

CREATE A BLOG POST

To create a new post for your blog, use the New Post button at top of the blog itself.



Your blog post has a title and content area. The title should generally be short – no more than a sentence long or so. The content area includes a basic paragraph element which you can edit or delete.



Adding content to a blog post works the same way as adding content to a regular page - just drag elements into the post and edit them to add content. Add pictures, videos, and other elements using the Multimedia and More categories.

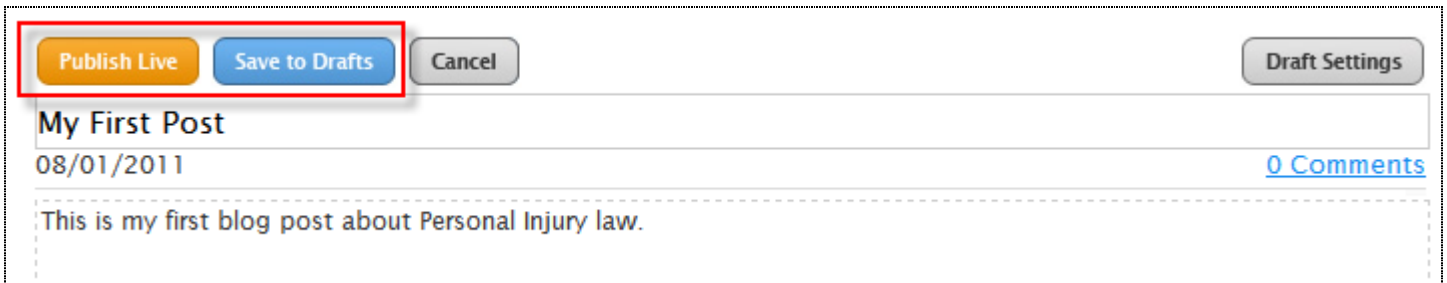
The screenshot displays the WebsiteEditor interface. At the top, there are tabs for 'Elements', 'Pages', and 'Settings'. Below these is a toolbar with various content elements: Paragraph, Paragraph with Picture, Picture, YouTube Video, Title, and Read more Break. A sidebar on the left contains categories: Basic, Blog Sidebar, Multimedia, and More. Red arrows point from these categories to the corresponding elements in the toolbar. Below the toolbar is a navigation menu with links: Home, Contact Us, thankyou, Client Center, and Blog. The main content area shows a blog post editor with buttons for 'Publish Live', 'Save to Drafts', 'Cancel', and 'Draft Settings'. The post title is 'Post Title. Click and type to edit.' and the date is '08/01/2011'. The post content area contains the text 'This is your new blog post. Click here and start typing, or drag in elements from the top bar.' and a 'Categories:' field with a text input box. Red arrows also point from the 'Publish Live' button, the 'Save to Drafts' button, and the 'Categories:' field to the main content area.

After you've added your content you can categorize the post – these categories will appear on your blog sidebar, making it easier for visitors to your blog to find posts that cover certain topics. Categories can be whatever you like and it isn't necessary to use them. If you're writing blog posts under topics across multiple practice areas it might be helpful to categorize your posts by practice area.



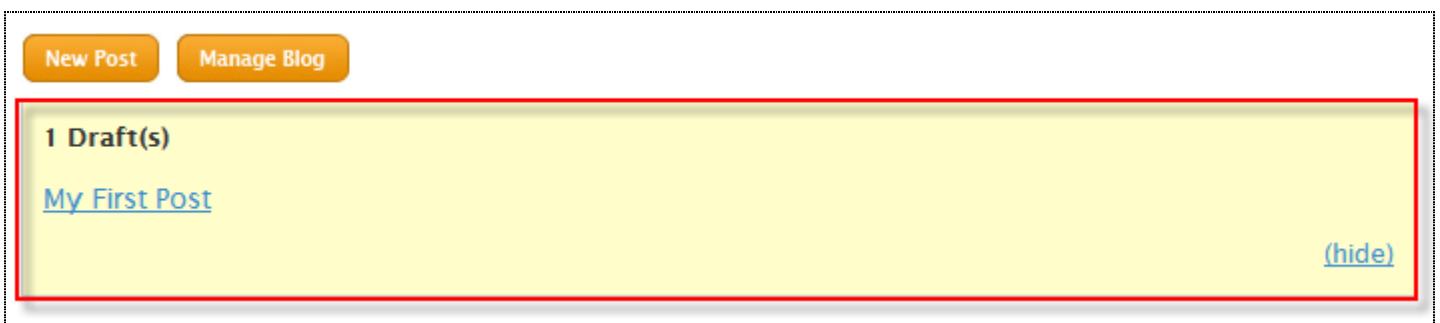
This screenshot shows a blog editor interface. At the top, there are three buttons: "Publish Live" (orange), "Save to Drafts" (blue), and "Cancel" (grey). To the right is a "Draft Settings" button. Below these is a text input field for the "Post Title" with the placeholder text "Post Title. Click and type to edit." and a date field showing "08/01/2011". To the right of the date is a link for "0 Comments". The main content area is a large text box containing the text "This is my first blog post about Personal Injury law." At the bottom, there is a "Categories" field with the text "(separate with a comma) Personal Injury" and a red rectangular highlight around it.

Now you can Publish the post to your live site (which will make it instantly available) or Save to Drafts to edit / publish it later.



This screenshot shows the same blog editor interface as above. The "Publish Live" (orange) and "Save to Drafts" (blue) buttons are highlighted with a red rectangular box. The "Post Title" field now contains the text "My First Post". The date field still shows "08/01/2011" and the "0 Comments" link is present. The main content area contains the text "This is my first blog post about Personal Injury law."

If you save the post as a draft, it'll be accessible to you through a drafts area at the top of the blog page from within the editor (along with any other drafts you've saved). Just click the link to the post from this drafts area to edit it further and save / Publish.



This screenshot shows a drafts area at the top of the blog page. At the top, there are two buttons: "New Post" (orange) and "Manage Blog" (orange). Below these is a yellow box containing the text "1 Draft(s)". Underneath, there is a link for "My First Post" and a "(hide)" link in the bottom right corner. A red rectangular highlight is drawn around the entire yellow box.

Every new post you Publish will appear at the very top of the page, pushing older posts further down the page. After you've added seven or eight posts to the page, older posts will be moved off the main page to still accessible archive pages.