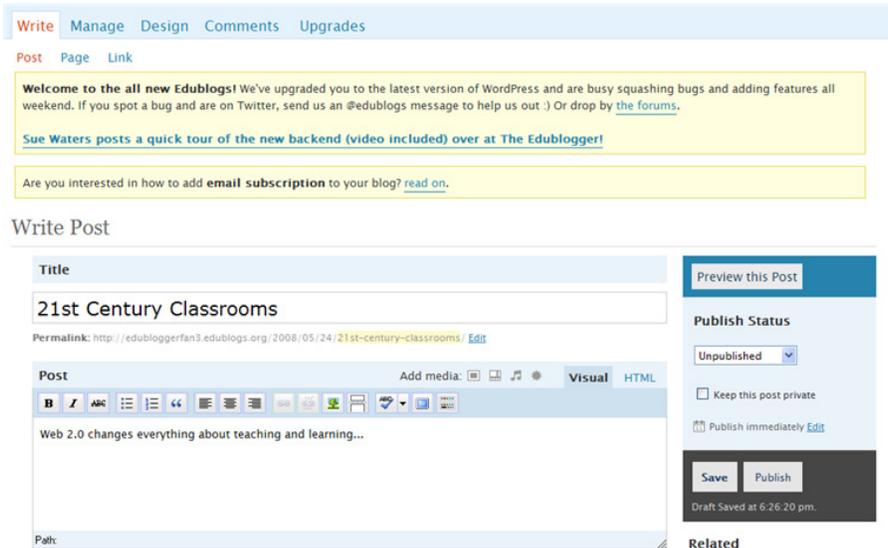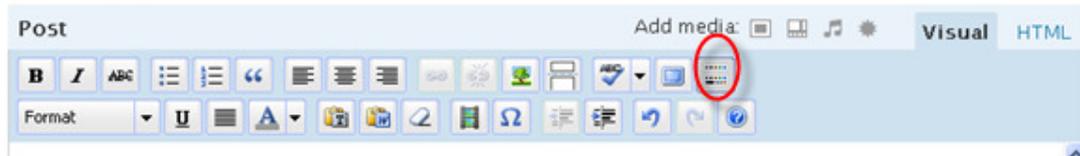**edublogs**

Writing a Post

To write your first post, click on the *Write* menu, give your post a title and add your content. Before you *Publish* a post, you might want to use the *Preview this Post* option to see how it will appear to your readers. If you're not ready to go live yet, click on the Save button. The *Save* option saves your post as a draft, which you can reopen whenever you wish.
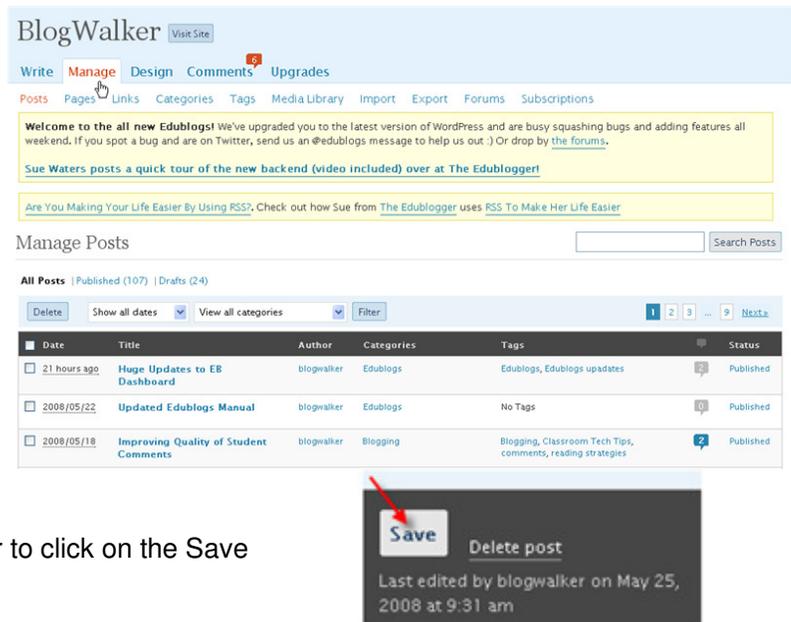

You have a number of options available in the formatting bar, such as bold, italic, and create a bulleted list. For more formatting options, click on the *Show/Hide Kitchen Sink* icon!

Editing a Post

If you have already saved and/or published a post and have closed out of the *Write* screen, return to your *dashboard* and click on the *Manage* tab.

Scroll down until you find the post you wish to edit. Click on the link to open it and edit away!

Once you've made your changes remember to click on the Save button!