

## **Timeline Updating**

### **1. Edit The Timeline Post Image To Size**

- a. Point your browser to: <https://www.online-image-editor.com/>
- b. CLICK on the PINK UPLOAD AN IMAGE button
- c. In the popup that appears, navigate to where you have the image stored on your computer
- d. CLICK on the image icon for the image you want to edit
- e. CLICK on the OPEN button in the bottom right of the popup
- f. In the new screen that appears CLICK on the RESIZE icon above the upper left corner of your image
- g. In the left hand enter 767 in the WIDTH box
- h. CLICK on the GREEN APPLY button
- i. CLICK on the CROP button above the image in the main part of the screen
- j. In the left hand column enter 767 in the WIDTH BOX
- k. Enter 449 in the HEIGHT box
- l. You will see a red box outline appear over the image in the main part of the screen
- m. HOVER your mouse over the red box
- n. CLICK AND DRAG the box so it highlights the most important part of the image
- o. CLICK on the GREEN APPLY button in the left hand column
- p. You will see your image will now be cropped to the proper dimensions
- q. CLICK on the SAVE ICON in the left hand column
- r. CLICK on the SAVE IMAGE LOCAL icon that appears
- s. The image will be saved to your DOWNLOADS folder as a random string of numbers and letters (eg: oie\_t72GkzbzXwtr.jpg)

### **2. Compress The Image For Fast Loading/Downloads**

- a. Point your browser to [www.tinyjpg.com](http://www.tinyjpg.com)
- b. CLICK on the box to the right of the panda
- c. In the new popup, navigate to your DOWNLOADS folder
- d. CLICK on the icon for the file that we downloaded in the previous steps (eg: oie\_t72GkzbzXwtr.jpg)
- e. CLICK on the OPEN button in the bottom right corner of the popup
- f. The popup will disappear and you will see a progress bar appear to the right of the panda
- g. After a couple of seconds, you will see the bar turn green and a DOWNLOAD link appear to the right of the bar
- h. CLICK on the DOWNLOAD link and the image will be saved to your DOWNLOADS folder named the same as your original file, but with a (1) on the end of the file name (eg: oie\_t72GkzbzXwtr (1).jpg)
- i. Go to your downloads folder and DELETE the original image (eg: oie\_t72GkzbzXwtr.jpg) and RENAME the duplicate compressed image to something that makes sense, but DO NOT leave spaces in the file name, we suggest underscores instead of spaces.

eg: oie\_t72GkzbzXwtr(1).jpg will become your\_important\_photo.jpg

### 3. Uploading Image To Site

- a. Log in to admin section of website by pointing your browser to [www.aseniwuche.ca/smadmin](http://www.aseniwuche.ca/smadmin)
- b. Use your username and password to log in
- c. After logging in CLICK on MEDIA in the left hand black menu
- d. In the new page that appears, CLICK on ADD NEW in the upper left corner of the page
- e. A new box will appear above the media library, CLICK on the SELECT FILES button
- f. In the new popup that appears, navigate to your downloads folder and find the file we renamed in the previous steps (your\_important\_photo.jpg)
- g. CLICK on the icon for the image
- h. CLICK on the OPEN button in the bottom right corner of the popup
- i. After a second you will see your image added to the library in the first upper left position

### 4. Creating Timeline Post

- a. CLICK on TIMELINE in the left hand black menu
- b. In the new page that appears, CLICK on ADD NEW in the upper left corner of the page
- c. In the new page that appears CLICK on the ADD TITLE text and enter the date for the event (eg 1975)
- d. Below that, CLICK on the TYPE/TO CHOOSE A BLOCK text and enter your text for the timeline event
- e. Below the text for the event, look for the TIMELINE PHOTO boxes and fill them in as follows:
  - i. IMAGE TITLE: enter the name of the image if required (eg "David Thompson Taking an Observation")
  - ii. IMAGE INFORMATION: enter any credits or attributions for the image here (eg: courtesy Library and Archives Canada/MIKAN 2900259)
  - iii. IMAGE CREDIT LINK: CLICK on the SELECT LINK button and enter any required link for the image here
    1. URL: enter the link here (eg: [http://www.biographi.ca/en/bio/thompson\\_david\\_1770\\_1857\\_8E.html](http://www.biographi.ca/en/bio/thompson_david_1770_1857_8E.html) )
    2. LINK TEXT: enter the text you want the link to be connected to (eg: [http://www.biographi.ca/en/bio/thompson\\_david\\_1770\\_1857\\_8E.html](http://www.biographi.ca/en/bio/thompson_david_1770_1857_8E.html) or Facebook, Instagram etc etc)
    3. CLICK on the Open link in a new tab box to check it
    4. CLICK on BLUE ADD LINK button in the lower right corner
- f. Next look to the right hand column and fill in the following fields
  - i. TEMPLATE: click on the box and select TIMELINE from the dropdown
  - ii. FEATURED IMAGE: CLICK on the SET FEATURED IMAGE FOR THIS TIMELINE POST box
    1. A new popup will appear, look for the image we uploaded in the previous steps and CLICK on its thumbnail, a BLUE CHECKMARK will appear in the upper right corner of the thumbnail

2. CLICK on the BLUE SET FEATURED IMAGE button in the lower right corner
- iii. CLICK on the BLUE PUBLISH button in the upper right corner of the page

## **5. Ordering Posts**

- a. Posts are published to the timeline based on the actual time they were published on the wordpress site with the oldest being at the top/start of the timeline
- b. If you want to re-order the posts, CLICK on TIMELINE in the black left hand menu
- c. You will see a list of all posts on the timeline, to the right of the screen you will see a column titled DATE, in this column you will see the date and time of the posts
- d. To re-order the posts HOVER over the title of the post you want to move
- e. CLICK on QUICK EDIT under the title of the post
- f. A set of fields will appear, in these fields you will see some boxes for date
- g. Set the DATE to be before, after or between the posts where you want it to appear. This can be adjusted to the second if you need extremely fine control if you wind up adding a lot of dates
- h. CLICK on BLUE UPDATE button on the right hand side of the screen

## **6. Logging Out Of Site**

- a. Look for the HOWDY message in the upper right corner of the screen
- b. HOVER over the message
- c. CLICK on LOG OUT from the dropdown menu that appears