

SEEDS

Stewardship of Endemic
Endangered Species

Using the
SEEDS
website

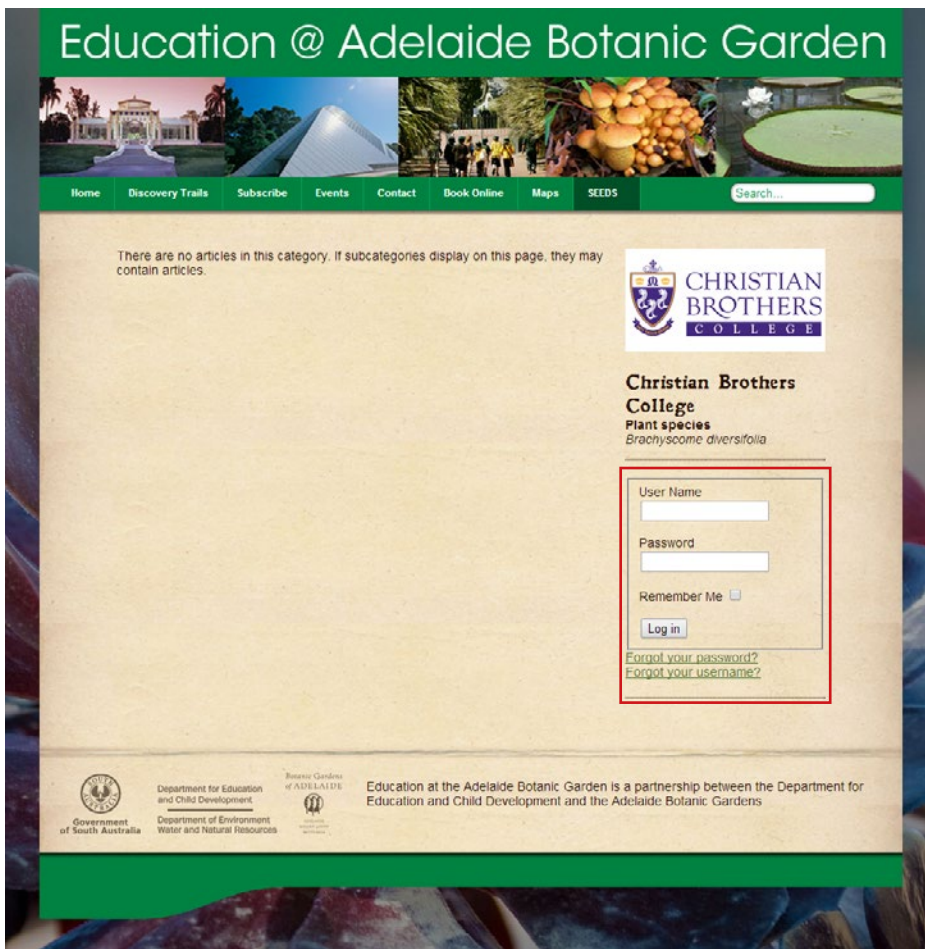
Creating a new post

Step 1



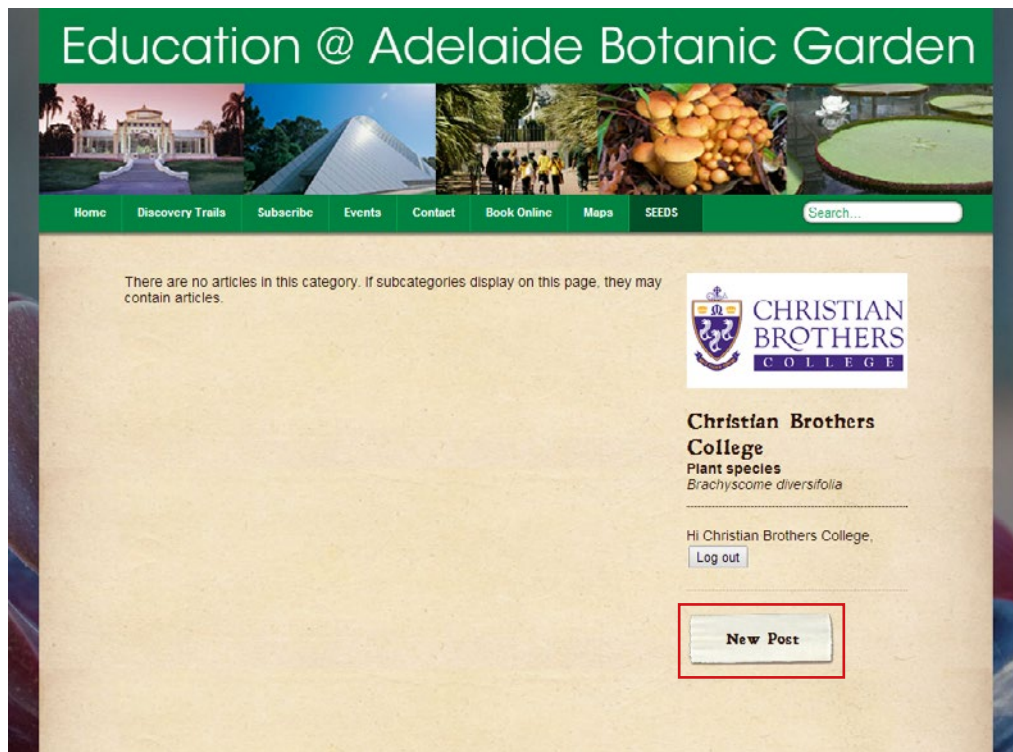
Select your school from the SEEDS menu on the website.

Step 2



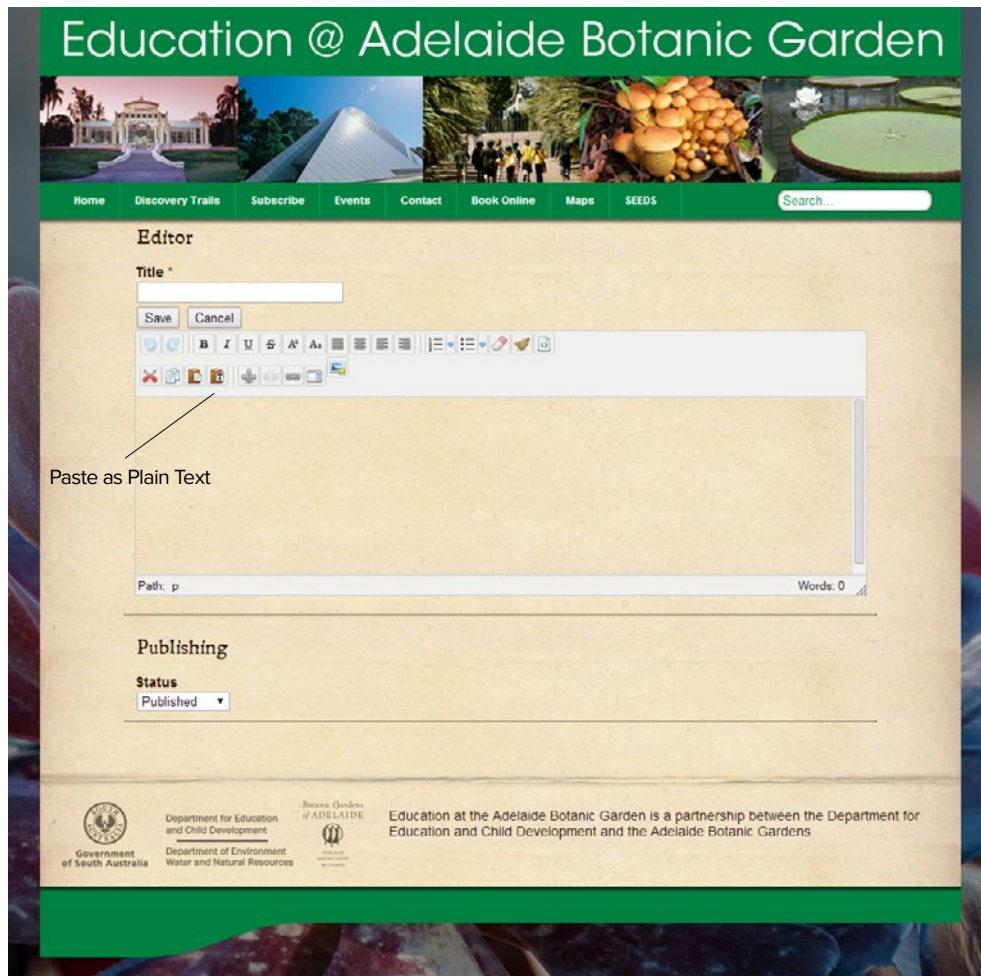
Sign in with the username and password provided to you.

Step 3



Click the 'New Post' button that is now visible to open the editor.

Step 4



This is the post editor. Type in a title for your post then use the WYSIWIG editor to add your content.

Publishing Status

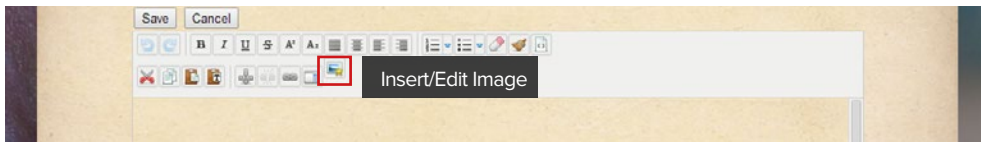
The status of the article should be set to 'Published'. This means that it will be visible on the site to other visitors. If you want to save your post to finish later, set it's status to 'Unpublished'. It won't be visible on the site to other visitors. To delete, set it to 'Trashed'. Changes are applied when the post is saved.

When you are finished editing your post, click save.

Important Note:

When copying and pasting text into the editor (especially from Microsoft Word or from a webpage) always use the 'Paste as Plain Text' button. This will avoid unexpected layouts and strange formatting.

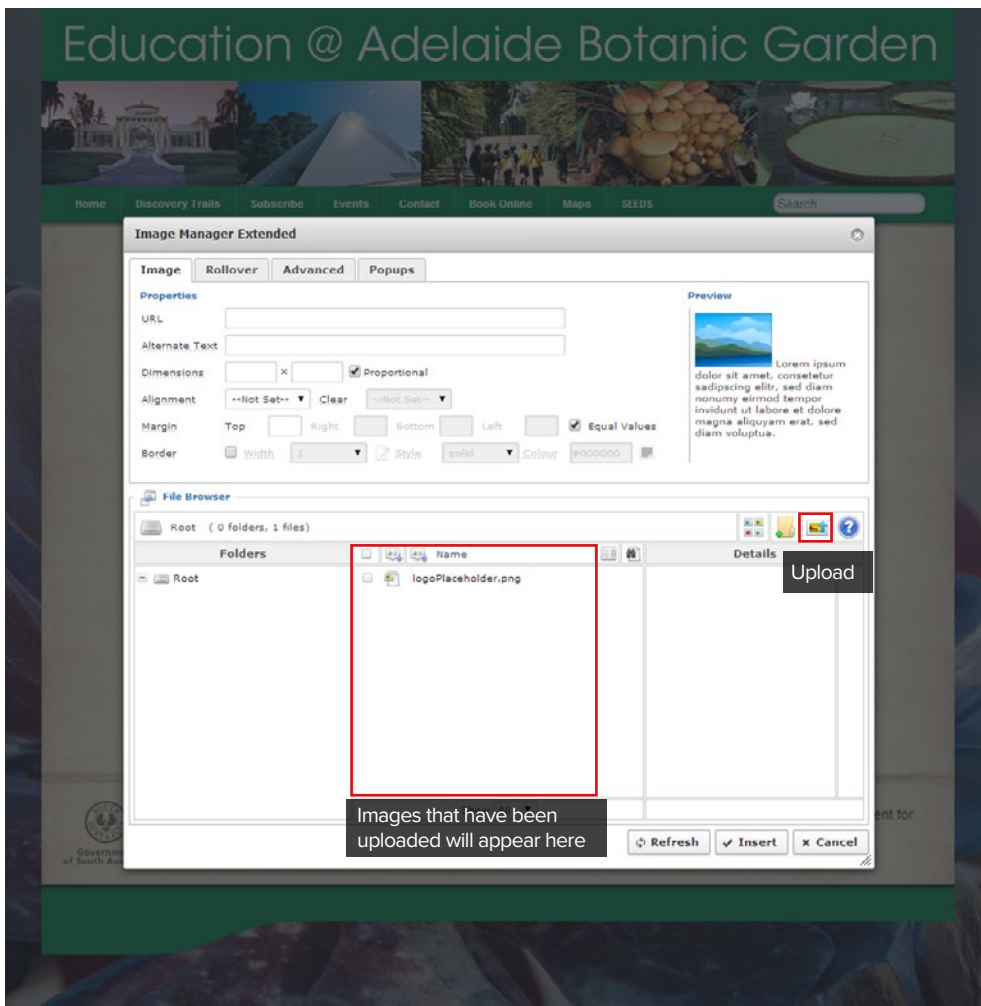
Adding Images



Click the Insert/Edit Image button

Important Note:

The image will be inserted at the current location of your cursor, so make sure that you're inserting the image where you want it to go.



The image manager dialog box will appear. This dialog box looks overwhelming but you only need to worry about three parts. Alternate Text, Upload and Insert.

Alternate Text

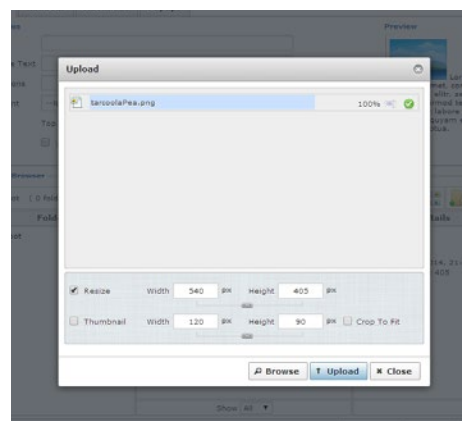
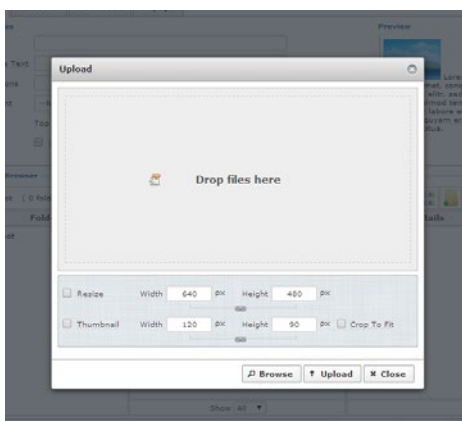
This is what is displayed for visitors that are vision impaired or have images disabled. Type a few words that best describe the image.

Upload

To upload a new image to the website.

Insert

When you have finished uploading or have selected your image, click to insert the image.



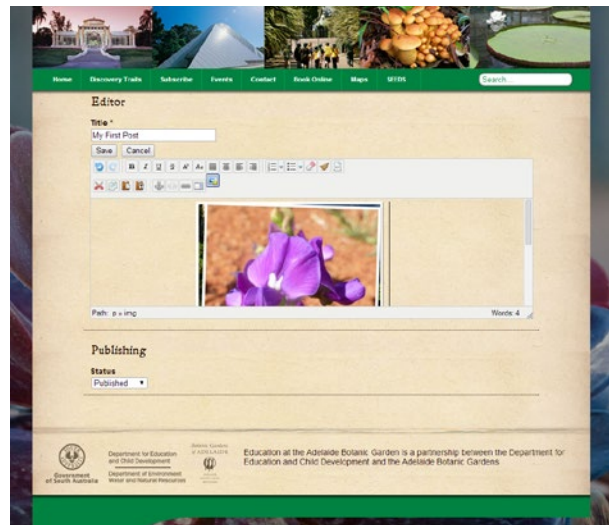
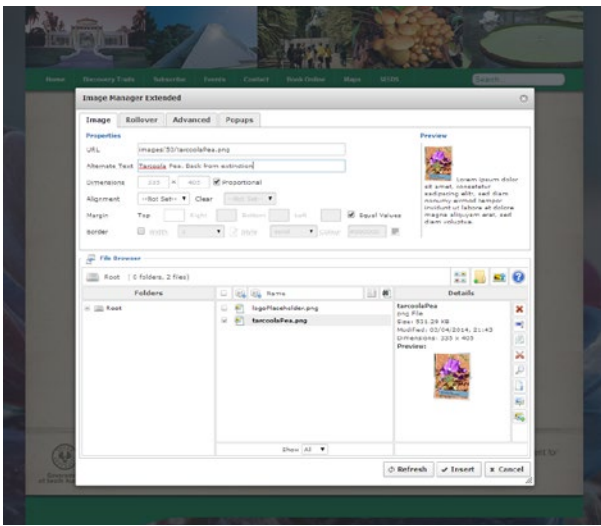
Uploading

After clicking the upload button this dialog box will appear.

Either drag and drop or click the browse button to upload 1 or multiple image files. Then click 'Upload'.

Important Note:

The maximum width of an image in this website is 540 pixels. Images from digital cameras are typically much larger than this. In this instance, tick the 'Resize' check box and type 540 in the width box. The height will update automatically.

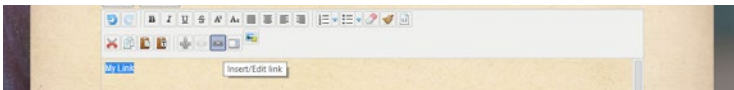


When your files have uploaded click 'Close' to return to the Image manager.

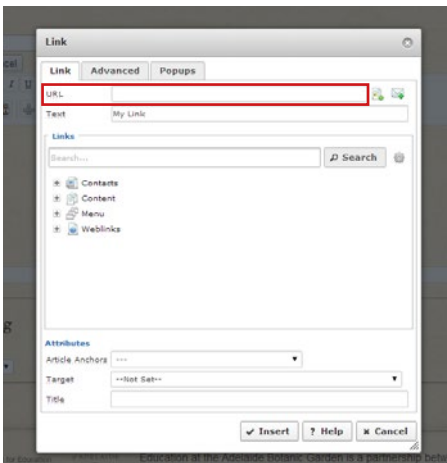
The image will now appear in the editor.

Click the image you want to insert, type some Alternate Text and click 'Insert'.

Adding Links



To add a link, first type some text and highlight it with your cursor. Then click the Insert/Edit Link button to open the link editor.

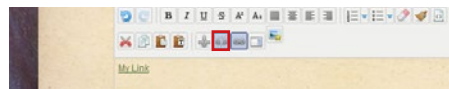


Type or copy and paste your link into the URL field.

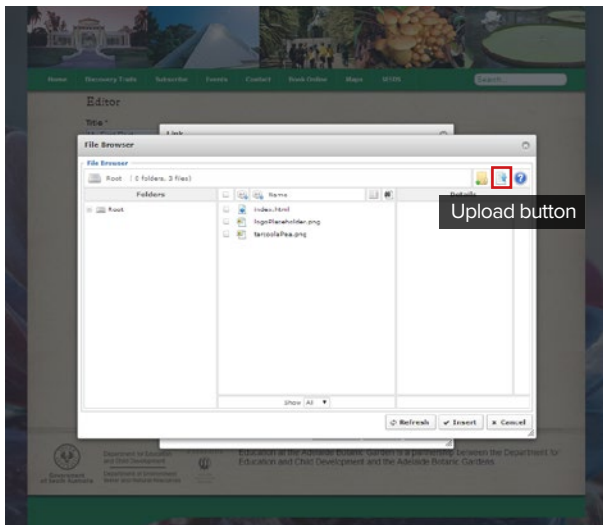
Click 'Insert' to add your link and return to the editor.



To remove a link, click anywhere in the link (you don't need to highlight the whole link), then click the remove link button.



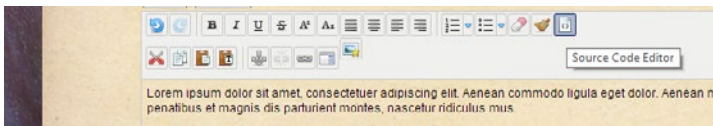
To link to a file, click the 'Browse' button at the end of the URL field to bring up the file browser.



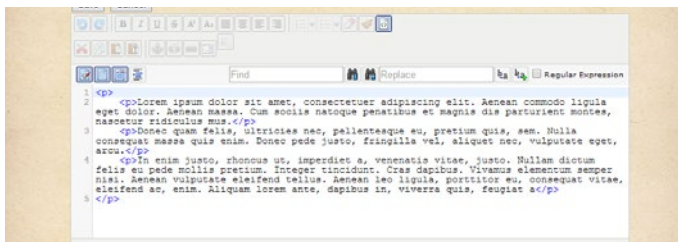
Select the file you want to link to and click 'Insert' to return to the link editor. Then click 'Insert' to insert your link.

You can upload a new file using the 'Upload' button. This will bring up the file uploader which works the same way as the image uploader.

Adding YouTube video

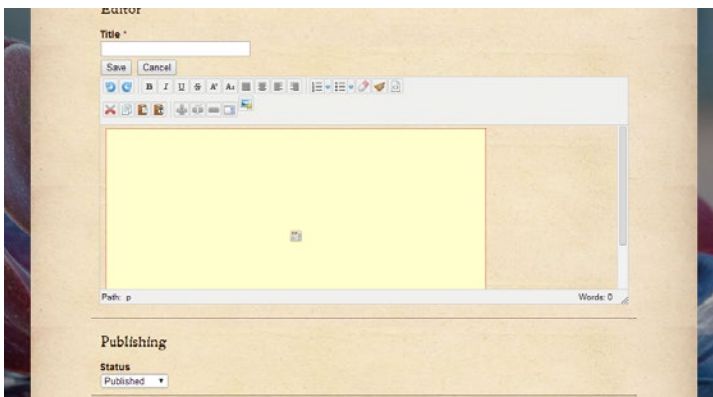


Go to YouTube and copy the embed code. Be sure to set the size to 'Custom Size' and set the width to 540px. Then click the 'Source Code Viewer' button in the editor.



If you have already added some text, you will see something a bit like this. For best results put your cursor after one of the closing paragraph tags </p> and press return to make a new line.

Now paste the embed code that you copied from YouTube.



Click the 'Source Code Viewer' button again to return to normal view. You should now see a yellow box where the video will appear.

Save your post then return to your page to check that your video is displaying properly.