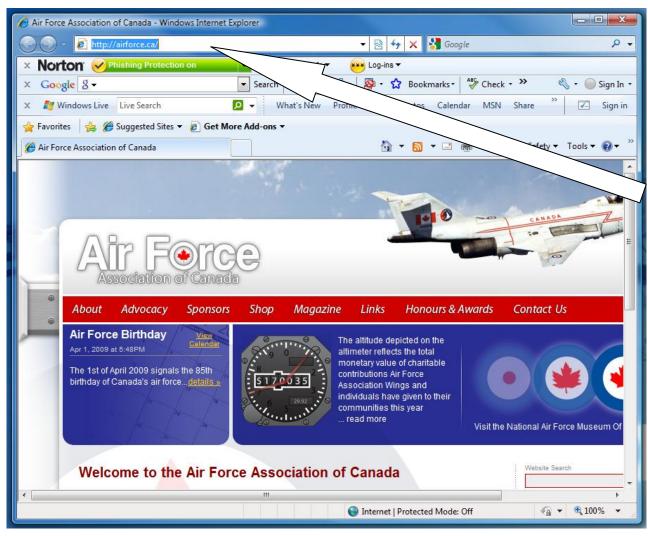
The Air Force Association of Canada web-site is up and running. The new site features a Content Management System which allows users to make real-time changes without having to be an expert at web-design, or graphical arts layout. Practice makes perfect, so enjoy your experiences with the Air Force Association of Canada's Content Management System. Please do not share your username and password with any unauthorized users. What follows are rudimentary instructions regarding how to modify your page. Further and more detailed instructions can be provided by the Executive Director.



### Step 1

Open your internet browser and navigate to the Air Force Association of Canada web-site [<u>http://airforce.ca</u>]

## Step 2

Place your cursor in the address bar and add the following text after the web-site address

wp-admin

A new window "Log-in" window will appear, allowing authorized users to gain access to the "back-door" of the web-site.

Air Force Association of Canada - Log In - Window	rs Internet Explorer
← 🕞 🗢 🕖 http://airforce.ca/wp-login.php?re	direct_to=http%3A%2F%2Fairforce.c 🔻 🔯 🍫 🗙 🚼 Google 🛛 🔎 🗸
× Norton <sup>®</sup> Phishing Protection on	▼ 📵 klentity Safe ▼ 👐 Log-ins ▼
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🚖 Favorites 🛛 🚔 🏉 Suggested Sites 🔻 🖉 Get	
Air Force Association of Canada > Log In	🚺 🔻 🔝 👻 🖃 🖶 👻 Page 🔻 Safety 👻 Tools 👻 🔞 👻
← Back to Air Force Association of Canada	
	Username
	Password
	Remember Me Log In
	Lost your password?
	See Internet   Protected Mode: Off

Enter your username and password (this information is provided to users by the Executive Director solely for the use of the intended user)

Click the "Log-in" button

The browser will now navigate to the "backdoor" of the web-site, otherwise known as the "Dashboard".

Air Force Association of Canada > Dashboard — Word	dPress - Windows Internet	t Explorer		
← ← kttp://airforce.ca/wp-admin/		• 8	👌 😽 🗙 🚼 Google	ب م
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Air Force Association of Canada - Dashboard —			rage ▼ Sa	ifety ▼ Tools ▼ 🕢 ▼
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52 Pages	O Approved	Content		*
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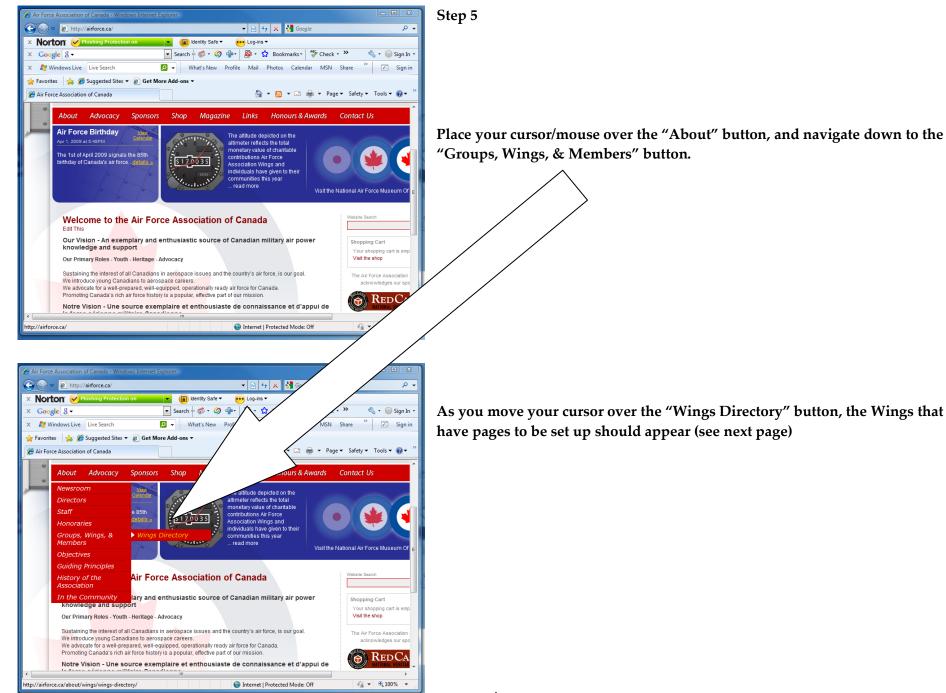
Click on the hyperlink <u>Visit site</u> found here.

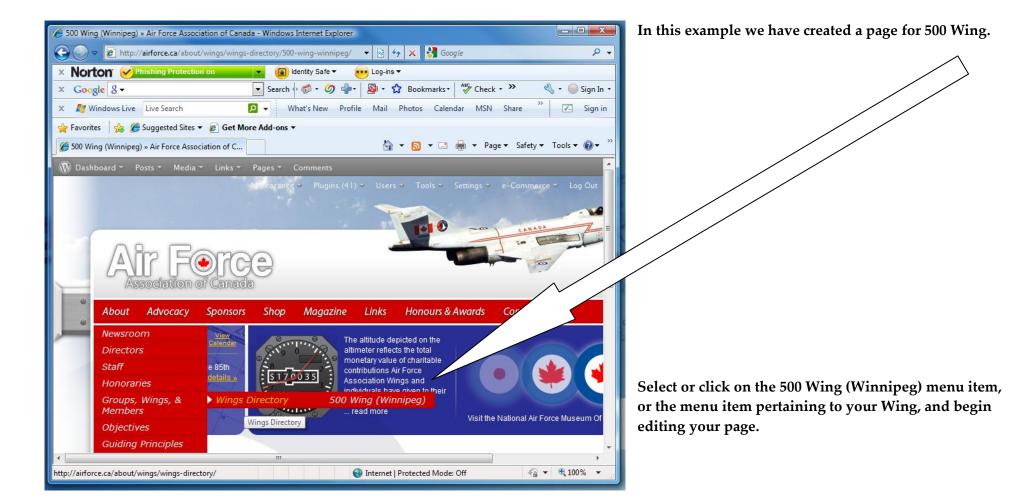
Your browser will now present to you the web-site as it appears to others viewing the internet, but with one important difference – you can now edit any and all pages for which you have been given authority.

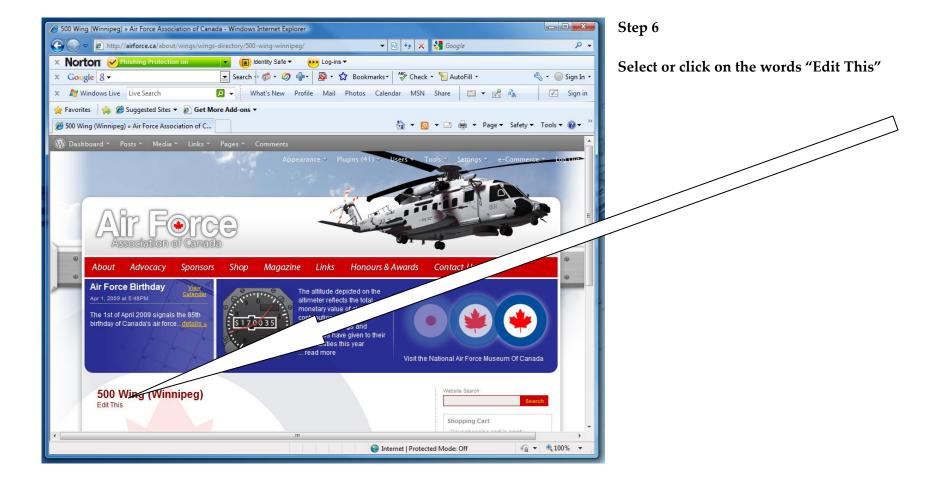
While it might seem like you are viewing the real web-site, you will notice the words

" Edit This "

under the banner of each page. This shows you that you are in the back-end of the web-site, for editing purposes.





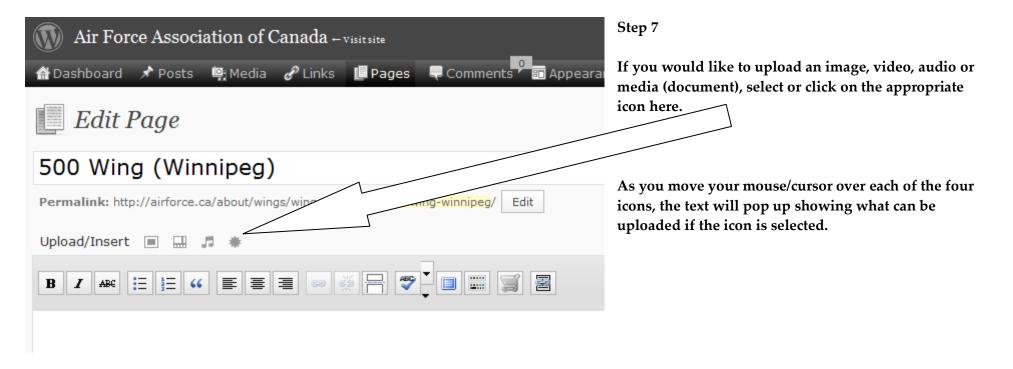


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ath:	7		Parent
Vord count: 0	Last (	edited by director on March 31, 2009 at 11:26 am 🥢	Wings Directory You can arrange your pages in hierarchies,
			for example you could have an "About" page that has "Life Story" and "My Dog"
Custom Fields			pages under it. There are no limits to how deeply nested you can make pages.
Add new custom field:	Value		Template
N	Value		Default Template
		*	Some themes have custom templates you can use for certain pages that might have
		Ţ	additional features or custom layouts. If so,
			you'll see them above.
is area here	has been enlarged below.		by which you will
cuments, media	, images, and more. It also	provides you wi	ith the means to ad
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Path:

Word count: 0

Last edited by director on March 31, 2009 at 11:26 am



Add Media	×
From Computer From URL Media Library	Step 8
Add media files from your computer Choose files to upload Select Files	Once the icon is selected a new (Add Media) window pops up. Click on the <u>Browser uploader</u> link here.
You are using the Flash uploader. Problems? Try the <u>Browser uploader</u> in <del>st</del>	
After a file has been uploaded, you can add titles and descriptions.	

Add Media		8
From Computer	From URL Media Library	
Add media fi	les from your computer	
	Browse Upload Cancel	
You are using the E	Browser uploader. Try the <u>Flash uploader</u> instead.	

Place your cursor in the empty box, and click on "Browse" to find your file.

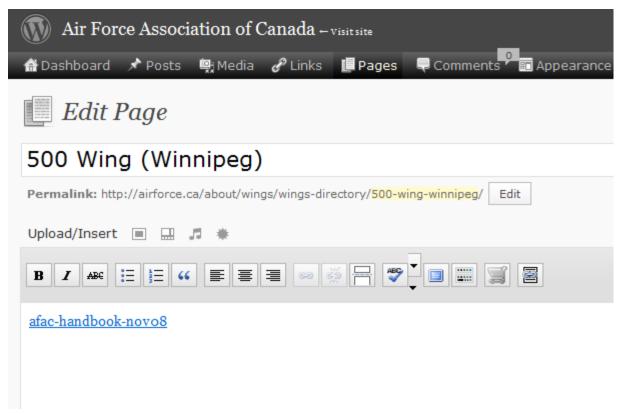
Step 10

Select the file or image you wish to upload and clock on the "upload" button.

Add Media		×
From Computer	From URL Gallery (1) Media Library	
Add media f	iles from your computer	
	Browse Upload Cancel	
You are using the	Browser uploader. Try the <u>Flash uploader</u> instead.	
	afac-handbook-nov08.pdf	
	application/pdf	
	2009-03-31 13:09:52	
Title	afac-handbook-nov08	
Caption		
Description	*	
	Ψ	
Link URL	http://airforce.ca/uploads/airforce/2009/03/afac-handbook-nov08.p	
	None File URL Post URL	
	Enter a link URL or click above for presets.	
	Insert into Post Delete	
Save all changes		
	a 	

Step 11

Now that the file has been uploaded click on the "Insert into Post" button.



Your file has now been uploaded/posted. At this point you should click on the "Update Page" (blue) button over to the far right (not visible in this image).

Step 13

The remaining buttons allow you to play with the font style, and other paragraph or typography elements, to enhance the web-page you are building.

These steps can be followed to upload images, video, audio or any other files. Images uploaded should be in .png format, rather than .jpg or .tiff.

If you need help with .png formats do not hesitate to contact the Executive Director.

Additionally, to the right of the post window there are two buttons – "Visual" and "HTML". If you are familiar with hypertext machine language (web-codes) you can make style and other changes using the machine language tools available.

If you have any questions, or if you experience any problems, do not be afraid to consult a web-design expert near you, or contact the Executive Director toll-free at 1-866-351-2322, or e-mail at <u>director@airforce.ca</u>. Please do not attempt to edit any other pages, other than your own. You have logged in, so any changes you attempt to make to other pages will be recorded, and you may lose your privileges if an investigation learns that you have been making unauthorized changes to other web-pages.