

ArtfulBits Blog For Microsoft® SharePoint®



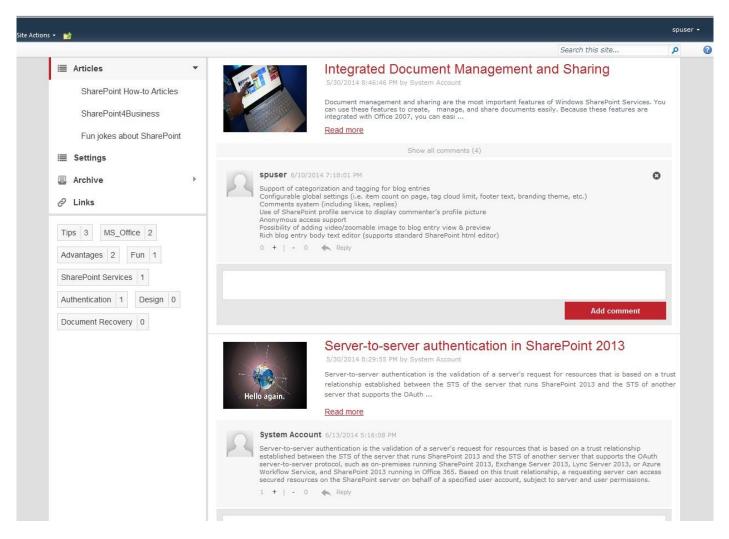
User Guide

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Overview

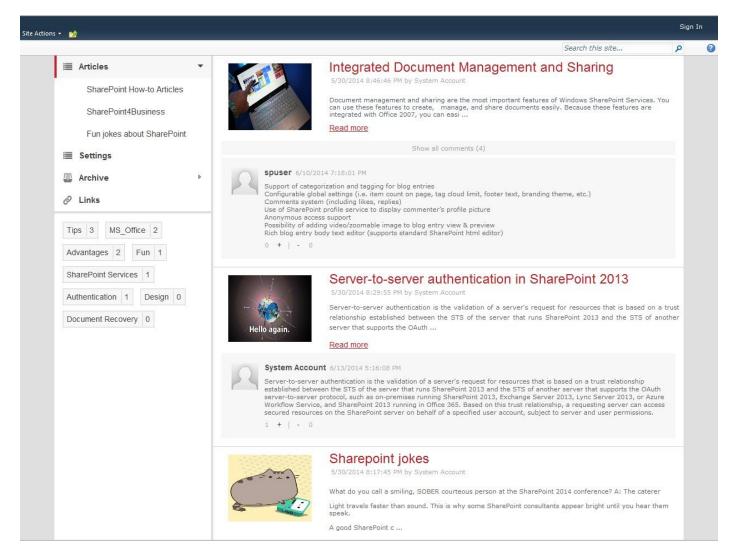
ArtfulBits Blog web part is intended to enhance the standard SharePoint blog functionality. It complements and extends its features by the possibility to add a video or a zoomable image, and preview it. Also, it provides tags for the blog entries, supports the categorization and tags cloud, filters the entries by category or tag, allows for the configurable global settings (i.e. item count on page, tag cloud limit, etc.) and many more.

General view:



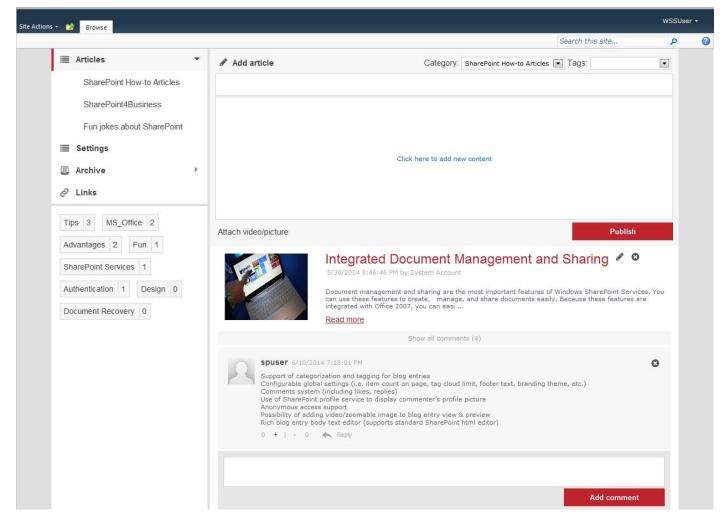
ArtfulBits blog provide a lot of comfortable features that would benefit both - an author and a reader. Configurable menu, tag cloud, article entries, comments, fan counter, reply comment option, image and video preview. Each article is prescribed a certain category and the keywords, that provide a simple and intuitive method for browsing through different topics, and finding the information.

General look for anonymous users:



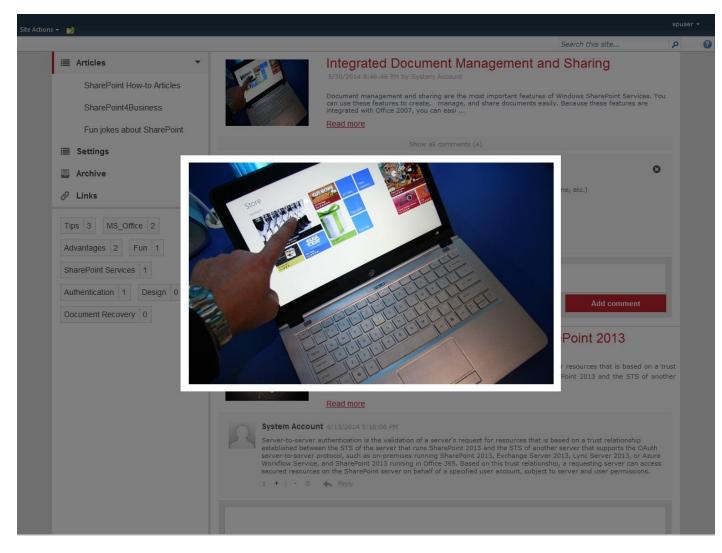
The registration is not required for reading ArtfulBits Blog on SharePoint site. Any unregistered user can view the articles and comments, click images and view videos. Certainly, leaving the comments is available only for the registered users.

General look for blog administrator:



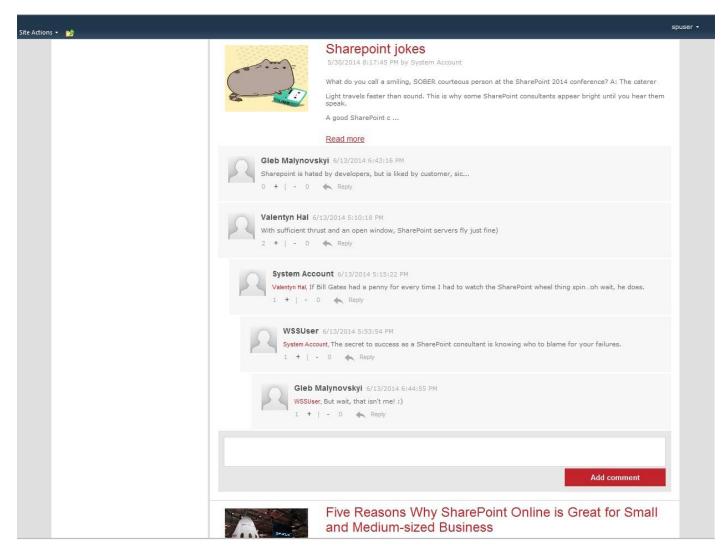
An administrator of the blog is provided with a simple and comfortable method of adding new articles. A text in the article can be easily edited, so that the users were entertained when reading through it.

Zoomable preview image:



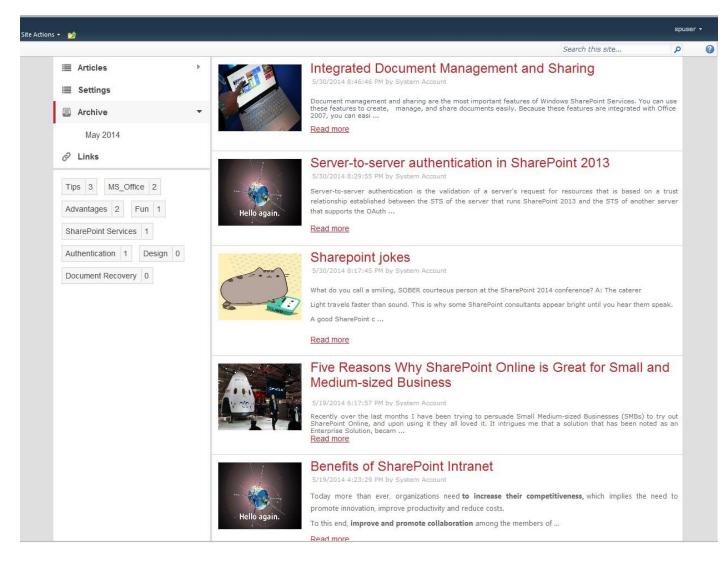
Picture preview provides an additional insight before diving into an article.

Comment system:



The users can leave comments, reply each other and rate comments.

Archive page:



Archive page is configurable, and it displays all blog entries without the comments. All entries are sorted by the month of publishing.

Links page:

		Search this site
ArticlesSettings	Þ	ArtfulBits Visit artfulbits.com to explore more solutions, web-parts and site columns for MicroSoft SharePoint.
Archive	Þ	SharePoint Templates for Your Own Site Preview a collection of SharePoint templates that can be installed by Alentus to jump-start your own SharePoint website, portal or intranet site.
🔗 Links		Fortune 500 Companies Using SharePoint
Tips 3 MS_Office 2 Advantages 2 Fun 1		Microsoft is claiming SharePoint Server as the fastest growing product in company history
SharePoint Services 1		
Authentication 1 Design	0	
Document Recovery 0		

ArtfulBits Blog users will benefit from the helpful information that can be placed by administrator on the link page.

Feature List

Feature	SharePoint Server 2010	SharePoint Server 2013
Support of categorization and tagging for blog entries		 Image: A set of the set of the
Configurable global settings (i.e. item count on page, tag cloud limit, footer text, branding theme, etc.)	×	 Image: A set of the set of the
Comments system (including likes, replies)		 Image: A second s
Use of SharePoint profile service to display commenter's profile picture	×	 Image: A set of the set of the
Anonymous access support	 Image: A set of the set of the	×
Possibility of adding video/zoomable image to blog entry view & preview	×	 Image: A set of the set of the
Rich blog entry body text editor (supports standard SharePoint html editor)		 Image: A second s
Rich pagination	×	×
"Read more/less" & "Show more comments" blog entry preview functionality		 Image: A set of the set of the
Filtering by category/tag	×	 Image: A set of the set of the
Archive page (supports filtering by month)	 Image: A set of the set of the	×
Links page (supports adding custom links)	×	 Image: A set of the set of the
Configurable menu (supports adding custom menu links or changing existing)	 Image: A second s	 Image: A set of the set of the
Easy to install (site template)	×	×
Expandable (features may be added by request)	×	 Image: A second s
Language pack support (desired localization can be added by request)	×	 Image: A set of the set of the

Why ArtfulBits Blog?

ArtfulBits Blog is a powerful solution that significantly enhances the standard SharePoint functionality and provides free additional features – Image Column and Video Column.

Configuration

In order to configure **ArtfulBits Blog** you need to complete several steps:

- 1. Install ArtfulBits Blog, ArtfulBits Video column and ArtfulBits Image Upload column (all required setup files are included into the ArtfulBits Blog package)
- 2. Activate ArtfulBits Blog Template feature (site collection features)
- 3. Create new site (new site -> Artfulbits Blog)
- 4. In order to view blog entries users must have read permissions for "NewsItems", "Tags", "Categories", "Settings" Lists (by default all authenticated).
- 5. In order to post comments users must have write permissions for "Comments" and "Likes" List (by default all authenticated).

How to Use

Solution consists of:

- 1. Main page: servername/sitename/_layouts/ABBlog/news.aspx
- 2. Lists:
 - a. Blog Entry Categories:
 - servername/sitename/Lists/Categories/AllItems.aspx
 - b. Links: servername/sitename/Lists/ULinks/AllItems.aspx
 - c. Blog Entry Tags: servername/sitename/Lists/Tags/AllItems.aspx
 - d. Comments:

servername/sitename/Lists/Comments/AllItems.aspx

- e. Blog Entries:
 - servername/sitename/Lists/NewsItems/AllItems.aspx
- f. Settings servername/sitename/Lists/Settings/AllItems.aspx
- g. Likes servername/sitename/Lists/Likes/AllItems.aspx

How to add blog administrator?

Any SharePoint user which has **full control** on this site/site collection can manage blog entries and comments.

How to add new blog entry?

- 1. Log in as a blog administrator
- 2. Go to the main page
- 3. Insert the following data into edit form on the top of the page:
 - a. Blog Entry Title

- b. Blog Entry text
- c. Choose category
- d. Choose tags (if needed)
- 4. Click "Attach video/picture" to set main page video/image for the blog article (if needed)
- 5. Click "Publish"

Add article	Category: Category 1 🔻 Tags:
	Click here to add new content
Attach video/picture	Publish

How to add new blog entry category?

Navigate to the **Blog Entry Categories List**, add new item and fill in **title** field value (category name).

b • Categori My List Instance	es → All Items -	
Lists	ID ID	Title
NewsItems	1	Category 1
Categories	2	Category 2
ULinks		
Tags	🖶 Add new item	
Settings		
Comments		

How to add new blog entry tag?

Navigate to the **Blog Entry Tags List**, add new item and fill in **title** field value (tag name).

b ▶ <u>Tags</u> My List Inst	All Items - ance	
Lists	ID ID	Title
NewsItems	1	Tag 1
Categories	2	Tag 2
ULinks	3	Tag 3
Tags		~
Settings	🕈 Add new item	
Comments		

How to adjust Artfulbits Blog settings?

Navigate to the **Blog Entry Settings List** and change one of the following item values:

CountNewsPerPage: How many blog entries show on the main page. **CountNewsPerPageArc**: How many blog entries show on the archive page.

CountNewsToUpdateTags: How many blog entries use for recalculating tag cloud.

CountTagsShow: How many tags to show in tag cloud.

CountLettersShow: How much letters to show for blog entry preview.

ImgWidth, ImgHeight: width and height of the image that is used as preview on the main page (pixels).

b • Settings • My List Instance	All Item	ns *	
Lists	ID	Title	Value
NewsItems	1	CountNewsPerPage	5
Categories	2	CountNewsPerPageArc	20
ULinks	3	CountNewsToUpdateTags	30
Tags	4	CountTagsShow	20
Settings	5	CountLettersShow	250
Comments	6	ImgWidth	130
-	7	ImgHeight	85

PageTitle: Page title that will be displayed on the browser tab PageFooter: Footer text

EnableLikes: Possibility to switch off comment likes system

EnableAnonymous: Allow/Disallow anonymous access to the blog

Branding: Possibility to change branding theme for the site. Default branding color is **C2242E**, you are free to change this value to set individual color for each branding piece:

- BrSubmitButtonText, BrSubmitButtonBackground: add comment or publish button background
- BrMenuMarker: selected menu highlighter
- BrNewsTitle: Article item title color
- BrReadMore: Article "read more" & "read less" color
- BrPager: Selected page highlighter
- BrUsefulLinksTitle: External link title color (links page)
- BrCommentLiked: Liked/Disliked highlighter
- BrCommentReplyTo: If comment is a reply to some other comment source comment author name color

11	EnableLikes	True
12	EnableAnonymous	True
13	PageTitle	Artfulbits Blog
14	PageFooter	Lightweight and simple newsblog template for your Sharepoint site
15	BrSubmitButtonText	C2242E
16	BrSubmitButtonBackground	FFFFF
17	BrMenuMarker	C2242E
18	BrNewsTitle	C2242E
19	BrReadMore	C2242E
20	BrPager	C2242E
21	BrUsefulLinksTitle	C2242E
22	BrCommentLiked	C2242E
23	BrCommentReplyTo	C2242E

```
🖶 Add new item
```

How to configure ArtfulBits Blog menu?

To rename any of the main menu sections navigate to the **Blog Entry Settings List** and change one of the following item values:

MenuNews – "Entries" menu MenuArchive – "Archive" menu MenuLinks – "Links" menu

To hide any menu sections from the main page delete its respective item from the list.

b • Settings • All Items - My List Instance					
Lists	🗌 ID	Title	Value		
NewsItems	1	CountNewsPerPage	5		
Categories	2	CountNewsPerPageArc	20		
ULinks	3	CountNewsToUpdateTags	30		
Tags	4	CountTagsShow	20		
Settings	5	CountLettersShow	250		
Comments	6	ImgWidth	130		
	7	ImgHeight	85		
Recycle Bin	68	MenuNews	Entries		
All Site Content	9	MenuArchive	Archive		
	10	MenuLinks	Links		

To add menu section with the custom link create new item in the list:

Title: CustomMenu<name>

Value: MenuTitle #; ShowOrder #; CustomUrl

For instance:

11	MenuCustom1	Custom Menu 1 #; 2 #; http://srv2008:1005/sites/blog/b/Lists/Settings/AllItems.aspx
12	MenuCustom2	Custom Menu 2 #; 1 #; http://srv2008:1005/sites/blog/b/Lists/Settings/AllItems.aspx

How to add new link to links page?

Navigate to the Blog Entry Links List and add new item:

					Search this site	P
Lists	ID	▼ Title	LinkUrl	Description		
lewsItems Categories	1	ArtfulBits	https://www.artfulbits.com	Visit artfulbits.com to explore MicroSoft SharePoint.	more solutions, web-parts and	site columns
JLinks	2	Return to the main	news.aspx	Link description. Multiline.		
Tags Settings	3	page Edit first post	news.aspx?e=1	Pauline.		

Release Notes

Version		Notes	
v1.0 (July 25, 2013)	Initial Release		

See Also



Cascaded Lookup Column

Cascaded Lookup Column allows building relationship between parent and child columns, the data selected in one field will determine the options presented in another.



Category Column

Category Column allows tracking, organizing and grouping list items. Outlook 2007 approach for elements categorization, easy indicator color changing and using of advanced tooltip, provide a high professional component style.



Column Data Adapter

Column Data Adapter is an extension component providing ability to use ArtfulBits Columns in Microsoft Access forms, reports and Microsoft Excel.



Column Permissions

Column Permissions allows you to manage access to list content on column level. Permissions can be assigned for individual users and for SharePoint groups as well and are effective in forms and list views, as well as in the SharePoint Alerts, RSS, Datasheet and even during exporting to Excel and opening with Access.



Cross-Site Lookup Column

Use Cross-Site Lookup Column for getting data from any site within site collection. Component includes a powerful function of searching over lookup list. This function provides substring matching in selected column which is very useful for large lists (over 50-100 items).



Discussion Column

Need to organize well formatted conversation in the list item without enabling list versioning? Discussion Column is the right choice. Component allows entering rich text with formatting, images, tables, hyperlinks and other features.



Follow-Up Column

Follow-Up Column enables due date flags similar to Outlook follow-up functionality. Applying of flags to the list item allows adding of visual reminder in a natural way.



Image Upload Column

Quick and simple way of uploading pictures. Image Upload Column provides with ability to select a picture using file browsing dialog, upload and display it in the list view.



KPI Column

KPI (Key Performance Indicator) Column is simple graphical scorecards that can be used to evaluate business data against business goals. With this column you reduce risk to overlook information about the status of value.



Link to Document Column

Link to Document Column allows referencing files and folders placed at Document Library and provides easy and intuitive way to download files directly from column. Use this column to provide a browsing interface that allows users to browse to an object to link to instead of typing a URL.



Parent Selector Column

Parent Selector Column is used for organizing hierarchical relations in SharePoint list. Picker dialog allows choosing data from large lists. Standard Lookup column can be easily converted to Parent Selector column and vice versa.



Password Change Web Part

Password Change Web Part allows users to change their own passwords from within the SharePoint environment using standard text box interface (current password, new password and confirm new password).



Password Expiration Web Part

Password Expiration Web Part enables Active Directory users to be notified via Web Part interface that their passwords are about to expire. It also automatically sends out email notifications to users before the password expiration date.



Professional Calendar Web Part

Professional Calendar Web Part provides following key benefits: it allows combining events from different SharePoint Lists, from any SharePoint Site, in one Calendar view; allows specifying different color sets for different event sources; supports on-the-fly AJAXenabled editing features in Outlook like style; and other enhanced functionalities.



Progress Column

Progress Column provides users with the ability to make SharePoint lists more visualized by displaying numerical data on the page sing percentage-based progress bar. Professional progress bar style will make your SharePoint list really modern and stylish.



<u>Video</u>

Video Column and Video Web Part are powerful controls made for uploading, managing, linking and playing video files. These controls support variety of video files that can be uploaded from computer, or linked from SharePoint library or streamed from direct URL.

Remarks

Information in this document may be outdated. Please, visit <u>www.ArtfulBits.com</u> for the latest product version.