Blog: Creating a New Blog Post

Blogs help you drive traffic to your website, be better seen by search engines like Google & Bing, build your brand, and develop better customer relationships. Blogs help you connect directly with your sphere of influence.

Follow the steps below to learn how to add a new post.

1. Access **Blog Posts** in the left panel on the **Admin Home** screen (see below).

2. Select **Add New** button to create a new blog post (see below).

3. Add the various elements of your blog post (see below).

	1. Give your post a title.
	2. Add your content. You can use the available tools to add media, insert links and line breaks, etc.
	3. You can adjust the **status** of your post, who can view it (**visibility**), and when the post will **publish**.
	4. Select your **categories**. Categories determine if your post will be visible from the homepage or another blog post page on your website.
	5. Add **tags** to your post to make searching for it easier.
4. Select the **Publish** button (see below).

5. Press Visit Site
6. Navigate to your blog

