

Blog: How-To

To create a new blog post, on the left column, you will see an option from the third down that reads, "Posts." Hovering over that option, you'll see four options:

- **All Posts:** To get a list of all your posts, whether they are published or unpublished. Here, you can access all your posts to look over and edit.
- **Add New:** Immediately takes you to a webpage where you can begin writing a new blog post.
- **Categories:** Here you can access your categories. These are how you organize your blog post (Health & Superfoods, Smoothies and Bubble Teas, New Products & Updates and From Inside Juice Dudez).
- **Tags:** Here you can access your tags. These will give your post keywords that will be make them easier to find with a Google search.

When creating a new blog post, there are a couple things to keep in mind. Looking at the right column, you will see a few options.

- **Visibility:** This will control who can see your post. Public allows everyone to see the post (most preferred). Private only allows the site admins to see the post. Password Protected allows you to put a password on the post and only those who have the password can access the post.
- **Publish:** Here you can decide if you want to publish immediately after pressing the Publish Button or you can schedule when it publishes through the calendar and time.
- **Post Format:** This allows you to use a theme to present the blog post. You can test them to see which one is to your liking.
- **Author:** Choose, if you would ever so decide, who's name will be tacked onto the blog post. There already names, including Juice Dudez. If you would like to add authors, you can do so through the Users option on the left-hand column.
- **Permalink:** This is the permanent link for your post. Using this is not necessary unless you want to give it a unique link.
- **Categories:** As mentioned before these are your categories to organize your blog posts. Here you can choose which category to organize them into.
- **Tags:** Here you can tag your post with whatever keywords you feel will fit with the blog.
- **Featured Image:** This will be the image people associate with your blog post. You can upload and edit the picture here.
- **Excerpt:** This will be a short summary of your blog to go with the link.
- **Discussion:** Here you can choose the option of whether you want people to comment on the blog or not.

Before you publish your blog, you have the option of previewing it as well with the Preview Button beside the Publish Button. This opens a new tab that lets you see the post as if it were published, and see if there is any changes to the theme or format you want to change before officially releasing it to the public.