

**The Catholic Writers Guild Web Site**  
**<http://www.catholicwritersguild.org>**



**Table of Contents**

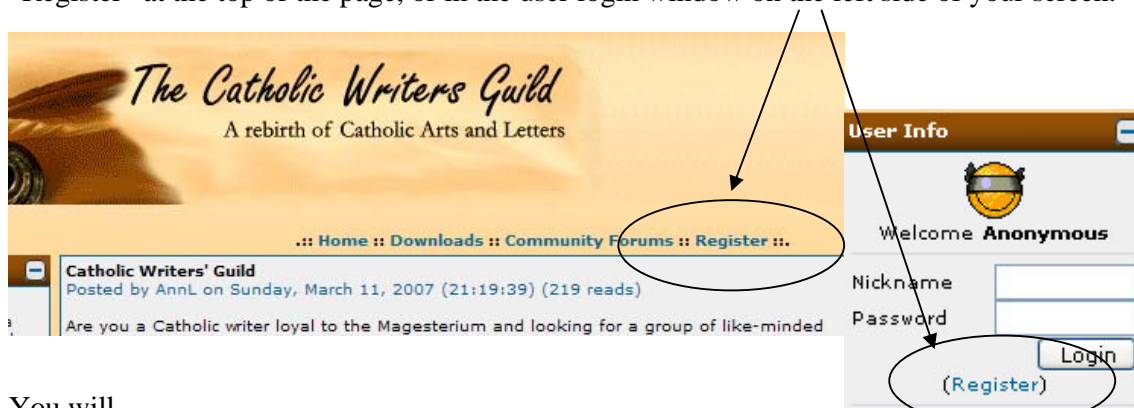
How to Login .....	2-3
How to Use the Forums .....	4-6
How to Find and Enter the Chat Room.....	7
How to Blog.....	7
How to Submit a News Story.....	7
How to Add an Event to the Calendar .....	8
How to use the Photo Gallery .....	9

## The Catholic Writers Guild Web Site http://www.catholicwritersguild.org

The Catholic Writers Guild Web site is an online place where members of the Catholic Writers Guild can find and share information and support one another. On the site, registered users can post news stories, post in their own blogs, share photos in our photo gallery, find great links to help their career, discuss in our forums, and share files such as documents, videos and music that contribute to the growth of Catholic literature. Below are some basic steps in how to operate our Web site.

### How to register and log in:

If you do not have a login for our Web site, you must create one by registering. To register, click on "Register" at the top of the page, or in the user login window on the left side of your screen.



You will see a form like this one. Fill out all the information, especially those fields that have asterisks (\*). The system will not allow you to proceed until those fields are complete.

**Make sure you provide your real name and complete mailing address.** This is so we may send you mailings through the regular mail and contact you by that means as necessary. **This information will NOT be visible to other users, nor will we sell this information to third-party organizations.**

A screenshot of the "User Account Registration" form. The form has a title bar "User Account Registration" and a sub-header "Items marked with a \* are required unless stated otherwise." The form contains the following fields:

- Username: \*
- Email address: \*
- Password: \* (with a note: "Leave blank to auto-generate your password")
- Confirm password: \*
- Real Name: \*
- My Signature: (with a note: "This is a block of text that can be added to my posts. Maximum: 255 characters")
- My Interests:
- My Occupation:
- My Location:
- Skype:
- Yahoo! Messenger ID:
- MSN Passport Address:
- AIM Screen Name:
- ICQ Number:
- Home Page:
- Fake Email:

Once you've completed the registration process, you will receive an email asking you to confirm your registration. Then an administrator will activate your account. There are two types of Users on our Web site. Guests and Members. When you first register, you will have a Guest membership to the Web site. Once your dues payment is received, your account will be switched to a Member account.

## How to log in, continued:

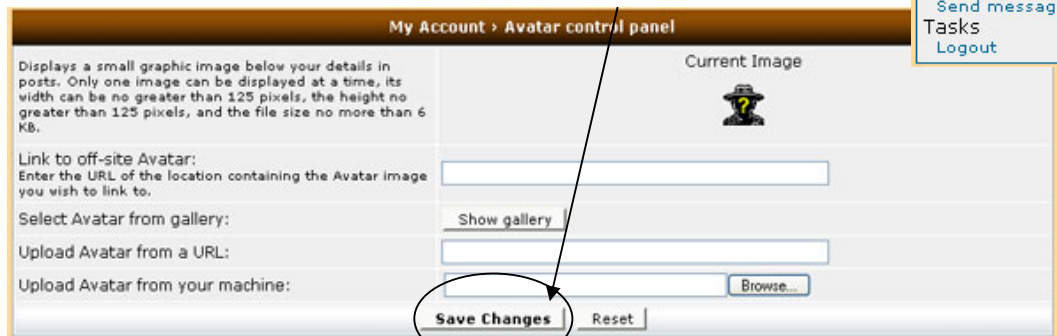
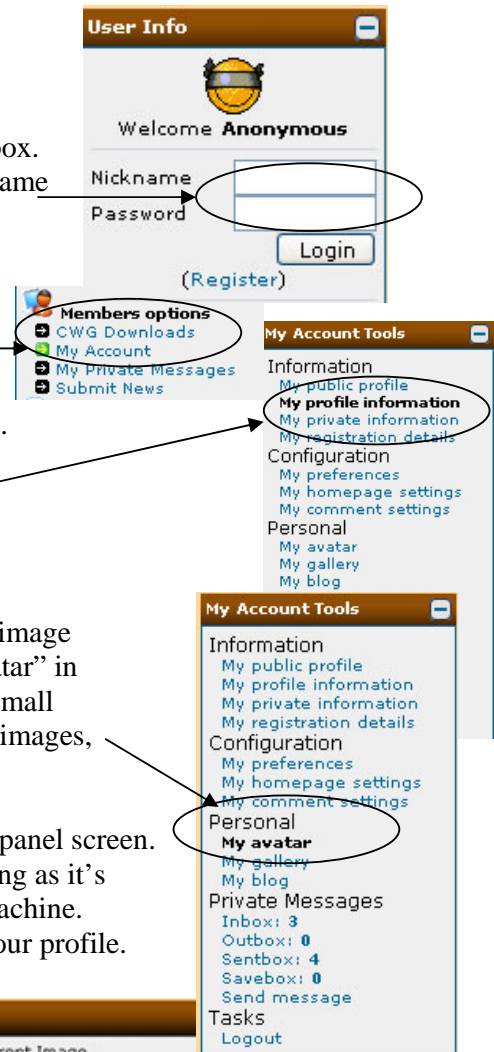
In the left column of the Web site, you'll see the "User Info" box. This is where a user would log on to the site. Fill in the Username (Nickname) and password you've chosen and click "Login."

When you log in for the first time, you may add additional information to your account. This is necessary so that your skills and accomplishments might be searchable in our skills database by prospective editors and clients! To do this, click "My Account" under "Member options" in the left-hand menu.

You will see the left-hand menu change. At the top will be My Account Tools. In this new menu, click on My Profile Information.

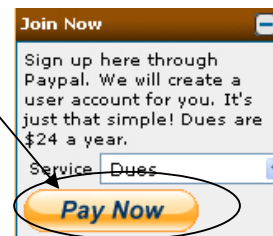
Once you've completed your profile, you can add an "avatar" image (an image that decorates your profile) by clicking on "My Avatar" in the "My Account Tools" menu. Avatar images must be very small (only 120 x 120 pixels or 6144 bytes). For help reducing your images, go to <http://shrinkpictures.com>.

When you click "My Avatar," you will see the Avatar control panel screen. There you may link to an image somewhere on the Web (as long as it's the right size, or upload an avatar from a URL or from your machine. Click "Save Changes" and you'll have an image to decorate your profile.



Finally – pay your dues using the PayPal button on the upper left-hand portion of the screen (or email [karinafabian@fabianspace.com](mailto:karinafabian@fabianspace.com) to make other arrangements, or to pay by snail mail).

Once we receive the payment (which is almost immediately with PayPal and perhaps a little longer by snail mail) you will receive an email notifying you that your account has been added to the Member group.



## How to use the Forums

Forums are message boards where our members discuss topics of interest to the Guild and writing in general. We socialize, play writing games, critique writing, and share tips on selling and improving our writing. Guests have limited access to these forums, and Members have complete access.

To access the CWG Forums, you can click CWG Forums in the main menu of the homepage, or click Community Forums at the top of the homepage:



CWG Forums > Home

[Forum FAQ](#) [Search](#) [You have no new messages](#) [Logout \[ AnnLewis \]](#)

You last visited on Sun Oct 28, 2007 6:50 pm  
The time now is Sun Oct 28, 2007 7:05 pm

[View posts since last visit](#)  
[View unanswered posts](#)  
[Mark all forums read](#)

Forum	Topics	Posts	Last Post
<b>Business</b>			
<a href="#">Officer Elections 2007</a>	1	2	Wed Oct 24, 2007 10:26 am <a href="#">Boricua63</a> →
<a href="#">Important Info on Dues</a>	1	1	Mon Oct 22, 2007 9:11 pm <a href="#">KarinaFabian</a> →
<b>Refining Our Craft</b>			
<a href="#">NaNoWriMo-30K for Christ!</a> Our Forum for National Novel Writing Month - write 30 thousand words in the month of November. Moderators: <a href="#">AnnLewis</a> , <a href="#">KarinaFabian</a>	3	15	Thu Oct 11, 2007 7:21 pm <a href="#">CatherineAlexander</a> →
	3	20	Tue Oct 02, 2007 5:25 pm <a href="#">Christina</a> →

The CWG forums are divided into topic folders. Click the topic folder that interests you to access all topic discussions that have been started in the folder.

## How to use the Forums, Continued

Once you enter the folder, you will see all the discussions that have begun already. You also have the option to start a new discussion.

To read a discussion that's already started, simply click the title to the discussion. To start a new topic of discussion, click "new topic."

The screenshot shows the forum header with navigation links like 'Forum FAQ', 'Search', and 'You'. The main title is 'MARKETING TIPS' with a subtitle 'Got a book to market? Got experience marketing? Need experience?'. Moderators listed are AnnLewis, KarinaFabian, and gregostrand. A 'new topic' button is visible. Below is a 'Topics' section with a 'Sticky' sub-section containing four items: 'Best investment', 'Free Marketing', 'Fast Marketing', and 'Your Favorite Marketing Tip'. Each item has a small icon, a title, and a list of statistics (posts, replies, author, date, time). At the bottom, there is a 'Display topics from previous:' dropdown menu set to 'All Topics' and a 'Go' button. A 'new topic' button is also present at the bottom left of the forum area.

Monday, February 26  
Posts: 33  
Location: USA

Back to top [profile](#) [pm](#) [email](#) [www](#) [YIM](#)

Display posts from previous: All Posts Oldest First Go

[new topic](#) [postreply](#) [reply](#) Forum Index > MARKETING TIPS

All times are GMT - 5 Hours

Page 1 of 1

The screenshot shows a user profile header with the date 'Monday, February 26', 'Posts: 33', and 'Location: USA'. Below are navigation links: 'Back to top', 'profile', 'pm', 'email', 'www', and 'YIM'. A 'Display posts from previous:' dropdown menu is set to 'All Posts' with 'Oldest First' selected. At the bottom, there are buttons for 'new topic', 'postreply', and 'reply'. The 'postreply' button is circled in red. The forum path 'Forum Index > MARKETING TIPS' is shown. A note at the bottom says 'Page 1 of 1' and 'All times are GMT - 5 Hours'.

Quick Reply

Message:

Quote the last message  
 Attach signature (signatures can be changed in profile)

Preview

If you access a discussion that's already begun and you wish to post, click "post reply." Or, if you want to make a quick reply, you can use the box at the bottom of the page and click "Submit."

The screenshot shows the 'Quick Reply' form. It has a 'Message:' label and a large text input area. Below the input area are two checkboxes: 'Quote the last message' and 'Attach signature (signatures can be changed in profile)'. At the bottom of the form, there is a 'Preview' button and a 'Submit' button. The 'Submit' button is circled in red. A callout box on the right explains that clicking 'post reply' or using the 'Submit' button at the bottom of the page allows for a quick reply.

## How to use the Forums, Continued

The screenshot shows a forum post creation form. At the top, there's a "Subject" field and a "Topic icon" dropdown set to "No icon". Below is the "Message body" area with a "Style toolbar" containing icons for bold, italic, underline, link, unlink, image, and other formatting options. To the left of the message body is an "Emoticons" panel with a grid of smiley faces and a "More smilies" link. Below the message body are several checkboxes: "Disable BBCode in this post", "Disable Smilies in this post", "Attach signature (signatures can be changed in profile)", and "Notify me when a reply is posted" (circled). Below these is a "Post topic as:" section with radio buttons for "Normal", "Sticky", and "Announcement". A section titled "Add an Attachment" includes a "Filename" field with a "Browse..." button, a "File Comment" text area, and an "Add Attachment" button. Below that is an "Add a Poll" section with a "Poll question" field, a "Poll option" field with an "Add option" button, and a "Run poll for" field with a "Days" input and a note "[ Enter 0 or leave blank for a never-ending poll ]". At the bottom of this section are "Preview" and "Submit" buttons.

Email notification for your discussion.

If you start a new topic, or click "post reply" in an existing topic, you'll be brought to this screen. Use the style toolbar to style your messages. Rolling your mouse over each of the tools will tell you what it is, and how to operate it. Select the text you wish to style and click the tool.

If you wish to be notified by email when someone replies to your discussion, check the "Notify me when a reply is posted" box.

You may attach files for others to review (within a reasonable size limit), and even add a poll!

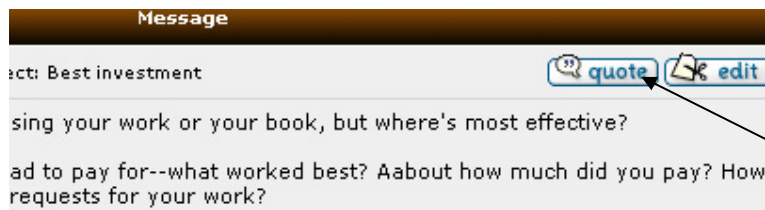
When you're done, click submit. You can edit later if you wish.

Attach a file or add a poll question.

The screenshot shows a forum post page. At the top, there's a "Jump to:" dropdown menu with "Select a forum" and a "Go" button. Below that is a user profile section for "Monday, February 26" with "Posts: 33" and "Location: USA". There are links for "Back to top", "profile", "pm", "email", "www", and "YIM". Below the profile is a "Display posts from previous:" section with dropdowns for "All Posts" and "Oldest First", and a "Go" button. At the bottom of this section are "new topic" and "postreply" buttons (circled). Below that is a "Forum Index > MARKETING TIPS" breadcrumb and "Page 1 of 1". The main content area is titled "Quick Reply" and contains a "Message:" text area. Below the text area are checkboxes for "Quote the last message" and "Attach signature (signatures can be changed in profile)". At the bottom of the "Quick Reply" section are "Preview" and "Submit" buttons (circled).

If you access a discussion that's already begun and you wish to post, click "post reply." Or, if you want to make a quick reply, you can use the box at the bottom of the page and click "Submit."

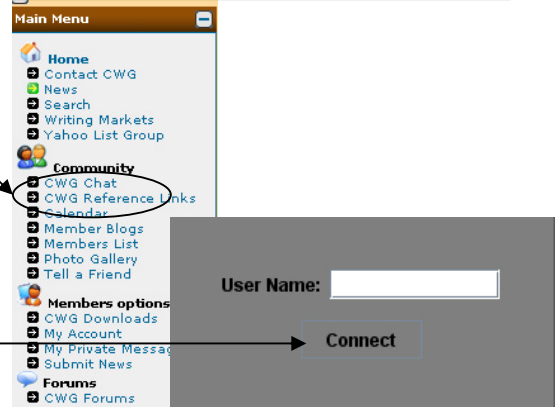
## How to use the Forums, Continued



If you wish to quote a previous poster's text to respond to it, click the quote button on the upper right of their post. If you wish to edit your own posts after you've posted them, click the edit button next to the quote button.

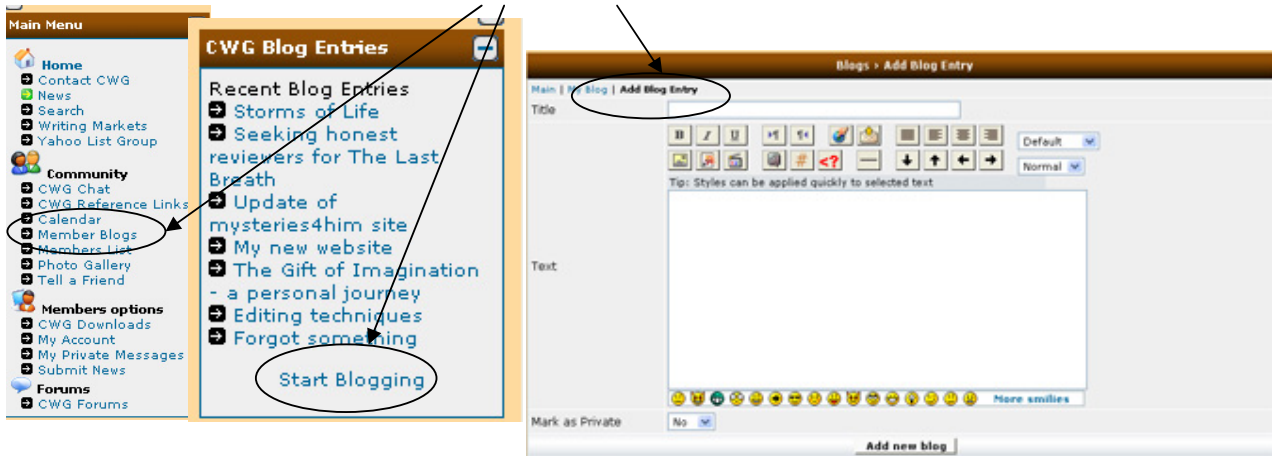
## How to find and enter the Chat Room

To find the chat room, click CWG Chat in the main menu. You will then be taken to a screen that will ask you for a user name. Provide a user name (you can use the same one you use on the site, or another one if you wish) and then click "connect." The page will redirect you to the chat room. Note: This chat feature requires that you have a Java installed in your browser. It will give you a link to download Java, if you do not have it installed.



## How to Blog:

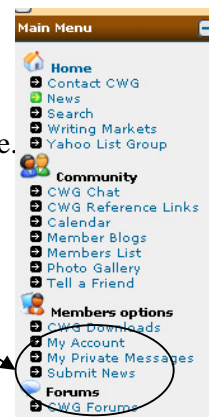
Blogging (also known as Web logging or Web journaling) is a way for you to share your daily writing experiences and knowledge with other members of the CWG. Every blog post you make is listed on our homepage for users to read. To use the Blog feature, you must be logged in to the site. Once you are logged in, click "Member Blogs" in the left menu or "Start Blogging" in the Client Blog box, also on the left. Either way, you'll go to a page that offers you the option to "Add blog entry." Click "Add new blog" or "Submit" and your blog post will appear on the homepage.



## How to Submit a News Story:

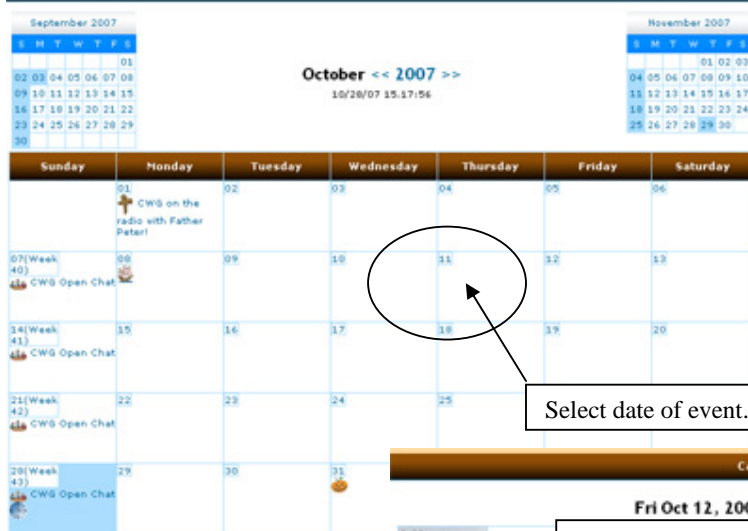
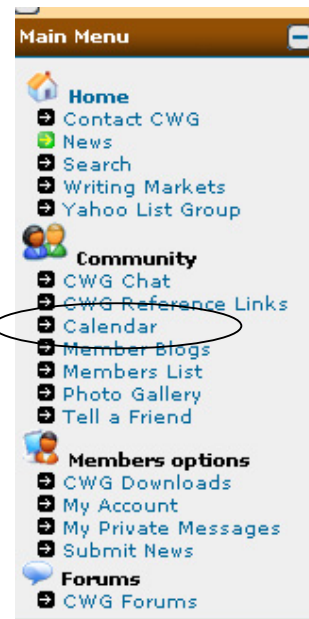
Usually administrators will handle News Articles for the homepage. But if you have something you'd like to share, you can post it by clicking on "Submit News" in the left menu. All articles will be approved by our administrators.

News stories should cover topics that would be of interest to our members. For instance: "Pope Starts Program to Publish New Authors" would be an article of interest to our members.

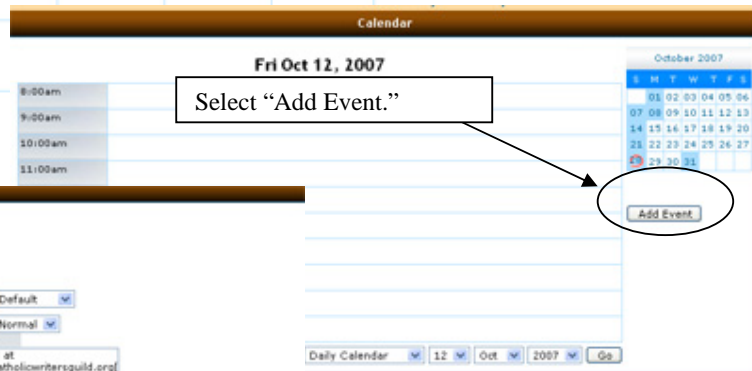


## How to add an event to the Calendar:

In the main menu, click on Calendar. Then, select the day on the calendar that the event is to take place, such as a special speaker in our chat room or perhaps a signing for one of your books! You'll see a button that says "Add Event." Fill in the form and click "Submit." For an event that occurs daily, click recurring events.



Select date of event.



Select "Add Event."

The screenshot shows the 'Edit Event' form. The 'Event Name' is 'Catholic Writers Conference'. The 'Description' field contains text about the conference. The 'Start Time' is set to 9:00 am. The 'Duration' is 12 hours. The 'Category' is 'General'. The 'Event Image' is 'meeting.gif'. The 'Priority' is 'High'. The 'Visible to' is 'All Visitors'. The 'Save' button is circled in red, and an arrow points from this circle to the text 'Click "Save."'

Click "Save."

*Note:* all additions to the calendar must be approved by the administrators before they will appear on the calendar.

## How to use the Photo Gallery:

To post photos for other members to view, click Photo Gallery in the left menu. You'll see your left menu change.

Here, you may post images to your private gallery, which other users would see under your username. Your private gallery is good for photos of your book covers, signing events, Catholic events, or other photos you wish to share

Before you can upload any photos, you must create an album first. Click "Create/order my albums" then name your album by adding it in the box and clicking "New Album." After you've done this, click "Upload picture" from the left-hand menu.

The screenshot shows the Coppermine Photo Gallery interface. On the left, there is a 'Main Menu' and a 'Photo Gallery Tasks' sidebar. The 'Main Menu' includes links for Home, Contact CWG, News, Search, Writing Markets, Yahoo List Group, Community (CWG Chat, CWG Reference Links, Calendar, Member Blogs, Members List, Photo Gallery, Tell a Friend), Members options (CWG Downloads, My Account, My Private Messages, Submit News), and Forums (CWG Forums). The 'Photo Gallery Tasks' sidebar includes 'Create / order my albums', 'Modify my albums', 'My profile', 'My gallery', and 'Upload picture'. The 'Photo Gallery' link in the Main Menu is circled. A callout box points to the 'Create / order my albums' link with the text: 'Click "Create/Order Albums" to create an album.' Another callout box points to the 'Upload picture' link with the text: 'Click "Upload Picture" to upload a photo to your album.'

You will then be shown a screen where you can browse for your image on your hard drive, include a description, etc. Click "Upload picture," and the image will be uploaded!

The screenshot shows the 'Upload picture' form in the Coppermine Photo Gallery. The form includes a search bar, a 'Maximum allowed file size is 1024 KB' warning, and fields for 'Album', 'Picture', 'Picture title', 'Picture description', and 'Keywords (separate with spaces)'. The 'Picture' field has a 'Browse...' button next to it, which is circled. The 'Upload picture' button at the bottom of the form is also circled. A callout box points to the 'Browse...' button with the text: 'Click "Upload Picture" to upload a photo to your album.'

*Note:* Please reduce the size of your images if possible. The maximum file size for any image is 1024 kb. (1mb). If you need help reducing the size of your images, go to <http://shrinkpictures.com>. And remember, this is a family friendly site. Do not upload photos you wouldn't want to show to a three-year old. 😊

**If you have any other questions on how to operate the Catholic Writers' Guild Web site not covered in this packet, please feel free to email Ann Margaret Lewis, the CWG Web mistress, at [annlewis@joesystems.com](mailto:annlewis@joesystems.com), or post your question in the CWG Site and Forum Help Folder in the CWG Forums.**