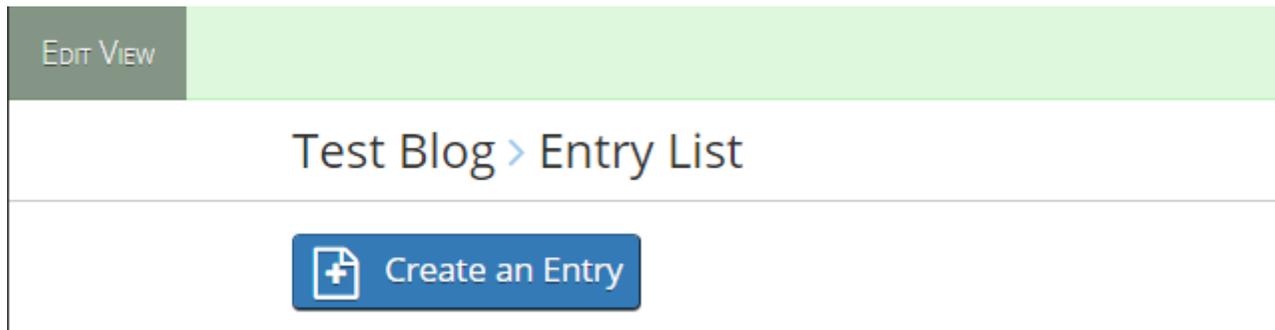




# Editing a Blog Entry

## How to Create A Blog Entry



*create an entry*

Click **Create 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

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<b>entry title:</b>	<input type="text" value="Test Entry"/>
<b>entry url:</b>	test-blog/test-entry
<b>publish date:</b>	<input type="text" value="Jul 13, 2018"/>
<b>end date:</b>	<input type="text"/>
<b>featured:</b>	<input type="checkbox"/> no
<b>hidden:</b>	<input checked="" type="checkbox"/> yes
<b>preview text:</b>	<input type="text" value="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

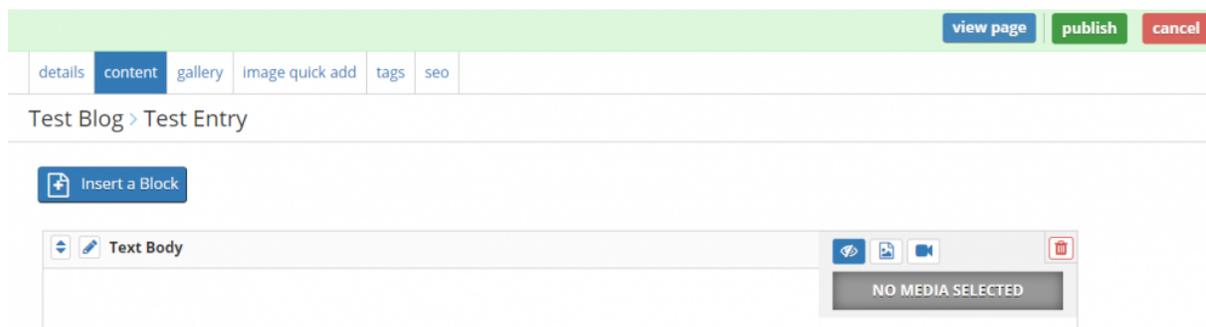
You can set a **Featured End Date** for when the blog "unpins" if you want your blog to not be featured after a specific date by clicking the "Featured End Date" field and navigating the calendar

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.*



## Gallery Tab

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

Select your image layout

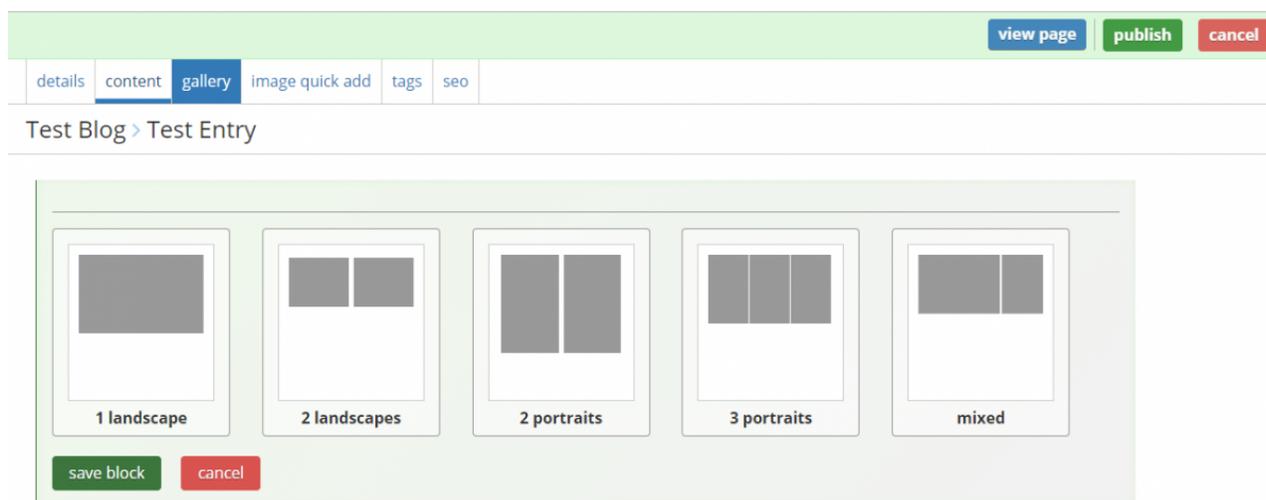
Click **Upload Image** to upload the image

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



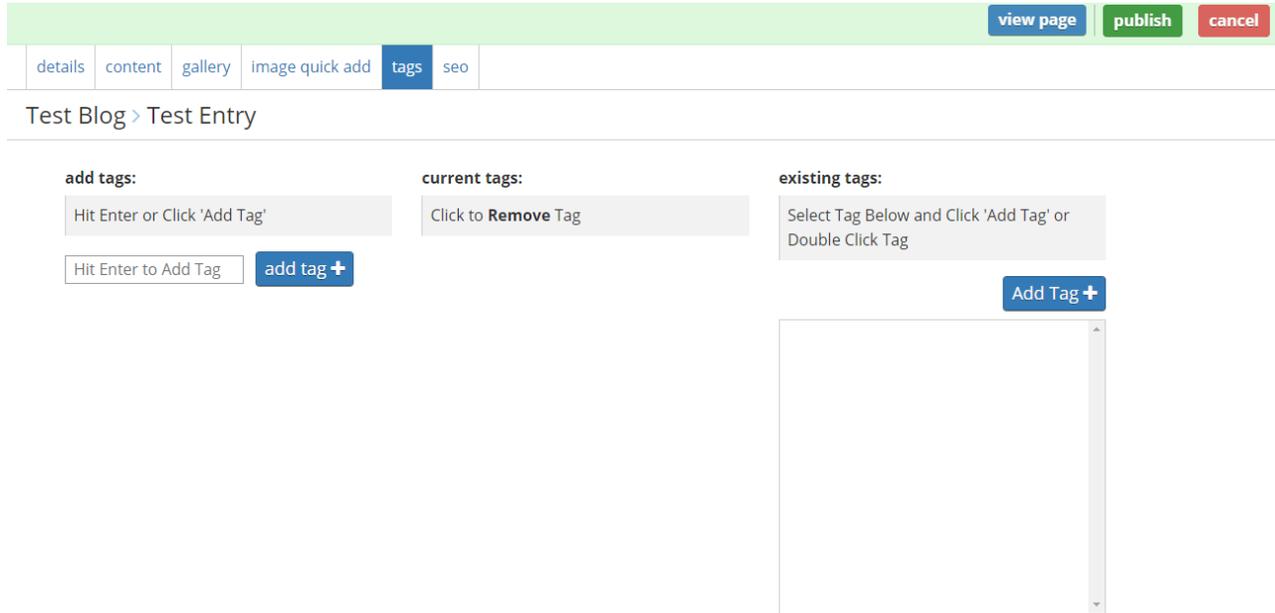
*gallery tab*

## Tags 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

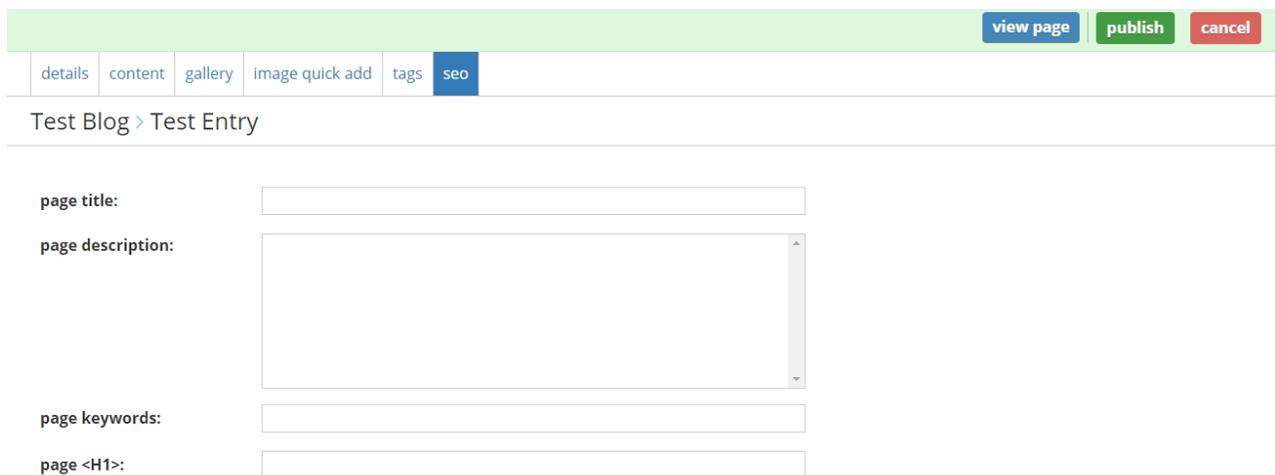
Any tags under **Current Tags** are what will be published with that entry. You can click to remove any tags



*tags tab*

# SEO Tab

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



*seo tab*