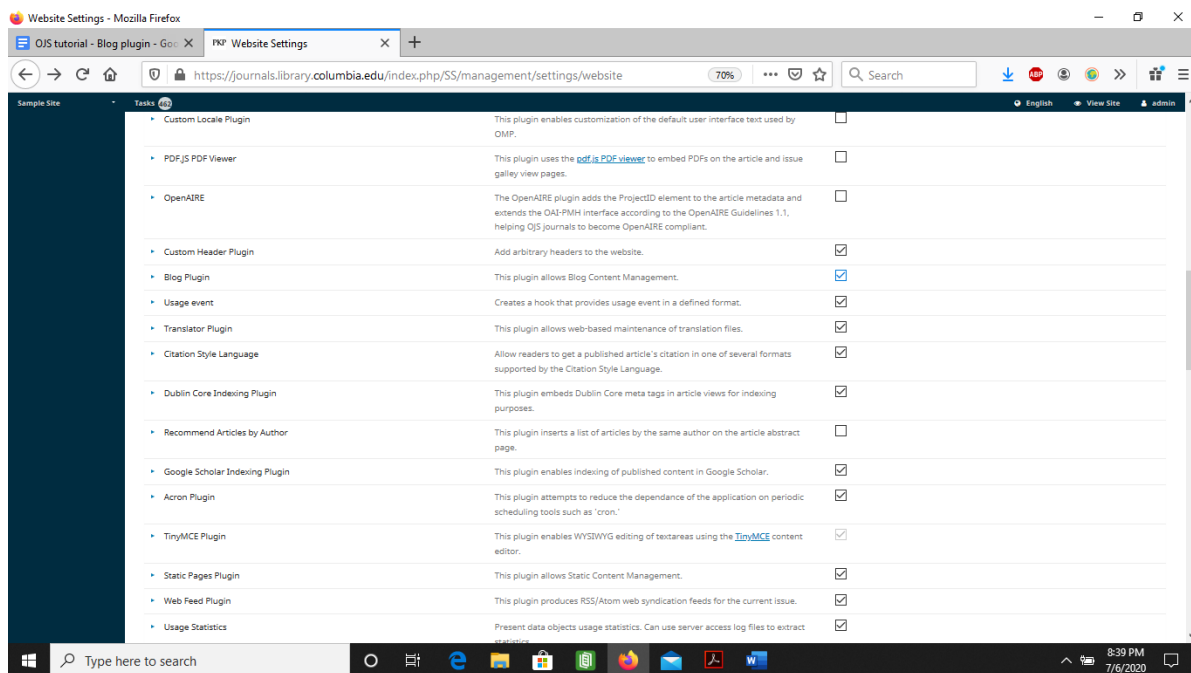


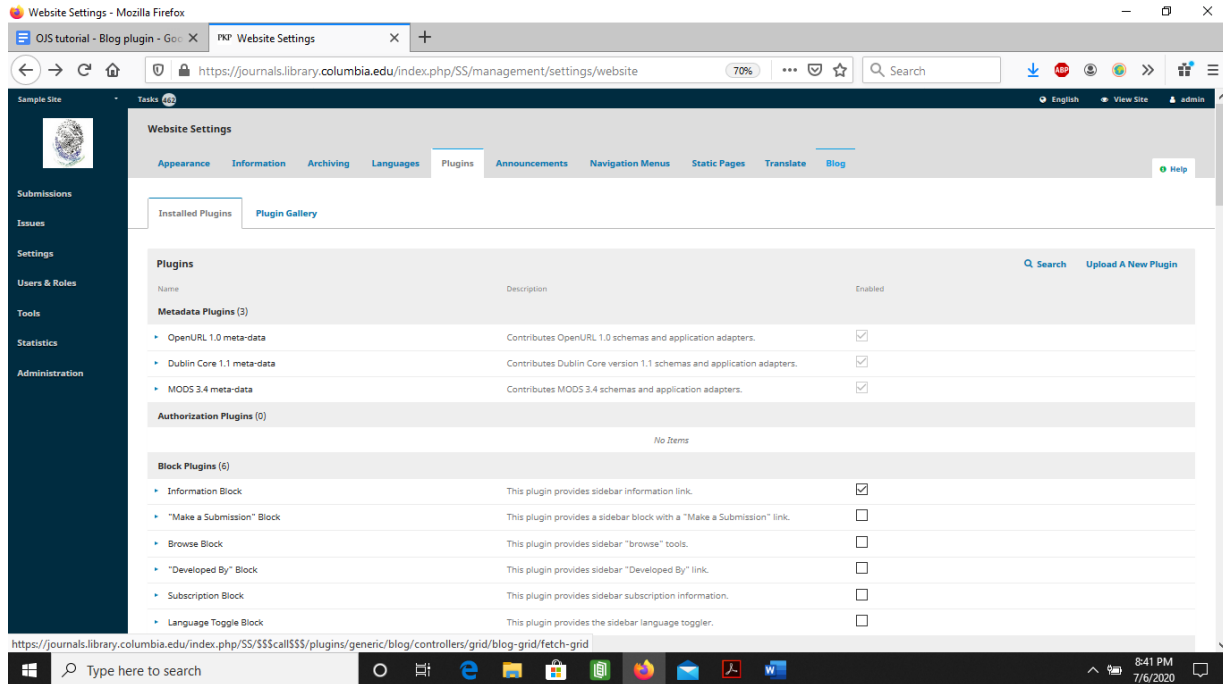
OJS3 tutorial - Blog plugin

Following are the steps for an individual journal to enable the blog plugin and create a link to it in the primary navigation menu.

STEP 1. In the journal's admin side panel, go to **Settings** → **Website**. Click on the **Plugins** tab. Scroll down to find the **Blog plugin** entry in the generic section and click **enable**.

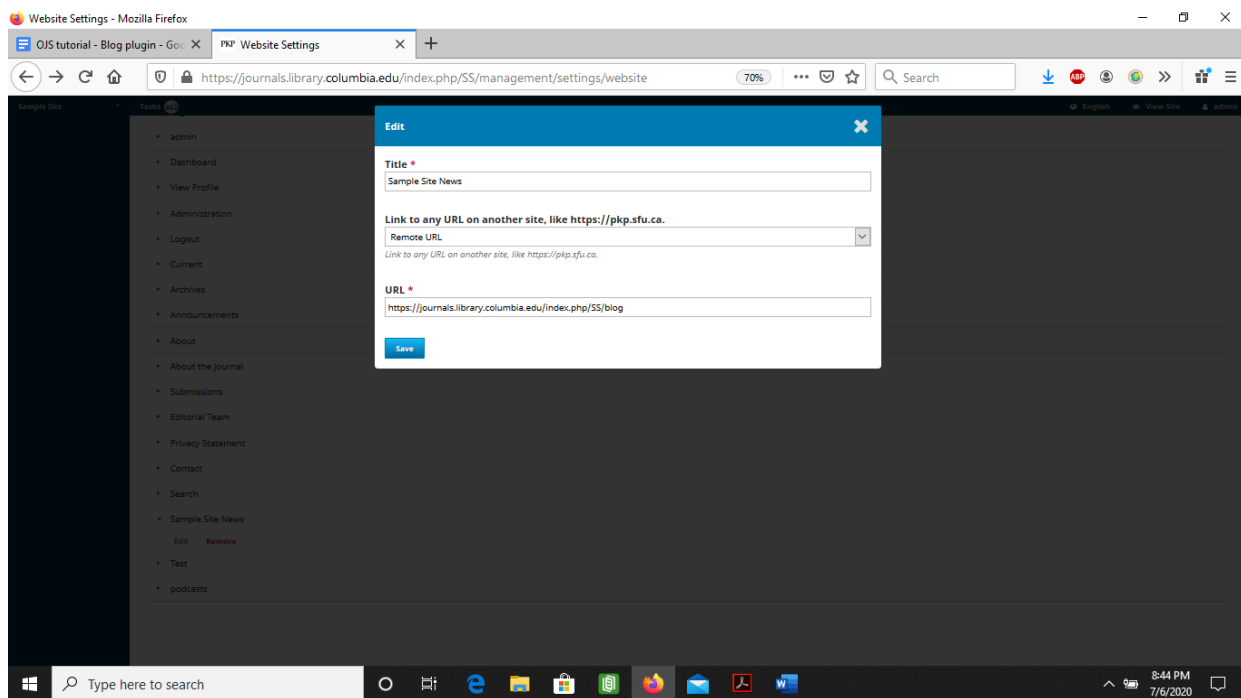


STEP 2. Refresh the screen - a blog tab for adding posts should now appear at the top of the admin page.



STEP 3. Now go to the **Navigation Menus** tab to add a new navigation menu item:

- The title should be the desired title of the blog (here "Sample Site News")
- The navigation menu type should be "Remote URL"
- The url should be the full url for the journal (including the https:// part) plus "blog": (e.g for Sample Site: <https://journals.library.columbia.edu/index.php/SS/blog>)



STEP 4. Then go to Navigation Menus on the same page and click edit **Primary Navigation Menu**. Drag the blog title navigation item from unassigned to the desired position in the assigned column and **Save**.

The screenshot shows the Joomla! Website Settings interface in a Mozilla Firefox browser. The main content area is titled "Edit" and displays the configuration for the "Primary Navigation Menu".

Title *
Primary Navigation Menu

Active Theme Navigation Areas
primary
Select a navigation area

Assigned Menu Items	Unassigned Menu Items
<ul style="list-style-type: none">CurrentArchivesSample Site NewsAnnouncementsAboutAbout the JournalSubmissionsEditorial TeamPrivacy Statement	<ul style="list-style-type: none">RegisterLoginadminDashboardView ProfileAdministrationLogoutSearchTest

The interface includes a left sidebar with navigation options like "Submissions", "Issues", "Settings", "Users & Roles", "Tools", "Statistics", and "Administration". The bottom of the browser window shows the Windows taskbar with the search bar and system tray.