You can add new posts to your blog in two ways:

Creating blog posts in the My blogs application

- 1. Open the My blogs application.
- 2. Switch to the **Blogs** tab.
- 3. Click on **New post** (+). A **New page** dialog opens.



4. Select Blog post.





The types of pages that you can create vary depending on how your administrator configured the system. For example, you may only be able to create a **Blog post** page under your blog section of the site. If you are allowed to create a single type of page, then you are redirected directly to the Blog post's editing form (step 5).

- 5. Specify the details of the new blog post.
- 6. **Save** the new blog post.

Creating blog posts in the Content tree

- 1. Open the Pages application.
- 2. Select the blog in which you want to create the post.
- 3. (Optional) Select the **Blog month** in which you want to create the blog post, or create a new **Blog month**.
- 4. Click on **New** (+). A **New page** dialog opens.
- 5. Click on **Blog post**.





The types of pages that you can create vary depending on how your administrator configured the system. For example, you may only be able to create a **Blog post** page under your blog section of the site. If you are allowed to create a single type of page, then you are redirected directly to the Blog post's editing form (step 6).

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- 6. Specify the details of the new blog post.
- 7. **Save** the new blog post.

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