

Blog Creation

How to Create a Blog?

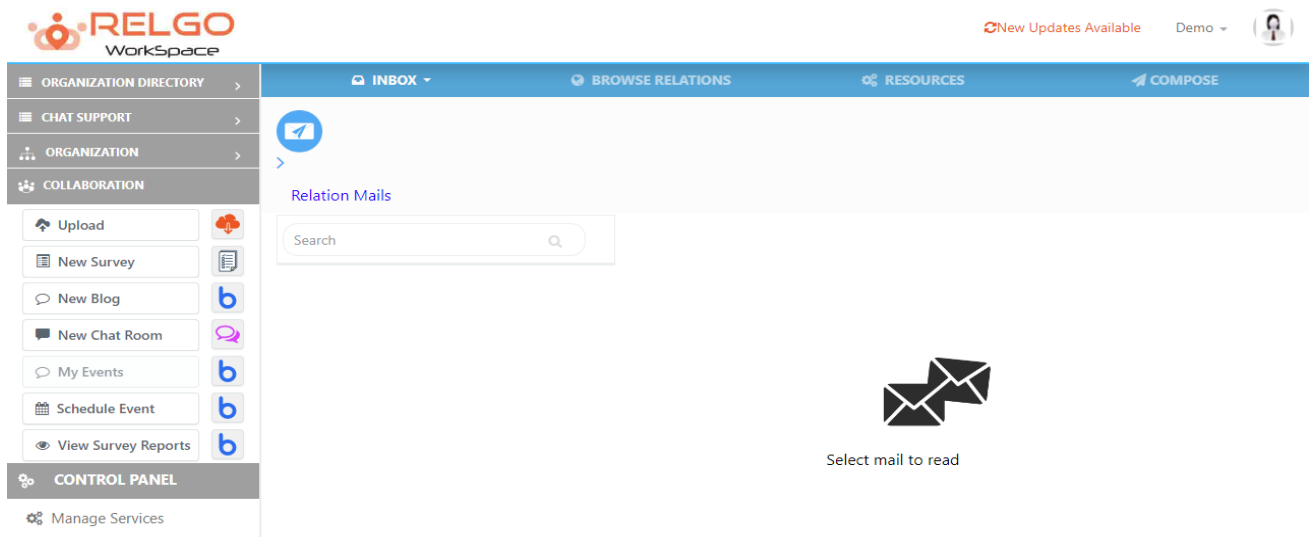
In this Relgo Workspace, we can create our Own blog through following the below steps:

Step 1: Open www.relgo.com site



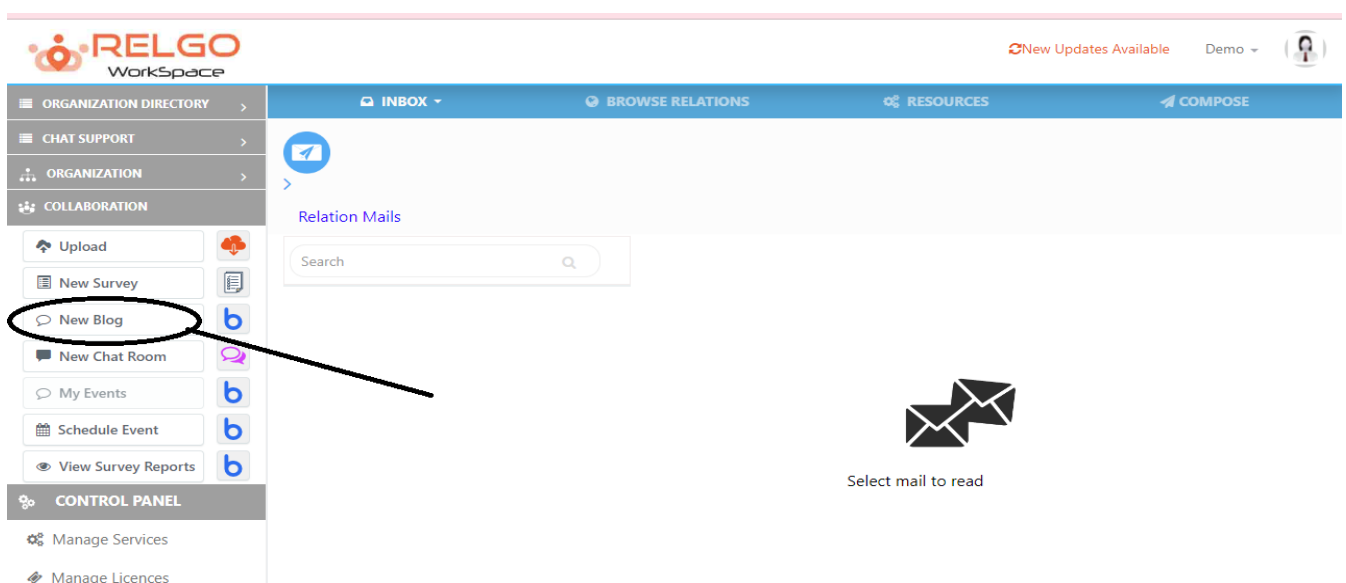
Step 2: Login with your credentials to Workspace site

Login to Workspace using the valid credentials.



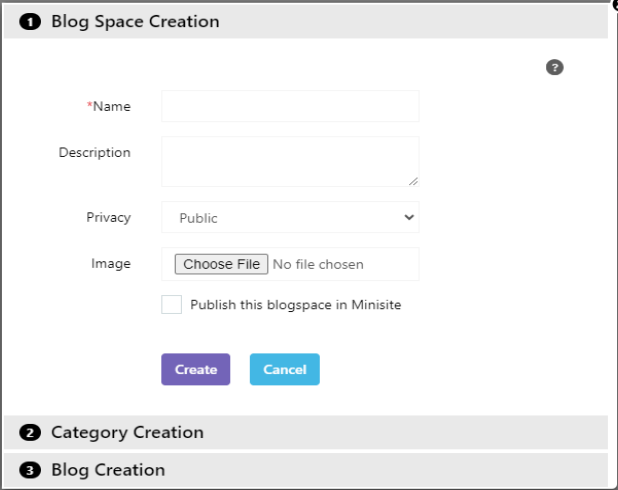
Step 3: Click on New Blog

Under Collaboration click on new blog to create blog



Step 4: Create Blog Space

First step is to create the blog space. Blog space is nothing but creating a space for individual feature/blog related to one specific topic. We can create N no of Blog spaces.



The screenshot shows a modal window titled "1 Blog Space Creation". It contains the following fields and controls:

- *Name**: A text input field.
- Description**: A text area with a small icon at the bottom right.
- Privacy**: A dropdown menu currently set to "Public".
- Image**: A file upload control with a "Choose File" button and the text "No file chosen".
- ☐ Publish this blogspace in Minisite
- Create** (purple button) and **Cancel** (blue button) buttons.

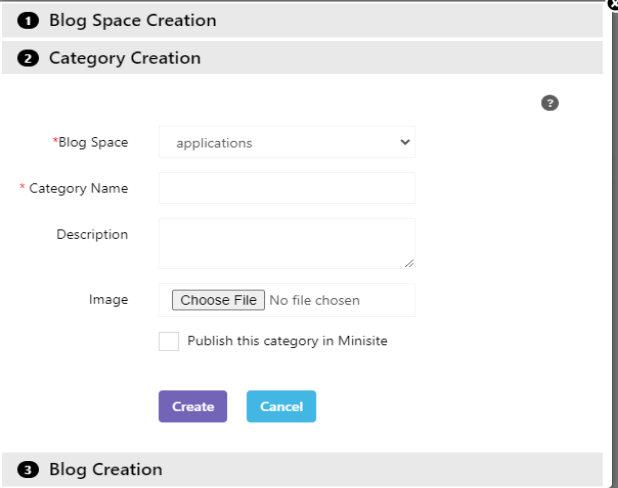
At the bottom of the modal, there are two more steps listed: "2 Category Creation" and "3 Blog Creation".

Step 5: Create Category

Once the Blog space is created, next is create a category. Each Blog space many contain number of categories.

While creating category, select the Blog space to which the category needs to be created.

One can upload the image to the Category by browsing the image in the given field.



The screenshot shows a modal window titled "2 Category Creation". It contains the following fields and controls:

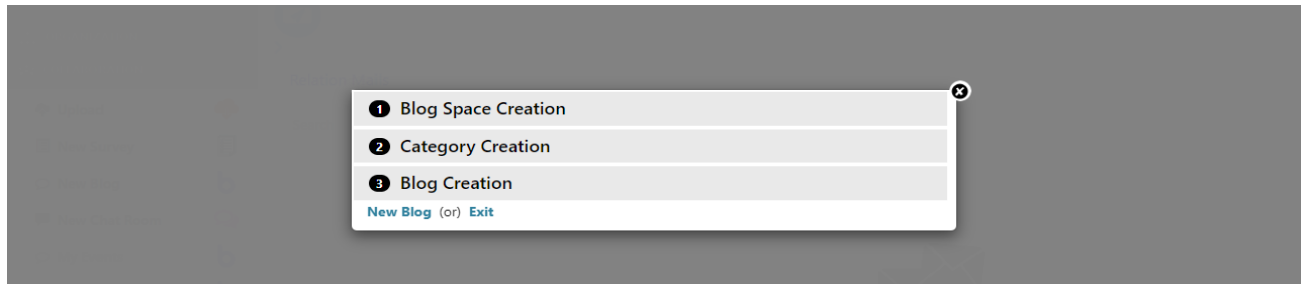
- *Blog Space**: A dropdown menu currently set to "applications".
- *Category Name**: A text input field.
- Description**: A text area with a small icon at the bottom right.
- Image**: A file upload control with a "Choose File" button and the text "No file chosen".
- ☐ Publish this category in Minisite
- Create** (purple button) and **Cancel** (blue button) buttons.

At the bottom of the modal, there is one more step listed: "3 Blog Creation".

Step 6: Create Blog

After creating Blog space & Category, next step is to create Blog.

By clicking on New Blog, page will be redirected to the Blog creation page.



Blog Creation Page:

Provide the Blog Name in the respective field.

The screenshot shows the 'RELGO Workspace' interface. At the top right, there's a notification 'New Updates Available' and a 'Demo' dropdown. The main header is 'Blogs'. Below it, there are filters for 'BlogSpace' (set to 'applications') and 'Category' (set to 'HRM'). The main form area has a 'Blog Name' field (circled in red) with the placeholder 'Create a Blog Name'. Below it are 'Image' and 'DocumentUpload' sections, each with a 'Choose File' button and the text 'No file chosen'. There's a checkbox labeled 'Publish this blog in Minisite'. The 'Blog Message' section features a rich text editor with various formatting tools. At the bottom, there are three buttons: 'Save' (green), 'Preview' (blue), and 'Close' (red).

Image to the Blog can be uploaded in the provided section by browsing.

Document can be attached to the Blog by uploading the document using the respective field.

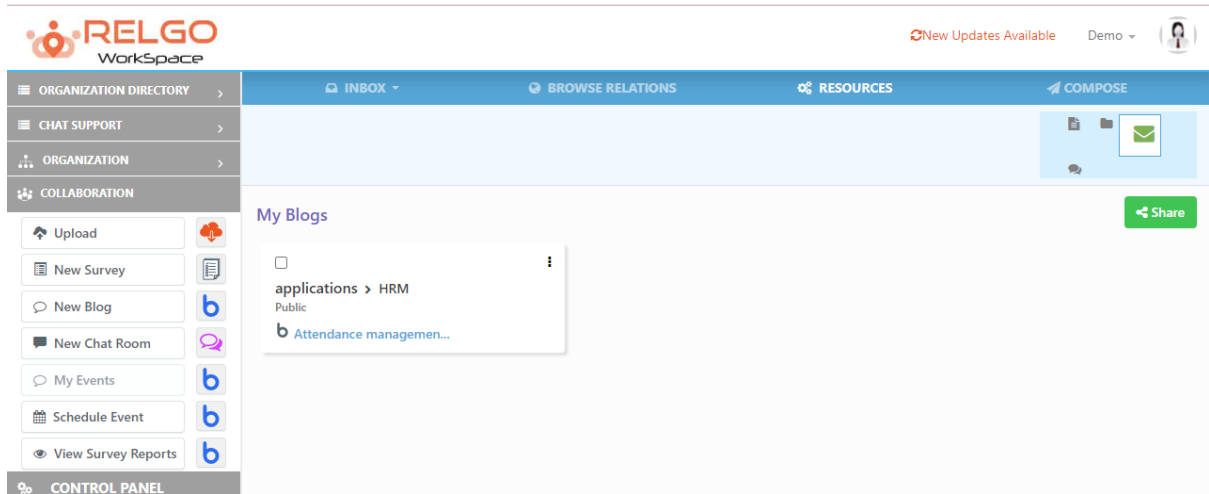
Category	HRM
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Save Preview Close

Preview option is also available to preview the Blog before saving.

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Save Preview Close



Finally Blog is created successfully.