

### Creating a Blog

A blog is a great way to share information. Generally, a blog is written by someone who can provide valuable insight and information on a topic, such as the manager of a department or the team leader for a development team. Blogs can be used by these individuals as an informal way to pass on important information, such as why a certain policy has changed, or specific tips and tricks to watch out for when rolling out a new product.

#### ✓ Tips

✓ The word “blog” is short for “web log”.

1. Open the site in which you want to include the blog.
2. Click the **Site Actions** menu and select **Create** from the list.
3. Click the **Sites and Workspaces** link under the Web Pages section.

The New SharePoint Site screen appears. Enter information about the name and type of site you wish to create.

4. Enter a name for the blog site in the **Title** text box.  
The title should be short and easy to identify.
5. Add the URL name of the site in the **URL name** text box.  
Users can navigate to this URL to access the site directly.
6. Select **Blog Site** under the Collaboration tab of the Template Selection.  
This indicates the type of site you want to create.
7. Choose the permissions you want to use under the Permissions section.

There are two options for permissions:

- **Use same permissions as parent site:** This is the default option, and the easiest option. Use this if you want people to access this site as they do the parent site, or the site under which the blog site is being created. If you choose this option, understand that the permissions can only be changed along with the permissions of the parent site.
- **Use unique permissions:** This option lets you choose who can access the blog site, and the level of access that each individual is assigned.

#### 📖 Exercise

- **Exercise File:** None required.
- **Exercise:** Create a new blog called “Notes from Headquarters.”

The screenshot shows the 'New SharePoint Site' configuration page. The title is 'Notes from Headquarters' and the URL name is 'http://customersv01/travelagents/ notesfromhq'. The 'Blog' template is selected under the 'Collaboration' tab. The page includes 'Create' and 'Cancel' buttons at the top right.

Figure 5-5: Creating a new blog site.

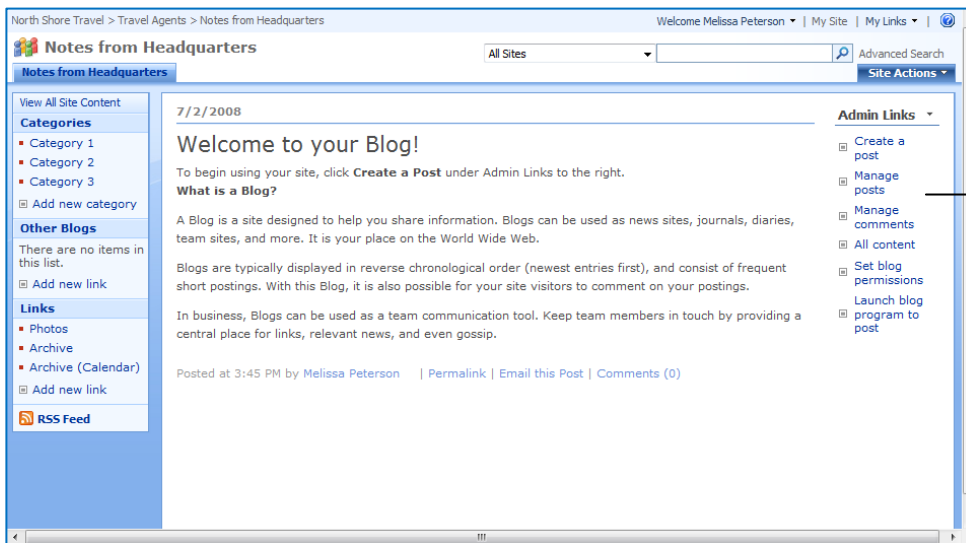
8. Choose how the top Link bar will look in the Navigation Inheritance section.
  - **Yes:** The top Link bar that is displayed in the blog site is the same as the Link bar that appears in the parent site.
  - **No:** Only the tab for the blog site and any its subsites will appear in the Link bar. This is selected by default.

9. (Optional) Add the site to the site directory in the Site Categories section.

This makes the site easy to look up, if users are using the site directory.

10. Click **Create**.

The site is created and a tab for the blog site appears on the Link bar.



Use these links to work with the blog content.

Figure 5-6: A new blog site.