

OWPG “How-to” Note: MEMBERS’ RECENT PUBLICATIONS

You’d like to see your newly published book (congratulations, by the way!) on the **Members Recent Publications** page.

Before you start: if you’ve not done one of these before, it’s worth taking a quick look at the details listed on one of the existing recent publications www.owpg.org.uk/member-recent-publications/ - particularly those under the blue magnifying glass icon.

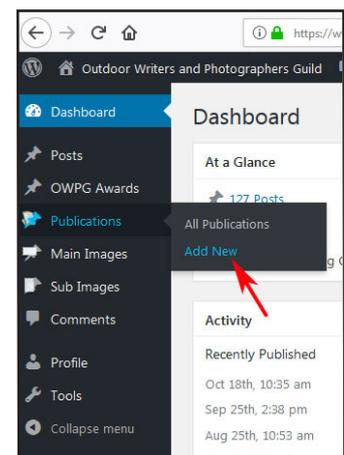
Now you know what is generally displayed:

Log in at www.owpg.org.uk/wp-login.php (or at the bottom left corner of any page) with your username (eg joannabloggs) and personal password.

You’ll arrive at the black-and-white **Dashboard** page. (If you’re already logged in, you can get to the Dashboard on mouseover the words ‘Outdoor Writers and Photographers Guild’ in the black Wordpress bar at the top of any page.)

Widen the window if necessary to see the left menu. On the left menu click “Publications > Add New”. You should arrive at the “**Add New Publication**” page.

- Enter your book title at ‘Enter Title here’. (Keep it down to about 6 words, or it overflows on the listings page.)
- Type text (or copy and paste from elsewhere) in the main box. Use [B] and [I] buttons for bold and italics.
- Use the piece of chain in the menu bar above the main box to add live links: select the link text first, then hit the piece of chain.
- Scroll down to fill in some / all of the custom fields publisher etc. When inserting web addresses for Publisher’s site etc, include the initial https:// .



Don’t click ‘allow comments’ as they’re mostly spam and I just have to delete them. Get your friends to comment on Amazon instead.

You can click “Save Draft” at any time to save your progress so far.

Hit **(Submit for Review)**.

Send a cover image (it needn’t be larger than 500 px high or wide, JPG format preferred) to forum@owpg.org.uk.

If you can’t get the web upload to work (and this hasn’t happened yet!), then send the stuff to me by email.