

Publish a new blog post on your site

Example 5 — Agency Client Handoff Knowledge Base: a client-facing article written by an agency at the end of a build, for a client who now has to run the site alone.

Audience: Client marketing team, no developer access

Owner: Northwind Studio, handoff pack v1.2

Last reviewed: 2026-08-25

Article details

AUDIENCE	Client marketing team, no developer access
OWNER	Northwind Studio, handoff pack v1.2
LAST REVIEWED	2026-08-25
SUPPORT WINDOW	Included support ends 2026-11-30; after that, billed hourly.

ACCESS YOU NEED

CMS editor login, sent separately. Do not use the shared admin account.

Steps

- ☐ 1. Log in to the CMS at /admin.
- ☐ 2. Click Posts, then New post.
- ☐ 3. Fill title, slug, excerpt, and cover image at 1600x900.
- ☐ 4. Set the category and the author.
- ☐ 5. Preview on mobile.

- ☐ 6. Click Publish, then confirm the post appears on /blog within five minutes.

DO NOT CHANGE

Theme files, the /blog route, or the deployment settings. Those are outside the support window.

IF SOMETHING BREAKS

Email support@northwind.studio with the post URL and a screenshot.

Related articles

- ☐ Adding a team member to the CMS

- ☐ Replacing the homepage hero image