



## 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.

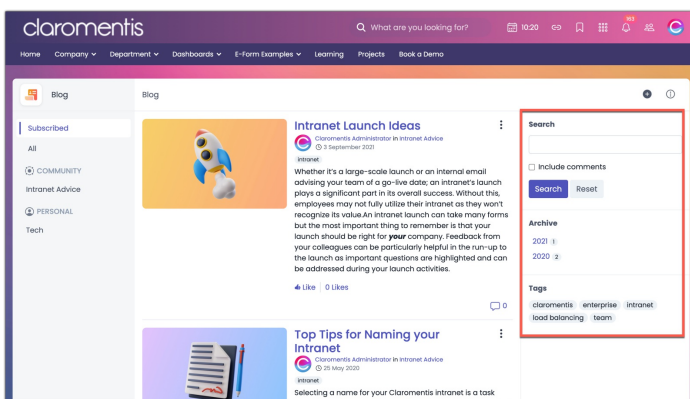
An [approval process](#) can be set up in Blog which means some users can only submit posts for approval (and not make them live) These are reviewed and published by different users.

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

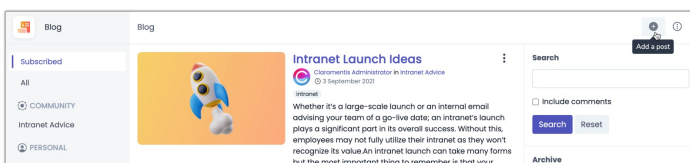
## Creating a post

### 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:

- **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)

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

- 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:

Short Summary:  [SOURCE]

Content:  Text  Link  None

Comments:  Enable  Disable


## 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 Administration @ Intranet Advice  
25 May 2020  
Intranet



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
- Tiggie
- Athena
- Odyssey
- The Pulse

What's the name of your intranet?

2 Like 0 Likes

Share 3

Comments

Type your message... 4

Related posts

- Intranet Launch Ideas
- 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)

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Tags: [blog](#), [channel](#), [post](#), [v9](#)