

Step 1: Get to the page

- Type in “On Legal Grounds Memphis” in your search bar or go to <https://www.memphis.edu/law/current-students/blog-information.php>
- Scroll down to the “Announcements & Information” section, and click on the link circled below:



Announcements & Inform

TigerZone Events

Law Events are available in **TigerZone** or via the **Corq**

On Legal Grounds

On Legal Grounds is the primary way that student orgs are **On Legal Grounds Posting Guidelines** that you m

Prior to submitting a post or event, confirm with **Hope** |

Organizations can create an two separate postings for

Step 2: Log In

- Log in using your username and password.
- When you first set up your account, you will get an email from WordPress prompting you to create this username/password.

You are now logged out.

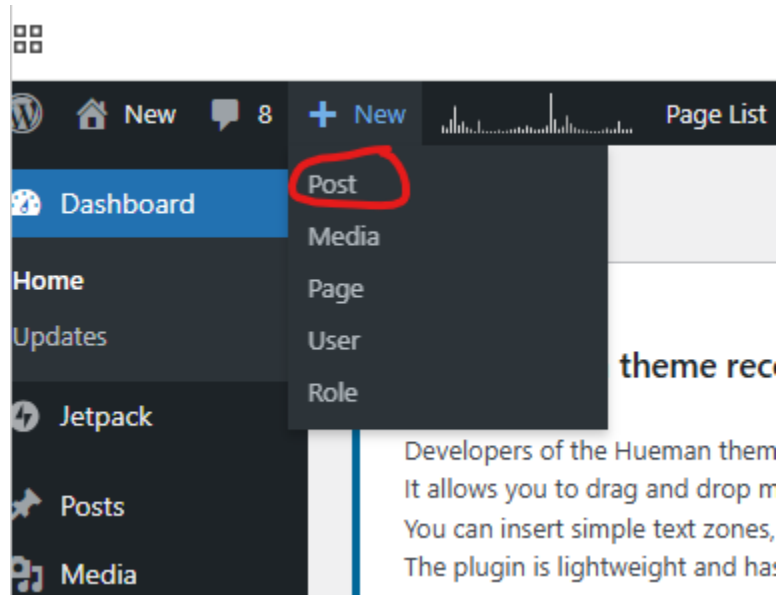
Username or Email Address
nhmohon@memphis.edu

Password
.....

Remember Me

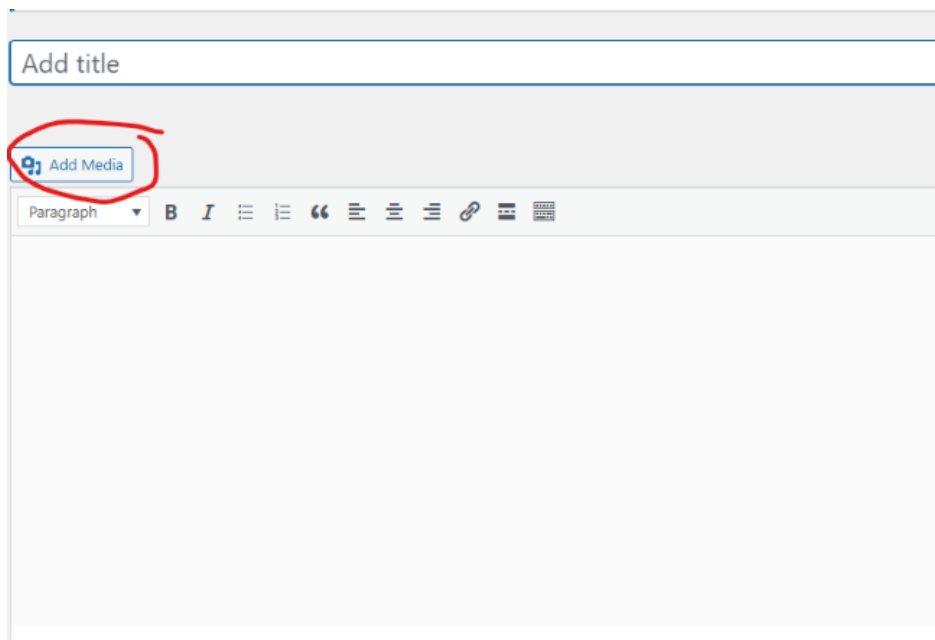
Step 3: Create a New Post

- You should see a black header at the top of the page that says “+ New”. Hover over this and click “post”.



Step 4: Add Your Title, Information, and Media (if needed)

- Simply type or copy/paste your text into the title and information boxes.
- If you want to add media into the document, click the “Add Media” button to pull from existing media uploaded to the blog or from your computer.



- Stay under “Media Library” to use media that has already been uploaded. Click a picture, and it will automatically insert it into the post.

Add media

Upload files

Filter media

All media items All dates



- If you want to add new media, click “Upload Files” and select a file from your computer. **Please note: you cannot insert a PDF as a picture in the body of the post, only a link. You can only insert JPEG and Image files as pictures within the body of a post. If you want to insert a PDF in the body of the post, you must change the file to an image or take a screenshot of it and paste it in the body.**

Add media

Upload files

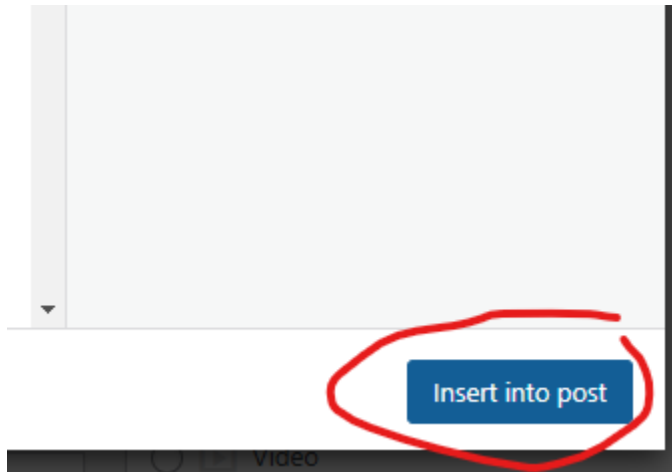
Drop files to upload

or

You are currently using 2.4 GB out of 200.0 GB upload limit (1%).

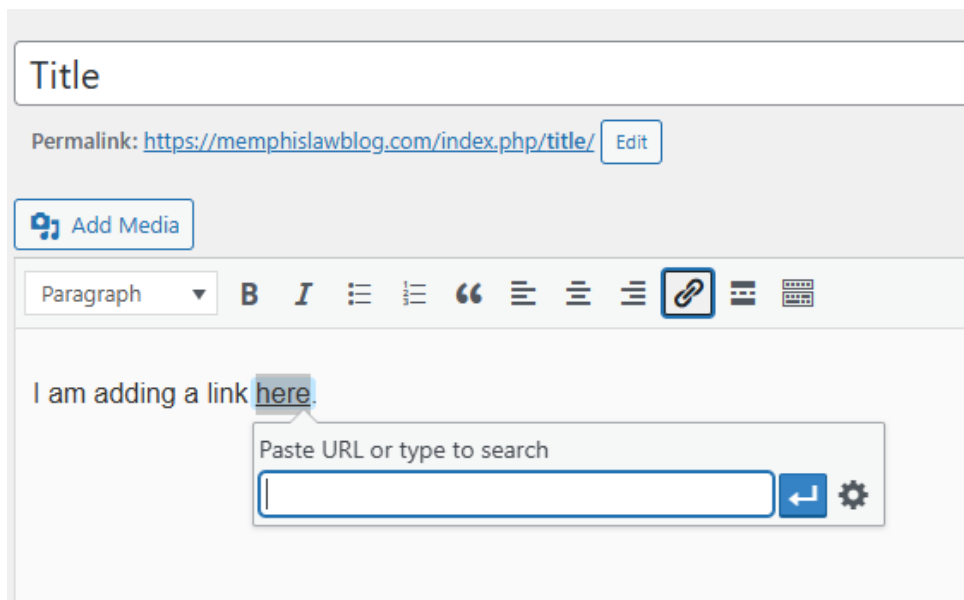
Maximum upload file size: 2 GB.

- Once you select a file, click “Insert into Post”.



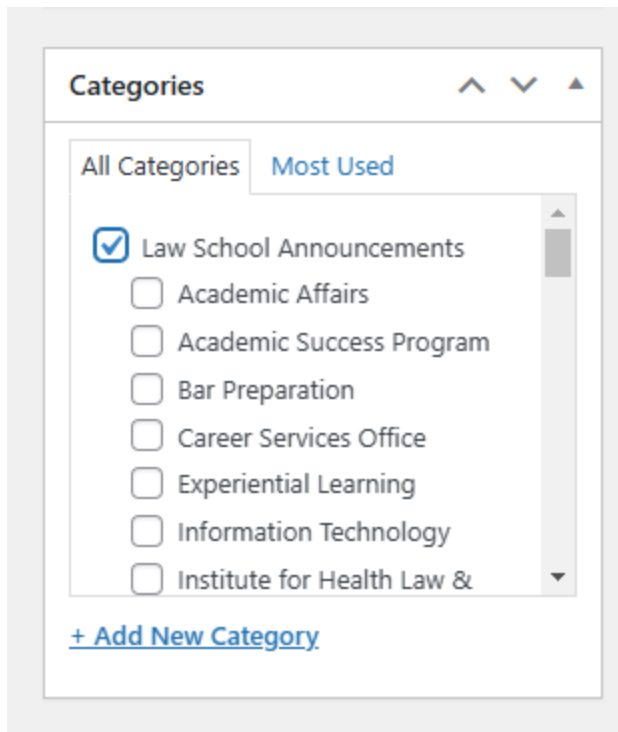
Step 5: Insert links (if needed)

- Highlight the text you want to link and click the link icon. Copy your link into the text bar and press the blue arrow.
- Alternatively, you can just copy a link into the body section if you don't want to link a specific word.



Step 6: Select a Category

- It will not let you post if you do not select a category. Select the categories that pertain to your post.



Step 7: Preview/Publish

- Hit the blue “Publish” button if you want to publish the post now.
- If you want to schedule the post for a future time/date, click “Edit” and select your desired date/time.
- You can preview what your post will look like in the blog format by pushing “Preview”.

