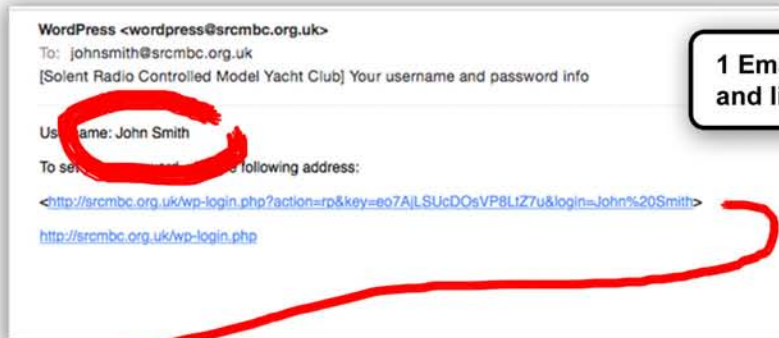
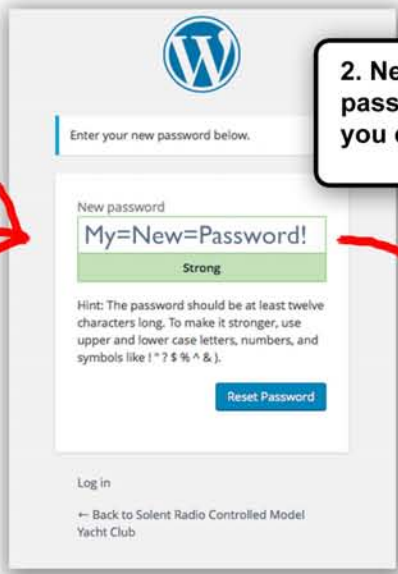


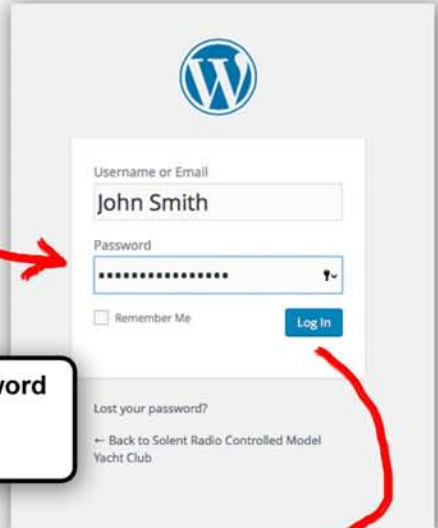
Quick Start Guide - 1. Logging in for the first time



1 Email with User Name and link to click



2. New Password Screen - remember the password that you enter! - you will need it after you click "reset password"!

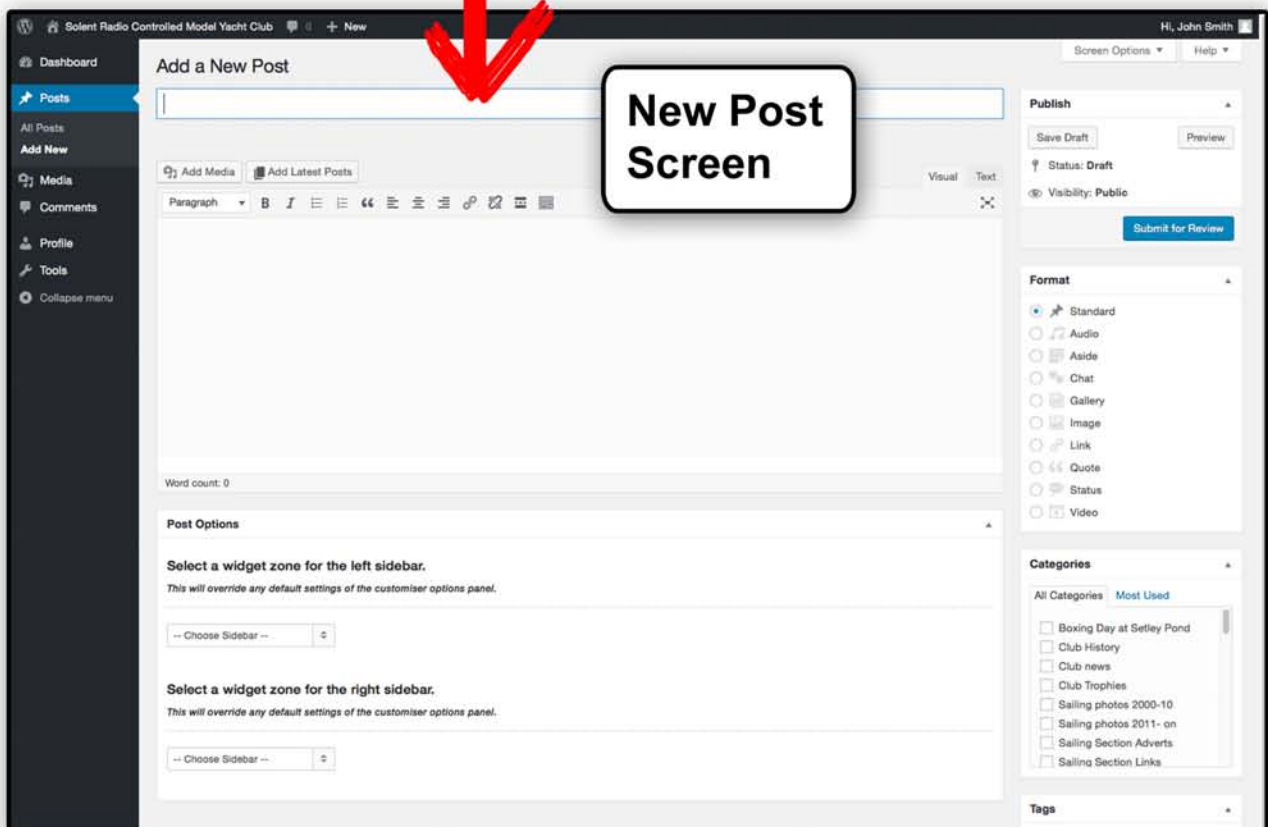
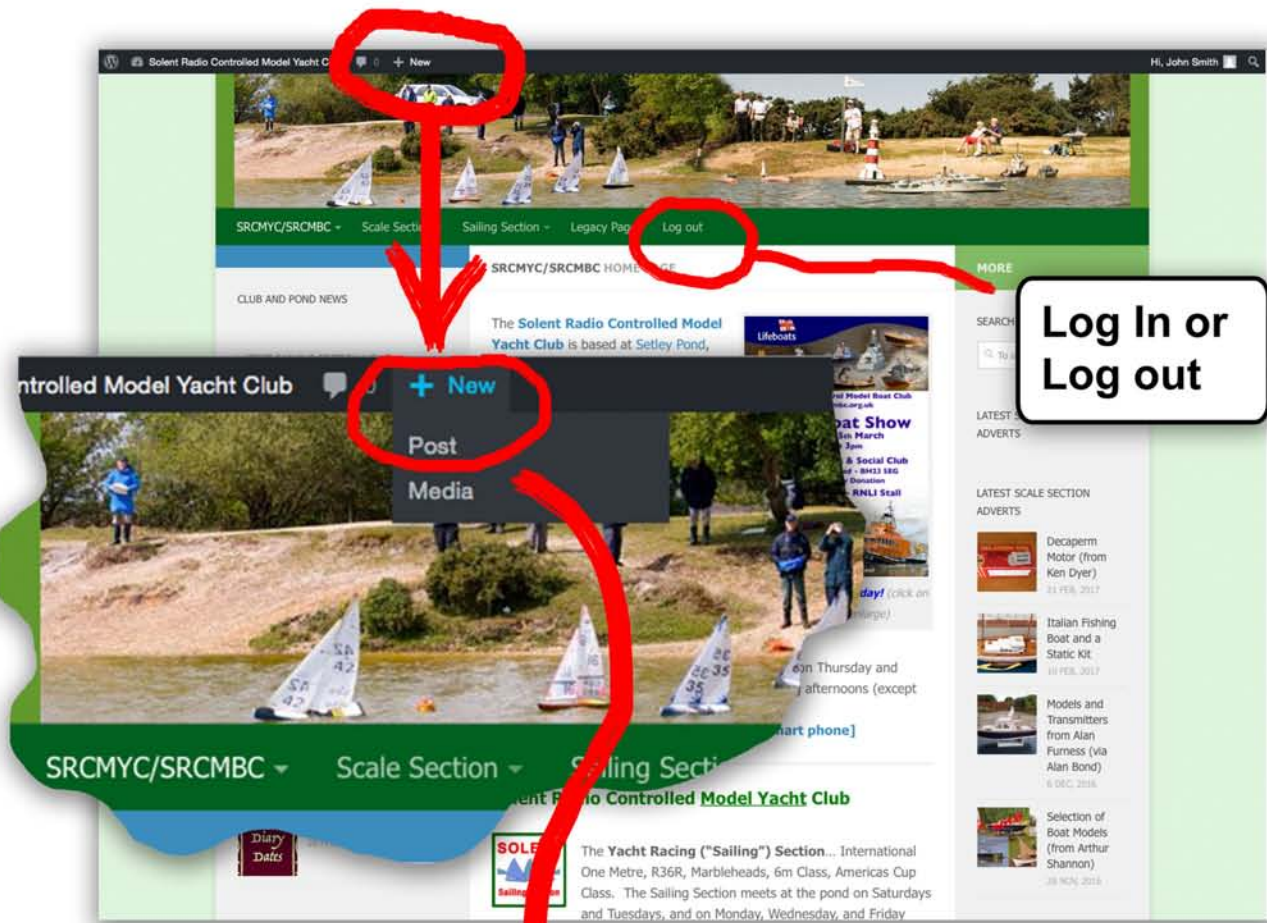


3. Login Screen - if you forget your password the "lost password" link will send you an email to allow you to reset it



4. When you are logged in the Home Screen has a new black bar at the top

Quick Start Guide - 2. Start a New Post



Quick Start Guide - 3. "New Post" Screen

The screenshot shows the 'Add a New Post' interface. A red circle highlights the 'Enter title here' text input field, with a callout box labeled '1. Type Title'. Another red circle highlights the 'Add Media' button in the left sidebar, with a callout box labeled 'Use this button to add photos etc.'. A large red 'X' is drawn over the 'Post Options' and 'Publish' sections on the right side of the screen. A callout box labeled '2. Type your post in this area' points to the main text editor area.

3. Finish by setting the options in the crossed out windows...

(Note that these windows might be to the right or below the post editing area depending on the width of your screen)

Format: choose **"standard"** or choose **"image"** to have your *featured image* at the top of your post

Categories: determines where on the web site your post appears e.g. **"Scale Section News"**, **"Scale Members Models"**, etc. The Editor will check what you choose here anyway!

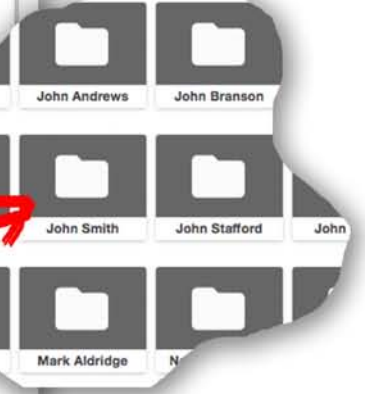
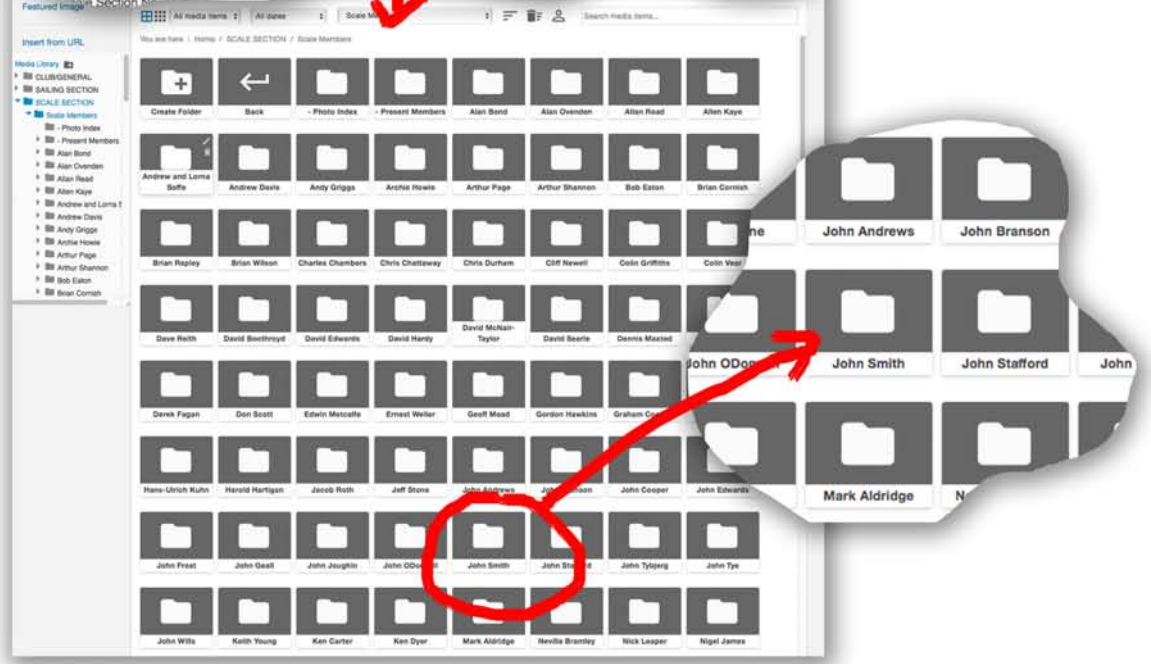
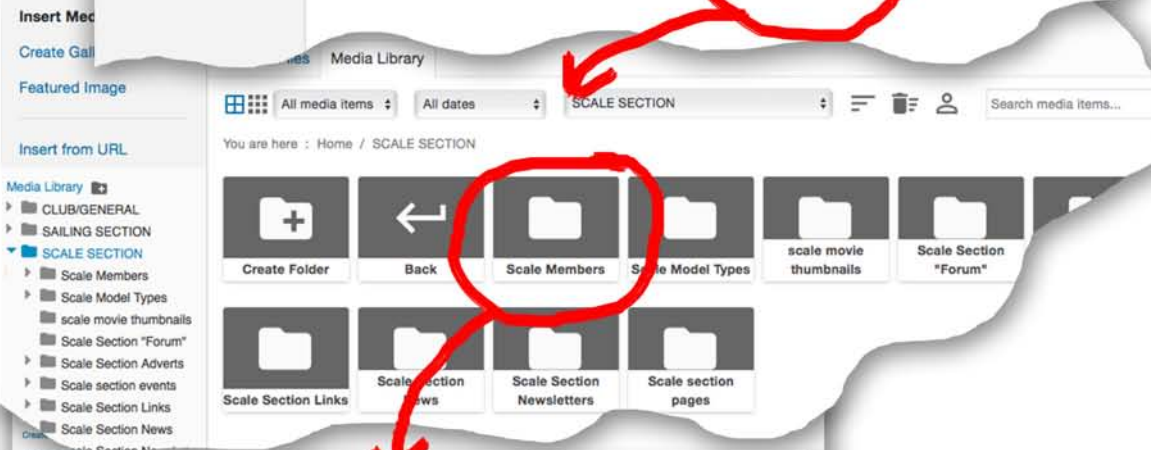
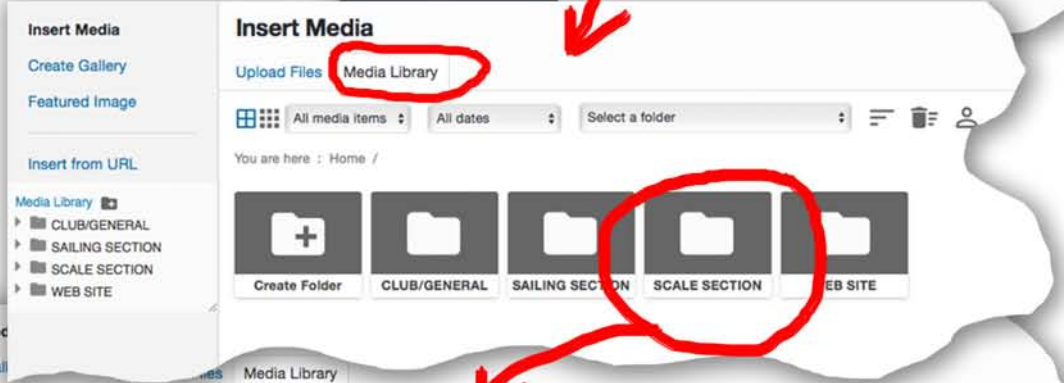
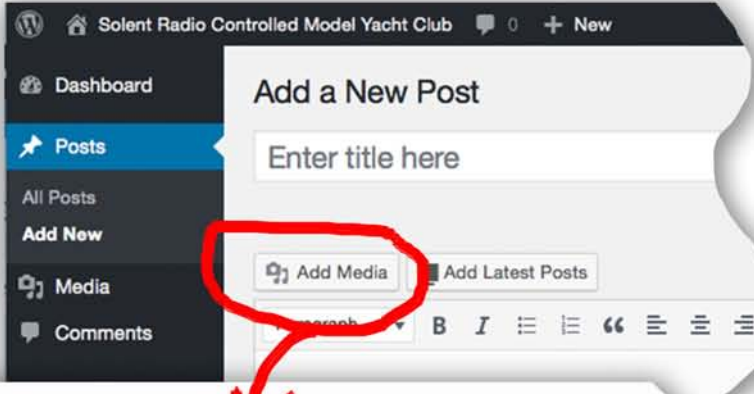
Featured Image: Choose an image to act as a Thumbnail for the post

Post Options: Only the left sidebar is used - choose e.g. **"Scale News left sidebar"**. The Editor will ensure the correct choice has been made!

Publish: choose **"Save Draft"**, or **"Submit"** - that's all there is to it!

Quick Start Guide - 4. Add Media (photos) - part 1

**John Smith's photos are in folder:
Scale Section >
Scale members >
John Smith**



Quick Start Guide - 5. Add Media (photos) - part 2

Most members (in this case John Smith) will find they already have a number of folders representing boat photo albums inside their folder. They can add photos to the albums, add photos to their main folder, or create new boat folders as seems most appropriate.

Before uploading photos, if at all possible, please resize them so the maximum dimension is 1280 pixels or less (but at least 640 pixels).

The image shows a screenshot of a media management interface. At the top left, a grid of folders is shown with names like John Andrews, John Branson, John O'Donnell, John Smith, John Stafford, and John. A red circle highlights the 'John Smith' folder. A callout box labeled 'Previous Boat photo Albums' has red arrows pointing to the 'John Smith' folder and several folders in the main interface below. The main interface is titled 'Insert Media' and has tabs for 'Upload Files' and 'Media Library'. The 'Media Library' tab is active, showing a breadcrumb path: 'You are here: / SCALE SECTION / Scale Members / John Smith'. Below the breadcrumb is a row of folder icons: 'Create Folder' (with a plus sign icon), 'Back', 'HMS Carpe Diem', 'Model Types', 'Models', 'USS PipSqueak', and 'SS Grace'. A red circle highlights the 'Create Folder' icon. A callout box with the text '1. Drag and drop files to this area to upload or "create a folder" and drop them in that' points to this area. At the bottom right, two buttons are visible: 'Insert into post' and 'Create a gallery from folder'. A red circle highlights both buttons. A callout box with the text '2. Select one photo and "insert into post" or a folder and "create a gallery"' points to these buttons.

Previous Boat photo Albums

1. Drag and drop files to this area to upload or "create a folder" and drop them in that

2. Select one photo and "insert into post" or a folder and "create a gallery"

Quick Start Guide - 6. Create Gallery

Edit Gallery

Drag and drop to reorder media files. Reverse order

SONY DSC SONY DSC SONY DSC

SONY DSC Caption this image... Caption this image...

GALLERY SETTINGS

Gallery themes
Masonry *

Columns
3 (or 4) *

Gallery image size
Medium *

Lightbox size
Large ✓

Action on click
Lightbox ✓

Auto insert image in folder
No ✓

Order by
Custom ✓

Order
Ascending ✓

Insert gallery

1. arrange photos in approximate order required

2. set Gallery Settings for theme, columns and image size as shown, try to avoid a row of one photo so e.g. for 5, 6 or 9 photos choose 3 for 7, 8 or 10 photos choose 4

3. Click "Insert gallery"

Important! Always remember to update your draft or submit your post for publication.

After you submit your post tell Peter Taylor by email!

info@srcmbc.org.uk or pktaylor84@gmail.com