

Alenka Media: Steps to Publish and Trash Posts in Blogs

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STEP 1

Click on Main menu and find " Post "

The screenshot shows a CMS interface. On the left is a dark sidebar menu with items: 'Royalty Free - Genre', 'Copyright- Venue', 'Royalty Free - Venue', 'Posts' (highlighted with a red box), 'All Posts', 'Add New Post', 'Categories', and 'Tags'. The main content area shows a list of posts. At the top, it says 'All (11) | Published (11)'. Below that are 'Bulk actions' and 'Apply' buttons, and 'All dates' with a dropdown arrow. The post list has columns for 'Title', 'Author', and 'Category'. The first post is 'Why Is The Right Music Important In A Spa?' by 'alenka123media'. Below the title are links: 'Edit | Quick Edit | Trash | View | Clone | New Draft | Rewrite & Republish | Clear Cache'. The 'Clone' link is highlighted with a red box. The second post is '10 Benefits of Digital Signage' by 'alenka123media'.

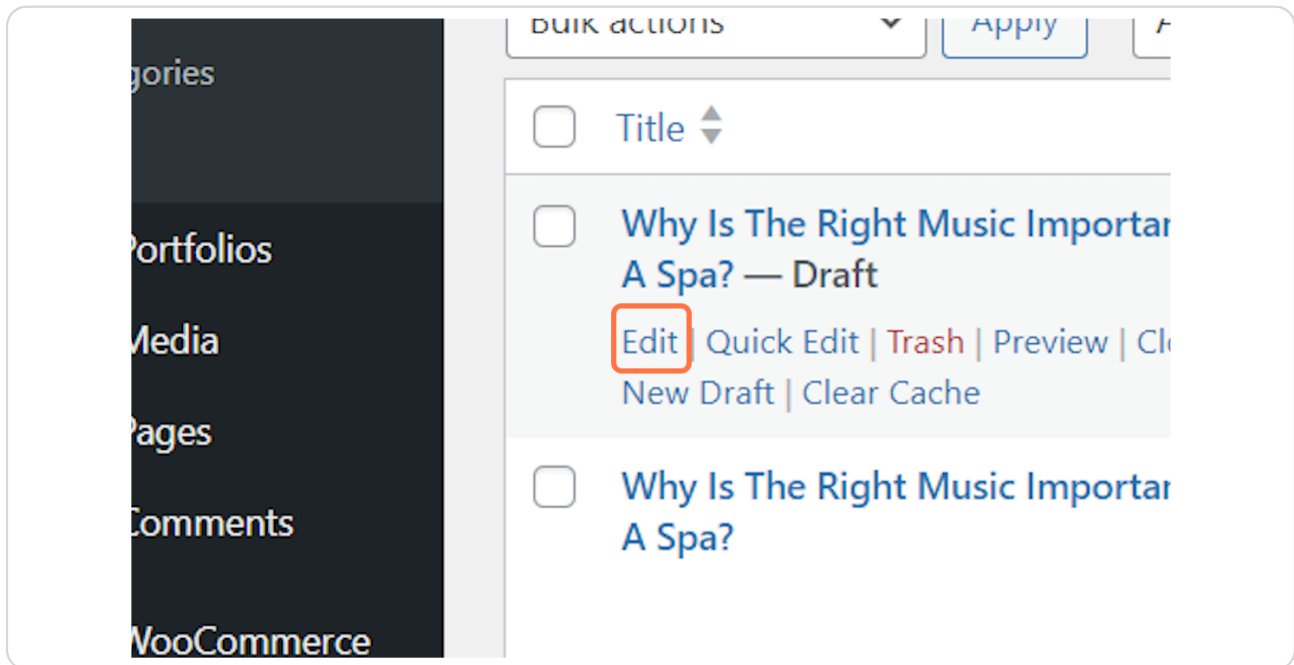
STEP 2

Click on "Clone" to duplicate blog and its settings

This is a close-up of the post list from the previous screenshot. It shows the 'Bulk actions' and 'Apply' buttons at the top. Below is a table with columns: 'Title', 'Author', and 'Category'. The first row is for the post 'Why Is The Right Music Important In A Spa?' by 'alenka123media'. Below the title, the action menu is visible: 'Edit | Quick Edit | Trash | View | Clone | New Draft | Rewrite & Republish | Clear Cache'. The 'Clone' link is highlighted with a red box. The second row shows the start of the post '10 Benefits of Digital Signage' by 'alenka123media'.

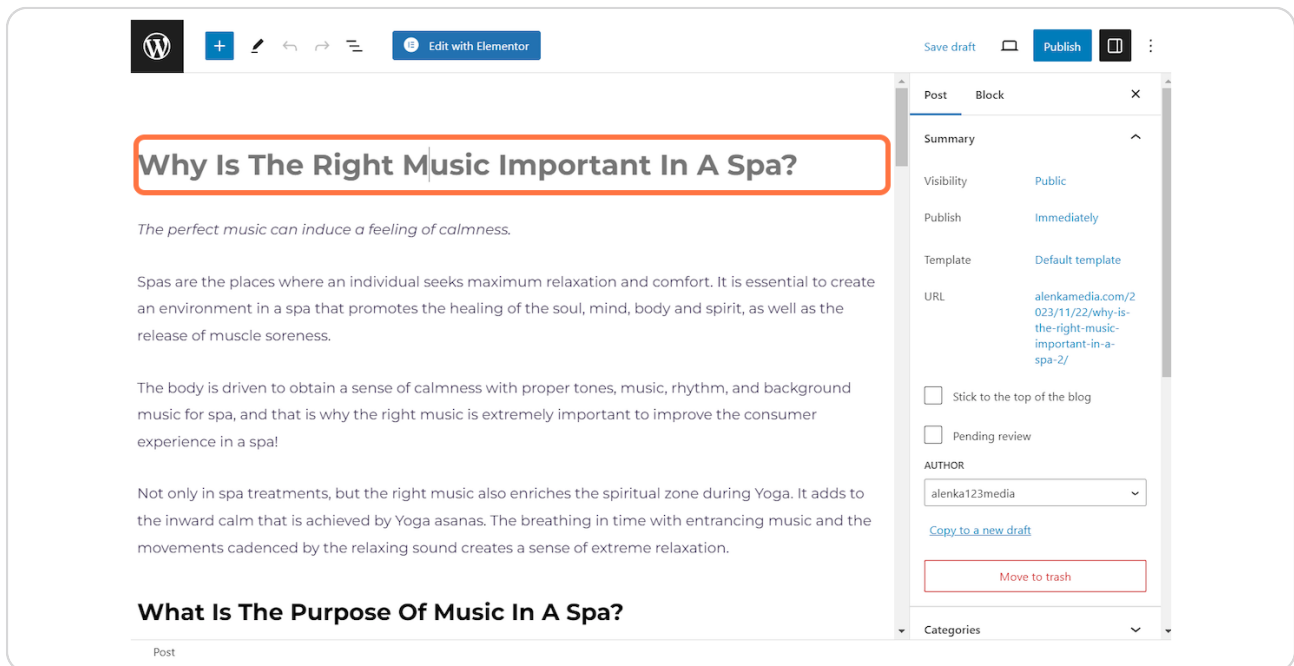
STEP 3

Click on " Edit " on duplicated blog post



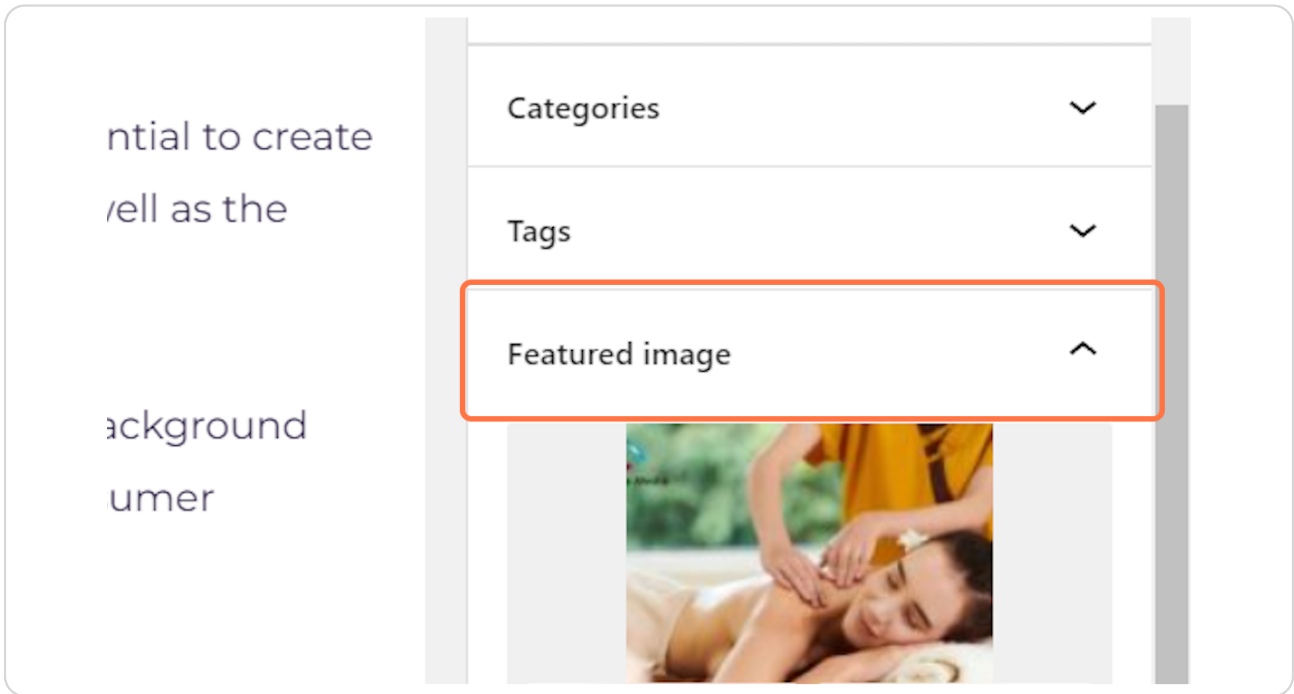
STEP 4

Then write desired content on page



STEP 5

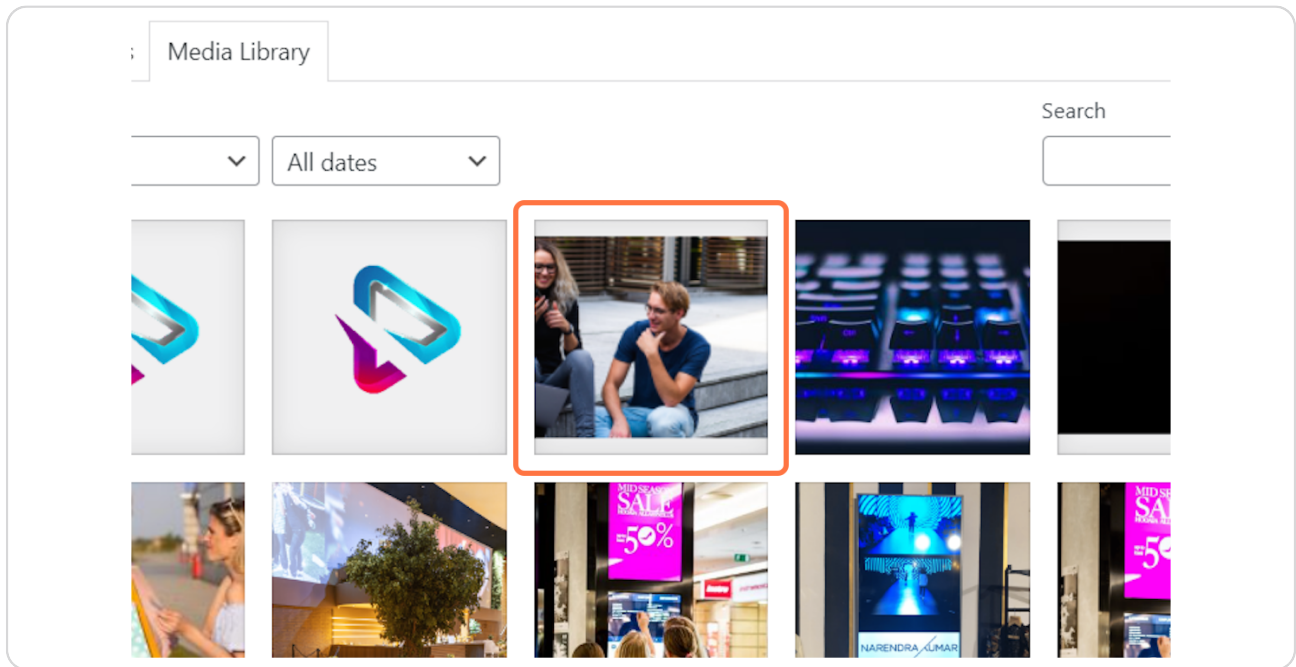
Click on " Featured image " This step will show the image that you see on " blogs" page



i This step will show the image that you see on " blogs" page

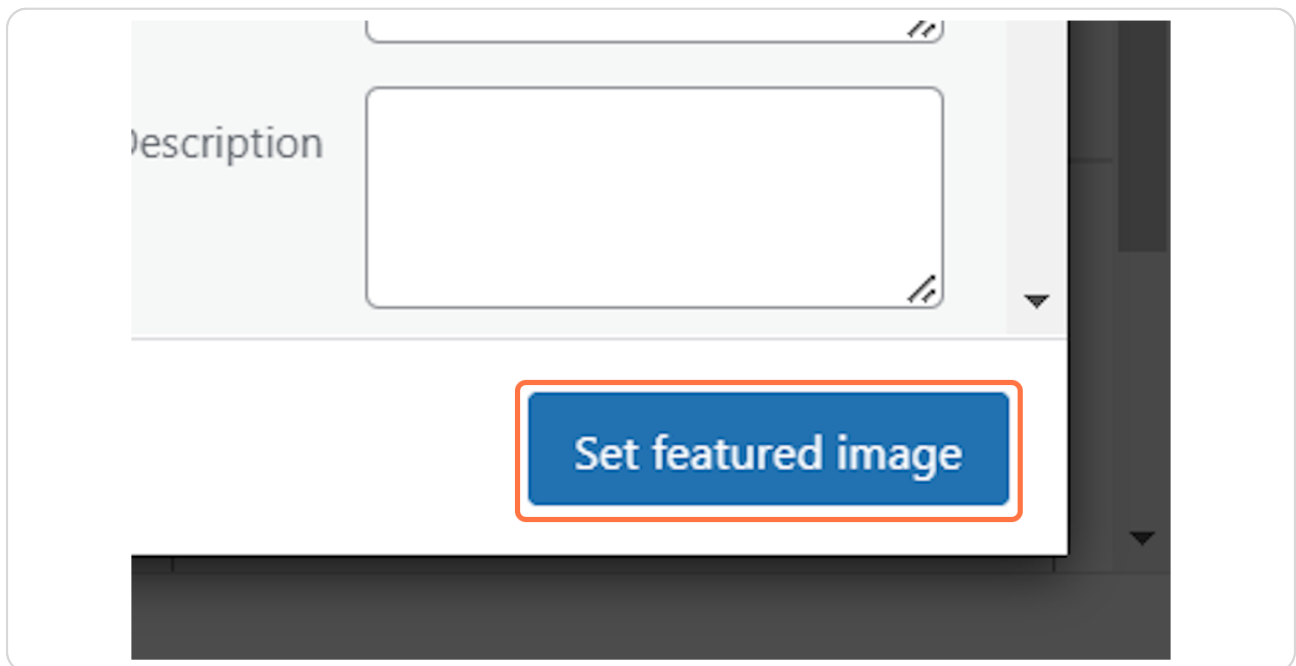
STEP 6

upload and select the image that you want



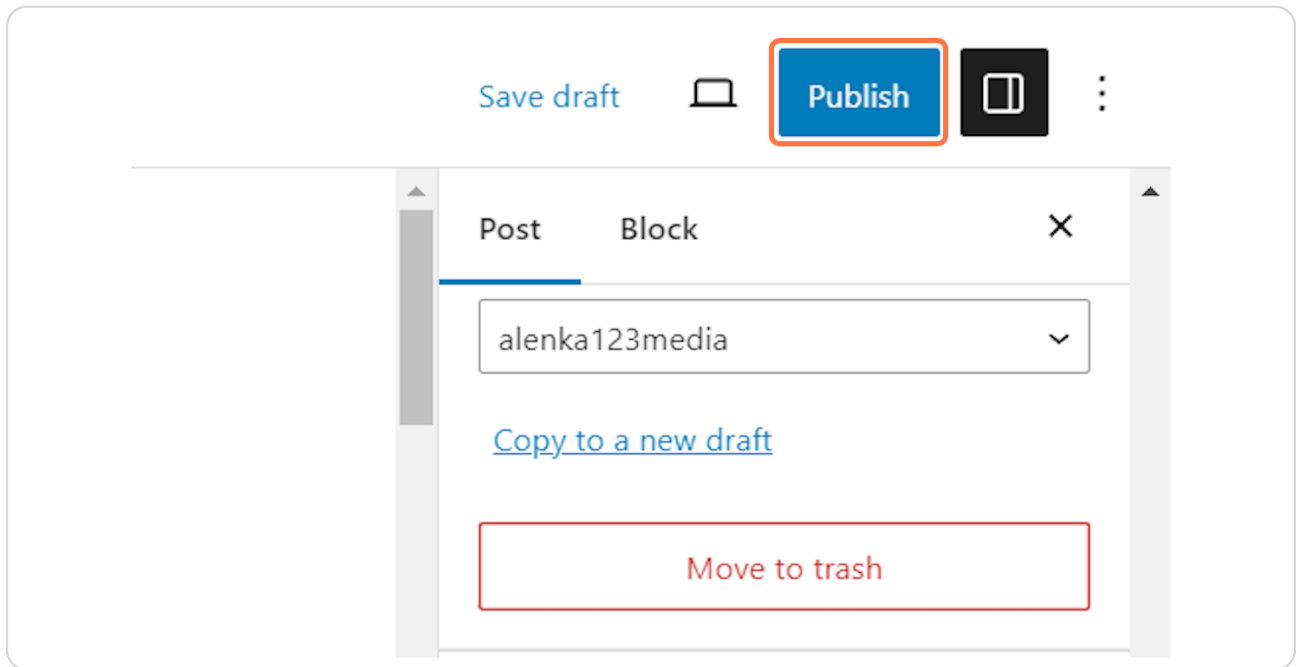
STEP 7

Click on " Set featured image " set



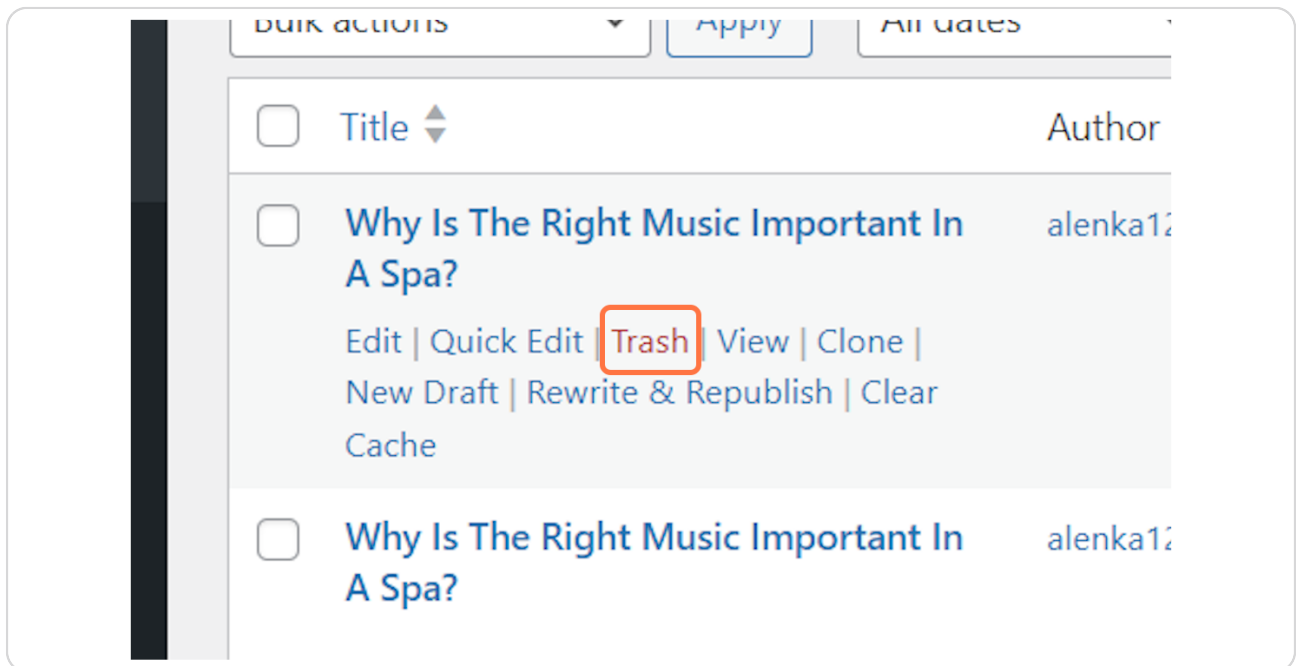
STEP 8

Click on " Publish" to publish the blog



STEP 9

To delete the blog Click on Trash



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