

## Student Legal Clinic – Website Manual

|  |    |
|--|----|
| <a href="#">Logging In</a>                                     | 2  |
| <a href="#">Dashboard</a>                                      | 3  |
| <a href="#">Editing the Slider</a>                             | 4  |
| <a href="#">Slider Title &amp; Description</a>                 | 5  |
| <a href="#">Slider Picture</a>                                 | 6  |
| <a href="#">Finishing Slider Post</a>                          | 7  |
| <a href="#">Uploading an Image</a>                             | 8  |
| <a href="#">Finding or Editing a Previously Uploaded Image</a> | 9  |
| <a href="#">Editing a Page</a>                                 | 10 |
| <a href="#">Adding a Page</a>                                  | 11 |

### Logging In

To edit anything on the website you must go to:  
<http://studentlegalclinic.berkeley.edu/wp-login.php>

<http://studentlegalclinic.berkeley.edu/wp-login.php>



<http://studentlegalclinic.berkeley.edu/wp-login.php>

<http://studentlegalclinic.berkeley.edu/wp-login.php>

Username: admin

Password: qV\$IC(PhZFd4

## **Dashboard**

Once you sign in you will see a dashboard that is used to navigate around the administrative panel.





**Dashboard** ▾

**Dashboard**

[Akismet Stats](#)

«

**Posts** ▾

[Edit](#)

[Add New](#)

[Post Tags](#)

[Categories](#)

**Media** ▾

[Library](#)

[Add New](#)

**Links** ▾

[Edit](#)

[Add New](#)

[Link Categories](#)

**Pages** ▾

[Edit](#)

[Add New](#)

**Comments**

«

**Appearance** ▾

[Themes](#)

[Widgets](#)

[Editor](#)

[Add New Themes](#)



## Dashboard

### Right Now

*At a Glance*

**2** Posts

**25** Pages

**4** Categories

**0** Tags

Theme **Blitz** with **2 Widgets**

You are using **WordPress 2.9.2**.

[Akismet](#) blocks spam from getting to your blog, but there's

### Recent Comments

Comment by **Alba Mora Roca** moved to the trash. [Un](#)

### Incoming Links

This dashboard widget queries [Google Blog Search](#) so that you can see incoming links to your blog here. It has found no incoming links... yet. It's okay — there

### Plugins

#### Most Popular

[WPTouch iPhone Theme \(Install\)](#)

WPTouch automatically transforms your WordPress blog into

## Editing the Slider

# SLIDER

## ASUC Student Legal Clinic

Legal FAQ

your questions answered

Staff

meet the staff

Contact Us

how to contact us

Join SLC

apply and help others

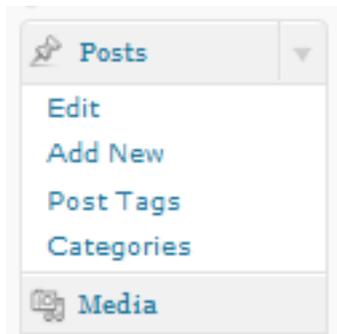


### About SLC



Founded in 1983, the ASUC Student Legal Clinic was established to help educate the Berkeley community about available legal options.

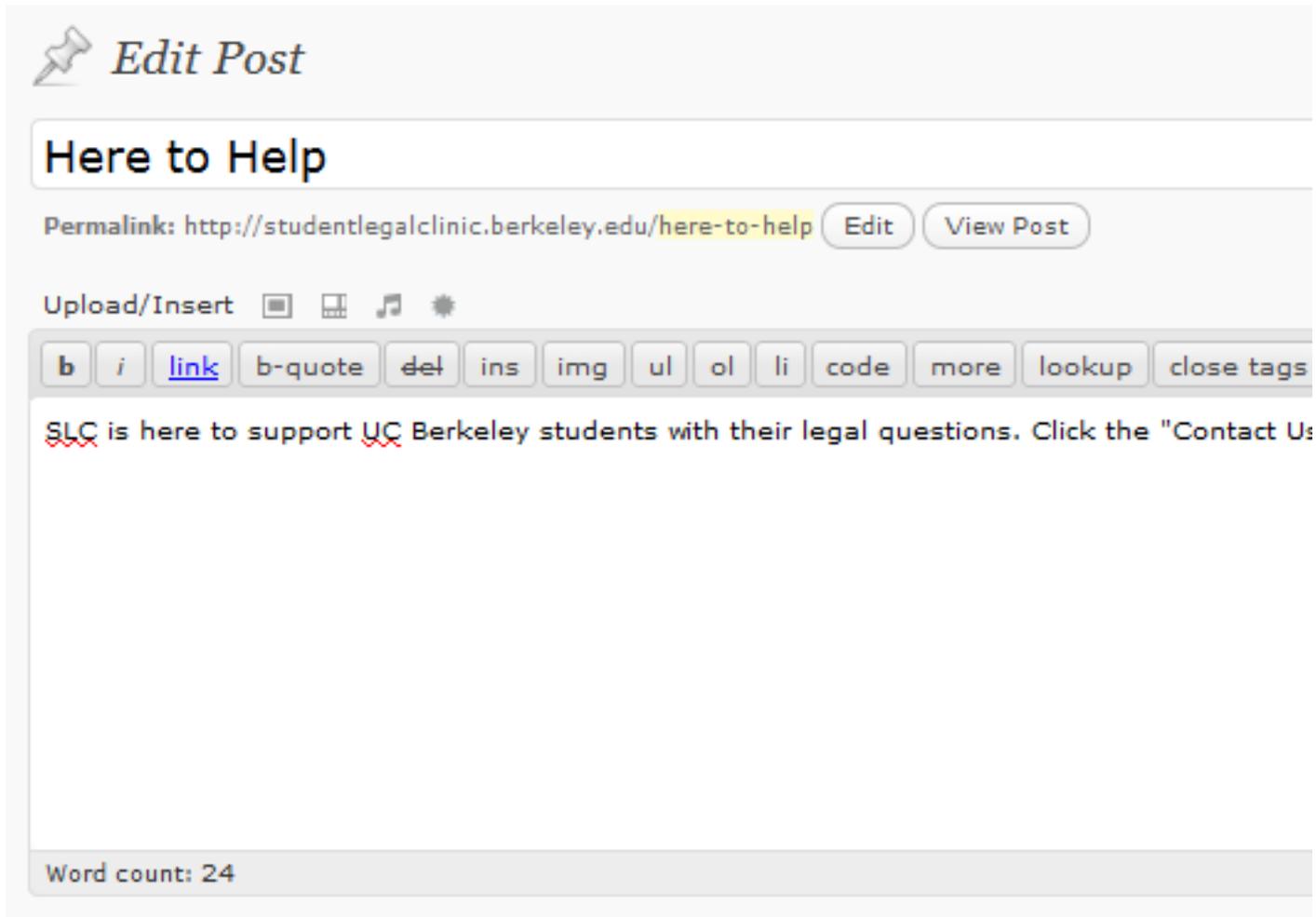
From the dashboard, click on "Add New" under the Posts category.



Once you click there you'll be able to create a new post.  
The next page will show you what each of the post fields is for.

## Slider Title & Description

Now you need to type in the title you want to display. Below that you type in the description you want to show up.



The screenshot shows the 'Edit Post' interface in WordPress. At the top, there is a pin icon and the text 'Edit Post'. Below this is a text input field containing the title 'Here to Help'. Underneath the title, the permalink is shown as 'http://studentlegalclinic.berkeley.edu/here-to-help', with 'here-to-help' highlighted in yellow. To the right of the permalink are two buttons: 'Edit' and 'View Post'. Below the permalink is an 'Upload/Insert' section with icons for image, video, audio, and link. A toolbar contains buttons for bold (b), italic (i), link, b-quote, del, ins, img, ul, ol, li, code, more, lookup, and close tags. The main content area contains the text: 'SLC is here to support UC Berkeley students with their legal questions. Click the "Contact Us' with red squiggly lines under 'SLC' and 'UC'. At the bottom, a grey bar displays 'Word count: 24'.



Here

SLC is  
UC Be  
with th  
questi  
"Conta  
us kno  
...

That is all you need to do for the text.

If you want to edit the text of any of the posts in the slider, just go to "Edit" under Posts and select the one you want to edit. Then just edit the appropriate field and hit the Update button in the upper-right corner.

**Publish**

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

 Published on: **Apr 24, 2010 @ 18:30**  
[Edit](#)

[Move to Trash](#) [Update](#)

The next page will show you how to add or edit the image.

### Slider Picture

Now scroll down until you see this:

**Add new custom field:**

**Name**

- Select -

Enter new

Add Custom Field

Custom fields can be used to add extra metadata to a post that you can [use in your theme](#).

Now click on the drop down menu and select "slider-image".

**Name**

- Select -

- Select -
- image
- key
- menu
- menu-details
- page-title
- slider-image

Then for value you need to link to the image you want to appear with this title/description.

**Name**

slider-image

wp-content/u

Delete Update

wp-content/uploads/2010/04/wheeler-auditorium.png

Notice the linking structure:

Don't include the http://studentlegalclinic.berkeley.edu/ part.

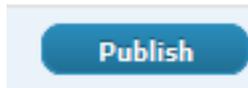
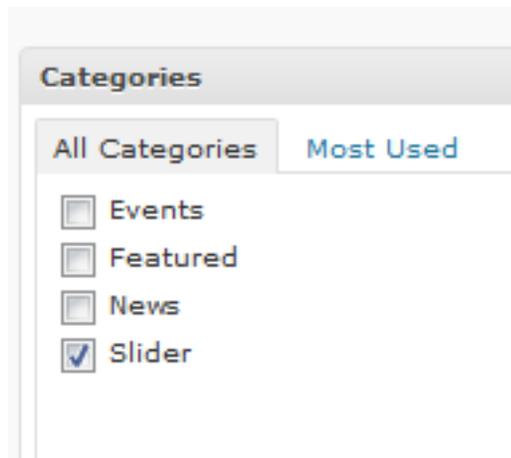
For instructions on how to upload your picture if you have not [done this](#), refer to page \_\_\_\_

Add Custom Field

Once you've done that, click "Add Custom Field". Custom fields can be use

## Finishing Slider Post

Once you have added/edited the title, text and image, the content of your slider post is done. Now you need to select the “Slider” category so that the website knows this is a slider post. You’ll see the category section on the right of the posting page. Just tick the box next to slider.

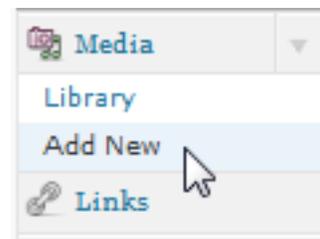


After doing that, hit the publish button:

Your slider post should now be live and on the website. Confirm by going to the homepage and checking.

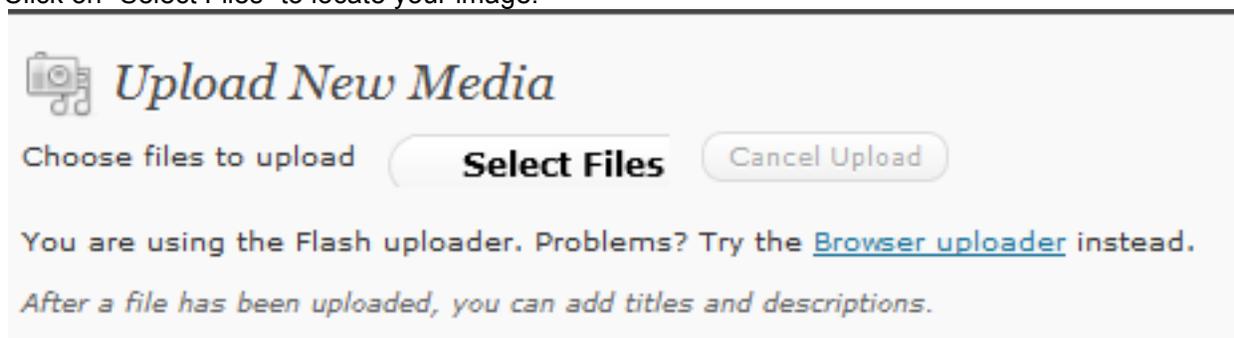
## Uploading an Image

You will need to upload an image before using it in a slider. This process is a bit different than simply uploading an image for a normal page.



To get started, go to the dashboard and click “Add New” under Media.

Click on “Select Files” to locate your image.



Once it's uploaded, copy the URL:

Hide



**File name:** before-after2.jpg  
**File type:** image/jpeg  
**Upload date:** April 26, 2010  
**Dimensions:** 590 × 270

**Title** \*

**Alternate text**   
*Alt text for the image, e.g. "The Mona Lisa"*

**Caption**

**Description**

**File URL**   
*Location of the uploaded file.*  
[Delete](#)

You can then click on the Save All Changes button.

You can now use this URL to post your image where needed.

### **Finding or Editing a Previously Uploaded Image**

All images can be found in the media library. To get there, click on Library under Media.

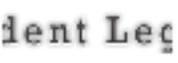


You'll see a listing of the images:

**Media Library** [Add New](#)

**All** (4) | **Images** (4) | **Unattached**

Bulk Actions  Show all dates

| <input type="checkbox"/> | File   |
|--------------------------|--|
| <input type="checkbox"/> |  <b>headerblue</b><br>PNG           |
| <input type="checkbox"/> |  <b>header2</b><br>PNG              |
| <input type="checkbox"/> |  <b>uc-berkeley-library</b><br>PNG |
| <input type="checkbox"/> |  <b>wheeler-auditorium</b><br>PNG |
| <input type="checkbox"/> | File   |

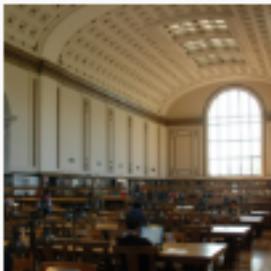
Bulk Actions

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> |  <b>uc-berkeley-library</b><br>PNG<br><a href="#">Edit</a>   <a href="#">Delete Permanently</a>   <a href="#">View</a> |
|--------------------------|---|

If you need to edit an image or grab the URL link to the image, hover your cursor over the image and click on the “edit” link that appears (shown above).

You can then edit anything you want, or simply grab the image URL.

## Edit Media



**File name:** uc-berkeley-library.png

**File type:** image/png

**Upload date:** April 24, 2010

**Dimensions:** 590 × 270

[Edit image](#)

**Title** \*

uc-berkeley-library

**Alternate text**

*Alt text for the image, e.g. "The Mona Lisa"*

**Caption**

**Description**

**File URL**

<http://studentlegalclinic.berkeley.edu/wp-content/uploads/2010/>

*Location of the uploaded file.*

[Update Media](#)

## Editing a Page

To edit an existing page (such as Staff, Join SLC, etc.) click on “Edit” under Pages. Then find the page you want to edit. Hover over it and click “Edit”.



- Title
- About SLC**  
[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#)
- About Us - Draft**  
[Edit this page](#)

You can then edit what you want, and then hit the “Update” button.

**Staff**

Permalink: <http://studentlegalclinic.berkeley.edu/staff> [Edit](#) [View Page](#)

Upload/Insert

**Directors:**

- Jason Koo
- Stephanie Earhart

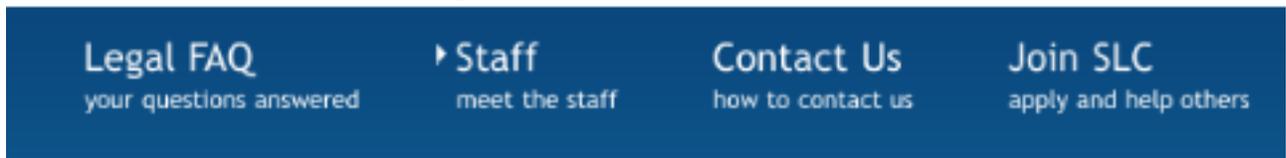
**Assistant Director:**

- Gaby Mercado

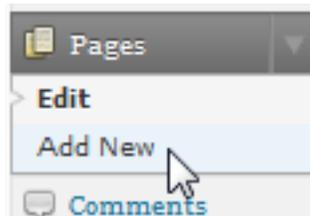
Path:  [Update](#)

## Adding a Page

Follow these instructions to add a page to the site.



A page can be listed in this top bar, but it doesn't have to. For example, each legal FAQ has its own page and isn't listed here.



First click on “Add New” under pages.  
Add the title the page and the text you want to show up.

## Click to add a Picture

### About Us

Permalink: <http://studentlegalclinic.berkeley.edu/about-us> Edit

Upload/Insert    

**B** *I* ABC            

Format            

#### Applications

The clinic hires new interns at the beginning of each semester. For more informati

300A Eshleman Hall  
asuclegalclinic@gmail.com  
<http://studentlegalclinic.berkeley.edu>  
(510) 642-9986

If you do not want this page to show in the top navigation menu, you can hit "Publish".  
If you want it to show up on the top, you must add custom fields:

#### Add new custom field:

| Name         |
|--------------|
| - Select -   |
| - Select -   |
| image        |
| key          |
| menu         |
| menu-details |

#### Custom Fields

| Name                                    |              |
|---|--------------|
| menu                                    | yes          |
| <span>Delete</span> <span>Update</span> |              |
| menu-details                            | Text to show |
| <span>Delete</span> <span>Update</span> |              |

Menu: whether it should show in top menu.

Menu-Details: The text that shows in the menu under the page title.

After you've done this, go ahead and publish the page.

## **Changing the Order of Navigation Menu**

If you want to change the order of the pages in your navigation bar, follow these directions.

Go to the page that you want to move. Click on "Edit" under "Posts" to do this.

Over on the right, you should see an "Attributes" section:

You want to change the "order" number.

"0" keeps the pages in alphabetical order.

Adding any number above 0 will change the order of where it shows up.