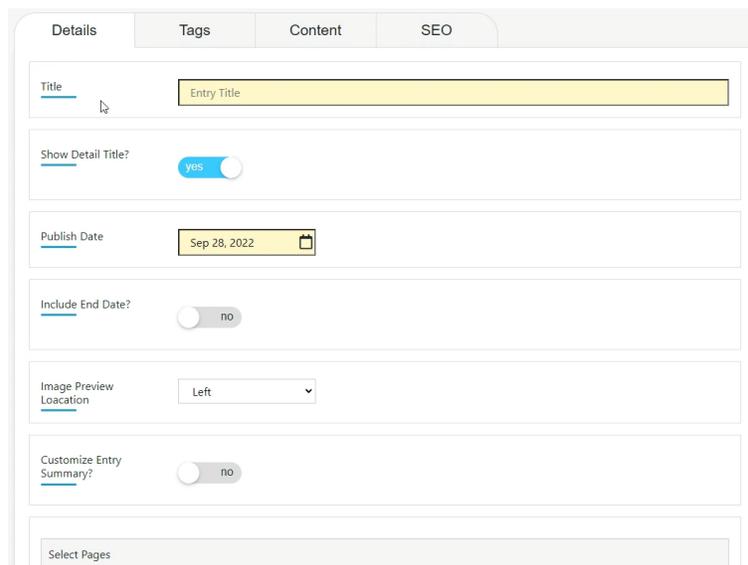
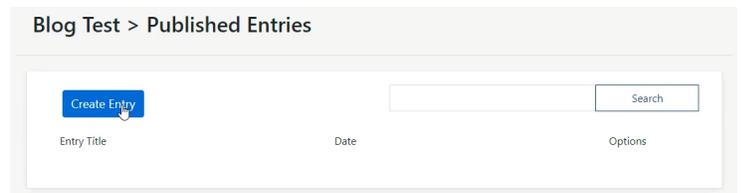


This is a walkthrough on editing your news/blog.

1. To edit your news/blog, select the **Edit Page** button in the top right corner.



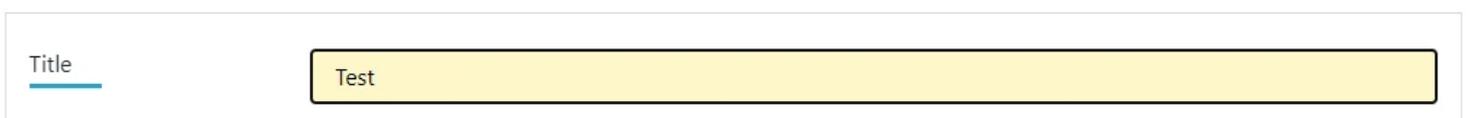
2. From there, you will select **"Create Entry"**. This will bring you into the details of the news/blog article.



The screenshot shows the 'Details' tab of the entry creation form. The form has several sections: 'Title' with a text input field containing 'Entry Title' (highlighted in yellow); 'Show Detail Title?' with a toggle switch set to 'yes'; 'Publish Date' with a date picker showing 'Sep 28, 2022' (highlighted in yellow); 'Include End Date?' with a toggle switch set to 'no'; 'Image Preview Location' with a dropdown menu set to 'Left'; 'Customize Entry Summary?' with a toggle switch set to 'no'; and 'Select Pages' at the bottom.

*Note: Anything highlighted in yellow is required to be filled out before you can save your entry.*

3. First, you will fill out the title of the news/blog entry.



The screenshot shows the 'Title' field in the entry creation form. The text input field contains the word 'Test' and is highlighted in yellow.

4. Next you can choose to have a Show Detail Title. If you choose to have one, it will appear between the date and the back button.

## Google's Most Recent Core Updates

[◀ Back To Blog](#)

JAN 31, 2022

5. Choose a publish date. This can be a past date, today's date, or a future date. The article will not be public until the date has come around.

Publish Date

Include End Date?

Image Preview Location

Sep 2022						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

6. You can also choose to have an end date. When this date has passed, the post will no longer be visible to the public on your website.

7. Next, you will choose your Image Preview Location. This can be to the left or right of your entry summary.



## A Change in Leadership and a Vision 20 Years in the Making

FEB 7, 2022

[READ MORE](#)

8. Next, you will choose if you would like to customize your entry summary. If you decide yes, then you will input preview text or any other media in the populated text block. If you select no, then the entry summary will be the first few lines of pulled text from your article.



Customize Entry Summary?  no

9. If you have more than one blog page posted, then they will appear in a list. Here, you can select one or more of the pages that you would like your news article to be posted on.

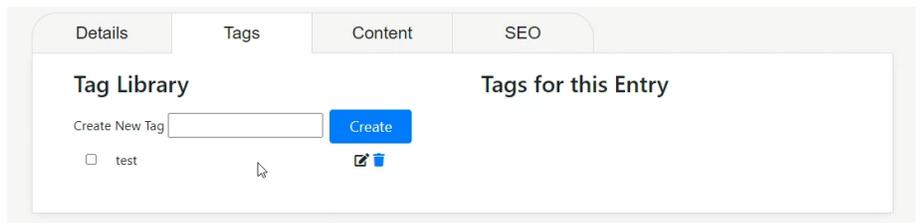


Select Pages

Blog

Blog Test

10. Under the tags section, you can create tags.

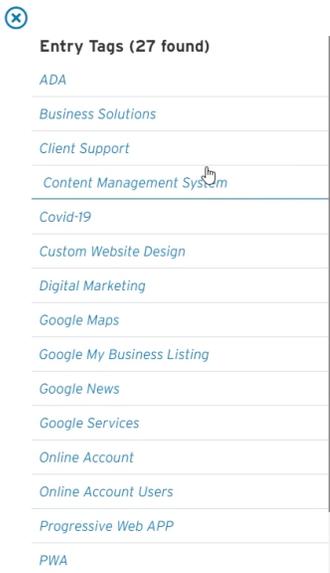


Details Tags Content SEO

Tag Library Tags for this Entry

Create New Tag  Create

test  

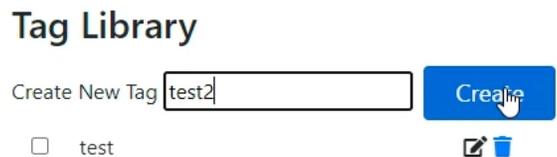


Entry Tags (27 found)

- ADA
- Business Solutions
- Client Support
- Content Management System
- Covid-19
- Custom Website Design
- Digital Marketing
- Google Maps
- Google My Business Listing
- Google News
- Google Services
- Online Account
- Online Account Users
- Progressive Web APP
- PWA

Here are the tags that Legend Web Works uses to filter our blog posts. Site visitors are able to click on any tag to view posts that associate with that tag.

To create a new tag for your post, type in the tag into the "Create New Tag" box and select Create.



Tag Library

Create New Tag  Create

test  

11. You will checkmark the tags that you would like to use for your news article. ALL tags that you have made on your website will appear in the list under Tag Library. Once you select a tag that you would like to use, it will appear under Tags for this Entry.

### Tag Library

Create New Tag

<input checked="" type="checkbox"/>	test2	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	test	<input type="checkbox"/>	<input type="checkbox"/>

### Tags for this Entry

test2

*Note: To delete a tag from a specific entry, click the checkmark again. To delete a tag for good from your library, click the trash can icon.*

12. The third tab is for actual news article content. Here, you can select the create button and choose to create either a text block or a gallery block.

Details | **Tags** | Content | SEO

- Text Block
- Gallery Block: Single Image
- Gallery Block: Split Landscape
- Gallery Block: Split Portrait
- Gallery Block: Three Portraits
- Gallery Block: Mixed

13. The final tab is for SEO. You can choose to have a Page Title, Page <h1>, Page Description, or Page Keywords associated with this news article.

Details | Tags | Content | **SEO**

Page Title

Page <h1>

Page Description

Page Keywords

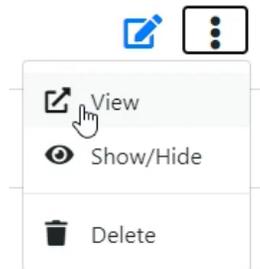
**14. Once the news article is published, we can click Published Entries to view all the published news articles.**



**15. Click the pencil icon associated with any of your news articles to edit the article.**

What is a Landing Page?

Jan 3, 2022



**16. If you click the three dots, you have the option to view the news article itself, show or hide the article on your website to the public, or delete the article.**