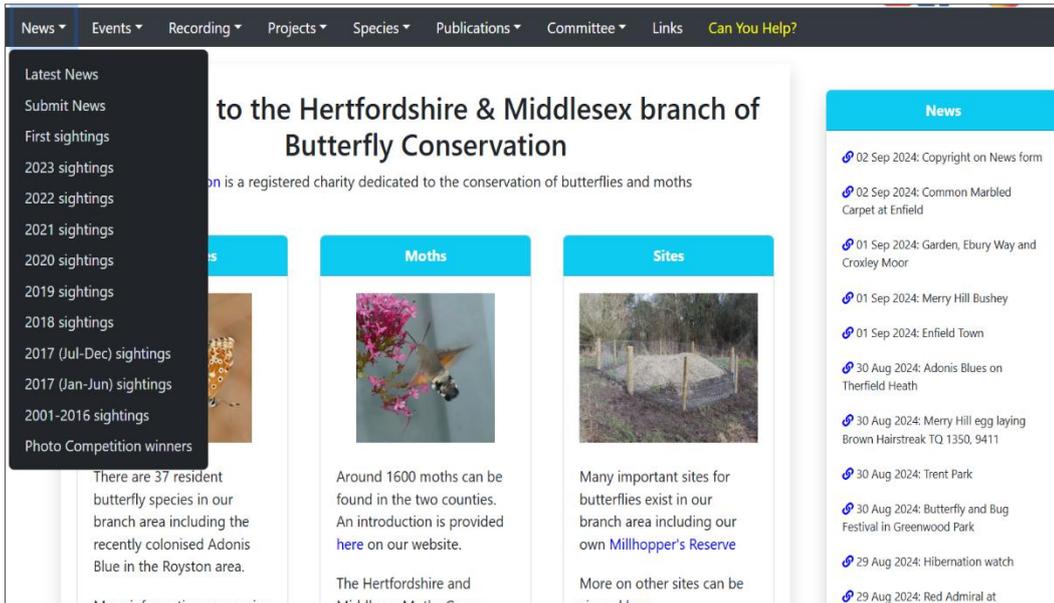


Submitting news items

On the horizontal menu bar, click on 'Submit News' under 'News':



and the following screen should load:

A screenshot of the 'Submit News' form. The form has a title 'Submit News' and a subtitle 'Please use the form below to submit your news. You may also submit up to three photos. Click here for guidance'. The form fields include: 'Your Name' (text input), 'Your Email' (text input), 'News Date' (date picker set to 3 Sep 2024), 'News Title' (text input), and 'News Description' (text area). There is a blue button labeled 'Initialise Copyright' next to the 'Your Name' field.

Enter the details in each field on the form.

If you have photos to upload, click the 'Initialise Copyright' button which fills the Copyright fields at the bottom of the form with the Name specified unless your photo does not require copyright (e.g. an image of a flyer). Click the 'Choose File' button then select the file you want to upload from the file list. Only the following image formats will be accepted: JPEG (.jpeg, .jpg), PNG (.png) and GIF (.gif). Other image formats will generate an error message.

Clicking the 'Upload' button should then load your photo onto the screen. Please ensure the file is less than about 2Mb otherwise you may be asked to resize or crop the image. Add the caption for your photo. Click the 'Preview' button to check the result of your action. If satisfied, click the 'Submit' button. You should then receive a 'Thank you' message acknowledging submission of your news item to be reviewed.

Please note:

Occasionally duplicate records are created. This can happen in different ways:

1. The 'Submit' button is pressed twice;

2. **After** you press the 'Submit' button:

- when asked to re-submit form 'Cancel' button is not pressed (i.e. default 'Continue' action);

- sometimes when 'refresh browser' is actioned (e.g. Ctrl + R);

- returning to previous webpage (e.g. 'backwards' arrow press)

- if on the other hand, you wish to have the news item edited or you have made a mistake email

webmaster@hertsmiddx-butterflies.org.uk so that I can carry out the update myself. I can also add photos if you have trouble uploading them.