



## A “HOW TO” GUIDE FOR GETTING STARTED WITH MYKNE.COM

Welcome to myKNE.com, your own online community for Hopkinsville and Christian, Todd, Trigg and Caldwell counties. myKNE.com provides a place all your own...a place where you can talk with other like-minded individuals, read the news in exactly the way you want to read it, comment on stories important to you, sound off on a series of discussion boards and much more. Signing up is fast, easy and FREE.

Our goal is to make myKNE.com as user-friendly as possible. These basic instructions will get you started – and will help you navigate the site.

### THE BASICS

There's so much to do when you join myKNE.com

- [Create and manage your profile](#)
- [Customize your news – and make it come to you](#)
- [Catch up on all the local stories in an instant](#)
- [Make friends](#)
- [Tag an article](#)
- [Write a blog](#)
- [Join the discussion](#)
- [Comment on a story](#)
- [Post family photos](#)
- [Ask a question of the community](#)
- [Send messages](#)
- [Inviting others to join](#)
- [Search for members](#)

## UNDERSTANDING THE MAIN SECTIONS

There are seven main sections in the site – all of which can be accessed at the top navigation bar on each page within the community. At any time you can also go to the Main myKNE.com Web site by clicking on the site logo at the top of the page.

[Manage my page](#)[News my way](#)[Community feed](#)[Photo gallery](#)[Search for members](#)[Tell a friend](#)[Ask a Question](#)

### **Manage my page**

- Update your profile, and change any information contained in your page.

### **News my way**

- News the way you want it – select the news feed you want to read, and your favorite news comes to you. Choose from our pre-populated list or search for your favorite news source.

### **Community Feed**

- Find out the latest local news. Comment on any story you like. Join the fray and contribute to any of our discussion boards. You can start a new conversation, or add to an existing one.

### **Photo gallery**

- You KNOW you want to show off some of your photo collection! Perhaps it's your beautiful kids or grandkids, your hunting trophy, your prize garden, or new puppy. Show the world what you're proud of.

### **Search for members**

- Find someone in the community who shares your interests. You probably have a lot of friends in the community you have not met yet.

### **Tell a friend**

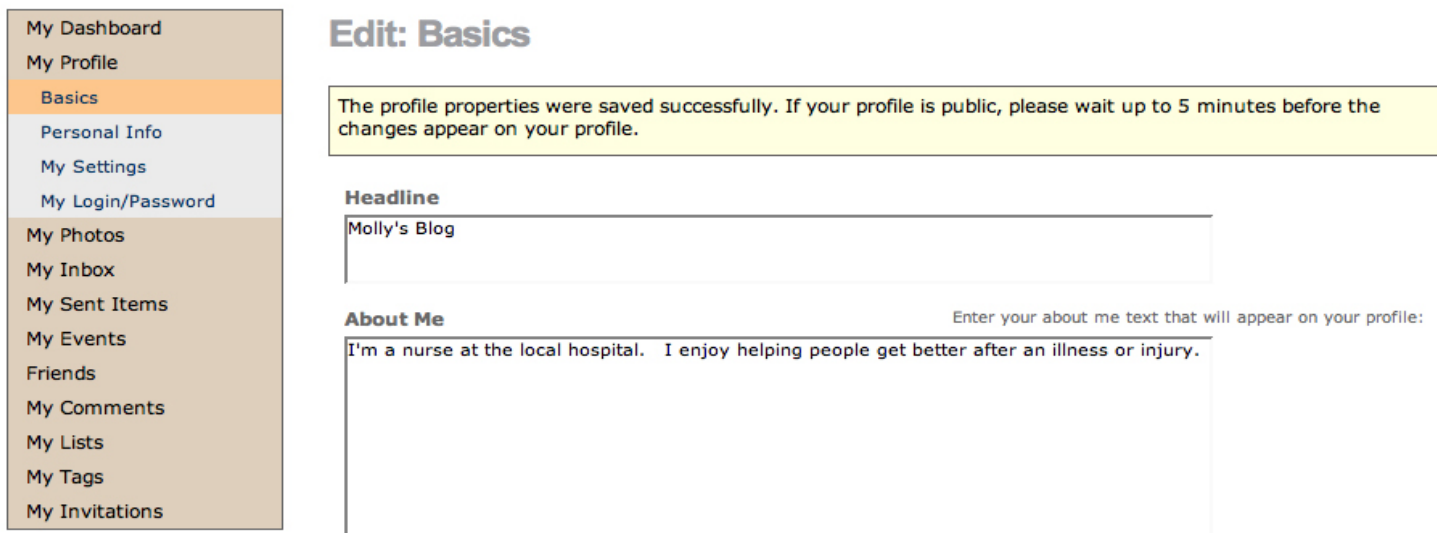
- Like what you see? Tell a friend about it. Invite others to participate and help build a terrific virtual community.

### **Ask a question**

- Unlock the collective wisdom of the community. Want to find a good plumber, day care provider, or where to find a good steak? Ask all of us. The community is waiting to help.

## CREATING YOUR PROFILE

After registering on the site, the first thing you'll want to do – after logging back in with your e-mail and password – is to create your profile page. Many items you entered at registration have already populated your profile. The heart of any virtual community is connecting with people with similar interests or hobbies. By completing the profile you allow others to find you and complete the connections.



**Edit: Basics**

The profile properties were saved successfully. If your profile is public, please wait up to 5 minutes before the changes appear on your profile.

**Headline**

Molly's Blog

**About Me** Enter your about me text that will appear on your profile:

I'm a nurse at the local hospital. I enjoy helping people get better after an illness or injury.

1. Access this section by clicking on "**Manage my page.**"
2. On the left side of the screen, called ("left navigation bar") click on "**My Profile.**"
3. Select "**Basics.**"
4. In the "**About Me**" section enter information about you - it can be as long or short as you like. Add a headline that describes you if you desire.
5. In "**Profile Photo**" you can add a picture – of you or something important to you – to your profile page, which we highly recommend. See the "**Adding Photos**" section below for instructions.
6. Click "**Save**" once you have entered your information and uploaded your photo.
7. Now go back to the left navigation bar and click on "**Personal Info**" under "**My Profile.**" In this section, you can update any of the information you first entered at registration. All items selected in "**About Me**" and "**Personal Info**" will be used when searching for other members with your same interests.

## Edit: Personal Info

Why would I want to fill this out? Because building a community means finding kindred spirits. Perhaps there other people in Christian County and beyond that have the same interests as you. Providing this information makes it easier to make a connection.

**First Name:**

**Last Name:**

**Nickname:**

  Only show my nickname

**Email Address:**

 Make my email address public

**Current Location:** (City and State)

**Hometown:** (City and State)

**Zip/Postal Code:**

**Country:**

**Gender:**

 Male  Female

**Note:** If you don't want to be known by your real name you can choose a 'nickname' and that will become your identity on the site.

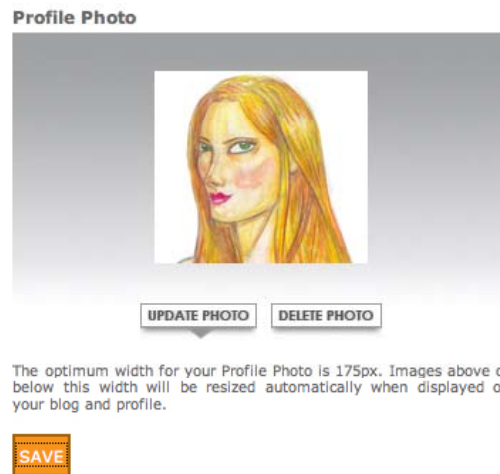
8. Also under "**My Profile**" you will find "**My Settings**". Here you can decide if you want to be notified by e-mail if someone leaves a comment on your blog or if someone sends you a message. You can also decide here if you want to approve comments on your blog before you allow them to be published. *You are in complete control.*

## ADDING PHOTOS

We encourage you to post your photo – or something you care about – on your profile page. You'll also want to add other photos (kids, holidays, birthdays, family gatherings, sporting activities etc.) to your page.

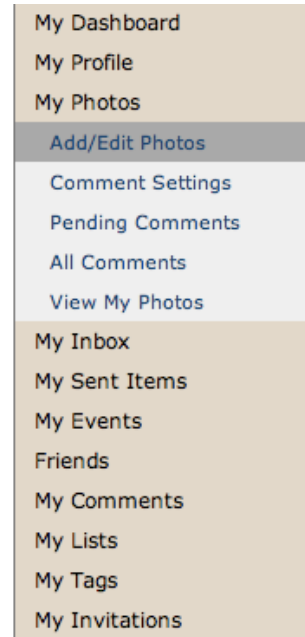
### To Add a Profile Photo

1. Go to "**Manage My Page.**" On the left navigation bar, click on "**My Profile**" then click on "**Basics.**" Look for the Profile Photo section at the bottom of the page.
2. Click on "**Update Photo**".
3. A pop-up window will appear. In this box, select the location of the photo you want to use. More than likely you will want to select "**Choose from local file**" option. (This means that you have a digital picture already located on your computer.) Then click "**Next.**"
4. Another pop-up will appear you'll see a blank box ("**Choose your file**") with a button titled "**Browse**" to the right of it.
5. Click on "**Browse.**"
6. In the next pop-up window, you will see all the files from your computer. Find the file containing the photo you want. Click on it. Then click on the "**Open**" button.
7. You should now see the location of the file (i.e. C:\documents and settings\Desktop\Family photos\molly.jpg). Click on the "**Upload File.**" Your photo will be automatically re sized to fit the page.
8. If you are happy with the photo, click "**Save.**" If not, click "**Go back**" and start over.



## To Add Other Photos on the "My Photos" Section

1. Go to "Manage My Page." On the left navigation bar, click on "Add/Edit Photos" again in the sub menu.
2. Look for the "Add your photos here..." box.
3. Click on "Browse..." to find the photo you want to add (also called 'upload').
4. In a pop-up window you will see all the files from your computer. Find the file containing the photo you want. Click on the "Upload File." Your photo will automatically be re sized to fit the page.
5. Click on it. Then click on the "Open" button.
6. If you are happy with the photo, click "Save." If not, click "Go Back" and start over.
7. You can also come back to this section to add more photos later and/or delete photos.
8. Don't forget to add a caption too!
9. You may choose to allow others to comment on your photos. Under "My Photos" click on "Comment Settings." Here you can decide whether to allow others to make comments, whether you want to be notified via e-mail if someone does make a comment, and for how long you wish to accept comments. You are in complete control of all comments that appear under your blogs and photos.



## TAGGING AN ARTICLE

So you might be asking, “What the heck is a tag cloud?” Glad you asked! A **‘tag cloud’** is simply a collection of words that reflect the subject matter of what people are clicking on. In general, the more commonly used tags are displayed with a larger font or stronger emphasis. Larger words means they are tagged more often than smaller words. Each term in the tag cloud is a link to a story that has that tag. If a particular story interests you, then tag it. It automatically gets inserted into the ‘tag cloud’ and gives others an overall sense of the community interest in the subject matter that word represents.

The tag cloud then becomes an index of important words the user community is thinking about. It’s an interesting way of communicating with others in the community

### How to tag an article.

1. Click on the **“Community Feed”** button from the main menu bar. Scan the list of articles that are of interest to you. When you find an article that interests you click on the **“Tag This”** link. The tag name is now part of your personal tags and the community tag cloud. (From the **“Community Feed”** section, you can also choose to e-mail the story to a friend.
2. You can also tag an article from the **“News my way”** page. Just click on the small tag icon to the left of the story headline.

#### Latest Tags

Burn **Bush** Campbell Cell\_Phone  
Cervical\_Cancer Clinton Comedy  
Cookbook Driving Drunk Ebonite  
FAQ **Flynn** FootballInfo Fort  
FortCampbell **Hopkinsville**  
Impeachment innocent Kemp  
kills **Lakes** Layoff Manhunt  
McCray people REZ  
SchoolBus **Struggle**  
Tigers Victim

[More...](#)

  [Double delight](#)

## JOIN THE DISCUSSION

On the left column of “**Community feed**” page you will find six pre-populated discussion topics. They include:

1. KNE Headlines
2. Local Politics
3. Local Crime
4. Local Schools
5. High School Sports
6. Open Discussion

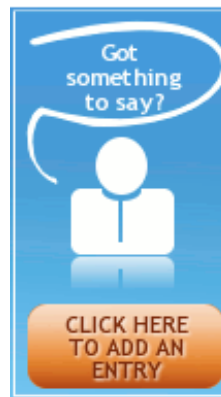
Now you can speak your mind on any of these 6 discussion questions. You can react to the comments of others or start an entirely new threaded conversation.

If you want to start a new discussion thread click on the large blue and orange button titled “**Click Here to Add an Entry**”, and say what is on your mind. It’s that easy.

## COMMENT ON A STORY

Perhaps instead of commenting on general discussion groups, you prefer to leave a comment on a specific story you read in the Kentucky New Era. Most of the stories written in the New Era are made ready to be commented upon in the myKNE.com Web site.

All you have to do is click on the “**comment**” link at the bottom of the story and you will be taken to the myKNE.com Web site, where after logging, in you can comment on the story of your choice, and read the comments left by others.



Discussion Groups

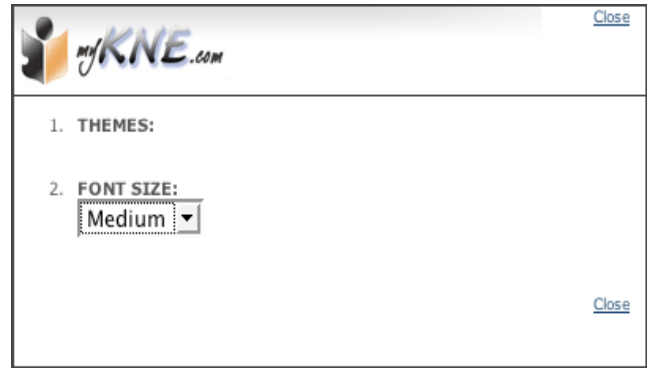
	<b>KNE Headlines</b> Discussion on the latest in the news. <a href="#">Read More</a>   <a href="#">Add an Entry</a>
	<b>Local Politics</b> Discuss local politics here! <a href="#">Read More</a>   <a href="#">Add an Entry</a>
	<b>Local Crime</b> Discuss crime in your area. <a href="#">Read More</a>   <a href="#">Add an Entry</a>
	<b>Local Schools</b> All the latest in your local school. <a href="#">Read More</a>   <a href="#">Add an Entry</a>
	<b>High School Sports</b> All the latest and greatest in highschool sports <a href="#">Read More</a>   <a href="#">Add an Entry</a>
	<b>Open Discussion</b> Got something on your mind? Talk about anything! <a href="#">Read More</a>   <a href="#">Add an Entry</a>

## PERSONALIZING THE NEWS

One of the most exciting new features of myKNE.com is the next generation Newsreader. Using the latest in web technology, you can now make your news come to you rather than seeking it from various Internet news sources. And you can personalize your news to show just the headlines you want in the format you want it. Click on **"News My Way"** in the main horizontal menu bar to get started using the Newsreader.

### Customize overall myKNE.com

You may decide you like the default view of the newsreader just fine, but if you want to make some changes, click on the **"Customize"** button near the top left hand corner of the newsreader page.



**Themes** – change the background color of the news reader

**Font size** – change the font size to make it easier to read

### Search for the news you want

[Customize](#) [Close Feeds](#) [Add Tools](#)

How to Search?   [Advanced](#)

<a href="#">Local Feeds from the Kentucky</a>	<a href="#">Local Feeds from the Fort</a>	<a href="#">Top News</a>
<a href="#">Sports</a>	<a href="#">Business</a>	<a href="#">Finance</a>
<a href="#">Technology</a>	<a href="#">Health</a>	<a href="#">Science</a>
<a href="#">NewMedia</a>	<a href="#">Travel</a>	<a href="#">Comics</a>

The myKNE.com Newsreader comes with a large selection of pre-populated high-quality news sources. Chances are we already have the news source you want. But if not, simply type in search term and myKNE.com's powerful search engine retrieves results from variety or sources. Search results arrive instantly from all the major search engines (Google, Yahoo, MSN, Feedster and many more). Over two dozen powerful search engines are tapped, so you know your search is the most comprehensive available anywhere on the web.

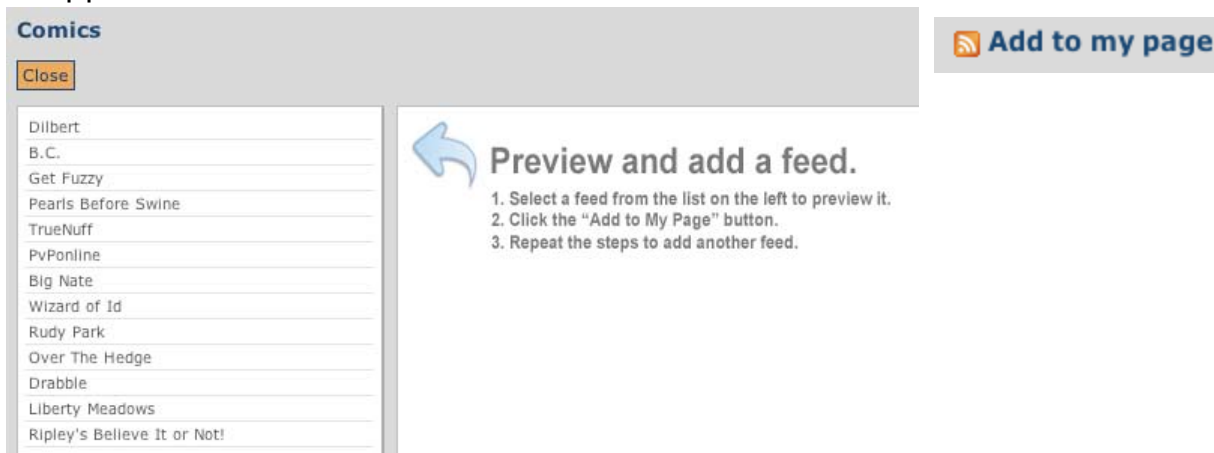
### Add a news feed

This is the real magic of Newsreader! Choose from a variety of pre-populated news sources or search for one of your own. Click on the button **"Add to my page,"** and that news feed comes to your desktop automatically updated whenever the original source of that news updates their site. Gone are the days when you have to seek out several different Web sites to get the news you really want.

Here is how it works: Let's say you want to add the 'Dilbert' comic strip to your news-reader.



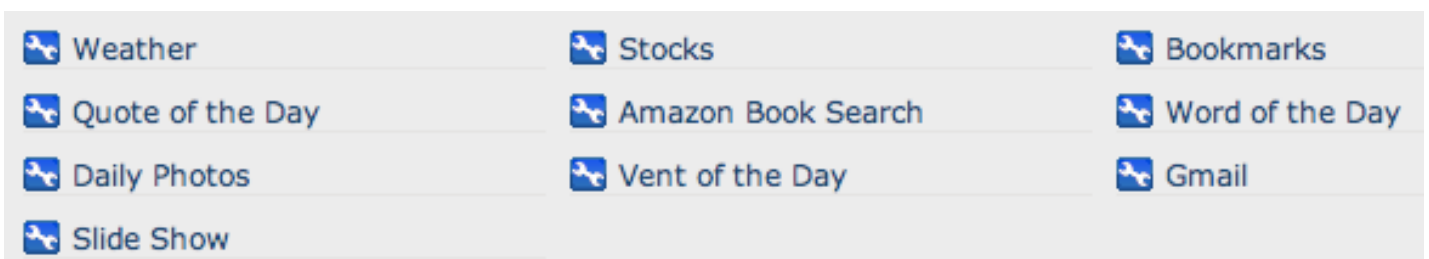
1. Click on the "Add feeds" button just below the main menu (see screen shot above). Then select the "Comics" folder. You will see a dialog box that displays all the comics available.
2. Click on the "Dilbert" text to select it. Several of the most recent "Dilbert" cartoons will appear.



3. Select the button that says, "Add to my Page" and the "Dilbert" cartoon automatically moves to the upper left hand portion of your news reader. Every time the 'Dilbert' cartoon is updated, it automatically comes to you via our Newsreader.

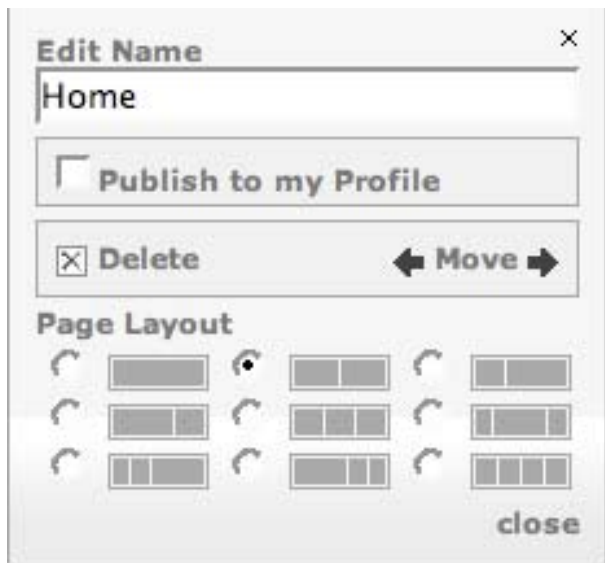
### Add cool gadgets

There's more to life than just reading news. Cool gadgets (below) are a nice diversion. Catch a quick glimpse of the most up-to-date weather information, read your horoscope, write a quick 'note to self', or review a simple calendar. There are many cool gadgets to choose from and we will add more in the future. Just click on the gadget you want, affirm the choice you make, and the gadget is yours to play with.



## Customize each feed

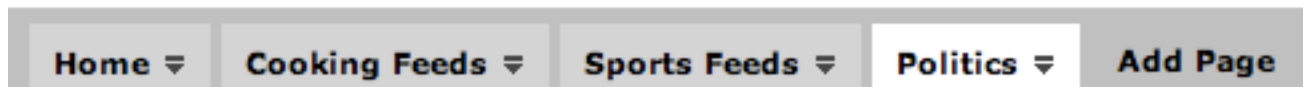
Each feed can be further customized to your liking. For instance, click on the small pencil icon on each feed block to display a number of configurable options. The **"Title"** text area allows you to change title. The **"Num Items"** button displays from 1 to 10 feeds of news from your favorite source. Select any of 6 colors to adorn your box header. Your preview may include headlines only, or headlines with a few lines of descriptive text.



## Change the page layout

Perhaps you like your news arranged in a single column, or two columns, or more. Click on the page name tab at the top of the content area to select any one of nine options to arrange your page layout. Change the number of columns in which your news appears – up to four columns.

*Keep in mind that you can re-arrange the order of your news feeds simply by dragging and dropping the news feeds to a different location on the newsreader page.*



## Add more page tabs

You don't have to settle for one page layout, you can have as many page layouts as you want. Just click the **"Add Page"**, tab near the top of the page and start all over and select an entirely new set of story feeds. You can, for instance, set up a page for baseball, a new page for gardening, one for cooking, one for boating, the list is endless, and remember: *Your news comes to you, and you are completely in charge of your web experience.*

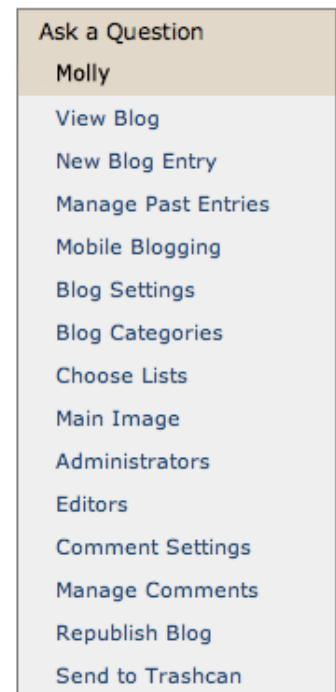
## WRITING YOUR BLOG

Got an opinion, story, funny anecdote or advise? Tell the world. Perhaps it's a great recipe or a comment on local, national or world news. Here is your platform.

### Posting an Entry

1. Go to "**Manage My Page.**"
2. Go to the left side of the page and find "**Blog Menu.**"
3. Click on the title of your blog (the name you selected during registration).
4. Click on the name (you'll then see a long list of options) and then click "**New Blog Entry.**"
5. Start composing! Add a title then start your entry (Note: an entry URL is not required).
6. When you are finished, click "**Preview Entry**" to review your posting. You will be able to continue editing and making changes if necessary.
7. When you are satisfied, click "**Publish Now.**" You can also save a draft if you decide you want to come back later to complete your entry.

### Blog Menu



### Editing One of Your Published Entries

If you want to change something, you can always go to "**Manage Past Entries,**" make edits and re-publish.

### Comment Settings for Your Blog

1. Use this section to monitor any comments made to your blog posts.
2. Click on "**Blog Settings**" under the Blog Menu.
3. Click on "**Comment Settings.**"
4. Check all options that you want (see screen shot below).

## Comment Options

---

- Require readers to validate a security code within an image before leaving comments
- Comment moderation - Comments should be approved before being published to the blog.
- Send an email notification to all administrators and editors of this blog when a new comment is added

By default (for new entries):

- Do not accept comments
- Accept comments
- Accept comments, but stop accepting them after:

[Save Changes](#)

a. We recommend that you require readers to validate a security code before posting comments.

b. It is not necessary to moderate every comment before it gets posted to your blog, but this is an option if you want it.

c. Most people want to be notified when someone comments on their blog. Check the box if you want to receive the e-mails.

5. In the “**By Default**” section, make sure to select “**Accept Comments.**” This is one way you’re able to get advice from others.

6. Click “**Save Changes.**”

## Managing Comments to Your Entries

You are in complete control of the comments that appear under your blog. You may choose to accept all comments or pre-approve comments before allowing them to be published on the Web site.

1. Use this section to monitor any comments made to your blog posts.

2. Click on “**Blog Settings**” under the Blog Menu.

3. Click on “**Manage Comments.**”

4. This is where you can view comments made to your blog entries.
5. You can accept (if you have chosen to approve all comments) or you can delete any comments you don't like.
6. If you have many comments, you can even search for comments that contain certain words or phrases.

### Comments

---

Click on a comment to view it...To delete items, simply check the comments you wish to delete and click the Delete button...

All  
 Accepted  
 Pending Acceptance

Comment contains:

### All Comments

Comment	Entry	Date	Author	Status	IP Address
<input type="checkbox"/> Not too bad, but not as gritty as Casino Royale. ...	Mission Impossible	2006.22.12	Molly	Accepted	216.206.130.93
<input type="checkbox"/> Already can't wait to see the next Daniel Craig 00...	Casino Royale	2006.11.12	Molly	Accepted	69.245.31.203

Records 1 to 2 of 2

## Changing the Name of Your Blog

1. Click on "**Blog Settings**" under the Blog Menu.
2. Make the necessary changes and/or add a description of your blog title.
3. Click "**Save Changes.**"


## Adding an Image or Photo to Your Blog

1. Click on "**Blog Settings**" under the Blog Menu.
2. Click on "**Main Image.**"
3. "Click on "**Add Template Image,**" which appears on the page.
4. Select the location of the image.
5. Select the image.
6. Click on "**Change Template Image**" to accept the photo or graphic element.

This is your template image

This is the main image that appears in your blog.

Your Template Image:



NO PHOTO SELECTED

Add Template Image

## Public or Private?

1. You have the option of keeping your blog entries public (recommended) or private.
2. Click on "**Blog Settings**" under the Blog Menu.
3. Scroll to the bottom of the page and make your selection.
4. Click "**Save Changes.**"

Number of Days/Entries Displayed on the main page:

7 days

Archive Selection:

Daily  Weekly  Monthly

Automatically check for trackback enabled URLs in my blog entries and, if any are found, send them a trackback ping

Public: Blog appears in community directory

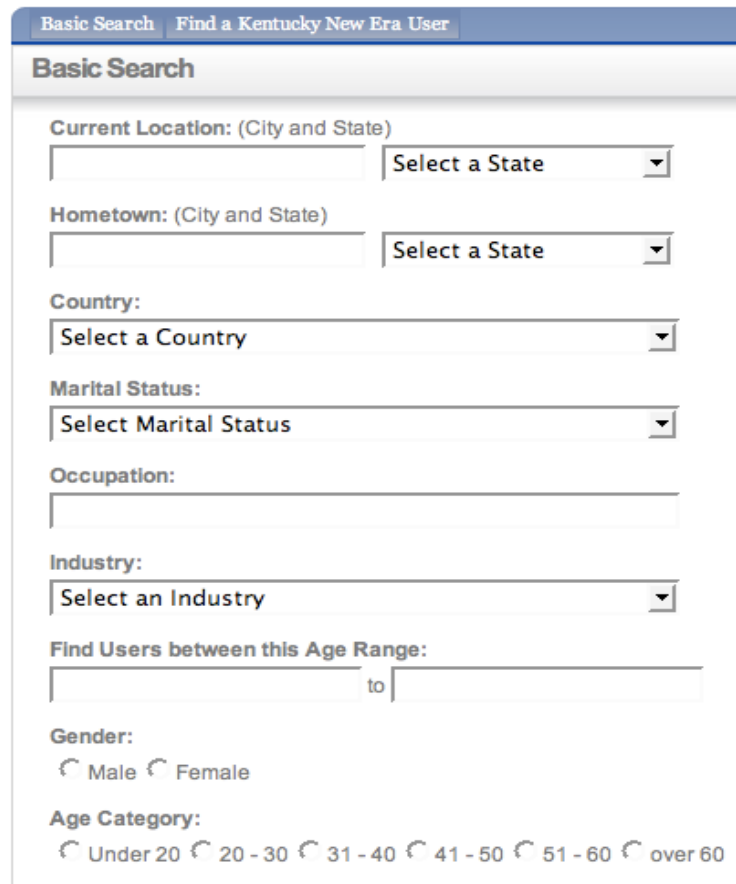
Private: Blog does NOT appear in community directory

Save Changes

## SEARCHING FOR OTHERS IN YOUR COMMUNITY

Get to know others in the neighborhood – to share advice, topics of interest and fun facts (or just to commiserate, if need be). You can easily search for other members with similar interests and issues.

1. Go to the “**Search for Members**” button located in the top navigation bar.
2. You have two options for conducting searches.
3. A “**Basic Search**” uses the same profile form you filled out when you originally registered. The Basic Search allows you to search using topics, interests, personal characteristics and geography you entered while registering. Just select or enter the information indicated in the form. **Note:** *you will only find individuals who have populated their information. For instance, you may want to find everyone located in your hometown. If someone opted not to fill out that information, you will not find him or her in the search. This is why we recommend you fill out the registration form completely.*



The screenshot shows the 'Basic Search' form with the following fields and options:

- Current Location: (City and State)**: A text input field for the city and a dropdown menu for the state.
- Hometown: (City and State)**: A text input field for the city and a dropdown menu for the state.
- Country:**: A dropdown menu with 'Select a Country'.
- Marital Status:**: A dropdown menu with 'Select Marital Status'.
- Occupation:**: A text input field.
- Industry:**: A dropdown menu with 'Select an Industry'.
- Find Users between this Age Range:**: Two text input fields separated by 'to'.
- Gender:**: Radio buttons for 'Male' and 'Female'.
- Age Category:**: Radio buttons for 'Under 20', '20 - 30', '31 - 40', '41 - 50', '51 - 60', and 'over 60'.

4. “**Locate by Name & E-mail**” allows you to do exactly that – find people if you know their name, e-mail, nickname used in the community or zip code.
5. After completing the information, simply click on “**Search.**”
6. A list will appear of matching profiles.
7. Click on the Photo, Name, Blog or Profile to get to that individual’s profile page.

**Hint:** *You can also enhance your search by clicking on any of the blue link text that appears within the profiles. For instance, if you want to see everyone in the community that has a dog for a pet, click on the blue text link, the community will show you a list of all members who indicated in their profile they have a dog.*

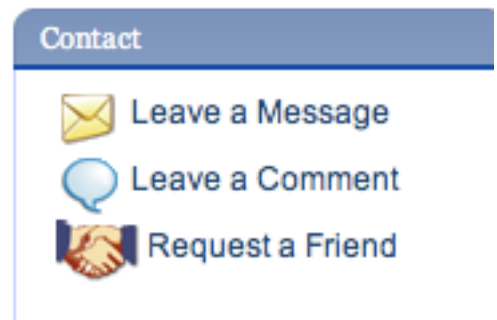
## Making Friends

You'll want to add friends to your page so that you can easily find them again without having to go through a search, especially if you enjoy reading their blogs or viewing their photos regularly.

### Requests for Adding Friends

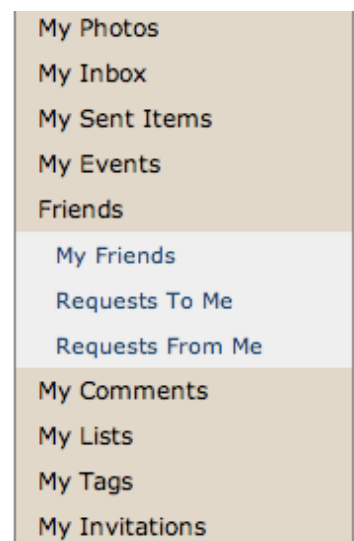
After searching for members or finding someone you already know, go to their profile. At the top left corner of their page, you'll see their profile photo.

1. Click on the third button called "**Request a Friend.**"
2. On the next page, you will have an opportunity to send a message with your request (optional).
3. Click on "**Add to My Friends**" and the message will be sent from you to that person.
4. Your new friend will appear on your page once they have received the e-mail and have gone to their profile to accept you as a friend.



### Accepting Friends

1. Once you have received a request from someone who wants to be your "**friend,**" you will go to "**Manage My Page**" to accept.
2. Once there, you will click on "**Friends.**"
3. In the sub menu, you will click on "**Requests to Me.**"
4. You have the option of Accepting the Request, Declining the Request or Sending a Message.



## **Monitoring Your Requests**

1. Once you have made requests to others, you will be able to monitor the requests you've sent, the ones that are still pending and the ones that have been accepted.
2. Go to "**Manage My Page.**"
3. Click on "**Friends.**"
4. Click on "**Requests from Me.**"
5. You'll be able to edit your requests and/or resend them.

## **Sending a Message**

1. After searching for members or finding someone you already know, go to their profile.
2. At the top left corner of their page, you'll see their profile photo.
3. Click on the first button under that called "**Send Message.**"
4. Type your message and click on "**Send Message.**"

## **Reading Your Messages**

1. Go to "**Manage My Page.**"
2. Click on "**My Inbox.**"
3. If you have any messages, they will appear here.
4. You can View, Reply or Delete any messages you have in your "**In Box.**"

## Inviting Others to Join

The more members in the community, the more beneficial it will be for everyone. Tell your friends, family, colleagues, organization and club members etc. plus your children's teachers, counselors and coaches. It's simple to do within the community and you'll enjoy keeping up with each other.

1. Go to "**Tell A Friend**" at the top navigation bar.
2. Click on "**Create an Invitation.**"
3. A pop-up window will appear.
4. Add the person's name and e-mail address plus a short message asking them to join.
5. Click on "**Send Invitation.**"
6. You can keep up with how many invitations you've sent and who accepted your invitations.
7. You can also re send the invitation at any time.

### Create Invitation

Add a new invitation by typing in an email and optional message. Separate multiple emails with semi-colons (;). Click Send Invitation when you are finished.

Invitee's Name:

Email: \*

Message: (HTML not allowed)

\* - required

## Ask a question of the community

A great way to unlock the collective wisdom of the community. Just ask a question of the community.

1. Click on "**Ask a Question**" from the main menu bar across the top of the page.
2. From there you can review questions already asked, and hopefully provide an answer to some of them, or you can click on the large blue and orange button entitled "**Click Here to Add an Entry**" and ask your own question and check back later for an answer.





**Here are just a few examples:**

- Does anyone know of a good children's dentist in Hopkinsville?
- I need a plumber; does anyone have any good or bad experiences to share?
- Where can I temporarily leave my dog while I'm on vacation?
- What fun things are there to do in Hopkinsville for a teenager on a Saturday night?
- Where's the best place in town for a steak dinner?

**Any member can ask, any member can answer.**

## WELCOME MYKNE.COM

We're glad you're here! We hope you enjoy this innovative service brought to you by your Kentucky New Era.

If you have questions not answered here, please e-mail the myKNE.com webmaster at [myKNEadmin@kentuckynewera.com](mailto:myKNEadmin@kentuckynewera.com)