

# Creating a Post(ing)

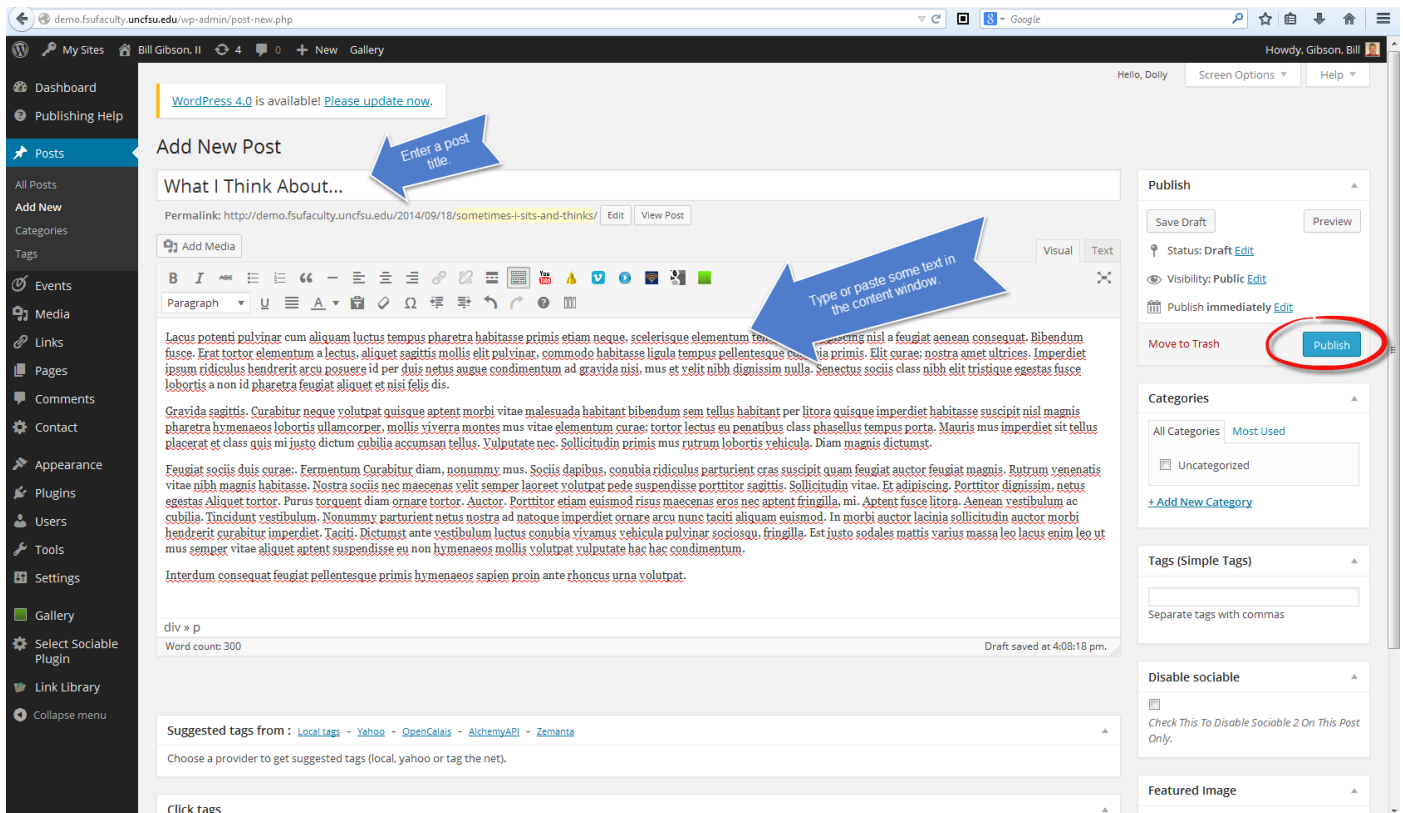
## Steps for creating a blog posting:

Go to the **Dashboard** → Click on **Posts** → Click on **Add New**

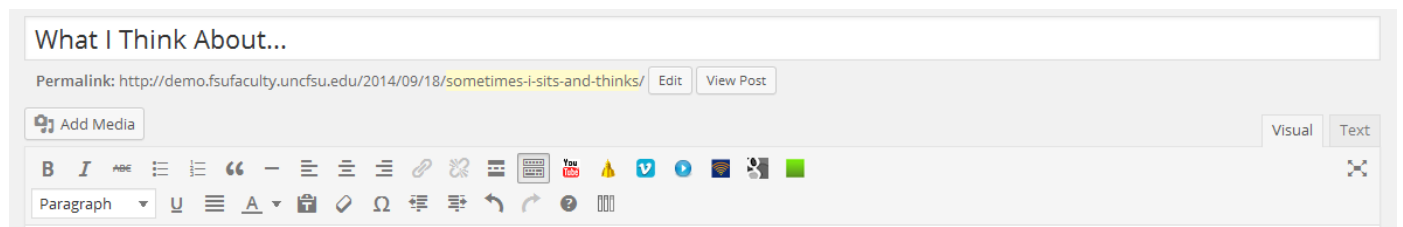
The “**Add New Post**” Menu will appear. It looks very similar to the “**Add New Page**” Menu.

First enter a “**title**” for your posting, in the “Enter title here” window.

Click in the large white content window and **start typing some text**. Or, you can also use Copy-n-Paste to transfer text content from another source into this area. You will have to use the **CTRL + V** keys to paste text into the window. This key combination is a Windows/Word standard for pasting content from the Clipboard.



Once you have a post title and some content you can choose to **Preview** the post, without publishing it, or **Publish** it, or **Save Draft**, if you want to keep working on it, but need to come back later to finish it before publishing.



Note that if you want to edit your content (bold, italicize, justify text, etc.) there is a toolbar above the content window with various editing buttons. If you need to create a bulleted list, there are buttons for unordered & ordered lists. If you want to create a link or add media, there are buttons to start those processes.

If you have created one or more “**Categories**” for your postings, you can select the ones that apply to your current posting before publishing. Or, you can return to the Editing Menu later and assign appropriate categories and **Update** your posting.