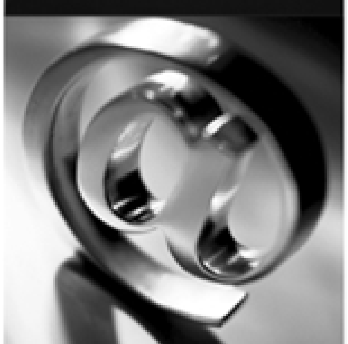
PENNSTATE

Computer & Technology Workshops for Faculty, Staff, & Students



Blogs at Penn State: Overview

Delivered by ITS Training Services for Penn State

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Movable Type Blog How-Tos

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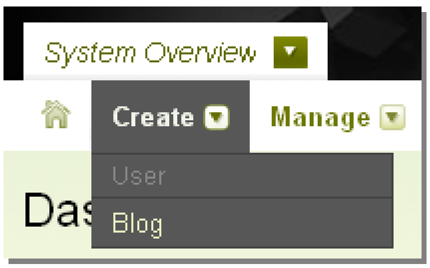
Blog Basics

Activate Personal Web Space

You must have activated your Penn State Personal Web space in order to use the Penn State blog service. To activate your personal Web space, go to *http://www.personal.psu.edu/,* then click the "Apply for Web space on www.personal.psu.edu" link. Note that there is a three-business day turnaround for this process.

Create Blog

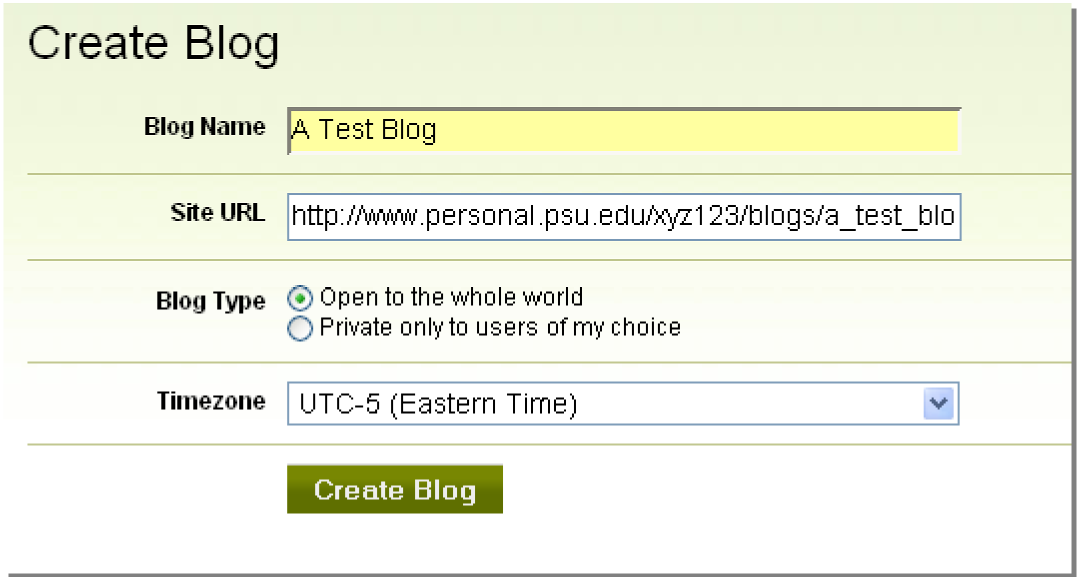
1. Log on to *http://blogs.psu.edu.* The first time you log in, you will see the **System Overview** page.
2. In the **Create** menu on the top, select **Blog**.
   Note: *If you do not see the Blogs option in the Create menu, go to the top white location tab in the upper left and select* ***System Overview.***



3. Enter a **Blog Name** in the Settings window (e.g. "A Test Blog"). This will be name on the top of the blog page.
4. For the **Blog Type** options, choose from one of the following:
   - Select **Open to the whole world** if you want a public blog that anyone (even users from outside Penn State) can view and add comments to.
   - Select **Private only to users of my choice** if you want to restrict access to certain users from Penn State.
5. You can change the directory name in the **Site URL** as needed.

   Note: *You can only change the portion of the name after "…blogs/" and you can only use letters, numbers, dashes and underscores.*

6. Click on the "**Create Blog**" button.



These settings will create a blog entitled "A Test Blog" at the address ***http://www.personal.psu.edu/xyz123/blogs/a_test_blog*****.**

By default, the Eastern time zone is selected for you, so no further adjustments are required.

Add a Subtitle to Your Blog Header

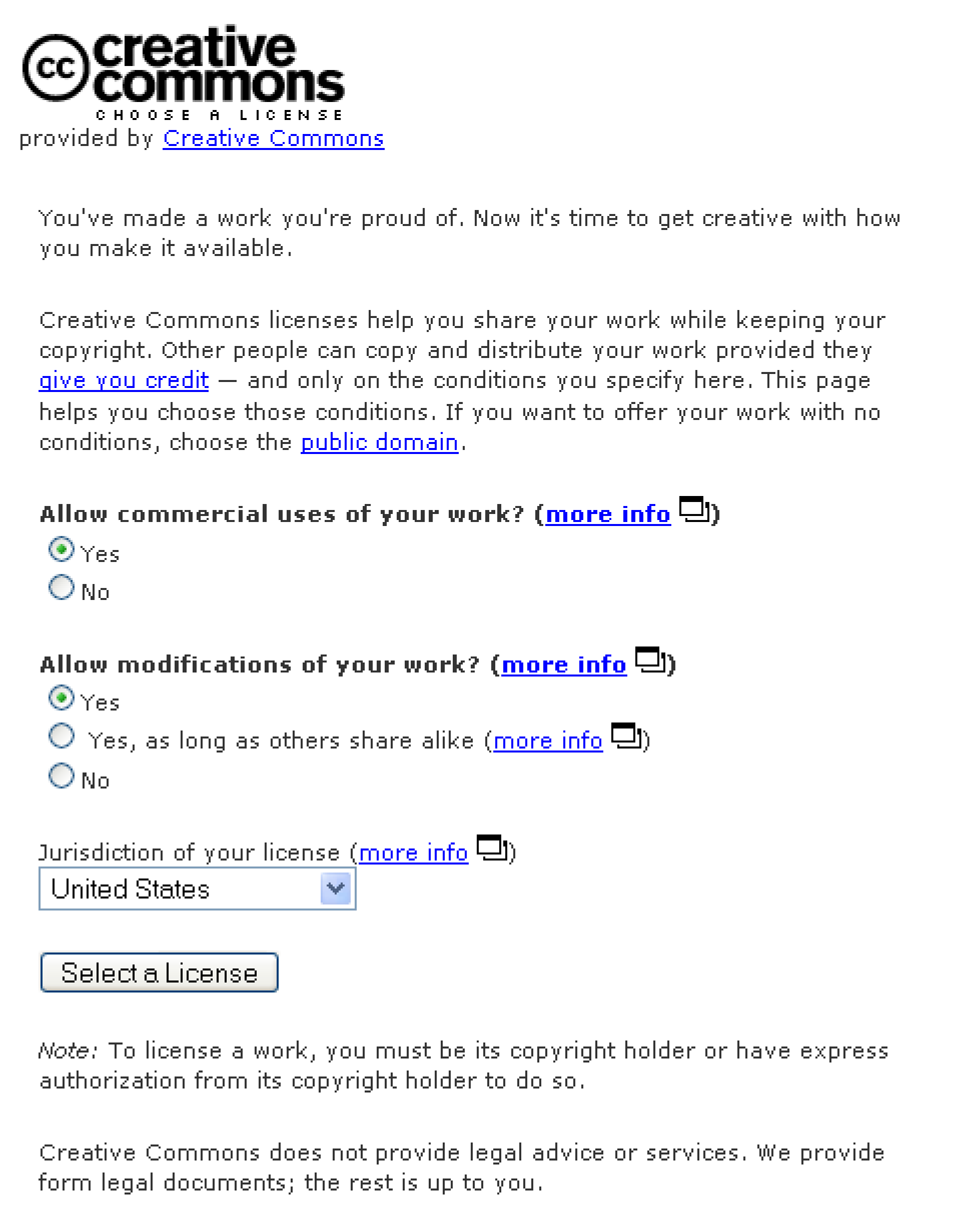
The Blogs system allows you to add a subtitle to your header in the Blogs Preferences. Immediately after you click the "Create Blog" button, the blog's general settings page will open.

To add a subtitle to your blog, enter the desired text in the "Description" box, immediately under the "Name" text entry box.

Click **Save Changes** to finalize the process.

Add a Creative Commons License

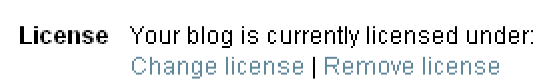
You can determine how the contents of your blog is used by others. To do so, you will need to create and assign a Creative Commons license. Next to license, click on "**Select a license**". A new dialog box will open.



For more, detailed information about the license, you can select the "more info" links in the dialog box.

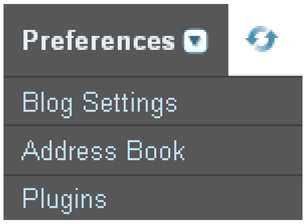
When you have decided on the license that you want to apply to your blog, click on the **Select a License** button to create the license and add it to your blog. The dialog box will confirm the type of license that you have selected, and indicate the permanent location of the license. Click on **proceed** to return to the general settings screen.

The general settings will now indicate that a license is present. You can always change or remove the license later if you choose to do so.



To access the blog general settings page at any time, on the toolbar select **Preference** > **Blog Settings.**

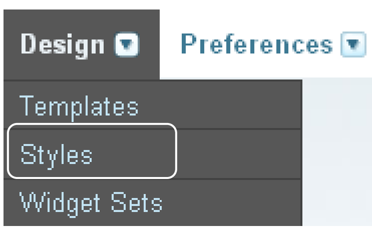
Note: *if the* ***Entries*** *link is not active, then click the white* ***System Overview*** *tab, then the name of your blog*



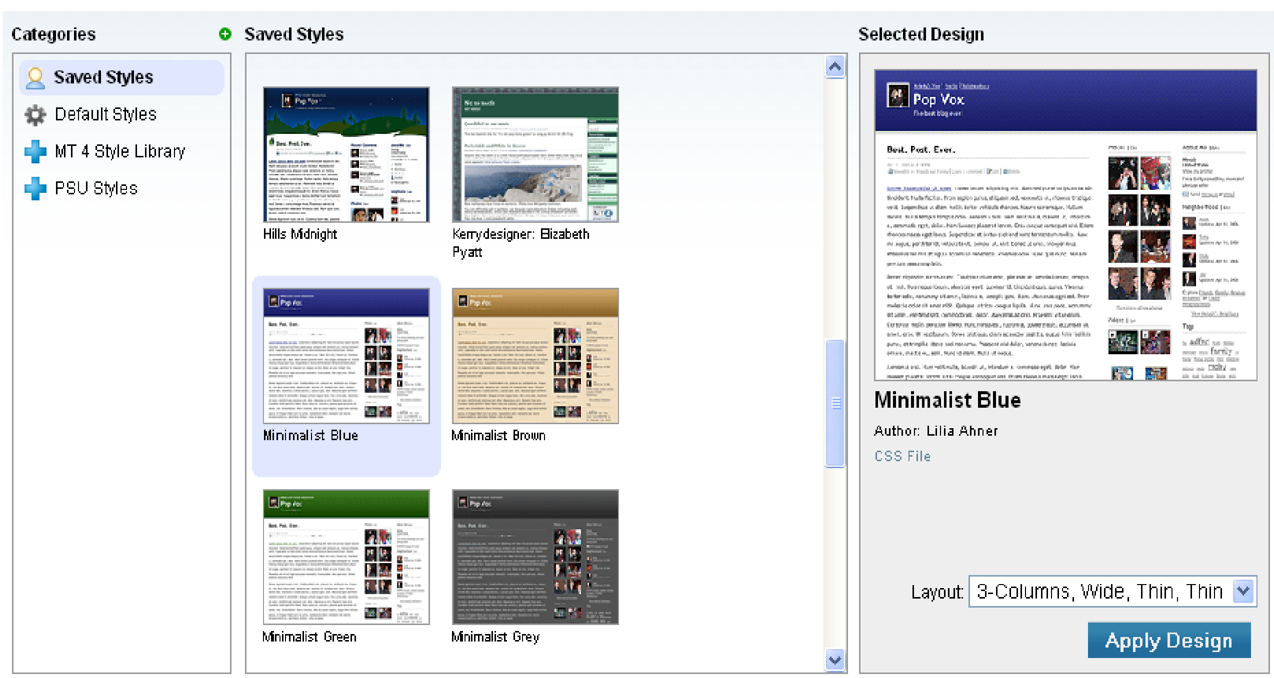
Select Styles (Colors/Fonts)

You can use the Styles options to make basic changes in overall appearance of your blog.

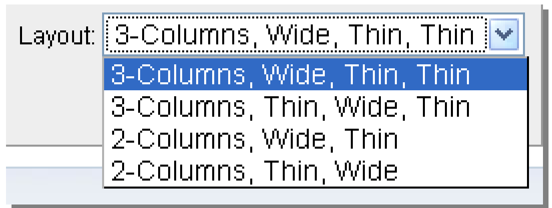
1. Once you enter the blog click **Design** link then Styles
   Note: *if the* ***Design*** *link is not visible, then click the white* ***System Overview*** *tab, then the name of your blog*
2. To select a style for your blog, select **Design > Styles**



You should see a list of available preformatted styles:

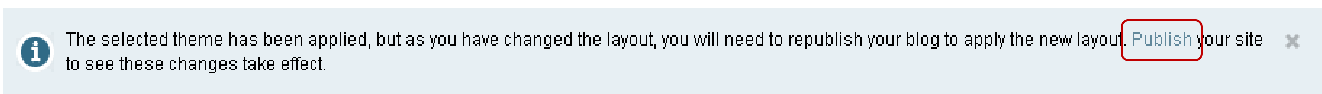


3. You can select a style from the categories list. MT4 comes with some ***predefined*** styles (the MT 4 Style Library), some ***default*** styles, and there are some ***Penn State themed*** styles that are in development (PSU Styles).
4. When you select a style, it will appear in the **Selected Design** column so that you can have an idea of its look. It will also contain any authoring information, as well as a link to the CSS (cascading style sheet) file, if you choose to modify the CSS for that particular design.
5. In the **Layout** drop down, you can select the layout of your blog.



6. After you have selected the design, and chosen a layout for your blog, click on the **Apply Design** button.

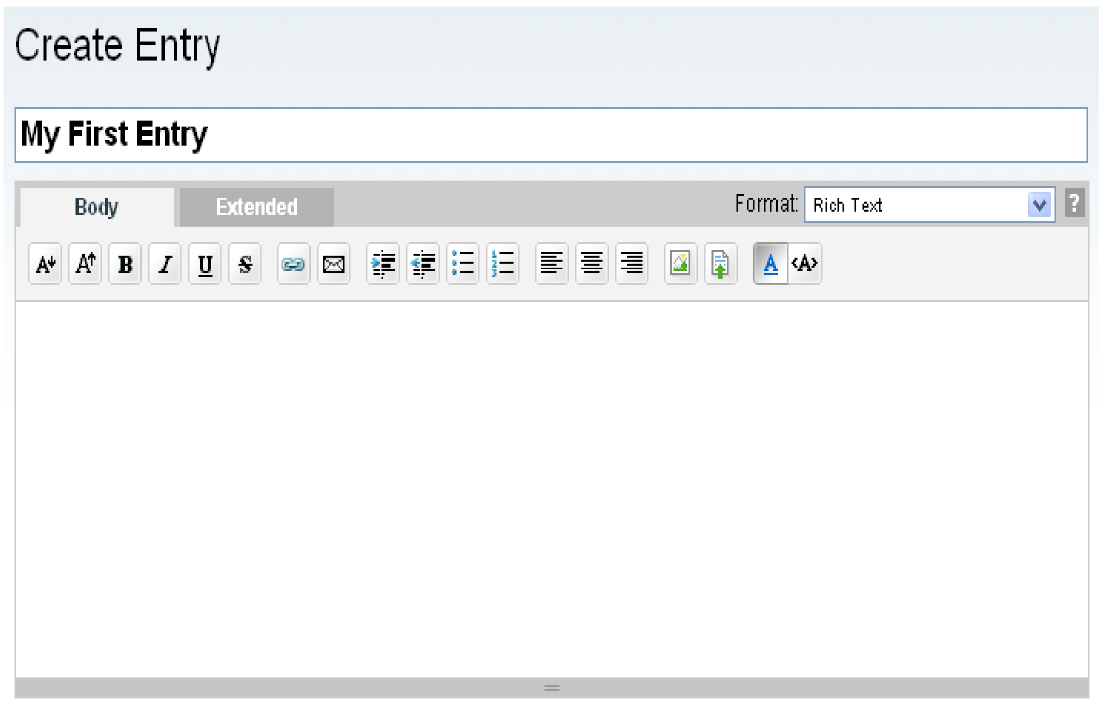
7. Once you have applied the design, to see your blog you mush publish it. In the information box at the top of the screen, click on **Publish**.



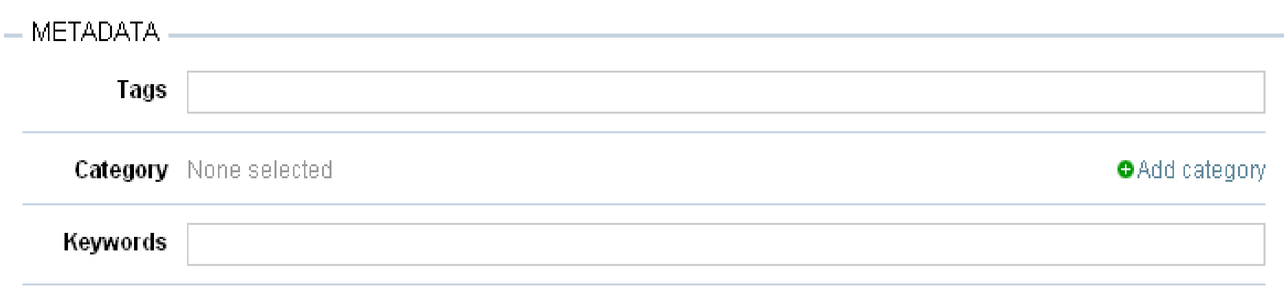
Write your First Post

1. Once you enter the blog click **Write Entry** tab.

2. Insert a title for your entry and enter text in the textbox below. You can use the formatting buttons as needed. *See the HTML Toobar Appendix for more details*.

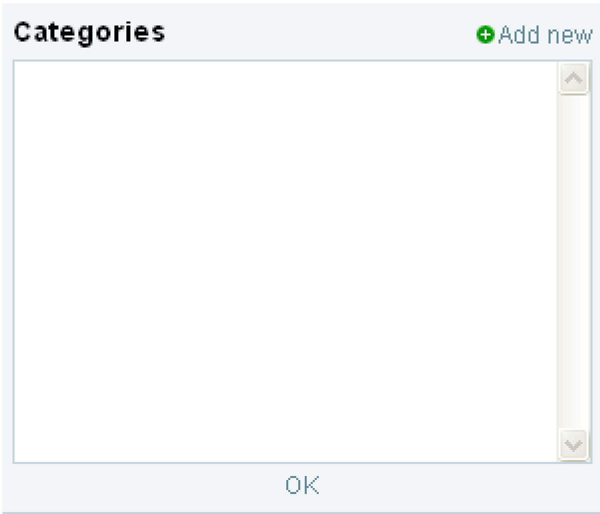


3. In the "Metadata" section, add **Tags** (a list of terms separated by commas) or **Categories** as needed. **Tags** are descriptive words for this particular entry, such as "training" or "observation". You can use as many tags as necessary to describe this entry. **Categories** are general containers for similar entries. For example, you might use the tag "training" and also have a category called "training", where all training related entries are grouped.



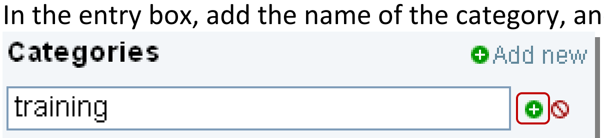
To add tags, enter them in the tags box, separated by commas. Consider using lower case for your tags, unless they are proper nouns or acronyms.

To add a category, click the **Add category** link . A separate Categories dialog box will open. Any categories that have previously been added will appear in the Categories box.



To add a new category, click on **Add New** .

In the entry box, add the name of the category, and click the **plus button**. The category is added to the list.

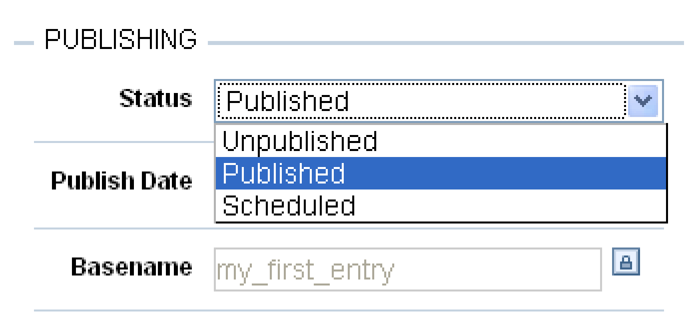


By default, any new categories that you create with an entry are automatically added to the metadata of this entry.

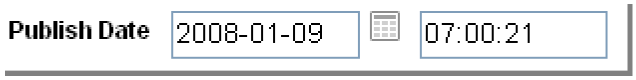
To remove a category from this entry, click on the button to the right of the category to remove it.

Please refer to the section on Categories and Tags (page 14) for more detailed information.

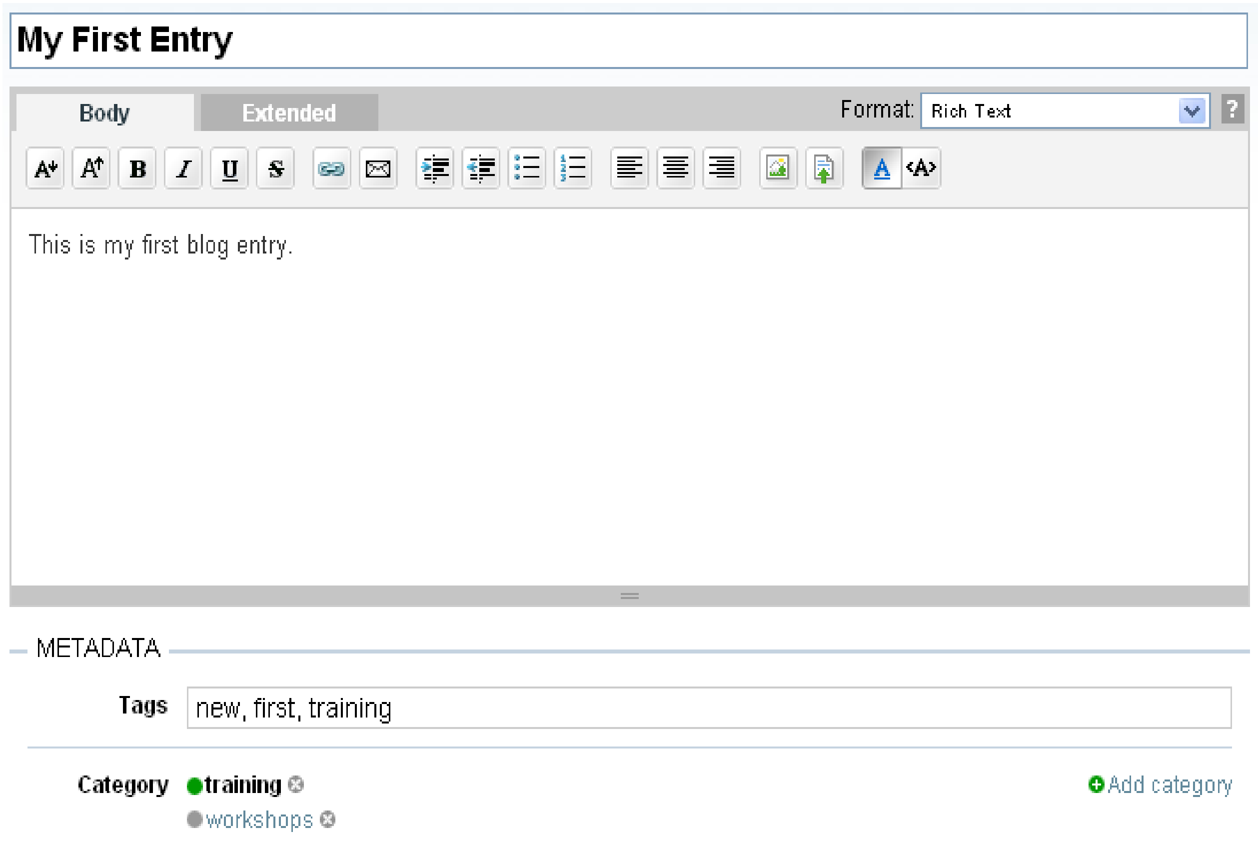
4. To set the status of this entry, select **Published**, **Unpublished** or **Scheduled** from the status drop down.



To keep the entry, but not publish it at this time, set the status to **Unpublished**. To have the entry publish at a specific date and time, select **Scheduled**, then enter the time and date in the Publish date box.



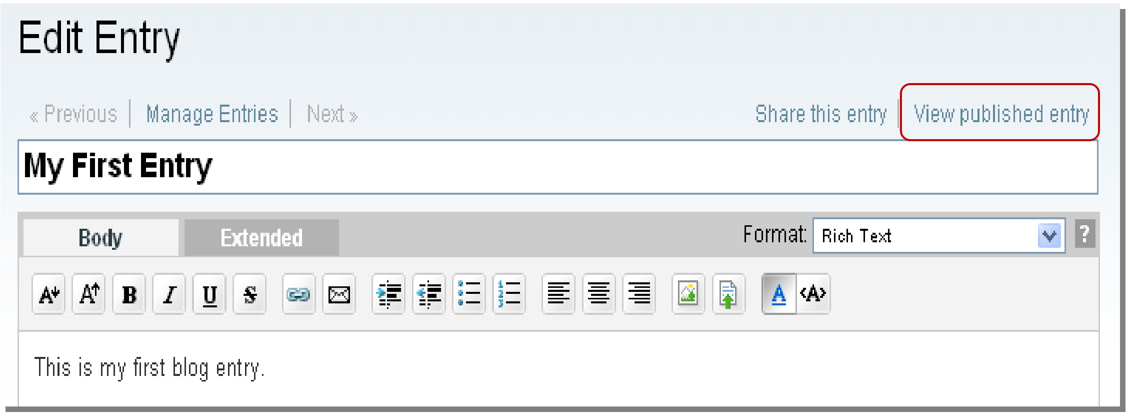
Your first entry may look something like this, with some tags and categories added to the metadata:



5. You may choose to preview your entry before posting it. Click on the **Preview** button. This will open the entry, with the design that you have selected, in the browser window. You have the option of either saving the entry at this time, or returning to the edit mode to re-edit the entry. In either case, you will be returned to the **Edit Entry** screen.

6. If you do not preview the entry, click **Save** at the bottom of the screen. You will see a message on top that your entry has been saved.

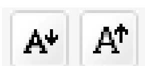
7. After you save your entry, click **View Published Entry** in the upper right to see how your entry has been published.
Note: If you do not see the ***View Published Entry*** *link, click the* ***Save*** *button at the bottom of the screen.*



Entry Formatting Tools

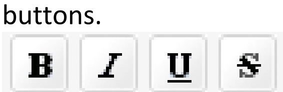
Format Text

The first two buttons change text size. Click the **Decrease Text Size** button (A with down arrow) to make text smaller. Click the **Increase Text** (A with up arrow) button size to make text larger.



Decrease Text and Increase Text buttons.

The next four buttons change the style of the text. They are, in order the **Bold, Italic, Underline** and **Strikethrough** buttons.



Bold, Italic, Underline, Strikethrough buttons

Use the alignment buttons to make text left aligned, centered aligned or right aligned.

Left Align Text, Center Text and Right Align Text buttons

Insert Links

To include a link in your text, highlight the text you want to be a link (e.g. “Penn State Home Page”), then click the **Link** chain icon and fill in the URL in the pop-up window.

Link button

To include an e-mail link, highlight the text you want to be a link (e.g. “Contact the Webmaster), then click the **Email Link** envelope icon and fill in the email address in the pop-up window.

Email Link button

Indent Lists and Create Lists

To indent an entire paragraph as a quote, highlight the text and click the **Begin Blockquote** button. Click the **End Blockquote** button to end the indent.


Begin Blockquote (indent) and End Blockquote buttons

For bulleted (unordered) and numbered (ordered) lists

- Click the **Bulleted List** button to create a bulleted list. Click the button again to stop the list.
- Click **Numbered** List button to create an ordered list. Click the button again to stop the list.
- Click **Tab** to indent a list item in one level
- Click **Shift-Tab** out dent a list item out one level


Bulleted List and Numbered List button

Upload Image and Files

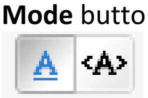
Click the **Insert Image** button to upload an image. See the Insert Image section for details.

Click the **Insert File** button to upload a file. See the Insert Files section for details.


Insert Image and Insert File buttons

Toggle to HTML View

To view the HTML code, click the <A> **HTML mode** button. To return to formatted text, click the blue A **WYSIWYG Mode** button.



WYSIWYG mode and HTML Buttons

Add Blog Categories and Tags

Categories vs. Tags

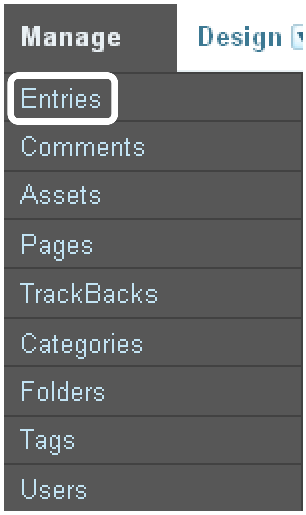
Categories are a fixed list configured by the blog creator, while free tags are a set of words manually added to each entry. The differences are

- Links for Categories are displayed in the side bar. You can create nested subcategories.
- All Tags are displayed in the side bar in the **Tag Cloud** area. Pages for individual tags include an RSS feed by default.

Both categories and free tags can be used in the same blog, but you should be sure to use words consistently.

Adding/Modifying Tags to Existing Entries

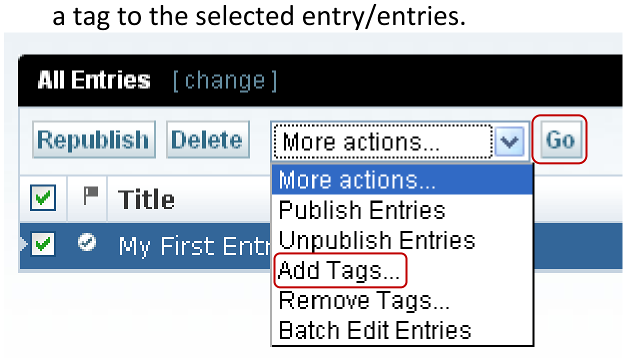
1. Enter your blog and select **Manage > Entries**.

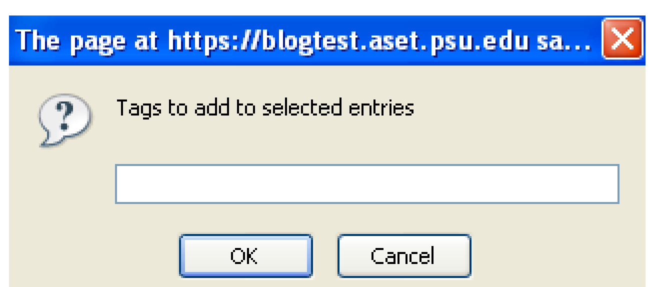


This will display all of the entries in your blog.

2. From the entries list, click on the entry that you wish to modify. This will open the edit entry window where you can edit the entry, and edit/modify any of the metadata.

3. You can also check the box next to the entry that you want to **add** tags to, then select "**Add Tags…**" from the drop down menu "**More actions . . .**". Click the **Go** button. A pop-up window will appear for you to add a tag to the selected entry/entries.





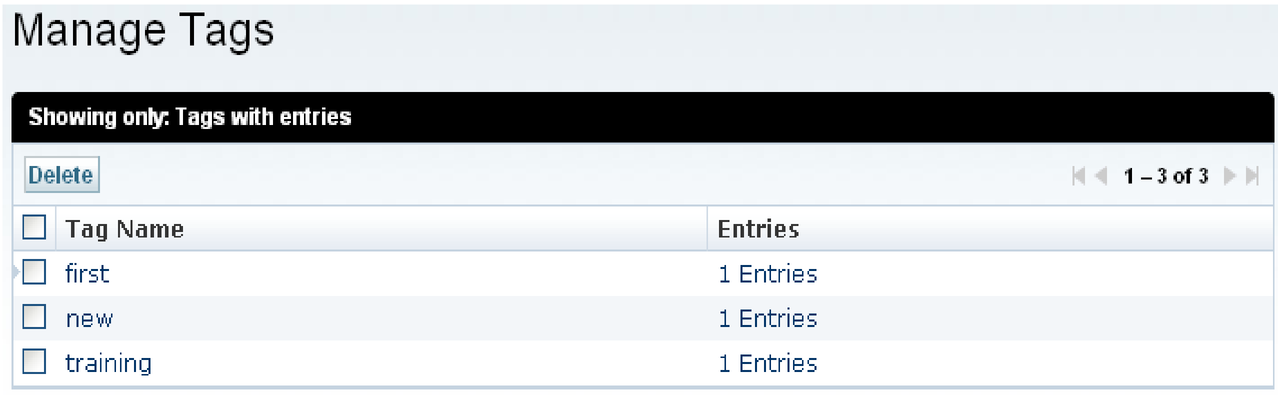
Likewise, you can also remove tags, or publish or unpublish entries from this same menu.

2. In the **Tags** field, add a series of words separated by commas (e.g. "blogs, social computing, Web 2.0").
Note: For best sorting, be sure to use the same version of a word (e.g. "blogs", but not "blog) across entries.
3. Repeated tags will appear at the bottom of the page as you type. Click on a tag to insert it.

Manage Tags

You can use this page to edit typos in tags or remove unused tags.

1. Select **Manage >Tags**. The Manage Tags page opens.

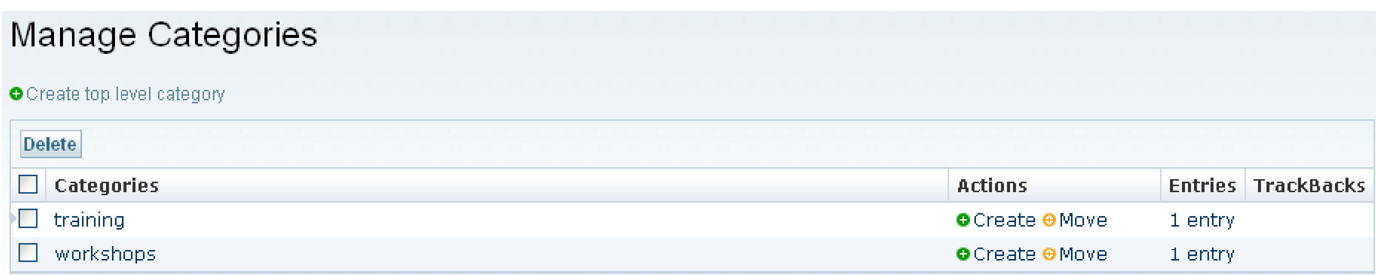


2. To edit a tag, click the name of the tag to open a textbox. Edit the textbox, then click **Rename**.

3. To delete a tag, place a check by the appropriate tag, then click the **Delete** button at the top.

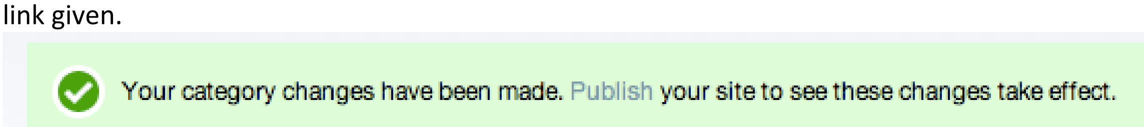
Manage Categories

1. Select **Manage > Categories**.



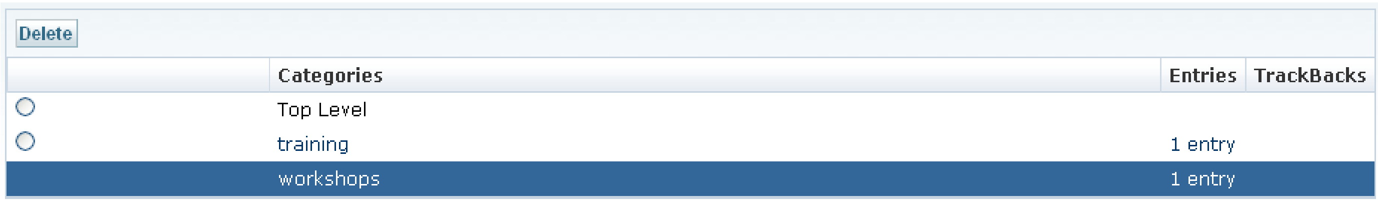
The Manage Categories window opens.

2. Click the name of a category to make edits to the name. Click **Save Changes** to exit then click the **Publish** link given.



3. To create a new top level category, click the **Create top level category** link at the top. Enter the name of the new category in the text box, then click the **Save** button. Click **Save Changes** to exit then click the **Publish** link given.

4. To change a top level category to a subcategory, click the **Move** link by the name of the category. Then select the name of the top level category. Click the **Publish** link given to finalize changes.



Check the option button next to training to make the category “workshops” a subcategory under “training”.

5. To make a subcategory a top-level category, click the **Move** link then click the **Top Level** option. Click the **Publish** link given to finalize changes.

6. Click the **Publish** link or the **Publish** (circle arrow) button before leaving this page to make sure all changes take effect.

Upload Images and Files

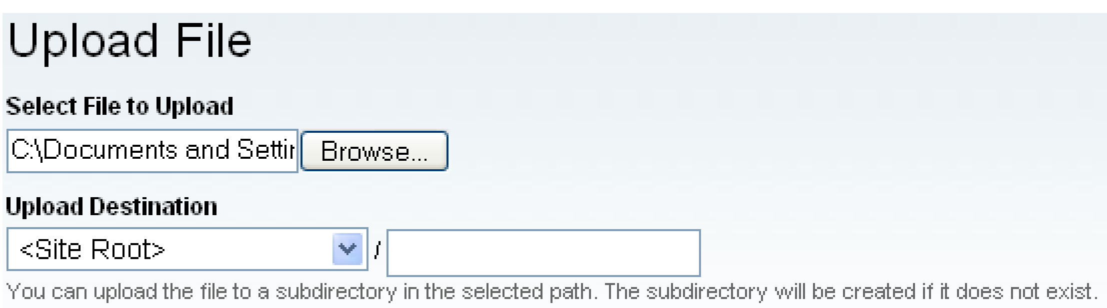
Upload Image in an Entry

1. Click the **Insert Image** button in the formatting toolbar.

Insert Image button

2. In the **Insert Image** window, click the **Upload New Image** link in the top.

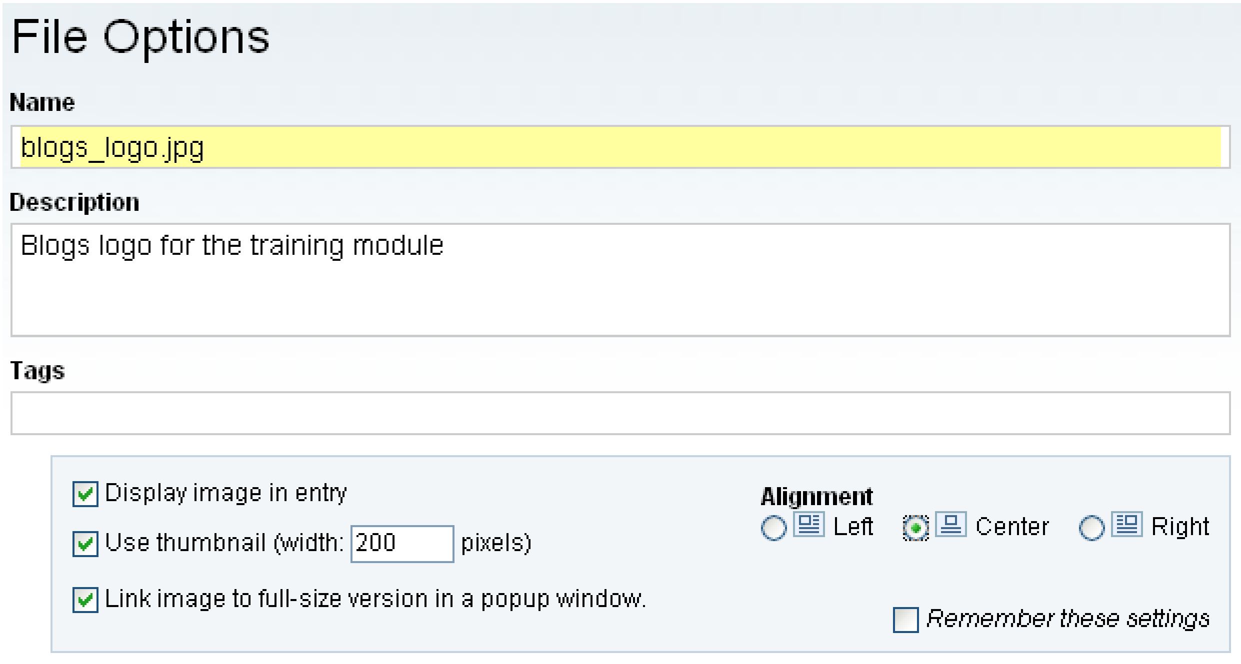
3. In the upload window, click **Browse** and navigate to your image file on your local drive.



Click “Browse” to find your image, then click “Upload” to move the image into the blog.

4. For **Upload Destination,** you can select the option for the current date in the drop-down menu. This will allow you to find images more easily at a later date.
__Note:__ If no path is set, the image loads directly into your /blogs directory on your Penn State Personal Web site.

5. Click the **Upload** button to upload the image. A new window will open with additional options.



6. Add a description and appropriate tags separated by commas.
7. Select an alignment option (left, center or right) for you want your image to be placed in reference to your text.
8. Check **Display image in entry** if you want to see the image within a blog entry.
9. Check **Use thumbnail** if you want to reduce the width of an image
   Note: The recommended maximum width is width is 400 pixels.
10. Check **Link image to full-size version** if you want users to be able to click on an image and see the original size.
11. Click **Finish** to complete the image insertion process.

Include a Podcast Audio File

You can create a podcast feed by uploading an audio file into your Web space and linking to it. The feed will be available in iTunes.

Create a Podcast Audio or Video File

The Faculty Multimedia Center Tutorials Page (*http://tlt.its.psu.edu/fmc/tutorials.html*) and the Digital Commons Tutorials page (*http://digitalcommons.psu.edu/tutorials*) include tutorials for software such as Garage Band or QuicktimePro which allow you to create MP3 audio and other podcast format files.

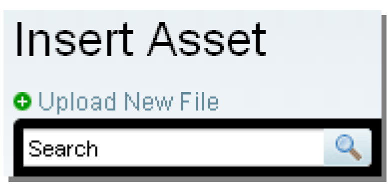
Upload the Audio File

Note: There is a 50 M size limit for Blog file uploads. For larger files, use the Pass Explorer or SFTP to upload files into your Personal Web Space www directory.

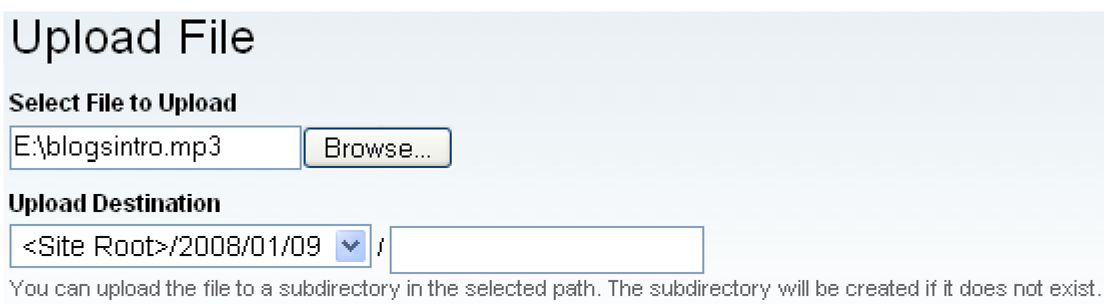
1. Click the **Insert File** button in the formatting toolbar.

Insert File button

2. In the **Insert Asset** window, click the **Upload New File** link in the top.



3. In the upload window, click **Browse** and navigate to your image file on your local drive.



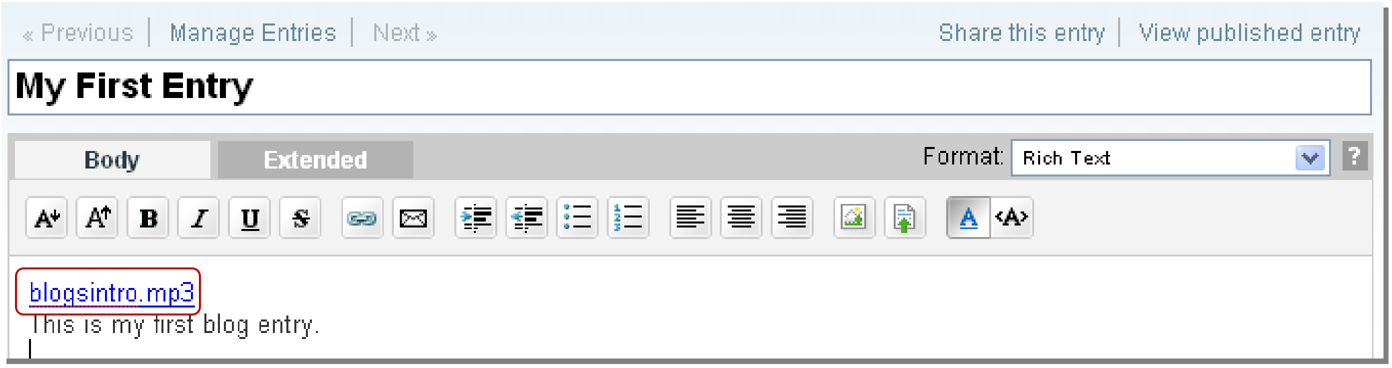
Click "Browse" to find your audio file, then click "Upload" to copy the file into the blog.

4. For **Upload Destination,** you can select the option for the current date in the drop-down menu. This will allow you to find images more easily at a later date.
Note: *If no path is set, the image loads directly into your /blogs directory on your Penn State Personal Web site.*

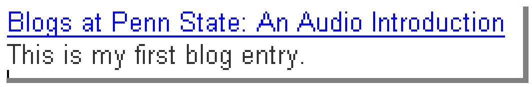
5. Click the **Upload** button to upload the file. A new window will open with additional options.

6. Add a description and appropriate tags separated by commas. Click **Finish** to complete the image insertion process.

7. A link to the file will be included in the blog entry.



Note*: If you know HTML coding, you can toggle to the HTML mode and edit the name of the file. For example, this MP3 file may be re-titled "Blogs at Penn State: An Audio Introduction".*



Viewing Podcast in iTunes

To view the podcast in iTunes, do the following.

1. Navigate to your published blog (e.g. http://www.personal.psu.edu/xyz123/blogs/).
2. Find the link for **Subscribe** to this blog's feed in the sidebar. Right click and select the option for copying the link URL.
3. Open the iTunes application.
4. Go to **Advanced** menu then **Subscribe to Podcasts...,** then paste the URL into the pop-up window.
5. You will see a list of available files in that podcast. You will not see any text written in the blog entry. **Note:** The most recent file will be downloaded unless you select click the X cancel icon at top.

Other Podcast Viewing Options

- Users can click on the link within the entry to listen to the file within an MP3 plug-in such as Quicktime, Windows Media Player or iTunes.
- Users can subscribe to the feed using a news reader such as Feed Reader (Windows) and NetNewsWire Lite (Mac) and click on links for audio.

Podcast Through iTunes U

If you wish to use the iTunes podcasting service, please review information at *http://podcasts.psu.edu/.* This service allows you to lock down podcast viewing rights by course or other Penn State unit and to navigate to the podcast directly within iTunes but is accessible only through iTunes.

Include a Link to Other files

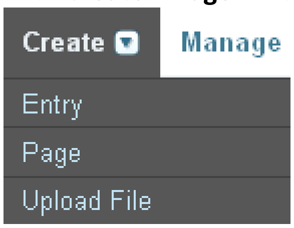
To upload another type of file, such as PowerPoint, Word document or PDF, follow the same process that was used for uploading a podcast audio file. A link will be created within the blog entry.

Create Static Pages

This version of Movable Type has added tools which allow you to create static content pages which are connected to your blog.

Create a Page

1. Click **Create > Page.** A form similar to that for a blog entry will appear.

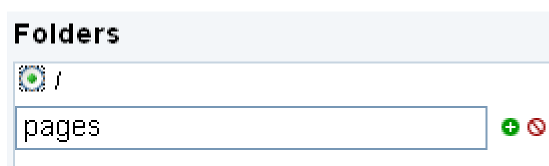


2. Fill in a title for your entry and enter text in the textbox below. You can use the formatting buttons as needed. See the “HTML Toobar Appendix” for details.
3. In the “Metadata” section, add **Tags** (separated by commas) as needed.
4. If you are ready for the page to be viewable by the public, then in the “Publishing” section, set **Status** to **Published**.
   Note: *Pages which are set to Unpublished are not viewable to the public.*

5. A filename will be assigned based on the title of your page. You can change the name of the page in the **Filename** field at the bottom.

Note: *All filenames should avoid all punctuation except for _ (underscore) or –(dash).*

6. To create a directory folder, click the **Change folder** link then the plus sign to create a directory (the process is similar to that for creating new Categories).



Click OK to close the Add Folders box. The folder that the page will created in appears next to **Folder**.

7. Click **Save** at the bottom of the screen. You will see a message on top that your entry has been saved
8. After you save your entry, click **View Published Page** in the upper right to see how your entry has been published. You will see the contents of your page plus the blog header and some parts of the sidebar. **Note:** If you do not see this link, make sure the **Status** is set to **Published**.

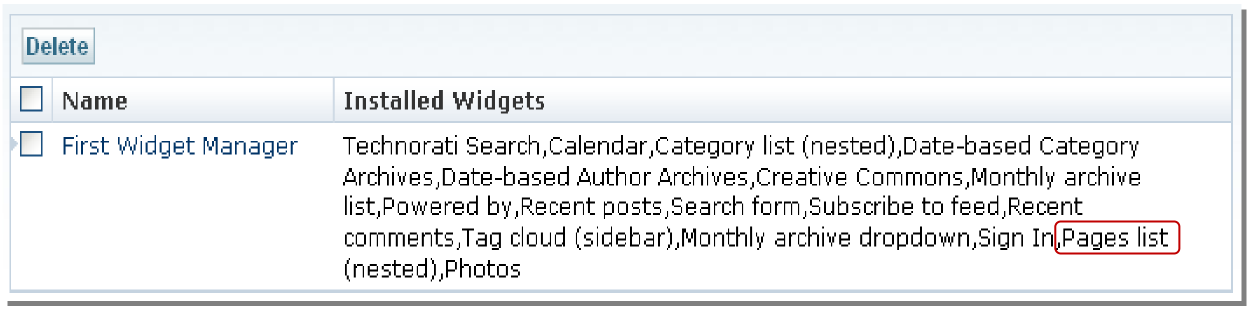
Edit and Delete Pages

Select **Manage > Pages**. The functionality here is essentially the same as that for editing entries (page 15).

Create a List of Pages

You can add a listing of your pages with the Widget Manager.

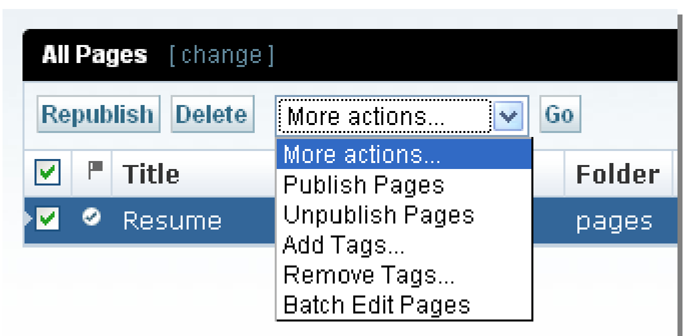
1. Select **Design > Widget Sets.**
2. You can check and see if "**Pages list (nested)**" appears in the **Installed Widgets** column for the **First Widget Manager**. If it does not, click the link (the name) for **First Widget Manager**.



3. Make sure the widget for **Pages** is in the left **Installed Widgets** column. Drag the widget to the order desired in the list of widgets.

Hide Pages from Pages Menu

To hide a page, select **Manage > Pages**. From the Manage Pages screen, enter the page for editing, and set the **Status** to **Unpublished**. You can also select the page by clicking its check box, selecting **Unpublish Pages** from the **More actions …** menu and clicking on **Go**.



You will be able to edit and preview pages, but no one will be able to view them. Change the status to **Published** when you are ready for the public to view the pages.

Manage and Display Sidebar Widgets

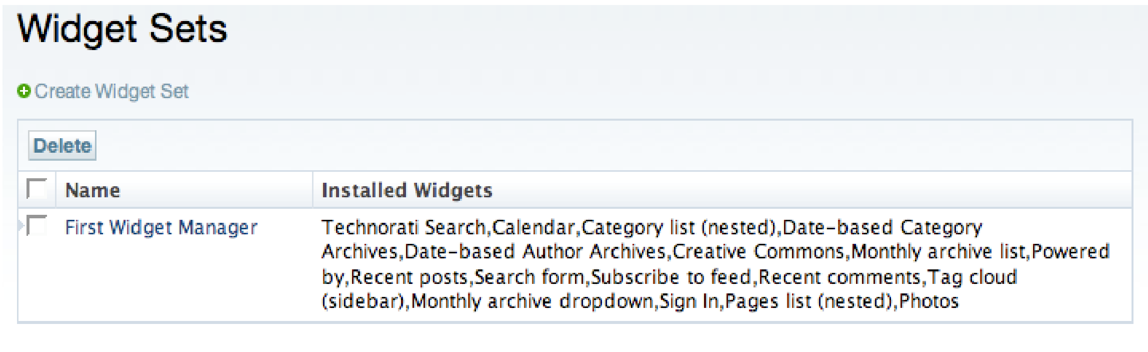
Widgets are snippets of code which allow you to add different types of content to the sidebar of your blog.

Add and Remove Sidebar Widgets

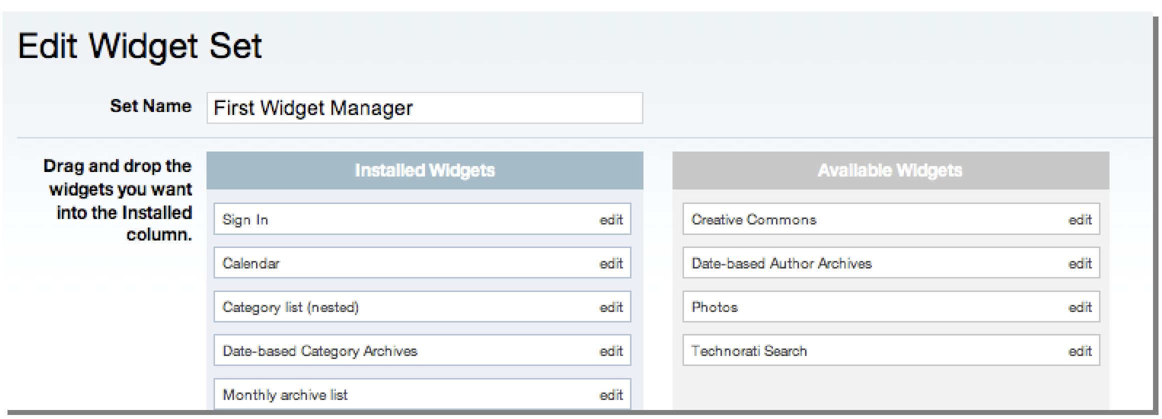
Additional built-in widgets include Technorati Search, Calendars and the Creative Commons license statement.

To make these active (or remove sidebar elements), complete these steps.

1. Select **Design > Widget Sets.**
2. Click the link for **First Widget Manager**.



3. All available able widgets will be displayed.
   a. Click, hold and drag widgets you do not need to the right hand **Available Widget** column.
   b. Leave widgets you want to be displayed in the to the left **Installed Widgets** column. You can change the order in which the widgets will appear in the sidebar by dragging them to a new position in the hierarchy.
   c. Click **Save Changes** to exit the Widget Manager.



List of default widgets. Drag widgets to right column to Hide. Drag widgets to left column to show them in the blog.

4. Click the **Publish** link given. Click the **View Site** button check your blog sidebar.

Add a Headline Feed from Another Blog

This widget tool allows you to add headlines from another blog or news service to your sidebar.

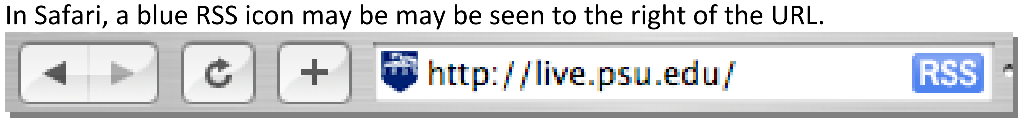
Finding the Feed Link

Blog headlines are stored in an RSS, ATOM or other XML file. To find a newsfeed link.

1. Navigate to a blog or news service like *http://live.psu.edu.*
2. Look for the feed link button. It can be in several locations.
   - Many sites include orange or blue colored boxes like the ones below.

   - In Firefox or Internet Explorer 7, an orange feed icon may be seen to the right of the URL.

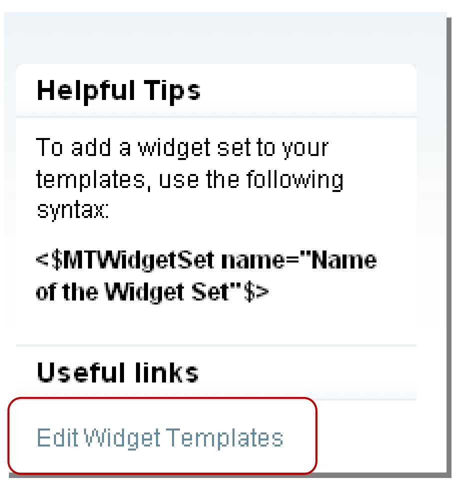
   - In Safari, a blue RSS icon may be may be seen to the right of the URL.



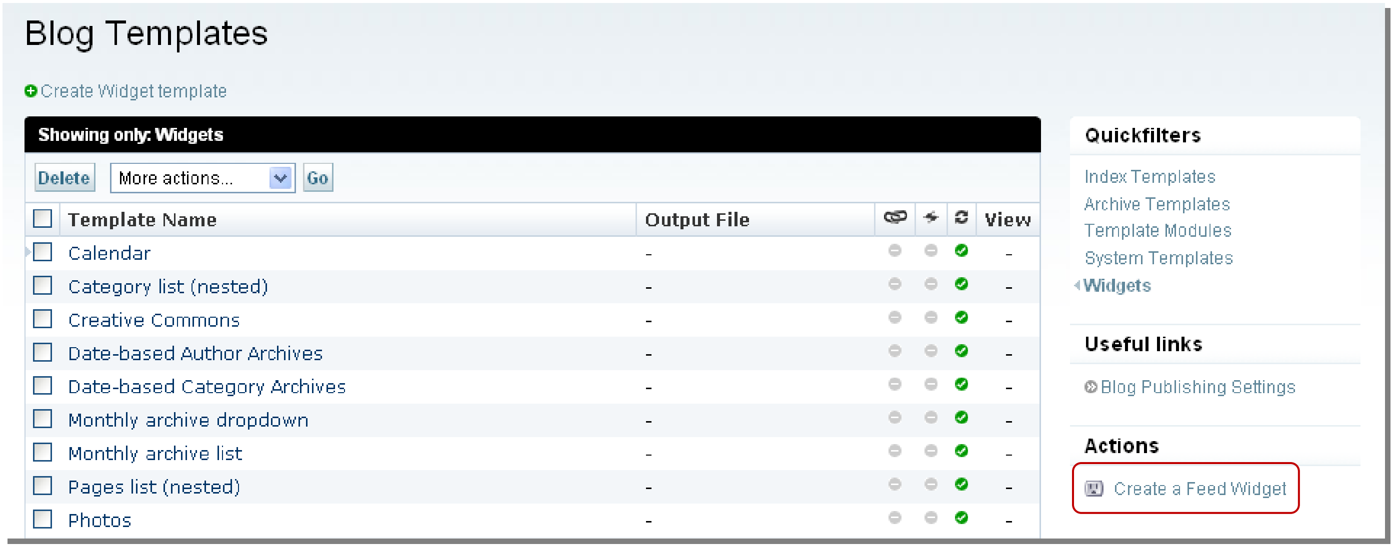
3. Click the feed icon button to determine the URL of the feed XML file. In many cases, the file will end with the .xml the .rss extension. Some example feed URL's include:
   - PSU Live - *http://live.psu.edu/wirerss/30*
   - ITS News - *https://mac.its.psu.edu/news/news.rss*

Adding the Feed Link

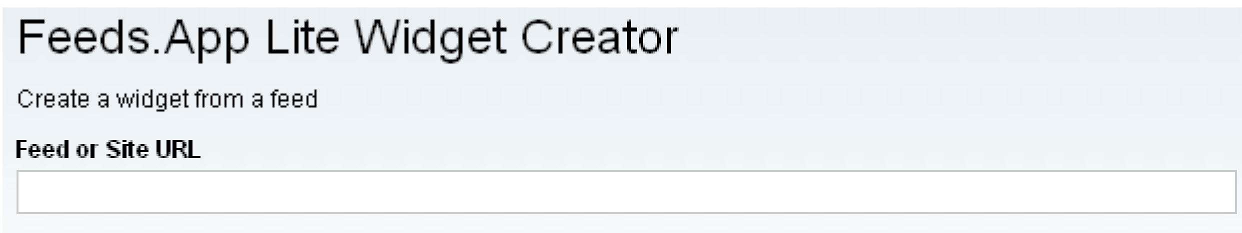
1. Select **Design > Widget Sets**.
2. Click **Edit Widget Templates** in the lower right. A list of blog templates will be displayed.



3. Click **Create a Feed Widget** in the Actions menu in the lower right.



The Feeds.App Lite Widget Creator will open.

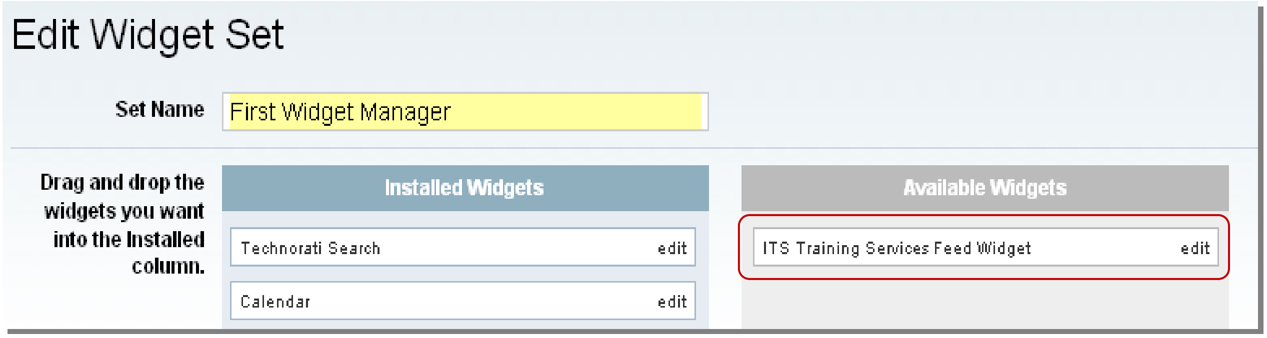


4. Copy and paste the newsfeed URL into the **Feed or Site URL** textbox then click **Continue**. The name of the newsfeed will be displayed.
   Note: *The http:// prefix must be included (Not the feed:// prefix found in Safari).*
5. On the next screen, edit the **Title** of the feed as needed. Select the number of **Entries** you wish to display then click **Save**.
6. To add another entry, click **Create Another**; otherwise click **Finish** to exit.

Displaying the Feed Link

1. Select **Design > Widget Sets**.
2. Select **First Widget Manager**.

Drag the feed widget (named after the feed) from the right hand **Available Widget** column to the left **Installed Widgets** column.



3. Click **Save Changes** to exit.
4. Click **Publish > View Site** to check your blog sidebar.

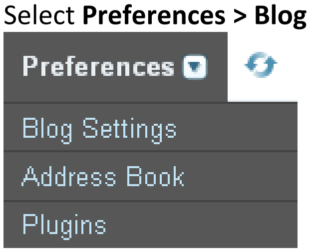
Control Spam Comments and Trackbacks to Blogs

By default, blogs are set to allow anyone from inside (and possibly) outside of Penn State to post comments. Unfortunately, some operations create "spam" comments, which are really advertisements or something else related to your topics.

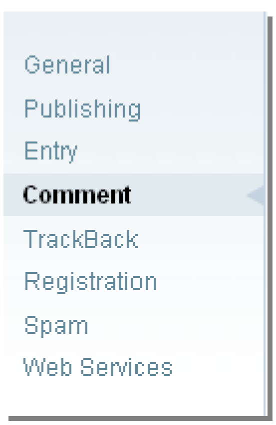
You can reduce spam, but still allow comments, by adjusting these settings.

Comment Settings

1. Select **Preferences > Blog Settings.**

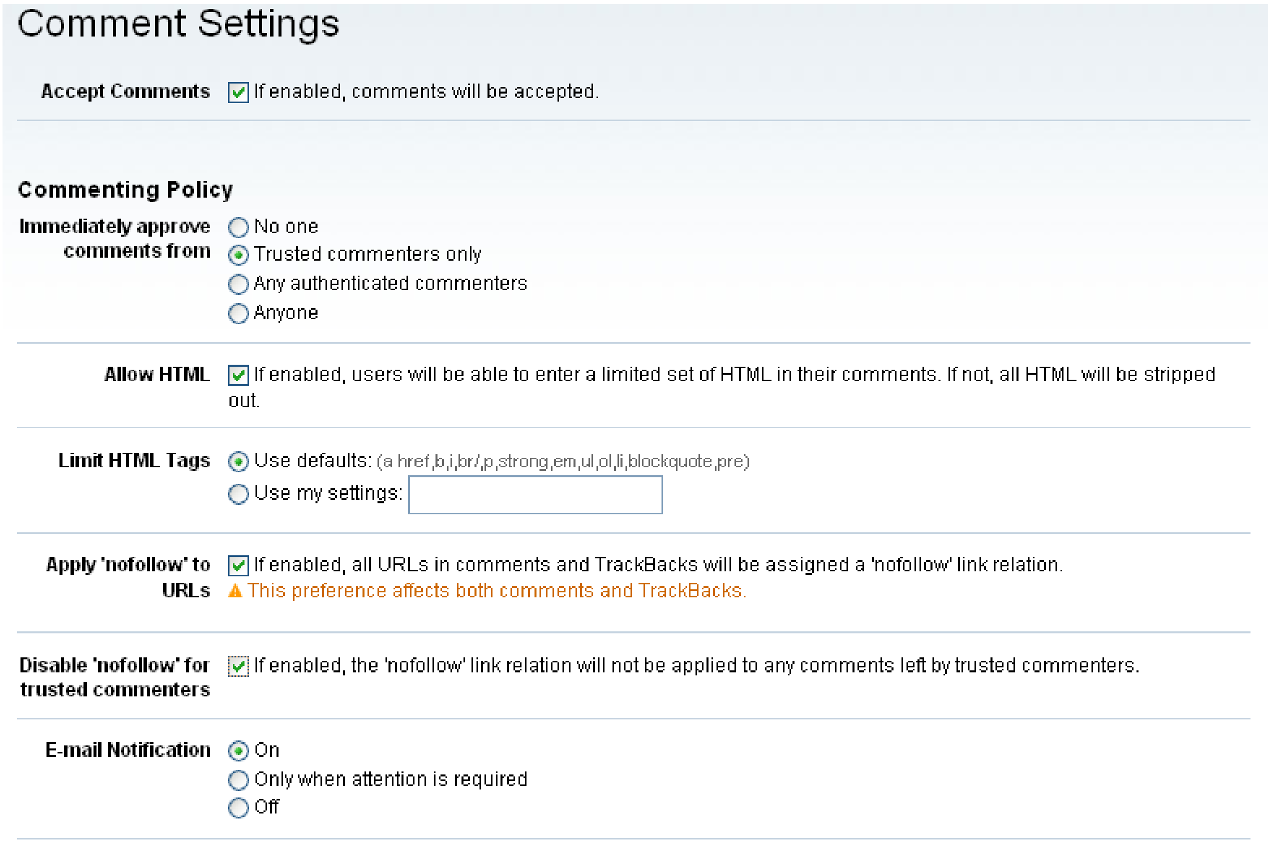


2. The general blog settings window opens. Click the **Comment** link in the left hand menu to access those settings.



3. To have moderated comments (comments are not published until approved by you), enable the following settings. With these settings, you will receive an e-mail for all comments posted to the Web for you to approve.

- Make sure **Accent Comments** is checked.
- Set the option for “Immediately approve comments” from to **Trusted Commenters Only** or **No One**.
- **Set E-mail Notification** to **On**.



4. To disable comments completely, turn **Accept Comments** off.
5. Click **Save Changes** before exiting the page.
   Note*: These changes will not take effect until the blog is published.*

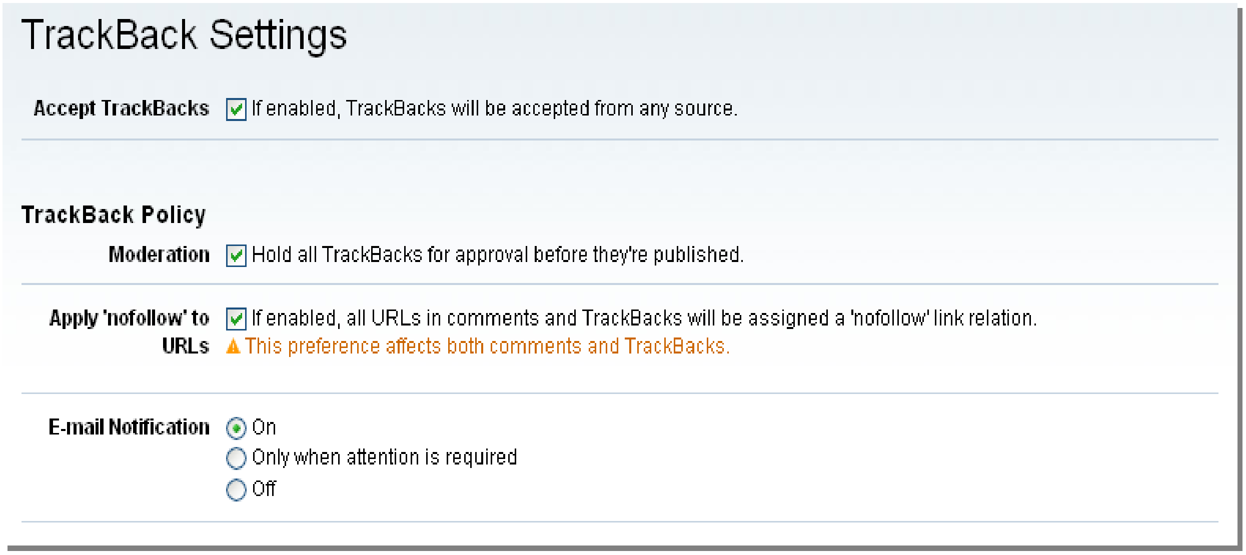
TrackBack Settings

TrackBack is a feature in which a blog system sends an electronic message or "ping" to any blog you have linked to. These messages are published on another blog much as your comments are. To "accept trackbacks" means your blog will listen for these pings and publish links to blogs who have linked to you (it's a way to find out if anyone is reading your blog).

Like comments though, trackbacks can be used to send spam messages so moderated trackbacks are suggested.

1. In the **Settings** windows, select **TrackBack** from the left hand menu.
2. To have moderated TrackBacks (these are not published until approved by you), enable the following settings. With these settings, you will receive an e-mail for all TrackBacks posted to the Web for you to approve.
   - Make sure **Accent TrackBacks** is checked.

- Make sure the **Moderation** option is checked
- **Set E-mail Notification** to **On**.

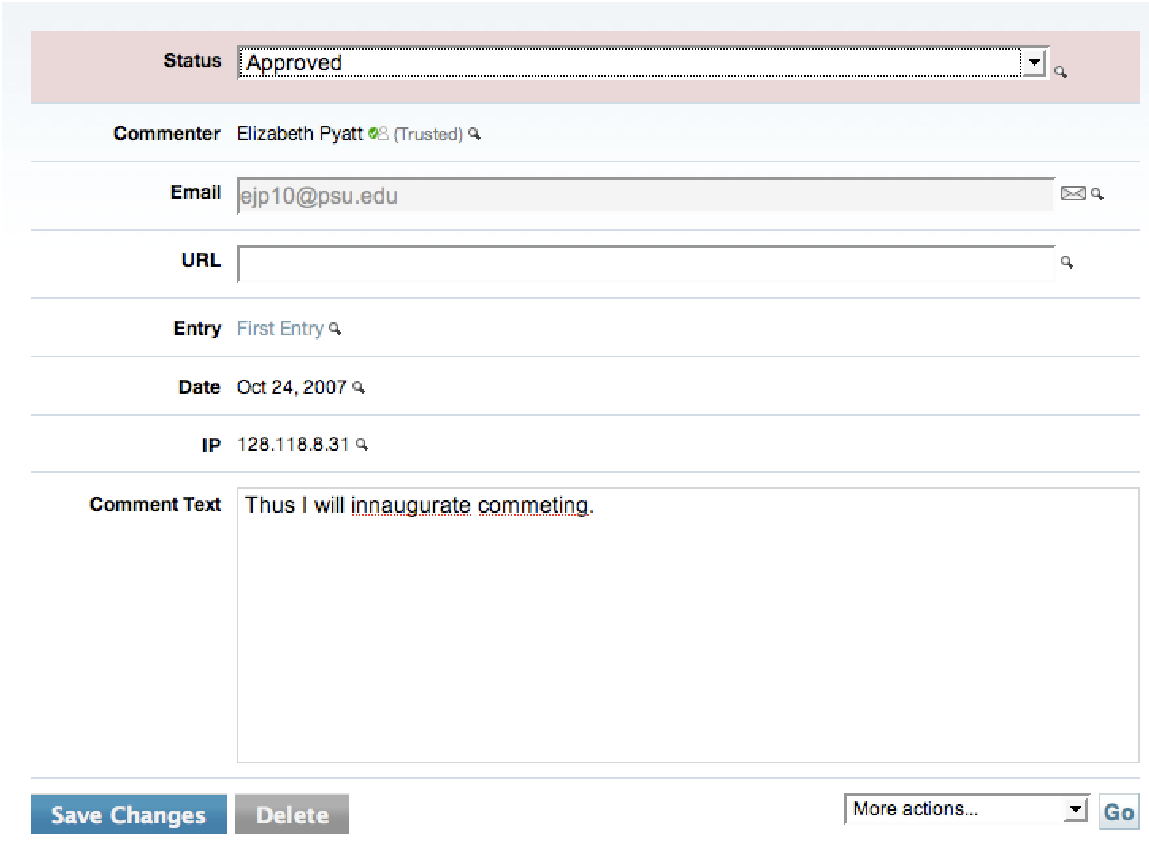


3. To disable TrackBacks completely, turn **Accept TrackBacks** off.
4. Click **Save Changes** before exiting the page.

Approve Comments and Trackbacks

If the approve options are set to **No One** or **Trusted commenters**, then you must approve submissions from new submitters.

1. For each new comment, you will receive an e-mail message including the e-mail address and the content of the comment along with **three links**.
2. Click on second "Edit link" to go to that comment or trackback.
   Note: *If the link does not work, log in and enter your blog then click the* ***Manage*** *in the upper tool bar and select* ***Comments*** *or* ***Trackbacks****. Then you can choose from the list given.*
3. You have the following options available in the Comments window:
   - To publish a comment change the **Status** to **Approved,** then click **Save Changes** at the bottom.
   - To unpublish a comment change the **Status** to **Unapproved,** then click **Save Changes** at the bottom.
   - To delete a comment, click **Delete** at the bottom of the page.
   - To set a comment as junk, change the Status to **Reported as Spam.**
   - To ban a commenter, go to the **More Action**s menu at the lower right and select **Ban commenter**



Reply to a Comment

1. Click the **Manage** in the upper tool bar and select **Comments**. You will see a list of submitted comments.
2. Click the **Reply** link beneath the appropriate comment.

3. Enter your text in the **Your reply** field, then click the **Submit** button. The reply will be published as another comment.

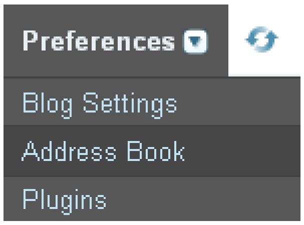
E-Mail Notifications with Address Book

The Blogs at Penn State allows you to send an e-mail message to selected users when an entry is published. You can send e-mail to a group of contacts within your Address Book list, or to a custom set of addresses for each entry.

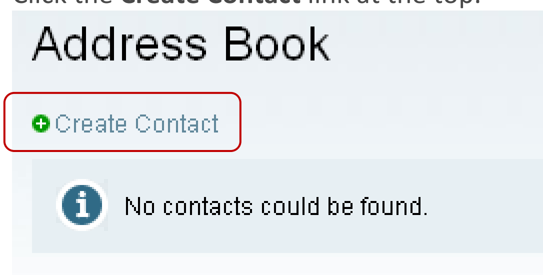
This can be useful within a course blog to notify students or a project blog to notify users of updates.

Add Contacts to Address Book

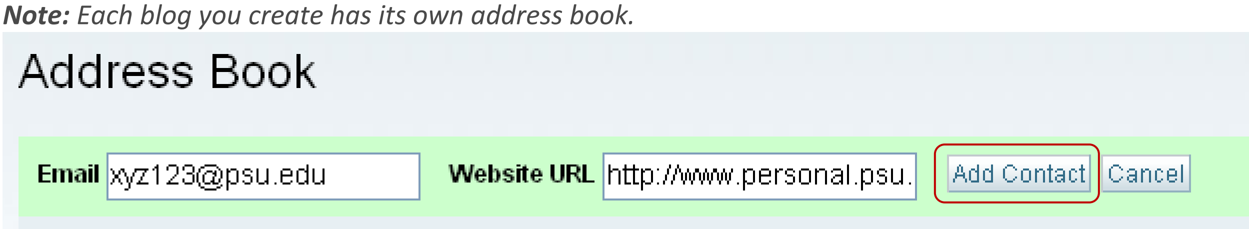
1. Select **Preferences > Address Book.**



2. Click the **Create Contact** link at the top.



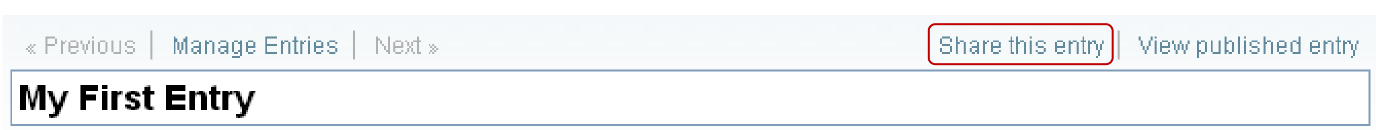
3. Enter an **Email Address** and **Website URL** (if available).
   Note: *Each blog you create has its own address book.*



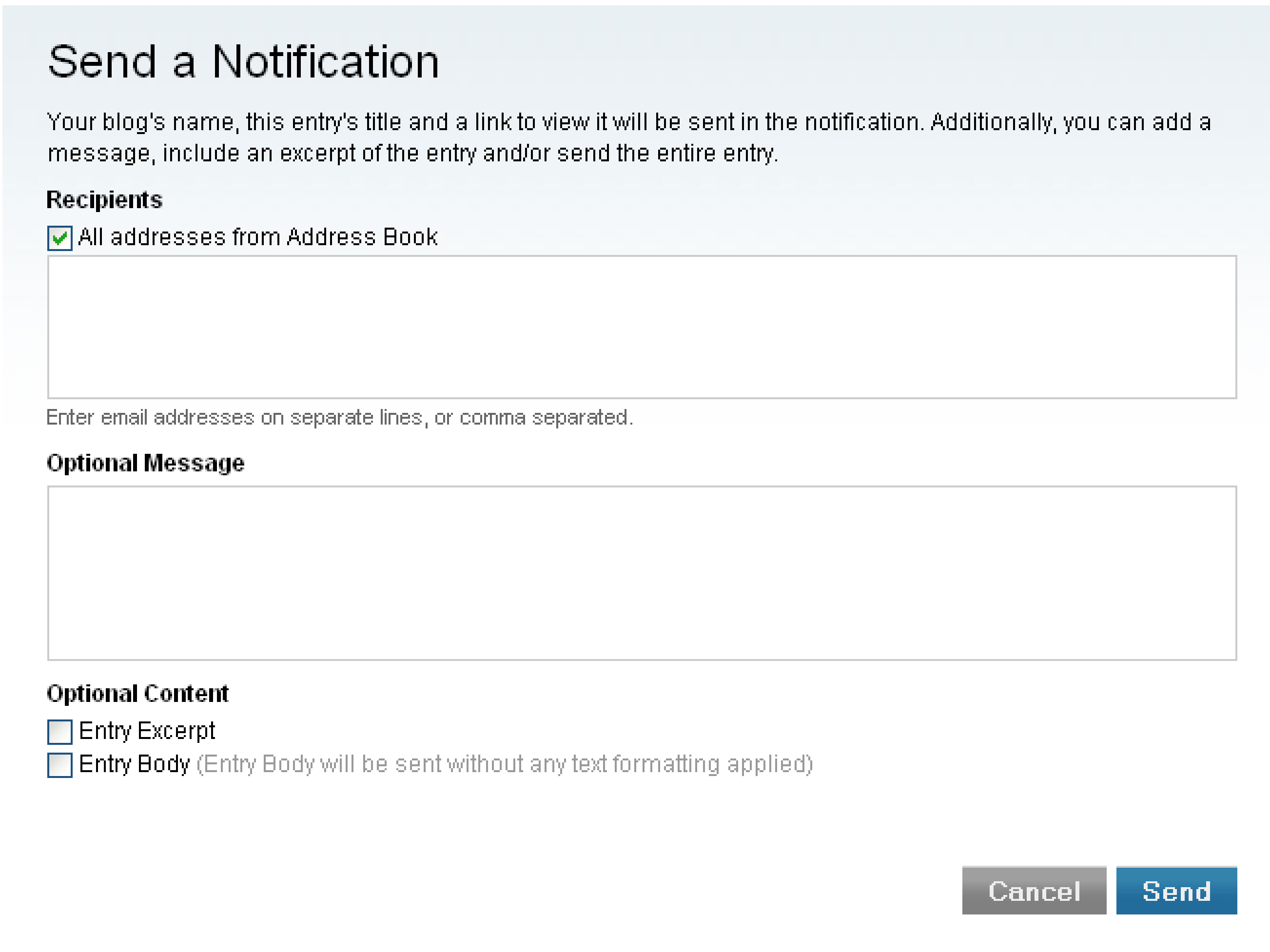
4. Click the **Add Contact** button at the end of the row. The address will be added to a new list of contacts.
5. To delete a contact, click the **Delete** button at the top of the list.

Send Out E-Mail for a Single Entry

1. Write and publish an entry in a blog, or select **Manage > Entries** and open an entry for editing.
2. Click **Share this entry** in the upper right.
   Note: *If you do not see this option, make sure you have saved your entry and set the* ***Status*** *to* ***Published****.*



3. You will see an e-mail message window. If you want to e-mail your Address Book Contacts, leave the option for **All addresses from Address Book** checked.
4. You can enter additional e-mail addresses in the **Recipients** field. Addresses can either be separated by commas or listed with one address per line.
5. Enter text into **Optional Message** if you want to add explanatory text to your message.
   Note: *If no message is written, the e-mail will just include the entry title, date and a link to the blog entry.*
6. Click the **Entry Excerpt** option to include part of your blog entry text in the message.
7. Click **Entry Body** if you want to forward your entire blog entry.
8. Click **Send** at the bottom to send the e-mail.

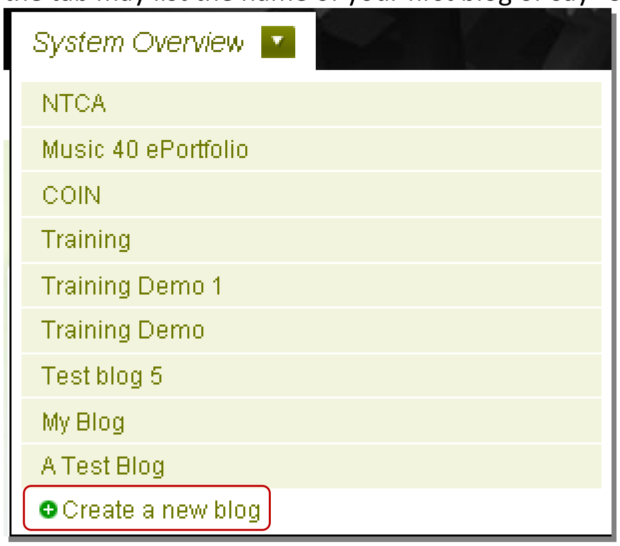


Manage Multiple Blogs

The Blogs system allows you create multiple blogs for multiple topics. For instance, you can create one blog for a course, another as a portfolio and a third for a hobby or personal news.

Creating Another Blog

1. Click on the white system overview tab to see a list of your current blogs. Depending on your location, the tab may list the name of your first blog or say "System Overview.



2. Click the **Create a new blog option** to start a new blog. You will see the form to enter your blog title.

Switch Between Blogs

Once you have created an additional blog, you can switch between blogs by clicking the white system overview tab, and then selecting the blog you want to work with.

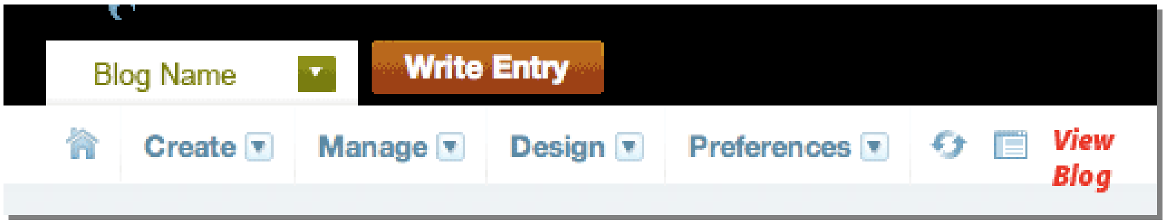
Adjust Blog Settings

By default, the blog will archive your postings by the month and by category. You can adjust blog settings to display by category, by month by day or by the week.

1. Select **Preferences > Blog Settings.** A set of blog settings will be opened.
2. To change the blog name and subtitle, click **General** and change the information in the Name and Description fields then click **Save Changes.** Click the **Publish** link given.
   Note: *The URL cannot be changed.*
3. To add a Creative Commons license, click **General** then the Select a license link at the bottom. Click the **Publish** link given.
4. The **Entry** preferences control how many entries are displayed on the home page.
5. The **Comment** and **TrackBack** preferences are used to control spam. See the "Control Spam Comments and Trackbacks to Blog" section for details.
6. Other preferences are used to control spam and how blogs are publicized to the outside world.

View Blog Post and URL

To view the public version of the blog, click the View button (page icon) in the top set of tool links.



What is Blog URL?

The blog URL you share with your friends and colleagues is different from the one used to create your blog (*http://blogs.psu.edu*).

- If your blog is open to the public, the URL will be structured as follows: *http://www.personal.psu.edu/<Userid>/blogs/<Site URL name>*

For instance, if user xyz123 had a blog with the **Site URL** name "worknotes", the URL would be http://www.personal.psu.edu/xyz123/blogs/worknotes

- If your blog is password protected, the URL will be structured as follows: *http://protected.personal.psu.edu/<Userid>/blogs/<blogname>*

Note: *Users may see a Web Access screen for protected blogs.*

Edit and Delete Older Entries

Editing an Entry

1. Select **Manage > Entries**.
   Note: *if the* ***Entries*** *link is not active, then click the white* ***System Overview*** *tab, then the name of your blog*
2. Click the link for the entry you wish to edit.
3. Edit the entry and click **Save**.

Hiding an Entry

If you want to hide an entry, but not delete it, follow the steps above, but set the **Status** menu to **Unpublished**.
Note: *The* ***Unpublished*** *option is a good way to write a draft for a long blog entry without the public seeing it until it is ready.*

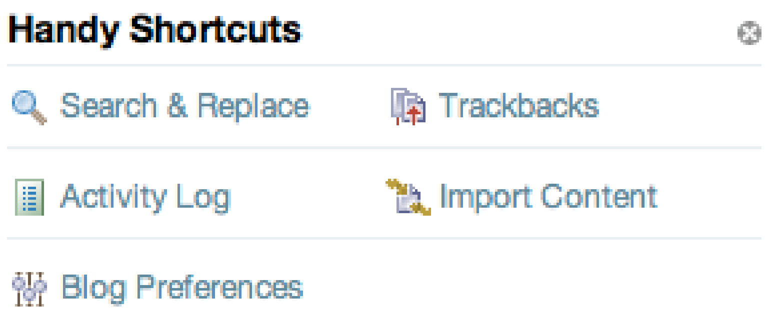
Deleting an Entry

1. Select **Manage > Entries**. You will see a list of your entries.
2. To delete an entry, place a check next to the entry and click the **Delete** button at the top.

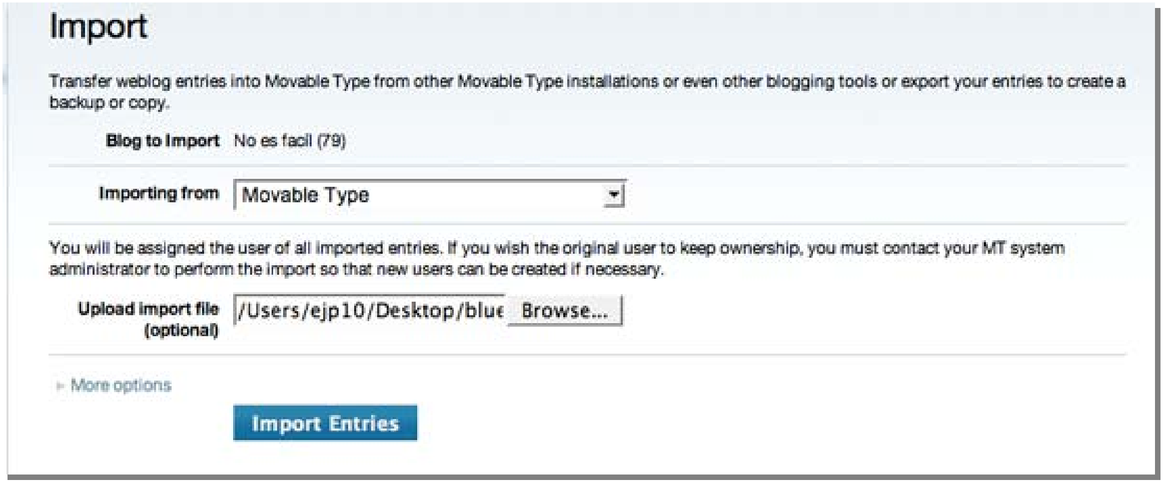
Import Content from Another Blog

You may be able to import content from another blog depending on the platform of the original blog.

1. First make sure you have exported your original blog. Please see the export instructions of your blogging system for details. The file will likely be either a .txt text file or an RSS file.
   Note: *Users within the older Penn State blogs (Movable Type 3.3) can refer to the Migration documentation posted at http://blogger.psu.edu.*
2. Log in to *http://blogs.psu.edu.*
3. Create a new blog following the instructions in "Create Blog" document of this section.
4. Click the **Blog Dashboard**  icon in the top menu (first option). You should see a "dashboard" for your blog listing Blog Stats.
5. In the **Handy Shortcuts** section to the right, click the link for **Import Content.**



6. Select a platform in the Importing from menu. Your options are:
   - **Movable Type** – the option for importing Penn State blogs
   - **Word Press extended RSS (WXR)**
   - **Another System** – Use this option if your system is not Movable Type but has created a Movable Type File.
7. Use the **Browse** button to select the external file to import on your local system. It will likely be either a .txt text file or an RSS file.
8. Click **More options** if you need to select options for text breaks, encoding or default categories.
9. Click the **Import Entries** button at the bottom to begin the import. You will see a new window listing imported entries.



10. Click the **Publish Site**  button in the top bar to post the entries to your blog Web site.

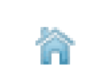
11. Click the **View Site**  button in the top bar to see if the entries have been imported correctly. **Note:** If you do not see the entries, make sure you have clicked the Publish Site button. If problems persist, contact *blogs@psu.edu*

Notes on Import Options

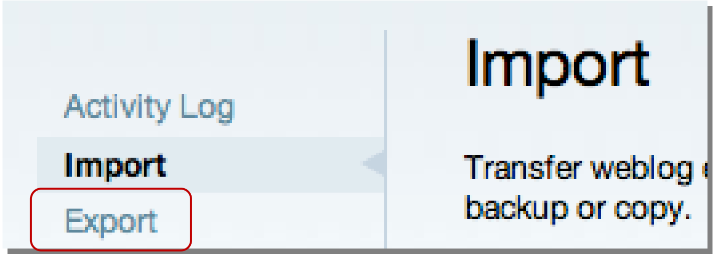
- The **Text Formatting** option refers to the line-break options of your import file. Refer to your blog system instructions if the initial import does not work.
- The **Import File Encoding** option refers to Unicode options. Leave it set to **Auto-Detect** unless you encounter difficulties.
- The **Default Category** menu lets you select default categories you have already created. If you need a Default Category, you must create one before you import a file.

Export Blog Entries

Export Entries

1. Log in to *http://blogs.psu.edu* and enter your blog.
2. Click the **Blog Dashboard**  button in the top menu (first option). You should see a "dashboard" for your blog listing Blog Stats.
3. In the **Handy Shortcuts** section to the right, click the link for **Import Content.** This takes you to both import and export.

4. Click **Export** in the left **Activity Log** menu of import window.



5. Click the **Export Blog** button in the next window. A .txt file will be downloaded onto your computer.

Save Static Blog Files

You can use SFTP or the Penn State Pass Explorer to save all the published files including uploaded images, raw HTML code and custom style sheets.

1. Use SFTP or the Penn State Portal Pass Explorer (*http://www.psu.edu/portalproject/passexplorer/*) to navigate to the **/blogs** folder in your Personal Web space **www/** folder.
2. These files can be downloaded and saved.
   Note: The files can be uploaded into another Web space, but you will not be able to edit them via the Blogs at Penn State.

Discontinue an Entire Blog

Delete Future Entries

To delete the blog from your list of Penn State Blogs:

Note: *A blog can remain in your blogs profile, but not be visible to the public if no entries are posted.*

1. Log in to *http://blogs.psu.edu*.
2. Click the white tab in the upper left and select **System Overview**. This will open the **Dashboard** view.
3. Select **Manage > Blogs**.
   Note: *If the Blogs option is not visible, follow the previous step to enter the System Overview page and try again.*
4. Look for the blog you wish to delete and click the trashcan icon to the far right in the **Delete** column.

Remove Past Entries

Past entries are stored as static pages in your Penn State Personal Web space. To remove these pages:

1. Use SFTP or the Penn State Portal Pass Explorer (*http://www.psu.edu/portalproject/passexplorer/*) to navigate to the **/blogs** folder in your Personal Web space **www/** folder.
2. Download any files you wish to archive then delete all files in the blogs directory.
   Note: *If you have multiple blogs, delete the folder for the corresponding blog.*

Add Editors and Commentors [BETA]

This version of the blogging tool allows you to add users with Penn State Access Account userids as editors or commenters to your blog.

Note: This tool is still in beta mode and has not been tied in to any Penn State directory searches.

Potential Editors Must Login

In order for you to add a Penn State person as an editor to your blog, you must ask that person to log in to *http://blogs.psu.edu* at least once. It is not necessary for that person to create a blog.

Add an Editor

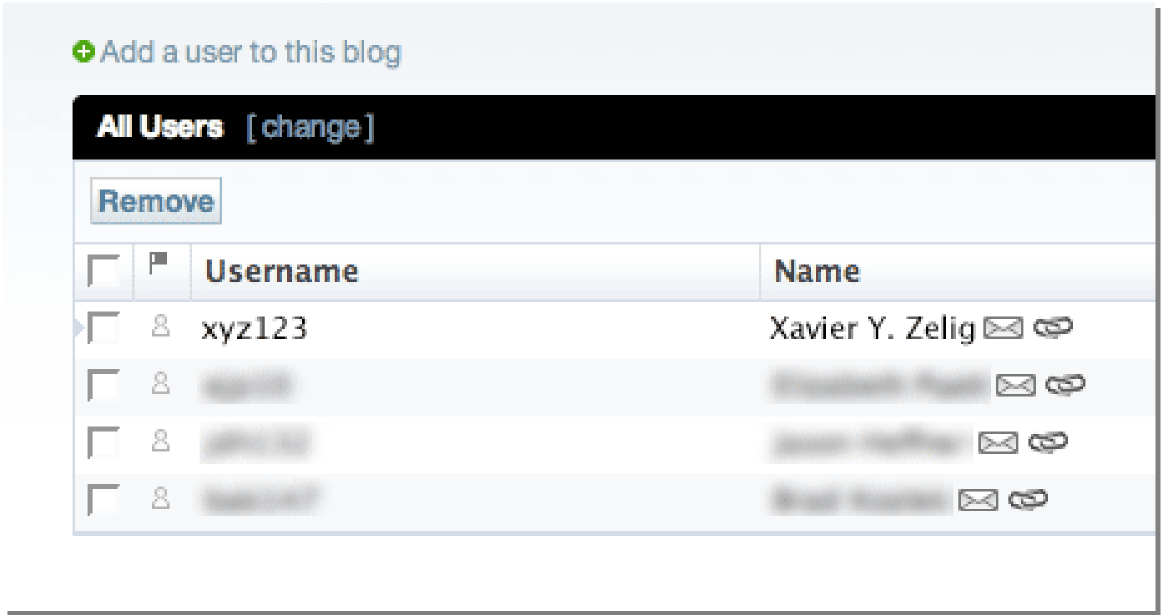
1. Login and enter your blog.
2. Click **Manage** in the top links then select **Users**.
3. Click the link **Add a user to this blog.**
4. Navigate through the list to add a user. You will have to click to the appropriate page.
   Note: The search option is not functional at this time.
5. Check the entry for the appropriate user then click **Continue**.
6. Check the appropriate role name then click **Confirm**. Names and descriptions of selected roles are given below

- **Blog Administrator** – full rights to edit the blog
- **Editor** – Can write and edit entries, change categories and upload files.
- **Author** – can write an edit entries and upload files, but change categories
- **Contributor** – can write and edit entries, but not upload files
- **Moderator** – can approve and edit comments from others
- **Commenter** – approved commenter
- **Design** – Can edit templates only
- **Webmaster** – Can only publish pages and edit templates

Delete an Editor

1. Login and enter your blog.
2. Click **Manage** in the top links then select **Users**. You will see a list of users with different access permissions.

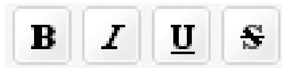
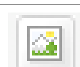
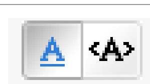
3. Place a check for any user you wish to remove, then click the **Remove** button above the list.



Change Permissions for an Editor

At this time you must delete a user, then add the individual again with the updated permissions.

Appendix: Entry Formatting Tools

Setting	Icon	Description
Font Size		Click Decrease Text Size to make text smaller. Click Increase Text size to make text larger.
Font Formatting		Use the Font formatting tools to add bold, italic, underline or strikethrough formatting to selected text.
Link		The Link tool allows you to create hyperlinks within your document. Highlight text which will become a link, click the Link tool, then enter the URL in the pop-up window.
Email Link		Use this tool to create links to e-mail addresses. Highlight text which will become a link, click the Email Link tool, then enter the e-mail address in the pop-up window.
Begin/End Blockquote		Use the Begin Blockquote to indent a paragraph Use the End Blockquote to remove an indent.
Bulleted List		Click the Bulleted List option to create a bulleted list. Click the button again to stop the list. Click Tab to indent a list item in one level Click Shift-Tab out dent a list item out one level
Numbered List		Click the Numbered List option to create a bulleted list. Click the button again to stop the list. Click Tab to indent a list item in one level Click Shift-Tab out dent a list item out one level
Paragraph Alignment		Use the Paragraph Alignment tools to select left aligned, center or right aligned text
Insert Image		The Insert Image tool allows you to insert images into your document.
Insert File		The Insert File tool allows you to upload files, including audio and video files into your blog.
WYSWYG and HTML Mode		To view the HTML code, click the <A> **HTML mode** button. To return to formatted text, click the blue A **WYSIWYG Mode** button.