



## Creating a Blog Post

The Blog application is a versatile tool that will allow users to communicate and share the most up-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.

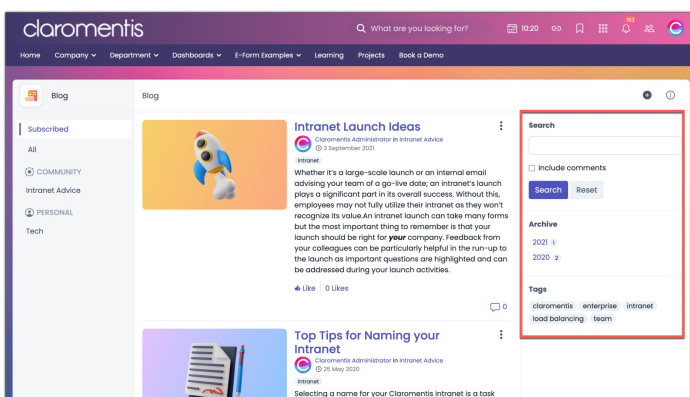
An [approval process](#) can be set up in Blog which means some users can only submit posts for approval (and not make them live) These are reviewed and published by different users.

Please read our guide about [Creating a Blog channel and permissions](#) before this one.

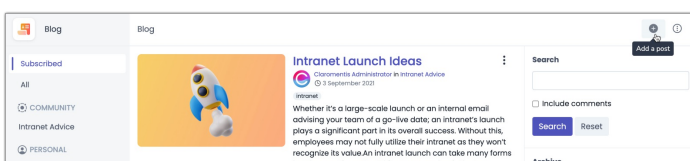
## Creating a post

### Applications > Blog

Existing blog posts the user has permission to view will be listed along with a search function, a 'Date' archive list to filter by and a tag cloud for alternative searches.



A user with appropriate permissions to a Blog channel will see the button shown below and use this to create a new post:



**Reminder:** If you can't see this button, ask a [Sysadmin](#) to change your permissions

Details about the post can be entered in the first tab:

The screenshot shows the 'Article details' tab of the 'Create a new blog post' form. It includes fields for Channel (set to 'Intranet Advice'), Title, Tags (with a list of popular tags: intranet, claromentis, microsoft, excel, social), Picture (with an 'Upload image' button), and Short Summary (with a rich text editor and a '[source]' link). At the bottom, there are radio buttons for Content type (Text, Link, None) and a checkbox for Comments (set to 'Enable'). Two buttons at the bottom are 'Create a new blog post' and 'Save as draft'.

- **Channel:** Select the channel the post will be saved under
- **Title:** The main title of the post
- **Tag:** Add tags to aid searching
- **Picture:** Add a header image for the post
- **Summary:** A short body of text that will be seen in the blog component or the preview of the post.
- **Content:** There are three options to choose from
  - Text - Write a more in-depth entry
  - Link - Place a URL that will link to articles on other websites
  - None - Just present the summary if there is no need for more information or need to link to another site.
- **Comments:** Choose to enable or disable other users from commenting on the post

Check the **Additional options** tab.

Set a specific date in the future for the article to be published and deleted (if applicable)

The screenshot shows the 'Additional options' tab of the 'Create a new blog post' form. It features a 'Publish date' section with a calendar icon and a date/time picker set to '18-04-2024 10:24'. Below this is a 'Delete after' section with a checkbox and a date/time picker set to '25-04-2024 10:24'. A small note states: 'Please note, deleting is handled by a server background task. The article may not be deleted precisely at this time but shortly afterwards.' At the bottom are the 'Create a new blog post' and 'Save as draft' buttons.

Once these details have been completed and the post is ready to be saved.

This screenshot is identical to the first one, showing the 'Article details' tab. In this version, the 'Create a new blog post' button is highlighted with a green box, and the 'Save as draft' button is highlighted with a red box, indicating the final steps for saving the post.

- A user with the ability to publish posts can:

1. **Save as a personal draft** (only they can access this to make further edits and then choose to publish it)
2. Publish the post and make it live (by clicking **create new blog post**)

A user who can only submit posts for approval by others can

1. **Save as a personal draft** (only they can access this to make further edits and then choose to submit for approval)

2. Submit the post for approval by clicking '**create new Blog post**' (Any user with 'approve others' permissions can access their article and edit it)

Blog > Create a new blog post

Warning: you don't have publish rights on this channel. Blog will seek for further approval after editing.

Article details Additional options All

Channel: Intranet Advice

Title:

Tags:

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

Picture: Upload image

Short Summary: [Rich text editor with icons: Bold, Italic, Underline, Text color, Background color, Link, Email, Source]

Content: ☐ Text ☐ Link ☒ None

Comments: ☒ Enable ☐ Disable

Create a new blog post Save as draft

## Viewing a post

Once published an article will be viewable on the front end of Blog (Applications > Blog) and any notifications triggered will be sent.

Blog > Post details

Top Tips for Naming your Intranet

Claromentis Administrator in Intranet Advice

15 May 2020

Intranet

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Selecting a name for your Claromentis intranet is a task every intranet team will face, unless they've decided against naming their intranet - if this is the case, we'd strongly recommend a rethink! A clear, meaningful name will positively affect user adoption, reinforce your organization's culture and strengthen your intranet's brand. You want your employees to fully accept this brand new intranet and recognise it as an important part of fulfilling work-related tasks.

**It should be Synonymous with your Intranet's Mission & Objectives**

If your intranet's mission is to provide employees with a centralized area to access information, or to perhaps support collaboration - the intranet name should reflect this. Each organization will have their very own mission relevant to their needs, so your intranet name should also be unique.

**Try to Avoid using Acronyms**

Acronyms are impersonal and can cause confusion, a real intranet name that reflects your culture and mission will help employees to quickly create positive connections with their new intranet.

**Let your Employees Decide**

Getting employees involved in naming the intranet will help gain buy-in, increase user adoption and reduce resistance to change. You could collate various names from different departments and business units and hold a competition to select the winner.

**Can it be Built around a Catchy Marketing Campaign?**

If you're planning to develop and implement a marketing campaign surrounding the launch of the new intranet - choosing a catchy name that will tie in with your marketing efforts will help your campaign efforts.

**Consider Employees situated in Different Countries**

It's certainly worth considering the interpretation of the new intranet name in relation to multinational offices. This won't take long to complete as a quick Google search will render the information you need.

**It should Fit the Individual Style of your Company**

Companies that adopt a relaxed, informal work environment should carry this style over to their intranet's name and the same goes for formal environments.

**Example Intranet Names**

- The Neighbourhood
- Eureka
- Tiggles
- Athena
- Odyssey
- The Hub

What's the name of your intranet?

2 Like 0 Likes

Share 3

Comments

Type your message...

4

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- Assembling an Intranet Project Team

Users can view its content and interact with it.

1. Subscribe to the blog to receive updates when new content is published.
2. Like the post
3. Share the post
4. Read and leave a comment (if enabled)

