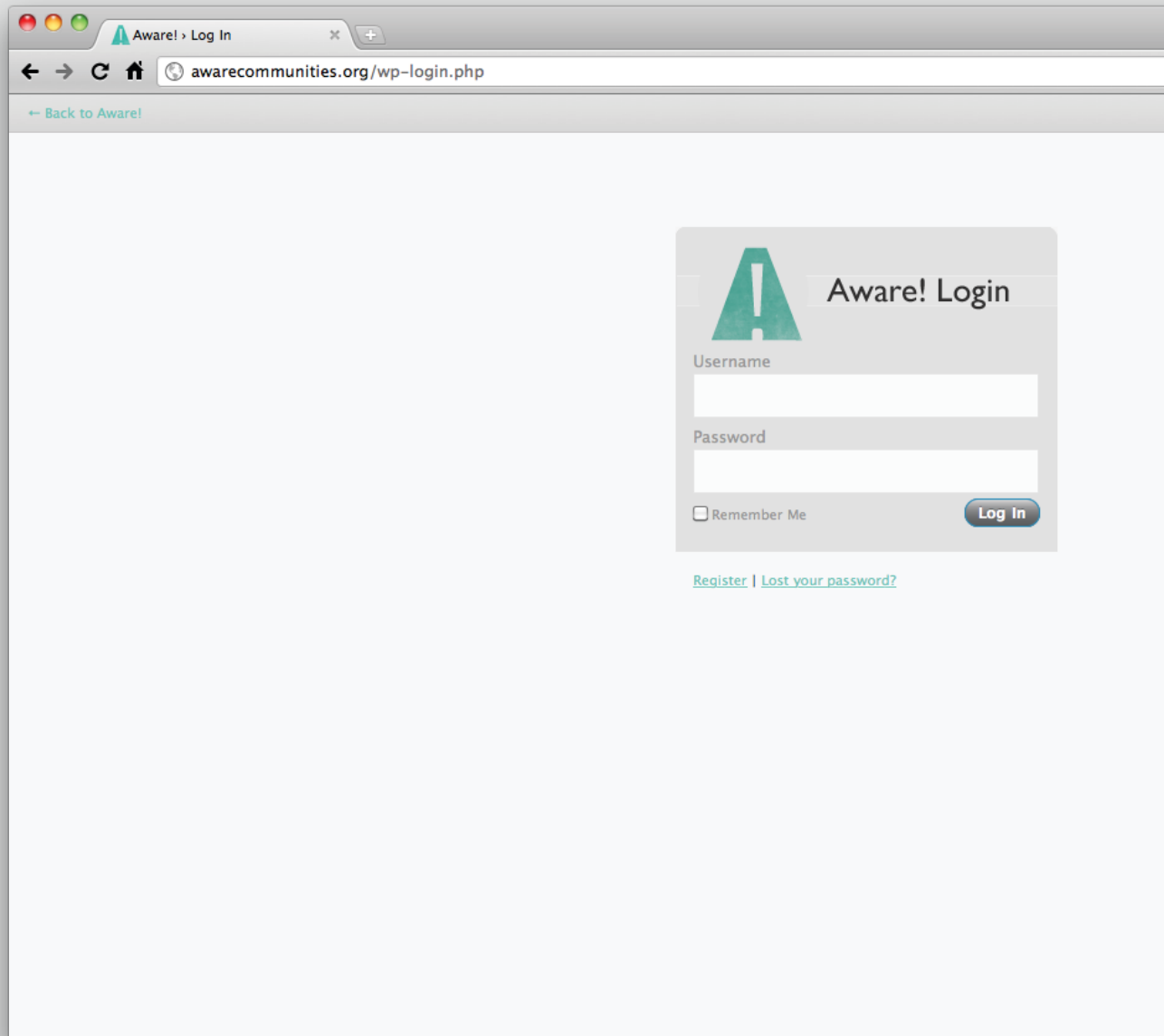


Aware

A series of five horizontal teal lines of varying lengths, stacked vertically, extending from the left edge of the page towards the right.

Website Guide



First things first...

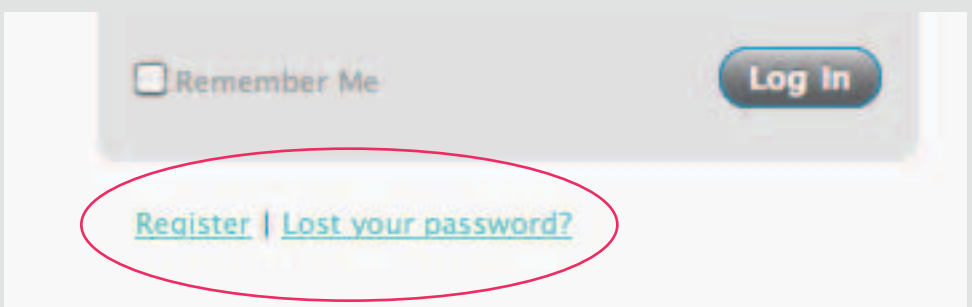
Sign in.

If you already have a password and user name, this is fairly self-explanatory.

You can login to the Aware! Communities Dashboard at anytime, using the link:

<http://awarecommunities.org/wp-login.php>

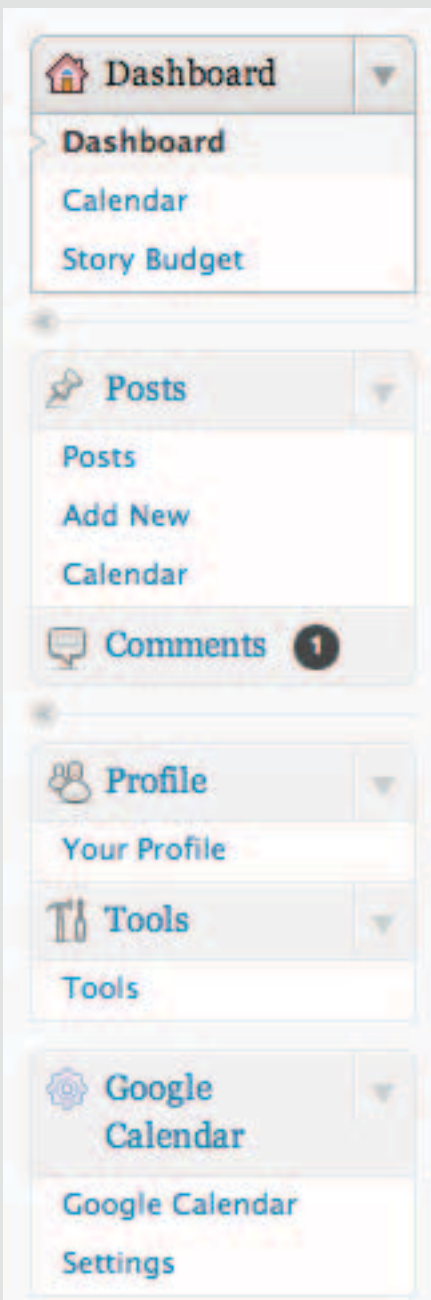
If you do not have a user name or have forgotten your password, use the links at the bottom of the login screen to sign up, or get a new password.



The Dashboard...

The Aware! Communities Dashboard is the backend of the Aware! website, where you can edit your profile, write and edit posts, upload images and videos, and see the past and future posting activities of fellow contributors.

The most important part of the dashboard is the left-hand column. In this column there are links to add posts, change your profile info, and see the scheduled posts for the rest of the site.



The first thing to do, after signing up for a user name, is to set up your profile.

Setting up your Profile.

1. Click the link that says, ***“Your Profile”***
2. Fill out your personal information under, ***“Name”*** and ***“Contact Info”***
3. Make sure to make a selection for which name you would like to be publicly displayed on your posts (We prefer first and last names).

Display name publicly as

sample

4. Fill out the Biographical Info section with a quick comment (less than 100 words) about yourself.
5. Add a website or blog link, if you have one (must start with http://).
6. Add an image for yourself in the ***“Avatar Upload”*** section. This image must be square, or it will stretch. (eg: 50 x 50 pixels)

Biographical Info, Avatars, and Website links will be displayed on the sidebar of your posts:

Author Info



Ryan is an Aware! founding member. He recently graduated with an M.A. in International Development and Human Rights and currently lives in Los Angeles where he plots his next big move.

<http://blog.ryanlinstrom.com>

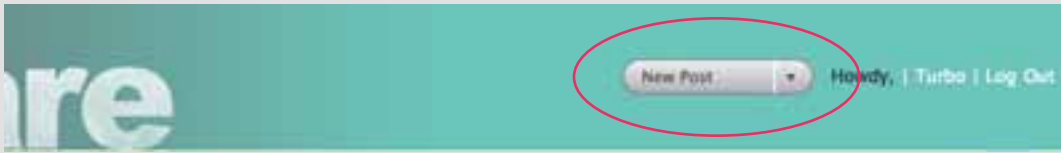
7. Save it all by pressing the ***“Update Profile”*** button:

Update Profile

Add a Post...

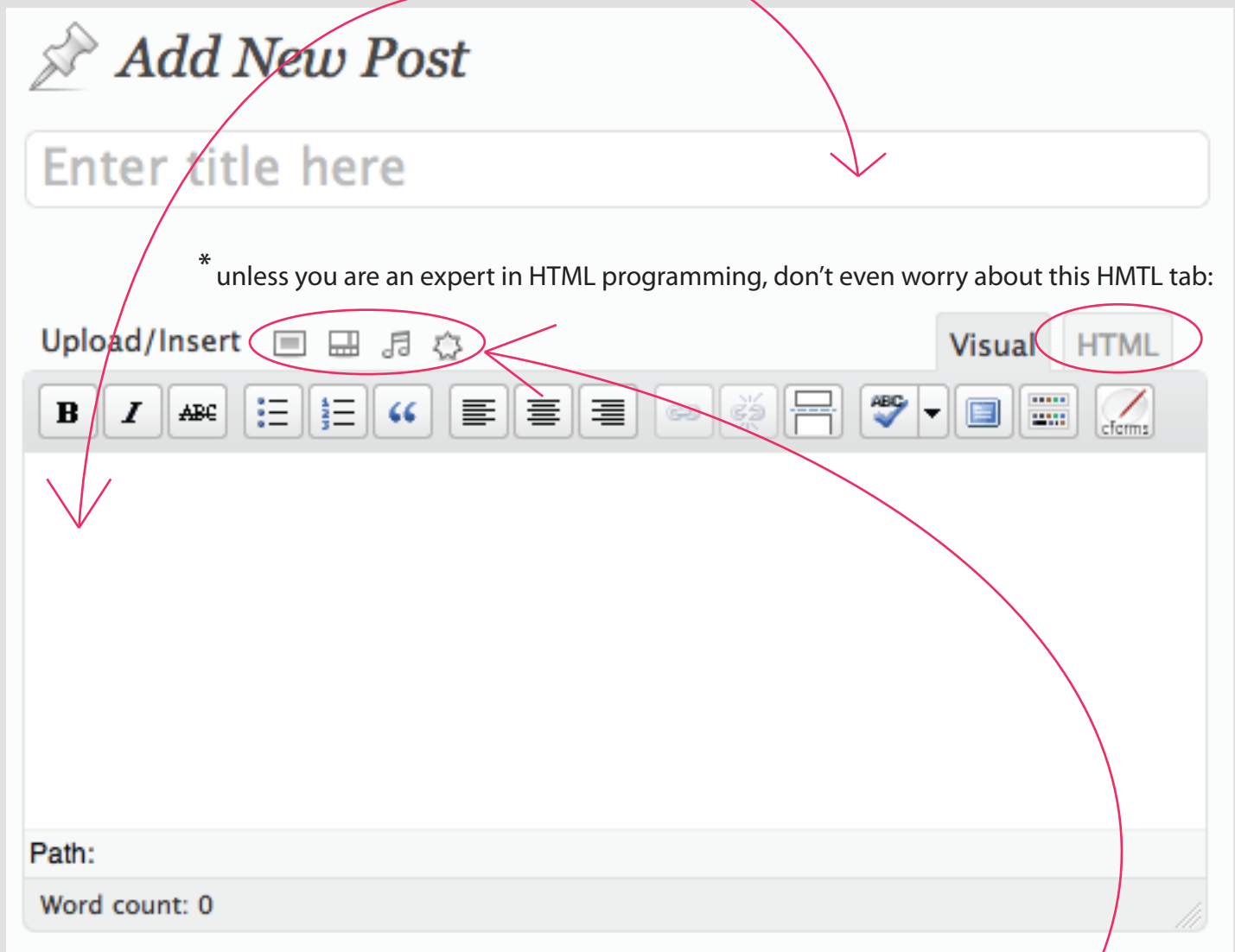
Contributing a post is easy. To add your post, you can either click the link in the left-hand column:

Or the button at the top of the dashboard:



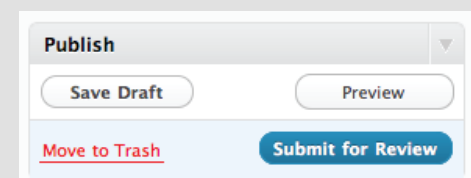
There are only a few things necessary for you to do once you get to the "Add Post" page: *

1. Add your title to the title box.
2. Add your post content to the content box.



3. If you would like to add media to your post, you may upload using these buttons.
(More information on how to upload images can be found on the next page.)


4. Save your draft, or submit your finished post for editorial review!



Add an Image...

Our site is very image-heavy, which means we are dependant on the photos and images that we receive from our contributors. Images must be at least 570px by 280px (You can check the image size by right clicking on the file and selecting "Properties", if using Windows, or "File Info" if using a Mac).

1. To upload an image, click the image button:

Upload/Insert 

2. Choose the location of the image you want to use:

From Computer From URL Media Library

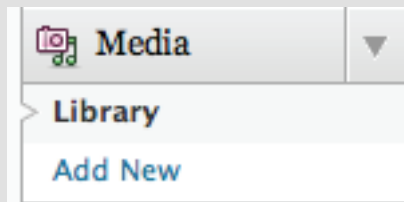
a. To upload an image from your computer, select the file:

Choose files to upload


Select Files

Add any relevant information to the input boxes and click the "Insert into Post" button if you would like to add your image to the post, or "Use as featured Image" link if you would just like it to be your featured image on the Aware! Homepage. Make sure to "Save all changes".

b. The Aware! Media Library already has a number of photos for you to choose from. You can see if an image has already been used on a post by clicking on the "Library" link in the left-hand column, under "Media":



If an image has been used, the post it was used for will be listed under the "Attached to" column.

File	Author	Attached to
 rabbiflame JPG	Ryan Linstrom	Religion in Conflict and Peace: Kookism, 2010/12/12

If an image has not been used, it will say, "Unattached" in the same column.

 jerusalem sun down JPG View	amberlinstrom	(Unattached) Attach
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