

## How to add your own page to the site

Below is some advice about adding words and photos to the site. In order to add words and photos, you need to register on the site with a username and password.

### What we're looking for

This site is primarily aimed at gathering historical information and memories about the Addiewell and Loganlea area. If you're unsure whether your material is suitable, take a look at the other contributions on the website.

### Adding a title

Try to choose a title that will 'grab' the reader. The title should also include some information about the subject matter of the story, article or photo.

### Adding words

You can write a few paragraphs or much more. As a rule of thumb, try to write less than 1,000 words. If you have more to say, break your writing up into several 'chapters' and submit each chapter separately.

You should submit your own writing. We cannot add anything to the site that has already been published, unless you obtain permission from the publisher and have proof of this permission.

If you're writing a longer piece, we recommend that you write your story in a separate file, in Word or notepad. You should then transfer the text onto the story page by copying and pasting. This means that your work won't be lost if there's a technical problem when you're uploading it.

To copy your story from a word-processed document, follow these steps:

- open your story document
- highlight all the text and copy it
- go to the 'Add words' page in the website
- click in the box as if you were about to type
- click on the right-hand button of your mouse and choose Paste from the menu that pops up.

### Adding photos

In order to upload photos to the website, the photos must already be saved on your computer. To save photos on your computer, you need to scan them or use a digital camera.

You can add as many photos as you like.

You cannot submit photos that have already been published in books or newspapers, without permission from the copyright holders.

To add a photo:

- Go to the 'Add photo' page in the website. You will be asked to 'Browse' your computer for the photo that you want to add.
- To find your photo, you need to know the name of your photo and where you saved it on your computer (for example, you may have saved it under 'My photos').
- Once you have found your saved photo, select it. The name of the photo should appear in the white box in the 'Add photo' page. Then click on 'Upload this image'.

- Your photos will automatically be scaled to fit the website. However, if your photo file is really large (bigger than 1000K), there may be a 'time out' while it uploads. You will see an error message explaining this.

Don't forget to add a caption and a credit to your photos. The caption should include a brief description of what's shown in the photo, and give the date of the photo (if known). The credit should say who took or owns the photo.

## **Adding a map**

Adding a map is optional, but may be helpful if your page is about a particular place.

To add a map, type the name of the place into the search box, including the name of the town or city. If the place isn't marked accurately, click on the map to move the marker.

You can also change the view of the map itself, using the:

- plus and minus signs to zoom in and out.
- arrows to scroll the map.
- map/satellite/hybrid buttons to choose between a map and an aerial view.

Once you have marked a place on the map, your map will be stored automatically and will appear when you preview the page. If you later decide that you don't want to include the map on the page, select the 'No' option under 'Show the map on the page'.

## **Previewing**

After adding your words and photos, you can preview the result and see what your page will look like.

If you want to make any changes, you can do this by going back to the 'Add words' or 'Add photos' tabs.

You can choose to have the text beside the photo, or above the photo. To change the layout of the page, click on the little icons at the top of the page.

If you have added a lot of photos, you can also have a 'photo gallery'. This is a page of little 'thumbnails' of each photo. When the visitor clicks on the thumbnail, they see a bigger version of the same picture. You can create a photo gallery by clicking on the 'photo gallery' icon at the top of the Preview page. The gallery won't fully work in Preview mode, but will work when the page is published.

## **Saving**

When you have finished your page, click on 'Save and Submit'. This sends your page to one of our editors for checking. The page should be added to the site within a few days.

You can also 'Save Draft for Later'. This saves a copy of your page, so you can come back and edit it at a later date. Whenever you're ready, return to website and log in with your username and password. Then click on the button marked 'Add/Edit pages'. You will see a list of your pages and can click on the page you want to edit.

## **Terms of use**

Please refer to the [terms of use](#) and [copyright statement](#) for specific details of how your contribution can be used and the undertakings that you make in supplying it. (Note: both of these links will open in a new window, which can be closed in order to return to your work.)