

How to Write Blog Posts

Prerequisites: Read or watch *How to log in*.

1. Log into your website (as shown in the lesson *How to log in*).
2. When you are logged in, you will notice that a black bar runs across the top of your page. Hover your cursor over the *Add New* option, then click *Post*.
3. Enter a title for your post in the Title bar near the top of the page.
- 3a. Depending on your website's settings, you may have the option to manually set a *permalink* for your blog post directly under the title. A permalink is the last section of a post's URL; for instance, a FlowerShop.com might write a post called "Most Beautiful Flower Arrangements of 2016" and the URL could be FlowerShop.com/best-2016-arrangements where **best-2016-arrangements** would be the custom permalink.
4. Type your post into the text area below the title. If you don't know what to write about, consider the previous lesson, *Find the idea for your first blog post*.

Tip: if you would like more formatting options in your post editor, read the *Additional Notes* section at the end of this lesson.
5. Once you are finished writing your post, return to the top of the page and click the blue Publish button on the right. If you are *not* finished, you can click the gray Save Draft button and the draft will be saved for later.

If you want to revisit a draft of your post *after closing your browser*, log into your website. Once you are on the administrative dashboard (the first screen shown to you after logging in), click *Posts* in the left sidebar and choose your post from the corresponding list.

Additional Notes

More options in the editor

To use the text area to its fullest extent, make sure that the Visual tab is selected (this is a small tab on the top right of the text area in Step 4 of this lesson) and the Toolbar Toggle button is selected (it rests in the middle of the

options above the text area). Additionally, you can use the dropdown menu on the left side of the options to select which type of text you would like to work with, as per the explanation above. You can use the text editor to change the color, add hyperlinks, and create numerical lists out of your content.

Adding categories and media

To learn about adding categories, adding media to your posts, and more, we recommend watching the *How to write a blog post* tutorial video.

Struggling with ideas?

If you are struggling with finding ideas for your blog posts, use the lesson *Find the idea for your first blog post*.