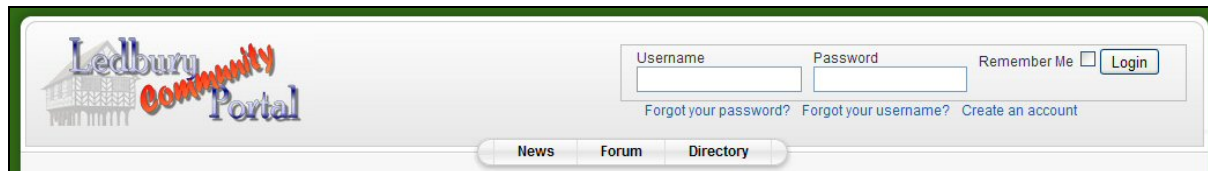


# Writing for the Ledbury Community Portal

## First steps

Before you can write articles for the Portal you must become a registered user. To do this, select [Create an account](#) on the home page of the Portal.



Please note that following your registration there will be a delay before the administrator can confer your authorship rights. Normally this will take a day or two. Please contact the Portal if you have any difficulties.

If you have already registered, you can just login using your username and password.

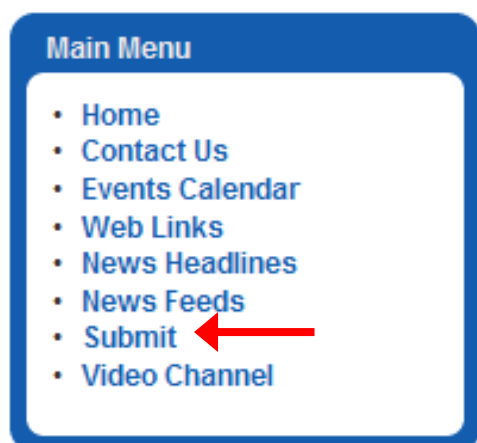
## What does an Author do?

Using special facilities provided within the Portal, Authors can submit news stories and other articles to be considered for publishing by the Editor/Publisher.

Authors must understand their responsibilities when writing for the Portal. It is not a place for personal rants and raves or for defamation of character. If an article is refused for any reason, the Editor/Publisher is there to help the Author to understand how to moderate the article before resubmission. Also, it is important that the Author's submission is original work. Where other material is included, permission must be sought and the sources fully and properly credited.

## Submitting an article

So, you've written your article and now you want to submit it to the Portal. Make sure you are logged in and then select [Submit](#) from the main menu.



This will take you to the Portal [Editor](#) window, shown in full on the next page. Note there are also some [Publishing](#) controls and a section for [Metadata](#). How many of the publishing controls *you* will see depends upon the permissions you were assigned when you registered.



At the bottom of the **Editor** frame there are buttons for inserting pictures (more on that later) and breaks. The most important break is the **Read more** break. Your article might end up on the front page of the Portal so you should always pick a point in your text (just after the first paragraph is usually best) and click to insert a **Read more** break. Text before the break will be displayed on the front page but the remainder will be hidden until the reader clicks **Read more**. This is just to save space on the front page – otherwise the break has no visible effect in an article.

You would only use the **Pagebreak** if you were writing a particularly long article and wanted to divide it into sections.

**Toggle editor** switches to a different kind of editing environment, allowing you to see and change the hidden formatting tags – best left to experts!

All articles on the Portal are assigned to categories within sections. For example, **Poetry** is one of the categories within the **Culture** section. In the **Publishing** frame you can choose the section and the category for your article. If you are not sure, just use News/Latest. For the most part, you can ignore any other **Publishing** options you might see – the (human) editor will set these for you when he/she reviews your article for publication.

In the **Metadata** section you can add a description and some keywords to accompany your article. These are *never* displayed on the news pages of the Portal. They are used by the Portal Search facility to help readers to retrieve your article once it has vanished into the monthly archives. You can leave **Metadata** blank if you wish.

### Checklist

- Have you typed in and checked your article?
- Have you entered a title?
- Are you happy with your formatting choices (bold, italic, hyperlinks, etc)?
- Have you selected a category and a section (e.g. News/Latest)?
- Did you want to include a picture? (see next page)

That's it, you can go ahead and click Save. Your article will not appear on the Portal straight away (unless you have been assigned publishing rights). The (human) Editor/Publisher will check your article for you and decide where best to place it on the Portal.

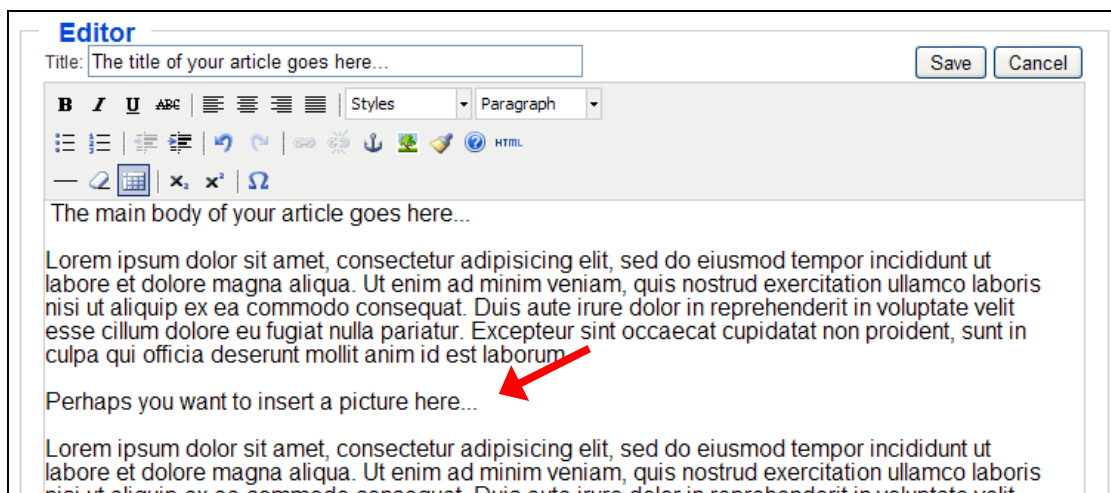
Please note, the Save button should really be called Submit. Yes, it saves your article but the **Editor** then disappears and it can be tricky getting your article back if you want to make changes later. Some authors prefer to prepare their article in advance, using a text editor or a word processor, to protect themselves from accidental loss of their text. If you do use a word processor, do **not** apply any formatting options at that time as they may not be compatible with the Portal **Editor**. Save the formatting until after you have copied and pasted your text into the **Editor**.

Also be warned: the Portal will log you out if there is no user activity for a while. If you are in the **Editor** when this happens, too bad! This is another good reason for preparing your article offline.

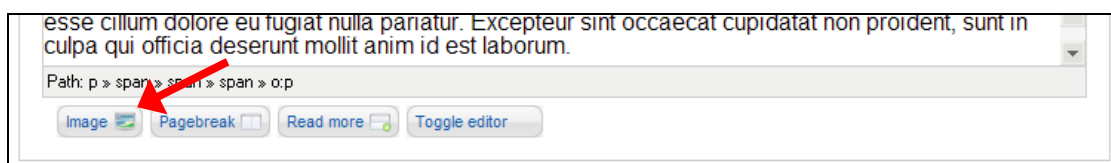
## Adding a picture to your article

You may have inserted pictures into a document before, using Microsoft® Word for example. Unfortunately, the process is not quite so straightforward on the Portal! We hope the following step-by-step guide will help to get you started. Once you've done it a few times it should become easier. If you get really stuck, you can come to Ice Bytes Internet Café (home of the Portal) for a free lesson.

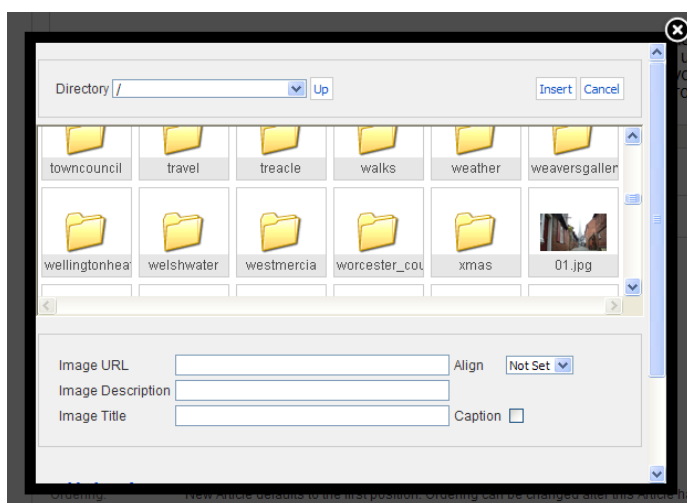
1. Our *maximum recommended width* for pictures on the Portal is still **440** pixels but most image files start off much larger than that. Even the cheapest 2 megapixel digital camera will produce images 1600 pixels wide and these must be resized in order to display properly on the pages of the Portal. The Portal Editor tool can resize pictures for you (see 11-12 below) but it really does save a lot of hassle if you can resize your picture yourself, *before* uploading it. You can do this using any photo editing software package – perhaps one came free with your digital camera. Remember to work on a *copy* of your picture so that you don't accidentally resize your treasured original!
2. Assuming you have typed your article in the editor window, use your cursor to select the place where you want your picture to appear (insert a blank line if you need).



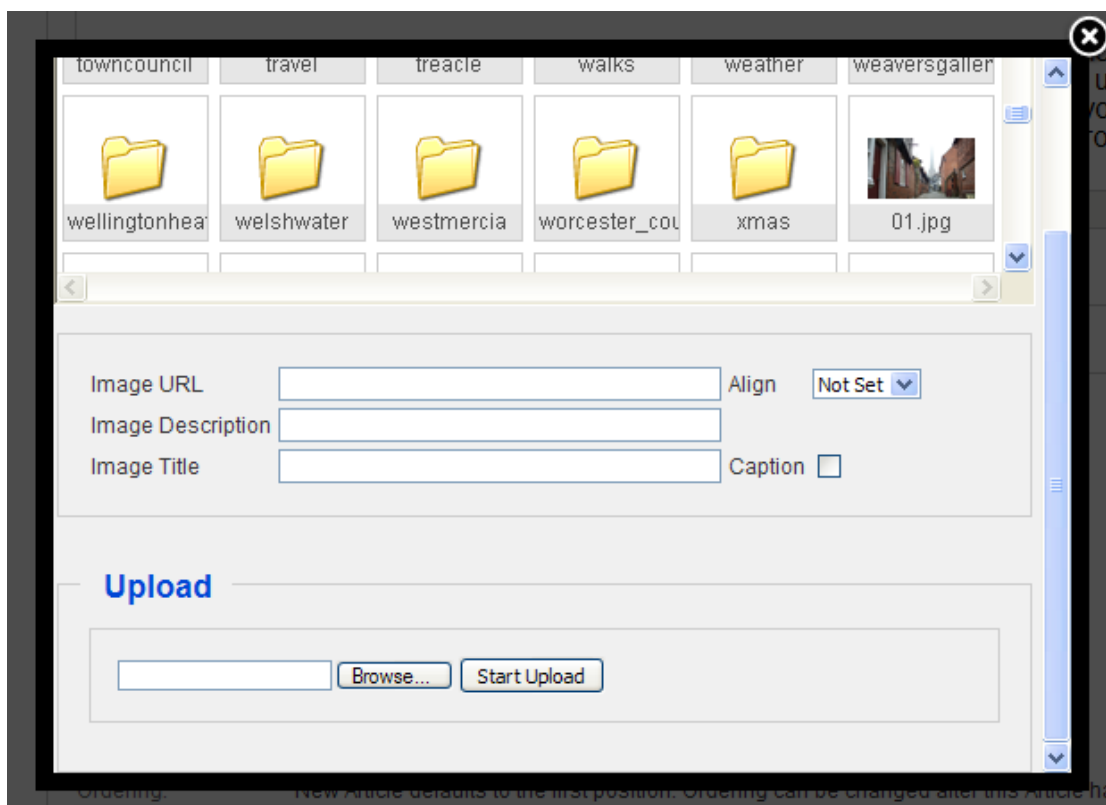
3. Scroll to the bottom of the editor window and click the **Image** button. You should arrive at a library of all pictures that have been uploaded to the Portal. This is where you must upload your picture before you can insert it into your article. *No picture can be placed in an article until it has first been put in the library!*



4. If you see a suitable folder for your picture, you can select that folder by clicking it or by selecting it from the drop-down list. For example, if your picture is about a festival you could put it in the festivals folder. Otherwise leave the folder selection blank and your picture will be placed in the main section of the library.

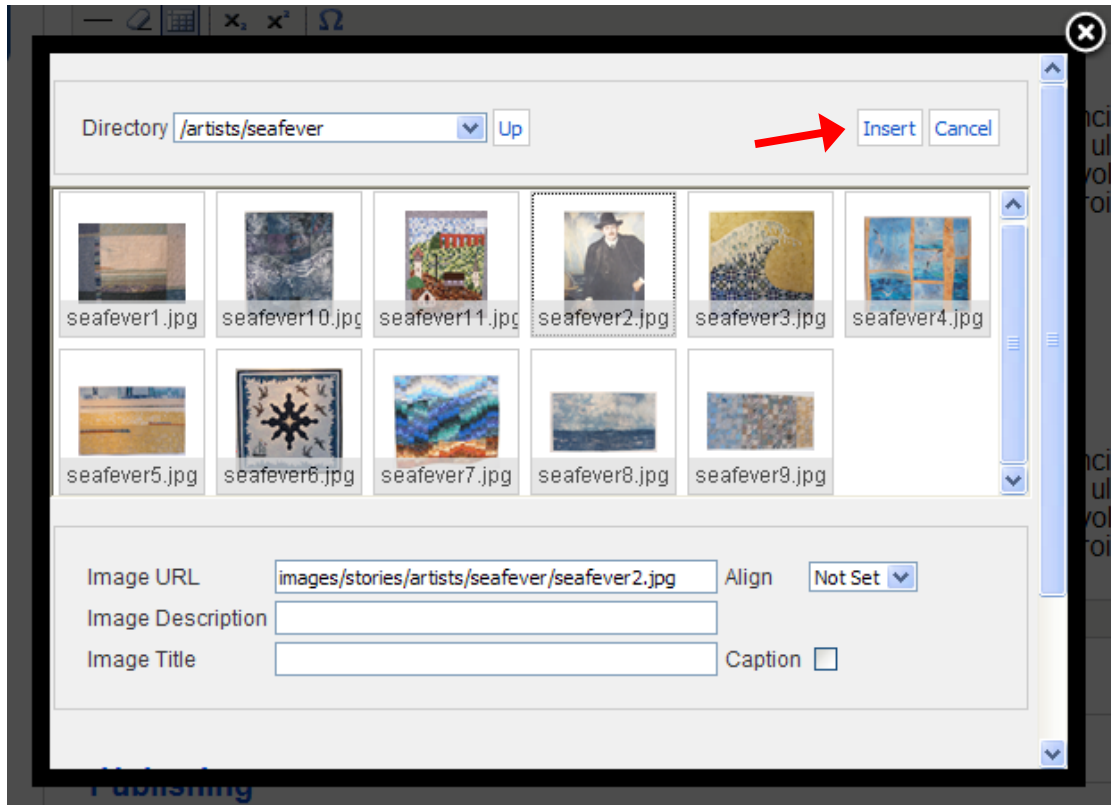


5. If your picture is from the Internet, enter the URL (web address) of the picture. You might want to do this if, for example, your picture is on your Flickr site or on your Facebook photo album. *Remember to seek permission before using any other pictures you find on the Internet.*
6. If your picture is on your PC, scroll to the bottom of the library window and select Browse to locate your picture.

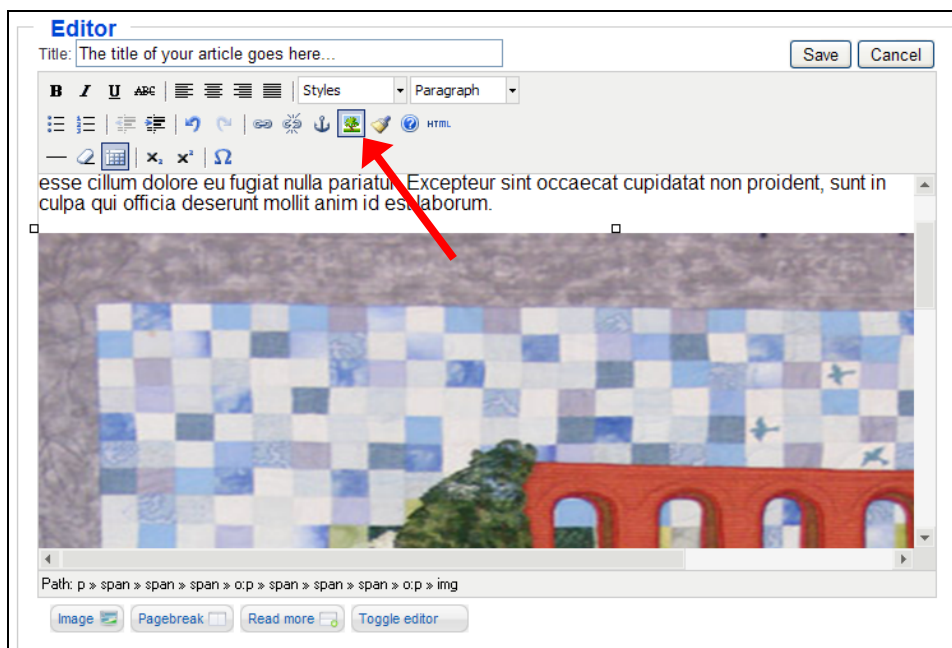


7. Whichever of the two methods you choose, select Start Upload. *This places a copy of your picture in the library.*

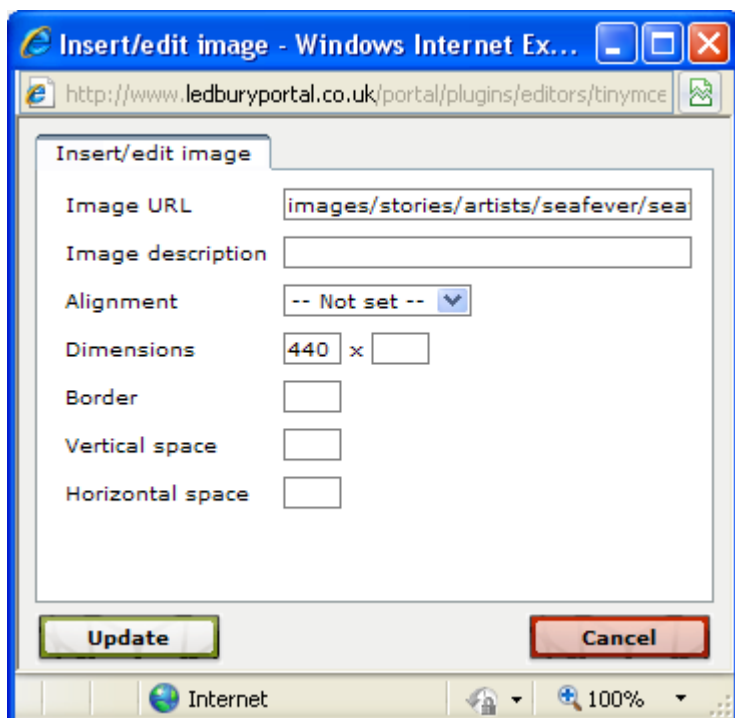
8. When the upload is complete, return to the top of the library window and find your picture in the library (folder or main section).
9. Select your picture from the library and add a brief description and a title.
10. Return to the top of the library window and click **Insert**. *This inserts a copy of your picture into your article and returns you to the Editor window.*



11. If your picture needs resizing (as it probably will if you didn't resize it before uploading to the library), select your picture (click once on it - little handles will appear at the visible corners) and click the Insert/Edit Image button (it has a little tree on it).



12. Enter the desired width in the first dimension box. You can leave the second dimension box blank and the editor will automatically choose the right height to match the width.



13. If you wish, you can set a black border around your picture by entering a border thickness in the border box (e.g. 1 for a thin black border).
14. If you wish, you can set vertical space or horizontal space to separate your picture from your text.
15. You can also choose an alignment to control the position of your picture with respect to your text (e.g. left). Most people leave this option not selected.
16. Click Update to apply the changes and return to the Editor window.
17. Some people find that their picture has jumped to the top of the article instead of staying in the position they selected. If this happens to you, simply click-and-drag your picture to the proper position.
18. Repeat the steps above to add more pictures if you wish.



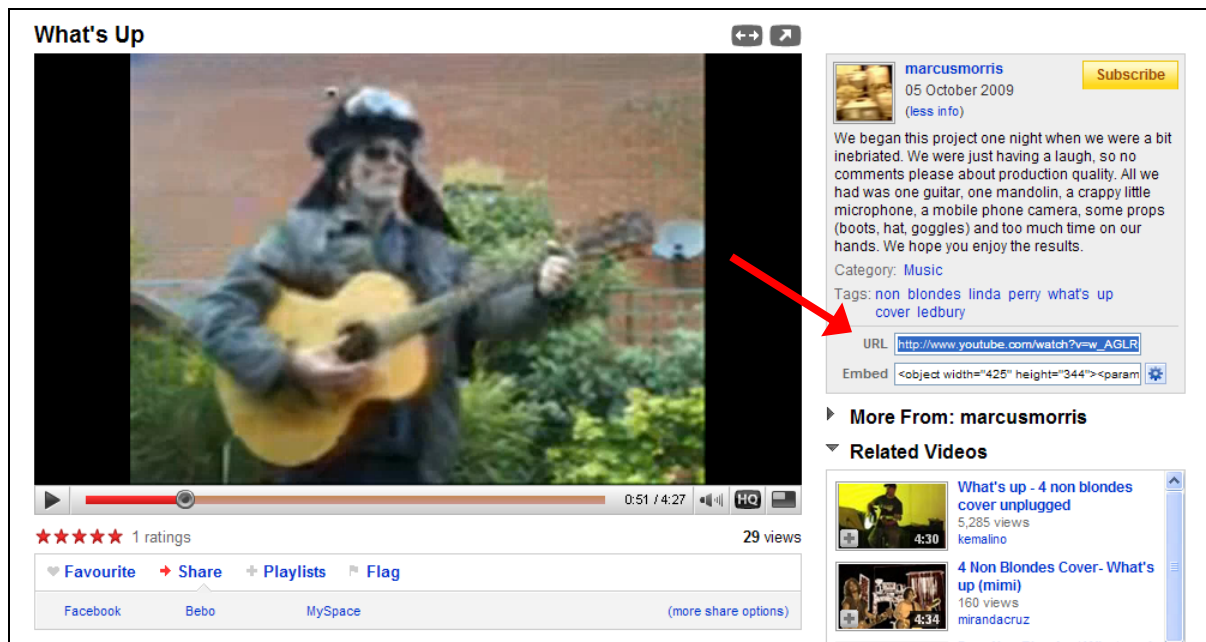
That's it! You're done. You can now click Save to submit your article.

Don't forget to select a Section and a Category in the **Publishing** window.



## Adding a video clip to your article

This is really easy! Upload your video to YouTube and copy the URL link.



Prepare your article in the Portal **Editor**, select an insertion point as you would for a picture, then paste the YouTube link to your video. The Portal **Editor** will automatically insert a properly sized video player window into your article.

### Ledbury Community Portal design and administration:

Tess Barnes  
John Eager  
Mark Broadbent  
Marcus Morris

### “Writing for the Ledbury Community Portal” user guide:

Marcus Morris  
Philip Barber



## Writing for the Ledbury Community Portal - Errata and Addenda:

### General:

- This page could only be added to the document, rather than making corrections where needed because the only copy we now have is a PDF - which cannot easily be modified.

### Page 1:

- We are working to retrieve the original first screenshot. For now, only the Username and Password boxes are visible, but if you hit return after entering these details, that will have the same effect as clicking the missing Login button. If you need the full login set (eg. to retrieve a forgotten password), click 'Login/Logout' in the User Menu in the left panel.
- The Main Menu has become unworkable and had to be removed. Once you are logged in, a 'Submit News' link will be available in the User Menu (left).

### Page 5:

- Please use an appropriate folder for photos if you can. The root folder has become very cluttered over the years! Unfortunately, you cannot create new folders, but if you think a new one is needed, please contact an Administrator.

### Page 8:

- The Ledbury Community Portal design and administration team now comprises:  
John Eager  
Steve Glennie-Smith  
Mark Broadbent

We are extremely grateful to Tess Barnes for her help in the past, but for various reasons, she has decided to withdraw from the team.

You will probably be aware of the sad loss of Marcus Morris in March 2012. Without his help, the Ledbury Community Portal might never have existed.

Steve Glennie-Smith 4th December 2012