

## CSUN BLOGS - GETTING STARTED - QUICK GUIDE

### INTRODUCTION – CSUN BLOGS

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A blog is a regularly updated page, typically owned by an individual and used to share information in an informal, conversational style. This type of content is useful for discussion purposes.

### REQUESTING A NEW CSUN BLOG INSTANCE

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To request a CSUN blog instance, contact the [IT Help Center](#).

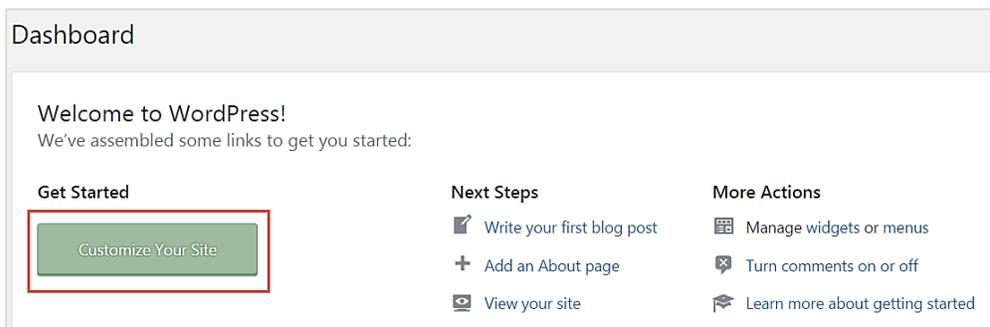
Information Technology will contact you when your blog instance has been created and is ready for use.

### CUSTOMIZING YOUR BLOG

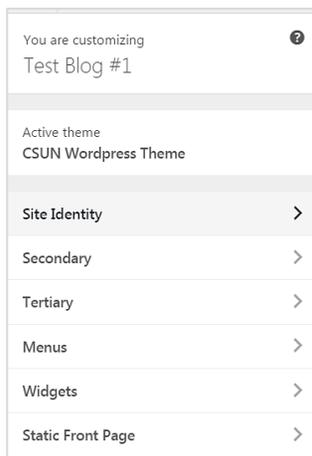
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Once the blog has been created, it needs to be customized. The following instructions cover the most basic, yet necessary customizations:

1. After logging in, you should see the **Dashboard** view. If not, select **Dashboard** from the left sidebar.
2. Select the **Customize Your Site** button in the **Get Started** section towards the top of the **Dashboard** page.



3. The site customizations that are available to you within the CSUN theme display.



- a. Select **Site Identity** (recommended) to adjust the site title or the site's tagline.
  - b. Use the **Secondary** menu (recommended) to add a secondary wordmark to the existing CSUN wordmark. For example: CSUN Information Technology.
  - c. Use the **Tertiary** menu (optional) to add a tertiary wordmark. Example: CSUN Information Technology Planning & Communications.
  - d. Use **Menus** (optional) to create menus and sub-menus. This is similar to the red primary navigation bar on existing Web-One pages. When creating a menu, make sure the **Primary Menu** check box is selected. After the menu is created, add items to the menu or it will not display on the page.
  - e. Use **Widgets** (optional) to add existing sidebars to your blog such as a search box, recent comments, RSS, archives, etc. Widgets can be reordered by drag and drop. New widgets can also be created here.
  - f. The **Static Front Page** option can be used to create a static landing page so that your readers always see the same page every time they visit. From there, they can select links to navigate your blog. This is optional.
4. Anytime a change is made to customizations, be sure to save your changes by selecting the **Save & Publish** button at the top of each menu.



## USERS

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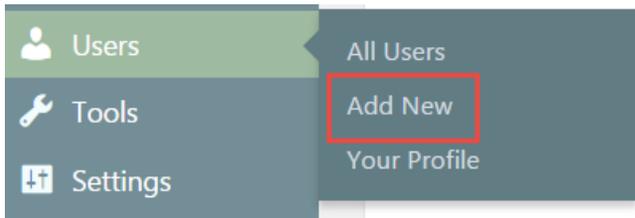
As the blog owner, you have the ability to add and delete users who have access to the blog. All users must have access to Web-One in order to be added and they must have logged in to [CSUN Blogs](#) at least once.

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### Add Users

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1. From the **Dashboard** view, select **Users > Add New** from the left sidebar.



2. The **Add Existing User** page displays. In the **Email** field, enter the email address of the existing Web-One user. This must be the same address used to grant their Web-One roles. The invited user must have logged in to CSUN Blogs ([blogs.csun.edu](http://blogs.csun.edu)) at least once before the invite can be sent.
3. In the **Role** dropdown field, select the appropriate user role from the options below:

Role	Description
Subscriber	Can read and comment on posts and pages.
Contributor	Has no publishing or uploading capability, but can write their own posts until they are published.
Author	Can write, upload photos to, edit, and publish their own posts.
Editor	Has access to all posts, pages, comments, categories, tags, and links.
Administrator	Has full power over the site within the pre-approved CSUN theme.

4. To complete the process, select the **Add Existing User** button.

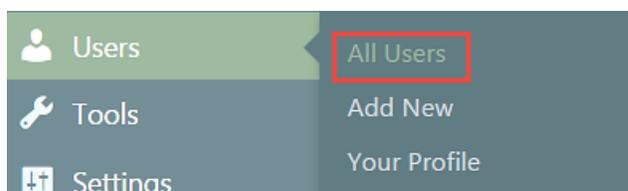
**Note:** The user will be sent an invite by email. The user must confirm the invite to be added.

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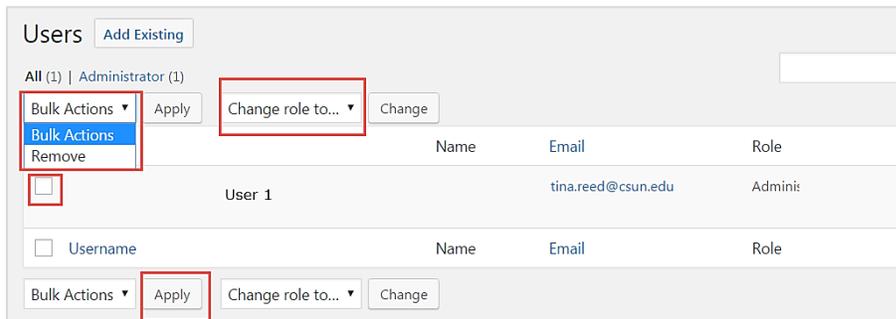
### Delete or Edit Users

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1. From the **Dashboard**, select **Users > All Users** from the left sidebar.



- Find the user you want to edit or delete and use the appropriate edit options, dropdowns and checkboxes to make the changes you need to make.



- After changes have been made, select the **Apply** button to apply the changes.

## SETTINGS

The **Settings** option lets you further customize settings for your blog. This is where you can set comment defaults, date format, number of posts to display on a page, etc.

- From the **Dashboard**, select **Settings** from the left sidebar, and then the appropriate menu option.

Menu Option	Description
General	Use this option to edit site title, tagline, time zone, date/time Format, etc.
Writing	Use this option to edit formatting, default post category and default post format.
Reading	Use this option to set the front page defaults, number of posts to display on a page, search engine visibility, etc.
Discussion	Use this option to set default article settings, comment settings, comment notification settings, and comment moderation.
Media	Use this option to set default media settings for images.
Askimet	Askimet helps eliminate spam. Use this option to setup Askimet.
TinyMCE Advanced	Use this option to edit the editing tools you see when creating a post.
Print	Use this option to edit print options for your blog.

2. After making changes to any of the settings, select the **Save Changes** button at the bottom of each screen.

## POSTS

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Once the settings for the blog have been established, the next step is to add content. Depending on the access granted, users have the ability to create new posts and edit content.

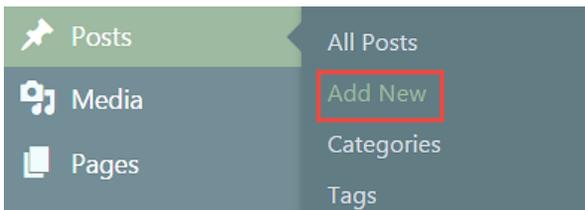
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### Add a New Post

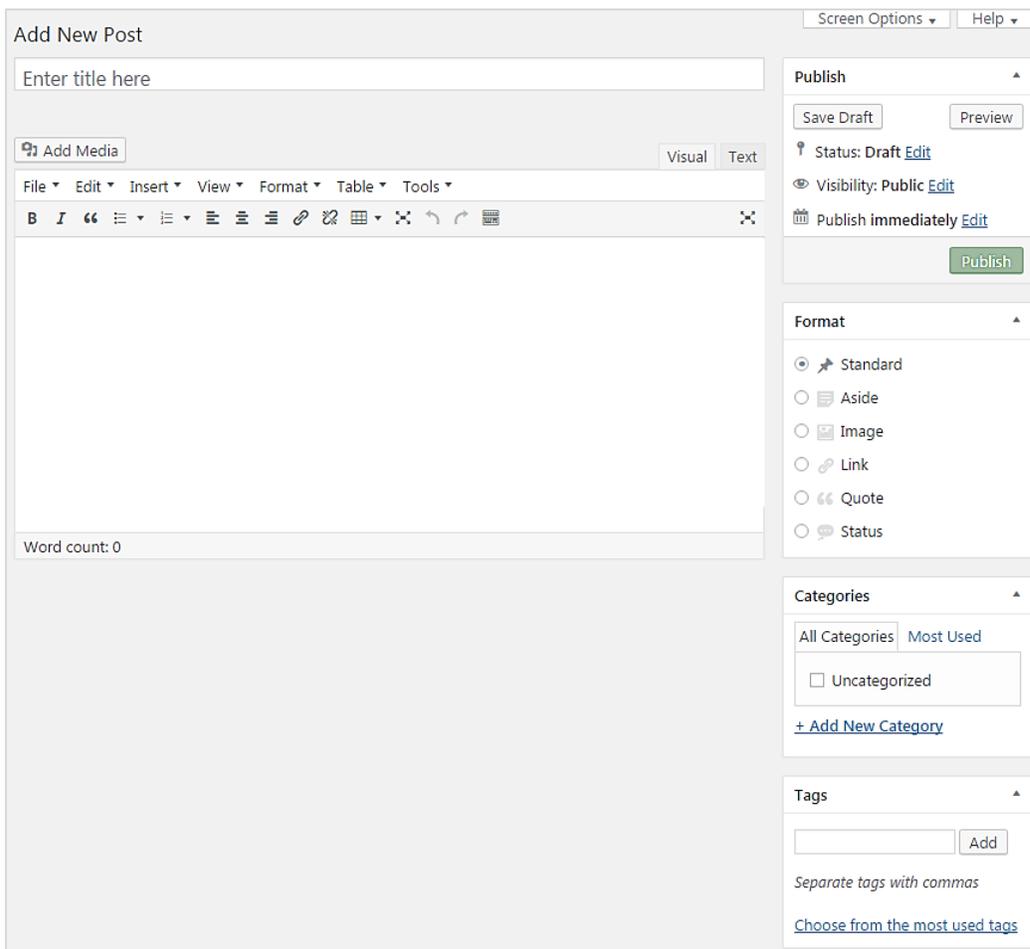
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To add a new post:

1. From the **Dashboard**, select **Posts > Add New**.



2. The **Add New Post** page displays. Use this page to create your blog post by entering a title and body text using the text editor provided.



3. To add images, use the **Add Media** button at the top of the text editor.
4. Use the **Format** menu on the right to establish additional formatting.
5. Use the **Categories** menu to create new categories or assign an existing category to a post.
6. Use the **Tags** menu to create new tags or assign existing tags to a post.
7. Use the **Publish** menu on the top right, to save the post as a draft, schedule a post or publish a post immediately.

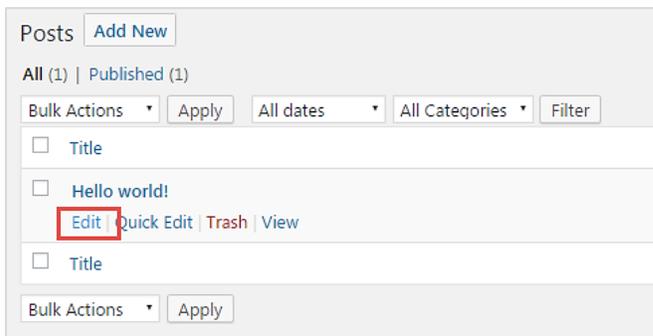
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## Edit a Post

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To edit drafts or published posts:

1. From the **Dashboard**, select **Posts > All Posts**.
2. The **Posts** page displays. Use the filters to find the post you want to edit.
3. Hover over the title of the post you want to edit and select the **Edit** link.



4. Make the necessary edits and remember to save or publish.

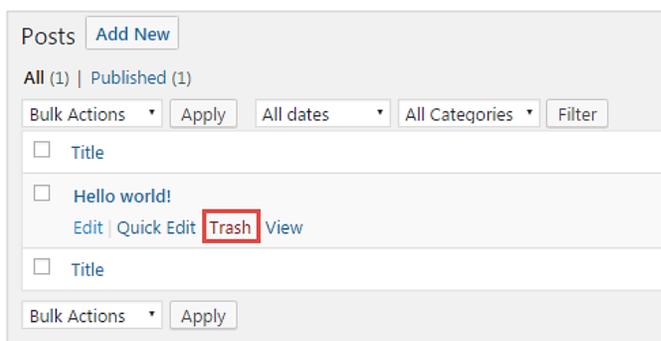
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## Delete a Post

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To delete a post:

1. From the **Dashboard**, select **Posts > All Posts**.
2. The **Posts** page displays. Use the filters to find the post you want to delete.
3. Hover over the title of the post you want to delete and select **Trash**.



**Note:** If you select **Trash** and then change your mind, you can select the **Undo** option at the top of the page to restore your post. This has to be done immediately.

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## RSS Feeds

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RSS feeds for “Entries” and “Comments” are automatically created for each blog instance and appear in the sidebar of each blog’s page. Users select these options to grab these feeds and plug them in to a feed reader such as Feedly to subscribe to entries and/or comments.

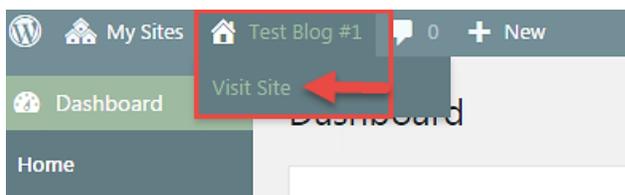


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## VIEW YOUR SITE

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To view your site, visit your site’s URL directly or you can select your blog’s name at the top of the page and then select **Visit Site**.



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## DELETE YOUR SITE

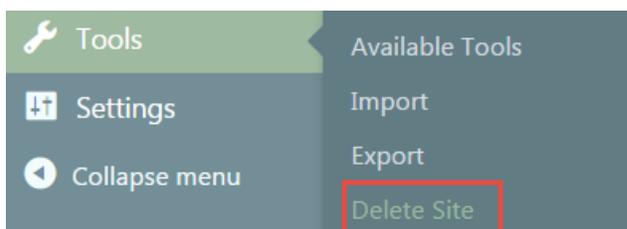
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Blog owners (Administrators) can delete their site if they choose to. Once the delete process is initiated, an email is sent to the email address on record. The user must then confirm the delete by clicking on the link included in the email.

Once deleted, the user will be able to create a new blog instance if needed per the “one blog per user” rule but there is no way to retrieve a blog instance once it’s been deleted.

To delete your site:

1. From the **Dashboard**, select **Tools > Delete Site** from the left sidebar.



2. Check the **“I’m sure I want to permanently disable my site, and I am aware I can never get it back or use blogs.csun.edu/insertnameofblog/ again”** checkbox.
3. Select the **Delete My Site Permanently** button.
4. Check your inbox for the email confirmation. In the email, select the link asking you to confirm the delete and follow any additional instructions as needed. Following these instructions will delete the site immediately.

## NEED HELP?

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These instructions are designed to get you started but if there is a feature displayed that you need help with, visit the [WordPress site](#) for more information.

For everything else, contact the IT Help Center by phone (818-677-1400), online at (<http://techsupport.csun.edu>) or in person in (Oviatt Library, First Floor, Learning Commons).