

## Northography Instructions

Please read and follow these instructions when logging on to Northography.

**NOTE:** If, when you log in, you see an error message, check to see if the SETTINGS and ADMIN links are at the top. If they are, you're logged on, and can disregard the error message. We are working on correcting this.

### Adding a Response

Log on to the website, using the LOGIN link at the top,  
Click the [Respond To This] link under the current stimulus.  
Fill in the fields for the Date, Title, and text of your response.  
Click the ADD RESPONSE button underneath.

### Approving Your Response

If you have been given full privileges by the administrator, click on the ADMIN link, you can approve your work, which shows up under RESPONSES AWAITING APPROVAL. Click "Approve" and "Save" to add your work to the home page.

**NOTE:** Do not click on anything in the USERS AWAITING RESPONSE PRIVILEGES field. This is for approving new members.

Participants are encouraged to write their work somewhere besides the website, and cut and paste it into the text field after proofreading. The administrator receives a copy of each response by email and will make changes to work as requested.

The response field only supports left-justification, but HTML tags can be used for advanced formatting. Please see [Formatting Tips](#) on the main page. The administrator can also do this for you, if requested.

### Selecting an Avatar

The image must be 125 x 125 pixels, JPG or GIF.  
If you have an image you would like to use as an avatar, and need help resizing it, send it to [britt@northography.com](mailto:britt@northography.com).

**Stimuli:** A stimulus will be posted every Sunday evening, unless indicated otherwise.

**Comments:** Registered members may comment on responses.

**News:** Registered members may post events and publications in the News section, using the first field in the ADMIN page.

Thank you,

Britt Fleming  
Administrator

