

How to Create a Blog

1. Log in.
2. Select Blog from the user menu (for lack of a better term: suggestions?). My Blog Editor opens.
3. Select blog type from the Type drop-down list.
Tip: We do not have standards or style guidelines for what constitutes a blog type, so use your best judgement.
4. Select **blog category** from the Category drop-down list.
Note: This is a limited list of categories that we determined would most likely have blog-thought associated with them. These categories are also the main tab names.
5. Select **blog subcategory** from the Subcategory drop-down list.
Note: These options correspond to the subcategories that are available for whichever category you selected. If a subcategory does not exist, it is because content was not available for that tab when this was set up. It is not static, so when we have defining content, we will add subcategories to the tabs/drop-down list. You may also make suggestions!
6. Type a title that will encourage readers to select your blog.
7. Tab to the content pane, and write blog content. Be sure to format using the formatting options!
Note: Do not create text in Word and paste into the blog: it's better to paste > special > no formatting. The hidden formats in applications like Word really muck things up.
8. Send an email to the Web team and ask for the blog to be published. Web team will publish the blog after it's been vetted.

TIPS:

- You can write a blog and wait to publish it just by asking the Web team to delay publication.
- Save early and save often! Ctrl+S will work, as does clicking the disk icon.
- Use the HTML formatting icons to make your blog text more navigable!
- If you return to a saved blog entry to revise it or add to it, you will need to reselect the Category and Sub-category. Sorry 'bout that.