

How To:

Create Private, Journal Notes From the Web App

From the web app, click on top nav link “Posts”, then click on icon “+” to add a post.

A new post is opened, defaulting to the PRIVATE setting.

Fill in the title, tags, and post content fields.

Tags are important as ways to sort or search (i.e., you may want to tag a post with a descriptive name or topic so that later on, you find all posts with that tag/word).

The search feature works within title field. Choose titles that are descriptive of your post to be most helpful.

To keep a post PRIVATE so that only you can see, keep the group field empty.

Beneath the post content, you’ll find a highlight section. Click the “+” beneath Highlights title, then add text and/or thumbnail images.

Highlights to PRIVATE posts, as well as the posts, will only show in the app feed for you. (No follower will be able to see your private post, unless you add a group and go live.)

Click “Done” when finished and you will see your new post entry in a list at top, left of page.

PRIVATE journal posts will appear with BLACK titles in list.