IUPUI Student Media

Student / Staff Handbook

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Logging in to WordPress

Go to www.iupuistudentmedia.com/wp-admin. If you don't have a username and password already, click 'Register'. Site administrators will have to authorize your username and password.

Adding Users

Go to www.iupuistudentmedia.com/wp-admin. If you don't have a username and password already, click 'Register'. Site administrators will have to authorize your username and password.
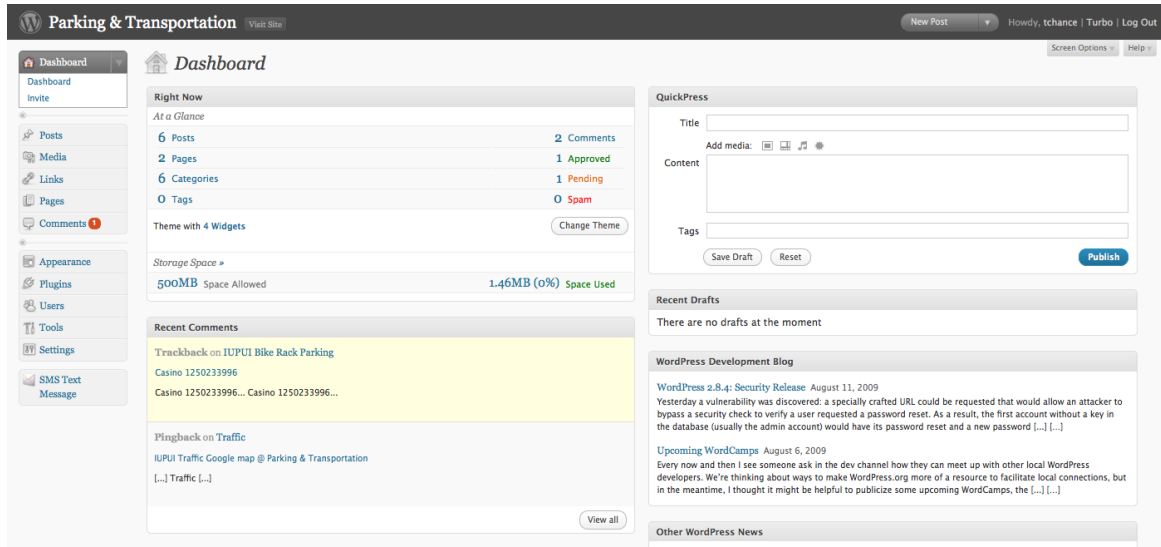
As an Editor

As an Editor, you will be able to take the drafts made by authors and authorize the changes and publish.

The main thing to remember about these entries is to make sure that each entry is in the appropriate category. Take note of what categories appear on the front page of your module. These have been pre-programmed in and will stay constant throughout the life of the module.

Tackling the Events Calendar

Go to www.iupuistudentmedia.com/calendar.
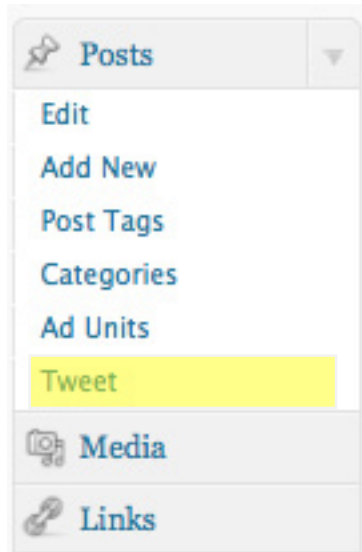
Click on 'Events Manager'

Log in: **Username: j409   Password: j409**

Click on the day of the event you want to add. (You can navigate through months by clicking the arrow buttons at the bottom of the screen)

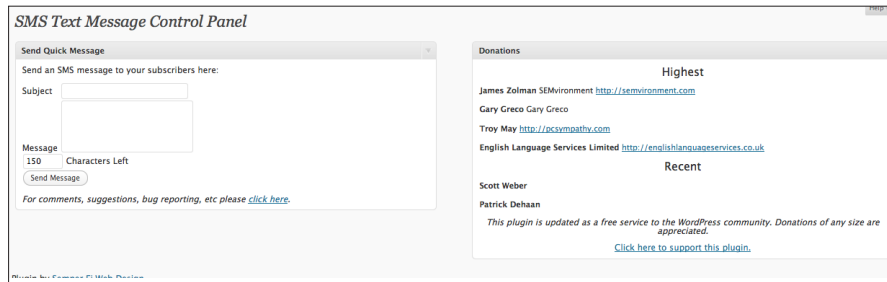*Be sure to fill in: Title, Time, Recurrence.*

Click 'Save Event' and TAH-DAH!!! IT WORKS!

TwitterTools

To send a tweet, click on the 'Posts' Tab on the left hand side of the screen. Click on 'Tweet'.

For TwitterTools settings, click on the 'Settings' Tab on the left hand side of the screen, and select the 'TwitterTools' option.
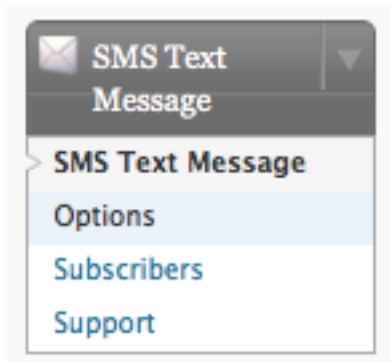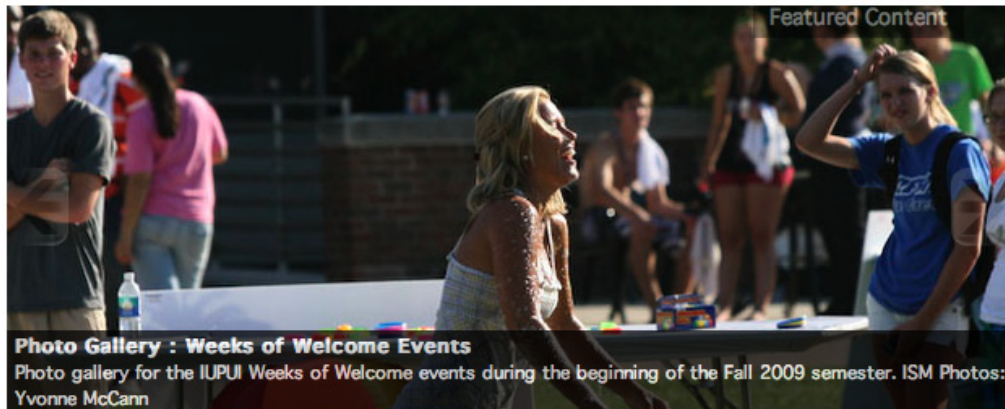

Sending an SMS Text Message

Click on the SMS Text Message box on the left side of the screen.

To send a text message to your subscribers, just simply fill out the subject and the body (150 character maximum) and click send.

Easy!

Dynamic Content Gallery

The Dynamic Content Gallery is the large banner splashed across the top of each page. It is programmed to input the last five articles in your modules, regardless of category.

To make sure the Gallery works, you must do the following:

- When writing a post, have a picture (if you can't, we will need to decide alternative post and configure the gallery, which we will discuss here in a bit). Try to make sure that the image is 620 pixels by 250 pixels.

- Go to the 'Custom Fields' window and add custom fields for the the following two values:
dfcg-image *: this contains the URL of the image you have uploaded*
dfcg-desc *: this is the description that will come up on the gallery with the picture*
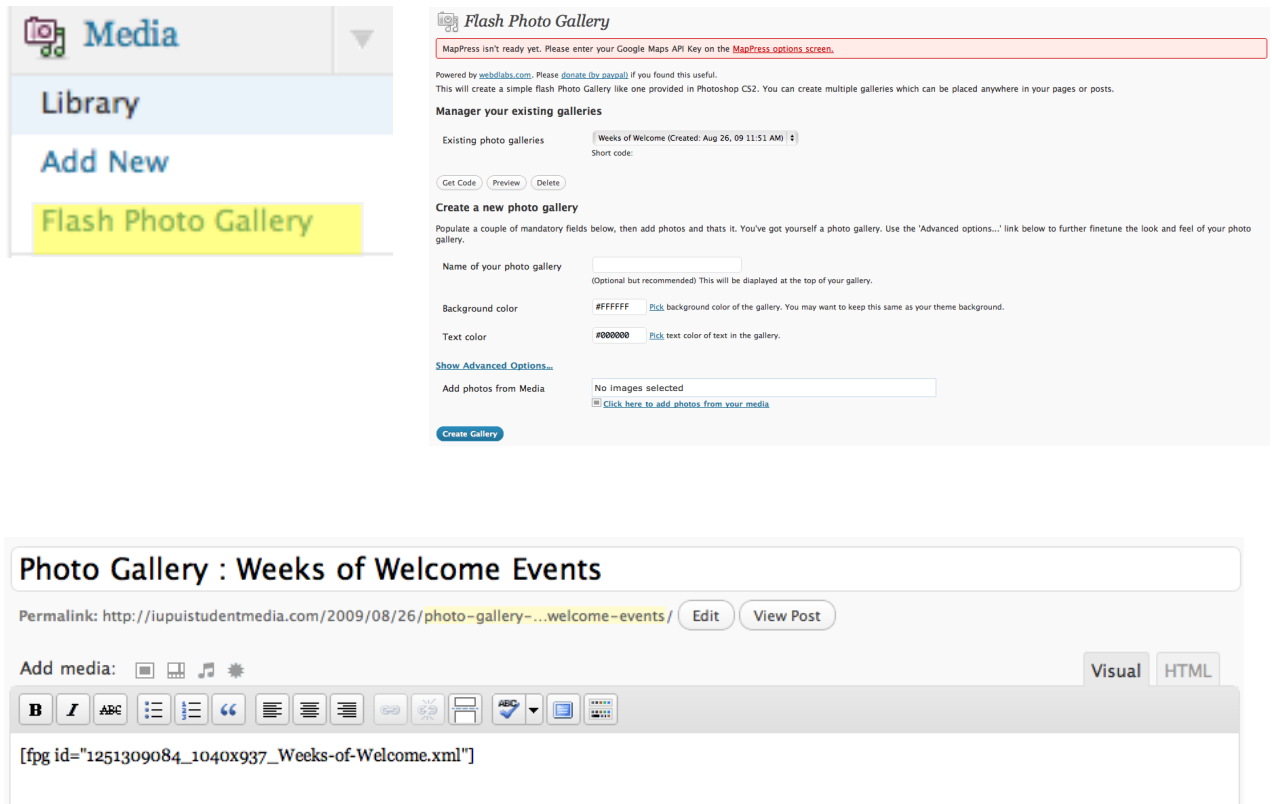
Flash Photo Gallery

To insert a flash photo gallery into a post, go to the 'Add Media' item on the left sidebar. (fig. 1)

To create a new gallery, enter a new name for your gallery. Keep the colors the same. (fig.2)

Add images from your media gallery and press create gallery.

It will produce a short code that you simply copy and paste into your post where you want it. (fig. 3)