

GUIDE FOR WEBSITE CONTRIBUTORS

What is the purpose of this website?

See <http://www.culturallandscapes.ca/about-this-space/>
and <http://www.culturallandscapes.ca/about-us/>

How do I become a contributor?

If you would like to contribute content to the site, you will need to contact the editors at editor@culturallandscapes.ca and ask for a username and password. You may then log in and add content to the main site. If you wish to discuss issues related to the website, you can create a username and password yourself in the forum section. You must do this to use the forum even if you have been given a username and password for the main site. You may use the same username and password for both the main site and the forum if you wish.

How do I contribute content to the website?

You can log into the site following the [login](#) link at the bottom of the site. This will lead you to the administrative area. The first thing you must do is add a personal profile. Go to *Users > Your Profile*. Fill out the About Yourself section, and add a photo using the upload tool at the bottom of the page.

We talk about contributions to the site using the term “essay”. Essays contain text which appears on the site and can be filtered by author and type, as well as various types of media such as audio podcast, video podcast, photos, and pdfs. Once logged in, you must upload text and media using the appropriate forms. Once you have finished an essay, you must submit it for review. At this point, your essay will be reviewed by the editors before it becomes visible on the site.

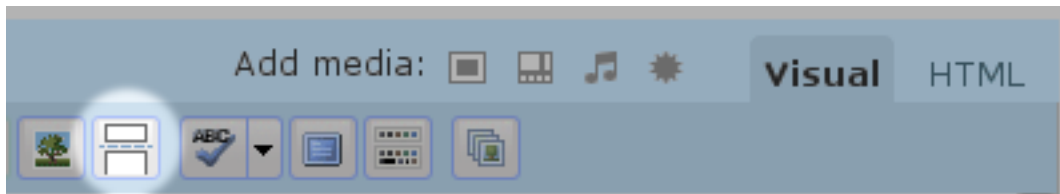
You may also contribute news and events. They are submitted in the same way, but appear in a different part of the site.

How do I write an essay?

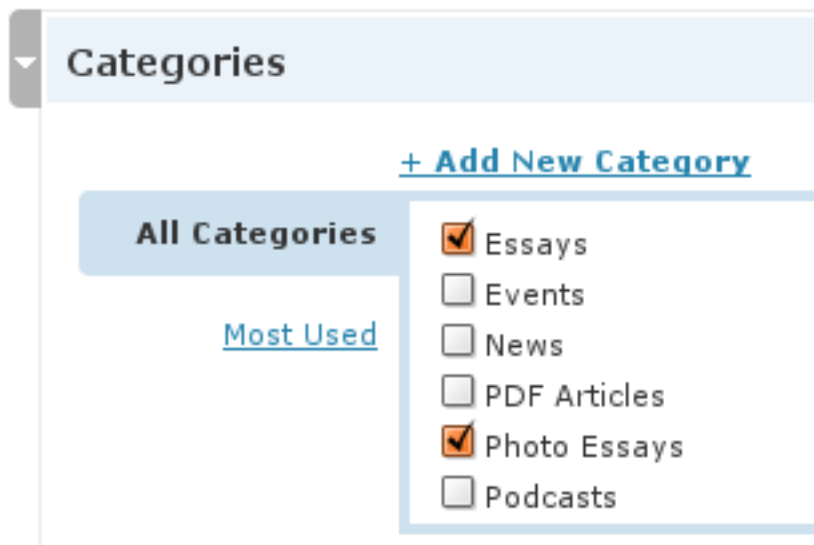
The site wishes to attract essays with literary or journalistic form, rather than academic. Essays should begin by attracting the reader's interest, and progressively become more detailed as they unfold. Think of the essay in the form of a triangle, rather than the “hourglass” common to academic writing. Essays typically should be less than three pages in length. If you wish to publish a longer piece to the website, consider authoring a pdf article which can be accompanied by a short introductory essay. Pdf articles may be academic in style and include references, photos and embedded links. As the purpose of the site is to experiment with the use of different types of media to describe cultural landscapes, essays should naturally be accompanied by audio or visual content.

Essays can be easily uploaded to the website by copying and pasting into the appropriate content box. Once logged into the site, you will be directed to the administrative area. In this area you will have the option to write and edit your content. To add an essay, go to the top panel of the administrative area and choose *Write > Write post*. Enter your title and essay text in the appropriate boxes. Adding media to

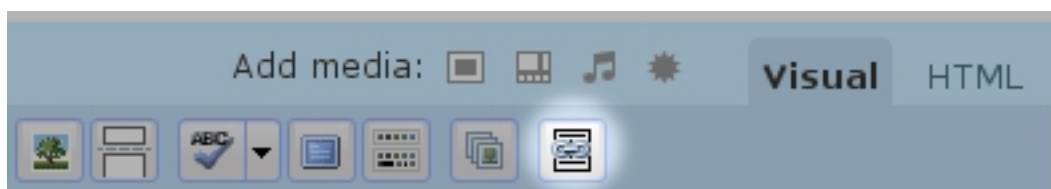
your essay text including photos, video and audio will be discussed below. After the first paragraph of your essay, add a page break by clicking the *more* button (see illustration below) so that only a short segment appears on the front page of the site when published.



Key words as tags that will help users find your essay on the website. In order to make your essay searchable by major search engines such as Google, scroll down the page to *All in One SEO Pack*. Here, fill in the description box and leave the rest of the fields blank. Keep your description concise (one sentence will suffice) but make sure it contains key phrases that will help identify your essay. In order for your essay to be sorted properly on the website, it must be assigned one or more categories by checking the appropriate boxes on the right-hand column. **All essays must have the Essay box checked as well as your other category of choice** (see illustration below). If your essay has a pdf article attached, you must also check PDF Articles; if you have linked your essay to a photo gallery, check Photo Essays; if your essay has an audio or video podcast attached, you must also check Podcasts.



To hyperlink to another essay, news or event post *within* the culturallandscapes site, highlight the text you would want to link, and click on the *internal links* button (see illustration below).



This should bring up a window with the different content categories listed. Navigate to the post you

would like to link to and press the *insert link* button. The linked text should now appear highlighted in yellow. It is necessary to follow this method because internal links may change. In this way, you will always links to the right post.

If you wish to interrupt your writing session and start again later, you can save your work, and return to it through *Manage > Posts*. When you are finished working on your submission, click *Pending review* under *Published Status* and your essay will be sent to the editors.

How do I submit news and events?

Follow the steps to submit an essay, but click on the News or Events category instead of the Essay category.

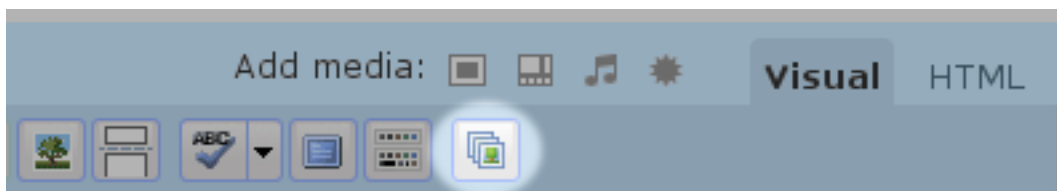
How do I add a gallery?

A gallery is a collection of photos you can link to an essay. Photos should be in jpg format. They will be resized and thumbnails will be created automatically once they are uploaded. However, to minimize the amount of time it takes to add images, your submitted photos should be under 2 megabytes if possible. Images can be resized prior to upload using a basic photo editor like iPhoto. To add a photo gallery to the site, log in, and on the top panel of the administrators section, click *Gallery > Add Gallery*. In the *Add New Gallery* tab, name your gallery and click the *Add gallery* button. You can then choose the way you wish to upload your photos by clicking on one of the other tabs on the *Add Gallery* page. For example, to add images one photo at a time, click the *Upload Images* tab. You will be able to choose photos from your computer by clicking the browse button. In the drop-down list below, you should be able to see your new gallery. Click on your gallery in the list to add images to this gallery. You can edit your gallery later by choosing *Gallery > Manage Gallery*. In order to sort the order of your photos, click the *Sort gallery* button and click and drag the images into the correct order. If you would like to add more photos at a later date, you need to go to *Gallery > Add Gallery* and follow the instructions above for adding photos when you first created the gallery.

Images should be titled and given a brief description in the *Manage Gallery* section. The brief description is important because this will be visible below your photo as it is displayed on the site.

How do I add a gallery to my essay?

Once you have created your gallery and added photos, the gallery will be given a number ID which will appear in the left-hand column of the Gallery Overview when you click *Gallery > Manage Gallery*. You can embed your photo gallery in your essay by placing the cursor where you would like the gallery to appear, and clicking the *Add NextGEN Gallery* button (see illustration below).

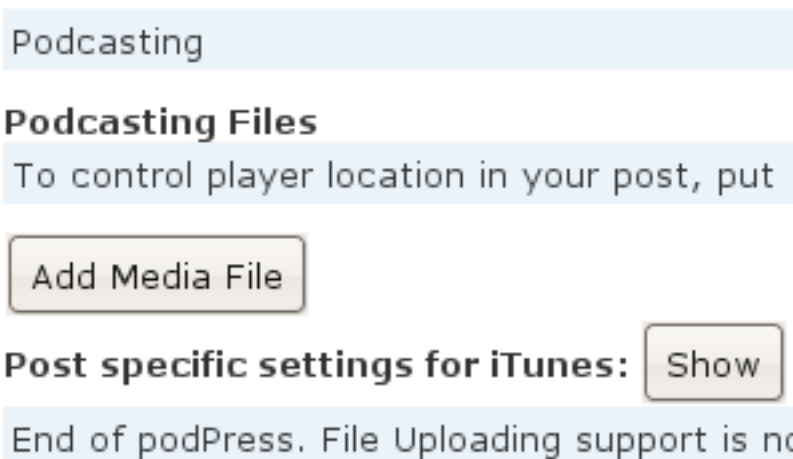


How do I add an audio or video podcast?

As you write your post, click on the “sun” button in the *Add media* section of the toolbar (see illustration below). This button should be used for files smaller than 10 MB. For anything larger, see the instructions for upload via ftp below.



You should be directed to the *Choose File* tab where you can upload media files from your computer to the website. Choose your file and wait for the upload tool to complete its work. Once you have uploaded media, you should see your media file under the *Media Library* tab. Click *show* to fill in the details for your podcast. Do not click the *insert into post* button. Instead, you must then copy the url of the media file and paste it into the *podcasting* section (below All in One SEO Pack). In this section, click the *Add Media File* button (see illustration below), then choose *Location > Specify URL...* You should then paste the media file URL for your podcast into the pop-up window. Make sure the *media Type* corresponds to the file type you have uploaded. Finally, click the *Auto Detect* button for size and length.



To embed the podcast in your essay, place the text `[display_podcast]` where you would like it to appear. We would suggest putting media directly after the first paragraph, before the “more” button so that website visitors can access your podcast directly from the front page.

Please try to keep your media files under 5 megabytes each to ease traffic on the website server. If you have a larger file you wish to upload to the site, please contact the administrator. For larger files, you will need to use an ftp client using these details:

ftp address: [culturallandscapes.ca](ftp://culturallandscapes.ca)
ftp user: uploads@culturallandscapes.ca
ftp pass: uploads

Upload your file to the main (“/”) directory. Once your file is up, go to the *podcasting* section as above.

Click on the dropdown list under Location. A list of files on the ftp site should appear and you should see your file in this list. Follow instructions above to embed the media in your post.

How do I add a pdf article to the site?

As explained above, you will need to submit an “essay” with a pdf document attachment. Pdf documents can be uploaded in the same way podcasts are uploaded (see above section), using the *Add media* “sun” button. Pdfs files should be kept small. A large article with many images should be created as a standard pdf, rather than a high-resolution version. If you would like to create a pdf document, but are not able to, the site editors should be able to help. Once your pdf has been uploaded to the site, create a new essay post in which to embed your pdf file. Place your cursor in the text where you want the pdf link to appear, and use the “sun” button to choose your pdf. You will need to update the title and description of your pdf article using the *Add media* “sun” button and selecting the Media Library. Select “show” to edit the details of your uploaded pdf. **Do not** change the text in the *link* section.

How do I use the forums?

Use the *Forums* tab at the top of the page. Even if you are registered as a contributor, you will have to register yourself again for the forums. Click the *register* button and submit the required information. You will need to log in to the forums even if you are already logged in to culturallandscapes.ca. You may then use the forums to comment on posts, on the site, or on related issues. We encourage you to search through the forum categories before posting to find the most appropriate board for your topic. You should also search the forums for the topic you wish to discuss prior to posting to check if someone has already started a thread related to your topic.

How do I get help with contributing or submit suggestions for the site?

You can email the editors at editor@culturallandscapes.ca