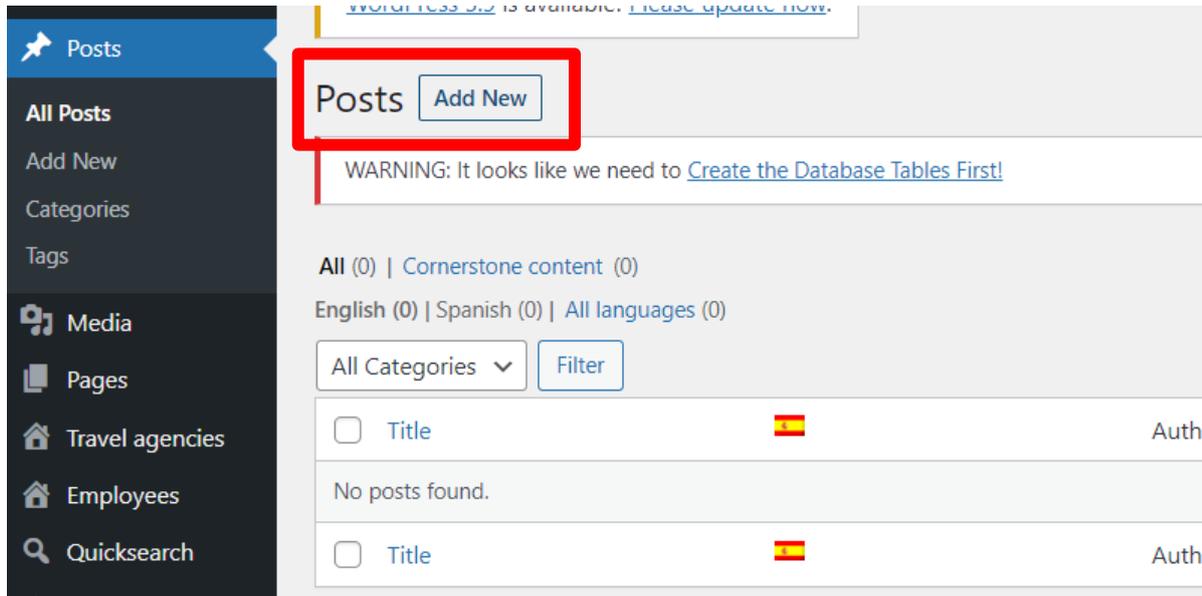
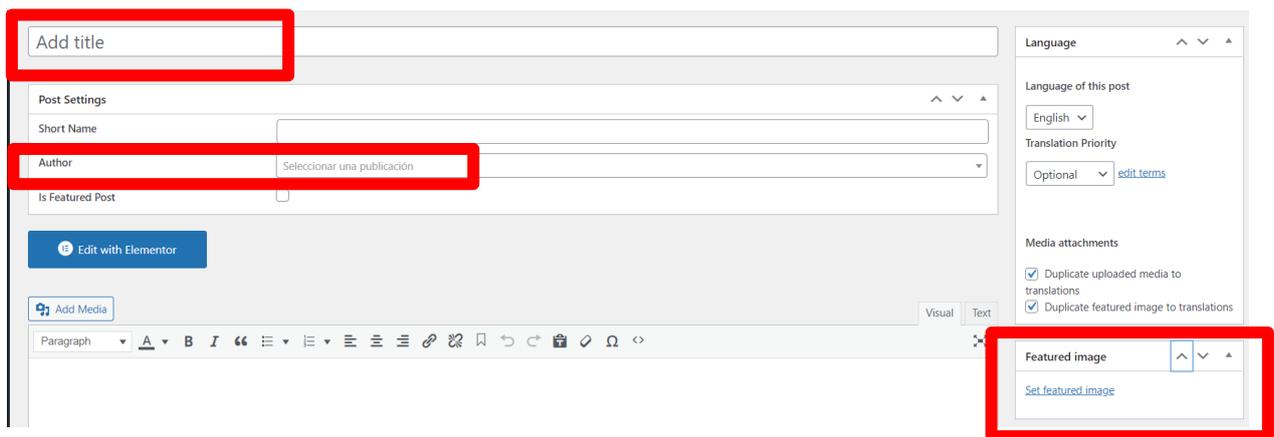


Create Blog Articles

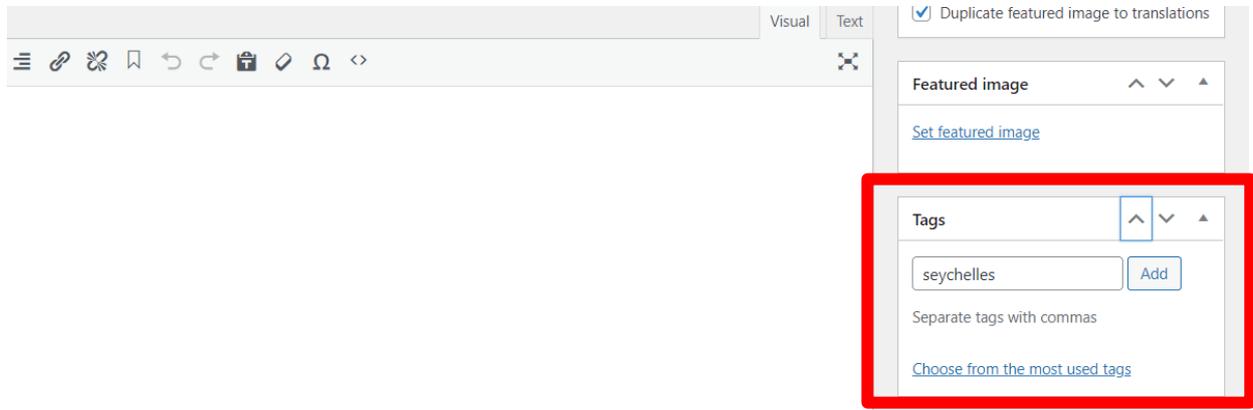
- 1) Crop, compress & upload images for the post in the media pool in the appropriate folder. Fill in copyrights if necessary. Please always fill the image data.
- 2) Open posts in the menu & create a new post.



- 3) Fill in title and assign author if necessary. Also enter a category. E.g. holiday trips or press releases. Also add the featured image. The first picture of the article can be used here. Maybe you have to scroll a little bit until you see the box for the Featured Image on the right side.



4) Add keywords. E.g. for a Seychelles blog post by travel agency XY: 1. the destination, 2. the type of travel, 3. the travel agency 4. other terms that fit. This way you can also filter by tags afterwards and find matching posts. Simply enter the keywords in the bar and click Add.



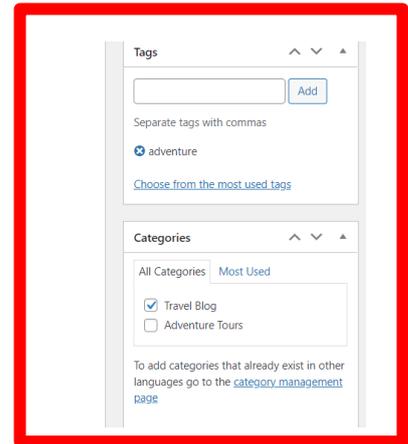
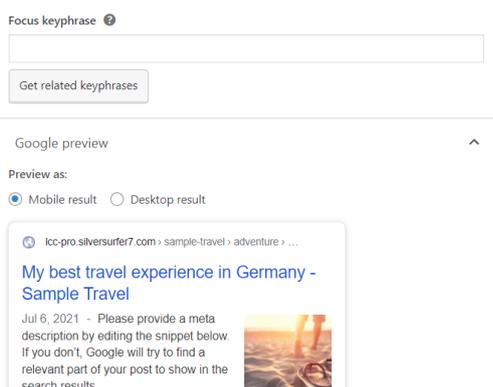
5) To edit the actual post, please click "Edit with Elementor". The elements of the website and the blog area can be used for the structure. Simply drag and drop the elements onto the page and add text/images. Depending on the selection of elements, suitable images should be created in advance and uploaded in compressed form (max. 150 KB).

6) Finally, fill in the meta data via the Yoast plugin. Title and description should reflect the topic of the post. In addition, the indicator bar should light up green.

7) Finally, place the post on the appropriate pages so that it can be found. For example, on the blog page or other pages that fit the topic.

Display Blog Articles on your website

- 1.) First you have to create articles as describe above. Make sure to mark them with tag, a category and/or author so that you can find them later and place them correctly on your website. If you want to create a blog page where you post travel news you should add your articles to a category names "Travel Blog". You can then further specify the content with tags such as "adventure" to later filter your articles.



- 2.) Go to the page where you want to display our articles and select the element **Blog List**.
- 3.) Now you select in the areas "included by" articles from which category (term) and which tag (tag) should be displayed. You can below also select how many post should be displayed on your page and if there should be a "load more" button

