

# The simple guide to using the New Aquinas Website

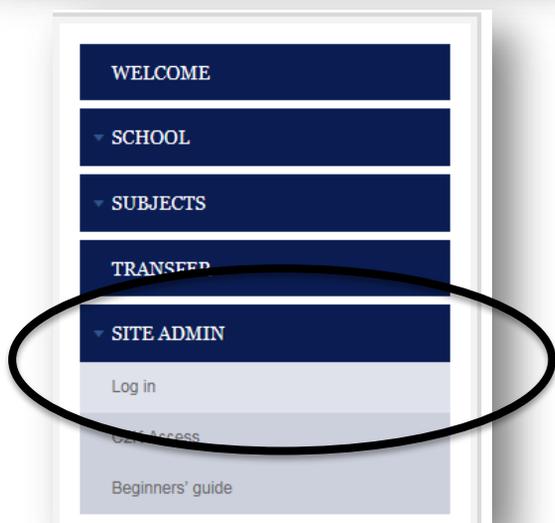
In this quick guide we will cover the basics:

1. Registering and logging in.
2. Writing Posts for your specific topic/area
3. How to include media in your posts
4. How to include web links
5. How to create Pages



# 1. Registering and logging in

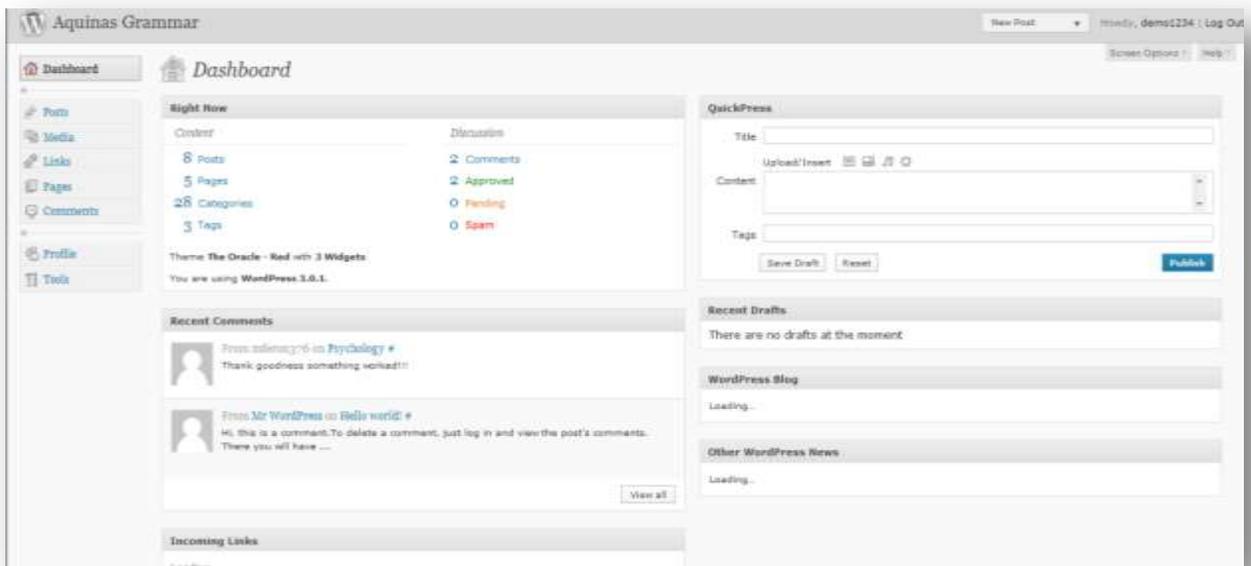
- The new Aquinas website whilst being built is temporarily hosted at: <http://aquinasgrammar.com/>
- Type the above address into the address bar in Internet explorer and click on the arrow.



- This will bring up our Webpage.
- Now near the left hand side of the screen there is a section marked **Site Admin**.
- **Click Log in**



- If you are a teacher you are already registered and your user name is the same as your C2K username and your default password is password.
- If not you can register here and we will provide you with access privileges.



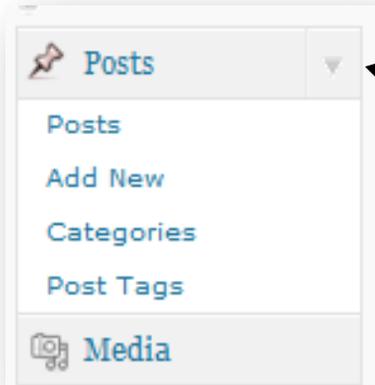
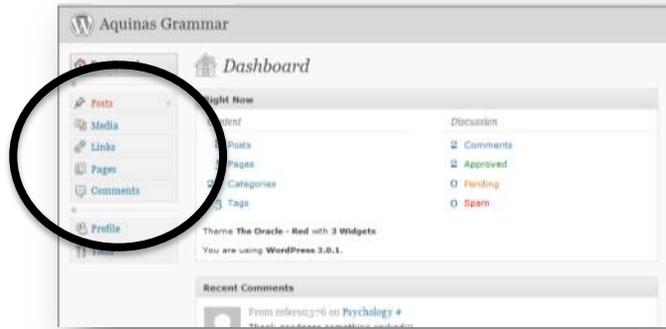
- When logged in you will be brought to the dashboard and are now logged in and ready to go further...



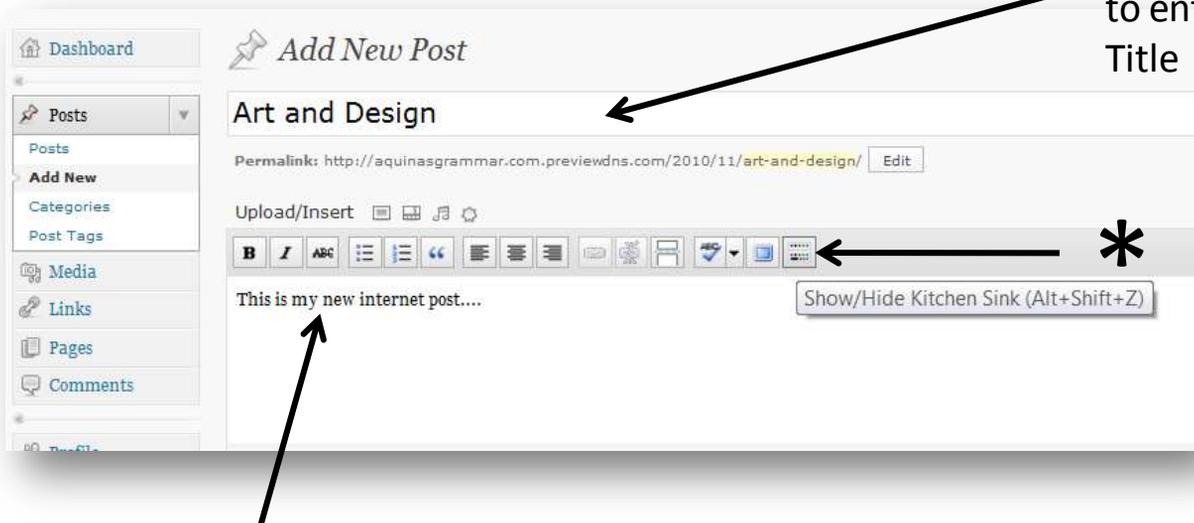
- Changes to you log in details such as changing password can be done by clicking on **Profile** on the left hand side.
- It is advisable to remember your password if you change it.*
- Any changes should result in a message being sent to your school email address.

## 2. Writing Posts for your specific topic/area

•When you are logged in on the left hand side of the Dashboard you will see a number of options.



•If you hover over any of these an arrow will appear, click on this to view more options. Click on **Add New**



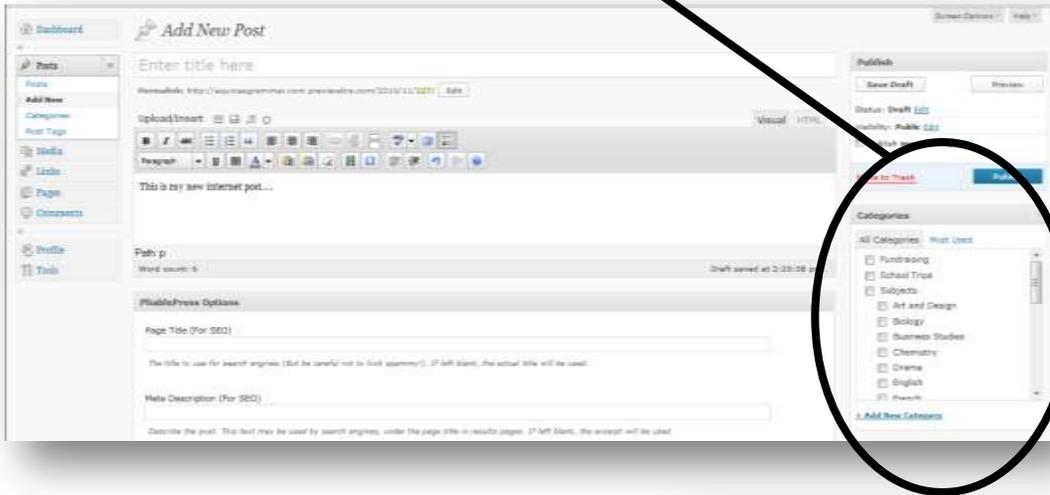
•Click here to enter Title

•By clicking in the box , you will be able to type in your post or copy and paste from any source.

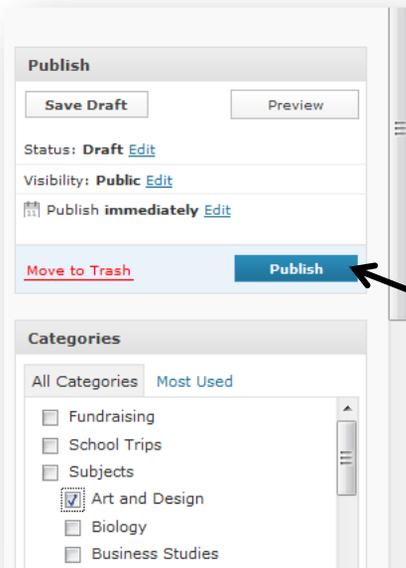
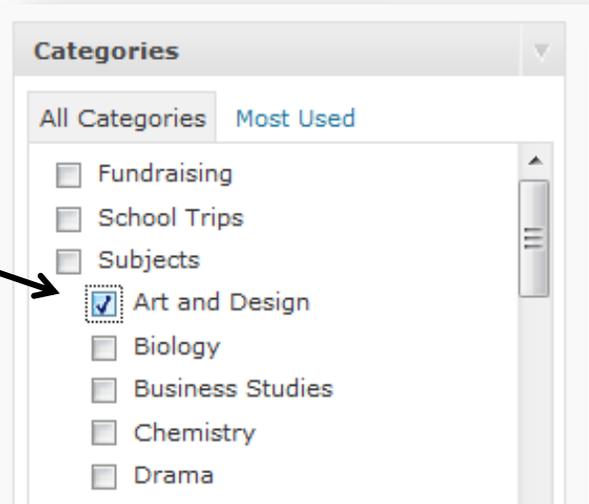
•All of the icons do exactly what they do in **Word**. By hovering over the icons a n explanation appears.

**\* If you click on the icon called show/hide the kitchen sink more options become available.**

•Once you have finished typing in your post you must select a category for it to appear.



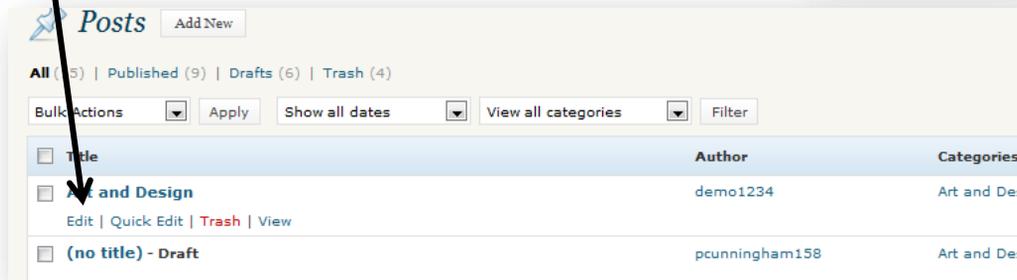
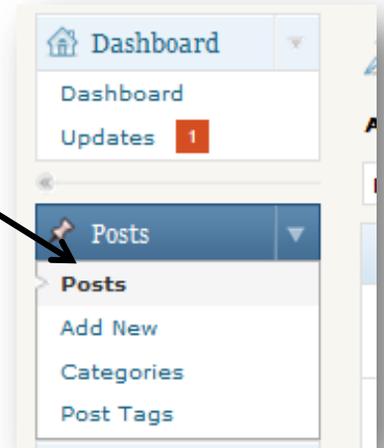
•I want my Post to appear in the **Art and Design** category and so I click the box beside it



•All that is left to do is click on **Publish or update.**

•**Remember to Refresh** the home page / category and your post should appear

•If after publishing your post you want to make changes to it then click on **Posts** and then highlight the post you want to alter and click **edit**



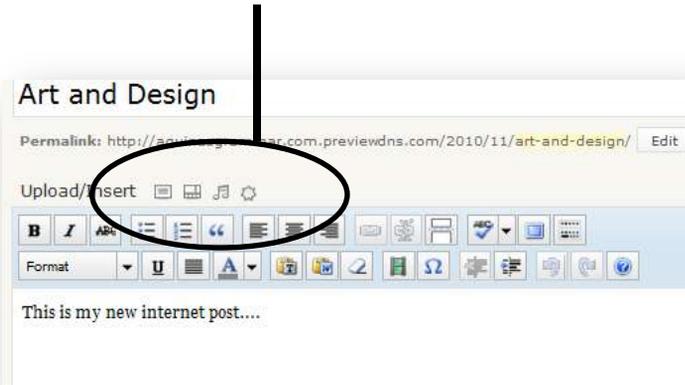
•The only difference to posting a new post is that once you are finished editing the post instead of clicking Publish click Update instead



*It should be noted that only administrators can bump posts to the FrontPage*

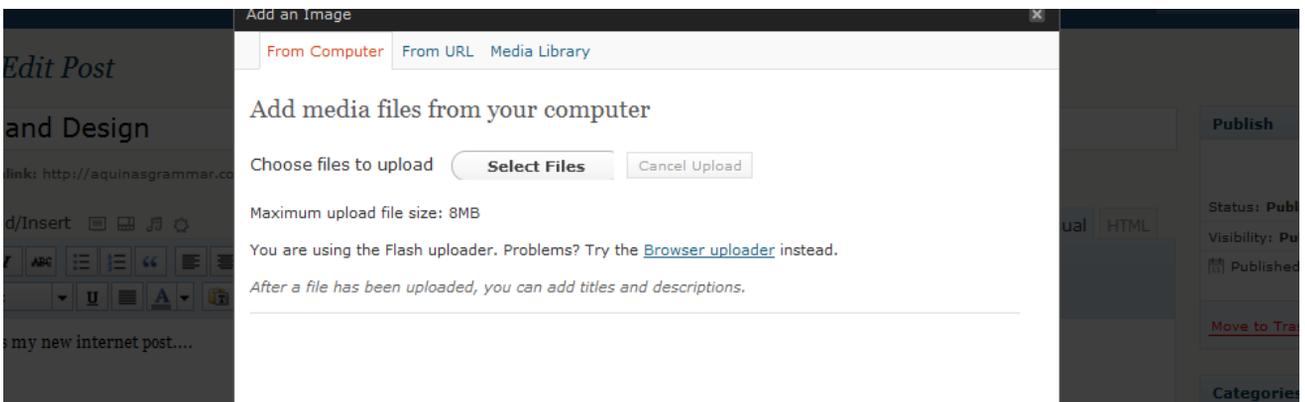
### 3. How to include media in your posts

- When writing a post one way of making it more interesting is to add media.
- Create a post like before and then insert media by clicking on any of the links beside **upload/insert**

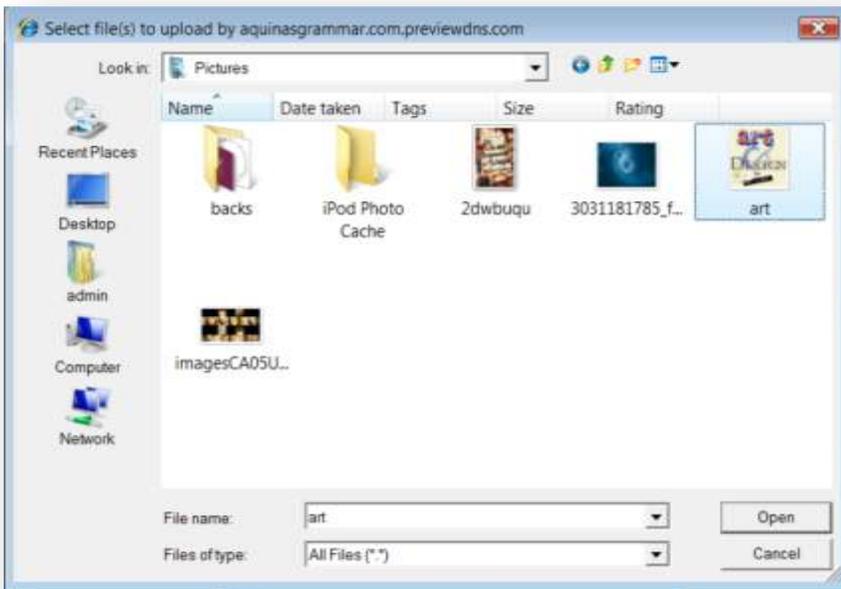


- By clicking on the links it is possible to add either an image, a video, Audio or other media

- We will add an image by clicking on the icon (notice how by hovering an explanation appears)



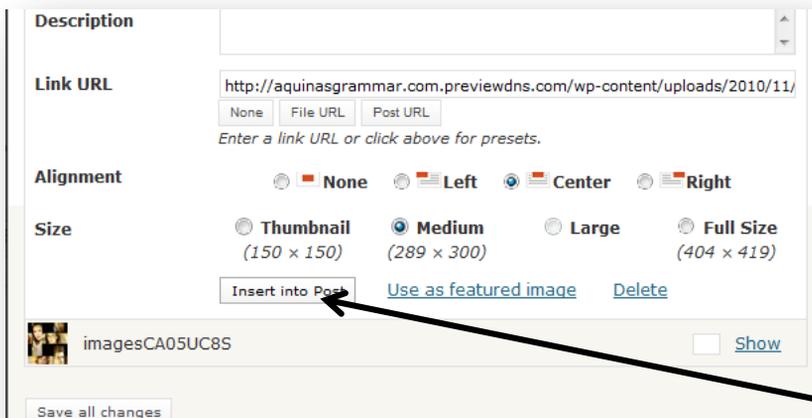
This brings up the add media files menu. Click on the **Select files** link.



- Locate the file or files that you want to use click them and click **open**

- (this will work for any type of media using the same method)***

- The file will show up as **crunching** and when it has finished it will say **show**. Click on **show**.

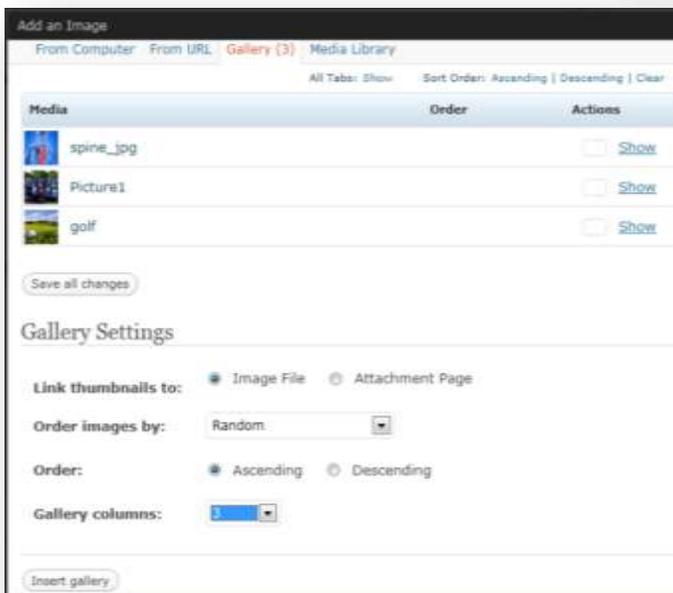
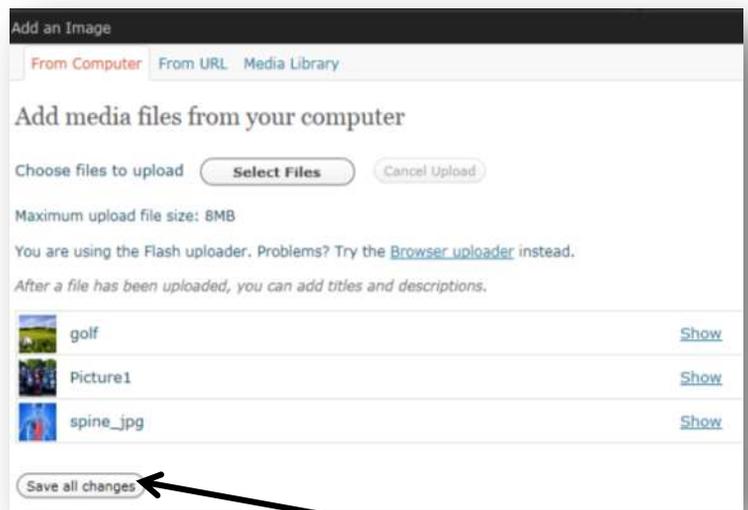


- This will provide you with lots of options about size and position of image . Click the required options and then click insert into Post

- It is possible to upload more than one image at a time and make a gallery

- Add all the images you require (making sure they are not too large in file size)

- When completed click ‘save all changes’.



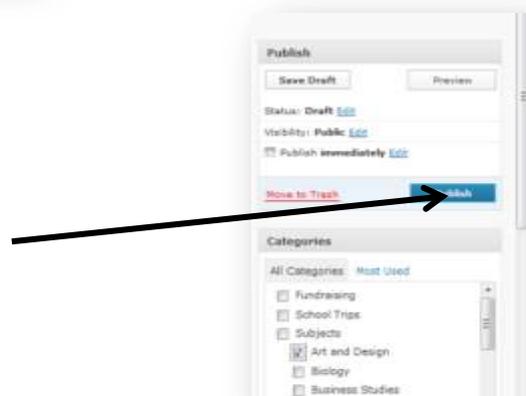
- This will bring up another menu with Gallery settings

- Our website can display 3 columns of thumbnails.

- When happy with your choices click ‘Insert Gallery’.

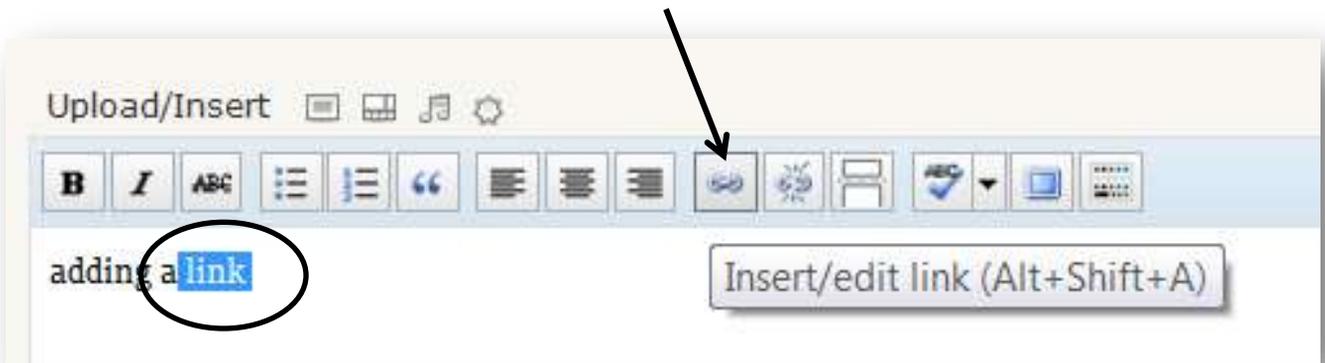
- All that is left to do is click on **Publish**.

- Remember to Refresh** the home page / category and your post should appear with the image included.

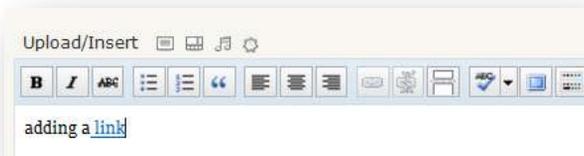
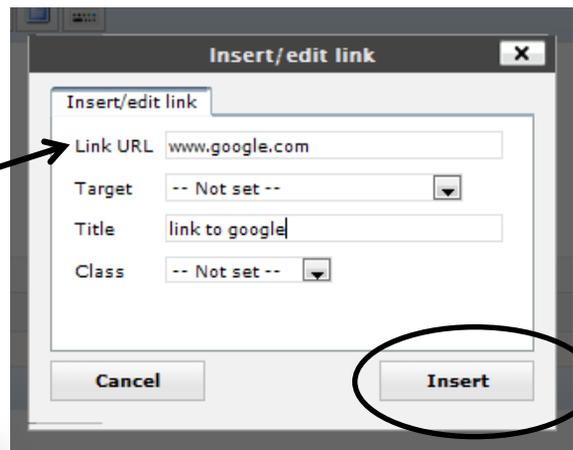


## 4. How to include web links

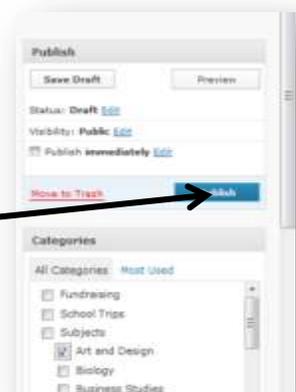
- Create a post like before and then highlight any portion of the post either text or image and click on the **link icon**.



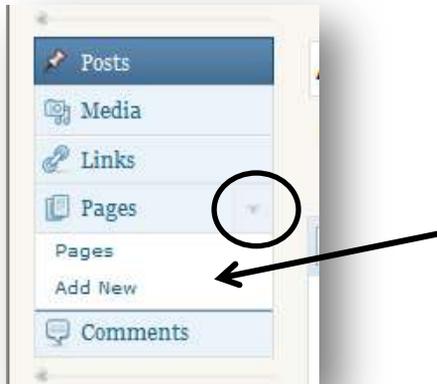
- This will bring up the link menu. You need only fill in the first box to create a link. You can copy and paste into this box from a web page. Once finished click **Insert**



- All that is left to do is click on **Publish or update**.
- **Remember to Refresh** the home page / category and your post should appear with the image included.



## 5. How to create Pages



•Pages are created in exactly the same way as making posts. First click on the Pages **arrow** and then the **add New**

•The only difference between posts and pages are the options available when finished. Before your page is uploaded it must be given some Page attributes

•These tell the website where to store your page and let people find it. So if your page is relating to a subject page the Parent page should be Subjects.

•Click Publish when finished

•There are other options available to advanced users but this is the most basic way of producing a page. If you require anything more demanding just ask.

