



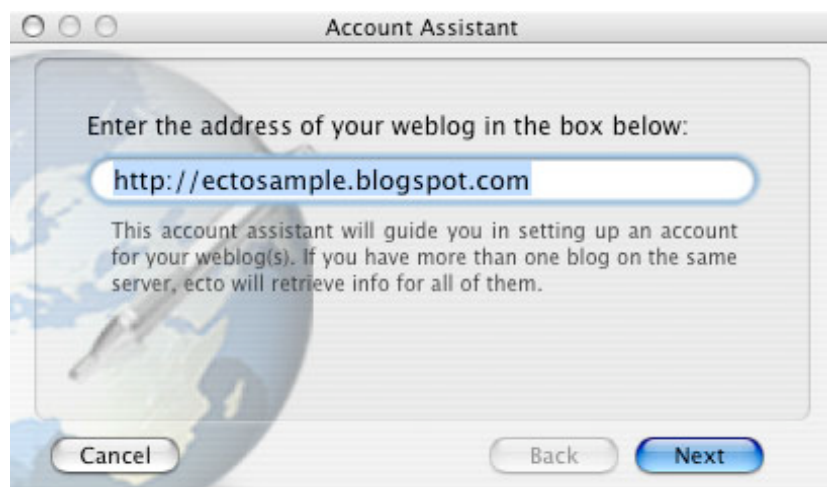
Completely basic guide to setting up and using ecto

Absolute first things first

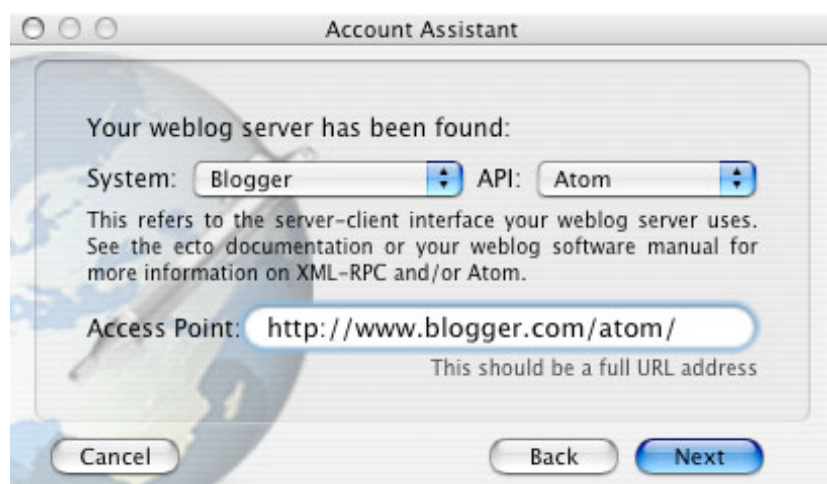
Download the latest version of **ecto** from <http://ecto.kung-foo.tv/>. This will be in the form of a compressed disk image. Unzip (if your browser did not do it automatically) and open **ecto.dmg**. The mounted disk image contains a number of files. Read the **readme.rtf** file, and copy the **ecto** program to the **Applications** directory. After copying the application, you can eject the disk image and remove the **ecto.dmg** file.

Starting ecto for the first time

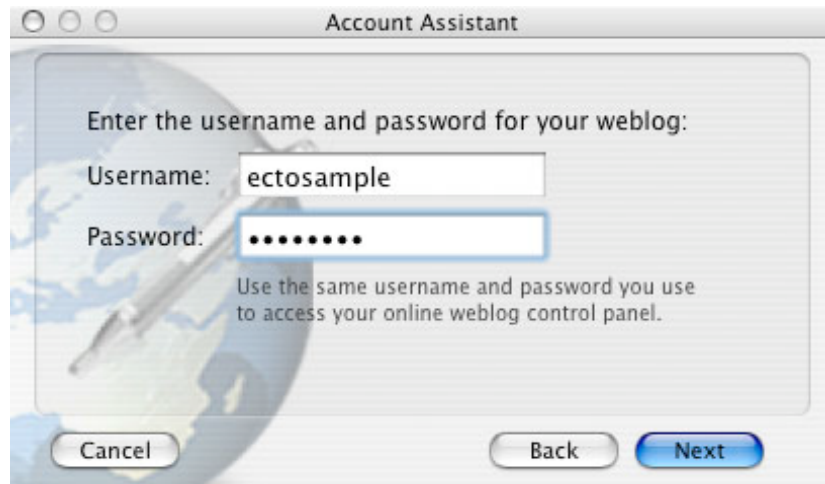
Double-click on the **ecto** icon. The first thing you should see is a window prompting you to enter the address of your blog. For this example we will be using a free Blogger.com account. Enter your blog's address, as shown, and click **Next**.



In most cases, the following settings should be auto-detected. For our sample blog, this screen looks like this:



Click **Next** again. **ecto** will now prompt you for your username and password; this is the username and password you used when you signed up for your blog. In this sample, our username is *ectosample*.

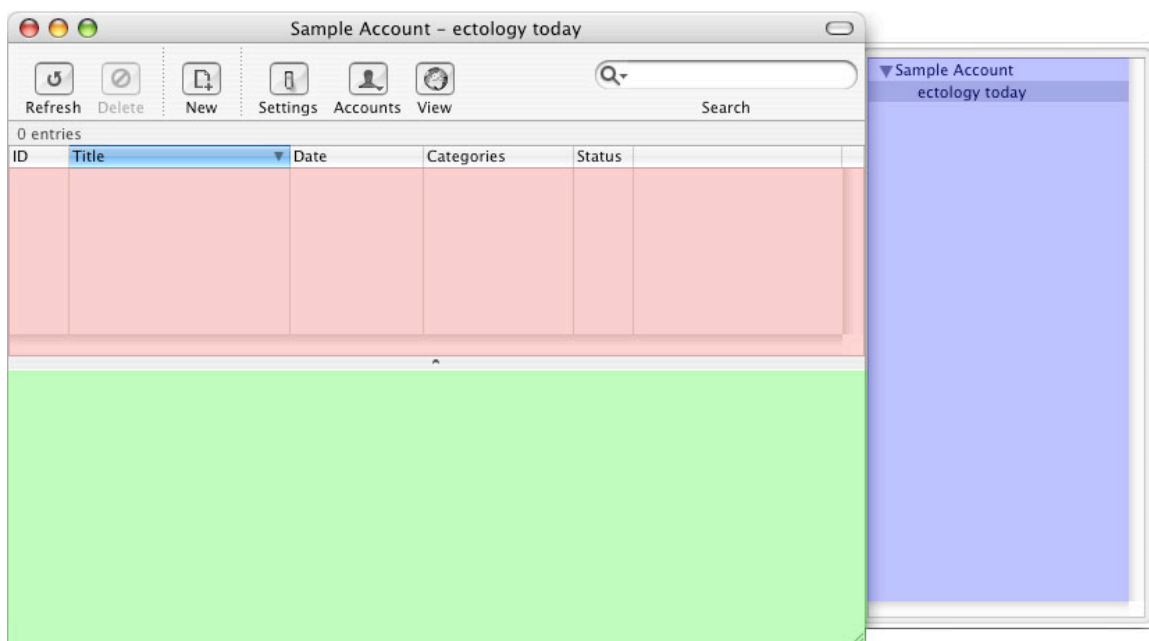


Clicking **Next** now will present you with one more dialog box, asking you to name your new account. This is simply the name by which you want **ecto** to refer to this account. We're going to call our sample account "Sample Account". After you click once more on **Next**, **ecto** will connect to the server hosting your blog and retrieve settings. Note, that if you have more blogs on the same server, settings for those blogs will also be retrieved.

You will now be presented with a small window that allows you to customize this account's default settings. The first three options are only available if you are using the MovableType system. The fourth, *Notify weblog directories*, lets sites that track weblogs (such as technorati.com and weblogs.com) know that you have updated your blog. If you are running a public oriented blog, then you will probably want this to be selected. Once you have done adjusting the settings, click **Finish**. You are now ready to begin posting to your blog(s).

Quick introduction to the interface

Welcome to **ecto**. You should now be face to face with a window like this:

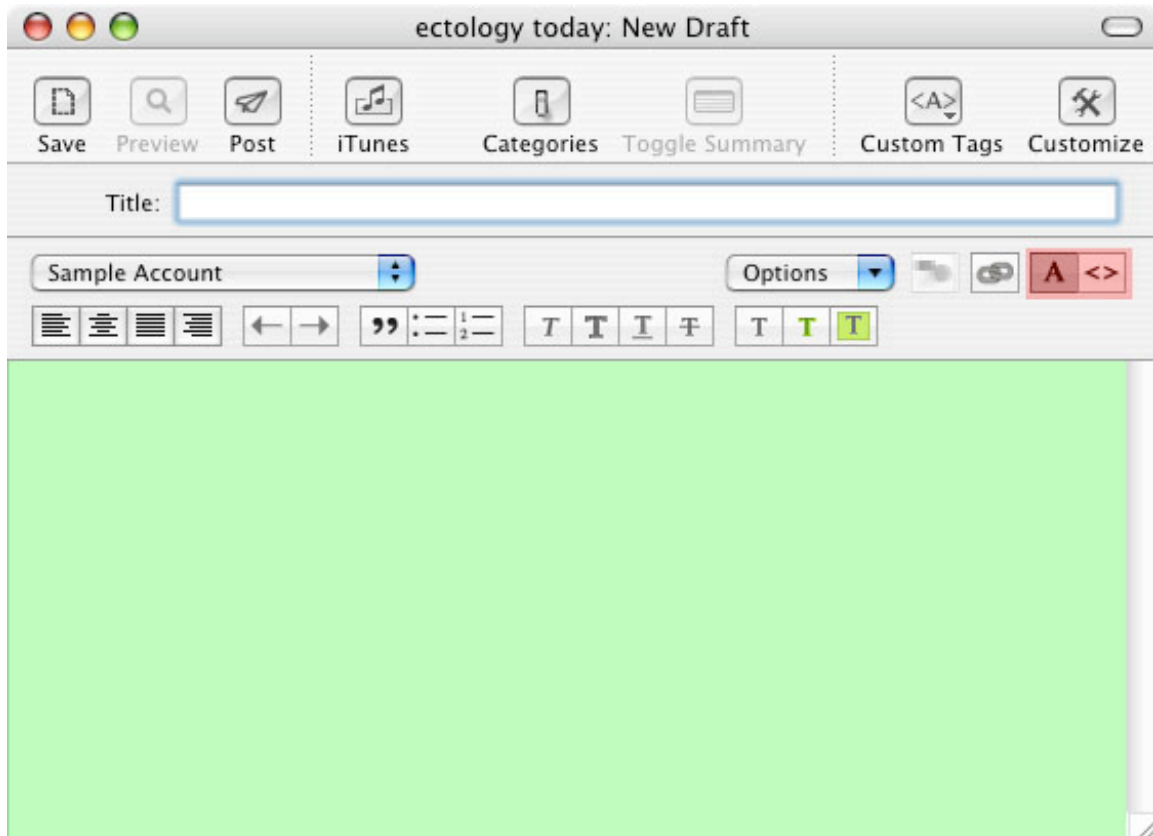


A quick breakdown: The area highlighted in red is your post management window. It displays blog posts, and pertinent information such as title, date, categories, and status. The first two are pretty

straightforward; categories are not supported by all blogging systems (our sample account being an example), so don't worry if it is consistently blank. Post status lets you know whether a post has been published to your blog, or exists only as a draft. The area highlighted in green is the post preview window; if you select a post in the management window, it is displayed here. The blue-tinted window is the blog list; if you are using **ecto** to manage multiple accounts, or multiple blogs under a single account, this pane allows you to switch quickly between them.

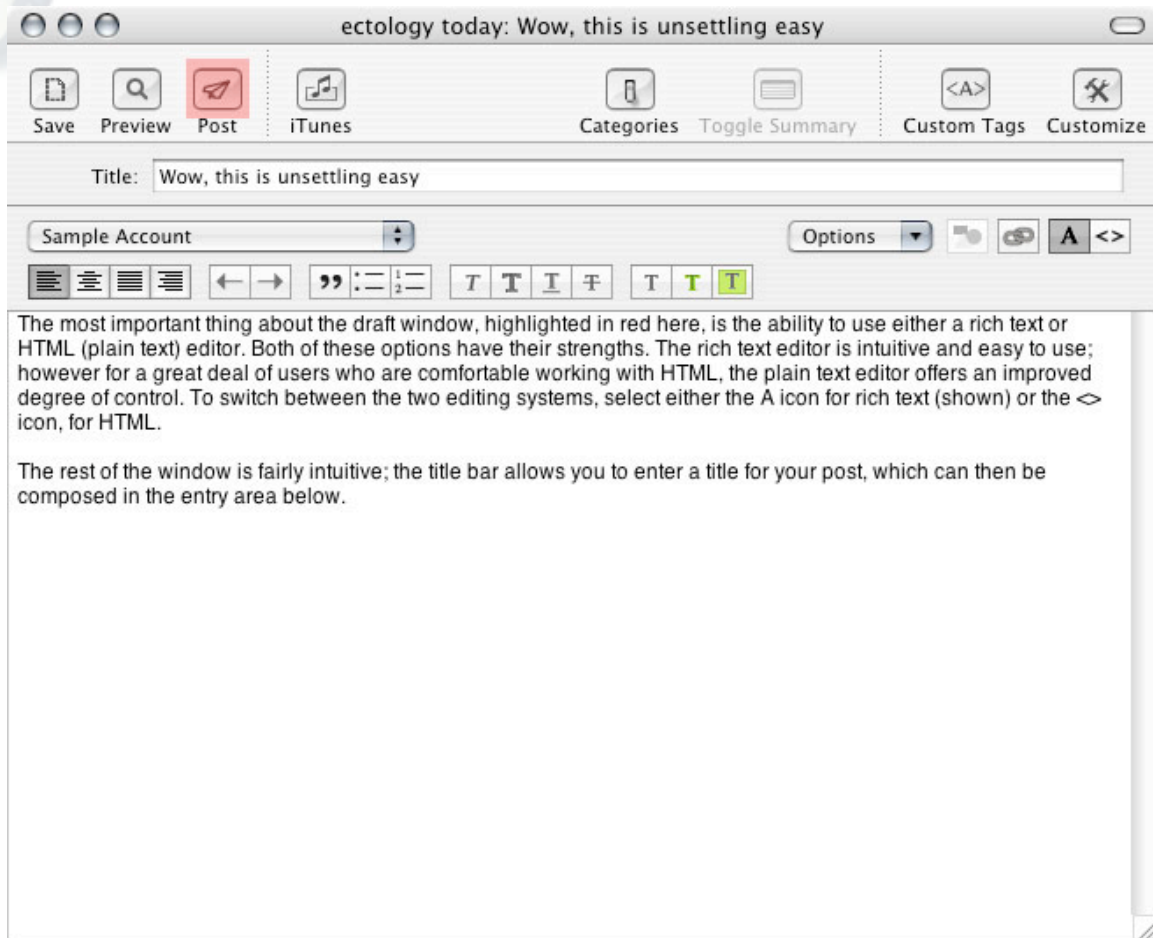
Posting to your blog

To create a new blog entry, click on the **New** icon, or press **Apple+N** on your keyboard. This will bring up a new draft window:



The most important thing about the draft window, highlighted in red here, is the ability to use either a Rich Text or HTML (plain text) editor. Both of these options have their strengths. The Rich Text editor is intuitive and easy to use; however, for a great deal of users who are comfortable working with HTML, the plain text editor offers an improved degree of control. To switch between the two editing systems, select either the **A** icon for rich text (shown) or the **<>** icon, for HTML. By default, the Rich Text editor is used, but you can change it via the Preferences dialog.

The rest of the window is fairly intuitive; the title bar allows you to enter a title for your post, which can then be composed in the entry area below.



For this example, the post title was “Wow, this is unsettlingly easy”. You can type whatever you want. The body of the post is similarly unimportant. Formatting text in the rich text editor works the same as it would in any word processing program. The buttons in the toolbar allow you to set your text’s justification, indent text, create bulleted and numbered lists, italicize, underline, emphasize and strike-through text, and change font settings. To include a link to another website in your post, either select the **Insert Hyperlink** from the **Edit** menu or press **Apple+U** on your keyboard; this will bring up a link dialog box. Simply type the target website’s URL in the *Link* field (this field is automatically filled with the clipboard contents) and the text you would like to be clickable in the *Text* field; the *Title* field allows you to set the text that will be displayed when your reader moves their mouse over the link. The *target* menu allows you to decide where you would like the link to open; unless your blog is using frames, the only important options here are *new window* and *same window*. Same window, which is the default, means that your browser will navigate away from whatever it is currently viewing (your blog) and on to the new destination (the link). New window, on the other hand, tells the browser to open the link in a new window, leaving the old one in the background.

If the post you are currently editing is a work in progress, or if it’s particularly long and you want to be careful, you can use the *Save* button (noted in blue) to save it as a draft (by default, **ecto** auto saves drafts every 2 minutes). Drafts will show up in the post management window, and will have a draft icon (a sheet of paper) beside them in the *status* column.

To publish your entry, press the (shaded red) airplane icon marked **Post**. The text you have entered has now been published to your blog. If you now look at the post management window, you will

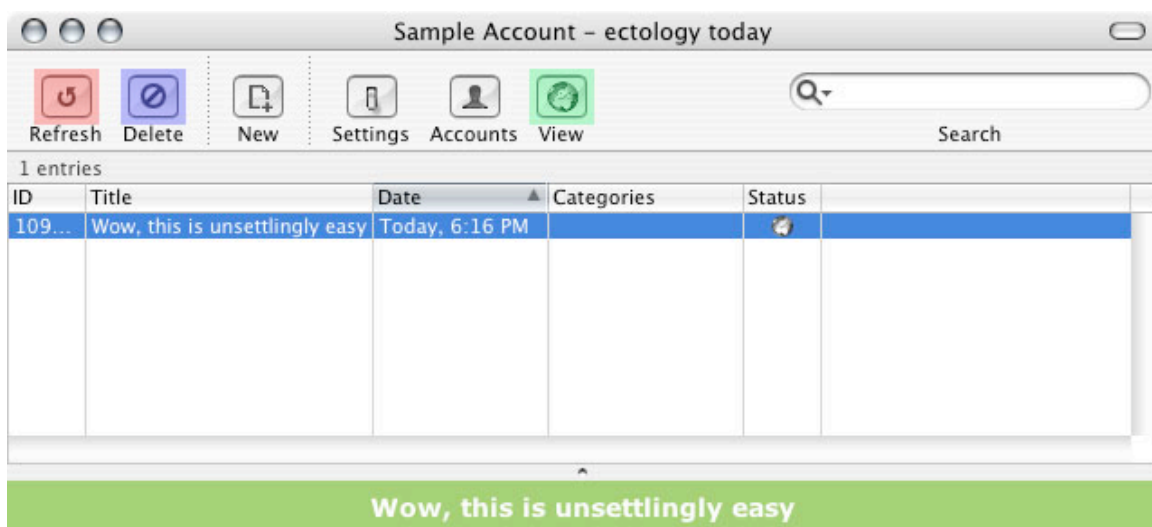


see that the entry you just posted is now displayed there. Clicking on your entry will display it in the post preview window.

Photos and attachments

If you are using the *MovableType* publishing system (which includes *BlogWare*, *Drupal*, *WordPress*, and others), **ecto** allows you to attach photos and other files to your posts by simply dragging and dropping them into the editing window. Alternatively, you can import photos from your iPhoto library by selecting **Import from iPhoto** from the **Draft** menu. If you are using another publishing system, such as *Blogger*, and you wish to incorporate photos into your blog, then I recommend you take a look at a great web application called *Flickr*, which can be found at <http://flickr.com> and the accompanying client *1001* from <http://1001.kung-foo.tv>.

Managing posts



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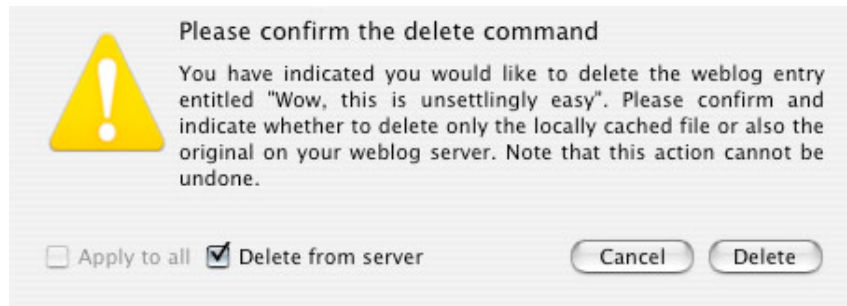
lookit me, I can edit.



Once you have published or saved a post, it is displayed in the post management window. This window lets you manage what you have posted to your weblog. To edit any post, simply double click it, and make the changes you'd like. When you're finished, post it as normal. You should then be faced with a prompt asking you whether you want to **Send New** or **Send Edit**. Clicking the former will edit the previously published post; clicking the latter will send your edit as a new entry.



If you would like to remove an entry from your blog, select the entry and press the **Delete** button (shaded purple). This will bring up another dialog box:



If you would like to remove the post from your blog, ensure that the checkbox on the left marked **Delete from server** is selected. If it is not, then **ecto** will leave the post on your blog, deleting only the copy stored on your computer.

If you find that **ecto**'s post management window does not accurately reflect the posts on your blog (either because you've deleted entries from **ecto**, or you've posted to your blog from somewhere else, such as *Flickr*) you can press the **Refresh** button (marked in red) to update your post listing to mirror what is published on your site.

This is everything you need to know in order to use **ecto**. The final feature I would like to mention is the **View** button, marked in green, which will open your blog in the default web browser.

For more information, please see

<http://ecto.kung-foo.tv>

For OS X documentation, see:

<http://ecto.kung-foo.tv/docs/index.html>

For support, please go to:

<http://kung-foo.tv/ectobb/>

Thank you for using **ecto**!

This tutorial was written by Colin Rothfels, an ecto user.