

The Bureau of County Finance and Technical Assistance (BCFTA) has incorporated RSS Feed capabilities into our website. RSS Feeds provide users with an easy way to be notified when the BCFTA website is updated.

State and County Agency staff can follow the directions below to install RssReader, the RSS reader software provided on the ODJFS network, and subscribe to the BCFTA Feed. Users not on the ODJFS network can download RssReader from <http://www.rssreader.com/>

Table of Contents

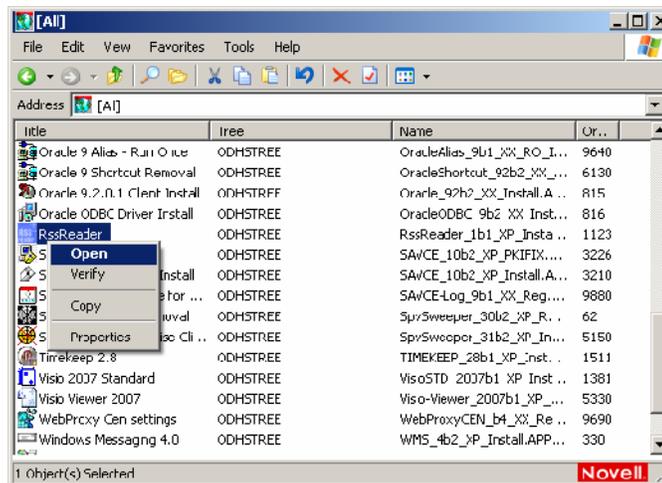
Install RssReader ~ State and County Agency staff	1
Start RssReader Automatically	6
How do I know when new information has been added to the feed?.....	7

Install RssReader ~ State and County Agency staff

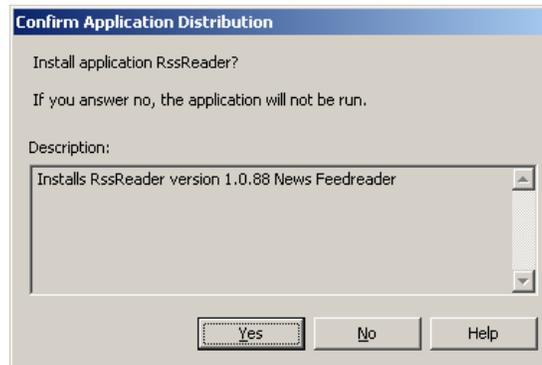
- 1) From your desktop, open the Application Explorer folder 
- 2) From the Application Explorer folder, double-click the [All] icon



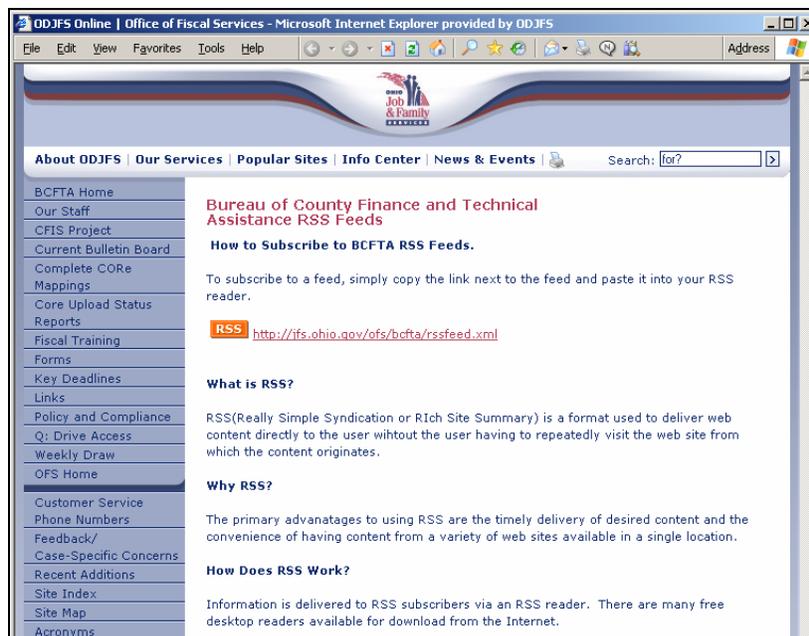
- 3) From the [All] folder, right-click the RssReader icon then click Open



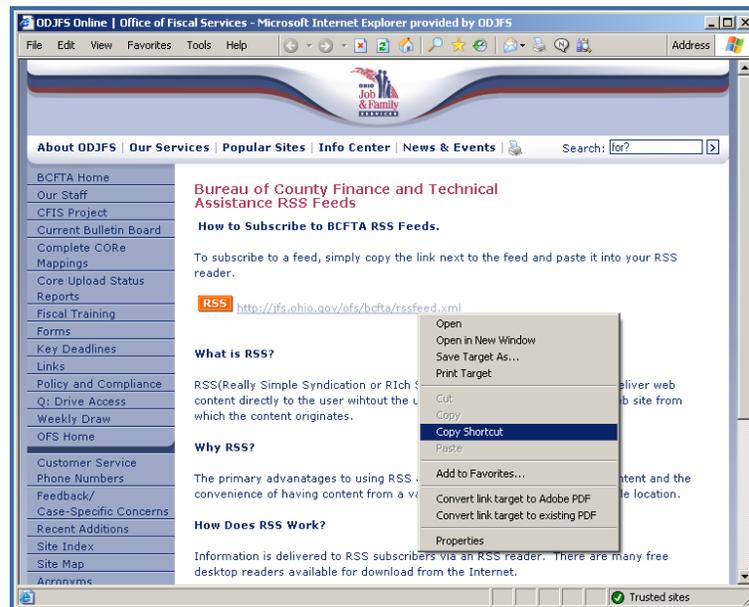
- 4) From the Confirm Application Distribution window, click Yes to install the RssReader



- 5) In your web browser, go the BCFTA RSS Feeds web page at http://jfs.ohio.gov/ofb/bcfta/RSS_DIR.stm



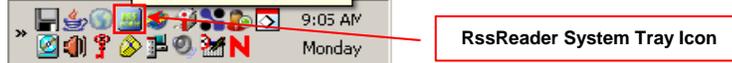
- 6) Right-click the orange RSS icon or link, click "Copy Shortcut" or "Copy Link Location". This will copy the URL (address) of the feed



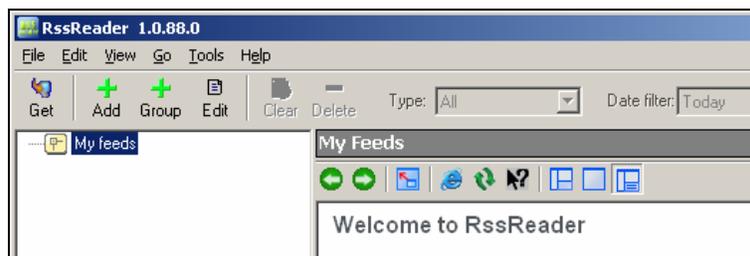
7) From your desktop, open RssReader



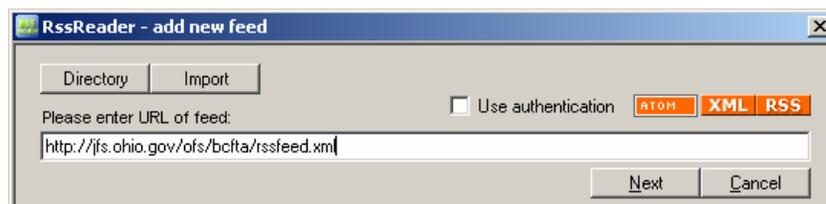
a. If RssReader is already open, double-click the RssReader icon in your system tray



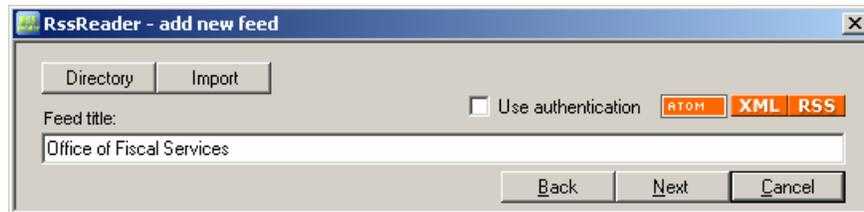
8) From within the RssReader application, click the Add button



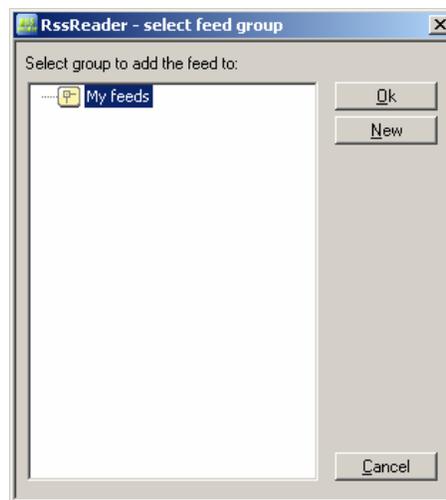
9) Right-click in the box labeled "Please enter URL of feed:" and paste the URL that you copied in step 6, then click the Next button.



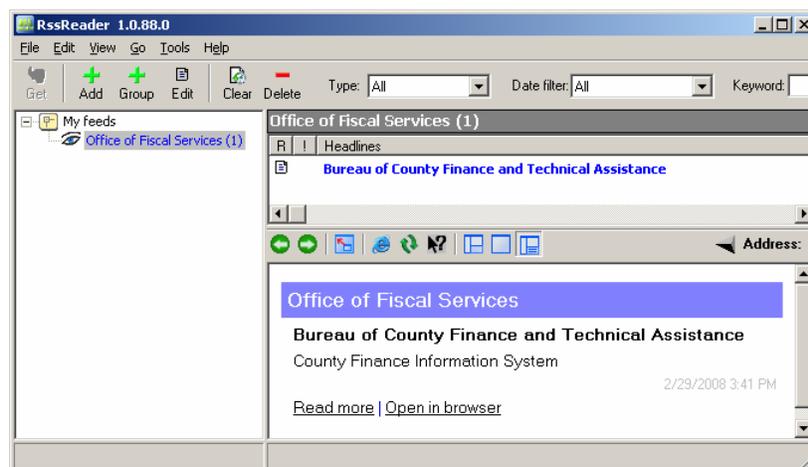
10) The Feed Title will be displayed. Click the Next button again.



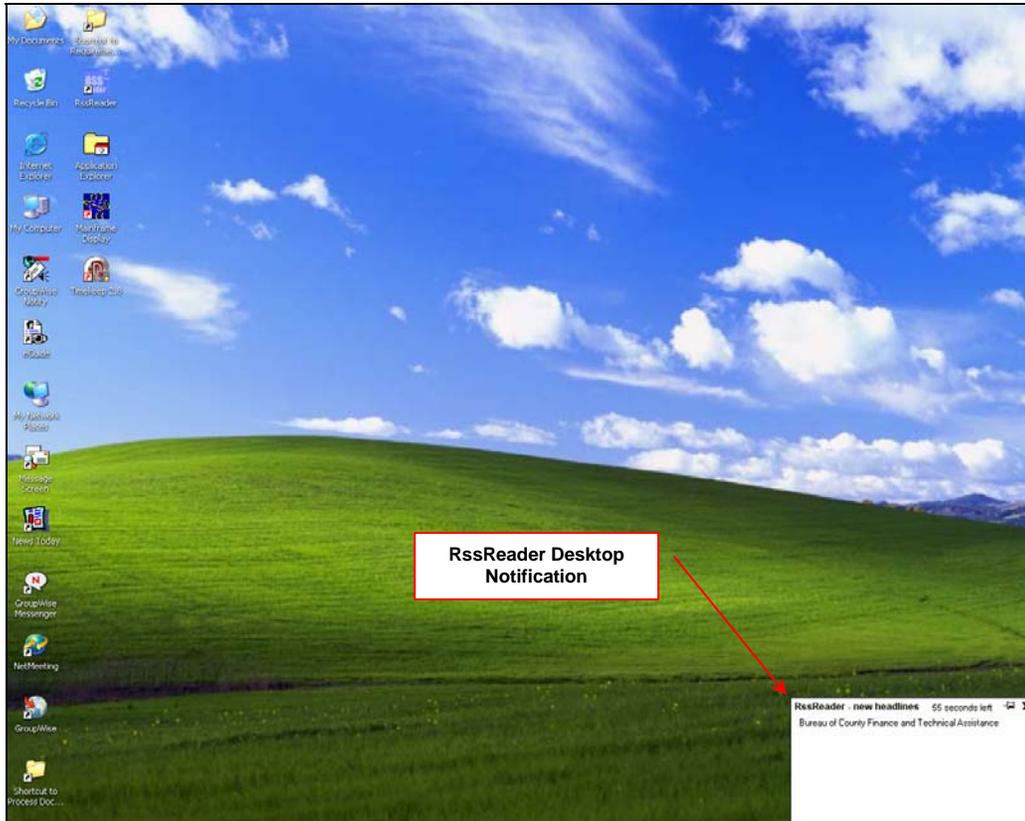
11) You will be prompted to select a group. Leave the default selection, and click the OK button.



12) The BCFTA Feed will now appear in your list of feeds.



13) You have successfully subscribed to the BCFTA feed. As the feed is updated, you will receive desktop notification as shown below

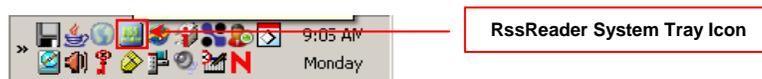


Start RssReader Automatically

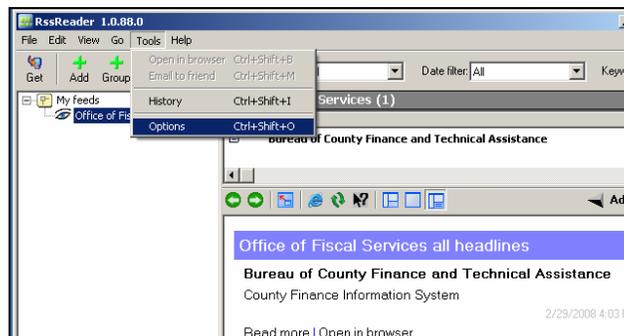
You can set RssReader to start automatically every time Windows loads so that you don't have to remember to start it every time you turn on your computer.



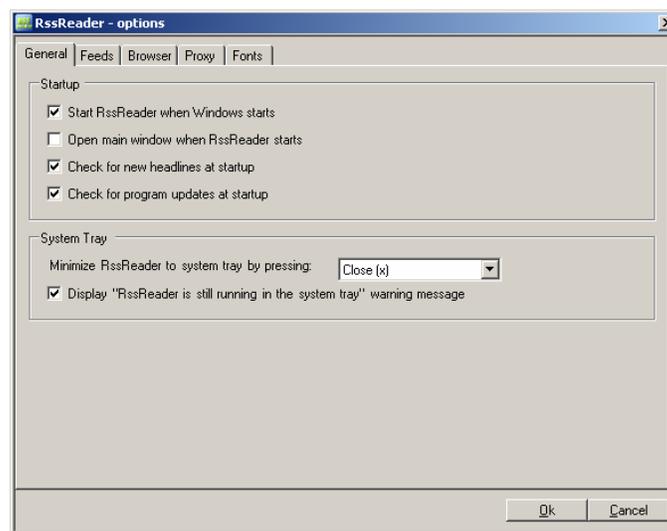
- 1) From your desktop, open RssReader
 - a. If RssReader is already open, double-click the RssReader icon in your system tray



- 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?

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



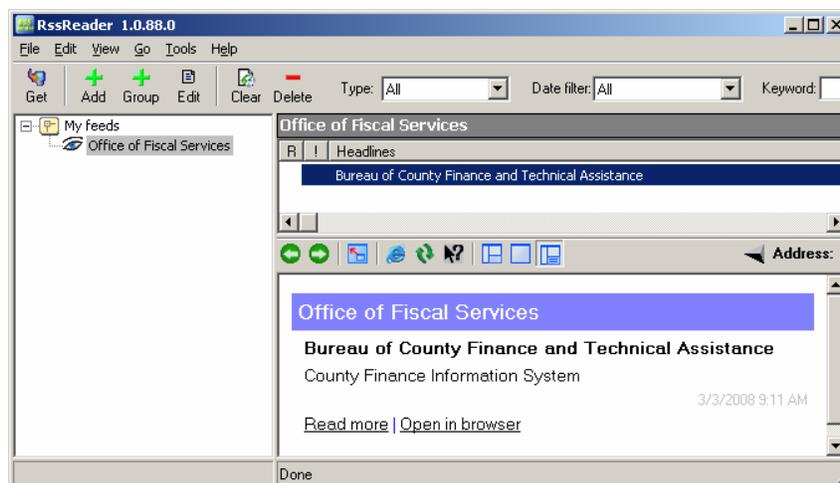
- 2) RssReader will automatically check for new items on the feeds to which you are subscribed. When it finds new items, it will play a sound and display a pop-up window listing the new headlines



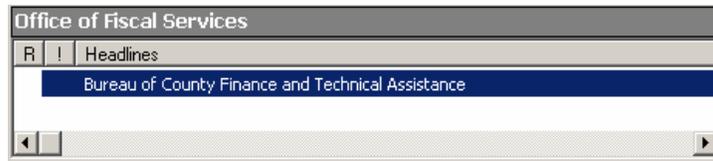
- 3) Notice that the icon in the system tray also changed, to indicate that you have new items that you have not yet viewed



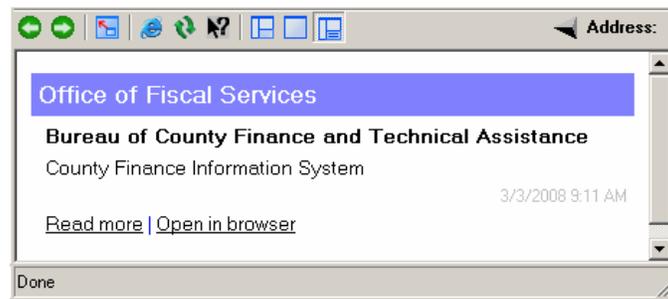
- 4) To view the new item(s), you can either click on the headline in the pop-up window, or you can double-click the icon in the system tray. This will open the RssReader main window



- 5) In the upper right part of the window, you'll see headlines listed 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



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