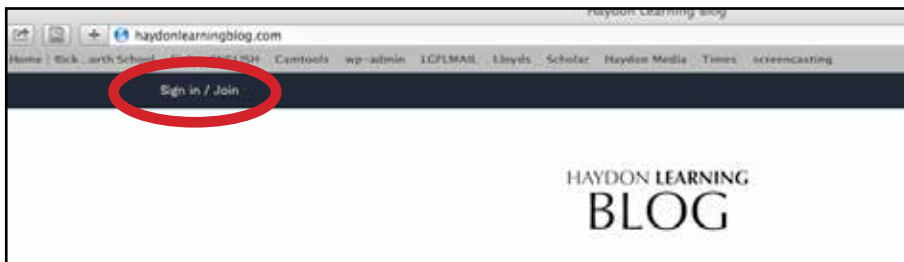


# HAYDON LEARNING BLOG

## HOW TO PUBLISH ARTICLES TO THE HAYDON LEARNING BLOG

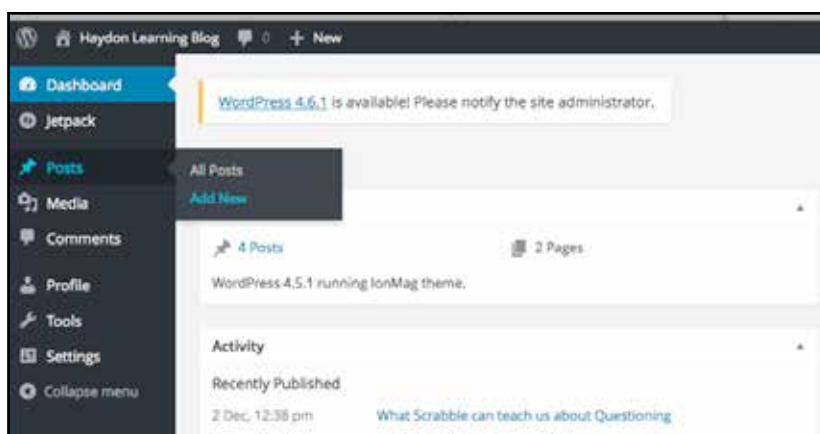
Visit the Haydon learning Blog at [www.haydonlearningblog.com](http://www.haydonlearningblog.com).  
Click the 'Sign in/join' tab in the top right of the site.



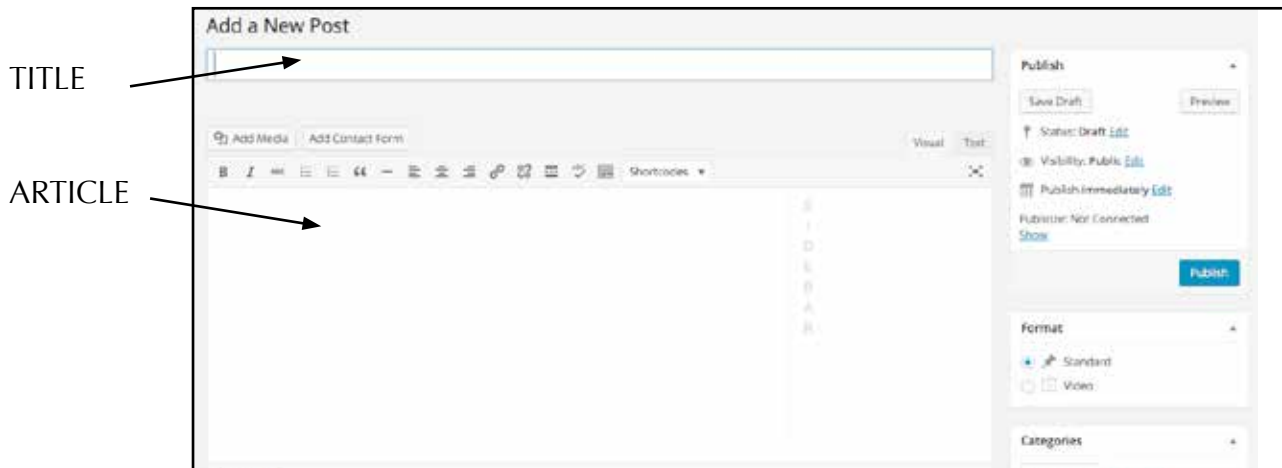
This will bring up the login screen. Enter your username and password.



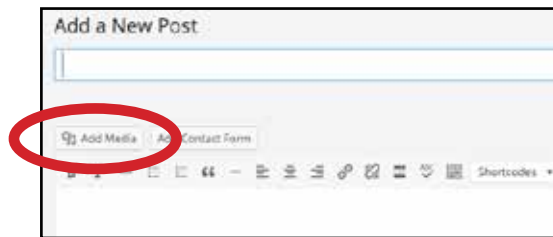
This takes you to the dashboard. From here on the left hand side choose 'Posts' then  
'add new'



**This will bring up the post editor. Here you can give your post a title and then type / copy your text into the main window.**



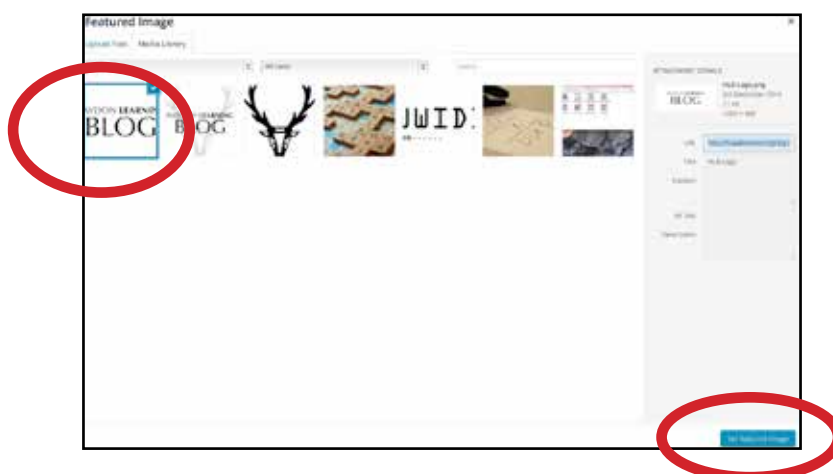
**If you wish to add images into your post or add documents, you can select the 'add media button.**



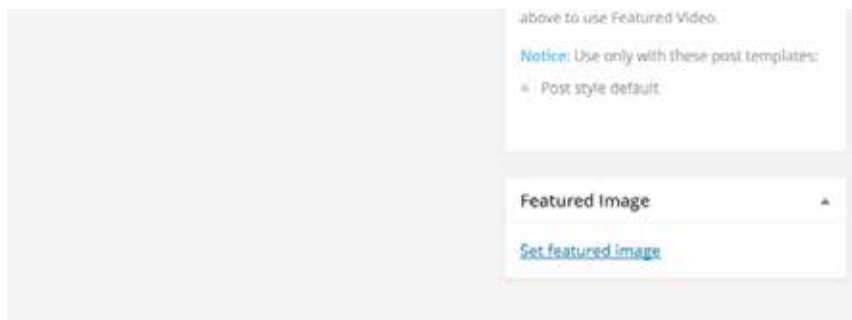
**Here you can select files to upload**



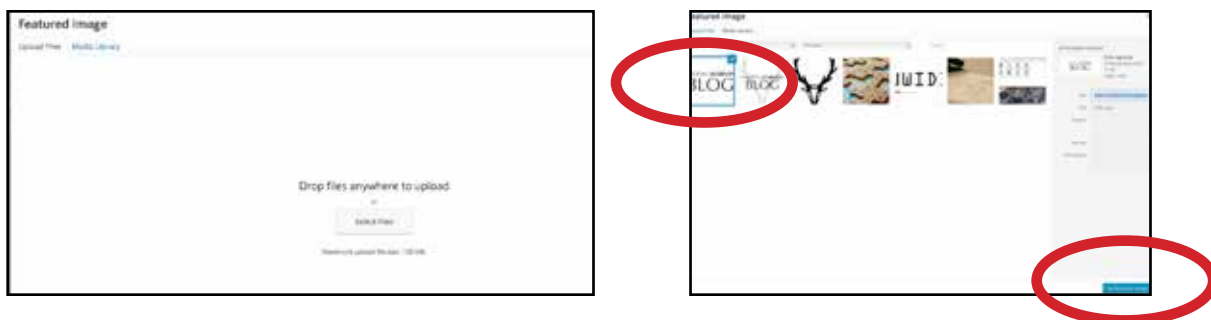
**Once uploaded, you can choose insert into post and it will appear in your article.**



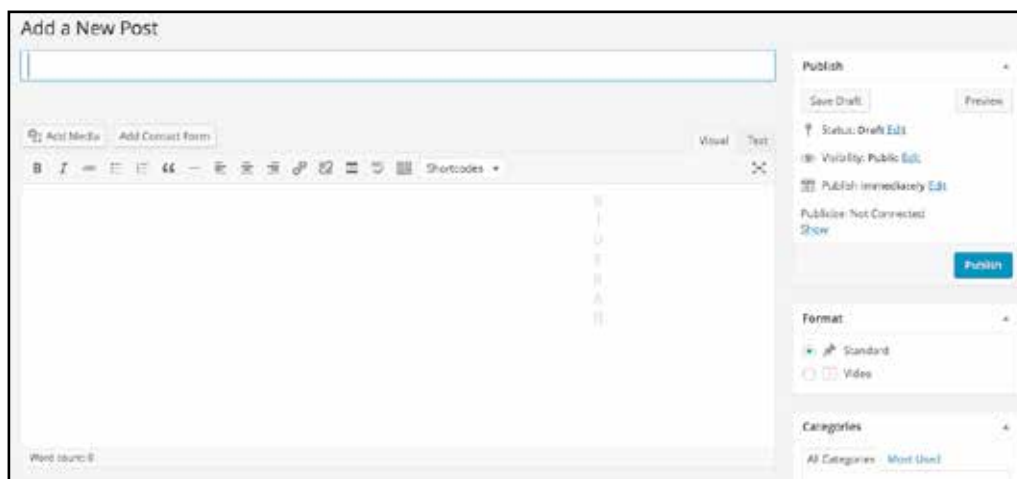
To set the main image for the post that will appear at the top and on the homepage, scroll down on the post page to the bottom and choose 'set featured image'.



Just like with adding media, choose the file to upload and insert into the post.



Once finished, click on 'publish'



Now your post will appear on the Haydon Learning Blog. If you wish to edit your post you can do so by going to the dashboard, choosing 'post' and then 'all posts'. You can find your post and then make any ammendments.

