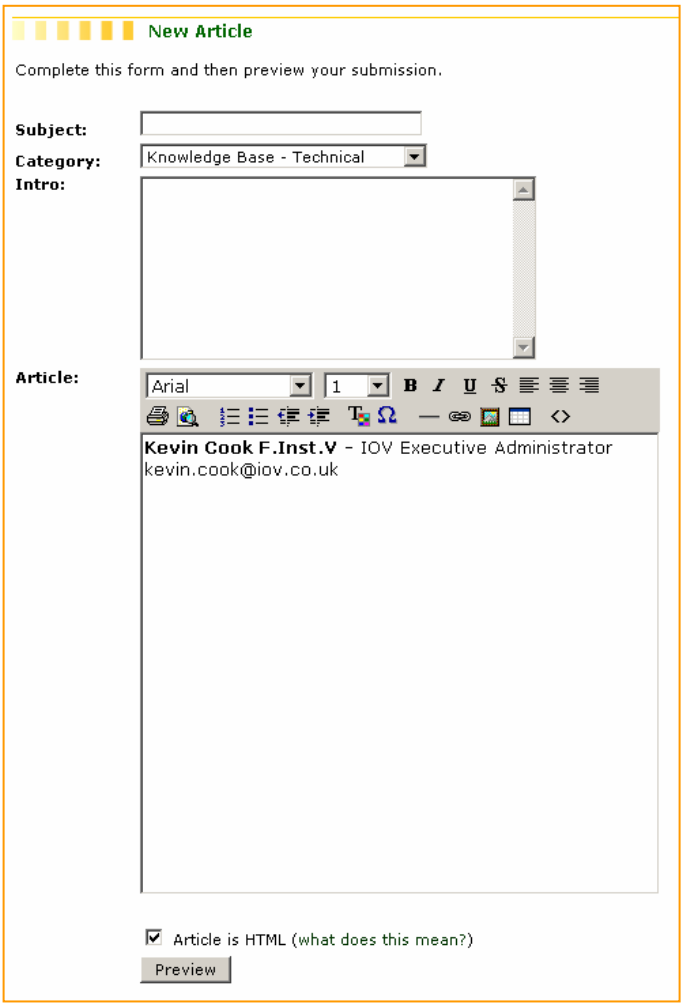
READ ME – New Article

Posting a 'New Article'

All Registered Users, Members and Trade Subscribers have the ability to post items to certain areas within this website. This varies according to your admission level. If you have permission to post articles to a section you will see the New Article on the page. The interface used to post new articles to the website follows the same format for all sections.



'The Subject Box'

The Subject box should simply contain a title of not more than 50 characters (spaces count!). For instance, when posting a technical question to a forum, this might be "Final Cut Pro – how do I cut and paste?"

This line of text is important as it will appear in searches made by other users - and on the automatic email that will be sent to anyone that subscribes to that particular section. A clear and concise title will generally improve the chances of your article being noticed by the right people.

'Category' – Don't touch!

This box will automatically default to the category to which the item should be posted. Changing this will cause the article to be posted to the wrong section of the site.

'The Intro Box'

Please add a brief introduction to your article of no more than one or two sentences. This should simply give other site users a fuller idea of your article. This part of the article is not HTML coded – so please do not add any returns as they will not be properly displayed once live on the site.

'The Article Box'

The full detail of your posted should be placed in the 'Article' box. This box has a built-in HTML text editor which allows for text formatting.

Please feel free to experiment with the layout of your articles – and embed links to external references and media. You will always have to 'Preview' the article before you 'Submit' it – so you will see how it will look online.

You will note that your 'Signature' will be automatically inserted in this text box on each new article you post. This 'Signature' can be modified in 'Website Options – Edit your Details' – or overwritten in the text box.

All new postings are forwarded for editing and moderation before going live – so any minor formatting errors will be picked up before it can be seen by other website users.

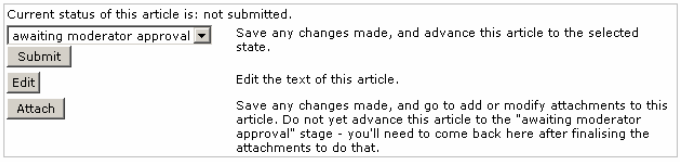
Once the article is published it will contain a link back to your profile so that other users can respond to you direct. The type of contact information you reveal will depend on how you have set your details in 'Website Options' – but will always include your email address.

'Preview'

Once you have completed setting out your Article, click on the 'Preview' button at the bottom of the screen. This will show you how your article will be published on the site.

Some sections of the website enable you to upload various files as 'Attachments'. If this is available this option will be presented to you at the Preview stage of posting your article. Please ensure you select the correct file suffix as this may cause errors in your attachment being uploaded properly.

If you are happy with the preview, click on the 'Submit' button. If you would like to modify the article, click on the 'Edit' button again – and so on until you are happy to submit.



Moderation & Editing

Once submitted your article will be forwarded for moderation. This process may take up to 60hrs to complete, but will usually be processed in less than 24hrs.

The IOV and its agents retain the right to edit or delete any article posted on this website. However, we accept no responsibility for any loss or damage that may arise from information contained in any article. ■