Russian 13 WordPress Instructions

To access your project page, you can either:

1. Hover over “Collections” in the navigation bar of the website, then hover over “Fall 2016”. Click the name of your project, then click “Edit”.
2. If you’ve logged into WordPress, hover over “Dartmouth Folklore Archive” in the toolbar at the top of the page and click “Dashboard”. Now click “Pages”. Find your project page in the list. Click the name of your project, and this will take you automatically to the rich content editor.

Each project/collection page has already been created for you:

1. You may find the Collection Template on the home page. Copy and paste this template into your project page.
2. Introduction: simply type or paste your introduction directly in the rich content editor.
3. Items: provide a list of links to each of your folklore items (see below). To create a link, click the link icon in the toolbar on the folklore collections page. Click “link options” at the bottom of the dialogue box and select your post/manipulate link. Click “Add Link”.
4. Names of the collectors: provide a list of your group members.
5. Tags/Keywords: provide a list of keywords appropriate for your project. These can be of your choosing.

Each folklore item will need to be a separate post.

1. To create a post, navigate to the WordPress dashboard by hovering over “Dartmouth Folklore Archive” in the black toolbar at the top of the page. Hover over “Posts” and click “Add New”.
2. Copy the “Item Template” on the home page and paste it into the new post.
3. Most of the items in the list are fairly self-explanatory. If need to add a file (video, audio, or image file), you can do so by clicking “Add Media” above the top-left corner of the rich content editor. This will take you to the Media Library. Click the “Upload Files” tab at the top of the page, to find the file you want to upload, then click “Insert into page”.
4. Please make sure that you select the category (genre) of your item in the column on the right and add a “Featured Image”.
5. Remember to save your work! Click “Save Draft” at the top of the column on the right if you’re not quite ready for it to be published.
6. Once you’re finished, click the blue “Publish” button.

If you have any questions, you may contact [andrew.j.alini.19@dartmouth.edu](mailto:andrew.j.alini.19@dartmouth.edu). If Andrew have not answered you email within 24 hours, please send him a reminder email.

Toolbar: