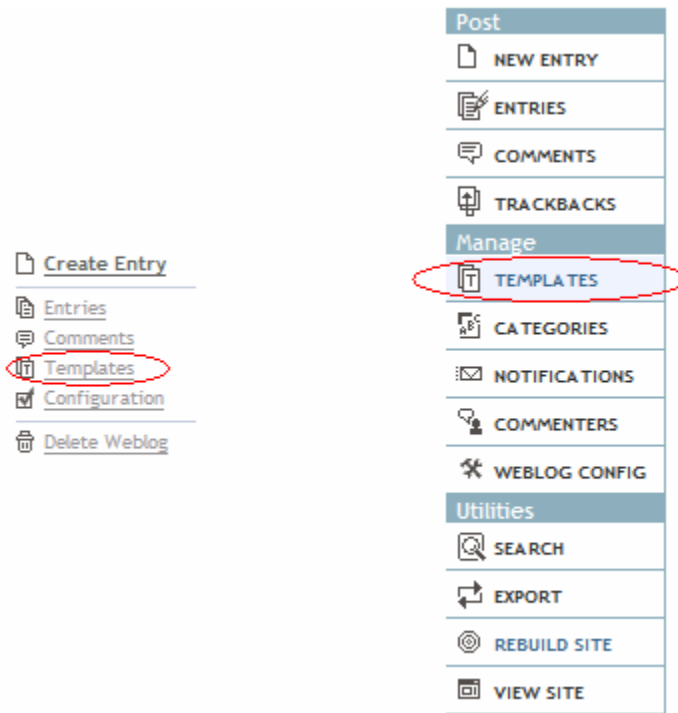


Backing Up mBlog User Templates

For those unfamiliar with HTML and CSS coding – and even for those with experience in these areas – altering templates in mBlog can be a daunting proposition. To insure yourself against template accidents, you should always back up your current template *before* making modifications. Here’s how:

1. Open mBlog in your browser and find the template you want to modify. Templates can be reached from the `Templates` option on the mBlog main page or from the `Templates` button under `Manage` in the left-side toolbar on internal mBlog pages, as shown below:



2. Open Microsoft Word or another word processing program.
3. Highlight all of the text in the current template by clicking at the beginning of the first line (which should begin with text similar to `<!DOCTYPE` or `<?xml`) and dragging the highlight all the way to the last line of text.
4. Select `Copy` from your browser’s `Edit` menu.
5. Paste the text into your word processor.
6. Save the file with a name that includes the date (We recommend names similar to “Index template 20060515” which keeps the files in correct chronological order). You may find it helpful to create a separate “Templates” folder on your hard drive if you plan to do extensive modifications.

If something goes wrong with your modification, you can restore your original template by the following process:

1. Open the faulty template in mBlog.
2. Select all the text in the template and press the `DELETE` or `BACKSPACE` key.
3. Open the saved template in your word processing program.
4. Choose `Select All` from the `Edit` menu in your word processor; this should highlight all of the template text.
5. Choose `Copy` from the `Edit` menu.
6. Paste the copied text into the `Template Body` area of the template screen in mBlog.
7. Click the `Save` button at the bottom of the page.
8. Click the `Rebuild this Template` button.