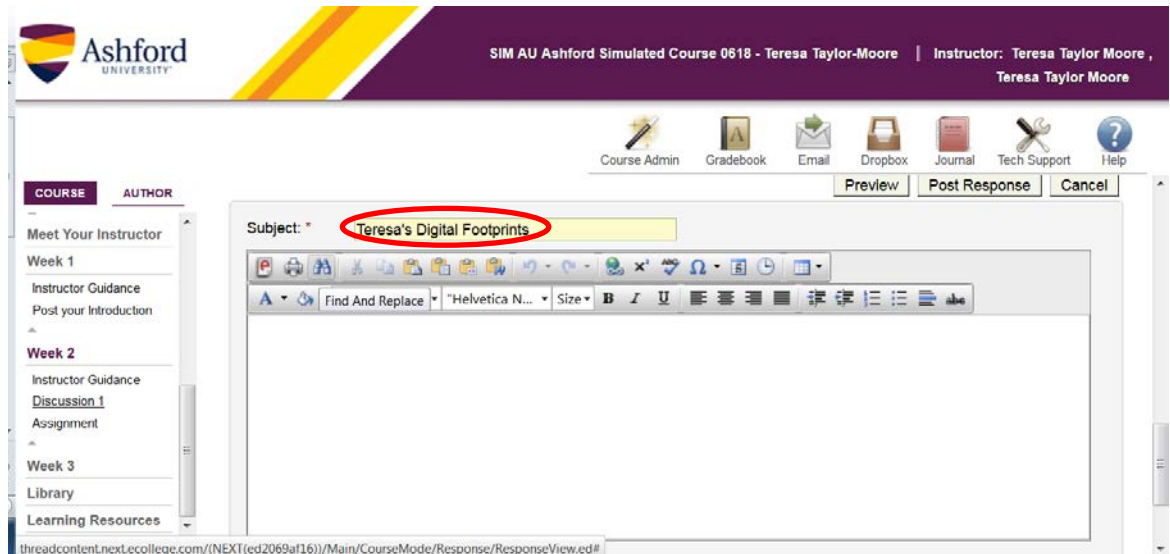


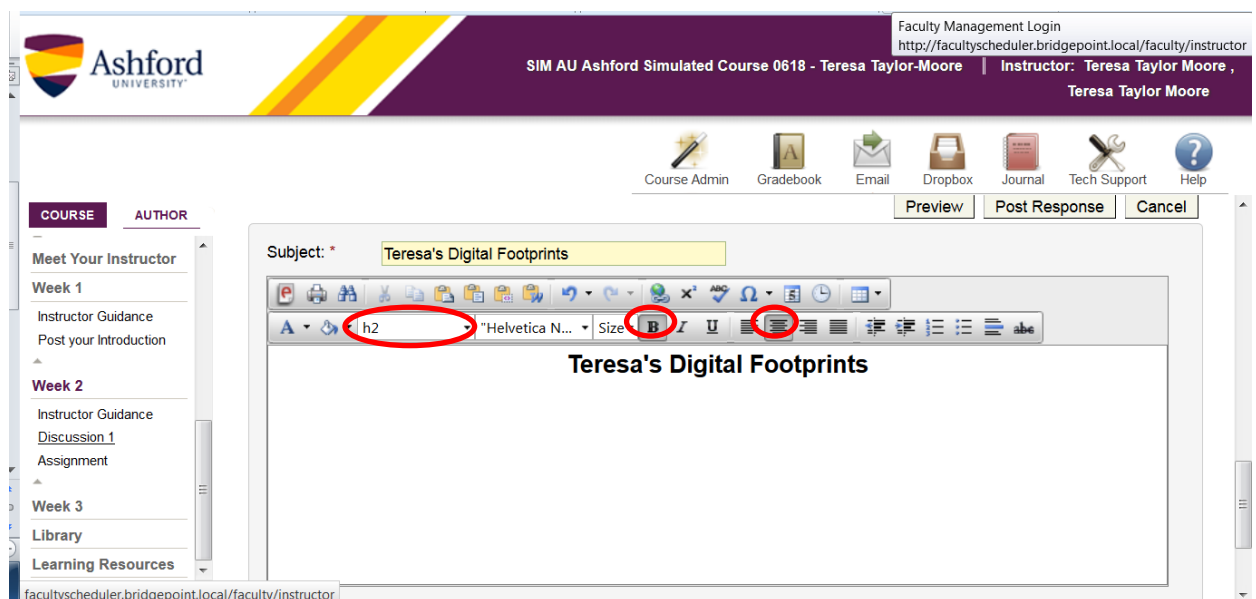
# Formatting Stories and Blogs

Follow the steps below to attach your document in the discussion area.

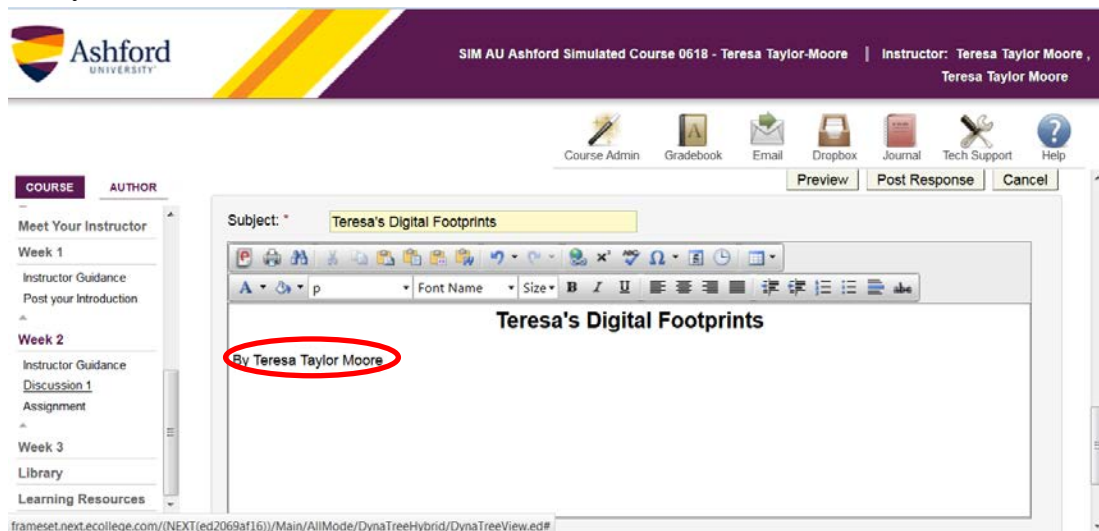
1. Click “Respond” to open the discussion box.
2. Include a short subject for your story or post



3. Select “Heading 2” from the dropdown menu, “B” to bold the text, and the Align Center icon and type your heading



4. After typing the title, press enter and the formatting will automatically clear. Then, type the byline.



5. Once you type the byline, press enter twice, indent five spaces using the SPACEBAR. From the drop down menu select "3" for the size of the text for your story or blog and begin typing.

