Entering Story and Program Content...

1. Go to http://www.warinternationaltest.com/wp-login.php
2. Login in with your username and password

Adding New Stories
3. Click on posts on the left navigation bar
4. Click add new post
5. Type in your story title in the title bar
6. Copy and Paste the story in the Editor window.
7. Select one category under story on the right top category box
8. Add the program name and any other related tags in the box below categories on the right
9. Then hit publish in the next box down...
10. Repeat steps 3-9 until stories for that program are done

Adding Slider Information
11. Click on Slidedeck on the left navigation bar
12. Click on Add new
13. Use the program name for the Title of the SlideDeck
14. Add Title and Information to each slide in the list
    1. It defaults to 3 slides so you will need to add 2 more
    2. The "Re-order Slides" box on the right will allow you to add more slides
    3. Click the "Add Another Slide" button twice
15. Once all the information is entered for the slides, then look at the SlideDeck options on the right and make sure "SlideDeck.com classic" is selected under the "Choose Skin" option
16. Then Hit publish which is right above the "Re-order Slides" box

Adding SlideDeck To Page
17. Click on Slidedeck on the left navigation bar
18. Notice the Grey number next to the title of the SlideDeck in the list
19. Click on "Pages" in the left navigation bar
    If the page exists
    1. Use the search box in the upper left corner and type the program name or navigate using the paging arrows to find the existing page in the list
    2. Hover over the correct page title and click "Edit"
    3. Put your cursor in the editor window...
    4. In the SlideDeck box on the right, click "Insert SlideDeck"
    5. Choose The Correct SlideDeck and make sure the dimensions are set to "840x400"
    6. Make sure in the Page Template Box – Template is set to "One Column, No Sidebar"
    7. Click on Update below the Page Template Box

    If Program Page Does Not Exist
    1. Click on "Pages" in the left navigation bar
    2. Click on "Add New"
    3. Put the title of the program in the Title Bar
    4. In the SlideDeck box on the right, click "Insert SlideDeck"
    5. Choose The Correct SlideDeck and make sure the dimensions are set to "840x400"
    6. Make sure in the Page Template Box – The Parent pulldown is on "Programs"
    7. And template is set to "One Column, No Sidebar"
    8. Click on Publish below the Page Template Box

Editor Toolbar Introduction Video: http://www.youtube.com/watch?v=7ZiI5GMkUM4

Adding Images Into The Media Library (Make sure Images have been sized correctly)
1. Click on "Media" in the left navigation bar
2. Click on "Add New"
3. Drag the media you would like to upload to the window or click "select files" and browse to the files on your computer
4. Once uploaded, click "Save all changes" at the bottom of the window
5. Click "X" in the far upper left corner

Adding Images to a Page/Post/SlideDeck:
1. Place your cursor where you want the media to go...
2. Click on the media icon just above the editor window on the right
3. Next click on the "Media Library" link
4. Locate the image you would like to insert
5. Click "Show" on the right and set the insert details
6. When finished, click on "Insert Into Post"