

A Guide to uploading resources on the Bits & Bytes website



Step 1

Before you can upload any resources, you need to register on the site. This ensures that the site will not be spammed with malicious or nuisance content. As a registrant, you can upload on the site anything that relates to food sovereignty and security.

To register, click on the “Get Started” link on the right-hand side of the home page:



This takes you to a new page where you enter your name, email address and a password. After that first step you have the option (at any time) of adding additional information and a picture of yourself.

To reduce duplicate resources on the site, it is a good idea to search for your resource before you try to upload it. Once you have determined that it does not already exist on the site, you are ready to upload resources. Click on the "add resource" link and follow the instructions in Steps 3 to 6.

Step 2

When you return to the website as a registered member, before you can upload resources, you will need to log in by entering your email address and password in the top right-hand corner of the homepage:



[Register Here](#) | [Help](#) | [Contact Us](#)

Email: Password:

[Lost Your Password?](#)



Step 3


After you log in (or registered for the first time), you will arrive at a page that welcomes you back and has four link selections in the top right hand corner of the page. To upload resources, click on the link entitled “Your Profile”:

Welcome back Abra Brynne | [Your Profile](#) | [Help](#) | [Logout](#) | [Contact Us](#)



Clicking on "Your Profile" takes you to your personal page. Here you can edit your profile, remove your registration (delete user) or add resources:


Welcome back Abra Brynne | [Your Profile](#) | [Help](#) | [Logout](#) | [Contact Us](#)





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search bits & bytes:
 -- All Resources -- search

Abra Brynne | [edit profile](#) | [add resource](#) | [logout](#) | [delete user](#)
Member since February 18th, 2009

 Your contact information is currently hidden
Abra Brynne
PO Box 684
Nelson, BC, Canada
p. 250.352.5342 | [email](#) | [www.peelingtheonion.ca](#)



 **recently added resources:**
[Cost & Affordability of a Nutritious Diet in NS: Report on 2008 Food Costing](#) 

When you click on "add resource", you will be taken to the following page and options:

Resource Information

This Resource is a: *

Display Information

Language:

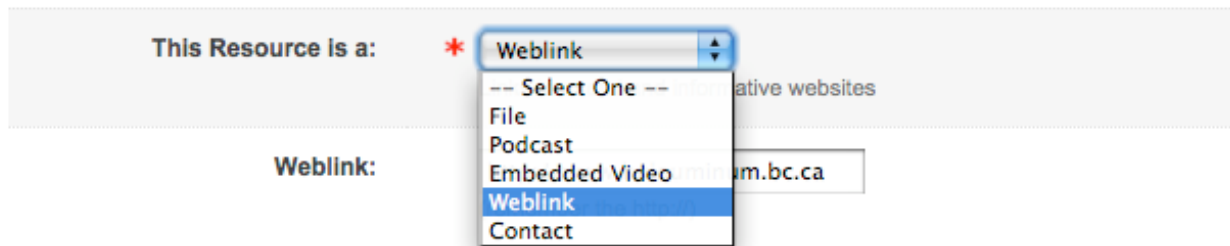
Headline:

Description:

Step 4

This website can support a range of file types. Most resources will likely be some sort of document file (.doc; .rtf; pdf) but the site can also support embedded videos (where they are actually located on sites like YouTube or Vimeo but linked on the Bits & Bytes website), podcasts, weblinks or contact information for a resource person. From the drop down menu of file types (“This Resources is a:”) click on the type of resource you wish to upload.

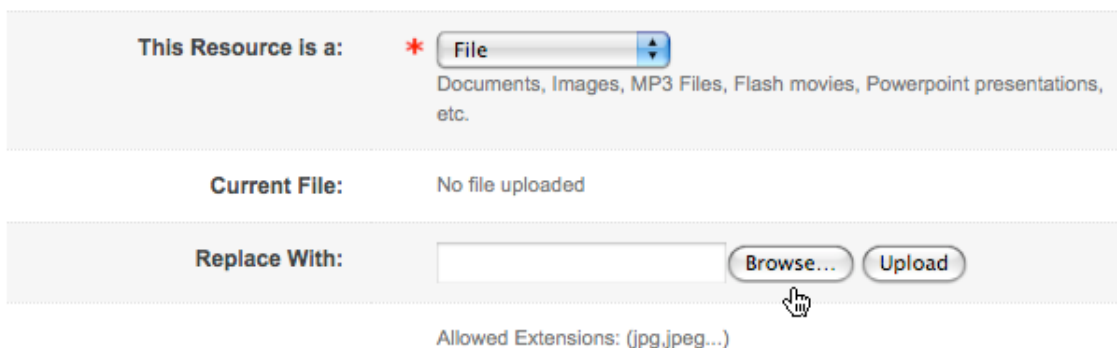
Resource Information



The screenshot shows a form section titled "This Resource is a:" with a red asterisk. A dropdown menu is open, displaying the following options: "-- Select One --", "File", "Podcast", "Embedded Video", "Weblink" (highlighted in blue), and "Contact". Below the dropdown, the text "Weblink:" is visible, followed by a text input field containing "m.bc.ca".

Once you have selected the file type, you will be able to upload the resource. To do this, you need to direct the website to the location on your own computer (or on the internet if it is a weblink) where the resource can be found. If you have previously added resources, there will be a “Current File” listed. To upload a new one, just click on the “Browse” button and it will open a file upload menu box from which you can find and select the appropriate resource:

Resource Information



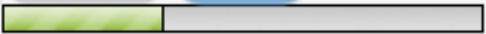
The screenshot shows a form section titled "This Resource is a:" with a red asterisk. A dropdown menu is open, displaying the following options: "File" (highlighted in blue), "Documents, Images, MP3 Files, Flash movies, Powerpoint presentations, etc.", "Current File:", "No file uploaded", "Replace With:", "Browse...", "Upload", and "Allowed Extensions: (jpg,jpeg...)". A mouse cursor is pointing at the "Browse..." button.

After you have found the right resource on your computer, click on the “open” or “select” button in your file upload menu. Back on the Bits & Bytes Resource Information page, this click will cause the “Browse” button to have blue border around it and the “Upload” button will flash. Once the Upload button has stopped flashing, click on the Upload button and your document will be uploaded. The blue border will shift to the Upload button and there will be a progress bar that looks like this:

This Resource Is a: * Documents, Images, MP3 Files, Flash movies, Powerpoint presentations, etc.

Current File: No file uploaded


Replace With:

Upload in progress... please wait 

Allowed Extensions: (jpg,jpeg...)

You will know when your new file has been successfully uploaded when the resource’s title appears in the “Current File” line. In addition to the file title, it will also indicate the file type and size.

Step 5

The next step is to enter the information (data) about your resource. Note that the data boxes will vary slightly between the different resource file types. For a “file” - in other words, some form of text resource - the information boxes will look like this: 

The language options are French or English, however documents in any language can be uploaded and labeled

Display Information

Language:

Headline:

Description:

Controlling User: [Abra Brynne](#)

Date Posted: May 15, 2009

Labels:

Categories: Agriculture & Harvesting
 Indigenous Food Sovereignty
 Food Culture & Practice
 Food & Health
 Food & the Environment
 Household / Individual Skills
 Hunger / Short Term Relief
 Policy Work / Systems Change
 Community Building

- [Cost and Affordability of a Nutritious Diet in NS: Report on 2007 Food Costing](#) PDF
- [Making and Sharing Community Asset Maps](#) PDF
- [Making and Sharing Community Asset Maps](#) PDF
- [Towards Food Sovereignty: Transforming knowledge & ways of knowing](#) PDF

with the relevant language (use the “label” box). Note that the “spider” which analyses all resources on the website cannot search other than the Latin alphabet used in French and English (among others). So, if you want to make sure that your document can be found by those seeking documents in, for instance, the Greek language, add “Greek” in the labels box.

The “**Headline**” box is where you enter the title of your resource - this is the one that will be displayed on the website.

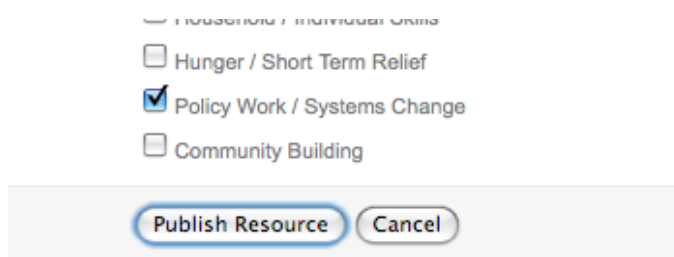
You will be listed at the “**Controlling User**” as the person who has uploaded the document”

In the “**Labels**” box, list key works that you would associate with your resource so that if other are searching for, as an example, “compost tea” and your article describes how to make or use compost tea, this would be a good label. The labels offer the opportunity to associate additional key information about your resource that will not be found in the resource title (or “Headline”).

The **Categories** portion of the data entry is simply the list of the broad categories we developed to help people snoop through the resources on the website. You can choose between one and nine of the Categories. The website will likely function best if you can be fairly specific about the categories rather than selecting them all.

Step 6 - the last one!

Once you have entered all the information (data) associated with your resource, the final step is to “Publish Resource” - in other words, to upload both the resource and all the information you have just added to describe it. To do so, click on the “Publish Resource” button. Once you have clicked the “Publish Resource” button, it will have a blue border around it like this:



You only have to click the “Publish Resource” button **ONCE!! It is really important that you be patient while the resource and all the other information you entered is uploaded. This can take quite a while (depending on the size of the file) and make it seem like nothing is happening.** However, you can trust that the database and the “spider” programming that makes the website so searchable are doing their job.

You will know when your resource has been successfully reloaded because the website will return to “Your Profile” page and the resource you just added will be listed at the top of the “recently added resources” list on the right hand side of the page.