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Introduction

These instructions are for authors contributing to the Landbeach website at **landbeach.org.uk**.

To add events to the Diary

1. Go to the home page.

2. Click the *LOG IN* link at the bottom of the page:



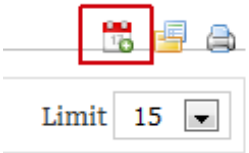
3. Enter your Landbeach website user name, e.g. "anna1".

4. Enter your Landbeach website password.

5. Click the *Diary* link in the left-hand column:



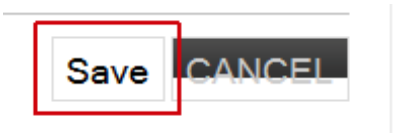
6. Click the *Add Event* icon near the top of the page:



7. Fill in the boxes:

- *Title:* the name you wish to appear in the events list.
- *Venue:* either select a venue from the list or click No Venue.
- *Category:* normally the name of your group, e.g. "Women's Institute".
- *Date:* mandatory.
- *Enddate:* optional. For a one-day event, leave it blank.
- *Time:* optional. The website uses the 24-hour clock.
- *Endtime:* this is optional.
- *Repetition:* for repeating events.
- *Image:* optional. You can upload a picture for the event if you have one handy.
- *Description:* add any details here that you wish readers to see.

8. When you have entered all the information you want, return to the top of the page and click *Save*:



This is important: if you don't click *Save*, the information will not be stored on the website.

9. Your event should now be listed in the *Diary*.

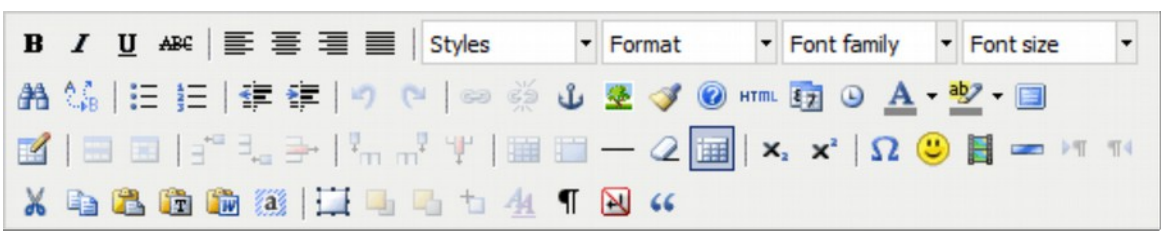
To edit a page

Prerequisites:

- You must be logged in.
- You must have "editor" or "author" permission.

Steps

1. Go to the page that you wish to edit.
2. Click the *Edit* icon near the top of the page: . If you can't see this icon, you probably don't have permission to edit. Contact the website administrator.
3. The editing page will appear. Most of this page is taken up by the edit box, which has a large number of buttons similar to those of a word processor:



4. Type or edit your text in the edit box.

5. To change the format of some text, first select it (click at the beginning, then drag the cursor and release at the end). Then, click one of the formatting buttons and select your format. For example, the *Text Colour* button  lets you change the colour of the text.
6. To create a table, click the *Create Table* button: .
7. The two buttons to the right of the *Create Table* button allow you to modify rows and individual cells of the table: . First select the cell or row that you wish to modify, and then click one of the buttons. For example, the *Table Row Properties* button opens a box with *General* and *Advanced* tabs. On the *Advanced* tab, there is a control that lets you change the background colour of the entire row.
8. The six buttons to the right of those allow you to add and delete rows and columns of the table: . Again, you must click in the appropriate cell of the table before clicking one of the buttons.

To add a subpage to an existing page

1. Log in.

2. Click *Submit an Article* in the *User Menu*.

3. Fill in the *Title* box with the desired name of your new subpage. Remember this name because you will need it later.

4. Add some content to the main edit box. You can start from scratch or copy and paste from another page.

5. Set the *Section* option to something appropriate. If you are writing on behalf of a group (e.g. Bell Ringers), select *Directory*.

6. Set the *Category* option to *Groups*.

7. Set *Published* to *Yes*.

8. Set *Show on front page* to *No*.

9. Scroll back to the top of the page and click *Save*.

10. You have created your subpage. Now it is time to link it to its parent page. Go to the parent page.

12. Click the editing icon to start editing the page.

13. Position the cursor where you want the link to appear.

14. Click the *Linkr* button below the editing box.

15. Click *Article*.

16. Find your subpage by navigating the *Section/Category/Articles* boxes. As before, set *Section* to *Directory* and *Category* to *Groups*. Your subpage will be listed under the name you gave it in step 3. When you select it, you will see a preview of its contents.

17. When you have found the right subpage, click *Configure Link*. Enter the text of your link in the *Text* box. (For example, "More information on newts".) Usability tip: use informative link text, not generic phrases like 'click here'; it makes reading the page so much easier.

18. Click *Get Link*. This creates a link and then returns you to the parent page where you should see a new link to the subpage.

19. Save the parent page.