

How To Add Images to Your Web/Listing Appearance

Welcome to our tutorial. Improve your site by adding images. These easy- to- follow steps below will guide you through the necessary process.

Why not let pictures speak for themselves and advertise your service/product? A picture is more than thousand words. Take your time to choose those that suit your needs best. Save them as jpg. files.

Follow these steps

1. Get your pictures ready
2. Login
3. Choose option web listing appearance
4. Choose your page layout
5. Choose your paragraph layout
6. Enter descriptions for your pictures
7. Select your images
8. Save changes
9. Preview
10. Save and Publish

However, before you get started some sound advice:

Choose appropriate images and save them as jpg. files. Create matching headlines/text so that you can work with the functions copy/paste later. Working in your Admin Area -be sure to save your work regularly. Security reasons demand that GoBC shuts down your server connection if it cannot record activity (such as save) Let me tell you – this is quite disturbing halfway through!

Step 1:

Get your pictures ready

Do you have digital images that show your service or product to its best? Add them to your site. This is what you should know:

- They must be saved as jpg files. (Most digital cameras use these files)
- They should have at least 500 pixel. Less would show as poor quality.
- GoBC's server will automatically adjust the size of larger images

Step 2:

Login

If you haven't logged in yet do so. Go to the bottom of the GoBC site, click on Login. Provide your ID and password. Has it been a long time since you last visited this site and you don't remember your password? Maybe you still have the first email GoBC sent welcoming you to your new site. Password and ID were provided for your first setup. Otherwise, click on the button below to send us an email and we will contact you again.

Step 3:

You have reached the **ADMIN AREA**. This is what it looks like:

The screenshot shows the Admin Area dashboard for Timo Weimer. At the top, there is a navigation bar with links: Admin Index, Personal data, Events, Your Web/Listing Appearance, Accommodation setup, Statistics, and Logout. Below the navigation bar, the main content area is divided into several sections. On the left, there is a sidebar with links to Admin area, Personal data, Web/Listing Appearance, and Accommodation setup, each with a brief description of its function. In the center, there are sections for Events and Statistics. On the right, there is a 'Welcome' message with a red stick figure icon, a 'NEW!' announcement for a Website Optimization Toolkit, and links to Chapter 1 for confident computer users and Chapter 2 for the rest of us. At the bottom, there is a copyright notice: © Copyright and Project by VSIP Consulting Inc., 2002-2005.

Click on **Web Listing Appearance**.

This is what you see:

The screenshot shows the 'Your Web/Listing Appearance' configuration page for Mario Gedicke. At the top, there is a navigation bar with links: Admin Index, Personal data, Events, Your Web/Listing Appearance, Accommodation setup, Statistics, and Logout. Below the navigation bar, the main content area is divided into several sections. On the left, there is a sidebar with links to General page layout, Page / Paragraph 1, and Page / Paragraph 2. In the center, there are buttons for Save, Save and Publish, and Preview (Save first!). Below the buttons, there are three main sections: General page layout, Page / Paragraph 1, and Page / Paragraph 2. Each section has a table with options for layout and alignment. On the right, there is a 'GETTING STARTED' section with instructions on how to use the page, including a warning about image sizes and a note about saving changes. At the bottom, there is an 'Important:' section with a warning to save changes before going on.

Step 4:

Choose your page layout

Some prefer to have all the information on one page, others vote for more than one page. This is your choice now. Click on the appropriate button.

The screenshot shows the 'General page layout' configuration section. It has a table with two rows. The first row is 'Page Layout' with two radio button options: 'Scroll (a continuous layout of all data on one page)' and 'Multiple pages (one page per text and image)'. The second row is empty.

Step 5:**Choose your paragraph layout**

This function gives you options how to place text and pictures. Of course you can always rearrange these later as well. Undecided? We suggest to start by placing the text below the pictures.

Step 6:**Enter a description**

Have you thought of a text that really says it all? Remember, you will have customers from all over the world, many will be in BC for the very first time: be descriptive. You might even want to add information about the area or other attractions. Use copy/paste to insert your text here or type it. Careful, the copy/paste function works best for longer texts because it lets you find errors before they appear on your site. No spelling mistakes will be highlighted here.

Step 7:**Select your images**

Click on the button **browse**. The picture files you have saved on your desktop will be displayed. Double-click on your choice. It will appear in the space provided. Please upload only one Image file at a time to avoid errors which could occur due to slow connections. Oversize images will be adjusted automatically to a maximum width or height of 500 pixel. (If you are not uploading for the first time but changing photos, this change will not show immediately. You must press **SAVE** first and then press the refresh button.)

**Step 8:****Save your changes but do NOT publish**

Scroll down to the bottom of the page (or the very top) and click on the button **Save changes**.

Step 9:**Preview**

Press the button **Preview** to see how others would view your entries. Make adjustments if necessary or go to the next step.

Step 10:**Save and Publish**

Scroll to the top of the page. Press the button **Save and Publish**

Congratulations. You have now entered images on your web listing.