

ADDING JOURNAL ENTRIES TO A PAGE

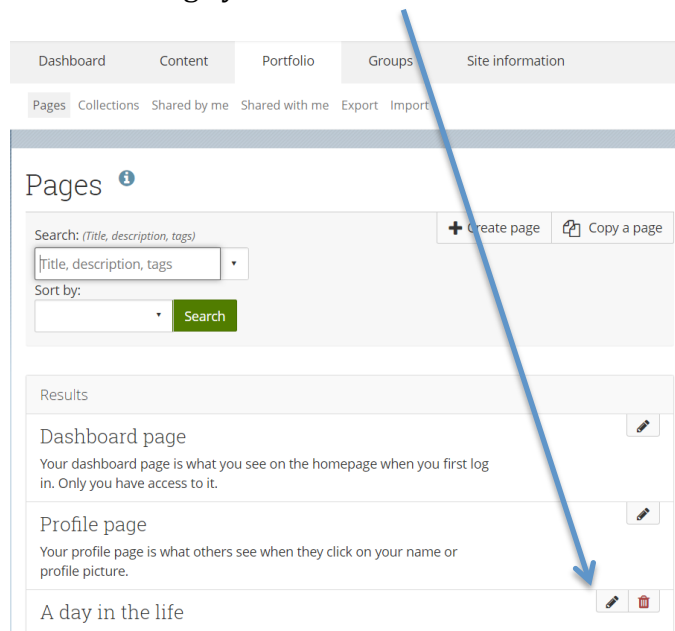
All journal entries you make are private to you until you add them to a page and share with others..

Add your journal entries to your page by doing the following:

Click on: Portfolio

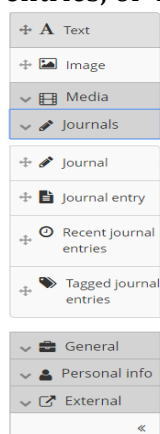
Click on: Pages

Select the Page you would like to edit



Click on the Journal tab on the left hand side.

You have the choice of adding: a full journal, a Journal Entry, Recent journal entries, or Tagged Journal entries

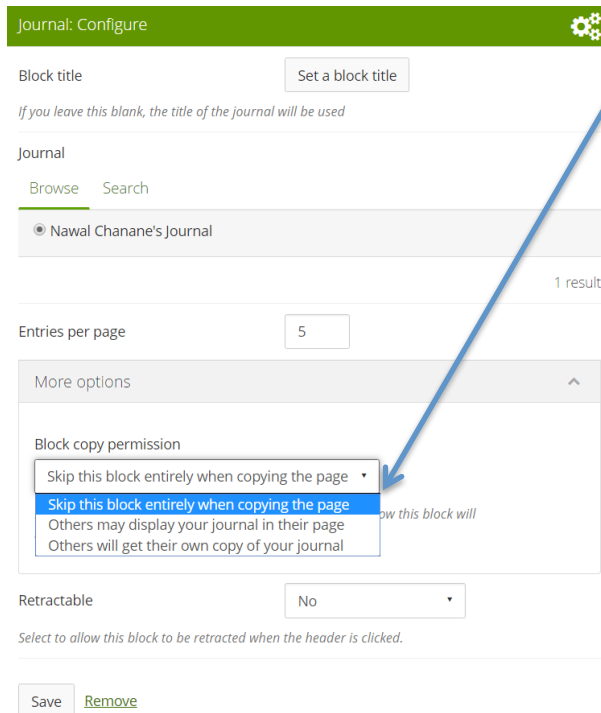


Drag the option from the Journal block and drop it into your page.

The following example shows how to set up an entire Journal on your page.

Select the Journal you need, and select the permissions from the Block copy permission area.

Click on [Save](#).



Journal: Configure [Settings icon]

Block title
If you leave this blank, the title of the journal will be used

Journal

Browse Search

● Nawal Chanane's Journal

1 result

Entries per page

More options ^

Block copy permission

- Skip this block entirely when copying the page
- Skip this block entirely when copying the page**
- Others may display your journal in their page
- Others will get their own copy of your journal

Retractable
Select to allow this block to be retracted when the header is clicked.

[Save](#) [Remove](#)


Your screen will look like the following if you have selected JOURNAL. This will allow you to add new entries by clicking the [+ New entry](#) button.



+ Nawal Chanane's Journal [Settings icon] [Trash icon]

+ New entry

A day at AUT

 Posted by Nawal Chanane on 21 February 2017, 10:42 AM

This is my first day at AUT

 [Add comment](#)