How to upload/ add content to the Avrom and Beyla wordpress website

First: You have to log in.

Click on the link in the Home page greeting: "LOG IN HERE"
That will take you to a page where you can enter a username and password.

If we need to, we can create individual log-ins for anyone in the family who wants to participate, but initially we think it will be simpler to create a generic family member login and password. You can get those from Julia.
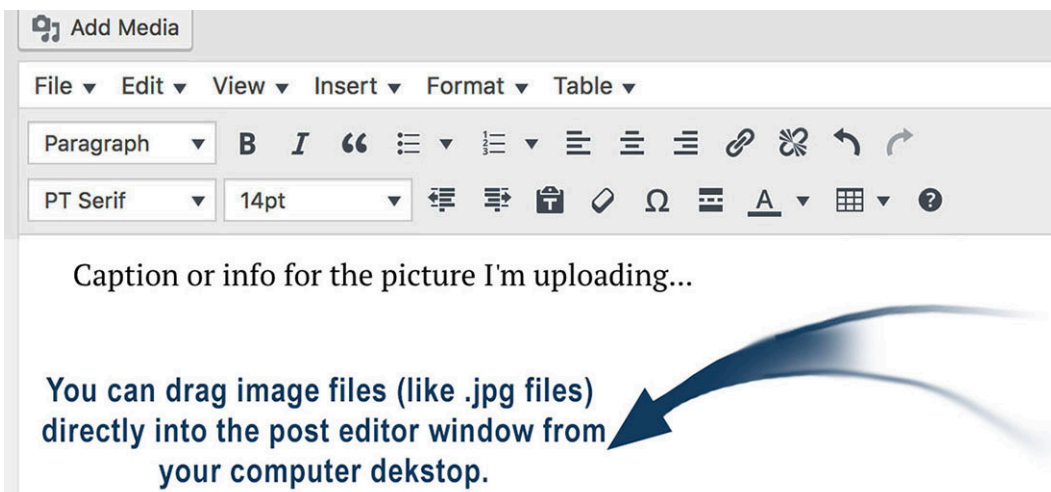
Adding text comments:

This is the simplest thing to do after you're logged in. All of the posts allow for text comments. Just click on "**Leave a Comment**", type something in, and hit "Post Comment" We're thinking this might get used the most in "Plans" for future get-togethers, but you can also comment Facebook-like on pictures with things like, "That's my favorite picture of you!" or "I think you meant 'Danny', not 'Daddy'..."
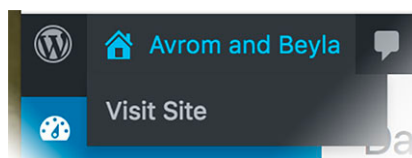
Posting pictures:

Adding/uploading text or images on a Wordpress site is called adding a "Post". After you log-in, there will be a little bar along the top of the screen with a dropdown option labeled "**+ New**". -Or you can click on the widget on the page that says "**Add new post**".
This should open up a New Post editor. The top text box under "**Add New Post**" is for the title of the post. Under that is a **larger text area with some widgets** for doing things like adding hypertext links to Facebook or Instagram sites. This kind of interface is used sometimes in social media sites, so if you know a teenager, you can get an explanation about how to use them. Or you can ignore the edit widgets and just use the larger text area for typing something or adding a picture. (If you screw something up, you can always just trash the post and start over.)
I think the simplest process is to type in any information you want to accompany the picture and then just drag a picture into the Post edit window (as pictured.)
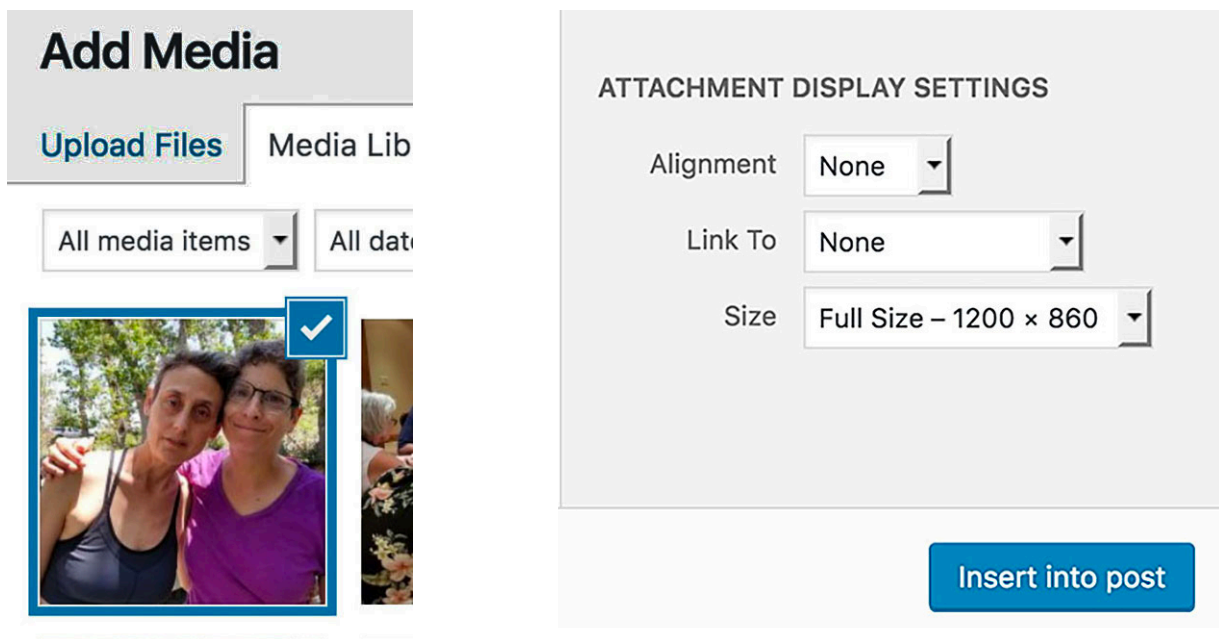

You can add more than one image to the same post.

If you find yourself in a confusing interface, you can always return to the top level homepage by going to the top left of the screen. If you hover over the icon of a house and "Avrom and Beyla" clicking the Visit Site link will take you back to the homepage.
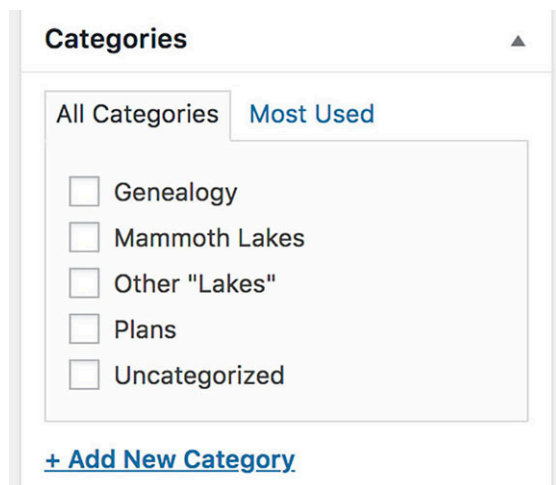
When you drop an image into the Post-edit window, the "**Add Media**"window opens to show that you are adding content to the site. When the upload finishes, a little check appears in the upper right corner of the picture to indicate that.

When your pictures have finished uploading, check the lower right part of the screen. There you can ignore the "Alignment" and "Link To" options, but you might want to pick from the "**Size**" dropdown options so the image is uploaded as either Large or Full Size. Uploading as a small size reduces the resolution of the picture quite a bit.

Then, just click the "**Insert into post**" button. That will return you to the Post-edit window. It's supposed to work sort of like embedded images in a Microsoft Word document. Positioning the cursor after an image and hitting the Return key adds a line space, etc.
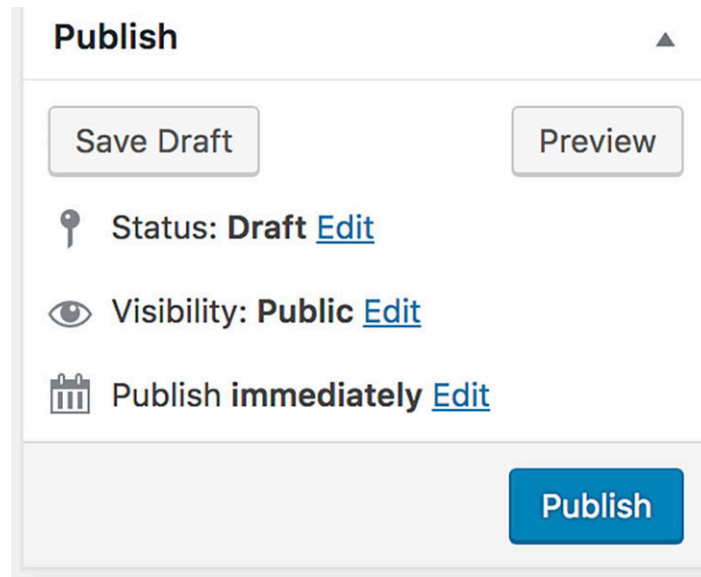

Almost done!

The last thing you have to attend to are the 4 boxes in the right column for posting options. You can ignore the "**Tags**" and "**Featured Image**" boxes, but look at the "Categories" box.

Selecting a category determines the page where it will show up. If no category is selected, your post won't be visible on the site after it is edited. The pages/categories should be pretty obvious. So click the check box next to the page where the content will be posted.
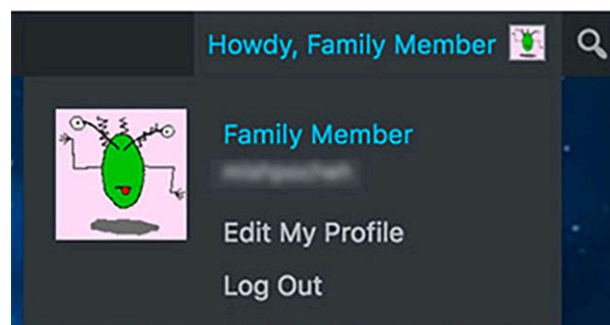
Lastly, look at the "**Publish**" box. By default anything you post is "**Public**", meaning anyone on the Internet can see it. Julia and Dana (and I assume others in the family) would like our posts to just be visible only to other people in the family. So click the "**Edit**" link next to "**Visibility**" and change the setting to "**Private**".

So, with a category selected, and visibility set to "*Private*", all you have to do is click the "**Publish**" button and your content will go live on the Internet.

How to Logout:

When you're logged in there will be a little menubar across the top of the screen. In the upper right saying "**Howdy, Family Member**". If you hover over it, some options will drop down including the option to **Log Out**.

Julia's partner, Dana, has the site backed up, so even if something went *horribly, terribly wrong*, it can be restored, so feel free to try things out. If you have any experience with authoring websites, especially Wordpress experience, it would be great to have you help out with this. Also, Dana's volunteering to help shepherd the process of people actually being able to use this site, so if you have any questions, feel free to email him directly:

`dmoser@massart.edu`