Open a browser and type in your blog address.

Find and click the Log in link.

Type in your Username and Password then click Log In.
Click Posts then Add New

Give the post a Title

The toolbar allows for format of the tex below, the Kitchen Sink button shows a second row of buttons
When pasting text from other sources use either the **Paste as Plain Text** or **Paste from Word** buttons. If you paste in something accidentally use the **Remove formatting** button to eliminate any bad formatting.

When either the **Paste as Plain Text** or **Paste from Word** buttons are clicked, another window will open in which to paste then click the **Insert** button.

To add section heading select **Heading 2** from the drop down menu, for subheadings use **Heading 3**.

Upon hitting return it will switch back to **Paragraph** mode.
For a larger working area, click the **Toggle fullscreen mode** button.

To switch back, click the **Exit fullscreen** link.

To right of the Post section, choose the appropriate **Category** and type **Tags** for the big ideas of the Post. Separate the tags with commas and click the **Add** button.
Click the Add and Image button to insert an image.

Click the Select Files button.
Type the Title of the image and Alternate Text for seeing impaired.

Type in a Caption for text visible on the post.

Select an Alignment and Size and click the Insert into Post button.
At any time the post can be previewed without publishing by clicking the **Preview** button. Preview opens a new tab to return simply close the tab.

If the post isn't ready to be published click the **Save Draft** button.

When it is ready to be published click the **Publish** button.
To make changes to a draft, login or if already logged in click the Site Admin link.

Click Posts or All Posts.

Find the post and click the Edit link.

If you need assistance stop by the Media Center in the lower level of Bosler. Contact us via mediacenter@dickinson.edu or at mediacenter.dickinson.edu.