Blog

When to use it

When you would like to add a blog to enhance your website.

Best Practices for Use

- Make sure you have a goal or strategy for using a blog on your website
- Create compelling content and engage users
- Post regularly

There are 5 steps to this process:

- Create a blog
- Create a blog post layout
- Add a dynamic blog widget to the blog post layout
- Create a blog layout
- Add a blog widget and blog tools widget to layout

Creating a Blog

- Set up a new blog within your content folder.
- In the WorkArea navigate to your content folder. (you may want to create a separate folder for your blog)
- In the right hand pane, select New > Blog. Give your blog a name and select the options you would like to make available and select save.

Options to select for your blog:

Name: This is your blog name

Title: Give this the same name as your blog name

Visibility: Public

Tag Line: you can leave this blank

Posts Visible: You must limit this to 3.

Comments: If you want to enable comments select enable and moderate comments.

Click the tab subjects to add subjects for your blog. (when you add a blog post in the editor select the summary tab and your subjects will be listed. You can assign a post to a subject by selecting a subject)

Click the tab blogroll to add links to other blogs

To approve comments:

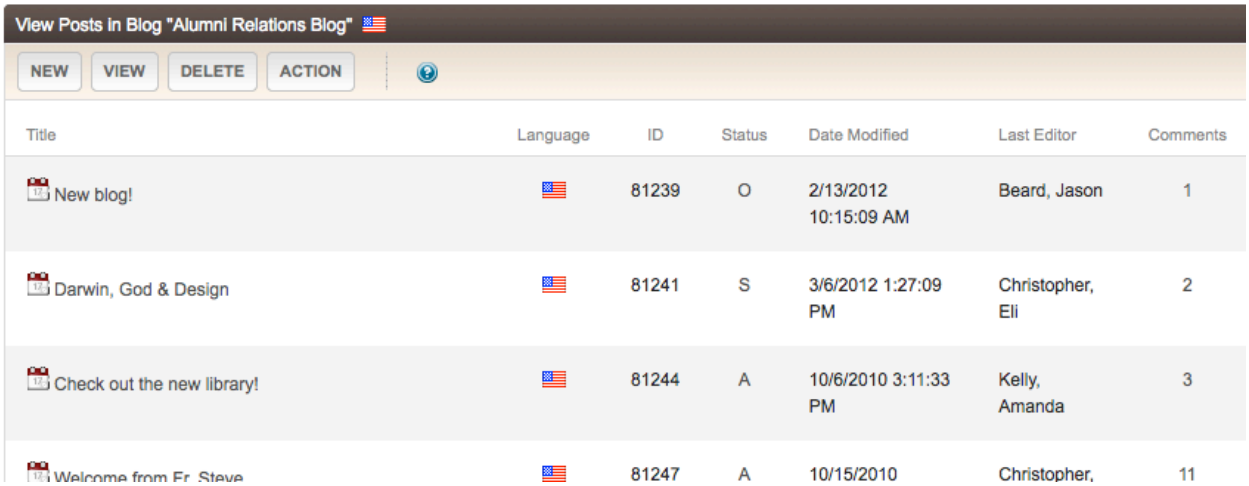
Click on your blog folder. You will see all posts in the right hand pane.

Next to each post you will see a comments column.

If there's a number in the column, that's the amount of comments you have.

To approve a comment, select number in the comment column.

Here you can edit, delete, or approve a comment


View Posts in Blog "Alumni Relations Blog"

NEW VIEW DELETE ACTION

Title	Language	ID	Status	Date Modified	Last Editor	Comments
New blog!		81239	O	2/13/2012 10:15:09 AM	Beard, Jason	1
Darwin, God & Design		81241	S	3/6/2012 1:27:09 PM	Christopher, Eli	2
Check out the new library!		81244	A	10/6/2010 3:11:33 PM	Kelly, Amanda	3
Welcome from Fr. Steve		81247	A	10/15/2010	Christopher,	11

Create a Blog Post Layout

This is the layout that will be automatically generated for posts.

You must create a Layout named Posts.aspx. If you don't set this up when you click on an individual blog post you will receive an error.

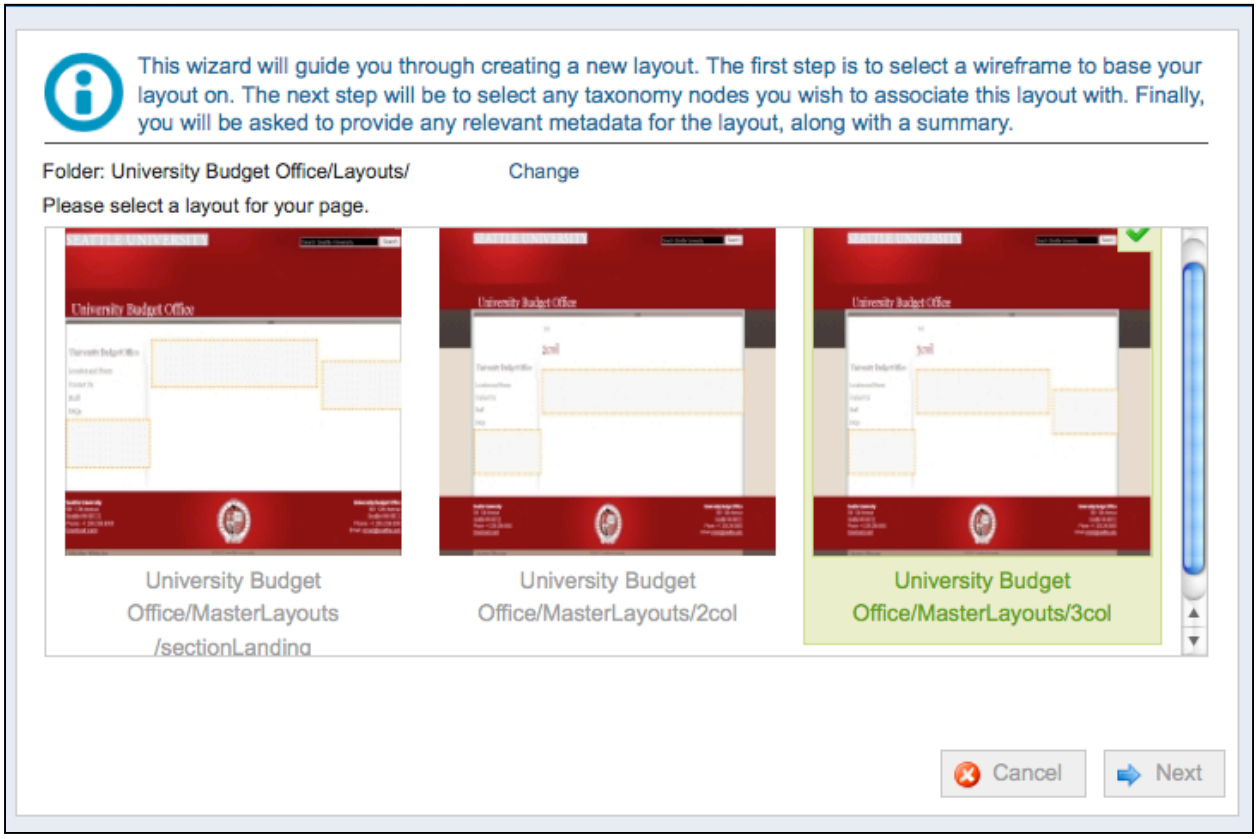
1. Log into the CMS editor if you aren't already.
2. Navigate to your folders.
3. Select the layouts folder.
4. On the right hand side of the WorkArea, select "**New," then** select page layout

Please note: Make sure to add the posts layouts in the same folder you plan to add your blog layout.

5. Select the 3col or the 2col layout

2col layout – You will choose this layout when you would like two columns on your page layout.
3col layout – You will choose this layout when you would like three columns on your page layout.

View example:



6. Choose your layout
7. Select next
8. Give your layout a title called “Posts.”
9. Create a URL Alias for your layout.

What is a URL Alias - URL aliases can be created by you to make each content item have a unique URL instead of having the address to your page include template names and numbers, a page could be easily named this - www.example.com/news/

Add your website name first, the title of your blog and then post.aspx.

For example:

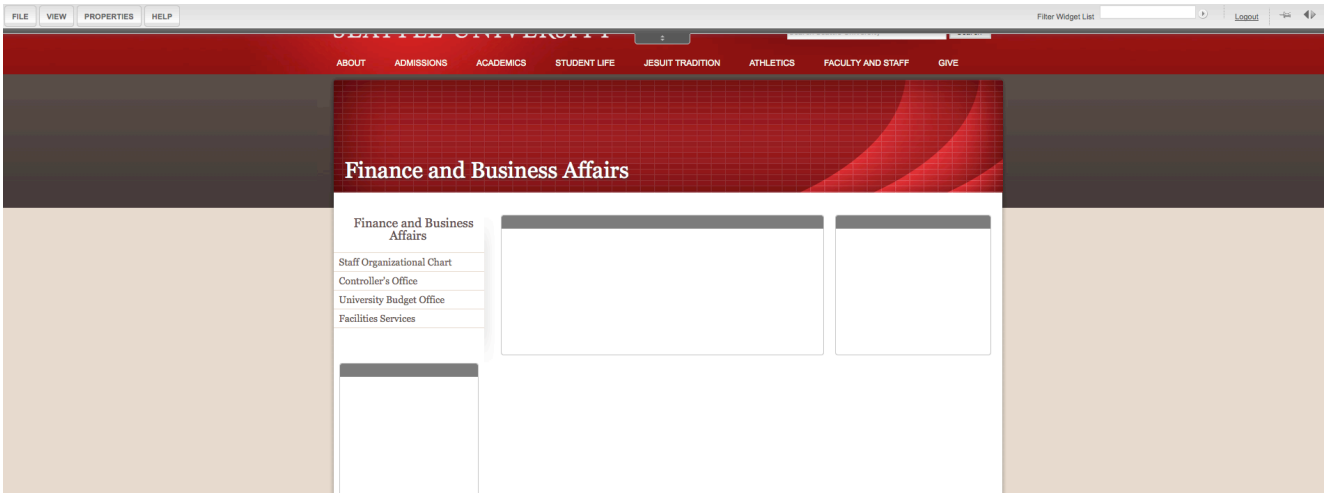
Alumni/suvoice/posts.aspx

10. When you are done select next
11. In this window you can add keywords for your page and or description.
12. Select Finish when you are done.
13. You will then see a window that says “Would you like to be redirected to the page so you can begin editing it?” Select ok.

Add a Dynamic Blog Post Widget to your Posts.aspx layout

This is the last step to ensure your blog entries have a layout.

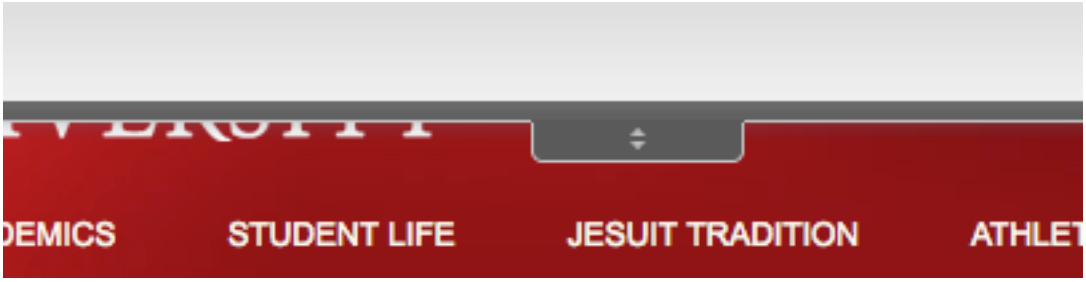
The areas with gray boxes below are called “Drop Zones,” and widgets can be added to those columns.



At the top of the page layout select the down arrow from the two arrows shown below in figure A. to open up your widget list

What is a widget: a widget is a small application that can be installed and executed within your page.

A.

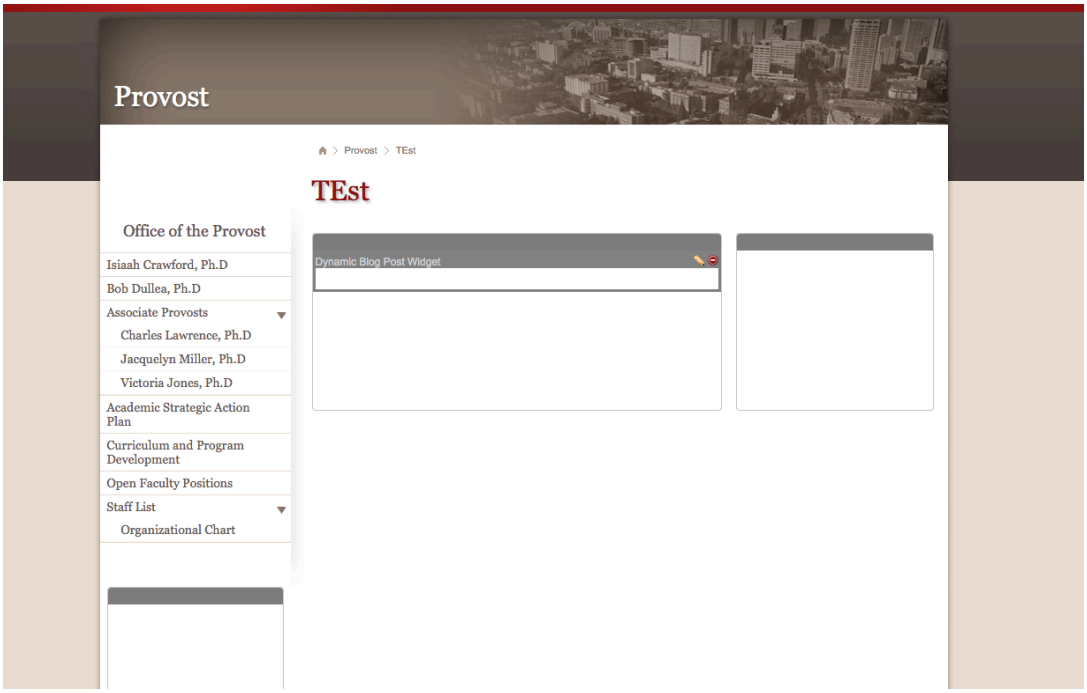


Select “Dynamic Blog Post” and drag it into your content area

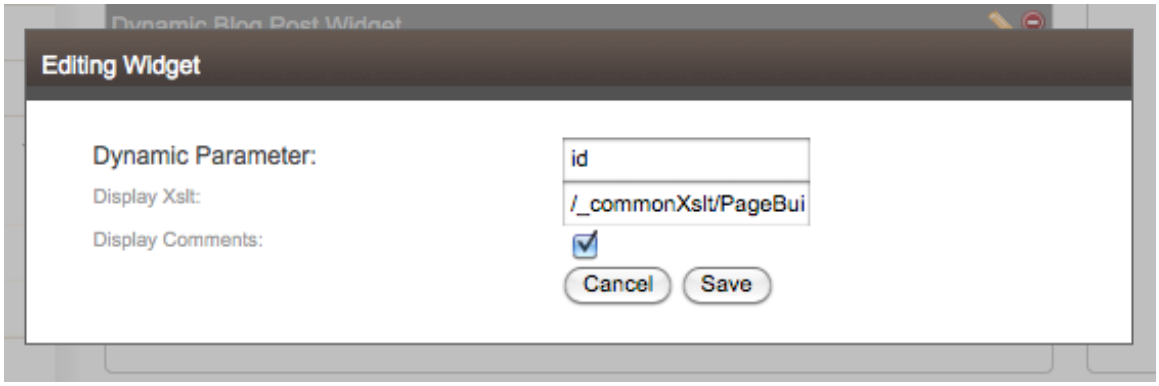
B.

C.

After you drag the dynamic post widget into the column this is what it looks like:

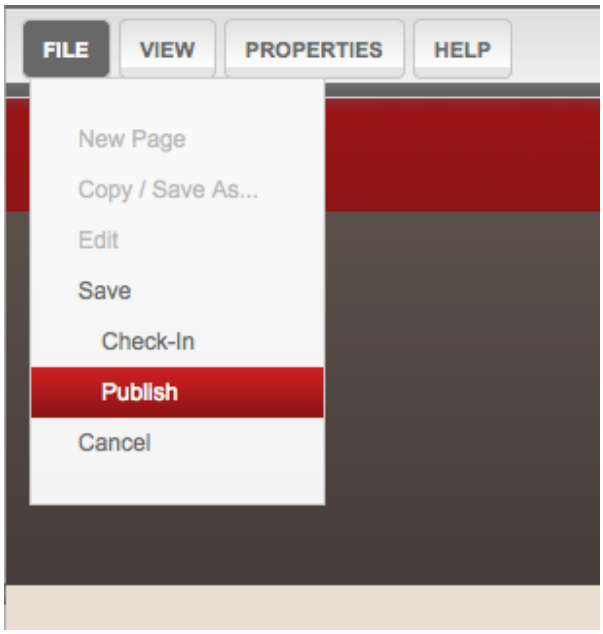


1. Click in the upper right corner of the dynamic blog widget.
2. Add your blog ID in the dynamic parameter box. (To get your blog id is to click on your blog folder in your content folder in the CMS and in the right hand pane select view > properties and then copy the ID number).



3. Click Save.

When you have completed your updates and changes select file > publish from the top left hand side of the page



If you don't see this and only see two arrows (see figure D below), select the red arrow to open up the bar that will let you publish the file.

D.

Now take a look at your content and make sure everything looks ok.

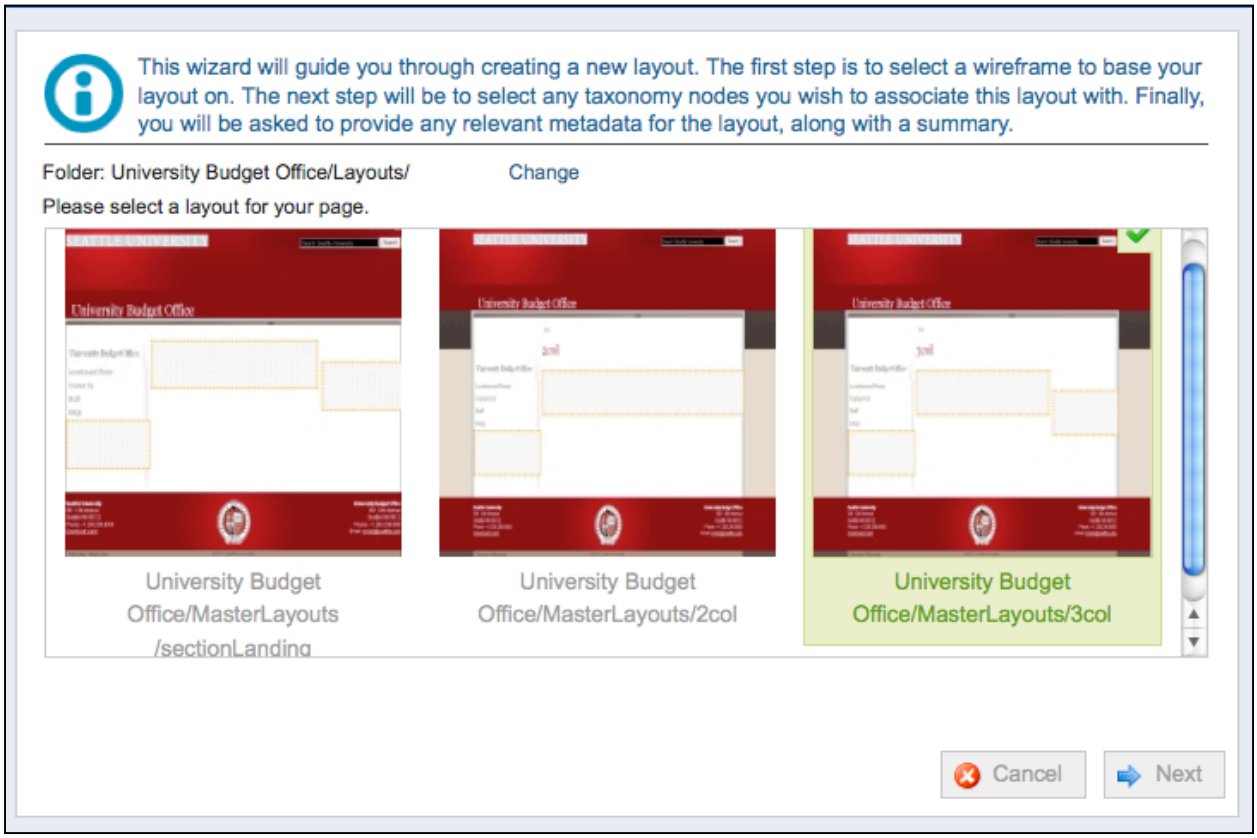
Create a Blog Layout

1. Log into the CMS editor if you aren't already.
2. Navigate to your folders.
3. Select the layouts folder.
4. On the right hand side of the WorkArea, select "**New," then** select page layout

Please note: Add the layouts in the same folder you created posts.aspx.

5. Select the 3col layout.

View example:



6. Choose your layout
7. Select next
8. Give your layout a title. Make sure your title makes sense to your blog.
   Please note: The title you give your layout will automatically be the headline for your page.
9. Create a URL Alias for your layout.

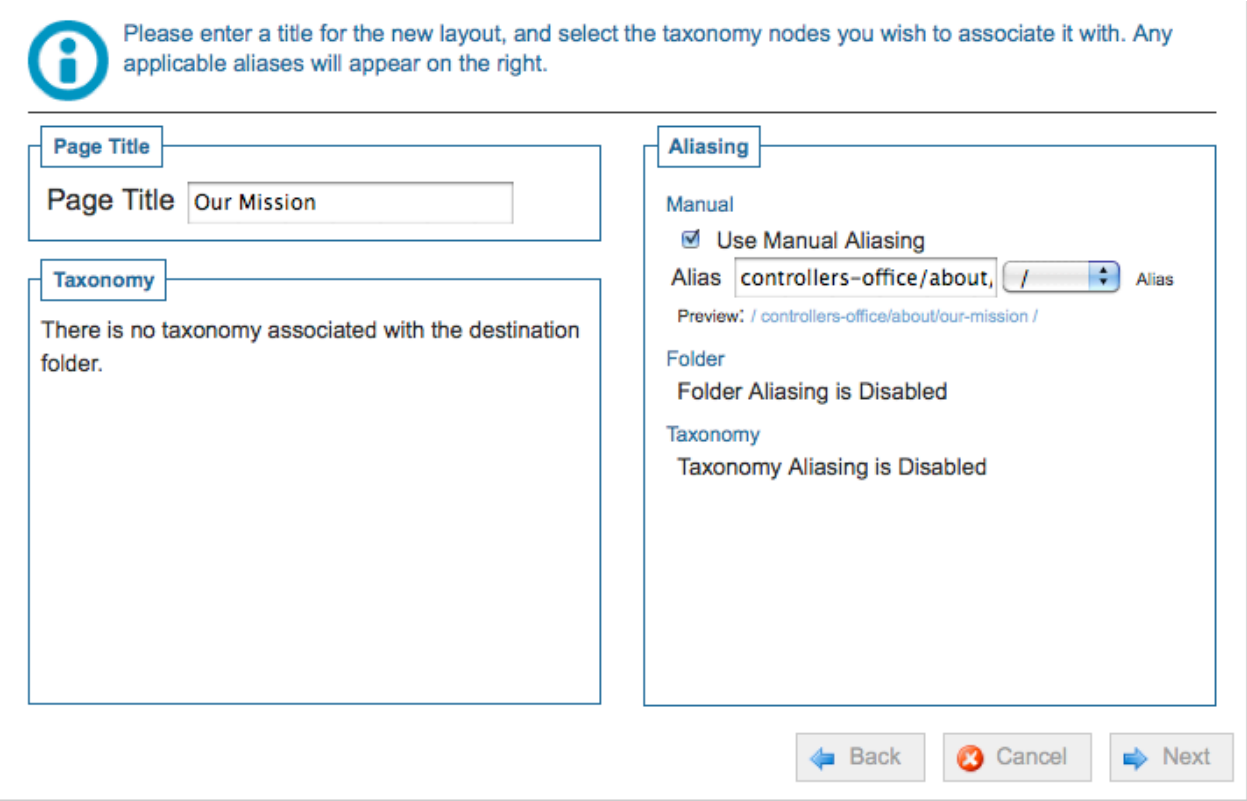
What is a URL Alias - URL aliases can be created by you to make each content item have a unique URL instead of having the address to your page include template names and numbers, a page could be easily named this - www.example.com/news/

10. If you choose to create a URL alias you **MUST** do the following:

    Add your site name first, the folder the layout is located in and your page layout name. Separate words with dashes. Also make sure in the drop down you change .aspx to /

    For example:

    controllers-office/about/our-mission/



Please note: If you do not create the URL alias correctly it can cause problems with other sites that have URL aliases.

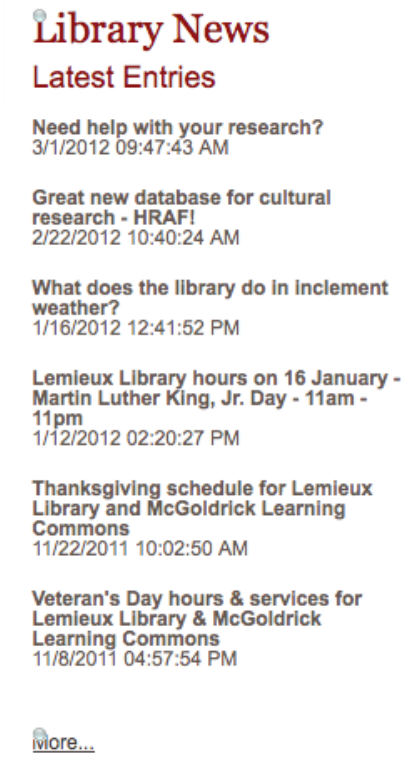
11. When you are done select next
12. In this window you can add keywords for your page and or description.
13. Select Finish when you are done.

14. You will then see a window that says “Would you like to be redirected to the page so you can begin editing it?” Select ok.
15. Next follow the instructions below to add the blog widgets.

Add your blog widget and blog tools widget to your Pagebuilder Layout

1. Click to see available widgets.
2. Drag the Blog Widget from the horizontal bar into the main content zone on the layout.
3. Drag the Blog Tools Widget from the horizontal bar into the far right zone on the layout.
4. Click in the upper right corner of the Blog widget.
5. In the widget, navigate to the location of the blog that you wish to add and click the blog title. (if you are unable to see the blog you can add the blog ID in the properties tab. The way to get the blog id is to click on your blog in the CMS and in the right hand pane select view > properties and then copy the ID number).
6. Next you can select or deselect show summary, author, date creation and comment if you prefer.
7. Max results – you can input how many posts you want to show on your blog.
8. Add in your path to the blog item, which is your blog post address you created above.
9. Click Save.
10. Click in the upper right corner of the Blog Tools widget.
11. In the widget, navigate to the location of the blog that you wish to add and click the blog title. (if you are unable to see the blog you can add the blog ID in the properties tab. The way to get the blog id is to click on your blog in the CMS and in the right hand pane select view > properties and then copy the ID number).
12. Click properties
    Add your blog ID
    Edit blog tool properties:
    Show latest entries - check this if you would like to include this on the page
    Show subjects – check this if you would like to include this on the page
    Show archives – check this if you would like to include this on the page
    Path to Blog Item Page: change your path to the blog post address you created above
13. Click Save.
14. In the upper left corner of the browser window, click to expand the menu bar.
15. In the menu bar, click File.
16. Click

Using the blog tool widget for a latest entry feed (look at the example below)



1. Click to see available widgets.
2. Drag the Blog Tools Widget from the horizontal bar into a content zone on the layout.
3. Click in the upper right corner of the Blog Tools widget.
4. In the widget, navigate to the location of the blog that you wish to add and click the blog title. (if you are unable to see the blog you can add the blog ID in the properties tab. The way to get the blog id is to click on your blog in the CMS and in the right hand pane select view > properties and then copy the ID number).
5. In the properties tab select “show latest entries” and deselect “show subjects,” and “show archives.”
6. **Path to Blog Item Page:** change your path to the blog post address you created above.
7. Click Save.
8. In the upper left corner of the browser window, click to expand the menu bar.
9. In the menu bar, click File.
10. Click

Please note: The title will always say “latest entries.” If you would like a heading above the blog feed, create a content block with a heading and add the content block above the blog tools widgeteb.