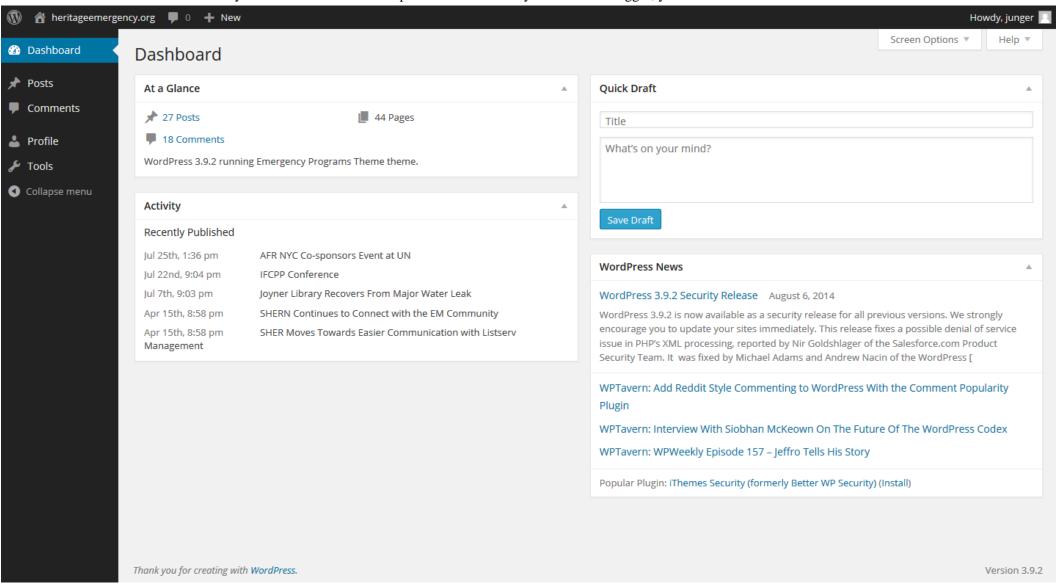
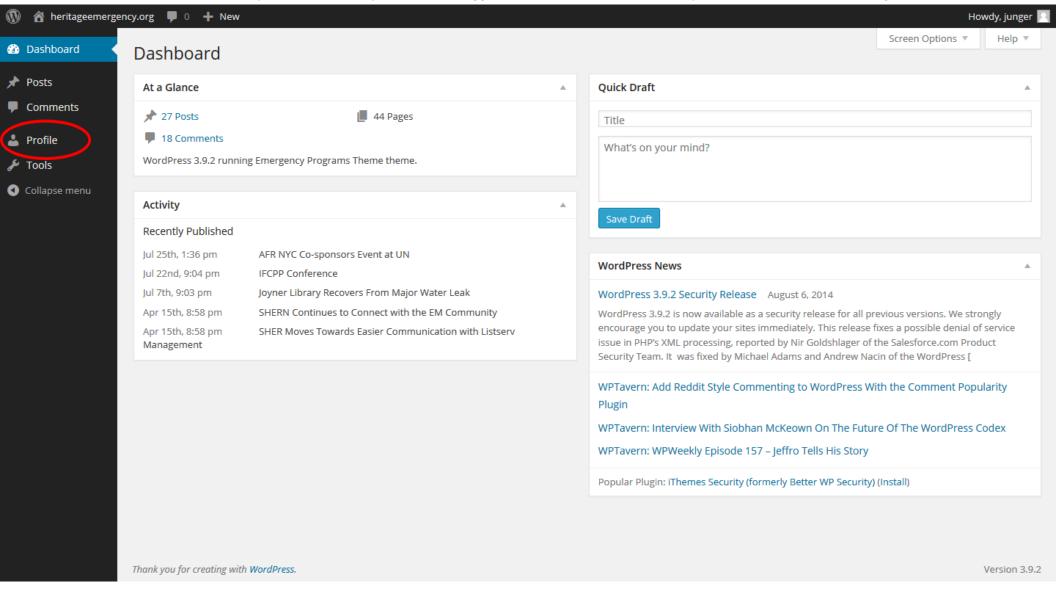
POSTING TO YOUR NETWORK BLOG

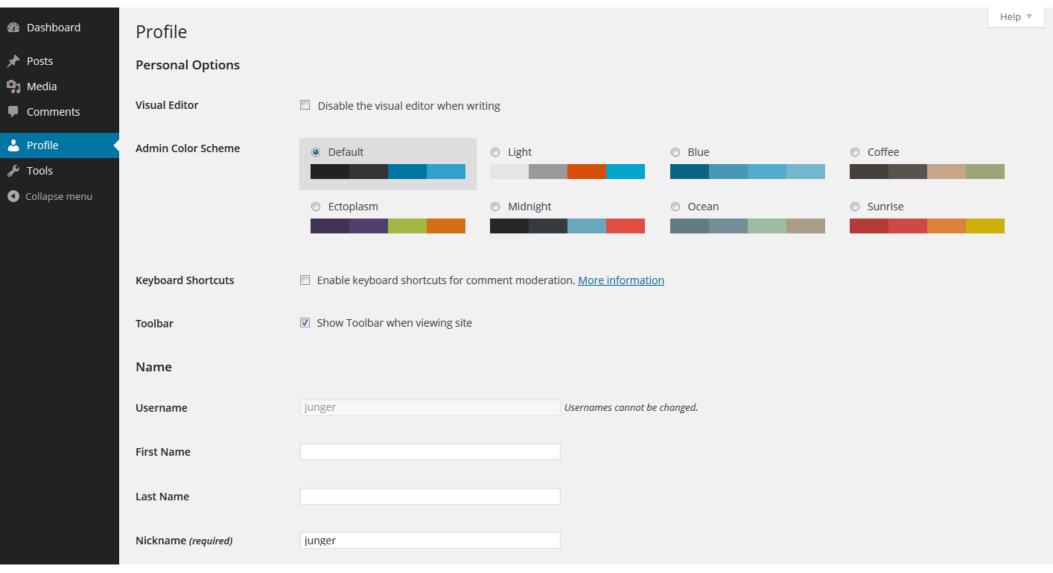
Once you enter the username and password emailed to your network blogger, you will come to the **Dashboard**.



In the left column you'll notice the key features for bloggers. Click on the **Profile** tab to see your information and make changes.



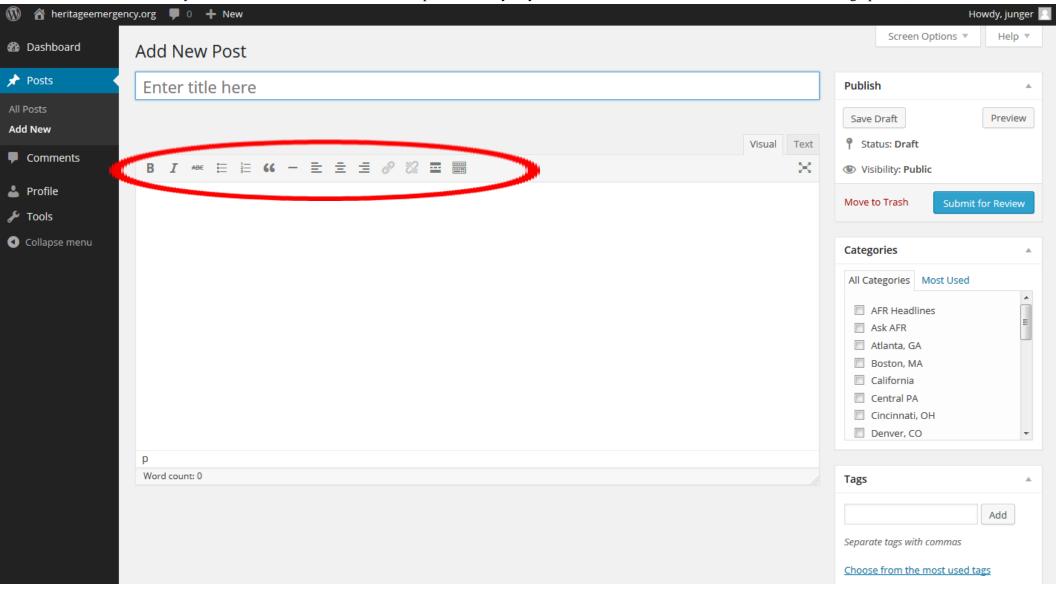
Use the profile page to change your options. You can edit your **admin color scheme** to change the way the site looks to you (but not to viewers). Your **username** will be assigned, but you can edit your **nickname**. You will be assigned a **password**, which you can also change on this page. If you forget your password, we can create and send you a new one.



Return to the left column to go to your **Posts** page.

Dashboard	Profile					Help ▼
Posts Media	Personal Options					
Comments	Visual Editor	Disable the visual editor when writing				
Profile Tools Collapse menu	Admin Color Scheme	Default	© Light	⊚ Blue	© Coffee	
		© Ectoplasm	Midnight	○ Ocean	Sunrise	
	Keyboard Shortcuts	Enable keyboard shortcuts for comment moderation. More information				
	Toolbar	Show Toolbar when viewing site				
	Name					
	Username	junger Usernames cannot be changed.				
	First Name					
	Last Name					
	Nickname (required)	junger				

This is where you'll add new content. Enter a title and place the body of your text in the box below. You have several formatting options, circled.



Be sure to check the appropriate **Categories** boxes. Always check your network. If you want to send the story to the Home page and the Networks home page, click the "AFR Headlines" option. Type **Tags** in the box below to help sort your content. Click "Choose from the most used tags" to see examples. You can preview your post by clicking the "**Preview**" button at the top right. When you're done, click "**Submit for Review**."

If you want to "back date" your post (i.e., list a pre-August 2014 event/activity), simply note the back date you'd like to use at the end of the post and the administrator will make the change.

