Blog Users Guide

LRS Antilles CONTENT MANAGER®

VERSION 1.16.0 (BUILD 1604)

LRS™ WEB SOLUTIONS

Antilles Blog: The Basics

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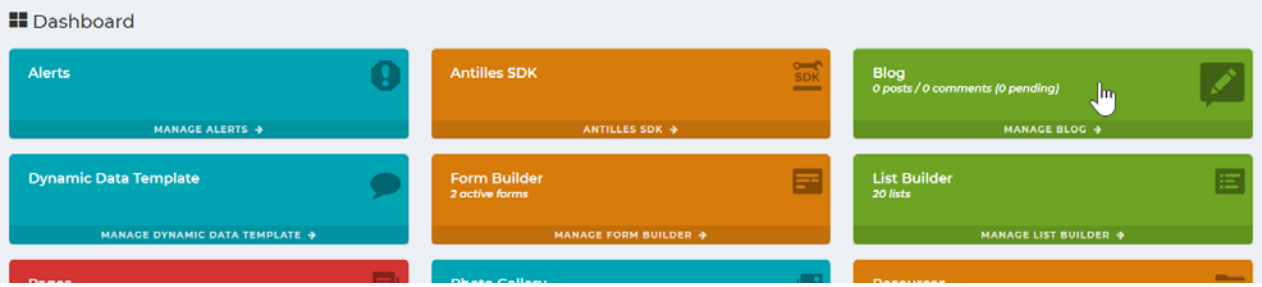
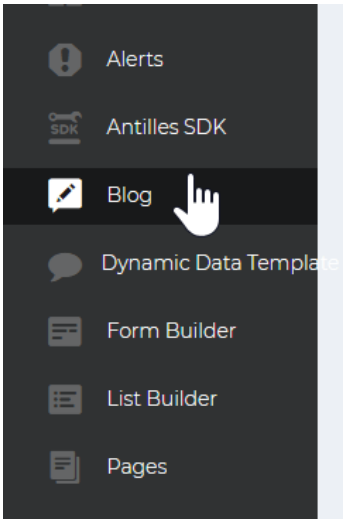
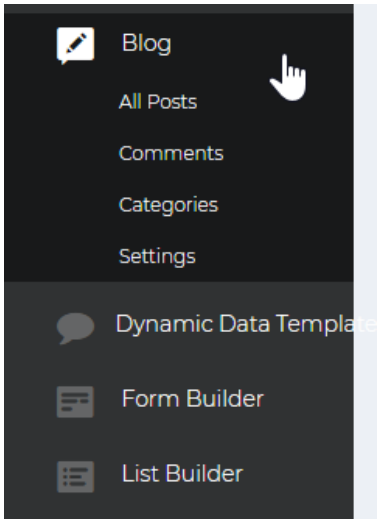
Antilles Blog: The Basics

Getting Started

Accessing the Blog Admin





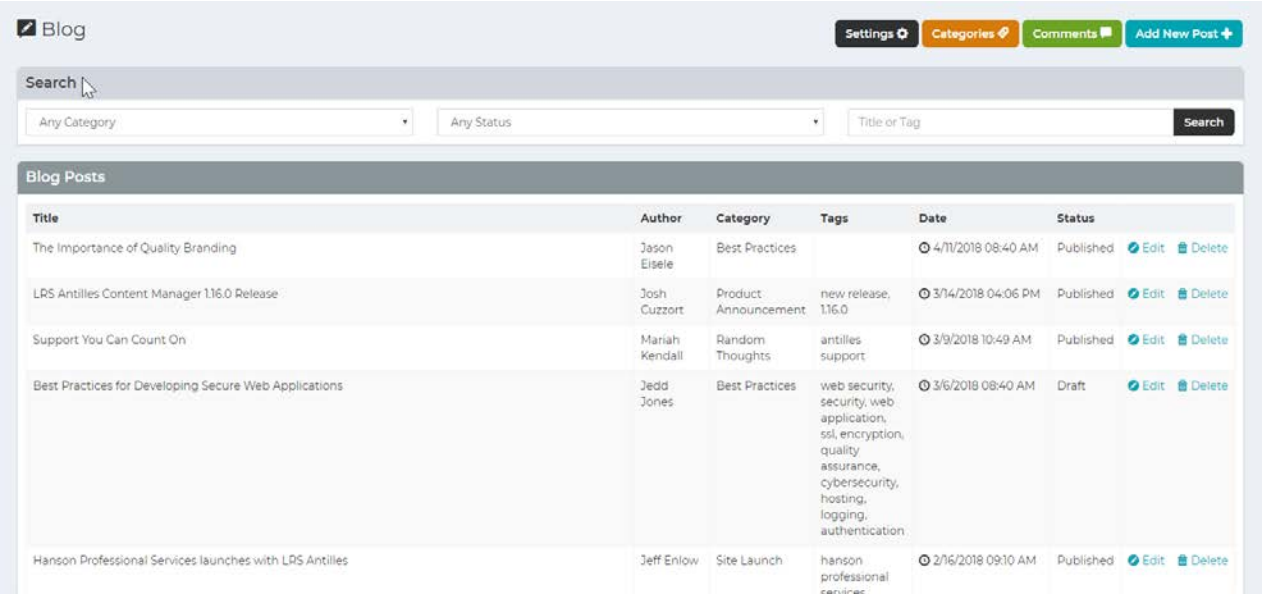


To create and manage blog posts, you must access the Blog Module's Admin. This may be done through the Dashboard or the Sidebar.

Clicking on Blog in the Dashboard will take you directly to the Blog's Admin. The admin is where you may view all posts and access all the tools to manage your blog.

Clicking on Blog in the Sidebar will reveal a sub-list of functionalities within the Blog Module. Click on All Posts to go to the Blog's Admin.

Blog Admin Overview



This is where you will get access to all the tools to manage your blog.

a. **Settings**: Basic settings for blog pages.

b. **Categories**: Add, edit and delete categories.

c. **Comments**: Access comments submitted by readers here. Approve or delete comments.

d. **Add New Post**

e. **Search Panel**: Search/filter posts by category, status, or by title or tag.

f. **Blog Posts Panel**: This is the list of all blog posts – published and drafts.

    a. **Title**: This the title of the blog post. It will be displayed at the top of the blog post.

    b. **Author**: This displays the author of the post. If you choose not to fill this out, then your username will be displayed.

c. **Category**: This displays the category of the post if you have created the category and selected a category.

d. **Tags**: This lists all the tags associated with the post if you have created tags for the post.

e. **Date**: This displays when the post was created or last edited.

f. **Edit**: Click to edit the post.

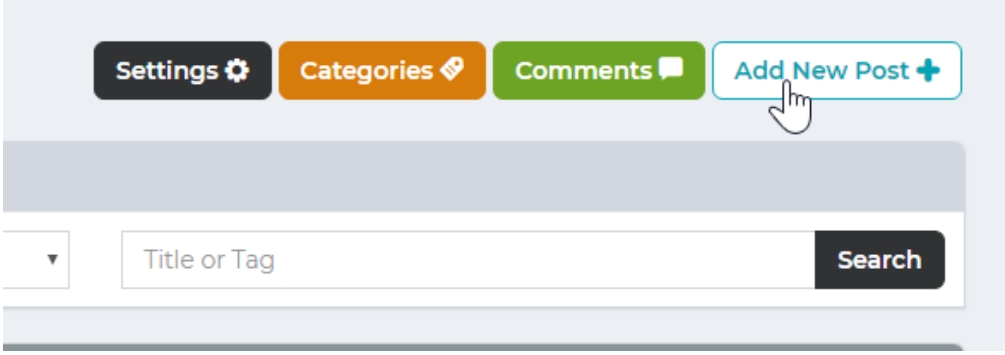
g. **Delete**: Click to delete the post.

Posts

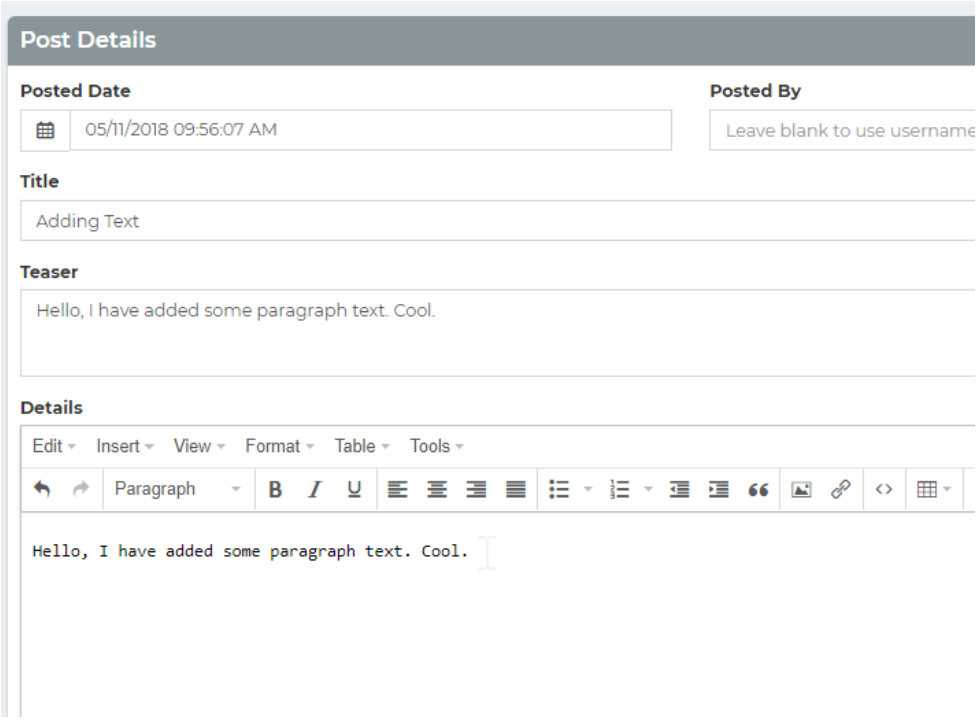
Add A New Post

Step-by-Step: Add A New Post

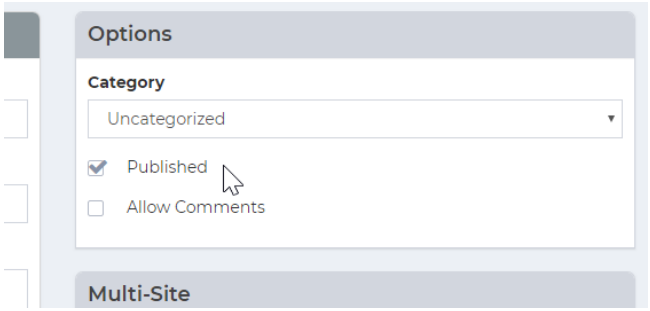
1. In the Blog Admin click on Add New Post.



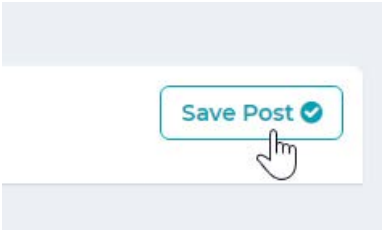
2. Add content into the Post Details Panel. This includes title, teaser and details (where the bulk on your content will go) sections.



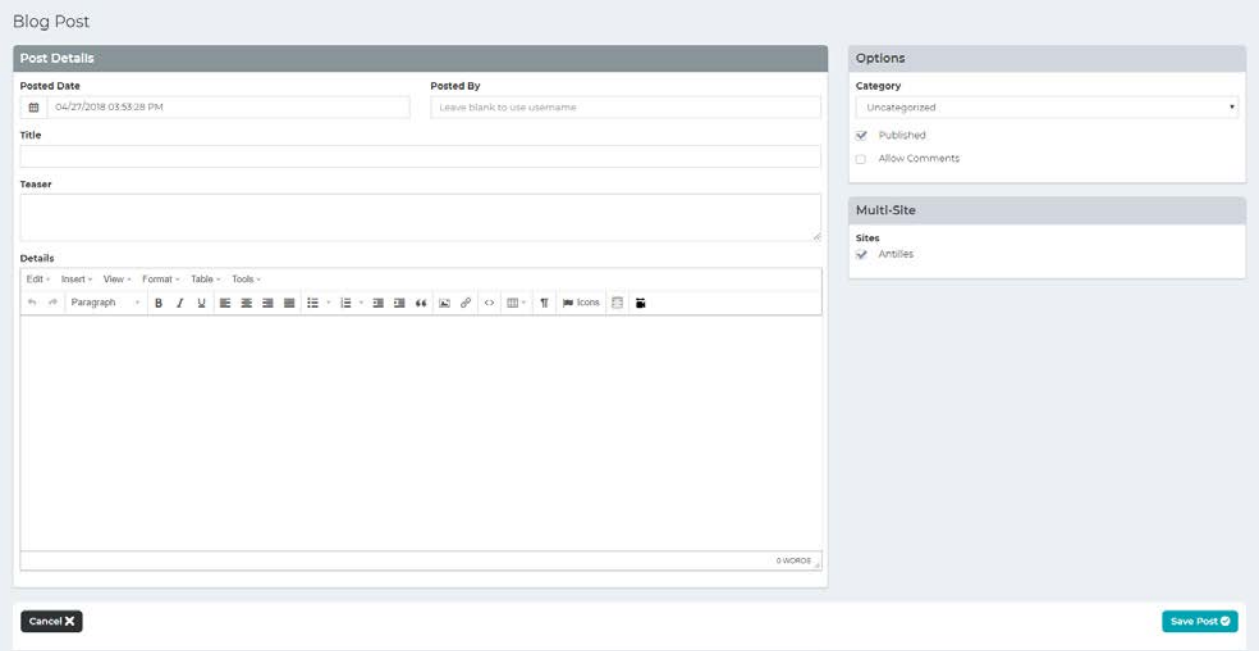
3. In the Options Panel uncheck Published if you want to save a draft. A draft can't be seen by your readers. Keep Published checked if you want the post to be published and seen by your readers.



4. Click Save Post.



Blog Post Editor Overview



This is where you do all the adding and updating content. Here, you may choose a category, publish, allow comments, and choose what sites (if you have more than one site) you want the blog to show.

a. **Posted Date**: This shows the date and time of when the post was created or when the post was last edited.

b. **Posted By**: This is where the author enters his or her name. Leave blank if you want to use your Antilles username.

c. **Title**: This is the title of the new page. It will be displayed at the top of the post.

d. **Teaser**: This is a short blurb than may include a short portion of your post or a short description or summary of the post.

e. **Details**: This is where you will compose the content of the post. It features a Rich Text Editor. A full description of the different features of the rich text editor can be found here https://www.tinymce.com/ .
   - Tools -> Source Code: Use this to view/edit the source code.

f. **Category**: This is where you select the category for your post.

g. **Published**: By default, this will be checked. This mean that when you save the post it will be published for all to view.
    - Uncheck if you just want to save the post as a draft. Only those who have login credentials to your website will be able to see the post.

h. **Allow Comments**: By default, this is not activated. Check the box if you want to allow readers to comment on your posts.

i. **Multi-Site**: By default, your website will be checked but if you have more than one site listed here, you may choose which sites to display the blog on.

Search & Filter Posts

Once you create several posts this is a feature that becomes very helpful to speed up your workflow. You may search by Category, Status or Title or Tag.

Filter by Category

1. Click on the Any Category select menu in the Search Panel and you will see a list of categories (if created) in the dropdown. This is on the far left column of the Search Panel.

2. Once you select a category, only posts from the selected category will show in the Blog Admin.

Filter by Status

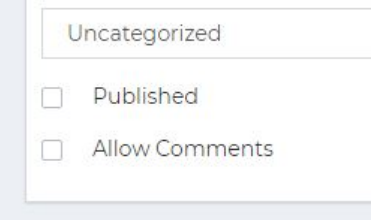
1. Click on the Any Status select menu in the Search Panel and you will see a few choices: Any Status, Drafts, and Published. This is in the middle column of the Search Panel.

2. When you select a Status, only posts with the selected status will show in the Blog Admin.

Definitions:

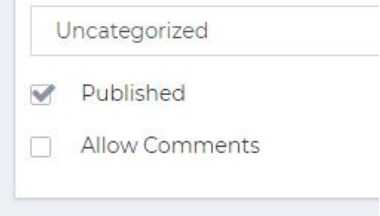
a. **Any Status**: This will show all posts – both published and drafts.
b. **Drafts**: These are posts that have been started but are not live. These can only be viewed by those with access to the Admin. These cannot be seen by the public.

You create a Draft by unchecking Published in the Options Panel of the Blog Post Editor. Then save the Post.



c. **Published**: These are posts that are live and can be seen by the public.

You Publish a post by checking Published in the Options Panel of the Blog Post Editor. Then save the Post.



Search by Title or Tag

If you know the title of the post you are looking for or you are looking for posts with a specific tag just type it into the input field in the Search Panel and click the Search button. This field is on the far right column of the Search Panel.

Managing Tags

What are tags?

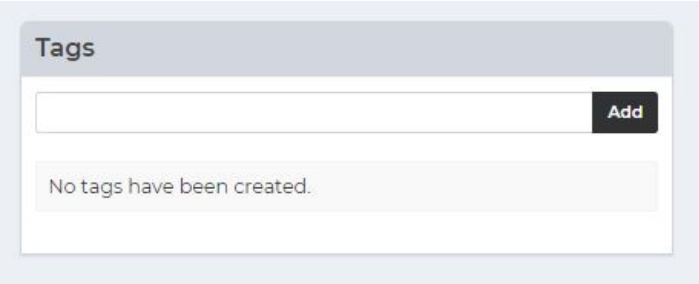
Tags are one of two ways to organize a blog (the other being categories). In comparison to a category, a tag is more specific and addresses items discussed in the blog post and aids in searches to find content. A tag is usually only one or two words and reflects the keywords in a post. *Pro tip – Avoid using tag names that are the same as category names.*

Step-by-Step: Add a Tag

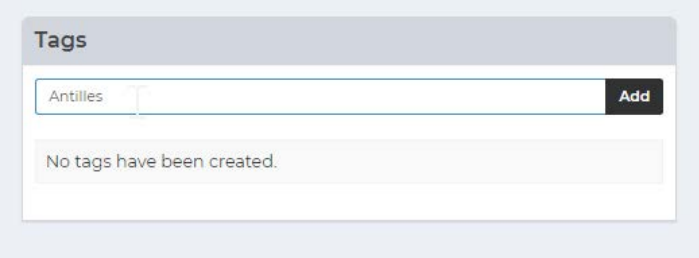
*Note: You can **only** add tags to a post after the post has been created **and** saved in the Blog Post Editor.*

1. Create a post and save.

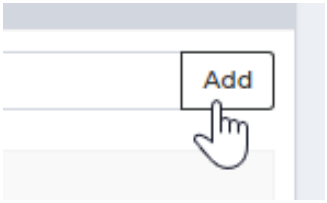
2. In the Blog Post Editor, a Tags Panel will appear just below the Multi-Site Panel.



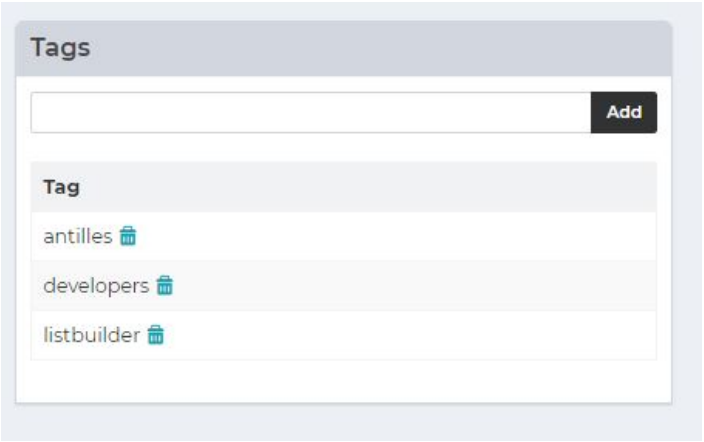
3. Enter a tag into the input field.



4. Click Add.

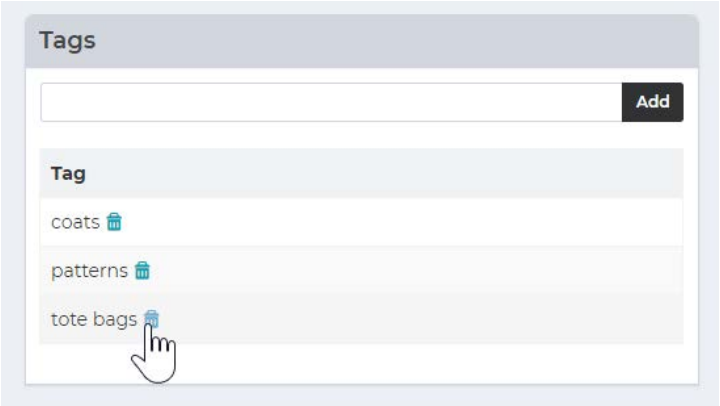


5. The saved Tag will appear in the Tags Panel.



Step-by-Step: Delete a Tag

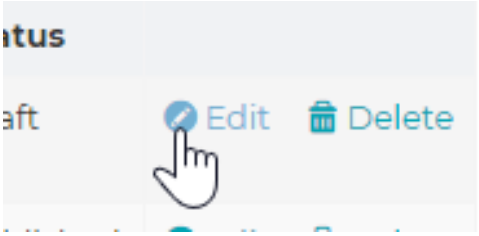
1. Find the tag in the Tags Panel.
2. Click on the trash can icon next to the tag.



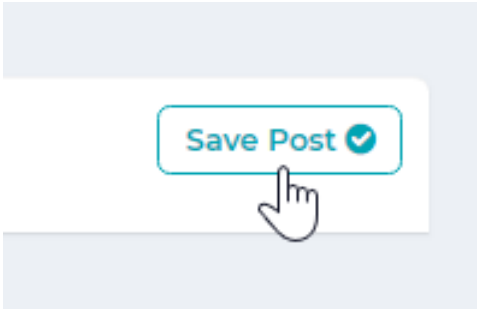
Managing Existing Posts

Step-by-Step: Edit a Post

1. Go to the Blog Admin.
2. In the Blog Posts Panel, find the post that needs to be edited and click Edit.

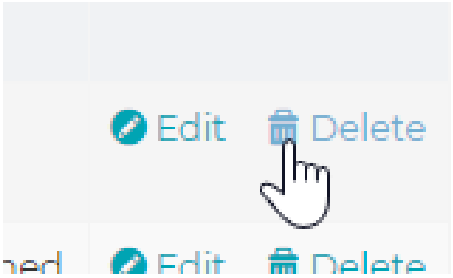


3. Edit your post however you wish.
4. Save post.



Step-by-Step: Delete a Post

1. Go to the Blog Admin.
2. In the Blog Post Panel find the post that needs to be deleted.
3. Click Delete.



Adding Plugins

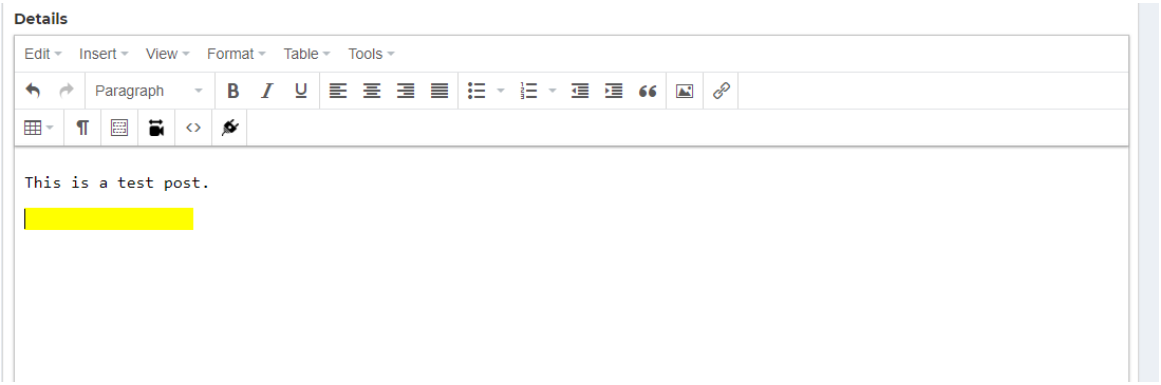
What are Plugins?

Plugins allow you to insert other module content or data into the post. This includes lists, forms, and any other custom modules that may have been added to your site.

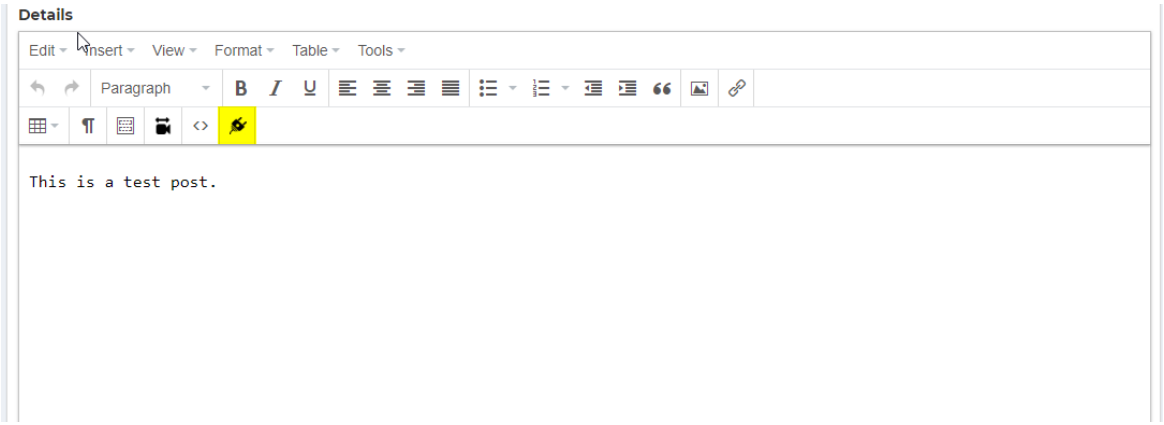
You may add as many plugins as you need.

Step-by-Step: Add a Plugin

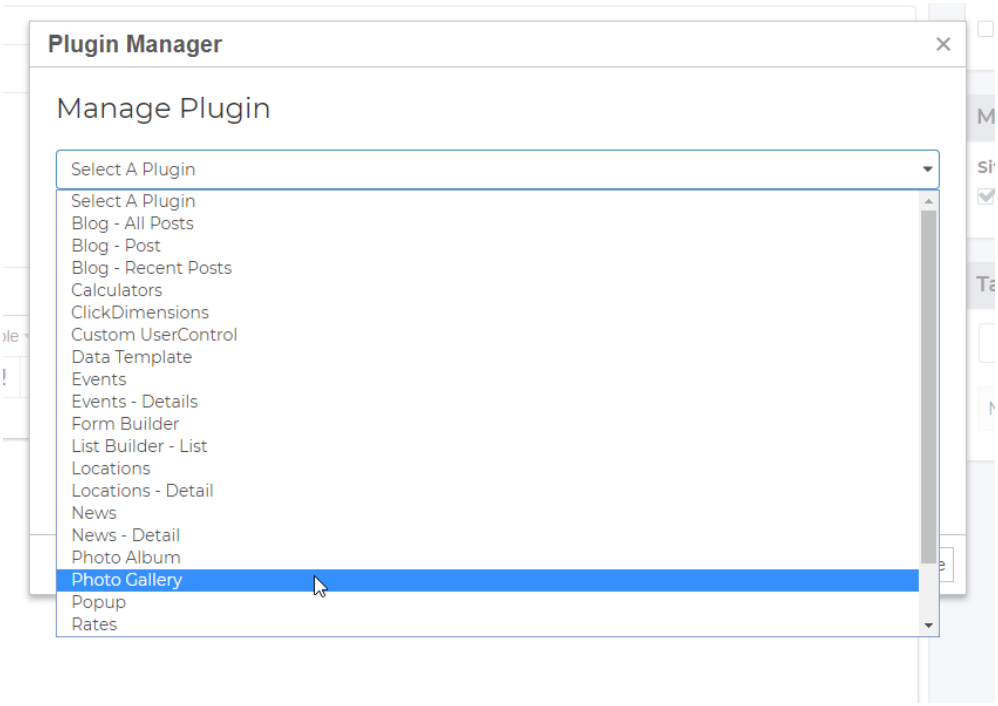
1. In the Blog Post Editor go to the Details section and click where you want to add your Plugin in the editor.



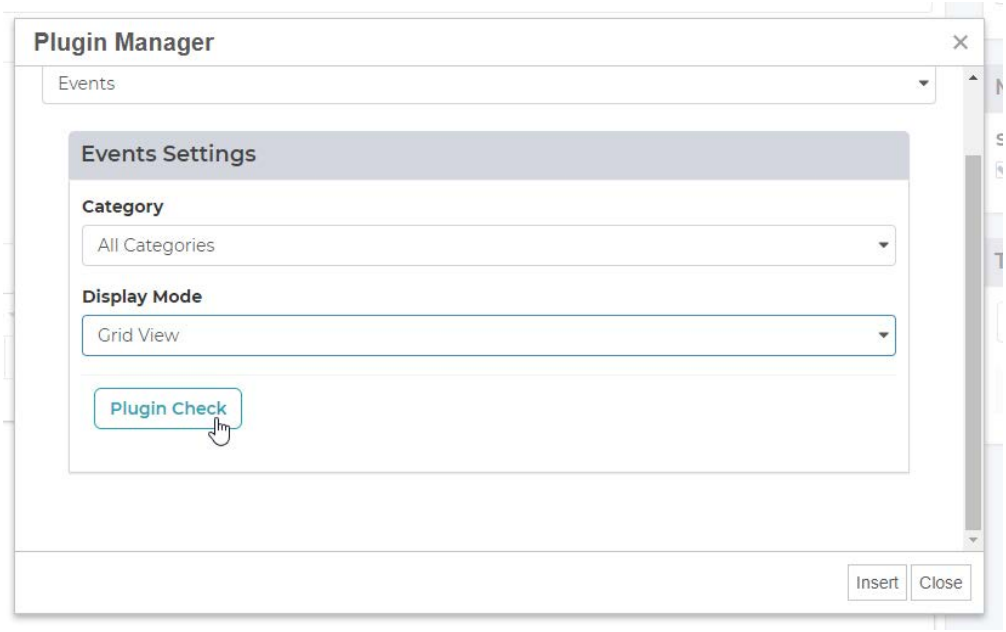
2. Next click on the Plugin button. It has a icon that looks like a plug.



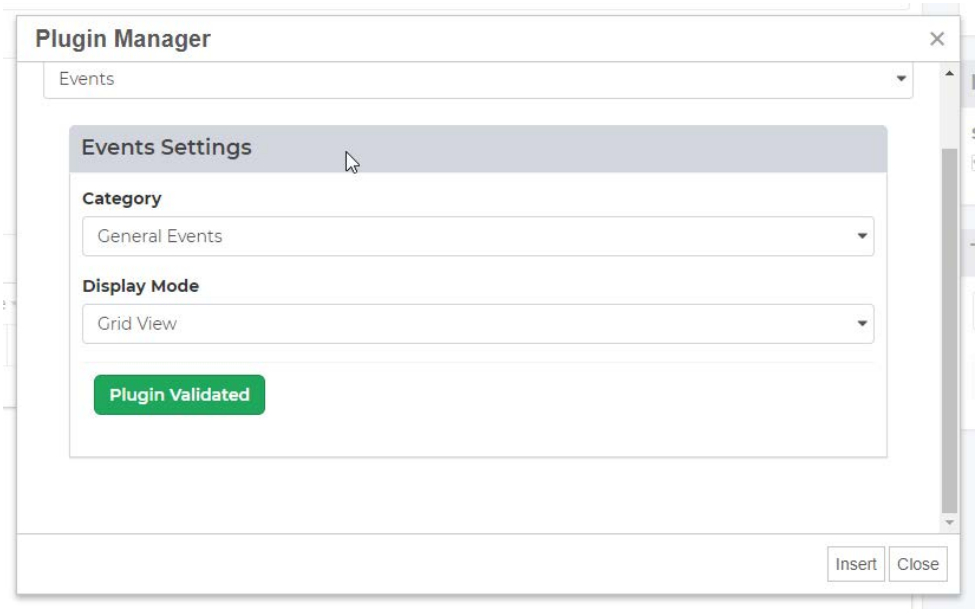
3. A popup will appear. Here is where you select the Plugin you want to add. Select the Plugin from the select menu.



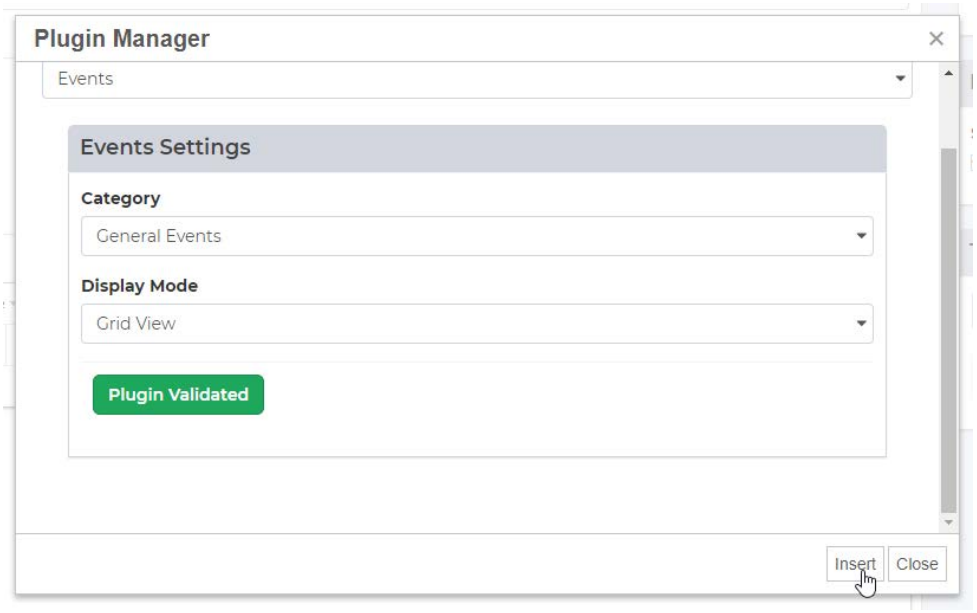
4. Complete any Plugin Settings that are available. Some may not have additional settings, others may have several.
5. When finished with the Plugin Settings, click Plugin Check.



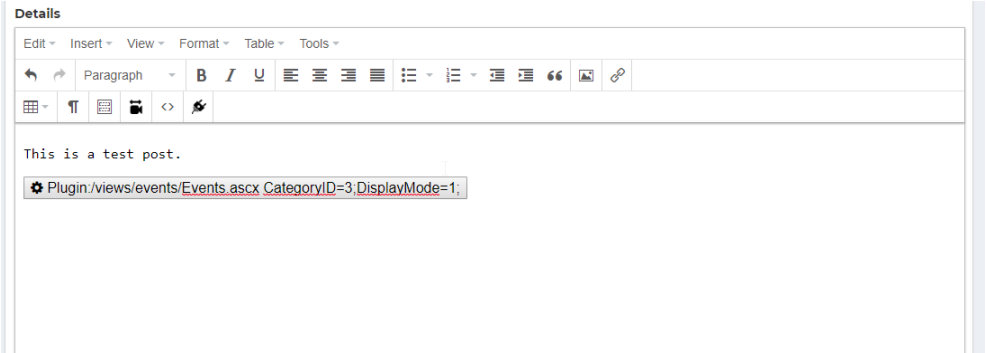
6. Once the Plugin is validated, the button will turn green.



7. Click Insert

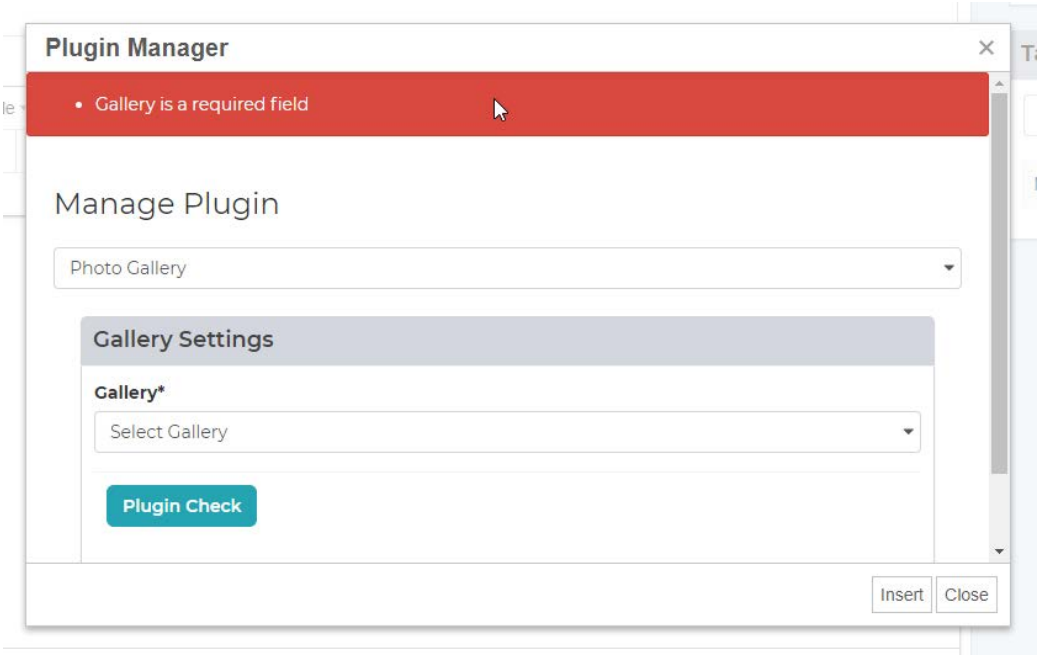


8. Your plugin should look like this:



9. Add the rest of your content and click Save Post when complete.

*Note: For Plugins with additional settings, if the settings are required (marked with an *), you must complete the settings. If you do a Plugin Check before completing those settings, you will see a warning that looks like the screenshot below. No worries. Just fill out the settings and do another Plugin Check.*



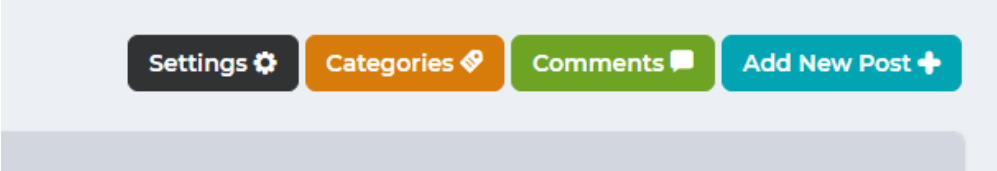
Categories

Categories are a way of organizing blog posts (along with tags). These help readers find the information they want. Categories are topics addressed in the blog. They are general and broad in scope. The category title should be descriptive and can be several words long.

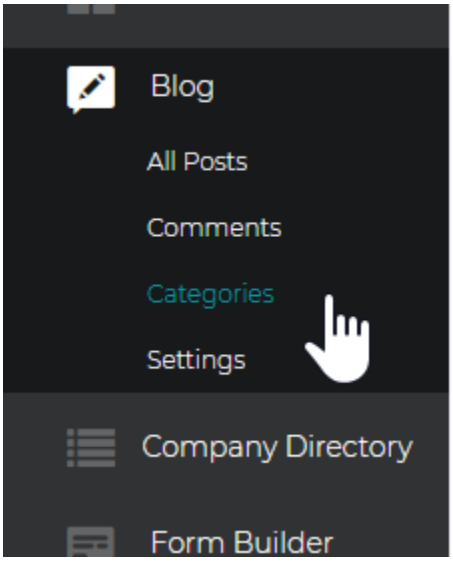
Accessing Categories Admin

There are a couple ways to access the Blog Categories Admin. The first is through the Blog Admin. The second way (the fastest way) is through the Sidebar Menu. Click on Categories to go to the Blog Categories Admin.

1. In the Blog Admin click on Categories (the Orange Button).



2. Click on Blog in the Sidebar Menu to reveal the sub-list of functionalities within the Blog Module. Click on Categories.



Blog Categories Admin Overview

This is where you will get access to all the tools to add and manage blog categories.

a. **Settings**: Basic settings for blog pages.

b. **Comments**: Access comments submitted by readers here. Approve or delete comments.

c. **Blog Posts**: This will take you back to the Blog Admin.

d. **Add New Category**

e. **Categories Panel**: This is the list of all blog posts – published and drafts.

    a. **Category**: This the name of the category.

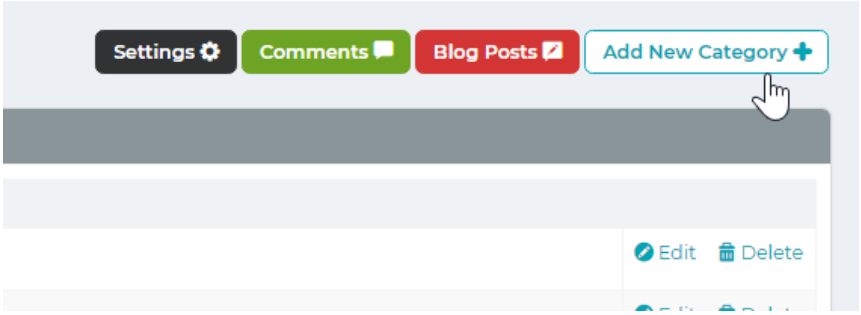
    b. **Edit**: Click to edit the category.

    c. **Delete**: Click to delete the category.

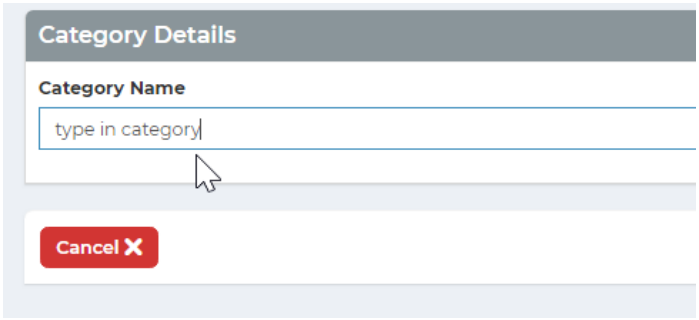
Add A New Category

Step-by-Step: Add a New Category

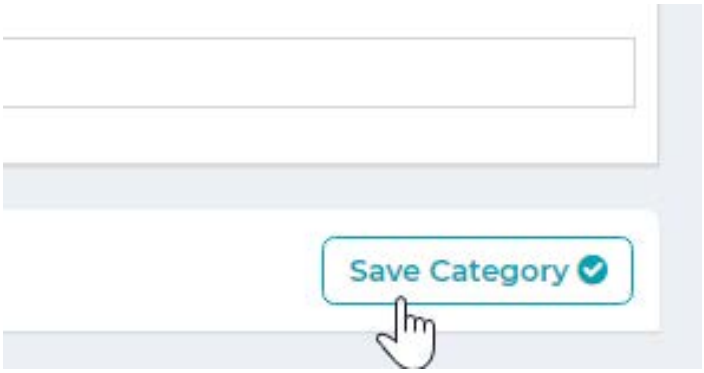
1. In the Blog Categories Admin click on Add New Category.



2. In the Category Details Panel, type in the category name.



3. Save category.

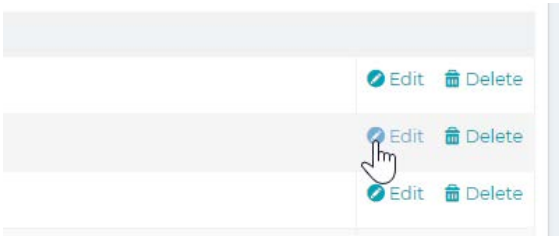


Managing Existing Categories

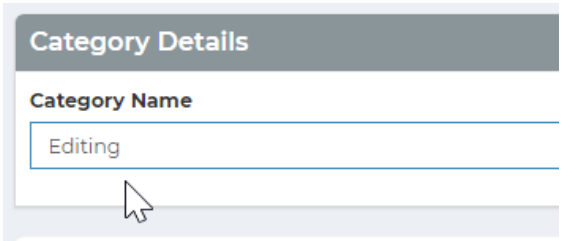
Step-by-Step: Edit a Category

1. In the Blog Categories Admin, find the category you want to edit in the Categories Panel.

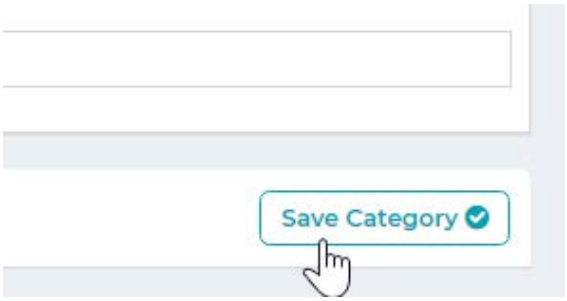
2. Click on Edit.



3. In the Category Details Panel, make your changes.

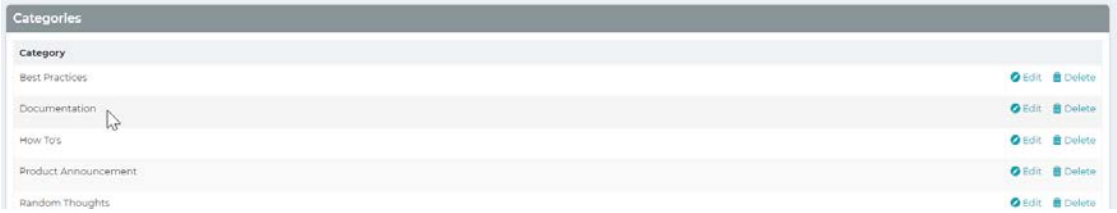


4. Click Save.

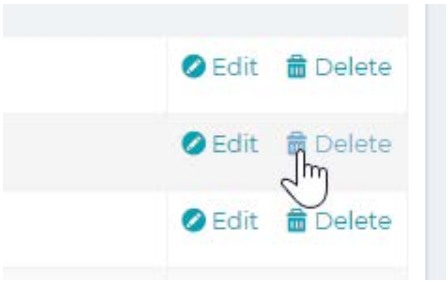


Step-by-Step: Delete a Category

1. In the Blog Categories Admin, find the category you want to delete in the Categories Panel.



2. Click Delete.



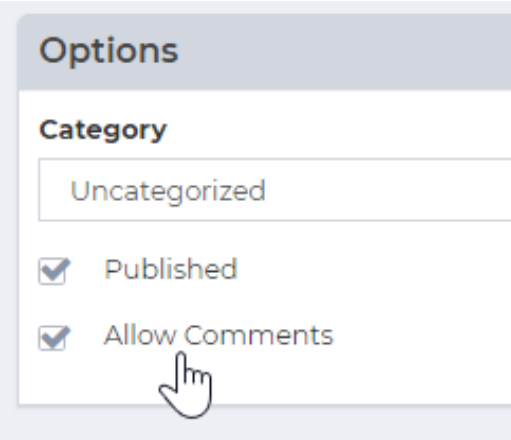
Comments

Comments are a way for your readers to interact with the content posted in your blog. This is a great way to exchange ideas, thoughts, opinions and develop a relationship with your readers. In addition, blog comments help with attracting traffic to the blog.

Allow Comments

Allowing Readers to Comment

By default, new pages have the comments turned off. To allow your readers to comment on the post, in the Blog Post Editor check the Allow Comments box in the Options Panel.



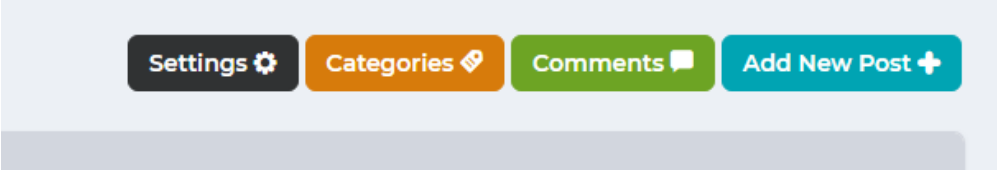
Allowing comments is on a post-by-post basis. You may want to allow readers to comment on one post but not on another.

Accessing Comments

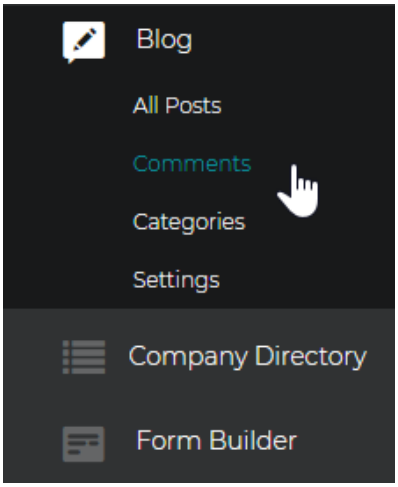
When a reader comments on a post, the comment will not be posted right away. The comment will have to be approved for it to appear on the post.

You may review and manage all comments in the Blog Comments Admin. There are a couple ways to access the Blog Comments Admin. The first was is through the Blog Admin. The second way (the fastest way) is through the Sidebar Menu. Click on Comments to go to the Blog Comments Admin.

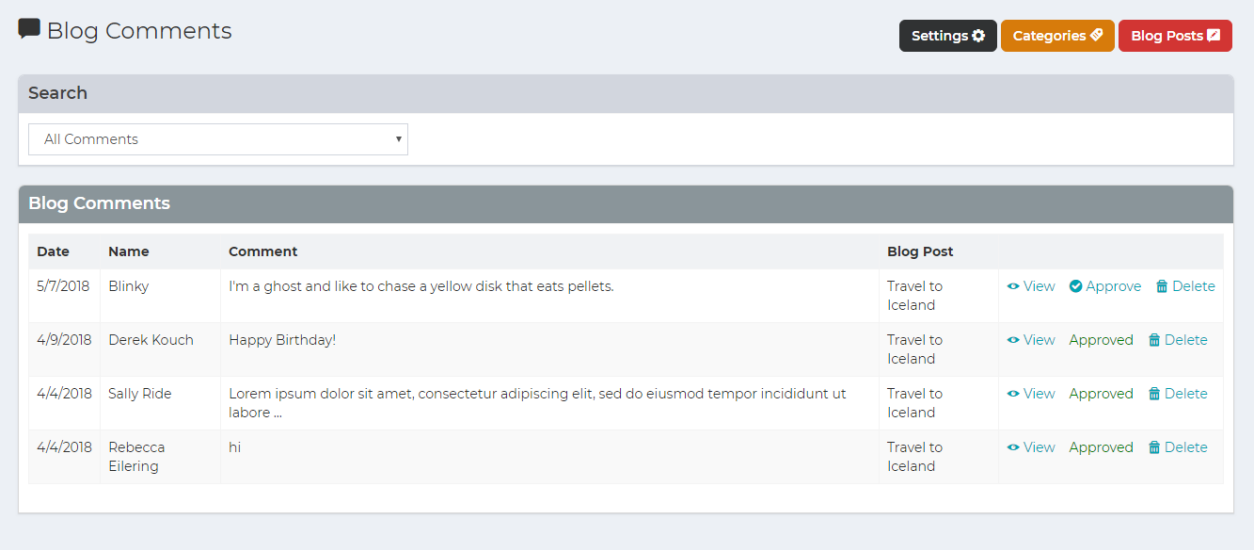
1. In the Blog Admin click on Comments (the Green Button).



2. Click on Blog in the Sidebar Menu to reveal the sub-list of functionalities within the Blog Module. Click on Comments.



Blog Comments Admin Overview



This is where you will manage the comments that have been submitted to your blog. This is where you may view comments, approve or delete comments. You may also search all comments or just pending comments.

a. **Settings**: Basic settings for blog pages.

b. **Categories**: Add, edit and delete categories.

c. **Blog Posts**: This will take you back to the Blog Admin.

d. **Search Panel**: Choose the view All Comments or comments that are Pending Approval.

e. **Blog Comments Panel**: This is the list of blog comments – submitted and approved.

    a. **Date**: When the comment was submitted.

    b. **Name**: Name of the person that submitted the comment.

    c. **Comment**: A snippet of the comment. If it's a long comment you will have to click View to see the entire comment.

d. **Blog Post**: The Title of the post the comment was submitted to.

e. **View**: Click to view the entire comment.

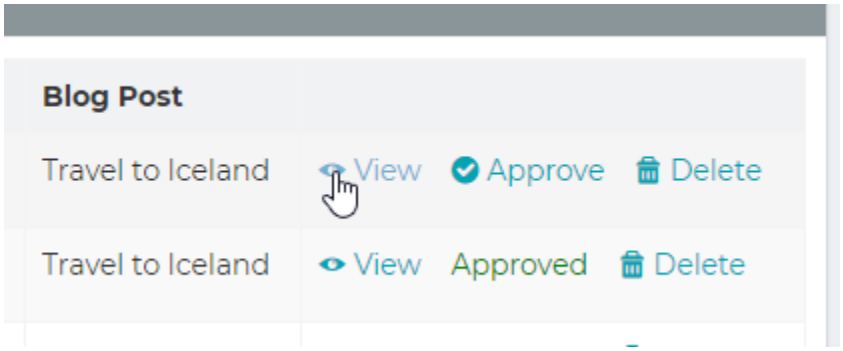
f. **Approve/Approved**: When the comment is submitted this will read as Approve. Once the comment is Approved the text will read as Approved.

g. **Delete**: Remove the comment so it will not be published.

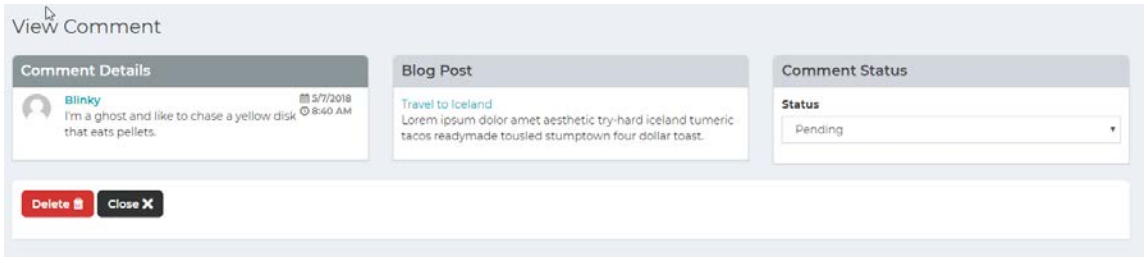
Managing Comments

Step-by-Step: View a Comment

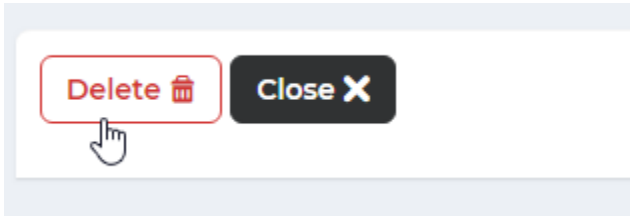
1. Click View in the Blog Comments Admin.



2. You should see a screen that looks like this. It will show the entire Comment in the Comment Details Panel, the post in the Blog Post Panel, and the status in the Comment Status Panel.

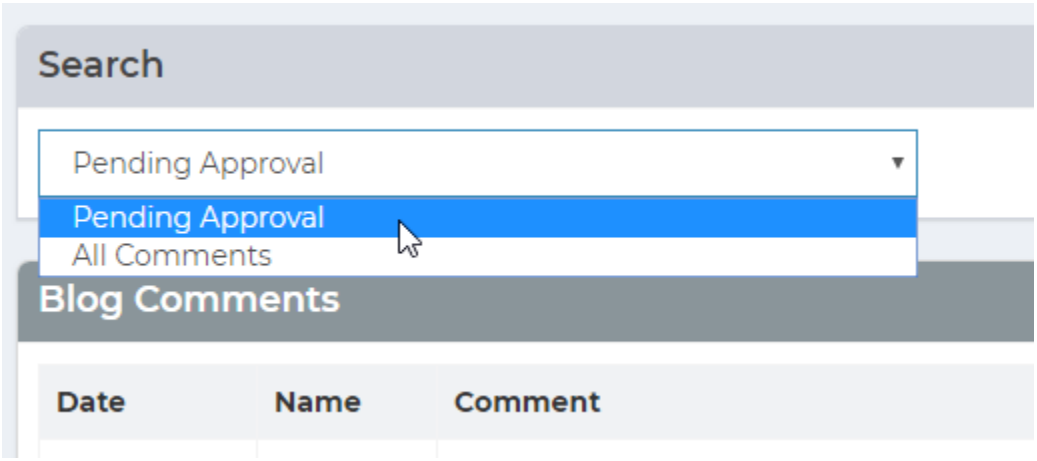


3. Click either Delete to remove post or Close to return to the Blog Comments Admin.



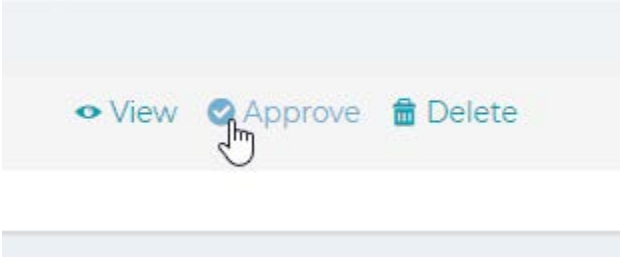
Step-by-Step: Approve a Comment

1. Select Pending Approval from the Search Panel in the Blog Comments Admin to just see the comments that need attention.

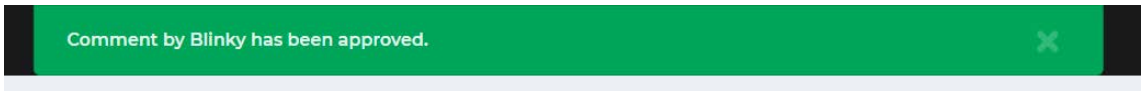


2. You should just see a list of all the Comments that are pending approval.

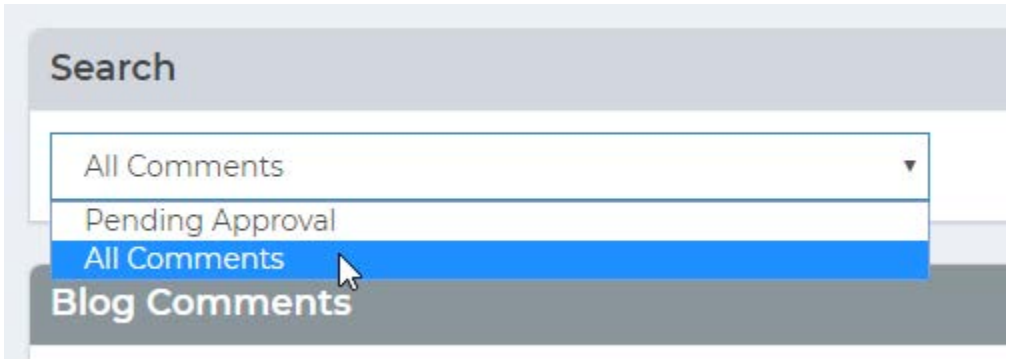
3. Once you find the comment to approve just click Approve.



4. You should see a green notification at the top of the page once the comment is approved.



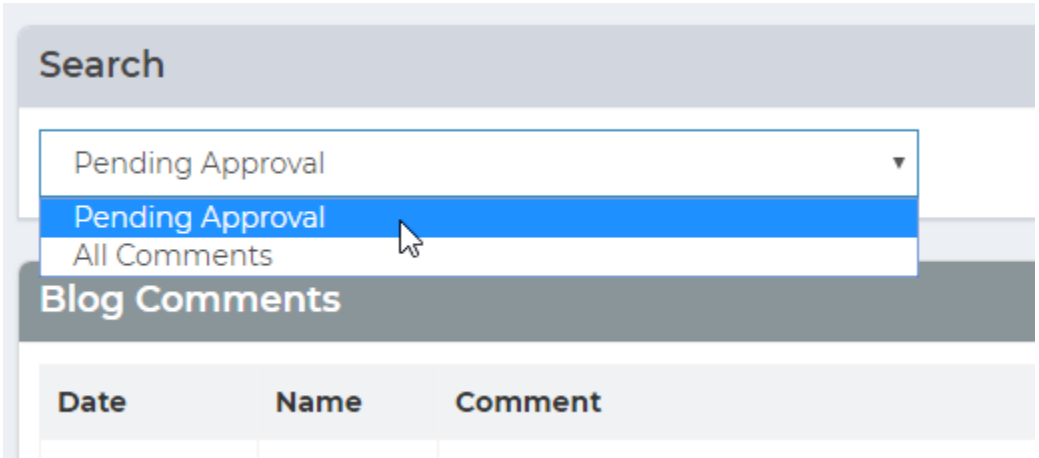
5. To return to all the blog comments, in the Search Panel select All Comments.



Step-by-Step: Delete a Comment

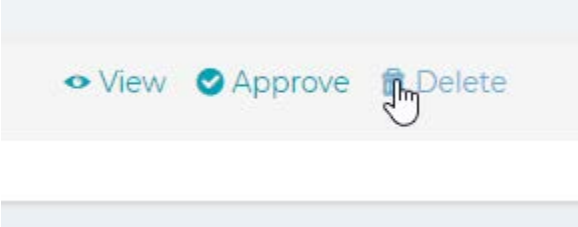
If you find that there is a comment that seems spammy, or is abusive, etc., you may easily delete the comment.

1. Select Pending Approval from the Search Panel in the Blog Comments Admin to only see the comments that need attention.

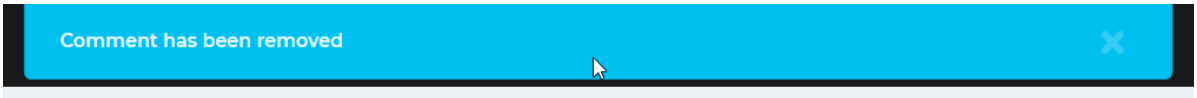


2. You should only see a list of all the comments that are pending approval.

3. Once you find the comment to delete, click Delete.



4. You should see a blue notification at the top of the page once the comment is deleted.



5. To return to all the Blog Comments, in the Search Panel select All Comments.

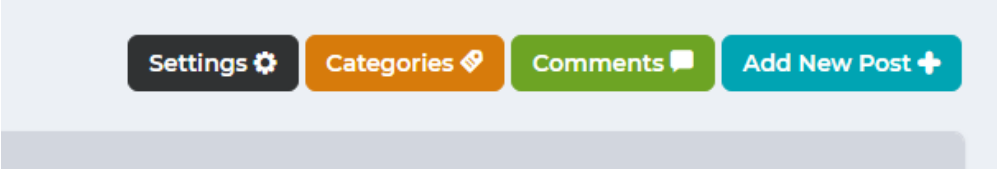
Settings

There are only a couple settings for your blog and once they are set, you probably don't have to mess with them again.

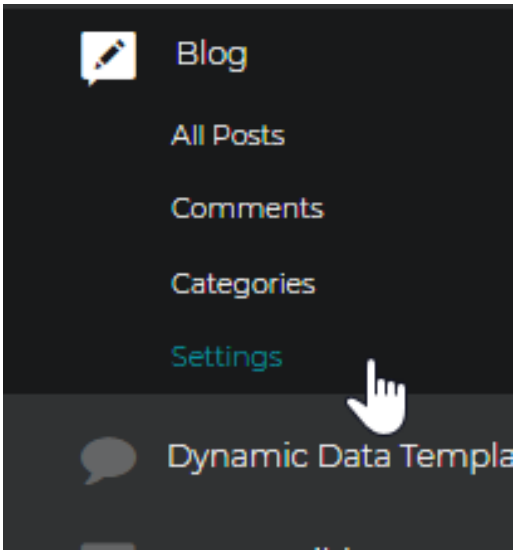
Accessing Settings

There are a couple ways for accessing Settings for your blog.

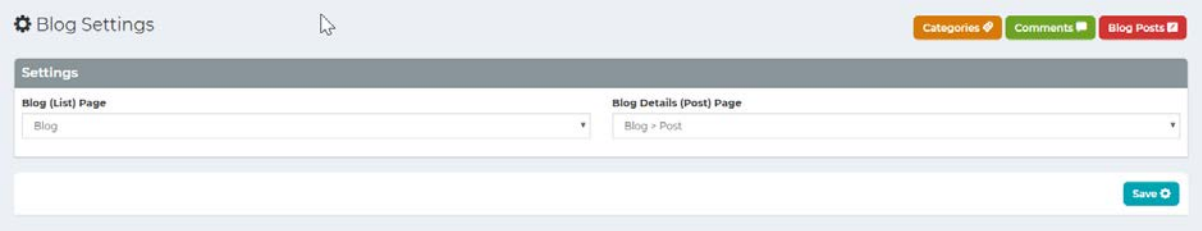
1. In the Blog Admin click on Settings (the Black Button).



2. Click on Blog in the Sidebar Menu to reveal the sub-list of functionalities within the Blog Module. Click on Settings.



Blog Settings Admin Overview



a. **Categories**: Add, edit and delete categories.

b. **Comments**: Access comments submitted by readers here. Approve or delete comments.

c. **Blog Posts**: This will take you back to the Blog Admin.

d. **Settings Panel**: This is the list of blog comments – submitted and approved.

    a. **Blog (List) Page**: Settings for the List Page.

    b. **Blog Details (Post) Page**: Settings for the Post Page.

    c. **Save**: Save Settings.

Managing Settings

Blog (List) Page Settings

You are going to be choosing which page the Blog (List) Page is going to sit on. Typically, one will create a page called Blog and that is where the Blog (List) Page will be located.

The Blog (List) Page is the page that shows a list of all the blog posts. This will usually include the Title, the author, date, a blurb, sometimes an image, and a link to the Blog Details (Post) Page (sometimes this link will be the Title).

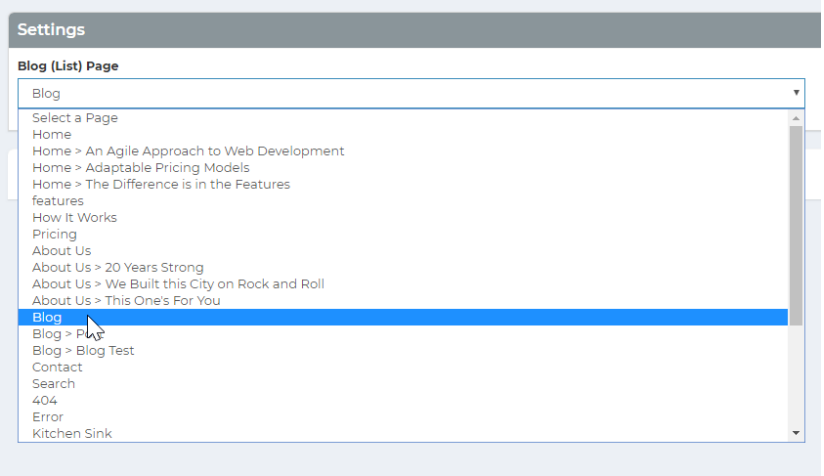
For an example see the Antilles Blog List Page: https://www.getantilles.com/blog

Step-By-Step: Blog (List) Page Settings

1. Go to the Blog Settings Admin.

2. In the Settings Panel go to the select dropdown menu labeled Blog (List) Page and click to show all the options.

3. Select the page you want the list of blog posts to sit. In this case I'm choosing Blog.



4. Click Save.

Blog Details (Post) Page Settings

You are going to be choosing which page the Blog Details (Post) Page is going to sit on. Typically, one will create a page called Post (usually created as a subpage of Blog) and that is where the Blog Details (Post) Page will be located.

The Blog Details (Post) Page is a template for the page since each post will be a dynamically created page but all will have the same layout. This is where the entire Blog Post lives.

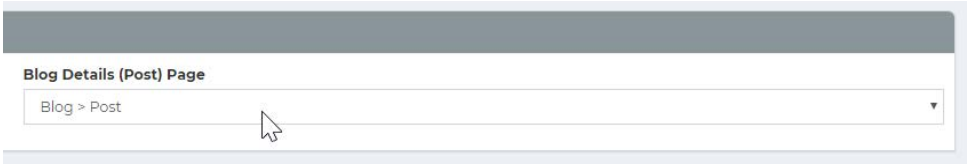
For an example here is a post from the Antilles Blog:

https://www.getantilles.com/Blog/Posts/31/Product-Announcement/2018/3/LRS-Antilles-Content-Manager-1160-Release/blog-post/

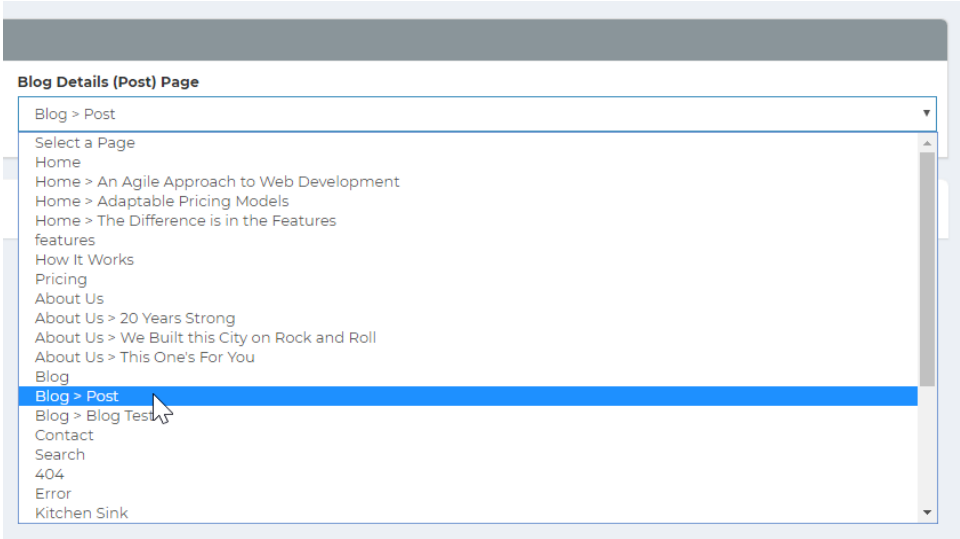
Step-by-Step: Blog Details (Post) Page Settings

1. Go to the Blog Settings Admin.

2. In the Settings Panel go to the select dropdown menu labeled Blog Details (Post) Page and click to show all the options.



3. Select the Page you want the Details (Post) Page to sit. In this case I'm choosing Blog > Post (Blog is the parent page – the list page. Post is its child.)



4. Click Save.