

## **EasyBlogBuilder 1.0™ Frequently Asked Questions (FAQ)**

### **Version 1.0**

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## 1. What is EasyBlogBuilder 1.0?

EasyBlogBuilder 1.0 is a Web-based journal powered by a self-publishing tool that enables the author to regularly and easily update the content. The blog consists of posts by authorized users and commentary from blog visitors. Blogging will enable you to communicate in a way that is simpler and easier to follow than email and discussion forums.

## 2. Can I organize my blog entries by subject or into categories?

Yes you can. Click on the "Preferences" tab in the EasyBlogBuilder management interface. Here you will find a field called "Categories". Enter the desired categories, separating them by a comma, and then click "Apply".

## 3. Can I censor words?

Yes you can. Click on the "Preferences" tab in the EasyBlogBuilder management interface. Here you will find a field called "Censored Words". Enter all words that you would like censored, separating them by a comma, and then click "Apply".

## 4. Can I customize my Web log?

Yes, you can tailor the appearance of your Web log to include your corporate colors, a personalized title and subtitle, different fonts, customized images, the number of posts per page preferred and much more.

## 5. Can I import or upload pictures into my Web log?

Yes, you can incorporate pictures into your web log. You can upload a title image to be displayed on your web log homepage by clicking on the "Appearance" tab and then selecting the "Browse" button next to the "Title image" field. You can also include a picture with every post. Simply enter the URL of an image that you would like to accompany your post.

## 6. Can I control who has the authority to post blog entries?

Yes you can. Only authorized users, whom you appoint, are able to post blog entries. To assign user access, simply click on the "Users" tab and enter the user's "Username", "Password" and "Email Address". When a user wants to post a blog, they will have to enter their username and password before submitting their blog entry. If they fail to enter an authorized username and password, their request to post will be rejected. However, you cannot control who can post commentary. Anyone can comment on a user's post and they also have the option to reveal their identity or remain anonymous.

**7. Can non-users post comments?**

Yes they can. Non-users can post commentary on any blog entry, and they have the option to reveal their identity or remain anonymous.

**8. Is there a search function that will enable me to search for a blog entry?**

Yes there is. Blog entries can be searched by category or keyword, so that a visitor can easily locate a blog of interest. The search function is located on the homepage of your Web log.

**9. Can I edit or delete blog entries?**

Yes, the blog administrator can edit and delete blog entries. Go to the "Security" tab and you will find a URL that will bring you to a page where you can edit or delete posts and comments.

**10. Can I email a blog entry?**

Yes. Next to each blog entry title, there is an envelope sign. Click on the envelope and a page will appear where you can enter your name and email address, the recipient's name and email address and a comment. Next, click on "Mail Post" and the post and comment will be emailed to the recipient.