



**COACHLEADS**

## Blog Posts

Creating a New Blog Post  
Adding and Editing Your Content  
Making Your Text 'Pop'  
Adding Images

Your CoachLeads

# BLOG

will allow you to add and edit posts directly from your Dashboard that will be shown on your website



# Blog and Posts

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Your Blog and Posts

## Blog Posts

Your CoachLeads website has Blog posts integrated directly in your Dashboard.

In addition to your website, it also comes with 8 blog posts provided by CoachLeads.

We recommend that you keep these posts on your website, but also add your own original content over time.

This all comes with your CoachLeads subscription!

## Fast & Simple

We have made creating and editing blog posts as simple as possible, and you are able to do all of this directly in your Dashboard.

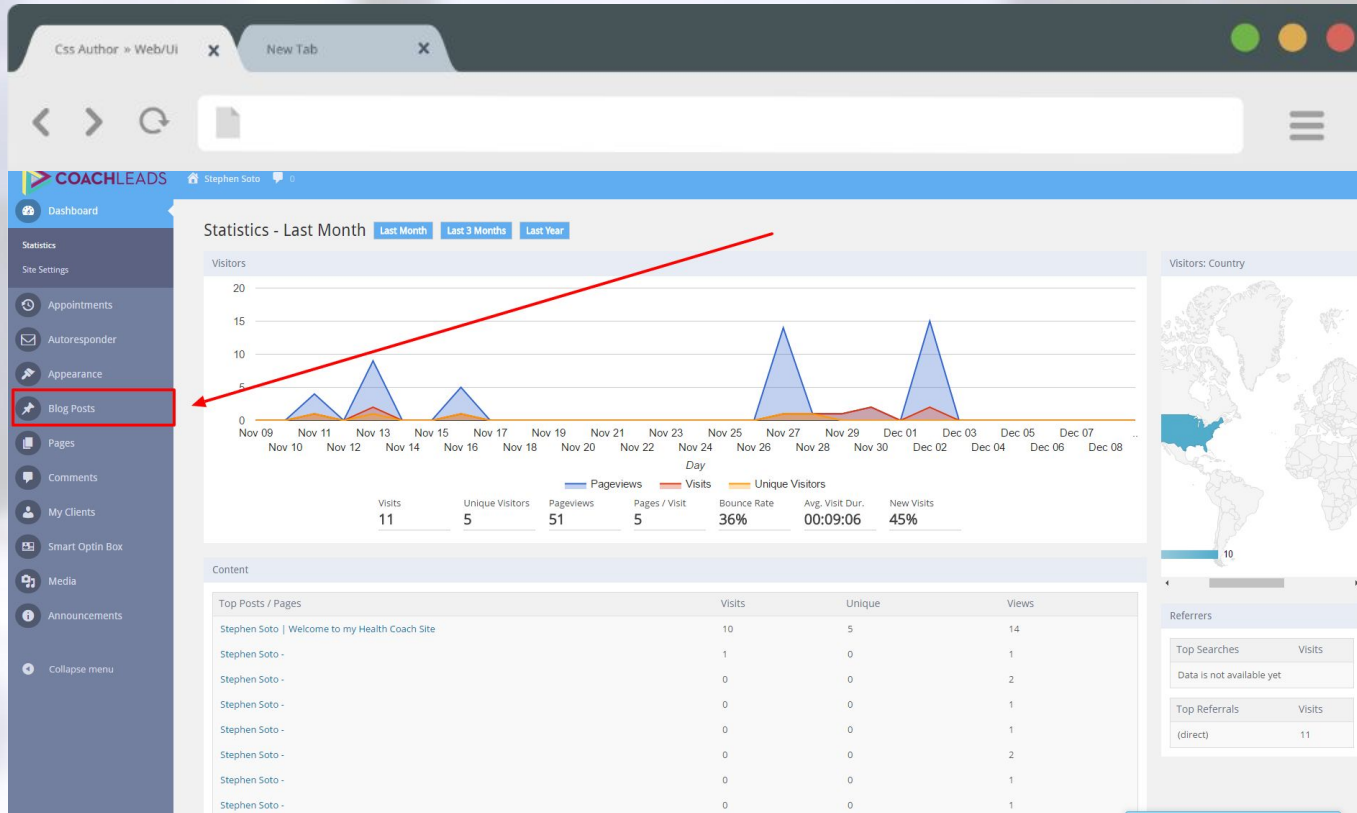
You are able to do things such as:

add and edit post titles, original content, add images, format text, set featured images, and more!

We've taken out the clutter and made it as fast and simple as possible.

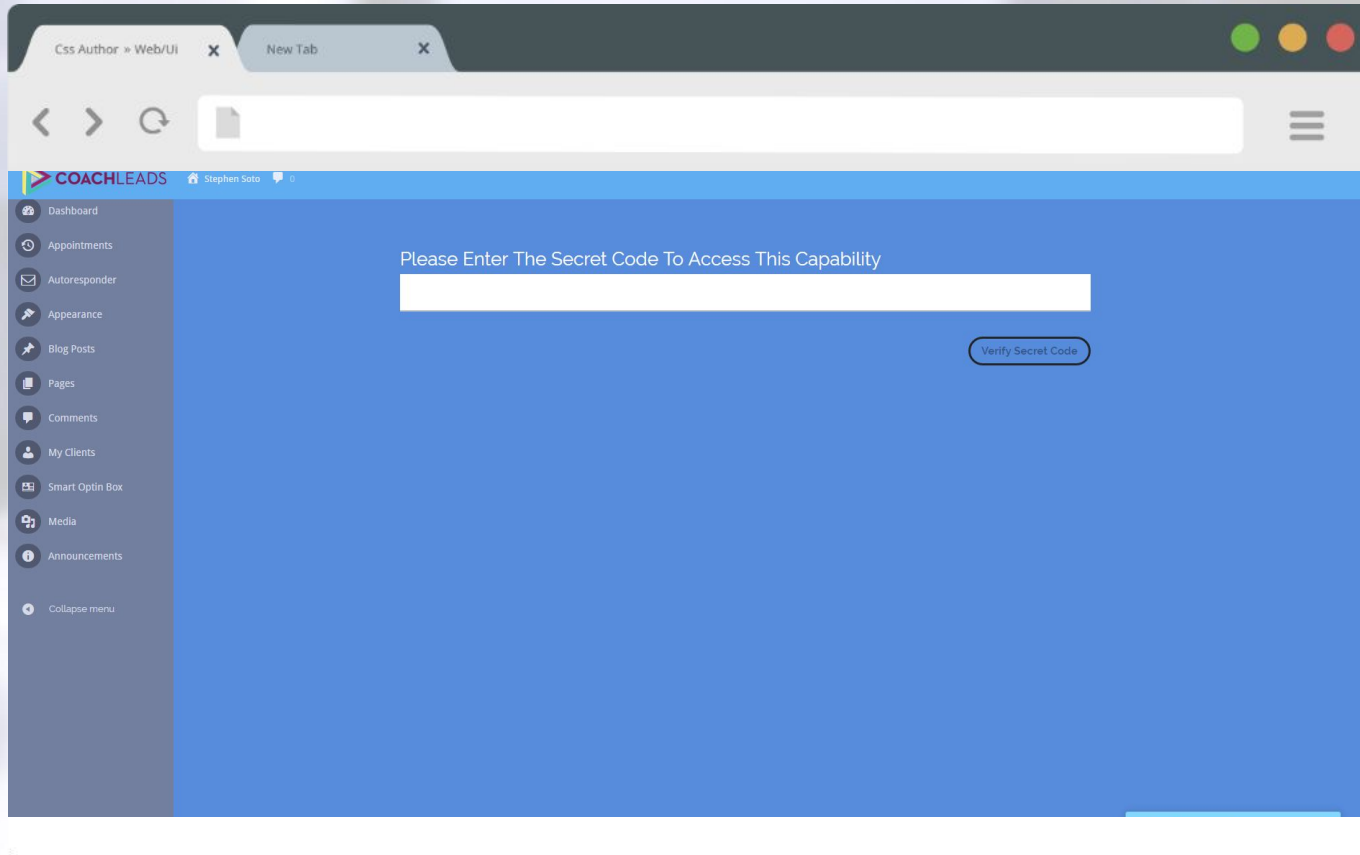
# Accessing Your Blog

Once you are logged into your website, go to your Dashboard  
In your Dashboard, click the button in the menu that says "Blog Posts"  
Clicking this button will take you to your Blog



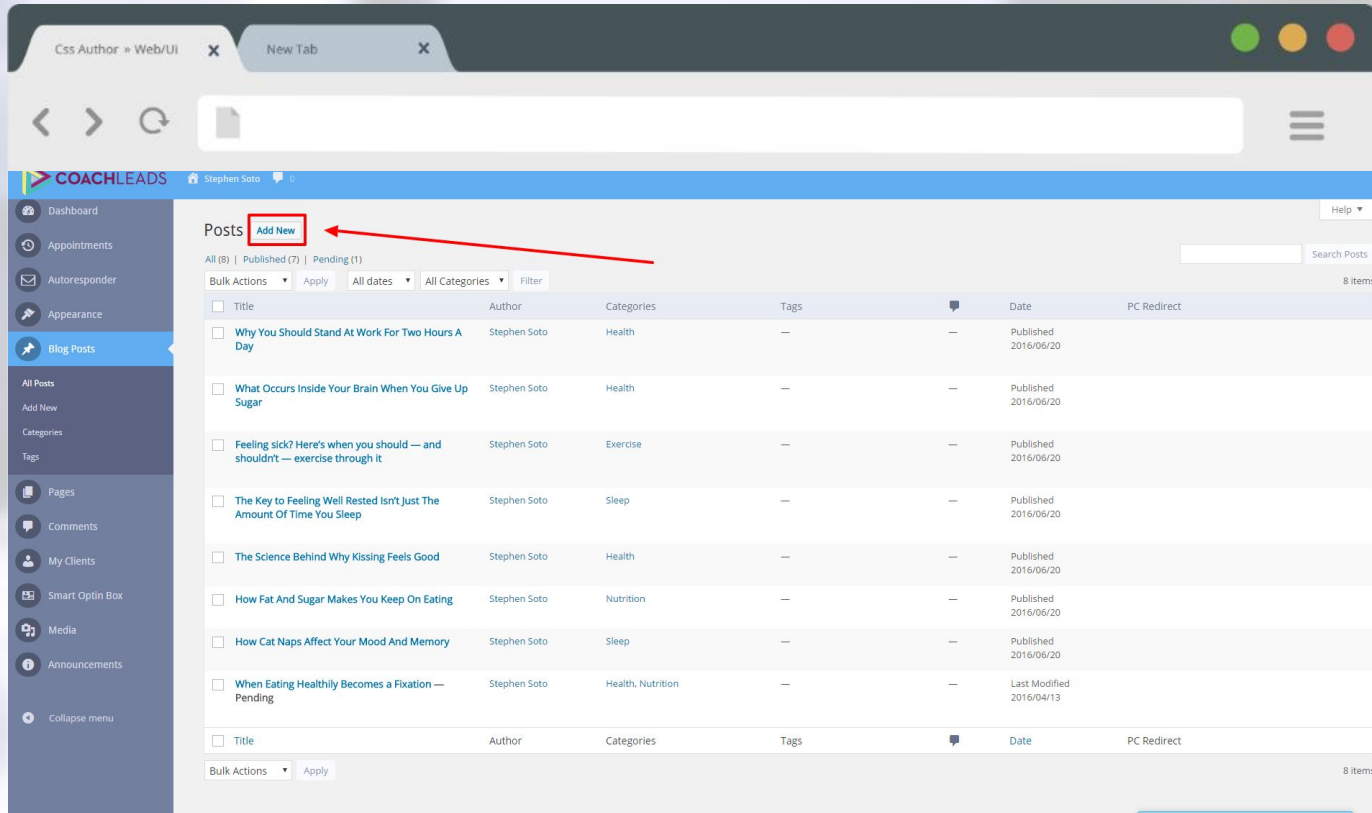
# Unlocking Your Blog

If your Blog isn't already unlock, enter the secret code (and then verify):  
posts123



# Adding a New Post

On the main Blog Posts screen, click the “Add New” button  
This will take you to another page that will allow you to create a new post



The screenshot shows the CoachLeads dashboard with the 'Blog Posts' section selected in the left sidebar. The 'Add New' button is highlighted with a red box and a red arrow pointing to it. The main content area displays a list of posts with columns for Title, Author, Categories, Tags, Date, and PC Redirect. The posts are sorted by 'All (8)' and filtered by 'Published (7)' and 'Pending (1)'. The table shows 8 items.

<input type="checkbox"/>	Title	Author	Categories	Tags		Date	PC Redirect
<input type="checkbox"/>	Why You Should Stand At Work For Two Hours A Day	Stephen Soto	Health	—	—	Published 2016/06/20	
<input type="checkbox"/>	What Occurs Inside Your Brain When You Give Up Sugar	Stephen Soto	Health	—	—	Published 2016/06/20	
<input type="checkbox"/>	Feeling sick? Here's when you should — and shouldn't — exercise through it	Stephen Soto	Exercise	—	—	Published 2016/06/20	
<input type="checkbox"/>	The Key to Feeling Well Rested Isn't Just The Amount Of Time You Sleep	Stephen Soto	Sleep	—	—	Published 2016/06/20	
<input type="checkbox"/>	The Science Behind Why Kissing Feels Good	Stephen Soto	Health	—	—	Published 2016/06/20	
<input type="checkbox"/>	How Fat And Sugar Makes You Keep On Eating	Stephen Soto	Nutrition	—	—	Published 2016/06/20	
<input type="checkbox"/>	How Cat Naps Affect Your Mood And Memory	Stephen Soto	Sleep	—	—	Published 2016/06/20	
<input type="checkbox"/>	When Eating Healthily Becomes a Fixation — Pending	Stephen Soto	Health, Nutrition	—	—	Last Modified 2016/04/13	

# Post: Title and Content

At the top of the page is where you can enter the title/name of your post  
Below, you are able to add all of the actual content for the post

The screenshot shows the 'Add New Post' interface in the CoachLeads dashboard. The browser window has two tabs: 'Css Author » Web/UI' and 'New Tab'. The CoachLeads logo and user name 'Stephen Soto' are at the top. A left sidebar contains navigation links: Dashboard, Appointments, Autoresponder, Appearance, Blog Posts (selected), All Posts, Add New, Categories, Tags, Pages, Comments, My Clients, Smart Optin Box, Media, Announcements, and Collapse menu. The main content area is titled 'Add New Post' and contains a text input field for the post title, a permalink, a rich text editor with a toolbar, and a large text area for the post content. The right sidebar includes a 'Publish' section with 'Save Draft' and 'Preview' buttons, status and visibility settings, a 'Move to Trash' button, a 'Featured Image' section, a 'Categories' section with checkboxes for Exercise, Health, Nutrition, Sleep, and Uncategorized, and a 'Tags' section. Red annotations with arrows point to the title field and the content area.

**POST TITLE**

**POST CONTENT**

**Here is where you will write the content for your new post!**

# Post: Toggle Toolbar

In the toolbar above the text area, there is a button called “Toggle Toolbar”  
Click on this to bring up additional options for formatting your blog post  
This will give you options to change text color, bold, italicize, align, etc.

The screenshot shows the CoachLeads 'Add New Post' interface. A red box highlights the 'Toggle Toolbar' button in the formatting toolbar, with a red arrow pointing to it. The interface includes a sidebar with navigation links, a main content area with a title field, a permalink, a rich text editor, and a right sidebar with publish settings, featured image, categories, and tags.

**CoachLeads** Stephen Soto

**Add New Post**

This Is Where You Enter the Post Title

Permalink: <http://stephensoto.coachleads.com/blog/this-is-where-you-r-the-post-title/> Edit

**Add Media** Visual Text

**Toggle Toolbar**

Here is where you will write the content for your new post!

Word count: 12 Draft saved at 12:27:48 am.

Add JavaScript Code

Share Buttons by AddThis

On Off

**Publish**

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish Immediately Edit

Move to Trash Publish

**Featured Image**

Set featured image

**Categories**

All Categories Most Used

☐ Exercise

☐ Health

☐ Nutrition

☐ Sleep

☐ Uncategorized

+ Add New Category

**Tags**

Add

Separate tags with commas



# Post: Additional Formatting

In this area, you are able to select different options for text formatting  
You can bold, italicize, create headlines, change color, alignment, etc.  
It's just like editing a Microsoft Word document!

The screenshot displays the 'Add New Post' interface in the CoachLeads web application. The browser window shows two tabs: 'Css Author » Web/UI' and 'New Tab'. The CoachLeads logo and user profile 'Stephen Soto' are visible in the top navigation bar. A left sidebar contains various menu items, with 'Blog Posts' highlighted. The main content area is titled 'Add New Post' and includes a text input field for the post title, a permalink, and a rich text editor. The rich text editor's toolbar is highlighted with a red box and labeled 'TEXT FORMATTING OPTIONS'. This toolbar contains icons for bold, italic, underline, text color, background color, link, unlink, list, and other formatting options. The editor area contains the text 'Here is where you will write the content for your new post!'. On the right side, there are sections for 'Publish' (with 'Save Draft' and 'Preview' buttons), 'Status' (set to 'Draft'), 'Visibility' (set to 'Public'), and 'Categories' (with a list of categories like Exercise, Health, Nutrition, Sleep, and Uncategorized). There is also a 'Tags' section at the bottom right.

CoachLEADS Stephen Soto

Dashboard  
Appointments  
Autoresponder  
Appearance  
Blog Posts  
All Posts  
Add New  
Categories  
Tags  
Pages  
Comments  
My Clients  
Smart Optin Box  
Media  
Announcements  
Collapse menu

Add New Post

This Is Where You Enter the Post Title

Permalink: <http://stephensoto.coachleads.com/blog/this-is-where-you-r-the-post-title/> Edit

Visual Text

TEXT FORMATTING OPTIONS

Here is where you will write the content for your new post!

h1 = span  
Word count: 12  
Draft saved at 12:27:48 am.

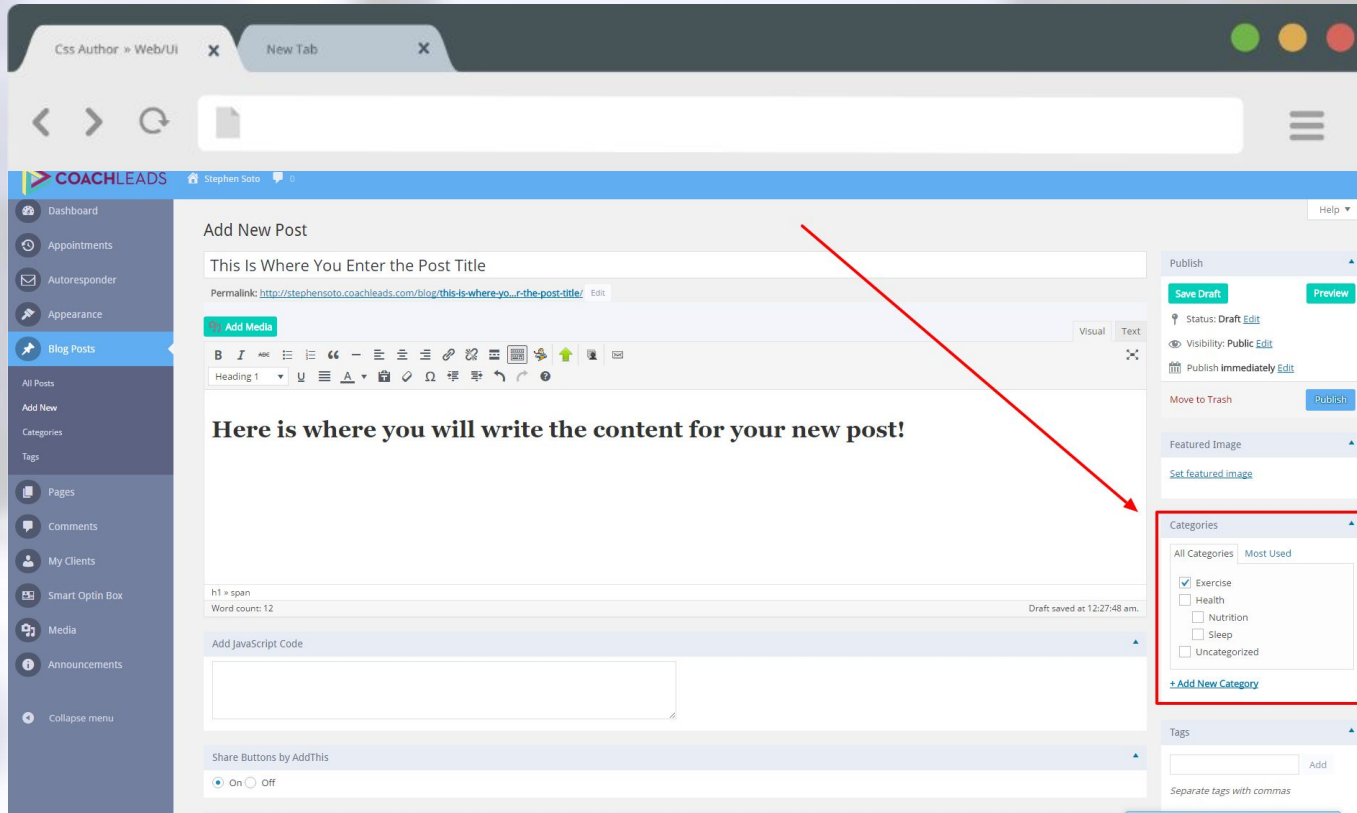
Add JavaScript Code

Share Buttons by AddThis  
On Off

Publish  
Save Draft Preview  
Status: Draft Edit  
Visibility: Public Edit  
Publish Immediately Edit  
Move to Trash Publish  
Featured Image  
Set featured image  
Categories  
All Categories Most Used  
Exercise  
Health  
Nutrition  
Sleep  
Uncategorized  
+ Add New Category  
Tags  
Add  
Separate tags with commas

# Post: Selecting a Category

Here you will want to select a category for your post  
If your post is exercise related, you will want to select the "Exercise" category  
If your category is not there, you can click on "+Add New Category" below



The screenshot shows the CoachLeads 'Add New Post' interface. The main content area has a title field with the placeholder 'This Is Where You Enter the Post Title' and a text area with the placeholder 'Here is where you will write the content for your new post!'. A red arrow points from the title field to the 'Categories' sidebar on the right. The sidebar shows a list of categories: Exercise (checked), Health, Nutrition, Sleep, and Uncategorized. Below the list is a '+ Add New Category' link. The interface also includes a left sidebar with navigation links, a top navigation bar, and a right sidebar with publishing options.

CoachLeads

Stephen Soto

Help

Add New Post

This Is Where You Enter the Post Title

Permalink: <http://stephensoto.coachleads.com/blog/this-is-where-you-r-the-post-title/> Edit

Add Media

Visual Text

Here is where you will write the content for your new post!

h1 = span

Word count: 12

Draft saved at 12:27:48 am.

Add JavaScript Code

Share Buttons by AddThis

On Off

Publish

Save Draft

Preview

Status: Draft Edit

Visibility: Public Edit

Publish Immediately Edit

Move to Trash

Featured Image

Set featured image

Categories

All Categories Most Used

☒ Exercise

☐ Health

☐ Nutrition

☐ Sleep

☐ Uncategorized

+ Add New Category

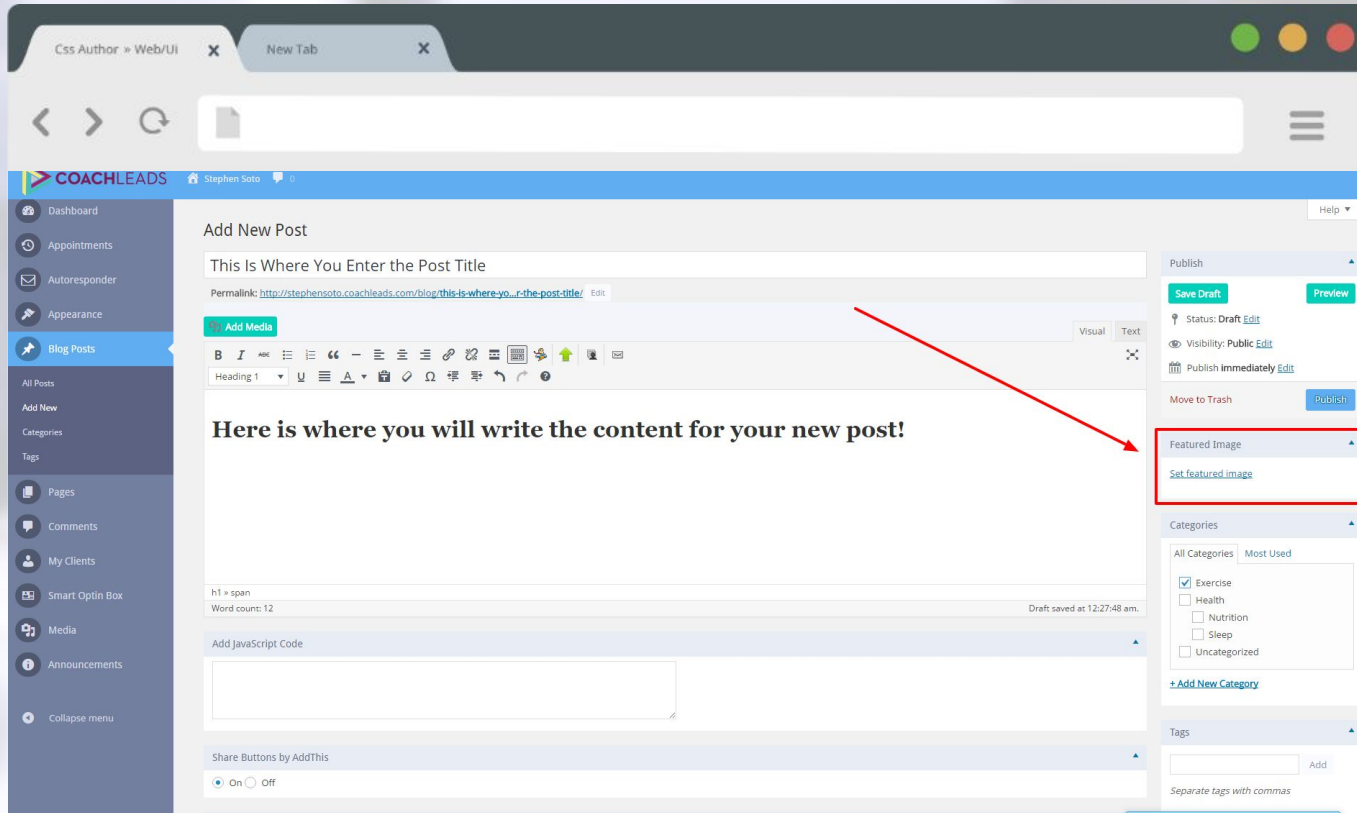
Tags

Add

Separate tags with commas

# Post: Setting Featured Image

This is the image that will be on your homepage for this post  
Click on "Set featured image," and then upload or select the image you want  
This will only show on the homepage, **not** in your actual post



The screenshot displays the 'Add New Post' interface in the CoachLeads web application. The interface includes a left sidebar with navigation links (Dashboard, Appointments, Autoresponder, Appearance, Blog Posts, All Posts, Add New, Categories, Tags, Pages, Comments, My Clients, Smart Optin Box, Media, Announcements, Collapse menu) and a right sidebar with publishing options (Publish, Save Draft, Preview, Status: Draft Edit, Visibility: Public Edit, Publish Immediately Edit, Move to Trash, Publish). The main content area contains a title field with the placeholder 'This Is Where You Enter the Post Title', a permalink, an 'Add Media' button, a rich text editor with the placeholder 'Here is where you will write the content for your new post!', a JavaScript code field, and a share buttons toggle. A red arrow points from the 'Add Media' button to the 'Set featured image' link in the 'Featured Image' section of the right sidebar, which is highlighted with a red box.

# Post: Adding Images to Your Post

If you want to add an image to your content, click the “Add Media” button

Next, select or upload the image you want to use

Finally, click on the “Insert into post” button on the bottom right

The screenshot shows the CoachLeads 'Add New Post' interface. The title field contains 'This Is Where You Enter the Post Title'. The permalink is 'http://stephensoto.coachleads.com/this-is-where-you-r-the-post-title/'. The 'Add Media' button is highlighted with a red box and a red arrow. The rich text editor contains the text 'Here is where you will write the content for your new post!'. The sidebar on the right includes a 'Publish' section with 'Save Draft' and 'Preview' buttons, a 'Status' dropdown set to 'Draft', a 'Visibility' dropdown set to 'Public', and a 'Publish Immediately' button. Below this is a 'Featured Image' section with a placeholder image and a 'Click the image to edit or update' link. The 'Categories' section shows a list of categories with 'Exercise' selected.

# Post: Adding Images to Your Post

Once the image has been inserted, you can edit the alignment  
You can also edit the image size, add a link, and delete it

The screenshot displays the CoachLeads dashboard with a sidebar on the left containing navigation links: Dashboard, Appointments, Autoresponder, Appearance, Blog Posts, All Posts, Add New, Categories, Tags, Pages, Comments, My Clients, Smart Optin Box, Media, Announcements, and Collapse menu. The main content area is titled 'Add New Post' and includes a text input for the post title, a permalink field, and an 'Add Media' button. Below the title is a rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, quote, image, video, and other formatting options. A red box highlights the image-specific options: left, center, right, full width, link, unlink, and delete. A red arrow points from the text 'IMAGE OPTIONS: ALIGNMENT, EDIT, AND DELETE' to this red box. The editor shows a heading 'Here is where you will write the content for your new post!' followed by an image of a man stretching. Below the image, the text 'h1 > span > a > img' and 'Word count: 12' are visible. The right sidebar contains a 'Publish' section with 'Save Draft' and 'Preview' buttons, a 'Status: Draft Edit' field, a 'Visibility: Public Edit' field, and a 'Publish Immediately Edit' button. Below this is a 'Featured Image' section with a thumbnail image and a 'Click the image to edit or update' link. The bottom right section is 'Categories' with a 'Most Used' filter and a list of categories: Exercise (checked), Health, Nutrition, Sleep, and Uncategorized.

IMAGE OPTIONS: ALIGNMENT, EDIT, AND DELETE

Here is where you will write the content for your new post!

# Post: Resizing Your Image

You can easily resize your image if needed  
There will be a small square on each corner of your image  
Click one of these corners and drage the image until it is the size you want

The screenshot displays the CoachLeads 'Add New Post' interface within a web browser. The browser's address bar shows the URL 'http://stephensoto.coachleads.com/blog/this-is-where-you-r-the-post-title/'. The interface includes a left sidebar with navigation options: Dashboard, Appointments, Autoresponder, Appearance, Blog Posts (selected), All Posts, Add New, Categories, Tags, Pages, Comments, My Clients, Smart Optin Box, Media, Announcements, and Collapse menu. The main content area is titled 'Add New Post' and contains a text input for the post title, a permalink field, and a rich text editor. The rich text editor shows the text 'Here is where you will write the content for your new post!' and an image of a man stretching. Four red squares are placed on the corners of the image, with red arrows pointing to them, indicating the handles for resizing. The right sidebar contains a 'Publish' section with 'Save Draft' and 'Preview' buttons, a 'Status: Draft Edit' dropdown, a 'Visibility: Public Edit' dropdown, and a 'Publish Immediately Edit' button. Below this is a 'Featured Image' section with a thumbnail image and a 'Click the image to edit or update' link. At the bottom, there is a 'Categories' section with a list of categories: Exercise (checked), Health, Nutrition, Sleep, and Uncategorized.



# Post: Publish Post

When you are done writing your post, it's time to publish it!  
On the right hand side, click on the blue button that says "Publish"  
This will publish your post to your website and blog

The screenshot shows the CoachLeads 'Add New Post' interface. The left sidebar contains navigation links: Dashboard, Appointments, Autoresponder, Appearance, Blog Posts (selected), All Posts, Add New, Categories, Tags, Pages, Comments, My Clients, Smart Optin Box, Media, Announcements, and Collapse menu. The main content area is titled 'Add New Post' and includes a text input for the post title, a permalink, an 'Add Media' button, a rich text editor, and a featured image section. The right sidebar contains publishing options: 'Publish' (dropdown), 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish Immediately Edit', 'Move to Trash', and a 'Publish' button (highlighted with a red box and a red arrow). Below these are 'Featured Image' and 'Categories' sections.

**COACHLEADS** Stephen Soto

Help

**Add New Post**

This Is Where You Enter the Post Title

Permalink: <http://stephensoto.coachleads.com/blog/this-is-where-you-r-the-post-title/> Edit

**Add Media**

Heading 1

**Here is where you will write the content for your new post!**

h1 > span > a  
Word count: 12

Draft saved at 12:57:56 am.

Add JavaScript Code

**Publish**

**Save Draft** **Preview**

Status: Draft Edit

Visibility: Public Edit

Publish Immediately Edit

Move to Trash

**Publish**

**Featured Image**

Click the image to edit or update

[Remove featured image](#)

**Categories**

All Categories Most Used

☒ Exercise

☐ Health

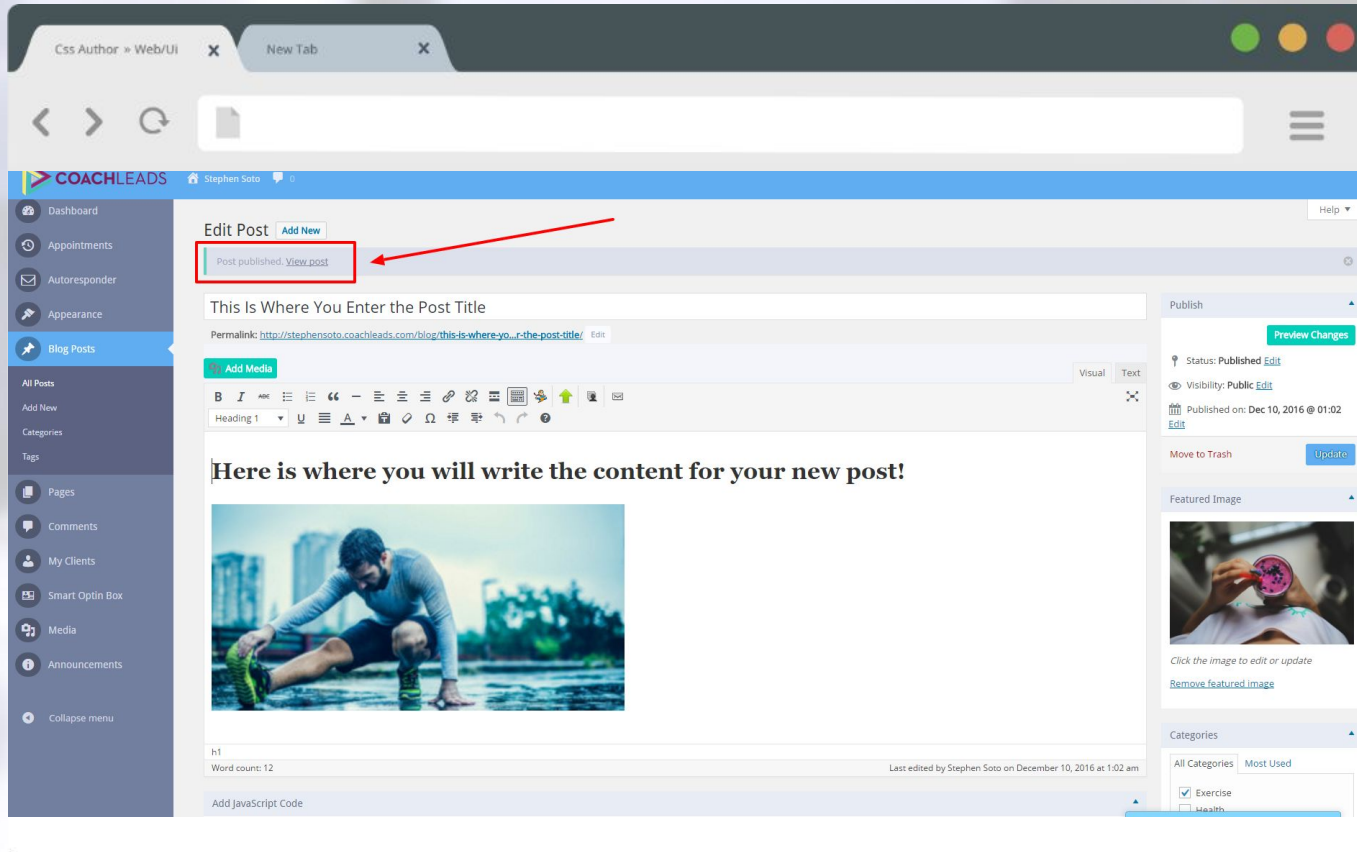
☐ Nutrition

☐ Sleep

☐ Uncategorized

# Post: After You Publish

After you click on “Publish,” your post page will reload  
If the post is successfully published, you will see “Post Published” at the top  
If you want to view your post, click on “View Post”



The screenshot shows a web browser window with two tabs: 'Css Author » Web/UI' and 'New Tab'. The address bar is empty. The page displays the CoachLeads dashboard for user 'Stephen Soto'. On the left is a sidebar menu with options: Dashboard, Appointments, Autoresponder, Appearance, Blog Posts (selected), All Posts, Add New, Categories, Tags, Pages, Comments, My Clients, Smart Optin Box, Media, Announcements, and Collapse menu. The main content area is titled 'Edit Post' with an 'Add New' button. Below this, a message box says 'Post published. View post', with 'View post' highlighted by a red box and a red arrow pointing to it. The post title field contains 'This Is Where You Enter the Post Title'. Below the title is a permalink: 'http://stephensoto.coachleads.com/blog/this-is-where-you-are-the-post-title/'. There is an 'Add Media' button and a rich text editor with various formatting tools. The editor content reads 'Here is where you will write the content for your new post!' followed by an image of a man stretching. At the bottom of the editor, it shows 'h1' and 'Word count: 12'. On the right side, there is a 'Publish' section with a 'Preview Changes' button. It shows the status as 'Published', visibility as 'Public', and published on 'Dec 10, 2016 @ 01:02'. Below this are buttons for 'Move to Trash' and 'Update'. There is also a 'Featured Image' section with a placeholder image and a 'Remove featured image' link. At the bottom right, there is a 'Categories' section with 'All Categories' and 'Most Used' tabs, and a list of categories including 'Exercise' (checked) and 'Health'.



# Post: Your New Post

You will now be able to see your new post on it's very own page  
If you see anything you want to change, you can easily edit the content!

The screenshot shows a web browser window with two tabs: 'Css Author » Web/UI' and 'New Tab'. The address bar is empty. Below the browser window, a green banner reads 'RECEIVE MY BEST WEEKLY HEALTH TIPS, RECIPES, AND MORE!'. Below this, a text box says 'Every week I send my subscribers a newsletter where I share one tried and tested Health Tip that you can use immediately to improve your health. Click "Subscribe" to Join Now!'. Below the text box are two input fields: 'Name here...' and 'Email address here...', followed by a green 'Subscribe!' button. On the left side of the page, there are social media icons for Facebook, Twitter, and a plus sign. The main content area has a red box around the title 'This Is Where You Enter the Post Title' with an 'Edit' link. Below the title is the author 'By Stephen Soto | December 10, 2016 | 0' and social sharing buttons for Like, Share, Tweet, Print, and Share. Below the title and author is another red box around the text 'Here is where you will write the content for your new post!'. Below the text is a red box around an image of a man stretching. On the right side of the page, there is a search bar, a 'Recent Posts' section with a list of posts, a 'Recent Comments' section, and a 'Categories' section with a list of categories. Red arrows point from the annotations to the corresponding elements on the page.

RECEIVE MY BEST WEEKLY HEALTH TIPS, RECIPES, AND MORE!

Every week I send my subscribers a newsletter where I share one tried and tested Health Tip that you can use immediately to improve your health. Click "Subscribe" to Join Now!

Name here... Email address here... **Subscribe!**

**This Is Where You Enter the Post Title** Edit

By Stephen Soto | December 10, 2016 | 0

**Here is where you will write the content for your new post!**

RECEIVE MY BEST WEEKLY HEALTH TIPS, RECIPES,

Search

Recent Posts

- This Is Where You Enter the Post Title
- How Fat Naps Affect Your Mood And Memory
- How Fat And Sugar Makes You Keep On Eating
- The Science Behind Why Kissing Feels Good
- The Key to Feeling Well Rested Isn't Just The Amount Of Time You Sleep

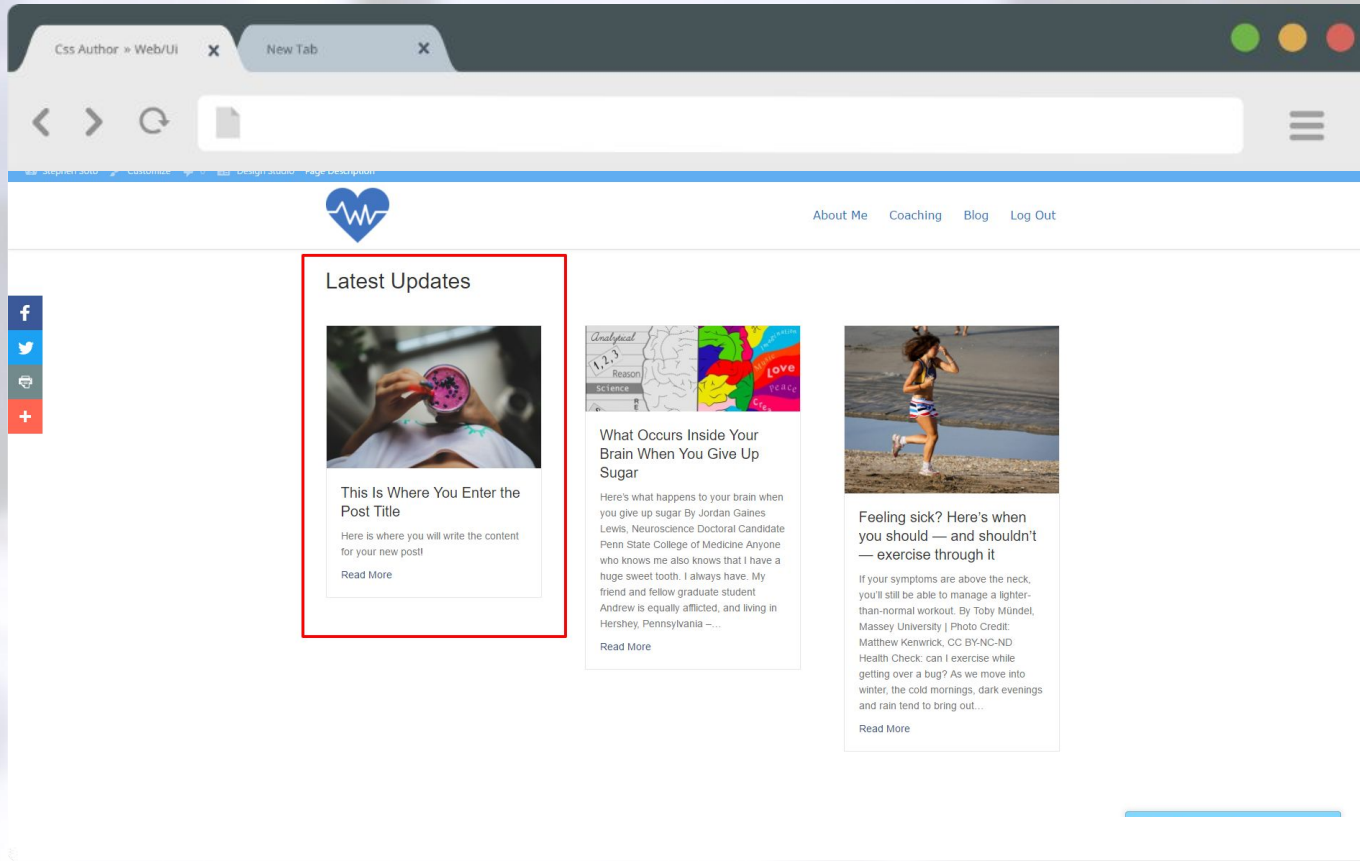
Recent Comments

Categories

- Exercise
- Health
- Nutrition
- Sleep

# Post: On Your Homepage

On the homepage, the new post should now show up as well  
As you can see, the featured image is the main image that shows up  
The title and an excerpt will be shown as well



# That's It!

If you have any issues or further questions, please contact Live Chat Support

