

How to Use the Family Website

1. Go to the site

- a. Open your browser (Like Firefox or Internet Explorer or whatever you use).¹
- b. If you have already created a bookmark² for this site, select or click on the bookmark. In Firefox the bookmark should be either under the bookmark menu (see red arrow in Figure 1), or in a space right under the web address line of the browser (see purple arrow in Figure 1). This space is called the Bookmark Toolbar.³

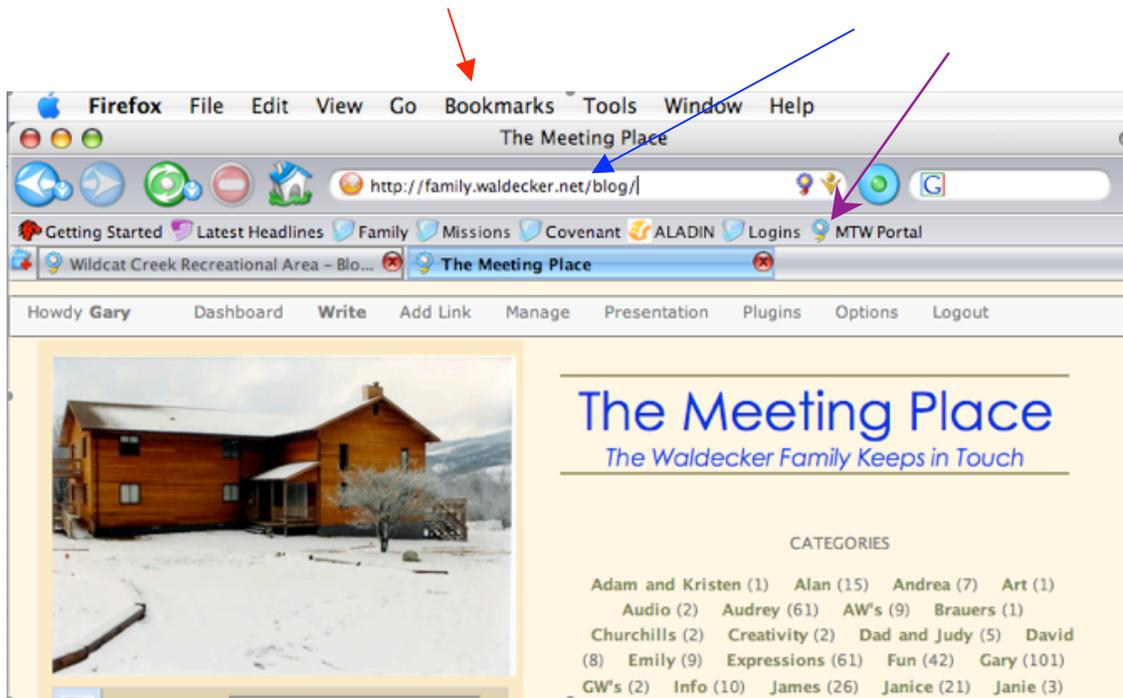


Figure 1

- c. If you have not yet created a bookmark, type the following address in the address line of the browser (see blue arrow in Figure 1). Make sure the cursor is blinking in the address line

¹ I recommend Firefox. It's free and you can download it at <http://getfirefox.com>. Internet Explorer is the least useful browser, even though it's probably the most common.

² Some browsers call bookmarks "favorites."

³ In the Bookmark Toolbar you can create a link to any website. You can also create a "Folder" with various related links to websites. In the example above, the Meeting Place link is located within the Family folder. When I click on this folder, all my family related links appear.

before you begin typing. If it isn't, click in the address line and the cursor will appear: <http://family.waldecker.net/blog/>

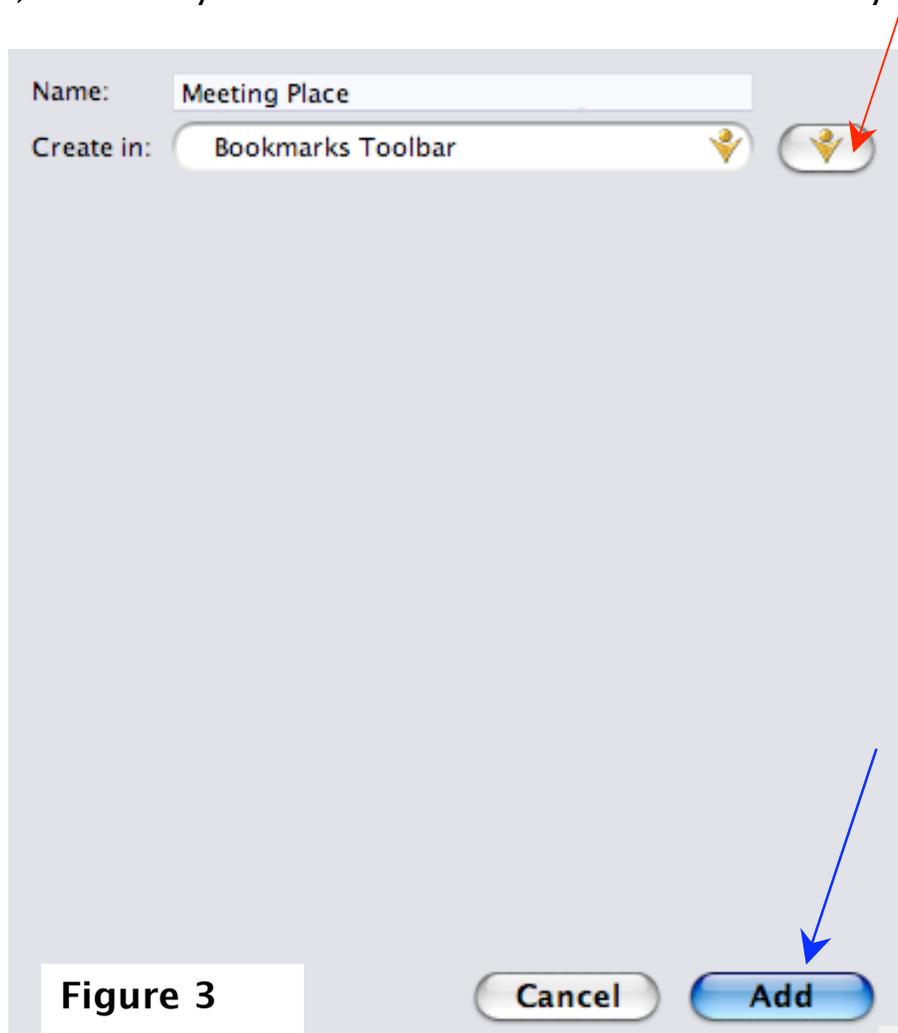
- d. After you type in the address and press the Return or Enter key on your keyboard (or select the bookmark if you already have one), you will be taken to the login screen where you will be asked for your username and password.⁴ The Login screen will look like this, except the username line will either be blank or will have your username already typed in.⁵



⁴ Some browsers will take you directly to the site if you have already told the browser to memorize your username and password. Firefox will take you to this login screen.

⁵ It will be already typed in if you have previously asked your browser to remember your username and password for this site. More on this later.

- e. Before you actually log in, if you haven't already made a bookmark for this site, now is a good time to do it since you are currently at the address that needs to be bookmarked. Having a bookmark means you don't need to remember the web address for this site in the future. You just click on the link. To create a bookmark for the login screen of this site, do the following. In Firefox, select the Bookmark menu (see the red arrow in Figure 1 above). In the screen that appears (see Figure 2 below) give the bookmark a short name. I suggest "Meeting Place." You will also see a "Create in:" line. Click on the symbol to the right of this line (see red arrow in Figure 2 below) so show all your options. I suggest creating the bookmark in the Bookmarks Toolbar. (The Bookmarks Toolbar can be seen in Figure 1 above. The purple arrow is pointing to it). That way the link to the website will be readily available.



After you have chosen a name for the bookmark, and have created it in the Bookmarks Toolbar, click the Add button at the bottom right of this screen (see blue arrow in Figure 3 above).



Figure 4

- f. Once you have created the bookmark, type in your username and password in the login screen if you have not already done so. Then click the “Remember me” box (blue arrow in Figure 4 above). Next click on the Login button (red arrow in Figure 4 above). This will bring you to the *Administrative Area* of the blog.

2. Explore the Two Main Sections of the Blog

- a. There are two main sections of the blog: 1) the *Administrative Area* where you can write and edit posts, change your login password and a few other things and 2) the *Viewing Area* where you can view, read and comment on posts. When you first log in you will be taken to the *Administrative Area*, which looks like this:

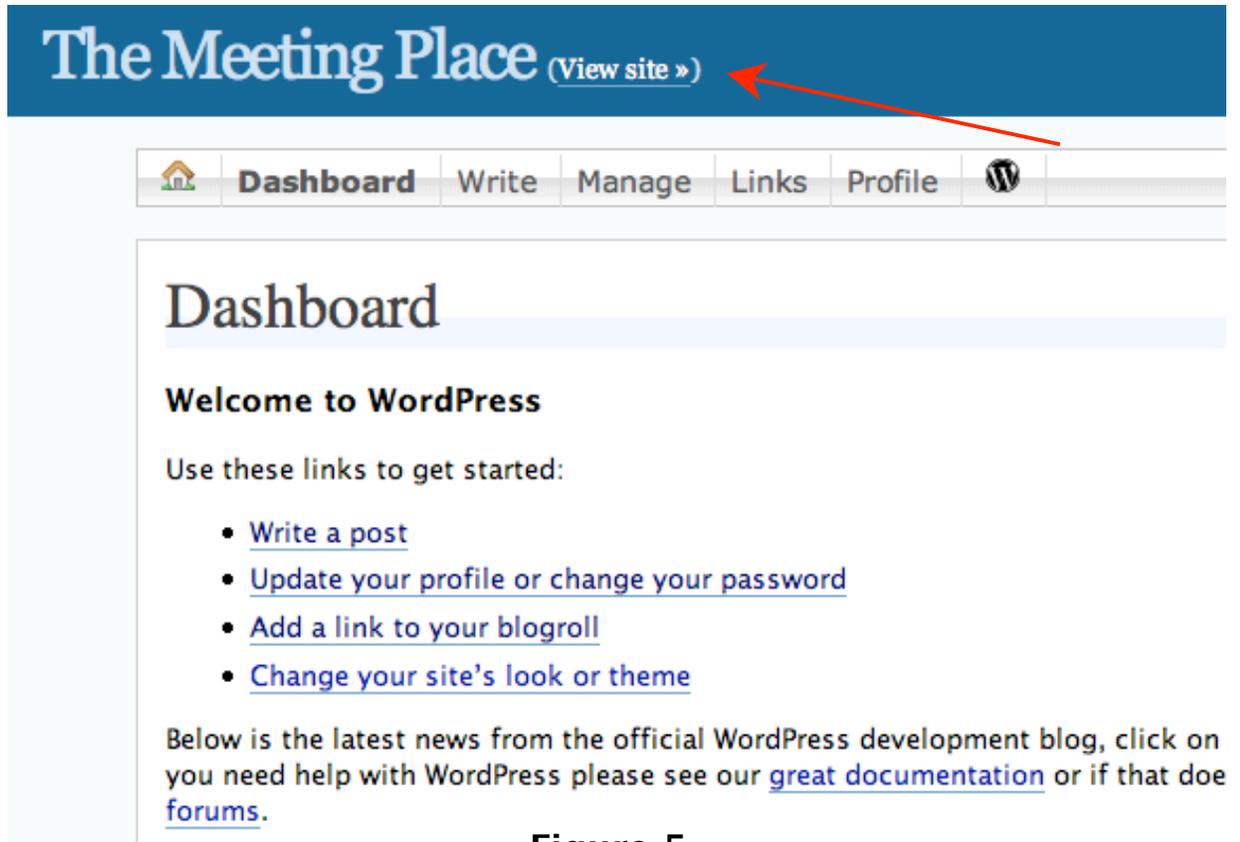


Figure 5

As you can see there are five menus available: 1) Dashboard, 2) Write, 3) Manage, 4) Links and 5) Profile. Clicking on any of these menus will reveal the submenus available for each one. I will talk about these in more detail later. The other important item here is the link to the *Viewing Area* of the blog. Clicking on the "View site" link (see the red arrow above in Figure 5) will bring you to the *Viewing Area*.

- b. The *Viewing Area* has elements that change everyday, but generally it looks like this:



Figure 6

There is a picture in the upper leaf corner that changes every time you click on something. To the right of the picture is the title of the blogsite: *The Meeting Place*. I will discuss this *Viewing Area* in more detail in the next section of this manual.

3. Look in Detail at the Viewing Area

- a. Beneath the title is a list of all the categories of posts that have been created and used so far. Clicking on one of these categories will bring up all the posts related to that category. For example, clicking on the “Audrey” post will bring up all 74 of the posts written by Audrey.

- b. Directly under the category section is the latest post. This one has two categories: "Janice" and "Photos." The title is "Linnea's blue choir robe." To the right of the title is the number 2, which means that two people have commented on this post. To see the post in full, plus the comments, you need to click on the post title. That is, click on the words "Linnea's blue choir robe." Doing so will open it up so you can see the whole post—more than just the title, categories and first lines.

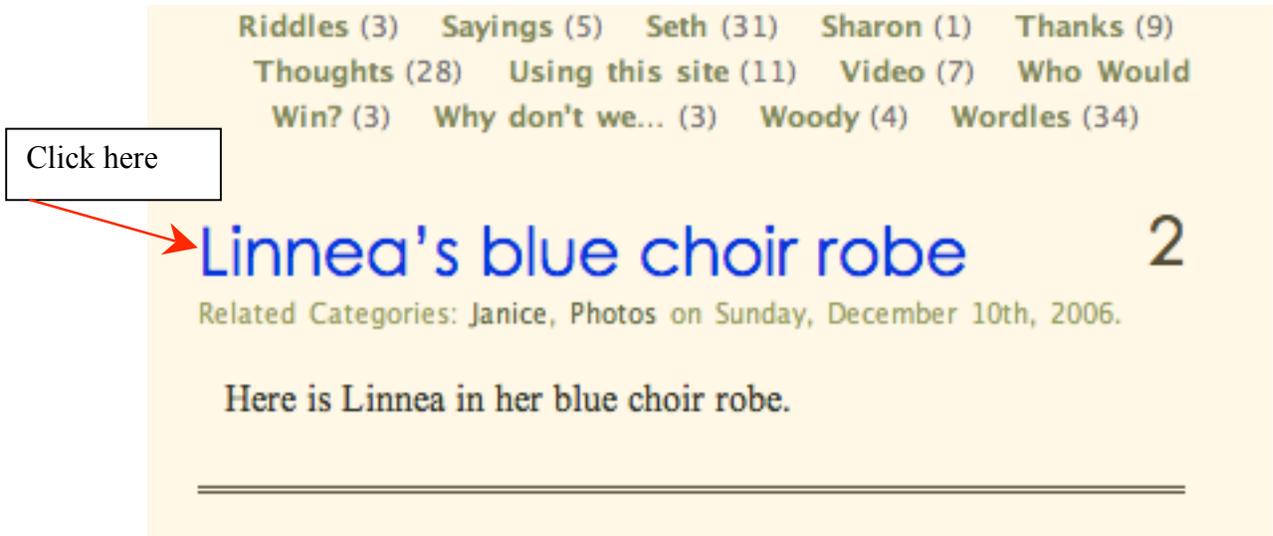


Figure 7

- c. The blogsite also allows you to search for particular posts. Right under the picture in the upper left corner is a search box. It looks like this:



Figure 8

Just click inside the box to place the cursor there, and then type in the word or phrase you want to search for. Next click on the red arrowhead, and all the relevant posts will come up.

- d. To read a post and comment on it, you must first open it up by clicking on the post title, as mentioned earlier. Here is an example of a post that has been opened:

The screenshot shows a blog post titled "Update to site" with a count of 1 comment. The post content includes a notice about administrative links and a section titled "One Response to 'Update to site'". A comment by micahjw from December 9th, 2006, says "i like it". Below the comment is a "Comment on this post below" section. This section includes a "Logged in as gtw. Logout »" link, a set of "Formatting buttons" (str, em, link, b-quote, code, strike, lookup, Close Tags), a large text input area, a "Submit Comment" button, a checked checkbox for "Notify me of followup comments via e-mail", a "Subscribe without commenting" link, an email input field containing "gtw@paradigms.net", and a "Subscribe" button. Annotations with arrows point to these elements: "One person has commented on this post: micahjw." points to the comment count; "If you would like to add a comment, click in the comment area to place the cursor there, then type your message." points to the text input area; "To publish your comment, click on the Submit Comment button." points to the "Submit Comment" button; "To receive an email notification of other comments related to this post, click in the 'Notify me...' box before you submit your comment." points to the "Notify me of followup comments via e-mail" checkbox; "Formatting buttons" points to the toolbar; and "To receive an email notification of other comments related to this post, click in the 'Notify me...' box before you submit your comment." points to the "Subscribe" button.

Figure 9

Then place the cursor in the Comment area (lavender arrow in Figure 9) and type your message. You can format the text in a few of ways. For example, selecting a word or phrase and then clicking on the “str” button will make that word or phrase bold. Similarly, the “em” button makes text italic. The “b-quote” button will make the text indented and set apart as quoted text. (The orange arrow in Figure 9 is pointing to these formatting buttons). If you want to receive an email notification when someone else makes a comment on this post, click in the “Notify me of followup comments via e-mail” box (blue arrow in Figure 9). Then click on the Submit Comment button. Or if you want email notifications without having to make a comment yourself, type in your email address and click on the subscribe button (black arrow in Figure 9).

- e. After opening a post, you are no longer on the “home” page. Some links and features are not available unless you are on the home page. You can get back to the home page by clicking on the “return to home” link, found just under the search box (see Figure 10 below). If you don’t see this link it means you are already on the home page.



Figure 10

- f. The Pages section is just below the Search box. Pages are similar to posts, but are more permanent in that they are always available on the home page. There are currently three

main pages in the Pages section: 1) About, 2) Family History, and 3) Family Info (see Figure 11 below).



Figure 11

When you click on any of these page links, its sub-pages become visible.



Figure 12

Under the Family Info page there are currently four sub-pages: 1) Birthdays and Anniversaries, 2) Addresses, 3) Phone Numbers, and 4) Email. I try to keep these current. You will not be able to edit these pages directly, but if you leave me a note in the comment box of the appropriate page, I will make the changes. Another important sub-page is found under the About page. It is the Manage Subscription sub-page. On this page you can manage the details of subscribing to posts. In other words, if you want to receive an email notification when a new post is made, there are some relevant settings on this sub-page. (Don't confuse this with managing subscriptions to comments, which we have already covered, and which is handled under each comment box.)



Figure 13

When you click on the Manage Subscription page, you will see the following:

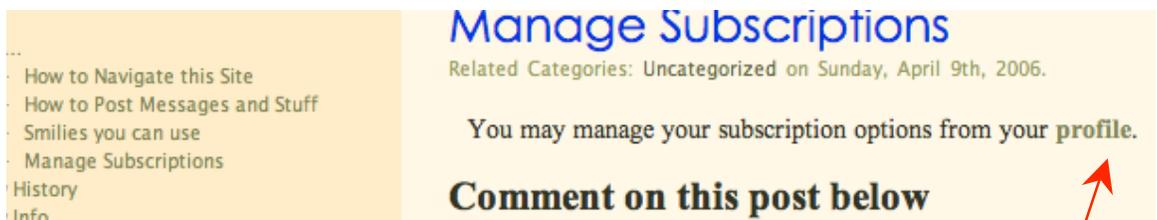


Figure 14

Now click on the “profile “ link indicated in Figure by the red arrow in Figure 14. Clicking on the profile link will bring you to the Notification Settings page as shown in Figure 15 below. This is part of the Administrative Area.

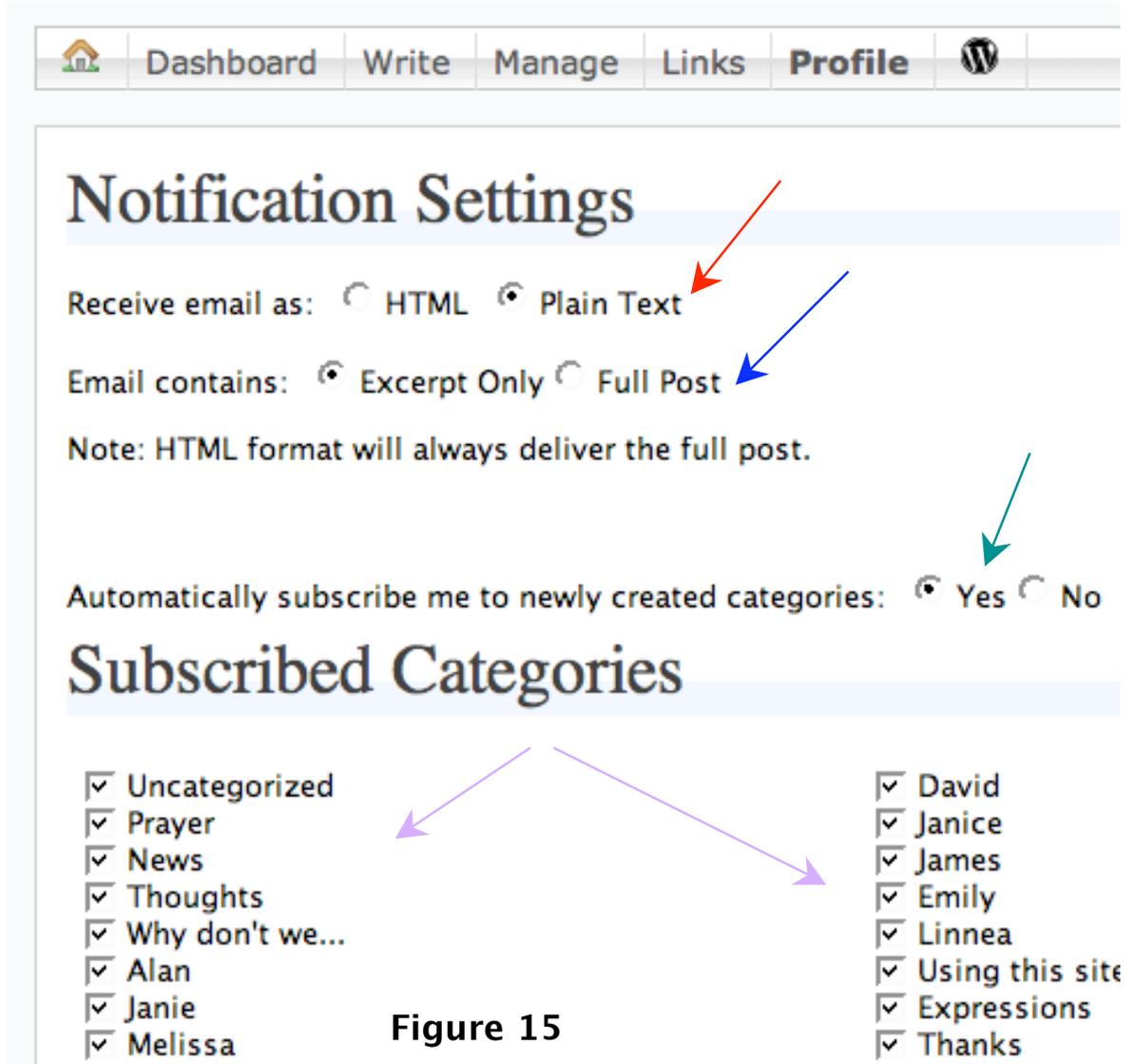


Figure 15

In this section you can choose how you receive your email notifications of new posts. You can receive the email as plain text or as “HTML” (see the red arrow in Figure 15 above). The latter is able to send formatted text and pictures while the former only sends “plain text”. You can also choose whether you want the email to be the full post or just an excerpt of it (see the blue arrow in Figure 15). However, the HTML version only comes as the full post. In other words, you can’t choose “HTML” and “excerpt.” I suggest you choose “Yes” at the green arrow in Figure 15. The lavender arrows indicate what categories you want to be advised of. I suggest you choose all

of them. When you are done, make sure you click on the “Update Preferences” button at the bottom right.

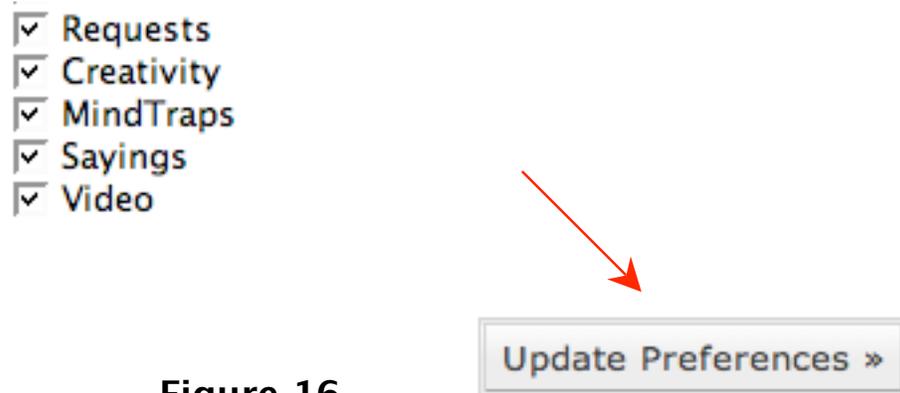


Figure 16

Now click on the “View Site” link to return to the Viewing Area of the blog—as shown by the red arrow in Figure 17 below.

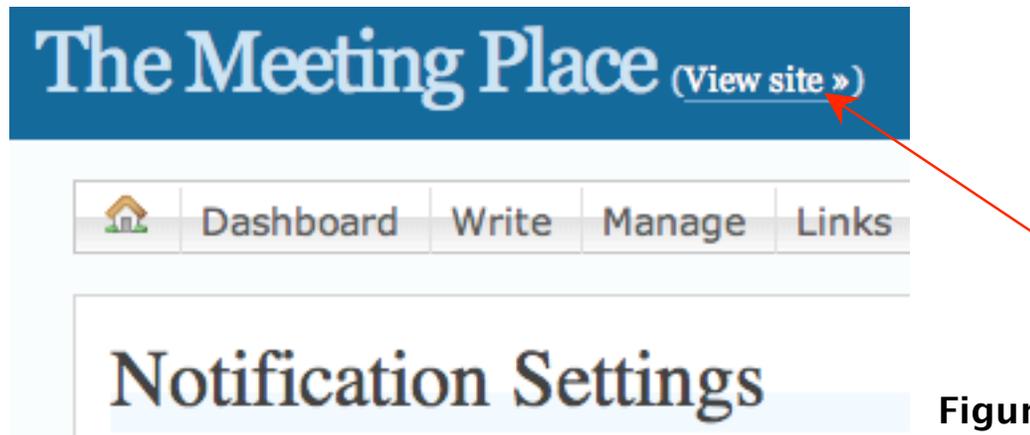


Figure 17

- g.** The Links section of the *Viewing Area* (see Figure 18 below) is just below the Pages section. Here I have placed links to other websites and to frequently visited posts. You can create your own links as well (I will discuss this later). Some of these links require a password. If you are interested, let me know.

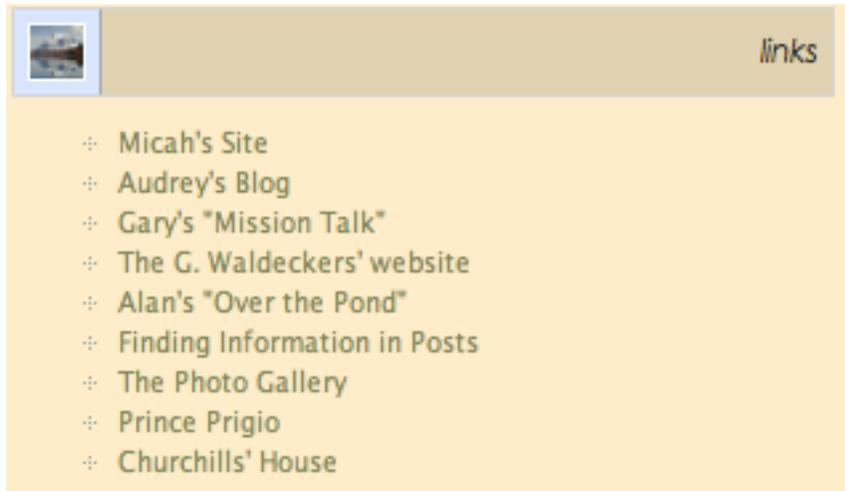


Figure 18

- h. The archive section of the *Viewing Area* (see Figure 19 below) allows you to look for items that were posted in previous months. Just click on the month and/or day and all the items posted at that time will come up.

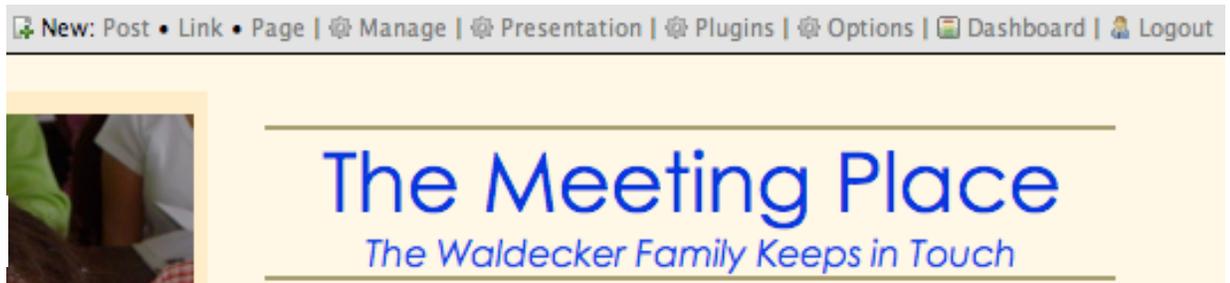


Figure 19

- i. The last thing you need to know about the *Viewing Area* is how to get from there to the *Administrative Area*. Look at the top right of the *Viewing Area* and you will see a thin grey strip with links in it. These are all links to different sections of the

Administrative Area.

Figure 20



At the left of the strip you see the word “New” with three links after it. If you want to create a new post, click on the Post link. If you want to create a new link, click on the Link link. If you want to create a new page (not likely), click on the Page link. You can also go to the Manage section. I will discuss this later. If you want to you can also use the Logout link. This isn’t necessary, though, unless you are connecting on a public computer (like at a library or a cyber café). You will not be able to access the other areas of the *Administrative Area* (Presentation, Plugins and Options).

4. Look in Detail at the Administrative Area

- a. The most common thing you will do in the Administrative Area is write a post. We have already seen how to access the New Post section from the Viewing Area (see 3i above). When you are in the Administrative Area, do the following to access the New Post section.

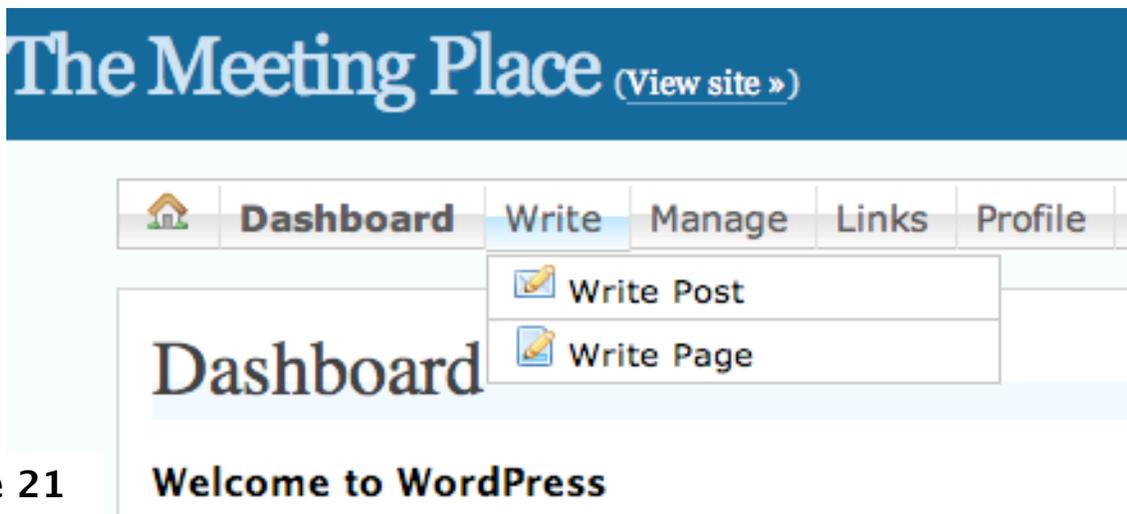


Figure 21

To write a new post, click on the “Write” menu. The submenus will drop down. Then click on the Write Post selection as shown above in Figure 21. This will take you to the following screen:



Click in the Title box to place the cursor there (blue arrow in Figure 22) and type in the title of your post. Then, click in the Post box (green arrow in Figure 22) and type in your message. You can format the message using the formatting strip across the top of the Post box (see the red arrow in Figure 22). Select the letter, word, phrase or sentences you want to format and then click on the desired formatting option. Following is a closer look at the options:



You can make your selection bold, italic, and crossed out. You can create an un-numbered list or a numbered list (it will create the numbers for you). You can indent your selection. You can align the text to the left, centered, or to the right. If you want to know how to link to another place on the web, or to pull in a picture from somewhere else on the web, let me know.

The three buttons along the bottom of the Post area (indicated below in Figure 24) allow you to save your work with the intention of keeping working on it (the Save and Continue Editing option—blue arrow), or save your work as a draft copy without publishing it to the *Viewing Area* (the Save option—red arrow),⁶ or publish your post to the *Viewing Area* (the Publish option—green arrow).

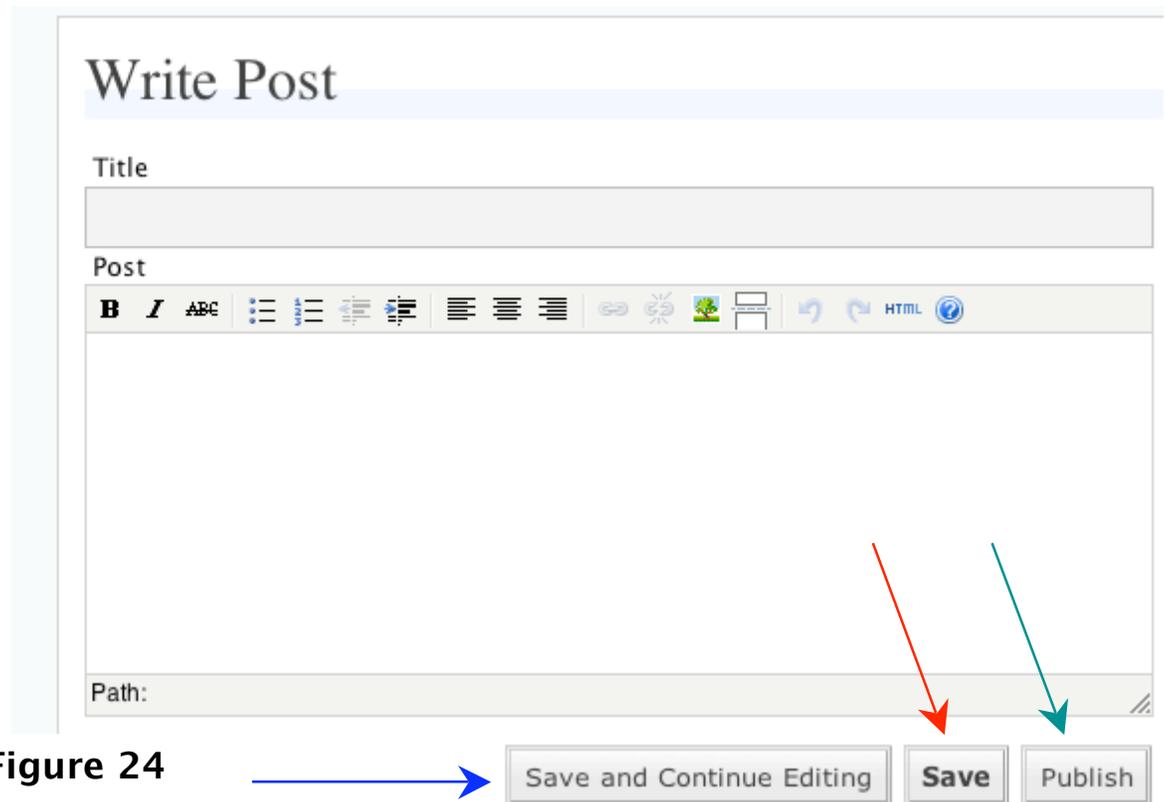


Figure 24

⁶ If you click the Save button, the next time you go to the Write Post section you will find a link to this saved post.

However, before you publish your post, you should do at least one more thing. You should apply some categories to it. This will help people later on when they want to search for certain posts or kinds of posts. The Category section is on the same page as the Write Post section. It can be found to the right of the Post box. If it is closed it will look like this:

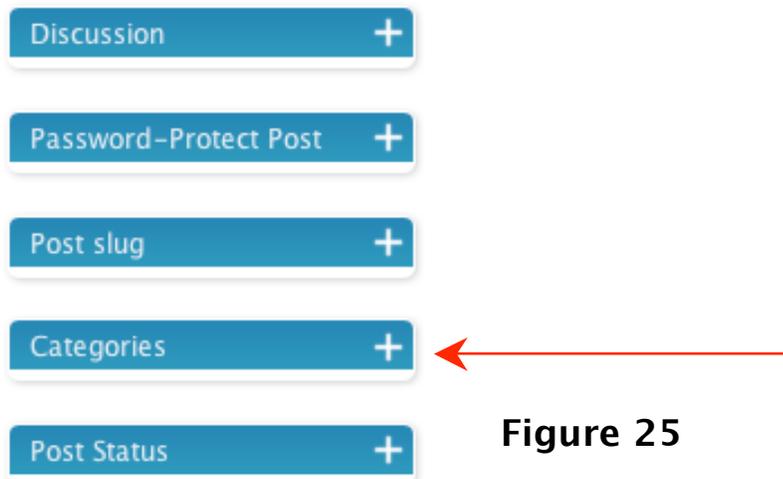


Figure 25

When you click on the plus sign of the Categories bar, the Category section will open. When it is open, it looks like this:

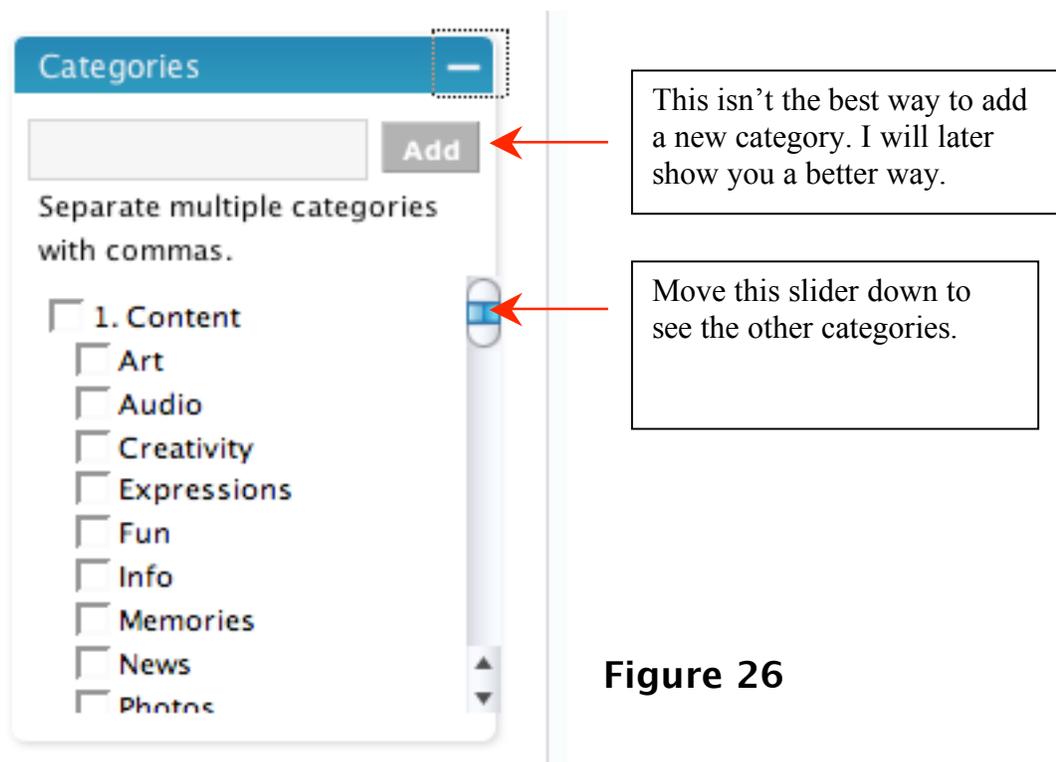


Figure 26

There are two main kinds of categories: 1) Content and 2) People. Choose as many Content categories as seem appropriate to you by clicking in the square to the left of each chosen category. Is your post information? Is it an expression of how you feel? Is it news? Does it have photos? Also, please uncheck the “uncategorized” category. It is checked by default and I don’t think I can change it. And it isn’t helpful.

For the People category, usually just choose yourself or your family. That way we know who posted it. If it is posted by you but is mainly about someone else, you could choose both yourself and the other person as People categories.

You can create a new category by typing it in the Add box at the top of the Category section, and then clicking the Add button. But creating a new category this way will not place the new category in its proper parent category (either Content or People). Later I will show you a better way to create new categories.

Once you have chosen the categories, you are probably ready to click the Publish button to make your post visible in the *Viewing Area*. However, there are two more things you might want to consider before you publish. The first is whether or not you want to add an Excerpt line. This is a short line that shows up before the post is opened and give the reader an idea of what the post is about. If you do not have an excerpt line, the first few lines of the post will show up. In most cases this works OK, but when the first few lines of the post are captions under pictures, or when they are a list, they often make the unopened post unusually long. Especially in these cases an excerpt line would be helpful.

To create an excerpt line, find the blue bar that says “Optional Excerpt.” It is located below the Upload section of the Write Post page. If it is not open, click on the plus sign in the blue bar to open it. When it is open it looks like this:

Optional Excerpt



Figure 27

Type in this box, or copy the first line of your post and paste it here. This optional excerpt will not show up when the post is opened. Then, if you are ready to publish your post to the Viewing Area, click the Publish button as discussed above.

- b. However, there is one more thing you might want to consider before publishing. Do you want to upload any photos or create a link to a file you want people to be able to download? This is accomplished in the Upload section of the Write Post page. It is located just below the Post box. It looks like this:

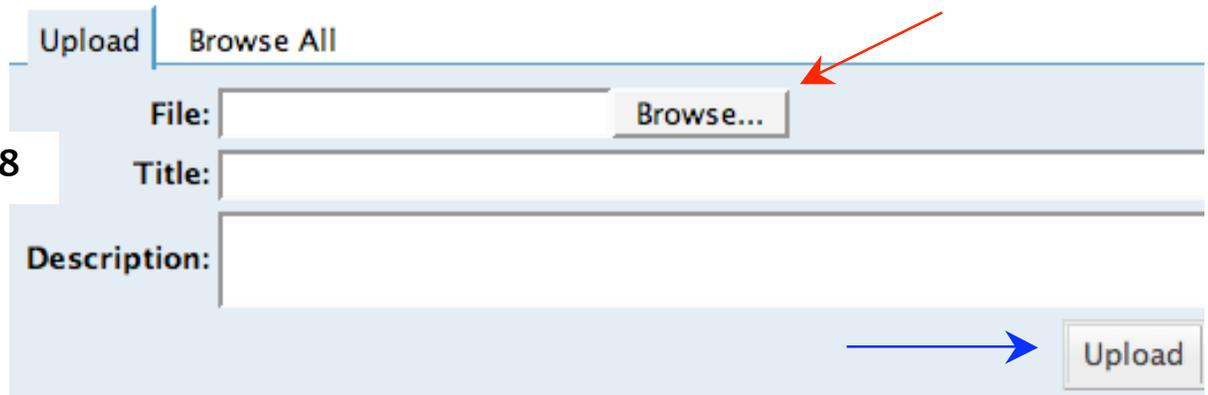


Figure 28

To upload a file, click on the Browse button (red arrow in Figure 28). This will open a dialogue box that allows you to look for a file located on your computer. Select the file you want and you will be returned to this upload section of the Write Post page. If you want you can type in a title and a description of the file to be uploaded, but it is not necessary. Then click on the Upload button (blue arrow in Figure 28). Wait a minute or so for the file to upload. Once it is uploaded, an icon or a thumbnail version of the photo will appear. Following is an example:



Figure 29

Now, to get this picture into your post, click once on the thumbnail version. When you do, the following options will appear:

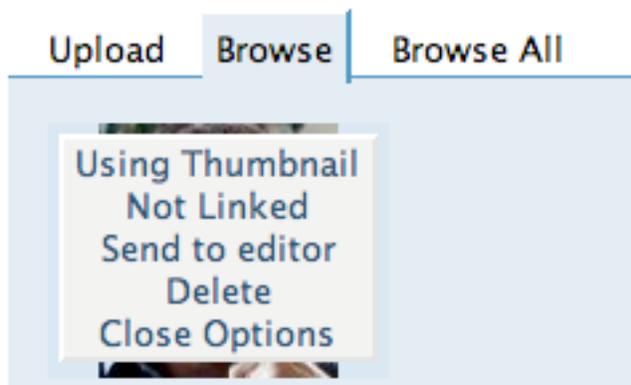


Figure 30

Click on the Using Thumbnail option and it will change to the following:

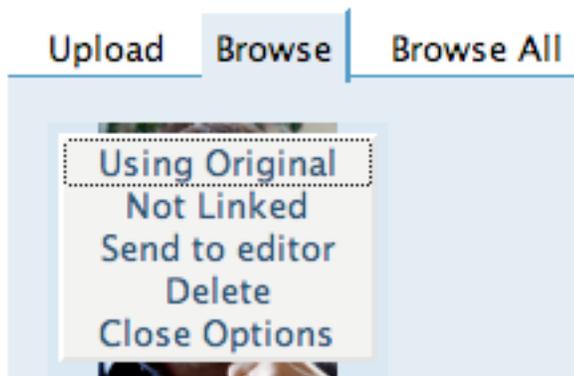


Figure 31

When this “Using Original” option is showing, the photo will

appear in the Post in its original size. If the Using Thumbnail option is showing, the photo will appear in the post as a small version of the original. Usually you want to choose the Using Original option.

Then click on the Send to Editor option. This will place the photo in your post wherever the cursor is located. So to place your photo where you want it in the post, place the cursor there before you click on the Send to Editor option. The results will look like this:

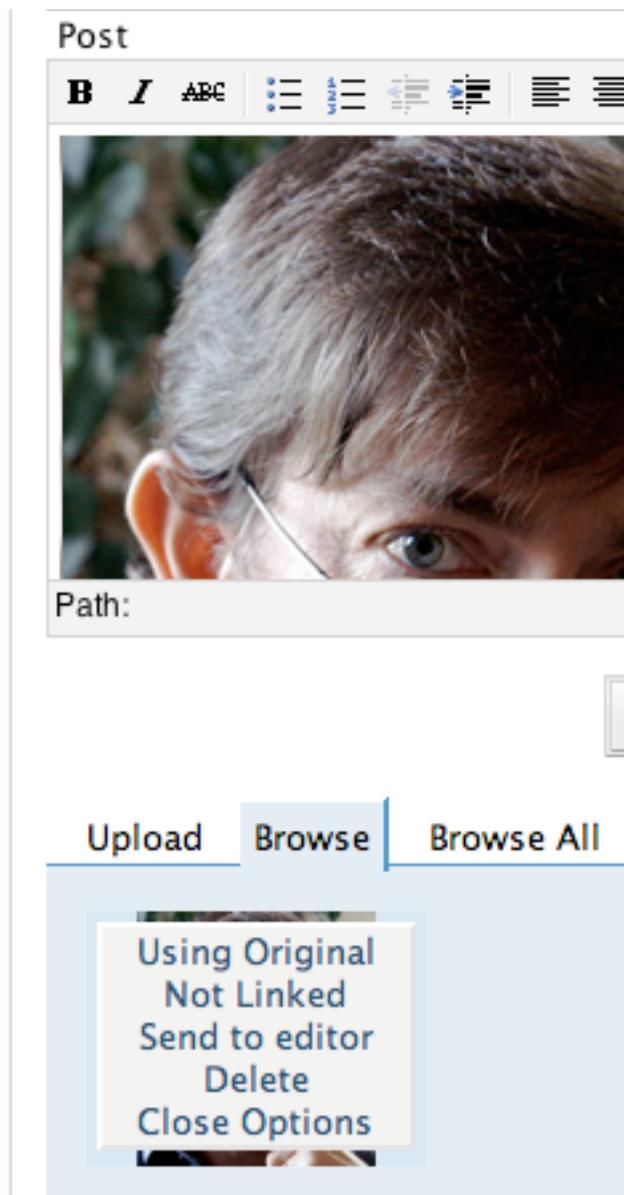


Figure 32

Usually you will choose the Not Linked option. This means that the picture will show up directly in the post.

Linked to Image will put a hyperlink on the image so if a visitor clicks on it, they will be taken to a blank browser page containing JUST the original-sized image (even if you selected "Using Thumbnail," which only applies to the actual blog entry). This is particularly useful if you have an image which is very large, because then you can use a thumbnail in the posting but have it link to the full-sized image. If you entered text in the Title field, this text will be used to describe the link (the text that appears when you hover over a link in some browsers). Linked to Page will put a hyperlink on the image and if a visitor clicks on it, they will be taken to a nicely-laid out blog page which features the image.⁷

Then just click on Close Options, and you are ready to publish your post to the Viewing Area by clicking on the Publish button as described above.

If you are uploading a file, like a Word document, that you want people to be able to download, the process is very similar. Make sure the file name has the extension included (like .doc or .pdf).

- c. Apart from writing new posts, there are a few other things you might want to do in the *Administrative Area*. Most of these are found under the Manage menu. First of all, you can manage previous posts. This includes editing them or deleting them. In the *Administrative Area*, click on the Manage menu, and then on the Posts submenu, as shown in Figure 33 below.

⁷ This paragraph is a quote from: http://codex.wordpress.org/Using_Image_and_File_Attachments



Figure 33

You will be taken to a page that looks like this:

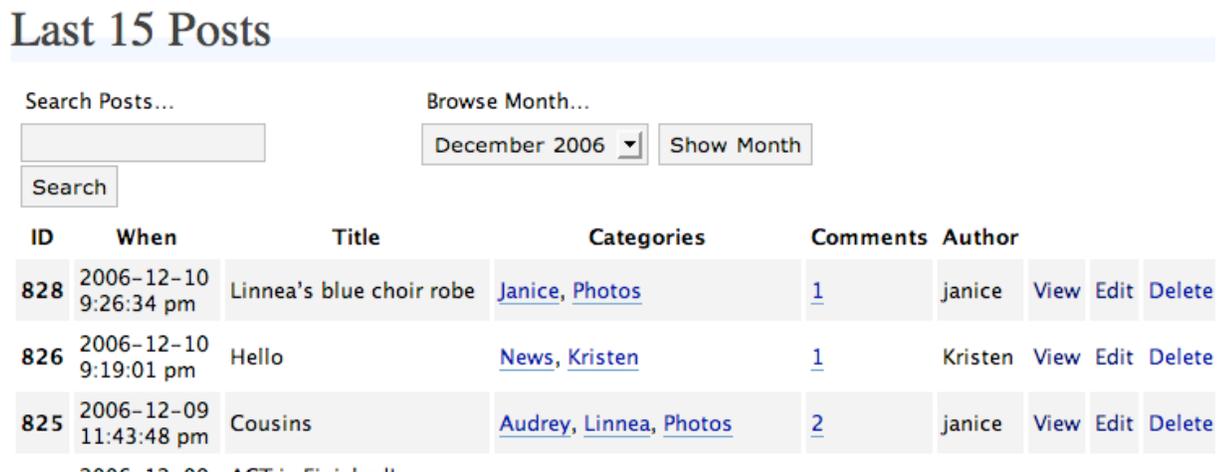


Figure 34

The most recent posts will be at the top. Find the post you are interested in and click on the Edit link, or the Delete link, depending on what you want to do. After editing a post, you will need to click on the Save button (there is no Publish button in this case since the post has already been published).

- d. Another thing you can do under the Manage menu is create and edit categories. Go to the Manage menu again and this

time click on the Categories submenu, as shown in Figure 35 below.

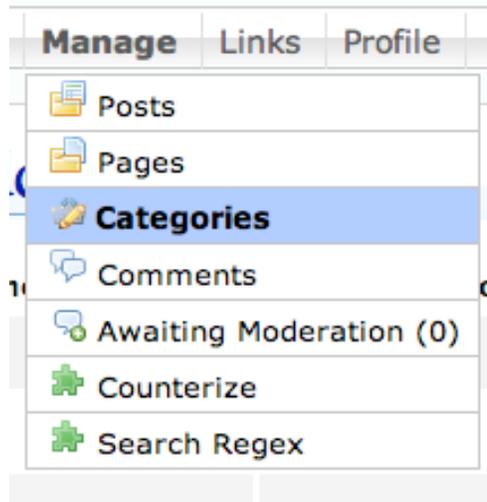


Figure 35

You will be taken to a page that looks like this:



Figure 36

Here you can edit categories, delete them, or add new categories. Editing them would include changing their name or changing their parent category. The most common thing would be to add a new category. To do this, click on the “add new” link indicated above by the red arrow. This link will take you to the bottom of the page where you will see the following:

Add New Category

Name:



Category parent:



Description: (optional)

Figure 37



To add a new category, click in the Name box (indicated by the blue arrow above) to place the cursor there. Then type the name of the category you want to add.

Next you will choose the parent category for the one you are about to create. The way I have things set up now, there are only two parent categories: Content and People. So normally you would choose either one of these as the parent. When you click on the triangle indicated by the red arrow above, you will see the following:

Add New Category

Name:

Category parent:

- None
- 1. Content
 - Art
 - Audio
 - Creativity
 - Expressions
 - Fun
 - Info
 - Memories
 - MindTraps
 - News
 - Photos
 - Praise
 - Prayer
 - Questions
 - Requests
 - Riddles
 - Sayings
 - Thanks
 - Thoughts



Figure 38

When the menu drops down, click on either Content, or move the blue slider down and look for People. When you have chosen the parent category, click on the Add Category button indicated by the green arrow in Figure 37 above.

- e. The Manage menu also allows you to edit or delete comments. You might be interested to know that editing comments this way actually gives you more formatting capability for comments than is available in the comment box itself. To go to the Manage Comments page, click on the Manage menu. When the submenus appear, click on the Comments menu as shown in Figure 39 below:

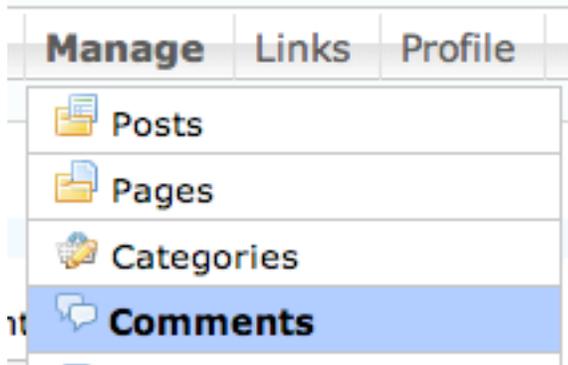


Figure 39

This will take you to a page that looks like this:

Comments

Show Comments That Contain...

Search

(Searches within comment text, e-mail, URL, and IP address.)

[View Mode](#) | [Mass Edit Mode](#)

1. **Name:** James | **E-mail:** james.churchill@paradigms.net | **IP:** [69.132.52.75](#)

I remember we tried to do that one other time on my computer.. i messed up... you guys were certainly more successful.

Posted Dec 11, 10:15 PM | [Edit Comment](#) | [Delete Comment](#) | [Edit Post "Cousins"](#) | [View Post](#)

Figure 40

The most recent comments show up at the top of the list. If the comment you want to delete or edit is not showing on the page, you can search for it by typing in the Search box (indicated in Figure 40 by the red arrow) some words from the comment. Then click on the Search button and the comment should appear on the page. You can edit a comment by clicking on its Edit Comment link (indicated by the green arrow) and you can delete it by clicking on the Delete

Comment link (indicated by the blue arrow in Figure 40 above).

- f. Another thing you can do in the *Administrative Area* is create, edit or delete links. Links, when clicked on, will take you to another website, or to a page or post within this website. To do this, click on the Links menu, as shown below in Figure 41. Then, to edit or delete a link, click on the Manage Links submenu.

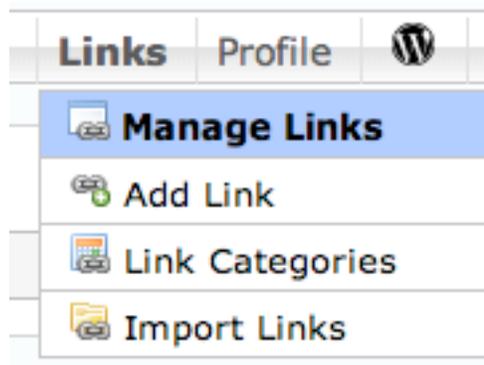


Figure 41

The following page will appear:

Name	URI	Category	rel	Image	Visible	Action	
Alan's "Over the Pond" Description: Alan's Blog	alan.waldecker.net	Links		No	Yes	Edit	Delete
Audrey's Blog Description: This	audrey.waldecker.net/nook	Links		No	Yes	Edit	Delete

Figure 42

Here you can click on the Edit link, or on the Delete link.

If you want to add a link, go back to the Links menu shown in Figure 41 and this time click on the Add Link submenu. You will be taken to a page that looks like this:

Add a link:

Basics

URI:

Link Name:

Short description:

Category:

Figure 43



In the first line that says URI type in the web address of the link. If you are unsure as to what the address is, go to the page you want to link to (even if it is a page or post in our family blogsite), and copy the address from the web address window. Then paste it into the URI box above.

For example, I recently made a link to the post Janice made telling about the progress of their new house. I made a link to it because she is going to be posting pictures there, but in a few days that post will no longer be visible on the front page of the website. You can see this link I created. It is called Churchills' House. To create this link I clicked on the post (The Building of a House), then copied the address in the web address box:

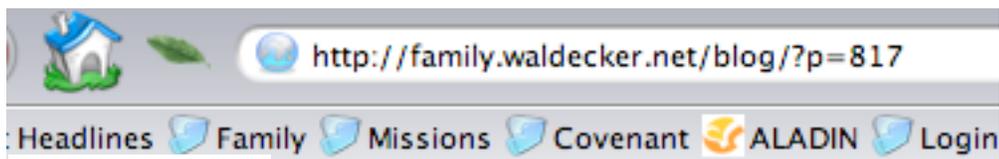


Figure 44

After copying the address, I went to the Links menu, then to the Add Link submenu. Then I pasted the address I had copied into the URI box of the Add Link box, as follows:

Add a link:

Basics

The whole address is here, you just can't see it all because it is too long for the box.

URI:

Link Name:

Short description:

Category:

Figure 45

Add Link »

Then type in a name for the link in the Link Name box. This can be whatever you want. It is the name that will show up in the list of links in the Viewing Area. If you add a short description in the next box, it will show up when people hover their mouse over the link. Then click the Add Link button.

- g. One more thing you might like to do in the *Administrative Area* is modify your personal profile. To do this, click on the Profile menu, and then on the Your Profile submenu as shown in Figure 46 below.



Figure 46

The first section you see on this page will look like this:

Your Profile and Personal Options

Name

Username: (no editing)
gtw

First name:
Gary

Last name:
Waldecker

Nickname:
gtw

Display name publicly as:
gtw

Figure 47

You won't be able to change your username. To do that you would have to register again with a different username. The "Display name publicly as" will include different combinations of what you put as your first name, your last name, and your nickname. Whatever you choose here is how people will identify you in the Viewing Area. Posts and comments made by you will bear this name.

The next section of the Profile page looks like this:

Contact Info

E-mail: (required)
gtw@paradigms.net

Website:
http://

AIM:

Yahoo IM:

Jabber / Google Talk:

Figure 48

The only thing you need to be concerned about here is to keep your email address up to date—in case it changes.

The next section of the Profile page looks like this:



Update Your Password

If you would like to change your password type a new one twice below. Otherwise leave this blank.

New Password:

Type it one more time:

Figure 49

Here you can change your password. You have to enter it twice.

After making any changes to this Profile page, you need to click on the Update Profile button at the bottom right in order to save the changes:

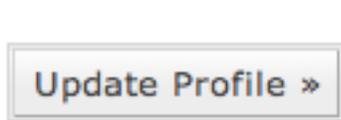


Figure 50

There is another part of this page that you should probably leave alone unless you are familiar with and like to work with the html language. It looks like this, and should normally be checked.

Personal Options

Use the visual rich editor when writing

Figure 51