

Instructions for UMG members

The UMG website has been built using Wordpress. This allows the website to be quickly and easily added to without any specialist web design skills.

The instructions that follow show how to:

- **Login**
- **Add news, events and opportunities**
- **Add images and PDFS**
- **Make a post private**
- **Add a case study**

Login

1. To login go to <http://umg.web.its.manchester.ac.uk/wp-login.php>
2. Your username and password were sent to you.
(*hint! Your username is your first initial and surname. E.g. John Doe – jdoe*)
3. You can find a link here to recover your password if you need to.

To add news, events and opportunities

1. Log in
2. You will see the following window.

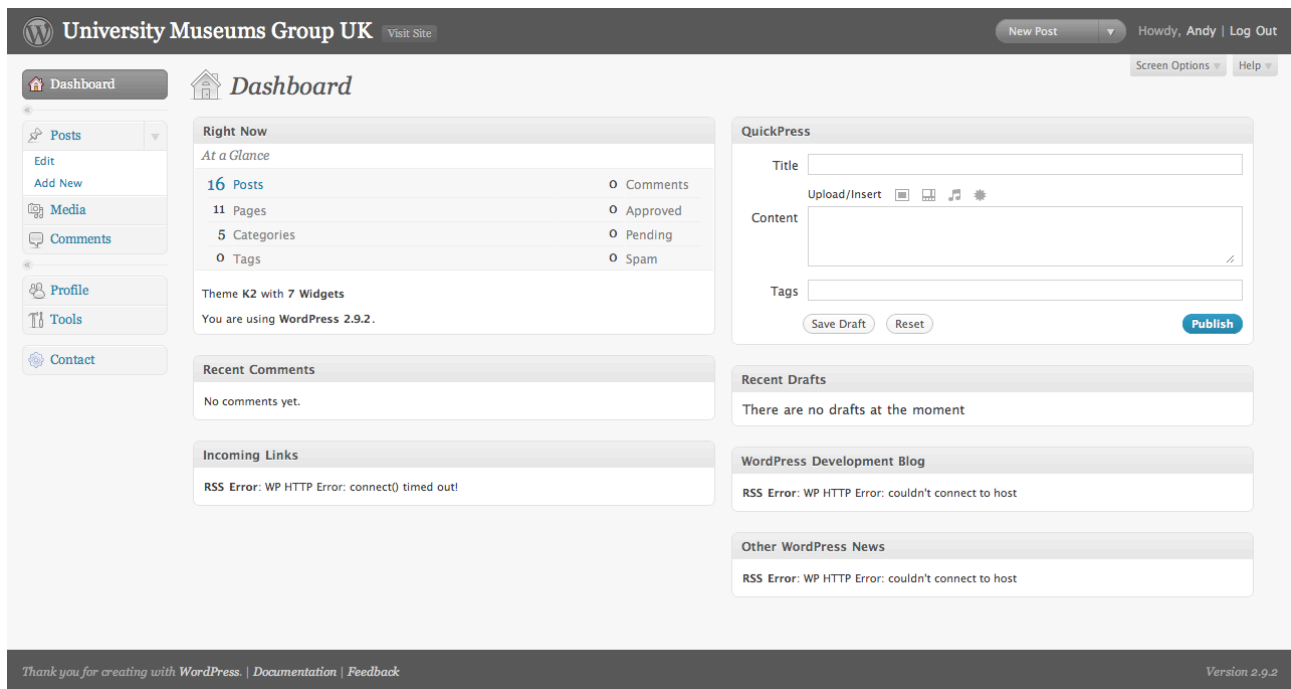


Fig. 1 – Dashboard

3. The important features to note on the Dashboard are:
 - the link (“visit site”) across the top – back to the UMG website
 - The “Posts” box on the left hand side bar with “Edit” and “Add new” tabs
 - The quickpress box – an easy way to quickly add a post.
4. To add a post click “Add new” in the “posts” box on the left hand bar.
5. You will see the following screen:

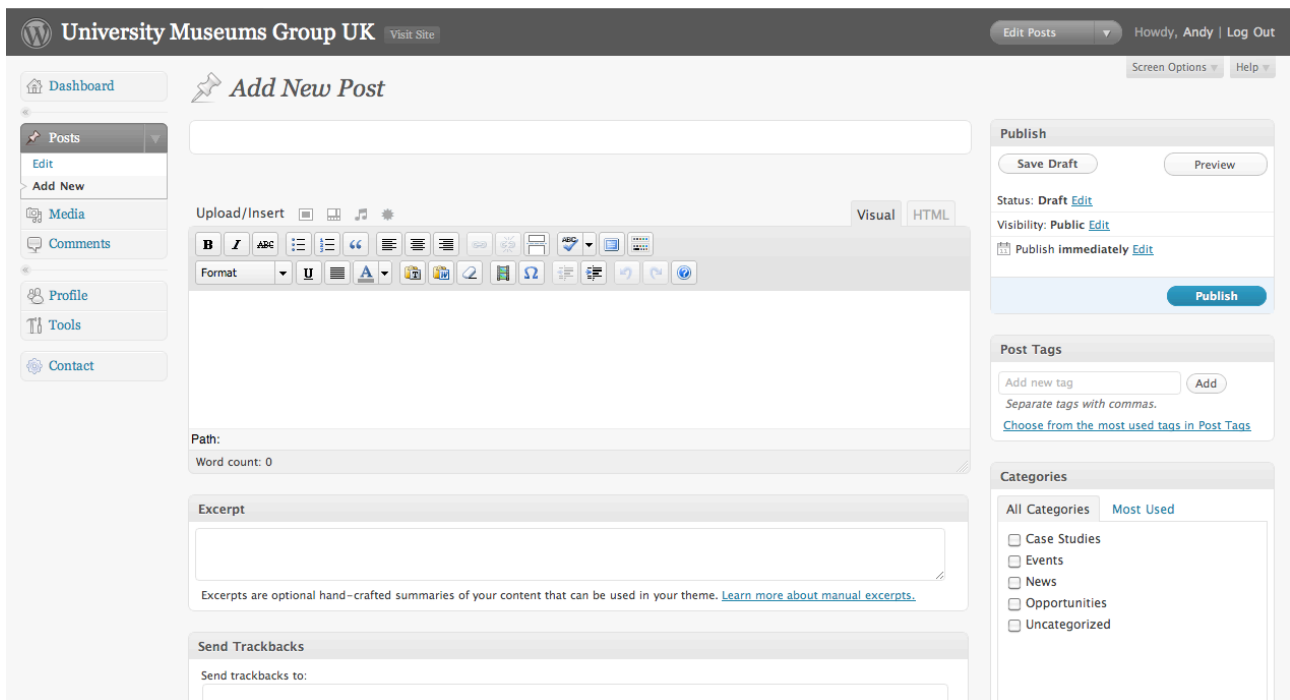


Fig. 2 – Edit Post page

6. Fill in the relevant sections. Starting from top left:
 - **Title.** Under “Add New Post” is space for a title – this will be the title of your news item.
 - **Upload/insert.** This is where you can add images or downloadable documents – see below.
 - **Input box.** This is where you enter the main text of your post. You can use the tools in the grey box above the text input area to bold, italicise, left, centre or right align etc.
 Now, starting from top right:
 - **Publish.** Here you can choose whether the post is Private (ie, for members-only) and whether you want to delay the publication. The blue “Publish” button will publish your post. The “save draft” button will save your post as a draft to which you can come back later. And the “preview” button will let you see your post as it will be posted on the site.
 - **Post tags.** You can enter keywords here. (optional)
 - **Categories.** The default category is “news”. You may also choose to categorise your post as an Event or Opportunity by clicking the tick boxes here.
7. When you are satisfied with your post, press the blue “publish” button.
8. Done!

You can now view your post on the UMG website – it will appear on the home page (Case Studies appear on their own page – see below).

NB: Once you are logged in you will see grey “edit” boxes next to your posts on the main website; clicking these takes you back to the editing page.

Adding images and PDFs

This is as simple as adding a post. Underneath the space for the title on the edit post page (see above – fig. 2), next to “Upload/Insert” are four icons. The first is “Add an image” and the last is “Add media”

To Add an Image:

1. Place the cursor in your post where you want an image to go (like in Word).
2. Click the “Add an image” button”
3. Click “Select files” and choose the relevant file on your computer.
4. You will see the following screen (fig. 3)

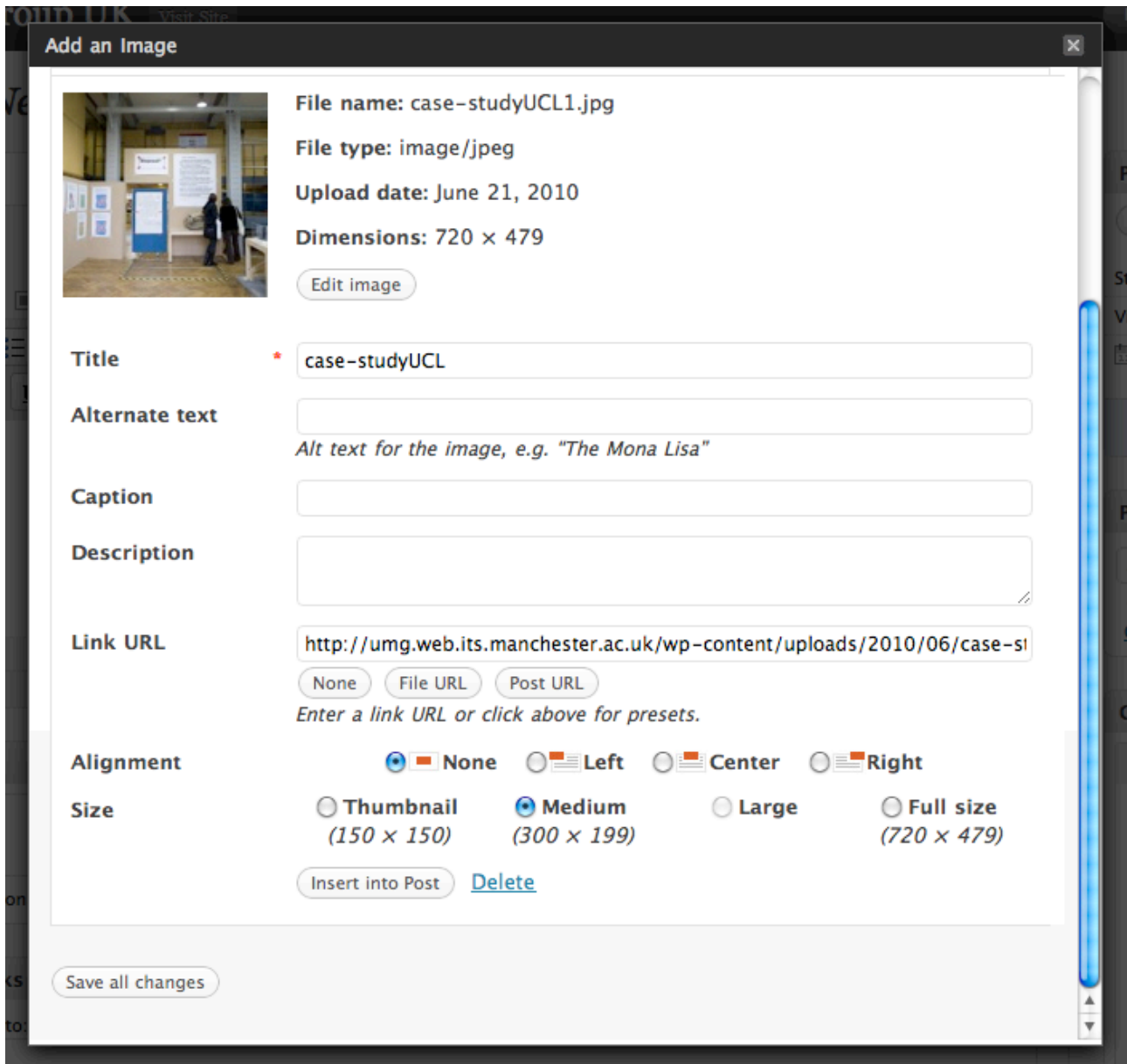


Fig 3. Add image dialog

4. Ignore most of this dialogue.
5. Choose an alignment (optional)
6. Choose a size (optional)
7. Click “insert into Post”
8. The image will now appear in your post.
9. Done!

To insert a downloadable PDF:

1. Click in your text where you would like to add your PDF.
2. Click the “Add media” icon (a star, the fourth along after “Upload/Insert”)
3. Click “Select files” and choose the relevant file on your computer.
4. You will see the following screen (fig. 4)

Add Media


[From Computer](#) [From URL](#) [Media Library](#)

Add media files from your computer

Choose files to upload

You are using the Flash uploader. Problems? Try the [Browser uploader](#) instead.

After a file has been uploaded, you can add titles and descriptions.



File name: UMG_Renewal_Form_2010.pdf
File type: application/pdf
Upload date: June 21, 2010

Title

Caption

Description

Link URL

Enter a link URL or click above for presets.

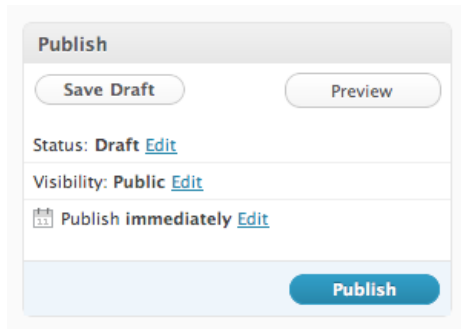
[Delete](#)

5. In the text field "Caption" write the text for a link. For example, "Download this PDF (85kb)"
6. Click "Insert into post"
7. Done!

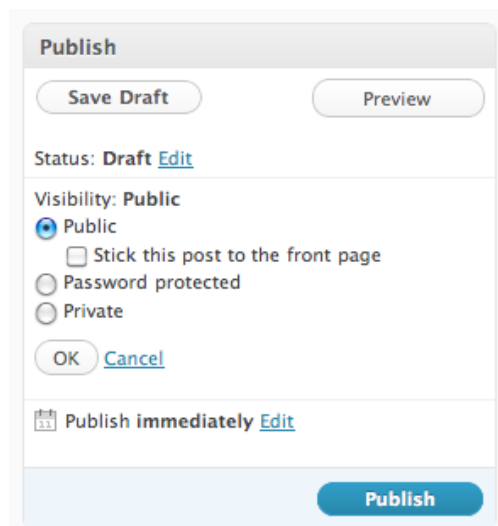
Privacy

You may want to keep the contents of some posts between UMG members only.

1. When editing your post you will see this box in the top right hand corner.



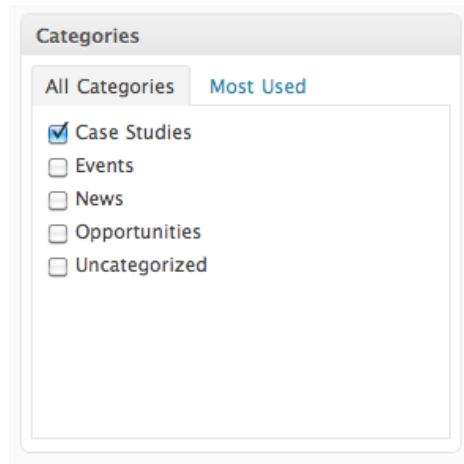
2. Clicking the “edit” text next to “Visibility: Public” brings up the following options.



3. Here you can choose to make the visibility private by selecting the radio button next to “Private”.
4. Pressing the “OK” button chooses this option.
5. Pressing the blue “publish” button publishes your post as private.
6. Now only members who are logged in can read this post.

Case Studies

Case studies should be filled in according to the template given on the site. To create a case study on the website you should create a new post. The only difference with an ordinary post is that all categories are deselected except “case studies”.



The image shows a screenshot of the 'Categories' selection interface in a WordPress post editor. At the top, there is a header 'Categories' with two tabs: 'All Categories' (which is selected) and 'Most Used'. Below the tabs, there is a list of categories with checkboxes next to them. The 'Case Studies' category is checked, while 'Events', 'News', 'Opportunities', and 'Uncategorized' are not.

Category	Selected
Case Studies	Yes
Events	No
News	No
Opportunities	No
Uncategorized	No