

MANAGE BLOG SETTINGS

Your blog settings let you determine how you want to handle comments and alter your time / date settings. These settings can be managed via the Manage Blog button at the top of the blog.

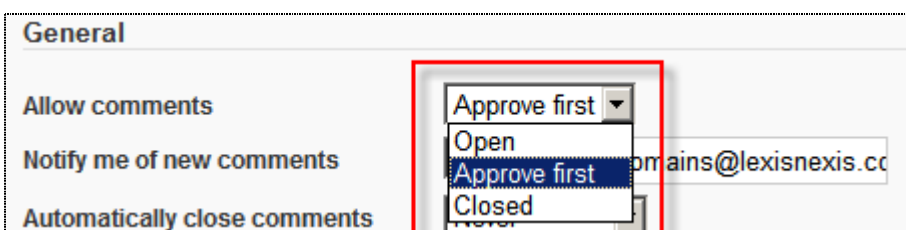


Select the Settings tab and you're on your way.

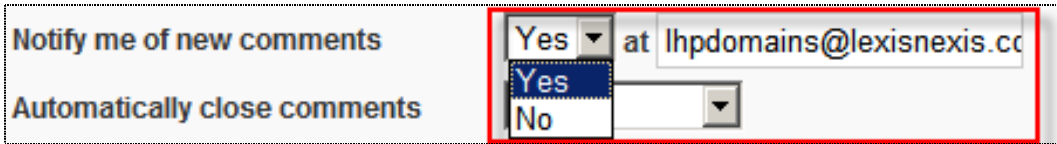


From the General Section you can:

Select if you want to allow all comments, allow only comments you approve (you'll need to moderate the comments and select the ones you want to publish) or turn the comments off entirely. **We recommend that you allow only comments you approve to appear on your law firm website.**



Select if you'd like to be notified of any new comments made by visitors and enter the address to which you'd like such notifications to be sent.



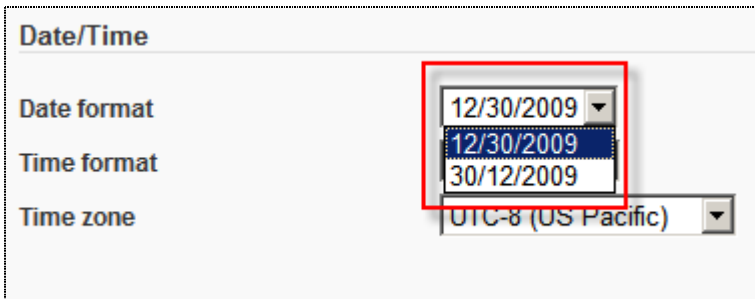
Notify me of new comments Yes at lhpdomains@lexisnexis.co
Automatically close comments Yes No

Select if you'd like to automatically close comments after a set period of time. If you set comments to close after 30 days (for example) then comments can no longer be made to a blog post 30 days after you publish it. **We recommend that you do not close comments for your law firm website.**



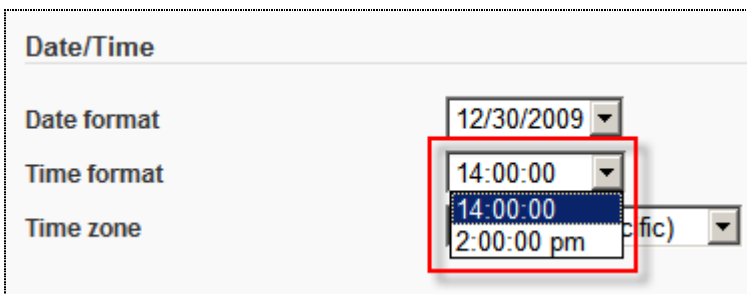
Automatically close comments Never
Share Buttons
Date/Time

Select if you need the "American" style Month / Day / Year date format or the "European" style Day / Month / Year date format.



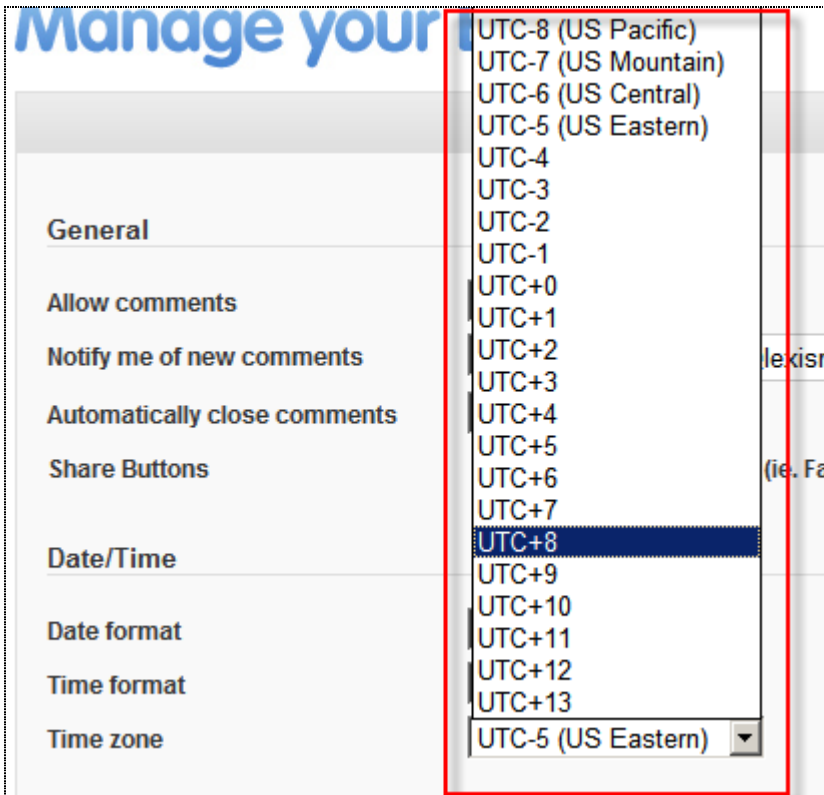
Date/Time
Date format 12/30/2009
Time format 12/30/2009 30/12/2009
Time zone UTC-8 (US Pacific)

Select to use 12 hour or 24 hour time.



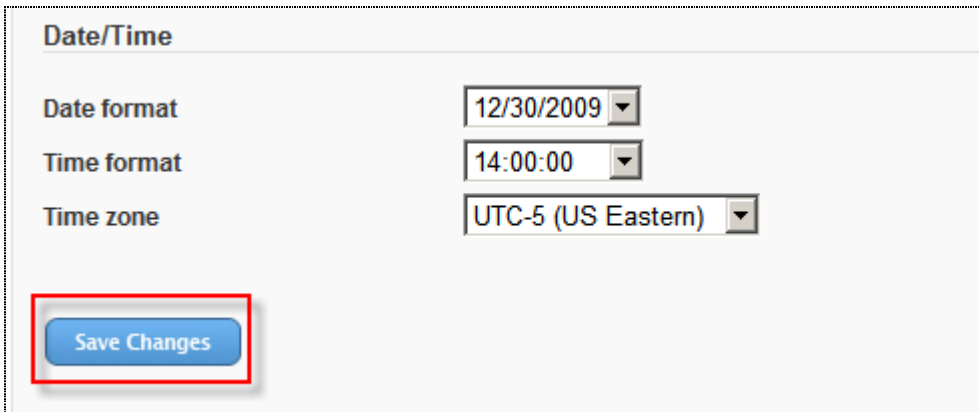
Date/Time
Date format 12/30/2009
Time format 14:00:00
Time zone 2:00:00 pm (fic)

Select your time zone.



The image shows a settings page titled "Manage your" with a sidebar on the left containing sections: "General", "Allow comments", "Notify me of new comments", "Automatically close comments", "Share Buttons", "Date/Time", "Date format", "Time format", and "Time zone". The "Time zone" dropdown menu is open, displaying a list of UTC offsets from UTC-8 (US Pacific) to UTC+13. The "UTC+8" option is highlighted in blue. The current selected time zone, "UTC-5 (US Eastern)", is visible at the bottom of the dropdown.

And Save Changes when you're done!



The image shows the "Date/Time" settings section. It includes three dropdown menus: "Date format" set to "12/30/2009", "Time format" set to "14:00:00", and "Time zone" set to "UTC-5 (US Eastern)". A blue "Save Changes" button is located at the bottom left of the settings area and is highlighted with a red border.