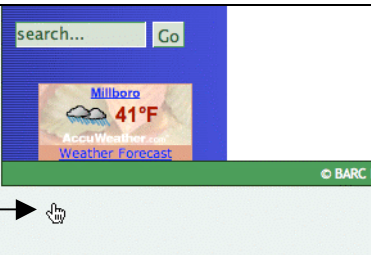
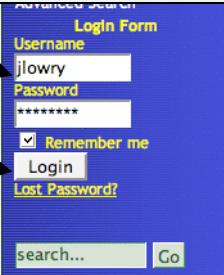
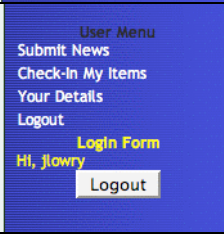
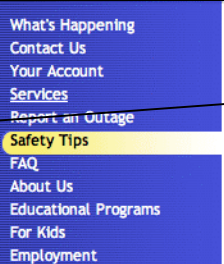
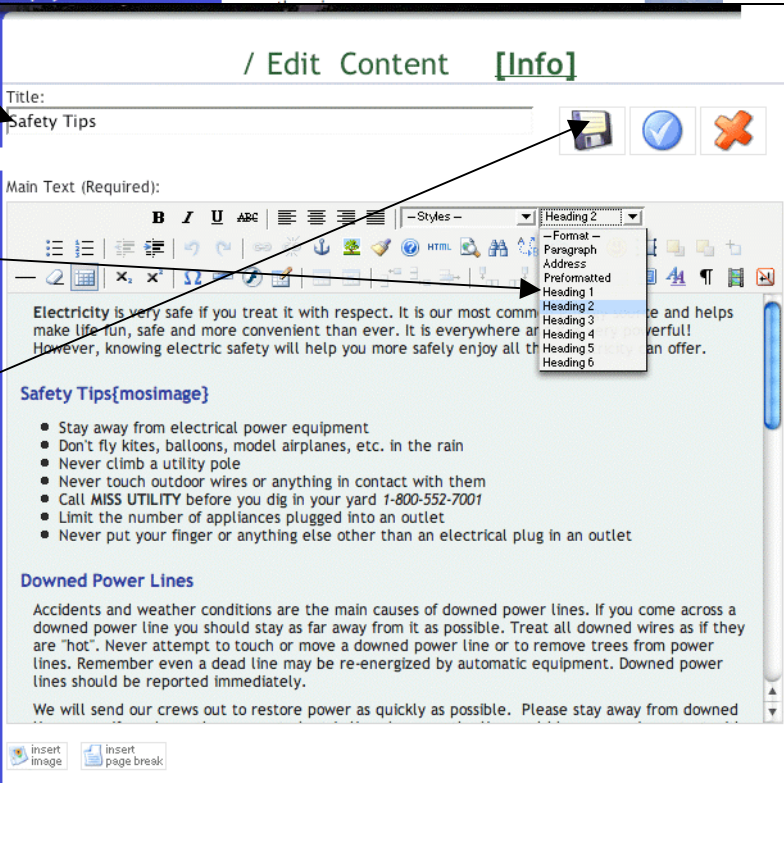


Updating the BARC Site – Instructions

<p><b>EDITING TEXT</b></p> <p>Navigate to the page you want to make changes too.</p> <p>Scroll to the bottom and click just below the green footer on the left side.</p>	
<p>Enter your username and Password</p> <p>Click "Login"</p>	
<p>After you click login you will see the user menu with these four items.</p>	
<p>Now click the menu item from the left side that you want to edit. In this case I clicked "Safety Tips"</p> <p>Click the "Edit" icon. (looks like a pencil and paper)</p>	
<p>You can now edit the text on this page.</p> <p>This is the title of the page (not the menu name)</p> <p>Use the formatting here to create various sizes of headings.</p> <p>The words "Safety Tips" and "Downed Power Lines" use the "Heading 2" style.</p> <p>When you are done click the "Save" icon.</p>	

## ADDING AN IMAGE

To add an image you must first identify where you want the image to appear in the text.

Place your cursor in the text.

Click the "insert Image" icon here.

You should see {mosimage}, which tells the computer where to place a picture.

*You can insert more than one picture per page by adding more {mosimage}.*

### Wiring your House

Whether you are a new or previously-owned house owner, you should adhere to the following home wiring guidelines:

Have wiring installed and checked by a qualified electrician. Make sure your appliances are approved by Underwriters Laboratories or another authorized laboratory. Check to see if your house is receiving at least 100 Amp service. For full house power, you will need at least 150-200 amps.

### Wiring your House

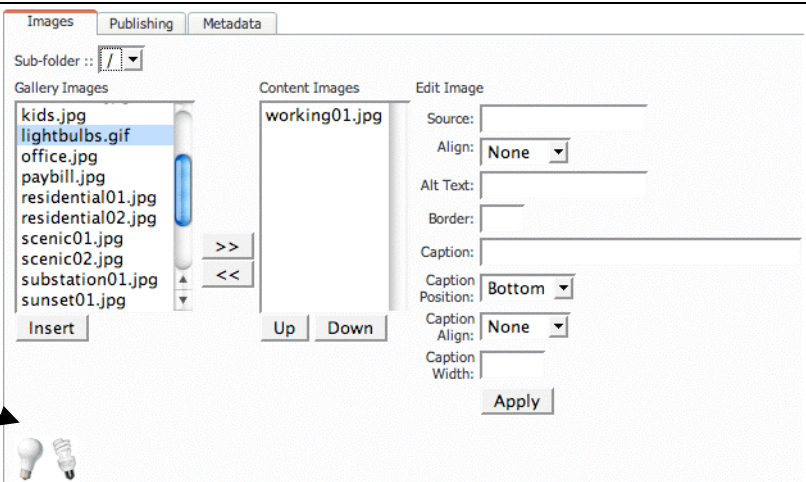
Whether you are a new or previously-owned house owner, you should adhere to the following home wiring guidelines: {mosimage}

Have wiring installed and checked by a qualified electrician. Make sure your appliances are approved by Underwriters Laboratories or another authorized laboratory. Check to see if your house is receiving at least 100 Amp service. For full house power, you will need at least 150-200 amps.

Next we need to decide which pictures should be displayed.

Select a picture from this list.

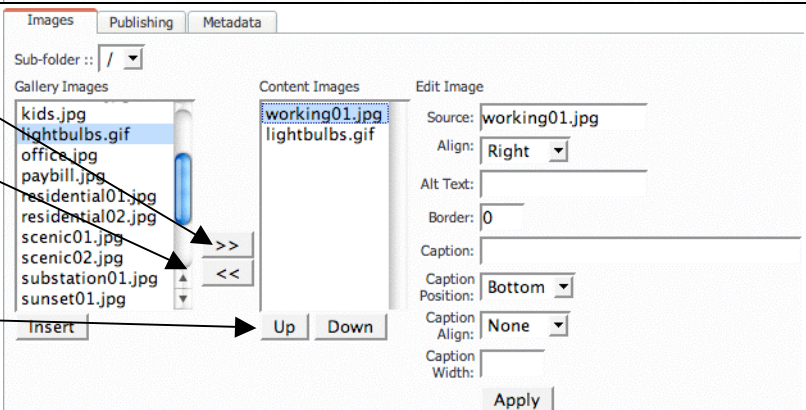
You will see a tiny version of the picture here.



Next, move the image to this list by clicking the ">>" or "Insert".

If you want to remove one click "<<".

Repeat until you have all the images for this page in the second list. You can change the order in which they display by clicking "Up" or "Down".



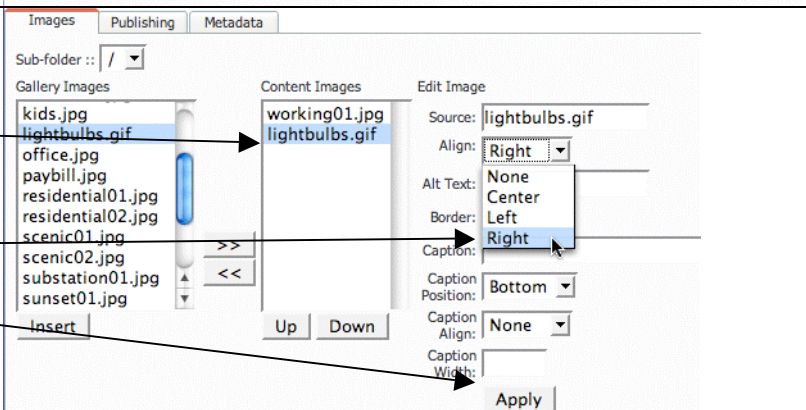
The final step is to position the picture and wrap the text around the image.

Select an image from this list.

Select Align right from this dropdown list.

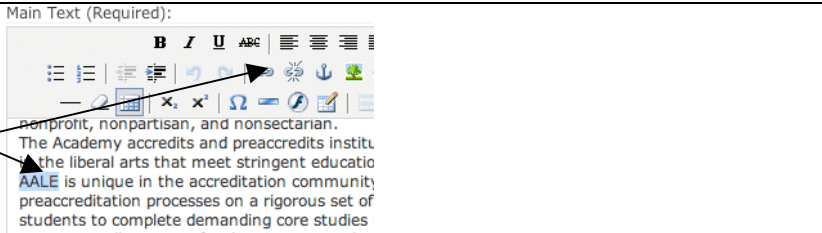
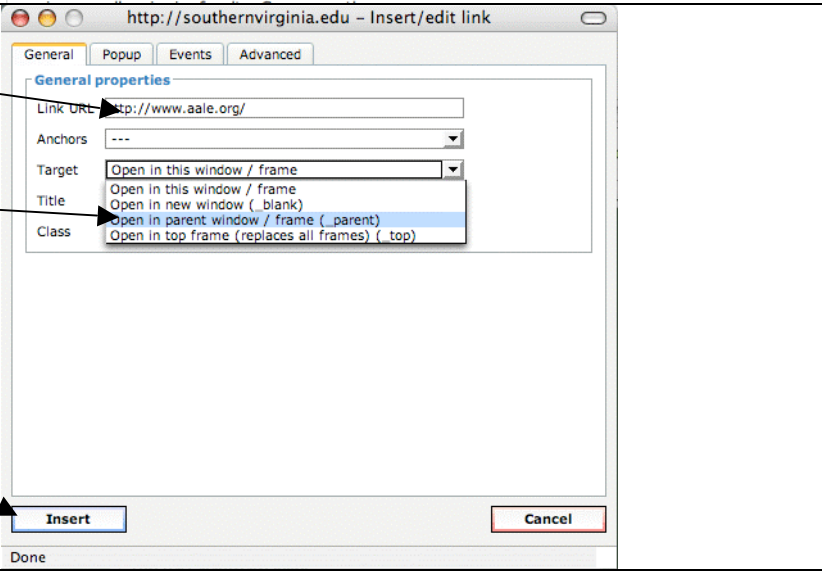
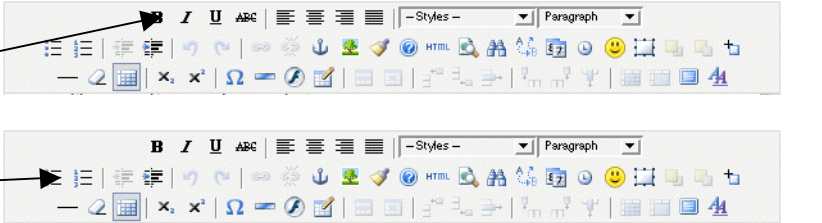
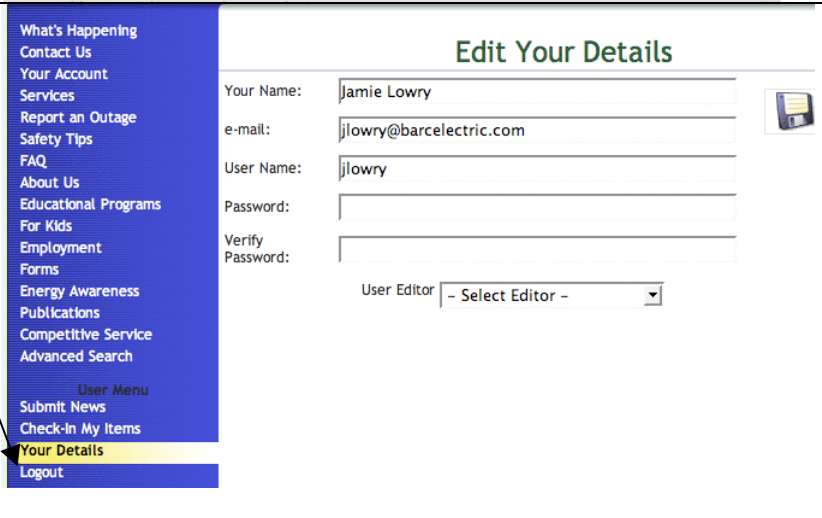
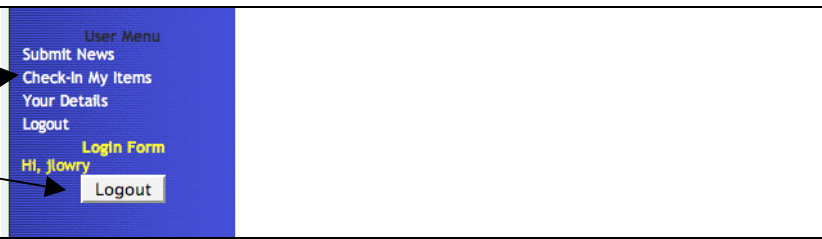
Click "Apply"

Repeat this will all the images for this page.



Click the "Save" Icon and preview you work. There is one at the top and middle of the page. They both do the same thing.



<p><b>ADDING A WEB LINK</b></p> <p>You can also add a link to another web page by highlighting the text you want to be clickable.</p> <p>Click on the "Link" icon.</p>	 <p>Main Text (Required):</p> <p>Nonprofit, nonpartisan, and nonsectarian. The Academy accredits and preaccredits institu the liberal arts that meet stringent educatio AALE is unique in the accreditation community preaccreditation processes on a rigorous set of students to complete demanding core studies</p>
<p>Enter the full URL for the destination web site. must start with http://</p> <p>Choose whether to open the page. Choose _blank to open a new window OR Choose _parent to replace the curent page</p> <p>Click "Insert"</p>	 <p>http://southernvirginia.edu - Insert/edit link</p> <p>General Popup Events Advanced</p> <p>General properties</p> <p>Link URL: http://www.aale.org/</p> <p>Anchors: ---</p> <p>Target: Open in this window / frame</p> <p>Title: Open in this window / frame</p> <p>Class: Open in new window ( _blank)</p> <p>Open in parent window / frame ( _parent)</p> <p>Open in top frame (replaces all frames) ( _top)</p> <p>Insert Cancel</p> <p>Done</p>
<p><b>ADVANCED FORMATING</b></p> <p>In addition to the basic "paragraph 1-6 stules you can use Bold and Italic here.</p> <p>You can create a list with or without numbers here.</p>	 <p>Rich text editor toolbar showing Bold (B), Italic (I), Underline (U), and other formatting options.</p>
<p><b>CHANGING YOUR PASSWORD</b></p> <p>Once you login you can change your password by clicking "Your Details"</p> <p>Try to use one you will not forget but also do not make it so simple that someone can easily guess it and hack the website.</p>	 <p>What's Happening Contact Us Your Account Services Report an Outage Safety Tips FAQ About Us Educational Programs For Kids Employment Forms Energy Awareness Publications Competitive Service Advanced Search</p> <p>User Menu Submit News Check-In My Items Your Details Logout</p> <p>Edit Your Details</p> <p>Your Name: Jamie Lowry</p> <p>e-mail: jlowry@barcelectric.com</p> <p>User Name: jlowry</p> <p>Password: [input field]</p> <p>Verify Password: [input field]</p> <p>User Editor: - Select Editor -</p>
<p><b>WARNING!!!</b></p> <p>When your done editing PLEASE click the Check-In My Items button and then the Logout button</p>	 <p>User Menu Submit News Check-In My Items Your Details Logout</p> <p>Login Form Hi, jlowry Logout</p>