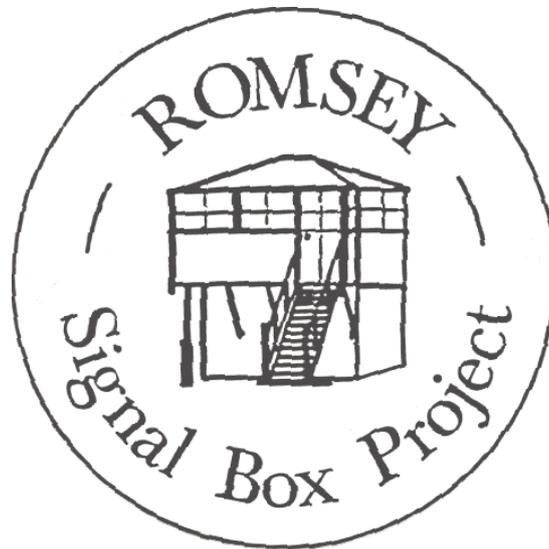


Romsey Signal Box



Blog Instructions

Version 1 - August 2013

George Cooper

Contents:

<i>Introduction</i>	<i>Page 2</i>
<i>Logging In</i>	<i>Page 2</i>
<i>Adding Text</i>	<i>Page 3</i>
<i>Adding Pictures</i>	<i>Page 4</i>
<i>Publishing your news story</i>	<i>Page 5</i>
<i>Editing your posts</i>	<i>Page 6</i>

Introduction:

Welcome to the new blog!

Hopefully the blog will be a good asset to us, as it should hopefully be able to provide a detailed log of what we get up to, which could be interesting in the future. It should hopefully also provide information to the public and members which should keep them interested during our period of closure.

This blog is hosted free of charge by an external company, blogger. I have then embedded it on to a page of its own on the website. This means that instead of having to be uploaded manually by Steve or I, posts will go straight onto the website.

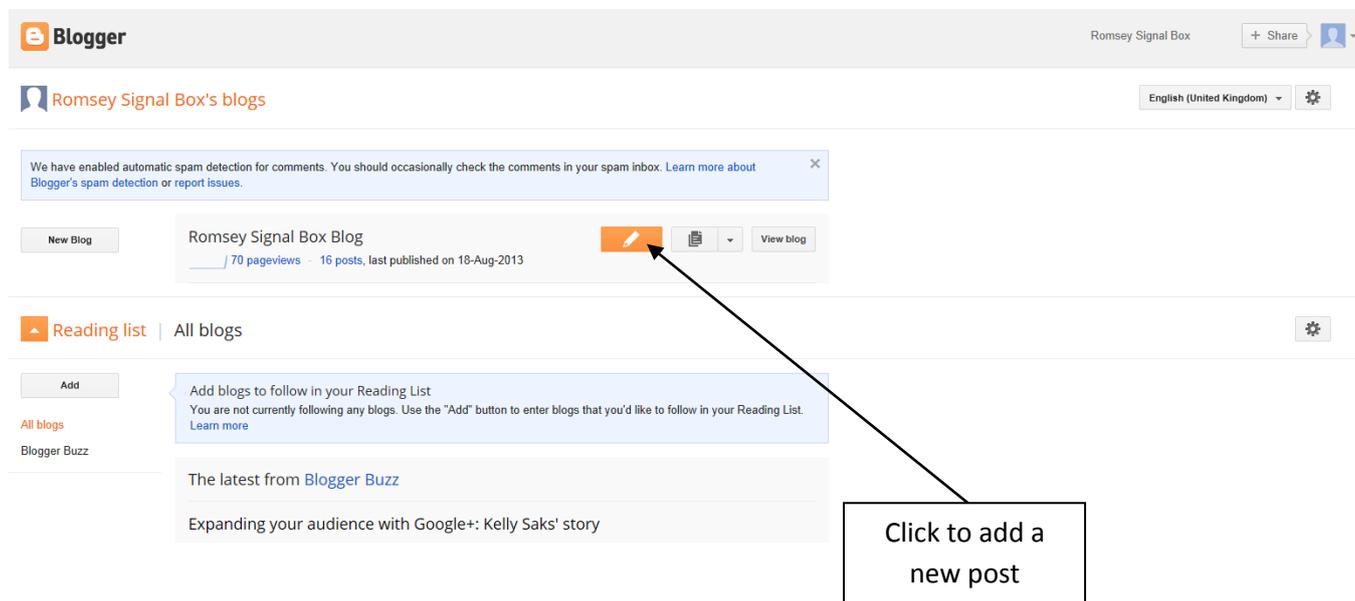
Hopefully you will find these instructions useful.

Logging in:

- 1) Please go to www.blogger.com
- 2) The email address is romseysignalbox@gmail.com
- 3) If you do not know the password, please contact me
- 4) If you are not on a private computer, please uncheck the 'stay signed in' box
- 5) Press sign in
- 6) You will be greeted with the following page

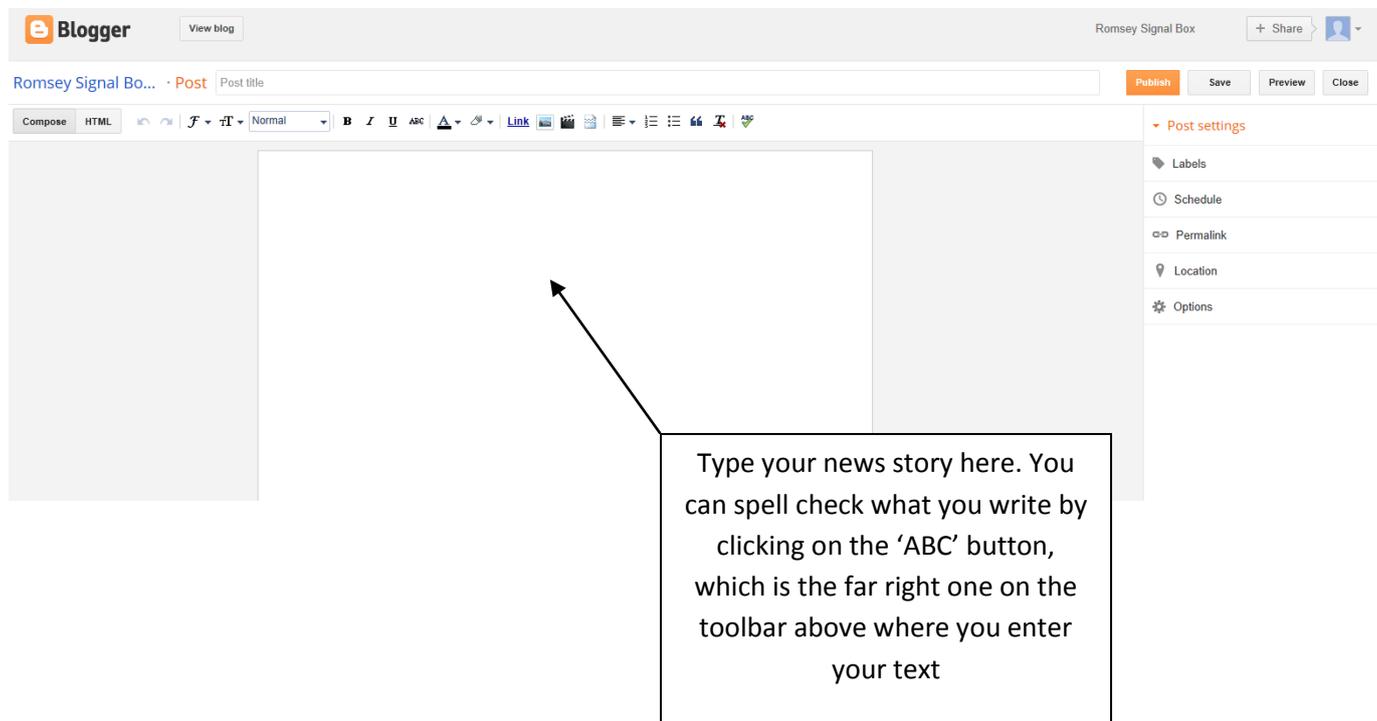
Adding Posts

1) To add a new post, click on the orange button with the logo of a pencil in it



The screenshot shows the Blogger dashboard for 'Romsey Signal Box'. At the top, there's a 'New Blog' button with a pencil icon. Below it, there's a 'Reading list' section with an 'Add' button. A callout box points to the pencil icon with the text: 'Click to add a new post'.

2) Type your news post into the box shown below:



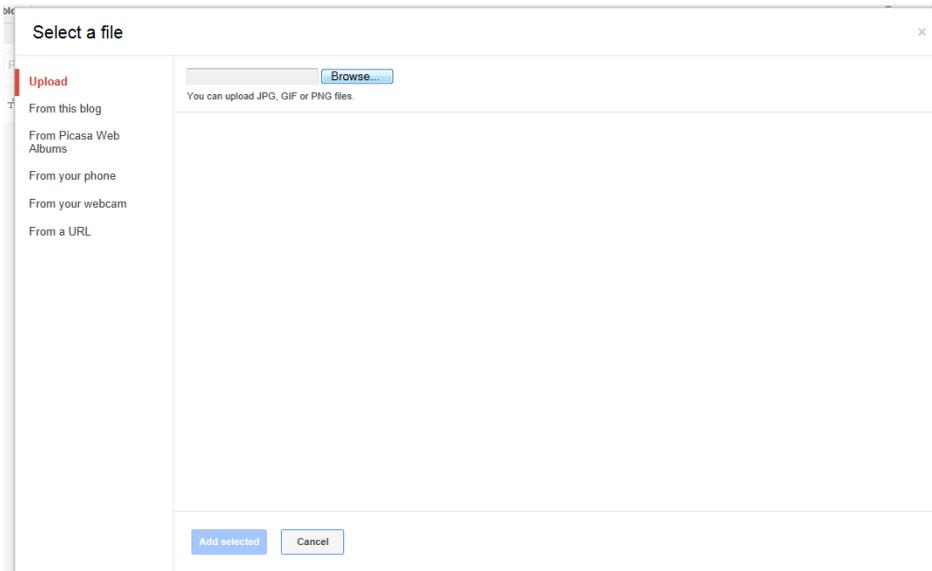
The screenshot shows the Blogger 'Compose' screen. The main text entry area is highlighted with a callout box that says: 'Type your news story here. You can spell check what you write by clicking on the 'ABC' button, which is the far right one on the toolbar above where you enter your text'.

3) At the top of the page, where it says 'Post Title', add a title for your post.

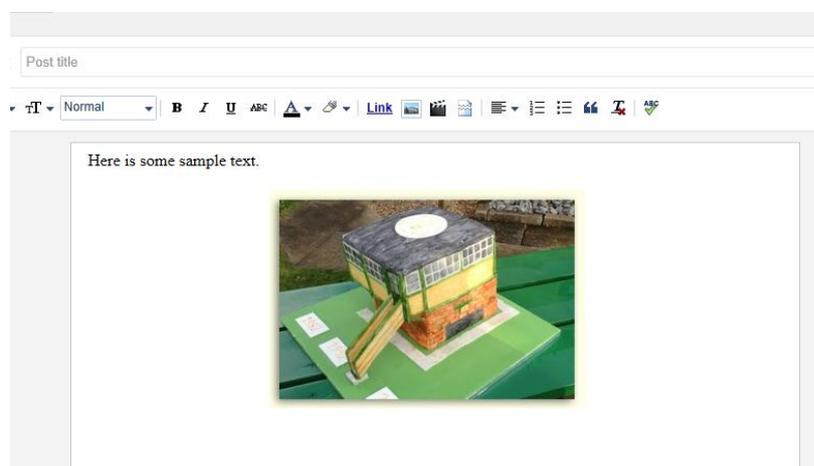
4) The date of your post will automatically be added when you click post, so no need to worry about that.

Adding Pictures

- 1) Click on the image button, it's to the right of the 'link' button.
- 2) You will be presented with the following screen:



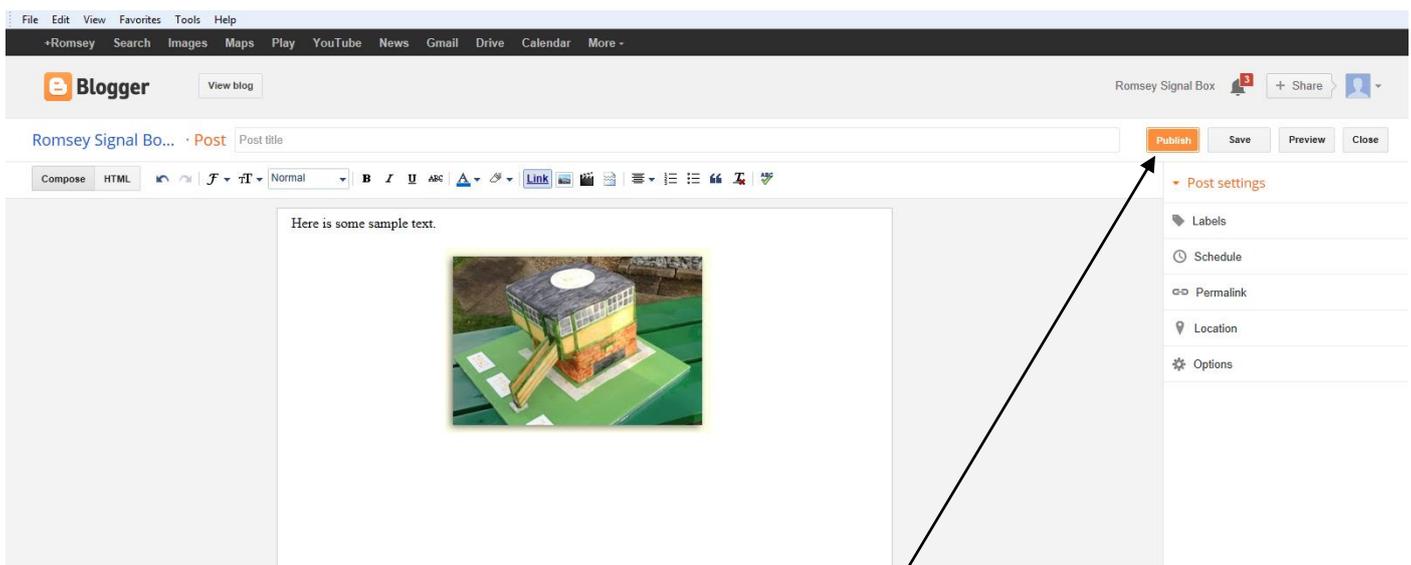
- 3) Click browse.
- 4) Find where your photo is, select it, and click open. Your photo will now be uploaded.
- 5) Do this for every picture you wish to update.
- 6) Click once on every picture you want to use in the blog.
- 7) Click add selected.
- 8) Your picture(s) will then be inserted into your blog post



- 9) You can move the picture around the blog post by clicking and holding, then dragging it to where you want it to be. You can change the size by single clicking on it and clicking 'small', 'large' etc.

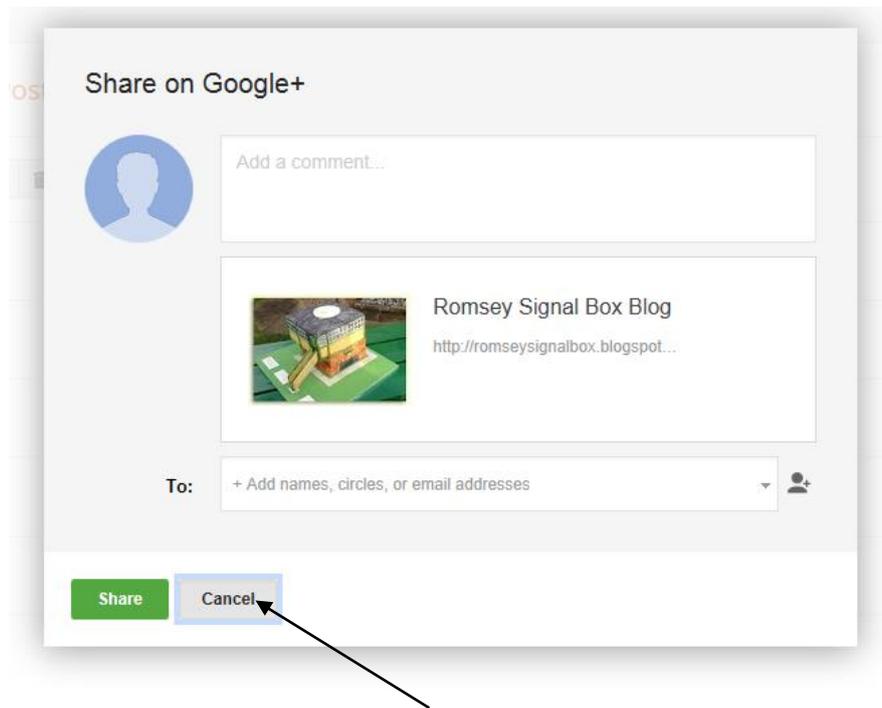
Publishing your news story

- 1) When you are happy with your post, click on the orange 'Publish' button at the top right of the page.



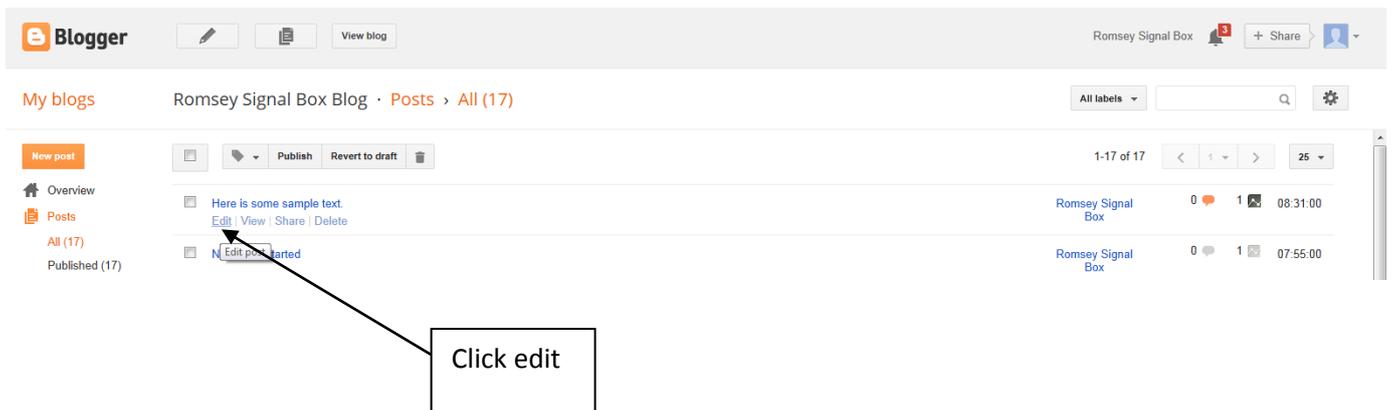
Click the publish button to post your news.

- 2) It will then ask if you want to share it on Google. Click cancel.



Editing your posts

- 1) From the home page, hover over the page you want to edit.
- 2) When the options appear below the title, click 'edit'



- 3) Your post will then be displayed. Edit what you want to edit, and then click the 'update' button at the top right hand side of the screen, where the publish button was when creating a new post.

Click the update button to save. If you do not want to save, press the close button.