

How to Create and Manage Blog Posts

This guide explains how to create, edit, and publish blog posts on the SCSH Desert Gardeners website. You will learn how to add and format text, include images, preview your post, and manage existing posts from the Wix dashboard.

Open the Blog Dashboard

Open the Blog menu and click Posts.

The screenshot shows the Wix Studio dashboard for 'Scsh Desert Gardener'. On the left sidebar, the 'Blog' menu is expanded, and the 'Posts' option is highlighted with a red arrow. The main area displays the 'Posts' dashboard with tabs for 'Published' (3), 'Drafts', 'Pending review', 'Scheduled', and 'Trash'. A red circle with the number '1' highlights the 'Create New Post' button in the top right. A green box with a red circle and the number '2' highlights the list of published posts.

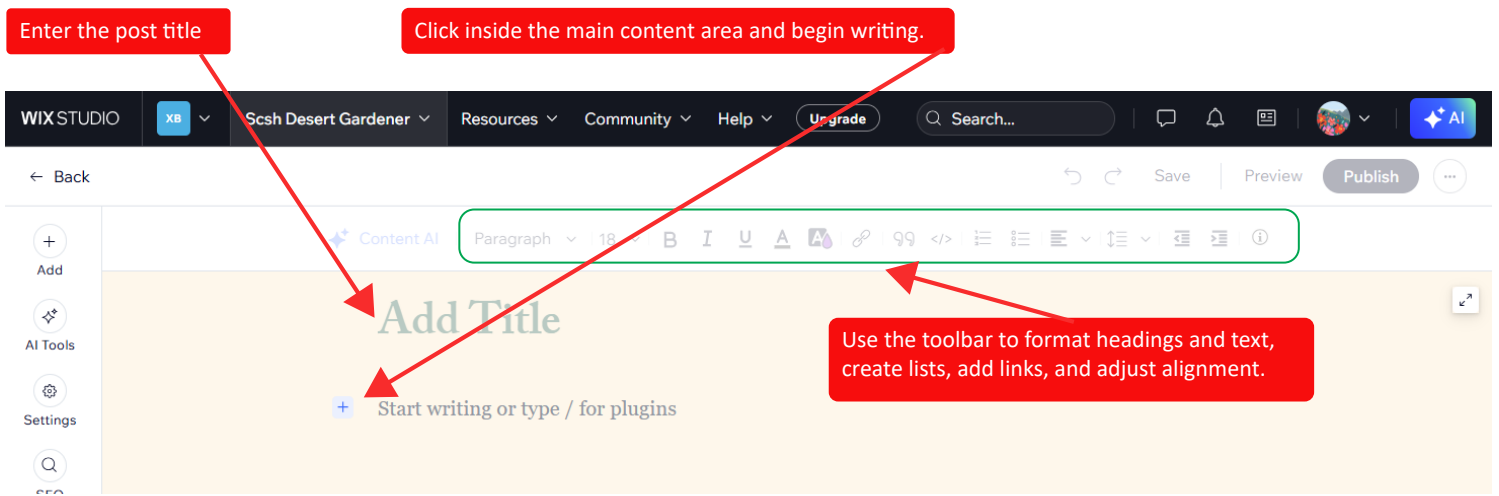
	Post	Published date	Views	Comments	Like
☐	 Field Trip to Magana Growers Webmaster	Sep 5	4	0	
☐	 A Visit to Futterman's Date Farm Webmaster	Sep 5	1	0	
☐	 Fall Planting for Monarch Butterflies Webmaster	Sep 1	12	0	

Create a New Post (1) and view posts by status (2).

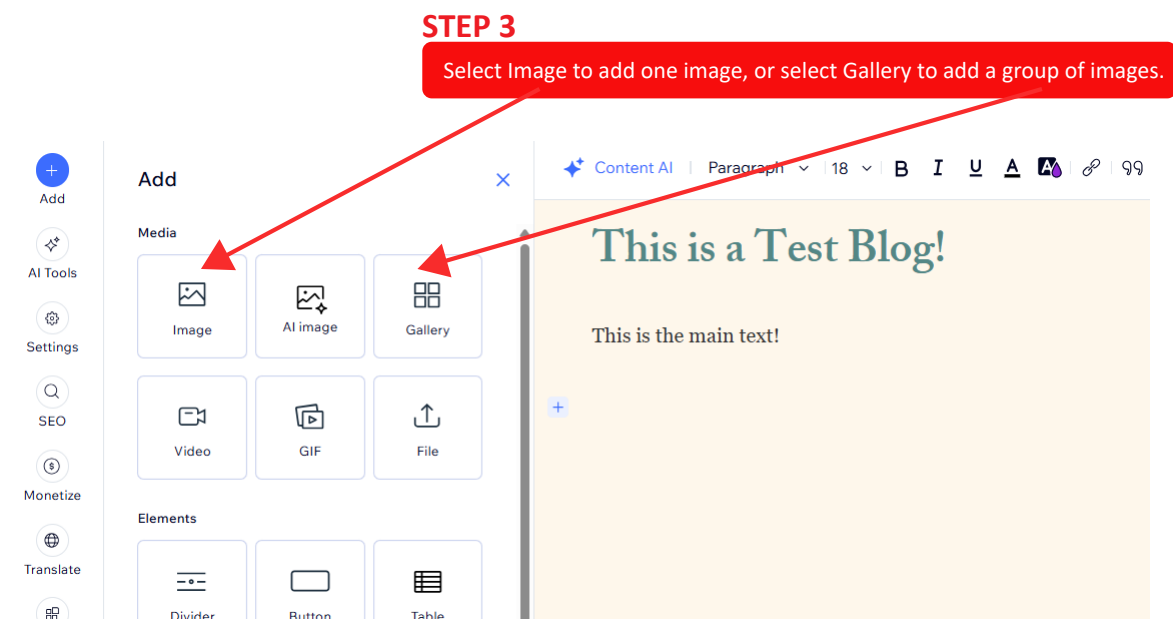
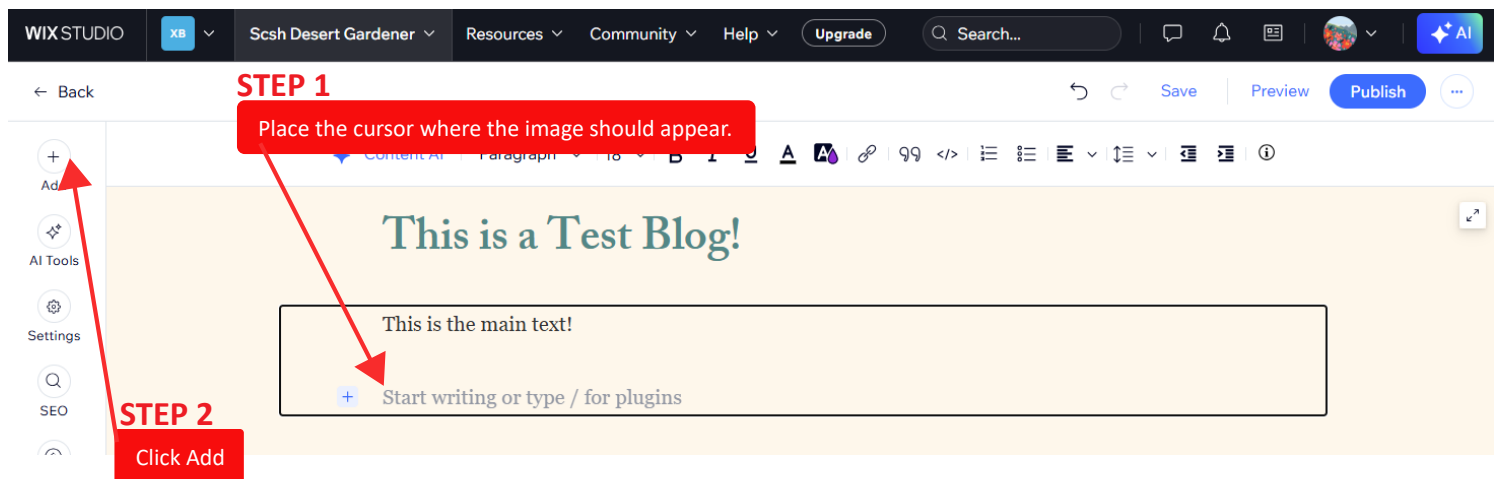
Create a New Blog Post

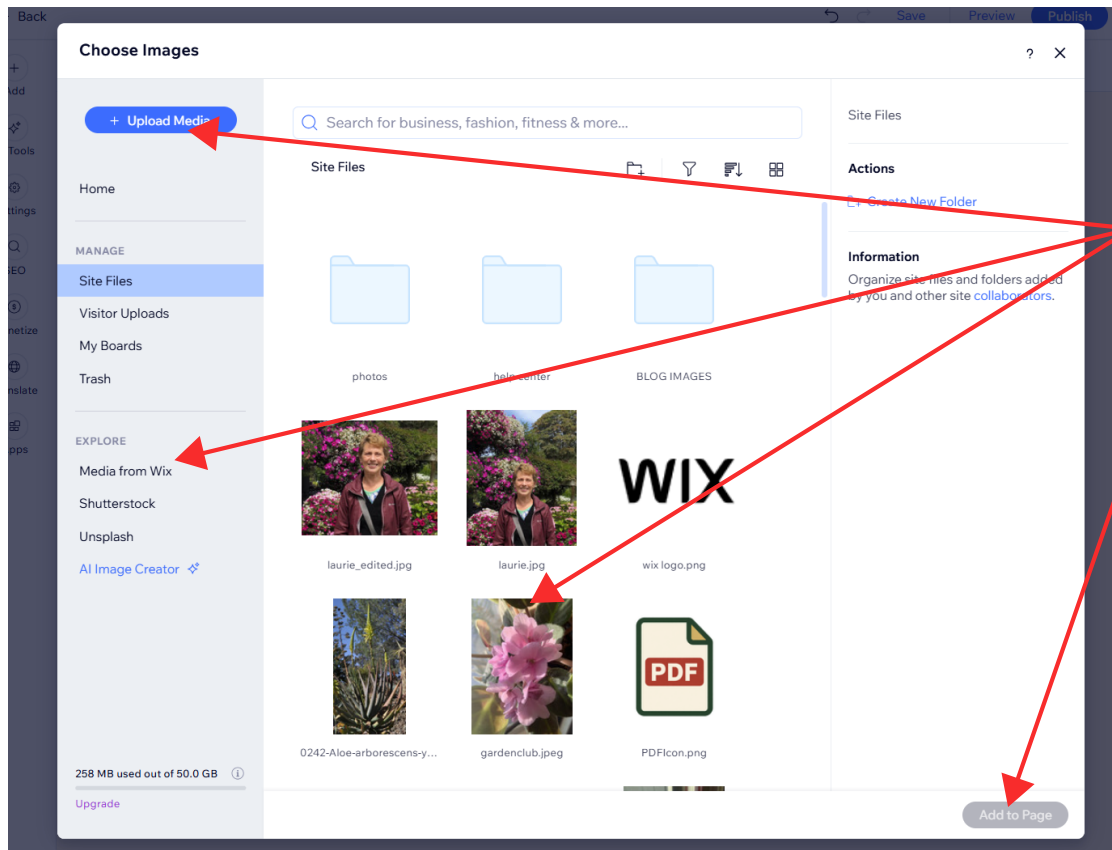
Click Create New Post from the Posts main page

The screenshot shows the same Wix Studio dashboard, but with a red arrow pointing to the 'Create New Post' button in the top right corner, which is highlighted with a red circle and the number '1'.



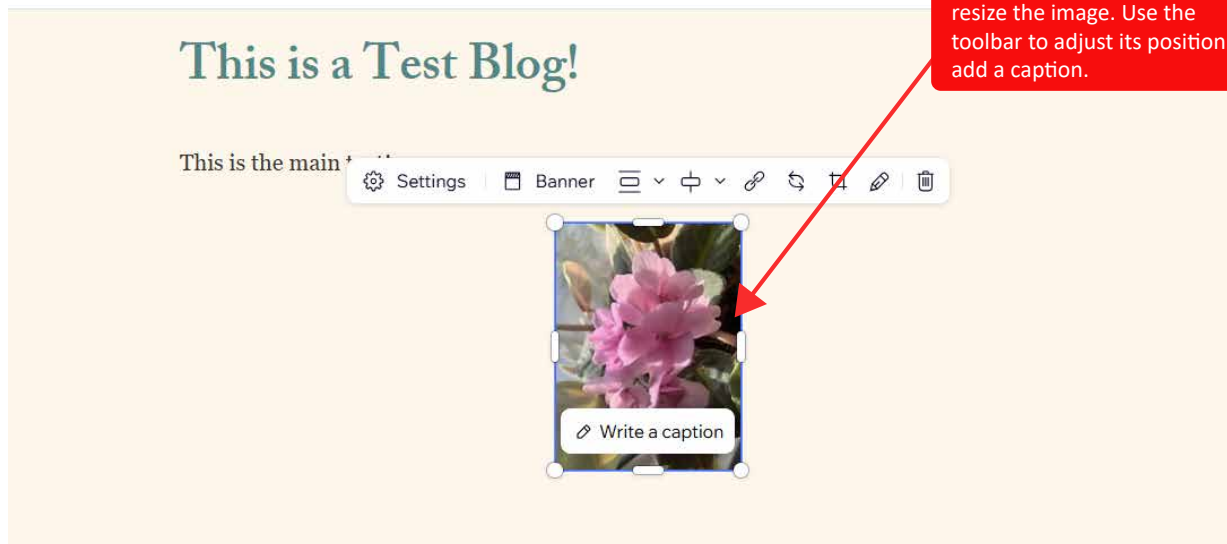
Add Images





STEP 4

Upload a new image or choose an existing image from Site Files or the Wix Media Manager. Select the image, then click Add to Page.



STEP 5

Use the image handles to resize the image. Use the toolbar to adjust its position or add a caption.

← Back

+

Add

✦

AI Tools

1

⚙️

Settings

🔍

SEO

💰

Monetize

🌐

Translate

📱

Apps

Post settings

×

General

Categories 0

Tags 0

2

Featured image ⓘ

✓

3

Alt text ⓘ

e.g., A cat sleeping on a white blanket

4

Publish date ⓘ

📅 Publish Now

5

Writer ⓘ

🌟 Webmaster

▼

6

Excerpt ⓘ

0/500

e.g., This quick and easy pasta dish is great for busy weeknight family meals.

✎

Related posts ⓘ

0/3

+ Choose Posts

Feature this post ⓘ

☐

7

Allow commenting on this post ⓘ

✓

Content AI | F

This is

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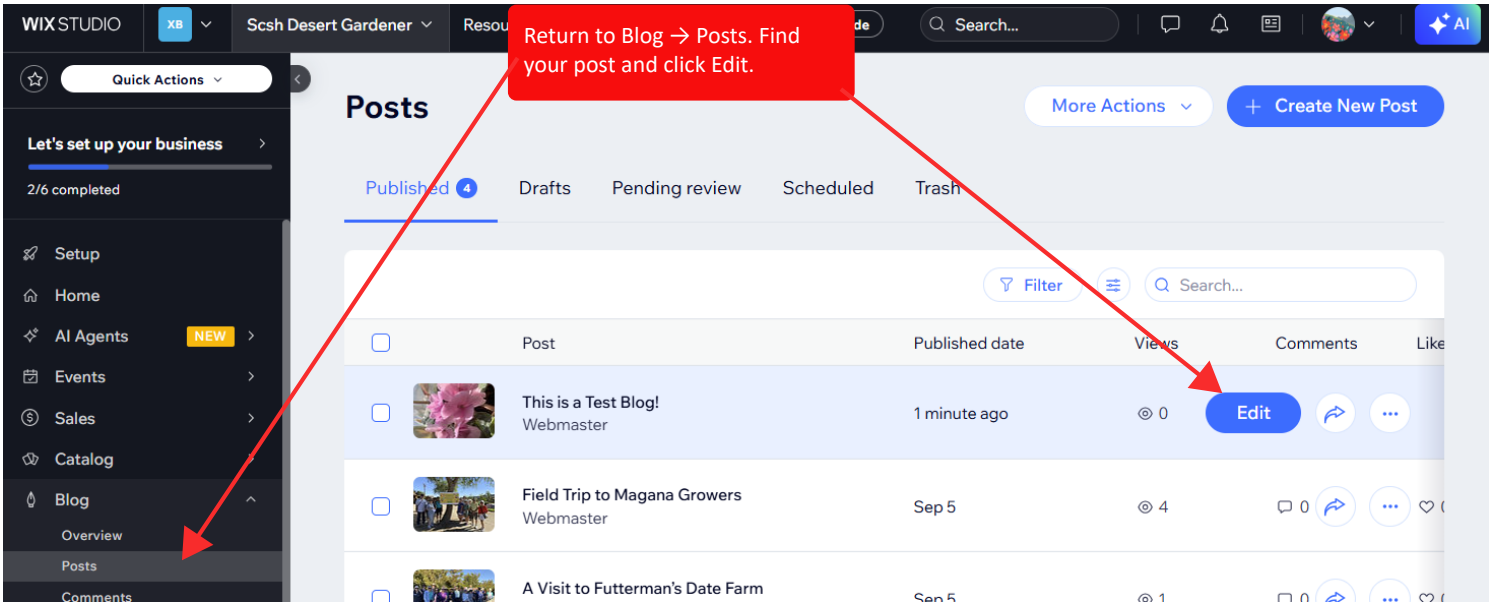
this

Allow Commenting on This Post (7) - Leave this option on if members should be able to comment. Turn it off when comments are not needed.

The image shows the top portion of a Notion page. At the very top, there's a navigation bar with a 'Back' button on the left and 'Save', 'Preview', and 'Publish' buttons on the right. Below this is the AI toolbar, which includes a 'Content AI' button, a 'Paragraph' dropdown, a font size selector set to '18', and various text formatting icons like bold, italic, underline, link, and code. The main content area has a light beige background and features the text 'This is a Test Blog!' in a large, teal, serif font. On the far left, there are two circular buttons: one with a plus sign labeled 'Add' and another with a magic wand icon labeled 'AI Tools'. On the far right, there's a small icon of a document with an arrow pointing outwards.

| Updated September 2026

Edit or Manage an Existing Post



View the Published Post

After publishing, your new post will appear on the main Latest Club News page and in the Latest Club News section on the Home page.

