Athens Canine Rescue
How to Add/Remove Images for Existing Dog

1. Log into the account at http://athenscaninerescue.com/wp/wp-login.php using your username and password

2. This opens the Wordpress dashboard

3. As an editor, you will be able to update posts and related images for each dog on the website; please do not make any modifications under the submenus 'Appearances', 'Settings' or 'WSD Security'.

4. From the menu on the left side of the screen, select the 'Posts' submenu to display all the posts for the website. Each dog for the website has his/her own post. This allows us the ability to write the content and add images in one place [post] and yet have their information appear in several areas of the website.

5. With the 'Posts' submenu open, from the list of dogs under the 'Title', select the one you want to edit their information.

6. This will open the 'edit post' screen.

7. Scroll down below the stats within the ET settings to view the images for this post.

8. Note that the images have to be a specific size.

9. For the homepage [when a dog is selected as pet of the week], you will have the Featured Pet Image. This image has to be exactly 954 pixels in width by 289 pixels in height. Once the image has been uploaded it can't be removed, only replaced.

10. Beneath the featured pet image are the other images for the post. These are the images that appear on the dog's post. There can be up to 8 images for each dog.

11. These images need to be exactly 293 pixels in width by 293 pixels in height.

12. To upload the images to the post, you will press the 'Upload Image' button to the right of the image you want to upload. For example, for photo #3, you would press the button next to the Photo #3 Image box.

13. This will open the 'Add media files' screen. You can select the images you want to upload from your computer by pressing the 'from

computer' tab then 'Select files' under add media files from your computer.

14.   You can upload the file by pressing 'open' to load it into Wordpress.

15.   After the file has been uploaded, you can add a title. You will see the image displayed along with the file name, type date and dimensions.

16.   Scroll down to title and replace the existing title with the name of the dog. For example, sample instead of sample1. The Alternate text will need to be the same as the title.

17.   Select the 'file url' button to display the url for the image. Copy the information and then select the 'none' tab to remove the url since we do not want the link, we just wanted to obtain the location of the file.

18.   Select 'Save all changes'

19.   To close the box to clicking on the 'x' in the upper right corner of the box.

20.   Paste the url you copied into the photo box.

21.   Repeat until you have added all the photos for the post.

22.   Scroll to the top of the post and press the 'preview changes' to make sure you have uploaded the images properly.

23.   You will not be able to preview the 'featured pet image'.

24.   Once you are happy with you uploads, press the 'Update' button to activate the changes.

To remove an image
1.   You will first need to remove the image from the media files.
2.   Select the 'media' submenu to open all the image files.
3.   Locate the image you want to delete and select 'delete permanently'
4.   Return to the post and locate the image you wish to remove
5.   Click inside the box of the image you want to delete and press the backspace to remove the image.
6.   Press 'Update' to activate the change.

If you have completed your edits for the website, be sure to log out by selecting log out under your name in the upper right corner.