



American Daffodil Society



Daffnet.org User Guide Chapter 2 - Contribute

Internet Services Committee

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**Prepared by
Kirby Fong
Nancy Tackett
Ben Blake**

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Daffnet.Org User Guide

Chapter 2 - Contribute

Introduction

The American Daffodil Society has a long standing history of maximizing the use of the Internet for the purpose of researching, educating and promoting daffodils. A natural step was to move the long-time email discussion list to a web-based forum which can be found at <http://daffnet.org>.

One of the major benefits of Daffnet is the exchange of information between its members. This is because Daffnet members represent fifteen countries and have a wide range of daffodil expertise from garden lovers to world renown hybridizers. Many opinions and good advice come out of these online discussions. In some cases, it can make the difference about where you might want to plant your daffodil bulbs or determine what agent to use to remedy a pest.

This chapter will describe how you can contribute to Daffnet. A contribution can be a comment or a post. A comment can be about your experience or knowledge or ask a question to a member about their post. You can even comment on your own post. Another contribution can be a post in the form of a question, describe an experience, or share information. This chapter will also describe how to create your own post with or without photos. These instructions can also be found in Daffnet's "Help Box".

How to Create a Comment

To contribute information or to ask a question, you must first log into Daffnet.org. The easiest way to login is to go to the bottom of the post you wish to make a comment and click on "You must be logged in to enter a comment" phrase. This will take you to the login screen and after you enter your Username and Password, will deliver you back to the post to make your comment. You can also go up to the green menu bar and click on "Login". These instructions can be found in the Daffnet.org Help Box, under "[How to Create a Comment](#)."

Step 1

View an existing Post by another member or even yourself.

Step 2

Enter your comment by typing text into the box below the "**Please enter your comments here:**" label and the gray bar with one row of icons and the tabs "Visual" and "HTML". You may prefer to use the "Visual" editing tab which has a set of text formatting buttons similar to an email program. Basic text formatting tools are available as well as a spell-checker and an icon to add a webpage link. Click on the HTML tab if you prefer to use this language to enter your comment.

Step 3

When you are satisfied with creating your comment, publish it on Daffnet.org by clicking on the "Post Comment" button below the comment box. Your comment may require approval if you are new to Daffnet otherwise, your comment will immediately appear.

How to Create a Post

In order to create a post, you must be logged into Daffnet.org. These instructions, plus how to attach a photo, can be found in the Daffnet.org Help Box, under "[How to Create a Post.](#)"

Step 1 – Start

In the upper left corner, hover your mouse cursor on the "+ New" selection, on the top menu bar above the Daffnet logo, then click the choice "Post". You will now see the "Add New Post" screen below.

Figure 1

The screenshot shows the 'Add New Post' interface. At the top, there's a navigation bar with 'Daffnet', '+ New', and 'Manage'. A user greeting 'Welcome, Nancy Tackett, California' is on the right. The main heading is 'Add New Post'. Below it is a title input field containing 'How to get earlier blooming jonquils?'. A permalink is displayed: 'http://daffnet.org/?p=87387'. There's an 'Upload/Insert' button and a toolbar with various formatting options. The main text area contains the following text: 'I have always enjoyed Division 7 daffodils, but would like to see them bloom earlier. Often our temperatures warm up fast just as the jonquils are coming into bud form. Naturally, with all of the heat, the buds turn brown and dry up. Thank you for your help, Nancy'. On the right sidebar, the 'Publish' section includes 'Save Draft', 'Preview', 'Status: Draft Edit', 'Visibility: Public Edit', 'Publish immediately Edit', 'Move to Trash', and a 'Publish' button. The 'Categories' section shows 'All Categories' and 'Most Used' tabs, with a list of categories: 'Daffodil Types' (checked), 'Classics', 'Daffodil Awards', and 'Pannill'.

Step 2 – Title

Write the subject or the title of your post in the area titled "Enter title here".

Step 3 – Write Message Body

Write your message, or your "Post" as we now call it, in the large white box below the gray bar, which has one row of icons and the tabs "Visual" and "HTML". You may prefer to use the "Visual" editing tab which has a set of text formatting buttons similar to an email program. Basic text formatting tools are available as well as a spell-checker and an icon to add a webpage link. Click on the HTML tab if you prefer to use this language to enter your post.


If you would like to save your contents and return later, click on the "Save Draft" button on the left.

Step 4 – Select a Category or Categories

After you are finished writing your post, find the "Categories" box and check one or more of the categories where you want your post to be read.

How to Create a Post (continued)

Step 5 –Publish Your Post

When you are satisfied with creating your post, you can publish it to Daffnet for others to see it. To publish the entire Post, just click the “Publish Button” that looks like this  located on the right side of your screen. A small excerpt of your message will appear on Daffnet.org’s Homepage. Your post may require approval if you are new to Daffnet otherwise, your post will immediately appear. To return to the Daffnet Home page, click on “Daffnet” on the top left black menu bar.

How to Edit Your Post

You can add, change or edit your post up to two weeks after it was originally posted. To edit a post, you must be logged into your account. Additional information about editing can be found in the Help Box under [“What you can Edit”](#)

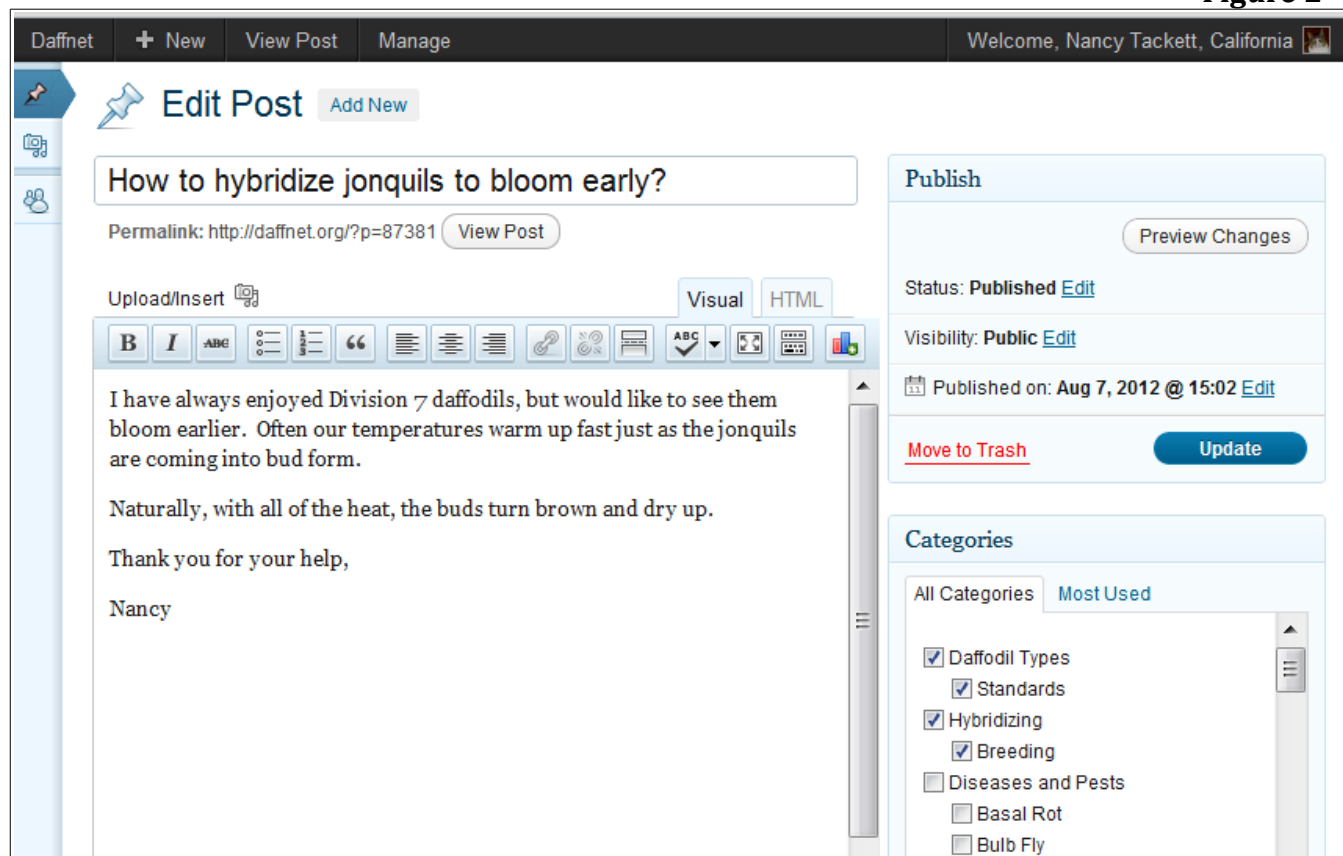
Step 1 – Start

Click on your message to read it.

Step 2 – Get into the Editor

Click on “Edit Post” located on the top left black menu bar above the Daffnet logo. The “Edit Post” screen will appear as displayed in Figure 2.

Figure 2



Step 3 – Edit Post

At this point, you can edit anything on this screen you entered in the original post, including adding and removing photos. You may prefer to use the “Visual” editing tab which has a set of text formatting buttons similar to an email program. Basic text formatting tools are available as well as a spell-checker and an icon to add a webpage link. Click on the HTML tab if you prefer to use this language to edit your post

Step 4 – Update

When you are satisfied with all your changes, click on the blue update button. Click on “Daffnet” on the upper left corner to return to the Home Page.

How to Create a Post with Photographs

This area explains how to include photos in your post. These instructions can be found in the Daffnet.org Help Box, under "[How to Create a Post](#)." You will see that Steps 1 thru 4 are the same as creating a post without photos.

Step 1 – Start

In the upper left corner, hover your mouse cursor on the "+ New" selection, on the top menu bar above the Daffnet logo, then click the choice "Post". You will now see the "Add New Post" screen.

Step 2 – Title

Enter the subject or title of your post in the area titled "Enter title here". If your post is about show photos, please structure your title with this information: 2012[Year] Baltimore [Show Information]. If you like, you could add the award in the title Gold Ribbon [Award]. In this case, the title would be 2012 Baltimore Show Gold Ribbon.

Step 3 – Write Message Body


Enter your message, or your "Post" as we now call it, in the large white box below the gray bar, which has one row of icons and the tabs "Visual" and "HTML". You may prefer to use the "Visual" editing tab which has a set of text formatting buttons similar to an email program. Basic text formatting tools are available as well as a spell-checker and an icon to add a webpage link. Click on the HTML tab if you prefer to use this language to enter your post

If you would like to save your contents and return later to finish, click on the "Save Draft" button at the left top of the Add New Post Screen.

Step 4 – Select a Category or Categories

After you are finished writing your message, find the "Categories" box and check one or more of the categories where you want your message to be read.

Step 5 – Add a Photo

This process will insert your photo wherever the cursor is in the text box, so first place your cursor in your preferred location. Click on the "Upload/Insert"  icon above the text format bar. When clicked, the "Add Media" screen will open. The method of selecting photos for your Post depends on which Web Browser you use. There are two steps needed to upload each photo, Step 6 and Step 7. If you preloaded your photos into the Media Library, click "Media Library" and click "Show" next to the photo you would like in your post and then click on the "Insert into Post" button.

Step 6 – Select a Photo

This is the process of selecting a photo from your computer for a message. Many of you will be able to click on the phrase "Switch to the multi-file uploader" and drag and drop a photo into the dotted line box. If this does not work for you, then press on the "Select Files" button or the "browser uploader" phrase under the dotted box. Find the photo or photos on your computer; select the photo and then press the "Open" button at the bottom left of the screen.

How to Create a Post with Photographs (Continued)

Figure 3

Add Media

From Computer

From URL

Media Library

Add media files from your computer

Drop files here

or


Select Files

You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.

Maximum upload file size: 8MB. After a file has been uploaded, you can add titles and descriptions.

Accepted MIME types Image, Video, Audio.

CIMG0535



Edit Image

File name: CIMG0535.jpg

File type: image/jpeg

Upload date: August 1, 2012

Dimensions: 2048 × 1536

Resize image

Title

* CIMG0535

Link URL

http://daffnet.org/wp-content/uploads/2012/08/CIMG0535-1024x768.jpg

None

File URL

Enter a link URL or click above for presets.

Insert into Post

[Use as featured image](#)

[Delete](#)

Save all changes

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How to Create a Post with Photographs (Continued)

Step 7 – Insert a Photo

Once a photo has been uploaded, you will see the screen in Figure 3. This screen has options such as to “Resize the Image”, give the photo a “Title”, use this photo as the Feature Photo for your post, or to “Edit Image”. Unless you need to rotate your photo, most of these can be ignored. It is helpful, but not a requirement to give photos a meaningful title.


The real requirement of Step 7 is to insert your photo into the Post by clicking on the “Insert into Post” button at the bottom of the page. This will take you back to your draft post with the photo inserted in the text box.

The picture was placed at the insertion point (where the cursor was sitting). Notice that Daffnet has automatically added a copyright assertion in the lower right corner of each image with your first and last names.

You might wonder why Step 7 was separated from the uploading step just to insert the photo into the post. There are several reasons you will realize once you are comfortable with the process. You will eventually want to put multiple photos in your posts. You might want to edit a photo here, or decide you selected the wrong photo and want to delete it. Also, you may already have the photo online and simply want to insert it into the post without uploading it again from your computer. However, for now, we recommend you simply upload a photo, step 6, and then insert the photo into the post, step 7.

Repeat Steps 6 and 7 (optional) to create a single post with several photos.

Step 8 – Publish

When you are satisfied with creating your post, you must publish it to Daffnet for others to see it. To publish the entire Post, just click the “Publish Button” that looks like this  and is located on the right side of your screen. A small excerpt of your message, along with one photo thumbnail will appear on Daffnet.org’s Homepage. Your post may require approval if you are new to Daffnet otherwise, your post will immediately appear. To return to the Daffnet Home page, click on “Daffnet” on the top left.

Notice that Daffnet has not only resized the photos to fit nicely into the post but has made a thumbnail out of the first photo or the photo you selected as the Featured Image for this post.

Ideas and Suggestions

We welcome your suggestions and ideas. Please send these to us by clicking on "[Contact Us](#)" in the "American Daffodil Society" Box.

Questions

If you have any questions, please feel free to either make a post on the forum or send us your question using the "[Contact Us](#)" form inside the "American Daffodil Society" box.