

How do I post a Blog?

The members, who wish to make a blog posting, have to click on '**Blog Updates**' button available on navigation menu and then click on:



Once you click on the above icon, then you will get the following window to post your blog entry:

A screenshot of a web form titled "Add New Blog Entry" with a "Back to main page" link in the top right. The form has a "Title:" label and a text input field with "max 70 characters" below it. A callout box with a left-pointing arrow says "Enter here title of blog post". Below the title field is an "Entry:" label and a rich text editor toolbar with buttons for Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Bulleted List, Numbered List, Indent Left, Indent Right, Font Size, Image, Link, Unlink, and Source. A large callout box with a left-pointing arrow says "Write here text of your blog post".

You can use text formatting buttons to format your text and also provide hyperlinks to selected text and add picture/s to the post/s using the options given:



Hyperlinks:

To add hyperlink to a text, please select the text and then click on '**Add Link**' button and provide the details as mentioned below.

A dialog box titled "Add/Edit Link" with a red close button (X) in the top right. It contains a "URL" input field with "http://" entered, a "Title" input field, and an "Open In" dropdown menu currently set to "Current Window". A "Submit Query" button is at the bottom.

← Enter here web / URL address

← Enter here the title of the link

← Select the option 'New Window'

← Click on 'Submit Query' to finish

Images:

To add an image/s to your postings, you may please click on 'Add Image' button, enter the URL address, if the image is available online or browse for the image/s by clicking on 'Upload an image' link to add the image available on your computer and select the image/s and add further details as mentioned below:

Add/Edit Image ✖
URL
or upload an image...
Alt
Text
Align v
Submit Query

← Enter here web/URL address of image or Click on 'Upload image' to browse for image/s on your computer

← Enter name for the image

← Align the image 'right' or 'left' from pull down menu

← Click on 'Submit Query' to finish

Once the blog entry is written, as shown below, assign the tags (Keywords) and [] tick mark the check boxes, to send automatic notification via e-mail to other members and also to allow members to make comments on the posting/s. Once it is done you can publish the posting by clicking on '**Publish**' button to make it visible for everyone in the network. Also the posting can be saved as draft by clicking on '**Save As Draft**' button for further corrections, if any.

Tags:
← Enter here Tags
separate by comma
 Notify members via email
 Allow comments
 Send Trackbacks to websites you have linked to. What is a Trackback? What is trackback?
Publish **Save As Draft**