

# Pagecloud Blog

Set up [site wide Headers & Footers](#) to link your blog posts to your website.

The Post Dashboard is where you go to see all of your current blog posts.

## Post Dashboard

1. From your Site Dashboard, Select "Posts" in the site tab bar.
2. You are now in your Post Dashboard.

## Create a New Blog Post

1. Click "Write Post" in the left side column of the Post Dashboard.
2. You will be brought into the focused blog editor to begin writing.

## Writing Blog Post in Focused Editor

1. To begin writing a post type a title in the "Enter title" area.
2. Selecting "Enter post content" or press return to begin writing the post content.
3. Click "Save" to save your work.

## Adjust Content Styling

1. Select a word, or a whole text block to activate the style editor.
2. With the style editor appearing, select the style to apply.
3. Click "Save" to save style changes.

Style includes: [Bold Text](#), [Italic Text](#), [Link Text](#), [Heading 2](#), [Heading 3](#), [Unordered List](#) and [Quotes](#).

## Add Images, Video, or Embed Codes to Blog Post

1. While on a new line in the blog editor, Click the + button on the left.

2. This will open up a module to choose the media to add to your post.
3. Select the media and click "Add" to have it appear in your blog post.
4. Click "Save" to save your post.

Delete an image, video or embed code by selecting it and pressing the delete key.

## **Changing a Post's Author**

1. While editing a blog post, Click "Post Settings" in the lower left Side Bar.
2. Type an author's name under "Author"
3. Select "Create a New Author"

## **Publish a Blog Post (From the Post Editor)**

1. Open the blog post editor for a blog post.
2. Click "Publish" in the lower right of the page.
3. Click "Save" to save the post in a published state.

## **Publish a Blog Post (From Post Dashboard)**

1. From your Site Dashboard, Select "Posts" in the site tab bar to access the Post Dashboard.
2. Click the dropdown icon to the right side of a blog post.
3. Click "Publish" to set the blog post to be live on the web.

## **Unpublish a Blog Post (From Post Dashboard)**

1. From your Site Dashboard, Select "Posts" in the site tab bar to access the Post Dashboard.
2. Click the dropdown icon to the right side of a blog post.
3. Click "Unpublish" to set the blog post to a draft state.

## **Schedule a Blog Post (From Post Dashboard)**

1. From your Site Dashboard, Select "Posts" in the site tab bar to access the Post Dashboard.
2. Click the dropdown icon to the right side of a blog post.
3. Click "Schedule" to open up the scheduler.

4. Select a date and time in the scheduler calendar.
5. Click "Schedule Post" to confirm the date and time the post will be published live.

## **Setting a "Featured" Image**

A featured image appears in a link preview on social platforms such as Facebook, LinkedIn, Twitter, etc. The featured image will also appear on your blog index page for that post.

1. While editing a blog post, Click "Post Settings" in the lower left Side Bar.
2. Click "Upload Image" under the Featured Image section.
3. Click "Save" to save the post.

## **Viewing Blog Index Page**

After publishing your first blog post, a blog index page is created. This page will appear as /blog after your custom domain or placeholder domain.

1. Head to your website including /blog at the end.
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