



Above, is a screen shot of the fightingblue.com Home Page, and this tutorial will be all about basic navigation of this site, and other elements of the Home Page.

1. The FightingBlue logo

The FightingBlue logo is not just a logo, it's a link back to this home page. No matter where you are on this site, this Home Page is only one click away, by clicking on the logo.

2. Home Page Menu

This is the horizontal menu composed of icons/text that gives you one click access to all the different types of content on this site. Clicking on any icon, takes you to the home page for that specific type of content. This menu is only present on the site home page.

3. **Site-wide drop-down menu**

Clicking on the 3 horizontal line icon at the top left of every page on this site, will cause a navigation menu to drop down. The drop-down menu has all the same items as the home page menu, with a few additions on the left side. Wherever you are on this site, the home page for any type of content is 2 clicks away using this drop-down menu.

4. **Search**

This is the magnifying glass icon to the left of the FightingBlue logo. To search for something on this site, click the magnifying glass icon, and the search input field will pop up. Enter some search terms and press the enter key.

5. **The bell icon**

Here is where you'll see notifications of your friend's activity on this site. When you have new notifications, a number will appear next to the bell. The number indicates how many new notifications you have. Click on the bell to display a list of your notifications. Click on any notification to visit the referenced content... OR click on the X on the right to close the notifications list.

6. **The + icon**

This is an important one. You'll see it at the top of every page on this site. Clicking the plus icon is the first step in adding content to this site. Currently, you can add a Poll, Group, Discussion, Event, Photo Album, Video, File, Recipe, or Space. The form you must fill out to add any type of content, is always just 2 clicks away, no matter where you are on the site. For example, to add a Recipe, first click on the + icon, then click on the recipe icon. This takes you to the 'Add Recipe' form. Fill out all the fields, then click the 'Submit' button at the bottom of the form. When filling out ANY form on this site, some fields are required to be filled in, or else the form won't submit. Required fields are always marked with a red asterisk. All other fields are optional.

7. **Your small profile icon at the top right of every page on this site**

Clicking on your profile icon, causes a menu to drop down. For the purpose of this tutorial, I'll talk about 2 of the items on the menu.

One is the + icon, when clicked functions the same as the previously discussed + icon. The reason it's on the menu, is because the + icon discussed in Section 6, is not displayed on mobile phones when viewing the site in portrait mode... only because there isn't enough horizontal space. Turning the phone to landscape mode, will display the main + icon.

Next is the 'Conversations' icon. Conversations is a private site mail system for message exchange between 2 or more members. Clicking on the Conversations icon, takes you to your in box where you can read existing mail, or compose a new one. Click on the 'Compose' button to begin a new 'Conversation'. Place the cursor in the Recipients field and start typing the name of the member you want to send a mail to. The list of available recipients will narrow down as you type. When you see the one you want, click on it. You can add other recipients in the same manner. Fill out the rest of the form, then click the Submit button.

8. The Add Content Block

The Add Content Block allows you to add different types of content directly from the site home page. Below is a list of the different types of content you can add, starting with the Add Content block.

- Posts
- Updates
- Discussions
- Albums
- Polls
- Videos
- Files
- Recipes

Some of these menu selections may at times appear on the "More" menu, which is accessed by clicking on the 3 vertical dots on the right of the Add Content menu. (The 3 vertical dot icon is a consistent site wide indicator, that there is a menu of options available)

Clicking on any of the menu items, loads the entry form for that specific content, directly into the home page, above the feed. By using the Add Content block on the home page, the entry form for all the most popular content types, is a single click away. Once the form is loaded, fill out all the fields. Required fields are always marked with a red asterisk, and all other fields are optional. Once the form is complete, click the submit button at the bottom of the form.

Types of content you can add using the home page Add Content block

- POSTS

Use the Posts option when you want to publish rich content stories on the site. Posts are assigned predefined categories, in order to organize site-wide posts by basic subject matter. The post category is selected from a list in the post entry form, when you click on the category field. The Post text editor provides for basic text formatting, as well as embedding photos, videos and URLs.

- UPDATE

Known as a 'Status update' on another social network. Clicking on 'Update', loads a simple text entry form with no text formatting options. There is no title or category fields to fill in. Status updates are typically used by Facebook members to convey useless information to their friends, such as "In line at Taco Bell", "Drinking coffee", or "DMV sucks". With 'Update', you can also quickly post a photo of your lunch... a very popular Facebook activity.

- DISCUSSION

Often known as 'Forums', discussions are categorized topics, typically meant for larger site-wide participation. You can view all Discussions via the main navigation menu. Fill out the form and submit.

- ALBUM

Use this to add a new photo album. Fill out the form. Select and upload photos, then submit the form.

- POLL

Create a poll to find out what others think. Select a category, ask a question, enter 2 or more answers and submit the form.

- VIDEO

Clicking on 'Video' loads the entry form where you can upload an existing video, or record one using your smart phone camera, or the webcam on your PC. Add a title and select a category before submitting the form. Videos uploaded to the site, won't appear immediately, as the videos undergo a bit of processing on the server before they can be streamed. Video file size is currently limited to 64MB. If you have larger videos, for now, it's best to host them on a video hosting site such as YouTube or Vimeo. Hosting videos, requires massive storage space on the server, and consumes a great deal of the servers processing power. For now, this site is not intended for hosting of large videos, but if YouTube goes on a conservative censoring rampage, video hosting is something we might have to work out. For now, there's plenty of things to do here, that don't require large videos.

- FILE (May appear on 3 dot menu)

Use this to upload files to the site, such as Microsoft Office documents and pdf documents. You can upload just about any type of file, except any type of executable program file. File upload will not be an often-used feature, but it's there when needed. File upload is primarily intended for use as an asset of this site's mission statement.

- RECIPE (May appear on 3 dot menu)

Add your favorite recipes to the site's recipe section. It takes a bit of time to properly fill out the 'Add Recipe' form, but the extra effort is worth it. You will be contributing to a robust, well organized recipe section that all users of this site will certainly appreciate. The site administrator will appreciate it. Best of all, it gives users of this site something to do besides worry about politics, and we all need a break from that occasionally.

SUMMARY

I hope this tutorial helps get new users started in using this site. Don't be afraid to ask questions. This is a complex web site and using it may seem a little overwhelming at first. Follow the basic instructions outlined in this tutorial, and you'll get the hang of it in no time. More tutorials will follow on more specific topics. Some future tutorials will include screen recordings and will address the finer details of using this site. Mastering the basics described in this tutorial will go a long way toward understanding all the site intricacies. It should be fun and engaging, not tedious and frustrating.