

North Arm Cove Website: Self-Guided Workshop

It is really quite straightforward to contribute to the Cove website and, as with all things, practice makes it even easier. But if you don't know (or have forgotten) where to start then, hopefully, working your way through this workshop document may give you a few pointers.

What is covered in this workshop?

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1. Logging in:

Before you can add *anything* to the website you do need to be logged in!

The **Log in** link can be found by clicking on the Menu on the right-hand side of every web page. The **Log in** link is at the bottom of the menu.

If you ever forget your password (which is so easy to do!)

- ➔ Click on the **Log in** link.
- ➔ Then click on **Reset your password**
- ➔ Enter your username or email address in the box and then

Username or email address *

Password reset instructions will be sent to your registered email address.

Submit

- ➔ Click on the **Submit** button.

A link to reset your password will be sent to your email address usually within minutes.
(Check your spam folder if it doesn't seem to have arrived.)
Then follow the instructions to set yourself a new password.

Hint: When logging-in on your own computer (and not a shared or public computer)

➔ Click on the "Remember Me" box. Remember me

That way you won't have to login quite as often.

When you have logged in you will be able to examine some of the features of your "blog" ...

2. Your Blog/Account page

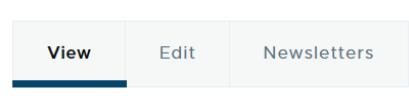
Once you have logged in, you will be taken to your “account” or “blog” page. This will contain a list of all articles and photos that you have posted on the website.

Hint: Clicking on **yourname** wherever you see it highlighted will take you back to your blog page.

On the right side of your blog page you will see the **Contribute to the Cove website & blogs** link. Clicking on this link will take you to the **Add content** page for adding Articles, Classifieds, Events or Photos to the website.

You will also see the **Website help** link – clicking on this link will take you to the **Help on using the Cove website** page.

Clicking on **Home** or the logo on any web page returns you to the site's home page.



Above the title of your blog are three tabs:

The **View** tab enables to view the content of that page.

The **Edit** tab takes you to a form where you can change such things as your password or email address, or add a profile picture.

The **Newsletters** tab takes you to a form where you can subscribe (or unsubscribe) to the **This week in the Cove** newsletter which is sent by email at the beginning of each week.

Hint: After editing your details, or subscribing to the newsletter, and saving any changes you have made, you will need to click on the View tab to return to your blog page.

You will also see the link **The Cove blogs** on the bottom of your blog page. Clicking on this link will take you to all of the Cove blog entries, in chronological order, commencing with the most recent one. It also has a list of people with blogs on the website.

Over time, your blog page will also have “teasers” of the content that *you* create.

Teasers are: the title plus some words from the beginning of each of your articles, small versions of your photos, and the basic details of your events.

Teasers also have links to the *complete* articles, larger photos and full details of events.

The next three sections of this workshop look at adding Articles, Events and Photos.

3. Adding an Article

Hint: Before adding content it is a good idea to check out these items that can be found on the bottom of every web page:

[Disclaimer](#) [Contributor Code of Conduct](#) and

[Copyright Notice](#)

Note, before you can add content you must be logged in!

An Article is:

- ◆ one or more paragraphs about a topic of your choice;
- ◆ a suitable title
- ◆ and, if you wish, an image. (Or up to 10 images which will then appear as a slideshow!)
- ◆ Plus just a little bit of housekeeping.

To add an article, click on the **Contribute to the Cove website & blogs** link on your blog page, or the **Add content** link at the bottom of the menu.

The Add content page will open, then click on the **Article submission** link and the following form will open:

Create Article submission

[Help on creating articles](#)

A catchy title



A good title can encourage people to read your article.

The text of your article

This is where you put the main text content of your article. You can type it in directly or use Ctrl C to copy from a word processing document and Ctrl V to paste in this box.

Hint: On the right hand side you will see useful information that gives you help on entering your article.

Warning: Don't navigate away from this page before you have saved what you have done!

→ The **title** is the most important item. Click inside the box and type away.

→ The **text of your article** box is where you enter the content of your article. You *can* paste content from a word processor application into this box but formatting may need to be fixed up afterwards.

Hint: Select the text with your mouse and use the **Ix** button to remove unwanted formatting.

Adding an **image**?

→ Click on **Choose files** to find it on your computer and then select your file and click open in your browser to upload

No file chosen

Large images get scaled to a smaller size *after* uploading – but the *maximum upload per image* is 5MB.

Image files can be png, gif, jpg or jpeg only.

After an image has been uploaded a thumbnail will appear with a title box and some extra buttons:

File information



Alternative text *

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

Title

The title is used as a tool tip when the user hovers the mouse over the image.

(If you have uploaded the wrong image, click on **Remove** and try again.)

The picture **TITLE** that you enter here will become the **caption** for the image.

Note that you must fill in any field with an asterisk next to its heading!

Hint: You can add further images and these will then display as a slideshow in the article.

→ You will see at least one pull-down menu which asks you to select a word to describe the type of article you have written.

Choose the appropriate option from the list. (You can also choose -None- !)

→ Now you need to look down to near the bottom of the page where you will see:

Preview shows you the **teaser** and **full** versions of your article and gives you another chance to edit it.

Press **Save** and your article is **immediately live on the website!**

The teaser will appear on your blog.

If you **don't** want to Save what you have done,

EITHER use your browser “back” arrow

OR → to go back to the previous page, or



→ click on **Home** or the site’s “logo”

Hint: If you have already saved your article but were just practising and now want to delete the article you have just added, see part 6 of this workshop: **6. Editing content.**

Your article (and teaser) will

- include the date and time you first saved it *and*
- have your user name highlighted as a [link](#).

Hint: Any viewer who clicks on that link will be taken to your blog page.

4. Adding an Event

Let people know what is happening (and when) by adding your events to the website.

*Hint: It is usually a **very good idea** to **also put an article about the event on the website!***

There you can provide more detail as well as have better tools for formatting.

(If you do have an article, copy its web address from your browser's address bar and paste or type it as part of your Event description. The address should start with https://)

To add an Event click on **Contribute to the Cove website & blogs** link on your blog page; or click on the **Add content** link at the bottom of the menu, then click on **Event** on the **Add content** page.

The Create Event form will open:

Adding an Event is pretty simple.

Firstly add a title for your event in the Title box.

Title*

A brief title of the event. Do not use all capitals.

Then you put in the date, time and duration for your event using this field:

Date, Time and Duration*



08/09/2023 08:00 PM to 10:00 PM

All day

Duration

2 hours

The first two boxes are for the start date and time.

10:00 PM

The next box is for the finish time.

Duration

2 hours

Instead of adding the finish time you can put a duration in this box .

If the event is an all-day event just put in the date and click on the All day box.



For an event that will be occurring regularly, you can use the box to put in the additional dates.

If your event is broken into two or more different time periods, on the same day or on a later day,

Add another item

you can click on this button to add additional time periods.

After putting in the date, time and duration, you need to add a brief description of the event in the description box. You should keep your description as short as possible. (You will see the Description Box has **limited** formatting tools.)

A brief description of the Event *

A screenshot of a rich text editor. At the top, there is a toolbar with icons for bold (B), italic (I), font size (size 1, size 2), alignment (left, center, right, justify), and other styling options. Below the toolbar is a text area with a placeholder message: "There is no need to include the date and time of the event in the description." The text area has a light gray background and a thin blue border.

When you have finished, click on **Save** at the bottom of the page.

Congratulations, your event is now on the Cove calendar.

If you **don't** want to Save what you have done, then either use your browser “back” arrow OR ...
→ scroll back to the top of the form and click on **Home**.

Hint: If you have already saved but were just practising and now want to delete the event you have just added, see part 6 of this workshop: 6. [Editing content](#).

Hint: Clicking on **Home** on any page will take you to the home page.

5. Adding a Photo

There is much to photograph in this beautiful part of the world. Let others see some of your photos by adding them to your blog and our website gallery.

To add a photograph click on **Contribute to the Cove website & blogs** link on your blog page; or click on the **Add content** link at the bottom of the menu, then click on **Photograph Submission** on the Add content page.

Create Photograph Submission

Title *

→ The photo title becomes the caption for the photograph in the gallery.

→ Browse for your photograph on your computer and then click on open in your browser to upload it.

▼ Image

You may upload an *image* from your computer. **Images will be scaled** to no more than 960x640 pixels.
Images containing people require their permission! You must either own the copyright of the image yourself or have the owners permission for the image to be published on the northarmcove.nsw.au website.

Add a new file *

 Choose Files | No file chosen

Maximum 10 files.
5 MB limit.
Allowed types: png gif jpg jpeg.
Images must be larger than 90x90 pixels. Images larger than 960x640 pixels will be resized.

Large images will be scaled to a smaller size after uploading – although the maximum upload per photo is 5MB.

You will also be asked to enter some **Alternative text** to be used by screen readers.

There are two extra required items for photos before you can click Save:

→ The name of the photographer (*Your name if that was you!*)

Photographer *

Name of Photographer

and

→ The date the photograph was taken (estimate it if you don't know).

Date Photographed *

dd/mm/yyyy 

When was this photograph taken? Click in the box for a pop-up calendar

When finished click **Save** and your photograph will be saved and added to the gallery and your blog.

If you **don't** want to Save what you have done, then either use your browser "back" arrow OR ...
→ scroll back to the top of the form and click on **Home**.

Hint: If you have already saved but were just practising and now want to delete the photograph you have just added, see part 6 of this workshop: 6. Editing content.

The next part of this workshop looks at **how to edit** something that you have previously posted.

6. Editing content you have placed on the website

Multiple links to each piece of content you have placed on the website will appear on your blog page. To access that content to **edit** or, if necessary, **delete** it:

On your blog page will be list of teasers of items you have published, in chronological order, with the latest item at the top.

- ➔ Click on the appropriate title to view that item.

Because it is an item that **you** created ,when **you** view that item you will also see

View **Edit**

some tabs that other people do not see:

If you wish to edit or delete the item ...

- ➔ Click on the **Edit** tab to open a “form” a lot like the one you used to create it.

Hint: You can also go directly to that form by clicking on the edit link beside any teaser of an item that you had created. Only you and the Site Administrators can see that edit link.

You can then either

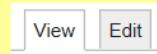
- make your changes to the item, scroll to the bottom and click **Save** OR
- if you wish to delete the item, scroll to the bottom and click **Delete**.

The final section of this workshop looks at adding a Profile Picture to your blog.

7. Adding a Profile Picture

As well as adding articles, events and photos to your blog/account page, you can, if you wish, add a “profile picture”. This will appear near the top of your blog page.

On your blog page:



→ Click on the EDIT tab:

On the form that opens scroll down until you reach the section headed **Profile Picture**

Profile Picture

Choose File No file chosen

Add a picture to appear on your My Account/Blog page.
One file only.

5 MB limit.

Allowed types: png gif jpg jpeg.

Images must be larger than **90x90** pixels. Images larger than **800x800** pixels will be resized.

→ Browse for your photograph on your computer and then

→ Upload it.

Large images will be scaled to a smaller size after uploading –
although the maximum upload is 5MB

A thumbnail version of the photograph will appear.

If it is *not* the right photograph,

→ click on Remove and choose another photo from your computer

If you are happy with the image you have loaded

→ Click Save

Your chosen Profile Picture should now appear above the teasers in your blog. Clicking on it will display the full-size version.

Hint: To return to your blog page without saving, click on the View tab

Thank you for your time and effort in going through this workshop.

We look forward to seeing your contributions on the North Arm Cove website.