

## Members Guide - Overview

To contribute to the ICASC blog you will need to become a member

Click the **Blog sign-in** button from the top menu



Click **Create New Account**



Fill in the fields and press the **Create New Account** button at the bottom  
Click **Blog sign-in** again and sign in with your new account username and password

After successfully signing in you will see the **Blog Terms of Use** page.  
Please read and familiarize yourself with these guidelines

Use the Right Menu to change your account details or create new content

## MEMBERS

### Blog Terms of Use

Welcome to ICASC blog! We appreciate a fun, educational, and we participating in the ICASC blogs, outlined here. These guidelines

- [My blog](#)
- [Create content](#)
- [My account](#)
- [Log out](#)

**My Blog** takes you to your personal Blog space – showing you all blog entries you have created

**Create Content** allows you to create a new blog entry which will show on your My Blog page as well as the main ICASC Blog page

**My Account** allows you to update your profile, change email or password

**Log Out** signs you out of your account

As a member you can create two types of content: Blog entries and Images. If you want to insert an image into your blog post – create this first

#### Blog entry

A blog is a regularly updated journal or diary made up of individual posts shown in reversed chronological order. Each member of the site may create and maintain a blog.

#### Image

An image (with thumbnail). This is ideal for publishing photographs or screenshots.

## Create Image content

Select **Create Content** from the right menu

Select **Image** from the content menu

**N.B** This can also be accessed from within a new Blog Entry by clicking the **Add Image** link below the Body

Enable rich-text

Add image

Enter a **Title**

**Title:** \*

A Sample Picture

Press the **Browse** button to upload an image

Browse for the image to upload and double click it to upload. You should see the path fill in

**Image:**

\\My Pictures\Photoshop Work\Work\ICA

You do not need to enter any text for the Body as this will normally not be visible

Press the **Submit** button

Preview

Submit

Your image has been created and is now available to insert into your Blog entry in a few sizes; Original size, a Thumbnail, and a 500px wide size.

Your *Image* has been created.

## Create Blog Entry content

Select **Create Content** from the right menu

Select **Blog Entry** from the content menu

Enter a Title

**Title:** \*

My First Blog Entry

Enter the Body text

**Body:** \*

This is the text for the blog entry.  
Lines and paragraphs break automatically.  
You can use some basic HTML commands like `<i>` for italics

Web page addresses and e-mail addresses turn into links automatically

Lines and paragraphs break automatically

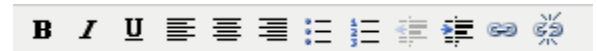
You can use some basic HTML formatting options directly in the body

`<a>` `<em>` `<strong>` `<code>` `<ul>` `<ol>` `<li>` `<dl>` `<dt>` `<dd>` `<img>` `<b>` `<blockquote>` `<u>` `<strike>`  
`<span>` `<br>` `<p>` `<i>`

You may also switch to Rich Text mode to make formatting changes

Enable rich-text

Click **Enable Rich Text** below the Body to show the toolbar



Once you have finished editing your blog entry click the **Preview** button to check your post

Preview

Submit

Once happy with the content press the **Submit** button

Your *Blog entry* has been created.

The blog entry will now be visible on your personal blog space (click **My Blog** from the right menu) and will show up on the main ICASC Blog page

## Edit Existing Blog entry

Click the red Title of your blog entry (**N.B.** You can only edit your own entries)

Press **Edit**

Make corrections as desired and press the **Submit** button when done

**My First Blog Entry**

August 13, 2008 - 3:23pm

View

Edit

**My First Blog Entry**

This is the text for the blog entry.

## Add Image to Blog Entry

Use this method to insert Image content you created (see above) into a blog entry

**Create** a new Blog entry or **Edit** an existing one (see above)

Click **Add Image** below the Body

Another browser window will open

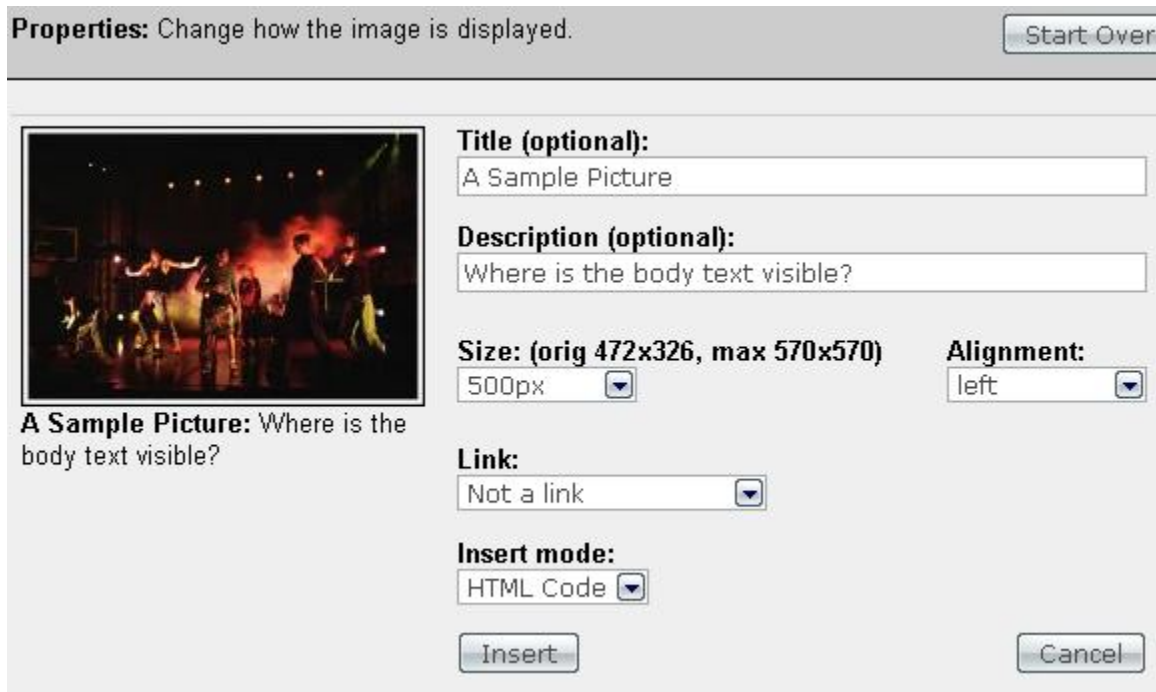
Enable rich-text

**Add image**



You should see all images you have uploaded

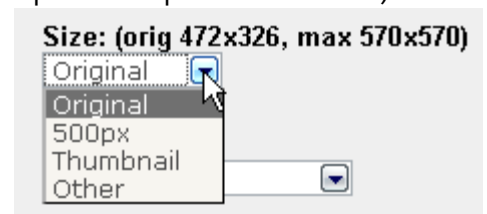
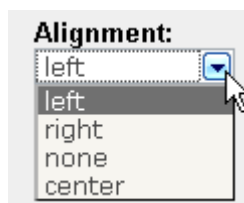
Click the image you want to insert, and the Properties screen will appear



Set the **Size** as required (use the original size if image was less than < 500 px wide to prevent distortion)

Set the **Alignment** for how you want the text to wrap the picture

Set the **Link** if you want the picture to open a web page (not used so much)



Press **Insert** to insert the image into the Body of your Blog entry at the cursor

You will see text like the grey highlight below appear in the body

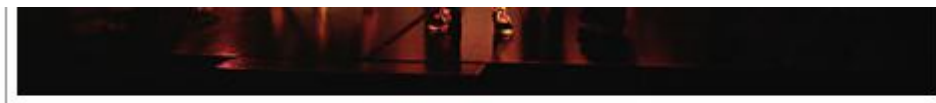
**Body:** \*

```
This is the text for the blog entry.  
Lines and paragraphs break automatically.  
You can use some basic HTML commands like <i> for italics</i>  
  
<span class="inline inline-left"><span  
class="caption" style="width: 470px;"><strong>A Sample Picture:  
</strong>Where is the body text visible?</span></span> I
```

Once you have finished editing your blog entry click the **Preview** button to check your post



You should see your picture inserted into your blog entry with the text wrapped correctly and a caption below with any description text



**A Sample Picture:** Where is the body text visible?

Once happy with the content press the **Submit** button

## Hide Image Caption

**Edit** your blog entry

Under **Body**, highlight the grey highlighted Caption text (as shown below) and **Delete**

```
<span class="inline inline-left"><span class="caption" style="width: 470px;"><strong>A Sample Picture: Where is the body text visible?</strong></span></span>
```

Once you have finished editing your blog entry click the **Preview** button to check your post

Preview

Submit

The caption should now be removed

Once happy with the content press the **Submit** button