BIG MEDIUM 2
THE COMPLETE GUIDE

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Ready... Set... Go!

Enough with the preliminaries. Let's get this fandango started.

Get an account

You access Big Medium through a password-protected website on your server. In order to use it, you'll need an account.

Administrators

If Big Medium is not yet installed on your server, you can find complete instructions in *Appendix A: Installing Big Medium*. The instructions will walk you through the process of setting up your administrator account and configuring your first site in Big Medium. The instructions also include details for upgrading from previous versions of Big Medium.

Writers, editors and webmasters

If you don't yet have a Big Medium account, ask your site's Big Medium administrator to create one for you. He or she will provide you with your user name and password, along with the URL of the webpage where you can sign into Big Medium.

Sign in

To sign into Big Medium, go to the sign-in page and enter your user name and password. For most installations, that address will be in a directory named bmadmin. For example:

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http://www.example.com/bmadmin
```

Figure 2.1. The sign-in screen

What if I forget my user name or password?

Relax, it happens to all of us sooner or later. To reset your password, click the "Forget your user name or password?" link on the Big Medium sign-in page.

The next screen asks for some additional information. If you have forgotten your password, enter the user name for your account, and Big Medium will send an e-mail to your account with a link and instructions for resetting your password.

Um, I forgot my user name, too.

If you have forgotten your user name, enter your e-mail address, and Big Medium will send your account name to your address. You can then use that user name to request a password reset for the account.

Select a site to edit

If your Big Medium installation is managing more than one site, you may be asked to select the site that you want to edit. After doing so, you'll arrive at the Big Medium edit menu where you can immediately get started with adding and editing your site's web pages.

Your account privileges

Every Big Medium account has one of five levels of access privileges to one or more sites. After you sign into the Big Medium control panel, your privilege level is displayed in the status box at the top left of the screen, along with your account name, the site you're currently editing, and options to sign out or switch to another site.
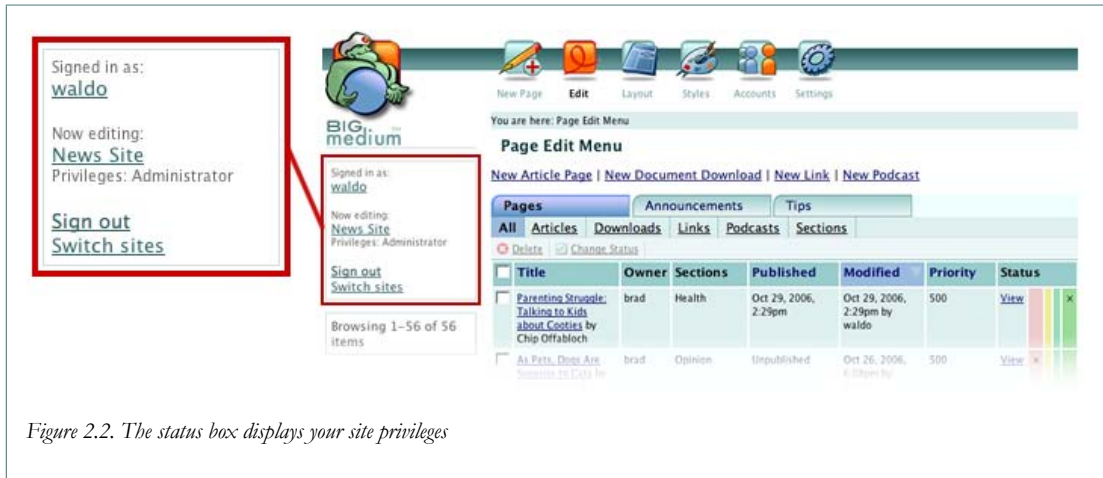
Figure 2.2. The status box displays your site privileges

Here are the five types of Big Medium accounts and what they mean:

Administrators	Administrators have the run of the system, with complete control over all system settings, account settings and site settings, including the ability to add new sites.
Webmasters	Webmasters have nearly as broad control as administrators, but their "webmaster powers" are limited only to specific sites. Webmasters can add accounts, change site design, organize its content sections and edit any of the site's content.
Publishers	Publishers can add, edit, delete and publish pages and other content, including content created and edited by others.
Editors	Editors can create, edit or delete pages and other content, including content created and edited by others, but they cannot publish pages to the public website or edit pages that have already been published. An editor's role, in other words, is to *prepare* content for publication.
Writers	Writers are similar to editors, but they cannot edit other people's pages, only their own. Like editors, writers can only prepare pages for publication and cannot publish pages to the public site.

For more information about accounts and access privileges, see *Chapter 13: Account Management*.

Now that you're signed into the control panel and know what you're able to do with your account, you're ready to start adding and editing pages to the site.