

# Create a New Blog Post

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*You must be logged in to create a new Blog post*

Click on the right menu carrot and select My Blogs. From there, click on the Blog you wish to post to and click on the New Post button.

Add a title, post date (can be customized), hours worked and expenses. The Description can be formatted using the toolbar in the edit field.

Drag and drop, or browse for images you would like to add to your post. Add up to 10 images, 5 MB each / 20 MB total.

Once you have uploaded your images, you can select if you would like visitors to be able to comment on your posts, or adjust the privacy setting of the individual post.

Click on Create Post to finish.

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