

# Blogs

## Backend Blog Manager Overview

**Published** - this icon means that the blog post can be viewed on the frontend of the hub.

**Unpublished** - this icon means that the blog post cannot be viewed on the frontend of the hub.

**New** - this button allows you to create a new blog post.

**Edit** - this button allows you to make changes to a blog post.

**Delete** - this button allows you to delete a blog post.

## Creating a Blog Post

1. In the backend, navigate to "Blog" under the Components tab.
2. On the Blog Manager, click the "New" button to create a new blog post.
3. In the details of the blog post, select the scope. The scope is the location of the blog either on the site, member, or group. If you're creating a group blog, select the group that the blog should belong to from the drop-down.
4. Fill in at least the title and content for the blog post.
5. In the publishing options of the blog post, select the state of publishing from the drop-down, the dates of when the blog is available, and if you would like to allow comments on the post, check the box for "Allow comments."
6. Click "Save & Close."

## Editing a Blog Post

1. In the backend, navigate to "Blog" under the Components tab.
2. Find the blog post you would like to edit and click on its title to open the post.
3. Edit the content of the post.
4. Click "Save & Close" to save the newly edited content.

## Deleting a Blog Post

1. In the backend, navigate to "Blog" under the Components tab.

2. Find the blog post you would like to delete and click on the check box for that blog post.
3. Click on the "Delete" button symbolized by a trashcan and the blog post will be deleted.

### **Publishing a Blog Post**

1. In the backend, navigate to "Blog" under the Components tab.
2. On the Blog Manager, select the location of the blog post from the following tabs: site, members, or groups.
3. Find the unpublished blog post you would like to publish and click on the checkbox next to it to select it.
4. Click "Publish" and the selected blog post will be visible to users.

### **Unpublishing a Blog Post**

1. In the backend, navigate to "Blog" under the Components tab.
2. On the Blog Manager, select the location of the blog post from the following tabs: site, members, or groups.
3. Find the published blog post you would like to unpublish and click on the checkbox next to it to select it.
4. Click "Unpublish" and the selected blog post will be no longer be viewable on the front-end.