

# Guidance for Adding Contributions

This guidance explains how to add material to the website either through the contribution form or by creating your own posts if you register with the site.

**For Unregistered Contributors:** How To Submit a Post Using the Contribution Form

- 1) Click on Contribute on the home page
- 2) Tick the boxes to indicate what you would like to contribute (eg words, photos, video)
- 3) Add a title for your article
- 4) Enter your name and email address (this is so we can contact you if necessary)
- 5) Check the Terms & Conditions. If you're happy to proceed, tick the boxes
- 6) Click Submit

**How to Register:** Visit the [registration page](#) to sign up.

**For Registered Contributors:** How To Create a Post

- 1) Click login on homepage (top right)
- 2) Once logged in, you will see a black strip across the top of the website
- 3) On the left-hand side, you will see a button marked Posts. Hover over this and a small sub-menu should appear. Click on Add New Post. You should see a screen headed Add New Post
- 4) Enter a title for your post in top field
- 5) Click inside the text box and enter your text
- 6) If you want to paste text from Word, you can do so directly. This will retain simple formatting such as bold, italics, and links but will remove complex formatting such as tables, fonts and colours which are handled differently in web pages than in Word documents. If you want to paste text from any other source, including another web page, then click on the button called Paste as text. This will remove all formatting, leaving just plain text. If you forget to paste the text in by these methods, you can also 'clean up' all unwanted formatting by selecting the text and clicking on Remove Formatting button (this looks like a little eraser).
- 7) If you would like to add an image, these need to be .jpeg or .png files.
- 8) In the Media panel, click on the blue *Add image* button. A small box will appear with the heading Image file. Click on the grey Add image button.
- 9) A window will open with the heading *Select image*. Under this heading there are two tabs: *Upload files* - this allows you upload files from your own computer. The other is *Media library* - this allows you to select from files that have been uploaded previously.
- 10) With the *Upload files* tab selected, click on the *Select Files* button. Select an image from your computer and click on the *Open* button. (This step may be slightly different depending on what computer and browser you are using)
- 11) You should see the photo being uploaded. Then a small thumbnail version of the photo should appear.
- 12) Complete the following fields:
  - Title:** this should be the reference name for the image. By default, this is the filename of the image, but you should replace this with something more descriptive so you can search for it in the Media library.
  - Caption:** this is what will be displayed as the title of the clip in the public view of the site
  - Credit:** this should be the name of the person who created the image (for example, the photographer).
  - Alt Text:** please include a description of the image. This will be accessed by those using website reading software.
- 13) Click on the *Select* button. The image should appear in the Images panel.

Note:

**To add another image**, click on *Add image* button again and repeat the steps above.

**To edit an image**, hover over the image and click on the little pencil button.

**To remove the image**, hover over the image and click on the little minus sign.

**To change the order of images**, hover over the number next to the image You can then drag and drop the image above or below another image.

### **Add a video from YouTube or Vimeo (optional)**

If you wish, you can add a video to the post that has been previously uploaded to YouTube or Vimeo.

To add the video:

- 1) In the Media panel, click on the *Add video clip from Vimeo or YouTube* button.
- 2) Under *Source of video*, select whether the video comes from YouTube or Vimeo.
- 3) Under *Web address of clip*, paste the web address of the video clip. For example:  
http://vimeo.com/12345678 or http://youtu.be/1ab2CdEfg3H
- 4) Give the video a title and a description.

### **Add a document (optional)**

If you wish, you can add a downloadable document to the post. All the files you upload should be in .pdf format.

- 1) In the Media panel, click on the blue *Add document* button.
- 2) A small box will appear with the heading *Document file*. Click on the *Add file* button.
- 3) A window will open with the heading *Select file*.
- 4) After this, the instructions are the same as for the Add image (above).

### **Select the layout**

You can now select the layout for the post in the box in the right-hand column of the screen. This is often text with large images.

### **Save the new post**

Finally, you should save the post using the options in the Publish panel at the top right of the screen.

You can either:

- *Save Draft* to save a copy of the post for you to work on later **OR**
- *Submit for Review* to submit the post to an editor for checking and approval for publication.

When you save the post, a small message will appear at the top of the screen confirming you have saved successfully.

You can also use *Preview* to see the post as it will appear in the site, though it is not yet published for the public. If you do this, the post will be displayed in a new tab on your browser. You should then close this tab to return to the editing screen.

### **Log out**

When you are ready to leave the site, click on your name in the black bar at the top of the screen to see the log out link.

### **For Registered Contributors:** How To Edit Draft Posts

**Note:** You can only edit your post **before it is published**.

- 1) Log in with your registered username and password.
- 2) Click on the link to *Edit your existing posts (this is in the white box)*. You will see a list of the posts you have created.
- 3) Hover your cursor over the title of a post. You will see an *Edit* link. Click on this. You should see a screen headed Edit Post.

- 4) You will now be able to see your post in an editable form. You can change the title or text of the post if you want. If you have added any images to the post, you will see these under the text. If you hover over an image, a little pencil button will appear. If you click on this, you will be able to edit the title of the image and add a caption or a credit. You will see it is similarly possible to edit any video clips or documents you have added to the post.
- 5) When you have finished editing, click on the *Submit for Review* button at the top right of the screen. You will see a little rotating circle while the post is being processed. Then you will see a little message at the top of the screen with a message like '*Post submitted. Preview post.*'
- 6) Click on the link to Preview the post. A new tab will open in your browser displaying the post as it will appear on the site. When you have looked at the Preview, close the new tab, so that you can see the editing tab again.
- 7) If you want to change the layout of the post, you will see that there is a Layout panel on the editing form. This contains a drop-down list of layouts. Click on the downward-pointing triangle next to the layouts and select a different layout. Then click on Submit for Review again and look at the Preview again as described above.
- 8) When you have finished editing the post, you can log out. To do this, hover over your name on the grey bar at the very top right of the screen. You will see a Log out link.