

China Club HQ

Weblog User Guide

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Once your weblog account has been activated you will be able to edit your front page and create new pages as required.

Weblog Administration

All the following actions require you to be logged into the CCHQ website.

Control Panel

The control panel is accessible from the option above the weblog pages. From the control panel you can edit the front page of your weblog, access/create new articles, see and approve comments, and access the upload areas for videos, podcasts and photographs.

Editing the front page/Links section

In order to edit the contents of the front page please follow these steps:

- Select the 'Control Panel' option above the weblog content area.
- Select the 'Edit Frontpage' option on the control panel.
- Edit the front page contents as required (please see the editor guide or more details).
- Edit the links section as required (please see the editor guide or more details).
- Click the 'Button' to save the changes.

Adding new articles

To add a new article to a weblog please use these steps:

- Select the 'Control Panel' option above the weblog content area.
- Select the 'Add/Edit Content' option on the control panel.
- Click the 'Add new Content' button above the content list.
- Edit the article content as required (please see the editor guide or more details).
- The section of the weblog that the article appears in will depend which 'Content Type' you select.
- Click the 'Save' button to save the page.
- If the 'Auto Publish' option has been set to 'Yes' for the account the article will appear immediately on the left menu. If not then the site administrator will need to approve the article before it can be seen.

Editing articles

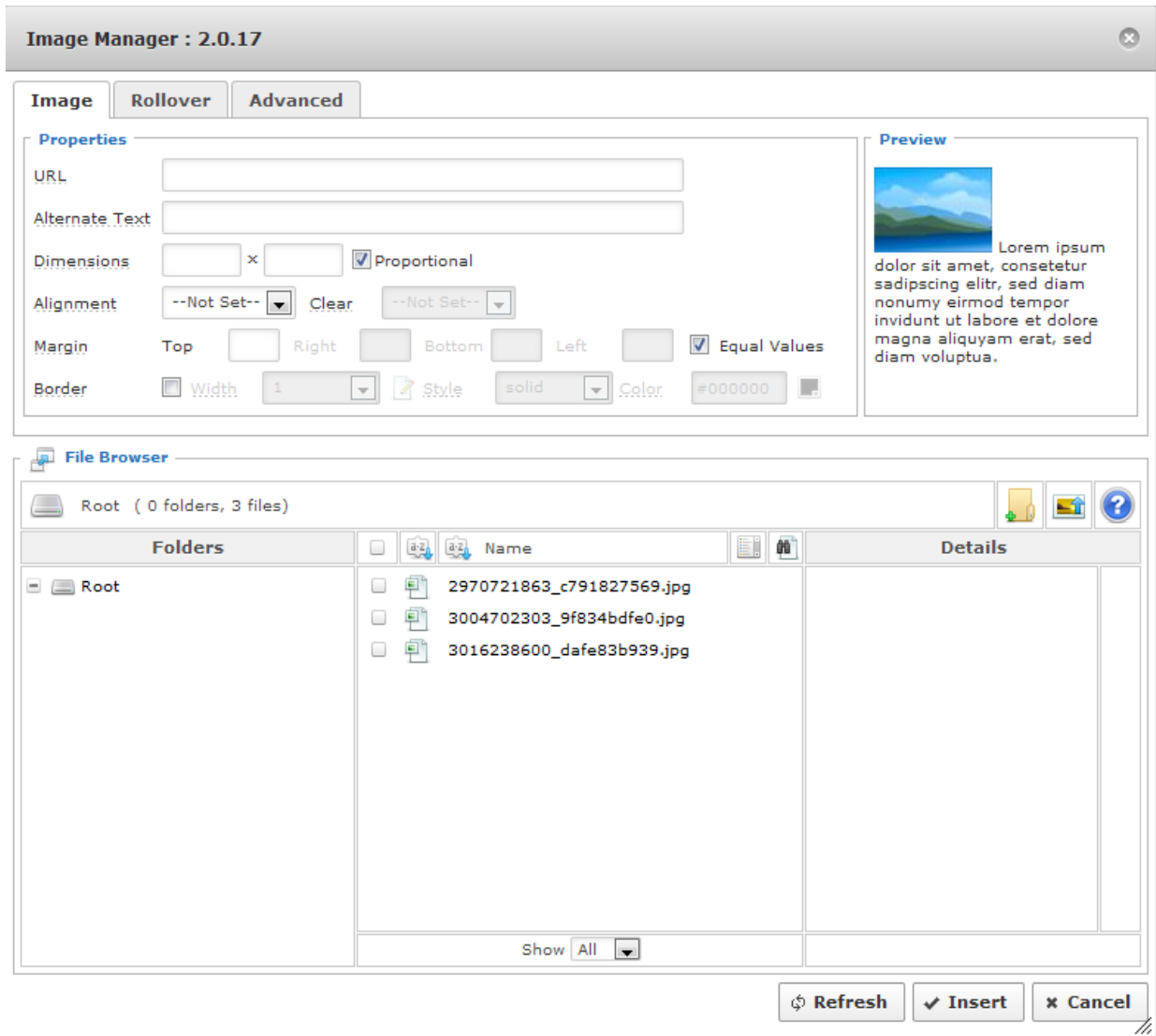
To edit an article please follow these steps:

- Select the 'Control Panel' option above the weblog content area.
- Select the 'Add/Edit Content' option from the control panel.
- Select the required article.
- Edit the article contents as required (please see the editor guide or more details).
- Click the 'Save' option on the toolbar.

The Image Manager

The editors built in image manager allows you to upload images and add them to your articles.

Once you have uploaded images using the upload feature you can then simply click on the required image and click the *insert* button. This will then close the image manager screen and return you to the article where you should see your newly inserted image.



Upload – This option enables you to upload new images to your area.

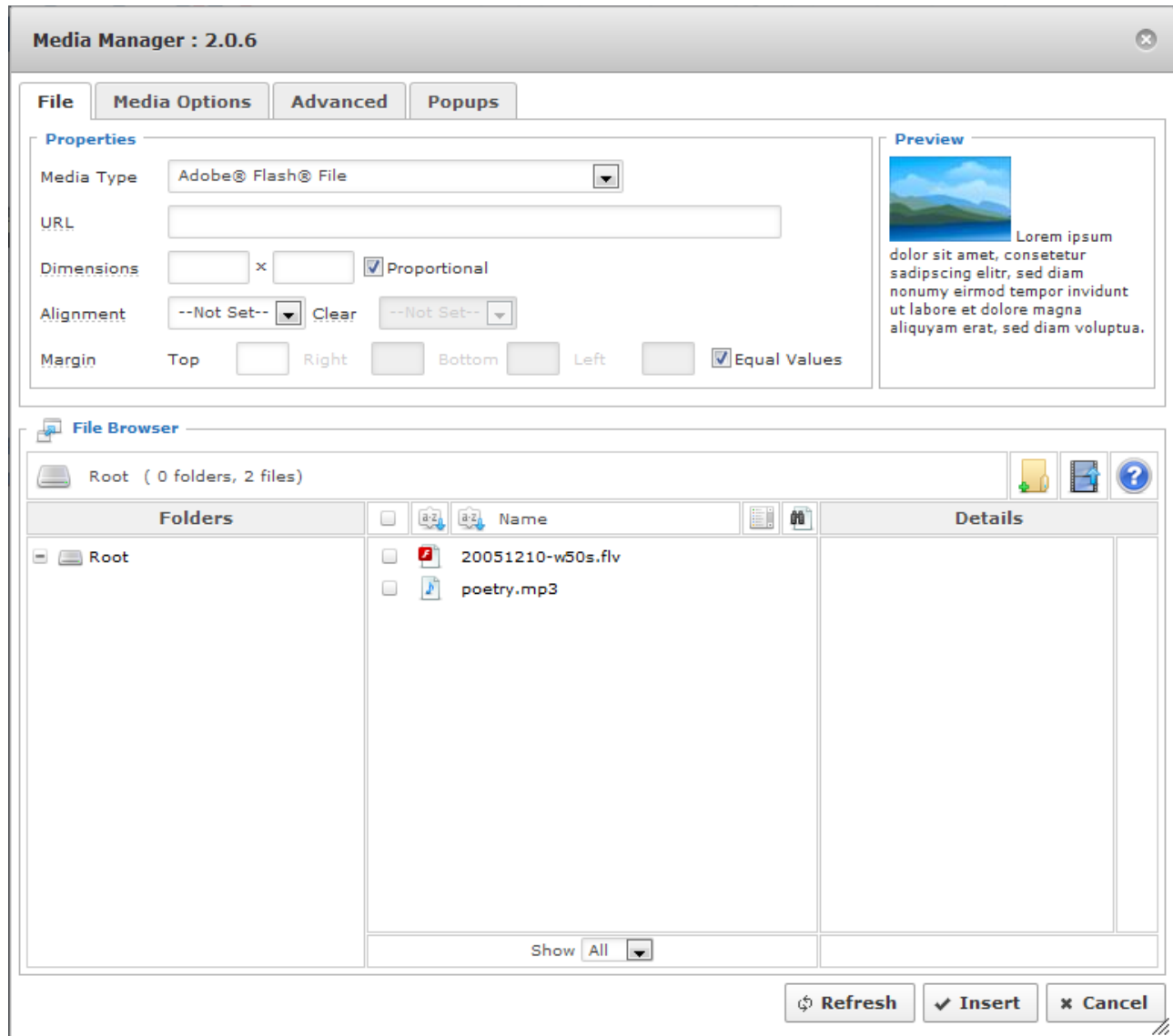


New Folder – This option enables you to create new folders within your area.

The Media Manager

The editors built in media manager allows you to upload videos and podcasts and use them in your articles.

Once you have uploaded your media using the upload feature you can then simply click on the required media, select the media type required and click the *insert* button. This will then close the media manager screen and return you to the article where you should see your newly inserted media.



Upload - This option enables you to upload new media to your area.



New Folder – This option enables you to create new folders within your area.