COMMUNICATE WITH A BLOG



ADD A POST (information to parents or community)

In the DASHBOARD (*your control center)

Click POSTS > ADD NEW

OR at the top toolbar > click + NEW > POST

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*	Posts		All Posts		
Q 1	Media		Add New		

Add TITLE

Add New Post			· ·
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Add content information Click	DURUSH		

If you do not see the second toolbar for the content box, click the last icon in the paragraph toolbar row. (This will offer more tools.)

(NOTE: If your subscribers list has been set up, **PUBLISH** will auto send notification to your parent email list.)

Add Media (images...)?

Add New Post			
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rt is Spring time. The buds are popping everywhere - on trees on nowers.			

Click ADD MEDIA button.

Select UPLOAD FILES tab.

Locate the media from wherever you saved it (usually on your computer).

Drag it to the empty area on the right or click **Select** Files.





Click INSERT INTO POST



Add Links?

Highlight the words you want clickable.

Click hyperlink icon



Paste or type in the link. (http://

Click **blue arrow** to save.

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