



Penticton Seniors' Computer Club Managing and Using Existing Ecards

Introduction

When you create an ecard (whether you actually send it to someone or not), it is stored on the computer club web server. It is stored so that you can review it before sending it and also so you can download it and re-edit it for use to send to someone else.

The ecard facility enables you to view any cards that you have created, send them to people, download and re-edit them or delete them. This instruction sheet explains how to do these things.

Logging In

Start up the ecard facility by clicking on the *Ecard Tile* in the *Penticton Seniors' Computer Club* homepage, the *Login* window appears (the picture at the right). Type in your *given name* followed by your *surname initial* and your *ecard registration number*. Then click on the *Edit Ecard* button to go to the *Selection Screen*.

In the *Selection Screen* click on the *Existing Ecards* button.



Viewing, Editing, Sending or Deleting Existing Ecards

Existing ecards are stored on the computer club web server as web pages. The names for these web pages depends both upon the date and time it was created and also who created it. For example, an existing ecard might have the name

201410111504smithm.htm

The *2014* is the year, the *10* is the month and the *11* is the day that the ecard was created (eg *yyyymmdd*). The *15* is the hour and the *04* is the minutes that the card was created (eg *3:04 pm*). The *smithm* is the registration name (given name followed by surname initial). The *.htm* is simply the extension of the web page file name.

After you have logged into the ecard facility and clicked on the *Existing Ecards* button a new window appears as shown at the right.



Click on the *View, Resuse, Send or Delete Ecards* button to display a page which shows all the ecards you currently have on the web server. The cards are numbered and then the date and time part of the web page name is displayed along with the name that was specified when the card was edited. All pages created on the same day are shown in the same colour.



Below each ecard are the buttons *View*, *Edit*, *Send*, *Delete* and *From/To*.

To see a card click on the *View* button and then, when finished viewing, click on the *Back* button to return to the list page.

To re-edit an ecard, click on the *Edit* button. This causes the old card to be downloaded into the ecard editor so that it can be changed and then used again. For example, a Christmas ecard could be created for one person, then re-edited for another person (eg, change the name specified in the card). Notice that when a card is re-editing and re-created, both it and the original are stored on the web server until you delete them.

To actually send an existing ecard to someone else fill out the form below the list of cards and then click on the *Send* button for the card you wish to send.

It is important to remove any cards no longer used or those which have been replaced by a newer version. To delete such a card, click on the *Delete* button below it. When an ecard has been deleted from the web server, it is no longer available to view by the recipient.

To see who sent the card and who it was sent to, click on the *From/To* button.