
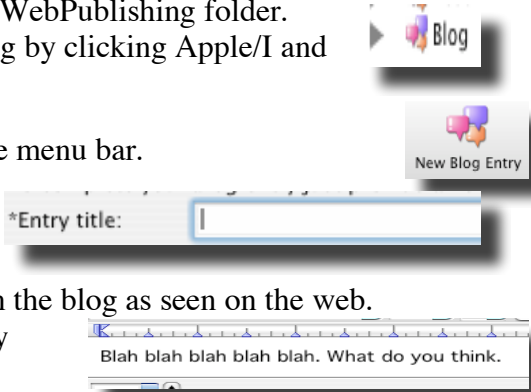
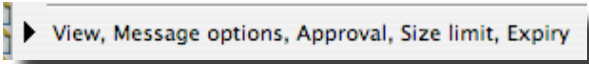
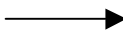
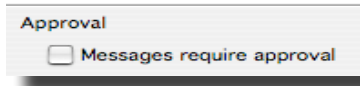


## ThirtySecond Guide to FirstClass Blogs:

If You Want To:	Do This:
Create a Blog Page	<ul style="list-style-type: none"> <li>• Double click on the WEB PUBLISHING folder on your desktop.</li> <li>• Click the New Web Page icon.</li> <li>• Choose BLOG</li> <li>•</li> </ul> 
Create a New Entry	<ul style="list-style-type: none"> <li>• Single click on the Blog entry in the WebPublishing folder. (You can change the name of the blog by clicking Apple/I and entering a new name.)</li> <li>• Click on NEW BLOG ENTRY in the menu bar.</li> <li>• Enter the blog's subject in the ENTRY TITLE window.</li> <li>• Enter content into the large window. This content will appear on the blog as seen on the web.</li> <li>• Authors of the blog may add as many new entries as desired.</li> <li>• To delete an entry, highlight the entry and hit the Delete key.</li> </ul> 
Require Approval for Entries	<ul style="list-style-type: none"> <li>• Open the WebPublishing Folder</li> <li>• Click once on your Blog page.</li> <li>• Under COLLABORATE drag to PERMISSIONS</li> <li>• In the <i>Permissions for .....</i> window, find the section labeled</li> </ul>  <ul style="list-style-type: none"> <li>• Click the arrow and find: </li> <li>• Click the box for <i>Messages Require Approval</i>.</li> <li>• Student entries will appear in the WebPublishing window of your Blog.</li> <li>• To approve the entry, highlight the entry. Under COLLABORATE, drag to APPROVE.</li> </ul> 
See The Blog Online	<ul style="list-style-type: none"> <li>• Drag the blog page title from the Web Publishing Folder onto your Home Page.</li> <li>• The address of the blog will be: <a href="http://fc.sad60.k12.me.us/~you/Blog">http://fc.sad60.k12.me.us/~you/Blog</a> (or whatever you changed the name of the blog to.)</li> <li>• Users can enter comments can be added by clicking on the ADD COMMENT link.</li> <li>• When asked to login, users should use their FirstClass login information.</li> </ul> 