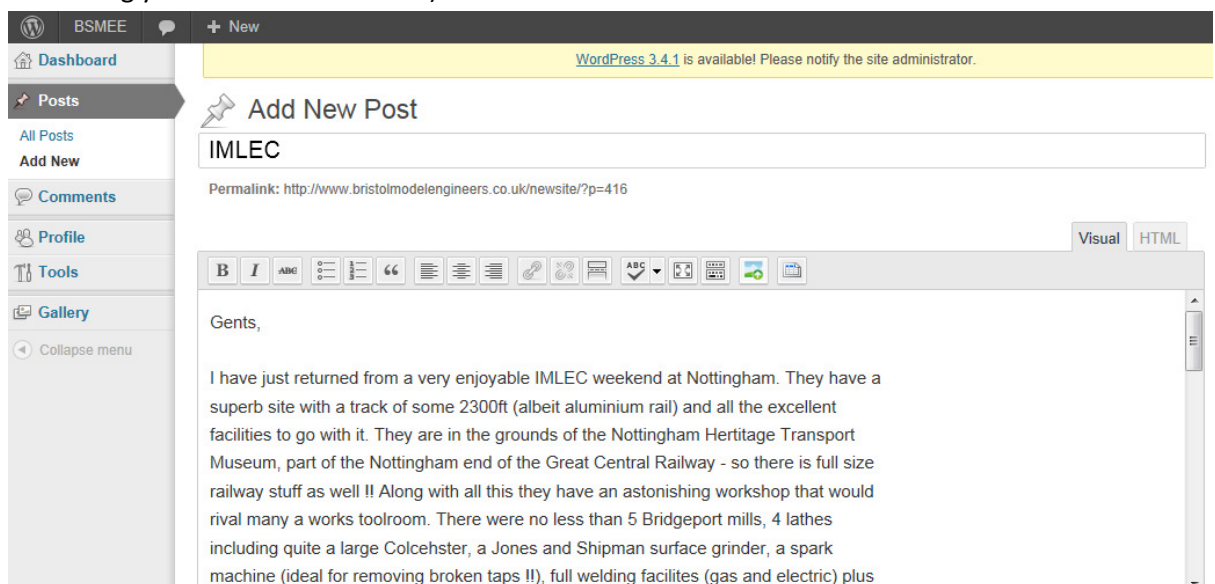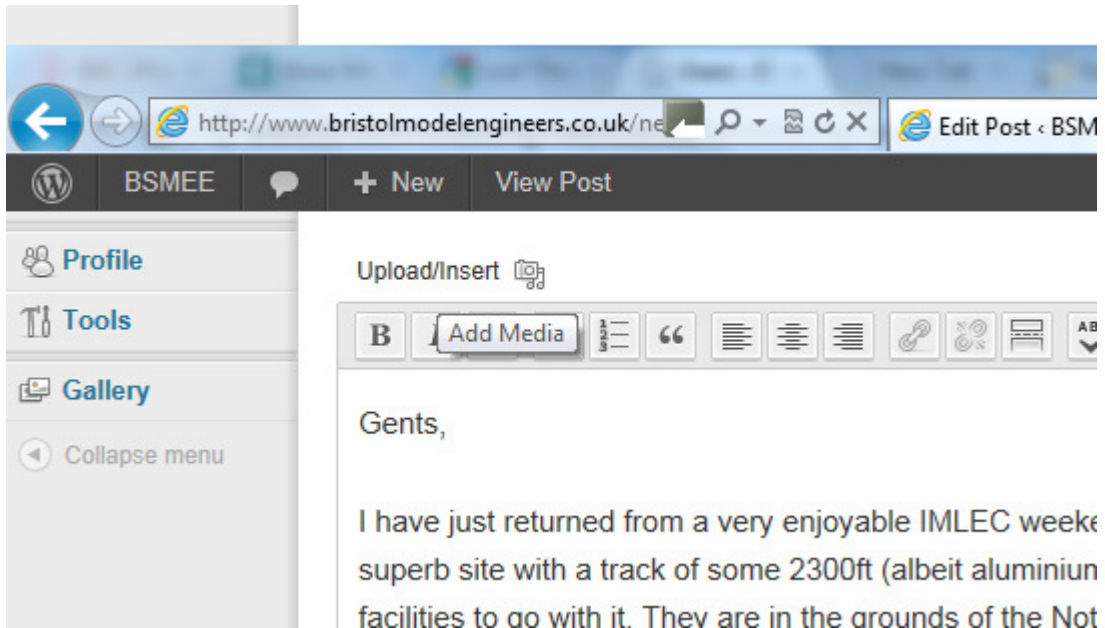# Writing a Blog Post

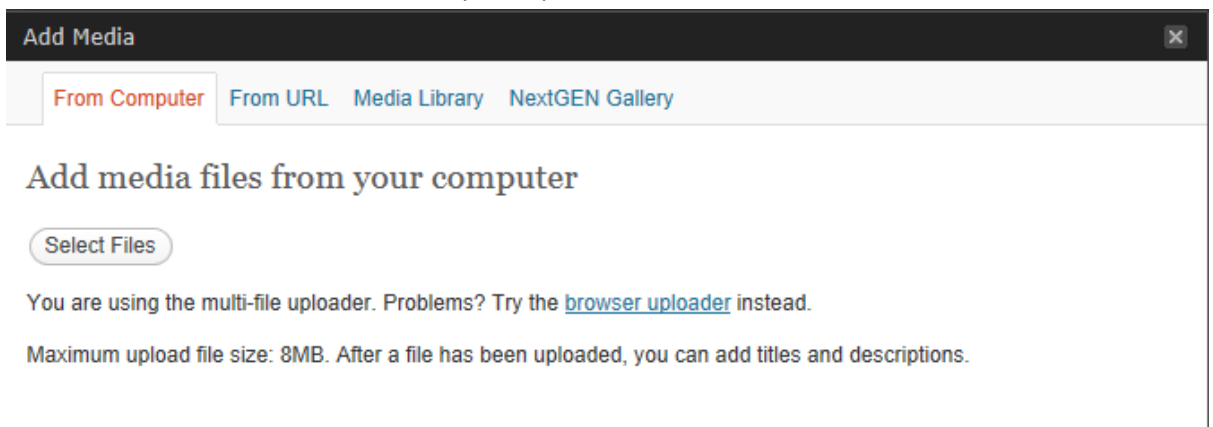1. After Logging in Select the Add new > Post link

2. Give your Post a Title and Add the content (you can either type this in or copy from something you have written before)
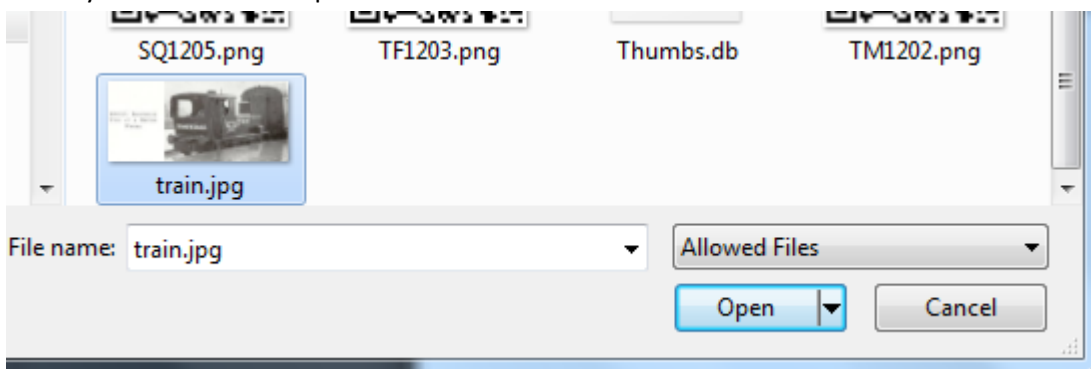
3. If you have any images or files to upload use the Upload/insert link
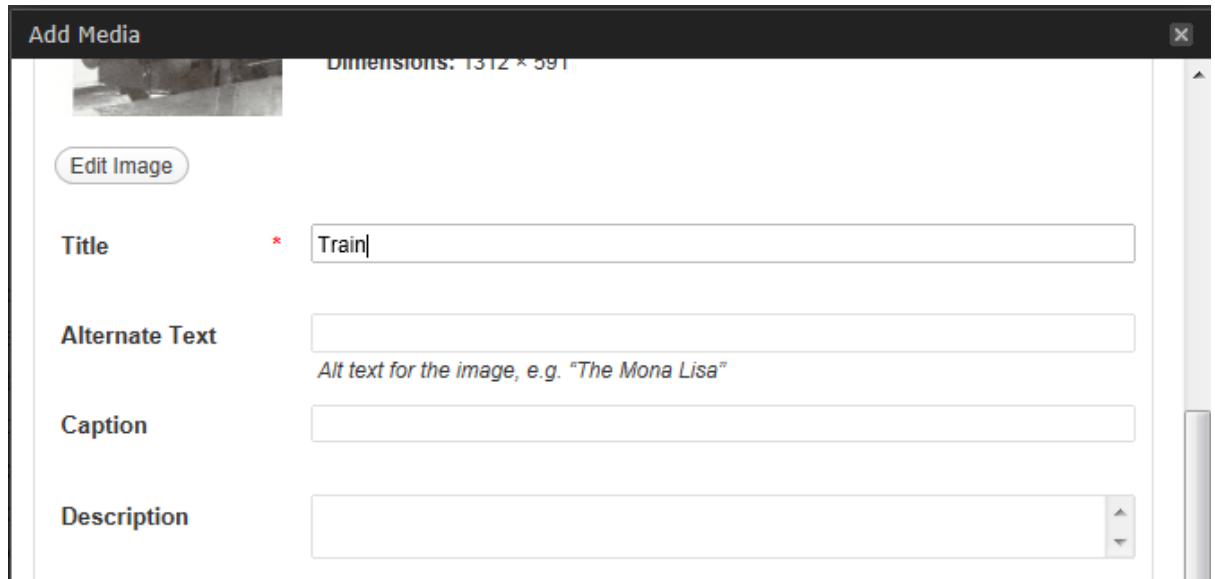

4. Click 'select files' in the window that opens up

5. Select your file and click open.

6. Give your image a Title, you could also give it a Caption and Description if you wanted.
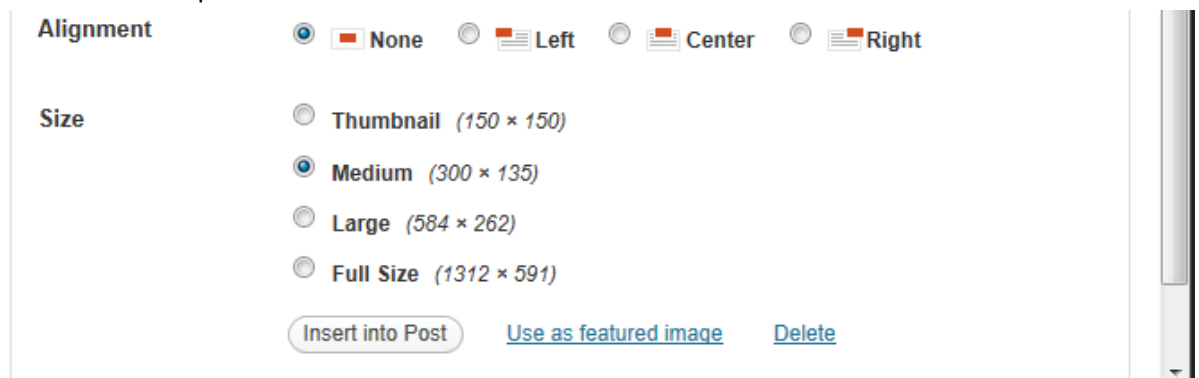
7. Select what size you want the image to be and where you want it aligned on the page, then select insert into post.
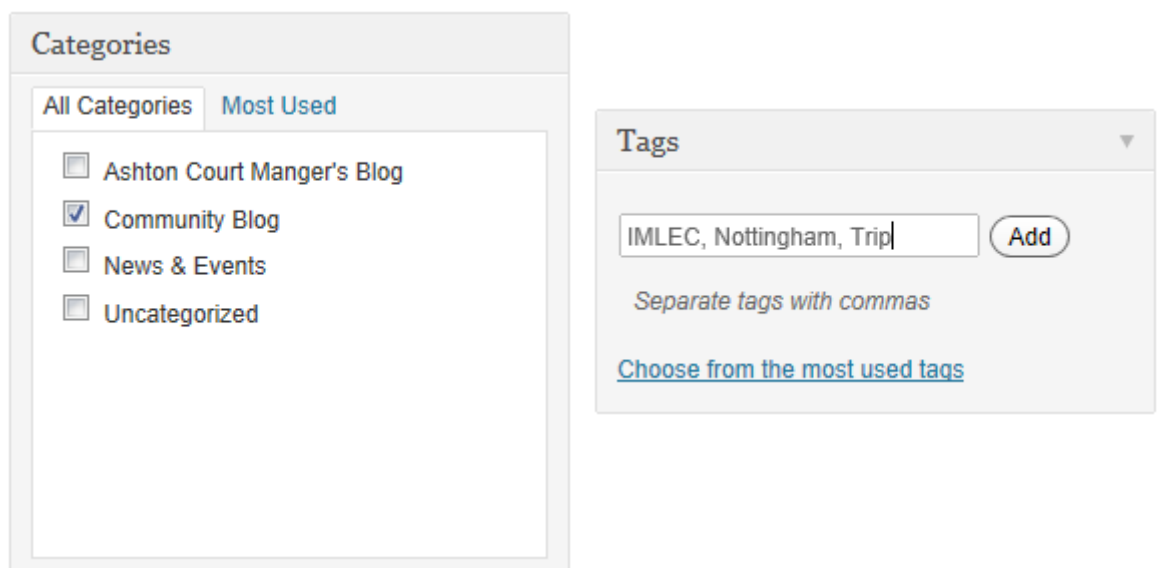

8. Select a Category and add some tags to help other people search for your post

9. Finally Publish your Post