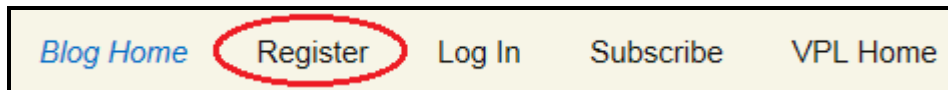
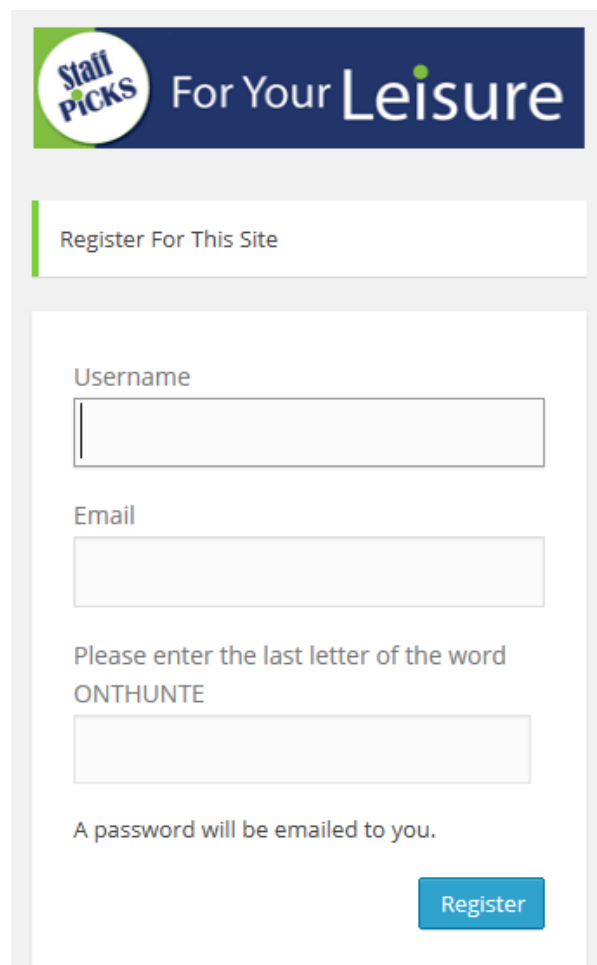


Registering On For Your Leisure

1. Go to the blog site <http://www.vaughanpl.info/leisure/>.
2. The main blog menu is usually located at the top of the first page, click on Register:



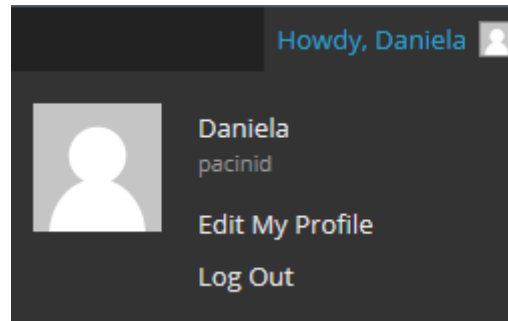
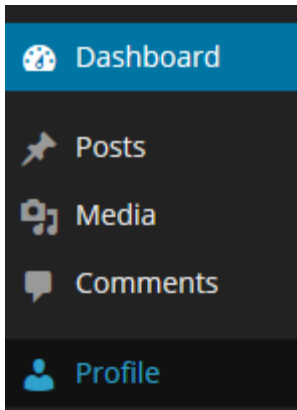
3. On the Registration form, enter a username and your email address, and the answer to the spam blocking question, and then click on "Register." You will receive a confirmation email with your password. Your username can be your first name or any other name you would like to use. Your username will show up on the blog posts and comments.



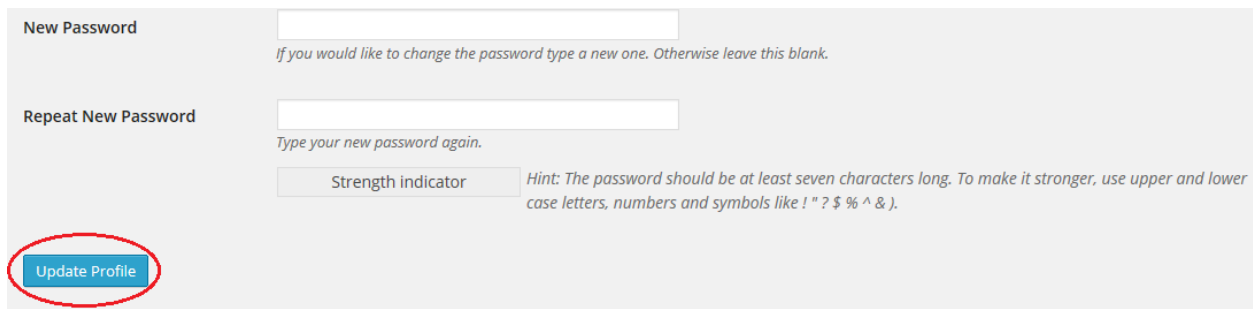
A screenshot of a registration form. At the top is a dark blue header with a green circle containing the text 'Staff PICKS' and the text 'For Your Leisure'. Below the header is a white box with the text 'Register For This Site'. The form contains three input fields: 'Username', 'Email', and a spam question 'Please enter the last letter of the word ONTHUNTE'. Below the spam question is a blue button labeled 'Register'. At the bottom of the form, it says 'A password will be emailed to you.'

4. If you want to change your password:

Go to the site, click “Login” on the top menu. After a successful login, you will be in the Admin Panel. On the left sidebar, click on “Profile.” Or In the top right corner, it will say “Howdy, [Username]”. Hover over “Howdy” and then click on “Edit My Profile.”



5. At the very bottom of the Profile page you can type in your new password twice, and click the “Update Profile” button.



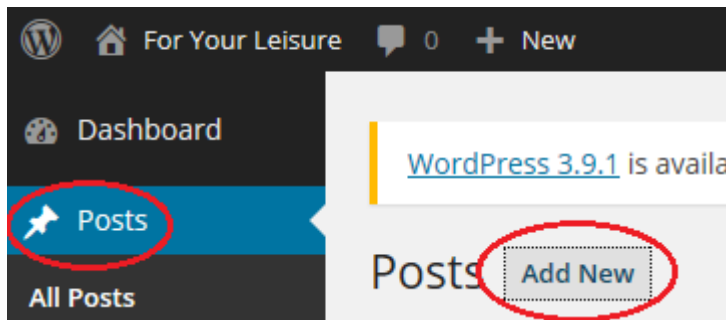
A screenshot of the password change form. It has a light grey background. There are two input fields: "New Password" and "Repeat New Password". Below the "New Password" field is a small text hint: "If you would like to change the password type a new one. Otherwise leave this blank." Below the "Repeat New Password" field is a small text hint: "Type your new password again." To the right of the "Repeat New Password" field is a "Strength indicator" button and a larger text hint: "Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers and symbols like ! \" ? \$ % ^ &)." At the bottom left, there is a blue "Update Profile" button circled in red.

Writing a New Post

1. Go to the blog site and click on “Log In:”

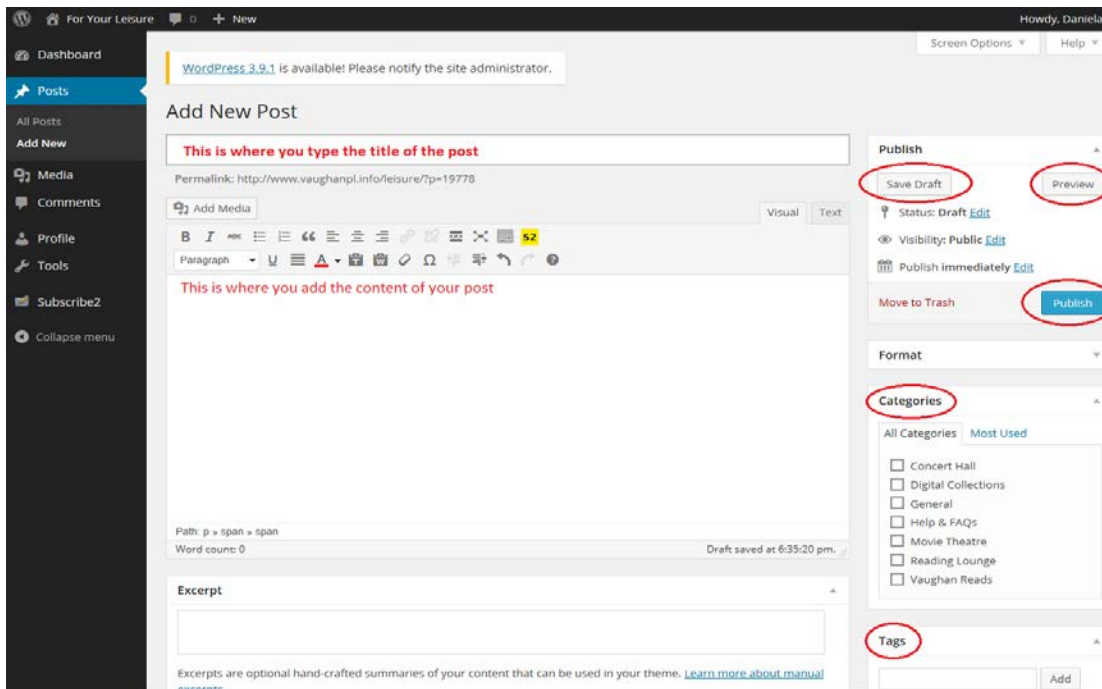


2. On the left hand side, under Dashboard, Click “Posts” and “Add New”



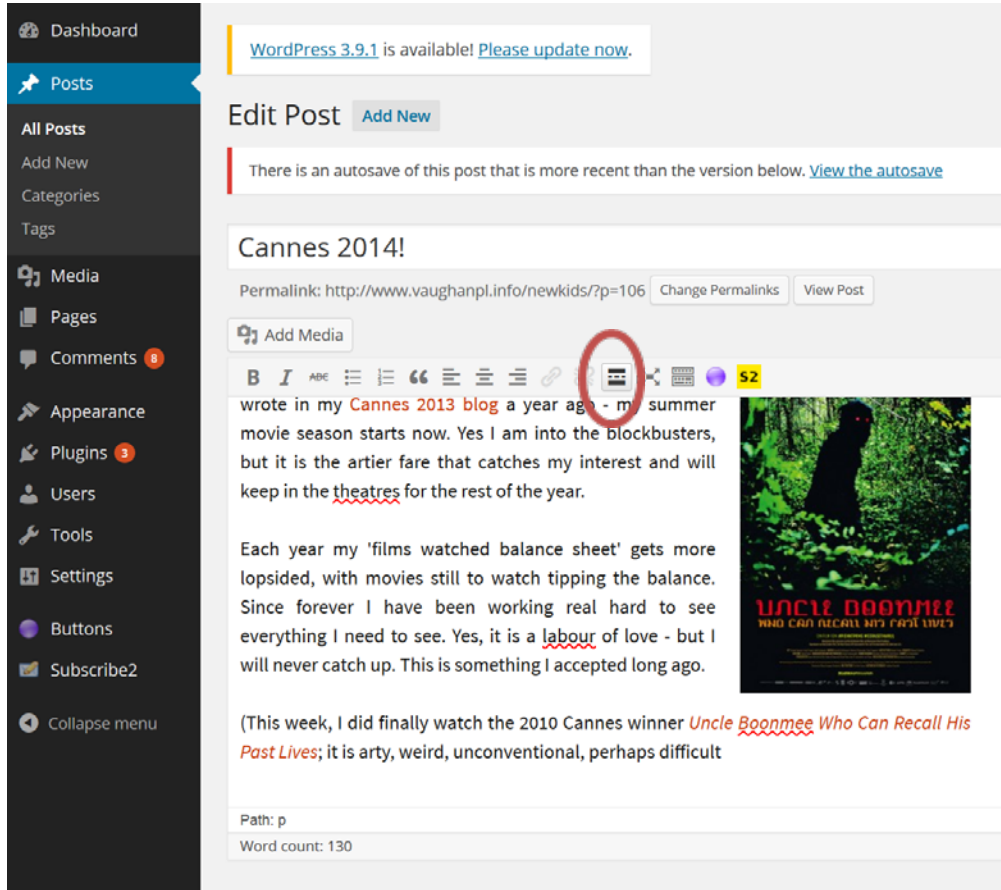
3. On the Add New Post page, enter the post title and content:

- **Title:** The title of the post. You can use any words or phrases. Avoid using the same title twice as that will cause problems.
- In the **Post Editing Area**, enter your post content, links, links to images, and any information you want to display in the post.



4. Cut off long posts with a Continue Reading link

To make use of the screen space, all posts are required to show within around 130 words, and any more words will continue as a link. You should cut off the post by inserting the “More Tag” button to split it. The More Tag button can be found in the first row of the visual editor toolbar (see red circle).



WordPress 3.9.1 is available! [Please update now.](#)












Edit Post [Add New](#)

There is an autosave of this post that is more recent than the version below. [View the autosave](#)

Cannes 2014!


Permalink: <http://www.vaughanpl.info/newkids/?p=106> [Change Permalinks](#) [View Post](#)

[Add Media](#)

B *I* **ABC**            **S2**

wrote in my [Cannes 2013 blog](#) a year ago - my summer movie season starts now. Yes I am into the blockbusters, but it is the artier fare that catches my interest and will keep in the theatres for the rest of the year.

Each year my 'films watched balance sheet' gets more lopsided, with movies still to watch tipping the balance. Since forever I have been working real hard to see everything I need to see. Yes, it is a labour of love - but I will never catch up. This is something I accepted long ago.



(This week, I did finally watch the 2010 Cannes winner [Uncle Boonmee Who Can Recall His Past Lives](#); it is arty, weird, unconventional, perhaps difficult

Path: p
Word count: 130

5. Select a category and add tags:

- **Tags:** you can either add a new tag in the text box or choose one from the list of popular tags for your post. Readers can click a tag to see all posts tagged with it.
- **Categories:** The general topic the post can be classified in. Readers can browse specific categories to see all posts in the category.

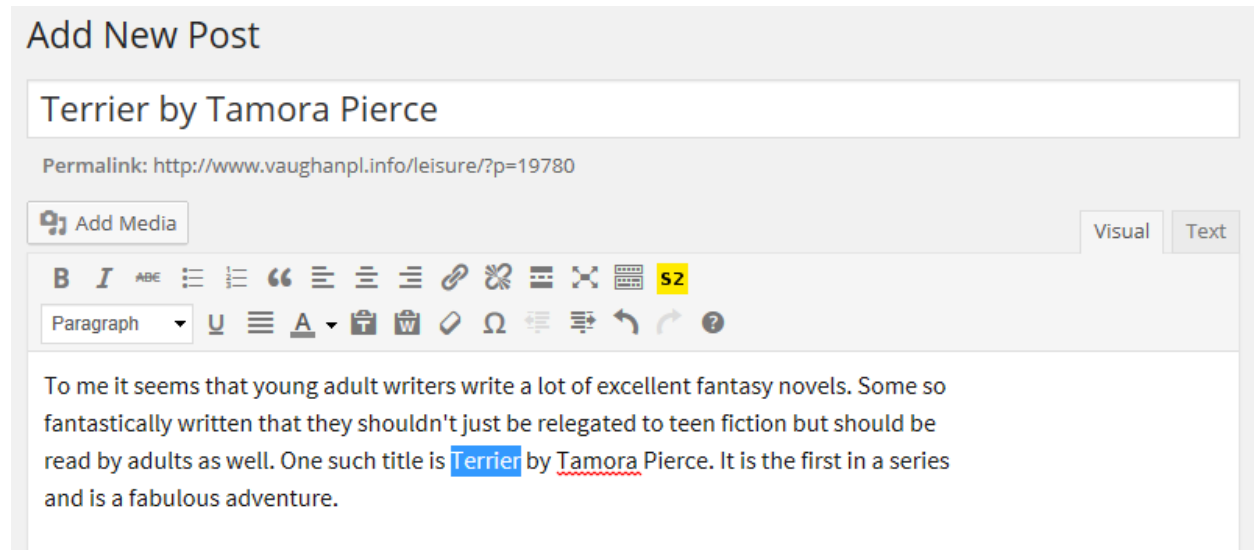
6. When you are ready, click one of the buttons:

- **Save Draft:** Allows you to save your post as a draft / pending review rather than immediately publishing it. The blog will autosave drafts of your post on a regular basis.
- **Preview:** Allows you to see how your post will look like before officially publishing it.
- **Submit for Review:** Submit your post and it will be published to the blog when it's reviewed and approved by library staff.

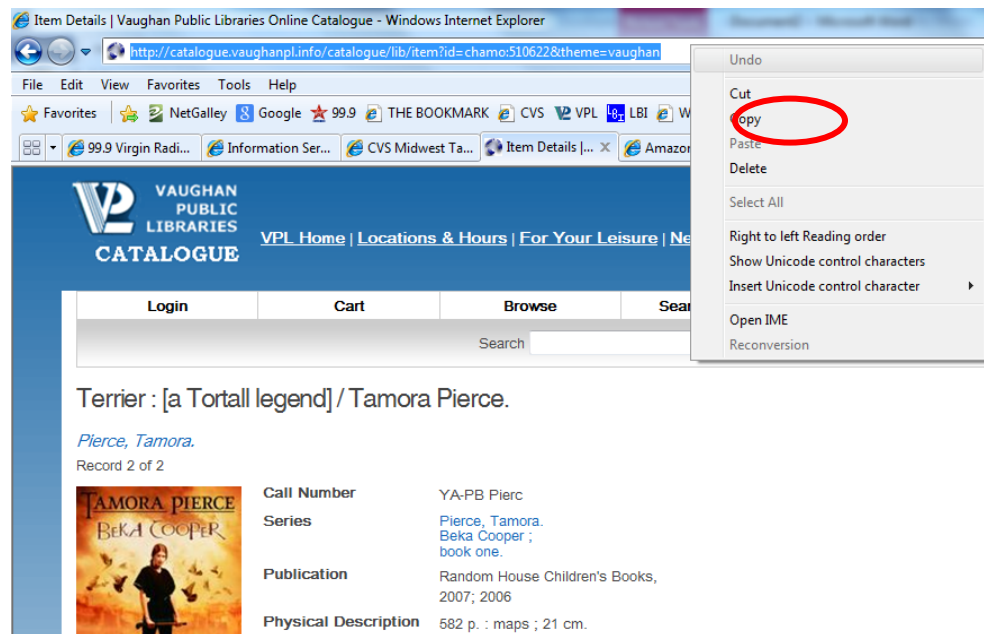
Adding a Hyperlink to the Library’s Online Catalogue

If you mention an item that VPL carries, you should link it to the library’s online catalogue so customers can easily place a hold.

- Once you have written a post:



- Go to Chamo (<https://catalogue.vaughanpl.info/catalogue/>) and search for the item. Click on the record you wish to link to, then highlight the address in the address window. It will look something like this: <https://catalogue.vaughanpl.info/catalogue/lib/item?id=510622&theme=vaughan> where “510622” is the BIB ID of the item. Right click on the URL and select **Copy**.




- Go back to your post. Highlight where you want the link to occur – for example, the title or the author. Click on the symbol (shown below) for Insert/edit link.

Add New Post

Terrier by Tamora Pierce

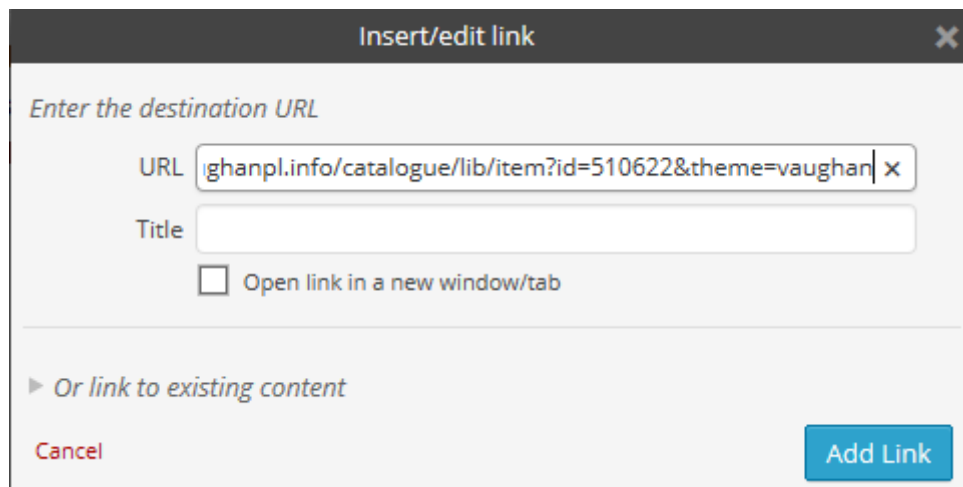
Permalink: <http://www.vaughanpl.info/leisure/?p=19780>

Add Media Visual Text



To me it seems that young adult writers write a lot of excellent fantasy novels. Some so fantastically written that they shouldn't just be relegated to teen fiction but should be read by adults as well. One such title is **Terrier** by Tamora Pierce. It is the first in a series and is a fabulous adventure.

- A new window will appear, click in the field labeled **URL** and paste the URL from the library's online catalogue, and fill in the Title field.



Insert/edit link

Enter the destination URL

URL

Title

Open link in a new window/tab

► Or link to existing content

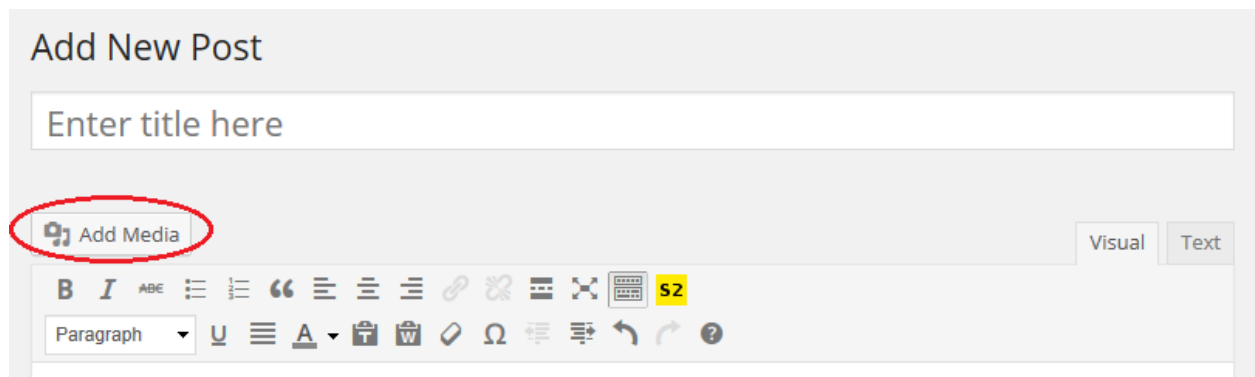
Cancel Add Link

The title *Terrier* is now connected to the Library's online catalogue, so the public can easily place a hold if desired.

To Insert a Photo into a Post

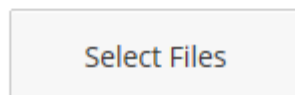
Follow these steps to insert an image into your post:

1. Click “Add Media” icon and a new window “Insert Media” pops up.



2. In “Insert Media” window, you can add a photo from your computer.
3. Save the photo to your local computer and name it using a meaningful name. Click “Upload Files” tab. Click “Select Files”. Find the photo file in your computer, click on it then click the “Open” button. The image file will be saved in the Media Library on the blog.

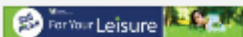
Drop files anywhere to upload



Maximum upload file size: 10MB.

4. Under “Attachment Details” on the right hand side of the page choose the desired alignment and size, and hit the “Insert into Post” button. Your image is now inserted into the post. Please make sure that you fill in the Title and Alt Text fields using relevant and meaningful words.

ATTACHMENT DETAILS

 **leisure_main1.jpg**
May 26, 2014
1600 × 230

Title

Caption

Alt Text

Description

ATTACHMENT DISPLAY SETTINGS

Alignment ▼

Link To ▼

Size ▼

- Continue typing your post content besides or below the image.
- Click the “Save Draft” button at the Publish section. Your post is saved as a draft.
- Click “Preview” button in Publish section and take a preview of your post. If you are ready to submit your post, click “Submit for Review”

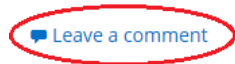
Add New Post

Publish ▼

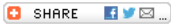
Leaving a Comment

To leave a comment on a specific post, please follow the steps:

1. On the blog, find the post, and click on “Leave a comment” or view all # comments” at the bottom of the post.

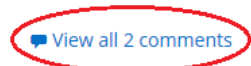
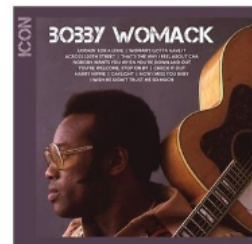


Bobby Womack: 1944 – 2014

July 1, 2014 | Concert Hall, Digital Collections, General | 1970s, music, Popular music, Richard, soul music
Richard 

Any music fan who cares about 1970s era soul felt the hit last week with the death of [Bobby Womack](#). A contemporary of giants such as [James Brown](#), [Stevie Wonder](#) and [Marvin Gaye](#), his songs like ‘Across 110th Street’ stand as essential as any r & b classic from the era.

He fell off the map somewhat in the mid-1980s – drugs and the changing soul landscape seemed to be the main culprits. While artists like [Michael Jackson](#) and [Prince](#) dominated r & b music from this period, so many of the soul originators drifted into irrelevancy. In my mind, the music suffered as well. [Continue reading →](#)



2. If you are not logged in yet, you will have to login first. Click on hyperlinked “logged in” to login.

Leave a Reply

You must be **logged in** to post a comment.

3. Type your comment in the text box.
4. Click on “Post Comment” button.

Leave a Reply

Logged in as [Daniela](#). [Log out?](#)

Comment

Input your comment here

You may use these [HTML tags](#) and attributes: ` <abbr title=""> <acronym title=""> <blockquote cite=""> <cite> <code> <del datetime=""> <i> <q cite=""> <strike> `

Post Comment

5. A comment will not be displayed until it is approved by library staff.