

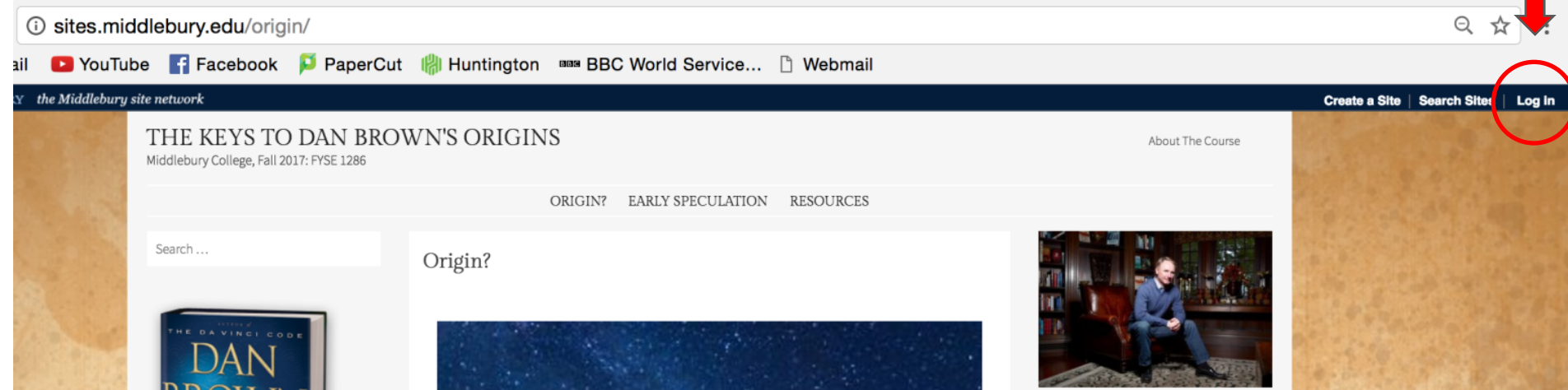
# Guide to Editing:

[sites.middlebury.edu/origin/](https://sites.middlebury.edu/origin/)

# Step 1:

Before getting started you need to Log On to the site as an editor.

1. Go to [www.sites.middlebury.edu/origin/](http://www.sites.middlebury.edu/origin/)
2. click the log-in option at the top of the page



The screenshot shows a web browser window with the address bar displaying [sites.middlebury.edu/origin/](http://sites.middlebury.edu/origin/). The browser's address bar includes search, star, and menu icons. Below the address bar, a navigation bar contains links for 'Create a Site', 'Search Site', and 'Log In'. The 'Log In' link is circled in red, and a red arrow points to it from the top right. The main content area features the title 'THE KEYS TO DAN BROWN'S ORIGINS' and the subtitle 'Middlebury College, Fall 2017: FYSE 1286'. Below the title are navigation links for 'ORIGIN?', 'EARLY SPECULATION', and 'RESOURCES'. A search bar is visible on the left, and a book cover for 'THE DA VINCI CODE' is partially shown. A photograph of a man sitting in a chair is also visible on the right side of the page.

**Step 2:** Enter your middlebury email username and password to begin.

## Middlebury Login

Username or Email:

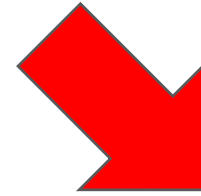
Password:

~~Warn me before logging me into other sites.~~

Login

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!

If your top menu bar now says “howdy!” The you have successfully logged on and ready to get started.



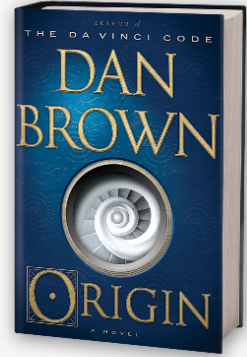
The screenshot shows a course page interface. At the top, a dark navigation bar contains the text "New" and "Edit Page" with icons. On the right side of this bar, the user profile "Howdy, Fayza Rahman" is displayed next to a profile picture icon and a search icon. This profile information is circled in red. Below the navigation bar, the page title "N BROWN'S ORIGINS" is visible on the left, and "About The Course" is on the right. A secondary navigation bar contains the links "ORIGIN?", "EARLY SPECULATION", and "RESOURCES". The main content area is split into two columns. The left column has the heading "Origin?" above a blue, starry space background image. The right column features a photograph of a man in a blue shirt sitting on a brown leather chair in a room with bookshelves.

## Step 3:

Go to the side menu bar underneath the photo of the novel.

Based on which section of the book you want to comment on, select your category.

Example: Click on “Chapters 1-15”



The Novel

The Cover

“Fact”

Prologue

Chapters 1-15

Chapters 16-30

Chapters 31-45

Chapters 46-60

Chapters 61-75

Chapters 76-90

Chapters 91-105

# Step 4:

## THE KEYS TO DAN BROWN'S ORIGINS

Middlebury College, Fall 2017: FYSE 1286

ORIGIN? EARLY SPECULATION RESOURCES

Search ...



The Novel

The Cover

"Fact"

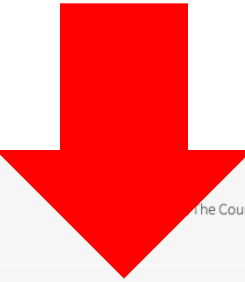
Prologue

Chapters 1-15



Chapters 1-15

[Edit](#)



Chapters 1-15

[Chapter 1](#)

[Chapter 2](#)

[Chapter 3](#)

[Chapter 4](#)

[Chapter 5](#)

[Chapter 6](#)

[Chapter 7](#)

[Chapter 8](#)

[Chapter 9](#)

[Chapter 10](#)

[Chapter 11](#)

[Chapter 12](#)

[Chapter 13](#)

[Chapter 14](#)

[Chapter 15](#)

Notice a new menu parallel to the menu under the photo of the novel.

This is where you can select the chapter you've been assigned to comment on.

Example: To edit the first chapter, click "Chapter 1"

# Step 5:

Next you will see a blank page titled “Chapter 1”. Click the word “Edit” written in blue.

- If you do not see the edit option, you may not be logged into your middlebury account properly



The screenshot shows a course page for "THE KEYS TO DAN BROWN'S ORIGINS" at Middlebury College. The page features a dark navigation bar with options like "My Sites", "Customize", "New", and "Edit Page". Below the navigation bar, the course title and semester are displayed. A search bar is present, and a large white box contains the text "Chapter 1". A blue "Edit" link is positioned below "Chapter 1" and is circled in red. To the left of the "Edit" link is a book cover for "THE DA VINCI CODE" by DAN BROWN. The page also includes a "Search ..." input field and navigation links for "ORIGIN?", "EARLY SPECULATION", and "RESOURCES".

You should now be on this page: (read the next slide before continuing!)

The screenshot displays the WordPress admin dashboard. The top navigation bar includes 'My Sites', 'The Keys to Dan Brown's Origins', and 'View Page'. The left sidebar menu is expanded to 'Pages', with 'All Pages' and 'Add New' visible. The main content area is titled 'Edit Page' and features a 'Chapter 1' heading. Below the heading, the permalink is shown as <http://sites.middlebury.edu/origin/chapter-1/>. The interface includes a rich text editor with a toolbar containing options for Paragraph, Bold, Italic, List, Quote, Link, and Media. At the bottom, the 'Publish' section shows the status as 'Published', visibility as 'Public', and the publication date as 'Jun 21, 2017 @ 16:17'.

My Sites The Keys to Dan Brown's Origins 0 + New View Page

Dashboard Jetpack Posts Media **Pages** All Pages Add New Rooms Testimonials Comments Feedback Appearance Plugins Users Tools Settings Collapse menu

Edit Page Add New

Resize Image After Upload  
Check out the [Plugin settings](#) for new features that can make your site load faster.

Chapter 1

Permalink: <http://sites.middlebury.edu/origin/chapter-1/> Edit

Add Media Add Contact Form

Paragraph B I List Quote Link Media

Word count: 0

**Publish**

Status: **Published** Edit

Visibility: **Public** Edit

Published on: **Jun 21, 2017 @ 16:17** Edit



# BEFORE YOU START EDITING!

\*IMPORTANT: Type out your text content in a different document and save it in case the editor crashes while you are using it!!!

Make sure you have all of your photos saved on your computer as well.

Uploading the content onto the site should be the LAST step in your process.

# Step 6: Add Text!

For the sake of consistency, so the entire site looks uniform, make sure all headings are “Heading 3” and all body text is “Paragraph”.

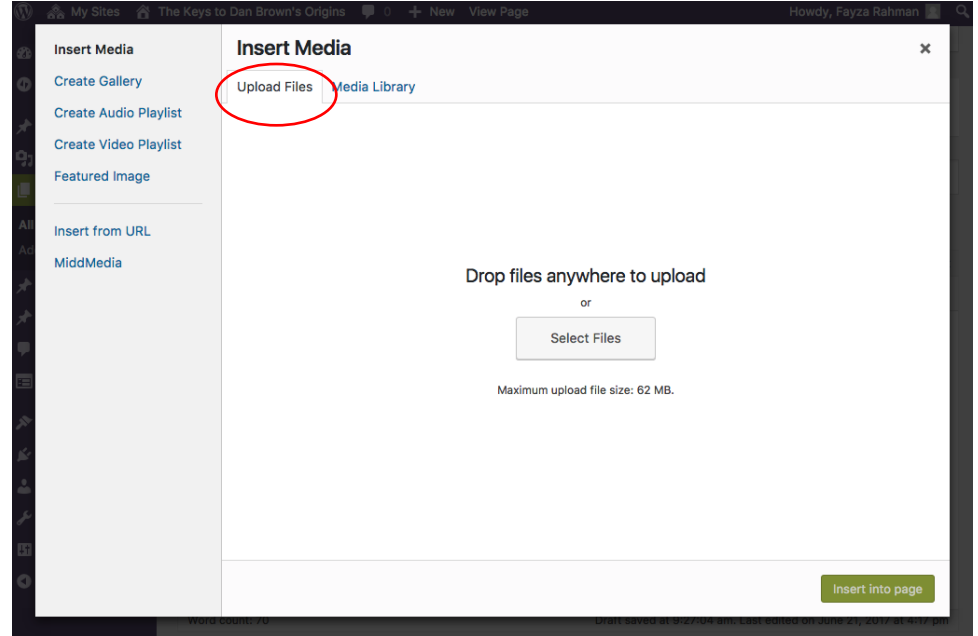
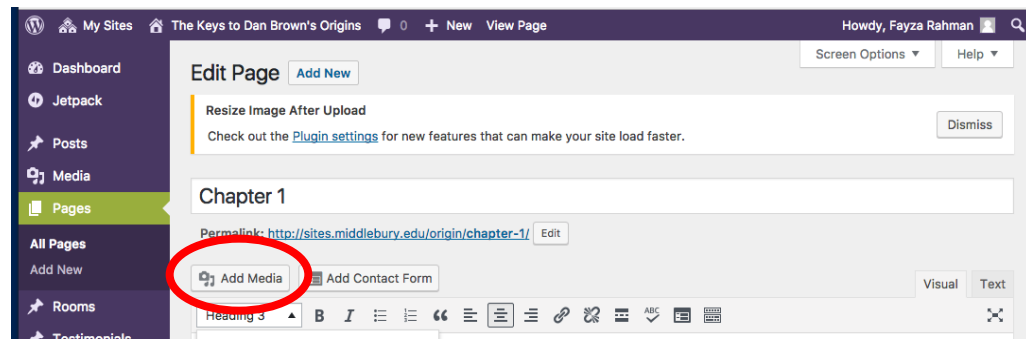
The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Chapter 1'. The left sidebar contains navigation options like Dashboard, Jetpack, Posts, Media, Pages, All Pages, Add New, Rooms, Testimonials, Comments, Feedback, Appearance, Plugins, Users, Tools, Settings, and Collapse menu. The main content area shows the page title 'Chapter 1', its permalink, and a toolbar with options for adding media and contact forms. A text formatting dropdown menu is open, showing options for Paragraph, Heading 1, Heading 2, Heading 3, Heading 4, Heading 5, Heading 6, and Preformatted. The 'Paragraph' and 'Heading 3' options are circled in red. A red arrow points from the 'Paragraph' option to a paragraph of placeholder text. Another red arrow points from the 'Heading 3' option to a heading labeled 'HEADING'. The page content includes a paragraph of placeholder text: 'ectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore...'. At the bottom, there is a 'Publish' section with status 'Published', visibility 'Public', and a date 'Published on: Jun 21, 2017 @ 16:17'. A 'Move to Trash' link and an 'Update' button are also visible.

# Step 7: Upload Photos!

Before you can add photos to your post you have to upload them to Wordpress from your computer. Do so by clicking “Add Media” above the text editing box.

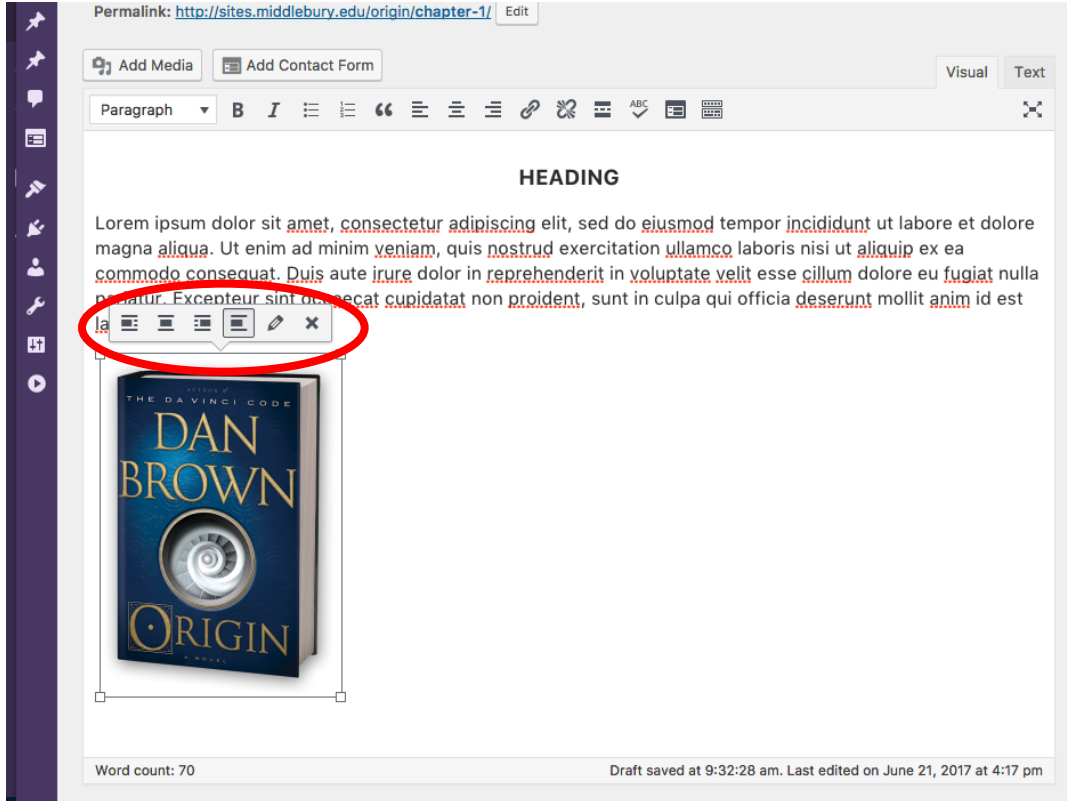
A large window will pop up, to upload files make sure you are in the “Upload Files” Tab. If you’d like to reuse an existing photo from another post, go to the “Media Library”.

***Please site your photo sources somewhere in your post!***



# Step 8: Photo Formatting

Once your uploaded image is inserted, click on the image for formatting options. These allow you to make the photo to be wrapped by text, centered, aligned left, and aligned right.



Permalink: <http://sites.middlebury.edu/origin/chapter-1/> Edit

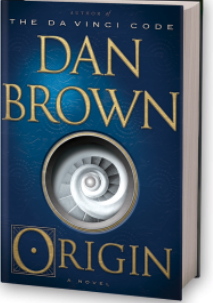
Add Media Add Contact Form Visual Text

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon] [Text Icon]

HEADING

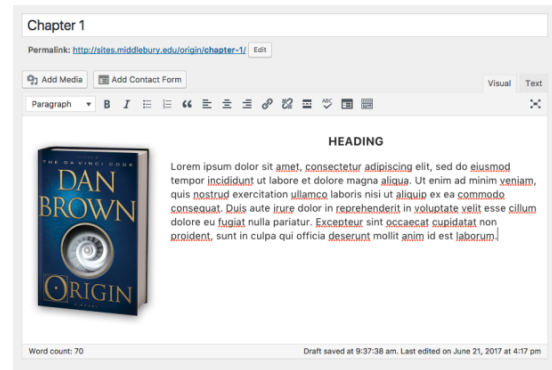
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est

[Image Formatting Icons]



Word count: 70 Draft saved at 9:32:28 am. Last edited on June 21, 2017 at 4:17 pm

I wanted to put the book next to the text, so I put the image next to the first word I wanted to be on the right of the image and selected the first formatting option, so that it would look like this instead:




Chapter 1

Permalink: <http://sites.middlebury.edu/origin/chapter-1/> Edit

Add Media Add Contact Form Visual Text

Paragraph B I [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon] [Text Icon]

HEADING



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.

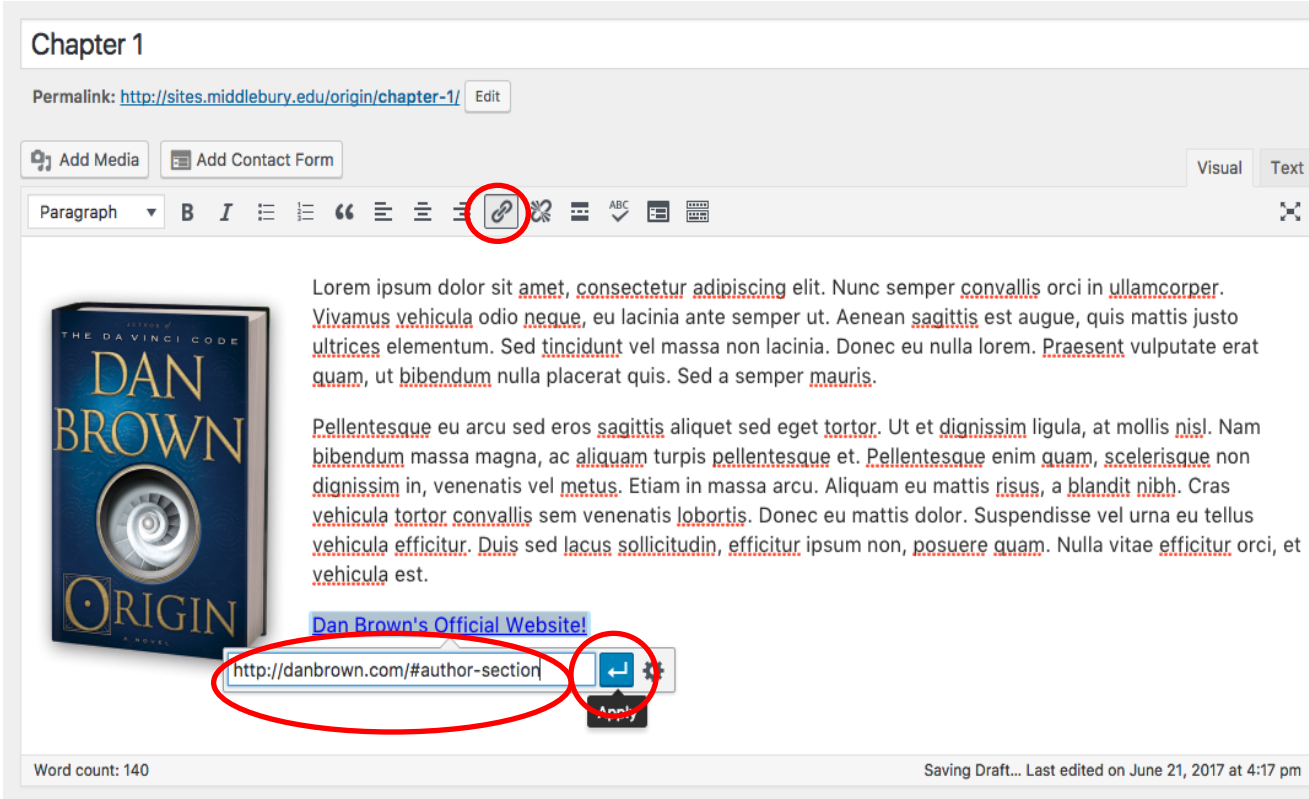
Word count: 70 Draft saved at 9:37:38 am. Last edited on June 21, 2017 at 4:17 pm

# Step 9: Adding Links PART 1

Highlight the text you want to be associated with the link.  
Click the Link Symbol on your editing toolbar.

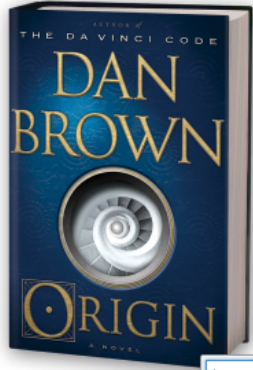


Then insert the link into the box that will ask you to “Paste a URL” and click “Apply”



The screenshot shows a content editor interface for a page titled "Chapter 1". The permalink is <http://sites.middlebury.edu/origin/chapter-1/>. The editing toolbar includes a "Link" icon (a chain link) which is circled in red. The main content area contains two paragraphs of placeholder text. The first paragraph is: "Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc semper convallis orci in ullamcorper. Vivamus vehicula odio neque, eu lacinia ante semper ut. Aenean sagittis est augue, quis mattis justo ultrices elementum. Sed tincidunt vel massa non lacinia. Donec eu nulla lorem. Praesent vulputate erat quam, ut bibendum nulla placerat quis. Sed a semper mauris." The second paragraph is: "Pellentesque eu arcu sed eros sagittis aliquet sed eget tortor. Ut et dignissim ligula, at mollis nisl. Nam bibendum massa magna, ac aliquam turpis pellentesque et. Pellentesque enim quam, scelerisque non dignissim in, venenatis vel metus. Etiam in massa arcu. Aliquam eu mattis risus, a blandit nibh. Cras vehicula tortor convallis sem venenatis lobortis. Donec eu mattis dolor. Suspendisse vel urna eu tellus vehicula efficitur. Duis sed lacus sollicitudin, efficitur ipsum non, posuere quam. Nulla vitae efficitur orci, et vehicula est." Below the text, there is a link preview for "Dan Brown's Official Website!" with the URL <http://danbrown.com/#author-section> entered in a text box. The text box and the "Apply" button next to it are circled in red. The bottom of the editor shows "Word count: 140" and "Saving Draft... Last edited on June 21, 2017 at 4:17 pm".

# Step 9: Adding Links PART 2

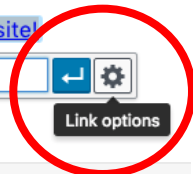


Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus vehicula odio neque, eu lacinia ante ultrices elementum. Sed tincidunt vel massa quam, ut bibendum nulla placerat quis. Sed a

Pellentesque eu arcu sed eros sagittis aliquam bibendum massa magna, ac aliquam turpis dignissim in, venenatis vel metus. Etiam in vehicula tortor convallis sem venenatis lobor vehicula efficitur. Duis sed lacus sollicitudin, vehicula est.

[Dan Brown's Official Website!](http://danbrown.com/#author-section)

http://danbrown.com/#author-section

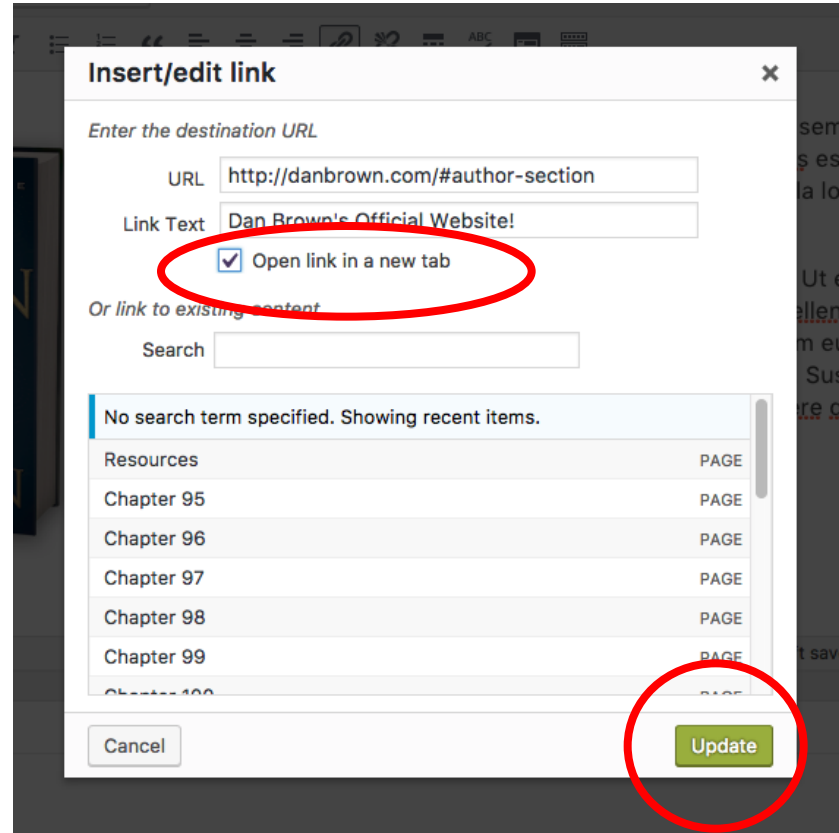


Word count: 140

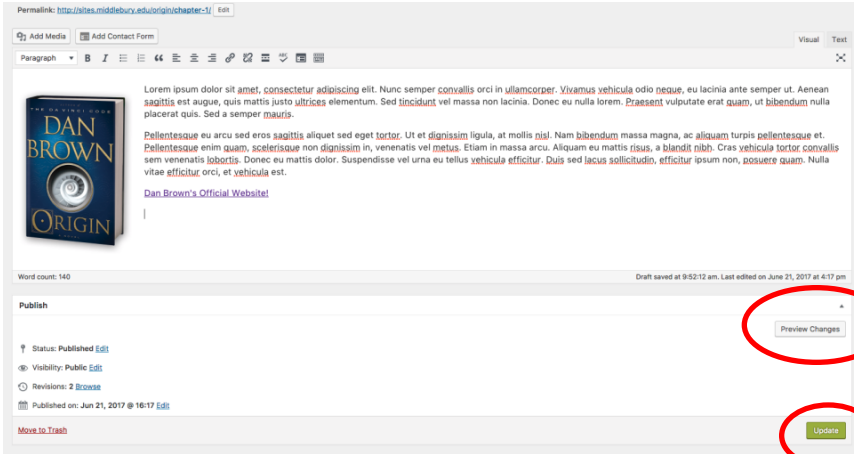
First, click “Link Options”, the little settings gear next to the apply button.

Next, in the window that pops up, make sure “open link in a new tab” is selected and click “Update” to save changes.

WE NEED TO MAKE SURE ALL LINKS OPEN IN A NEW WINDOW SO WHEN READING YOU ARE NOT REDIRECTED FROM THE SITE. HERE IS HOW:



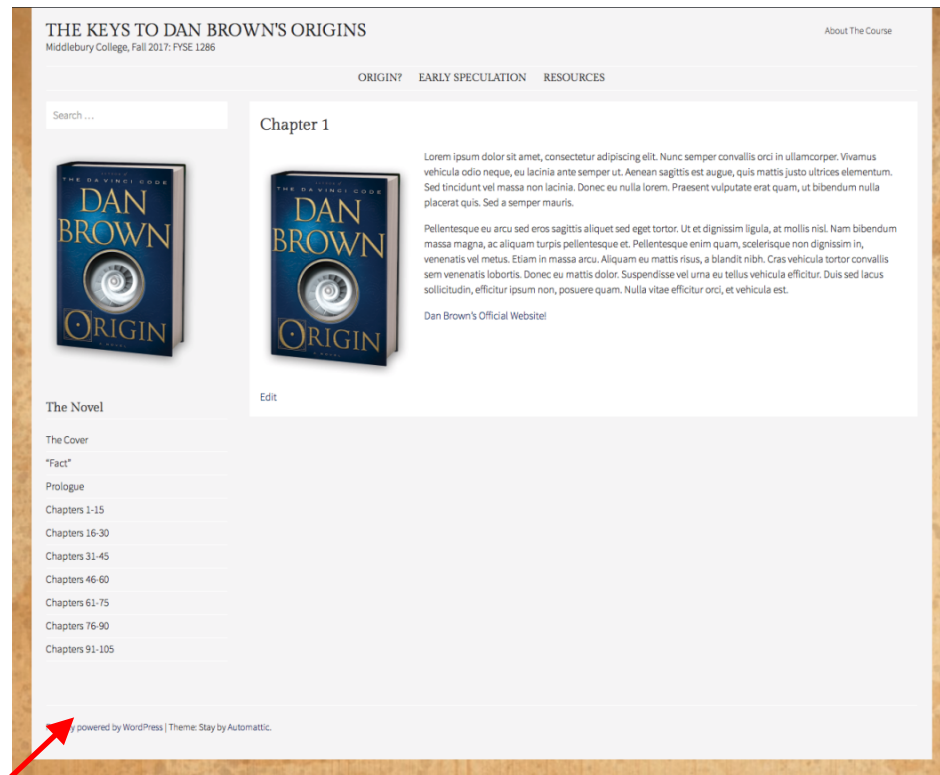
# Step 10: Preview & Post!



The screenshot shows the WordPress editor interface. At the top, there is a search bar and a 'Visual' / 'Text' toggle. Below that is a rich text editor with various formatting options. The main content area contains a featured image of the book cover for 'The Da Vinci Code' by Dan Brown, followed by placeholder text. At the bottom of the editor, there is a 'Publish' section with several buttons: 'Preview Changes' (circled in red), 'Update' (circled in green), and 'Move to Trash'. The status bar at the bottom indicates the post is published and shows the number of revisions.

Before posting, I highly recommend you click “Preview Changes” because it will open your post in a new tab and show you exactly how it will look when posted!

Once you’re happy with it, click “Update” to post your entry onto the website for the world to see!



The screenshot shows the live website. The page title is 'THE KEYS TO DAN BROWN'S ORIGINS' with the subtitle 'Middlebury College, Fall 2017: FYSE 1286'. The navigation menu includes 'ORIGIN?', 'EARLY SPECULATION', and 'RESOURCES'. The main content area features a search bar, a 'Chapter 1' heading, and two book cover images. Below the covers is a list of navigation links: 'The Novel', 'The Cover', 'Fact', 'Prologue', and a list of chapters from 1-15 to 91-105. At the bottom of the page, there is a footer that reads 'powered by WordPress | Theme: Stay by Automattic.' A red arrow points from the 'Update' button in the editor screenshot to the footer of the live site.

# I NEED HELP WITH SOMETHING THAT WAS NOT COVERED IN THIS PRESENTATION!

Never fear! Digital Media Tutors are here! Located in Davis Family Library on the first floor is Wilson Media Lab. Inside, there will be a tutor on duty from 9am to 11pm to help you with any questions you might have about posting on Wordpress. If you want to meet with me specifically (the site's creator) email [hstafford@middlebury.edu](mailto:hstafford@middlebury.edu) to set up an appointment during one of my shifts!

Good luck and I hope this helped!! - Fayza