

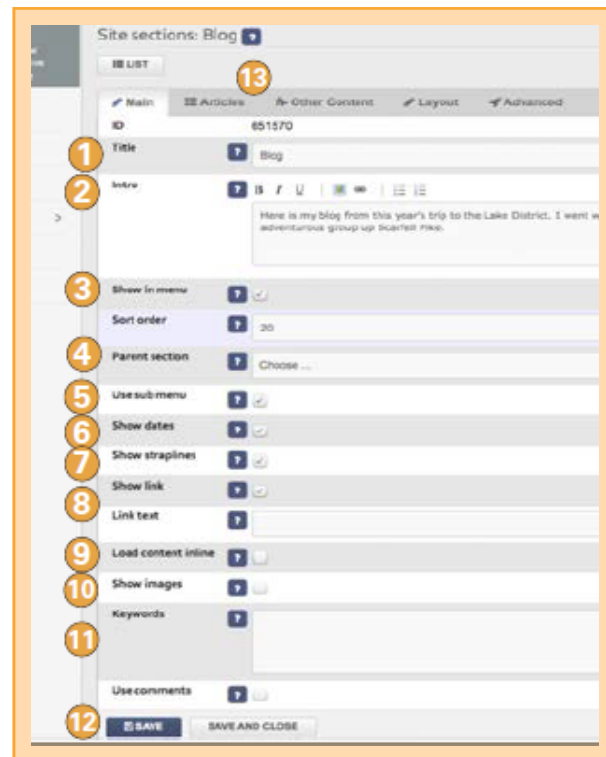
## 1. Introduction

A blog can be a great way to give your website visitors an insight into who you are and the work that you do. Our system makes it really easy to create them using a **Multi page** section, which allows you to list a series of **Articles**, typically in date order with an optional link for further information. Ideal for blogs, news pieces, admin notices, etc. Here we show you how to create one, as well as some styling and layout ideas.

## 2. Stage I: Creating the Section

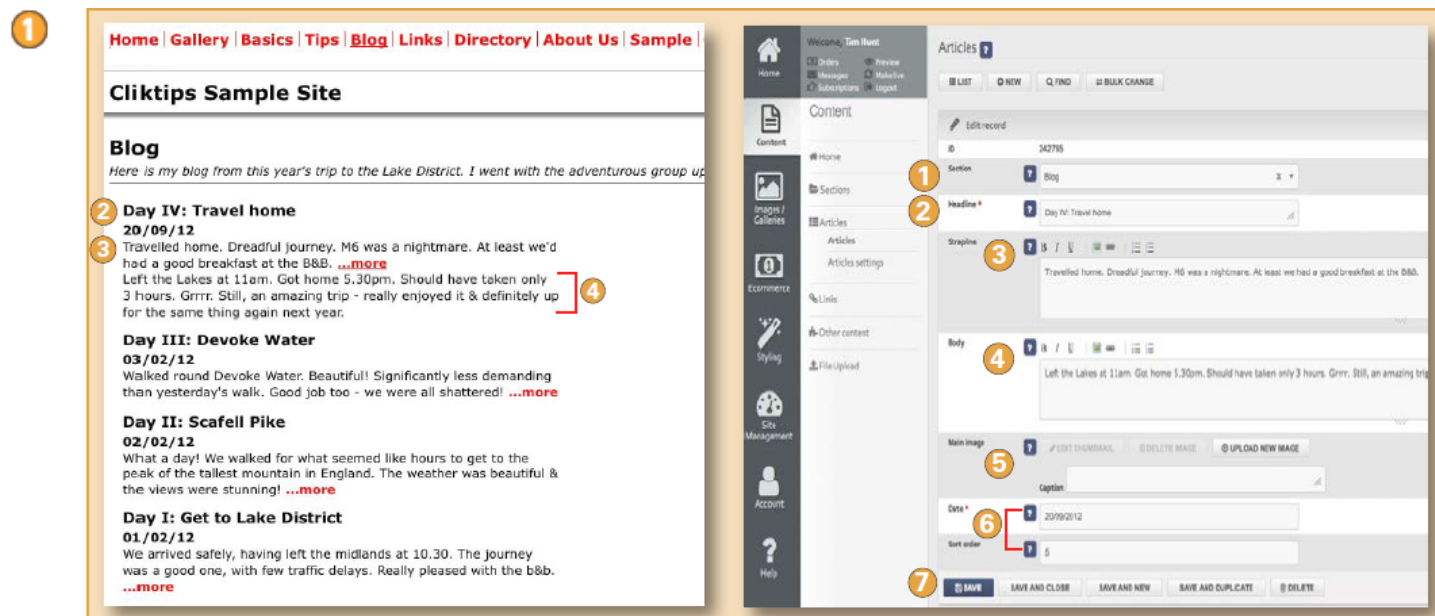
The first stage is to create the main Blog section. Click on **Content > Sections > Under Add new section** (in the top left), choose **Multiple page** section from the drop down menu > Enter the name of that section (eg Blog) > Click on the **ADD SECTION** button > Whilst most of the fields are self-explanatory, here are some brief notes if you're unsure of any of them.

- 1 **Title.** Appears in your main menu and section heading, eg Blog.
- 2 **Intro.** The text that appears at the top of the section. Leave blank if not required.
- 3 **Show in menu and Sort order.** Tick for this section to appear in your main menu and use **Sort order** for where you want it to appear in the menu.
- 4 **Parent section.** Leave for the time being.
- 5 **Sub menu.** If you tick **Use sub menu** then the article headings will appear as drop downs when the user hovers over the menu heading (see upper right for an example).
- 6 **Show dates.** Tick if you would like the dates to appear, in which case the system will list articles in date order (most recent first), unless you override by using the **Sort order** in the respective article.
- 7 **Show strapline.** Tick this box to show the introduction from each article on the list page. We recommend you use this option.
- 8 **Show link and Link text.** If you want links to be shown, tick here (recommended). This defaults to '....more' but you can change it to whatever you want.
- 9 **Load content inline.** If you tick this box, the main text from the article drops down, rather than linking through to a fresh page. (See upper screen grab).
- 10 **Show images.** This is quite a handy feature. If you post an image on the article, then it will also show as a thumbnail on the main list of articles page.
- 11 **Keywords and Use comments.** Leave these two blank for the time being.
- 12 **SAVE**
- 14 **Articles tab.** Tip: this tab is handy to view, edit and add Articles for this Section (see 3. below).



### 3. Stage II: Creating Articles

Now that you have created your main Blog section, you can now post individual entries to the blog, or **Articles**. To create an Article > Click on **Content** in the admin system > **Articles** > Click on **New** at the very top, or click on edit (the pencil icon) against one of the default articles.



Section. Select which Section you would like this Article to be assigned to. (Very important or else it won't appear!)

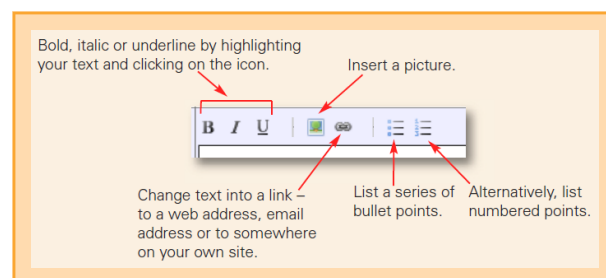
- 2 **Headline.** This appears at the top of the article.
- 3 **Strapline.** The introductory text. Sometimes it's worth copying this into the start of the **Body** text as well, as Articles can sometimes be viewed without the Strapline, which may cause confusion.
- 4 **Body.** This is the main body text for the Article.
- 5 **Main image.** If you upload an image it will show at the top of the article as an enlargement (to change the image dimensions for your articles, click on **Content > Articles > Article settings**).
- 6 **Date and Sort order.** If you have selected **Show dates** when setting up the Section, then the date you enter will appear here and all articles will be listed in descending date order. Otherwise you can use **Sort order** (if so, remember to use high numbers, eg 10, 20, etc, so that if you need to change it at a later stage, you have more flexibility).
- 7 **Don't forget to click on SAVE when you're finished!**

Once you have entered a few articles, have a **Preview** to see how it looks and works. All you now have to do is keep your blog up to date!

### 4. Tips

#### 4.1 Don't forget you can use our text formatting features

Spice up your blog entries with some text formatting, or inserting additional images. Converting text into a link is also a good way of making your site look professional. Further instructions can be found by downloading **Kliktips Guide C2 Formatting text**.



## 4.2 Add a carousel of images

You can also insert one of our carousels on your main blog page and/or on the articles themselves, as we have done on the right column in this example. This can be quite effective if you would like to show a series of images to illustrate what you are writing about. For instructions have a look at [Cliktips Guide B2 Carousels](#).

## 4.3 Use the drop down menu

Likewise, if you would like the headline for all of your blog entries to appear as a drop down when the user hovers over **Blog** in the main menu - as in this example - just tick **Use sub menu** in your main Section record.

