

MortgageBrain

Creating New Blog Posts

A guide to demonstrate how you
create your blog posts using Umbraco

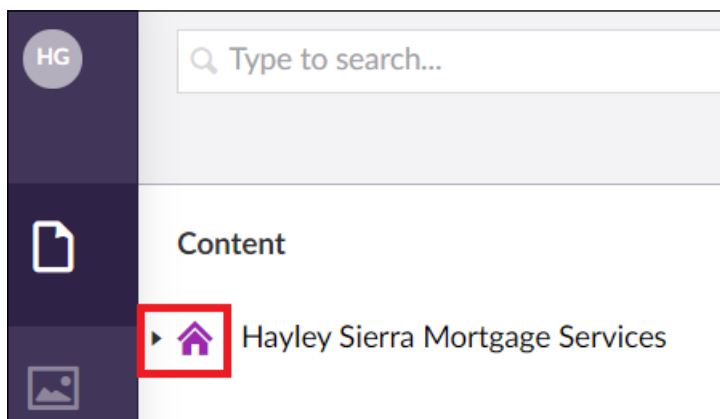
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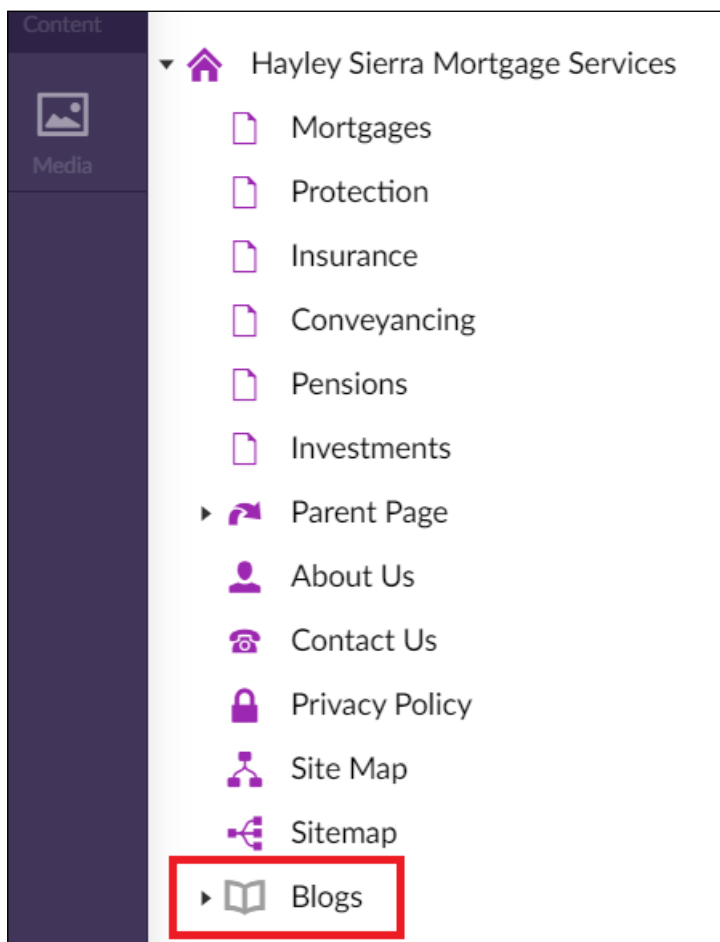
This guide is designed to show you how to create, edit or delete Blogs. It assumes that you are using the Umbraco built in Blog, and the B2C team have given you direct access to your website content management platform.

Log into your Umbraco account via www.your-website-domain.co.uk/Umbraco

You are directed straight to your website Content.



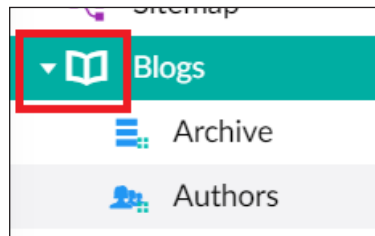
Click the arrow to open the website pages. This guide assumes that the B2C team have already created the Blog page.



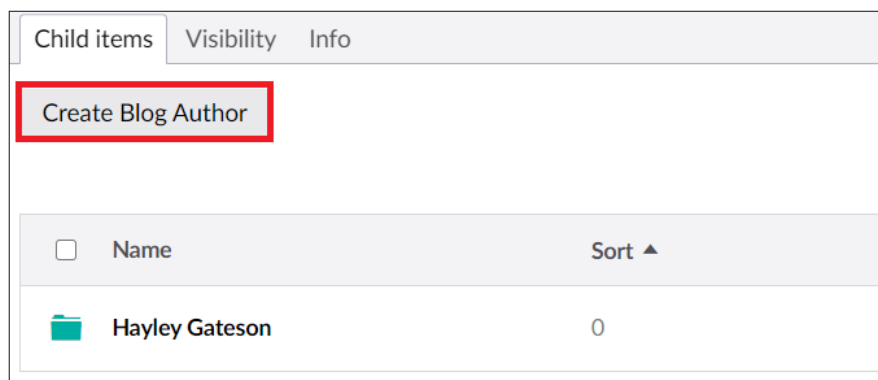
You can now set your initial Blog settings, working your way through the tabs to configure your Blog.

A screenshot of the Umbraco Blog settings form. The form has several tabs: Blog, Customize, Style, MetaWeblog options, Visibility, and Info. The 'Blog' tab is active. The form contains the following fields: 'Blog Description' (a large text area), 'Custom RSS Feed Url' (a text field with a placeholder 'Optional custom rss feed URL (i.e. if you use feedburner, etc...)'), 'Blog Title *' (a text field with the value 'Hayleys Blogs'), 'Disqus Shortname' (a text field), and 'Google Analytics Id' (a text field with a placeholder 'Your Google Analytics Id (i.e.'). The 'Blog Title' field is highlighted with a red box.

Start by clicking the arrow to open up the Blog to navigate to the Authors page.



Work through the tabs to create the Author.



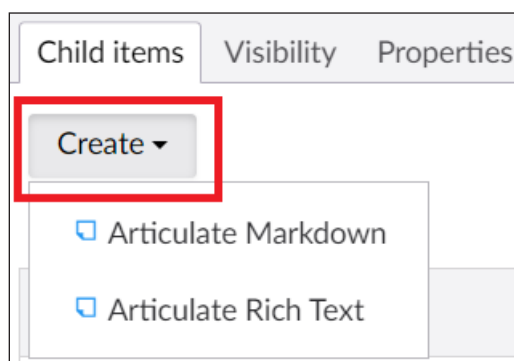
You can upload an image and author Bio. Click Save and Publish. The blog author should then show under the Authors page and can be used to create new blog posts.

A screenshot of a web application's form for adding a new author. The form is titled 'Hayley Gateson' and has three tabs: 'Author info', 'Visibility', and 'Info'. The 'Author info' tab is selected. The form contains three main sections: 'Author Image' with a dashed box and an upload button labeled 'Click to upload'; 'Author Url' with a text input field and a description 'A url to link to the author's website'; and 'Author Bio' with a text input field and a description 'Description of the author'.

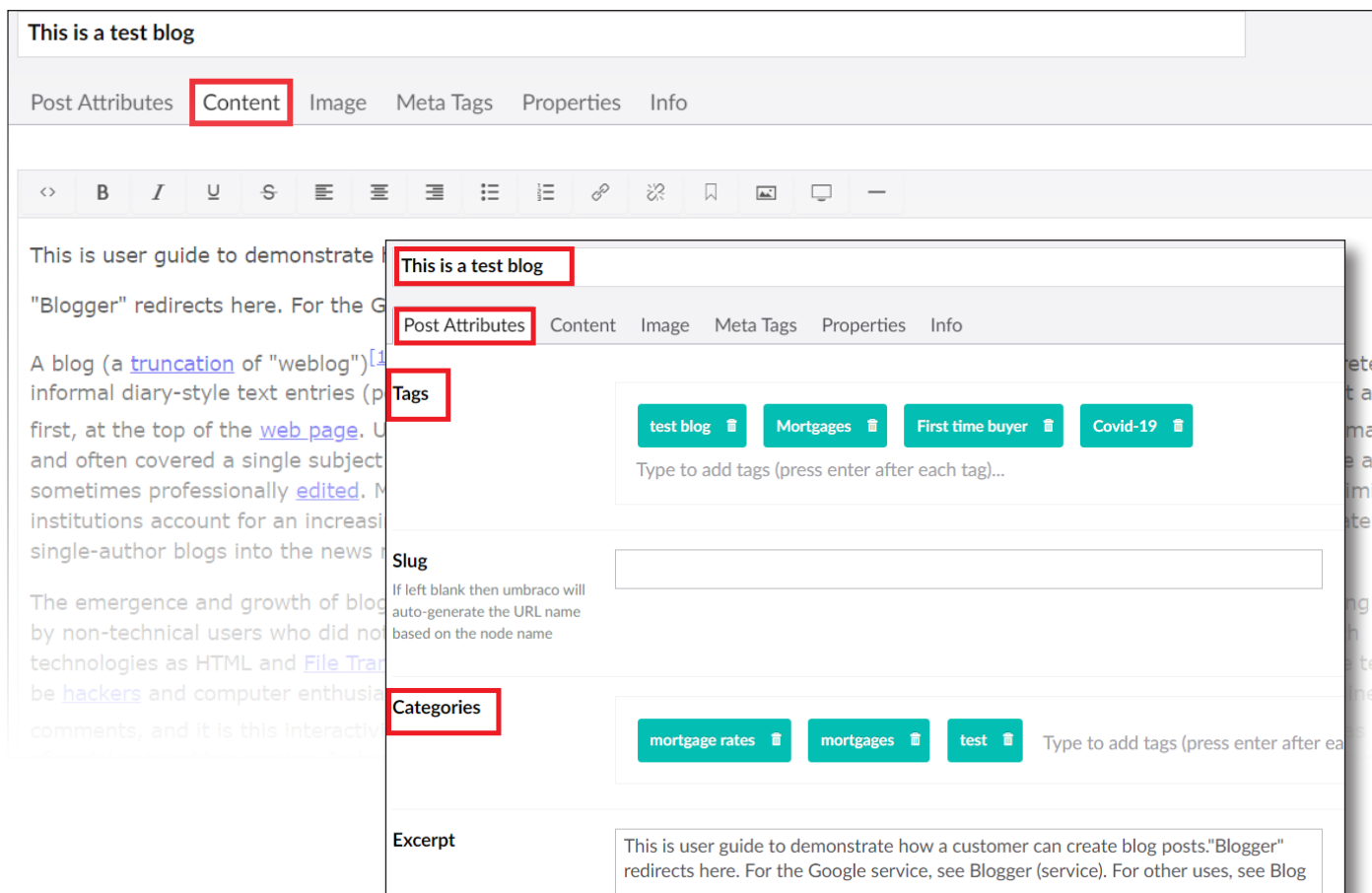
Navigate to the Post page underneath the main Blog page in Umbraco.



Click Create and select Articulate Rich Text



You are now ready to create your post. Work your way through the tabs and click Save and Publish.



This is an example of what the above Blog post would look like:

Blog Title: *This will be the same for all your posts*

Post Title: *Title of each post*

Tags: *a blog tag is a word or phrase that describes a blog post*

Categories: *A blog category is a topic you address on your blog*

Content: *The content of your post.*

Hayley's Blogs

CATEGORIES



This is a test blog

FRIDAY, FEBRUARY 26, 2021

CATEGORIES [MORTGAGE RATES](#), [MORTGAGES](#), [TEST](#)

POSTED IN [TEST BLOG](#), [MORTGAGES](#), [FIRST TIME BUYER](#), [COVID-19](#)

This is user guide to demonstrate how a customer can create blog posts.

"Blogger" redirects here. For the Google service, see [Blogger \(service\)](#). For other uses, see [Blog \(disambiguation\)](#).

A blog (a [truncation](#) of "weblog")^[1] is a discussion or informational [website](#) published on the [World Wide Web](#) consisting of discrete, often informal diary-style text entries (posts). Posts are typically displayed in [reverse chronological order](#), so that the most recent post appears first, at the top of the web page. Until 2009,