



MAKING CHANGES TO YOUR MEMBER'S WEBSITE PAGE

INTRODUCTION

This How to... Guide is divided in two sections.

Part A illustrates the main pages that will be encountered in making changes, showing the page options currently available and then the sequence for getting there. The approach adopted starts with what is needed in advance – text and images – and then offers different routes that can be followed to reach it.

Part B describes in more detail the procedures required to achieve what you want, starting with the support available for members who don't want to get involved – the Guild will sort it – to those who are sufficiently familiar with these sorts of things and happy to have a go, to those who would like more detail, the latter including new members who start from a blank page or existing members who already have a page.

Underlined terms are explained in the Appendix.

We welcome suggestions for improving this Guide, members experience of the website and especially, ways of making the site a good resource for the public and others involved with craft.

Your first point of contact for all issues is the web site organiser
web@ocg.co.uk

PART A

THE FRONT END OF THE NEW WEBSITE: WHAT A MEMBER'S PAGE LOOKS LIKE

The following pages provide a visual overview of the key pages involved in making changes to the MEMBER'S Page of the website. Have a look to get an idea of the options and organization of these pages. In Part B, they will be used to guide you through the specific options open to members to change their page.

IMAGE 1.

OPTION 1: A BASIC PAGE

Jeanne Jackson

[Home](#) | [Ceramics](#) | [Jeanne Jackson](#) | [Member](#)

I have potted and taught in Oxfordshire for 25 years. I moved here from London where I had one of the first Space Studios in Docklands. I studied ceramics at art schools in Bristol and New York State. After working predominately in stoneware and porcelain I have recently produced a set of work in tin glazed earthenware. The large stoneware fish dishes are also a new design. I like to frequently explore new techniques and materials and my work is constantly evolving. Drawing is important in the development of my painted decoration.

 Jeanne.jackson9@btinternet.com



IMAGE 2.

OPTION 2: PAGE WITH MEMBER'S PHOTO

Hilary Audus

Home | Basketry, Ceramics | Hilary Audus | Member



I have been employed for most of my career in The Animation Industry during which time I worked my way up through the business to the post of Director.

I was an animator and boarder on, "The Snowman" and my Directing Credits include, "The Bear" and "The Snowman and The Snowdog" which I also co-wrote.

I am based in Buckinghamshire and only recently started to sculpt full time, re-igniting a love for the medium which I have not followed since being an art student.


Sculpture is a natural progression from animation – in animation one is deceiving the eye into thinking it is looking at a three dimensional space, although in reality one is looking at a two dimensional space.

I specialise in animal sculptures, and have an especial love of birds. All my pieces are built using the traditional coil technique in stoneware clay. In some of my pieces I use the technique of *scrffito* – drawing directly into the slip before the first firing. I then paint coloured glazes into the drawn line before firing the piece for a second time.

I also experimenting with the use of black clay which I have found can be given the appearance of bronze after the application of several finishes after firing.

I take part in The Bucks Open Studios and have exhibited at The Osbidian Gallery and Lucinda Brown Gallery I am also a member of The Buckinghamshire Pottery Society.

I am happy to take commissions, and will work closely with the client throughout the creative process.

 hilary@audus.co.uk

 <http://www.hilaryaudusculptures.weebly.com/>



IMAGE 3.

Page that appears on clicking **JEWELLERY**
on Navigation Menu on left



HOME
ABOUT US
EVENTS
VIEW OUR MAKERS

Ceramics
Glass
Jewellery
Leather
Papier Mache
Stone
Textiles
Wood

BECOMING INVOLVED
WHERE TO BUY
GIFT TOKENS
CONTACT US
USEFUL LINKS

MEMBERS PAGE

Navigation Menu

Jewellery



Annia Marcus



Annik Piriou



Becky Morgans



Charlotte Berry



Fiona West



Guen Palmer



Kate Coker



Kirstie Reynolds



Leonie Bennett



Pauline Payne



Rose Hallam



Sara Withers



Selma Stagg



Valerie Mead



Victoria Goddard

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Find us on
Facebook

IMAGE 4.

A MAKERS JEWELLERY PAGE

Note “Edit member page text” at bottom left.



- HOME
- ABOUT US
- EVENTS
- VIEW OUR MAKERS
 - Ceramics
 - Glass
 - Jewellery
 - Leather
 - Papier Mache
 - Stone
 - Textiles
 - Wood
- BECOMING INVOLVED
- WHERE TO BUY
- GIFT TOKENS
- CONTACT US
- USEFUL LINKS
- MEMBERS PAGE

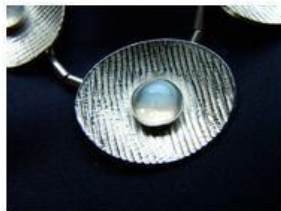
Annia Marcus

Home | Jewellery | Annia Marcus | Member



I was born in Milan, Italy and studied Life Drawing at the prestigious Accademia d'Arte del Castello Sforzesco. After moving to London in 1982 I studied pottery at the Camden Institute of Adult Education and became fascinated by the use of gas kiln fired porcelain and ash glazes. At the same time I was attracted by Sufism to the painting of Cecil Collins, and began attending the Life Drawing classes of Ruth Eisenhart, a former pupil of Cecil Collins, at the Central School of Art. When I moved to Oxfordshire in 1995 I deeply missed all of my art and pottery courses, and for a while I tried to find something similar to replace them. Having failed in this, I then decided to try something else entirely different, and so began making jewellery. This moment was a watershed of immense importance in my creative life. I found that the medium could be used to make individual pieces which were bold and subdued at the same time. These pieces made an immediate impact, but could also easily be worn all day due to their lightness, and to their enhancing any attire without suffocating it. Since my youth I have been a great admirer of the Bauhaus movement, attracted by a love of simplicity of form and intelligence of construction. The clear and elegant lines of my collection, carefully crafted from sterling silver, follow that principle of practicality, functionality and beauty.

anniamarcus@aol.com



Edit member page: Annia Marcus



Edit member page: Annia Marcus

IMAGE 5a

What an existing **Member's Page** looks like
in the **page editor** after clicking 'Edit member page'

Annia Marcus

Member Name

Annia Marcus

Member Description

VISUAL **TEXT**

PARAGRA... **B** *I* [List Icon] [List Icon] [Quote Icon] [List Icon] [List Icon] [List Icon] [Link Icon] [Unlink Icon] [List Icon] [List Icon] [Table Icon]

ABC — A [Image Icon] [Link Icon] [Omega Icon] [List Icon] [List Icon] [Undo Icon] [Redo Icon] [Help Icon]

I was born in Milan, Italy and studied Life Drawing at the prestigious Accademia d'Arte del Castello Sforzesco. After moving to London in 1982 I studied pottery at the Camden Institute of Adult Education and became fascinated by the use of gas kiln fired porcelain and ash glazes. At the same time I was attracted by Sufism to the painting of Cecil Collins, and began attending the Life Drawing classes of Ruth Eisenhart, a former pupil of Cecil Collins, at the Central School of Art. When I moved to Oxfordshire in 1995 I deeply missed all of my art and pottery courses, and for a while I tried to find something similar to replace them. Having failed in this, I then decided to try something else entirely different, and so began making jewellery. This moment was a watershed of immense importance in my creative life. I found that the medium could be used to make individual pieces which were bold and subdued at the same time. These pieces made an immediate impact, but could also easily be worn all day due to their lightness, and to their enhancing any attire without suffocating it. Since my youth I have been a great admirer of the Bauhaus movement, attracted by a love of simplicity of form and intelligence of construction. The clear and elegant lines of my collection, carefully crafted from sterling silver, follow that principle of practicality, functionality

P

Email

anniamarcus@aol.com

WebsiteUrl

Member Photo



DELETE

Makers page top section

IMAGE 5b

Image 1



DELETE

Image 2



DELETE

Image 3



DELETE

Image 4



DELETE

Maker's page middle section

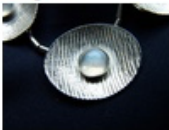
IMAGE 5c

Image 5



DELETE

Image 6



DELETE

Facebook URL

Twitter Username

Instagram URL

Phone

SUBMIT

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Makers page end section

IMAGE 6.

To replace and image click the DELETE under the image and then Browse (see *IMAGE 7* below).

Image 2



DELETE

IMAGE 7.

Outcome after clicking DELETE under a specific image; click Browse to locate replacement image or RESTORE ORIGINAL to revert to original.



IMAGE 8.

What a **new Member's Page** looks like before having content added

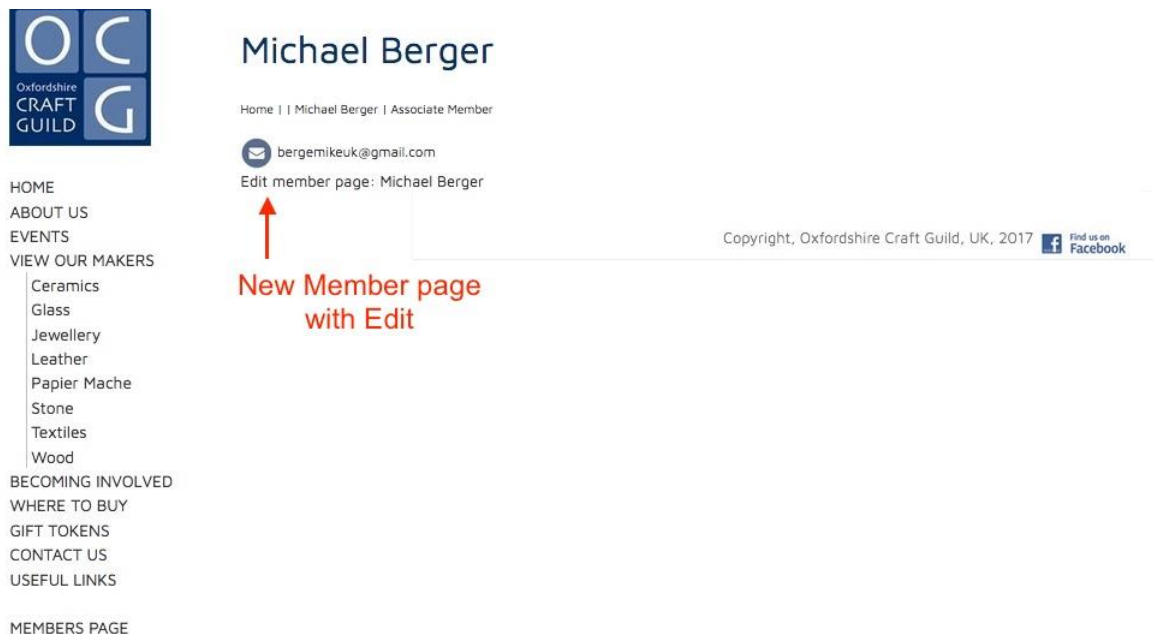


IMAGE 9.

What a **new member's page** looks like
in the page editor (blue text and graphics added)

Michael Berger

Member Name
Michael Berger

Member Description

Formatting options for text

PARAGRA... B I [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon]

VISUAL TEXT

Box for personal text

p

Email
bergemikeuk@gmail.com

WebsiteUrl

Member Photo
Browse... No file selected.

Image 1
Browse... No file selected.

See Part B - New Members for details

A B C D

Member Photo
 No file selected.

Image 1
 No file selected.

Image 2
 No file selected.

Image 3
 No file selected.

Image 4
 No file selected.

Image 5
 No file selected.

Image 6
 No file selected.

Facebook URL

Twitter Username

Instagram URL

Phone

Area for including images

Area for other information - optional

PART B

HOW TO MANAGE YOUR MAKER'S PAGE

Getting a password
Important notes for all
Assisted route,
Quick route,
Modifying an existing page
Creating a page from scratch

GETTING A PASSSSWORD

IMPORTANT NOTE: The new website will require a new, more secure password to enable members to access their Members Page for making changes.

If you have not already done so:

1. Go to the Guild site
2. Click MEMBER LOGIN and enter your username and old password.
3. If the password is wrong, you will see the following:

Members Page

Login Here

ERROR: Invalid email address. Lost your password? x

Username
admin

Password

LOGIN

Forgot Password?

Email

SUBMIT

Please enter your email. The password reset link will be provided in your email, i
junk/spam folder.

4. Enter your email in the Email section below Forgot Password and click SUBMIT.
5. A link will be emailed to you shortly. If it hasn't arrived in a couple of minutes, check your Spam folder. If it still hasn't arrived, try again and if still not working, email the web site organiser bergemikeuk@gmail.com

6. If successful modify and note your password and proceed with your chosen route.


IMPORTANT NOTES FOR ALL

1. On the main page for your craft (IMAGE 3), you will notice that only the upper half of the image is used. This is made by a process over which we have no control. Therefore, the first image of the six pieces you intend uploading should be one that shows as much of the object as possible.
2. For Makers who use different media, there is the option to link your page to 2 crafts. This will just be the same page repeated in the two selected areas.
3. The site now includes Sculpture in the list of crafts. Papier-Mache has been removed.

THE ASSISTED ROUTE

1. The obvious benefit of managing your own Makers Page is that you can easily change it whenever you want. However, Members may not want to become so involved, in which case the Guild will, through the web site organiser or other member with the requisite skills, arrange for new pages or changes to be carried out from time-to-time for members.
2. To use this route, you will need to decide what format is wanted by looking at Options 1 & 2 in Part A, and have prepared the requisite content in advance and emailed it to the web organiser in the first instance. If you need assistance with any of the processes, bring it to the attention of the organiser. Details of what is required are given below in QUICK ROUTE sections 3 and 4.

QUICK ROUTE

1. For display options see Part A, Options 1 & 2, simply, with or without a picture of the maker.
2. If you are familiar with the procedures used in the previous website, the process is much the same – just the layout and additional facilities are somewhat different and more intuitive. See part A.
3. Make sure your images are around 600 pixels to 800 pixels in the longest dimension. (See Appendix below on pixels and how to change pixel size).
4. You may find it helpful to have a specific folder containing all your website material to make access easy.
 - a. Maker personal image (optional)
 - b. Images of your work labelled for ease of access e.g. Me, Image 1, Image 2 etc.
 - c. Details of your email, personal web-site address, Facebook, Twitter and phone number for contact (all optional).
5. Log in via MEMBERS PAGE.
6. Click on your Craft (e.g. Jewellery and then your page when the Jewellers Group page appears.
7. At the bottom of the page is a line with your name and Edit – click Edit (See Part A).
8. Your previous details should populate the various sections of the screen (See Part A).
9. Make the changes.
10. **To save the changes** – click **UPDATE** and wait until the processing – a dot moving inside grey circle - stops
11. Return to the site by clicking Jewellers in the navigation menu and then your name to check your page.
12. If the changes don't appear, click the refresh symbol on your browser .
13. If still not working, contact web organiser.

GETTING READY FOR OTHER OPTIONS

4. If you are a new member, you will need to have been registered with the Guild and your details entered on the web system before proceeding. The webmaster will be notified of your details, and the appropriate pages will then be set up for you to access. You will also get a temporary password that you can change later.
5. Decide on your page style page, a basic page or include a maker image (Part A, *IMAGES 1 & 2*).
6. When a viewer lands on your page and clicks any image of your work, it will be enlarged with the rest of the page dimmed (called lightbox), closed by clicking the X. Lightbox also gives an opportunity to scroll images.
7. Any underlined word or phrase in this document indicates that a more detailed description is available in the Appendix.
8. The quality of the images is fundamental. If in looking at other Makers' Pages,
 - a. if you see examples of what you would like, contact the OCG member for their advice via their email on their Maker's Page.
 - b. The Guild also has special reduced-price arrangements with commercial photographers who will prepare images for you. The current list of photographers is available in the SPECIAL LINKS section of the site.
9. It will be helpful to set up an OCG Maker Folder on your computer in advance to prepare information for transfer to your OCG page. This will include
 - c. A file of the descriptive text you want – a WORD®, Pages® or other text document from which you can copy and paste text. This text may have to go through a special filter for web-site formatting. The Text Editor has facilities for standard options for page formatting. The site will convert all text to the standard site fonts.
 - d. Up to six or seven images. It will be useful to give them each a number to aid retrieval and placement e.g. Maker.jpg; image 1.jpg, image 2.jpg. etc. If you follow this sequence when uploading images the images will be placed from left to right, 3 per row.
 - e. Have details to hand of personal email, link to personal web site if you have one, Facebook and Twitter account contact detail and your telephone number. This information is optional.
10. Image preparation
 - a. Images will normally be uploaded from your computer, for instance from an OCG site content folder you have set up
 - b. The best size is around 600 pixels to 800 pixels in the longest dimension.
 - c. Although it is not required, if all your images are the same height, or the images in the same row (e.g. 1, 2, 3) are the same height, the page will look better.
 - d. It is possible to experiment with the look of your images by processing them through photo-editing software.
 - e. There are quite a few good free versions such as Photoscape X® that have a wide range of basic options that allow you to experiment with changes and undo them easily until you are satisfied. Windows® and Mac® versions are available. More complicated options for image manipulation need to be purchased.
11. Save the modified version of your images as a .JPEG in the folder holding your OCG site material.
12. You will need your OCG Username and Password to log into the site to create your page or make any changes.
13. Go to MEMBERS PAGE and Log in.
14. Navigate to your Craft by clicking its name and then click your name on the page (See Part A, *IMAGE 3*)

MODIFYING AN EXISTING PAGE

OC
Oxfordshire
CRAFT
GUILD

HOME
ABOUT US
EVENTS
VIEW OUR MAKERS
Ceramics
Glass
Jewellery
Leather
Papier Mache
Stone
Textiles
Wood
BECOMING INVOLVED
WHERE TO BUY
GIFT TOKENS
CONTACT US
USEFUL LINKS
MEMBERS PAGE

Edit member page Annia Marcus

Annia Marcus
Home | Jewellery | Annia Marcus | Member

I was born in Milan, Italy and studied Life Drawing at the prestigious Accademia d'Arte del Castello Sforzesco. After moving to London in 1982 I studied pottery at the Camden Institute of Adult Education and became fascinated by the use of gas kiln fired porcelain and ash glazes. At the same time I was attracted by Sufism to the painting of Cecil Collins, and began attending the Life Drawing classes of Ruth Eisenhart, a former pupil of Cecil Collins, at the Central School of Art. When I moved to Oxfordshire in 1995 I deeply missed all of my art and pottery courses, and for a while I tried to find something similar to replace them. Having failed in this, I then decided to try something else entirely different, and so began making Jewellery. This moment was a watershed of immense importance in my creative life. I found that the medium could be used to make individual pieces which were bold and subdued at the same time. These pieces made an immediate impact, but could also easily be worn all day due to their lightness, and to their enhancing any attire without suffocating it. Since my youth I have been a great admirer of the Bauhaus movement, attracted by a love of simplicity of form and intelligence of construction. The clear and elegant lines of my collection, carefully crafted from sterling silver, follow that principle of practicality, functionality and beauty.

anniamarcus@aol.com

Edit member page: Annia Marcus

Makers page with text line Edit member page

15. At the bottom of the page is a line with Maker's name and Edit – click Edit
16. This will bring up a single page with all the fields and their contents (see following pages – split into sections here). (Larger versions in Part A. IMAGES 5a-c)

Annia Marcus

Member Name
Annia Marcus

Member Description

PARAGRA... B I [icons]

Visual TEXT

I was born in Milan, Italy and studied Life Drawing at the prestigious Accademia d'Arte del Castello Sforzesco. After moving to London in 1982 I studied pottery at the Camden Institute of Adult Education and became fascinated by the use of gas kiln fired porcelain and ash glazes. At the same time I was attracted by Sufism to the painting of Cecil Collins, and began attending the Life Drawing classes of Ruth Eisenhart, a former pupil of Cecil Collins, at the Central School of Art. When I moved to Oxfordshire in 1995 I deeply missed all of my art and pottery courses, and for a while I tried to find something similar to replace them. Having failed in this, I then decided to try something else entirely different, and so began making Jewellery. This moment was a watershed of immense importance in my creative life. I found that the medium could be used to make individual pieces which were bold and subdued at the same time. These pieces made an immediate impact, but could also easily be worn all day due to their lightness, and to their enhancing any attire without suffocating it. Since my youth I have been a great admirer of the Bauhaus movement, attracted by a love of simplicity of form and intelligence of construction. The clear and elegant lines of my collection, carefully crafted from sterling silver, follow that principle of practicality, functionality and beauty.

Email
anniamarcus@aol.com

WebsiteUrl

Member Photo

DELETE

Makers page top section

Image 1



DELETE

Image 2



DELETE

Image 3



DELETE

Image 4



DELETE

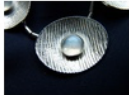
Makers page middle section

Image 5



DELETE

Image 6



DELETE

Facebook URL

Twitter Username

Instagram URL

Phone

SUBMIT

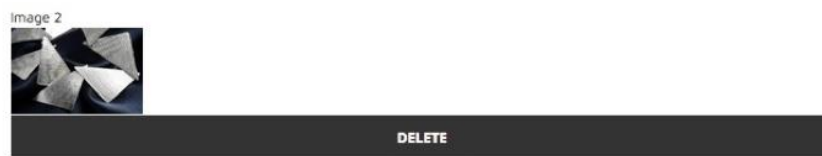
Copyright, Oxfordshire Craft Guild, UK, 2017 [Find us on Facebook](#)

Makers page bottom section

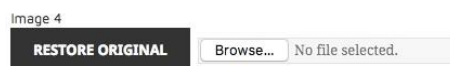
17. The Editable Page has clearly marked sections

- Member Name
- Member Description
- Email

- d. Website URL
 - e. Member Photo
 - f. Work Images 1-6
 - g. Facebook URL
 - h. Twitter URL
 - i. Maker's phone contact
 - j. Submit button – click this when finished creating page/making changes to save the page.
18. Text in Member Description can be edited by adding and deleting as required and structure can be changed (e.g. split into or remove paragraphs), Bold and Italic and other formatting buttons are available in the main text box – see IMAGE 9. Holding the mouse pointer over the symbol will give its function. The font will not change as this is standard throughout the site.
19. To change a picture click DELETE underneath the picture



20. To replace the picture click Browse to find required file and upload it to the site.



21. The original file can be recovered by clicking RESTORE ORIGINAL if used before clicking Submit.
22. You can change as many images as you like in a single session.
23. Click **Submit** to save the changes and to complete the process.
24. Give the system 5 to 10 seconds to introduce the changes
25. Return to the site to check your page. If the changes do not appear, click the refresh symbol on your browser ↺.
26. If you want to make further changes later, repeat the procedure.

CREATING A PAGE FROM SCRATCH

1. Log in on MEMBER's Page, select Craft from the navigation section and click your name from the Makers list.
2. At the bottom of the page is a line with your name and Edit – click Edit.



3. This will bring up the starting page (below) with the details of the information required. Larger version available in Part A, IMAGE 9.

Michael Berger

Member Name
Michael Berger

Member Description

Formatting options for text

VISUAL TEXT

PARAGRA... B I [bulleted list icon] [numbered list icon] [quote icon] [link icon] [unlink icon] [table icon] [media icon]

Box for personal text

p

Email
bergemikeuk@gmail.com

WebsiteUrl

Member Photo
Browse... No file selected.

Image 1
Browse... No file selected.

A B C D

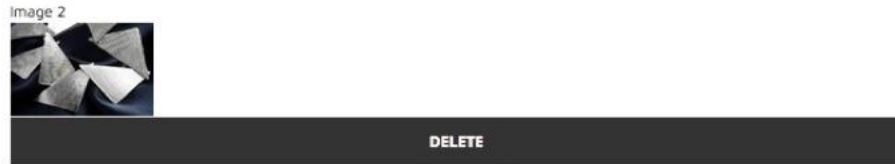
Top section of starting from scratch page

4. Your site heading and your name are pre-entered. The other types of information required are specified.
 - a. Cut and paste prepared personal statement in the box and format as desired. Text can be entered and edited on the live site if preferred.
 - A. email is pre-entered but can be edited
 - B. the http://www. etc. of your personal website, if any.
 - C. Member Photo (optional). Click Browse and navigate to the image in your personal OCG folder, select it and then select. It will be automatically uploaded and size adjusted for display
 - D. Use this procedure to enter all the other images into the other slots – e.g. Image1, Image 2 etc.
 - b. Enter other information as required.

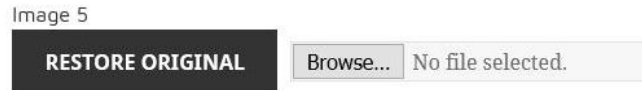
The screenshot shows the lower section of the information entry screen. It includes a vertical list of image upload slots labeled 'Member Photo', 'Image 1' through 'Image 6'. Each slot has a 'Browse...' button and the text 'No file selected.'. Below these are text input fields for 'Facebook URL', 'Twitter Username', 'Instagram URL', and 'Phone'. A blue box labeled 'Area for other information - optional' is drawn around the social media and phone fields. Two blue arrows point from this box to the 'Image 1' and 'Image 2' slots, with the label 'Area for including images' placed between them. At the bottom is a black 'SUBMIT' button.

Lower section of information entry screen

5. As images are entered you will see a small version of the image and the black bar underneath will say DELETE to enable you to change images as needed.



6. If you would like to change an image or the order of images, click DELETE and the image will be removed.
7. The DELETE bar will be replaced with the bar that says RESTORE ORIGINAL. Clicking Browse will enable a replacement image to be inserted, or the original to be restored.



8. You also have the option to go back to the original by clicking RESTORE ORIGINAL
9. When satisfied click SUBMIT, wait for the page to be updated and click your CRAFT link to check the page.
10. You may need to update the page by clicking the refresh symbol ↺ on your browser.
11. You can use this approach whenever you want to change anything on your established page – see PART – MODIFYING AN EXISTING PAGE.

Appendix

Pixels and image size: It is common for image sizes to be measured in 'pixels', effectively, the smallest electronic unit that can be processed on a screen – for instance, the more pixels per inch or cm, the sharper the image/resolution. The actual pixel size of an image can be checked as follows:

On a Mac® computer – right click the image, click **Get Info**. A range of details about the image is given for Kind: - JPEG, TIFF etc.; Size or weight 2,345 kb, amount of disk space occupied; and Dimensions: A x B width x height in pixels.

In Windows 10®, right click the image entry in File Explorer – select **Properties** and then **Details**. Dimensions W x H are given in pixels. Or if right-click on actual image click File Information. Size is in pixels.

Photoscape X® <http://x.photoscape.org>

To change image size In Photoscape X, click Editor tab, open the image, click **Resize** button – make sure it is reading image size in pixels, adjust the size and save. It is very important to make sure **Protect Aspect Ratio** is ticked or the image will change. Other Editors will have similar facilities.

Commercial Photographers – names generally provided by members. Some will give a special rate for images to Guild Members

Document Details:

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