



Grape Vine Trail
bringing the wine country home™



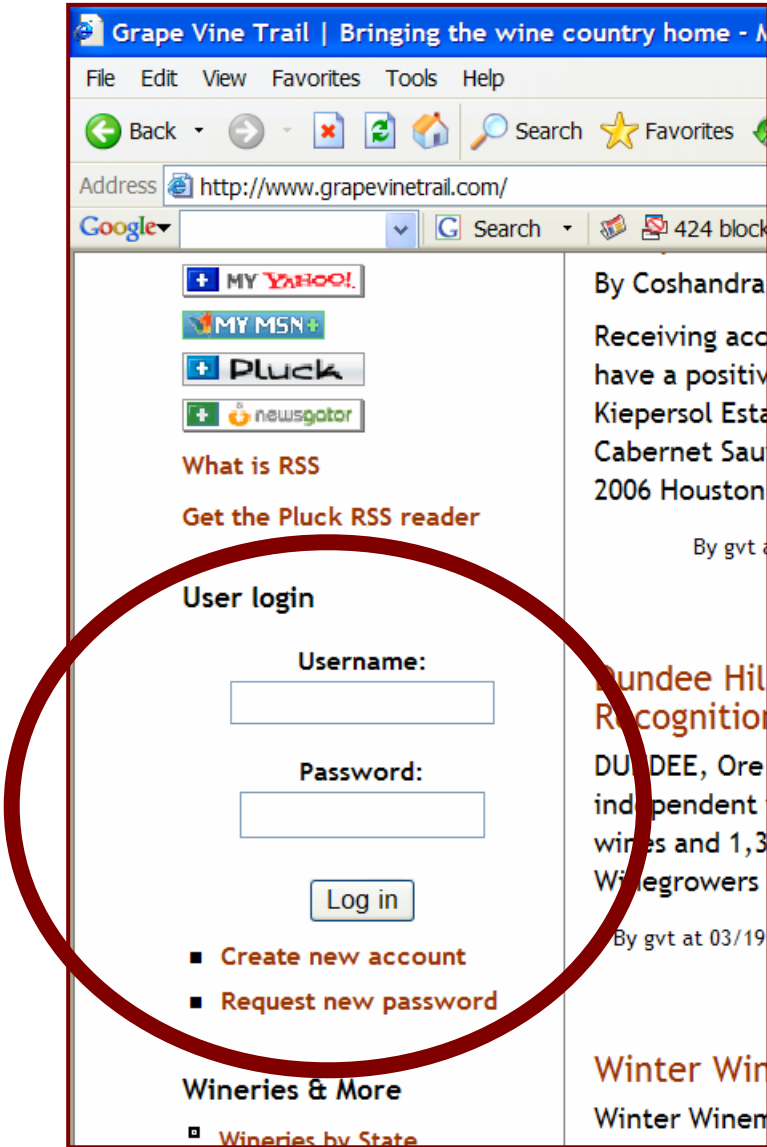
GrapeVineTrail.com

How To Instructions



Logging In

- ❑ Enter your 'username and password on front page





Logged In

- ❑ Once logged in, you will see your 'username'
- ❑ This is where you will manage administrative components of your account including
 1. Creating journal/blog entries
 2. Account settings
 3. Tracking your posts

The screenshot shows a web browser window with the title "Grape Vine Trail | Bringing the wine country home". The address bar shows the URL "http://grapevinetrail.com/node?PHPSESSID=a8130c15". The page content includes a navigation menu with the following items:

- Wine Regions
- Wine Varieties
- Wine & Winery Resources
 - Associations & Resources
- GVT Resources
 - About GrapeVineTrail
 - Get a Winery Page/Blog
 - Get a Business Page?
 - How to Directions
 - Tourism & Economic Development
 - Contact Us
- wineblogger
 - my blog
 - create content
 - my account
 - recent posts
 - news aggregator
 - log out

Arrows from the text on the left point to the following items in the navigation menu:

- 1 points to "create content"
- 2 points to "my account"
- 3 points to "recent posts"



Creating Content (1)

- After clicking on the “create content” you will be directed to this page
- You will select what type of entry you want to create
 - Forum
 - Image (for picture gallery is enrolled)
 - Personal blog
- Simply click on the entry of choice

create content

Choose the appropriate item from the list:

- **forum topic**
A forum is a threaded discussion, enabling users to communicate about a particular topic.
- **image**
An image (with thumbnail). This is ideal for publishing photographs or screenshots.
- **personal blog entry**
A blog is a regularly updated journal or diary made up of individual posts shown in reversed chronological order. A blog is tightly coupled to the author so each user will have his 'own' blog.

Creating Content (2)

- ❑ Once into your entry 'type' you will follow basic steps for each entry
- 1. Enter compelling Title
- 2. Select appropriate 'category(s)' for simpler reader navigation and search
- 3. Write your entry into the 'body'
- 4. If authorized, include a photo by clicking on the '+photo' icon under the body section
- 5. Once completed, click 'preview' then 'submit'

The screenshot shows a web form for creating content. It features four numbered red arrows pointing to specific fields:

- 1** points to the **Title:** text input field.
- 2** points to the **Forums:** dropdown menu, which is currently set to **<none>**. The menu lists various categories: About the Wine, -Wine Clubs, -Wine Making, -Wine Tasting, Buying Wine, -Buying wine online, -Other buying topics, -Wine auctions, Q & A, -Ask the Wine Maker, and States and Regions.
- 3** points to the **Body:** large text area for writing the entry.
- 4** points to a small green plus icon with a photo thumbnail, representing the photo upload feature.

Uploading Image

- Once you click on the '+photo' icon, a pop-up window opens like this
- Here you will select from
 1. 'add image' for new pics
 - a. A new pop-up window will appear. You will be uploading and creating an 'image' gallery entry.
 - b. Follow similar steps as creating any entry with title, category, description, but you must include a 'gallery' category too
 2. 'my images' for previously uploaded pics
 3. 'all images' from all galleries
- Always use the 'thumbnail'**
- Once you select your image, GVT will actually place html code into your entry 'pointing' to the image gallery folder where the image is stored. You will not actually see the image until you 'preview' or 'submit'

