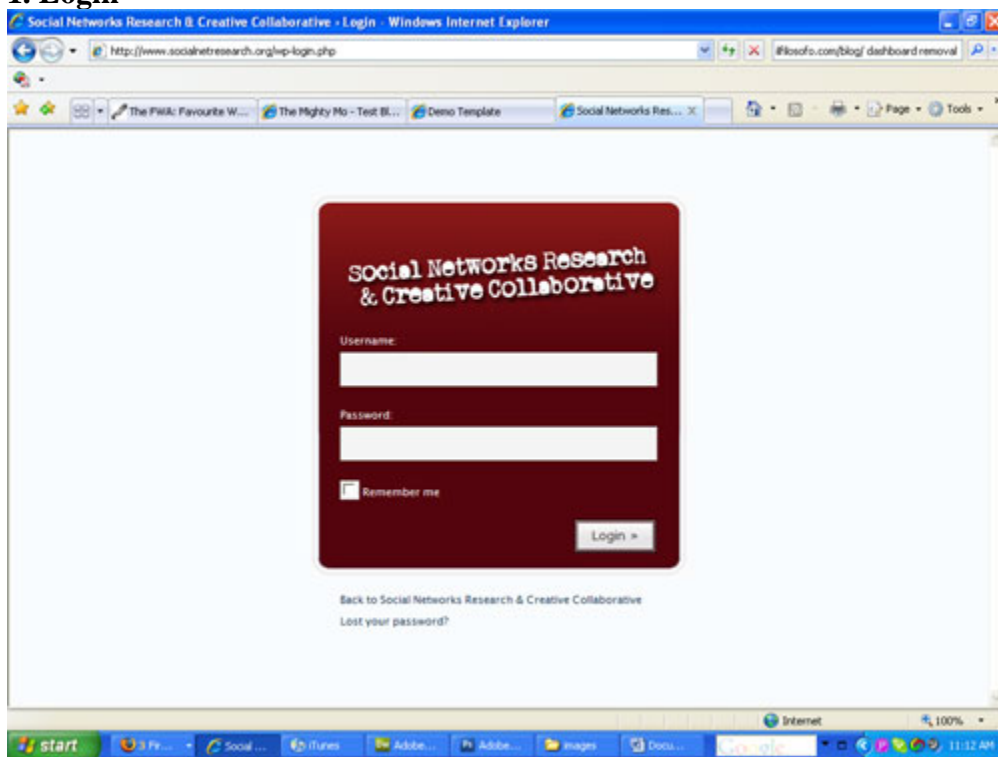


# Social Networks Research & Creative Collaborative

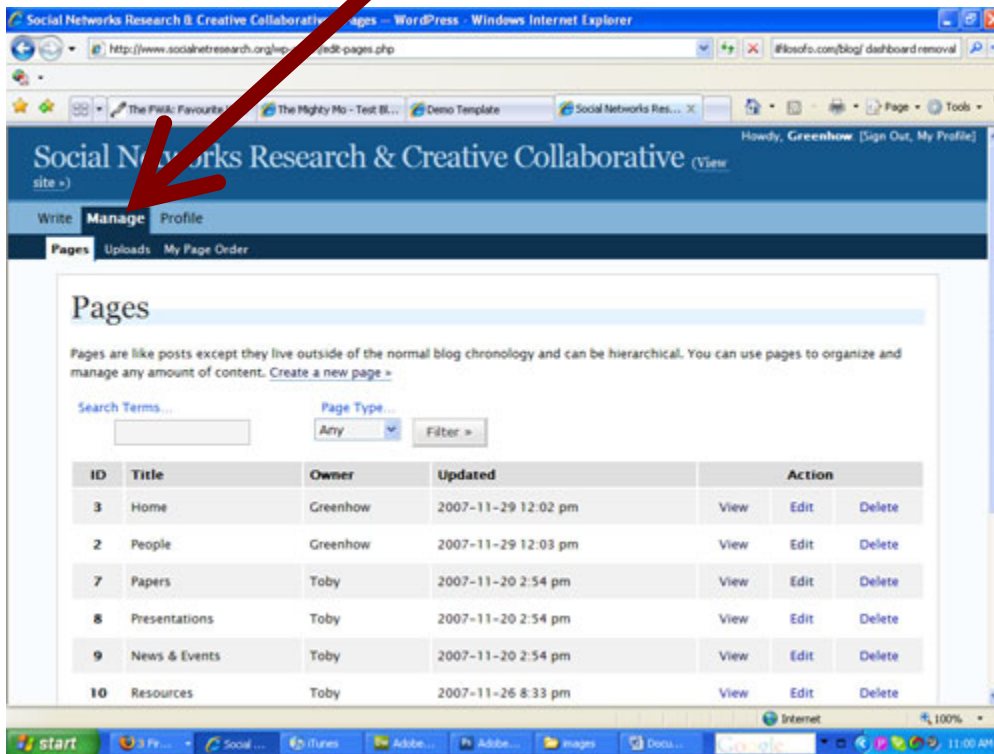
## Instructions for editing the existing pages on SocialNetResearch.org

### 1. Login



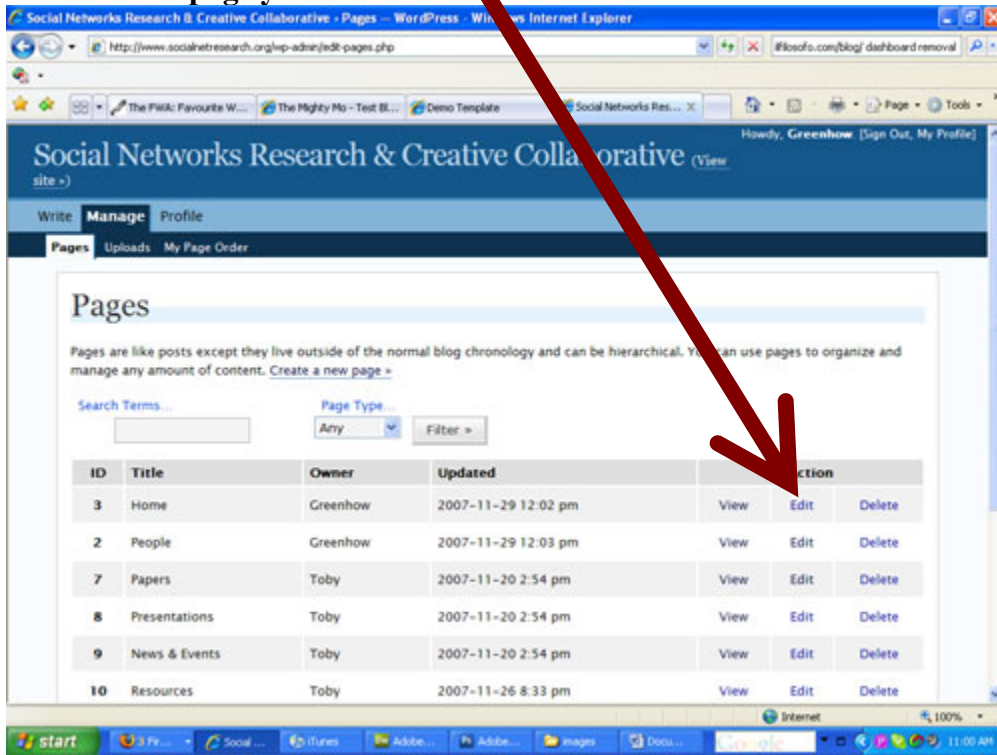
Go to <http://socialnetresearch.org/wp-login.php> and type your username and password. Then click the “Login” button.

## 2. Click on the Manage tab



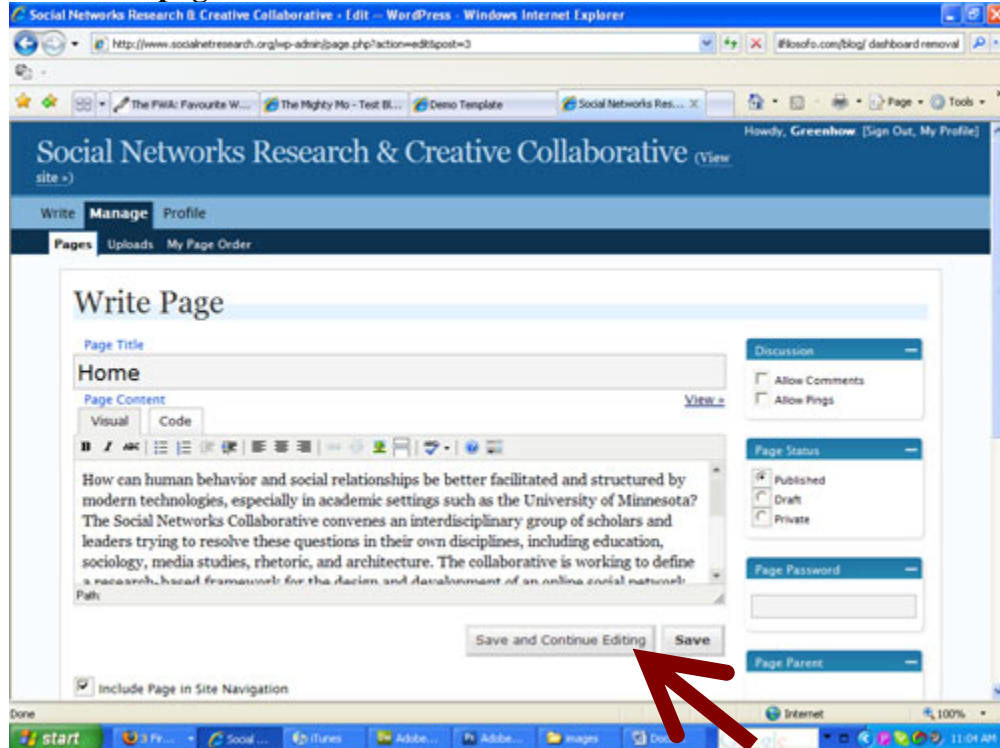
Once you are logged in, click on the "Manage" tab. After clicking the Manage tab, the "Pages" sub-tab should be displayed automatically. If not, then click on the "Pages" sub-tab.

### 3. Locate the page you want to edit



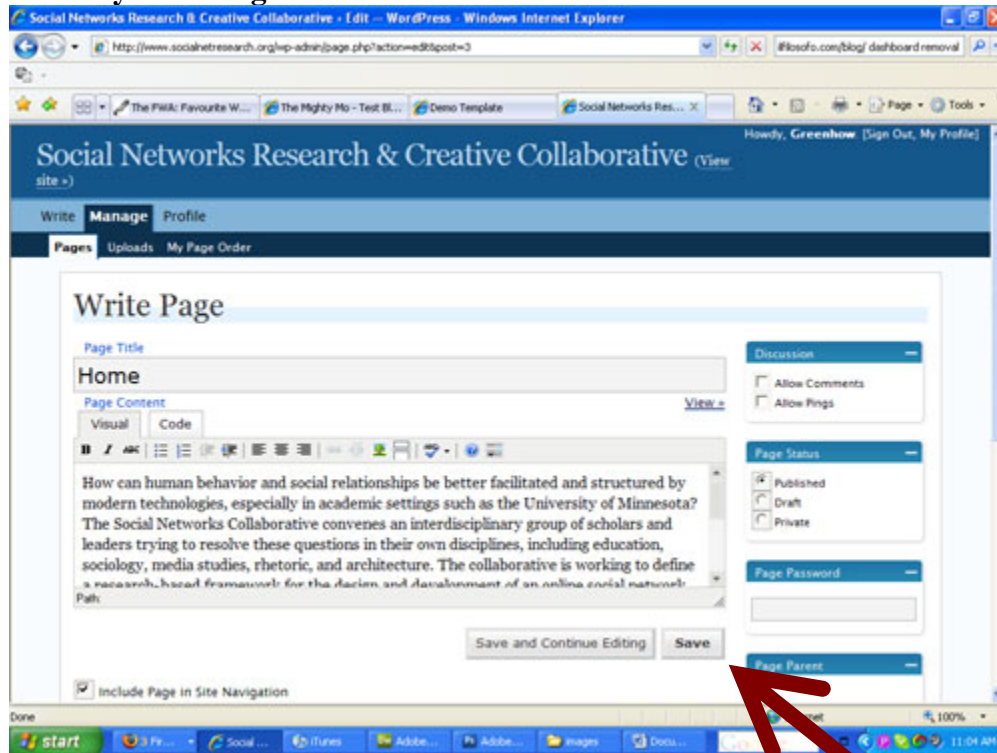
Within the Post Management area, locate the published post that you wish to edit, and click “Edit”.

#### 4. Edit the page



As you edit the page, remember to save your work occasionally by clicking the "Save and Continue Editing" button located at the bottom right of the page. Remember that the "live" page will also be updated online every time you save your work.

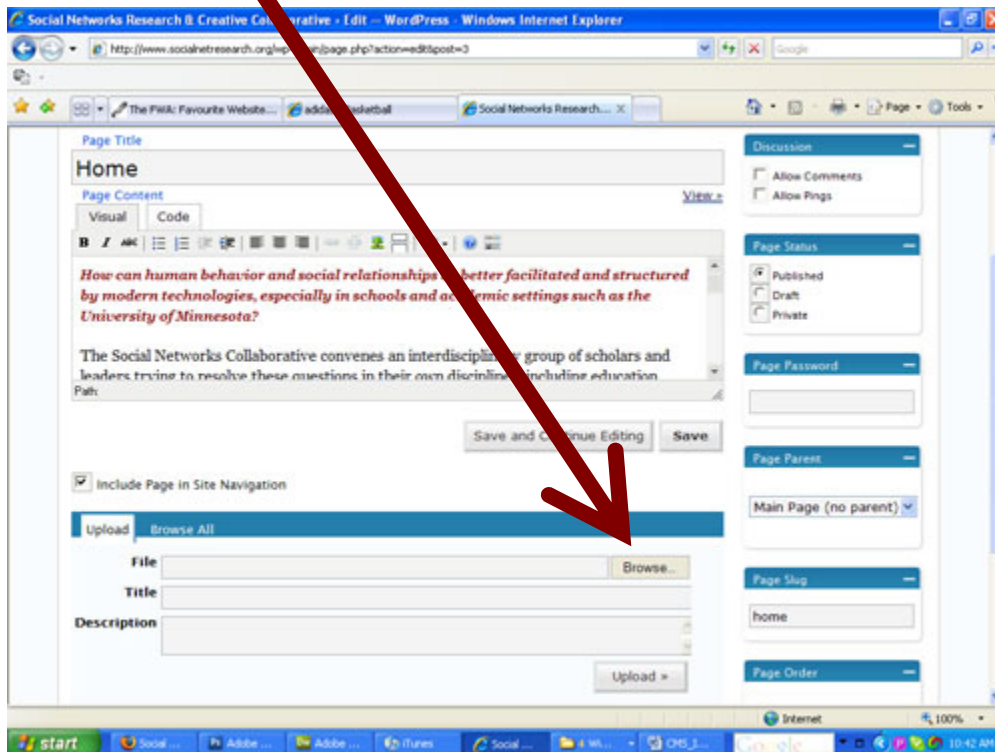
## 5. Save your changes and exit



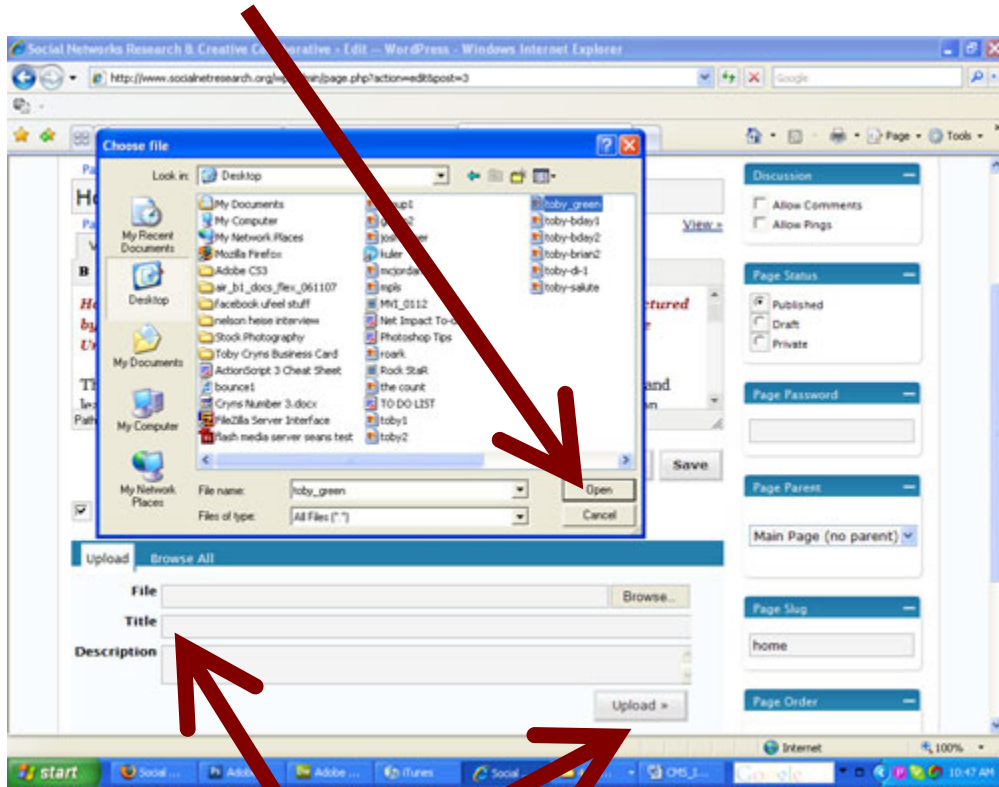
Once you have finished editing your post, click the "Save" button to finalize the changes and return to the Manage Posts screen. After saving the page, check it online to make sure everything went according to plan.

## Instructions for uploading images to display on SocialNetResearch.org

1. Complete steps 1-3 above.
2. Save a .jpeg or .gif file to your computer's desktop.
3. On the "Edit Page" screen, scroll down and click the "Browse" button as shown below:



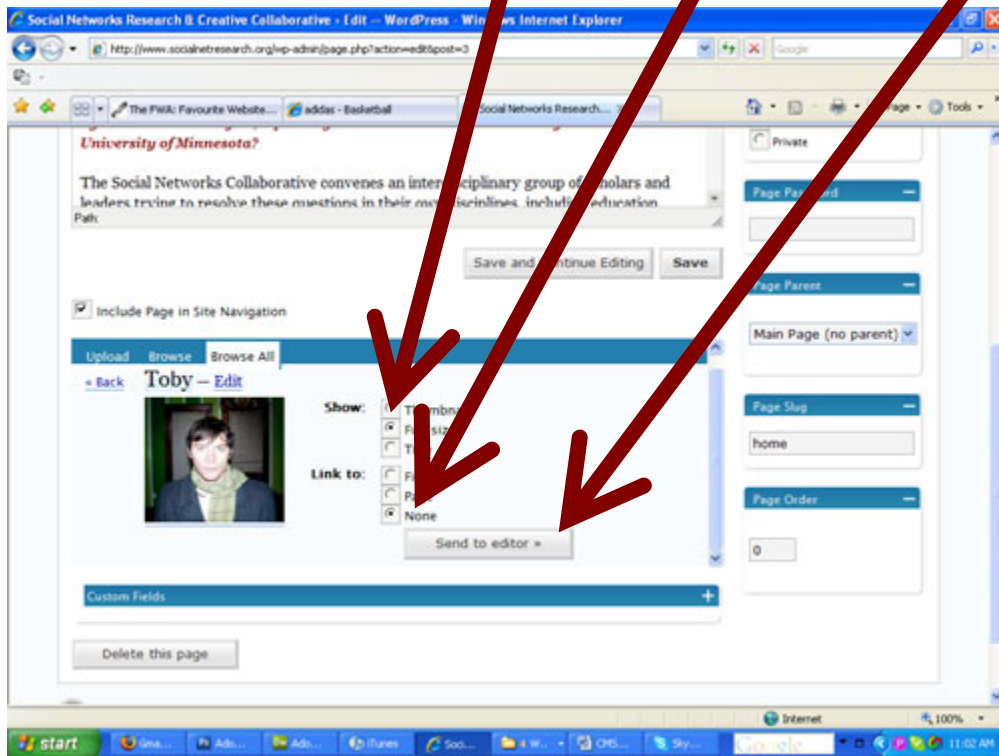
4. On the window that pops up find your .jpeg or .gif image on the desktop and click “Open” as shown below:



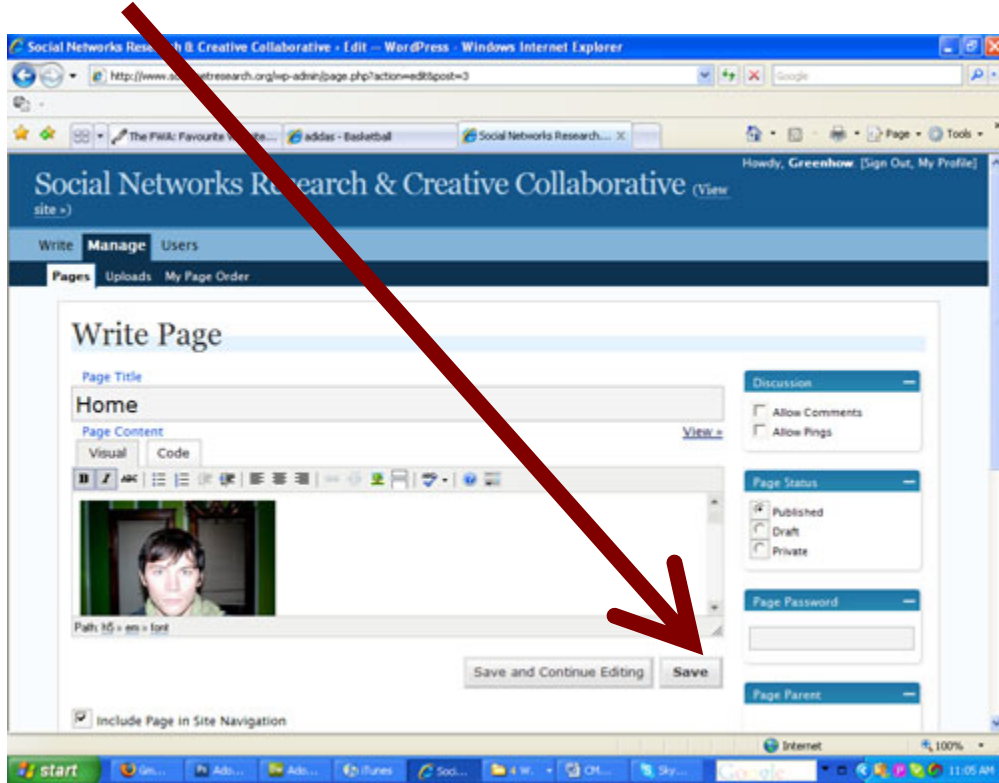
5. Give the image a title.

6. Click “Upload”

7. On the radio buttons, select “Full Size” and “None”, then click “Send to Editor”:

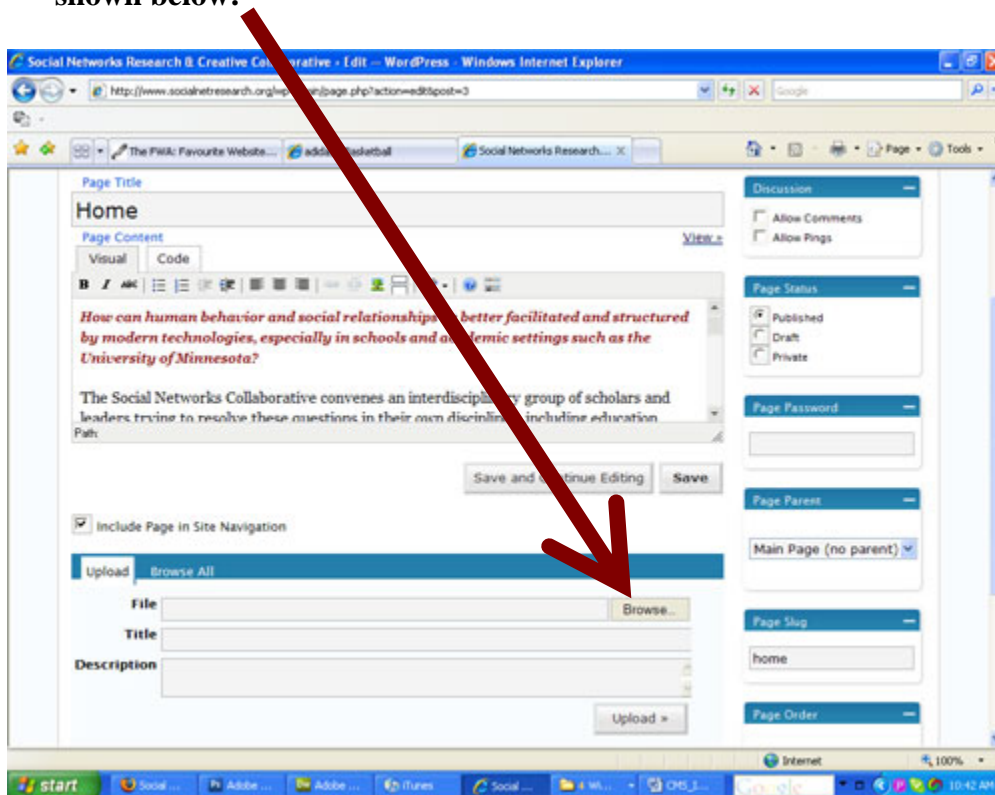


8. Scroll up, and you will see the image in the editing window. Simply click “Save” and you are done!

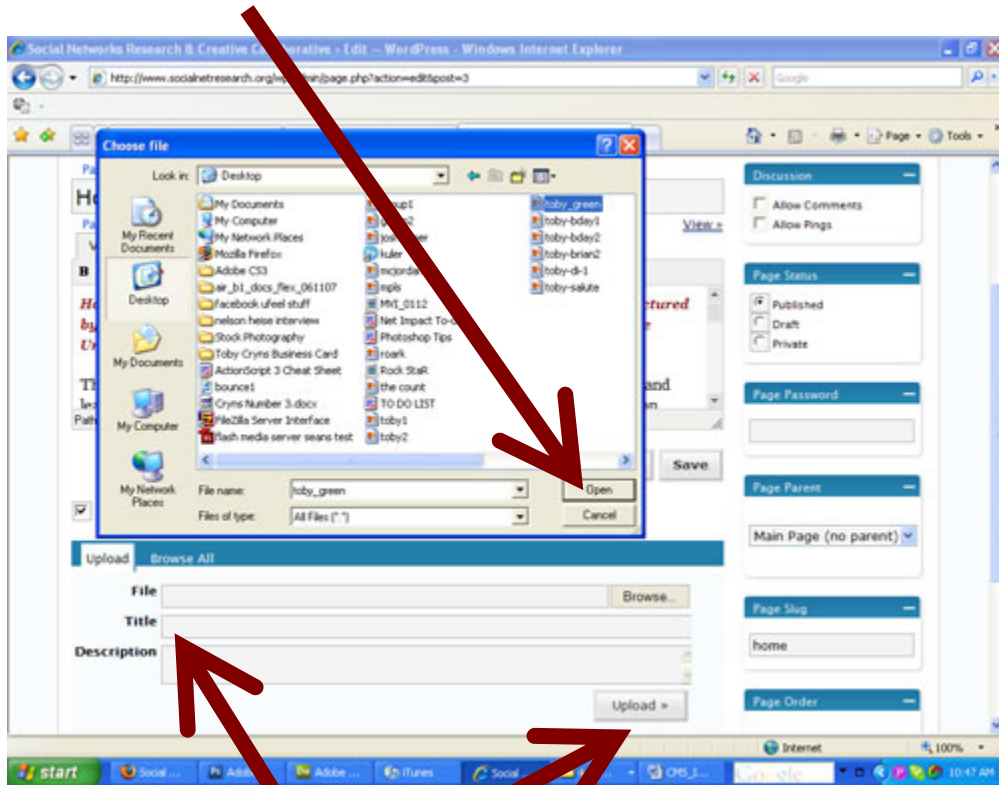


## Instructions for uploading and linking to files (documents, Powerpoints, audio, video, etc.) on SocialNetResearch.org

1. Complete steps 1-3 in “Instructions for editing the existing pages on SocialNetResearch.org” above.
2. Save a file to your computer’s desktop.
3. On the “Edit Page” screen, scroll down and click the “Browse” button as shown below:



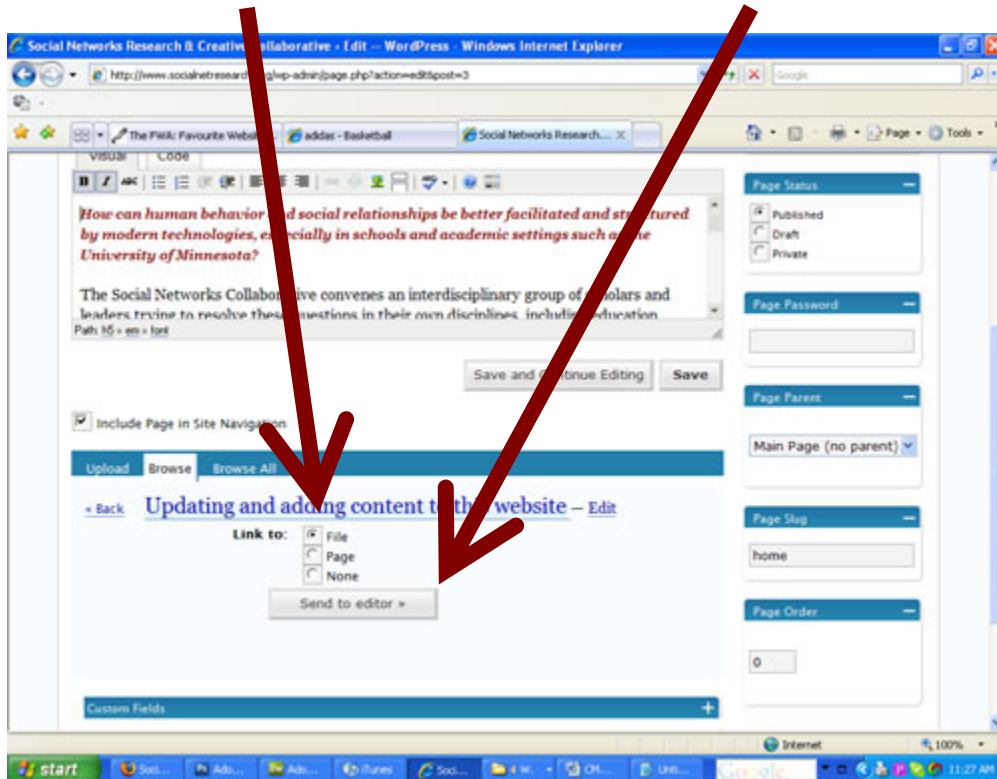
4. On the window that pops up find the document on the desktop and click “Open” as shown below:



5. Give the file a title.

6. Click “Upload”.

**7. Make sure “File” is selected, then click “Send to editor”**



8. Scroll up, and you will see the file link in the editing window. Simply click “Save” and you are done!

