

SHAREPOINT BLOGS: GETTING STARTED

To Login

1. Type the address of your blog site into the Internet Explorer address bar (*ie – www.swgc.ca/blogs/bbnews*)
2. Click on the **Sign In** link in the top right of your Internet Explorer window
3. Use your SWGC computing account to login – **use the following format:**
 - Username: **swgc\username**
 - Password: *your SWGC computing account password*



Figure 1: Login to your Blog Site

Create a Blog Post

When you create a blog post, you can save it as a draft if you want to edit or review it before other people see it, or you can publish it immediately.

1. Under **Blog Admin**, click **Create post**
2. The Posts: New Item page will open

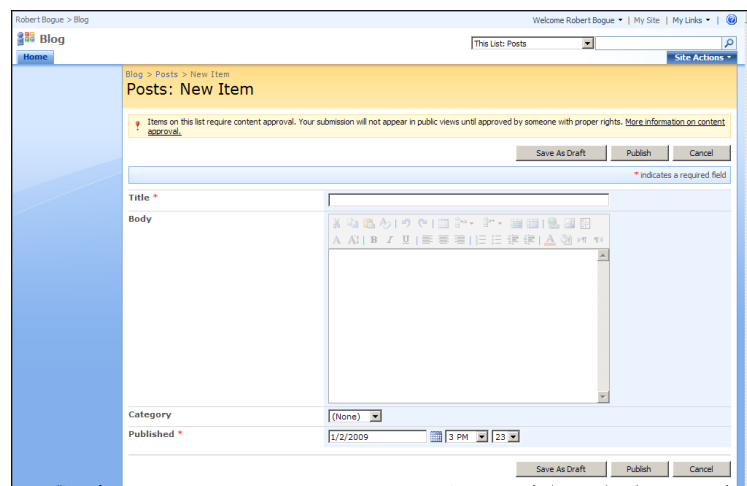


Figure 2: Posting a Blog Entry

3. In the **Title** box, type the title that you want for your post. The title appears at the top of the post on the home page and in the **Posts** list

4. In the **Body** section, type or enter the content that you want to include in your post. You can use the toolbar to format the text, or to insert art, hyperlinks, or tables.
5. In the **Category** list, select the category that you want from the list. If you do not want to apply a category, click **(None)** in the list.
6. In the **Published** section, verify that the date and time are correct for publishing the post, or change any settings necessary.

The **Publish Date** specifies where the post appears on the homepage, because the posts appear in reverse chronological order. The first time that you create a post, the current date is listed. If you are publishing a draft that was created several days ago, you may want to edit this field to show the correct publish date.

TIP You can enter a date in the future, if you want your post to remain at the top of the blog until that date, for example if you are referring to a special event or promotion.

7. Do one of the following:
 - To save your work and finish it later, or to save it as a draft for approval, click **Save as Draft**.
 - To publish the post immediately, click **Publish**.

NOTE If you do not have approval permissions, the **Publish** button does not appear.

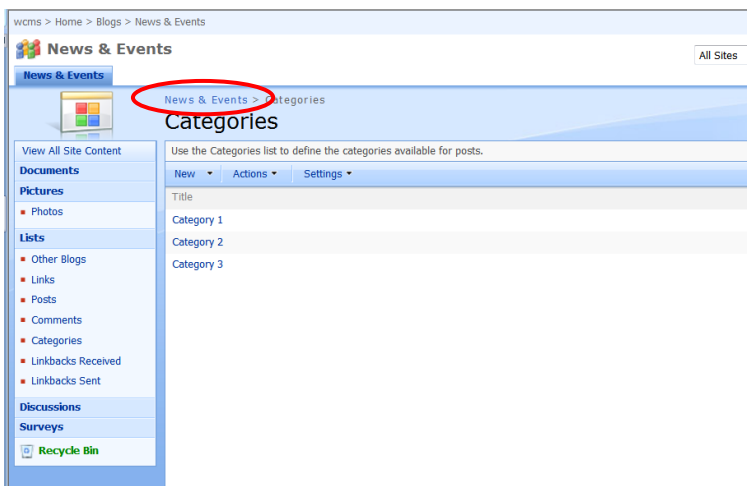
NOTES

If someone has configured the **Post** list so that approval is not required, then the **Save as Draft** button doesn't appear, and you cannot save a post as a draft. When you click **Publish**, the blog post will be visible on the blog.

Blog HomePage

To navigate to the main blog homepage or top-level of the blog:

1. Click the name of the blog in the content breadcrumb above the header.



Managing Posts

2. Click the **Manage Posts** link under **Blog Admin**. The Posts page will open.

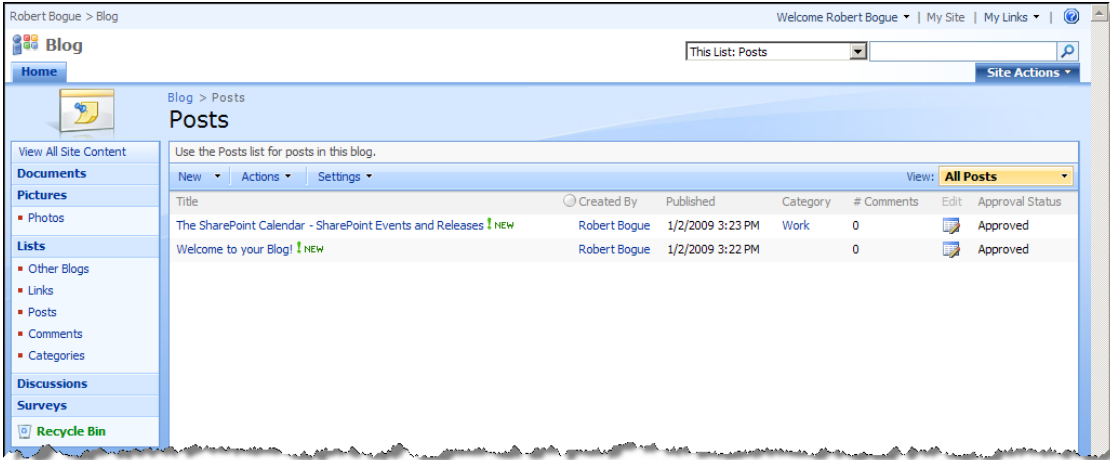


Figure 3: The Posts Page

3. Point to the name of the post you want to delete. Click the arrow that appears and the hover menu will open.

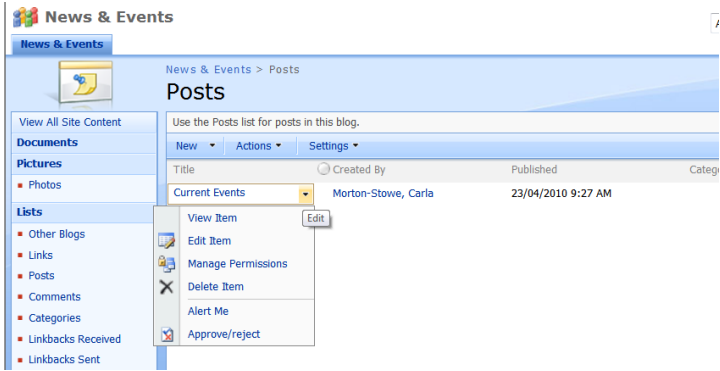


Figure 4: The Hover Menu

4. Select the **Delete** item option. A confirmation dialog box will open.

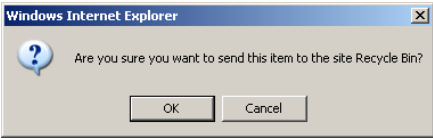




Figure 5: Confirm the Removal of a Blog Entry

5. Click **OK**. The selected post will be removed.

Set up categories

If you plan to create several blog posts, or posts about different subjects, it is a good idea to set up categories. Your readers can click the category that they want to read, which makes it easy for them to find posts that they are interested in.

You can add more categories or edit the category names later.

1. Under **Blog Admin**, click **Manage Categories**.
2. The **Categories** list appears. If you haven't set up categories on the blog before, the list contains category placeholders, such as **Category 1** and **Category 2**.
3. In the **Categories** list, click the **Edit** button  to the right of the category placeholder that you want to change.
4. Select the placeholder text, type the new text that you want, and then click **OK**.
5. Repeat steps 3 through 5 to replace the existing placeholder categories with your own categories.
6. To add additional categories, click **New**  on the list toolbar, and then type a name for the category in the **Title** box.
7. To delete a category, point to its name, click the arrow that appears, and then click **Delete Item**.

To Logout

To logout, you must be editing your blog – you cannot logout from the main homepage.

1. Click on the **Welcome Username** link at the top-right of the Internet Explorer window.
2. Click on **Sign Out**

