

When to Use

Site Availability: Dynamic sites only.

Use the Blog page type for creating a blog (weblog) and adding comments to it. The Blog page type is the root page for customizing the blog; this is where the settings for customizing the layout, and comment moderation/display are set. Each Blog Entry is then displayed on the Blog page according to the entry settings. Using Category page types with the Blog allows for the creation of endless blog topics.

Blog page settings provide the options to allow comments, anonymous comments and moderated comments on the blog entries.

Once you have created a Blog page type, you can then proceed with creating Blog Entry pages as child pages of the Blog page.

Before Creating the Page

- ▶ Think about the categories (topics) you may want to use for classifying Blog entries, a Blog entry can only be assigned to one topic.
- ▶ Once you have created your Blog and Category pages, you can create entries using the **Blog Entry** page. Create the blog entries on the appropriate Category page.

Examples of How to Use

- ▶ A blog is a website where entries are made in journal style and displayed in a reverse chronological order.
- ▶ Blogs often provide commentary or news on a particular subject, such as food, politics, or local news; some function as more personal online diaries.
- ▶ A typical blog combines text, images, and links to other blogs, web pages, and other media related to its topic.

Blog Page Sections & Fields

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
Page Settings	Blog Title	This is the title that appears at the top of your blog. It is not the same as the page title.
	Author	This is the name of the author or host of the Blog page. It defaults to the user id of the user who created the page.
	Date Format	This is the format for the date that appears at the top of each blog entry. You can select a preformatted date from the drop-down list or create a custom date format by checking the checkbox to the right of the field.

Page Section	Field Name/Item	Description of usage
	Time Format	<p>This is the format for the time that appears at the top of each blog entry.</p> <p>You can select a preformatted time entry from the drop-down list or create a custom time format by checking the checkbox to the right of the field</p>
	Display... posts per page	<p>Use this field to indicate the maximum number of blog entries you want displayed on each page of the blog. Pagination will take place to view entries over the set amount.</p>
	Display Posts for:	<p>Use this option to select the timeframe for which you want to display blog entries. The Up to Max selection displays all blog entries up to the maximum number specified in the Max Entry Results field (see above).</p> <p>The Entry time span you select will be displayed below the Blog Title.</p>
	Allow Earliest Entry Items:	<p>You can create blog entries with future dates. Leaving this checkbox unchecked delays display of the future blog entries until the date occurs. Check this checkbox if you want to display future date blog entries immediately.</p>
	Display... posts maximum:	<p>This is the maximum number of blog entries permitted across all pages within the blog. Entries beyond the number specified here are not accessible on the blog.</p> <p>This number must be greater or equal to the number of posts per page (see above).</p>
	Display Previous Post Links for:	<p>You can also limit the display of Previous Posts links by a timeframe. For example: selecting Today from the drop-down means that only blog entries made on the current day's date will be displayed in the Previous Posts section.</p>
	Display... previous post links maximum:	<p>This is the maximum number of previous posts for any one month that can be displayed in the Previous Posts section of the blog.</p> <p>For example: if you enter 5 in this field and there are 10 postings during the month of August, 2006, when you click on August 2006 (in the Archive section) only the last of 5 of the 10 posts will be displayed in the Previous Posts section.</p> <p>This number must be less than or equal to the number of posts maximum (see above).</p>

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
	Archive Time Span (In Months)	<p>The number you enter here is the number of months that will be displayed in the Archive section of the blog. The current month is always the most recent one to be displayed, even if you have created future-date blog entries.</p> <p>For example: if you are in the month of August and you have created a blog entry for September, the first month displayed on the list in the Archive section will still be August (not September). The number of months displayed, going backwards in time, will depend on the number entered in the Archive Time Span field.</p>
	Show Archive SubItem Count	<p>Check this box if you want the number of items contained in each Archive period to be displayed in brackets at the end of the period name.</p> <p>e.g. September, 2006 (15)</p> <p>The number (15) is the subitem count and indicates that there are 15 postings in the September archive.</p>
	Topics... Show Topic SubItem Count	<p>Checking this option displays the number of entries in each category within the Blog Topics section.</p> <p>You must create Category page types on the Blog page in order to create the topics.</p>
	Description	<p>The text entered here is displayed on the published Blog page under the main Blog Title.</p>
Comments Settings	Allow Comments on Posts	<p>You can set your blog to allow comments to be posted against blog entries or not.</p>
	Allow Anonymous Comments	<p>This feature allows unregistered users to submit comments on your blog entries. Visitors to your site can post comments without having to have a userid and password for your site.</p>
	Enable CAPTCHA Check	<p>If you select Yes to Allow Anonymous Comments, the Enable CAPTCHA Check is displayed. This feature is used to ensure that a person is submitting the comment and not an automated computer process. The check mechanism is in the format of a distorted visual image that a user must type in before they can post the comment.</p> <p>If you select No to Allow Anonymous Comments, then only users who have a userid and password for your site will be permitted to add comments.</p>

Page Section	Field Name/Item	Description of usage
	Enable Comment Moderation	This feature allows you to moderate comments by having the system submit the comments for approval. Comments will be sent to the email address set in the next field.
	Email Address	<p>If you select Yes to the Enable Comment Moderation setting, the Email Address field is displayed. The address entered here receives an email each time a comment is added to the blog. This gives the email recipient the opportunity to reject the comment before it is posted.</p> <p>If you select No to the Enable Comment Moderation setting, comments are posted immediately without approval.</p>
	Comment Notification Address	If an email address is entered here, a notification of all comments is sent to the address. This can be used in combination with comment moderation or on its own.

Advanced Layout Options

When Administrators edit the Blog page, they will see an additional section at the bottom of the Page Editor titled **Advanced Layout Options**. This section provides additional layout options for the Blog and Blog entry pages.



The Advanced Layout Options includes an HTML editor window that contains default layout HTML code. This code can be edited to remove unwanted fields from sections, or to alter the layout and styles.

ADVANCED LAYOUT OPTIONS
SELECT DEFAULT LAYOUT

BLOCLAYOUT
Usable Blog Layout Tags Restore Default

```

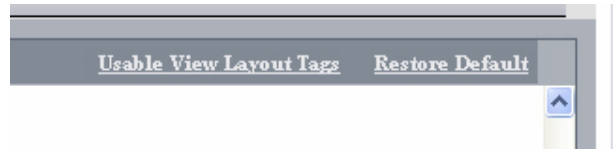
<!--BEGIN BLOG LAYOUT-->

<style type="text/css">
<!--
body{margin:0;padding:0;background:#ffffff;color:#000000;}
body,td,th,input,select,textarea{font-family:Arial;font-size:13px;}
.ipf-blog-clear:after {content: ".";display: block;height: 0;clear: both;visibility:
hidden;} .ipf-blog-clear {display: inline-table;} /* Hides from IE-mac */
html .ipf-blog-clear {height: 1%;} .ipf-blog-clear {display: block;} /* End hide
from IE-mac */
#xct10xct1GridxgrdTable_main{width:100%;}
.ipf-blog-layout{width:760px;background:#ffffff;}
.ipf-blog-backgroundstrip1{background:#a86846;line-height:8px;}
.ipf-blog-header{background:#ffffff;color:#000000;padding:15px 20px;}

```

Editor window links

The editor window has two links at the top right corner of the window.

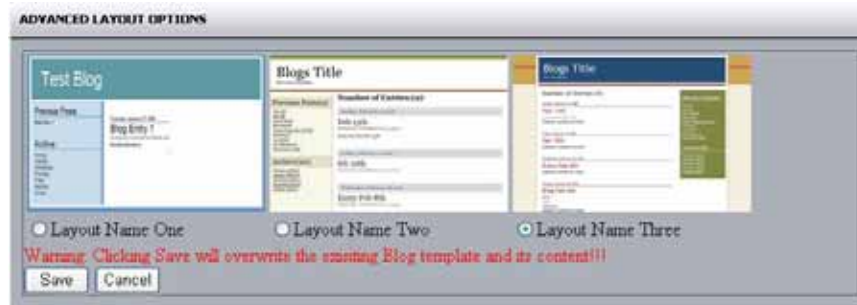


Usable View Layout Tags link – this link displays a listing of all tags that are permissible on the Blog page type.

ITEM	DISPLAY TAG
Blog Title	BlogTitle
Blog URL	BlogURL
Blog Description	BlogDescription
Blog Entries	BlogEntries
Blog Previous Posts	BlogPreviousPosts
Blog Archive List	BlogArchiveList

Select Default Layout

A number of preformatted Blog page layouts are available for ease of formatting. To select a design layout for your blog, click on the **Select Default Layout** link at the bottom right of the Blog page (to the right of the Advanced Layout Options link). The following blog page layouts are currently available:



Note the warning prior to changing the blog layout; this message relates to any customizations you may have done to your current blog layout, not your blog content.

Using the Blog Page

Entries Time Span: This information appears immediately below the Blog title. It indicates which category of entries is currently being viewed.

Blog Title: Click on the blog title to return to the main blog page.

Archive: This section contains previous posts for a pre-defined timeframe. The person setting up the Blog controls the time period (in months) listed here.

Blog Topics: This section lists all of the categories for the Blog. The count in brackets (if displayed) represents the number of topics created for the blog.

Adding Comments to Blog Entries

If the main Blog page is set to allow comments, a customizable Comments link appears on the blog entry. Users can click the link to submit a comment.

Permissible HTML tags (no attributes permitted)

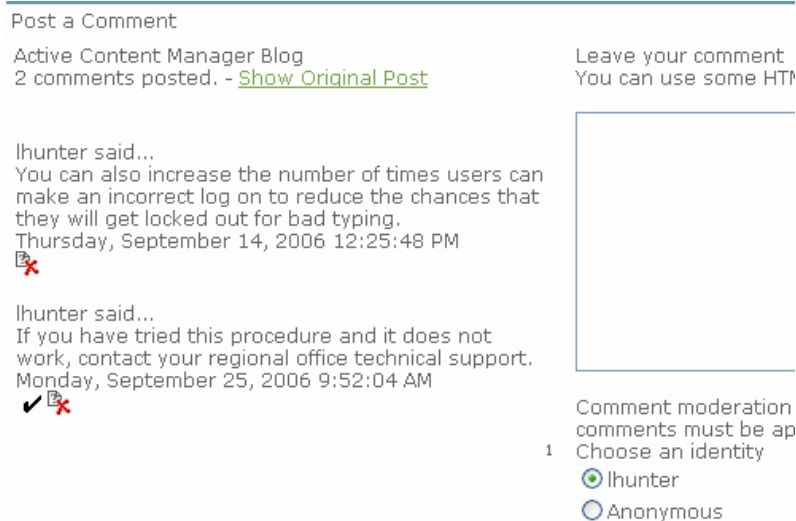
The following HTML attributes can be used with comments. Attributes on these tags are not permitted.

B (bold), I (italics), LI (list item), OL (ordered list), P (paragraph), PRE (preformatted), Q (quotation), SMALL (small), STRONG (emphasized), SUB (subscript), SUP (superscript), TT (teletype), and UL (unordered list).

Moderating Blog Comments

If this option is selected, blog comments will have to be approved before they get posted to the blog.


Each time a comment is added to a blog entry an email is sent to the email address indicated on the Blog page. This person must open the email notification and click Confirm to approve and publish the comment. If you are an authorized Content Provider for the Blog, you can approve comments right on the Blog comments page. Simply click on the **black arrow** to approve a newly-posted comment.




Post a Comment

Active Content Manager Blog
2 comments posted. - [Show Original Post](#)

Leave your comment
You can use some HTML tags.

lhunter said...
You can also increase the number of times users can make an incorrect log on to reduce the chances that they will get locked out for bad typing.
Thursday, September 14, 2006 12:25:48 PM
 

lhunter said...
If you have tried this procedure and it does not work, contact your regional office technical support.
Monday, September 25, 2006 9:52:04 AM
 

Comment moderation comments must be approved
1 Choose an identity
 lhunter
 Anonymous

Blog Page Tips!

- ▶ Site Personalization should be set to None to avoid user/page authentication checks.
- ▶ If you are unable to see all blog entries and are unsure of where to find postings, click on the Blog Title to return to the main page. This will allow you to see the complete blog and all of its entries.