

## Blog

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### Description

Use the **Blog** tool to record a journal of events or keep a diary on any subject of interest, including your political, scientific, or academic views, with RSS feed, as well as search for other Blogs maintained by other Epsilen members. A preview of your Blog will automatically appear on your ePortfolio Web site. Other Blog features include the ability to edit, copy, or delete your entries, and to hide or show comments made by others about your Blog entry.

### Purpose

By using the Blog tool, you will have recorded entries to refer to in the future, you can keep others informed of your thoughts about events in your life and in the world, and you can receive feedback comments from others about your Blog entries.




Figure 1

### Definitions

**Search Blog** allows you to search all Epsilen member Blogs.


**Add New Entry** allows you to add a new Blog entry to your Public ePortfolio.

**View:** Clicking the  button to the right of a Blog entry or the **Read full** link allows you to view the entry in its entirety.


**View Comments:** Clicking on the number of comments link allows you to view comments that have been made to a Blog entry.

**Show Comments:** Click **Show comment(s)** to show comments made to a Blog entry.

**Hide Comments:** Click **Hide comment(s)** to hide comments made to a Blog entry.

**Edit:** Clicking the  button allows you to edit a Blog entry.

**Copy:** Clicking the  button allows you to copy a Blog entry to one or more of your courses.

**Delete:** Clicking the  button allows you to delete a Blog entry.

## Adding a New Entry

To Add a New Entry

1. Click the **Add New Entry** button.
2. Complete the fields/choices as described in the following table:

Field	Function
Entry Title	The title will identify an entry from other entries.
Tags	Tags are similar to Keywords that describe the content of an entry. They are used when Epsilon members search for blog entries.
Entry Body	The content of a Blog entry is a complete set of thoughts on a particular subject. See "Using the HTML Editor" below.
Entry Icon	Select an icon to go along with the theme for an entry.
Show/Hide	Show a Blog entry to allow all Epsilon members to view it and any visitors to your Public ePortfolio (if your Blog tool is visible). Hide a Blog entry to make it private and only visible by you.
Allow Comments	Allow visitors to your Blog to add comments to an entry, or remove the ability for visitors to add comments.

3. When you have finished filling out the information, click the **Save** button. You will be returned to the **Blog** page where you will see a new entry.

Figure 2 displays the **Add/Edit Blog** screen.

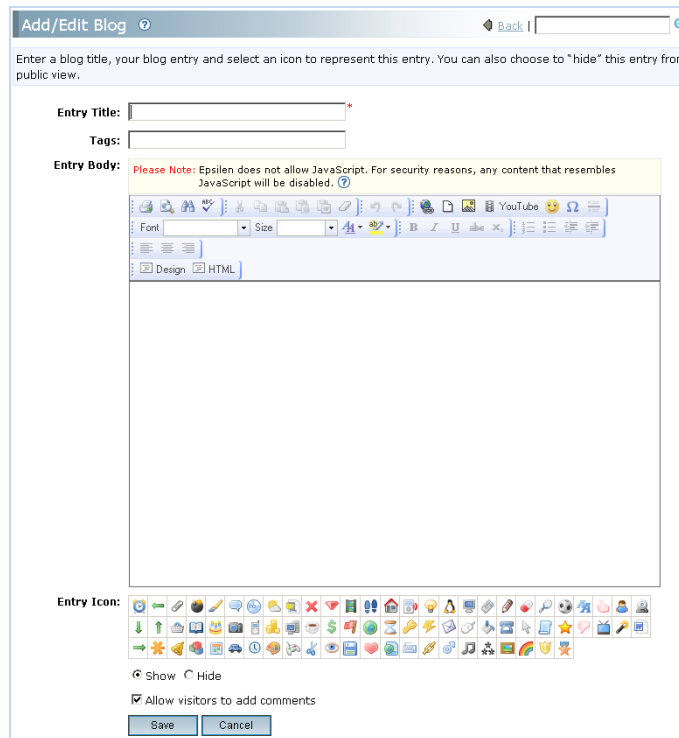


Figure 2

## Using the HTML Editor

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### Description

The HTML editor allows you to create a rich-text environment. It is used throughout Epsilen for your convenience in entering text and/or HTML content to achieve your intended results.

Figure 1 displays the HTML editor.

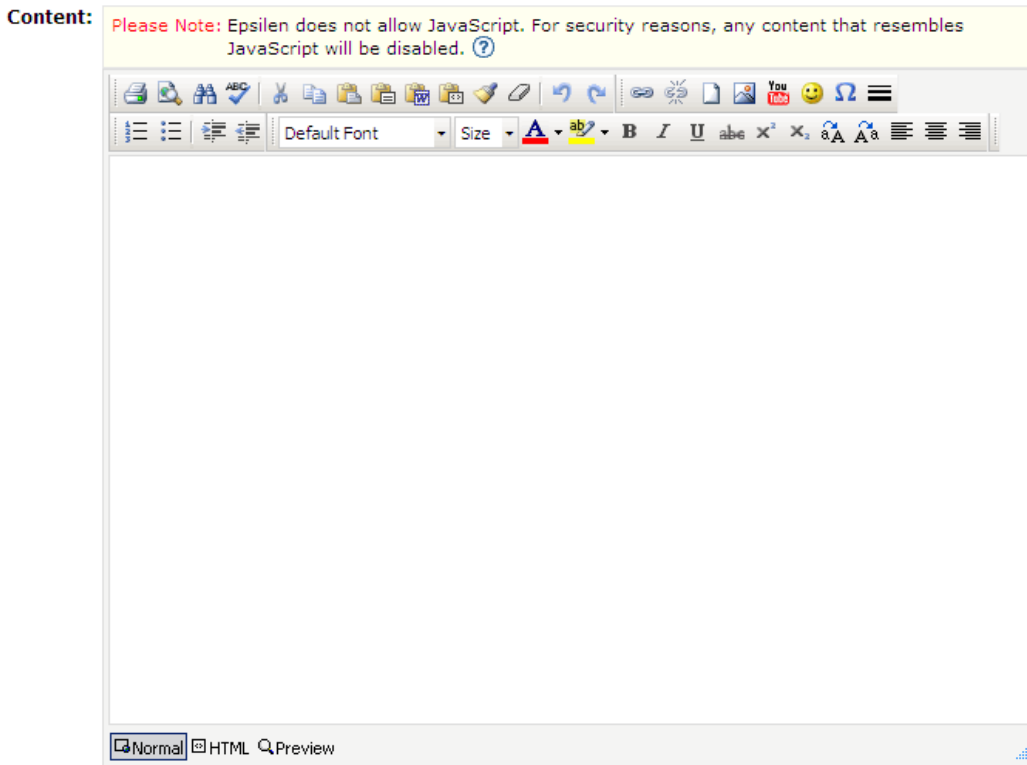


Figure 1

### Definitions



**Normal View** allows you to type, add content and edit content.

**HTML View** allows you to type and add HTML markup to the content.

**Preview View** allows you to see the content as it would appear to your users. In this view, the content is not editable.


The function of each button in the HTML editor is described in the following table.

Button	Function
	Print the content in the HTML editor.
	Preview the content in the HTML editor by opening a popup window.
	Find and replace the specified text.
	Spell-check the content.
	Cut the specified content.
	Copy content from the HTML editor.
	Paste content into the HTML editor.
	Paste plain text into the HTML editor.
	Paste text from Microsoft Word into the HTML editor.
	Paste as HTML content.
	Clean up HTML (remove tags, etc.).
	Remove formatting.
	Undo last action.
	Redo last (undone) action.
	Insert a hyperlink.
	Remove hyperlink functionality from selected text.
	Insert a file.
	Insert an image.
	Embed a YouTube video.
	Insert an emoticon (smiley).
	Insert a special character.
	Insert a horizontal line.
	Insert numbered list.
	Insert bulleted list.
	Indent text.
	Outdent text.

<p>Arial                  Verdana  <b>Comic Sans MS</b>                  Courier                  Georgia                  Impact                  Lucida Console                  Tahoma                  Times New Roman                  ♦✕■γ<sub>β</sub>⊕✕■γ<sub>β</sub>+</p>	<p>Select desired font.</p>
<p>Not Set                  1 (8pt)                  2 (10pt)                  3 (12pt)  <b>4 (14pt)</b>                  5 (18pt)  <b>6 (24pt)</b>  <b>7 (36pt)</b></p>	<p>Select desired text size.</p>
	<p>Change color of selected text.</p>
	<p>Highlight selected text.</p>
<p><b>B</b></p>	<p>Boldface selected text.</p>
<p><i>I</i></p>	<p>Italicize selected text.</p>
<p><u>U</u></p>	<p>Underline selected text.</p>
<p><del>abc</del></p>	<p>Strikethrough text.</p>
<p>x<sup>2</sup></p>	<p>Superscript text.</p>
<p>x<sub>2</sub></p>	<p>Subscript text.</p>
<p>↻A</p>	<p>Convert text to upper case.</p>
<p>↻Aa</p>	<p>Convert text to lower case.</p>
<p>≡</p>	<p>Left-justify text.</p>
<p>≡</p>	<p>Center text.</p>
<p>≡</p>	<p>Right-justify text.</p>

## Editing an Entry

To Edit an Entry

1. Click the  button.
2. Complete the fields/choices as described in the following table:

Field	Function
Entry Title	The title will identify an entry from other entries.
Tags	Tags are similar to Keywords that describe the content of an entry. They are used when Epsilen members search for blog entries.
Entry Body	The content of a Blog entry is a complete set of thoughts on a particular subject. See "Using the HTML Editor" below.
Entry Icon	Select an icon to go along with the theme for an entry.
Show/Hide	Show a Blog entry to allow all Epsilen members to view it and any visitors to your Public ePortfolio (if your Blog tool is visible). Hide a Blog entry to make it private and only visible by you.
Allow Comments	Allow visitors to your Blog to add comments to an entry, or remove the ability for visitors to add comments.

3. When you have finished filling out the information, click the **Update** button. You will be returned to the **Blog** page where you will see a modified entry.

Figure 4 displays the **Add/Edit Blog** screen.

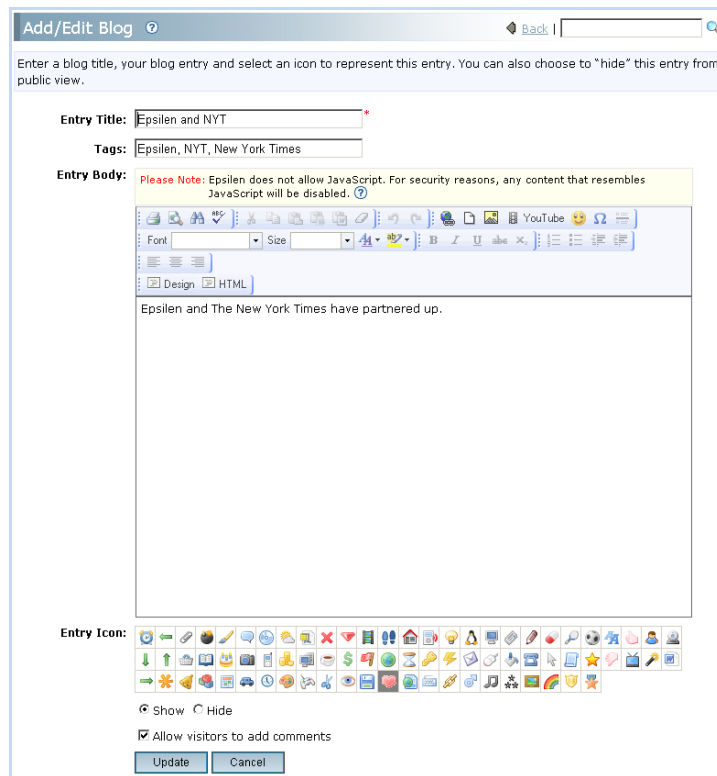


Figure 4

## Adding a Comment

To Add a Comment

1. Click the **Add a comment** link while viewing a Blog entry.
2. Complete the fields/choices as described in the following table:

Field	Function
Email Me	Checking this option allows you to subscribe to alert emails that are sent whenever someone adds a comment to this Blog entry.
Your Name	Your name allows others to see who made a comment.
Comment	Your comment as it pertains to the Blog entry you are viewing.

3. When you have finished filling out the information, click the **Save Comment** button. You will remain on the **View Blog Entry** page where you will see your new comment.

Figure 5 displays the **View Blog Entry** screen with Add Comment form.

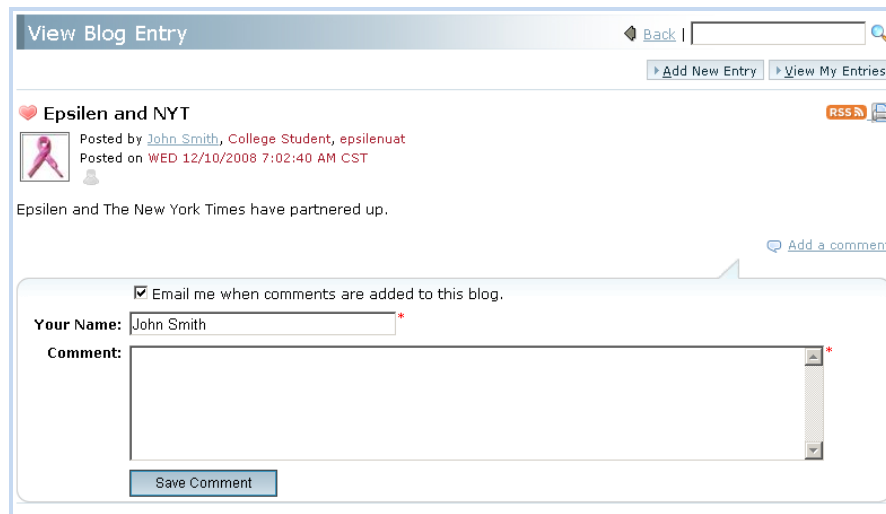


Figure 5

Figure 6 displays the **View Blog Entry** screen with Comments.

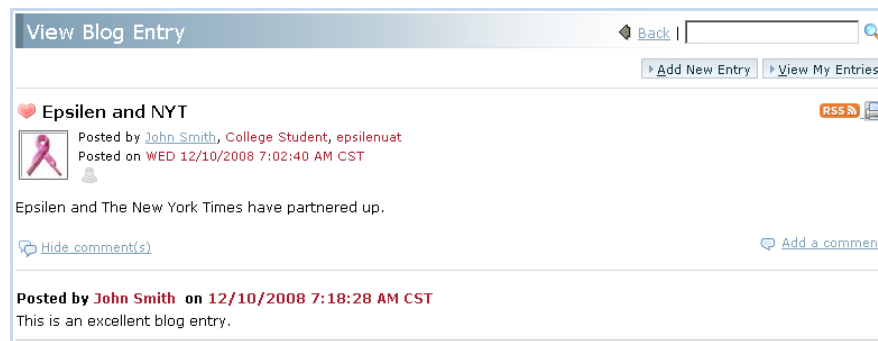


Figure 6