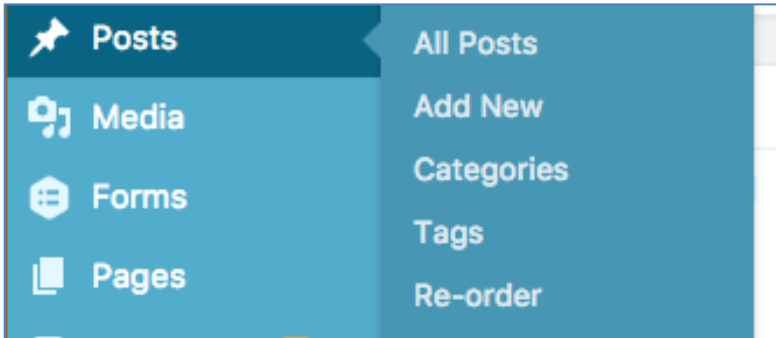




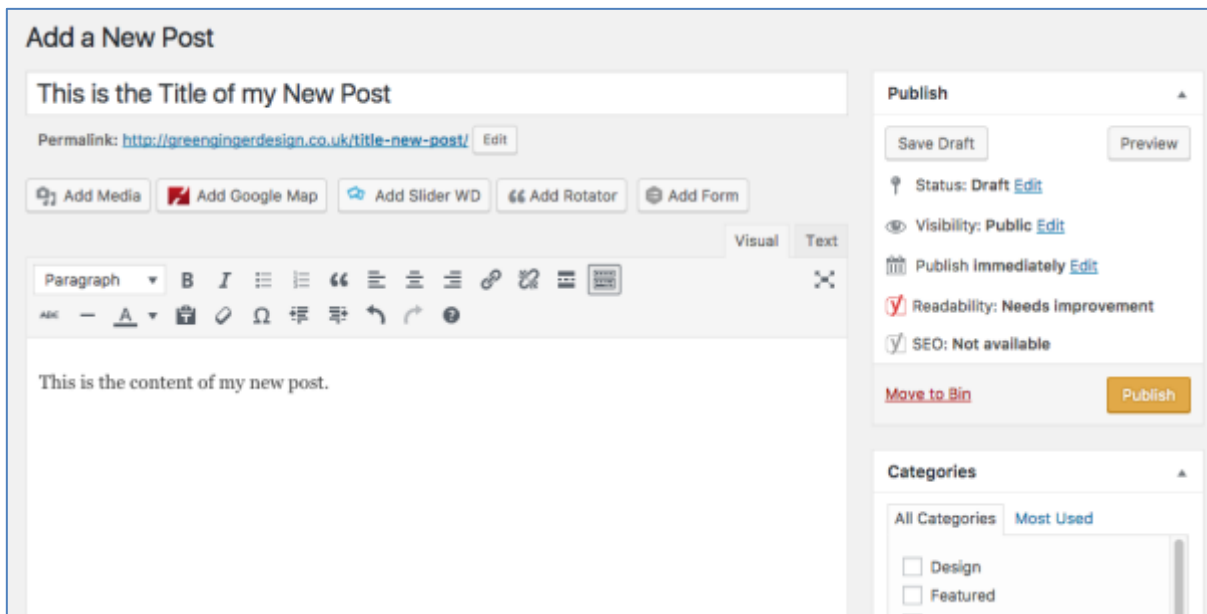
How to... Add or Edit a Blog

Your blog will be listed in the left hand column of your Dashboard under the relevant name, depending on your site (News, Posts, Blog, etc).



You can view your existing posts by clicking on “All Posts”. Posts are edited in the same way as Pages – always remember to save any changes that you make.

To add a blog, click “Add New”, which will take you to this screen:



Write the title of our post in the top box, and the body of your post below.

You can Save Draft, Preview, or Publish Immediately.

Your most recent post will always show at the top of your page or section.