EasyBlog Editor
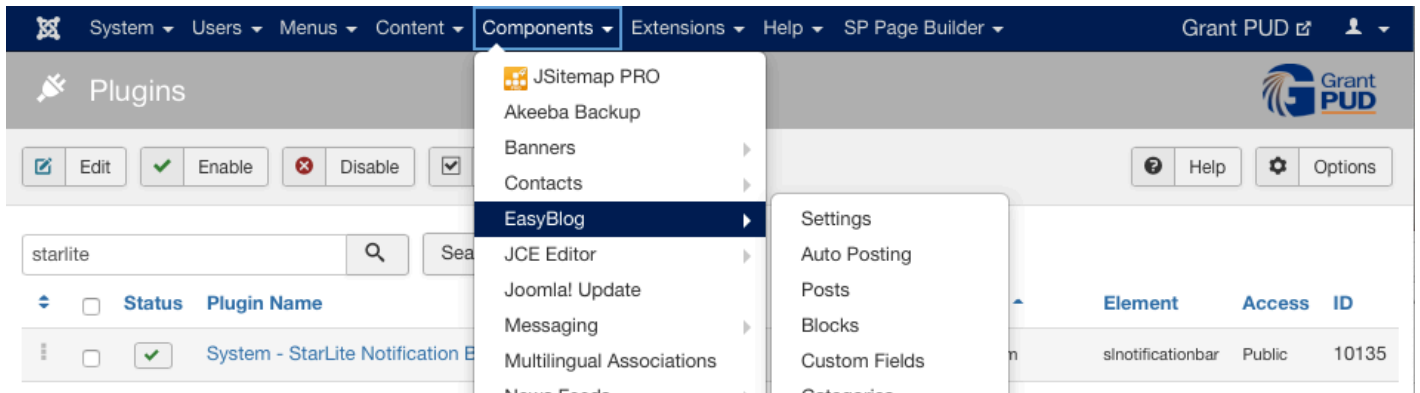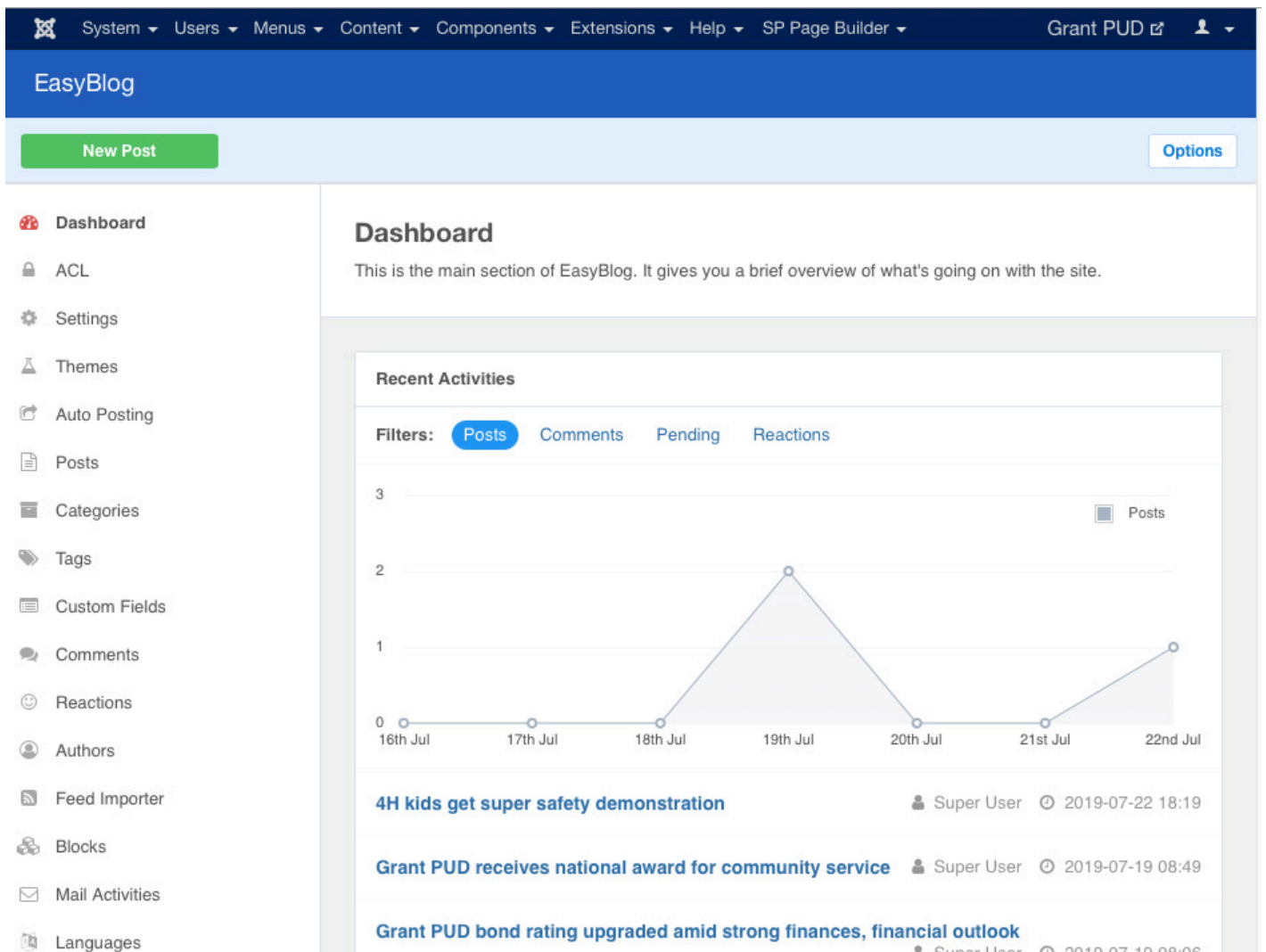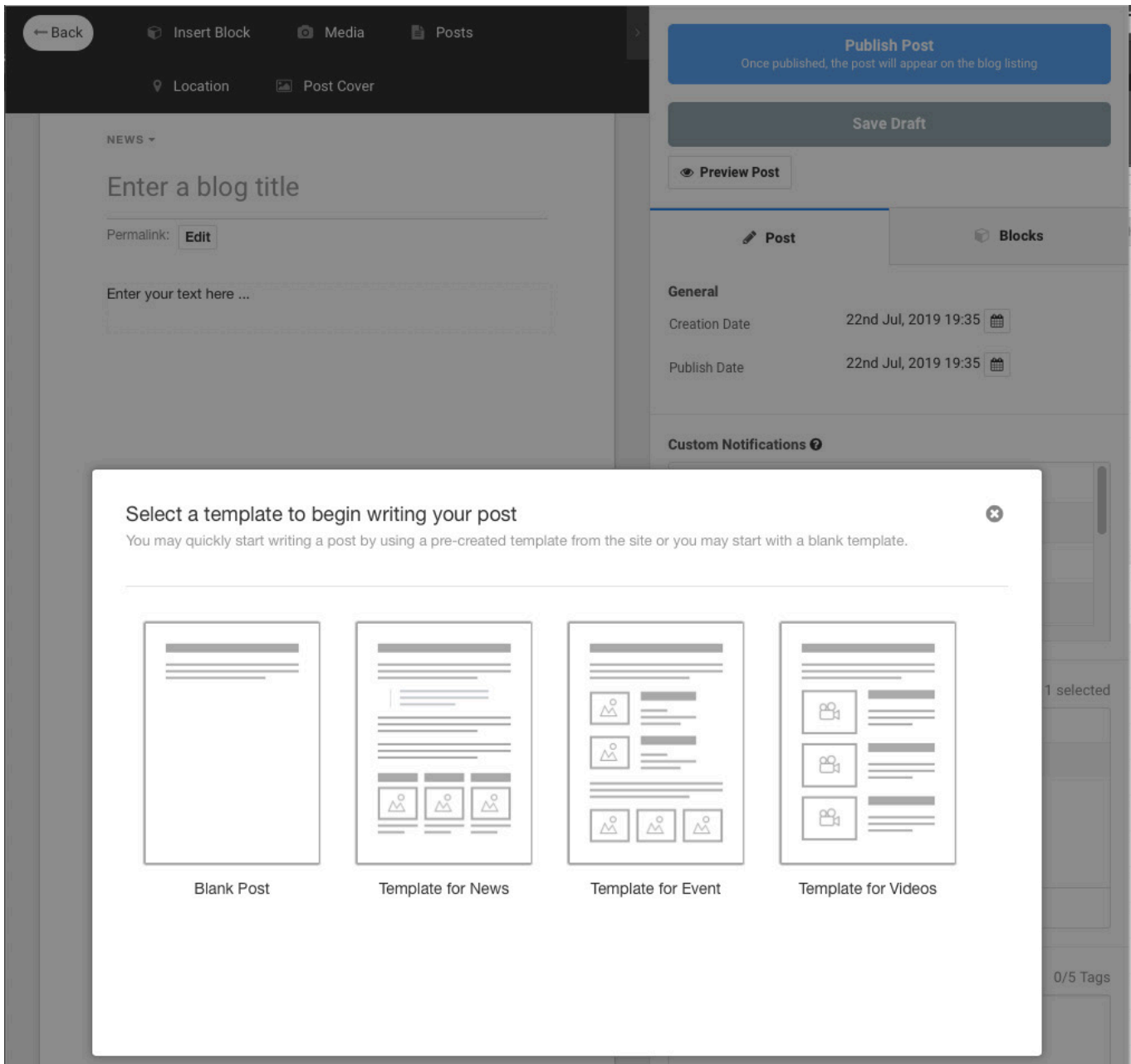

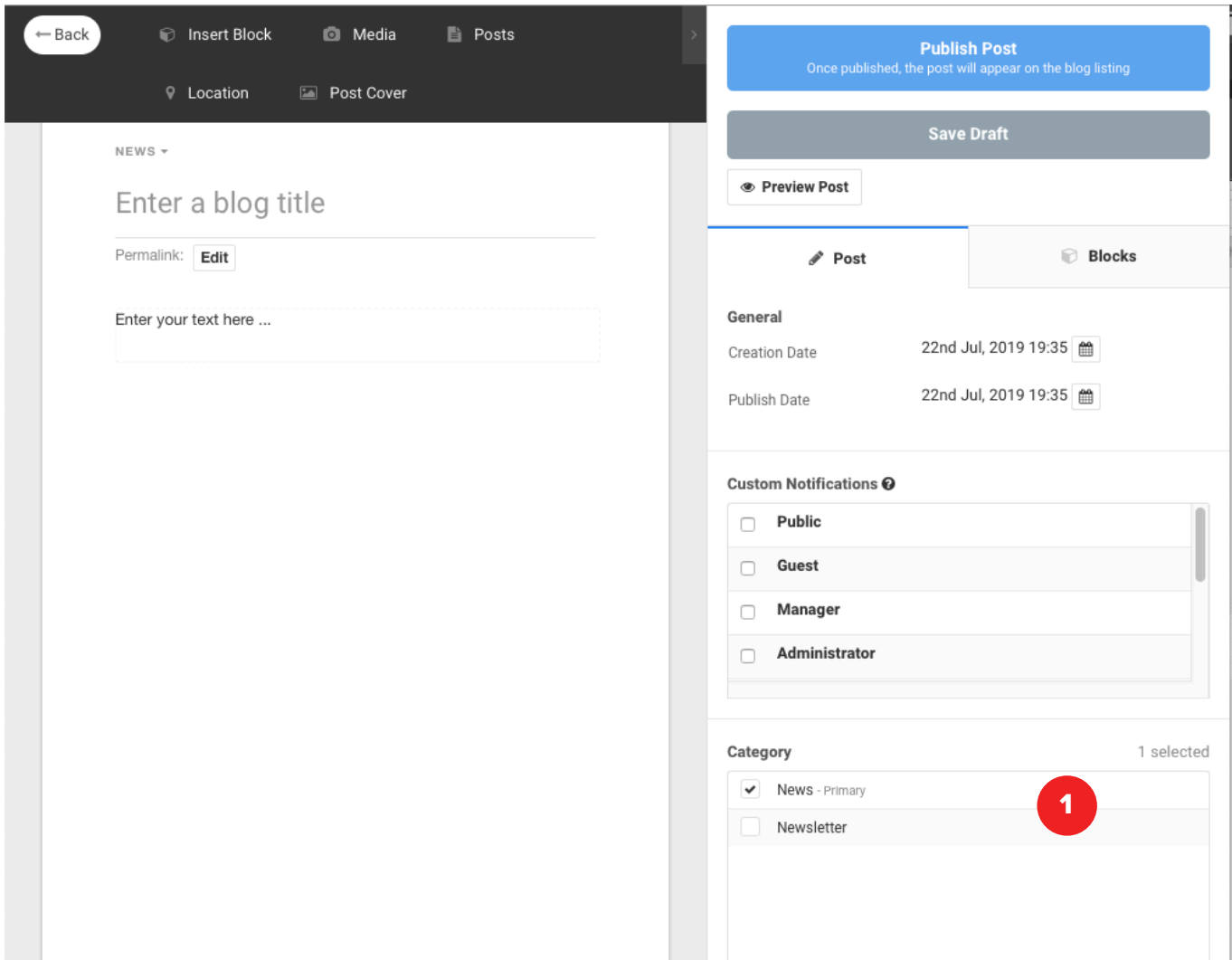Under the **Components** pulldown, click on **EasyBlog**.

By default, your first view will be a rundown of recent posts and analytics.

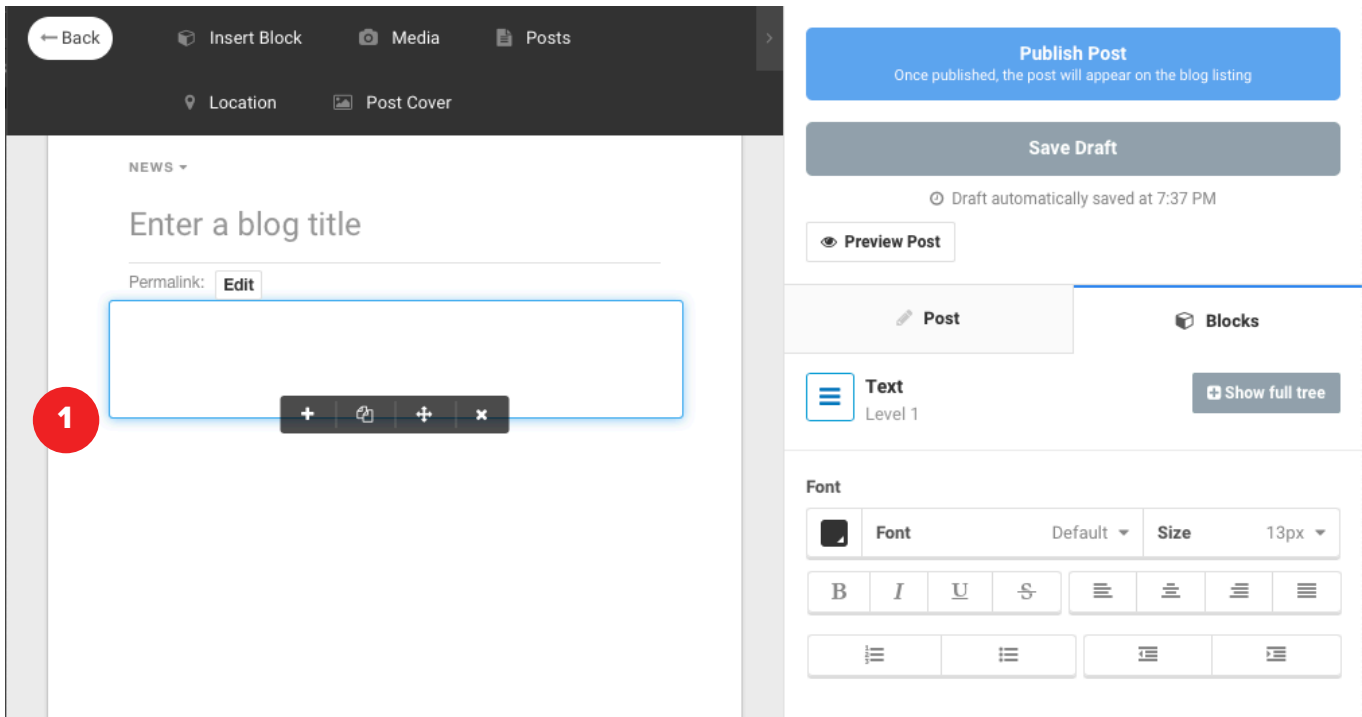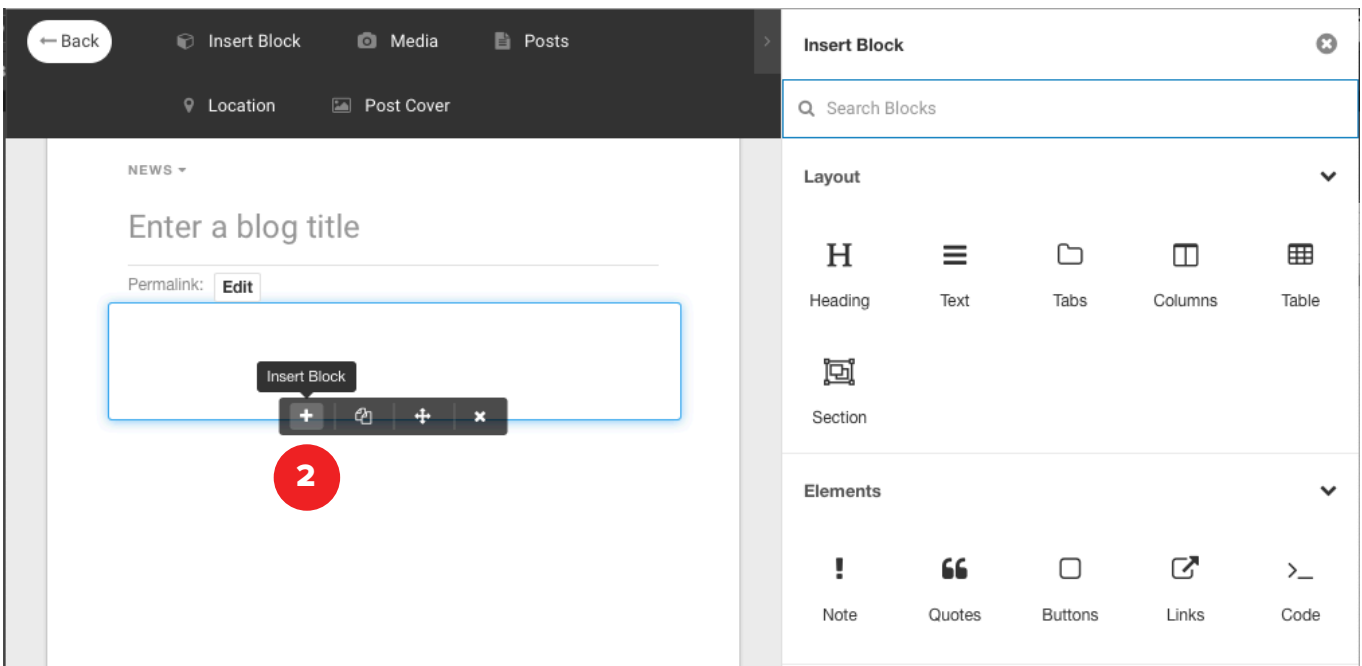To quickly create a new post, click "**New Post**" in the upper left hand corner.

The first step to creating a new post is to select the template to build from. For most simple posts, we find it easiest to just select "Blank Post"
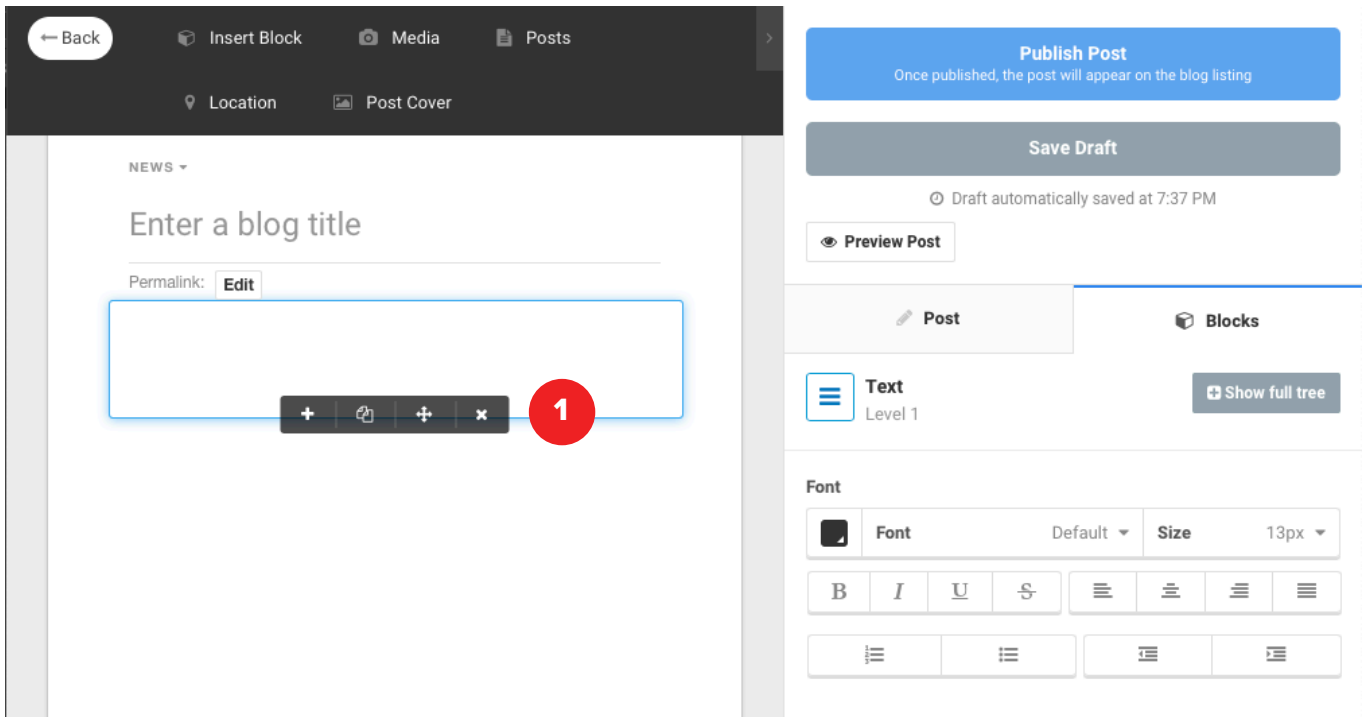
1 Within each post, there is an option under Category to select whether the post is for News (set by default) or Newsletter.
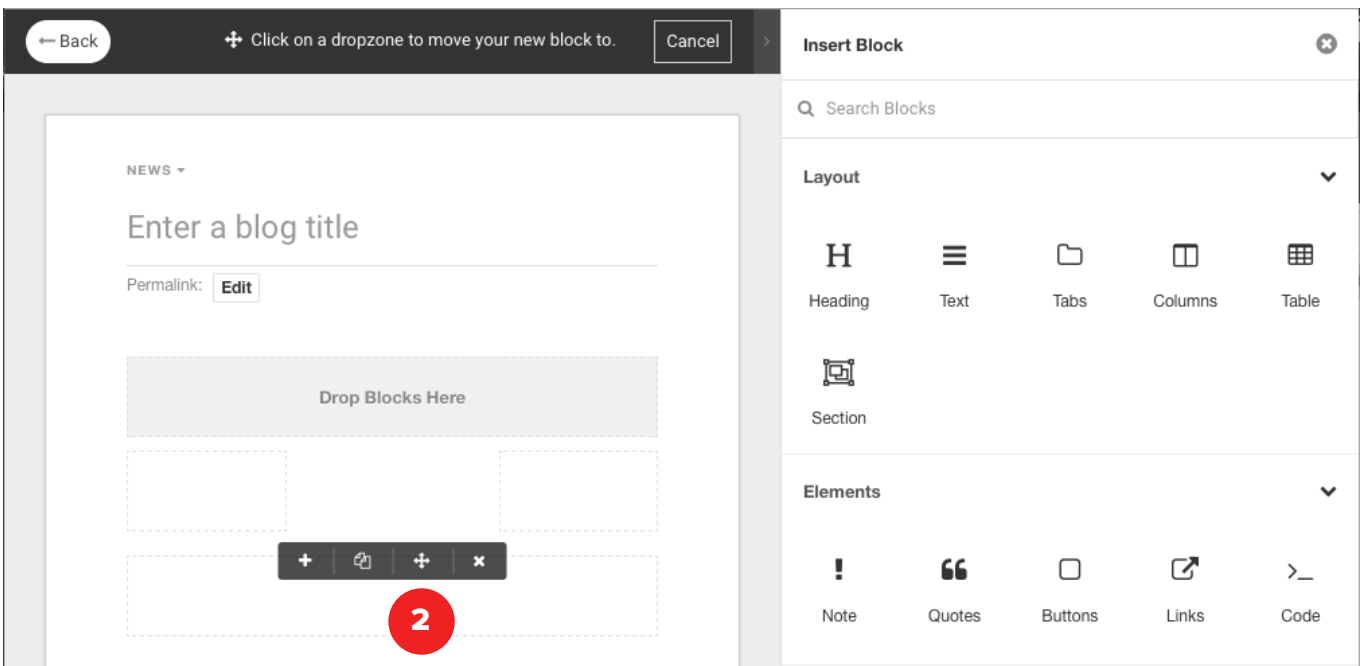
1   To add content, simply click on any of the text blocks within the template and type/paste your content in place.
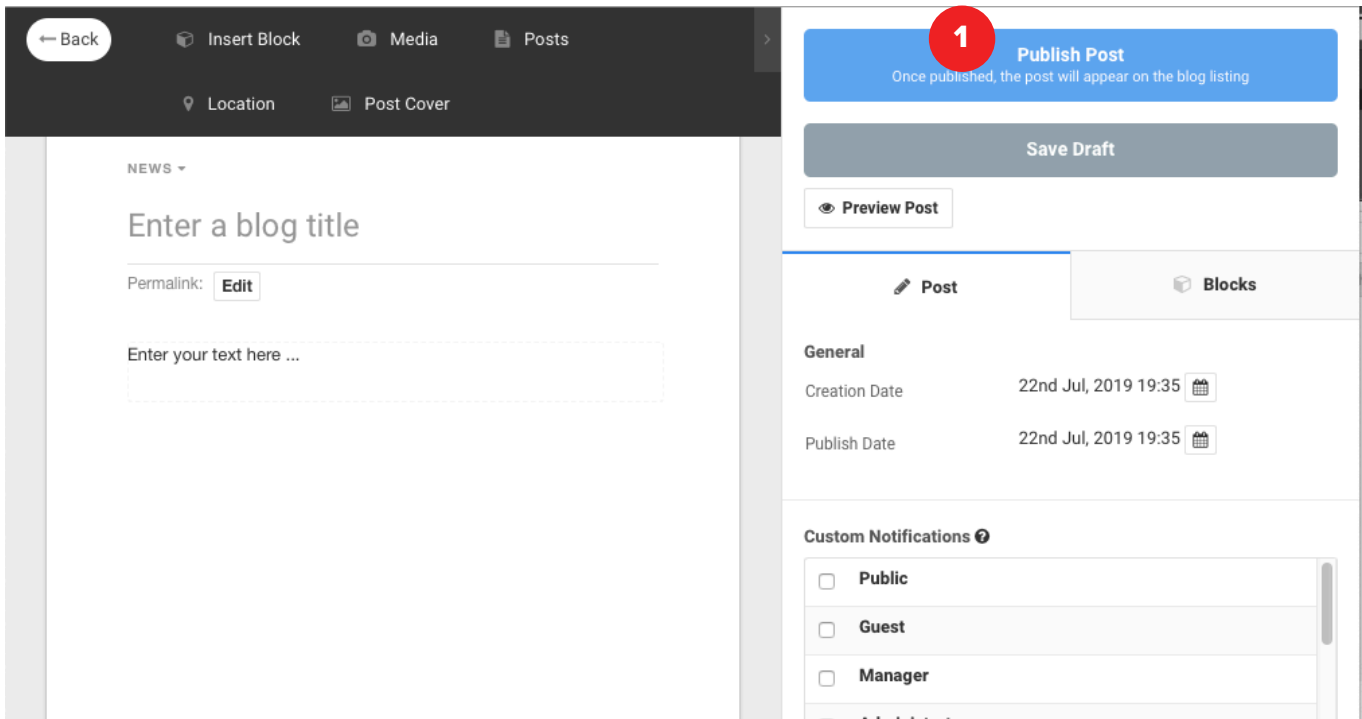

2   To add other types of content, click on the "Insert Block" icon on any block of existing content, and select a new type from the menu on the right.
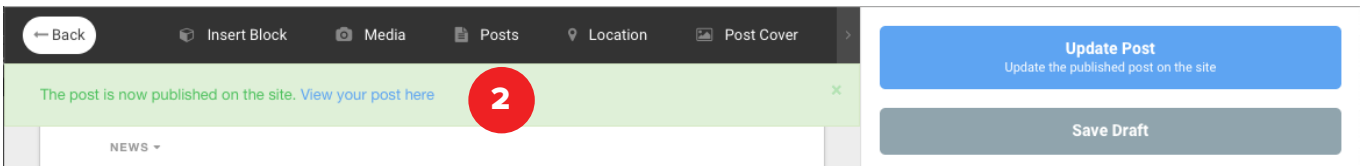
1 To remove any content blocks that you don't need, simply click the X (Delete) icon at the bottom of every content block.

2 To move any content block, simply click the move icon and then select the available block where you'd like to move it.

1 When you're post is complete, simply click "Publish Post" in the upper right hand corner.

2 Once your article is published, you can click the alert at the top of the page to view your post.

3 If you are logged in on the front-end, you can also edit any existing post by clicking the small pencil icon in the upper right hand corner.