Blog

Create a Blog Post

From your dashboard, find your department. Go to "Blog", and click on "Create".

Enter the following information:

1. **Title**: Add the title of your blog post.

2. **Summary**: Add a 1-2 sentence summary of your blog (250 characters). This text is used on your blog landing page, and as the preview text in email lists. If you do not enter your own summary, the system will use the first few lines of your Body content.

3. **Body**: Add your post content. For more information about the editor, visit the Text Editor guide. If desired, you can use the Additional Content region to add advanced components to your post. Learn more about available web components.

4. **Category**: Select a category as needed. If you would like to create a new category, jump to: Manage Blog Categories.

5. **Tags**: Enter tags as needed. When you start typing, the autocomplete will suggest previously used tags. To create a new tag, enter the tag text and hit Enter.

6. **Archive Date**: Enter a date if you would like to archive the blog post. Blog posts are not archived automatically, so you can use this to archive outdated content. Archived posts will still be available to the public, but they will have a message at the top of the page stating that the post been archived. Archived posts will not be listed by search engines.

7. **Email lists**: If there an email list for your blog, you will see an option to "Send to email lists" in the sidebar. By default, this will be selected when you create an blog post. You can also check this when editing if you would like to provide an update to the email list.

8. **Featured image**: You can add a featured image. This image will be used if you share a link to the blog post on social media. (The image will not display on your blog post page.)

Save & Publish

To publish your blog post, click "Save".

Preview

You can preview it before publishing by clicking "Preview". To make any changes or publish, click "Back to content editing".

Save as a Draft

If you are not ready to publish your content, you can save it as a draft.

Click on "Content status" and choose "Draft". Then click "Save".
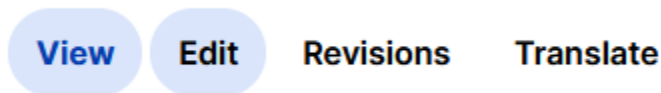
Schedule for Later

If you would like to schedule your draft to be published at a specific time:

1. Under "Content status", choose "Draft".

2. Click on "Scheduling options". This will expand the options pane.

3. Enter your desired publish date in the "**Publish on**" field.

Edit a Blog Post

If you are **viewing** your content: Click on "Edit" in the actions buttons at the top of the page.

If you are on your **dashboard**: Under Actions, click on "Edit".
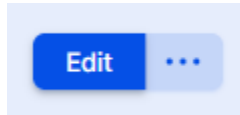
Manage Blog Categories

From your dashboard, find your department, and click on Site Settings. Then go to Blog Categories > Manage.

You'll see the current list of blog categories, the number of blog posts in each category, and the last time a post used that tag. From here, you can Edit, Translate, or Delete categories.

To add a new category, click "+ Add Category" in the top right corner. Enter the **Name** of the new category, and click "Save".

Manage Blog Tags

From your dashboard, find your department, and click on Site Settings. Then go to Blog Tags > Manage.

You'll see the current list of blog tags, the number of blog posts that use each tag, and the last time a post used that tag. From here, you can Edit or Delete tags.

To add a new tag, click "+ Add Tag" in the top right corner. Enter the **Name** of the new tag, and click "Save".

You shouldn't need to manage blog tags often, but you can clean up little-used tags, or fix typos in existing tags.

Questions?

You can reach out to Common Council Office staff or contact the Web Team by filling out the [Website Support](#) form.