



Computer L Technology Workshops for Faculty, Staff, L Students



Blogs at Penn State: Overview

Delivered by ITS Training Services for Penn State

ITS Training Services

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Movable Type Blog How-Tos

Table of Contents

Movable Type Blog How-Tos	3
Table of Contents	
Blog Basics	5
Activate Personal Web Space	5
Create Blog	
Add a Subtitle to Your Blog Header	6
Add a Creative Commons License	6
Select Styles (Colors/Fonts)	8
Write your First Post	10
Entry Formatting Tools	
Format Text	
Insert Links	
Indent Lists and Create Lists	
Upload Image and Files	
Toggle to HTML View	
Add Blog Categories and Tags	14
Categories vs. Tags	
Adding/Modifying Tags to Existing Entries	
Manage Tags	
Manage Categories	
Upload Images and Files	
Upload Image in an Entry	
Include a Podcast Audio File	
Create a Podcast Audio or Video File	
Upload the Audio File	
Viewing Podcast in iTunes	
Other Podcast Viewing Options	
Podcast Through iTunes U	
Include a Link to Other files	
Create Static Pages	21
Create a Page	
Edit and Delete Pages	
Create a List of Pages	
Hide Pages from Pages Menu	
Manage and Display Sidebar Widgets	23
Add and Remove Sidebar Widgets	
Add a Headline Feed from Another Blog	
Finding the Feed Link	
Adding the Feed Link	
Displaying the Feed Link	
Control Spam Comments and Trackbacks to Blogs	
Comment Settings	
TrackBack Settings	
Approve Comments and Trackbacks	
Reply to a Comment	

E-Mail Notifications with Address Book	
Add Contacts to Address Book	30
Send Out E-Mail for a Single Entry	30
Manage Multiple Blogs	
Creating Another Blog	
Switch Between Blogs	
Adjust Blog Settings	
View Blog Post and URL	
What is Blog URL?	
Edit and Delete Older Entries	
Editing an Entry	
Hiding an Entry	
Deleting an Entry	
Import Content from Another Blog	
Notes on Import Options	
Export Blog Entries	
Export Entries	35
Save Static Blog Files	
Discontinue an Entire Blog	
Delete Future Entries	
Remove Past Entries	
Add Editors and Commentors [BETA]	
Potential Editors Must Login	
Add an Editor	
Delete an Editor	
Change Permissions for an Editor	39
Appendix: Entry Formatting Tools	

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.
- 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.

Sys	tem Overview	
裔	Create 💌	Manage 💌
-	User	
Das	Blog	

- 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.

Create Blog	
Blog Name	A Test Blog
Site URL	http://www.personal.psu.edu/xyz123/blogs/a_test_blo
Blog Type	 Open to the whole world Private only to users of my choice
Timezone	UTC-5 (Eastern Time)
	Create Blog

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

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.

Blog Settings	
Name	A Test Blog
Description	
Timezone	UTC-5 (Eastern Time)
License	Your blog does not have an explicit Creative Commons license. Select a license
	Save Changes

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.



You've made a work you're proud of. Now it's time to get creative with how you make it available.

Creative Commons licenses help you share your work while keeping your copyright. Other people can copy and distribute your work provided they <u>give you credit</u> — and only on the conditions you specify here. This page helps you choose those conditions. If you want to offer your work with no conditions, choose the <u>public domain</u>.

Allow	commercial	uses	of	your	work?	(<u>more</u>	<u>info</u>	민)
-------	------------	------	----	------	-------	---------------	-------------	----

۲	Yes
\sim	

🔘 No

Allow modifications of your work? (<u>more info</u> 🖵)
• Yes	
\bigcirc Yes, as long as others share alike (more info \Box)	

🔘 No

Jurisdiction of your license (<u>more info</u> 🖵)

United States

Select a License

Note: To license a work, you must be its copyright holder or have express authorization from its copyright holder to do so.

Creative Commons does not provide legal advice or services. We provide form legal documents; the rest is up to you.

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.

License Your blog is currently licensed under: Change license | Remove license

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**

Design 💽	Preferenc	es 💌
Templates		
Styles		
Widget Sets	;	

You should see a list of available preformatted styles:



- 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.

Layout:	3-Columns, Wide, Thin, Thin 💌
	3-Columns, Wide, Thin, Thin
	3-Columns, Thin, Wide, Thin
	2-Columns, Wide, Thin
	2-Columns, Thin, Wide

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

Apply Design

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**.

1 The selected theme has been applied, but as you have changed the layout, you will need to republish your blog to apply the new layout. Publish your site to see these changes take effect.

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*.

Create En	try				
My First Ent	ry				
Body	Extended		Format: Rich	Text	♥ ?
A* A* B Z	<u>u</u> s 📾 🛱		📓 🖹 🔺 📣		
		=			_

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.

METADATA -		
Tags		
Category	None selected	Add category
Keywords		

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 • Add category A separate Categories dialog box will open. Any categories that have previously been added will appear in the Categories box.

Categories	●Add new
	<u>^</u>
С. ОК	
011	

To add a new category, click on Add New ^{OAdd new}

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

training	
uanniy	

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

Category	●training ©	Add category
	👁 workshops 🕸	

To remove a category from this entry, click on the ⁶⁹ 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.

- PUBLISHING	
Status	Published
Publish Date	Published Scheduled
Basename	my_first_entry

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.

Publish Date	2008-01-09		07:00:21
--------------	------------	--	----------

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

My First E	ntry		
Body	Extended	Format: Rich Text	♥?
A* A* B	ĸ <u>u</u> s ∞∞ ≢≢≡≡≡	E = = 📓 🖡 🔺 🖇	
This is my first	blog entry.		
	=	=	
- METADATA -			
Tags	new, first, training		
Category	●training © ●workshops ©	Ø	Add category

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.
- 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

· · · · ·	1
· · · ·	2
• — •	3-
	-

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.

	100
1/211	1=h
	-

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**.

Manage	Design 🛛
Entries	
Comments	
Assets	
Pages	
TrackBacks	
Categories	
Folders	
Tags	
Users	

This will display all of the entries in your blog.

Manage Entries

All Entries [change]				
Republish Delete More actions 🗸 Go			i ≤ 1 – 1 of	f1 🕨 🕅
Title	Category	Author	Created	View
🔲 🤗 My First Entry	training	mth130	1 hour ago	C⇒

- 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.

All Entries [change]		T I
Republish Delete	More actions	io	The page at https://blogtest.aset.psu.edu sa
	More actions		Tags to add to selected entries
🗹 🏴 Title	Publish Entries		
🔽 🥝 My First Ent	Unpublish Entries		
	Add Tags		
	Remove Tags		
	Batch Edit Entries		OK Cancel

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.

Manage Tags		
Showing only: Tags with entries		
Delete		4 ◀ 1 – 3 of 3 ▶ ▶
Tag Name	Entries	
🔲 first	1 Entries	
🗖 new	1 Entries	
training	1 Entries	

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

× 🗸	first	Rename	Cancel

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.

Manage Categories			
Create top level category			
Delete			
Categories	Actions	Entries	TrackBacks
Categories training	Actions ● Create ⊖ Move	Entries 1 entry	TrackBacks

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.



Your category changes have been made. Publish your site to see these changes take effect.

- 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.

Delete			
	Categories	Entries	TrackBacks
0	Top Level		
0	training	1 entry	
	workshops	1 entry	

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.

Insert Image	
OUpload New Image	
Search	
No assets could be	e found.

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

Upload File
Select File to Upload
C:\Documents and Settir Browse
Upload Destination
<site root=""></site>
You can upload the file to a subdirectory in the selected path. The subdirectory will be created if it does not exist.

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

 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.

File Options	
Name	
blogs_logo.jpg	
Description	
Blogs logo for the training module	
 Display image in entry Use thumbnail (width: 200 pixels) Link image to full-size version in a popup window. 	Alignment I Left 💽 🖳 Center 🔿 🔛 Right

- 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.

Insert Asset	
• Upload New File	
Search	0

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



You can upload the file to a subdirectory in the selected path. The subdirectory will be created if it does not exist.

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.

« Previous Manage Entries Next »	Share this entry View published entry
My First Entry	
Body Extended	Format: Rich Text 💽 👔
A* A* B Z <u>U</u> S ∞ ⊠ ∰ ∰ ∷	
blogsintro.mp3 This is my first 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".

<u>Blogs at Penn State: An Audio Introduction</u> This is my first blog entry.

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. <u>Click Create > Page.</u> A form similar to that for a blog entry will appear.

Create 💽	Manage
Entry	
Page	
Upload File	

- 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.

Filename	resume	.html

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).

Folders	
💽 I	
pages	00

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

Folder	/pages
	Change folder

- 7. Click Save at the bottom of the screen. You will see a message on top that your entry has been saved
- 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.

Delete			
Name	Installed Widgets		
▶ First Widget Manager	Technorati Search,Calendar,Category list (nested),Date-based Category Archives,Date-based Author Archives,Creative Commons,Monthly archive list,Powered by,Recent posts,Search form,Subscribe to feed,Recent comments,Tag cloud (sidebar),Monthly archive dropdown,Sign In,Pages list (nested),Photos		

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**.

All Pages [change]	
Republish Delete	More actions 💌	Go
🗹 🏴 Title	More actions Publish Pages Unpublish Pages Add Tags Remove Tags Batch Edit Pages	Folder
🗹 🤗 Resume		pages

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**.

Widget Sets	
Create Widget Set	
Delete	
□ Name	Installed Widgets
First Widget Manager	Technorati Search,Calendar,Category list (nested),Date-based Category Archives,Date-based Author Archives,Creative Commons,Monthly archive list,Powered by,Recent posts,Search form,Subscribe to feed,Recent comments,Tag cloud (sidebar),Monthly archive dropdown,Sign In,Pages list (nested),Photos

- 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.

Edit Widget	Set			
Set Name	First Widget Manager			
Drag and drop the widgets you want	Installed Widgets		Available Widgets	
into the Installed column.	Sign In	edit	Creative Commons	edit
	Calendar	edit	Date-based Author Archives	edit
	Category list (nested)	edit	Photos	edit
	Date-based Category Archives	edit	Technorati Search	edit
	Monthly archive list	edit		

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.

Blog Templates			
• Create Widget template			
Showing only: Widgets			Quickfilters
Delete More actions 🗸 Go			Index Templates
Template Name	Output File	∞ ∻ C View	Archive Templates Template Modules
🖳 Calendar	-	o o o _	System Templates
Category list (nested)	-	0 0 0 -	<widgets< td=""></widgets<>
Creative Commons	-	0 0 0 -	
Date-based Author Archives	-	0 0 0 -	Useful links
Date-based Category Archives	-	0 0 0 -	Blog Publishing Settings
Monthly archive dropdown	-	0 0 0 _	
Monthly archive list	-	0 0 0 _	Actions
Pages list (nested)	-	0 0 0 _	👿 Create a Feed Widget
Photos	-	0 0 0 _	

The Feeds.App Lite Widget Creator will open.

Feeds.App Lite Widget Creator
Create a widget from a feed
Feed or Site URL

- 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.

Edit Widget	Set			
Set Name	First Widget Manager			
Drag and drop the widgets you want	Installed Widgets		Available Widgets	
into the Installed	Technorati Search	edit	ITS Training Services Feed Widget ed	lit
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.

Comment Settings				
Accept Comments	☑ If enabled, comments will be accepted.			
Commenting Polic	y .			
Immediately approve comments from	 No one Trusted commenters only Any authenticated commenters Anyone 			
Allow HTML	✓ If enabled, users will be able to enter a limited set of HTML in their comments. If not, all HTML will be stripped out.			
Limit HTML Tags	 O Use defaults: (a href,b,i,br/,p,strong,em,ul,ol,li,blockquote,pre) O Use my settings: 			
Apply 'nofollow' to URLs	✓ If enabled, all URLs in comments and TrackBacks will be assigned a 'nofollow' link relation. ▲ This preference affects both comments and TrackBacks.			
Disable 'nofollow' for trusted commenters	If enabled, the 'nofollow' link relation will not be applied to any comments left by trusted commenters.			
E-mail Notification	 On Only when attention is required Off 			

- 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.

Settings
✓ If enabled, TrackBacks will be accepted from any source.
✓ Hold all TrackBacks for approval before they're published.
If enabled, all URLs in comments and TrackBacks will be assigned a 'nofollow' link relation. ▲ This preference affects both comments and TrackBacks.
 On Only when attention is required Off

- 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**.
- 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 Actions menu at the lower right and select Ban commenter

Status	Approved	đ
Commenter	Elizabeth Pyatt 🕫 (Trusted) ۹.	
Email	ejp10@psu.edu	<u>ه</u>
URL		d.
Entry	First Entry ۹	
Date	Oct 24, 2007 ۹	
IP	128.118.8.31 ۹	
Comment Text	Thus I will innaugurate commeting.	
Save Changes	Delete More actions	Go

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.

Show	Showing only: Non-spam Comments				
Publis	Publish Delete Spam More actions I Go				
E P	Comment	Commenter	Entry/Page	Date	
• 🗌 🔮	Back at you baby!				
	Edit Reply	🖾 Elizabeth Pyatt 🕫	First Entry	moments ago	
	Thus I will innaugurate	e commeting. (1 reply)			
	Edit Reply	🖺 Elizabeth Pyatt 🕫	First Entry	41 minutes ago	

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.

Preferences 💽	Ð
Blog Settings	
Address Book	
Plugins	

2. Click the Create Contact link at the top.

Address Book	
• Create Contact	
 No contacts could be found. 	

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

Address Book	
Email xyz123@psu.edu	Website URL http://www.personal.psu. Add Contact Cancel

- 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.
- 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.

Send a Notification

Your blog's name, this entry's title and a link to view it will be sent in the notification. Additionally, you can add a message, include an excerpt of the entry and/or send the entire entry.

Recipients

All addresses from Address Book

Enter email addresses on separate lines, or comma separated.

Optional Message

Optional Content

Entry Excerpt
Entry Body (Entry Body will be sent without any text formatting applied)

Cancel

Send

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.

System Overview 🔽 👘 🖉
NTCA
Music 40 ePortfolio
COIN
Training
Training Demo 1
Training Demo
Test blog 5
My Blog
A Test Blog
Create a new blog

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.
- 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

- 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.

- 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.

Handy Shortcuts		8
Search & Replace	Trackbacks	
Activity Log	🏡 Import Content	
iH Blog Preferences		

- 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.

backup or copy.	into Movable Type from other Movable Type installations or even other blogging tools or export your entries	to creat
Blog to Import	No es facil (79)	
Importing from	Movable Type	
You will be assigned the administrator to perform	e user of all imported entries. If you wish the original user to keep ownership, you must contact your MT syste the import so that new users can be created if necessary.	em
Upload import file (optional)	/Users/ejp10/Desktop/blue_Browse	
Upload import file (optional)	/Users/ejp10/Desktop/blue_Browse	

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

10.

- 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.

Activity Log	Import
Import	Transfer weblog
Export	backup or copy.

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.
- 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.
- 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.

Blogs						
• Create Blog						
More actions Go						of 12 🕨 🕅
🕞 Blog Name	Entries	Comments	TrackBacks	Users	Settings	Delete
A Portfolio	2	0	0	4	Settings	the second secon

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.

All Users [change] Remove			
			Г
Γ	8	xyz123	Xavier Y. Zelig 🖂 🖾
Γ	8		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
Γ	8		⊠ ¢
	8		\$ \$

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	A⁺ A⁺	Click Decrease Text Size to make text smaller. Click Increase Text size to make text larger.
Font Formatting	B I <u>U</u> S	Use the Font formatting tools to add bold, italic, underline or strikethrough formatting to selected text.
Link	69	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.
		Click the Bulleted List option to create a bulleted list.
Bulleted List	:=	Click the button again to stop the list.
Duncted List	•	Click Tab to indent a list item in one level
		Click Shift-Tab out dent a list item out one level
		Click the Numbered List option to create a bulleted list.
Numbered List	<u>1</u>	Click the button again to stop the list.
Numbered List	3-	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	<u>A</u> <a>	To view the HTML code, click the <a> HTML mode button. To return to formatted text, click the blue A WYSIWYG Mode button.