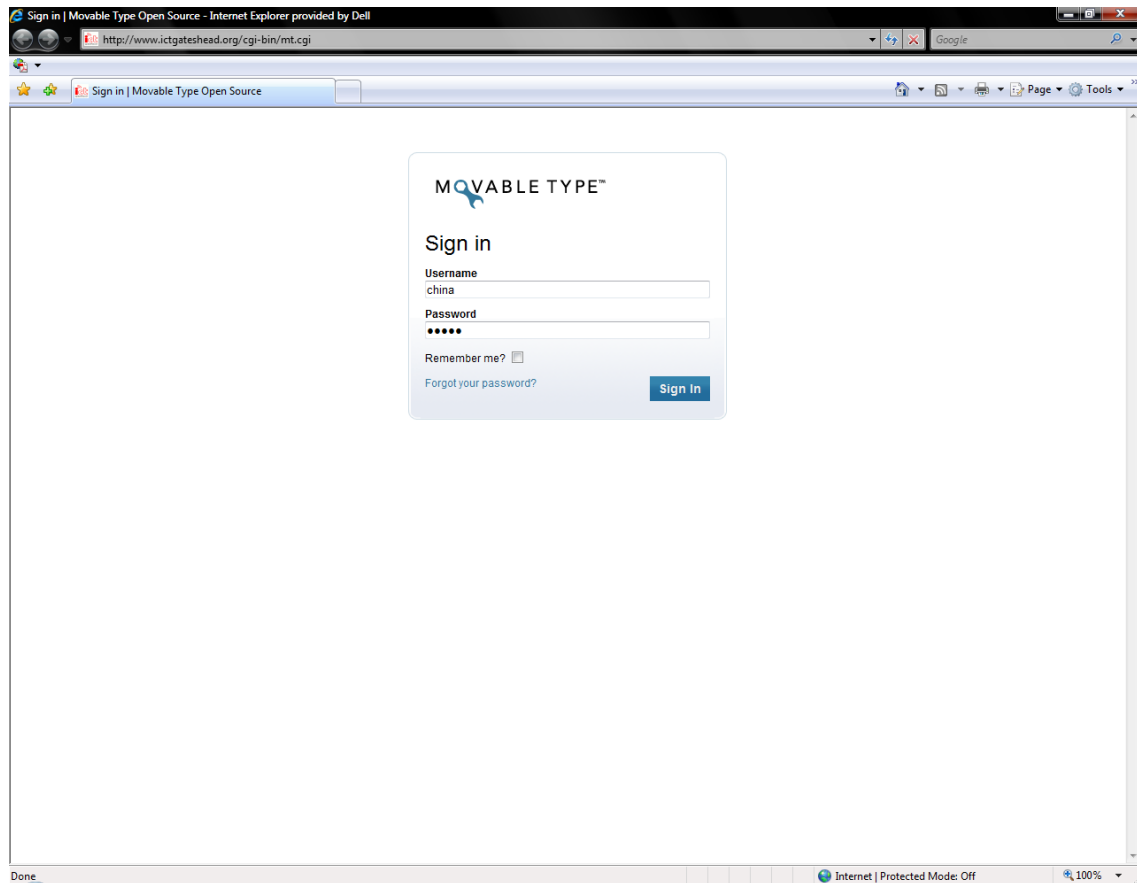


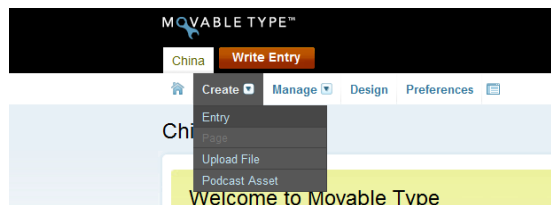
How to Publish to Your Weblog

Enter the web address of the publishing backend.

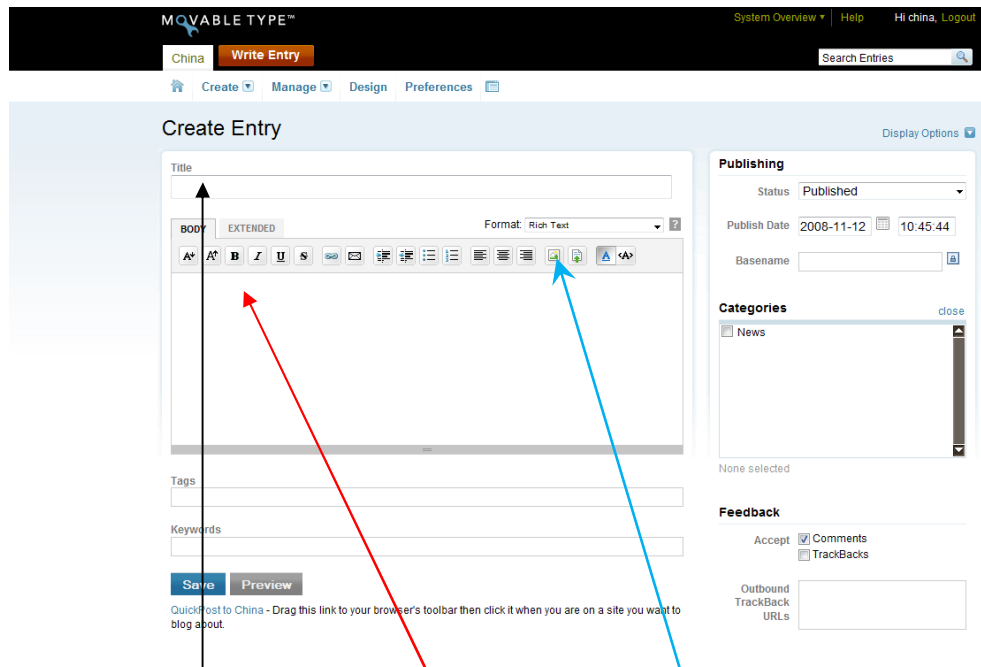


And sign in with your username and password

Create a new entry by moving the mouse over the **'Create'** dropdown menu from the toolbar at the top and clicking **'Entry'**, as below.




From there, you'll be given a blank entry to create your posting from, as seen below.



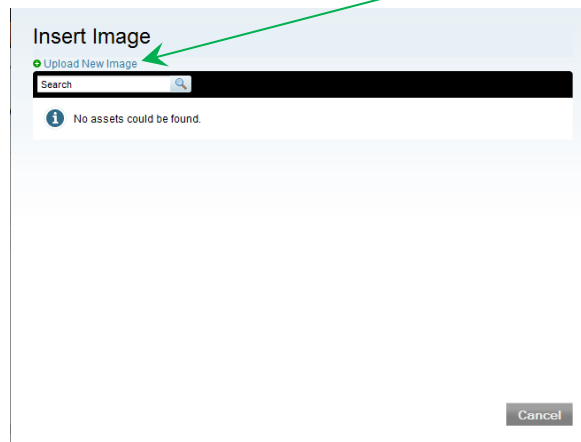
Give your entry a title.

Then you're ready to go, click the mouse into the main body of the entry by clicking the mouse into here...

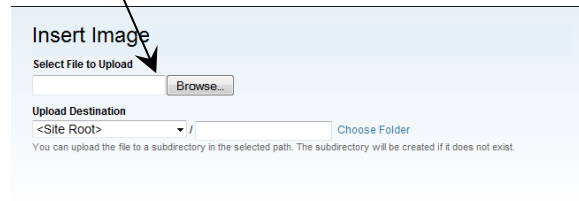
The usual text formatting tools are on the toolbar, (bold, italic, underline, etc).

To add an image to your post, click the insert image icon -  found here.

Either select an existing image OR click **'Upload New Image'**



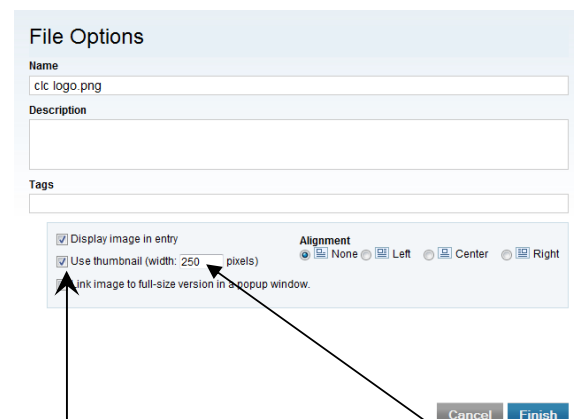
The following window will appear asking you to find the image you would like to upload. Click the **'Browse'** button to locate the image on your hard drive, (or on your digital camera, if you have one attached).



This will bring up the usual Windows explorer box, where you can find the folder containing your image. Simply find the image, click the file and select Open or double-click it. Then select the blue **'Upload'** button at the bottom.

The next screen that appears is about the display properties of the image.

If your image is big, (over 500 pixels wide), displaying the full size of the picture may spoil the display of the website, so we need to create a thumbnail image.



To create a thumbnail image, all we need to do is put a tick in the box **'Use Thumbnail'** found here. Then change the size in the box to 250 (or other size), as above.

Then click **'Finish'**.

This creates a thumbnail image of your picture which displays on the main page of the website, but when clicked, the full size image loads on a separate page.

Finish off your entry, you can add as many images to an entry as you like.

Once you've finished writing, we need to add the entry to a Category and decide if we want comments.

Create Entry

Title

Format: Rich Text

gateshead

Tags

Keywords

Save Preview Last auto-save at 11:14:55

QuickPost: A China - Drag this link to your browser's toolbar then click it when you are on a site you want to blog about.

Display Options

Publishing

Status: Published

Publish Date: 2008-11-12 10:45:44

Basename

Categories

News

None selected


Feedback

Accept: Comments TrackBacks

Outbound TrackBack URLs

Select a category or multiple categories, from the box under '**Categories**'.

Then we need to decide if we want people to comment on the entry. If you're happy for comments on the entry, simply leave the box ticked. Finally, we need to make sure the entry status is set to '**Published**'. If it isn't, click the dropdown menu and select from the list. If you want to leave your entry and come back to it later, simply select, **Unpublished (Draft)** and this will save your entry in the backend without publishing it on the website. This means that you can save your work and come to complete it later if desired.

Once you're done, click the '**Save**' button and you're done! Click the 'View Site' button -  to see the entry on the website.