

# Faith In Place: Creating a Blog Entry

*Note: During the development phase of the project, please access the cms through "trunk.faithinplace.org" instead of "www.faithinplace.org"*

## Initial preparation

Gather any images or pdf's needed for the post.

Add the files by going to CMS > File Library > click "Manage and upload files"

Thumbnails should be square images (66 x 66 px)

## Scenario 1: Typical blog post

**Add a News item with an image and a "Read more" link**

- Login to <http://trunk.faithinplace.org/cms/>
- Click News > Add News Item
- Enter in title, date, thumbnail
- Enter in your text (cut and paste or type it in directly)
- Choose a place for the "Read more" link (Recommended: 2-3 sentences)  
Choose Tags > "Read more"
- Click the "Add" button
- Check your work on the live site

## Scenario 2: Short post for homepage

**Add a News item with an image and a link to another website**

- Login to <http://trunk.faithinplace.org/cms/>
- Click News > Add News Item
- Enter in title, date, thumbnail
- Enter in your text
- Highlight text to link (Recommended: add the link at the end of the post)
- Click the "link" icon
- Type in link under "URL"
- If external, be sure to click on Target <popup window>
- Click the "Add" button
- Check your work on the live site

*Note: Scenario 2 will typically restrict the blog post to the homepage. A link is created that goes to the external link and the pod ends on the homepage.*

## **Scenario 3: Internally linked blog post**

**Add a News item with an image and a link to document or page on the site**

- Login to <http://trunk.faithinplace.org/cms/>
- Click News > Add News Item
- Enter in title, date, thumbnail
- Enter in your text
- Highlight text to link
- Click the “link” icon
- If linking to a page, copy and paste the link from live site into URL field. If linking to a document on the site, obtain the link by opening the CMS in a new browser tab > File Library > Manage and upload files > “Copy link” on the document filename. *(Note: We are currently working on simplifying the process for linking to a document)*
- Click the "Add" button
- Check your work on the live site