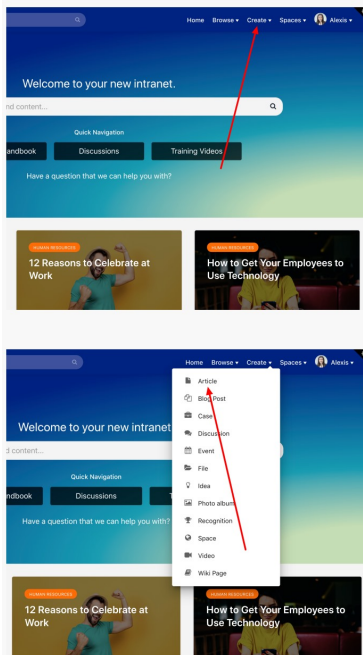


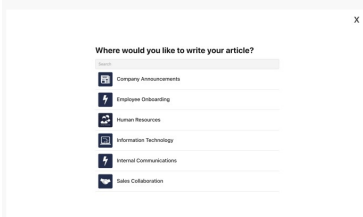
Create Article

Version 28

Published 2/2/2017 08:02 PM by [Anonymous User](#) Last updated 2/20/2024 01:10 PM by [Vladana Garic](#)



In the modal that opens, select the space you want to post to.



Fill in the required sections:

- **Headline:** The title of the article
- **Summary:** A summary that will appear beside the article in the [Space Activity Stream](#)
- **Article body:** The main content of the article
- **Parent category:** The category of the article, dependent on the space you are publishing to

Fill in optional sections:



- **Upload a featured image:** An image that will appear beside the article in the Activity Stream. You can upload an image from your computer, your albums, your clipboard, or your webcam.
Suggested aspect ratio: 4:3
- **Author:** Set an author to [Ghostwrite Content](#) .
- **Add tags:** Keywords that can help others find your entry. Use spaces to separate tags. Use an underscore or dash to combine separate words into one tag (e.g., Vacation-Policy). Click to see Popular Tags and Tag Groups.
- **Meta information - Meta title, Meta description:** Information to help users find the article.
- **Related articles:** Other articles users may be interested in after reading your article
To add a related article:
 1. Search for an article
 2. Click the article


3. Click Add

- **Attach files:** Add files relevant to the article. Drag and drop files into the area, or click **Select files**.
- **Publication date:** Set the article to publish at a certain time and date. If you enter a future date, you can access the article later in [Manage Space](#) or [My Content](#) .
If you leave this section blank, the article will publish immediately.
- **Expiration date:** Set the article to expire at a certain time and date. Check **Show content after expiry** to make the article available after its expiration.

Check optional features:

- **Featured:** Make the article a featured post in the space
- **Required reading:** Require users to mark the article as read
- **Allow comments:** Allow users to comment on the article
- **Allow non-members comments:** Allow users who are not logged in to comment
- **Allow likes:** Allow users to like the article and comments on the article
- **Allow ratings:** Allow users to rate the article and comments on the article

communifire  

Home Browse ▾ Create ▾ Spaces ▾  Alexis ▾ 

Add Article


Headline *

Summary (A short plaintext summary for use in list views.) *

Article body *

File ▾ Edit ▾ Insert ▾ View ▾ Format ▾ Table ▾ Tools ▾ Help ▾

Upload a featured image



Parent category *

Select category ▾

Attach files

Drag and drop files here.

Select Files



B *I* U ~~S~~ A **A** “ ” ?

0 words

Add tags

Add tags

+

Publication date [Clear](#)

Publication date

Expiration date

Expiration date

Options

- ☐ Featured
- ☐ Required reading
- ☒ Allow comments
- ☒ Allow likes

Meta information [\(show\)](#)

 Allow ratings

Related articles

Type article title...

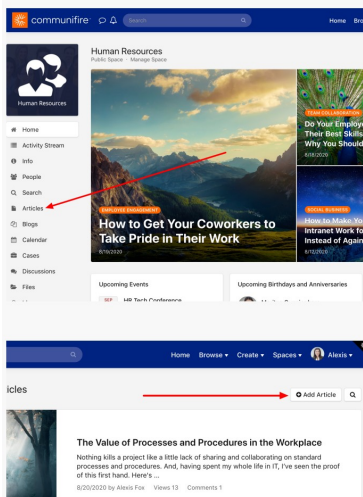
Add

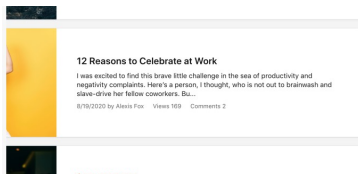
Save and Publish

Cancel

Save as Draft

Alternative Way





Related

[Axero Intranet Browser Extension](#)

Quickly share external links in Communifire using the Communifire browser extension.

[How to Display Featured Content on Your Homepage](#)

You've been given a task to share information with the entire organization, and you want to quickly and easily share the new exciting information with everyone by posting it on your homepage. In this guide, you'll learn how to make important information visible on your homepage.

[Rich Editor Table of Contents Guide](#)

Generate a table of contents based on the headings in your content. The table of contents will display the main headings in your content. People can quickly jump right to specific sections in the content using the table of contents.

[Rich Editor Templates Guide](#)

You can create document templates to be used in the rich text editor. This allows your site administrator or space administrators to create HTML templates that users can select from a dropdown and insert into the editor textarea. If you create a lot of documents using a uniform layout, this saves you time and effort by creating a standard HTML layout for your template.

tags : member