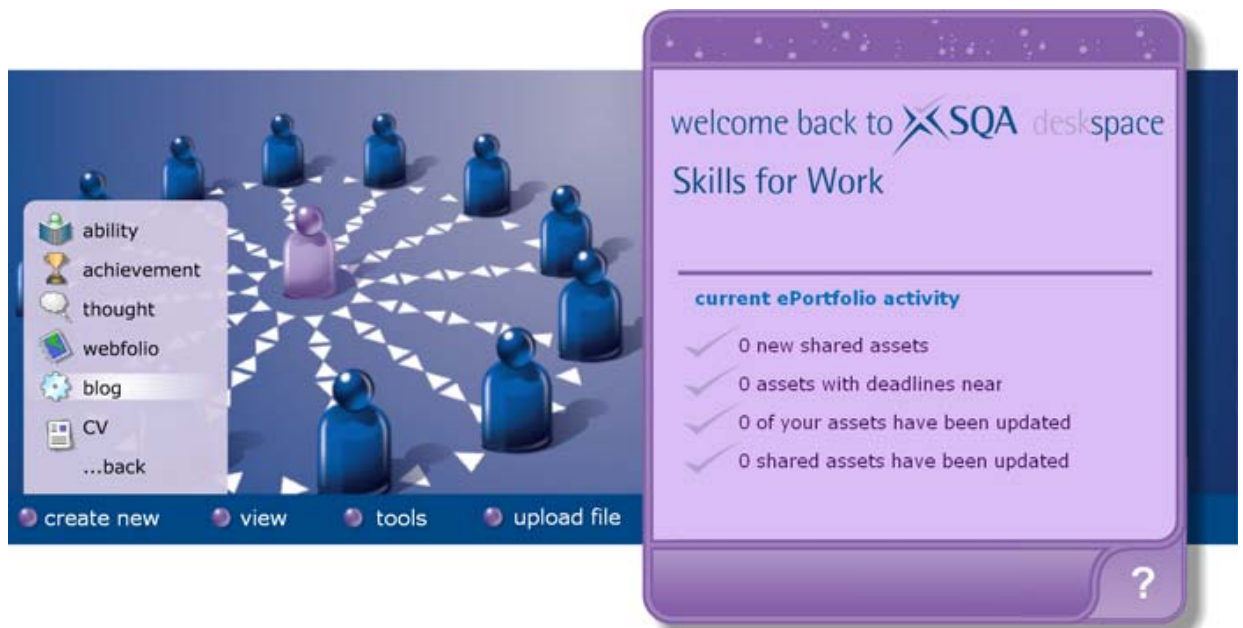


Blog

Blogs are single page web sites that list entries made to them in date order. You can post entries straight to Blogs or post existing assets to them using the "Send to Blog" option on the overview and end pads.

Click the **create new** button and choose **more** and then select **Blog** from the menu.



In the pad that opens there are areas to add a **Title**, select a **Tag** and add a **sub-title** for your Blog.

The tag drop down box contains your five most popular tags. More tags can be added at the final stage of the creation process.

- Click either the **number 2** button or the **next arrow** on the navigation bar to move to the next section. In this section you can change or edit the appearance of your Blog.
- Click the drop down box to choose your template. There are a variety of options that you can choose from to change the appearance of your Blog. Each template has colour boxes at the bottom of the pad. These can also change the look of your Blog and how it will be presented. The last option in this pad is to **create new template**. This is found in the last option in the drop down box in **choose a template**. There is more information on how to create new template in the Templates help option.

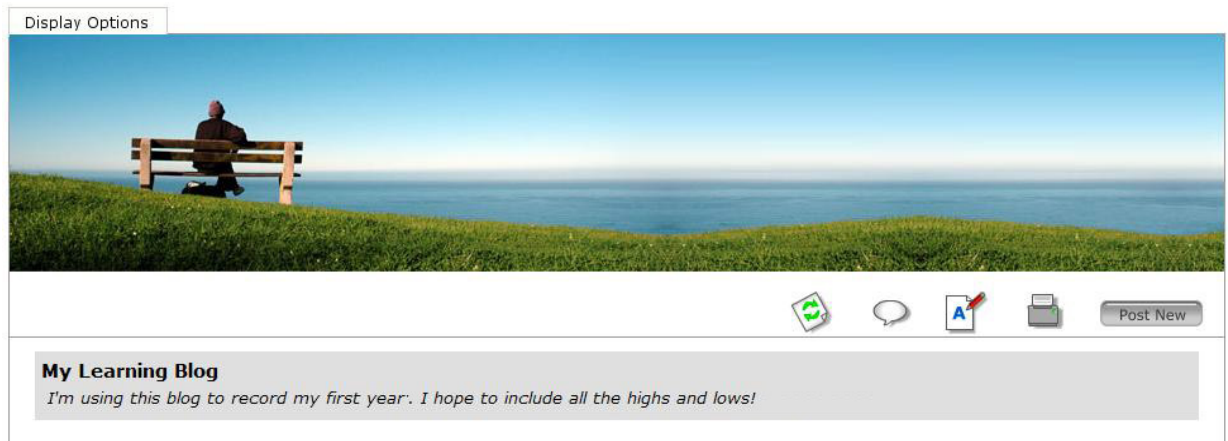
- Click to move to **section 3**. Moving to the final section, you can choose to do a number of things with the **Blog** asset you have just created:
- view it;
- send it to a Person, Gateway, Blog or Printer;
- add an End Note;
- add/edit a Link;
- tag it

You can also simply click on the **tick button** to save and close your asset.



The Blog you have created is really just a holder for "postings" which are the entries you make on the Blog and which are organised in date order.

To post messages to your Blog either click on the view option and then click on the **Post New** button which appears on the top right of the Blog just below the banner image.



or

Choose an existing asset and from the overview or end page select **send to - Blog**. A list of your Blogs will appear; choose the Blog you wish to post to and click on the **tick button**.