[Blogging with Elementary School Students](#)

All of our teachers at my elementary school maintain their own classroom blog. As I wrote about in [Blogs vs. Static Website](#) and [Changes in Classroom Blogs](#), we still have a long way to go as we need to move forward from merely a one sided communication tool to an online learning space that encourages, fosters and supports students' creativity and learning.

Being able to read AND express yourself in a digital world is an important part of being literate in the 21st century.

[Bill Ferriter](#) on [Digitally Speaking](#) says:

> Blogging and podcasting has allowed me to create a forum where my students discuss current events connected to our social studies curriculum while developing language arts skills like critical thinking and persuasive dialogue. It has also given my students the opportunity to be creators—rather than simply consumers—of online content. Finally, blogging and podcasting have given my students an audience for their ideas, which has increased levels of interest and motivation.

Blogging is one way of linking writing, reading, and connecting information and learning together. It seems the perfect venue to introduce elementary school students to the online world world of networked learning. They need to get acquainted to [reading and writing hyperlinked text](#) .

Somewhere between 4th and 6th grade (10-12 year olds), students discover social network places such as [MySpace](#) and [Facebook](#). Their older siblings, cousins, neighbors or friends "are on it" and they long to be be part of that network to chat, upload and comment on each others' photos and generally know what is going on in their school and with their group of friends.

Now is the time for us educators to expose them to safe practices AND to academic uses of online spaces.

One of our 5th grade teachers, Mrs. K., has maintained her classroom blog for over a year now. (Sorry, but is password protected for now, as all our school's classroom blogs are).

It has been a place where she posts:

- communication to parents
- homework assignments
- reminders
- rubrics

At the beginning of this current year, she took a step forward by creating usernames and a passwords for each one of her students as "subscribers". This allowed students to leave comments on posts that she had created.

Students were enthusiastic and each blog post generates quite a few responses. Here are some of my observations:

- There are no formal assignments to comment or assessment of the content.
- Several students are using the blog as a forum to stay in touch after school and now during winter break.
- There are many comments, completely unrelated and irrelevant to the blog post content
- Comments are sprinkled with typical tweenie exclamation point writing and plenty of emoticons.

has!! 😃 :) 😃 :) 😃 :) 😃 :) 😃
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!:) 😃 !!!! Oh and 1 more thing ... ” MERRY
XMAS!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!! 😃 :) 😃 :) 😃 :) 😃 :)” Bye C u la8er alli8ers!!!!

- Each student was given a username that represents their number on the class list. They are to use and address each other with that number in order to not reveal their identity to an outsider. Yes, the blog is behind a password protection, but it is important to get the younger children aware and used to safety. More and more students are using their first names anyway when signing their comment. They are referring to each other with their first name and even clarifying which username belongs to which student!!
- It is clear that protecting their online identity is an issue that has to be visited over and over again.

The children have been begging to get their own blogs. Mrs. K is ready to jump on board and start integrating blogging into her teaching.

BUT…

….although there is merit in allowing students to get comfortable in their classroom space by learning how to read posts and other comments, sign in, type and respond in the blog environment….

….there comes a time, when to get serious…

- How can we prepare the classroom space to become a space for learning, reflecting, and for a portfolio of their learning process?
- What are the expectations that the teacher needs to make clear of what is acceptable and unacceptable in terms of content in that learning space?

I am taking the time to create a blogging guide/unit plan for this 5th grade teacher and other elementary school teachers who want to start their own blogging adventure with their younger students.

The purpose of this guide is to address the following topics:

- Introduce students (3rd grade and up) to the world of academic blogging.
  - [Outline of unit lesson plan](#)
  - [Introduction](#)
  - [Online Safety](#)
  - [Effective Commenting](#)
  - [Relevant Writing](#)
- Setting up a blog
- [Logistics of formatting blog posts](#)
- Difference between hypertext and "traditional" writing and reading
- How to create a learning community on your classroom blog
- Connecting to a world wide audience
- Assessment and evaluation of student blogging

So follow along, as I am exploring and reflecting on each one of these of topics as we are planning for lessons and reflecting upon outcomes.

Any contribution of links to resources, examples or anecdotes of your adventures in blogging with younger students are greatly appreciated.

Check out the following links for more resources about blogging with students (Thanks to Larry's post on [Best Sources for Advice on Student Blogging](#) for pointing me into the direction, that kept leading to more and more resources) :

- Sue Waters' [Tips on Blogging with Students](#)
- Bil Ferriter's [Two Critical Tips For Classroom Blog Projects](#)
- Kim Cofino's [Blogging is Elementary](#)
- Al Upton's [Class blogs - management, moderation and protection](#)

http://langwitches.org/blog/2008/12/23/blogging-with-elementary-school-students

Creating an Outline for Blogging Unit Plan

So, you have decided to start blogging with your elementary school students.

- You know that that blogging is MORE than creating a static website collaboratively with your students.
- You are committed to creating a learning community, that allows students to document their work online, develop a dialogue with their classmates, collaborate in the process, reflect on their work and learning, connect their ideas and thoughts to others.
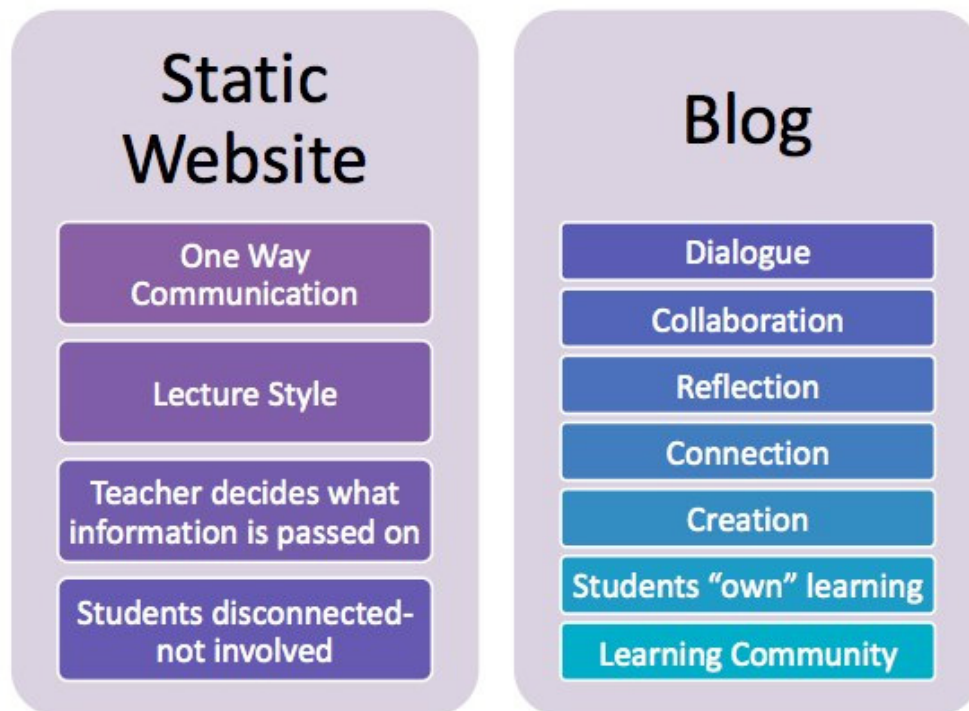
Kim Cofino's blog post Blogging s Elementary is a great resource to look at. She has divided her lesson plan into five parts in order to introduce her students to blogging:

1. What do we know about blogs?
    1. Understand basics of blogs
    2. Concept of blogging as writing
2. Internet Safety
    1. Online Identity
3. Bullying
    1. Responsible Behavior Guidelines
4. Process of writing good comments
5. Process of writing good blog posts

I am using Kim's approach as a guideline. I really like the order of her lessons and feel that it was well thought through and will prove effective for us.

There are 4 areas to address and to be divided into separated lessons. I am not sure yet, how long each lesson will take and am hesitant to lock them into a certain amount of minutes.

Introduction
- Concept of blogging
- Create own understanding of blogging
- Examples of student blogs

Online Safety
- Online Identity
- Think before you post
- Online bullying
- Responsible behavior guidelines

Commenting
- Difference between social and academic commenting
- Commenting etiquette
- Commenting starters

Writing
- Difference between social and academic writing
- Writing etiquette
- Writing prompts

http://langwitches.org/blog/2008/12/25/creating-an-outline-for-blogging-unit-plan

Introduction to Blogging Lesson Plan

- Concept of blogging
- Create own understanding of blogging
- Examples of student blogs

Check out Kim Cofino's Lesson Plan One from her Blogging is Elementary post and her thoughts on introducing and examining quality student blogs.

Here is my plan of getting the kids started:

1. Have students explore Our ABC Blook on Blogging to get an idea of what blogging means for some other elementary school students.

2. Develop your own list of things your students know about blogs and blogging.

3. Guide your students to understand that blogging is:

- reading AND writing
- a conversation
- communication with a larger audience
- about EVERY subject
- a portfolio of learning, work, thoughts, feelings, life, etc

4. Have students read examples of elementary school student blog. You can divide them into groups to explore several of the listed links. Ask them to pay special attention to:

- How old - what grade are the bl0ggers?
- Writing:
    o What kind of topics are discussed on the blogs?
    o Are many emoticons, exclamation marks, text message shorthand (ex. OMG, G2G, IDK) used?
- Comments:
    o Do comments have something to do with the post?
- Do students have their own blogs? Commenting only? Writing their own posts?
- Online safety: Are students using their first and last names? Giving way other personal information?
- What kind of links are on the blog?
    o Are there ads/commercials?

Elementary School Student Blogs

- http://229grade5.edublogs.org/ Thailand
- http://merrellzone.edublogs.org/ Thailand
- http://wyatt67.edublogs.org/ Australia
- http://sciencewithsherman.blogspot.com/ USA
- http://goodnightmistertom.blogspot.com New Zealand
- http://blogs.ksbe.edu/anchung2016/ Hawaii /USA
- http://blogs.usd259.org/khare/ USA
- http://lipskymatthews.blogspot.com USA
- http://shaggydogs.edublogs.org/ New Zealand

- http://room227.edublogs.org/Thailand
- http://areallydifferentplace.org/
- http://classblogmeister.com/blog.php?blogger_id=65078 USA
- http://la20.learnerblogs.org/ Australia
- http://alupton.edublogs.org/ Australia
- http://kootmansclass.blogspot.com/ USA
- http://classblogmeister.com/blog.php?blogger_id=88116 USA
- http://welcometoaban.blogspot.com/ Russia
- http://www.classblogmeister.com/blog.php?blogger_id=135365 Lebanon

Update:
Thanks to Paul Hamilton and his blog post [Blogging Lessons](#), watch the following video clip with your students from [Jan Smith's grade 6 class](#) where every student is a blogger.

http://langwitches.org/blog/2008/12/25/introduction-to-blogging-lesson-plan/

Blogging Lesson Plan- Online Safety

- Online Identity
- Think before you post
- Online bullying
- Responsible behavior guidelines

Online Safety
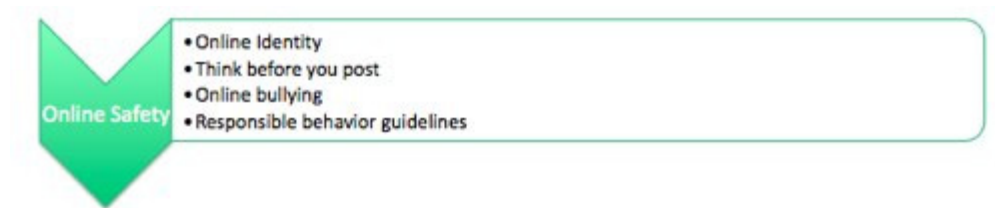
There is a BIG online world out there! You get to be part of it via the computer, a cell phone, AIM, an Xbox, Wii, or on Social networking places like Webkinz, Build-a-Bearville or Club Penguin. When you are older , places such as MySpace and Facebook will become part of your online network. The online world gives us an incredible opportunity to search for information, entertain us, communicate with others, connect with people from other countries and cultures.Where ever you are or however you choose to connect to these places, you always have to play smart and keep yourself and your friends SAFE.

Here are a few guidelines that you need to keep in mind. If ever in doubt, ALWAYS ask your parent, teacher or other trusted adult how you should handle the situation.

- Never publish online the following information:
    - Address
    - Last Name
    - Password
    - Phone Number
    - E-mail address
    - Detailed physical description
    - Detailed location where you can be found on a given day and time
    - Photos of yourself
- Never share your user name or password with anyone besides your teachers and parents. Never log in as someone else.
- Think before you post: Make sure what you write is appropriate to put online.
- Always tell the truth on your posts and comments.
- Be cautious about email messages from anyone, asking you for detailed personal information or attempting to arrange secret meetings. Talk with your teacher and parents immediately if this kind of situation arises.
- Online work is NOT private. Never say anything via email, chat, blogs, or on wikis that you wouldn't mind seeing on the school bulletin board, or in the local newspaper. Make sure you can be proud of your online work and it would not embarrass you if your grandmother or teachers read it.
- Capital letters are regarded as "SHOUTING." Don't be offensive, and don't ever use bad language.
- Never use a computer to harm other people. Never snoop around in other people's files. Never use a computer to steal.

These "Rules of Netiquette" were adapted from Grade 3 Blog Pals who in turn adapted from the following publication: John, El Paso, TX Internet Driver's License: Internet Guide and Workbook,Classroom Connect: Lancaster, 1997.

Online Identity:

- What do you want others to know about you? What belongs online? What does not?
- Are you proud of ALL your online content (work, writing, comments, images, video, audio)?
- Would your grandmother, your principle, your teacher be embarrassed reading or seeing your content?
- Should you create a separate online identity? Avatars? Nicknames?
- What is the difference between protecting your identity and what is lying and being untruthful about information?

Video clip: **Everyone knows your name**

Think before you post

Once you submit content, even if you choose to delete it later, it is online FOREVER. Can you be proud of EVERYTHING you post, upload or contribute online?

The Canadian site Media Awareness Network on its Introduction to Cyber Bullying has developed a quick **"Think Before You Click" Self-Test** that looks great to teach to our elementary school students.

To teach students to quickly decide whether something they are about to do online is a good or a bad idea, ask each student to:

Think of two people:

- someone famous he or she admires for his or her courage, and
- an adult in her or his life who is trusted and respected.

Have students record these two names in a specific place in their agenda. Explain that as of today, these two people will be their "virtual conscience." Every time they intend to do something online which they're not sure is right, they will ask themselves: "What would these people think about this?"

Video clip: **Think before you post**

Online Bullying:

- Talk about and recognize three roles played in bullying:
    - Victim
    - Bully
    - Bystander
- Awareness of how cyber bullying can affect someone
    - Remind students that behind each online avatar or identity is a real person with feelings.
- Discuss with your students how to recognize and prevent cyber bullying.

- Teach them what to do, if they encounter cyber bullying (from [Introduction to Cyber Bullying](#))
  - o **STOP** - immediately leave the online environment or activity where bullying is going on.
  - o **BLOCK** e-mails or instant messages received from bullies. NEVER RESPOND.
  - o **RECORD** all harassing messages and send them to your Internet provider (Yahoo, Hotmail, etc.). Most providers have policies about users harassing people on their server.
  - o **TALK** to a trusted adult about the cyber bullying; alert the police when bullying involves physical threats.

Video clip: **Talent Show**

Further Activities:

- Students decide on their online identity nickname
- Have students draw, illustrate, create, or take a picture of their chosen avatar
- Create a [Wordle](#) of keywords your students come up with what online blogging safety means to them.
- Have students create their own "Public Service Announcement" to bring awareness to cyber bullying and its prevention.

http://langwitches.org/blog/2008/12/25/blogging-lesson-plan-online-safety

Blogging Lesson Plan- Commenting

• Difference between social and academic commenting
• Commenting etiquette
• Commenting starters
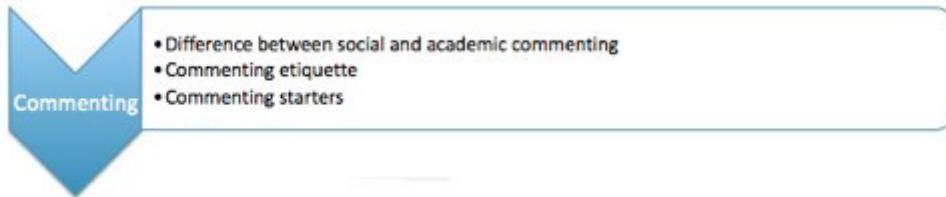
Difference between social and academic commenting.

You could create a blog for your young students, in order to allow them a safe online space where your young students can socialize and "practice" in an online environment. This type of blog fosters a virtual kind of classroom community that can spill over (positively or negatively) into the physical classroom as well.

Here are some examples of **social comments**.

I am soooooooooooooo exited about giving my present tommorow!!!!! I do think the time is wronge. ytou are soooooooooooooooo right!!!!! Will someone talk to me! PLEASE PLEASE PLEASE PLEASE!!!

you are ridiculous!
i HATE YOU!
haha

what its funny and sweet!! hahah ohhh welll ur missing outt!!! =)

I'm am definitely NOT a pro at it lol.
Lol!!!!!!—- You should come skiing/snowboarding with me some time 😃

heeeeeeyy!!:)
whats up??
did you do your homework for geography?

What kind of comments are we aiming for on an **academic** oriented classroom blog?

- Related to the content of the post.
- Continuing a conversation started in the post or in other comments.
- Connected to content learned or discussed in the classroom.
- Challenges someone's point of view.
- Add something to the author's post in form of a :
    - link
    - connection
    - idea

- o reminder
- o new perspective

Commenting etiquette

While we hope that the content of a comment is meaningful and related to the post and learning, there is yet another dimension to commenting. Students need to be aware and observe proper "commenting netiquette". Just like any other classroom rules at the beginning of each school year, this netiquette needs to be discussed, practiced and reviewed. It is also important to let students know your expectations of proper grammar and spelling in their online writing. Do you value content above all and are willing to close an eye to spelling? Or are you willing to take less content in exchange of time spent on grammar and spelling? You need to communicate your expectations clearly to your students.

Here is a short and simple commenting guide for my elementary age school students:

- **Acknowledge** the author of the blog post.
- Let the author know if you **agree** with him/her **and** why.
- It is also ok to **disagree** with something, just let the author know why you feel that way.
- **One word** comments are not very useful. Writing just "cool" or "nice" are not very helpful and don't let the author of the blog post really know what you are thinking.
- Always make sure you follow "netiquette". Think if it is **appropriate** BEFORE you hit the submit button.
- Always be **polite** . It does not matter if you agree or disagree with what you are reading in a blog. Don't write anything you would be ashamed of saying to someone's face. Don't hurt somebody's feelings.

Video Clip: **Kitchen table conversation**

Warning!!

This video might be inappropriate for the younger elementary school students. It mentions "breasts" and "tramp". Watch the clip and decide if it is appropriate to watch with your age group of students. I believe that it is a valuable conversation starter for 5h grade and up. Those kind of conversations ARE happening, our students need to know how to react to them.

I think it is a good idea to practice commenting as a class. Ask yourself the question:

What does a quality, meaningful commenting look like?

Pick a classroom blog from around the world, read and then discuss what a good comment to that post wold be. Submit the comment, sign it as "*your class*".

Read through the following comment starters with your students and then keep a running log of starters your class comes up with on their own.

Comment Starters
(from Youth Radio blog Netiquette- which in turn was adapted from *Excellence and Imagination*

- This made me think about…….
- I wonder why…….
- Your writing made me form an opinion about…….
- This post is relevant because…….

- Your writing made me think that we should…….
- I wish I understood why…….
- This is important because…….
- Another thing to consider is…….
- I can relate to this…….
- This makes me think of…….
- I discovered…….
- I don't understand…….
- I was reminded that…….
- I found myself wondering…….

http://langwitches.org/blog/2008/12/25/blogging-lesson-plan-commenting/

Blogging Lesson Plan- Writing

- Difference between social and academic writing
- Writing etiquette
- Writing prompts
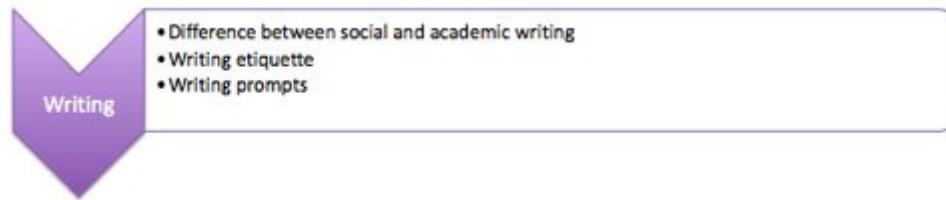
Writing

We are finally getting ready for the ACTUAL writing part with our students. Until now you have prepared your students by:

- exploring other student authored blogs
- talking about online safety, online identity and cyber bullying
- making the difference between social and academic commenting clear

As with commenting, talk with your students about the **difference between social and academic writing.** A true educational blog is NOT about socializing, but about students and teacher helping each other grow in their learning.

Ann Davis said in a The Journal article Five Don'ts of Classroom Blogging.

savvy teachers work to keep the focus of blogging on academic collaboration, helping students frame thought-provoking questions at the end of their blog entries that will invite valuable comments. "This is a different writing space than students are accustomed to"

There is a great activity that you can do to demonstrate and practice with your class. The original "Paper Blog" activity can be found on the No Matter, There blog.

Here are the main points of the Paper (Post-It) Blog that I have tweaked a little:

1. Give each student a post it notes in two different colors and a pen or pencil.
2. Have each student pick a safe online avatar nickname and write it on the top of the post it note. All students will write on the same colored post it.
3. Give one "post it starter", such as "My favorite smell reminds me of…" Have students include a little illustration in order to try to catch our attention and choose their post it to read.
4. Give students time to read each others post it notes.
5. Remind students to keep commenting netiquette in mind and ask them to use the second color post it note to respond to someone's "blog post". Each comment will be signed with their avatar nickname.
6. Repeat steps 3-5 as long as time allows.
7. You can also divide the class into 2 groups of posters and commenters. Then switch during a second round.
8. Plant a "troll" among the posts and comments. Someone who does not follow netiquette rules, goes off topic or does not stay within academic content.
9. As a class read each post and the corresponding comments. Discuss which posts received the most comments? Why did some receive less? What was the reason behind it? Which posts turned into social nature? Which post or comment connected to something students had studied?

10. Remind students that the posts' author or blog owner can always "moderate' the comment and throw it out, if deemed inappropriate.

Now it is time to move from the paper and pencil blog, to the online blog. Show your students the Logistics of Formatting a Blog Post. Once they know how to create a title, type their text, bold a selection, insert links, or use bullet, then you can get into the "real" writing part.

Writing their own blog posts can open up a whole new world for your students. Most likely it will be the first time that the readers of their work will be someone other than their teacher and possibly their parent. We need to make our students aware of the potential a worldwide audience will/should have on their work.

Connecting blogging to your curriculum?

Blogging can connect to EVERY subject. Posts can be about ANY theme, topic or content studied. The fun begins when you and your students connect what you have learned (in the classroom, at home or another media) on the blog. Obviously writing is involved in every post. Ask yourself :What kind of writing/genre do you want your students to practice? Guide your students with appropriate writing prompts.

- Persuasive
- Descriptive
- Expository
- Poetry
- Research
- Narrative
- Hyperlinked

Blog starters

1. Your favorite idiom

2. Learning is like…
3. There are a lot of ways to …
4. My tip of the day is…
5. For those who don't know already …
6. Thought it would be fun to share …
7. Have you ever tried to figure out why …
8. I'm thoroughly impressed with …

More writing prompt lists:

- [Creative writing prompts](#)
- [Writing prompts, journal entries](#)

Writing Netiquette Guideline

Discuss with your students how post writing netiquette differs or is the same as [commenting guidelines](#).

Here are some points to keep in mind when developing your own classroom writing guidelines.

There is a "Netiquette" for when you write and comment on blogs. Always, always keep your safety in mind.

- Make sure your work is the best it can be
- Think before you post: Make sure what you write is appropriate to put online.
- Always tell the truth on your posts
- Say what you mean, and mean what you say.
- Online work is NOT private. Never say anything on a blog that you wouldn't mind seeing on the school bulletin board, or in the local newspaper.
- Get descriptive in your title. The title helps your audience decide if they want to read your post or not.
- Try to link to other ideas or resources that back up the point you are trying to get across or further explain or enhance your content.
- Is your post learning related?
- Make your writing physically attractive. Add a supportive image, use bullets and paragraphs appropriately.
- Give credit in your works cited list to anyone whose work you use. Never use other people's work and call it your own. In other words, don't cut, copy, or plagiarize Internet content!
- Share your knowledge with others; when you learn something new, pass it along to someone else who can benefit.
- Carefully proofread your online work before you post, just like you would a regular letter. Use good form, spelling and grammar.
- Capital letters are regarded as "SHOUTING." Be careful with them.

- Don't publicly criticize (or "flame") others. Don't be offensive, and don't ever use bad language.

Some of the above "Rules of Netiquette" were adapted from Grade 3 BlogPals.

From Lisa Parisi's South Paris Collaborative blog come the following blog writing suggestions:

1. Keep your writing organized and focused.
2. Elaborate on your ideas.
3. Use a strong voice to make your writing interesting.
4. Use higher level vocabulary.
5. Edit, edit, edit for spelling, capitalization, punctuation, and grammar.

More Ideas for Blog posts

1. Continuing Stories
2. Vocabulary studies
3. "I have always wondered…"
4. Study Hints
5. Recipes for success
6. 1st & 6th Grade Buddies
7. Current Events
8. Report from a long weekend
9. Role Playing- write from another persons or objects perspective
10. Describe your neighborhood/community tour with picture.
11. Book reviews/recommendations. Each student required to contribute a different book recommendation.
12. More blogging activities in the classroom

http://langwitches.org/blog/2008/12/27/blogging-lesson-plan-writing

Setting Up the Blog And Getting Started

There are many different venues and companies you can set your classroom blog up. The most popular options are:

- Edublogs
- Blogger
- WordPress
- Classblogmeister

Once your blog is installed and your account set up, you will need to create additional users for each one of your students. Screenshots below are taken in WordPress 2.7.
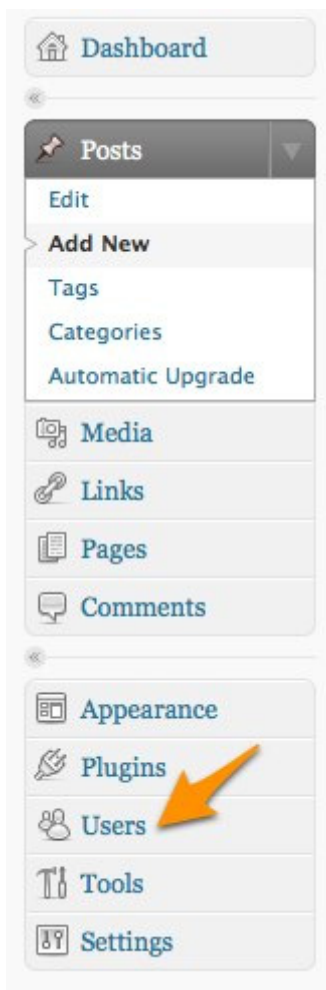
Click on Users and "Add New User"

Enter a username for each new user. Remember that that username is visible on the blog when posting or commenting. You do not need to enter a first or last name, nor a website address. Enter your own school e-mail for each one of the students usernames. Kim Cofino on Always Learning also describes how she sets up a student e-mail linked through a teacher e-mail account with Gmail.

one teacher can have 20 permanent e-mail accounts that are all delivered into one teacher e-mail account. Therefore, if the teacher account is teacher@gmail.com, all you have to do is add a "+studentname" before the @ symbol to make a linked account. Therefore mail sent to teacher+studentname@gmail.com will go straight to teacher@gmail.com.

Enter a password twice.

There are different roles that you can assign to each user:

- Administrator - Somebody who has access to all the administration features
- Editor - Somebody who can publish posts, manage posts as well as manage other people's posts, etc.
- Author - Somebody who can publish and manage their own posts

- Contributor - Somebody who can write and manage their posts but not publish posts
- Subscriber - Somebody who can read comments/comment/receive news letters, etc.

For setting up our blog for elementary students, I assigned the following roles

- The teacher will be the administrator of the blog.
- Each student will receive their own username and have the role of contributor

As contributors, students can author their own posts, but do not have the authority to publish their post. Once their post is finished, it is submitted for review. An administrator or editor will have to approve the post before it gets published.

Create a category, named after each one of your students' username.

Instruct students how to log in with their username and password. Reminding them again NEVER to share their password with anyone. After writing and formatting the blog post, show students how to tick off the post in their category. Once a blog visitor clicks on the name of the user in the category list, only the posts authored by that user will show. Almost like their own blog.
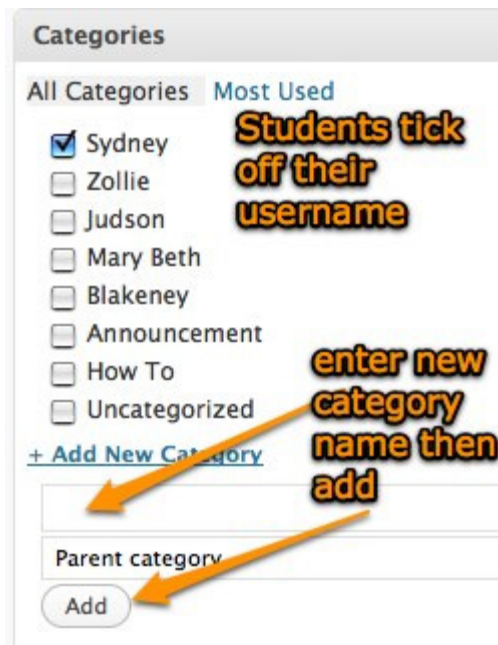
While writing their posts, students should regularly save their drafts, until they are ready to post. Then click "Submit for Review".
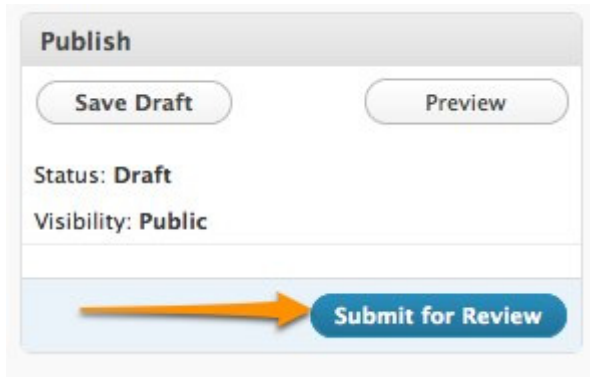
An administrator now has to log into their dashboard to publish the "Pending Review" post.

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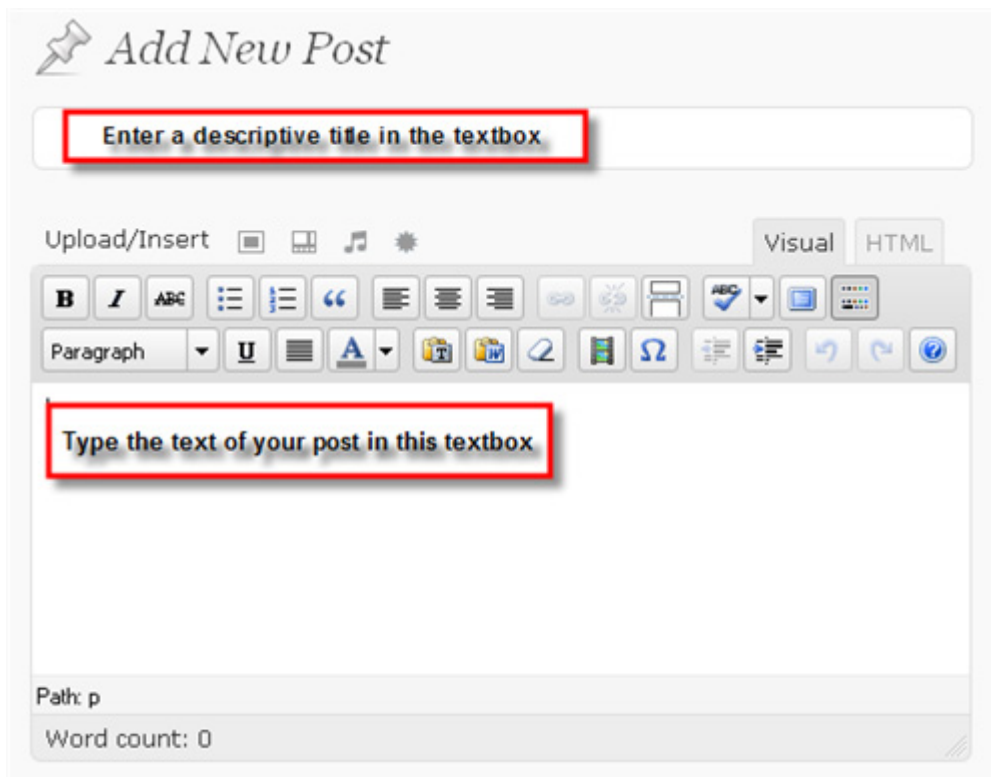
You can directly type in the text of your post or you can copy (CTRL-C) and paste (CTRL- V) them from somewhere else. I would recommend pasting them first into "Notepad" or "Wordpad" in order to remove any kind of previous formatting. Microsoft Word is notorious for adding lots of code, that will be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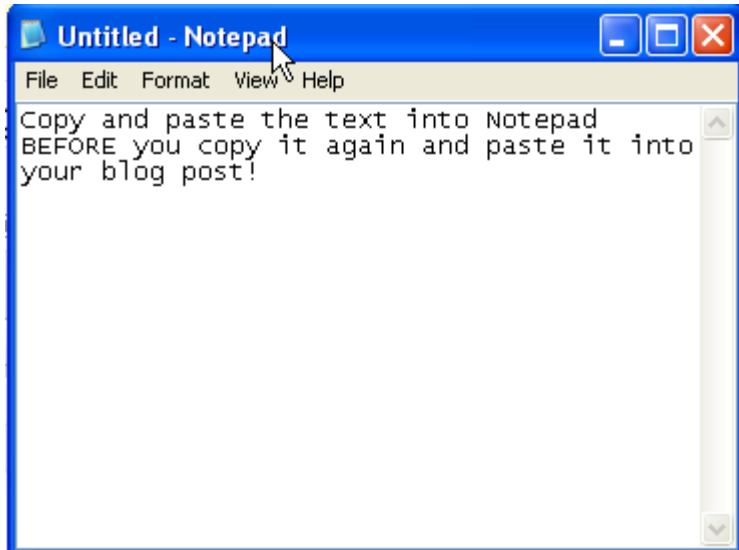
Copy and paste the text into Notepad BEFORE you copy it again and paste it into your blog post!

How to bold a text?

1. Just highlight the text you want bold.
2. Click on the "B" button in the toolbar.
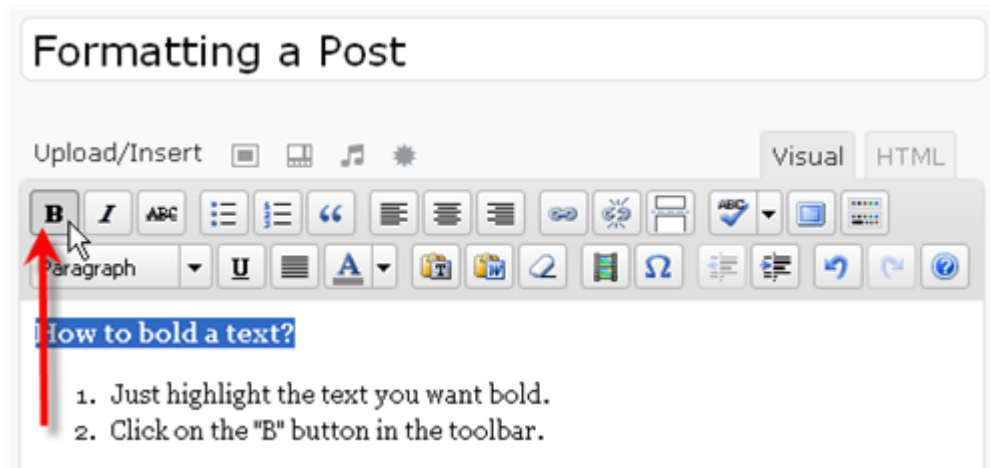
How to insert a link?

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.
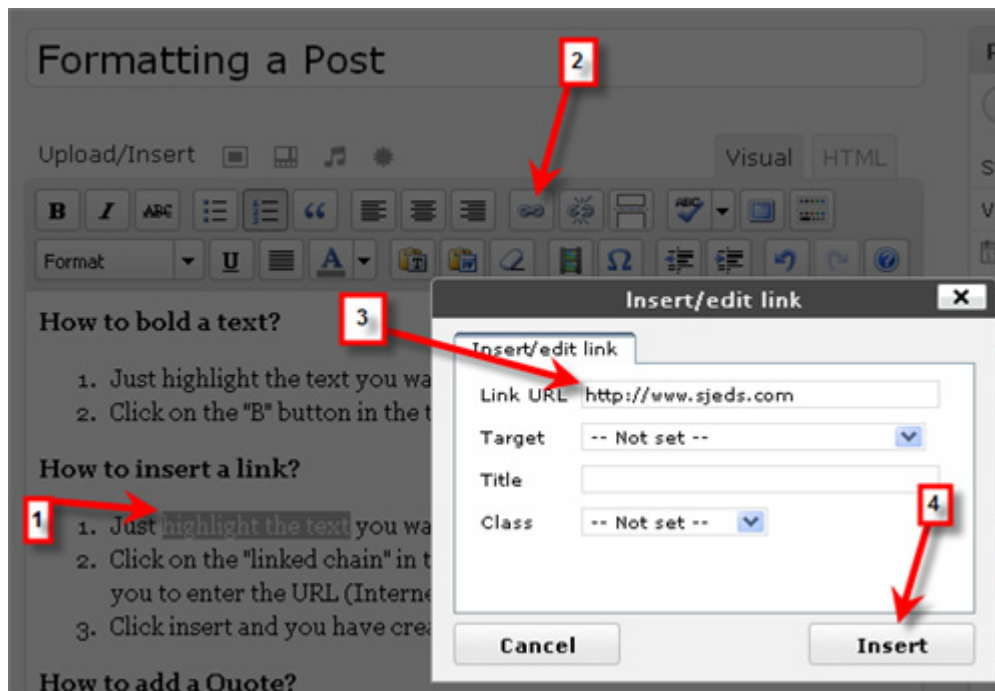
How to add a Quote?

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

Format | U | A

How to bold a text?

1. Just highlight the text you want bold.
2. Click on the "B" button in the toolbar.
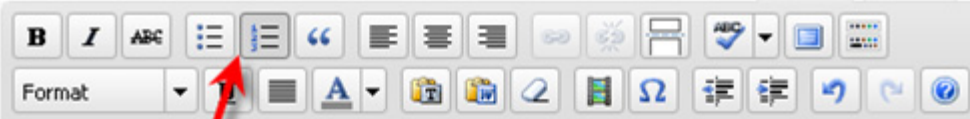
How to insert a link?

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 for you to enter the URL (Internet address).
3. 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

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.

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 for you to enter the URL (Internet address).
3. 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

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.

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