Editing Blog Posts

Adding Resources

- Click on "Pages"
- Click on "Resources" (with pen symbol)
- On left side, click "+" to add a page
- Enter a post title – this will appear as the resource's name when you link it to a page
- Click "Save" to save your work or "Publish" if you're ready to post the resource
- Click "Edit" and "Blog Post Settings" (gear symbol in top right corner)
- Click "Content" → "Categories" → type department name of the department page you want it to automatically appear in; multiple departments can be added
- Go back
- Click "Options" → turn on "Link Post Title to Source URL" – this will take the viewer directly to the resource rather than to the resource page and then to the content, but will need a source URL (explained later)
- Under post title, add some text so you can create a hyperlink to your resource
  - Highlight the text → click on link button → click on gear button
  - Add in your URL, file, etc. that you want to share as your resource
  - Go to "Upload file" if your resource is a file, then click the file until a check mark appears to the left of the file name
  - Click "Save," "Apply"
- Click on your hyperlink under the post title → select "Edit" → copy the source link in the 2nd line
- Click on "Blog Post Settings" (gear symbol in top right corner) → select "Options" → paste the source link in "Source URL" → "Save" and "Close"
- Click "Save" in top left corner to save overall blog post edits
- The resource should automatically appear in the department page(s) you added in "Categories" under the resource section