

# Blog

## Overview

**Blog:** an update about achievements, goals, and aspirations in one's career.

The following blog levels are available on the hub:

1. **Site Blog** - blogs created by site administrators for the whole hub. These are displayed under <https://yourhub.org/blog>

**Note:** The site blog may also list group or member blogs with privacy set to public or registered members, depending on the display settings chosen by hub administrators.

1. **Group Blog** - blogs created by group members for the group. These are displayed under <https://yourhub.org/groups/yourgroup/blog> and may also appear in the site blog depending on the blog post's privacy setting and the hub's site blog display settings
2. **Member Blog** - personal blogs by any hub member. These can be found under <https://yourhub.org/members/membertext/blogs> and may also appear in the site blog depending on the blog post's privacy setting and the hub's site blog display settings

## Creating a New Blog Entry

Whether you are adding a member blog post, group blog post, or site blog post, the steps are the same, except for the entry point.

1. Navigate to the blog area you would like to post to
  - For member (profile) blog, that's <https://yourhub.org/members/yourmembertext/blogs>
  - For the group blog, it's <https://yourhub.org/groups/yourgroup/blog>
    - **\*\*Note:** Only site administrators can post from the site blog (<https://yourhub.org/blog>).
2. Click on **New Entry** to start a new post
3. Fill in the title of the entry
4. Write the content of the blog post in the entry box. This box has a toolbar to help with formatting your text
5. Upload any files you would like to add to the blog through the **Uploaded files** area and use a macro (a line of code) to embed the file(s) on your blog post. Click **Add Macro** to see available macros
6. Add tags to make your blog more searchable on the Hub
7. By default, users can comment on your blog post, but you may disable comments by

unchecking the box for **Allow comments**

8. Select the state of privacy to **Public**, **Registered members**, or **Private**
9. Select the times when the entry will be available to be viewed. Make sure to format the time with military time and the date to be year, month, and then date. If you leave the publish start and end fields blank, your blog post will be available immediately with no publish end date
10. Click the **Save** button at the bottom of the page to post your blog

The screenshot shows the 'EDIT ENTRY' form with the following sections:

- Title**: A text input field with a red asterisk indicating it is required.
- Entry**: A rich text editor with a toolbar containing options for bold, italic, underline, strikethrough, link, unlink, list, and table. The text area is currently empty.
- Uploaded files**: A section showing 'No files found' with a 'Choose File' button and an 'Upload' button.
- Tags**: A text input field with a note: 'Enter tags separated by commas (e.g. "tag1", "tag2")'.
- Privacy**: A dropdown menu currently set to 'Public (anyone can see)'.
- Allow comments**: A checkbox that is currently checked.
- Start publishing**: A text input field with a date format hint: 'Date format: YYYY-MM-dd hh:mm:ss'.
- End publishing**: A text input field with a date format hint: 'Date format: YYYY-MM-dd hh:mm:ss'.
- Save**: A green button at the bottom center of the form.

## Editing a Blog Entry

**Note:** You may only edit your own blog post.

1. Navigate to the blog area where your post is listed
  1. For member (profile) blog, that's <https://yourhub.org/members/yourmembervnumber/blog>
  2. For the group blog, it's <https://yourhub.org/groups/yourgroup/blog>
  3. You may also edit your post from the site blog (<https://yourhub.org/blog>) if you see it listed there
2. Find the blog post you would like to edit and click on the **Edit** icon (symbolized by a pencil) for that post

3. Edit the content in the blog entry
4. Click the **Save** button at the end of the page to save the new changes

### Deleting a Blog Entry

**Note:** You may only delete your own blog post.

1. Navigate to the blog area where your post is listed
  1. For member (profile) blog, that's <https://yourhub.org/members/yourmembervnumber/blog>
  2. For the group blog, it's <https://yourhub.org/groups/yourgroup/blog>
  3. You may also delete your post from the site blog (<https://yourhub.org/blog>) if you see it listed there
2. Find the blog post you would like to delete and click on the **Delete** icon (symbolized by a trash can) for that post
3. You will need to confirm that you want to delete your blog post, along with all associated comments. After confirming, your post will be deleted