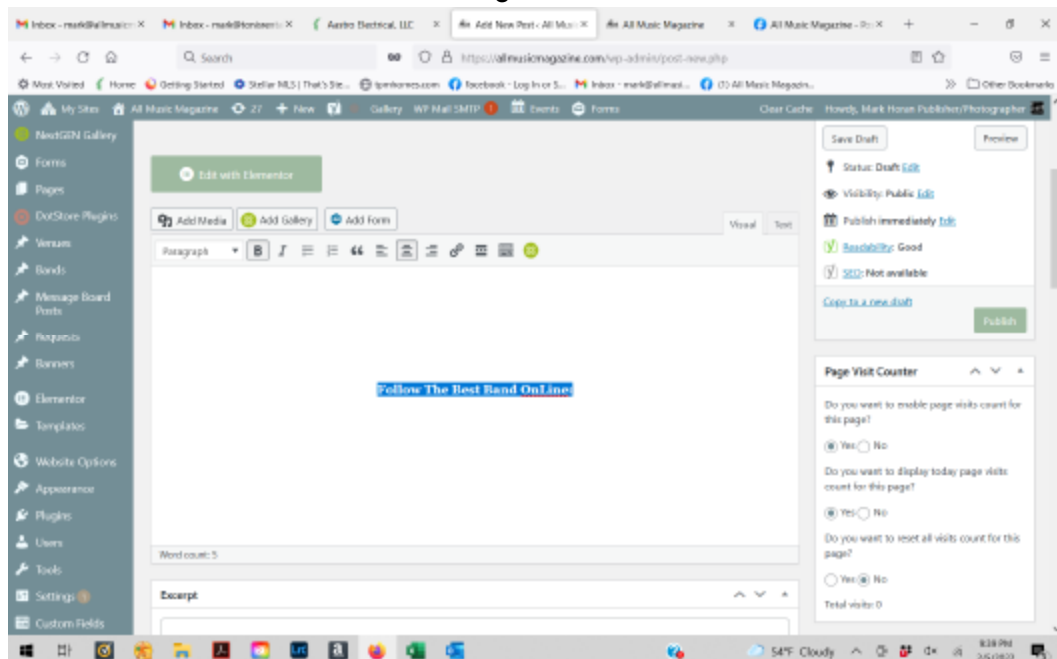


Inserting Social Media Links

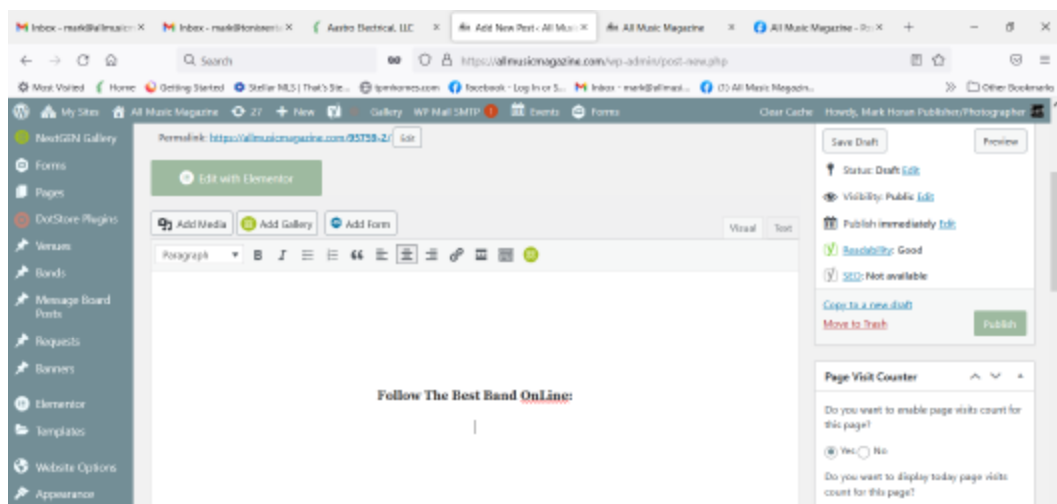
Before you add the social media icons, you must first Google the band to determine which icons will be needed. Most established bands have the use for all six icons. But, not all so you need to determine which icons you will be able to add.

Locate the social media links at the bottom of the review with at least 4 spaces below the last entry.

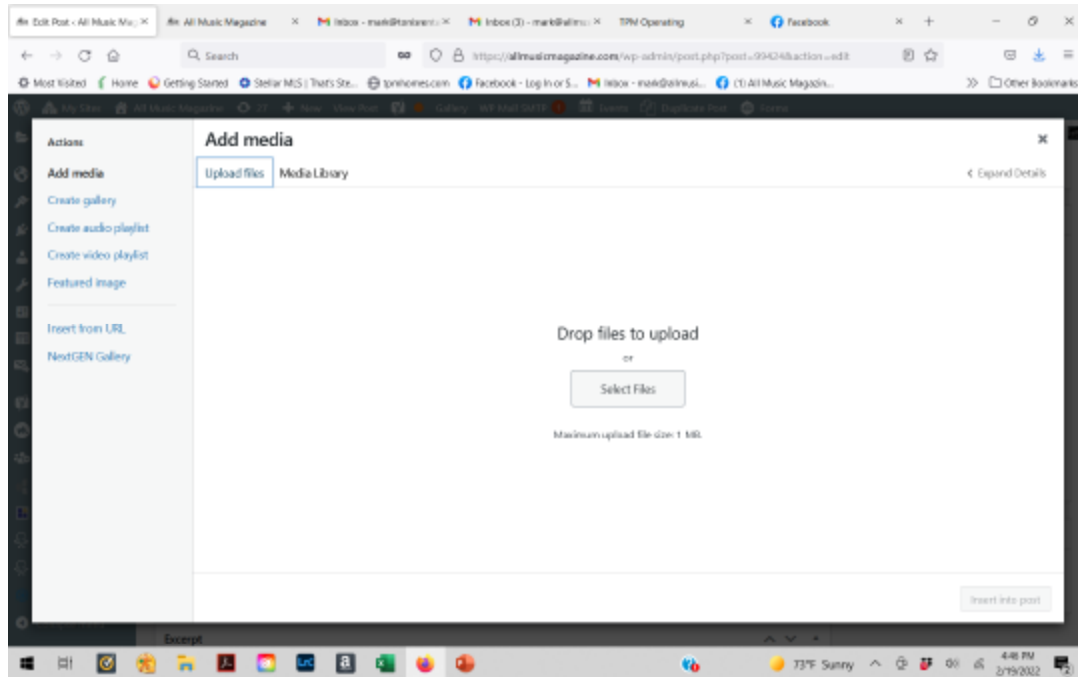
The header should read
Follow “The Band” Online:
In bold lettering and centered



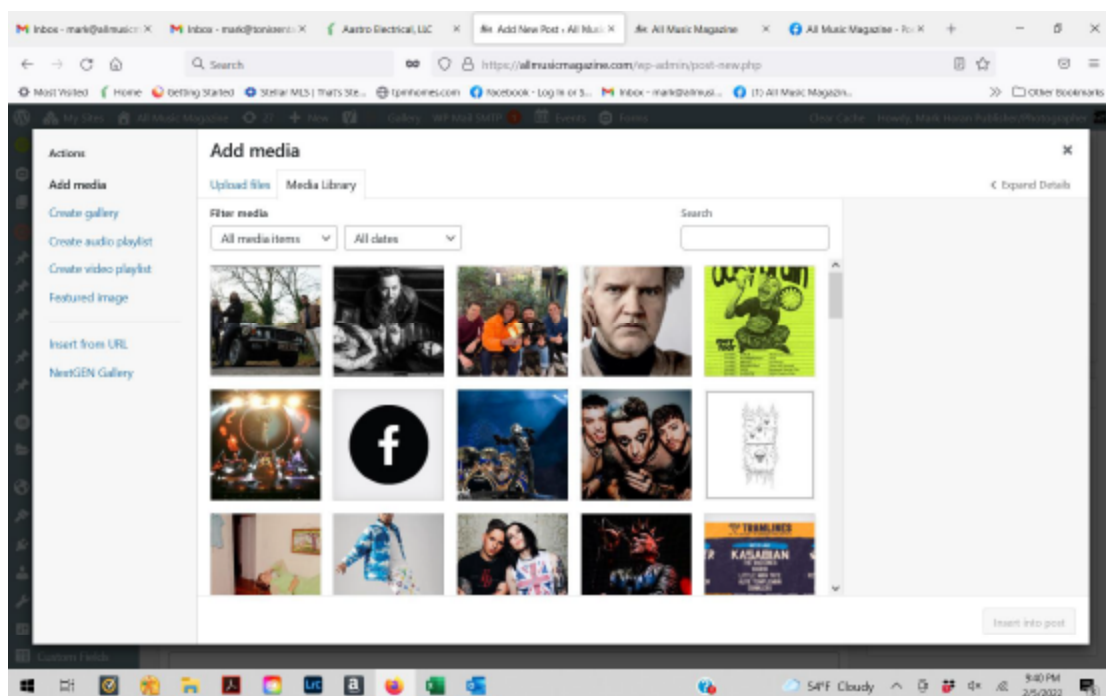
Next, one space below center your cursor



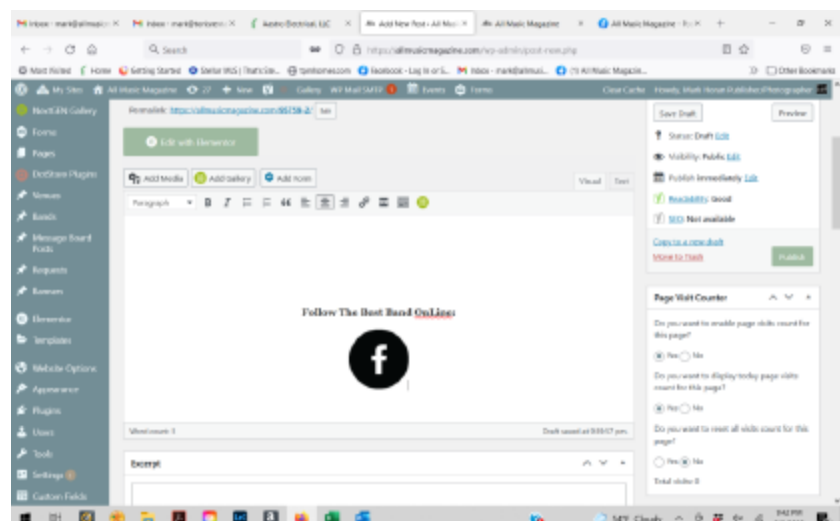
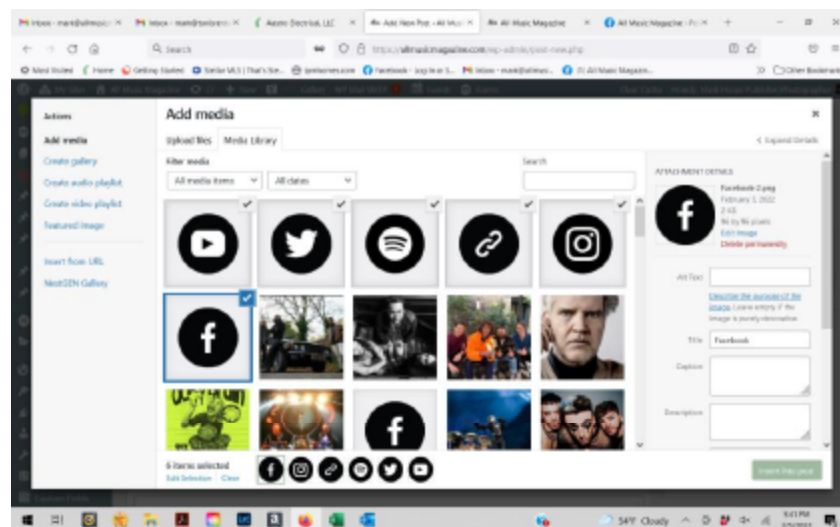
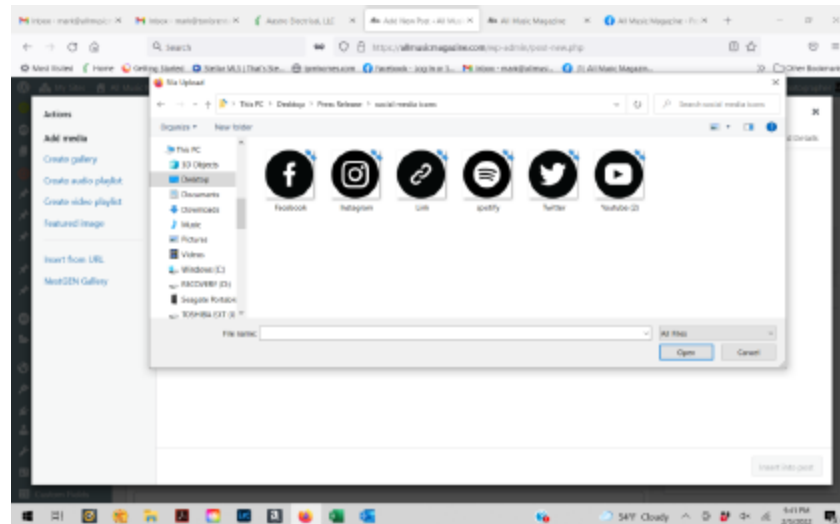
- If your icons are not already added to your media gallery, click on “Upload Files” and add the icons. They will remain in your media gallery for future use.

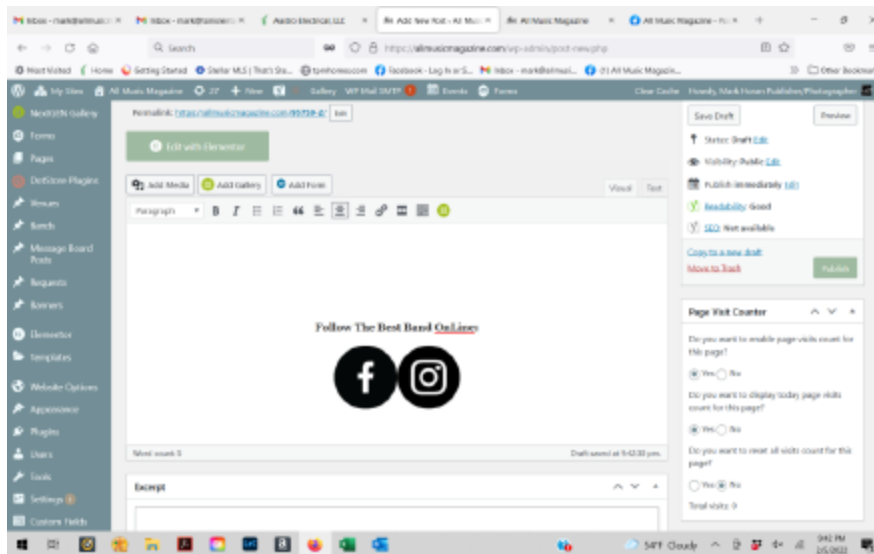


If your social media icons are already loaded in your media library, they must be loaded consecutively. Click the icon and click insert into post.

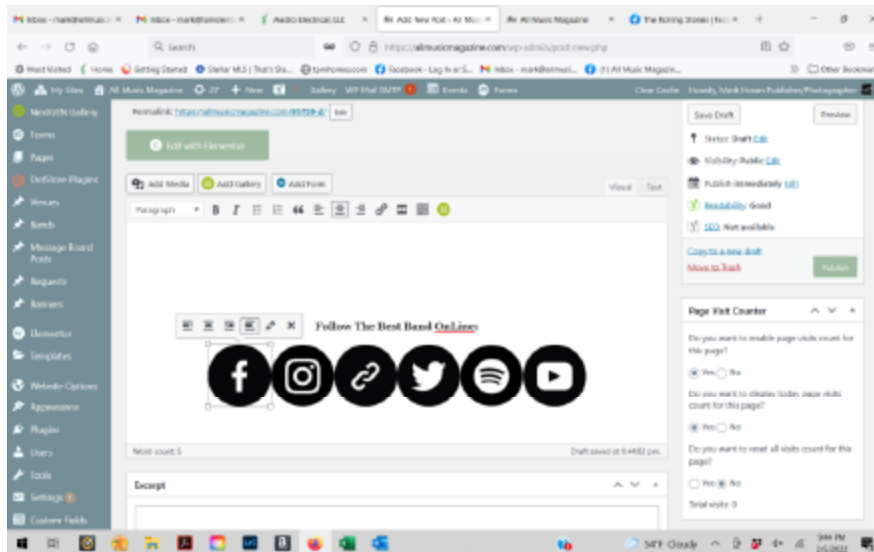


If they are not already loaded, choose them one at a time from the file on your computer and click load into post one at a time. Do not hit the space bar as if it's done consecutively the icons will line up left to right in a straight line.

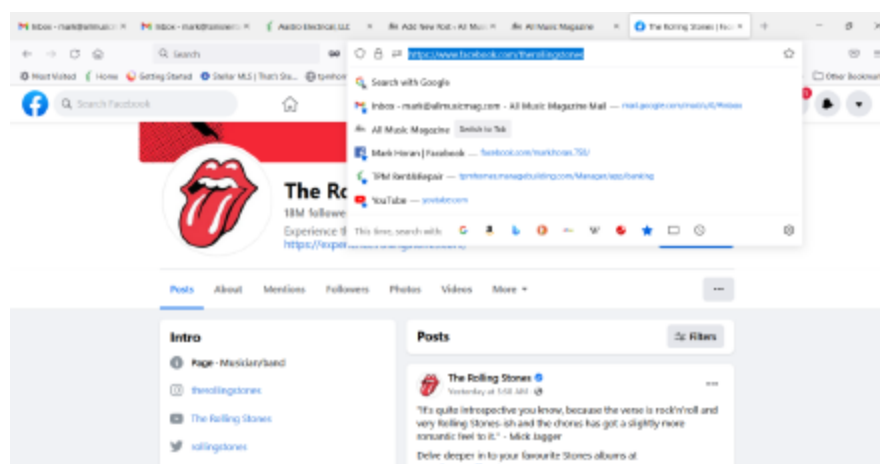


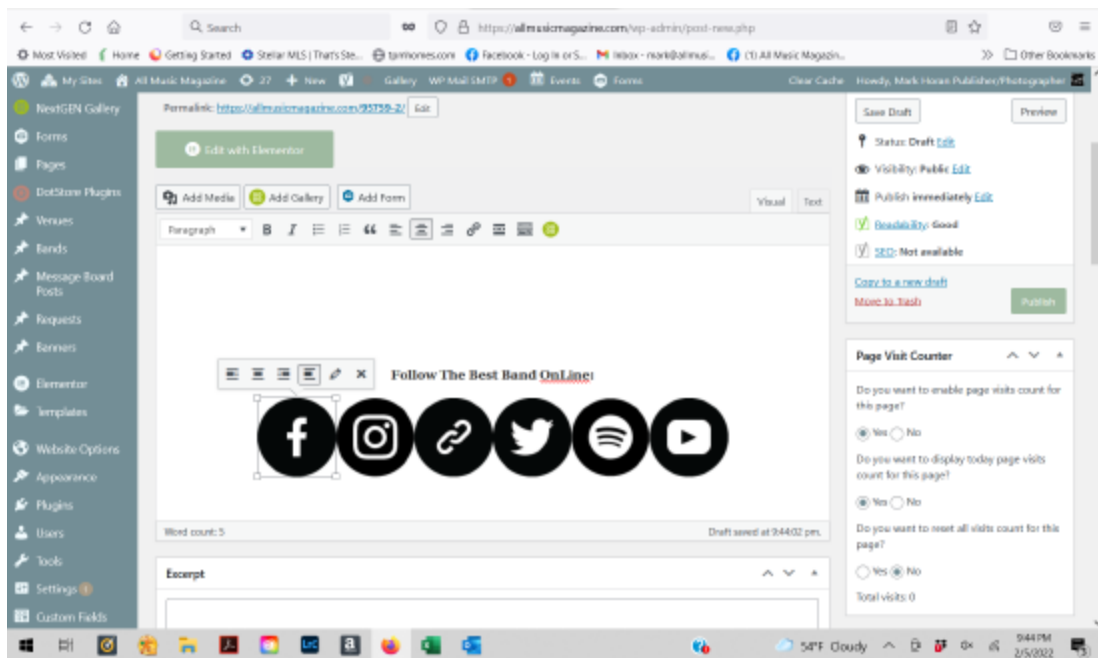


When the icons are loaded, click on the first one and a dotted box will appear around the icon letting you know it's highlighted

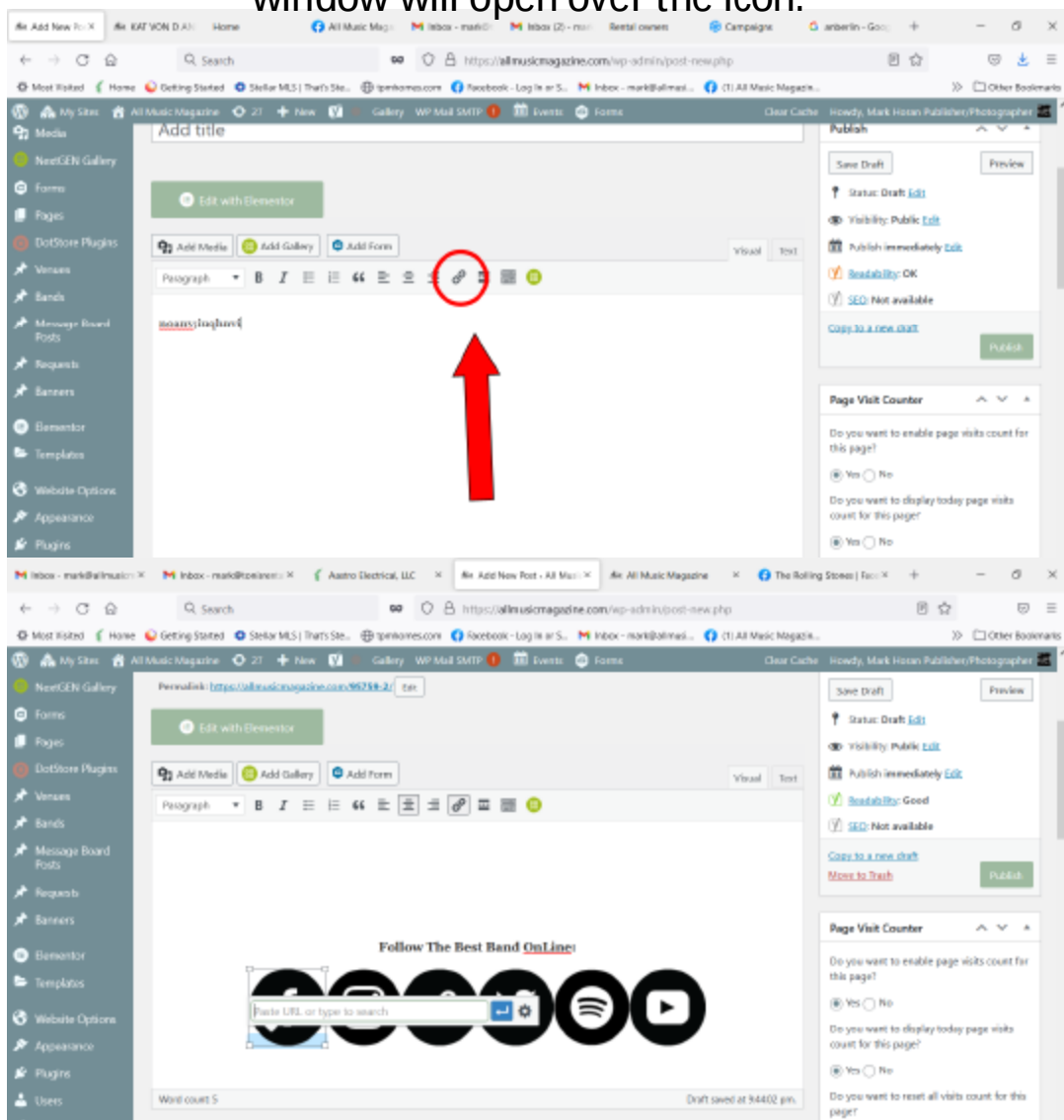


Next, copy the URL to your clipboard by highlighting it and then right clicking it. Choose "Copy"

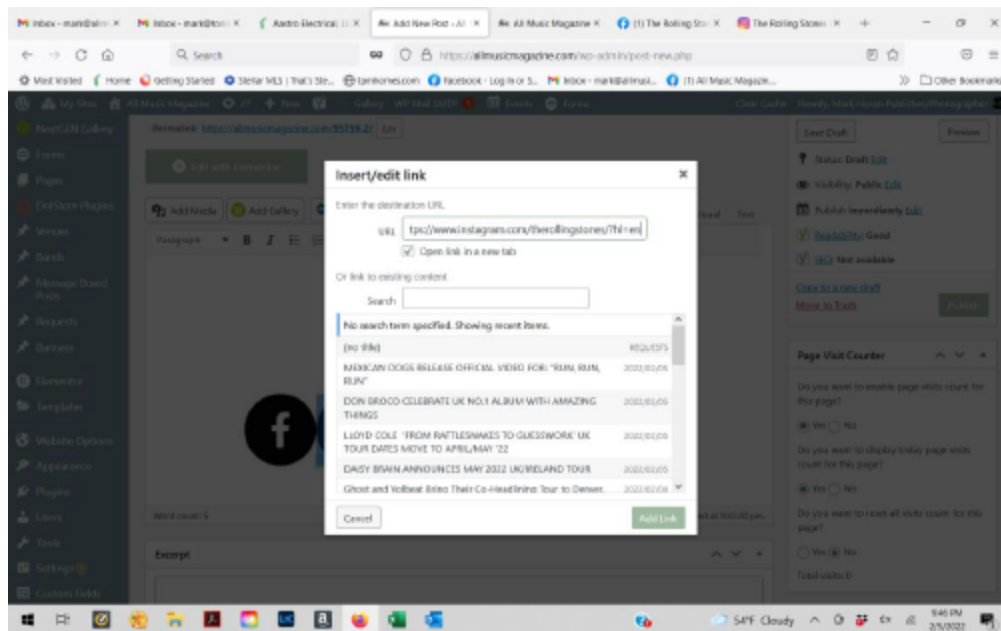




Once highlighted, click the link icon in your header. Circled in red. A window will open over the icon.



- Click the sprocket looking image in the window and another larger window will open.



Right click on the “Link” window and “Paste” the URL still on your clip board. It will display as above. Finally click the box “Open link in a new window,” Then click the green box at the bottom on the right. You now have added the website link to the social media icon. Repeat until all of the social media icons have links have been added.



The social media links should appear just like above when you view them in the preview before you send to be published.