

Adding items to **derbymusicscene.co.uk** is easy!

1. Goto <http://www.derbymusicscene.co.uk>
2. login and go to your **control panel** as shown below. Click **add item** which is next to **derbymusicscene.co.uk**.

The screenshot shows the Derby Music Scene control panel. At the top right, it says "Derby Music Scene". Below that, it indicates the user is logged in as "derbymusicscene" and provides links for "Log Out", "Control Panel - Your Site", and the site URL "(derbymusicscene.co.uk)".

The main section is titled "Your Derby Music Scene Entries". It contains a table with two columns: "Site Name" and "Actions".

| Site Name | Actions |
|--|--|
| derbymusicscene.co.uk | Add Item Edit/Delete Items Comments Bookmarklet Settings Bans Delete All |
| derbymusicscene.co.uk Calendar | Add Gig View Calendar Settings Bans Delete All |

Below the table, there are sections for "Your drafts" (showing "No drafts") and "Your settings" (with links for "Edit Your Settings..." and "Browse your items").

3. You will now be presented the **add item** page (shown below) which allows you to edit the following:

Title – this is the headline text of your item

Body – this is the main text of your item

Disable comments -yes/no – whether you wish other members or non members to leave comments about your item.

Category – choose a category that suits your item










There are several more options (not shown below) such as:

Add Now – if you wish to add the item now.

Add Later – add item at a date in the past or a date in the future.

Add to Drafts – you can save your item for later editing, the item won't be posted yet.

Extended text - you can add further text that will be only available to view in your item by clicking the “>> read more” link.

| Create new item | |
|--|--|
| Title | <input type="text"/> |
| Body  | <div style="border: 1px solid #ccc; padding: 5px;"><p>B <i>I</i>       </p><div style="border: 1px solid #ccc; height: 200px; width: 100%;"></div></div> |
| Disable comments? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Category | bands / artists  |

4. The **add item menu bar** is shown below. These icons from left to right are:

- bold text** (capital bold B icon)
- italic text** (italic I icon)
- add link to website** (globe & link icon)
- left justify** (left justified lines icon)
- right justify** (right justified lines icon)
- centre justify** (centre justified lines icon)
- left box layout** (lines with yellow rectangle to left icon)
- right box layout** (lines with yellow rectangle to right icon)
- add image** (image rectangle icon)



5. To **add an image** click the **image icon**



6. You will now be shown the **image list** page. If you have any images added previously, they will be available to you as in the list below. To add a new one click **upload new file**

Filter:

Current collection: Private Collection

| modified | filename | dimensions |
|------------|--|------------|
| 2007-11-16 | 20071116-Dj Snapper pi... (view) | 179x141 |
| 2007-11-16 | 20071116-Flatliner log... (view) | 376x526 |
| 2007-11-16 | 20071116-Alright The C... (view) | 600x450 |
| 2007-11-16 | 20071116-Pylon Less Wi... (view) | 170x127 |
| 2007-11-16 | 20071116-aMiFuBa logo.jpg (view) | 170x92 |
| 2007-11-16 | 20071116-Five Lamps Gi... (view) | 430x618 |
| 2007-11-16 | 20071116-Belper Music ... (view) | 492x40 |
| 2007-11-16 | 20071116-The Queens He... (view) | 215x208 |
| 2007-11-16 | 20071116-Poster14decem... (view) | 566x800 |
| 2007-11-15 | 20071115-The Dooberies... (view) | 349x221 |

Next Inline Popup

- You will now be shown the choose file page. Click **Browse** and go and find your file off your computer. Once you've found your file and clicked **open**, your file path will be shown in the **file** box. Click **Upload** to add your image to your **image list**.

Choose File

Select the file you want to upload below, and hit the 'Upload' button.

File:

- Your new file will be shown at the top of your **image list**. Hover over **filenames** to see their details, click **(view)** to view a file. And click the file name to add it to your item.

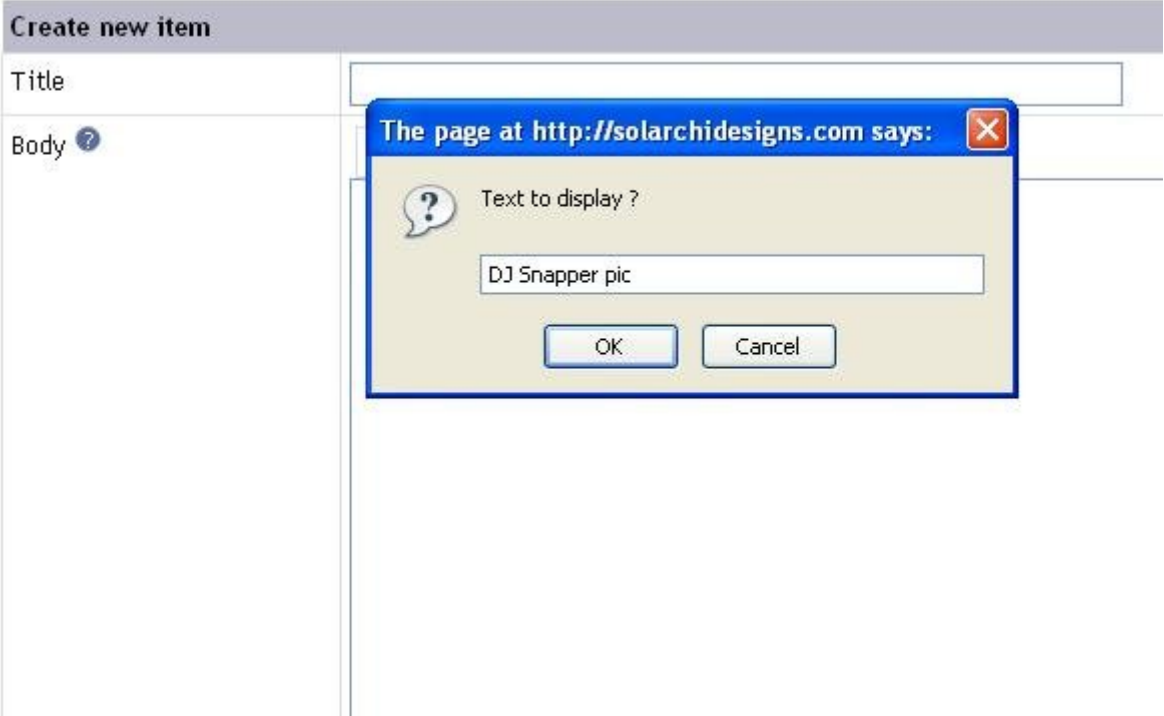
Filter:

Current collection: Private Collection

| modified | filename | dimensions |
|------------|---|------------|
| 2007-11-16 | 20071116-Dj Snapper pi... (view) | 179x141 |
| 2007-11-16 | 20071116-Flatlin <small>20071116-Dj Snapper pic.JPG</small> | 376x526 |
| 2007-11-16 | 20071116-Alright The C... (view) | 600x450 |
| 2007-11-16 | 20071116-Pylon Less Wi... (view) | 170x127 |
| 2007-11-16 | 20071116-aMiFuBa logo.jpg (view) | 170x92 |
| 2007-11-16 | 20071116-Five Lamps Gi... (view) | 430x618 |
| 2007-11-16 | 20071116-Belper Music ... (view) | 492x40 |
| 2007-11-16 | 20071116-The Queens He... (view) | 215x208 |
| 2007-11-16 | 20071116-Poster14decem... (view) | 566x800 |
| 2007-11-15 | 20071115-The Dooberies... (view) | 349x221 |



Next Inline Popup

- 9. Once you've clicked a file to add to your item. You will be prompted to provide some text for the file. This text will be shown when the user hovers over the image, and will also be used in searches, so don't leave this blank. Fill in the **Text to display** and click **OK**.










10. Your added image file will now be shown in the body of your item. Details include the **filename (which includes the date it was added, width, height, and your added text).**

IMPORTANT: If your **width** is bigger than 450, then you will need to adjust your **width** and **height** values in the body of the text. Try multiplying both the width and height by a number less than 1, such as 0.5 until your width is less than 450. If your image is too wide it won't look right on the website. Any images that are incorrect for the site will be removed or adjusted by **derbymusicscene**.

| Create new item | |
|--|--|
| Title | <input type="text"/> |
| Body  | <div data-bbox="502 638 1061 683"></div> <pre data-bbox="494 694 1268 728"><%image(20071116-Dj Snapper pic.JPG 179 141 DJ Snapper pic)%></pre> |

11. Fill in the **title** and any other text or images you wish to add, choose whether you want **comments disabled** or not, choose a **category** to add to and click **Add item**

| | |
|---------------------|---|
| Title | <input type="text" value="DJ Snapper"/> |
| Body ? | <div style="border: 1px solid #ccc; padding: 5px;"><p>B <i>I</i>       </p><p><%image(20071116-Dj Snapper pic.JPG 179 141 DJ Snapper pic)%></p></div> |
| Disable comments? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Category | <input type="text" value="bands / artists"/> ▼ |
| Submit | <input type="button" value="Add Item"/> |

12. That's it your new item will be posted to the website and will look like this:

21/11: DJ Snapper

Category: bands / artists Posted by: derbymusicscene Add comment Edit item

