On Inquiries
Creating and Managing Blogs

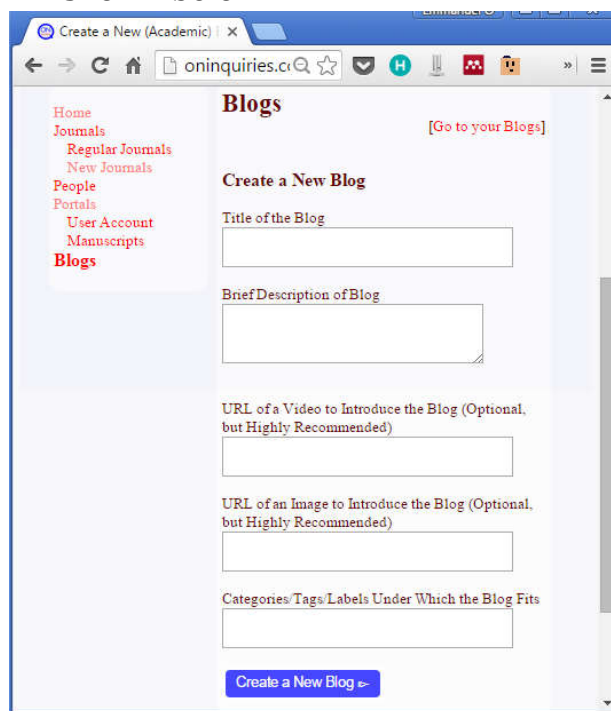1. Visit our homepage OnInquiries.Com

2. Click **"Blogs"**

3. You will see a list of existing "Blogs". If you own Blogs on our platform, the **Blogs you own will be listed first** (provided that you are logged-in).

4. Regardless of whether you currently own Blogs on our platform or not, you will see a link ["**Create a New Blog**"] that will allow you to Create a New Blog (IF you are logged-in).

5. Once you choose to Create a New Blog, you will be asked to **provide basic information for the Blog**. The form will be similar to the one shown below.

NOTE:
1. **All fields can be edited in the future** except otherwise stated.
2. **"Title of the Blog" should be concise**.
3. You **may use standard HTML tags** in the "Brief Description of Blog".
4. You can **provide a cover video and/or cover picture for your Blog**. You just need to specify the URL for the media to be embedded. For example "https://goo.gl/Rw04Gn" for an image, and "https://goo.gl/I8tLIR" for a YouTube video.
5. You should **separate the categories/ tags with commas**. Example: Bioinformatics, Python, Molecular Dynamics, another Category, and so on. (Notice the commas.)
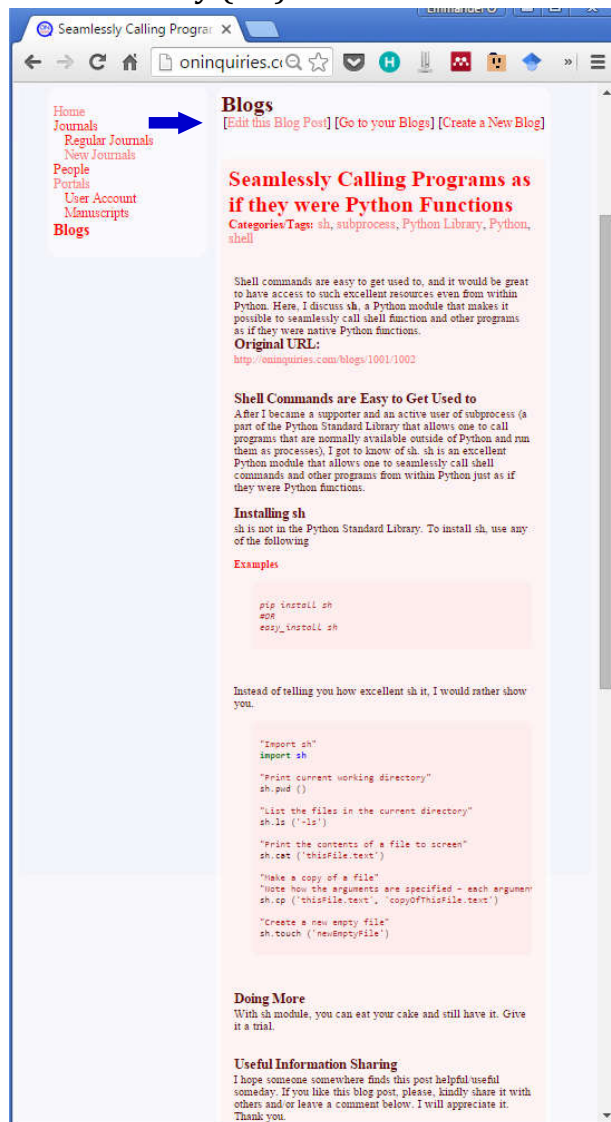
4. Once you have created a New Blog, you will be able to navigate to its homepage. **Your Blog should be similar to the one shown in #5** (depending on the information you provided earlier).

5. From the homepage of your Blog (similar to the one shown below), **you will have options** to
   * Edit the Blog (#6)
   * Add a New Blog Post (#7)
   * Visit Existing Blog Posts *(which you must have created earlier)* (#8, #9)

NOTE:
1. For privacy and security reasons, **newly created Blogs are NOT made visible to the public by default**. You must explicitly specify that the Blog should be publicly visible. To make the Blog visible to the public, **click "Edit this Blog"** from the Blogs homepage. Then **click "Make this Blog VISIBLE to the Public"**. Similar process should be followed to make the Blog invisible.
2. A **"Blog" can and should hold many "Blog Posts"**. Therefore, please, do NOT create new Blogs unnecessarily. Rather, create several "Blog Posts" within any Blog that you own on our platform.

6. If you choose to **Edit the Blog**, you will see a form similar to the one below.

7. If you choose to **Add a New Blog Post**, you should see a form similar to the one below.

NOTE:

1. **A newly created Blog Post is made visible to the public by default**, provided that the Blog that holds it is publicly visible. See the "notes" in #5 above.
2. Please, be reminded that a "Blog" is NOT equal to a "Blog Post". A **"Blog" can and should hold many "Blog Posts"**.
3. **All fields can be edited in the future** except otherwise stated.
3. You **may use standard HTML tags** in the "Brief Summary of Blog Post" and in the "Body of Blog Post" (which happens to be the most important, and is the actual Blog Post)".
4. You can **provide a cover video and/or cover picture for your Blog Post**. You just need to specify the URL for the media to be emended. For example "https://goo.gl/Rw04Gn" for an image, and "https://goo.gl/I8tLIR" for a YouTube video.

5. You should **separate the categories/ tags with commas**. Example: Bioinformatics, Python, Molecular Dynamics, another Category, and so on. (Notice the commas.)

8. If you choose to visit an **existing Blog Post**, you will see a page similar to the one below. **You may then choose to Edit the Blog Post** if necessary (#9).

9. If you choose to **Edit the Blog Post**, you will see a form similar to the one shown below.

NOTE:

1. Aside updating the contents of a Blog Post, **you can change its Public Visibility at any point in time**. A

10. If you require **any assistance at any time whatsoever**, please, feel free to be in touch (and connect with us).

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FB: **https://goo.gl/kUc4CO**
G+:   **https://goo.gl/MZtTrE**
TW: **https://goo.gl/1tYcB5**
LI: **https://goo.gl/WUkyUE**

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