

The blog module allows users to create and maintain a blog on your website. Blogs are usually written in an informal and conversational style and updated regularly.

**NOTE:** The 'Blog' module needs to be enabled for your site. If you have not previously requested we enabled it for you please contact [staff@bookweb.org](mailto:staff@bookweb.org). We will send you confirmation once it has been enabled.

## CREATE THE BLOG

The screenshot shows the Drupal content creation interface. At the top, there are tabs for 'Content', 'Structure', 'Appearance', and 'Configuration'. Below these, there are two main sections: 'Add content' and 'Books'. The 'Add content' section has a sub-section for 'Articles' and 'Blog entry'. The 'Blog entry' option is highlighted. Below this, there is a form with several fields and sections:

- Title \***: A text input field with a red circle containing the number '1' next to it.
- Body (Edit summary)**: A rich text editor with a toolbar containing icons for Source, Cut, Copy, Paste, Bold, Italic, Underline, Strikethrough, Text color, and Background color. Below the toolbar are dropdown menus for 'Format' and 'Font'. A red circle containing the number '2' is placed below the editor.
- Menu settings**: A section with the text 'Not in menu'. A red circle containing the number '3' is placed above this section.
- Book outline**: A section with the text 'Not in book'.
- Revision information**: A section with the text 'No revision'.
- URL path settings**: A section with the text 'Automatic alias'.
- Meta tags**: A section with the text 'Using defaults'.
- Authoring information**: A section with the text 'By RyanQuinn'.
- Publishing options**: A section with the text 'Published, Promoted to'.
- Save**: A button with a red circle containing the number '4' next to it.

You have just created your first blog post! Any time you want to add a new blog post you repeat steps 1-4 above.

## MULTIPLE STAFF BLOGS

Each staff member can have their own blog. When a user logs in, they follow the steps for 'Create The Blog' above and that generates their own set of blog pages.

# This is Ryans first blog

Submitted by **RyanQuinn** on Thu, 08/06/2015 - 9:

This is my first blog post

[Read more](#) **RyanQuinn's blog**

## TEST

Submitted by **Annak** on Mon, 07/06/2015 - 2:13pm

TEST Blog

[Read more](#) **Annak's blog**

## ADD A MENU LINK

If you're creating a blog, you most likely want people to read it! We recommend you make it easily accessible by adding a menu link for it.

There are a two different links you can choose to add to your menu:

[ryantest.d7.indiebound.com/blog](http://ryantest.d7.indiebound.com/blog)

[ryantest.d7.indiebound.com/blogs/annak](http://ryantest.d7.indiebound.com/blogs/annak)

Structure	Appearance	Configuration	ABA Message Center
Blocks		Add menu	
Contact form		Features	
Content types		Login Menu	
<b>Menus</b>		<b>Main menu</b>	<b>Add link</b>

### Menu link title \* 1

Our Blogs

The text to be used for this link in the menu.

### Path \* 2

blog

The path for this menu link. This can be an integer. To generate a non-linkable item, enter "<separator>".

### Description 3

Staff Blogs

Shown when hovering over the menu link.

Enabled 4

Menu links that are not enabled will not be displayed.

Show as expanded

If selected and this menu link has children, the menu will be expanded.

Open this link in a new window

### Parent link 5

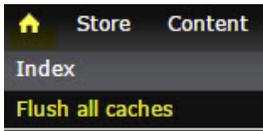
<Main menu>

The maximum depth for a link and all its children.

Save **6**

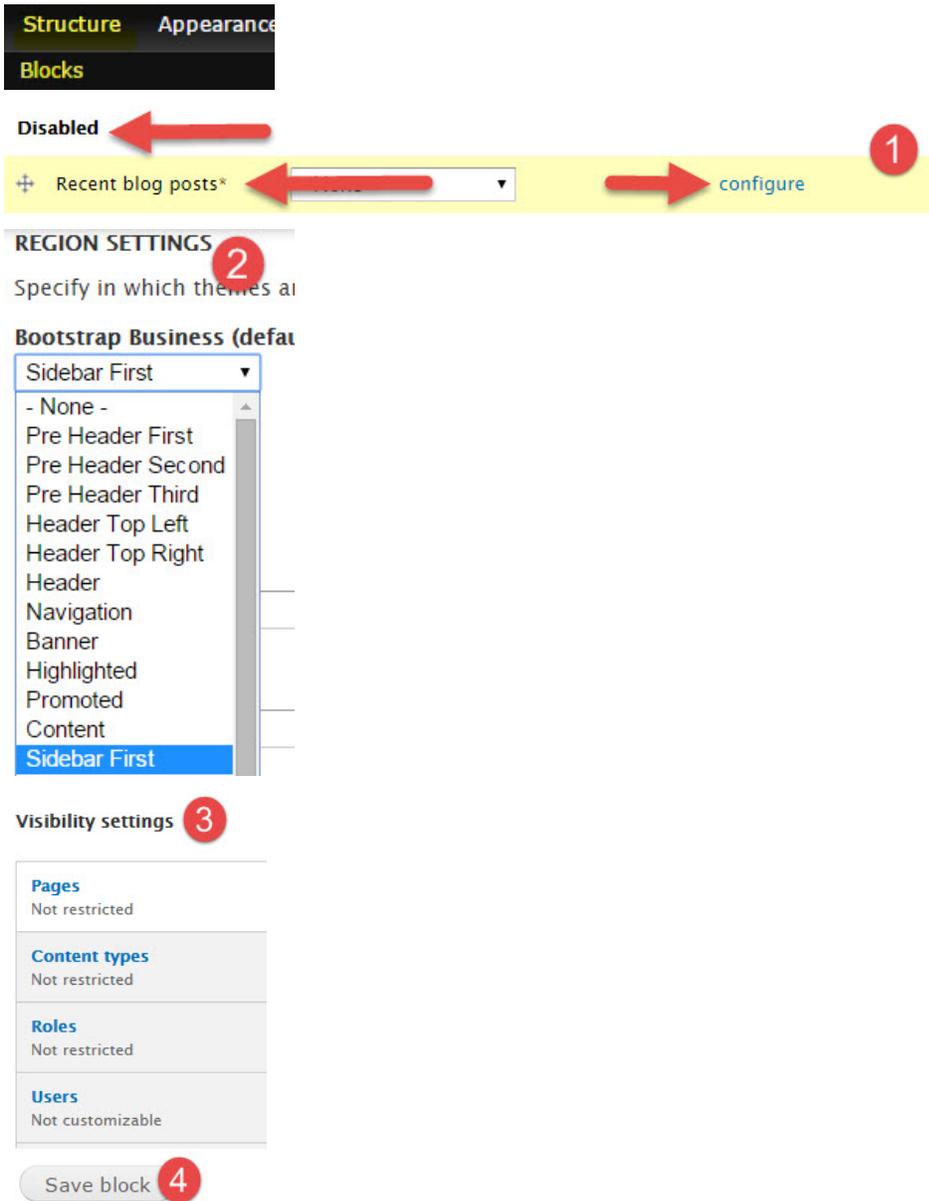
You have now placed a link to the 'Blog' in your menu.

**NOTE:** If you do not see the change reflected on your live site, try flushing the cache:



## PLACE THE 'RECENT BLOG POSTS' BLOCK

The blog module automatically creates a 'Recent Blog Posts' block, which you can place on your site in a region of your choosing.



You have now placed the block on your site and it should be visible in the region you selected.

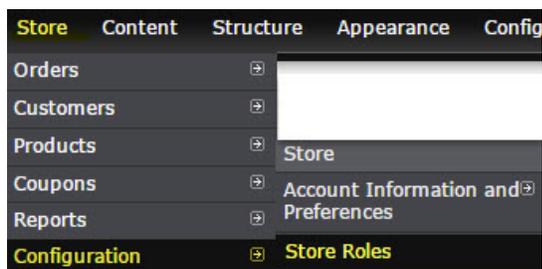
## LIMIT ACCESS TO BLOG ONLY

If you have staff members who you wish to provide blog access to, but that is all you want them to have access to an ABA staff member can create a new role for your website called 'Blogger' this role will only have access to create and edit their own blog entries.

In order for the role to be created you will need to send an email to [staff@bookweb.org](mailto:staff@bookweb.org), asking that a role be created for your website called 'Blogger'. This can either be included in your initial request to enable the 'Blog' module, or after the module has been enabled for you.

Once you receive confirmation the role has been created you may assign users access to it.

**NOTE:** You will need the email address of the user account for which the role is being assigned. If this is a user who previously signed up, ask them for the email address associated with their account. If the user has never signed up, ask them to first sign up and provide you with the email address they use.



User 1  
ryan@bookweb.org  
Email Address

Role 2  
Blogger  
Access level to be granted.

Assign Role 3

RyanQuinn    ryan@bookweb.org    Blogger

At this point you have assigned the user the role of 'Blogger'. If they were previously logged in while you were assigning them a role they should log out and log back in to gain any special permissions their new role provides (in this example the permissions for 'Blogger').

**NOTE:** The role restrictions can be customized to your preference, with the setup of the role in this example, the user will have all the standard controls of a regular authenticated user (such as a customer) + they can create, edit and delete their own blog entries. If you want to to modify those allowances, let us know what you have in mind and we'll do our best to create the perfect role.