

# Community Blog Guide

Food Action Society is pleased to provide the Community Blog. The FAS Community Blog is open to public contributions related to our work, including articles and publications, videos, photos and audio podcasts involving local North Okanagan food or food security in general. This document provides instructions on how to view, add or edit articles in this Community Blog. This Community Blog Guide is also available at the link shown in Figure 1, which is found on the Food Action website at: <http://www.foodaction.ca>. Please also read the Submission Guidelines document on the website (see link below in Figure 1).

You can browse or view the website as a visitor, without having to **Login**. You will need to **Login** as a registered user to add or edit blog articles. If you want to add or edit articles and have not yet registered, please **Register** now. To do so, click on the ‘**Register**’ link found at the top right of the Food Action Society website, and complete the registration form.

Before new registered users of the website can contribute to the blog, you must request ‘Publisher’ access to foodaction.ca; this is a security feature of the website. In order to **Add a Blog Article** for the first time, please contact Food Action Society at [fasnowebsite@gmail.com](mailto:fasnowebsite@gmail.com) and request to have this feature added to your account. After this has been completed, you will only need to **Login** to add new blog articles.

When you are ready to begin, open the Food Action Society website using a current internet browser, such as Firefox, Chrome or Internet Explorer 8. Then, open the Community Blog:

**>Click on ‘View All Blog Posts’ at the bottom of the Home page. All categories of posts are displayed, in order of date added (see Figure 1).**



Figure 1 – Community Blog, All categories view

## 1. Viewing Items in the Blog

- a. Use the categories in the 'Browse by Category' menu to view a particular format of contributions in the blog.  
>Click on a category in the menu at left to limit the posts to a particular category (eg. Publications, as shown below in Figure 2).
- b. View blog articles using the scrolling arrows at right to move down on the page. Links for additional pages or to go back to previous pages are at the very bottom.  
>Click on a title of an article to see just the full text for that article.  
>Click on 'All categories' to display all articles again.

## 2. Add a Blog Article

- a. Login at top right by typing your username or email and password.  
>Click on 'View All Blog Posts' at the bottom of the Home page.
- b. Blog articles require a Title, which will be displayed in the Community Blog page on the website. Articles also require some text, and/or a photo or video link, as well as a category through which your article will be grouped with other articles of the same format. When you are ready:  
>Click on 'Add a Blog Article' to create a new blog entry or 'article' (see Figure 2).



Figure 2 – Community Blog categories and 'Add a Blog Article' link.

- c. Enter the Title. Type or cut and paste the article text and enter links and images using formatting options and icons at the top of the text editor box (see Figure 3). Refer to steps d. and e. below for more information on inserting web links and images into your blog article.



Figure 3 – Blog article editor screen, and ‘Insert/Edit link’ button (see chain link symbol, under red arrow).

- d. Inserting web links into your blog article requires that you know the internet address (or URL) of the webpage that you want to link to.

**>Click on ‘File’ and then on ‘New Tab’ in your internet browser and find the webpage you want to create a link to. Highlight and copy the link URL (see Figure 2).**



Figure 4 – Copy internet address or URL.

- > Type and then highlight the text in your new article that will act as your link. This text will be of a different colour than the rest of the article's text and when clicked on, will open up a view of the desired website. Next, click on the link icon (the small chain link button at the top of the blog article editor box, see Figure 3).
- > Paste the copied link URL in the correct field (Figure 5).
- > Under 'Target' in General properties, select between the options of opening a link in the same window or a new window. (Figure 5).
- > Click on 'Insert' to finish and save the link, which should now appear as linked text in your new blog article.

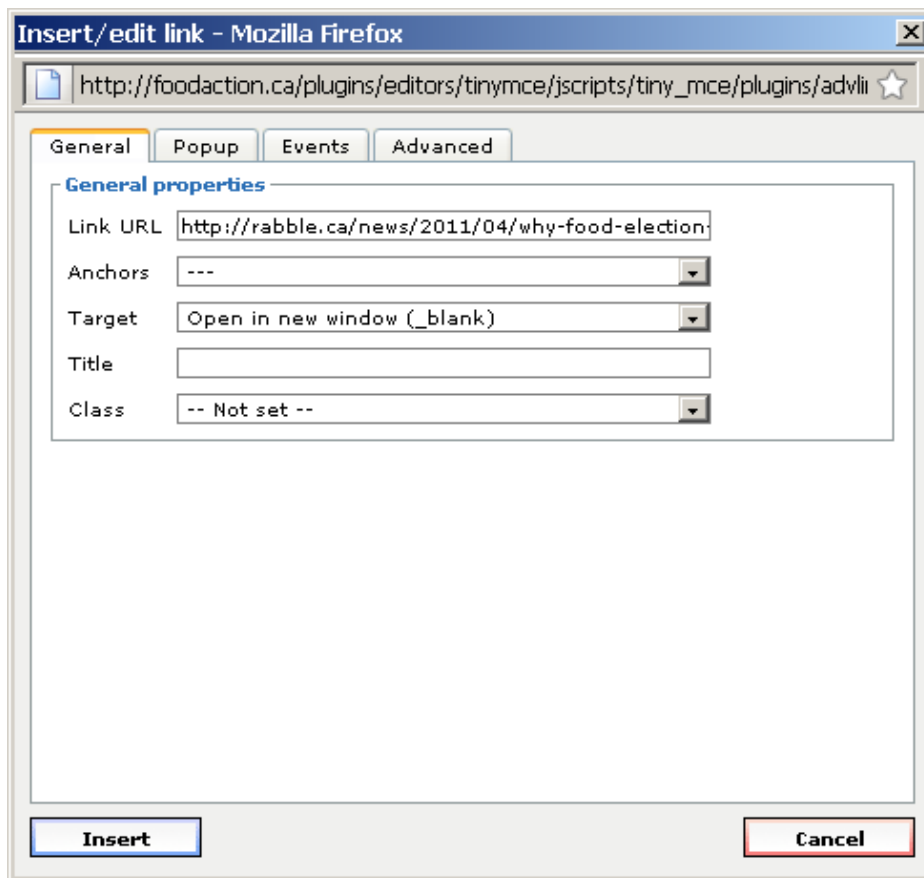


Figure 5 – Insert/edit link screen

- e. There are three options for inserting images into your blog article. If your image is on another website, and you know the internet address (or URL) for it, see the instructions in part i. If your image is not yet online, you can copy the image onto foodaction.ca first and then insert that version, which is explained in part ii. Some photo sharing websites like Picasa or Flickr provide a special function for copying codes to link to specific photos; this option is covered in part iii.

- i. If your image is online on another website, you must copy the actual photo link from that other website first (Figure 6).

> **Highlight and copy the image URL from the web browser address line (see Figure 6).**

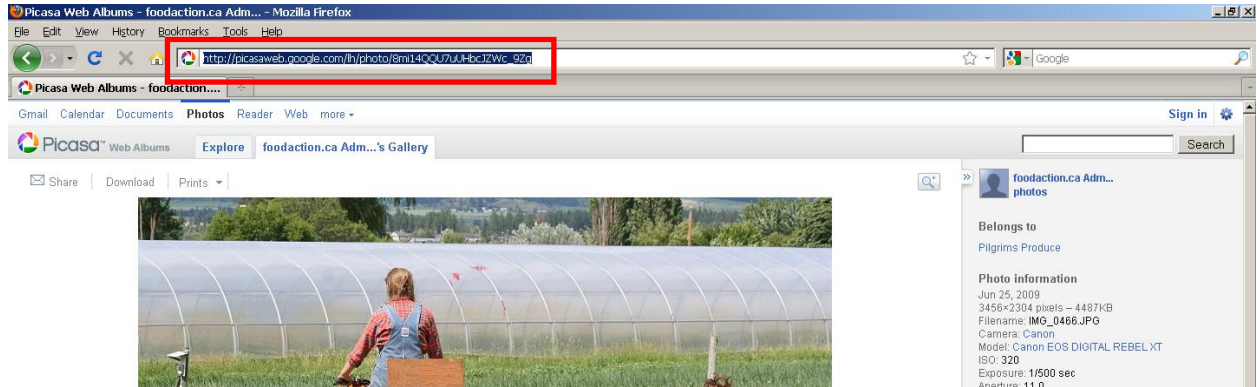


Figure 6 – Copy photo URL from other website.

> **Click on the image icon (the small tree) at the top of the text editor box (see Figure 7).**

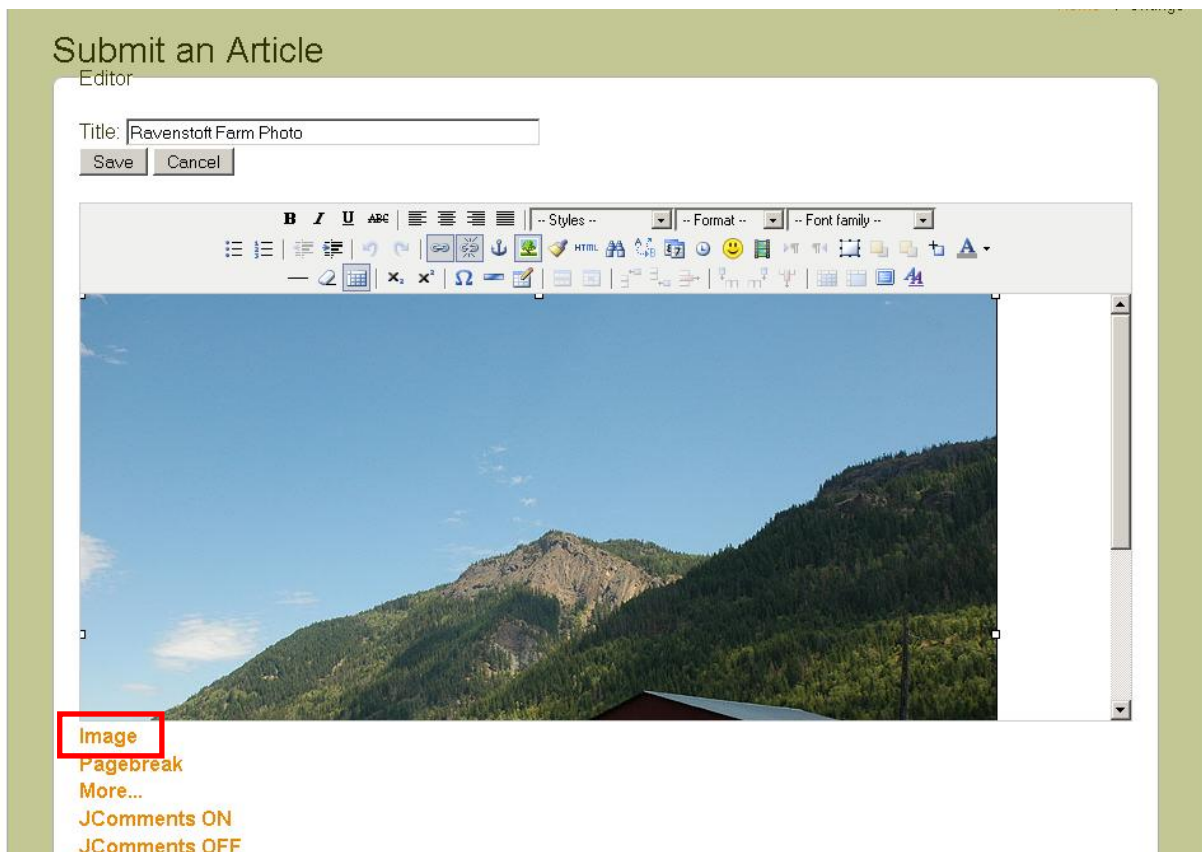


Figure 7 –Insert/edit image button at top (small tree icon), or Image upload feature (red outlined).

>Paste the copied image URL from Figure 6 in the correct field (Figure 8).



Figure 8 – Insert/edit image, General screen

>Click on the Appearance tab, and enter dimensions for your photo. Your photo will be resized automatically if it is larger than the screen width of 700 pixels (Figure 9).

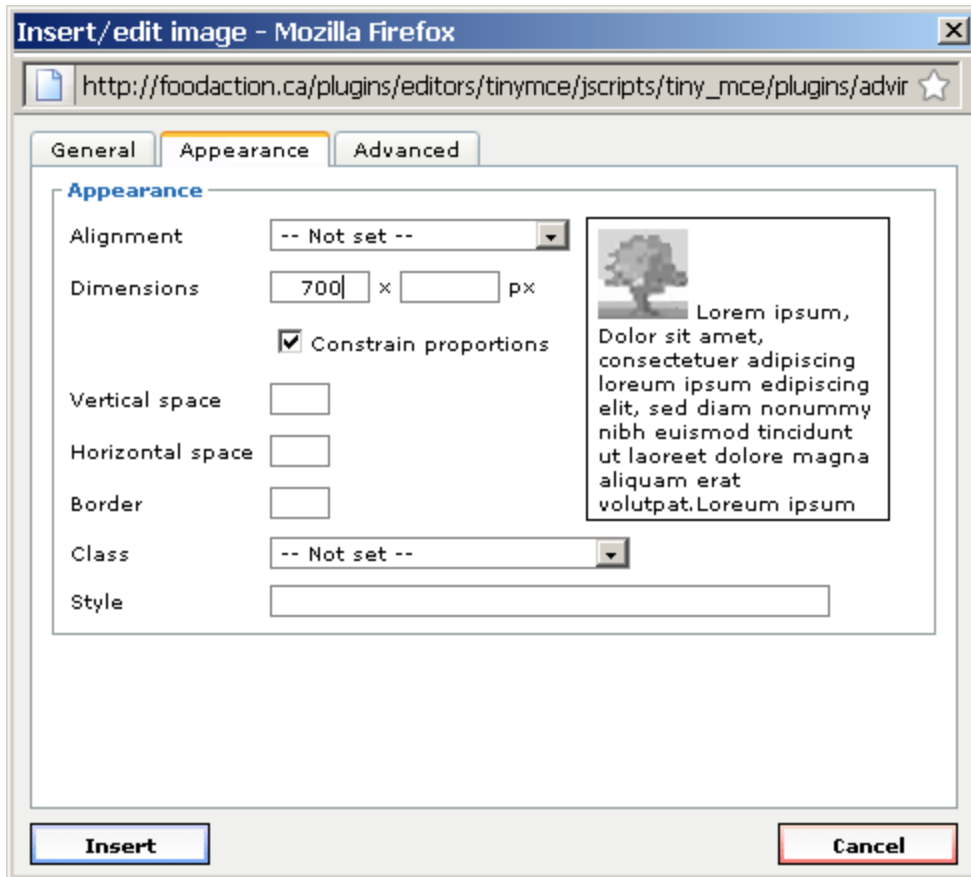


Figure 9 – Insert/edit image, Appearance screen

>Click on 'Insert' to finish and save your image, which should now appear in your new blog article.

- ii. If your image is not yet online, you can copy the image onto foodaction.ca using the Image upload feature.

>Click on the word ‘Image’ at the bottom of the text editor box (Figure 7).

>Click on ‘Browse’, select an image file, then click on ‘Start Upload’.

>When the image has finished uploading, click on the small tile that will appear for that image. Notice also that the Image URL has now been completed. Enter Image Description and Image Title as needed.

>Click on ‘Insert’ at top right to finish and save your image, which should now appear in your new blog article.

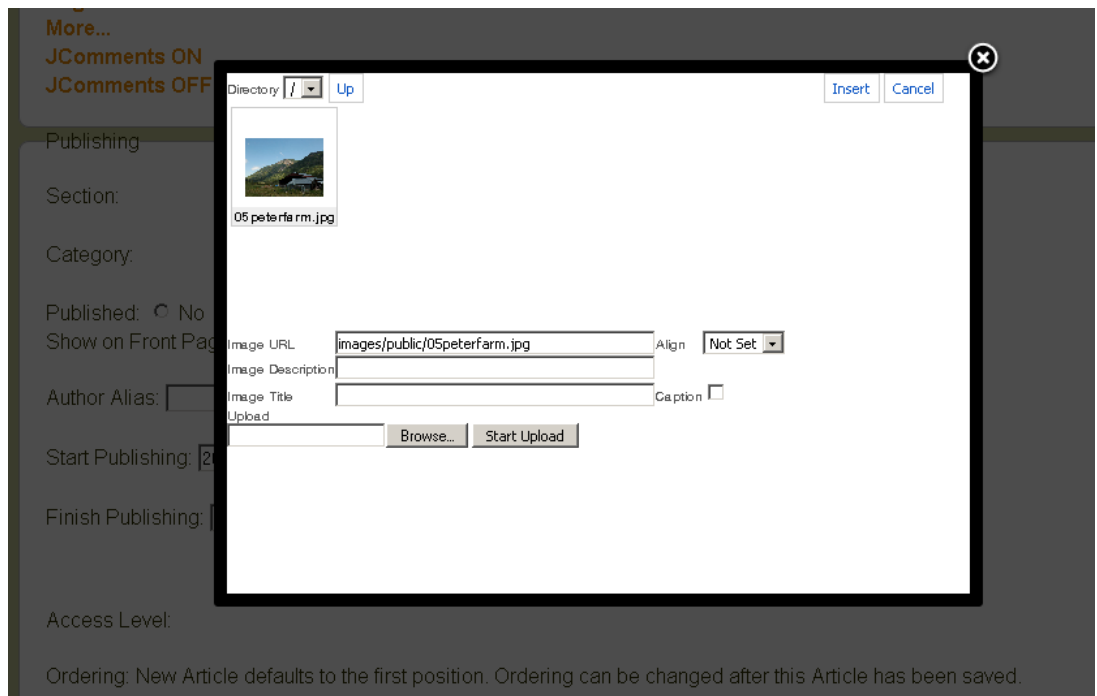


Figure 10 – HTML Source Editor screen

- iii. If your photo is saved on a photo sharing website like Picasa or Flickr, there is a function on these sites beside each photo allowing you to copy the html link to that photo (sometimes referred to as an ‘embed link’).

>Sign in to your account on the other photo sharing website, select a photo and use the appropriate link copy function to copy the image link text.

>Click on the ‘HTML’ icon at the top of the text editor box (Figure 7). This button is between the paintbrush and the binocular buttons.

>The HTML Source Editor screen will open. Paste the copied link text from the step previous (Figure 11).

>Click on ‘Update’ to finish and save your image (Figure 11), which should now appear in your new blog article.

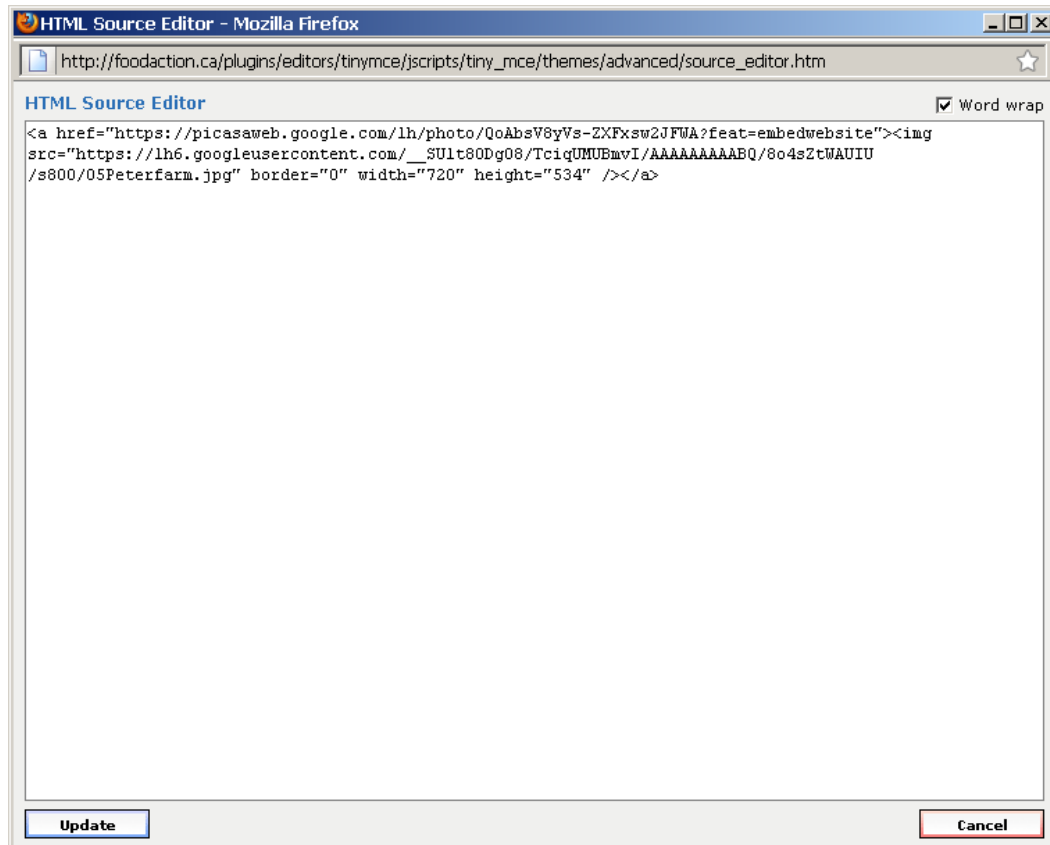


Figure 11 – HTML Source Editor screen

\*Note. Refer also to step iii to insert a video link to videos saved on a video sharing site like YouTube or Vimeo. Follow the same basic steps except using video link text instead. Wherever step iii refers to ‘photo’ or ‘image’, simply replace with the word ‘video’.

- f. To continue with adding your article, select the Section labelled ‘Community Blog’ and select a Category that describes the format of your blog article (Figure 12). For example, if you have inserted a photo image, select the category Photos but if you have inserted a text article, select the category Publications. Select Miscellaneous if your article contains mixed formats or if you are unsure. The category options are: Photos, Videos, Audio Podcasts, Publications and Miscellaneous. Leave other options on their original settings as shown in Figure 12.

**>Click on the down arrow at the right of each drop down menu and scroll down to highlight your choices.**

**>Click on Save at the top left to finish (Figure 13).**

**>Notice your new blog article is now at the top of the Latest Blog Posts on the Home Page and at the top of the Community Blog.**

