Help Desk | Legend Web Works - Model 5.0 Helpdesk - Editing Tools



# Editing a Blog Entry

# How to Create A Blog Entry

Edit View	
	Test Blog > Entry List
	Create an Entry
	create an entry
Click <b>Cre</b>	te an Entry at the top of the entry list

Type the entry title in the field provided

Click Create to advance to enter content

EDIT VIEW	
details content gallery image quick add tags seo	
Test Blog > Test Entry	
entry title: Test Entry	
entry url: test-blog/test-entry	
publish date: Jul 13, 2018 🛗	
end date:	
featured: no	
hidden: yes	
preview text: use first text block •	
-	

#### Details Tab

## Details Tab

Edit the entry title in the Entry Title field

Select a publish date if you want to backdate or schedule it for a date in the future by clicking the **Publish Date** field and navigating the calendar

You can select an end date for when the blog stops displaying if you want your blog to be hidden after a specific date by clicking the "End Date" field and navigating the calendar

You can set **Featured** to **Yes,** which "pins" the entry to the top of the news feed, no matter what you publish after

You can set a **Featured End Date** for when the blog "unpins" if you want your blog to not be featured after a specific date by clicking the "Featured End Date" field and navigating the calendar

You can add custom preview text by selecting **Custom Preview Text** from the **Preview Text** dropdown and adding your text in the text box

### Content Tab

On the content tab you can add your content the same way you'd add content to a text page.

Click here for the text page instructions.

						view page	publish	cancel
details co	ontent	gallery	image quick add	tags	seo			
Test Blog	g > Tes	st Entr	у					
🗗 Insert	t a Blocl	k						
🗢 🖉 T	ext Bod	у						
						NO MEDIA SELECTED		

## Gallery Tab

Click Insert a Gallery to insert images for the gallery under your blog entry

Select your image layout

Click Upload Image to upload the image

Give the image a caption if you want to

Give the image an image alt

Click Save Block to save

You can repeat these steps as many times as you'd like to build your gallery

				view page	publish	cance
details content gallery	image quick add tags	seo				
Test Blog > Test Entr	у					
1 landscape	2 landscapes	2 portraits	3 portraits	mixed		
save block cancel						

gallery tab



You can add new tags by typing each tag into the field labeled **Hit Enter to Add Tag** and clicking **Add Tag** 

You can select tags you'd previously used by double-clicking them in the

### **Existing Tags** list

Any tags under **Current Tags** are what will be published with that entry. You can click to remove any tags

			view page publish
tails content galler	y image quick add	tags seo	
st Blog > Test Er	ntry		
add tags:		current tags:	existing tags:
Hit Enter or Click 'Ac	ld Tagʻ	Click to <b>Remove</b> Tag	Select Tag Below and Click 'Add Tag' or Double Click Tag
Hit Enter to Add Tag	add tag 🕇		Add Tag +
			×

tags tab

# SEO Tab

On the SEO tab you can add any SEO for that blog post

					view page	publish	cancel
details content gallery	image quick add	tags seo					
Test Blog > Test Entr	у						
nago titlo:							
page title.							
page description:				*			
				•			
page keywords:							
page <h1>:</h1>							

seo tab