Adjacent Digital Politics
Website User Manual

- Go to http://www.adjacentgovernment.co.uk/dev/wp-admin/ and enter your login details.

Uploading News Articles

- Click the **"Posts"** tab in the top left corner of the interface
- Now click **"Add New"**
- Enter the full article title in the first field marked **"Enter title here"**
- Now enter your **main copy**/content into the large text area below the title field
  This area is very versatile, it can be edited using the **wysiwyg editor** to change styles and can also be used to add **video and images** etc
- Now enter the **short title**
- **Ignore** the "Banner URL field"
- Now on the right of the interface select the category
  You must always **select only one primary category**
- The **time/date** will automatically be assigned to articles but if you would like to manually enter this you will need to edit the date in the top right of the interface under the publish panel, select the "edit" link next to "publish immediately" and select your date if the date selected is in the future it will be scheduled and published at that time.
- Now hit set **featured image**
  Upload files
  Select your file
- Enter a **caption**
- Enter your **alt text**, this is for search engines and should describe the image, this must be filled in but dont worry about its relevance too much though
- Then hit **set featured image**
- Now go back to the top right "Publish" panel
  At this point you can choose to save it as a draft, preview or publish
  DONE

Adding images to the content area

- Select the area within the content to **place the image using your mouse pointer**
- Now hit **add media**
  upload files
  select your file
- Enter a **caption**
- Enter your **alt text**
- Select **alignment**
- **Link** to change to "none" unless you do have a URL to link to
- Select **size**, I would use "medium" this will then auto crop the image for you
  but if your image is already resized you can use "full"
- Once your happy hit **insert into post**
  DONE

Adding banners

- Click the **"Posts"** tab in the top left corner of the interface
- Now click **"Add New"**

- Enter the full banner title in the first field marked **"Enter title here"**
- Enter the **banner URL** in the relative field
- Now hit set **featured image,**
  Upload file,
  select your file,
- <u>**Ingore**</u> **the caption**
- Enter your **alt text**
- Then hit **set featured image**
- Now select the **banner category**, ie "local gov banner" etc
- Now go back to the top right "Publish" panel
  At this point you can choose to save it as a draft, preview or publish
  DONE

Setting featured articles

- To set a featured article the **article must have already been added** as a standard news article to any main news category
- **Select the article**
- Go to the tags panel on the bottom right of the interface,
  here you can either type or select from most used tags
- Now for homepage featured article hit or type "home_slider" for all other articles hit or type "slider"
- **Hit publish**
  DONE