

Child Care Notice & Policy Updates Tips for using RssReader

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Subscribe to the Child Care Notice & Policy Updates feed

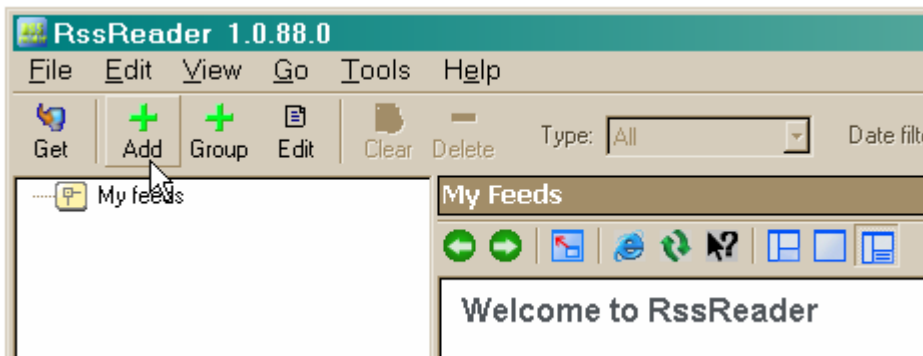
1. In your web browser, go the Child Care Notice & Policy Updates web page:
<http://www.odjfs.state.oh.us/ccupdates/>
2. Right-click the orange icon, click "Copy Shortcut" or "Copy Link Location". This will copy the URL of the feed.



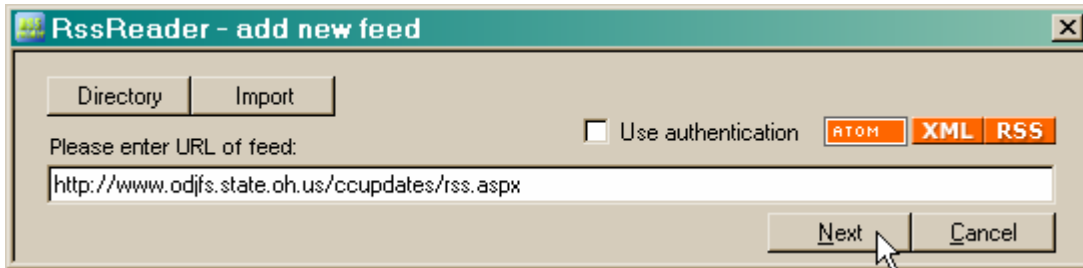
3. Open RssReader.



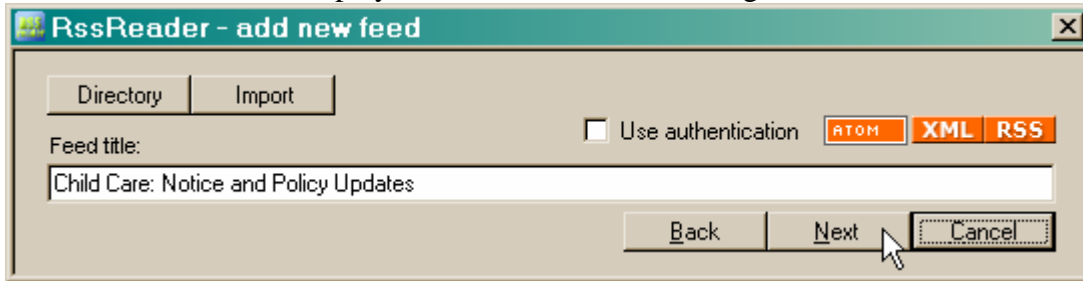
4. Click the "Add" button.



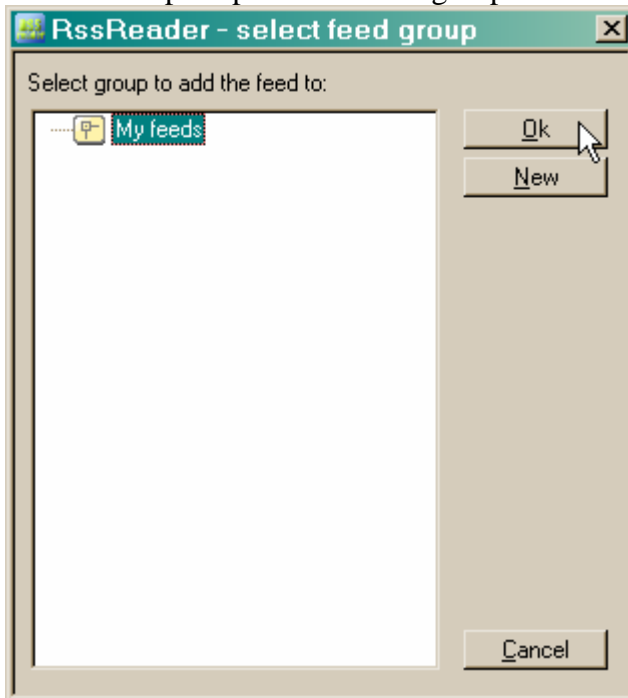
- In the box labeled "Please enter URL of feed:", paste the URL that you copied in step 2, then click the Next button.



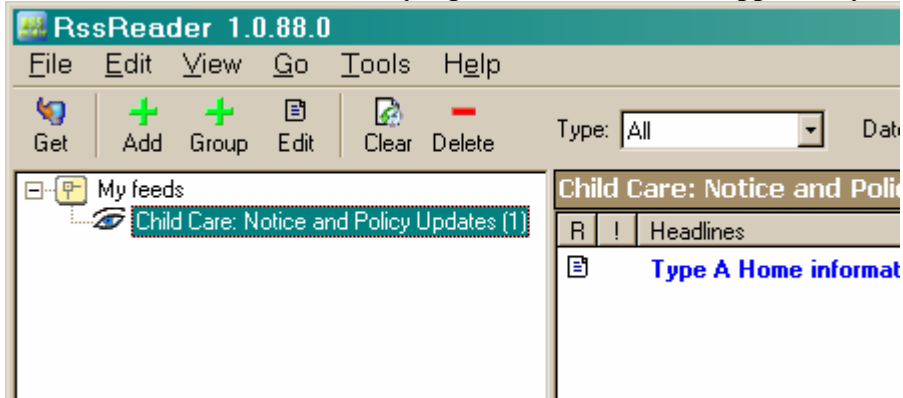
- The Feed Title will be displayed. Click the Next button again.



- You will be prompted to select a group. Just leave the default selection, and click the OK button.



8. The Child Care Notice & Policy Updates feed will now appear in your list of feeds.



9. Congratulations! You have now successfully subscribed to the Child Care Notice & Policy Updates feed.

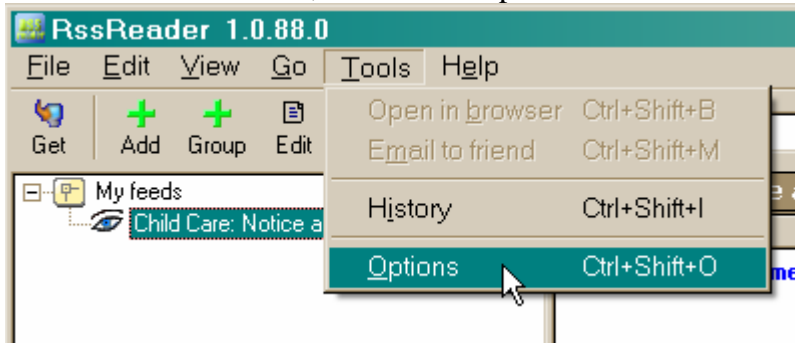
Start RssReader Automatically

You can set to RssReader start automatically, so that you don't have to remember to start it every time you turn on your computer.

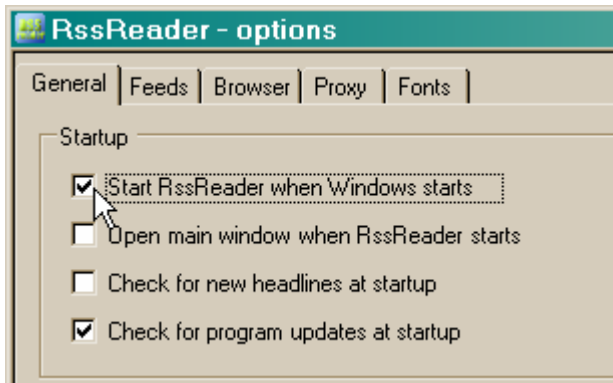
1. Open RssReader.



2. Click the "Tools" menu, and select "Options".



3. On the "General" tab, check the box labeled "Start RssReader when Windows starts", Then click the OK button.



4. RssReader will now start automatically when you startup you computer.

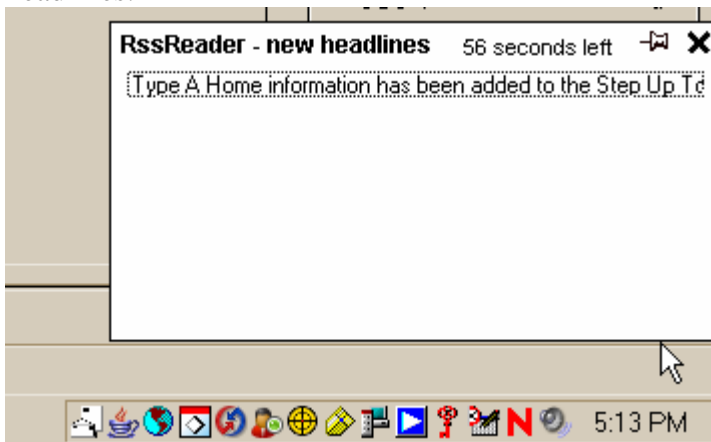
How do I know when new information has been added to the feed?

So, you've subscribed to the Child Care Notice & Policy Updates feed (page 1), and maybe you've set RssReader to start automatically (page 4). Now what?

1. By default, when RssReader starts, it appears as an icon in your system tray:



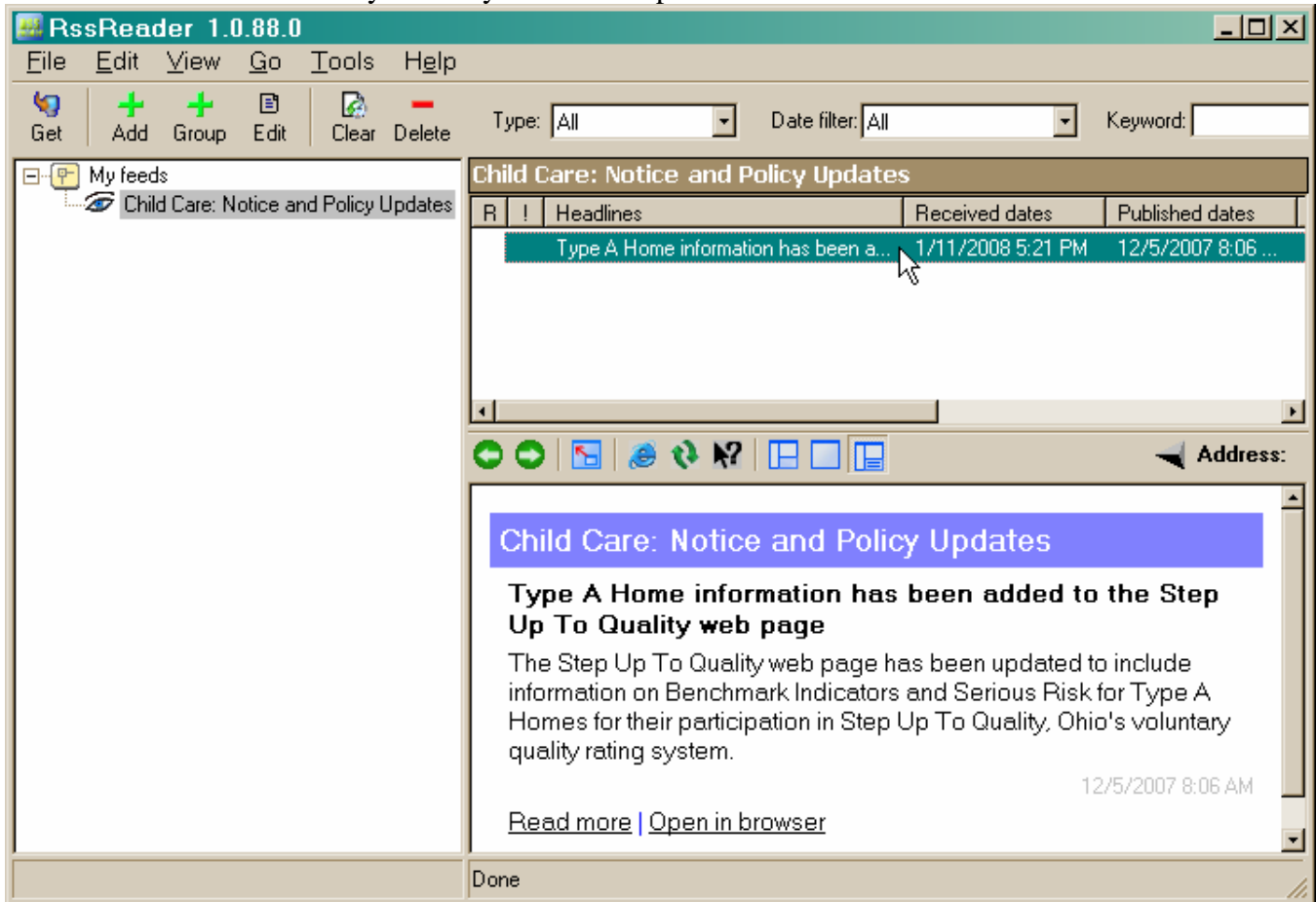
2. RssReader will automatically check for new items on the feeds to which you are subscribed. When it finds new items, it will play a sound and display a pop-up window listing the new headlines:



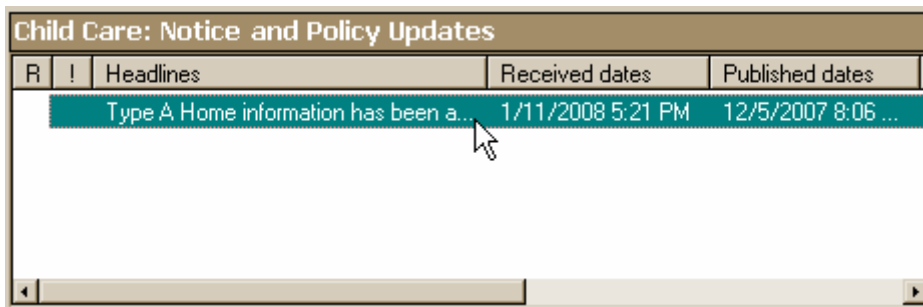
3. Notice that the icon in the system tray also changed, to indicate that you have new items that you have not yet viewed:



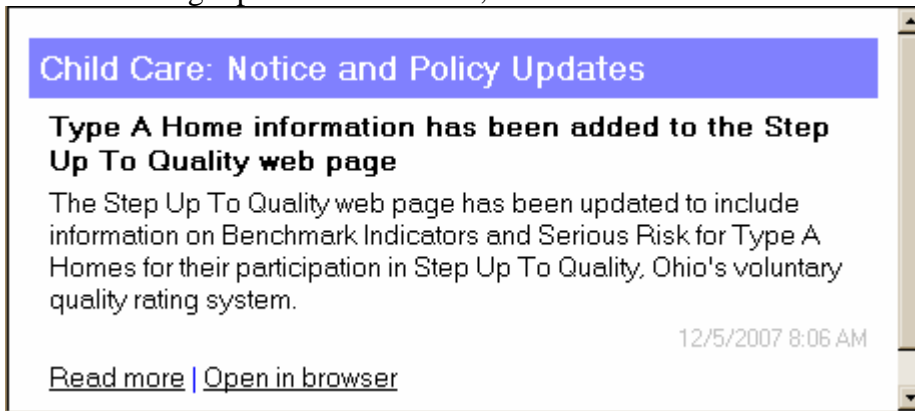
4. To view the new item(s), you can either click on the headline in the pop-up window, or you can double-click the icon in the system tray. This will open the RssReader main window:



5. In the upper right part of the window, you'll see the listed the headlines for items in the feed. Click on a headline to view the item:



6. In the lower right part of the window, the details of the current item are displayed:



The screenshot shows a notification window with a blue header bar containing the text "Child Care: Notice and Policy Updates". Below the header, the main text reads: "Type A Home information has been added to the Step Up To Quality web page". This is followed by a paragraph: "The Step Up To Quality web page has been updated to include information on Benchmark Indicators and Serious Risk for Type A Homes for their participation in Step Up To Quality, Ohio's voluntary quality rating system." In the bottom right corner of the notification, the date and time "12/5/2007 8:06 AM" are displayed. At the bottom left, there are two links: "Read more" and "Open in browser", separated by a vertical bar.

7. To learn more about the current item, click the “Read more” or “Open in browser” link.