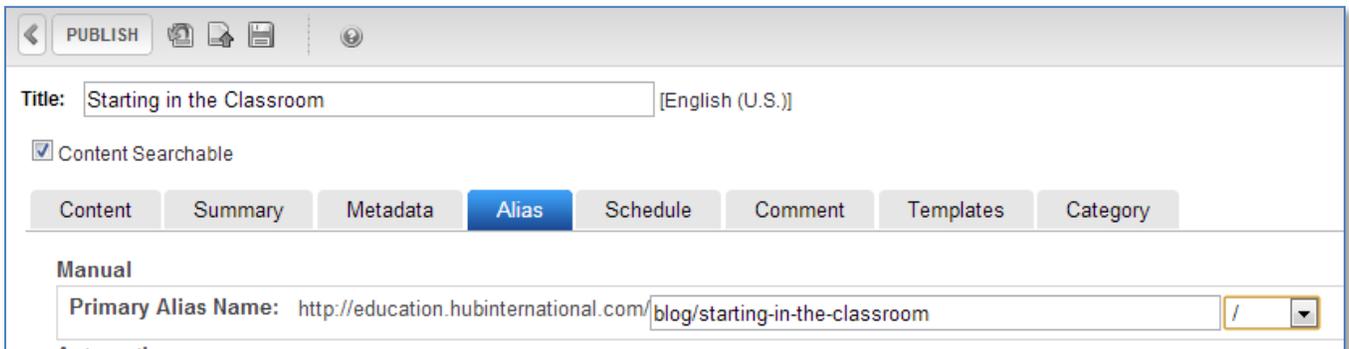


Ektron Training: Blogs

Creating a New Post:

1. In the “Posts” folder, select “New HTML Post.”
2. Add Title, this will be the title of the blog post.
3. Add the post under the “Content” tab.
4. Add a summary of the blog below the “Summary” tab. Try to keep this between 1 – 2 sentences.
5. Add an alias. The alias should always follow /blog/title.

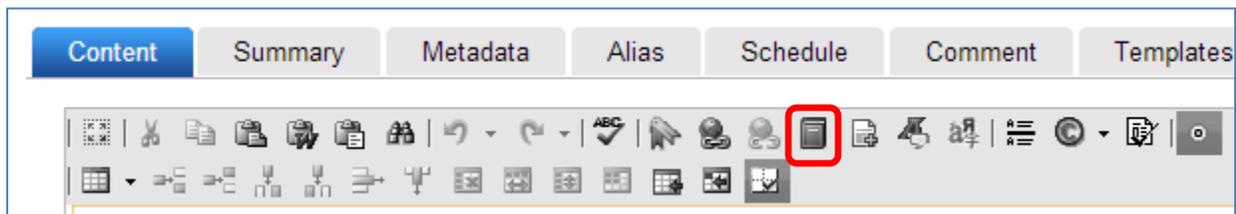


The screenshot shows the Ektron CMS interface for creating a new post. At the top, there is a 'PUBLISH' button and several icons. Below that, the 'Title' field is set to 'Starting in the Classroom' with a language dropdown set to '[English (U.S.)]'. A checkbox for 'Content Searchable' is checked. Below the title field are several tabs: 'Content', 'Summary', 'Metadata', 'Alias', 'Schedule', 'Comment', 'Templates', and 'Category'. The 'Alias' tab is currently selected. Under the 'Manual' section, the 'Primary Alias Name' field is filled with 'http://education.hubinternational.com/blog/starting-in-the-classroom' and has a dropdown arrow on the right.

6. Under “Schedule” add a start date for the blog. This must be added for the blog to appear.

Inserting a Picture:

1. To insert a picture, select the “Library” button in the toolbar.



2. Click “Add to Library.”
3. Choose a file from your desktop.
4. Add a title and select “OK.”