# **Publisher Control Panel**

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# **Introduction**

A blog may be defined as "a regularly updated website featuring articles arranged in reverse chronological order." This means that the most recently added article appears first on your blog's main page, followed by the second-most-recent article, and so on. As new articles are added to the page, older articles are pushed farther down the page.

Since using a text editor to manually compose the HTML for a blog is time consuming, blogging tools like this one simplify the process of managing a blog so you can concentrate on your blog's content.

There are many ways to use a blog:

#### · As a website management tool

Blogs make it easy to add, edit, and organize information on your web pages, whether it's text, photographs, or files.

### As a photo album that's accessible any time, anywhere

Blogs have features that make it easy to upload, organize, and show your photos. You place your photos in virtual photo albums and annotate them with short captions and longer descriptions. Blogs also have features for resizing and rotating photos, so that you can get the photos from your camera to your web pages without using a photo-editing program. You can even use your camera-equipped, email-enabled mobile phone or PDA to post pictures directly to your blog.

#### As a tool that allows you to collaborate with co-workers

You can use a blog as a company-wide newsletter for general news and announcements. You can use it as a place to store revisions of a document, or even have your co-workers collaborate on the document. It's also a good tool for keeping track of projects: you can post status reports, assignments, or data pertinent to your projects. Your co-workers can be notified by email whenever you update your blog. If you're fond of buzzwords, think of a blog as a knowledge-management tool.

#### As your own personal soapbox

"Freedom of speech," the maxim goes, "is only for those who have one." A blog can be your own personal publishing service that makes it easy for your to take whatever you want to say to the world and place it on the web. Feel like jumping for joy or ranting? Do have your own commentary about the politics of the day or the service at the restaurant down the street? Are you an aficionado of books, movies, or music with an opinion you'd like to share? See any interesting web pages that you'd like to point out to the rest of us? Whether you're a "thinker" or a "linker", a blog is the tool for you.

### · As a way to keep friends and family up-to-date

If you've got friends and family scattered across the four corners of the world, you can use a blog to publish your "what's happening with me" page, complete with your words and pictures. You can set up your blog so that your friends and family are notified by email every time you make a new blog entry or post a new photo.

#### • As a scratchpad for your ideas and projects

You can use a blog to keep track of the evolution of an idea or project, whether it's a paper or book you are writing, an assignment for school or work, or even your plans for taking over the world. A blog's web-based nature means that you can access your ideas anywhere, and its post-by-email feature means that you can brainstorm anywhere with your email-enabled handheld device.

#### • As a journal

Some of the best stories out there are personal stories, and the growing popularity of blogs will attest to that. Blogs make it easy to enter, organize, and publish your stories, and allow you to control how public your journal entries are — you can keep them to yourself, share them with your best friend, your circle of friends, or the whole world.

# **Getting Started**

To manage your blog, review its statistics, upload or delete articles and web links, and much more, you need to log in to the Publisher Control Panel of your blog.

This section describes how to log in, log out, and provides a quick overview for navigating the Publisher Control Panel.

**Note:** Access to the Publisher Control Panel and password management is regulated by your blog provider. Your Blog provider may provide a customized interface for you to access the Publisher Control Panel, in which case the instructions in this chapter will not apply to you and you may not see the login or password management fields.

#### In this section

Logging In
What is the Publisher Control Panel?
Help! I Forgot My Username/Password!
Logging Out

# **Logging into the Publisher Control Panel**

**Note:** Access to the Publisher Control Panel and password management is regulated by your blog provider. Your Blog provider may provide a customized interface for you to access the Publisher Control Panel, in which case the instructions in this topic will not apply to you and you may not see the login or password management fields.

# To log in to the Publisher Control Panel

Go to <a href="http://www.blogware.com/admin/">http://www.blogware.com/admin/</a> to open the Admin Login page. You can also get to this page using the Post new Entry link on the main page of your blog.

Admin Logi	in
<b>⋖</b> Authentication	n required
Username: Password:	Remember me
Forgot you	r password?
	sername, blog hostname (i.e., <b>hostname</b> .someblog.com), or email address below and we will send it to you.
Username:	
Hostname:	
E-mail:	
	Send Password

**2.** Type your username and password in the appropriate boxes.

**Note:** Usernames are not case sensitive, while passwords are. Make sure you are using the correct upper case and lower case letters when typing your password, otherwise the system cannot log you in.

- **3.** If you want to be automatically logged in the next time you want to open your blog's Publisher Control Panel, click the **Remember me** checkbox. This feature only works if you do not logout when you close your blog, and if you open your blog from the same computer.
- **4.** Click the **Login** button. The Publisher Control Panel opens on the **Dashboard** page and you can begin working with your blog. See <u>Navigating the Publisher Control Panel</u> for a quick overview

**Note:** If your login was unsuccessful, **Authentication failed** appears on the screen. Try logging in again, and remember that passwords are case sensitive. If you cannot remember the proper login and password, follow the instructions in Help! I've Forgotten My Username/Password!

# **Navigating the Publisher Control Panel**

**Note:** Access to the Publisher Control Panel and password management is regulated by your blog provider. Your Blog provider may provide a customized interface for you to access the Publisher Control Panel. Contact your provider if you are unable to log-in.

Blogs are managed using the Publisher Control Panel:

Control Panel	Addr	ess Book					
Dashboard	Post	Post Manager	Look & Feel	Favorites	File Manager	Settings & Security	
Options: Site	e Stats	View Subscribers	Bookmarklets				

Using the **Control Panel**, you can compose and edit articles and reviews, post pictures, and change the appearance of your blog, among other things.

The **Control Panel** contains the following tabs:

#### **Dashboard**

The **Dashboard** tab shows you a quick overview of the current state of your blog. It displays lists of your blog's most recent entries, comments, and trackbacks, as well as some useful statistic for your blog, such as disk and transfer usage, the number of articles and photos that have been posted, and the number of administrators and subscribers.

#### Post

The Post tab lets you create new blog entries and edit existing ones.

#### **Post Manager**

The **Post Manager** tab allows you to manage the entries posted to your blog. It lists all the entries in your blog and allows you to edit and delete them. It also lets you create new organizational elements, such as **Categories** (groupings of articles) and **Photo Albums** (groupings of photos), and lets you control access to various parts of your blog.

#### Look & Feel

The **Look & Feel** tab lets you control the layout and appearance of your blog. It offers this control two ways — the easy way, using a drag-and-drop/point-and-click interface, and the power-user way, using template code and CSS styles.

#### **Favorites**

The **Favorites** tab lets you create and manage "favorites lists" or "blogrolls" — lists of your favorite links, which appear in the sidebars of your blog.

#### File Manager

The **File Manager** tab gives you access to a file area, which you can use as a place to store files for inclusion in your blog entries, a home for your static HTML pages, or as a place to keep a backup copy of your files.

#### **Settings & Security**

The **Settings & Security** tab is where you set various preferences for your blog (including its name), enable the blog's default options, set notification defaults whenever a new entry or comment is posted to your blog, and set the navigation defaults for your blog users.

This tab also offers options for setting the various security defaults for your blog.

#### **Address Book**

Using the Address book, you can create your own profile and display your privileges for your blog and your access privileges to other blogs. You also use the Address Book to specify which people or groups of people have special privileges on your blog.

## Help! I've forgotten my username/password!

If you've forgotten your username or password, the system can email you a reminder.

#### To find your username or password:

1. Navigate to the lower half of the Admin Login page:



- 2. There are three options. Type information about your account in one of them:
  - If you know the username you were assigned: Type it in the Username text box.
  - If you know your hostname (the URL people use to read your blog): Type it in the Hostname text box.
  - If you know your email address:

    Type it inthe E-mail text box. Note that you must provide the same email address that you provided when signing up for your blog.
- 3. Click the **Send Password** button. The system automatically sends an email with your username and password to the email address that you provided when signing up for your blog account.

# Still Can't Log In?

If you are still unable to log in, contact your blog provider and request that your password be reset.

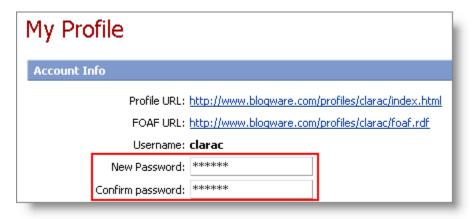
# **Changing your password**

**Note:** Password management is regulated by your blog provider. Your Blog provider may provide a customized interface for you to change your password, in which case these instructions will not apply to you. Contact your blog provider for help with changing your password.

**1**. In the Publisher Control Panel, click your username, which is located beside My **Profile**.



**2.** In the My Profile page, enter your new password in the New Password and Confirm password fields.



**3.** When done making profile changes, scroll down to the bottom of the page and click **Save Changes**.

# Logging out

Once you're done using the Publisher Control Panel, you should log out.

Log out from the **Publisher Control Panel** using one of the following options:

• Click the Logout link in the Command Bar
If you log out using this option, you are returned to the Admin Login page.

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### Close your browser

When you close the browser, your **Publisher Control Panel** session ends.

**Note:** If when you logged in you clicked the **Remember Me** check box on the **Admin Login** page, the you do not need to log in the next time you open the Publisher Control Panel on your computer.

# Viewing the Main Page of Your Blog

This section describes how to navigate to the main page of your blog, and how to open individual blog entries such as articles, photos and reviews.

### In this section

Navigating to your blog's main page

Viewing the contents of a blog

# Navigating to your blog main page

There are three ways to view the main page of your blog from the **Publisher Control Panel**:

- Click the URL link for your blog, which is displayed below the blog name on the Dashboard tab.
- Click the View Blog link in the command bar at the top right corner of your screen. The Command Bar appears on every page in the Publisher Control Panel.
- Type the URL into the address bar of your browser. This is the method most readers will use until they bookmark your blog.

# Viewing the contents of a blog

The main page of a blog displays a number of articles or other items such as photos and reviews.

### Some key features of your blog main page:

When you publish a new article, it is displayed at the top of the main page and the ones already on the main page are moved down. The articles posted longest ago are removed from the main page if there is no longer any room for them. However, these articles are still stored in your blog archives.

When you <u>open your blog's main page</u>, it is similar to the example of a review shown below:



You can open individual articles, photos or reviews on their own pages to view their contents. Each posting on the main page has two links to its page, called permanent links:

- The icon beside its title
- The Permanent Link link below the posting

### Contents of a posting's individual page

Clicking a posting's icon or Permanent Link to take you to its page.

Each posting's page contains these items:

- The **Title** of the posting
- The Body of the posting if it is an article or review; alternatively the full size photo if it is a photo
- **Comments** made in response to the posting (if comments have been enabled)
- Trackbacks pointing to the posting (if trackbacks have been enabled)
- The **Post Comment** form (if comments have been enabled)

The graphic example below shows a review's individual page:



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.

Other types of information are contained individual article and photo pages.

# Posting Entries to a Blog

From the Post tab on the Publisher Control Panel, you can post articles, reviews, and photos on your blog.

### In this section

#### **Overview**

Describes how to fill out key information that appears on your blog for each article, review or photo.

#### Navigating to the Post tab

Describes how to navigate to the **Post Article** page, from which you post articles.

#### Posting articles, Posting Reviews and Posting Photos

Each topic describes how to post different types of items on your blog.

#### Attaching a file

Describes how to attach a file to your article, review or photo.

### Creating an excerpt

Describes how create an excerpt for the item you post on your blog. The excerpt displays on your blog's main page, instead of the full body of your article or photo description.

#### Specifying publication date and time

Describes how to specify when your article, review or photo is published on your blog.

#### Assigning keywords

Describes how to assign keywords to your posting, so that it is easier to find with your blog's search tool.

#### Advanced options

#### Linking to other web pages

Describes how to insert a link to another web page inside your article or photo description.

### **Overview**

Once you open the **Post** tab and open the **Post Article**, **Post Photo** or **Post Review** page, the **Article Content** section on the left panel includes five key areas that

require you to enter the information that will appear on your blog main page.

**Note**: Before you can access this area on the Post Review page, you first must upload a photo.

#### Article/Photo Title

This is the area where you enter a title for your blog. The article title typically appears at the top of the article, usually in a larger, boldfaced font. If you do not provide a title, the article will appear with the title *Untitled* on your blog. Titles can be a maximum of 254 characters long.

#### Article/Photo Body

This is where you enter the actual text of your article. For all practical purposes, your article can contain any amount of text into this text area, as well as links, images, etc.

The **Article Body** text area is designed to act as a text editor; you can use its buttons and menus to format the text of the article body. The text-editor functions of this field will be covered in depth in the <u>Rich Text Editor</u> chapter.

#### Attach File(s)

You can specify files to be attached to your article by clicking the Attach File(s) link. When you click this link, a field appears so you can specify the full path to the file to be included with the article, or you can use the **Browse** button to search for it. If you want to attach more than one file, click the **More** button to create additional fields for specifying articles. To remove some or all of these additional fields (one at a time), click the **Less** button.

#### Excerpt

When readers visit your blog's main page, they will see the most recently posted articles. If your articles are long, your page may become too large to digest at a glance. In such cases, you can use an excerpt — a small sample of the article or a summary. When you use an excerpt for an article, the excerpt appears on the main page, followed by a **more** link. Clicking this link takes the reader to a page that shows the entire article. If your article is short, you can choose not to use an excerpt by clearing the **Automatically generate excerpt** checkbox and leaving the excerpt text area blank.

#### Publishing Options

At the bottom of the **Article Content** section are two sets of controls that let you choose your publishing options. They are:

- Publish this article / Finish this article later
  Use these radio buttons to choose whether to publish the entry immediately, or save it as a draft so you can work on it later.
- Preview / Save / Cancel buttons
   The Preview button lets you review your entry before posting. The Save button either publishes your entry or saves it as a draft for later work (based on your choice from the two options above).

# **Navigating to the Post tab**

To post items to your blog, navigate to the **Post** tab.

1. On the <u>Publisher Control Panel</u>, click the **Post** tab. The **Post Article** page opens:



2. From the **Options** link, select the link (for example, **Photo**) that corresponds with the item that you want to post to your blog.

**Note:** To go to one of the **Options** links directly, click beside **Post** in the upper right corner of your screen, and from the drop down list, select the type of item you want to post:



# **Posting articles**

#### To post an article:

- Navigate to the Post Article page by clicking the Post tab on the Publisher Control Panel, or selecting the Article option from the Post drop-down list. The Post Article page opens.
- 2. Type a title for your article in the **Article Title** box.
- 3. Type the content for the article in the Article Body box.
- 4. If required, complete one or more of the the following optional publishing activities:
  - a. To attach a file to your article, click **Attach File(s)** and follow the subsequent instructions. For details, see <u>Attaching a file</u>.
  - b. To create an excerpt to display on your blog's main page instead of the full body of your article, click the Automatically generate excerpt (First 20 words) check box in the Excerpt (Article Summary) area. For details, see <u>Creating an excerpt</u>.
  - c. To specify a time to publish your article, select an option from the Publish this article using drop-down list in the I would like to area. The default option is today's date.
    - For details on publication time, or how to complete the article later, see Specifying publication date and time.
  - d. To see a preview of your posted article, click the **Preview** button. For details, see <u>Previewing an article</u>.
  - e. To spell check your entry, click the **Spellcheck** icon. The **Spell Check** window opens. Use the **Language** drop-down list to choose the dictionary you want to use to spell check your article.
- 5. On the right side of the page, if required, <u>specify a category</u> for your article, <u>assign keywords</u>, or select an <u>advanced option</u>.

When you finish, click the Save button.

If you selected the **today's date** option in step 4(c), your article is posted immediately on your blog's main page. It also appears at the top of the list in the Recent Article area on the <u>Dashboard</u> tab of the Publisher Control Panel.

# **Posting reviews**

Post a review to your blog and add extra information relevant to the review or critique. This additional information is displayed in an "at a glance" box along with the standard article content.

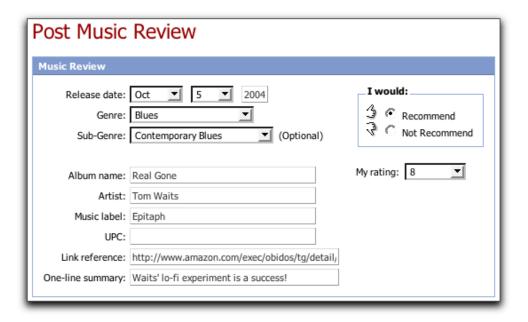
Three types of reviews are supported:

- <u>Posting a music review</u> (reviews of recorded music, singles or albums)
- Posting a movie review
- Posting a book review

### Posting a music review

- 1. Navigate to the Post Music Review page in one of the two following ways:
  - select the Music Review option from the Post drop-down list
  - OR -
  - click the Post tab on the Publisher Control tab. When the Select a Review Type page opens, select Music Review

The Post a Music Review page opens:



- **2.** In the Music Review area, complete the review form by entering information in 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 <a href="mailto:Amazon.com">Amazon.com</a>)
  - One-line summary

- I would recommend / not recommend
- My rating (on a scale of 1 to 10)
- In the Article Content area, type a title for your article in the Article Title box.
- **4**. Type the content for the article in the **Article Body** box.
- **5.** If required, complete one or more of the the following optional publishing activities:
  - a. To attach a file to your review, click **Attach File(s)** and follow the subsequent instructions. For details, see <u>Attaching a file</u>.
  - b. To create an excerpt to display on your blog's main page instead of the full body of your review, click the Automatically generate excerpt (First 20 words) check box in the Excerpt (Article Summary) area. For details, see Creating an excerpt.
  - c. To specify a time to publish your review, select an option from the Publish this article using drop-down list in the I would like to area. The default option is today's date.
    - For details on publication time, or how to complete the article later, see <u>Specifying publication date and time</u>.
  - d. To see a preview of your posted review, click the **Preview** button. For details, see <u>Previewing an article</u>.
- **6.** On the right side of the page, if required, <u>specify a category</u> for your review, <u>assign keywords</u>, or select an <u>advanced option</u>.
- 7. When you finish, click the Save button.

If you selected the **today's date** option in step 4(c), your review is posted immediately on your blog's main page. It also appears at the top of the list in the Recent Article area on the <u>Dashboard</u> tab of the Publisher Control Panel.

### Posting a movie review

- Navigate to the Post Movie Review page in one of the two following ways:
  - select the Movie Review option from the Post drop-down list
  - OR -
  - click the Post tab on the Publisher Control tab. When the Select a Review Type page opens, select Movie Review

The Post a Movie Review page opens:



- **2.** In the Movie Review area, complete the review form by entering information in 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, possibly the movie's site or the movie's page at IMDB.com)
  - One-line summary
  - I would recommend / not recommend
  - My rating (on a scale of 1 to 10)
- 3. In the Article content area, type a title for your article in the Article Title hox.
- 4. Type the content for the article in the Article Body box.
- **5.** If required, complete one or more of the the following optional publishing activities:
  - a. To attach a file to your review, click **Attach File(s)** and follow the subsequent instructions. For details, see <u>Attaching a file</u>.
  - b. To create an excerpt to display on your blog's main page instead of the full body of your review, click the Automatically generate excerpt (First 20 words) check box in the Excerpt (Article Summary) area. For details, see Creating an excerpt.
  - c. To specify a time to publish your review, select an option from the Publish this article using drop-down list in the I would like to area. The default option is today's date.

For details on publication time, or how to complete the article later, see Specifying publication date and time.

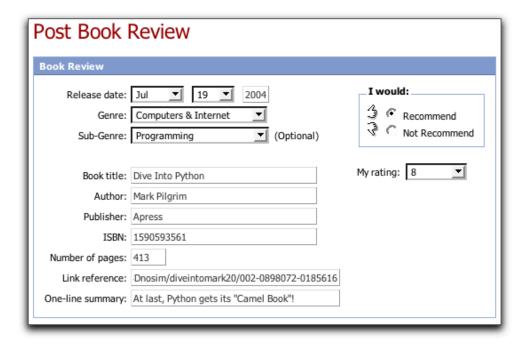
- d. To see a preview of your posted review, click the **Preview** button. For details, see <u>Previewing an article</u>.
- **6.** On the right side of the page, if required, <u>specify a category</u> for your review, <u>assign keywords</u>, or select an <u>advanced option</u>.
- **7**. When you finish, click the **Save** button.

If you selected the **today's date** option in step 4(c), your review is posted immediately on your blog's main page. It also appears at the top of the list in the Recent Article area on the <u>Dashboard</u> tab of the Publisher Control Panel.

### Posting a book review

- 1. Navigate to the Post Book Review page in one of the two following ways:
  - select the Book Review option from the Post drop-down list
  - OR -
  - click the Post tab on the Publisher Control tab. When the Select a Review Type page opens, select Book Review

The Post a Book Review page opens:



**2.** In the **Book Review** area, complete the review form by entering information in 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 Amazon.com)
- One-line summary
- I would recommend / not recommend
- My rating (on a scale of 1 to 10)
- **3.** In the Article content area, type a title for your article in the Article Title box.
- 4. Type the content for the article in the Article Body box.
- **5.** If required, complete one or more of the the following optional publishing activities:
  - a. To attach a file to your review, click **Attach File(s)** and follow the subsequent instructions. For details, see **Attaching a file.**
  - b. To create an excerpt to display on your blog's main page instead of the full body of your review, click the Automatically generate excerpt (First 20 words) check box in the Excerpt (Article Summary) area. For details, see Creating an excerpt.
  - c. To specify a time to publish your review, select an option from the Publish this article using drop-down list in the I would like to area. The default option is today's date.
    - For details on publication time, or how to complete the article later, see Specifying publication date and time.
  - d. To see a preview of your posted review, click the **Preview** button. For details, see **Previewing an article**.
- **6.** On the right side of the page, if required, <u>specify a category</u> for your review, <u>assign keywords</u>, or select an <u>advanced option</u>.
- **7**. When you finish, click the **Save** button.

If you selected the **today's date** option in step 4(c), your review is posted immediately on your blog's main page. It also appears at the top of the list in the Recent Article area on the <u>Dashboard</u> tab of the Publisher Control Panel.

# **Posting Photos**

You can post photos to your blog. Photos are stored in photo albums. By default, your blog contains a single photo album, called *Photos*. You can add other photo

albums as required.

### In this section

Uploading and posting a single photo

Uploading and posting multiple photos

## Uploading and posting a single photo

There are two stages to posting a photo to your blog:

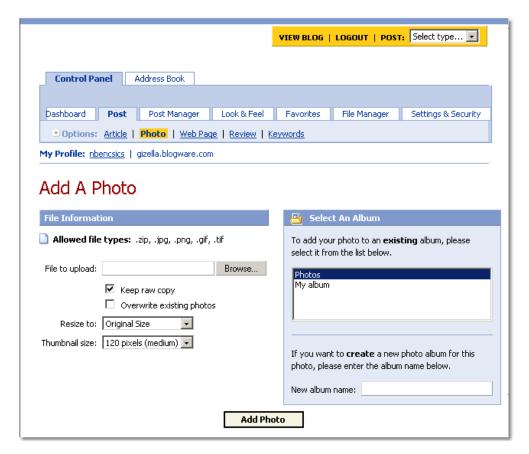
- uploading the photo
- entering information about the photo. This information, for example, photo caption and description, appears on your blog's main page.

To upload multiple photos in a zip file, see <u>Uploading and posting multiple photos</u>.

### To upload a photo

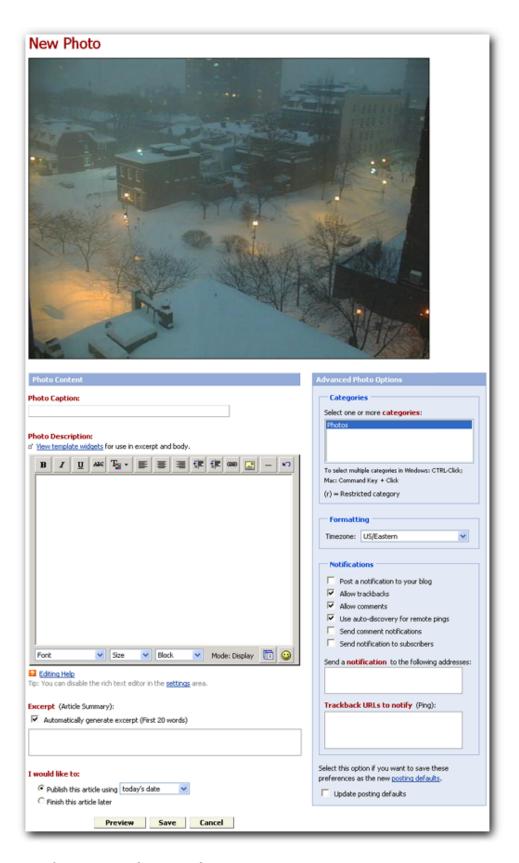
- 1. Navigate to the Add a Photo page in one of these ways:
  - select the Photo option from the Post drop-down list
  - OR -
  - click the Post tab on the Publisher Control tab, and then click the Photo link
  - OR -
  - click the <u>Post Manager</u> tab on the Publisher Control tab, select the category in which you are putting your photo, such as <u>Photos</u>. Then click the <u>Add A Photo</u> link.

The Add A Photo page opens:



- 2. In the Select an Album area, select the album to which you want to add the photo.
- **3.** Select one or more of these options:
  - a. To keep the original copy in your blog (even if you resize it), check the **Keep raw copy** check box.
  - b. To overwrite photos of the same name already stored in the blog's photo album, click the **Overwrite existing photos** check box.
  - c. To resize the photo as it is uploaded, click beside the **Resize to** box and select the resize option. The drop-down list lets you choose a width to resize the photo; its height is scaled proportionately.
  - d. To change the default thumbnail (scaled down) size for your uploaded photo, click beside the **Thumbnail size** box and select a thumbnail size option.
- **4.** In the File Information area, click the Browse button beside the File to upload box. The Choose File window opens.
- **5.** Navigate to the folder in which the photo file you want to upload is located, and select the file. Note that the file format must be \*.zip, \*.jpg, \*.png, \*.gif, \*.tif. Other file formats will not be uploaded.
- 6. Click the Open button.





To enter information about a photo

- In the Photo Content area, type a title for your article in the Photo Caption box.
- **4**. Type the content for the article in the **Photo Description** box.
- If required, complete one or more of the the following optional publishing activities:
  - a. To attach a file to your review, click **Attach File(s)** and follow the subsequent instructions. For details, see <u>Attaching a file</u>.
  - b. To create an excerpt to display on your blog's main page instead of the full body of your photo description, click the Automatically generate excerpt (First 20 words) check box in the Excerpt (Article Summary) area. For details, see <u>Creating an excerpt</u>.
  - c. To specify a time to publish your review, select an option from the **Publish this article using** drop-down list in the **I would like to area**. The default option is **today's date**.
    - For details on publication time, or how to complete the article later, see Specifying publication date and time.
  - d. To see a preview of your posted review, click the **Preview** button. For details, see <u>Previewing an article</u>.
- **6.** On the right side of the page, if required, <u>specify an album</u> for your photo, <u>assign keywords</u>, or select an <u>advanced option</u>.
- **7**. When you finish, click the **Save** button.

If you selected the **today's date** option in step 4(c), your photo is posted immediately on your blog's main page. It also appears at the top of the list in the **Recent Article** area on the <u>Dashboard</u> tab of the Publisher Control Panel.

# **Uploading and posting multiple photos**

You can zip multiple photo files on your hard drive, and then upload them to your blog.

# In this section

- Creating a zip file to contain multiple photos
- Uploading and posting multiple photos

You can zip files in the Windows and Macintosh operating systems.

### To zip a folder of photos in Windows 2000 and XP

- 1. Navigate to and locate a folder of photos, then right click the folder.
- **2.** From the pop-up menu, select Send To>Compressed (zipped) folder.
- **3.** A folder with the same name as the one you selected but with a \*.zip file extension appears adjacent to the folder of photos. This is the zip folder you will upload to your blog.

### To zip a folder of photos in Mac OS X

- 1. Navigate to and locate a folder of photos, then control-click the folder (right-click if you have a two button mouse).
- **2.** From the pop menu, select **Create Archive of** "x", where x is the name of the item you have selected.
- **3.** A folder with the same name as the one you selected but with a \*.zip file extension appears adjacent to the folder of photos. This is the zip folder you will upload to your blog.

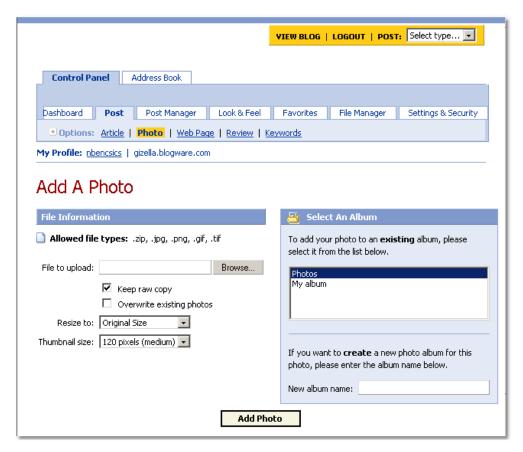
Uploading a zip file to your blog, and then selecting and posting the photo(s) you want to publish on your blog is a two-stage process that involves:

- uploading a zip file with multiple photos
- selecting the photo(s) to publish to your blog

### To upload a zip file with multiple photos

- 1. Navigate to the Add a Photo page in one of these ways:
  - select the **Photo** option from the **Post** drop-down list
  - OR -
  - click the Post tab on the Publisher Control tab, and then click the Photo link
  - OR -
  - click the <u>Post Manager</u> tab on the Publisher Control tab, select the category in which you are putting your photo, such as <u>Photos</u>. Then click the <u>Add A Photo</u> link.

The Add A Photo page opens:

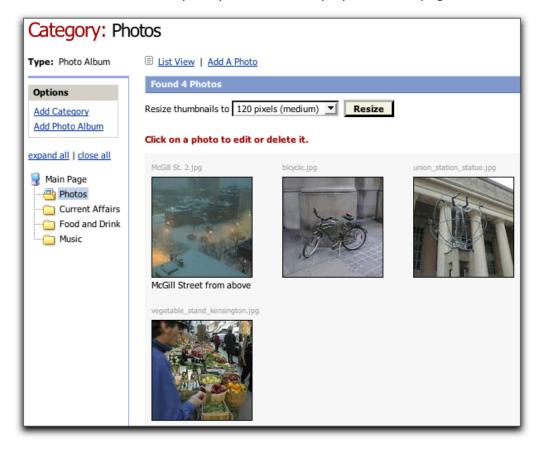


- 2. In the Select an Album area, select the album to which you want to add the multiple photos.
- **3.** Select one or more of these options:
  - a. To keep the original copies of the photos in your blog (even if you resize them), check the **Keep raw copy** check box.
  - b. To overwrite photos with the same name already stored in the blog's photo album, click the **Overwrite existing photos** check box.
  - c. To resize the photos as they are uploaded, click beside the Resize to box and select the resize option. The drop-down list lets you choose a width to resize the photos; photo heights are scaled proportionately.
  - d. To change the default thumbnail (scaled down) size for your uploaded photos, click beside the **Thumbnail size** box and select a thumbnail size option.
- **4.** In the File Information area, click the Browse button beside the File to upload box. The Choose File window opens.
- **5.** Navigate to the zipped folder you want to upload, and select it. Note that the file formats for the uploaded photos in the folder must be \*.zip, \*.jpg, \*.png, \*.gif, or \*.tif. Other file formats will not be uploaded.
- **6.** Click the **Open** button.

**7.** Click the **Add Photo** button. The upload process begins. Once the upload process is complete, a list of the zipped photo files is displayed:

```
Processing bicycle.jpg....done
Processing vegetable_stand_kensington.jpg....done
Processing union_station_statue.jpg....done
Finished processing photos. Click here to view your photos.
```

**8.** Click the **here** link to open the **Category:** [Album] page (where Album is the name of the album to which you uploaded your photos). The thumbnails of the files you uploaded are displayed on this page:



### To select and enter information about a photo

- 1. Double-click one of the thumbnails shown on the Category: [Album] page. The Edit Photo page opens.
- 2. Type the content for the article in the Photo Description box.
- **3.** If required, complete one or more of the the following optional publishing activities:
  - a. To attach a file to your review, click Attach File(s) and follow the

- subsequent instructions. For details, see Attaching a file.
- b. To create an excerpt to display on your blog's main page instead of the full body of your photo description, click the Automatically generate excerpt (First 20 words) check box in the Excerpt (Article Summary) area. For details, see Creating an excerpt.
- c. To specify a time to publish your review, select an option from the Publish this article using drop-down list in the I would like to area. The default option is today's date.
  - For details on publication time, or how to complete the article later, see <u>Specifying publication date and time</u>.
- d. To see a preview of your posted review, click the **Preview** button. For details, see Previewing an article.
- **5**. On the right side of the page, if required, <u>specify an album</u> for your photo, <u>assign keywords</u>, or select an <u>advanced option</u>.
- **6**. When you finish, click the **Save** button.
  - If you selected the **today's date** option in step 4(c), your photo is posted immediately on your blog's main page. It also appears at the top of the list in the **Recent Article** area on the <u>Dashboard</u> tab of the Publisher Control Panel.
- **7.** Repeat steps 1-6 to publish additional photos.

# Linking to other web pages in your blog entry

You can create hyperlinks to other web page URL from the <u>Article Body</u> or <u>Photo</u> <u>Description</u> area on your <u>Post</u> page.

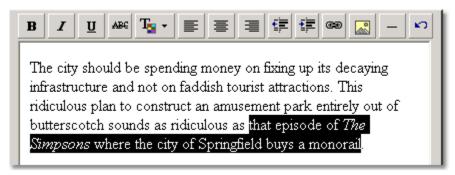
### To link to another web page's URL

- 1. Locate a web page for which you want to create a link in your blog entry.
- 2. To copy the web page URL, select the web page address that appears in the address bar above the web page, and press CTRL+C on your keyboard:

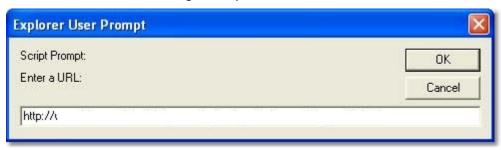


- **3.** Open the <u>Post</u> tab on the Publisher Control Panel, select the type of blog entry (<u>Article</u>, <u>Photo</u>, etc.) you want to create, and begin entering information for your <u>article</u>, <u>review</u> or <u>photos</u> posting.
- **4.** In the **Article Body** or **Photo Description** area of the **Post** page, type your article or photo description and select the phrase that you want to use as the hyperlink to the web site. An example of selected text is shown in the

graphic below:



**5.** Click the hyperlink button on the toobar above the text box. The **Explorer User Prompt** dialog box opens:



- **6.** Click inside the text box, and then press **CTRL+V** to paste the URL you had earlier copied from your browser address bar.
- **7.** Click **OK** to close the dialog box. When a reader views the blog entry, the hyperlink is underlined, to indicate to the reader that it is a hyperlink:



**Note:** If you are using the hyperlink feature for the first time, a message pop-up appears, warning that you must have a URL already selected to copy into the dialog box. Click **OK** to close the message box and complete steps 6 and 7.

# **Working with attachments**

In addition to your posted article, review or photo, you can also attach files to individual postings.

# In this section

Overview

Attaching a file

Editing attachments

Using attachments in restricted categories

#### Overview

Attachments are files attached to your posting, and can be opened or saved to your hard drive.

To see attachments, your readers open your blog's main page, and click the paper clip icon beside the **Attachments** heading in a posting.

The posting's individual page opens, and the reader goes directly to the **Attachments** section, which lists links to the attached files, such as the **My Resume.doc**, shown in the graphic example below. Readers can either open the attachment or save it to their hard drives:

# Hire Me!

by <u>Joey deVilla</u> at 10:09AM (EDT) on August 14, 2004 | Permanent Link

Now that I've graduated and enjoyed a little time off, it looks as though it's time for Yours Truly to enter the working world. I'm young, smart, hard-working and a quick study. I'm looking for any sort of work in TV or radio broadcasting. If you're looking (or know of someone who's looking) for an entry-level person in that field, I'm it!

I've attached my resume to this entry for potential employers. Download and enjoy!



My Resume.doc (19KB)

# What Happens When Someone Clicks on an Attachment?

Factors affecting how readers open an attachment include:

- The type of file attached
- The operating system and browser being used
- Browser settings
- Software installed on the user's computer

### Virus Prevention Begins With You!

It can be easy to accidentally spread viruses with attachments that already contain viruses. The default setting on many browsers is to try and open files when users click their links; if a malicious program is hiding in that file, it may be activated.

Always make sure that the files you are attaching are free of viruses and other malicious software. Anti-virus software should be used.

# Attaching a file

Attach one or more files to your blog posting. You can attach files to new or edited postings for articles, photos and reviews.

### To attach a file to a posting

- 1. Open the <u>Post</u> tab (for a new posting) or <u>Post Manager</u> tab (for an edited posting) on the Publisher Control Panel, and complete the information for your <u>article</u>, <u>review</u> or <u>photos</u> posting.
- 2. Below the Article Body or Photo Description box for your posting, click the Attach File(s) link to show the More and Browse buttons:



- **3.** Click the Browse button to open the **Choose file** window (for Windows) or the **File Upload** window (for Macintosh).
- **4.** Locate and select the file you want to attach, and click the **Open** button. The attached file appears in the text box beside the Browse button.
- 5. If you want to attach multiple files to your posting, click the More button below the Attach File(s) link. An additional Browse button appears each time you click the More button. For example, if you want to attach five files, click More five times.
- **6.** Repeat steps 3 and 4 for each **Browse** button.
- **7.** Save and publish your posting.

Attached files appear as links on the blog's main page under the **Attachments** area, as shown in the graphic example below. Users click the attachment links to open attached files.

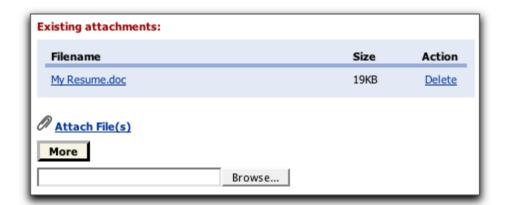


# **Editing attachments**

You can open an existing posting and edit its attachment section by deleting an attachment, or uploading new attachments.

#### To edit attachments

1. <u>Navigate</u> to an existing posting to open its **Edit** page. The file attachment links are listed in the **Existing attachments** area under the **Filename** heading, located just below the **Article Body** or **Photo Description** area:



- 2. To delete an attachment, click the Delete link under the Action heading
- 3. To upload a new attachment, click the **Browse** button in the **Attach File(s)** area and follow the procedure for attaching new files. For details, see Attaching a file.
- **4.** Make other changes to your posting as required, and click the **Save** button.

# Copying URL links for attachments

Attachments in your blog entries are links, and they have URLs (or "web addresses") which you can copy.

Sometimes readers may not be interested in your blog posting, but are interested in a file attached to a posting. You can give the reader the URL for the file, which they can then type into the address bar of their web browser.

### Attachments belonging to entries in restricted categories

If a reader wants to see an attachment that belongs to an entry posted in a restricted category, that reader must be logged in to your blog and have permission to view items under that restricted category, including attachments.

Readers not logged in and without permission cannot access an attachment in a restricted category, even if they type the attachment's URL directly in the address bar of their own browser. Unauthorized users receive a message similar to the following:

# Authorization Required

This server could not verify that you are authorized to access the document requested. Either you supplied the wrong credentials (e.g., bad password), or your browser doesn't understand how to supply the credentials required.

Apache/1.3.31 Server at example.blogware.com Port 80

# Creating an excerpt

Create a 20-word excerpt for your blog posting to avoid displaying a long text segment on your blog main page. Once the excerpt has been created, your blog main page shows the excerpt instead of the text segment, and provides a link to the full text on the article, review or photo page.

### To create an excerpt

- **1.** Open the <u>Post</u> tab on the Publisher Control Panel, and complete the information for your <u>article</u>, <u>review</u> or <u>photos</u> posting.
- **2.** In the Excerpt (Article Summary) area of the page, do one of the following:
  - to automatically generate an excerpt, click the Automatically generate excerpt checkbox

**Note:** If you select this option, the first few words (you can specify how many) of a text segment appear on the blog's main page. This setting is activated from the Settings and Security tab on the Publisher Control Panel. For details, see <u>Using automatically created Excerpts</u>.

• If you want to use your own text for the excerpt, type the excerpt in the

box below the check box. You can use HTML when typing the excerpt.

Once the blog is saved and published, the excerpt appears on the blog's main page. Readers click the **more** link that is displayed after the text to go to the article, review or photo page, where the full text can be read.

# Specifying publication date and time

When you post any item to your blog, the most recent entries appear on the blog main page first. By setting the publication date and time, you ensure that your post appears on your blog page in the right order. This topic includes the following:

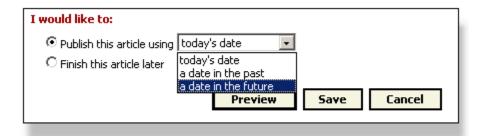
- how to set the publication date and time to be current, in the past or in the future
- how to save a posting to publish it at a later date

**Note regarding setting the publication date in the past:** If you post an article in the recent past, it should still appear on the blog's main page. For example, if your main page is set to display the last seven days' postings and you post an article with a date of two days ago, it will appear on the main page.

If the post is set to a date too far in the past, it may not appear on the blog's main page. In that case, to find the posting, readers will have to either know the URL for the post's permanent link, or search through your blog's archives.

### To specify publication date and time

- **1.** Navigate to your posting's page in one of these ways:
  - select the appropriate option (for example, Article or Photo) from the Post drop-down list
  - OR -
  - click the Post tab on the Publisher Control tab, and then click the appropriate link (such as Article or Photo)
  - OR -
  - click the <u>Post Manager</u> tab on the Publisher Control tab, select the category where a posting has been saved but not published and open the posting.
- 2. Complete the posting information as required.
- **3.** In the **I** would like to area, click the **Publish** this article using option, and then select an option from the drop-down list:



If you select a date in the past or a date in the future, the Publish date section is added to the page.



To specify a past or future date, use the drop-down lists in the Publish date section.

**Note:** The earliest that you can post a future article is 1.5 hours from the current time.

5. Click the Save button.

Current and past articles are posted to your blog, and future articles will automatically be posted when that date is reached.

**Note regarding time-zones and posting entries:** When you schedule an entry to be posted in the future, it is posted according to your blog's default time-zone. For example, if you schedule an article to be posted at 9 a.m. and your time-zone is set to EST, the article is posted at 9 a.m. EST. For details on seting the default time zone for the date and time attached to blog entries, see the topic <u>Timezones</u>.

### To save a posting to publish it at a later date

- **1.** Complete the information required for your posting (article, photo or review).
- 2. Click the Finish this article later button.
- 3. Click the Save button.

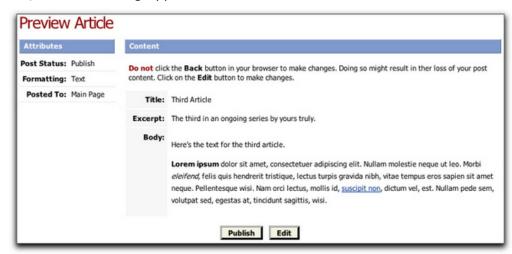
# Previewing an article

You can preview your posting on a separate page before saving and publishing it.

With the preview, you see more of the posting at one glance, including the formatting.

### To preview a posting before saving and publishing it

- 1. Navigate to your posting's page in one of these ways:
  - select the appropriate option (for example, Article or Photo) from the Post drop-down list
  - OR -
  - click the Post tab on the Publisher Control tab, and then click the appropriate link (such as Article or Photo)
  - OR -
  - click the <u>Post Manager</u> tab on the Publisher Control tab, select the category where a posting has been saved but not published and open the posting.
- **2**. Complete the information required for the posting.
- **3.** Click the **Preview** button. A separate page opens, showing the posting in full, with formatting applied:



The **Attributes** area lists general information about the post:

- **Post Status** indicates whether the article will be published immediately or saved for later editing.
- Formatting indicates how the posting is formatted, for example whether it is in text format or HTML format.
- Posted to indicates the categories under which the article will be posted.
   For more details about categories, see the <u>Categories and Photo Albums</u> chapter.

- **4.** Do one of the following:
  - If you are satisfied with your posting, click the Publish button to publish your posting.
  - If you want to make changes, click the Edit button to open your posting's Edit page, and make the appropriate changes. For details on editing, see <u>Editing and Deleting Posted Items</u>.

# Organizing posts in categories and photo albums

Categories help you organize your articles into groupings that make your blog easier to navigate.

When posting or editing a blog entry, you have the option of classifying it under one or more categories (or Photo Albums, if your entry is a photo). Your readers can then choose to read all the posts in your blog, or only those posted under a specific category.

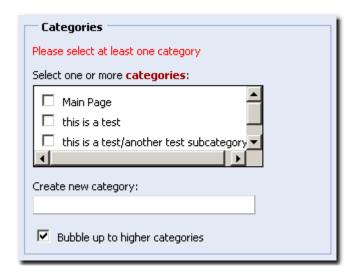
Once you have created categories or photo albums, new posts can be added directly to the appropriate category in your blog.

Note that subcategories are listed in a way that shows the categories to which they belong. For example, consider the category "Food and Drink" — if it has a subcategory called "Beer", it would be listed in the **Categories** list as "Food and Drink/Beer". If "Beer" in turn had a subcategory called "Premium", it would be listed as "Food and Drink/Beer/Premium".

For details on organizing all the categories in your blog, see <u>Organizing Blog</u> <u>Entries in Categories and Photo Albums</u>.

### To select a category for your blog entry

- **1.** Open the <u>Post</u> tab on the Publisher Control Panel, and complete the information for your <u>article</u>, <u>review</u> or <u>photos</u> posting.
- 2. In the Article Options or Photo Options area on the right side of the page, in the Categories section, select one or more categories or subcategories to which you want your posting to belong. You must select at least one category to which your entry belongs:



**Note:** The default category for a blog is Main Page. Administrators create additional categories as required.

- **3.** If you need to create a new category for your posting, type the name of the category in the **Create new category** text box.
- **4.** Select the **Bubble up to higher categories** check box if you want your posting to appear in higher-level categories. Clear the check box if you do not want your posting to bubble up.

**Note:** You use the bubble-up option if there is a category hierarchy, such that a main category contains a series of sub-categories. If a posting is contained in a subcategory (or a sub-subcategory), selecting the bubble up option results in the posting appearing in the main category and the subcategories.

If an article bubbles up into a restricted category, it is only visible to those readers who have permission to read that category. See <u>Restricted</u> <u>categories and photo albums</u> for more information.

# **Assigning keywords**

Keywords are words that you can assign to a posting so that it is easier for users to find the posting with your blog's search tool.

# If There's a Search Tool Already, Why Keywords?

The Search tool is very good (and quite fast, too!), but it's only good at finding words that appear in entries. However, since it's just a computer program, it's not very good at finding entries containing related terms. Consider the following text:

"We did some more work on Ross' place last night. We replaced the old rotting drywall in the living room and we ripped out its old carpet as well. He told me that we'd have to wait a day to put the new flooring in, as the delivery of parquet he was expecting is late."

This is an entry about a house renovation, but it doesn't actually contain the

words "house" or "renovation". If you entered the terms "house renovation" into the search tool, the article containing this text would not be listed in the search results.

Keywords are a way to work around this problem. You could assign the keywords "house" and "renovation" as keywords for the article containing this text. The article would then appear in the list of results if you entered "house" or "renovation" into the Search tool.

# In this section

Adding keywords to your posting

Using the Search tool

# Assigning keywords to your post

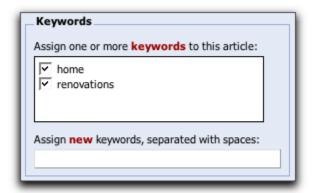
Keywords are words that help describe the subject of a posting. Assign keywords to your article, photo or review posting to make it easier for readers to find the article.

Once you assign a keyword to a posting, that keyword is included in the list of keywords for your blog, and can be selected for use in other postings.

Edit or delete keywords from your blog using the **Keywords** page on the **Post** tab of your Publisher Control Panel.

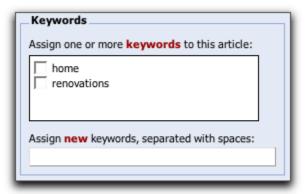
#### To assign keywords to your posting

- 1. Navigate to your posting's page in one of these ways:
  - select the appropriate option (for example, Article or Photo) from the Post drop-down list
  - OR -
  - click the **Post** tab on the Publisher Control tab, and then click the appropriate link (such as Article or Photo)
  - OR -
  - click the <u>Post Manager</u> tab on the Publisher Control tab, select the category where a posting has already been saved but not published. Open the posting.
- 2. Complete the posting information as required.
- 3. In the Assign Keywords area in the right panel of your Post page, type the keywords you want to assign in the text box below Assign one or more keywords to this article. Separate each keyword with a space. Phrases (multiple-word terms) are not supported.
- **4.** Press **ENTER** beside the last keyword you entered. The screen refreshes and shows you the list of the keywords you assigned in checklist:



- **5.** If you do not want to use one of the keywords you assigned right away, clear the check box beside the appropriate keyword. If you edit your keyword selection later, you can then re-select the keyword by checking the box beside it.
- **6.** Save and publish your posting.

**Note:** The next time you create a new blog entry, the **Keywords** section on the **Post** page includes a list of keywords you had created for previous entries. These keywords are not assigned to your new entry unless you select them:



To assign existing keywords to your new blog entry, click the check box beside each keyword you want to use.

#### To edit or delete keywords

- On your Publisher Control Panel, click the Post tab and then click the Keywords link. The Keywords page displays with a list of the existing keywords in your blog.
- To add a new keyword not specifically assigned to a particular blog entry, in the Add Keyword area, type the keyword in the Keyword box. Click the Add Keyword button.
- **3.** To edit the way a keyword is spelled, in the **Keywords** column, click inside the box containing the keyword and re-type it as required.
- **4.** To delete a keyword, in the **Delete** column, click the check box beside the keyword you want to delete.

5. When you finish, click the Save Changes button.

# **Using the Search tool**

Search tools are optional components you can add to the layout of your blog. Since it is an optional component, not all blogs have a search tool displayed.

The appearance of search tools varies from blog to blog, but in general search tools are shown in the left column of your blog and include text boxes in which users can enter search terms, and **Go** buttons to start the search process.

**Note:** The ability to <u>assign keywords</u> to individual postings makes it easier for users to search for postings.

### Search results example

The graphic below shows an example of the results of a search for the word "keyboard":

Next »

Search results for "keyboard":

#### For the record

by Joey deVilla on April 11, 2003 04:39PM (EDT)

keyboards like Keith Emerson , so I got into playing on those keyboards that you could

#### Untitled

by Joey deVilla on January 27, 2002 11:08AM (EST)

keyboard having been repossessed. Regardless, I've never seen anyone actually play the keyboard with their

#### Accordion tidbits [Updated]

by Joey deVilla on December 3, 2003 12:56PM (EST)

keyboard balanced (the chord buttons drowned out even the loudest register on the keyboard). I chose

#### Why Accordion?

by Joey deVilla on July 9, 2004 01:20AM (EDT)

keyboard instrument (which meant I could play it) and it needed no power nor amplification

#### Best...email...ever

by Joey deVilla on June 29, 2003 02:16AM (EDT)

keyboard or a Midi-controller for that matter. Ive been to your site for ages

#### Saturday, part one

by Joey deVilla on October 29, 2002 02:40PM (EST)

keyboard's left edge is a Bluetooth card. Early Saturday evening, I met sci-fi/fantasy/animation author



#### "Ooh! Middle G!"

by Joey deVilla on December 9, 2003 08:20PM (EST)

Dig that freaky keyboard. Dig that freaky keyboard technique.

# **Advanced Options**

The Advanced Options area is displayed on the right side of the Post Article and Edit Article pages, and allows more precise control of the article.



The **Advanced Article Options** section is divided into three sections:

#### Format Date

The **Formatting** section defines the time zone for the article's timestamp (the date and time of publishing).

#### Sticky Posts

The Sticky Posts section allows you make a blog entry a sticky post. When a

blog entry is specified as a 'sticky post' it always remain at the top of the page for the category or categories for which it has been marked as "sticky", even if there are more recent blog entries.

#### Notifications

The Notifications section controls notifications related to the article. This section lets you:

- Allow trackbacks: Allow or disallow trackbacks to the article.
- Allow comments: Allow or disallow readers to post comments in response to the article.
- Use auto-discovery for remote pings: Search the post for links to other blog entries. If any links are found, the system sends a message to that link's trackback URL, containing information about your blog and entry.
- **Send comment notifications:** Have an email sent to the publisher when a reader posts a comment in response to the article.
- **Send trackback notifications:** Send an email message to the publisher when a trackback to the article is created on another blog.
- **Send notification to subscribers:** Have an email sent to blog subscribers when the article is posted.
- Send a notification to the following addresses: Have an email sent to specific addresses when the article is posted.
- Trackback URLs to notify: Send the trackback to your post to another blog's trackback URL.

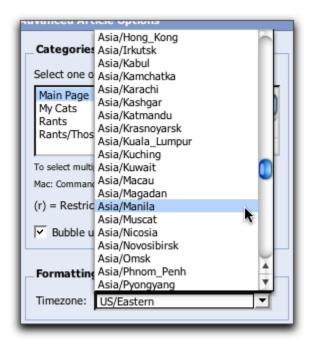
The section also contains an option to reset your <u>Posting defaults</u>.

## **Formatting**

The **Format Date** section lets you select the time zone that will be used for the post's timestamp:



- 1. Navigate to the Post page of your blog entry.
- **2.** Complete the required information.
- **3.** Click the arrow beside the **Timezone** box to open the time zone drop-down list:



**4.** Select the time zone you want to use for your post's time stamp.

# Sticky posts

How your blog entries are listed on their category page is determined by date; the most recent posting appears first on the list.

However, if you make your blog entry a sticky post, it will always appear before non-sticky posts, even if the non-sticky posts are more recent.

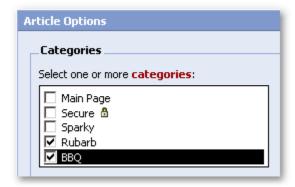
If the post is set to 'bubble-up' it takes precedence in parent categories as well, even if you do not select the parent category when you are creating your blog entry.

If you create two or more sticky posts in a category, the most recent sticky post is listed first.

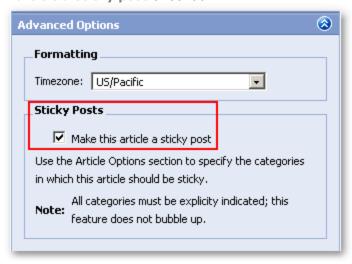
For more information on assigning categories for your blog entries, see <u>Organizing</u> posts in categories and photo albums.

#### To create a sticky post

- 1. Navigate to the Post page of your blog entry.
- 2. Complete the required information.
- **3.** In the **Article Options** area on the right side of the page, click the checkboxes beside the category or categories to which you want to assign your posting. Once published, the posting will appear at the top of each of the selected category pages.



**4.** In the **Advanced Options** area, under **Sticky Posts**, click the **Make this** article a sticky post checkbox.



**5.** When done creating the article, click the **Save** button at the bottom of the page.

#### **Notifications**

When you create a blog entry, you can select the notification options you want to use.

For more details on editing the format and content of a posting notification, see <a href="Article Notification">Article Notification</a>.

#### Notification options include:

Allow trackbacks

Enable this option if you want to leave a trackback message for other blogs that link to the article.

Any article that has been "trackbacked" by another blog has a count of its trackbacks displayed on the main page (and any category pages in which it appears). The title and text of the trackback appear in the **Trackbacks** 

#### section of the article's page:

Leave Comment | Trackbacks (1) | Permanent Link

#### Allow comments

Enable this option if you want to allow your readers to post comments in response to the article.

Any article that has received at least one comment has a count of its comments displayed on the main page (and any category pages in which it appears). The full comment appears in the **Comments** section of the article's page.

Comments (4) | Permanent Link

#### Use auto-discovery for remote pings

If your article links to an article on another blog that supports trackbacks, enabling this feature causes the system to automatically search for the correct trackback URL and then send a message alerting you to leave a trackback.

#### Send comment notifications

Send an email notification to readers who have requested notifications about comments made to the article, and to any addresses defined in your <u>Comment Notifications</u> settings.

#### Send trackback notifications

Automatically send a trackback message to reference the article on another blog.

#### Send notification to subscribers

Enable this feature if you want an email notification to be sent to all subscribed readers when you post your article.

#### Send a notification to the following addresses

To send an email notification of your post to particular people (e.g. someone who doesn't already subscribe to your blog), enter their email addresses here (one per line). The system uses the notification format defined in the <u>Article Notification</u> settings for this message.

#### Trackback URLs to notify

If you want to notify specific URLs with a trackback message for this article, enter them here (one per line). This is typically used to enter a specific blog URL for a trackback.

#### To select notification options

- 1. Navigate to the Post page of your blog entry.
- **2.** Complete the required information.
- 3. In the Notifications section of the Advanced Options area on the right

side of your **Post** page, click the checkbox beside each notification option you want to use for your post:



- **4.** In the **Send a notification to the following addresses** box, type the email adresses of the readers whom you want to notify about the new posting. Type each email address on a separate line.
- **5.** In the **Trackback URLS to notify** textbox, type the URLs for which you want to leave a trackback message for this article. Type one URL per line.

# **Pinging Weblog-Tracking Services**

The system has settings for automatically pinging the following popular blog-tracking services:

- Weblogs.com
- Blo.gs
- Blogrolling.com
- Technorati
- PubSub
- Yahoo

The trackback URLs for these services do not need to be entered; instead, go to <u>Posts</u> (on the Settings & Security tab) and click the **Use auto-discovery for remote trackback pings** checkbox.

# **Posting defaults**

# To view the default posting settings for your blog

Click the posting defaults link

# To make current settings the default settings when you post a new article

- 1. Navigate to the Post page of your blog entry.
- 2. Complete the required information.
- **3.** Below the **Advanced Options** area on your Post page, click the Update posting defaults check box:

Select this option if you want to save these preferences as the new posting defaults.
Update posting defaults

.

# **Posting Web Pages and Documents**

This chapter describes how you can use your blog to post web pages and documents. The pages and documents that you post do not necessarily appear on your blog as entries, but instead can be accessed using the URL assigned to that page.

#### In this section

Posting web pages
Editing and deleting web pages
Hosting a web page from your blog
Posting documents

# Posting web pages

Unlike articles or photos, links are not created to your new web page anywhere on your blog, so you'll need to add links to your web pages either in your articles, in your blog layout with custom components, or by using a favorites list to link to your web page. The web page is, however, displayed in your blog.

### In this topic

To post a web page
To load the new web page
To save a web page as a component
To add your web page to a favorites list

#### To post a web page

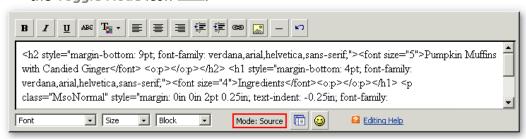
- 1. From the Publisher Control Panel, click the Post tab.
- 2. From the Options list, click Web Page. The Manage Web Pages page opens.



3. Click the Create a new page link. The Page Editor page opens.

- **4.** Type the title for your web page in the **Title** field. Be careful how you name the web page as the title you choose will be used as part of the URL for that page. Any spaces, punctuation marks, or special characters will be removed from the title for use in the URL.
- **5.** Enter the body of your web page. You can use either HTML (Source) or WYSIWYG (Display) mode for entering information. WYSIWYG means "What you see is what you get".

To switch between HTML (Source) and WYSIWYG (Display) mode, click the **Toggle Mode** icon



**Note:** The Rich Text Editor formatting controls only work in (WYSIWYG) **Display** mode. When readers view your blog entry on your blog main page, they see the entry as it appears in **Display** mode.

**6.** When finished, click the **Save Page** button. The **Manage Web Pages** page re-opens, showing the new web page information in the list.



#### To load the new web page

To load the web page you've just created, click the URL provided in the Manage Web Pages page. You can also copy the URL and add it to a blog entry, or you can send the URL to anyone you want to have access to the web page.



### To save a web page as a component

The web page feature makes it easy to create and edit components for your blog's sidebar by allowing you to save web pages as custom components.

- 1. From the Publisher Control Panel, click the Post tab.
- 2. From the Options list, click Web Page. The Manage Web Pages page opens.
- **3.** Enter a title and content for your web page. See <u>steps 4 and 5</u> above for more information.
- **4.** Towards the bottom of the **Page Editor** page, check the **Create a component** checkbox.
- 5. Click the Save Page button.
- **6.** To place this new component in your layout, see <u>Adding Components to Your Sidebars</u>.

#### To add your web page to a favorites list

The web page editor integrates with favorites, making it possible to create a web page and add a link to that web page to an existing favorites list.

- 1. From the Publisher Control Panel, click the Post tab.
- 2. From the Options list, click Web Page. The Manage Web Pages page opens.
- **3.** Enter a title and content for your web page. See <u>steps 4 and 5</u> above for more information.
- **4.** Towards the bottom of the **Page Editor** page, check the **Add to a favorites list** checkbox. A drop-down menu appears listing your existing favorites lists. Choose the list where you want to add a link to the web page.
- 5. Click the Save Page button.

To edit the favorites list later, see Editing a favorites list.

# **Editing and deleting web pages**

Once you've posted a web page, you can use the web page manager to change the page by editing its HTML or by using the WYSIWYG editor. You can also delete the web page.

- 1. From the Publisher Control Panel, click the Post tab.
- 2. From the Options list, click Web Page. The Manage Web Pages page opens, listing the web pages you've created.
- 3. Click **Edit** beside the web page that you want to edit or delete.



The Page Editor opens.

**To edit the page:** make any changes to the title and body of the page, then click the **Save Page** button. See <u>Posting Web Pages</u> for information on editing in Display (WYSIWYG) or Source (HTML) mode.

To delete the page: click the Delete Page button.

# Hosting a static HTML document on your blog

This topic covers how to upload a static HTML document so that it can be hosted through your blog. Uploaded HTML documents are not necessarily added as a blog entries, but can be accessed using their URL or blogged later.

#### In this section:

- Using your blog to host a static HTML document
- Posting HTML documents to your blog

### Using your blog to host a static HTML document

When you use your blog to host a static HTML document, that document uses your blog's URL, but is not necessarily accessible from your blog, i.e. the HTML document does not have to be an entry in your blog.

- 1. From the Publisher Control Panel, click the File Manager tab.
- 2. Use the **Upload New File** box to upload and name the file. When naming the file, be sure to include the file-extension, i.e. .html, .htm, or another format that a web browser can display.

**3.** Click the **Upload** button. The file is added to the list of files and directories in the File Manager.

Once you've uploaded and named the file, the HTML document can be accessed as a web page using your blog's URL and the filename, for example http://exampleblog.blog.com/testpage.html

### Viewing the HTML document and identifying its URL

To open the HTML document in your browser, click the filename in the **Name** column. The document opens; note that it is not in blog format. Copy the URL from your browser's address bar to access that HTML document later.



## Posting HTML documents to your blog

Blogging an HTML document allows you to add it as an entry in your blog. The HTML document can also be accessible using its URL, and is displayed as a web page, not in blog format.

- 1. Follow the steps above to upload the file.
- 2. Once the file has been uploaded and named, click the Blog This <sup>\*\*</sup> icon to post it to your blog.



The Post Article page opens, with the URL added to the article body.

**3.** Type a title for the blog entry in the **Article Title** field, and paste or type any additional content in the article body area.

4. When done, click the Save button.

The HTML document's URL is added as an entry to your blog; copy the URL and paste it into your Browser's address bar in order to access it.

### **Related topics:**

<u>Posting web pages</u>
Managing your Blog's File System

# **Posting documents**

When you post a document, it is not automatically added to your blog as a blog entry. In order to access the document, you'll need to use the URL assigned to it. If you do want the document to be accessible from your blog, you can blog the document's URL as you would an article.

Posted documents are displayed in your browser, but generally not within your blog, i.e. not in blog format.

#### In this section:

- Using your blog to host a document
- Posting documents to your blog

# Using your Blog to host a document

- 1. From the Publisher Control Panel, click the File Manager tab.
- 2. Use the **Upload New File** box to upload and name the file that will be the new web page. When naming the file, be sure to include the document's file-extension.



**3.** Click the **Upload** button. The file is added to the list of files and directories in the File Manager.

Once you've uploaded and named the file, the document can be accessed using your blog URL and the filename, for example <a href="http://exampleblog.blog.com/testpage.html">http://exampleblog.blog.com/testpage.html</a>

Viewing the document and identifying its URL

To open the document in your browser (if that file format is supported by your browser), click the filename in the **Name** column. The document opens; note that it is not in blog format. Copy the URL from your browser's address bar to access the document later.



### Posting documents to your blog

How your document is posted depends on its file type. For example, if you want to post a .jpg file, the .jpg image will be added as a photo entry. If you want to post a file whose type cannot be viewed in a web browser, the document's URL will be added to your blog as an entry.

- **1.** Follow the <u>steps above</u> to upload the file.
- 2. Once the file has been uploaded and named, click the Blog This # icon to post it to your blog.



The **Post Article** page opens, with either the URL or the viewable content added to the **Article Body** area.

- **3.** Type a title for the blog entry in the **Article Title** field, and paste or type any additional content in the **Article Body** area.
- **4.** Click the **Save** button.

Related topics:
<a href="Posting web pages">Posting web pages</a>
<a href="Managing your Blog's File System">Managing your Blog's File System</a>

# Moblogging (Posting Articles and Photos via Email)

Moblogging refers to posting articles and photos via email. You post articles and photos by sending them to email shortcut addresses specified in your blog. The content of the email gets turned into a blog entry.

There are two types of email shortcuts:

#### Article email shortcuts

Contents of article email shortcuts are converted into articles and posted to one or more specified categories in your blog. The subject line of the email becomes the article title, and the body of the email becomes the article body.

#### • Photo email shortcuts

Contents of photo email shortcuts are converted into photos that are posted to a specified photo album in your blog. The subject line of your email becomes the photo caption, the body becomes the photo description, and the attached picture is used as the photo.

#### In this section

Adding addresses to email shortcuts

Adding article and photo email shortcuts

Posting articles and photos via email

Setting moblogging options for email shortcuts

# Adding addresses to email shortcuts

You post articles and photos via email by sending email to the email shortcut address specified in your blog. The content of the email gets turned into a blog entry.

There are two types of email addresses that can be added or edited for email shortcuts:

- the email address for the authorized recipient of postings received via email
- the email address or addresses for valid senders of postings to the authorized recipient

The email you specified for yourself when you first set up your blog account is the default for both types of email addresses. You can change the default email address or add additional ones.

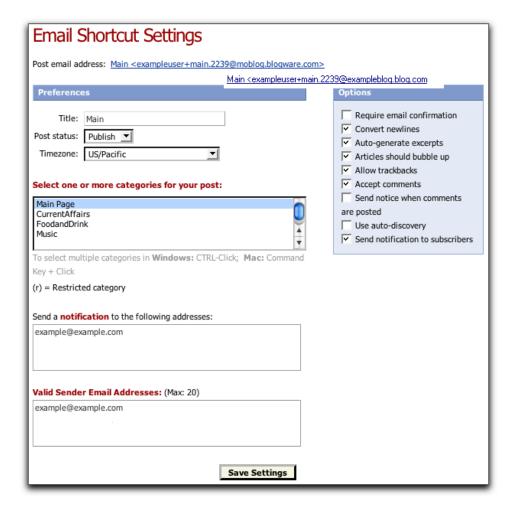
To add or change the email shortcut addresses

 On your Publisher Control Panel, click the Settings and Security tab, then select Moblogging on the Publishing Defaults page. The Moblogging page opens:



There are two default email shortcut categories - Main and Photo. Main shortcuts are used to handle text-based blogs (articles, reviews, etc.), while Photo shortcuts handle blogs that contain photos. You can add additional article or photo shortcuts by following the procedures in Adding article or photo email shortcuts.

2. Click either the Main or Photo link to open the Email Shortcut Settings page:



- 3. In the Select one or more categories for your post box, select a category (for example Main Page) for the blog entry. If you select more than one category, press the CTRL key on your keyboard as you select each category.
- **4.** To change the authorized recipient email addresses, in the **Send a notification to the following addresses** box, change the default email address or add additional email addresses, one address per each line.
- 5. To change the valid senders email addresses, in the Valid Sender Email Addresses box, change the default email address or add additional email addresses, one address per line. You can add up to 20 valid recipient addresses.

**Note:** If you are receiving and sending posts from a mobile device, make sure to program your mobile device to receive email shortcut blog postings, and enter the mobile device's email address in the **Valid Sender Email Addresses** box.

**6.** In the **Options** area, make sure that the **Require Email Confirmation** check box is cleared. This way you can receive email postings immediately.

- **7.** Select other options as required. See <u>Setting moblogging options</u> for details on completing this section.
- 8. Click the Save Settings button. You are returned to the Moblogging page.
- **9.** To update the email shortcut settings for the other categories (for example, **Photo**), click the appropriate link, and repeat steps 2 to 8.

# Adding article and photo email shortcuts

In addition to the default **Main** and **Photo** email shortcuts, you can create your own email shortcut categories.

- On your Publisher Control Panel, click the Settings and Security tab, then select Moblogging on the Publishing Defaults page. The Moblogging page opens.
- 2. Above the Active Shortcuts list, click the Add Article Shortcut or Add Photo Shortcut links to open the Email Shortcut Settings page:



- 3. In the Select one or more categories for your post box, select a category (for example Main Page) for the blog entry. If you select more than one category, press the CTRL key on your keyboard as you select each category.
- **4.** To change the authorized recipient email addresses, in the **Send a notification to the following addresses** box, change the default email address or add additional email addresses, one address per each line.
- 5. To change the valid senders email addresses, in the Valid Sender Email Addresses box, change the default email address or add additional email addresses, one address per each line. You can add up to 20 valid recipient addresses.

**Note:** If you are receiving and sending posts from a mobile device, make sure to program your mobile device to receive email shortcut blog postings, and enter the mobile device's email address in the **Valid Sender Email Addresses** box.

6. In the Options area, make sure that the Require Email Confirmation check

box is cleared. This way you can receive email postings immediately.

- **7.** Select other options as required. See <u>Setting moblogging options</u> for details on completing this section.
- 8. Click the Save Settings button. You are returned to the Moblogging page.
- **9.** To create other new email shortcuts, click the appropriate link, and repeat steps 2 to 8.

# Posting articles and photos via email

When you are moblogging, or posting blogs via email, you can only post a blog if:

- the email address to which you are sending the posting is authorized to receive blog entries
- you are a valid sender, and have been included in the valid sender list as described in the topics <u>Setting email addresses for email shortcuts</u> and <u>Adding article and photo email shortcuts</u>

# To post an article or photo

**Note:** Posting of attachments in email messages is not currently supported; attachments will not be posted to your blog if you post via email.

- **1.** Start a new email message.
- 2. Enter the email address of the email shortcut into the **To:** field. This will appear in the blog as the title of the posting. Make sure to use the correct email address for article and photo postings (see <a href="Adding addresses to email shortcuts">Adding addresses to email shortcuts</a> for details on the different email shortcuts).
- **3.** Enter the article title or photo caption into the **Subject** field. This will be the blog entry content.
- **4.** Type the article body or photo description as the main text of your email message. I
- **5.** If you are posting a photo, attach the photo to the email.
- **6.** Send the message.

To edit

On your Publisher Control Panel, click the Settings and Security tab, then select Moblogging on the Publishing Defaults page. The Moblogging page opens:



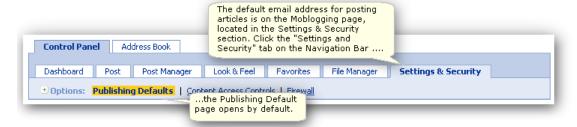
There are two default email shortcut categories - Main and Photo. Main shortcuts are used to handle text-based blogs (articles, reviews, etc.), while Photo handle blogs that contain photos.

To add a shortcut, click the Add Article Shortcut link or the Add Photo Shortcut link.

## The Default Email Shortcut for Posting Articles

Every new blog comes with a default email shortcut for posting articles called Main. It is initially set up so that it will accept messages only from the email address of the blog's owner (that is, the email address listed in the user account information for the owner) and post it to the Main Page category of your blog.

You can find out what the shortcut's email address is by going to the **Moblogging** page.



On the **Publishing Defaults** page, click the **Moblogging** link. This opens the **Moblogging** page which lists all the email shortcuts that have been defined for your blog and allows to you add, edit and delete email shortcuts.

You should have two email shortcuts by default: **Main** and **Photo**. The **Main** shortcut is for posting articles via email; articles sent to this email address are posted under the **Main Page** category.

Pictured below is a view of the **Moblogging** page for a new blog:

The entry in the Email Address column for the Main shortcut its email address.

Sending an email to this address will post it as an entry to your blog's main page.

## To get the default email address for articles:

- 1. Click the Settings & Security tab on the Navigation Bar.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Moblogging.
- **4.** Copy the default email address for articles into your mobile device.

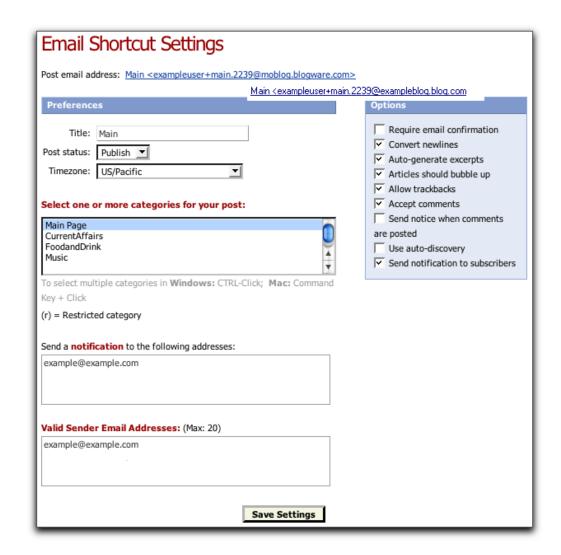
## Setting Your Mobile Email Address As a Valid Sender

In order to prevent unauthorized people from posting articles to your blog via email, email shortcuts check the sender's email address and accept only those emails from valid senders. You can define up to twenty valid senders' email addresses for each email shortcut.

By default, the only valid sender's email address is the email address of the blog's owner. In most cases, this will not be the same as the email address used by the mobile device you want to use. You can add a valid sender to an email shortcut by editing its settings, which you do by clicking on its name:



The Email Shortcut Settings page for that shortcut opens.



Make sure that the **Require email confirmation** checkbox in the **Options** sidebar is cleared:



Enter the email address of your mobile device into a new line in the **Valid Sender Email Addresses** field, located near the bottom of the page. For example, if the email address of your mobile device is mobiledevice@example.com, you would enter it on a new line as shown below:



## Posting an Article

Once the email shortcut has been programmed into your mobile device and your mobile device's email address has been added to the list of valid senders, you can post articles via email.

**Note:** Posting of attachments in email messages is not currently supported; attachments will not be posted to your blog if you post via email.

## To post an article to an email shortcut:

- 1. Start a new email message.
- **2.** Enter the email address of the email shortcut into the **To**: field.
- 3. Enter the title of the article into the Subject field.
- **4.** Enter the body of the article as the main text of your email message.
- **5.** Send the message.

## **Setting moblogging options**

There are several options you can use for your Email Short cut settings.

- On your Publisher Control Panel, click the Settings and Security tab, then select Moblogging on the Publishing Defaults page. The Moblogging page opens.
- **2.** Open the **Email Shortcut Settings** page. The **Options** area is on the left side of the page:



The following table describes each option:

Options	Details
Keep original photo	(Photo shortcuts only) — stores resized photos at their original sizes
Require email confirmation	sends an email requiring author to confirm the article or photo is to be posted. Deselect this option for prompt posting.
Convert newlines	formats the text of the article to preserve line lengths
Auto-generate excerpts	indicates whether an excerpt should be generated for this post
Articles should bubbl up	edetermines whether an article or photo posted in a child category should also appear in its parent category. (See <a href="General options">General options</a> .)
Allow trackbacks	indicates whether other blogs can post trackbacks to articles or photos

Accept comments	determines whether other readers can post comments to articles or photos
Send notice when comments are posted	tells the system whether <u>comment notifications</u> should be sent
Use auto-discovery	indicates whether the system should check the post for trackback URLs
Send notification to subscribers	tells the system whether <u>article notifications</u> should be sent

# **Editing and Deleting Blog Entries**

You can edit or delete articles, reviews and photos you've saved or published.

## In this section

## Opening articles, reviews and photos

#### **Editing articles and reviews**

This topic describes how to edit an article posting.

#### **Editing photos**

This topic describes how to edit a photograph.

#### Viewing comments, trackbacks and publish date

This topic describes how to view comments, trackbacks and publish date

#### **Deleting posted items**

This topic describes how to delete an article posting from your blog.

## Opening articles, reviews and photos

There are two places from which you can open an article you have saved:

From the Dashboard

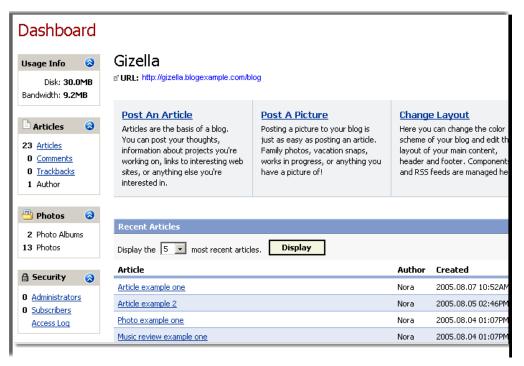
The **Recent Articles** list on the **Dashboard** tab can list up to 50 of your most recently-posted entries.

• From the Post Manager

The **Post Manager** lists all the entries in your blog, regardless of how old it is.

## To open a saved article from the Dashboard

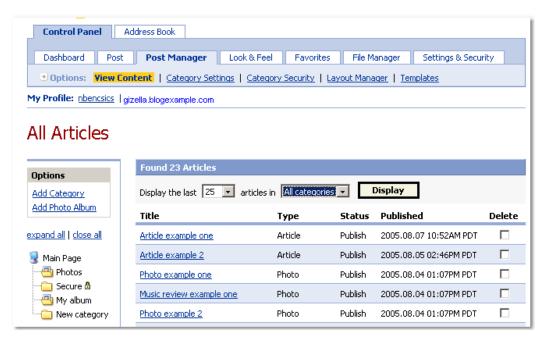
1. Click the Dashboard tab to open it. A list of posted items is displayed in the Recent Articles area of the page. The Dashboard has been set to display only 5 of the most recent articles.



- 2. To change the number of articles displayed, click beside the **Display the box** and select an option, then click the **Display** button. The screen refreshes showing the number of links you selected. You can view up to 50 recent articles from this page.
- **3.** To open an article or photo, click its link. The article or photo opens on the item's **Edit** page.
- **4.** Make changes as required on the edit page and click **Save**. For details on editing a posting, see <u>Editing and deleting posted items</u>.
- 5. Click the Dashboard tab again to open it.

## To open a saved article from the Post Manager

1. Click the **Post Manager** tab. A list of all posted items is displayed on the page, showing the title, type of item (for example article or photo), status of the item (whether draft or published), and the published date.



- 2. To change the number of items displayed, click beside the **Display the box** and select an option, then click the **Display** button. The screen refreshes showing the number of links you selected. You can view up to 100 items on this page.
- **3.** To narrow your search by looking in a specific category, click beside the **articles in** box, and select the specific category that contains the article or photo. The default category is **All categories**.
- **4.** Click the title of the article or photo you want to open. The item's Edit page opens.
- **5** Make changes as required on the edit page and click **Save**. For details on editing a posting, see Editing and deleting posted items.
- **6.** Click the **Dashboard** tab again to open it.
- 7. To delete an article, click the check box beside it in the Delete column.

# **Editing articles and reviews**

You can make changes to an article or review that you saved or published on your blog, using the item's **Edit** page.

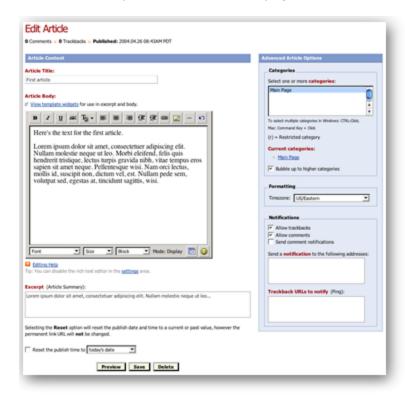
The **Edit Article** page is very similar to the **Post** page, and the procedure for making changes to your saved or published item is very similar whether you are editing an article or review.

One key difference on an Edit page is that for published articles and reviews, the **Edit** page indicates the number of comments made to the article, the number of

trackbacks pointing to the article and the date and time it was published. For more details, see <u>Viewing comments</u>, <u>trackbacks and publish date</u>.

#### To make changes to an article or review

1. Open the item you want to change on the Edit page. For details on finding and opening an article, review or photo, see <a href="Opening articles">Opening articles</a>, reviews and <a href="photos">photos</a>. The item opens on the Edit page. The graphic example below shows an example of an Edit Article page:



Make the following changes as required:

- 2. Make changes to the title in the Article Title/Photo Caption box
- 3. Make changes to the content in the Article Body/Photo Description box.
- **4.** If required, complete one or more of the the following optional publishing activities:
  - To attach an additional file to your item, click Attach File(s) and follow the subsequent instructions. For details, see <u>Attaching a file</u>.
  - b. To change an excerpt to display on your blog's main page instead of the full body of an article or photo description, change the content in the Excerpt (Article Summary) box. For details, see <u>Creating an</u> excerpt.
  - c. Do one of the following:

If you are editing an item that had already been published, you can
reset the time to publish your item. Click the check box beside
Reset the publish time to drop-down box, and select the today's
date or a date in the past option from the Reset the publish time to
drop-down list:



**Note:** To keep the original publication date for the item, make sure the **Reset the publish time to** check box is cleared.

- OR -
- If you are editing an item that has been saved and not published, specify a time to publish your article. Select an option from the Publish this article using drop-down list in the I would like to area. The default option is today's date.

For more details on publication times, or how to complete an article later, see <u>Specifying publication date and time</u>.

- d. To see a preview of your revised item, click the **Preview** button. For details, see Previewing an article.
- e. To spell check your revised entry, click the **Spellcheck** icon. The **Spell Check** window opens. Use the **Language** drop-down list to choose the dictionary you want to use to spell check your article.
- **5.** On the right side of the page, make changes in the **Categories** section by clearing the current category selected or adding an additional. For more details, see <u>Organizing posts in categories and photo albums</u>.
- **6.** Make changes to the <u>assigned keywords</u> and change or select a new <u>advanced option</u>.

When you finish, click the Save button.

7. If you selected the **today's date** option in step 4(c), your item is posted or re-posted immediately on your blog's main page. It also appears at the top of the list in the Recent Article area on the <a href="Dashboard">Dashboard</a> tab of the Publisher Control Panel.

## **Editing photos**

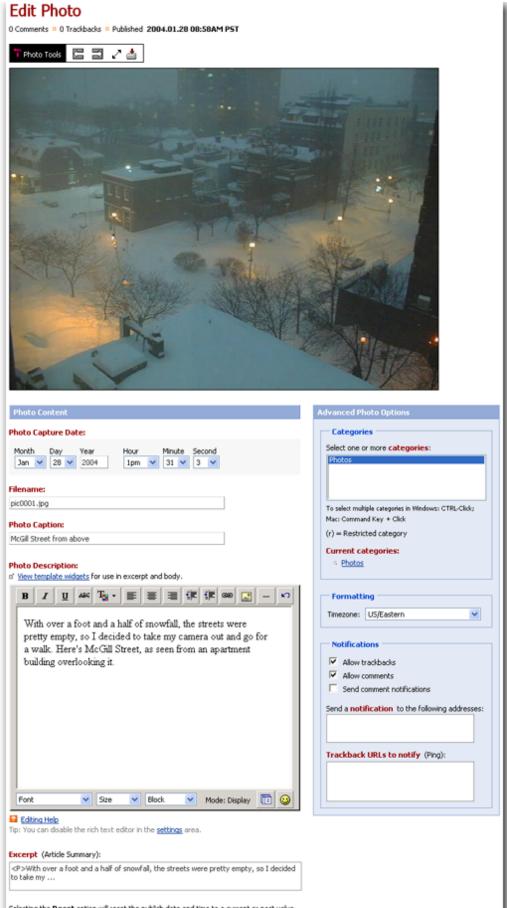
You can make changes to a photo that you saved or published on your blog, using the item's **Edit** page.

The **Edit Photo** page is very similar to the **Post** page.

One key difference on an Edit page is that for published photos, the **Edit** page indicates the number of comments made about the photo, the number of trackbacks pointing to the photo and the date and time it was published. For more details, see Viewing comments, trackbacks and publish date.

## To make changes to a photo

**1.** Open the item you want to change on the **Edit** page. For details on finding and opening a photo, see <u>Opening articles</u>, <u>reviews and photos</u>. The item opens on the **Edit Photo** page:



#### **Publisher Control Pane**

Selecting the Reset option will reset the publish date and time to a current or past value, however the permanent link URL will **not** be changed.

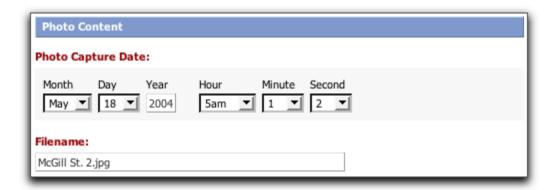
Make the following changes as required:

**2.** To change rotate, flip or replace the photo, use the photo tools located just above the photo:

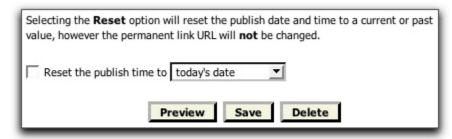


For more details on the photo tools, see Using photo tools.

3. In the Photo Capture Date area, click beside the Month, Day, Year boxes and select new dates:



- **4.** Make changes to the filename in the **Filename** box.
- 5. Make changes to the title in the Photo Caption box
- **6.** Make changes to the content in the **Photo Description** box.
- **7.** If required, complete one or more of the the following optional publishing activities:
  - a. To attach an additional file to your item, click **Attach File(s)** and follow the subsequent instructions. For details, see <u>Attaching a file</u>.
  - To change an excerpt to display on your blog's main page instead of the full body of a photo description, change the content in the Excerpt (Article Summary) box. For details, see <u>Creating an excerpt</u>.
  - c. Do one of the following:
    - If you are editing an item that had already been published, you can reset the time to publish your item. Click the check box beside Reset the publish time to drop-down box, and select the today's date or a date in the past option from the Reset the publish time to drop-down list:



**Note:** To keep the original publication date for the item, make sure the **Reset the publish time to** check box is cleared.

- OR -
- If you are editing an item that has been saved and not published, specify a time to publish your article. Select an option from the Publish this article using drop-down list in the I would like to area. The default option is today's date.

For more details on publication times, or how to complete an article later, see Specifying publication date and time.

- d. To see a preview of your published item, click the **Preview** button. For details, see <u>Previewing an article</u>.
- **8.** If you want to replace the photo, navigate to the **Replace This Photo** area at the bottom of the screen. Click the **Browse** button and select a new photo, then click the **Replace** button. For more details on selecting and uploading photos, see <u>Posting Photos</u>.
- **9.** On the right side of the page, make changes in the Categories section by clearing the current category selected or adding an additional. For more details, see <u>Organizing posts in categories and photo albums</u>.
- **10.** Make changes to the <u>assigned keywords</u> and change or select a new <u>advanced option</u>.
- **11.** When you finish, click the **Save** button.

If you selected the **today's date** option in step 4(c), your item is posted or re-posted immediately on your blog's main page. It also appears at the top of the list in the Recent Article area on the <u>Dashboard</u> tab of the Publisher Control Panel.

## Viewing comments, trackbacks and publish date

To view comments, trackbacks and publish date and time

For published items, the top of the **Edit Article** page indicates the number of comments made to the article, the number of trackbacks pointing to the article and the date and time it was published:



When a published article has received comments or trackbacks:

- click the Comments link to open the Comments page and view all the comments about the item. You can also delete selected comments from this page.Y
- click the Trackbacks link to open the **Trackbacks** page for the article and view trackbacks for the item. You can also delete selected trackbacks from this page.

Working with comments and trackbacks are described in the <a href="Comments">Comments</a> and *Trackbacks* chapters, respectively.

Draft articles shown on the **Edit Article** page do not receive comments or trackbacks, and have no publication date, as shown in the graphic example below.



## **Deleting posted items**

You can delete articles, reviews or photos from an item's individual **Edit** page, or by using the **Post Manager**.

# To delete an article, review or photo

- Locate and open the item you want to delete. For more information, see <u>Opening articles, reviews and photos</u>.
- 2. Click the **Delete** button (located near the bottom of the page):



**3.** Click **OK** at the message to confirm the deletion.



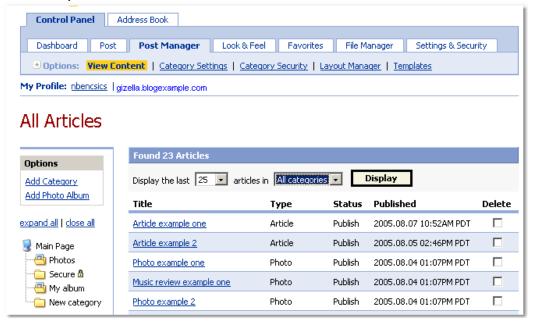
Note: Once deleted, an article may not be retrieved.

# To delete articles, reviews and photos from the Post Manager page

This option allows you to delete more than one item at a time.

#### To delete one or more articles using the Post Manager:

1. Click the Post Manager tab. A list of all posted items is displayed on the page, showing the title, type of item (for example article or photo), status of the item (whether draft or published), and the published date. From the list any item can be selected for deletion.



To delete one or more articles, click the Delete checkbox beside the required articles and click the Delete Selected button at the bottom of the list.



**4.** Click **OK** at the message prompt to confirm the deletion, or click **Cancel** to abort the deletion.



**Note:** Once deleted, articles may not be retrieved.

**5.** The page will be refreshed, and a message appears near the top of the page indicating that the article(s) were successfully deleted.

# **Editing your Blog's Look-and-Feel**

You can modify the look-and-feel of your blog by using the Rich Text Editor, changing the color scheme, changing the layout (including columns, headers and footers, and components), and by editing the template.

## In this section

The Rich Text Editor

Changing the color scheme

Changing the layout

**Using templates** 

## The Rich Text Editor

The Rich Text Editor allows you to format text, link to other web pages, add emoticons and images, and more.

## In this section

#### Formatting Text

This section describes basic formatting: bold, italics, underline, color, text alignment and fonts.

#### Linking to Other Web Pages

This section describes linking to pages external to the blog on the World Wide Web.

## **Adding Emoticons**

This section describes adding Emoticons to blog entries.

#### Adding Images

This section describes adding images to blog entries.

#### Using the Undo command

This section describes the use of the Undo command.

#### **Spellchecking**

This section covers the use of the Spellcheck command.

#### Using Display mode and Source mode

The Rich Text Editor gives you a WYSIWYG ("What You See Is What You Get")

view of your blog entry. However, you might not want this if you are an HTML guru or want to use some formatting that the **Rich Text Editor** doesn't support; that's what **Source Mode** is for.

## Formatting text

You can format the text of your article, review, web page or photo description by using the Rich Text editor. Formatting options include:

- Bold, Italic, Underline, Strikethrough
- Color
- Alignment and Indenting
- Horizontal Rules
- Font Face, Size, and Block

# Bold, Italic, Underline, Strikethrough

## The buttons

The first few buttons on the top of the Rich Text Editor are:



#### **Bold**

Changes text formatting to **bold**.



#### **Italics**

Changes text formatting to italics.



#### **Underline**

Changes text formatting to <u>underlined</u>.

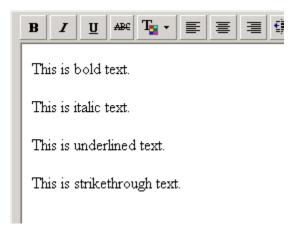


#### Strikethrough

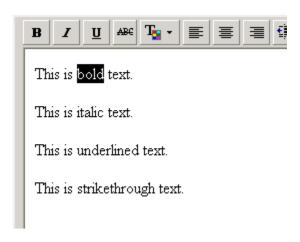
Changes text formatting to strikethrough.

## To format text using the Rich Text Editor menu bar:

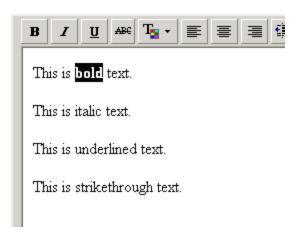
**1.** Navigate to the page where you plan to format text for an article, review, web page or photo description:



**2.** Select the text to which you want to add formatting, for example the word "bold" in the graphic below:



**3.** Click the appropriate button on the menu bar. For example, if you want the word to be bolded, click **B**:



**4.** Apply italic, underline and strikethrough formating as required to other text. You can apply multiple text formatting to selected text - for example, if you

select the text you want to format, and click **B** and **I**, the text is both bolded and italicized, as shown in the example below:



**5.** To format text as you type, click the button on the Rich Text Editor menu for the formatting you want, and continue typing. The text you type will be formatted accordingly. Click the button again to stop formatting the text.

## Color

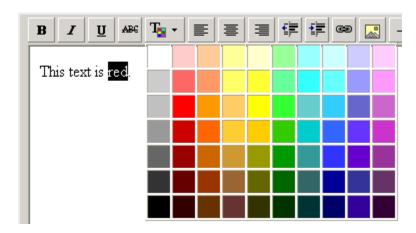
## The button



#### **Text Color**

Changes the color of the selected text.

This button is slightly different from the **B**, **I**, **U** and **b** buttons. If you click this button, a color palette appears:



## To apply color to your text

Select the text for which you want to change the color, click the text color button and then click the color on the palette that you want to apply.

# Alignment and Indenting

## The buttons

These buttons control the positioning of text:



## Align Left

Left-aligns the current paragraph.



## **Align Center**

Center-aligns the current paragraph.



## Align Right

Right-aligns the current paragraph.



## **Decrease Indent**

Removes indents from the current paragraph.



## Increase Indent

Indents the current paragraph.

## To align text

Place your cursor on any line or paragraph you want to align and then click the alignment button of your choice.

# **Horizontal Rules**

## The button

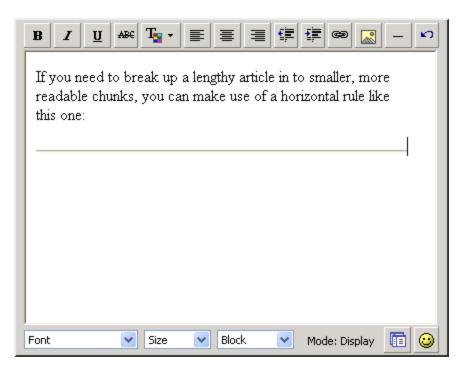


#### Horizontal Rule

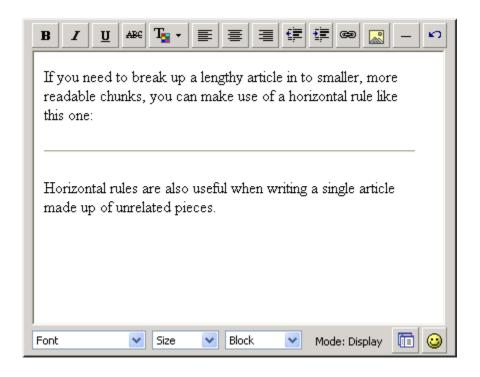
Inserts a horizontal rule at the cursor's current line.

To insert a horizontal rule in the body of your text

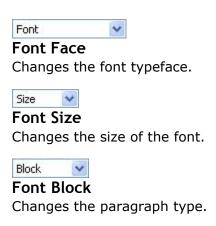
- **1.** Enter an entry as you normally would.
- 2. Place your cursor at the point where you would like a horizontal rule, and click the button. The horizontal line is inserted at the cursor location:



**3.** If you want to continue entering text after the horizontal rule you inserted, press ENTER on your keyboard to go to the next line. Continue typing your text. The body of your text will be similar to the example shown below:



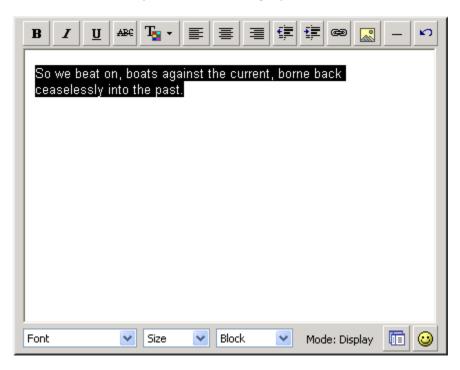
# Font Face, Size, and Block The menus



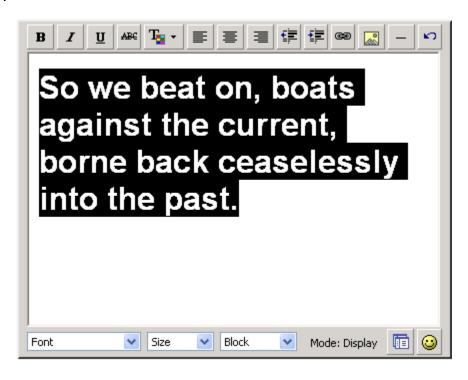
## To change the font face, size or block

- 1. Select the text for which you want to change the font.
- 2. Click the beside the Font Face, Font Size or Font Block menu and from the drop-down list, select an option. For example, you might select the Arial font for your text from the Font Face Menu
  Font
  y
  , and then

select x-small from the Font Size menu Size . The result will be similar to the example shown in the graphic below:



To change the paragraph style, select text and click beside the Font Block menu Block . If you select **Headline 1**, the result is similar to the example shown below:



## **Adding emoticons**

## What are Emoticons?

Emoticons are a symbol-based way of conveying emotion in Internet communications such as email and instant messaging.

For example, if you want to convey pleasure, you may insert the classic smiling emotion in a sentence:

The Rich Text Editor features an Add Emoticon button, which makes it easy to insert emoticons into your blog entries.

## The Button

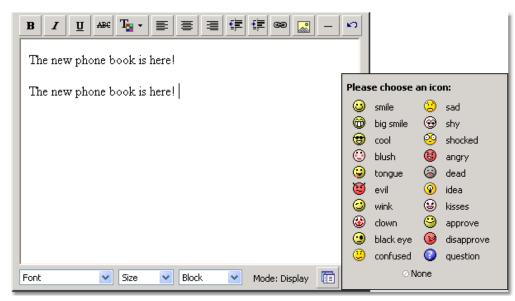


#### Add Emoticon

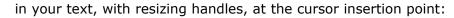
Inserts an emoticon at the text cursor's current location.

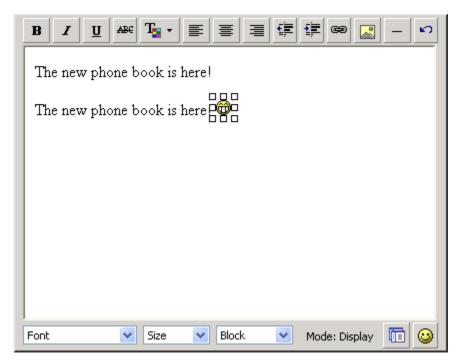
## To insert an emoticon in the body of your text

- 1. Position your cursor at the location where you want to insert an emoticon.
- 2. Click the button to open the emoticon pop-up menu:



**3.** Click an emoticon image, for example  $\Theta$  (the smile emoticon). It appears





**4.** If you want, resize the emoticon by clicking and dragging the handles. Otherwise, click anywhere on the page so that the handles are no longer visible.

The blog entry with the emoticon will be similar to the example below:



## **Adding images**

You can insert an image into the body of your article, review, web page, or photo description using one of three methods. File types allowed for images are .zip, .jpg, .png, .gif, and .tif.

#### In this section

To insert an image in the body of your text using a URL
To insert an image in the body of your text using a photo album
To insert an image using the File Manager

## The Button



## Add Image

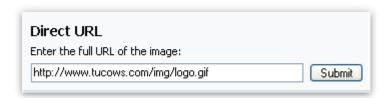
Inserts an image located at a specified URL, from a specific photo album, or through file manager software.

## To insert an image in the body of your text using a URL

- **1.** Open the Publisher Control Panel for your blog, then do one of the following:
  - click the Post tab.
  - or -
  - click the Post An Article link.

The Post Article page opens.

- **2.** Type the title and text for your blog entry, and then position the cursor at the point where you want to insert an image.
- 3. Click the Add Image button in the Article Body toolbar. The Insert Image page opens in a separate window.
- **4.** Enter the full URL of the image in the textbox in the **Direct URL** section. You may need to right-click the image and check the image properties to determine its exact location. This may differ between browsers.



- **5.** Click the **Submit** button. The image appears at the insertion point in your text body. Allow sufficient time for large image files to load. To work with the image's size or location, see the **Working with a photo inserted into a blog entry** section below.
- **6.** Scroll to the bottom of the page and click the **Save** button.

#### To insert an image in the body of your text using a photo album

**Note:** To create a photo album and upload photos to it, see <u>Uploading and posting a single photo linkname</u>.

**1.** Open the Publisher Control Panel for your blog, then do one of the following:

- click the Post tab.
- or -
- click the Post An Article link.

The Post Article page opens.

- **2.** Type the title and text for your blog entry, and then position the cursor at the point where you want to insert an image.
- 3. Click the Add Image button in the Article Body toolbar. The Insert Image page opens in a separate window.
- **4.** Choose the photo album from the drop-down list in the **Photo Album** section, then click the **Choose Image** button. The **Photo Album Image** page opens in a separate window, displaying thumbnail pictures of the images and the available resolution of each image.
- **5.** Click the link for the resolution you want below the thumbnail of the image you want to display. The image appears at the insertion point in your text body.
- **6.** Scroll to the bottom of the page and click the **Save** button.

**To change the photo album:** choose the photo album you want to use from the drop-down list, then click the **Change** button.

## To insert an image using the File Manager

**Note:** To learn more about the blogging system's file management functionality, see the list of topics available in <u>Managing your Blog's File System.</u>

- **1.** Open the Publisher Control Panel for your blog, then do one of the following:
  - click the **Post** tab.
  - or -
  - click the Post An Article link.

The Post Article page opens.

- **2.** Type the title and text for your blog entry, and then position the cursor at the point where you want to insert an image.
- 3. Click the Add Image button in the Article Body toolbar. The Insert Image page opens in a separate window.
- 4. Click the Choose Image button in the File Manager section.
- **5.** In the File Manager Image page, do one of the following:

**To insert a local image:** click the filename link in the **Name** column in the **Current Directory** section. The image appears at the insertion point in your text body.

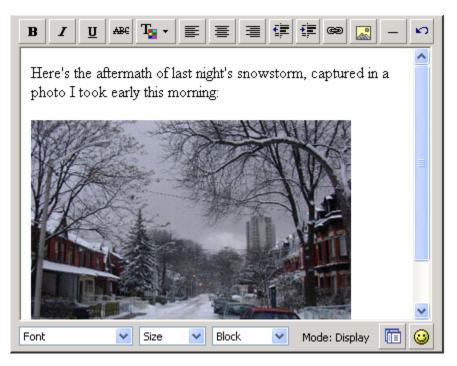
#### To upload an image file:

- Click the Browse button in the File Manager Image page. The File Upload page opens in a separate window.
- ii. Navigate to the file you want to display, then click the **Open** button. The **File Manager Image** page displays the image filename in the **Upload image** textbox.
- iii. Click the **Upload** button. The image filename is now listed in the in the **Name** column in the **Current Directory** section.
- iv. Click the filename link in the **Name** column in the **Current Directory** section. The image appears at the insertion point in your text body.
- **6.** Scroll to the bottom of the page and click the **Save** button.

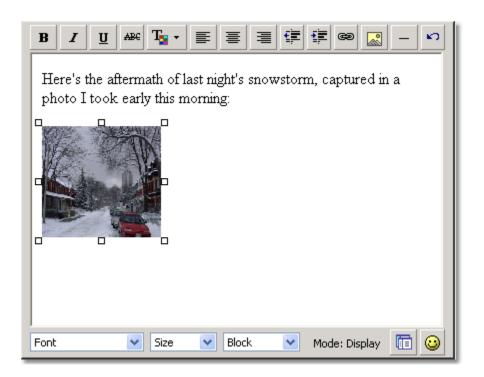
**To create a directory in which to store images:** type the directory name in the **Create directory** textbox in the **File Manager Image** page, then click the **Create** button. The directory name appears in the **Name** column. You now can upload images to this directory.

#### Working with a photo inserted into a blog entry

**1.** You can work with an image once it appears at the insertion point in your text body, similar to the graphic example below:



**2.** To resize the image, click it to display its resizing handles.



- **3.** Click and drag the resizing handles to make the photo the size you want.
- **4.** If you want, drag the image to another location on the page.

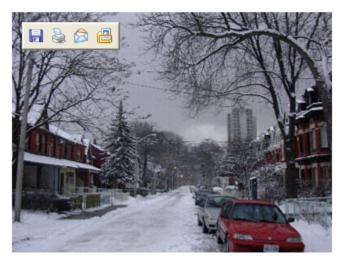
## Example of blog entry with photo inserted

Here is an example of a blog entry with an image inserted in the body of the text:

## Untitled

by Example User on February 4, 2004 03:20PM (EST)

Here's the aftermath of last night's snowstorm, captured in a photo I took early this morning:



Leave Comment | Permanent Link

## **Using the Undo command**

## The Button



#### Unde

Cancels the most recent formatting action.

#### To use the Undo command

If you want to undo the most recent edit you made in your text, click the Undo button . Your text reverts to its original state.

## **Spellchecking**

The spellcheck button launches the spell checker, which identifies spelling errors in the article body and provides suggestions for correctly spelling a misspelled word. You can choose from multiple language dictionaries to select preferred spelling.

## **Checking Spelling**

Click the spellcheck icon . The spellcheck tool opens in a new browser window.



To specify the language to use when checking spelling: choose the language from the Language drop-down list.

**To replace the misspelled word with one of the suggested words:** select the word from the **Replace with** list, then click the **Replace or Replace All** button. If you click the **Replace All** button, all instances of the misspelled word are replaced.

**To allow the word:** click the **Ignore** or **Ignore All** button. If you click the **Ignore All** button, all instances of the word are accepted. This is useful if the word is correct, but is not recognized by the spell checker's dictionary.

**To type a replacement word yourself:** type the word in the **Replace with** textbox, then click the **Replace** or **Replace All** button. This is useful if the word you want is not in the list of suggested words.

To accept all replaced words and add them to your post: click the Save button.

**To cancel the spellcheck:** click the **Cancel** button. This is useful if the spell checker does not provide appropriate alternate spellings.

## **Using Display mode and Source mode**

# The Button

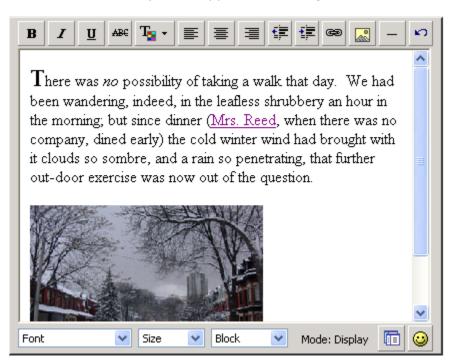


#### View Mode

Switches between Display Mode and Source Mode.

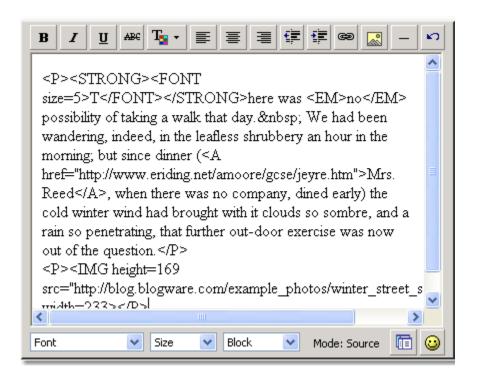
# **Display Mode**

The **Rich Text Editor**, by default, operates in **Display** WYSIWYG mode, where the entry looks similar to the way it will appear in the blog:



# Source Mode

To see the underlying HTML source code, click the button. The screen shot below shows the entry from the screen shot above in **Source** mode.



# **Changing the color scheme**

There are twenty-four predefined color-schemes available for use in your blog.

## To change your blog's color scheme:

- 1. Click the Look & Feel tab. The Colors page opens.
- 2. Select the desired color scheme by clicking its radio button.
- 3. Click the Change button at the bottom of the page.

# **Changing the layout**

Your blog's layout can be customized in a number of ways:

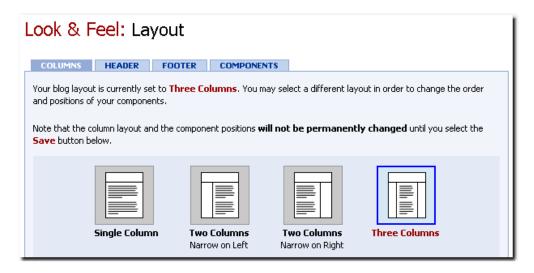
- Columns
- Adding components to your sidebars
- Adding a favorites list to your blog
- Sidebar components
- Headers
- Footers
- Customizable components

### Columns

Your blog has a main column that contains your entries, as well as one or two optional columns (called sidebars) that can contain additional items. Before you can add sidebar components to your blog, you must select a column layout.

## To change your column layout:

- Click the Look & Feel tab, and then click the Layout link at the top of the page.
- 2. Click the Columns tab to display the four column options:



Click one of these column layouts to select it:

• **Single Column**: your blog entries span the entire width of the page. This layout does not support adding components, as there are no sidebars in which to place them. However, system components appear at the bottom of the column.

- Two Columns, Narrow on Left: your blog entries are placed in the wide column on the right, while components go into a sidebar on the left.
- **Two Columns, Narrow on Right**: your blog entries are placed in the wide column on the left, while components go into a sidebar on the right.
- **Three Columns**: your blog entries are placed in the wide column in the middle, while components go into the sidebars to the left and right.
- 3. Click the **Preview** button at the bottom of the page to see how the blog looks with the new column layout. The blog opens in a new browser window, displaying the new column layout.
- **4.** Click the **Save** button at the bottom of the page to commit the changes to your column layout.

# **Adding components to sidebars**

If you have chosen a blog layout with sidebars, you can add components to them.

See Sidebar Components for a list of the components and what they do.

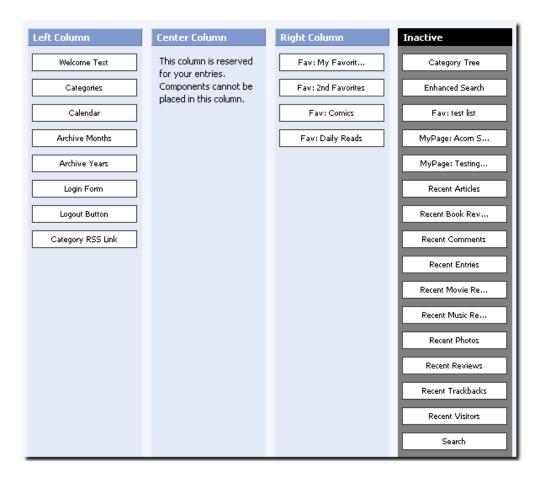
Your blog provider may add mandatory components to your blog that you cannot edit or remove, but which you can reposition on your blog. By default, mandatory components are positioned on your blog depending on the layout you chose.

The default position of mandatory components in the component profile layout is:

- If three-column layout chosen for component profile, mandatory components default to the right column (and can be moved to the left column)
- If two-column layout chosen for component profile, mandatory components default to the right column (and can be moved to the left column)
- If single-column layout chosen for component profile, mandatory components default to the footer

### To add components to your sidebars

- 1. Click the Look & Feel tab, and then click the Layout link at the top of the page.
- 2. Click the Columns tab and navigate to the bottom half of the page to view sidebar components and their placement:



The graphic above is an example of a 3-column layout. The **Left Column** and **Right Column** each contain sidebar components. The **Inactive** column contains unused components that have not been selected and moved to the left or right column.

- **3.** To change a component's position, click and drag it to where you want it placed. You can move the component to another position inside the column, or to another column.
- **4.** To make a component active, click and drag it from the **Inactive** column to the column in which you want it placed.
- 5. To make a component inactive, click and drag it into the Inactive column.

**Note:** You cannot make a system component (such as your blog's name) inactive.

- **6.** To preview your blog and its new layout, click the Preview button at the bottom of the page. Close the window to continue making changes or to save the layout.
- **7.** If you are satisfied with the layout, click the Save button.

## Adding a favorites list to your blog's layout

You can add a favorites list to in the left or right column of your blog.

Note: You can only add a favorites list to a two- or three-column layout.

# To add a favorites list to your blog layout:

- 1. Create a favorites list from the **Favorites** tab on the Publisher Control Panel. For details, see <u>Creating a favorites list</u>.
- **2.** Navigate to the **Layout** page using one of these methods:
  - On the Edit Favorites page, click the Add this favorites list to your layout link.
  - On the View Favorites page, click the Add to Blog link in the Current Favorites list.
  - From the Look & Feel tab, click the Layout link.
- **3.** Click the **Columns** tab and navigate to the bottom half of the page to view sidebar components and their placement. The favorites list you created is listed as a component in the **Inactive** column.
- **4.** Click and drag the favorites list to the column in which you want it to be displayed.
- Click the Preview button at the bottom of the page to preview your blog, and the favorites list.
- **6.** If you are satisfied, click the **Save** button. Your favorites list will appear when readers open you blog main page.

## **Related topics:**

Adding components to sidebars

# Sidebar components

There are a number of pre-built components available for use in the sidebars of the blog:

- Archive Months
- Archive Years
- Calendar
- Category RSS Feed
- Enhanced Search Component
- Fav: My Favorite Web Logs
- Login Form
- Logout Button

- Recent Articles
- Recent Book Reviews
- Recent Entries
- Recent Movie Reviews
- Recent Music Reviews
- Recent Photos
- Recent Reviews
- Recent Trackbacks
- Recent Visitors
- RSS Headline Component
- Search
- Topics
- Welcome Text

# **Archive Months**

This is a list of the months for which there are entries in the current category. The months are listed in reverse chronological order, and are listed by their full name followed by the year. Up to five months will be listed.

Each month is a link to a page containing the current category's entries for that month. For example, if you click the **January 2004** link on the main page, you will be taken to a page showing all the entries that appeared on the main page in January 2004.

# **Archive Years**

This is a list of up to five years for which there are entries in the current category. The years are listed in reverse chronological order.

Each year is a link to the last page for the current category for that year. For example, if you click on the **2004** link in the main page, you will be taken to the last page of entries for the main page for 2004. (The size of a page, which is either a set number of entries or a set number of days of entries, is determined by the settings on the Navigation page of the Settings & Security section.)

# Calendar

This component displays the calendar for the month corresponding to the articles you are currently reading. Clicking on a day within the calendar opens a page containing all the entries posted to the current category on that day.

# Category RSS Feed

This component is only visible if syndication is activated (see <u>Syndication</u>, under the Settings & Security tab). If this component is active, a **Syndicate This Category** link gives readers access to the syndication feed that lists the latest entries posted under the current category.

# **Enhanced Search Component**

When used in a blog layout, this component allows readers to perform a search on the current blog, or on all blogs within the Technorati blog index. To search Technorati's keyword index, readers much click the **Search all blogs** checkbox before clicking the **Go** button to start the search.

The search results are returned in reverse chronological order, and are displayed as a list of items containing the following:

- The title of the entry in which the search terms appear.
- The author of the entry and the date and time when the entry was published.
- A link to the entry in which the search parameters were found.
- A short excerpt from the entry in which the search terms appear. The search terms appear in **bold** text.

# Fav: My Favorite Web Logs

This is a favorites list that has been pre-filled with links to some popular blogs. It is included with every new blog to help you get started. You may change this list to suit your needs, delete it entirely, or create additional lists in the <u>Favorites</u> section.

# Login Form

This component allows readers with accounts to log in, and provides a link to a page where readers without accounts can sign up for one. This component is visible only when the reader is *not* logged in.

# **Logout Button**

This component allows a logged-in reader to log out. It is visible only when the reader is logged in.

# **Recent Articles**

This component lists the titles of the most recent articles posted to your blog. Up to five articles are listed, in reverse chronological order. Each title is a link to the

corresponding article's individual page. For example, if you click on an article title, you will be taken to the page containing the full entry for that article, complete with trackbacks (if enabled) and comments and a comment entry form (if comments are enabled).

## **Recent Book Reviews**

This is a list of the titles of the most recent book reviews posted to your blog. Up to five book reviews are listed, in reverse chronological order. As with the **Recent Articles** component, each title is a link to the corresponding book review's individual page.

## **Recent Entries**

This is a list of the titles of the most recent entries — articles, reviews, and photos — posted to the blog. Up to five entries are listed, in reverse chronological order. This component has the same functionality of the **Recent Articles** or **Recent Book Reviews** components, but includes multiple entry types.

## **Recent Movie Reviews**

This is a list of the titles of the most recent movie reviews posted to the blog. Up to five movie reviews are listed, in reverse chronological order. Each title is a link to the corresponding movie review's individual page.

# **Recent Music Reviews**

This is a list of the titles of the most recent music reviews posted to the blog. Up to five music reviews are listed, in reverse chronological order. Each title is a link to the corresponding music review's individual page.

# **Recent Photos**

This is a list of the titles and thumbnails for the most recent photos posted to the blog. Up to five photos are displayed, in reverse chronological order. Each title and thumbnail is a link to the corresponding photo's individual page.

# **Recent Reviews**

This is a list of the titles of the most recent reviews — movie, music, and book reviews — posted to the blog. Up to five reviews are listed, in reverse chronological order. Each title is a link to the corresponding review's individual page.

# **Recent Trackbacks**

This is a list of the most recent trackbacks pointing to the blog. Up to five trackbacks are listed, in reverse chronological order. Each item in the list is the

title of a trackback-enabled blog containing an entry that recently pointed to an entry in your blog. Clicking an item takes you to the corresponding trackback item.

## **Recent Visitors**

This is a list of up to the five most recent logged-in readers to view the blog. If the reader provided a first and last name in their account settings, the reader's first and last name appears in the list, followed by the date and time their visit commenced. Otherwise, the reader's username appears, followed by the date and time their visit commenced.

# **RSS Headline Component**

This component allows you to provide links to the most recent posts at a particular URL. Each **RSS Headline** component is dedicated to one feed, and can be configured to display from 1-20 of the most recent additions to the URL. For details on how to create an **RSS Headline** component, see <u>RSS Headline Components</u> under the <u>Favorites</u> tab.

# Search

This component allows readers to perform a search of the blog's entries by entering one or more search terms (separated by spaces) in the provided text field and clicking the **Go** button to start the search.

The search results are displayed as a list of items containing the following:

- The title of the entry in which the search terms appear.
- The author of the entry and the date and time when the entry was published.
- A short excerpt from the entry in which the search terms appear. The search terms appear in **bold** text.

# **Topics**

This is a list of subcategories for the current category. The order in which subcategories appear is set for each category in the <u>Category Settings</u> page of the **Post Manager** section.

Each item in the list is a link to the most recent page for that category. For example, if you click on a link, you are taken to the last page of entries for that category. (The size of a page, which is either a set number of entries or a set number of days of entries, is determined by the settings on the <a href="Navigation">Navigation</a> page of the Settings & Security section.)

# **Welcome Text**

This component displays a greeting message to logged-in readers. The text of the

greeting message is "Welcome, [name]," where [name] is the username of the reader's account.

## Headers

All blogs have a header section, which spans the width of the page and appears above all blog content. As with the sidebars of a blog, you can add components to the header.

Adding header components is similar to <u>adding side bar components</u>, but with these differences:

### • Three columns for placement

The header always offers three columns into which you can drag components: left, center, and right.

## Left-to-right layout

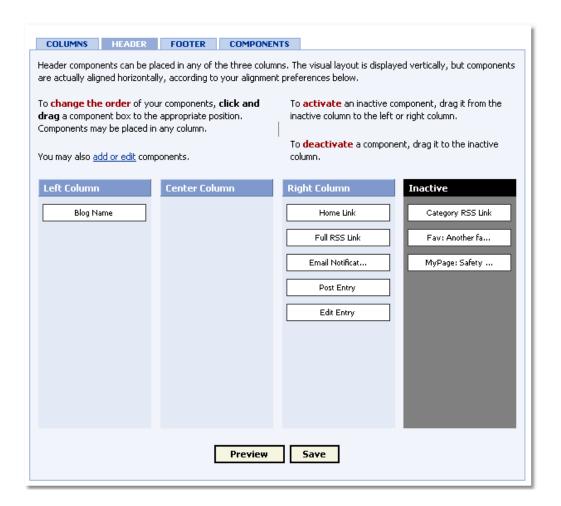
On-screen, header components are laid out top to bottom, but when they appear in the actual header, they're laid out from left to right. The top item in the component list will appear on the left side of the header, while the bottom item will appear on the right side.

### • Fewer components

Only a limited set of built-in and custom components are available for use in the header.

### To set the components of your blog's header:

- Click the Look & Feel tab, and then click the Layout link at the top of the page.
- 2. Click the **Header** tab to open the **Header** page, which shows the available header components:



- **3.** To move a header component, click and drag it to another column.
- **4.** To activate a header component, move it from the **Inactive** column to one of the layout columns.
- **5.** To remove a header component from the layout, click and drag it to the **Inactive** column.
- **6.** Click the **Preview** button at the bottom of the page to preview your blog, and the favorites list.
- **7.** If you are satisfied, click the **Save** button. Your favorites list will appear when readers open you blog main page.

## **Header Components**

The following pre-built components may be dropped into the header area:

- Blog Name
- Category RSS Feed

- Edit Entry
- Email Notifications Link
- Fav: My Favorite Web Logs
- Home Link
- Post Entry
- RSS Link

## **Blog Name**

This component shows the name of your blog in large text, and is linked to your blog's home page. The name shown in this component can be modified in the <u>Blog Name</u> section of the <u>General Settings</u> page, in the Settings & Security section.

## Category RSS Feed

This component displays a Syndicate This Category link, which links to the syndication feed listing the latest entries posted under the current category. This component is visible only if syndication is activated, which is done by clicking the **Generate syndication feed** checkbox on the <u>Advanced</u> settings page, under the Settings & Security tab.

## **Edit Entry**

This component creates an **Edit Entry** link that opens **Edit Article**, **Edit Review**, or **Edit Photo** page for the current entry, for a logged-in reader with administrator privileges. This link only appears on individual entry pages, and only for logged-in readers with administrator privileges

### **Email Notification Link**

This component generates a **Subscribe** link, which takes a logged in-reader to a page where they can subscribe for email notifications of updates to your blog. Readers can indicate whether they want email notifications of all articles or comments, of articles or comments from specific categories, or no notifications at all.

## Fav: My Favorite Web Logs

This is a favorites list that has been pre-filled with links to some popular blogs. It is included with every new blog in order to help you get started. You can change this list to suit your needs, delete it entirely, or create additional lists in the <u>Favorites</u> section.

### Home Link

This component generates a Home link that takes the reader back to the Main

Page of your blog.

## Post Entry

This component creates a **Post New Entry** link, which takes a logged-in reader with posting privileges for the current category or photo album to the **Post Article**, **Post Review**, or **Add a Photo** page for the current category, where they can post a new entry. This link appears only for logged-in readers who have posting privileges for the current category or photo album.

### **RSS Link**

This component creates a **Syndicate** link, which leads to the syndication feed listing the latest entries in the blog. This component is visible only if syndication is activated, which is done by clicking the **Generate syndication feed** checkbox on the Advanced settings page, under the Settings & Security tab.

### **Footers**

All blogs have a footer section, which spans the width of the page and appears below all blog content. As with the sidebars of a blog, you can add components to the footer.

As with headers, footers have three columns in which components can be placed, and the top-to-bottom placement of components on the **Layout** screen translates to a left-to-right placement in your blog's footer.

There are two components available for use in your footer:

### Category RSS Feed

The Category RSS Feed component is visible if syndication is activated (see <a href="Syndication">Syndication</a>, under the Settings & Security tab). If it is activated, a <a href="Syndicate This Category">Syndicate This Category</a> link gives readers access to the syndication feed listing the latest entries posted under the current category.

### Fav: My Favorite Weblogs

The Favorites list has been pre-filled with links to some popular blogs. It is included with every new blog to help you get started. This list may be edited as required: delete it entirely, or create additional lists in the <u>Favorites</u> section.

## To set the components of your blog's footer:

- Click the Look & Feel tab, and then click the Layout link at the top of the page.
- **2.** Click the **Footer** tab to open the **Footer** page, which shows the available header components
- **3.** To move a header component, click and drag it to another column.

- **4.** To activate a header component, move it from the **Inactive** column to one of the layout columns.
- **5.** To remove a header component from the layout, click and drag it to the **Inactive** column.
- Click the Preview button at the bottom of the page to preview your blog, and the favorites list.
- **7.** If you are satisfied, click the **Save** button. Your favorites list will appear when readers open you blog main page.

## **Custom components**

The Layout page also allows you to create, modify, and delete custom components for your blog.

### To create a custom component:

- 1. Click the Look & Feel tab.
- 2. Click Layout link in the Options list.
- **3.** Click the Components tab. The Components page opens.
- **4.** Enter a component name in the **Name** field, and enter the component's HTML code in the **Content** field.
- **5.** Click the **Add Component** button. The new component is added to the list of custom components on the right side of the **Components** page.

### To edit or delete a custom component:

- 1. Click the Look & Feel tab.
- 2. Click the Layout link in the Options list.
- **3.** Click the **Components** tab. The **Components** page opens.
- **4.** Click the **Edit** link for the component to be modified or deleted. A new browser window opens, containing the **Edit Custom Component** page.
- 5. Make the required changes to the component's Name or Content fields.
- **6.** Click the **Save Changes** button to save the changes. Alternately, click the **Cancel** button to close the window without saving any changes, or the **Delete** button to remove the component completely.

Pre-defined systems components are listed at the bottom of the **Components** page. These components may not be edited, but can be customized.

### To customize a system component:

- 1. Click the Look & Feel tab.
- 2. Click Layout in the Options list.
- **3.** Click the Components tab. The Components page opens.
- **4.** Click the **Customize** link for the component to be customized. A new browser window opens, containing the **Add Custom Component** page.
- 5. Enter a new name in the Name field, and/or make the required edits to the Content field.
- **6.** Click the **Add Component** button to save the edited component. Alternately, click the **Cancel** button to close the window without saving.

# **Using templates**

The layout of your blog is defined by a number of templates, which specify the layout and formatting of its content. The arrangement of items on the main page, the category and photo album pages, and the individual article and photo pages are all defined by templates.

Templates are made up of regular HTML interspersed with template variables, which act as placeholders for specific types of content. Before displaying your blog as web pages, the system replaces these variables with the actual content for which they are placeholders. Using the template functionality gives you a high degree of control over how your blog is laid out.

When you open the Templates page, two lists are displayed — **Components Templates** and **Favorites Templates**. Each list contains the following information:

- **Template**: the name of the component or favorite template.
- Type: whether the item is a default or customized template.
- Style: the name of the style that has been applied to the template.
- Live: whether the template has been activated.
- Staging: whether the template has been uploaded to the staging area.
- **Action**: there are two possible actions that may be performed for each template:
  - Edit: clicking this link opens the Select Style page, where the template may be modified. See Editing Templates for more information.
  - List Variables: clicking this link opens a new browser window, displaying the Template Tags page for the specified template. The Template Tags page contains a list of tags that may be used in that template, and provides explanations of how each tag is used.

The following templates are available for editing:

article	The article template defines the layout of articles as they appear in their individual pages. This template also contains the comments template and the trackbacks template within it.
base	The base template defines the basic overall layout of a blog, and controls which items go into its columns, header, and footer.
category	The category template defines the layout of articles as they appear in their category pages. Remember that the main page is also a category page.
comments	The comments template defines the layout of comments

posted in response to an article or photo.

**favorites** The favorites template defines the layout of favorites lists

in the sidebar columns.

**photo** The photo template defines the layout of photos as they

appear in their individual pages. This template also contains the comments template and the trackbacks

template.

**photoalbum** The photoalbum template defines the layout of photos as

they appear in their photo-album pages, in the "by page"

format.

photoalbum-byda

У

The photoalbum-byday template defines the layout of photos as they appear in their photo-album pages in the

"by day" format.

**style** The style template is the CSS template for the blog, and

defines the colors, fonts, and other visual elements used.

**trackbacks** The trackbacks template defines the layout of trackbacks

for articles or photos.

## **Editing templates**

When you click the Edit link in one of the Templates page's lists, the Select Style page opens. From this page, you can change the template's style, or make other modifications.

### To change a template's style:

- 1. Click the Look & Feel tab.
- 2. Click the Templates link in the Options list. The Templates page opens.
- 3. Click the Edit link for the template to modify. The Select Style page opens.
- **4.** Click the radio button for the style to apply to the template.
- 5. Click the Select Style button at the bottom of the section.

To make changes to the HTML code for a component or favorites list, the code must be uploaded to a staging area, where it may be edited as required.

## To edit a template for the first time:

- 1. Click the Look & Feel tab
- 2. Click the Templates link in the Options list. The Templates page opens.
- 3. Click the Edit link for the template to modify. The Select Style page opens.
- **4.** Click the **Customize** button at the bottom of the page. The **Edit Template** page opens.
- **5.** Choose one of the following ways to load a pre-defined style in the staging area:

- Select the required options from the **Action** and **Style** drop-down lists, and click the **Go** button.

#### OR

- Enter the full path to a specific file on your computer in the field provided, or use the **Browse** button to search for it, and click the **Upload** button. The **Edit Template** page reloads, and the specified code is displayed in the staging area at the bottom of the page.
- 6. Make the required edits to the HTML code, and click the Save Changes button to save the updates within the staging area only, or click the Save and Activate button to save the updates as a customized template. To remove the HTML code from the staging area entirely, click the Delete button.

From the **Edit Template** page, there are several links available:

opens a new browser window displaying any availables templates or variables that can be used

within this template.

download test allows you to download the HTML for editing

**template** outside the staging area.

view blog in test mode opens a new browser window displaying your blog

with your template changes applied. (at this point, the changes have not been committed; you must return to the original browser window to continue modifying the template, or to save your

changes.

revert to style returns the template to its original state.

return to templates returns to the templates page without committing

any changes.

# Subscribing to a Blog

If you want to receive email notifications when new articles are posted to a specific blog, subscribe to that blog using your reader account.

## Subscribing

When a readers clicks the **Subscribe** link, the <u>Account Creation & Subscription Options</u> page opens. For existing readers, the page displays their current preferences, which may then be modified. New readers are prompted to create a reader account.

# The Account Creation & Subscription Options page

### **Account Creation**

To create a reader account, readers must provide a unique username, a password, and their contact information. Once the information is correctly submitted, the system sends the reader a confirmation email containing instructions on how to confirm their sign-up request. Once the request is confirmed, the My Profile page opens, and the reader can modify their settings and options.

## **Subscription Options**

Readers can use this section to indicate whether they want to receive email notifications whenever a new article or comment is posted to a blog. They can choose to receive these notifications for all articles, or all comments, or they can indicate particular categories for which they want article, or comment, notifications to be sent. Once they have clicked or checked the appropriate buttons or boxes, readers can click the **Save Changes** button to commit their new settings.

# **Accessing Restricted Blog Content and Posting Comme**

Anyone can view the main page of your blog, but to post comments, access restricted content, or perform any administration functions, that user must have a reader account, and you must grant that reader account the required access to your blog.

# Logging-in

If a reader has already created a reader account to view or modify other blogs, they enter their username and password in the login section of your blog's main page, then click the **Login** button. The page is refreshed, and the reader is recognized.

New readers of a blog must create a reader account by clicking the **Create Reader Account** link. The <u>Account Creation & Subscription Options</u> page opens.

# **Telling Readers Where to Find Blog Entries**

You can tell your readers how to find specific articles, or all the articles for a specific day.

# In This Section

- Telling people where to find your blog
- Telling readers where to find a single article or photo
- Telling people where to find articles or photos on a specific day

# Telling people where to find your blog

Once you start posting to your blog, you can tell people how to view it by giving them the URL for your blog.

Your blog's URL is found on the **Dashboard** (directly under your blog's name), and appears on the page as a link.

Click it to go to your blog's main page, or copy and paste it into instant messages or email messages to tell your friends and family where to find your blog.

You can also use the **Address Book** page to invite people to subscribe to your blog. See <u>The Address Book</u> for more information.

Note: Blog invitations expire within seven days.

Once people know where to find your blog, they can subscribe to it by creating a reader account. See Subscribing to a blog for more information.

# Telling readers where to find a single article or photo

# Telling Readers Where to Find a Single Article

If you want to help readers find a single article or photo, copy the posting's URL and send it to them.

### To get a posting's URL, do one of the following:

- on the blog's main page, either click **Permanent Link** beneath the blog entry, click the icon beside the posting's title or if the item is a photo, click the photo. The item opens on its individual page.
- open the Publisher Control Panel and click the Dashboard or Post Manager tab.

Then select the item for which you want to find the URL, and open it. If you open a photo album with a number of thumbnails of the photos, click the thumbnail for the photo you want to open.

Once an item is open on its individual page, its URL appears in the address bar of your browser. This is the URL format for articles, reviews and photos:

 $\verb|http://weblog URL/weblog/_archives/year/month/day/ID number | .html|$ 

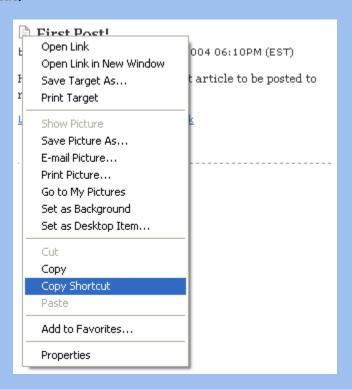
**Note:** The items in the address format - weblog URL, year, month, day, and ID number - are the variables specific to your blog and article.

# **Copying Permanent Links**

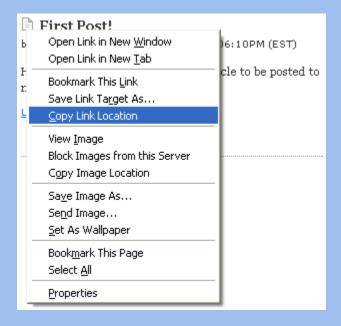
**Note:** Procedures to copy URLS differ slightly from browser to browser.

To copy the URL contained in a permanent link, do one of the following:

• Internet Explorer for Windows
Right-click the permanent link. In the pop-up menu, select Copy
Shortcut.



Mozilla or Netscape for Windows, Macintosh or Linux
Right-click the permanent link. In the pop-up menu, select Copy
Link Location.



**Publisher Control Panel** 

# Telling people where to find articles or photos on a specific day

This is the format for an article, review or photo URL:

```
http://weblog URL/weblog/_archives/year/month/day/ID number .html
```

Each post is assigned its own ID number, to differentiate it from other posts that day. To see all the posts for a specific day, remove the /ID number portion of it, so that it looks like this:

```
http://weblog URL/weblog/_archives/year/month/day/
```

For example, if your blog's URL is example.com, to see all the posts in that blog that were made on November 5, 2004, the URL would look like this:

http://example.com/weblog/\_archives/2004/11/05/

# **Notifying Readers about New Blog Entries**

The **Notifications** page controls the settings for email notifications sent to readers who wish to be notified when new articles, photos and comments are posted to the blog.

# In this section

Allow readers to signup for notices

**Article notifications** 

Photo notifications

Comment notifications

# Allow readers to signup for notices

If the Allow readers to signup for new article and comment notices setting option is selected, readers that are logged in can sign up for article and comment notifications.

### To allow readers to sign up for notifications:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Notifications.
- **4.** Click the Allow readers to signup for new article and comment notices checkbox at the top of the Notifications page.
- **5.** Click the **Save Settings** button at the bottom of the page.

## **Article Notifications**

The **Article Notification Settings** control the content of emails that are sent to subscribers who wish to be notified when an article is posted.



### To select article notification settings:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click the Notifications link.
- **4.** In the **Article Notification Settings** area the "From:" address for article notifications, enter the address to be used in the **From address** field. This address appears in the notification emails as the sender's address.
- **5.** Do one of the following:
  - a. To use the default subject line and/or the default body for article notifications, do one or both of the following:
    - to use the default subject line for article notifications, click the **Use default subject** checkbox.
    - to use the default body for article notifications, click the Use default body checkbox

### - OR -

- b. To use the custom subject line and/or the custom body for article notifications, do one or both of the following:
  - to use a custom subject line for article notifications, clear the Use default subject checkbox and enter a custom subject line in the Edit subject text box.
  - to use a custom body for article notifications, Clear the Use default body checkbox and enter a custom subject line in the Edit body text box on the Notifications page
- **6.** Click the **Save Settings** button at the bottom of the page.

**Note**: To view a list of template tags that can be used in customized notifications, click the **View variables for subject and body** link at the bottom of the page.

# **Photo Notifications**

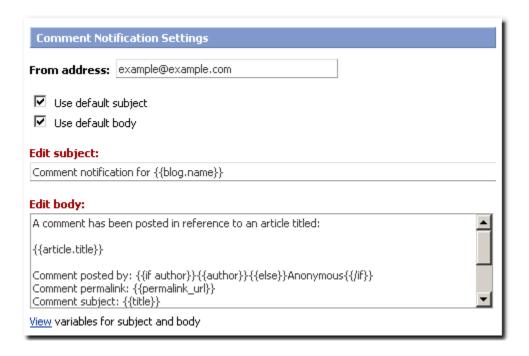
The Photo Notifications settings control whether an article is posted to your blog when a photo is posted to a photo album.

### To enable or disable Photo Notifications:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Posts.
- **4.** In the **Photo Notifications** section, click the **Post article to blog when new photo is added** checkbox to enable Photo Notifications, or clear the checkbox to disable Photo Notifications.
- **5.** Do one of the following:
  - to use the default notice text, click the Use default notice checkbox.
  - to use custom notice text, clear the **Use default notice** checkbox and enter the required custom text in the **Edit notice** text box.
- **6.** Click the **Save Settings** button at the bottom of the page.

## **Comment Notifications**

The **Comment Notification Settings** control the content of emails sent to subscribers who wish to be notified when a comment is posted to the blog.



### To select comment notification settings:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Notifications.
- **4.** In the **Comment Notification Settings** area, specify the "From:" address for article notifications, enter the address to be used in the **From address** field. This address appears in the notification emails as the sender's address.
- **5.** Do one of the following:
  - a. To use the default subject line and/or the default body for article notifications, do one or both of the following:
    - to use the default subject line for article notifications, click the **Use default subject** checkbox.
    - to use the default body for article notifications, click the Use default body checkbox

### - OR -

- b. To use the custom subject line and/or the custom body for article notifications, do one or both of the following:
  - to use a custom subject line for article notifications, clear the Use default subject checkbox and enter a custom subject line in the Edit subject text box.
  - to use a custom body for article notifications, Clear the Use default body checkbox and enter a custom subject line in the Edit body text box on the Notifications page
- **6.** Click the **Save Settings** button at the bottom of the page.

<b>Note</b> : To view a list of template tags that can be used in customized notifications, click the <b>View variables for subject and body</b> link at the bottom of the page.

# **Organizing Blog Entries in Categories and Photo Album**

## In this section

Use the Categories feature to organize the articles into groups. Once the articles are grouped, your blog will be easier easier to navigate.

When posting or editing an article, you have the option of classifying it under one or more categories. Your readers can then choose to read all the articles in your blog or only those posted under a specific category.

### Introduction

Categories and photo albums are a way of organizing your blog entries, and allow you to keep some or all of your entries concealed from unauthorized readers. This topic introduces categories and photo albums from both the publisher's and reader's point of view.

### **The Post Manager**

Describes the **Post Manager** tab, with which you can view and manage all of your categories and photo albums, as well as all the articles, reviews, and photos contained within them.

## **The Category Tree**

Describes the **Category Tree**, which graphically represents the categories and photo albums that make up your blog.

## **Managing categories and photo albums**

Describes creating, managing, and deleting categories and photo albums.

### **Creating a subdirectory**

### **Category Settings**

Describes reordering and renaming categories, assigning permissions, and more.

#### **Category Security**

Describes how to grant specific users or user groups access to specific categories and photo albums.

### **Restricted categories and photo albums**

Describes restricted categories and photo albums, which can only be accessed by subscribers who have been granted permission to do so.

# Introduction to categories and photo albums

Categories and photo albums allow you to divide your blog into distinct sections. As you add more entries to your blog, you might need to organize your entries. Some of your readers may only be interested in only certain types of articles and not others. You might want to group your photos by event.

This chapter explains some of the functions of categories and photo albums, which

### provide a way to:

- A way to organize your entries
- A way to keep parts of your blog private
- A way to manage your blog's contributors

# A way to organize your entries

Categories and photo albums are similar to folders or directories on your computer's hard drive; they help organize your articles, reviews, and photos. You could think of categories as similar to files on your hard drive, but there are two crucial differences:

- An article or review can be filed under more than one category at the same time.
- An photo can be filed under more than one photo album at a time.

## Organizing articles and reviews

Categories are collections of articles and reviews. The default category is called **Main Page** and is available when you are creating a new article or review entry, but you can create as many additional categories and sub-categories you want.

### **Organizing photos**

Photo albums are collections of photos. The default album is called Photos and is available when you are creating a new photo entry, but you can create as many albums as you want.

# A way to keep parts of your blog private

You can restrict access to parts of your blog by storing entries in restricted categories and photo albums. Reasons for restricting access can include:

- confidentiality for use in corporate communications
- privacy to protect personal information you only want to share with family and friends
- confidentiality regarding valuable information that should only be available to paying subscribers.

For more details on restricting access, see Restricted categories and photo albums

# A way to manage your weblog's contributors

Categories not only let you manage reading privileges, but writing ones as well. You can use categories to grant specific people permission to post entries, either

to specific categories or the entire blog.

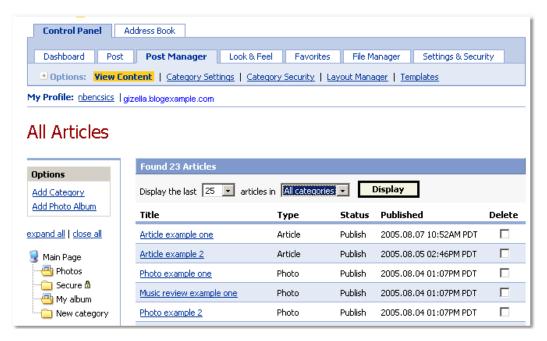
# The Post Manager

The Post Manager iallows you to:

- View your category tree
- Manage categories and photo albums
- Update category settings
- Define category security

## To open the Post Manager

1. Click the **Post Manager** tab. A list of all posted items is displayed on the page, showing the title, type of item (for example article or photo), status of the item (whether draft or published), and the published date. The first item on the list is the most recently posted blog entry:



- 2. To change the number of items displayed, click beside the Display the box and select an option, then click the Display button. The screen refreshes showing the number of links you selected. You can view up to 100 items on this page.
- **3.** Narrow your search by looking in a specific category. Do one of the following:

click beside the articles in box, and select the specific category that
contains the article or photo you are looking for. The default category is
All categories.

-OR-

• click the category tree on the left panel of the page, and expand the categories. Then select a category.

The screen refreshes listing the items in the category you selected.

# **Category entries**

Categories can include articles and reviews. The article list contains this information:

- Title: entry title and link. Click the link to open the entry's Edit Article page.
- Type: type of entry. Possible types are:
  - Article
  - Photo
  - Music Review
  - Movie Review
  - Book Review
- Status: status of the entry, which may be:
  - **Publish**: the entry has been published to your blog.
  - **Draft**: the entry has not been published, but has been saved for further work.
  - **Email Draft**: the entry has been posted by email and is pending approval.
- **Published**: date and time when an entry was published. If not posted yet, the column indicates **N/A**.
- **Delete**: click this checkbox beside each entry you want to delete, then click the **Delete Selected** button.

# Photo album entries

Photo album contents are displayed in one of two ways:

- **Thumbnail View**: photo entries are listed as a set of thumbnails (scaled-down pictures).
- **List View**: photo entries are listed in the same format as category entries. (See <u>Category entries</u> for more information.)

To switch between these two options, click the **List View** or **Thumbnail View** link at the top of the page. The page reloads and displays the new view.

Click the **Add A Photo** link to go directly to bottom of the page, where you can upload a new image to the photo album.

# Thumbnail View

The thumbnail view is the default view shown when you click a photo album link in the Category Tree.

To change the size of the thumbnails by selecting a new option in the Resize thumbnails to drop-down list, then clicking the Resize button.

The thumbnail view provides the following information for each photo:

- **Thumbnail**: a scaled-down version of the photo. If the photo is especially wide or tall, it may be cropped slightly to fit a square. Click on the thumbnail to open the photo entry's **Edit Photo** page to edit or delete it.
- Filename: filename of the photo appears above the thumbnail.
- Title: photo title, if any, appears below the thumbnail.

# **The Category Tree**

The left column of the All Articles page (which is the default page of the Post Manager tab) contains the Category Tree, a graphic representation of your blog's categories and photo albums:



The top level of the **Category Tree** is your main page and is represented by the con. The main page is the master category and contains all the other categories and photo albums in your blog. The **Category Tree** shows the relationships between the main page and its children — namely, the categories, articles, and photo albums it contains.

In the **Category Tree**, categories are represented by the icon. Categories can contain subcategories and photo albums; when they do, their branch contains a + sign. Click the + sign to view the folders it contains.

Photo albums are represented by the icon in the Category Tree. Like categories, photo albums can contain other photo albums and categories.

When you first open the Post Manager, only sub-categories of the main page are

displayed. To see the full tree and all subcategories, by click the **expand all** link above the **Category Tree**. To conceal sub-categories, click the **close all** link.

# Managing categories and photo albums

The **Post Manager** also provides the following options:

- Create a new category
- Create a new photo album
- Delete a category or photo album

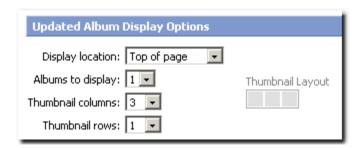
### To create a new category:

- 1. Click the Post Manager tab. The All Articles page opens.
- 2. Indicate where the new category should be placed by selecting a category in the Category Tree or from the drop-down list at the top of the page.
- 3. Click the Add Category link (located just above the Category Tree). The Add Category page opens.
- **4.** Enter the following information in the fields provided:
  - **Title**: the name of the category. It can contain letters, numbers, spaces and punctuation.
  - Inherit permissions from parent: enable this option to give your new category the same permission settings as its parent category.
  - Restrict views: click this checkbox to make the new category restricted. See <u>Restricted categories and photo albums</u> for more information.
- **5.** Click the **Save Changes** button at the bottom of the page. The <u>Category</u> <u>Settings</u> page opens, to allow you to customize the category's properties.

## To create a new photo album:

- 1. Click the Post Manager tab. The All Articles page opens.
- 2. Indicate where the new photo album should be placed by selecting a category in the Category Tree or from the drop-down list at the top of the page.
- 3. Click the Add Photo Album link (above the Category Tree). The Add Photo Album page opens.
- **4.** Enter the following information in the fields provided:
  - **Title:** the name of the photo album. It can contain letters, numbers, spaces and punctuation.
  - Inherit permissions from parent: enable this option to give your new photo album the same permission settings as its parent category.

- Restrict views: check this checkbox to restrict your new photo album. See <u>Restricted categories and photo albums</u> for more information.
- Layout type: specifies how your photos are presented within the photo album. There are three layout types:
  - Grid: each photo album page contains a specified number of columns and rows. If you choose this layout, the Sort photos, Columns per page, and Rows per page fields must be populated.
  - Group by day: organizes your photos in a similar manner to articles in your categories. If you choose this layout, the Use blog defaults or the Articles per page and Days per page settings must be provided. (See <u>Paging type</u> for more information.)
  - Mini-thumb JS: presents your photos as a row of mini-thumbnails. If you choose this layout, the Sort photos, Thumbnail location, and Thumbnails to display fields must be populated.
  - Display recently created albums: checking this box causes thumbnails of recently posted photos to appear in the category page. Checking this checkbox causes the Updated Album Display Options controls, which specify the layout of the thumbnails, to appear.



- **Display location**: specifies where the thumbnails will appear on the category page.
- **Albums to display**: specifies the *n* most recent albums' thumbnails to display.
- Thumbnail columns: specifies how many columns of thumbnails to display.
- Thumbnail rows: specifies how many rows of thumbnails to display.
- **5.** Click the **Create Album** button at the bottom of the page. The <u>Category Settings</u> page opens, to allow you to customize the photo album's properties.

### To delete a category or photo album:

To delete a category or photo album, ensure it contains no subcategories or photo albums. If you try to delete a category that has children, the system reminds you to first delete the category's nested content.

**1.** From the All Articles page, select the category to be deleted, either from

the Category Tree or from the drop-down list at the top of the page.

- 2. Click the Category Settings link at the top of the page. The Category Settings page opens, with the selected category's information displayed.
- 3. Click the **Delete** button at the bottom of the page.

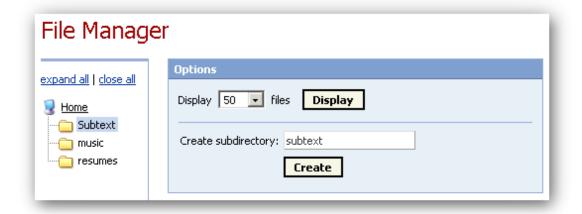
The system prompts you to confirm the action. When you confirm that you want to delete the category, the system removes it from your **Category Tree** and returns to the **Category Settings** page for the parent of the category that was deleted.

# **Creating a subdirectory**

A subdirectory, like a folder, allows you to organize the web pages and documents that you post to your blog.

### To create a sub-directory

- 1. From the Publisher Control Panel, click the File Manager tab.
- 2. To create a subdirectory, e.g. http://exampleblog.blog.com/subtext /testpage.html where "subtext" is the subdirectory, type the subdirectory name in the Create subdirectory field, then click the Create button.

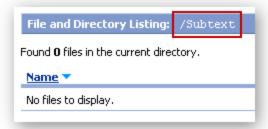


### To add files to a subdirectory

1. Click the subdirectory in the Name column.



The subdirectory opens, as indicated in File and Directory Listing area.



2. Use the Upload New File area to upload files to that subdirectory.



# Related topics:

Posting Web Pages
The File System

# **Category settings**

You can edit or delete a category on the **Category Settings** page. To access this page, click the **Post Manager** tab, then click the **Category Settings** link at the top of the page.

There are several options available:

- Moving a category or photo album
- Changing the order of a category's subcategories
- Renaming a category or photo album
- Permissions
- Other Options

# Moving a category or photo album

To change a category's position within the **Category Tree**, choose a new parent category from the **Make this a subcategory of** drop-down list, then click the **Move** button.

# Changing the order of a category's subcategories

You can modify the order in which subcategories and photo albums appear when listed on the **Category Management** section:



#### To change the order in which a subcategory appears:

- 1. In the Subcategory order list, select the subcategory to move.
- 2. Click the and buttons to move the category to the desired position.
- 3. Click the Reorder button on the right side of the section.

# Renaming a category or photo album

Categories have two names - a public label and an internal name.

- Name: The category's name is derived from the title you give it. It cannot be changed because it is part of the URL for the category.
- Public Label: This is the name that readers see when they view your blog.

To change the public label for the category, enter a new name in the **Public Label** field and click the **Save Changes** button at the bottom of the page.

### **Permissions**

There are two checkboxes related to permissions — **Inherit parent permissions** and **Restrict views**. These options control which readers are able to view and post to the new category.



- Inherit parent permissions: Enable this feature if you want the category to have the same permissions as the category that contains it.
- **Restrict views:** Enable this feature if you want the category to be restricted. For more information, see <u>Restricted Categories and Photo Albums</u>

# **Other Options**

There are two additional features available in this section:

- Suppress bubbled articles: Enable this feature to keep subcategory articles
  from appearing in this category, even if they have been enabled to Bubble
  up to higher categories.
- Display recently updated albums: Check this box to show thumbnails of recently posted photos in the category page. Clicking this checkbox causes the Updated Album Display Options controls, which specify the layout of the thumbnails, to appear. See <u>Managing categories and photo albums</u> for more information.

# **Category security**

The **Category Security** page allows you to specify exactly which users and which user groups have permission to access a particular category or photo album. You can also control the level of users' access, by allowing them to view only, or view and post to a particular category or photo album.

# **Category Users**

This section allows you to control users' access to a category or photo album on an individual basis, and displays a list of those users you have enabled for that category. The list contains the following information:

- Username: the internal system name of the enabled user.
- Name: the name of the enabled user.
- **Permissions**: the user's level of access for the category.
- Category: the category level at which the user has been granted access.
   Click the link in this column to go to the View Content page for the category.
- **Delete**: if it is possible to delete a user's access to the category, a checkbox appears here. Note that you can only delete a user's access from the category in which it was granted.

#### To grant a specific user access to a category or photo album:

- 1. From the Post Manager tab, select a category from the Category Tree or from the drop-down list at the top of the page. (If you select from the list, click the Display button.)
- 2. Click the Category Security link at the top of the page. The Category Security page opens.
- **3.** Type the username in the **User** field.
- Select the level of access from the Permissions drop-down list, then click the Enable User button.

#### To delete a user's access to a category or photo album:

- 1. From the Post Manager tab, select a category from the Category Tree or from the drop-down list at the top of the page. (If you select from the list, click the Display button.)
- Click the Category Security link at the top of the page. The Category Security page opens.
- **3.** Click the **Delete** checkbox for the applicable user(s).
- 4. Click the Delete Selected button at the bottom of the list.

The system will ask you to confirm the action. Once you do, the selected permissions will be deleted and the **Category Security** page will reload, showing the remaining permissions.

# **Category Groups**

You can also define category or photo-album access based on user groups. To

define a new group, click the **Create A Group** link to go to the **Groups** page, under the **Settings & Security** tab.

The list in the Category Groups section contains the following information:

- Name: the name of the enabled group.
- **Permissions**: the group's level of access for the category.
- Category: the category level at which the group has been granted access. Click the link in this column to go to the View Content page for the category.
- **Delete**: if it is possible to delete a group's access to the category, a checkbox appears here. Note that you can only delete a group's access from the category in which it was granted.

#### To grant a group access to a category or photo album:

- 1. From the **Post Manager** tab, select a category from the **Category Tree** or from the drop-down list at the top of the page. (If you select from the list, click the **Display** button.)
- 2. Click the Category Security link at the top of the page. The Category Security page opens.
- **3.** Select a group from the **Enable Group** drop-down list, then select a level of access from the **Permissions** drop-down list.
- 4. Click the **Enable Group** button.

#### To delete a group's access to a category or photo album:

- From the Post Manager tab, select a category from the Category Tree or from the drop-down list at the top of the page. (If you select from the list, click the Display button.)
- 2. Click the Category Security link at the top of the page. The Category Security page opens.
- 3. Click the **Delete** checkbox for the applicable group(s).
- 4. Click the Delete Selected button at the bottom of the list.

The system will ask you to confirm the action. Once you do, the selected permissions are deleted and the **Category Security** page reloads, showing the remaining permissions.

# Restricted categories and photo albums

Your blog's categories and photo albums can be restricted, based on a username and permissions system.

Many blogs are open, which means they don't require readers to log in. This is convenient for readers, but it reduces the system's level of control. For a user to gain access to your restricted content they must log in, so the system can identify them and their permissions within your blog.

You can restrict any category and photo album so that only logged-in users with the appropriate privileges can access it. You can also classify people as *Trusted Readers* or *Trusted Posters*, which automatically allows them to access any category or photo album in your blog. (See <u>User Permissions</u> for more information.)

# To make categories and photo albums restricted

You can make a category or photo album restricted while you are creating, by clicking the **Restrict view** checkbox on the **Add Category** page. (See <u>Managing categories and photo albums</u> for more information.)

A restricted category can only be read by the following people:

- Readers who are logged in and have administrative privileges for your blog
- Readers who are logged in and have trusted reader status

To allow other people to access the category, you must change the category's permissions. Category permissions described in the <u>To give users access to restricted categories and photo albums</u> section.

Any existing, unrestricted category can be turned into a restricted category, and a restricted category can be made open, by changing a single setting in the **Category Settings** page.

#### To change the restricted status of an existing category or photo album:

- 1. From the **Post Manager** tab, select the category or photo album to be modified by clicking it in the **Category Tree** or selecting it from the drop-down list at the top of the page.
- 2. Click the Category Settings link at the top of the page. The Category Settings page opens.
- **3.** Click or clear the **Restrict views** checkbox in the **Category Properties** section.
- **4.** Click the **Save Changes** button at the bottom of the page.

# To give users access to restricted categories and photo albums

When you create a restricted category or photo album or restrict an existing one, a small set of readers automatically have access to it:

- Logged-in readers who have *Administrative* privileges are allowed to view, post to, and administer all restricted categories and photo albums.
- Logged-in readers who have *Trusted Poster* privileges are allowed to view and post to all restricted categories and photo albums.
- Logged-in readers who have *Trusted Reader* privileges are allowed to view all restricted categories and photo albums.

Any other reader, even one who is logged in, cannot access the restricted category or photo album until they have been granted permission to do so. Such permission is granted in the Category Security page. See Category security for more information.)

# **Working with Favorites (or Blogrolls)**

Many blogs show lists of links to other blogs, also called blogrolls.

Using the **Favorites** feature allows you to create lists of links, or blogrolls. You can put all your links into a single list or create an unlimited number of lists, each representing a different category of link.

For more information on adding a favorite list to your blog layout, see <u>Creating a favorites list</u>.

#### In this section

Creating a favorites list Editing a favorites list Deleting favorites Using RSS feeds

# Creating a favorites list

When you click the **Favorites** tab, the **Favorites** page opens and displays all your **Current Favorites**. If you have not yet defined any lists, the <u>Edit Favorites</u> page opens.

You can also add your favorites to your blog main page (for details, see Adding a favorites list to your blog).

#### To create a new Favorites list:

- 1. From the Favorites tab, click the Create Favorites link. The Create Favorites page opens.
- 2. Enter the required information in the following fields:
  - Title: the name of the list shown on your screen.
  - **Tag name**: the internal name of the list, usually the title, with all spaces removed.
  - **Description**: a summary of the list's topic or focus.
  - Sort URLs by: specifies the order of items in your list.
  - Upload: identifies whether the file you want to upload is in OPML or OCS format.
  - **Browse**: enter the full path to the file to be uploaded, or use the **Browse** button to search for it.
- 3. Click the Create Favorites List button at the bottom of the page.

Once you have created a list, the <u>Edit Favorites</u> page opens and you can begin adding links to it.

## **Editing a favorites list**

The **Edit Favorites** page allows you to update your new or existing lists. From this page you can add a new URL, modify any existing URLs, or make changes to the list itself.

#### To add a URL to the list:

- 1. Enter the URL information in the following fields:
  - Title: the name of the URL as it should appear in your Favorites List.
  - URL: the web address of the item.
  - Target: an optional link target for the item.
  - **Description**: an optional description that appears when a reader holds their cursor over the item's link.
- 2. Click the Add URL button at the bottom of the Add URL section. The Edit Favorites page reloads, with the new link included in the Current URLs list at the bottom of the page.

#### To modify an existing URL in the list:

- Click the appropriate Title link in the list of Current URLs. The Edit URL page opens.
- 2. Make the desired changes in any of the fields provided.
- **3.** Click the **Save Changes** button to commit your changes, or click the **Delete** button to remove the URL from list entirely.

#### To update a favorites list:

- **1.** Make the desired changes in any of the fields provided.
- 2. Click the Save Changes button to commit your changes, or click the Delete button to delete the list.

# **Deleting favorites**

There are several ways to remove a particular link from a favorites list, or to remove a favorites list from your blog.

#### To remove a link from a favorites list:

- From the Favorites page, click the appropriate Edit link. The Edit Favorites page opens.
- 2. Do one of the following:
  - Click the appropriate Delete checkbox in the Current URLs list, then click the Delete Selected button at the bottom of the page.

#### OR

From the Edit URL page, click the Delete button.

#### To delete a favorites list:

Do one of the following:

• From the Favorites page, click the appropriate Delete link.

#### OR

• From the Edit Favorites page, click the Delete button at the bottom of the Edit Favorites Section.

# Using RSS to Add Links to Recent Entries on Other Web

RSS is a format for sharing content between different websites.

Using the **RSS Headline Components** page, you can generate links to the most recently posted entries of a specific URL. The RSS headline component must be added to the layout of at least one blog before RSS feeds are harvested by the blog system. When the RSS headline component becomes active, the last date/time that the RSS feed was updated appears.

#### To create an RSS Headline component:

- 1. Under the Favorites tab, click the RSS Headline Components link at the top of the page. The RSS Headline Components page opens.
- **2.** Enter the URL and the component name in the fields provided.
- **3.** Click the **Add Feed** button at the bottom of the section. The new component is added to the list at the bottom of the page.

Once you define a component, it is added to the **Inactive** column on the **Layout** page. You must add it to your blog's layout before it will appear on-screen. See <u>Adding components to your sidebars</u> for more information.

When you create RSS headline components, they appear in a list at the bottom of the RSS Headline Components page in the Publisher Control Panel. The list contains the following information:

- Title: the name you assigned to the component.
- Limit: the number of links that will appear on the screen.
- URL: a link to the component's syndication feed.
- Last Update: when changes were last made on the component.
- Delete: a checkbox that removes the component from the list.

#### To modify an RSS Headline component:

- 1. Under the Favorites tab, click the RSS Headline Components link at the top of the page. The RSS Headline Components page opens.
- 2. Make your changes in the Title field or the Limit drop-down list.
- **3.** Click the **Save Changes** button at the bottom of the page.

#### To delete an RSS Headline component:

- Under the Favorites tab, click the RSS Headline Components link at the top of the page. The RSS Headline Components page opens.
- 2. Click the Delete checkbox in the Delete column of the components list.
- 3. Click the Save Changes button at the bottom of the page.

To receive the secure version of an RSS feed: be sure to add ?secure=1 to the end of the feed URL. For example:

http://catmas.com/blog/index.xml?secure=1

#### **Related topics**

<u>Syndication</u> - You may also configure your blog to allow others to link to your most recent posts, by enabling the Syndication option.

<u>Podcasting</u>

# **Podcasting**

Podcasting is similar in nature to RSS, which allows subscribers to subscribe to a set of feeds to view syndicated Web site content. With podcasting however, you have a set of subscriptions that are checked regularly for updates and instead of reading the feeds on your computer screen, you listen to the new content.

- Wikipedia

**To create a podcast:** simply add the MP3 as an attachment to a blog entry. This will automatically generate an enclosure that points to the MP3.

#### **Related topics:**

<u>Using RSS to Add Links to Recent Entries on Other Websites</u>
<u>Syndication</u>

Publisher Control Panel Podcasting

# **Using Bookmarklets**

With bookmarklets, you can post articles to your blog and to your blog's favorites lists. To use bookmarklets, you must first add them to your browser's bookmarks. There are two kinds of bookmarklets that you can use:

- **Post to blog** if you want to add a web page you are viewing as an entry in your blog, that is, add its URL as an entry, you can use the **Post to blog** bookmarklet to post it from that web page.
- **Add Favorite** if you want to add a web page you are viewing to one of your blog's favorites lists, you can use the **Add Favorite** bookmarklet to post it from that web page.

Once you add bookmarklets to your browser's bookmarks, you can use them to add entries and favorites to your blog.

#### In this section

- Adding Bookmarklets to Your Web Browser
- Using the 'Post to Blog' Bookmarklet
- Using the 'Add to Favorites' Bookmarklet

# Adding bookmarklets to your web browser

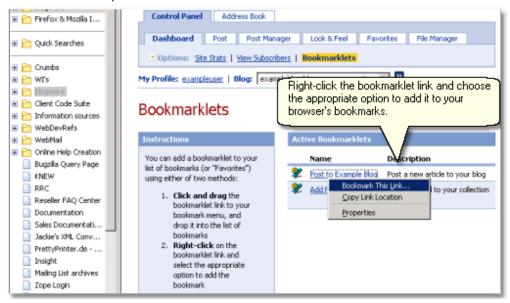
**Note:** The specific menu commands differ according to the web browser that you use.

- From the Control Panel, click the Dashboard tab, then click Bookmarklets on the Options list.
- 2. Add the bookmarklet to your web browser, using one of two methods:
  - If you're using Mozilla Firefox, you can drag it from the Admin Control Panel to your Browser's bookmarks list. This option does not work with Internet Explorer.
    - With your browser open, make sure you have your Firefox's bookmark list open. Choose View > Sidebar > Bookmarks.



#### - OR -

• Right-click the bookmarklet and choose the appropriate option. If you are using Internet Explorer, choose **Add to Favorites**. If you are using Mozilla Firefox, choose **Bookmark This Link**.



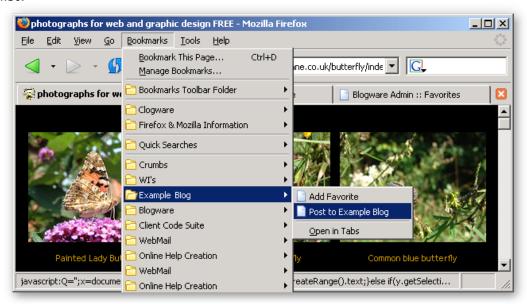
**Note:** The bookmarklet is added to the web browser that you are currently using to show the **Control Panel**. It is not added to all of the web browsers that you may have installed on your computer.

Now that you've added bookmarklets to your browser, you can use them to <u>create blog entries</u> and to <u>add URLs to your blog's favorites lists</u>.

## Using the Post to Blog bookmarklet

Once you've <u>added bookmarklets</u> to your web browser, you can use the **Post to <blookmark** to add URLs as blog entries.

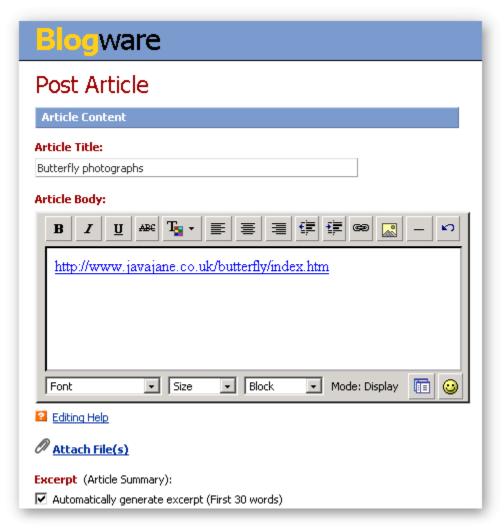
- 1. Open your web browser and go to the web page that you want to add as a blog entry.
- 2. Choose the Post to <bloom> bookmark from your browser's bookmarks list:



The **Post Article** page opens, and a link to the article is pre-populated in the article body.

**Note:** If you are not logged in to the Control Panel, the **Admin Login** page opens first. Log in before you creating a new blog entry.

**3.** Type the title for the entry in the **Article Title** field.



- **4.** Add additional content to the **Article Body** and **Except** fields, and update the article options, as required.
- **5.** Click the **Save** button. The URL is added in a new blog entry:



# **Using the Add Favorite bookmarklet**

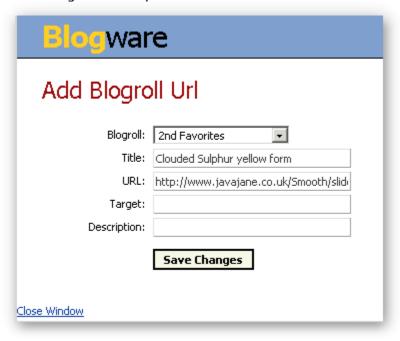
Once you have <u>added bookmarklets</u> to your web browser, you can use the **Add Favorite** bookmark to add URLs to your blog's favorites lists.

- 1. Open your browser and go to the web page that you want to add.
- 2. Choose the Add Favorite bookmarklet from your browser's bookmarks list.



The Add Blogroll Url page opens.

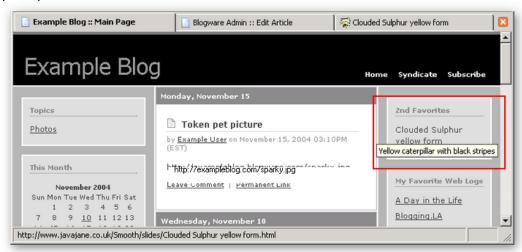
**Note:** If you are not logged in to the Control Panel, the **Admin Login** page opens first. Log in before you add the URL.



**3.** From the **Biogroli** drop-down list, choose the biogroll list (favorites list) to which you want to add the web page. The options in this drop-down list are determined by the favorites lists you created. See <u>Creating a Favorites List</u> for

more information.

- 4. Add or edit the text in any of the remaining fields. The Title and URL fields are pre-populated and are required. The Target and Description fields are optional. Target determines how the link will open, for example in a new window. Description is the mouse-over text that appears when you mouse-over the link once it's been added to your blog favorites.
- **5.** Click the **Save Changes** button. The URL is added to the blog favorites list that you specified.



# Creating your Address Book, Profile, and Privileges

The **Address Book** allows you to manage informationa bout your profile, privileges, and people you invite to access your blog.

### In this section

My profile

My privileges

My friends

# My profile

The **My Profile** section is where your personal data, i.e. your account details and contact information, is stored. Most of the information in this section can be configured with one of the following status settings:

- **Public** viewable by anyone, without restriction.
- Friends Only only viewable by those you have defined as a friend.
- **Private** cannot be viewed by anyone but you.

The My Profile page is divided into several sections:

**Account Info** — contains your URL and username/password information, along with your email address, your blog's default timezone, and your language preference. The Language Preference setting determines the default language shown in the Publisher Control Panel and for system-generated text in the blog when you are logged-in. Culturally dependent fields, such as the date and time, are displayed according to the locale. The locale affects the manner in which Numbers, Currency, Time, Short date, and Long Date are displayed. The locale sets the cultural preferences, for example, such as whether time is displayed using the 12-hour clock or the 24-hour clock.

**Note:** Password management is regulated by your blog provider. Your Blog provider may provide a customized interface for you to change your password, in which case these instructions will not apply to you. Contact your blog provider for help with changing your password.

**Contact Info** — allows you to manage your personal contact information.

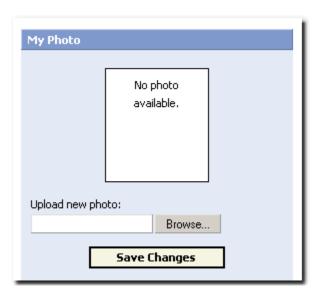
**Work Contact Info** — lets you manage your work contact information.

**Online Chat IDs** — allows you to provide contact information for your ICQ, AIM, MSN, and/or Skype accounts.

**About Me** — contains your description of yourself and/or your blog.

Once you have made changes to any of the fields in the above sections, and/or updated their related **Display Status** settings, click the **Save Changes** button.

The My Profile page also contains the My Photo section, which allows you to upload a picture of yourself.



#### To upload a photo of yourself:

- 1. Enter the full path to the image file in the **Upload new photo** field, or click the **Browse...** button to search for the image file.
- 2. Click the Save Changes button to upload the image.

# My privileges

The **My Privileges** page provides a summary of all the blogs to which you have reading, posting, or administrative access. The page is divided into four sections:

#### **Blogs You Own**

This section lists all the blogs you have created. Next to the name of each blog is a link that takes you to that blog's main page. Each blog in the list can also be modified by clicking the **Edit** link in the **Actions** column. Clicking this link opens the **Dashboard** page for the applicable blog.

**Blogs You Can Administer** 

This section lists all the blogs for which you have administrative privileges. Next to the name of each blog is a link that takes you to that blog's main page. Each of these blogs can also be modified by clicking the **Edit** link in the **Actions** column. Clicking this link opens the **Dashboard** page for the applicable blog.

#### **Restricted Blogs: Read Privileges**

This is a list of blogs for which you have read-only privileges. As with the other sections, next to each blog in this list is a link that takes you to that blog's main page. You do not see the **Edit** link in this section, as you do not have permission to modify these blogs.

#### **Restricted Blogs: Post Privileges**

This section lists the weblogs for which you have posting privileges. You can access each blog's main page by clicking the link in the **URL** column, or you can access the posting functionality for each blog by clicking the **Edit** link.

# My friends

The **My Friends** section allows you to invite people to access your blog and shows a summary of those you have identified as friends, as well as those who have identified you as a friend.

#### To invite new friends to access your blog:

- 1. Click the Address Book tab on the Publisher Control Panel.
- 2. Click the My Friends tab.
- **3.** Enter an email address for each person you want to invite, one address per line to a maximum of 50 addresses, in the box provided.
- **4.** Click the **Send Invitation** button at the bottom of the page. The system returns a message stating that the invitation messages have been queued for sending. To view or modify the text of the invitation message, see <a href="Invite user">Invite user</a> in the Settings & Security section.

Note: Blog invitations expire within seven days.

On the right side of the My Friends page are two lists — My Friends and Others Who Consider You Their Friend. Each list contains the Name and Username of your friends, and provides you with the option to remove this person from the list.

#### To remove a friend from your list or remove yourself from a friend's list:

- 1. Check the applicable Delete checkbox in the Delete column.
- 2. Click the Delete Selected button at the bottom of the list.

You can also specify whether other users can view your list of friends by making a selection from the Allow others to view my friends drop-down list at the top of the



# **Viewing your Blog's Statistics**

From the Dashboard, you can view general and detailed statistics on your blog's traffic.

### In this section

The Dashboard

Viewing site stats

Viewing the list of subscribers to your blog

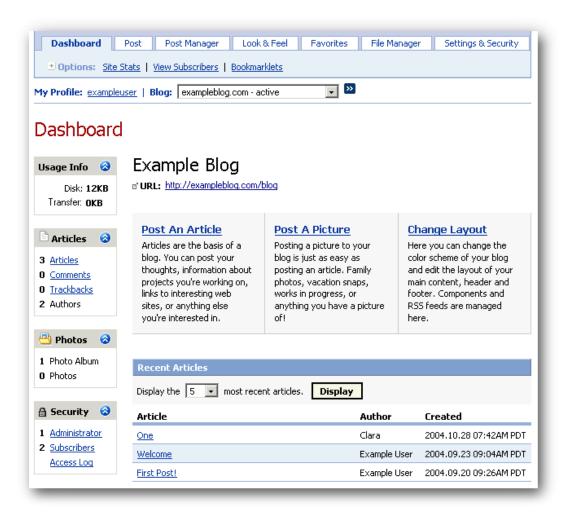
Viewing the statistics summary area

Viewing Detailed Stats

### The Dashboard

#### To open the Dashboard:

From the Publisher Control Panel, click the **Dashboard** tab. The Dashboard page opens, giving you an overview of the current state of your blog:



#### Key areas of the Dashboard:

Usage Info.

**Articles** 

**Photos** 

Security

**Recent articles** 

#### Blog Heading and URL Link

You can use the link in the Dashboard to get to your blog.

#### Posting Articles and Photos, and Changing Layout

The Dashboard is one more area from where you can post entries and change the layout of your blog.

#### Recent Articles, Comments, and Trackbacks

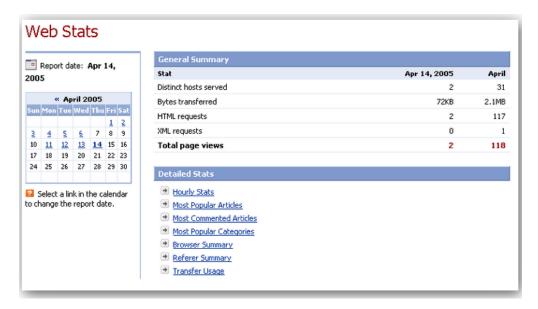
These sections display the latest entries to your blog. To edit an entry, click the entry's title.

- lists of your blog's most recent entries, comments, and trackbacks
- useful statistics for your blog, such as disk and transfer usage, the number of articles and photos that have been posted, and the number of administrators and subscribers.

# Viewing site stats

If you want detailed information regarding how, when, and how often your blog is viewed, check your site stats on the Dashboard.

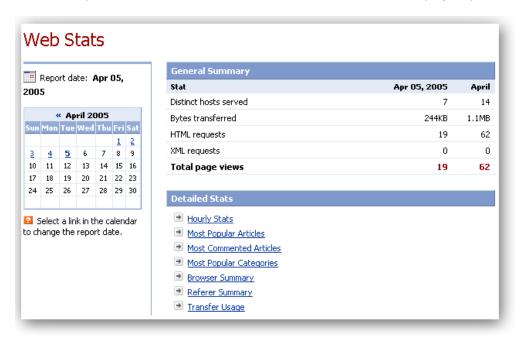
- 1. From the Control Panel, click the Dashboard tab, then click Site Stats in the Options list, and review the Web Stats area.
- 2. For detailed usage information on your blog, click one of the category links in the **Detailed Stats** area of the page, for example, **Hourly Stats**.



# Viewing the statistics summary

The **Statistics Summary** report provides a quick overview of roughly how many people are viewing your blog, your blog's transfer usage, and counts of the page views you're getting from people reading your blog using browsers or news aggregators.

- 1. From the Publisher Control Panel, click the **Dashboard** tab.
- 2. From the options list, click the Site Stats link. The Web Stats page opens:



- **3.** From the calendar in the left panel, select the date for which you want to view site stats. The **General Summary** area then displays the stats for the day you chose, and for that whole month. The summary includes:
  - Distinct hosts served

This is a count of the individual computers that accessed at least one page of your blog during that day and month.

By "distinct", we mean that if the same computer accesses your blog more than once, it will still count as only one host.

Note that while you can use this number to *estimate* the number of readers you had on a particular day or month, it counts computers, not people. A computer that gets used by several people who all read your blog still counts as just one distinct host.

#### Bytes transferred

Whenever someone views a page on your blog, information is transferred from the system's servers to their computer. This statistic is a measure of the amount of transferred information for that day and month.

To give you a sense of perspective, both Tolstoy's novel *War and Peace* and a typical medium-to-high quality picture taken on a 3-megapixel camera at 2016-by-1512 resolution are each said to represent 1 million bytes (or 1 *megabyte*) of data.

#### HTML requests

This is the number of pages from your blog viewed using a web browser during that day and month.

- XML requests
   This is the number of pages from your blog viewed using a news aggregator during that day and month.
- Total page views

  This is the sum of all the pages viewed during that day and month.
- **4.** To view more detailed stats, click one of the links in the **Detailed Stats** area. For more details on this area, see <u>Viewing Detailed Stats</u>.

# Viewing the list of subscribers to your blog

Visitors to your blog can sign up to receive notification each time a new entry is posted. Use the **Dashboard** to see who has subscribed to your blog.

#### To view the list of subscribers:

- 1. From the Control Panel, click the Dashboard tab.
- 2. Click the View Subscribers link on the Options list. The Article Subscribers page opens, listing the users that have subscribed to your blog in the Current Subscribers area, where the Details column indicates which, if any, categories each user has subscribed to.



# **Viewing Detailed Stats**

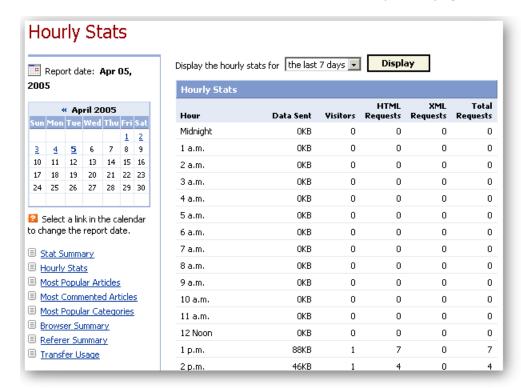
From the Web Stats page on the dashboard, you can select links in the **Detailed Stats** area for more precise viewing of your blog statistics. These links include:

- Hourly statistics
- Most popular articles statistics
- Most commented articles statistics
- Most popular category statistics
- Browser statistics
- Referer statistics
- Transfer usage
- Download Web Server Log

#### **Hourly statistics**

The **Hourly Statistics** report provides a by-the-hour breakdown of visits to your blog for the past week or a previous month. You can use it to determine what times of day people tend to visit your blog.

- 1. Click the Dashboard tab.
- 2. From the options listed below the Dashboard tab, click the Site Stats link. The Web Stats page opens.
- **3.** From the **Detailed Stats** section, click **Hourly Stats** to open its page:



- 4. To change the number of days for which hourly stats are displayed, click beside the Display the hourly stats for drop-down list box, select a time period option, then click the Display button. The screen refreshes, and the following statistics for each hour of the day for the selected time period are displayed:
  - Data Sent

Whenever some views a page on your blog, information is transferred from the system's servers to their computer. This statistic is a measure of the amount of transferred information during that hour for the selected period.

To give you a sense of perspective, both Tolstoy's novel *War and Peace* and a typical medium-to-high quality picture taken on a 3-megapixel camera at 2016-by-1512 resolution are each said to represent 1 million bytes (or 1 *megabyte*) of data.

Visitors

This is the average number of individual computers that accessed at least one page of your blog during that hour for the selected period.

Note that while you can use this number to *estimate* the number of readers you had on a particular day or month, it counts computers, not people. A computer that gets used by several people who all read your blog still counts as just one distinct host.

#### HTML requests

This is the average number of pages from your blog viewed using a web browser during that hour for the selected period.

#### XML requests

This is the average number of pages from your blog viewed using a news aggregator during that hour for the selected period.

#### Total page views

This is the average sum of all the pages viewed during that hour for the selected period.

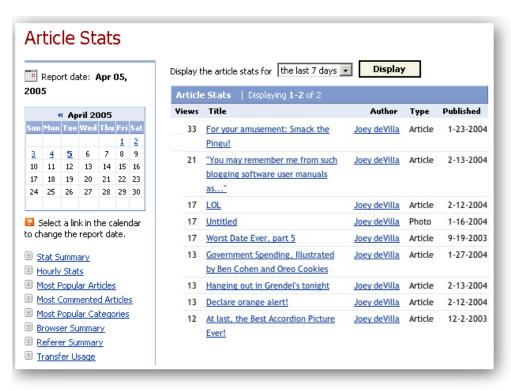
**5.** To view other detailed statistics, click one of the links in the left panel under the calendar.

# Most popular articles statistics

The **Most Popular Articles Statistics** report lists the most-viewed entries in your blog for the past week or a previous month.

**Note:** When counting popular entries, the system only counts those articles that have been viewed on their individual pages, not on a category page or the main page (since those pages show several articles at a time).

- 1. Click the Dashboard tab.
- **2.** From the options listed below the **Dashboard** tab, click the **Site Stats** link. The **Web Stats** page opens.
- 3. From the Detailed Stats section, click Most Popular Articles.



4. To change the time period for which article stats are displayed, click beside the Display the article stats for drop-down list box, select a time period option, then click the Display button. The screen refreshes, and the statistics for Most Popular Articles Statistics displays with a list of your read entries, from most to least, within the time period you selected.

Each item includes information about:

- Views
  - The number of times someone viewed the entry on its own page.
- Title

The title of the entry.

Author

The author of the entry.

Type

The type of the entry, which can be one of:

- Article
- Photo
- Music Review
- Movie Review
- Book Review
- Published

The date when the entry was published.

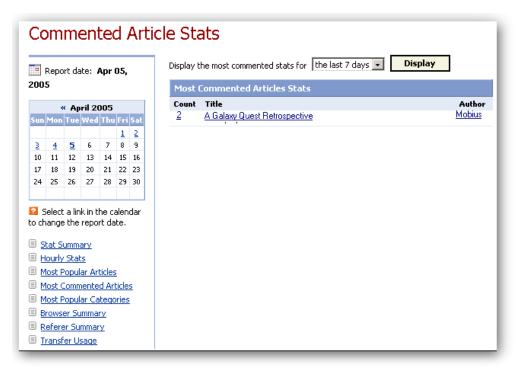
**5.** To view other detailed statistics, click one of the links in the left panel

under the calendar.

#### Most commented article statistics

The **Most Commented Articles Statistics** page lists the entries that have received the most comments for the past week or a previous month.

- 1. Click the Dashboard tab.
- **2.** From the options listed below the **Dashboard** tab, click the **Site Stats** link. The **Web Stats** page opens.
- 3. From the Detailed Stats section, click Most Commented Articles.



4. To change the time period for which most commented article stats are displayed, click beside the Display the most commented stats for drop-down list box, select a time period option, then click the Display button. The screen refreshes, and the statistics for Most Commented Articles Stats area lists your commented entries, from most to least commented, within the time period you selected.

Each item includes information about:

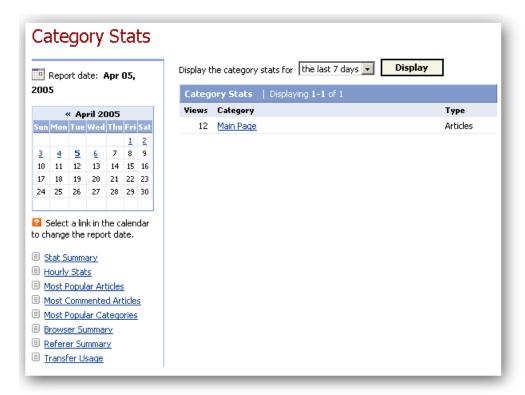
- **Count**The number of comments received for the entry.
- Title
   The title of the entry.

- Author
   The author of the entry.
- **5.** To view other detailed statistics, click one of the links in the left panel under the calendar.

#### Most popular category statistics

The **Most Popular Category Statistics** page lists the categories whose pages were viewed the most.

- 1. Click the Dashboard tab.
- From the options listed below the Dashboard tab, click the Site Stats link. The Web Stats page opens.
- 3. From the Detailed Stats section, click Most Popular Categories.



4. To change the time period for which most popular category stats are displayed, click beside the Display the category stats for drop-down list box, select a time period option, then click the Display button. The screen refreshes, and the Category Stats area displays a list of your category entries, from most to least read, within the time period you selected.

Each item includes information about:

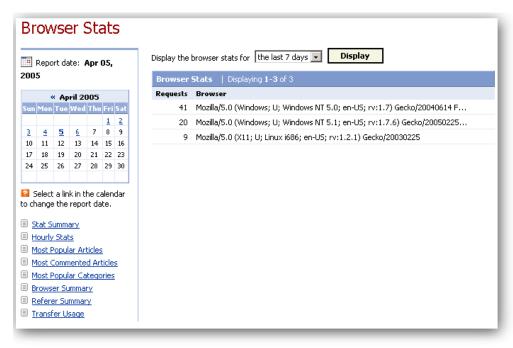
- Views
   The number of views the category received.
- Category
  The name of the category.
- Type
   Specifies the category type: Articles or Photo Album.
- **5.** To view other detailed statistics, click one of the links in the left panel under the calendar.

#### **Browser statistics**

The **Browser Statistics** report lists the browsers that were used to view your blog for the past week or a previous month.

Whenever a browser, aggregator or piece of software specifically designed to access websites visits a web page, it usually (but not always) tells the website's server what kind of software it is. This piece of information is called the User Agent string, which is a line of text that typically specifies the software's name, its version number and the operating system of the computer on which it's running.

- 1. Click the Dashboard tab.
- 2. From the options listed below the **Dashboard** tab, click the **Site Stats** link. The **Web Stats** page opens.
- 3. From the Detailed Stats section, click Browser Summary.



**4.** To change the time period for which browser stats are displayed, click beside the **Display the browser stats for** drop-down list box, select a time

period option, then click the Display button.

The screen refreshes, and the **Browser Stats** area displays a list of the User Agent strings of the software that visited your blog, from most page requests to least, within the time period you selected.

Each item includes information about:

- Requests
   The number of requests made by that software.
- Browser
   The User Agent string.
- **5.** To view other detailed statistics, click one of the links in the left panel under the calendar.

#### Referer statistics

A referer is the URL of the web page that users came from before visiting another site. In most cases, a referer contains links to a page on another site. A referer can also be a web page that sources a file on your site (e.g. an image) by using the link to that file to display it within their own site.

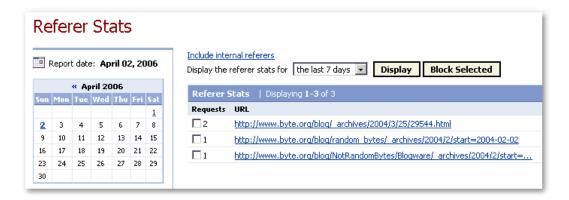
Whenever a reader clicks a link on a web page, the web server hosting the destination of that link (i.e. your blog) receives the URL of the page where the link was located. This is how the system is able to identify referers to your blog.

The **Referer Stats** page lists the number of referers to your blog by tracking the number of visits to your blog as a result of clicking a link on another web page. The web pages containing links to your blog are listed in the URL column on the **Referer Stats** page.

#### To view Referer statistics:

- 1. Click the Dashboard tab.
- 2. Click Site Stats on the Options list. The Web Stats page opens.
- **3.** From the **Detailed Stats** section, click **Referer Summary**. The **Referer Stats** page opens.
- **4.** In the **Display the referer stats for** drop-down list, choose either the last 7 days or the required month, then click the **Display** button.

The screen refreshes, and the **Referer Stats** area lists the referers for your blog, listed from most page requests to least, within the time period you selected.



Each item includes information about:

**Requests -** The number of times someone has clicked on a link on another website that led them directly to your blog.

**URL** - The URL of the referer.

**5.** To block access to your blog from any of the referers in the list, click the checkbox for that referer, then click the **Block Selected** button.

#### Transfer usage

The **Transfer Usage** report lists the most accessed files on your blog, allowing you to identify which files are responsible for the greatest amounts of transfer usage.

If certain files cause you a large amount of transfer usage, consider removing them or changing your <u>file-sourcing setting</u>. Transfer overages can raise the monthly cost of your blog.

See Monitoring transfer-usage for more information.

### **Download Web Server Log**

Downloading web server logs allows you to see the Apache log file of activity to your blog. The data in log files can be used to identify who visits your blog and what content is downloaded. Log files are available in text format, and logs must be parsed in order to be processed or to make the data easily readable. See the Apache help for more information on Apache log files.

All confidential information has been removed from the log files.

Log files are generated once a day, and will appear between 12 midnight and 4 a.m. Eastern time for the previous day if there was activity to your blog. Seven days of logs are kept.

#### In this topic

Downloading web server logs Sample log entry Downloading log files via FTP

#### Downloading web server logs

- 1. Click the Dashboard tab.
- From the options listed below the Dashboard tab, click the Site Stats link. The Web Stats page opens.
- **3.** From the **Detailed Stats** section, click **Download Web Server Log**. The logs for the last seven days are listed. The last seven days will always be listed Sunday to Saturday, in that order, regardless of the current day of the week. See the value in the **Generation Date** column to identify the day for which you want to download data.

Week Day	Generation Date	Size
Sunday	-	-
<u>Monday</u>	02/06/2006	38.5K
<u>Tuesday</u>	02/07/2006	136.8K
<u>Wednesday</u>	02/08/2006	24.5K
<u>Thursday</u>	02/09/2006	110.6K
<u>Friday</u>	02/03/2006	45.4K
Saturday	-	-

The following is a sample log entry that will outline and define the different facets of a log entry:

[17/Jan/2006:08:30:46 -0500](TIME) 0(LENGTH) 200(RESULT) 11202(BYTES)

10.0.12.165(REQUESTOR) "/blog/"(RESOURCE REQUESTED) "http://blog.blogw
"Mozilla/5.0 (X11; U; Linux i686; en-US; rv:1.7.8) Gecko/20050927 Debi
"POST /blog/ HTTP/1.1"(LINE) - - "text/htm1"(TYPE)

- **4.** Click the day for which you want to download the log file of activity.
- **5.** Once you've downloaded the log file, you can extract the data by parsing the log file.

#### Sample log entry

Each log file includes one entry for each activity. This is an example of a single entry with a description of the information included in the entry.

[17/Jan/2006:08:30:46 -0500](TIME) 0(LENGTH) 200(RESULT) 11202 (BYTES) POST(METHOD) blog.blogware.com(REQUESTED HOST) 10.0.12.165(REQUESTOR) "/blog/"(RESOURCE REQUESTED) "http://blog.blogware.com/blog/\_archives/2006/1/16/84.html"(REFERRER) "Mozilla/5.0 (X11; U; Linux i686; en-US; rv:1.7.8) Gecko/20050927 Debian/1.7.8-1sarge3"(BROWSER TYPE) "POST /blog/ HTTP/1.1"(LINE) - "text/html"(TYPE)

	Time that the request was made. This is in Eastern time (the location of the servers).
LENGTH	How long it took to serve the request.

RESULT	The result code of the request, which includes: 200 and 300 series (success), 400- unable to fulfill request, 500- internal server errors.			
BYTES	How many bytes were sent, excluding HTTP headers.			
METHOD	Request method. Common methods include GET (to get info), POST (to post an article, comment, etc.).			
REQUESTED HOST	The hostname of the blog that was requested.			
REQUESTOR	The IP address of the requester.			
RESOURCE REQUESTED	The particular area or file on the blog that was requested (viewed).			
REFERRER	The site that referred them to the blog.			
<b>BROWSER TYPE</b>	The type of browser that accessed the blog.			
LINE	The first line of request.			
TYPE	Response content type.			

## Downloading log files via FTP

Instead of downloading log files from the Publisher Control Panel, you can receive log files using an FTP client. This enables you to automate how you get the data on a daily basis. See <u>Uploading files via FTP</u> for more information.

A folder called \_weblogs has been added to your blog's folder directory. Inside that folder there will be up to 14 files; two files for each of the last seven days. One file contains the log data (e.g., 1.log), while the second file contains the date of that log file (e.g., 1.log.meta).

The files in the \_weblogs folder always have the same filename:

1.log 1.log.meta	log file for the most recent Monday date of that Monday's log file	
2.log 2.log.meta	log file for the most recent Tuesday date of that Tuesday's log file	
3.log 3.log.meta	log file for the most recent Wednesday date of that Wednesday's log file	
4.log 4.log.meta	log file for the most recent Thursday date of that Thursday's log file	
5.log 5.log.meta	log file for the most recent Friday date of that Friday's log file	
6.log 6.log.meta	log file for the most recent Saturday date of that Saturday's log file	
7.log 7.log.meta	log file for the most recent Sunday date of that Sunday's log file	

## Managing your Blog's File System

Blogs are information storage and retrieval systems. All data used by your blog is stored in the space allotted to your account.

### In this section

### Navigating the File Management page

Describes the file system, its uses, and how to navigate the File Manager.

### Uploading files via the File Manager

Describes uploading files using the File Manager.

### Uploading files via FTP

Describes uploading files using an FTP client

#### Managing files

Describes renaming files, moving files to other directories, and deleting files.

### Managing directories

### Inserting files in your blog entries

Describes inserting files, such as an inline image, in a blog entry.

## **Navigating the File Management page**

In addition to providing storage space for your articles and photos, your blog also provides a **File System** -- a space where you can store files.

## Reasons for storing files in your blog

- You have images that you don't want to store in a Photo Album.
- To store sounds, music or videos that you want to post to your blog or share.
- You want to make documents available for download from your blog.
- You want to put up some regular web pages.
- To act as a "holding pen" or "backup storage" for the files on your computer

## Navigating the file system

To navigate your file system, click the **File Manager** tab on the Publisher Control Panel to open the **File Manager** page:



## File Manager page contents

### File System tree

The left column of the **File Manager** page is a graphic representation of your file system. The main directory is called **Home**, and it contains all the other directories and files in your file system. As with the file system on your computer, directories can contain files and sub-directories. The graphic example above shows two directories contained in the **Home** directory: **article\_photos** and **documents**.

By default, when you open the **File Manager** page, the **Home** directory is selected on the File System tree, and its contents are displayed in the **File and Directory Listings** area.

To look at the contents (files or directories) of another directory, you can either:

- click its name in the Fle System tree
- click its name in the File and Directory Listing

### **Options area**

Set the number of files to display in the **File and Directory Listing** area. Use also to create new sub-directories.

### Upload New File area

Specify which file you want to upload from your computer to the file system, and upload it.

### File and Directory Listings area

This area, located below the Options and the Upload New Files areas, contains

columns with the following information about each file or directory:

### **Name**

This column contains the name of the item in the current directory. If the item is a directory, clicking its name opens the **File Manager** for that directory, making it the current directory. The selected directory is highlighted in the file system hierarchy area, and the **File and Directory Listing** displays its contents. If the item is a file, clicking its name will open the file in the current browser window.

#### Size

If the item is a file, its size is displayed in this column.

### **Uploaded**

If the item is a directory, this is the time and date when the directory was either uploaded (copied from a computer to your blog's file system) or created. If the item is a file, this is the time when the file was uploaded (copied from a computer to your blog's file system).

#### Action

This column contains icons that represent actions that you can execute on directories and files. There are two possible actions:

### • 📝 Edit

If the item is a directory, clicking this icon takes you to the **Edit Directory** page for the directory, which lets you rename it.

If the item is a file, clicking this icon takes you to the **Manage File** page for the file, which displays its properties and lets you rename it or move it to another directory.

### • 🖊 Blog This

This applies only to files. Clicking this icon takes you to the **Post Article** page. The file is inserted entry.

### **Delete**

Check this box to mark the item for deletion, then click the **Delete Selected** button at the bottom of the **File and Directory Listing**.

**Note:** If a directory contains items it cannot be deleted.

## **Uploading files via the File Manager**

If you have administrator privileges, you can upload files using the File Management system. Note that you can only upload one file at a time. To upload multiple files, see Uploading files via FTP.

Anyone with with a web browser and a connection to the internet can download (get files) from the file system if they know the URL of the file.

**Note**: The file system is a bad place for storing files that you don't want everyone on the Web to see. If you need to make a file available to a select group of users, you should make it an attachment to an entry posted to a restricted category.

- To upload a file using the File Manager
- Location of updated files
- Deleting files in the file system

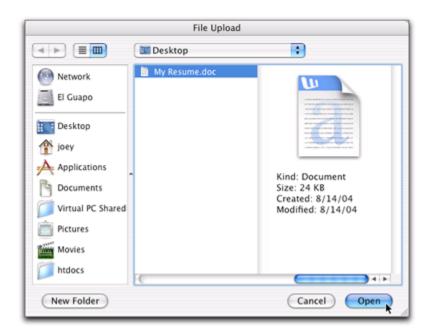
## To upload a file using the File Manager

**1.** Navigate to the File Manager page. For details, see <u>Navigating the File Management page</u>:

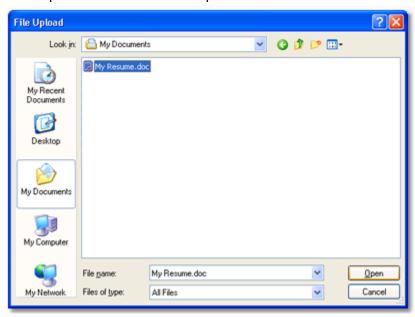


- 2. Select the directory or sub-directory to which you want to upload your file. Do this by clicking one of the directories on the Directory Tree on the left panel of the page, or if available, click a directory in the File and Directory Listings area.
- **3.** If you know the exact location of your file, type the name in the Filename box in the Upload New File area. Otherwise, click the **Browse** button to open the **File Upload** window.

Example of a Macintosh File Upload window:

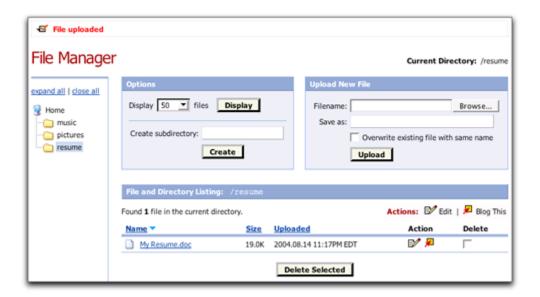


### Example of a Windows File Upload window



- **4.** Locate and select the file you want to upload. Click the Open button. The File Upload window closes.
- **5.** Click the Upload button in the Upload New File area. The uploading process may take some time, depending on the size of your document.

Once the system finishes uploading the file, a **File uploaded** message is displayed in the top left corner of the File Manager page, and the file you just uploaded is displayed in the **File and Directory Listing** area.



## Location of uploaded file URLS

The base directory of your file system (called Home in the File Manager) is the same as the hostname for your blog. If your blog's hostname is exampleblog.com, the base directory of your file system is also exampleblog.com.

If you create a directory called **resume**, its URL would be <a href="http://exampleblog.com/resume">http://exampleblog.com/resume</a>. If the directory contained a file called My Resume.doc, the file's URL would be <a href="http://exampleblog.com/resume/My\_Resume.doc">http://exampleblog.com/resume/My\_Resume.doc</a>.

## Deleting files in the file system

Files in the file system are independent of anything linked to them. If you delete a blog entry, the files it linked to are not affected.

If you try to access a file linked to a deleted blog entry by typing its URL into the address bar of your browser, it opens unless the file itself has been deleted.

## **Uploading files via FTP**

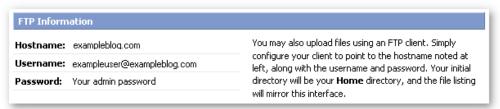
Using the **File Manager** is simpler and doesn't require using any software other than a web browser, which you use to access the **Publisher Control Panel** anyway. The major disadvantage is that you can upload only one file at a time.

Using FTP is a little more complicated and you need either an FTP client application or the command-line FTP (which Windows, Mac OS X and Linux all have). What you lose in simplicity, you gain in power: with FTP, you can transfer not just single files, but multiple files and even whole directories at once.

The FTP option for uploading files is ideal if you want to use your blog to share, backup, or transfer files. FTPing files is very similar to uploading them using the File Manager, except that you use an FTP client, which allows you to upload multiple files at once.

**Note:** In order to FTP files, you must have an FTP client or an appropriate file transfer utility installed on your computer.

- **1.** From the **Control Panel**, click the **File Manager** tab. The **File Manager** page opens.
- **2.** Scroll down to the **FTP Information** area. The login information that you need to FTP files is provided here.

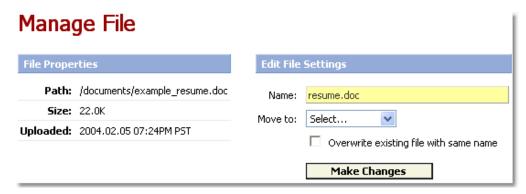


## **Managing files**

In addition to <u>uploading files</u> to add to your directories, you can rename files, move them to other directories, or delete them.

### To rename a file or move it to another directory:

- 1. On the File Manager page, search for and locate the file you want to rename or move.
- 2. Click the Edit ( icon beside the file to open the Manage File page, which is similar to this graphic example:



- In the Edit File Setting area, do one or both of the following:
  - to rename the file, type a new name in the **Name** text box.

 to move the file to another directory, click inside the Move to: drop-down list box, and select the directory to which you want to move the file.

**Note:** If you rename a file with the same name as an existing file, or move a file into a directory that already has a file by the same name, you have the option to overwrite the file, or to try making the changes again. If you automatically want to overwrite an existing file with the same name, click the **Overwriete existing file with same** name check box.

4. Click the Make Changes button.

### To delete a file

- 1. On the right panel of the File Manager page, search for and select the folder that contains the file you want to delete, such as the article\_photos folder shown in the graphic example below.
- 2. In the File and Directory Listing area of the File Manager page, search for and select the file you want to delete.
- 3. Check the file's **Delete** checkbox.
- **4.** Click the Delete Selected button at the bottom of the page.
- **5.** At the message prompt, click **OK**.

## **Managing directories**

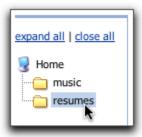
From the File Manager page, can do the following:

- Creating Directories
- Renaming Directories
- Deleting Directories

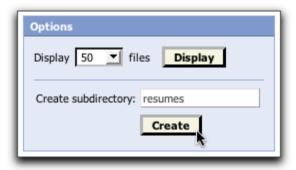
## **Creating Directories**

### To create a new directory:

- **1.** Navigate to the **File Manager** page. For details, see <u>Navigating the File</u> Management page.
- 2. In the File System tree on the left side of the page, click the name of the directory inside which you want to create the new directory. You can select the main directory, **Home**, or any of its sub-directories. In the graphic example below, **resumes**, is selected:



**3.** In the **Options** area, type the name of the new directory in the **Create subdirectory** box:



**4.** Click the **Create** button to create the directory. The directory is created and the page reloads. The new directory is displayed in the File System Tree as a child of the **resumes** directory, and in the **File and Directory Listing** area:

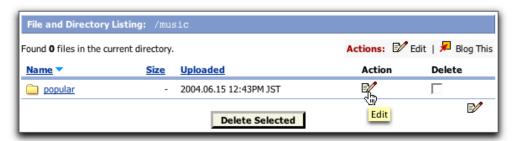
## **Renaming Directories**

### To rename a directory:

1. Select the parent directory of the directory you want to rename. In the graphic example below, the parent directory is music and its sub-directory popular is listed in the File and Directory Listing area.



2. In the File and Directory Listing area, click the Edit ( ) icon beside the directory (for example popular) that you wish to rename:



The **Edit Directory** pop-dialog opens:



- **3.** In the **Edit Directory** pop-up dialog, type the new name for the directory in the **Directory Name** field.
- 4. Click Save Changes. The directory is renamed and you return to the File Manager page. The new directory name now appears in both the File System Tree and the File and Directory Listing area.

## **Deleting Directories**

### To delete a directory:

- 1. Select the parent directory of the directory you want to delete. Make sure the directory you are deleting does not contain any files or subdirectories and that it is visible in the File and Directory Listing area.
- 2. In the File and Directory Listing area, click the Delete check box beside the directory you want to delete.
- **3.** Click the **Delete Selected** button, then in the pop-up message box, click **OK**. The directory deleted and the page reloads.

## Inserting files in your blog entries

You can use your blog's file system to store files that you may want to insert in your blog entries.

To insert a file into your blog entry:

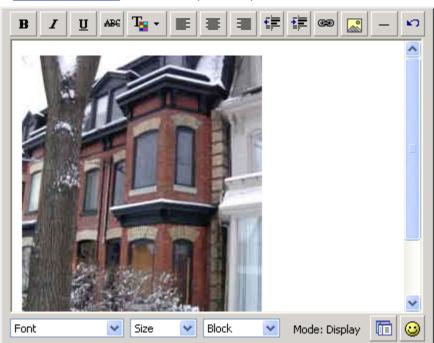
- 1. On the File Manager page, search for and locate the file you want to insert into a blog entry.
- 2. In the File and Directory Listing area, click the Blog This icon (₱) beside the file you want to insert. The Post Article page opens, with the file's URL inserted in the Article Body area of the page. The graphic below is an example of a graphic file inserted in an article:

## Post Article

Article Content						
Article Title:						

### Article Body:

o' View template widgets for use in excerpt and body.



**3.** Complete the new blog entry as described in <u>Posting articles</u>, and publish it.

Below is an example of the entry as it appears on your blog's main page:

### The house

by Example User on February 6, 2004 12:38AM (EST)

We installed some new double-glazed windows for the house last fall, and it looks as if all that hard work paid off. We've already saved a lot of money in heating bills, and winter's only half over. Here's what they look like:



Leave Comment | Permanent Link

# **Setting Blog Publishing Defaults**

You can add and edit general publishing defaults for your blog.

### In this section

Posting Defaults

**Navigation** 

**General** 

Advanced

**Spam Protection Settings** 

## **Posting defaults**

The **Posting Defaults** page contains several general settings, including:

- Convert Line Breaks
- Auto-Generate Excerpts
- Articles Should Bubble Up
- Allow Trackbacks
- Allow Comments
- Notify Publisher When Comments Are Posted
- Send New-Article Notices To Subscribers
- Send New-Photo Notices To Subscribers
- Post Status
- Scale Photos To
- Photo Thumbnail Size



#### **Convert Line Breaks**

The **Convert line breaks** setting determines whether line breaks in postings are converted into <BR> tags. Note that this setting takes effect only when using the plain text editor and HTML formatting.

#### To set Convert Line Breaks:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Posts.
- **4.** In the **Options** panel, click the **Convert line breaks** checkbox to enable the Convert Line Breaks feature, or clear the checkbox to disable the feature.
- **5.** Click the **Save Settings** button at the bottom of the page.

#### **Auto-Generate Excerpts**

The **Auto-generate excerpts** setting determines whether articles automatically generate an excerpt. Automatically generated excerpts are created by copying the first n words of the posted article (the value of n may be defined — see **Setting the Excerpt Size**).

#### To set Auto-Generate Excerpts:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Posts.
- **4.** In the **Options** panel, click the **Auto-generate excerpts** checkbox to enable the Auto-Generate Excerpts feature, or clear the checkbox to disable the

feature.

**5.** Click the **Save Settings** button at the bottom of the page.

### **Articles Should Bubble Up**

The **Articles should bubble up** setting determines whether an article that appears in a child category (a category within another category) should also appear in its parent category.

#### To set Articles Should Bubble Up:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Posts.
- **4.** In the **Options** panel, click the **Articles should bubble up** checkbox to enable the Articles Should Bubble Up feature, or clear the checkbox to disable the feature.
- **5.** Click the **Save Settings** button at the bottom of the page.

### **Allow Trackbacks**

The **Allow trackbacks** setting determines whether other blogs can post trackbacks to your article.

### To set Allow Trackbacks:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Posts.
- **4.** In the **Options** panel, click the **Allow trackbacks** checkbox to enable the Allow Trackbacks feature, or clear the checkbox to disable the feature.
- **5.** Click the **Save Settings** button at the bottom of the page.

#### **Allow Comments**

The **Allow comments** setting determines whether readers can post comments to your article.

### **To set Allow Comments:**

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Posts.
- **4.** In the **Options** panel, click the **Allow Comments** checkbox to enable the Allow Comments feature, or clear the checkbox to disable the feature.
- **5.** Click the **Save Settings** button at the bottom of the page.

### **Notify Publisher When Comments Are Posted**

The **Notify publisher when comments are posted** setting determines whether the email addresses in the <u>Comment notifications</u> list receive a message when a comment is posted to the blog.

### To set Notify Publisher When Comments Are Posted:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Posts.
- **4.** In the **Options** panel, click the **Notify publisher when comments are posted** checkbox to enable the Notify Publisher When Comments Are Posted feature, or clear the checkbox to disable the feature.
- **5.** Click the **Save Settings** button at the bottom of the page.

### **Send New-Article Notices To Subscribers**

The **Send new-article notices to subscribers** setting determines whether subscribers receive email notices when a new article is posted.

#### To set Send New-Article Notices To Subscribers:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Posts.
- **4.** In the **Options** panel, click the **Send new-article notices to subscribers** checkbox to enable the Send New-Article Notices To Subscribers feature, or clear the checkbox to disable the feature.
- 5. Click the Save Settings button at the bottom of the page.

### **Send New-Photo Notices To Subscribers**

The **Send new-photo notices to subscribers** setting determines whether subscribers receive email notices when a new photo is posted.

#### To set Send New-Photo Notices To Subscribers:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Posts.
- **4.** In the **Options** panel, click the **Send new-photo notices to subscribers** checkbox to enable the Send New-Photo Notices To Subscribers feature, or clear the checkbox to disable the feature.
- **5.** Click the **Save Settings** button at the bottom of the page.

#### **Post Status**

The Post Status setting determines whether articles and photos are posted immediately or saved for later editing. The following settings are available:

Publish: When set to Publish, clicking the Save button on the Post

- Article/Photo page posts items immediately.
- Draft: When set to Draft, clicking the Save button on the Post Article/Photo page saves items for later editing, without posting them.

### To set the Post Status:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Posts.
- **4.** In the **Options** panel, click the **Post status** drop-down list box and select the required setting.
- **5.** Click the **Save Settings** button at the bottom of the page.

### **Scale Photos**

The Scale Photos setting determines whether imported photos are scaled and, if so, the width to which they are scaled. Using this option will ensure that the proportions of your photos are preserved. The following settings are available:

- Original Photo size
- 600 pixels
- 700 pixels
- 800 pixels
- 1024 pixels (large)
- 640 pixels (medium)
- 400 pixels (small)
- 500 pixels

### To define the Scale Photos setting:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Posts.
- **4.** In the **Options** panel, click the **Scale photos to** drop-down list and select the required setting.
- **5.** Click the **Save Settings** button at the bottom of the page.

#### **Photo Thumbnail Size**

The Photo Thumbnail Size setting determines the size of the thumbnails used in your photo albums. The following settings are available:

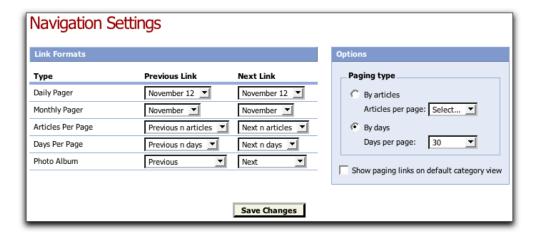
- 150 pixels
- 250 pixels
- 120 pixels (medium)
- 100 pixels (small)
- 200 pixels (large)

#### To define the Photo Thumbnail Size setting:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Posts.
- **4.** In the **Options** panel, click the **Photo thumbnail size** drop-down list and select the required setting.
- **5.** Click the **Save Settings** button at the bottom of the page.

## **Navigation**

The Navigation Settings page controls how readers navigate through the archive pages of the blog, and determines how many articles are contained on a category page.



## **Paging Type**

The Paging Type settings control how readers navigate through the blog. There are two options:



· By articles

The By Articles setting formats each page to contain a specified number of articles. The setting can be from 1 to 100 articles.

### By days

The By Days setting formats each page to contain articles from a specified number of days. This setting can be from 1 to 30 days.

### To display a specified number of articles per page:

- Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Navigation.
- 4. Choose By articles in the Paging Type frame on the Options sidebar.
- **5.** Select the number of articles to display per page from the **Articles per** page drop-down list.
- **6.** Click the **Save Changes** button at the bottom of the page.

### To display a specified number of days' worth of articles per page:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Navigation.
- 4. Choose By days in the Paging Type frame on the Options sidebar.
- **5.** Select the number of days per page from the **Days per page** drop-down list
- **6.** Click the **Save Changes** button at the bottom of the page.

### To include paging links in the default category view:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Navigation.
- 4. Click the Show paging links on default category view checkbox in the Options sidebar.
- 5. Click the Save Changes button at the bottom of the page.

## **Daily Pager**

Readers may navigate through the blog archives sorted by day. Readers may view the articles posted for a specific day by clicking on the required date in the calendar. When viewing articles by day, a pair of links appears near the top of the page, allowing readers to navigate to the entries for the previous and next day.

The Daily Pager settings control the format of the Previous and Next links when readers are viewing blog archives, sorted by day.

The format for each link may be selected individually, from the following options:

- mm/dd/yyyy
- yyyy.mm.dd
- Previous
- {month} {day}
- {abbreviated month} {day}

### To set the format of the Previous and Next Links for daily paging:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Navigation.
- **4.** Select the format for the **Previous** link using the **Previous** Link drop-down list in the **Daily Pager** row.
- 5. Select the format for the Next link using the Next Link drop-down list in the Daily Pager row.
- **6.** Click the **Save Changes** button at the bottom of the page.

### **Monthly Pager**

Readers may also navigate through the blog archives sorted by month. Readers may view the articles posted for a specific month by clicking the required month in the archive.

The Monthly Pager settings control the format of the Previous and Next links when readers are viewing blog archives, sorted by month.

The format for each link may be selected individually, from the following options:

- yyyy.mm
- Previous
- {*month*}
- {abbreviated month}
- mm/yyyy

### To set the format of the Previous and Next Links for monthly paging:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Navigation.
- **4.** Select the format for the **Previous** link using the **Previous Link** drop-down list in the **Monthly Pager** row.
- 5. Select the format for the Next link using the Next Link drop-down list in the Monthly Pager row.
- **6.** Click the **Save Changes** button at the bottom of the page.

### **Articles Per Page**

If **By articles** is selected as the paging type (see <u>Paging type</u>), the blog displays a specified number of articles per page. The <u>Articles Per Page</u> settings control the format of the Previous and Next links when readers are viewing the blog, sorted by articles. The paging links that appear near the top of the page allow the reader to navigate backwards or forward by that number of articles. The format for the **Previous** and **Next** links may be selected individually.

For the **Previous** link, the following formats are available:

- Previous n articles
- Previous
- Back

For the **Next** link, the following formats are available:

- Next
- Next *n* articles

### To set the format of the Previous and Next Links for by-articles paging:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Navigation.
- **4.** Select the format for the **Previous** link using the **Previous** Link drop-down list in the **Articles Per Page** row.
- 5. Select the format for the Next link using the Next Link drop-down list in the Articles Per Page row.
- **6.** Click the **Save Changes** button at the bottom of the page.

### **Days Per Page**

If **By days** is selected as the paging type (see <u>Paging type</u>), each page of the blog displays articles created within the specified number of days. The <u>Days Per Page</u> settings control the format of the <u>Previous</u> and <u>Next</u> links when readers are viewing the blog, sorted by days. The paging links that appear near the top of the page allow the reader to navigate backwards or forward by that number of days. The format for the <u>Previous</u> and <u>Next</u> links may be selected individually.

For the **Previous** link, the following options are available:

- Previous *n* days
- Previous
- Back

For the **Next** link, the following options are available:

- Next n days
- Next

#### To set the format of the Previous and Next Links for by-days paging:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Navigation.
- **4.** Select the format for the **Previous** link using the **Previous** Link drop-down list in the **Days Per Page** row.
- 5. Select the format for the Next link using the Next Link drop-down list in the Days Per Page row.
- **6.** Click the **Save Changes** button at the bottom of the page.

### **Photo Album**

When photo albums have more than a single page's worth of photos, paging links appear near the top of the page to allow readers to navigate backward or forward through the album. The Photo Album settings control the format of the **Previous** and **Next** links in the photo albums. The format for the **Previous** and **Next** links may be selected individually.

For the **Previous** link, the following options are available:

- Previous page
- Previous *n* photos
- Previous
- Back

For the **Next** link, the following options are available:

- Next page
- Next
- Next *n* photos

### To set the format of the Previous and Next Links in photo albums:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Navigation.
- **4.** Select the format for the **Previous** link using the **Previous Link** drop-down list in the **Photo Album** row.
- **5.** Select the format for the **Next** link using the **Next Link** drop-down list in the **Photo Album** row.
- **6.** Click the **Save Changes** button at the bottom of the page.

### General

The **General Settings** page controls many aspects of the way your weblog works, including:

- Blog Name
- Monthly archives
- Time zone
- Search keywords
- Site description
- Additional <HEAD> content
- Remote posting errors
- Notifications

### Blog name

The Name setting controls the blog name, as it appears in the following places:

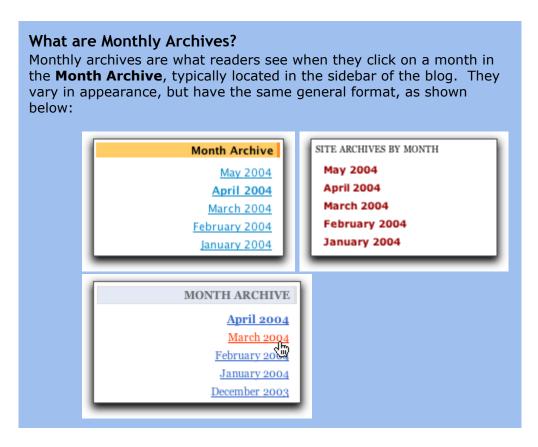
- The blog name component, which is typically used to draw the title at the top of every page.
- The title bar for any browser window containing any page of the blog.
- Any trackbacks sent out from the blog.
- Any notifications sent by your blog to blog-tracking sites.
- Community pages.

### To change the name of your blog:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click General.
- **4.** Enter the required text in the **Name** field.
- **5.** Click the **Save Settings** button at the bottom of the page.

### **Monthly archives**

The Monthly Archives setting controls how many articles are displayed on the main page or category pages when readers access monthly archives.



The following two options are available for the Monthly Archives setting:

### Display entire month

When a reader clicks a monthly archive link, they see all entries for that month (*i.e.* if a reader clicks on the March 2004 link, they are taken to a page showing all the entries for March 2004).

### Use paging

When a reader clicks on a monthly archive link, they see a number of the last entries for that month. The number of entries shown is determined by your <u>paging</u> settings. For example, if a reader clicks the <u>March 2004</u> link and your paging settings are <u>By days</u> and <u>7 days per page</u>, a page showing the last seven days' entries for March 2004 will be displayed.

### To change the Monthly Archive setting:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click General.
- 4. Scroll down to Monthly Archives.
- 5. Select an option from the Monthly Archives drop-down list.
- **6.** Click the **Save Settings** button at the bottom of the page.

### **Timezone**

The Timezone setting controls the default timezone for the date and time attached to blog entries. There are pre-defined entries for the world's major time zones.

### To change the default time zone for blog entries:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click General.
- 4. Scroll down to Timezone.
- **5.** Select a timezone from the **Timezone** drop-down list on the **General Settings** page.
- **6.** Click the **Save Settings** button at the bottom of the page.

### About time-zones and posting entries

When you schedule an entry to be posted in the future, it is posted according to your blog's default time-zone. For example, if you schedule an article to be posted at 9 a.m. and your time-zone is set to EST, the article is posted at 9 a.m. EST.

The **Format Date** section under **Advanced Options** on the post article page does not determine when your post will appear. It determines the time-zone that the time-stamp on your entry will display.

For example, if your time-zone setting is EST, and you choose 9 a.m. as your publication time and choose **US/Pacific** from the **Display Publish Time As** drop-down list when creating the entry, the entry will have 6 a.m. PST in the article dateline.

## Search keywords

The Search Keywords setting specifies keywords or key phrases that some search engines will use to classify the blog. For example, for a blog that is primarily focused on one particular topic, terms related to that topic would be entered in this field.

#### To specify search keywords for the blog:

- Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click General.
- 4. Scroll down to the Search Keywords section.
- **5.** Type the required keywords in the **Search Keywords** field, separating them with commas. Phrases (multiple-word terms) are supported.

**6.** Click the **Save Settings** button at the bottom of the page.

# How Does The System 'Tell' Search Engines What The Blog Keywords Are?

The search keywords are inserted into a <META> tag used by some search engines in the HTML of the blog pages.

For example, if the following values were entered in the **Search Keywords** field:

cats, cheese sandwiches

this <META> tag would be inserted into the <HEAD> section of the HTML of the blog pages:

<meta name="Keywords" content="cats, cheese
sandwiches">

### Site description

The Site Description setting may be used to provide a blog description, which some search engines and blog indexers use to identify and locate blogs.

### To specify a blog description:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click General.
- 4. Scroll down to Site Description.
- **5.** Enter the required text into the **Site Description** text box.
- **6.** Click the **Save Settings** button at the bottom of the page.

# How does the weblog inform search engines and weblog indexers about Site Descriptions?

The site description is inserted into a <META> tag in the HTML code of the weblog. This <META> tag is used by some search engines and weblog indexers.

For example, if the following text was entered in the **Site Description** field:

The weblog of one Example J. User.

this <META> tag would be inserted into the <HEAD> section of the HTML code:

<meta name="Description" content="The weblog of one Example J. User.">

### Additional <HEAD> content

The Additional <HEAD> Content setting specifies additional information to be stored in the <HEAD> section of the HTML code of the weblog.

### To specify additional <HEAD> content for the HTML code of the weblog:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click General.
- 4. Scroll down to Additional <HEAD> Content.
- 5. Enter additional information in the Additional <HEAD> Content text box.
- 6. Click the Save Settings button at the bottom of the page.

### **Remote Posting Errors**

The Remote Posting Errors setting stores up to five email addresses that are sent a notification message if a remote posting error occurs.

### To specify email addresses to be notified of remote posting errors:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click General.
- 4. Scroll down to Remote Posting Errors.
- **5.** Enter the required email addresses into the **Remote Posting Errors** text
- **6.** Click the **Save Settings** button at the bottom of the page.

**Note:** enter each email address on a separate line, to a maximum of five entries.

### **Notifications**

The Notifications setting stores up to ten email addresses that are sent a notification message when comments are posted to the blog.

### To specify email addresses to be notified in the event of a comment posting:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click General.
- 4. Scroll down to Comment Notifications.
- **5.** Enter the required email addresses into the **Comment Notifications** text box.
- **6.** Click the **Save Settings** button at the bottom of the page.

**Note:** enter each email address on a separate line.

### Advanced

The **Advanced Settings** page allows control over the more specialized options for customizing the blog, including:

- Community Pages
- Publicity
- Post Cosmos
- Restricted Categories
- Private Content
- File Uploads
- Excerpts
- HTML Comments
- Slideshows
- Rich-text Editor
- Syndication
- Language Preference
- Spam Protection Settings

## **Community Pages**

The Community Pages setting specifies whether the blog will be included in lists that appear on other blog pages.

### To include the blog in community pages:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.

- 3. Click Advanced.
- 4. Click the Include in community pages checkbox.
- **5.** Click the **Save Settings** button at the bottom of the page.

### **Publicity**

The Publicity setting allows the blog to send notices to remote sites when new posts are added. The following sites are automatically notified when this setting is activated: Technorati, Feedster, Pingomatic, Pubsub, weblogs.com, Syndic8, Blo.gs, Yahoo, and Blogrolling.com.

### To enable or disable publicity notifications:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Advanced.
- 4. Click the Publicize new posts checkbox.
- 5. Click the Save Settings button at the bottom of the page.

### **Post Cosmos**

The Post Cosmos setting defines whether each post to the blog will be linked to Technorati's search engine.

**Note:** Your blog provider controls the availability of this option. If this option is not visible, contact your blog provider to enable Cosmos posting.

#### To enable or disable links to Cosmos whenever you publish an entry:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Advanced.
- 4. Click the Allow users to check post cosmos checkbox.
- **5.** Click the **Save Settings** button at the bottom of the page.

## **Restricted Categories**

The Restricted Categories setting controls whether restricted categories will be visible to readers that have not been given permission to view them.

### To make restricted categories visible to readers without permissions:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Advanced.
- 4. Click the Show Restricted Categories checkbox.
- **5.** Click the **Save Settings** button at the bottom of the page.

### **Private Content**

The Private Content setting specifies whether readers who see a "Sorry, this content is restricted." message (as a result of clicking on a link that takes them to a restricted category) may request permission to access the category.

### To enable or disable private content requests:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Advanced.
- 4. Click the Allow readers to request access to private content checkbox.
- **5.** Click the **Save Settings** button at the bottom of the page.

### File Uploads

The Allow authors to upload files setting allows a publisher to specify whether Trusted Posters or other authors with permission to post to the blog or categories of the blog also have permission to upload to the File Manager.

### To enable or disable file uploads:

- Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Advanced.
- 4. Scroll down to File Uploads.
- 5. Click the Allow authors to upload files checkbox.
- **6.** Click the **Save Settings** button at the bottom of the page.

### **Excerpts**

The Excerpts settings specify whether the summary view, trackback URLs, and email notifications contain a excerpt of a posting's text when a user selects the option to automatically generate an excerpt for a posting.

For details on setting up excerpts when creating a blog posting, see <u>Creating an excerpt</u>.

#### To set excerpt options:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Advanced.
- 4. Scroll down to Excerpts.

Select one or more of the following options:

- To enable or disable summary view excerpts, click or clear the **Display** excerpts in Category indexes checkbox.
- To enable or disable trackback excerpts, click or the Use excerpt in

trackbacks checkbox.

- To enable or disable email notification excerpts, click the Use excerpt in email notification checkbox.
- To define maximum size of automatically generated excerpts, enter the maximum number of words into the **Excerpt size** field
- **9.** Click the **Save Settings** button at the bottom of the page.

**Note**: If excerpts are enabled for any of the options listed above, the maximum size of automatically generated excerpts must also defined.

### **Slideshows**

The Slideshows setting allows readers to view blog photo albums using the system's slideshow utility.

### To enable or disable slideshows:

- Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Advanced.
- 4. Scroll down to Slideshows.
- **5.** Click the **Enable slideshows** checkbox.
- **6.** Set the duration of the pause between each photo by selecting a **Delay** time from the drop-down list. Values from one to thirty seconds are supported.
- **7.** Click the **Save Settings** button at the bottom of the page.

### **Rich-Text Editor**

The Rich-Text Editor setting allows readers to choose a rich-text editor or a simple plain-text editor while entering the body text of posts.

#### To enable or disable the rich text editor:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Advanced.
- 4. Scroll down to Rich-Text Editor.
- 5. Click the Enable rich-text editor checkbox.
- **6.** Click the **Save Settings** button at the bottom of the page.

**Note:** The Enable rich-text editor checkbox must be cleared if the reader's system does not support a rich text file format (for example, using Internet Explorer 5.2 with a Macintosh operating system). Articles may still be created and posted in plain text.

## **Syndication**

The Syndication setting specifies which format is used for syndication feeds, which allow other blogs to provide links to recent posts. The available syndication format choices are:

- RSS 2.0
- RSS 1.0
- Atom

### To set the syndication format:

- Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Advanced.
- 4. Scroll down to Syndication.
- 5. Click the Generate syndication feed checkbox.
- **6.** Select a syndication format from the **Syndication format** drop-down list.
- **7.** Specify the maximum number of articles in the **Articles in feed** field.
- **8.** Click the Save Settings button at the bottom of the page.

### No Follow

The No Follow setting specifies whether comments and/or trackbacks are included in the Google ranking system.

# To define whether comments and/or trackbacks are allowed in the Google ranking system:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Advanced.
- 4. Scroll down to No Follow.
- Click the Comments checkbox to disallow comments, or clear the checkbox to allow comments.
- Click the Trackbacks checkbox to disallow trackbacks, or clear the checkbox to allow trackbacks.
- **7.** Click the **Save Settings** button at the bottom of the page.

### **Language Preference**

The Language Preference setting determines the default language for system-generated text shown on a blog for an anonymous user. For an authenticated user, blogs are displayed using the language that they specified in their reader account settings.

The Language Preference setting is associated with a locale so, for example, EN\_US is English, US, where US is the locale. Culturally dependent fields, such as

the date and time, are displayed according to the locale. The locale affects the manner in which Numbers, Currency, Time, Short date, and Long Date are displayed. The locale sets the cultural preferences, for example, such as whether time is displayed using the 12-hour clock or the 24-hour clock.

The default setting can be changed at any time to another available language.

To change the default language for the blog:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Advanced.
- 4. Scroll down to Language Preference.
- 5. Use the Language Preference drop-down list to choose the language to use.
- 6. Click the Save Settings button at the bottom of the page.

## **Spam Protection Settings**

The blogging system now enforces a limit on the number of categories, comments, trackbacks, articles, and moblogs per blog in active and trial state. These limits do not constrain legitimate publishers but do prevent spammers from abusing the system.

The anti-spam features and functionality are intended to make the blogging system more secure against the attacks of spammers so that system performance will not be adversely affected by spam attacks and that publishers and readers will not have to view offensive spam content. The anti-spam efforts include the ability for publishers to promote candidates to the global blogging system Blacklist.

### In this section

Specifying spam protection settings
Comment moderation to limit spam
Trackback moderation to limit spam
Blacklisting IP addresses and hostnames

## Specifying spam protection settings

The Spam Protection settings allow you to define the spam-block settings for your blog including comment verification, comment moderation, and trackback moderation.

- Click the Settings & Security tab, then click Publishing Defaults in the Options list.
- 2. Click Spam Protection Settings. The Spam Protection Settings page opens.
- 3. Click the Allow anonymous Reader comments checkbox in the Anonymous

**Comments** section to specify whether you allow anonymous comments to be posted to your blog.

Anonymous comments are those comments made by readers who do not login to your blog (using the **Login** form in the sidebar) and by logged-in readers who check the **Post Anonymously** checkbox on the form when posting a comment.

- 4. Click the Enable Comment Verification for Anonymous and Logged-in Readers checkbox in the Comment Verification section to force users to enter text they see within a graphic before entering a comment.

  This ensures that people, rather than automated programs, can comment on your blog. Comment verification is always required for anonymous comments and the setting is not editable for trial blogs.
- 5. Click the **Enable Comment Moderation** checkbox in the **Comment Moderation** section to let you to view comments prior to their being posted on your blog. If do not enable moderation, the system will flag comments as potential spam, but will post them on your blog. See Comment moderation to limit spam.
- 6. Click the **Enable Trackback Moderation** checkbox in the **Trackback Moderation** section to view trackbacks that are received and approve them prior to posting them on your blog. See <u>Trackback moderation to limit spam</u>.
- Click the Comments and Trackbacks checkboxes in the No Follow section to enable the No Follow functionality.
   No Follow ensures that trackbacks and comments containing URLs will not be included in the Google ranking system.
- 8. Click the **Save Settings** button at the bottom of the page. Your settings take effect immediately.

### **Comment moderation to limit spam**

If comment moderation is enabled, comments will not be immediately posted to a blog until the Publisher approves the comment for posting. Readers who post a comment on a blog that has moderation enabled will see a message when the comment is accepted by the system.

### Notification by Email

Publishers will be notified by email of comments in their moderation queue. The email notification is a system message sent to the email address you configured for the Publisher in the blog Profile as well as any email addresses that are listed in the <a href="Notifications">Notifications</a> field.

The email is a system message that will be sent every half-hour to indicate the number of comments in moderation.

### Notification on the Dashboard View

The **Spam Flag** column in the **Recent Comments** area of the dashboard view flags recent comments identified by the blogging system as potential spam. The status of comments can be **Waiting for Approval** or **Posted**. Publishers can delete, delete and block, and approve selected comments. Single and multiple comments can be selected for action.

### How Spam is automatically detected

Spam is automatically detected by the blogging system and flagged to the Publisher using a scoring system that analyzes comments for typical spam characteristics. If moderation is enabled, such comments are not posted and are flagged as spam. If moderation is not enabled, such comments are posted and are flagged as spam.

### Trackback moderation to limit spam

Enabling trackback moderation allows Publishers to view and approve trackbacks before trackbacks are posted on their blog.

### Notification by Email

Publishers will be notified by email of comments in their moderation queue. The email notification is a system message sent to the email address you configured for the Publisher in the blog Profile as well as any email addresses that are listed in the Notifications field.

Notifications will be sent every half-hour. The email messages will indicate the number of comments in moderation. Publishers can delete, delete and block, and approve selected trackbacks. Single and multiple trackbacks can be selected for action.

### Trackback Spam is automatically filtered from being posted.

Following the system check, all trackbacks identified as spam by the system will not be posted to the blog.

## **Blacklisting IP addresses and hostnames**

### **Blacklist**

When a Publisher deletes and blocks comments or trackbacks, the originating IP address or hostname of the blocked item is added to the Publisher's firewall settings. The Publisher can see the list of blocked hostnames and IP addresses in their firewall. All IP addresses and hostnames blocked by all Publishers are tracked, and will be compared against the blogging system's global blacklist.

### Blogging system global blacklist

The blogging system checks for IP addresses or hostnames that have an unusually high number of visits per day, indicative of a Spam BOT. These IP addresses and hostnames are added to the global blacklist automatically.

Spammers and visitors who are blocked from the blogging system will receive an **Access Denied** message.

### Blacklist blocking happens if ...

- post contains a trackback URL that is on the blacklist
- comment contains a URL that is on the blacklist

- comment originates from an IP address that is on the blacklist
- blog is accessed from a blacklisted site

### Blogging system global whitelist

IP addresses and hostnames of key sites (for example, Google.com) are added to a whitelist. This action ensures that these sites are not blocked by mistakenly being placed on the global blacklist.

### Global keyword list

The blogging system maintains a spam keyword list. This list contains all of the typical spam words and is updated as the spam-world evolves. All trackbacks and comments are checked against these keywords as part of the automatic spam trackback and comment checks.

## **Setting Blog Commenting Defaults**

### In this section

### Introduction to blog commenting

An introduction to comments, and what comments look like from the Readers' point of view.

### Enabling and disabling comments

Describes how to allow and disallow comments on new and existing entries on a per-entry basis, as well as how to set the default comments settings for new entries.

#### Moderating comments

Comment moderation allows you to view and approve comments before they are posted on your blog. This topic describes how to enable comment moderation and process comments that have been moderated.

### Reading comments

Describes how to read comments via the Control Panel and via email.

### Deleting comments

Describes how to delete a comment and how to delete a comment and to block further comments from that IP address.

### Getting notified about comments via email

Describes how you and up to nine other people can receive notification via email each time someone posts a comment to your blog.

### Allowing HTML in comments

Describes how to allow your Readers to use HTML formatting in their comments.

### Allowing anonymous comments

Describes the difference between named comments vs. anonymous comments, why you would want to allow anonymous comments, and how to enable and disable them.

#### Posting comments to a blog

Describes how to enter comments concerning a blog. This topic is described from the Reader's point of view.

## Introduction to blog commenting

Your readers can respond to articles, reviews, or photos on your blog by posting comments. You can manage comments to your blog in the following ways:

**Choosing to allow comments or not.** You can enable comments on a per-entry basis, which limits comments for certain entries and not for others. You can also use comment moderation, which will allow you to view and approve either all comments, or comments flagged as spam, before they are posted on your blog.

Allowing or disallowing HTML formatting in comments. Commenters allowed to use HTML formatting can apply text formatting (such as bold, italics or underlining) to their comments, and they can insert hyperlinks inside their comments.

**Allowing or disallowing anonymous comments.** If you do not allow anonymous comments, only readers who have logged in to their reader accounts can leave a comment.

There are two views for comments, one from an anonymous user viewing the comments from the web and the other from a Publisher viewing the comments from the Publisher Control Panel.

### Example: Comments on a post

COMMENTS	
Comment notification	ns for this article: Enable
<u>Post a comment</u>	
Re: Lorem whatsur	a
by <u>Clara</u> from http://c <u>Permanent Link</u>	laratest.blogqateam.com/ on Wed 08 Feb 2006 01:01 PM PST
I agree.	
Reply	
<b>Re: Re: Lorem v</b> by <u>Heather</u> on Wo I think you misse	ed 08 Feb 2006 01:11 PM PST   <u>Permanent Link</u>
by <u>Heather</u> on We	ed 08 Feb 2006 01:11 PM PST   <u>Permanent Link</u>
by <u>Heather</u> on Wo I think you misse	ed 08 Feb 2006 01:11 PM PST   <u>Permanent Link</u> d the point.
by <u>Heather</u> on Wo I think you misse <u>Reply</u> Re: Lorem whatsur	ed 08 Feb 2006 01:11 PM PST   <u>Permanent Link</u> d the point.
by <u>Heather</u> on Wo I think you misse <u>Reply</u> Re: Lorem whatsur	ad 08 Feb 2006 01:11 PM PST   <u>Permanent Link</u> d the point.  a  B Feb 2006 01:10 PM PST   <u>Permanent Link</u>
by <u>Heather</u> on Wo I think you misse <u>Reply</u> Re: Lorem whatsur by <u>Heather</u> on Wed 0:	ad 08 Feb 2006 01:11 PM PST   <u>Permanent Link</u> d the point.  a  B Feb 2006 01:10 PM PST   <u>Permanent Link</u>

### Parts of a comment

Title

The title is shown in bold at the beginning of the comment and is separated from the rest of the comment by a horizontal line.

The default title is "Re: X", where X is the title of the item to which the comment is a reply. A comment can be a reply to an article or another comment.

**Byline** 

This is the name of the author of the comment. It is listed below the line that separates the title from the rest of the comment.

If the author of the comment was logged-in, the byline contains the name attached to the author's account and links to their account profile details. If the author specified a URL in the User Information section of his/her account, that URL is included beside their name.

If the author of the comment did not log in (or was logged in but chose to comment anonymously), the byline reads "by Anonymous".

#### **Date and Time**

The date and time (with time zone) when the comment was posted was posted appears immediately after the byline.

#### **Permanent Link**

This link takes you directly to the comment. It appears immediately after the byline and date and time.

Like the permanent link for an article, the permanent link isn't of much interest when you're reading the comment. It is provided so that you can link to the comment in your blog entries or provide the link to other people so that they can find it.

### **Body**

This is the main text of the comment. It appears below the byline.

Depending on your settings, a comment may or may not contain HTML formatting. The second comment, "Re: Re: First Post!" contains HTML formatting -- the word "very" is in italics, and the word "BoingBoing" is linked to another web page.

#### Reply

Click this link to reply to the comment. It takes you to a page containing the comment and a form where you can enter your reply.

Note that this is not the same thing as replying to the article. To reply to the article, click the **Post a comment** link at the top of the **Comments** section.

## **Enabling and disabling comments**

<u>Enabling and disabling comments for all entries</u>
Enabling and disabling comments for individual entries

### Enabling and disabling comments for all entries

You can turn off the Allow Comments option if you do not want comments on any

of your articles. You can always re-enable comments later.

- 1. Click the Settings & Security tab.
- 2. From the Publishing Defaults list, click Posts.
- **3.** From the **Options** area, click the **Allow comments** checkbox to enable or disable commenting.



4. When you're done changing your settings, click the Save Changes button.

### Enabling and disabling comments for individual entries

- 1. Click the Post tab. The Post Article page opens.
- 2. From the Advanced Options section, below Notifications, activate or clear the Allow Comments checkbox to allow or prohibit comments on your article.



- 3. Add content to your article (see Posting articles for more information).
- 4. When done, click the Save button to post the article.

#### See also:

## **Moderating comments**

Comment moderation allows you to view and approve comments before they are posted on your blog. Using comment moderation you can choose to allow comments to be posted to your blog as soon as they are submitted, or post comments only after you have approved them.

By default, comments will not require approval.

If approval is required before a comment may be posted, users who have left a comment on one of your blog entries will receive the following message:

"The blog owner has been notified about your comment! It will appear on the blog once it has been reviewed."

### To set comment moderation:

- 1. In the Publisher Control Panel, click the Settings & Security tab.
- 2. In the Publishing Defaults page, click the Spam Protection Settings link.
- 3. In the Comment Moderation section, choose one of the options:
  - **Never moderate** Comments will not be moderated; comments will be posted on your blog as soon as they are submitted.
  - **Always moderate** All comments will be moderated; comments will not be posted until you have approved them.
  - **Moderate only if comment is detected as spam** Comments that have been flagged as spam will not be posted until you have approved them.
- 4. When done, click the Save settings button located at the bottom of the page.

### To approve or delete a comment:

If you have activated comment moderation (you chose Always moderate or Moderate only if comment is detected as spam in the steps above), you will need to approve comments in order for them to appear on your blog.

- 1. In the Publisher Control Panel, click the Dashboard tab.
- 2. Scroll down the page to the Recent Comments section.



3. Click the checkbox beside the comment that you want to approve and post, then click the **Approve Selected** button. Or, if you want to delete the comment or delete and block future comments from the originating IP address, click the **Delete Selected** or **Delete and Block** button.

## **Reading comments**

There are three ways to read comments posted to your blog:

<u>In your blog</u> <u>Using the Publisher Control Panel</u> In your email

## Reading Comments in Your Blog

You can read comments by opening the main page of your blog and viewing comments listed for individual blog entries. This is how your readers read comments on your blog.

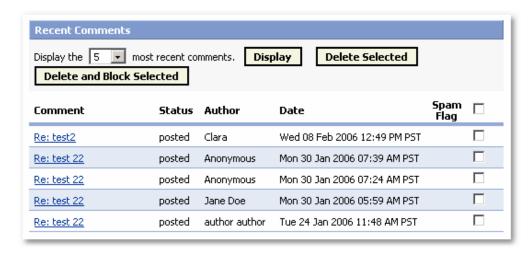
## Reading Comments using the Publisher Control Panel

From the Dashboard, you can open and read comments from these locations:

- the Recent Comments list on the Dashboard
- the article's Edit Article page

### To open comments via the Recent Comments List on the Dashboard

 Navigate to your blog's Dashboard. If there are comments posted for one or more of your blog entries, the Recent Comments list on the Dashboard is displayed below the Recent Articles list. Depending on your comment moderation settings, the Approve Selected button may also be shown.



2. To read a comment, click its name in the Comment column. The Articles Comments page opens.

By default, the **Recent Comments** list displays the five most recent comments in reverse chronological order. You can change the number of comments displayed by selecting **25** or **50** from the drop-down menu and then clicking the **Display** button.

The Recent Comments list has the following columns:

#### Comment

The title of the comment appears in this column. Click the title to open the comment's **Article Comments** page.

#### Status

If the comment was posted, the word *Posted* is displayed in this column. If the comment is flagged and pending review, the phrase *Waiting Approval* appears in this column.

#### **Author**

If the person who made the comment was logged in, their name is displayed in this column. If the person commenting was not logged in, the word *Anonymous* appears in this column.

#### Date

This column contains the date and time (with time zone) when the comment was posted.

#### **Spam Flag**

A \* (asterisk) in this column indicates that the blogging system has flagged a comment as potential spam. To learn more about how the system flags comments as spam, see <a href="Spam Protection Settings">Spam Protection Settings</a>.

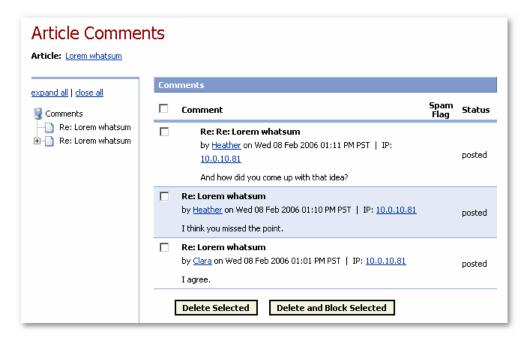
### To open comments via the Edit Article page

1. From the Publisher Control panel, navigate to an article, review or photo entry's Edit page. For details on opening an Edit page, see <a href="Opening articles">Opening articles</a>, reviews and photos.

If the blog entry has comments, the **Comments** link and the number of comments for an article is shown on its **Edit** page just below the title, similar to the example shown below:



 Click the Comments link. The Article Comments page opens. Depending on your comment moderation settings, the Article Comments page may also include the Approve Selected button.



### To read comments on a blog entry's Comments page

In the upper left-hand corner of the page is the **Comments** header (these comments are linked to an article), and below it is the title of the article.

Other components of the page are:

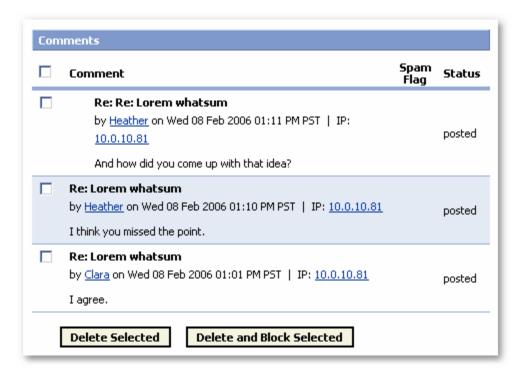
#### The Comment Tree

The Comment Tree is in the left panel of the Article Comments page, and provides a view of all the comments for the article in a tree hierarchy format.

In the example above, the **Comment Tree** initially shows only two although three comments in total were made to the article. This is because only two comments were made directly for the article; the other comment was made in response to another comment. The first comment has a + sign attached to its branch of the tree, which means that it has sub-comments, or comments made in response to it.

### **The Comments**

The right portion of the page contains the comments:



Comments that are responses to other comments are indented. In the graphic example above, the indented comment "Re: Re: ..." is a response to another comment.

A comment has the following parts:

#### Title

The title is shown in bold at the beginning of the comment. The default title is "Re: X", where X is the title of the item to which the comment is a reply. A comment can be a reply to an article or another comment.

**Byline** 

This is the name of the author of the comment. It is listed below the title. If the author of the comment was logged in, the byline links to the author's profile. If the author of the comment did not log in (or was logged in but chose to comment anonymously), the byline reads by Anonymous.

#### **Date and Time**

The date and time (with time zone) when the comment was posted appears immediately after the byline.

#### **IP Address**

The IP address of the computer from which the comment was posted.

### **Body**

This is the main text of the comment. It appears below the byline. Depending on your settings, a comment may or may not contain HTML formatting. Inside the Publisher Control Panel, comments from anonymous Readers are displayed followed by the phrase "(commenter only)" to distinguish them from authenticated users.

## Reading Comments in Your Email

You can also receive your comments by email, using your blog's Comment Notification feature. Your email contains the full text of the comment to your blog entry.

For details on **Comment Notifications** and how to receive them, see <u>Getting</u> Notified About Comments Via Email.

## **Deleting comments**

You may want to delete comments to your blog entry. Some reasons for comment deletion include:

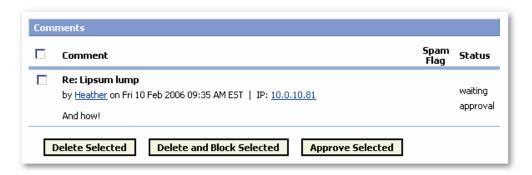
- When a reader accidentally posts a comment twice
- When a reader posts a comment, then asks you to remove the comment
- When a reader posts an obnoxious comment

In some cases, you may want to delete a comment and block further comments from the same IP address.

### To delete a comment

- In the Publisher Control Panel, click the Post Manager tab. The the All Articles page opens.
- **2.** Click the name of the article containing the comment that you want to delete. The **Edit Article** page opens.
- 3. Click the Comments link, located above the Article Content section.

**4.** The Article Comments page opens, with comments shown in the Comments section:



- **5.** Click the checkbox(es) beside the comment(s) you want to delete.
- **6.** To delete the comment, click the **Delete Selected** button. Or to delete the comment and block future comments from the originating IP address, click the **Delete and Block Selected** button.

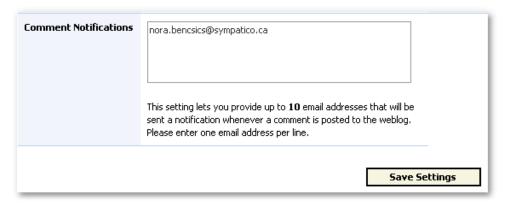
**Note:** Once you delete a comment, you cannot retrieve it. Once you block an IP address, it is added to the list in the **Firewall** tab. If you want, you can restore its permissions from the **Firewall** tab.

## Comment notification via email

A **Comment Notification** can be sent to up to 10 email addresses whenever a comment is posted to your blog. This allows you (and up to nine others) to follow the comments posted to your blog without having to actively check a web page.

### To add email addresses for Comment Notification

- **1.** Click the Settings and Security tab, and on the Publishing Defaults page, click the General link.
- 2. On the General page, navigate to the Comment Notifications section. By default the email address you included in your profile when you set up your blog account is displayed:



**3.** Type the email address(es) to which you want comment notifications sent. Type one address per line. You can add up to 10 email addresses.

# To activate Comment Notification when you are creating a new blog entry

- Click the Post tab on the Publisher Control Panel, and click the link for the type of blog entry you want to create (for example Article). The Post page for the blog entry opens.
- **2.** Complete the information for your blog entry.
- 3. In the Advanced Options area of the page, in the Notifications section, click the Send Comment Notifications check box.
- **4.** Save and publish your blog entry.

For details on posting a blog entry, see Posting items to a blog.

### To activate Comment Notification for an existing blog entry

- 1. Locate the article, review, or photo for which you want to activate comment notification and open its **Edit** page.
- 2. In the Advanced Options area of the page, in the Notifications section, click the Send Comment Notifications check box.
- 3. Save and publish your blog entry.

### To set Comment Notification as the default for all blog entries

- 1. Click the Settings and Security tab.
- 2. On the Publishing Defaults page, click the Posts link. The Posting Defaults page opens.
- **3.** In the **Options** area on the right side of the page, click the **Notify publisher when comments are posted** check box. The comment notification option will be activated by default for all future blog entries.
- 4. Click the Save Settings button.

#### To receive comment notification via email

Once the Comment Notification feature is activated, comment notifications sent

by email are similar to the example shown below:

**From:** comment-notice@blog.com

Subject: Comment notification for Exempli Gratia

Date: February 5, 2004 9:55AM PST To: Example User A comment was received for "First Post!" on Wed Jan 21 21:09:37 PST 2004. Comment details: =========== Poster's IP Address: [IP address goes here] Article URL: [Article URL goes here] Author: Joey deVilla Title: Re: Re: First Post! I concur, a <em>very</em> nice blog indeed! Soon you shall join the ranks of blogs like <a href="http://boingboing.net">BoingBoing</a>! \*\*\*\*\*\* !!NOTICE!! \*\*\*\*\*\* To permanently delete this comment, please click here: [ URL to delete the comment goes here ] WARNING: Deleted comments cannot be recovered. They will be permanently lost.

The **Comment Notification** contains the following information:

- The name of the blog where the comment was posted
- The name of the article for which the comment was posted
- The URL of the article

The URL provided takes you to the individual page for that article. Many email programs allow you to click this link, which opens a new browser window to that URL.

- The title of the comment
- The name of the comment's author, if known

  If the author of the comment logged in, the author's name is displayed.
- If the author of the comment did not log in, or was logged in but chose to comment anonymously, *Anonymous* is displayed instead of an author's name.
- The IP address of the computer on which the comment was made

### • The body of the comment

The body contains everything in the comment. If the author used HTML formatting, the body of your article shows all the HTML tags, rather than the display version of the text. For example, if the comment looks like this in your blog:

I concur, a *very* nice blog indeed! Soon you shall join the ranks of blogs like <u>BoingBoing!</u>

It looks like this in your Comment Notification:

```
I concur, a <em>very</em> nice blog indeed! Soon you shall join
the ranks of blogs like <a
href="http://boingboing.net">BoingBoing</a>!
```

### A link for deleting the comment

If you click this link, the comment is deleted.

## **Allowing HTML in Comments**

The HTML Comments setting specifies whether HTML tags may be used in comments. HTML stands for Hypertext Markup Language and is used to specify hypertext links, formatting, and style for Web content.

By allowing HTML in comments, you allow your readers to apply text formatting such as bold and italics to their comments, and you allow them to provide hyperlinks.

#### To enable or disable HTML in comments:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Advanced.
- 4. Scroll down to HTML Comments.
- 5. Click the Allow HTML in comments checkbox.
- **6.** Click the **Save Settings** button at the bottom of the page.

## **Allowing anonymous comments**

A reader who logged in using their reader account can leave a named comment — a comment with that reader's named attached to it. An example of a named comment is shown below:



If the reader provided a URL when filling out the user information for his or her

account, the name attached to the comment is linked to that URL, as shown in the example below:



A reader who has not logged in is not known to the system and is therefore anonymous. Comments left by these readers are marked *Anonymous* and appear on the blog when viewed from the web as shown below:



Alternatively, an anonymous Reader can enter contact information on the comments form in one or more of three optional fields:

- o Name
- o Website
- o Email (Information is not visible on the blog)

If information is provided, the comment display on the blog shows the commenter's name (in italics) and website. Inside the Publisher Control Panel, comments from anonymous Readers are displayed followed by the phrase "(commenter only)" to distinguish them from authenticated users.

If anonymous comments are allowed, the system will try to ensure that only people are 'writing' to your blog by displaying a captcha ("completely automated public Turing test to tell computers and humans apart"). The captcha has a grey hatched background with black lettering. The following message "Type what you see on screen in the field below" is displayed above the input validation field for the captcha. Users can enter their response in uppercase or lowercase.

This is also true for two other pre-conditions; when it is a trial blog and if the Publisher has enabled it for all comments.

A reader who has logged in also has the option of leaving an anonymous comment, by clicking the **Post anonymously** checkbox when entering a comment:



For details concerning how to enable or disable anonymous comments, see the Spam Protection Settings section of the Setting Blog Publishing Defaults chapter.

## Posting comments to a blog

If you have enabled the comment feature for your blog, readers can post comments.

### To enter comments to a blog entry

- **1.** Open a blog's main page, and navigate to the entry that you want to comment on:
  - If there are no comments yet, a Leave Comment link is displayed



• If there are comments to the blog entry, the **Comments** link with the number of comments is displayed. There are three comments for the blog entry shown in the example below:

```
First Post!

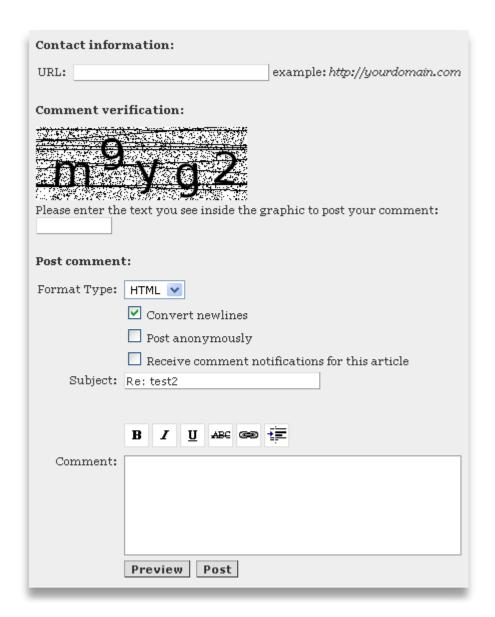
by Example User on January 28, 2004 11:37AM (EST)

Hello, and welcome to the first article to be posted to my blog!

Comments (3) | Permanent Link
```

**2.** Click the **Post a Comment** link. The page refreshes, and includes an area at the bottom of the page where you can enter comments.

For an authenticated user, the following page opens.



For an anonymous user, the following page opens.

You are not currently logged in. If you would like your user information to be displayed with your comment, please enter your login information below.
Login information:
Username: Password:
If you would like to post contact information on your comment, please enter your information into the optional fields below:
Contact information:
Name:
URL: example: http://yourdomain.com
Email: Please note: email will not be displayed on the blog, only for the blog owner.
Please note: email will not be displayed on the site, only for the blog owner. If logged in, URL will only be used.  Comment verification:
Please enter the text you see inside the graphic to post your comment:
Post comment:
Format Type: HTML 💌
✓ Convert newlines
Receive comment notifications for this article

When commenting, you can provide information about yourself to blog Publishers without being a registered Reader. An anonymous user can enter some contact information including a name, URL, and email address.

**3.** Optionally, if you are an authenticated user, in the URL textbox in the Contact information section, type the fully formed URL, for example, <a href="http://www.yourdomain.com">http://www.yourdomain.com</a>.

Optionally, if you are an anonymous user:

In the Name textbox in the Contact information section, type your name, for example, Jane Smith.

In the URL textbox in the Contact information section, type the fully formed URL, for example, http://www.yourdomain.com.

In the **Email** textbox in the **Contact information** section, type the fully formed email address, for example, jane.smith@yourdomain.com.

Before you can leave a comment, you must include the comment verification.

**4.** In the textbox below **Comment verification**, enter the string of characters shown in the image. In the above example, you would enter **m9yg2**.

Comment verification is used to prevent comment spam. Without verification, spammers can use automated tools to submit spam in the form of comments on your blog entries.

- **5.** Enter your comment in the **Comment** textbox and complete the comment form. Depending on the permissions granted by the blog administrator, you can select the format type (HTML or text) and convert new lines.
- **6.** Click **Preview** to preview your comment, then click **Post** to post it to the blog entry. The screen refreshes and shows your comment. When the Publisher opens the **Comments** in the Publisher's Control Panel to view the contents of a comment, the **Contact Information** will be displayed. The URL will appear as a hyperlink for the **Commenter's Name**.

If moderation is enabled, a message is displayed to indicate that your comment will appear after it is approved by the Publisher.

### See also:

Reading comments

## **Managing Transfer Usage**

Transfer usage refers to how much of your blog's hosting capacity is consumed by other web pages linking to files (such as images, movies, PDFs, MP3s) on your blog.

### In this section

### Prohibiting linking to content on your blog

To control transfer usage, you can prohibit users from linking to the files (images, PDFs, MP3s, etc.) on your blog.

### Monitoring transfer-usage

You can monitor transfer usage to ensure you do not exceed your monthly transfer-usage allotment, and to identify the web pages that have links to your blog.

### Blocking IPs that have links to your blog

You can prevent certain referers from linking to content on your blog.

## Prohibiting linking to content on your blog

To control transfer usage, you can prohibit users from sourcing the files (images, PDFs, MP3s, etc.) on your blog.

Not all files can be protected from sourcing; the list below identifies which file types can be protected. Other file types will not be protected from sourcing even if file-sourcing is disabled.

- jpg, jpeg, gif, png, bmp, tif, tiff, ico
- mp3, wav, wma, mid
- avi, mov, wmv, asf, mpg, mpeg, mpe, mp4, 3gp, swf
- scr, exe, jar, class
- pdf, doc, zip, js, css, xls, ppt, rar

**Note:** Any files in a protected category cannot be sourced, even if you have file-sourcing enabled.

### To prohibit file-sourcing

- 1. From your blog's Control Panel, click the Settings and Security tab to open the Publishing Defaults page.
- 2. On the Publishing Defaults page, click the Advanced link to open the Advanced Settings page.
- **3.** On the Advanced Settings page, clear the Allow sourcing of files and images checkbox to prevent file and image sourcing.



4. Click the Save Settings button.

#### See also

Monitoring transfer-usage
Blocking IPs that have links to your blog
Using the Dashboard to delete and block trackbacks

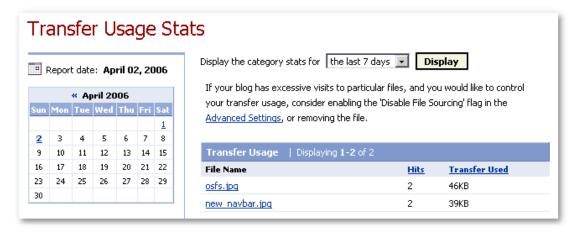
## Monitoring transfer usage

The **Transfer Usage Stats** page can tell you which files are most accessed from your blog, how often they were viewed, and their transfer amount in KB (kilobytes). Monitoring this information can help you remain within your monthly transfer-usage allotment.

Starting May 1, 2006, you will either be charged for transfer-usage overages for any months that you exceed your limit, or your blog will be put on hold once you reach your transfer-usage limit for that month. If put on hold, your blog will be re-enabled at the start of the next billing month. Contact your blog provider to determine if you will be charged or your blog will be put on hold if you exceed your transfer-usage limit.

### To monitor transfer-usage:

- 1. On your Control Panel, click the Dashboard tab.
- 2. From the Options list below the Dashboard tab, click the Site Stats link. The Web Stats page opens.
- **3.** In the Detailed Stats section, click the Transfer Usage link. The Transfer Usage Stats page opens.



- **4.** From the drop-down list, choose the time period for which you want to see transfer-usage data.
- **5.** Use the data to determine if you should remove certain files from your blog, or disable file sourcing. To disable file sourcing, see <a href="Prohibiting linking to">Prohibiting linking to</a> content on your blog.
- **6.** To sort the data, click the **Hits** and **Transfer Used** column headers.

#### See also

<u>Prohibiting linking to content on your blog</u> Blocking IPs that have links to your blog

## Blocking IPs that have links to your blog

The **Referer Stats** page provides a list of external web pages that contain links to your blog. From that list, you can select hostnames to block. Visitors originating from web pages that you've blocked will not be able to access your blog.

**Note:** IP information is not always reliable, and in some cases blocking IPs is not an effective way to prevent linking to your blog. For example, spammers will simply use a different IP, which you haven't blocked. If multiple computers use the same IP, you risk blocking all computers that use that IP, not just the computer that originated the trackback to your blog.

- 1. On your Control Panel, click the Dashboard tab.
- 2. From the Options list below the Dashboard tab, click the Site Stats link. The Web Stats page opens.
- **3.** In the **Detailed Stats** section, click the **Referer Summary** link. The **Referer Stats** page opens.
- **4.** From the **Display the referer stats for** drop-down list, choose the time period for which you want to see referer data.
- **5.** Click the checkboxes beside the referers that you want to block.
- 6. Click the Block Selected button.

### **Related topics:**

Prohibiting linking to content on your blog

Monitoring transfer usage
Using the Dashboard to delete and block trackbacks

## Working with Trackbacks

Whenever a web page links to a blog entry, a trackback reference can be created on the blog.

You can create your own trackbacks to other blogs, or you can choose to delete trackbacks to your blog, and block the URLs of the web pages that linked to your blog.

**Note:** IP information is not always reliable, and in some cases blocking IPs is not an effective way to prevent linking to your blog. For example, spammers will simply use a different IP, which you haven't blocked. If multiple computers use the same IP, you risk blocking all computers that use that IP, not just the computer that originated the trackback to your blog.

### In this section

### Creating a trackback to a blog

You can create a link to an entry on another blog so that it is also listed on your own blog or web page.

### Managing trackback links to your blog:

### Moderating trackbacks

Trackback moderation allows you to view and approve trackbacks before they are posted. This topic describes how to enable trackback moderation and process trackbacks that have been moderated.

### Using the Dashboard to delete and block trackbacks

On the **Dashboard**, you can select and delete trackbacks that are listed in the **Recent Trackbacks** section. You also have the option to block the IP address of the web page that linked to the entry in your blog.

### Deleting trackbacks from the Article Trackbacks page

On the **Dashboard**, you can select a specific trackback in the **Recent Trackbacks** section and open the **Article Trackbacks** page. From this page, you can chose to delete the trackback, or delete the trackback and block the IP address of the web page that linked to your blog entry.

## Creating a trackback to a blog

You can create a link on your blog (or web page) to an entry on another blog by copying the trackback URL for that article and posting it on your own site.

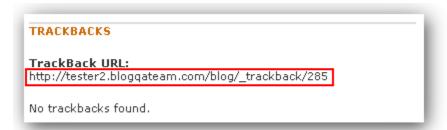
A trackback URL is not the URL of a blog entry, but is a specific URL generated for managing trackback links.

1. Navigate to the page of the blog that contains the entry to which you want

to link:



2. Beneath the article to which you want to create a trackback link, click Permanent Link. The page refreshes, and displays a Trackback URL, similar to the one shown below:



- **3.** Copy the entry's **Trackback URL**, and then logout from the blog.
- 4. Login to your blog's Control Panel, and click the Post tab.
- On the Article Options panel on the Post Article page, click the arrow beside Advanced Options to expand it.
- **6.** In the **Trackback URLs to Notify (Ping)** textbox, paste the **Trackback URL** of the article to which you want to link.
- **7.** In the Article Title field, type a name for the link.
- **8.** In the **Article Body** textbox, type any comments you may have regarding the link.
- **9.** Click the **Save** button.

The link is saved as an article on your blog, while the blog containing the original entry shows that a trackback has been created for it.

#### See also:

## Managing trackback links to your blog

When a web page or another blog creates a trackback link to an entry in your blog, the trackback item generated is listed in the **Recent Trackbacks** area of the **Dashboard**. In some cases, you may want to delete a trackback to your site for security reasons.

You can also block all trackbacks from a specific URL and trackbacks resolving to that specific URL. This will not block all trackbacks originating from the same IP as the blocked URL. In order to block all trackbacks from a specific IP address, you need to provide that IP.

**Note:** IP information is not always reliable, and in some cases blocking IPs is not an effective way to prevent linking to your blog. For example, spammers will simply use a different IP, which you haven't blocked. If multiple computers use the same IP, you risk blocking all computers that use that IP, not just the computer that originated the trackback to your blog.

### In this section

### Using the Dashboard to select and delete trackbacks

On the **Dashboard**, you can select and delete trackbacks that are listed in the **Recent Trackbacks** section. You also have the option to block the IP address of the web page that linked to the entry in your blog.

### Deleting trackbacks from the Article Trackback page

On the **Dashboard**, you can select a specific trackback in the **Recent Trackbacks** section and open the **Article Trackbacks** page. From this page, you can chose to delete the trackback, or delete the trackback and block the IP address of the web page that linked to the entry in your blog.

## Moderating trackbacks

Trackback moderation allows you to view and approve trackbacks before they are posted on your blog. Using trackback moderation you can choose to allow trackbacks to be posted to your blog as soon as they are submitted, or posted only after you have approved them.

By default, trackbacks will not require approval.

### To set trackback moderation:

- 1. In the Publisher Control Panel, click the Settings & Security tab.
- 2. In the Publishing Defaults page, click the Spam Protection Settings link.

- 3. In the trackback Moderation section, choose one of the options:
  - **Never moderate** Trackbacks will not be moderated; trackbacks will be posted on your blog as soon as they are submitted.
  - **Always moderate** All trackbacks will be moderated; trackbacks will not be posted until you have approved them.
  - **Moderate only if trackback is detected as spam** Trackbacks that have been flagged as spam will not be posted until you have approved them.
  - Automatically delete if trackback is detected as spam, moderate all others Trackbacks that have been identified as spam will be deleted. All other trackbacks will not be posted until you have approved them.
  - Automatically delete if trackback is detected as spam, do not moderate others
  - Trackbacks that have been identified as spam will be deleted. All other trackbacks will be posted on your blog as soon as they are submitted.
- 4. When done, click the Save settings button located at the bottom of the page.

### To approve or delete a trackback:

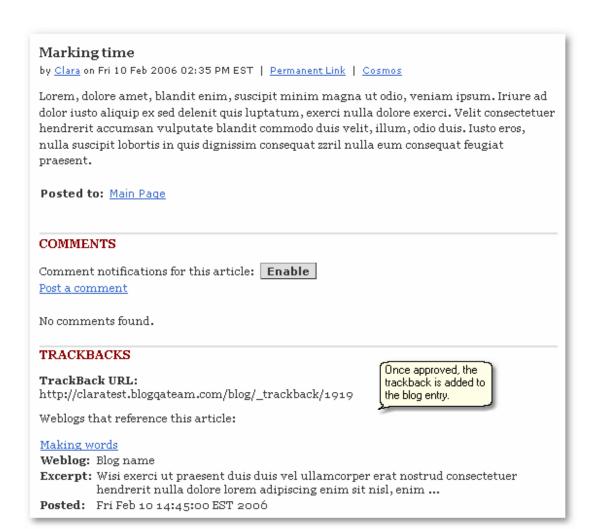
If you have activated trackback moderation (you chose **Always moderate** or **Moderate only if trackback is detected as spam** in the steps above), you will need to approve trackbacks in order for them to appear on your blog.

- 1. In the Publisher Control Panel, click the Dashboard tab.
- 2. Scroll down the page to the **Recent Trackbacks** section. If you do not have any recent trackbacks, this section will not be shown.



3. Click the checkbox beside the trackback that you want to approve and post, then click the **Approve Selected** button. Or, if you want to delete the trackback or delete and block future trackbacks from the originating IP address, click the **Delete Selected** or **Delete and Block** button.

The trackback is added to your blog entry, below the article body.



#### See also:

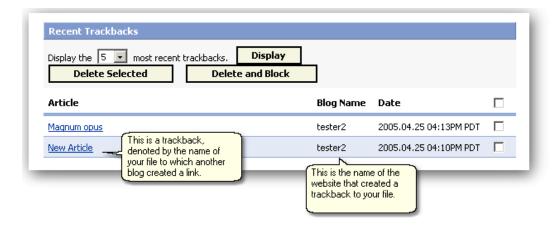
<u>Using the Dashboard to delete and block trackbacks</u>
<u>Firewall - blocking IP addresses</u>
<u>Blocking an IP address</u>
<u>Enabling auto-discovery for remote trackback pings</u>

### Using the Dashboard to delete and block trackbacks

When a web page links to an entry in your blog using a trackback URL, the entry's name is listed in the **Recent Trackbacks** section on the **Dashboard**. You can delete one or more trackbacks from the list. You can also delete the trackback and block trackbacks from the URL of the web page that created the trackback.

To delete, or delete and block a trackback:

 On the Control Panel, click the Dashboard tab and navigate to the Recent Trackbacks area. Depending on your <u>trackback moderation settings</u>, the Approve Selected button may also be shown.



- 2. In the Recent Trackbacks area, click the checkbox beside each item listed under the Article column that you want to delete. Or, if you want to delete all the articles in the Recent Trackbacks area at once, click the checkbox beside the Date column.
- 3. Perform one of these two actions:
  - To delete the trackback item(s) only, click the Delete Selected button.
     -OR -
  - To delete the trackback item(s), and block future trackbacks from that URL, click the **Delete and Block** button.

The trackbacks you selected are deleted. If you chose the **Delete and Block** option, the blocked URL appears in the list of blocked IP addresses on the **Firewall** page of your blog.

#### See also:

Moderating Trackbacks
Firewall - blocking IP addresses
Blocking an IP address
Enabling auto-discovery for remote trackback pings

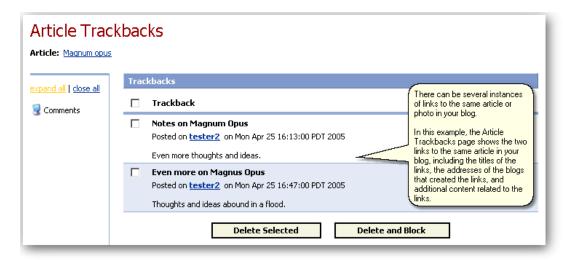
### **Deleting trackbacks from the Article Trackbacks page**

When a web page links to an entry on your blog using its trackback URL, the link is listed as a trackback in the **Recent Trackbacks** section on the **Dashboard**.

You can select a trackback item, open its **Article Trackbacks** page and delete, or delete and block, the item from the list of trackbacks.

- 1. From the Control Panel, click the Dashboard tab and scroll down to the Recent Trackbacks area.
- 2. In the Recent Trackbacks area, select one of the items listed under the Article column, and click the Display button. The Article Trackbacks page opens, showing all the trackbacks to a particular entry posted on your

### blog:



- **3.** On the **Article Trackbacks** page, click the checkbox beside one or more of the trackback links to the entry. Or, click beside the **Trackback** checkbox if you want to delete all the links to the entry on your blog at once.
- 4. Perform one of the following actions:
  - To delete the trackback item(s) only, click the Delete Selected button.
     OR -
  - To delete the trackback item and also block the URL of the web page that linked to the entry, click the **Delete and Block** button. The blocked URL address will be included in the list of blocked URLs on the **Firewall** page.
- **5.** At the message prompt, click **OK**. The selected trackbacks are deleted.

### See also:

Moderating trackbacks
Firewall - blocking IP addresses
Blocking an IP address
Enabling auto-discovery for remote trackback pings

## **Enabling auto-discovery for remote trackback pings**

If auto-discovery for remote trackback pings is enabled when you post an entry, the system automatically searches your post for links to other blog entries. If any links are found, the system searches for each link's trackback URL and "pings" it; that is, it sends a message to that URL containing information about your blog and entry. Notifications are sent every 15 minutes.

The destination blog page must contain the trackback information in RDF format. If it is not in RDF format, the system will not retrieve a trackback.

Articles are searched for links only once, when they are posted. If an article is edited, it is not re-examined unless the changes include adding a new link. If the system receives a 404 error when pinging a URL, or if the URL does not use the trackback RDF format, the system will not try again.

If pinging is unsuccessful, the trackback will not be listed in the **Trackback URLs** to notify window.

### To enable auto-discovery for remote trackback pings:

- 1. Click the Settings and Security tab. The Publishing Defaults page opens.
- 2. Click the Posts link. The Posting Defaults page opens.
- 3. Click the Use auto-discovery for remote trackback pings checkbox.
- **4.** Click the **Save Settings** button at the bottom of the page.

### Related topics:

Creating a trackback to a blog

## Managing user access to your blog

You can control access to your blog by inviting users to read and post to your blog. You can also organize user access by creating groups of users.

User access to blog content is controlled by category security. Posts assigned to a non-secure category can be seen by all users; blog visitors are not required to sign-in to your blog to view posts in non-secure categories. Any posts that have been assigned to a secure category can only be read by users that have been granted one of the following three types of access:

**Trusted poster** — can post to all categories.

**Trusted reader** — can read all categories.

**Admin** — has full blog privileges. This includes inviting users, deleting content, and other administrative privileges.

#### In this section

<u>List Users</u> <u>List Groups</u> <u>Add User</u> Invite User

### List Users

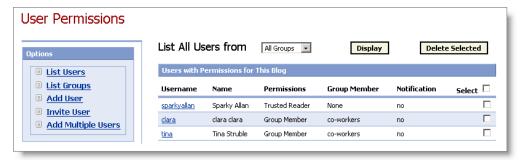
The **List Users** section provides a detailed list of all readers that have signed up for a Reader Account on your blog. You can provide these readers with permission to view restricted or private areas of your blog.

### In this topic:

To view the list of users able to read or post to your blog
To modify a user's permissions
To remove a user from the blog

### To view the list of users able to read or post to your blog

- 1. Click the Settings & Security tab.
- 2. From the Options list, click Content Access Controls.
- **3.** Click **List Users**. A page opens, displaying all users that have been granted permission to read, post, or manage your blog.



**4.** To filter the list and show only users assigned to a certain group, choose the group from the **List All Users from** drop-down list.

### To modify a user's permissions

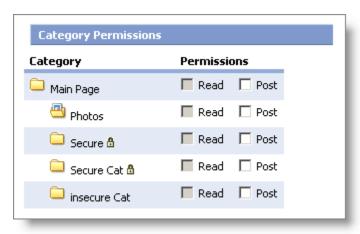
- 1. Click the Settings & Security tab.
- 2. From the Options list, click Content Access Controls.
- **3.** Click **List Users**. The **List Users** page opens.
- **4.** Click the name of the user in the **Username** column. The permissions page for that user opens.
- **5.** Make the required changes in any of the following sections:
  - Specify whether the user has any special privileges, then click the **Save Changes** button.



 Add the user to a defined group, and specify when the user's membership in that group will expire, then click the Add to Group button.



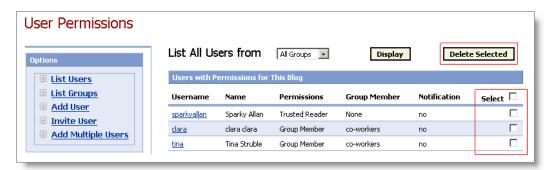
• Indicate whether the user has read/write permissions for various categories by checking the **Read** and **Post** checkboxes.



Click the Save Changes button.

### To remove a user from the blog

- 1. Click the Settings & Security tab.
- 2. From the Options list, click Content Access Controls.
- 3. Click List Users.
- **4.** Click the checkbox in the **Select** column for the user you want to delete.



5. Click the Delete Selected button.

**Publisher Control Panel** 

## **List Groups**

You can use the **List Groups** page to assign the same set of permissions to several users. All users who belong to a group automatically have the permissions associated with the group.

The List Groups page may be used to:

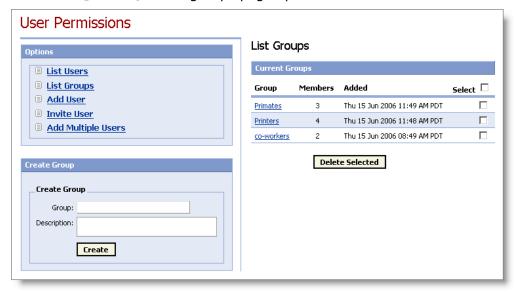
Create a new group

Edit a group

Delete an existing group

#### To create a new group

- 1. Click the Settings & Security tab.
- 2. From the Options list, click Content Access Controls.
- 3. Click Manage Groups. The groups page opens.



- **4.** In the Create Group section, enter a name in the Group textbox.
- 5. Provide some information about the group in the **Description** textbox.
- **6.** Click the Create button at the bottom of the Create Group section.

### To edit an existing group

- 1. Click the Settings & Security tab.
- 2. From the Options list, click Content Access Controls.
- **3.** Click Manage Groups. The groups page opens.
- **4.** From the **Current Groups** list, click the name of the group that you want to edit. The edit page for that group opens.

### **5.** Make any of the following changes:

**To delete users from the group:** from the **Members Found** section, click the checkbox in the **Select** column for each user you want to remove from the group. Click the **Delete** button.

**Note:** Deleting a member from an existing group only removes the member from that group, it does not delete the user.

To change the group's category permissions: in the Specific Category Permissions and Notifications section, check or clear the Read and Post checkboxes for each category to add to or remove from the group's access. Click the Save Changes button in the Specific Category Permissions and Notifications section.

**To change the group's name or description:** in the **Edit Group Description** section, check or clear the **Read** and **Post** checkboxes for each category to add to or remove from the group's access. Click the **Save Changes** button in the **Edit Group Description** section.

To add a user to the group: in the Add User to This Group section, choose the user from the Username drop-down list (users that you have granted access to your blog are included in this list). If the user that you want to add is not in the drop-down list, enter the username in the Username textbox. Define an expiry date for the user. Available options include:

Never, One Day, One Week, One Month or on a specific date. Click the Add User button.

### To delete an existing group

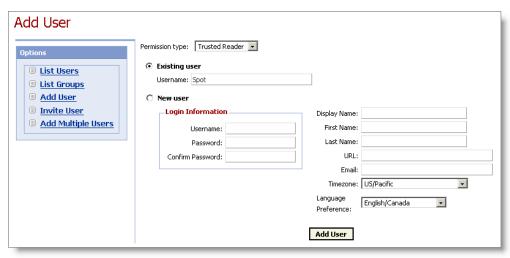
- 1. Click the Settings & Security tab.
- 2. From the Options list, click Content Access Controls.
- 3. Click Manage Groups.
- **4.** In the **Current Groups** section, check the **Select** checkbox that corresponds to the group to be deleted.
- Click the Delete Selected button at the bottom of the Current Groups section.

### **Add User**

The **Add User** section gives users access to your blog. New blog users, i.e. users that are not registered with any blogs, need to be created. Users that are registered with another blog may be added by entering their username.

### To give an existing user access to your blog

- 1. Click the Settings & Security tab.
- 2. From the Options list, click Content Access Controls.
- 3. Click Add User. The Add User page opens.



4. Choose an option from the Permission type drop-down list.

Trusted poster — can post to all categories.

Trusted reader — can read all categories.

**Admin** — has full blog privileges. This includes inviting users, deleting content, and other administrative privileges.

- 5. Click the Existing user radio button.
- 6. In the Username text box, enter the username of the existing user.
- 7. Click the Add User button at the bottom of the page.

#### To give a new user access to your blog

- 1. Click the Settings & Security tab.
- 2. From the Options list, click Content Access Controls.
- 3. Click Add User.
- 4. Choose an option from the Permission type drop-down list.

Trusted poster — can post to all categories.

Trusted reader — can read all categories.

**Admin** — has full blog privileges. This includes inviting users, deleting content, and other administrative privileges.

- 5. Click the New user radio button.
- **6.** Enter the required information in the following textboxes. The **URL** field is optional; the other fields are required.
  - Username (must not contain special characters or blank spaces, but may be an email address)
  - Password
  - Confirm Password
  - Display Name
  - First Name
  - Last Name
  - URL Optional (ex. HTTP://example.com)
  - Email
- 7. From the Timezone drop-down list, choose that user's timezone.

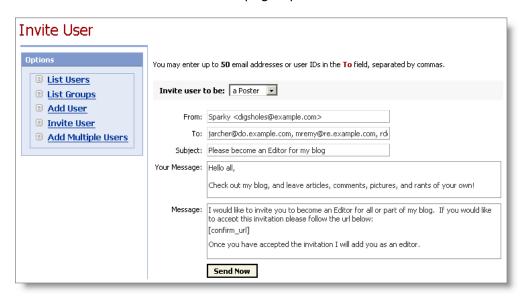
- **8.** From the Language Preference drop-down list, choose the user's language.
- **9.** Click the **Add User** button at the bottom of the page.

# **Invite User**

The **Invite User** section allows multiple people to be invited to become readers, posters or administrators of your blog. Up to 50 email addresses may be entered at one time, each separated by a comma.

#### To send an invitation to become a user

- 1. Click the Settings & Security tab.
- 2. From the Options list, click Content Access Controls.
- 3. Click Invite User. The Invite User page opens.



**4.** Choose a user type from the **Invite user to be** drop-down list.

A Reader — can read all categories.

A Poster — can post to all categories.

**An Admin** — has full blog privileges. This includes inviting users, deleting content, and other administrative privileges.

The **Subject** and **Message** fields change according to the user type you choose.

- **5.** Update or populate the message fields. **Note**: If text is entered in the **Your Message** field, it will appear above the standard text that automatically appears in the **Message** field.
- 6. Click the Send Now button at the bottom of the page.

After the invitation has been sent, responding invitees will see the **Confirm Invitation** page when they click the URL link in the invitation email.



If the invitee wants to accept the invitation and already has a blog account, they can enter their Username and Password information, then click the **Accept** button. Once their acceptance is completed, the Invitation Accepted page opens.

Invitees new to blogging must click the **Sign up** link to create an account. The **User Signup** page opens. After entering the required information and clicking the **Signup** button, the system will send the invitee another email asking to confirm the account request.



If the invitee is not interested, they may simply click the **Reject** button on the **Confirm Invitation** page. Once the invitee has followed the URL link and indicated preferences, an email notification of their decision is sent to the blog owner.

# Setting firewall options

If you want to block comments from particular readers who post obnoxious or spam comments, youc an block all comments that originate from that reader's IP address. There are risks associated with allowing readers to post comments.

#### In this section

Accessing firewall settings
Blocking an IP address
Blocking a Domain
Editing the notes for a blocked IP address
Editing the notes for a blocked Domain
Releasing a blocked IP address
Releasing a blocked Domain

# **About IP Addresses**

Every computer connected to the Internet is assigned an Internet Protocol (IP) address. IP addresses allow computers to locate one another on the Internet, so they can exchange data.

IP addresses are typically expressed as a set of four numbers, each between 0 and 255 inclusive, separated by periods. An example IP address is 192.168.1.1.

Some computers, particularly those that serve out large amounts information to the Internet, are assigned permanent IP addresses. Others, such as computers in homes and small businesses connected to the Internet via their phone lines or home broadband services such as DSL or cable modem, are assigned temporary IP addresses. How often these temporary IP addresses change varies; in the case of computers that connect to the Internet via phone, their IP address changes every time they dial in to the Internet Service Provider. In the case of computers connected to the Internet through "always-on" connections such as DSL and cable modem, they keep IP addresses assigned to them for various lengths of time: for days, weeks, and even months.

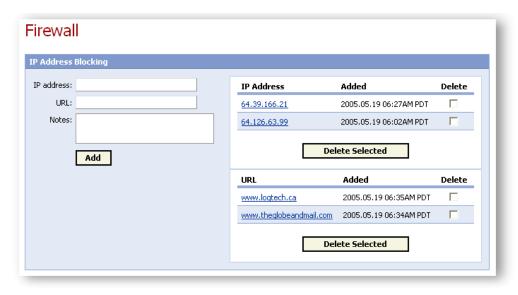
Since many computers' IP addresses change from time to time and since IP addresses are associated with computers and not people, blocking comments from specific IP addresses is not a guaranteed way to stop unwanted comments. Although comments can be blocked from an offending commenter's IP address, if that commenter's computer's IP address changes or if the commenter uses different computers in different locations, his or her comments will not be blocked.

In spite of these drawbacks, blocking comments sent from certain IP addresses has proven to be effective in many cases, especially spam comments sent by unscrupulous advertisers.

# **Accessing firewall settings**

#### To access Firewall settings:

- 1. Click the Settings & Security tab. The Publishing Defaults page opens.
- 2. Click Firewall in the Options list. The Firewall page opens.



# **Blocking an IP address**

IP Address Blocking allows specific users to be blocked from posting comments, based on their origin IP address.

#### To block comments from a specific IP address:

- 1. Click the Settings & Security tab.
- 2. Click Firewall in the Options list.
- 3. Enter the IP address to be blocked into the IP address text box.
- **4.** Type any comments about the IP address (for example, the name of the person who uses that IP address, or why they are being blocked) in the **Notes** textbox.
- **5.** Click the **Add** button at the bottom of the page.

Once an IP address has been blocked, the page will reload and the IP address will appear in the list of blocked IP addresses on the right side of the page.

# **Blocking a domain**

Domain Blocking allows specific users to be blocked from posting comments on the blog, based on their origin domain.

#### To block comments from a specific domain:

- 1. Click the Settings & Security tab.
- 2. Click Firewall in the Options list.
- 3. Enter the domain to be blocked into the URL text box.
- **4.** Type any comments about the domain (*e.g.* the name of the person who uses that domain, or why they are being blocked) in the **Notes** text box.
- **5.** Click the **Add** button at the bottom of the page.

Once a domain has been blocked, the page will reload and the domain will appear in the list of blocked URLs on the right side of the page.

# **Editing blocked IP address notes**

After an IP address has been blocked, notes may be added or edited.

#### To edit the notes for a blocked IP address:

- 1. Click the Settings & Security tab.
- 2. Click Firewall in the Options list.
- **3.** Click the link for the required IP address. The Edit Blacklisted IP page opens.
- **4.** Add or edit the text in the **Notes** field.
- 5. Click the Save Changes button at the bottom of the page.

# **Editing blocked domain notes**

After a domain has been blocked, notes may be added or edited.

#### To edit the notes for a blocked domain:

- 1. Click the Settings & Security tab.
- 2. Click Firewall in the Options list.
- **3.** Click the link for the required domain. The Edit Blacklisted domain page opens.
- 4. Add or edit the text in the Notes field.
- **5.** Click the **Save Changes** button at the bottom of the page.

# Releasing a blocked IP address

Releasing a blocked IP address allows readers to resume posting comments. Blocked IP addresses are released by deleting them from the Firewall's IP Address list. Multiple blocked IP addresses may be released at one time.

#### To release a blocked IP address:

- 1. Click the Settings & Security tab.
- 2. Click Firewall in the Options list.
- **3.** Click the **Delete** checkbox for the required IP address.
- Click the Delete Selected button immediately below the required IP address.

After releasing blocked IP addresses, the system prompts for confirmation. Once the deletion has been confirmed, the system removes the selected IP address(es) from the list of blocked IP addresses and those users will once again be able to post comments.

# Releasing a blocked domain

Releasing a blocked domain allows readers to resume posting comments. Blocked domains are released by deleting them from the Firewall's URL list. Multiple blocked domains may be released at one time.

#### To release a blocked Domain:

- 1. Click the Settings & Security tab.
- 2. Click Firewall in the Options list.
- 3. Click the **Delete** checkbox for the required domain in the URL list.
- 4. Click the Delete Selected button immediately below the required domain.

Before releasing blocked domains, the system prompts for confirmation. Once the deletion has been confirmed, the system removes the selected domain(s) from the list of blocked domains and those users will once again be able to post comments to the blog.

# **Importing and Exporting Blogs**

The Import/Export settings specify whether posts may be imported from other blogs, or exported for backup or sharing with other blogs.

# In this section

Importing from other blogs

Exporting a blog

# Importing from other blogs

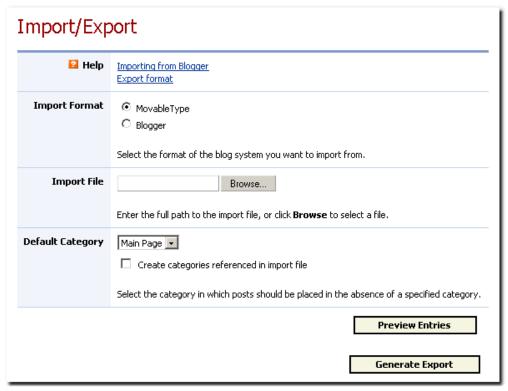
The Import/Export settings control posts from other blogs (Blogger or Movable Type) are imported.

- For detailed instructions on preparing Blogger posts for import, click the **Importing from Blogger** link in the **Help** section.
- •
- To prepare Movable Type posts for import, contact the publisher of Movable Type for detailed instructions.

Once the file has been prepared for import, follow the steps below to complete the process.

### To import posts from other weblogs:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Import/Export:



- Select the required import format in the Import Format section.
- Enter the full path and name of the file to be imported in the Import File text box, or click the Browse button to navigate to the file to be imported.
- 3. Choose a default category, if required, from the **Default Category** drop-down list. This setting specifies where the imported posts will be placed if there is no destination category defined within the import file. If the **Create categories referenced in import file** checkbox is checked, the Import procedure creates the required categories. If the checkbox is cleared, imported posts that do not match an existing category are stored under the default category.
- **4.** Click the **Preview Entries** button at the bottom of the page. The Importing Articles page opens, with the title and body text of the import file displayed in their respective fields.
- **5.** Make any required selections for the following settings:
  - **Excerpt**: determines whether the first part of the post is automatically generated as an excerpt.
  - **Publish**: controls when the imported post is published on the blog. The imported file may also be saved as a draft by checking the **Finish this article later** checkbox. This section also indicates whether comments and trackbacks should be included in the import.
  - **Article Options:** displays the category to which the post is imported. This setting may be used to change the category or to create a new category, and to indicate whether the imported article should bubble-up.
  - **Assign Keywords:** provides checkboxes for all defined keywords, to allow the selection of appropriate keywords for the imported post. New keywords may also be created.
  - Advanced Options: selects a timezone for the imported post, and indicates whether comments, comment notifications, trackbacks, and

- auto-discovery for remote pings should be enabled. The system may also use the settings entered here to update the general posting defaults, by checking the **Update posting defaults** checkbox.
- 9. Click the Preview button to view the imported article. The Preview Article page opens, showing a summary of the post's attributes and text. Click the Publish button to post the article, or the Edit button to make further changes to it.
- **10.** Click the **Import** button (or the **Import All** button, if several articles are to be imported) to complete the importing process. To abort the import, click the **Stop Import** button.
- **11.** Click the **Delete** button to skip the article, and end the import.

# **Exporting a blog**

The Import/Export page exports the blog content to an XML file. These exports may be used for backup purposes, or for sharing with other blogs.

#### To export posts from your blog:

- 1. Click the Settings & Security tab.
- 2. Click Publishing Defaults in the Options list.
- 3. Click Import/Export.
- **4.** Click the **Generate Export** button at the bottom of the page. The Publishing Defaults page opens, and displays the following message: "A request to export your blog contents has been queued. Please check back in a few minutes to retrieve your file."
- 5. Click Import/Export to return to the Import/Export page. The pop-up message appears above the Generate Export button with a link to download the generated export.
- 6. Click the **Download** link to retrieve the blog export file.

**Note:** Depending on operating conditions, it may take a few minutes for the export file to be generated.

# **Revisions and Updates**

## December 2, 2006

- Updated the <u>Getting Started</u> section to indicate that access to the Publisher Control Panel and password management is regulated by each blog provider, and that some users must access these tools from their blog provider's user interface.
- Renamed section "Working with content access controls" to <u>Managing User</u>
   <u>Access to Your Blog</u>, and revised entire section to reflect enhancements to
   user management.
- The Sourcing topic, which was located in "Working with content access controls", has been removed as it is better addressed by the topic Prohibiting linking to content on your blog.
- Folders <u>Managing user access to your blog</u> and <u>Setting firewall options</u> have been moved up one level in the topic outline and the parent folder "Setting Blog Security Options" has been removed.
- Added topic <u>Changing your password</u>.

### October 17, 2006

- Updated the <u>Post Cosmos</u> topic to indicate that your blog provider controls the availability of this option. If this option is not visible, contact your blog provider to enable Cosmos posting.
- Updated topic <u>Using RSS to Add Links to Recent Entries on Other Websites</u> to indicate that in order to access secure RSS feeds, you need to add <u>?secure=1</u> to the end of the feed URL.
- Updated topic <u>Telling people where to find your blog</u> to indicate that reader invitations expire within seven days.

#### June 29, 2006

 Blog owners can now choose to automatically delete trackbacks identified as spam. Topic <u>Moderating trackbacks</u> has been updated to reflect additional trackback moderation options.

### April 4, 2006

- Removed topic "Viewing transfer usage according to most accessed files" as it was superseded by revisions to topic <u>Monitoring transfer usage</u>.
- Updated topic Monitoring transfer usage.
- Updated topic Blocking IPs that have links to your blog.
- Updated topic Referer statistics.

## March 31, 2006

• Updated topic <u>Enabling auto-discovery for remote trackback pings</u> with additional details.

#### March 28, 2006

- Updated topic <u>Enabling auto-discovery for remote trackback pings</u> to clarify how and when notification of trackbacks are sent.
- Updated topic "Blocking referrers to limit spam" to include conditions when blacklisting is enforced, and renamed topic to <u>Blacklisting IP addresses and hostnames</u>.

#### March 21, 2006

• Updated topic <u>Adding bookmarklets to your web browser</u> to indicate that Internet Explorer does not support the drag-and-drop method of adding bookmarklets.

### March 12, 2006

- Added new topic, <u>Spam Protection Settings</u>, to describe new features, including anti-spam initiatives and rate limiting. The new topic absorbs previous topics addressing 'No Follow' and 'Anonymous Comments'. Also, topic <u>Allowing anonymous comments</u> was changed to reflect new location of comment setting information.
- Added topics <u>Moderating Comments</u> and <u>Moderating Trackbacks</u> to address new functionality that allows you to view and approve comments and trackbacks before they are posted on your blog.
- Added topic <u>Download Web Server Log</u>. This topic describes how to download the blogging system's Apache server logs of activity to your blog.

### **January 27, 2006**

• Updated topic <u>Adding images</u> to include all three methods of inserting images into blog entries.

### January 10, 2006

- Added clarification of the default position of mandatory components in the component profile layout to topic Adding components to sidebars.
- Added capability to choose the language for system-generated text used by the blog and used by the blog's Publisher Control Panel. Not all languages are available at this time; additional languages will be added according to demand.

#### November 29, 2005

• Corrected description of keyword separator, which should be a comma, in topic Search keywords.

#### October 14, 2005

• Corrected description of <u>Archive Months</u> component. The Archive months component will display up to five months. The number of months displayed in this component cannot be modified.

## October 6, 2005

- Added <u>Podcasting</u> topic.
- Revised "RSS Headline Components" topic and renamed it <u>Using RSS to Add</u> <u>Links to Recent Entries on Other Websites</u>.
- Revised <u>Subscribing to a Blog</u> topic and added topic <u>Accessing Restricted</u> <u>Blog Content and Posting Comments</u>.
- Revised Working with Trackbacks topics.

#### August 26, 2005

Revised and reorganized entire help document.

# July 7, 2005

• Revised and restored the Managing Transfer Usage section.

- Added a <u>spell checker</u> to the rich text editor, which checks the body of a new article for spelling errors.
- Added <u>sticky post</u> functionality, which allows you to post an article to the top of a category, where it will remain permanently.
- Renamed the Changing the publication date and time topic to <u>Specifying publication date and time</u> and added <u>post to future</u> functionality, which allows you to schedule when a new blog entry will be posted.
- Added <u>Enabling and disabling comments for individual entries</u> to the <u>Enabling and disabling comments</u> topic.

### May 26, 2005

- Removed the **Managing Transfer Usage** section as updates to this functionality are being made.
- The transfer usage report has been disabled. Blog owners will see the link to the report but if they click that link, they'll get a message indicating that the report has been temporarily disabled.
- Added topic Allow Sourcing.
- Added topics <u>Blocking a domain</u>, <u>Editing blocked domain notes</u>, and Releasing a blocked domain.

### **April 28, 2005**

- Added new section, **Managing Transfer Usage**.
- Added new section, Working with Trackbacks.
- Updated all graphics in the Viewing Your Blog's Statistics section.
- Updated Posting via Email, or Moblogging section.
- Updated all dashboard graphics to reflect new tabs.
- Reorganized sections in the contents list.

#### **January 4, 2005**

- Updated and reorganized the Getting Started section.
- Added the Subscribing to a blog section.
- Updated and reorganized the Posting Photos section.
- Added the Using RSS Feeds section.

#### **December 22, 2004**

- Updated and reorganized the Settings & Security section.
- Added the Address Book section.
- Updated and reorganized the Your Blog's Look & Feel section.
- Updated and reorganized the Favorites, or Blogrolls section.
- Updated and reorganized the Categories and Photo Albums section.
- Updated and reorganized the Advanced Article Options section.