

How to Create/Edit Your Own Member Page at www.cocoaart.com

Once an account is created for you, it is easy to manage your own webpage on CoCOA's site.

1. Log onto your account and navigate to your own page.
2. Click the Edit tab at the top, this will open the page in the editing mode.
3. Add text directly into the 'Body' window. Any websites, emails etc are automatically linked.

To Insert/Edit pictures, files must be in jpg format and have a maximum side measurement of <500 pixels, <500kb total file size.

1. Click the small tree icon in the upper left of the "Body" window in the Editing mode.
2. This opens a pop-up window, (be sure your computer settings allow this) "Insert/Edit Image". Click the icon on the upper right side of this window.
3. This will open a 2nd pop-up window, "Image/File Browse". At bottom click the "Browse" button.
4. Search for and open file desired.
5. Click upload button on "Image/File Browse" window.
6. Locate file in the list at the top of the "Insert/Edit Image" window.
7. Click "add"; the file is placed in the "Image upload" window.
8. Click Insert.

Once everything is as you like it, go to the bottom of the page and click "Preview" or "Submit". The page should re-load and be in the "View" mode.