

FEED – Instruction Manual

Post feed as test?
Yes, it will not be posted
on the live page

Type – select the type of
the post to share

- a. Announcement
- b. Vacancies
- c. Events
- d. Offers

Title – title of the post

Post type – select the type
of file to share:

- a. Image
- b. Video
- c. Plain Text
- D. PDF
- E. Attachment file

Media – select the file you want
to upload

Upload – after selecting the media file,
click the upload button to save

Date – will automatically display the
current date

Format Text – You can format the text
on your content using these icons

Content – you can add any text in this area.

Submit – After completing all the
information, click submit button

The screenshot shows a web form titled "Feeds Corporate - IT" with a "How to Add ?" link. The form includes the following fields and controls:

- Post Feed as Test ?**: A checkbox labeled "Yes".
- Type**: A dropdown menu currently showing "Announcement".
- Date**: A text field displaying "06/08/2020".
- Title**: A text input field.
- Post Type**: A dropdown menu labeled "Select Post Type".
- Content**: A rich text editor with a toolbar containing icons for undo, redo, bold, italic, text color, background color, bulleted list, numbered list, link, unlink, image, and video. Below the toolbar is a large text area with a "p" placeholder and a "Words: 0" counter.
- Media**: A section with a "Select media" button, an "Upload" button, and a dashed box labeled "Drop files here".
- SUBMIT**: A green button at the bottom right.

Arrows from the surrounding text blocks point to these specific elements in the form.