

Login address: <http://www.adviservoice.com/dev/wp-admin/>

In the back-end, the content on the website is organised in **pages** and **posts**:

Pages: used to display static content. For example: about us, advertise, contact us and privacy policy.

Posts: dynamic entries that display in reverse chronological order. Posts are always associated with a date and a category. Each article on AdviserVoice is a post.

How to add a new post (article):

1. From the menu at the top select **posts > add new**
2. In the title text box, add the **title**.
3. In the main window add the **copy**. You can't copy and paste directly from Word, as it would generate errors in the way the text is formatted. Paste from notepad (PC) or text edit (mac) instead. Once the text is in there, you can style it, adding Headers and lists where required.

Note: The stylesheet is not rendered in the back-end – this means the text will appear in black Times New Roman.

It should be all fairly easy, being the editor very similar to the way Word works. A few things you need to keep in mind:

- Make sure you are in the **Visual** tab (top right corner of the text editor)
 - If you see just one row of buttons, click on the last button to make the second row visible ("Show/Hide Kitchen Sink")
 - If you have subheads in the article, highlight them and select "Heading 2" or "Heading 3" from the drop down menu. *Note: "Heading 1" should never be used in the body.*
4. Select the relevant **category** from the list on the right hand side (image). This is very critical, as it determines in which section the post will be displayed.
 5. To add **tags**, go the "post tags" panel, just below the category one. Click on "Choose from the most used tags" to see what types of tags have been used in the other articles. If any is relevant to your article, select them. You can also add new ones, but make sure you limit the number to 10. These tags will be visible on the website, just below the article.
 6. Select the the author from the **source** panel. If the author is not already listed, click "Add new category" and to insert a new one.
 7. To add meta tags and descriptions for search engines, scroll down to the "All in One SEO" panel. Fill in all the Fields, as for the example. *Note: Limit the number of keywords to 6.*
 8. Click "Save as draft" and then "Preview" to check the article on the website.
If it's all good, press "Publish".

How to add images or documents

To add a document, click on the “Add media” icon (grey star-shaped icon above the text editor). Make sure you are on the “From Computer” tab. Click on “Select Files”, find the files on your computer and click “Open”. Add a relevant Title and Description, leave the Link URL field as it is and click “Insert into post”. This will insert a link to the document using the title. Most of the times you’ll need to change it to “Click here to download the document (pdf)”. To do this, highlight the entire link and re-type. Once the article is published, check that the link works correctly.

To insert an image click on the “Insert an image” icon (grey rectangular icon above the text editor).

Once the file is uploaded, give a relevant Title and Alternate text (same). Add a caption if it requires one (for example in a chart). In the Link URL click “none” (otherwise the image will be clickable). You might want to resize it (to large or medium) and float it left or right. When everything is done, click “Insert into post”.

How to style the disclaimer

If the article has a disclaimer, you need to add a bit of HTML code to style it properly. To do this, switch to the HTML tab (top right corner of the text editor). Find where the disclaimer starts and add **<div class="disclaimer">** in front of it and **</div>** right after.

Example `<div class="disclaimer">` Disclaimer copy goes here `</div>`

How to update/amend an existing post

1. From the menu at the top select **posts > posts**. This will bring up the list of all the posts.
2. To find the post you’re looking for, either type the post name in the search box (top right), or filter by category (drop down menu at the top).
3. Edit the article:
 - If you want to amend the title, or change the post category, or edit the post tags, click on **Quick Edit**. This will expand a panel and you’ll be able to make the changes. *Note: if you need to change the category, make sure you deselect the previous one (otherwise the same post will show up in 2 sections)*
 - If you want to make changes to the copy, click **Edit**. This will re-open the article for you to make changes.
4. Press **Update** to save changes.