# **Blogging in a Hurry**

July 7, 2005

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## **Posting Articles**

## In this section

- Getting to the Post Article page
- <u>Composing your article</u>
- Publishing your article
- Viewing your article

## **Getting to the Post Article page**

The first step in posting an article is getting to the Post Article page. There are three ways to do this:

- <u>Via the Dashboard</u>
- <u>Via the Command Bar</u>
- Via the Navigation Bar

#### Via the Dashboard

There is a large **Post An Article** link near the top of the **Dashboard** section of the **Dashboard**. Click on it to go immediately to the **Post Article** page.

## Dashboard

Usage Info Disk: 18KB Bandwidth: 1.1MB	3	o' URL: <u>http://noratest.exampleblog.com</u>
Articles Articles Articles Comments Trackbacks Author	3	Post An ArticlePost A PictureArticles are the basis of a blog. You can post your thoughts, information about projects you're working on, links to interesting web sites, or anything else you're interested in.Posting a picture to posting an article. F works in progress, or
<ul> <li>Photos</li> <li>Photo Albums</li> <li>Photos</li> </ul>	3	Recent Articles         Display the 5 most recent articles.         Display         Article
A Security	3	Second article First article

#### Via the Command Bar

The **Post** menu in the Command Bar (located in the upper right-hand corner of every page in the Control Panel) lets you jump immediately to a number of "Post" pages for different types of blog entries. To post an article, select **Article** from the **Post** menu.



#### Via the Navigation Bar

Yet another way to get to the Post Article page is via the Navigation Bar, which spans the top of every page in the blog Admin. Make sure you're in the Control Panel (if you're not, click the **Control Panel** tab), then click the **Post** tab. You will be taken to the **Post Article** page, which is the default page for the **Post** section.

Control Panel Ad	dress Book				
Dashboard Post	Post Manager	Look & Feel	Favorites	File Manager	Settings & Security
• Options: Article	Photo   Web Page	<u>Review</u>   <u>Key</u>	words		
My Profile: <u>exampleuser</u>	Blog: exampleblog	g.com - active	<b>• »</b>		

## The "Post Article" Page

Any of the methods above will take you to the **Post Article** page, pictured below:

le Title:	CategoriesSelect one or more categories:	
	Select one or more <b>categories</b> :	
	Main Dago	
	Create new category:	
	Bubble up to higher categories	
	Assign Keywords	
	Advanced Options	8
nt 🛛 🔽 Size 🔽 Block 🔽 Mode: Display 🛅 🥥		
	1	
<u>liting Help</u>		
Ja can alsable the horizext earth in the <u>settings</u> area.		
ttach File(s)		
rot (Article Summary):		
itomatically generate excernt (First 20 words)		
itomatcany generate exterpt (rinst zo words)		
ıld like to:		
III like to: Publish this article using today's date		

## **Composing your article**

Let's take a closer look at the **Post Article** page. You compose articles in the **Article Content** area, as shown in the graphic above.

For now, we'll concern ourselves only with the basics of composing an article:

#### Article Title

Enter the title of your article into the **Article Title** field. The title can be up to 254 characters long. In your blog, it typically appears in boldface and larger than the body text, and it appears before the body text.

If you do not enter a title for an article, it will appear in your blog with the title "Untitled".

#### Article Body

Enter the body of your article into the **Article Body** Editor. The body is the main part of your article. It can consist of virtually any length of text and can contain just about anything that can be put into a web page (including text, links, images and so on). For now, we'll enter only text.

You enter the body into a special text field called the **Article Text Editor**, which has features that offer "What You See Is What You Get" or "WYSIWYG"-style editing, just like a word processor.

### **Publishing your article**

After composing your article, you can publish it to your blog for your readers to see. You do this by using the publishing controls, located just below the **Article Content** area:

I would like to:
<ul> <li>Publish this article using today's date</li> <li>Finish this article later</li> </ul>
Preview Save Cancel

These controls give you the option of publishing your article to your blog immediately or saving your article as a draft copy so that you can work on it later.

For this example, we'll choose to publish the article to your blog immediately. To do this:

- Make sure that the **Publish this article** option is selected.
- Make sure that the menu to its right has the **today's date** item selected.
- Click the **Save** button to publish the article.

Clicking the **Save** button saves your article, publishes it to your blog and takes you to the Dashboard:

Control Panel Ad	dress Book			
Dashboard Post	Post Manager Look & Feel Favorite	es Eile Manager Settings & Security		
Options: Site Stats	View Subscribers   Bookmarklets			
My Profile: noratest   no	ratest.exampleblog.com			
I Article posted				
Dashboard				
Usage Info 🛛 😵	Nora Test			
Disk: 18KB	© URL: http://noratest.exampleblog.com			
Bandwidth: 1.1MB				
	Post An Article	Post A Picture	Change Layo	ut
Articles 😒	Articles are the basis of a blog. You can	Posting a picture to your blog is just as	Here you can cha	ange the color scheme of
6 Articles 3 Commonts	post your thoughts, information about projects you're working on, links to	vacation snaps, works in progress, or	content, header	and footer. Components
0 Trackbacks	interesting web sites, or anything else	anything you have a picture of!	and RSS feeds ar	re managed here.
1 Author	you're interested in.			
😬 Photos 🛛 📀	Recent Articles			
2 Photo Albums 0 Photos	Display the 5 💌 most recent articles.	Display		
	Article		Author	Created
🔒 Security 🛛 🔕	New Article		NoraB	2005.04.06 01:10PM PDT

At the top of the Dashboard page, you should see a message in red that reads "Article posted", confirming that your article has been saved and posted to your blog. You should also see your article at the top of the **Recent Articles** list.

## Viewing your article

Now that you've published your article, you might want to see what it looks like on your blog. You can get to your blog in a number of ways:

- Via the URL link in the Dashboard
- Via the Command Bar
- Via the address bar in the browser

#### Via the URL link in the Dashboard

The URL link is located in the Dashboard, just below the title of your blog:

Dashboard	Post Post Manager Look 8	& Feel Favorites File Ma	anager Settings & Security
Ouptions: Site:	<u>scats</u>   <u>view Subscribers</u>   <u>Bookman</u>		
My Profile: example:	user   Blog: exampleblog.com - ac	tive 🗾 🎴	
Dashboard			
Usage Info  ᠔	Example Blog		
Disk: <b>12KB</b> Transfer: <b>0KB</b>	o' URL: http://exampleblog.com/b	log	
Articles (S) 3 <u>Articles</u> 0 <u>Comments</u> 0 <u>Trackbacks</u> 2 Authors	Post An Article Articles are the basis of a blog. You can post your thoughts, information about projects you're working on, links to interesting web sites, or anything else you're interested in.	Post A Picture Posting a picture to your blog is just as easy as posting an article. Family photos, vacation snaps, works in progress, or anything you have a picture of!	Change Layout Here you can change the color scheme of your blog and edit the layout of your main content, header and footer. Components and RSS feeds are managed here.
😬 Photos 🛛 🔕			
1 Photo Album	Recent Articles		
0 Photos	Display the 5 💌 most recen	nt articles. <b>Display</b>	
🔒 Security 🛛 🔕	Article	Author	Created
1 Administrator	<u>One</u>	Clara	2004.10.28 07:42AM PDT
2 <u>Subscribers</u> Access Log	Welcome	Example (	User 2004.09.23 09:04AM PDT
<u>ACC03 E00</u>	First Post!	Example	User 2004.09.20 09:26AM PDT

Click on it to be taken to your blog's Main Page.

#### Via the Command Bar

The **View blog** link in the Command Bar (located in the upper right-hand corner of every page in the Control Panel) lets you jump immediately to your blog's Main Page.

VIEW BLOG   LOG	OUT   POST:	Select type	┓
		Select type Article Photo	
File Manager	Settings	Music Review Movie Review Book Review	

Click on it to be taken to your blog's Main Page.

#### Via the address bar in the browser

You can also get to your blog the way your readers do: by entering its URL into the address bar of your browser.



Any one of these ways will take you to the main page of your blog, which should look something like this:

Example I	Blog Articles published on the same day	
Welcome, anotherexample TOPICS Photos	Are grouped together. Monday, April 26 Third Article by Example User on April 26, 2004 11:45AM (EDT) Here's the text for the first article.	Each article is "stamped" with the date and time when it was published.
THIS MONTH           April 2004           Sun Mon Tue Wed Thu Fri Sat           1         2         3           4         5         6         7         8         9         10           11         12         13         14         15         16         17           18         19         20         21         22         23         24           25         26         27         28         29         30	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. neque ut leo. Morbi eleifend, felis quis hendrerit tristique, nibh, vitae tempus eros sapien sit amet neque. Pellentesqu lectus, mollis id, suscipit non, dictum vel, est. Nullam pede egestas at, tincidunt sagittis, wisi. <u>Leave Comment</u>   <u>Permanent Link</u>	Nullam molestie lectus turpis gravida ue wisi. Nam orci e sem, volutpat sed,
MONTH ARCHIVE <u>April 2004</u>	Second Article by Example User on April 26, 2004 11:43AM (EDT) We'll keep this one nice and short.	nother ticle, nother mestamp.

## **Posting Photos**

In this section

- Photos and photo albums
- <u>Getting to the Add A Photo page</u>
- <u>Selecting a photo to upload</u>
- Selecting a photo album
- Uploading your photo
- <u>Composing a caption and description</u>
- Publishing your photo
- <u>Viewing your photo</u>

## Photos and photo albums

In addition to articles and reviews, you can also post photos to your blog. There are a number of ways to put photos into your blog; this guide will cover posting them to photo albums.

Photo albums are collections of photos in your blog. Your blog comes with a single photo album called "Photos", and you can add as many photo albums as you want.

Photo entries are similar to articles; in addition to the photo, they also have a title (called a Photo Caption) and an article body (called a Photo Description).

The process of posting a photo is only a little more involved than posting an article or a review, but it's not difficult. The steps in the process are:

- Selecting a photo to upload from your computer to your blog
- Selecting a photo album into which the photo will go
- Uploading the photo
- Composing a caption and description for the photo (optional)
- Publishing the photo

## Getting to the Add A Photo page

The first step in posting an article is getting to the Add A Photo page. There are three ways to do this:

- Via the Dashboard
- Via the Command Bar
- Via the Navigation Bar

#### Via the Dashboard

Click the **Post A Picture** link near the top of the **Dashboard** section of the Dashboard. The **Add A Photo** page opens.

Usage Info 🛛 🔕	Example		
Disk: <b>18KB</b> Bandwidth: <b>1.1MB</b>	o' URL: <u>http://example.exampleblo</u>	oq.com	
Articles Articles Articles Comments Trackbacks Author	Post An Article Articles are the basis of a blog. You can post your thoughts, information about projects you're working on, links to interesting web sites, or anything else you're interested in.	Post A Picture Posting a picture to your blog is just as easy as posting an article. Family photos, vacation snaps, works in progress, or anything you have a picture of!	Change Layout Here you can change the color scheme of your blog and edit the layout of your main content, header and footer. Components and RSS feeds are managed here.
💾 Photos 🛛 🔕			
2 Photo Albums 9 Photos	Recent Articles		
0 1110003	Display the 5 💌 most recer	nt articles. Display	
🔒 Security 🛛 🔕	Article	Aut	hor Created
0 Administrations	River Autola	Nava	

#### Via the Command Bar

The **Post** menu in the Command Bar (located in the upper right-hand corner of every page in the Control Panel) lets you jump immediately to a number of "Post" pages for different types of blog entries. To post a photo, select **Photo** from the **Post** menu.

	OUT   POST:	Select type	J	
File Manager	Settings	Select type Article Photo Music Review	•	
		Movie Review Book Review		

#### Via the Navigation Bar

Yet another way to get to the Post Article page is via the Navigation Bar, which spans the top of every page in the Blog Admin. Make sure you're in the Control Panel (if you're not, click the **Control Panel** tab), then click the **Post** tab. You will be taken to the **Post Article** page, which is the default page for the **Post** section.



#### The "Add A Photo" Page

Any of the methods above will take you to the **Add A Photo** page, pictured below:

File Information	on	💾 Select An Album
Allowed file	types: .zip, .jpg, .png, .gif, .tif	To add your photo to an <b>existing</b> album, please select it from the list below.
File to upload:   [ Resize to:	Keep raw copy     Overwrite existing photos     Original Size	Photos Above Montreal
Thumbnail size:	120 pixels (medium) 💙	If you want to <b>create</b> a new photo album for this photo, please enter the album name below.

## Selecting a photo to upload

The first step in posting a photo to your blog is selecting a photo to upload from your computer to your blog. You use the **File Information** form, shown below, to select the photo:

Add A Photo		
File Information		
Allowed file types: .zip, .jpg, .png, .gif, .tif		
File to upload:	Browse	
Keep raw copy C Overwrite existing photos		
Resize to: Original Size		
Thumbnail size: 120 pixels (medium) 🗾		

For now, we'll concern ourselves only with selecting a file. Click the **Browse...** button to select a photo on your computer. The **File Upload** window will appear; use this to select the photo.

If you're running Windows XP on your computer, the **File Upload** window looks something like this:

File Upload			?
Look in:	🗀 Graphics	🔽 🧿 👂 💌	
	Name 🔺	Size Type	Date 🗹
	🚞 General Graphics	File Folder	11/17
My Recent	Cogos	File Folder	11/17
Documents	Confice Photos	File Folder	11/17
	C Photos	File Folder	11/17
	Noject2.bmp	252 KB Bitmap Image	5/6/2
Desktop	Project1.gif	20 KB GIF Image	5/6/2
	📄 Banner.tif	88,597 KB TIF Image	4/16/:
	💼 Brad. jpg	73 KB JPEG Image	4/6/2
	💼 Cam.jpg	61 KB JPEG Image	4/6/2
My Documents	🗾 colin mcgreog.jpg	4 KB JPEG Image	6/14/:
ny bootanonito	🖬 Friends	322 KB File	1/7/2
	💼 Dave.jpg	62 KB JPEG Image	4/6/2
	💼 David Li. jpg	240 KB JPEG Image	6/14/:
Mu Computer	🗾 Doug.jpg	55 KB JPEG Image	4/6/2
my compater			>
<b>S</b>	File name:	✓	Open
My Network	Files of type: All Files	~	Cancel

**If you're running Mac OS X** – Use the **File Open** window to locate and select the photo you wish to upload to your blog. Once you have selected the photo, click the **Open** button. The File Upload window will disappear, and the filename of the photo will be in the **File to upload** text field:

Add A Photo		
File Information		
Allowed file types: .zip, .jpg, .png, .gif, .tif		
File to upload:	\Graphics\montreal.gif Browse Keep raw copy Overwrite existing photos	
Resize to:	Original Size 💌	
Thumbnail size:	120 pixels (medium) 💌	

The photo has been selected. The next step is to select a photo album into which the photo will go.

## Selecting a photo album

The **Select An Album** list, located on the right side of the **Add A Photo** page, lists all the photo albums in your blog.

📇 Select An Album		
To add your photo to an <b>existing</b> album, please select it from the list below.		
Photos		
If you want to <b>create</b> a new photo album for this photo, please enter the album name below.		
New album name:		

In this example, we're working with a newly-created blog. Newly-created blogs have only the default photo album named "Photos". We'll put the photo into that album; this is done by selecting **Photos** in the list.

## **Uploading your photo**

After the photo and photo album have been selected, the next step is to upload the photo. To upload the photo, click the **Add Photo** button at the bottom of the page. The photo will be copied from your computer to your blog. The time that this will take depends on the size of the photo file and the speed of your internet connection.

When the photo is finished uploading to your blog, you will be taken to the **New Photo** page, an example of which is shown below:

Photo Content		
Photo Caption:		
McGill Street from above		
Photo Description:		
b) <u>View template widgets</u> for use in excerpt and body.		
With over a foot and a half of snowfall, the streets were pretty empty, so I decided to take my camera and go out for a walk. Here's McGill Street, as seen from an apartment building overlooking it.		
Font Size Block Mode: Display		
Editing Help		
Tip: You can disable the rich text editor in the <u>settings</u> area.		
Excerpt (Article Summary):		
Automatically generate excerpt (First 30 words)		
I would like to:		
Publish this article using today's date		
C Finish this article later		
Preview Save Cancel		

The photo you uploaded is displayed full size near the top of the **New Photo** page. Below the photo, the **New Photo** page is almost exactly like the **Post** 

Article page.

## Composing a caption and description

Let's take a closer look at the **New Photo** page, particularly the **Photo Content** form:

Photo Content		
Photo Caption:		
McGill Street from above		
Dist. Berninting		
pi View template widgets for use in excerpt and body.		
With over a foot and a half of snowfall, the streets were pretty empty, so I decided to take my camera and go out for a walk. Here's McGill Street, as seen from an apartment building overlooking it.		
Font  Size  Block  Mode: Display		
Tip: You can disable the rich text editor in the <u>settings</u> area.		
✓ Automatically generate excerpt (First 30 words)		
I would like to:		
Publish this article using today's date		
C Finish this article later		
Preview Save Cancel		

For now, we'll concern ourselves only with the basics of composing accompanying text for a photo:

#### Photo Caption

A photo's caption is analogous to an article's title. The caption can be up to 254 characters long.

#### Photo Description

A photo's description is analogous to an article's body. Enter the description of your photo into the **Photo Description** Editor. The description can consist of virtually any length of text and can contain just about anything that can be put into a web page (including text, links, images and so on). For now, we'll enter only text.

As with the body of an article, you enter the description into a special text field called the **Article Text Editor**, which has features that offers "What You See Is What You Get" or "WYSIWYG"-style editing, just like a word processor.

### **Publishing your photo**

After composing your caption and description, you can publish the photo to your blog for your readers to see. You do this by using the publishing controls, located just below the **Photo Content** area:

I would like to:
<ul> <li>Publish this article using today's date</li> <li>Finish this article later</li> </ul>
Preview Save Cancel

These controls give you the option of publishing your photo to your blog immediately or saving your article as a draft copy so that you can work on it later.

For this example, we'll choose to publish the photo to your blog immediately. To do this:

- Make sure that the **Publish this article** option is selected.
- Make sure that the menu to its right has the **today's date** item selected.
- Click the **Save** button to publish the article.

Clicking the **Save** button will save your photo, publish it to your blog and take you to the photo album's page in the Post Manager:

Category: Photos		
Type: Photo Album	List View   Add A Photo	
Options	Found 1 Photo	
Add Category Add Photo Album	Resize thumbnails to 120 pixels (medium) 🗾 Resize	
averand all Lelece all	Click on a photo to edit or delete it.	
A Main Page Main Page Photos Current Affairs Food and Drink Music	McGill St. 2.jpg         McGill Street from above	
	Add A Photo	
	Allowed file types: .zip, .jpg, .png, .gif, .tif	
	File to upload: Browse  Keep raw copy Overwrite existing photos	
	Resize to: Original Size	
	Thumbnail size: 120 pixels (medium)	
	Add Photo	

At the top of the page, you should see a message that reads "Photo posted", which confirms that your photo has been saved and posted to your blog. You should also see your photo on the page.

## Viewing your photo

Now that you've published your photo, you might want to see what it looks like on your blog. You can get to your blog in a number of ways, all of which are explained in <u>Viewing your article</u>.

You will notice that the photo does not appear on the Main Page of your blog:



Unlike articles and reviews, photos don't appear on the Main Page of your blog. That's because photo albums are kept in a different area of your blog.

To get to a photo album, your readers have to click a link leading to the photo album. By default, a blog's blogs have a listing of categories and photo albums that appear in one of the sidebars. To see the photo album called "Photos", click **Photos** in the category/photo album list in the sidebar. You will be taken to the **Photos** photo album. Here's an example of what a viewer might see:



By default, photo albums list the photos they contain as a set of thumbnails (smaller versions of the original photo). To view a photo at full size, your readers click the photo to see its individual page, shown below:



A photo's individual page shows the photo at full size as well as its caption and its description.

## **Posting Reviews**

A review is a special type of article that allows you add extra information relevant to a review or critique. This additional information is displayed in an "at a glance" box along with the standard article content.

Three types of reviews are supported:

- Music Reviews (reviews of recorded music singles or albums)
- Movie Reviews
- Book Reviews

## In this section

- <u>Getting to the Post Review page</u>
- <u>Music reviews</u>
- Movie reviews
- Book reviews
- <u>Composing and publishing your review</u>
- Viewing your review

### **Getting to the Post Review page**

The first step in posting a review is getting to the Post Article page. There are two ways to do this:

- Via the Command Bar
- Via the Navigation Bar

#### Via the Command Bar

The **Post** menu in the Command Bar (located in the upper right-hand corner of every page in the Control Panel) lets you jump immediately to a number of "Post"

pages for different types of blog entries.

• To post a music review, select **Music Review** from the **Post** menu.



• To post an movie review, select **Movie Review** from the **Post** menu.

To get to the "Post Movie Review" page via the Command Bar, select "Movie Review" from the "Post" menu.	
VIEW BLOG   LOGOUT   POST:	Select type Select type Article Photo Music Review Movie Review Book Review

• To post an book review, select **Book Review** from the **Post** menu.



#### Via the Navigation Bar

Another way to get to the Post Review pages is via the Navigation Bar, which

spans the top of every page of the blog you are creating. Make sure you're in the Control Panel (if you're not, click the **Control Panel** tab), then click the **Post** tab and then the **Review** button:

	Control Panel Address Book		
	Dashboard Post Manager Look & Feel Favorites File Manager Settings & Security		
Options: Article   Photo   Web Page   Review   Keywords			

You will be taken to the **Select A Review Type** page, pictured below:

Select A Review Type
A review is a special type of post which allows you to enter additional relevant information about the item being reviewed. This additional information will be displayed along with the standard article content. Some of the additional attributes include Rating, Summary, Genre and whether the item deserves recommendation.
Movie Review
Music Review
Book Review

## **Music reviews**

Music reviews are like articles with an extra section for information relevant to reviews of music singles or albums, pictured below:

Post Music	Review	
Music Review		
Release date: Genre: Sub-Genre:	Oct	I would:
Album name:	Real Gone	My rating: 8
Artist:	Tom Waits	
Music label:	Epitaph	
UPC:		
Link reference:	http://www.amazon.com/exec/obidos/tg/detail,	
One-line summary:	Waits' lo-fi experiment is a success!	

The **Music Review** form has the following fields:

- Release date
- Genre
- Sub-Genre (the choices in this menu are determined by the Genre)
- Album name
- Artist
- Music label
- UPC
- Link reference (an URL for a relevant web page or site -- say the artists' site or the album's page at <u>Amazon.com</u>)
- One-line summary
- Recommend / Not recommend
- My rating (on a scale of 1 to 10)

You may find online music stores such as <u>Amazon.com</u> a helpful source of information when filling out these fields.

## **Movie reviews**

Music reviews are like articles with an extra section for information relevant to movie reviews, pictured below:

Post Movie	Review	
Movie Review		
Release date: Genre: Sub-Genre:	Apr  9  2004    Horror  Image: state	I would: 3 ← Recommend 3 ← Not Recommend
Movie title: Length in minutes:	Shaun of the Dead 99	My rating: 8
Studio:	Big Talk / Working Title Films	
ISBN:		
Link reference:	http://imdb.com/title/tt0365748/maindetails	
One-line summary:	If you see only one zomble romantic comedy, se	

The **Movie Review** form has the following fields:

- Release date
- Genre
- Sub-Genre (the choices in this menu are determined by the Genre)
- Movie title
- Length in minutes
- Studio
- ISBN
- Link reference (an URL for a relevant web page or site -- say the movie's site or the movie's page at IMDB.com)
- One-line summary
- Recommend / Not recommend
- My rating (on a scale of 1 to 10)

You may find IMDB.com (the Internet Movie Database) a helpful source of information when filling out these fields.

## **Book reviews**

Music reviews are like articles with an extra section for information relevant to book reviews, pictured below:

Post Book I	Review	
Book Review		
Release date: Genre:	Jul   19   2004     Computers & Internet   Image: Computer state	I would:
Sub-Genre:	Programming (Optional)	S C Not Recommend
Book title: Author:	Dive Into Python Mark Pilgrim	My rating: 8
Publisher:	Apress	
ISBN:	1590593561	
Number of pages:	413	
Link reference:	Dnosim/diveintomark20/002-0898072-0185616	
One-line summary:	At last, Python gets its "Camel Book"!	

The **Book Review** form has the following fields:

- Release date
- Genre
- Sub-Genre (the choices in this menu are determined by the Genre)
- Book title
- Author
- Publisher
- ISBN
- Number of pages
- Link reference (an URL for a relevant web page or site -- say the author's site or the book's page at <u>Amazon.com</u>)
- One-line summary
- Recommend / Not recommend
- My rating (on a scale of 1 to 10)

You may find online bookstores such as <u>Amazon.com</u> a helpful source of information when filling out these fields.

## Composing and publishing your review

Composing a review is similar to composing an article. Here are the steps:

- Fill out the review form (near the top of the **Post Review** page).
- Enter the title of the review into the Article Title field (see

<u>Composing your article</u> for more details).

- Enter the body of the review into the **Article Body** field (see <u>Composing your article</u> for more details).
- In the **I would like to** section near the bottom of the page:
  - Select the **Publish this article** option.

• Select **today's date** in the **Publish this article** menu. (See <u>*Publishing your article*</u> for more details).

• Click the **Save** button at the bottom of the page.

At the end of these steps, you will be taken to the Dashboard. At the top of the Dashboard page, you should see a message that reads "Article posted", which confirms that your article has been saved and posted to your blog. You should also see your article at the top of the **Recent Articles** list.

### Viewing your review

Now that you've published your article, you might want to see what it looks like on your blog. You can get to your blog in a number of ways, all of which are explained in <u>Viewing your article</u>.

Suppose you posted a review and then went to your blog's Main Page to view it. Here's what it would look like:

An Example Blog	
main page         Photos         this month         September 2004         Sum Mon Tue Wed Thu Fri Sat         1       2       3         5       6       7       8       9       10       11         12       13       14       15       16       17       18         19       20       21       22       23       24       25       26       27       28       29       30         month archive         September 2004	THURSDAY, SEPTEMBER 23 Shaun of the Dead by Example User on September 23, 2004 04:07PM (EDT) Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Sed feugiat varius leo. Mauris enim. In libero quam, cursus egestas, dapibus a, faucibus nec, lorem. Praesent tortor. Vivamus porttitor libero id metus. Pellentesque scelerisque dui non magna. Ut orci magna, sodales et, scelerisque ac, ornare eget, eros. Nunc gravida, sapien quis accumsan lacinia, elit diam tincidunt erat, quis tincidunt elit mauris a quam. Nunc volutpat commodo elit. Ut id urna. Sed blandit odio eu lacus. Vivamus nunc felis, scelerisque nec, adipiscing ut, ultricies id, eros. Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Leave Comment   Permanent Link

On the Main Page (or any Category pages), reviews don't look any different from articles. However, if you were to look at the review's individual page (which you

access by clicking its permanent link -- either the "page" icon beside the title or the **Permanent Link** link at the end of the review), you'd see this:

An Example Blog		
main page Photos	<u>Main Page</u> Following is my review of:	
this month	Shaun of the	Dead
September 2004	Studio:	Big Talk / Working Title Films
1 2 3 4	Release Date:	2004-04-09
5 6 7 8 9 10 11	Length:	99 minutes
19 20 21 22 <u>23</u> 24 25	Genre:	Horror
26 27 28 29 30	Recommended:	Yes
month archive	Score:	8 out of 10
September 2004	Summary:	If you see only one zomble romantic comedy, see this one
	Link:	http://imdb.com/title/tt0365748/maindetails
year archive	Shaun of the Dead by Example User at 04:07PM (EDT) on September 23, 2004   <u>#</u>	
login	Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Sed	
User ID:	feugiat varius leo. Mauris enim. In libero quam, cursus egestas,	
Password:	dapibus a, faucibus nec, lorem. Praesent tortor. Vivamus porttitor	
Login	magna, sodales et, scelerisque ac, ornare eget, eros. Nunc	
Create Reader Account	gravida, sapien quis accumsan lacinia, elit diam tincidunt erat, quis tincidunt elit mauris a quam. Nunc volutpat commodo elit. Ut id	

On its individual page, the title and body text of a review is preceded by a quick summary containing the information you entered in the **Music Review**, **Movie Review** or **Book Review** form of the **Post Review** page.

## **Changing Color/Font Schemes**

Color/font schemes are descriptions of what colors and fonts should be used for the various elements of your blog. A blog has a number of built-in color/font schemes, and more may have been designed by your blog application provider.

This section will cover changing the color/font scheme of your blog between predefined schemes.

1. From the Control Panel, click the Look & Feel tab. The Colors page opens.

Look & Feel: Colors		
Please select a <b>color scheme:</b>		
Exemple Gath         Image: Control         Image: Contro         Image: Co	Exercisi Onto         Image: A state of the state of	BlackNBlue
	Everigii Gratis	Exceeding of Controls on a control of Contro
No thumbnail available.	C Grello	C Minimalist

The **Colors** page lists all the color/font schemes that are available to you. The color/font schemes generally have a thumbnail (a small picture) showing what the scheme looks like when applied to a blog.

2. To change the color/font scheme of your blog, select a scheme and click the **Change** button at the bottom of the page.

For example, here's a blog shown with the color/font scheme "Autumn".

Example Blog	
topics Photos Currey Affairs Food and Drink Music this month May 2004 Sun Mon Tue Wed Thu Fri Sat	THURSDAY, MAY 13 Lorem Ipsum by Example User on May 12, 2004 11:18PM (EDT) Lorem ipsum dolor sit amet, consectetuer adipisci tristique tempor massa. Nam lectus tortor, eleme eget, lobortis non, augue. <u>Aliquam</u> nec libero. <u>Comments (1)</u>   <u>Permanent Link</u>
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	Just thinking by Example User on May 12, 2004 11:14PM (EDT) If tin whistles are made of tin and brick houses ar what are fog horns made of?
month archive May 2004	My head hurts. Leave Comment   Permanent Link

Here's another blog with the color/font scheme "Slate".

Nora Test		
Welcome, <b>noratest</b>	Photos Last updated: Apr 06 03:56PM PE	
Main Page Photos Secure Above Montreal This Month	_ I _	
April 2005           Sun Mon Tue Wed Thu Fri Sat           1           2           3         4         5         6         7         8         9           10         11         12         13         14         15         16           17         18         19         20         21         22         23           24         25         26         27         28         29         30	WEDNESDAY, APRIL 6 New Article by <u>NoraB</u> on April 6, 2005 01:10PM (PDT) <u>Leave Comment</u>   <u>Permanent Link</u>   <u>Cosm</u>	
Month Archive	<b>sdfasd</b> by <u>NoraB</u> on April 6, 2005 0 1:00 PM (PDT)	