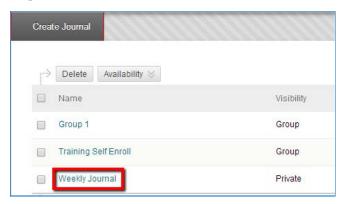


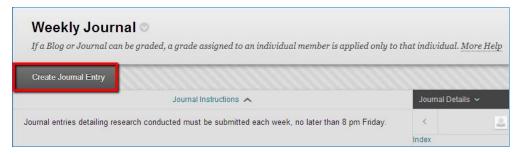
Creating a Journal Entry

To create a new entry in a Journal:

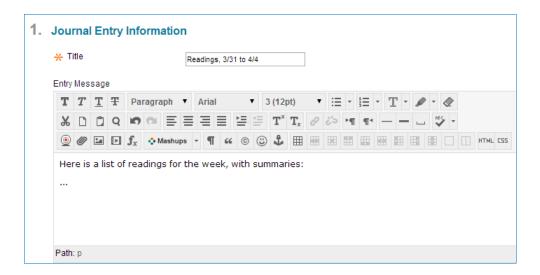
1. Open a Journal.



2. Click Create Journal Entry.



3. Enter an Entry Title and Entry Message



4. Click **Browse My Computer** for a local file or **Browse for Content Collection** to attach a file to the Journal entry.



5. Click **Post Entry** to post the Journal entry, or click **Save Entry as Draft** to post the entry later.

