

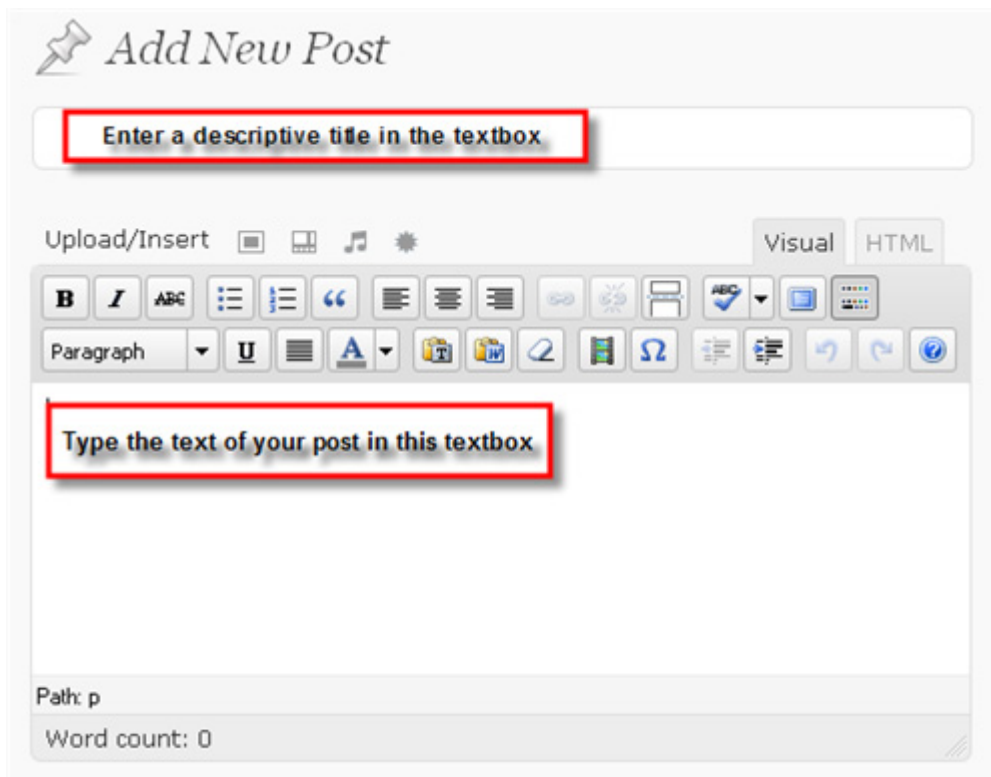
## [Logistics of Formatting a Blog Post](#)

This post is part of a series of posts in a guide to introducing Elementary School students to blogging.

Although there are different blogging platforms, the basic logistics of formatting a post are common among most of them.

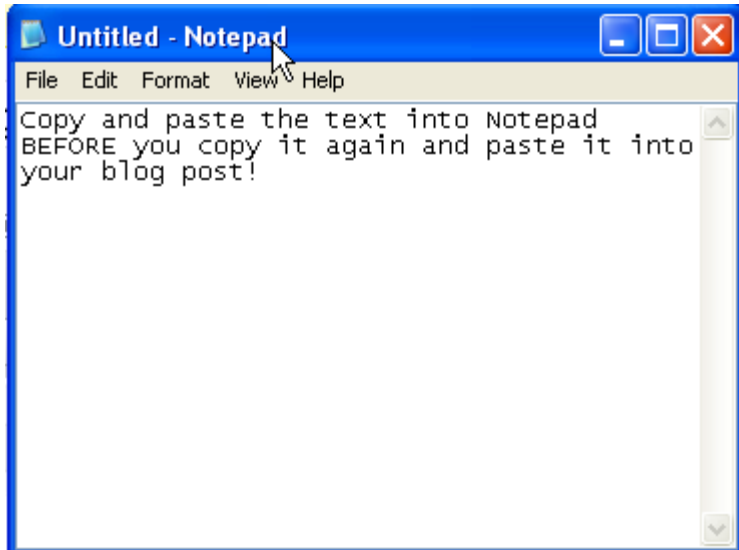
I use WordPress, as the blogging platform for my personal as well as all our classroom blogs. The screenshots you see below are from WordPress Version 2.7.

### **Add a New Post**



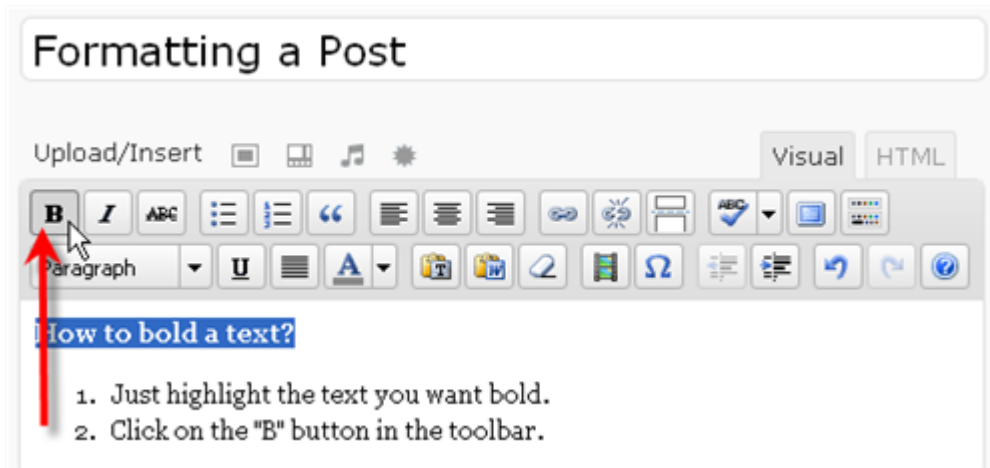
You can directly type in the text of your post or you can copy (CTRL-C) and paste (CTRL-V) them from somewhere else. I would recommend pasting them first into “Notepad” or “Wordpad” in order to remove any kind of previous formatting. Microsoft Word is notorious for adding lots of code, that will be hard to tweak for your post.





### How to bold a text?

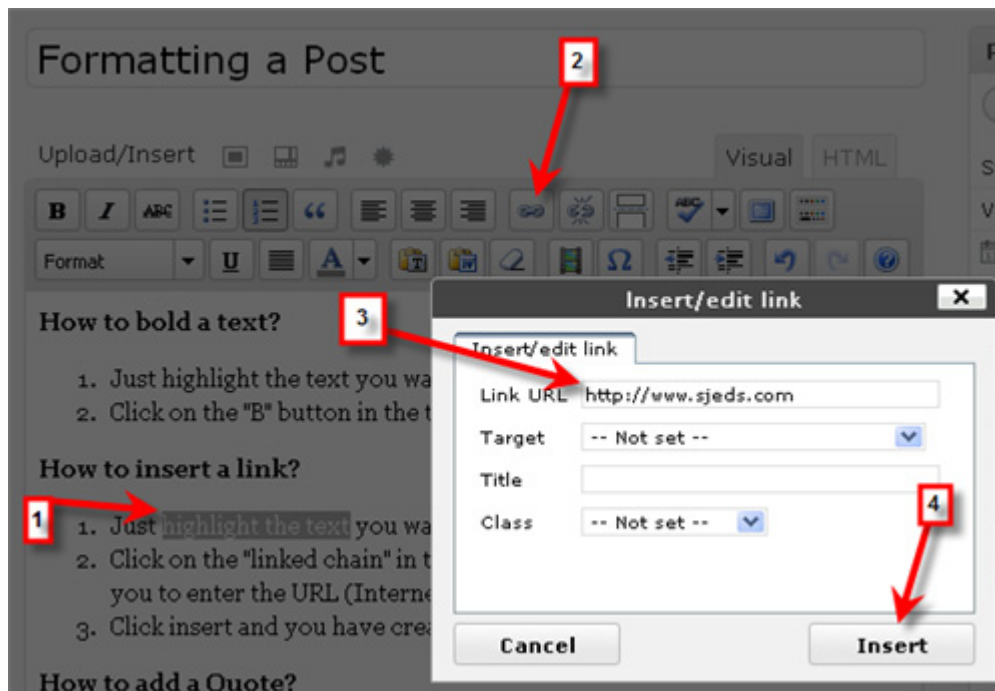
1. Just highlight the text you want bold.
2. Click on the "B" button in the toolbar.



### How to insert a link?

1. Just highlight the text you want linked (will add the blue underline).
2. Click on the "linked chain" in the toolbar, a new window will pop up
3. Enter the URL (Internet address).
4. Click insert and you have created the link.



































### How to add a Quote?

























1. Type the entire quote in the body of the post.
2. Highlight the text you want quoted.
3. Click on the quotation button in the toolbar

## Formatting a Post

Upload/Insert    

Visual HTML

**B** *I* ABC                          

Format                        

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### How to use bullets?

1. Click on the number or point bullets button in the toolbar
2. Start typing your first bullet
3. Use the "Enter" key to get to your next bullet
4. Click on the number or point bullets button in the toolbar again , when you are done entering bullets.



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<http://langwitches.org/blog/2008/12/25/logistics-of-formatting-a-blog-post/>

