How to Add and Edit Blogs (as a Member)

NOTE - Blogs and the options available within them may vary from what is shown in this document as community blogs settings are customized by the community’s administrators.

1. Navigate to your profile within the community.

2. Click on the Blogs tab.

Add a Blog:

1. Click the Add a Blog link while located on the Manage Blogs tab.

2. **Blog Name:** Enter a name for your Blog.

3. **Blog Description:** Check the box to add a description of your blog. A content editor window will open up for text entry.

4. Based upon the settings your community administrator has chosen, there may be additional options available to you.

5. Click **Save Settings** when done.

Edit Blog Settings:

1. On the Manage Blogs, click **Blog Settings** to edit the settings for a blog, or click **Blog Settings** while viewing the blog.

2. Make the necessary changes and click **Save Settings**.

Delete a Blog:

1. On the Manage Blogs tab, click **Blog** to delete a blog.

2. A confirmation box will appear. To delete the select blog, click **OK**.

Create a New Post:

1. To add a post:
   - On the Manage Blogs tab, Click **Blog** by the blog you want to add a post to.
   - Or, on the Manage Posts tab (of your selected blog), click **Add a Post**.

2. **Title:** Enter a Title for the post.

3. **Full Post:** Enter body text for the post.
4. There may be additional options shown based upon the settings your community administrator has chosen.

5. Enter the Post Date when you want the posting to be shown.

6. Choose [Post] or [Save as Draft].

7. You will be taken to the blog that contains the post you just created.

**Edit a Post:**

1. Click the [edit] icon by the post you want to edit. ([edit] will be available when you are on the View Blog tab and the Manage Posts tab for the blog.)

2. Make the necessary changes and click [Post].

**Delete a Post:**

1. On the Manage Posts tab, click [trash can] beside the post you want to delete.

2. A confirmation box will appear. To delete the post, click [OK].

**Search a Blog:**

1. Click on the [Blog Search] link in the navigation.

2. Enter the values you want to search on and click [Search].

3. The blogs matching the search criteria will be returned. An example of what you will see is shown below.

<table>
<thead>
<tr>
<th>Blog Title</th>
<th>Last Post Title</th>
<th>Date Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fox's Blog</td>
<td>Fox's SuperBowl Recap</td>
<td>02/05/2008</td>
</tr>
</tbody>
</table>

4. To view the blog, click on the Blog Title.

5. To view the latest post, click on the Last Post Title.