## Exploreyouruniverse.org user guide.

# 1/ How to add a new blog entry

1. Select 7	Add new from a	Posts' left hand me	nu	Howdy, ollyuser 📃
A Dashboard		WordPress 3.5 is available! Please notify	the site administrator.	Screen Options V Help V
Posts	All Posts Add New			
Comments	Right Now		Recent Drafts	
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By Profile         13 Tools         Dyttons         Collapse menu	8 Posts 14 Pages 27 Categories 18 Tags Theme Diarise with 24 Widge You are using WordPress 3.4	4 Comments 1 Approved 0 Pending 3 Spam ts 2.		
exploreyouruniverse.ora	Thenk you for creating with Wor	dPress.		Version 3.4.2

## 2. Enter **Post title** and **Post content**

Explore your un	liverse 🗭 🕂 New	Howay, oliyuser 🔤
Dashboard	WordPress 3.5 is available! Please notify the site administrator.	Screen Options   Help
Posts	Add New Post	
Add New	SpaceShipOne	Category Groups
្ទ្រៃ Media	Permalink: http://exploreyouruniverse.org/beta/spaceshipone/ Edit	All Category Groups Most Used
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5. Select a blog cutegories sub category checkbox <b>only</b> noni cutegories	s panei.
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Please enter your API Key before using the maps. All Categories Most Used	d
Diarise Custom Settings	
SEO Explorer News	
Start Date 12/20/2012 Events	

rs (eg. 24:32).

Select an Ending Time. Format - 24 hours (eg. 24:32).

End Date

Start Time

End Time

Event Location

Custom Thumbnail Image 12/20/2012

Select an End Date

Unknown

Enter the location of the Event

Groups Masterclass

Tags

Featured

Meet the Expert

Separate tags with commas

Choose from the most used tags

Set featured image, please upload an image at least 800x600px

Featured Image

Add

**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.

Upload

**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.

W Explore your universe	+ New	Howdy, ollyuser
End Date	12/20/2012	Meet the Expert
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You a	re using the multi-file uploader. Problems? Try the <u>browser uploader</u> instead.	
Maxir front	mum upload file size: 3mb. After a file has been uploaded, you can add titles and descriptions and also add to end resources library.	o the

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	U	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.	Show
	End	Virgin_Galactic_VSS_Enterprise_Free_Flight_3	ass
	Star	File name: Virgin_Galactic_VSS_Enterprise_Free_Flight_31.jpg File type: image/jpeg	n Experi
		Select a Starting Time. Format - 24 hours (eg. 24:32).	Add

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.

Explore your universe			Howdy, ollyuser 🔍
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	Resource type	Handbooks -	pries
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	Size	Thumbnail (150 × 150)	unities
Star		Medium (300 × 185)	pes
		→ Large (1024 × 852) → Full Size (1600 × 988)	Show
End		Use this Image Done Delete	ilass e Expert
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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.

🛞 Explore your universe 🗭 🕂 Nev	1	Howdy, ollyuser 📃
Start Time		Tago
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	Enter the location of the Event	Featured Image
Custom Thumbnail Image	Upload	
	Upload an Image to show with your post.	Marine Long The State
Embed Code		
		Remove featured image
	h.	
	Enter the video embed code for your video (YouTube, Vimeo or similar)	
Thank you for creating y	ith WordPress	Version 3.4.2

Explore your universe	+ New	Howdy, ollyuser 📃
		Publish     •       Save Draft     Preview       Status: Draft Edit     •       Visibility: Public Edit     •       Immediately Edit     •
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Please enter	your API Key before using the maps.	All Categories Most Used
Diarise Cu: Start Date	al Settings 12/20/2012	<ul> <li>Blog categories</li> <li>Equipment</li> <li>✓ Explorer News</li> <li>Opportunities</li> <li>Resources</li> <li>Events</li> <li>Family Show</li> </ul>
End Date	Select a Start Date 12/20/2012	Groups Masterclass

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

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

Explore your unive	erse 🗭 🕂 New View Post	Howdy, ollyuser 📃
Dashboard	WordPress 3.5 is available! Please notify the site administrator.	Screen Options V Help V
🖈 Posts	S Edit Post Add New	
All Posts Add New	Post published. View post	
៊្វេ Media		
Comments	SpaceShipOne	Category Groups
	Permalink: http://exploreyouruniverse.org/beta/spaceshipone/ Edit View Post Get Shortlink	All Category Groups Most Used
🖑 Profile	Upload/Insert @g Visual HTML	All
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		Publish
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# 2/How to add a new event

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

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osts	All Posts		ary the one dominionation	Screen Options V He
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ofile	8 Posts	4 Comments		
ols	14 Pages	1 Approved		
	27 Categories	O Pending		
tions	18 Tags	3 Spam		
llapse menu	Theme Diarise with 24 Widgets			
	You are using WordPress 3.4.2.			

Thank you for creating with WordPress. exploreyouruniverse.org/beta/wp-admin/post-new.php Version 3.4.2

#### 2. Enter Event title and Event content

Explore your un	iverse 🗭 🕂 New	Howdy, ollyuser 📃
	WordPress 3.5 is available! Please notify the site administrator.	Screen Options v Help v
Posts All Posts	Add New Post	
Add New	SpaceShipOne Event	Category Groups
ි Media	Permalink: http://exploreyouruniverse.org/beta/spaceshipone-event/	All Category Groups Most Used
Comments	Upload/Insert @g	
E Contact	B I ADC ☵ ☵ 44 ૉ ☵ 킆 @ 22 펌 🍼 ☑ 📰 📟	none
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Explore your universe      +	New	Howdy, ol	lyuser 📃
Events only		Categories	v
Booking form I	ink *	All Categories Most Used	
#		G Family Show	
Event hash tag		Masterclass	
Science		School Workshop	
Diarise Custor	m Maps	Central Scotland	
Please enter your	API Key before using the maps.		
Diarise Custor	m Settings	Tags	
🍋 General S	Settings 📴 SEO	Ad	đ
Start Date	12/20/2012	Separate tags with commas	
	Select a Start Date	Choose from the most used tags	
End Date	12/20/2012	Featured Image	
	Select an End Date	Set featured image please upload an im	age at

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

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.

(1)	xplore your universe	P + New	Howdy, ollyuser 🎅
	Enc	12/20/2012 Meet the	Expert
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		Add media files from your computer	Add
	Enc		ith commas
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		i	
		You are using the multi-file uploader. Problems? Try the browser uploader instead.	
	Em	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.	

1	Explore your universe	🗭 🛨 New	Howdy, ollyuser 🔍
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		Set featured image, please upload an image at least 800x600px	×
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	U	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.	Show
	End	Virgin_Galactic_VSS_Enterprise_Free_Flight_3	ass
	Star	File name: Virgin_Galactic_VSS_Enterprise_Free_Flight_31.jpg File type: image/jpeg	n Experi
		Select a Starting Time. Format - 24 hours (eg. 24:32).	Add

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.

Explore your universe	+ New		Howdy, ollyuser 📃
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s	et featured image, plea	se upload an image at least 800x600px	×
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		ĥ	Edit
	Link URL	http://exploreyouruniverse.org/beta/wp-content/uploads/2012/12/Virgin_Galactic_VSS	ediately <u>Edit</u>
Path		None File URL Attachment Post URL Enter a link URL or click above for presets.	Publish
Won	Show in frontend	Yes     No	
Dia	library		
Plea	Intended for	Science centre staff -	Most Used
	Resource type	Handbooks -	pries
Dia	Alignment	NoneLeftCenterRight	r News
	Size	Thumbnail (150 × 150)	inities
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Star		○ Large (1024 × 632)	
		○ Full Size (1600 × 988)	Show
End		Use this Image Done Delete	Hass
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Star			
		Jours (eg. 24:32).	

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.

) Explore your universe 🗭 🕂 Net	v	Howdy, ollyuser
Diarise Custom M Please enter your AP	aps Key before using the maps.	Central Scotland
Diarise Custom S	ttings	Tags
🔖 General Sett	ngs 📮 SEO	Featured Add
Start Date	01/01/2013	Separate tags with commas
End Date	01/03/2013	Featured Image
Start Time	09:00 Select a Starting Time. Format - 24 hours (eg. 24:32).	W
End Time	17:00 Select an Ending Time. Format - 24 hours (eg. 24:32).	
Event Location	London hall	Remove featured image
Custom Thumbnail	Enter the location of the Event	

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

Explore your univ	erse 🗭 🕂 New	Howdy, ollyuser 📃
Dashboard	WordPress 3.5 is available! Please notify the site administrator.	Screen Options v Help v
Posts All Posts	Add New Post	
Add New	SpaceShipOne Event	Category Groups
ලෑ Media	Permalink: http://exploreyouruniverse.org/beta/spaceshipone-event/ Edit	
Comments	Upload/Insert @	Publish
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		Categories
		All Categories Most Used
		Events
		Groups
		Masterclass
		Meet the Expert     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.

Explore your un	niverse 🗭 🗭	+ New	Howdy, ollyuser 📃
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Posts	📴 Up	oad New Media	
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Library			
Add New			
Add Video			1
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Options	You are using	the multi-file uploader. Problems? Try the browser uploader instead.	
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	library.		

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Dests	🗐 Upload New Media	
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E Contact	Or Select Files	1
8 Profile		1
Ti Tools		
Options	You are using the multi-file uploader. Problems? Try the browser uploader instead.	
Collapse menu	Maximum upload file size: 3mb. After a file has been uploaded, you can add titles and descriptions and also add to th library.	e front end resources
	Virgin_Galactic_VSS_Enterprise_Free_Flight_3	
	File name: Virgin_Galactic_VSS_Enterprise_Free_Flight_3.jpg	
	File type: image/jpeg	
	Upload date: December 20, 2012	
	Dimensions: 1600 × 988	
	Edit Image	

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.

Explore your unive	erse 🗭	+ New		Howdy, ollyuser 📃
	Edit Image	9		
	Title	•	Virgin_Galactic_VSS_Enterprise_Free_Flight_3	
	Alternate	Text	Alt text for the image, e.g. "The Mona Lisa"	
	Caption		4	
	Descriptio	'n		
	File URL		http://exploreyouruniverse.org/beta/wp-content/uploads/2012/12/Virgin_Galactic_VSS Location of the uploaded file.	
	Show in fr library	rontend	●Yes No	
	Intended f	or	Science centre staff 🗾	
	Resource	type	Handbooks - Use this Image Delete	
	Save all cha	inges		
	Thank you for o	creating with V	VordPress.	Version 3.4.2

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

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🛇 Disable 🔹 上 Cook	ies 🔹 🎢 CSS 🔹 💼 Forms 🔹 🛋	Images 🔹 🧯 Information 🔹 📦 Miscellaneous	🔹 🧨 Outline 👻 🦧 Resize 👻 🦨 Tools 🔹	<>> View Source ▼ †‡† Options ▼ ✓
Explore your u	ıniverse 🗭 🕂 New			Howdy, ollyuser 📃
😭 Dashboard		WordPress 3.5 is available! Please notify the	site administrator.	Screen Options V Help V
	Dashboard Library Add New Add Video      10 Posts     14 Pages     27 Categories     18 Tags      Theme Diarise with 24 Widge     You are using WordPress 3.4	Discussion 4 Comments 1 Approved 0 Pending 3 Spam ts 2.	Recent Drafts There are no drafts at the moment	
exploreyouruniverse.org/	Thank was for creating with Mor beta/wp-admin/upload.php?page=z	rlProse idd-youtube-video-to-media-library/add.php		Version 3.4.2

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

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'*.

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Explore your uni	iverse 🗭 🕂 New	Howdy, ollyuser 📃
Dashboard	WordPress 3.5 is available! Please notify the site administrator.	
》 Posts 역 Media	Add Video	
Library	All fields are required.	
Add New Add Video Comments Contact Add New Profile 11 Tools Options	Title*  Jelly bean eating Youtube Key*:  3gfs_FAITTs  Add Video Cancel	
Collapse menu	Thank you for creating with WordPress.	Version 3.4.2

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

Explore your un	iverse 🥊 🕇 New	Howdy, ollyuser 🔛
Dashboard	WordPress 3.5 is available! Please notify the site administrator.	
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Posts I Media	Media Library Add New All (80) L Images (68) L Video (3) L Unattached (68)								
Add New	Bulk Actions	Apply Show all dates	)	80 items	¢¢ (	1 of 4 > »			
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explorevouruniverse.prg/bet		Virgin_Galactic_VSS_Enterprise_Free_Flight_3 JPG	ollyuser	SpaceShipOne Event, 2012/12/20	Ģ	2 hours ago			
		Virgin_Galactic_VSS_Enterprise_Free_Flight_3 JPG	ollyuser	SpaceShipOne, 2012/12/20	Ģ	2 hours ago			
	/wp-admin/media.php	20121003 Explore Universe – Schools POTX Zattachment_id=679&action=edit	Michaela Livingstone	(Unattached)	Ģ	2012/12/12			

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.

Explore your u	niverse 🌻 🕂 New		Howdy, ollyuser 📃
Add Video	>>>	File name: 3qfs. FAITTs	
Comments			
E Contact			
卷 Profile		Upload date: December 20, 2012	
Ti Tools	Title	Jelly bean eating	
Options	Caption		
Collapse menu		l	
	Description	3gfs_FAITTs	
	File URL	http://www.youtube.com/embed/3gfs_FAITTs	
	Show in frontend library	ores ○No	
	Intended for	Scientists	
	Resource type	Handbooks -	
		Use this Image	
	Update 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.