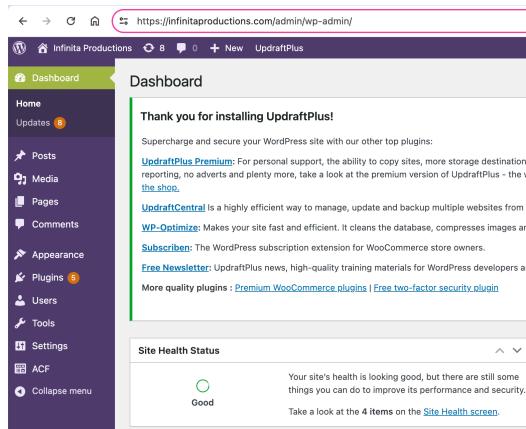


Guide to Adding and Editing Content on the Project Page

Access the Admin Dashboard

1. Navigate to: [ADM Dashboard](#)
2. Log in with your username and password.



Project Management

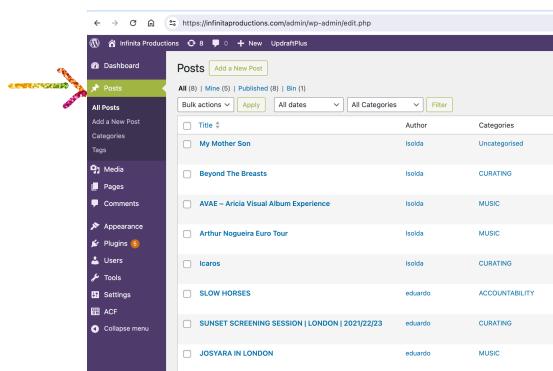
Each project is presented as a post on WordPress. To edit existing content or add new projects, follow these instructions:

Editing Existing Content

1. Navigate to Posts.
2. Choose the project you want to edit.
3. Edit the fields following the same instructions as for creating a new project.

Adding a New Project

1. Go to Posts.



2. Go to Add a New Post.

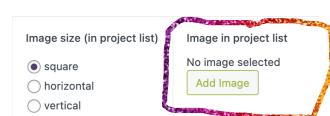
The screenshot shows the WordPress admin interface under the 'Posts' section. At the top, there's a toolbar with various icons and a URL bar pointing to <https://infinitaproductions.com/admin/wp-admin/edit.php>. Below the toolbar is a search bar and a filter section. The main area displays a list of posts with columns for Title, Author, and Categories. A red arrow highlights the 'Add a New Post' button located at the top left of the list area.

3. This screen will open:

The screenshot shows the 'Add a New Post' screen. The left sidebar has a 'Posts' section selected. The main area contains fields for 'Add title', 'Project' (with 'Title - PT' and 'Year' and 'Country - EN' dropdowns), 'Description - EN' and 'Description - PT' (both with rich text editors), 'Categories' (listing 'ACCOUNTABILITY', 'CURATING', 'FILM', 'MUSIC', 'PRODUCTION', and 'Uncategorised'), and a 'Featured image' section. A red arrow points to the 'Image in project list' field, which is labeled 'No image selected' and has a 'Add Image' button. The bottom of the screen shows a note 'Thank you for creating with WordPress' and the version 'Version 6.5.3'.

Important Note:

A new project will only be displayed on the website if you add an image for the Grid. The field for this image is labeled "**Image in project list**" in the new Post.



Filling in Project Content

a. English Title

The screenshot shows the 'Add a New Post' screen in the WordPress admin area. The left sidebar has 'Posts' selected. The main content area is titled 'Add a New Post' with a 'Project' section. The 'Title - PT' input field is empty and circled in red. Below it are fields for 'Year', 'Country - EN', and 'Country - PT'. To the right are options for 'Image size (in project list)' (radio buttons for square, horizontal, or vertical) and 'Image in project list' (checkbox). The 'Description - EN' and 'Description - PT' sections follow, each with a rich text editor. On the right, there are 'Publish' and 'Categories' sections, and a 'Featured image' section at the bottom.

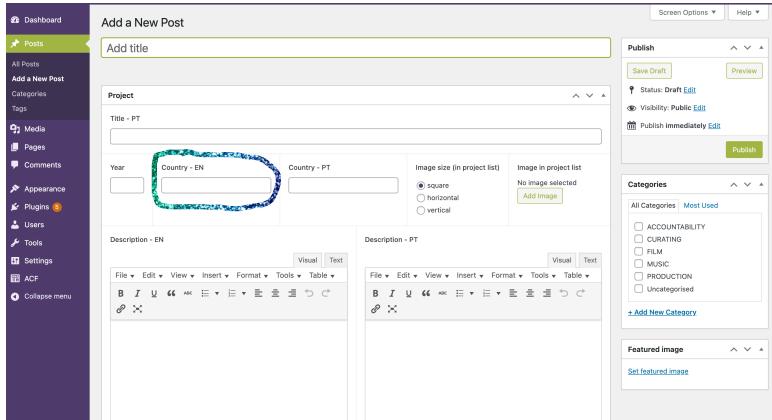
b. Portuguese Title

This screenshot is identical to the one above, showing the 'Add a New Post' screen with the 'Project' section. The difference is that the 'Title - PT' input field now contains the text 'Projeto' and is highlighted with a green glow, indicating it has been filled in.

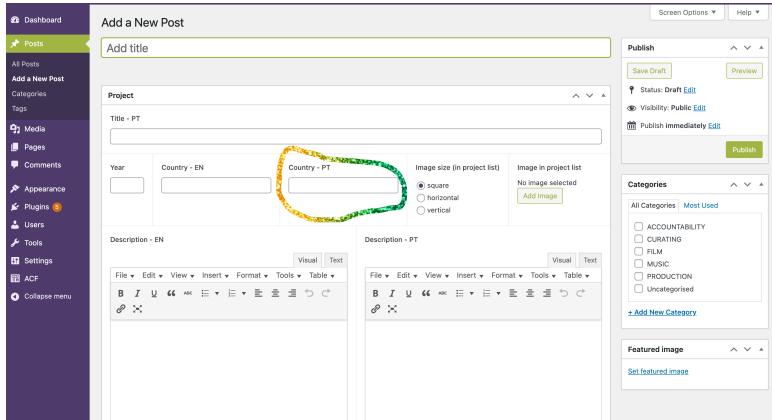
c. Year

This screenshot is identical to the first one, showing the 'Add a New Post' screen with the 'Project' section. The 'Year' input field is empty and circled in red, indicating it needs to be filled in.

d. Country in English

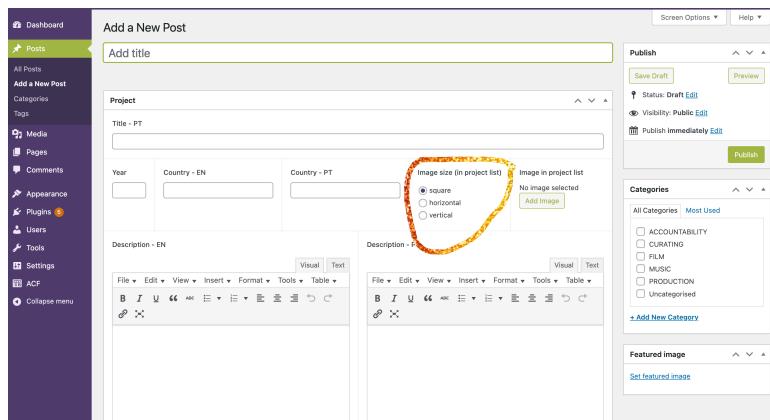


e. Country in Portuguese



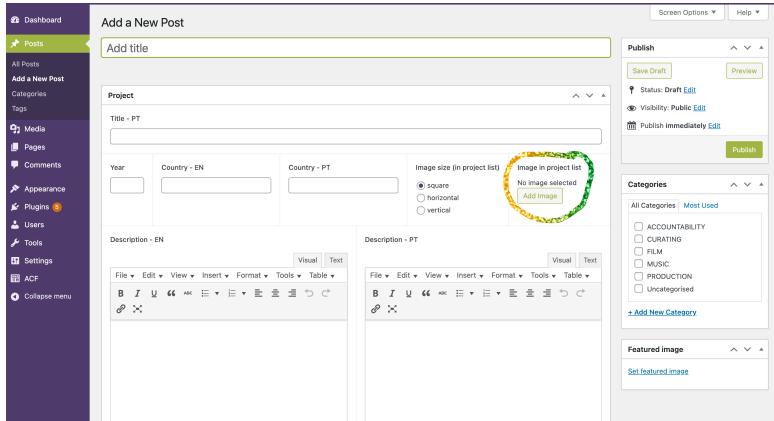
f. Select Image Orientation

Select if you want a square, horizontal, or vertical image in the projects' images grid.

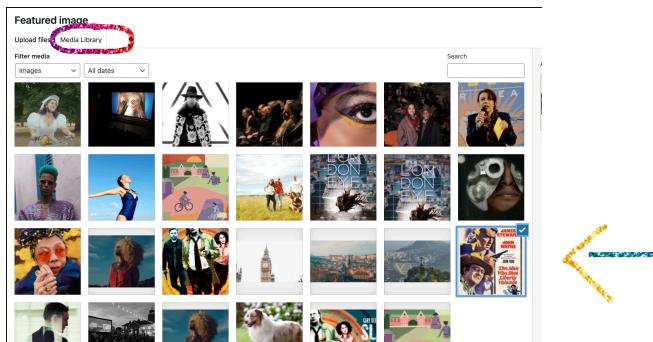


g. Adding an Image to the Grid in Projects Page

- Go to Image Project List. Click Add Image.



- Set the grid's image. Select an image from the media library if the image is already there, or...

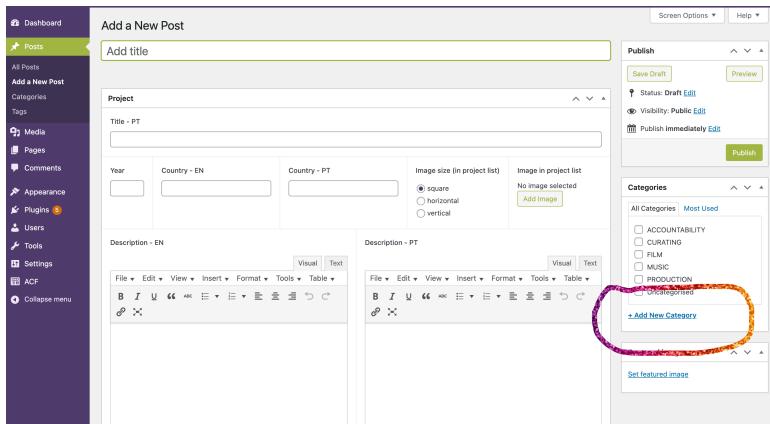


- Go to Upload Files.
- Drop or select an image (maximum 256 MB).
- Set featured image.

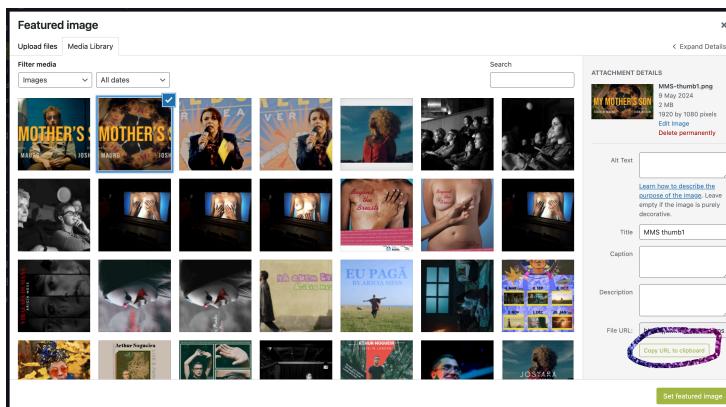


h. Add the Inner Project Page Image/Poster

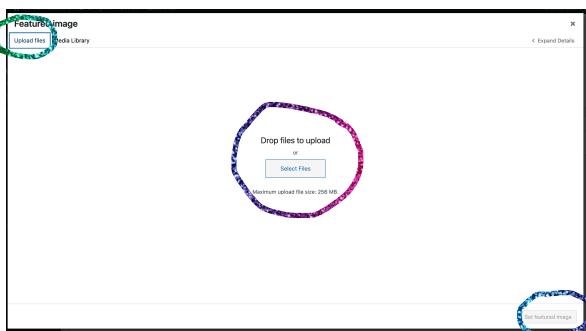
- Go to **Featured Image > Set Featured Image.**



- Select an image in the media library if the image is already there, and set the featured image.



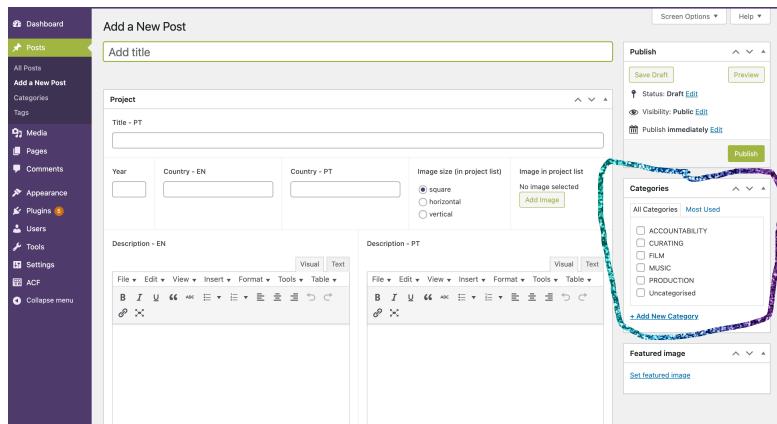
- Or go to **Upload Files.**
- Drop or select an image (maximum 256 MB).
- Set featured image.



i. Assigning a Category to a Project

When assigning a category to a project, please follow these guidelines:

- Ensure that the "Uncategorised" option is not selected.
- If no category is selected, the project will default to "Uncategorised" and will not appear in any filters.

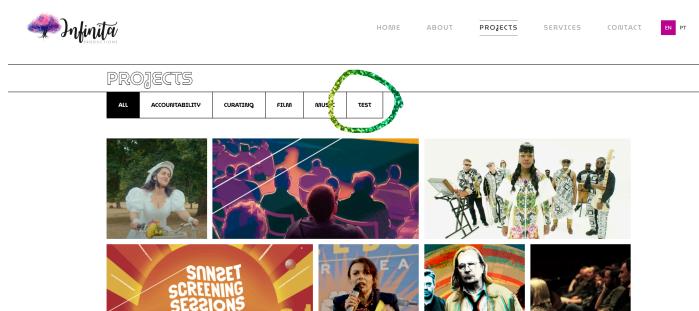


Automatic Visualization of New Categories

The development is designed to automate the visualization of new categories on the website. If you create a new category and use it for new posts, it will automatically be added to the site. However, please note that the design and layout are optimized for displaying the existing 4 categories (+All).

Example of New Category Display

Here you can see an example of how it is displayed when a new category is added:



Adding Translation to Portuguese to the New Category

To add a new category with its translation, follow these steps:

1. Navigate to Pages > Categories.

2. Add the new category in the desired language.

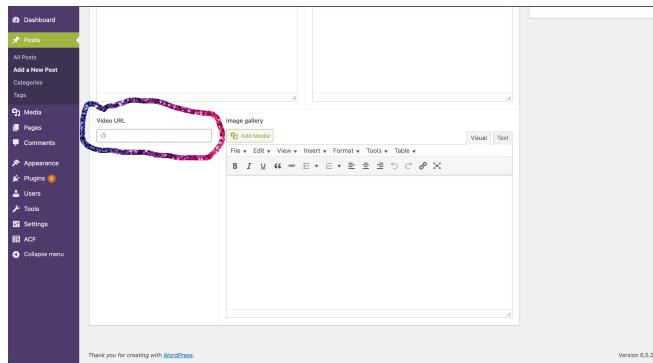
- Enter the translation in Portuguese, separated by a hyphen (ex: accountancy – contabilidade)
- **Example:**

j. Add the Project Description (and Credits)

- Enter English in the left box and Portuguese in the right box.
- **Note:** To give a line break, keep the text on the same line and press Shift+Enter. Be aware that if you copy and paste text, sometimes you will need to delete the lines and create them again for the text to be formatted properly.

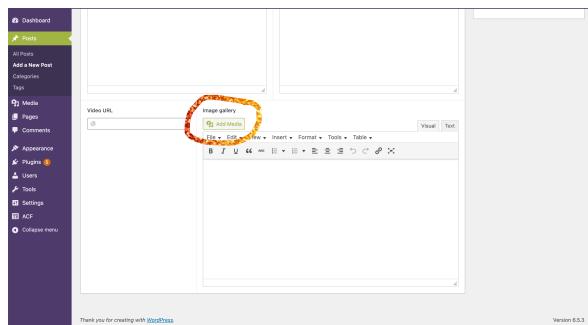
k. Embedded Video

- Add the link for the embedded video (YouTube or Vimeo) in the **Video URL** field.



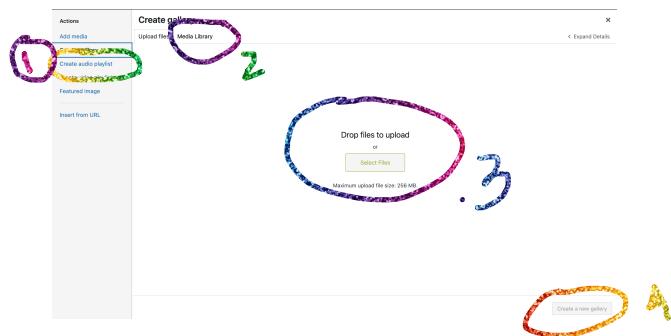
l. Image Gallery (on the inner project page)

- Click on **Add Media**.



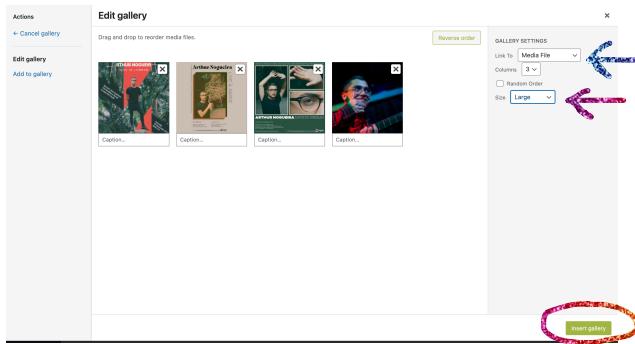
- Click **Create Gallery**.

- Upload a new file (if the images aren't in the media gallery already).
- Drop the images for your gallery.
- Create a new gallery.



Gallery Settings (right-hand side):

- In Link To, select **Media File**.
- In **Size**, select **Large**.
- Click **Insert Gallery**.



- If the image is already in the media library, select the images you want there.

