**CHECKLIST**

# How to start blogging on Podia

This checklist will help you get your Podia blog set up quickly. Before you start, **grab your free Podia account here**. Blogging is free 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**." You can add a Podia subdomain for free, or connect your own custom domain on the Starter plan and above.

☐ **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**.