

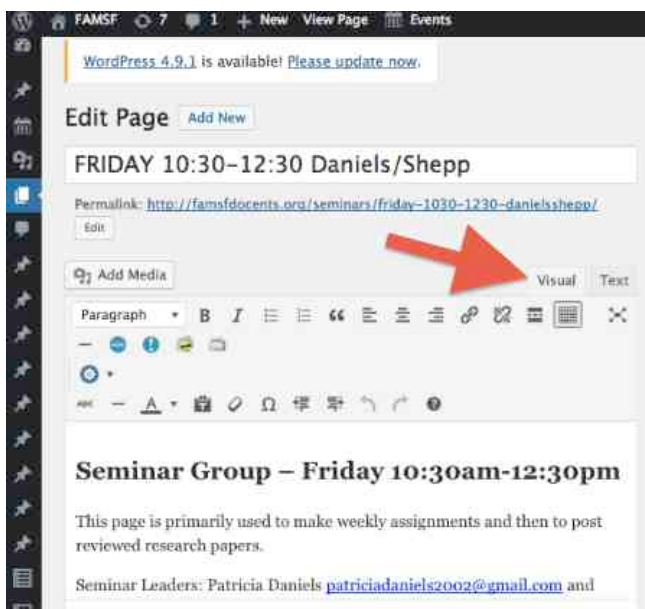
INSTRUCTIONS FOR EDITING TRAINING SEMINAR GROUP PAGES

Rev. 12-11-17

Questions? Edits to suggest? Email famsfdocentwebsite@gmail.com

TO LOG ONTO YOUR PAGE

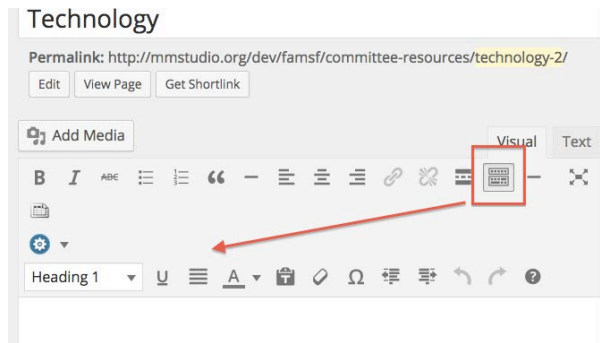
1. Open up a browser window and go to <http://famsfdocents.org/> (bookmark this page)
2. Navigate to the Page you want to edit.(E.G. **SEMINAR GROUPS ->FRIDAY 10:30-12:30 DANIELS/SHEPP**).
3. At the top of your Page, you'll see a black ribbon.
 - a. Look for the "pencil" icon and **EDIT PAGE**. Click to open. Now you are in the WordPress Dashboard view of your Page. You will see a **Word** or **Pages**-like editing screen.
 - b. **NOTE IPAD USERS:** Click on the pencil icon (you may not see EDIT PAGE). **DO NOT** click **COPY TO A NEW DRAFT**.
 - c. You'll notice on the top right of the editing screen there are 2 tabs – Visual and Text. 99% of the time, you want to be in the Visual Editor.



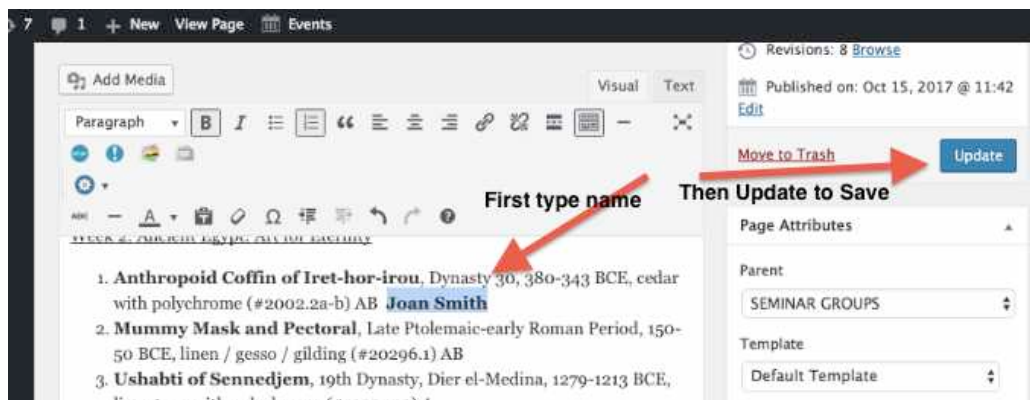
TO MAKE TEXT EDITS

If you want to type in a trainee name next to a Focus Object, this is referred to in these instructions as Text Editing.

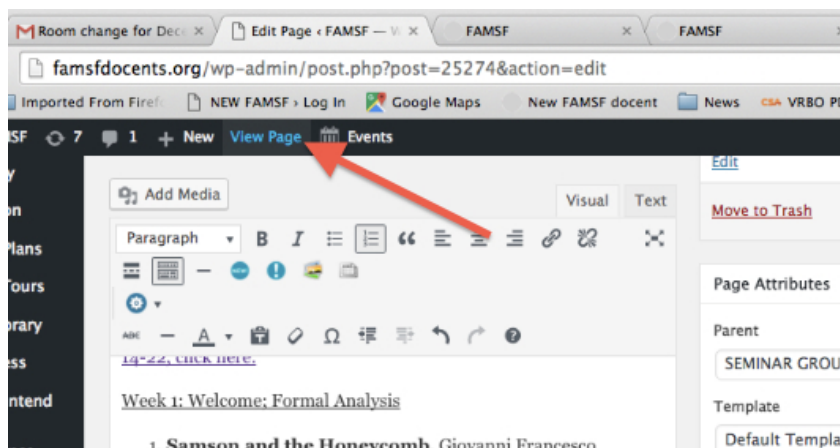
1. Use the WordPress editing screen as you would **Word** or **Pages**. You can delete and write new text, click to select and delete, etc.
2. You may not see all the editing controls you want at first. There's a set of editing controls you can expand by clicking on the "toggle toolbar" icon. (see screenshot).
3. We have set up several default font sizes – Heading 1, Heading 2, Heading 3 are recommended. The body copy is called "paragraph." You'll find all of these options in the expanded toolbar. For adding a trainee name, you will select **Paragraph**.



- To add a trainee's name next to a Focus Object, first find the Focus Object by scrolling down the page. Then, just as you would in **Word** or **Pages**, click to place your cursor where you want the name to appear, and type it in. (You can also highlight the name by selecting bold.)



- To save your work, click the blue **UPDATE** button on the right.
- Check your work by returning to the end user view of the website. To do this, click on View Page in the top black ribbon editing bar.



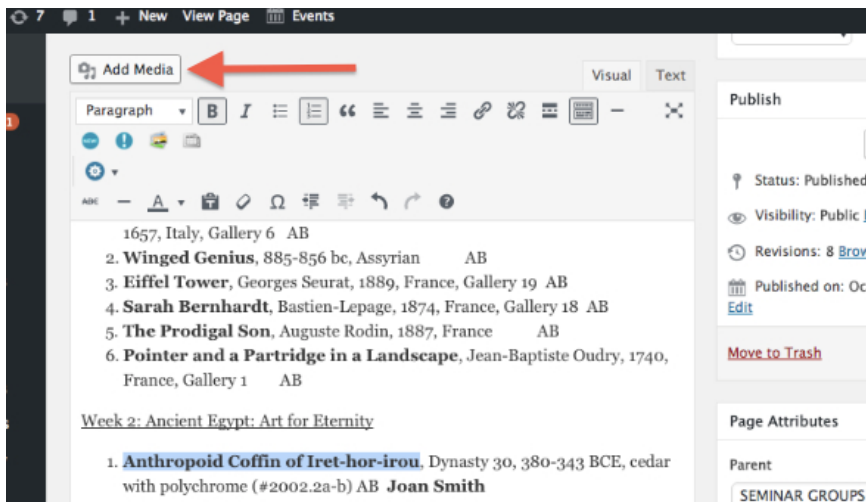
TO ADD A PDF

NOTE 1: You will make your life easier if you (or the trainee) saves all Word or Pages documents as PDFs. (Most documents on the website are PDFs.)

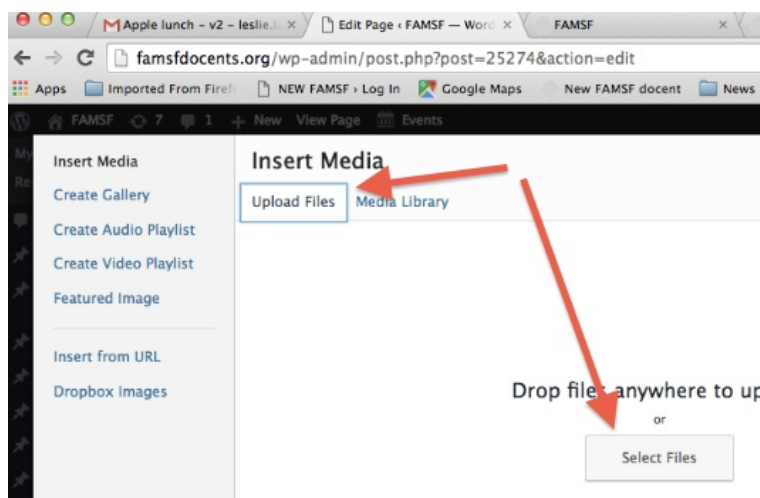
NOTE 2: It's also a good idea to ask trainees to give their research papers a file name that will make it easy for you (and website editors) to identify. For example, the minimum information you should require is:

- Trainee name – Name of Object – Accession # or Artist Name
- Accession number or Artist Name may not always be necessary, but if the work is named **Madonna and Child** then 1 additional unique identifier is useful.

1. Scroll down to the position on the page where you want to add the PDF, and click to position your cursor there.
2. Look for the **ADD MEDIA** icon (camera and notes) in the Editing tools (just above the box where you are editing). Click.

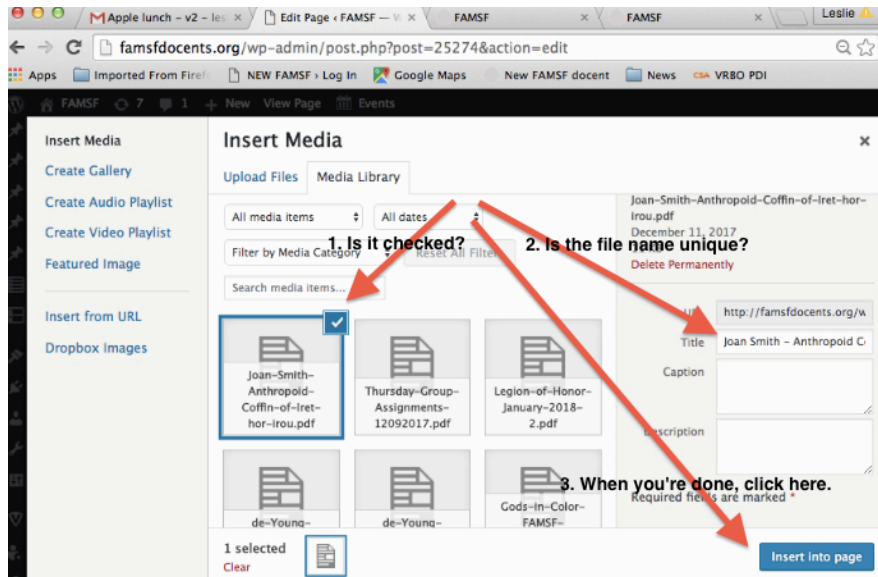


3. A pop up called **INSERT MEDIA** will appear. There are two tabs: Media Library and Upload Files. Select **UPLOAD FILES**.



4. Click **SELECT FILES** and you will see the directory from your computer. Navigate until you find the file you want to upload, then click **OPEN** to upload the file.

5. Your PDF file will now be in the **MEDIA LIBRARY**. Here's what you do to insert the PDF as a link onto the webpage:
 - a. Make sure that the file is highlighted in blue, with a blue check mark in the upper left.
 - b. In the right column, look for the **TITLE** box and add the unique file name. (If your trainees followed your instructions in Note 2 above, you can eliminate this step. It will already be correctly named!)
 - c. To save your work, click the blue **UPDATE** button.

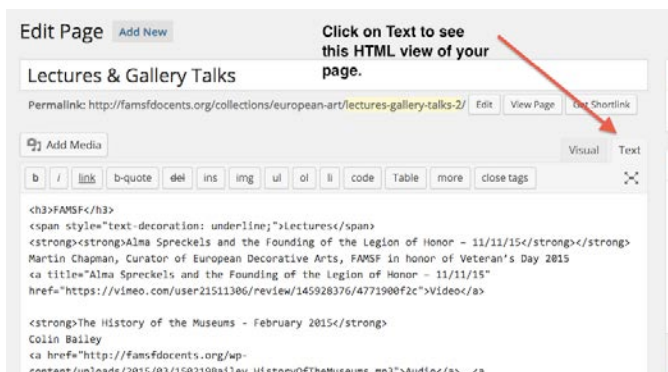


TO CHECK YOUR WORK

1. Once you **UPDATE**, at any time, go back to the top of the editing page and click **VIEW PAGE**.
2. If you want to continue editing, proceed as you did in #1 above.

TO REMOVE EXTRA LINES

1. You cannot remove extra lines easily in the Visual Editor. You need to click on the Text Editor, the tab in the upper right side of the editing screen.
2. Text Editor is the HTML view of your page. All you need to do is find the extra space you want to delete. You do not need to mess with anything else in the HTML.



3. In the Visual Editor, look carefully at the text that comes just before, and just after, the space you want to delete.
4. Now switch to the Text Editor. Scroll down the page until you see the text just before the space you want to delete. (It will be hidden amidst HTML). When you find the space, place your cursor there and click to position it. Then, click the **DELETE** or **BACKSPACE** key on your keyboard to remove the space.
5. Before you click **UPDATE**, switch back to the Visual Editor and see if you did it correctly.
6. If so, to save your work, click the blue **UPDATE** button on the right.

TROUBLESHOOTING

1. I don't see the changes I made.

- Did you save your work? You must **SAVE CHANGES**. Unlike Gmail or many other desktop applications, WordPress does not “autosave.”
- Did you refresh your browser? Your browser remembers the last page you were working on, and if you work in multiple browser windows, or multiple tabs simultaneously, it can be difficult to keep track of which browser pages are “refreshed.” If you don't see your changes, and you know you saved them, click the refresh arrow in your browser URL window.

