

# Webheath Digital Photography Club Website User Guide

## 1 Introduction

Welcome to Webheath DPC's website. This guide is designed to help you find your way around. There are a lot of features to the website and this guide doesn't cover them all, so explore and try things out.

## 2 Finding your way around

The site is designed to be simple to navigate. To get to all the main pages use the banner with Sections Home / About the Club / Programme / Forums / Gallery / Resources. A drop-down navigation menu appears for these except Forums.

In addition almost everything is linked. Clicking on an article heading or the Read more label will take you to the article. Clicking on somebody's name will take you to details about the person, etc. (and also allow you to email the Member, see 10). Some parts of the website (including some links) only work if you are logged on, e.g. you cannot click on a person's name unless you are logged on.

The easiest way to learn your way around is just to click on things and explore. As you move around the site you will see a "breadcrumb tail" below the main menu. This shows you where you are on the site. You can click on the different parts of this to move back to a previous page. (As the website is very simple you won't need to use this very often.)

If you are logged on you can also search the site by using the search box at the top right of the screen. See below for more details.

## 3 The Front Page

The front (or Home) page is split vertically into a number of sections.

- Header & Navigation – this is the same on all pages. It includes a links to log on / off / register, the club name, the search menu, and the navigation menu.
- Slideshow – this cycles some of the Member's photographs (see 1.11).
- Content – this automatically updates as new articles are added to the website.
- Summaries – at the bottom of the page are some summaries showing some upcoming events and recent Forum posts. **IT IS IMPORTANT TO SCROLL TO THE BOTTOM OF THE HOME PAGE FOR THE LATEST NEWS.**

The header or banner has the main tabs with their drop-down menus. These are About the Club, Programme, Forums, Galleries, Resources.

### The Slideshow

The slideshow on the Home page shows off some of our Members' photos. If you want to add or remove a photo from the slideshow please ask.

Pictures need to be sized to 950 x 355 pixels to be used and only choose images that work well in that format.

## 4 About the Club

This menu provides club information, details on where and when we meet, Frequently Asked Questions and a “Contact Us” form for contacting the website administrator or club committee.

## 5 Programme

The Programme menu provides access to two views of club events, a calendar view and a simple list of events (What’s On). Both give the same information, but in different formats. Clicking on an event takes you to more information about that event.

Additionally, there is a page providing more details about Monthly Assignments, including information on how to submit photos for the assignments.

Finally there is a one page PDF format document you can download and print for the whole year, although this may well be updated, so check its date with any you may have printed off.

### Submitting Pictures for Assignments etc.

To submit pictures for assignments please email them to [webheathdpc@gmail.com](mailto:webheathdpc@gmail.com) . At present pictures should be formatted as follows:

- Maximum image size of 1400 pixels wide / 1050 pixels high
- Resolution of at least 72 dpi, file size just above 1MB or less
- jpeg format

Please see the page <http://www.webheathdpc.com/new/node/9> on the website for info.

## 6 Forums

The forums provide a place for Members to chat and exchange ideas. See below for more information. Note:- to post your message use **Save** at the bottom of the page.

### Using Forums

Forums are a way for Members to exchange views and information.

Anybody who is registered can view and post to the Forums. The Forums tab is not accessible if you are not logged in.

Your text can be input directly or Copied and Pasted from a WP. In addition to text you can embed images in your message, and also attach files. The mechanisms for making use of these facilities are at the bottom of the input page.

To add a Picture go to **Picture** where you can add a file which must be less than **2 MB**. Allowed file types are **png gif jpg and jpeg**. Images must be smaller than **900×600** pixels (900 pixels is about the page width). Any larger will be resized.

To add a file go to **Add a new file**. Files must be less than **5 MB**. Allowed file types: **txt jpg pdf doc docx xls ppt tif**. Non WS Word users must SaveAs their documents in MS Word .doc format or convert them to PDF.

### Commenting on an Article

If you are logged on you can add a comment to most things on the web site (articles, events, galleries, etc.). If commenting is permitted you will find a form at the bottom of the page that you can complete to create your comment. **Reply** is very similar to a Comment.

As with main Topics in the Forum you can embed Pictures and attach Files in Comments and Replies. The same conditions apply.

## 7 Galleries

The Club Gallery displays a slideshow of photos in the Webheath DPC's Flickr gallery.

The User Galleries page provides links to Member's Flickr galleries.

The Historical Redditch Gallery shows some views of the town.

### User Galleries

Unlike the previous website, the new site does not support loading Member's photos into personal galleries. Instead, we provide a slideshow based on your Flickr account. (Other online accounts can be supported – please ask.)

This allows your photos to be shown in a slideshow, based on the content of your Flickr account. As you add photos to that account the slideshow automatically keeps up to date. This saves you having to load photos into multiple places.

To add your gallery please contact the website administrator with a link to your Flickr account and it will be set up for you. If you want any text to appear on the gallery page or you want the gallery to appear under any name other than your full name please include this in your request.

## 8 Resources

There are five main pages on the **Resources** menu:

- **Tutorials** provides links to articles, hints and tips for photography. If you'd like to contribute an article please get in touch. This area is a work in progress and more things will be added as time goes by while earlier material may be withdrawn or revised.
- **Web Links** provides links to external websites hosting photographic or related information. This is particularly valuable for getting the latest from online magazines, Midland Counties Photographic Federation (whose latest Newsletter is here), equipment suppliers and reviews, etc. If you have a link you'd like to add (or spot a broken link) please get in touch.
- **Club Resources** has additional Club information including this Tutorial.
- **About the Website** provides credits and copyright information on the website.
- The **Archive** page holds links to older articles and pages that have been published on the website. Unfortunately most of the 2014 Archive has been lost.

## 9 Some Final Details

### Keeping up-to-date

You can keep up-to-date by subscribing to the Forums. This means you get an email when a new post, comment, or reply appears.

### Searching

If you are logged on the search box appears near the top right of every screen.

Put in the phrase or words that you want to search for and click the **Search** button. This will take you to a search results page with a list of items on the site matched in the search.

Search will also find people. To search for another user put their name (doesn't need full name) into the search box. In the results you will see two tabs – **Content** and **Users**. Click on the **Users** tab to see people who match your search. You can then contact them by clicking on their user name.

### Getting an Account

You can do a lot more on the website if you are registered, such as comment on articles, post messages to the Forum, or contact other users.

There are two ways to get an account:

- Click on the Register link at the top right of the page. This takes you to a page where you must give a user name, your full name, and your email address. Webheath DPC will only use this email address to contact you about the club or the website. We will not pass this or other information to any third parties.
- When the registration is completed you will be sent an email with details of your new login. Currently the registration has to be approved by the website administrator.

## 10 Communicating with other users (without email)

When a Member's name appears in the heading of a Post or Comment etc. you can pick it with the cursor (the name changes from blue to red). You can click on the name and you will be able to send a message (text only) directly without having to know their email address. To do this click on **Contact**. You cannot embed pictures but you can attach files as with Posts, Comments and Replies.

## 11 Feedback

Under the "About the Club" menu there is a "Contact Us" page. If you want to comment on the website and suggest improvements please use this form. When doing so please set the **Category** to "Website Feedback".

## 12 Cookie & Privacy Policy

We won't share any personal information with anybody else. It will only be used to keep you informed of club activities.

Cookies are only used to identify you as a user of the website and no other purpose.