



## Member Uploads:

### Add your own contribution to the history of Cumbria

All members are free to add items and to download and use these items as they wish - but if you want to quote from them or incorporate them into your own work, please acknowledge the source. **Please ensure that anything you add is your own copyright.** Do not add images of original documents unless you own the document.

Once you are logged in, to the left of the black section at the top of the page you will see the words **Add Content** and **Existing Resources**. Click **Add Content**. A page headed **Create Content** now appears. Click the word **Resource**. On the **Create Resource** page, first decide a name for your upload, and type it into **Resource Name**. To help other members who may wish to read what you have written, include the township name - and your own name - in the title, and please give as full a description as possible to identify what the upload is about. See the example "A recently-discovered map of Bolton Wood in 1567 – Bill Shannon".

Now click the word **Browse**, which will go to your hard-drive. Find the file you wish to upload (and don't forget, it must be your copyright). Note that you can add a range of different types of files – but we would prefer you used a pdf. When you have found what you want, click on it, then check **Upload**. The title of your file should now appear in the box. Then go to the box marked **Resources, Please Choose** – and check **Member Uploads**. Now check **Save**, and the page will show you the title by which you are calling the resource, and the document you have uploaded.

If you now check **Making History** on the tab bar, and look on the right, you will see again the words **Member Uploads- Add your own contribution to the history of Cumbria**. Click this and your new upload should appear at the head of the page. It is now visible to all Members (but not yet to the general public). If you want subsequently to edit or delete it, go to the black section, click **Existing Resources**, then find your resource and click **Edit** or **Delete**. If you click **Delete**, it will ask you to confirm before doing so – as this can't be undone. If you click **Edit**, don't forget to **Save** before closing. **Please don't amend anyone else's resources – and certainly don't delete them!**

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