

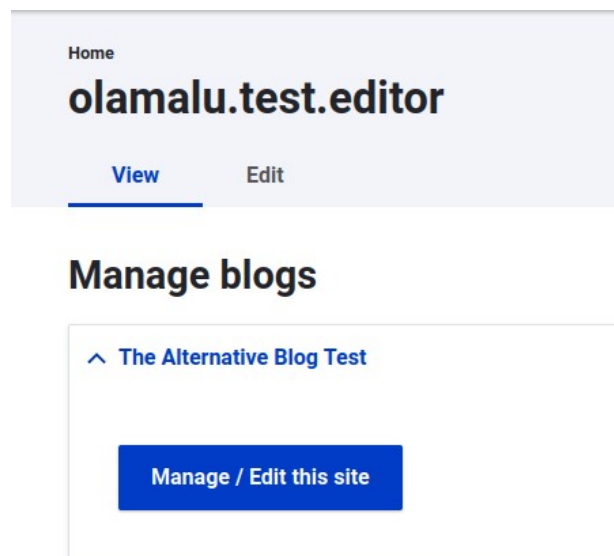
Law Blog Editor Guide

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 editing

- 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 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 author

- Search for a blog or page by typing in part of the title – and then view or edit this blog
- View a list of blogs with most recent first – and then view or edit this blog

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 <input type="button" value="v"/>

Creating or editing a blog

When you create a blog or click to edit a blog, you will be taken to a screen with a form. At the top of this form is a box for the title of the blog. Underneath the title is a form with the content of the blog post. On the right hand side is information about this webpage that you shouldn't usually need to change. (This is the same information that you're used to seeing on the left hand side on the current site).

If you want to create a simple post quickly, see [Quick Post](#).

To keep things simple, all of the other fields are tidied away within sections. To open up a section, simply click on the name of the section, and it will drop down to display all of the fields. To hide the fields away again, simply click on the name of the section again.

Create Blog

Title *

▼ Blog details

▼ Blog content

▼ Listing content

Last saved: Not saved yet

Author: olamalu.test.editor

Revision log message

Briefly describe the changes you have made.

Blog details

This section contains the information that goes at the top of the blog post:

- Author
- Date
- Introductory text

Blog content

This section contains the content for the body of your blog post:

- Body: A simple post can be created with text entered within the body field.
 - Text can be copied from Word, and simple formatting will be copied over. Avoid complex formatting. Don't insert tables.
 - Images can be inserted into the body using the image button and aligned left, right or centre. By default, images will display in their original size. To adjust this, drag the image box in the editor. Avoid uploading massive images. Remember to add alt text where applicable. And give your image a descriptive file name.
- Page builder: A more sophisticated layout can be created using the page builder. This enables you to build up your content in blocks. These blocks are styled to help you easily produce a nicely laid out blog post. The following blocks are available:
 - Main image – big image at the top of page
 - Text – block of text

- Text with quote – block of text with a quote on the right hand side
- Text with image – block of text with an image on either the left or the right hand side
- You may also be interested in: You have the option to add two related posts that might be of interest to the reader. To do this, start typing the title of the blog post in the box and choose from the list that the site gives you.
- If you do not choose blogs in the you may be interested in section, the site will select two blogs to display based on the tags of the blog post

Listing content

This section contains the content that will be used in the listing and wherever this blog post is featured on another page. It contains an image and some text.

Global Tagging

These tags are global tags available to all blogs:

- Theme: These have been migrated from the old site and are top level themes. Start typing and the site will present you with a list of matching items. If a theme is missing, you will need to contact the overall site admin.
- Country/Region: These have been migrated from the old site. Start typing and the site will present you with a list of matching items. If a theme is missing, you will need to contact the overall site admin.
- This blocks are styled to help you easily produce a nicely laid out blog post.

Blog Specific Tagging

Each blog has the ability to add one or more vocabularies just for that blog to use.

- OBLB: The existing vocabularies have been migrated from the old site.
- Other blogs: Tags used on the old site have been migrated over into a keyword vocabulary. You can select existing tags and add new tags.

Scheduling the publishing of a blog post

At the bottom of the blog post edit screen, you will see the option to set the publishing date of the blog post. If you want your blog post to appear immediately, skip this section.

To schedule a blog post for publishing

- Fill in auto publish date
- Tick the 'use publish date' tick box
- Set the node to unpublished.

Your blog post is now saved as an unpublished piece of content. It will appear in your content list as unpublished, and you can still edit it.

Every hour, the site will check if there are blog posts to publish based on the publish date and time. If the auto publish date and time has passed, the site will set your blog post to be published, and it will now appear in your public blog list. You can still edit this blog post, as with any other piece of content.

Creating or editing a page

This works in a similar way to a blog post but with a simpler layout. You have the option to add an image, text and use a page builder.

Creating or editing an author

This is a very simple form with a title that is the author's name, job title and a link to their profile on the Law site if they are a member of faculty.

Quick post

1. Enter title
2. Click to open blog details and enter date and author
3. Click to open blog content and enter body text
4. Save