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Live Blog Glossary

What is Live Blog?

Live Blog is a next-generation open-source blogging software created by Sourcefabric. It enables media organisations and bloggers to cover breaking events as well as events that unfold during a longer period of time. Live Blog makes it easy to embed video, images, text and audio from reporters and social media channels into your posts. You can use Live Blog with your own CMS by embedding the Live Blog code into your site's page.

Live Blog is a web-based application. It enables multiple users to collaborate within the same application to produce blog content from anywhere with internet access. Live Blog lets you assign roles such that the work can be divided between contributors, editors and administrators. Live Blog has an intuitive interface and can be used in conjunction with our free Live Blog mobile app that makes blogging on-the-go easy.

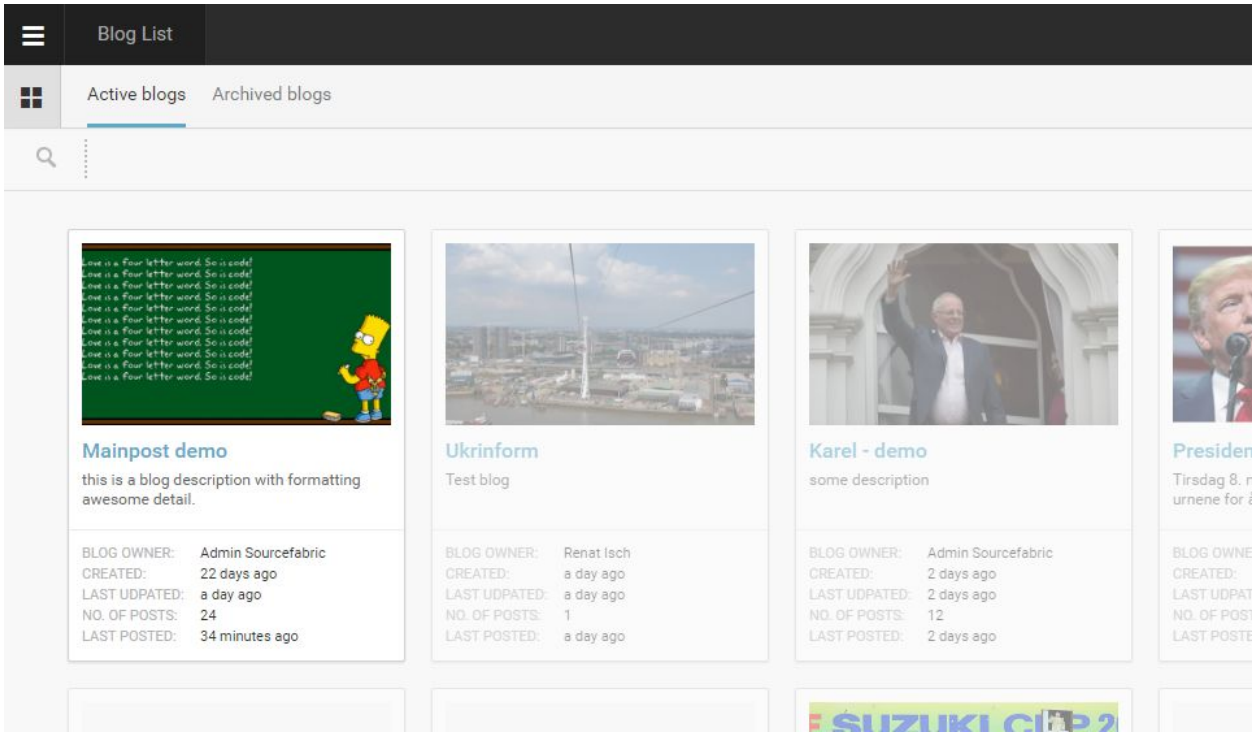
With journalists from the BBC, the Guardian, Le Monde, Vorarlberger Nachrichten and Zeit Online all having contributed to its design, Live Blog can justly be said to have been designed *by* journalists *for* journalists. Live Blog was originally developed for GEN, the Global Editors Network, and further developed in partnership with Mozambique's @Verdade newspaper.

You can read more about Live Blog and Sourcefabric here:
https://www.sourcefabric.org/en/liveblog/

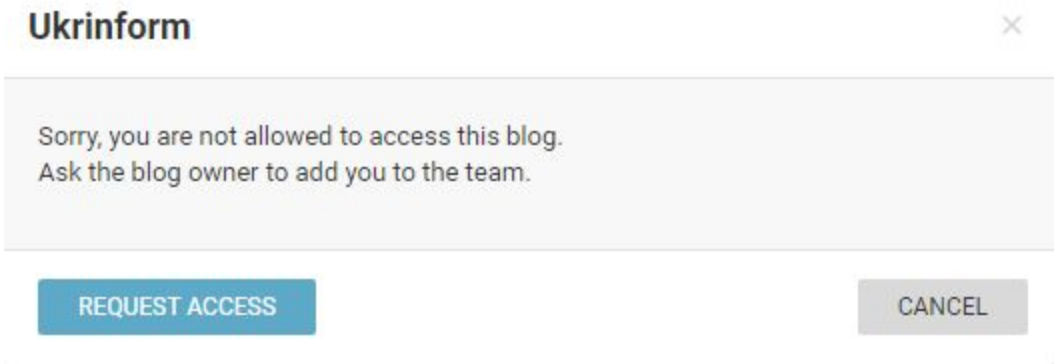
Much like the software itself, the documentation is undergoing constant revision. Screenshots may not represent the current version and some functions may work differently to how they are explained. If you find inconsistencies, poor grammar, or have general feedback about the documentation, please email us at contact@sourcefabric.org .

Navigating Live Blog

When you log in to your Live Blog instance, you will be taken to the current Blog List. The Blog List view shows all the blogs in your Live Blog instance.



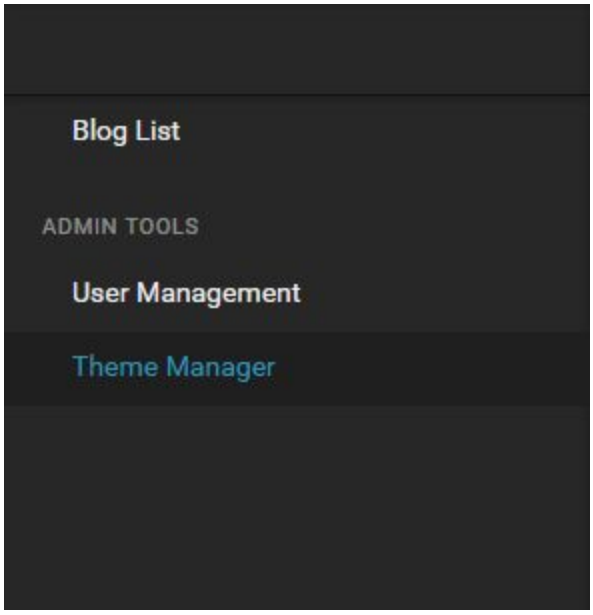
Blogs that you have access to are in full colour. Having access to a blog means that you are assigned as part of the blog Team. Blogs that you do not have access to are greyed out. When you have access to a blog, you can view it and submit content.



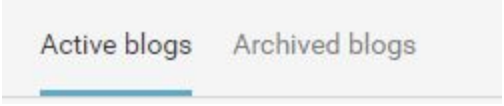
You can request access to a blog by left-clicking on a greyed out blog. This will open a new window prompting you to confirm that you wish to request access. Blog Editors and Administrators can approve access requests.

This is the Settings menu.

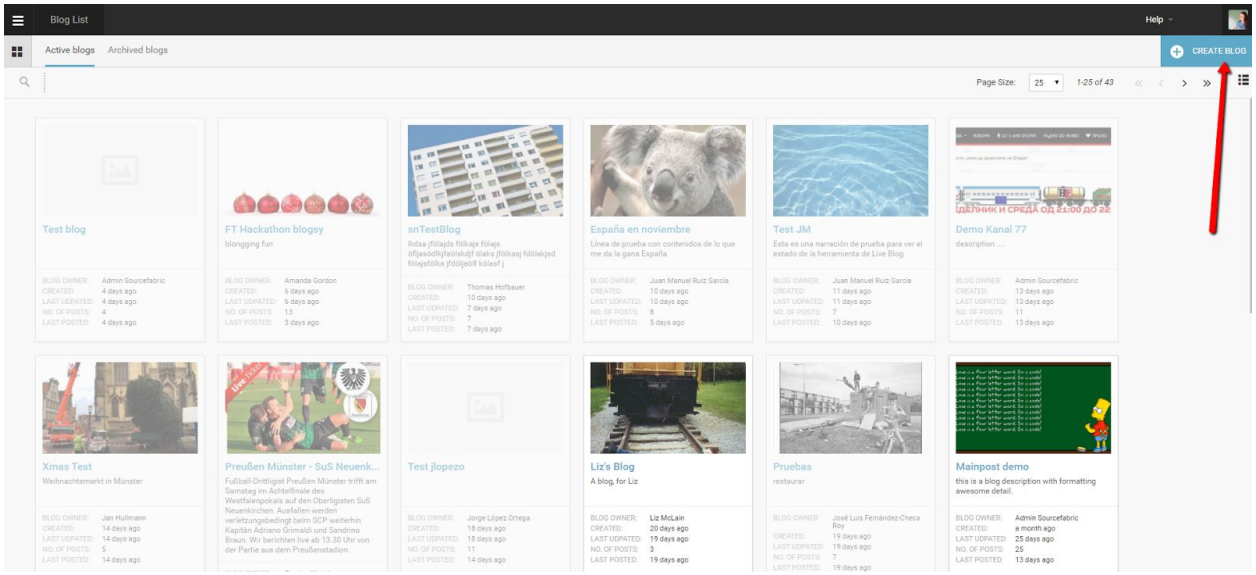
In the top left corner of the Live Blog interface, you will find the settings menu. Clicking on the Settings menu will open a new pane on the left.



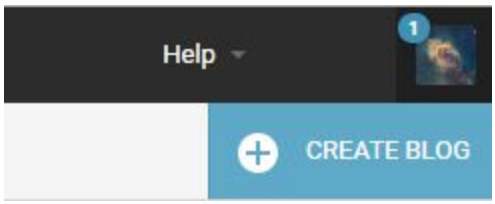
In the Admin Tools section of the settings menu, users with appropriate permissions can add new users or disable current users as well as manage the display Themes. To exit the settings menu, click on the Blog List link at the top of the pane.



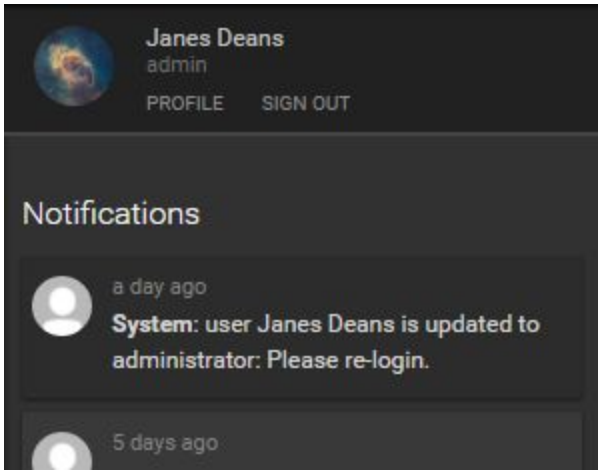
In the main Blog List view, you can switch between seeing active blogs and archived blogs by using the tabs at the top of the Blog List window. Archived blogs are blogs that are no longer active. Archived blogs can not be updated unless the status is changed back to active.



In the top right corner of the Live Blog interface, you will find your user icon, as well as the Create Icon.



Clicking on your user icon will open a new pane on on the right with system notifications.



Directly below your username, you will find links to edit your profile and as well as the link to sign out of Live Blog. Click on your user icon in the top right corner again to close this pane.

Just below your user icon, you will find the Create icon. Clicking on the Create icon in the Blog List window allows Editors and Admins to make a new blog.

Below the create icon, you will find options to adjust your Blog List view. You can customise how your blogs are displayed by adjusting the number of blogs per page, using the drop-down Page Size menu. Skip forwards or backwards through the Blog using the skip arrows. Lastly, you can switch between a list view and a grid view using the icons depicted below. The grid view allows for room to view the Blog Image.

Switch to a list view by clicking on this icon.

Switch to a grid view by clicking on this icon.

Once you've clicked on a blog, you will be taken the the Editor / Timeline view of your selected blog. This is where you can add new content to your blog, as well as view all the previous blog entries.

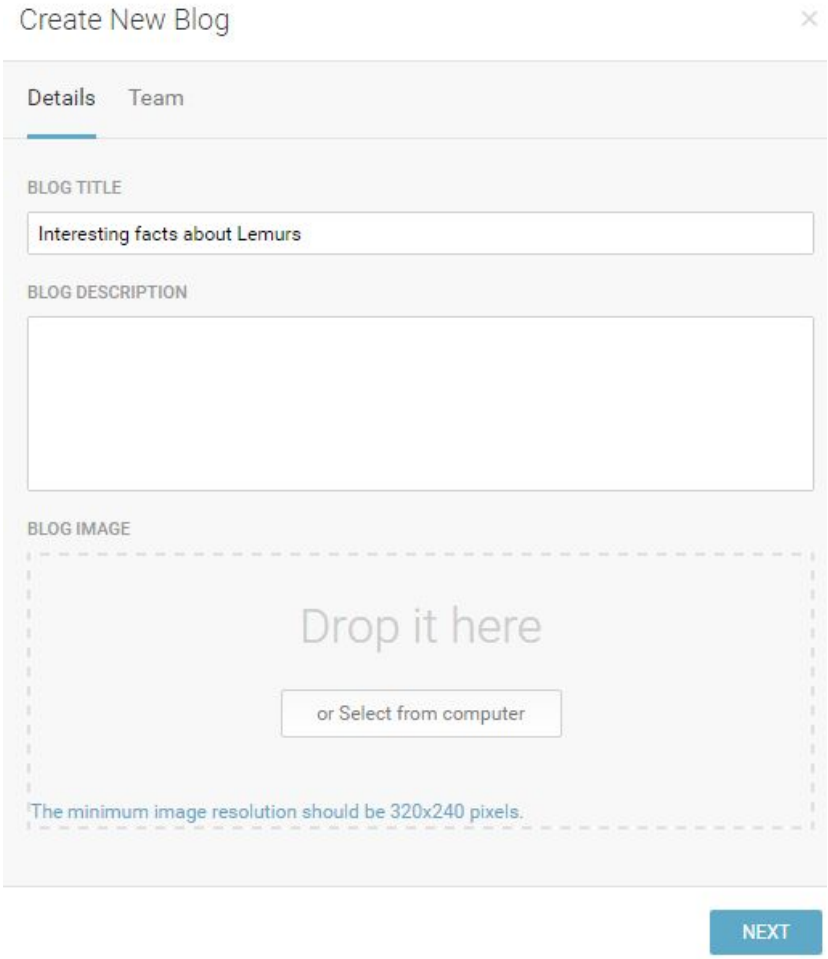
This is the Blog List icon.

When you're in the Editor mode, you can return to the Blog List view, by clicking on the Blog List icon.

Creating a New Blog

Administrators and Editors can create new blogs from main Blog List view. The reasons that you might want to create a new blog include starting to write about a new topic or wanting to collaborate with a different team of people.

Click the CREATE BLOG button in the top right corner of the Live Blog interface. Clicking on the CREATE BLOG button will open a new window where you can specify the details for your new blog.

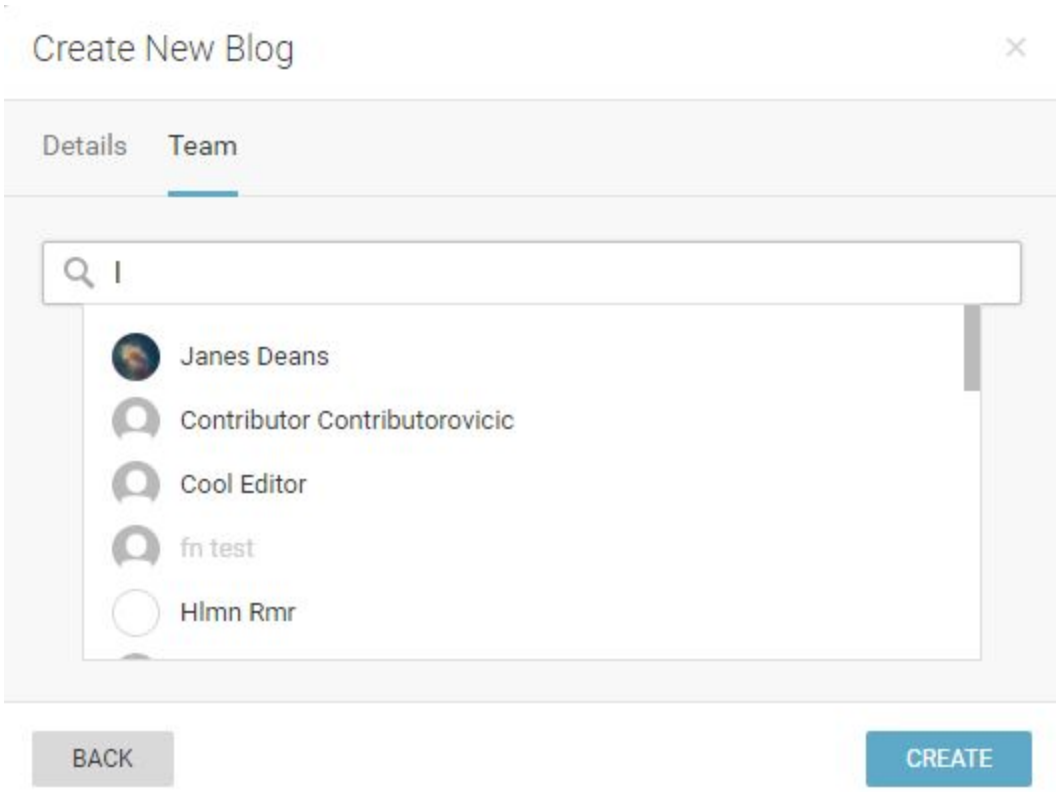


In the Details tab of the Create New Blog window, you will need to give your new blog a title in the BLOG TITLE textbox. Filling in the BLOG DESCRIPTION and adding a blog image are optional, but recommended. The blog image minimum resolution should be 320x240 pixels.

When you click in the BLOG DESCRIPTION text box, you will see a toolbar which will allow you to add formatting to your blog description if you wish. From left to right: bold, italic, underline, strikethrough, numbered list or bulleted list.

You will not be able to save your blog until you give it a name in the blog title text box.

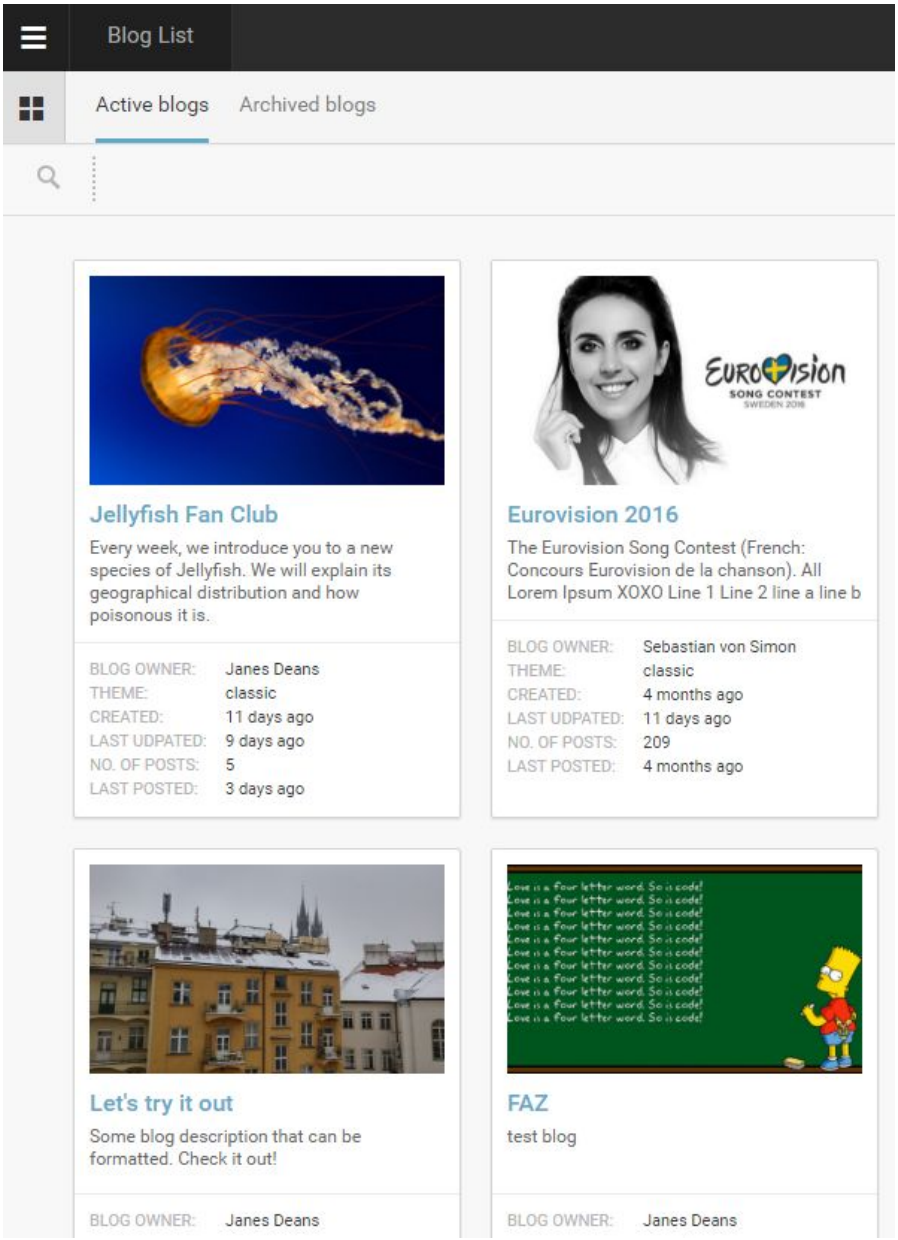
Clicking on the NEXT button will take you to the Team tab.



The Team tab of the Create New Blog window is where you can give other users permission to access and contribute to your blog. You can always add more users later in the individual blog settings. To search for users, type their names in the search bar of the Teams tab.

Once you click the CREATE button, your blog will be active and ready to be filled with content.

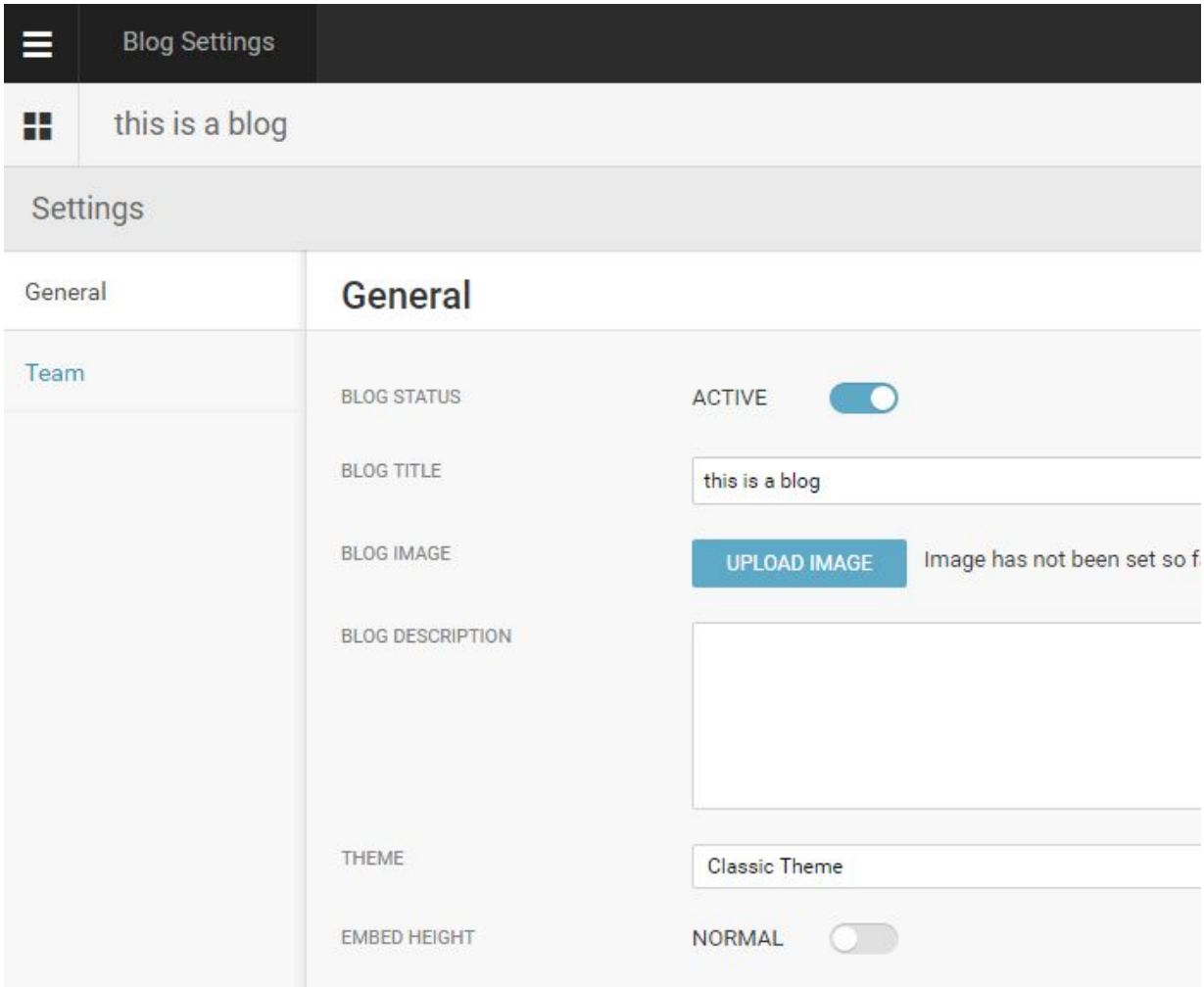
You will see your newly created blog at the top of the Blog List view in the Active Blogs tab. Click on your newly created blog to adjust further blog settings and add content to your blog.



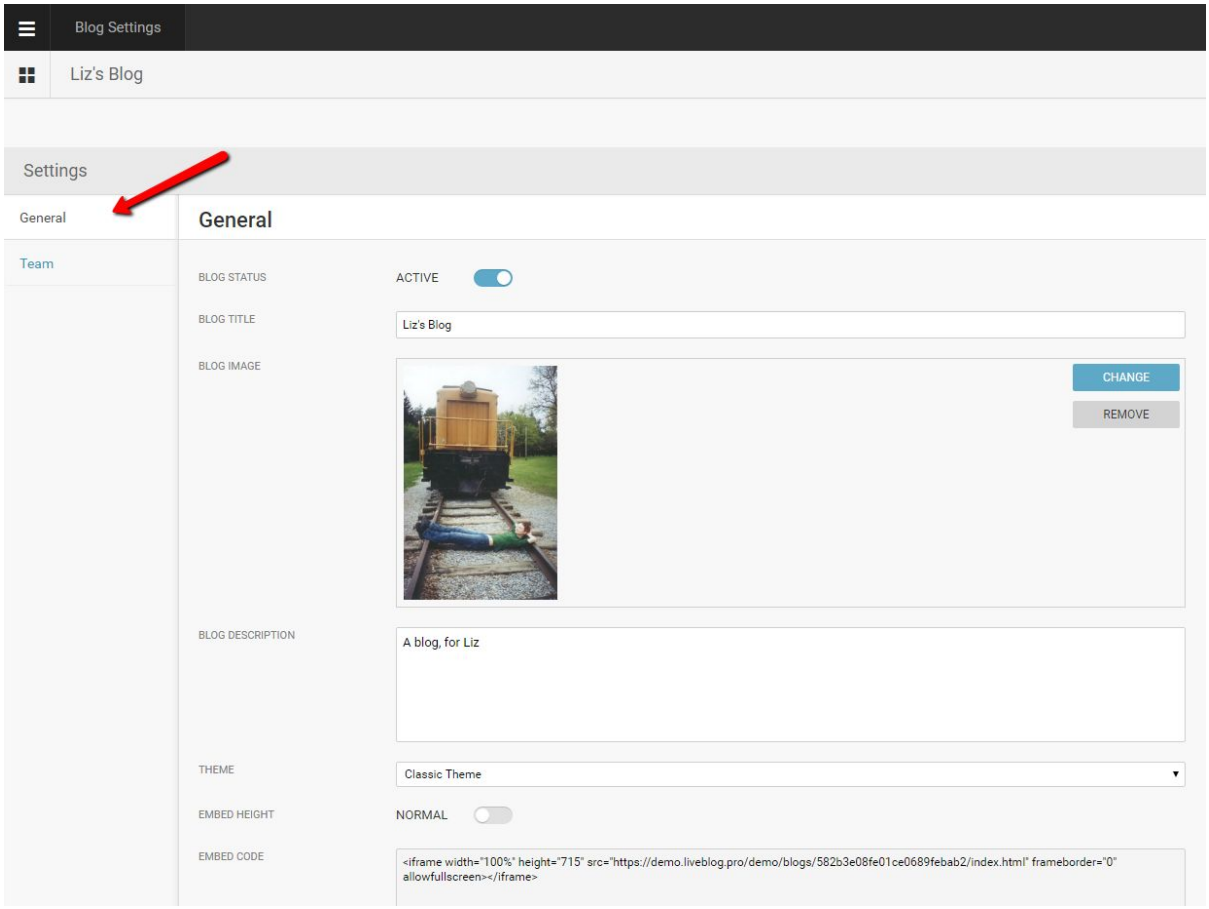
Individual Blog Settings

When you click the *+CREATE BLOG* blog button in the top right of the Blog List view, you will be prompted to name your new Blog and confirm some basic settings. Once you've entered your Blog details, hit the CREATE button to confirm your choices. The new blog will automatically open in the Editor mode, once you've created it.

After your Blog has been created, you can further adjust your settings choices by clicking on the gear icon at the top of the Timeline view of your selected Blog.

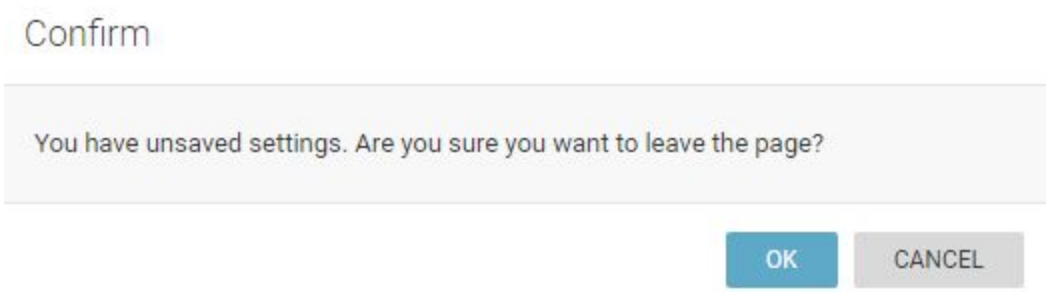


Once you've clicked on the gear icon, you will see two tabs, on the left side of the Blog Settings interface; one for General and one for Team.



Clicking on the Team tab will allow you to add or remove users from your blog.

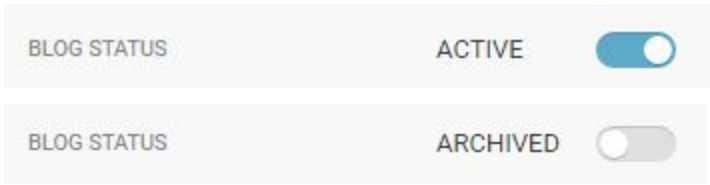
If you decide to change any settings, you can confirm your changes in the top right corner by clicking on the *SAVE* button or the *DONE* button.
The *SAVE* button will leave you on the Settings tab.
The *DONE* button will navigate you back to the Editor / Timeline view.



If you choose not to save your changes, click the *CANCEL* button, a window will open prompting you to confirm that you wish to discard the changes that you've made. Click the OK button to confirm your choice.

More details on each individual Blog setting is provided below:

Blog Status



The first setting in the General tab is for Blog Status. This blue toggle will allow you to archive the blog. Archived Blogs cannot be updated with new content. Once archived, the Blog will no longer appear in the Active Blogs tab of the Blog List view.

If you set the Blog status to Archived, you will only be able to view the Blog in the Archived Blogs tab. When you click on the Archived blog, you will see that you need to change the status to Active in order to be able to update the Blog. Clicking on the *change the blog status* link will bring you back to the Blog settings window, where you can adjust the toggle back to the Active setting.

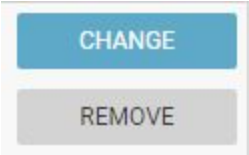
Blog Title

The Blog Title is what your readers will see at the top of your Blog. You can change your Blog Title at any time in the Blog Settings menu.

Blog Image

The Blog Image is a great way to make navigation of the Blog List view easy when using the grid view. Depending on your choice of Theme, the Blog Image may or may not be visible to your readers at the top of your Live view.

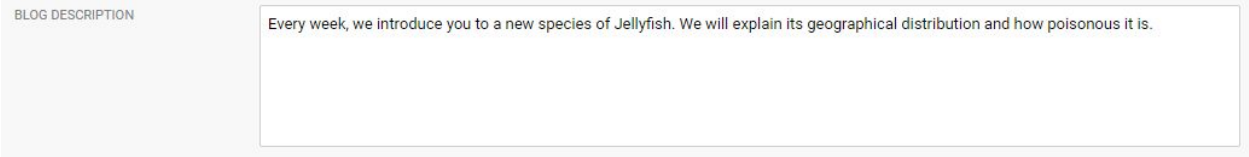
If you didn't already, you can add an image to your blog by clicking the UPLOAD IMAGE button.



If you added an image in your original blog set-up, you can choose a new image by clicking on the CHANGE button, or delete the image without replacing it by clicking on the REMOVE button.

Blog Description

Your Blog Description can be visible to your readers on the Live view, just below the Blog Title if you have it enabled in your Theme settings.



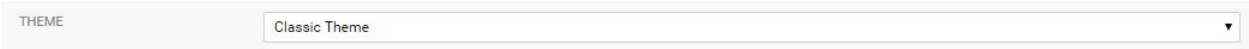
Type your Blog Description in the text box provided.

When you click inside the Blog Description text box, a toolbar will appear with formatting options. From left to right: bold, italic, underline, strike-through, numbered list and bulleted list. To add text formatting, type your text first, then highlight the text you wish to alter and click on the formatting button that you would like to add. To add a numbered or bulleted list, click on

the appropriate button first, then the bullets will appear automatically on each new line. If you change your mind, click the button again to remove the formatting.

Theme

Your Blog Theme affects how your Blog looks to the readers. You can create new Themes from the Theme Manager section of the Settings menu.

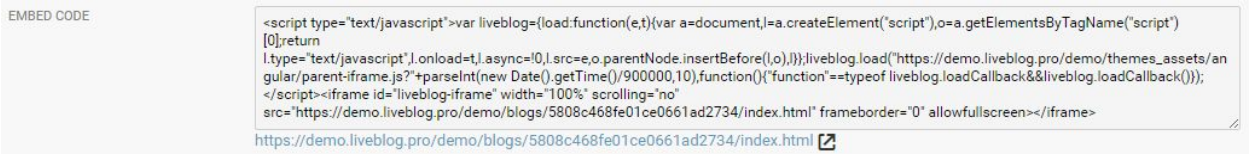


Choosing a different Theme can affect blog settings such as the default display language, whether or not readers are allowed to submit comments, and whether or not the Blog Image is visible to the reader.

Embed Height

You can switch the embed code between between normal and responsive. The first option generates a standard iframe where you can set the width and height manually. The responsive embed code includes a javascript which will automatically adjust the height of the iframe depending on the length of the original material.

Embed Code

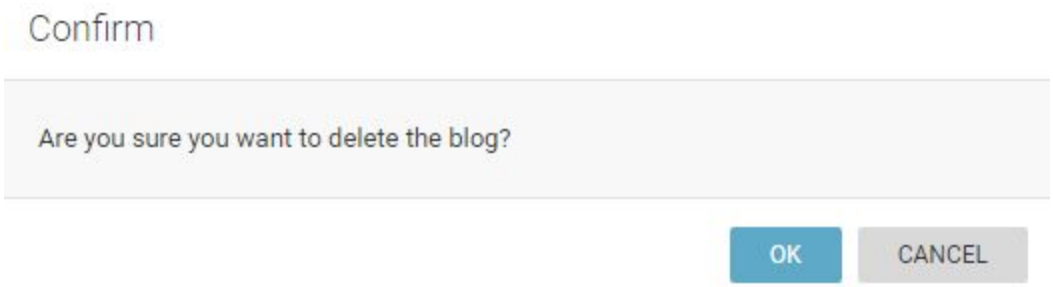


You can view the current HTML Embed Code within the text box. If you are familiar with HTML you can edit the Embed Code here.

Clicking on the link below the text box will let you view your blog as it currently appears to readers.

Remove Blog

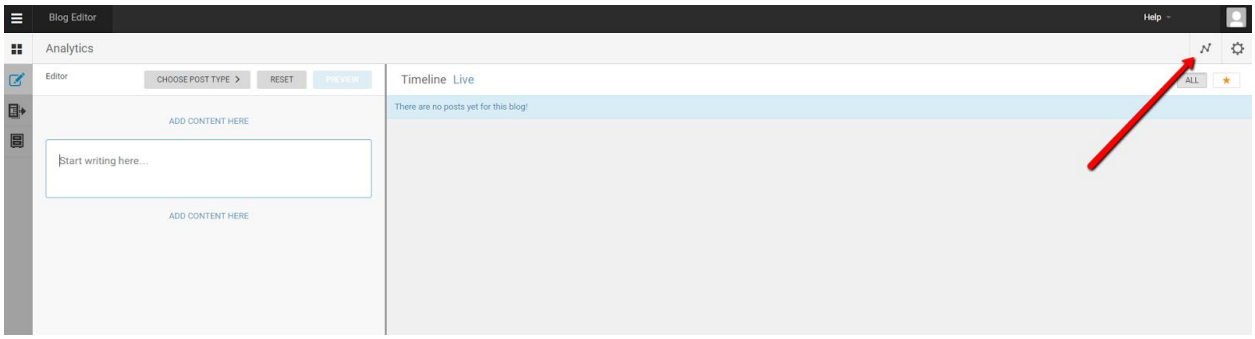
You can *permanently* delete the blog using this REMOVE BLOG button.



If you click on the remove Blog button, a window will appear asking you to confirm your desire to delete the Blog. Once a Blog is deleted in this manner it cannot be recovered. If you wish to discontinue Blog updates but save the content, you can set the Blog Status to Archived instead of deleting it.

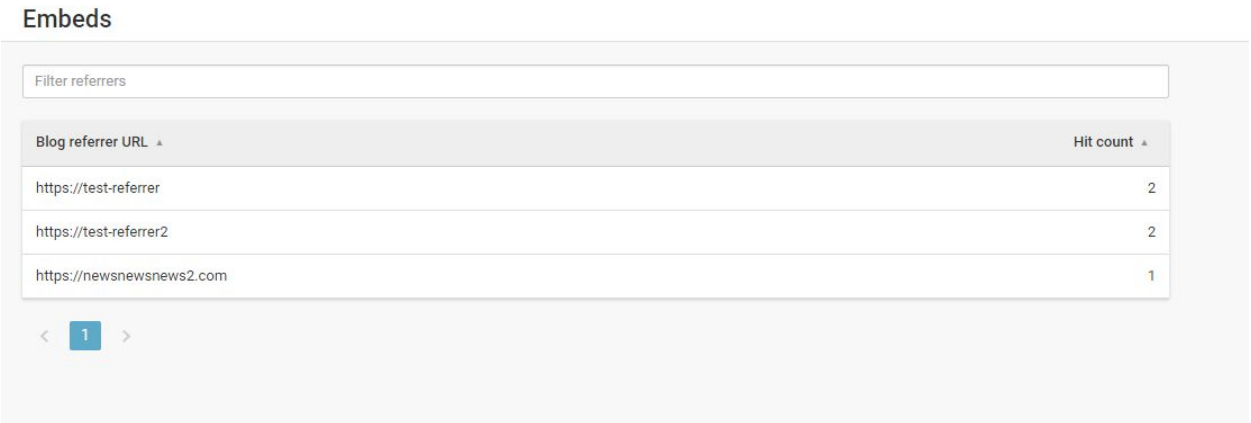
Blog Analytics

Analytics for Live Blog enables news agencies to get data related to where a blog is embedded and how many views it receives at that location. Live Blog Analytics are integrated as part of the Classic Theme and require no additional setup. Integrated into the Classic theme is code to check for the existence of a cookie on the client. If that cookie is not set, the origin instance will be notified of a view of the blog with information about the host context, and the cookie will be set.

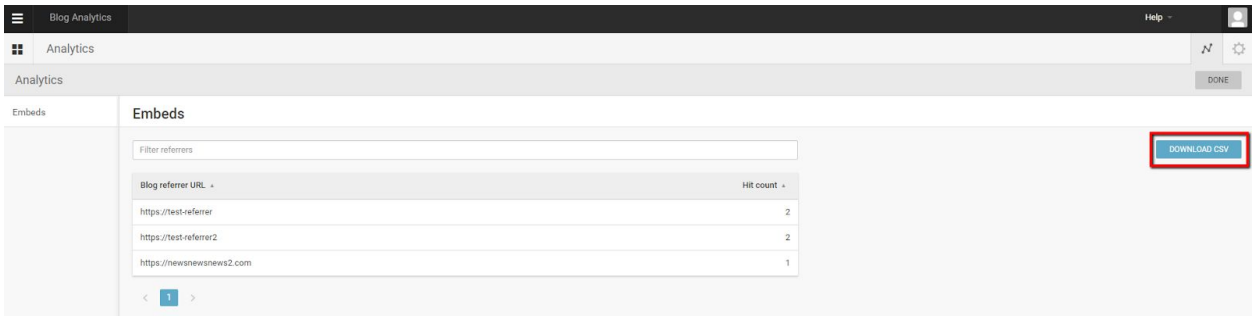


Access the Analytics display for a blog from the Blog Editor mode.

You will see the Analytics button beside the gear icon at the top of the right corner of the Blog Editor mode.



In the Analytics display, you will see a list will be displayed of host embed contexts, and how many times the blog has been used on each of those contexts (noted by the red arrow above). Note that this information will not be 100% accurate, as a user can always manually delete cookies from the browser, in which case, another "unique" hit will registered.

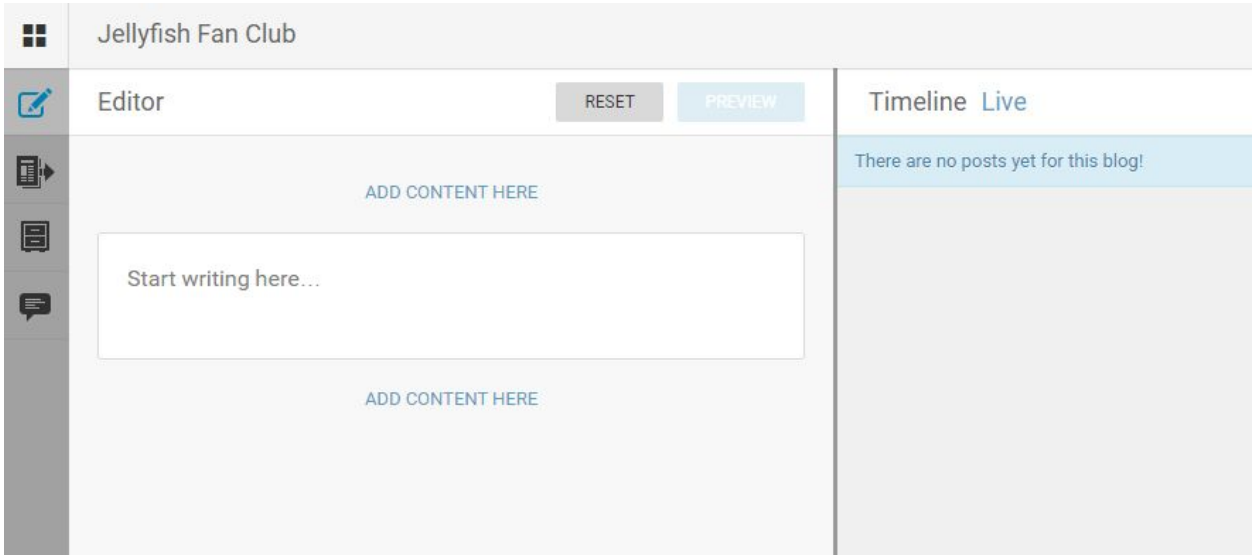


It is possible to download a copy of the Analytics report by clicking on the *Download CSV* button on the right side of the interface.

Return to the Blog Editor mode by clicking on the *DONE* button in the top right corner of the Analytics pane.

Blog Editor Mode

To add new content to a blog, left click on the blog in the Blog List view.



Clicking on a blog will take you into the Blog Editor mode. The Blog Editor mode has two halves. The Blog Editor pane, from which you can add new content, appears on the left. The Timeline view appears to the right of the Editor pane. The Timeline view displays all the currently published Blog content. From the Timeline view, Editors and Administrators can change the order of posts, edit, pin, highlight and unpublish items. Click here to learn more about user roles and permissions in Live Blog.

In the Blog Editor pane, you will see icons along the left side of the interface:

Editor tab - Allows you to create new content to the blog.

Contributions tab - For completed posts, not yet published. Posts awaiting approval.

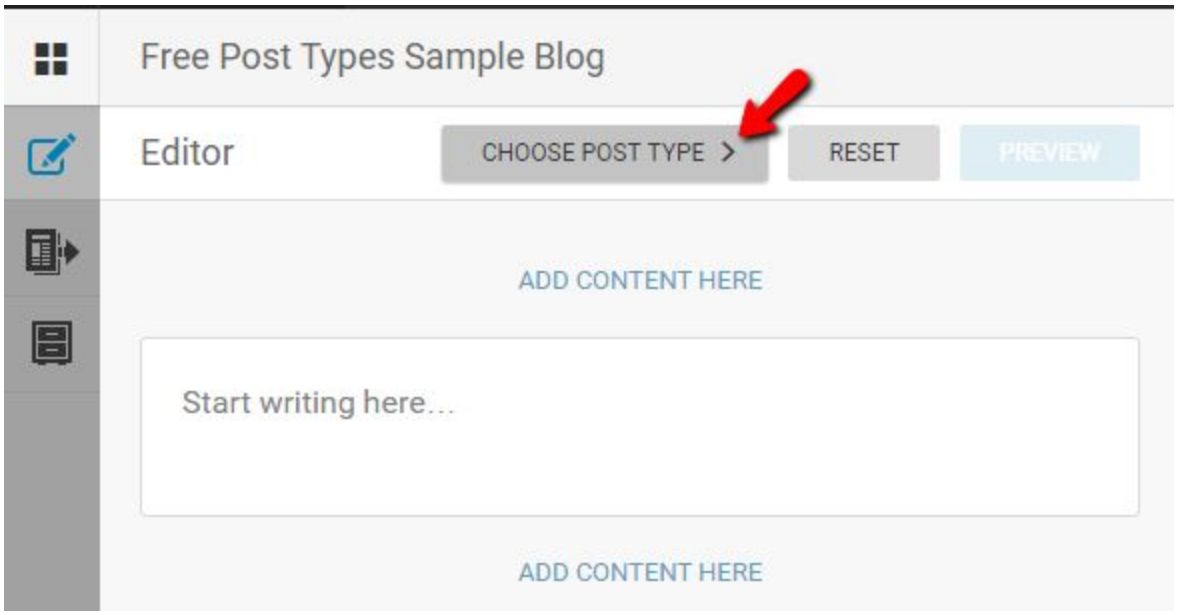
Drafts tab - Incomplete posts, to edit. You cannot publish directly from the drafts tab.

Comments tab - Allows Editors to publish approved audience comments.

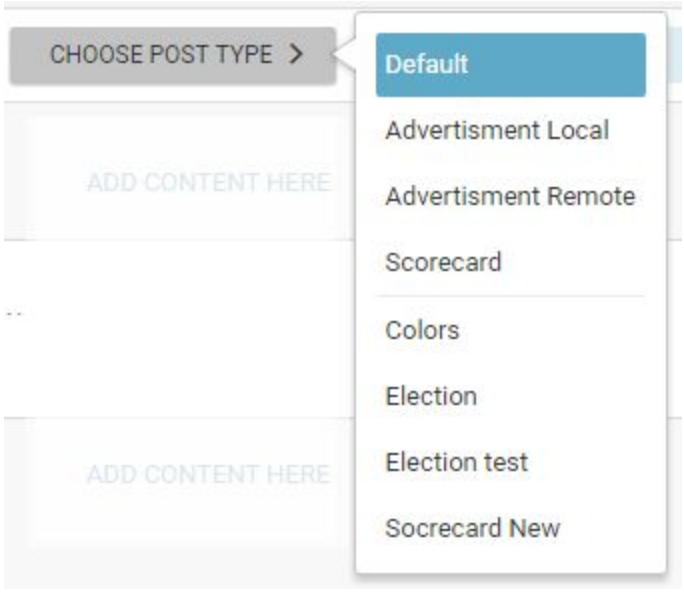
Navigating the Editor tab

Anyone can access the Editor tab of a blog by clicking on the blog in the Blog List view. The Editor tab is where you create content for your blog.

Choosing a post type



In the blog editor, under the title of the blog, next to the reset button, there is a button, labelled *CHOOSE POST TYPE.*



Clicking on the *CHOOSE POST TYPE* button will produce a list of post types, from which the user can select their new post type. The Default post type is selected unless you choose a different post type from this menu.

The three new native types, namely "Advertisement Local, "Advertisement Remote", and "Scorecard" are listed beneath the Default type in the drop-down select menu. Below the Scorecard type, you will find a list of user-created post types.

Selection of any of these new types will lead to the presentation of a form in the Editor pane instead of the Default post type.

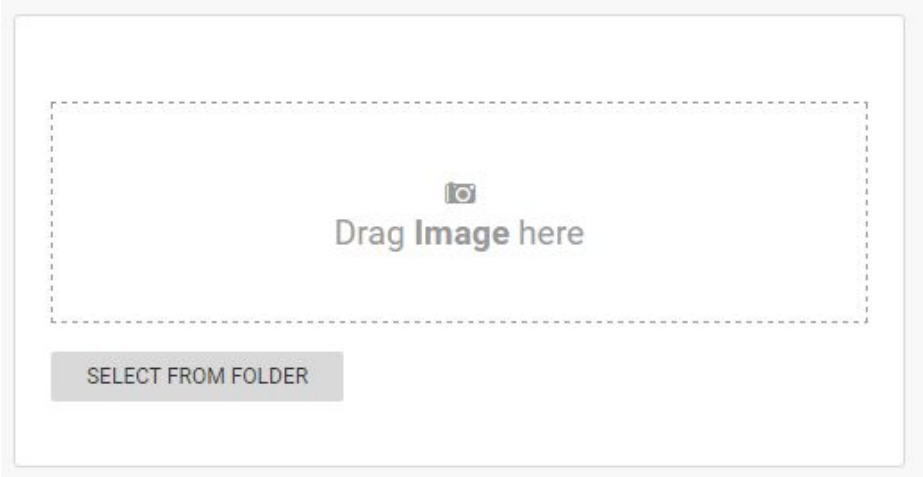
Default Post type

In the Editor tab, you can add media to your default post type by clicking on the ADD CONTENT HERE buttons, above or below the default text box. It is possible to add several types of media to a single post.

Once you click the ADD CONTENT HERE button, you will have to select the type of media that you would like to add to your Blog: text, images, embeds and quotes.

Add an Image

To add an image to your post, click on the ADD CONTENT HERE button and then select the image button.



If you choose to add an image, you will be presented with the box pictured above: Click the SELECT FROM FOLDER button or click and drag the image over from a folder on your computer and drop it into the *Drag Image here* box.

Add an Embed

An embed is a piece of media from an external source. In Live Blog, embeds are what you use to add social media content to your blog. Examples of embed sources include Facebook posts, Twitter tweets, or videos from YouTube.

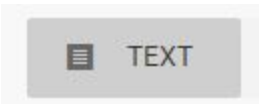
If you choose to add an embed by clicking on the embed button, you will see the above: Copy and paste the URL or embed code into the text box.

Add a Quote

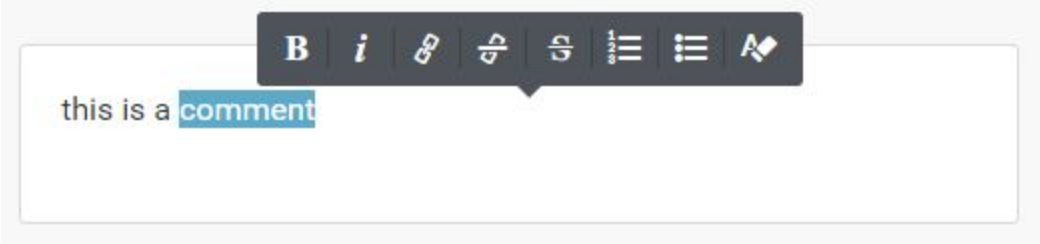
Live Blog has a feature to help you format quotes.

If you choose to add a quote, you can fill in the quote on the first line and the attributed speaker on the credit line. This quote feature will automatically format the quote when you publish it. It will be indented and it will look different than the plain text option.

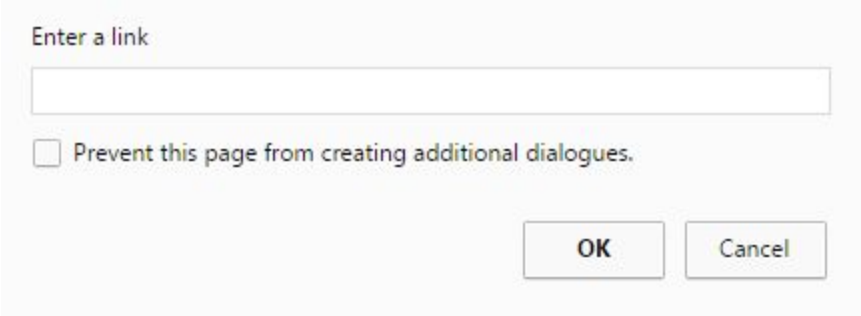
Add plain text



By default, there is a text box already open in the editor tab. You can add further text boxes above or below the other media that you have inserted in your post by clicking the ADD CONTENT HERE button and selecting the TEXT button pictured above.



You can add formatting to plain text in a post. To do this type out your desired text, then select the text by highlighting it. Once text is selected, you will be able to add formatting or a link to your text using the pop-up grey toolbar. From left to right the formatting options are: bold, italic, add a link, remove the link, strike-though, numbered list, bulleted list and remove formatting from the highlighted text. Note that the remove formatting button does not remove the numbered lists or bulleted lists. To remove the list formatting, click on the the same format button again with the text still selected.



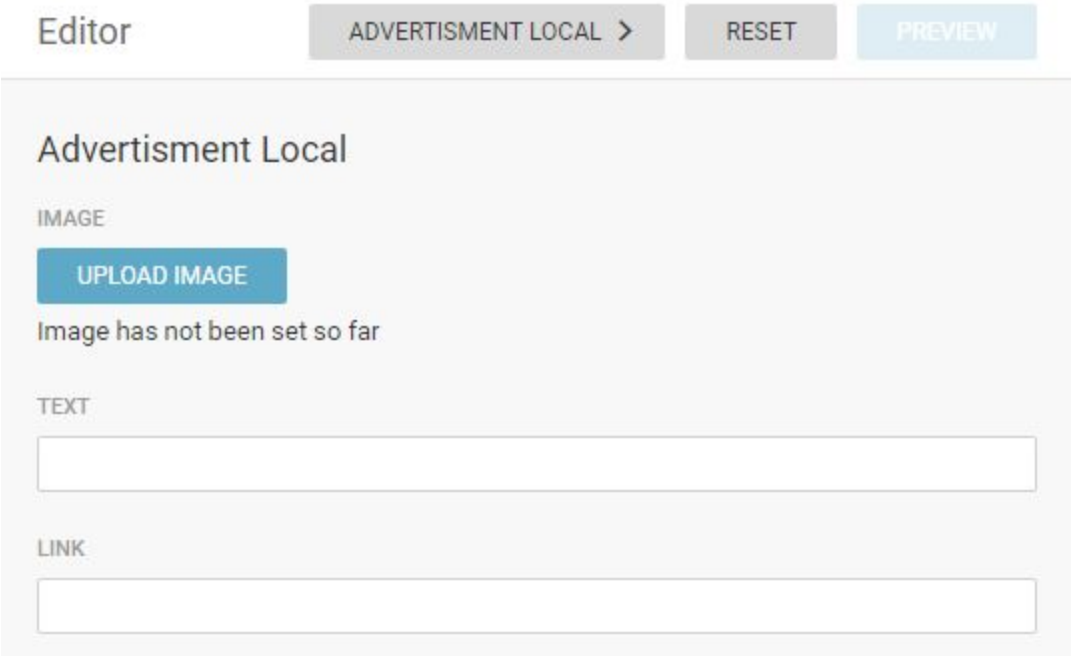
If you want to add a link, click the add link button. This will open a new window where you can input the link URL.

Multiple item posts

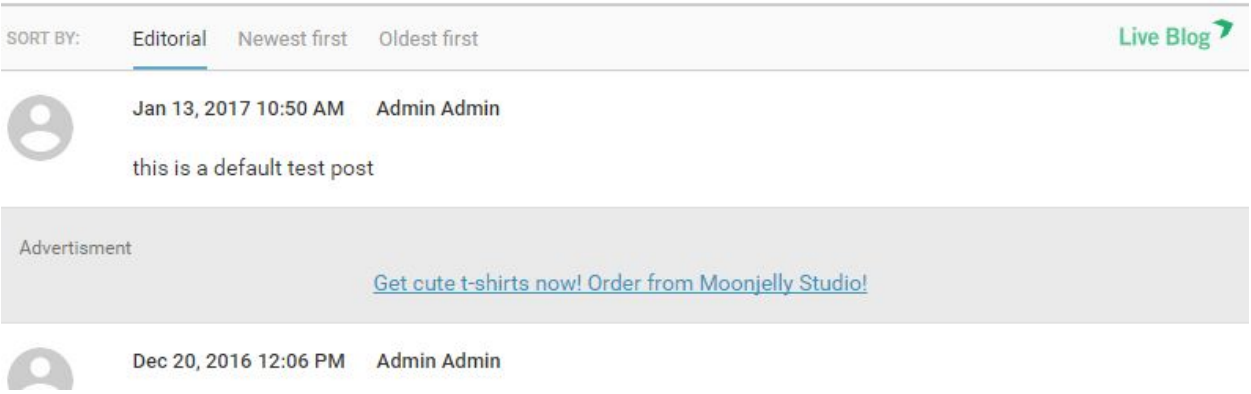
You can add multiple types of media in a single post by clicking the ADD CONTENT HERE button multiple times. You will notice that there are ADD CONTENT HERE buttons between each content item you have already added. You can order the content by clicking on the ADD CONTENT HERE button in the spot where you would like the content to appear. There is no limit on the length of post.

Advertisement Local Type

The form for the Advertisement Local type has three fields enabling the upload of an image, and the input of text and of a link.

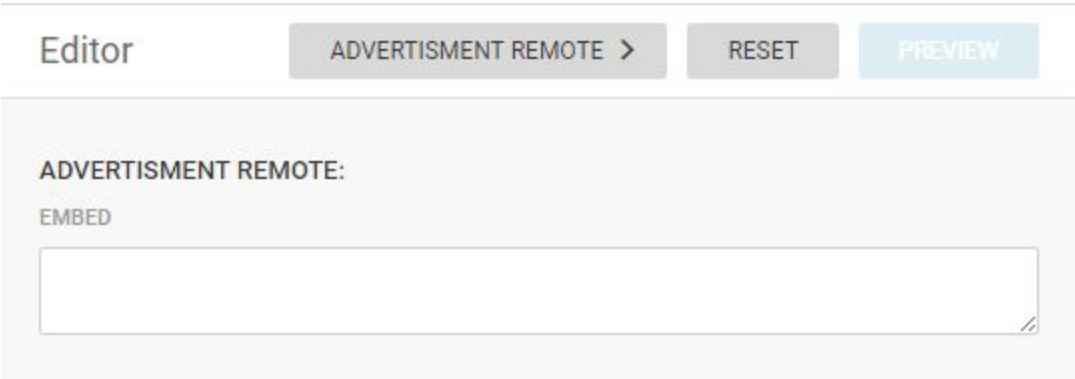


The user may upload either an image or add text, or both. The text will be represented in the Timeline as a link to the specified url. Clicking on the ad image or the ad text in the Timeline will cause the browser to load the resource at the url provided in the link field. Note that the link that you input must start with http:// .



Users will see the post type labelled as an advertisement in the Live view. The ads will not have an author or date in the Timeline. The background of the ad will be grey instead of white so as to distinguish it from the rest of the Timeline.

Advertisement Remote Type

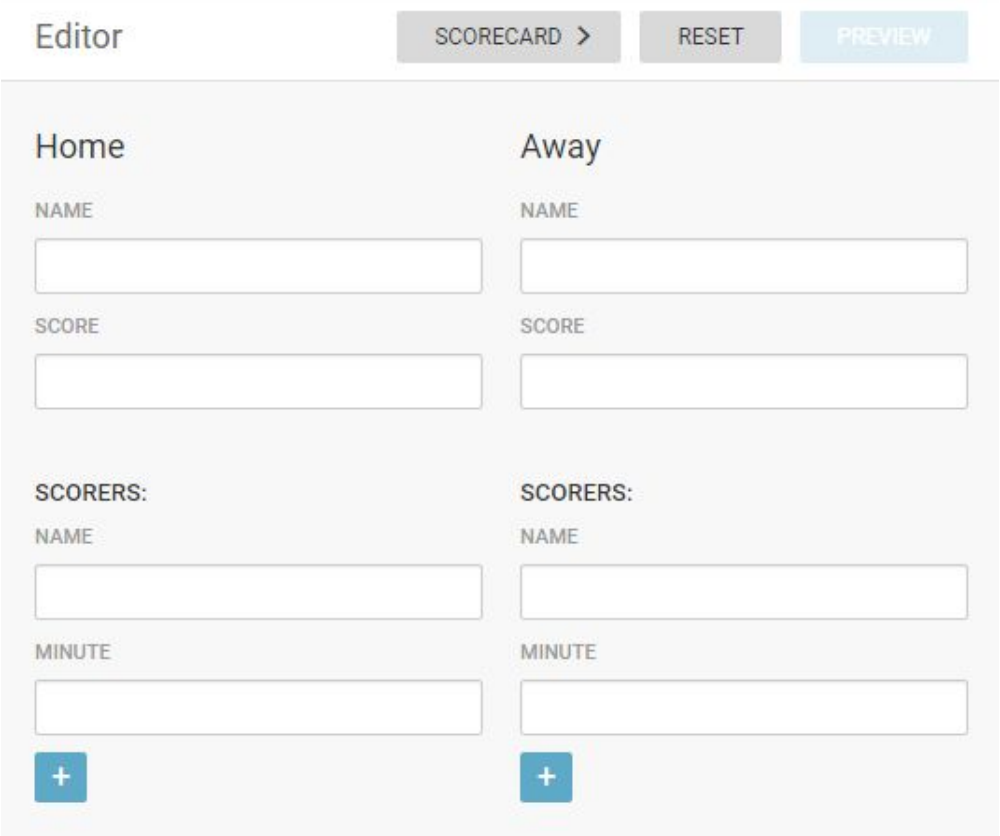


The form for the Advertisement Remote type enables the input of an embed code (i.e. snippet of html, typically an iframe, which will be rendered as html), and nothing more. Advertisements from third party advertisement networks can be loaded here.

Remote ads will show the date at which they were last updated underneath the ad to the right.

Scorecards

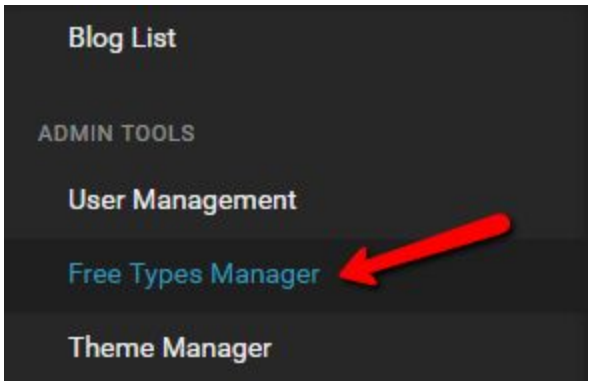
Scorecards are ideal for sports blogs. The form for the Scorecard has a number of fields to collect the following information: home and away team names, scores, names of scorers and minute of the game when that scorer scored.



The plus sign under the fields related the scoring of a goal enable the addition of an extra scorer.

Free type

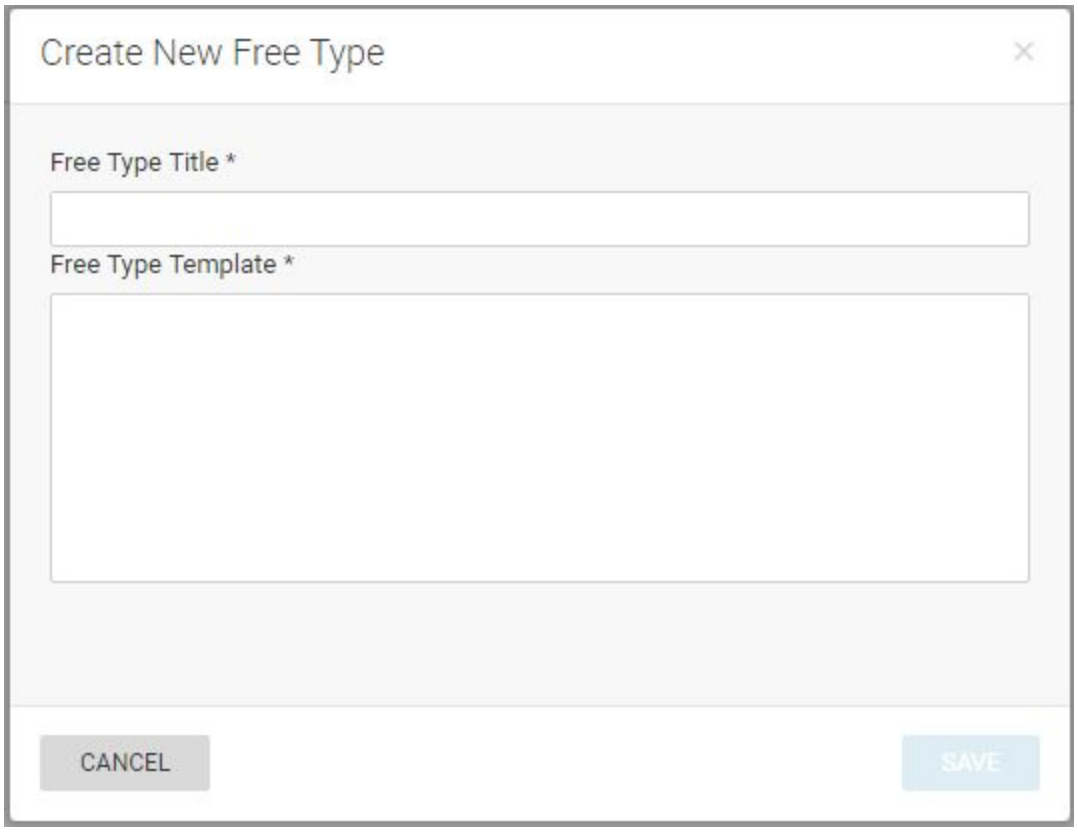
Last, but certainly not least, is what we call the Free Type. It is free in the sense that the user is able to define it however they want to. In other words, they are free to create her own types (which will all be referred to, generically, as free types). For this purpose, an admin user will find an extra menu item in Admin Tools section of the Settings menu.



Clicking on this Free Types Manager will display, in the main view area, a list of types (if any) already defined by users of this instance.

Hover the mouse over any of these items, and you will see a pencil icon and a trash can icon to the right. Click on the former to edit the type and on the latter to delete it. Neither editing nor deleting the type will affect any posts already created with this type.

For creating a new type, in the top right corner of the pane there is a blue button with the label CREATE FREE TYPE.



Clicking the CREATE FREE TYPE button will produce a window in which the user is able to input a title for this new type and a template. The template should consist of html, which may contain placeholders for variables. A simple placeholder for a text variable requires the following syntax: <input name="$*var_name"*/>

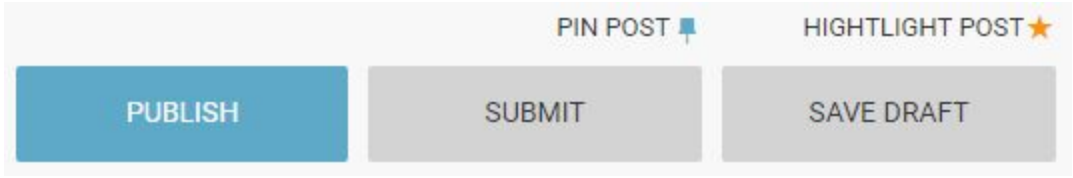
The chosen variable (free type title) name should be unique within the template.

Once a free type has been created, it will be listed by its title in the drop down menu in the blog editor below the new native post types (which are actually simply, permanent predefined free types). When a user defined free type is selected, a form will be presented to enable the definition of all of the variables in the template. The variables in the associated template will be replaced with the given values. The post is persisted as it is represented, but the variables are also persisted. This means that any change to an existing free type will not affect any post already created that type, but also that such changes could be applied retrospectively without much difficulty. This functionality is not yet offered but could be quite easily.

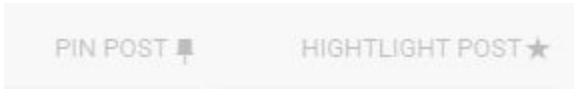
It is possible to define placeholders/variables for images as well as for text. The syntax is only slightly different: <input image="$var_name"> The only difference is the keyword "image" instead of "name".

Preview, Save, Submit or Publish

You can view your post in the Preview mode before submitting or publishing it. You will find the PREVIEW button at the top of the Editor tab once you have added content to your post.



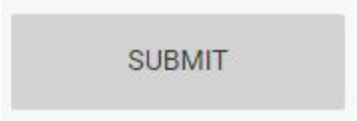
Once you have inserted all your desired media, you will have the options to publish, submit or save your post as a draft. You will find these buttons at the bottom of the Editor tab.
If you select the PUBLISH option, your post will go up on the blog as publically visible content. If you select the SUBMIT option, your post will be sent to the Contributions tab from which the blog editors can choose to publish, edit or delete your post. If you select the SAVE DRAFT option, your post will be sent to the drafts tab, from which it can be opened and edited at a later date.



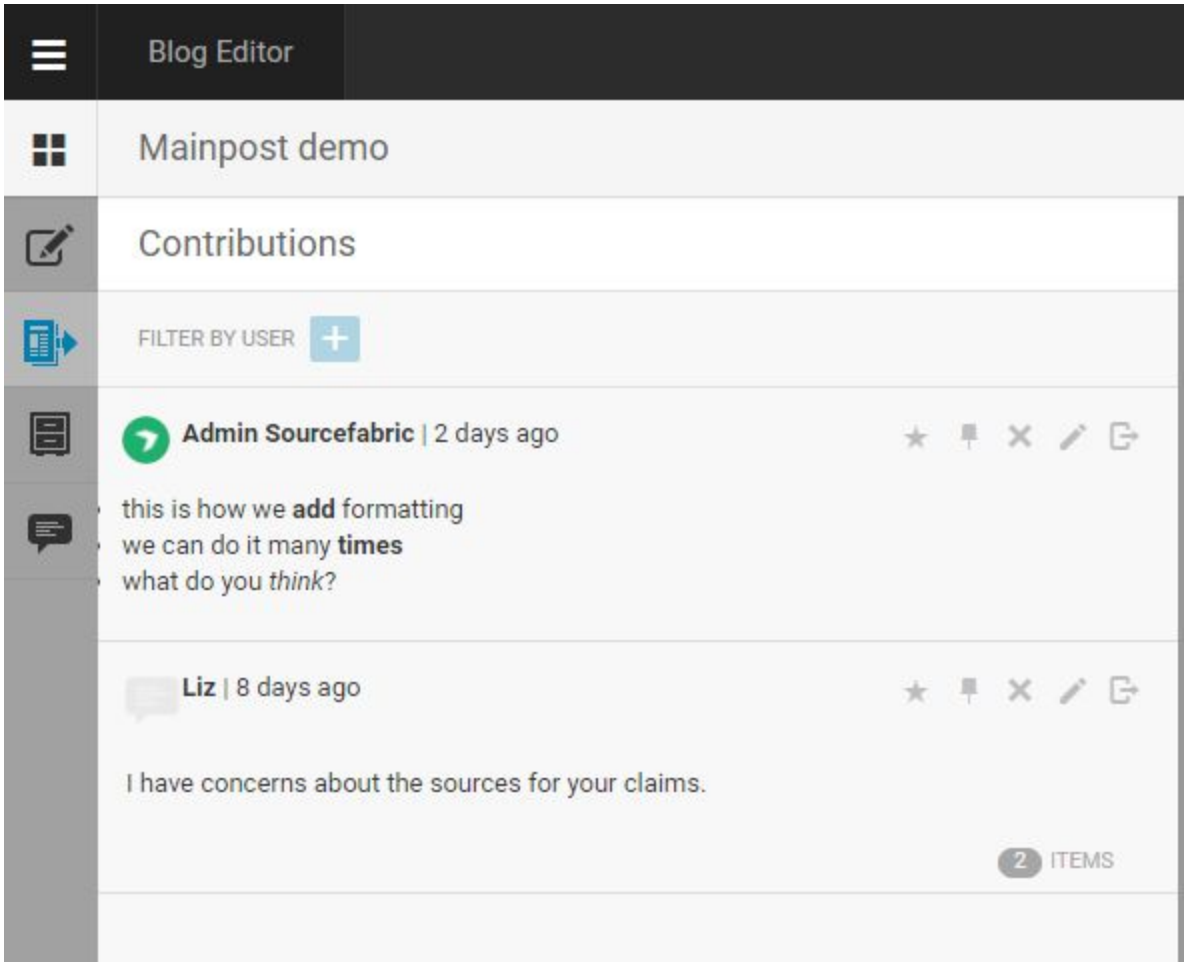
Just above the PUBLISH / SUBMIT / SAVE DRAFT buttons, you will find options for pinning and highlighting your post. Pinning a post will ensure that it always appears near the top of the blog. Highlighting a post makes it available for the highlights only view in the blog. More information on pinning sticky posts and highlights can be found in later sections of this manual. When you activate the Pin and Highlight icons, they will go from grey to coloured. When in colour, the feature will be active.

Navigating the Contributions tab

In the Blog Editor mode, you will find the Contributions tab. This tab contains all the blog posts that have been submitted, but not published.

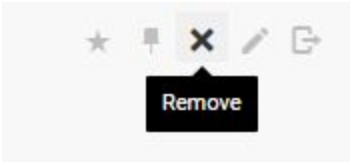


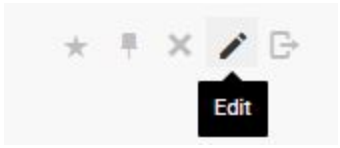
You can send items to the Contributions tab by selecting the SUBMIT button at the bottom of the Editor tab.

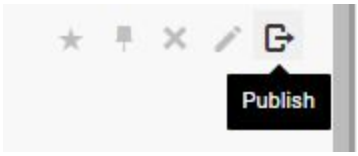


Submitted posts can be from any user with blog access, not just those with the contributor role. The Contributions tab is a great staging area for posts that need to be proof-read. Any post can be sent to the Contributions tab by selecting the SUBMIT button at the bottom of the Editor tab.

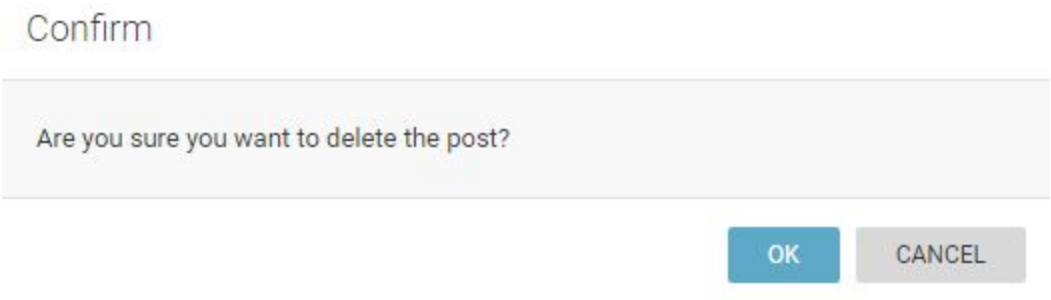
At the top of each post in the Contributions tab, you will see that every post has the option to be highlighted, pinned, removed (deleted), edited or published.



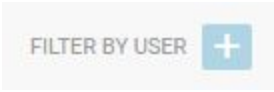




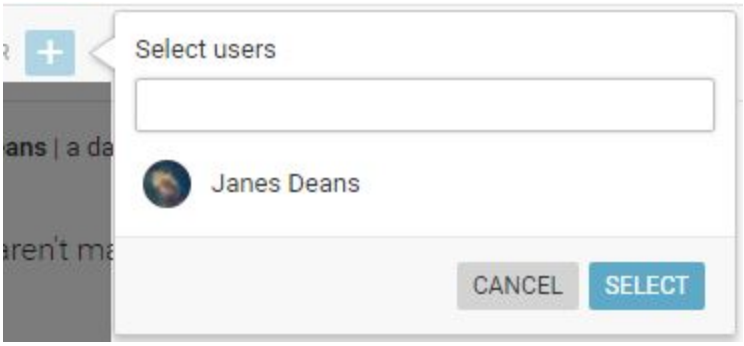
Hovering over the icons will provide you with a tooltip explaining what each one does. If you select the Edit option, the post will be re-opened in the Editor tab.



If you choose the Remove option, a window will pop up that prompts you to confirm if you would like to permanently delete the post. There is no prompt for confirming the publish action. Clicking on the publish icon will make the post public.



The Contributions tab contains a user search feature. You can search for Contributions from a specific user by clicking the Create icon beside FILTER BY USER.



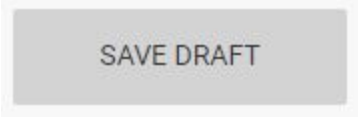
Type the username of the persons whose contributions you're looking for and then click the SELECT button to only see posts submitted by that user.

You can filter for multiple users at the same time by clicking the Create icon and searching another user.

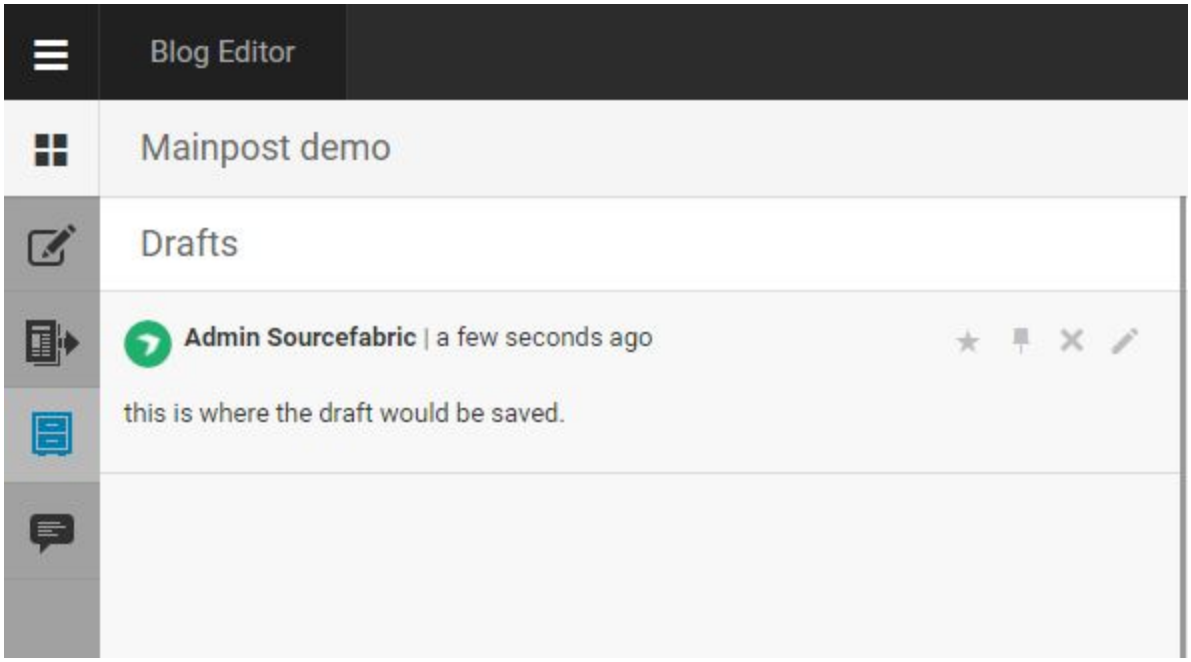
To remove a user filter, hover over the user filter that you would like to remove. You will see the filter darken and an *x* will appear. Click on the *x* to clear that specific filter, or click *clear all* to remove all the user filters at the same time.

Navigating the Drafts tab

Posts that are saved in the Drafts tab are incomplete posts, to be edited or revisited at a later time. The drafts tab is unique to each user. You will only see drafts that you have created yourself.

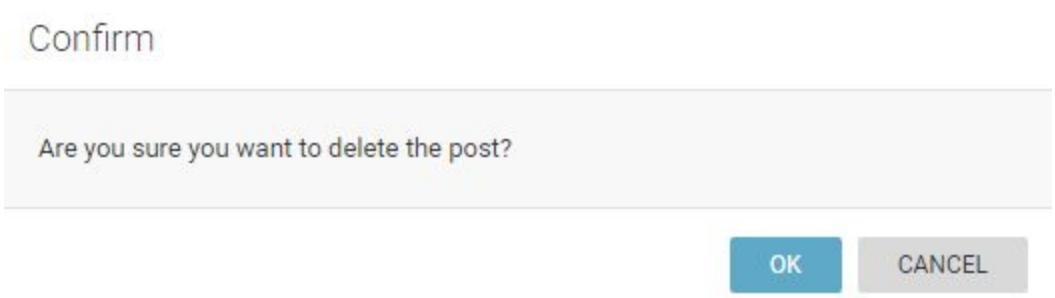


You can send posts to the Drafts tab by selecting the SAVE DRAFT button at the bottom of the Editor tab.



You cannot publish posts directly from the Drafts tab. On the top right corner of each post in the Drafts you will see 4 icons. From left to right you have the option to highlight, pin, remove (delete) or edit the posts.

If you choose to edit the draft, the post will be re-opened in the Editor tab, from which you can add more content to the post. You can publish the draft once you've opened it in the Editor tab.

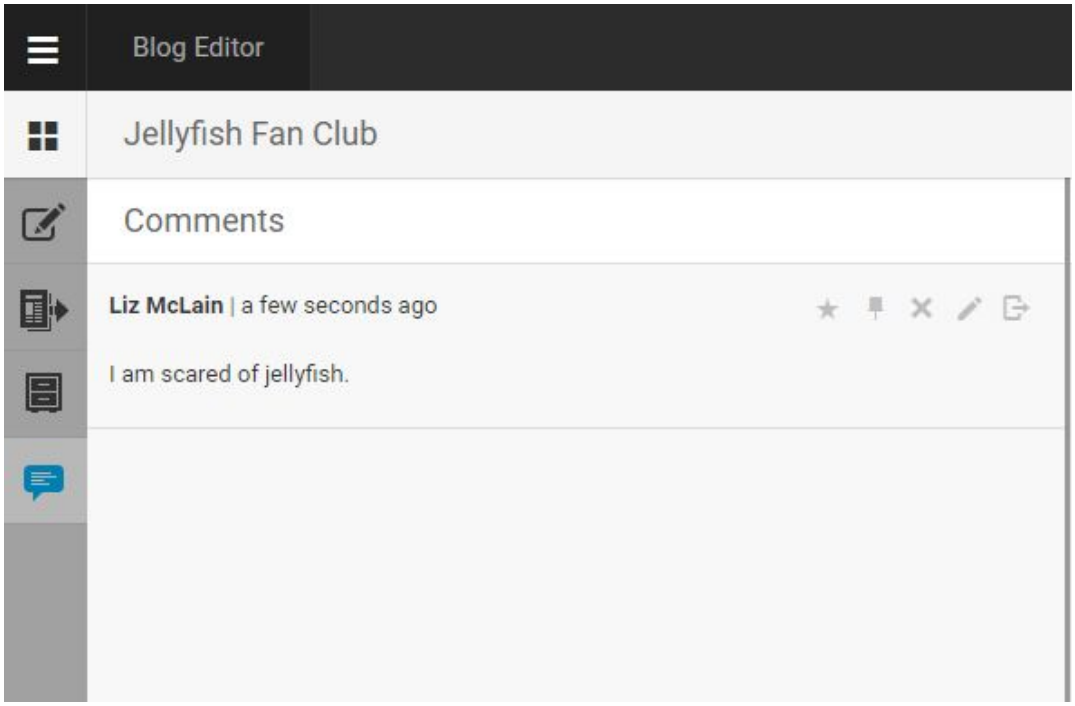


If you choose to Remove the post by clicking the *x* icon, you will see a new window prompting you to confirm your intent to delete the post. Once a post is deleted, it cannot be retrieved.

Navigating the Comments tab

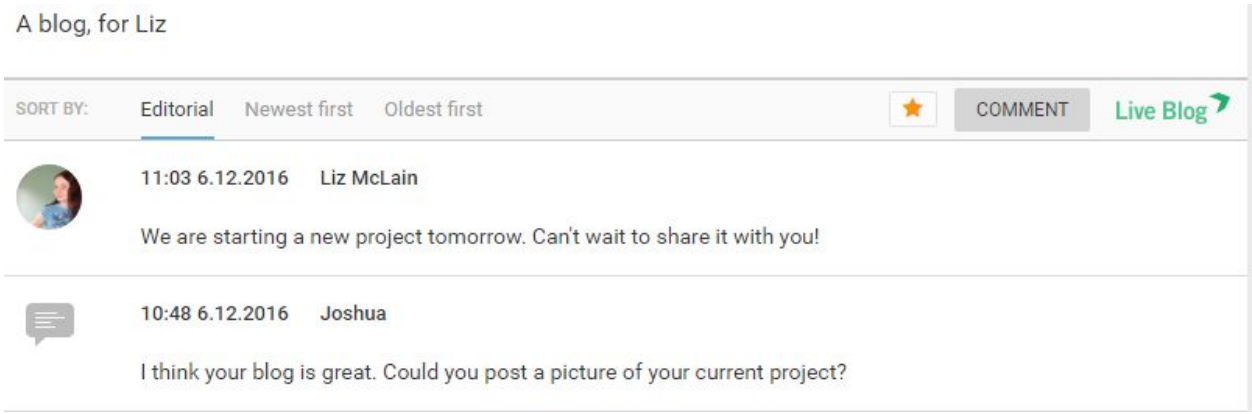
Your blog readers have the option to send feedback or comment on your blog but the comments will not be visible to the public until they are approved by an Editor or Administrator.

Depending on your Theme settings, you might not have a Comments tab in your Blog Editor mode. Reader comments can be disabled in the Theme Management section of the Settings menu. You can read more about the Comments feature here.



In the Comments tab, you will see all of the comments that have been submitted from your blog readers.

From left to right, the options on the top right corner of each comment include highlight, pin, remove, edit and publish.



If you choose to publish a comment, it will appear in your Blog, just like a regular post, but with the comment icon beside it instead of a Live Blog author avatar. You will see the name of the person who submitted the comment to the right of the date.

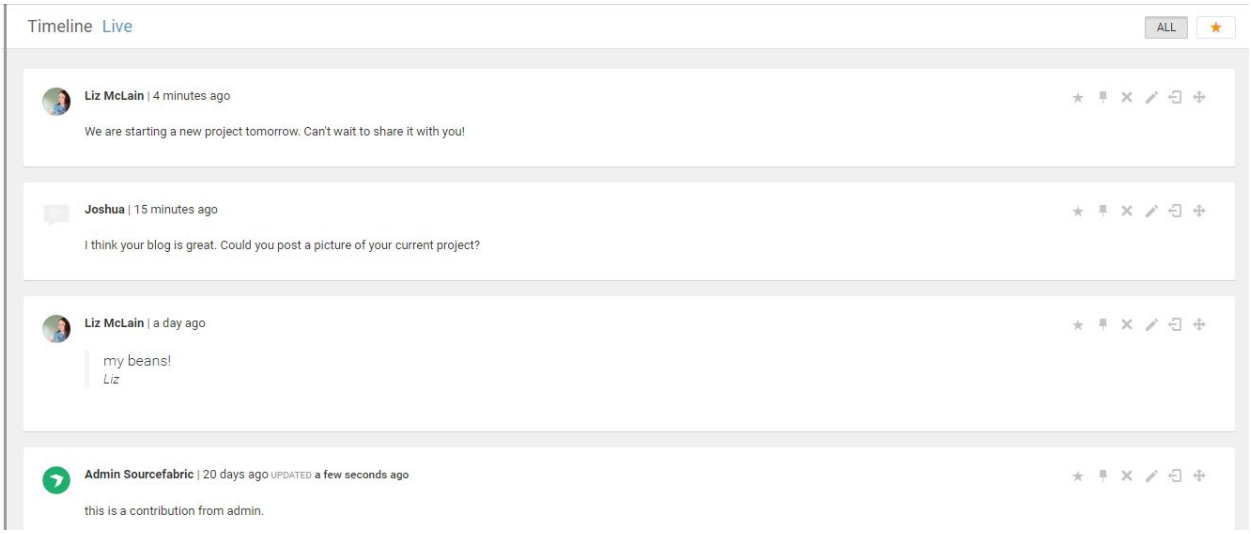
If you choose to edit a comment, it will open in the Editor tab. It is not possible to change the comment text or the commenter's name but editors can add images, reply text and other media to the comment. If you add further media to the comment, these will appear as a reply with the editor’s username and avatar.

Once you are done editing, it can be published the same way. The comment icon will remain, even if you add reply content before you publish it. For more information on the Live Blog comments feature, see the comments section of this manual here.

Comments can be pinned and highlighted just like regular posts using the pin and highlight icons at the top of each post.

Timeline Pane

When you left click on a blog from the Blog List view, you are taken into the Blog Editor. On the left side of the interface you will see the Editor pane, which contains not only the Editor tab but also the Contributions, Drafts and Comments tabs. On the right side of the Editor you will find the Blog Timeline view and a link to the Live view.

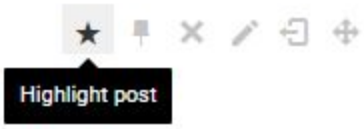


The Blog Timeline view contains all the published blog posts and published reader comments. In the default Timeline view, blog posts will appear in reverse chronological, with the newest ones at the top, unless the post order has been manually modified. The post order can be manually adjusted in the Timeline view (detailed below), or by pinning posts so that they always appear at the top.

At the top of each post in the Timeline view, you will see action icons. When you hover over the icons with your mouse you will see tooltips for what each icon does. From left to right the icons are highlight, pin, remove, edit, unpublish, and re-order. All of these action icons are explained in detail below.

In the top right of the Timeline view, you will also find the gear button which will let you adjust the Blog Settings, as well the the ALL filter and Highlights filters. You can read more about highlights here. Details on blog settings can be found here.

Highlights



To highlight a post, click on the Highlight icon. When the highlight icon is yellow, the highlighted post will be available in the Highlight-only view by clicking the star button on the top right corner of the Timeline view. Blog readers also have the option to view the Highlights with a similar button from the website view. Highlighted posts will appear with a thin orange outline regardless of the view.

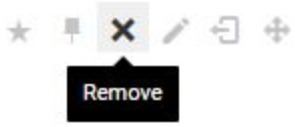
You can find more detailed instructions for the Highlight feature in this manual here.

Sticky Posts

To pin a post, click the Pin icon. This will make the selected post stick to the top of the Timeline, in both the public view and the Timeline view. To remove the pin, click on the icon again so that it becomes grey.

You can find more detailed instructions for the Sticky Posts feature in this manual here.

Remove



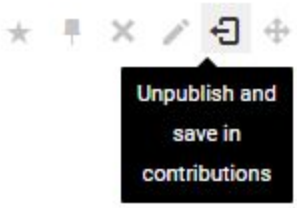
Clicking the Remove icon will open a window prompting you to confirm your intent to permanently delete the post.

Edit

Clicking on the Edit icon will open the selected post in the Editor tab. The post will remain visible in both the Timeline and publically while being edited.

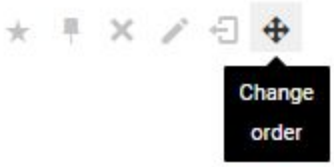
When you are done editing your post in the Editor pane, click the update button to make the changes live.

Unpublish



Clicking on the unpublish icon will remove the post from the timeline and from public view, but unlike the remove icon which deletes the post, the unpublish action will save the post content in the Contributions tab of the Editor pane.

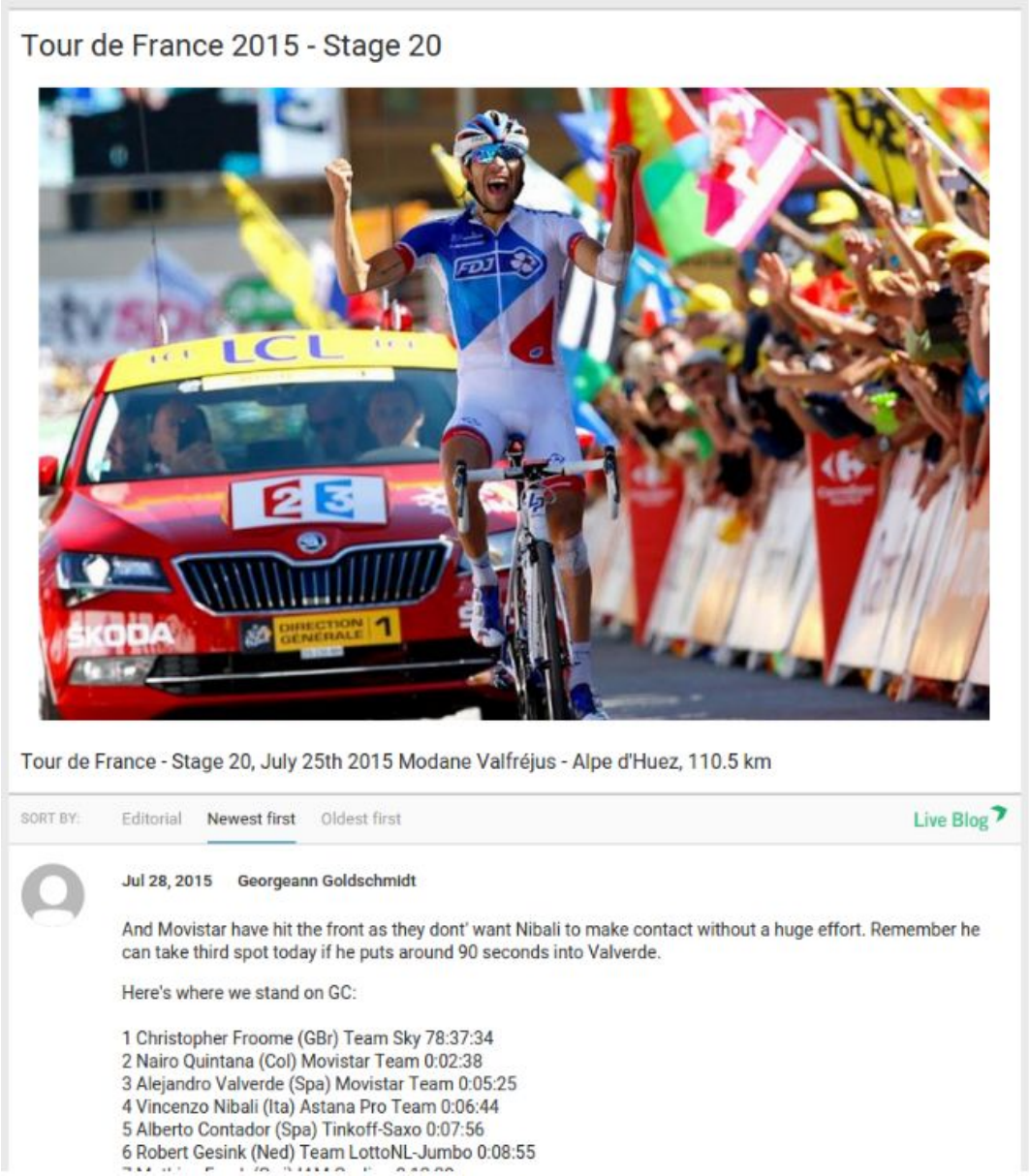
Re-order



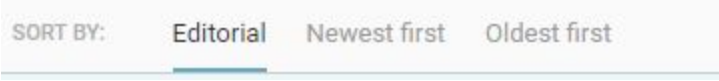
Blog posts will by default appear in reverse of the publishing order. This means that unless you choose to arrange them differently, the most recent post will always at the top of your Blog. One of the ways that you can change the order of posts is by using the Change Order icon.

Once you've clicked the Change Order icon on the post, you will see grey spaces appear between each post in the Timeline view. In these spaces will be grey boxes with *Click to place the post here.* Once you've decided on where you would like to place the Post, simply click the grey box and the Timeline will automatically re-order.

Live view



If you click on the Live tab in the Timeline View, a new window will open showing you the blog as it appears on a website.



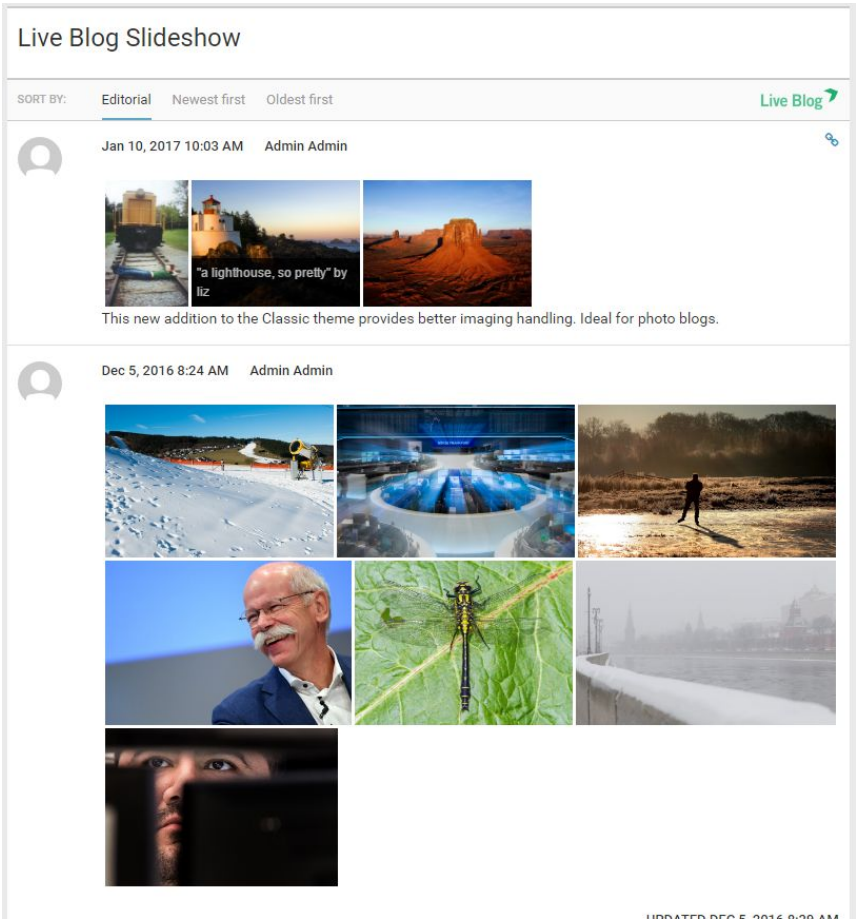
On the Live view, readers have the option to pick between oldest first, newest first or the default editorial view. This is called the sort bar. The editorial sort option is the only one in which manual changes to the post order are visible.

Depending on your Theme settings, your readers might also see a button to submit comments and view highlighted posts to the right of the sort bar. The Live view will also have your blog title at the top. It can optionally also contain your blog image and blog description if they are enabled in your Theme settings. You can read more about Theme settings here.

Live view features

Slideshow Feature

When you upload multiple pictures in a single post, your readers can make use of the Slideshow feature. The Sildeshow feature is part of the Classic Theme and does not require any additional, set up. It makes Live Blog ideal for photo blogs or any blog that posts multiple photos at a time.



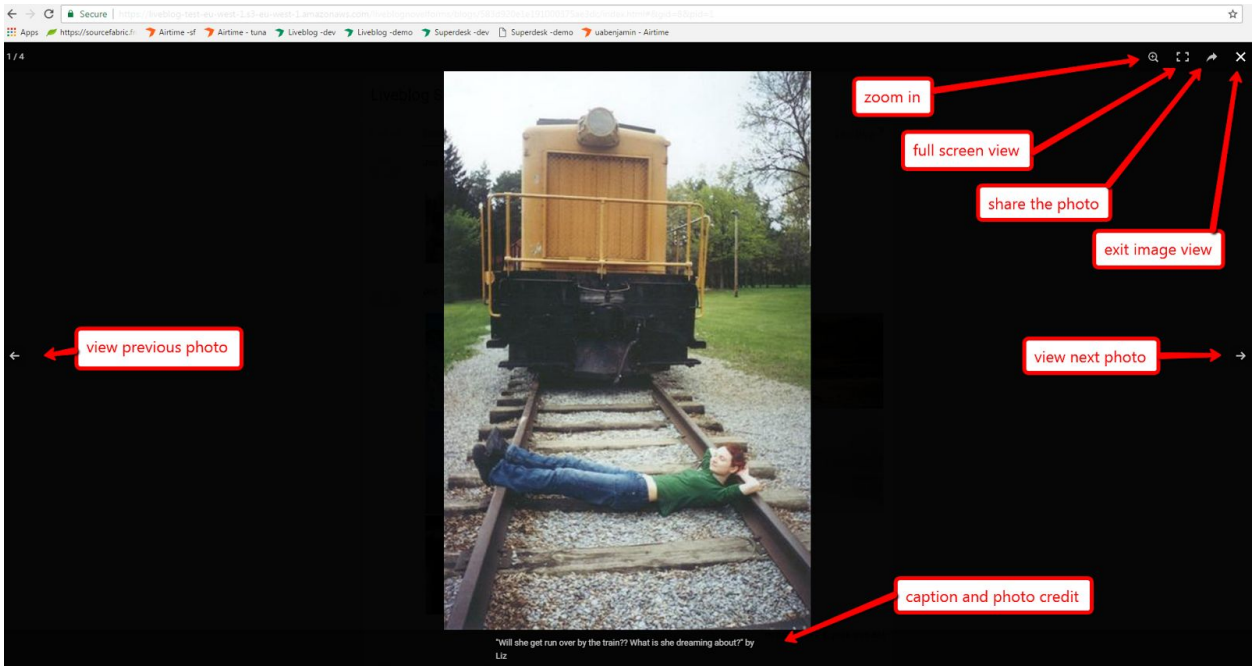
The Slideshow feature creates thumbnails of the images so that the reader can see many images on the same line, side by side.

When a reader hovers over an image with their mouse, they will see an overlay with the image description and photo credit, as input by the author of the post.

>

An example of the description overlay can be seen above.

When a reader becomes interested in a photo and clicks on it, they will enter Slideshow mode. The reader will see the full size image on a black background, with the caption and photo credit listed below the image.



In the top right corner of the Slideshow mode, you will find icons to zoom in, view in full-screen mode, share the photo through social media and exit the slideshow mode.

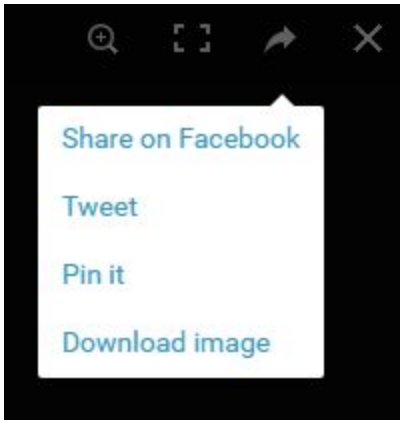
Zoom in on the image for greater detail.

Lose the web browser frame. Expand to view in fullscreen mode.

Share the image.

Exit slideshow mode and return to the main blog view.

Use the arrows on either side of the slideshow mode window to view other images from the same blog post in slideshow mode.

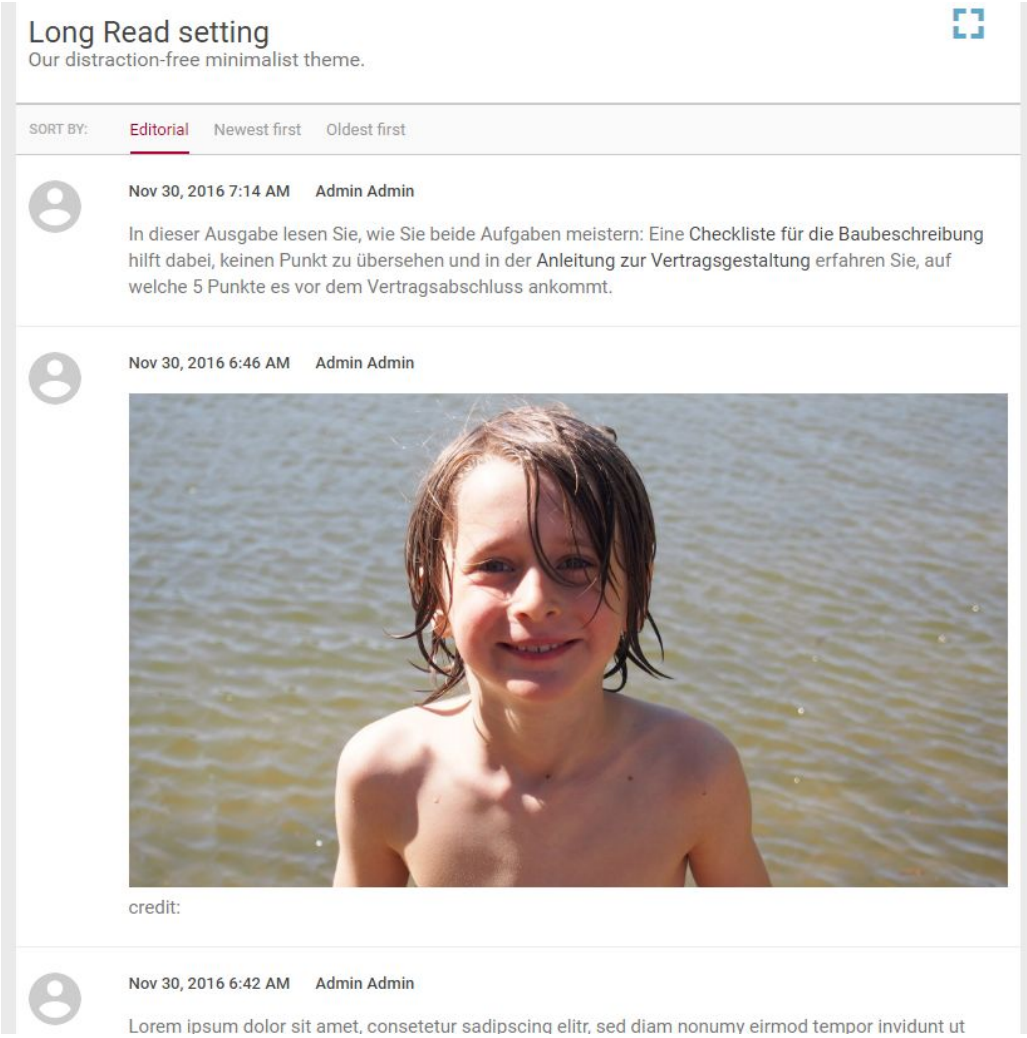


When you click the share icon, you will see options to share the photo via Facebook, Twitter, Pinterest or to download the image to your device to share it in other ways.

Clicking the *x* icon in the top right corner (or scrolling up or down) will take the reader out of the image view and back to the blog main page.

Long Read Setting

The Long Read setting is part of the Classic theme. It is suitable for most blogs. It is a distraction-free, fullscreen option for your readers. This distraction-free mode is often referred to as Zen mode.



The Long Read mode can be turned on in the Classic Theme settings.

Expand icon

When the Long Read setting is enabled, your readers will see the icon to enter fullscreen mode in the top right of the blog page. Clicking on the Expand icon will take the reader into fullscreen mode.

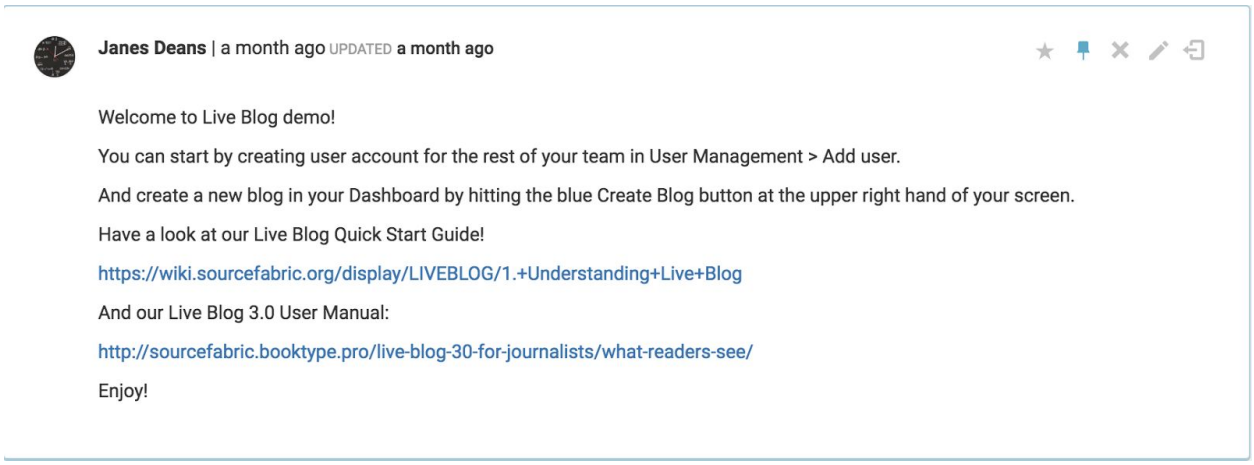
Collapse icon

The reader can exit fullscreen mode by clicking on the collapse icon in the top right corner of the screen.

Sticky Posts

Since live blogging usually means that new content is added at a rapid pace, Sticky Posts become an essential ingredient to ensure that especially important posts remain prominent for new readers to get up to speed with the basics of the issue you're covering when they arrive to the blog.

In Live Blog, the Sticky Posts feature enables users to "stick" or "pin" a blog post to the top of their timeline.



Commonly pinned items include announcements, rules or key background information that is relevant to the reader.

Pin Icon

You can tell that a post is sticky when the Pin icon is blue (as opposed to grey) as seen in the above post.

Making a post sticky

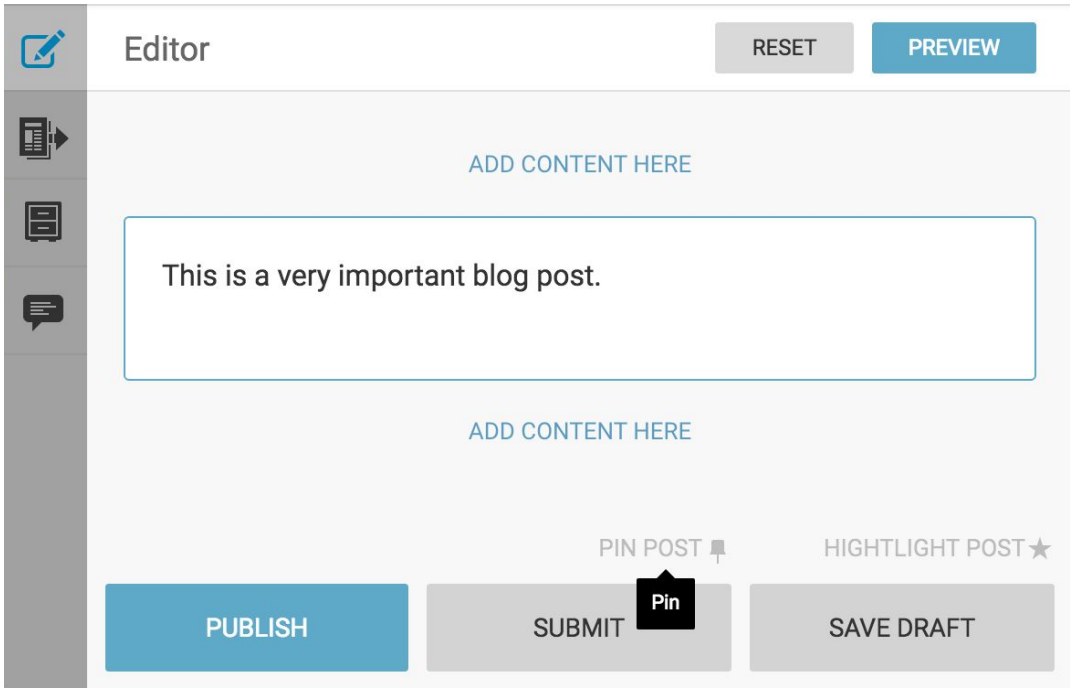
When you click on a blog from the default view after logging in, you will see the blog timeline on the right. At the top-right corner of each blog post is a row of icons, the second of which is the Pin option. Clicking on the Pin icon at the top of a post will make a post stick to the top of a blog timeline. The Pin icon appears in blue for pinned/sticky posts, and grey for unpinned posts. It turns black when you hover over the icon with your mouse.

Editors can make multiple sticky posts to the top of a timeline. There can be up to 100 sticky posts. By default, editors and viewers will see all pinned posts first, but there is an option to collapse the pinned items list from both the readers' view and from the contributors/editors view. Blogs that have not yet been published, but are still in their draft stage, can also be pinned.

Unpinning Posts

Pinned posts can be "unpinned" in the same way that a post can be unpublished by the editor in the backend. To unpin a post, click on the blue Pin icon. Once unpinned, the post will be placed in order based on its publish date.

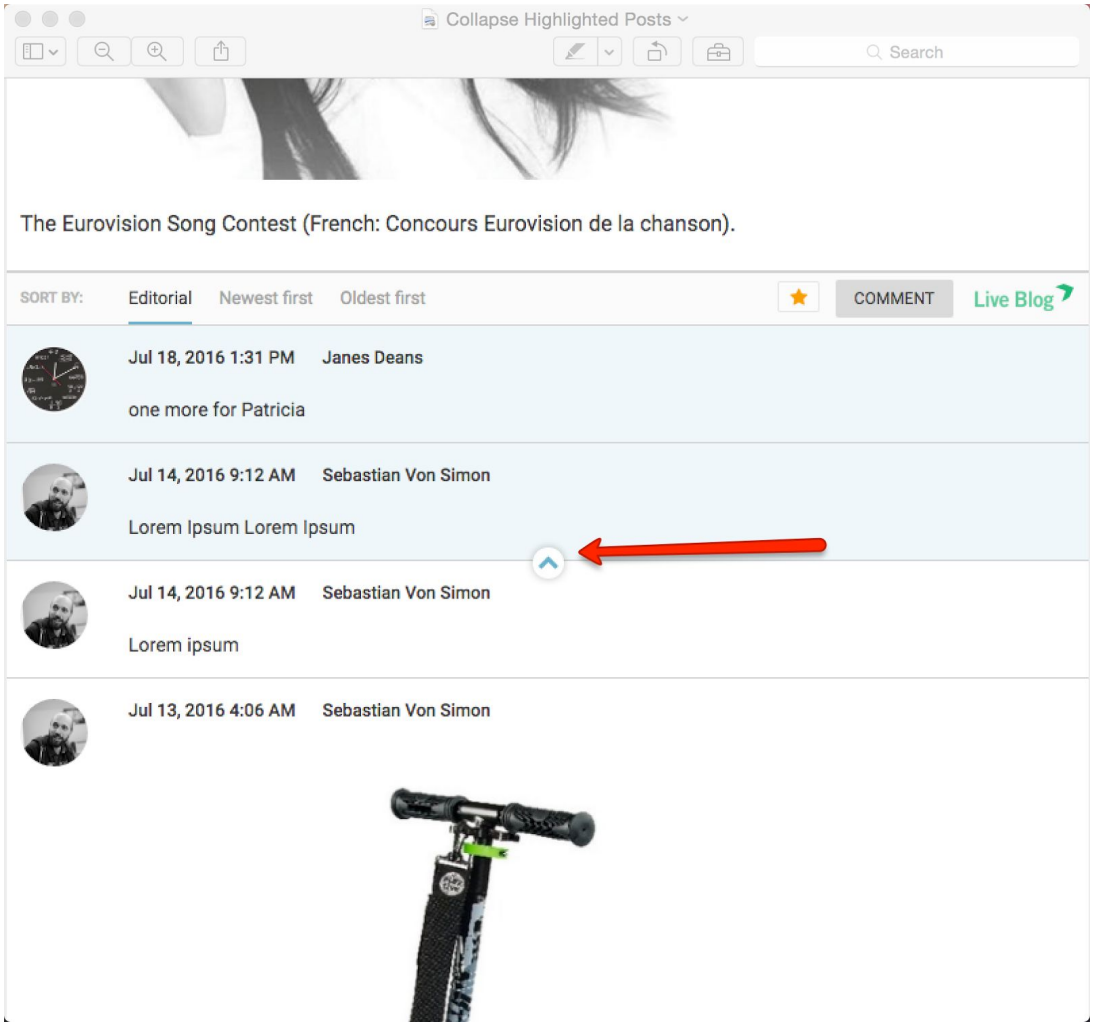
Pinning a New Post



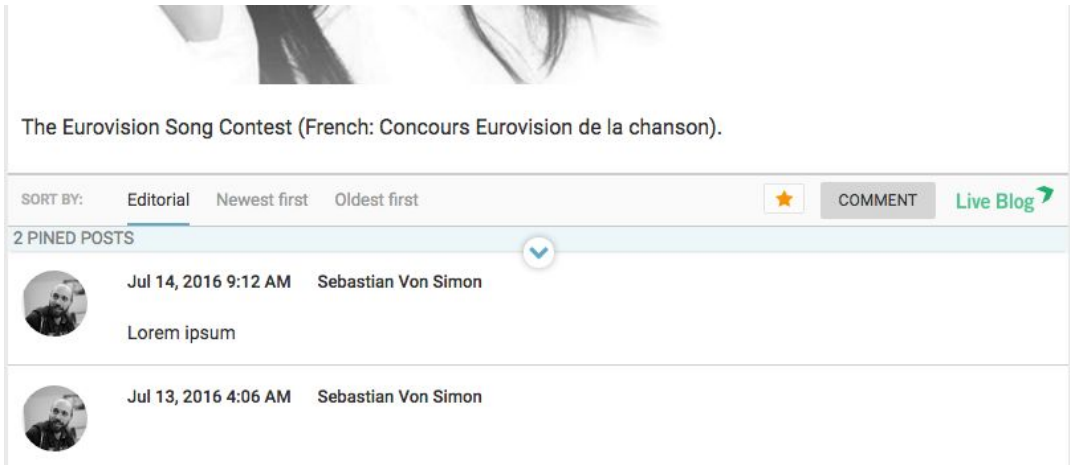
When creating a new blog post, you can set it up so that it immediately publishes as a Sticky Post. After completing your blog post, click PIN POST (above the SUBMIT button). The Pin icon will turn blue and the PIN POST text will turn black, indicating that the sticky feature is active. Then click the PUBLISH button.

Collapsing Sticky Posts

If any posts have been made sticky, readers will see a blue arrow separating pinned posts from regular posts.



Readers can click on the blue arrow to collapse the list so that pinned posts are hidden.



By default, this arrow is visible to readers. However, if no posts have been pinned, the arrow will be hidden as there are no posts to collapse.

User Roles

When administrators and editors set up a new user profile, they are required to select a role for the new user. There are three levels of permission within Live Blog: Contributor, Editor and Administrator.

Contributors

Contributors have the smallest variety of permissions. They cannot publish posts directly. They can submit as many blog entries as they like, which once approved by the Editor, can be made public. Contributors blog posts can be long or short. Contributed posts can range from a quick one-liner to a multi-item post, enriched with images, social media posts, video, and pretty much any other type of content you want from social media platforms and around the Web.

Contributors can:

- View and access blogs to which they've been invited.
- Write blog entries with embeds and submit them for Editor approval.
- Save posts as personal drafts.

Editors

Editors have a much wider set of permissions. They have full control over the blogs that they are a part of, including inviting new team members and changing the blog settings.

Editors can:

- Create new blogs.
- Change settings of the blogs they are part of.
- Archive or delete blog.
- Add users to the blog's team.
- Write, edit and publish their own blog content.
- Approve and publish posts from their blog's contributors.
- Save posts as personal drafts.
- Reorder, unpublish and delete posts from the Timeline.

Administrator

Administrators have all the same type of permissions as Editors but can use them more broadly across all blogs, not just they ones that they're part of. Administrators are also responsible for setting up and adjusting the settings on blog Themes. Administrators have full control of users, including adding and disabling users.

Administrators can:

- Manage all blogs (create, edit, archive, delete)
- Create and publish any content.
- Manage users.
- Manage blog themes.

Editor's quick start guide

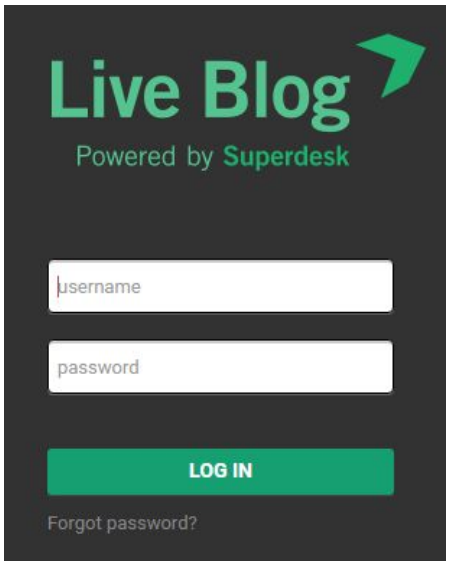
Getting Started as a Blog Editor

1) Log in
2) Create your blog
3) Choose and invite Team members
4) Write and publish posts
5) Approve Contributions and Comments
6) Check your Timeline / Live view

As an Editor in Live Blog, you have full creative freedom over your blog. Blog creation, Team members, and Timeline adjustments are all within your control. This guide takes you through the basic steps to get started in Live Blog.

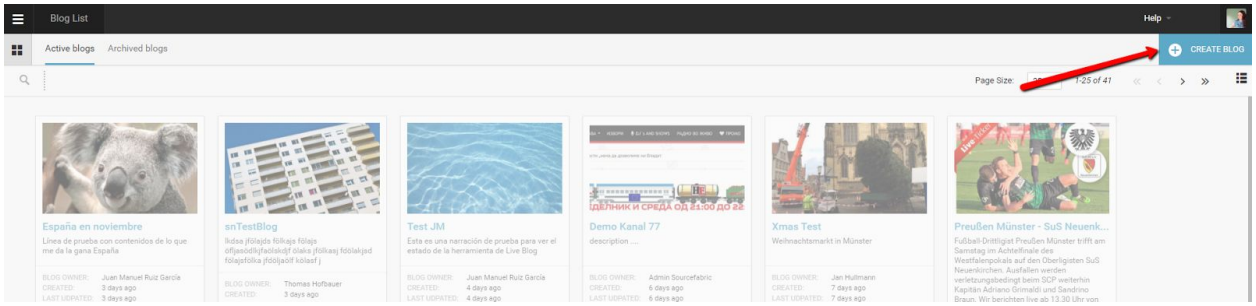
Log In

Log in to your web application to get started.

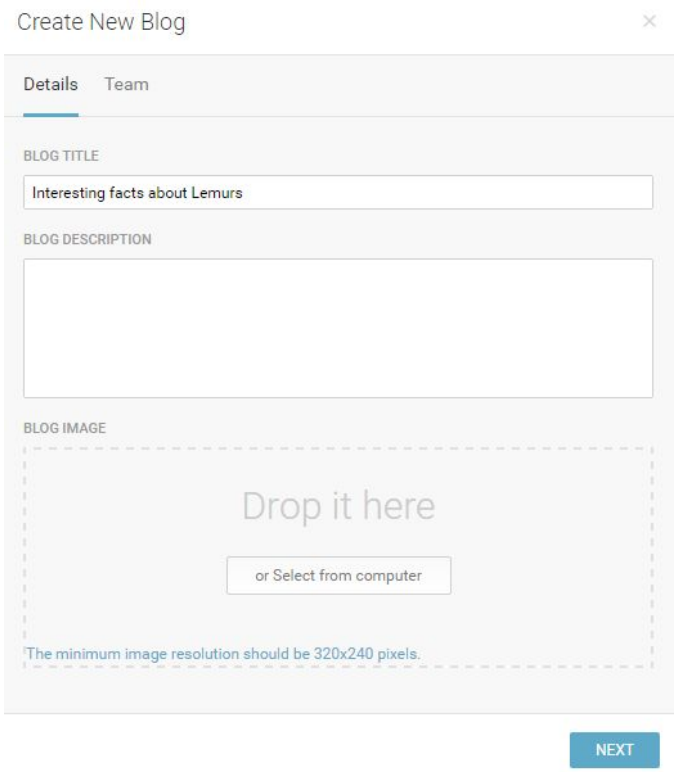


Create your first Blog

When you log in to Live Blog for the first time, you will need to create a new blog. You can have several blogs at the same time.



Click on the Create icon in the top right corner of the Live Blog interface, just below your user icon. This will open a new window where you will need to confirm details for your blog.

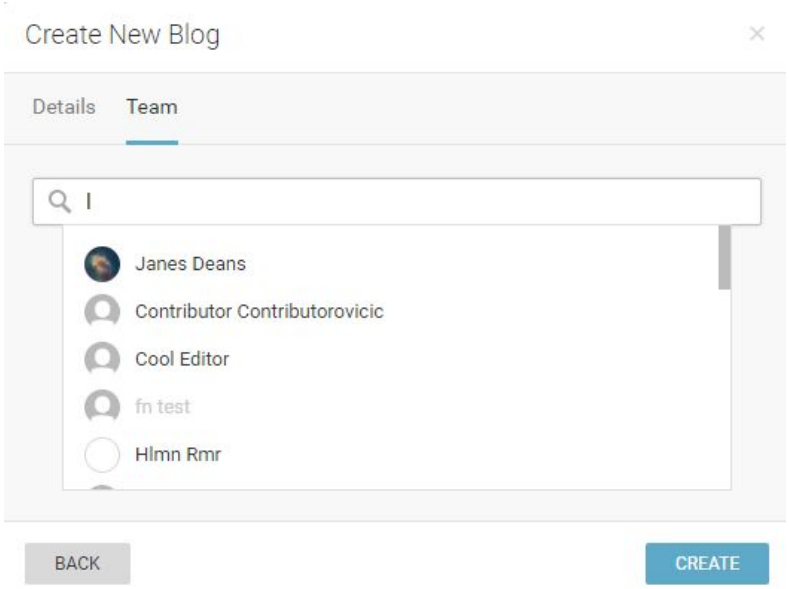


In the Details tab of the Create New Blog window, give your blog a title, then optionally upload a blog image and enter a blog description in the text box. The blog image and blog description may appear on your blog timeline, depending on your Theme settings.

Choose and invite Team members

In the Team tab of the Create New Blog window, you can give other users permission to access and contribute to your blog. Search for users who are already users in your Live Blog instance by typing their names in the search bar. Note that if you invite other users who have

the Editor level permissions to your Team, they will have the ability to publish posts to your blog.



If you would like to invite users who aren't already part of your Live Blog instance join your Team, ask your administrator to create a user profile for them. Click the blue CREATE button to start adding content to your Blog. This will take you directly into the Blog Editor mode.

After your blog has been created, additional Team members can be added to your blog Team by accessing the Team tab of the Blog Settings menu. You will find the gear-shaped Blog Settings icon in the top right of the Blog Editor mode. In the Blog Settings menu, you can also adjust your display Theme and embed height.

Write and Publish Posts

Once you've created your blog, will be taken directly into the Blog Editor mode. You can access your Blog Editor mode at any time by clicking on your blog in the Blog List View. On the left side of the Blog Editor pane, you will see up to four tabs:

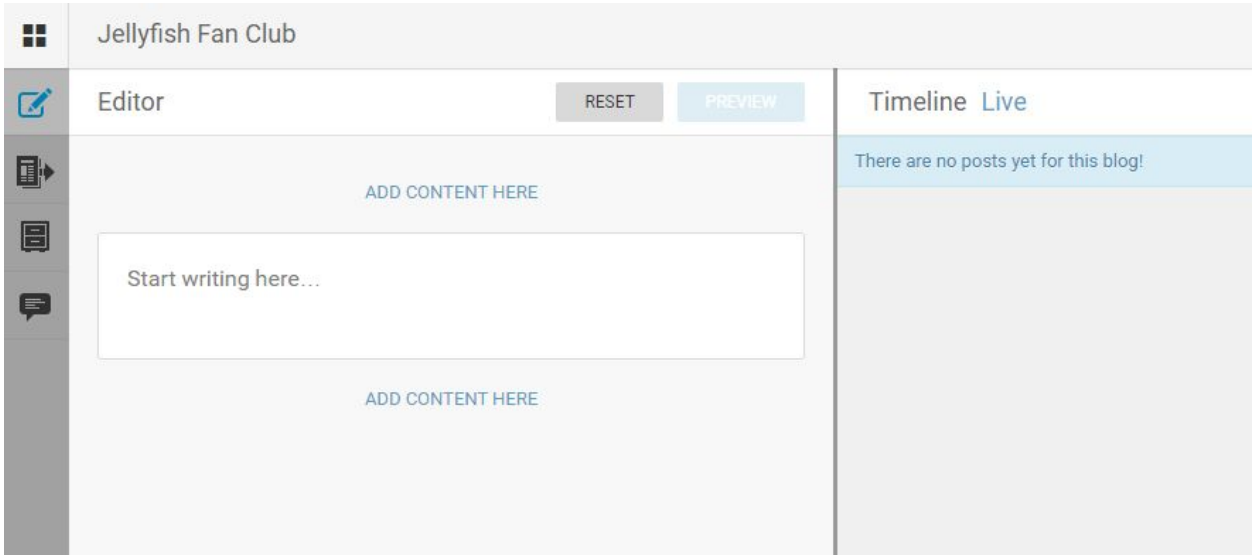
Editor tab - allows you to add new content to the blog.

Contributions tab - for completed posts from other users, not yet published.

Drafts tab - incomplete posts, to edit. You cannot publish directly from the drafts tab.

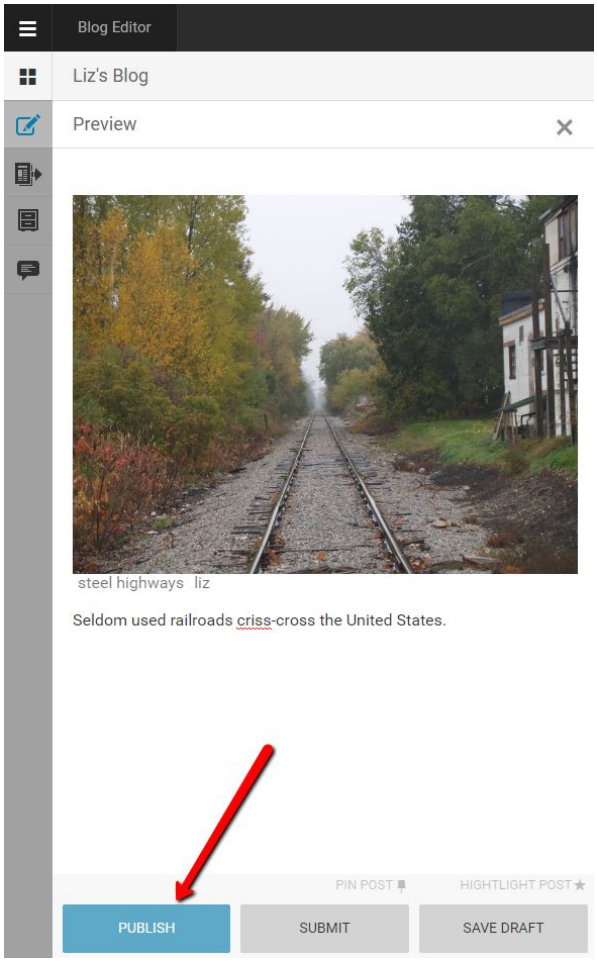
Comments tab - as an Editors, you can publish audience comments to your blog.

If Comments are not enabled in your current Live Blog Theme, you will not see the Comments tab in your Blog Editor mode.



You can add text or media to your blog directly from the Editor tab.

Clicking on the grey ADD CONTENT HERE button will allow you to select the type of media that you wish to add. You can have multiple types of media in a single blog post.



To make your newly created content visible to your readers, click on the PUBLISH button at the bottom of the pane. If you would like feedback from your Team members before publishing, click the SUBMIT button instead. Submitted post are available to be viewed by your Team members in the Contributions tab.

Once you click the PUBLISH button, your post will be made public. If you accidentally publish something you shouldn't have, posts can be unpublished from the Timeline view.

Approve Contributions and Comments

When members of your Team submit posts for your blog, you will find them in the Contributions tab of the Blog Editor mode.

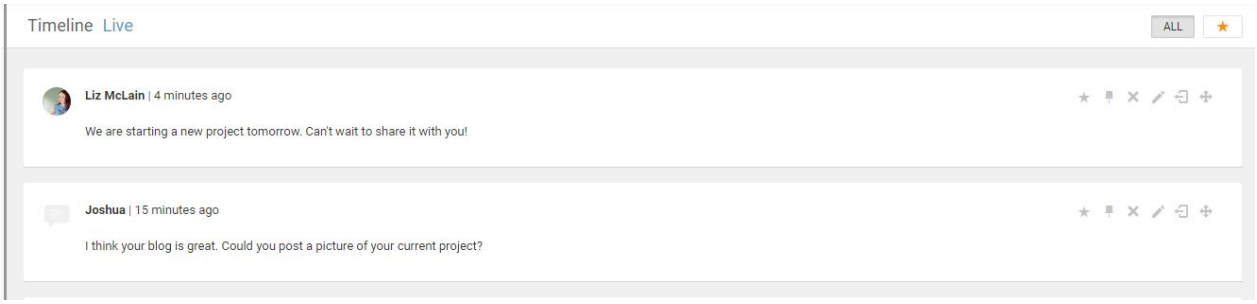
As an Editor, you have the ability to publish posts that have been contributed by your Team. At the top of each post in the Contributions tab you will see grey icons. They are pictured above from left to right: highlight, pin, remove, edit and publish.

If you choose to edit a post from the Contributions tab, you will become the new author in the Timeline view once you've published it. Editing a post will open the post in the Editor tab.
If you publish a post directly from the Contributions tab, the original author will remain the same in the Timeline view.

If comments are enabled in your Theme settings, you will be able to add comments from your readers to your blog Timeline as well. You will see readers comments in the Comments tab of the Blog Editor.

Note that you cannot edit the text of a reader's comment. By clicking the edit icon, you can add replies or images prior to publishing the comment using the edit option.

Check your Timeline / Live view



On the right side of the Blog Editor mode, you will find the Timeline view. The Timeline view shows all of your published posts so far.

From the Timeline view, you have full control over the posts that are visible to your readers. You can delete or unpublish posts from your blog using the grey icons at the top of each post. The icons are pictured above from left to right: highlight, pin, remove (delete), edit, unpublish and re-order. For more information on pins, highlights ard reordering posts, see the Live Blog manual.

You can view your blog, as it appears to your readers, by clicking on the Live link at the top of the Timeline view.

Contributor's quick start guide

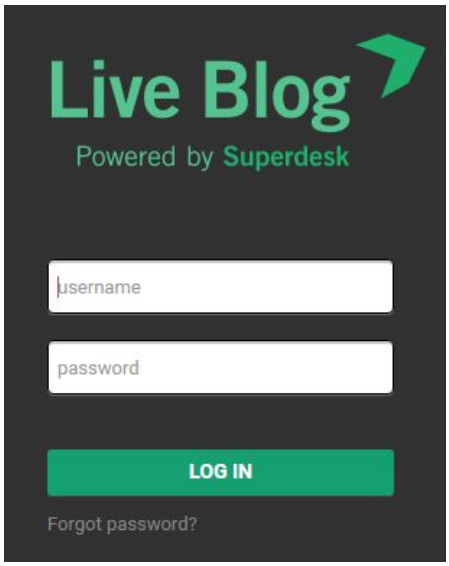
Getting Started as a Contributor

1) Log in
2) Access the Blog
3) Create Content
4) Submit Content

Your role as a Contributor is to produce blog content for your Team. You cannot publish content directly to the Live view as a Contributor. All of your blog posts must be published by your Editor.

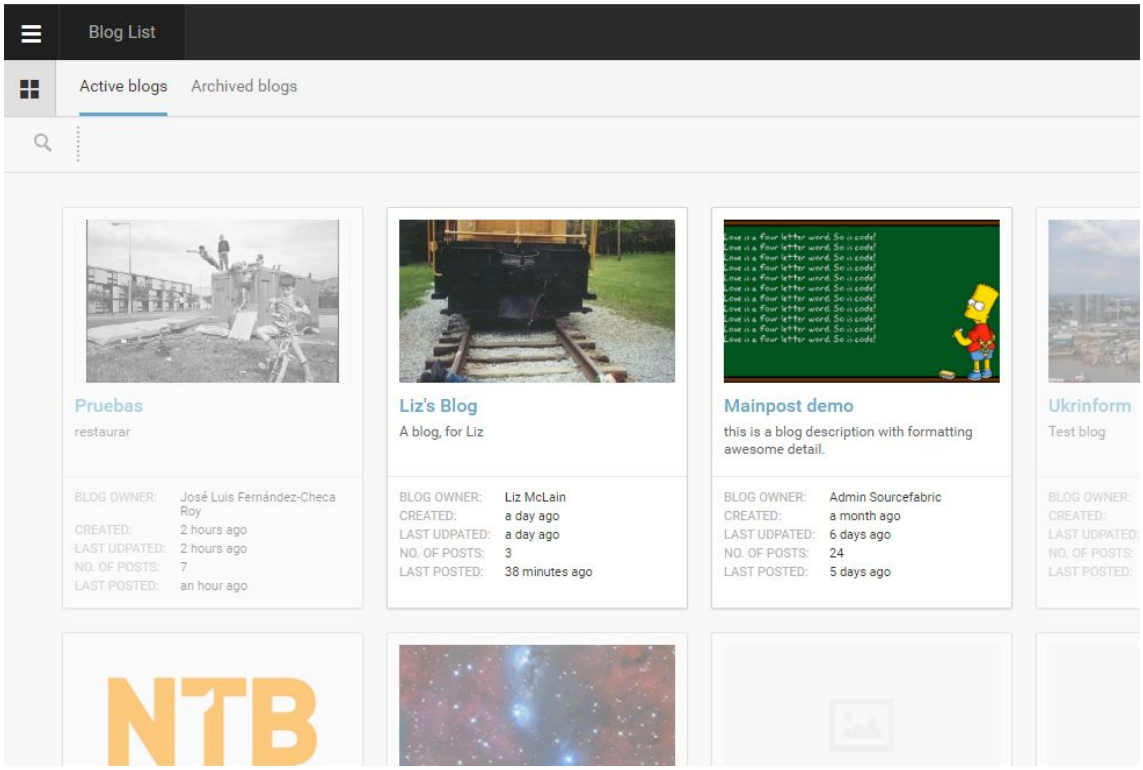
Log in

Log in to your web application to get started.



Accessing the Blog

When you log in to Live Blog, you will be taken to the Blog List view.

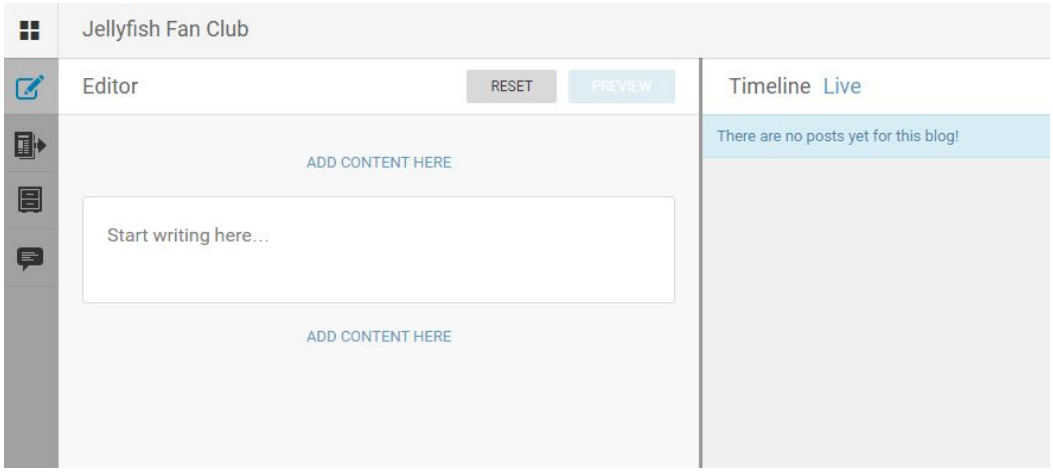


Blogs that you have access to are in full colour, while those that you don't have access to are greyed out. You can request access to a blog by clicking on it.

Creating Content

When you click on a blog that you have access to, you will be taken into the Blog Editor.

On the left side of the Blog Editor you will find the Editor tab. This is where you will create content and add media.



Add text in the textbox or click the ADD CONTENT HERE links to choose a different type of media.

You can have multiple types of media in a single blog post. Order your media by choosing the ADD CONTENT HERE button above or below the textbox.

For more complete instructions on how to upload images or add embeds, refer to the Editor section of the manual.

Submitting Content

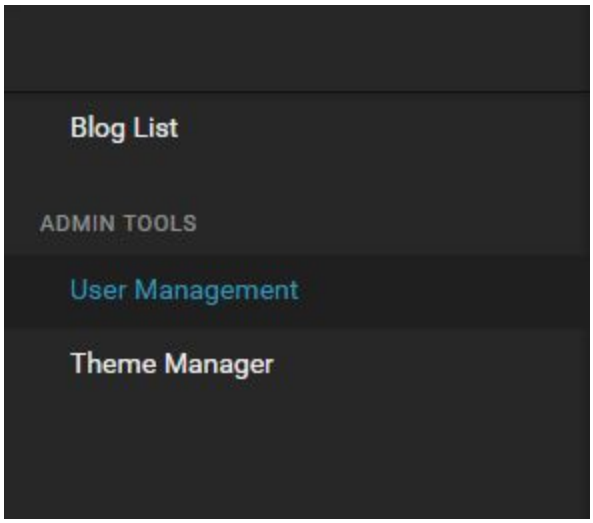
Once you are happy with your post, you can send it in to be approved by your Editor. Click the SUBMIT button at the bottom of the Editor tab. Your post will be sent to the Contributions tab of the Blog Editor mode.

If you are not ready to share your post with others, click the SAVE DRAFT button to save it to your Drafts tab. Posts in your Drafts tab are private until you submit them.

As a Contributor, you can further edit your post from the Contributions tab, by clicking on the grey edit icon at the top of the post.

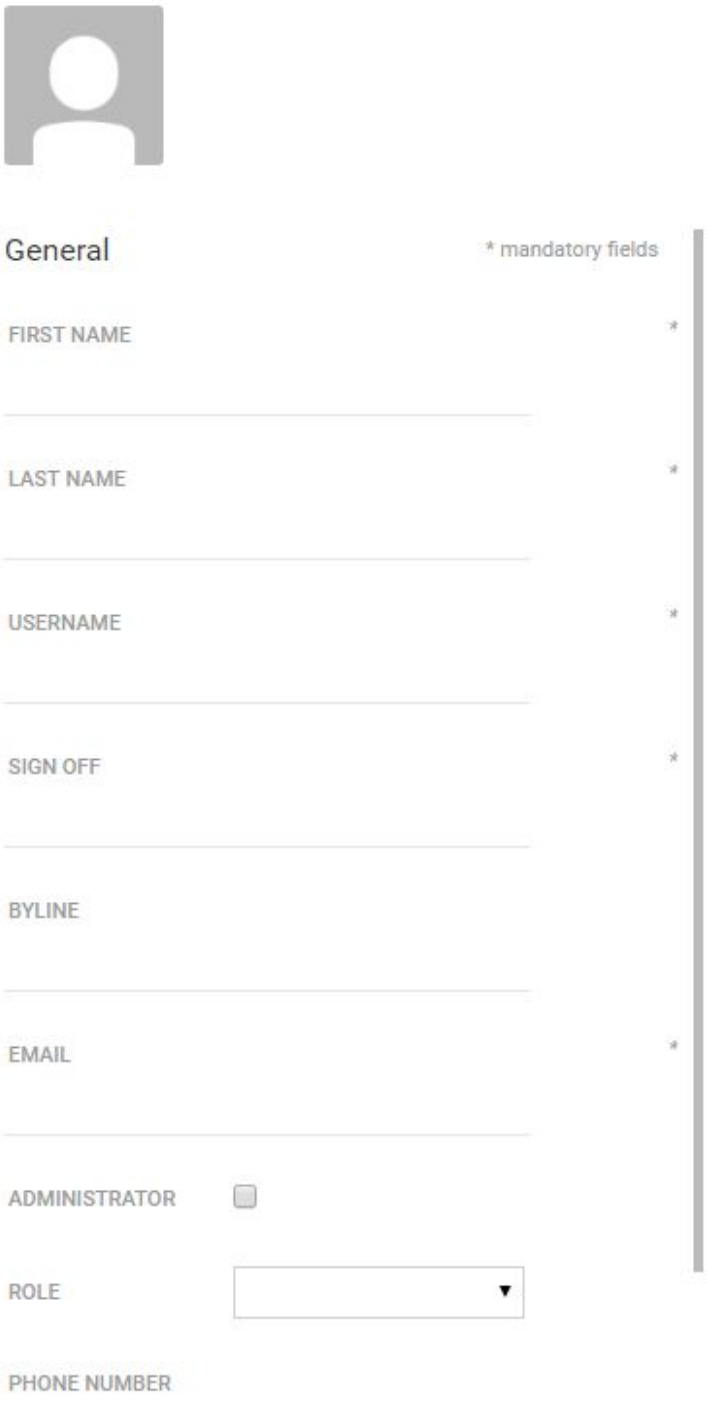
Adding New User Profiles

Administrators can create profiles for new users from the User Management section of the Settings menu in the top left corner of the Live Blog interface.



To create a new user profile, click on the create icon in the top right of the User Management pane.

This will open a new pane on the right in which you can enter the details for your new user.

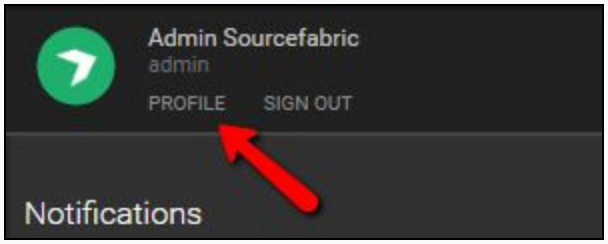


First name, last name, username, sign off, and email are all mandatory fields. The username is what the user will use to log in to Live Blog. Once the profile is created, the username cannot be changed. Usernames can only have alphanumeric characters in addition to dash (-), underscore (_), periods (.) and apostrophe (').

Once the profile is created, the new user will receive an email with login instructions. The new user will need to choose a password. Passwords for Live Blog must be at least 8 characters long, with upper and lower case letters, and some numbers and/or special characters.

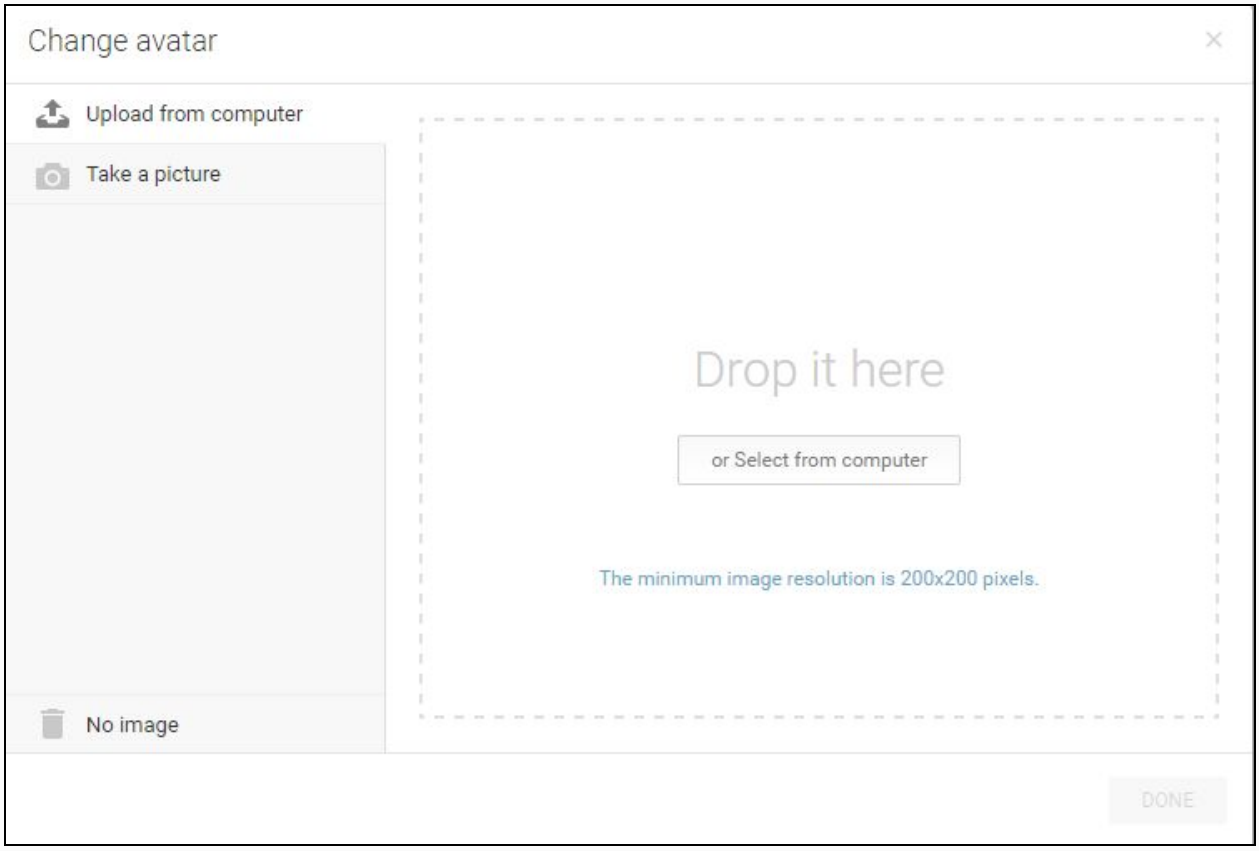
Changing your author avatar

When you log into Live Blog, click on the user icon in the top right corner of the Live Blog interface.



Click on the profile link. This will take you to your profile page.

When you hover over the user icon, you will see an option to change the photo. Click on the CHANGE PHOTO button.

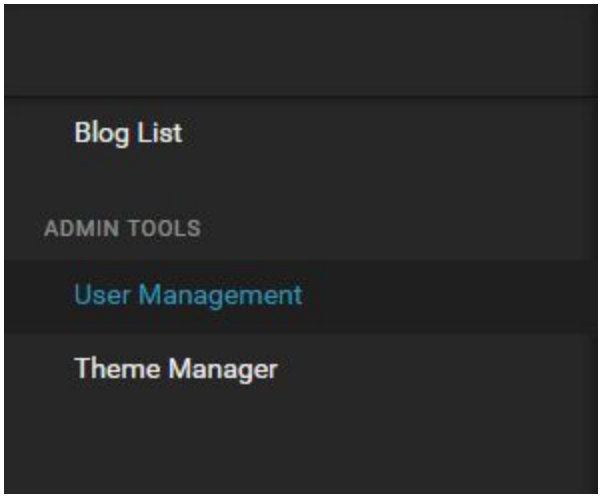


In the Change Avatar window, drag and drop a file from your computer or click on the *Select from computer* button to open a folder to browse from. The image should be at least 200x200 pixels. You can delete your current icon by clicking on the *No image* link in the bottom left corner of the window. Once deleted, you will not be able to recover the icon unless you have it saved locally on your computer.

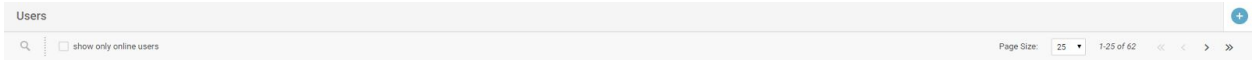
Your Live Blog user icon is also your author avatar if the *show author avatar* checkbox is selected in the Theme settings.

User Management

Editors and Administrators can access User Management from the Settings menu in the top left corner of Live Blog interface. In addition to creating new user profiles, Administrators can disable or re-enable users in this menu.



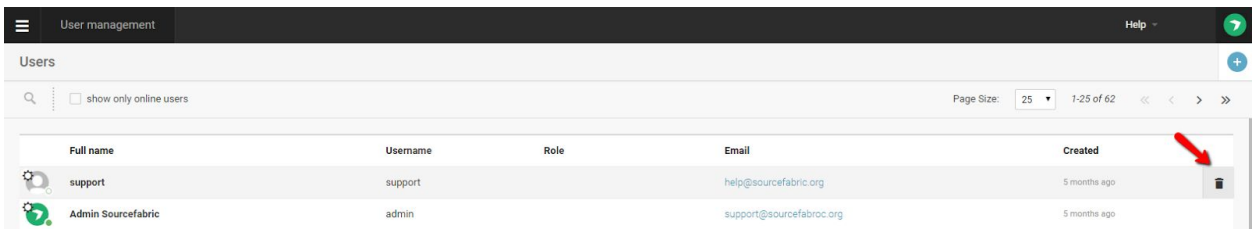
From the bar at the top of the users list, you can users for users by typing their name in the search bar.



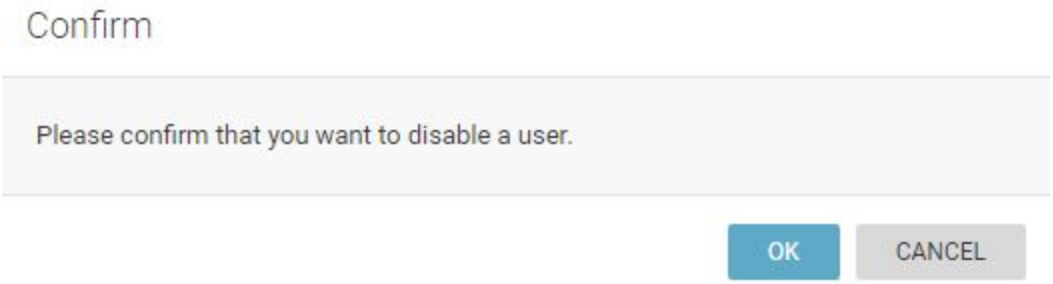
You can also toggle for active users using the checkbox beside the search bar. You can adjust the number of entries per page on the right side of the navigation bar. Skip forwards and backwards through the entries using the arrows.

Disabling users

Disabling a user prevents the user from logging in to Live Blog. It's not possible to delete a user profile completely. Disabling a user is reversible.



To disable an active user, click on the trash can icon that appears to the right of the user entry as you mouse over it.



You will need to confirm your choice to deactivate the user profile in the window that pops up.

When you mouseover a user that is already inactive, you will see an arrow icon appear to the right of the user entry.

Clicking on the arrow will allow you to reactivate the selected user profile.

Users can also be activated or disabled in the individual user profile pane by using the blue toggle at the top of the pane.

Theme Management

Live Blog Themes allow you to customize the layout and available features for your Blog. You can select which Theme you would like to use in the individual settings for each Blog.

You will find the Settings menu in the top left corner of the Live Blog interface.

You can edit existing Themes or add new Themes by clicking on the Theme Manager link in the Admin Tools section of Settings menu.

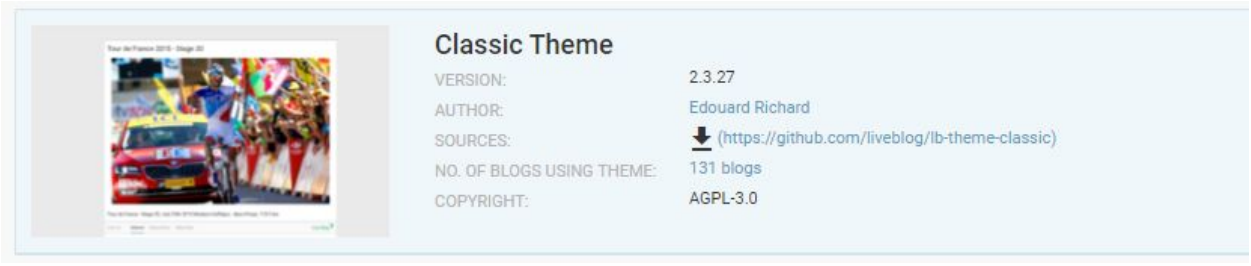
Uploading a New Theme

To make a new theme, click the blue + NEW THEME button in the top right corner of the Theme Manager pane. Clicking on the +NEW THEME button will open a new window from which you can choose a theme file from your computer.

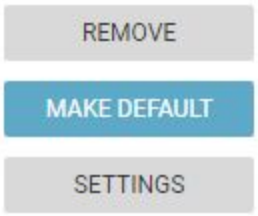
If you know how to code, you can create your own Theme. If you don't know how to code, you can find a Live Blog theme that you like on GitHub: https://github.com/liveblog/

Tips for creating your own Live Blog Theme can be found here:
https://github.com/liveblog/liveblog/pull/472/files

Managing your Current Themes



Once you have uploaded a Theme, you will see your Theme appear in the Live Blog Theme Manager window. You will see the version, author, source and the number of blogs that are using the theme displayed below the theme title.



On the right side of each Theme entry, you might see 3 buttons: REMOVE, MAKE DEFAULT, and SETTINGS.

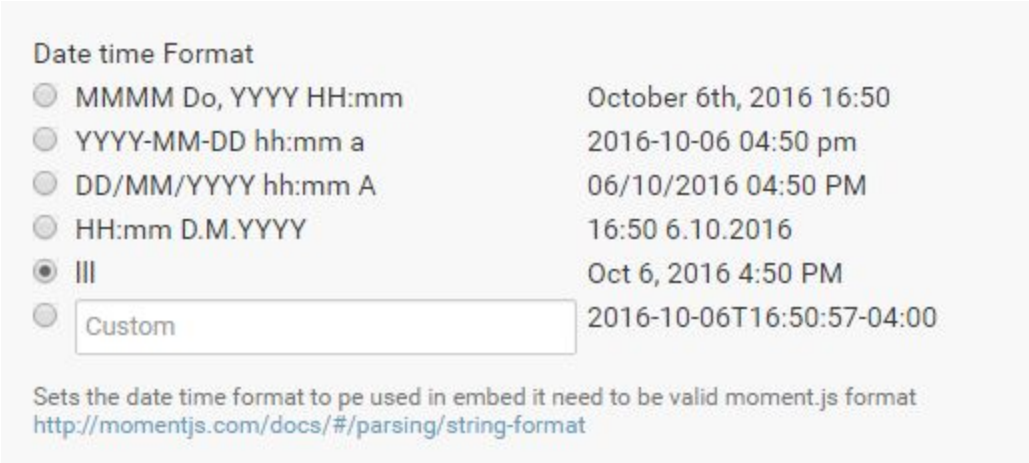
If you click on the REMOVE button, the Theme will be deleted. If the Theme is currently not being used, there will be no prompt for you to confirm your choice.

If you click on the MAKE DEFAULT button, newly created blogs will be automatically assigned this Blog Theme until you choose a new default or change the theme in the individual Blog Settings.

Classic Theme Blog Settings

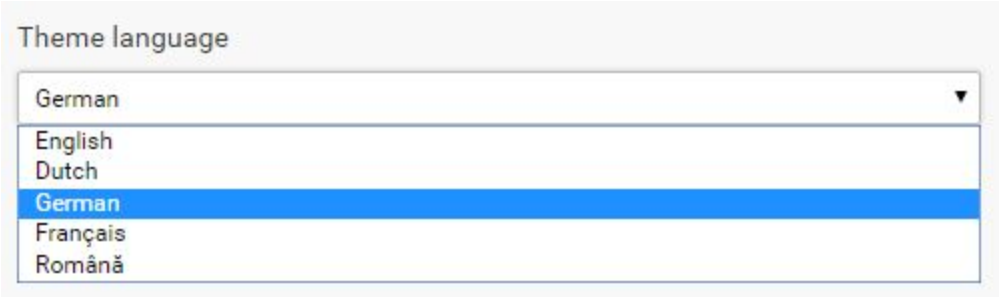
Usually, you will start with the Classic theme as a base. Clicking on the SETTINGS button for the Classic theme will open a new window from which you can adjust some additional Blog Parameters:

Date Time Format



At the top of each individual blog post or published comment in the Live view your readers will see the date and time that the post was published. In the Date Time Format section, you can choose the way in which your readers will be shown the date and time of posting.

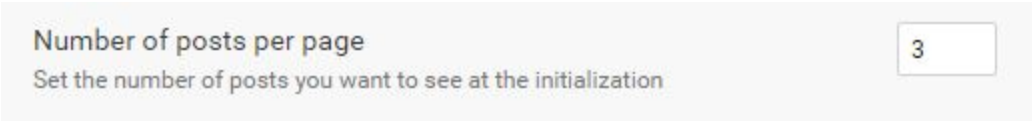
Theme Language



With this setting, you can translate all of the blog peripherals. Your blog peripherals include the comments button, post-sorting options, and the *VIEW MORE POSTS* button. Choose your desired language from the drop-down menu.

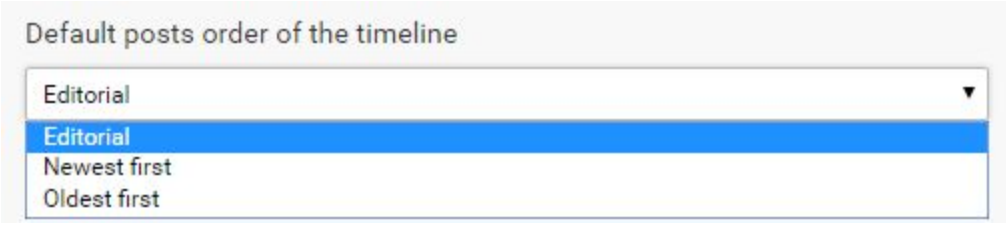
Don't see the language you want? Help us translate our software here: https://www.transifex.com/sourcefabric/public/

Number of Posts Per Page

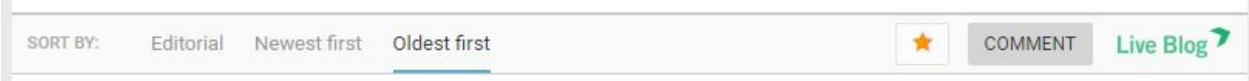


When readers view your Blog, they will only see a certain number of posts. The number of posts that will load can be specified in this section of the Theme Settings. Readers can always load more posts by scrolling down or by clicking on the *VIEW MORE POSTS* button at the bottom of the page.

Default Posts Order



When readers first load your blog in the Live view, they will see your posts in the order of your choosing: Editorial, Newest first, or Oldest first.
Choose your desired display order from the drop-down menu pictured above.



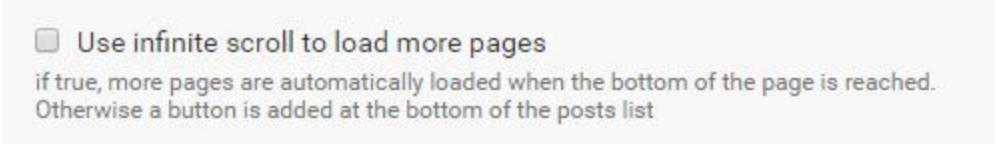
The readers can then adjust the blog posts to the order of their choosing using the sort-bar below the Blog Description.

Retrieve New Posts

When this checkbox is selected, readers will need to click a button, like the one pictured below, to view posts that have been published while they are currently viewing the page.

This button will appear below the sort bar. If the checkbox is unchecked, new posts will be loaded every minute.

Infinite Scroll

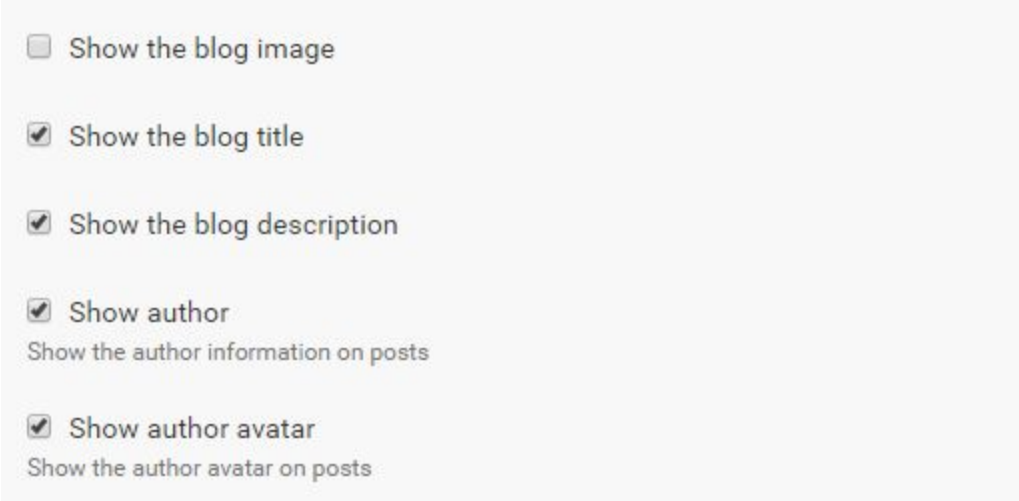


When this box is unchecked, more posts will load as you scroll down the page.

If the box is checked, you will see the button pictured above at the bottom of the page that will allow you to load more posts.

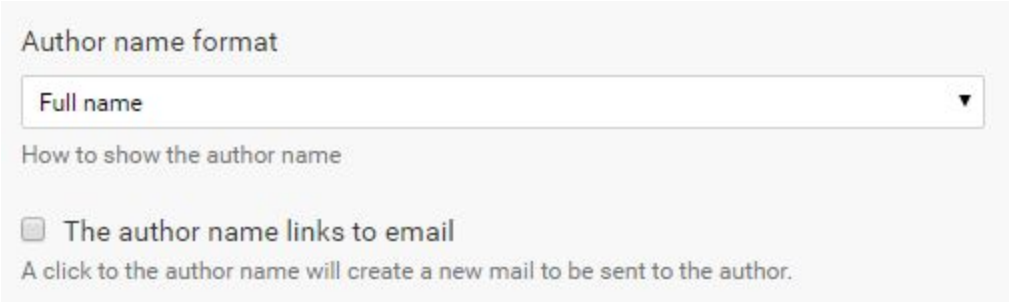
The number of posts before the button is determined by the *Number of Posts per Page* setting mentioned above.

Show Options



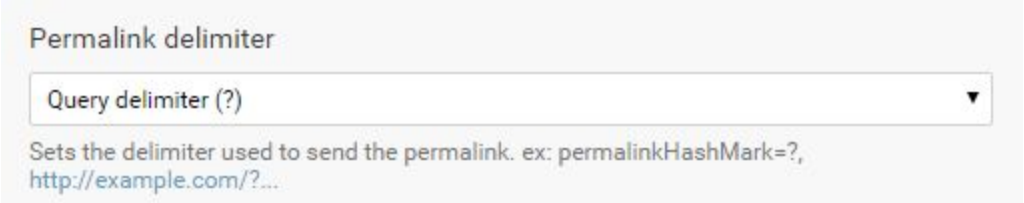
When you first set up your Blog, you have the option to add an image and blog description. In the checkboxes pictured above, you can choose whether or not your blog image is displayed. You can also choose whether or not to display the blog title, blog description, author information and author avatars (user icons). If the box a unchecked, the item will not appear in the Live View.

Author Name

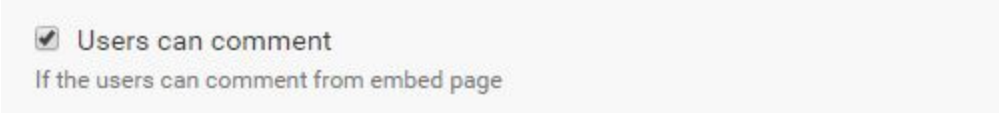


If you choose to have the Author's name displayed, you can customize how the author's name is displayed: Full name, Byline or Sign off. These correspond to the matching fields in the User Profile. The *Author name links to email* checkbox will allow the Blog readers to contact the Blog Authors privately by email. The email associated with each user can be edited in the individual user profile settings.

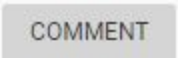
Permalink



Comments
You can enable or disable Comments using the checkbox below.

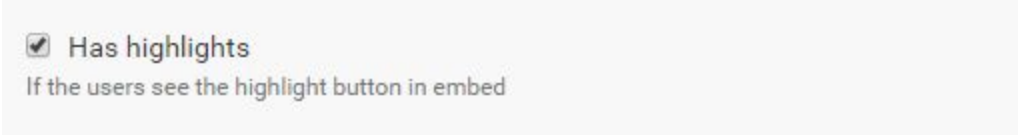


If the Comments are disabled, you will not see the Comments tab in the Editor view.



If disabled (unchecked), the Comments button, pictured above, will not appear at the top of the blog in the Live View.

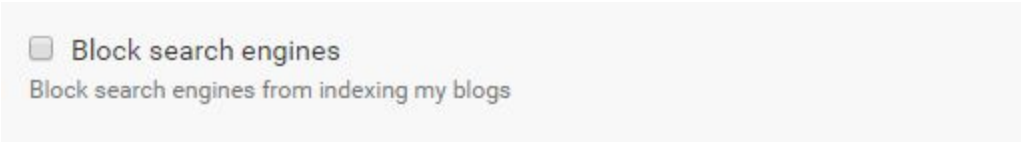
Highlights
You can enable or disable the Highlights feature using the checkbox below.



Independant of this setting, Highlights will still be available internally for editors and contributors.

If the Highlights are disabled, blog readers will not see the Highlights button at the top of the Live view.

Search Engines



If this box is checked, search engines will not index your Blog.

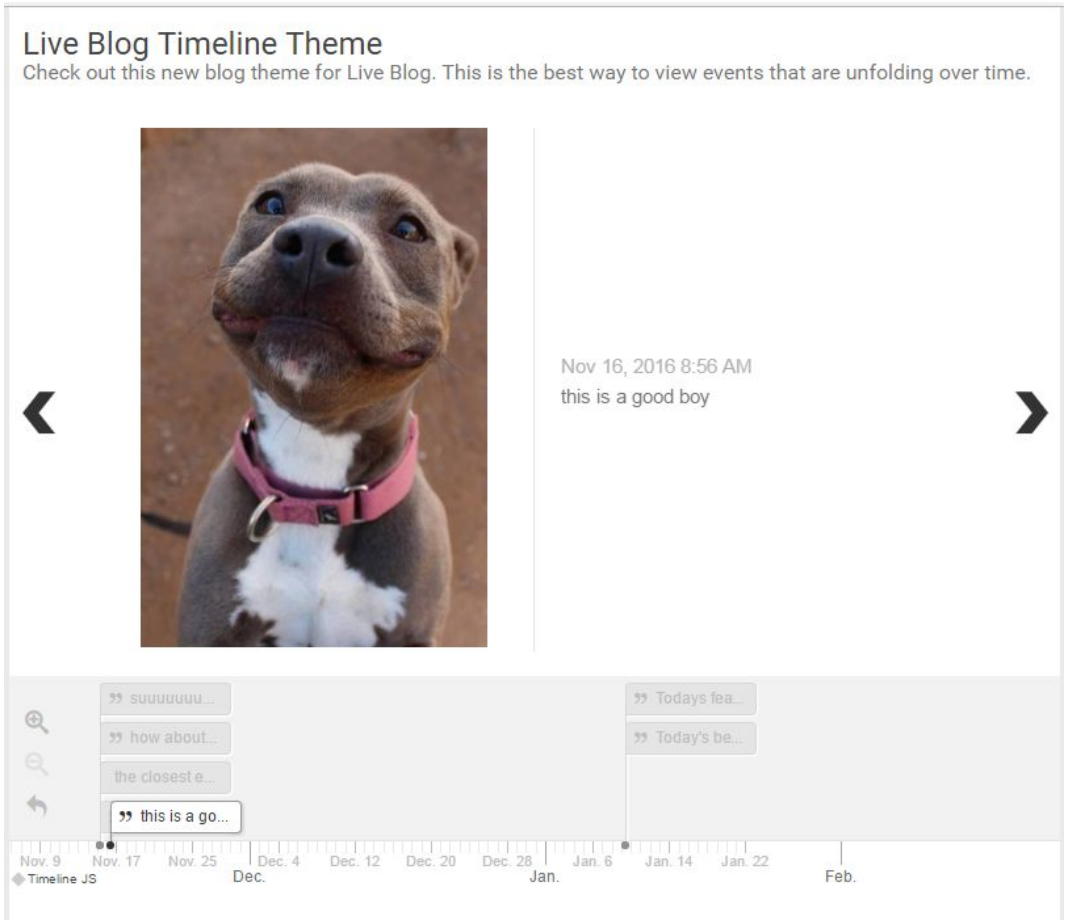
When you are finished adjusting your Classic Theme settings, don't forget to save.

The SAVE button will leave the Classic Theme Settings window open. Clicking the DONE button will save the changes, close the window, and take you back to the Theme Manager.

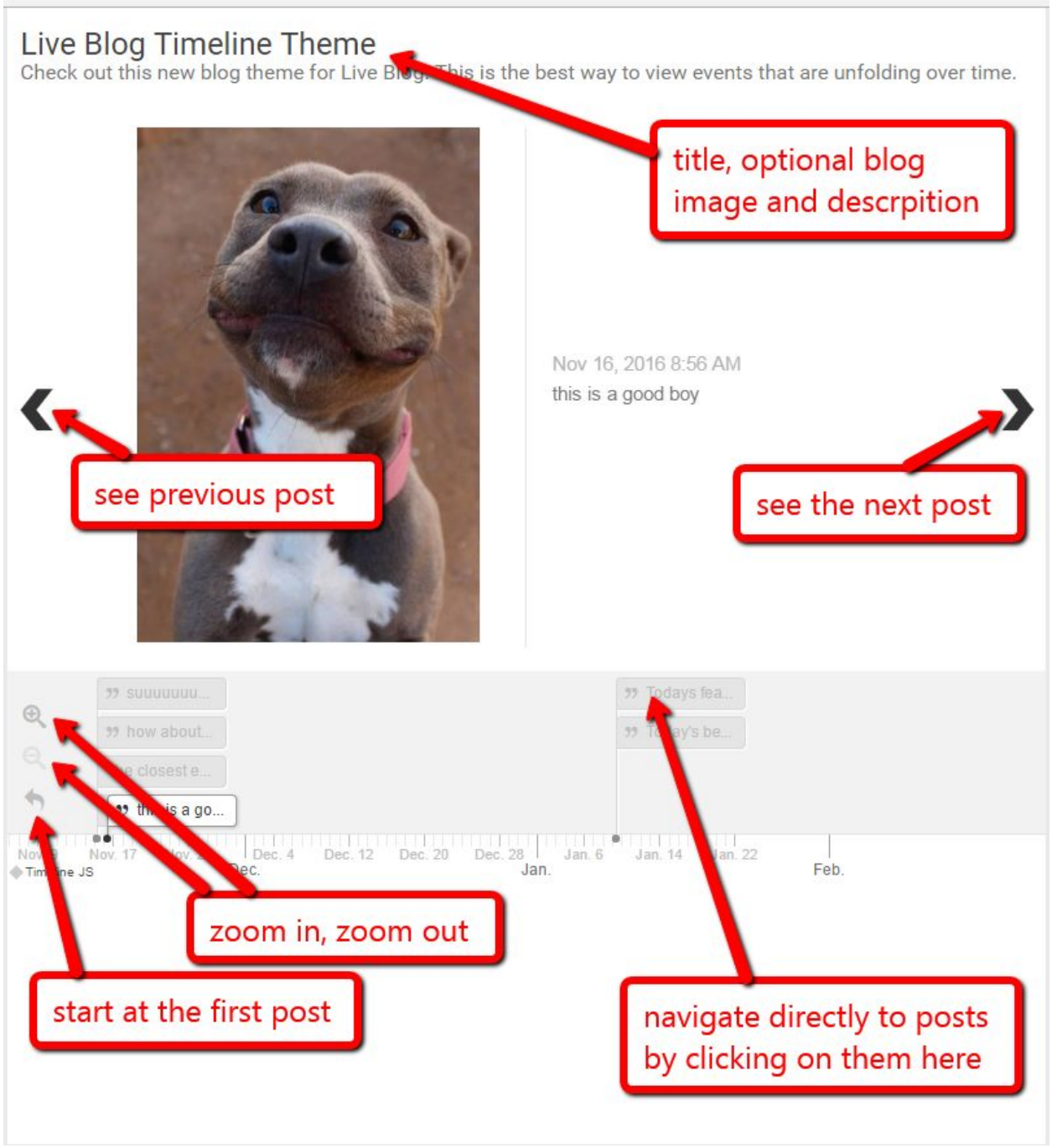
Optional Theme: Timeline Theme

Instead of the Classic Theme, you can implement other themes to change the look or functionality of your Live Blog.

The Timeline theme is a great new look for your Live Blog. The Timeline theme was developed using the open-source tool TimelineJS. This theme is ideal for blogs that cover events unfolding over time. Using this theme, the reader will see the posts ordered from left to right, oldest to newest. The posts are ordered along a ruler, labelled with dates, as shown below.



On the left side of the timeline you will see buttons that allow you to zoom in or zoom out on the ruled timeline. If you have a blog that is updated multiple times per day, you can zoom in close enough to be able to view updates by the hour. If you have a blog that is updated bi-weekly, for example, you can zoom out such that the timeline shows a span of months.



The Timeline Theme is easy for your readers to navigate.

Zoom in on the timeline. You can zoom in close enough to view posts by the hour.

Zoom out on the timeline. You can zoom out far enough to see a span of multiple months.

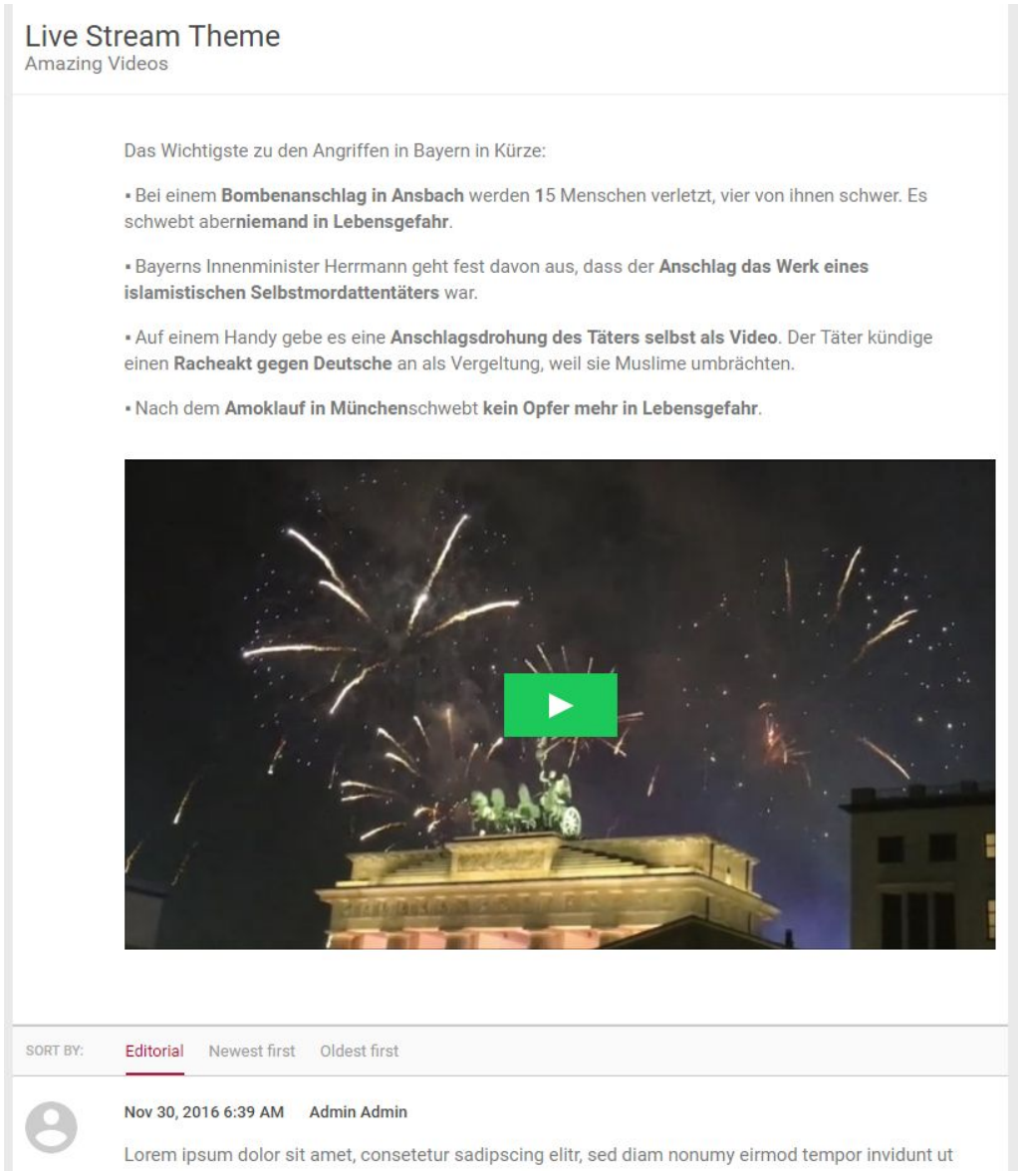
Return to the first post by clicking on the back arrow, below the zoom out button.

Navigate back and forth through the blog using chunky arrows on either side of the current post. Hovering over the arrow before clicking on it will tell you the date and time of the next / previous entry.

Optional Theme: Live Stream Theme

Instead of the Classic Theme, you can implement other themes to change the look or functionality of your Live Blog.

The Live Stream Theme allows you to embed a live video stream code at the top of your blog. With this special theme, your newest live video stream can appear at the top of your blog, above your regular blog content.



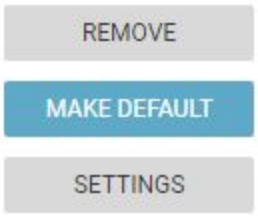
Add your live stream to the Blog by creating a post with the item type embed. Once you've published it, mark it as a sticky post and your live stream will appear in a prominent position above the sort bar. The rest of your blog content will appear below the sort bar.

Comments Feature

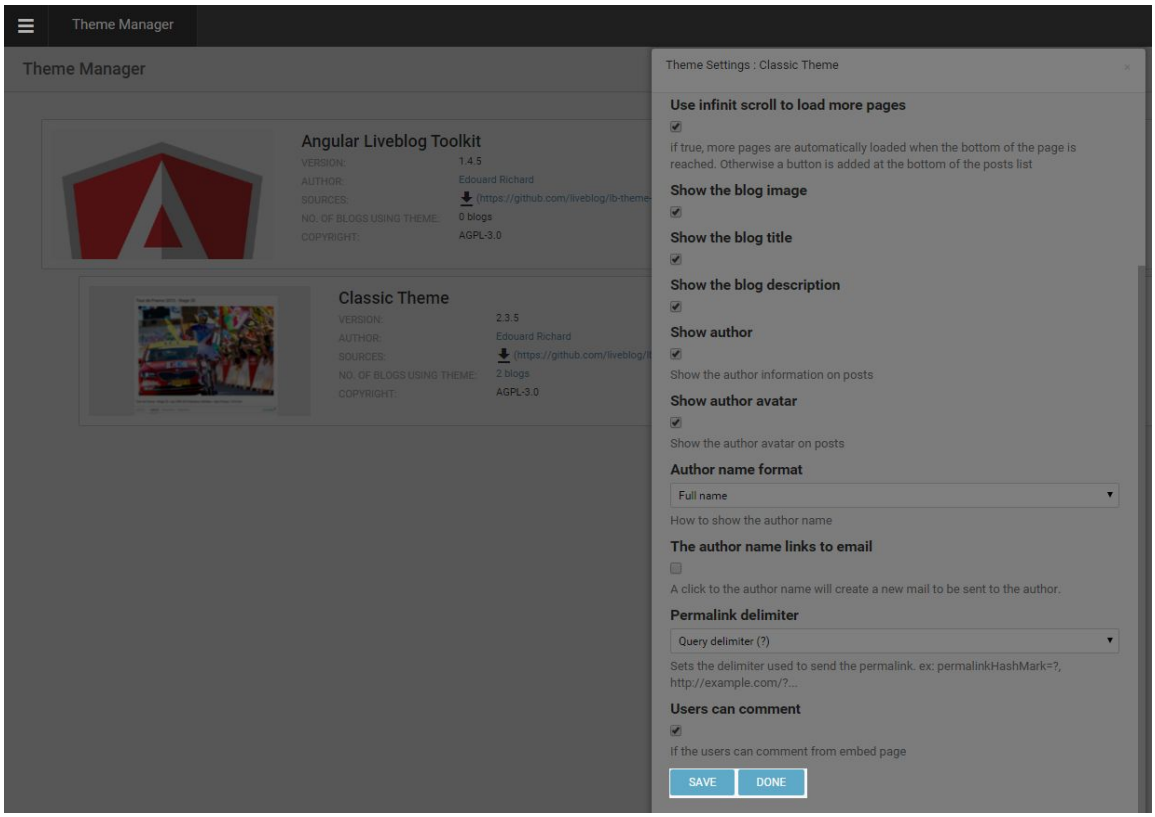
The comments feature allows your readers to directly contribute content to your Live Blog.

Enabling Comments in the Theme Manager

You must be an administrator on your Live Blog to enable comments. Click the Settings menu button in the top left corner of the Live Blog interface, then click *Theme Manager*.

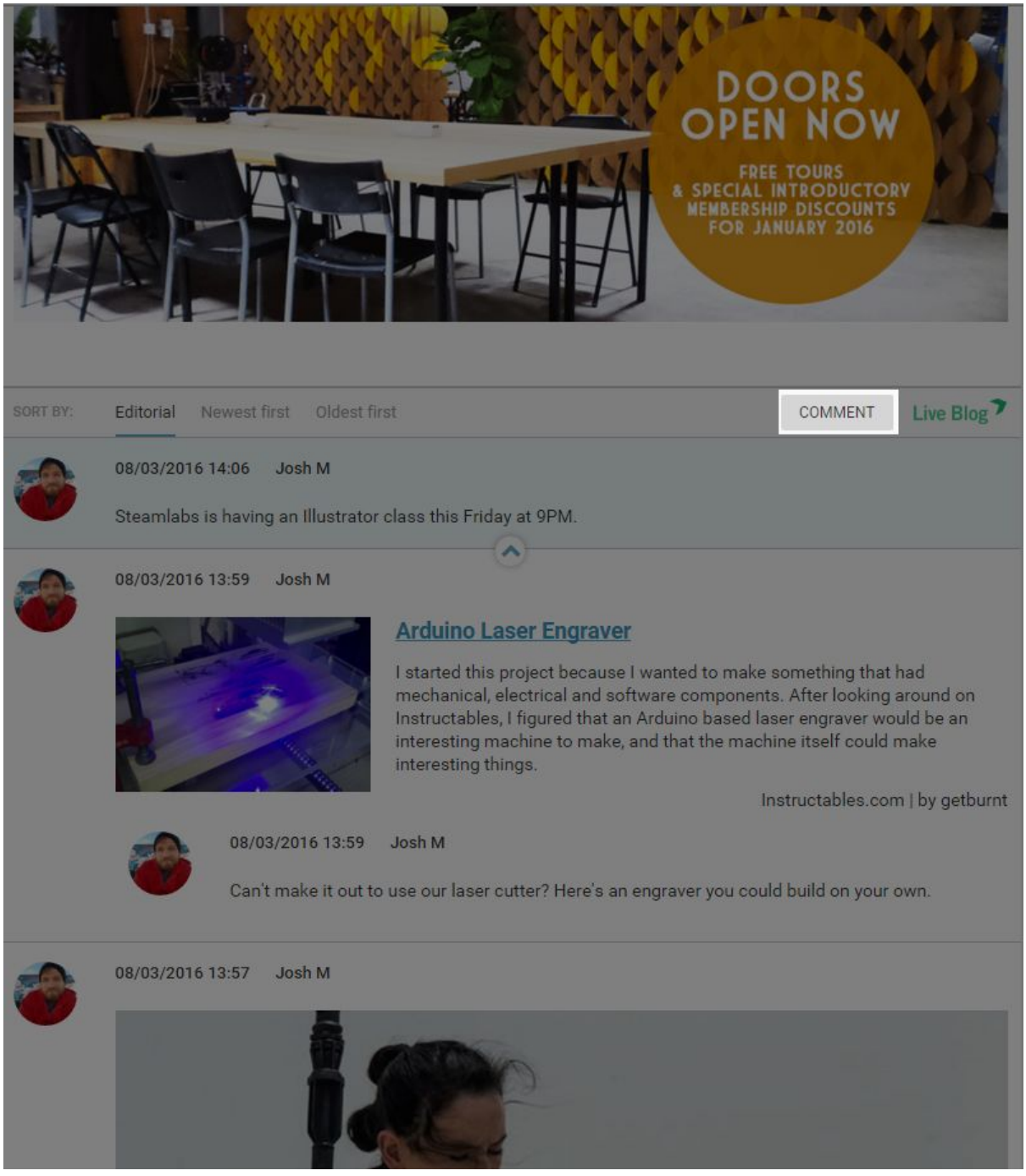


Click *Settings* button on the Theme for which you'd like to enable comments. Once there, check the *Users can comment* checkbox and click *Save*.
It should be noted that not all themes will support comments and some themes do not have a settings page.

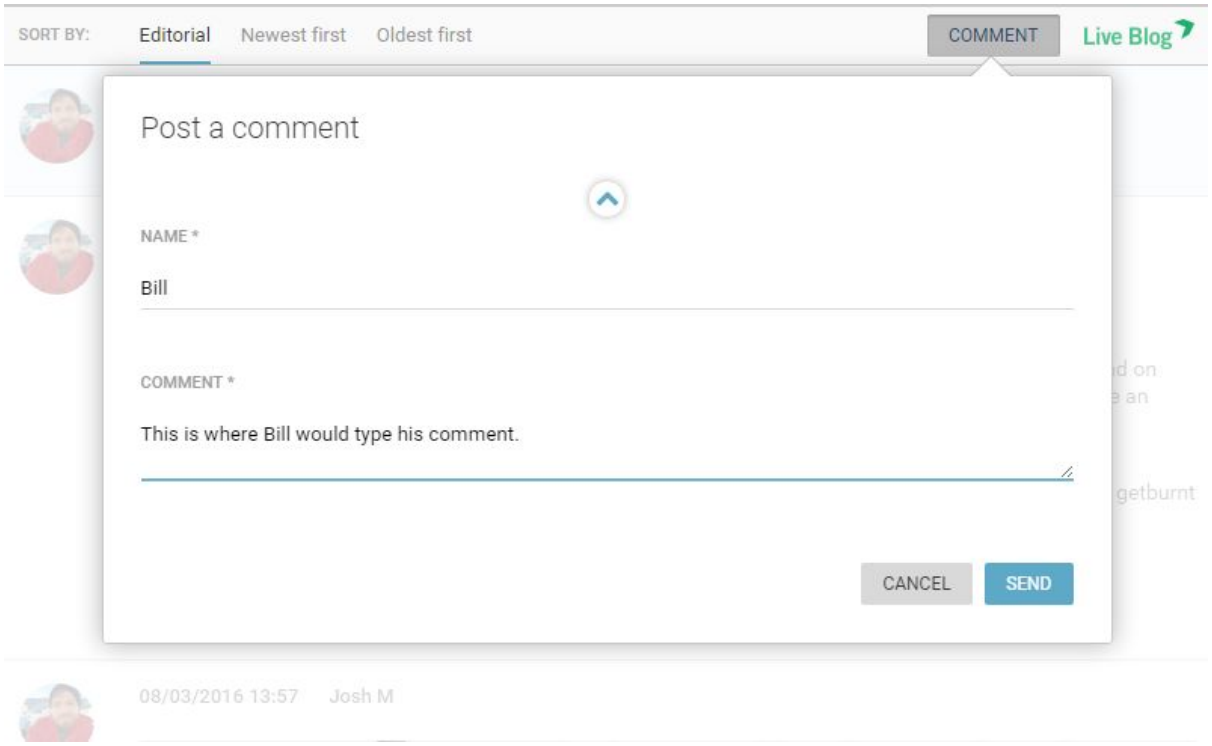


Commenting as a reader

Once comments are enabled in the Theme settings your readers will be able to submit comments.



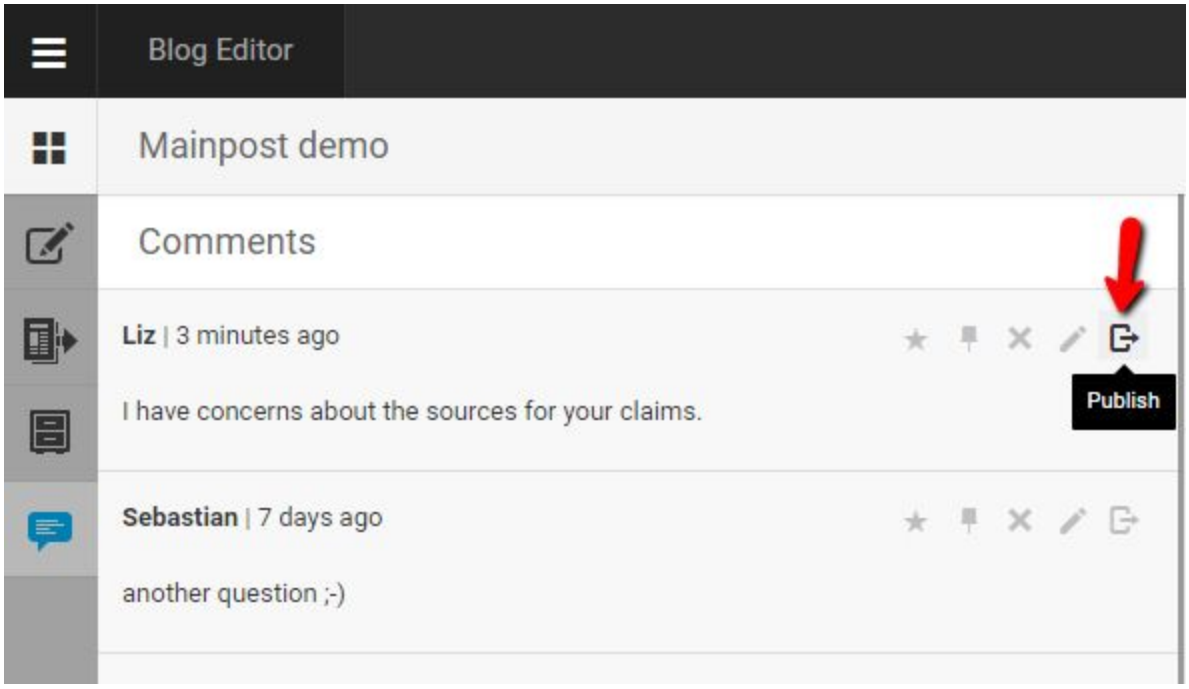
When your readers are viewing your Live Blog, they'll see a *COMMENT* button (highlighted above). By clicking the *COMMENT* button, they are able to submit comments for editor approval.



Both the NAME field and the COMMENT field are mandatory. Once your reader fills out both, they hit send to submit it to your team. Live Blog does not support embeds from your readers. Comments must always be approved by an Editor before they are visible to other readers.

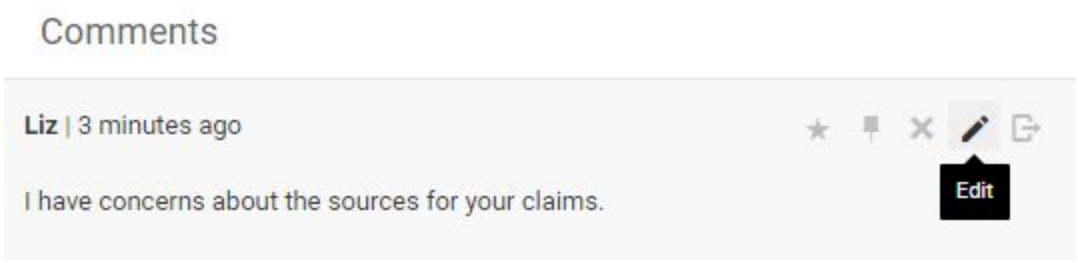
Comments in the Blog Editor

Editors will see a notification of a newly submitted comments as a blue numbered bubble on the comments tab icon. The number indicates how many new comments have been submitted.

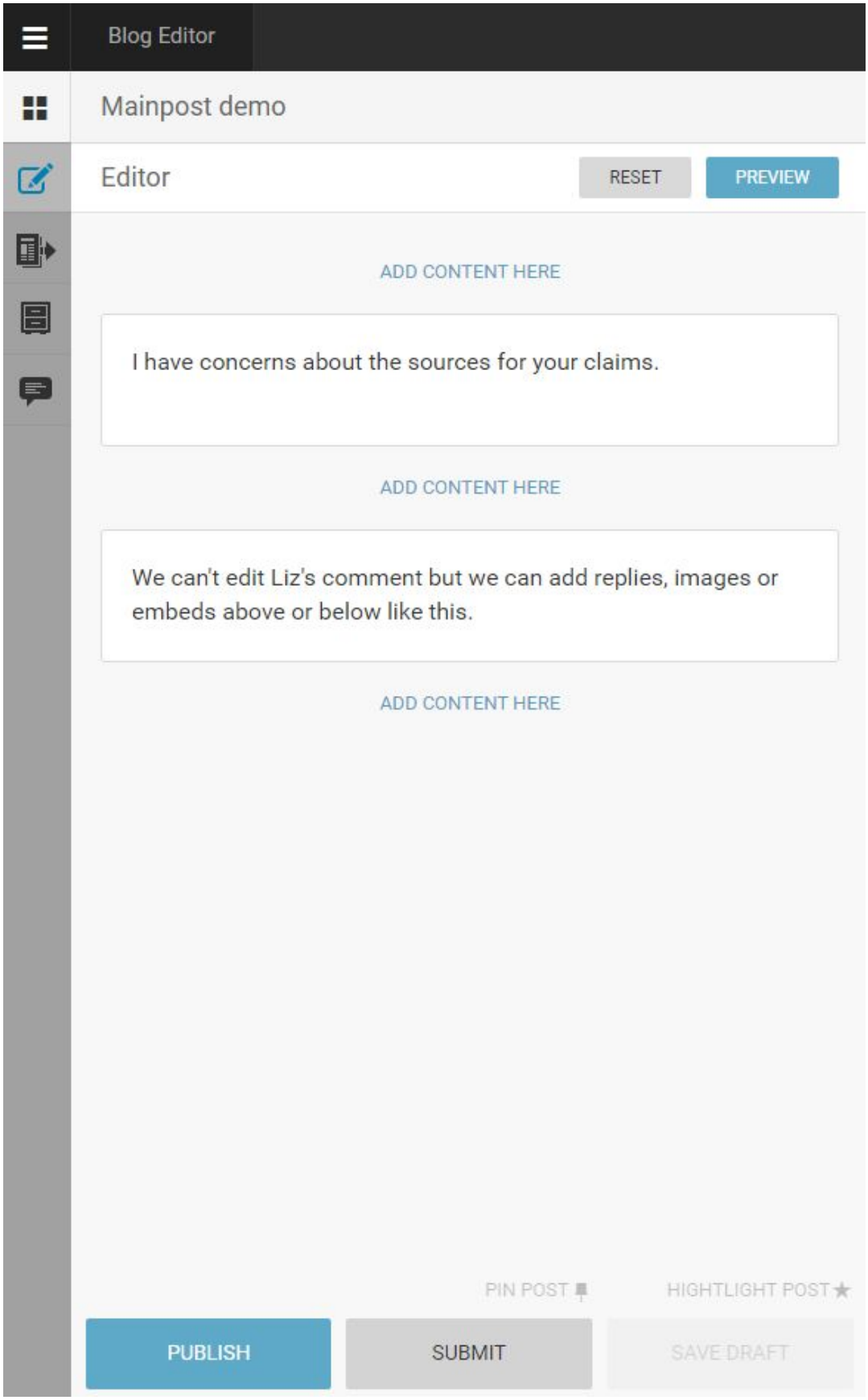


From the comments tab, Editors can choose to publish the comment directly using the publish icon.

Alternatively, Editors are able to treat comments in a same way as text items: delete them, add replies, comments, photos, or embeds above or below the comments prior to publishing it like a regular multi-item post.

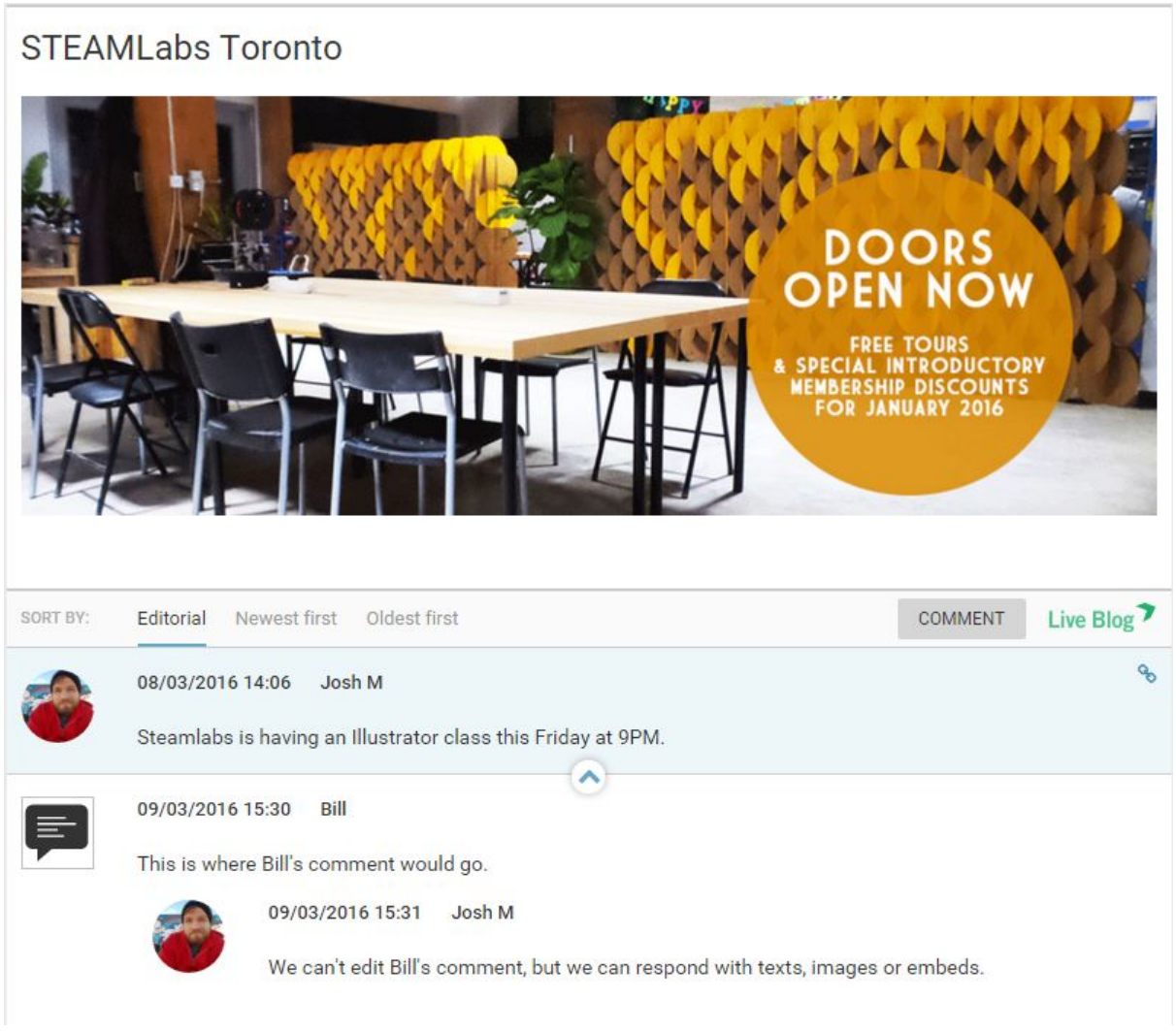


To add replies before publishing the comment, click on the edit icon. Note that nobody is able to edit the content of the comment once submitted by the reader.


Blog Editor
Mainpost demo
Editor
RESET
PREVIEW
ADD CONTENT HERE
I have concerns about the sources for your claims.
ADD CONTENT HERE
We can't edit Liz's comment but we can add replies, images or embeds above or below like this.
ADD CONTENT HERE
PIN POST
HIGHTLIGHT POST
PUBLISH
SUBMIT
SAVE DRAFT

Clicking on the edit icon will open the comment in the editor tab, where you can add text or embeds above or below the comment.

If you click the SUBMIT button, then the comment, with the Editor replies, will be saved in the Contributions tab. If you click the PUBLISH button, the comment will become visible in the Live view, along with any Editor replies.



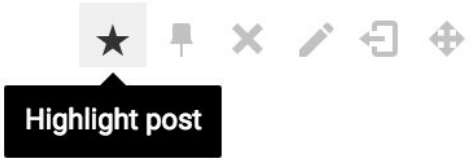
Once the comment has been approved, it's published to your Live Blog with the comment icon to the left. Any posts or embeds you make will show up above or below, in response to the comment, along with the editor's avatar.

Highlights Feature

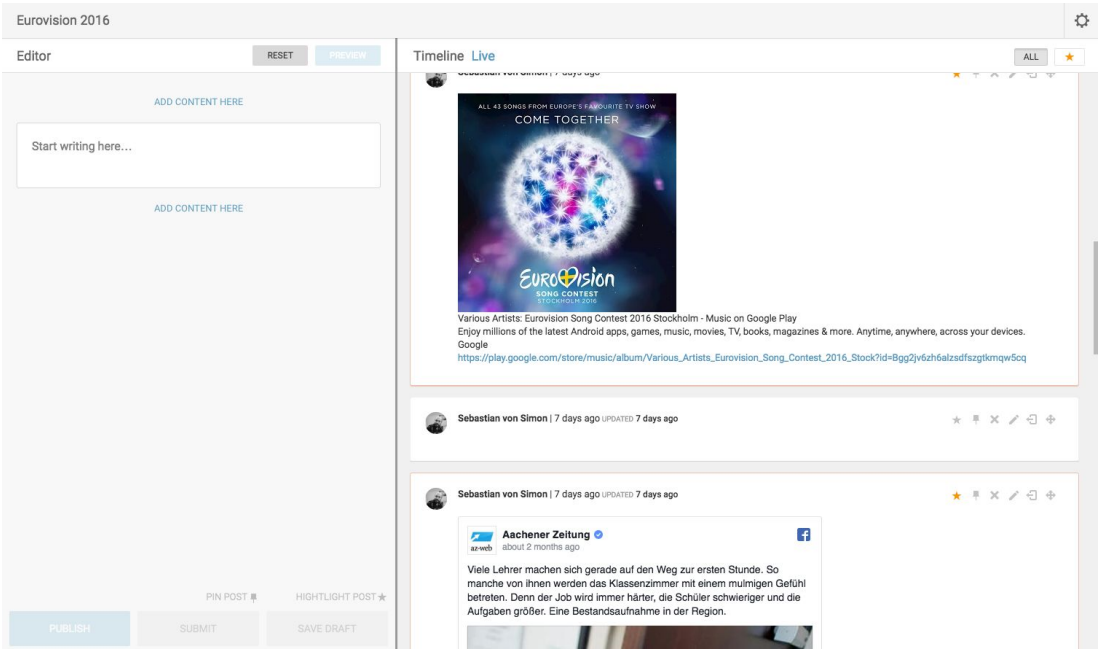
The Live Blog Highlights feature offers a great way to flag important content. When using the Classic theme, the Highlights button appears as a star-shaped icon (orange when on; grey when off) located in the timeline view at the top-right corner of each post. However, theme designers can style this feature so that it appears differently.

Editors can choose whether or not to make highlighted posts publicly visible to readers or to use the feature solely for internal purposes. See ‘Including Highlight Button in Embed’ for more detail on this.

Highlighting a Post



To Highlight a post, click the star-shaped icon located at the top-right corner of a blog post in the Timeline view. Once highlighted, the star-shaped Highlight icon will turn orange.



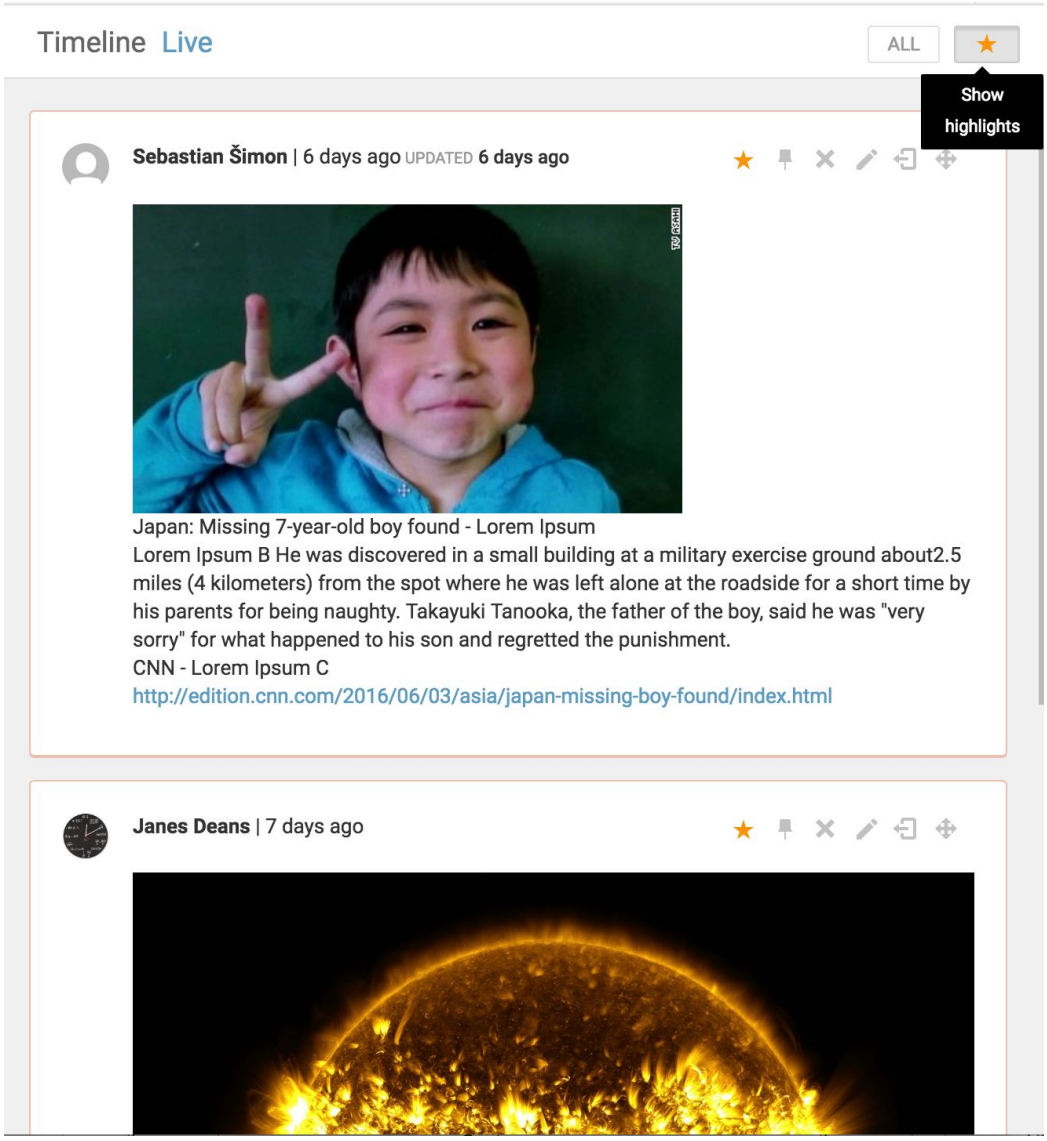
Highlighted posts are recognizable by their orange outline and a filled-in orange star in the top-right corner.

Removing Highlights from Posts

To remove the Highlight from a post, click the orange star-shaped icon so that it turns grey. When the Highlight icon is grey, the Highlight feature is not active.

Blogs that have not yet been published, but are still in their draft stage, can also be highlighted.

Viewing Highlighted Posts in the Timeline



In a blog timeline view, it's possible to switch between seeing all posts or solely highlighted posts. By default, all blog posts are shown in the timeline; the *All* button is grey.

In order to view only highlighted blog posts, click the star-shaped icon located at the top of the timeline, to the right of the *All* button. When you've selected the Show highlights view, the ALL button becomes grey and the star (Highlights button) becomes an orange colour.

Readers have a similar option to toggle between viewing all posts or highlighted posts. The highlights only view can be accessed by clicking on the orange star at the top of the timeline beside the COMMENT button. By default, access to the Highlights feature is turned on for

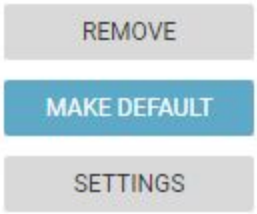
readers when using the Classic Theme, but admin users have editorial control over whether or not to include this feature for users.

Enabling Highlights in the Theme Manager

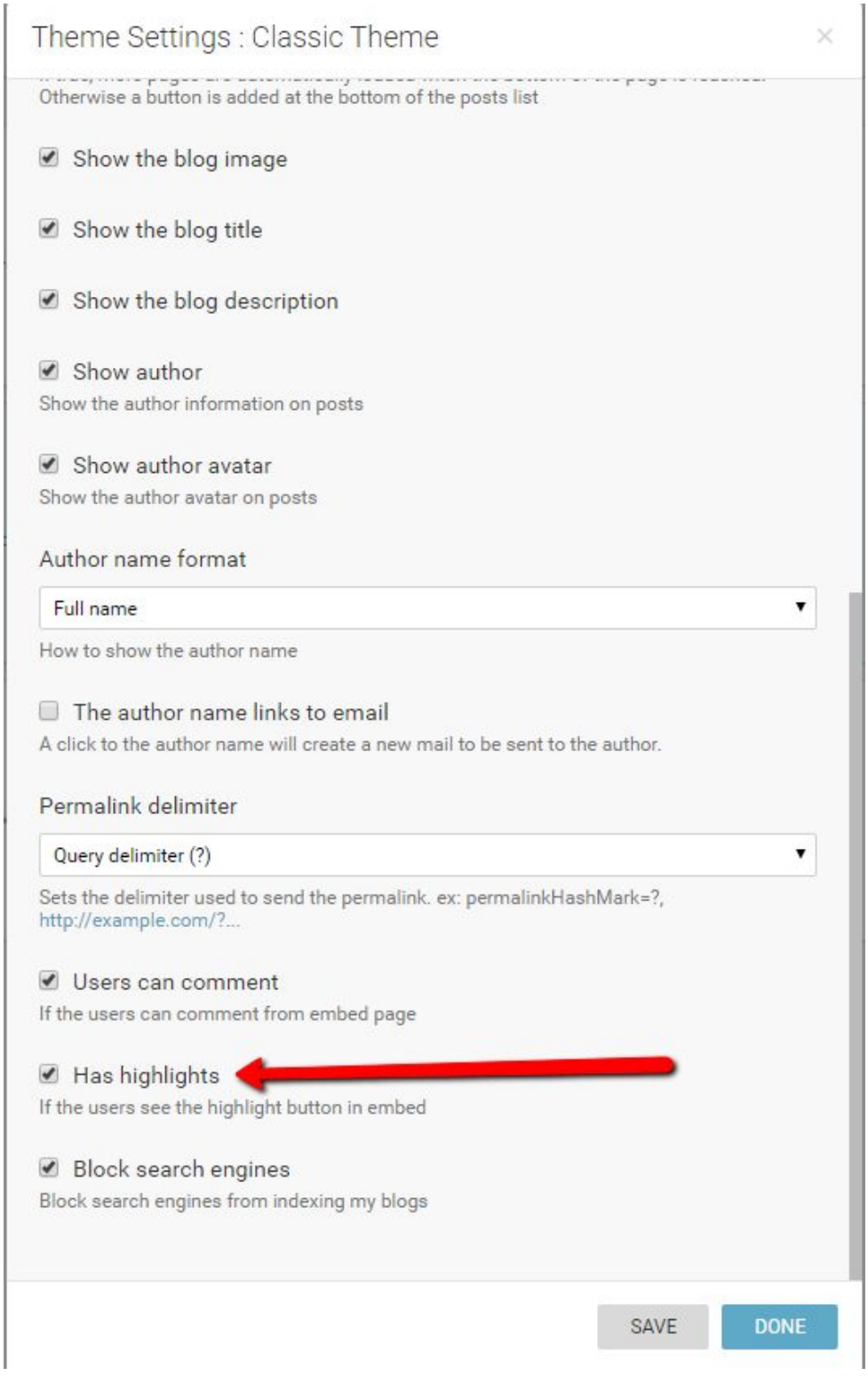
It is possible for editors to choose whether or not to allow readers to filter between Highlighted and non-Highlighted posts.

This is the Settings menu.

To turn the Highlights button off (by default, it is turned on when using the Classic theme) navigate to the theme settings. Click on the black and white Settings Menu in the top-left corner and click on Theme Manager.



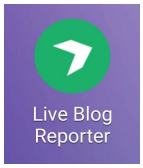
Click on the SETTINGS button located to the right of the Classic Theme. Scroll down to the bottom of the list and select the “Has highlights checkbox” to remove the checkmark. Click the DONE button at the bottom to save your changes.


Theme Settings : Classic Theme
Otherwise a button is added at the bottom of the posts list
Show the blog image
Show the blog title
Show the blog description
Show author
Show the author information on posts
Show author avatar
Show the author avatar on posts
Author name format
Full name
How to show the author name
The author name links to email
A click to the author name will create a new mail to be sent to the author.
Permalink delimiter
Query delimiter (?)
Sets the delimiter used to send the permalink. ex: permalinkHashMark=?, http://example.com/?...
Users can comment
If the users can comment from embed page
Has highlights
If the users see the highlight button in embed
Block search engines
Block search engines from indexing my blogs
SAVE
DONE

Live Blog Reporter App

You can use the Live Blog Reporter app to update your blogs from your tablet or smartphone. The Live Blog Reporter app is specifically designed for mobile devices. Using the Live Blog Reporter app makes blogging on-the-go easy, and makes it possible to submit new content from virtually anywhere. The Live Blog Reporter app is FREE.
The Live Blog Reporter app allows access to a mobile friendly version of the Editor Mode. The Live Blog Reporter app does not allow access to more advanced administrative features such as User Management or Theme Management. Those must still be accessed in the web application.

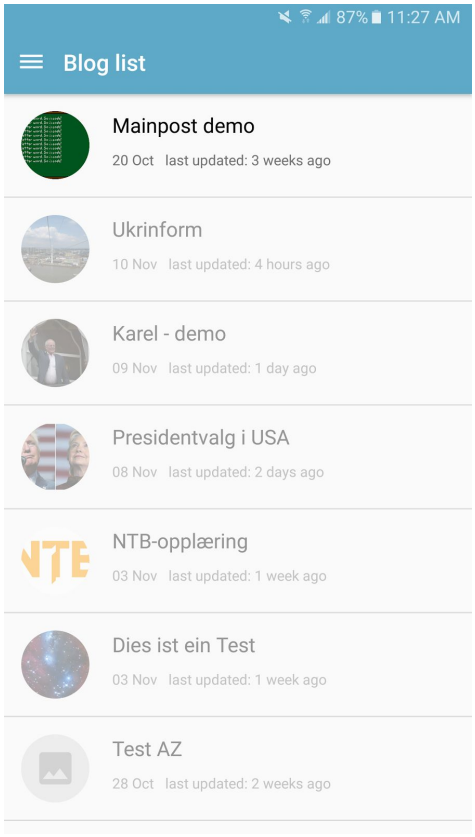
You must first download the application from your device's app store: Google Play or the Apple App Store, depending on your device. Search for "Live Blog Reporter App" in your device's application store. The Live Blog Reported app works with both Android and Apple phones.



Once you've downloaded the app, open it by clicking on the app icon in your applications list.

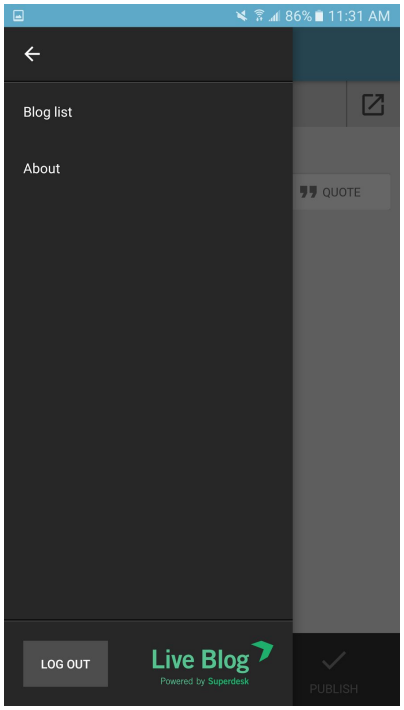
Your login credentials will vary depending on whether your Live Blog instance is self-hosted or hosted by Sourcefabric. For liveblog.pro customers, your URL will be your chosen blog name + *-api.liveblog.pro*. For self-hosted blogs, your URL will be the same one that you use for your web application.

When you open the app, you can login to your Live Blog instance using the same username and password credentials as you would use to login to your web application.

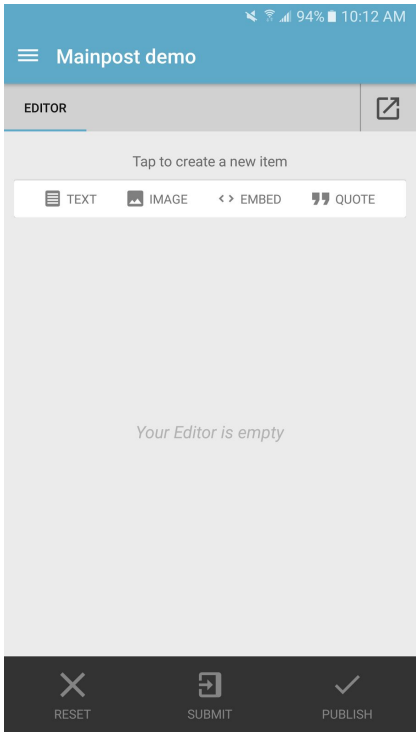


When you login to the Live Blog Reporter app, you will be taken to the Blog List, just as you would in the web application. Blogs that you have access to will be bold, while those that you do not belong to will be greyed out. You cannot request access to blogs from the app interface. Contact your administrator or editor directly to request access to a blog.

You will see the settings menu in the top left corner of the app interface.

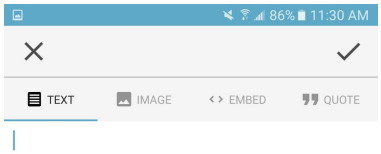


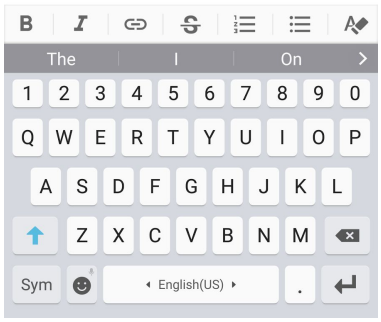
When you click on the Settings menu, you will see a new pane slide out from the left side. Clicking on the About link will tell you more about the app. When you are done using the app for the day, you can log out using the grey LOG OUT button at the bottom of the Settings menu pane. Click on the Blog List link at the top to close the Settings menu.



Clicking on a Blog in the Blog List view will take you into the Editor mode. Just as in the web application, you will see options in the Editor to add text, images, embeds or quotes.

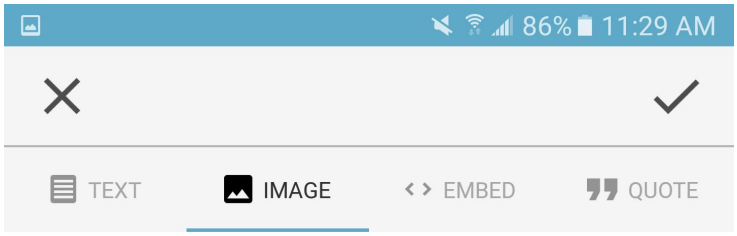
Adding text in the Live Blog Reporter



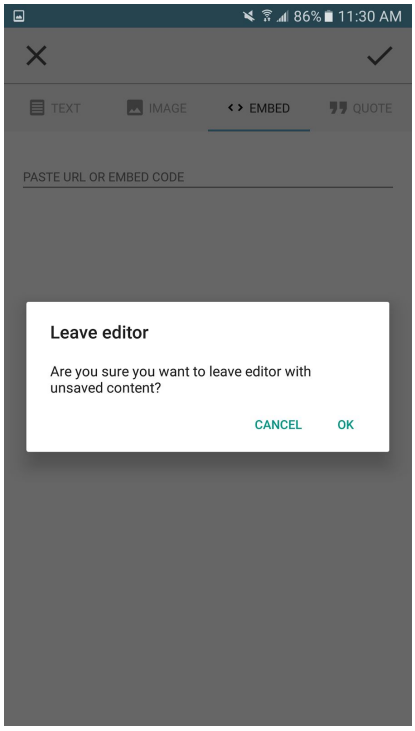


If choose to add text, your device will automatically bring up a keyboard for you to input your text item.

Below the textbox, you will see a toolbar, from which you can add formatting to your text. From left to right the formatting is bold, italic, link, strikethrough, numbered list, bulleted list and remove formatting. Click on your desired formatting, then enter the text. When a formatting is active, the toolbar icon will change from grey to black.

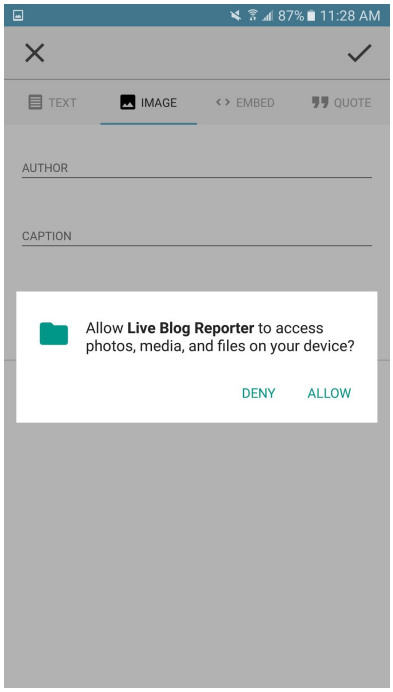


When you are satisfied with the text that you have entered, click on the checkmark in the top right corner to save the changes.

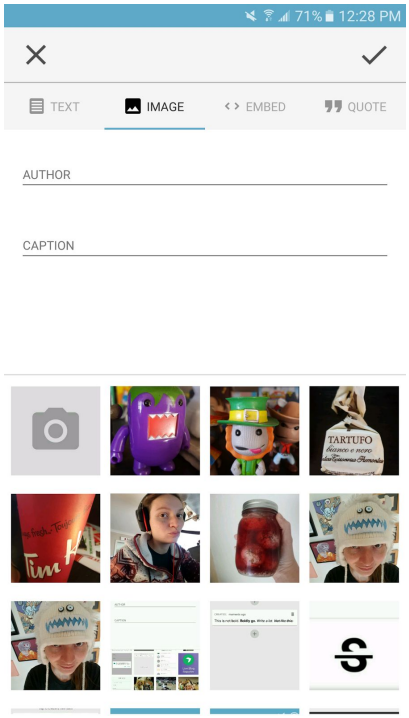


If you wish to discard your progress, click on the *x* in the top left. Clicking on the *x* will prompt you to confirm that you want to discard your current content.

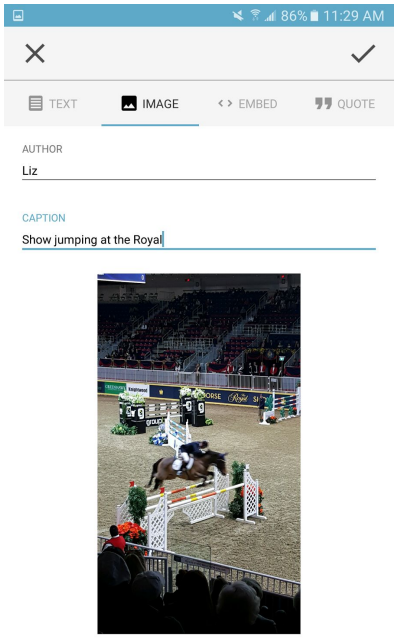
Adding an image in the Live Blog Reporter



If you wish to upload pictures to Live Blog that you have taken on your device, you must first give the Live Blog Reporter app permission to access your media. When you tap the image option, you will need to confirm your choice to upload images from your device. You only need to answer this question once.



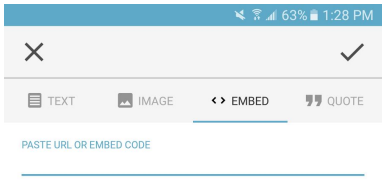
At the bottom of the interface, you will see recent images from your device's gallery to add to your post. You can take a photo directly from the app interface by selecting the camera icon at the top of the image thumbnails.



Once you have selected an image, you can optionally add an image credit and caption.

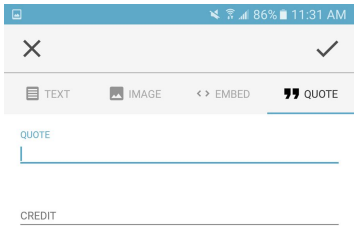
Click the checkmark in the top right corner to save the image to your post. Click the *x* to discard the image.

Adding an embed in the Live Blog Reporter



You can paste an embed code or URL in the text box provided. When you tap the textbox an input keyboard will appear at the bottom of the screen. Click the checkmark in the top right corner to save the embed to your post. Click the *x* to discard the embed.

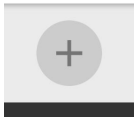
Adding a quote in the Live Blog Reporter



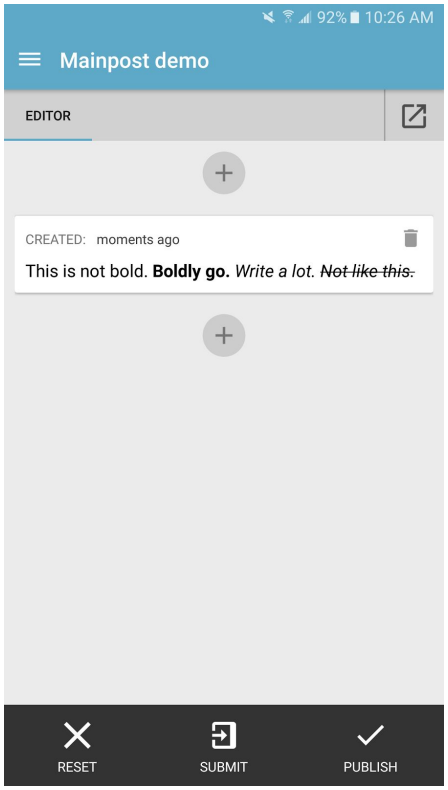
You can attribute a quote in the text boxes provided. Add the quote on the first line, then attribute the quote on the second line. When you tap the text box an input keyboard will appear at the bottom of the screen. Click the checkmark in the top right corner to save the quote to your post. Click the *x* to discard the quote.

Multi-item posts in the Live Blog Reporter

Similar to the Live Blog web application, you can create posts that contain several pieces of text or media.

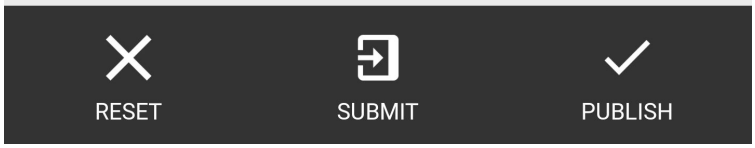
 This is a Create icon.

Once you have added a piece of media you will see grey Create icons above and below your text or media item.

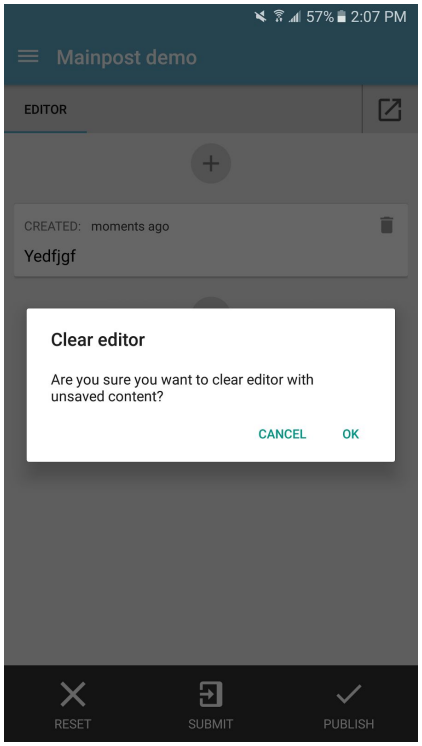


When you click on the Create icons above or below your current media, you will be prompted to select your next media type. You can insert many types of media in a single post.

Submitting and Publishing from the Live Blog Reporter



Once your post contains at least one media item, at the bottom of the Editor you will see options for resetting, submitting or publishing your post.



Tapping the RESET option will prompt you to confirm your choice to delete all the media that you have open in the Editor.

Tapping the SUBMIT option will send your post to the Contributions tab of the web application. There is no Contributions tab in the Live Blog Reporter app. To view your contributed post, you will need to log in to the web application.

Tapping the PUBLISH option will publish your post directly to the Live view. Depending on your user role and permissions, you might not be able to publish directly from the Live Blog Reporter app. If you are a Contributor, you will need to submit your post and have it approved by an Editor before being published.

Live Blog Glossary

Active Blog - An Active Blog is a Blog that is open for contributions and edits. The opposite of an Active blog is an Archived Blog.

Administrator (role) - There are three levels of permissions in Live Blog: Contributors, Editors and Administrators. Administrators have the highest level of permission. In additions to publishing blog posts and managing all blog content, administrators can create new blogs, change Theme settings and manage all user profiles.

Analytics - A feature of the Classic Theme, clicking on the Analytics icon will let you see the traffic sources for your embedded blog in a convenient table.

Archived Blog - An Archived Blog is a Blog that is closed. You can not edit or add new content to an Archived Blog. The opposite of an Archived Blog is an Active Blog.

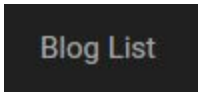
Author avatar / user icon - Live Blog supports the upload of user icons in the user profiles. These icons can appear as your author avatar in the Blog Live view, provided that option is enabled within the Theme Settings.

Blog - A blog is an aggregation of content, a narrative that is told by putting together multiple individual blocks of information. A blog is a usually hosted on a website. In terms of content it may contain a log of the writers' subjective experiences, observations or opinions, as well as objective events and information. Blogs can be factual or opinionated. A blog may cover a specific event or a story that unfolds over time. A blog is usually updated frequently with posts. Posts are entries within a blog.

Blog List icon - The Blog List icon is shaped as four black squares. You will find the Blog List icon near the top left corner of the Blog List view. When you view a Blog in Editor mode, you can return to the Blog List view by clicking on this icon.

Blog List view - When you log in to Live Blog, you will taken directly to the Blog List view. The Blog List shows all the Blogs that have been created within your LIve Blog instance. At the top

of the Blog List view, you can choose between the Active Blogs tab and Archived Blogs tab. The Blog List can be viewed as a grid or as a list.



Blog image / cover image - When you set up a new Blog, you have the option to add a Blog image. The Blog Image will appear as a thumbnail in the Blog List grid view. You can optionally have the Blog image displayed at the top of the Blog in the Live view by adjusting the Theme Settings.

Blog Settings icon / gear icon - After your blog has been created, you can adjust your blog settings by clicking on the gear-shaped icon in the top right corner of the Blog Editor mode. Each blog has its own settings that can be adjusted.

Blog status - You can adjust the Blog Status in the individual blog settings menu (gear icon in the top right corner of the Blog Editor mode). Blogs can have one of two statuses: Active or Archived. Archived blogs cannot be edited until the status is changed back to Active.

Byline - Byline is an optional field in the User Profile. It is used to display the way in which the author would like to be identified. Within the Blog Theme settings, you can choose whether the author is identified by their full name, byline or sign off. These correspond to the same fields in the user profile. If the byline field is empty but selected as the author identification, no name will appear beside the date in the Live View.

Comments - Submitted by your readers, comments are replies to blog content. Comments that have been submitted by readers are found in the Comments tab of the Blog Editor mode. Comments must be approved and published by the blog editor before they are visible to the public. Comments tab icon pictured below.

Contributions - A contribution is a blog post that has been submitted, but not published. You will find these unpublished posts in the Contributions tab of the Blog Editor. Contributions can be re-opened in the Editor before being submitted. Only users with Editor role permissions can publish to the Live view. Contributions tab icon pictured below.

Contributor (role) - Three types of user roles exist within Live Blog: Editors, Contributors and Administrators. Contributors can create blog content in the Editor and submit it for approval. Contributors can edit their own posts but not the post of other users.

Create icon - The create icon is found in several places throughout Live Blog, usually in the top-right corner of the Live Blog interface. Its use is context dependant. For example, in the Blog List view, it is used to create new blogs. In the User Management section of the Settings menu, it allows administrators to add new users.

Drafts - You will find the Drafts tab in the Blog Editor. When you create a new post, you have the option to save it as a draft using the *SAVE DRAFT* button. All items in the Drafts tab are personal. Nobody else can see drafts that you have created until you choose to publish or submit them for editor approval. Drafts tab icon pictured below.

Editor (Blog Editor mode) -When you click on a blog in the Blog List view, you will be taken into the Blog Editor. The Blog Editor has two sides; on the left you will find the Editor pane which includes tabs for the Editor, Contributions, Drafts and Comments. The Editor pane is where new blog posts are created. On the right side of the Blog Editor you will find the Timeline view and a link to the Live view. From the Timeline view, you can rearrange posts, open published posts for editing, delete posts and unpublish posts.

Editor (role) - There are three levels of permissions in Live Blog: Editors, Contributors and Administrators. Editors have the ability to publish posts, edit posts from other contributors, and manage the blog content from the Timeline view. Editors can also create new user profiles and manage their team.

Edit icon - This pencil icon appears at the top of blog posts and comments. Clicking on the edit icon will open the associated item in the Editor tab.

Embed - An embed is a piece of media from an external source. Examples of embed sources include Facebook posts, Twitter tweets, or videos from YouTube. You can insert an embed in

your blog by selecting the Embed button in the Editor tab and adding the embed code, supplied by the source, or by inserting the URL from the original item.

Embed Height - This is a parameter in the Blog Settings menu. You can toggle between normal and responsive height. The responsive height is fluid and varies depending on the width of the embedded media.

Free Type - An optional user-defined post type created within the Live Blog interface using .html. Free Types can be created in the Free Types Manager section of the Settings menu. Once created the new free type can be used by selecting it from the *CHOOSE POST TYPE* button in the Editor pane.

Gear icon - You will find the gear icon in the top right corner of the Blog Editor mode. Clicking on the gear icon will let you adjust some general blog settings such as the blog status, blog title, blog image, and display theme etc.

Highlight - Highlighted posts are posts that are featured. Highlights can be enabled in the Theme Settings. Highlights can be created by clicking on the star-shaped icon in the Timeline view or in the Blog Editor. Blog readers can choose to view these featured posts by clicking on the the star button in the Live view. By clicking on the star button, readers will only be shown the featured posts.

Live Blog Reporter App - The Live Blog Reporter app is specifically designed for mobile devices. Using the Live Blog Reporter app makes blogging on-the-go easy, and makes it possible to submit new content from virtually anywhere. The Live Blog Reporter app is FREE. The Live Blog Reporter app allows access to a mobile friendly version of the Editor Mode. The Live Blog Reporter app does not allow access to more advanced administrative features such as User Management or Theme Management.

Live view - You can access the Live view from the Blog Editor by clicking the link beside the Timeline view. The Live view is what the blog readers see.

Long Read mode - Available in the Classic theme, the Long Read mode provides readers with a distraction-free blog viewing option by going full-screen and hiding the web browser. Readers can access the Long Read mode by clicking on the icon shown below.

Password - Once an admin has created a user profile for you, you will receive an email with login instructions. You will need to create a password. This password is your authentication to log in to Live Blog. Your password must be at least 8 characters long, with upper and lower case letters, and some numbers and/or special characters.

Pin icon - The pin icon is how you create Sticky Posts. You will find a pin icon at the top of every individual post in the Timeline view and Blog Editor view. It might be grey (inactive), blue (sticky) or black (as you mouse over it).

Post - A post is a blog entry. In Live Blog, posts can be at different stages of completion. Posts can be drafts or contributions. A single post can contain several types of text or media. In Live Blog, posts can be made public by the act publishing.

Publish - The act of making a blog entry public. Published posts are visible to readers. Published posts can be unpublished by Editors and Admins. The publish icon is pictured below.

Remove - This is the Live Blog term for permanent deletion. The remove icon is pictured below.

Settings menu - You will find the black and white Settings menu in the top right corner of the Live Blog interface. This is where administrators can add add Themes, adjust Theme settings, add new users and edit user profiles.

Sign-off - Mandatory field in the User Profile. It is used to display the way in which the author would like to be identified when they don't want to use their full name. Within the blog Theme Settings, you can choose whether the author is identified by their full name, byline or sign off. These correspond to the same fields in the user profile.

Slideshow mode - In the Classic theme, when a reader clicks on an image in the Live view, they will be taken into the Slideshow mode. In the Slideshow mode, images from the blog are enlarged and presented on a black background, ideal for viewing images in greater detail.

Sort Bar - The sort bar is found on the Live view. It enables readers to change the order in which they see blog entries. Sticky posts will always appear at the top, regardless of the sorting chosen. The *Newest first* and *Oldest first* sorting will override any manual adjustments that have been made to post order. The highlights button and the comment button can also be found in the sort bar, if they are enabled in the Theme Settings.

Sticky Posts - You will find the pin icon on the top right of every post in the Timeline view. If the pin icon is blue, that means the blog entry is sticky to the top of the Timeline and Live view. Sticky posts are outlined in blue in the Timeline view and shaded in blue in the Live view. In both cases they can be hidden/viewed using the up/down arrow.

Team - A team is a group of users that work on the same blog. A team can be composed of admins, editors and contributors. Team members can be added or removed by clicking on the gear icon in the top right corner of the Blog Editor mode, then selecting the Teams tab on the left.

Theme - Themes affect the way in which your readers will see your blog. You can download and install new themes and each theme will have its own settings. In the individual Theme settings, administrators can control whether features like highlights, reader comments and blog image are available to users. You can also customise displays of date and time and author names. You can find the Theme management in the Settings menu in the top left corner of the Live Blog interface.

Timeline Theme - An optional replacement for the Classic theme, the Timeline theme is ideal for blogs which are covering events unfolding over time. Blog posts are displayed horizontally on a ruled line.

Timeline view - You will find the Timeline view on the right side of the Blog Editor mode. Depending on your permissions, in the Timeline view, you can adjust the editorial post order, unpublish posts, highlight, pin and edit the blog entries.

User icon / author avatar - You can change your user icon from your user profile. If enabled in the Theme settings, your user icon is also your author avatar in the Live view.

Username - Your username is what you use to log in to Live Blog. Once your profile is created, your username cannot be changed. Usernames can only have alphanumeric characters in addition to dash (-), underscore (_), periods (.) and apostrophe (').
User Management - You can find the User Management section in the Settings menu. Use this section to add new users to your Live Blog instance by clicking on the create icon in the top right corner of Users pane.