

Myra Evans Website Control Panel

Updating the items in your website is done in two steps.

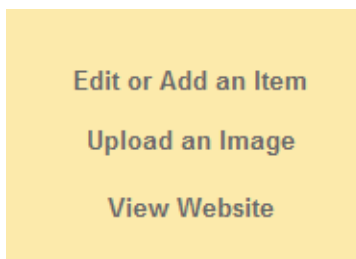
Step 1: Updaing your description data

Step 2: Uploading your new image.

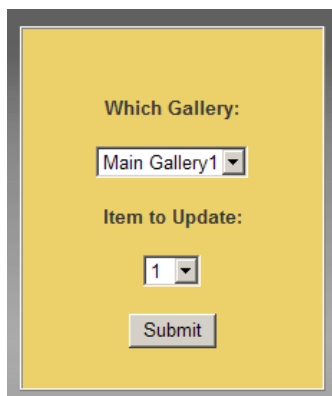
STEP 1: Updating the Description



To access the control panel, move your cursor to the top right corner of the image on the main page. The cursor will change to a hand. Left click here and you will access the control panel.



Select the first item on the list, Edit or Add an Item.

A screenshot of a form titled 'Edit or Add an Item'. It has a yellow background and a grey border. The form contains the following elements:

- 'Which Gallery:' followed by a dropdown menu showing 'Main Gallery1'.
- 'Item to Update:' followed by a dropdown menu showing '1'.
- A 'Submit' button at the bottom.

Your website has 2 galleries, each capable of displaying 20 items. Each existing item on your website has an item number displayed to the left of each image.

Select the Gallery you want to change and the item number you wish to change or add, and click on submit.

Edit an Item

Gallery1_01

Title:

Description:

Arial 1 (8 pt) B I U

Watercolour 16" x 20"
Framed w/mat

Price:

Enter the information you want to appear for the item in the text boxes and click on "Save Changes".

STEP 2: Uploading an Image

Edit or Add an Item

Upload an Image

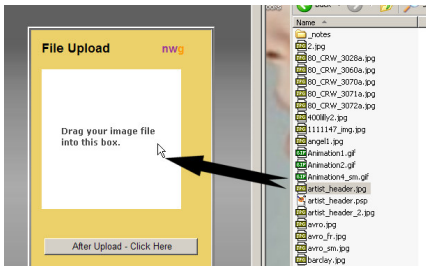
View Website

Select Upload an Image from the Menu.

Which Gallery:

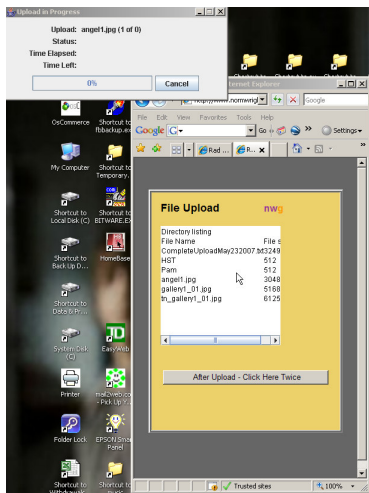
Image to replace:

Select the Gallery the image is to appear in and the Item Number.

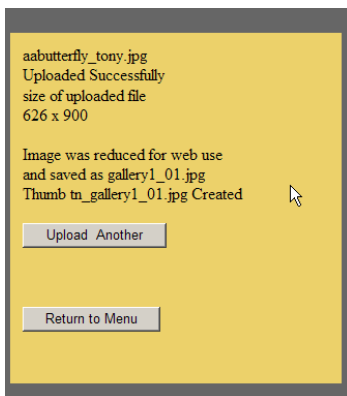


This Item needs Internet Explorer Browser to function properly.

Using a split screen, and with the right mouse button depressed, drag the file into the box.



A progress bar will appear and once complete a directory listing will appear in the box. Once it does, Click on the grey button.



If image was too large for web use it will be automatically re-sized. A thumbnail is also created.