

How to use the AMPS Review Software



This document will be used to help reviewers understand how to use the Review feature on the AMPS website. To use the AMPS Review software you must be an AMPS Member in good standing and have your access level set to Reviewer. To participate in the AMPS Review Crew forum you would need to request access from the Review Coordinator. A request can be sent to the Review Coordinator via the **About AMPS** page or the **Contact Us** page on the AMPS Website.

Once your access has been granted you will see the **Submit a New Review** link on the Quick Links section on the home page of the AMPS Website. You would click on this link to create a New Review (see Figure 1 – Quick Links: Submit a New Review).

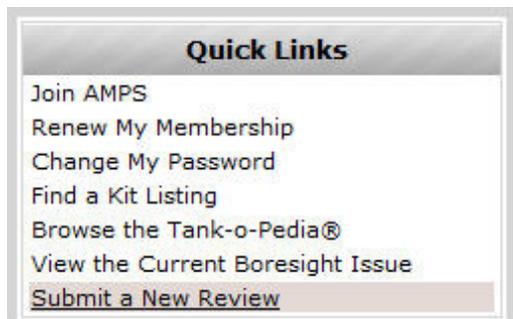


Figure 1 - Quick Links: Submit a New Review

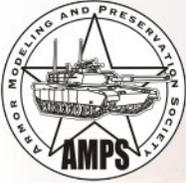
To access an existing review you would need to know if it is a **First Look Review** (also known as an in box review) or a **Full Build Review** (Construction Review). To access these they are on the **Model Kits** menu.



Figure 2 - Model Kits: First Look Reviews



Figure 3 - Model Kits: Full Build Reviews



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The following page will be displayed if you selected a new Review option from the home page:

Figure 4 - Edit Review Page

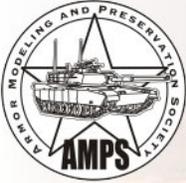
You will need to fill in the requested information:

- Kit Name: Name of the Kit
- Manufacturer: Name of the Manufacturer (Note: this is a drop down list).
 - If the drop down list doesn't contain the Manufacturer you can select the **New Manufacturer** button



Figure 5 - New Manufacturer

- You should save your information prior to pressing the **New Manufacturer** button.
- See Figure for an example.
- Kit Number: Number of the model kit
- Retail Price: try to be as accurate here as possible.
- Scale: Type in the scale. For 1:35 it would be 1/35. I will eventually make this a drop down list.
- Release Date: Date the model was released. Eventually I will make a calendar control to select the date.



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- Review Date: Date of your review. Be careful here, if you put in the wrong date a few months back it will not show at the top of the list.
- Status: Visible to the Public or Pending Completion. It is very important that you select Pending Completion during your building of your review. If you mark as Visible to the Public then everyone can see it; ready or not. 😊
- Review Body: This container is where your text and photographs go.

The Review Body Toolbar container allows you to edit your content. See Figure 6 – Review Body toolbar container.



Figure 6 - Review Body toolbar container

I will address each tool bar in the toolbar container. The first toolbar (Figure 7) deals with Font selection, font size, font color and font highlighting just like Microsoft Word.



Figure 7 - Font Selection toolbar

The next tool bar (Figure 8) in the container is deals with fonts as well. Here you can bold font, italicized font, underline font, strikethrough font, subscript font, subscript font, erase word formatting, and a text select all function. These are very similar to Microsoft Word functionality. Two features that are unique are the erase formatting and select a buttons.

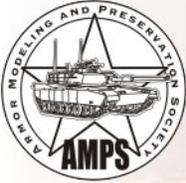


Figure 8 - Font Attributes toolbar

The next toolbar (Figure 9) is used to align the text. Again, it works just like Microsoft Word.



Figure 9 - Text Alignment toolbar



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The next tool bar (Figure 10) has four features similar to Microsoft Word: Bullets, Numbered List, Indent Right, and Indent Left. The other four are unique to this editor. Create a hyper link, remove a hyper link, insert an image, and insert image from the gallery.



Figure 10 - Bullets, Numbered Lists, Hyperlinks, and Pictures toolbar

To add an image to the review you can do it two ways. The first way is to click on the insert image button (The one with the sun and mountain on it). The following screen will appear:

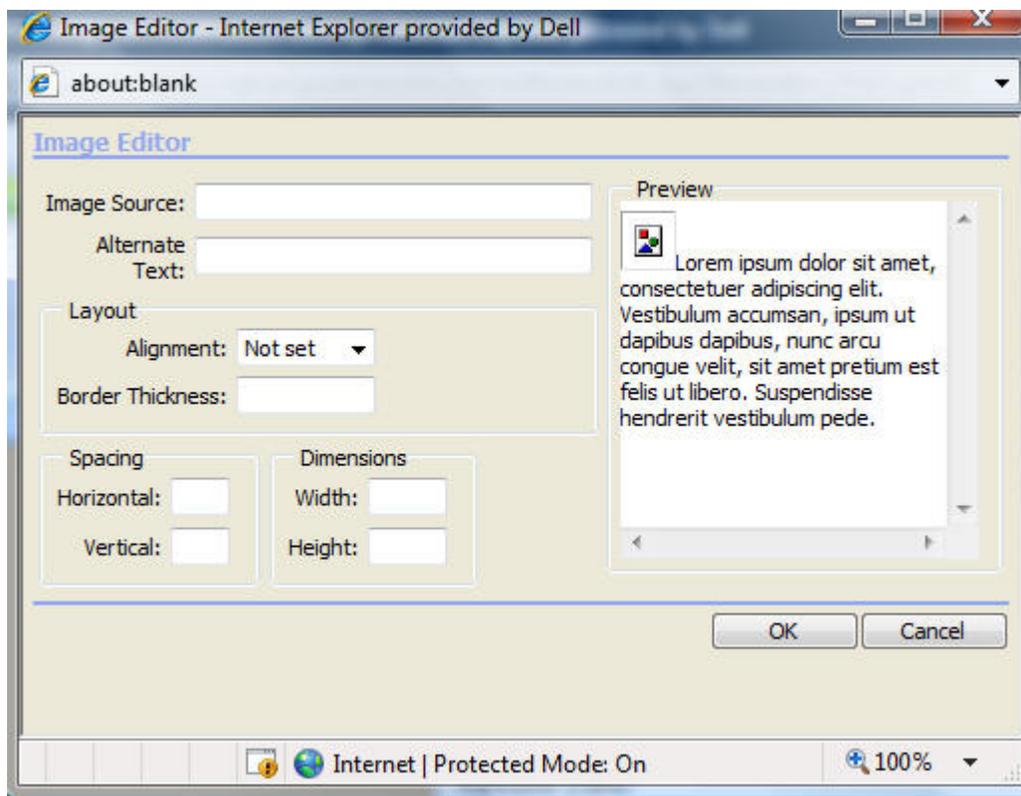
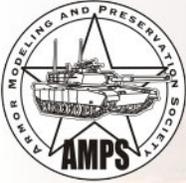


Figure 11 - Insert Image: Image Editor

This is usually reserved for pictures stored on other websites. I never use this method but it is available but sometimes it can be problematic.

The next way is to insert an image from the Gallery. The Gallery is the group of folders and files that have all the images for the reviews in it. Click on the last button and you will see the following screen displayed:



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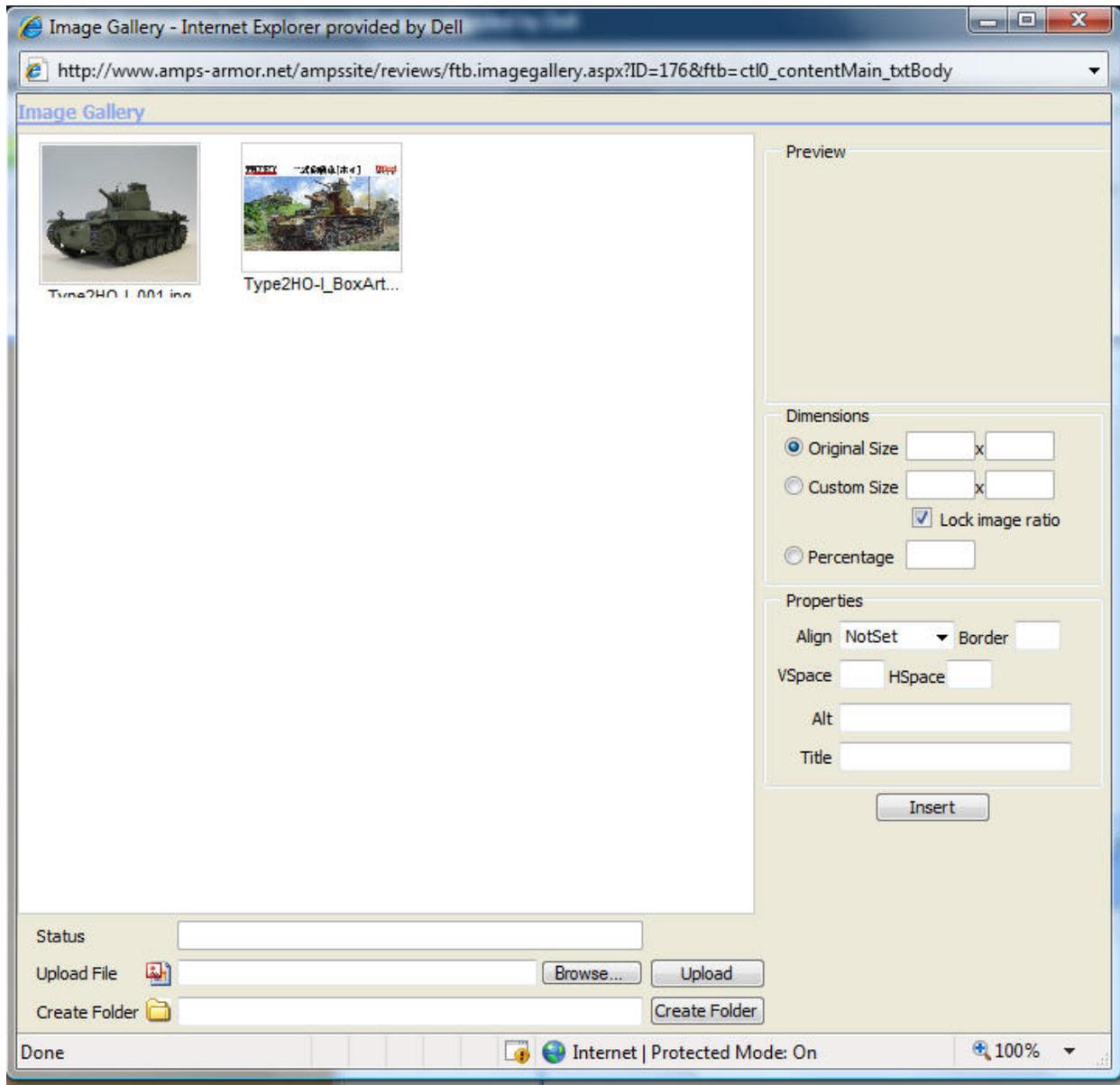
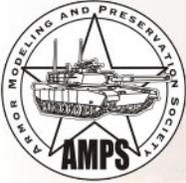


Figure 12 - Insert Image from Gallery

There are already two images in my gallery for this review. I previously uploaded them. To upload a new image click on the browse button and select the image from your local storage drive. Once you have selected an image you can upload the new image. You can also create folders within your review to house your different images if you wish. This is an option it is not required.

Once you have your pictures uploaded you can begin to insert them. Click on an image. Note that you can see a preview window of the image become enable. You can also control the size of the image as



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well. Default is to leave it the same size. You can also set titles and alternate text for mouse over information. Once you are done press the insert button. Your image should be inserted into the review body section.

All images should be made “web ready” or compressed and set to 96 DPI. There is no need to have end users download a 1.2MB file when a compressed file of 150kb looks the same. The speed of downloading images that are large take a lot of time, the smaller files are faster to download. I use Microsoft Office Picture Manager to compress my files.

The next toolbar is the Standard Edit toolbar that is similar to Microsoft Words edit toolbar. Cut, Past, Send to clipboard, delete, undo change, replace change. Just remember that the Delete button deletes everything in the Review body.



Figure 13 - Standard Edit toolbar

The next tool bar allows you to insert date, time, and remove word formatting (caution: this deletes Microsoft Word html formatting which include image tags), Spell check (Not working at this time), and a Preview option. The preview option is very handy while you are doing your review. You can see what looks like without exiting the review tool.



Figure 14 - Insert Date, Time, Word, and Spell Check and Preview toolbar

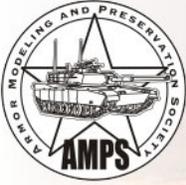
Design mode is the default mode and is like being in a word processor. The HTML mode is what the behind the scenes HTML looks like. If you know HTML this could be handy in cleaning up your review from the unnecessary HTML tags that are put in after each update of the review.



Figure 15 - Design mode or HTML mode

The best way to do a review using this tool is to do it in one session. The reason I say that is because at this time there is unnecessary html code being added to the review after each save. This causes havoc with the formatting and is very frustrating to the end user.

I am investigating why this is happening and hopefully we can correct it or replace it with another WYSIWYG editor.



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