

Quick Guide: How to Add Pages to *My Primitive Methodist Ancestors*

Register

To create a new page you need to register.

1. On the home page, go to the log-in panel.
2. Click on the *Register* button.
3. Complete the registration form. Your user name and password should be between 6-12 letters long, without spaces, and all in lower case.
4. At the bottom of the form, click on the button marked *Register*.
5. You should see a screen saying Welcome!
6. Click on the link to *Add words and photos*.

Add a title

You should now see a screen headed *Add Title*.

1. Type the title.
2. Type the sub title.
3. By default your name is entered as the author. Edit this if necessary.
4. Click on the button marked *Next*. (Or the tab at the top marked *Add Words*)

Add words

You should now see a screen marked *Add Words*.

1. Click inside the text entry box.
2. Type, or copy and paste the text into the text box.
3. Notice that you can format the text using the buttons for bold or italic.
4. When you've finished click on the button marked *Next*. (Or the tab at the top marked *Add photos*)

Add photos

You should now see a screen headed *Add Photos*.

Click the *Browse* button. A box will appear with the heading *Choose file*.

1. The box is displaying the files on your own computer. Locate the image you want to add to the page.
2. Highlight the image and click on the *Open* button. The box headed *Choose file* will disappear.
3. Click on the button marked *Upload this image*. There will be a pause while the photo uploads from your computer to the website. Then a small scale version of the photo should appear under the heading *Photos on this page*.
4. Click on the photo. You should see a box for entering a caption and a credit.
5. Type in the caption.
6. Type in the credit.
7. Click on the button marked *Done*.
8. The heading *Add a new photo* should appear on the left.
9. Repeat steps 1-8 if you want to add another photo.
10. Click on the button marked *Next*. (Or the tab at the top marked *Preview your page*)

Preview the page

You should now see a screen headed *Preview your page*. Your new page should appear below this.

1. To the right of the heading *Preview your page*, there are three rectangular graphics. These icons represent different layouts you can choose for the page.
2. The left hand icon should be highlighted in red. This is the layout that you are currently previewing. In this layout, the text and images are side by side.
3. Click on the middle of the three icons. The layout of you page should change. The pictures are now underneath the text, and are displayed in a bigger size.

4. Click on the right hand icon. The layout of your page should change again. The pictures are still underneath the text, but they are displayed as thumbnails. This is the layout for a 'picture gallery'.
5. Click on the left hand icon to return to the layout for text and images side by side.
6. Notice that you can go back and alter the words, photos or title of the draft page by clicking on the tabs above the heading *Preview your page*.
7. Click on the button marked *Finally,save your work*.

Save the page

You should now see a screen headed *Save your contribution*.

1. There are three buttons, marked *Save draft for later*, *Save and submit* and *Save and continue*.
2. You would use *Safe draft for later* if you wanted to log back in a few days time and finish working on the page.
3. You would use *Save and continue* if you wanted to save the page and carry on working on it immediately. (It is a good idea to do this as you go along)
4. Click on the button marked *Save and submit*. This submits the page for publication, and takes you back to the screen headed *Welcome*.

Check your list of pages and user details and log out

You should now be back at the screen headed *Welcome*.

1. Click on the tab marked *My Pages*. Your new page is listed under the heading *Submitted for publication*.
2. Click on the tab *My Details*. This is where you can change your name, password and email address.
3. Click on the tab marked *Log out*.
4. A small box will appear asking you to confirm you want to log out.
5. Click on *OK*. You should return to the home page of 'My Primitive Methodist Ancestors'.

Logging in

Next time you want to add a new page you just have to log in.

1. On the home page, go to the log in panel.
2. Enter your user name.
3. Enter your password.
4. Click on the button marked *Log in*.
5. Now you can add new pages.