



Social Media



internet marketing





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Welcome to vBlog v4.2

Thank you for choosing vBlog v4.2!

The **vBlog v4.2** is a fully extensible publishing solution for small and medium sized businesses as well as for large enterprises. This powerful and easy-to-use blogging tool uses the **ASP.NET** platform and allows you to publish your content online effortlessly and effectively, allowing you to build your online brand and strengthen stakeholder relationships. **vBlog v4.2** has everything you need to get started in online content management, from the front-end interface that displays your blog posts, comments and trackbacks, to the robust **Administration** back-end interface that completely handles your content, authors, categories, and configuration settings.

The **vBlog v4.2** module features out-of-the-box integration with our **OpenSites** and **Online Business Solution** packages, allowing you to provide a full-service web offering for your readers and site visitors. If you are looking for a publishing solution that incorporates best-of-breed technologies and strategies, **vBlog v4.2** is by far the most powerful and easy-to-use system available in today's market.

Strengthen your Brand

- Reach customers from around the world with no geographical boundaries
- Build a loyal audience through a built-in **RSS Syndication** feature
- Engage your clients in conversation through the full-featured **Comments System**

Reach more People

- Document and develop your organization's projects easily
- Encourage customer feedback and promote new products and services
- Respond instantaneously to events and publish in real time

vBlog v4.2 has been designed to offer a configurable, feature-rich solution for various users, designed to be easy to use and geared towards providing a comprehensive publishing solution for everyone: from the novice user to the publishing professional.

What's new in Version 4.2?

Front End Pagination

Posts now have previous/next paging. The blog user can advance to the next blog post without having to go back to the blog home page.

SEO Fields Added to Category Page

Standard SEO fields (description, keyword, custom URL) have been added to the category page.

Social Media Push

When posting a blog write up, fields have been added to push your content out to your Twitter and Facebook accounts. These features work in conjunction with the Social Media Toolkit, which you will need to add as a module and configure.



Section 1: The vBlog Front-end Interface

The vBlog Main Page

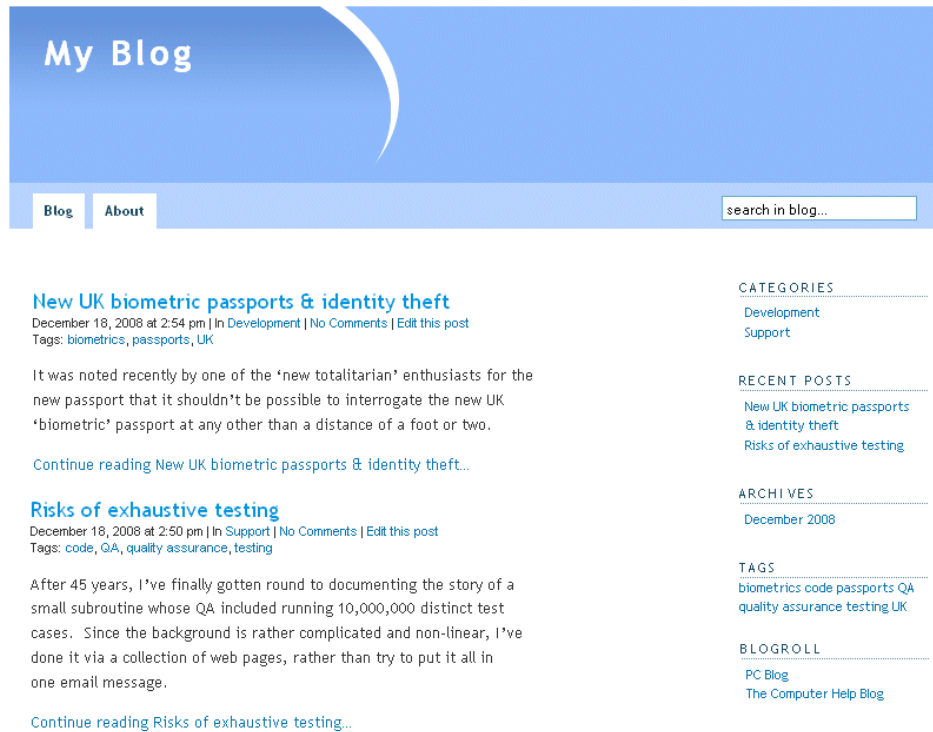


Figure 1-1 The vBlog Front End Interface

The **vBlog Front-end Interface** (Figure 1-1) serves as a jump-off point to other areas of the module. The Front-end Interface has several features that help your blog readers find relevant content effortlessly.

The Search Function

Blog readers and site visitors who already know what they are looking for can use the **Blog Search Function** to perform a keyword search by entering one or more keywords in the **Search** field. Clicking the **Go** button initiates a simple search for the word or words within the blog database.

The vBlog Categories List

The **vBlog Categories List** displays a list of blog subject categories, as well as the number of entries within each category. Clicking on a category name displays all the post entries associated with that category.

The Archives


The **Archives** displays a list of months, followed by the number of blog entries for that month. Clicking on a **Month** hyperlink name displays all the post entries created within that month.



The Recent Posts List

The **Recent Posts List** displays a list of recent blog entries. Clicking on a blog entry title displays the blog entry in its **Permalink (permanent link)** page.

The RSS and Atom Feeds Icon

vBlog is equipped with an RSS feed that allows site visitors to subscribe to the feed by adding the feed's **URL (Uniform Resource Locator)** to their RSS reader. To subscribe, a site visitor clicks on the **RSS** icon  found within the **Blog Main Page**. This opens the XML (Extensible Markup Language) file for the RSS feed and displays the URL of the RSS feed in their Internet browser's Address field. They can then add this URL to their list of feeds in their RSS reader to receive updates every time new content is added to the blog.

The Tag Cloud

The **Tag** section displays a list of tags in order of use.

The BlogRoll

The **BlogRoll** section displays a customizable list of third-party blogs you wish to cross promote.



Post Entry Permalink Page

The screenshot shows a blog post page with a blue header. The header contains the text 'My Blog' and two tabs: 'Blog' and 'About'. Below the header, there is a search bar. The main content area features a post titled 'New UK biometric passports & identity theft' with a timestamp of 'December 18, 2008 at 2:54 pm' and a link to 'Edit this post'. The post includes tags: 'biometrics, passports, UK'. The body text discusses the risks of biometric passports and mentions 'RISKS'. To the right of the post, there are sections for 'CATEGORIES' (Development, Support), 'RECENT POSTS' (New UK biometric passports & identity theft, Risks of exhaustive testing), 'ARCHIVES' (December 2008), 'TAGS' (biometrics code passports QA, quality assurance testing UK), and 'BLOGROLL' (PC Blog, The Computer Help Blog). Below the post, there is a 'NO COMMENTS YET' section with an RSS feed link and a 'Bookmark this post' section with social bookmarking icons. At the bottom, there is a 'LEAVE A COMMENT' section with input fields for Name, Mail, and Website, and a 'Submit Comment' button.

Figure 1-2 The Post Entry Permalink Page

The **Post Entry Permalink Page** (Figure 1-2) is a permanent Web address for each blog post and is accessed by clicking the Permalink hyperlink from the **Blog Main Page**. Within each Post Entry page is a timestamp of when the post was created as well as an author name hyperlink leading to the **Author Profile Page**.

The **Post Entry Permalink Page** also contains all of the tags associated with the blog entry, as well as links to all comments and trackbacks.

Social Bookmarking Icons

The **Post Entry Permalink** page's "Bookmark this post" section contains social bookmarking icons from the following social bookmarking sites: **del.icio.us**, **digg**, **Spurl**, **BlinkList**, **NewsVine**, **Furl**, **Reddit**, **YahooMyWeb**, **Shadows**, and **BlinkBits**. Social bookmarking allows users to save and categorize their Web collection of bookmarks and share these with others. To use the bookmark icons within the **Post Entry Permalink Page**, a site visitor must first sign up to use a social bookmarking service. Clicking one of the bookmark icons redirects the reader to log into their account page (if they are not already logged) and to bookmark the post.



Comments

If comments are enabled by the Site Administrator, blog readers can enter a comment regarding the blog post. The **Comment Form** requires they enter a name and some comment text, and optionally, their E-Mail address and a website address. They can choose to check the **Remember Me** checkbox to store their information for the next time they use the **Comment Form**.

The **Comment Form** can be configured to use **CAPTCHAs (Completely Automated Public Turing test to tell Computers and Humans Apart)** to block unwanted registration and solicitation. **CAPTCHAs** are graphics containing distorted letters or numbers. After a site visitor has entered a comment, they are required to enter the letter/number combination within the graphic in the **Enter the Code Shown Above** field. Clicking the **Submit** button saves the comment and is marked as **Awaiting Approval**. **Comment Status** can be updated through the back-end **Comments** page.

Trackbacks

If trackbacks are enabled by the **Site Administrator**, blog readers see which other blogs have linked to the blog post under the **Trackback Section** in the **Post Entry Permalink Page**.

Author Profile Page

A screenshot of an author profile page. The header is a blue gradient with the text 'My Blog' in white. Below the header, there are two tabs: 'Blog' and 'About', with 'About' selected. To the right of the tabs is a search box labeled 'search in blog...'. The main content area is divided into two columns. The left column has a sub-header 'About' with a link 'Edit this page' and a paragraph of text: 'Roger Bacon is a software professional with over 25 years of experience. He enjoys writing about things can fold, spindle, or mutilate your computer.' The right column contains three sections: 'CATEGORIES' with links for 'Development' and 'Support'; 'RECENT POSTS' with links for 'New UK biometric passports & identity theft' and 'Risks of exhaustive testing'; and 'ARCHIVES' with a link for 'December 2008'. At the bottom of the right column is a 'TAGS' section with links for 'biometrics code passports QA' and 'quality assurance testing UK'.

Figure 1-3 The About the Author page

The **Author Profile Page** (Figure 1-3) is a Web page containing a blog author's information. It can include his address and other contact information and is easily configurable by the Site Administrator in the back-end **Authors** page.



Section 2: Blog Set-up & Configuration

Configuring General Settings

Configuration

Blog Details

Blog Webmaster Email:

Blog Name:

Blog Description:

Number of Posts to display:

Time Zones: 12/12/2008 11:52:20 AM

Date Time Format: [Toggle Available Formats](#)

If Other: [Toggle Available Formats](#)

Slug Link Format:

Setup

Use of Tags: Enable Disable

Use of Tag Cloud by Popularity: Enable Disable

Use of Spam Filter: Yes No

Use of Spam Filter by Amount of links: Yes No

Use of Spam Filter by Banned Words: Yes No

Use of CAPTCHA: Enable Disable

Display Views: Yes No

Comments System: Enable Disable

Approve Comments: Yes No

Trackback System: Enable Disable

Approve Trackbacks: Yes No

Ping Servers: Yes No

Social Bookmarking: Enable Disable

Autodiscovery: Enable Disable

Check for reciprocal links: Yes No

Figure 2-1 The Configuration page

The **Configuration** page (Figure 2-1) allows you to customize the following settings: time and date options, display views, tag and CAPTCHA usage, display options, as well as settings for comments, trackbacks, social bookmarking autodiscovery, server pings and reciprocal links.

Specifying Blog Details

Click the **Configuration** hyperlink from the right-hand **Main Menu**. The **Configuration** page (Figure 2-1) will be displayed. Complete the following configuration options. When you are done click the **Submit** button.



Option	Description																																	
Blog Webmaster Email	Enter a valid E-Mail address in the Blog Webmaster E-Mail field. This E-Mail address appears in the XML page within the <webmaster> and </webmaster> tags.																																	
Blog Name	Enter a name in the Blog Name field. This name usually appears in the From Field of an RSS or Atom reader, such as Google Reader or Mozilla Thunderbird .																																	
Blog Description	Enter a short description in the Blog Description field.																																	
Number of Posts to display	Enter a value in the Number of Posts to Display field. This refers to the number of blog entries that will be displayed in the blog home page and to the number of entries available through the RSS feed.																																	
Time Zones	Select a time zone from the Time Zone drop-down box. The time zone choices are based on Greenwich Mean Time (GMT).																																	
Date Time Format	<p>Select a display format for the time and date in the Date Time Format field.</p> <table border="1" data-bbox="672 989 1149 1682"> <tbody> <tr> <td rowspan="3">Day</td> <td>dd</td> <td>29</td> </tr> <tr> <td>ddd</td> <td>Tue</td> </tr> <tr> <td>dddd</td> <td>Tuesday</td> </tr> <tr> <td rowspan="3">Month</td> <td>MM</td> <td>08</td> </tr> <tr> <td>MMM</td> <td>Aug</td> </tr> <tr> <td>MMMM</td> <td>August</td> </tr> <tr> <td rowspan="2">Year</td> <td>yy</td> <td>06</td> </tr> <tr> <td>yyyy</td> <td>2008</td> </tr> <tr> <td rowspan="2">Hour</td> <td>hh</td> <td>09</td> </tr> <tr> <td>HH</td> <td>09</td> </tr> <tr> <td>Minute</td> <td>mm</td> <td>36</td> </tr> <tr> <td>Second</td> <td>ss</td> <td>03</td> </tr> <tr> <td>Other</td> <td>tt</td> <td>Am or PM</td> </tr> </tbody> </table> <p>To customize the time and date format, select Other from the dropdown list and enter your preferred format in the Other field. Click the Toggle Available Formats link to view the list of format abbreviations.</p>	Day	dd	29	ddd	Tue	dddd	Tuesday	Month	MM	08	MMM	Aug	MMMM	August	Year	yy	06	yyyy	2008	Hour	hh	09	HH	09	Minute	mm	36	Second	ss	03	Other	tt	Am or PM
Day	dd		29																															
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Month	MM	08																																
	MMM	Aug																																
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Year	yy	06																																
	yyyy	2008																																
Hour	hh	09																																
	HH	09																																
Minute	mm	36																																
Second	ss	03																																
Other	tt	Am or PM																																
Slug Link Format	Use the Slug Link Format drop-down box to select how you would like each blog post url to appear.																																	



Option	Description
Use of Tags	Select Enable in the Use of Tags field to display and use tags within the blog. Tags are keywords or descriptive terms that you can use to classify your blog entries.
Use of Tag Cloud by Popularity	If you wish the blog to display a tag cloud, select Enable in the Use of Tag Cloud by Popularity field. The front-end blog page will display tags in order of their usage. As well, tag size will be proportional to usage.
Use of Spam Filter	If you wish to use spam filtering, click Use of Spam Filter's Yes radio button. If spam filtering is enabled, comments judged spam by the system will not be posted. Use the two fields below to select what kind of spam filtering you wish to use.
Use of Spam Filter by Amount of links	If you enable Use of Spam Filter by Amount of links , a comment will be judged spam if it contains more than one link.
Use of Spam Filter by Banned Words	If you use Spam Filter by Banned Words , the comment will not be posted if it contains a banned word. You can use both types of spam filtering at the same time.
Use of CAPTCHA	Click Enable in the Use of CAPTCHA field to enable the CAPTCHA challenge-response test. Enabling CAPTCHA requires a user to type the letters of a distorted image when entering comments on a blog entry.
Display Views	Click Yes in the Display Views field to display the number of times a blog entry has been viewed by a site visitor. The number of views is displayed within the blog entry's main page (permalink).
Comments System	Select Enable in the Comment System field to enable comments within the blog.
Approve Comments	Select Yes in the Approve Comments field if you would like blog visitors' comments to be moderated (comments must meet Site Administrator approval before it can be posted). Select No to enable comments to be posted immediately.
Trackback System	Select Enable in the Trackback System field to enable trackbacks. The trackback system allows you to receive trackbacks as comments.
Approve Trackbacks	Select Yes in the Approve Trackbacks field if you would like to be notified of pending trackbacks to be posted to your blog.

Option	Description
Ping Servers	Click Yes if you would like your blog to automatically ping blog search engines and content aggregators like Technorati.com or Weblogs.com . See Ping Server Setup on page 14 for more information about a ping server. Click the View Servers link to display the Blog Server List and check the servers you would like to ping automatically.
Social Bookmarking	Check Enable Social Bookmarking to allow users to bookmark a blog entry through an online bookmarking service. vBlog currently supports the following social bookmarking websites: del.icio.us , Digg , Spurl , BlinkList , NewsVine , Furl , Reddit , Ma.gnolia , YahooMyWeb , Shadows , and BlinkBits .
View Bookmarking Services	Click the View Bookmarking Services link to display the Bookmarking Services List and check the services you would like to enable within the blog. A bookmark icon will appear for each service you have chosen.
Autodiscovery	Check Enable Autodiscovery to place a block of code that provides trackback information for each blog entry.
Check for reciprocal links	Select Yes in Check for Reciprocal Links if you require blogs that you link to provide a link to your blog in their trackback entry.

Tags

Tags are keywords you can associate with a blog posting, making it easier for the blog reader to find postings on desired topics and quickly sort and display postings based on tags.

Editing Tag Names









Tag Name	Range	Count	Edit	Delete
code	2	1		
programmer	2	1		
programming	2	1		
testing	2	1		

Figure 2-2 The Tags page



The **Tags** page (Figure 2-2) allows you to edit tag names you have created within each blog entry. Please see Adding a New Post Entry on page 25 to learn more about creating tags.

- 1) To edit a tag name, click on the **Tags** link in the right-hand main menu. The **Tag** page (Figure 2-2) will be displayed, listing all the tags created for each language you have chosen the blog to be displayed in (vBlog has multi-language support capabilities. Please contact us to add a language to your module. Additional charges may apply).
- 2) If you have configured the vBlog module to be displayed in multiple languages, click the Language Bar for each language to display its Tag List.
- 3) The **Tag** page displays a list of all created tags, as well as each tag's **Range** (set in the **Tag Configuration** page) and **Count** (the number of times a tag has been used).

Tags

Tags

Tag Name

◀
Back to tag list

Figure 2-3 Tag Details page

- 4) Find the tag name you would like to edit and click the **Edit** button to open the **Tag Details** page (Figure 2-3). Edit the **Tag Name** field and click the **Submit** button. Tags can be one word or several. You should keep tags short, however. Limit tags to no more than 3 words.

Deleting a Tag Name

- 1) To delete a tag name, click on the **Tags** link in the right-hand main menu. The **Tag** page (Figure 2-2) will be displayed. If you have configured the vBlog module to be displayed in multiple languages, click the Language Bar for each language to display its Tag List.
- 2) Find the tag name you would like to delete and click the **Delete** button. A confirmation window will be displayed.
- 3) Click the **OK** button. The tag will automatically be deleted.

Ping Server Setup

Ping Servers

Server Name	Server Url	Server Active	Edit / Update	Delete
Technorati	http://rpc.technorati.com/rpc/ping	<input checked="" type="checkbox"/>	Edit	
Weblogs.com	http://rpc.weblogs.com/RPC2	<input checked="" type="checkbox"/>	Edit	
blo.gs	http://ping.blo.gs/	<input type="checkbox"/>	Edit	
		<input type="checkbox"/>		<input type="button" value="Add Ping Server"/>

Figure 2-4 The Ping Servers page



Ping servers are third party web sites that can be automatically notified ("pinged") by vBlog when a new post is published. These ping servers then notify various blog search engines and content aggregators that new material is available for distribution or indexing. You must be registered with each of these services to enable automatic pings.

Adding a New Ping Server

- 1) To configure which ping servers you wish vBlog to notify select **Ping Server Setup** from the right-hand main menu. You will be taken to the **Ping Servers** page (Figure 2-4)
- 2) Click the **Add Ping Server** button if you need to add an extra line for a new server.
- 3) In the **Server Name** field, enter the name of the ping server (e.g., Technorati, Weblogs, etc.).
- 4) In the **Server Uri** field, enter the URL vBlog needs to send the notification too. Consult the ping server's web site for this URL.
- 5) Check the **Server Active** field.
- 6) Click the **Add Ping Server** button.

Editing and Deleting a Ping Server

- 1) Select **Ping Server Setup** from the right-hand main menu.
- 2) To delete a ping server, click the associated **Delete** icon.
- 3) To edit a ping server, click the associated **Edit** link.
- 4) The server's **Server Name** and **Server Uri** fields will now become editable. Make the necessary change and click **Update**.

Bookmark Setup

Bookmark Setup

+ Add New Bookmark

Bookmark name	Link	Active		Delete
del.icio.us	http://del.icio.us/	<input checked="" type="checkbox"/>		
digg	http://digg.com/	<input checked="" type="checkbox"/>		
Spurl	http://www.spurl.net/	<input checked="" type="checkbox"/>		
BlinkList	http://www.blinklist.com/	<input checked="" type="checkbox"/>		

+ Add New Bookmark

Figure 2-5 The Bookmark Setup page

Several sites like Digg and del.icio.us allow users to submit URLs as a way of alerting others to interesting online material and a way of maintaining their own favorites online. Should a reader of your blog want to add a certain post to his/her bookmarking site, you can make it easy for the person by offering ready made buttons that the user can click to submit the blog post url to a bookmarking site. The **Bookmark Setup** page allows you to configure the submission url and the button image.



Adding a Bookmark Button

Bookmark Setup Details

Bookmarks

English (US)

Bookmark Name

Bookmark Site Url

Bookmark Site

Image

http://digg.com/submit?phase=2&url=[URL]&title=[TITLE]

Bookmark Url Link

Active

[Back to Bookmark list](#)

Figure 2-6 The Bookmark Setup Details page

- 1) Select **Bookmark Setup** from the right-hand main menu. You will be taken to the **Bookmark Setup** page (Figure 2-5).
- 2) Click the **Add New Bookmark** button. You will be taken to the **Bookmark Setup Details** page (Figure 2-6).
- 3) Complete the following details:



Detail	Description
Bookmark Name	Enter a name for the bookmark.
Bookmark Site Url	Enter the URL to the main site (e.g., http://del.icio.us).
Bookmark Site Image	Use the Browse button to locate and upload a JPG/PNG/GIF image to use as a button.
Bookmark Url Link	<p>Enter the actual submission link. Where the URL and Title of the blog post should go, use [URL] and [TITLE] place holders. For example:</p> <p>http://del.icio.us/post?url=[URL]&title=[TITLE]</p> <p>Consult your social bookmarking site for the proper URL format.</p>



Detail	Description
Active	Check the Active box to make this button visible to users.

4) Click the **Submit** button.

Editing or Deleting a Bookmark

- 1) Select **Bookmark Setup** from the right-hand main menu.
- 2) To edit a bookmark, click the bookmark's associated **Edit**  icon. Edit the details page as necessary and click the **Submit** button.
- 3) To delete a bookmark, click the bookmark's associated **Delete**  icon.

Blog Roll Link Setup

Blog Roll




Author Name	Post Name	Post Url	Active	Edit / Update	Delete
The Blog on Logs		http://logblog.blogging.com	<input checked="" type="checkbox"/>	Edit	
Bob Loblaw's Law Blog		http://lawblog.blogging.com	<input checked="" type="checkbox"/>	Edit	
The Cylon Blog		http://centon.blogging.com	<input checked="" type="checkbox"/>	Edit	
			<input type="checkbox"/>		<input type="button" value="Add New Link"/>

Figure 2-7 The Blog Roll page

A blog roll is a list of related blogs (or even blog posts) and their URLs, usually featured on your blog's main page (usually in a right or left menu type column). You can quickly create a list with the **Blog Roll Link Setup** page.

Adding a Blog Roll Link

- 1) Select **Blog Roll Link Setup** from the right-hand main menu. You will be taken to the **Blog Roll** page (Figure 2-7).
- 2) Click the **Add New Link** button if you need to add an extra line for a new blog link.
- 3) In the **Author Name** field, enter the name of the blog or the blog author.
- 4) In the **Post Name** field, enter the name of the blog or the blog author.
- 5) In the **Post Url** field, enter the name of the url.
- 6) Check the **Active** field to display this URL to users.
- 7) Click the **Add New Link** button.

Editing and Deleting a Blog Roll Link

- 1) Select **Blog Roll Link Setup** from the right-hand main menu.
- 2) To delete a link, click the associated **Delete** icon.
- 3) To edit a link, click the associated **Edit** link.



- 4) The link's **Author Name**, **Post Name**, and **Post Uri** fields will now become editable. Make the necessary change and click **Update**.

Banned Words

Banned Words

[+ Add New Word](#)

Words		
frak		
gorram		
shazbot		
semprini		
frell		
Hampton		
frotz		
E chu ta		

[+ Add New Word](#)

Figure 2-8 The Banned Words page

Civil discourse is not always a given in Internet communication. You can keep your blog reasonably civil by automatically rejecting comments that feature certain "banned" words. These can be, of course, swear words (of the four letter variety) or insulting words ("idiot", "moron", "jerk").

Adding a Banned Word

Banned Word Details

Banned Word Details

Banned Word



[◀ Back to Banned Word List](#)

Figure 2-9 The Banned Words Details page

- 1) Select **Banned Words** from the right-hand main menu. You will be taken to the **Banned Words** page (Figure 2-8).
- 2) Click the **Add New Word** button. You will be taken to the **Banned Word Details** page (Figure 2-9).
- 3) Enter the word in the **Banned Word** field.
- 4) Click the **Submit** button.



Editing and Deleting a Banned Word

- 1) Select **Banned Words** from the right-hand main menu.
- 2) To edit a banned word, click the banned word's associated **Edit**  icon. Edit the details page as necessary and click the **Submit** button.
- 3) To delete a banned word, click the banned word's associated **Delete**  icon.



Section 3: Managing Categories & Authors

Managing Blog Categories

Categories

+ Add New Category

Name		
Development		
--C#		
--Miscellaneous Development		
Support		
--Customer		

+ Add New Category

Figure 3-1 The Categories page

The **Categories** page (Figure 3-1) allows you to create groups of similar blog entries within your blog by building categories and sub-categories. Categories provide structure and help your readers find what they are looking for. Within the **Categories** page, you can create, edit, and delete categories and manage category levels.

Adding a New Category

Categories

Parent Category: Main Category

English (US)

Category Name:

Description:

Url Slug:

Seo Title:

Seo Description:

Seo Keywords:

[Back to category list](#)

Figure 3-2 Category Details Page

- 1) Click on the **Categories** link in the right-hand main menu. The **Categories** page (Figure 3-1) will be displayed.
- 2) Click the **Add New Category** link. The **Category Details** page (Figure 3-2) will be displayed.
- 3) Select a parent category for the new category in the **Parent Category** drop-down field. If you are creating a main category, select the **Main Category** option.
- 4) Enter a name in the **Category Name** field.
- 5) Enter a description in the **Description** field.
- 6) In the **SEO Keywords** field enter Search Engine Optimization (SEO) keywords for this category's web page. Separate keywords with a comma.
- 7) In the **SEO Description** field, enter SEO text to summarize this category. The SEO description will be used by a search engine as a summary of the category page when presenting the link result.
- 8) In the **Url Slug** field, you can specify the final block of text in the category's URL. Picking text for the URL that matches the content of the category aids in optimization. Do not put spaces in the URL or use non-alphanumeric characters aside from the dash and underscore.
- 9) Click the **Submit** button. The message *Update Successful* will be displayed.


Note: If you have configured your website to display in multiple languages in **OpenSites** the **Category Details** page will display the **Name** and **Description** fields in each language. Click the **Language Tab** for each language to view the **Category Details** page in each language.



Editing Category Contents


To edit a category, click on the category name in the **Categories** page (Figure 3-1) to open the **Category Details** page (Figure 3-2). Edit the necessary fields, and click the **Submit** button.

Deleting a category

- 1) Click on the **Categories** link in the right-hand main menu. The **Categories** page (Figure 3-1) will be displayed.
- 2) Find the category name in the Category List and click the **Delete**  icon assigned to it. A confirmation window will appear.
- 3) Click the **OK** button. The selected category will be deleted from the list.


Categories that contain subcategories or products will not be deleted automatically. You can do one of two things: delete the contents of the category entirely or move the contents into a different category.





Moving a sub-category into a different category

- 1) Click on the **Categories** link in the right-hand main menu. The **Categories** page (Figure 3-1) will be displayed.
- 2) Find the subcategory name you would like to move. Click the category's **Edit**  icon. The **Category Details** page (Figure 3-2) will be displayed.
- 3) From the **Parent Category** drop-down box, find the name of the new category you would like the sub-category to belong to.
- 4) Click the **Submit** button. The message *Update Successful* will be displayed and the sub-category will have been successfully moved to the selected main category.

Managing Blog Authors

Authors

 Add New Author

First Name	Last Name	Email		
Roger	Bacon	rbc@datapoint.co		
Linda	Lee	llee@softquez.hk		


 Add New Author

Figure 3-3 The Authors page

The **Authors** page (Figure 3-3) allows you create, edit, and delete blog author information.

Adding a New Author

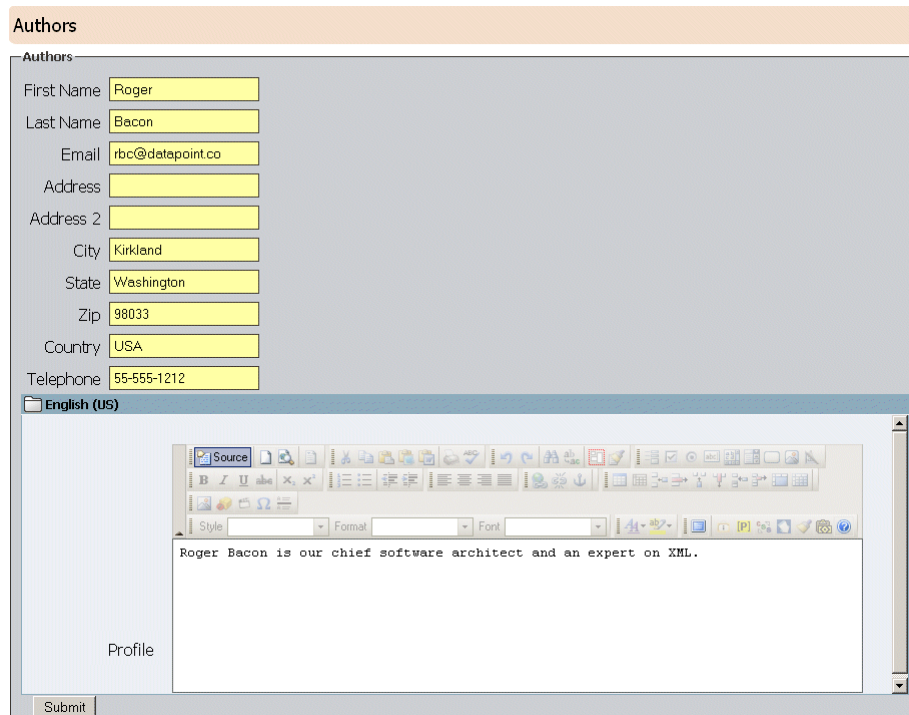




Figure 3-4 The Author Detail page

- 1) Click on the **Authors** link in the right-hand main menu. The **Authors** page will be displayed.
- 2) Click the **Add New Author** link. The Author Details Page (Figure 3-4) will be displayed.
- 3) Enter the blog author details in the **Name**, **E-Mail**, **Address**, and **Telephone** information in their respective fields.
- 4) Enter an author profile in the **Profile** field. Use the WCE tools to format style and layout.
- 5) Click the **Submit** button. The message *Update Successful* will be displayed.

Editing and Deleting Author Information

- 1) Click on the **Authors** link in the right-hand main menu. The **Authors** page will be displayed.
- 2) To edit author information, find the author name in the **Authors** page (Figure 3-3) and click its assigned **Edit**  icon.
- 3) The **Authors Details Page** will be displayed (Figure 3-4). Edit the necessary fields, and click the **Submit** button.
- 4) To delete author information, find the author name in the Author List and click the **Delete**  icon assigned to it. A confirmation window will appear.
- 5) Click the **OK** button. The selected author will be deleted from the list.







Section 4: Managing Posts, Comments & Trackbacks

Managing Post Entries

Post Entries

Search

From  
















To  

Categories

Authors

Status

 Add New Post

Title	Date	Comments	Trackbacks	Related	View(s)	Last View			
Great C# hacks	4/8/2009 9:17:39 AM	Comments(1)	Trackbacks(0)	Related	7	4/8/2009 9:18:31 AM			
Do I really need a net book?	4/8/2009 9:16:42 AM	Comments(1)	Trackbacks(0)	Related	12	4/1/2009 10:01:31 AM			
Great gadgets	3/30/2009 3:21:04 PM	Comments(3)	Trackbacks(0)	Related	45	3/30/2009 4:18:31 PM			
Quick tips	3/8/2009 9:49:11 AM	Comments(0)	Trackbacks(0)	Related	9	2/12/2009 11:18:31 AM			

-  Published
-  Draft
-  Inactive

 Add New Post

Figure 4-1 The Post Entries page

The **Post Entries** page (Figure 4-1) allows you create, edit, and delete blog entries, and view comments and trackback information for each post. It also allows you to view the status of each post entry, whether it is in **Published**, **Inactive**, or **Draft** status as well as track the number of views for each post. You can also well search through the **Post Entries List** by **Date**, **Categories**, **Author**, or **Status**.



Adding a New Post Entry

Post Details

Post Details

Categories: New Feature Spotlight News Support

Author:

Post Date:

Status:

English (US)

Title:

Display Post in this language:

Tags:

Post

Get more information from the Social Media Toolkit's comprehensive guides for configuring and implementing social push feeds. Instead of having to dig around various web sites to figure out how to hand-code a bunch of Javascript to bring your Twitter, Facebook, and YouTube feeds into your web site, the Social Media Toolkit simplifies and unifies the process. The Social Media Toolkit lets you fill in a few simple web forms and then it generates simple placeholders. You insert a simple, clean placeholder into your HTML (instead of a block of Javascript) and the Social Media Toolkit pulls in your content.

Push the Full Yow

Of course "pull" is only half the equation. Voloper is now in the process of adding **Social Media Push** technology to its suite of modules. The concept is simple: as you add content to your own web site, a lot of the content can be re-used within the context of your social media venues such as Twitter, Flickr, and Facebook. Wouldn't it be nice when you clicked a **Post or Upload** button that content was not only updated to your site but sent out into your social media stream?

Voloper's fabbed development lab (located on an uncharted oval-shaped island some place near the Arctic circle) is currently testing **Social Media Push** functionality added to our Photo Sweet module. Photo Sweet is actually a new addition to the Voloper family. Well, kind of new. Back in February 2009, Voloper merged its image related modules (Picture Gallery, Postcard Mailer, Vertical/Horizontal Scrollers) into a single unified Photo Sweet module which could draw upon the same database of images. Photo Sweet has been extended further by giving you the ability to link it to your Flickr account. Images and image descriptions added to Photo Sweet can be simultaneously pushed out to Flickr.

Why Flickr?

Well, hopefully you've branded your Flickr account with your company URL so people can mosey their way back to your home page if they're particularly taken with the utility, if not the brilliance, of your photos. Flickr is well indexed by Google and Yahoo. It's another cluster of key words a search engine can munch on and ultimately generate traffic for your site.

When?

We'll be releasing several modules with **Social Media Push** functionality shortly after the new year (which isn't as far away as it sounds ... not to panic you or anything). Keep an eye on this space for the heads up on which modules are getting **Social Media Push** technology and a formal release date.

Excerpt:

Post Rss:

Url Slug:

Seo Title:

Seo Description:

Seo Keywords:

Trackback Url's (separate url's with ;):

Allow Comments Allow Trackback Sticky Post
 Display Full Post Display Truncated Post Display Excerpt

Display Full Post Display Truncated Post Display Excerpt

Tweeter

Post to Twitter:

Twitter Title:

Use Shorten Url:

FaceBook

Post to Facebook:

[Back to post entries list](#)

Figure 4-2 The Post Details page



- 1) Click on the **Add New Post** link in the right-hand main menu. The **Post Details** page (Figure 4-2) will be displayed.
- 2) Complete the following details:

Detail	Description
Categories	Select the categories you would like the post entry to belong to by highlighting the category name from the Categories field. Hold down the CTRL button and click each category name to select multiple categories.
Author	Select an Author name in the Author drop-down box. To add a new author, go to the Authors page (Figure 3-3) and click the Add New Author link.
Post Date	The Post Date field is automatically populated, but you can edit this field to created backdated post entries.
Status	Select a post entry status from the Status drop-down box. Select Draft to designate an entry as the preliminary version of your entry. Select Inactive to disallow the post entry to be displayed in the blog Front-End interface. Select Published to display the post entry in the Front-end interface.
Title	Enter a post entry title in the Title field.
Display Post in this language	Check the Display Post in this Language check box to display the post entry in the selected language.
Tags	Enter tags describing the post entry in the Tags field.
Post	Enter the post's content in the Post field. Use the WCE tools to format style and layout.
Excerpt	Enter a paragraph from the actual post that will entice users to read the full blog posting. If entered, the excerpt will be used before the Read More link. If left blank, the first paragraph of the post will be used.
Post Rss	Enter a post entry summary in the Post RSS field. This summary will be displayed within a blog visitor's RSS feed reader, provided that they have signed up to receive RSS feeds from your blog.




Detail	Description
Url Slug	Leave the URL Slug field blank. vBlog will automatically fill this in later. You can return and edit it if you wish. The Url slug is the final part of the URL for the actual blog post.
Seo Title, Seo Description, Seo Keywords	In the SEO fields (Title, Description, and Keywords), enter appropriate text for the search engine optimization meta tags. These tags are not visible in a browser but are only in the HTML source as meta tags. The SEO fields are used to help search engines determine the post's search relevance. Keywords can be separated by commas or spaces.
Trackback Url's	If this post is referencing another user's blog and you wish to send him/her a trackback, enter the other blog's trackback URL in the Trackback URL field.
Ping button	Click the Ping button to ping the sites listed in the Trackback URL field that you've linked to them.
Allow Comments	Check the Allow Comments check box to allow blog readers to leave comments for your post entry.
Allow Trackback	Check the Allow Trackbacks checkbox to enable the Trackback System to generate a trackback for this post.
Sticky Post	Check the Sticky Post checkbox if you wish to have this post always remain at the top as a "sticky".
Home Post Display	<p>Use the radio buttons to select how you want your blog post to display on your blog's home page.</p> <p>Display Full Post: Displays the entire blog post on the home page.</p> <p>Display Truncated Post: Displays the title and the first few lines. Users will need to click on the title to see the full post.</p> <p>Display Excerpt: Displays the text entered in the excerpt field.</p>




Detail	Description
Archive and Category Post Display	<p>Use the radio buttons to select how you want your blog post to display when users look for blog entries via the category list and the by month archive list.</p> <p>Display Full Post: Displays the entire blog post on the home page.</p> <p>Display Truncated Post: Displays the title and the first few lines. Users will need to click on the title to see the full post.</p> <p>Display Excerpt: Displays the text entered in the excerpt field.</p>
Post to Twitter	Check this box if you wish Voloper Blog to post this blog title to your Twitter. By default it will use the text in the blog post's Title field. It will also append the URL to the blog post at the end of the tweet.
Twitter Title	Twitter only supports 140 characters. If your title is too long, you can specify a shorter string of text to post to Twitter.
Use Shorten URL	Click this checkbox if you wish the URL to be shortened by the bit.ly service. Make sure you have a bit.ly account and you've configured your user name/key in the Social Media Toolkit.
Post to Facebook	Check this checkbox if you wish the title and URL to be posted to your Facebook's wall.
Facebook Connect	If you see this button, click this button before clicking Add Info . This will log you into Facebook.

- 3) Click the **Submit** button. The message *Update Successful* will be displayed.

Editing and Deleting a Post Entry

- 1) Click on the **Post Entries** link in the right-hand main menu. The **Post Entries** page (Figure 4-1) will be displayed.
- 2) You'll see a search area and a table of all your posts. If your list is too long, you can use the search dialog to narrow your search. If you click on the table headers, you can sort the posts by the header you clicked on.
- 3) Click the desired post's assigned **Edit**  icon. The **Post Details Page** will be displayed (Figure 4-2).
- 4) Edit the necessary fields.
- 5) If you have enabled the trackback system and you are adding a trackback URL, click the **Ping URL** button to let the blogs you are referring to in your post know that you are posting an entry regarding their blog post and to prompt them to add your blog URL to their **Trackback URL List**.
- 6) Click the **Submit** button. The message *Update Successful* will be displayed.



- 7) To delete a post, find the post entry title in the **Post Entry** page's table and click the **Delete** icon  assigned to it. A confirmation window will appear.
- 8) Click the **OK** button. The selected post entry will be deleted from the list.

Setting Up Related Posts

When users click on a post, vBlog can automatically create links at the bottom of the post directing readers to related posts. Relatedness is determined by similar tags. You can set up this relationships from the **Post Entries** page (Figure 4-1).

- 1) Click the **Related** link associated with a post.
- 2) Complete the following options:

Detail	Description
Automate Related Posts	If checked, vBlog will scan the tags of other posts and link to posts that share similar tags. If unchecked, you can manually check related posts in the table below.
Display Related Posts	If checked, the blog posting will display links to related posts. If unchecked, no related links will display.
Number of Posts to Display	Enter the maximum number related post links you would like to display.

- 3) Use the check boxes in the **Related Posts** column to manually add the blog post to display the checked post as related. vBlog will ignore checked posts if you've selected to automate the display of related posts.
- 4) Click **Update** when you are done.



Managing Comments

Comments

Search

Post Title

Status

	Post Title	Date			
<input checked="" type="checkbox"/>	Great gadgets	4/4/2009 9:22:10 AM	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
<input type="checkbox"/>	Great C# hacks	4/1/2009 11:22:10 AM	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
<input type="checkbox"/>	Great gadgets	3/30/2009 3:52:09 PM	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
<input checked="" type="checkbox"/>	Great gadgets	3/8/2009 5:22:10 PM	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>
<input type="checkbox"/>	Do I really need a net book?	2/8/2009 10:22:09 AM	<input type="button" value=""/>	<input type="button" value=""/>	<input type="button" value=""/>

1

- Published
- Awaiting Approval
- Inactive

Figure 4-3 The Comments page

The **Comments** page (Figure 4-3) allows you to create, edit, and delete comments for each blog entry, as well search through the **Comments List** by **Post Title**, **Status**, or **Language**.

Editing and Approving Individual Comments

Comments

Comments

Post Title:

Comment by:

Email:

Website: [Link](#)


Date:

Status:

Language:

Comment Text:

Figure 4-4 The Comment Detail page

- 1) Click on the **Comments** link in the right-hand main menu. You will be taken to the **Comments** page (Figure 4-3).
- 2) Use the Search area if it is necessary to narrow down your list of post titles.
- 3) Find the post entry title in the **Comments** page and click its assigned **Edit**  icon. The **Comments Details** page will be displayed. Edit any of the following details as appropriate.

Detail	Description
Post Title	You can use the drop-down box to move this comment to another post.
Comment by	The name of the commenter. Edit if necessary.
Email	The email address of the commenter.
Website	The web site of the commenter. Click Link if you would like to visit the site entered in this field.
Date	The Date field is automatically populated, but you can make changes to the date and time information to backdate a comment entry.



Detail	Description
Status	Select a status from the Status drop-down box. Select Published to display the comment in the Front-End interface. Select Waiting Approval for posts waiting for Administrator approval. Select Inactive to disallow the comment to be displayed on the Front-End interface.
Language	If the post entry has been configured to be displayed in multiple languages, select the language you would like the comment to be displayed in from the Language drop-down box.
Comment Text	The commenter's actual comment text. Edit if necessary.

- 4) Click the **Submit** button. The message *Update Successful* will be displayed.


Batch Approving Comments

If you wish to approve, delete, or otherwise change the status of comments in a batch, you can do this from the Comments page (Figure 4-3)). You can check the checkbox associated with each comment. Using either the drop-down box immediately above or below the table of comments, select the desired status and click **Apply**.

Adding a New Comment

- 1) Click on the **Comments** link in the right-hand main menu. You will be taken to the **Comments** page (Figure 4-3).
- 2) Click the **Add New Comment** link. The **Comment Details** page (Figure 4-4) will be displayed.
- 3) Complete the fields as appropriate. See the table above for a description of each field.

Deleting a Comment

- 1) Click on the **Comments** link in the right-hand main menu. You will be taken to the **Comments** page (Figure 4-3).
- 2) To delete a comment, find the post entry title of the comment in the **Comment List** and click the Delete icon  assigned to it. A confirmation window will appear.
- 3) Click the **OK** button. The selected comment will be deleted from the list.


Managing Trackbacks

The **Trackbacks** page allows you edit and delete trackbacks for each blog entry, as well search through the **Trackbacks List** by **Post Title**, **Status**, or **Language**.


Editing a Trackback

- 1) Click on the **Trackbacks** link in the right-hand main menu. The Trackbacks page will be displayed.



- 2) Find the post entry title and click its assigned **Edit**  icon. The **Trackbacks Details Page** will be displayed.
- 3) Change the post entry the trackback belongs to by selecting a post title from the **Post Title** field.
- 4) Edit the name of the trackback blog in the **Blog Name** field.
- 5) Edit the Trackback Title in the **Title** field.
- 6) The **Date** field is automatically populated, but you can make changes to the date and time information to backdate a trackback entry.
- 7) Edit the trackback post URL by changing the value of the Trackback Post URL field. Click **View Trackback Post** to open the trackback post in a new window.
- 8) Edit the trackback IP (Internet Protocol) address by changing the value of the **IP Address** field.
- 9) Select a status from the **Status** field. Select Published to display the trackback in the Front-End interface. Select Waiting Approval for posts waiting for Administrator approval. Select Inactive to disallow the trackback to be displayed on the Front-End interface.
- 10) If the post entry has been configured to be displayed in multiple languages, select the language you would like the trackback to be displayed in from the **Language** field.
- 11) Click the **Submit** button. The message *Update Successful* will be displayed.

Deleting a Trackback

- 1) Click on the **Trackbacks** link in the right-hand main menu. The Trackbacks page will be displayed.
- 2) Find the post entry title of the trackback in the Trackback List and click the **Delete** icon  assigned to it. A confirmation window will appear.
- 3) Click the **OK** button. The selected trackback will be deleted from the list.



Section 5: Managing Front-end Pages

The **Module Pages** submenu lists all the Web pages within the Blog application. This menu allows you to configure each page using the WCE tool.

A screenshot of the 'Profile Page' configuration interface. At the top left, it says 'Profile Page' and at the top right, 'English (UK)'. The form contains several fields: 'Title' with the value 'Author Profile'; 'Keywords' with the text 'J. Woods, internet, blogging, stocks, personal finance blogger, pfblog'; 'Seo Descripton' with the text 'Who is J. Woods? Father, husband, grandfather, and one of the best personal finance bloggers on the internet.'; and a 'Template' dropdown menu. Below these is a rich text editor for the 'Description' field, which contains the same text as the 'Seo Descripton' field. At the bottom, there is a preview area showing '[P:blog_profile] - Author profile' and a 'Submit' button.

Figure 5-1 The Profile page

The **Profile Page** link allows you to configure text and Search Engine Optimization (SEO) details for the front-end **Author Profile Page** (Figure 1-3).

The **Post Display Page** link allows you to configure text and Search Engine Optimization (SEO) details for the front-end **Permalink Page** (Figure 1-2).

The **Search Results Page** link allows you to configure text and Search Engine Optimization (SEO) details for the front-end **Search Results Page**.

Configuring a Module Page

- 1) From the right-hand navigation pane, click **Profile Page**, **Post Display**, or **Search Results Page**.
- 2) Enter a page title in the **Title** field. The title appears on a browser title line, usually at the top of the window, and is the part of the page displayed on search engines as a link. It also appears in browser Forward/Backward lists, as well as in browser Bookmarks and Favorites.
- 3) Enter keywords for the front-end page in the **Keywords** field. Keywords are words used for Search Engine Optimization purposes. Use keywords that best describe your website, its contents, and the products and services offered. Separate each keyword using a comma.
- 4) Enter a description for the front-end page in the **SEO Description** field. The page description is used by search engines to summarize the contents of a webpage and is displayed with the Page Title and the Web address as part of a search result.
- 5) Select a template from the **Template** drop-down box.



- 6) Enter text in the **Description** field. Use the WCE tools to customize the front-end **Author Profile Page** formatting and layout.
- 7) Enter a placeholder. The placeholder is where vBlog generates the actual page (the profile page, post display page, or the search results page). For a list of place holders and their function see the table below.
- 8) When you are finished, click the **Update** button. The changes you have made will be displayed in the Blog's front-end page.

Module Page	Place Holder	Description
Profile page	[P:blog_profile]	Placeholder displays the list of author profile text in the Author Details Page .
Post Display	[P:blog_parmalink]	Placeholder displays the Permalink Page .
Search Results Page	[P:blog_search_results]	Placeholder displays the results of a search.



Section 6: Importing and Exporting Blog Contents

Exporting Blog Contents

The Export page allows you to export a copy of your blog's contents as a Microsoft Excel file to your local computer for back-up purposes.

The screenshot shows a web form titled 'Export' in an orange header. Below the header, the word 'Export' is repeated. The form contains a 'Language' dropdown menu set to 'English (US)', three checked checkboxes for 'Post Entries', 'Comments', and 'Back Up Blog Database', a 'Submit' button, and a link that says 'Export as BlogML file'.

Figure 6-1 The Export page

- 1) Click on the **Export** link in the right-hand main menu. The **Export** page (Figure 6-1) will be displayed.
- 2) Select the language of the content you would like to export from the **Language** drop-down box.
- 3) Check the content you would like to export. Choose from **Post Entries**, **Comments**, and **Back Up Blog Database**.
- 4) Click the **Submit** button. The export process will commence and once finished, will display hyperlinks (Posts, Comments, and Full Blog Database) of the content you chose to export.
- 5) Click on a hyperlink to display its contents. A file dialog box will be displayed, prompting you to Open or Save the Microsoft Excel file. Click **Save** to save a copy of the file into your local hard drive. Click **Open** to display the MS Excel file within the Web page.

Importing Blog Contents

The Import page allows you to import existing blog data into the Web server.

The screenshot shows a web form titled 'Import' in an orange header. Below the header, the word 'Import' is repeated. The form contains six checked checkboxes for 'Posts', 'Comments', 'Categories', 'Trackbacks', 'Authors', and 'Post Categories'. Below these is a 'Link' label, a 'File' input field with a 'Browse...' button, and a 'Submit' button.

Figure 6-2 The Import page



- 1) Export the **volBlog_export.xls** (Full Blog Database) file to your local drive. This file will display all the table headings that you will need to provide data for prior to importing. *Please see **Exporting Blog Contents** for more information on the exporting function.*
- 2) After you have finished entering content in the volBlog_export.xls file, click on the **Import** link in the right-hand main menu. The Import page (Figure 6-2) will be displayed.
- 3) Check the content you would like to export from the Export List. Choose from Posts, Comments, Categories, Trackbacks, Authors, Post Categories, and Links.
- 4) Click the **Browse** button and browse to the folder containing the volBlog_export.xls file. Select the file name from the list. The full path and file name will displayed in the **File** field.
- 5) Click the **Submit** button. The import process will automatically commence and once completed, the message *Import Successful* will be displayed.



Section 7: Blog Integration

Blog is fully modular and is easily integrated within your Web project in OpenSites. Version 4.2 allows you to choose between integrating the full Blog application or integrating sub-modules across multiple pages.

Integrating the Blog Application

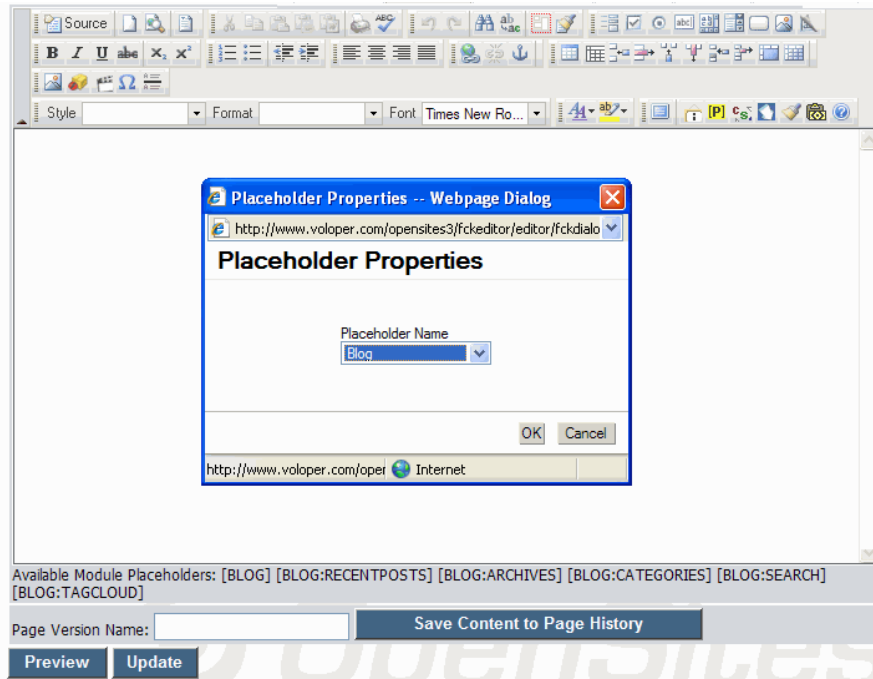




Figure 7-1 The Contents page

- 1) From the OpenSites Work Area, drag the Blog to the page you would like to host the Blog application.. The Tool icon  will appear within the Page icon.
- 2) Double-click the Page icon. The Page Details View will be displayed (Figure 7-1). Click the **Contents** tab.
- 3) Within the WCE window, position your cursor where you would like the Blog application to be placed.
- 4) Click the Insert/Edit Placeholder  icon. The Placeholder Properties dialog will be displayed.
- 5) Select Blog from the Placeholder Name dropdown list and click OK. The Blog placeholder will be displayed in the WCE window. You have now successfully added the Blog application to your Web project.



Available Placeholders

Below are the placeholders available:

Placeholder	Description
[BLOG]	Displays the blog and the most recent posts.
[BLOG:RECENTPOSTS]	Displays a list of links to recent posts.
[BLOG:ARCHIVES]	Displays a Year/Month link list of posts.
[BLOG:CATEGORIES]	Displays a list of categories.
[BLOG:SEARCH]	Displays the Search dialog, allowing the user to search the blog.
[BLOG:TAGCLOUD]	Displays the tag cloud.
[BLOG:ROLL]	Displays a list of associated blogs.
[BLOG:RSS]	Displays a link to the XML feed.



Section 8: Internet Marketing Toolkit Integration

Modules

Internet Marketing

- Internet Marketing ToolKit
- Dashboard Configurator
- Campaign Manager
- Customer Manager
- Dashboard View
- Site Tracking

Voloper's Internet Marketing Toolkit (Customer Manager, Campaign Manager, and Dashboard) integrates with the blog module and captures user activity. The following blog module activities are captured:

View Blog: The toolkit captures which blogs are viewed.

Add Comment: The toolkit captures when comments are added.

Add TrackBack: The toolkit captures when trackbacks are added.

Adding the Internet Marketing Module

If you do not have the Internet Marketing Toolkit installed, you can drag-and-drop the toolkit from the Work Areas Pane to one of your project pages (e.g., your home page). You do not need to place it on your page via the page details contents tab (i.e., using the **[p]** placeholder tool). You can access the Internet Marketing Toolkit from your Admin screen like any other module.



Section 9: Talk to Us

Your feedback is important to us. Whether you'd like to share your opinion about a product, ask a question about one of our services, or comment on our website, we want to hear from you. Please send your feedback and valuable suggestions to us. We look forward to hearing from you.



Section 10: The Web Content Editor Toolbar Page

Open File

Save File

Format

Font

Bold

Italic

Underline

Color

Align Left

Align Center

Align Right

Align Center

Number List

Bullet List

Decrease Indent

Increase Indent

Break

Subscript

Superscript

Horizontal Line

Special Character

Cut

Copy

Paste

Paste Text

Paste from Word

Undo

Redo

Find Text

Insert Table

Show Invisible Borders

Insert Row

Delete Row

Insert Column

Delete Column

Insert Cell

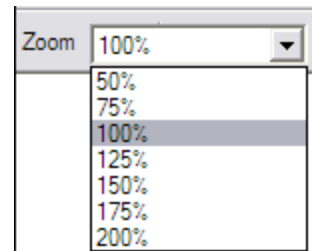
Delete Cell

Merge Cell

Split Cell

Style Sheet Manager

Apply Style



Link

Unlink

Select All

Remove Format

Show Details

Insert File

Insert Image

Insert Rollover

Insert Thumbnail

Insert Script

Insert HTML Tag



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