Broncho Blogs

Quick Start

Blogs, a blending of the words "web" and "log," are a type of website used for writing articles, journaling and posting images to the Internet in an easy-to-use manner.

At UCO, our blog service is known as Broncho Blogs and can be found here:

http://blogs.uco.edu

Popular uses for blogs include departmental marketing, classroom projects and recruitment. Unlike wikis, which are team-oriented and focus on collaboration, blogs are usually directed towards a mass audience and gather feedback through reader comments.

Rich with editing features and enhancements known as "widgets" and "plug-ins," Broncho Blogs make the blogging experience fun and exciting.

Logging in to Broncho Blogs

1. Visit: **blogs.uco.edu**
2. Click the **Log In** link under **Blog Tools** in the left-hand side of the page.
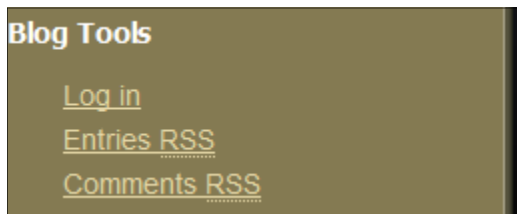

3. On the next screen, enter your UCO user name and password.
> **Faculty and Staff** use your computer login name and password.
> **Students** use your UCONNECT login name and password.
4. Once you have entered your information, click **Log In** to begin.

If you encounter difficulties logging in, contact the Help Desk at 974-2255 or email support@uco.edu.
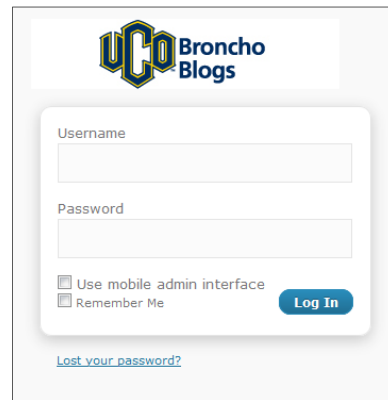
<u>Note</u>: You may also visit your blog directly and use the **Log In** link displayed in the box on the sidebar.
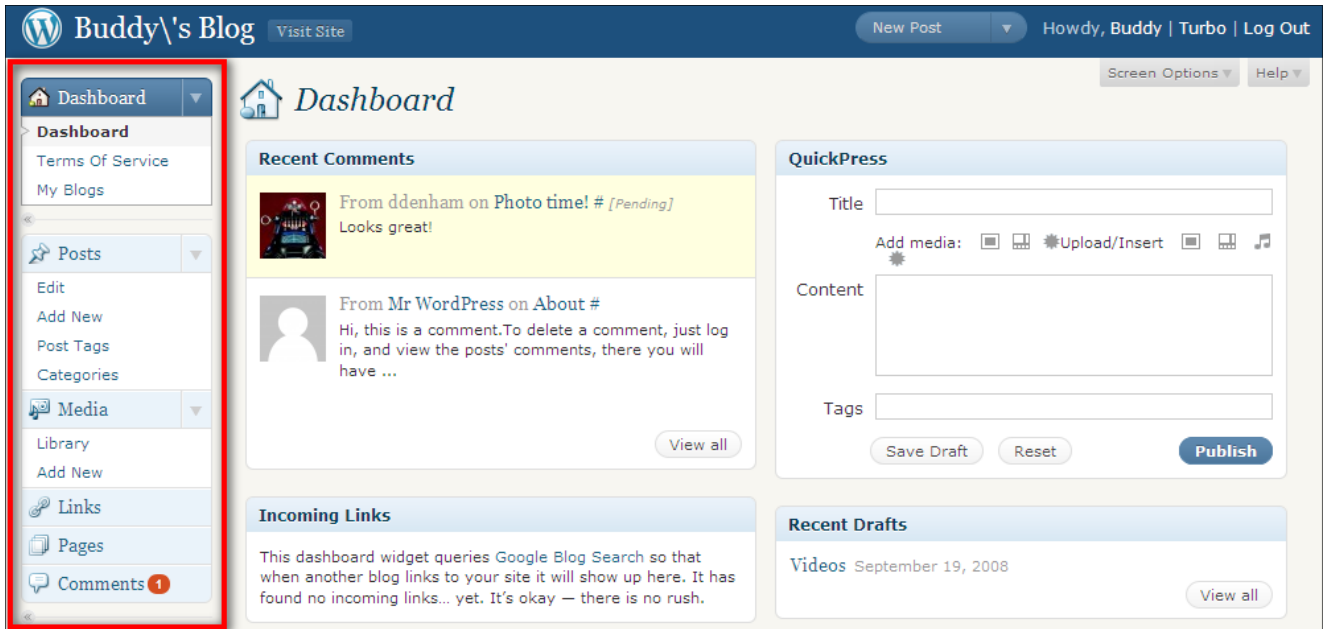

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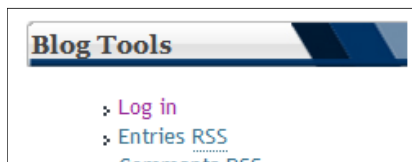
The Dashboard

After you log in you will be presented with the Dashboard. The Dashboard tells you about recent activity both at your site and in other Broncho Blogs of which you may be a member. It provides quick access to blog tools as well as recent comments, news and announcements. Each item on the left-hand side of the Dashboard is called a SubPanel.

This section will highlight a few of the more frequently-used SubPanels of the Dashboard.
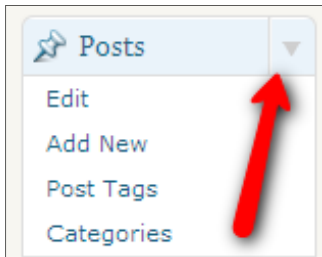

Dashboard SubPanel

This SubPanel includes a link to the UCO Terms of Service for Broncho Blogs, and a link back to the Dashboard.

Also, with this SubPanel you can access "My Blogs" which lists all the Broncho Blogs where you are a contributor (see below).
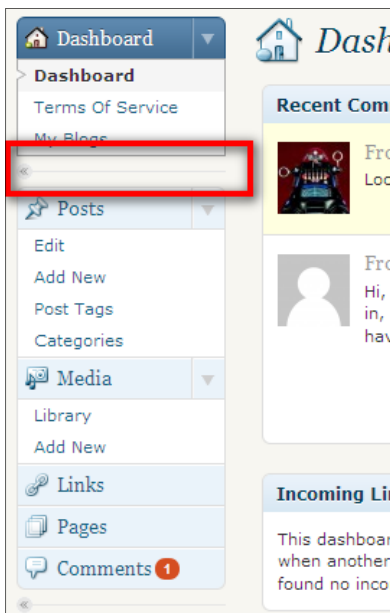

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Expand/Collapse

When your mouse hovers over a navigation item in the main menu, a small arrow appears to the right of the text link. Click this arrow to make the SubPanel's menu appear below the title. This allows you to keep the SubPanel open that you use most often.


Minimized Menu Option

You can minimize the menu column to increase your working space, which can be especially useful if your computer has a small screen or low resolution. In the menu column, you'll see that the sections are grouped, with gray separator lines between them that have small arrows-in-circles on the end.

Clicking on these arrows-in-circles will minimize the menu to a thin column of icons. Hovering over these icons when the menu is minimized will display pop-up menus, so even with the menu minimized, you are still only one click away from most screens.


Clicking on an icon when the menu is minimized will take you to the first screen in that section, just as the text labels would do if the menu were open.
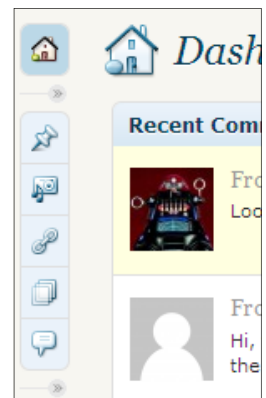
QuickPress

QuickPress, by default in the upper right portion of the screen, is a mini-post editor that allows instant content creation from the Dashboard.

You can include a title, body text, media files, and tags in the post, and have the option of saving it as a draft or publishing immediately. For additional options such as adding categories or setting a future publish date, you should use the Add New Post screen.

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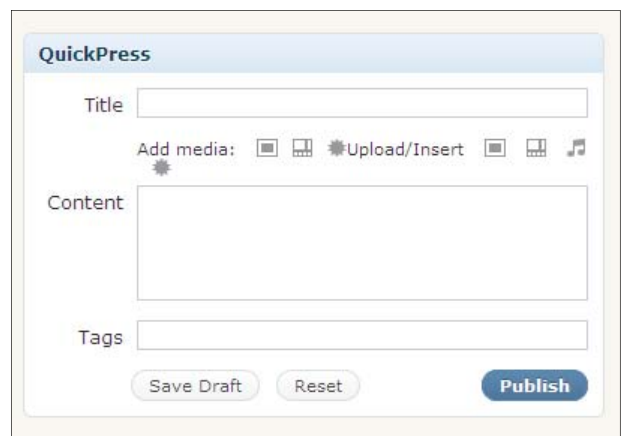
Broncho Blogs
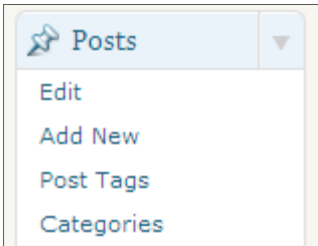
Posts

Posts are the principal element (or content) of a blog. The Posts SubPanel contains commands for Edit, Add New, Post Tags and Categories. Posts are time-oriented articles that are usually presented by date. Posts differ from Pages in that Pages are often used to present "static" information about the site.

Pages are typically "timeless" in nature. A good example of a Page is the information contained in "About" or "Contact" Pages.

The most commonly-used commands for Posts are **Add New** and **Edit**.

Add New Post

Clicking **Add New** will bring you to the built-in Editor. If you have used Microsoft Word or Outlook, the commands and buttons will seem very familiar.

You can begin writing your post immediately. First, give it a title (headline) in the blank under **Add New Post**.

Important tools on this page include the **Publish** options, **Post Tags** and **Categories**, which are detailed later in this Guide.
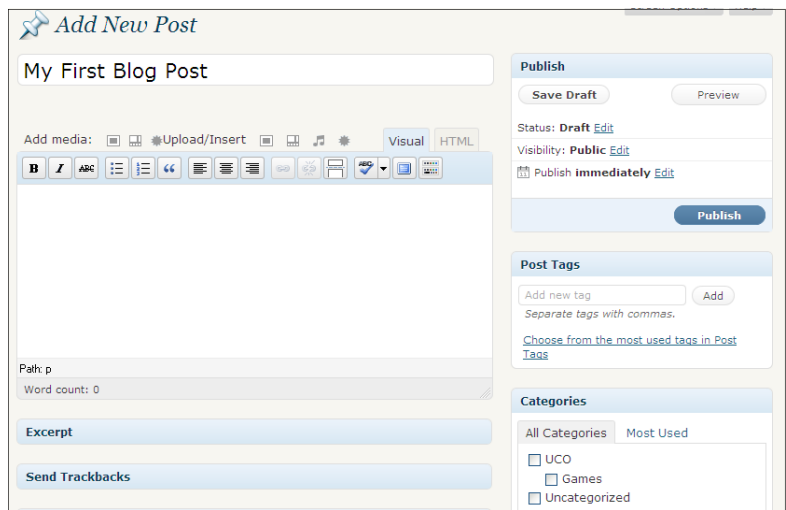
Edit Posts

Clicking **Edit** in the **Posts** box will display a list of all your blog posts, whether published or saved as a draft.


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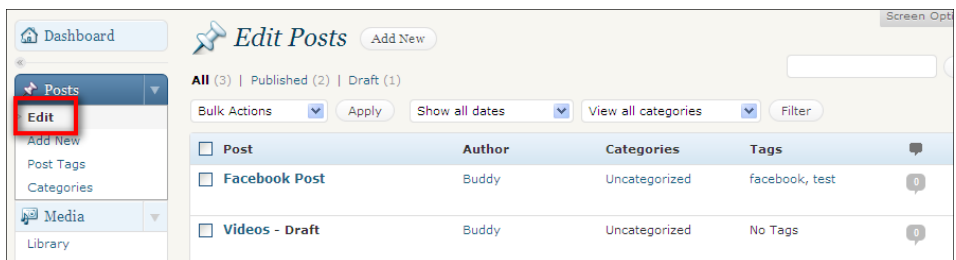
Visual Editor

The Visual Editor contains all the tools you need to create your blog post. Since most of the buttons are similar to Word and Outlook, this guide will focus on buttons that may be new to bloggers.

The blank box where you enter your writing, links, links to images, and any information you want to display on your site is the **Post Editing Area**. You can use either the Visual or the HTML view to compose your posts.
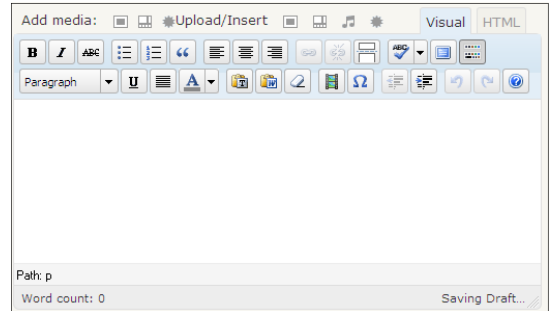
Insert/Edit Link Tool

To create a hyperlink, or link, to another website or webpage, you will need to use the Insert/Edit Link button on the toolbar.
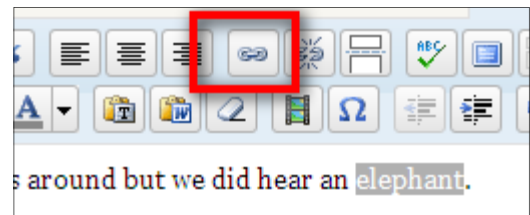
1. Highlight the text you wish to become a link.
2. Click the **Insert/Edit Link** tool (it resembles a chain link).
3. In the new window, add the web address of the page to be linked.
4. In **Target**, select if you want the link to open in a **New Window**, or in the **Same Window**. Selecting **Same Window** will <u>replace</u> your blog with the destination of the link. Selecting **New Window** will open a new browser window, with your blog remaining open <u>beneath</u> it.
5. Enter a description of your link in **Title**. This is a textual explanation of your link. It is not required but is considered a Best Practice to meet accessibility standards for visitors who may use screen readers or textual browsers.
6. Click **Insert** to add the link to your blog post. To edit or change a link, repeat this process.
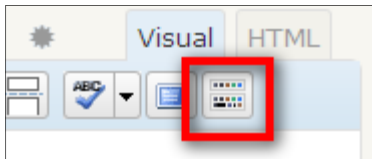

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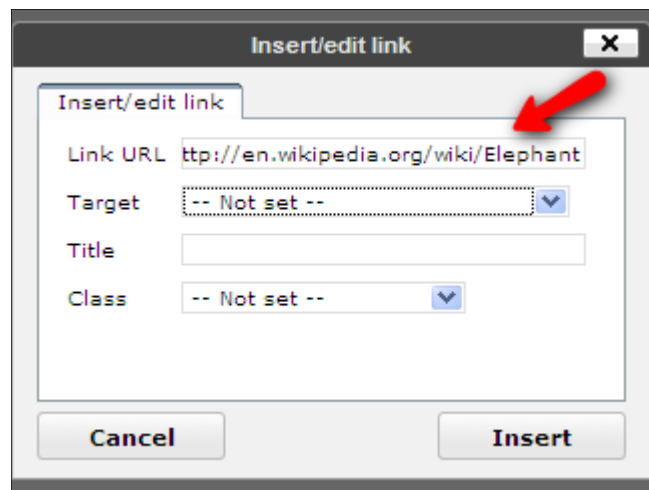
The Kitchen Sink

This button is used to show or hide additional buttons on the toolbar.

Buttons such as Paragraph Formatting, Paste From Word, Embed Media and Font Colors are revealed on a second toolbar when you click **Kitchen Sink.**

Paste From Word

There are occasions where you may want to copy/paste content from Microsoft Word. For best results, do not paste your content directly into the Visual Editor. Instead, use the Paste From Word tool.
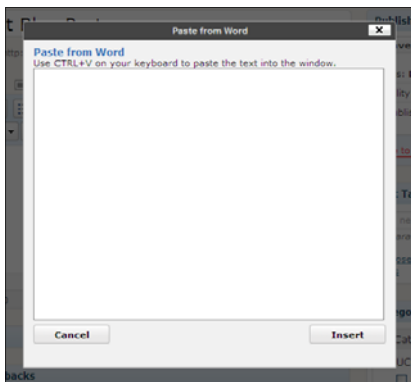

When you click this button, a new window will appear. Just paste what you copied from Word inside this window, and click Insert.

Note: The **Paste From Word** button only appears when you have first clicked the **Kitchen Sink** button.

Paragraph Styles

If you tend to write long posts, using headings can separate the sections, announce a change in subject or just

add a little artistic "space" or graphic element. Post section headings are created by you as you write your post by using the **Paragraph** dropdown tool.
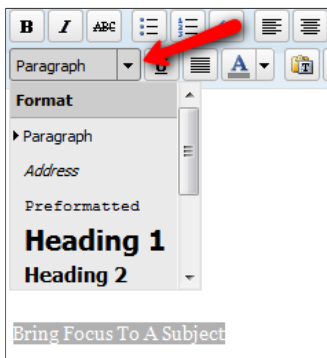
Just highlight the text you want to emphasize, then select a Heading from the menu. As shown (see image on right), **Heading 1** is the largest, **Heading 2** is smaller, and so on.
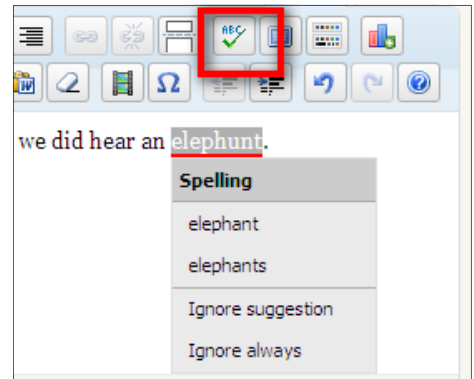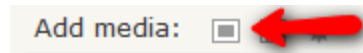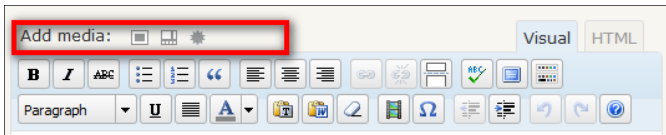

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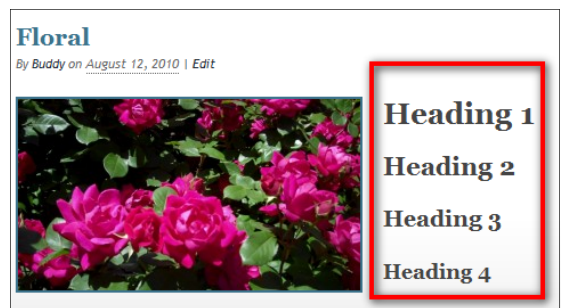
Spell/Grammar Check

Broncho Blogs uses a tool to check spelling and grammar in blog posts.

Just click the **ABC** ✓ button to perform a spell/grammar check. This is an optional function, and is not performed automatically.

Insert Media

The **Insert/Add Media** toolbar is just above the Visual Editor. This is used to upload images to your Broncho Blog.

When you click the icon that looks like a photo you can easily upload or select from images you have already uploaded.

Add from Computer

1. Click **Select Files**.

2. Find the image on your computer or USB drive.

3. The image will be uploaded.

4. You can now make edits to the image, the title and other options.

5. Select the desired **Alignment** (we recommend either Left or Right) then click **Insert into Post**. The image will then be part of your blog post.

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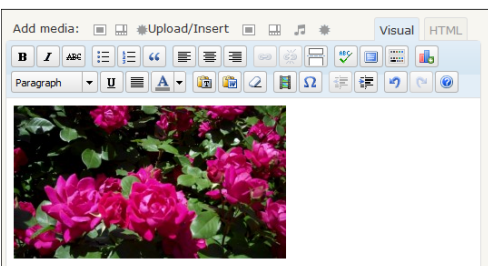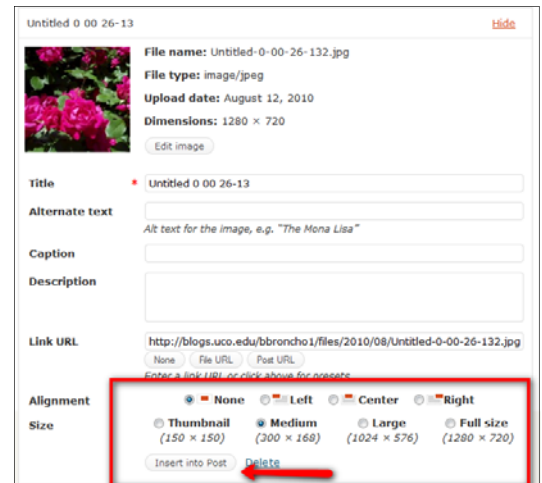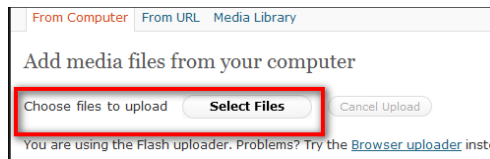
Publish Box

On the right side of the **Visual Editor** are buttons that control the Publish state of your post.

The main states are Published, Pending Review, and Draft. A **Published** status means the post has been published on your blog for all to see. **Pending Review** means the draft is waiting for review by an editor prior to publication. **Draft** means the post has not been published and remains a draft for you.

If you select a specific publish status and click the **Update Post** or **Publish** button, the selected status is applied to the post. For example, to save a post in the **Draft** status, select **Draft** from the **Publish Status** drop-down box, and click **Save As Draft**. (You will see all posts organized by status by going to Posts > Edit)
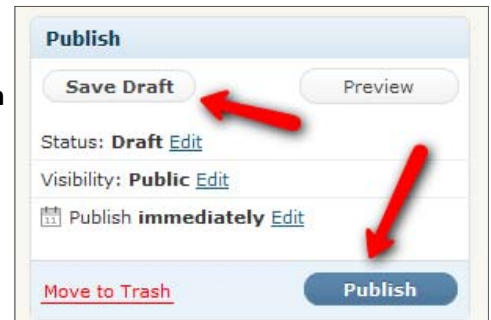
To schedule a post for publication on a future time or date, click **Edit** in the **Publish** area next to the words **Publish immediately**. You can also change the publish date to a date in the past to back-date posts. Change the settings to the desired time and date. You must also hit the **Publish** button when you have completed the post to publish at the desired time and date.
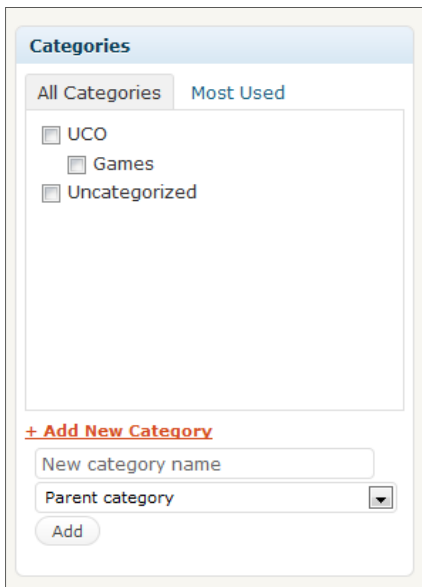
Categories
A Category refers to the general topic in which the post can be classified. Generally, bloggers have 7-10 categories for their content. Readers can browse specific categories to see all posts in the category. To add a new category, click the **+Add New Category** link in this section. You can manage your categories by going to Posts > Categories.

Tags
This box controls the micro-categories for your blog, similar to keywords used for search results. **Posts** with similar tags are linked together when a user clicks one of the tags.

Add new tags to the post by typing the tag into the box and clicking **Add**.

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Media

The **Media Library** gives you an overview of the images, video, recordings, and files you upload and use in your blog. Media is typically uploaded and inserted into the content when writing a Post.

The **Add New** option allows you to upload new Media to later use with posts and pages. This process is identical to that of adding media when composing a post.

Media Page Functions

Search
Above the Table, to the right, is a search box where you can enter a word, or series of words, and click the **Search Media** button to search and display all the Media matching your search words.

Filtering
At the top of this page are links such as All, Images, and Movies, that when clicked will cause just the Media of that type to be displayed in the underlying Table.

Show all Dates
This dropdown allows you to select, by date, which Media are displayed in the **Table of Media**. By default, **Show All Dates** will be selected and all of your Media are displayed.

Filter
Clicking this button applies the settings you select in the dropdown.

Bulk Actions
These Actions can be performed on one, or more Media at one time, if those files have been previously selected.
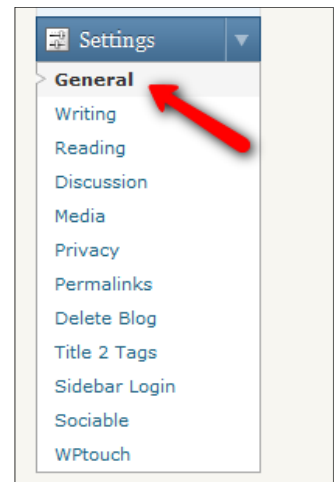
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Customizing Your Blog

Adding Administrator E-mail & Setting Your Blog Title
The Administrator e-mail is essentially the owner of the Blog, and the e-mail that receives comment notifications. By default, it is set to blogadmin@uco.edu but you will want to change this to your own e-mail address. In addition, you can change the Title and Tagline of your blog in the same location.

Adding Administrator E-mail

1. Click **Settings,** then **General**.
2. On the **General Settings** page add your e-mail to the **E-mail address** box. (see image below)
3. Scroll to the end of the page and **Save Changes.**
4. An e-mail has been sent to you. Check the e-mail Inbox of the address you just entered for a message **from Broncho Blogs**.
5. Open the e-mail and click the link to confirm the change. (You may need to log in again, then click the link in your e-mail again)
6. You will be taken back to the **General** page and will see **Settings Saved** display at the top of the page. Done!

Setting Your Blog Title
Your **Blog Title** and **Tagline** reflects your personality. The Title appears first, and the Tagline below it (see image).

1. Using the instructions above, look for **Blog Title** and **Tagline**.
2. **Enter your updated information in each box.**
3. Scroll to the end of the page and **Save Changes.** Done!

The next time you visit your Blog you will see the updated Title and Tagline.

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Broncho Blogs

Contact Us:

Technology Support

Phone: 974.2255 (CALL)

Email: support@uco.edu
Location: MCS 172
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Technology Resource Center

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Office of Information Technology

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Location: ADM 102
http://technology.uco.edu