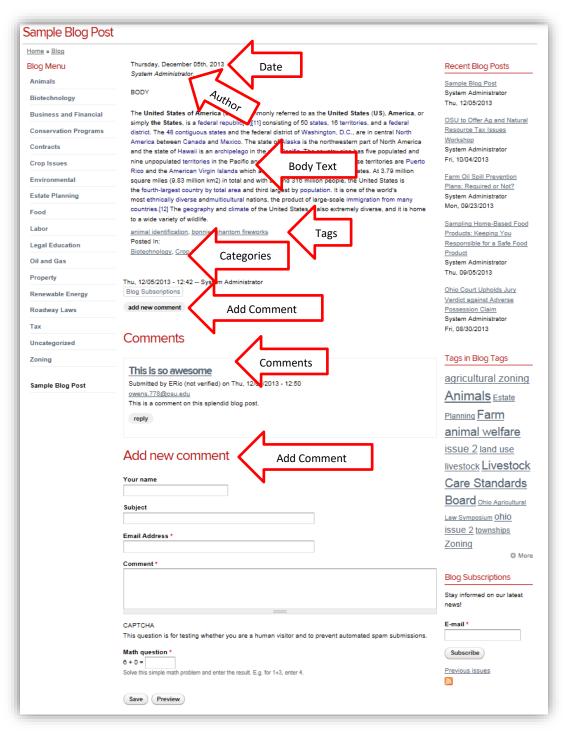
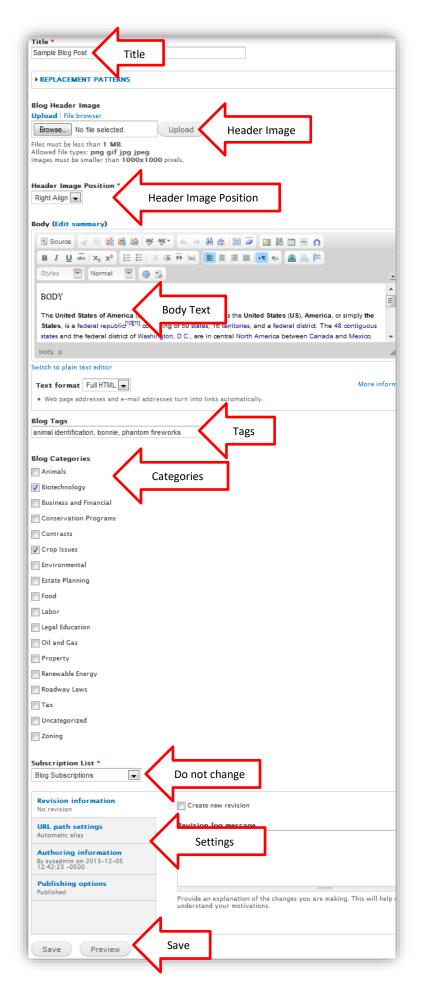


Blog

From Wikipedia

A blog (a truncation of the expression web log) is a discussion or informational site published on the World Wide Web and consisting of discrete entries ("posts") typically displayed in reverse chronological order (the most recent post appears first). Until 2009 blogs were usually the work of a single individual, occasionally of a small group, and often covered a single subject. More recently "multi-author blogs" (MABs) have developed, with posts written by large numbers of authors and professionally edited.





Adding a Blog Post

To add a Blog post, login to your website, go to Add Content, select Blog Post and fill in the form.

Title - After you click on the add **Blog Post** button the "fill in the blank" form will appear. Fill in the Title as it will appear on the finished blog post.

Blog Header Image – If you want, you can add an image to your blog header. The image will appear on the blog list at the top of the posting and on the individual blog posting. The image needs to be no larger than 1MB, a png, jpeg or gif and between 640 X 480 and 1000 X 1000 pixels. If you use a header image the Alternate Text will be used by screen readers, search engines, or when the image cannot be loaded. The Title is used as a tool tip when the user hovers the mouse over the image and as a caption on the blog list page.

Header Image Position – Select if you want the image on the left or right in the full blog post. Clear will move the image to the top.

Summary – Is not used on blog posts.

Body Text - The next section is where you will place the **Body Text** including images, hyperlinks, You Tube videos, text and tables. Please see the CKEditor documentation for more information.

Text Format - The **Text Format** drop down allows you to change to Full HTML, Filtered HTML, or Plain Text. *You should not need to adjust these settings.*

Blog Tags – Type the tags, divided by commas, for this blog post. Tags are similar to categories, but they are generally used to describe your post in more detail.

Blog Categories – Select the categories the blog is associated with, categories allowed for a broad grouping of post topics.

Subscription List – Do not change.

Revision information - Provide an explanation of the changes you are making. This will help other authors understand your motivations.

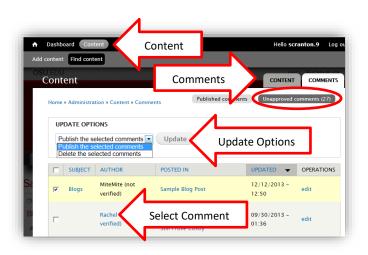
URL path settings - The "Generate automatic URL alias" is checked by default and you should not have to change the alias unless you get a node number. If you do have to specify an alternative URL by which this content can be accessed. For example, type "about" when writing an about page. Use a relative path and don't add a trailing slash or the URL alias won't work.

Authoring information – The login name of the person doing the edit and an optional space for date and time.

Publishing options – Publish or Unpublished by checking or unchecking the Published box. *The default is Published. When you publish the post it will send to the Subscription List if you are using a list.*

Save - Remember to Save your Blog Posting. If you navigate away and do not save it first, *your work* could be lost.

Moderate Comments



There are two ways to moderate comments, one is under Content...Comments the other is by gong to the blog post.

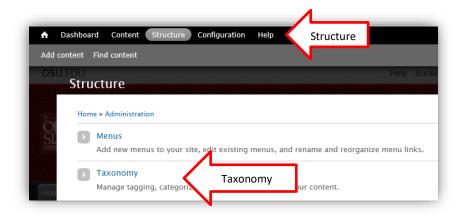
You can moderate comments by logging into the site, select **Content** from the top menu, select **Comments**, select **Unapproved comments**, select the comment you want to moderate (by checking the box to the left of the comment) and use the Update Options, Update to Publish or Delete the comments. Or select edit and moderate from there. To publish go to Administration.

The second way to moderate a comment is to login to your site, **navigate to the blog post** and scroll down to the Comments section. From here you can Delete, Edit, Reply or Approve the comment.



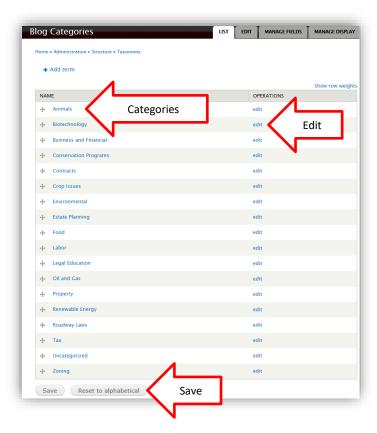
Categories and Tags

To edit, delete or add categories and/or tags, login your site, select Structure, select Taxonomy.





From the Taxonomy menu select Blog Categories...list terms or Blog Tags...list terms to get a list of all the categories or tags currently in use.



From the Blog Categories or Blog Tags list you can edit or delete a Blog Category or Blog Tag. Select Edit for the Category or Tag and use the form to make corrections or delete the selection. Be sure to **Save** your work and **Save** the list page or your changes will not be made.

Blog Subscriptions

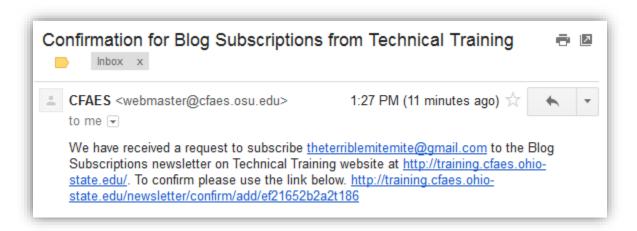
People who like to read your blog might want to subscribe so they get an email each time a new blog post is published. All they have to do is put the email address of where they want this information sent into the Blog Subscriptions box on the lower right of each blog page.



After they type in their email and click on Subscribe they will get this conformation on the top of the page.



This is the email confirmation they will receive.



They will need to confirm by selecting the link. They will then get a Confirm Subscription message where they can Subscribe or Cancel.

To see the subscribers go to Content.....Newsletters....Subscribers.....Subscribers List.

Blog Archive

The current and past issues of your blog are listed on the lower left side of the main blog page. This information is created automatically.