



## Creating a post in a Blog channel

Archived

The Blog application is a versatile tool that will allow users to communicate and share the most-to-date news, opinions, and links to external content with their viewer base.

Once a blog channel has been set up, users can create and assign blog posts to the channel.

For more information, check out our guide on [Creating a Blog channel](#).




## Creating a post

1. Navigate to **Applications > Blog**.

You will see all existing blog posts along with a search function, a 'Date' archive, and any active tags that are being used.


A screenshot of the 'Blog' application interface. The main content area displays two blog posts. The first post is titled 'Fast Performing and Scalable Intranets for the Enterprise Level Business' by Phil Lawrence, dated 30 April 2015. It features three tags: 'load balancing', 'database caching', and 'code caching'. The second post is titled 'The Flexibility and Adaptability of the Claromentis Codebase' by Phil Lawrence, also dated 30 April 2015, with the tag 'claromentis'. The sidebar on the right contains a search bar, a dropdown menu for 'Subscribed', a checkbox for 'Include comments', and buttons for 'Search' and 'Reset'. Below the search bar is a date archive for '2015' with a count of '5'. At the bottom of the sidebar, there is a section for 'claromentis enterprise intranet load balancing team'.

2. To add a blog post, click **+ Add a post**.

Blog + Add a post   

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## Fast Performing and Scalable Intranets for the Enterprise Level Business

Phil Lawrence: Tech | 30 April 2015 by Phil Lawrence  claromentis, intranet, enterprise, load balancing

LOAD BALANCING

DATABASE CACHING


CODE CACHING


In our ever growing and fast-paced world, we understand how important it is to keep up with the pace. It's more and more common for people to expect immediacy and instant results, and your intranet is no different. Understanding customer needs and trends has been our key focus in dedicating our resources to finding and implementing an intranet solution that can really deliver.

0 comments

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## The Flexibility and Adaptability of the Claromentis Codebase

Phil Lawrence: Tech | 30 April 2015 by Phil Lawrence  claromentis



We always endeavour to build an intranet solution for clients which is both comprehensive and easy to use. We understand that our clients have differing needs and skills; some may be very technically minded, whilst others may be experts in content management, whereas a number of customers might need a system solely dedicated to business process management.

0 comments

You're not subscribed to any blogs, so all blogs are shown.

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Search

Subscribed ▼

☐ Include comments

Search Reset

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2015 5

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claromentis enterprise intranet load balancing team


**Reminder:** If you can't see this button, ask your system administrator who can set you up with permissions


3. Enter the following article details:

Blog / Create a new blog post + Add a post   

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 Article details

 Additional options


 All

**Channel** Intranet Advice ▼



**Title**

**Tags** 

popular tags: intranet, claromentis, microsoft, excel, social

**Picture**  Upload image

**Short Summary** 

 **B** ***I*** **U** **T** ~~**X**~~ <sup>**X**</sup> EMAIL 

[SOURCE]

**Content** 
☐ Text 
 ☐ Link 
 ☒ None

**Comments** 
☒ Enable 
 ☐ Disable

Create a new blog post
Save as draft

- **Channel:** You can select the channel this post will be stored in.
- **Title:** The main title that will appear in your post.
- **Tag:** You can add tags to enable search via the tag cloud.
- **Picture:** You can add an image for your blog post.
- **Summary:** A short body of text that will be seen in the blog component or the preview of your post.
- **Content:** There are three options of content to choose from
  - Text - This will allow you to write a more in-depth entry.
  - Link - This will allow you to place a URL that will link to articles on other websites.
  - None - This will allow you to just present the summary if there is no need for more information or need to link to another site.
- **Comments:** You can choose to enable or disable other users from commenting on your post.

Before creating your new blog post, you can also navigate to **Additional options**.

You can set specific dates in the future for the article to be published and deleted, as needed.

Blog / Create a new blog post

+ Add a post

Article details

**Additional options**

All

Publish date

26-01-2021

12:46

☐ Delete after

02-02-2021

12:46

Please note, deleting is handled by a server background task. The article may not be deleted precisely at this time but shortly afterwards.

Create a new blog post

Save as draft

4. Once these details have been completed you can publish your post by selecting **Create a new blog post**.

If you are not ready to publish the blog, select **Save as draft** instead.

**Reminder:** Depending on permissions posts may need to be approved or published by an admin.

## Viewing a post


Head back to the Blogs landing page to view your post.

Blog

+ Add a post

### New Post!

Intranet Advice | 26 January 2021 by Claromentis Administrator




0 comments

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0 comments

### Fast Performing and Scalable Intranets for the Enterprise Level Business

Phil Lawrence: Tech | 30 April 2015 by Phil Lawrence



0 comments

In our ever growing and fast-paced world, we understand how important it is to keep up with the pace. It's more and more common for people to expect immediacy and instant results, and your intranet is no different. Understanding customer needs and trends has been our key focus in dedicating our resources to finding and implementing an intranet solution that can really deliver.

You're not subscribed to any blogs, so all blogs are shown.

Search

Subscribed

☐ Include comments

Search

Reset

2021 1

January 1

New Post!

2015 5

claromentis enterprise intranet load

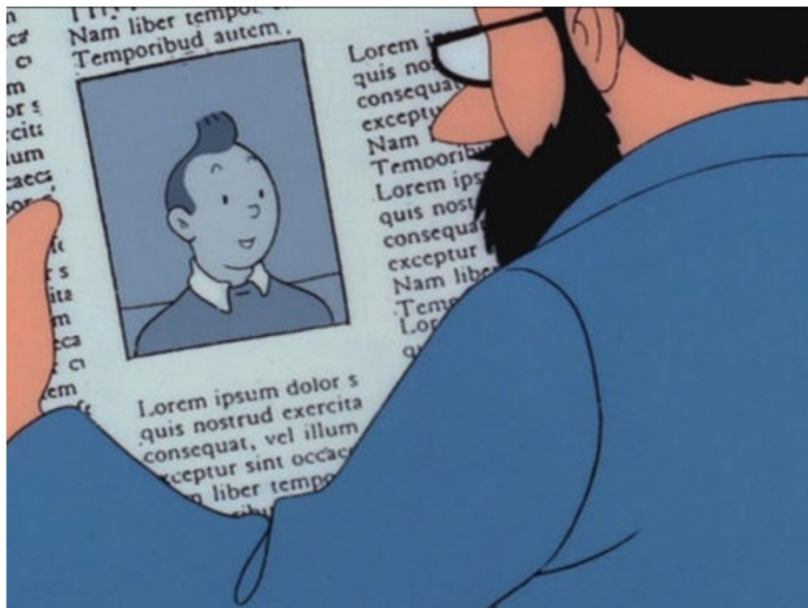
balancing team

You will be able to view all of its content. This includes any comments (if enabled), as well as the option to subscribe to the blog to receive updates when new content is published.

## New Post!



Intranet Advice | 26 January 2021 by Claromentis Administrator claromentis, social



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[Share](#)

### Comments



Type your message...

