

Blog Hosting in General – FAQ

Help for all ETH Zurich blogs, summarised from many queries.

The behavior and appearance of the blog has changed since January 28, 2019. A big change in WordPress 5 is the new Gutenberg Editor (<https://wordpress.org/guten-berg>). This replaces the usual Classic Editor. A documentation for WordPress can be found at https://codex.wordpress.org/Main_Page.

What is a blog?

A blog or weblog is a kind of diary/journal that is publicly maintained by one or more people.

The following features are typical for blogs:

- Chronological structure: The latest entry appears first at the top.
- Very easy to use for authors and commentators: Low level communication.
- Up-to-datedness: Blogs should be updated regularly with new articles.
- Subjectivity: The entries reflect the personal opinion of the author. In principle, this also applies to corporate blogs. The authors must be therefore selected accordingly.
- Comments: A blog should also include controversial topics. They are brought alive by the comments of the readers.
- Subscribe and syndicate, blogosphere and trackbacks
- Structuring elements - categories and tags: Articles in categories have their own URLs and can appear in separate RSS feeds.

ETH Weblog Service

The URL is <https://blogs.ethz.ch/>.

RSS feed

In the respective blog on the RSS feed page, you may be able to subscribe to individual or all categories together, depending on the blog.

Open a blog

All ETH Zurich employees and students can open research-relevant or ETH-related blogs.

Open <https://blogs.ethz.ch/> and click on **Log in** in the upper right-hand corner of the header to log in with your ETH user account. Change to your profile page. Under the menu item **Create blog**, in the field behind <http://blogs.ethz.ch/>, enter the desired name - consisting of letters and numbers without spaces - and in the field behind **Blog title** enter the desired title, then click on **Update profile**.

Non-ETH members may not open an ETH weblog, but they may participate as co-authors.

ETH alumni can use their alumni access data and e-mail address to continue with their weblog or open a new one.

Adjust profile

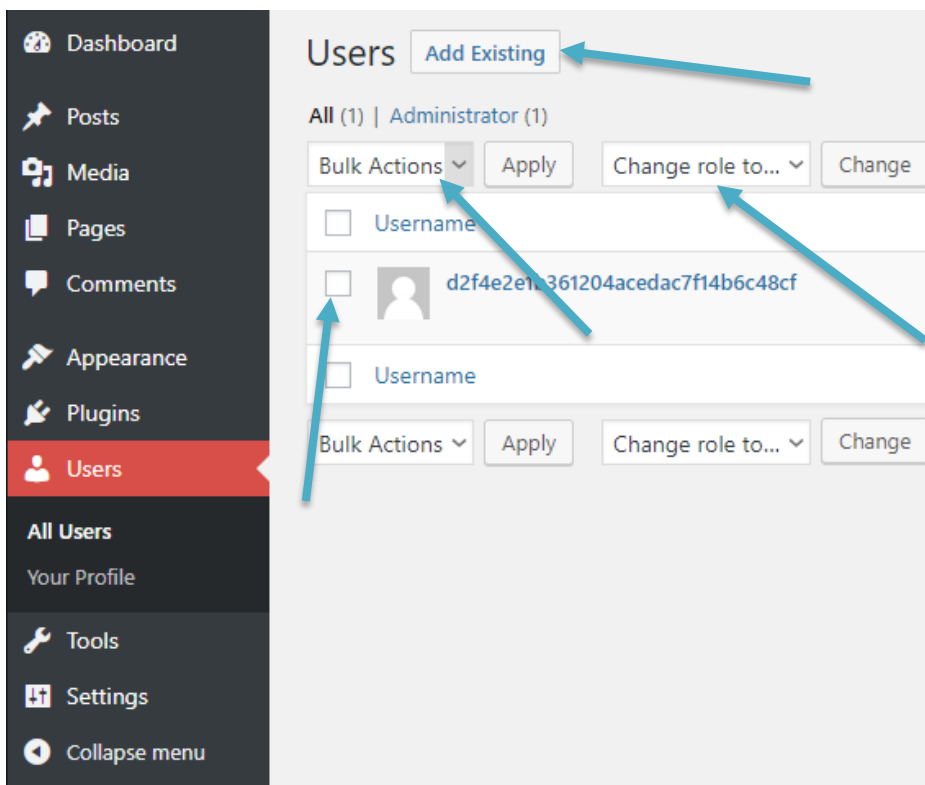
Authors appear with their full name (first name and surname).

Please adjust your profile under **Display name publicly as** on your profile page so that your article is displayed with first name and surname.

You can select your desired language in your profile under **Language**.

Add user

Under Users, users can be added and provided with a role:



You can add a user by clicking on **Add Existing**. To do this you will need the e-mail address of the user, and a role will need to be specified.

Add Existing User

Enter the email address of an existing user on this network to invite them to this site. That person will be sent an email asking them to confirm the invite.

Email

Role

Each user can be assigned one of the five roles. The five roles are:

Subscriber = are the ones who get updates sent to them every time you publish new content.

Contributor = an employee can edit their own posts, but cannot publish them until an administrator has reviewed them.

Author = an author can edit, publish and delete his own posts and upload files/images. Authors cannot edit, add, delete or publish pages.

Editor = an editor can view, edit, publish and delete any post/page. He can moderate comments, manage categories, manage tags, manage links and upload files/images.

Administrator = an administrator holds the full, unrestricted ownership of a blog and can do absolutely anything.

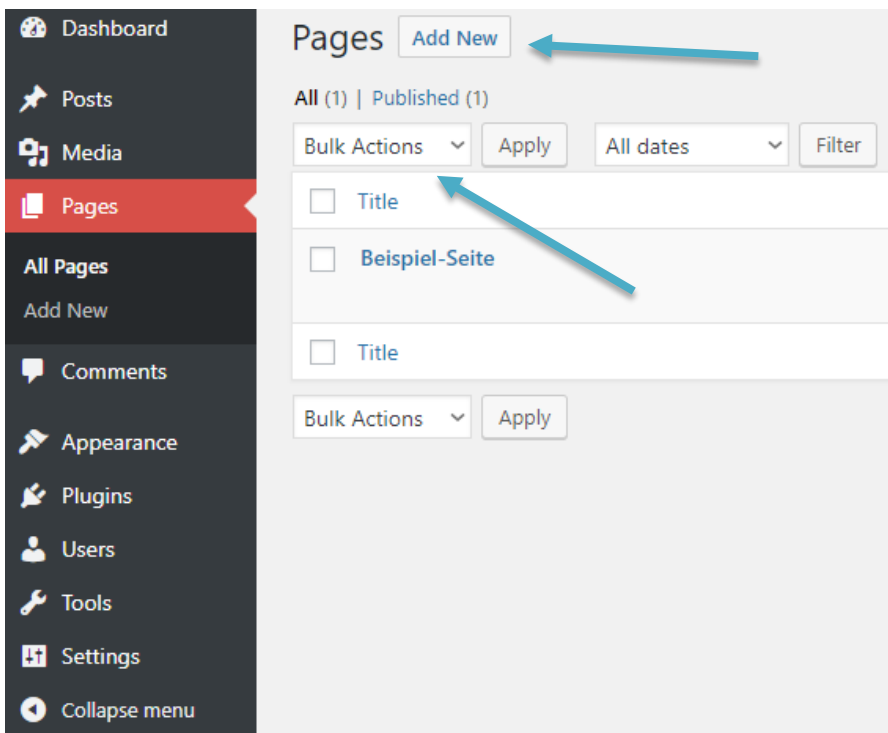
To assign a role to a user, select a role on **Change role to ...** and press **Change** to confirm.

To delete a user go to **Bulk Actions**, select "Remove" and then press **Apply**.

Create a page

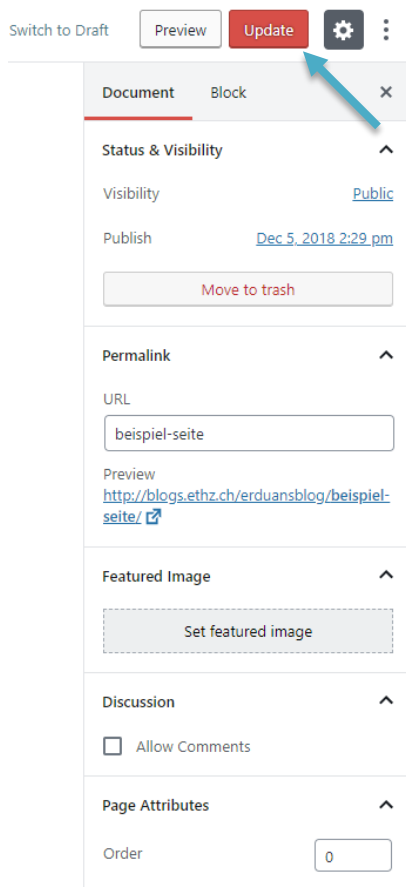
Pages can be created and edited under **Pages**. To create a page, press **Add New** and you will be prompted to give the page a title. Editing or deleting a page is done by selecting the required option under **Bulk Actions** and clicking **Apply**.

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Page settings: To do this, click on the page you want to change. On the right side you have the options Status and Visibility, Permalink, Post Image, Discussion (Allow Comments) and Page Attributes of the page. The **Update** button saves the settings.

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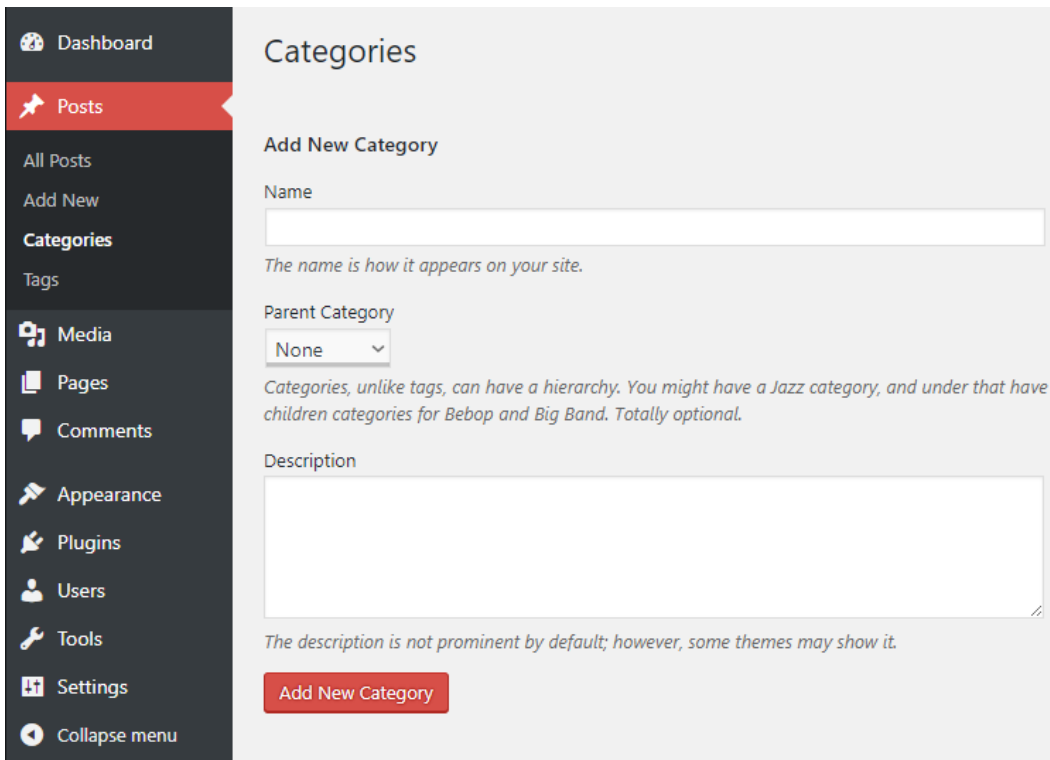


Categories

Each blog entry can have one or more categories.

Display categories

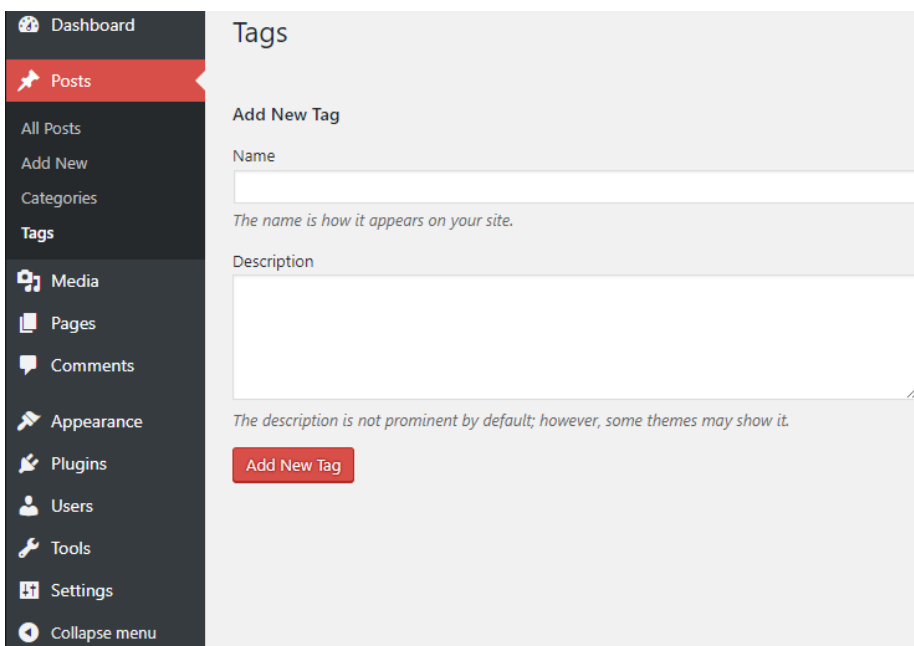
In the blog the **Categories** can be found under **Posts**. Here you can create and/or delete categories.



Tags

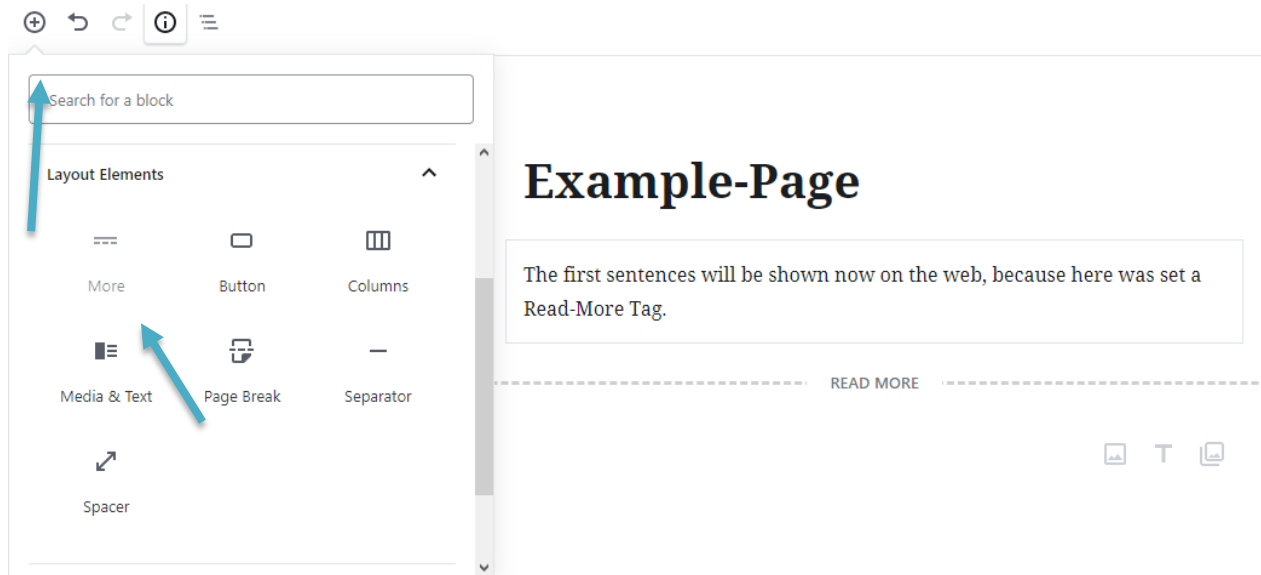
Tags are freely selectable keywords. Make sure that the tags with the same meaning are always written in the same way. You can assign several tags to one entry. Different tags should be separated with commas, otherwise they can no longer be displayed after a certain length.

Tags (keywords) can be found under **Posts** in the blog. Here you can create and/or delete tags.



"Read more" tag

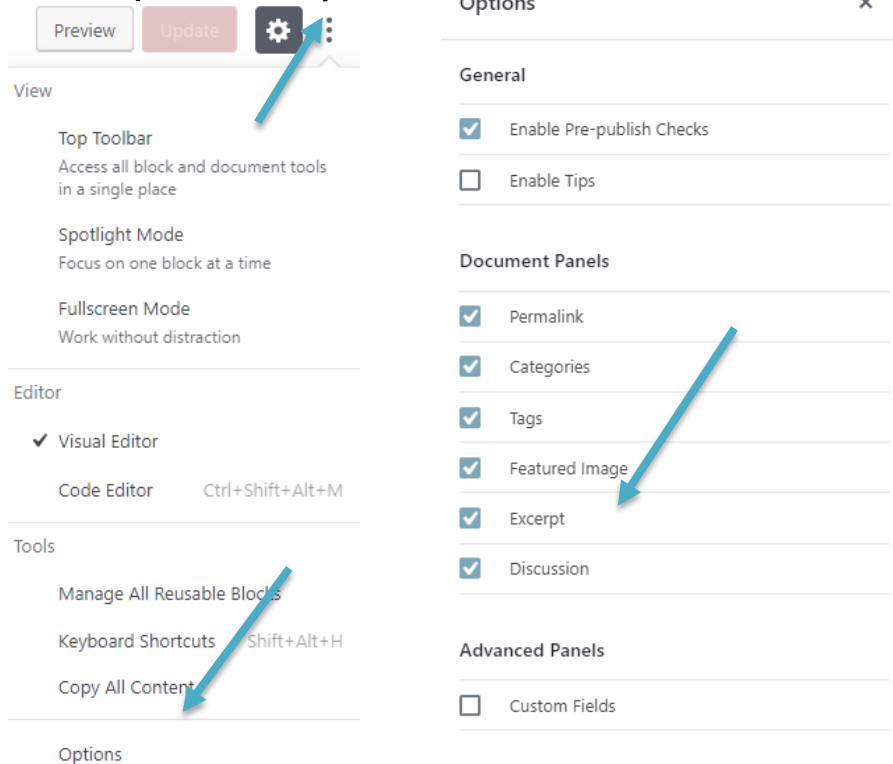
The "Read more" tag is used for the web view of blog entries:



You add the **"Read more" tag** to the **posts** after the first or second sentence or after a short section. Only this first part or sentence appears on the overview page together with the link "Read the rest of this entry", with which the whole post can be displayed.

If posts are integrated with RSS Feed, WordPress ignores this "Read more" tag and cuts off the rest of overlong posts after a certain length. You also have to do the following because of this: In the blog post in draft mode, you will find a pop-up menu in the top right-hand corner called **more**

tools & options, which you should click and then tick the checkbox next to **Excerpt**.

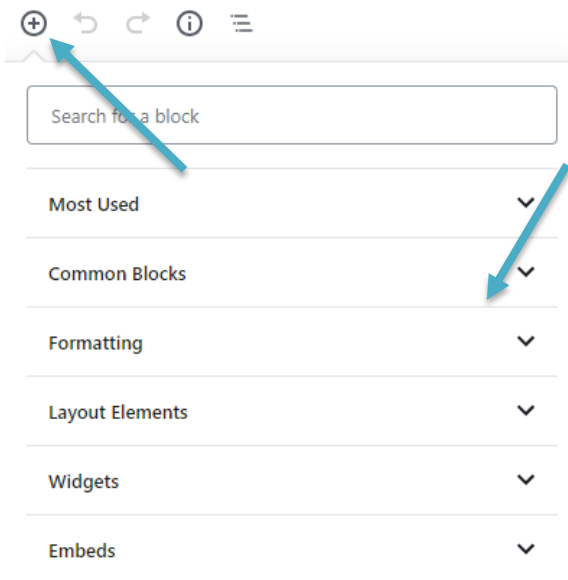


Formatting in a post

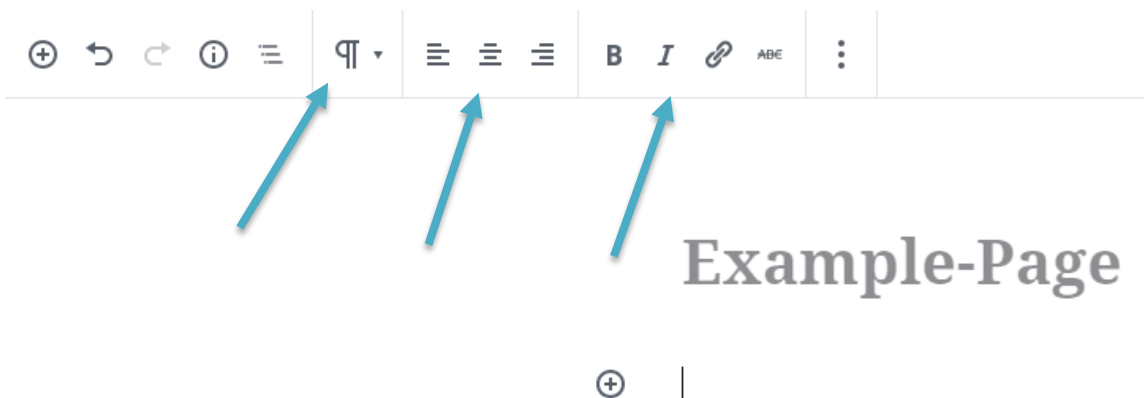
It is best to write a blog article directly with the blog editor. **Word documents cannot be imported.** This automatically imports tags and many formatting options that cannot be "embedded" in a blog page. You should also always remember that the formatting options of a post are limited and that the posts can always be displayed via RSS or on mobile phones. This means you should, for example, avoid using floating images and only use the formatting options found in the blog editor.

The content of a page or a contribution is written with blocks. Blocks are paragraphs, pictures, headings, lists, quotations and much more. You can get to the blocks by clicking on the **plus sign**.

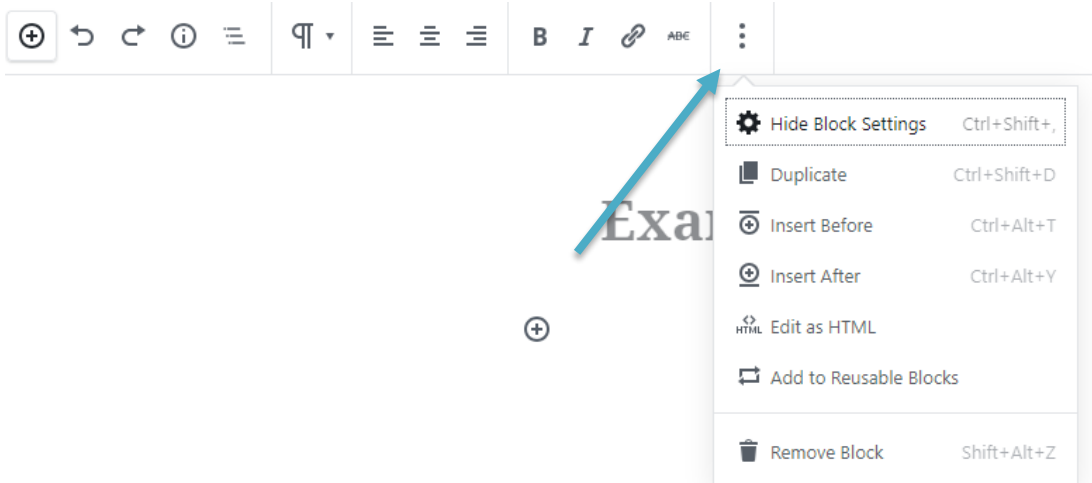
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When a block is selected, a menu appears with which a block can be edited. A paragraph block has been created here. With this menu you can change the whole block, align the text and change the font.



Blocks can be edited, duplicated and deleted through the menu.



Attachments

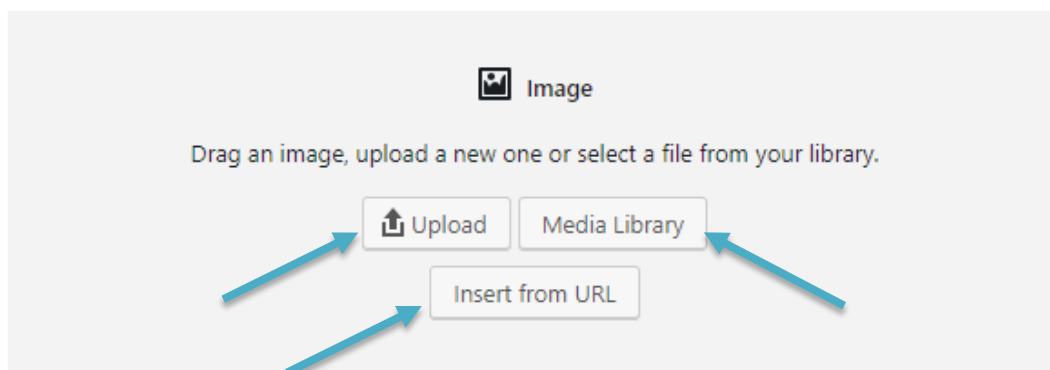
At the position where you want to display the attachments, pictures etc., click on **"Add Image"**:

Example-Page



An uploading screen will then appear, which provides 3 possibilities to upload files.

Example-Page

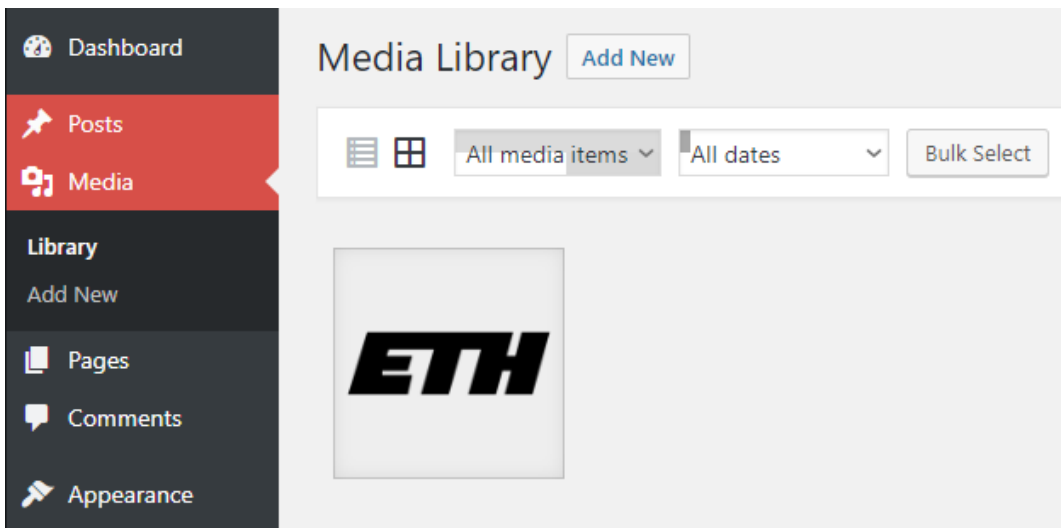


Attachment on the computer

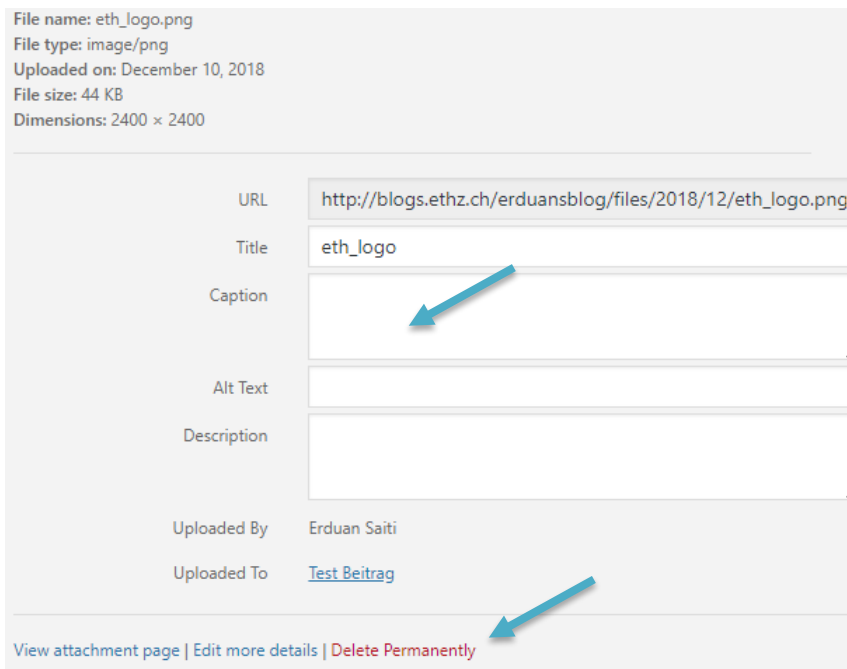
If you search through a computer, the files must first be uploaded and then inserted at the desired location in the text using "Insert into post".

Attachment already in blog "Media"

Under "**Media**" you will find a media library with all your uploaded attachments. From here the attachments can be created, edited and deleted.



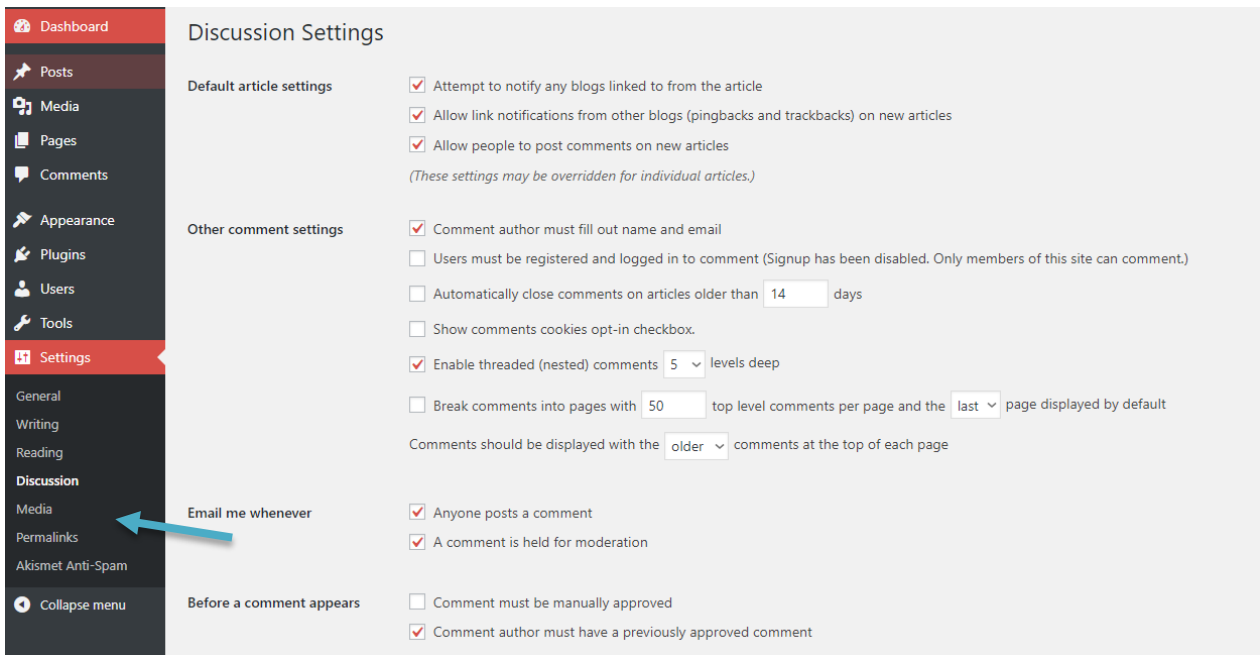
By clicking on an attachment, the options edit and delete options become available.



PDF files are the most suitable for downloads because they can be read by most users. Word documents with .doc or .docx file extensions should be avoided, as a version of Office is required.

Comments

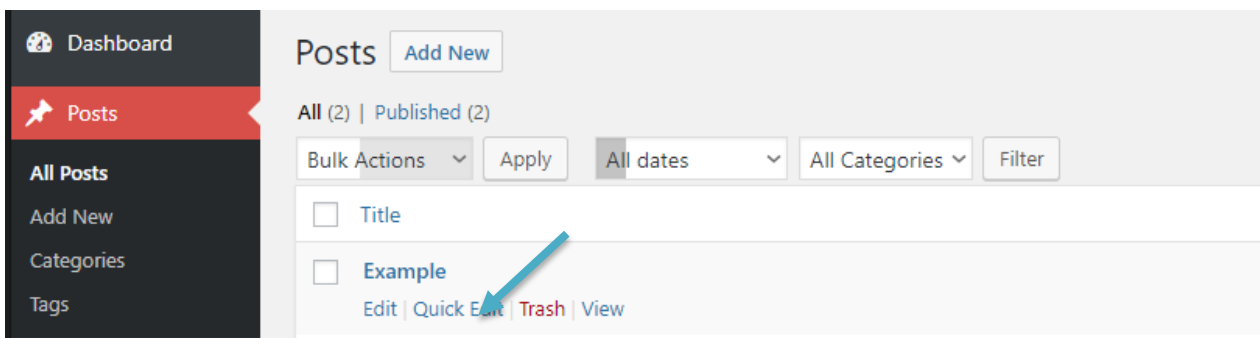
Comments are written in the posts. For comments, settings such as the following are available: Are comments permitted? Must they be approved manually? , which can be changed. These can be found under Settings – Discussion



The screenshot shows the WordPress 'Discussion Settings' page. The left sidebar is dark with a red 'Settings' header. Under 'Settings', 'Discussion' is highlighted with a blue arrow. The main content area is titled 'Discussion Settings' and contains several sections of checkboxes and dropdown menus. A blue arrow points to the 'Discussion' menu item in the sidebar.

- Default article settings**
 - Attempt to notify any blogs linked to from the article
 - Allow link notifications from other blogs (pingbacks and trackbacks) on new articles
 - Allow people to post comments on new articles
 - (These settings may be overridden for individual articles.)*
- Other comment settings**
 - Comment author must fill out name and email
 - Users must be registered and logged in to comment (Signup has been disabled. Only members of this site can comment.)
 - Automatically close comments on articles older than days
 - Show comments cookies opt-in checkbox.
 - Enable threaded (nested) comments levels deep
 - Break comments into pages with top level comments per page and the page displayed by default
 - Comments should be displayed with the comments at the top of each page
- Email me whenever**
 - Anyone posts a comment
 - A comment is held for moderation
- Before a comment appears**
 - Comment must be manually approved
 - Comment author must have a previously approved comment

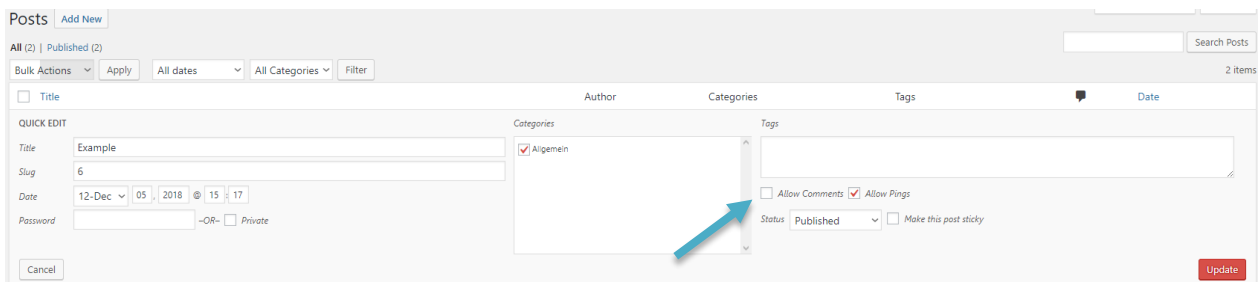
It is possible to permit or block comments on entire pages or individual posts. To do this you have to move your mouse pointer over a **page** and/or **post** to display the option **Quick Edit** . This option allows us to permit or block comments.



The screenshot shows the WordPress 'Posts' list view. The left sidebar is dark with a red 'Posts' header. The main content area is titled 'Posts' and shows a list of posts. A blue arrow points to the 'Quick Edit' link for a post titled 'Example'.

- Posts**
- All (2) | Published (2)
- Bulk Actions All dates
- Title
- Example**
Edit | **Quick Edit** | Trash | View

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The screenshot shows the WordPress 'Quick Edit' interface for a post. The 'Categories' section is highlighted, showing a dropdown menu with 'Allgemein' selected and checked. A blue arrow points to the 'Categories' dropdown menu. Other visible fields include 'Title' (Example), 'Slug' (6), 'Date' (12-Dec 05 2018 @ 15:17), 'Status' (Published), and 'Allow Comments' (checked).

Links

Blog introduction

https://blogs.ethz.ch/?page_id=8

ID Hosting, ID BD is responsible for the operation of the blog system. Not for first level support, i.e. not for questions concerning the use of WordPress. There is no such support at ETH. ID BD can only refer to the online documentation or to Google.

Update: Zurich, 25. March 2019

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