



## How to start a blog at 99nicu

It is easy to start a blog at 99nicu. Just follow the steps below. Do not be afraid to explore and do some trial-and-error blogging. You can always edit and delete your posts.

Please note that all images in this manual refers to graphics on the 99nicu web site. They are not “clickable” in this document.

If you have further questions, please post those in the support and feedback forum (<http://www.99nicu.org/forum/forumdisplay.php?9>) or email to [info@99nicu.org](mailto:info@99nicu.org).

If you want more information about blogging in general, please read Wikipedia: <http://en.wikipedia.org/wiki/Blog>

*//the 99nicu Team*

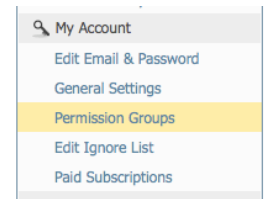
## Contents

<b>Join the author group .....</b>	<b>2</b>
<b>Find your blog.....</b>	<b>2</b>
<b>Write your first blog post .....</b>	<b>2</b>
<b>Blog settings .....</b>	<b>2</b>
<b>Write your second blog post.....</b>	<b>3</b>

## Join the author group

Before you can start your own blog, you need to join the “Author” usergroup.

1. Click on “Settings” in the top right corner.
2. In the “My account” options, click on “Permission Groups”.
3. Join the “Authors” group.



The following groups are available for you to join		
User Group	Joining Conditions	Join Group
Authors	Anyone is free to join this usergroup	<input checked="" type="radio"/> Join Group
NeoWiki project group	Anyone is free to join this usergroup	<input type="radio"/> Join Group

[Join Group](#)

## Find your blog

Click on the “Blogs” tab. Beneath the navigation bar you now find “My blog” to the left.



## Write your first blog post

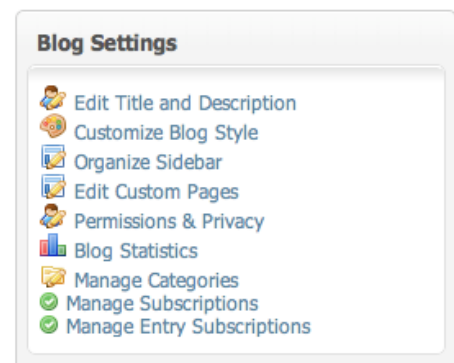
We advice you to read about Blog settings (below) first, but you may feel tempted to start blogging right away! If you do, just click on the button “Create New Post”.

[+ Create New Post](#)

## Blog settings

“Blog settings” is something you have to go through, sooner or later, if you plan to do some serious blogging.

- *Edit title and description:* Name your blog like “Outside the incubator” and write a few lines what you plan to blog about.
- *Customize blog style:* you can make your blog look personal, by changing fonts, colour etc.
- *Edit custom pages:* you can add static custom pages.
- *Permissions and privacy:* Set levels of privacy, about who can read and comment on your blog.
- *Blog statistics:* gives some figures on visitors etc.
- *Manage categories:* you should organise your post in categories. Here you create and manage categories.
- *Manage subscriptions:* When you read blogs by other members, you can choose to subscribe to those. Under those options you find the list your subscriptions.



## Write your second blog post

Now, the fun begins! Click on "Create New post".

[+ Create New Post](#)

A large text box appears.

The screenshot shows a 'Post to your Blog' interface. At the top is a title field. Below it is a rich text editor toolbar with options for font, size, bold, italic, underline, text color, background color, link, unlink, list, and image. The main text area is large and empty, with an 'Insert Email Link' button. To the right of the text area is an emoji picker. Below the text area is a 'Tags' field with a note: 'Separate tags using a comma. You may add 5 tag(s) to this entry.' At the bottom right are three buttons: 'Post Now', 'Preview', and 'Save Draft'.

Write a title for your entry, and then write your blog entry in the large text box.

You can format your text; add pictures, Youtube videos and links by using the command symbols above the text box.

You should add "Tags" to your entry. For example, if you write about your view on family involvement, you can tag your entry "parents", "family care", "NIDCAP" or whatever you feel are good tags. The tags for all your posts will appear in a "Tag Cloud" in your blog sidebar.

If you do not want to publish the entry right away, you can preview it, or save it as a draft.

Below the text box shown above, there are further options. Here you categorize your entry, add files and manage subscriptions.

## Good luck and have fun!