



Historical Writers
Association



achaleon

The HWA website:
How to edit your profile
and add your books

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Overview

The new website for the Historical Writers Association is designed to be attractive to search engines and easy to use, so that readers and people in the trade can find new authors to connect with.

The website gives prominence to newly-added books and authors with completed profiles.

We have made it easy for you to login and edit your own profile, including adding your books and links to buy online (with your own affiliate codes).

You can get started and edit your profile right away. You have already been sent a username and password by email, but if you have forgotten it you can get a reminder.

Getting help

If you have problems using the service, you may contact the HWA admin team.

If you would like help with preparing and uploading your profile, adding your books or preparing the images, you may contact the web company who created the website. They are offering a very competitively priced service for HWA members. See the back page for details.

Connecting and logging in

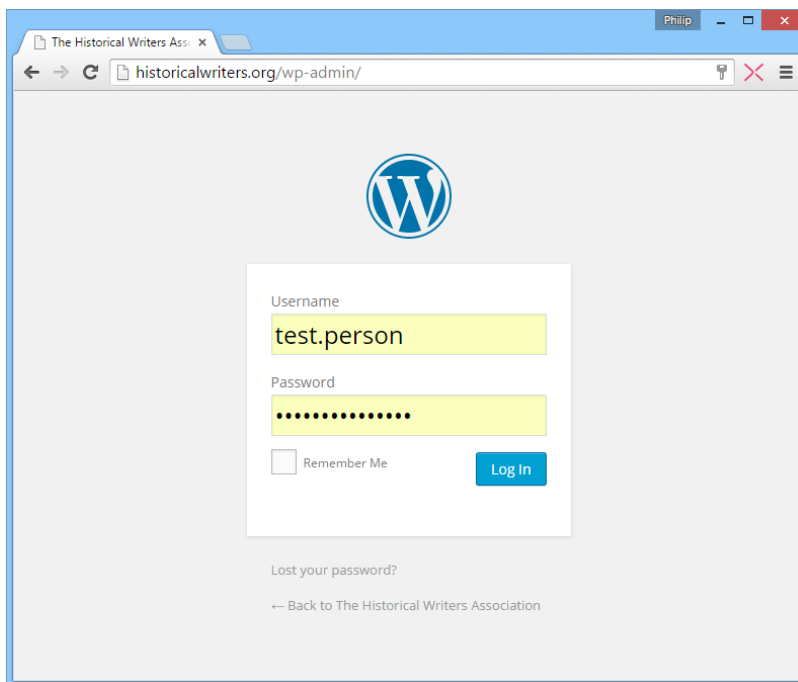
Never use public wi-fi to edit your profile; hackers can easily steal passwords on open networks.

You edit your author profile through your web browser. Any browser will do, provided it is up to date.

- Enter the website address: www.historicalwriters.org/wp-admin/

Tip: make sure you enter this in the address bar, not through a search engine.

- Enter your username and password then click 'Log in'



If you forget your password

If you cannot remember your password, you can reset it yourself:

- Click on the link 'Lost your password?' to go to the password reset page
- Enter your username or email address and click 'Get new password'.

Within a few minutes you will receive an email that contains a link.

- Click the link in your email.
- Enter a new password.

Important: anyone who can guess your password will be able to edit your profile through this website. Hackers use automated systems to try and hack weak passwords and then insert links to dangerous or objectionable website content.

So **make sure your password is strong** – good and long, with more than just dictionary words and names.

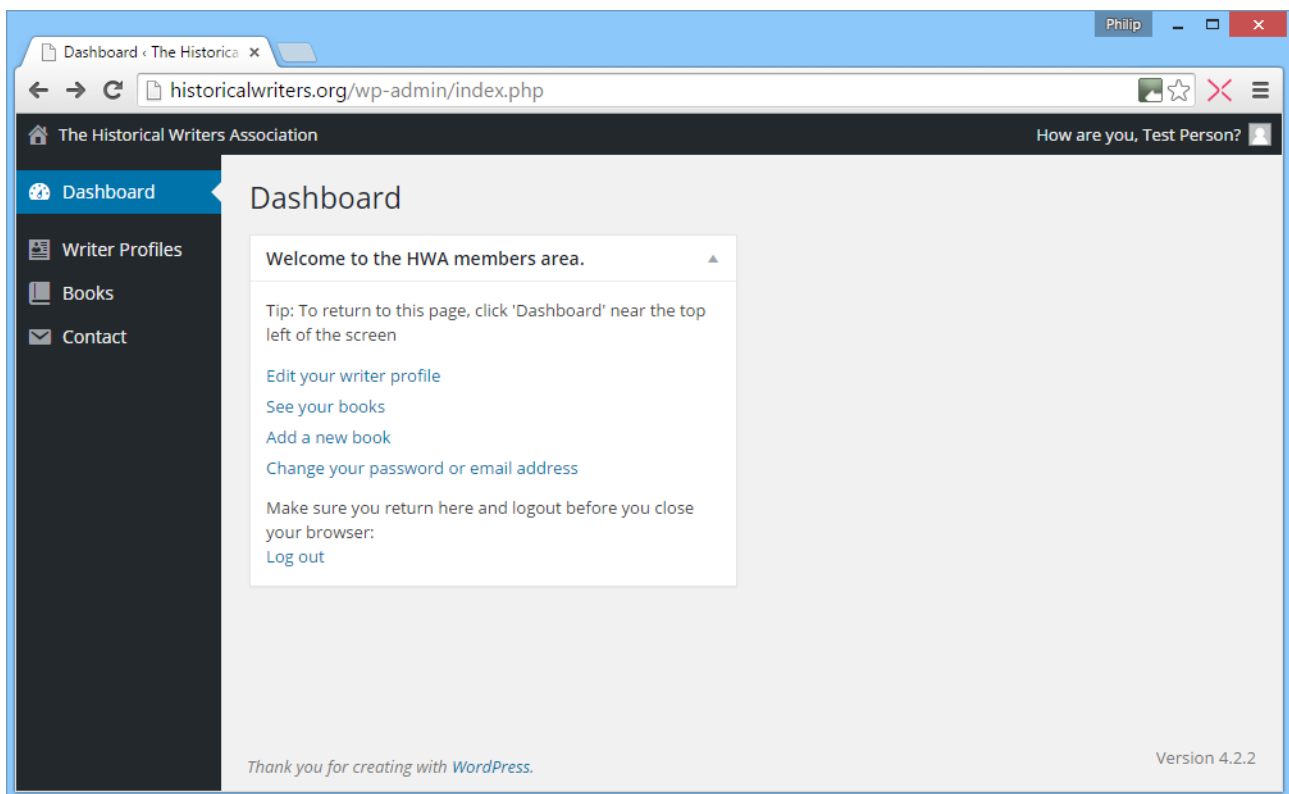
Editing your profile and your books

Once you have logged in you will see the Dashboard.

From here you have quick links to:

- **Edit your writer profile** – *change the text and images that describe you on the website.*
- **See and edit your books** – *manage the list of your published works.*
- **Add a new book** – *add one or more of your books to the website, including links to buy online.*
- **Change your password** – *change your password to something you can easily remember.*
- **Logout** – *make sure nobody can take over your login after you have finished.*

Each is covered in more detail below.

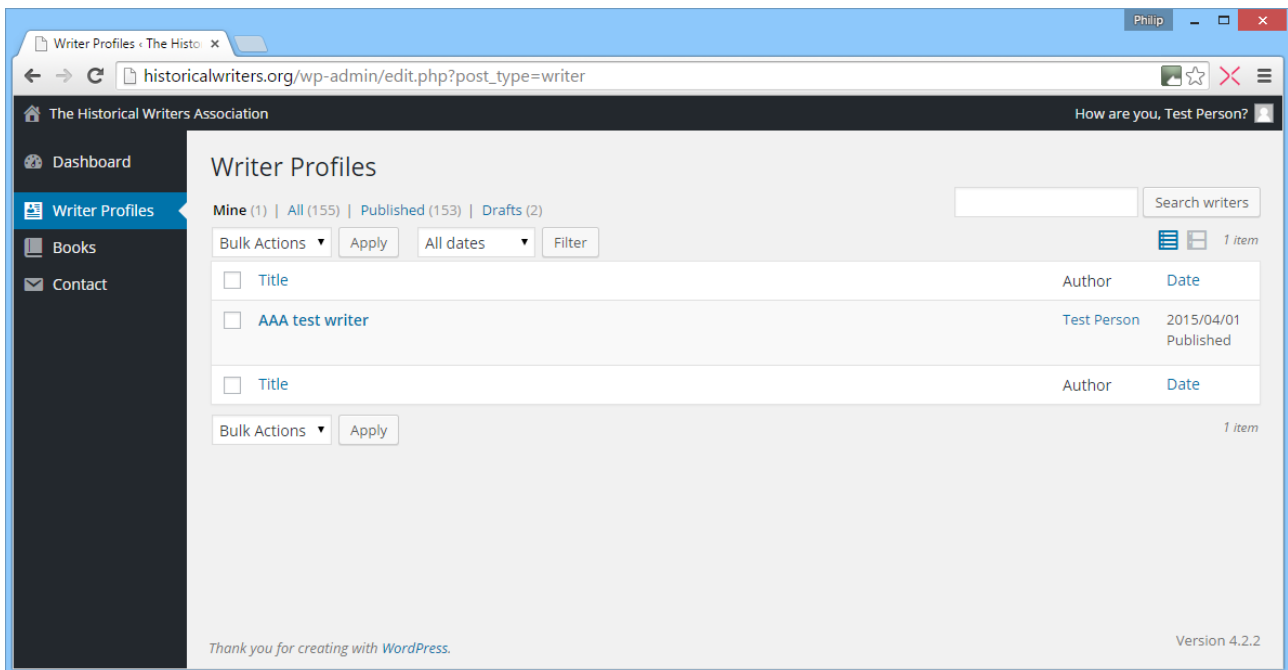


Editing your writer profile

When you click the link to edit your writer profile you will be taken to the Writer Profiles page.

- Click on your profile to edit it.

Note: In rare circumstances you may see a long list of writer profiles and not your own. In this case you won't be able to edit any of them so please contact the HWA and our team will quickly resolve this for you.



About your profile

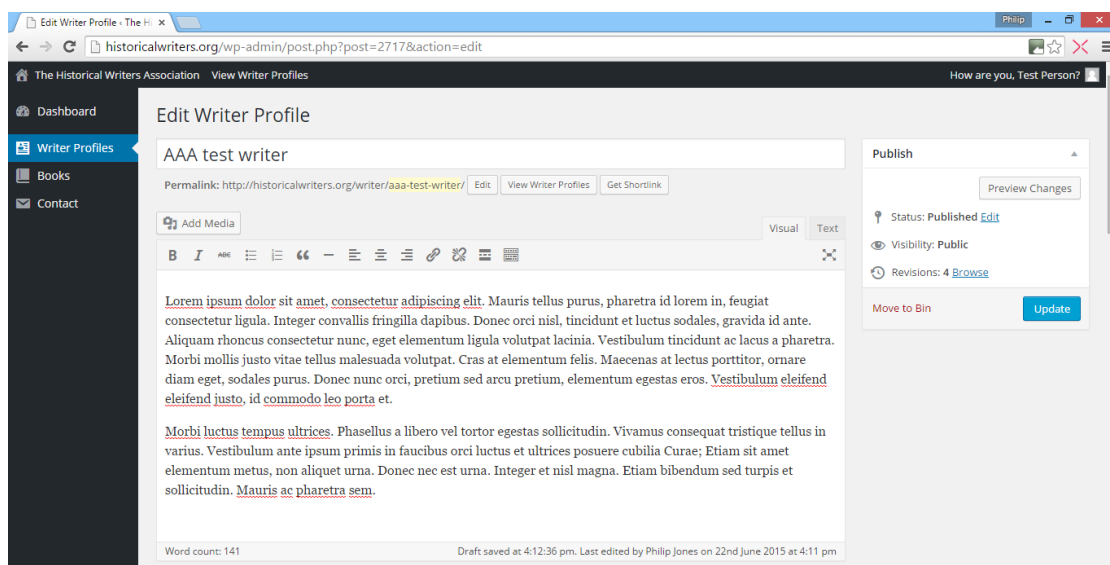
There are three main parts to your profile, including new information that helps readers and people in the trade to find your profile:

- **Your description**
 - This should be a few paragraphs long. Probably longer than a book jacket but certainly cut down from the biography you have on your website.
- **Your photo**
 - Portrait format (2:3 ratio); never full size; ideally 600 pixels wide by 900 pixels high.
 - Colour photos are usually best.
- **Other information that makes your profile easier to find**
 - Historical periods – tell the system which periods to list you under.
 - Who you are similar to – provide links so you can be found via other authors.
 - Your region – if you are open to speaking opportunities or networking with other members
 - Links to your social media profiles and your website.

Profile basics

The editor screen is shown below.

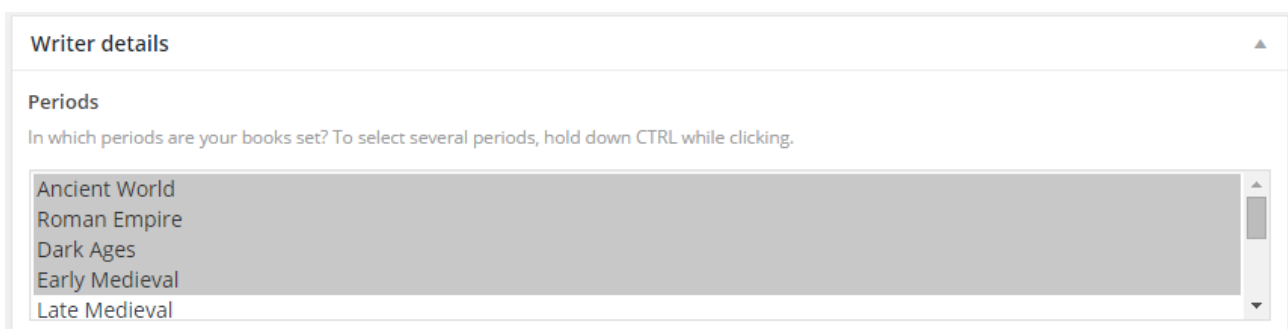
- All the changes that you make to your profile need to be saved. At the far right of the screen, under the section marked 'Publish', click the 'Update' button. The moment you click 'Update' your changes will show on the website.
- The first entry is your name. This is free format so you can enter your full name, initials, etc. in the manner which you prefer professionally.
- The main text box is for your profile (text only, please – your photo is edited further down).



Historic periods

You can select the periods which you write about.

- Select as many periods as applicable.
- To select multiple periods, hold down the Ctrl key or Command key while clicking them one at time with your mouse.



Similar authors

You can specify other writers who you are similar to. This allows readers and people in the business to find new authors who are similar to those who they already know. On the live website your profile will show those authors who you have selected as being similar. It will also show those authors who have selected you.

- Start by typing some text into the 'search' box. You will immediately see the list narrowing down.
- To move someone to your list of similar authors, click their name on the left hand side.
- To remove someone from your list, click the X next to their name.

You may select up to five similar authors. If you have more than five in your list you won't be able to save your changes.

Similar to

When people look for similar authors, where do you want to be found? Click on HWA writers on the left to move them to your list on the right.

Beatrice Hitchman ▶	AL Berridge ✕
Hilary Green ▶	Andrew Hughes ✕
Jack Hight ▶	James Burge ✕
Joanna Hickson ▶	Lesley Downer ✕
Justin Hill ▶	
Sophia Tobin ▶	

Your region

The HWA is often asked about members who could speak at regional events. Equally we are sometimes asked about regional meet-ups. If you want to, you can specify your region and it will be displayed on the website.

Social media and website

If you wish you can provide links to your own website and social networks:

- Make sure you enter the address of your website starting with `http://`
- Make sure you enter your facebook page starting with `https://www.facebook.com/`
- Enter your Twitter ID starting with `@`

Your profile photo

It is important that you upload an appropriate photo for your profile. Your profile can only be shown on the Featured Authors page if it includes a photo.

Preparing your photo

The website system will do its best to resize and reshape your photo, but you can do a lot to make sure you present a professional appearance on the website:

- Select a photo that is portrait format.
- Colour photos are usually best.
- Don't use a photo with any kind of border, the styling just doesn't work with this website design.
- Use a photo editing tool on your PC or Mac to scale and trim your photo to the right size:
 - Width: 600 pixels
 - Height: 900 pixels

Uploading your photo

On your writer profile, find the 'Profile Image' section (usually near the bottom of the page).

- If there is already an image that you want to replace, click the 'Remove' Button
- Click 'Add File'
- Near the top left of the page, select the option 'Upload Files'
- Click 'Select Files' to upload the image. Locate your photo and click the button to open/select it.
- After a few moments the image will be ready to use.
- On the right hand side of the page, in the 'title' box, you may enter your name
- At the bottom right of the page, click the blue button 'Insert into post'
- On the profile page, you will see part of the image as a preview. Don't worry that this appears cropped; so long as you prepared your image as above, it will be fine on the live site.

If you would like someone to do this for you, please turn to the back page for details.

Saving your changes

If you want to save your work without publishing it, you may save it as a draft:

- Near the top right of the page, click the button 'Save Draft'.

To save and publish your changes:

- Near the top right of the page, click the button 'Update'.

Previewing your entry

To check that your profile is listed in the way you want and that the links are all working correctly, you can preview it without publishing it:

- You need to save a draft of the page first (see above).
- Click the 'Preview Changes' button.

A mockup of the live page will open in a new browser tab. Please check it carefully before publishing.

Editing your books

Adding a new book or editing your books is very similar to editing your writer profile.

Note: If you try to see a list of your books when you don't yet have any on the website then you will instead see a list of all the books on the website. You will not be able to edit them. Instead follow the instructions below to add your first book.

Adding a book

Before you start, you will need to prepare the cover image of your book. This is the same as preparing your author profile photo. See the instructions on previous pages (to prepare an image 600x900 with no borders).

- Click on the 'Add new book' button or link.
- Enter the title of your book.
- Enter descriptive text for your book.

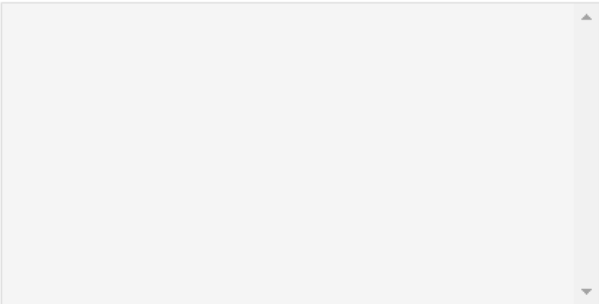
Linking the book to your writer profile

The system requires that each book is linked to a writer profile.

- Type a few characters from your name into the 'search' box. You will immediately see the list narrowing down.
- Click your name. It will move to the box on the right.

Author

Warning: If you do not select the author then this book may be very hard to find for website visitors.

AL Berridge	▶	
Ann Weisgarber	▶	
Beatrice Hitchman	▶	
Ben Kane	▶	
Bernard Cornwell	▶	
Elisabeth Gifford	▶	
Elisabeth Storrs	▶	
Elizabeth Pugh	▶	
Elizabeth Pugh	▶	
Elizabeth Pugh	▶	

Add the cover image

Add the artwork of your book in the same way as your writer profile (see previous pages).

Sort Order

By default the website gives prominence to the books which you added most recently. If you want your books to be displayed in a different order, you may specify the order here. They will be listed so the lowest numbered is first and the highest numbered is last.

Buy links

There are several fields where you can paste the address of websites where people can buy your book.

- Enter the full address, starting `http://`
- The address may include your referrer ID, etc.

Tip: You may find it easier to cut and paste the address of the page from another browser window.

Saving your changes

When you have finished editing you need to save your changes.

If you want to save your work without publishing it, you may save it as a draft:

- Near the top right of the page, click the button 'Save Draft'.

If you are adding a new book, you cannot publish it immediately, it needs to be sent to the HWA admin team for checking first:

- Near the top right of the page, click the button 'Submit for Review'.
- The admin team won't be notified that you have sent a page for review; you may wish to email them to let them know: admin@historicalwriters.org

If you are making edits to an existing entry, you can update it immediately:

- Near the top right of the page, click the button 'Update'.

Previewing your entry

To check that your book is listed in the way you want and that the links are all working correctly, you can preview it without publishing it:

- You need to save a draft of the page first (see above).
- Click the 'Preview' or 'Preview Changes' button.

A mock-up of the live page will open in a new browser tab. Please check it carefully before publishing.

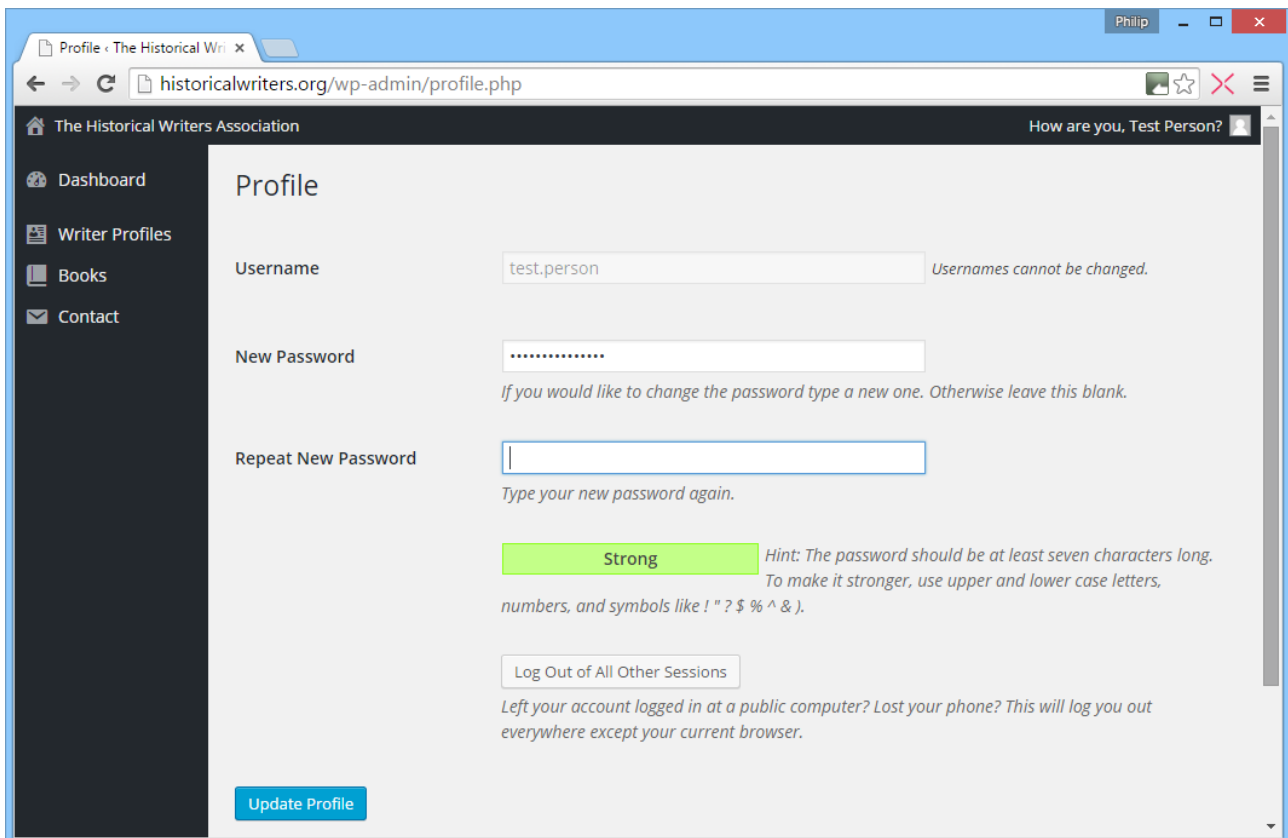
Changing your password

If you want or need to change your password, select that option from the Dashboard.

Important: anyone who can guess your password will be able to edit your profile through this website. Hackers use automated systems to try and guess at weak passwords and then insert links to dangerous or objectionable website content.

So **make sure your password is strong** – good and long, with more than just dictionary words and names. For this kind of website login, it is usually better to choose a strong password and then write it down somewhere safe.

- Enter your new password and repeat to confirm.
- Click 'Update Password'



Profile · The Historical Writers Association

historicalwriters.org/wp-admin/profile.php

How are you, Test Person?

Dashboard

Writer Profiles

Books

Contact

Profile

Username: test.person *Uppercases cannot be changed.*

New Password:
If you would like to change the password type a new one. Otherwise leave this blank.

Repeat New Password: |
Type your new password again.

Strong *Hint: The password should be at least seven characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ & ;.*

Log Out of All Other Sessions
Left your account logged in at a public computer? Lost your phone? This will log you out everywhere except your current browser.

Update Profile

Need help preparing your profile and photos?

If you don't have the time, inclination or computing skills to prepare your profile photo, book images, etc. we have put together a package to help you out:

We will:

- Optimise your profile photo for the website, sizing it correctly and uploading it.
- Upload the text of your writer profile, removing any unwanted formatting, etc.
- Add in links to your own website and social media sites
- Add up to six books, including texts and cover image, plus links to buy them online

All you need to do is supply us with texts and photos (in pretty much any format). You also need to tell us which HWA members you would like us to link you to. We will find your books on Amazon, etc. and link to them (but if you want us to use special referrer codes you will need to supply those). If you want us to link to your social media profiles we'll just need you to send us the links.

- This is available at the special rate of £36 (including VAT), subject to acceptance.

If you would like to take advantage of this offer, please call Philip Jones on 01905 317 318 or email philip.jones@achaleon.com

Need help with your own website?

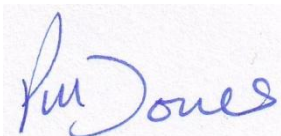
I would like to thank the HWA committee who have given me permission to add this section.

At Achaleon we love creating websites that help sole traders and small organisations to make the right first impression, engage with their target audiences and raise their profile.

If you want a new website that isn't just technically and visually strong, but which is structured to serve your readers and present you effectively to the book trade, we'd love to help.

An effective website doesn't come cheap, but neither are we out of touch with writers' budgets. So please give me a call on 01905 317 318 and I'll be happy to discuss the possibilities for what you want to achieve.

Best regards,



Philip Jones
Chartered Marketer
Director of Achaleon Ltd.