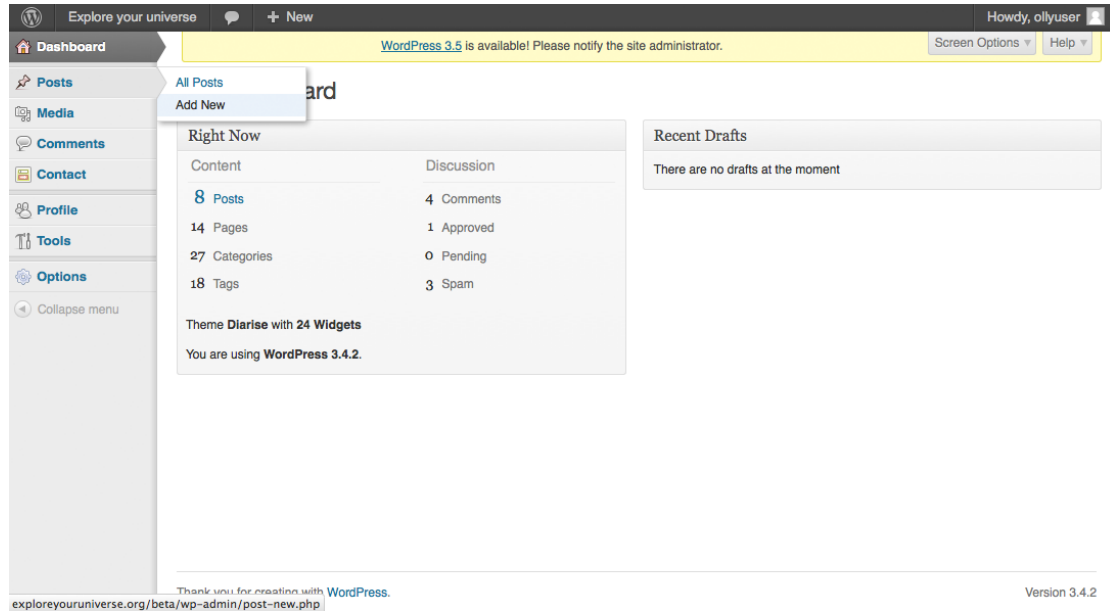


## Exploreyouruniverse.org user guide.

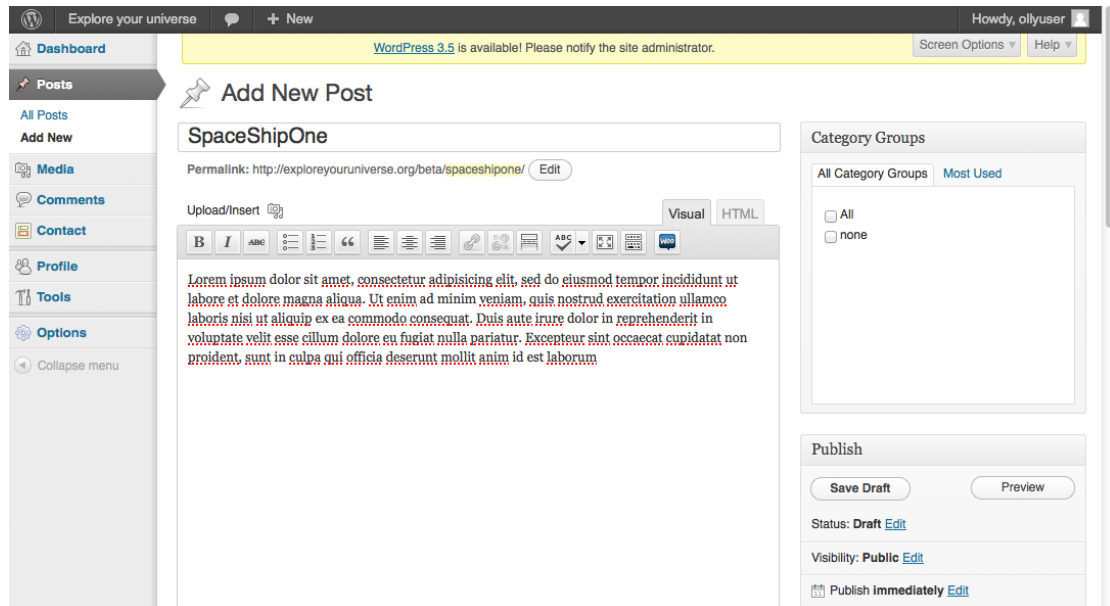
# 1/ How to add a new blog entry

### 1. Select 'Add new' from 'Posts' left hand menu



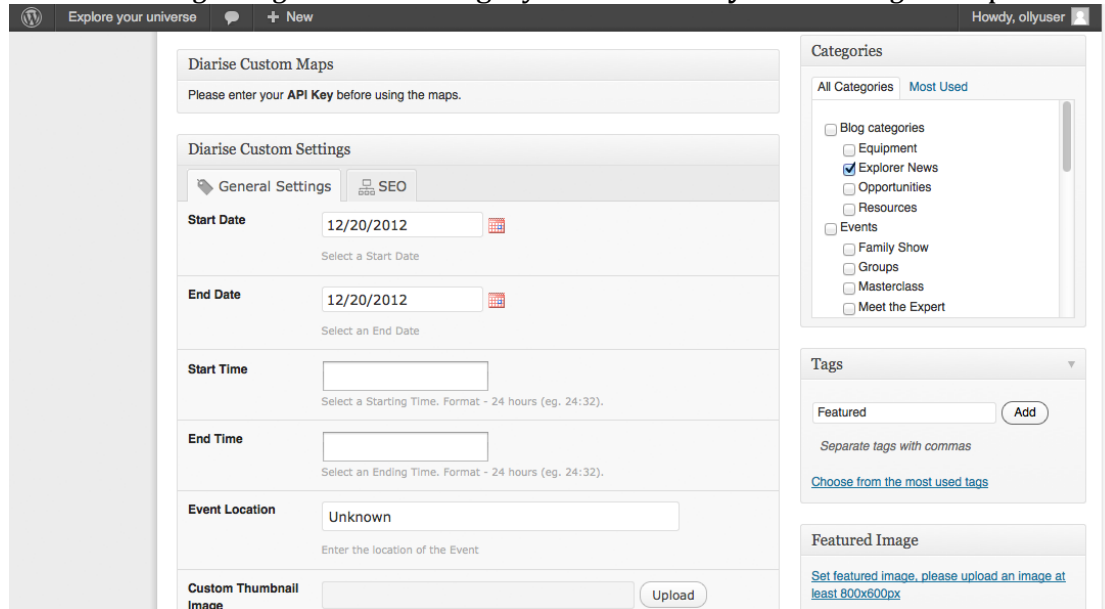
The screenshot shows the WordPress dashboard for 'Explore your universe'. The user is logged in as 'Howdy, olyuser'. A notification banner at the top states 'WordPress 3.5 is available! Please notify the site administrator.' The left-hand menu is expanded to 'Posts', and the 'Add New' sub-menu item is highlighted. The main content area displays a 'Right Now' summary with statistics: 8 Posts, 14 Pages, 27 Categories, 18 Tags, 4 Comments, 1 Approved, 0 Pending, and 3 Spam. Below this, it indicates the theme is 'Diarise with 24 Widgets' and the user is using 'WordPress 3.4.2'. A 'Recent Drafts' box shows 'There are no drafts at the moment'. The footer includes a 'Thank you for creating with WordPress.' message and the version number 'Version 3.4.2'.

### 2. Enter Post title and Post content



The screenshot shows the 'Add New Post' editor in WordPress. The title field contains 'SpaceShipOne' and the permalink is 'http://exploreyouruniverse.org/beta/spaceshipone/'. The content area features a rich text editor with a toolbar and a text area containing placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum'. The right-hand sidebar shows 'Category Groups' with 'All' and 'none' options, and a 'Publish' section with 'Save Draft' and 'Preview' buttons. The status is 'Draft' and visibility is 'Public'.

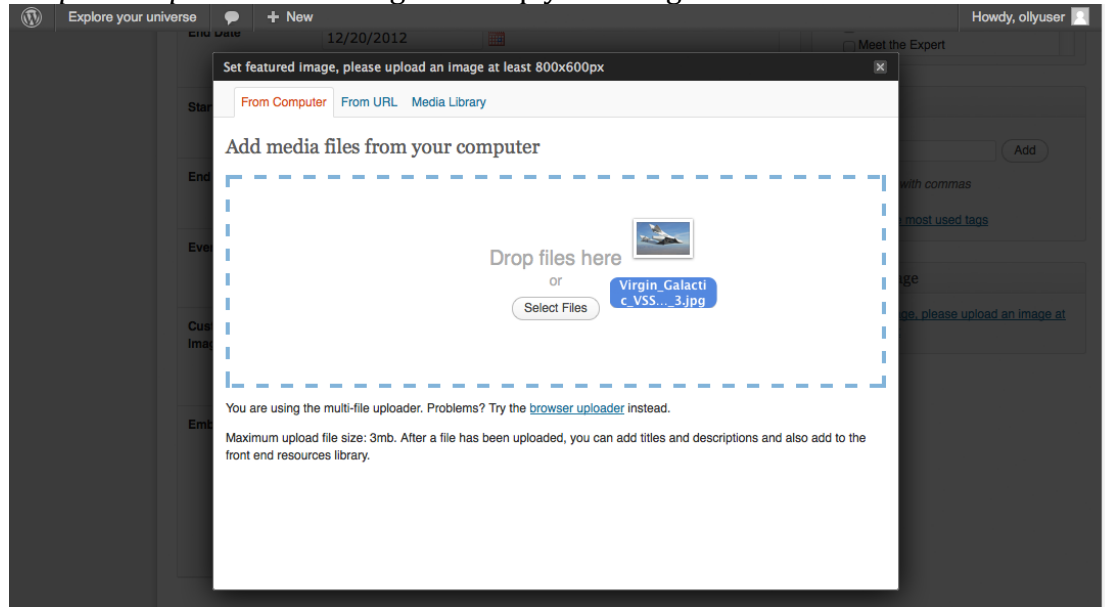
3. Select a *Blog categories* sub category checkbox **only** from 'Categories' panel.



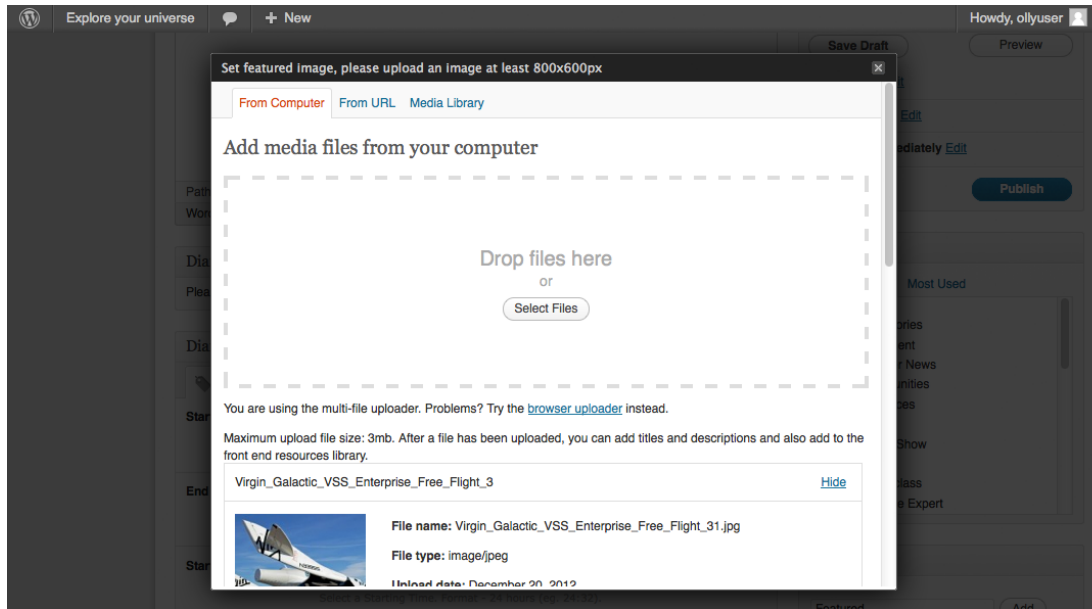
The screenshot shows the 'Diarise Custom Settings' form. The 'Categories' panel on the right has 'Explorer News' checked under 'Blog categories'. The 'Tags' panel has 'Featured' entered in the text box. The 'Featured Image' panel has a link: 'Set featured image, please upload an image at least 800x600px'.

4. **Add Tags (optional).** If you add the tag 'Featured' the post will be featured. The most recent featured post will appear on the homepage.

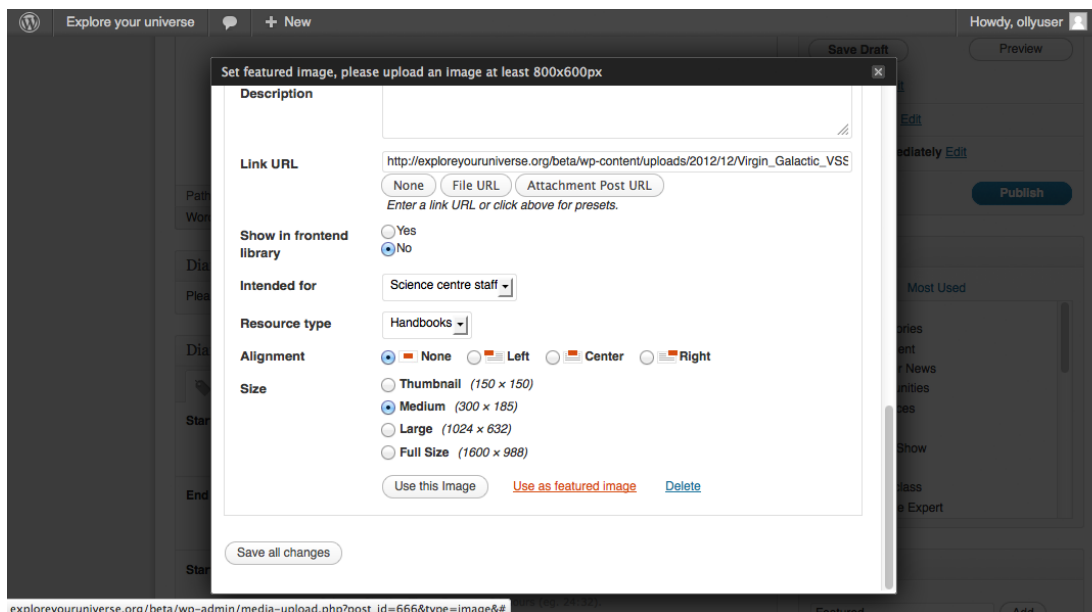
5. **Add Featured image.** Click 'Set featured image, please upload an image at least 800px x 600px' and then drag and drop your image into the dashed box.



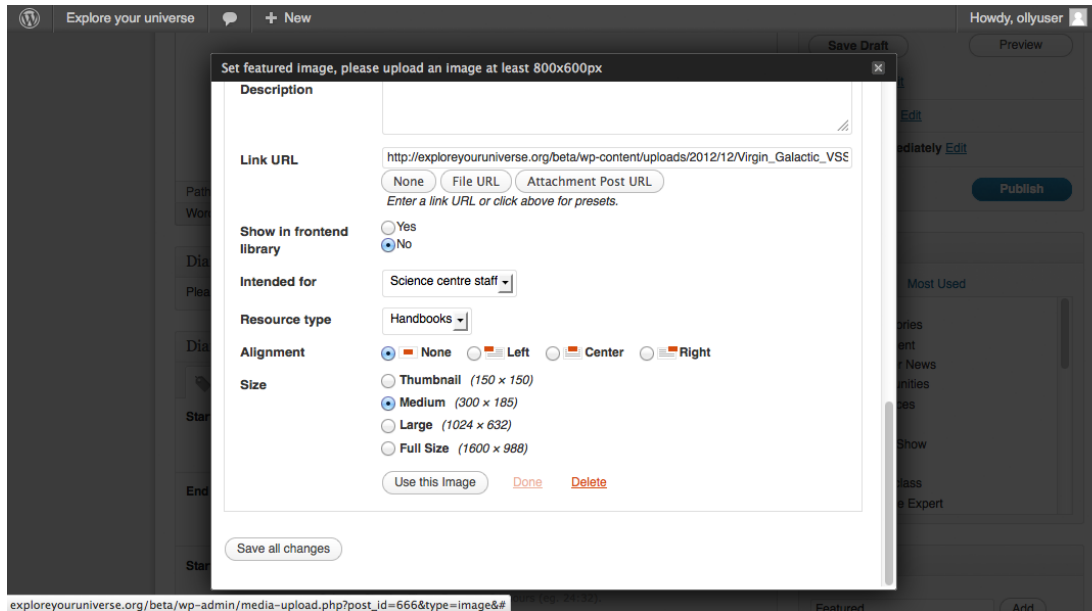
The screenshot shows a dialog box titled 'Set featured image, please upload an image at least 800x600px'. It has tabs for 'From Computer', 'From URL', and 'Media Library'. The 'From Computer' tab is active. The dialog contains a dashed box for dropping files and a file named 'Virgin\_Galactic\_VSS...3.jpg' is being uploaded. Below the dashed box, it says 'You are using the multi-file uploader. Problems? Try the browser uploader instead.' and 'Maximum upload file size: 3mb. After a file has been uploaded, you can add titles and descriptions and also add to the front end resources library.'



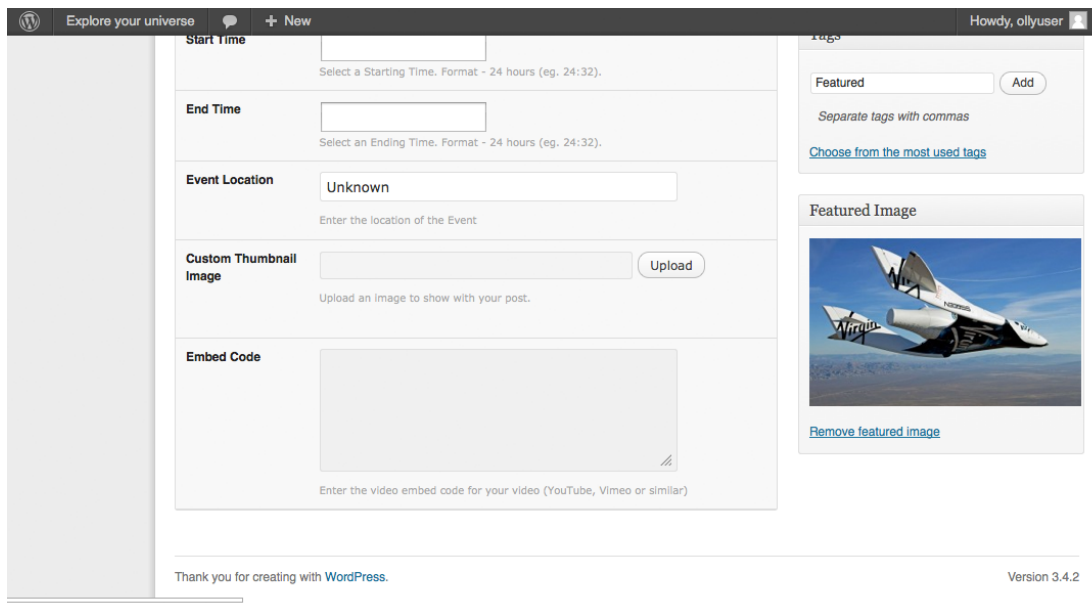
The image will start uploading automatically, when it has finished please scroll to the bottom of the window.



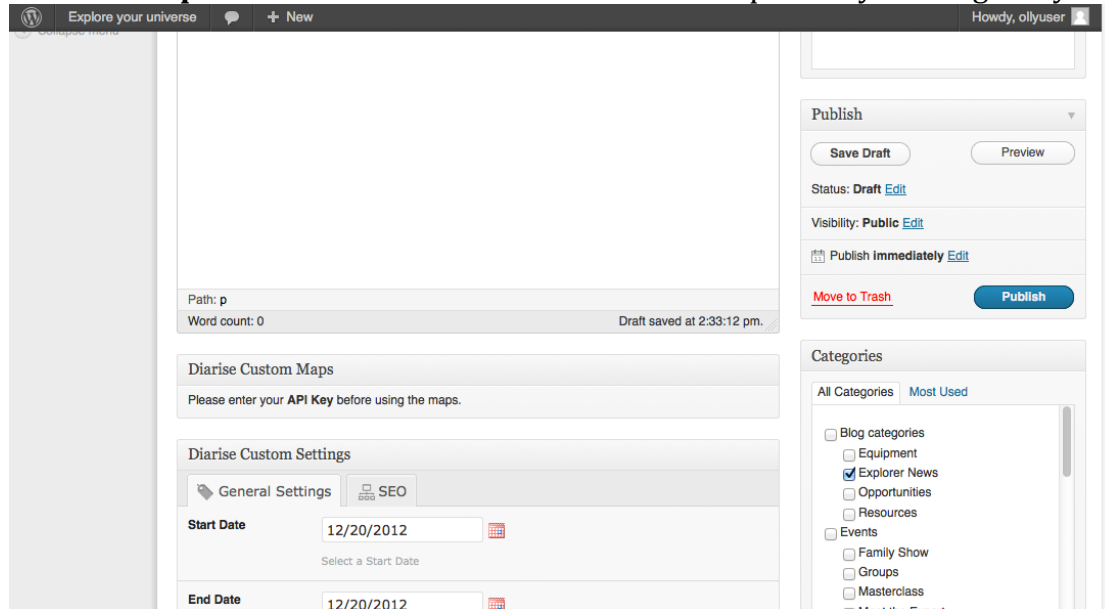
And click the 'Use as featured image' link, to save the image.



Once the featured image has been saved you can click on the black shaded background to return to the main page. You should see the image you have uploaded in place of the link you clicked previously.



## 6. Save and publish. Click the blue 'Publish' button to publish your blog entry.



This screenshot shows the WordPress 'Publish' interface for a new post. The main content area is empty. On the right side, there is a 'Publish' panel with the following options:

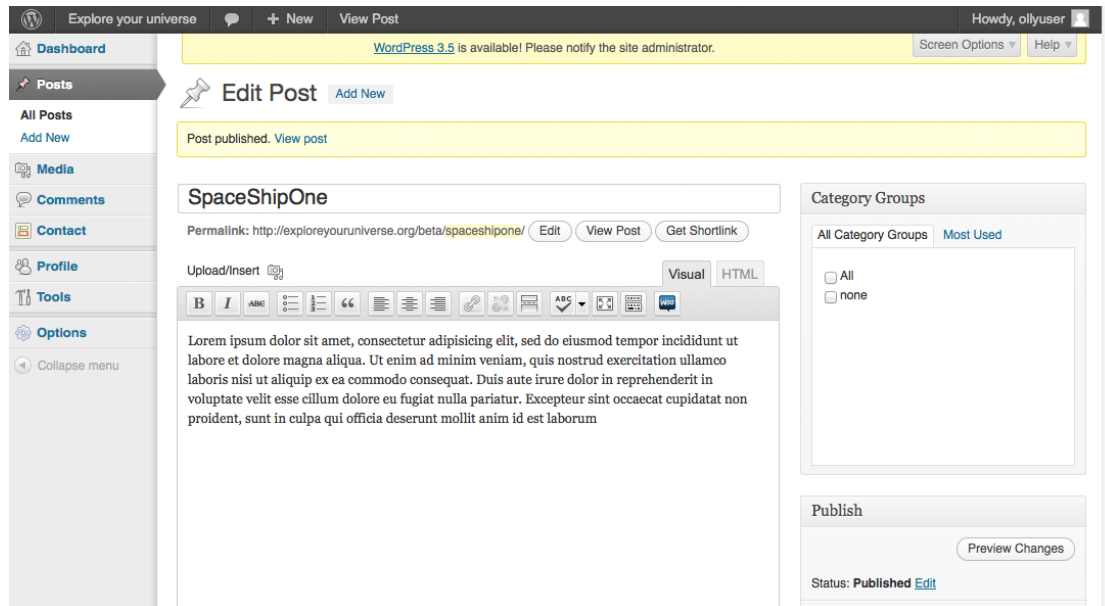
- Save Draft** (button)
- Preview** (button)
- Status: **Draft** (with an [Edit](#) link)
- Visibility: **Public** (with an [Edit](#) link)
- [Publish Immediately](#) (button)
- [Move to Trash](#) (button)
- Publish** (blue button)

Below the 'Publish' panel is the 'Categories' section, showing a list of categories with checkboxes. The 'Explorer News' category is selected.

At the bottom of the main content area, there are several meta-information boxes:

- Path:** p
- Word count:** 0
- Draft saved at:** 2:33:12 pm.
- Diarise Custom Maps:** Please enter your API Key before using the maps.
- Diarise Custom Settings:** General Settings and SEO tabs. Start Date and End Date are both set to 12/20/2012.

The page will reload and you will see 'Post published' message if you have been successful.



This screenshot shows the WordPress 'Edit Post' interface for a published post. The main content area displays the post title 'SpaceShipOne' and the following text:

Permalink: <http://exploreyouruniverse.org/beta/spaceshipone/> (with [Edit](#), [View Post](#), and [Get Shortlink](#) buttons)

Below the text is a rich text editor with a toolbar and a 'Visual' tab selected. The text content is: 'Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum'.

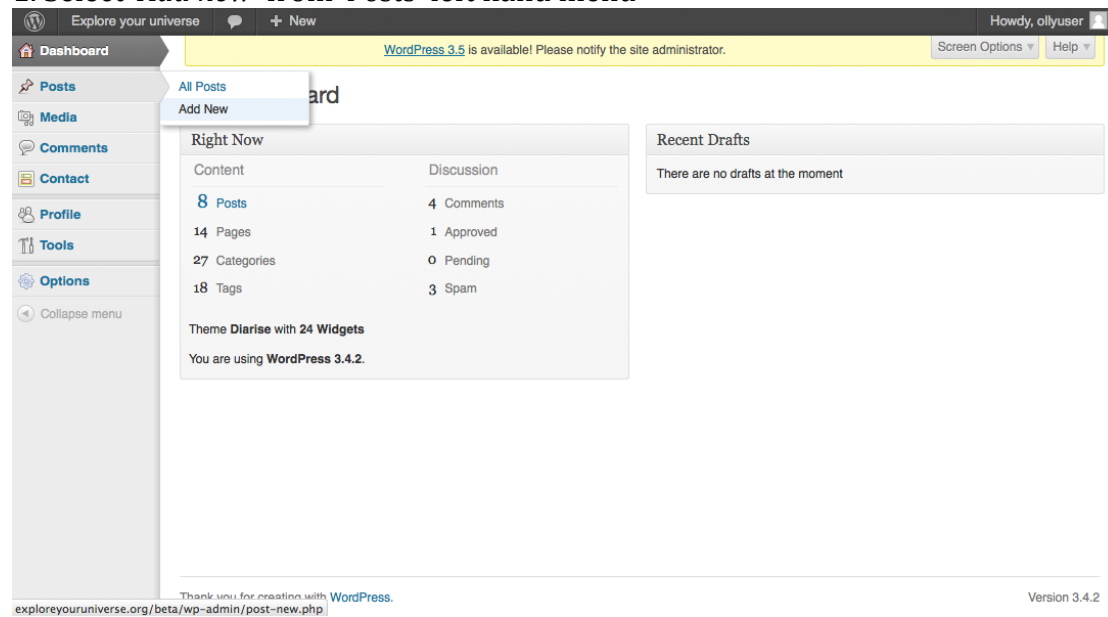
On the right side, there is a 'Category Groups' section with a list of categories and checkboxes. The 'All' category is selected.

At the bottom of the main content area, there is a 'Publish' panel with the following options:

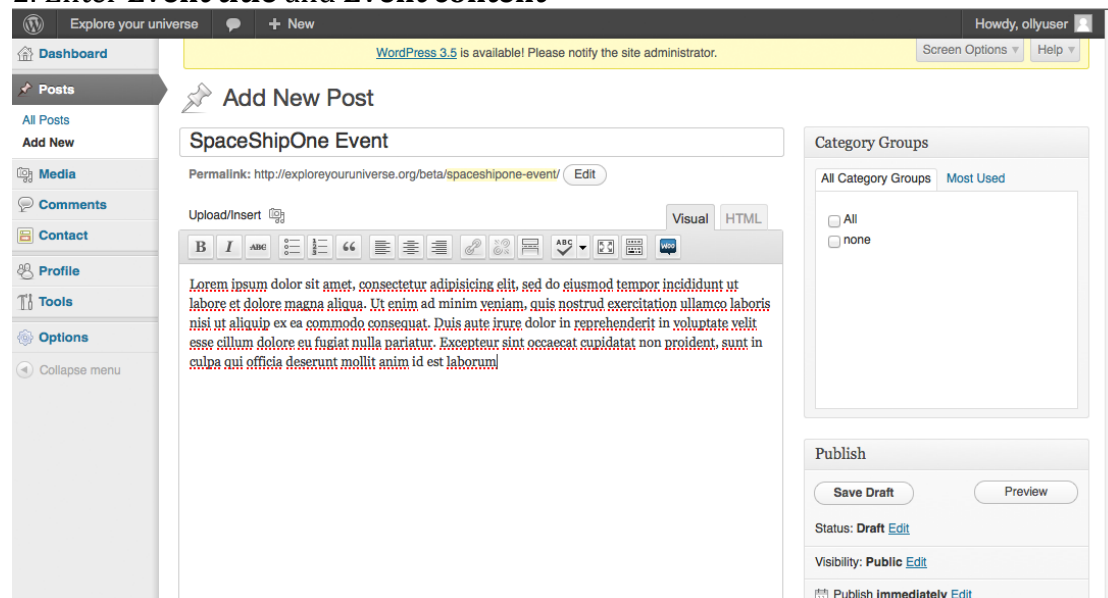
- Preview Changes** (button)
- Status: **Published** (with an [Edit](#) link)

# 2/How to add a new event

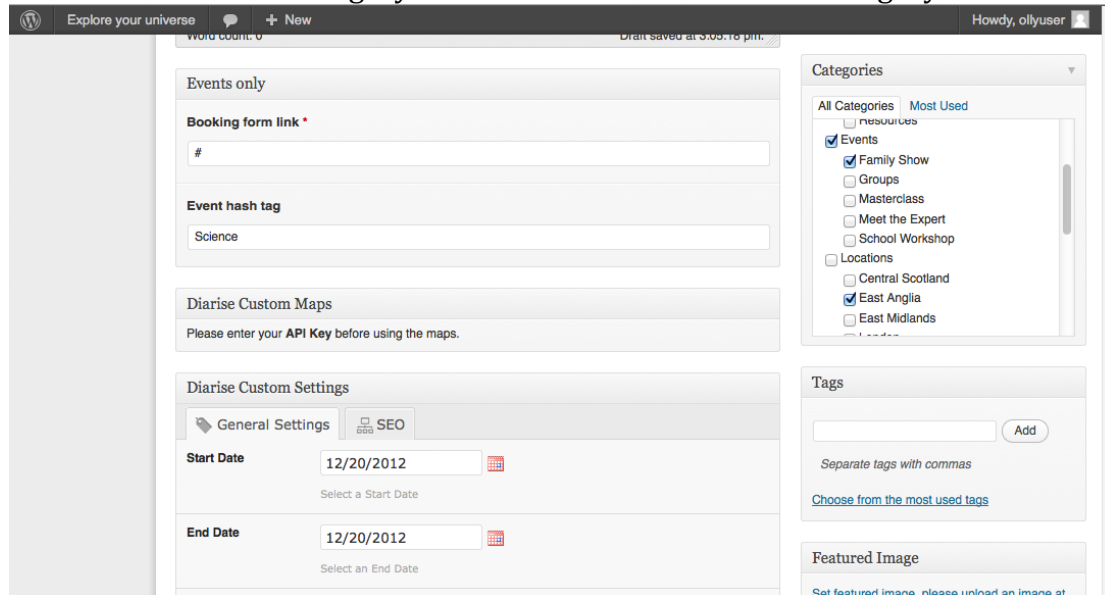
## 1. Select 'Add new' from 'Posts' left hand menu



## 2. Enter Event title and Event content



3. Select the 'Events' Category checkbox **and** an 'Events' sub category checkbox.

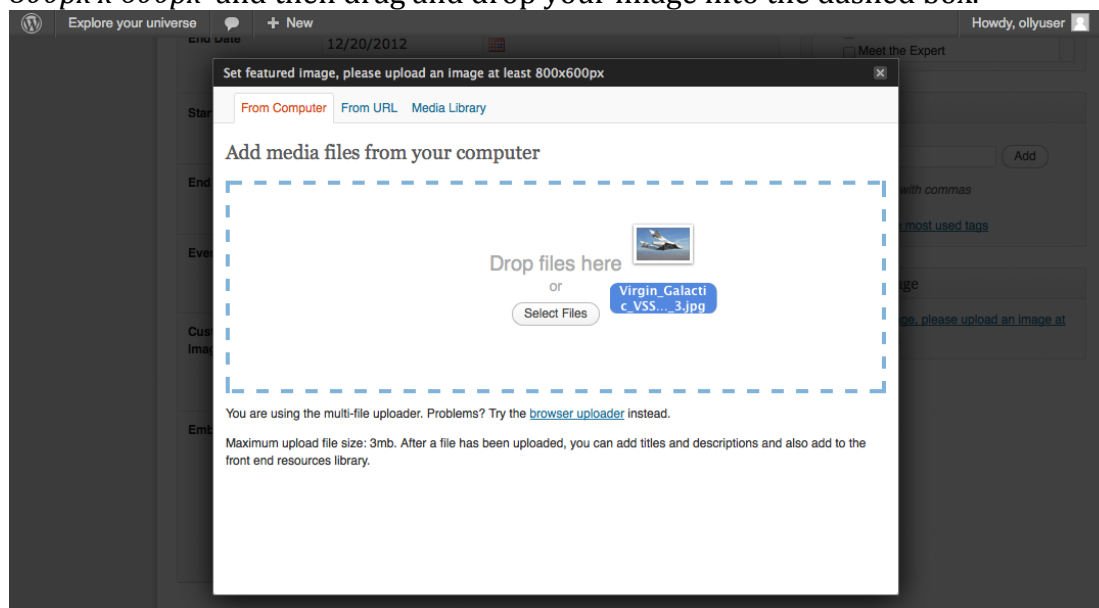


The screenshot shows the WordPress event creation interface. The 'Categories' panel on the right is expanded, showing 'Events' selected. Under 'Most Used', 'Family Show' is checked. The 'Booking form link' field is empty, and the 'Event hash tag' is set to 'Science'. The 'Start Date' and 'End Date' are both set to 12/20/2012.

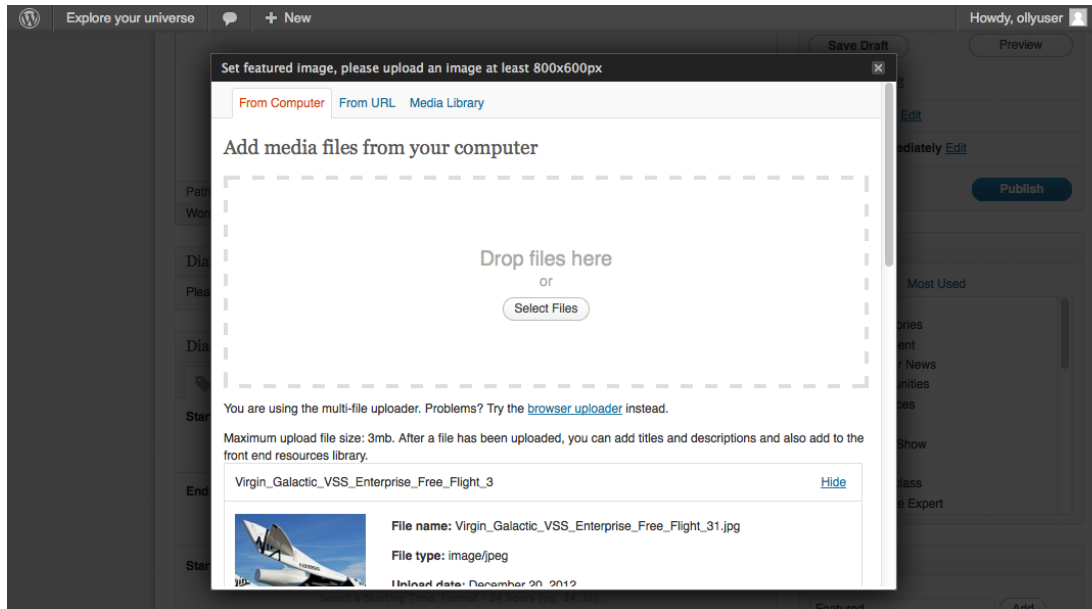
4. Add Event Booking form link and Event hash tag (excluding the #)

5. Add Tags (optional). If you add the tag 'Featured' the event will be featured. The most recent featured Event will appear in the sidebar widget and the 4 most recent events will feature on the 'Events' page.

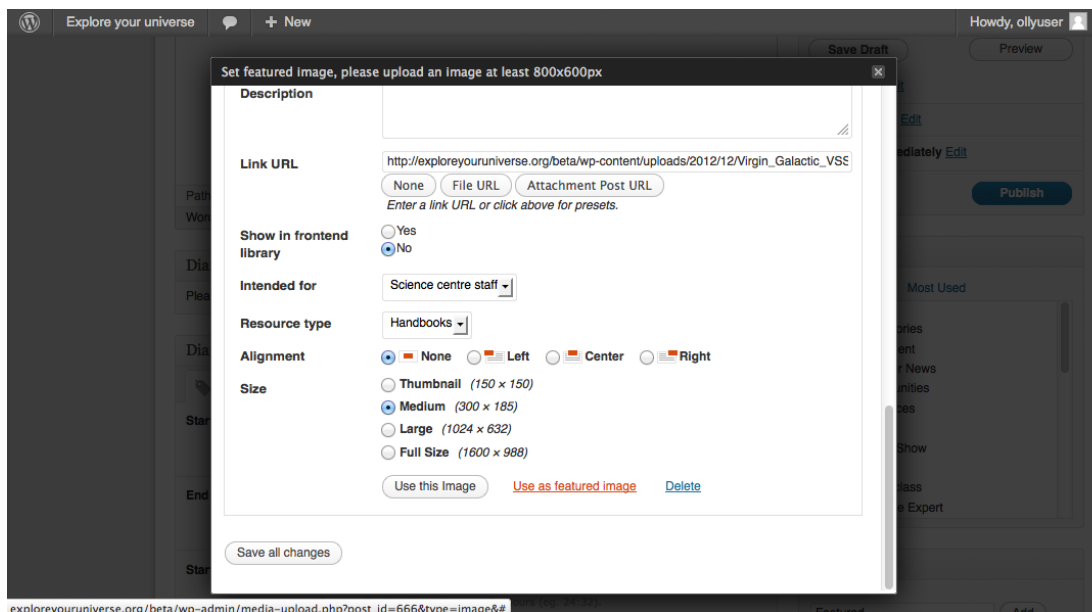
6. Add Featured image. Click 'Set featured image, please upload an image at least 800px x 600px' and then drag and drop your image into the dashed box.



The screenshot shows the 'Set featured image, please upload an image at least 800x600px' dialog box. It has tabs for 'From Computer', 'From URL', and 'Media Library'. The 'From Computer' tab is active, and a dashed box is shown for dropping files. A file named 'Virgin\_Galactic\_VSS... 3.jpg' is already selected. The dialog also includes a 'Select Files' button and a note about the maximum upload file size of 3mb.

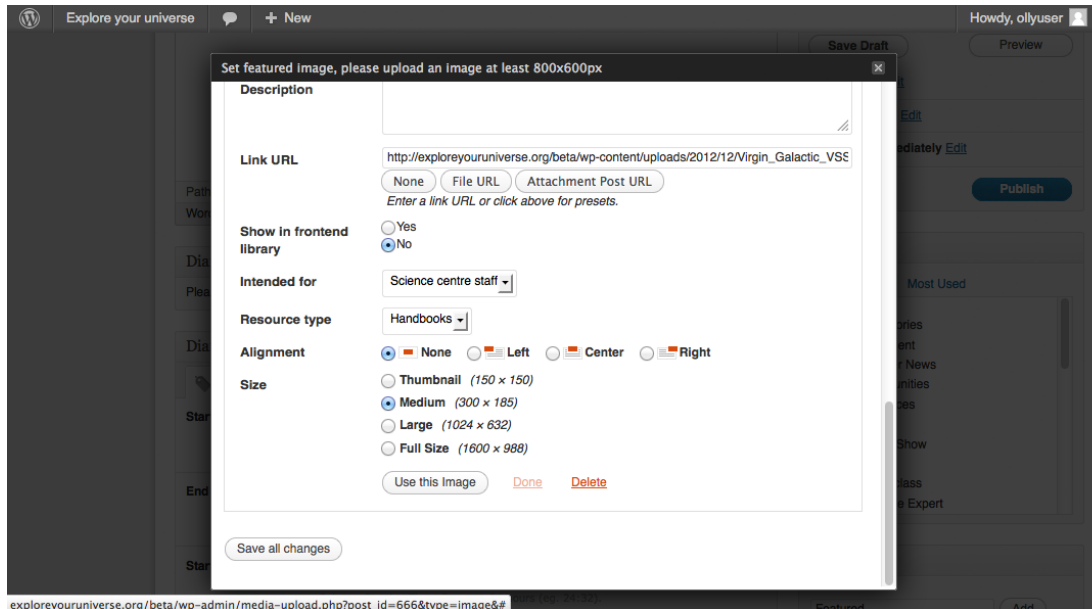


The image will start uploading automatically, when it has finished please scroll to the bottom of the window.



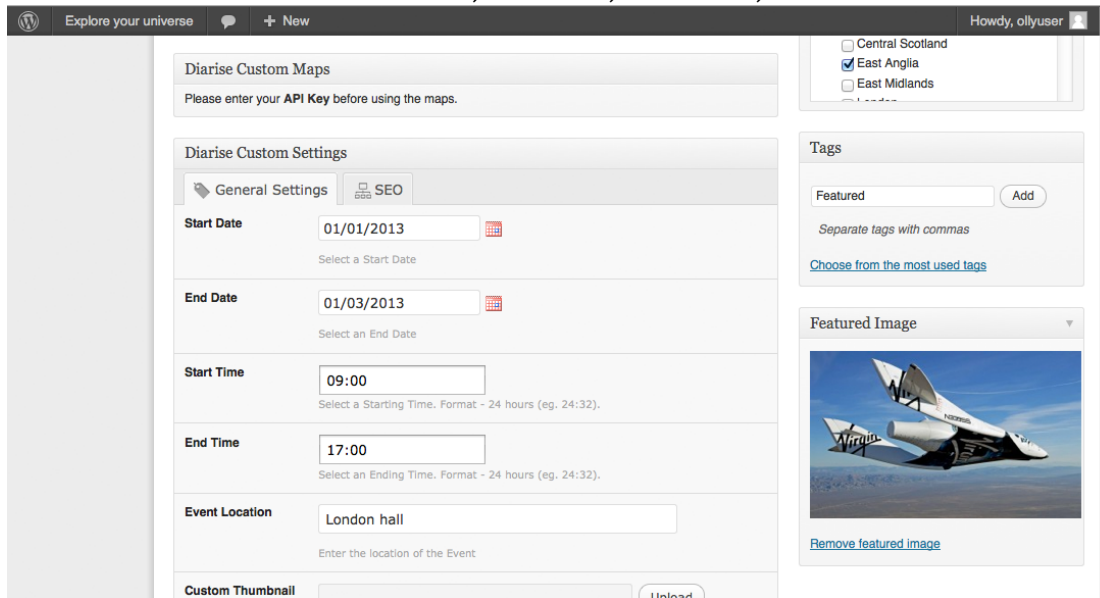
And click the 'Use as featured image' link, to save the image.





Once the featured image has been saved you can click on the black shaded background to return to the main page. You should see the image you have uploaded in place of the link you clicked previously.

### 7. Fill in Event details: Start time, End time, Start date, End date and location.



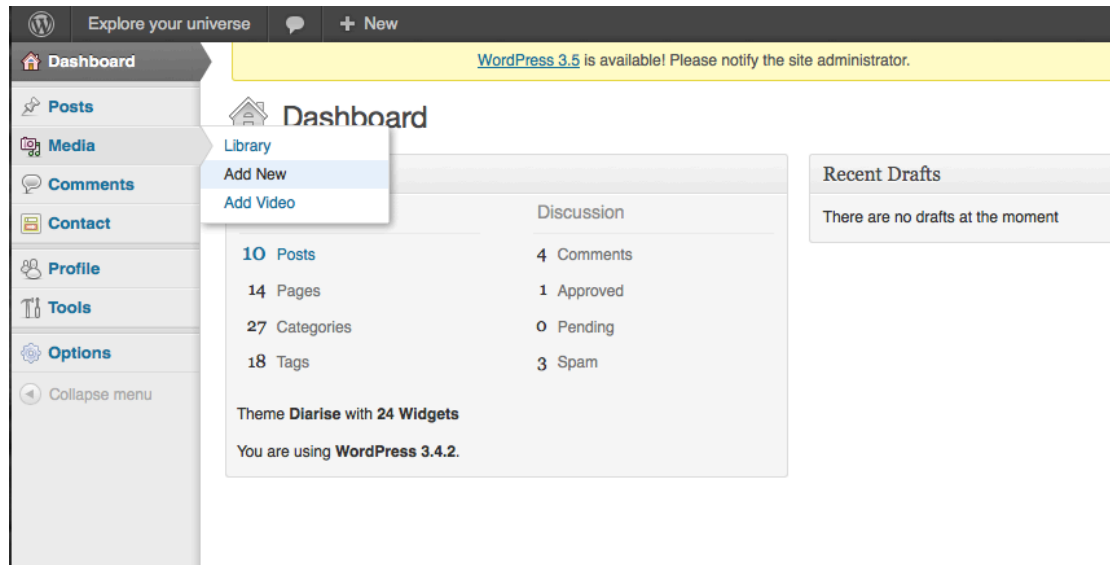
## 8. Save and publish. Click the blue *'Publish'* button to publish your new event.

The screenshot shows the WordPress 'Add New Post' interface. At the top, there's a navigation bar with 'Explore your universe', a 'New' button, and a user profile 'Howdy, olyuser'. A yellow notification banner says 'WordPress 3.5 is available! Please notify the site administrator.' Below this is a 'Dashboard' link and a 'Screen Options' dropdown. The main content area is titled 'Add New Post' and shows the title 'SpaceShipOne Event'. The permalink is 'http://exploreyouruniverse.org/beta/spaceshipone-event/' with an 'Edit' button. There's an 'Upload/insert' button and a 'Visual' tab selected. The text area contains placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum'. On the right, there's a 'Publish' section with 'Save Draft' and 'Preview' buttons. Below that, it shows 'Status: Draft' with an 'Edit' link, 'Visibility: Public' with an 'Edit' link, and a 'Publish Immediately' button. At the bottom of this section are 'Move to Trash' and 'Publish' buttons. Further down is a 'Categories' section with 'All Categories' and 'Most Used' tabs. Under 'All Categories', there's a list of categories: 'Events' (checked), 'Family Show' (checked), 'Groups', 'Masterclass', 'Meet the Expert', and 'School Workshop'.

The page will reload and you will see *'Post published'* message if you have been successful.

# 3/ How add to the Resources library

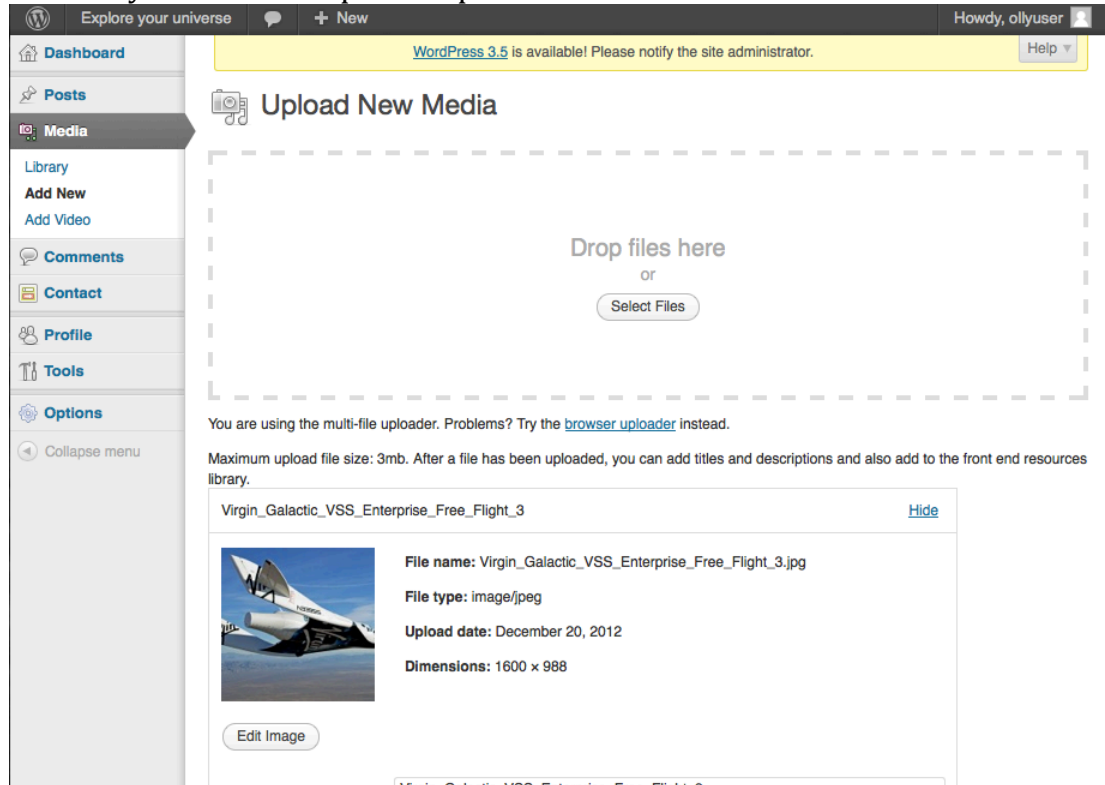
1. Select 'Add New' from the 'Media' left hand menu



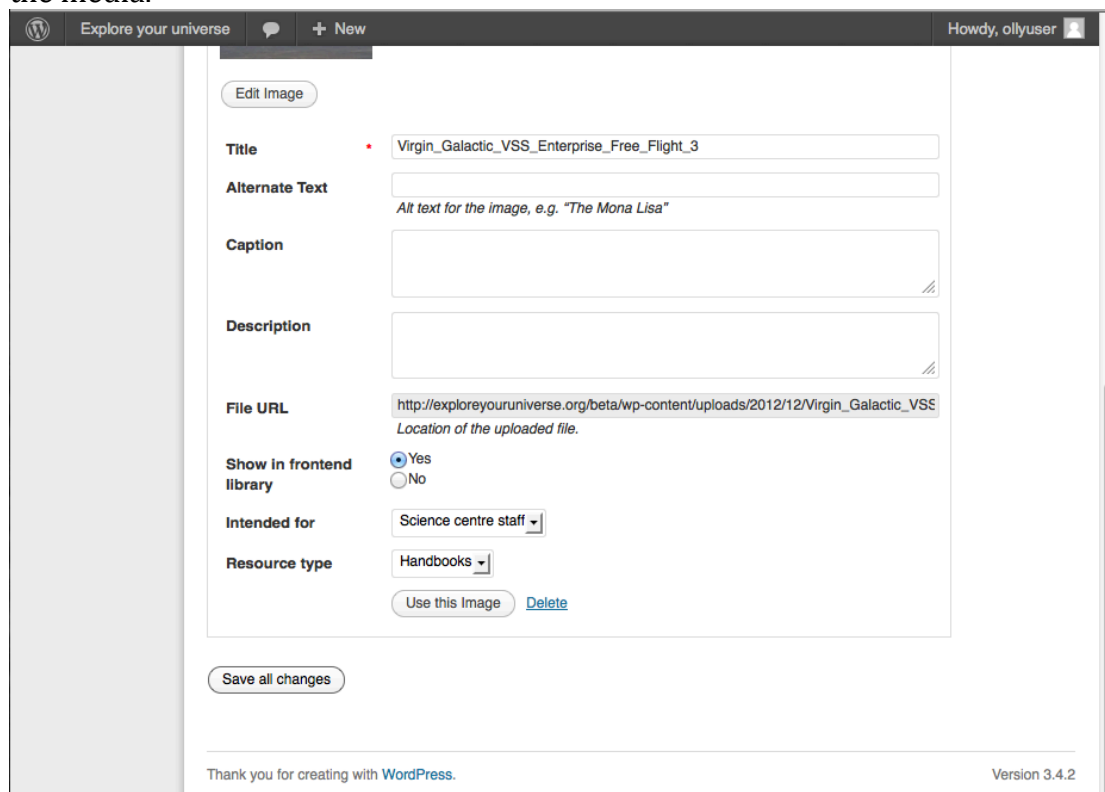
2. Drag and drop the media item you wish to upload into the dashed box, the file will start uploading automatically. You can upload pngs, jpgs, gifs, word documents and pdfs.



3. When your item has uploaded please scroll down.



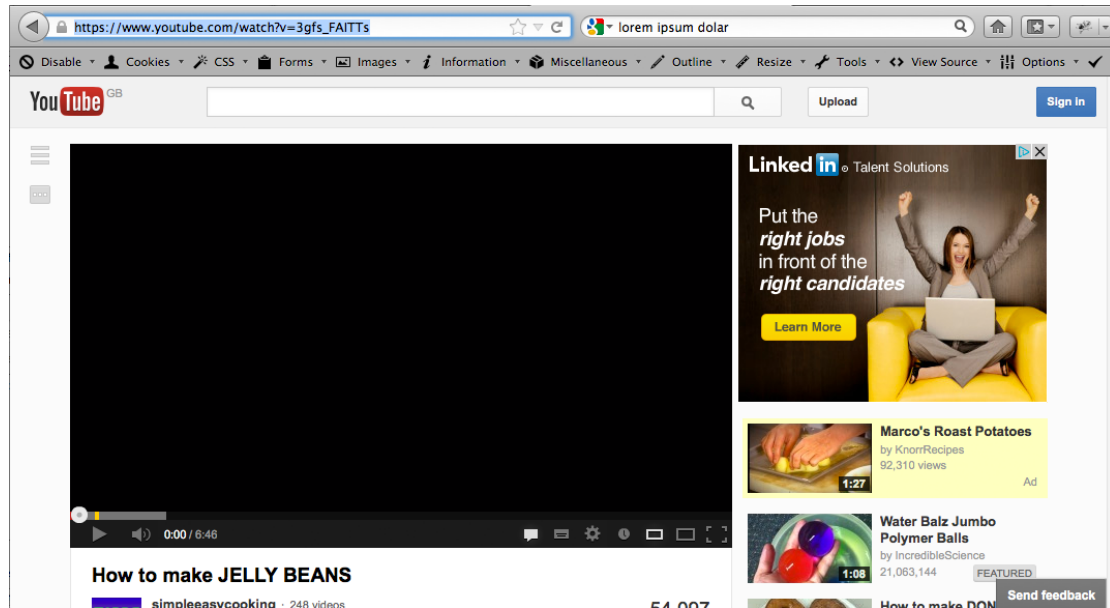
4. Fill in the *caption* and *description* and then check 'Yes' next to 'Show in frontend library'. There are then two dropdowns that need selecting that add categories to the media.



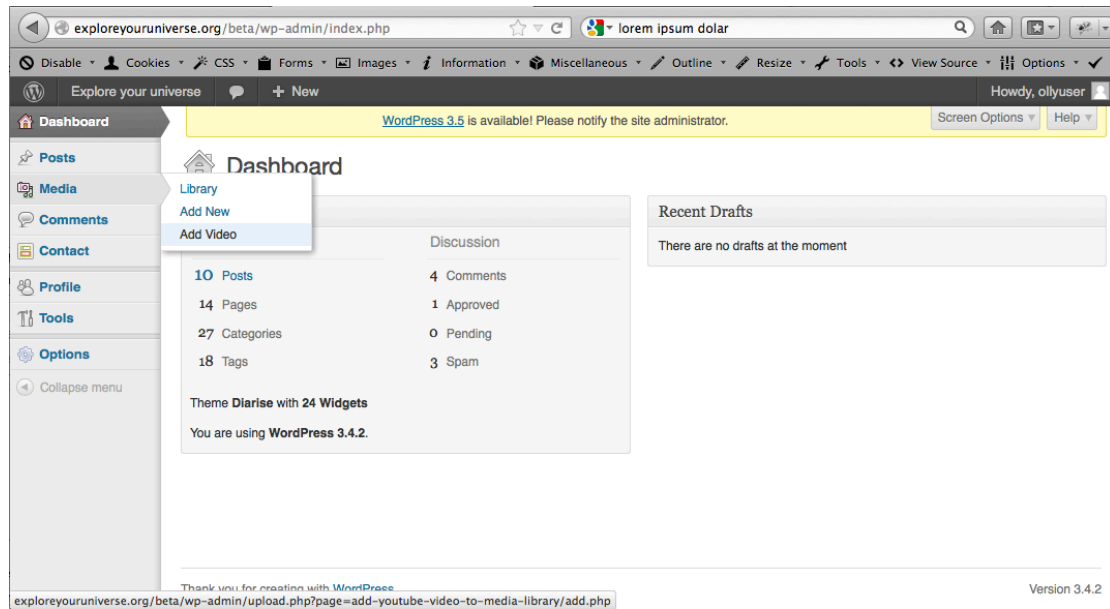
5. When finished click 'Save all changes' and your item will be added.

## 4/ How to add a Youtube video

1. Load the YouTube video you wish to add in your browser and then copy the address from the top bar.



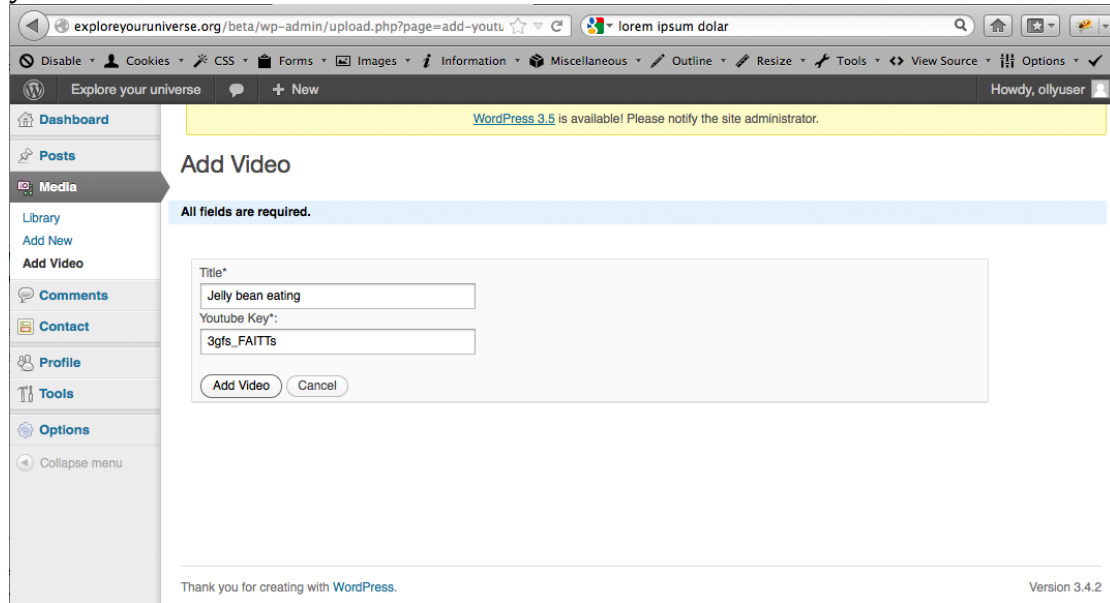
2. Select 'Add Video' from the 'Media' left hand menu



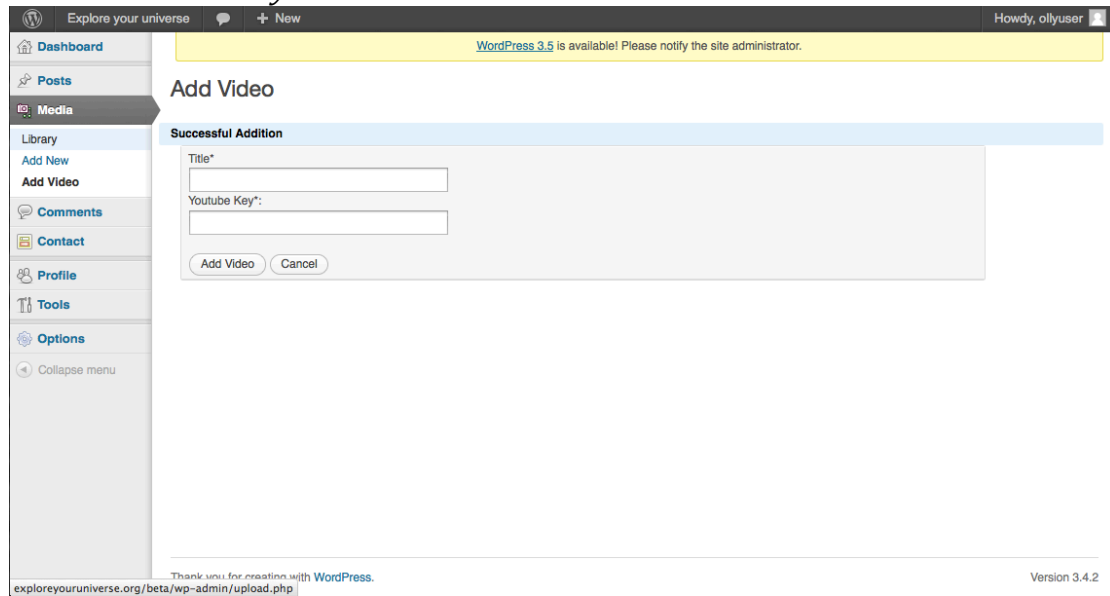
3. If your copied YouTube video url was...

[https://www.youtube.com/watch?v=3gfs\\_FAITTs](https://www.youtube.com/watch?v=3gfs_FAITTs)

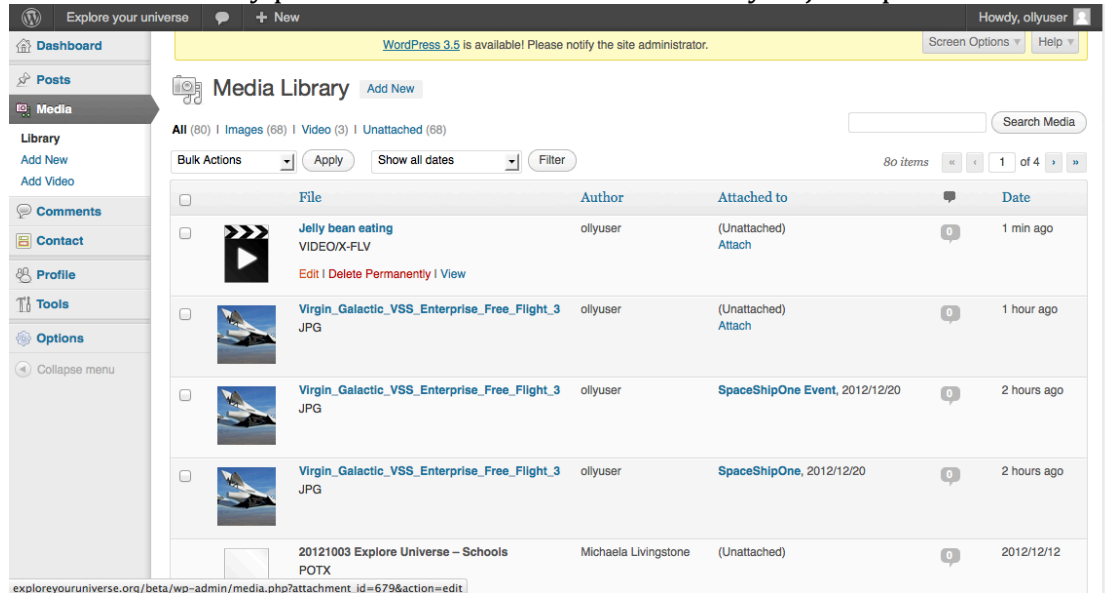
...you would add '3gfs\_FAITTs' into the 'Youtube Key' field and then a 'Title' of your choice and click 'Add video'.



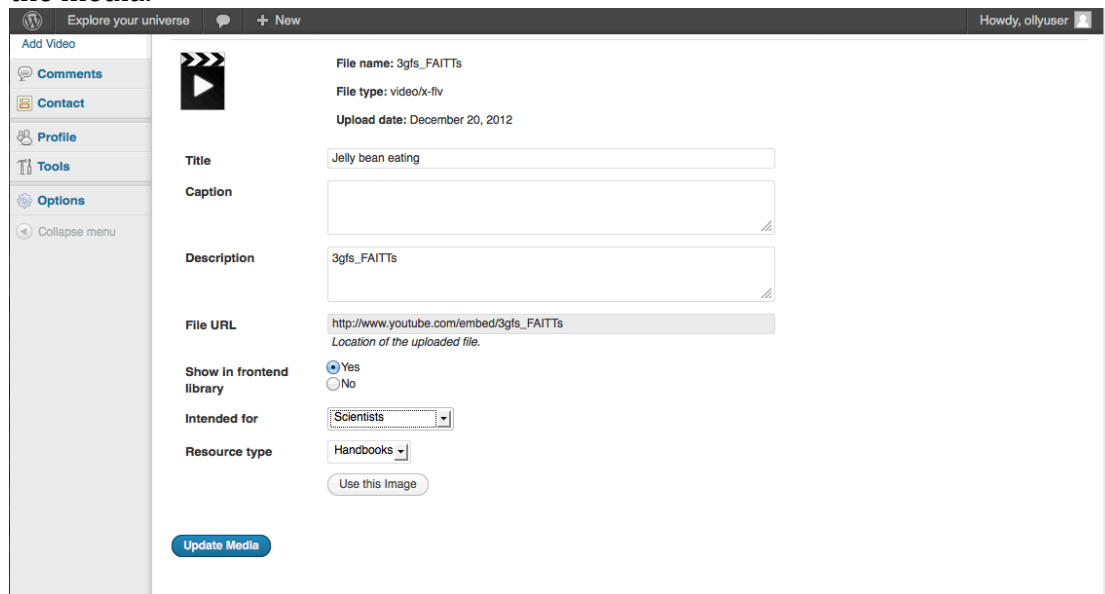
4. Next click 'Library' from the 'Media' left hand menu...



5. From the library please click *'Edit'* next to the video you just uploaded.



6. Fill in a *caption* and *description* and then check *'Yes'* next to *'Show in frontend library'*. There are then two dropdowns that need selecting that add categories to the media.



7. When you have finished click *'Update Media'* and your YouTube video will be added, the latest 4 videos added will show on the homepage.