



Creating New Blog Posts

1. Click the [Create Content](#) link in the Admin Menu, and then click [Blog](#).
2. Give the blog post a title. The title will appear at the top of the post once it has been posted.
3. Write content for the post in the "Body" section. For more information about using the text editor, please refer to the "Using the WYSIWYG editor" section in this guide.
4. Under the "Body" area, click the [Input Format](#) link and make sure the *Full HTML* option is selected.
5. You do not need to set a URL path
6. You do not need to set any Menu Settings
7. You may also optionally click the [Publishing Options](#) link. To create a post without posting it to the website (i.e. make an unpublished draft), uncheck the "Published" option. By default, all of the other options should be unchecked.
8. Click the [Preview](#) button to review the blog post before posting; otherwise, click the [Submit](#) button to post the page to your website.