



# THE LEATHERHEAD RESIDENTS' ASSOCIATION

## A QUICK GUIDE TO THE LRA BLOG

### Introduction

A blog is a method of collaborating on line. Consider a blog to be like an on line notice board with the advantage that readers can post comments. Normally, blogs only have a single author, however the LRA blog can be written to by anybody once they have been assigned rights by the Webmaster. This quick guide aims to:

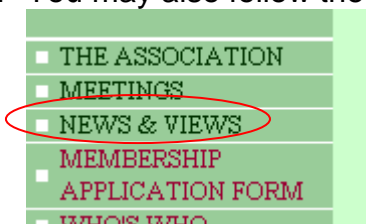
- Show you how to find the Blog and read articles on line.
- Make comments on Blog entries
- Create a Blogger account and have your own unique ID.
- Write your own articles on line

If you are confident with Blogging, have a Blogger ID and want to be assigned Author rights please email the webmaster by click the link from the [www.leatherheadresidents.org.uk](http://www.leatherheadresidents.org.uk).

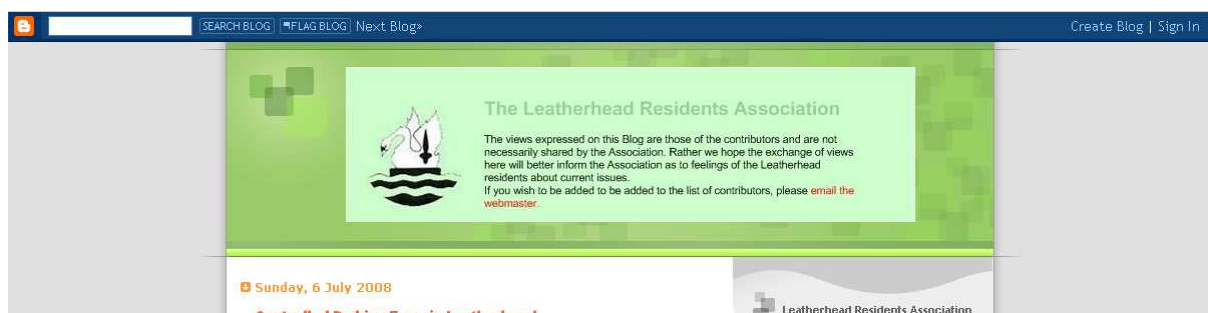
### Accessing the LRA Blog from the [www.leatherheadresidents.org.uk](http://www.leatherheadresidents.org.uk) website



1. Click the 'LRA Blog' link from the LRA Home Page.
2. You may also follow the 'News & Views' link on the LRA Home Page



3. By following the links you will then be transferred automatically to the Blog site.



4. You can now read the posts on the Blog.



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## Commenting on Blog Articles

1. At the end of each article there is a comments link.

Posted by LocalResident at 15:05 [0 comments](#)

2. Click on this link. You will be presented with a dialog box to type in your comments. (see below)

**Leave your comment**

Here are my comments

You can use some HTML tags, such as `<b>`, `<i>`, `<a>`

**wdeley**

WORD VERIFICATION

Type the characters you see in the picture above

**Choose an identity**

Google/Blogger

OpenID

Name/URL

Name

URL

Anonymous

**PUBLISH YOUR COMMENT** **PREVIEW**

1. Type your comments here

2. Enter the strange text in here. (It is to stop hackers & spammers automatically filling the blog with junk)

3. Select **Name** here. Enter your name or initials here

4. **Preview** your comments. If you are happy with them then go ahead & **publish your comments**



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### Creating a Blogger Account and ID

In the previous section of this guide, that there was an option to use a Blogger ID when posting comments. **A Google Blogger account is required if you want to write your own posts on the Blog.** This is a very simple process.

**Either**

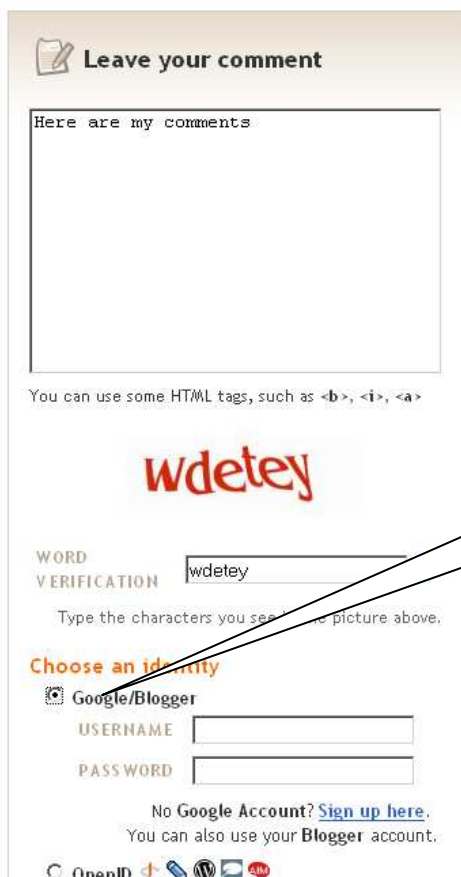


The top right hand corner of the Blog has a **Sign In** link.

1. Click this link and you will be guided through the process. All you need is your email address, a password of your choosing and an ID name of your choosing.
2. Once you have created your account then you can modify the account settings at any time by clicking the  in the top left hand corner of the Blogger page. This will take you to the **Dashboard** (see below in 'Posting Articles on the Blog')

**Or**

If you are thinking of making a Comment on a post then ...



Leave your comment

Here are my comments

You can use some HTML tags, such as <b>, <i>, <a>

**wdeley**

WORD VERIFICATION

Type the characters you see in the picture above.

**Choose an identity**


Google/Blogger

USERNAME

PASS WORD

No Google Account? [Sign up here.](#)

You can also use your **Blogger** account.

OpenID 

1. Select **Google/Blogger** & click the **Sign Up Here** link. This then take you step 2 above.



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### Posting Articles on the Blog

#### How to get Authoring Rights on the Blog

1. In order to post articles on the Blog (not just comment on an article), you will need:
  - A Google/ Blogger account. (see above)
  - Access rights from the Webmaster.
2. In your email the Webmaster (see [www.leatherheadresidents.org.uk](http://www.leatherheadresidents.org.uk) for details) please supply the email address that you signed up to Goole/Blogger with.
3. Once the Webmaster has added you to the list of authors, you will get an email invitation like the following:

*The Blogger user Webmaster has invited you to contribute to the blog: Leatherhead Residents Association.*

*To contribute to this blog, visit:*

*<http://www.blogger.com/i.g?inviteID=2295326485995368320&blogID=1437258024971358004>*

*You will need to sign in with a Google Account to confirm the invitation and start posting to this blog. If you do not have a Google Account yet, we will show you how to get one in minutes.*

*To learn more about Blogger and starting your own free blog visit <http://www.blogger.com>.*

4. Follow the link on the email to complete your registration

#### How to Sign In on the Blog

1. Navigate to the Blog via the LRA Webpage. Click the "Sign In" link at the top right



2. You will then be presented with a log in box

Language: English

**Sign in to use Blogger**  
with your Google Account

Username (Email):  Password: (?)

Remember me (?)

**SIGN IN**

Use the email address & password that you created the Blogger account with.



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- Once you have signed in to the Blog you will be taken to the Dashboard (a control panel)

**Dashboard**

Manage Your Blogs [Create a Blog](#) | [Help](#)

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**Leatherhead Residents Association** [View Blog](#)

37 Posts, last published on Jul 6, 2008

[+ New Post](#) [Manage: Posts, Settings](#)

**Local Resident**

No photo available.

- [Edit Profile](#) (or [View](#))
- [My Account](#)
- Language:

- It is advisable to Edit your Profile so that your email address is not made public. You can also choose your own ID (a sort of pen name). This is the name that is appended to the posts on the blog.

### How to Create a New Post.

- Select New Post from the Dash Board
- You will be taken to an Editing page. . You can write your post, preview and publish it.

**Leatherhead Residents Association** [Dashboard](#) | [Help](#) | [Sign out](#)

**Posting** | [Settings](#) | [View Blog](#)

[Create](#) | [Edit Posts](#)

Title:

[Edit Html](#) | [Compose](#)

Font  [T](#) [b](#) [i](#) [T](#) [ABC](#) [Preview](#)

[Post Options](#) **Labels for this post:**  [Show all](#)

Shortcuts: press **Ctrl** with: **B** = **Bold**, **I** = **Italic**, **P** = **Publish**, **S** = **Save**, **D** = **Draft** [more](#)

[PUBLISH POST](#) [SAVE NOW](#)

[Return to list of posts](#)