

Submitting articles to the Missional Adventure Area of our website

Important

- 1) Please read these instructions before using the submission process.
- 2) You will need to be logged in to the website before you can see the Article Submission link below.

How to Log in to the website

Go to the bottom of the screen and click on the login button

Fill in your username and password in order to log in to this area of the website.

[If you have forgotten your password, please click on the 'forgotten your password?' link to be sent a new one to the email address associated with your username. If you have difficulty with this please contact website@baptist.org.uk]

How to submit an article

Go to the missional adventure submissions area of the website at www.baptist.org.uk/masubmissions

Click on 'Here is the submissions link' to start writing your article

Article Submission link

(If you can't see it below, you need to log in first via the Login link at the bottom of the page)

[Here is the submission link](#)

Add a **short title** for your article and a **brief summary** of the content

If possible, add a summary **image** in the format 800 x 400 px

Refer to the list of available **tags** being used for articles within the missional adventure area of the website and add any which apply to your article - be careful to add these **exactly as listed** so that your article will appear correctly when filters are in place

Click 'continue'

Writing an Article


We want to encourage you to contribute to your website. So if you have an opinion to express, something to publicise or anything else to contribute then this is your chance!

It's very quick and easy to write new material. Just enter a title and summary for your article below and press 'Continue'. You will then be able to write your article, format your text and add images and links - just like you would in a word processor.

When you have finished editing your article, you can submit it for publication. You can check back to 'My Documents' at any time to see the status of your article in the publishing process.

Title:

Summary:

Summary image:  [\[remove\]](#) [\[change\]](#)

Tags (comma separated):

[Continue](#)

Adding text

Assuming that you have already written your article in Word, or some other format, **copy the text** of your article. (Alternatively you can just start writing your text on this page)

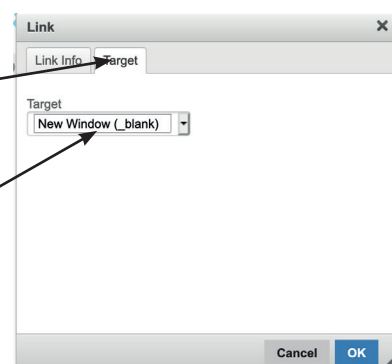
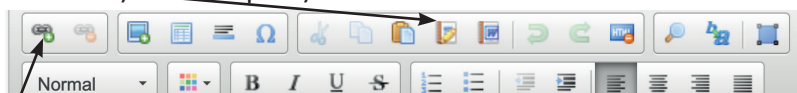
Click on the '**paste as plain text**' button and paste your text in to the window which opens (this is important so that unwanted formatting (often invisible) is not copied). Click on OK.

Text is then added in 'plain text' and you can use the formatting options in the top 'ribbon' in a similar way to Microsoft Word to

add different formats to the text - header 2, 3 etc, bold or italic, and bullet points of numbered lists. Please avoid using underline as a formatting option.

Adding hyperlinks

To add a hyperlink from a word or phrase within your article, highlight the meaningful word(s), click on the **link button** in the ribbon and paste in the URL you want to link to. If this link is on an external website, please then click on the 'Target' tab and select 'New Window_Blank' so that the link opens in another window and users do not move away from the missional adventure page.



Adding images

We have tried to create a website that is image-rich and would encourage you to add pictures to your article. However, it is **essential that you are sure you have the relevant written permissions to use them** - from the photographer and people in the photo. Never harvest images from the internet, other than through the appropriate photo libraries where you may need to pay a fee¹. [Recent cases of churches and charities being fined over £10,000 for a single photo that was harvested from the net or used without permission are not uncommon - our Union obviously cannot afford to take hits such as this.]

Please ensure that your images are a suitable size for use on the website - too small, and they will look grainy/pixelated on a larger screen; too large and the page will be slow to load. [For an image which is to take up the whole width of the screen, we recommend using one which is around 2000 px wide].

The BUGB website is fully 'responsive' – meaning that the site works well on any size of device, and pages automatically scale to fit the screen size of a desktop computer, laptop, tablet or smart phone – and elements of it will be re-formatted to ensure that it is readable even on a small phone screen.

In order for this to work, you need to think about the percentage of the screen that you want an image to cover.

- Place your cursor at the left hand side of the text where you want your image to appear
- Click on the 'image' icon in the ribbon and then select 'Browse' to find the image you want from your computer, bearing in mind that you need to have permission to use the image!
- The display will show the width and height of the image you have selected in pixels. You will need to change the figures here to indicate the % of the viewable area that you want the image to cover.
- Change the figure in 'Width' to the % you want – 100% to take up the full width of the article area on screen, 50% to take up half the area, etc. (You need to type in the % sign.)
- Delete the figure in the 'Height' box. This may make the image in the 'Preview' panel look squashed, but don't worry – just ignore this!
- If you want text to wrap around the image but leave a bit of space around that image, add some HSpace and VSpace (a figure of about '5' will work in most instances).
- If the image is to be positioned on the left hand side or right hand side of the screen, use the drop-down menu from 'Alignment' to set this.
- Click OK when you have made the changes needed and your image will be inserted in the page.

Click on 'next' and then 'submit for publication'

1 Websites you may find useful for getting royalty-free images include

<https://www.flickr.com/photos/bugb>

<http://www.alamy.com>

<http://www.rgbstock.com>

<http://www.123rf.com>

<https://www.pexels.com>

<http://www.freelyphotos.com>

<http://www.newlifechurch.tv>

<http://www.istockphoto.com>

<http://www.freepik.com>

<http://www.freeimages.co.uk>

<http://www.freefoto.com>

<http://www.shutterstock.com>

<http://www.pixabay.com>

<http://www.unsplash.com>

<http://www.creationswap.com>

<http://www.dreamstime.com>

<http://www.sxc.hu>

Many of these sites provide free photos as well as some you will have to pay for. Costs of images vary greatly. If using an image from one of these sites, or from a different photographer, please include the required acknowledgement with the image.

