

## Blogging the Moonlight Way -

We offer a blog that is built into our framework that doesn't have the security issues of wordpress blogs. All the blog entries are automatically archived (like we do the enewsletters - so the words end up on your website for seo purposes).

Click the blog menu option to see other blog categories. All blogs default to most recently entered article, but if you scroll down the page, you'll see the archives. When you choose an entry, then it shows up to be read at the top of the page.

Below is an example of the back end of our blog. I have documentation written about how to edit the blog entries.

The screenshot displays the back-end administration interface for a blog. At the top, there are three buttons: "Return to Admin Home", "Switch Blog", and "Preview This Blog". Below these are several form fields with red arrows pointing to them:

- Blog Key:** workorg
- Publish Date:** 2015-01-05
- Title:** Office Organization
- Status:** Active (dropdown menu)
- Facebook URL:** http://www.signaturevirtualassistance.com/workorgblog.php
- Facebook title:** Work Organization Blog
- Facebook description:** Signature Virtual Assistance Organizes Your Work for Efficient T
- Facebook image:** http://www.signaturevirtualassistanc.com/images/blog/workorgft

On the left side, there is a "Save Blog" button with a red arrow pointing to it.

The main content area is divided into two sections:

- Headline:** A rich text editor with a toolbar (bold, italic, underline, link, etc.) and a dropdown menu set to "Heading 2". The text "Office Organization" is entered and highlighted with a red arrow.
- Path:** h2
- BlogContent:** Another rich text editor with a toolbar and a dropdown menu set to "Heading 2". The text "Office Organization" is entered and highlighted with a red arrow. Below this, there is a paragraph of text: "Office organization can be a small business owner's nightmare! While you might not be naturally gifted with organization skills, now is the perfect time to get your business and work space organized. You don't have to be gifted to learn how! Start by cleaning out office closets. Anything you've stashed and haven't used in the last year is prime recycling! Clutter doesn't need to be kept from year to year! Keep the basics and everything you've used in the past year - the rest can go! The same rule applies to your work space and desk. Anything you've stashed in the drawers and haven't used in the last year should go! You'll actually enjoy spending time at your desk and won't waste time searching through junk or moving piles if you are organized!"

Please let us know if you'd like to add a blog to your website and we will take care of it – including setting up the categories in the menu system, creating the facebook images, tags and links and entering the first article of each category for you.