



EasyBlogBuilder

User Guide
Version 2.2



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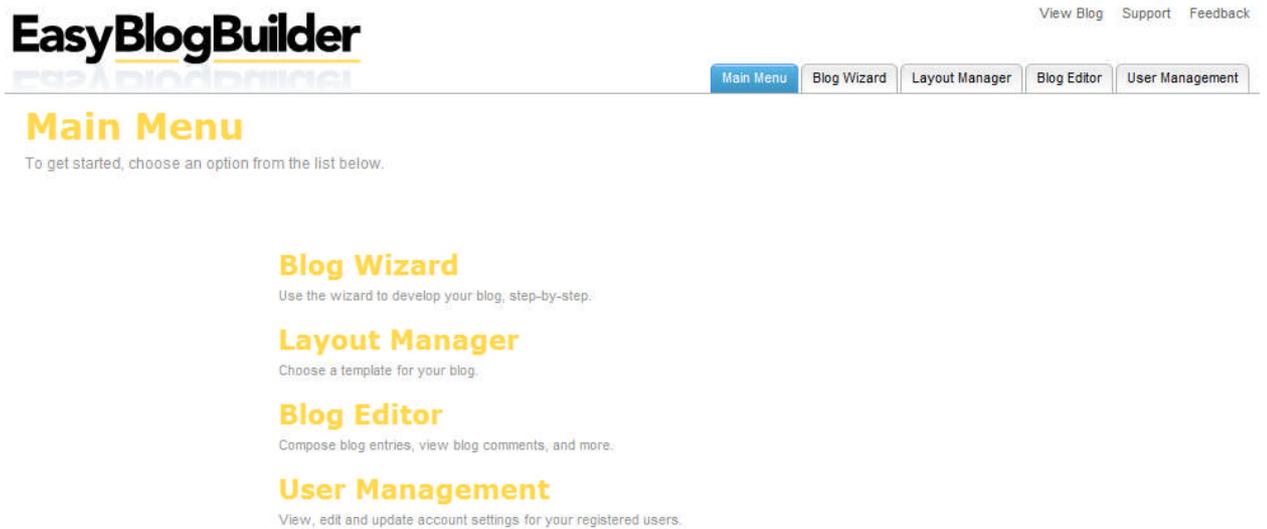
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1 Launching EasyBlogBuilder

EasyBlogBuilder is a valuable tool to continuously post, update and broadcast important messages toward your target audience like product initiatives, stories, view-points and more. EasyBlogBuilder allows you to publish a blog quickly and easily anytime, anywhere as it combines easy to use blog templates adopted from EasySiteWizard Pro and a variety of features like calendar, ability for visitors to leave comments and RSS Feed syndication. EasyBlogBuilder is a fantastic tool that gets you communicating with your audience in minutes.

1. Click **Begin**.



The screenshot shows the EasyBlogBuilder main menu. At the top right, there are links for "View Blog", "Support", and "Feedback". Below the "EasyBlogBuilder" logo is a navigation bar with buttons for "Main Menu", "Blog Wizard", "Layout Manager", "Blog Editor", and "User Management". The "Main Menu" button is highlighted. Below the navigation bar, the heading "Main Menu" is displayed in yellow, followed by the instruction "To get started, choose an option from the list below." The menu items are listed as follows:

- Blog Wizard**
Use the wizard to develop your blog, step-by-step.
- Layout Manager**
Choose a template for your blog.
- Blog Editor**
Compose blog entries, view blog comments, and more.
- User Management**
View, edit and update account settings for your registered users.

2 Getting Started with EasyBlogBuilder

A pop-up screen appears. It is the “Getting Started” page. The purpose of this page is to guide you through the available options. From here, you may begin creating or managing your blog.

EasyBlogBuilder

[View Blog](#) [Support](#) [Feedback](#)[Main Menu](#)[Blog Wizard](#)[Layout Manager](#)[Blog Editor](#)[User Management](#)

Main Menu

To get started, choose an option from the list below.

Blog Wizard

Use the wizard to develop your blog, step-by-step.

Layout Manager

Choose a template for your blog.

Blog Editor

Compose blog entries, view blog comments, and more.

User Management

View, edit and update account settings for your registered users.

3 Navigation

You can navigate EasyBlogBuilder through menu tabs on the top of the page or through the navigational links from the main menu.

The screenshot shows the EasyBlogBuilder logo at the top left. To the right of the logo are links for 'View Blog', 'Support', and 'Feedback'. Below the logo is a horizontal menu bar with five tabs: 'Main Menu' (highlighted in blue), 'Blog Wizard', 'Layout Manager', 'Blog Editor', and 'User Management'. Below the menu bar, the heading 'Main Menu' is displayed in orange. Underneath, a sub-heading reads 'To get started, choose an option from the list below.' Four options are listed, each with a title in orange and a brief description: 'Blog Wizard' (Use the wizard to develop your blog, step-by-step.), 'Layout Manager' (Choose a template for your blog.), 'Blog Editor' (Compose blog entries, view blog comments, and more.), and 'User Management' (View, edit and update account settings for your registered users.).

3.1.1 Get Started

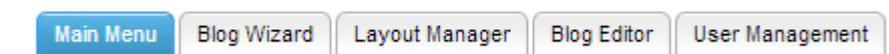
Clicking on home will take you to the getting started page.

3.1.2 Help

Clicking on help will connect you to the application help files.

3.2 Main Menu

The menu which allows you to navigate through Blog Builder is located in the top right-hand corner.



3.2.1 Blog Wizard

- Following a step by step process, quickly and easily create/manage all aspects on the blog.

3.2.2 Layout Manager

- You can configure the blog details, choose a template and choose extra options that are to appear as part of the blog.

3.2.3 Blog Editor

- You can create/manage all posts made on the blog. Create/Manage categories associated with the blog.

3.2.4 User Management

- You can create/manage/delete users who have registered to leave comments on the blog

View Blog

- Clicking this link, connects you to the published blog

4 Icons

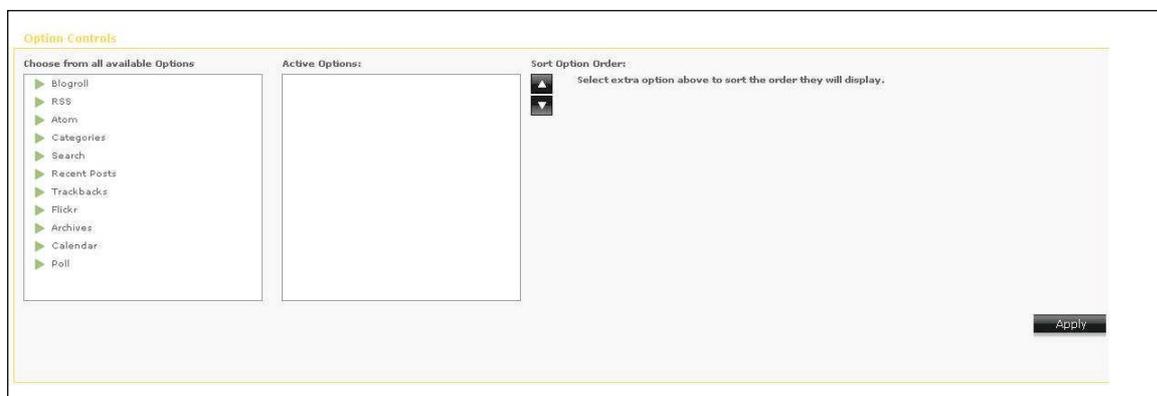
Lists are used often in the EBB to make the management of it, easier for users.

Examples of where lists can be found are:

- Manage Posts
- Manage Categories
- Manage Users
- Manage Comments

4.1 Extra Options

4.1.1 Accessing the Extra Options for the First Time



When you access the Extra Options Area for the first time, you'll be presented with all the extra options on the left hand side of the menu. In certain instances, certain options are auto enabled.

You are not required to input any data to activate the option; it will simply be turned "on" when you publish the blog. Those options are:

- Search
- Categories
- Trackbacks
- Calendar
- RSS feeds
- Atom feeds

4.1.2 No Additional Information is needed

When no further information is needed from you, you will see this icon appear beside the extra option. Green is meant to signify a "good/go" effect:

4.1.3 Additional Information is needed

When further information is needed from you, you will see this icon appear beside the extra option. They grey effect is meant to signify an "incomplete" data.

The edit/text box beside the green light is what you will select to edit/complete their details:



4.1.4 Additional Information has been provided

When you have provided all the required information and applied the changes, the status will change from grey to green.



4.1.5 Choosing the Extra Option Order

When you decide to turn on certain applications in the EBB, you are able to determine the sort order of how the extra options will appear on the chosen template by selecting the extra option and then choosing to move the option up or down in order.

Extra options appears in the sort order from top to bottom.



4.2 Adding a New Entry to a List

To add a new entry to a list, will require you to select this icon: 

Once you have selected the icon, the required information will load. The screenshot below shows how to add a new category to the blog. In order to do so click on "Add new" entry.

Home Get Started Help

EasyBlogBuilder

Blog Wizard Layout Manager Blog Editor User Management View Blog

Blog Wizard - Step 1/5 : Blog Profile Management Next >

Blog Profile Management

Remember to click 'Apply' to save your settings.
*Must select at least one.

User Profile

First name:

Last name:

E-Mail:

Website URL:

Upload Avatar: 

Blog Details

Blog Title:

Time Zone:

Description:

Post Per Page:

Comments: Allow users to leave comments automatically
 Must approve comments first

Categories

Category	Posts		
None			
uncategorized	28		
random thoughts			

4.3 Deleting an Existing Entry from a List

To delete an entry, select the delete icon: 

There are instances in the deletion of a list where you will be prompted to select multiple items first (in the form of queue) when deleting entries, or you may be asked to select an entry and confirm its deletion one at a time.

5 Blog Wizard

5.1 Step 1 – Blog Profile Management

After selecting Blog Wizard from either the Navigation menu or from the Getting Started Page, you are taken directly into Step 1 of the Wizard. Step 1 consists of you specifying the basic blog details. Here you specify/complete the following information:

- First Name
- Last Name
- Email Address (for visitors who may want to email the blogger)
- Website URL (for visitors who may want to visit the main site)
- Upload an avatar
- Add a blog title
- Add a blog description
- Choose a time zone
- Determine how many posts per page should appear
- Determine if users can leave comments automatically or must be approved first
- Create categories

Home | Get Started | Help

EasyBlogBuilder

Blog Wizard | Layout Manager | Blog Editor | User Management | View Blog

Blog Wizard - Step 1/5 : Blog Profile Management Next >

Blog Profile Management

Remember to click 'Apply' to save your settings.
*Must select at least one.

User Profile

First name:

Last name:

E-Mail:

Website URL:

Upload Avatar:

Blog Details

Blog Title:

Time Zone:

Description:

Post Per Page:

Comments: Allow users to leave comments automatically
 Must approve comments first

Categories

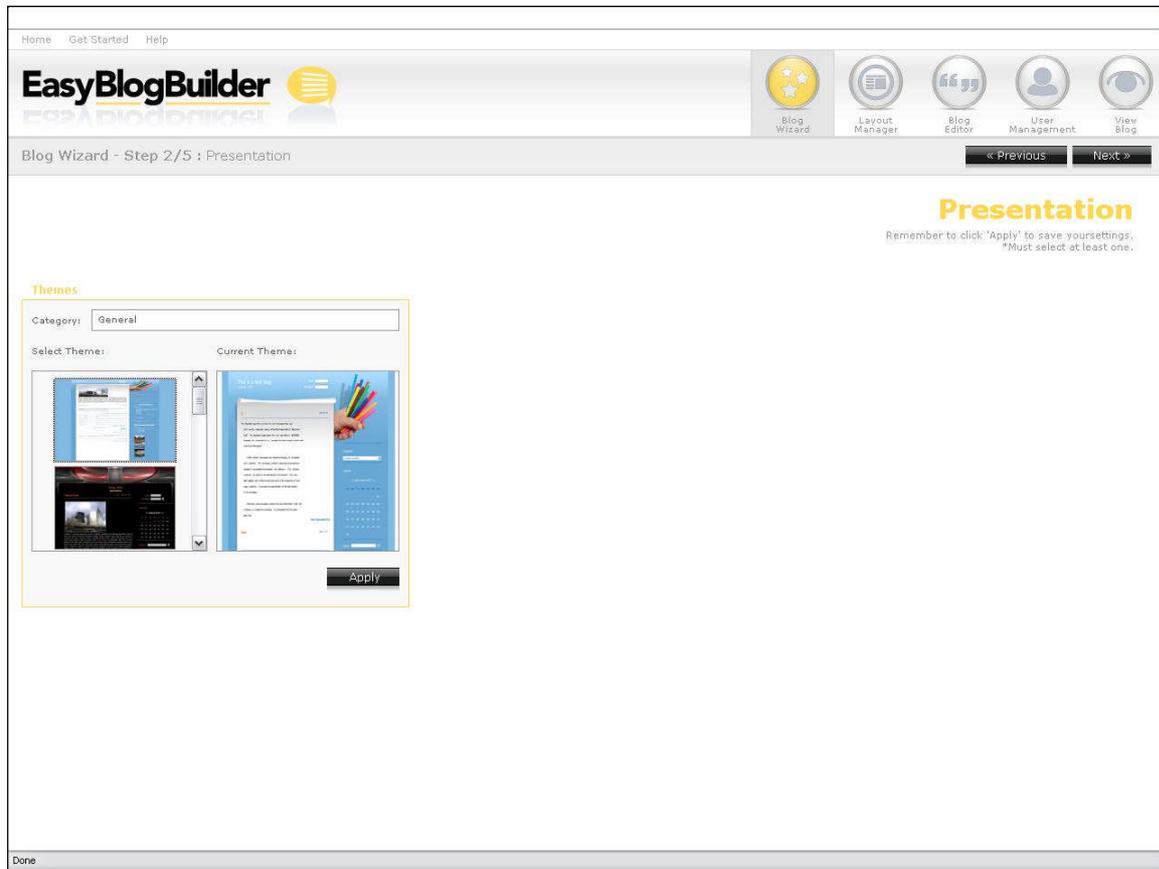
Name	Posts	
uncategorized	28	<input type="checkbox"/> <input type="button" value="X"/>
random thoughts		<input type="checkbox"/> <input type="button" value="X"/>
travel	5	<input type="checkbox"/> <input type="button" value="X"/>
fun	8	<input type="checkbox"/> <input type="button" value="X"/>
general	6	<input type="checkbox"/> <input type="button" value="X"/>

Done

Selecting “Apply” or “Next” takes you to step 2.

5.2 Step 2 – Presentation

You will select the desired template from the list provided on the left hand side of the themes.

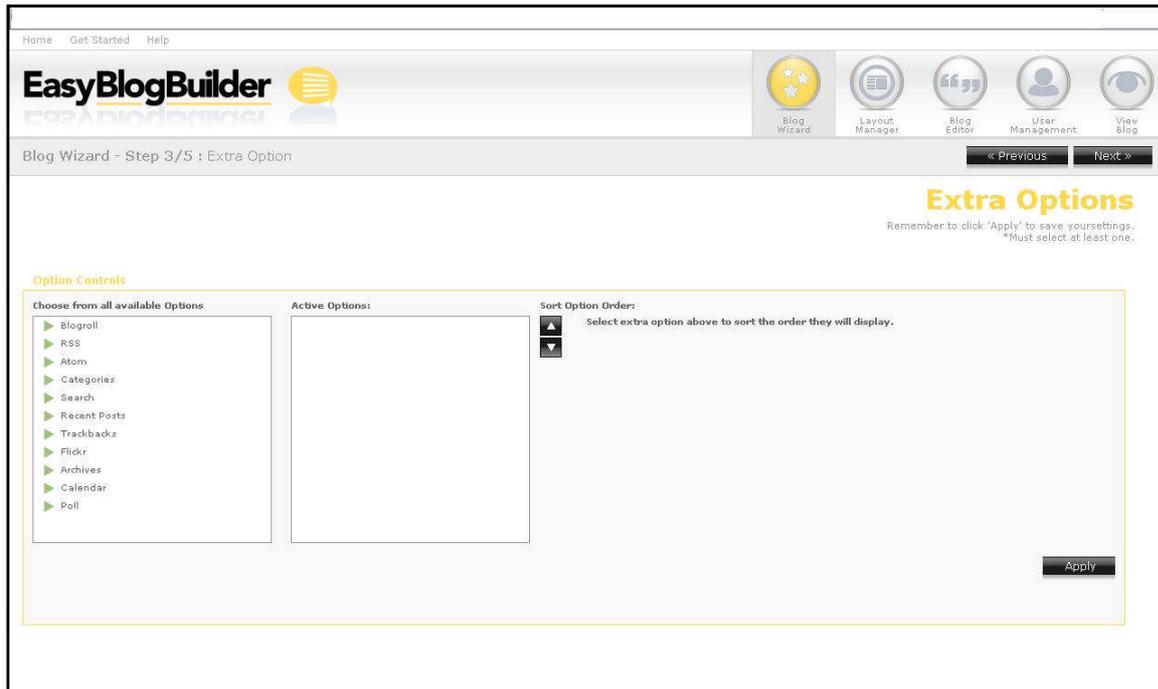


5.3 Step 3 – Extra Options

When you access the “Extra Options” menu you will be presented with a list of all available “extra options” you can have enabled on their blog. By default all options will be disabled and will appear on the left hand side.

From the left hand menu, selecting the option and clicking on the green arrow will move the extra option to the active status.

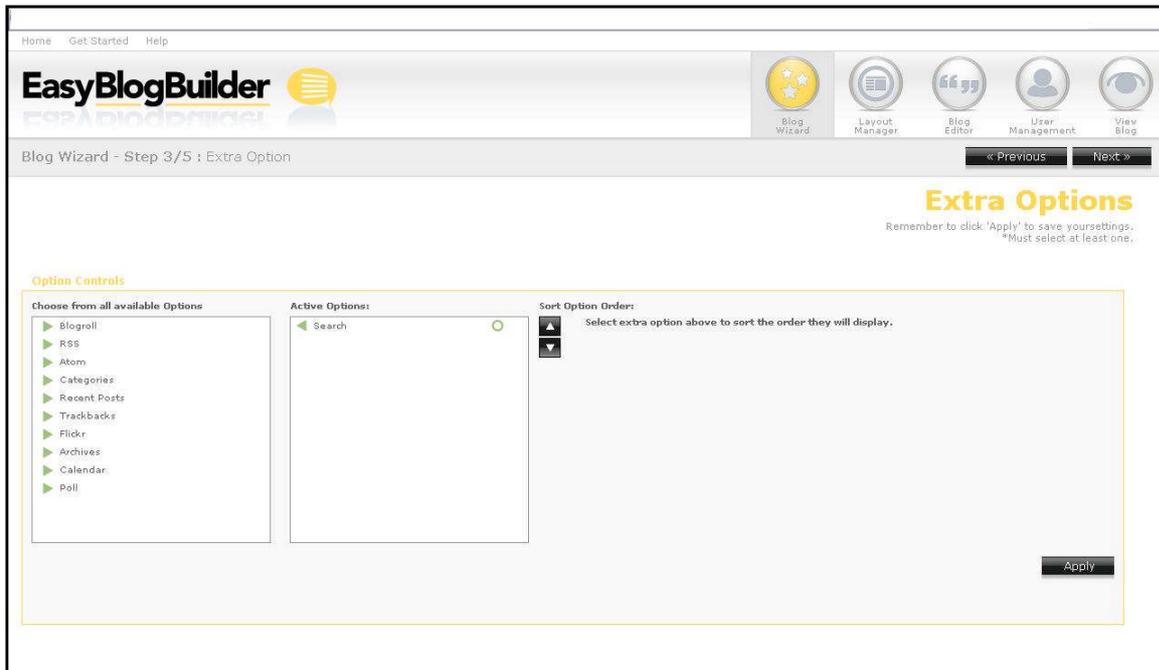
Once you have selected/turned on all the options you wish to have appear on their site, you need to select “Apply” to apply the changes.



5.3.1 Activating Search

A search tool is also available for users visiting the blog site. The purpose of this tool is to allow those users who may wish to search for certain criteria and the results will show any posting that may have matched the visitor’s criteria.

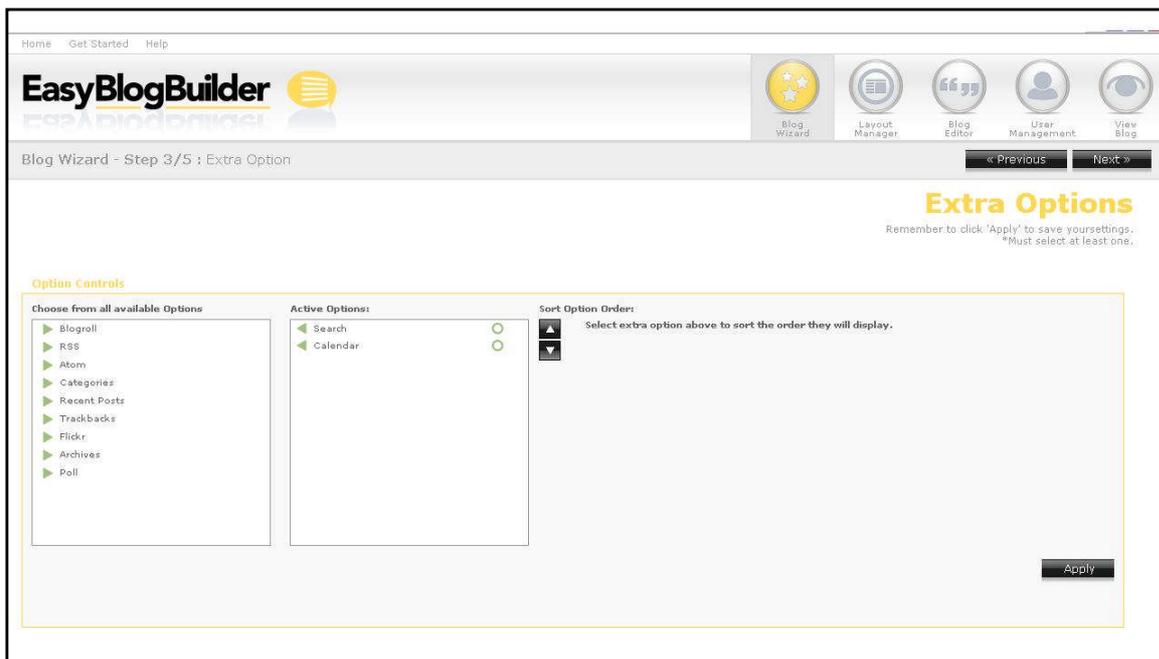
The search option does not require any additional input; it will be active as soon as it is added. There is no editing required, therefore no edit box appears.



5.3.2 Activating Calendar

If turned on, the calendar options shows users visiting the bloggers site, the current month and highlights any days in which a posting has been published to the blog. Visitors can access the posts via a hyperlink in the calendar.

The calendar option does not require any additional input; it is active as soon as it's added. There is no editing required, therefore no edit box appears.



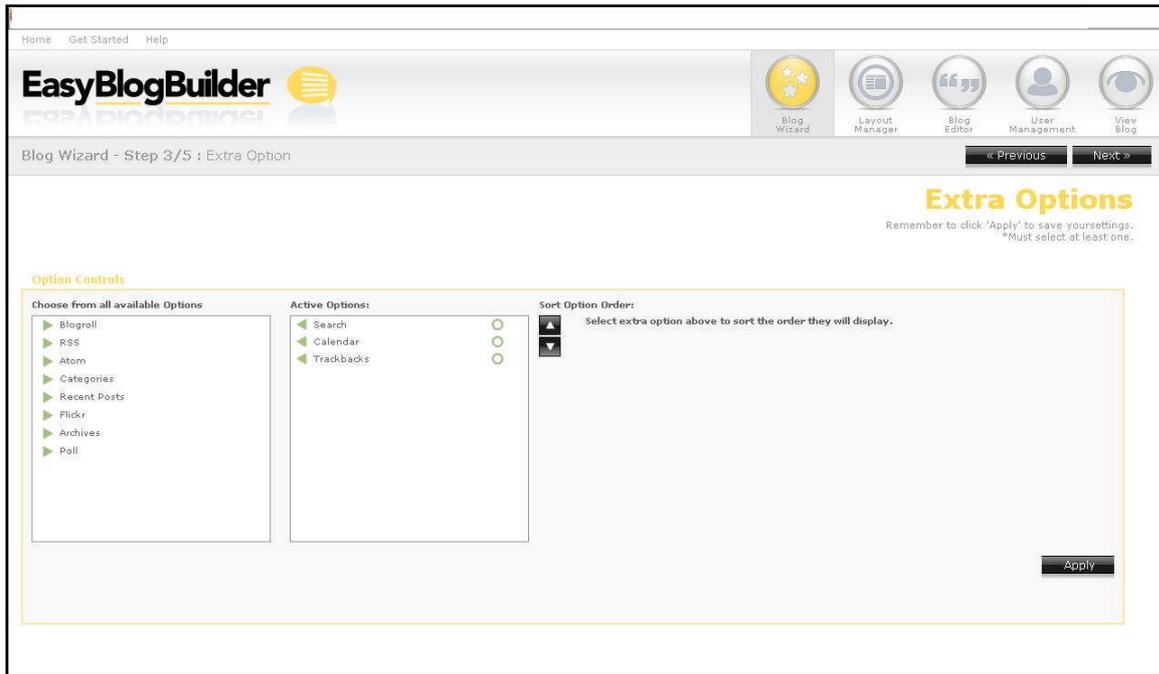
5.3.3 Activating Trackbacks

Currently many of the existing blog portals offer trackback functionality on their sites. This is a useful tool, for KWS's users to have. It's non-intrusive and it's a means of informing someone that a user has written about or are passing along information through about their blog.

TrackBack list is simply a list of entries that relate to (usually by linking to and discussing) the page (be it an individual entry or a category) at which you're staring.

If trackbacks are turned on, if someone references a post made by one of KWS's blog, the comment should appear in the blog's comments.

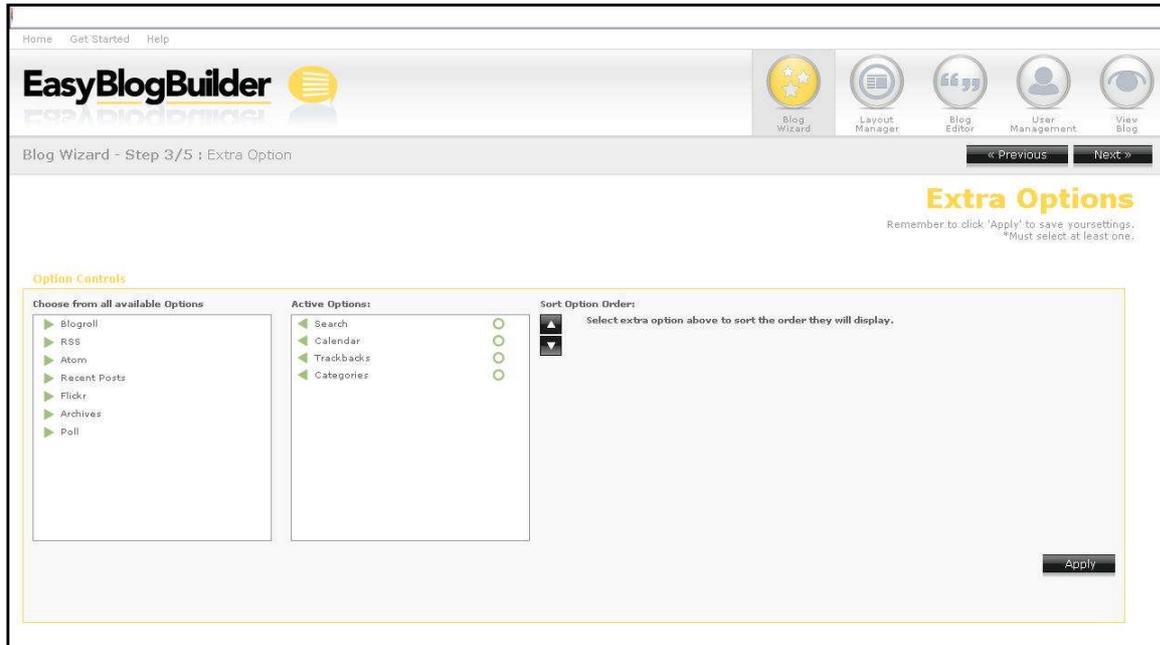
The trackbacks option does not require any additional input, it is active as soon as it's added. There is no editing required, therefore no edit box appears.



5.3.4 Activating Categories

Bloggers have the open to put their posts into the specified categories. If no categories exist, the post will be sent/posted to the default “uncategorized” category.

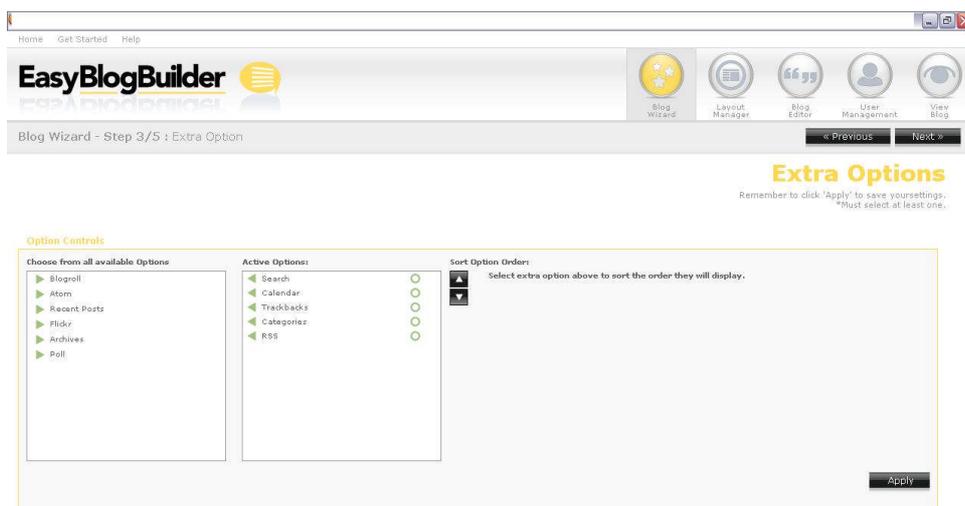
The categories option does not require any additional input; it is active as soon as it’s added. There is no editing required, therefore no edit box appears.



5.3.5 Activating RSS feeds

If you turn on RSS feeds for the site, when a user accesses the blog, they will see the icon for RSS feeds at the bottom of the blog. The user will then be able to to subscribe to the posts made by the blogger.

The RSS option does not require any additional input, it is active as soon as it’s added. There is no editing required, therefore no edit box appears.



5.3.6 Activating Atom feeds

If you turn on Atom feeds for the site, when a user accesses the blog, they will see the icon for RSS feeds at the bottom of the blog. The user will then be able to subscribe to the posts made by you.

The Atom option does not require any additional input, it is active as soon as it's added. There is no editing required, therefore no edit box appears.

5.3.7 Recent Posts OFF

When you blog often or tends to post long blogs, it may be of benefit to you to turn the recent posts option on. This option enables you to show users accessing the blog the last X amount of posts made.

If you choose to turn on Recent Posts, you will need to complete further information in order to activate the option as part of the template.

Once you have selected the green arrow, you will see the recent posts option with a grey donut and an edit box beside it. You will need to click on this edit box to make the appropriate changes.

5.3.8 Recent Posts EDIT

You will see the edit toolbox appear. You will need to select the toolbox to update/set their preferences.

You will be asked to specify:

- The title you want to appear for “Recent Posts”
- How recent posts you wish to have appear

You need to select Apply to save the changes.

Home Get Started Help

EasyBlogBuilder

Blog Wizard Layout Manager Blog Editor User Management View Blog

Blog Wizard - Step 3/5 : Extra Option

Previous Next

Extra Options

Remember to click 'Apply' to save your settings.
*Must select at least one.

Option Controls

Choose from all available Options

- ▶ Blogroll
- ▶ Flickr
- ▶ Archives
- ▶ Poll

Active Options:

- ◀ Search
- ◀ Calendar
- ◀ Trackbacks
- ◀ Categories
- ◀ RSS
- ◀ Atom
- ◀ Recent Posts

Sort Option Order:

Select extra option above to sort the order they will display.

Apply

Options Info

Recent Posts Information

Title:

Number of posts to show: (10 posts at most)

Cancel Apply

Done

5.3.9 Recent Posts ON

This option will change to green, when successfully applied.

Home Get Started Help

EasyBlogBuilder

Blog Wizard Layout Manager Blog Editor User Management View Blog

Blog Wizard - Step 3/5 : Extra Option

Previous Next

Extra Options

Remember to click 'Apply' to save your settings.
*Must select at least one.

Option Controls

Choose from all available Options

- ▶ Blogroll
- ▶ Flickr
- ▶ Archives
- ▶ Poll

Active Options:

- ◀ Search
- ◀ Calendar
- ◀ Trackbacks
- ◀ Categories
- ◀ RSS
- ◀ Atom
- ◀ Recent Posts

Sort Option Order:

Select extra option above to sort the order they will display.

Apply

5.3.10 Blogroll OFF

Blogrolls simply consist of the list of weblogs an author reads.

Once you have selected the option, you will need to click on the toolbox to activate the option.

Home Get Started Help

EasyBlogBuilder

Blog Wizard - Step 3/5 : Extra Option

Extra Options
Remember to click 'Apply' to save your settings.
*Must select at least one.

Option Controls

Choose from all available Options

- Flickr
- Archives
- Poll

Active Options:

- Search
- Calendar
- Trackbacks
- Categories
- RSS
- Atom
- Recent Posts
- Blogroll

Sort Option Order:
Select extra option above to sort the order they will display.

Apply

Done

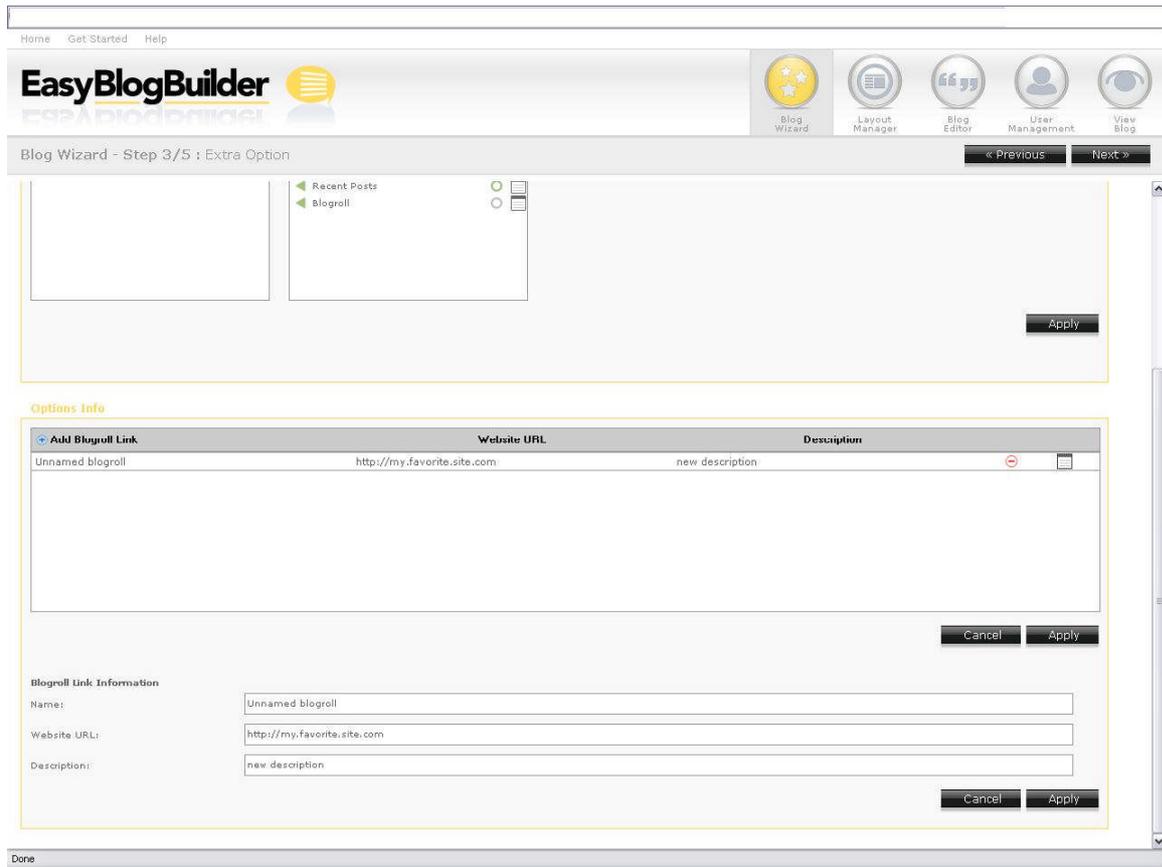
5.3.11 Blogroll EDIT

You will then select the add blogroll link to add a preferred URL link and fill in the required details:

- Name of blogroll
- URL
- Description (this is for internal purposes)

To delete a blogroll, select the delete icon.

To save the changes, select "Apply"



5.3.12 Blogroll ON

The blogroll is now active and has been changed to green.

Home Get Started Help

EasyBlogBuilder

Blog Wizard Layout Manager Blog Editor User Management View Blog

Blog Wizard - Step 3/5 : Extra Option

Previous Next

Extra Options

Remember to click 'Apply' to save your settings.
*Must select at least one.

Option Controls

Choose from all available Options

- ▶ Flickr
- ▶ Archives
- ▶ Poll

Active Options:

- ◀ Search
- ◀ Calendar
- ◀ Trackbacks
- ◀ Categories
- ◀ RSS
- ◀ Atom
- ◀ Recent Posts
- ◀ Blogroll

Sort Option Order:

Select extra option above to sort the order they will display.

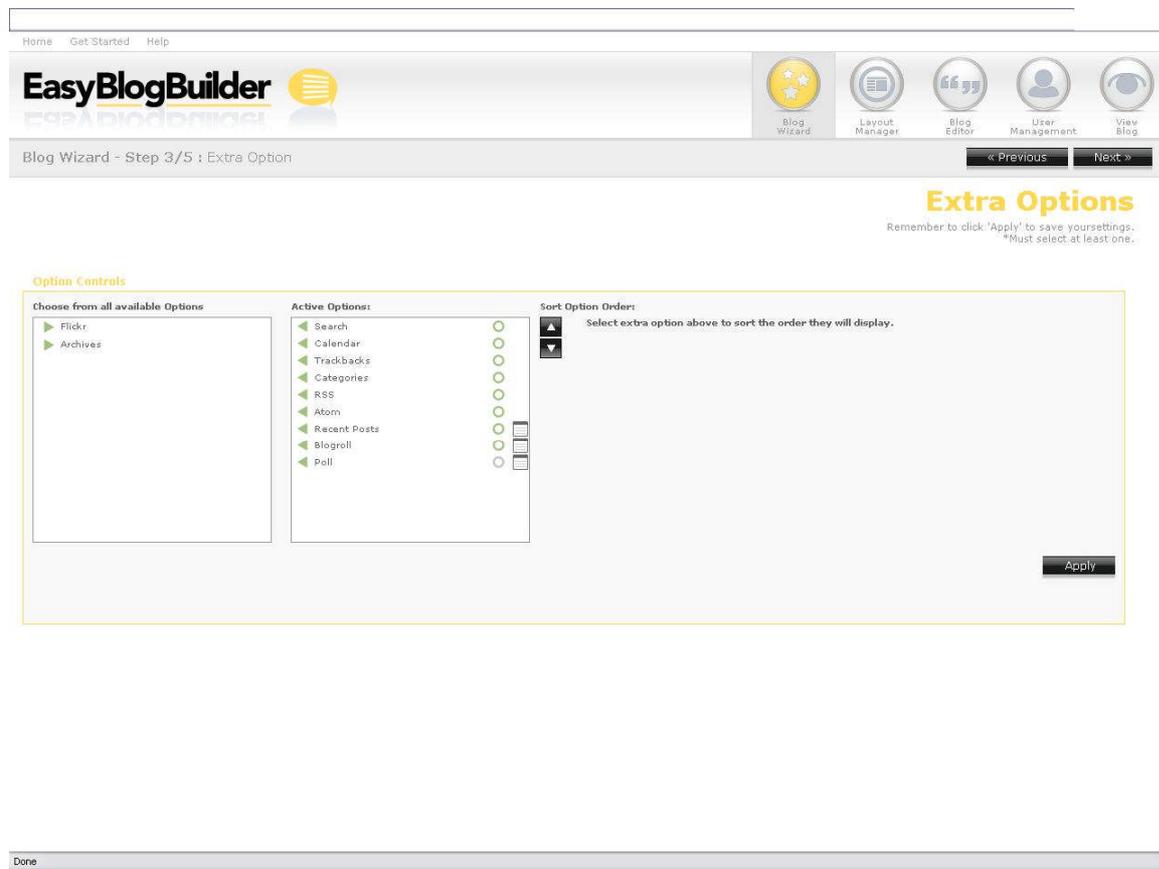
Apply

Done

5.3.13 Poll OFF

Online polls have become a popular feature of blogging service providers. They allow you to create a poll and allow visitors to take part in the poll and submit their own response. Once a visitor has submitted their request, the current results of the poll are displayed where the poll was first shown.

Only one poll should be allowed per site. If you would like to create a new poll, you will have to delete the current poll. If a poll has been created by you, it will then be shown on the index page of the blog site for maximum exposure.



5.3.14 Poll EDIT

The blog administrator can present up to five options when answering the poll.

The fields that are needed are:

- Title of poll
- Question for Poll
- Option 1-5

Home Get Started Help

EasyBlogBuilder

Blog Wizard Layout Manager Blog Editor User Management View Blog

Blog Wizard - Step 3/5 : Extra Option

Choose from all available Options

- Flickr
- Archives

Active Options:

- Search
- Calendar
- Trackbacks
- Categories
- RSS
- Atom
- Recent Posts
- Blogroll
- Poll

Sort Option Order:

Select extra option above to sort the order they will display.

Apply

Options info

Poll Information

Title of Poll:

Question for Poll:

Option 1:

Option 2:

Option 3:

Option 4:

Option 5:

Cancel Apply

Done

5.3.15 Poll ON

The option has now been saved and the poll is now active.

Home Get Started Help

EasyBlogBuilder

Blog Wizard - Step 3/5 : Extra Option

Extra Options
Remember to click 'Apply' to save your settings.
*Must select at least one.

Option Controls

Choose from all available Options

- Flickr
- Archives

Active Options:

- Search
- Calendar
- Trackbacks
- Categories
- RSS
- Atom
- Recent Posts
- Blogroll
- Poll

Sort Option Order:
Select extra option above to sort the order they will display.

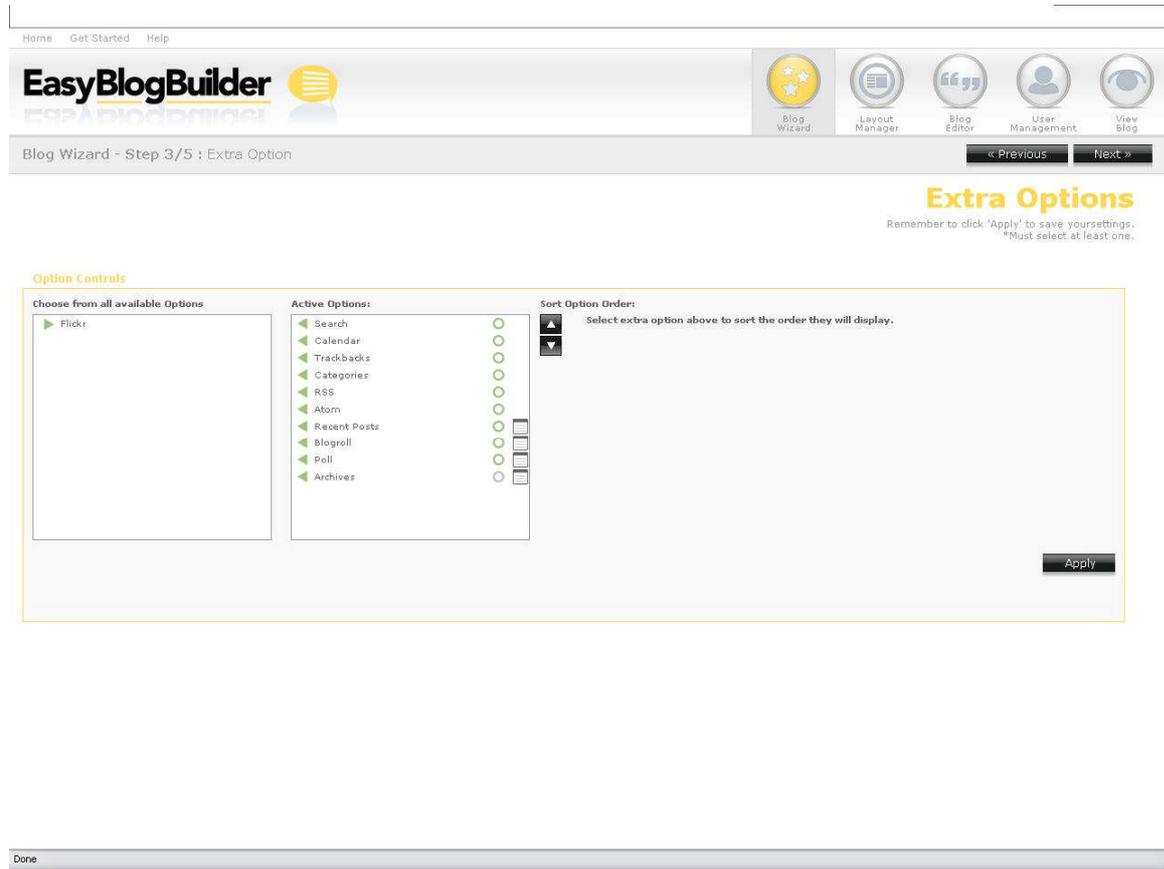
Apply

Done

5.3.16 Archives OFF

Most blogging services provide archiving under a monthly basis format. Posts that have been published in a specific calendar month are archived together.

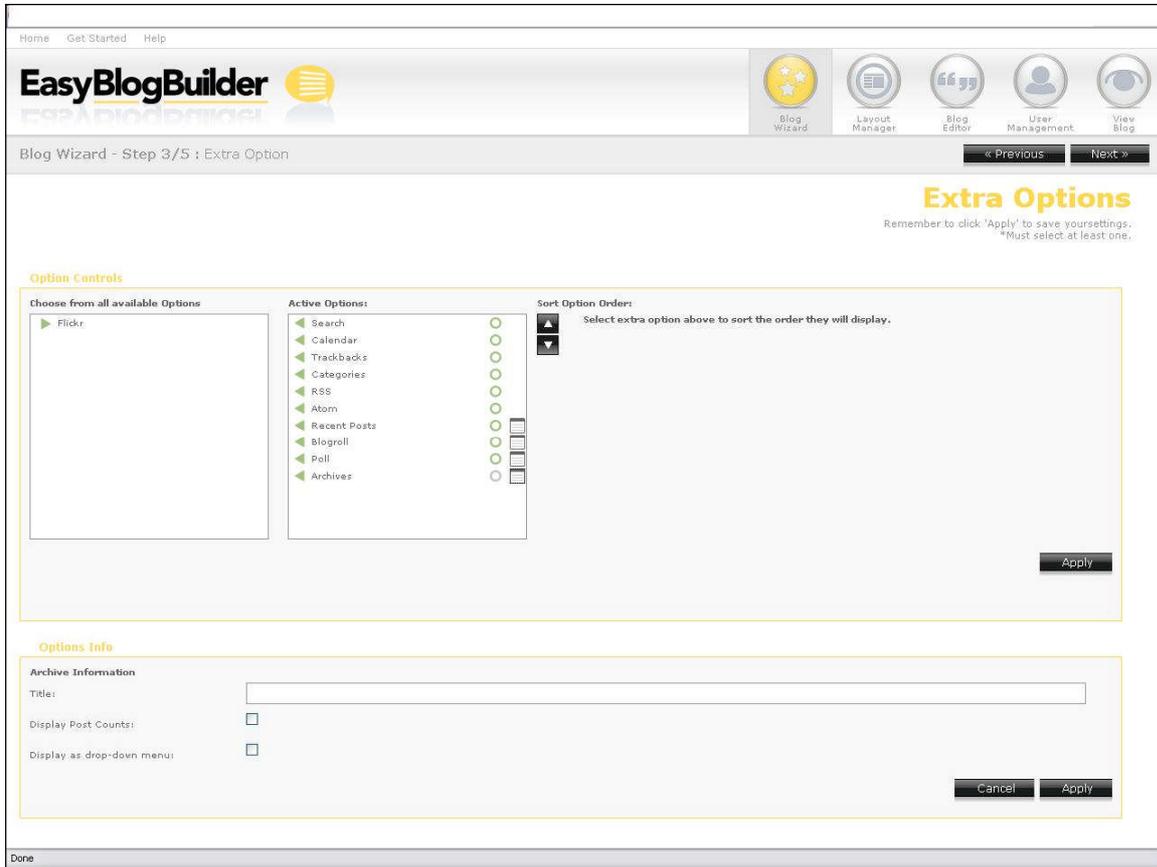
A new archived month is only created when the first blog post has been published in the specified month. If no blog post has been submitted within a calendar month, then no archive is created for that month.



5.3.17 Archives EDIT

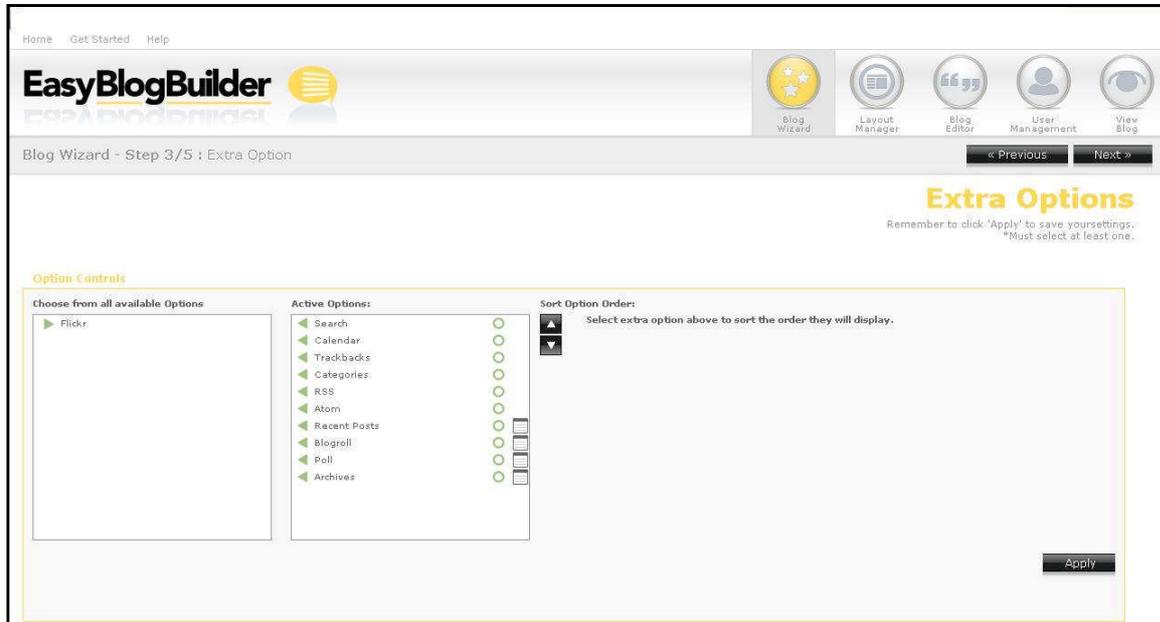
You need to specify the title that should appear for Archives. You also have the option to choose if that the post counts to appear and whether it should appear as a drop down or not.

Selecting "Apply", with save the preferences.



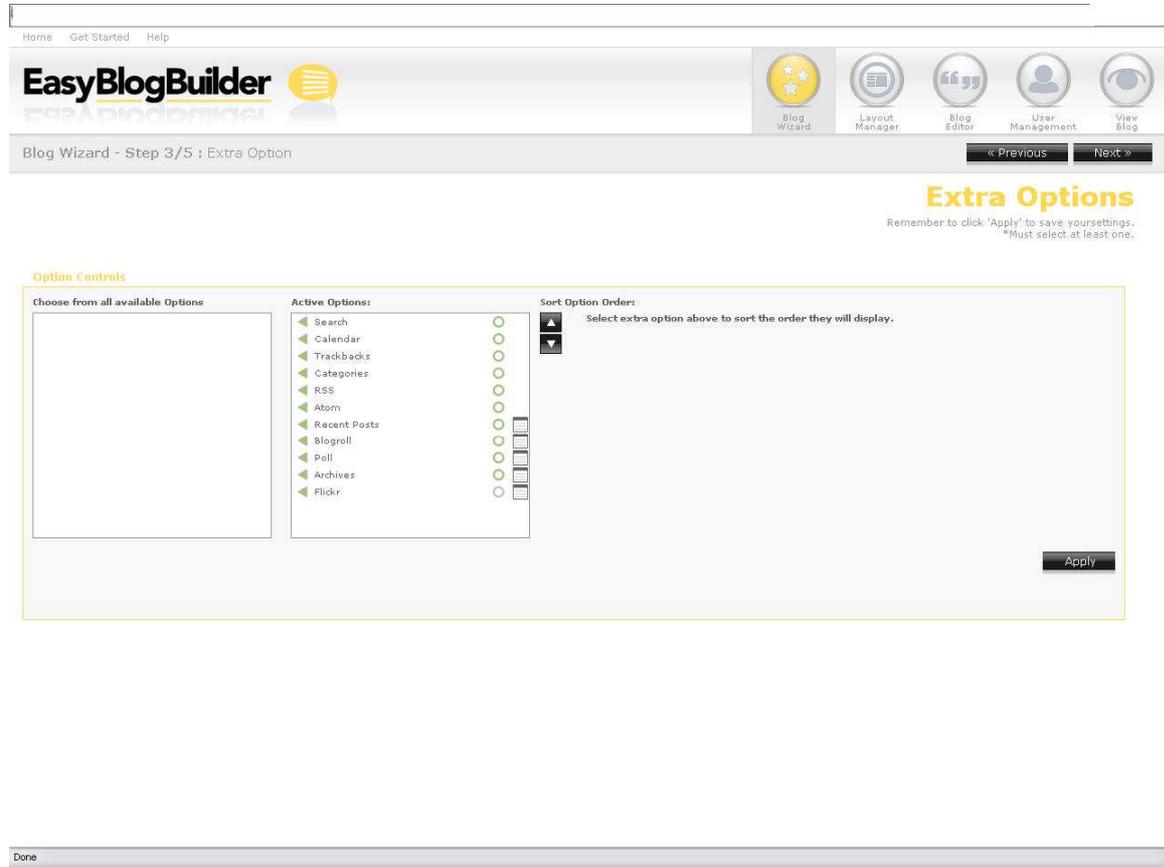
5.3.18 Archives ON

Archives are now active.



5.3.19 Flickr OFF

For the latest version of EBB, only Flickr will be incorporated as a 3rd party PhotoGallery option. Users who choose to enable the option will be prompted to supply additional information as per below.



5.3.20 Flickr EDIT

If you wish to add some photos to the blog, you can do by specifying the following information:

- Title
- RSS Feed (As provided by Flickr)
- How many photos they wish to display

The screenshot shows the 'Extra Options' configuration page in EasyBlogBuilder 2.2. The page title is 'Blog Wizard - Step 3/5 : Extra Option'. The main heading is 'Extra Options' with a note: 'Remember to click 'Apply' to save your settings. *Must select at least one.' Below this is the 'Option Controls' section, which includes a list of 'Active Options' with radio buttons and a 'Sort Option Order' section with a dropdown menu. The 'Flickr Information' section contains three input fields: 'Title', 'Flickr RSS URL', and 'Number of photos you would like to display' (set to 5). There are 'Cancel' and 'Apply' buttons at the bottom right.

5.3.21 Flickr ON

The photos will now appear on the blog.

Home Get Started Help

EasyBlogBuilder

Blog Wizard - Step 3/5 : Extra Option

Extra Options
Remember to click 'Apply' to save your settings.
*Must select at least one.

Option Controls

Choose from all available Options

Active Options:

- Search
- Calendar
- Trackbacks
- Categories
- RSS
- Atom
- Recent Posts
- Blogroll
- Poll
- Archives
- Flickr

Sort Option Order:
Select extra option above to sort the order they will display.

Apply

5.4 Step 4 – Blog Editor

When you select “Create a New Post” you’ll be presented with the text editor similar to the one that’s available in ESW7P.

For every post created there is a post title and post content. When you have added all the text you want, you will need to select the category in which you want to post the latest text. If no categories exist, the post will be sent/posted to the default “uncategorized” category.

You will select “Apply” to publish. The first time you complete your blog installation a category is automatically created. This category is actually titled “uncategorized”.

Every post that’s created by you are assigned a unique Post ID.

Home Get Started Help

EasyBlogBuilder

Blog Wizard Layout Manager Blog Editor User Management View Blog

Blog Wizard - Step 4/5 : Blog Editor

Blog Editor

Remember to click 'Apply' to save your settings.
*Must select at least one.

Create New Post

Title:

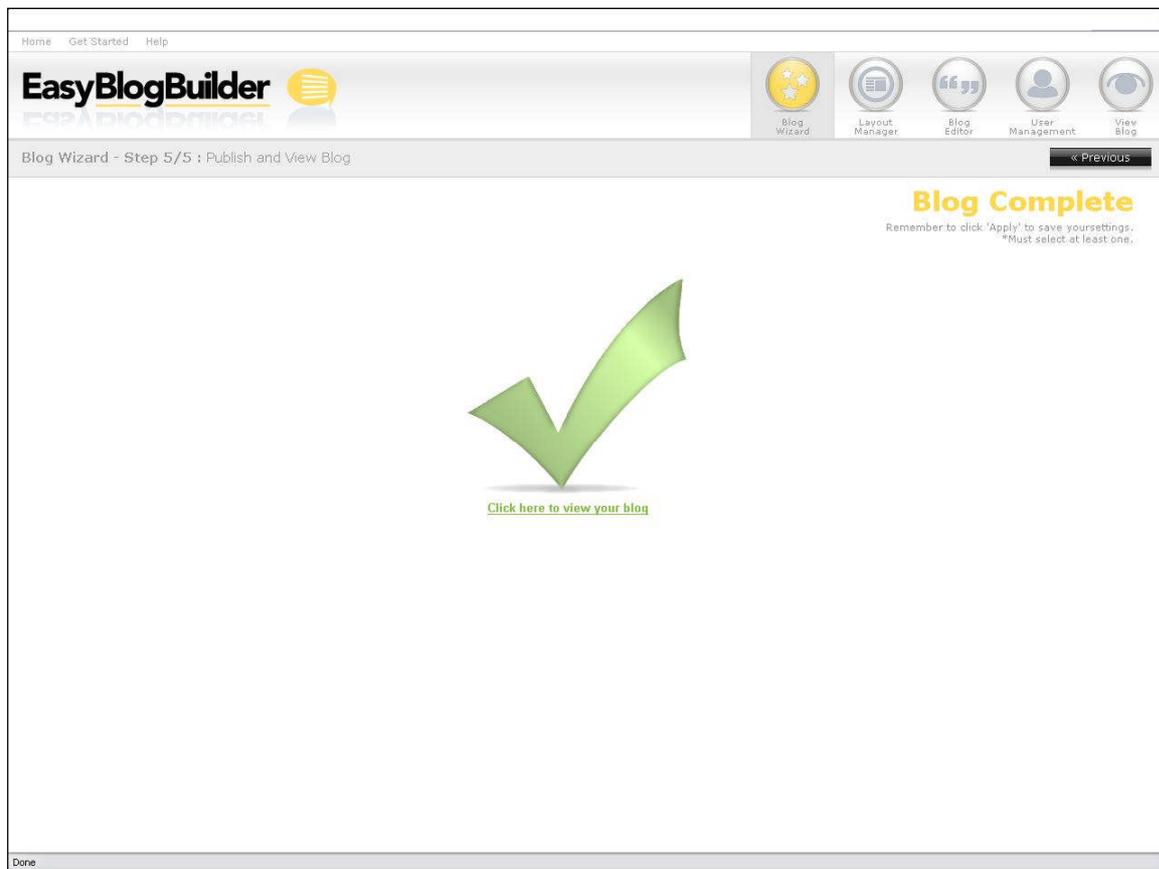
Place In Category:

Cancel Apply

Done

5.5 Step 5 – View Blog

Clicking on View Blog, will take the blog administrator to the published blog.



6 Layout Manager

6.1 Manage Blog Details

Under Blog Details you can specify the following information and it will appear on the published Blog:

- Blog Title
- Blog Description
- Time Zone of the blog
- Determine how many posts per page should appear
- Determine if users can leave comments automatically or must be approved first

The screenshot shows the EasyBlogBuilder 2.2 interface. At the top, there is a navigation bar with 'Home', 'Get Started', and 'Help' links. Below this is the 'EasyBlogBuilder' logo and a set of icons for 'Blog Wizard', 'Layout Manager', 'Blog Editor', 'User Management', and 'View Blog'. The main content area is titled 'Layout Manager' and includes a reminder to click 'Apply' to save settings. On the left, there is a sidebar with 'Manage' (containing 'Blog Details' and 'Blog Profile') and 'Presentation' (containing 'Extra Options'). The 'Blog Details' form is the central focus, with the following fields and options:

- Blog Title:** A text input field with the placeholder text 'This is where the blog title will go'.
- Time Zone:** A dropdown menu currently set to '(GMT -05:00)'.
- Description:** A text input field with the placeholder text 'A description of the blog can go here'.
- Post Per Page:** A dropdown menu currently set to '5'.
- Comments:** Two radio button options: 'Allow users to leave comments automatically' (which is selected) and 'Must approve comments first'.

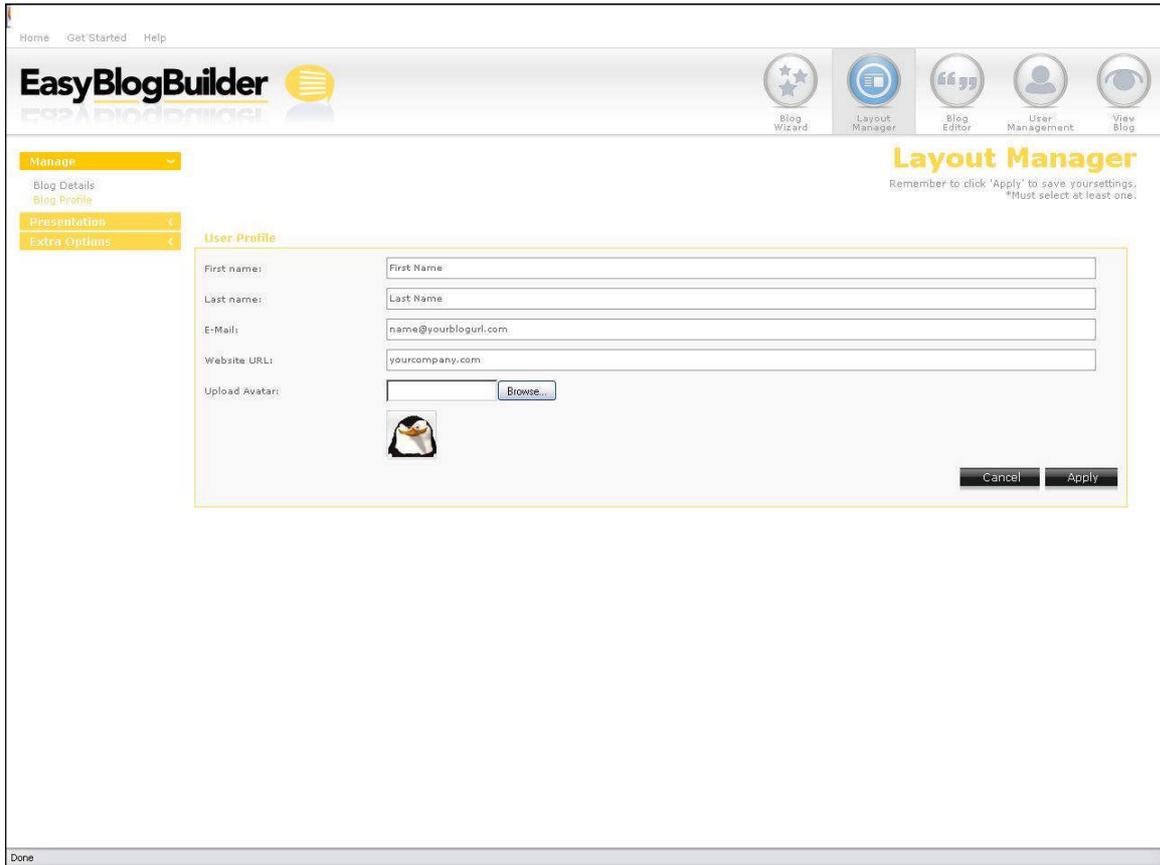
At the bottom right of the form, there are 'Cancel' and 'Apply' buttons. The 'Apply' button is highlighted with a yellow border. The bottom of the interface shows a 'Done' button.

Selecting Apply will save the details.

6.2 Blog Profile

Under Blog Profile you should register the following details:

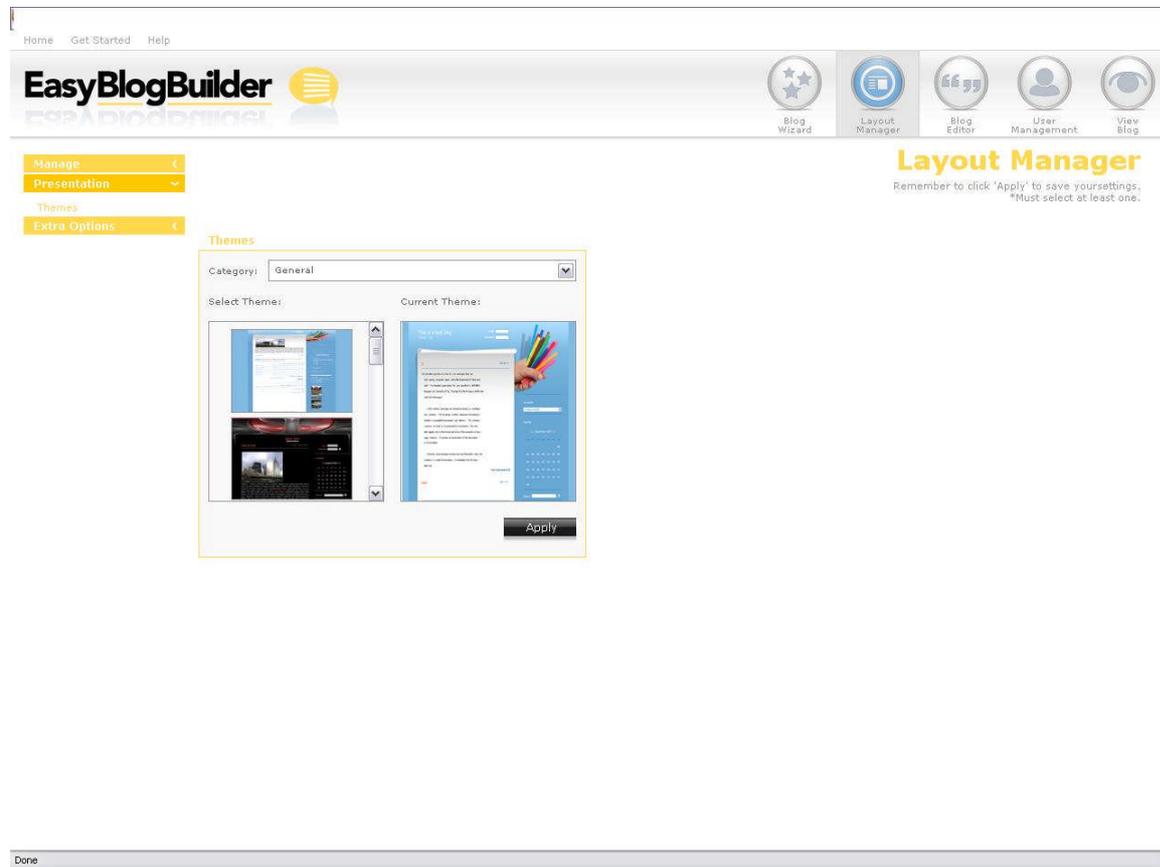
- First Name
- Last Name
- Email Address (for visitors who may want to email the blogger)
- Website URL (for visitors who may want to visit the main site)
- Upload an avatar



6.3 Presentation Themes

You will select your desired template from the list provided on the left hand side of the themes.

Selecting Apply will save the preference.

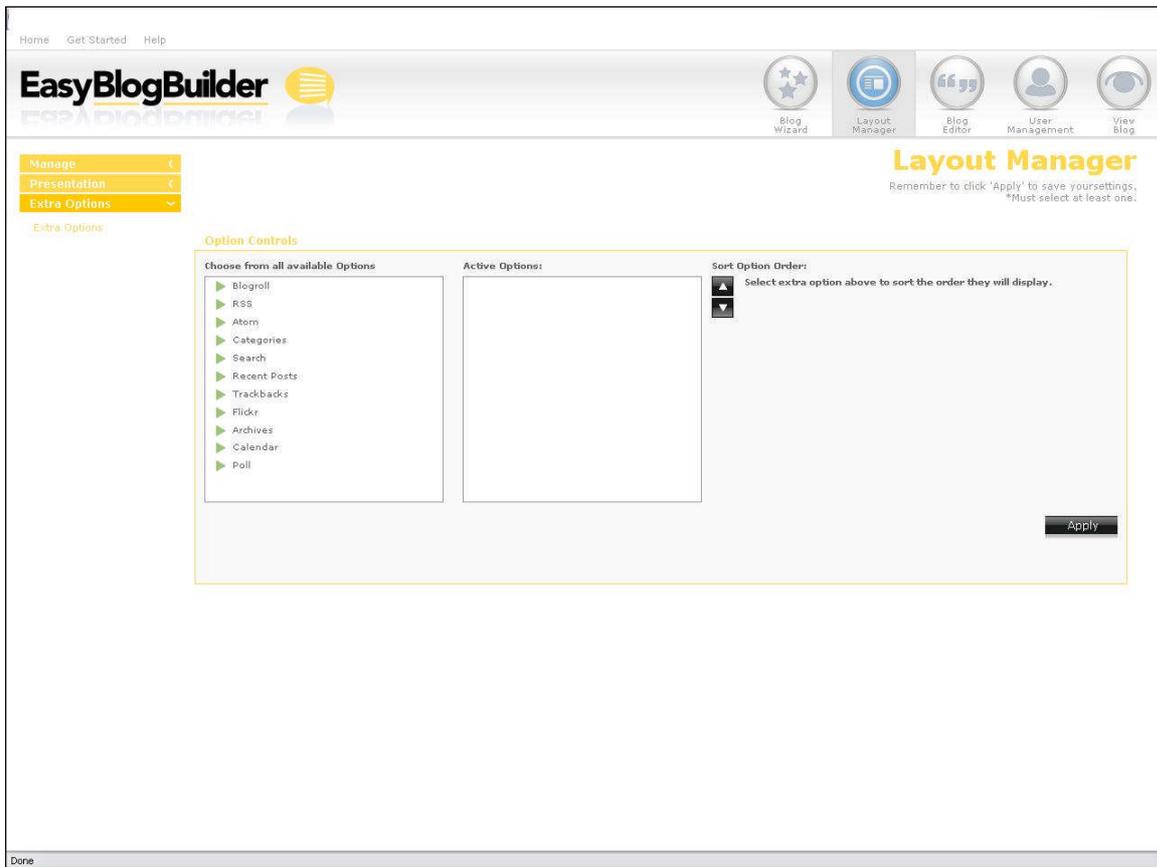


6.4 Extra Options

When you access the “Extra Options” menu you will be presented with a list of all available “extra options” you can have enabled on their blog. By default all options will be disabled and will appear on the left hand side.

From the left hand menu, selecting the option and clicking on the green arrow will move the extra option to the active status.

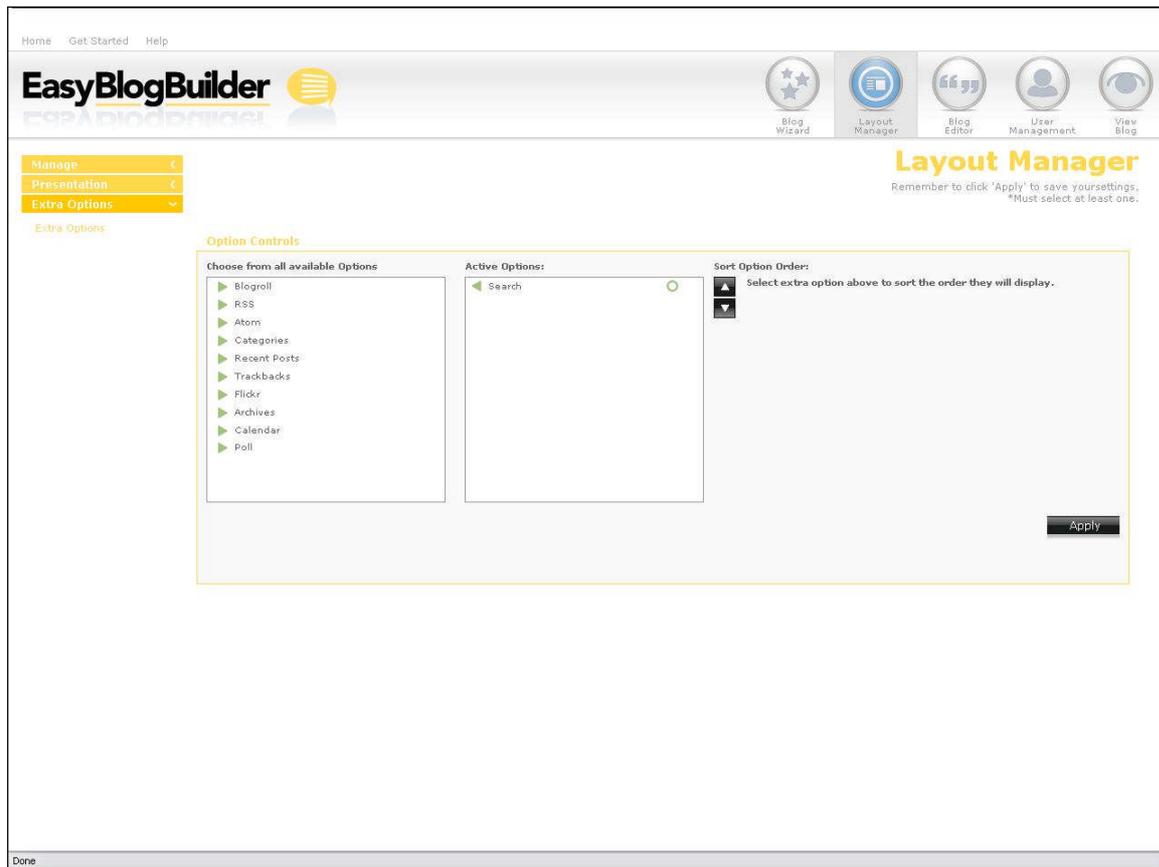
Once you have selected/turned on all the options you wish to have appear on the site, you need to select “Apply” to apply the changes.



6.4.1 Search ON

A search tool is also available for users visiting the blog site. The purpose of this tool is to allow those users who may wish to search for certain criteria and the results will show any posting that may have matched the visitor's criteria.

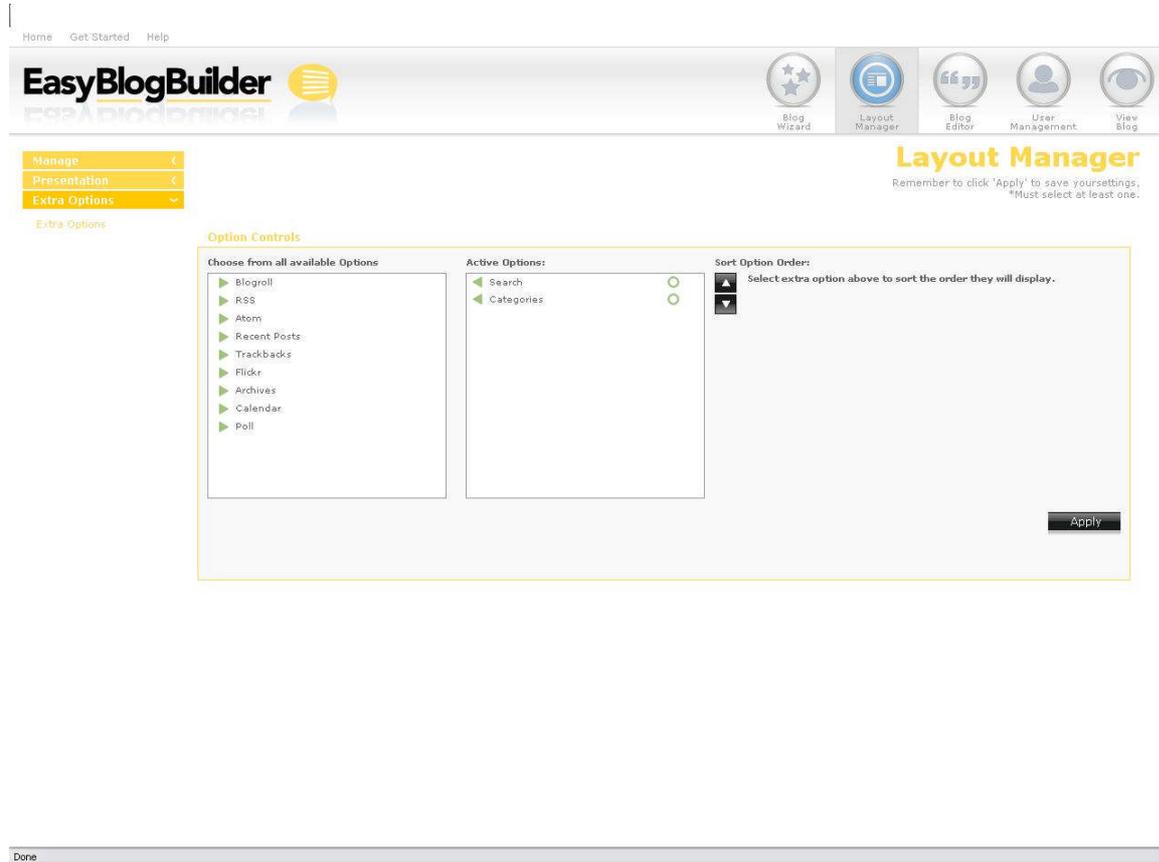
The search option does not require any additional input, it is active as soon as it's added. There is no editing required, therefore no edit box appears.



6.4.2 Categories ON

You have the option to put your posts into self specified categories. If no categories exist, the post will be sent/posted to the default “uncategorized” category.

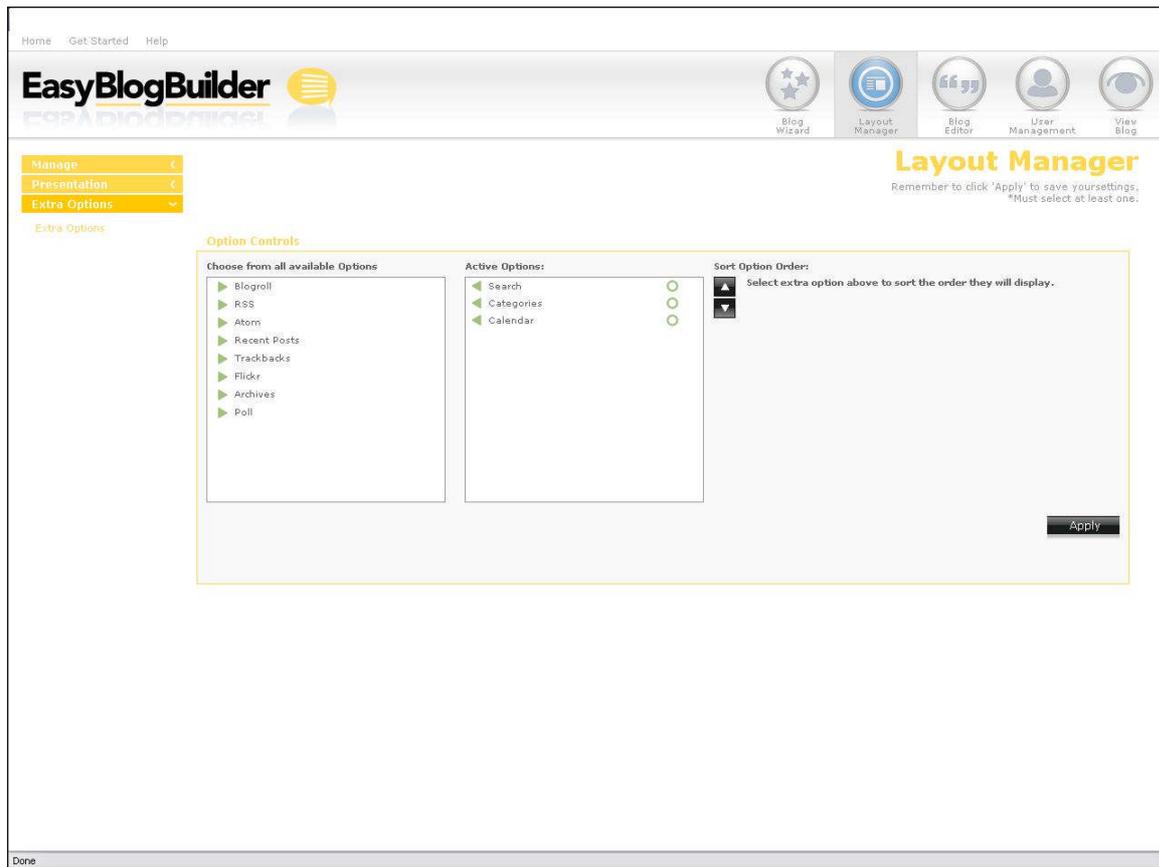
The categories option does not require any additional input, it is active as soon as it’s added. There is no editing required, therefore no edit box appears.



6.4.3 Calendar ON

If turned on, the calendar options shows users visiting the blogger's site, the current month and highlights any days in which a posting has been published to the blog. Visitors can access the posts via a hyperlink in the calendar.

The calendar option does not require any additional input, it is active as soon as it's added. There is no editing required, therefore no edit box appears.



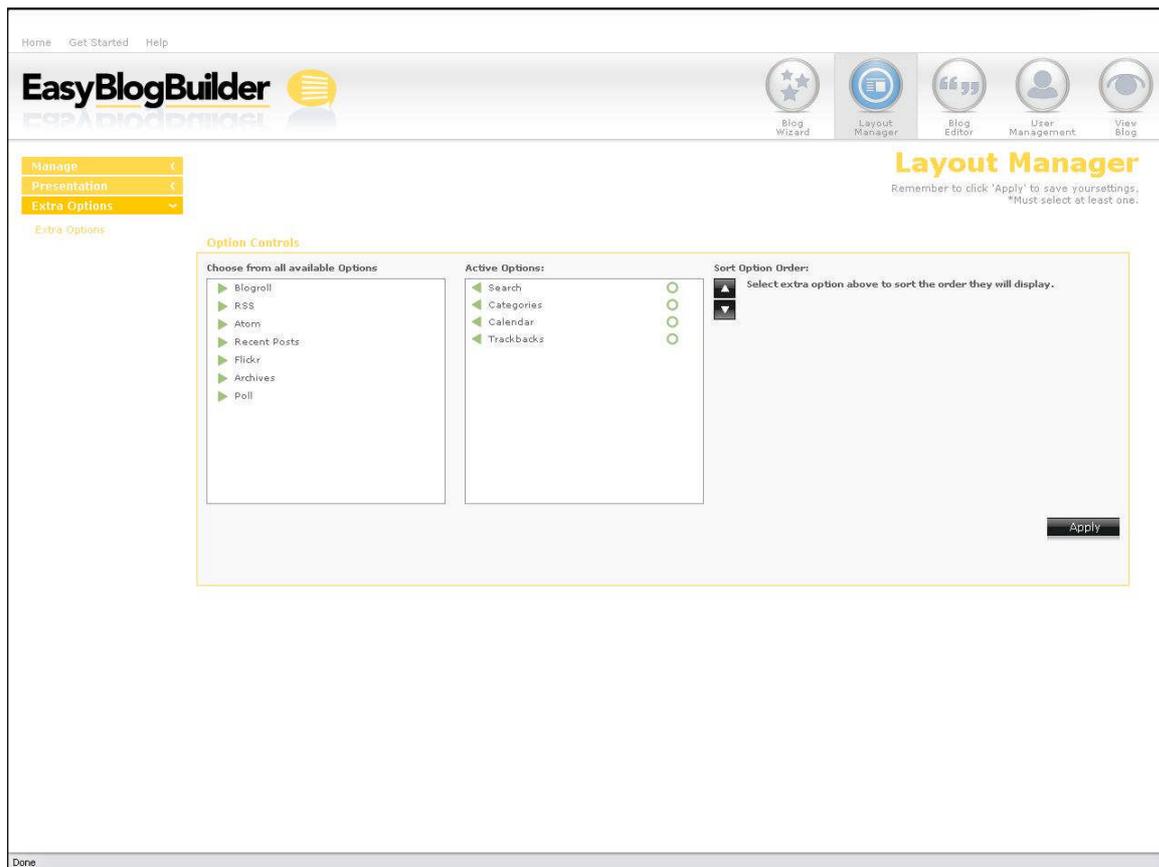
6.4.4 Trackbacks ON

Currently many of the existing blog portals offer trackback functionality on their sites. This is a useful tool, for KWS's end users to have. It's non-intrusive and it's a means of informing someone that a user has written about or are passing along information through about their blog.

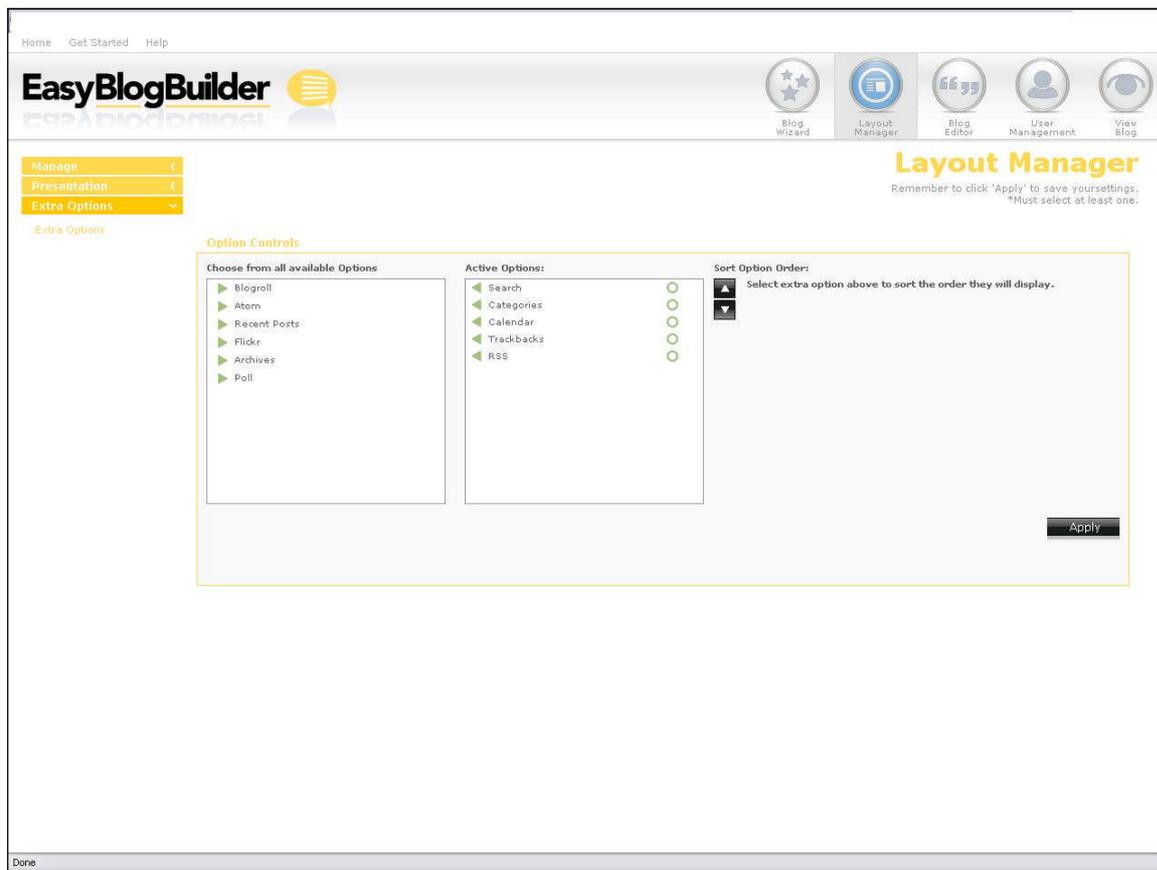
TrackBack list is simply a list of entries that relate to (usually by linking to and discussing) the page (be it an individual entry or a category) at which you're staring.

If trackbacks are turned on, if someone references a post made by one of KWS's blog, the comment should appear in the that blogs comments.

The trackbacks option does not require any additional input, it is active as soon as it's added. There is no editing required, therefore no edit box appears.



6.4.5 RSS ON



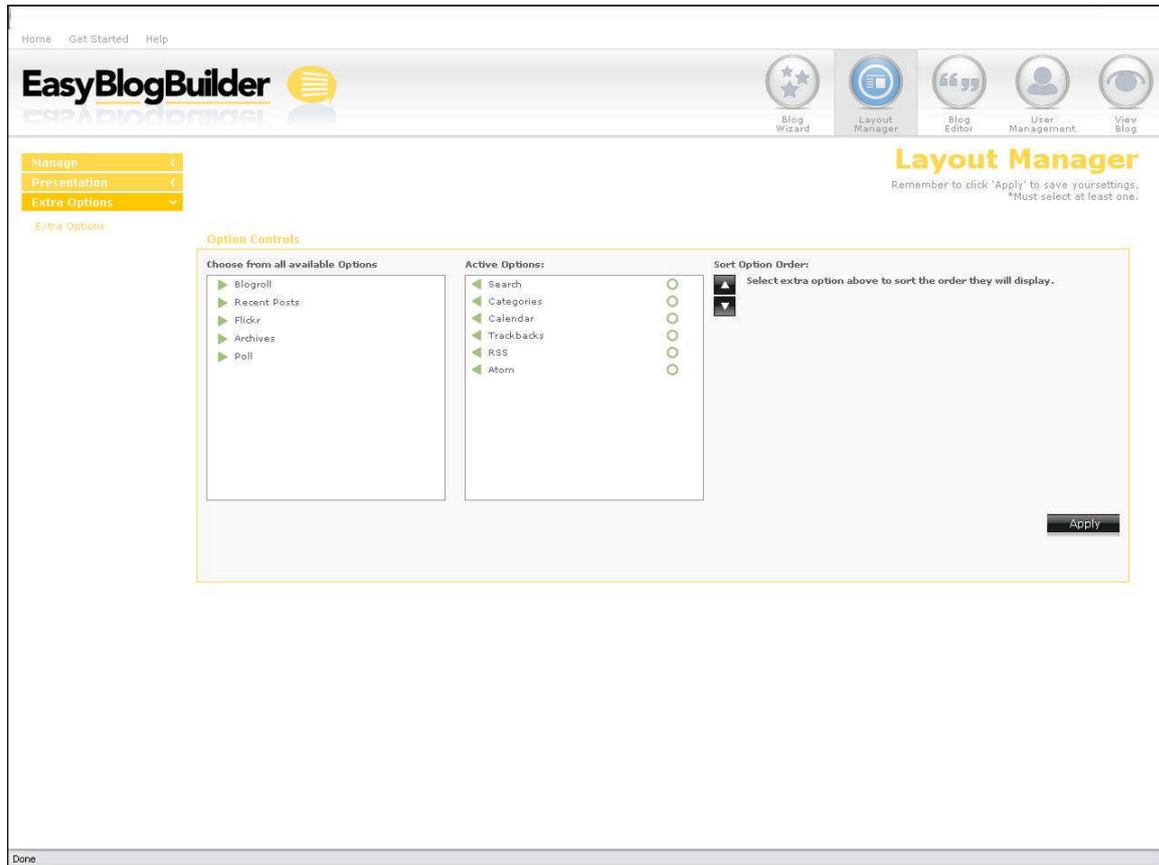
If you turn on RSS feeds for the site, when a user accesses the blog, they will see the icon for RSS feeds at the bottom of the blog. The user will then be able to subscribe to the posts made by you.

The RSS option does not require any additional input, it is active as soon as it's added. There is no editing required, therefore no edit box appears.

6.4.6 Atom ON

If you turn on Atom feeds for the site, when a user accesses the blog, they will see the icon for RSS feeds at the bottom of the blog. The user will then be able to subscribe to the posts made by the blogger.

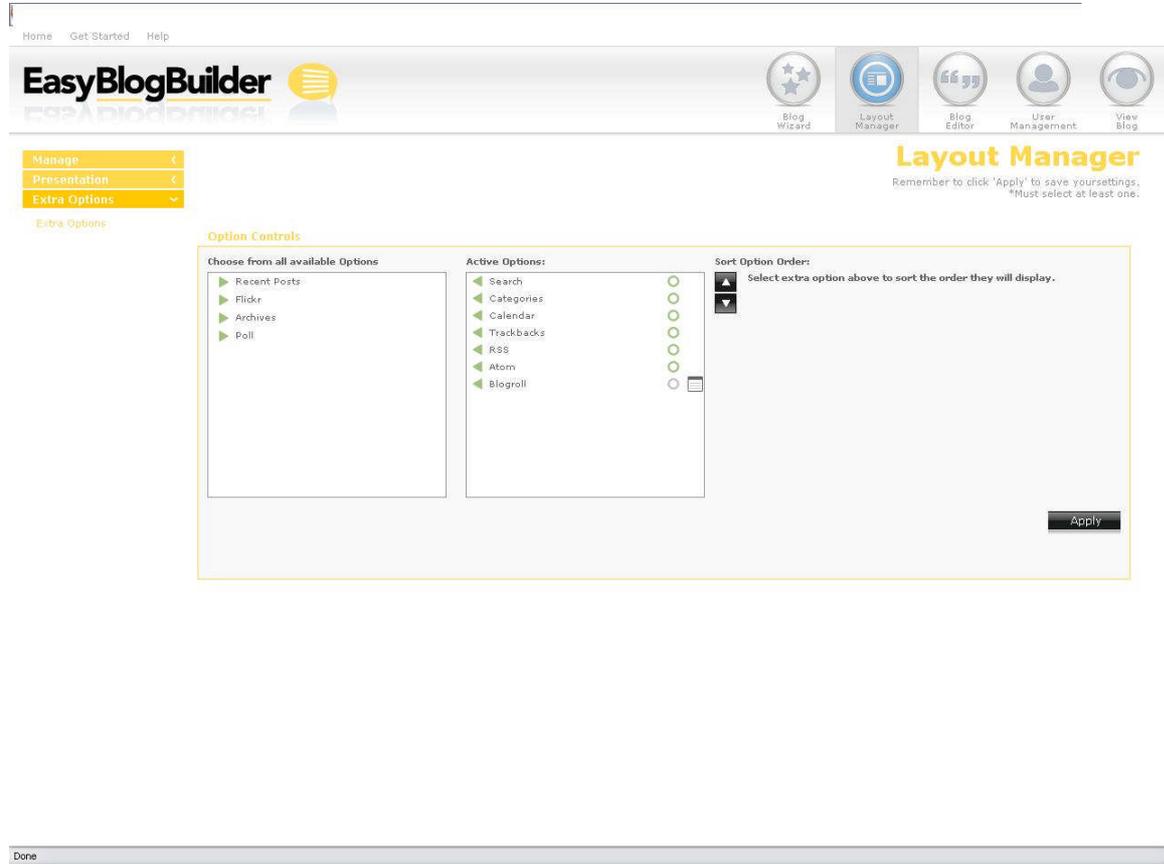
The Atom option does not require any additional input, it is active as soon as it's added. There is no editing required, therefore no edit box appears.



6.4.7 Blogroll OFF

Blogrolls simply consist of the list of weblogs an author reads.

Once you have selected the option, you will need to click on the toolbox to activate the option.



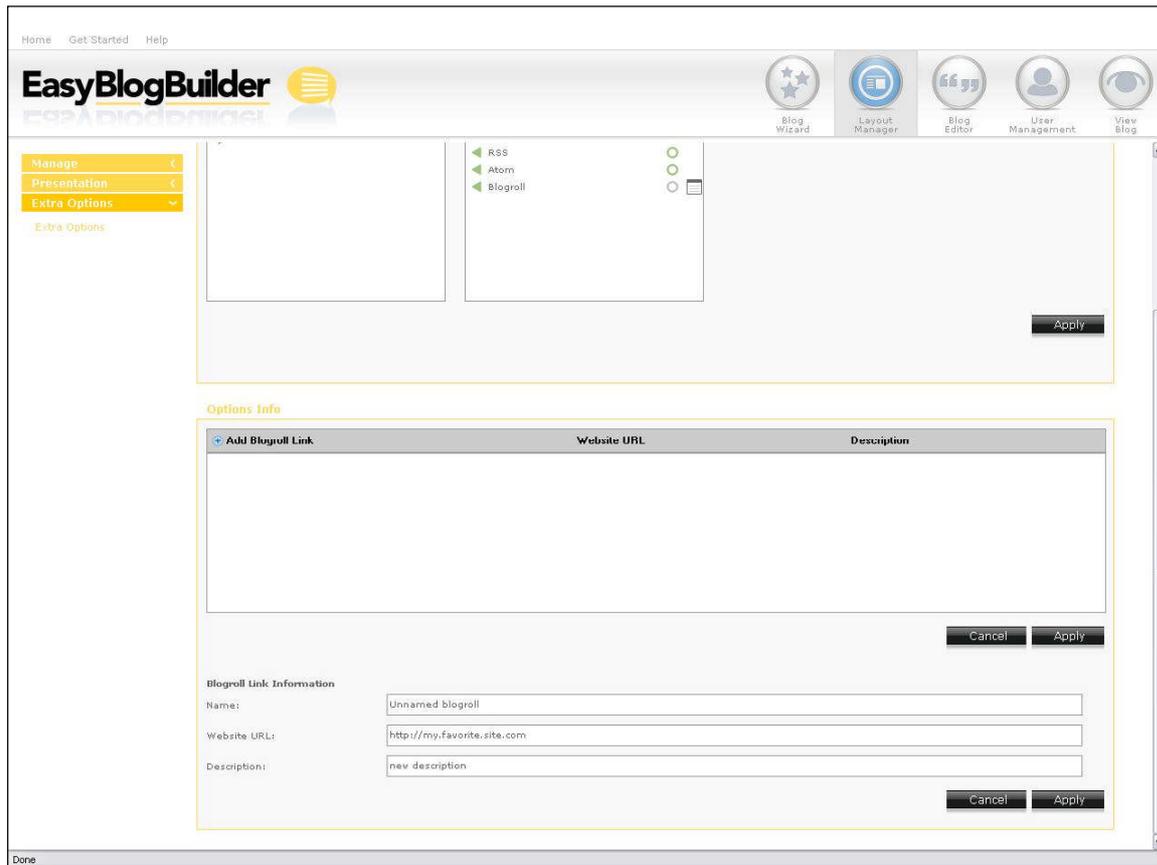
6.4.8 Blogroll EDIT

You will then select the add blogroll link to add a preferred URL link and fill in the required details:

- Name of blogroll
- URL
- Description (this is for internal purposes)

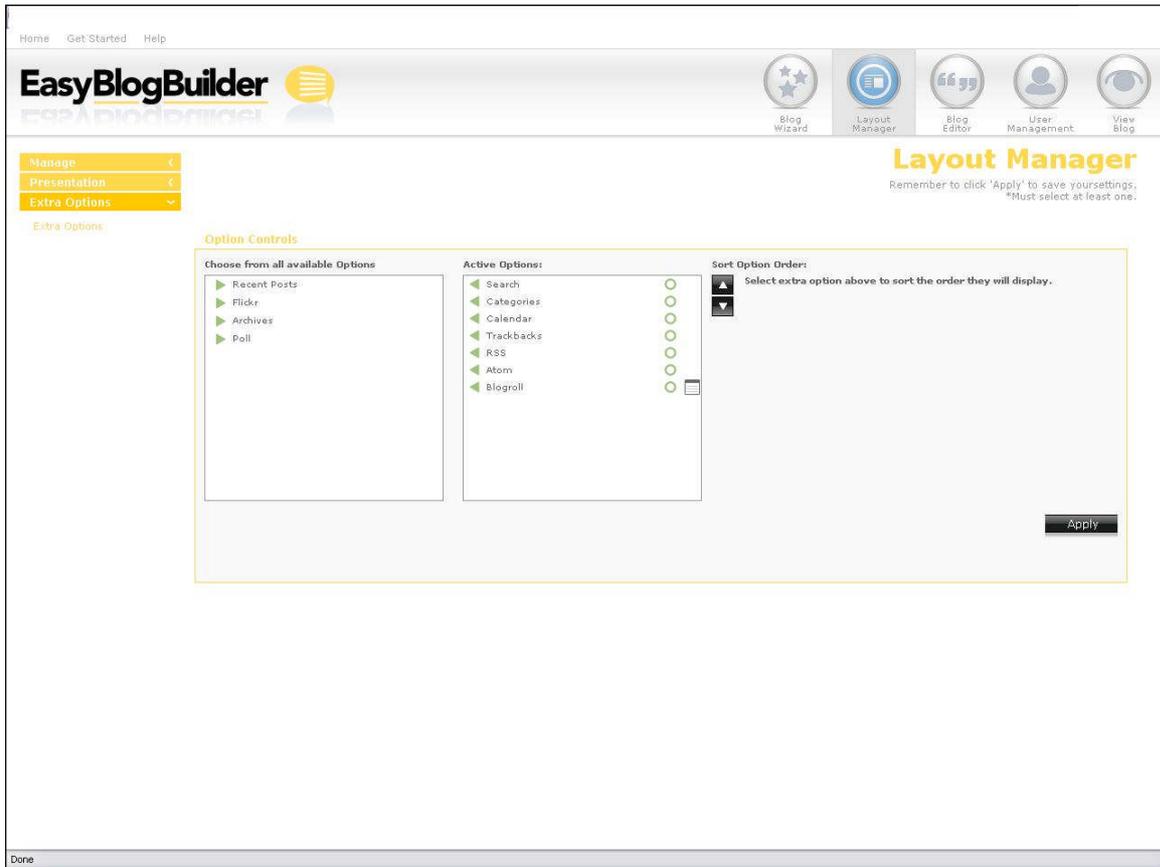
To delete a blogroll, the user simply selects the delete icon.

To save the changes, the user should select “Apply”



6.4.9 Blogroll ON

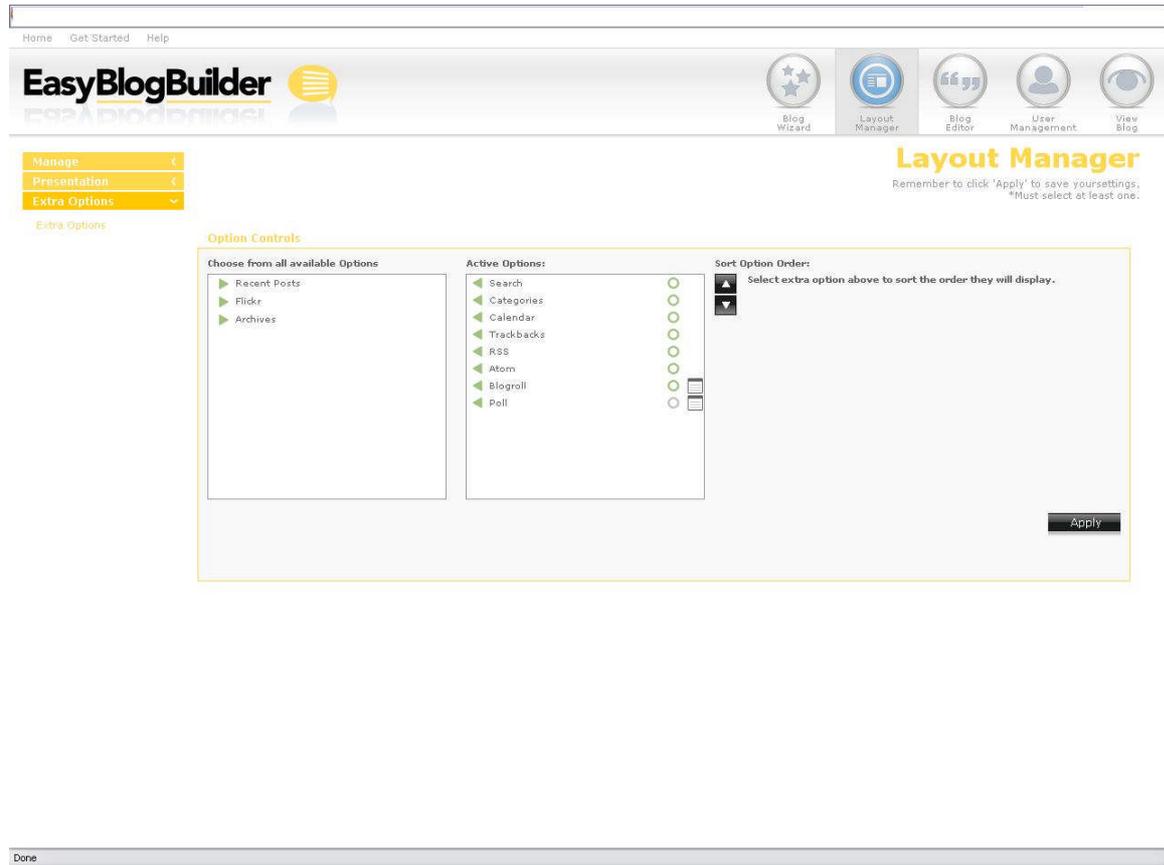
The blogroll is now active and has been changed to green.



6.4.10 Poll OFF

Online polls have become a popular feature of blogging service providers. They allow you to create a poll and allow visitors to take part in the poll and submit your own response. Once a visitor has submitted their request, the current results of the poll are displayed where the poll was first shown.

Only one poll should be allowed per site. If you would like to create a new poll, you will have to delete the current poll. If a poll has been created by you, it will then be shown on the index page of the blog site for maximum exposure.



6.4.11 Poll EDIT

The blog administrator can present up to five options when answering their poll.

The fields that are needed are:

- Title of poll
- Question for Poll
- Option 1-5

The screenshot displays the EasyBlogBuilder 2.2 administration interface for editing a poll. The top navigation bar includes links for Home, Get Started, and Help, along with icons for Blog Wizard, Layout Manager, Blog Editor, User Management, and View Blog. A left sidebar contains a menu with 'Manage', 'Presentation', and 'Extra Options' (selected). The main content area is divided into two sections: 'Option Controls' and 'Options Info'.

Option Controls

Choose from all available Options:

- ▶ Recent Posts
- ▶ Flickr
- ▶ Archives

Active Options:

- ◀ Search
- ◀ Categories
- ◀ Calendar
- ◀ Trackbacks
- ◀ RSS
- ◀ Atom
- ◀ Blogroll
- ◀ Poll

Sort Option Order: Select extra option above to sort the order they will display.

Apply

Options Info

Poll Information

Title of Poll:

Question for Poll:

Option 1:

Option 2:

Option 3:

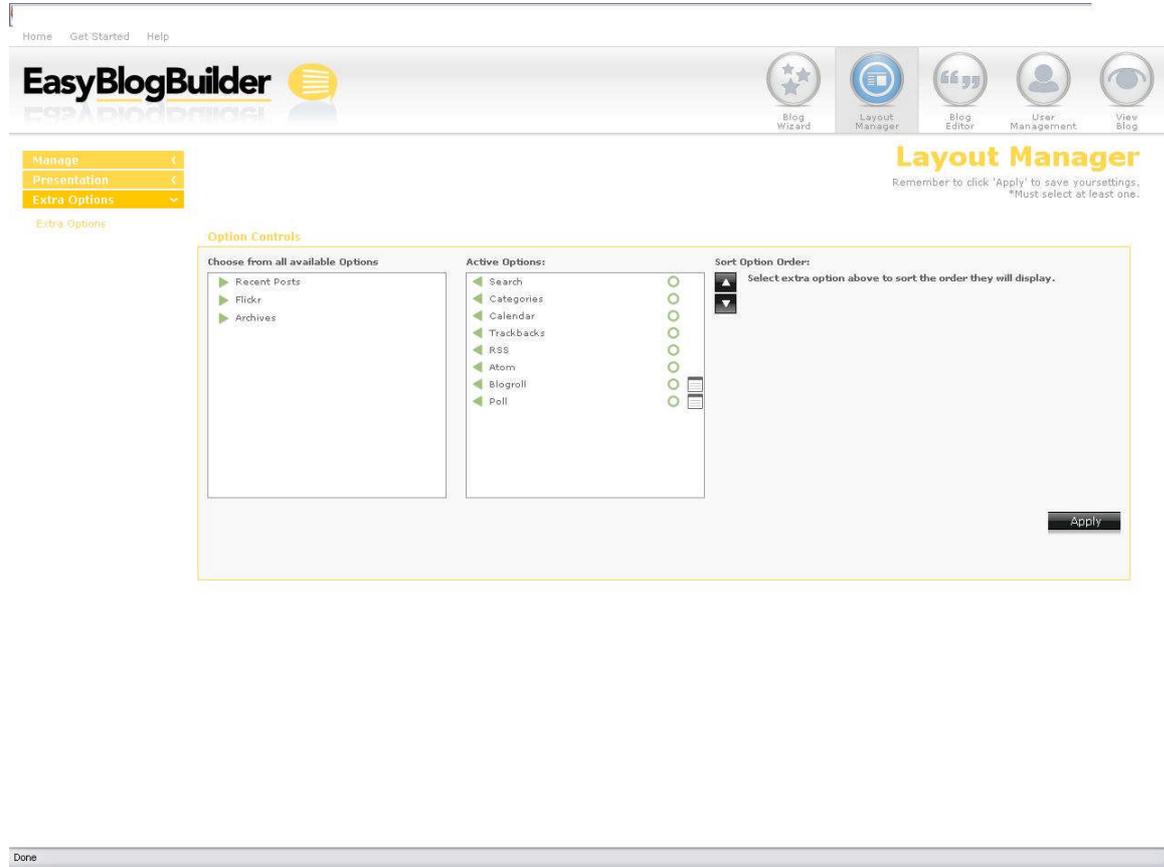
Option 4:

Option 5:

Cancel Apply

6.4.12 Poll ON

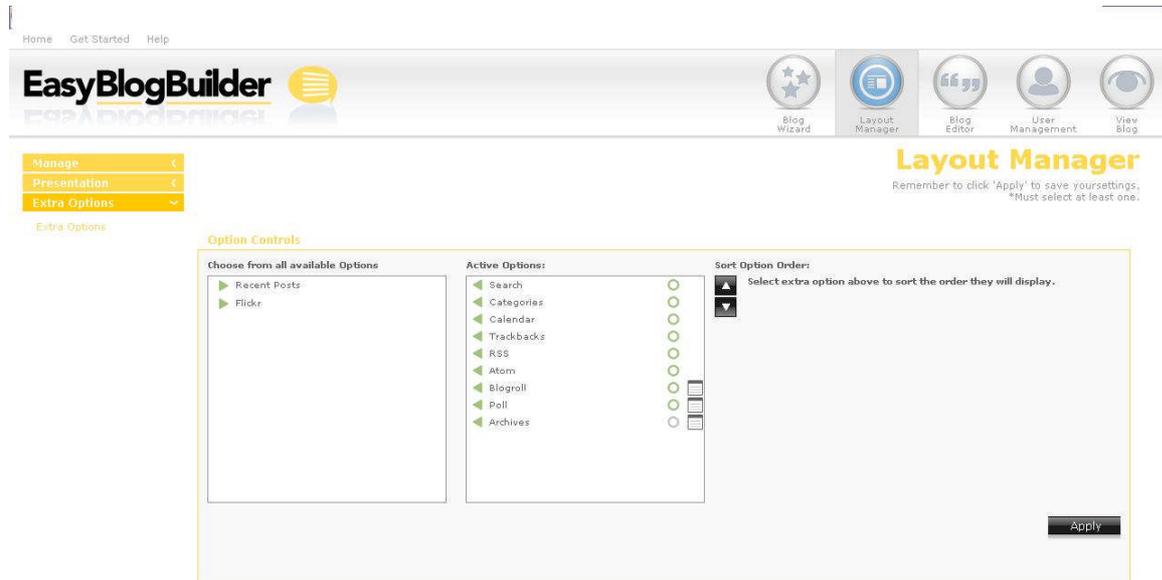
The option has now been saved and the poll is now active.



6.4.13 Archives - OFF

Most blogging services provide archiving under a monthly basis format. Posts that have been published in a specific calendar month are archived together.

A new archived month is only created when the first blog post has been published in the specified month. If no blog post has been submitted within a calendar month, then no archive is created for that month.



6.4.14 Archives – EDIT

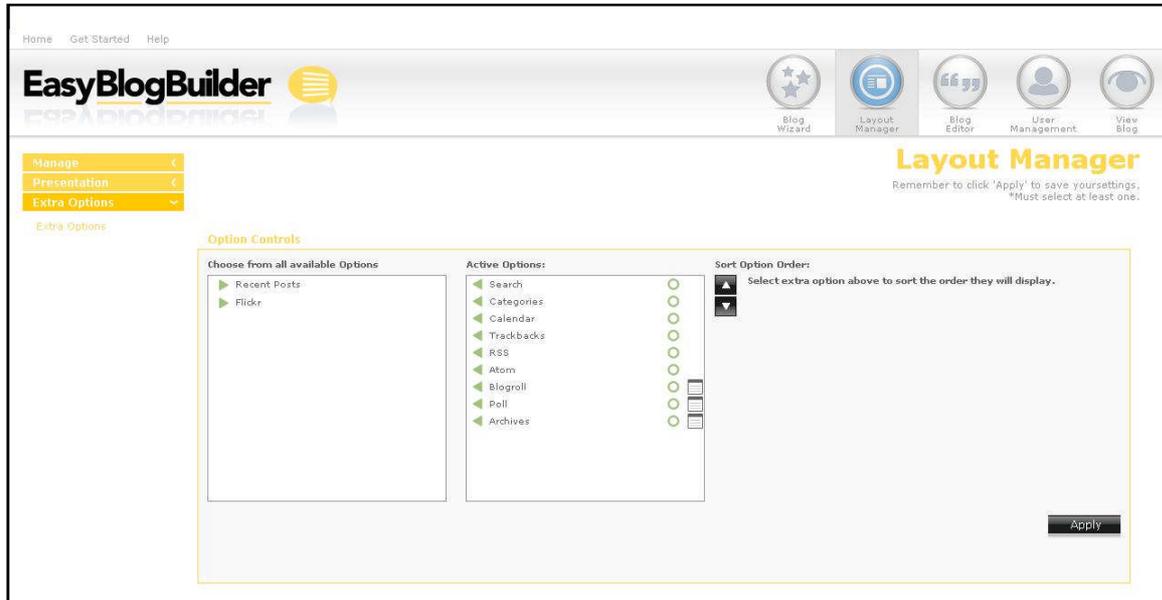
You need to specify the title that should appear for Archives. You also have the option to choose if that the post counts to appear and whether it should appear as a drop down or not.

Selecting “Apply”, with save the preferences.

6.5 Layout Manager Extra Options

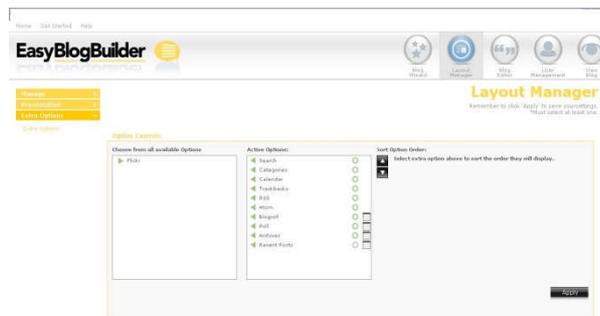
6.5.1 Archives – ON

Archives are now active.



6.5.2 Recent Posts - OFF

When you blogs often or tends to post long blogs, it may be of benefit to you to turn the recent posts option on. This option enables you to show users accessing the blog the last X amount of posts made.



If you chooses to turn on Recent Posts, you will need to complete further information in order to activate the option as part of the template.

Once you have selected the green arrow, you will see the recent posts option with a grey donut and an edit box beside it. You will need to click on this edit box to makes the appropriate

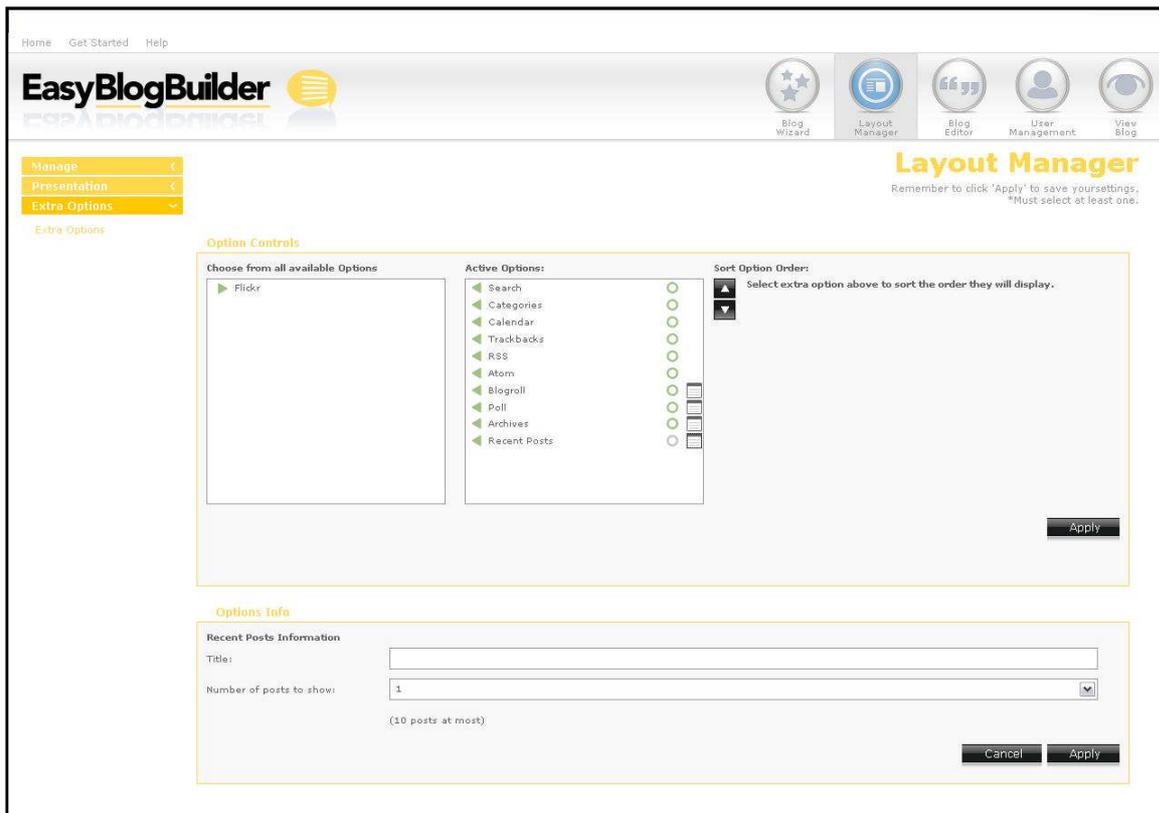
6.5.3 Recent Posts - EDIT

You will see the edit toolbox appear. You will need to select the toolbox to update/set your preferences.

You will be asked to specify:

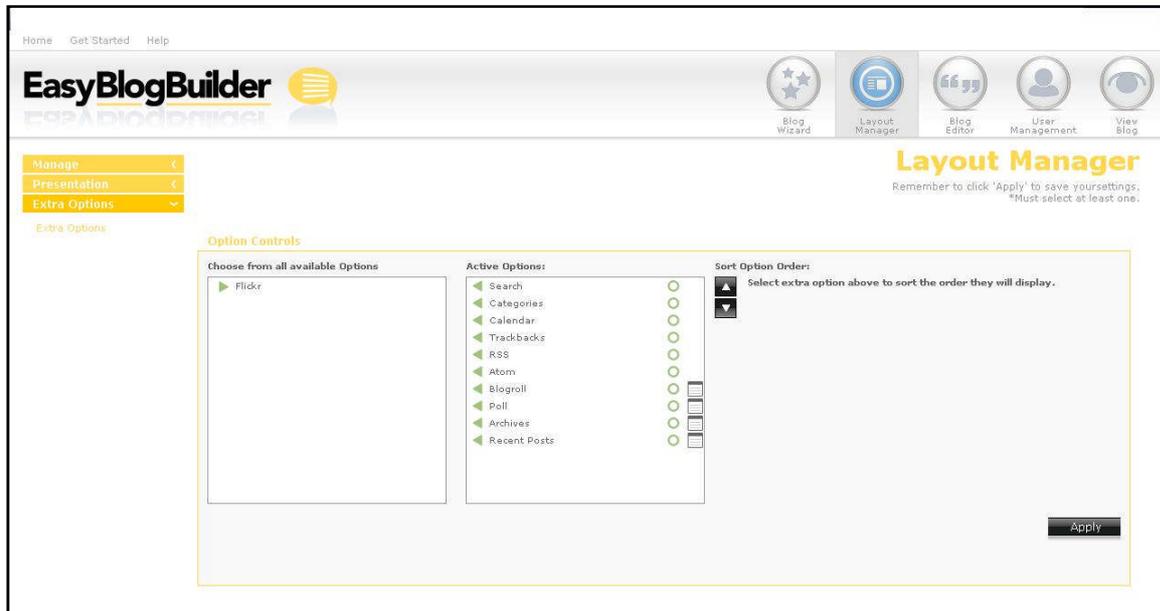
- The title you want to appear for “Recent Posts”
- How recent posts you wish to have appear

You needs to select Apply to save the changes.



6.5.4 Recent Posts - ON

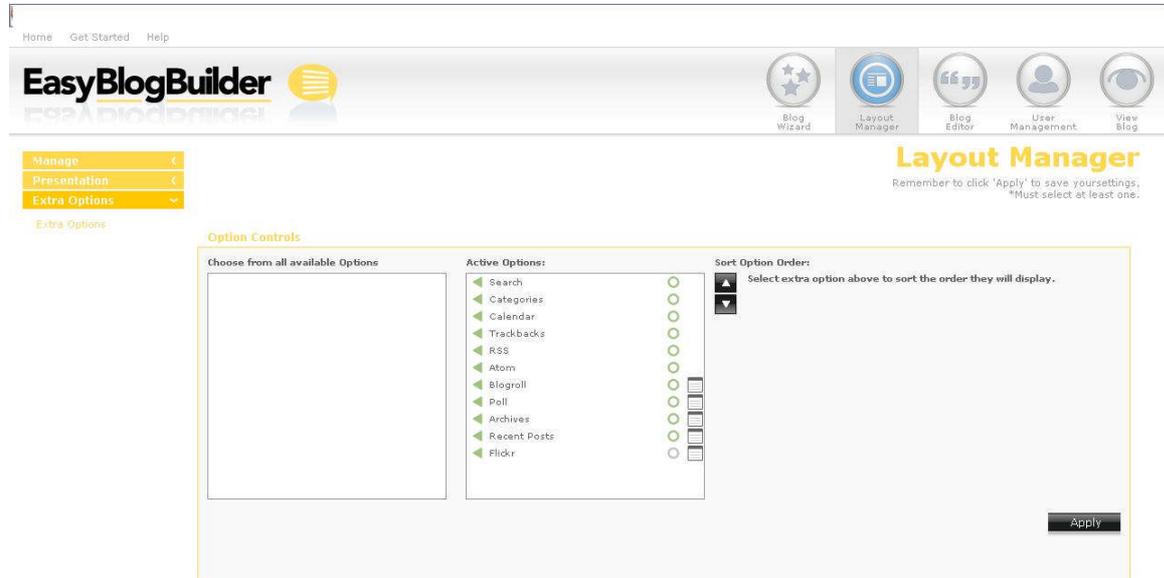
The option will change to green, when successfully applied.



6.5.5 Flickr - OFF

For the latest version of EBB, only Flickr will be incorporated as a 3rd party PhotoGallery option.

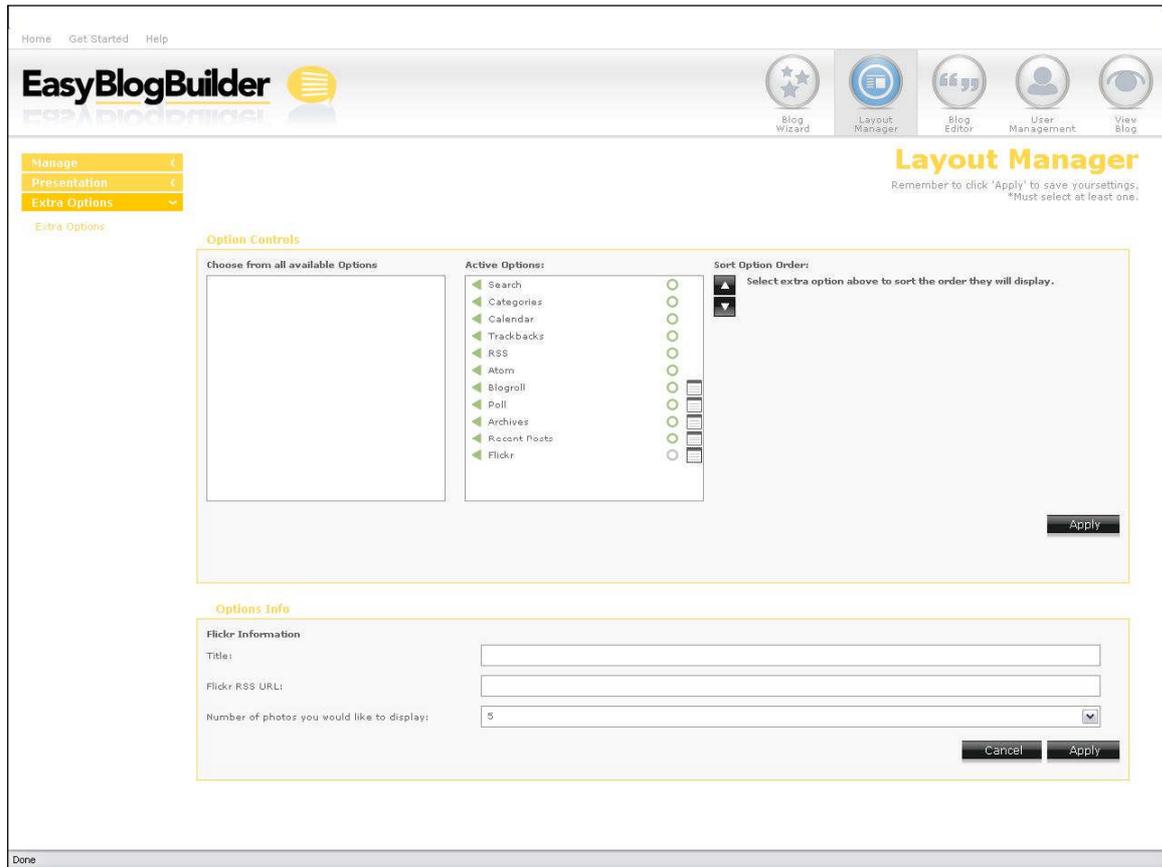
Users who choose to enable the option will need to click on the edit toolbox in order to specify their Flickr details.



6.5.6 Flickr – EDIT

If you wish to add some photos to the blog, you can do by specifying the following information:

- Title
- RSS Feed (As provided by Flickr)
- How many photos they wish to display



6.5.7 Flickr - ON

The photos will now appear on the blog.

Home Get Started Help

EasyBlogBuilder

Blog Wizard Layout Manager Blog Editor User Management View Blog

Layout Manager
Remember to click 'Apply' to save your settings.
*Must select at least one.

Manage Presentation Extra Options

Extra Options

Option Controls

Choose from all available Options

Active Options:

- Search
- Categories
- Calendar
- Trackbacks
- RSS
- Atom
- Blogroll
- Poll
- Archives
- Recent Posts
- Flickr

Sort Option Orders

Select extra option above to sort the order they will display.

Apply

7 Blog Editor

7.1.1 Posts

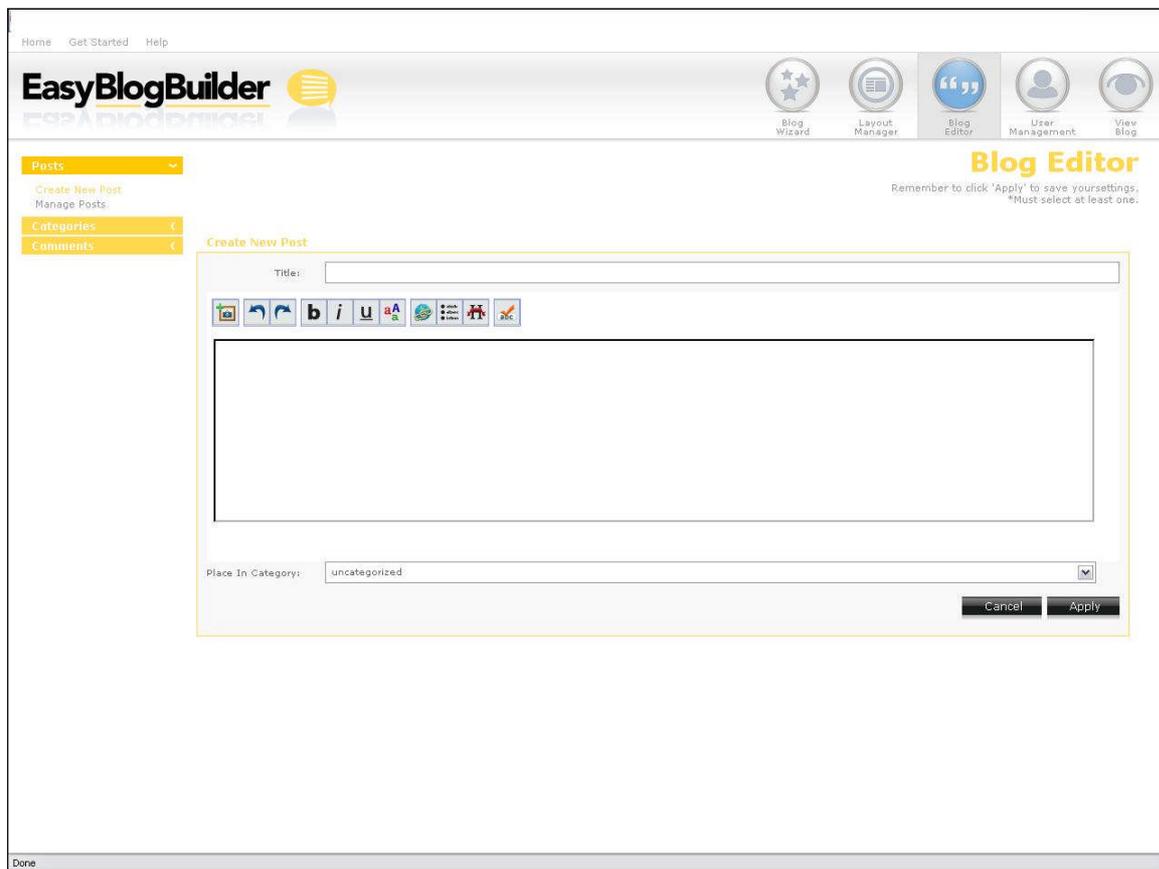
7.1.2 Create a New Post

When you select “Create a New Post” you’ll be presented with the text editor similar to the one that’s available in ESW7P.

For every post created there is a post title and post content. When you have added all the text you want, you will need to select the category in which you want to post the latest text. If no categories exist, the post will be sent/posted to the default “uncategorized” category.

You will select “Apply” to publish. The first time you complete your blog installation a category is automatically created. This category is actually titled “uncategorized”.

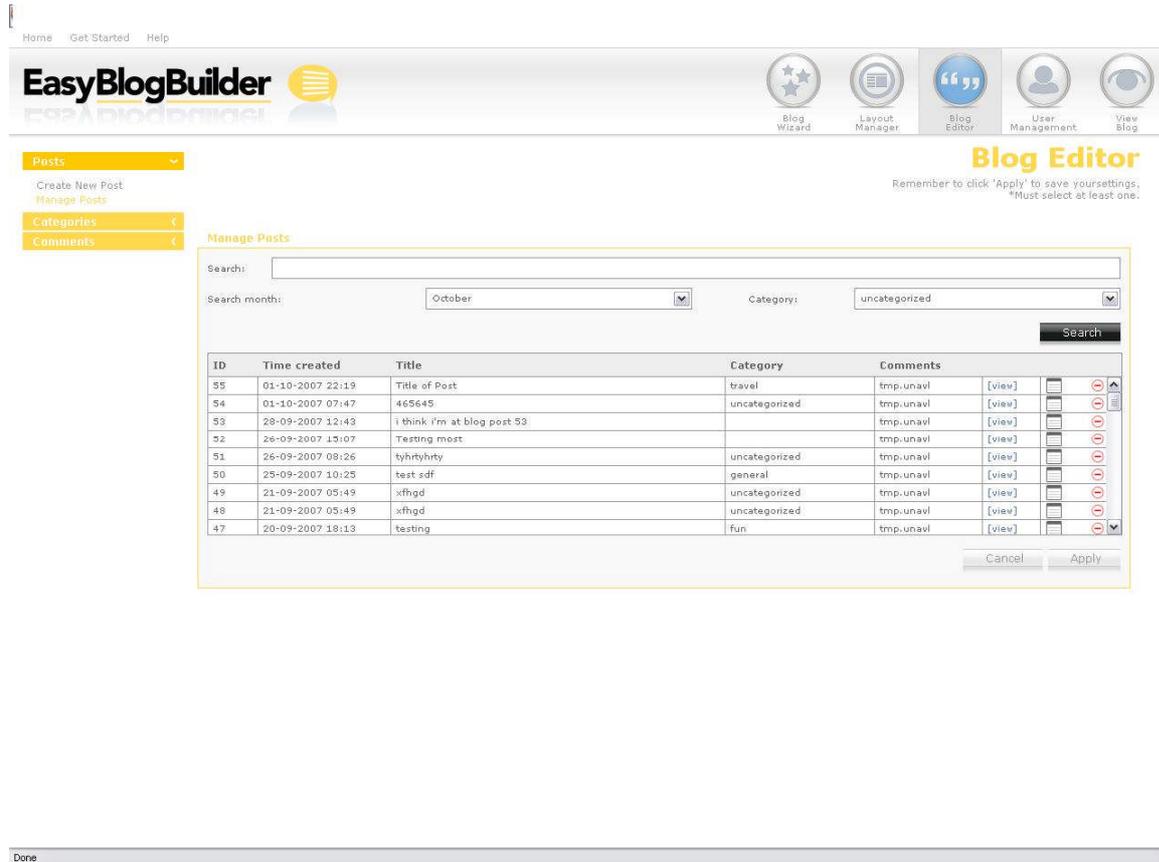
Every post that’s created by you is assigned a unique Post ID.



7.1.3 Manage Posts

If you wish to manage posts you've previously you will be able to do so by selecting "Manage Posts". Each post will have an ID associated with it. You will be able to identify when you posted, the title assigned to the posts and the category to which the post was assigned.

You in the manage post area will also be able to search the posted text in a variety of ways, as described in the sample pic below.



7.2 Blog Editor – Categories

7.2.1 Manage Categories

With the manage categories application, blog administrators can choose to add/delete/edit categories.

The management of categories is queued based. Should a blog administrator wish to delete categories they should select all the categories all at once, then select apply to delete them.

Home Get Started Help

EasyBlogBuilder

Blog Wizard Layout Manager Blog Editor User Management View Blog

Blog Editor
Remember to click 'Apply' to save your settings.
*Must select at least one.

Posts Categories Manage Categories Comments

Manage Categories

Click 'Add' button to create new categories.

[Add](#)

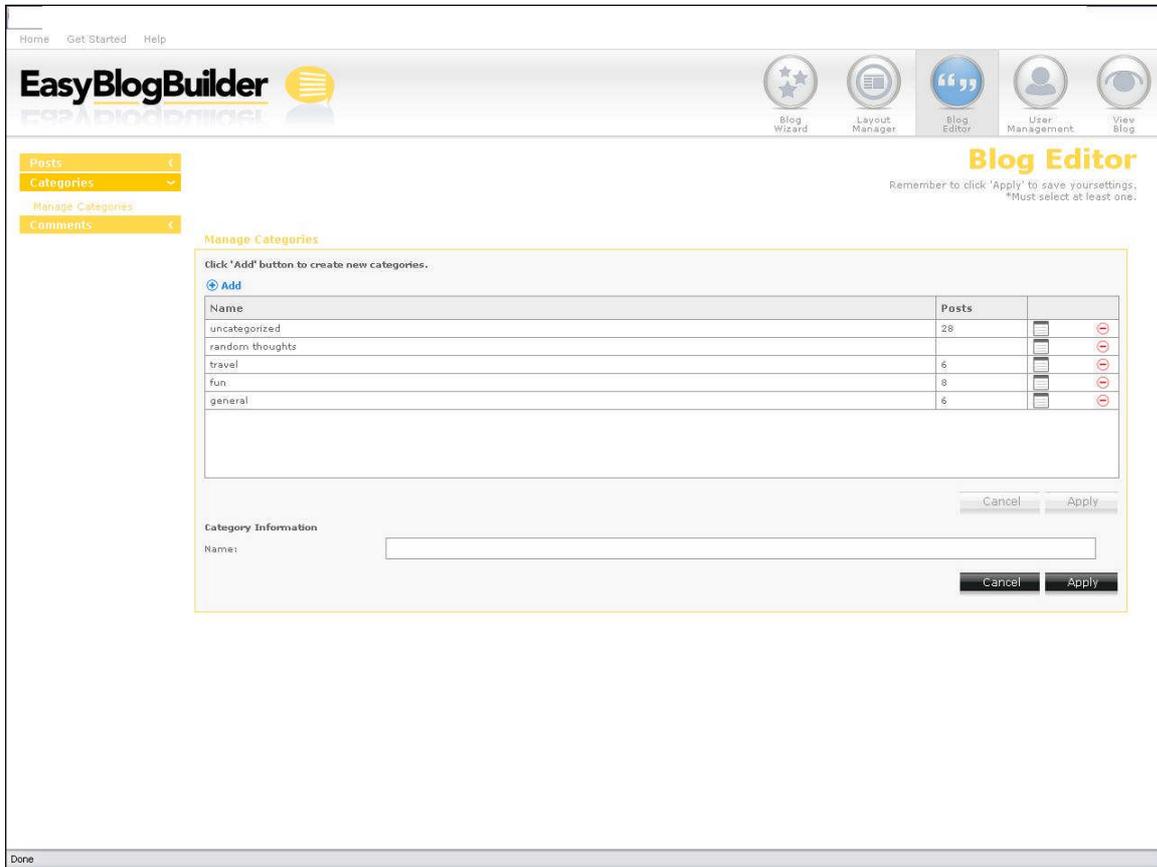
Name	Posts		
uncategorized	28		
random thoughts			
travel	6		
fun	3		
general	6		

Cancel Apply

Done

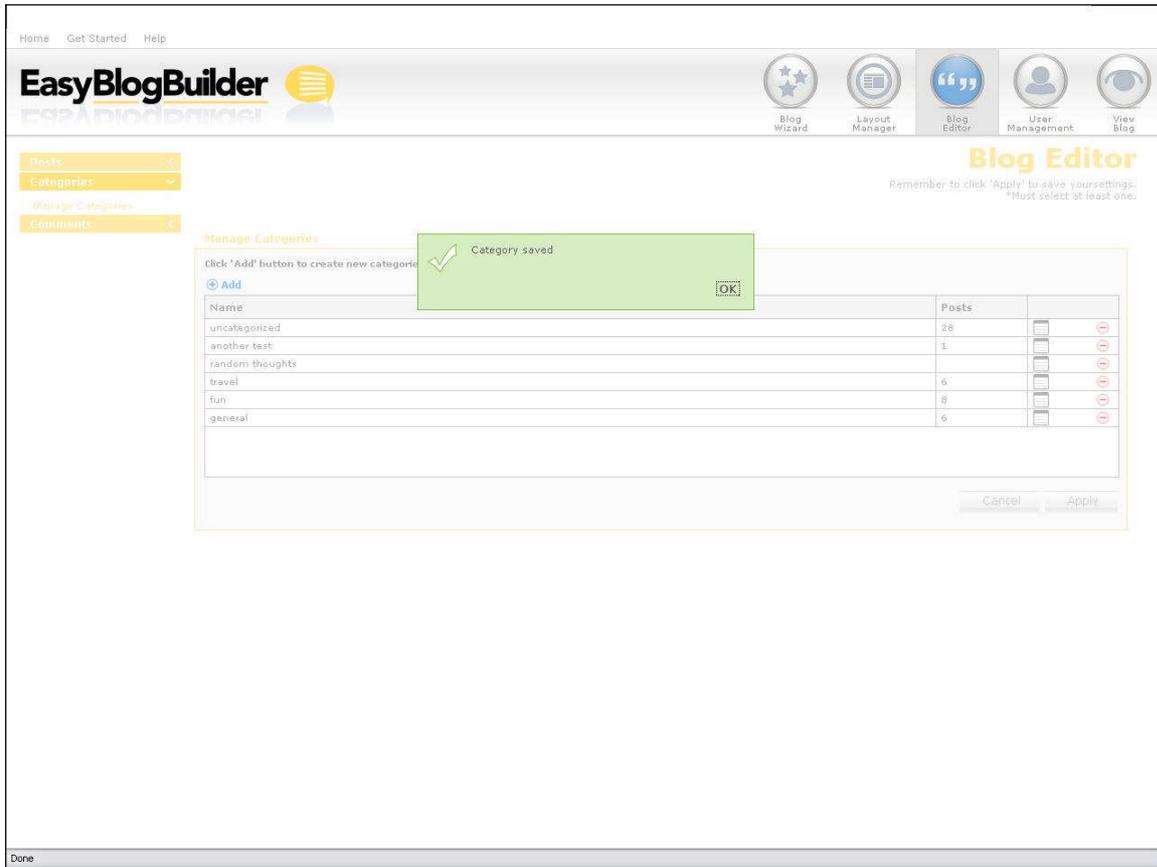
7.2.2 Add New Categories

To add a new category you should select the add icon. The application will load with the mandatory fields required. In this case, a single field will appear with “category” as the name. You will then need to specify the new category name you’d like to use.



7.2.3 Save a Category

Once “apply” button has been selected, you will see a pop up appear, informing you that the category has been saved.



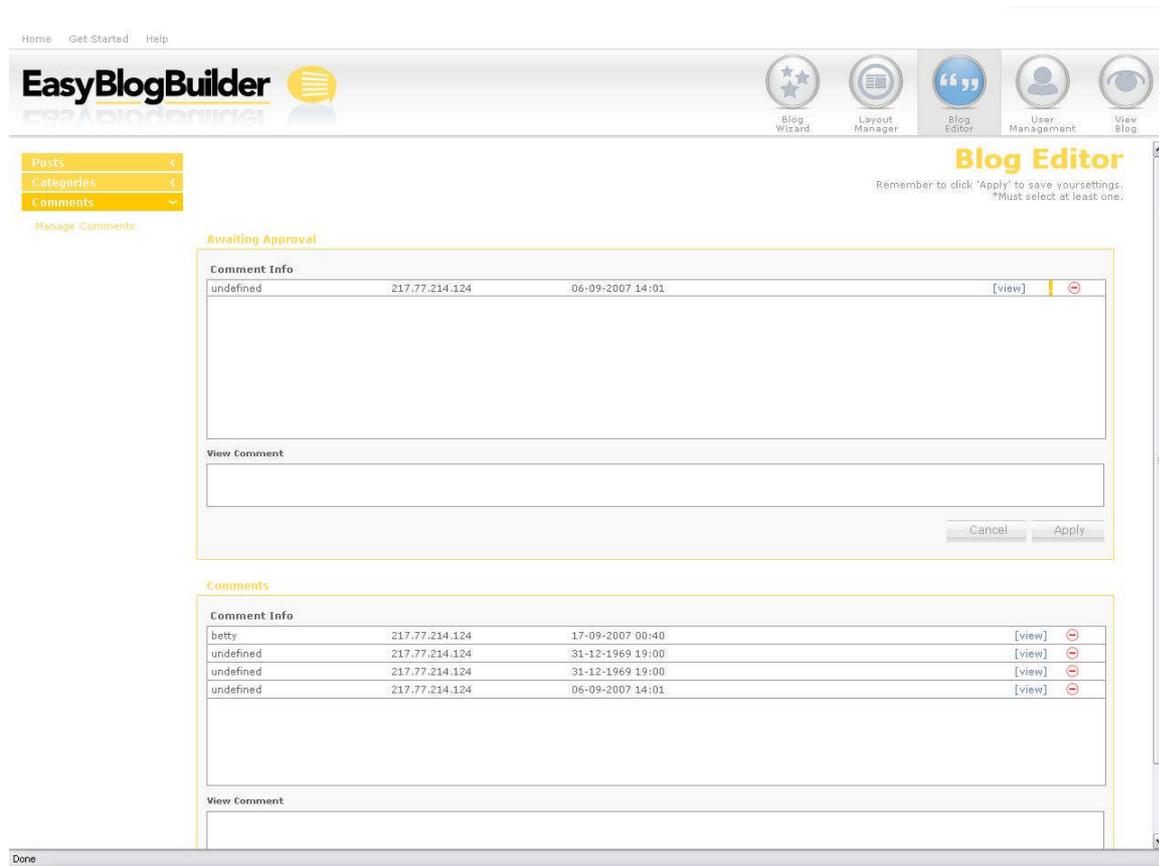
7.3 Comments

7.3.1 Manage Comments

If you determine that you want to control the comments made by end users visiting the blog, the option exists under Blog Editor, in Comments.

You are able to choose whether a user can auto post comments or to be able to moderate them first.

If you does not check off filtering comments, once a user registers on the blog to leave comments, they will be auto posted. The blogger, can go in after the fact though and delete them.



7.3.2 View Comments – Awaiting Approval

To view comments left by registered users, the blog administrator needs to select the “view” option. Once this has been done, the comments will appear in the “view comment” box.

To remove comments, the blog administrator should select the delete icon.

Home Get Started Help

EasyBlogBuilder

Blog Wizard Layout Manager Blog Editor User Management View Blog

Blog Editor
Remember to click 'Apply' to save your settings.
*Must select at least one.

Posts Categories Comments Manage Comments

Awaiting Approval

Comment Info			
undefined	217.77.214.124	06-09-2007 14:01	[view] [delete]

View Comment
comments works proper
all fine for logged in users

Cancel Apply

Comments

Comment Info			
betty	217.77.214.124	17-09-2007 00:40	[view] [delete]
undefined	217.77.214.124	31-12-1969 19:00	[view] [delete]
undefined	217.77.214.124	31-12-1969 19:00	[view] [delete]
undefined	217.77.214.124	06-09-2007 14:01	[view] [delete]

View Comment

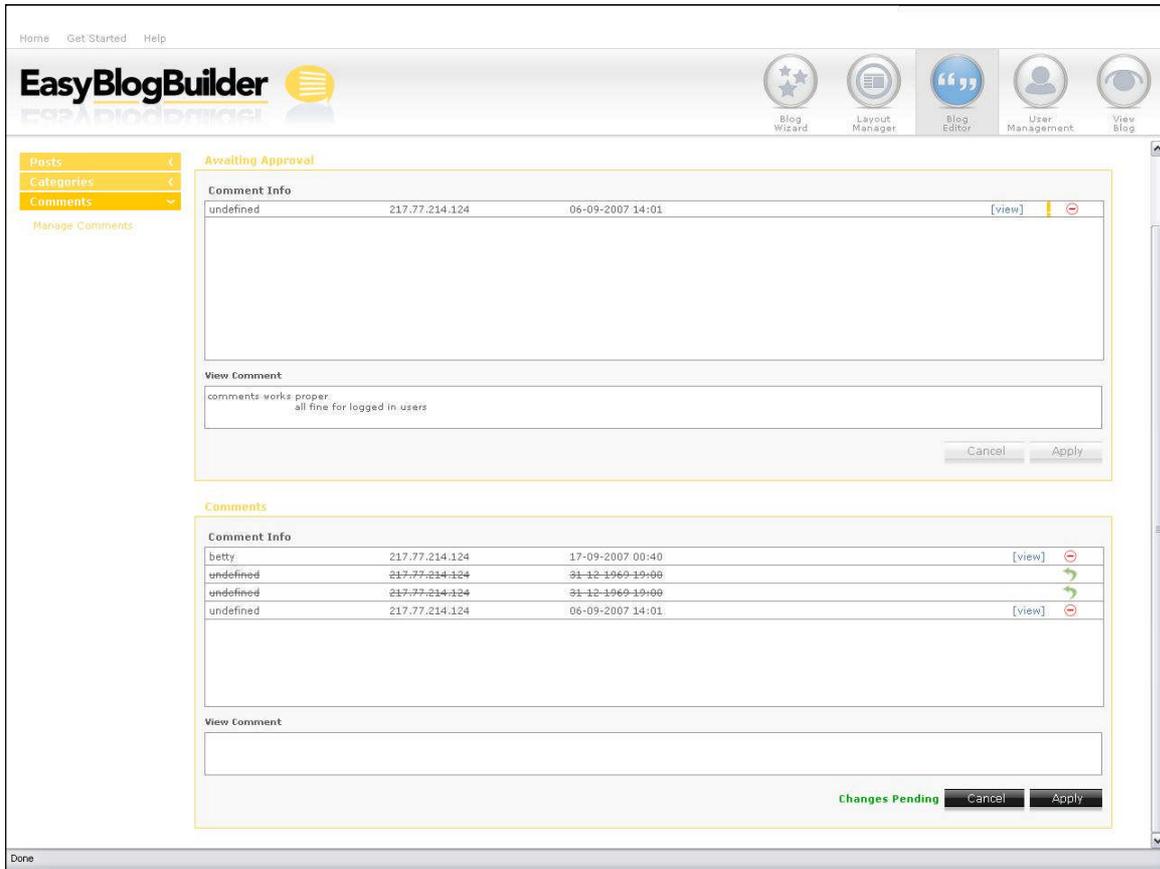
Done

EasyBlogBuilder 2.2

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7.3.3 Removing Comments

To remove comments, simply select the delete icon. The removal of comments works on a queued basis. You should first select all the comments you wish to remove, then click apply to remove all of them.



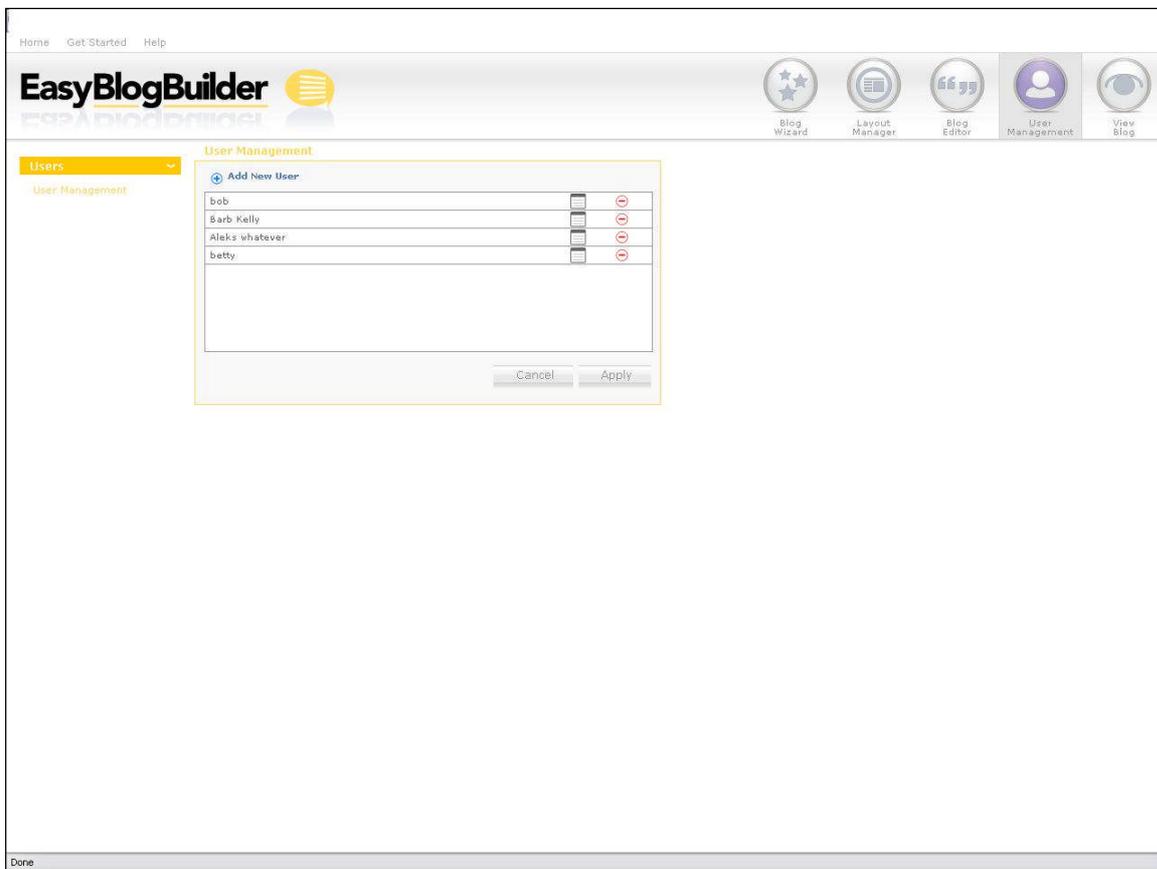
8 User Management

There is only one section to the user management interface. When an end user accesses your site and wishes to leave a comment on a particular post, they will need to register in order to be able to leave comments.

You are the only “user” capable of creating new posts.

The user account consists of the following options:

- Create user
- Edit user
- Delete user



8.1 Adding Users

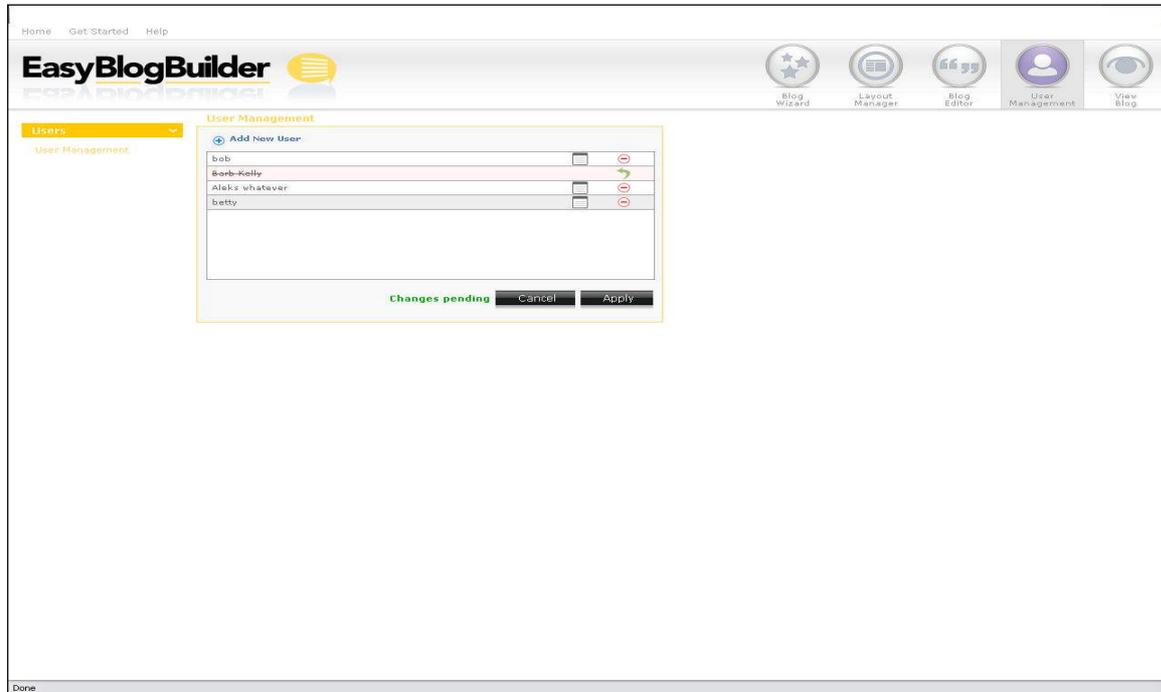
To add a user, you need to select the “Add” button. To the right, the property details will load. The required fields are:

- Username
- Login
- Password
- Email address
- Website URL

The screenshot displays the EasyBlogBuilder 2.2 user management interface. At the top, there is a navigation bar with links for Home, Get Started, and Help. Below this is the EasyBlogBuilder logo and a set of icons for Blog Wizard, Layout Manager, Blog Editor, User Management, and View Blog. The main content area is divided into two panels: 'User Management' and 'User Profile'. The 'User Management' panel shows a list of existing users: bob, Barb Kelly, Aleks whatever, and betty. Each user entry has a small icon and a red minus sign. Below the list is an 'Add New User' button and 'Cancel' and 'Apply' buttons. The 'User Profile' panel contains input fields for Username, Login, Password, E-Mail, Website URL, and Avatar, along with 'Cancel' and 'Apply' buttons. A 'Done' button is located at the bottom of the interface.

8.2 Deleting Users

To delete a user, you should select the “delete” button. Deleting users work in a queue format, meaning you can select multiple users to delete, then only when hitting Apply, all they will be removed at once.



<< DOCUMENT END >>