

Add New Blog Post

New Post / Layout

1. Click **Posts** (Left Menu WordPress)
2. Find recent blog post
 1. Scroll over with mouse
 1. Click “Duplicate This” (This will duplicate the older post anyplace it at the top of the list.
3. Click into new post draft to edit
4. Update Title
5. Update Permalink
 1. Click Edit
 1. Copy title and paste into permalink
 1. hit OK
6. Add new post images and new text.

Post Settings

1. In right sidebar find - **Page Layout** - Choose **Fullwidth**
2. Scroll down - Choose your **Category**
3. Scroll down (bottom right) - Click - **Set featured image**
4. Choose main image for post - Click blue **Set featured image** button
5. Click blue **Publish** (If editing post, this will say **Update**)