

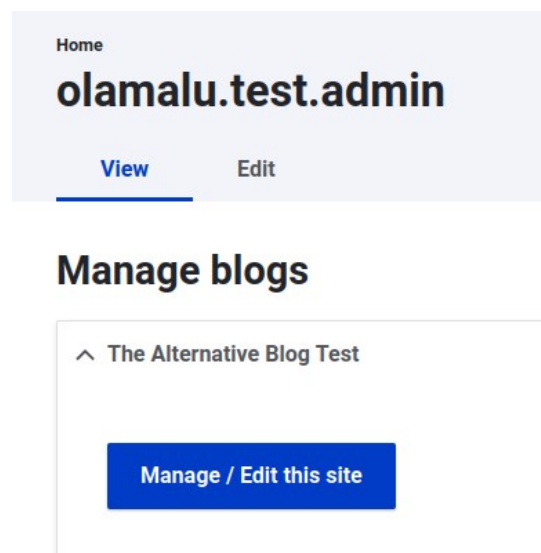
Law Blog Admin Guide

Logging into the site

- Navigate to the blogs site: <https://blogs.law.ox.ac.uk>
- Click on the Oxford login link in the footer and log in with SSO
- If you can't log in, check that you are on VPN

Accessing your blog for managing

- You will be taken to your profile page which contains a list of the blogs that you have access to
- Click on the name of a blog and you will see a manage/edit this site button:



- If you need editor access to a blog that is not shown here, please contact the admin of the blog who can give you access

Editing and managing your blog

- Your blog management screen allows you to
 - Create a blog post or create page (used for content such as about page) or create an author. For instructions on how to do this, please see the blog editor guide.
 - Manage blog – see below for instructions

- View all current authors
- Search for a blog post or page by typing in part of the title – and then view or edit this blog
- View a list of blog posts and pages with most recent first – and then view or edit them

The Alternative Blog Test Home > Manage

Manage content for The Alternative Blog Test

Create Blog post

Create Page

Search title

Apply

	Page type	Changed	≡	Operations
Olamalu.test	Blog	06/07/2022 - 09:56		Edit ▼

Managing and configuring your blog

- After clicking the manage/edit button, you will now see the admin menu for your individual blog.

Manage content

Content

Configure

Users

Homepage

Sponsors

Branding

Menu

Tags

- Configure
 - Here you can edit the name of your blog
 - You can also choose your blog colours. Your blog can have a primary colour which is used for the background behind the banner text, a secondary colour which is used for the banner text and a link/accent colour which is used for links and some decorative styling elements. If you do not select any colours, the site will use the default colours.

- When you save your colours, the site will check your selected colours against accessibility contrast guidelines and flag up any accessibility issues. There is a link to accessibility tools that will let you adjust your colours so that they pass. You can then re-save them onto the site.
- Users
 - You can add internal and external users as editors and administrators. Editors can create and edit content. Admins have access to the functionality described in this guide.
 - For internal users, you will need to know the user's SSO.
 - For external users, you will first need to get them added to the site as a Drupal user. To do this, talk to the overall site administrator. You will then be able to add them to your blog as a user.
 - You can remove users from your blog here too.
- Homepage
 - This is the place to fill in the information to appear on your blog home above and below the blog listing.
 - You can add a banner with an image and text that will appear at the top of your blog homepage. If you choose to use a banner, you must add an image.
 - Your text will display on a coloured box over the image, so it is important to review the way your banner displays. If you need a less transparent box, you can adjust the opacity up. If you want to darken the image behind the box, then select the overlay option.
 - You can add people associated with your blog who will appear underneath your blog homepage listing. People can be grouped into sub-groups if required with each sub-group having a title. (To add a person, go to create author.)
- Sponsors
 - Here you can add the logos of sponsors to appear at the bottom of all of your blogs
- Branding
 - Here you can add your blog logo.
- Menu

- Here you can manage your blog menu. You can add a new menu item, remove a menu item and reorder menu items. Remember to save all changes.
- Tags
 - Each blog can have it's own tagging specific to that blog. Each set of tags is called a vocabulary. Tags used on the old website have been migrated into a keyword vocabulary for you. You can edit this vocabulary to add a new tag or edit an existing tag.
 - If, in the future, you want additional vocabularies, you can create them here too.