

# Writing in Blox

## Log in to BloxCMS-

Go to <https://admin-newyork1.bloxcms.com> and enter your username and contract.

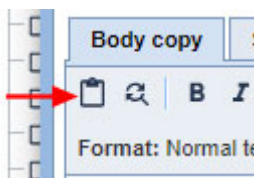
Click the “hamburger” icon in the top left of the screen. Under “Editorial,” click “Assets.”

## To create a new article

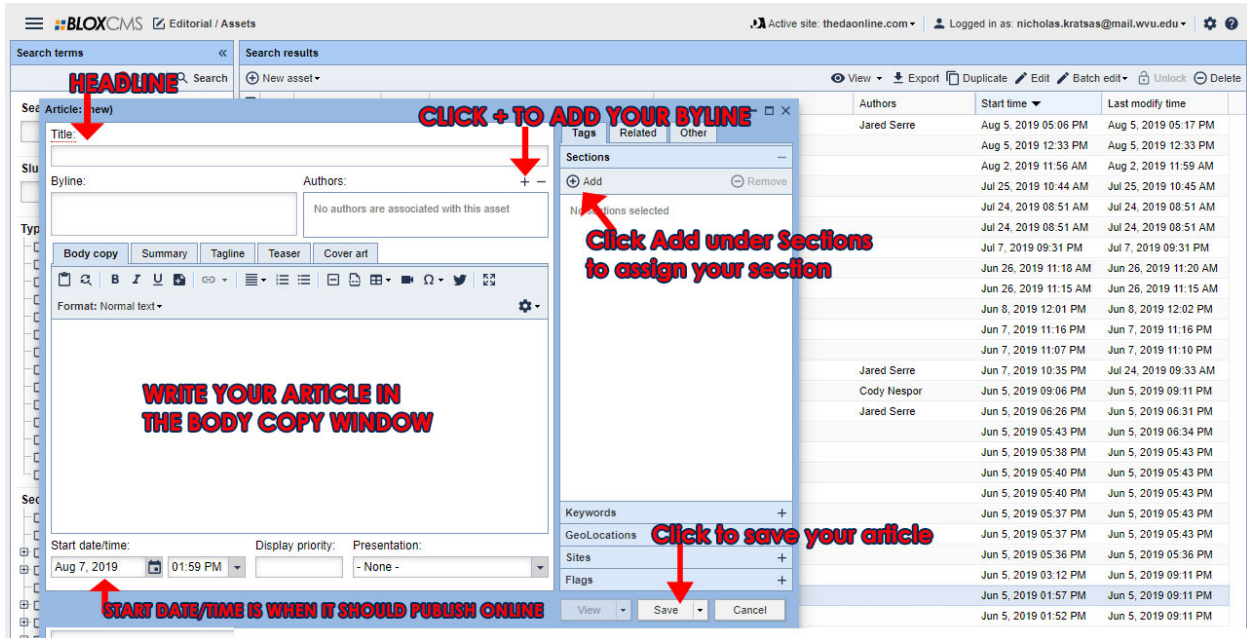
Under “Search Results,” click “New Asset>> Article.” The Article (new) box appears.

Title	Workflow	Authors	Start time	Last modify time
Merged article	news (2)	Jared Serre	Aug 5, 2019 05:06 PM	Aug 5, 2019 05:17 PM
	DA Workflow / Original		Aug 5, 2019 12:33 PM	Aug 5, 2019 12:33 PM
	DA Workflow / Published		Aug 2, 2019 11:56 AM	Aug 2, 2019 11:59 AM
			Jul 25, 2019 10:44 AM	Jul 25, 2019 10:45 AM
			Jul 24, 2019 08:51 AM	Jul 24, 2019 08:51 AM
			Jul 24, 2019 08:51 AM	Jul 24, 2019 08:51 AM
multimedia			Jul 7, 2019 09:31 PM	Jul 7, 2019 09:31 PM
			Jun 26, 2019 11:18 AM	Jun 26, 2019 11:20 AM
			Jun 26, 2019 11:15 AM	Jun 26, 2019 11:15 AM
			Jun 8, 2019 12:01 PM	Jun 8, 2019 12:02 PM
Lil Yachty hos...			Jun 7, 2019 11:16 PM	Jun 7, 2019 11:16 PM
Lil Yachty Fall...			Jun 7, 2019 11:07 PM	Jun 7, 2019 11:10 PM
Lil Yachty 20...			Jun 7, 2019 10:35 PM	Jul 24, 2019 09:33 AM
Condoms, ot...	news (2)	Jared Serre	Jun 7, 2019 10:35 PM	Jul 24, 2019 09:33 AM
The MLB Dra...	sports (2)	Cody Nespor	Jun 5, 2019 09:06 PM	Jun 5, 2019 09:11 PM
Gonzalez, Hill...	sports (2)	Jared Serre	Jun 5, 2019 06:26 PM	Jun 5, 2019 06:31 PM
2019 MLB Dr...			Jun 5, 2019 05:43 PM	Jun 5, 2019 06:34 PM
nick snyder			Jun 5, 2019 05:38 PM	Jun 5, 2019 05:43 PM
alek manoah			Jun 5, 2019 05:40 PM	Jun 5, 2019 05:43 PM
darius hill			Jun 5, 2019 05:40 PM	Jun 5, 2019 05:43 PM
brandon white			Jun 5, 2019 05:37 PM	Jun 5, 2019 05:43 PM
ivan gonzalez			Jun 5, 2019 05:37 PM	Jun 5, 2019 05:43 PM
baseball team			Jun 5, 2019 05:36 PM	Jun 5, 2019 05:36 PM
nick lodolo tcu			Jun 5, 2019 03:12 PM	Jun 5, 2019 09:11 PM
shea langleie...			Jun 5, 2019 01:57 PM	Jun 5, 2019 09:11 PM
josh jung texa...			Jun 5, 2019 01:52 PM	Jun 5, 2019 09:11 PM

- Title is your headline
- Under Authors, click the + button. Find your name.
- Write your article in the “Body copy” window. If you are copying and pasting from another application, click the clipboard icon and paste your content there (this clears any erroneous formatting).
- 

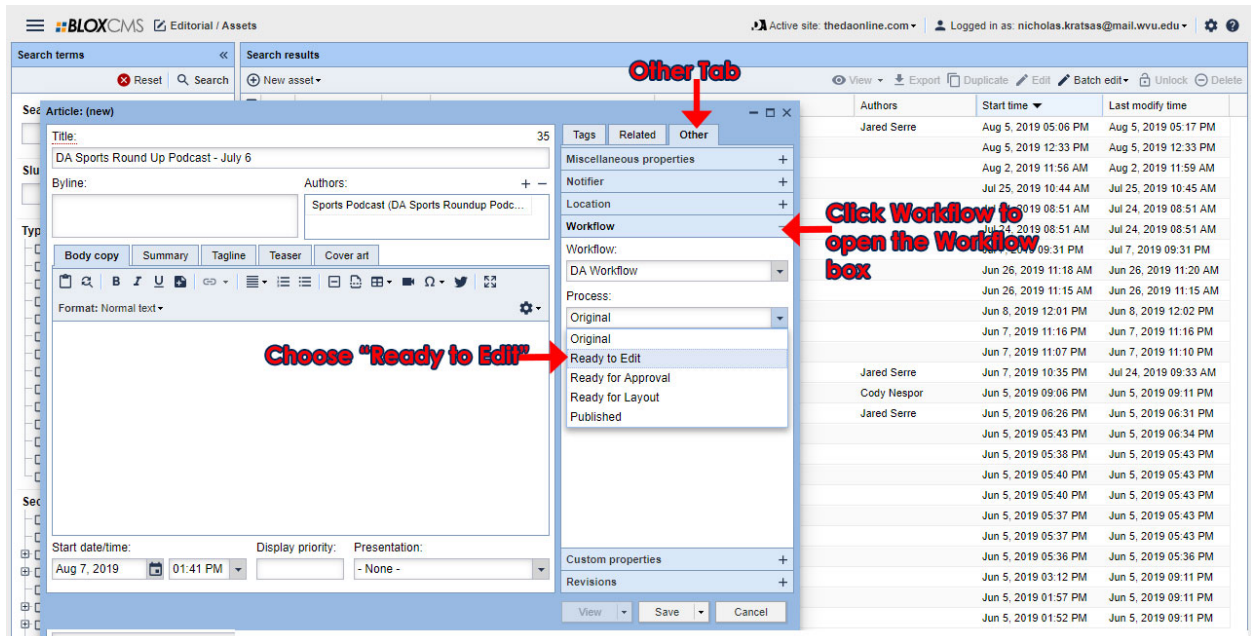


- Set your Start Date/Time to when it should publish online
- Add your Section (News, Sports, etc) by clicking “+ Add” under “Sections” on the right. Choose all applicable sections.



Once you have completed writing your article, click Save on the bottom right.

Next, click the “Other” tab in the top right of the box. Click “Workflow” to open the Workflow box. The Workflow should be “DA Workflow.” For Process, change it to “Ready to Edit.”



Click the arrow next to the Save button, and choose “Save and close.” The article is now saved, and your section editor can edit the content.

## **Editing the article**

### **Section/Assistant Editor**

Open the article and make any changes to the copy, headline, etc. Assure the article is assigned to the correct section(s) and Start date/time are set for the correct publication.

Once all edits are complete, click “Save.” Next, click the “Other” tab in the top right of the box. Click “Workflow” to open the Workflow box. Change the Process to “Ready for Approval.” Click the arrow next to the Save button, and choose “Save and close.” The article is now saved, and Douglas and/or Hannah can edit the content.

### **Editor in Chief/Managing Editors**

Open the article and make any changes to the copy, headline, etc. Assure the article is assigned to the correct section(s) and Start date/time are set for the correct publication.

Once all edits are complete, click “Save.” Next, click the “Other” tab in the top right of the box. Click “Workflow” to open the Workflow box. Change the Process to “Ready for Layout.” Click the arrow next to the Save button, and choose “Save and close.” The article is now saved, and the article is ready for layout.

## **Online Publishing**

Once layout is complete, replace the article copy with what is on the page. Add any additional online customizations or content. Save the article.

Next, click the “Other” tab in the top right of the box. In “Miscellaneous properties, uncheck “Do not publish.” Click the arrow next to the Save button, and choose “Save and close.” The article will now publish to the website on the Start Date/Time.