Web logs (blogs)

You can create your own personal Web logs (blogs) using IBM® Lotus® Notes®. Using the blog template (dominoblog.ntf), you create a blog application, such as myblog.nsf, which you can then open as you would any other Notes NSF file. From your blog application, you can create and manage content and blog discussions.

You can use one template to create a number of blogs, and maintain consistency across the templates. Then, if there are updates to the template, you can update your template design without losing any of the customization.

Although you can use Notes to add content to a blog and manage it, you can also add content using a Web browser, and you can manage your blog using a default Web browser client from Microsoft® Internet Explorer or Mozilla Firefox.

Feed support

The blog template (dominoblog.ntf) supports tagging and provides an automatic feed to sites like Technorati using the tags you specify. The template also supports audio and video feeds using RSS (Really Simple Syndication), a special XML format for syndicating Web content.

You can make an RSS feeds available for all podcasts and content, including categorized content, so that blog readers can choose areas of interest to subscribe to. You can make the RSS feed available for any comments added to the blog, so people can stay current with threads they are interested in.

See Also

Using the template Web browser client to administer the blog

Creating blogs

To create a blog from within IBM® Lotus® Notes®, you use the blog template (dominoblog.ntf) to create an application, such as myblog.nsf. When you do, you also create a Site Setup document that you must complete to provide basic information about the blog, such as the blog name and URL. When you save the Site Setup document, you also automatically create a Configuration document, User Profile document, and Location document (if a location was specified); you will find links to these documents in the **Configuration** section of the navigator.

Although you can create a blog application locally on your hard drive or on any server, in order for your blog to be accessible to others via the Internet, a signed copy of the NSF file must be on a Web-facing server.

1. Click **File > Application > New**.
2. Complete these fields in the **Specify New Application Name and Location** section:

Field	Action
Server	Select **Local** to store the application file on your hard disk, or enter a server name. (Storing on a server is recommended.)
Title	Enter a maximum of 96 characters for a title for the new blog application.
File name	The title you provide also appears in this field as the file name. To change to a different file name, specify a unique, descriptive file name of fewer than 32 characters, followed by the .NSF extension. If you are creating the application locally and want to store the new application in a location other than the data directory, specify a path as well as the file name, for example C:/Applications/myapps.nsf. If you are creating the application on a server, specify the server and directory in the path.
Create full-text index for searching	(Recommended) Check this option so that readers get search results more quickly.

3. (Optional) Click **Encryption** to encrypt the new application, if it is being stored on your hard disk. Select **Locally encrypt this database using**, select an encryption type, and click **OK**.
4. In the **Server** field under **Specify Template for New Application**, select a server (possibly your mail server).
5. Select the blog template (dominoblog.ntf).
6. Select **Inherit future design changes** to make sure you receive any updates to the template automatically.
7. Click **OK**.
8. In the Site Setup document that appears, complete these fields under **Site Details**:

Field	Action
Site Name	Specify a name for the blog site
Site Description	(Optional) Enter a description of the blog site.
Primary Server	The primary server is the server that hosts the Web-facing replica of the application (only this replica can perform Web-based functions). Do one of the following: • Enter the name of the server • Click **Set** to automatically enter the name of the current server. **Note** If you are creating this blog on a server, Notes enters the name of that server, so you may need to

	change it to the Web-facing server.
Full site URL (includes .NSF)	Domino completes this field automatically. You can modify the entry as required.

9. Complete these fields on the **Personal Details** tab:

Field	Action
Username (Notes)	Notes displays your Notes user name in this field. You can modify the entry.
Username (Preferred)	Notes enters the user name with which you logged on.
Email	(Optional) Specify your e-mail address.
Web site	(Optional) Specify your personal Web site. This could be the URL of this blog.
Default Location	(Optional) Use this field to indicate the default location to use in the **Location** field in the **Content** document when you create new entries. You can change the location each time you create a new entry

10. Click **OK**.

See Also

Adding locations

Securing a blog application

When you use the blog template (dominoblog.ntf) to create a blog application, you control access to the blog using an Access Control List (ACL), just as you would any IBM® Lotus® Notes® database or application.

- To grant access to anyone who wants to read the blog, specify **Reader** access for **Anonymous** access in the ACL.
- To control who can add comments to the blog, do one of the following:
  - If you want anyone with Web access to be able to comment, specify **Author** access for **Anonymous**, and enable **Create documents**.
  - To allow only specific individuals to add comments, list those individuals in the ACL with **Author** access and enable **Create documents** for each of those individuals.

The blog application must be signed with a user ID that is allowed to run agents on the IBM® Lotus® Domino® server.

In addition, you can assign these ACL roles that are specific to the blog template:

admin - Can edit all documents even if not listed as an editor

webadmin - Able to view and use the blog template web client

webcompose - Allowed to submit content through the blog template web client

The ACL can also be used in conjunction with Security Groups so that you can also secure individual documents or categories of documents as well as defining access to the application as a whole.

See Also

Creating security groups
Securing documents and categories

Securing documents and categories

When you create a document for a blog entry (a Content document for example), you can set security for that document. However, if you specify a content category for that document, then the security settings for the category override the document settings.

Security settings are inherited from a category unless you explicitly prevent a document from inheriting them. To prevent category security settings from taken effect in a document, perform the following steps:

1. Open the Content or Podcast document.
2. Click the **Security** tab.
3. In the **Lock Security** field, select **Yes**.

You can also create a security group, and then add people or ACL groups to it. You can then assign that to a document or category. For example, you can create a security group that includes a particular ACL group, and then assign this to a category or a document. The blog application then automatically secures those documents or categories of documents so that only people in the ACL group can see or read those documents.

To assign a security group to a document, follow these steps:

4. Open the Content or Podcast document.
5. Click the **Security** tab.
6. In the **Security Group** field, click the arrow and select a group from the list.

Note You must create security groups to populate this list.

See Also

Creating security groups
Securing a blog application

Using Wizards to set up blogs

The blog template (dominoblog.ntf) includes wizards that help you set up and manage your blog. When you first create your blog, the Wizards action menu displays. However, subsequently when you open your blog application, you must click **Contents**, and then click **Recent** to access the wizard menu.

Use the following wizards to set up and manage your blog. You can return to the Set Basic Details, Site HTML templates, and Site Statistics wizards to update information as needed. Information provided in these wizards are reflected in the blog Configuration document.

Wizard	Purpose
Set Basic Details	Opens the Site Setup document used to provide basic information about the blog site you are creating. Information provided in this wizard populates fields on the **Site Settings > General** and **Advanced** tabs of the site's Configuration document.
Set Services	Enables or disables blog services
Site HTML Templates	Assigns a template to a specific page in the blog, such as the "Search Page" or "Home Page" Information provided using this wizard populates fields on the **Templates** tabs of the site’s Configuration document.
Site Statistics	Logs Web and RSS hits, and specifies the location of the hit tracking application Information provided using this wizard populates fields on the **Logging** tab of the site’s Configuration document.

See Also

Creating blogs

Editing blog documents

The blog template (dominoblog.ntf) includes a set of forms with which you create documents you use to set up and manage your blog. You can edit the documents to change the information.

1. Open your blog application (myblog.nsf for example).
2. From any of the views, double-click a document to open it.
3. Click **Edit**.
4. Make changes to any of the fields, and then click **Save & Close**.

Tip You can also reset information about basic details, services, HTML templates, or statistics using the wizards available from the **Recent** view in the **Content** section.

See Also

Using Wizards to set up blogs

Adding content to blogs

You add content to your blog by creating documents and populating them . The blog displays the contents of the these documents as entries on the Web .

You can create the following documents to add content to your blog :

- Content or Podcast documents - to create a new blog text entry or a podcast .
- Comment documents - to post a response to a blog entry
- Web Page documents - to add Web pages for static content

See Also

Naming content
Viewing blog content

Naming content

By default, IBM® Lotus® Notes® creates a system generated name for your content document that contains a combination of numbers and letters. You can give your entry a more meaningful name using the **Page Name** field of the Content document.

You can also specify that Notes provide more meaningful system generated names for your content entries by populating the name based on the text you enter in the Subject field of your content documents .

1. Open your blog application (myblog.nsf for example).
2. Click **Configuration**, and then click **Configuration Document** .
3. Double-click a configuration document to open it, and then click **Edit**.
4. Click the **Site Settings** tab, and then click the **Content Creation** tab.
5. For the field **Autopopulate Pagename from subject** , select **Autopopulate**.

See Also

Creating Content and Podcast documents

Creating Content and Podcast documents

Use the Content or Podcast documents to assign a category, specify RSS feed tags, set security, view the discussion thread and more.

1. Open your blog application (myblog.nsf for example).
2. From the **Content** section of the navigator, click any of the views and then click **New Content** (**New Podcast** in the **Podcast** view). A draft Content or Podcast document appears.
3. The date and time that the content is created is entered in the **Created** field. You can modify these entries.
4. Complete these fields:

Field	Action
Created	Completed automatically, but you can modify as required. To publish a comment at a later date, change the date and time field and change the status to **Held**.
Page Name	(Optional) If you want to change the system-generated page name, specify a new unique page name in this field. Use the format name.htm and use only alpha and numeric characters. Do not use spaces.
Subject	Specify the subject for the content.
Status	Select a status from the list: • Draft (default) - Prevents the text from being published to the Web site while you are preparing it. • Published - Publishes the content so that it appears on the blog. • Held - The content is ready to be published but you do not yet want to publish it. Use this setting to retain content without publishing it. Use the **Created** date and time fields to specify a publish date and time. • Expired - The content is not published and is considered obsolete. **Note** You can also publish a content document from the **Content > Draft** view by selecting the document in the view and clicking **Publish** on the toolbar.
Location	(Optional) Specify a location from the list of locations in the Configuration information or add a new one. This identifies where you were when you created the entry.
Author	By default, the name of the current user.
Rich Text	Enter your text. The text is automatically converted to IBM® Lotus® Notes® rich text.

5. Click **Categories and Tags**.

Field	Action
Primary Categories	Specify the primary category to which your content belongs. **Note** You can also specify an additional eight levels of subcategories.
Tags	Specify content tags for your content. Use commas to separate tag entries. If you do not specify at least one tag, Lotus Notes uses the content category as the tag.
Highlight	Select **Yes** to highlight this content entry. Highlighted content can then

	be used on the home page of the Web site. For example, you can create a list of "Highlighted Entries" on the home page in the same way as you have a list of "Recent Entries."

6. Click **Security** and complete the fields in the table below to secure this content document.

   Note The entire site is secured by the database ACL. Use these settings to secure individual documents or categories.

Field	Action
Security Group	Specify a security group to secure this document. **Note** If you assign a category to this document, the category security groups will automatically be inherited.
Lock Security	To apply a security group to an individual document, select **Yes**. **Note** Locking security prevents the category security settings from overriding the security settings for this document.
Document Expire Date	Specify a date on which the document expires. Use this field if the document is assigned a category that has an expiration date, but you do not want to use that expiration date.
Document Last Expired	Specify the date on which the document previously expired.
Exclude from Homepage	Select **Yes** to exclude this content from the Home page.
Exclude from Search	Select **Yes** to exclude this content from the site searching functionality.
Exclude from RSS	Select **Yes** to exclude this content from the site RSS feed.
Exclude full content from RSS	Select **Yes** to show only a short description of this content in the RSS feed.

7. Click **Text/HTML<head>,** and then complete these fields:

Field	Action
Short Description	Enter a short description to use instead of the system-generated one. The system-generated short description is based on the text entered in the **Rich Text** field on the Content tab. The short description is used in RSS feeds.
Lock?	If you modified the short description rather than using the system-generated one, select this to prevent the system from overriding it.
Use Description in Podcast Feed:	Click this field if the Content entry is a podcast, and you want to include the short description in the podcast feed. **Note** Podcast documents and Content documents are the same thing. Use this field if you intended this to be a podcast but started out with a Content document.
Additional JavaScript™	(Optional) Select a JavaScript™ file to use with the document.
Document Template	If you want to override the default HTML template, select the HTML template that you prefer to use.
	Specify plain text or HTML text that is not to be converted to rich text

Text/HTML	format.
<head>	If you want to include additional HTML text in the heading on the Web page, specify that HTML text.

8. Click **Media > Podcast** to set up the content document for podcast entries.

   Note Podcast documents and Content documents are the same thing. Use this field if you intended this to be a podcast but started out with a Content document.

Field	**Action**
Podcast Entry	Select **Yes** to classify the content as a podcast
Link URL	Complete this field if the podcast is on an external Web server or outside of the current application. Use the full http:// prefix.
Add Default Host to Podcast URL?	If a default external server is specified in the Configuration document, select **Yes** to use that server in front of the information provided in the **Link URL** field.
Use Database Attachment	Specify the attachment to use in the podcast.
Title	Enter the title of the podcast.
Media Type	Specify the media type, audio or video.
File Size	Enter the file size.
Duration (HH:MM:SS)	Enter the time duration of the podcast.

9. Click **Media > Images** to specify any images you want to use with the content.

Field	**Action**
Icon	Use this field to put a tag <$DXIcon$> in your HTML templates, and then specify an individual icon to use for this entry. **Note** You can specify a default icon in the Configuration document in the **Default Icon (Used with <$DXIcon$>** field on the **Site Settings > Thumbnails/Images** tab.
Lock icon?	Select **Yes** to prevent the system from overriding the icon that you chose.
Image	Use this field to specify an image if you have used the tag <$DXCategoryImageURL$> (helpful when creating themed Web pages for different documents or categories of documents) in your HTML templates. Specifying an image here overrides a default image listed in the Configuration document (see Note below) or in the Content Category document. **Note** You can specify a default image in the Configuration document in the **Default Category Image (<$DXCategoryImageURL $>** field on the **Site Settings > Thumbnails/Images** tab. You can also specify an image to use in the Content Category document (**Category Image** field on the **Formatting > Images/Formatting** tab, which overrides the image specified in the Configuration document.

10. Click **Discussion > Settings**, and then complete these fields:

Field	Action
Allow Discussion	Choose one: **Yes** - Allows discussion for this entry **No** - Does not allow discussion for this entry
Discussion Frozen	Choose one: **Yes** - Prevents further comments from being added but allows the comments and dates on which they were added to be displayed. **No** - Does not freeze the discussion. Comments can be added and viewed.
Discussion Close Date	Specify the date on which the discussion automatically closes.

11. Click **Attachments**.

    Note You can attach files to each document for use as a list of attachments with your content, or you can specify that when a link to the document is clicked, the attachment is launched instead of the document.

12. To add attachments, click **Action**, and then choose one of the following:
    - **Add Attachment from Directory** - to select a file from your file directory
    - **Add Attachment from Database** - to select an attachment from a list of files that have been attached to the blog application.
13. Select the file you want to attach and click **Open**. The attached file appears on the tab, along with information such as size, publication status, and description.
14. (Optional) To autolaunch the attachment when the document link is clicked, select the name of the attached file from the list.

    Tip If an attachment does not appear in the list, click **Refresh**.

15. (Optional) There are two actions you can take from the toolbar of the Content document to keep attachment information current:
    - **Refresh** - click this to refresh the list of attachments.
    - **Manual Sync** - click this to ensure that any data stored with the attachments is identical to the content document, such as subject, categorization, or security. Normally, the template keeps this information current. However, if a user makes changes to the resource documents, it may be necessary to manually synchronize the information again.
16. Click **Save & Close**.

See Also

Adding locations
Creating Configuration documents
Naming content
Categories and tags

Viewing blog content

There are several ways to view content that is on your blog site from your blog application :

1. Open your blog application (myblog.nsf, for example).
2. Click **Content** and then click any of these views:

View	View content
Recent	All recently added content, regardless of publication status
By Category	All content by categories
By Subject	Published content by subject line
By Author	All content by author
Draft	Draft content only
Highlighted	Published content that has been highlighted
Expired	All expired content
Due to Expire	All content in ascending order of expiration
Held	Content to be published at a future date, determined by the creation date/time field
Podcasts	All content that has been designated as podcasts

See Also

Creating Content and Podcast documents
Managing discussions
Categories and tags

Managing blog content

You can manage blog content from IBM® Lotus® Notes®, using action buttons on the toolbar of the blog application. Use the following action buttons to perform these tasks. Unless otherwise noted, all action buttons display in all **Content** views.

Managing Content documents

1. Open your blog (myblog.nsf for example).
2. Do any of the following to create or manage a Content document:

Task	Action
Create a new Content or new Podcast document	Click **New Content** or **New Podcast** (in the **Podcast** view only).
Create a comment to a document	Select a document, and then click **Comment**.
Publish a draft Content document	From the **Draft** view only, select a document, and then click **Publish**.
Mark the Content entry highlighted	1. Click a document to select it. 2. Click **Entry action** > **Mark highlighted**
Mark the Content entry not highlighted	1. Click a document that is currently marked highlighted. 2. Click **Entry action** > **Mark NOT Highlighted**

See Also

Adding content to blogs
Creating Content and Podcast documents

Managing discussions

1. Open your blog (myblog.nsf for example).
2. From any of the views in the **Content** section, select a document and then click **Entry action**.
3. Choose one of the following actions:

Task	Option
Allow discussion	**Open Discussion**
End ongoing discussion; blog readers can view the current discussion, but cannot add comments.	**Close Discussion**
Enable discussion on a blog entry	**Enable Discussion**
Disable discussion on a blog entry; blog readers cannot view the discussion	**Disable Discussion**
Copy the Page Name of a selected document to the clipboard for later use	**Copy Page Name to clipboard**
See how a Content document will appear from the Web	**Preview**

See Also

Using wizards to manage recent comments

Using wizards to manage recent comments

1. Open your blog (myblog.nsf for example).
2. Click **Content**, and then click **Recent**.
3. Select a document and then click **Wizards > Administration**.
4. Choose one of the following actions:

Task	Option
Recalculate the number of comments for each content document	**Rebuild All Comment Counts**
Force an update of the database indexes used to create the lists of recent content/recent comments on the Web site	**Rebuild Site indexes**
Recalculate the number of comments for selected content documents	**Rebuild Comment counts for selected entries**

See Also

Creating a Comment document

Creating a Comment document

You can participate in discussions from your blog application by adding comments . Each content document that exists in a blog has its own set of comments. You use a Comment document to add comments to a content entry or another comment.

1. Open your blog application (myblog.nsf, for example).
2. In any **Content** view (except **Draft**), select a document, and then click **Comment**.
3. In the new Comment document, complete these fields on the **Comment** tab:

Field	**Action**
Comment Subject	Enter the subject of the comment. This appears in **Content** and **Discussion** views.
Comment Text	Enter the comment text.
Document Subject	Non-modifiable field. Displays the subject that you specified on the Content document.
Created	Filled in automatically with the date and time the document is created .
Status	Choose one: **Published** - to make the comment public **Draft** - to keep the comment hidden from blog readers
Author	Filled in automatically if the fields were completed in the User Profile document (**Configuration** > **User Profiles**).
Email	This is filled in automatically if the fields were completed in the User Profile document (**Configuration** > **User Profiles**).
Website	This is filled in automatically if the fields were completed in the User Profile document (**Configuration** > **User Profiles**).
Department	(Optional) Enter the name of the user's department.
Organization	(Optional) Enter the name of the user's organization.
Country	(Optional) Enter the name of the user's country.

Replying to existing comments

From your blog application, you can reply to comments other people have added to a discussion .

1. In the **Discussion** section, **Published** view, select the comment to which to reply.
2. Click **Respond**. A Comment document appears with the subject line already completed .
3. Enter your response, and then click **Save & Close**.

See Also

Creating Configuration documents
Creating user profiles

Banning unwanted comments or spam

Occasionally, someone posts an unwanted comment or spam to the blog. You can remove these postings and ban the originating IP address from adding more comments.

1. Open your blog application (myblog.nsf, for example).
2. Click **Discussion** and then click **Published**, and select the comment(s) that you want to remove and whose contributor you want to ban.
3. Click **Remove Comment(s) and Ban IP** to move selected comments to the **Blocked** view.
4. Click the **Blocked** view. Select one or more comments and then click any of these action buttons:
   - **Approve Comment** - restores selected comment to All view.
   - **Purge Blocked Comments** - deletes selected comments from blog application.
   - **Ban IP address of selected comments** - prevents the originating IP address of the selected comments from posting comments to the blog.

See Also

Viewing and creating IP records

Viewing blog discussions for an entry

You can view blog discussions for a particular Content document from your blog application :

1. Open your blog application (myblog.nsf for example).
2. From any of the **Content** views (except **Draft**), double-click a document to open it.
3. Click the **Discussion** tab to read the all of the comments for that document.

See Also

Creating Content and Podcast documents

Managing blog resources

You can use Web site elements, such as images, stylesheets, and JavaScript™, in your blog. You can import images, stylesheets. JavaScripts, and attachments. You can also create your own stylesheets, JavaScripts, and Web pages. You manage your resources by creating Resource documents.

Click any of the following topics:

- Importing image files
- Importing attachments
- Creating or importing stylesheets
- Creating or importing JavaScript
- Creating a Web page
- Viewing blog resources

Note You can change the nature of the resource document in the **Type** field on the **Properties** tab, by selecting another resource type from the drop-down list.

See Also

Previewing image files

Importing image files

When you import an image file a Resource document is created for the image. The Resource document includes information such as file size and description. It also includes the actual image file, such as MyImage.gif. You can edit the Resource document to provide additional information such as adding a title or assigning a category for the image.

1. Open a blog (myblog.nsf, for example).
2. Click **Resource** and then click **Images** or **Images By Category**.
3. Click **Import Image Files**.
4. Browse for an image file, and then click **Open**.
5. (Optional) Select a category, or click **Cancel** if you do not want to assign a category.
6. Click **OK**.

Note Image Resource documents are also created when you add an image to a Content document as an attachment.

Note You can change the nature of the resource document in the **Type** field on the **Properties** tab, by selecting another resource type from the drop-down list.

See Also

Creating Content and Podcast documents

Previewing image files

Use these steps to see the image in an image file.

1. Open a blog (myblog.nsf, for example).
2. Click **Resource** and then click **Images** or **Images By Category** .
3. Double-click an image resource file to open it.
4. Click the **Attachments** tab.
5. Select the attachment icon and then click **Preview Selected Attachment** .

See Also

Importing image files

Adding image categories

You can organize your images by categories, then when you create a new Resource Image document you can assign it to a category. You can also edit an existing Resource Image document to assign it to a category, or to assign an imported image to a category.

1. Open a blog (myblog.nsf, for example).
2. From the Resource section of the navigator, click the **Image Categories** view.
3. Click **Create Image Category**.
4. Enter a category name, and then click **Save & Close**.

See Also

Importing image files
Categories and tags

Importing attachments

When you import an attachment, a Resource document is created for the attachment. The Resource document includes information such as file size and description. It also includes the actual file, such as MyDoc.doc. You can edit an existing attachment Resource document to provide additional information such as adding a title.

1. Open a blog (myblog.nsf, for example).
2. Click **Resource** and then click **Attachments**.
3. Click **Import Attachments**.
4. Browse for a file, and then click **Open**.
5. (Optional) Click **View > Refresh** to see the new attachment in the list of attachments.

See Also

Previewing image files

Creating or importing stylesheets

You can create a new stylesheet or you can import an existing one into your blog . In either case, a Resource CSS document is created. You can edit that document at a later time to provide additional information .

To create a new stylesheet

1. Open a blog (myblog.nsf, for example).
2. Click **Resource** and then click **Stylesheets (CSS)**.
3. Click **New Stylesheet** .
4. Enter a name for the new stylesheet.
5. Provide additional information as desired on the **Properties** tab.
6. Click **Save & Close**.

Note You can change the nature of the resource document in the **Type** field on the **Properties** tab, by selecting another resource type from the drop-down list.

To import a stylesheet

1. Open a blog (myblog.nsf, for example).
2. From the Resource section of the navigator, click the **Stylesheets** view.
3. Click **Import Stylesheet** .
4. Browse for a file, and then click **Open**.

Tip You can also import a stylesheet when you create a new Resource Stylesheet document . Click **Action > Import from file** .

See Also

[Managing blog resources]

Creating or importing JavaScript

You can create new JavaScript™ or you can import existing JavaScript into your blog . In either case, a Resource JavaScript document is created. You can edit that document at a later time to provide additional information .

To create new JavaScript

1. Open a blog (myblog.nsf, for example).
2. From the Resource section of the navigator , click the **JavaScript** view.
3. Click **New JavaScript** .
4. Enter a name for the new JavaScript.
5. Provide additional information as desired on the **Properties** tab..
6. Click **Save & Close**.

Note You can change the nature of the resource document in the **Type** field on the **Properties** tab, by selecting another resource type from the drop-down list.

To import JavaScript

1. Open a blog (myblog.nsf, for example).
2. From the Resource section of the navigator , click the **JavaScript** view.
3. Click **Import JavaScript** .
4. Browse for a file, and then click **Open**.

Tip You can also import JavaScript when you create a new JavaScript document . Click **Action > Import from file** .

See Also

Managing blog resources

Creating Web pages

You can create a Web page to use in your blog. For example, you could use a Web page to store static content, such as contact information, to use in your blog.

1. Open a blog (myblog.nsf, for example).
2. From the Resource section of the navigator, click the **Web Pages** view.
3. Click **Create Web Page**.
4. The date and time that the content is created is entered in the **Created** field. You can modify these entries.
5. Complete these fields:

Field	Action
Created	Completed automatically, but you can modify as required.
Page Name	(Optional) If you want to change the system-generated page name, specify a new unique page name in this field. Use the format name.htm and use only alpha and numeric characters. Do not use spaces.
Subject	Specify the subject of the content.
Status	Select a status from the list: • Draft (default) - Prevents the text from being published to the Web site while you are preparing it. • Published - The status must be set to this in order for content to appear on the blog.
Author	Notes displays the name of the current user.
Rich Text	Enter your text. The text is automatically converted to Notes Rich Text.

6. Click **Text/HTML<head>,** and then complete these fields:

Field	Action
Short Description	System-generated short description that is used in RSS fields. You can modify the short description.
Lock?	If you modified the short description rather than using the system-generated one, select this to prevent the system from overriding it..
Text/HTML	Specify plain text or HTML text that is not to be converted to rich text format.
<head>	If you want to include additional HTML text in the heading on the Web page, specify that HTML text.

7. Click **Misc** and provide information for any of these fields:

Field	Action
Additional JavaScript™	(Optional) Select a JavaScript™ file to use with the document.
Document Template	If you want to override the default HTML template, select the HTML

	template that you prefer to use.
Exclude from Search	Select **Yes** to exclude this content from the site searching functionality.

8. Click **Attachments**.

   Note You can attach files to each document for use as a list of attachments with your content, or you can specify that when a link to the document is clicked, the attachment is launched instead of the document.

9. To add attachments, click **Action**, and then choose one of the following:
   - **Add Attachment from Directory** - to select a file from your file directory
   - **Add Attachment from Database** - to select an attachment from a list of files that have been attached to the blog application.
10. Select the file you want to attach and click **Open**. The attached file appears on the tab, along with information such as size, publication status, and description.
11. (Optional) To autolaunch the attachment when the document link is clicked, select the name of the attached file from the list.

    Tip If an attachment does not appear in the list, click **Refresh**.

12. (Optional) There are two actions you can take from the toolbar of the Content document to keep attachment information current:
    - **Refresh** - click this to refresh the list of attachments.
    - **Manual Sync** - click this to ensure that any data stored with the attachments is identical to the content document, such as subject, categorization, or security. Normally, the template keeps this information current. However, if a user makes changes to the resource documents, it may be necessary to manually synchronize the information again.
13. Click **Save & Close**.

See Also

Naming content
Managing blog resources
Importing attachments

Viewing blog resources

To view your blog resources, click Resources, and then click any of the following views:

View	View content
Images	Image files that have been imported for use in the blog application.
Images by Category	Blog application images sorted by category
Image Categories	A list of image categories
Stylesheets (CSS)	CSS stylesheets that have been imported for use in the blog application
JavaScript	JavaScript™ files that have been imported for use in the blog application
Attachments	Attachments that have been imported for use in the blog application. This is the list of attachments to choose from if you click **Import attachment from Database** when creating a Content document.
Web Pages	Web pages that have been created for use in the blog application

See Also

Managing blog resources

Managing HTML templates

HTML templates control how your blog looks and feels. Each template combines HTML with special system tags to display the resulting Web pages in a browser.

There are four types of HTML Templates included in the blog template (dominoblog.ntf).

Page templates - Page templates determine the appearance of Web page layout. For example, you use the Document template for each content document; and use the Home Page template for the home page of the blog, and so on.

Item templates - Use Item templates to control the appearance of content lists. For example, each entry on your home page is formatted using an item template. Archive lists, such as “By Month” and “By Category” lists, are also formatted using the item template.

Block templates - These templates are used to simplify HTML template maintenance. If you have a block of HTML code that is used in multiple page templates, you use a block template for that code and then refer to the block template within the page template. For example, you can use block template to define a header or sidebar that is used on multiple pages in the site.

Web client template - In addition to managing your blog using IBM® Lotus® Notes®, you can use Web clients to manage your blog. To control the appearance of the Web editor, you can edit the Web client template, which allows you to add your own styles and to add or remove features without having to change the underlying Notes template design.

See Also

Creating Configuration documents

Creating new HTML templates

The blog application includes a number of HTML templates. However, you can also create additional templates using the following steps.

1. In the view for which you want to create an HTML template click the **Create Template** button. (The text in this button varies depending on the view, for example, Create Page Template.)
2. In the new template document, complete the following fields on the **Text/HTML** tab:
   - Enter a name for the resource in the **Template Name** field.
   - In the space provided, type the HTML content. To insert block template (**Page** and **Web Client** templates only), continue to step 3; otherwise proceed to step 4.
3. To insert a block template (**Page** and **Web Client** templates only):
   - Position the cursor at the place in the code you want to insert the block template.
   - Click **Action > Insert Template Block**, and select a template block from the list.
4. Complete the information on the **Properties** tab. This is to provide information on the resource you are creating.
5. (Optional) To import or refresh the HTML content from an external source, or to export your HTML code to an external file, click **Action** and then select the appropriate action.
6. Click **Save & Close**.

See Also

Managing HTML templates

Configuring blogs

You can use the Wizards to set up basic information for your blog , and to create and populate some of the fields in a Configuration Document, a Location document (if you provide a location), and a User Profile document.

Click any of the topics for information on configuring your blog :

- Adding locations
- Setting up links
- Categories and tags
- Creating user profiles
- Creating security groups
- Creating Web clients
- Creating Configuration documents

See Also

Creating blogs
Web logs (blogs)

Creating security groups

You use security groups to secure one document or to secure categories of documents . Security groups apply specific security settings to a group of individual content documents or to a category .

When you create a New Content document, you assign a security group to it. Or, if you create a security group for a category, any document in that category can inherit the security settings for that category security group .

1. From the **Configuration** section of the navigator, click the **Security Groups** view
2. Click **Create Security Group** .
3. Enter a name for the group.
4. Enter the names of people or groups, or select from a directory.
5. Click **Save & Close**.

Overriding security for a single document

If you want to prevent a document from inheriting security settings from a category , follow these steps:

1. Open the Content or Podcast document.
2. Click the **Security** tab.
3. In the **Lock Security** field, select **Yes**.

See Also

Securing a blog application
Securing documents and categories

Setting up links

Use Link documents to provide the URL and text for links you want to include in your blog .

1. Open a blog (myblog.nsf, for example).
2. From the **Configuration** section of the navigator, click the **Links** view.
3. Click **Add Lin**k.
4. Complete the following fields on the **Link Details** tab:

Field	Action
Link URL	Enter the URL for the link.
Link Text	Enter the text for the link. This is the actual text that a user would click to access this link.
Category	Select a category from the list. **Note** If you have not created any link categories, this list will be blank. You can edit this document at a later time to assign a category.

5. Click the **Advanced** tab and complete these fields:

Field	Action
Description	Enter a description of the link
Author	Enter the author's name of the site your are linking to, if applicable.
Show Link in standard list?	Select **Yes** to include this link the list of links that displays.
Launch Link in External	Select **Yes** to launch this in a new window. Select **Inherited** to use the master setting for the blog, specified in the Configuration document (**Formatting > Lists > Links** tab, **Launch Links in External Window** field.)
Order	By default links are displayed alphabetically. If you have ordered links another way, enter a number to specify the order in which this link is listed.
Overriding link HTML Prefix	Enter the HTML that will appear before this link if you want to use something other than the text specified in the Configuration document (**Formatting > Lists > Links** tab, **Link Prefix HTML** and **Post Text/HTML** fields.)

6. Click **Save & Close**.
7. Click **Update Link Index**. (Required only when changing the formatting in the Configuration document).

See Also

Adding link categories

Categories and tags

You can use categories to group content so that blog readers can browse the blog for a specific topic. In addition, categories provide categorization information to search engines and content aggregators. For example, if one of the categories in a blog is "Lotus Notes," and someone searches the Web for that phrase, the search results will include the blog entries that have been assigned to that category.

You can create a hierarchy of categories up to nine levels deep; however, it is usually sufficient to use only one level for personal blogs.

Tags are used by Web site search engines to group blog content so that information can be found by readers searching for content about a particular subject. If you do not specify any tags, Content categories are used by default.

See Also
Adding link categories
Creating content categories
Creating content tags
Refreshing document security

Adding link categories

By default links appear on the blog in a flat list, sorted in alphabetical order. However, you can create categories for a links, so that they are organized by category in the same way content is categorized. Then, when blog readers browse the Web site for content on a particular topic, they can browse the links too.

1. Open your blog application (myblog.nsf, for example).
2. Click **Configuration** and then click **Link Categories**.
3. Click **Add Link Category**.
4. Complete the following fields, and then click **Save & Close**:

Field	Action
Link Category Name	Enter a name for the category
Category Order	Enter the numerical order of the category to sort categories in the categories list
Include in Category Links Output?	Select **Yes** to include this category in the list of categories that displays in the blog.

Tip You assign a category to a link when you create a Link document, by selecting from a list in the **Category** field. If you do not create any link categories, there will be no categories from which to choose.

See Also

Setting up links
Categories and tags

Creating content categories

You can use Content categories for tagging content, unless your site structure does not match the way you want to tag your content. You can specify unlimited tags for each content document. You can create a hierarchy of categories up to nine levels deep; however, it is usually sufficient to use only one level for personal blogs.

1. Open a blog (myblog.nsf, for example).
2. From the **Configuration** section of the navigator, click the **Content Categories** view.
3. Click **Create Content Category**.
4. Complete the following fields on the **Content Category** tab:

Field	Action
Category	Enter a name for the category
Tagging (Technorati etc)	Select the tags you want blog search sites, such as Technorati, to use, or enter a new one.
Include in the Category Archive List?	Select whether to include this category in the list of categories for this blog. of the following.
Include RSS Link?	Select whether to include an RSS feed link for this category.

5. Click the **Formatting** tab and provide the following information:
   - **Template Overrides** tab - select new templates if you want to override the default Page, Item, or Document HTML templates, and instead use other templates for this category.
   - **Images/Formatting** tab - If you want to associate an image with this category, select an image from the list. To add HTML text, enter HTML in the space provided.
6. Click the **Sorting** tab and make the following selections:

Field	Action
Sort Order of Documents	Determine the sort order for the documents in this category. Select one of the following: **Alphabetical** - sort documents in alphabetical order **Date Time** - sort documents in the order that they are received, with the most recent documents appearing first **Numerical** - sort documents numerically **Inherited** - use the value in the Configuration document (**Site Settings > Advanced** tab, **Default Content Order** field)
Include Documents from Subcategories?	Select whether to show all documents from categories that are sub categories to this one. **Inherited** - select to inherit value from the Configuration document (**Site Settings > Advanced** tab, **Default Content Order** field)
Include Subcategories/Folder?	Select whether to include sub categories in the list of categories for the blog. **Inherited** - select to inherit value from the Configuration document (**Site Settings > Advanced** tab, **Include Subcategories /Folder** field)
Include Documents with Subcategories/Folder?	Select whether to show links to sub categories in a document list.

	Inherited - select to inherit value from the Configuration document (**Site Settings** > **Advanced** tab, **Include Documents with Sub Categories /Folder** field)
Show Counts with Subfolders?	If a sub category is shown, select whether to show documents from the subcategory: **Yes** - show the documents **No** - show the subcategory only, do not show documents

7. Click the **Security** tab and complete the following fields:

Field	Action
Document Inherited Security	**Note** Select a security group for this category. **Note** Documents in this category will inherit these security groups unless you explicitly prevent it on the document **Security** tab, **Lock Security** setting.
Auto Exclude From Homepage Content?	Select **Yes** to exclude the documents in this category from the Home page. **Note** Documents in this category will inherit these security groups unless you explicitly prevent it on the document **Security** tab, **Lock Security** setting.
Auto Exclude From RSS Output?	Select **Yes** to exclude the documents in this category from RSS feed output. **Note** Documents in this category will inherit this setting unless you explicitly prevent it on the document **Security** tab, **Lock Security** setting.
Auto Exclude From Search?	Select **Yes** to exclude the documents in this category from searches. **Note** Documents in this category will inherit this setting unless you explicitly prevent it on the document **Security** tab, **Lock Security** setting.
Default Discussion Status	Select the default discussion status for the documents in this category. Click **Inherited** to inherit from the Configuration document, **Discussion** > **Basic** tab, **Default Discussion Setting for Content** field.

8. Click **Save & Close**.

See Also

Creating content subcategories
Categories and tags
Refreshing document security

Creating content subcategories

You create a content subcategory in the same way that you create a category, using most of the same type of information, However, for subcategories, you must also specify the category hierarchy by selecting a Primary category and other levels of subcategories that precede the subcategory you are creating.

For each primary category you create, you can have as many as eight levels of subcategories. Once you have chosen a primary category for the subcategory you are creating, your choices for other levels of subcategories all derive from that primary category. You cannot choose a second-level category from a different primary category than the one you have selected.

1. Open a blog (myblog.nsf, for example).
2. Click **Configuration** and then click **Content Subcategories**.
3. Click **Create Subcategory**.
4. On the **Content Category** tab, select a primary category, and any lower-level categories that should precede the subcategory you are creating.
5. Complete other fields using the same information you used to create a Content Category.
6. Click **Save & Close**.

See the topic Creating content categories for information on the Content Subcategory document fields.

See Also

Creating content categories
Categories and tags

Refreshing document security

If you assign a Content document to a category (or subcategory), the Content document gets its security settings from the category documents. If you make any changes to how category security is set up, you must refresh the document security to apply the new settings to any current Content documents.

1. Open a blog (myblog.nsf, for example).
2. Click **Configuration** and then click **Content Categories**.
3. Click **Refresh Document Security**.

See Also

Creating content categories
Categories and tags

Creating content tags

Tags are used by Web site search engines to group blog content so that information can be found by readers searching for content about a particular subject. Use the following steps to create content tags for the content documents on your blog.

1. Open a blog (myblog.nsf, for example).
2. From the **Configuration** section of the navigator, click the **Content Tags** view.
3. Click **New Tag Document**.
4. Enter one or more tags to use for your content documents. Enter each tag on a separate line.
5. Click **Save & Close**.

See Also

Categories and tags

Creating user profiles

When you first you set up your blog, a user profile is created for you if you use the Set Basic Details wizard. You can create additional user profiles for other content authors of the blog application. Then when they create content entries or add comments, some fields are automatically populated for them.

Add user profiles for any content authors using these steps:

1. Open a blog (myblog.nsf, for example).
2. Click **Configuration** and then click **User Profiles**.
3. Click **Add User Profile**.
4. Complete any of these fields on the **Basic** tab:

Field	Action
Username (Preferred)	Enter the name of the person, such as John Doe.
Username (Notes)	Enter the Notes hierarchical name, such as John Doe/Acme. Click the arrow to select from a directory.
Email	(Optional) Enter an e-mail address.
Web site	(Optional) Enter a URL for any personal web site you want to associate with this person.
Default Location	(Optional) Enter the default location to use in the **Location** field in the **Content** document for this user.

5. Click **Advanced**, and complete any of the information on that tab. Attach a graphics file if you want to include at photograph for the user.
6. Click **Save & Close**.

See Also

Adding locations

Adding locations

If you specified a default location in the Site Setup document, a Location document was created for you for that location. In addition, you can add locations using the steps below. Then, when you create a blog entry, you can select the location that describes where you were when created your post. Locations can be as specific (55 Main Street) or as general (office) as you want.

1. Open a blog (myblog.nsf, for example).
2. From the **Configuration** section of the navigator, click the **Locations** view.
3. Click **Add Location**, and then specify a default location.
4. Click **Save & Close**.

See Also

Configuring blogs
Creating blogs

Creating Web clients

The blog template includes a default Web browser client that you can use to administer your blog from Microsoft® Internet Explorer or Mozilla Firefox. However, you can also create a Web client if you prefer using a different one.

1. Open your blog application (myblog.nsf for example).
2. Click **Configuration** and then click **Web Client**.
3. Click **Create Web Client** .
4. Specify information for the Web client as needed on any of the tabs below :

Tab	Action
Basic	• Enter a name for the Web client • Change any of the default text labels • Specify the role to use for this Web client
Default	• Select the default status of a Web post • Change any of the default text labels
Formatting	Specify or change any of the default text for Buttons .
Validation	Indicate the parts of content that are required
Editor	Specify the height and width of the editor
Stylesheet	Add the stylesheet for the Web client
JavaScript	Include any JavaScript™ you use
Templates	Select the templates for the Web client

5. Click **Save & Close**.

See Also

Web logs (blogs)

Creating Configuration documents

When you first created your blog application, you also created a Site Setup document. When you saved that document, a Configuration document was created for you, with some of the fields populated with the information you provided in the Site Setup document. You complete your Configuration document by editing it.

1. Click **Configuration** and then click **Configuration Document** .
2. Double-click the name of the blog you are creating to open the Configuration document, and then click **Edit**.
3. Complete any of the information requested on the following tabs, and then click **Save & Close**:
    - Site Settings - Provide information about the site, define the home page, content creation and image galleries.
    - Templates - Set the templates for standard page, comments and images.
    - Search - Configure how search results appear in the blog site.
    - Formatting - Define the appearance of lists, categories, and standard navigation.
    - Syndication - Enable RSS feeds, e-mail subscriptions, and automatic XML-RCP pings, and set up podcasting.
    - Discussions - Determine how formatting and display of discussions, including validation required and enabling the use of a gravatar (globally recognized avatar).
    - Logging - Specify whether to log Web site, RSS and referrer hits, and if logging, where to store the files.
    - Web Client - Specify and set up the Web client you will use to manage the blog.

See Also

Creating blogs
Creating Web clients
Managing discussions
Managing HTML templates

Deleting Configuration documents

You can delete a Configuration document, as well as the associated User Profile and Location documents using the following steps:

1. Open a blog (myblog.nsf for example).
2. Click **Configuration** and then click **Configuration Document**.
3. Click **System Actions > Delete System and User Documents**.
4. When prompted, click **Yes**.

See Also

Creating Configuration documents

Verifying agent information

The agents that you need to create and manage your blog are turned on automatically when you create it . Then, if you disable features in your blog, the associated agent is also disabled (turned off). You can verify the agents used to manage information in your blog.

1. Open a blog (myblog.nsf, for example).
2. Click **Configuration** and then click **Configuration Document** .
3. Click **Show Agent Information** .

See Also

Web logs (blogs)

Viewing and creating IP records

When you ban input from an IP address, you also create an IP Record. You can then use IP address record if you wish to remove the ban from an IP address later.

Use the steps below to create or view IP records.

1. Open a blog (myblog.nsf, for example).
2. Click **Configuration**, and then click **Configuration Document**.
3. Perform any of the following tasks:

Task	Action
View IP address records	Click **System Actions > View IP Address Records**
create a record	1. click **Create IP Record** 2. Enter the IP address, and then select **Ban**.
Remove the ban from an IP address	1. Double-click an IP Record, and then click **Edit**. 2. Remove the check from **Ban**.

4. Click **Save & Close**.

See Also

Banning unwanted comments or spam

Using the template Web browser client to administer the blog

The blog template includes a default Web browser client that you can use to administer your blog from Microsoft® Internet Explorer or Mozilla Firefox. From the default Web site that is used with the blog template, you access the Web client by clicking **Admin** at the bottom of the page.

Security

To access the Web Client, you need to have the **webadmin** role assigned to you in the database ACL. In order to be able to add content to your site, you also need to have the role **webcompose** assigned. Additionally, you need to be at least a document Author to delete content using the Web client; the usual ACL rules apply on being able to delete Notes documents.

Console view

The Web client opens in the console, where you see a list of recent content and comments added to your site. From this view, you can add new content or delete existing comments. This view is also where you access the **Content**, **Comments**, and **Resources** tabs.

Content
The content section shows the latest published content with navigation and option to delete selected documents. You can view Published content and Draft content, as well as add new content. Click the pencil icon to edit a selected document.

Note If you edit content, the content document opens in the **Console** tab.

Comments
Use the **Comments** view to see recent comments. You can also navigate between published and draft comments. You can publish draft comments, or delete any of the recent comments.

Resources
Click the **Resources** tab to upload images, files, attachments, JavaScript™, and stylesheet files. You can also remove current resource files blog application from this view.

See Also

Creating Web clients
Securing a blog application