

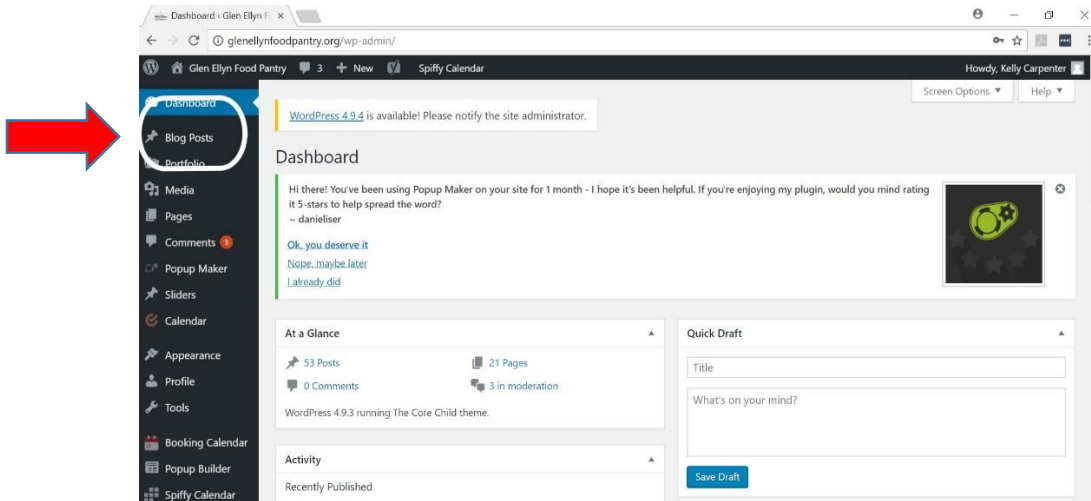
How to Create and Edit a Blog Post Instructions

<http://yourwebsitename/wp-admin/>

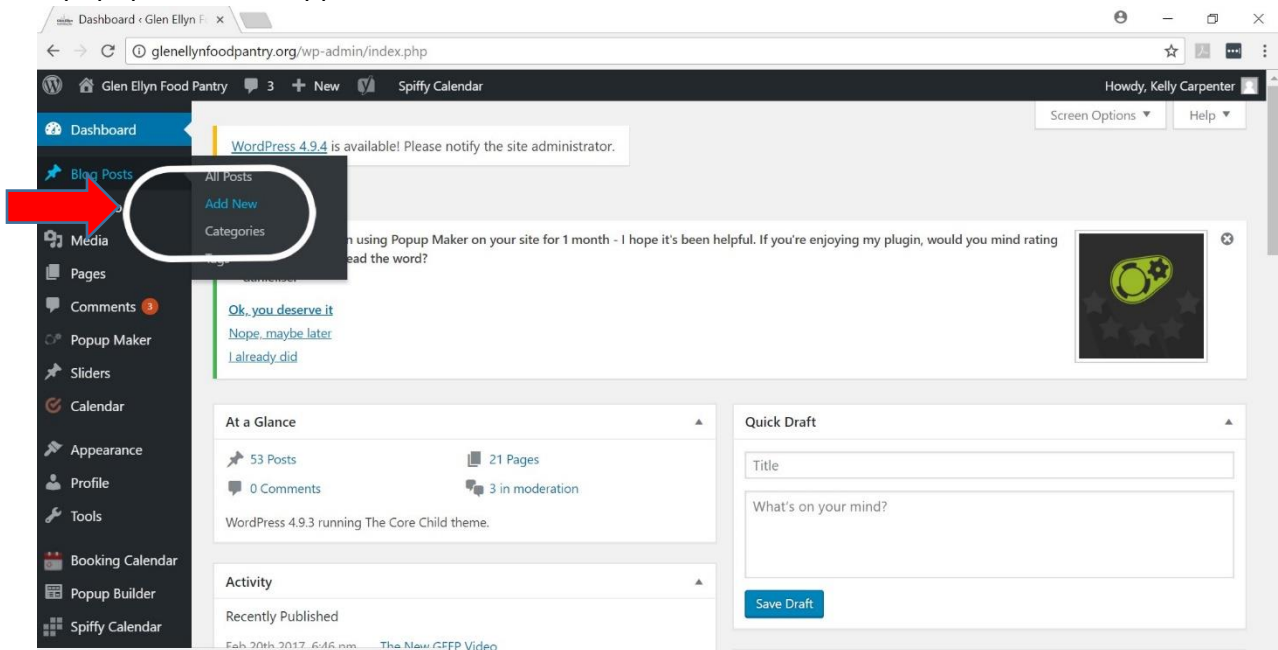
Login:

Password:

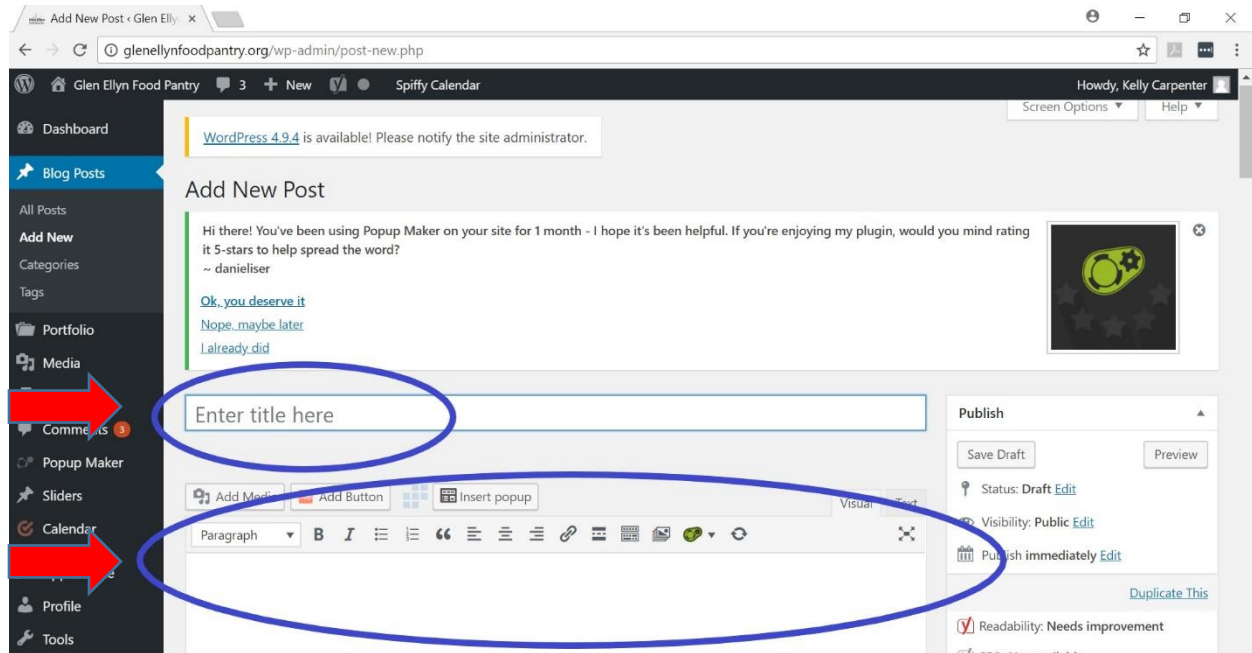
1. Select the Blog Posts button located on the left side of the screen under Dashboard



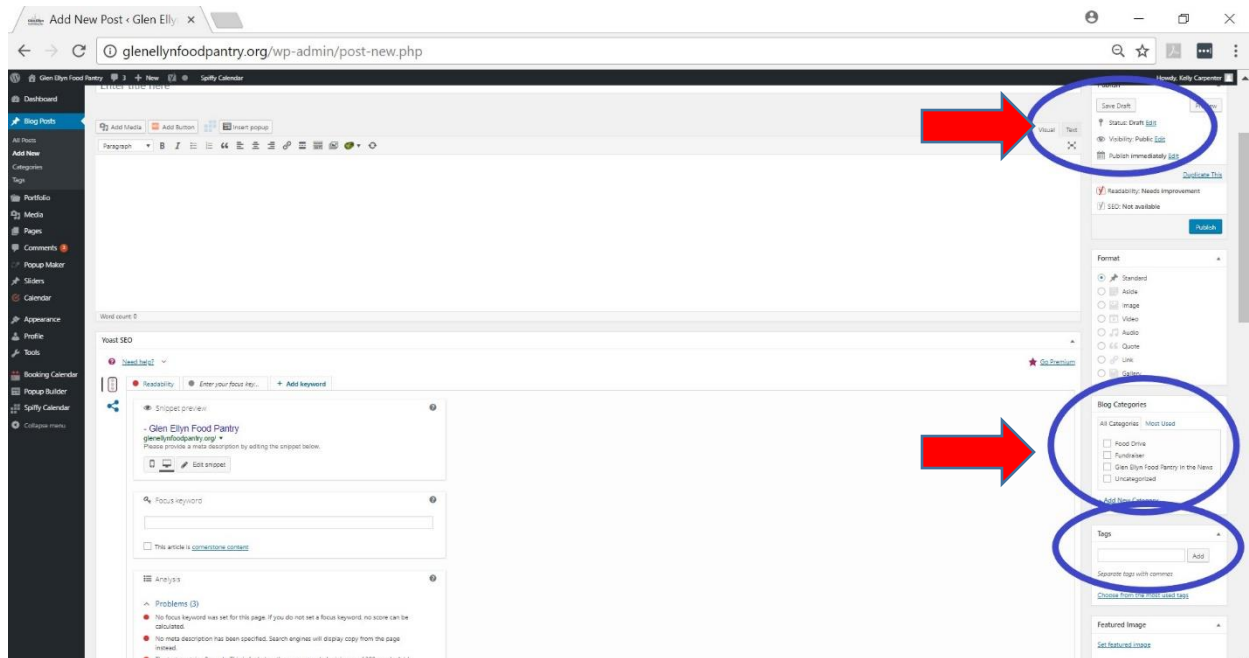
2. A popup menu will appear, select Add New



3. Enter a blog title (this will be the title at the top of the blog) and begin typing the blog. Utilize the toolbar similar to Microsoft word but with less options.



4. Once complete select Save Draft. Then Preview



5. Choose your Blog Categories and then add any SEO tags

6. After reviewing, select Publish to make the blog live.

