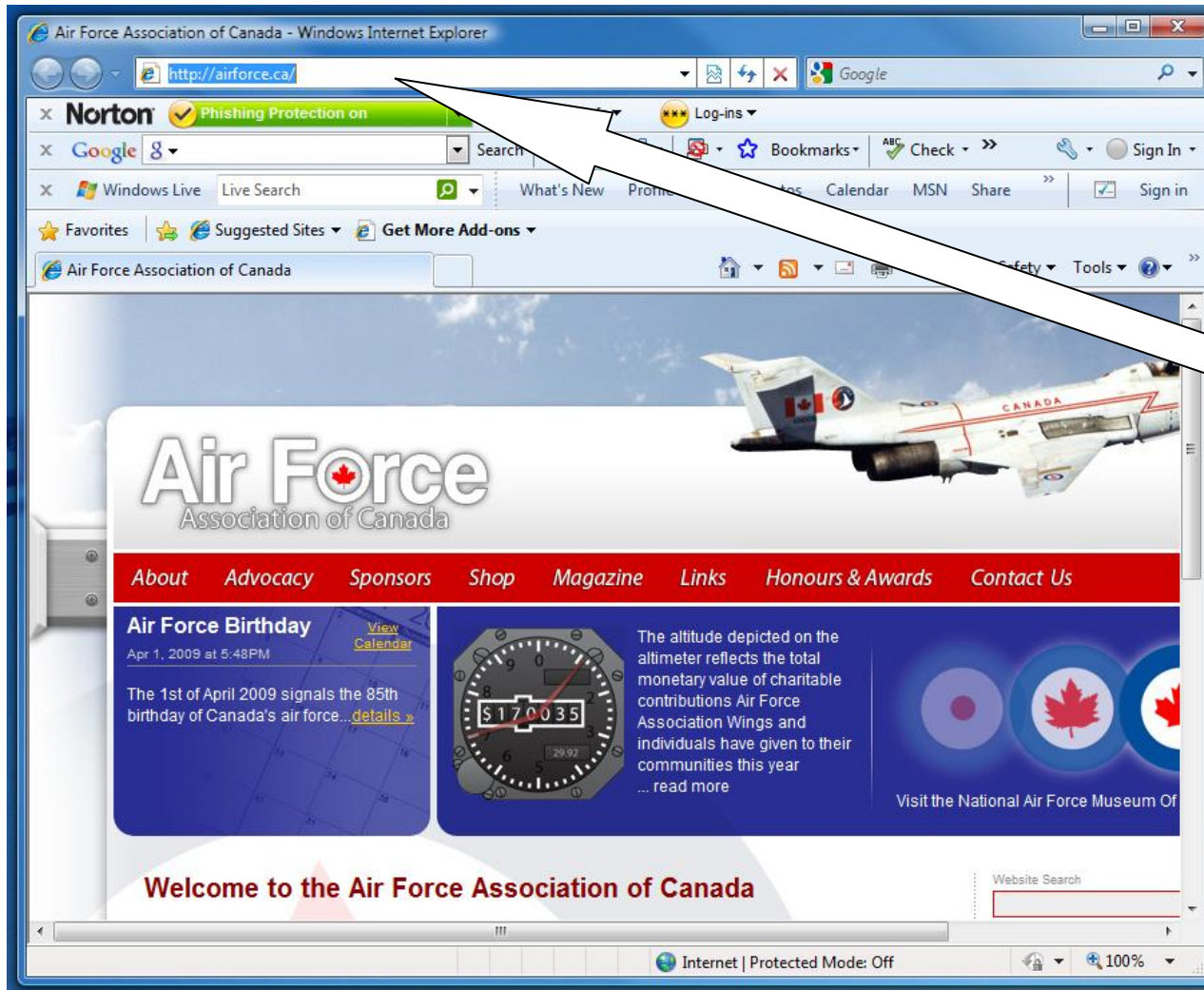


The Air Force Association of Canada web-site is up and running. The new site features a Content Management System which allows users to make real-time changes without having to be an expert at web-design, or graphical arts layout. Practice makes perfect, so enjoy your experiences with the Air Force Association 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

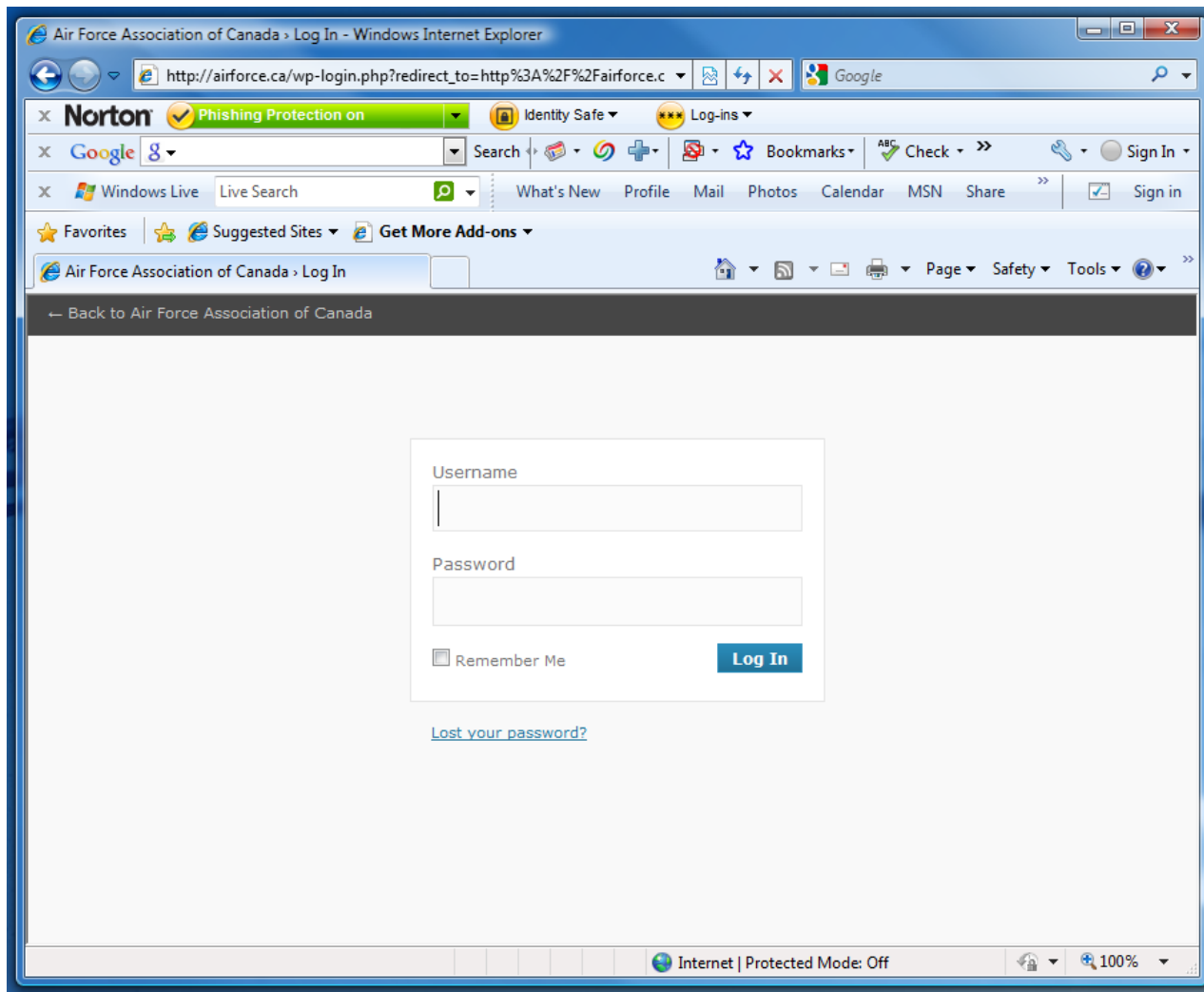
Open your internet browser and navigate to the Air Force Association of Canada web-site [<http://airforce.ca>]

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.

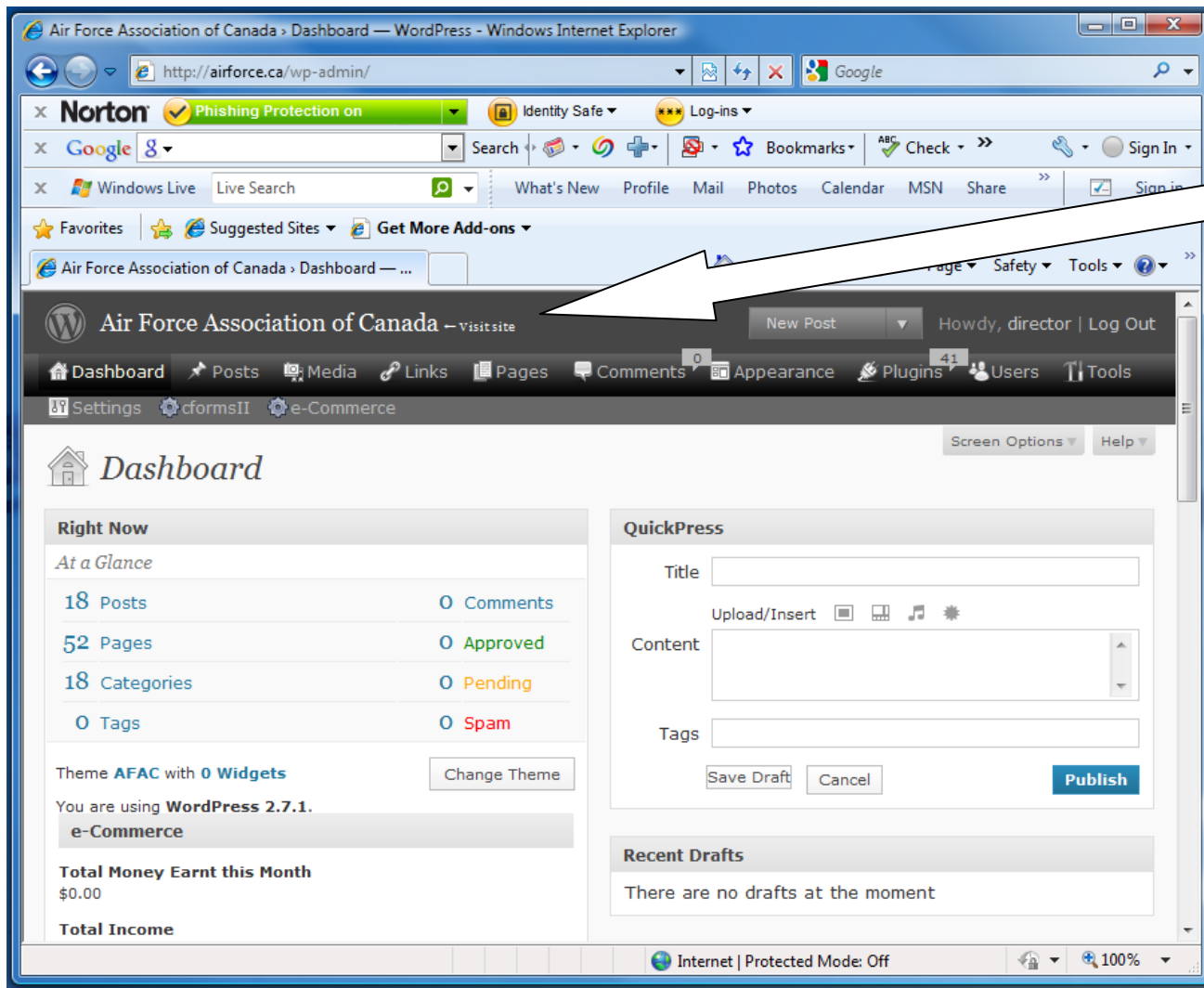


Step 3

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 “back-door” of the web-site, otherwise known as the “Dashboard”.



Step 4

Click on the hyperlink Visit site 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

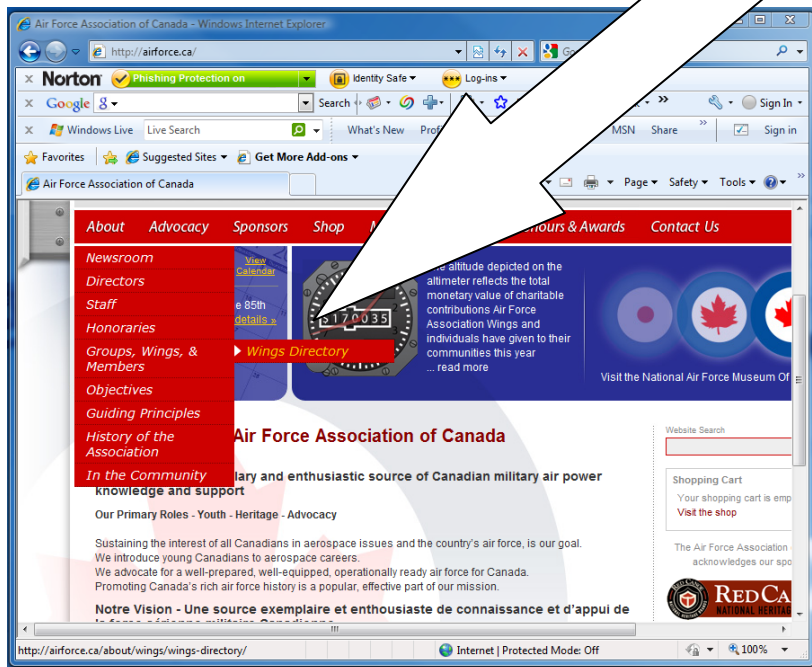
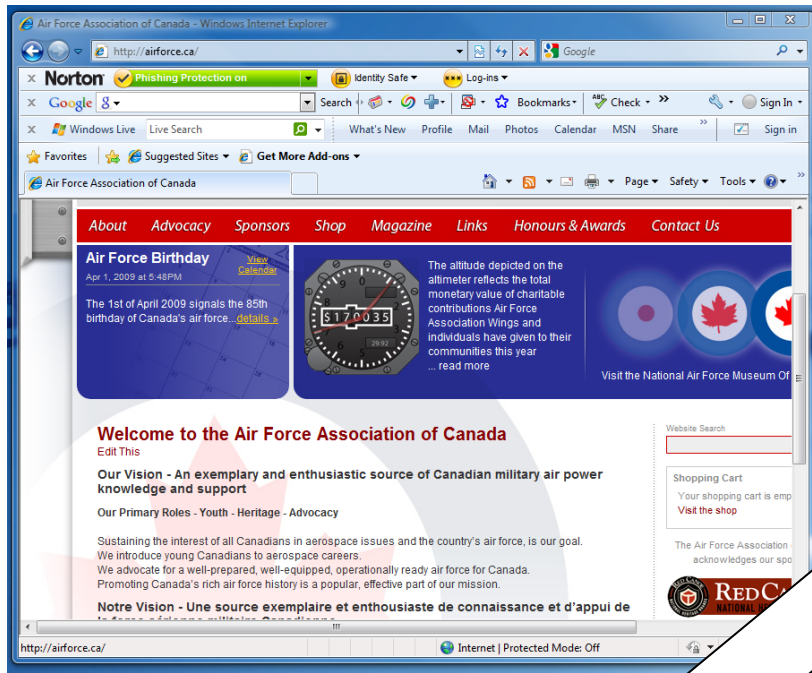
“ Edit This ”

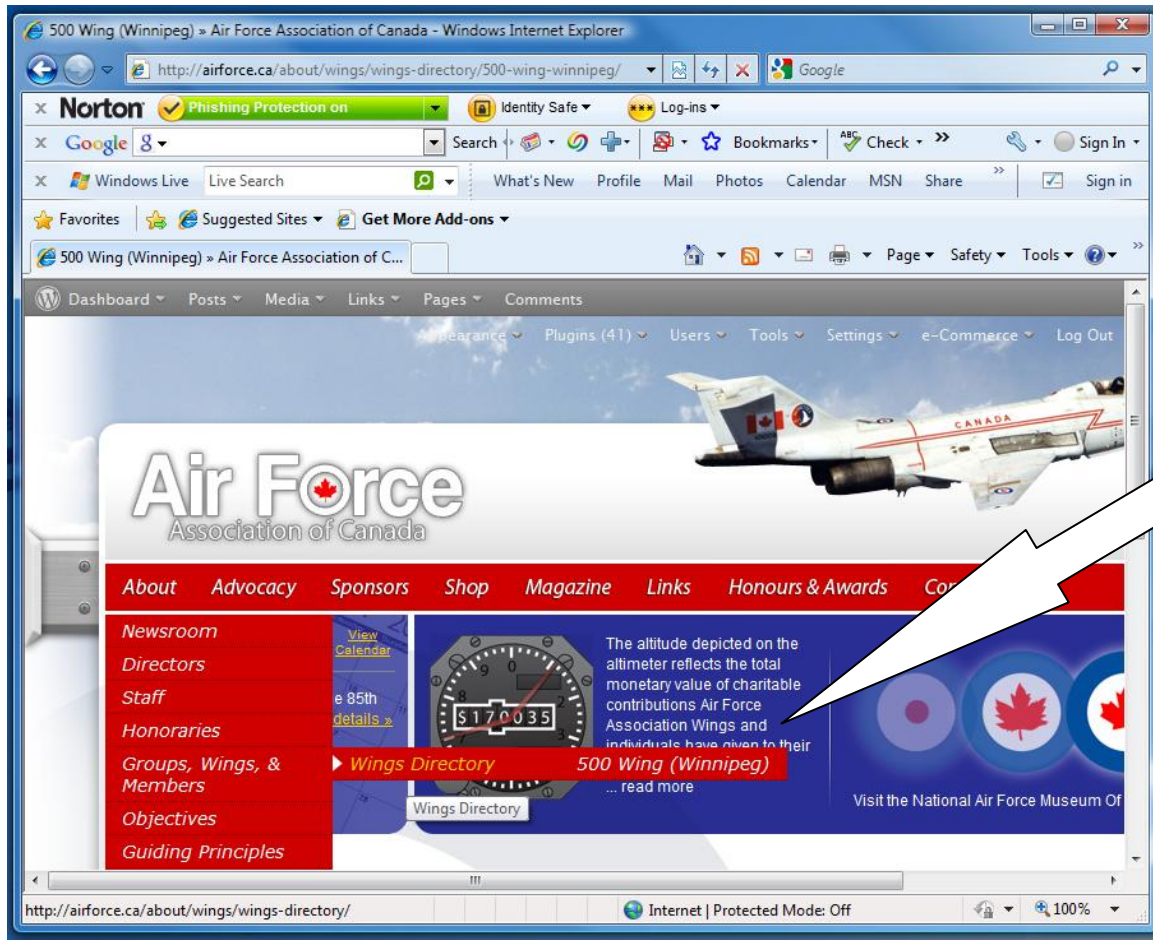
under the banner of each page. This shows you that you are in the back-end of the web-site, for editing purposes.

Step 5

Place your cursor/mouse over the “About” button, and navigate down to the “Groups, Wings, & Members” button.

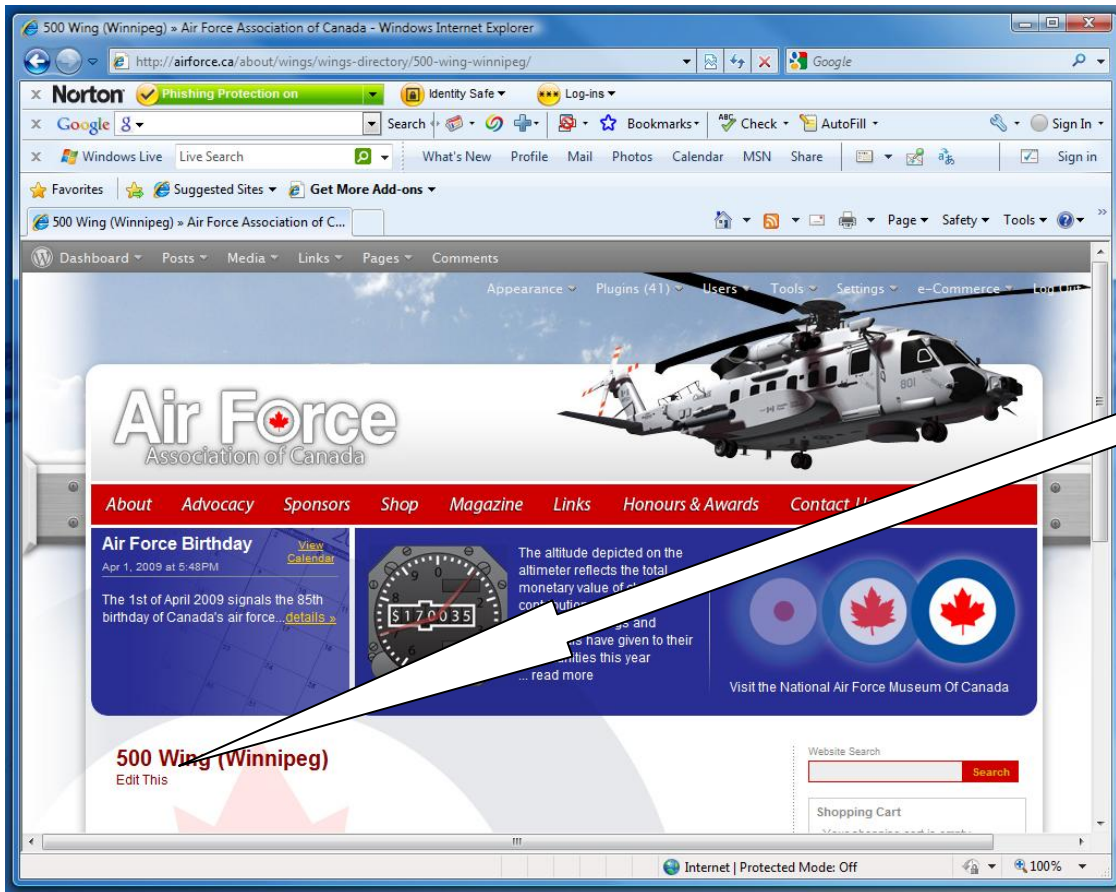
As you move your cursor over the “Wings Directory” button, the Wings that have pages to be set up should appear (see next page)





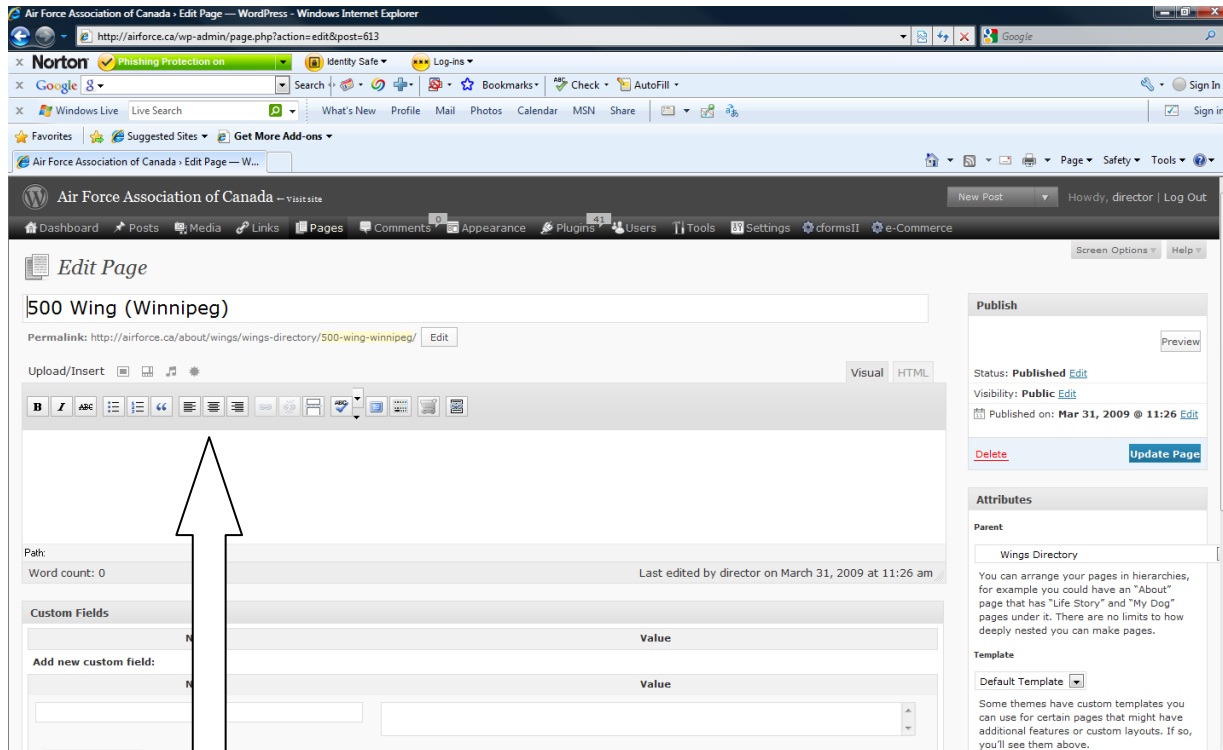
In this example we have created a page for 500 Wing.

Select or click on the 500 Wing (Winnipeg) menu item, or the menu item pertaining to your Wing, and begin editing your page.



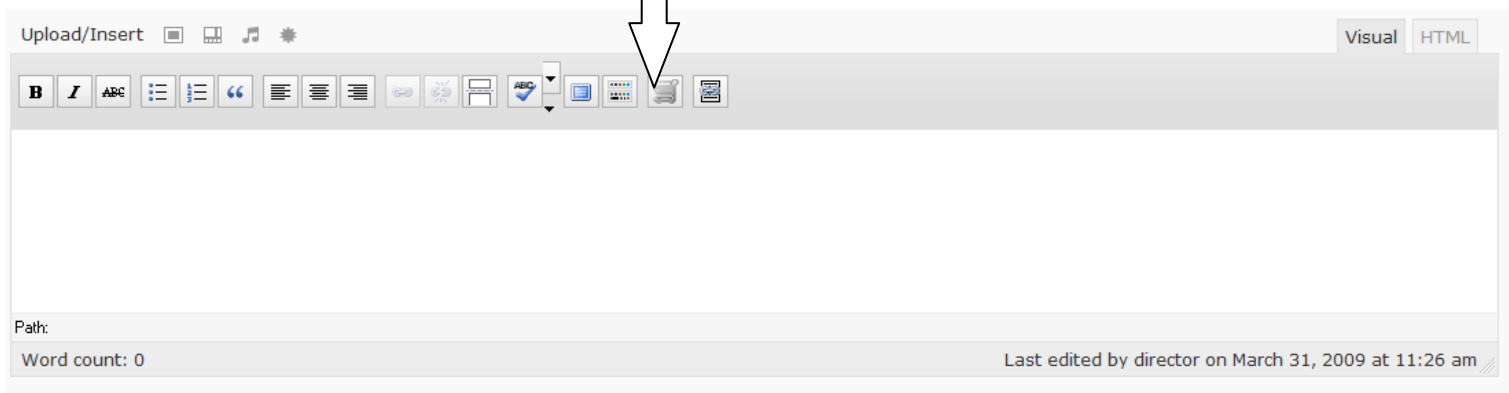
Step 6

Select or click on the words “Edit This”



This area here has been enlarged below.
documents, media, images, and more. It also

It is the main area by which you will be editing your page. It provides tools to upload
provides you with the means to add text and other items to the page.

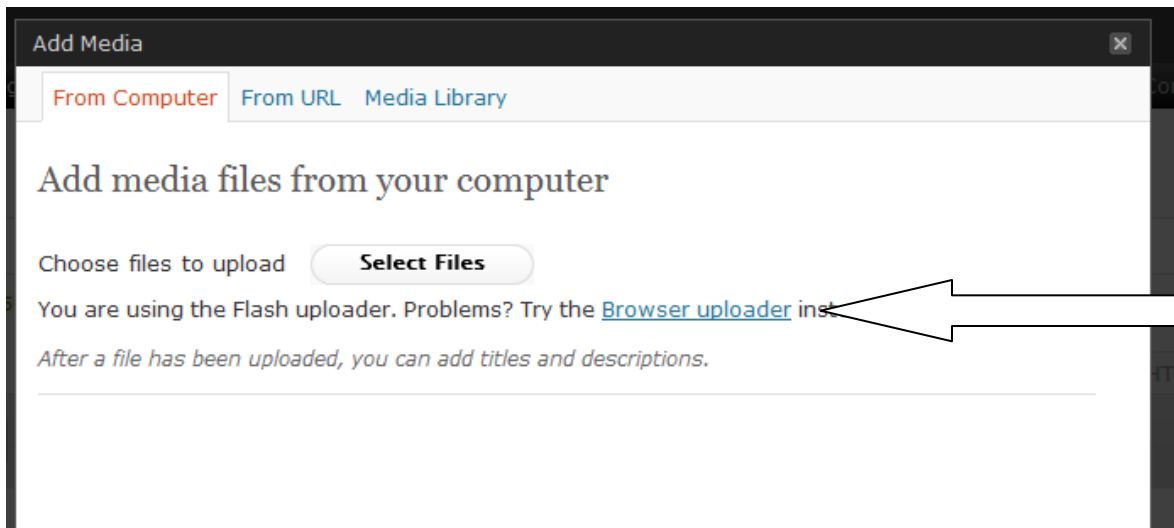




Step 7

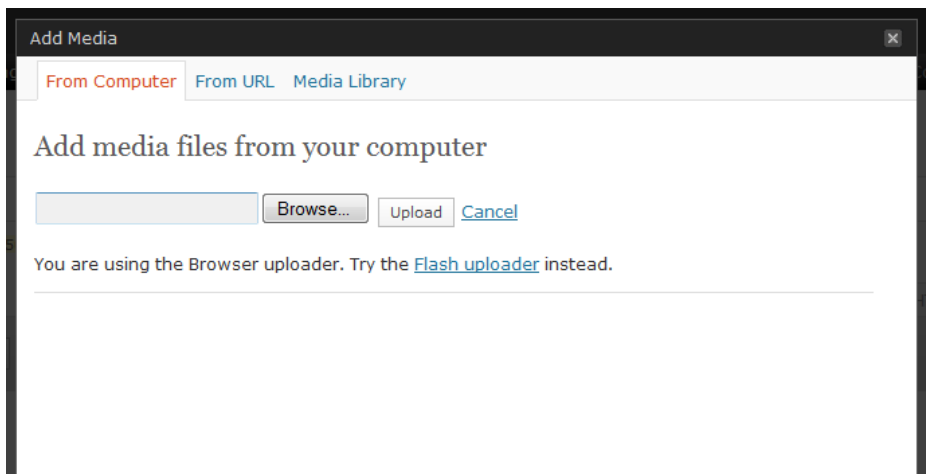
If you would like to upload an image, video, audio or media (document), select or click on the appropriate icon here.

As you move your mouse/cursor over each of the four icons, the text will pop up showing what can be uploaded if the icon is selected.



Step 8

Once the icon is selected a new (Add Media) window pops up. Click on the Browser uploader link here.



Add Media

From Computer From URL Media Library

Add media files from your computer

Browse... Upload Cancel

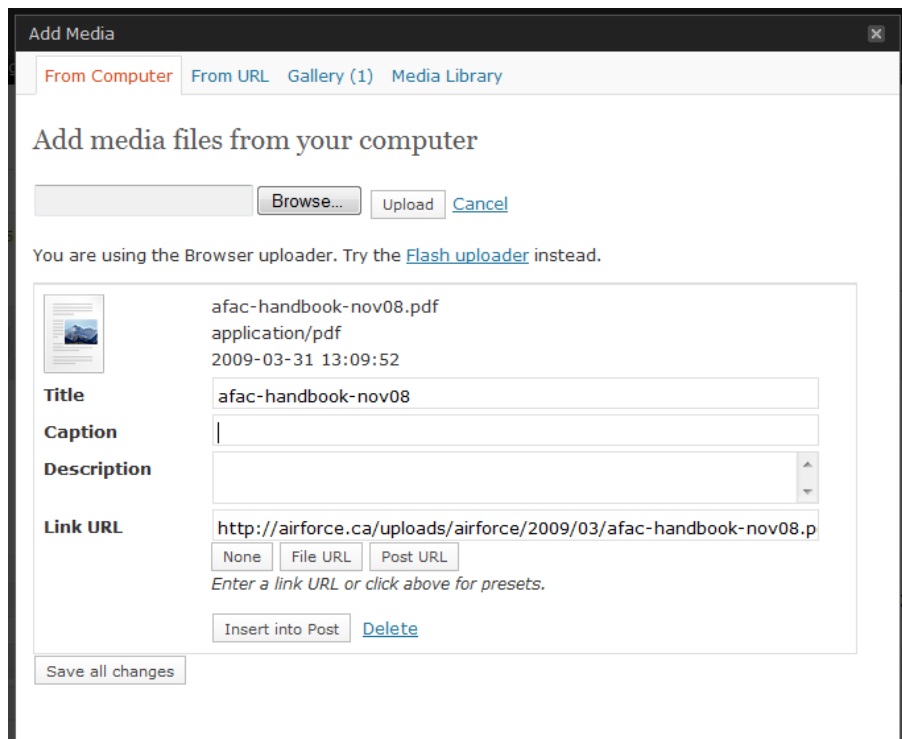
You are using the Browser uploader. Try the [Flash uploader](#) instead.

Step 9

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 click on the “upload” button.




Add Media

From Computer From URL Gallery (1) Media Library

Add media files from your computer

Browse... Upload Cancel

You are using the Browser uploader. Try the [Flash uploader](#) instead.

 afac-handbook-nov08.pdf
application/pdf
2009-03-31 13:09:52

Title

Caption

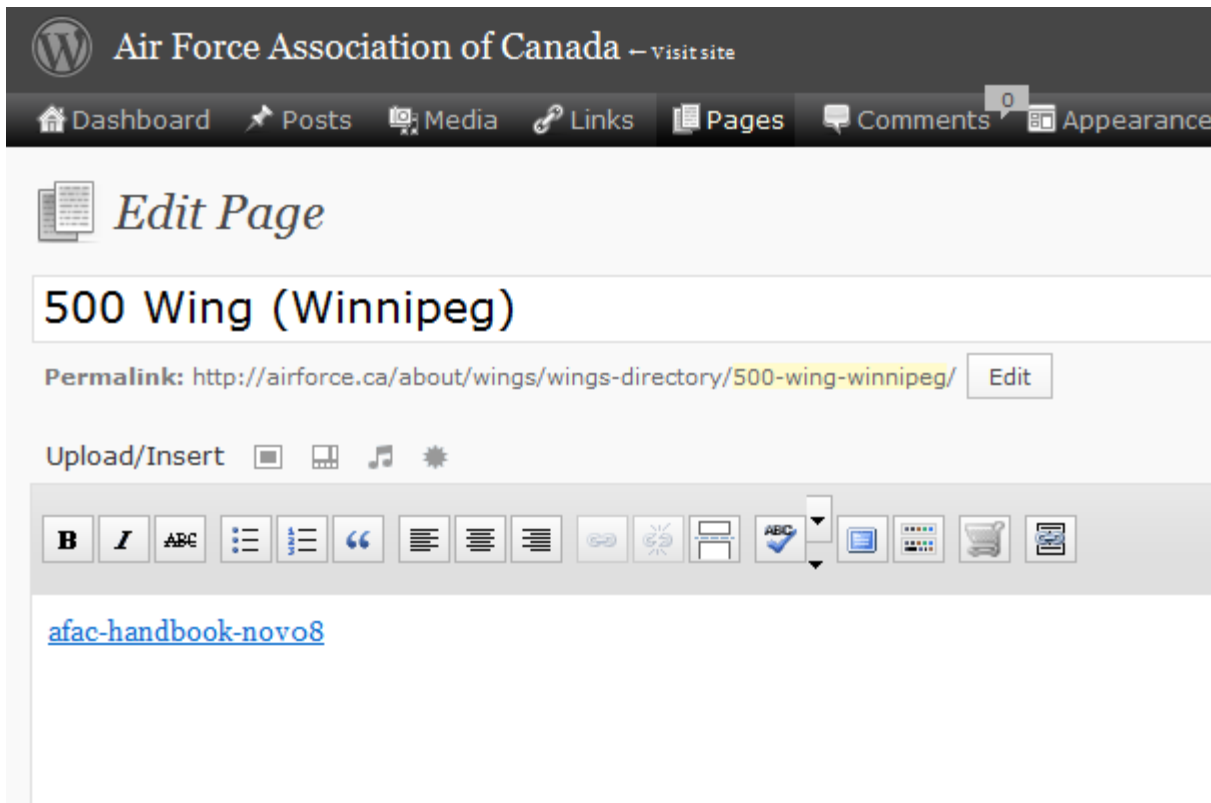
Description

Link URL
None File URL Post URL
Enter a link URL or click above for presets.

[Delete](#)

Step 11

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



Step 12

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 director@airforce.ca . 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.

