

UUCP Blogs: "User Manual"

Petr Kuzmic

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Introduction

What is a 'blog'?

The word 'blog' is a strange abbreviation of "Web log". It's essentially a Web page that happens to be very easy to create and update, with practically no "webmaster" skills required on the part of the author or editor.

For more general information on blogs, see the Wikipedia entry:

- [<http://en.wikipedia.org/wiki/Blog>]

Most people use blogs to broadcast personal opinions or maintain a public diary / journal. However, this is *not* the purpose of UUCP blogs.

The purpose of UUCP blogs

The main purpose of the UUCP blogs is to make it possible for non-experts in computer technology to update their designated area of the UUCP website, without having to rely on the "web Master".

- UUCP blogs are exclusively *for use by Committees* and other organized *groups* within the church.
- UUCP blogs are *not for personal* use (unless the Minister of the Board President wants one).

A few ground rules

The UUCP website is an official publication of the Unitarian Universalist Church of the Palouse. Therefore, the UUCP "Web Group" (Petr Kuzmic, Mary Jo Hamilton, Jill Maxwell, and Jack Keller)¹ reserves the right to edit or, in extreme cases, even remove any blog entry. This is mainly to avoid legal responsibility for postings that might, perhaps inadvertently, put the church at risk.

Please remember that your blog entries on the official church website, in some ways, *speak for the entire Unitarian Universalist Church of the Palouse.*

¹ As of 11/6/2005

UUCP blog addresses

The UUCP blogs are all listed on this blog index page:

- [<http://palouseuu.org/blog/>]

Links from this index page point to individual blogs.

EXAMPLES

- The "Web Group" blog:
[<http://palouseuu.org/blog/web/>]
- The "Social Action Committee" blog:
[<http://palouseuu.org/blog/action/>]

This is where your readers will find information posted to the blog.

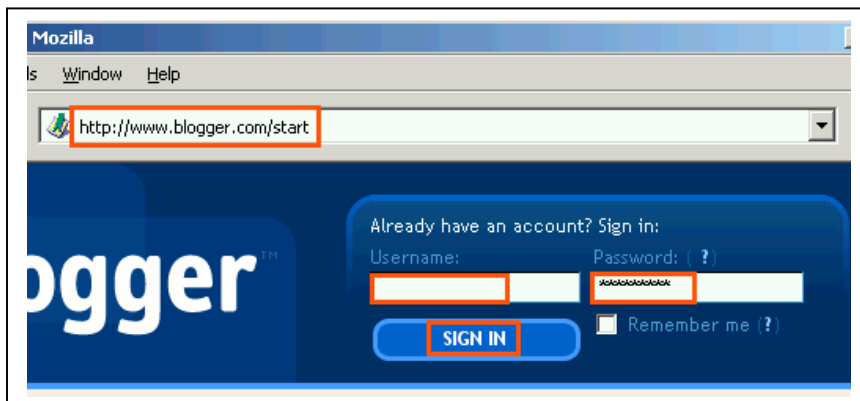
Importantly, all modifications (creating new postings, modifying existing postings, or removing blog posts) is done through the **Blogger.COM** website, *not* through **PalouseUU.org**.

Logging into the Blogger.COM account

To enter into the Blogger.COM editing system, follow these steps:

1. Make sure "cookies" are enabled in your web browser
2. Point your web browser to **http://www.blogger.com/**
3. Type user name *********
4. Type password *********
5. Click the "SIGN IN" link

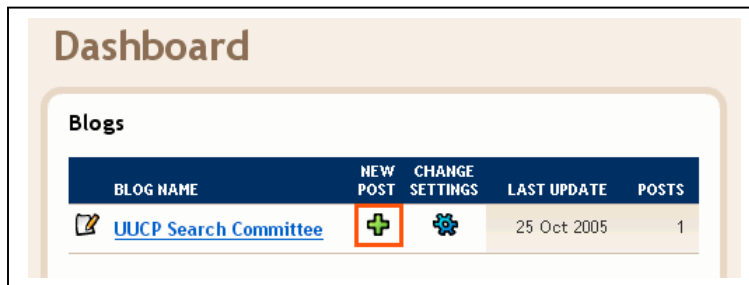
Each blog has a user name and password issued by the "Web Group"



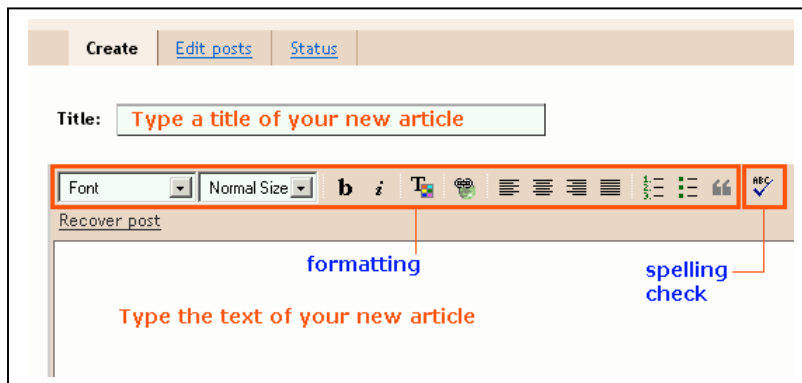
Adding a new post

1. Log into the Blogger.COM account (see above)
2. Click on the plus sign under "New Post"

EXAMPLE



3. Create the title and text of your new article



4. Preview your new posting (click "Preview" on the tool bar)



5. Click "Hide Preview" to continue editing, or click "Publish Post" to upload the post to the UUCP website.



6. View the posting on the UUCP website. Please note that it might open in a *separate browser window*:



7. Note that in this case we allowed *comments* to be added to the blog. Comments on posts can be either allowed or disallowed:

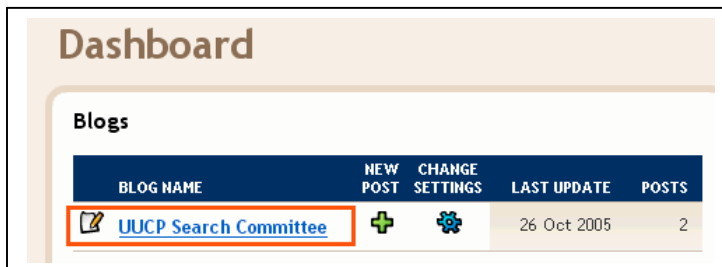


Deleting an existing post

1. Log into the Blogger.COM account (see above).

If you are already logged in, click on the **"Back to Dashboard"** link (upper right corner on any Blogger.COM page).

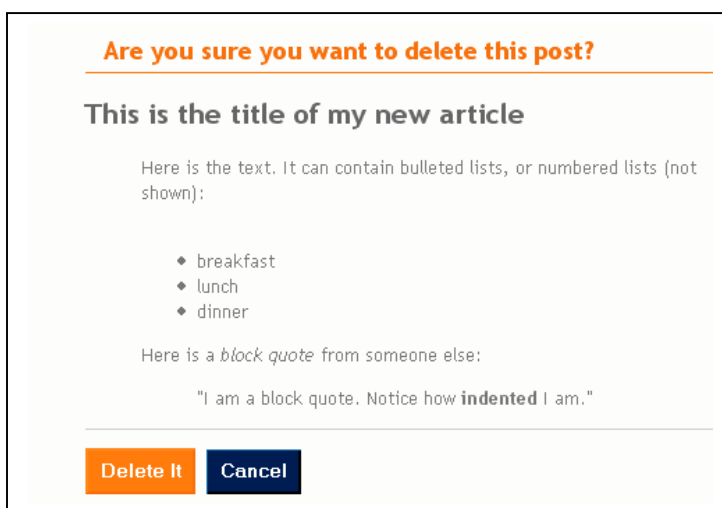
2. Click on the blog name (for example, **"UUCP Search Committee"**)



3. Click on the "Delete" link on the line representing the particular post:



4. Confirm the deletion (click "Delete It" button):



5. The system will bring you directly to the status window:



6. Click on the "View Blog (in a new window)" link to view the result of deleting the post.

If the "UUCP Search Committee" page is already open in separate window, that window will refresh but a new browser window will not be created.



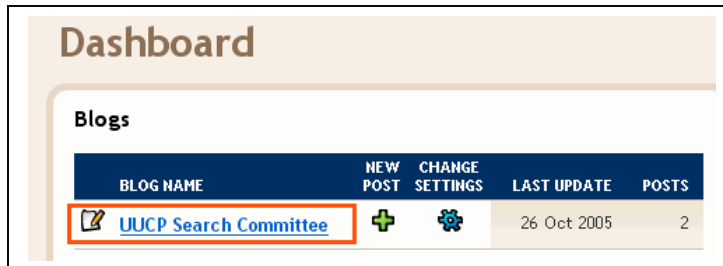
Note that the most recent posts are always on the *top* of the blog main page.

Modifying an existing post

1. Log into the Blogger.COM account (see above).

If you are already logged in, click on the **"Back to Dashboard"** link (upper right corner on any Blogger.COM page).

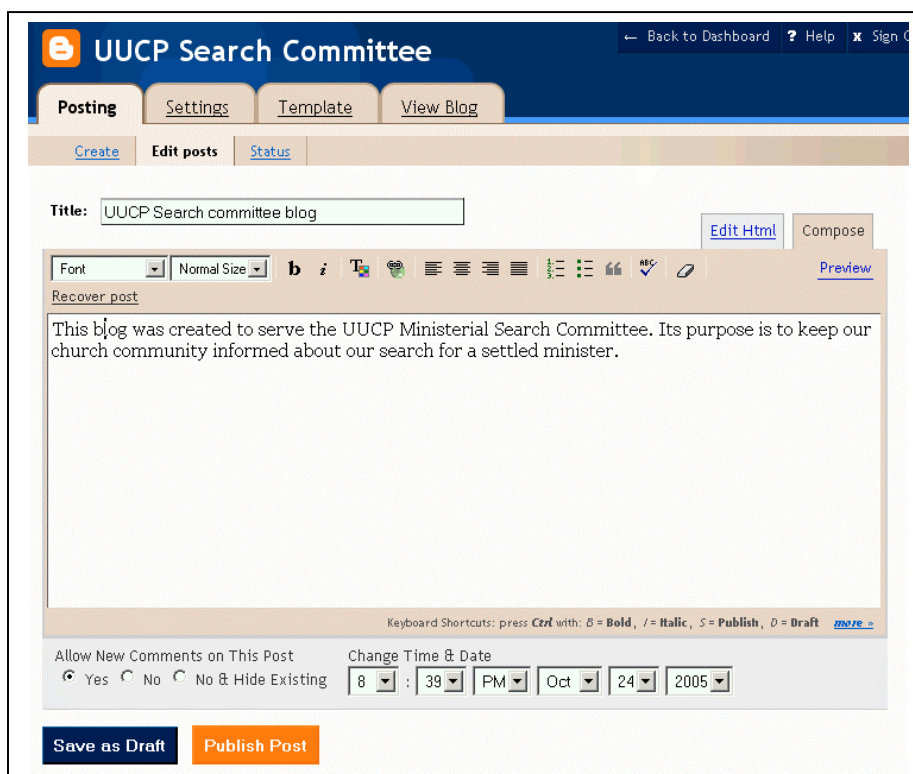
2. Click on the blog name (for example, **"UUCP Search Committee"**)



3. Click on the "Edit" button on the line representing a particular article:



4. Edit the post, as shown in steps No. 3 through 8 of *Adding a New Post*:

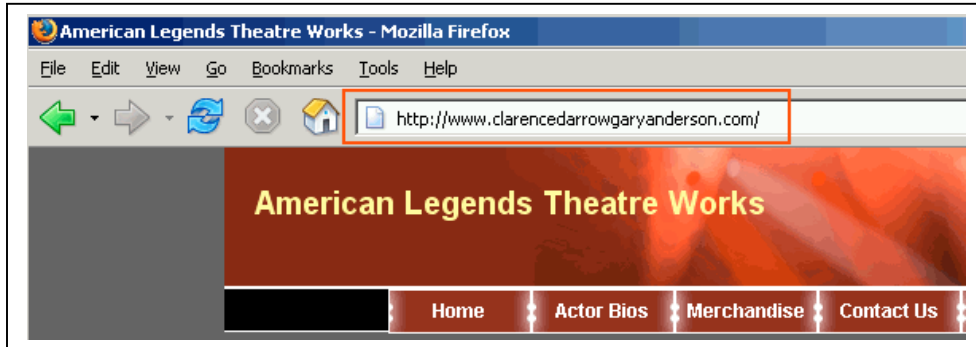


Creating a web link in your post

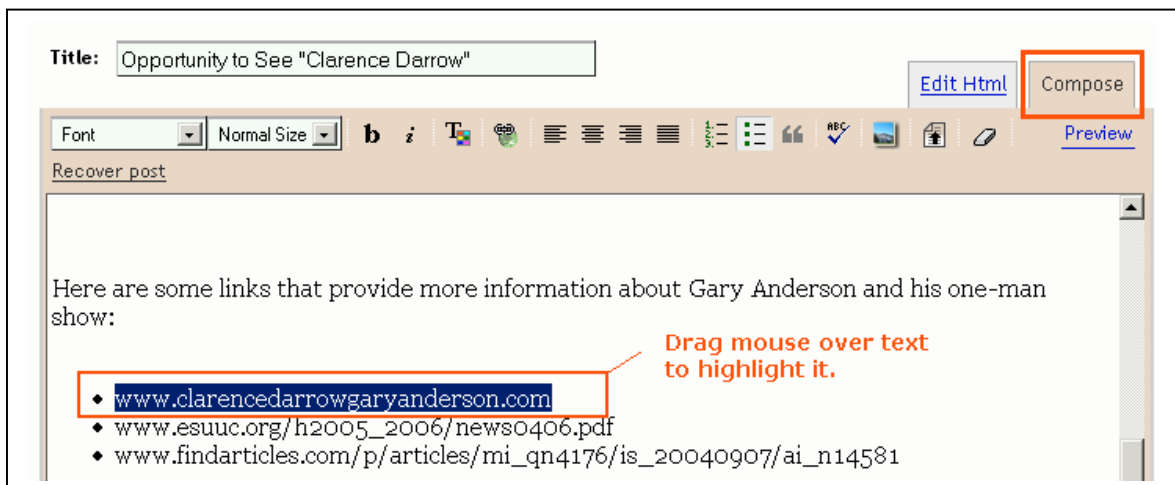
If you want to create a web link in your post, here are the steps to follow:

1. To make sure that the link will work, open the web page you want to be linking **to** in a separate browser window.

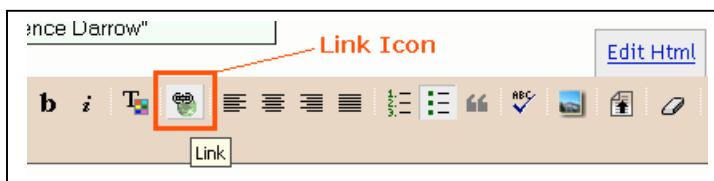
EXAMPLE - Open this page: [http://www.clarencedarrowgaryanderson.com/]



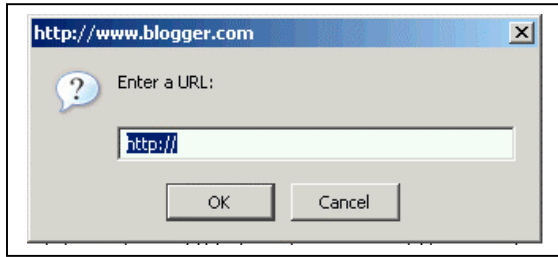
2. Go to your post editing window (in the "Compose" mode), and highlight the text you want to link:



3. Click on the link icon in the tool bar:



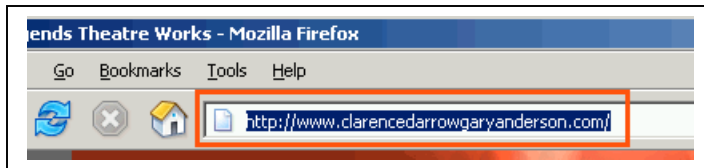
This will bring up a little window for the address of the link:



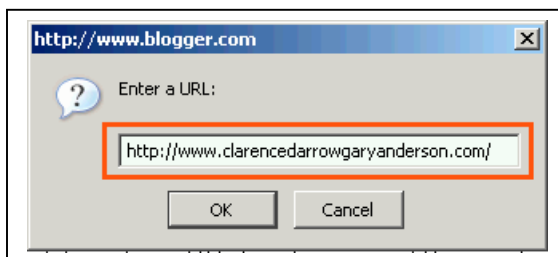
You could simply type the address of the link, beginning with "http://". However, this could be error-prone, because what if you make a typo? It's better to proceed this way:

4. Switch to your browser window ("Alt-TAB" in Windows), and highlight the address in the browser address bar. You can do it in either of two ways:
 - (a) "triple-click" anywhere in the address bar²
 - (b) drag your mouse over the *entire* address

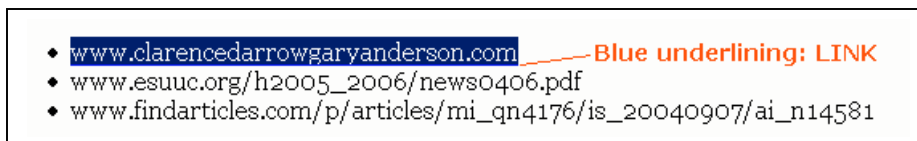
Make sure that the address is showing in "dark":



5. **Copy the address** into the *system clipboard*, by pressing "**Control**" + "**C**" keys simultaneously.
6. Switch to your Blogger editing window.
7. **Paste the address** into the URL editing window, by pressing "**Control**" + "**V**" keys simultaneously:



Press the [OK] button. Note that the linked text in your message now shows with blue underlining, signifying that a *link* has been made:



² "Triple-click" is like double-click, in the sense that you have to click three times *very quickly* (within about half second).

- To preview and test your new link, click the "Preview" link in the editing window:



- Check the link by clicking on it:



- Switch back to the editing mode ("Hide Preview").
- Click the "Publish Post" link.

HTML Editing

If you know a little bit of HTML, you can change the appearance of your posts beyond just using bulleted and numbered lists, *italic type*, **bold type**, font faces and colors, and so on.

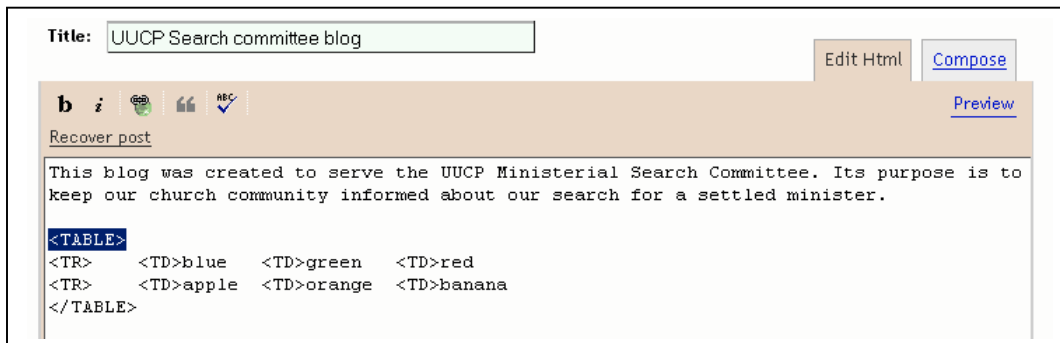
One very useful thing to have in a post might be a table.

1. In the editor window, click on "Edit Html" link:



- 2.

`<TABLE> ... </TABLE>` ... create the table (must be paired)
`<TR>` ... start new row
`<TD>` ... set off columns



3. Click the "Preview" link to see the results:



4. Publish the article with the embedded table as is described above (*Adding a New Post*, steps #4 through #8).

Uploading a picture to your blog

What if you want upload a digital picture with your blog post? Here is how to do it.

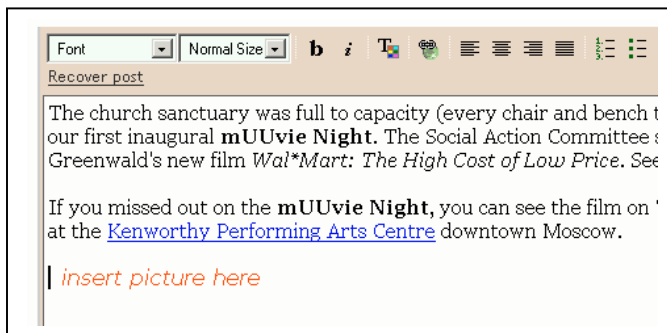
1. Log into the **Blogger.COM** account (see above).

If you are already logged in, click on the "**Back to Dashboard**" link (upper right corner on any Blogger.COM page).

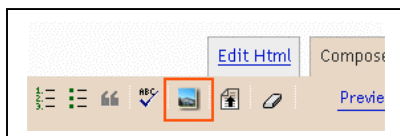
2. Click on the blog name (for example, "**Social Action Committee**"):



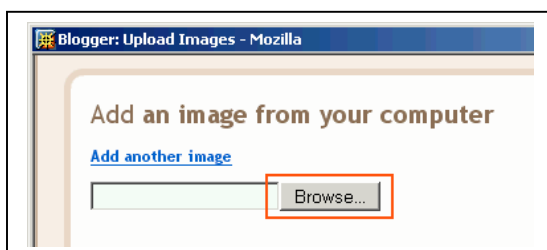
3. Click on the "**Create a New Post**" button (or the green plus sign).
4. Type up your post, and position the cursor where you'd like to have a picture inserted:



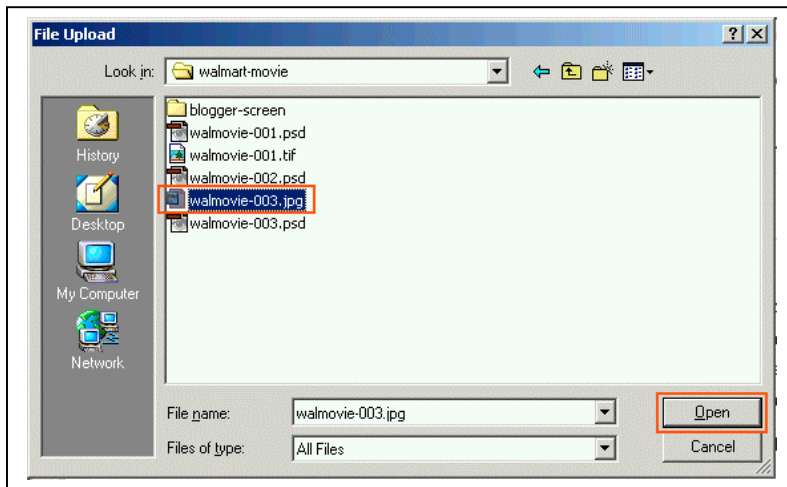
5. Click on the picture icon in the tool bar:



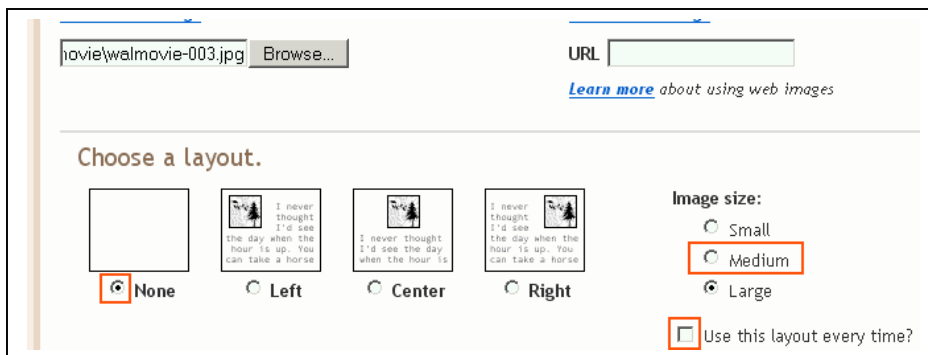
6. Click the "**Browse**" button to select an image file:



7. Navigate on your computer to select a file. Click the **"Open"** button when done:



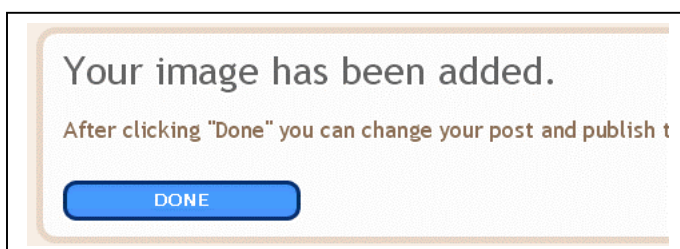
8. Choose a layout for your image (left / right / center). Select image size ("medium" is probably typical). Uncheck the "Use this layout next time?" check box:



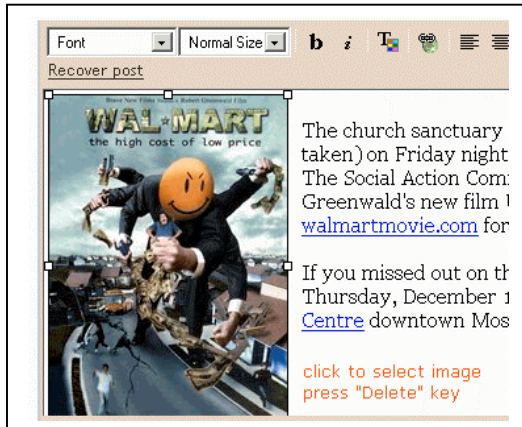
IMPORTANT NOTE: Please note that uploading a picture with the **"Small"** button selected will **not** make the uploaded file smaller (no compression), just the way it looks on the screen (just layout).

This means that if you have very large picture files, it is imperative that they are first *resized* (*compressed*) using some kind of software, so that that we don't use up too much space on the web server.

9. Click the **"Upload Image"** button at the bottom of the screen.
10. Click **"Done"** button to finish:



11. If you don't like either positioning of the image or you simply want to remove it for another reason, click on the image in the editing window, and press the "Delete" key:



12. Click the "**Publish Post**" button in the editor.

More information

Where to get help

The Blogger.COM online help system is very useful for anyone maintaining a blog:

- Go to [<http://www.blogger.com/>]
- Click "Help" link on the bottom of any page
- This will bring you to the Blogger.COM help system:

<http://help.blogger.com/>

Here are some topics listed on help.blogger.com:

Advanced Use

- Protection and Privacy
- Multiblog
- Blog*Spot Plus
- Template Tags

Blogger Basics

- Getting Started
 - Posting and Editing
 - Settings
 - Terms of Service
-

-
- Add-Ons
 - Blogger Hacks
 - Developers
 - Profiles
 - Email

Working with Blogger

- FTP
- Team Blogs
- Archives
- Templates
- Comments
- Syndication

Beyond Blogging

- How To
 - Interviews
 - Editorials
 - Advice
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