

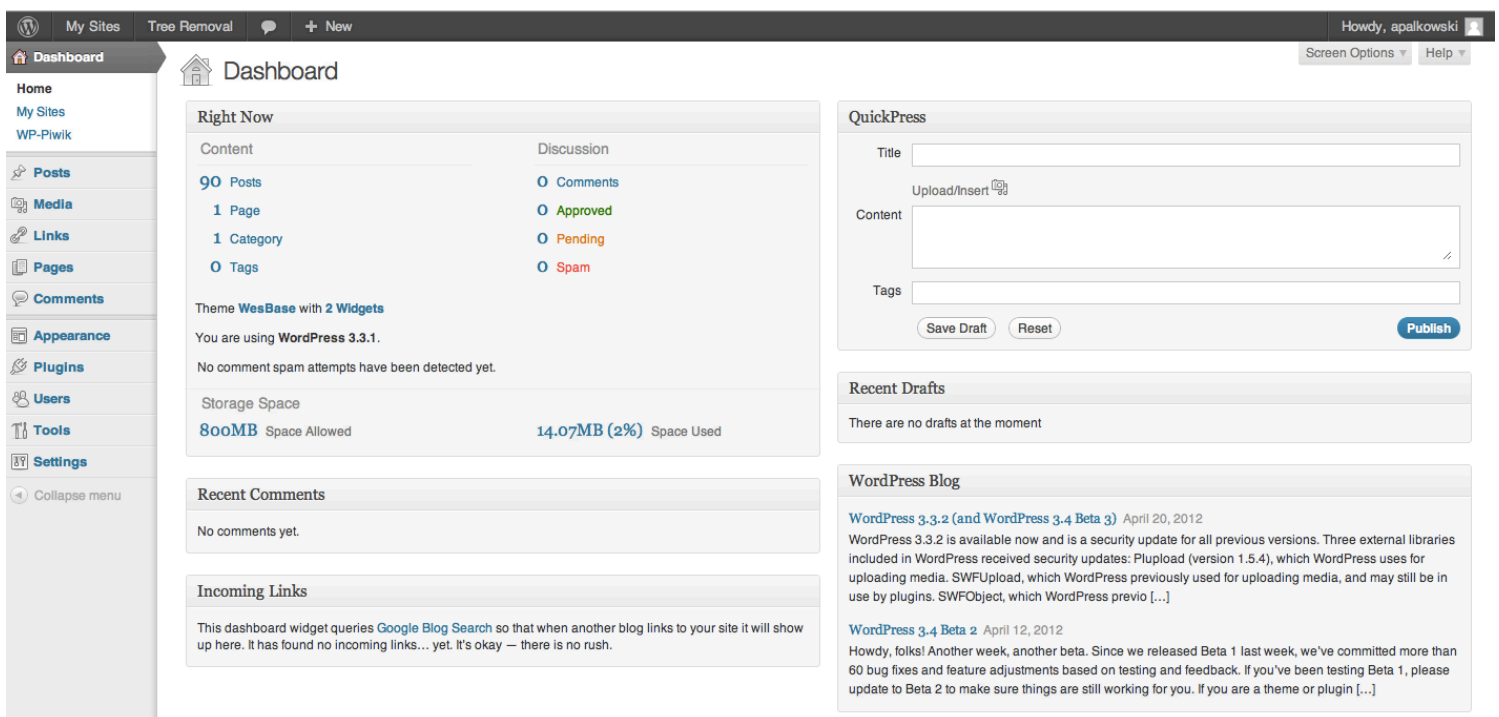
Updating the Tree Removal Site

1. Navigate to the blog at treeremoval.blogs.wesleyan.edu.
2. **Scroll** to the bottom of the page and click “Log In.” At the next screen, enter your Wesleyan username (minus @wesleyan.edu) and password.



The image shows the WordPress login interface. At the top is the WordPress logo. Below it is a white box containing the login form. The form has two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember Me" and a blue "Log In" button. Below the login box, there is a link for "Lost your password?" and a link with a left arrow labeled "Back to Tree Removal".

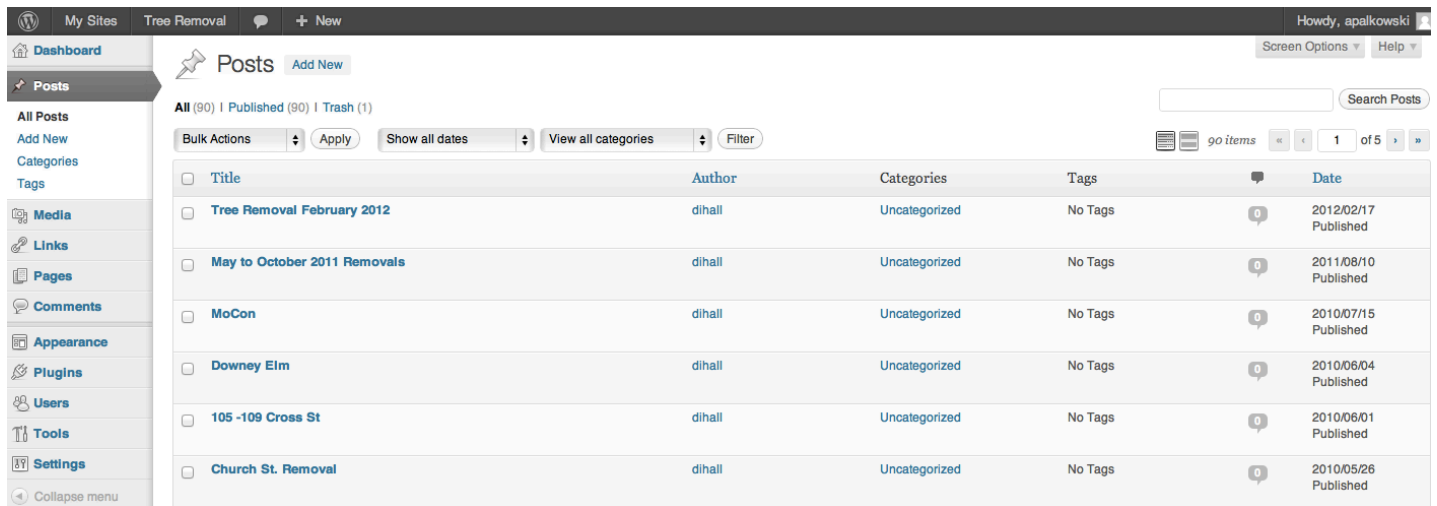
3. Once you come to this screen...



The image is a screenshot of the WordPress dashboard. The top navigation bar shows "My Sites" with "Tree Removal" selected, and a user profile for "Howdy, apalkowski". The left sidebar contains a navigation menu with items like "Home", "My Sites", "WP-Piwik", "Posts", "Media", "Links", "Pages", "Comments", "Appearance", "Plugins", "Users", "Tools", and "Settings". The main content area is titled "Dashboard" and includes several widgets: "Right Now" (showing 90 posts, 1 page, 1 category, 0 tags, and 0 comments), "QuickPress" (with fields for title, content, and tags), "Recent Drafts" (showing no drafts), "Recent Comments" (showing no comments), and "Incoming Links" (showing no incoming links). The bottom right widget is "WordPress Blog" with news about WordPress 3.3.2 and 3.4 Beta 2.

... click the  **Posts** button in the left navigation menu.

4. On the Posts page, as shown below:

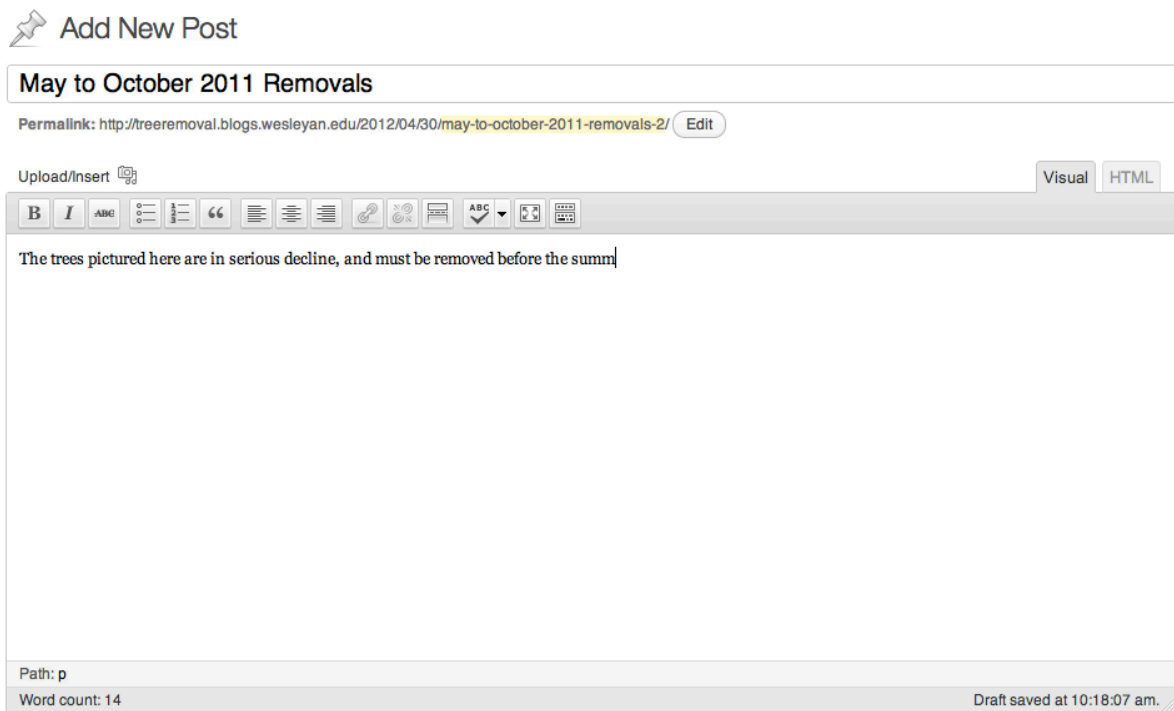


The screenshot shows the WordPress dashboard's 'Posts' page. The top navigation bar includes 'My Sites', 'Tree Removal', and '+ New'. The user is logged in as 'Howdy, apalkowski'. The left sidebar contains various menu items like 'Dashboard', 'Posts', 'Media', 'Links', etc. The main content area shows a list of posts with columns for 'Title', 'Author', 'Categories', 'Tags', and 'Date'. The 'Add New' button is highlighted in orange.

Title	Author	Categories	Tags	Date
<input type="checkbox"/> Tree Removal February 2012	dihall	Uncategorized	No Tags	2012/02/17 Published
<input type="checkbox"/> May to October 2011 Removals	dihall	Uncategorized	No Tags	2011/08/10 Published
<input type="checkbox"/> MoCon	dihall	Uncategorized	No Tags	2010/07/15 Published
<input type="checkbox"/> Downey Elm	dihall	Uncategorized	No Tags	2010/06/04 Published
<input type="checkbox"/> 105 -109 Cross St	dihall	Uncategorized	No Tags	2010/06/01 Published
<input type="checkbox"/> Church St. Removal	dihall	Uncategorized	No Tags	2010/05/26 Published

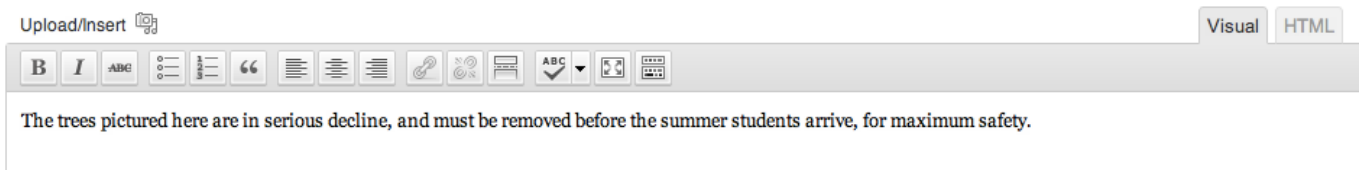
Click the **Add New** button next to the Posts header.

5. On the Add New Post screen, enter the title and body text of the post (no images yet).



The screenshot shows the 'Add New Post' screen. The title field contains 'May to October 2011 Removals'. Below the title is a 'Permalink' field with the URL 'http://treeremoval.blogs.wesleyan.edu/2012/04/30/may-to-october-2011-removals-2/' and an 'Edit' button. The 'Visual' tab is selected. The body text area contains the text: 'The trees pictured here are in serious decline, and must be removed before the summ'. The 'Path: p' and 'Word count: 14' are displayed at the bottom left, and 'Draft saved at 10:18:07 am.' is displayed at the bottom right.

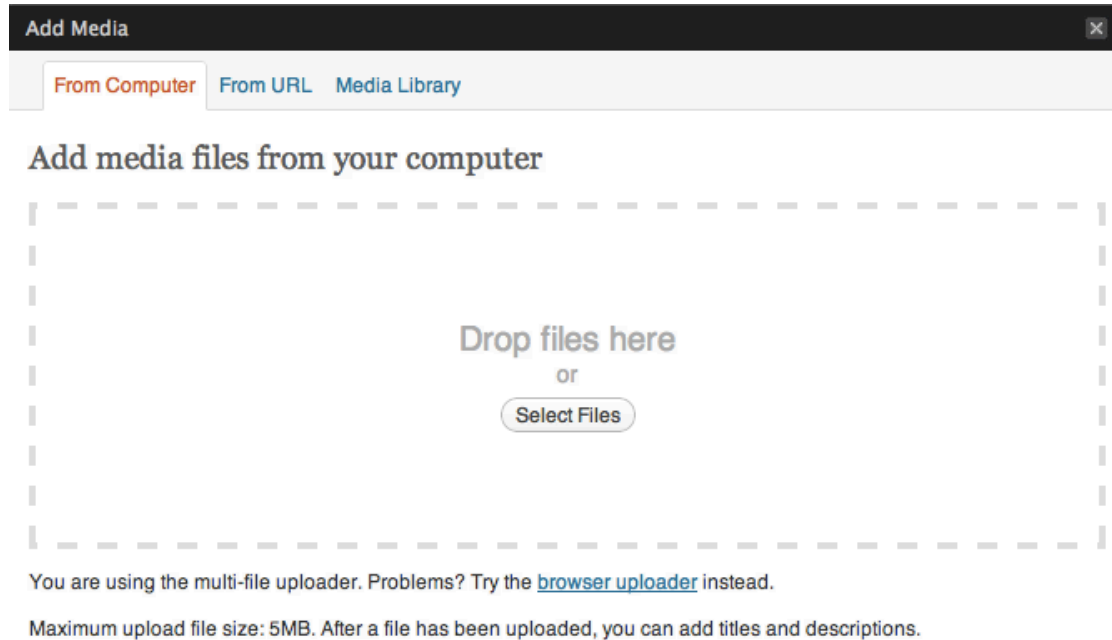
5. Once the Title and body text of the post are filled in, you can add a gallery of images.



The screenshot shows the 'Add New Post' screen with the 'Visual' tab selected. The body text area contains the text: 'The trees pictured here are in serious decline, and must be removed before the summer students arrive, for maximum safety.' The 'Upload/Insert' button is highlighted.

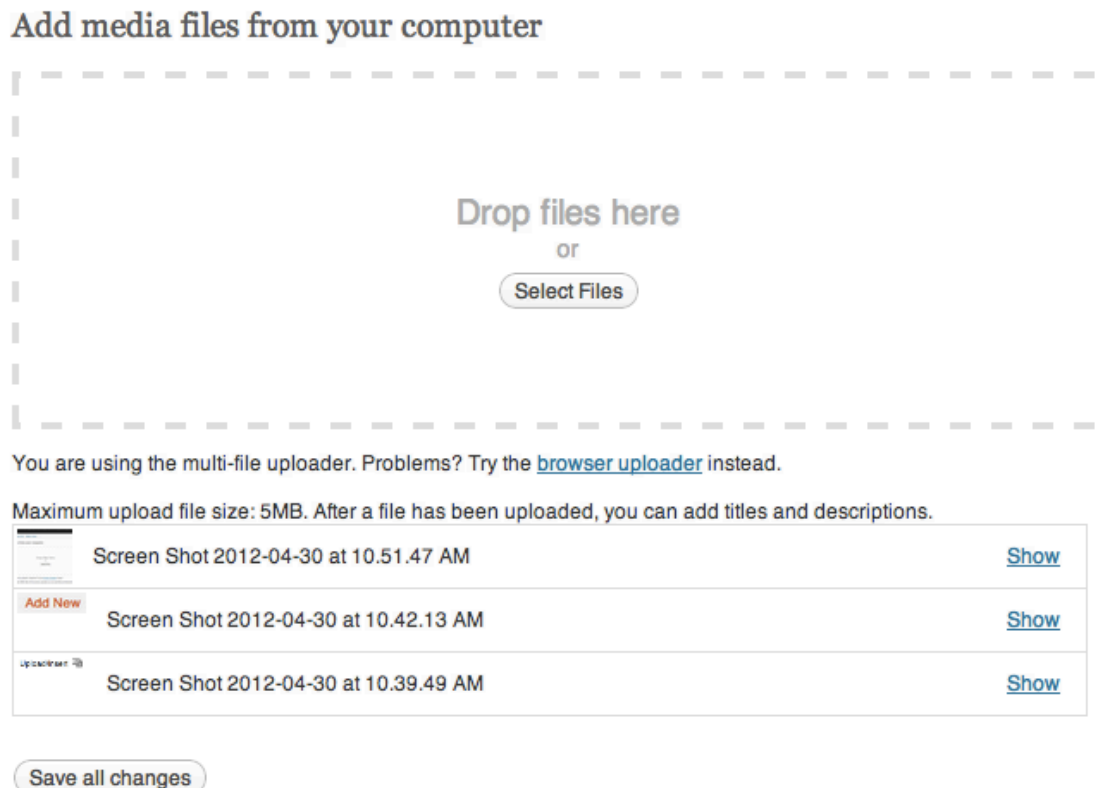
Above the editor, click the **Upload/Insert** button.

6. This is the Add Media window. From here, stay on the From Computer tab and click the “Select Files” button.



This will bring up a standard file select dialogue. Navigate to and select the image files on your computer (you can use Shift to upload multiple files at once).

7. The files will upload and appear below the file select area.



Click the  button at the bottom of the window.

8. The Gallery screen will appear. Here, you can expand each of the images with the “Show” links on the far right of the image catalogue and give each image a descriptive title in the Alternate Text field.

The screenshot shows the 'Add Media' dialog box with the 'Gallery (3)' tab active. It displays a table of three media items, each with a 'Show' link. Below the table is a 'Save all changes' button. The 'Gallery Settings' section is expanded, showing options for 'Link thumbnails to' (Image File selected), 'Order images by' (Menu order), 'Order' (Ascending selected), and 'Gallery columns' (4).

Media	Order	Actions
Screen Shot 2012-04-30 at 10.39.49 AM		<input type="checkbox"/> Show
Screen Shot 2012-04-30 at 10.42.13 AM		<input type="checkbox"/> Show
Screen Shot 2012-04-30 at 10.51.47 AM		<input type="checkbox"/> Show

Save all changes

Gallery Settings

Link thumbnails to: Image File Attachment Page

Order images by:

Order: Ascending Descending

Gallery columns:

Insert gallery

If necessary, adjust the Gallery columns in the Gallery Settings section (try to make it a divisible number to avoid unevenness in the gallery appearance – if there are 6 images, choose 3 gallery columns; for 12 images, choose 4 columns; etc.).

Click the **Insert gallery** button at the bottom of the window.

9. Click the blue Publish button in the box to the right of the post title to finalize the post.

The screenshot shows the 'Publish' box with the following options:

- Save Draft
- Preview
- Status: Draft [Edit](#)
- Visibility: Public [Edit](#)
- Publish immediately [Edit](#)
- [Move to Trash](#)
- Publish**

Done!