

BlogCFC

Basic Use

What is BlogCFC?

BlogCFC is a basic text-editing database that allows users to post text and visual entries.

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Using the Navigation Bar

- A. Navigating throughout blog.cfc is made simple by using the main navigation bar. To navigate to a desired location, simply click the related link.

Home
Add Entry
Entries
Categories
Comments
Refresh Blog Cache
Settings
Subscribers
Mail Subscribers
File Manager
Pages
Slideshows
Textblocks
Your Blog
Your Blog (New Window)
Your Blog Stats
Logout

Home

- A. The blog.cfc home page displays information about the site, credits to its designers, and also some contact information.

Add Entry

- A. The Entry Editor page is where you can enter and modify your text entry's. Below is the basic outline of the template.

Basic Layout and Functionality of the entry editor page

- B. When viewing the entry editor page, you will be required to make entries to the following fields to build your text entry.

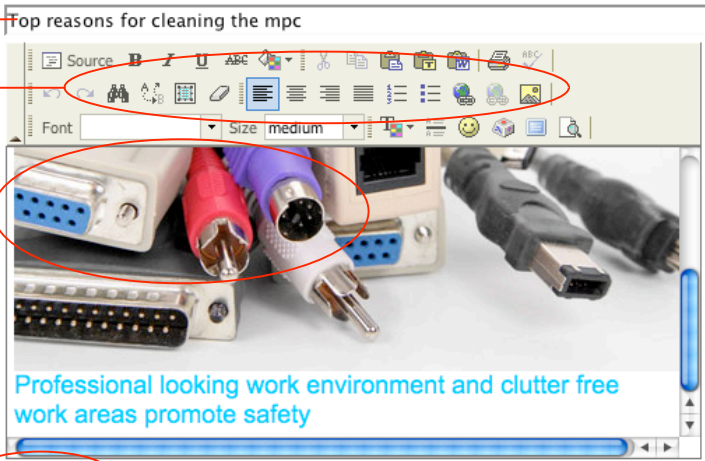
Enter your Title text here

title: Top reasons for cleaning the mpc

Format your body text Here

body:

Enter your body text here



Your posted date/time

posted: 11/17/06 2:35 PM

Enter your category Type

categories: Tests

Your related entries

related entries:

Categories	Entries	Sort By: Date Title
Tests	Another test Image Test Test Two of Slideshow Testing The Demo Blog Site	

Current Related Entries

Remove Selected

Your alias

alias: Top-reasons-for-cleaning-the-mpc

Allow comments

allow comments: Yes

Enclosure

enclosure: Browse...

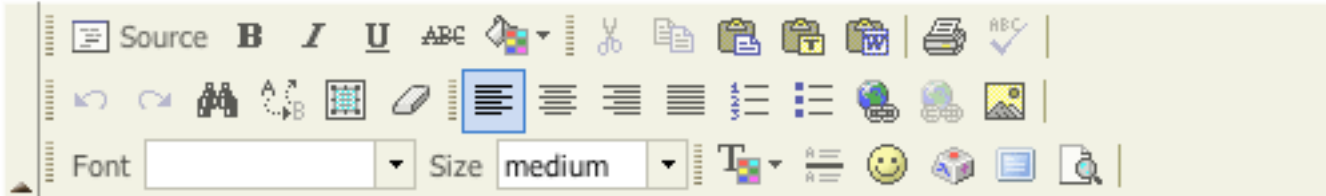
released: Yes

Release Status

Cancel Preview Save

Formatting Pallet

- C. The blog.cfc formatting pallet allows you to customize and edit your blog entries. Rolling over each tool without clicking will display a small dialog tab of the tool's purpose.



Entries

- A. The entries page allows you to observe the entries that have been posted, if they were released, the time posted and the number of times a post is displayed. To delete a category, check the corresponding check box and then click the **Delete Selected** option. To add an entry, click the **Add Entries** link.

Your blog currently has 5 entries .

 Filter by Keyword

	Title	Released	Posted	Views	View
<input type="checkbox"/>	Top reasons for cleaning the mpc	Yes	11/17/06 2:35 PM	6	View
<input type="checkbox"/>	Another test	Yes	11/16/06 9:28 AM	3	View
<input type="checkbox"/>	Image Test	Yes	11/16/06 9:13 AM	1	View
<input type="checkbox"/>	Test Two of Slideshow	Yes	11/15/06 12:00 PM	1	View
<input type="checkbox"/>	Testing The Demo Blog Site	Yes	11/15/06 10:58 AM	3	View

[\[Add Entries\]](#) [\[Delete Selected\]](#)

Categories

- A. The categories page displays the categories and number of entries made on your blog. To remove a category click the corresponding check box and then click the **Delete Selected** button. To add a category, click the **Add Categories** button.

Your blog currently has 2 categories .

	Category	Entries
<input type="checkbox"/>	Justin	0
<input type="checkbox"/>	Tests	4

[\[Add Categories\]](#) [\[Delete Selected\]](#)

Add Categories

- B. When adding categories to your blog, you will be prompted to add a name and alias. The alias will be used as a form of keyword search for your blog entries and if the field is left blank, an alias will automatically be generated for you. When you complete your entries, click the **Save** button to add your categories or **Cancel** to stop the process.

name:

alias:

Comments

- A. By using the comments page, you can observe comments made about a post by clicking **View**. To delete a posted comment, select the comment using the corresponding check box and clicking the **Delete Select** option.

	Name	Entry	Posted	Comment	View
<input type="checkbox"/>	Justin	Top reasons for cleaning the mpc	11/29/06 3:15 PM	Hey great looking post. I agree the MPC should always be clean!	View

[Delete Selected](#)

Refresh Blog Cache

- A. If system-wide changes are made to your blog, or if you make a change and it is not appearing, use the **Refresh Blog Cache** link to enable those changes.

Settings

- A. The settings page is utilized to make internal changes to your blog. Be warned: A mistake here can make both the blog and this administrator unreachable. After making your changes click Save to confirm changes or cancel to stop the process.

blog title:	Demonstration Blog
blog description:	This Blog is for Demonstration Purposes
blog keywords:	
owner email:	crosenfi@hamilton.edu
blog url:	http://academics.hamilton.edu/blogs/demoblog/index.cfm
comments sent from:	
max entries:	10
offset:	0
ping urls:	
dsn:	crosenfidemoblog
blog database type:	MYSQL
dsn username:	
dsn password:	
locale:	en_US
ip block list:	67.180.242.3
use captcha:	Yes
allow trackbacks:	No
trackback spamlist:	phentermine searchterra bolobomb.com date.inter.by cialis propecia viagra tramadol searchear.biz
allow gravatars:	Yes
mail server:	
mail username:	
mail password:	
users:	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>	

Subscribers

- A. You may use the remove unverified button below to delete all non-verified subscribers. You should note that this will delete ALL of them, even people who just subscribed a minute ago. This should be used rarely! To delete non-verified subscribers, select the corresponding check box and click the **Delete Selected** button.

Remove Unverified



Email	Verified
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




[Delete Selected](#)

Mail Subscribers

- A. The mail subscribers form will let you email your subscribers. It will automatically add an unsubscribed link to the bottom of the email. HTML is allowed.

File Manager

- A. The File manager allows you to manage the files on your blog. **WARNING:** Deletes are FINAL.
- B. To download a file to from the desired directory, click on the **Download** icon . To delete a file click on the **Delete** icon .

Current Directory: /			
 admin		16-Nov-06 08:44 AM	
 enclosures		15-Nov-06 10:24 AM	
 images		15-Nov-06 12:06 PM	
 includes		15-Nov-06 10:24 AM	
 org		15-Nov-06 10:24 AM	
 tags		16-Nov-06 08:41 AM	
 xmlrpc		15-Nov-06 10:24 AM	
 addcomment.cfm	7.9 KB	15-Nov-06 10:06 AM	 
 Application.cfm	5.3 KB	15-Nov-06 10:06 AM	 
 confirmsubscription.cfm	995 bytes	15-Nov-06 10:06 AM	 

Pages

- A. The Pages page displays the title and URL of pages on your blog. You can delete an entry by selecting the check box that corresponds to the page and clicking the **Delete Selected** button or you can add an entry by clicking the **Add Pages** button.

Your blog currently has 1 page .

	Title	URL
<input type="checkbox"/>	Car Facts	http://academics.hamilton.edu/blogs/demoblog/page.cfm/Cars

[\[Add Pages\]](#) [\[Delete Selected\]](#)

Add Pages

- B. When adding a page, you will be required to enter a Title, an alias for page classing, and body text to make up the content of your page. Your page URL is listed below the entry fields. When you are finished entering your data, click **Save** to complete the process or **Cancel** to stop it.

title:

alias:

body:

url: <http://academics.hamilton.edu/blogs/demoblog/page.cfm/Clean MPC>

Page Editor

- C. Use the form below to create a page for your blog. The alias will be auto-generated if left blank, which is recommended. Aliases must be unique per page. If you change your page title, you may want to remove the alias so it will be auto-generated again.

Enter your page title here — title:

Enter your alias here — alias:

Enter your body text here — body:

url: <http://academics.hamilton.edu/blogs/demoblog/page.cfm/Cars>

Slideshows

- A. The slideshows page displays all of the current slide shows. To delete a slide show click the corresponding check box and then click the **Delete Selected Button**. To add a custom slide show, click the **Add Slideshows Button**.

	Name	Pictures	View
<input checked="" type="checkbox"/>	Clean MPC	1	View
<input type="checkbox"/>	Test Slideshow	3	View
<input type="checkbox"/>	lcimages	20	View
<input type="checkbox"/>	lcphotos	20	View
<input type="checkbox"/>	test	4	View


[\[Add Slideshows\]](#) [\[Delete Selected\]](#)

Adding a Slide Show

- B. When adding a slide show, you will be prompted to enter your name, a descriptive name, and also to upload your images. To upload your images, click the Browse button and navigate to the location of the image on your hard drive and click the file. Repeat this process to add additional images. To complete the slide show click the **Save** button or click Cancel to **stop**.

name:
 descriptive name:

Below are the images in the slide show. You may enter a caption for an image or delete it. Click on an image for a larger view.

Picture 7.jpg  Hamilton
 upload new image:

Text Blocks

- A. The text blocks page allows you to view and edit your text block entries. To delete a text block, click the **delete selected** button or to add a text block click the **Add Textblocks** button.

Your blog currently has 1 textblock.

	Label	Body
<input type="checkbox"/>	A Clean MPC	A clean MPC is important in order to keep a safe e...

Add Text Blocks

- B. When adding a text block you will be required to enter a label, and body text to your entry. After completing entering your data click the **Save** button to complete or the **Cancel** button to stop the process.

label:
 body:

Your Blog

The *Your Blog* page allows you to view your completed blog.

Your Blog Stats Page

The *Your Blog Stats* page allows you to see all the statistical data about your blog.

Logout

The **Logout** link will log you out of your account.