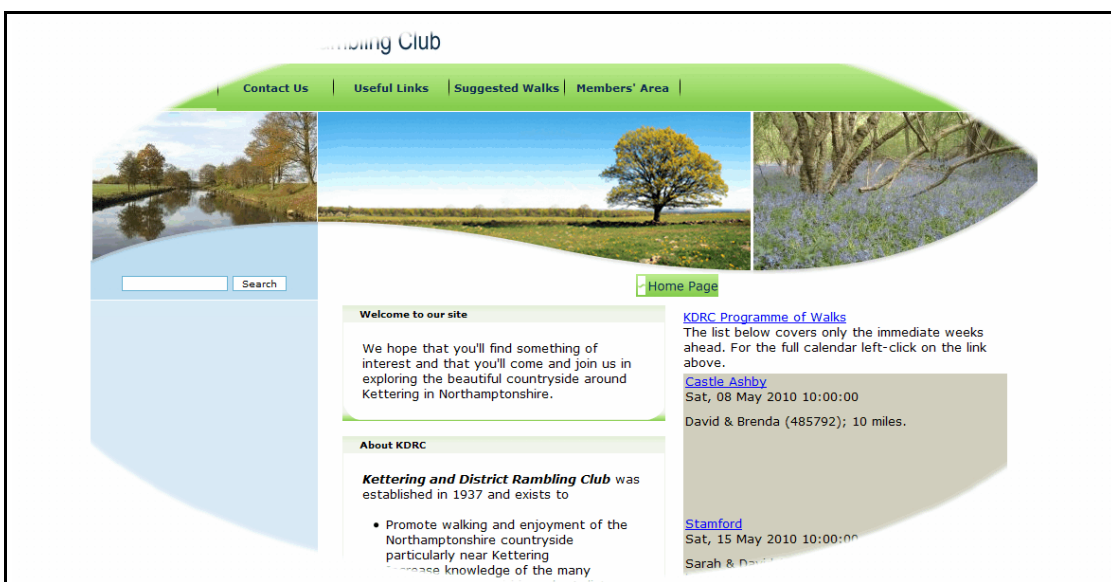


Guidelines for Posting to the KDRC Website Blog

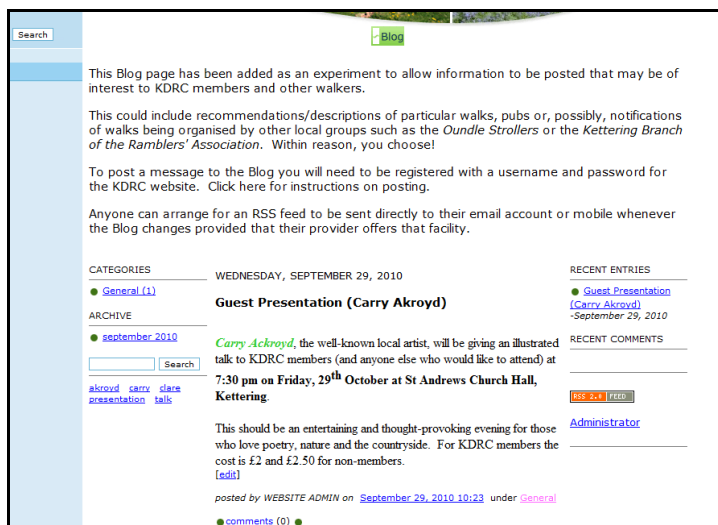


Contents

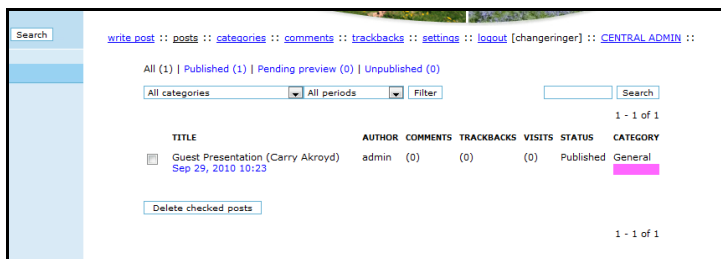
Accessing the Blog.	1
Posting a New Message to the KDRC Blog.	1
Creating a Hyperlink.....	2
Keywords.	3
Amending or Deleting an Existing Blog Post.....	3

Accessing the Blog

The *Blog* is accessible to anyone who has arrived at the KDRC website. Clicking the **Blog** tab at the top will take you directly to the KDRC Blog.



To post a message to the *Blog* you must left-click on the [administrator](#) link which is visible on the right towards the bottom. If you have already successfully logged-in to the *Members' Area* then you will be confronted with a screen resembling the diagram shown alongside; but, if you have not yet logged-in, you will need to respond successfully to the log-in screen, before arriving at a screen similar to that shown.

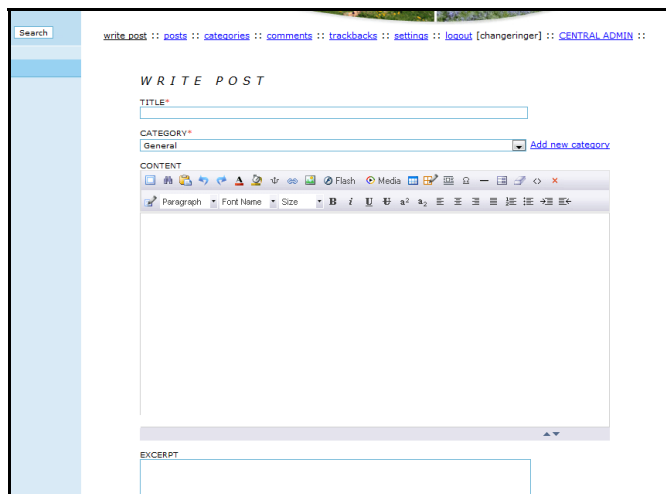


The postings to the Blog at present fall into the following categories: **General**, **Walks**, **Pubs** and **Footpaths and Rights-of-Way**. More categories, each with an associated colour may be added when appropriate.

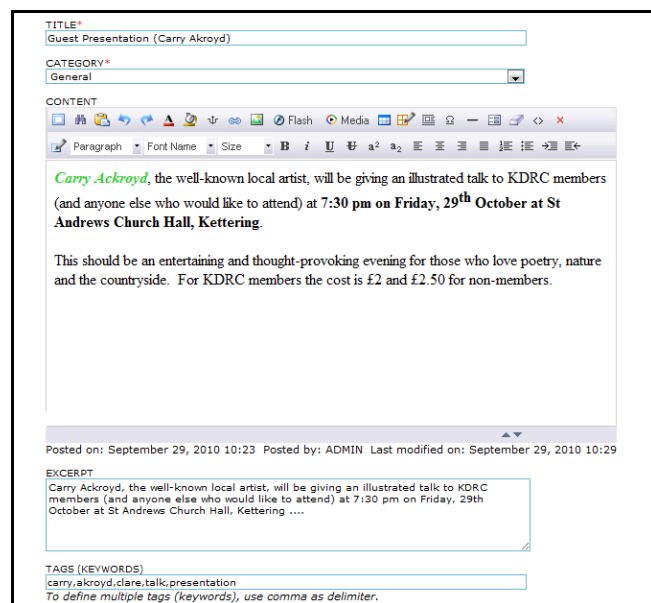
Posting a New Message to the KDRC Blog

Left-click [write post](#) (seen towards the top left of the screen) and a screen similar to the adjacent illustration will be presented.

Fill in a suitable *Title* for the posting and select an appropriate *Category* from the drop-down list. Both of these entries MUST be completed.



The content of the post can now be entered into the *CONTENT* box using the embedded text editor or, if the posting is particularly lengthy (could take 30 minutes or more to enter, say), it would be advisable to have, **previously**, prepared the text in any standard text-editor/word-processor and then (using copy-and-paste) move the text to the *CONTENT* box. Alternatively, if an intended posting is large (and, perhaps, may contain a number of images) it would be preferable to create a *hyperlink* (see below) to a *pdf* document which contains the material which you wish to post (all word processors have a facility which enables you to publish a created document to *pdf*).

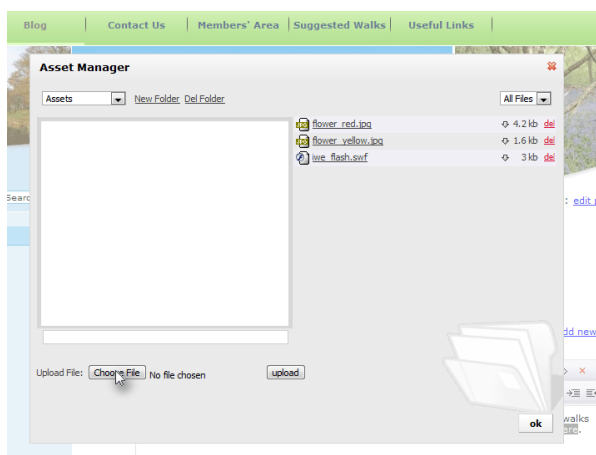
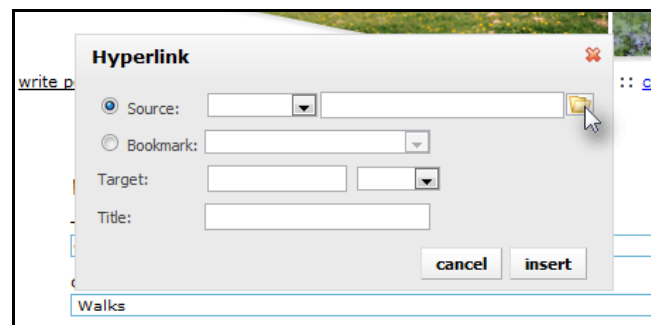


Creating a Hyperlink

You will see, just above the font "Size" selector in the diagram, the hyperlink icon which resembles links of a chain. By highlighting a section of text which you have already entered in the embedded text-editor and then clicking on this hyperlink icon you can define that section of text to be a *hyperlink* pointing to a file or document.



In the diagram, the word "here" has been highlighted prior to being designated as the hyperlink and, when the hyperlink icon is clicked, a new window will pop-up to allow you to specify the file to which the hyperlink will point. In the pop-up click on the folder image towards the top right and when a new pop-up window is displayed, click on the "Choose File" button.



A window should appear which allows you to search your folder/directory structure to locate the required file. From the appropriate folder, select the file that you wish the hyperlink to point to and then click the "Upload" button. After a short interval the name of the selected file will appear in the list displayed on the right below the "All Files" selector. Click the "ok" button.

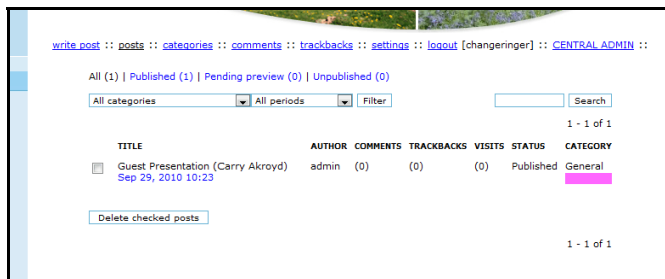
Finally, click the "insert" button and then the "ok" button on the first pop-up window. Do not forget to click the "Save" button at the bottom of the Blog posting page.

Keywords

To finish, we can add a few keywords to facilitate subsequent searches of the *Blog Archive*. Click the *Save* button and your post will appear on the *Blog* page.

Amending or Deleting an Existing Blog Post

To **amend**, **delete** or **unpublish** an existing posting to the *Blog*, access the Blog creation/edit page (the one presented to you after you have logged-in) and click on [posts](#) towards the top left. A list of existing Posts will then be displayed:



By moving the cursor over the post that you wish to change in some way, you will see the “editing” possibilities displayed towards the left. Left-click the one required and, if **editing** a post, be sure to **SAVE** any changes made!