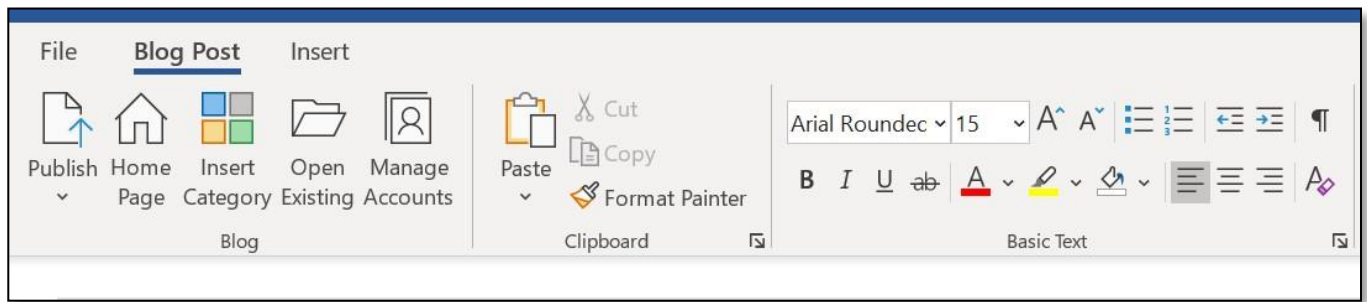


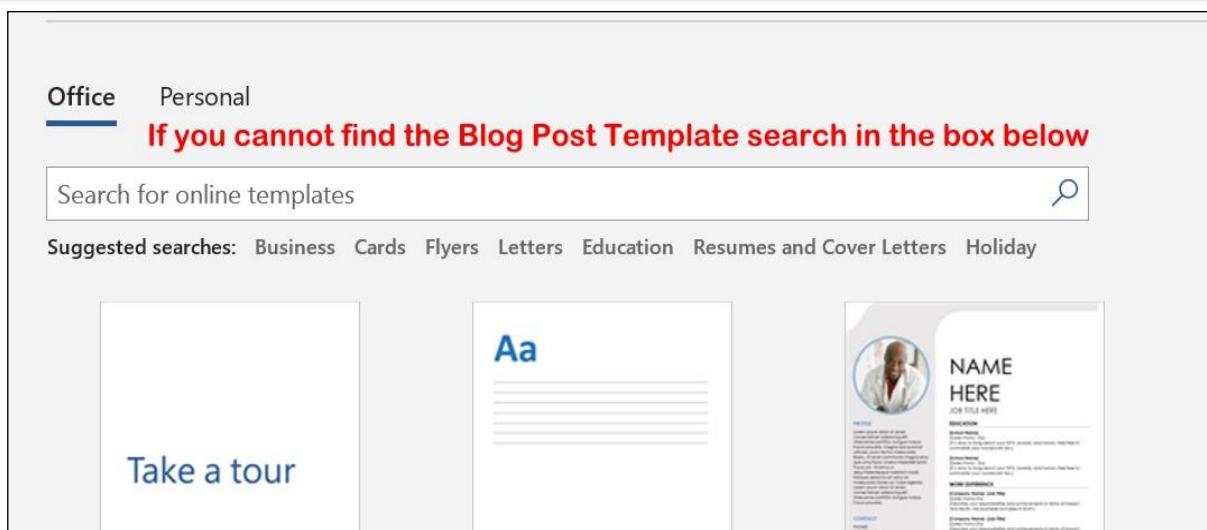
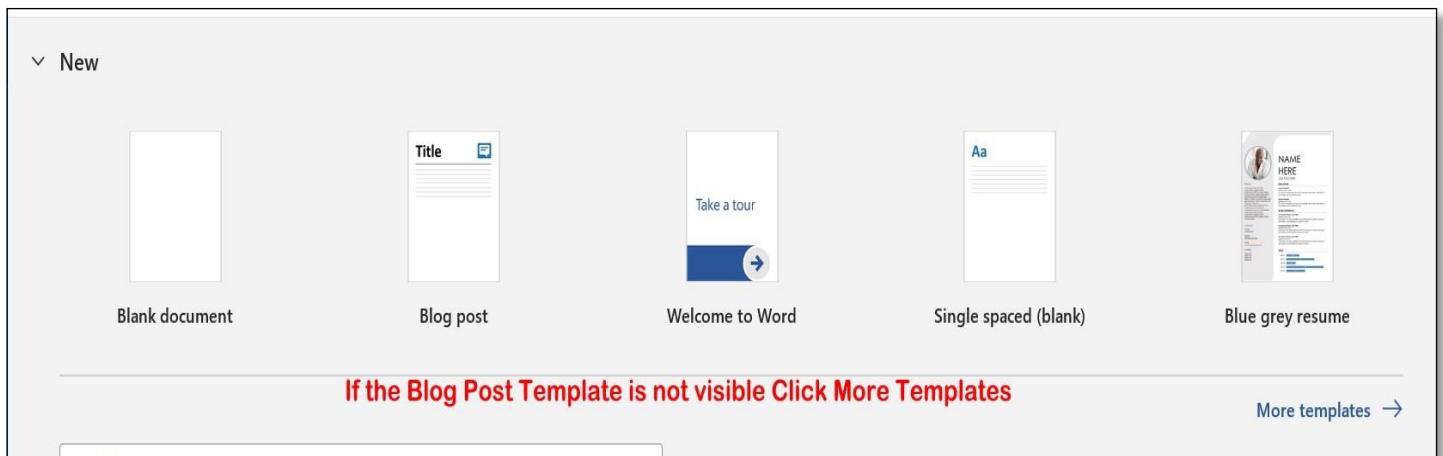
# How to use the MS Word Blogging Template

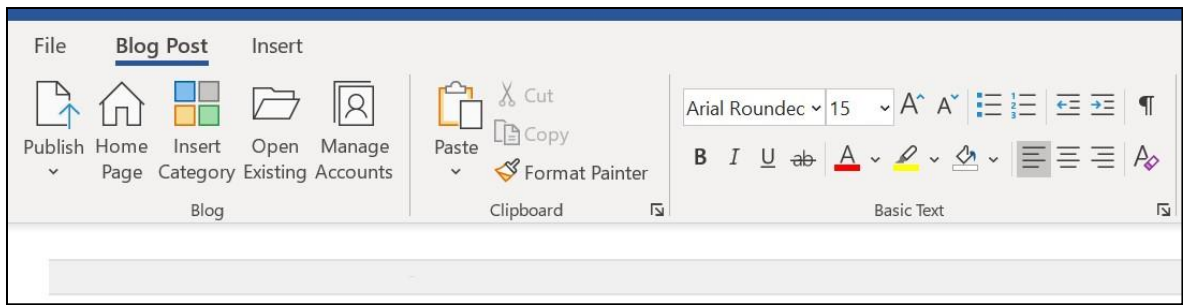


Some of the advantages of using the blogging template are...

- Automatic Spell Check
- Thesaurus.
- Resizing the text.
- Insert images and resize on the page.
- Inserted images will save automatically to your WordPress media file and no further upload is required.

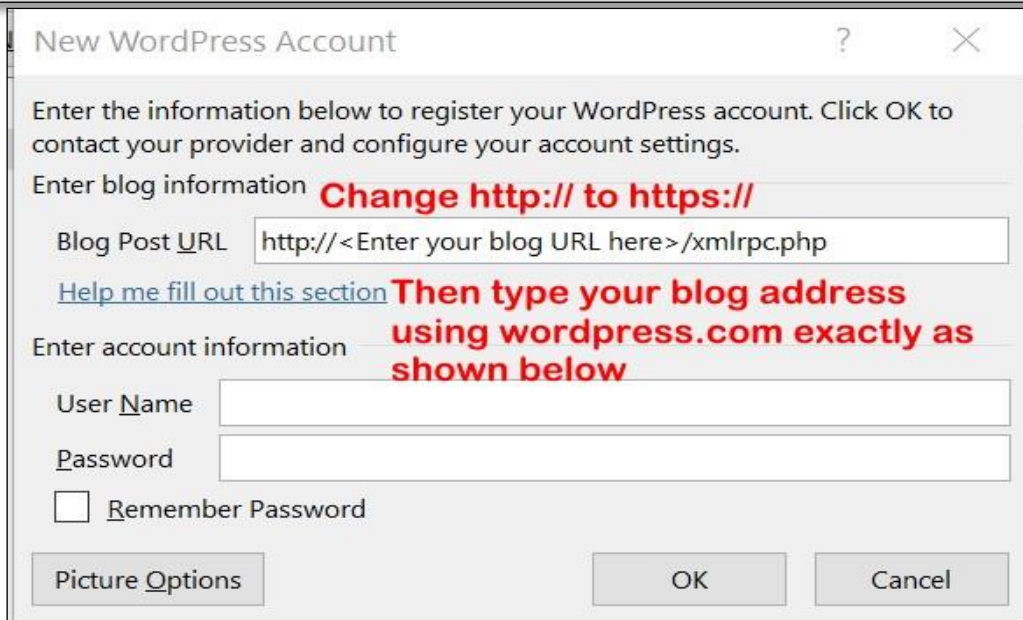
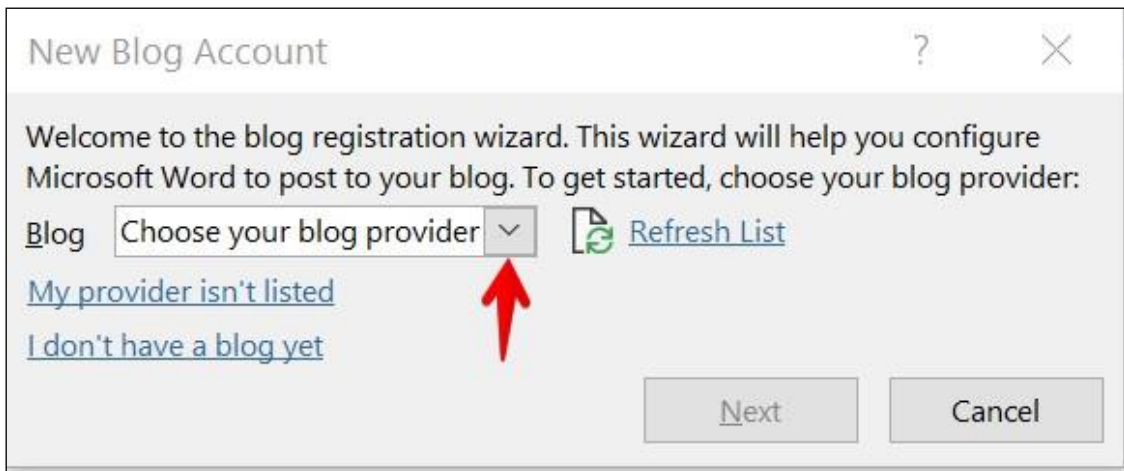
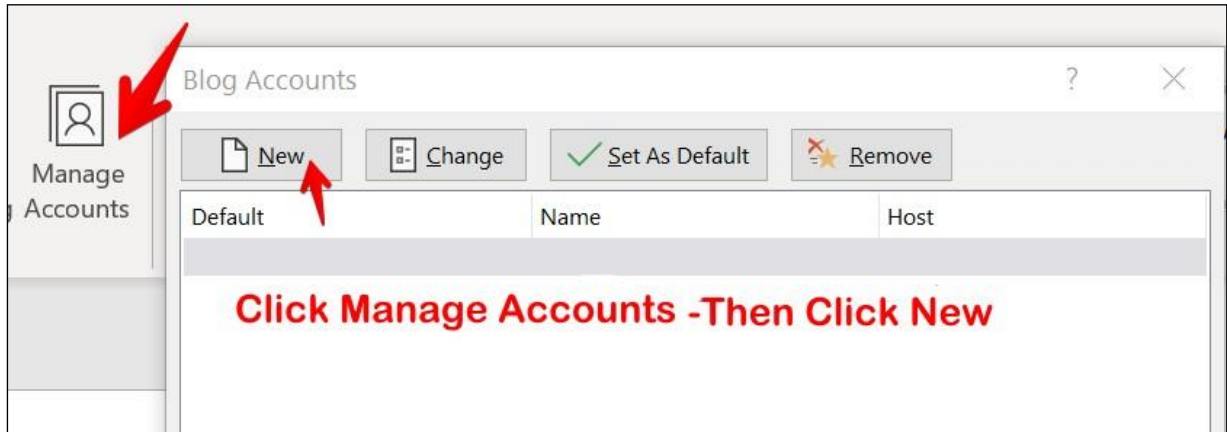
**To Begin:** Open Microsoft Word – Click File and New. On the template icons click Blog Post – if not immediately in view, click More Templates and if necessary, click the search box and type Blog Post. The template view will depend on your version of Word.



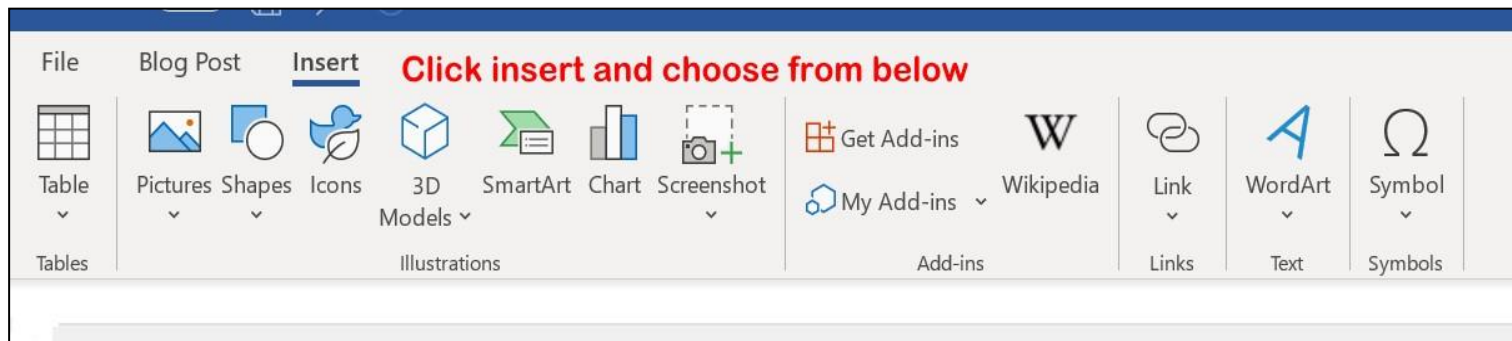


Begin typing when the blank template is open or register your account.

To register your MS Blog Post with WordPress, you will need your WordPress blog address, password, and username. WordPress needs to verify your account before it will allow you to upload your completed article. See pictures below.



Blog Post URL



Click **Insert** to insert pictures – choose from the available clipart or insert from file.

If required, drag the corner of the image to resize. Each image will save automatically to your WordPress Media file.

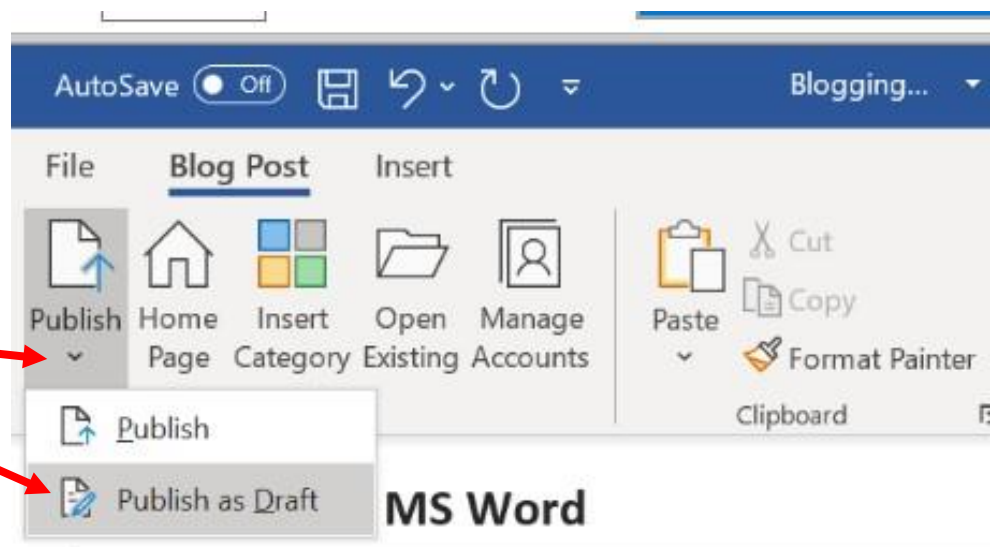
Unless you are familiar with formatting and moving pictures on MS Word, don't attempt to re-position the images, this can be done when viewing the draft copy on your site.

When the blog article is complete, upload to WordPress and choose **Publish as Draft**.

To Publish to WordPress

Click the small arrow

Then click  
publish as draft



**On your site** – If required, tweak the article, then preview the draft before publishing..

Anything bolded or in italics will appear smaller on the draft copy, do not be alarmed it will publish full size.

**A word of warning** – if you begin typing a new paragraph the new text will use the theme's default font size. A way around this would be to continue typing on a previously completed line of text and then click enter at the start of the new text.

*SueW*

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