

10 steps to getting started

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10 steps to getting started

A few important notes before you begin

There are two parts to your online diary – your diary page, which your readers will see, and your administration page, to which **only you** will have access. This is explained further below.

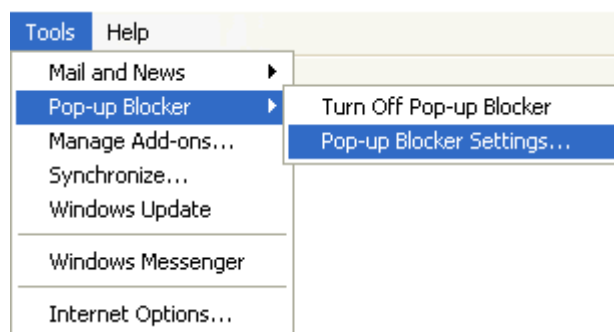
This manual covers some simple steps you can take to set up your diary. There are more features you can add, and you can find further information about these by clicking on the grey “Support” link right at the bottom of your administration page. We advise that you do this once you feel comfortable with the service. Here, as well as on your administration page, your online diary is referred to as a “blog”.

If you’re struggling with something or a feature doesn’t seem to be working, you can ask a technical question by clicking on the grey link right at the bottom of your administration page called “Send us feedback now”.

Your online diary is simple to use. While you can add lots of different features, you can add these progressively as you get used to the way creating diary entries work. We suggest that in your first session, you complete sections 1-6.

Pop-Up Blockers

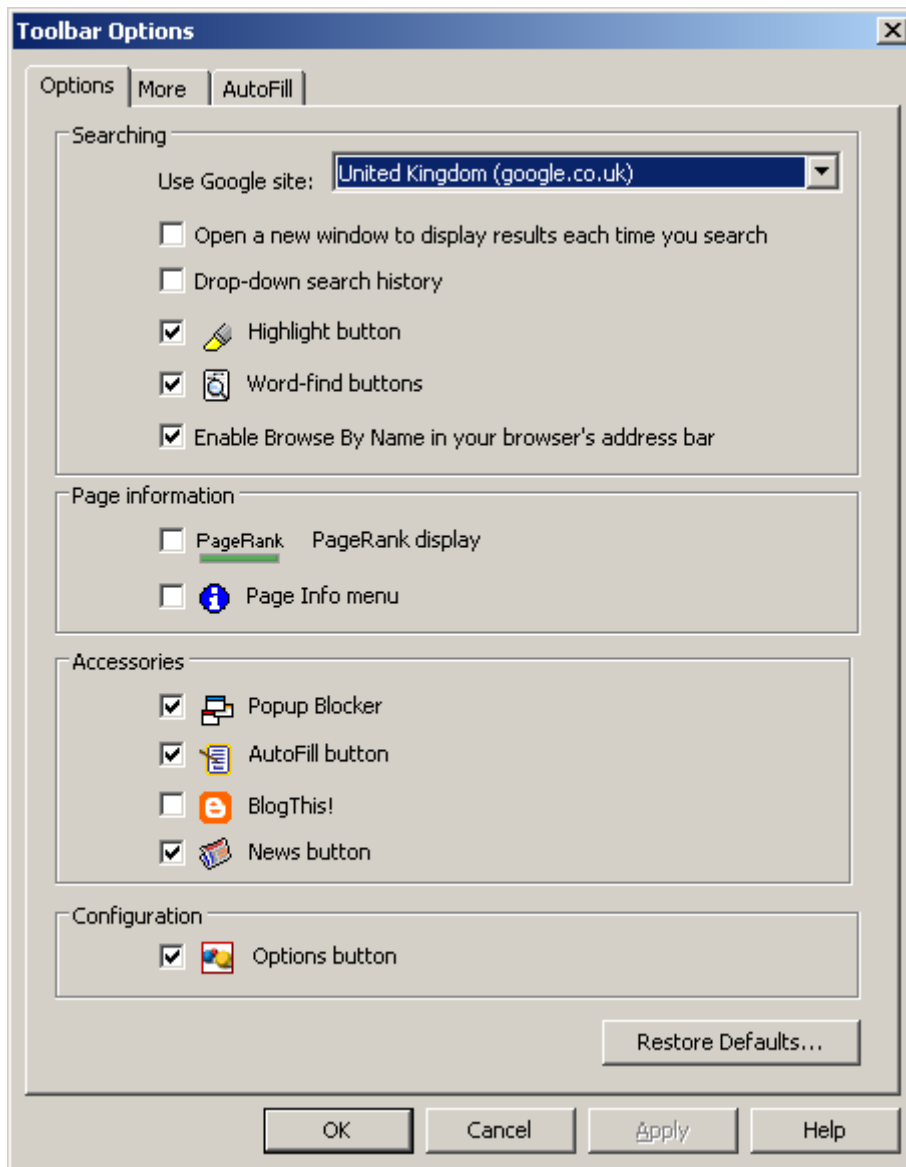
You will need to turn off any pop-up blockers to create your diary as many of the tools you need to use appear in pop-up windows. You can do this by clicking on internet explorer. On the top navigation bar, click on “Tools”, and “Pop-up Blocker” should appear on the menu list. Click on this and remove your pop-up blocker as shown below.



If it doesn’t work, click on “Internet Options” at the bottom of the menu. A new window should appear, with various tabs at the top and select “Privacy”. At the bottom of the window you will see “Pop-up Blocker”. If this box is ticked, click on it to remove the tick and then save your changes by clicking on “Apply”.

If you have a Google or Yahoo toolbar, these may have additional pop-up blockers, which you can turn off by clicking on the specific “pop-up” button on the Google / Yahoo toolbar.

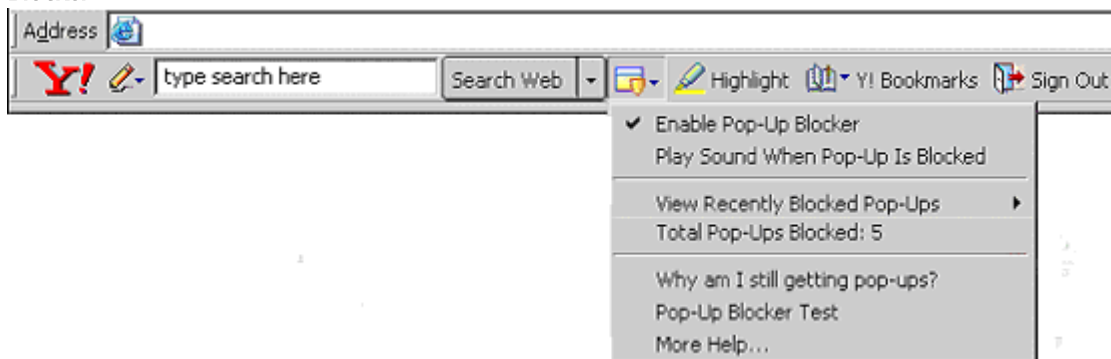
To switch this on or off you will need to click on the options button on the Google toolbar and check or uncheck the Pop-up Blocker check box under the ‘Accessories’ Section.



Please note: To confirm these changes you will need to **close down** Internet Explorer and re-open it.

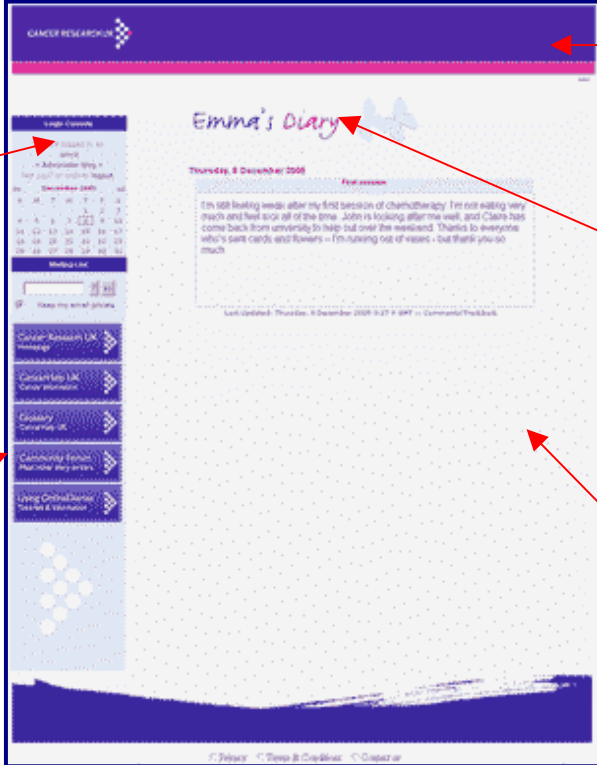
The pop-up blocker in the Yahoo! toolbar by default blocks all pop-ups.

To disable Pop-up blocking click on the icon as in the picture below and **un-check** the **Enable Pop-Up Blocker**



Getting started

The first thing you need to do to get started is go to your online diary. <http://<yourdiary>.onlinediaries.org.uk>. You need to do this by clicking on the link sent to you in the first email you received entitled "Blog Created". The second email you receive from us contains the password and this user manual. If you click on the link to your diary, a page, similar to this, will appear. The screen grab below shows what a diary could look like when you add a heading, your first diary entry and various features.



The screenshot shows a web page for a user named Emma. At the top is a purple header with the Cancer Research UK logo. Below the header is a navigation area with several buttons: "Login Console", "Administer My Blog", "December 2008", "Medical Use", "Cancer Advice UK", "Cancer Info UK", "Primary", "Cancer Support", and "Using Online Diaries". The main content area is titled "Emma's Diary" and shows a diary entry for Thursday, 8 December 2008. The entry text reads: "I'm still feeling really after my first session of chemotherapy! I'm not eating very much and feel sick all of the time. John is looking after me well, and Claire has come back from university to help out over the weekend. Thanks to everyone who's sent cards and flowers - I'm feeling lot of love! - but thank you so much." Below the entry is a "Like" button and a "Comments/Feedback" link. The page has a light blue background with a pattern of small dots.

This area is referred to as a 'gutter'. You can add different features (called "portlets") here.

These buttons link to useful websites.

This is the standard header. This cannot be changed.

However, the header area beneath this can be changed to your taste, using this manual.

This is where your diary entries will be displayed.

You will see on the left hand side of your diary the console, enter the email address and password that was sent to you, and then click "login".



The screenshot shows a "Login Console" form. It has a title bar with the text "Login Console". Below the title bar are two input fields: "email" and "password". Below the "password" field is a "login »»" button. At the bottom of the form is a link that says "create free account".

Once you've logged in, your administration page will appear. This administration page allows you to make changes to your diary. You have been sent the address to your administration page (<http://<yourdiary>.onlinediaries.org.uk/console/>) on the email entitled "Blog Created". You will

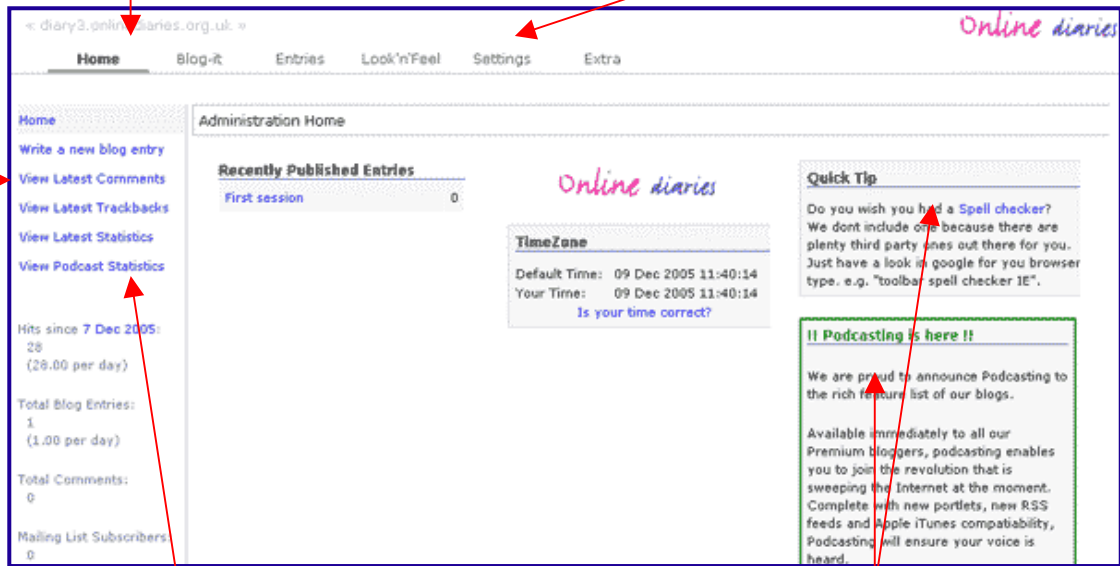
always be able to administer your pages from this web address. On your administration page your diary is referred to as a “blog”.

Your administration page will look similar to the diagram below:

This denotes the URL or web address of your diary. By clicking on this you can return to your diary page, allowing entries to be previewed.

Here are the main menu buttons, that you will need to click on to make any changes to your diary.

Here you can view a list of the latest comments from your readers under “Comments”



Here you can view the number of people that have visited your diary

The administration offers ‘Quick tips’ advice & news. To help you create and update your diary.

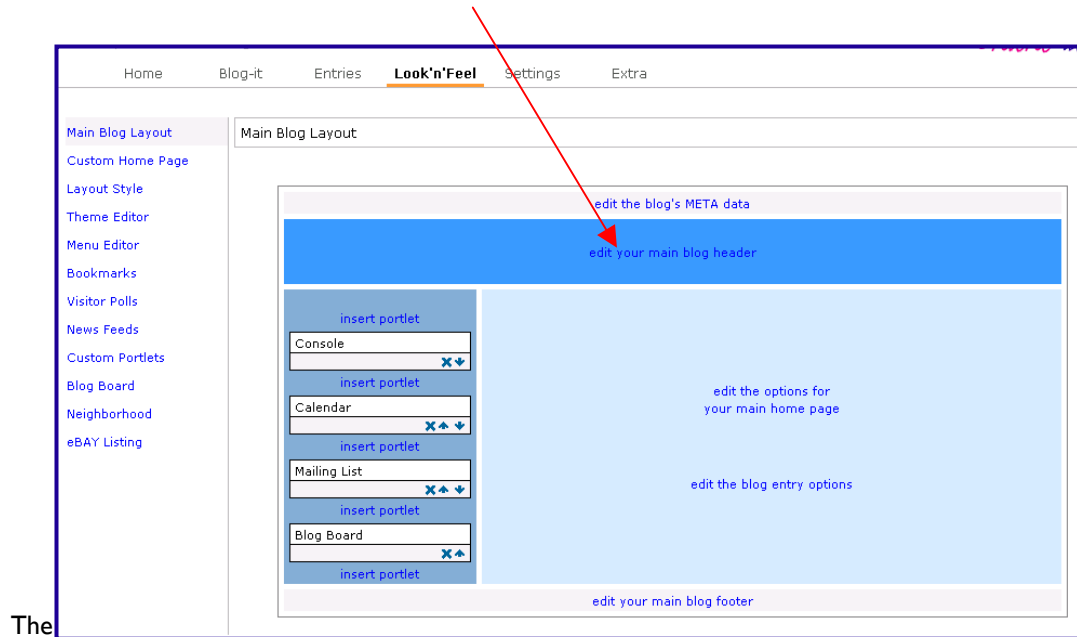
Some computers will automatically recognize your diary, and log you in instantly. If this happens, you just need to click on “Administer Blog” on the console, to enter your administration page.

Creating your diary

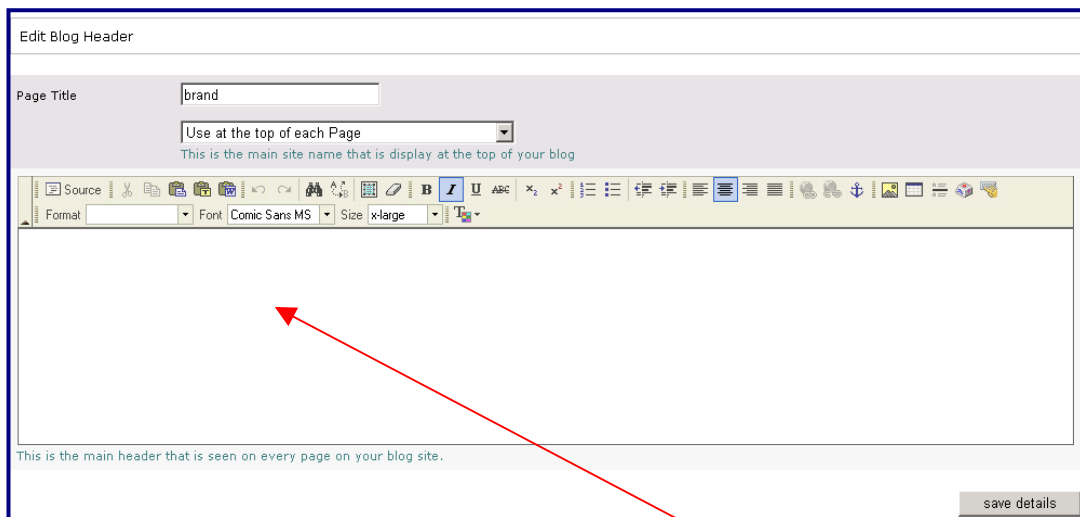
I. Edit your diary header

The first thing most people want to do is to personalise their diary heading. This can be found under the 'look 'n' feel' menu page. In your diary header you can add almost anything you want. Most people put their name (e.g "Emma's Diary") but you can also add a description of your diary and a picture.

In the header section (where the arrow is pointing), select "edit your main blog header".



The




Add the text that you want to be seen in your heading in the large window where this arrow is pointing. The tool bar above allows you to change the text size, font colour and align the text. You can also import an image / picture by following step 2 below. You can also add a page title for your reference however this won't be displayed on your diary page.

Remember to save your changes, using the 'save details' button at the bottom. Close the dialogue window.

2. Inserting an Image into your diary header or entry


If you want to add an image to your header, refer to this section now. If you just want to get on with writing your diary, go straight to section 3.

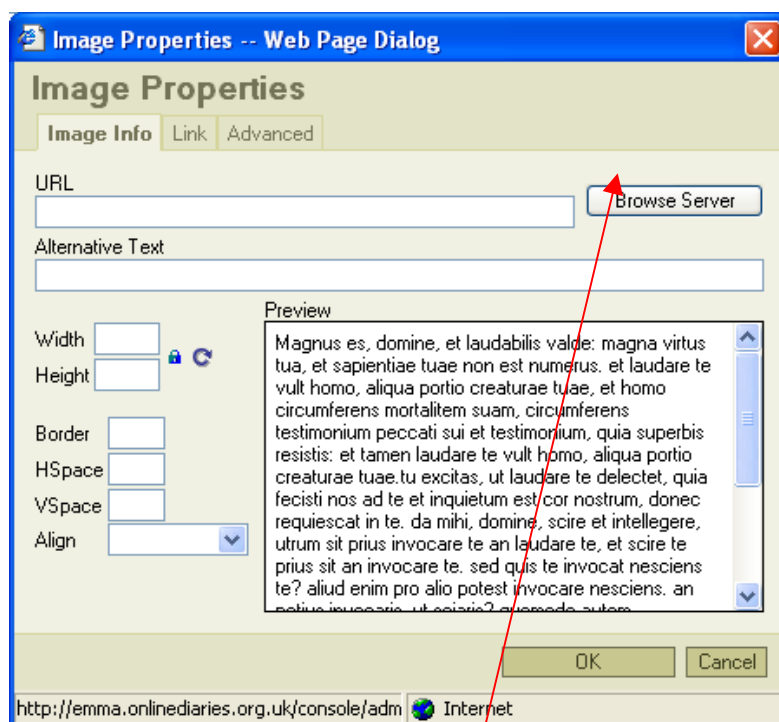
Before adding an image, remember to save anything that you have written (your heading or a diary entry). Do this by clicking on “Save Details” or “Save Entry in Draft”.

To insert an image simply select the  button from the toolbar in the pop up window above your header or diary entry. Click on this button and a pop up box will appear.

POP UP BLOCKERS

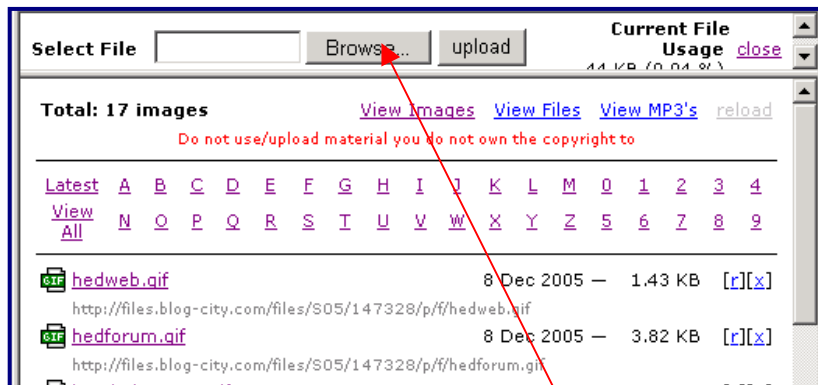
If it doesn't it may be blocked by a pop up blocker. To remove pop up blockers please see the introduction to this diary. If the box is still blocked you will need to save the heading or diary entry you have created and if you have got onto the “Image Properties” window, close this. Then press the ctrl button on your keyboard, at the same time as the refresh button on your internet browser,

which has two green arrows forming a circle. Now select the  button again.



Once the box has appeared click on the “browse Server” button at the top of the box, and another window will appear. This window is your file space manager and will store every image / file or MP3 that you save to your online diary.

If this doesn't appear follow the “POP UP BLOCKERS” instructions above.



At the top of your file space manager box click on “Browse” and navigate to the file you wish to upload. Select the file and then simply click on the upload button at the top of the box. The image’s file will now appear in the box below. To upload this image to your diary click on the “View photos” link at the bottom of the window, and you will return to your file space manager. Click on the photo that you want to insert from the list in purple and you will return to the original pop up window.

You can resize the image at this point, by changing the width and height, or you can do this when you’ve inserted it (see below).

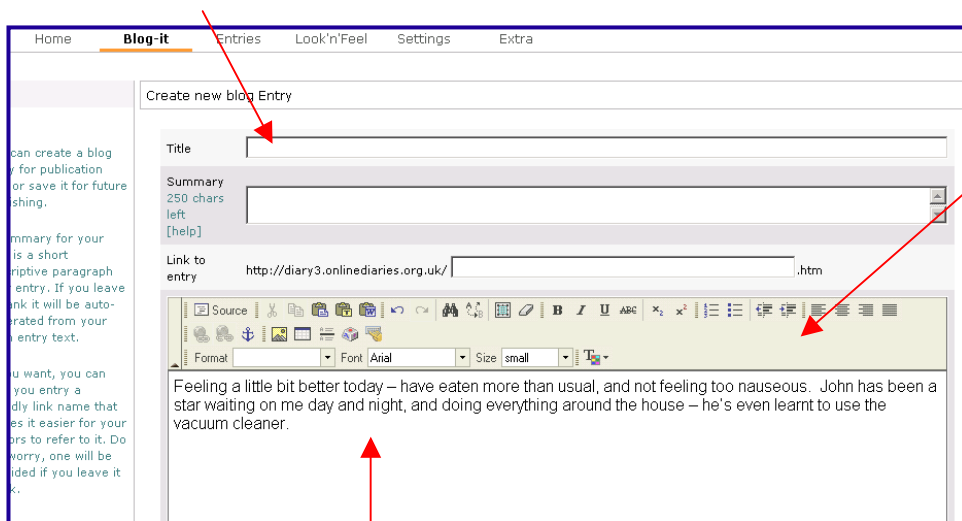
Click “OK” at the bottom of this window, and your image will be added to your header or diary entry.

You can change the size of your image when it is inside your header or diary entry by clicking on it and moving the square boxes that appear.

3. Start Writing

You are now ready to start writing. You can start writing a diary entry by either clicking on the "Entries" tab or the 'Blog-it' tab both at the top of the administration page. If you select “Entries” click on “write a new entry” on the left hand menu. The following should appear:

You need to give your diary entry a title (such as the subject of the entry – it could be as simple as “update” or “news”). This will be displayed on your diary.



The tool bar editor uses the basic format of Microsoft Word. You can change the font and size and include an image and a lot more.

Click here to start writing your diary entry!

Once you have written your entry you may want to add a photo. Follow the same steps described in section 2 above to do this.

When you are happy with your diary entry, you will see that you have three options at the bottom of the page: **"save & publish"** this saves it and shows it on your main diary page for all readers to see; **"save as draft"** this saves it only on your administration site, under "entries"; and **"preview"** this shows how it would look on your main diary page, without actually publishing it.

So, to display your entry, for others to see, click "save & publish".

If you want to save your entry as a draft and come back to it later, it will be saved under the "entries" tab in your administration site. Go to the entries page and click on the title of your draft diary entry (in blue) and you will return to your entry. You can add further information now. When you have finished your entry, click on "update entry" at the bottom of the page, and you can again preview what it will look like. Then, on the left hand menu, click "Publish Entry" and you will be presented with the option to save the entry as a draft again, or to publish it. If you click, "Publish this blog entry" your entry will be on your diary page for your readers to see.

Viewing comments

Once your entry is published, any of your readers can leave a message in response. You can view this message by clicking on the "Home" tab at the top of the page and selecting "view latest comments" or "view latest trackbacks" on the left hand menu. Use the 'delete selected trackbacks' button to remove specific messages that you don't want to be seen. Further details of the comments and trackback can be found later in this manual.

Deleting diary entries

To delete any diary entries select the "Entries" tab and click on the diary entry that needs to be deleted. Then select "Move tagged entries to trash". The entry will now appear in "Manage Trash Can" on the left hand menu. Your entries will stay in here for 7 days.

4. Adding password protection to your online diary

We strongly recommend that you add a password to your diary, so that only the people who you choose to view your diary, can actually see it. Otherwise there is a chance that someone trawling the internet could find and read your diary.

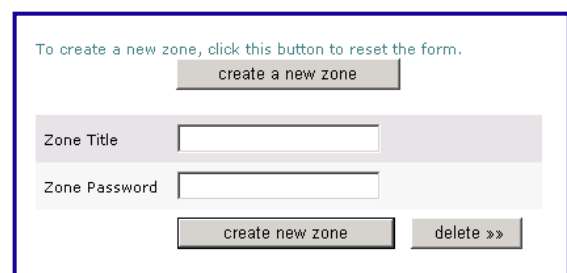
Creating passwords

You can create one overall password, to make sure that your diary entries cannot be viewed by anyone except those that know the password, or you can create multiple passwords for different groups – for example one for your family and the other for your work colleagues.

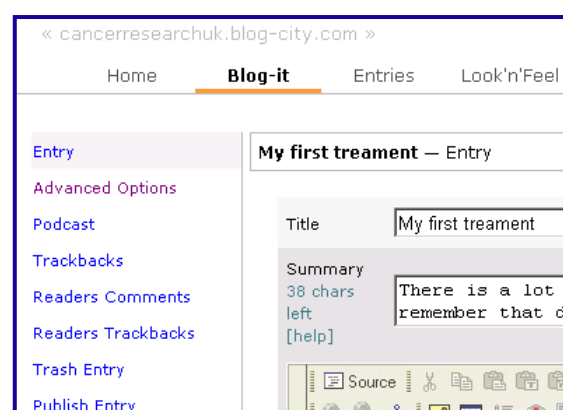
These passwords are different to the passwords that you yourself use to administer your online diary.

To add passwords you need to click on the 'Settings' tab at the top of your administration site and then click 'Security zone'.

Place a name (e.g. work colleagues) in the "Zone Title" box and password for that Zone and then click 'create new Zone'. You can create as many zones as you want. We suggest that if you want



The screenshot shows a form titled "create a new zone". At the top, there is a link: "To create a new zone, click this button to reset the form." Below this is a button labeled "create a new zone". The form contains two input fields: "Zone Title" and "Zone Password". At the bottom, there are two buttons: "create new zone" and "delete >>".



The screenshot shows a web browser window with the address bar displaying "cancerresearchuk.blog-city.com". The page has a navigation menu with "Home", "Blog-it", "Entries", and "Look'n'Feel". The "Blog-it" tab is selected. On the left, there is a sidebar menu with "Entry", "Advanced Options", "Podcast", "Trackbacks", "Readers Comments", "Readers Trackbacks", "Trash Entry", and "Publish Entry". The main content area shows the title "My first treatment" and a summary field containing the text "There is a lot left remember that d". There is also a character count "38 chars" and a "[help]" link. At the bottom, there is a toolbar with various icons for editing and publishing.

your whole diary to be password protected, so that only people who know the password can look at it, you create one password for everyone. To do this just write “everyone” in the “Zone Title” box and choose a password.

Applying passwords

You can **only** apply the passwords that you have created when you have published a diary entry. Once you have clicked on the "save & publish" button, and your entry is published, the Advanced Options tab will appear on the left.



Click on this and select the Zone that you would like to apply to that entry from the drop down list. If you have password protected your whole site, by creating a password for “everyone”, **you will need to add this zone to every diary entry you create.**

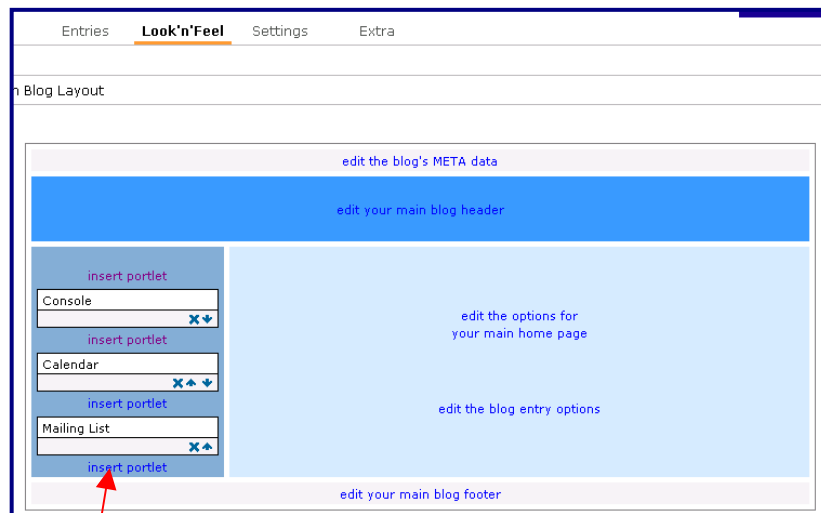
You will need to do this every time you create a new diary entry – your passwords will not be automatically applied.

5. Your diary features

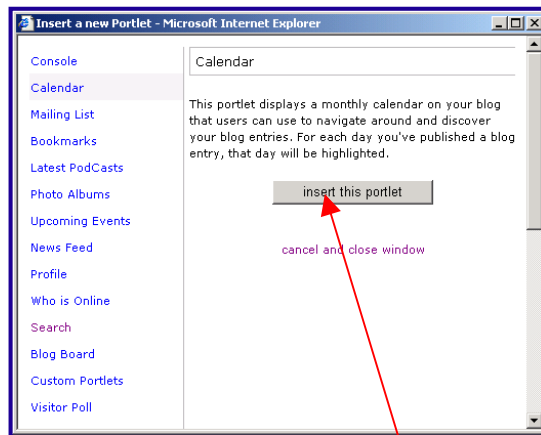
You can add certain features (referred to as “portlets”) some of which are listed below to your online diary. These will be displayed on your diary page for all readers to see and use.

Adding your diary features

To add or remove these features, go to the “Look ‘n’ feel” page and click on "Main Blog Layout" at the top of the left hand menu bar.



Select ‘Insert Portlet’ and a new window will pop up. If the window doesn’t appear, checked that it is not blocked. If it is use ctrl+refersh.



Select the portlet of your choice. Then click on **Insert This Portlet**, which will close the popup window.

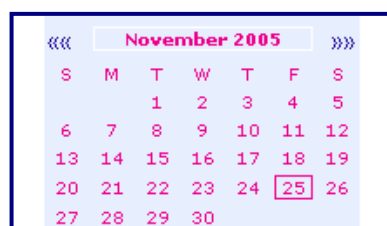
You can change the order of your portlet items click on the arrows to move them up or down. The cross deletes the portlet.

Then click on **Save This Layout at the top of the page**, to finalise changes.

Below is a list of basic diary features. You can add other features, which are described on the diary support pages in more detail.

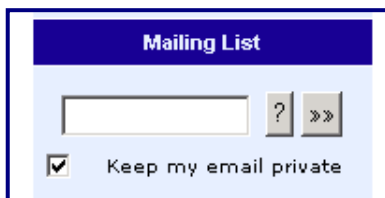
i) Calendar (This is already loaded onto your diary)

The **calendar** is pictured below. It is used not only to mark the dates on which a diary entry was made, but also allows you or your readers to look up previous diary entries. If you click on the <<<< "month" >>>> links on the upper-left and upper-right corners of the calendar they will change the month being shown to the previous or following one (respectively). If you click on the Month title itself (November 2005 in the example below), it will take you to a page listing the titles of all entries for that month.



ii) **Mailing List** (this is not already loaded onto your diary)

The **mailing list** allows your readers to subscribe to your diary, and receive an email every time you add an entry. We recommend that you insert this function, as it ensures that anyone you are sharing your diary with is quickly updated when you write a new diary entry – and you don't need to let them know as it's all automatic. When you tell people about your diary and give them your web address, tell them to sign up to your mailing list, by inserting their email address into the mailing list box that will appear on your left hand side of your diary. **For more information see section 10.**



iii) **Blog Board** (this is not already loaded onto your diary)

The **blog board** is a way for your readers to leave a short instant message for you. They leave their name and message and it appears instantly on your page. If you and other readers are online you can chat with them using the board in real time.



To delete a message from your board, log-in into your administration site, click on 'look 'n' feel' and then 'blog board'. This will open the archive of entries on your blog board. Use the 'delete' link to remove specific messages.

iv) **Photo Album** (this is not already loaded onto your diary)

You can add a collection of images to appear as if in a photo album in your diary. They will appear together as a new entry.

v) **Search** (this is not already loaded onto your diary)

The **search** portlet gives readers the ability to search through your diary entries for a specific keyword. If you click on "Advanced Search", a search page will open, with different search terms available which can help your readers undertake a more thorough search.



6. Creating a photo album

To create a photo album go to the “entries” page and click “Create a photo album”.

Then click on the “insert photo here” box that appears. The window that pops up (your “file space manager”) will display all of the images / files that you have uploaded previously. To add the images that you want to include in your photo album click the browse button at the top of the window, locate the file and select upload.

You will now see the photo appear. Click on the “view photos” button at the bottom of the window to return to your file space manager. Repeat this process until you have uploaded all of the photos that you want to include in your photo album.

When you have done this, you need to click on each photo file listed in your file space manager to save it to the photo album. Once you click on the image, it should appear in the album. To save your photo to the album click on the “save” button at the bottom of the page. Repeat this process until all of the photos that you want to include in the album have been saved.

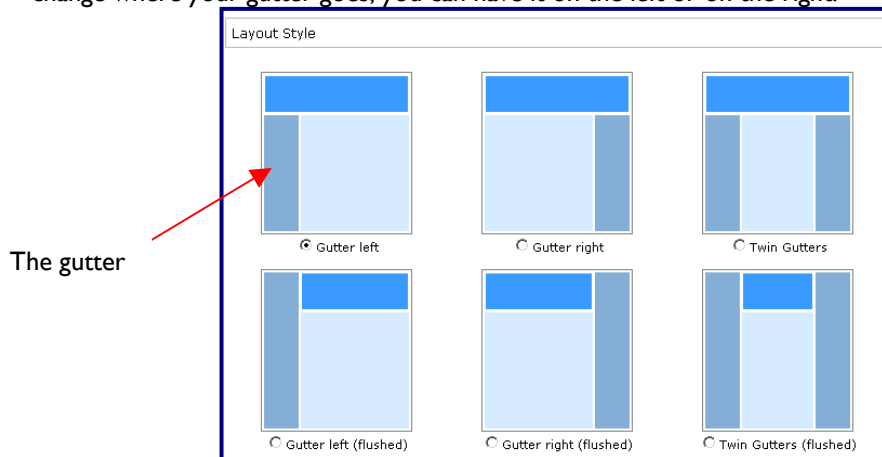
To finish the album add a title, by clicking on “Edit Album Text” on the left hand menu bar. You can also add a summary, by clicking on “Entry Summary”.

To ensure that people can view your album click on “publish entry”. To view your album click on your diary URL (web address) at the top left hand corner of your page and your photo album should appear as the latest entry. If it does not, refresh the window, as it often takes a couple of seconds to upload.

7. Changing the layout of your online diary

You can change the layout of your online diary.

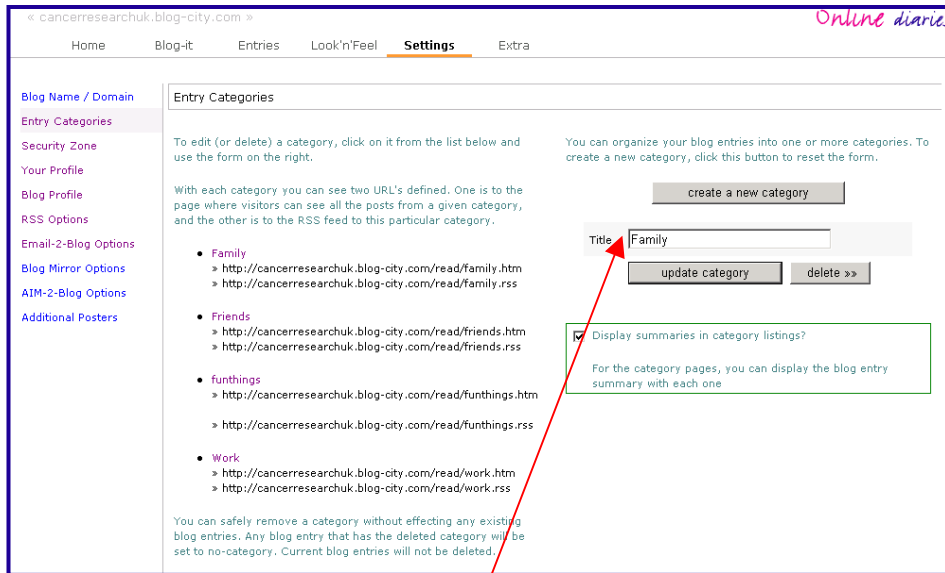
Go to the "Look 'n' feel" page and select "Layout Style" on the left hand menu bar. This allows you to change where your gutter goes; you can have it on the left or on the right.



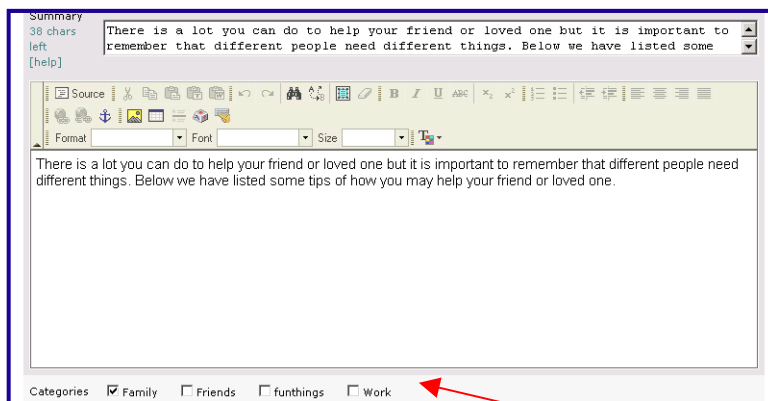
8. Categorize you Diary Entries

Do you have a number of diary topics? A nice way to separate these is to give each of your diary entries a category. That way you and your readers can easily view diary entries by category.

To get started go to the **Settings** tab and select **Entry Categories**.



Simply enter the name of the category in the **Title** text box and click on the **Create New Category** button below. You'll see the list of the categories you create on the left hand side.



Now you have your categories all you have to do is select which category you wish your diary entry to go in to. This is done by selecting the check box underneath the 'write a new entry' editor.

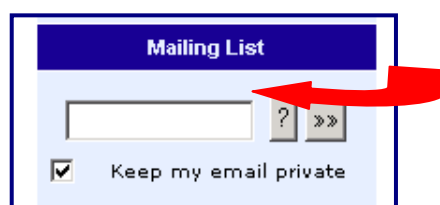
9. Logging out of your administration page

To log out of your administration page, click on the "Log Out" link at the bottom of the page.

10. Telling people about your diary

The easiest way to tell people that you have set up a diary is to email them with your diary web address (www.<yourdiary>.onlinediaries.org.uk) and any passwords that you have created, asking them to view it.

Once they have done this, they can sign up to your mailing list (if you have loaded this portlet – see section 5.ii) and receive automatic email updates every time you write a new diary entry.



Add
Your friend's email address
here and click the button
with two arrows displayed.

Alternatively, if you think they would like to be added to your mailing list automatically you can add their email address to the mailing list yourself, from your diary page.

When you write a new diary entry, make sure the "Send an alert email to your mailing list" box is ticked.

Your readers can leave messages for you

When you tell people about your diary, it's a good idea to let them know that they can leave messages for you using the comment feature.

When somebody wants to leave a comment about a specific diary entry, they need to click the "trackback/comments" link below the diary entry. A window will pop up, into which they can write their comment. They can then click on the "next" button which previews their message. If they are happy with the message, they need to click 'yes, post my comment'. The comment will then be posted and other diary readers can also look at it by clicking on the "trackback/comments" link underneath your diary entry. The trackback/comments link will show how many people have posted comments.

The **blog board** is a way for readers to leave a short instant message for you, that isn't connected to a specific diary entry. They leave their name and message and it appears instantly on your page. If you and other readers are online you can chat with them using the board in real time. You will need to upload the blog board – see section 5.iii for more information.



The email that you send to your friends could look something like this:

I have created an online diary with the help of Cancer Research UK.

To view this diary please click on (the link to your diary web page –www.yourdiary.onlinediaries.org.uk)

You will need to enter X password.

I would love to receive messages from you – you can leave them for me by clicking on the comment link at the bottom of my diary entry. Alternatively, you can leave me a short message using the “Blog Board”.

If you would like to receive an automatic update every time I write a new diary entry, please sign up to my mailing list.

Important Links on online diaries diary

On the left hand side of the diary you will see links to **Bookmarks** which contains a list of useful websites.

All diary writers and readers also have access to a **glossary of terms**. This will help readers understand any terms relating to cancer that diary writers have included in their diary.

All readers and writers have instant access to **Cancer Research UK** website and **CancerHelp UK** website, for other forms of support.

Extra Support

View the online guide by clicking on the “**support**” link at the bottom of your administration page.

If you're struggling with something or a feature doesn't seem to be working, you can ask a technical question by clicking on the grey link right at the bottom of your administration page called “**Send us feedback now**”.

Or you can email Blog-city support using the following link...<http://www.blog-city.com/bc/support/feedback.htm>

Further Advice and trouble shooting

Forgetting your password

If you forget the password to your administration pages at any stage, please email diaries@cancer.org.uk from the email address that you used to set up the diary, and we will respond to you within 3 working days.

If you click on the “Forgotten Password” link on your log-in console, a random password, will be generated and sent to you by email, which we do not have control over.

Keeping a record of your diary entries

If you would like to keep a record of your diary entries, in addition to your online diary itself, you will need to copy and paste your diary site into a word document.

Simply select all on your page (CTRL+A is a short cut), copy this (CTRL+C), and paste it into a new word document (CTRL+V). You can do all of this from the “Edit” tab in your windows explorer tool bar.

Cookies

Cookies may sometimes stop you from viewing you online diary or administration pages. If you are having trouble accessing your administration pages, you will need to click on “Tools”, then “Internet Options” at the bottom of the list. A new window should appear, with various tabs at the top. Select the “General” tab, and delete cookies from here. You may also need to go to the “Privacy” tab, and reduce your privacy setting to “medium” if you are still experiencing difficulties. This will happen very rarely.

GOOD LUCK!