



Blogger User manual

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Introduction

The Blogger is a tool that allows the creation of journals that are available on the web. The information written in the Blogger is instantly published in the Web site, so it is available virtually wherever the potential readers are and whenever they want.

The way of using the Blogger depends of each user, but normally the Blogger is used to contain updated daily information that the user wants either to make available to other users in their work group or make accessible anywhere and at any time.

The information's natures can vary tremendously, from a log of your daily job to general ideas that you want to share. This information will be published in a chronological order.

However, the Blogger is not a chronological order of information. It is a tool that facilitates the management of knowledge. With the Blogger you can store links to other web pages, files and pictures; it also provides a search mechanism which makes it easy to track and find any published information.

The Blogger is not just a personal blog. It is a team-oriented blog. That means that all the information you publish to the team blog can be revised, modified and appended to by any member of your team. All your team members can also add comments to any blog entry.

From now and onward, you and your team can enjoy the advantages of this collaborative tool, publishing, sharing and managing all the knowledge generated in your daily activity.

Glossary

Blogger: This application. It can also be the person who creates entries.

Blog: The unit of information that is written in the Blogger.

Post: The same as Blog

Entry: The same as Blog

Document: The same as Blog

Document structure: Any blog has a fix number of elements in a fix position. These elements are *Title*, *Keywords*, *Abstract* and *Visibility*. Moreover, any blog has an arbitrary number of other elements in an arbitrary position between them. These elements are *Text*, *Images*, *Links* and *Files*. The layout of all these elements is the *document structure*

Comment: information that is not, strictly speaking, part of a blog but has been written as a complement to it.

Site: This concept is closely related with Sakai Site. It is a particular set of related Sakai tools that are shown as web pages. To access a site a user has to provide a username and a password.

Team: Group of people who belong to the same site.



Writing a blog entry

The best way to learn how to use the Blogger is by using it. So, let's go to create our first blog.

In the **figure 1** we have the main page of the Blogger, here we can see the 20 last entries produced by us and other users. We can also see a simple menu with three options: *Home*, *New*, *Show all*.

Home will take us to this same page. *New* will take us to the editor page; this is the page where we can write blogs or posts. Finally, *Show all* will take us to a page where we can find all the blogs and where we can do searches.

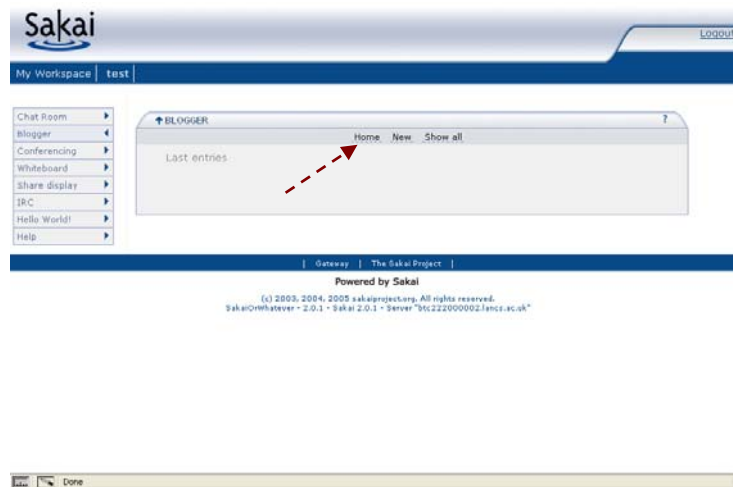


Figure 1

Now, we are going to click on *New*. The result will be this page:

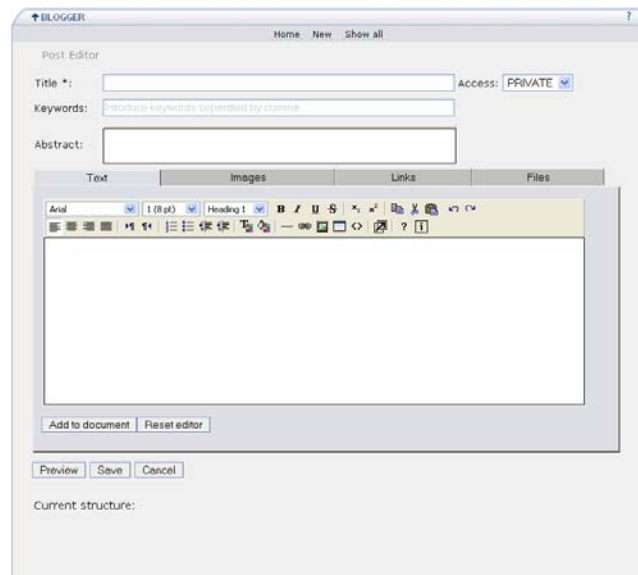


Figure 2

The **figure 2** is the *Post Editor* page, and it is the place from where we will create and modify any blog entry.

Each *Post* (this is the name given for a blog entry) has these pieces of information:

- **Title:** it is the title of the *post* and it will be the main reference for any blog entry. It is mandatory and we have to specify it before writing anything else.
- **Access:** We have two options: *PRIVATE* and *SITE*. If the blog entry is *PRIVATE*, the person who is written the *post* will be the only person who will see the entry. If it is *SITE*, all members can read and modify the entry.
- **Keywords:** this is information that could be useful when we make any search. We can write as many keywords as we want. Each keyword has to be separated by a comma. We can write complex keywords. So, as example, we can write something like this: *pollution, global warming, CO2*
- **Abstract:** A short text with information about the *post* subject. The title and the abstract is the information that will be shown in the main page.
- **Tabs with Text, Images, Links, Files.** Using these tabs we can choose what we want to add to the *post*. The combination of elements of these types will produce the *Post Structure*. So we could mix *Text, Images, Links and Files* in any order.
- **Preview, Save and Cancel:** with these buttons we can do those operations, and remember, you have to save the *post* because the Blogger does not do that in an automatic way.
- **Current structure:** it will show the *post's* current structure. If the *post* is empty, we won't see anything here.

Looking in a higher detail the tab elements we have

- **Text**

This is an editor which behavior is similar to any text editor. We can select different kinds of fonts, sizes, colors, insert tables, etc.

If you are a user with basic skills in HTML, you can use this editor as an HTML editor in order to do more advanced layouts. You can make links, complex tables, etc. You just need to press on the button marked '<>' and start to write HTML. But if you do not have any idea of HTML, don't worry, you only need to write and use it as any other text editor.

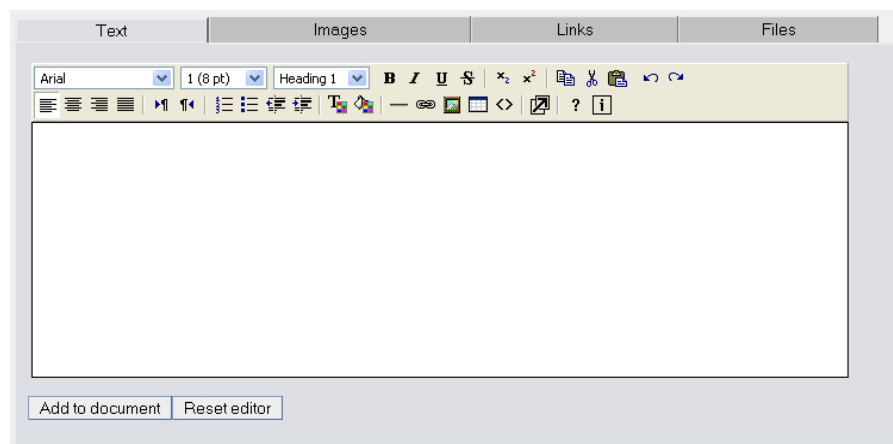


Figure 3

To write a text, just type, and after that press *Add to document*. This operation will add this text to the current structure but it will not save the document, so you will need to press *Save* when you have finished.

The *Reset editor* is necessary when the editor has “hanged”. This is due to a problem in the editor that has not been solved.

- **Images**

From here you can add image to your blog entry. The images will be stored in the database compressed in the correct size, so you don't need to be concerned about this kind of stuff. The Blogger will do the whole resizing job for you. It is advisable to avoid using images below 300x200 pixels. If you want to store a really big image, it will take more uploading time, but that will happen just once. After that, when you will access to the entry, the Blogger will use an adapted picture in order to improve the speed. We will see more about pictures later on.

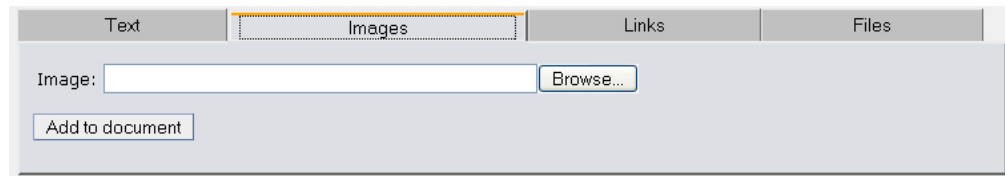


Figure 4

To add an image, press *Browse...*, select a picture from your computer (a JPG picture) and finally, press *Add to document*. This operation will add this picture to the current structure but it will not save the document, so you will again need to press *Save* when you have finished.

- **Links**

The Blogger has two ways to add links. You can write a link using the text editor, and you can use the following method:

In *Description* type the string that users will see as a link. In *URL* type the location of the page, for example *http://www.mipage.com*. Remember, you have to put *http://*

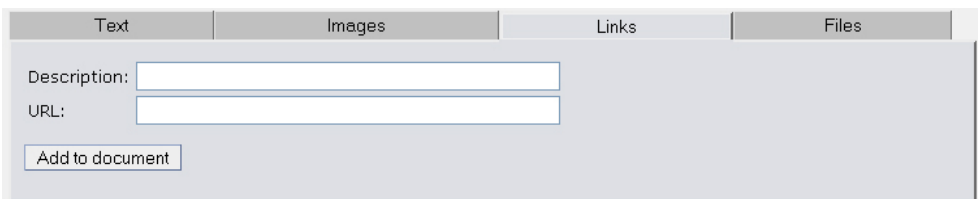


Figure 5

Once you have written the *description* and the *URL*, press *Add to document*. This operation will add this link to the current structure but it will not save the document, so you will need to press *Save* when you have finished.

- **Files**

Adding a file to your blog entry is very easy. You just need to select the file and press *Add to document*. This operation will add this file to the current structure but it will not save the document, so you will need to press *Save* when you have finished.

Text

Images

Links

Files

URL:

Figure 6

Now, let's go to see what we have when we introduce some information. The next example (**figure 7**) has been generated with text, an image, then some more text.

Current structure:

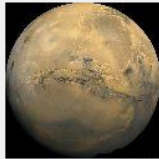
Index	Element	Commands
0	<p>Before space exploration, Mars was considered the best candidate for harboring extraterrestrial life. Astronomers thought they saw straight lines crisscrossing its surface. This led to the popular belief that irrigation canals on the planet had been constructed by intelligent beings. In 1938, when Orson Welles broadcasted a radio drama based on the science fiction classic <i>War of the Worlds</i> by H.G. Wells, enough people believed in the tale of invading Martians to cause a near panic.</p> <p>Another reason for scientists to expect life on Mars had to do with the apparent seasonal color changes on the planet's surface. This phenomenon led to speculation that conditions might support a bloom of Martian vegetation during the warmer months and cause plant life to become dormant during colder periods</p>	<div>Edit Delete</div> <div>↓</div>
1	 mars.jpg	<div>Edit Delete</div> <div>↕</div>
2	<p>In July of 1965, Mariner 4, transmitted 22 close-up pictures of Mars. All that was revealed was a surface containing many craters and naturally occurring channels but no evidence of artificial canals or flowing water. Finally, in July and September 1976, Viking Landers 1 and 2 touched down on the surface of Mars. The three biology experiments aboard the landers discovered unexpected and enigmatic chemical activity in the Martian soil, but provided no clear evidence for the presence of living microorganisms in the soil near the landing sites. According to mission biologists, Mars is self-sterilizing. They believe the combination of solar ultraviolet radiation that saturates the surface, the extreme dryness of the soil and the oxidizing nature of the soil chemistry prevent the formation of living organisms in the Martian soil. The question of life on Mars at some time in the distant past remains open.</p> <p>Other instruments found no sign of organic chemistry at either landing site, but they did provide a precise and definitive analysis of the composition of the Martian atmosphere and found previously undetected trace elements</p>	<div>Edit Delete</div> <div>↑</div>

Figure 7

In the **figure 7** we have three different columns. The first one contains the element index, starting in 0. The second one has the element content (it can be a text, a picture, a link or a file) and the third one has commands to manipulate the current document structure. These commands are:

- Edit: it will put the element in its tab allowing us modify its content.
- Delete: it will delete the element from the current structure.
- Down arrow: it will move one position down the element.

- Up arrow: it will move on position up the element.

Applying these commands will cause a change in the current structure but we still need to press *Save* in order to keep the changes in the document.

Of these commands, the trickiest is the *edit* command. If we press it, for example, for the first element, we will have this in the text editor (**figure 8**):

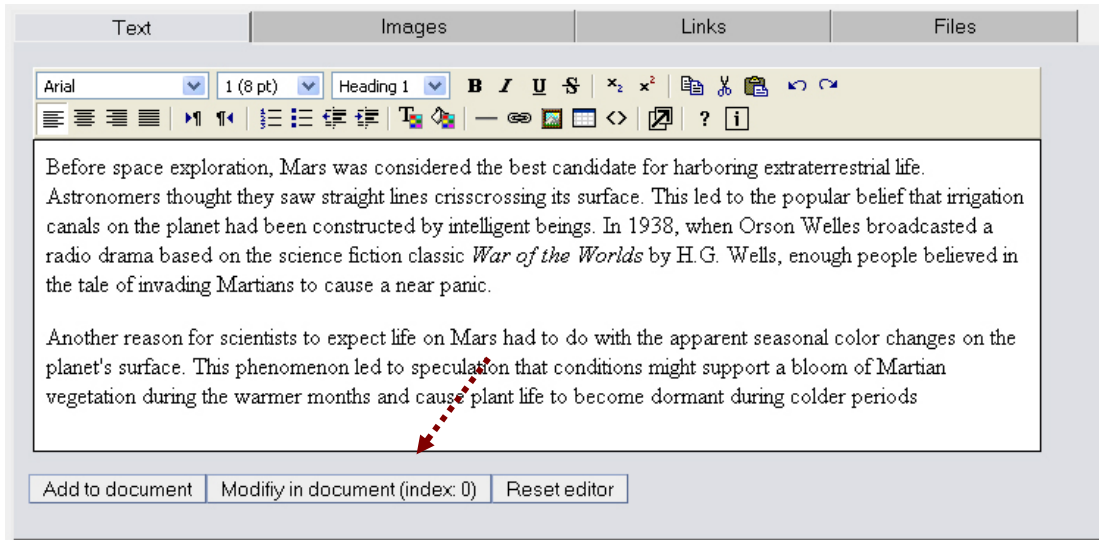


Figure 8

Now we have an additional button: *Modify in document(index:0)*. If we press *Add to document* we will add a new text with this content at the end of the document, but we won't change the text that we want to modify. So we have to press in *Modify in document(index:0)*.

In this button we have very important information, the index. It shows us what element index that will be modified.

This behavior is the same in all the tabs.

Now, we will press and the blog entry will be saved.



Reading, modifying and deleting a blog entry

We have written our first entry, so in the main page we have (figure 9):

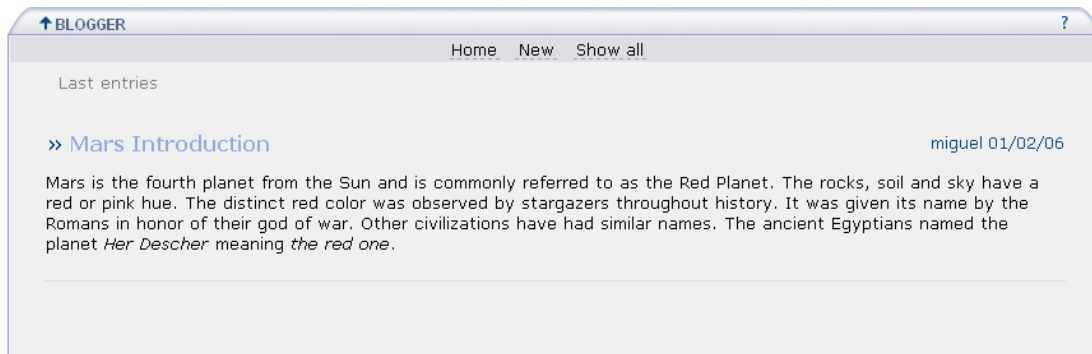


Figure 9

Here, we can read the title and the abstract. We can see who the author is and the date that the blog was created.

Now, we can click on the title to read the full entry (figure 10).

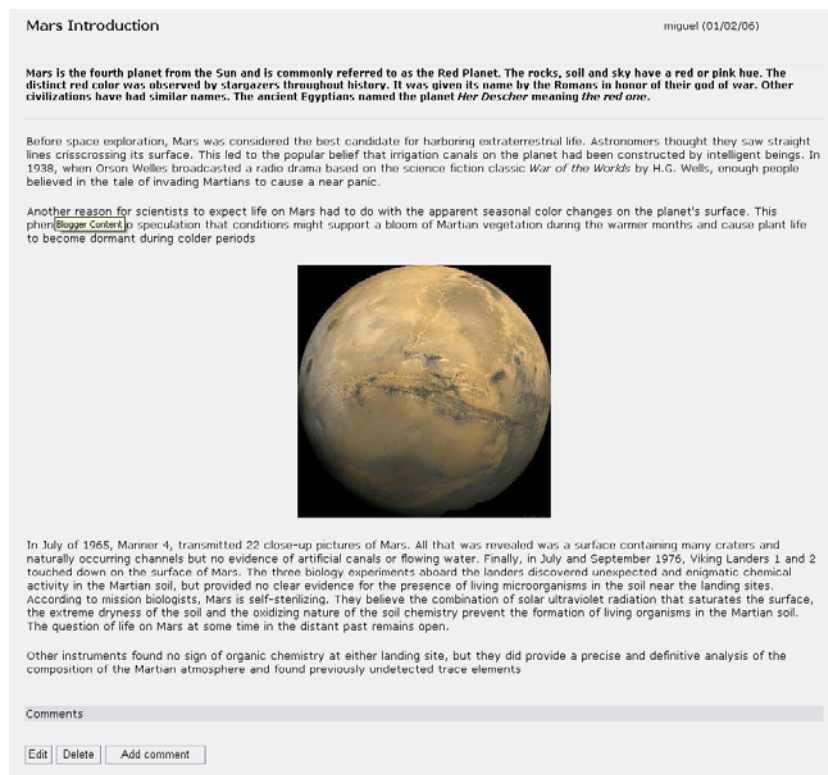
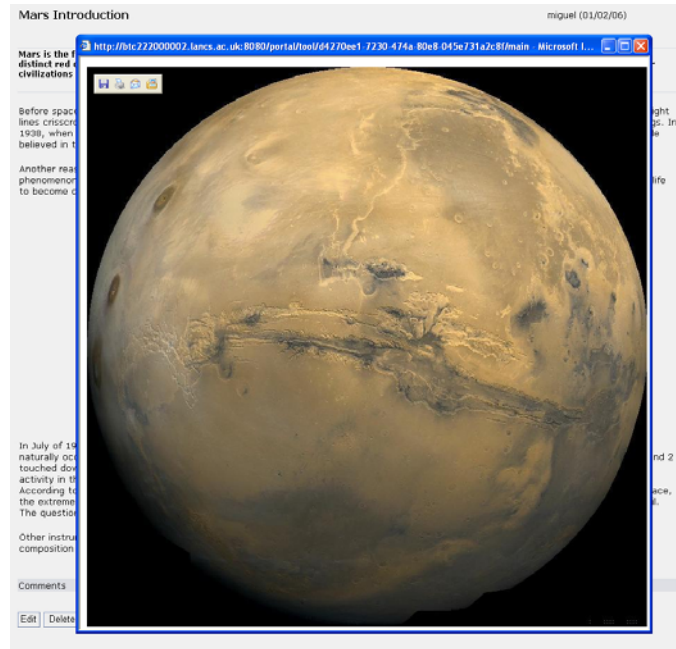


Figure 10

Here we have the full entry, and we can, in addition to merely reading it, click in any link, file or picture. If we click in a link, we will have another browser showing the linked page. If we click in a file we will have the chance of downloading it and if we click in an image, we will see it in its original size (figure 11).

**Figure 11**

In the bottom of this page, we have three buttons: *Edit*, *Delete* and *Add Comment*

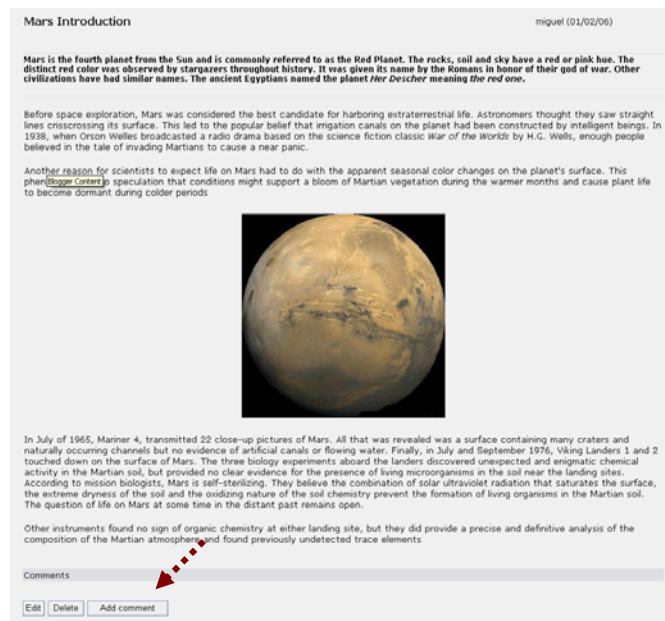
If we click on *Edit* we will put this entry in the editor, and we can modify it.

If we click on *Delete* will see a confirmation page asking us if we really want to delete it.

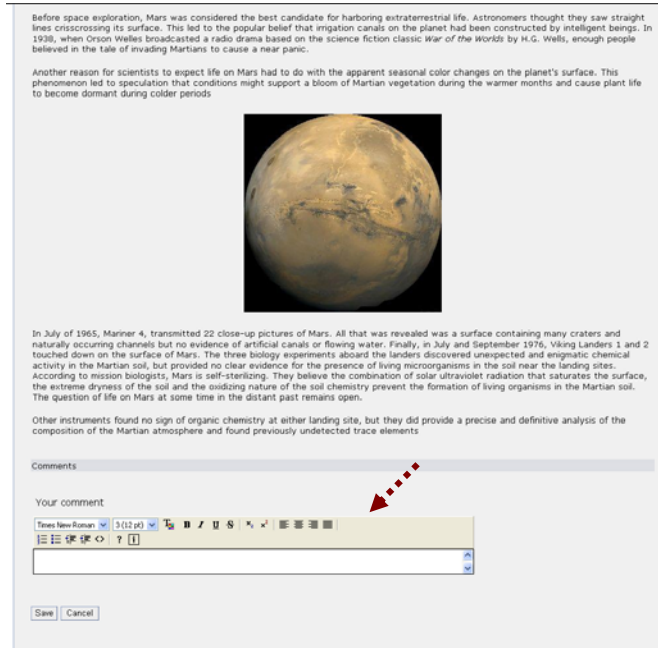
Add Comment allows anybody to add any comment to this entry. Let's go to see how.

Adding comments to a blog entry

We are reading the full entry and we want to add a comment. So we have to click *Add Comment*: (figure 12):

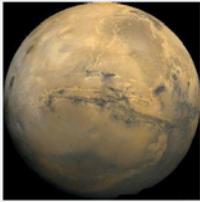
**Figure 12**

Clicking *Add Comment* we will access to a similar page, one like this (**figure 13**):



Before space exploration, Mars was considered the best candidate for harboring extraterrestrial life. Astronomers thought they saw straight lines crisscrossing its surface. This led to the popular belief that irrigation canals on the planet had been constructed by intelligent beings. In 1938, when Orson Welles broadcasted a radio drama based on the science fiction classic *War of the Worlds* by H.G. Wells, enough people believed in the tale of invading Martians to cause a near panic.

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In July of 1965, Mariner 4, transmitted 22 close-up pictures of Mars. All that was revealed was a surface containing many craters and naturally occurring channels but no evidence of artificial canals or flowing water. Finally, in July and September 1976, Viking Landers 1 and 2 touched down on the surface of Mars. The three biology experiments aboard the landers discovered unexpected and enigmatic chemical activity in the Martian soil, but provided no clear evidence for the presence of living microorganisms in the soil near the landing sites. According to mission biologists, Mars is self-sterilizing. They believe the combination of solar ultraviolet radiation that saturates the surface, the extreme dryness of the soil and the oxidizing nature of the soil chemistry prevent the formation of living organisms in the Martian soil. The question of life on Mars at some time in the distant past remains open.

Other instruments found no sign of organic chemistry at either landing site, but they did provide a precise and definitive analysis of the composition of the Martian atmosphere and found previously undetected trace elements.

Comments

Your comment

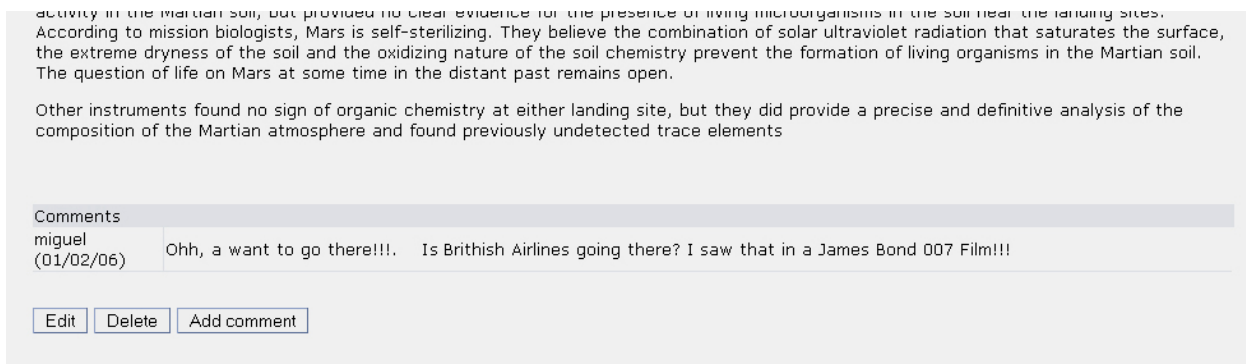
Times New Roman 12pt [Rich Text Editor]

[Save] [Cancel]

Figure 13

Here we have a text editor where can write whatever. Once written we have to press save.

This comment will be added to the entry, allowing any user read these comments when they access the content. The information will be displayed in this way (**figure 14**):



activity in the martian soil, but provided no clear evidence for the presence of living microorganisms in the soil near the landing sites. According to mission biologists, Mars is self-sterilizing. They believe the combination of solar ultraviolet radiation that saturates the surface, the extreme dryness of the soil and the oxidizing nature of the soil chemistry prevent the formation of living organisms in the Martian soil. The question of life on Mars at some time in the distant past remains open.

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Comments

miguel (01/02/06)	Ohh, a want to go there!!!. Is Brithish Airlines going there? I saw that in a James Bond 007 Film!!!
----------------------	--

[Edit] [Delete] [Add comment]

Figure 14

We can see the comment's author and when the comment was written.

Managing entries

We saw that we have a menu in the upper part of the Blogger (figure 15)



Figure 15

If we click on *Show all* we will access to a page where we can see all the entries (our SITE and PRIVATE entries and the others' SITE entries).



Figure 16

Here we have a chronological list of the entries, with the Date, creator and type of access, but, the most useful thing here is the search.

The searcher works like Google. You only have to specify what words have to have the entries that will match with the search condition. Also, we can limit the scope of the search, looking in all entries or just in the *SITE* or *PRIVATE* scope.