



**EasyBlogBuilder**  
ES2AD10dDn1dG1

***User Guide  
Version 2.2***



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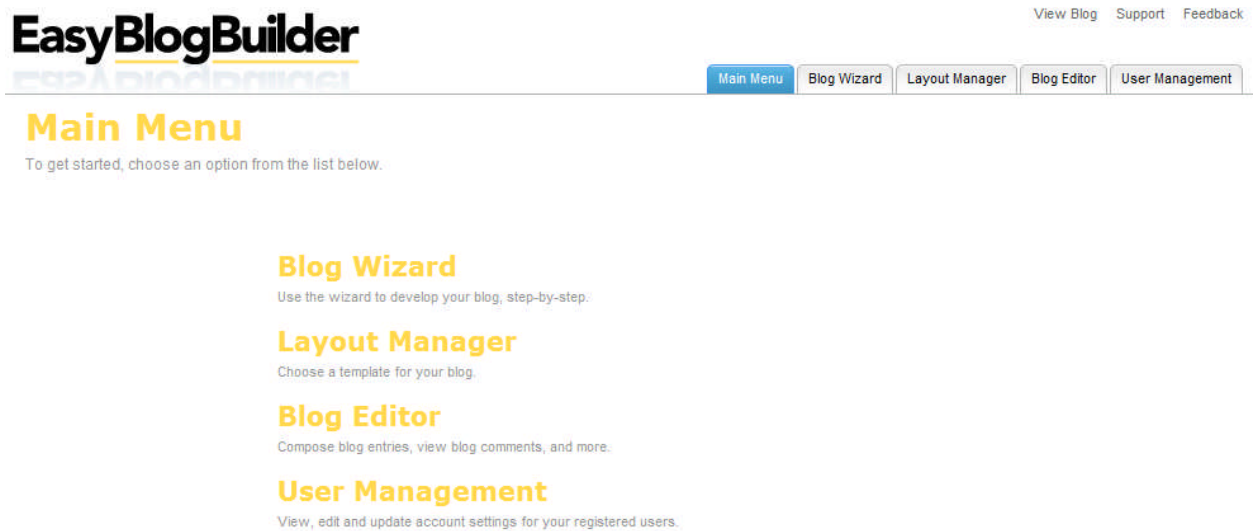
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# 1 Launching EasyBlogBuilder

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**.





## 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

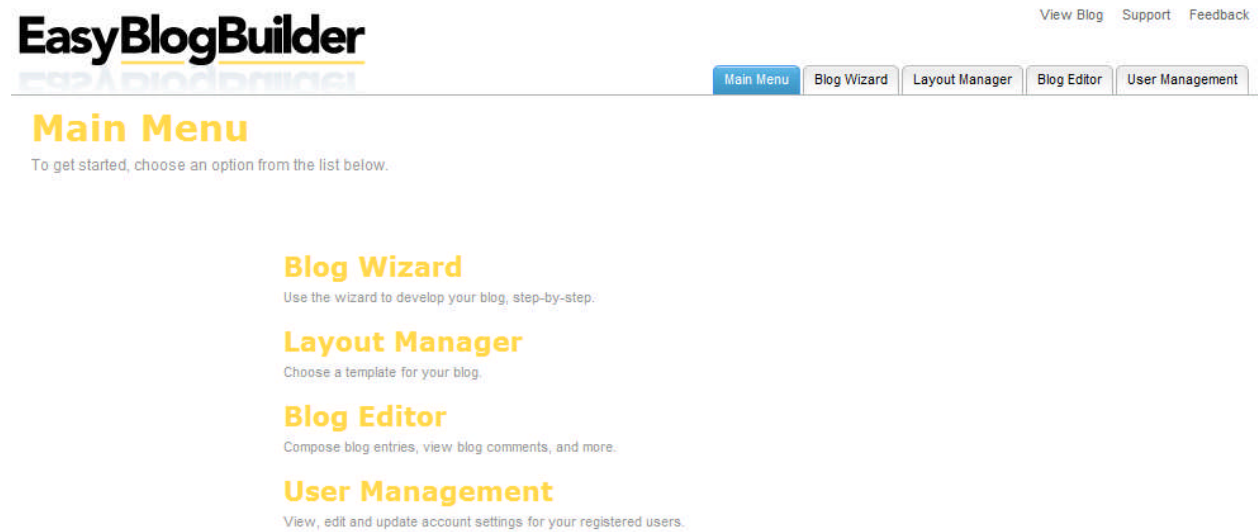
Compose blog entries, view blog comments, and more.

#### 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.



### 3.1.1 Get Started

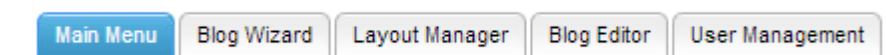
Clicking on home will take you to the getting started page.

### 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

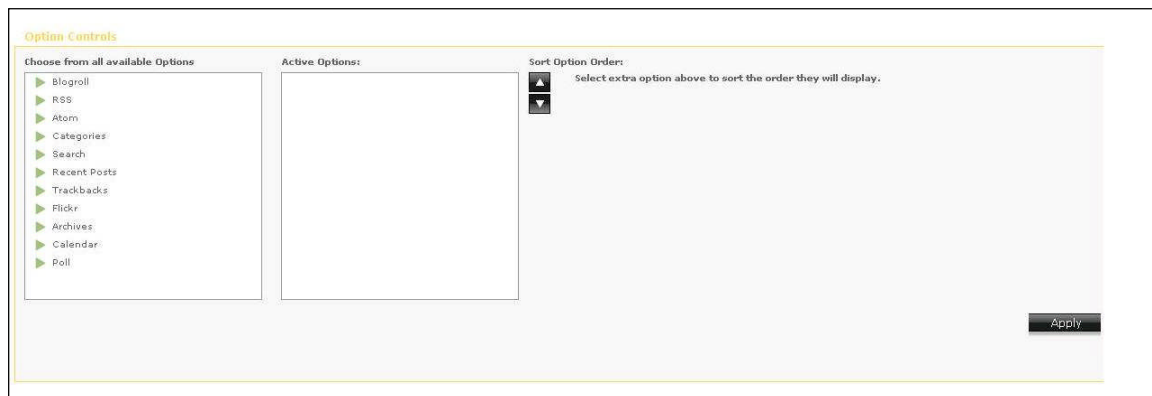
Lists are used often in the EBB to make the management of it, easier for users.

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 - Step 1/5 : Blog Profile Management

**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**

	Posts	
<a href="#">Add</a>		
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 - Step 1/5 : Blog Profile Management

**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**

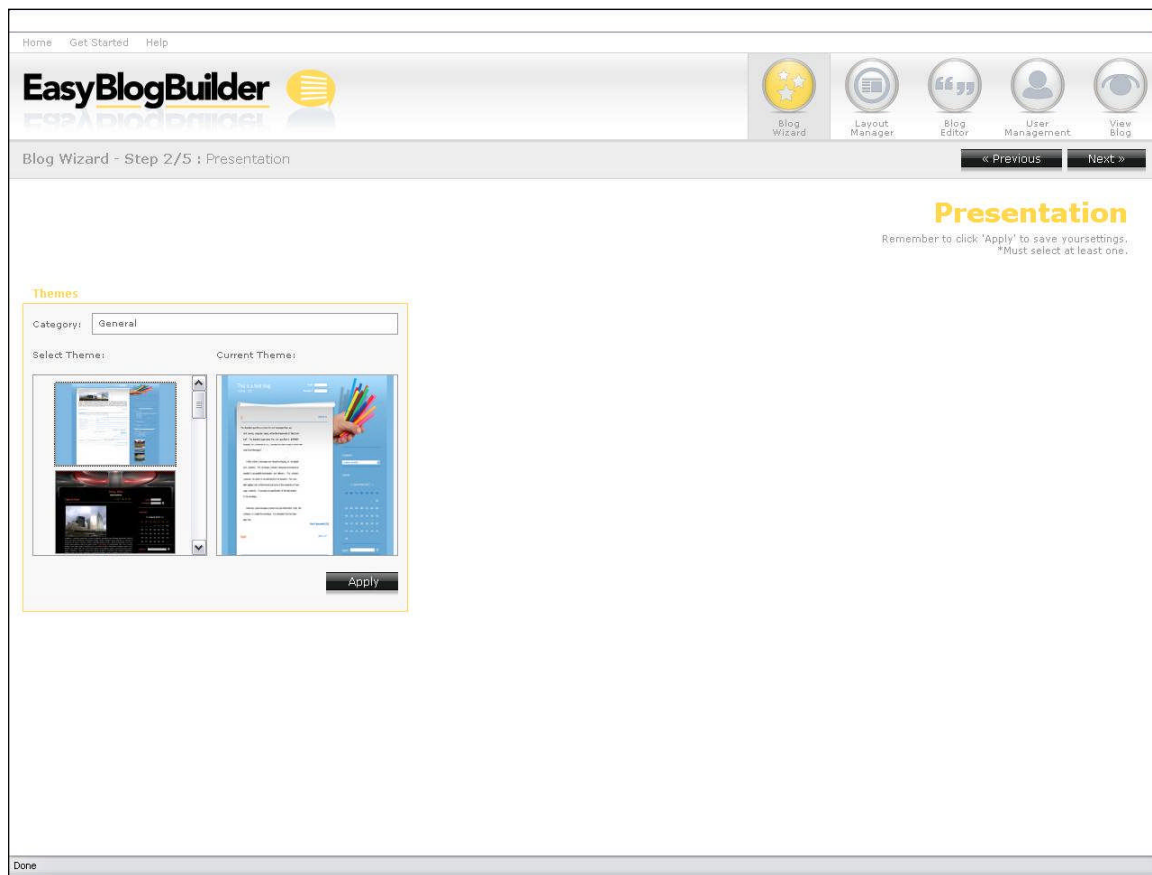
Name	Posts	
uncategorized	28	<input type="checkbox"/>
random thoughts	5	<input type="checkbox"/>
travel	8	<input type="checkbox"/>
fun	6	<input type="checkbox"/>
general	6	<input type="checkbox"/>

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.



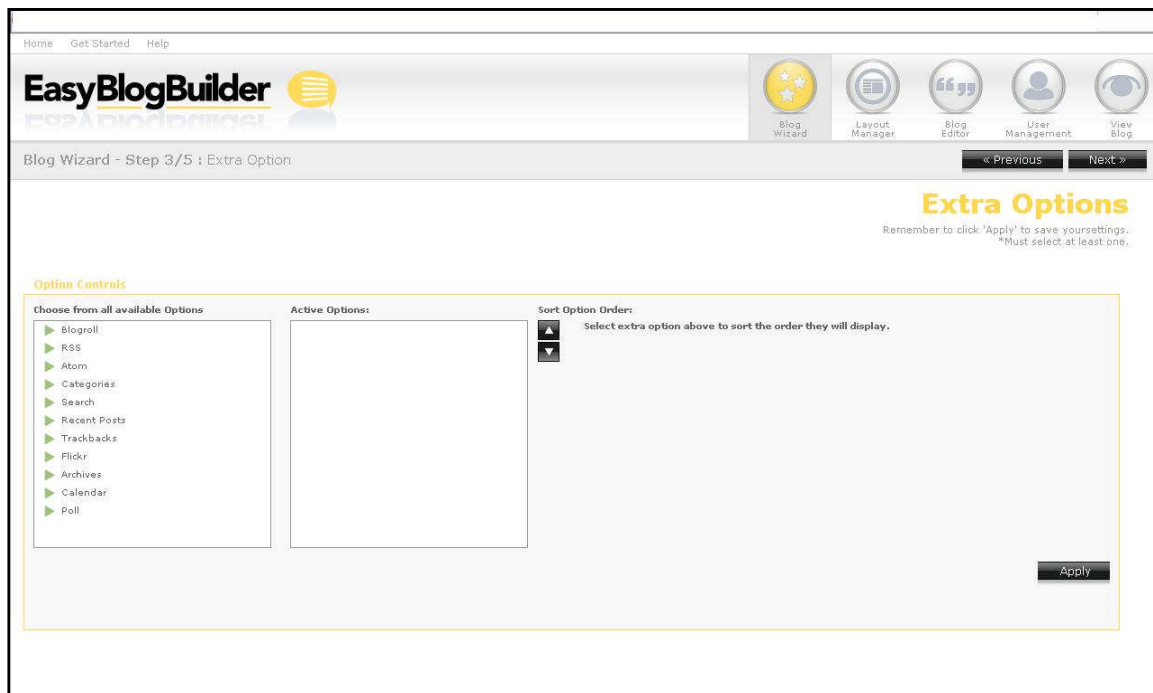


## 5.3 Step 3 – Extra Options

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.

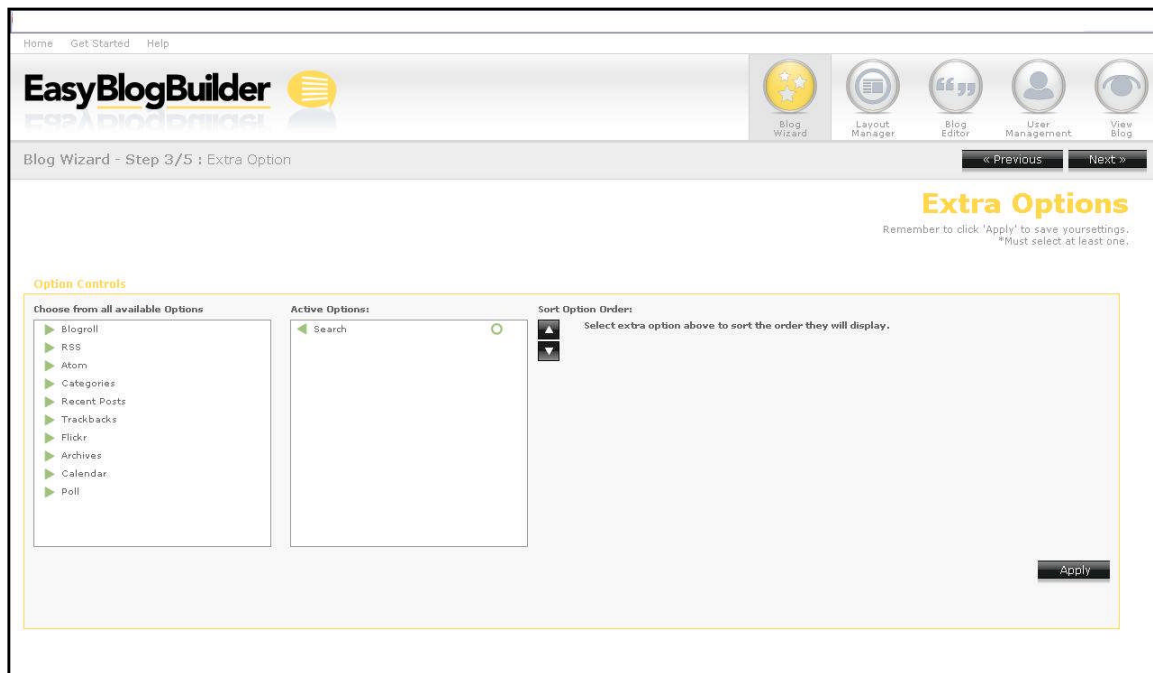
Once you have selected/turned on all the options you wish to have appear on their site, you need to select “Apply” to apply the changes.



### 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.

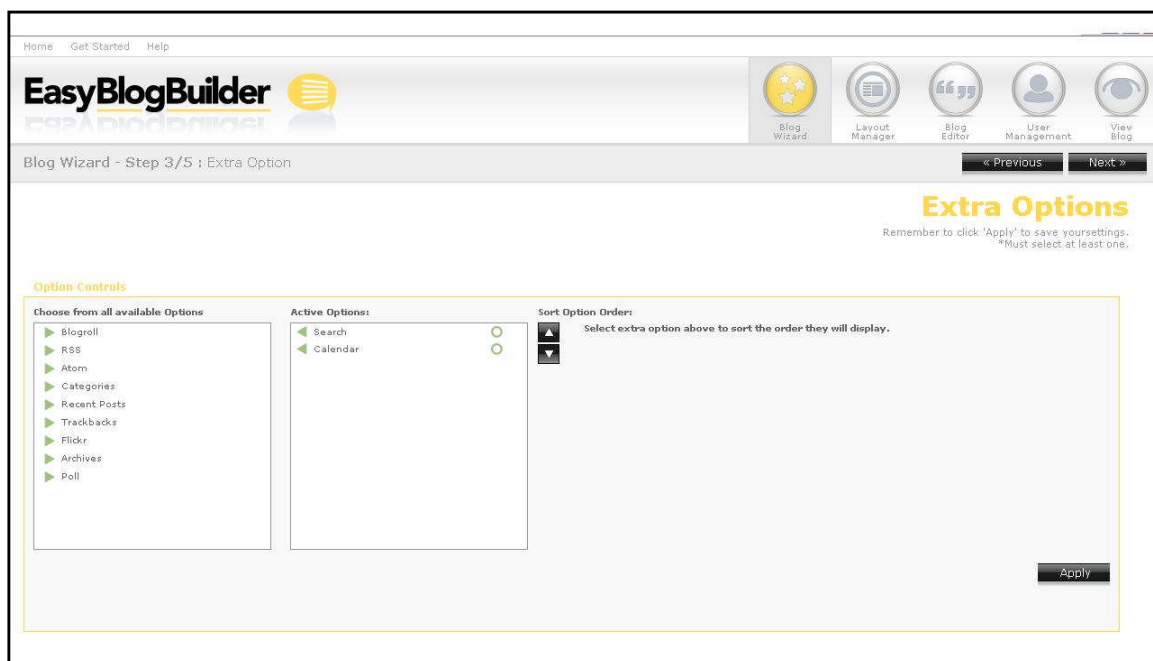
The search option does not require any additional input; it will be active as soon as it is added. There is no editing required, therefore no edit box appears.



## 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.



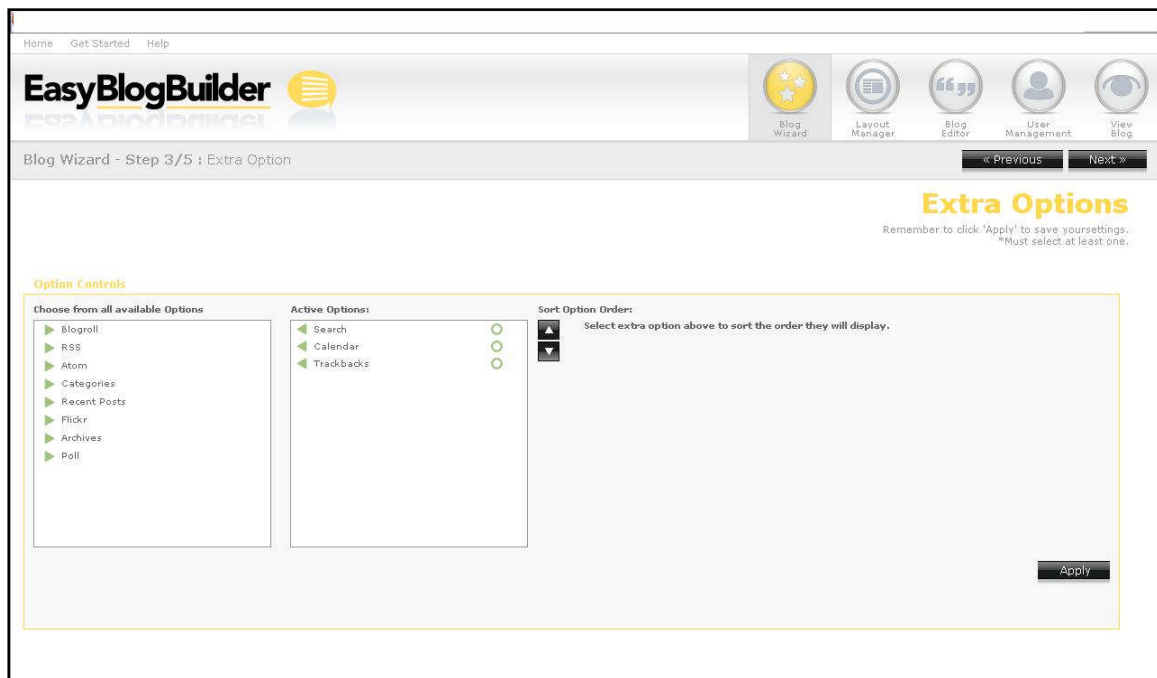
### 5.3.3 Activating Trackbacks

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.

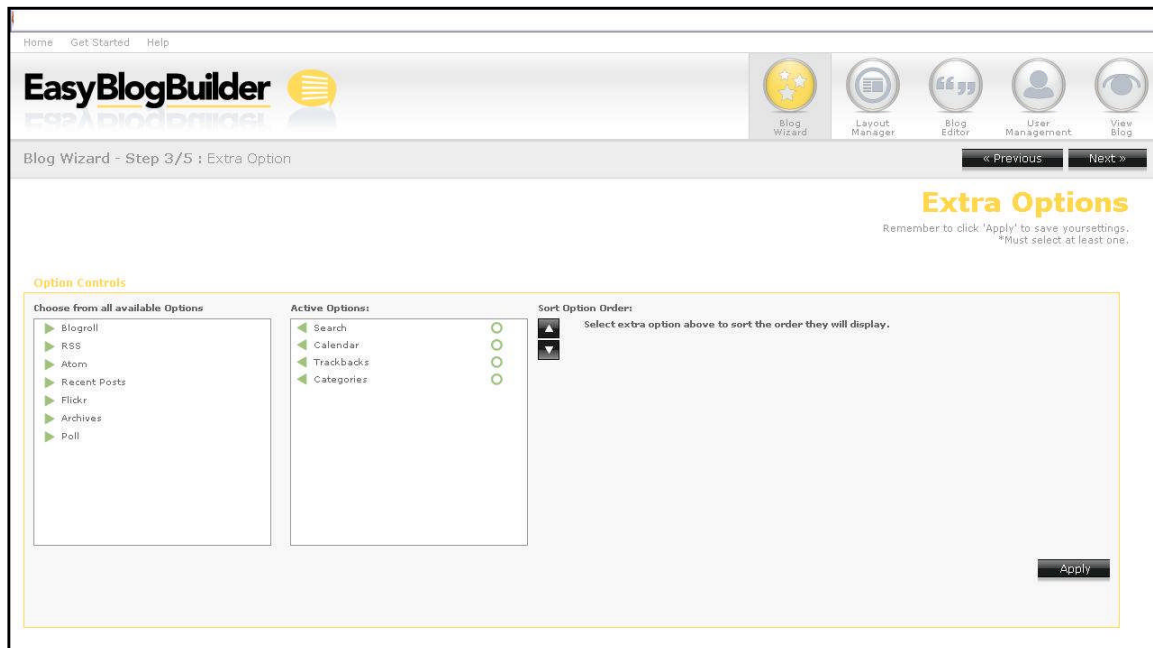
The trackbacks option does not require any additional input, it is active as soon as it's added. There is no editing required, therefore no edit box appears.



### 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.

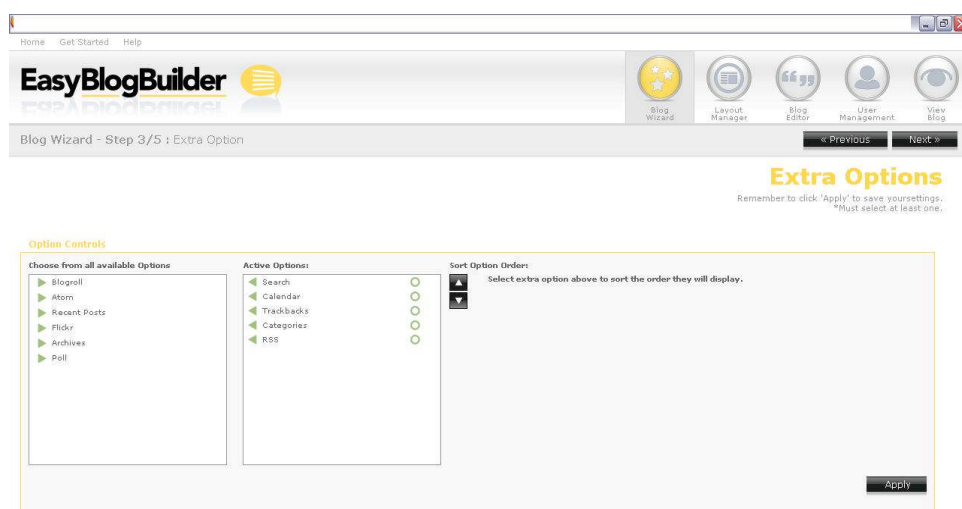
The categories option does not require any additional input; it is active as soon as it's added. There is no editing required, therefore no edit box appears.



### 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 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.

Home Get Started Help

**EasyBlogBuilder**

Blog Wizard Layout Manager Blog Editor User Management View Blog

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

- ▶ 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

Done

### 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: 1

(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

« 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

## 5.3.11 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”



Home Get Started Help

**EasyBlogBuilder**

Blog Wizard Layout Manager Blog Editor User Management View Blog

Blog Wizard - Step 3/5 : Extra Option

Recent Posts  
Blogroll

Apply

**Options Info**

Add Blogroll Link	Website URL	Description
Unnamed blogroll	http://my.favorite.site.com	new description

Cancel Apply

**Blogroll Link Information**

Name: Unnamed blogroll

Website URL: http://my.favorite.site.com

Description: new description


Cancel Apply






Done

### 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	Active Options:	Sort Option Order:
<ul style="list-style-type: none"><li>▶ Flickr</li><li>▶ Archives</li><li>▶ Poll</li></ul>	<ul style="list-style-type: none"><li>◀ Search <input type="radio"/></li><li>◀ Calendar <input type="radio"/></li><li>◀ Trackbacks <input type="radio"/></li><li>◀ Categories <input type="radio"/></li><li>◀ RSS <input type="radio"/></li><li>◀ Atom <input type="radio"/></li><li>◀ Recent Posts <input type="radio"/></li><li>◀ Blogroll <input type="radio"/></li></ul>	<div><input type="button" value="▲"/> <input type="button" value="▼"/></div> <p>Select extra option above to sort the order they will display.</p>
<div><input type="button" value="Apply"/></div>		

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.

Home Get Started Help

**EasyBlogBuilder**

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	Active Options:	Sort Option Order:
<ul style="list-style-type: none"><li>Flickr</li><li>Archives</li></ul>	<ul style="list-style-type: none"><li>Search</li><li>Calendar</li><li>Trackbacks</li><li>Categories</li><li>RSS</li><li>Atom</li><li>Recent Posts</li><li>Blogroll</li><li>Poll</li></ul>	<p>Select extra option above to sort the order they will display.</p> <p>▲ ▼</p>

Apply

Done

## 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

Active Options:

Sort Option Order:

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  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

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.

[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



Active Options:

☒ Search

☒ Calendar

☒ Trackbacks

☒ Categories

☒ RSS

☒ Atom

☒ Recent Posts

☒ Blogroll

☒ Poll

☐ Archives

Sort Option Order:

▲ ▼

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

[Apply](#)

Done

## 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.

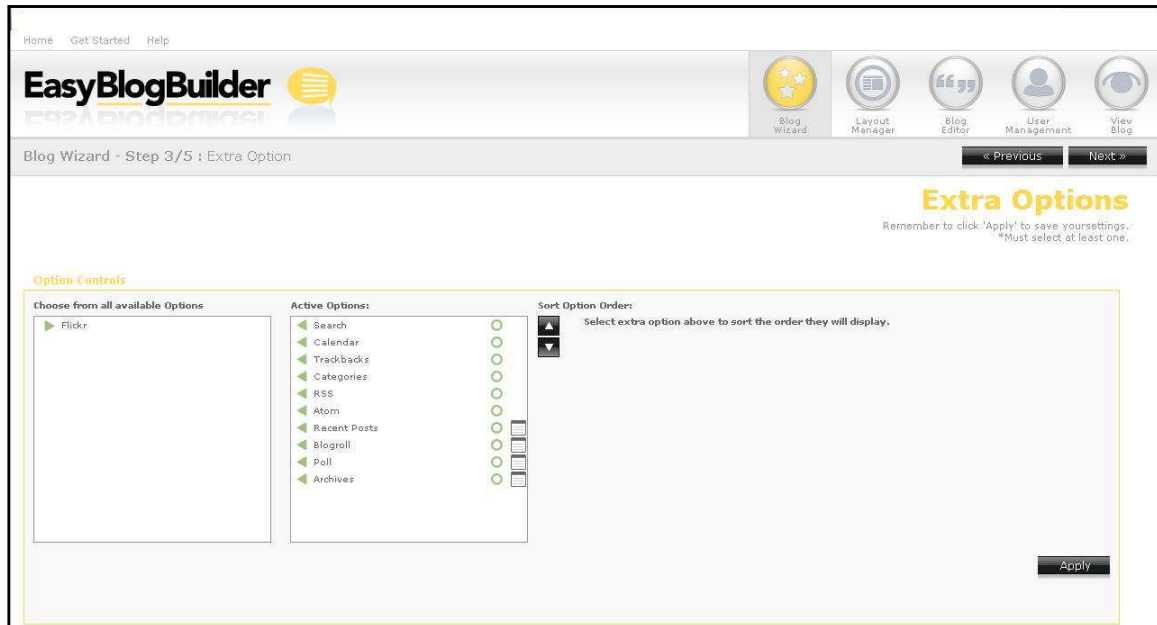
Selecting “Apply”, with save the preferences.

The screenshot shows the 'Extra Options' configuration screen for the 'Archives' widget in EasyBlogBuilder 2.2. The interface is divided into several sections:

- Header:** Includes navigation links (Home, Get Started, Help), the EasyBlogBuilder logo, and icons for various management tools (Blog Wizard, Layout Manager, Blog Editor, User Management, View Blog).
- Breadcrumb:** 'Blog Wizard - Step 3/5 : Extra Option'.
- Section Title:** 'Extra Options' with a reminder to click 'Apply' to save settings.
- Option Controls:**
  - Choose from all available Options:** A list with 'Flickr'.
  - Active Options:** A list of widgets with radio buttons for selection: Search, Calendar, Trackbacks, Categories, RSS, Atom, Recent Posts, Blogroll, Poll, and Archives.
  - Sort Option Orders:** A section with up/down arrows and a note: 'Select extra option above to sort the order they will display.'
- Options Info:**
  - Archive Information:** A text input field for the 'Title'.
  - Display Post Counts:** A checkbox.
  - Display as drop-down menu:** A checkbox.
- Buttons:** 'Apply' and 'Cancel' buttons are present at the bottom of the configuration area.
- Footer:** A 'Done' button is located at the very bottom of the window.

## 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 3<sup>rd</sup> party PhotoGallery option. Users who choose to enable the option will be prompted to supply additional information as per below.

Home Get Started Help

**EasyBlogBuilder**

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

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

Done

## 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 'EasyBlogBuilder' interface at the 'Blog Wizard - Step 3/5 : Extra Option' stage. 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. The main content area is titled 'Extra Options' with a reminder to click 'Apply' to save settings. Below this, the 'Option Controls' section allows users to choose from available options (Search, Calendar, Trackbacks, Categories, RSS, Atom, Recent Posts, Blogroll, Poll, Archives, Flickr) and sort them. The 'Options Info' section contains fields for 'Flickr Information', including Title, Flickr RSS URL, and Number of photos to display (set to 5). Buttons for 'Apply', 'Cancel', and 'Next' are visible.

Home Get Started Help

**EasyBlogBuilder**

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

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

#### Options Info

**Flickr Information**

Title:

Flickr RSS URL:

Number of photos you would like to display:

Cancel Apply

## 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

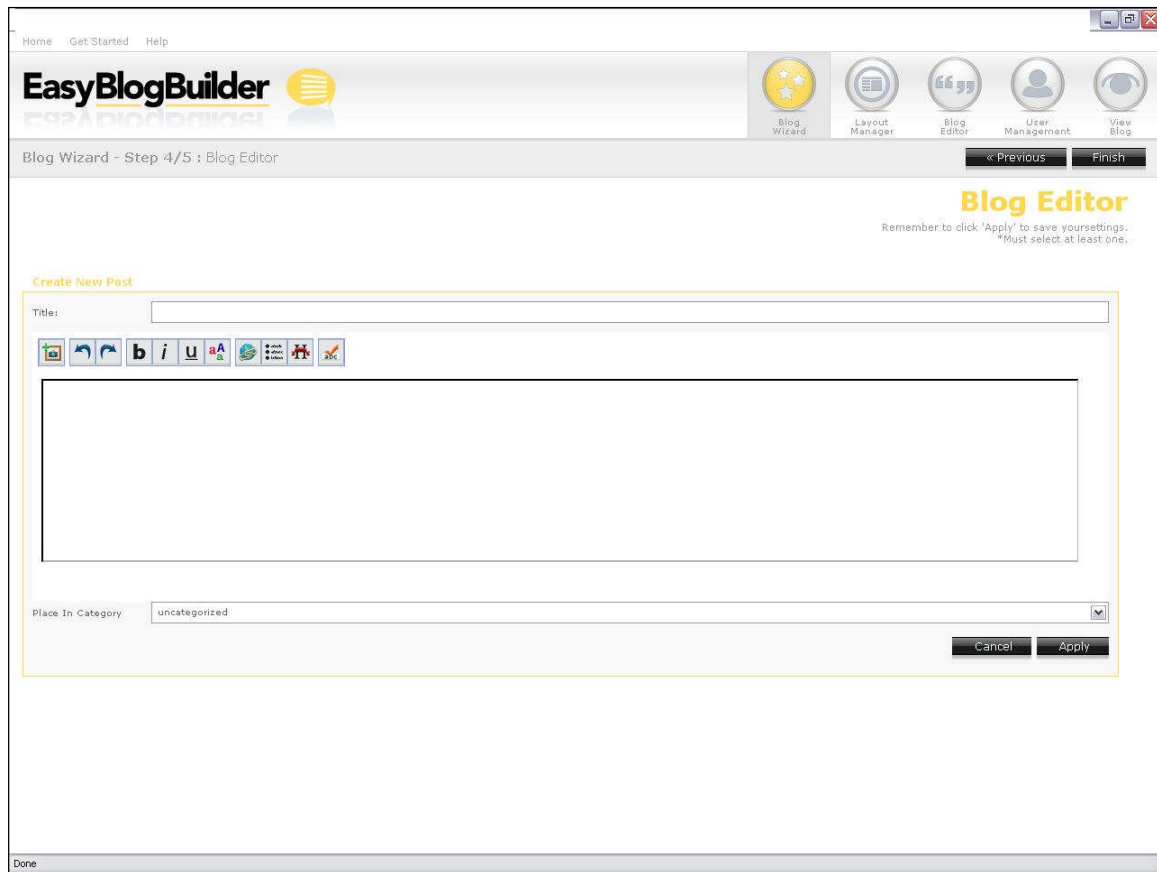
## 5.4 Step 4 – Blog Editor

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.

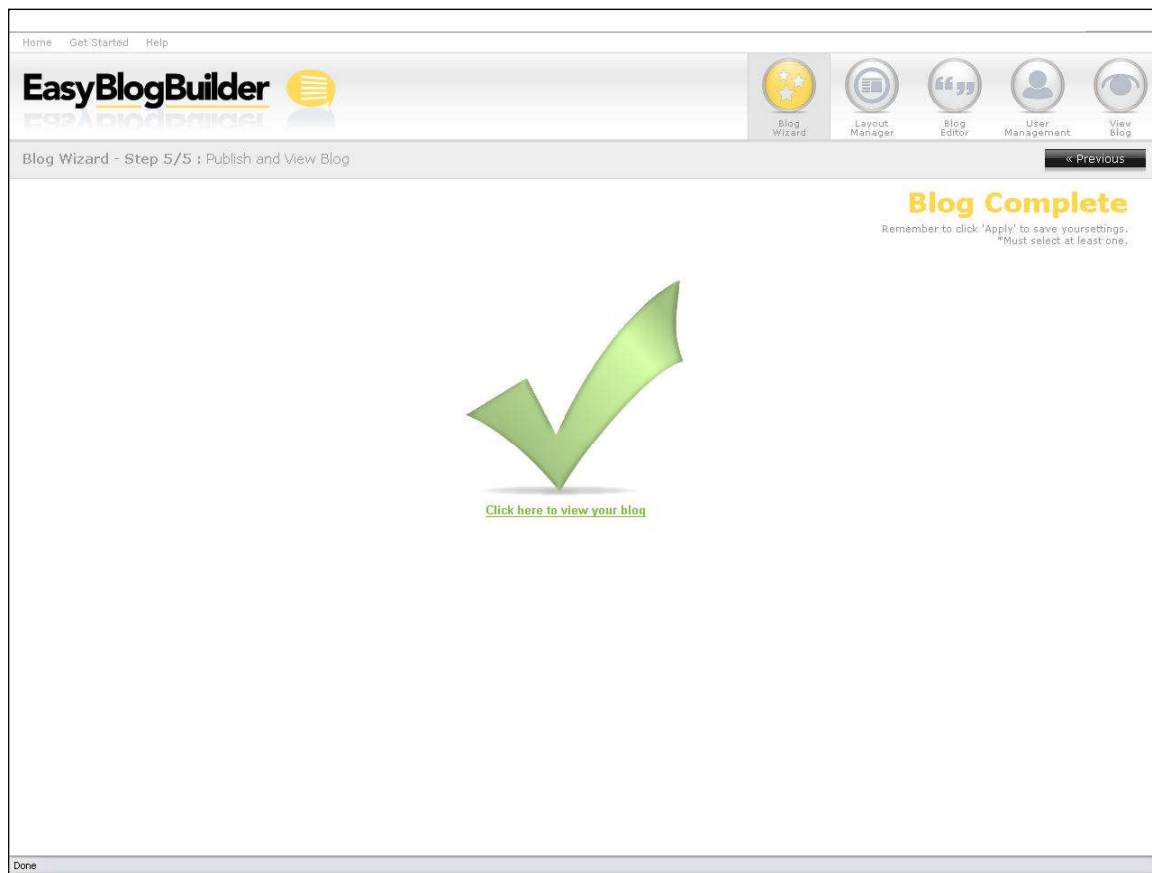
You will select “Apply” to publish. The first time you complete your blog installation a category is automatically created. This category is actually titled “uncategorized”.

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



## 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 displays the EasyBlogBuilder 2.2 web application interface. At the top, there is a navigation bar with links for Home, Get Started, and Help. The main header features the EasyBlogBuilder logo and a series of icons for different management functions: Blog Wizard, Layout Manager (which is currently selected), Blog Editor, User Management, and View Blog. On the left side, a sidebar menu is visible with options for Manage (expanded), Presentation, and Extra Options. Under the Manage section, 'Blog Details' is selected. The main content area is titled 'Layout Manager' and includes a reminder to click 'Apply' to save settings. The 'Blog Details' form contains 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 showing '(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 showing '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 footer of the application shows the word 'Done'.

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

The screenshot shows the EasyBlogBuilder 2.2 interface. At the top, there's a navigation bar with 'Home', 'Get Started', and 'Help'. Below this is the 'EasyBlogBuilder' logo and a series of icons for 'Blog Wizard', 'Layout Manager', 'Blog Editor', 'User Management', and 'View Blog'. A sidebar on the left contains a 'Manage' dropdown menu with options for 'Blog Details', 'Blog Profile', 'Presentation', and 'Extra Options'. The main content area is titled 'User Profile' and contains a form with the following fields: 'First name:', 'Last name:', 'E-Mail:', 'Website URL:', and 'Upload Avatar:'. The 'First name' field contains 'First Name', 'Last name' contains 'Last Name', 'E-Mail' contains 'name@yourblogurl.com', and 'Website URL' contains 'yourcompany.com'. The 'Upload Avatar' field has a 'Browse...' button and a small penguin icon. At the bottom right of the form are 'Cancel' and 'Apply' buttons. A 'Layout Manager' section on the right side of the form area contains the text 'Remember to click "Apply" to save your settings. \*Must select at least one.' The bottom of the interface has a 'Done' button.

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**  
Blog Details  
Blog Profile  
Presentation  
Extra Options

**User Profile**

First name: First Name  
Last name: Last Name  
E-Mail: name@yourblogurl.com  
Website URL: yourcompany.com  
Upload Avatar:   


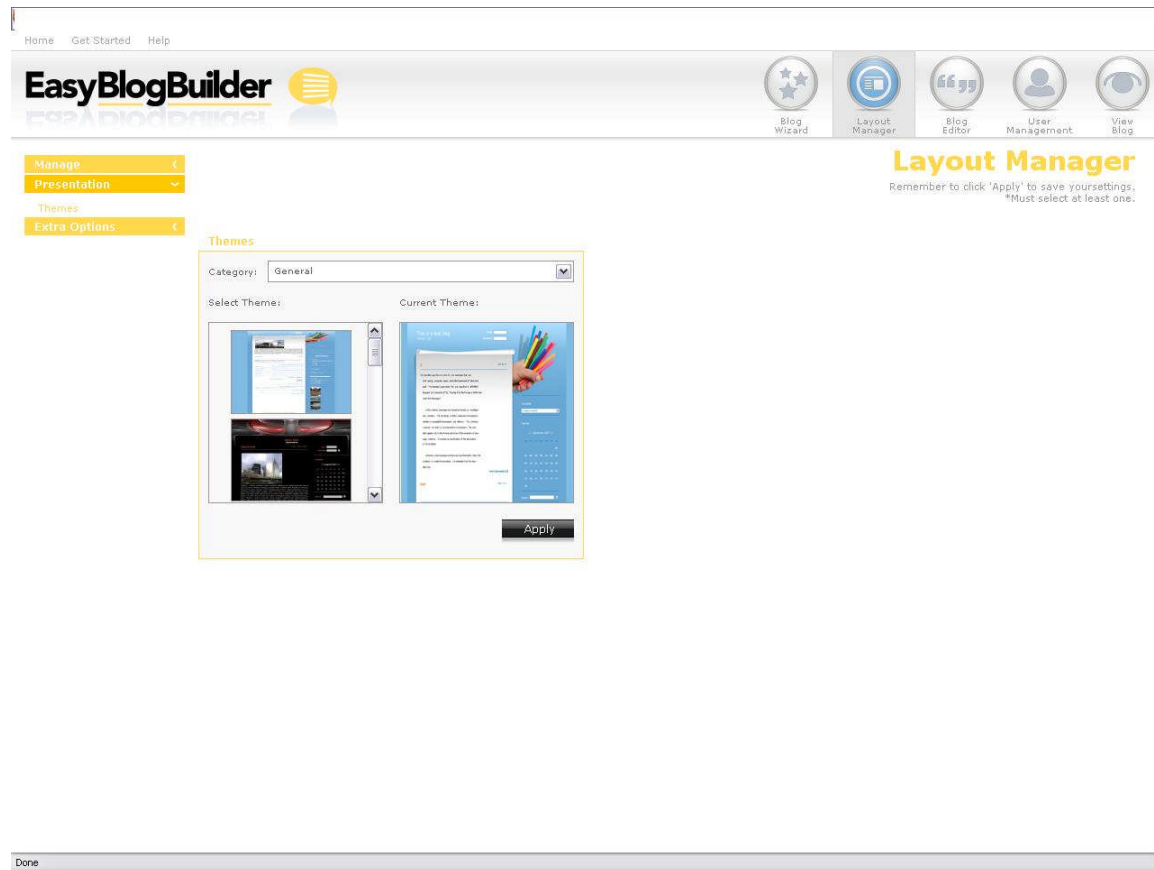
Cancel Apply

Done

## 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.



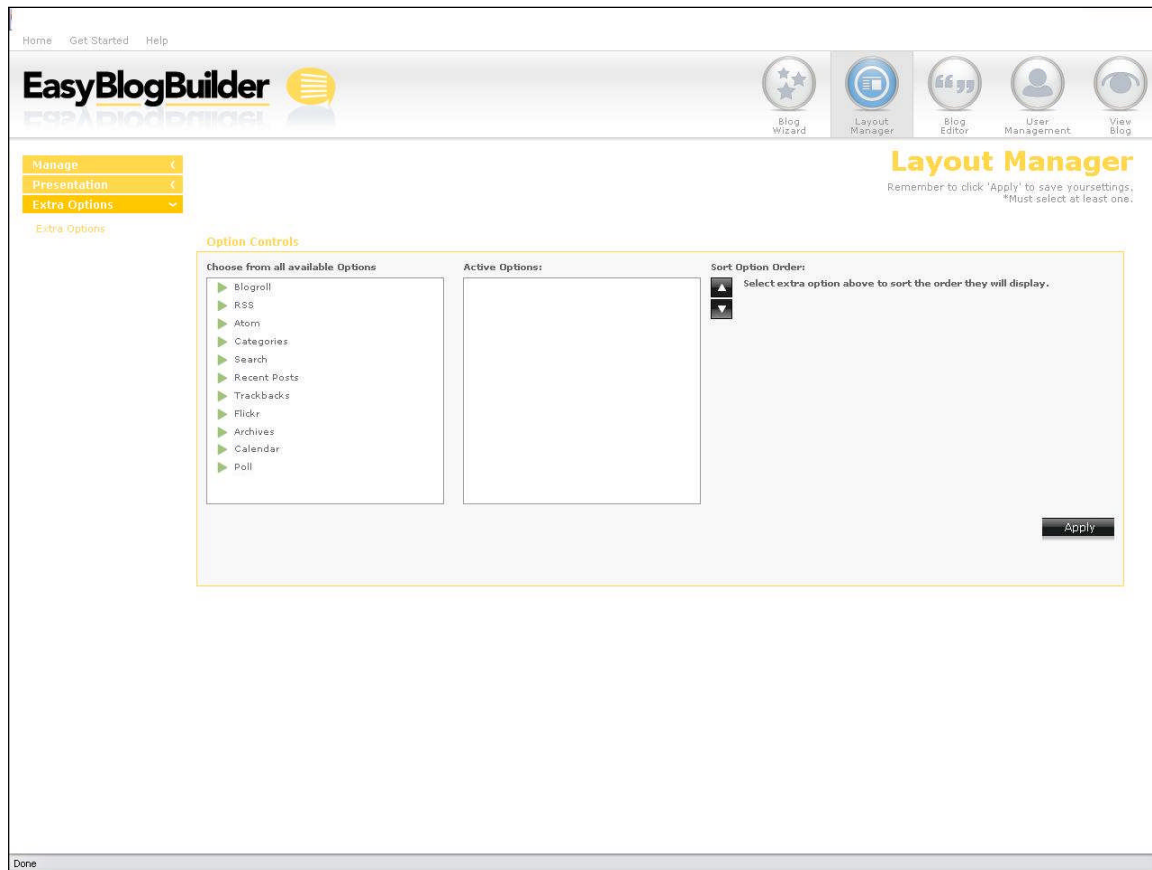


## 6.4 Extra Options

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.

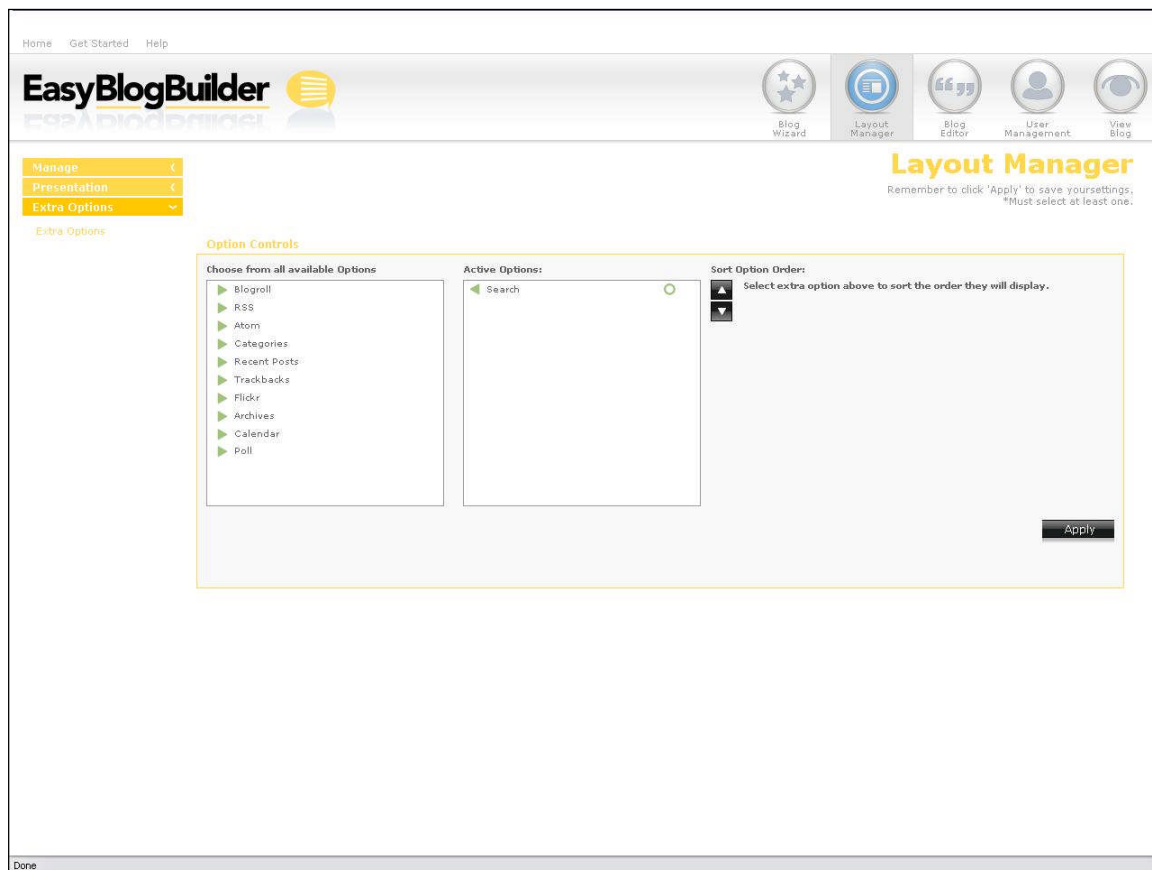
Once you have selected/turned on all the options you wish to have appear on the site, you need to select “Apply” to apply the changes.



## 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.

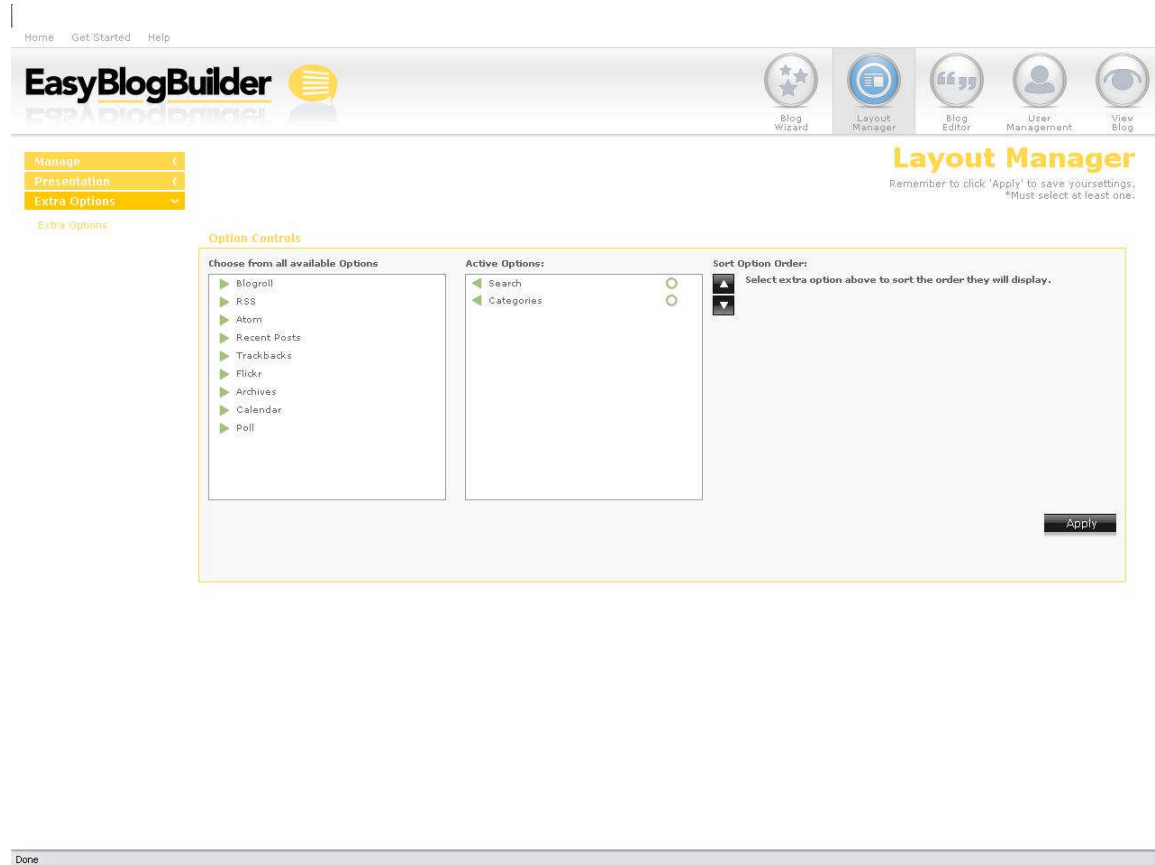
The search option does not require any additional input, it is active as soon as it's added. There is no editing required, therefore no edit box appears.



## 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.

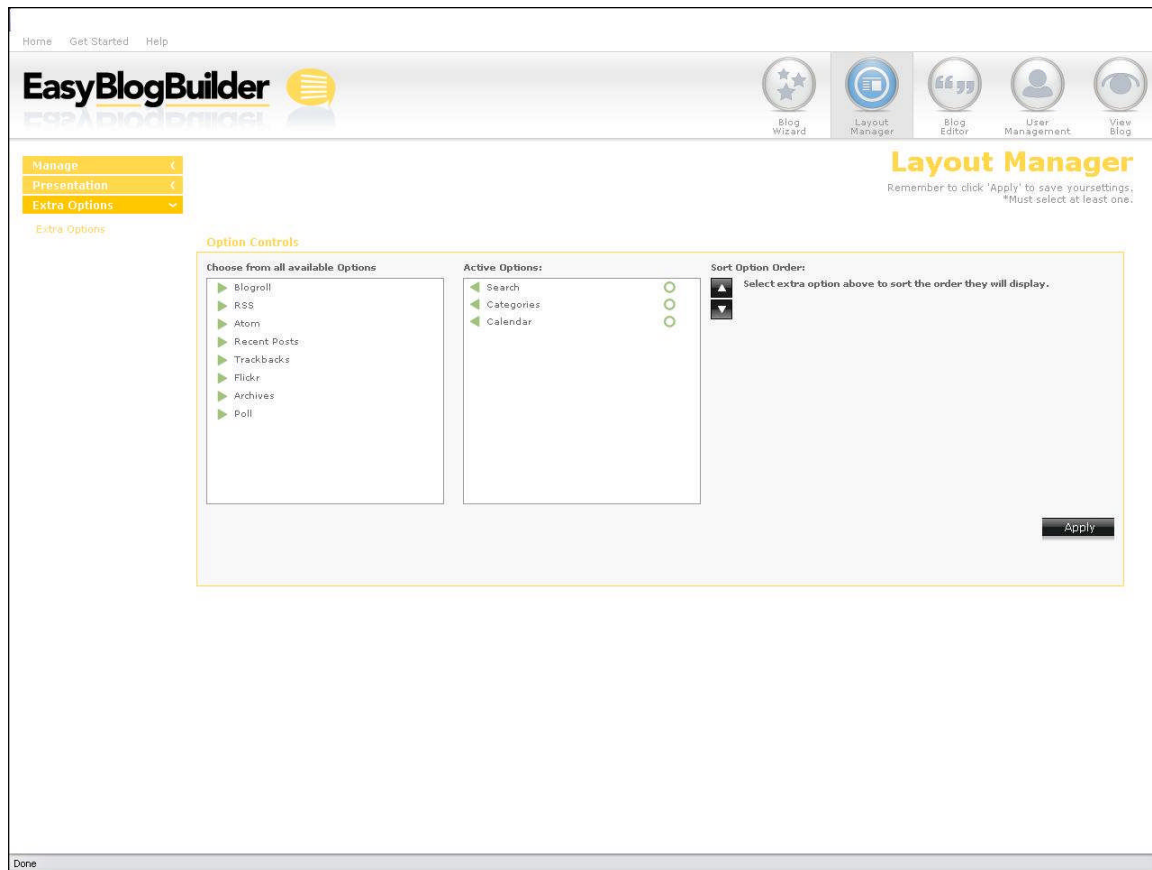
The categories option does not require any additional input, it is active as soon as it's added. There is no editing required, therefore no edit box appears.



## 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.



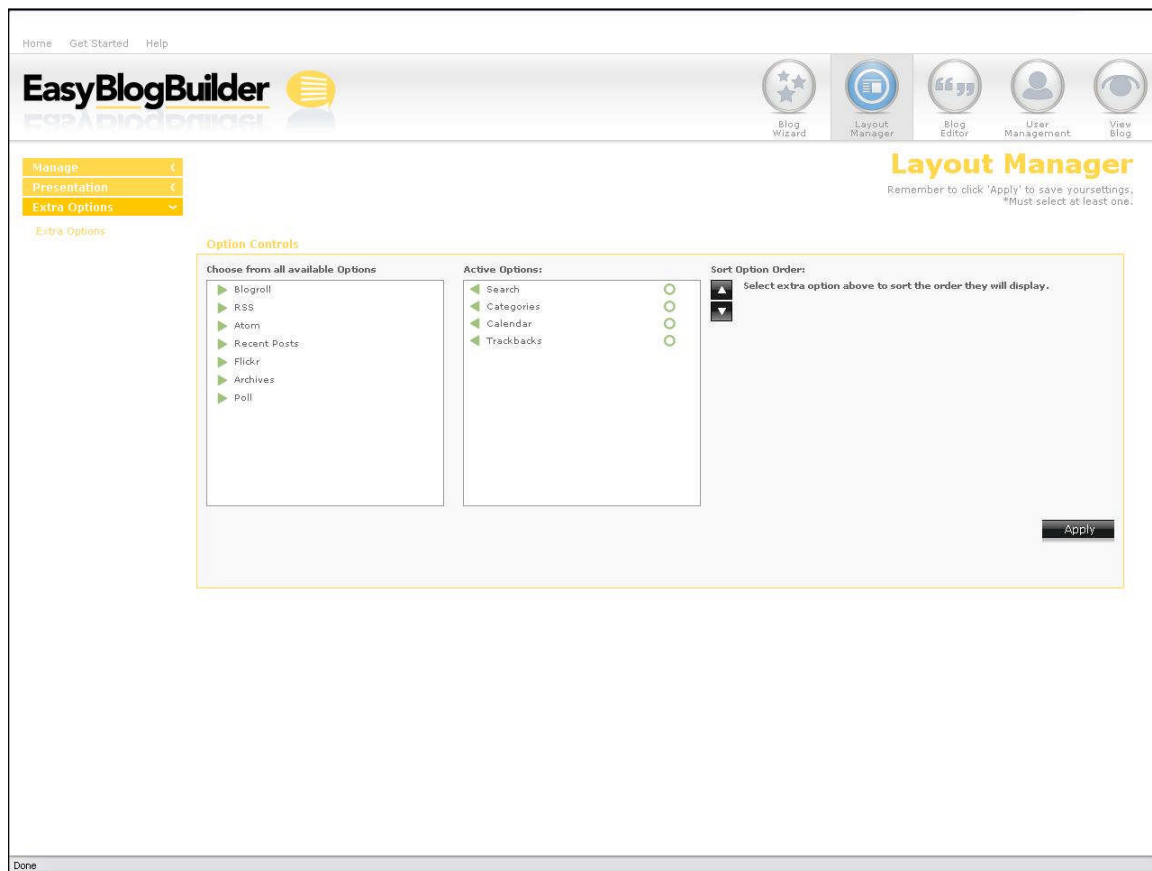
## 6.4.4 Trackbacks ON

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.

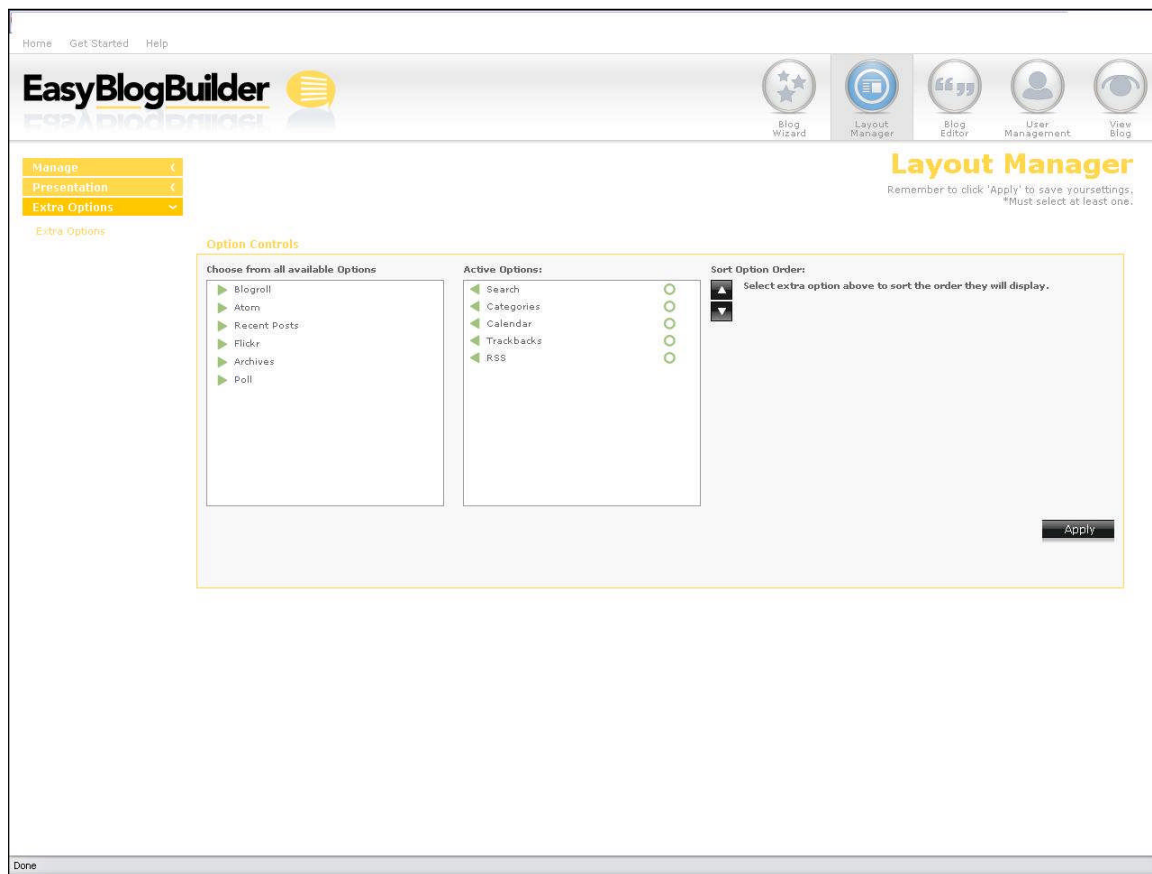
TrackBack list is simply a list of entries that relate to (usually by linking to and discussing) the page (be it an individual entry or a category) at which you're staring.

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



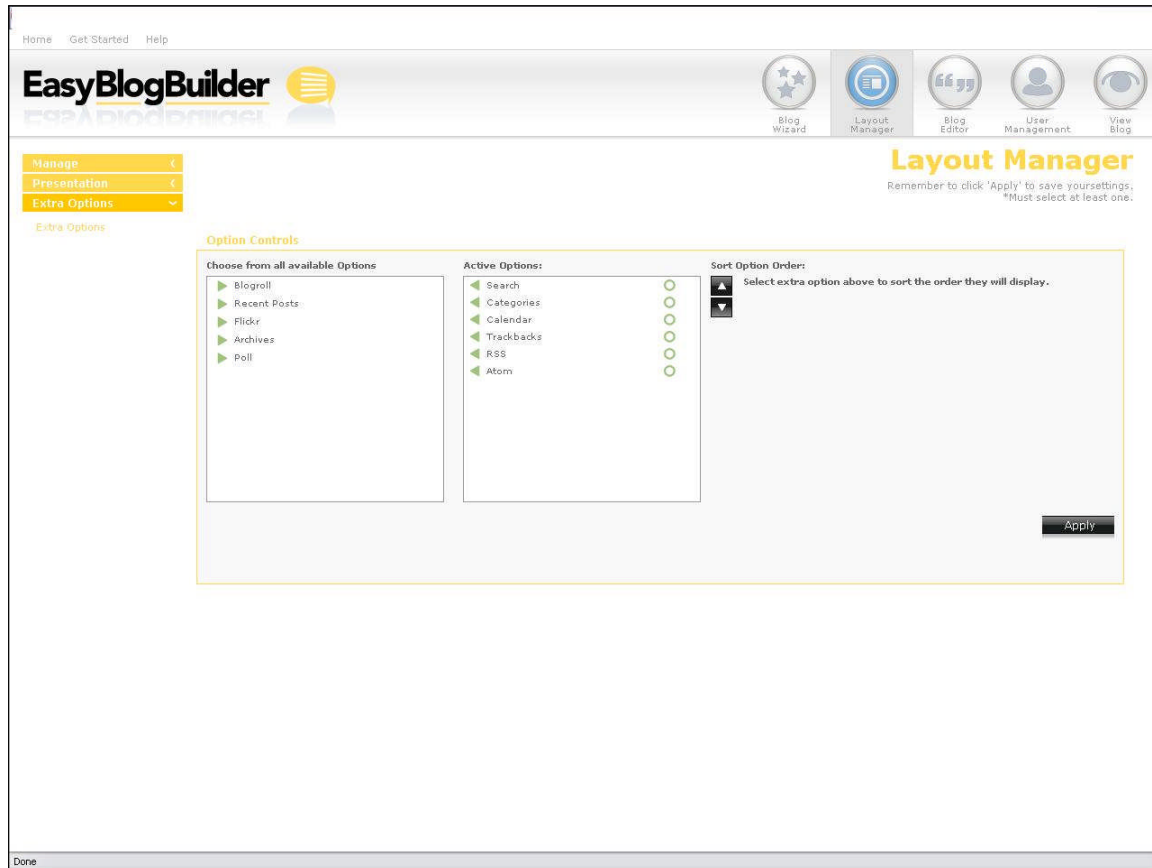
If you turn on RSS feeds for the site, when a user accesses the blog, they will see the icon for RSS feeds at the bottom of the blog. The user will then be able to subscribe to the posts made by you.

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.

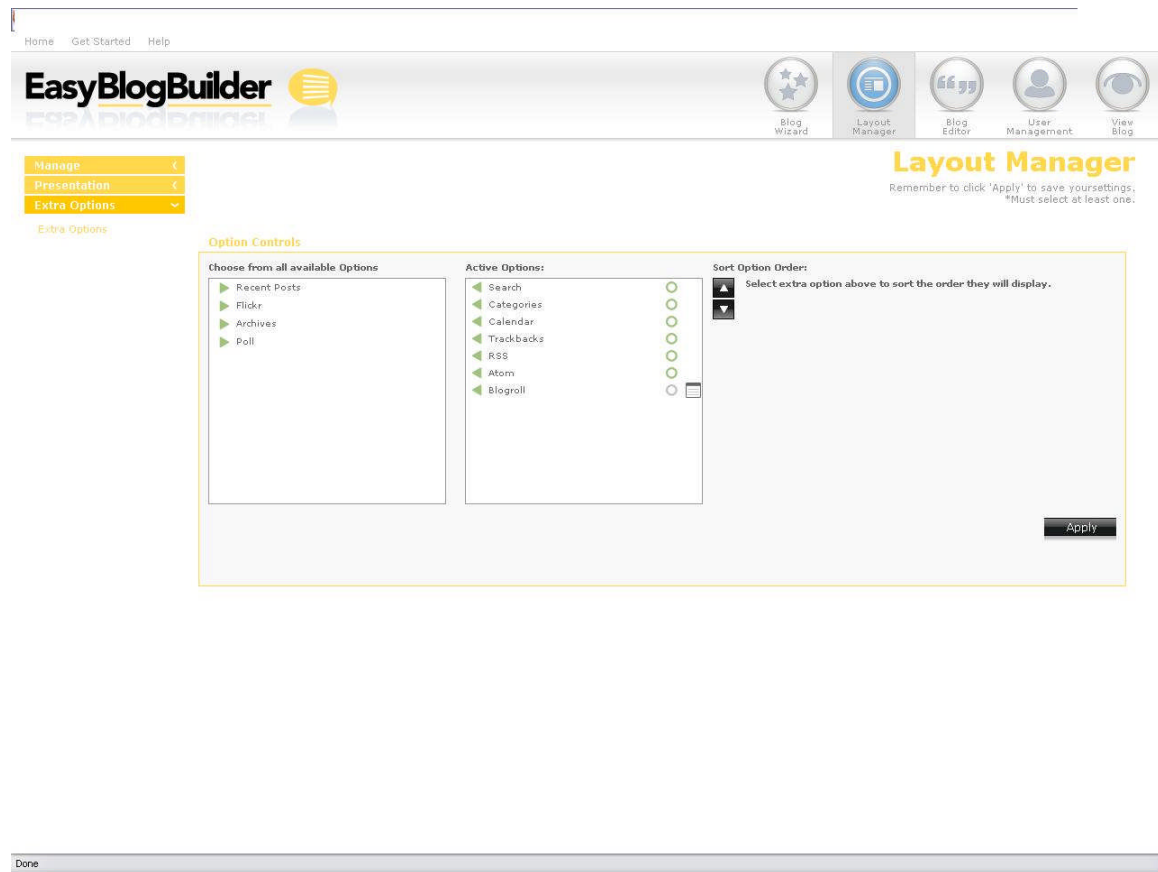
The Atom option does not require any additional input, it is active as soon as it's added. There is no editing required, therefore no edit box appears.



## 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)

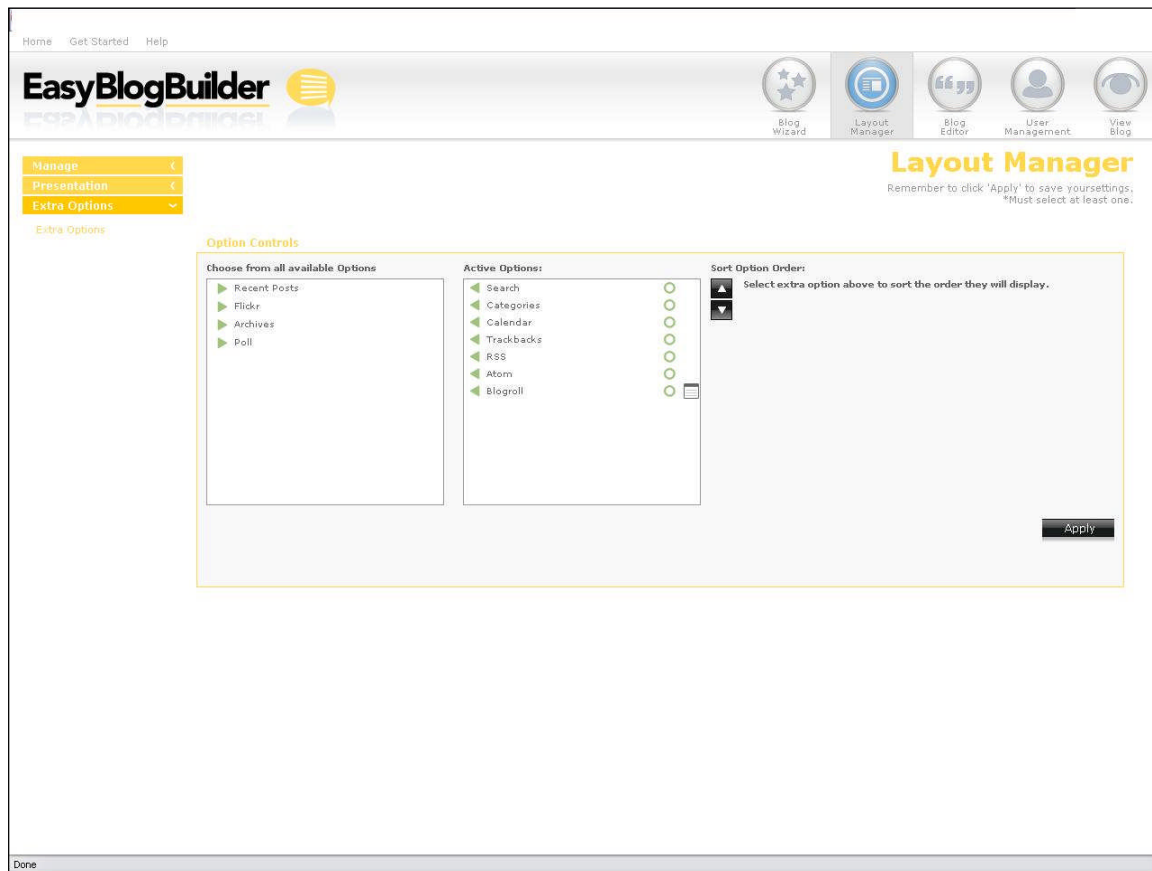
To delete a blogroll, the user simply selects the delete icon.

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

The screenshot displays the EasyBlogBuilder 2.2 web application interface. At the top, there is a navigation bar with links for Home, Get Started, and Help. The main header features the EasyBlogBuilder logo and a series of icons for Blog Wizard, Layout Manager, Blog Editor, User Management, and View Blog. On the left side, a sidebar menu includes Manage, Presentation, and Extra Options, with Extra Options currently selected. The main content area is divided into two sections. The top section, titled 'Options Info', contains a table with columns for 'Add Blogroll Link', 'Website URL', and 'Description'. Below this table, there are 'Cancel' and 'Apply' buttons. The bottom section, titled 'Blogroll Link Information', contains three input fields: 'Name' (with the value 'Unnamed blogroll'), 'Website URL' (with the value 'http://my.favorite.site.com'), and 'Description' (with the value 'new description'). This section also has 'Cancel' and 'Apply' buttons. The bottom of the interface shows a 'Done' button.

## 6.4.9 Blogroll ON

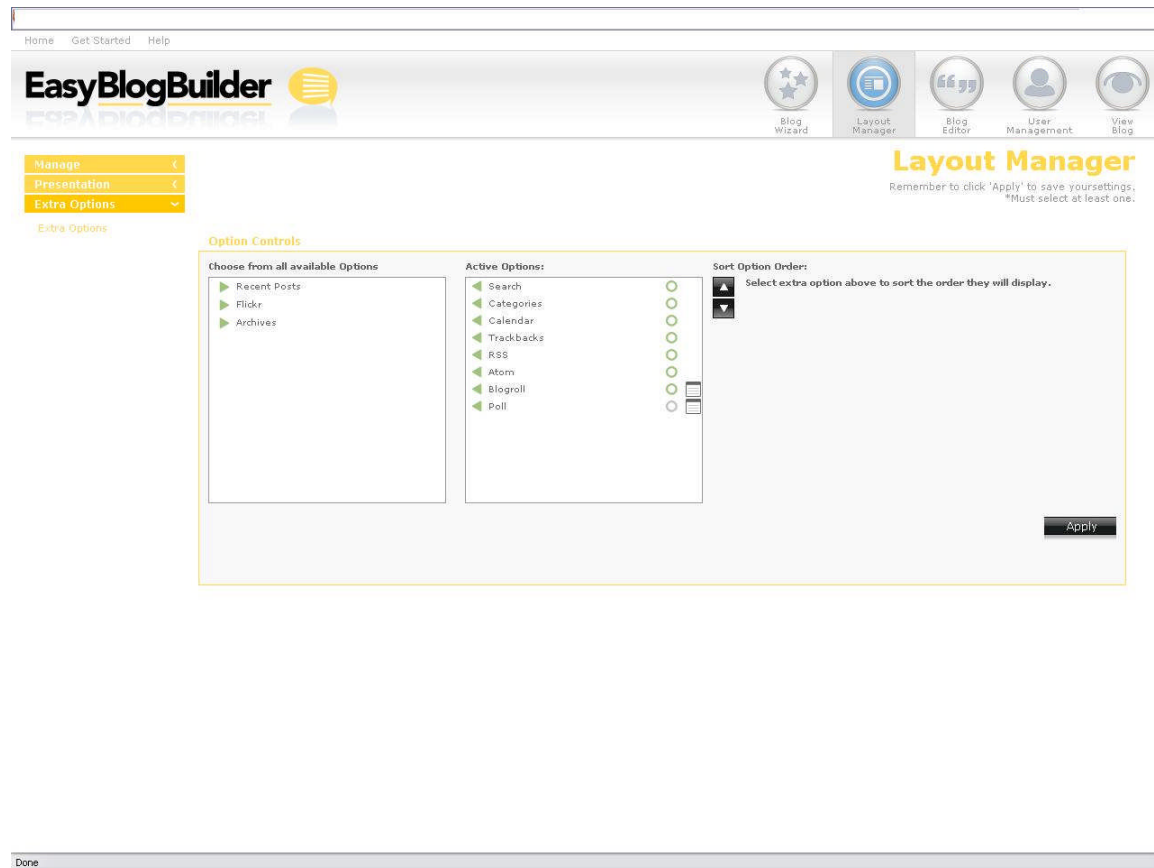
The blogroll is now active and has been changed to green.



## 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

Home Get Started Help

**EasyBlogBuilder**

Blog Wizard Layout Manager Blog Editor User Management View Blog

**Manage** **Presentation** **Extra Options**

**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

Done

## 6.4.12 Poll ON

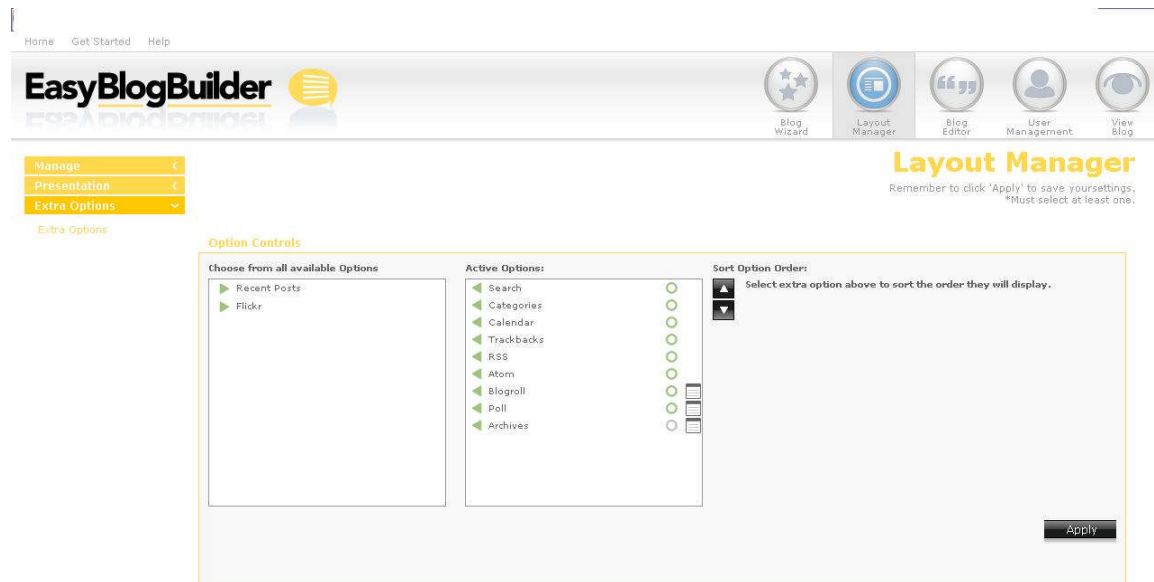
The option has now been saved and the poll is now active.

The screenshot displays the EasyBlogBuilder 2.2 web interface. At the top, there is a navigation bar with links for Home, Get Started, and Help. Below this is a header area featuring the EasyBlogBuilder logo and a series of icons for various management functions: Blog Wizard, Layout Manager, Blog Editor, User Management, and View Blog. A sidebar on the left contains a menu with 'Manage', 'Presentation', and 'Extra Options' (which is expanded to show 'Extra Options'). The main content area is titled 'Layout Manager' and includes a reminder to click 'Apply' to save settings. The 'Option Controls' section is active, showing a list of 'Choose from all available Options' (Recent Posts, Flickr, Archives) and a list of 'Active Options' (Search, Categories, Calendar, Trackbacks, RSS, Atom, Blogroll, Poll). Each active option has a radio button next to it. To the right of the active options is a 'Sort Option Order' section with up and down arrows and a text prompt: 'Select extra option above to sort the order they will display.' An 'Apply' button is located at the bottom right of the 'Option Controls' section. A 'Done' button is visible at the bottom of the page.

## 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

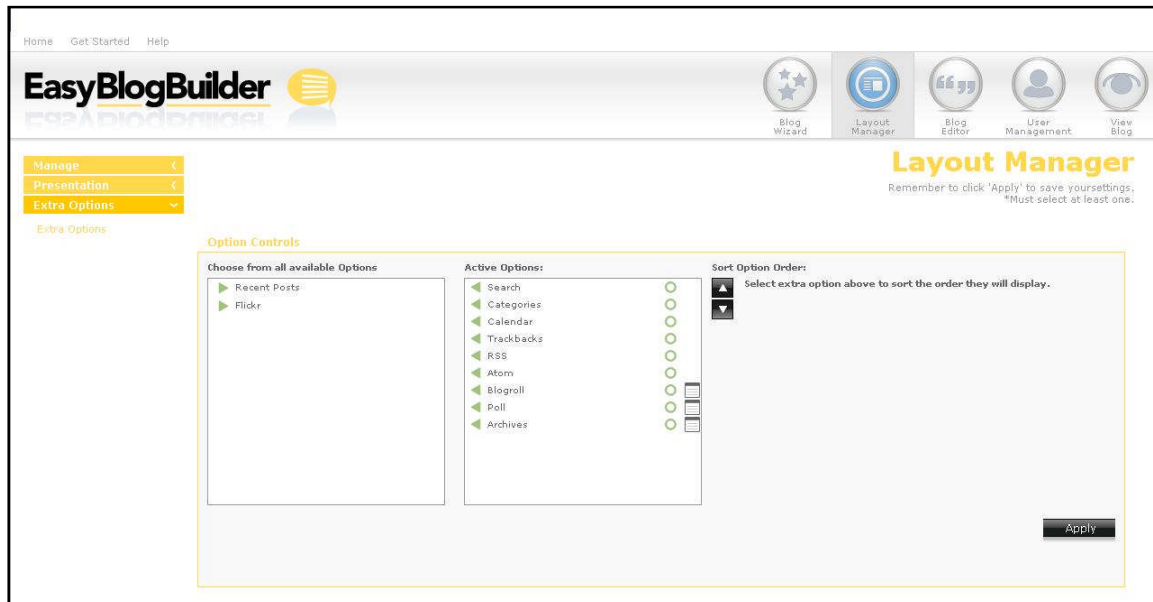
You need to specify the title that should appear for Archives. You also have the option to choose if that the post counts to appear and whether it should appear as a drop down or not.

Selecting “Apply”, will save the preferences.

## 6.5 Layout Manager Extra Options

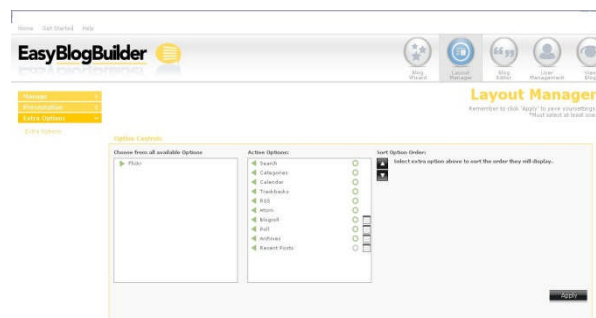
### 6.5.1 Archives – ON

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

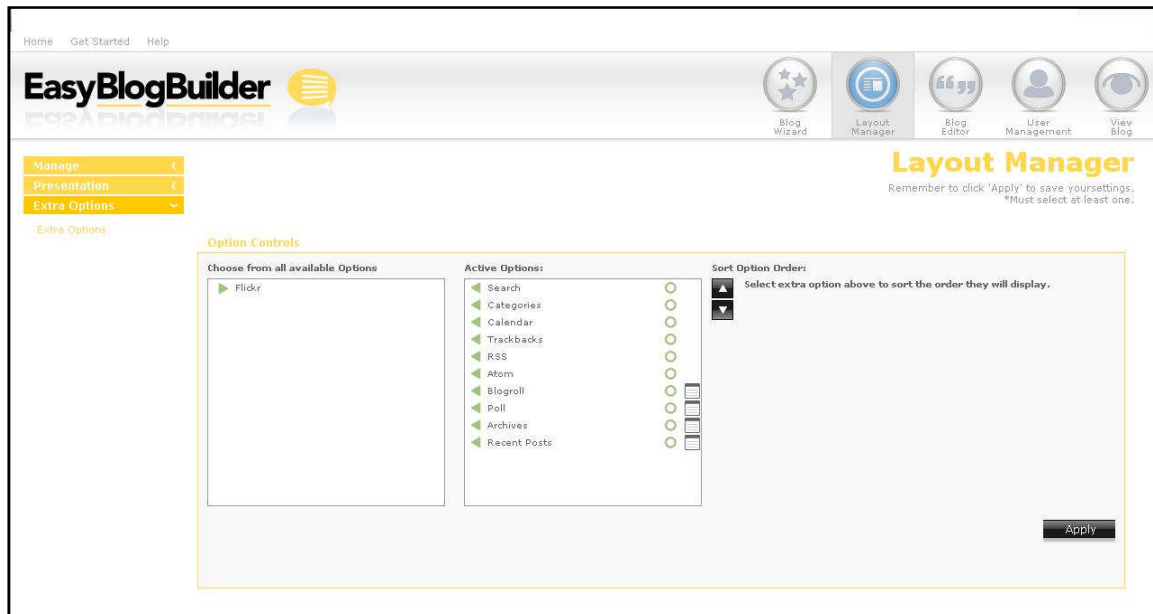
You needs to select Apply to save the changes.

The screenshot displays the EasyBlogBuilder 2.2 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 various management tools: Blog Wizard, Layout Manager, Blog Editor, User Management, and View Blog. On the left side, there is a sidebar with a 'Manage' menu containing 'Presentation' and 'Extra Options'. The 'Extra Options' menu is currently selected, showing a list of options: 'Flickr', 'Search', 'Categories', 'Calendar', 'Trackbacks', 'RSS', 'Atom', 'Blogroll', 'Poll', 'Archives', and 'Recent Posts'. The 'Recent Posts' option is highlighted. The main content area is titled 'Layout Manager' and contains two sections: 'Option Controls' and 'Options Info'. The 'Option Controls' section has a 'Choose from all available Options' list on the left, an 'Active Options' list in the middle, and a 'Sort Option Order' section on the right. The 'Active Options' list includes 'Search', 'Categories', 'Calendar', 'Trackbacks', 'RSS', 'Atom', 'Blogroll', 'Poll', 'Archives', and 'Recent Posts'. The 'Sort Option Order' section has a dropdown menu and a text prompt: 'Select extra option above to sort the order they will display.' The 'Options Info' section is titled 'Recent Posts Information' and contains a 'Title' field, a 'Number of posts to show' dropdown menu (set to 1), and a note '(10 posts at most)'. There are 'Apply' and 'Cancel' buttons at the bottom right of the 'Options Info' section.



## 6.5.4 Recent Posts - ON

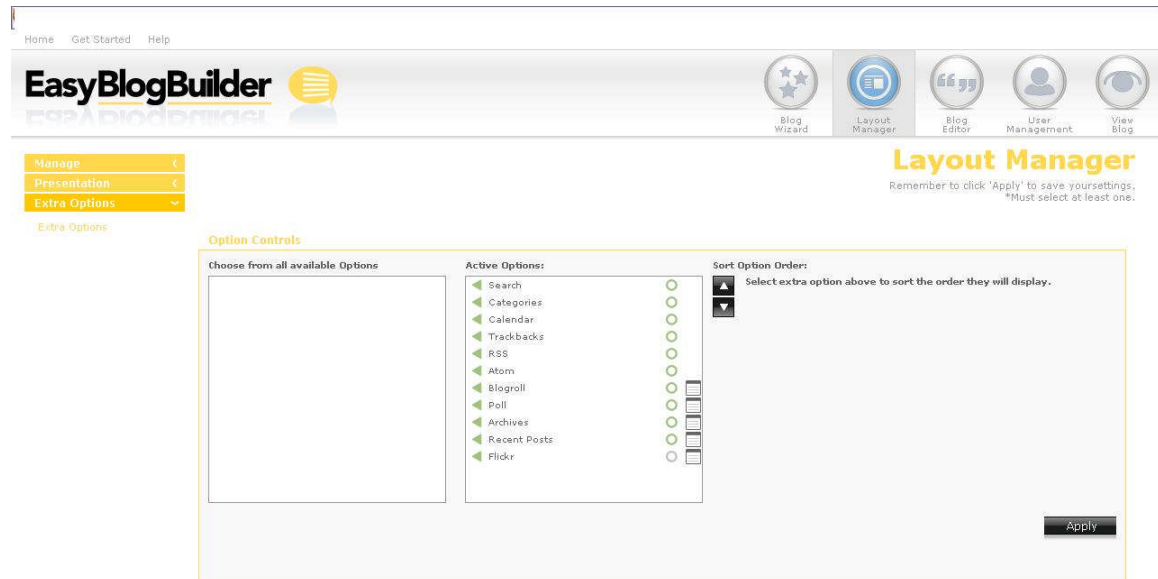
The option will change to green, when successfully applied.



## 6.5.5 Flickr - OFF

For the latest version of EBB, only Flickr will be incorporated as a 3<sup>rd</sup> 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

The screenshot shows the 'EasyBlogBuilder' application window. The top navigation bar includes links for Home, Get Started, and Help. The main interface is titled 'Layout Manager' and features a sidebar with 'Management', 'Presentation', and 'Extra Options' (selected). The 'Option Controls' section displays a list of available options: Search, Categories, Calendar, Trackbacks, RSS, Atom, Blogroll, Poll, Archives, Recent Posts, and Flickr. The 'Flickr' option is selected, and its details are shown in the 'Options Info' section below. The 'Flickr Information' section includes fields for 'Title:', 'Flickr RSS URL:', and 'Number of photos you would like to display:' (set to 5). 'Apply' and 'Cancel' buttons are present at the bottom right of the 'Options Info' section. A 'Done' button is located at the bottom left of the application window.

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.

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

Apply

**Options Info**

**Flickr Information**

Title:

Flickr RSS URL:

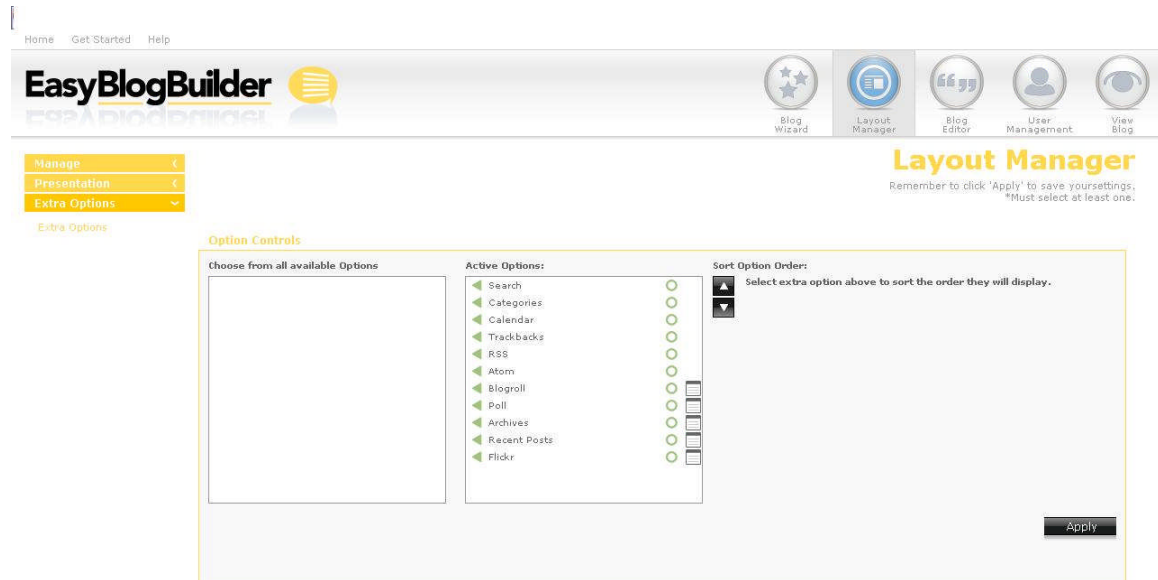
Number of photos you would like to display:

Cancel Apply

Done

## 6.5.7 Flickr - ON

The photos will now appear on the blog.



## 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.

The screenshot displays the 'Create New Post' interface within the EasyBlogBuilder 2.2 application. The top navigation bar includes links for 'Home', 'Get Started', and 'Help', along with the 'EasyBlogBuilder' logo and a hamburger menu icon. On the right side of the top bar, there are five circular icons representing different functions: 'Blog Wizard', 'Layout Manager', 'Blog Editor' (which is highlighted), 'User Management', and 'View Blog'. A sidebar on the left contains a 'Posts' dropdown menu with options for 'Create New Post' and 'Manage Posts', as well as 'Categories' and 'Comments' sections. The main content area is titled 'Create New Post' and features a 'Title:' text input field at the top. Below this is a rich text editor with a toolbar containing icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and image. The editor's content area is a large, empty rectangular box. At the bottom of the editor, there is a 'Place In Category:' label followed by a dropdown menu currently showing 'uncategorized'. To the right of the dropdown is a small square icon with a checkmark. At the bottom right of the form, there are two buttons: 'Cancel' and 'Apply'.

## 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.

Home Get Started Help

**EasyBlogBuilder**

Blog Wizard Layout Manager Blog Editor User Management View Blog

**Posts**

Create New Post  
Manage Posts

**Categories**

**Comments**

**Blog Editor**

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

**Manage Posts**

Search:

Search month:

Category:

**Search**

ID	Time created	Title	Category	Comments
55	01-10-2007 22:19	Title of Post	travel	tmp.unavl [view]
54	01-10-2007 07:47	465645	Uncategorized	tmp.unavl [view]
53	28-09-2007 12:43	i think i'm at blog post 53		tmp.unavl [view]
52	26-09-2007 15:07	Testing most		tmp.unavl [view]
51	26-09-2007 08:26	tyhityhity	Uncategorized	tmp.unavl [view]
50	25-09-2007 10:25	test sdf	general	tmp.unavl [view]
49	21-09-2007 05:49	xfhgd	Uncategorized	tmp.unavl [view]
48	21-09-2007 05:49	xfhgd	Uncategorized	tmp.unavl [view]
47	20-09-2007 18:13	testing	fun	tmp.unavl [view]

**Cancel** **Apply**

Done

## 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.

**Manage Categories**

Click 'Add' button to create new categories.

[Add](#)

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

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.

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	8		
general	6		

Cancel Apply

**Category Information**

Name:

Cancel Apply

Done



## 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.

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		
another test	1		
random thoughts	5		
travel	5		
fun	5		
general	5		

Cancel Apply

Done

## 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.

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

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

## 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.

The screenshot displays the EasyBlogBuilder 2.2 web interface. At the top, there is a navigation bar with links for Home, Get Started, and Help. Below this is a header area with the EasyBlogBuilder logo and a sidebar menu containing Posts, Categories, and Comments. The main content area is titled 'Blog Editor' and includes a reminder to click 'Apply' to save settings. The 'Awaiting Approval' section is highlighted, showing a table of comments that are pending approval. The table has columns for Comment Info, IP address, and date. Below the table is a 'View Comment' section with a text area for the comment content and 'Cancel' and 'Apply' buttons. The 'Comments' section below shows a list of comments with their respective IP addresses and dates, and a 'View Comment' section for each comment.

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	IP	Date	View	Delete
undefined	217.77.214.124	06-09-2007 14:01	[view]	[x]

**View Comment**

comments works proper  
all fine for logged in users

Cancel Apply

**Comments**

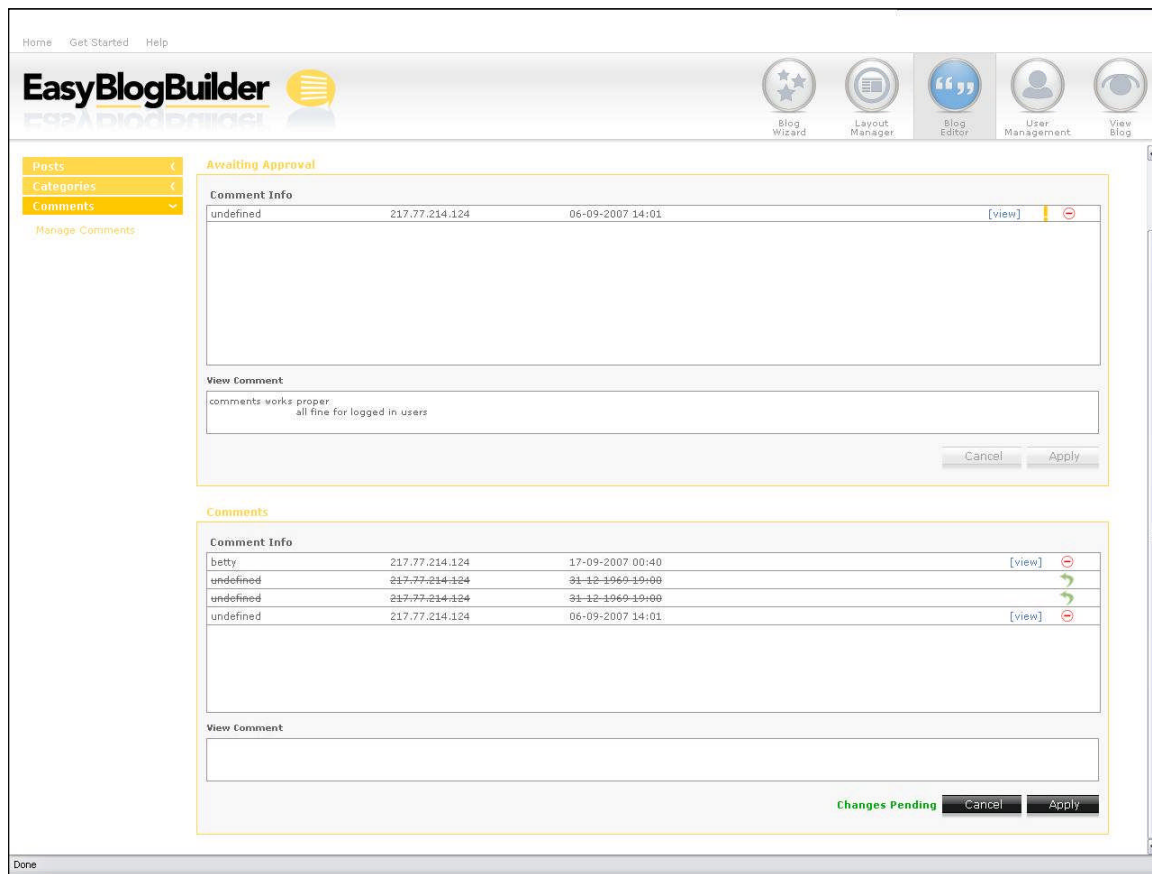
Comment Info	IP	Date	View	Delete
betty	217.77.214.124	17-09-2007 00:40	[view]	[x]
undefined	217.77.214.124	31-12-1969 19:00	[view]	[x]
undefined	217.77.214.124	31-12-1969 19:00	[view]	[x]
undefined	217.77.214.124	06-09-2007 14:01	[view]	[x]

**View Comment**

Done

### 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.



Home | Get Started | Help

**EasyBlogBuilder**

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

**Pasts** | **Categories** | **Comments**

Manage Comments

**Awaiting Approval**

**Comment Info**

undefined	217.77.214.124	06-09-2007 14:01	[view]	
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**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]	
undefined	217.77.214.124	01-12-1969 19:00		
undefined	217.77.214.124	01-12-1969 19:00		
undefined	217.77.214.124	06-09-2007 14:01	[view]	

**View Comment**

Changes Pending Cancel Apply

Done

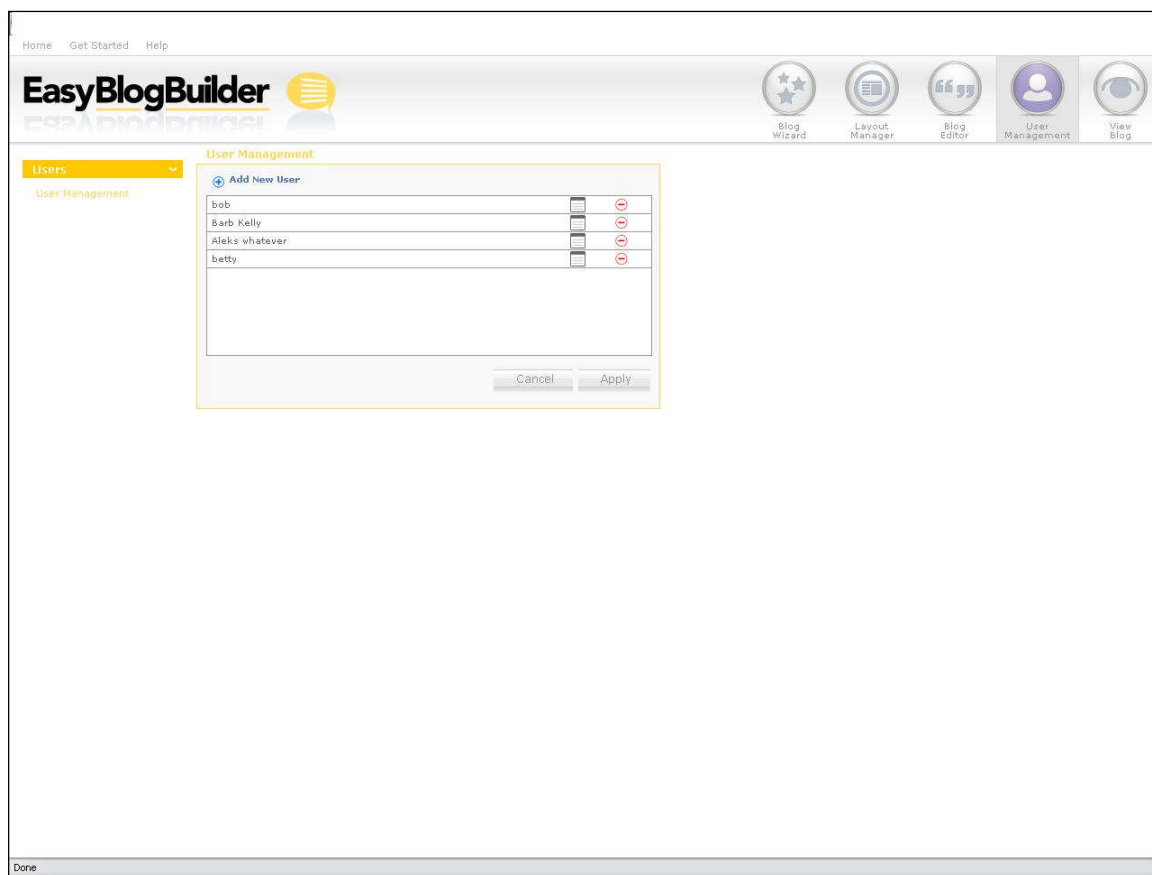
## 8 User Management

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

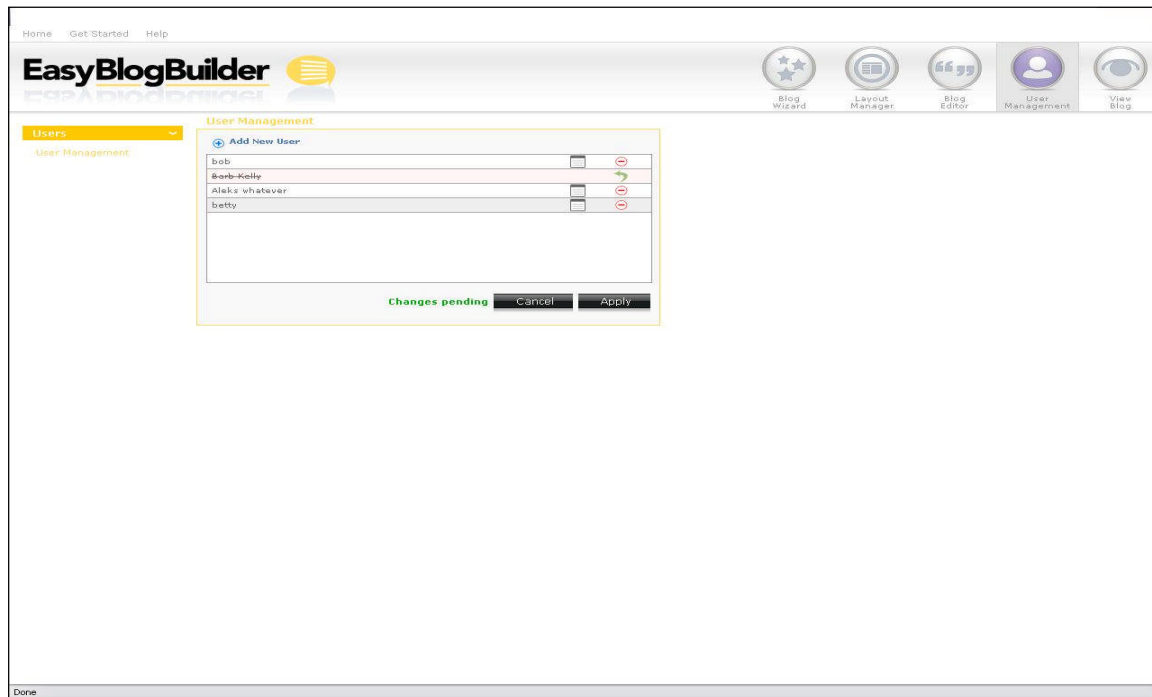
The screenshot displays the EasyBlogBuilder 2.2 web application interface. At the top, there is a navigation bar with links for Home, Get Started, and Help. Below this is a header area with the EasyBlogBuilder logo and a set of icons for various functions: Blog Wizard, Layout Manager, Blog Editor, User Management (which is highlighted), and View Blog.

The main content area is divided into two primary sections. On the left, a sidebar menu shows 'Users' as the selected category, with 'User Management' listed below it. The central part of the interface is split into two panels. The left panel, titled 'User Management', contains an 'Add New User' button and a table of existing users. The table has columns for a user's name, a status icon, and a delete icon. The right panel, titled 'User Profile', contains a form for adding or editing a user. This form includes input fields for Username, Login, Password, E-Mail, and Website URL, as well as an Avatar upload area. At the bottom of the form are 'Cancel' and 'Apply' buttons.

At the very bottom of the interface, a status bar shows the word 'Done'.

## 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.



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**<< DOCUMENT END >>**