CHECKLIST

How to start blogging on Podia

This checklist will help you get your Podia blog set up quickly. Before you start, **grab your Podia account here**. Blogging is included on all plans.

✍️ Add a blog post

☐ **Enable blogging on your Podia account.**
Click the "Blog" tab in the top menu, click "New Post," then choose "Set up blog."

☐ **Add your first blog post.**
Click the purple "New Post" button then paste or type your blog content directly into the text box.

☐ **Add your publish date, author, and post URL.**
You can find these settings in the "Summary" tab.

☐ **Add your featured image and write a blog post excerpt.**
You can find these settings in the "Details" tab.

☐ **Decide whether you want comments on or off.**
You can adjust this setting in the "Details" tab.

☐ **Add your SEO title, description, and social image.**
You can find these settings in the "SEO" tab.

☐ **Toggle on "Show in search results."**
Use this feature if you'd like your post to appear when people use search engines.

☐ **Click "Publish" to make your blog post live.**
Or you can click "Save" to come back to your post later.

This help doc gives you an overview of how blogging works on Podia.
This help doc shows you how to add blog posts step by step.

🎨 Customize your blog

- ☐ **[Click on "Blog"](#)** **in the left menu of the Podia website builder.**
  This takes you to your archive page, a single page where visitors can look through all your blog content.

- ☐ **Click on the "Posts" section.**
  Add a heading, description, and any buttons you like.

- ☐ **Under "Options," choose which data you'd like to show.**
  Toggle on or off the featured image, date, author, comment count, excerpt, and button. This will apply to all blog post entries.

- ☐ **Click on the "Design" tab.**
  This is where you can set the image style, layout, background, and appearance of your blog post entries.

- ☐ **Add additional content to your blog archive page.**
  You can click the plus sign anywhere on the page to add an email opt-in form, featured image, author bio, or other information.

[See this help doc](#) for more tips on customizing your blog page.

📄 Customize individual blog post pages

- ☐ **[Click on "Blog Post" in the left menu of the Podia website builder.](#)**
  This is where you can adjust the design of individual blog articles.

- ☐ **In the "Post Heading" section, decide which data you'd like to show.**
  Toggle on or off the featured image, date, author, comment count, and excerpt.

☐ **In the "Post Content" section, click the "Design" tab.**
Here you can adjust your blog posts' layout, appearance, and background color/image.

☐ **Add additional content to your blog article.**
You can click the plus sign anywhere on the page to add an email opt-in form, featured product, author bio, or other information. Any content you add here will apply to all blog posts on your site.

See this help doc for more ways to customize your blog posts page.

⚙️ Last steps to build your Podia blog

☐ **Delete any filler content by going to "Blog" in the upper menu and clicking "Blog posts."**
Next to the blog post you'd like to delete, click the three dots and choose "Delete post."

☐ **Customize your website and blog domain.**
Go to **"Settings" and click "Domains."** Your plan includes a Podia subdomain for free, or connect your own custom domain on Mover and Shaker.

☐ **Add a link to your blog in the header and/or footer of your Podia website.**

☐ **Proofread your blog posts.**
And check to make sure all the buttons go where you want them to go.

☐ **Press "Done" to save your work or "Publish" to turn it live.**

You can find more tips for building your blog on Podia in the **help center**.