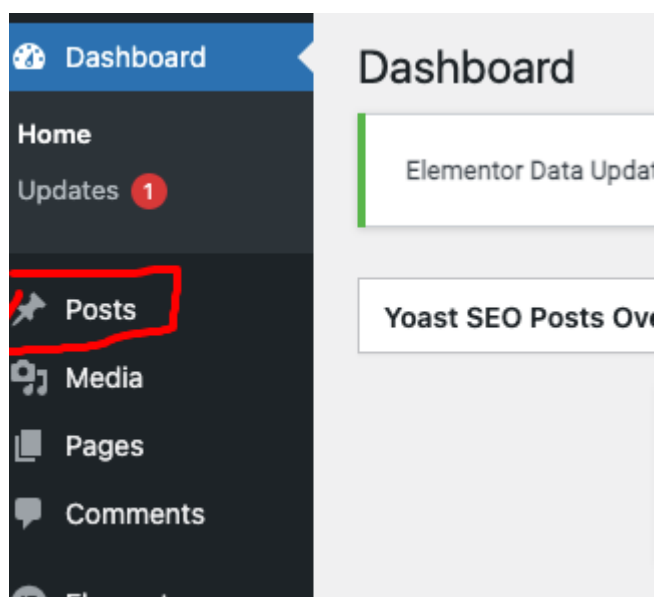
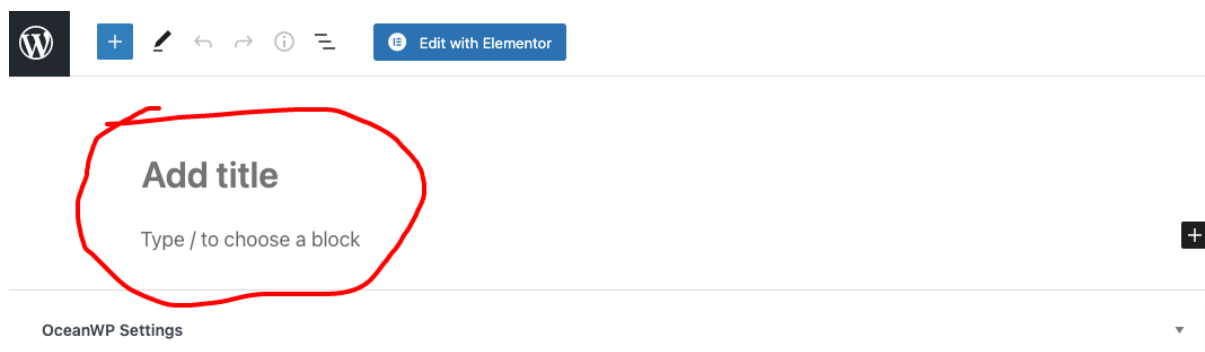


## How to create blog posts

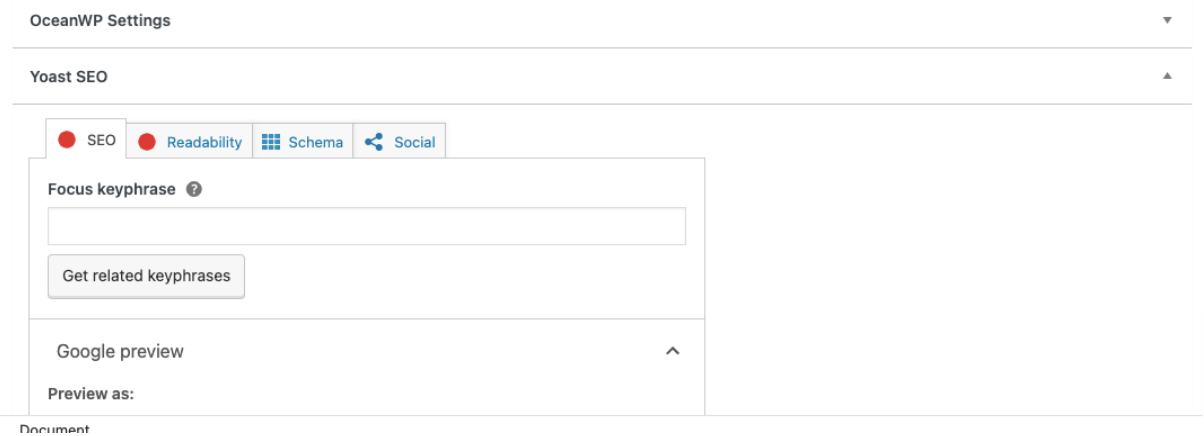
1. To start you need to be logged into the site and have access to the admin area -  
<https://masteringonlinemeetings.com/wp-admin/>
2. You would be selecting the Posts section in the dashboard left side



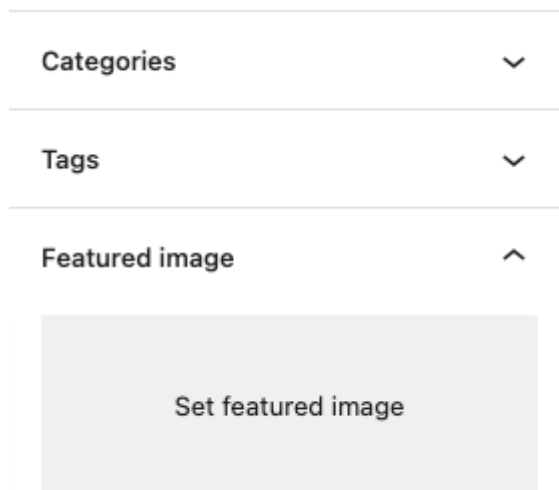
3. Select add new from the top of the page. NB do not create in elementor
4. New also available in the top bar
5. Add the Title



6. The content below can be ignored at this stage



7. If you created the text (copy) in word then open the file and select it, copy paste this text to the area below the title
8. Get the text in place 1st then if you want to add text between the text do that after the text setup.
9. At this point you would have the featured image available and need to add that to the featured area, located on the right side



10. Next you need to categorise it as a blog post in a category

View Post

<https://masteringonlinemeetings.com/?p=2191> 

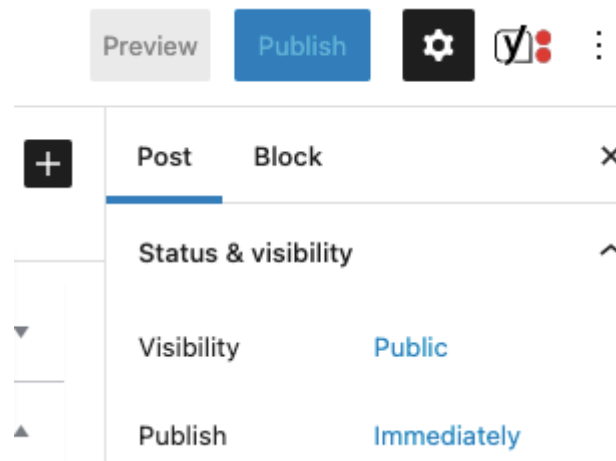
### Categories

- General
- Tips
- Uncategorized

[Add New Category](#)

New categories can be created here as well.

11. Next we publish the post, this is the blue button at the top of the screen.



### Additional Information

Images need to be 900x400

# Before Publication:

- Spelling & grammar check
- Link to relevant articles (on site and off)
- All links are working and opening in a new tab (if needed)
- Text formatted for scanning (use subheadings & no huge paragraphs)
- Post reviewed by someone else
- Categories & tags selected
- Relevant images & videos added
- Call to action added (leave a comment, join us here, etc.)
- Preview on site to ensure it displays correctly