

Quick Posts

Quick Posts

Location

Create

Display

Quick Posts

Quick Posts allow you to create a post without the requirement of uploading a file and can be used for a multitude of different purposes.

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Topics

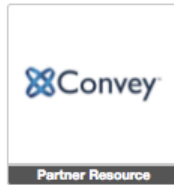
How do I locate quick posts?

How do I create quick posts?

How can I customize a quick post?

How do I feature a quick post?

How can viewers see and share my quick post?



Big Reveal from Convey - Align



[What's This?](#)

[Edit Post](#)

Convey announced the launch of Align, its new Online Partner Resource & Marketing Centers for vendors in the telecom and cloud channel. Convey's CEO Carolyn Bradfield discuss the strategy behind Align in the "Sneak Preview" webinar series. Watch to learn more about a breakthrough strategy in channel marketing.



Topics

[Align, online partner resource](#)

More on These Topics

- [Email Overload - Costing Your.. →](#)
- [Creating a Short Post - Sway.. →](#)
- [Master AGents and You](#)
- [Alliance Engage Media Kit](#)

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How do I locate quick posts?

From your Dashboard, select Posts. From the Post Dashboard, select Create New Post, then select Quick Post from the drop down.

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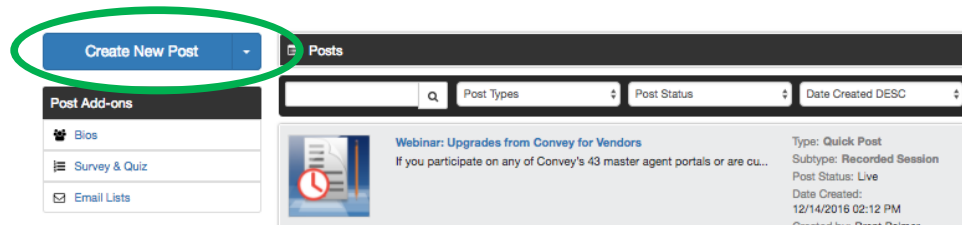
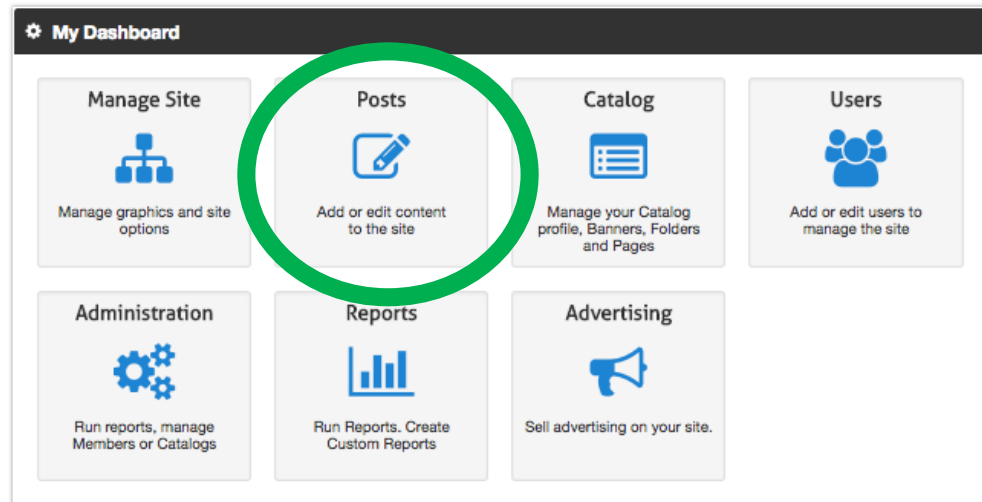
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How do I create quick posts?

Enter a title, type and topics for your quick post. Enter your information into the description, which will be prominently displayed to your viewers in place of an uploaded file.

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Add Quick Post

Enter a title Select a type

Enter topics and industries keywords

Topics and industries add keywords to your post for search.

(required) (optional)

Enter or paste text and graphics

Attach a File (Optional)

Upload an attachment. Quick Post attachments are available for download only.

Sites, Folders and Features

Add this post to folders, spoke sites and make it featured.

This post will be added to 4 of 4 sites.

Announce, Allow Email Share

Click Email Announce to send an email about this post. Keep Email Share selected so others can share this post.

Email Announce

Allow Email Share

Publish, Draft, Schedule

Publish now, save as a draft or schedule this post.

Publish Now

Save As Draft

Schedule

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Quick Posts

Location

Create

Display

Quick Posts

How can I customize a quick post?

Besides basic text, you also have the option of inserting graphics, videos, tables and hyperlinks into the description box.

How do I feature a quick post?

Select Manage Options under Sites, Folders and Features on the right hand side.

The screenshot shows the 'Add Quick Post' form with the following sections:

- Enter a title**: Input field for 'Enter Quick Post Title' and a dropdown for 'Select a type'.
- Enter topics and industries keywords**: Input field for 'Click to enter topic (required)' and a dropdown for 'Click to select industry type (optional)'. Below this is a rich text editor with a toolbar highlighted by a green circle.
- Attach a File (Optional)**: Text 'Upload an attachment. Quick Post attachments are available for download only.' with '+ Select file' and 'Upload' buttons.
- Sites, Folders and Features**: Text 'Add this post to folders, spoke sites and make it featured.' with a 'Manage Options' button and the text 'This post will be added to 4 of 4 sites.'
- Announce, Allow Email Share**: Text 'Click Email Announce to send an email about this post. Keep Email Share selected so others can share this post.' with 'Email Announce' and 'Allow Email Share' checkboxes.
- Publish, Draft, Schedule**: Text 'Publish now, save as a draft or schedule this post.' with 'Publish Now', 'Save As Draft', and 'Schedule' radio buttons.

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At the discretion of the catalog owner, a viewer can share a quick post via social media or email as well as download a file if one was attached. If these options are not made available, the buttons will be hidden from view.

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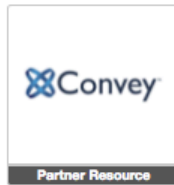
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