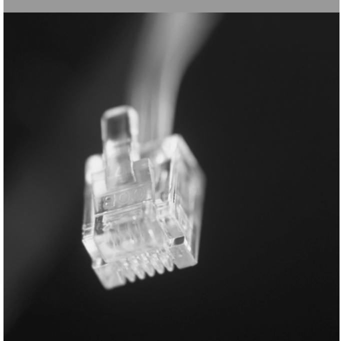
PENNSTATE

Computer & Technology Workshops for Faculty, Staff, & Students



Getting Started with Blogs at Penn State

Delivered by ITS Training Services for Penn State

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Alternative Format Statement

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TABLE OF CONTENTS

Getting Started with Blogs at Penn State

OBJECTIVES

Participants will be able to

- Create a basic blog using professional Web site styling
- Create, edit and post a blog entry
- Edit and use blog widgets

BLOG BASICS

Activate Personal Web Space

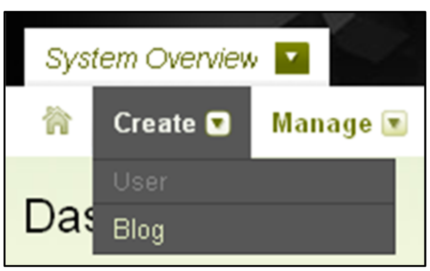
You must activate your Penn State Personal Web space in order to use the Penn State blog service. To activate your personal Web space, go to **http://www.work.psu.edu/** and click **Apply for Web space on www.personal.psu.edu**.

Create Blog

1. Log on to **http://blogs.psu.edu**.

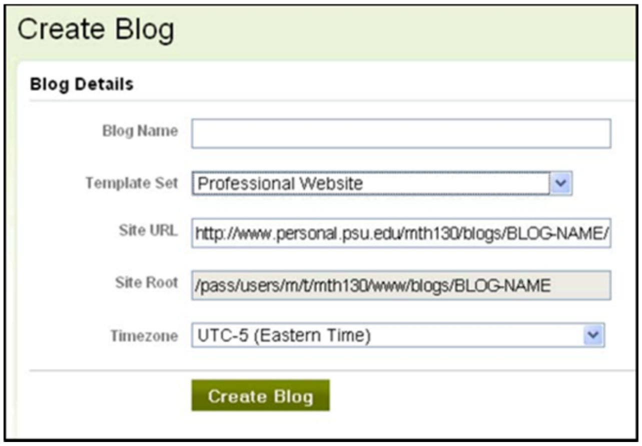
   The first time you log in, you will see the **System Overview** page.

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.

The Create Blog dialog will open.



3. Enter a **Blog Name** in the Settings window (e.g. *A Test Blog*). This will be the name on the top of the blog page.

4. You can change the directory name in the **Site URL** as needed.
   You can only change the portion of the name after **…blogs/** and you can only use letters, numbers, dashes and underscores.

5. Select **Professional Website** from the *Template Set* field.

6. Click **Create Blog**.

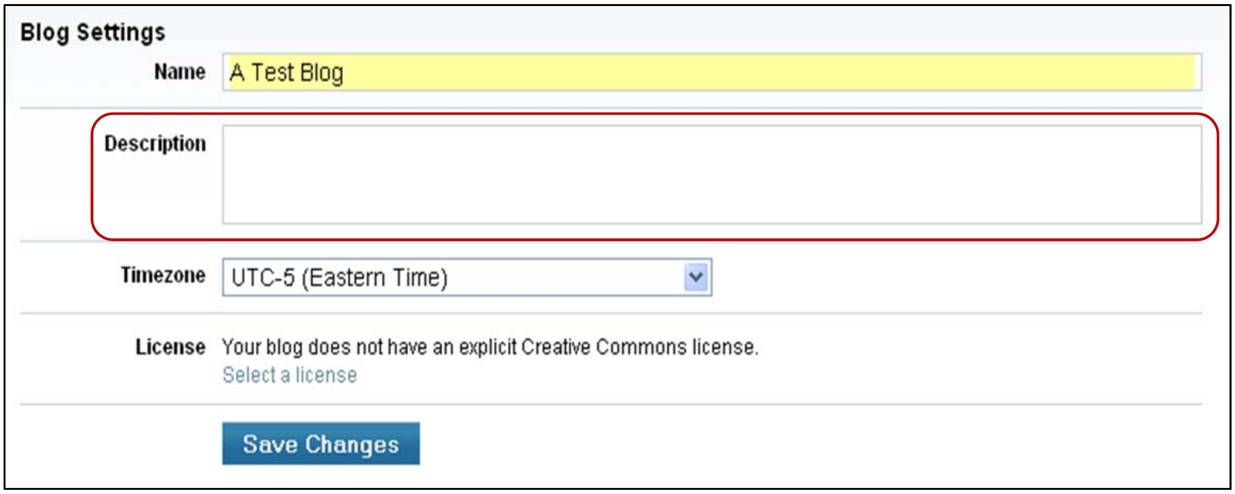
These settings will create a blog entitled "A Test Blog" at the address **http://www.personal.psu.edu/xyz123/blogs/a_test_blog.**

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 **Create Blog**, 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.

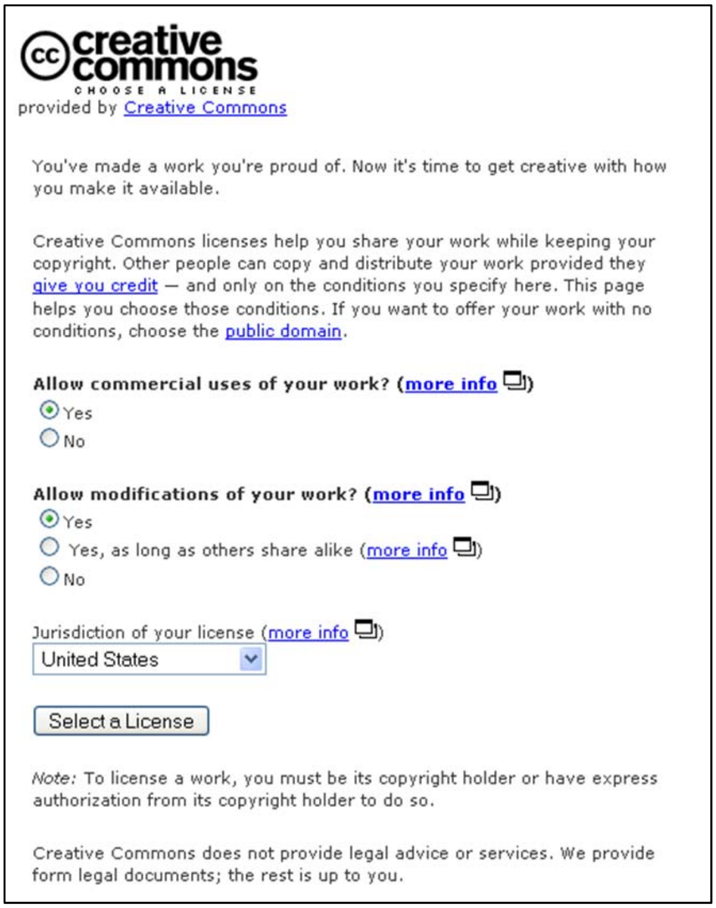


Click **Save Changes** to finalize the process.

ADD A CREATIVE COMMONS LICENSE

You can determine how the content of your blog is used by others. To do so, you will need to create and assign a Creative Commons license.

1. Next to license, click **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.

2. When you have decided on the license that you want to apply to your blog, click **Select a License** 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.

3. Click **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, select **Preferences** > **General** on the toolbar**.**

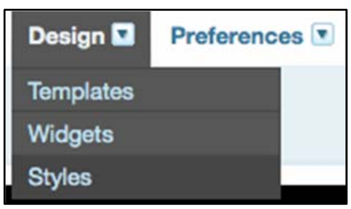
Note: if the Entries link is not active, then click the white System Overview tab, then the name of your blog

SELECT STYLES (COLORS/FONTS)

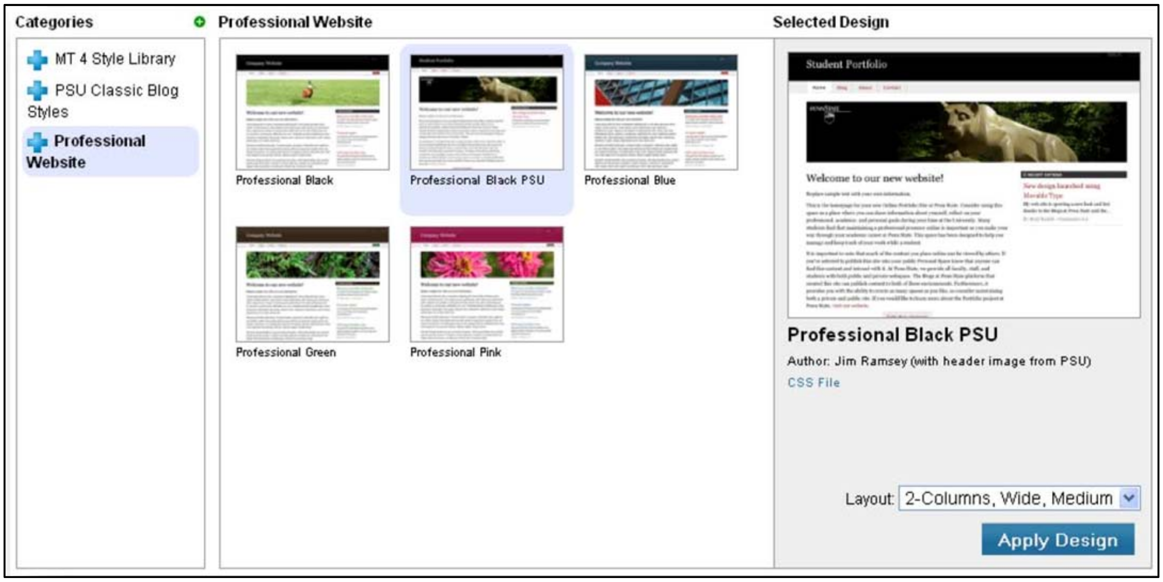
You can use the Styles options to make basic changes in overall appearance of your blog.

Note: if the Design link is not visible, then click the white System Overview tab, then the name of your blog

To select a style for your blog, select **Design > Styles.**



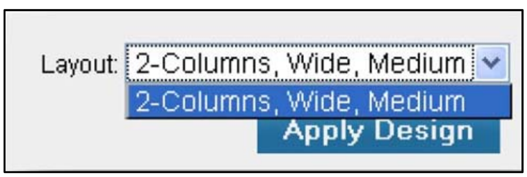
You should see a list of available preformatted styles:



- Select a style from the **Professional Website** styles.

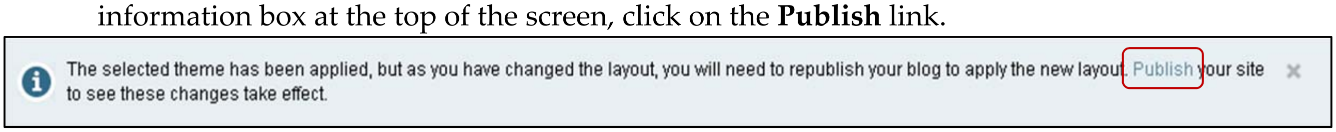
- When you select a style, it will appear in the **Selected Design** column so that you can have an idea of its look. It will also contain any authoring information as well as a link to the CSS (Cascading Style Sheet) file if you choose to modify the CSS for that particular design.

- In the **Layout** drop-down, you can select the layout of your blog.



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

- You must publish your blog to view it after you have applied the design. In the information box at the top of the screen, click on the **Publish** link.



WRITE YOUR FIRST POST

Once you enter the blog, click **Write Entry.**

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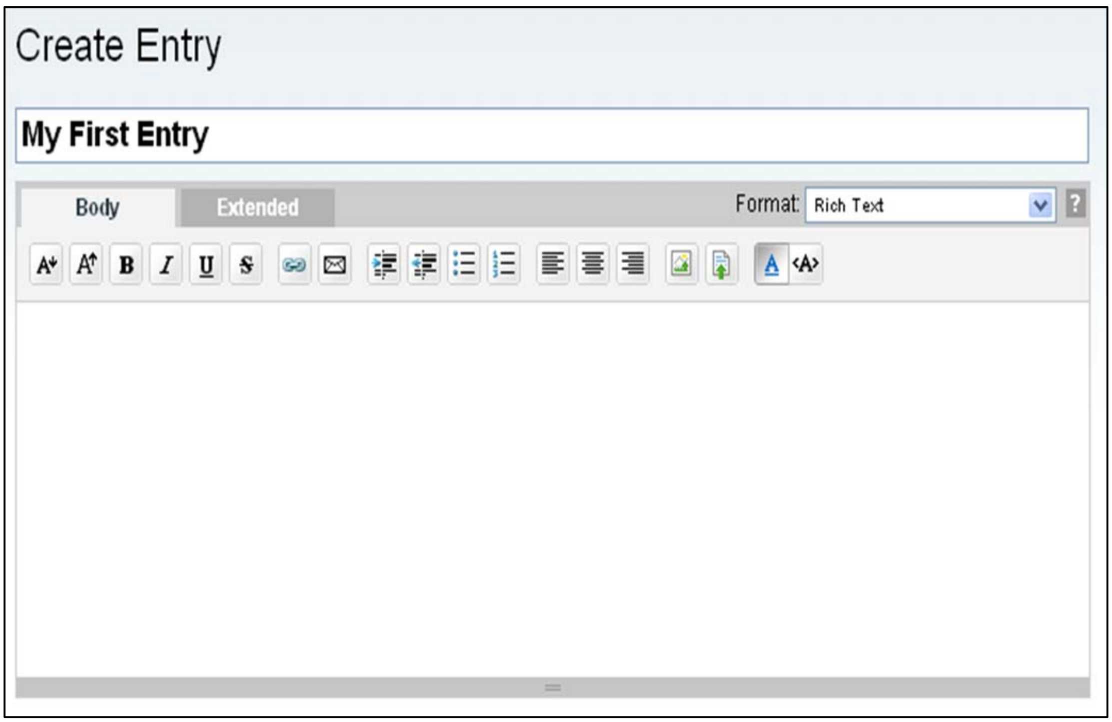
Insert a title for your entry and enter text in the text box below. You can use the formatting buttons as needed. See the *HTML Toolbar Appendix* for more details.

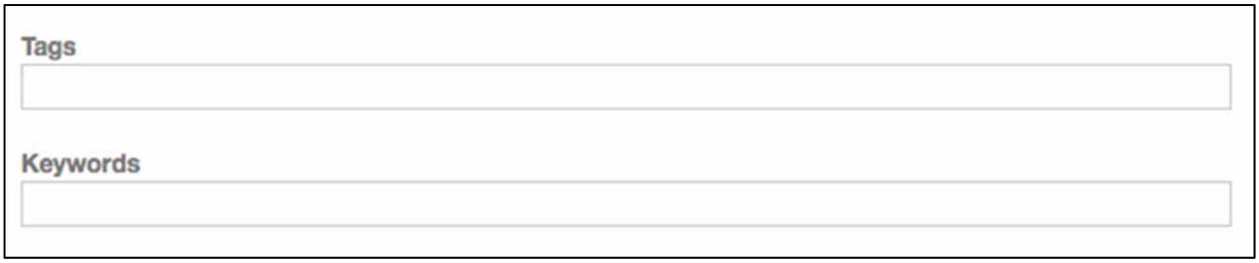


Add **Tags** (a list of terms separated by commas), **Keywords**, or **Categories** as needed.

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. Tags are used to search for related entries, pages, and assets in this blog.

Keywords work in a similar fashion for all of the blogs in the Penn State blogs system.

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.

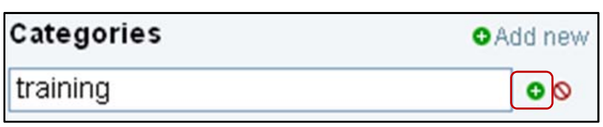


To add tags, enter them in the tags box separated by commas. Consider using lower case for your tags unless they are proper nouns or acronyms. Do the same for keywords.

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

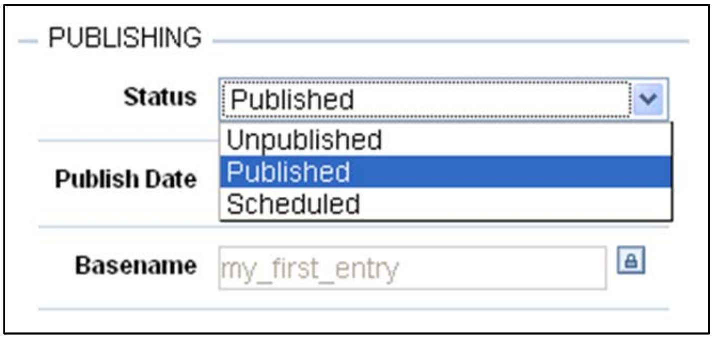
To add a new category, click **Add New.**

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

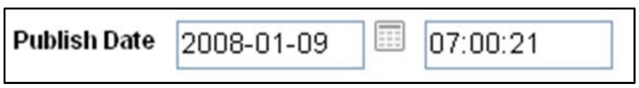


To remove a category from this entry, click on the button to the right of the category. Please refer to the section on *Categories and Tags* (page 14) for more detailed information.

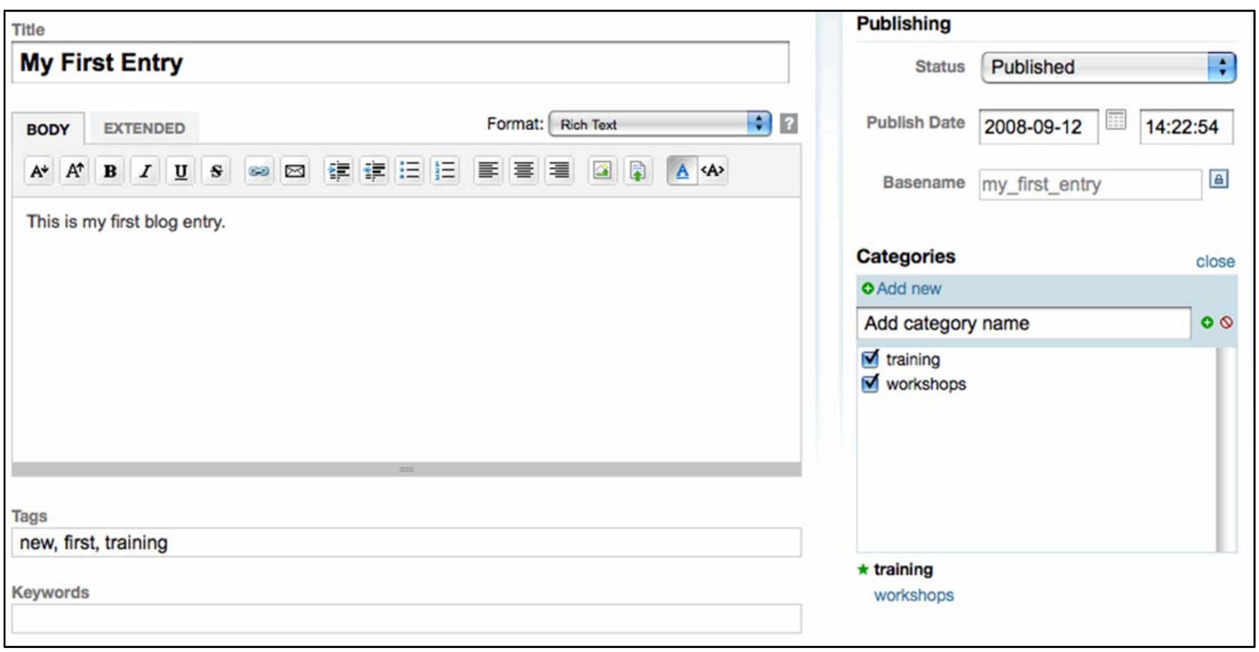
To set the status of this entry, select **Published**, **Unpublished,** or **Scheduled** from the status dropdown.



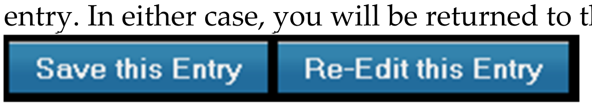
To keep the entry, but not publish it at this time, set the status to **Unpublished**. To have the entry publish at a specific date and time, select **Scheduled,** then enter the time and date in the *Publish date* box.



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



You may choose to preview your entry before posting it. Click **Preview**. 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.



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.

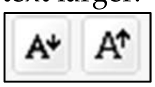
After you save your entry, click **View Entry** in the green box to see how your entry has been published.

Note: If you do not see the green box, click the **Save** button at the bottom of the screen.

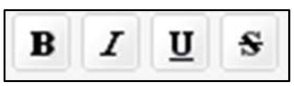
Entry Formatting Tools

Format Text

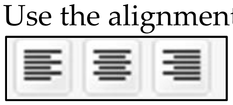
The first two buttons change text size. Click **Decrease Text Size** button (A with down arrow) to make text smaller. Click **Increase Text** (A with up arrow) button size to make text larger.



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



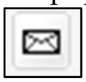
Use the alignment buttons to make text left aligned, centered aligned, or right aligned.



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.

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



Indent Lists and Create Lists

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

For bulleted (unordered) and numbered (ordered) lists:

- Click **Bulleted List** to create a bulleted list. Click the button again to stop the list.
- Click **Numbered** List 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** to out dent a list item out one level.

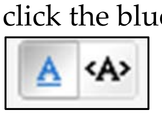
Upload Image and Files

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

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

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.



ADD BLOG CATEGORIES AND TAGS

Categories vs. Tags

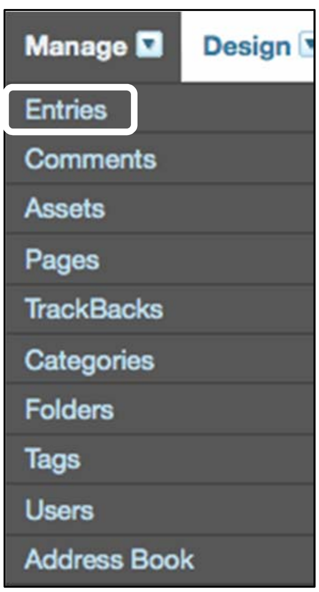
Categories are a fixed list configured by the blog creator, while free tags are a set of words manually added to each entry. The differences are:

- 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

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

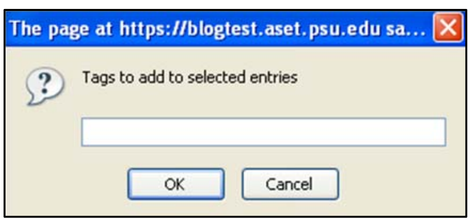


This will display all of the entries in your blog.

1. 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 other data.

2. You can also check the box next to the entry that you want to add tags to, then select **Add Tags…** from the dropdown menu **More actions . . .**.

3. 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/unpublish entries from this same menu.

1. In the **Tags** field, add a series of words separated by commas (e.g. "blogs, social computing, Web 2.0").

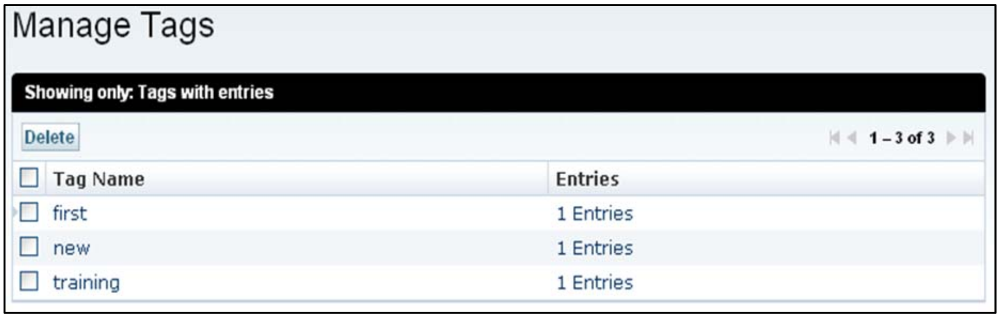
Note: For best sorting, be sure to use the same version of a word (e.g., "blogs", but not "blog") across entries.

2. 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.

3. Click **Save Changes** to exit.

4. Click the **Publish** link given.

5. To create a new top level category, click the **Create top level category** link at the top.

6. Enter the name of the new category in the text box, then click the **Save** button.

7. Click **Save Changes** to exit.

8. Click the **Publish** link given.

9. To change a top level category to a subcategory, click the **Move** link by the name of the category.

10. Select the name of the top level category.

11. Click the **Publish** link given to finalize changes.

12. Check the option button next to training to make the category "workshops" a subcategory under "training".

13. To make a subcategory a top-level category, click the **Move** link.

14. Click the **Top Level** option.

15. Click the **Publish** link given to finalize changes.

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

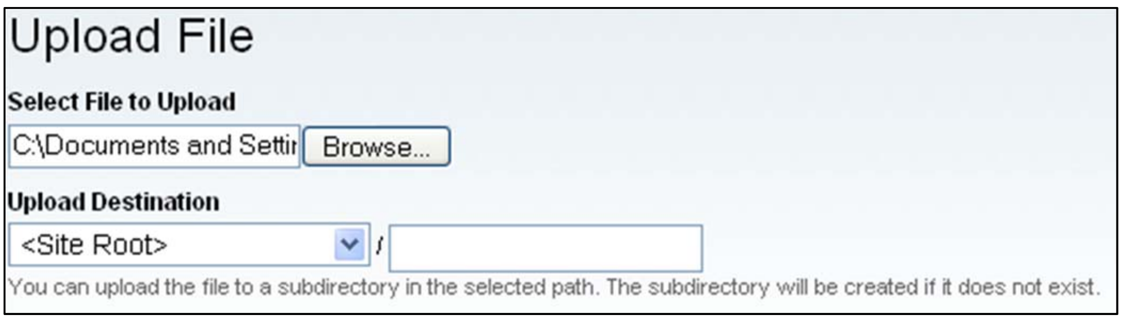
UPLOAD IMAGES AND FILES

Upload Image

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

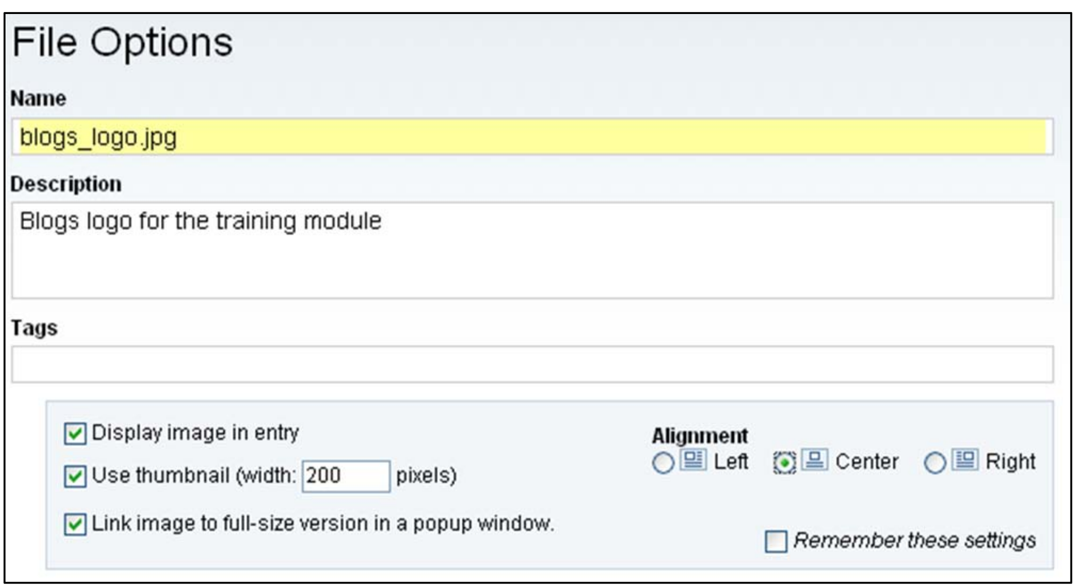
1. In the **Insert Image** window, click the **Upload New Image** link in the top.

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



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.

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



Additional options include:

- Add a description and appropriate tags separated by commas.
- Select an alignment option (left, center or right) if you want your image to be placed in reference to your text.
- Check **Display image in entry** if you want to see the image within a blog entry.
- Check **Use thumbnail** if you want to reduce the width of an image.
- Check **Link image to full-size version** if you want users to be able to click on an image and see the original size.
- 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.

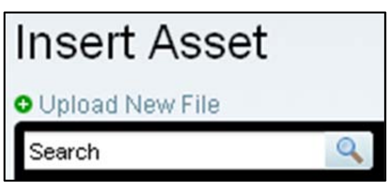
Create a Podcast Audio or Video File

The Digital Commons Tutorials page (**http://digitalcommons.psu.edu/tutorials**) includes tutorials for software such as Garage Band or QuickTimePro that allow you to create MP3 audio and other podcast format files.

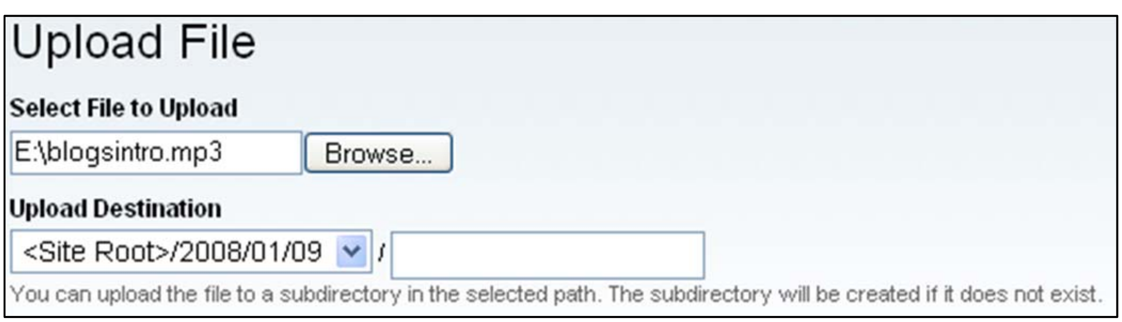
Upload the Audio File

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

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



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



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

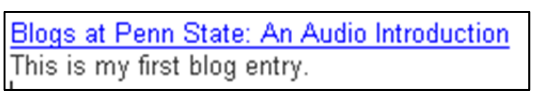
For **Upload Destination,** you can select the option for the current date in the drop-down menu. This will allow you to find images more easily at a later date.

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

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

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), then 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, however it is accessible only through iTunes.

Include a Link to Other Files

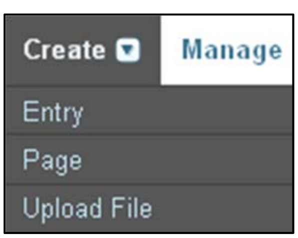
To upload another type of file, such as a PowerPoint, Word document or PDF, follow the same process that was used for uploading a podcast audio file. A link will be created within the blog entry.

CREATE STATIC PAGES

The Blogs at Penn State tool allows you to create static content pages which are part of your blog.

Create a Page

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



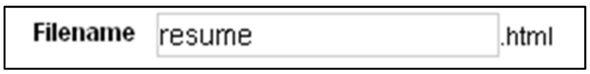
Fill in a title for your entry and enter text in the textbox below. You can use the formatting buttons as needed. See the *HTML Toolbar Appendix* for details.

To have the page appear in the top navigation bar, make the first tag **@topnav**. Add other tags (separated by commas) as needed.

If you are ready for the page to be viewable by the public; in the *Publishing* section, set **Status** to **Published**.

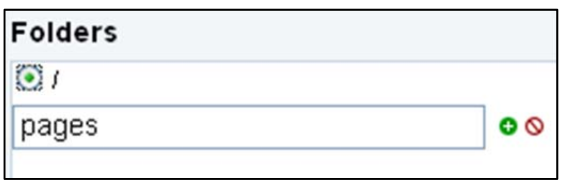
Note: Pages which are set to Unpublished are not viewable to the public.

A filename will be assigned based on the title of your page. You can change the name of the page in the field on the right in the publishing box.



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

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



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

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.

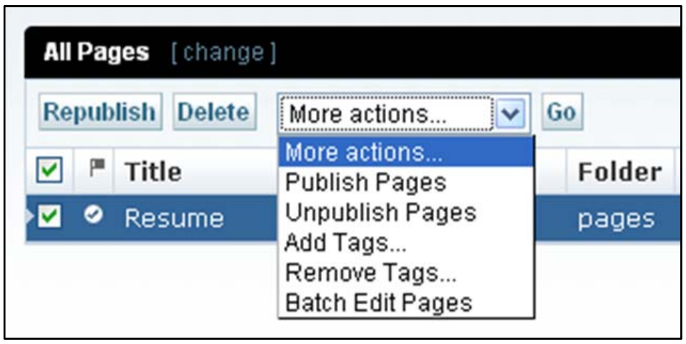
Note: If you do not see this link, make sure the **Status** is set to **Published**.

Edit and Delete Pages

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

Hide Pages

To hide a page, select **Manage > Pages**. From the Manage Pages screen, enter the page for editing; 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 **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.

Hiding the Blogs Tab

If you choose not to include a blog as part of the site/portfolio, you can hide the blogs tab in the top navigation bar.

To hide the tab (so that you can use the blogs portion of the site at a later date):

1. In the blog, select **Manage > Entries.**

2. Select all entries by checking the selection box next to the entry title.

3. Click **Delete**.

If you do not create any blog entries, the blog tab will stay hidden. If you create and publish a blog entry, the blog tab will reappear in the top navigation bar next to the Home tab.

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.

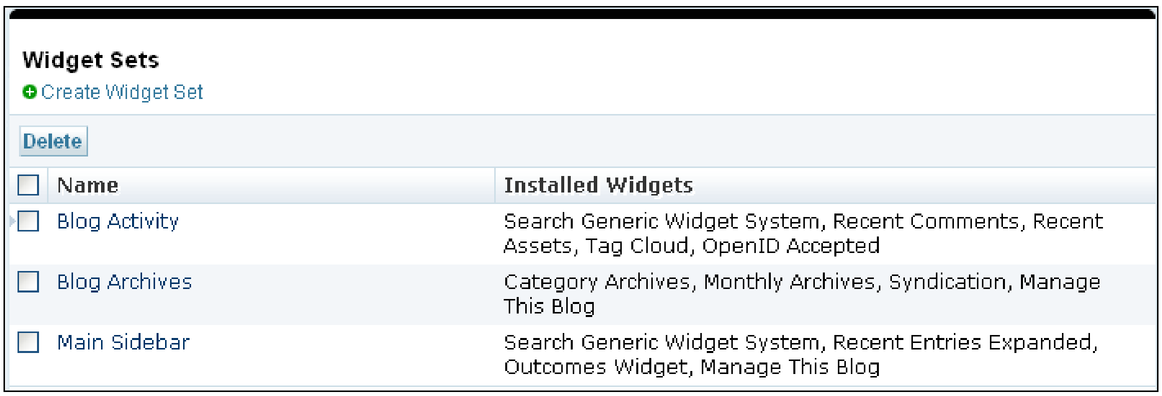
Add and Remove Sidebar Widgets

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 > Widgets.**

2. Click the link for any of the widget sets.



Widget Sets

Create Widget Set

Delete

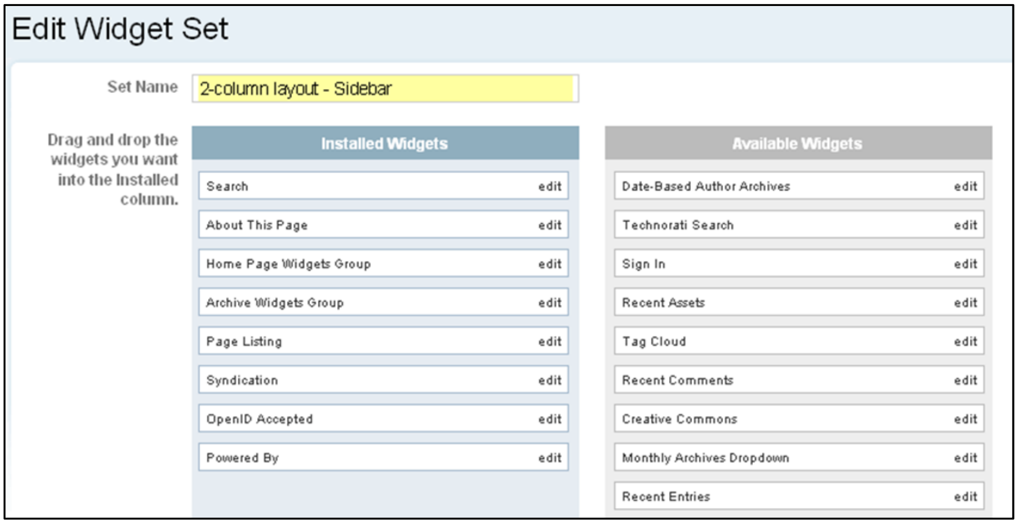
Name	Installed Widgets
Blog Activity	Search Generic Widget System, Recent Comments, Recent Assets, Tag Cloud, OpenID Accepted
Blog Archives	Category Archives, Monthly Archives, Syndication, Manage This Blog
Main Sidebar	Search Generic Widget System, Recent Entries Expanded, Outcomes Widget, Manage This Blog

All available able widgets will be displayed.

3. Click, hold, and drag widgets you do not need to the right-hand **Available Widgets** column.

4. Leave widgets you want to be displayed 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.

5. Click **Save Changes** to exit the Widget Manager.



6. Drag widgets to right column to hide. Drag widgets to left column to show them in the blog.
7. Click **Publish**.
8. Click **View Site**.

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.

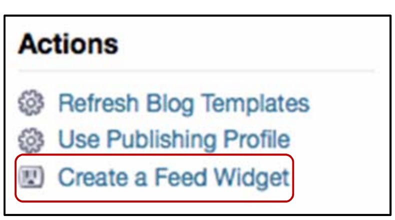
Click the **feed icon** button to determine the URL of the feed XML file. In many cases, the file will end with the .xml the .rss extension. Some example feed URL's include:

- PSU Live - **http://live.psu.edu/wireress/30**
- ITS News - **https://mac.its.psu.edu/news/news.rss**

Adding the Feed Link

1. Select **Design > Templates**.

2. Click **Create a Feed Widget** in the right column under Actions.



The Feeds.App Lite Widget Creator will open.

3. Copy and paste the newsfeed URL into the **Feed or Site URL** textbox.

4. 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.

6. Select the number of entries you wish to display.

7. Click **Save**.

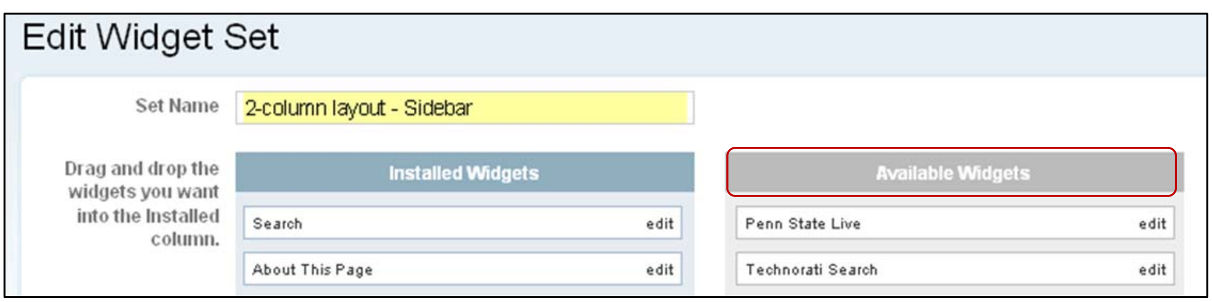
8. To add another entry, click **Create Another**; otherwise, click **Finish** to exit.

Displaying the Feed Link

1. Select **Design > Widgets**.

2. Select the sidebar where you want to place the widget.

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



4. Click **Save Changes** to exit.

5. Click **Publish > View Site** to check your blog sidebar.

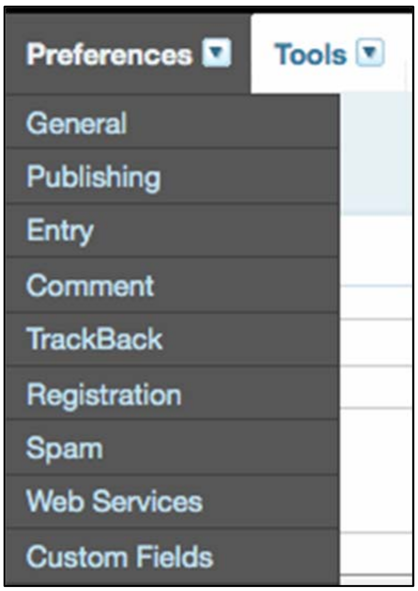
CONTROL SPAM COMMENTS AND TRACKBACKS TO BLOGS

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.

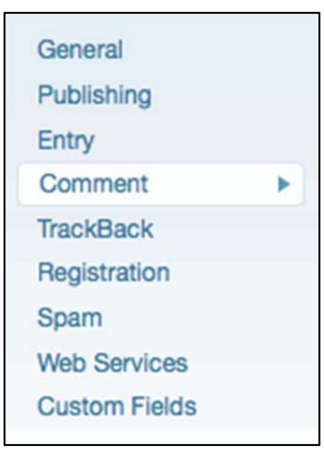
You can reduce spam but still allow comments by adjusting these settings.

Comment Settings

Select **Preferences > General**.



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

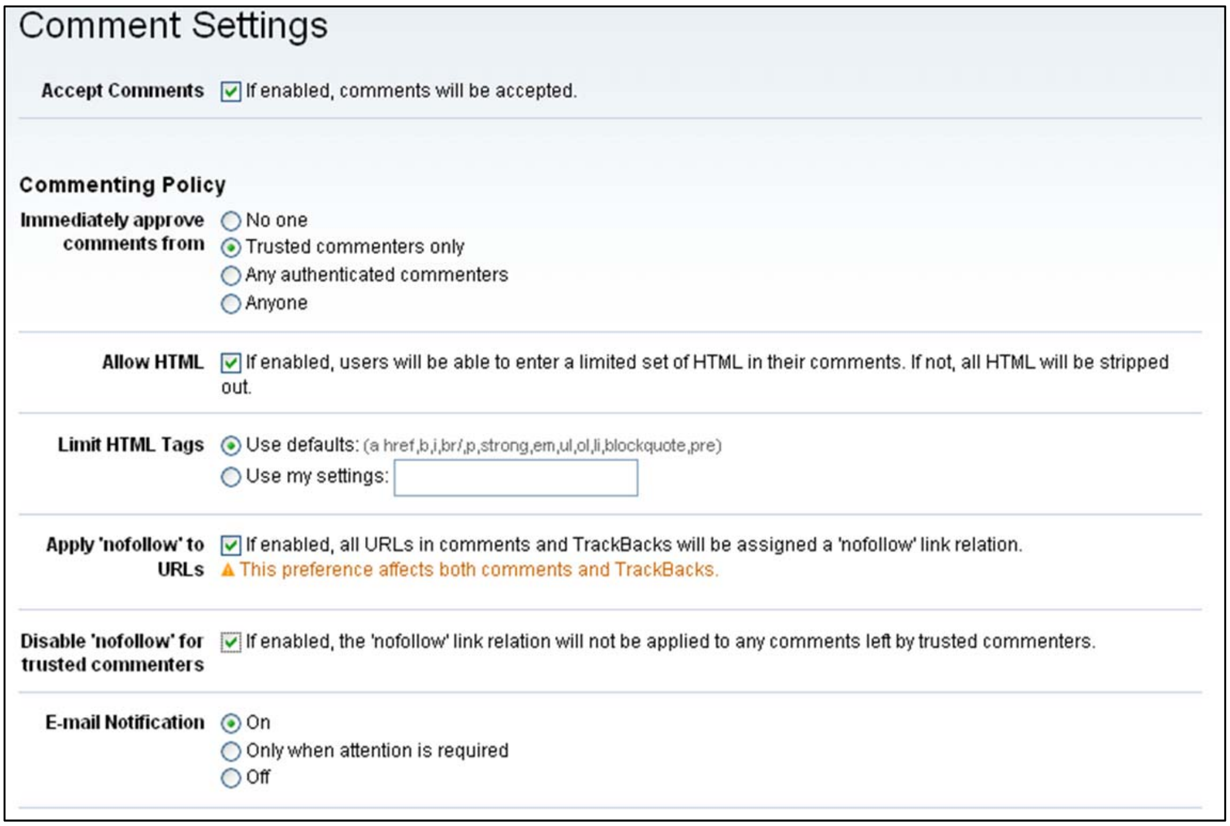


To have moderated comments (comments are not published until approved by you), enable the following settings. With these settings, you will receive an e-mail for all comments posted to the Website for you to approve.

1. Make sure **Accept Comments** is checked.

2. Set the option for **Immediately approve comments** to **Trusted Commenters Only** or **No One**.

3. Set **E-mail Notification** to **On**.



4. To disable comments completely, turn Accept **Comments** off.
5. Click **Save Changes** before exiting the page. 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 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 electronic messages and publish links to blogs who have linked to you (it is 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.

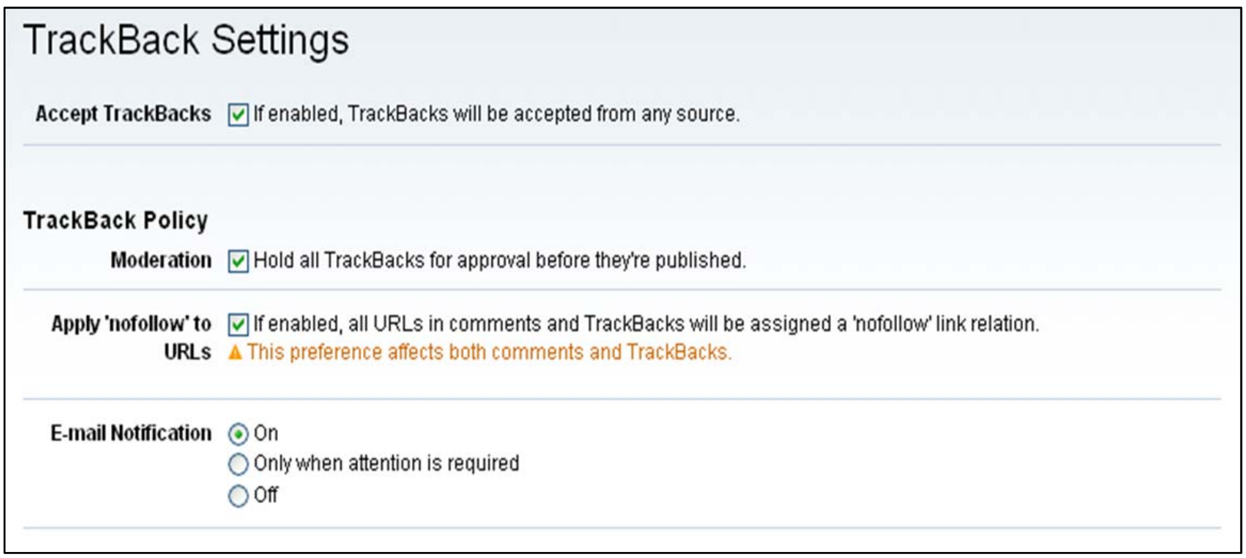
1. In the **Settings** windows, select **TrackBack** from the left hand menu.

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.

3. Make sure **Accept TrackBacks** is checked.

4. Make sure the **Moderation** option is checked.

5. Set **E-mail Notification** to **On**.



6. To disable TrackBacks completely, turn **Accept TrackBacks** off.

7. Click **Save Changes** before exiting the page.

Approve Comments and Trackbacks

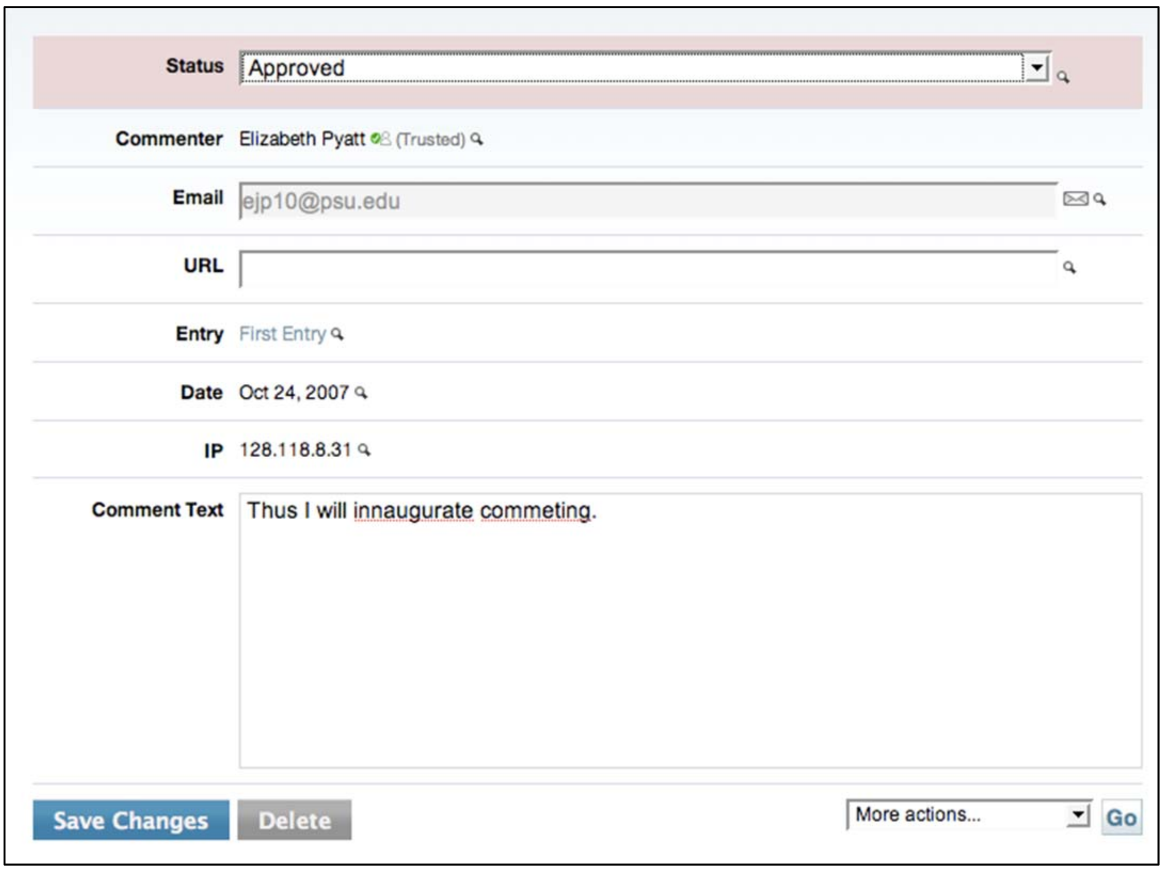
If the approve options are set to **No One** or **Trusted commenters**, then you must approve submissions from new submitters.

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 **Edit link** to go to that comment or trackback. If the link does not work, log in and enter your blog, then click the **Manage** in the upper toolbar. Select **Comments** or **Trackbacks**, then you can choose from the list given.

You have the following options available in the Comments window:

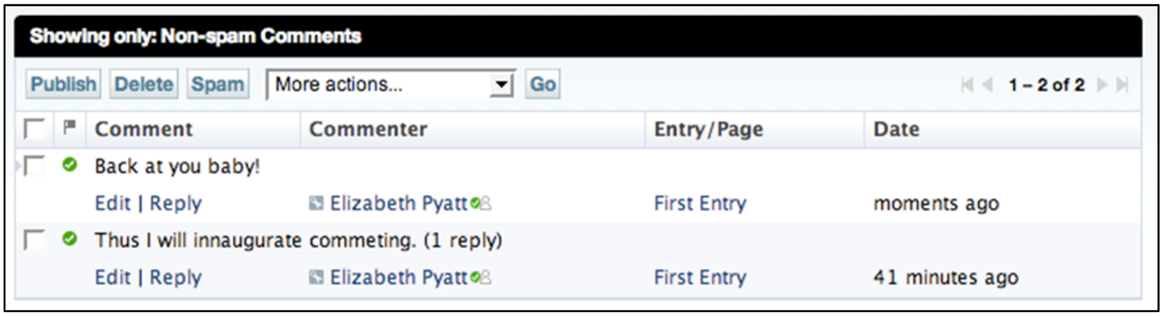
- To publish a comment, change the **Status** to **Approved,** then click **Save Changes** at the bottom.
- To unpublish a comment, change the Status to **Unapproved,** then click **Save Changes** at the bottom.
- To delete a comment, click **Delete** at the bottom of the page.
- To set a comment as 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 **Manage** in the upper toolbar and select **Comments**. You will see a list of submitted comments.

2. Click **Reply** 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.

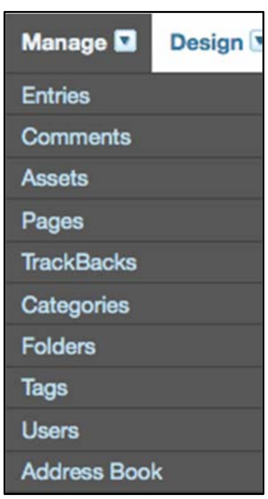
E-MAIL NOTIFICATIONS WITH ADDRESS BOOK

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.

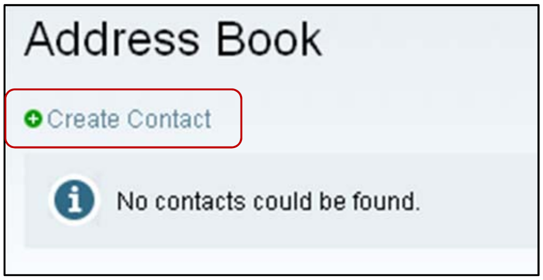
This can be useful within a course blog to notify students, or a project blog to notify users of updates.

Add Contacts to Address Book

1. Select **Manage > Address Book**.



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



3. Enter an e-mail address and website URL (if available). Each blog you create has its own address book.

4. Click **Add Contact**. 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** in the upper right. If you do not see this option, make sure you have saved your entry and set the **Status** to **Published**.

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.

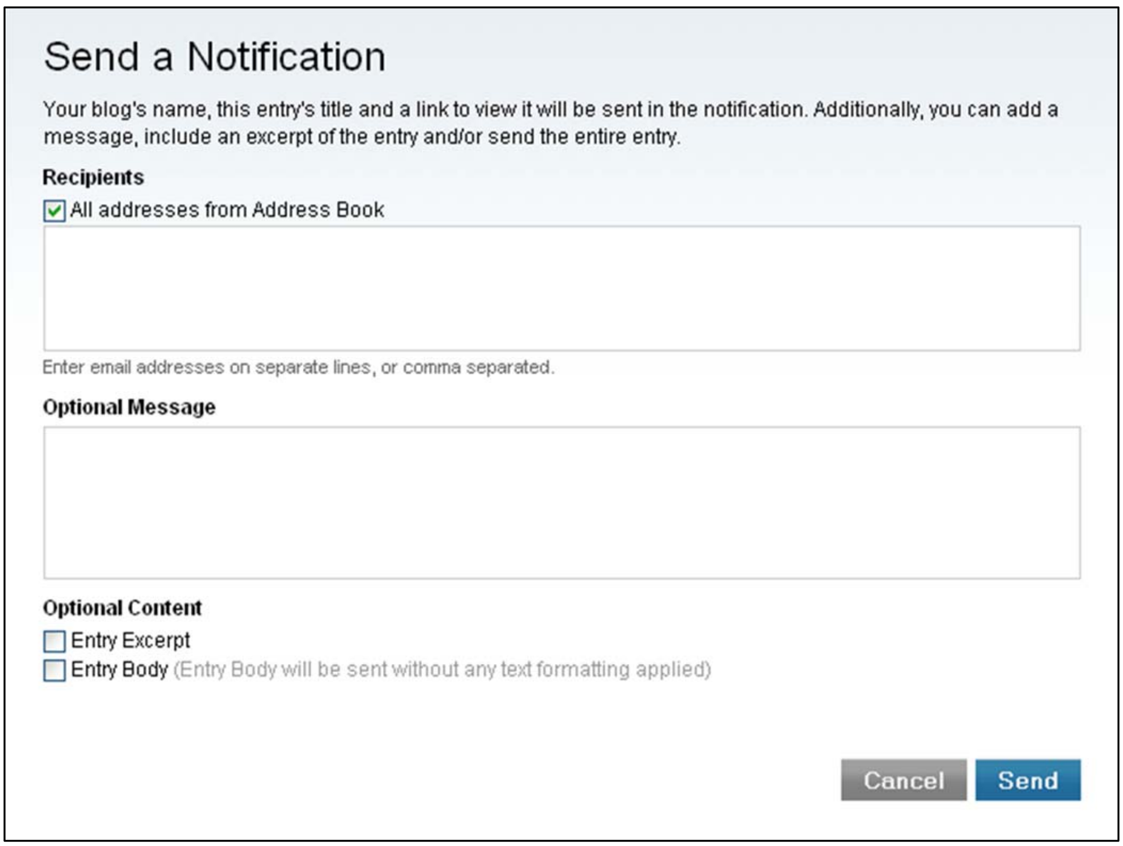
You can enter additional e-mail addresses in the **Recipients** field. Addresses can either be separated by commas or listed with one address per line.

3. Enter text into **Optional Message** if you want to add explanatory text to your message.
    a. If no message is written, the e-mail will just include the entry title, date, and a link to the blog entry.

4. Click **Entry Excerpt** option to include part of your blog entry text in the message.

5. Click **Entry Body** if you want to forward your entire blog entry.

6. Click **Send** at the bottom to send the e-mail.

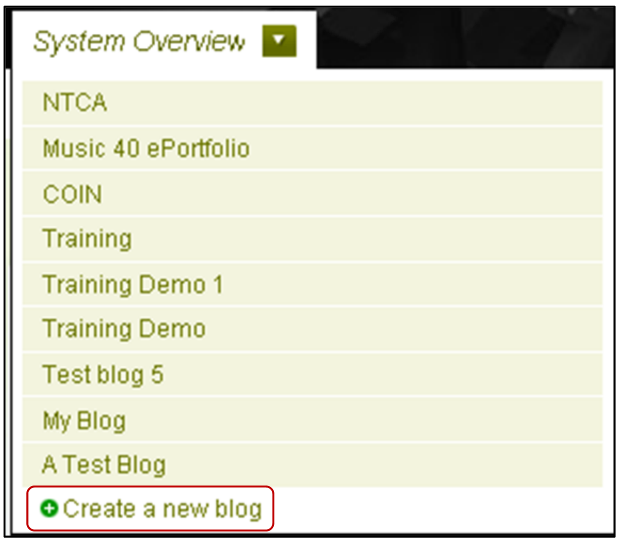


MANAGE MULTIPLE BLOGS

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 **Create a new blog** 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 week, or by day.

1. Select **Preferences > General.** A set of blog settings will be opened.

2. To change the blog name and subtitle, change the information in the *Name* and *Description* fields, then click **Save Changes.** Click **Publish**.

3. To add a Creative Commons license, click **Select a license** at the bottom.

4. Click **Publish**.

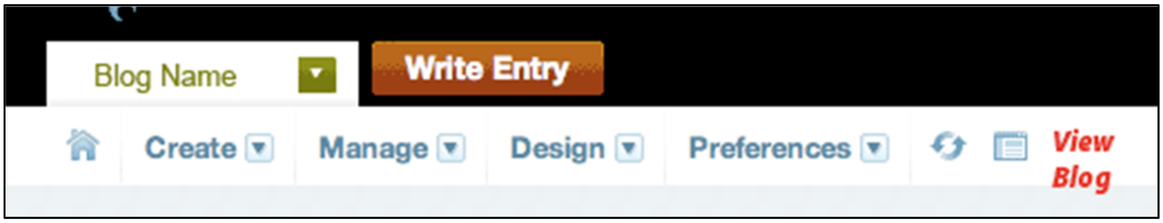
The **Entry** preferences control how many entries are displayed on the home page.

The **Comment** and **TrackBack** preferences are used to control spam. See the *Control Spam Comments and Trackbacks to Blog* section for details.

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.**

EDIT OLDER ENTRIES

Editing an Entry

1. Select **Manage > Entries**.
    a. 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, follow the steps above, but set the Status menu to **Unpublished**. 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.

IMPORT CONTENT FROM ANOTHER BLOG

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

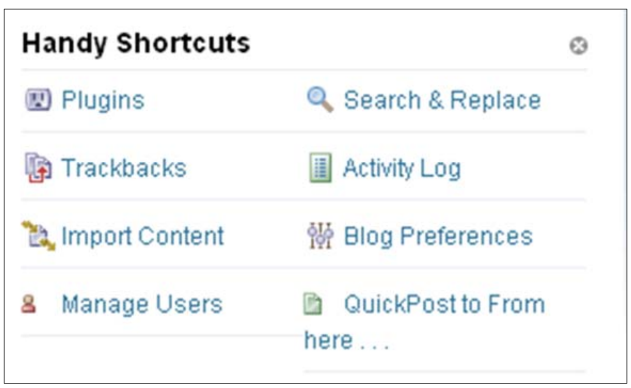
First make sure you have exported your original blog. Please see the export instructions of your blogging system for details. The file will likely be either a .txt text file or an RSS file.

1. Log in to **http://blogs.psu.edu**.

2. Create a new blog following the instructions in the **Create Blog** section of this document.

3. Click the **Blog Dashboard**  icon in the top menu (first option). You should see a dashboard for your blog listing Blog Stats.

4. In the **Handy Shortcuts** section to the right, click **Import Content.**



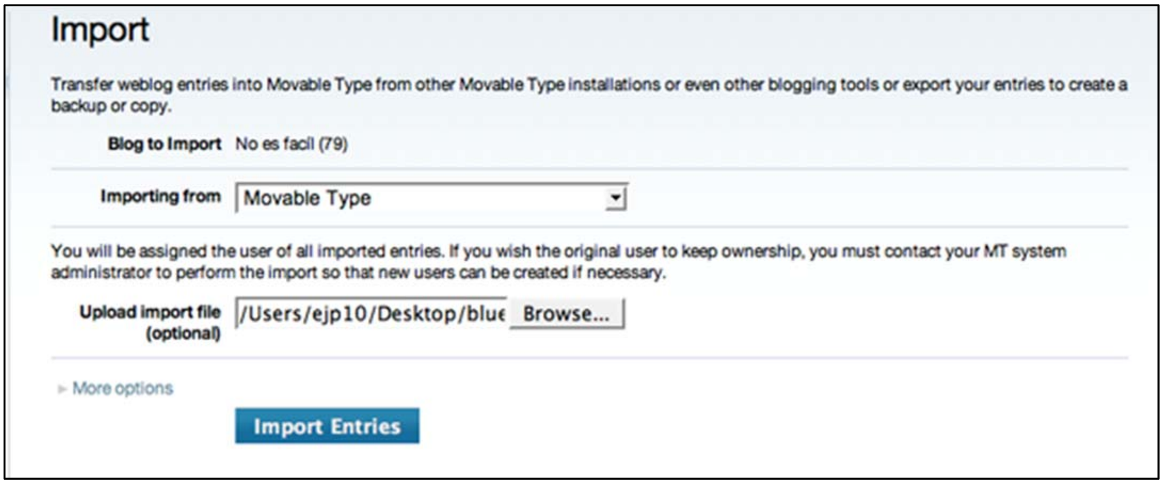
5. Select a platform in the **Importing from** menu. Your options are:

- **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.

6. 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.

7. Click **More options** if you need to select options for text breaks, encoding, or default categories.

8. Click **Import Entries** at the bottom to begin the import. You will see a new window listing imported entries.



9. Click **Publish Site**  in the top bar to post the entries to your blog Web site.
10. Click the **View Site**  button in the top bar to see if the entries have been imported correctly.
    - 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 **Blog Dashboard**  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 the import window.

5. Click **Export Blog** 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.

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. The files can be uploaded into another Web space, but you will not be able to edit them via the Blogs at Penn State.

ADD EDITORS AND COMMENTERS

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

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.

2. Enter your blog.

3. Click **Manage** in the top links, then select **Users**.

4. Click the link **Add a user to this blog.**

5. Type the person's last name into the Search Users box and click the magnifying glass. It will take a moment to load.

6. Check the entry for the appropriate user, then click **Continue**.

7. Check the appropriate role name, then click **Confirm**. Names and descriptions of selected roles follow:

    - **Author** – Can create entries, edit their own, upload files and publish
    - **Blog Administrator** – Can administer the blog
    - **Commenter** – Can comment
    - **Contributor** – Can create entries, edit their own and comment
    - **Designer** – Can edit, manage and publish blog templates
    - **Editor** – Can upload files, edit all entries/categories/tags on a blog, and publish the blog
    - **Moderator** – Can comment and manage feedback
    - **Webmaster** – Can manage pages and publish blog templates

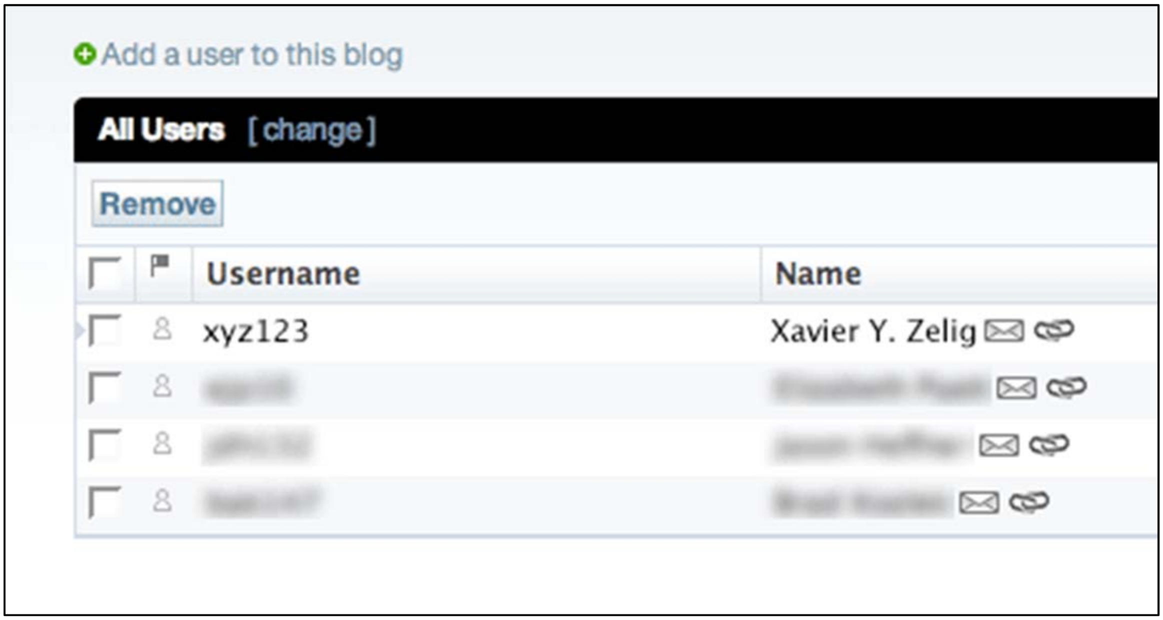
Delete an Editor

1. Login.

2. Enter your blog.

3. Click **Manage** in the top links, then select **Users**. You will see a list of users with different access permissions.

4. 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.

DELETING A BLOG

To delete an existing blog:

1. Go to the System Overview screen.
2. Select **Manage > Blogs.**
3. Select the blog(s) you want to delete by checking the box next to the blog name.
4. Click **Delete**.

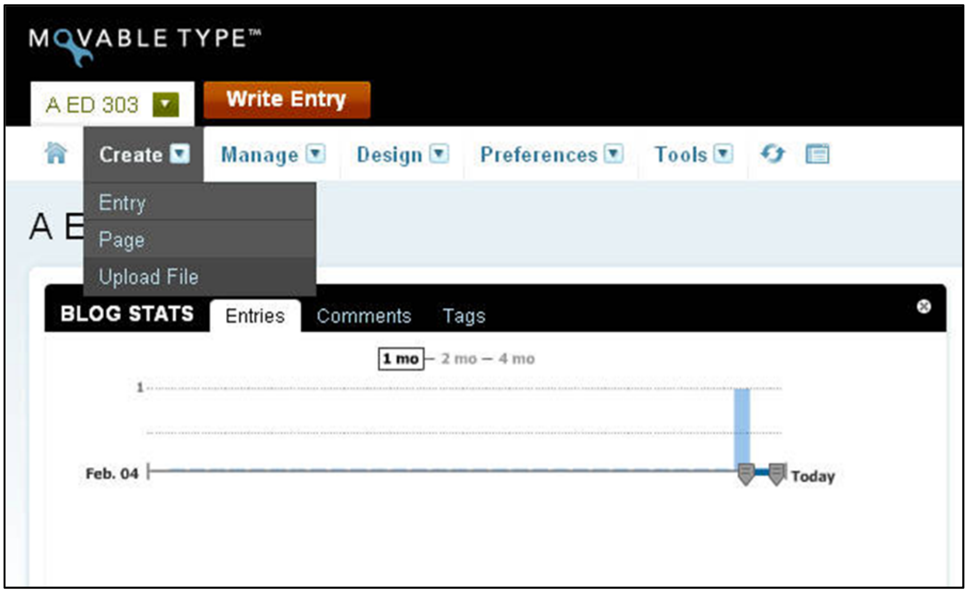
ADDITIONAL INFORMATION FOR PROFESSIONAL WEBSITES

Customizing the Banner Graphic

When using the professional website templates, you may want to change the default banner graphic that appears at the top of the index/home page. To do so, you will need to create a new graphic using your graphics program. Your new graphic should be no larger than 900 x 170 to properly fit into the space at the top of the page. Larger graphics will be cropped, and only a portion of the image will appear on the page.

Once you have the graphic created, you will first need to import it into the blog space and make it an asset. To do so, follow this process:

1. From the **Create** menu, select **Upload File**.

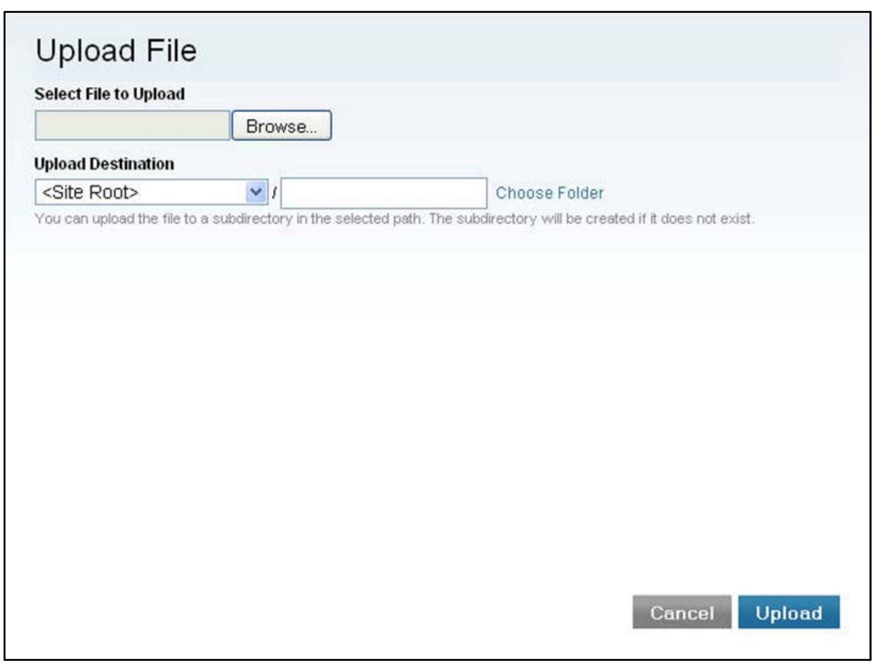


The Upload File dialog box will appear.

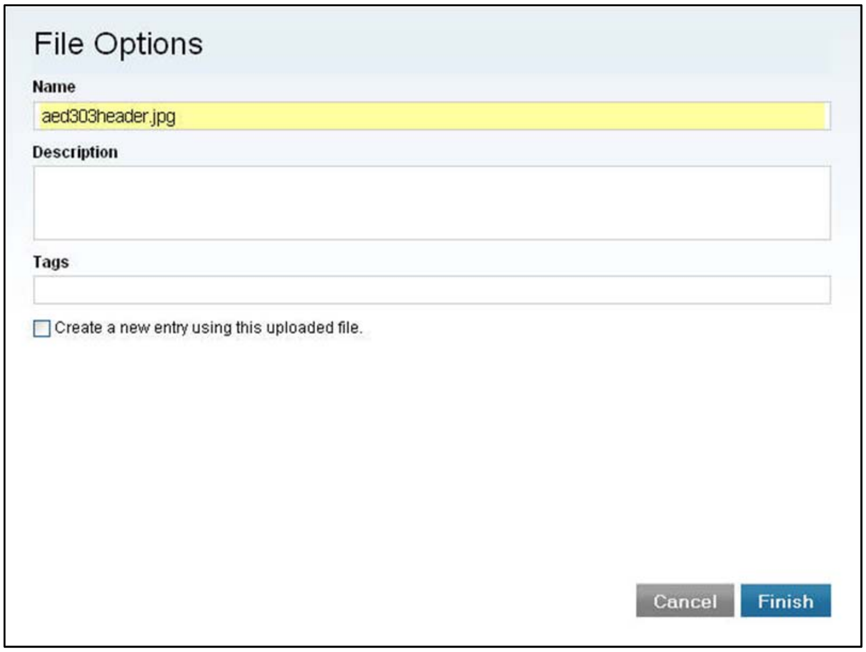
2. Click **Browse** to search your computer for the graphic that you want to use for your banner.

3. Double-click on the graphic file and the **Upload File** window will return.

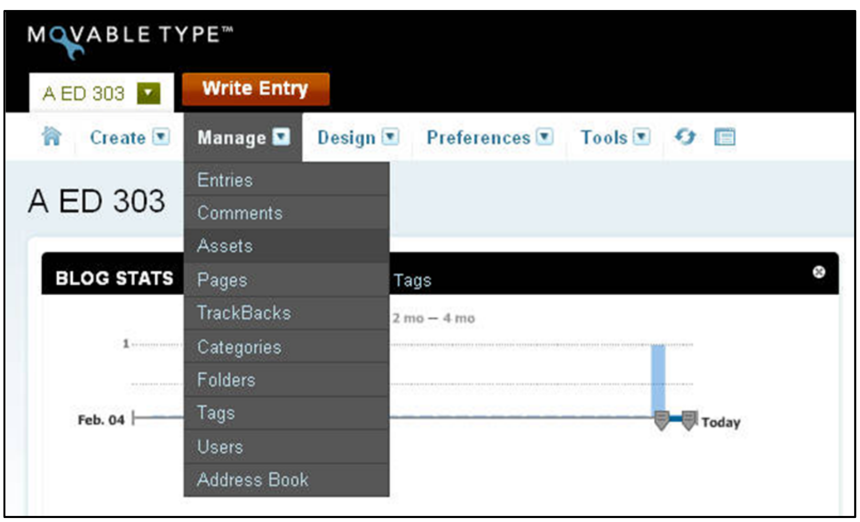
4. Click **Upload** to add the file to the assets in your blog.



5. In the File Options box, make sure that the **Create a new entry using this uploaded file.** box is unchecked.



6. Select **Manage > Assets**.



The Manage Assets screen will open.

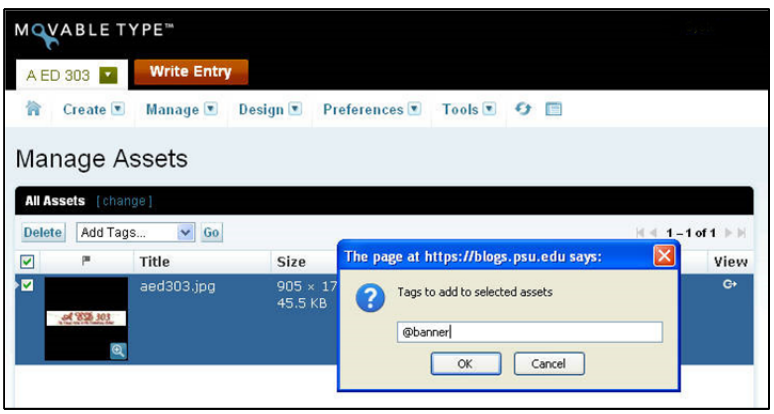
7. Select the check box next to the graphic that you want to use as the banner.

8. Select **Add tags . . .** from the **More actions . . .** drop down menu.

9. Click **Go**.

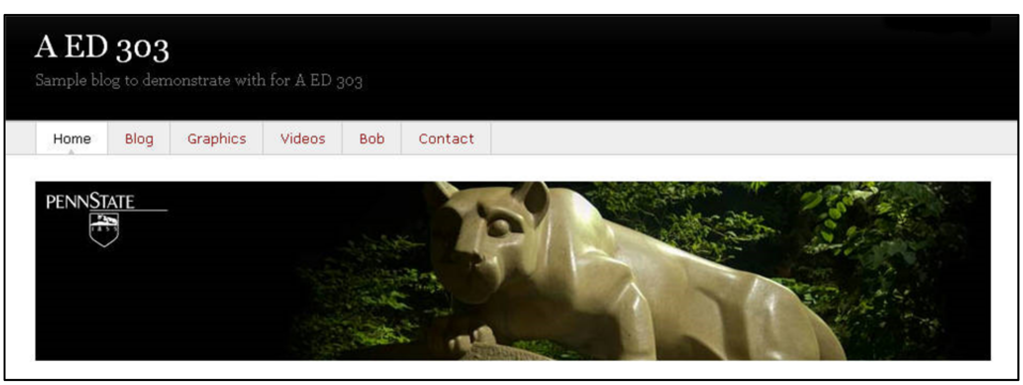
10. A small dialog box will open to add the tag. Enter the tag **@banner** to assign this tag to the image.

11. Click **OK**. The tag has now been assigned to the image.

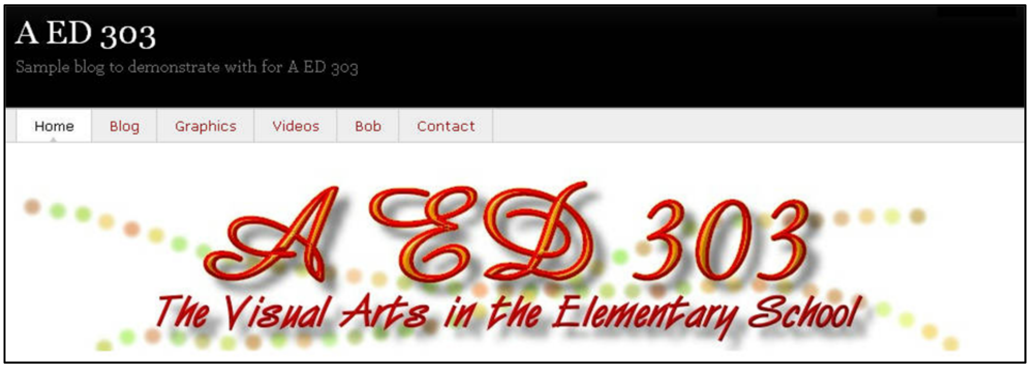


To complete the process, republish the indexes. View the blog. The top graphic should be updated to the image that was just added and tagged.

Before . . .



After . . .

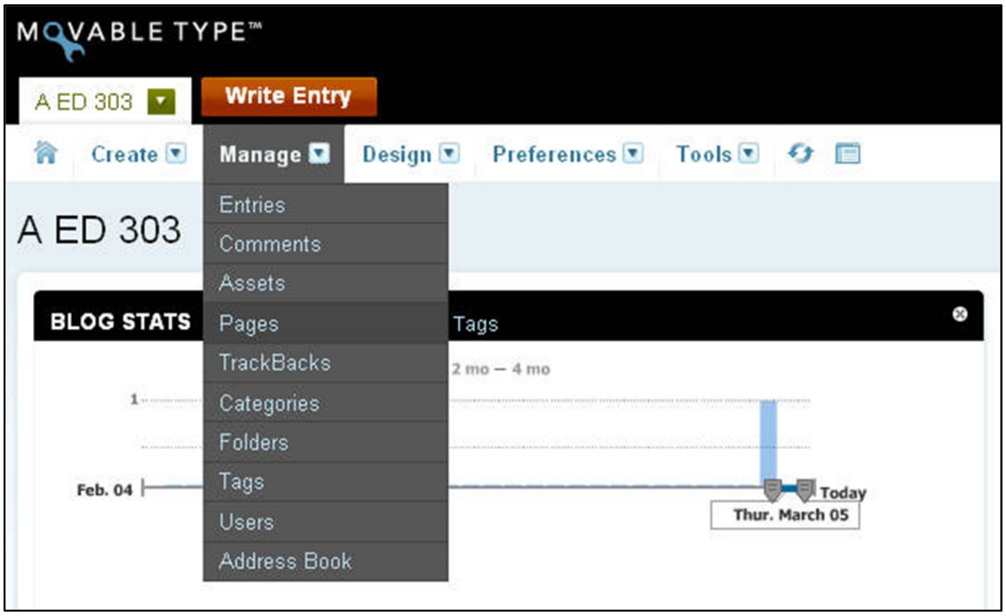


Adding Pages to the Top Navigation Bar

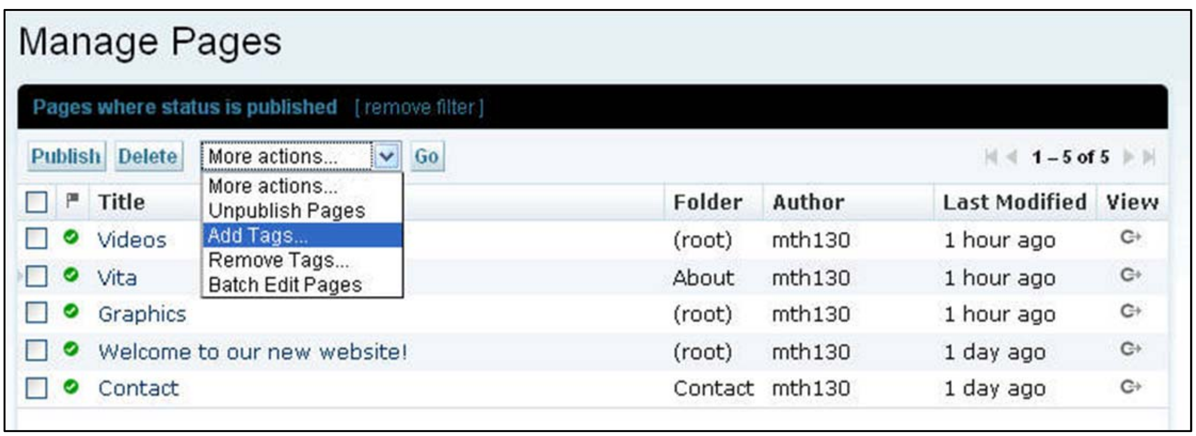
By default, the Blogs at Penn State tool creates four pages: **Home**, **Blog** (the front page to your blog), **About,** and **Contact**. In addition, you can create static information pages inside your site and have them linked to the top navigation bar directly beneath the banner graphic.

To add a new page to the navigation, create the page and its content. We will assume that the page to be added to the navigation has already been created. Next, we need to add a tag to the page.

1. From the Manage menu, select **Pages**.



A list of pages that currently exist in the blog will appear.

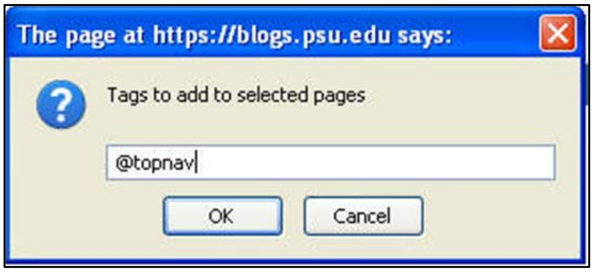


2. Select the checkbox for the page.

3. Select **More actions . . . > Add tags . . .**

4. Click **Go**.

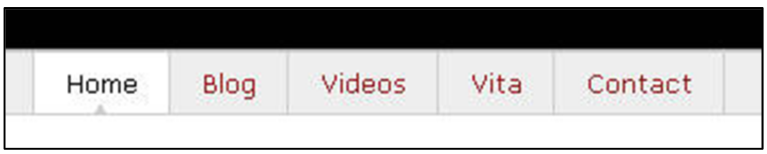
The **Tags to add to selected pages** window appears.



5. Add the tag **@topnav**

6. Click **OK**.

Refresh your blog site and the new page will appear in the top navigation menu.



REORDERING BLOG TABS

There may be occasion when you want to change the order of the tabs as they appear in the navigation bar. To change the appearance order, you need to change the publication date of the page.

Note: The Home tab cannot be moved from its location at the left end of the navigation bar. The Blog tab cannot be moved from its location next to the Home tab, but can be hidden.

1. Select the blog/portfolio you want to reorder the tabs in.

2. Select **Manage > Pages.**

3. Select the page you want to reorder by clicking on the page name
   - To move the page to the left in the tab order, set the **publish date** to a date earlier than the page to the left of current pages position.
   - To move the page to the right in the tab order, set the **publish date** to a date later than the page to the right of current pages position.
4. Click **Save**

The blog/portfolio will republish and the page is now reordered.

Note: These changes must be done one page at a time. To move the tab more than one place to the left or right, the published date must be earlier than (left) or later than (right) the page you want to precede or succeed.

To change the order of the About and/or Contact page:

1. Select **Manage** > **Pages.**

2. Click on the title of the About or Contact page.

3. In the Tags box in the Edit Page view, replace the @about (or @contact) tag with **@topnav.**

4. Click Save. The blog/portfolio will republish and the page is now (in most cases) next to the Home tab.

Note: To move the page to another location in the navigation order, use the process above.

EMBEDDING OTHER TYPES OF CONTENT

You can embed many media objects within your blog site including YouTube Videos, your personal Flickr Photos, and other objects by including the "HTML Embed code" within your blog entry.

Note: In order for the embed codes to work, you must switch your entry format from Rich Text to HTML.

YouTube

1. Write and format the text for the body of your entry.

2. Click the **<A> HTML Mode** button. You will see the HTML tags for your entry.

3. Open a new browser window and search for a video on YouTube.

4. Look for the **Embed code** on the YouTube page and cut and paste it into the text body. The embed code begins as "**<object width =...**"

5. Save and publish the entry.

The video stream will be displayed in your blog. If the entry shows the code instead of the video, make sure your Format is not Rich Text.

Flickr Photos

These instructions only work for your own Flickr photos.

1. Upload any image files you wish to post on to your blog into your Flickr account.

2. Write and format the text for the body of your entry. The easiest approach is to describe the photos first, then insert them.

3. Click the **<A> HTML Mode** button. You will see the HTML tags for your entry.

4. Open a new browser window and search for the uploaded Flickr photo.

5. Select **All Sizes** in the Flickr Toolbar and select the appropriate size.

6. Save and publish the entry.

Your Flickr photo will be displayed in your blog. If the entry shows the code instead of the video, make sure your Format is NOT Rich Text.

Google Maps

These instructions only work for your own Google Maps and Google Maps released to the public.

1. Create a custom Google Map following the Google MyMaps Instructions.

2. Click **Link to this Map** in the upper right, then click **Customize and preview embedded map.**

3. Set the zoom and location in the preview window to the appropriate settings.

4. Write and format the text for the body of your entry.

5. Click the **<A> HTML Mode** button. You will see the HTML tags for your entry.

6. Close the window, then cut and post the HTML code into your blog entry.

The code looks something like:

```
<iframe width="425" height="350" frameborder="0" scrolling="no" marginheight="0"
marginwidth="0"
src="http://maps.google.com/maps?f=q&hl=en&geocode=&q=16805&ie=UTF8&om=1&s=AARTsJpP8HuZtt
zsTmaO5qSXfC_JN95p2w&ll=40.822643,-
77.844315&spn=0.181863,0.291824&z=11&iwloc=addr&output=embed">
</iframe><br />
<small><a
href="http://maps.google.com/maps?f=q&hl=en&geocode=&q=16805&ie=UTF8&om=1&ll=40.822643,-
77.844315&spn=0.181863,0.291824&z=11&iwloc=addr&source=embed" style="color:#0000FF;text-
align:left">View Larger Map</a></small>
```

See Google Maps for instructions with screen captures.

(**http://maps.google.com/help/maps/share/embed.html#utm_source=en-mapshpp-na-us-google-gm**)

Other Content
The capability of embedding content from other sites depends on whether they release an embed code or not. Some sites may only allow you to embed your own items.

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.
E-mail 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.

Setting	Icon	Description
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.

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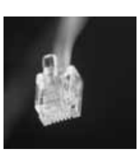

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