Waldecker Family Website

Basic Instructions

http://family.waldecker.net/blog/

By Gary Waldecker
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How to use the family website

1. Go to the site
   a. Open your browser (Like Firefox or whatever you use).
   b. If your browser has a bookmark for the site, click on the bookmark. It should be either under the bookmark menu of Firefox, or right under the web address space of the browser (red arrows).
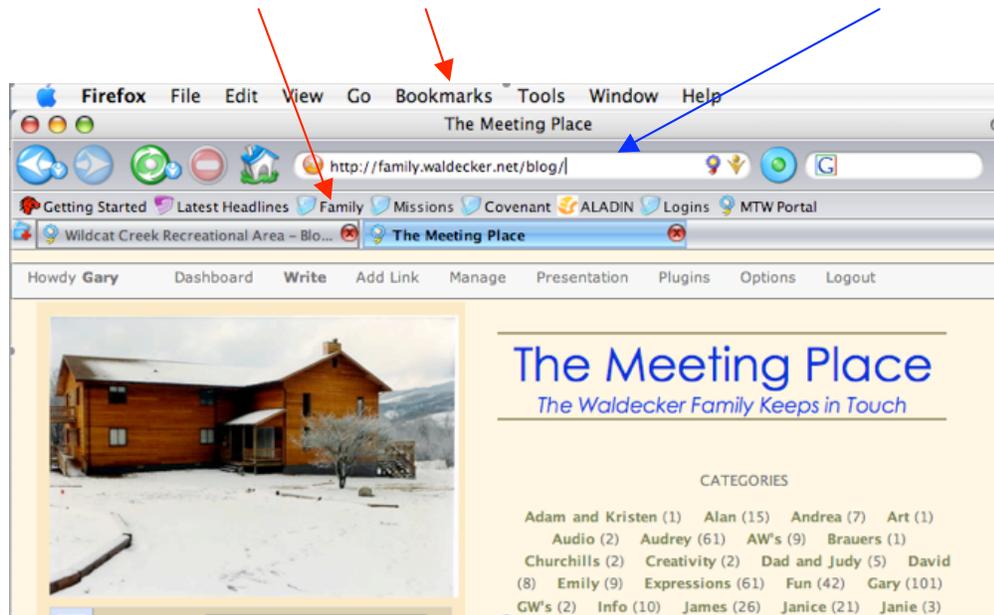
   c. If you don't have a bookmark, type the following address in the address line of the browser (blue arrow). Make sure the cursor is blinking in the address line before you begin typing. If it isn't, click in the address line and the cursor will appear: http://family.waldecker.net/blog/
   d. After you type in the address and click Return (or select the bookmark), you will be asked for a username and password (unless your browser has already memorized them.) See the next step.

2. Type in the primary username and password
   a. There is a username and password that are necessary just to get to the site. You should already

know what these are. The first time you are asked for the username and password, your browser (Firefox) will ask you if you want it to Remember this information for you. Choose Remember if you have not already done so.

b. With this username and password you will be able to read the posts, but not do much else. To do more you need to Login (see the next step).

3. Login

a. Every user has his or her own login username and password. This is different from the username and password in number 2 above.

b. Once you get to the site, scroll down to the Managing section on the lower left hand area of the main page. Under that section there should be a link called Login (If you are already logged in, it will say "Logout"). Put the cursor over the link that says Login (red arrow). When it turns into a hand, click on it.
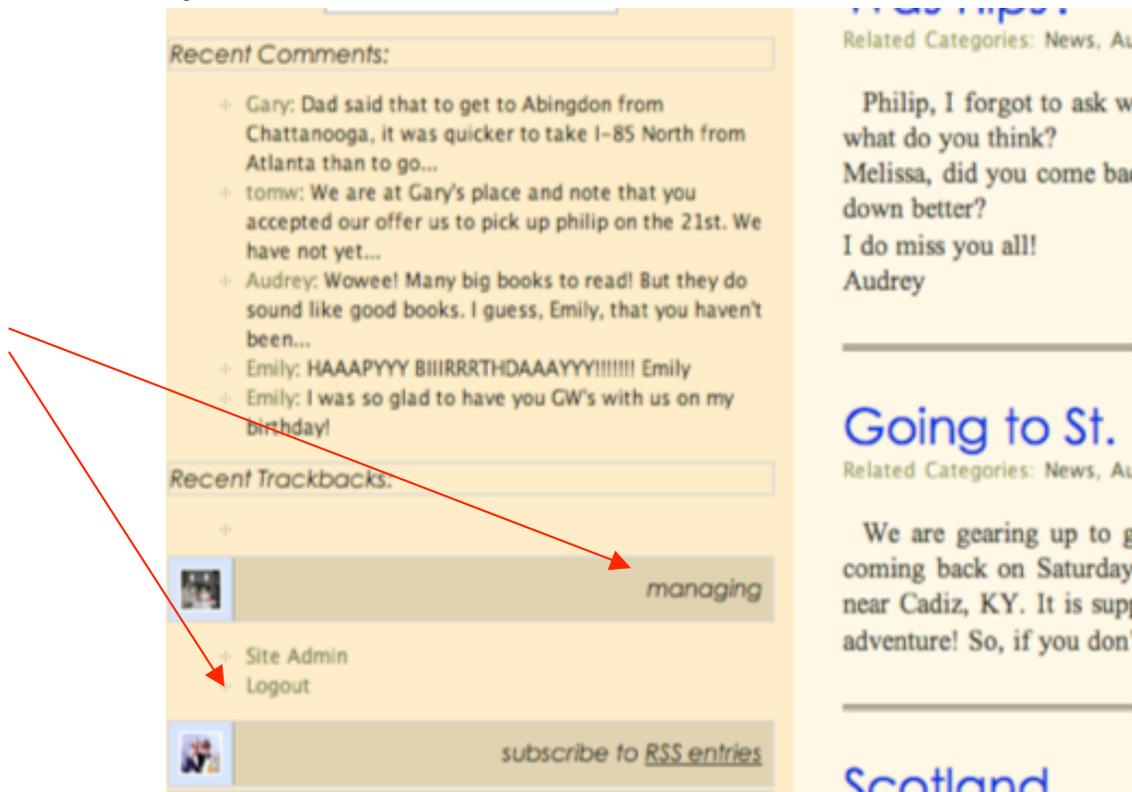
c. If you don't see the Login or Logout link, you are not on the main page of the blog. To get to the main page, go toward the top left. Under the picture and under the search box you will find a link that says "Return Home" (red arrow below). Put the cursor over the link. When you see the hand appear, click on the link. This will take you to the main page. Now go down to the Managing section and click on the Login link.
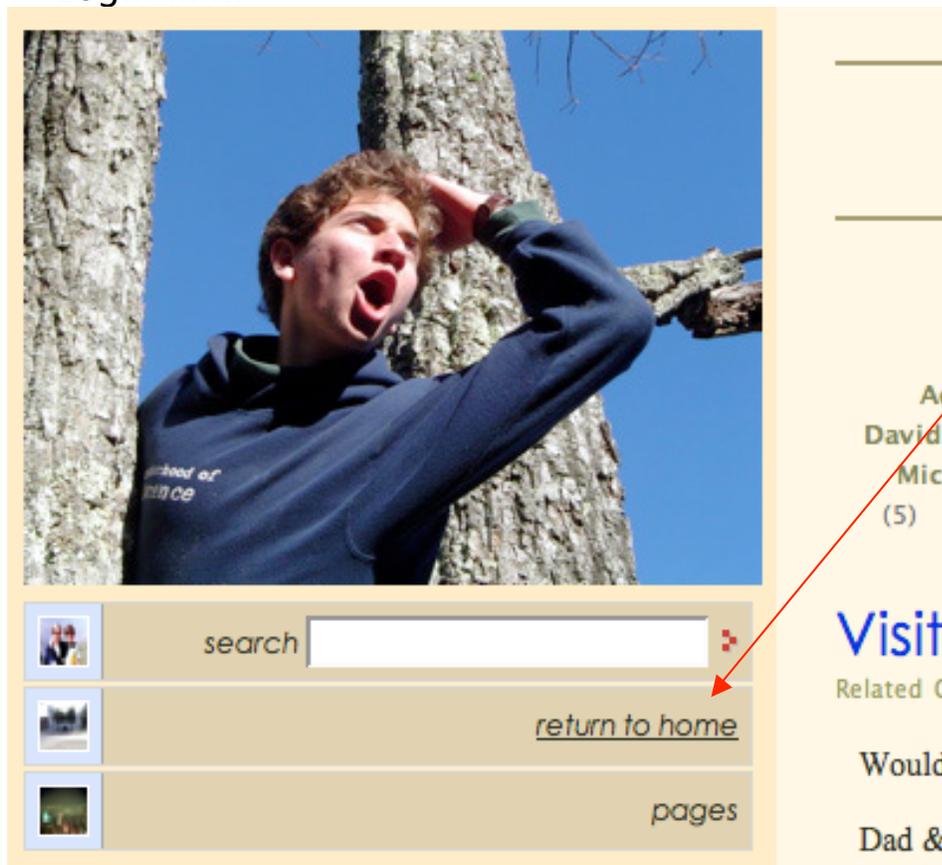

d. After you click on the Login link, a white box will appear. Here you type in your personal username and password. If your browser has memorized it, they will already be typed in for you. Press Enter or click on the Login box at the bottom right (red arrow below).

e. This will bring you to the Administrative section of the blog site where you can write and edit posts, change your login password and a few other things.

4. Writing a Post

a. After you login you will probably be taken to the Admin section where you can write a post. It will look like the picture below. This is the "dashboard" page of the Admin section. Notice that the word "Dashboard" is highlighted (red arrow below). To write a post, click on the "Write" link (blue arrow below). If you are able to do this, skip to c. below.
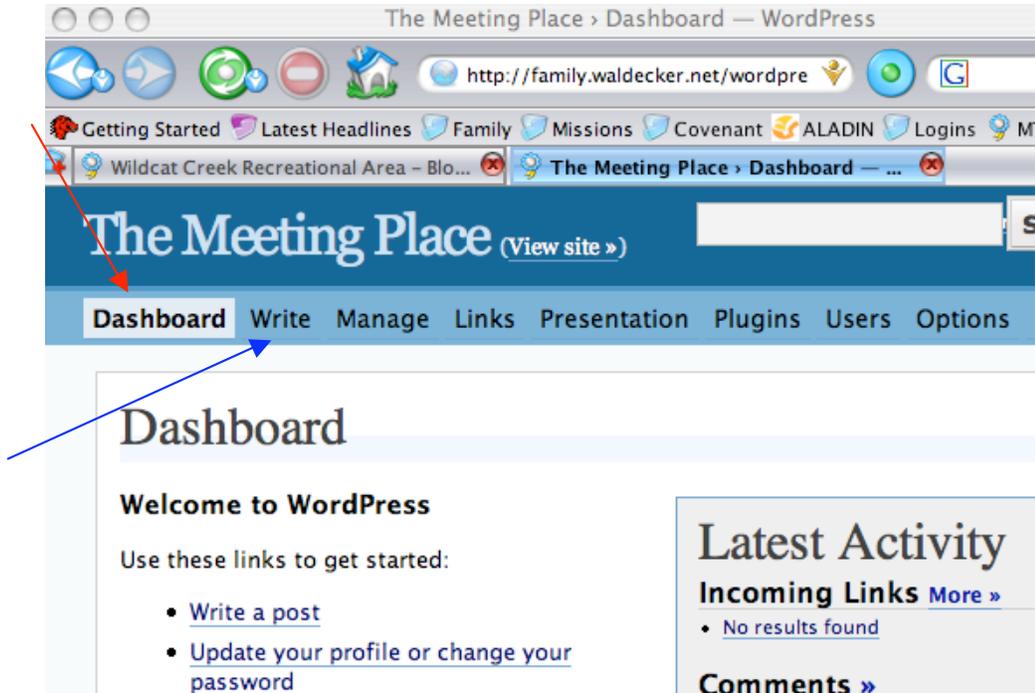
b. If you are on the main page and are logged in, there should be an Admin strip across the top (blue arrow below). On this strip there should be a link called Write (red arrow). Click on it and you will be taken to the Admin section where you can write a post.
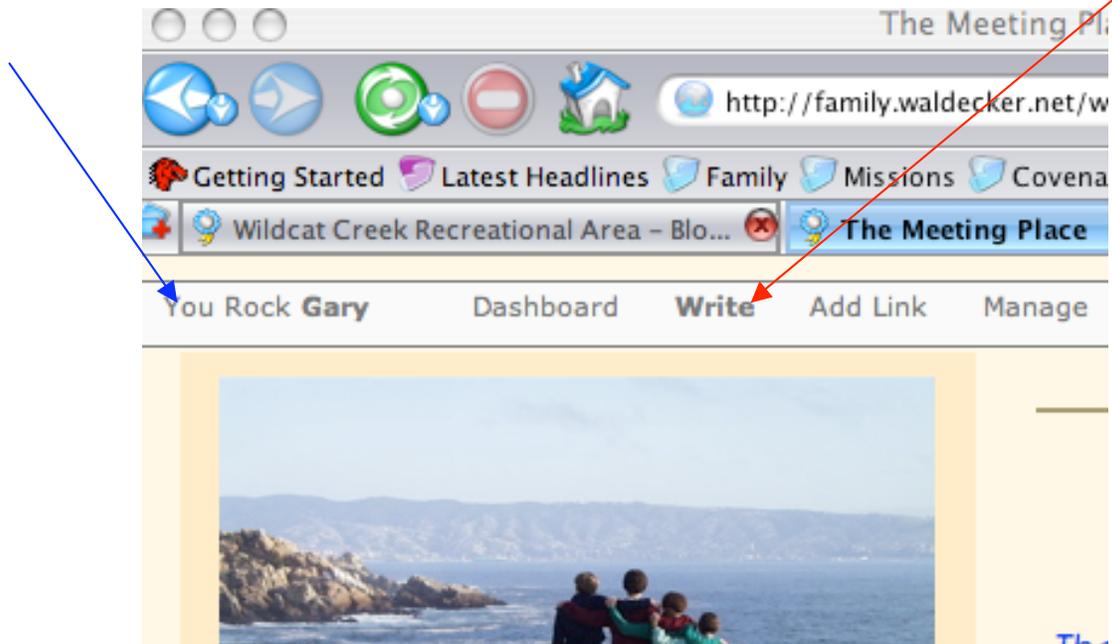
c. Once there at the Write page, put the cursor in the Title box by clicking in it. Then type a title for you post (red arrow below).

d. Then tab down to the Post section. Here you write your message (blue arrow below).

e. There is a formatting strip right above the message box. This includes the letters "B" and "I". If you select a word or words and click on the "B," the word or words will become bold. The "I" makes them italic (purple arrow below).
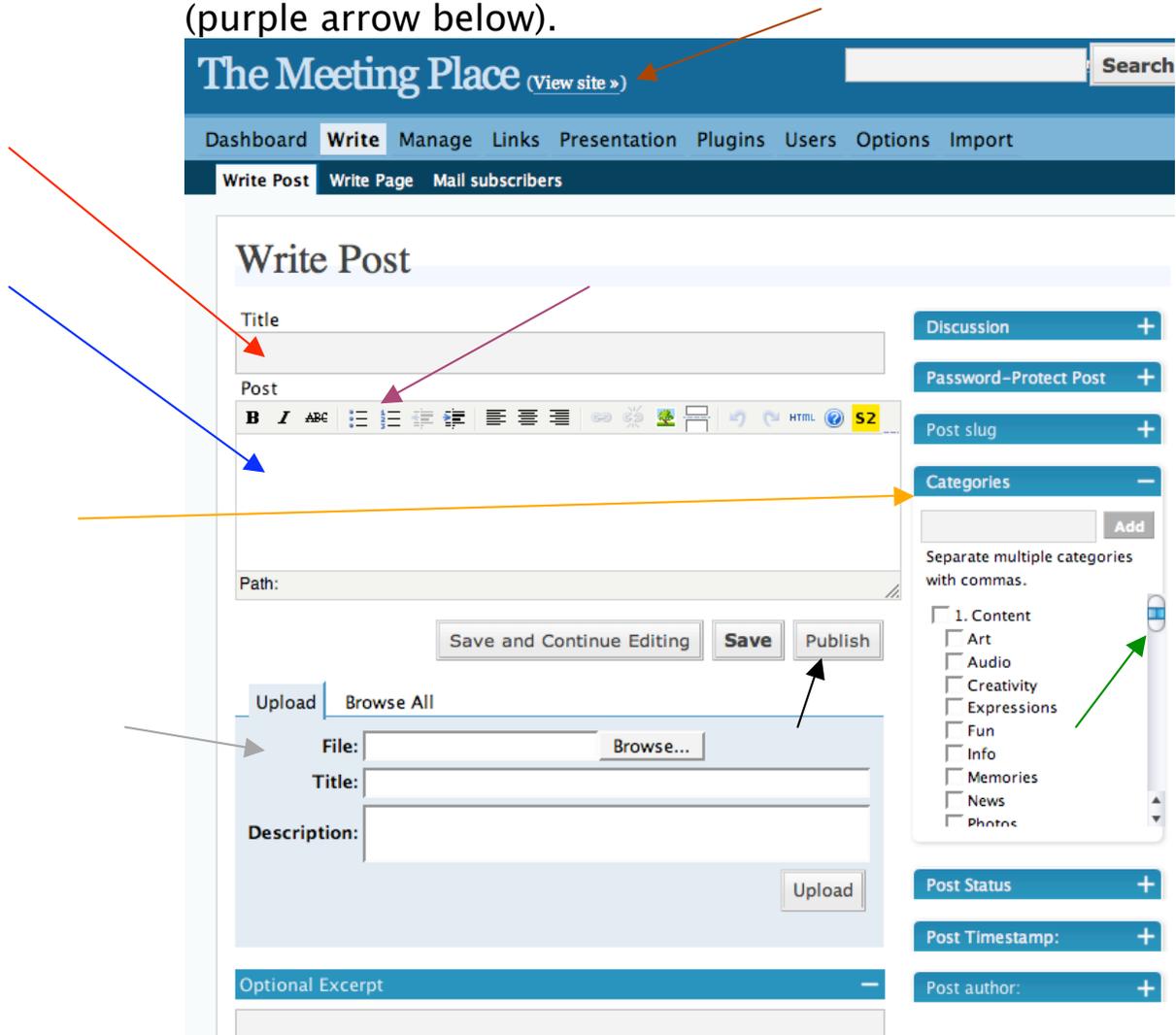
f. Once you finish your message, choose *categories* for your post. To find the category section, follow the orange arrow above. If the category section is closed, click on the + sign and it will open. Choosing categories helps people search for

information later on. Usually you will want to choose at least one Content category and one People category. The Content category is what the message is about, and the People category is who it is posted by. Also, I would ask you to uncheck the "uncategorized" category. It is checked by default but doesn't help. To see all the categories, you will have to grab the slider bar to the right of the category section and drag it up or down (green arrow above).

g. If you want to add a picture you do it here. Let me know if you want to learn how to do this (grey arrow above).

h. Click on the Publish button (black arrow) and your message will be posted.

i. To return to the main Section of the blog and see what you have posted, click on the View Site link at the top of the Admin section (brown arrow above).

5. Comment on Someone Else's Post

a. To comment on someone else's post, you must be logged in. If there is not white Admin strip across the top, you are not logged in. Follow the login instructions above.

b. Then click on the title of the post you want to comment on (red arrow below).

c. Then scroll down to the Comment box (blue arrow below). Click in it to put the cursor there. There type your comment.

d. Finally, click on the Submit Comment button (orange arrow below). Your comment will be made available for everyone to see.

e. To return to the main page after submitting a comment, click on the Return Home link (see 3c above).

Going to St. Louis!

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Related Categories: News, Audrey on Friday, August 11th, 2006.

We are gearing up to go to St. Louis! We are leaving on Sunday, and coming back on Saturday. We are hoping to camp half way to St. Louis, near Cadiz, KY. It is supposed to be thunderstormy all week. It will be an adventure! So, if you don't hear from me in a while, it is because we will be cabining, museuming, exploring etc.
Audrey

One Response to "Going to St. Louis!"

1. {edit comment}*janice*, on August 11th, 2006 at 10:15 am, said:

   Sounds like lots of fun! I hope you all have a great time!
   Janice

Comment on this post below

Logged in as **Gary**. **Logout »**

| str | em | link | b-quote | code | strike |

| lookup | Close Tags |

Submit Comment