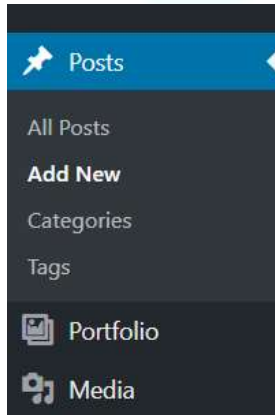# Creating Blog Posts

Creating Blog Posts
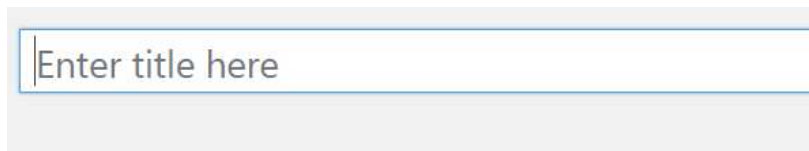
Step 1: Create a new blog post

On your backend dashboard, navigate to Posts > Add New.

Step 2: Create your Title
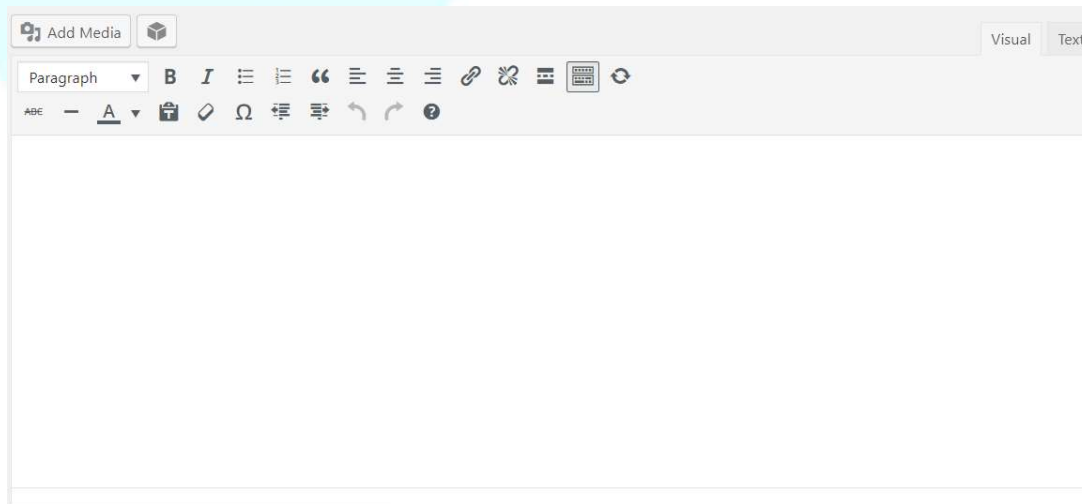
This is where you will add the name/title of your blog post (for example: _Professional Web Designers vs. DIY Website Builders_).

Step 2: Add content to the Body Copy Box

This is the big blank box where you enter your text, links, images, and any information you want to display on your blog page. You can use either the Visual or the Text view to compose your posts (for a guide on how to use cornerstone, get in touch).
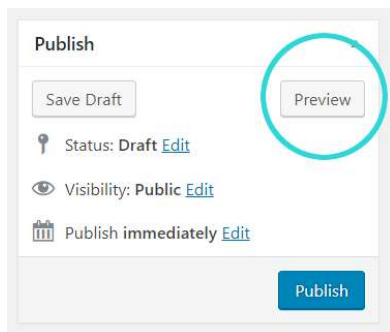_See Image Below_

Once you have added your content, you can view the page in the same way a visitor would, without having to publish it. See next step for details.
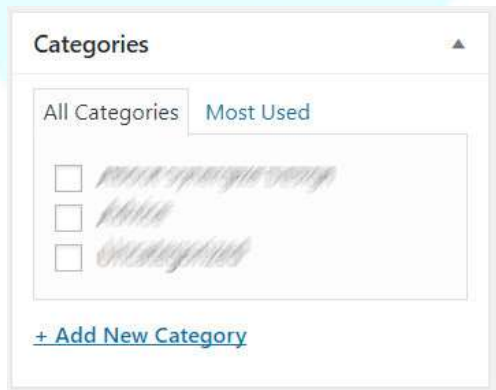
Step 3: Preview your blog

The 'Preview' button allows you to view your blog post before you officially publish it to your viewers. This will open it in a new tab, so once your finished, close the tab and you can then continue editing or publish if you like. See next step for publishing your post.

Step 4: Set Blog Categories

The general topic the post can be classified in. To add a new category, click the "+Add New Category" link in this section. You can manage your categories by going to Posts > Categories.
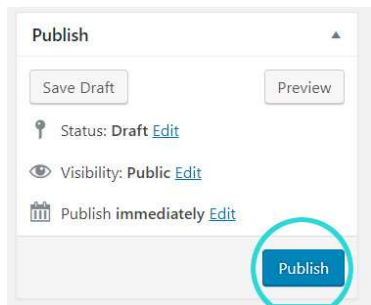
Step 5: Publish your blog post

The publish box is located at the top-right of your blog post dashboard. It contains buttons that control the state of your post.

A Published status means the post has been published live on your blog for all to see.

To publish your post, simply click the 'Publish' button.

To schedule a post for publication on a future time or date, click "Edit" in the Publish area next to the words "Publish immediately".

You can also change the publish date to a date in the past to back-date posts. Change the settings to the desired time and date. You must also hit the "Publish" button when you have completed the post to publish at the desired time and date.

Optional Step 1: Check the Permalink

Permalink stands for "permanent link". It contains a user-friendly post name derived from the post title which could also change, although not recommended, but in a more controllable way. This post name (also referred to as "post slug" or just "slug") can be edited, depending on your Permalinks settings, using the "Edit" button.

The permalink is automatically generated based on the title you set to the post and is shown below the title field. Punctuation such as commas, quotes, apostrophes, and invalid URL characters are removed and spaces are substituted with dashes to separate each word.

Optional Step 2: Saving your blog

Allows you to save your post as a draft / pending review rather than immediately publishing it. To return to your drafts later, visit Posts - Edit in the menu bar, then select your post from the list.