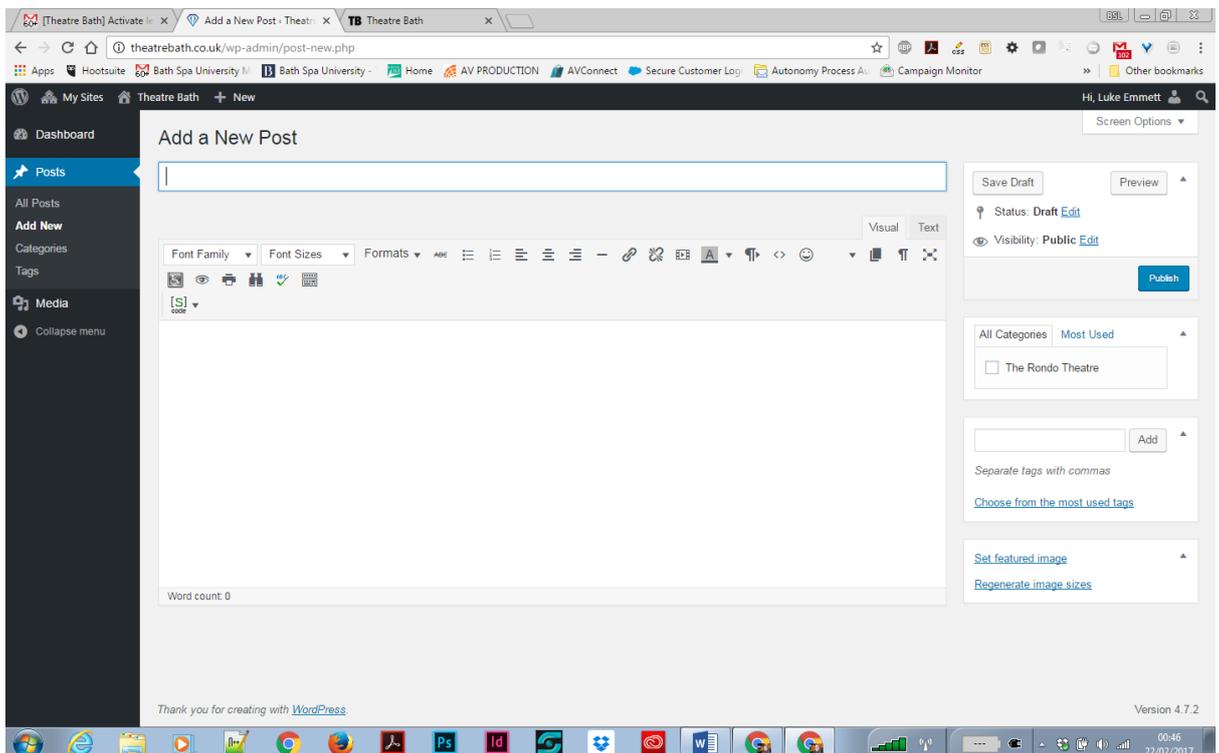


## EDITING CONTENT ON THEATRE BATH

1. Login to your account using the login form at the bottom of the website.
2. On the top bar you will see an “add new” button. Click this and select new post



3. Click this and you will be taken to the “create new post” screen.



4. Add your post title in the bar. This is what shows up on the site. Make it as short and catchy as possible and don't use any special characters such as “&” as it will cause the title to display funny.
5. On the right hand side select your category.
6. Add some tags to help people search for it (we usually use the Venue Name, Show Name, Genre i.e. theatre and also Bath
7. Write the content of your article in the main area. There are lots of tools available to you to help you format it. TIP – if you are copying and pasting text copy it into a plain text document first (something like notepad). Wordpress inherits formatting and this can cause you all sorts of alignment issues. If you copy into a plain text editor first this will help alleviate this.

8. You can upload images – please keep the image sizes small and web friendly though. Large images slow the website down and will make your articles slow to load.
9. You can also embed videos via Youtube and Vimeo.
10. At the bottom on the right hand side – Set Featured Image – this is the image that appears on your article and embeds on links shared via Social Media. Make sure it's something that's really eye-catching and sells your show.
11. When you're finished click Publish at the top right and your post will be live on Theatre Bath.

## PROBLEM SHOOTING

Text alignment and lack of spaces (line breaks) between lines.

Wordpress can be a pain with formatting sometimes. If you find the text is all bunched up when the post is published don't worry. You can solve this in one of two ways.

Click edit on the post to get back into the editor.

At the end of each line hold down shift and press the return key. This will force a line break into the article. We also find it's useful to sometimes do this a couple of times and add some spaces into the blank lines. This forces the lines to remain in place.

For those of you who are more technical minded. Click the "Text" button on the editor in the top right corner. This will show you the source code of the page. At the end of each line you wish to have a space type: &nbsp; - this will create a proper linebreak.

Any questions or if you get really stuck get in touch: [info@theatrebath.co.uk](mailto:info@theatrebath.co.uk)