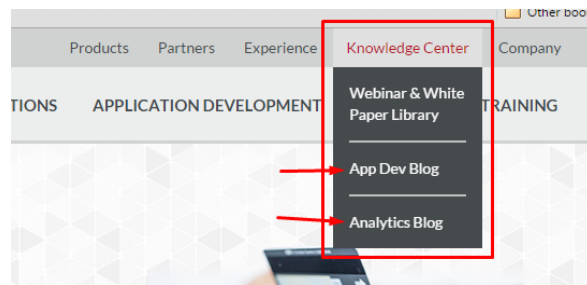


## Contents

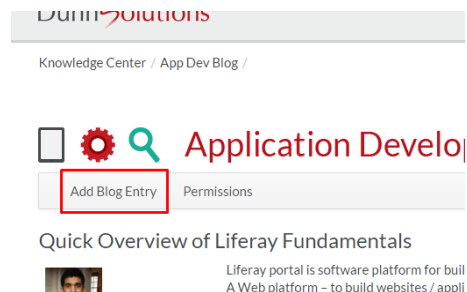
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## Adding blog posts to dunnsolutions.com

1. Go to <http://www.dunnsolutions.com/content/login>
2. Login using your Active Directory credentials (the same login you use for the Dunn network)
3. From the top navigation mouse over "Knowledge Center" and select "App Dev Blog" or "Analytics Blog" depending on where you want add a new post

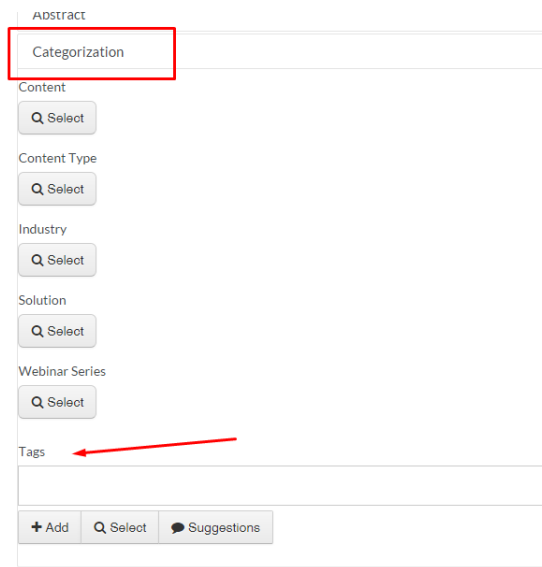


4. To add a new post, click on the "Add Blog Entry" link

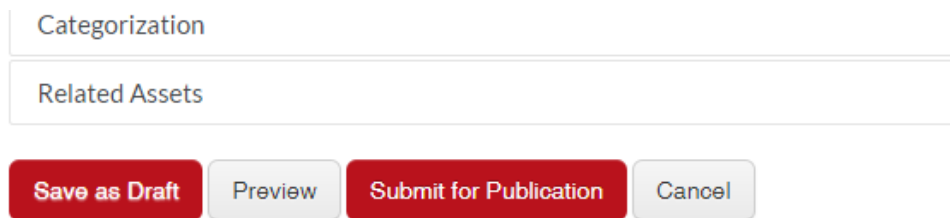


5. On the New Blog Entry screen you can draft your blog. Fill in the Title and enter your Content

- Expand the Categorization section below (if it is not already expanded) to add tags to your entry. Simply start typing the word you want to add as tag and then click "Add" button

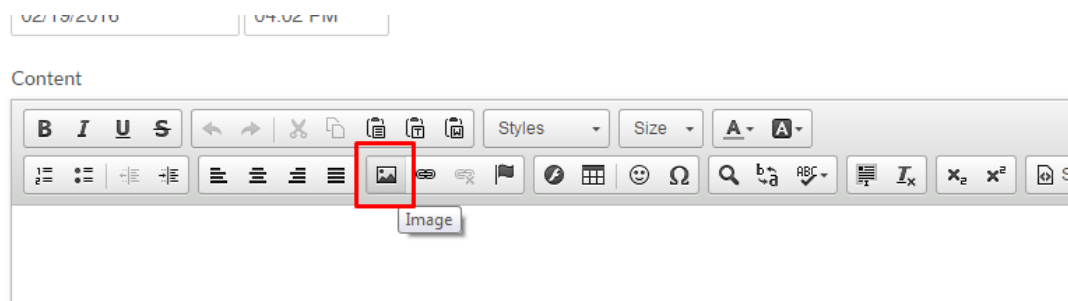


- To save your blog, click "Save as Draft". You can also "Preview" the entry or "Submit for Publication" if your entry is completed

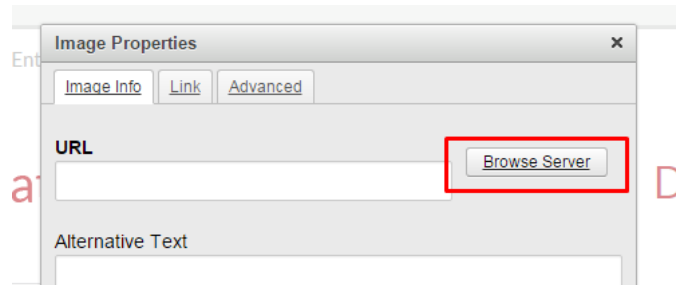


## Adding images to your blog entry

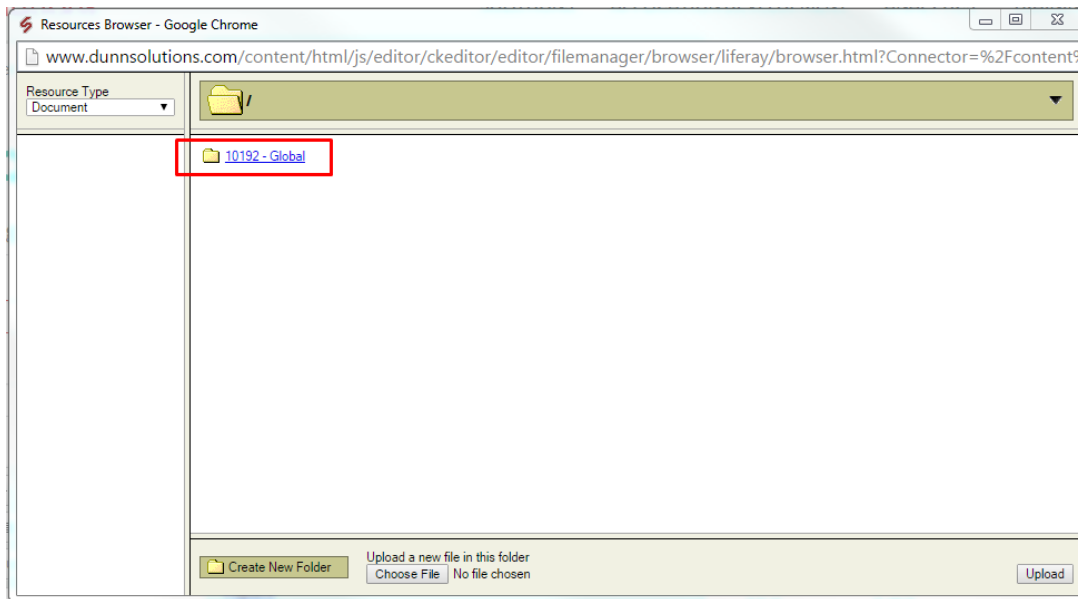
- In the blog editor, click on the image icon to add an image



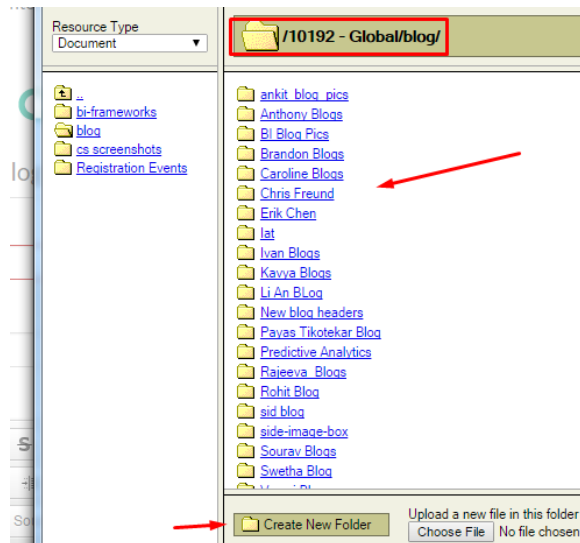
2. The Image Properties window will display. Click the "Browse Server" button



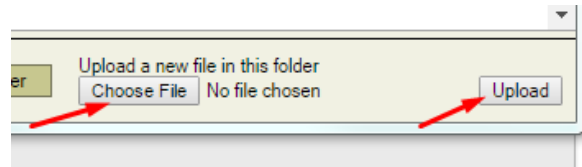
3. The Resources Browser window will display. Click on the Global folder



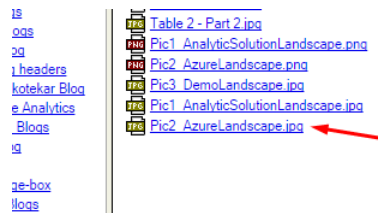
4. Navigate to the "blog" folder, then select an existing sub-folder or create your own



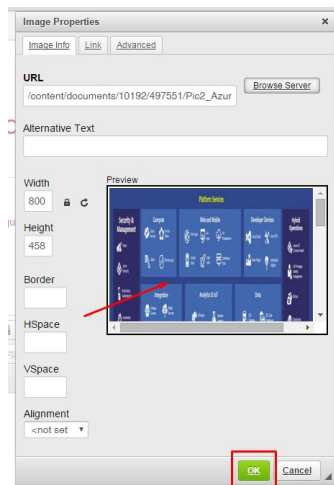
- To upload your image, click the "Choose File" button, select the image on your machine and then click "Upload"



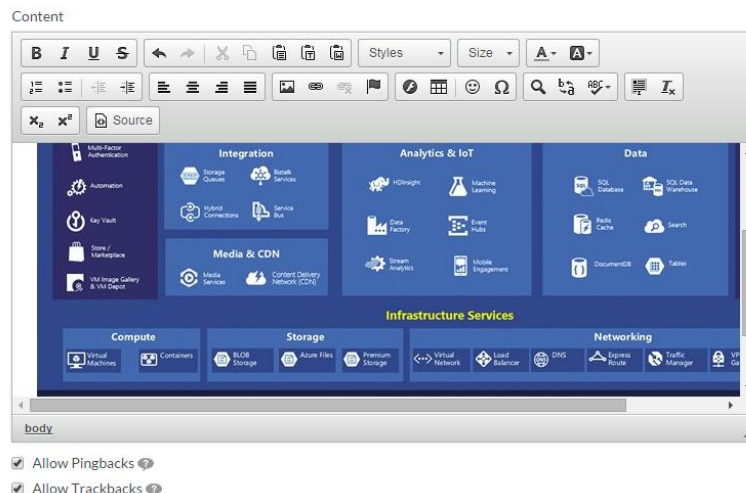
- Your image should display in the list. Select the image filename to add it to your entry



- You will now see a preview of your image in the Image Properties window. You can add "alt" text for your image, adjust the width/height and set the alignment. When you are happy with your adjustments, click the OK button

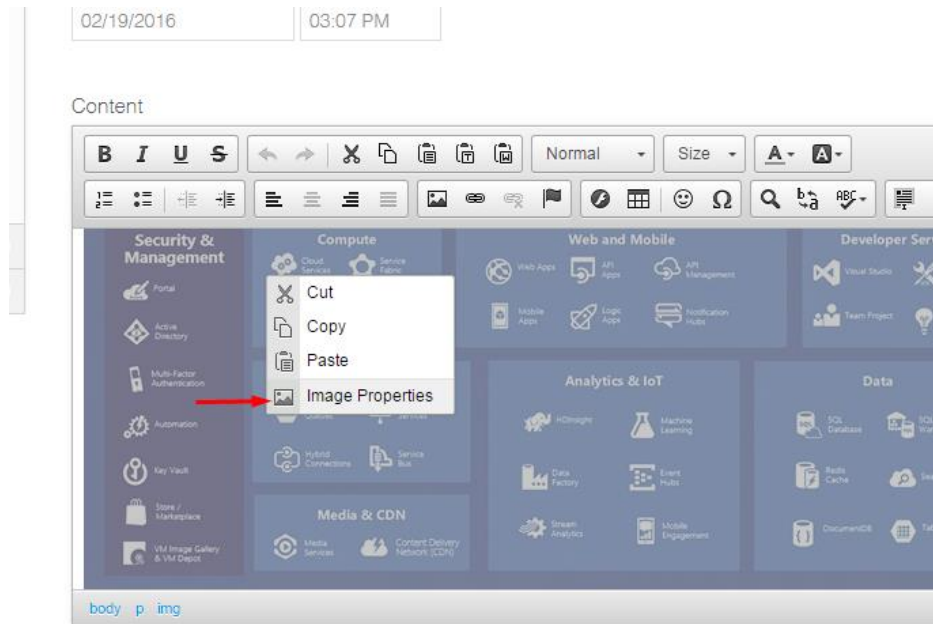


- The image is now in your blog entry! Hooray!!



## Editing images in your blog entry

1. If you need to adjust an image which has already been added to your blog entry, **right click** it to open the Image Properties window



Allow Pingbacks

