

BLOG:

From here you can create your own blogs for your visitors to read & comment on. Blogs are like news articles that you can allow visitors to interact with you on. Element has created our Blog Module to allow you to post articles with or without the ability for your visitors to comment on or you can have your visitor's comments be moderated by the Blog author before being displayed on the site.



- [Blog Listing](#)
- [Blog Article](#)
- [Blog Article Continued](#)
- [Blog Comments](#)

BLOG LISTING:

This is a listing of the blog article(s) you currently manage. This list shows:

Add Blog		Delete Blog		
Archived	Date	Category	Title	Author
	12-31-18		Space Shuttle Discovery	Randal Lynch
	12-31-18	Element	This is a test	Randal Lynch

ARCHIVED:

A checkmark will be displayed if the article is archived.

DATE:

This is the article's date.

CATEGORY:

This is the category your blog article is currently in.

TITLE:

This is the title of your blog article.

AUTHOR:

This shows the name of the author that posted the article.

[Back to Top](#)



BLOG ARTICLE:

UPLOAD/REMOVE SUMMARY IMAGE:

This button will only be visible after the blog article is added. This button will allow you to upload a summary image or remove the summary image. If a summary image has not been uploaded yet, the [Upload Image] button will appear along with an indication that the uploaded image will be resized automatically.



TITLE:

This is the title of the blog article.

AUTHOR:

This is the author's name of the blog article. This field will default to the current content manager's name.

NOTIFICATION EMAIL:

This is the email address that will receive notifications of comments posted to the blog entry. It is also the email address that will receive moderated comment posting requests.

ARTICLE DATE:

This can be the date the article is entered or the date of the article's creation. The value will default to today's date but can be changed by clicking on the calendar icon next to the field and selecting the appropriate date from the popup calendar.

COMMENTS:

This dropdown allows you to select what type of comments you will allow. Open means that anyone can post a comment to the blog article without moderation. Moderated means that an email will be sent to the Notification Email address and the blog author will have to approve or decline the comment before it can be posted. No Comments Allowed means that no comments will be allowed to be posted to this Blog entry.

[Back to Top](#)



BLOG ARTICLE CONTINUED:

CATEGORY:

This is the category you would like to place the blog article into. Categories are used to group your blog articles into particular areas. You can then link directly to the blog category in order to show just the articles within that category.

Example: <http://www.yourdomain.com/blog.cfm?category=categoryName>



NEW CATEGORY:

If you would like to start a new category, then just enter the category name here and it will be added to the Category dropdown list above and place the current blog article into this category.

ARCHIVED:

This checkbox will allow you to manually archive or un-archive the blog article. When a blog article is archived, it will NOT appear in the blog listing unless the visitor selects to display that month's archived articles. Archiving a blog article does NOT remove the article from the site, just hides it.

ARTICLE SUMMARY:

This button will bring up the Content Editor window and allow you to add a summary to the article. The summary should be brief (1 or 2 sentences) describing the article. If you are adding a blog article, you must save the article before this button will be available.

ARTICLE DETAIL:

This button will bring up the Content Editor window and allow you to add the full detail of the article. This is where you will post the bulk of the article. If you are adding a blog article, you must save the article before this button will be available.

[Back to Top](#)

BLOG COMMENTS:

This section shows all the comments currently associated with the blog article. From here you can remove or approve moderated comments.



Delete	Approve	Author	Author Email	Posted
		Christie Lynch	christie@mssitehost.	Apr 14 2011 10:45PM
		Randal Lynch	randal@lynchs.us	Jun 26 2010 9:08PM

DELETE:

Click on the red X button in this column to remove the selected comment.

APPROVE:

If there is nothing in this column for the comment, then it has already been approved. If the comment



needs approval, then a green icon will appear in this column. Click on the green icon to approve the comment.

AUTHOR:

This is the commenters' name.

AUTHOR EMAIL:

This is the commenter's email address.

POSTED:

This is the date the comment was submitted.

[Back to Top](#)

