**Moving Pease Family Scholar pages to archive**

1. Login into Wordpress for the archive: <http://archive.hs.iastate.edu/wp-admin/>
2. In the black side menu, hover over pages and select **Add New**
3. Title the page as the year they were selected. Ex. If Michael Joyner was selected for 2014-2015, then title the page “2014-2015”
4. Find the original image of the recipient and upload it to the content gallery.
5. In the body, have an opening <p> tag followed by the image tag.
   1. The image tag should use this class: **class="ngg-singlepic ngg-none alignleft”**
   2. The image should have an assigned width of 145 and a height of 215
   3. Don’t forget to include an alt tag
6. After the image tag is closed, copy and paste the introductory information from the live site.
7. The background and lecture headings should be contained in an h2
8. Copy and paste the information into these sections from the original post.
9. In the right-hand side of Wordpress, make sure that the parent is set to **Pease Family Scholar**
10. In this same area, make sure that the template is set to **-3 COL W/ MIDDLE BAR TITTLE**
11. The order number should be set to 4.
12. Select **publish**
13. Proof your work

**Part Two**

1. Visit: <http://archive.hs.iastate.edu/academics/pease-family-scholar/>
2. Select **Edit Page**
3. The past recipients of the Pease Family Scholarship are currently coded into a table. So add them into the table in the correct way.
4. Follow the format of the recipients that have already been added.
5. Update the page
6. Proof
7. You’ve successfully transferred a page from the live site to archive ☺