


How to Post to the Errol Flynn Blog

Login to The Errol Flynn Blog:



The screenshot shows a login form with the following elements:

- Links for [2008](#) and [2007](#) at the top.
- A **login** button.
- Input fields for **User name:** and **Password:**.
- A checkbox labeled **Remember me**.
- A **Login** button.
- A link for [Create an Account](#).
- A link for [Why Create A Reader Account?](#)
- A **search** input field at the bottom.

On the far right hand side of the page that opens click **Post new entry**



You will be taken to the Post Article page.

Post Article



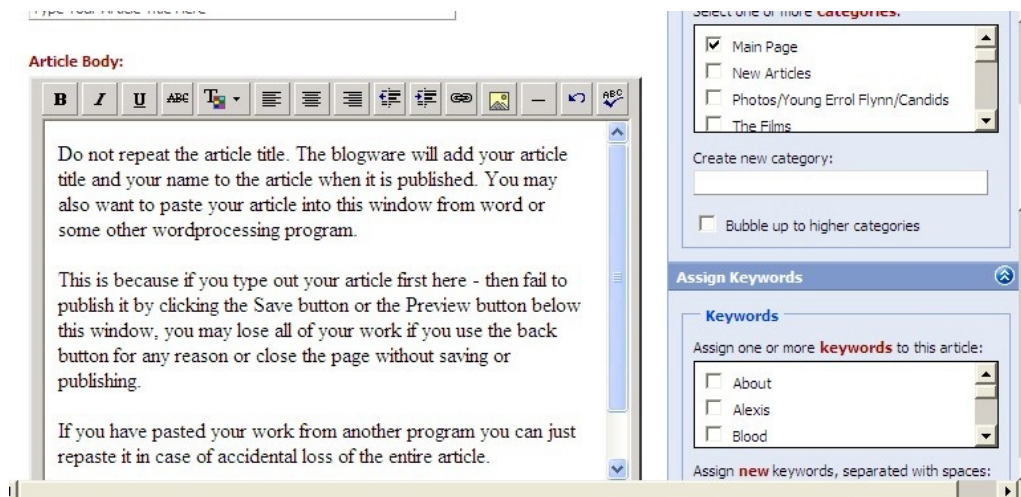
The screenshot shows the 'Post Article' page with two main sections:

- Article Content:** Includes an **Article Title:** input field and an **Article Body:** text area with a rich text editor toolbar.
- Article Options:** Includes a **Categories** section with a list of categories: Main Page, New Articles, Photos/Young Errol Flynn/Candid, and The Films. It also has a **Create new category:** input field and a **Bubble up to higher categories** checkbox.
- Assign Keywords:** A section for entering keywords.

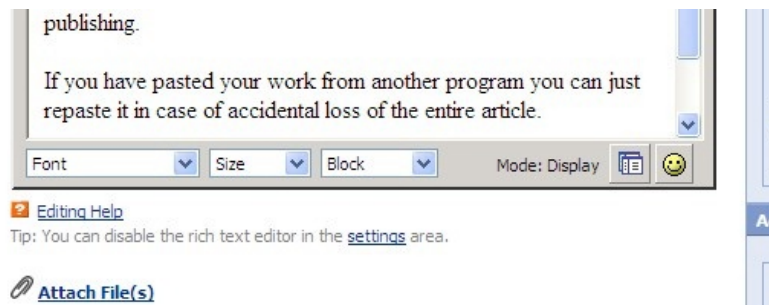
Add your article (post) title in the Article Title bar.

Do not repeat the article title in the body of your post, or add your name. The blogware will add your article title and your name to the article when it is published. You may also want to paste your new article into this window from word or some other word processing program.

This is because if you type out your article first here - then fail to publish it by clicking the Save button or the Preview (then Publish or Edit on the next page) you may lose all of your work if you use the back button for any reason or close the page without saving or publishing. If you have pasted your work from another program you can just repaste it in case of accidental loss of the entire article.



You can change the font type and the font size with the drop down buttons below the Post Article window. Sometimes this is necessary to use a font size consistent with the rest of the blog when the article is published. It may mean that the way the article looks in the Post Article window before publication is different looking from the published version. Font, Size, and Block are available menus.



Attach file(s) is located below the Post Article Window, and Excerpt, if checked, will automatically generate the first 20 words of your post into the published article with the word “more” as a link the rest of the article. Notice the Preview, Save, or Cancel buttons:

The screenshot shows a web interface for posting an article. At the top, there are dropdown menus for 'Font', 'Size', and 'Block', along with a 'Mode: Display' button and a smiley face icon. Below this is an 'Editing Help' section with a tip: 'Tip: You can disable the rich text editor in the [settings](#) area.' The 'Attach File(s)' section features a paperclip icon and a link. The 'Excerpt (Article Summary):' section has a checkbox labeled 'Automatically generate excerpt (First 20 words)' which is currently unchecked, and a text input field below it. The 'I would like to:' section has two radio buttons: 'Publish this article using' (selected) with a dropdown menu showing 'today's date', and 'Finish this article later'. At the bottom, there are three buttons: 'Preview', 'Save', and 'Cancel'.

Lets Preview your Article:

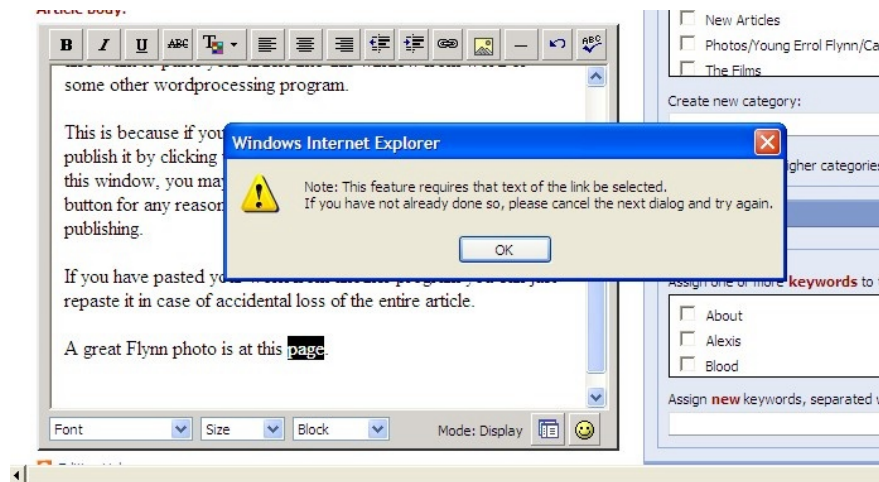
The screenshot shows a 'Preview' window for an article. On the left, there are three tabs: 'Post Status: Publish', 'Formatting: Text', and 'Posted To: Main Page'. On the right, there is a 'Do not click the Back button in your browser to make changes. Doing so might result in the loss of your post content. Click on the Edit button to make changes.' warning. Below the warning, there are three sections: 'Title: Type Your Article Title Here', 'Excerpt: None', and 'Body: Do not repeat the article title. The blogware will add your article title and your name to the article when it is published. You may also want to paste your article into this window from word or some other wordprocessing program. This is because if you type out your article first here - then fail to publish it by clicking the Save button or the Preview button below this window, you may lose all of your work if you use the back button for any reason or close the page without saving or publishing. If you have pasted your work from another program you can just repaste it in case of accidental loss of the entire article.' At the bottom, there are two buttons: 'Publish' and 'Edit'.

Notice the warning above: Do not click the back button in your browser to make changes. Doing so might result in the loss of your post content. Click the Edit button to make changes.

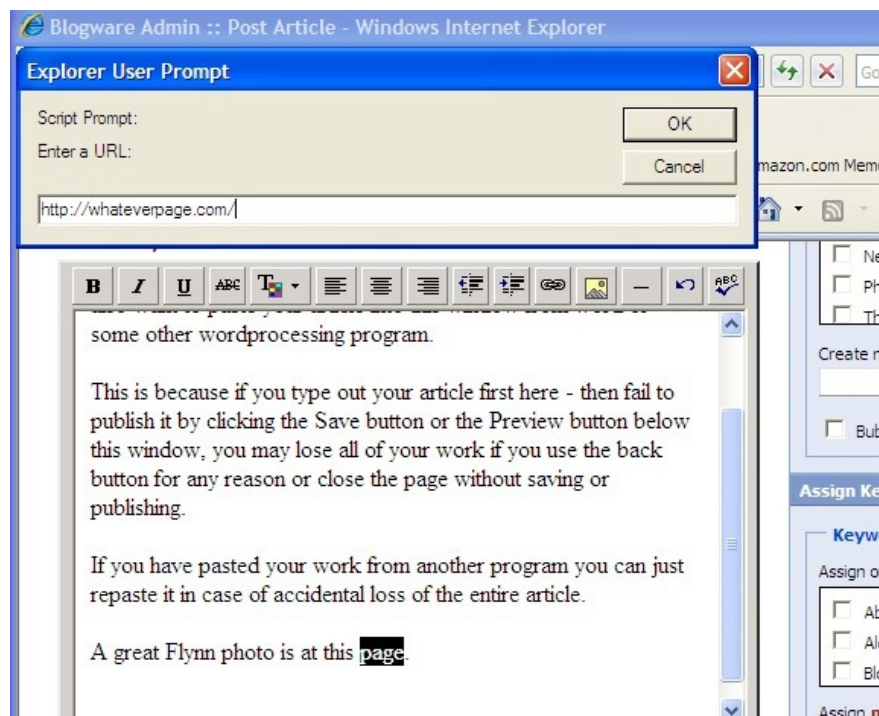
If there are issues with Font Size, or with the size or position of photos click the Edit button to return to the Post Article window to work on the edits you want to make before publication. If things look fine, you can publish the article from the Preview page by clicking Publish now.

If you want to add a link follow these steps:

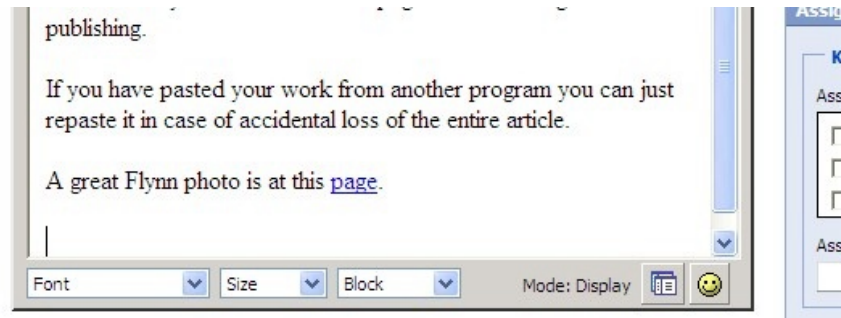
First, highlight the word you want to make into a link. Then click the chain link button above the Post Article window. On my system I receive this warning and just click okay after highlighting my word or words.



After I click the chain link button I receive another warning about popups, and I temporarily allow popups. I then must click the chain link button again;



I fill in the url of the link I am creating and click OK.



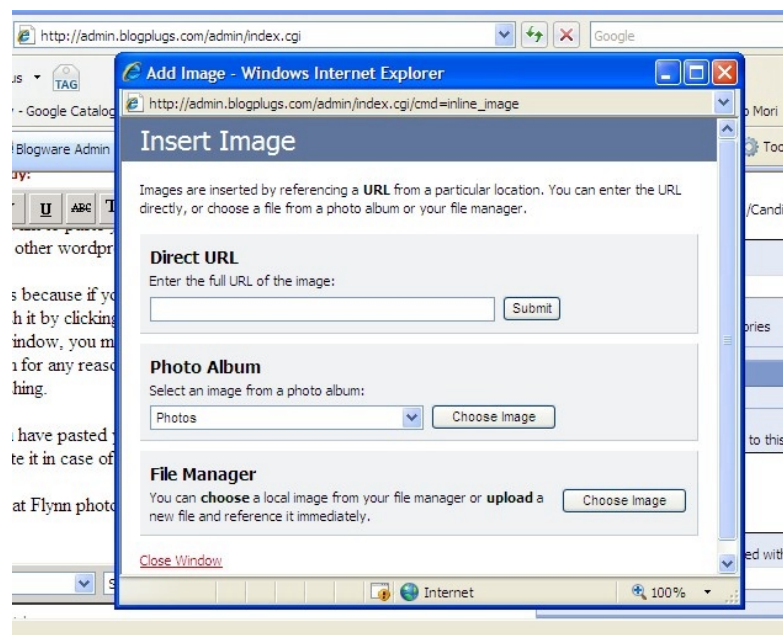
You can see that the highlighted word is now an active link! You have not yet published this article, so now is the time to add a photo if you like:

Place the cursor at the spot you want to add the photo– in the above example, it has been placed under the line “A great Flynn photo is at this [page](#).”

Click the Add Image button (looks like a small mountain with a sun over it) on the toolbar. It is located next to the Add Link button that looks like a chain link.

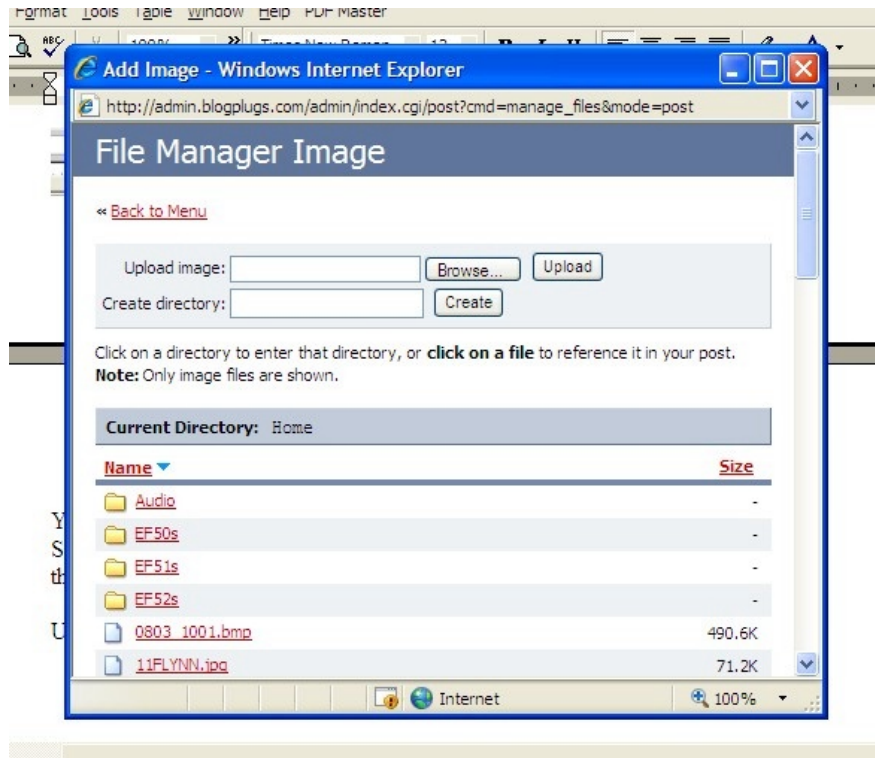


This window appears:

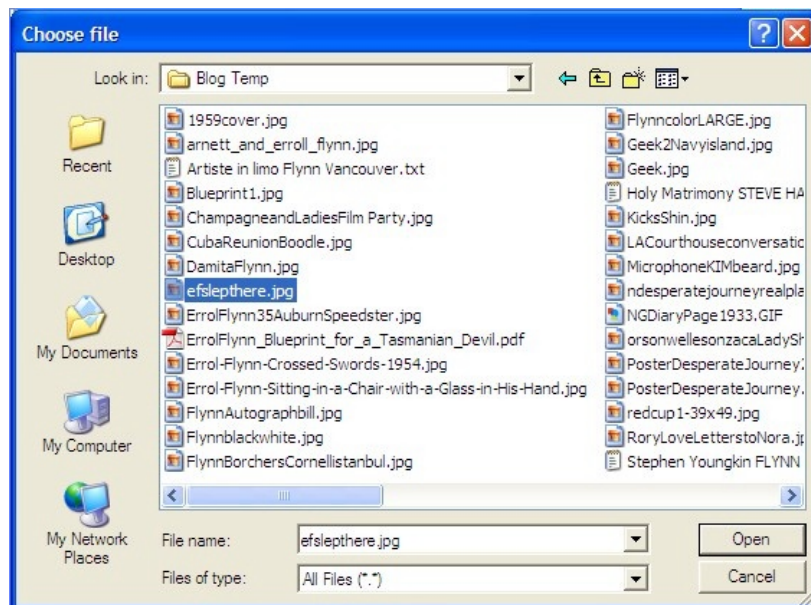


You have some choices here. First is the direct URL of the image. Second is to use a photo from one of the blog's Photo Albums, and third is an image from the File Manager. (See above)

Under File Manager click Choose Image. This window opens:



On the Upload image bar, click Browse.



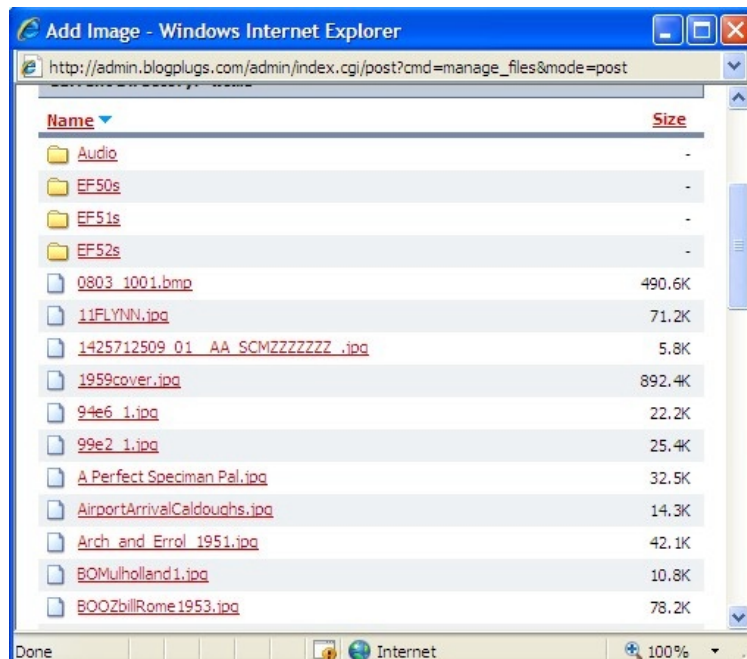
Select your image and click Open.



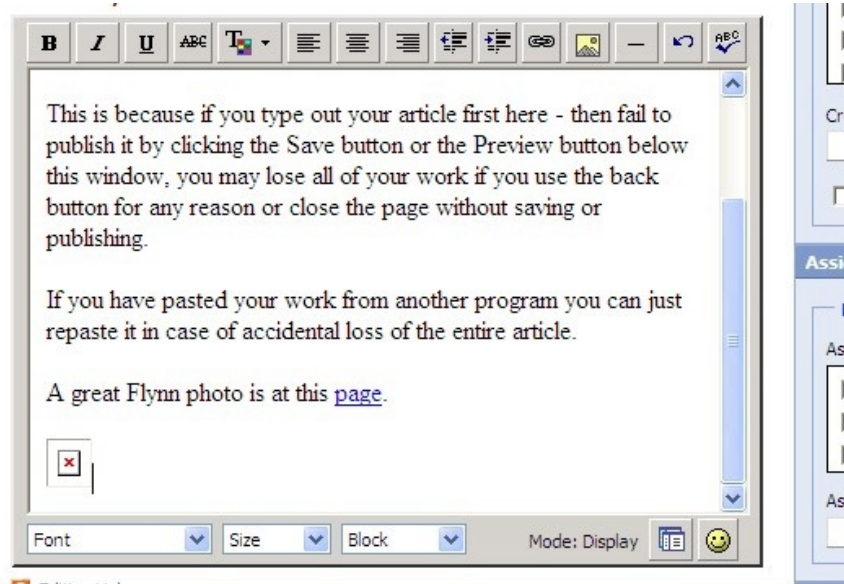
Click Upload.



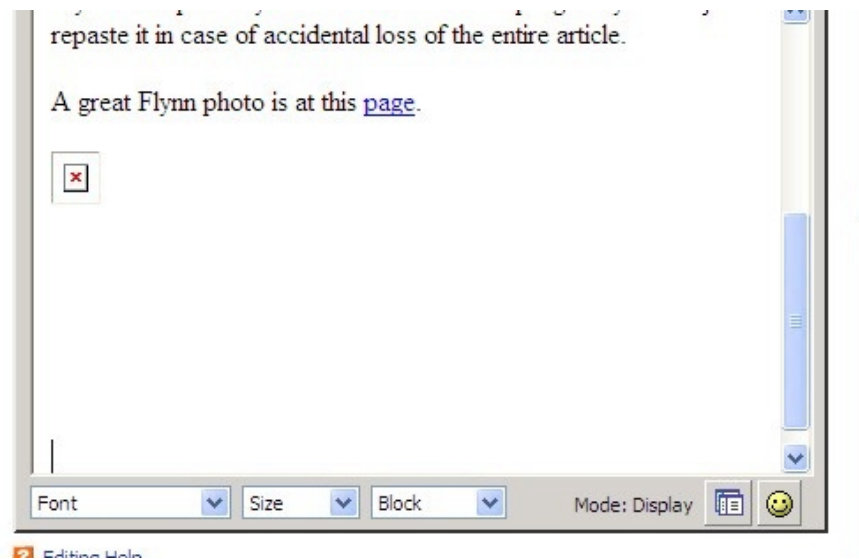
Once the image is uploaded it will be listed in the Home image file directory:



Select the image after it is loaded into the file s list by clicking on it. It will then appear in the posting window:



What's this? A red X instead!



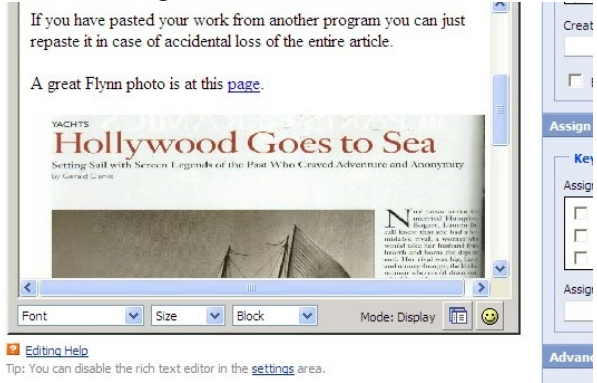
I placed the cursor to the right of the Red X image and hit the space bar a few times to increase the space below the Red X image. Then I dragged the image corners to a new size.



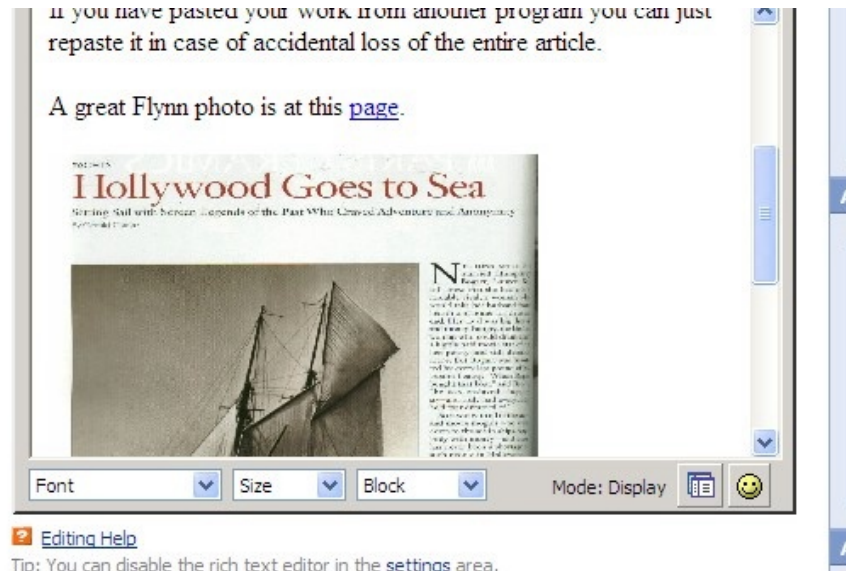
I used the slider at the right side of the expanding image to allow me to slide the right edge of the image close to the right side of the Post Article window so it fits within the post area completely. You can choose to make the image any size, however. Now I will click the Preview button! Here it is on the next page:



If I am happy with the way this image looks, I can click Publish. If not, I can click Edit to continue to make changes. I will click Edit and we now see that the Red X version we saw before has now changed to a full view of the image:



If you want to make the image smaller, drag its corners down to a smaller size. Click within the image to select it, and just drag the corners toward the center of the image.



Often there will be no Red X problem but it does happen. Also if the image you have uploaded is far too wide when it first appears in the window, you must resize it by dragging its edges continually until it first WITHIN the Post Article window – or it will distort the blog pages width when it is published!

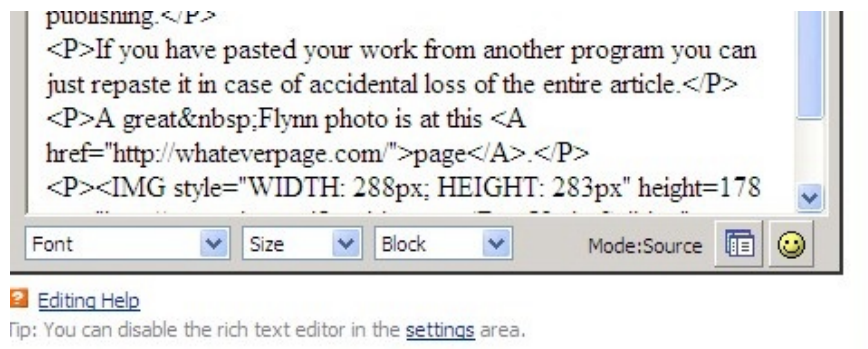
Note: to make the image into a link just highlight the image and treat it as if it were a regular link. Sometimes an image can be uploaded to a photo gallery in a larger size and linked to from a posted article. Just find out the addy of the image you want to link to and use it here in the Post Article window when you make an image into a link!

If you notice a lot of white space at the bottom of your Post Article window just place the cursor at the bottom of the page and click the backspace button to bring it up.





One other thing, if you want to place code into your post – use the toggle switch Mode: Display (normal view) or Mode: Source (code view) to add your code:



This is how video is added to the posts you’ve seen! Always toggle back to Mode: Display before publishing. When you have added your code, you must change back to the Mode: Display version. You may encounter a warning. Just click ALLOW if you receive it. This allows the code in the post to function.

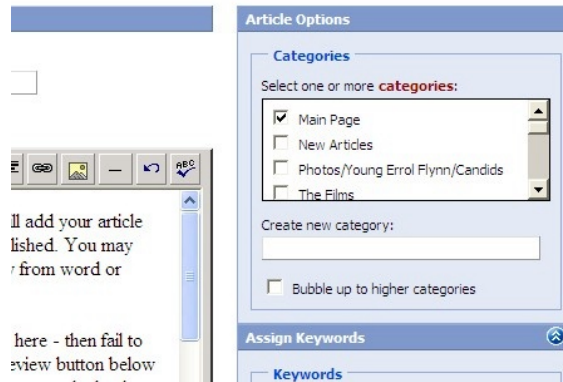
NOTE: on the Post Article window SAVE is the same as PUBLISH.

On the Preview page, PUBLISH is just publish.

And Edit brings you back to the Post Article window.

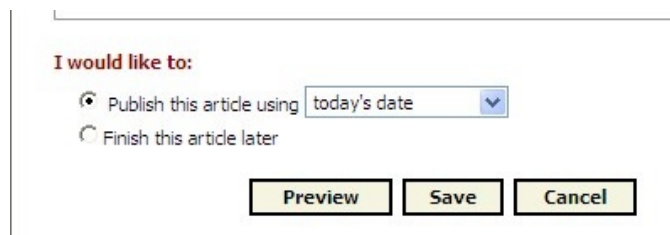
Now choose where your article (post) will be published.

See Below:



You can choose more than one Category. Main Page is selected by default but if you want your post to appear on a secondary page or a third, just tick the other choices before you Save or Publish your article to the blog. Avoid ticking “Bubble up to higher categories” or the posting will remain at the top spot until it is changed...

Now, lets Publish our article! Just click Save below the Post Article window:



You'll see the article is posted!



To see how your published article looks on the blog just click View Blog on the yellow toolbar. Note: if on the Main Page of the blog you

see something about the published article that you want to correct follow these steps: Here is your published article on the Main Page.

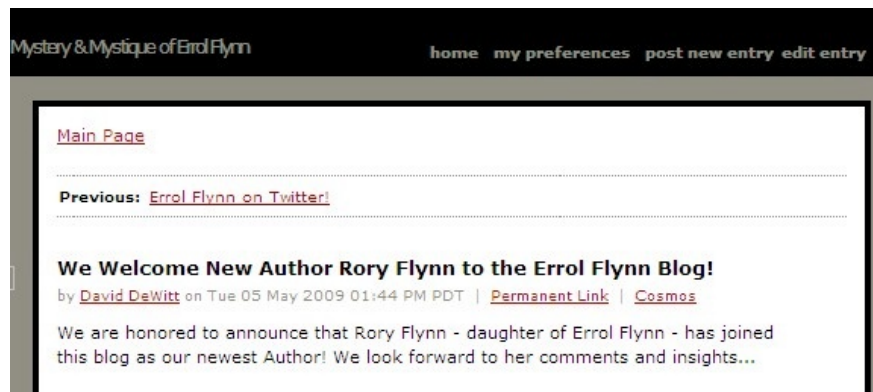


Notice that small paper Icon located to the left of the Title?

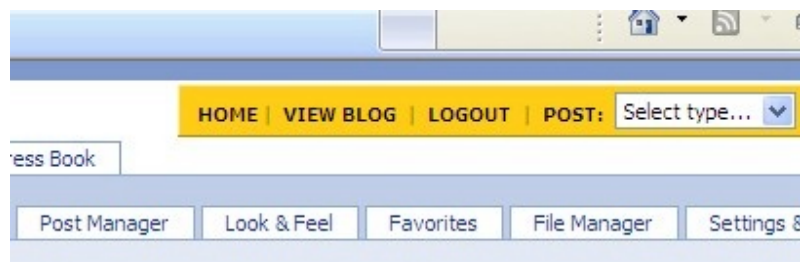


Click it!

This takes you to the page where the article appears by itself.



On this page in the upper right hand corner is a new button link named “edit entry”. Click it! This takes you back to the Post Article window where you can re-edit your article. Once re-edited, click Save to publish or Preview to preview and edit again, if needed! Finished? Click View Blog to go to the Main Page of the blog to view your final published article!



But wait! On the Main Page of the blog you still see your mistakes? What happened? You may be viewing the cached version of the last page you viewed in your browser, so just click Refresh and your edited article will appear!

That'it!



If you want to post anther article go to the far right hand side of the blog at the top and click **Post New Entry!**



If not, you are finished! Any Questions? Email:
Admin@coffeewithdavid.com or ZacaPublishing@gmail.com

[How to post to the Errol Flynn Blog](#)

David DeWitt
Admin/ZacaPublishing/TheErrorFlynnBlog.com