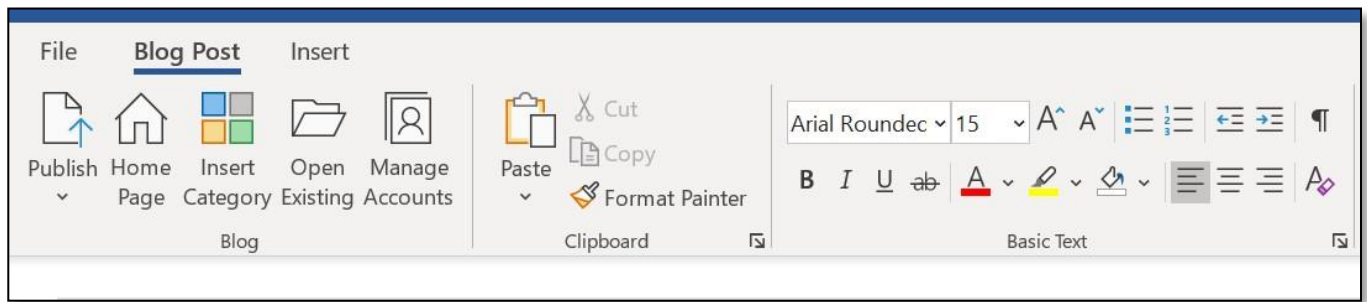


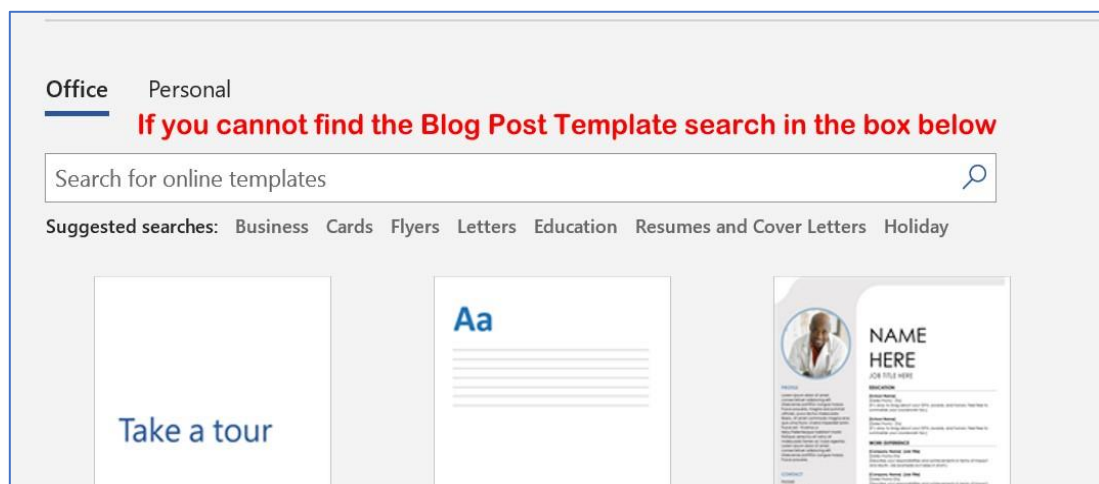
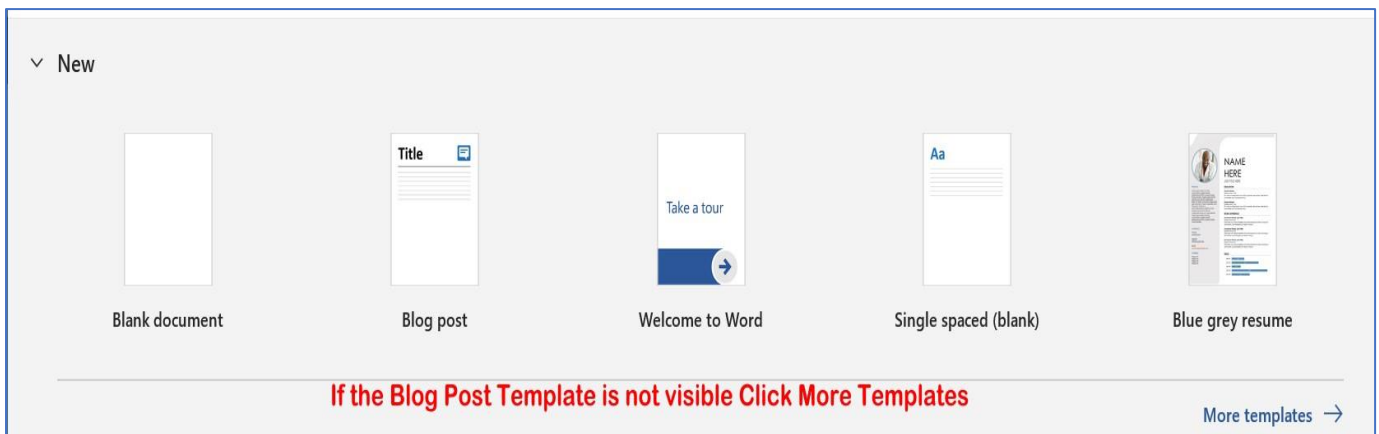
How to use the MS Word Blogging Template

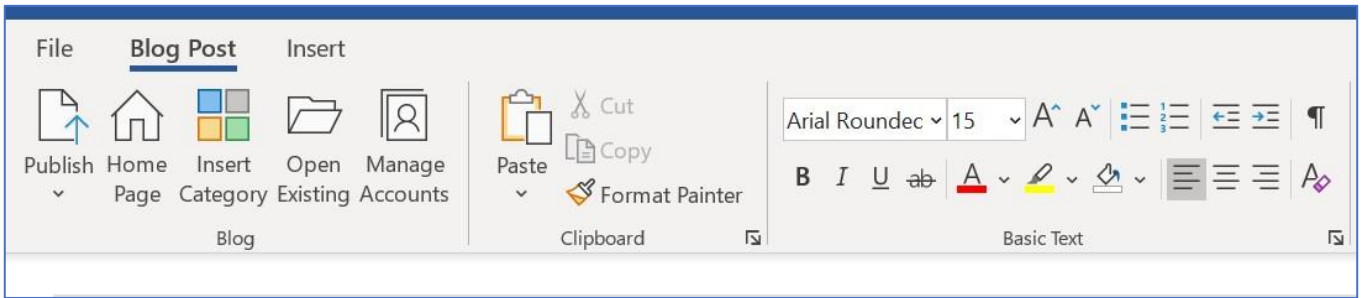


Some of the advantages of using the blogging template are...

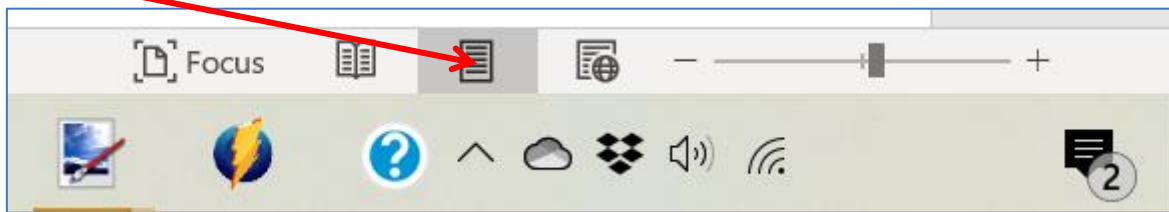
- Automatic Spell Check
- Thesaurus.
- Resizing the text.
- Insert images and resize on the page.
- Inserted images will save automatically to your WordPress media file and no further upload is required.

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.



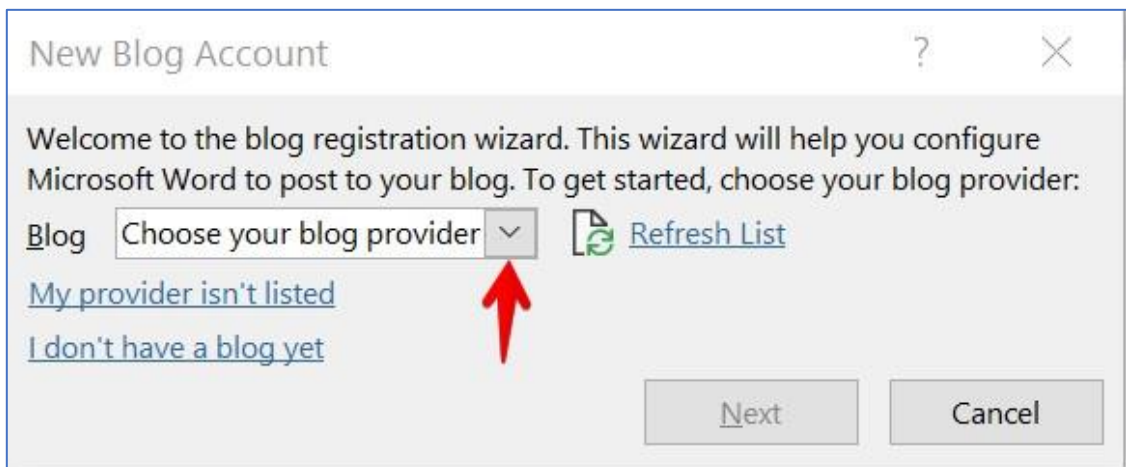
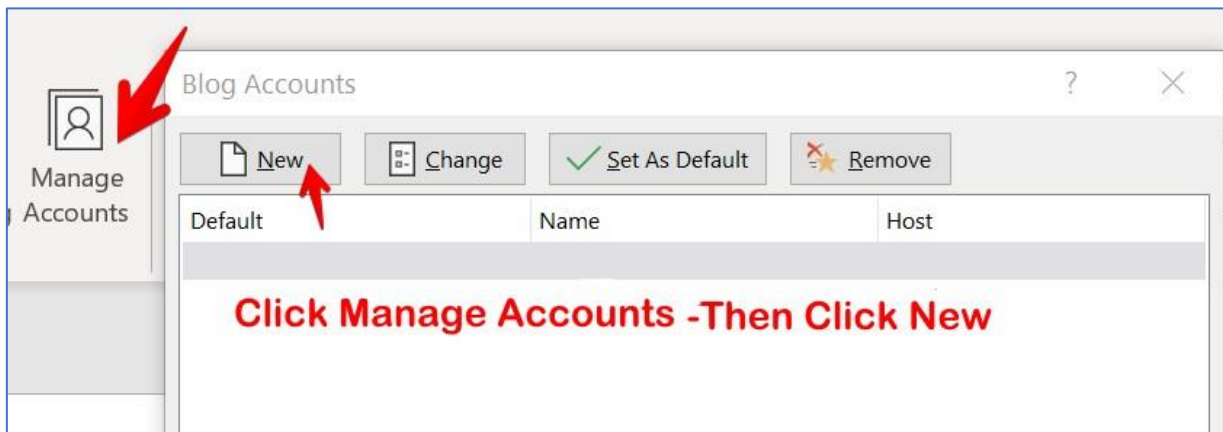


Choose the page view to suit you (bottom right), I normally choose the more familiar Print Layout as opposed to Web Layout.



When the blank template is open, either begin typing 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 allowing you to upload your completed article. See pictures below.



New WordPress Account

Enter the information below to register your WordPress account. Click OK to contact your provider and configure your account settings.

Enter blog information **Change http:// to https://**

Blog Post URL

[Help me fill out this section](#) **Then type your blog address using wordpress.com exactly as shown below**

Enter account information

User Name

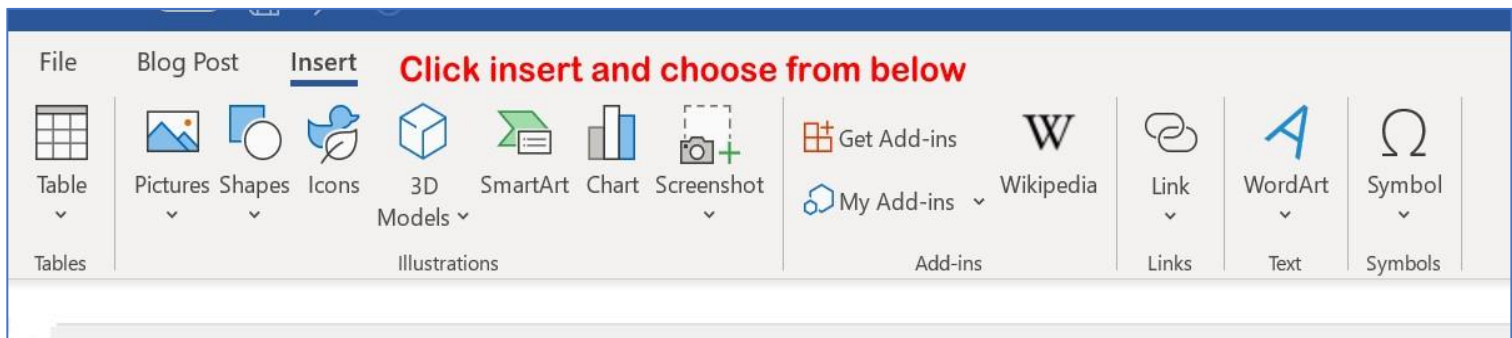
Password

Remember Password

Picture Options

Blog Post URL

Click **Insert** to choose from the menu bar below



Images: Choose from the available clipart or insert from file.

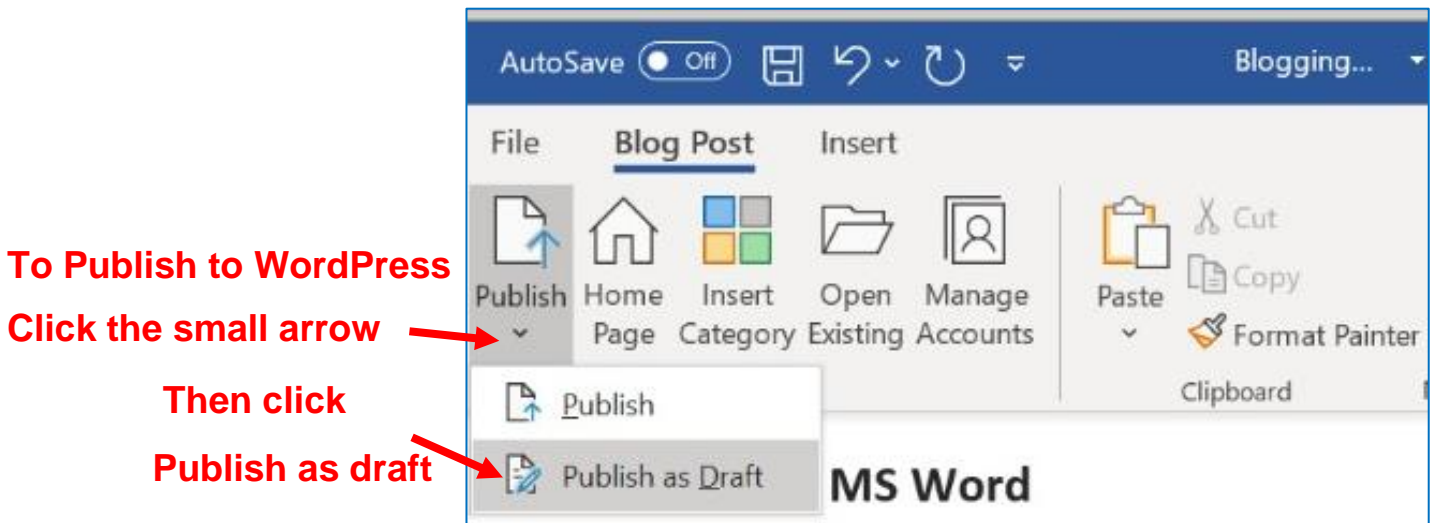
Resize: Drag the corner of the image to resize. When the post is uploaded each image will have automatically saved to your WordPress Media file.

Unless you are familiar with formatting and moving pictures on MS Word, it is probably best not to attempt to re-position the images, this can be done when viewing the draft copy on your site.

Save the post as a Word document unless you have created your post to use as a template.

When the blog article is complete, upload to WordPress. See the instructions below.

Choose Publish as Draft.



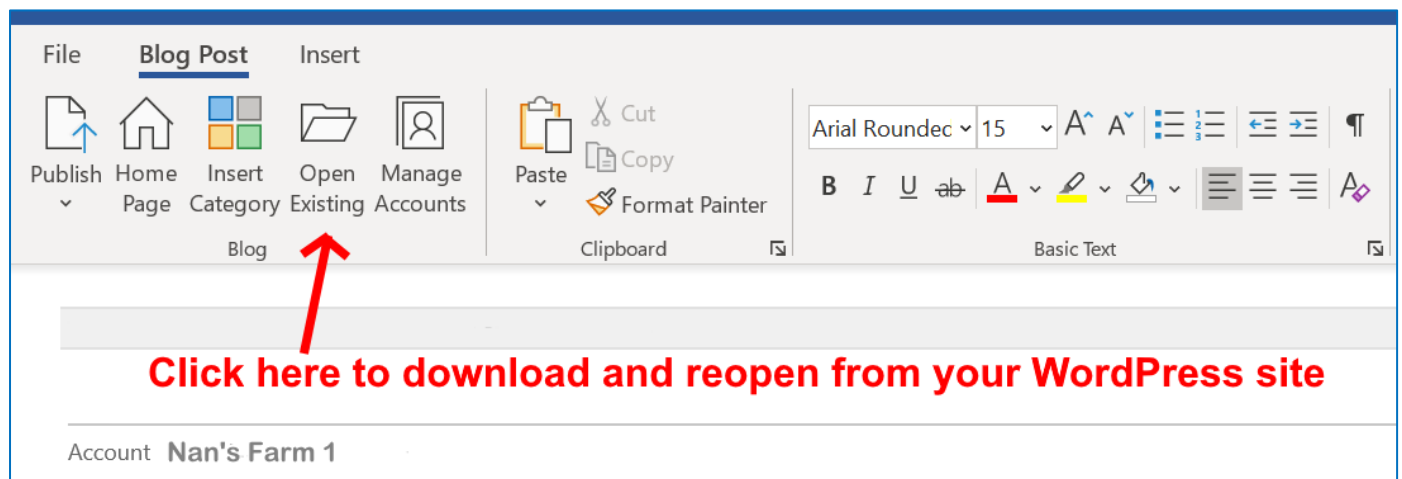
On your site – If required, tweak the article, then preview the draft before publishing.

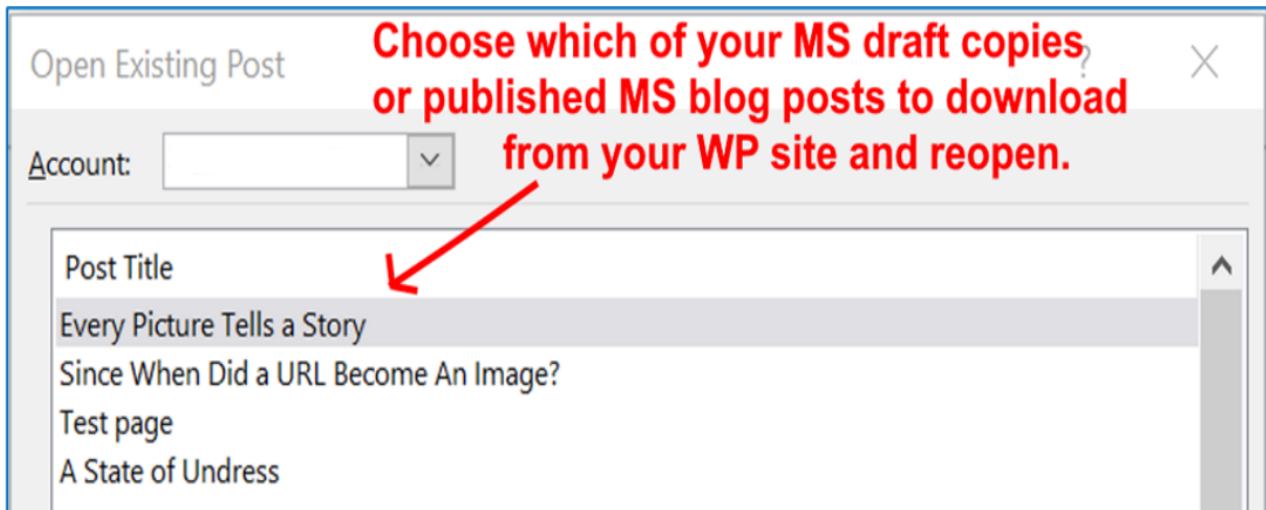
Anything bolded or in italics will appear smaller on the WP draft copy, do not be alarmed it will publish full size.

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 the last completed line of text and then click enter at the start of the new text.

After publishing a draft copy to WordPress and editing on your WP site, it is still possible to bring it back to Microsoft and continue working on the newly edited copy by clicking Open Existing.

See the two screenshots below.





When the editing is complete, replace the copy on your site by re-publishing as a Draft copy.

My personal choice of font for my Microsoft Blog posts is Arial Rounded size 16. It will probably still use the default font on your blog, but the text will be darker and larger than it normally is, which is very useful for those whose default fonts are quite small and not always easy to read.

© SueW <https://weeklyprompts.com> and <https://nansfarm.net> 2021

SueW