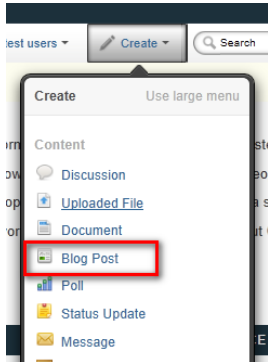


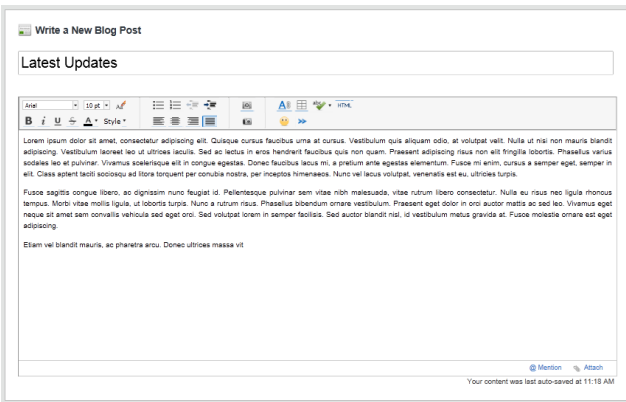
Create Blogs

Blogs can be used to broadcast individual messages to your group, post something noteworthy, or pitch a new idea or proposal. Blogs can be anchored to your personal profile or to a group. You can create your own blog or comment on blogs authored by your colleagues.



1. Select the Blog Feature

To create a blog click on the “Create” submenu and select” Blog Post”.

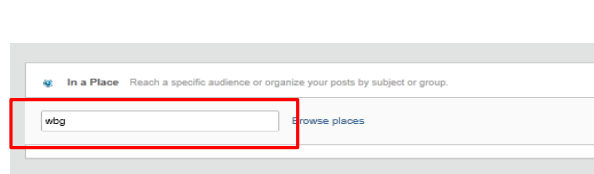


2. Draft your Blog

Create a title, enter your blog

3. Select the location for your document

You may choose to create a personal blog within your profile to focus on issues within your field of expertise, or start one within a group on a topic relevant to that community.



As an alternative you can also navigate to your group and select the “Create Blog Post” option under the Actions menu.

4. Other features

Click under “Advanced Options” to open your blog for comments, to disable comments or to stop comments that were previously enabled and to schedule when your blog gets published.

