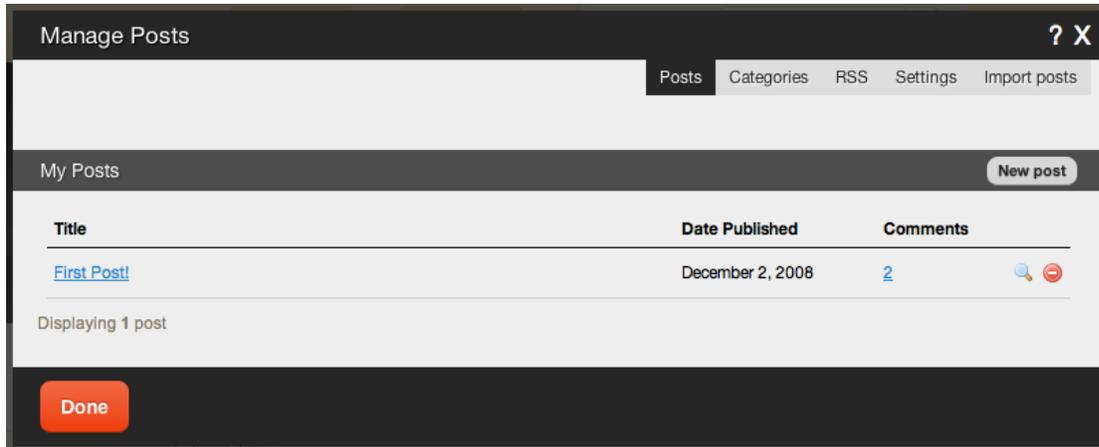


Managing Posts

Here you will be able to create, view, edit or delete a post. Blog categories and settings can be managed here, and blog posts can be imported from popular blogging sites such as Blogger and Wordpress!



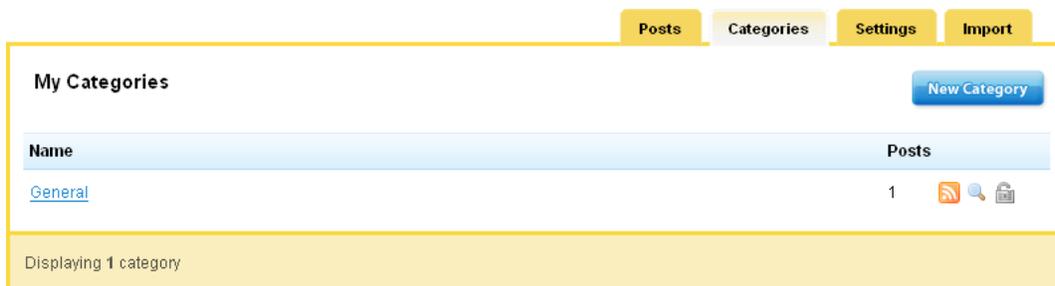
If you'd like the Atom feed for your recent posts, you can click the RSS icon next to the "My Posts" heading. If you have a Blogger account, you can import them.

Where to Find

This area can be found in the "Blog Posts" area of the "My Content" section of the Toolbar.

Blog Categories

Categories are used to organize your posts. Separating your posts into categories allows you to display different posts on different sections of your website, or simply allow visitors to browse your posts by topics of their interest.



If you select **choose specific categories to display** in the Blog Post settings, you can specify which posts you want to display by category, as created in the Categories section.

Add Blog Post Component ? X

Display Settings

Title
 (optional)

Display

Enable feed autodiscovery so people can subscribe to this blog

Choose specific categories to display

Categories to Display

General

Post Selection

Number of posts

Start at post #

Display link for older posts

Where to Find

Blog categories can be managed by clicking on the "Categories" tab in the "Manage Posts" section of the Toolbar.

How to use

New Category

Clicking on the  button will allow you to create a new category. If you would like to edit an existing Category name, simply click on the name under the "My Categories" area.



- The  icon will allow you to receive entries listed in this category as an RSS feed.



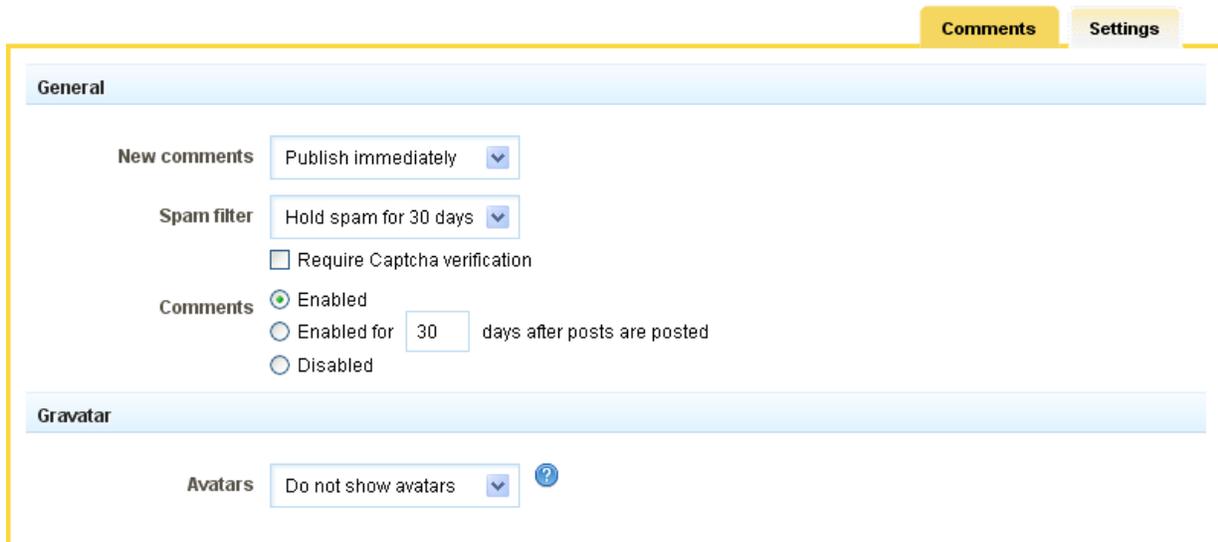
- The  icon will allow you to view all Blog entries listed in this category.



- The  icon will allow you to enable password protection for this category.

Managing Comment Settings

These settings will affect all comments that have been added to your website. If you're looking for settings related to your Blog posts, please visit the Blog Settings area.



The screenshot shows the "Comments" settings page. At the top, there are two tabs: "Comments" (active) and "Settings". Below the tabs is a "General" section with the following options:

- New comments:** A dropdown menu set to "Publish immediately".
- Spam filter:** A dropdown menu set to "Hold spam for 30 days". Below it is a checkbox for "Require Captcha verification" which is unchecked.
- Comments:** Three radio button options: "Enabled" (selected), "Enabled for 30 days after posts are posted" (with a text input field containing "30"), and "Disabled".

Below the "General" section is a "Gravatar" section with the following option:

- Avatars:** A dropdown menu set to "Do not show avatars" with a help icon (question mark) to its right.

You can choose how all **New Comments** will be handled automatically by choosing either "Publish Immediately" or "Hold for Approval" here.

We have included an option **Spam Filter** to help you deal with these messages. You can configure this to:

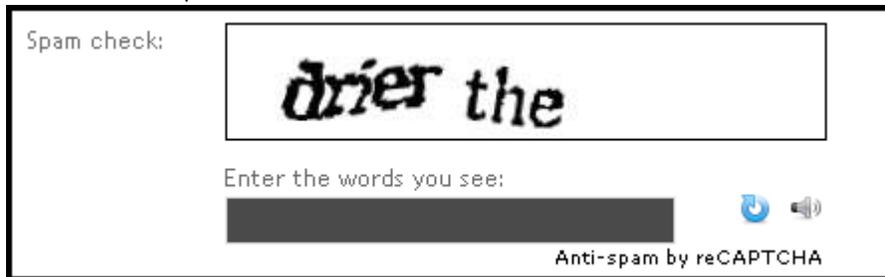
- Hold spam for review
- Delete spam immediately

- Disable filter

Please note that manually deleting spam will help improve the effectiveness of the spam filter.

You can optionally **Require Captcha verification** for your comments. If needed, this will help to add extra spam prevention (on top of our current spam prevention measures) by requiring that all comment posters enter a unique set of characters that will help to verify that they are not a spam bot. This is a small box that appears on any comment page associated with a blog post.

Here's an example:



Comments are enabled by default, but you can optionally configure them to appear only for a number of days of your choice before being deleted automatically, or disable them altogether.

A **Gravatar** or **globally recognized avatar** is quite simply an avatar image that follows you from blog to blog appearing beside your name when you comment on gravatar enabled sites.

This setting will allow you to enable these or specify that you do not want these to display.

Creating a New Blog Post

To create a new Blog post, you will want to access the "Manage Posts" section on the Toolbar by clicking "My



Content" then "Blog Posts". Then, simply click the button.

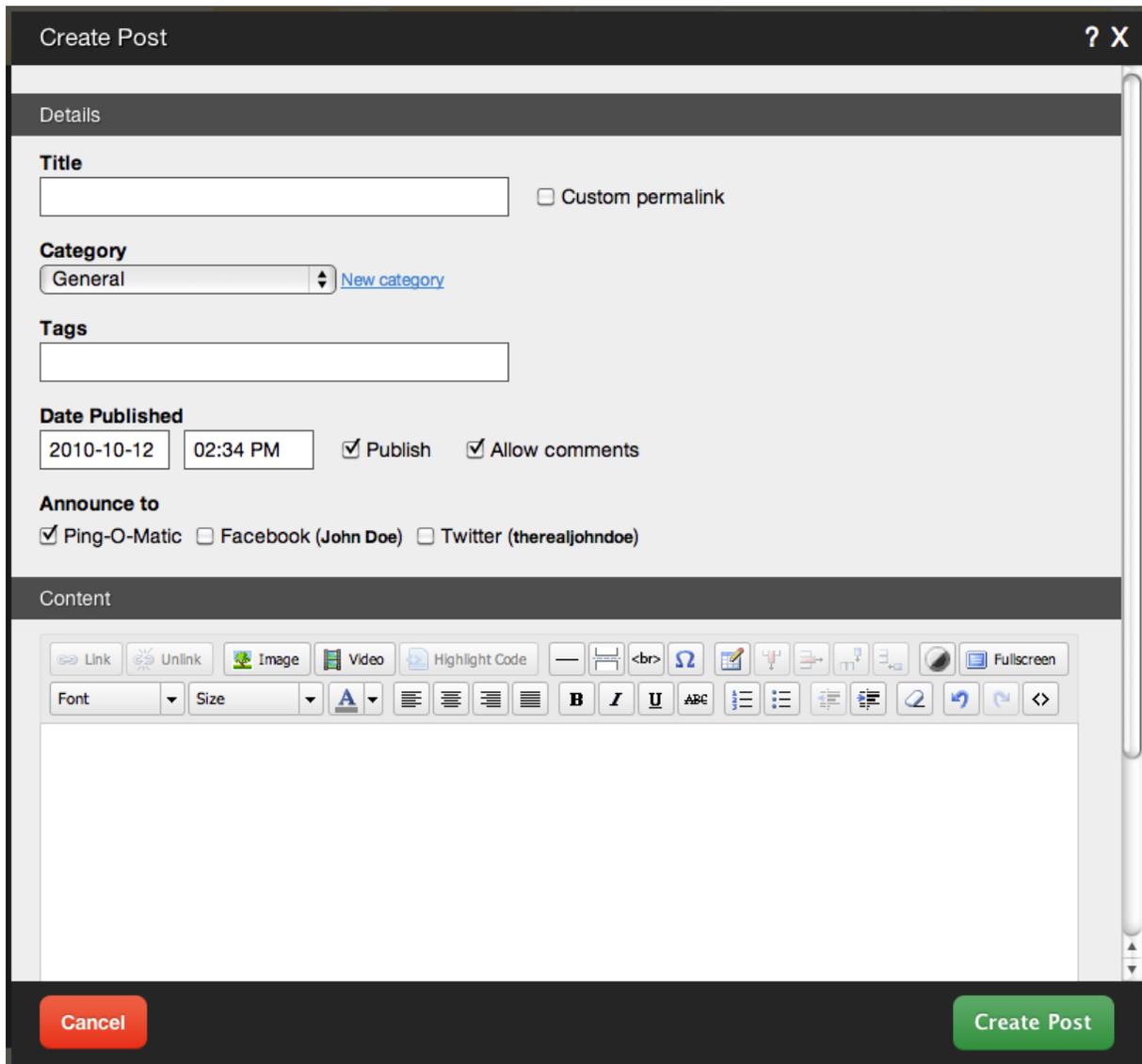
Alternately, you can click "New Post" on the Blog Posts Component Toolbar if the Component has already been added.

If this component has not been added to your site, you will need to make sure you add it to a content location on your site to ensure the posts display.

Details

The post **Title** can be changed on this page. Clicking the **Custom Permalink** check box will allow you to enter a permalink into a text box that will appear below the title once selected.

The post **Category** can be changed here as well. If you would like to add this to a new category, you can create one by clicking the 'New Category' link.



The screenshot shows a 'Create Post' dialog box with a dark header and a light gray body. The 'Details' section includes a 'Title' text box, a 'Custom permalink' checkbox, a 'Category' dropdown menu set to 'General' with a 'New category' link, a 'Tags' text box, a 'Date Published' section with a date/time picker (2010-10-12 02:34 PM) and 'Publish' and 'Allow comments' checkboxes, and an 'Announce to' section with checkboxes for 'Ping-O-Matic', 'Facebook (John Doe)', and 'Twitter (therealjohndoe)'. The 'Content' section features a rich text editor toolbar with icons for Link, Unlink, Image, Video, Highlight Code, Bold, Italic, Underline, ABC, and Fullscreen, along with font and size dropdowns. At the bottom, there are 'Cancel' and 'Create Post' buttons.

Tags can be added, removed and changed in this area. Tags are keywords relevant to a post that can be used to group them as a means of organization.

You can change the **Publish** setting for the entry. If you are editing a post, it will already be published and

the check box checked, however unchecking and saving your settings will unpublish the entry. This will be verified in the "Manage Posts" area. The **Date Published** time and date can be modified simply in this area as well so you can have the proper setting when the entry is ready to be published.

Comments can be enabled or disabled here via the **Allow Comments** check box. This will be enabled by default, but can be disabled here later if necessary. These can be managed at any time in the "Comments" area of the "My Content" section of the Toolbar.

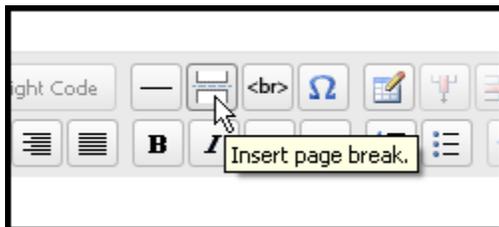
Clicking on the **Announce To** check boxes will allow you to automatically announce your post to Pingomatic, Facebook, and Twitter. The **Publish** check box will have to be enabled for these options to become available.

Adding a Break

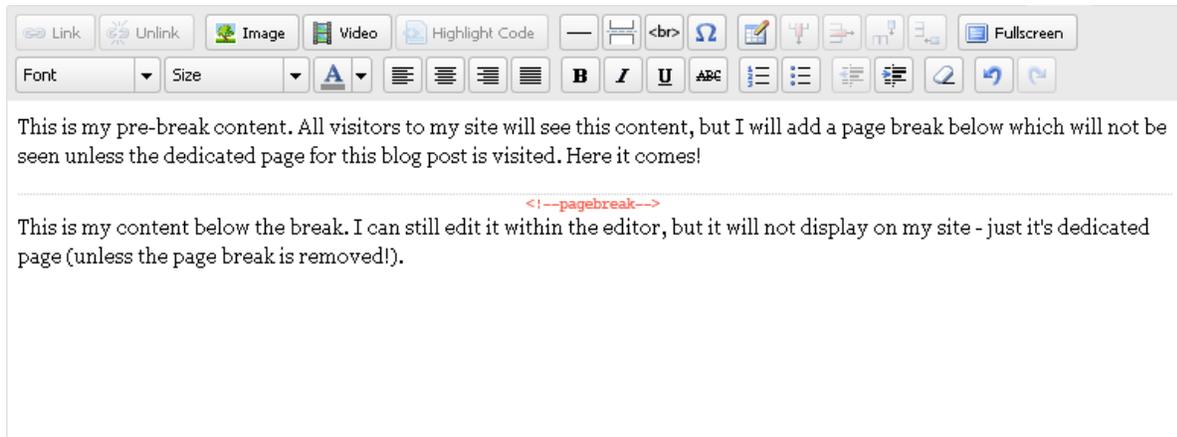
You can insert a page break into the body of your blog post to separate your post content between what displays on your website, and the rest of the content (including the pre-break content!) which will display on the page dedicated for all post content.

So what does this mean and why would you want to do this? This is most commonly used to keep neat and tidy the page where the blog posts are appearing - using just a portion of the full post - serving as a "preview" of your post, with a way for readers to click on a link if they are interested in reading the rest of the post.

To add one, click on an area in the body of your post where you want to insert it, and click the "Insert page break" button:

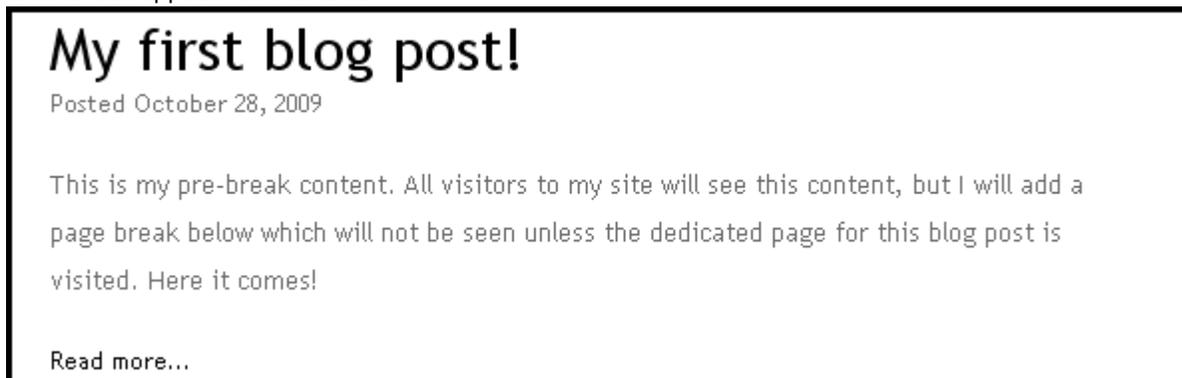


Take a look below at how this looks within the editor:



The screenshot shows a rich text editor interface. At the top is a toolbar with icons for Link, Unlink, Image, Video, Highlight Code, Bold, Italic, Underline, ABC, and Fullscreen. Below the toolbar are dropdown menus for Font and Size, followed by text alignment and list creation icons. The main content area contains two paragraphs of text. The first paragraph is followed by a red code snippet: `<!--pagebreak-->`. The second paragraph is partially obscured by a large white rectangular box.

Where the break is placed will generate a "Read More..." link to your dedicated post page. Let's take a look at how this appears on our site:



The screenshot shows a blog post preview within a black-bordered box. It features a large heading "My first blog post!", a sub-heading "Posted October 28, 2009", and a paragraph of text. Below the paragraph is a "Read more..." link.

Clicking the "Read more..." link will load the post's dedicated page, displaying the entire post:



The screenshot shows the full content of a blog post within a black-bordered box. It includes the heading "My first blog post!", the date "Posted October 28, 2009", and two paragraphs of text. The second paragraph is partially obscured by a large white rectangular box.

Blog Settings

These settings will affect all Blog Components that you have on your website. If you're looking for settings related to your comments, see [Managing Comment Settings](#).

Posts Categories Settings Import

Social Networking

You can add the option to announce your blog posts on Facebook or Twitter by [linking your accounts](#).

Icons ?

Show network name beside icon

 Digg  Reddit  Delicious

 Stumbleupon  Technorati  Google bookmark

Date settings

Date prefix Example: **Posted November 30, 2009**

Date format

Archive settings

Display

Summary Length

Social Networking

The **Icons** you select in this drop down box will be displayed at the bottom of each of your Blog posts. Users who click on the icons will be able to submit or share your posts to other readers of the websites. You can choose not to show these if you wish, and they can be added or removed individually at any time.

Date Settings

The **Date Prefix** text can be customized to suit your style, and the **Date Format** can be set to one of a variety of combinations of time and date:

Long
 November 30, 2009
 November 30, 2009 09:45PM
 November 30, 2009 at 09:45PM
 November 30, 2009 at 21:45

Short
 2009-11-30 09:45PM
 2009/11/30 09:45PM
 2009.11.30 09:45PM
 2009-11-30 at 09:45PM
 2009/11/30 at 09:45PM
 2009.11.30 at 09:45PM

Date only
 2009-11-30
 2009/11/30
 2009.11.30

Other
 less than 1 hour ago
 custom...

This can also be completely customized using the "custom..." option at the bottom of the list.

Date prefix	Posted	Example: Posted 2009-11-30
Date format	custom... 	Date Formatting
Custom Date Format	%Y-%m-%d	Time Formatting
		%a - The abbreviated weekday name (Sun) %A - The full weekday name (Sunday) %b - The abbreviated month name (Jan) %B - The full month name (January) %m - Month of the year (01..12) %d - Day of the month (01..31) %e - Day of the month (1..31) %j - Day of the year (001..366) %w - Day of the week (Sunday is 0, 0..6) %y - Year without a century (00..99) %Y - Year with century
		%H - Hour of the day, 24-hour clock (00..23) %k - Hour of the day, 24-hour clock (0..23) %I - Hour of the day, 12-hour clock (01..12) %l - Hour of the day, 12-hour clock (1..12) %M - Minute of the hour (00..59) %S - Second of the minute (00..60) %p - Meridian indicator (AM or PM) %P - Meridian indicator (am or pm)

When this is selected, a **Custom Date Format** field will appear to give you full control over the appearance of the date and time displayed with your blog posts, using the date and time formatting available.

Archive Settings

You also have control over how your archived posts will appear here and can choose to **Display Summarized or Full Posts** and set the **Summary Length**.

Managing Comments

This section will serve as your Blog comments manager. You can approve or delete comments as well as report them as spam if necessary.

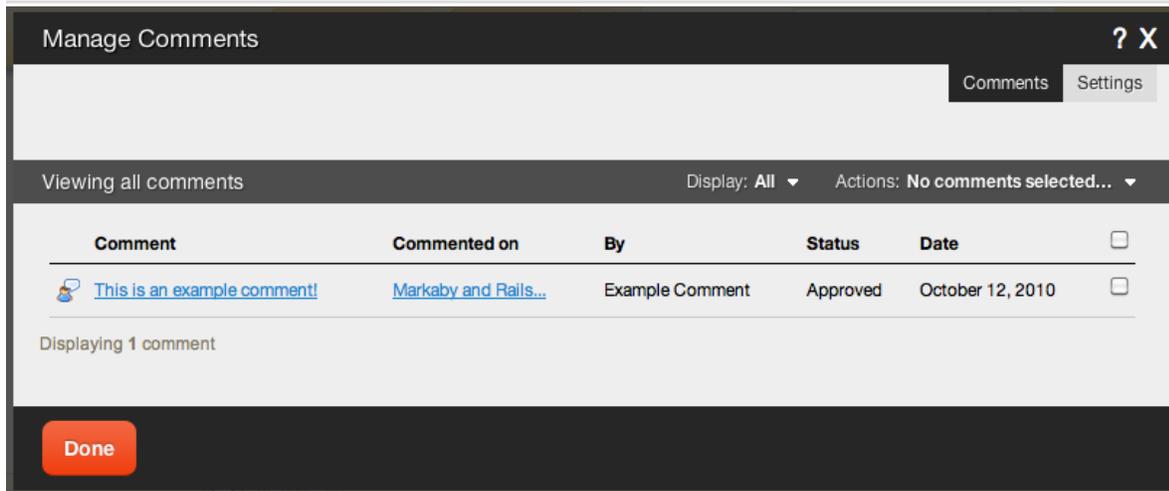
Instead of just deleting your comment spam, report it! The more spam reported, the more effective the spam filter will become. If you'd like the URL for your recent comments, you can click the RSS icon next to

the "Viewing all comments" heading. Please be aware that spam comments held for review will be deleted after 30 days automatically.

Where to Find

This area can be found in the "Comments" area of the "My Content" section of the Toolbar.

Configuring



As you can see, this interface provides a simple and effective means of managing your comments as well as showing you who posted the comment, the blog post the comment was left on, the status and the date posted.

Clicking on the a comment title link under the **Comment** heading will allow you to manage that specific comment. This is helpful if you made a mistake approving a comment that is spam, or a spam comment was automatically approved for example, as you can then report it in this area or delete it. The e-mail address the poster used can also be found here. Unfortunately, deleted comments cannot be restored.

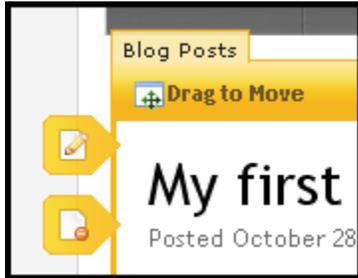
Clicking on the a post title link under the **Commented on** heading will take you directly to the Blog post on which the comment was made.

If you have configured your comments to require approval before being displayed, you will see that all comments in this area are awaiting your decision. Simply clicking the check boxes in the far right column and clicking any of the "Approve", "Delete" or "Report Spam" buttons above will take the appropriate action.

Note: By default, comments are approved and published automatically. To change this, please see the Settings area.

Editing a Blog Post

In order to edit a post, you can click on the post title in the "Manage Posts" section of the Toolbar by clicking "My Content" then "Blog Posts". If the Blog Posts component is already added to your site, you can click on the edit or delete icons on the left side of the component toolbar:



Details

The post **Title** can be changed on this page. Clicking the **Custom Permalink** check box will allow you to enter a permalink into a text box that will appear below the title once selected.

The post **Category** can be changed here as well. If you would like to add this to a new category, you can create one by clicking the 'New Category' link.

Details

Title Custom permalink
Permalink
Category [New category](#)
Tags Seperate multiple tags with commas.
Date Published Publish Allow comments

Content

Visual HTML

Link Unlink Image Video Highlight Code — Print
 Ω ↩ ↪ ↻ ↺ ↻ Fullscreen

Font Size A ≡ ≡ ≡ ≡ B I U ABC ☰ ☰ ☰ ☰ ↶ ↷

Hello world!

Tags can be added, removed and changed in this area. Tags are keywords relevant to a post that can be used to group them as a means of organization.

You can change the **Publish** setting for the entry. If you are editing a post, it will already be published and the check box checked, however unchecking and saving your settings will unpublish the entry. This will be verified in the "Manage Posts" area. The **Date Published** time and date can be modified simply in this area as well so you can have the proper setting when the entry is ready to be published.

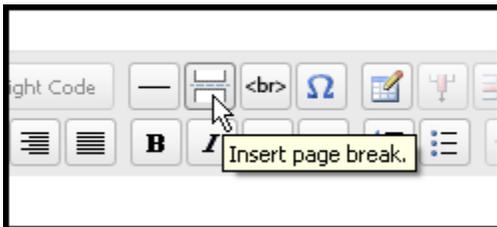
Comments can be enabled or disabled here via the **Allow Comments** check box. This will be enabled by default, but can be disabled here later if necessary. These can be managed at any time in the "Comments" area of the "My Content" section of the Toolbar.

Adding a Break

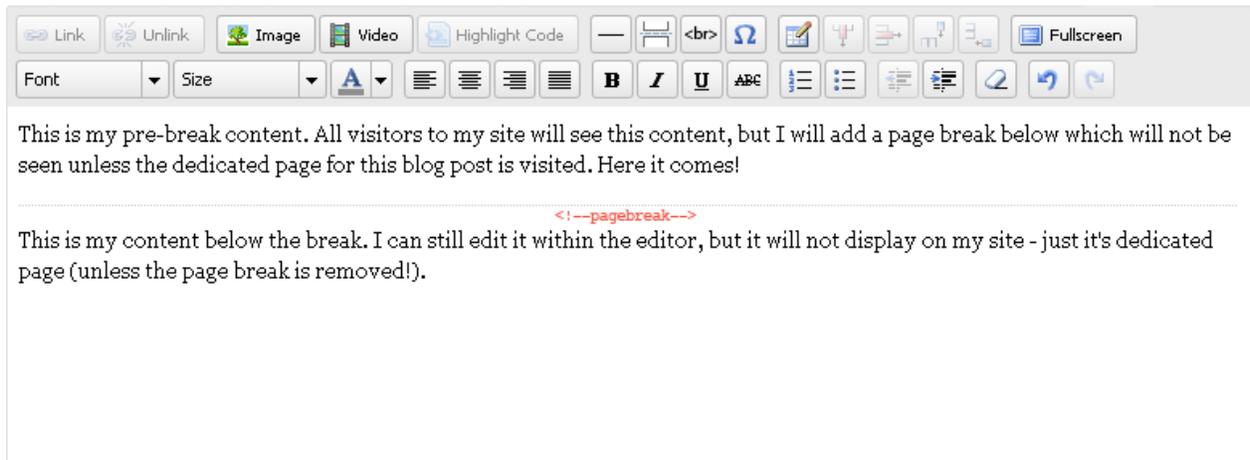
You can insert a page break into the body of your blog post to separate your post content between what displays on your website, and the rest of the content (including the pre-break content!) which will display on the page dedicated for all post content.

So what does this mean and why would you want to do this? This is most commonly used to keep neat and tidy the page where the blog posts are appearing - using just a portion of the full post - serving as a "preview" of your post, with a way for readers to click on a link if they are interested in reading the rest of the post.

To add one, click on an area in the body of your post where you want to insert it, and click the "Insert page break" button:



Take a look below at how this looks within the editor:



Where the break is placed will generate a "Read More..." link to your dedicated post page. Let's take a look at how this appears on our site:

My first blog post!

Posted October 28, 2009

This is my pre-break content. All visitors to my site will see this content, but I will add a page break below which will not be seen unless the dedicated page for this blog post is visited. Here it comes!

[Read more...](#)

Clicking the "Read more..." link will load the post's dedicated page, displaying the entire post:

My first blog post!

Posted October 28, 2009

This is my pre-break content. All visitors to my site will see this content, but I will add a page break below which will not be seen unless the dedicated page for this blog post is visited. Here it comes!

This is my content below the break. I can still edit it within the editor, but it will not display on my site - just it's dedicated page (unless the page break is removed!).

Importing Blog Posts

If you have blog post content already created through another hosting provider and want it to display on your site, you don't have to copy and paste the content into individual blog posts - you can import it directly into your blog! This is much quicker, more convenient and less hassle.

Note:

Only Blogger and Wordpress blog content is supported currently. These are 2 of the most used blogging software suites, and we are working on supporting more in the future!

Posts

Categories

Settings

Import

Click the logo of the site you want to import from



Where to Find

Blog post importing options can be found by clicking on the "Import" tab in the "Manage Posts" section of the Toolbar.

Exporting your Blog Post Data

Before you can import this content, it will need to be exported from your other blog software.

WordPress: For information about how to export your existing Wordpress data, you can click here to find out more.

Blogger: In order to import your posts from Blogger, you will need to grant the builder access to read your posts.

To do this, simply click the "Next" button you see after clicking the Blogger logo. This will send you to Google, who owns Blogger, asking for authorization. Once you have authorized the builder, you will be returned and can continue the process.

How to Use

Just click on the appropriate logo in this area to get started. If you are importing **Blogger** posts, you will need to authorize access for the builder to access your posts, as mentioned above.

For **WordPress** data, you will need to acquire the appropriate file generated by initiating an export of your blog posts, and make sure it's saved to your computer. You can then simply browse for it on your computer, select it and click the "Upload" button.

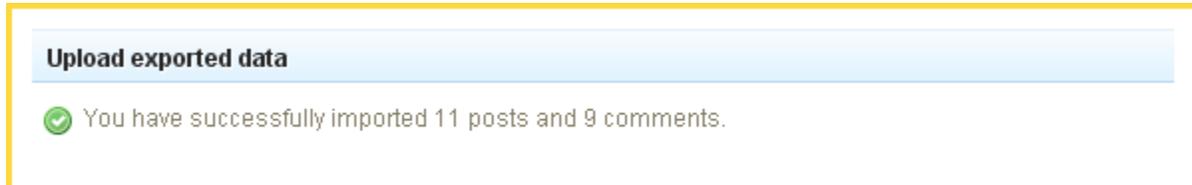
Upload exported data

Wordpress Export

Browse...

Upload

When complete, you will see a confirmation message such as the following to let you know this was completed successfully:



Note:

With either method of importing, it can take awhile when a large number of posts and comments are involved. Please allow the necessary time for this to complete uninterrupted to ensure your posts get imported completely!

Deleting a Blog Post



You can delete a Blog post by clicking on the  icon in the "Manage Posts" section of the Toolbar by clicking "My Content" then "Blog Posts".

A confirmation box will appear and you will be asked if you are sure you would like to remove the post before it can be deleted.

Managing Comments

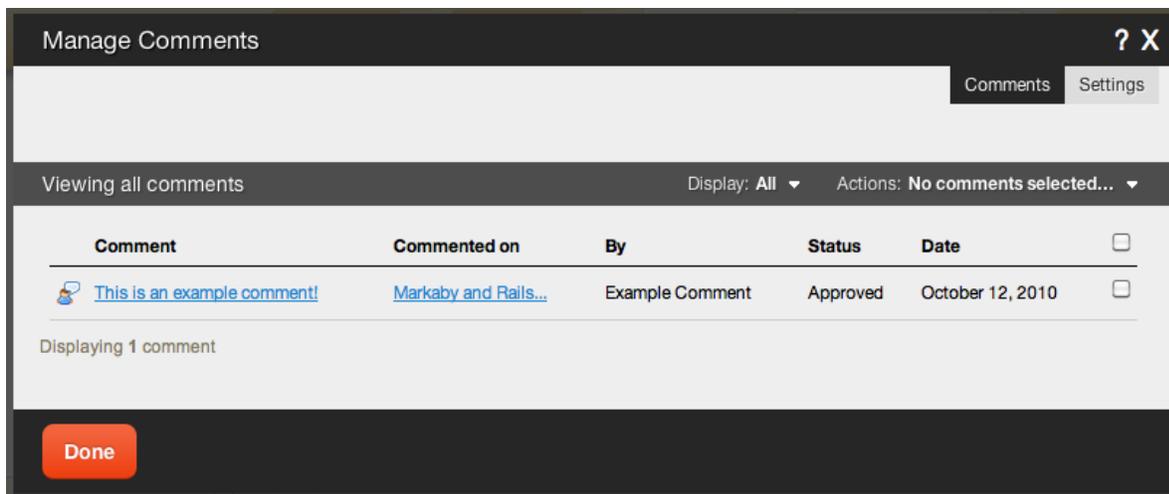
This section will serve as your Blog comments manager. You can approve or delete comments as well as report them as spam if necessary.

Instead of just deleting your comment spam, report it! The more spam reported, the more effective the spam filter will become. If you'd like the URL for your recent comments, you can click the RSS icon next to the "Viewing all comments" heading. Please be aware that spam comments held for review will be deleted after 30 days automatically.

Where to Find

This area can be found in the "Comments" area of the "My Content" section of the Toolbar.

Configuring



As you can see, this interface provides a simple and effective means of managing your comments as well as showing you who posted the comment, the blog post the comment was left on, the status and the date posted.

Clicking on the a comment title link under the **Comment** heading will allow you to manage that specific comment. This is helpful if you made a mistake approving a comment that is spam, or a spam comment was automatically approved for example, as you can then report it in this area or delete it. The e-mail address the poster used can also be found here. Unfortunately, deleted comments cannot be restored.

Clicking on the a post title link under the **Commented on** heading will take you directly to the Blog post on which the comment was made.

If you have configured your comments to require approval before being displayed, you will see that all comments in this area are awaiting your decision. Simply clicking the check boxes in the far right column and clicking any of the "Approve", "Delete" or "Report Spam" buttons above will take the appropriate action.

Note: By default, comments are approved and published automatically. To change this, please see the Settings area.