



Tutorial

- After registration login into UNF World dot Com. You will be taken to the 'Dashboard' homepage.

Controls

Goes to UNF World homepage

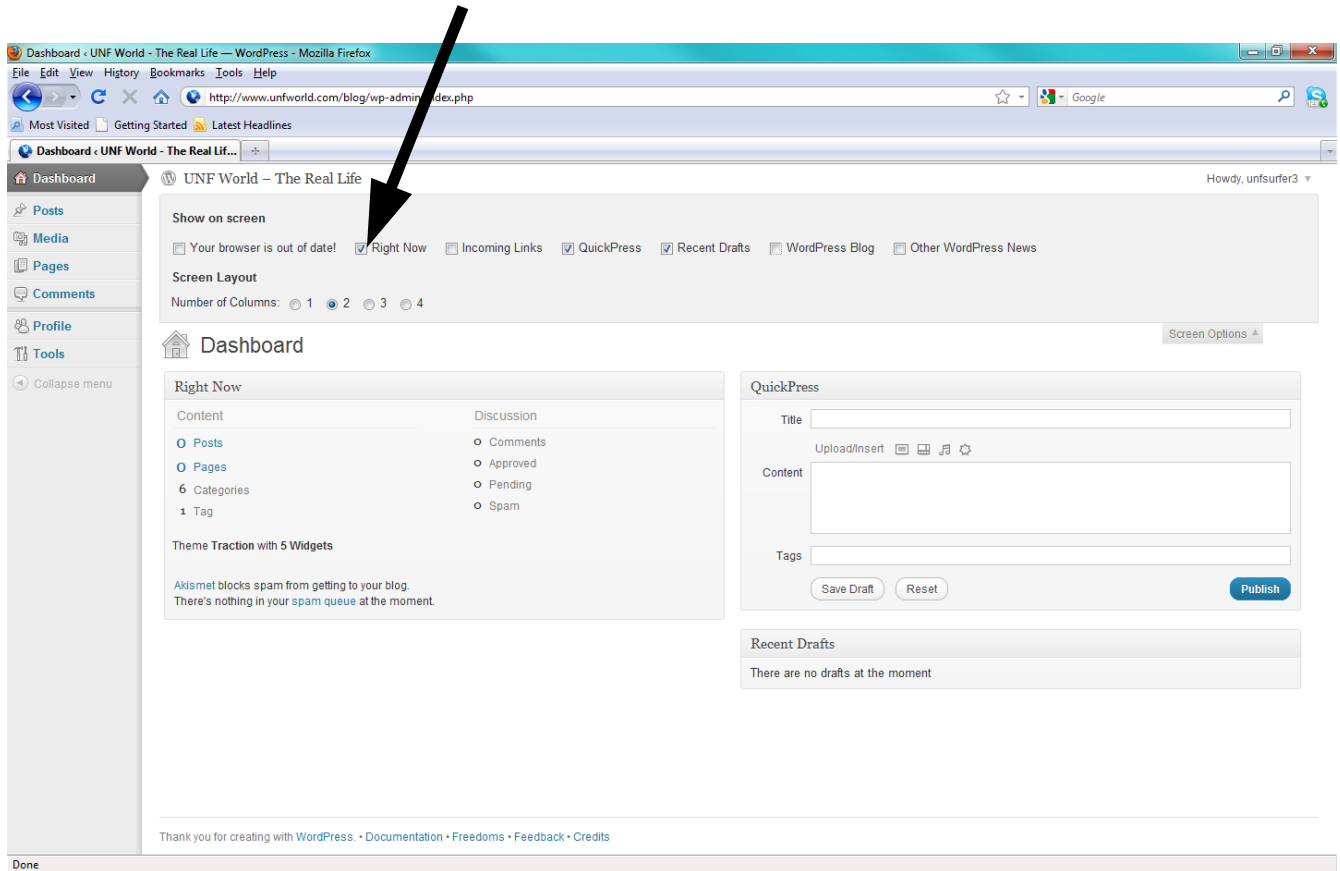
'Screen Options'

A screenshot of the WordPress dashboard interface. The browser window title is 'Dashboard - UNF World - The Real Life - WordPress - Mozilla Firefox'. The address bar shows 'http://www.unfworld.com/wp-admin/index.php'. The dashboard header includes the site name 'UNF World - The Real Life' and the user name 'Howdy, unfsurfer3'. On the left is a sidebar menu with 'Posts', 'Media', 'Pages', 'Comments', 'Profile', and 'Tools'. The main content area has a 'Dashboard' title and a 'Your browser is out of date!' notification. Below this are sections for 'Right Now' (listing Posts, Pages, Categories, Tags, Comments, Approved, Pending, Spam), 'Theme Traction with 5 Widgets', 'Incoming Links', 'QuickPress' (with fields for Title, Content, Tags, and buttons for Save Draft, Reset, Publish), 'Recent Drafts' (showing no drafts), 'WordPress Blog' (with recent posts), and 'Other WordPress News'. Three black arrows point to specific elements: one to the sidebar menu, one to the home icon in the dashboard header, and one to the 'Screen Options' link in the top right.

Dashboard

- To remove clutter from 'Dashboard' homepage click 'Screen Options' near the top right corner of the 'Dashboard' homepage.

Un-check unwanted to clean 'Dashboard'



Add/Remove panels from 'Dashboard'

- To add a post to UNF World dot Com; click 'Post' on the Controls tool bar on the left hand side.

'Add New' post. Topic Upload content Body

The screenshot shows the WordPress 'Add New Post' page. A sidebar on the left contains navigation links: Posts, All Posts, Add New, Media, Pages, Comments, Profile, and Tools. The main content area has a title field, a rich text editor with a toolbar, and a main text area. On the right, there are sections for Publish (Save Draft, Preview, Status: Draft, Visibility: Public, Publish immediately, Move to Trash, Publish), Categories (All Categories, Most Used, All, Campus Pics, Campus Vids, Campux Pics, Partay, Random Jax), and Post Tags (Add, Separate tags with commas, Choose from the most used tags).

Adding a Post

- To add an image; click the 'Upload Content' icon above the post's main topic box shown in the previous image then click 'Select Files' and browse to the image on your computer to upload.

'Select Files'

Info Fields

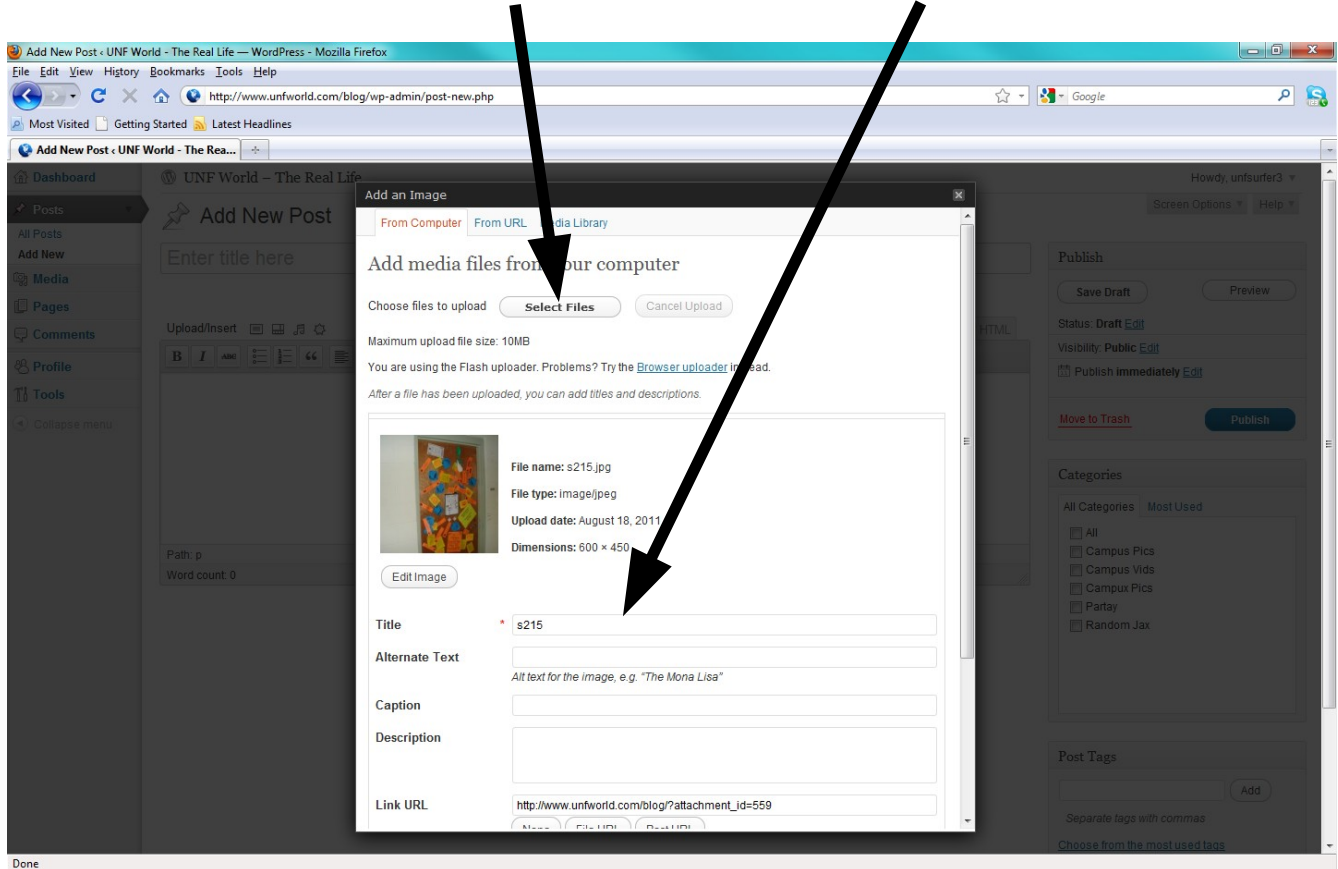



Image upload pop-up. Flash must be enabled.

- Fill out corresponding fields. Its best to leave 'Alternate Text', 'Caption' and 'Description' blank.
- Scroll down on the same page and set 'Alignment' and 'Size' then click 'Insert to Post' when ready.
- For best results align = center and size = full or large.

Add an Image



File name: s2153.jpg
File type: image/jpeg
Upload date: August 18, 2011
Dimensions: 600 × 450

[Edit Image](#)

Title *

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

Caption

Description

Link URL
[None](#) [File URL](#) [Post URL](#)
Enter a link URL or click above for presets.

Alignment None Left Center Right

Size Thumbnail (150 × 150) Medium (300 × 225) Large Full Size (600 × 450)

[Insert into Post](#) [Use as featured image](#) [Delete](#)

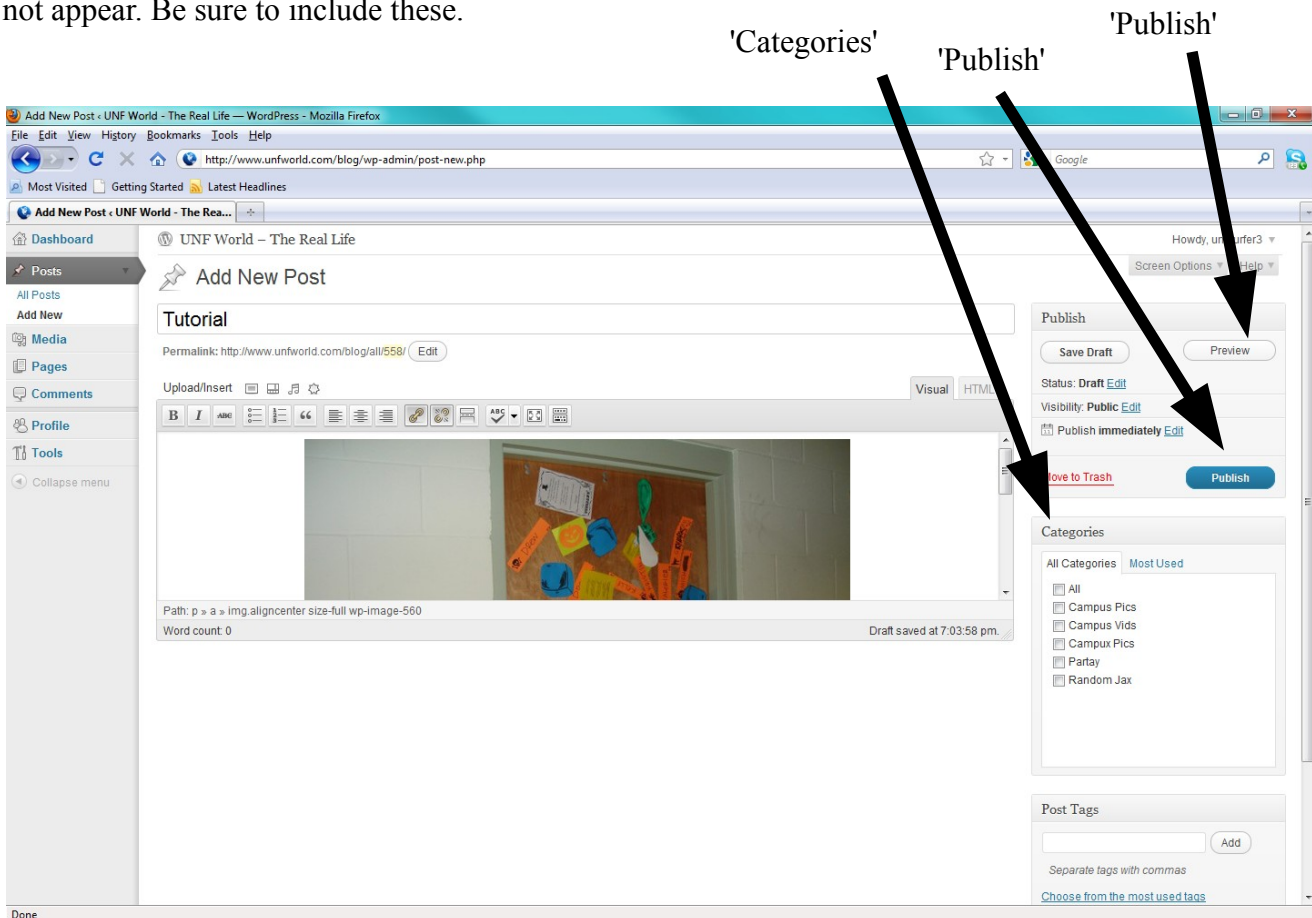
[Save all changes](#)

Insert image to post.

Image fields.

- Once post creation is complete you can publish it to the corresponding 'Categories' depending on its relation. You may also 'Preview' the post before publishing to fix any aesthetic errors.

- Select the Categories pertaining, the post will be monitored and edited if needed. PLEASE only select 'All' category when only selecting 'Campus Pics' and/or 'Random Jax' categories. These categories can be seen by anyone who views the site, not just UNF members. If no categories are selected the post will not appear. Be sure to include these.



Publish/Preview and select Categories.

Categories

- Campus Pics: Entertaining campus pictures...everyone has at least one.
- Campus Vid: Entertaining campus videos...you might have one.
- Campux Pics: umm...you guess. Hint: Starts with a T ends with ONGs, well and more. Submit your own and get rated! Registered students and alumni only!
- Random Jax: This crazy town documented (pics and vids).
- Partay: UNF party pictures and promotion. Its why we go to college! Registered students and alumni can only see it when logged in (no creepers allowed)!

- You may also upload video, songs or any other pertaining content. The content size must be less than 10 MB. Your video may have to be hosted by YouTube or Vimeo then you can copy and paste the embed code for the video into the Post Topic text area. It will then be automatically added to your post. If this is too hard just copy and paste the embed code or link to [Upload Vid](#) .

- Explore and mess around with the 'Dashboard'. If you have any question just submit the question to the 'Have a Voice' text area on the homepage. Include your email if you want a response.

Remember its our world have fun!!!
Any violators of terms will be banned for life. Be chill, keep it real...
- UNF World dot Com