

# Process for Duplicating and Creating New Blog

- Login to GraphicWarehouse.co.uk
- login to [https://graphicwarehouse.co.uk/blog/wp-admin/edit.php?post\\_type=post](https://graphicwarehouse.co.uk/blog/wp-admin/edit.php?post_type=post)
- Clone a previous Blog
- Click edit in the cloned blog
- Change the title

[image1697035081251.png](#)

- Right Hand Panel - Click the "URL" to refresh a new URL based on your new title

- [image1697035196833.png](#)

In right-hand panel click "Stick to Top of Page". This will make the new blog appear first on the blog page once published.

[image1697035309290.png](#)

Select the Category

[image1697035348869.png](#)

Add TAGS specific to your blog

[image1697035411541.png](#)

## **Change the Feature Image:**

1. Click "Replace Image"
- 2 click "Upload File"
3. Click "Select Files" and locate your file.
4. Add alt text
5. Set Feature image

**Save draft - DO NOT PUBLISH YET**

**Now use Elmentor (WYSIWIG Editor) to change the content of the blog**

Click "Edit with Elementor"

1. Change the Headings
2. Change the Video Link
3. Change the paragraphs
4. Change the related products and their landing URL's.

Changing Video Links:

1. Hover over the Video box

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2. Click the edit icon

[image-1697036071599.png](#)

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3. Change the unique ID of the You tube video (copy from Youtube) in the left hand editing panel

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This is the unique Youtube video code:

[image-1697036188884.png](#)

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[image-1697036247003.png](#)

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### 3. Change the paragraphs

1. Hover over the paragraph box
2. Click the edit icon
3. Use the left-hand editor to remove the existing text and add a new paragraph. Format your to your preference.
4. Add URL's to keywords and point to landing pages of the keyword (e.g. feather flags should point to <https://graphicwarehouse.co.uk/products/flags-textile-printing/portable-flags/feather-flags.html>)

**Ensure** that when adding a URL, set the link to "Open in a new tab"

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To do this click on the settings icon when adding a hyperlink

[image-1697036707340.png](#)

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### Change the related products and their URLs

1. Hover over the image
2. Click the edit icon
3. Hover over the image in the left-hand pane and click choose image.
4. Change the image as in #1 above
5. Update the URL in "Link"

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6. Set the hyperlink to open in a new window by clicking the settings icon.

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**Save the Blog as a draft**

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**Exit Elementor**

**Top left "burger"**

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[image-1697037139406.png](#)

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Click Exit - this will return you to the default Wordpress editor.

**Yoast - SEO (Plugin)**

Use the editor in the bottom left-hand of the screen to optimise your page for SEO. This will allow you to see how your blog will view in search engines

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**Focus Keyphrase:**

1. Add a phrase about your blog.

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2. Change the Meta description (this is what Google will show)

**SAVE DRAFT**

Preview Your Blog Page.

[image-1697037686002.png](#)

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Revision #4

Created 11 October 2023 14:26:58 by Richard McCombe

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