

Appalachian Website Author Guide

August 20, 2020

Any APR member with an account (login name and password) on our website can submit articles, including photos, for it, but these won't appear on the site (called being published) until approved by a website committee member. To begin, access the site, place the cursor on the *Admin* tab, and select *Members Only* in the drop-down menu that appears. Enter your account name and password in the login form on the right. You will see the page shown below.

The screenshot shows the website's interface for members. At the top, there are logos for PCA, APPALACHIAN REGION, and PCMA. A search bar is located in the top right. Below the logos is a navigation menu with links: Home, News, Events, About Us, Tours, Track, Market, Officers, Admin, Store, Help, and Details. The 'Admin' link is highlighted. Below the navigation is a breadcrumb trail: 'You are here: Home > Admin > Members Only'. A notice states: 'Only registered Appalachian Region members may access the information on this page. Contact our Membership Chair for information.' The main content area features several sections, each with a title, a brief description, and a 'Read more' button. The sections are: 'How to Upload a File' (with a description: 'This utility allows members to upload files.'), 'How to Submit an Article' (with a description: 'All Appalachian Region members are encouraged to submit articles on any topic that might interest other members.'), 'Registrants for Recent and Upcoming Events' (with a description: 'Lists of those who have registered for our events.'), 'Communicable Disease Waivers' (with a description: 'The following have signed a PCA Communicable Disease Waiver'), and 'Appalachian Member Directory' (with a description: 'These Appalachian members have agreed to make their contact information available to other members.'). On the right side, there is a 'Login Form' with fields for 'E-mail' and 'View Profile', and a 'Log out' button. Below the login form is a 'User Menu' with a 'Submit an Article' button. At the bottom of the page, there is a copyright notice: '© 2020 Appalachian Region - Porsche Club of America' and a 'Back to Top' link.

Note the item *How to Upload a File*. If your article contains images, it will be convenient to select this an upload them first. Selecting this displays the page shown below.

How to Upload a File

This utility allows members to upload files.

This utility enables you to upload files to our Website. The files can be images (with gif, jpeg, png, and pdf extension), word files, excel spreadsheets, powerpoint presentations, text files, or zip archives, and each file can be up to 20 MB in size.

Please follow this procedure:

- Click a Browse button below and select a file on your computer. The file name will appear to the right.
- Repeat this for the next Browse button for up to 10 files.
- When finished, click the Upload File(s) button.
- Be patient! If your files are large.
- If you have more than 10 files, click on the x on the upper right corner of each green success or red failure message to restore the Upload button & files.
- Repeat as needed.

If you have difficulties, please contact admin@pcra.org. It will be helpful if you paste the error message into your email.

Choose a file to upload:

Browse...	Brevard.jpg
Browse...	No file selected
Upload File(s)	

Previous Next

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Select a *Browse* button to display your PC file manager, locate the file you want to upload, and select it. The name of the file now appears beside the button (Brevard.jpg here). You can select up to 10 files at a time.

To begin your editing session, select *Submit an Article* in the User Menu. You will see the editor screen shown below, which has graphical interface, similar to but much simpler than Microsoft Word.



Title *

Alias

Auto-generate from title

Editor Code Preview

Paragraph Styles

Font family Font size

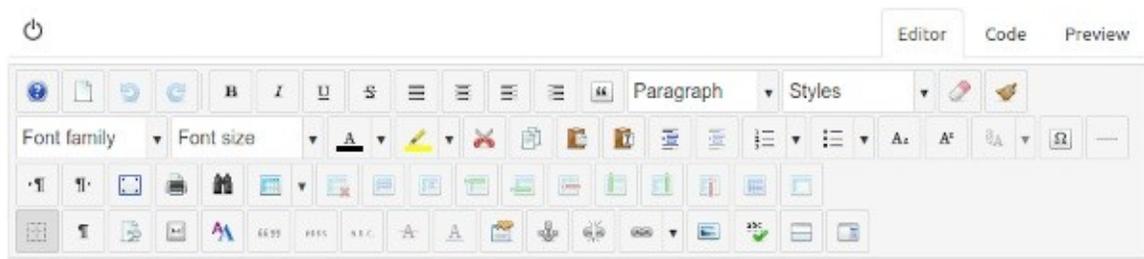
Powered by JCE Core. Get more features with JCE Pro

Path: 0 Words: 0

Module Menu Contact Article Image Page Break Read More

Save Cancel

Begin by entering a title in the box at the top; this is required, followed by entering the text in the space below the light blue menu bar. Although there are four tabs above the editing page (Content, Publishing, Language, Metadata), you should leave the default Content selected. You can use items in the menu bar to format your article. Placing the cursor on one will display its function, An enlarged view of the bar is shown below.



There are only four items in the top row.

- A toggle button to display or hide the menu bar
- Editor shows the article using the graphical editor.
- Code shows its HTML code.
- Preview shows how it will appear on the website.

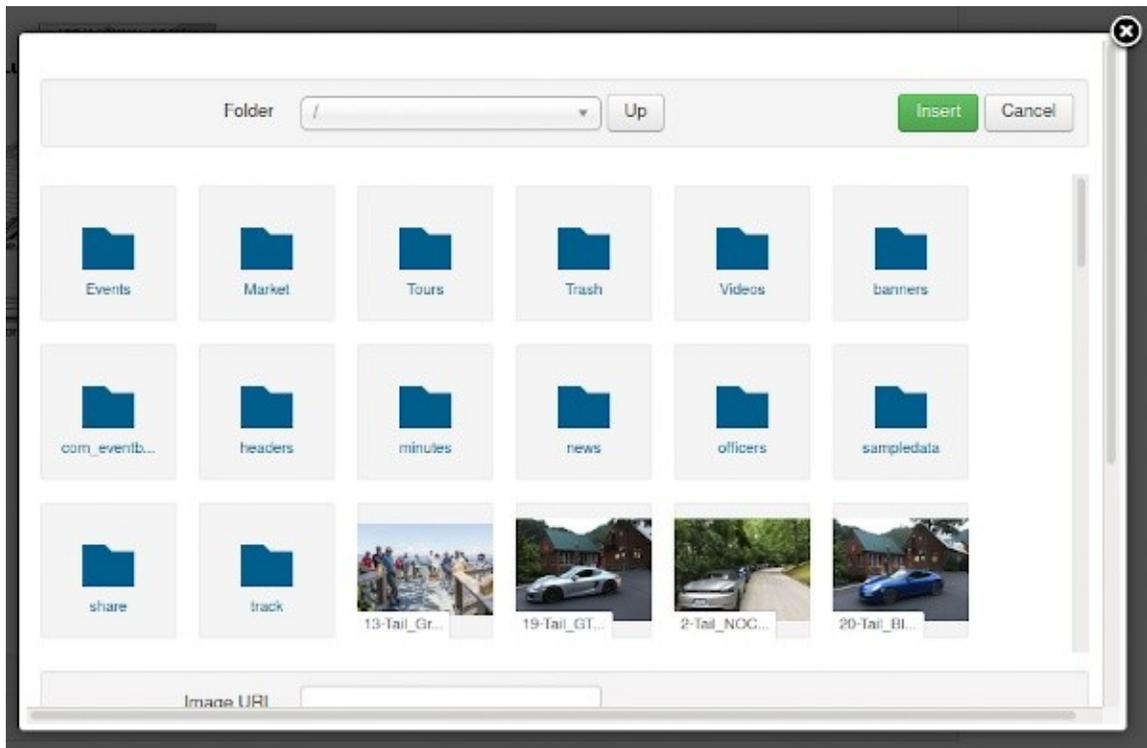
The second row displays general text formatting (bold, underline, etc.). The third row is mostly character style, but the button that looks like a T on a clipboard deserves special mention. Selecting it opens a window labeled “Paste as Plain Text.” If you compose your article using your PC’s word processor to take advantage of its spell and grammar checking, the formatting may be incompatible with a web page. Pasting it as plain text will remove this and prevent subtle and difficult-to-remove problems. The third row is mostly for creating and editing tables. You probably won’t use items in the fourth row. The editor is probably similar enough to your word processor to make most of its functions clear; if not use the help button.

You will use some buttons at the bottom of the screen, shown below.

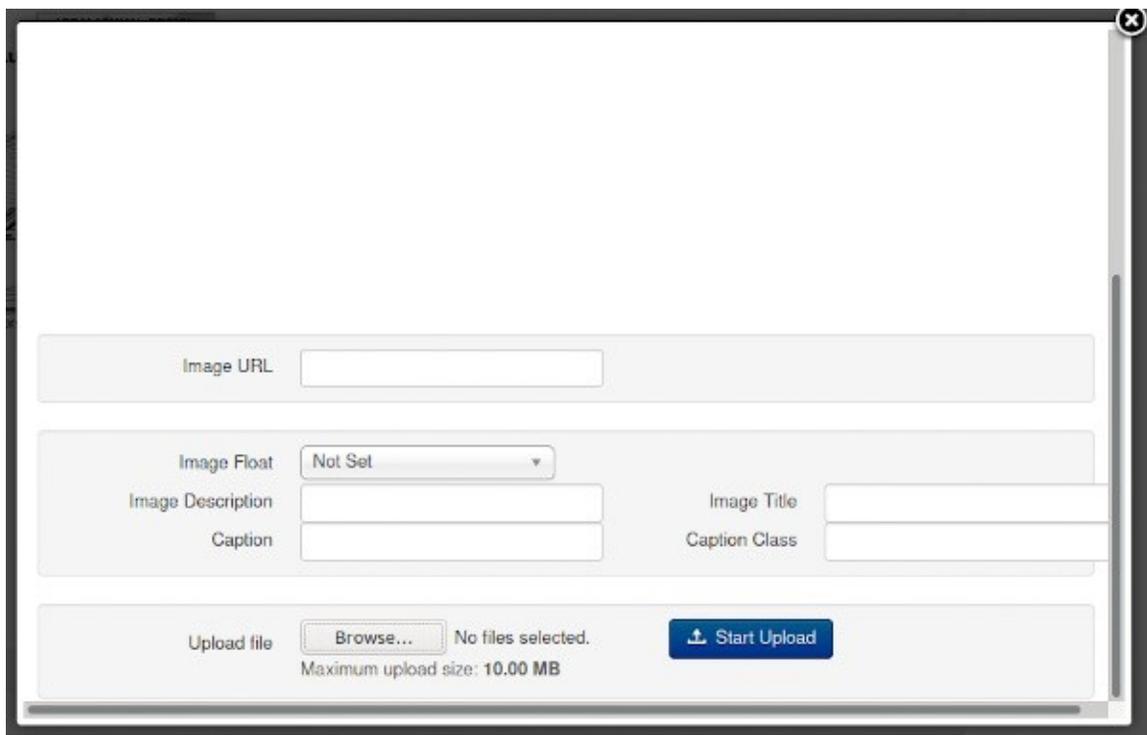


The most important is *Save*, which stores your work. *Contact* inserts a link that lets a reader e-mail an APR officer without disclosing his or her address, as showing this will surely generate SPAM. *Article* inserts a link to another article on our site, and *Image* inserts a picture. Most articles begin with just a teaser sentence or two, with a *Read More* inserted after them; use the *Read More* button to generate this.

Selecting the *Image* button displays the directory of images on our site.



If you uploaded photos, they will be in the *share* directory; just move to share and select the image you want to insert. If you need to upload additional photos, you should begin by moving to the share directory, so that the new ones will be placed there. Then scroll to the bottom of the insert image window to see the screenshot below.



Select the Browse button to open the file manager on your PC, select the image or images, and then the blue *Open* button. Then select the blue *Start Upload* button, which will copy the selection to the share

directory. Finally, select the image(s) in the share directory and then the green *Insert* button to copy it to your article. When you have finished your editing session, select the blue *Save* button.