

Blog Section

1. Left side navigation bar see blue section menus BlogEnglish and BlogFrench, when you click on them the dropdown links read:
(Eng) BlogsCategories, BlogMonth, Blog,
(French) BlogsCategoriesFrench, BlogMonthFrench, BlogFrench.
2. To create a blog you first have to create a category, you do this by clicking on the respective (Eng) BlogsCategories, (French) BlogsCategoriesFrench and then use the blue Create button to create a new category by typing the name of the category into the Name input, disregard the Parent dropdown entirely, your categories will all be Parent, no child subs. Then click blue Save button.
3. Months have all been pre-set.
4. To create a blog , you do this by clicking on the respective (Eng) Blog, (French) BlogFrench in the dropdown nav.
5. Click blue Create button to open a new editor.
6. In the new editor first select from BlogCategory/BlogCategoryFrench the new category you previously created.
7. Check Recent Post box for new blog, if and when you want to designate a blog as older you can uncheck the Recent Post and then check the Archive Post box.
8. Set your removeDate for whenever you want the blog to be removed from the page, this does not remove it from your editor just the web page.
9. BlogMonth,DayofMonth and BlogYear all dropdowns that you select.
- 10.Feature is where your blog text will go.
- 11.To insert image(s) into your blog feature use the image icon on the tool bar

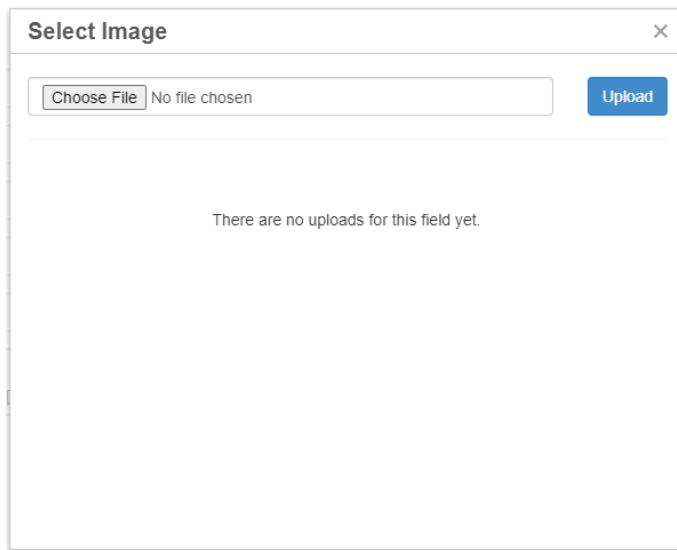


After clicking on the icon you will get this popup

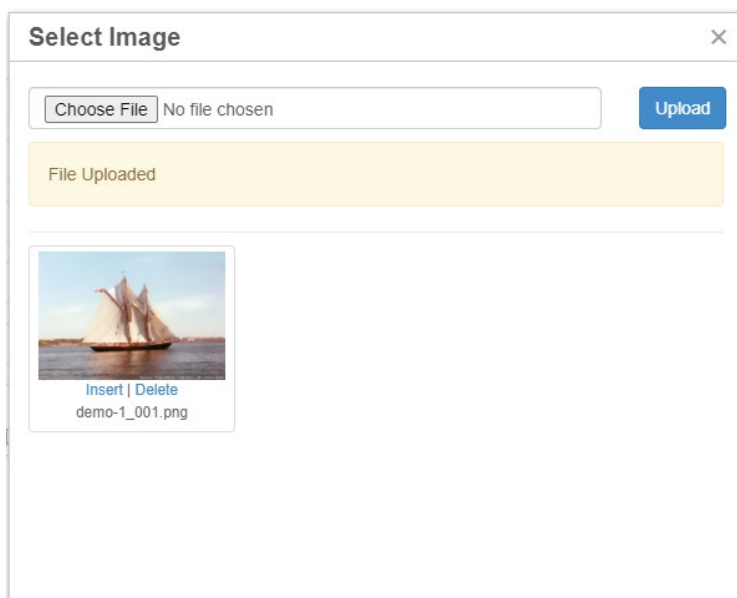
A dialog box titled "Insert/edit image" with a close button (X) in the top right corner. It has two tabs: "General" (selected) and "Advanced". Under "General", there is a "Source" input field with a search icon to its right, an "Image description" input field, and "Dimensions" input fields with a checked "Constrain proportions" checkbox. At the bottom are "Ok" and "Cancel" buttons.

Insert/edit image		X
General	Advanced	
Source	<input type="text"/>	
Image description	<input type="text"/>	
Dimensions	<input type="text"/> x <input type="text"/>	<input checked="" type="checkbox"/> Constrain proportions
		<input type="button" value="Ok"/> <input type="button" value="Cancel"/>

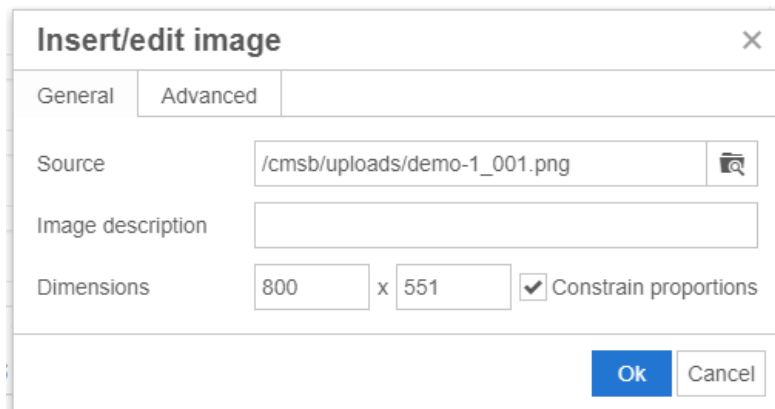
Click the search icon to the right of Source input and you will get this popup



Use Choose file button to get the image from your hard drive, after choosing it click upload button and you will get this popup after upload.

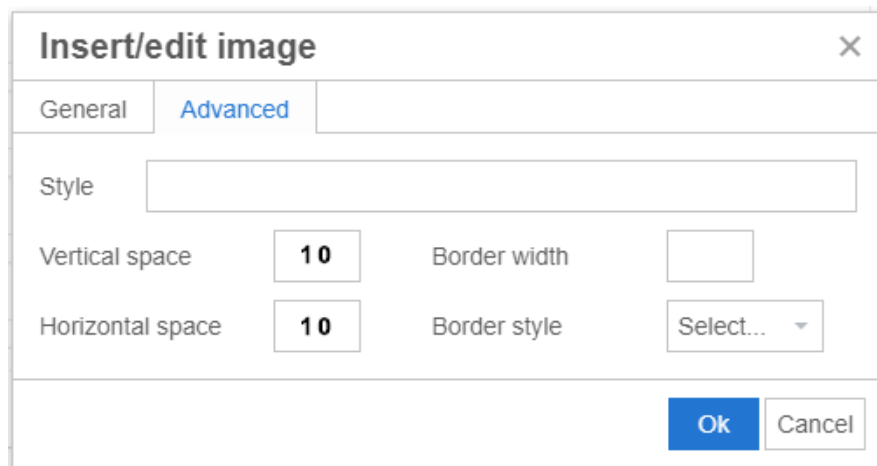


Click Insert link and you will get this popup



You can change your dimensions here if you like, if you want to just have your image appear at the top of your text click OK and use your center icon on the toolbar, if you want your image to appear to the left or right of your text then click on your Advanced tag and enter 10 in both Vertical and Horizontal space (see below) this will give you a 10

pixel margin around your photo, click OK and your photo is inserted to the text in your feature, use the left/right icon on the toolbar to align your photo.



The image shows a dialog box titled "Insert/edit image" with a close button (X) in the top right corner. It has two tabs: "General" and "Advanced", with "Advanced" selected. Below the tabs is a "Style" dropdown menu. There are four input fields: "Vertical space" with a value of "10", "Horizontal space" with a value of "10", "Border width" (empty), and "Border style" (a dropdown menu showing "Select..."). At the bottom right are "Ok" and "Cancel" buttons.

If you feel photo is too large click on the photo then use the handles on any of the corners to drag your photo to the size you want,

12. Whenever you want to make a change to a blog use the modify link next to the blog you wish to edit.
13. In the Blog window under the Drag column you can use the up/down arrows to drag your blogs into any order you wish them to appear on the web site.