

# Parish Council Website



A tutorial covering the installation  
and operation of  
FeedReader3

August 2009

## Introduction.

[www.parishcouncilwebsite.co.uk/](http://www.parishcouncilwebsite.co.uk/) (part of the [mh-p](#) group) is the largest supplier of bespoke, hand-coded and fully maintained websites for Town and Parish Councils in the UK.

Two optional extras that councils can add to their website are "Last Page Updated" and "Live News". As the name suggests, "Last Page Updated" provides a list of the last pages to be changed or added on the website and the last PDF documents to be uploaded. "Live News" allows the Parish Clerk or other authorised person, to post items of news and details of forthcoming events at any time, quickly and easily without any formal training. You can see both services in operation at [www.littlemarlowparishcouncil.org.uk](http://www.littlemarlowparishcouncil.org.uk) and [www.princesrisborough.com](http://www.princesrisborough.com).

We've now added an RSS feed to "Last Page Updated" and "Live News" so that anyone can have the new content from "Last Page Updated" and/or "Live News" delivered direct to their desktop without having to visit the site.

In order to receive these "feeds" you need to add them to your web browser or use an RSS Feed Reader. Using a bespoke reader is, we believe the better option and of all those available we recommend [FeedReader](#).

## Download.

Before you can start to receive feeds you will need to download and install Feedreader.

1. Go to [www.feedreader.com](http://www.feedreader.com) and click on DOWNLOAD

**What is Feedreader?**  
Feedreader is a FREE RSS news aggregation solution that provides robust, state-of-the-art features in an intuitive, user-friendly environment.

**What makes Feedreader stand out from the crowd?**

**Unparalleled functionality**  
Feedreader offers advanced, cutting-edge capabilities, including the most comprehensive podcasting support available today, as well as unique smartfeed technology that puts the information you need right at your fingertips.

**Powerful, yet simple**  
Feedreader provides users with a seamless experience - without the need for advanced knowledge - by delivering the broadest range of content through a simple, easy-to-use interface.

→ MORE INFORMATION   → SCREENSHOTS   → DOWNLOAD

2. Click on Download Installer



## Download FeedReader

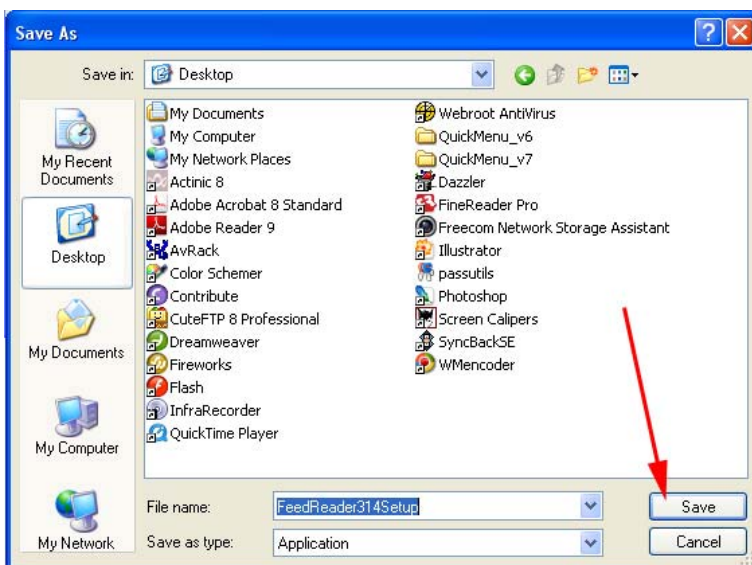
This is the version that most users download.

- [Download Installer](#)
- [Download Zip package](#)
- [Alternative server for download. Please click on "Download now".](#)

3. Click on Save

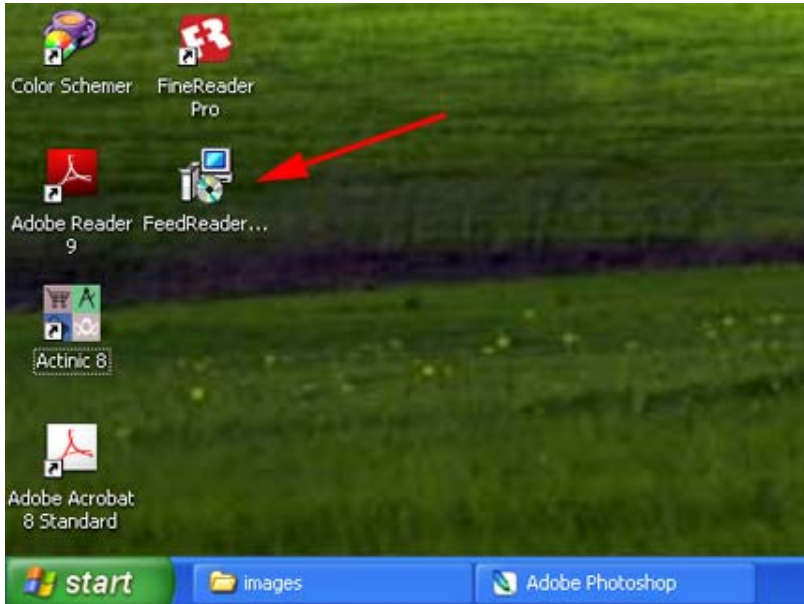


4. Select Desktop and then click the Save button



## Installation.

5. Once the download is complete close any open windows, locate the FeedReader Installation icon on your desktop and double click.



6. You will then be greeted by a series of windows – respond as follows:

6a. Accept English as the installation language.

6b. Click on Next to start the installation.

6c. Select “I accept the agreement....” then click on Next

6d. You should not need to change the installation location so just click on Next.

6e. Accept the shortcuts offered and click on Next.

6f. Accept the icons offered and click on Next.

6g. Click on Install.

6h. Click on English to highlight it and then click on Next.

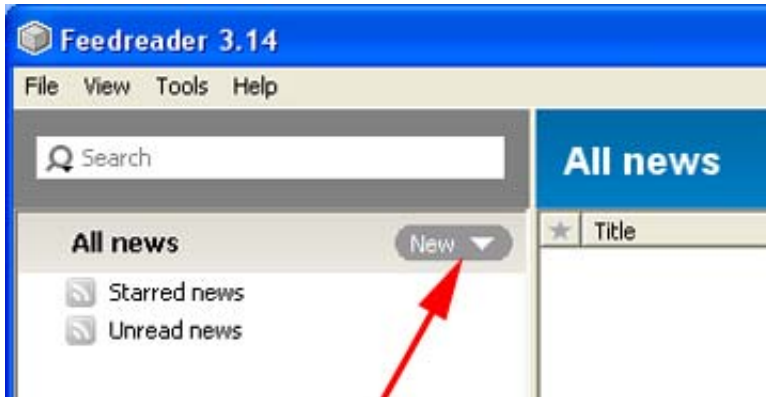
6i. Leave the tick in the “run on Windows start-up” and click on Next

6j. You are now offered a selection of RSS feeds in various different categories. Ignore this page as you can add other feeds later.

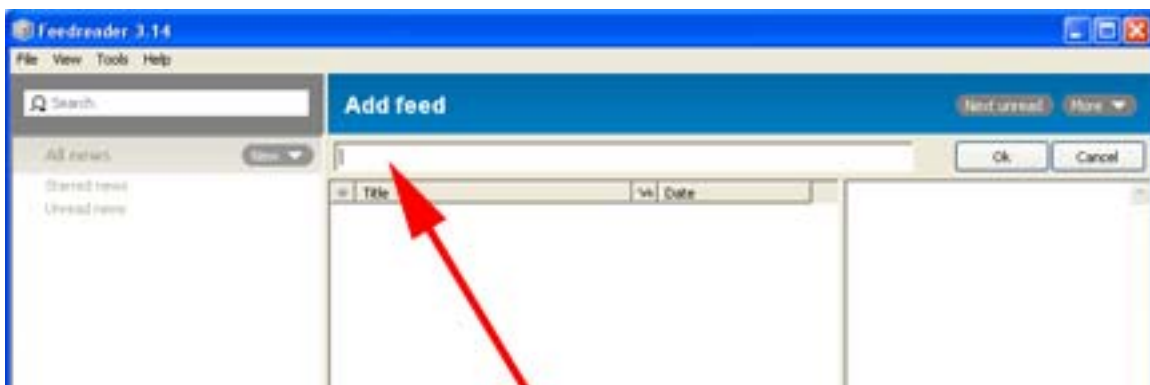
6k. Click on Finish

## Setting Up FeedReader.

Once it is installed Feedreader opens with a window like this:



7. Click on New



8. Now paste into the address bar the address (URL) that you've copied from your Parish Council website.



9. Click OK and in a few seconds the feed will be delivered to your computer.

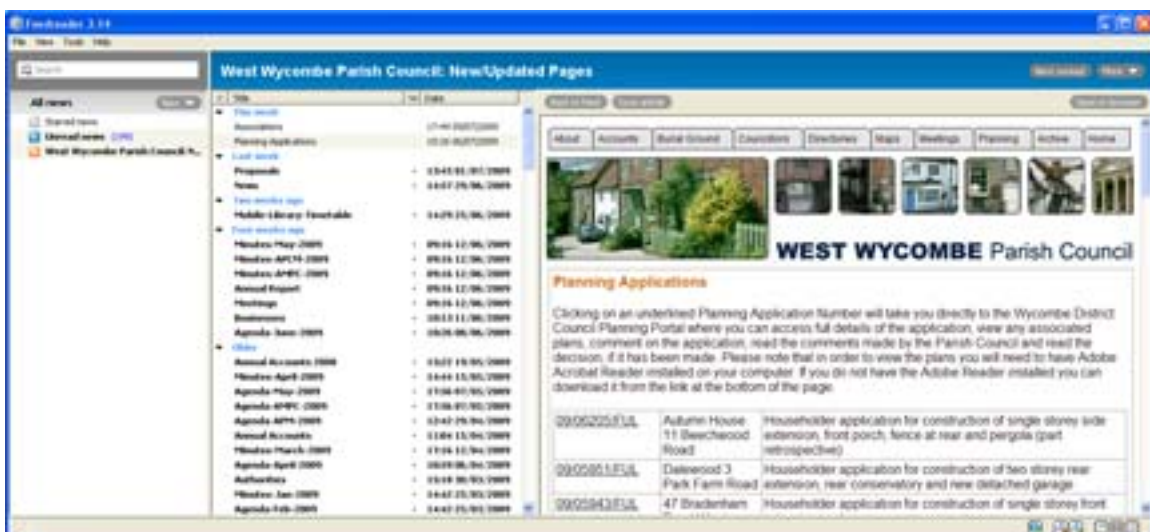


If your Parish Council site has “Last Page Updated” and “Live News” you will need to repeat Steps 8 and 9 to add the other addresses (URL) or any other feeds that you wish to receive.



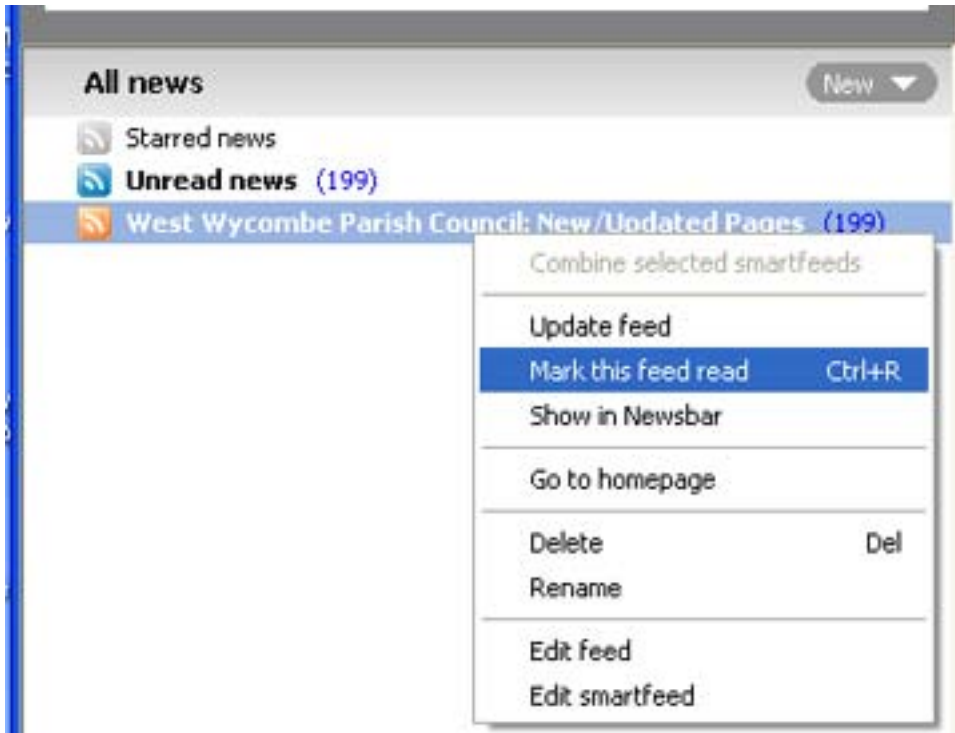
10. Click on Planning in the centre pane and the link to the article will appear in the right hand pane.

11. Click on the Title “Planning Applications in the right hand pane and the page will be displayed.

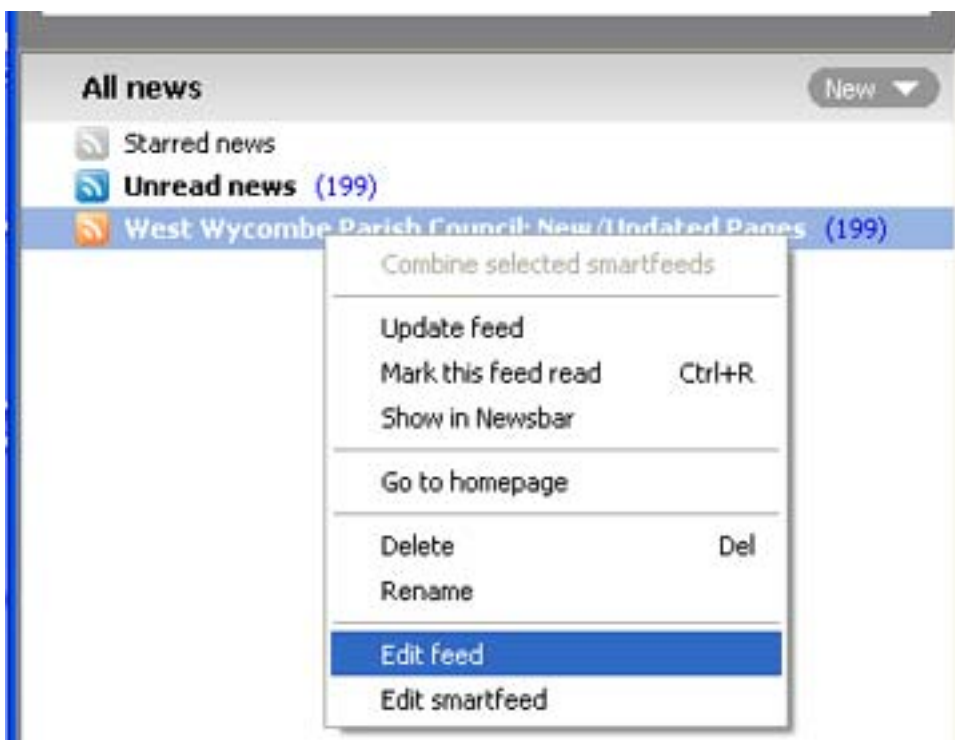




12. When you first add a feed you will get a large number of articles which you may have already read. To mark these items as read, right click the feed in the left pane and click on Mark this feed read from the dropdown menu that appears or mark them individually as you work your way down the list.



13. Finally you need to set the frequency that Feedreader checks for new articles. Right click on the feed and select Edit feed.



**Edit "West Wycombe Parish Council: New/Updated Pages"**

Feed name: West Wycombe Parish Council: New/Updated Pages

URL: http://www.westwycombe.org.uk/updatedfiles\_rss.php

Username: [Empty]

Password: [Empty]

Archive size: Default

Update period: Intellupdate

Update priority: Normal

Open article link automatically

Buttons: Delete feed, Save, Cancel, Update feed

Last update: 15:18 11/07/2009

Next update: 12:42 12/07/2009

Status: [Yellow smiley icon]

14. When the Edit Feed window opens go to the dropdown menu for the Update period which is set to Intellupdate.

**Edit "West Wycombe Parish Council: New/Updated Pages"**

Feed name: West Wycombe Parish Council: New/Updated Pages

URL: http://www.westwycombe.org.uk/updatedfiles\_rss.php

Username: [Empty]

Password: [Empty]

Archive size: Default

Update period: Intellupdate

Update priority: [Open dropdown menu]

- 5 minutes
- 10 minutes
- 15 minutes
- 20 minutes
- 30 minutes
- 45 minutes
- 1 hour
- 2 hours

Buttons: Delete feed, Save, Cancel, Update feed

Last update: 15:18 11/07/2009

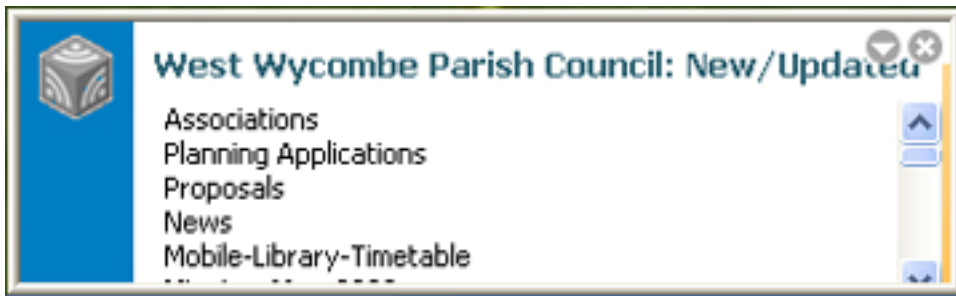
Next update: 12:42 12/07/2009

Status: [Yellow smiley icon]

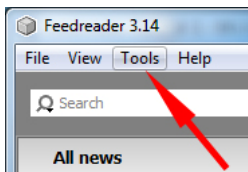


Select a time scale of your choice; 30 minutes is probably a good setting. Click on Save and then press the escape key (Esc) on your keyboard to return to the main page. You will need to set this update period for every feed.

Now, as long as you're connected to the internet Feedreader will monitor your feeds and when activity occurs a pop-up will appear in the bottom right hand corner of your monitor.

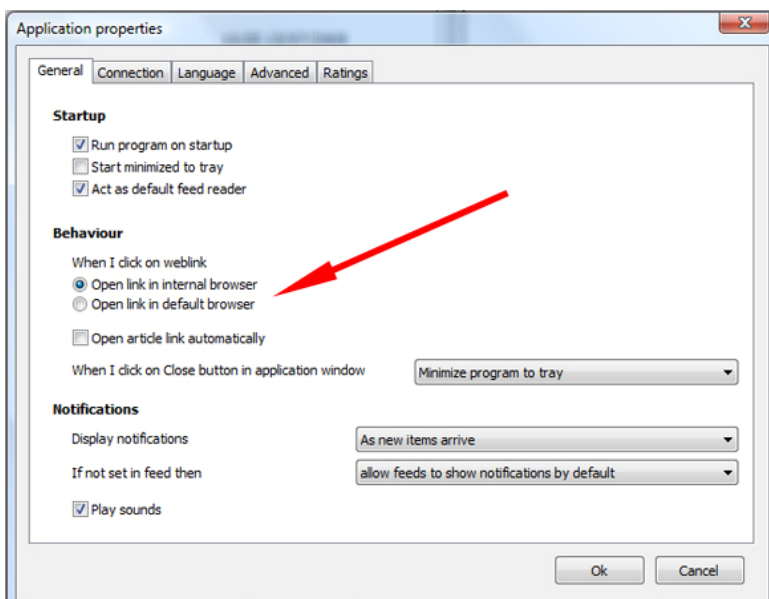


15. Now go to the Tools Menu

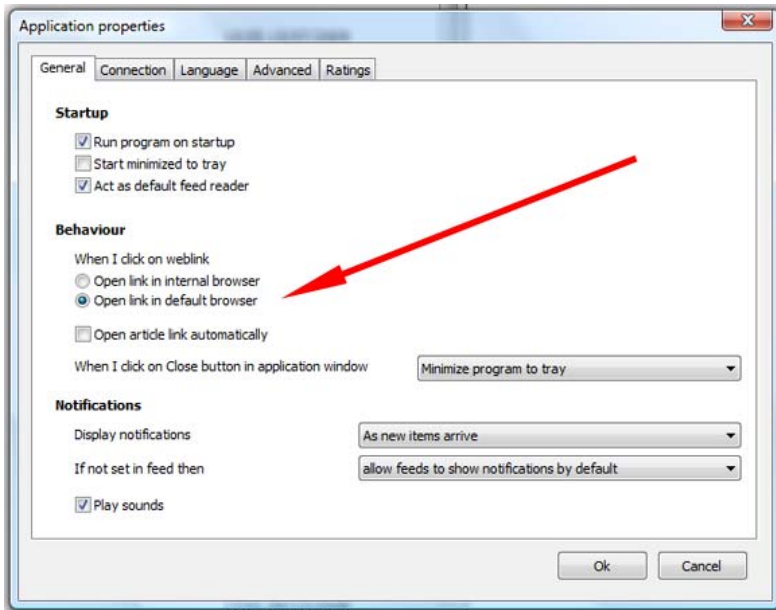


and from the drop-down menu select Options.

Under the "General" tab under 'Behaviour' you will see an option to select the browser used with Feedreader.

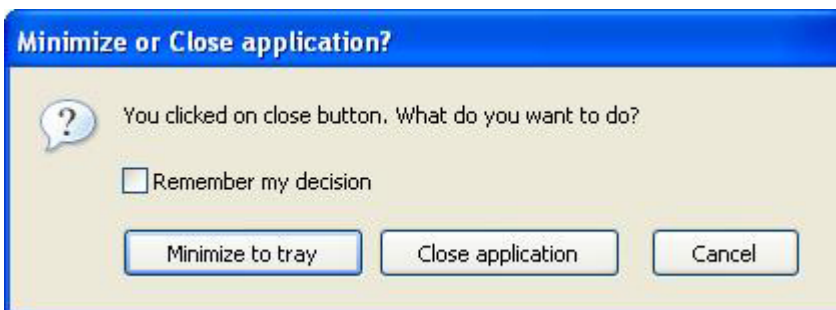


Click on the little button next to “Open link in default browser”



And then click on the OK button.

16. Finally, when you close down Feedreader for the first time the following box will appear.



Tick the box “Remember my decision” and then click on the button “Minimize to tray”.

Parish Council Websites are not generally very busy getting updated once or twice a week. If you'd like a bit more action and you want to know what's going on in the world we suggest you add this feed:

[http://news.bbc.co.uk/rss/newsonline\\_uk\\_edition/front\\_page/rss.xml](http://news.bbc.co.uk/rss/newsonline_uk_edition/front_page/rss.xml)