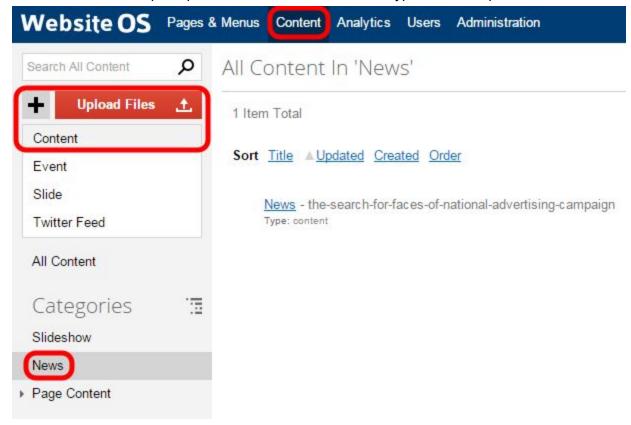# Adding Blog/News Posts

These are the posts displayed on the homepage as previews and are listed as well under "Blog".

- Under "Content", select the "News" or "Blog" category on the left-hand side of the CMS
- To add a new post, press ➕ and select "Content" type from the options.

- There are typically two content areas to write in once you've started a post, an "Intro text" and a "Content" area. Intro is for a very brief teaser to draw in the reader to click and read the whole article, which is written in the Content section.
- Write content as needed.
- News posts can also just use the intro text but then link to a desired pdf. This is done by not completing the full "content" space, rather only the intro and then linking to the already uploaded pdf file location in the "Alternate URL" section.

- Be sure to hit "Save" when done, if leaving in a "draft" status, untick the "Publish To Website" box under Item Options