

Blog

Dashboard: www.cityofmadison.com/user

Blogs post information to your agency site. Blog posts are more informal communication than other content types, such as News Releases. Blogs allow you to add text, images, links, and YouTube videos, and to categorize and tag your posts.

Creating a Blog Post

Select “**Create**” next to “Blog.”

Enter the following:

1. **Title:** Enter the title of your blog post.
2. **Body:** Enter the content of your blog post. You can paste text from a Word Document, add links and images, and format text as needed.
 - a. Be sure to use **Headings** (listed under **Format**) to organize your post, starting with a **Heading 3**.
3. **Edit Summary:** By clicking the Edit Summary link, you can enter a short 150-character summary of the post. If you do not enter a Summary, the first 150 characters of the Body are used anywhere a preview displays instead.
4. **Blog Category:** Select one or more Categories that apply to your blog post. This is the primary method you have for organizing blog posts, so consider this carefully.
 - a. If you need another category added to your blog, contact the Web Team. Categories should only be added when you anticipate making many posts that will fall into that category, and should not be used for temporary, infrequent, or short-term topics.
5. **Tags:** Tags provide an additional way to group related posts together. Tags are similar to, but more specific than, categories. The use of tags is optional.

Editing a Blog Post

1. Click “**Manage**” next to “Blog.”
2. Find the Blog post that you would like to edit, and click the “**Edit**” link.
3. Make desired changes, and click “**Save**.”

Contact:

Requests: Eric Olson, eeolson@cityofmadison.com

Technical issues: HelpDesk, helpdesk@cityofmadison.com