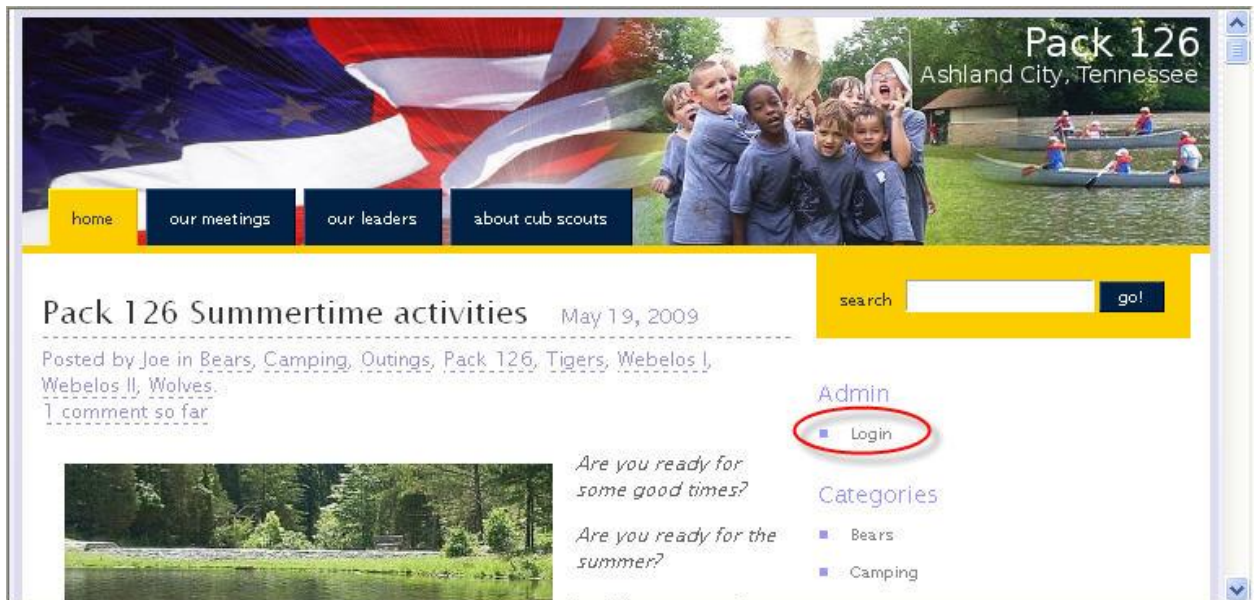


Posting a New Article for the Pack or Your Den

Posting a new article to the Pack blog site is a very simple process. Follow these instructions and you'll have your first posting ready in just a few minutes. If you have any questions or comments, please feel free to contact Joe Webb at (joew@webbtechsolutions.com)

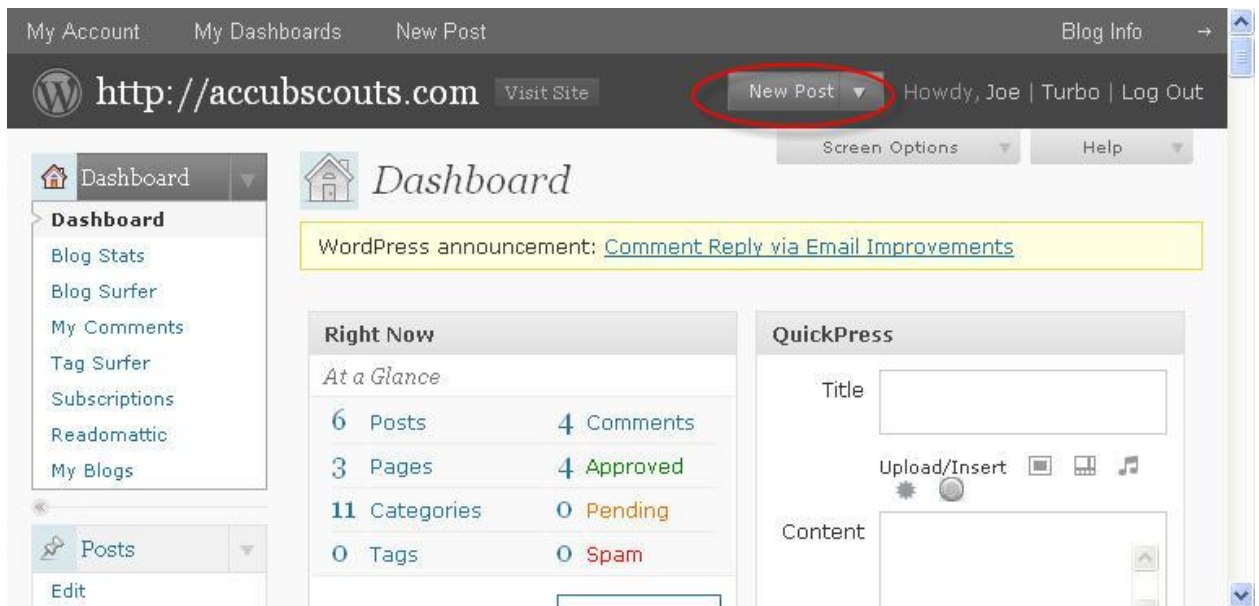
1. Navigate to <http://www.accubscouts.com> in your browser and click the Login link.



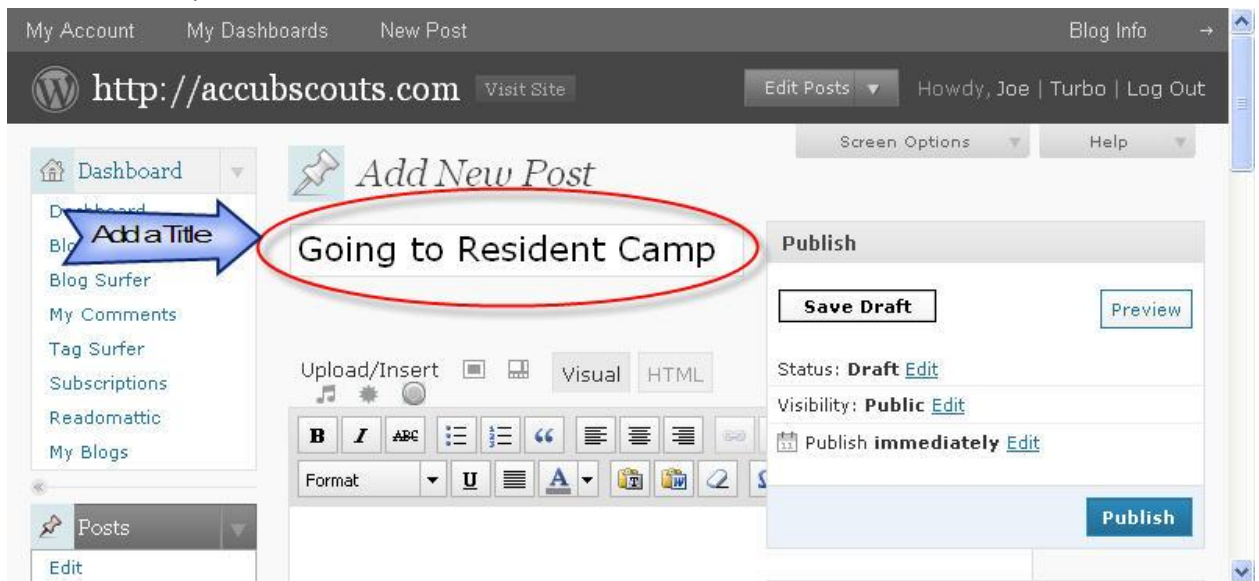
2. You'll be redirected to a login page. Enter your Username and Password and press the Log In button.



3. On the Pack126 Dashboard screen, click the New Post button.



4. Enter a title for your new article.



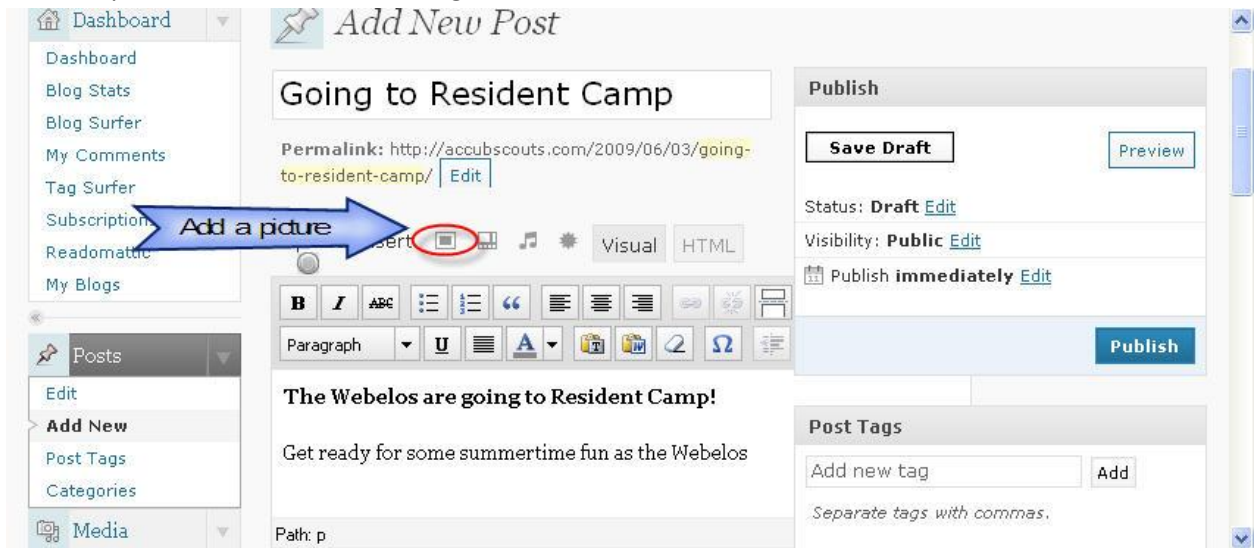
5. Type the body of the article.

The screenshot shows the WordPress 'Add New Post' interface. The title is 'Going to Resident Camp'. The permalink is 'http://accubscouts.com/2009/06/03/going-to-resident-camp/'. The status is 'Draft', visibility is 'Public', and it is set to 'Publish immediately'. The first paragraph of the article is 'The Webelos are going to Resident Camp! Get ready for some summertime fun as the Webelos'. A blue arrow points to the 'Posts' menu item in the left sidebar.

6. Use the What-you-see-is-what-you-get formatting toolbar to format the body of the article, just as you would in Microsoft Word or Excel.

The screenshot shows the same WordPress 'Add New Post' interface as above. The formatting toolbar is highlighted with a red circle. The toolbar includes buttons for Bold (B), Italic (I), Underline (ABC), Bulleted List, Numbered List, Link, Paragraph, Text, Text Color, Background Color, Undo, and Redo. The first paragraph of the article is 'The Webelos are going to Resident Camp! Get ready for some summertime fun as the Webelos'.

7. To add a picture, click the Add an Image button.

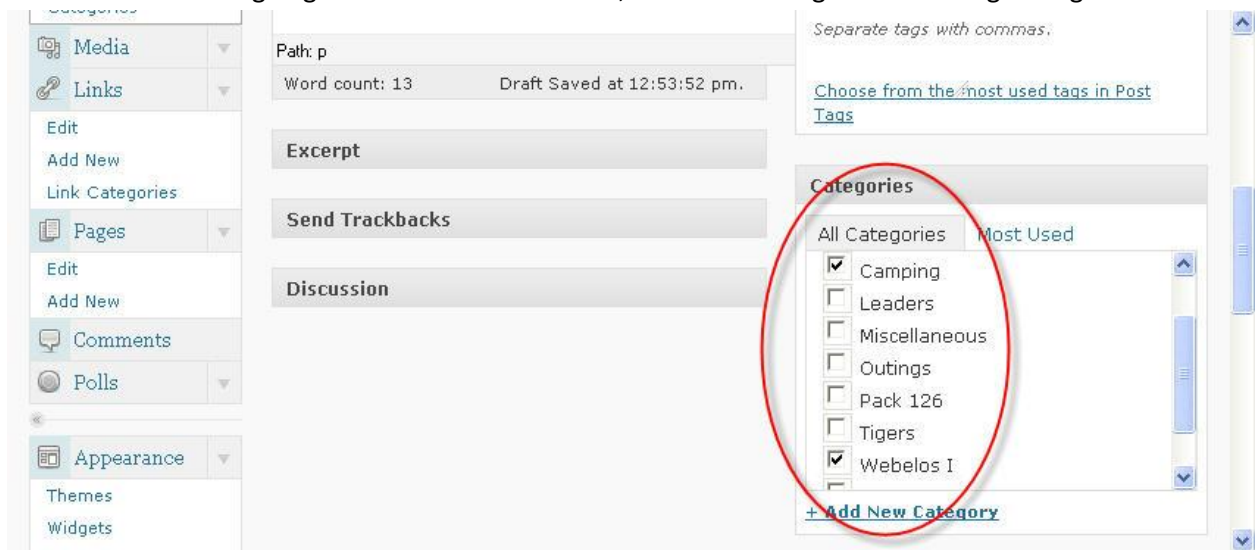


8. In the new Add an Image window, click the Browse button to locate the picture on your computer. Click the Upload button to insert it into your article. You'll have the opportunity to set some options for the image if you'd like.

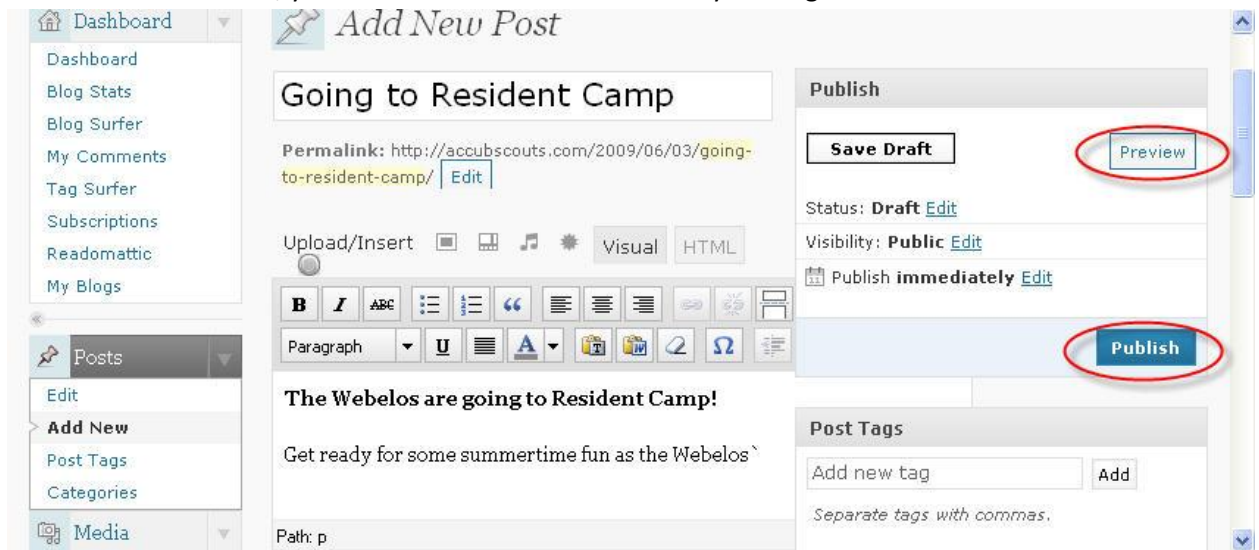
IMPORTANT NOTE: Most digital cameras take pictures at very high resolutions, 4MB to 10MB in size. This is far too large for most people to view on a web page; it would take too long to download. Please export your pictures so that they are no larger than 100k in size before adding them to the Pack Blog site.



9. Choose one or more Categories for the article. For this example, I've chosen the Camping and Webelos categories since it's about Webelos Summer Resident Camp. If I was the Tigers Den Leader and we were going to visit the Police Station, I'd check the Tigers and Outings categories.



10. When you are finished with your article, you may preview the posting by clicking on the Preview button. When satisfied, you can add the article to the site by clicking on the Publish button.



11. Click the Visit Site button to view the Pack Blog site with your new addition.

The screenshot shows the WordPress dashboard for the website <http://accubscouts.com>. The user is logged in as 'Howdy, Joe | Turbo' and has access to 'Log Out', 'Screen Options', and 'Help' menus. The main navigation bar includes 'My Account', 'My Dashboards', and 'New Post'. A 'Visit Site' button is circled in red in the top navigation area. The left sidebar contains a 'Dashboard' menu with options like 'Dashboard', 'Blog Stats', 'Blog Surfer', 'My Comments', 'Tag Surfer', 'Subscriptions', 'Readomatic', and 'My Blogs'. Below this is a 'Posts' menu with an 'Edit' option. The main content area is titled 'Add New Post' and shows a post titled 'Going to Resident Camp'. The post's permalink is <http://accubscouts.com/2009/06/03/going-to-resident-camp/>, with an 'Edit' link. The post content is 'The Webelos are going to Resident Camp!'. The right sidebar contains a 'Publish' section with 'Save Draft' and 'Preview' buttons. The status is 'Draft' and visibility is 'Public'. There is also a 'Publish immediately' button and a large blue 'Publish' button at the bottom of the right sidebar.