

Uploading your review to Furtherfield is simple. Here is what you need to do:

- 1. Become a reviewer**
- 2. Create a new review**
- 3. Format the text**
- 4. Upload and format images**
- 5. Add Tags**
- 6. Save and get in touch!**

1. Become a reviewer

In order to publish a review with us you need to first become a reviewer. If you are already one you can skip this step.

- Create an account with Furtherfield: <http://www.furtherfield.org/user/register>
- Send your user name to [marc\[at\]furtherfield.org](mailto:marc[at]furtherfield.org), review editor, and we will give you reviewer permissions.

2. Create a new review

Once logged in as a reviewer:

- Go to 'Create Content' on the top left of the page.
- Choose 'Feature' .
- Enter the basics (title, summary, author) and publish. Don't worry it won't be visible to the public until we place it on the reviews page.
- **Important:** Copy the URL so you can access it any time.

3. Format the text

Make it plain text!

Converting your text into plain text before pasting is important. If you skip this step you might get weird formatting errors.

You can use Text Editor (Linux), TextEdit (MacOS), NotePad (Windows).

NOTE: While some of these programmes will convert your text into plain text straight away, TextEdit requires that you click the option “Make Plain Text”

Use the Editing Toolbar

By default the edit toolbar will allow you to add bold, italics and links. If you would like to have more options do this:

- Click on Input Format (right under the Body field)
- Select Full HTML (for an extended toolbar to control image properties for instance)

4. Upload and format images

Main Image

- Always displayed right after the title, before the text begins.
- **Size:** 598x300 px
- You should preferably upload images cropped to the exact size. Alternatively, you can upload bigger images and let the editor crop it for you.
- **Upload using:** the Main Image field (at the top of the edit page, right under Author)

Thumbnail

- Displayed in the features listings page, with the tile and summary of your review.
- **Size:** 150x100 px
- **Upload using:** the Image Thumbnail field (at the top of the edit page, right under Main Image)

Inline Images

- Used within the body of text.
- **Size:** free (maximum width: 598px)
- **Upload using:** the Inline Image field (right under Body).
- **Paste by:** placing the cursor where you would like your image to appear and click Insert.
- **Edit properties (size, alignment, border, etc):** You will need the full HTML Editing Toolbar for this (see above).
 - Select the image.
 - Click on the Image Properties icon (small tree).
 - Make changes and Update.

5. Add Tags

For your review to be easily searchable add relevant tags.

- Scroll all the way down to the bottom of the edit page.
- Use the Tags field to enter tags one by one. Don't enter them separated by a comma!

6. Save and get in touch!

- Publish your review (remember that it won't be visible to the public until we place it on the reviews page).
- Send the URL to us.
- Keep the URL safe, don't share until we've read it and published it.