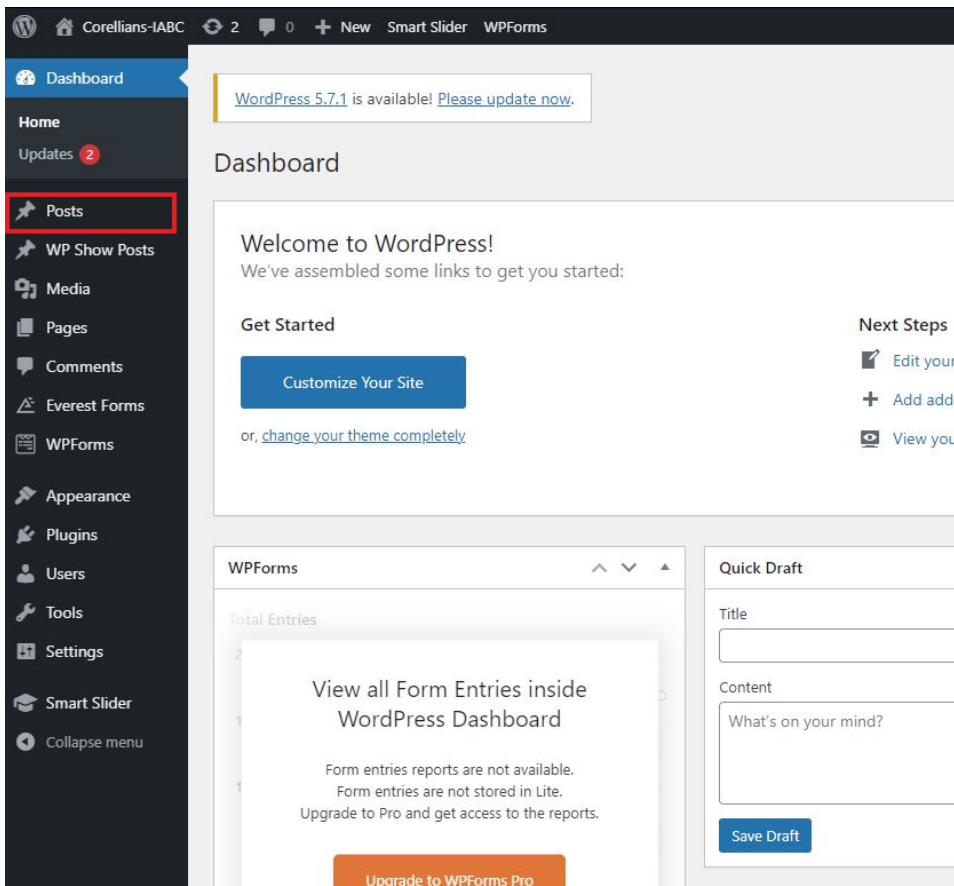


# How to Add Blog Posts

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# Step 1

Go to the Admin Dashboard and click Posts in the sidebar.

WordPress dashboard interface showing the Posts section. The left sidebar contains navigation links: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, WP Show Posts, Media, Pages, Comments, Everest Forms, WPForms, Appearance, Plugins, Users, Tools, Settings, Smart Slider, and Collapse menu.

The main content area displays a notification: "WordPress 5.7.1 is available! Please update now." Below this, the "Posts" section is active, showing a list of posts. The list includes columns for Title, Author, and Categories. The first post is "Sample Blog Post 2" by admin, categorized as "Blog Posts". The "Clone" link for this post is highlighted with a red box.

Below the list, there are bulk action controls: "Bulk actions" (dropdown), "Apply", "All dates" (dropdown), "All Categories" (dropdown), and "Filter".

## Step 2

Click on the clone option

WordPress dashboard interface showing the 'Posts' section. The left sidebar contains navigation links: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, WP Show Posts, Media, Pages, Comments, Everest Forms, WPForms, Appearance, Plugins, Users, Tools, Settings, Smart Slider, and Collapse menu. The main content area displays a notification for WordPress 5.7.1 update, followed by the 'Posts' section with an 'Add New' button. Below this, filters show 'All (6) | Published (5) | Draft (1) | Trash (9)'. A table of posts is visible, with the first post 'Sample Blog Post 2 — Draft' highlighted. The 'Edit' link for this post is highlighted with a red box. Other posts listed include 'Sample Blog Post 2', 'Sample Blog post', 'Treaty Acknowledgments: <br>Why we do them and what is next', '<strong>Rethinking Public Engagement in a Virtual World</strong>', and another 'Treaty Acknowledgments: <br>Why we do them and what is next'.

# Step 3

Click on the edit option

# Step 4

- 1) Select the element you would like to change
- 2) You can change the title, the content and add images if you would like.
- 3) Don't forget to Publish to save your changes!

The screenshot displays the WordPress Gutenberg editor. At the top, the WordPress logo and a toolbar with icons for adding blocks, undo, redo, and help are visible. A 'Starter Templates' button is also present. The main editing area contains a title 'Sample Blog Post 2' and two paragraphs of placeholder text. The right-hand sidebar is open, showing settings for the selected block. The 'Post' tab is active, displaying options for status and visibility (Public, Immediately), post format (Standard), and checkboxes for 'Stick to the top of the blog' and 'Pending review'. There are links for 'Copy to a new draft' and 'Move to trash'. Below these are sections for Permalink, Categories, Tags, Featured image, Excerpt, Discussion, and Astra Settings.

WordPress logo | + | Undo | Redo | Help | Starter Templates

Save draft | Preview | **Publish** | Settings | More options

## Sample Blog Post 2

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Suscipit tellus mauris a diam maecenas sed enim. Tempus urna et pharetra pharetra massa massa. Habitant morbi tristique senectus et netus et malesuada fames. Sem et tortor consequat id porta nibh venenatis. Egestas purus viverra accumsan in nisl nisi scelerisque eu. Sit amet mattis vulputate enim. Elementum sagittis vitae et leo. Placerat vestibulum lectus mauris ultrices eros in.

Faucibus in ornare quam viverra orci sagittis eu volutpat odio. Habitasse platea dictumst quisque sagittis purus sit amet volutpat consequat. Duis at consectetur lorem donec massa. Sapien pellentesque habitant morbi tristique senectus et netus. Gravida arcu ac tortor dignissim. Sapien pellentesque habitant morbi tristique.

Start writing or type / to choose a block

Start writing or type / to choose a block

**Post** | Block | X

**Status & visibility** ^

Visibility **Public**

Publish **Immediately**

Post Format **Standard** v

☐ Stick to the top of the blog

☐ Pending review

[Copy to a new draft](#)

[Move to trash](#)

**Permalink** v

**Categories** v

**Tags** ^

Add New Tag

Separate with commas or the Enter key.

**Featured image** v

**Excerpt** v

**Discussion** v

**Astra Settings** ^

WordPress dashboard screenshot showing the Posts section. The sidebar on the left lists various dashboard items: Dashboard, Posts, All Posts, Add New, Categories, Tags, WP Show Posts, Media, Pages, Comments, Everest Forms, WPForms, Appearance, Plugins, Users, Tools, Settings, Smart Slider, and Collapse menu. The main content area displays a notification for WordPress 5.7.1 update. Below this, the 'Posts' section is active, showing a list of posts. The first post, 'Sample Blog Post 2 — Draft', is highlighted, and the 'Quick Edit' link is circled in red. Other posts include 'Sample Blog Post 2', 'Sample Blog post', 'Treaty Acknowledgments: <br>Why we do them and what is next', '<strong>Rethinking Public Engagement in a Virtual World</strong>', and another 'Treaty Acknowledgments: <br>Why we do them and what is next'. The bottom of the page shows bulk action controls.

WordPress 5.7.1 is available! [Please update now.](#)

Posts [Add New](#)

All (6) | Published (5) | Draft (1) | Trash (9)

Bulk actions [Apply](#) All dates [Filter](#)

<input type="checkbox"/>	Title	Author
<input type="checkbox"/>	Sample Blog Post 2 — Draft <a href="#">Edit</a> <a href="#">Quick Edit</a> <a href="#">Trash</a> <a href="#">Preview</a> <a href="#">Clone</a> <a href="#">New Draft</a>	admin
<input type="checkbox"/>	Sample Blog Post 2	admin
<input type="checkbox"/>	Sample Blog post	admin
<input type="checkbox"/>	Treaty Acknowledgments:  Why we do them and what is next	admin
<input type="checkbox"/>	<strong>Rethinking Public Engagement in a Virtual World</strong>	admin
<input type="checkbox"/>	Treaty Acknowledgments:  Why we do them and what is next	admin
<input type="checkbox"/>	Title	Author

Bulk actions [Apply](#)

## Step 6

To ensure the post shows up on the page you want select the Quick Edit option

# Step 7

- 1) Ensure the Blog Posts box is the only one checked
- 2) Don't forget to hit Update when you are done!

The screenshot shows the WordPress dashboard with the 'Posts' section selected. A notification at the top indicates 'WordPress 5.7.1 is available! Please update now.' The 'Posts' section shows a list of posts, with 'Sample Blog Post 2' selected. The 'Edit' button for this post is highlighted. The 'Edit' screen shows the 'Sample Blog Post 2' with the following details:

- Title: Sample Blog Post 2
- Slug: (empty)
- Date: 04-Apr 15, 2021 at 17:54
- Password: (empty) -OR- Private
- Categories: ☒ Blog Posts, ☐ Previous Events, ☐ Road Trip, ☐ Uncategorized, ☐ Upcoming Events
- Tags: (empty)
- Allow Comments: ☒ Allow Comments, ☒ Allow Pings
- Status: Draft
- Make this post sticky: ☐

The 'Update' button is highlighted in the bottom right corner of the 'Edit' screen.

Title	Author	Categories	Tags	Date
<input type="checkbox"/> Sample Blog Post 2	admin	Blog Posts	—	Published 2021/04/10 at 8:41 pm
<input type="checkbox"/> Sample Blog post	admin	Blog Posts	—	Published 2021/04/04 at 11:22 pm
<input type="checkbox"/> Treaty Acknowledgments: Why we do them and what is next	admin	Upcoming Events	—	Published 2021/04/03 at 8:11 pm
<input type="checkbox"/> <strong>Rethinking Public Engagement in a Virtual World</strong>	admin	Previous Events	—	Published 2021/04/03 at 7:46 pm
<input type="checkbox"/> Treaty Acknowledgments: Why we do them and what is next	admin	Upcoming Events	Upcoming Events	Published 2021/04/03 at 6:47 pm