

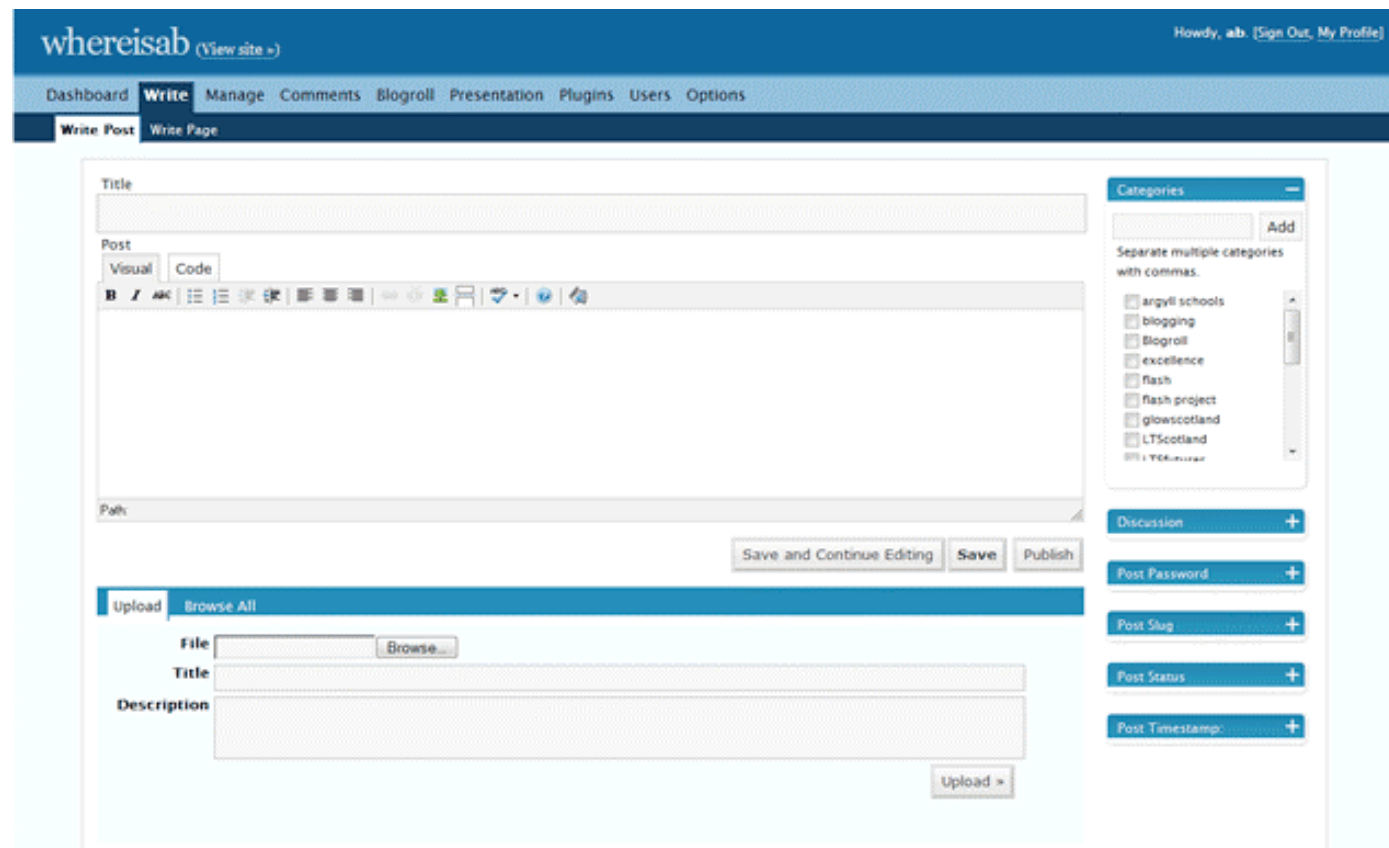
Writing a Post

Writing a post is easy. On the dashboard, **click** the frequent link to **‘Write a post’**

You are taken to the **‘Write Post’** page. Notice how the location has change in the tab bar?

In the **‘Title’** box, **type** a **title** for your post.

In the **‘Post’** box, **type** the **content** of your blog post.



You can use the formatting bar to add any formatting you wish to your post.



TIP – take a bit of time to think carefully about the blog post title. This is the first thing your readers will see, so needs to be a ‘hook’ to get them to read the rest of your post. Think of it in much the same way as a newspaper headline. If you like the headline on a newspaper, you’ll read the article – exactly the same thing happens with blogs.

Once you’ve finished writing your post you have three options

– ‘Save and Continue Editing’, ‘Save’ and ‘Publish’.

Save and Continue Editing

Save

Publish

These buttons are quite self explanatory - if you want to save it but continue editing, **click** ‘**Save and Continue Editing**’ – if you want to save it as a draft, but not publish it to your blog, **click** ‘**Save**’ – it will be saved as a draft, and each time you click the ‘write a post’ link you will be shown a list of your drafts at the top of the screen.

If you are happy with your post, **click** ‘**Publish**’ – your post will now appear on your blog.