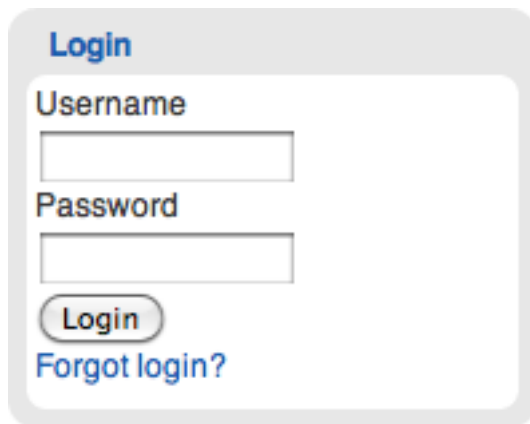


## Editor contributions.

The following will help you become familiar with the editor options within Customscollector.com and how to go about adding insignia items to each page, uploading them correctly to the correct image folder. The example case we will be using is Nepal.

### Initial login



The screenshot shows a login form with the following elements:

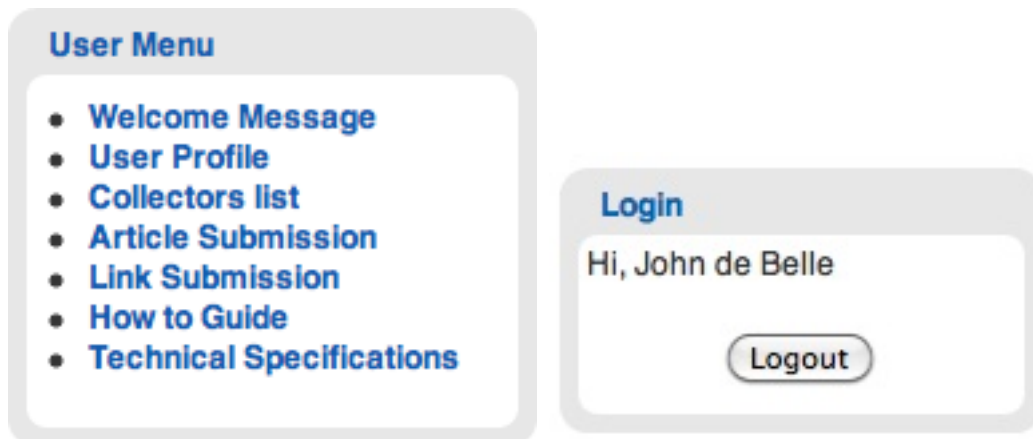
- Login** (header)
- Username** (label) with an input field below it.
- Password** (label) with an input field below it.
- Login** (button)
- [Forgot login?](#) (link)

Just below the main menu is the login box.

Your user name is:

Your password is:

Once you login, you will see a user menu (left) and a login confirmation (right):



The screenshots show the user interface after login:

- User Menu** (left):
  - [Welcome Message](#)
  - [User Profile](#)
  - [Collectors list](#)
  - [Article Submission](#)
  - [Link Submission](#)
  - [How to Guide](#)
  - [Technical Specifications](#)
- Login** (right):
  - Hi, John de Belle
  - Logout** (button)

Everyone who logs in should be able to see the above user menu, with the exception of Article and Link submission. YOU WILL ONLY BE ABLE TO SEE THESE IF YOU HAVE BEEN GRANTED A CONTRIBUTOR (AUTHOR, EDITOR or PUBLISHER) LEVEL OF ACCESS. From here, you can edit your own user profile, see other collectors who have registered for the site and, if you have been granted the appropriate level of access, you may also be able to submit an article, link or image for inclusion on the site.

## Levels of access:

REGISTERED: able to view articles restricted to registered members

AUTHOR: able to author articles and submit them for review and publication

EDITOR: able to author, review, amend and submit them for publication

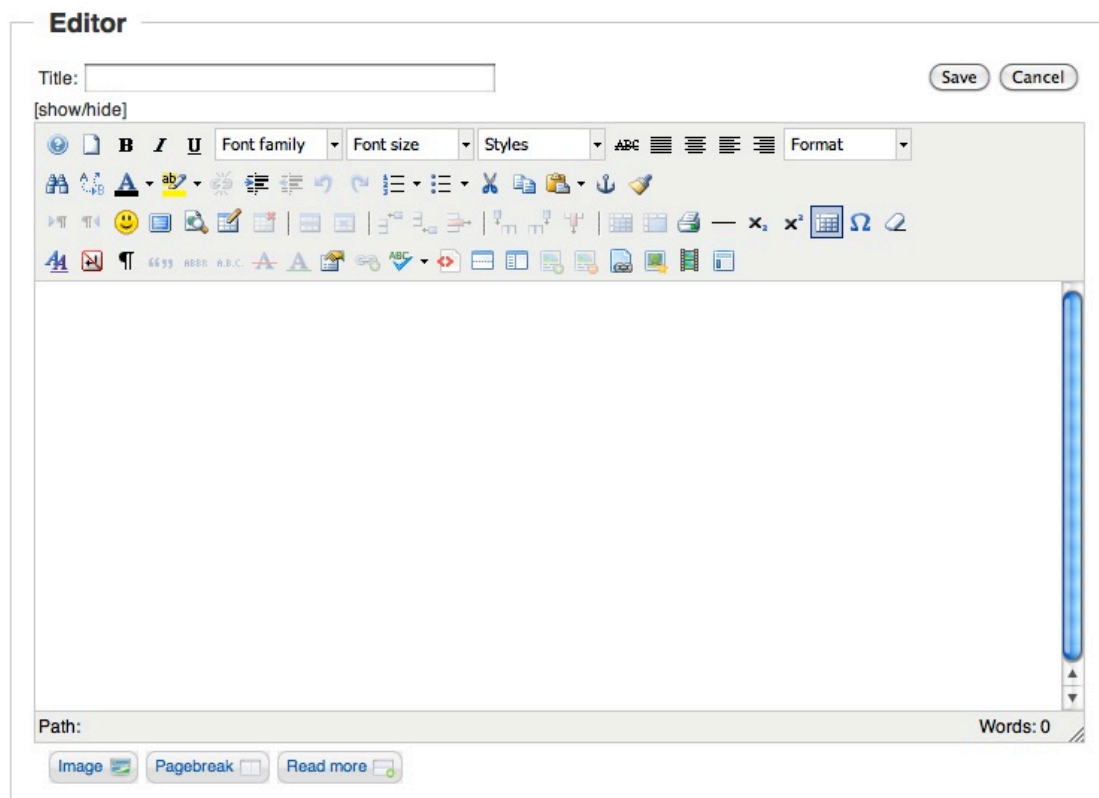
PUBLISHER: able to author, review, amend, submit and publish articles

Initially, you will be granted REGISTERED status, to help you gain an understanding of how the site works. At a later stage, you may be granted a higher level of access, in order to AUTHOR or EDIT articles submitted by others, and / or PUBLISH submitted articles.

## AUTHORING an article.

This is very similar to a word processing program that you may have used in the past, with similar formatting options. The screen shot below gives you an indication of what you will see. Many of the icons, such as bold, underline, text colour, etc., you would be familiar with from normal word processing programs.

### Submit an Article



## Before **AUTHORING** an article

Before you decide to submit an article, there are a few things to be mindful of. Customscollector.com is organised around the concept of **SECTIONS** and **CATEGORIES** (a way of classifying insignia in a database).

In this case, **SECTIONS** are organised as follows:

UNCATEGORISED: mainly related to site administration (welcome, legal, thank you pages, etc.,)

SITE: (not currently used)

INSIGNIA: This is where most **AUTHORED** articles will be classified

BADGES: (not currently used)

PINS: (not currently used)

COLLECTORS:

LINKS:

MUSEUMS:

MUSIC:

### Publishing

Section:	<input type="text" value="Uncategorised"/>
Category:	<input type="text" value="Uncategorised"/>
Published:	<input type="radio"/> No <input checked="" type="radio"/> Yes
Show on Front Page:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Author Alias:	<input type="text"/>
Start Publishing:	<input type="text" value="2010-05-25 23:06:42"/>
Finish Publishing:	<input type="text" value="Never"/>
Access Level:	<input type="text" value="Public"/> <input type="text" value="Registered"/> <input type="text" value="Special"/>
Ordering:	<input type="text" value="10 (Welcome Message)"/>

As a consequence, **CATEGORIES** are organised within **INSIGNIA** according to the International Standards Organisation ISO3166 country names, with amendments to include Unknown insignia and United Nations insignia.

Why is this important? Because Customscollector.com is organised around a database and this was the most logical order I could think of to organise all the information in a logical manner.

So, when you want to submit an article, link or images for inclusion on the site, be sure to know which **SECTION** and **CATEGORY** to place the information in. If in doubt, send me an email for clarification.

### **EDITING an article.**

It is possible to edit an already created article. If you have logged in and you have the necessary level of access, you will see the following icon appear at the top right hand side of the document you are working on (the pencil on paper) and the popup tip will also appear:



At this stage, editing an article is just like editing a normal document, you can type, cut, copy and paste just like in a normal word document or email message.

When you have completed editing, be sure to save the edited document.

Be sure **NOT** to change the SECTION, CATEGORY, PUBLISHED or SHOWN ON FRONT PAGE. Please leave these for the administrator to change.

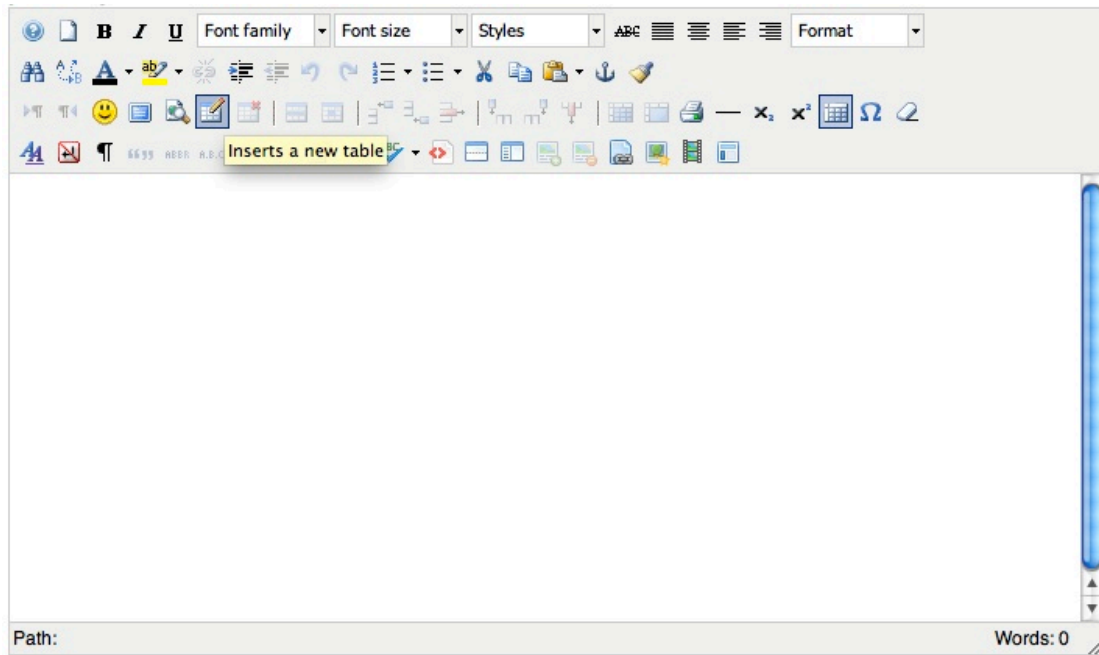
### **Page format**

As with nearly all pages within Customscollector.com where insignia are displayed, I have maintained the same or similar format to that used from my original website, namely a two-column table. You are already familiar with this format.

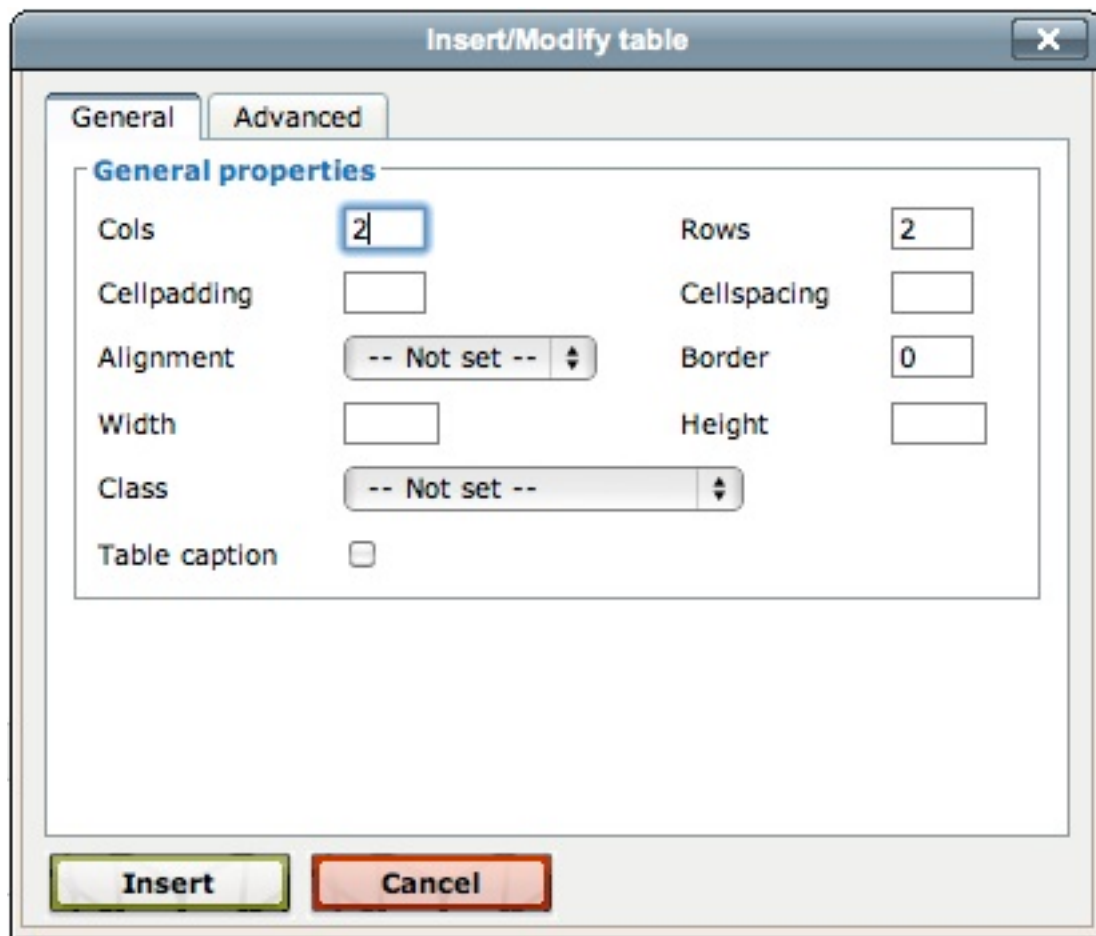
The left hand column will hold the insignia image and the right hand table will hold information about the image.

I will now lead you through the process for:

1. Locating the table icon
2. Adding more rows to the table
3. Locating the insert image icon
4. Uploading the image, including placing the image in the right folder location
5. Creating a thumbnail of the image and an on screen pop-up of the image



The location for the Insert table icon is on the third row of icons, pausing briefly over the image shows a pop-up “Inserts a new table”. Clicking on this will result in:

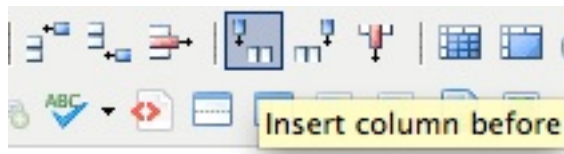


At this point, unless you really have a compelling reason to use more than two columns, click on insert.

At this point, the following will be displayed within the document window:



This is, simply, an empty two column, two row table. If you need to add further rows either above, beneath or columns to the left or right, or to remove inadvertently inserted rows / columns, the following icons can assist with this process (located on the third row of the editor):

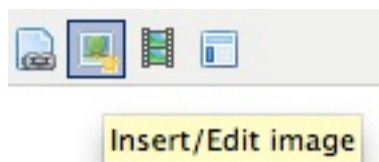


### **Inserting text**

At this point, simply start typing the description of the insignia you are looking to add in the right hand box, as you would normally do with a document or email, etc.,.

### **Inserting and uploading an image**

Firstly, locate the third last icon on the last row of the editor, which looks like this:



### **Image housekeeping**

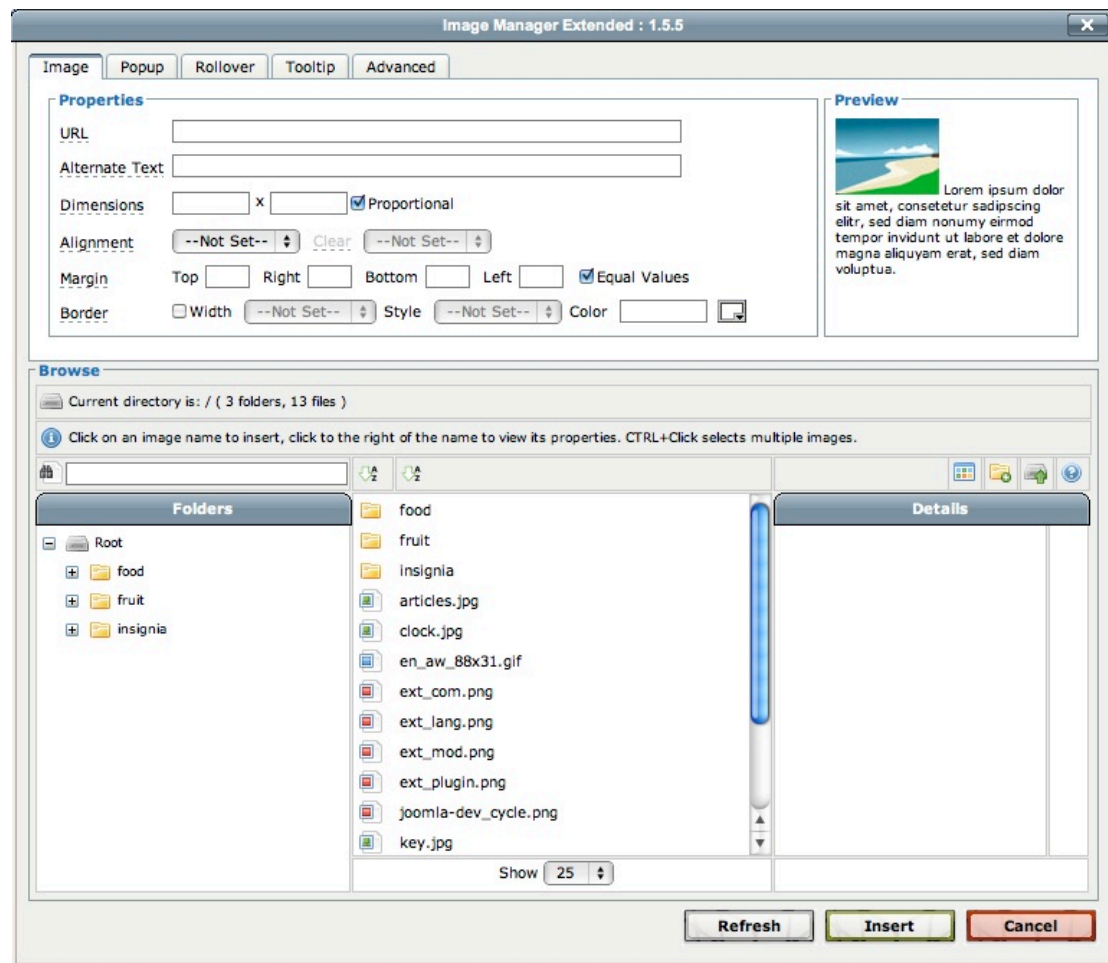
Before proceeding any further, I have to introduce you to some simple web site housekeeping.

All insignia images are located within a folder called "Insignia". All countries are organised as per ISO3166 English language country names, with the addition as mentioned before of Unknown and United Nations to cater for those categories.

So, if you are inserting an image for inclusion in a document you are creating, but you realise that you have not yet added it to the appropriate country folder, I will lead you through this process now.

## Inserting and uploading an image, continued

When you click on the Insert / Edit image icon, the following will appear on screen:



All insignia are located within the insignia folder according to country name.

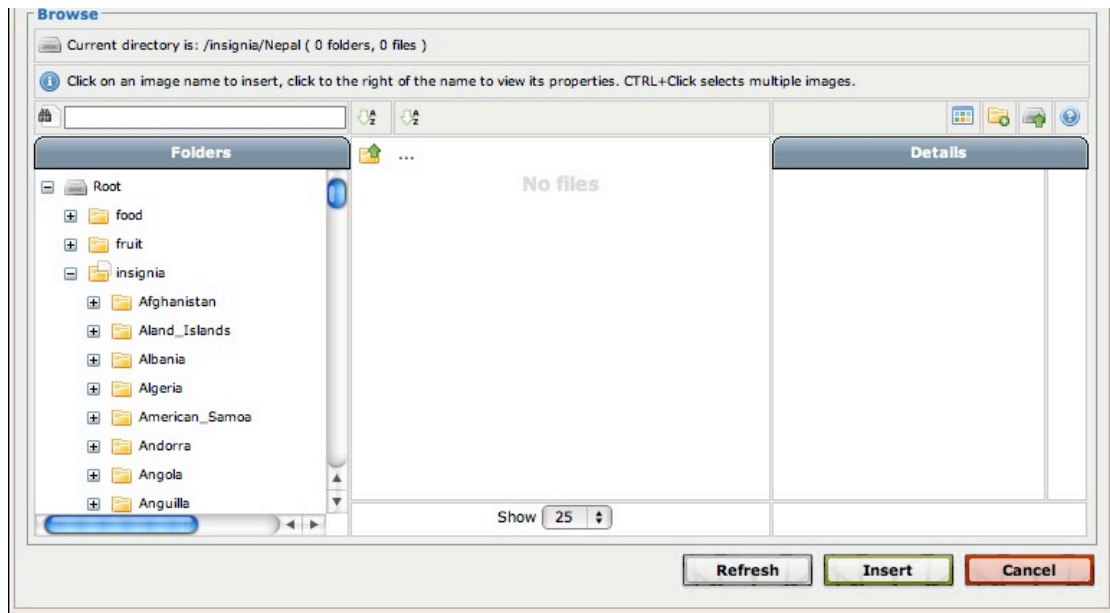
Before proceeding with a more detailed look at this window, this is the location at which it is possible to *upload* an image to the site.

Firstly, however, you need to make sure of two pointers:

1. You are in the correct (folder/country) location
2. Check that no other image within that folder has the **same name** as the image you are going to upload.

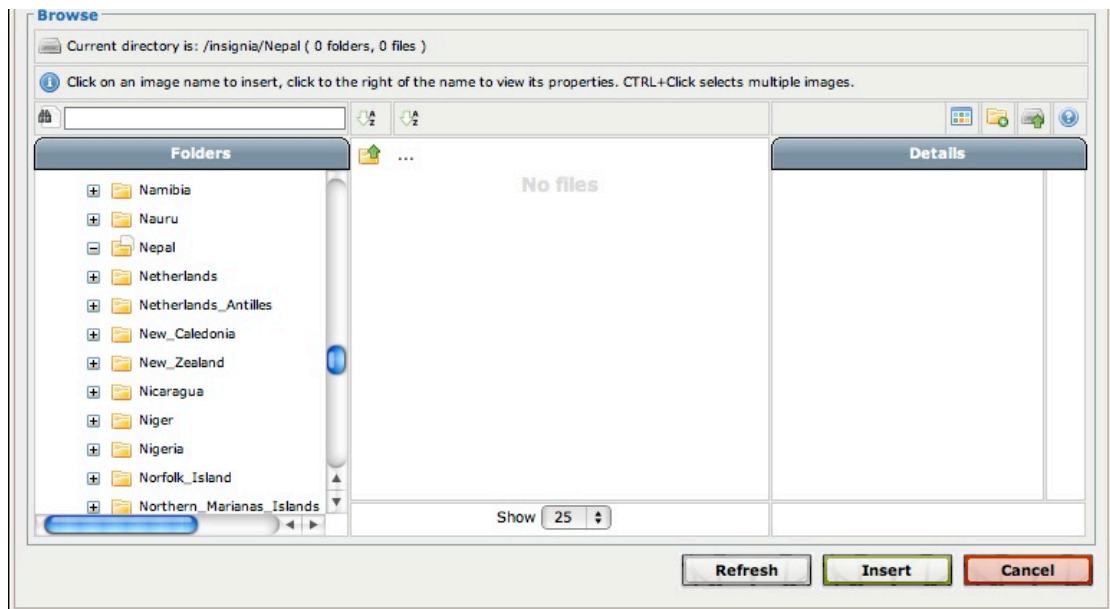
Simply make a note of file names within the folder – this will become more important over time as more images are added. In the case of pages with lots of insignia, such as the United States, I simply started a sequential naming process such as uscs\_00001.jpg.

## Navigating to the correct image folder

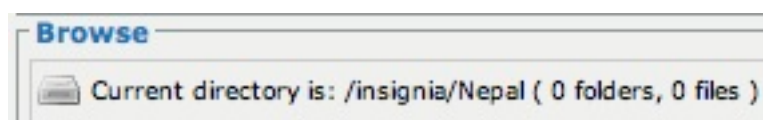


In the above image, you can see that there is a folder tree to the left hand side and all countries are listed alphabetically. Scroll down the list for the country you are after.

Once located, double click on the folder name. At this point, to confirm you are in the correct folder, I'll draw your attention to two important points.



Looking closely at the above image, to confirm you are in the correct location (in this case, Nepal), the current directory should look like the following:

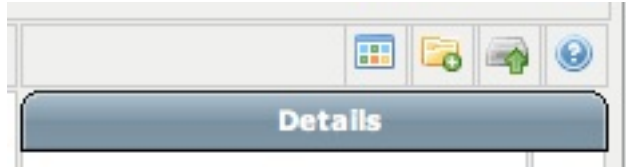




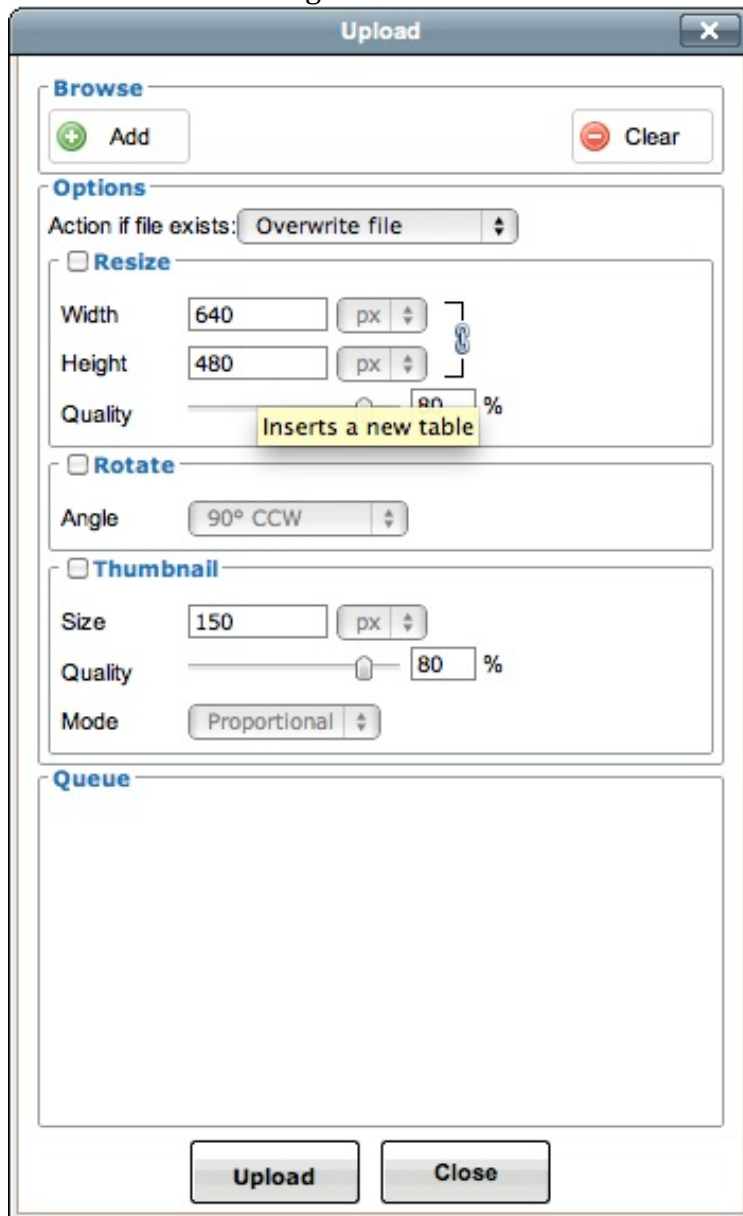
To confirm this, the folders should appear “open”, like this:



### Uploading an image of “Nepal”



If you look at the above image, located to the middle right side of the window is a small icon of a grey box with a green arrow pointing up. This is the upload icon. At this point, clicking on this icon, **once you are in the correct country folder** will show the following screen:



Clicking on the “Add” icon here will bring up your own computer file manager window. At this point you will need to navigate to the correct location on your own computer to locate the image file you are seeking to upload.

*Housekeeping tip:* Please make sure that any files you upload do not contain blank spaces in the file name. For example, don’t use “Nepal insignia.jpg”, instead use just “Nepal.jpg” or “Nepal\_01.jpg” an underscore or dash works equally well.

Once you have selected the correct folder to upload the images to and have selected the image(s) you need to upload, the selected files will appear in the Queue box at the bottom of the upload window. If necessary, you can repeat the above steps if you have more images to add to the same country folder, to build a queue of images to upload.



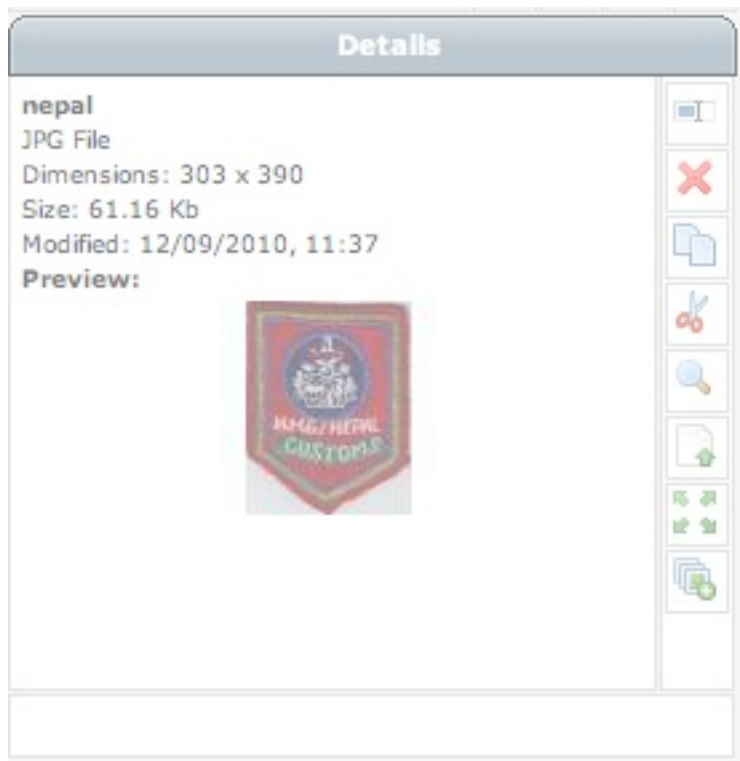
At this point, click on the upload button and the images will be uploaded to the preselected folder, with confirming indicators.



At the conclusion of the upload process, a small green tick will appear adjacent to the file name, indicating a successful upload to the site.

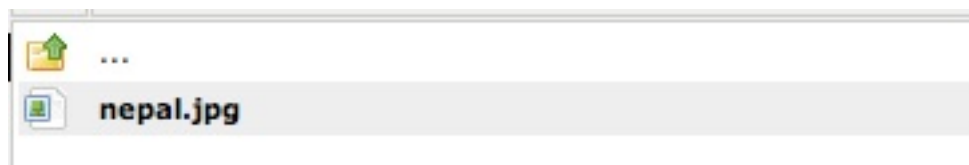


The directory structure will also show a successful upload (if there were no previous files in the folder, as is the case with the Nepal insignia, now showing 1 file in the folder).



A successful upload will also show in the details window, with a thumbnail of the image, as per above.

Finally, when you close the upload window, the file, if correctly named, will also appear as per the below image:



### **Image settings**

Once you have successfully uploaded the required images to the site, in your article you will need to set the image properties and enable the pop-up screen for image viewing by visitors to the site.

These properties are usually set as follows:

*URL:* When you click on the image you want to upload into a page to be viewed by site visitors, click on the file name. This will populate the required image fields as specified by the folder / image name from the upload process.

**Properties**

URL:

Alternate Text:

Dimensions:  x   Proportional

Alignment:

Margin: Top  Right  Bottom  Left   Equal Values

Border:  Width  Style  Color

*Alternate text:* can be specified by you, as it relates to the uploaded image. This is usually set to the country name.

*Dimensions:* This is usually set to 75 in the first box and when you “tab” to the second box, because the proportional box is ticked, the computer will calculate the correct image ratio. This is done to produce site-wide page/image consistent thumbnails.

*Alignment:* Not used

*Margin:* Not used

*Border:* Check box is ticked, Width drop down is set to ‘2’ and Style drop down is set to solid. This is to produce a nice solid blue outline of the image, which lets site visitors know the image can be clicked on for a larger image view.

**Properties**

URL:

Alternate Text:

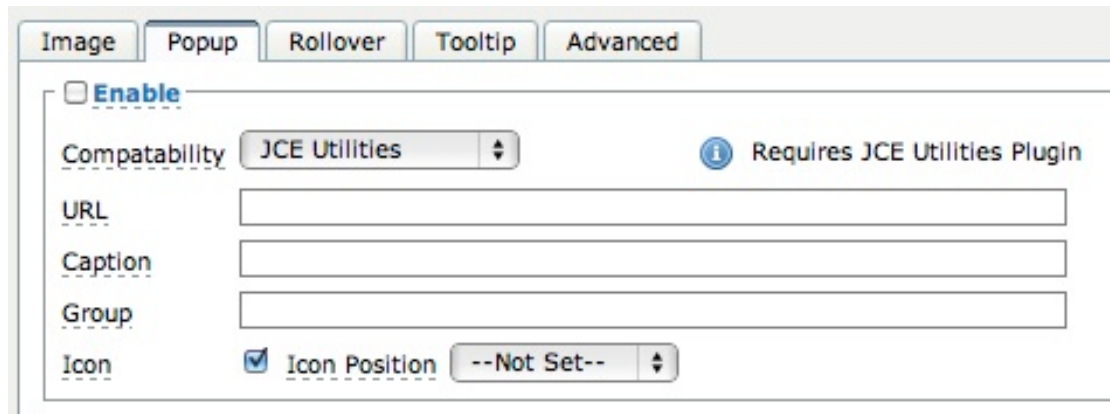
Dimensions:  x   Proportional

Alignment:

Margin: Top  Right  Bottom  Left   Equal Values

Border:  Width  Style  Color

To activate the pop-up, click on the second tab at the top of the page, which will change the screen view to the following:

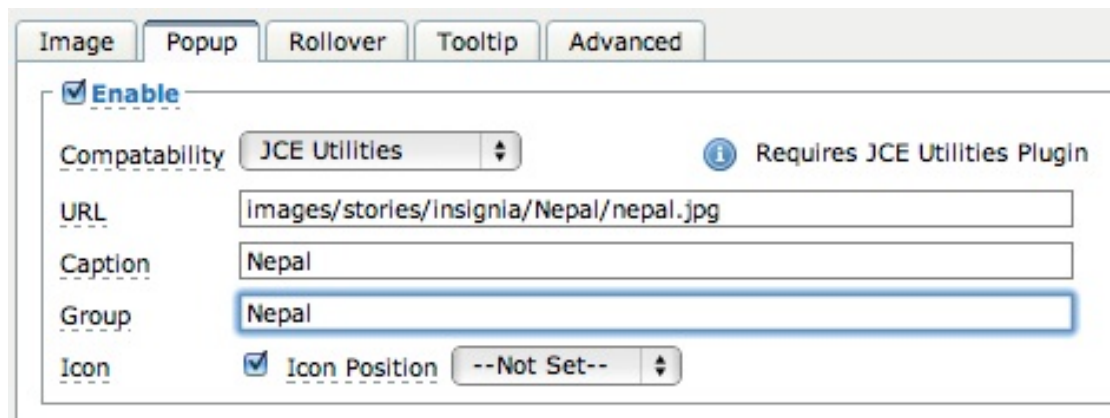


The screenshot shows a settings panel with five tabs: 'Image', 'Popup', 'Rollover', 'Tooltip', and 'Advanced'. The 'Popup' tab is selected. Below the tabs, there is a section for 'Enable' with an unchecked checkbox. Underneath, there are several fields: 'Compatibility' is a dropdown menu set to 'JCE Utilities' with a note 'Requires JCE Utilities Plugin'; 'URL', 'Caption', and 'Group' are empty text input fields; and 'Icon' is a checked checkbox followed by an 'Icon Position' dropdown menu set to '--Not Set--'.

These properties are usually set as follows:

*Enable* checkbox ticked.

To load the correct URL properties and reduce the chance of error here, simply click once on the specified image you have uploaded.



This screenshot is similar to the previous one, but the 'Enable' checkbox is now checked. The 'URL' field is filled with the path 'images/stories/insignia/Nepal/nepal.jpg'. The 'Caption' field contains the text 'Nepal'. The 'Group' field also contains 'Nepal'. The 'Icon Position' dropdown remains set to '--Not Set--'.

*Caption*: usually the same as *Alternate text*

*Group*: If you are uploading an image to a page that already has other insignia images on it, using the same group name here will ensure that, when a visitor is viewing images from that particular page, all images will view together in the pop-up window.

At this point you should have:

1. Successfully uploaded the required image to the correct folder
2. Ensured it has the correct name
3. Created a thumbnail of the image
4. Ensured the image is in the correct group, with other images on the page
5. Placed your information about the image in the adjacent text box on the page and saved the page for display on the internet.