

# Bloki guided tour

This tour requires Mozilla 1.3 or later or Internet Explorer 6.0 or later. We suggest you print this document so you can follow the instructions without constantly switching between browser windows. If you encounter problems in running the tour, please email us at [support@bloki.com](mailto:support@bloki.com).

## Part 1: browse public Bloki pages

Anybody can browse public Bloki pages without logging in, just like on most public Web sites.

1. Go to [test.bloki.com/secure/logout.jsp](http://test.bloki.com/secure/logout.jsp).
2. In the **Pages** list at the left side of the new browser window, click **importtest**. A sample page is displayed.
3. In the **Pages** list, click **home**. You return to the `test.bloki.com` home page.
4. Skim the page list. Notice that there is no page named **privatepage**.

## Part 2: log in

To view private pages, create pages, or edit existing pages, you must log in.

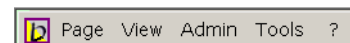
1. In the **Links** list, click **Login**.
2. Enter `demo00` in the **Username** field and `demo00` in the **Password** field. (Don't log in with your own Bloki username, if you have one—it won't give you edit permission in `test.bloki.com`.)
3. Click the **Login** button. The folder tree appears to the left of the current page.

## Part 3: browse private Bloki pages


1. Since you are logged in, you can now see private pages. In the **Pages** list, click **privatepage** to view a sample.
2. In the **Pages** list, click **home**. You return to the `test.bloki.com` home page.

## Part 4: create a new page from a template

1. In the Bloki toolbar (shown at right), select **Page / New**. The Bloki Editor opens in a new window.
2. Select **Page / New / From Template Page**.
3. From the template drop-down, select **Business - About Us**, then click the **Import** button.
4. Select **Page / Save**.
5. In the **Page Name** field, type a short name to identify the new page. Page names may contain only lowercase letters, numbers, and underscores, and two pages in the same Bloki cannot have the same name (which is why we can't simply tell you to name the page “foo”).
6. In the **title** field, type a phrase to describe the page's purpose, such as “my first Bloki page.”
7. Click the **Save** button.
8. Select **Page / Exit**. The Bloki Editor closes, and the browser shows the new page, which also appears in the folder tree.



## Part 5: edit a page

1. From the Bloki toolbar, select **Page / Edit**. The Bloki Editor reopens.
2. Select “Company Slogan Here.”
3. Click the **Strikethrough** button () . The phrase now displays with a line through it.
4. Click anywhere in the page and type some additional text.
5. Experiment with other editor features as you like. For information about the commands, see the [Bloki User Guide](#).
6. Select **Page / Save**.
7. Select **Page / Exit**. The Bloki Editor closes, and the browser shows the revised page.

## Part 6: create a new page from scratch

1. In the Bloki toolbar, select **Page / New**. The Bloki Editor opens on a blank page.
2. Type some text.
3. Select **Page / Save**.
4. Fill in the **Page Name** and **title** fields as in Part 4, above.
5. Select **Page / Save**.
6. Select **Page / Exit**. The Bloki Editor closes, and the browser shows the new page.

## Part 7: add a blog entry

1. Go to the blog: enter `test.bloki.com/blog` in the browser’s address bar and click **Go**.
2. Click the **Post a new entry** button.
3. In the **Title** field, enter the heading for the entry.
4. In the **Text** field, compose the entry. You may include graphics or any other elements available in the WYSIWYG editor. There is no need to include your name or the date as the blog adds those automatically.
5. Click the **Save and Exit** button. The blog reappears, with your new entry at the top.

## Part 8: log out

If you return to your own Bloki while logged in as demo00, you will not be allowed to create or edit pages.

1. In the Links list at the right of the blog, click the **home page** link.
2. In the Bloki toolbar, select **Tools / Logout**.

## Sign up for a free account!

Thanks for taking our guided tour. For additional information, browse the [Bloki User Guide](#). To sign up for a free `yourname.bloki.com` to host your own pages and blog, visit [www.bloki.com](http://www.bloki.com).