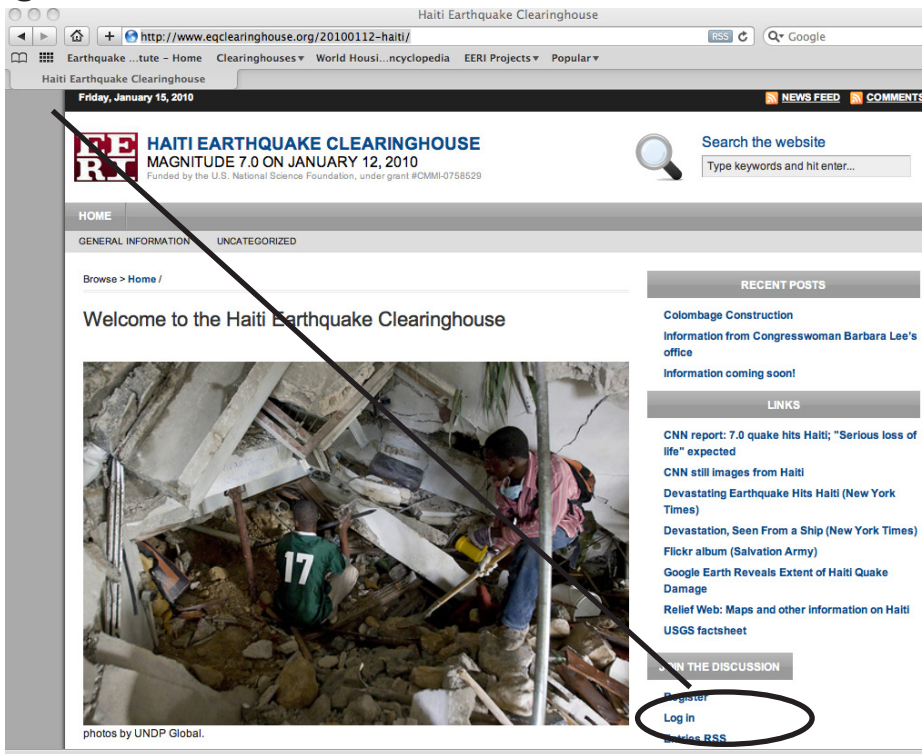
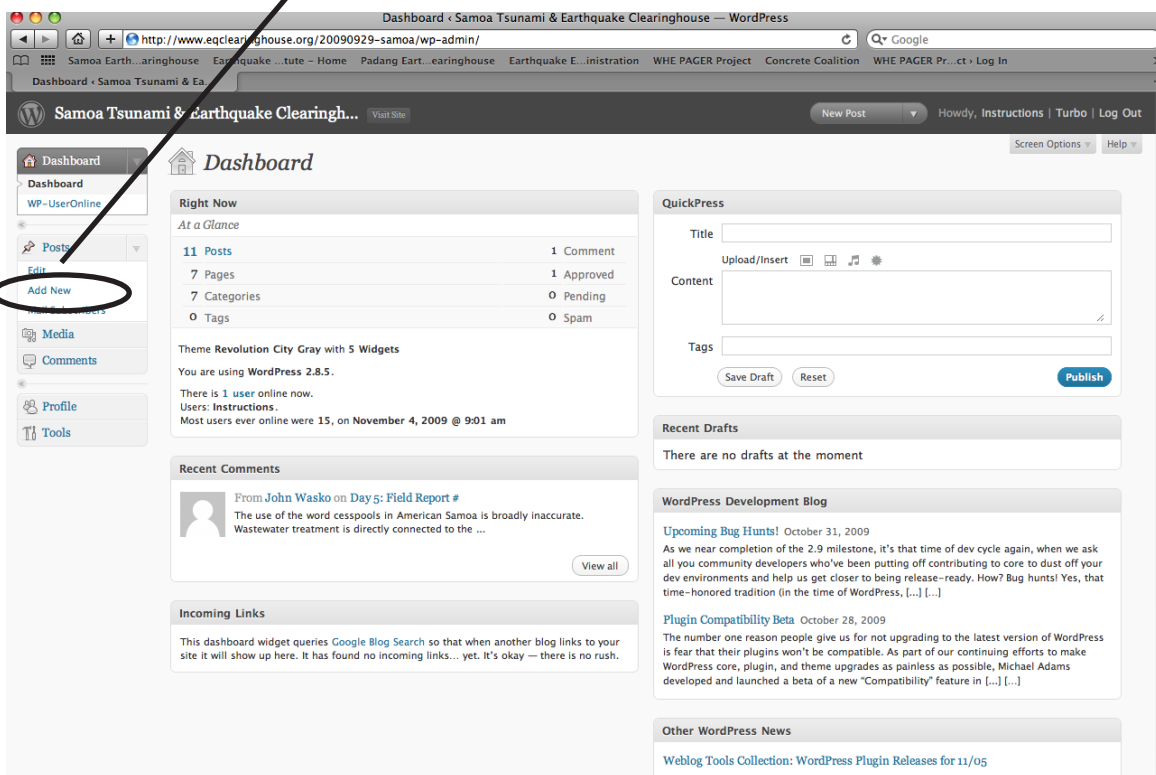


# HOW TO POST AN OBSERVATION TO THE CLEARINGHOUSE WEBSITE:

## 1. Log in



## 2. Select Post: Add New



3. Make Title for your Post

4. Write Text for your Post

5. Select Category for your Post \*

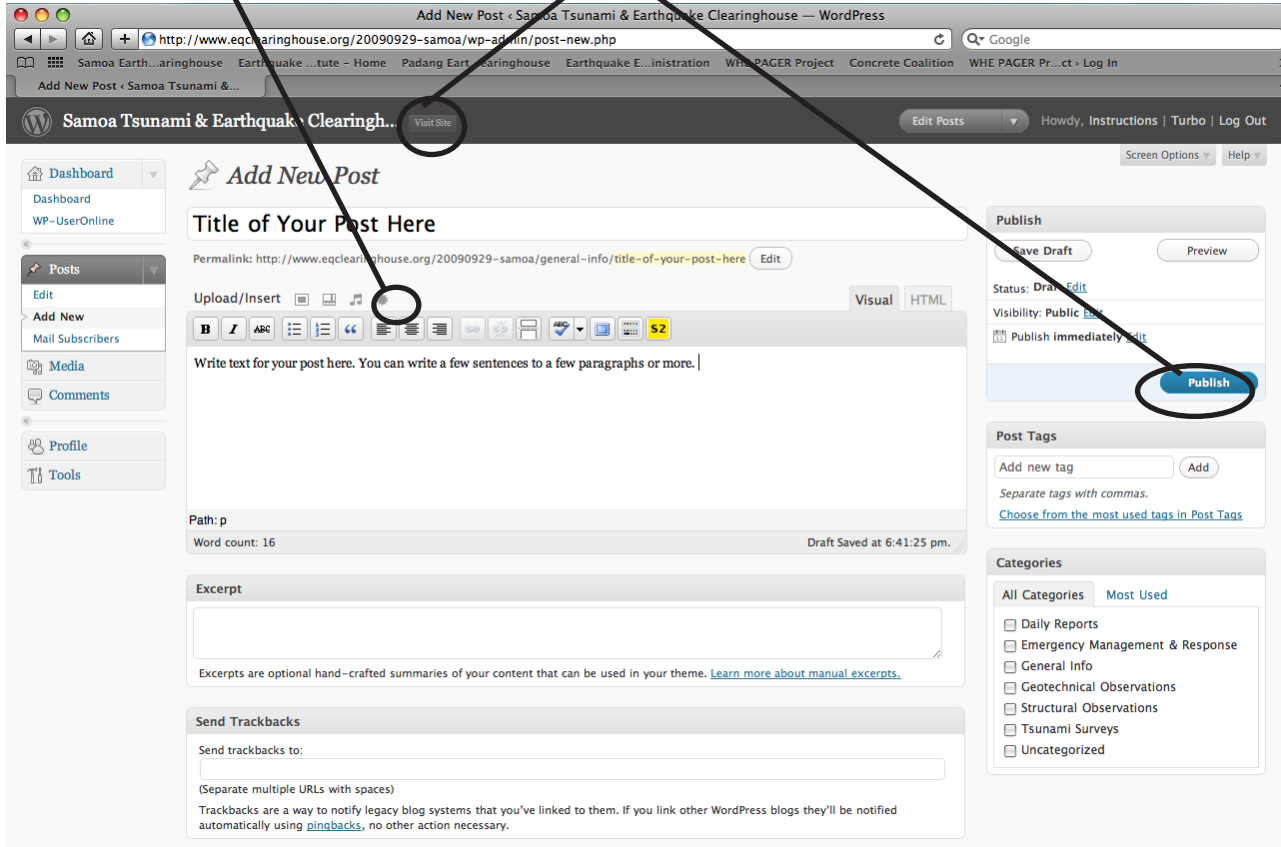
The screenshot shows the WordPress 'Add New Post' interface for the 'Samoa Tsunami & Earthquake Clearinghouse' website. The browser address bar shows the URL: <http://www.eqclearinghouse.org/2009/09/29-samoa/wp-admin/post-new.php>. The page title is 'Add New Post - Samoa Tsunami & Earthquake Clearinghouse'. The interface includes a sidebar with navigation links (Dashboard, WP-UserOnline, Posts, Edit, Add New, Mail Subscribers, Media, Comments, Profile, Tools) and a main content area. The main content area has a title field containing 'Title of Your Post Here', a text area with the placeholder text 'Write text for your post here. You can write a few sentences to a few paragraphs or more.', and a 'Categories' section with a list of categories: 'All Categories', 'Most Used', 'Daily Reports', 'Emergency Management & Response', 'General Info', 'Geotechnical Observations', 'Structural Observations', 'Tsunami Surveys', and 'Uncategorized'. The 'Categories' section is annotated with a circle and a line pointing to the text '5. Select Category for your Post \*'. The 'Publish' section on the right includes buttons for 'Save Draft', 'Preview', and 'Publish', and a 'Publish immediately' button. The 'Post Tags' section includes an 'Add new tag' field and an 'Add' button. The 'Send Trackbacks' section includes a 'Send trackbacks to:' field and a note: 'Trackbacks are a way to notify legacy blog systems that you've linked to them. If you link other WordPress blogs they'll be notified automatically using [pingbacks](#), no other action necessary.'

\*You can add a new category or rename categories if you wish. Categories appear across the top of the first page of the blog, above the photo gallery. Categories will NOT be visible until there is a post in them. All recent posts also show up on right hand side of blog.

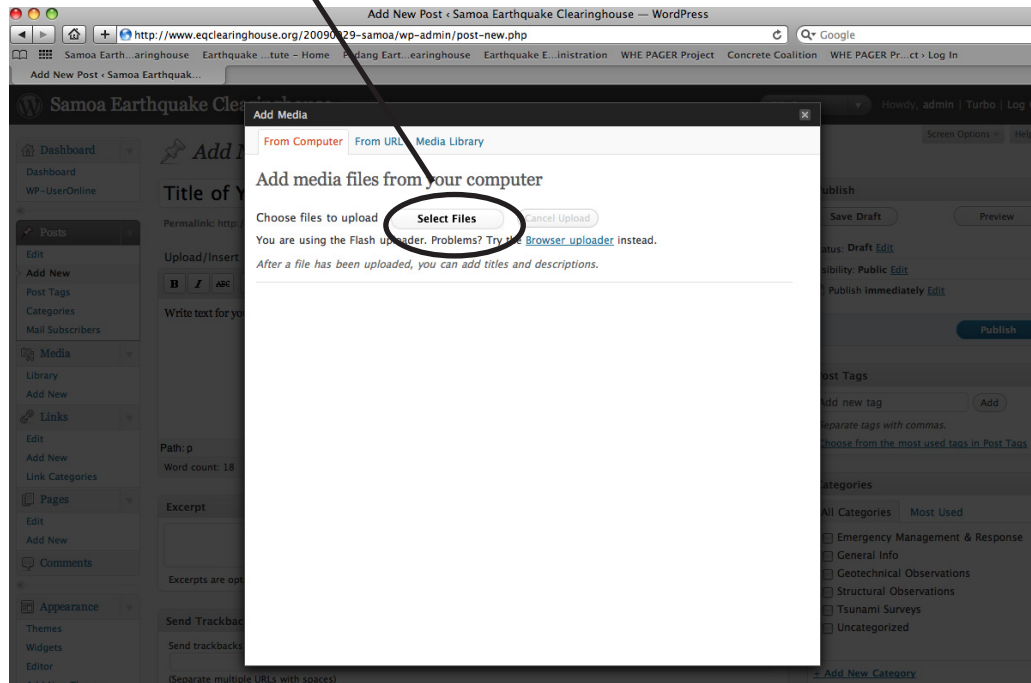
6. Insert/Embed Photo with Post (optional). Photo must be .jpg. See #9 and 10 for more instructions.

7. Publish Post

8. Visit Site to View Post



## 9. Select Photos from your Computer



## 10. After photo is uploaded, you can add caption, specify alignment and size. (Please be sure you have permission to use the photo, if you have grabbed it from the web.)

