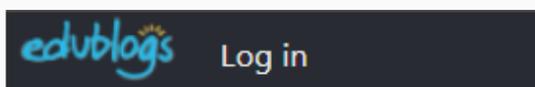


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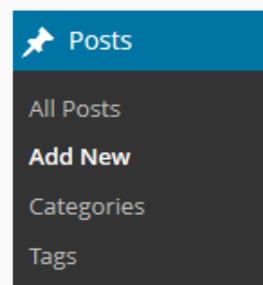
1 Log In

Log in to your dashboard using the admin bar at the top of your blog. Alternatively, you can type **blogname.edublogs.org/wp-admin** into your browser to go directly to your log in page.



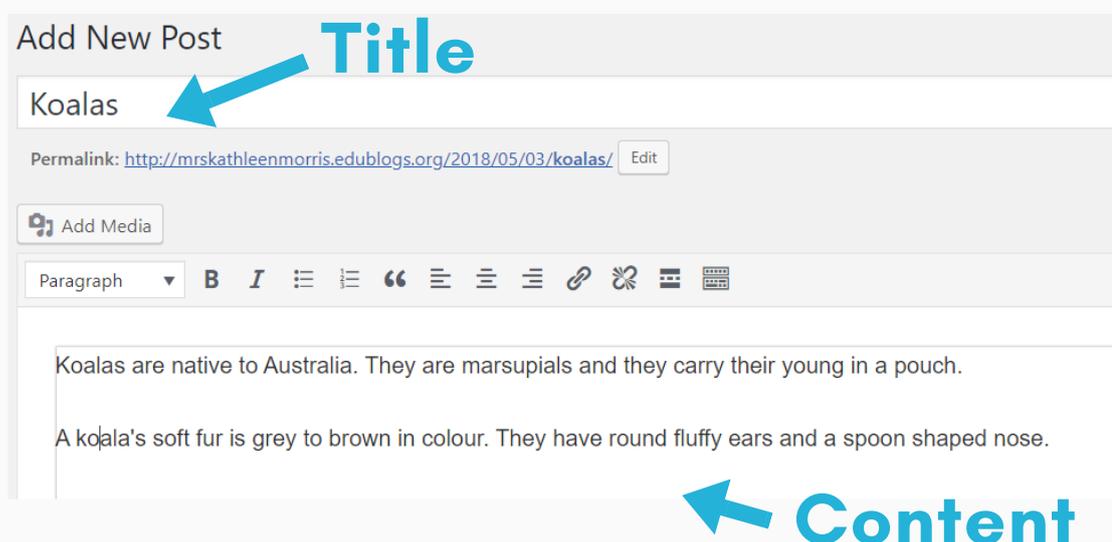
2 Add New Post

Select **Posts > Add New** from the options on the left hand side of your dashboard.



3 Write Your Post

Add a post title and begin writing your content in the main box.



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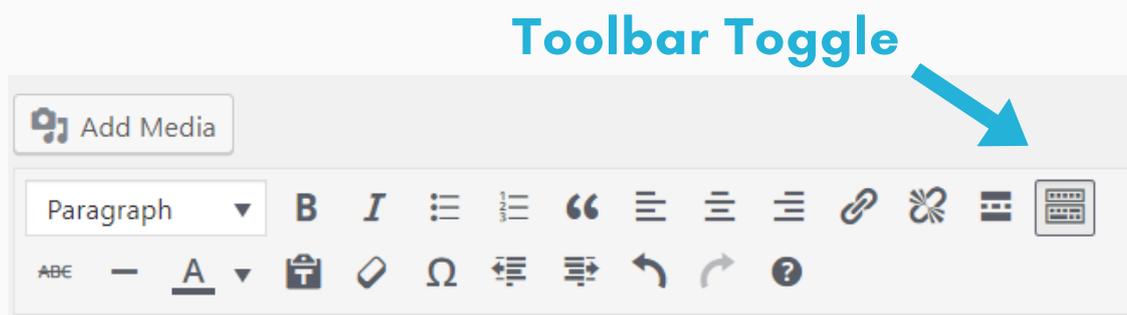
4 Visual/Text

There are two editing modes available -- Visual and Text (HTML). Make sure you're on the Visual tab for the most straightforward editing.



5 Formatting Options

Hovering over the icons under the title shows you their function. Click on **Toolbar Toggle** to display a second row of options like color, indents, and undo.



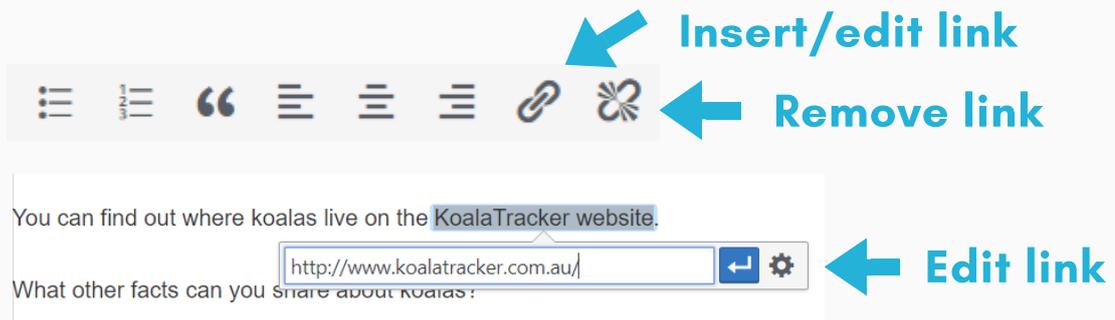
To format your text, simply highlight the text you want to change and click on the function you're after (e.g. B for bold). This works like a word processor.

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6 Add A Link

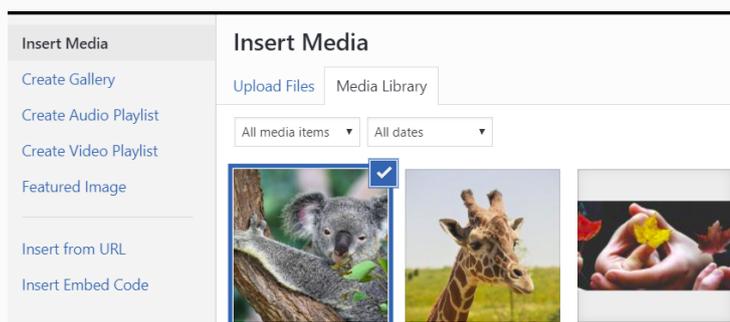
Copy the URL of the website you want to link to. Highlight the text in your post that you want to make a link. Then you can either:

- Paste the URL you copied directly over the highlighted text using a keyboard shortcut like CTRL V (PC) or CMD V (Mac) **OR**
- Click the **Insert/edit link** icon. A popup will appear where you can paste the URL.



7 Add An Image

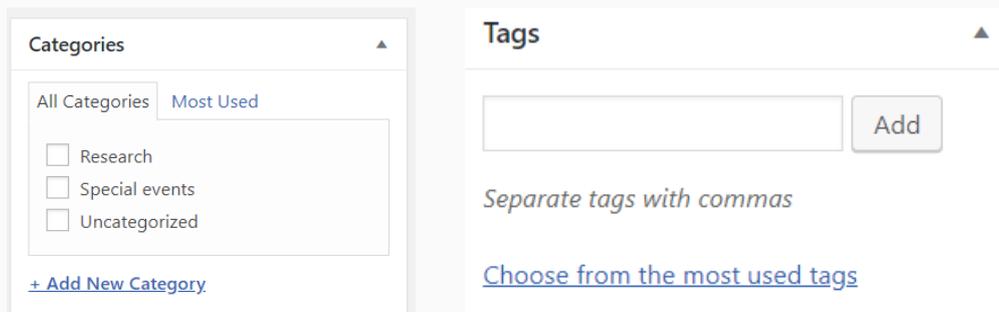
Place your cursor where you want the image to appear in your post. Click **Add Media**. You can then choose to upload an image, link to an image online, or add an image from your blog's Media Library.



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8 Tags And Categories

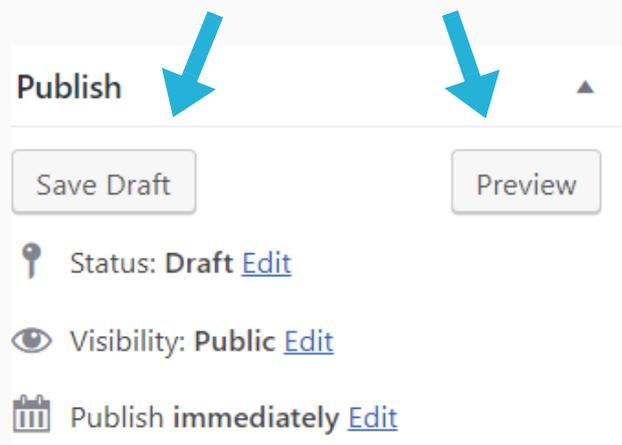
Add tags and categories to your posts to keep them well organized. You'll find these options on the right side of your post editor. Categories define the main topics covered on your blog. Tags are the more specific keywords associated with the blog post content.



9 Save Draft And Preview

You'll find the publishing options on the right hand side of your post editor.

If you want to come back and complete your post later, select **Save Draft**. If you want to see what your post looks like, select **Save Draft** then **Preview** and a new tab will open.



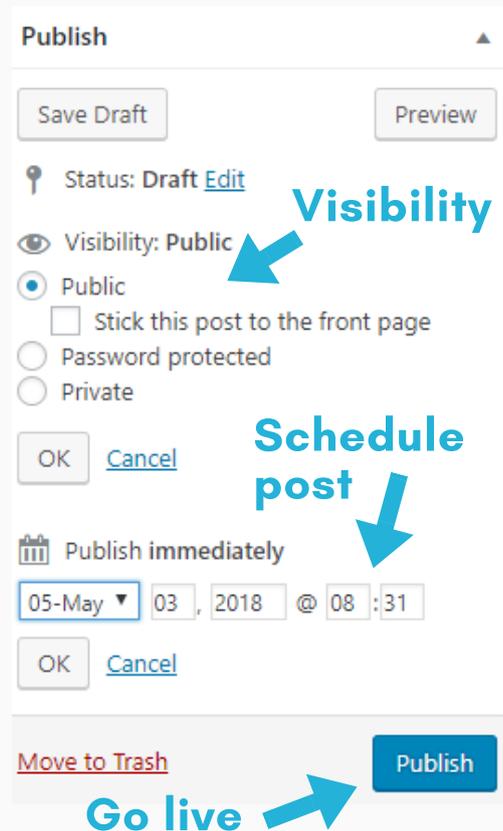
How To Publish A Blog Post

10 Publish Your Post!

When your post is complete, simply click **Publish**. You can always go back and edit the post by going to **Posts > All Posts > Edit**.

There is also the option to edit the Visibility options and make your post password protected or private.

You can schedule your post to be published later by selecting the **Edit** option next to **Publish Immediately**.



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