


1. Login to the new website.

[AC New Front End Login](#)

2. Find existing Post to edit (or create a new one)



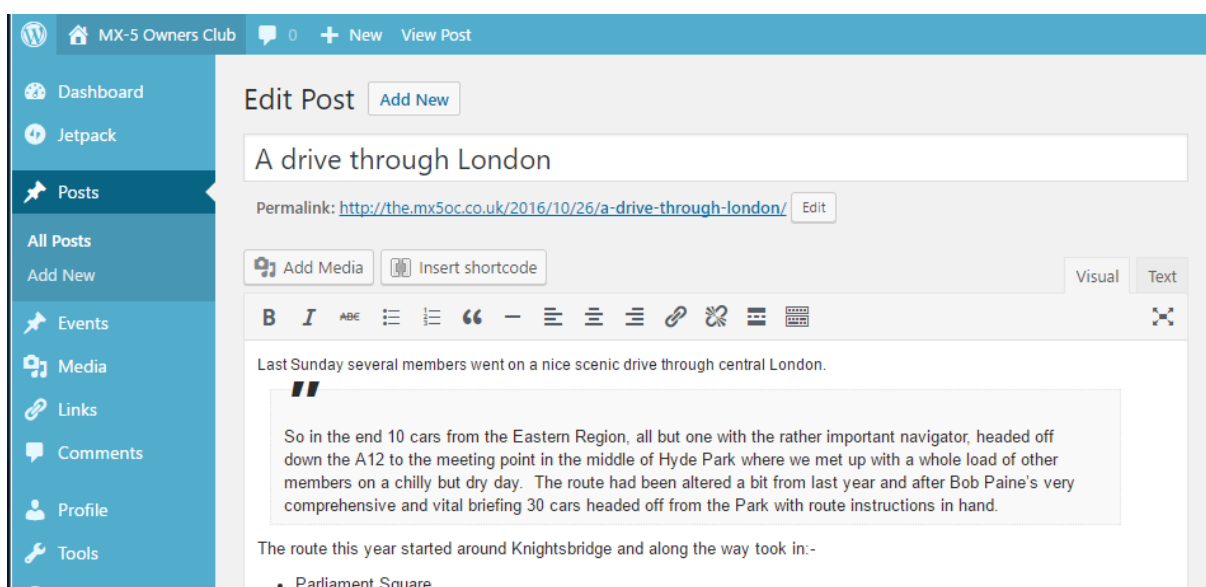
Once at the Dashboard, on the left column of the screen is the  button. Click this and you will be presented with a list of posts. In the above example there is only one post and you will notice that it states “Draft” which means that it’s not yet visible on the web site.

To edit the post, simply hover the cursor over the post and a sub menu will appear underneath.



Click on Edit.

You should then be presented with the “Edit Post” screen.



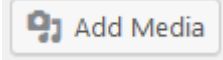
Here you can modify your article.

You can change the title, the main content, or add and remove photos/media.

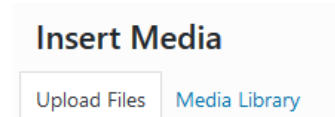
If you run out of time and need to come and finish this off at a later date you can click

Save Draft

3. Add Media

Click the  button.

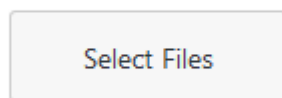
You now have a choice of two tabs; we will stay on the “Upload Files” one



You can now drag and drop files, or click on the Select Files button to locate them manually.

Drop files anywhere to upload

or



Maximum upload file size: 16 GB.


The selected photo(s) will now be uploaded to the web site. (This may take a few seconds or a few minutes depending on how fast your broadband connection, the number and size of the photos you’ve selected.) When photos have been successfully uploaded they will appear on the “Media Library” tab.

In this example, only one photo was uploaded, and it’s already ticked, ready to “Insert into post”.

Insert Media


Upload Files | Media Library

All media items | All dates | Search



1 selected
Clear

ATTACHMENT DETAILS

 CIMG1670.jpg
26th October 2016
2 MB
2560 × 1920
[Edit Image](#)
[Delete Permanently](#)

URL:

Title:

Caption:

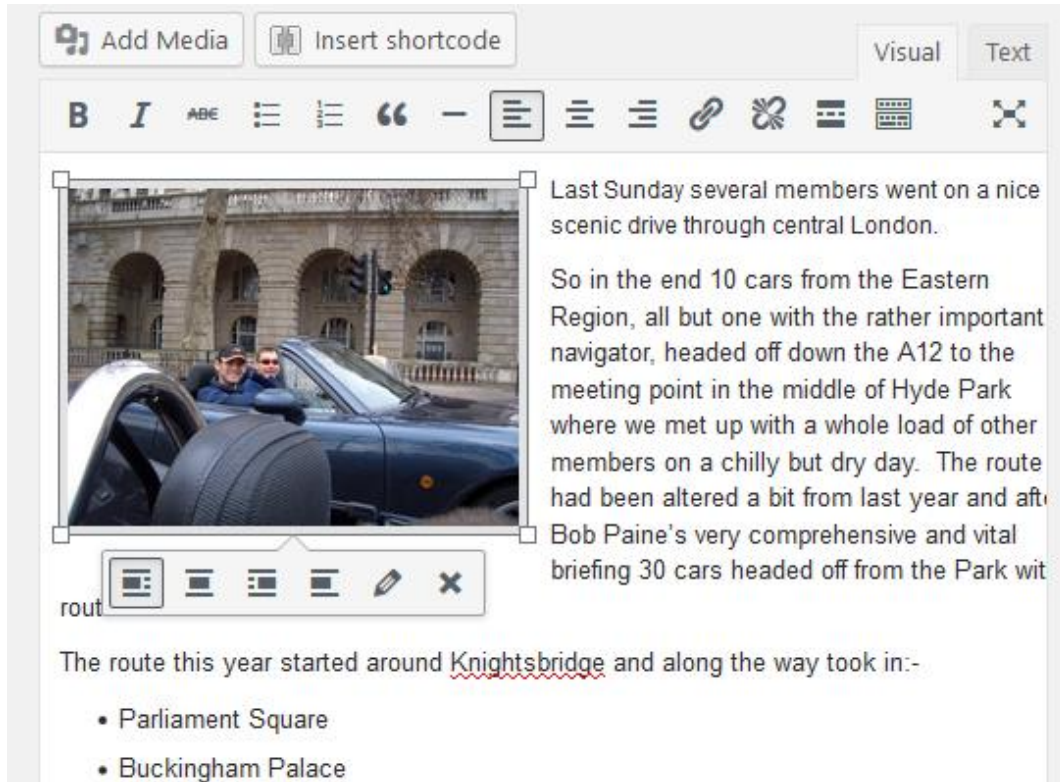
Alt Text:

Description:

Required fields are marked *

Slide link:

To insert the selected photo, click





The screenshot shows a rich text editor with a toolbar at the top containing options like 'Add Media', 'Insert shortcode', 'Visual', and 'Text'. Below the toolbar is a text area with a photo of a classic car and a list of locations. The text area is divided into two sections: a visual section with a photo and a text section with a list of locations. The photo is a classic car with two people in the front seats. The text section contains a paragraph and a bulleted list of locations: Parliament Square and Buckingham Palace. The word 'Knightsbridge' is underlined in red in the text.

Last Sunday several members went on a nice scenic drive through central London.

So in the end 10 cars from the Eastern Region, all but one with the rather important navigator, headed off down the A12 to the meeting point in the middle of Hyde Park where we met up with a whole load of other members on a chilly but dry day. The route had been altered a bit from last year and after Bob Paine's very comprehensive and vital briefing 30 cars headed off from the Park with the route

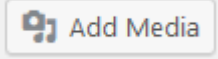
The route this year started around Knightsbridge and along the way took in:-

- Parliament Square
- Buckingham Palace

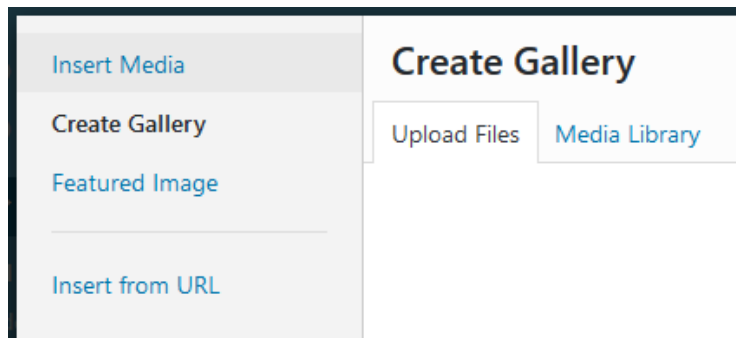
To resize the image, click on the photo. In each corner is a small box  when you move the cursor over this the pointer will change to this  and you can then drag the size in or out.

Adding a Photo Gallery

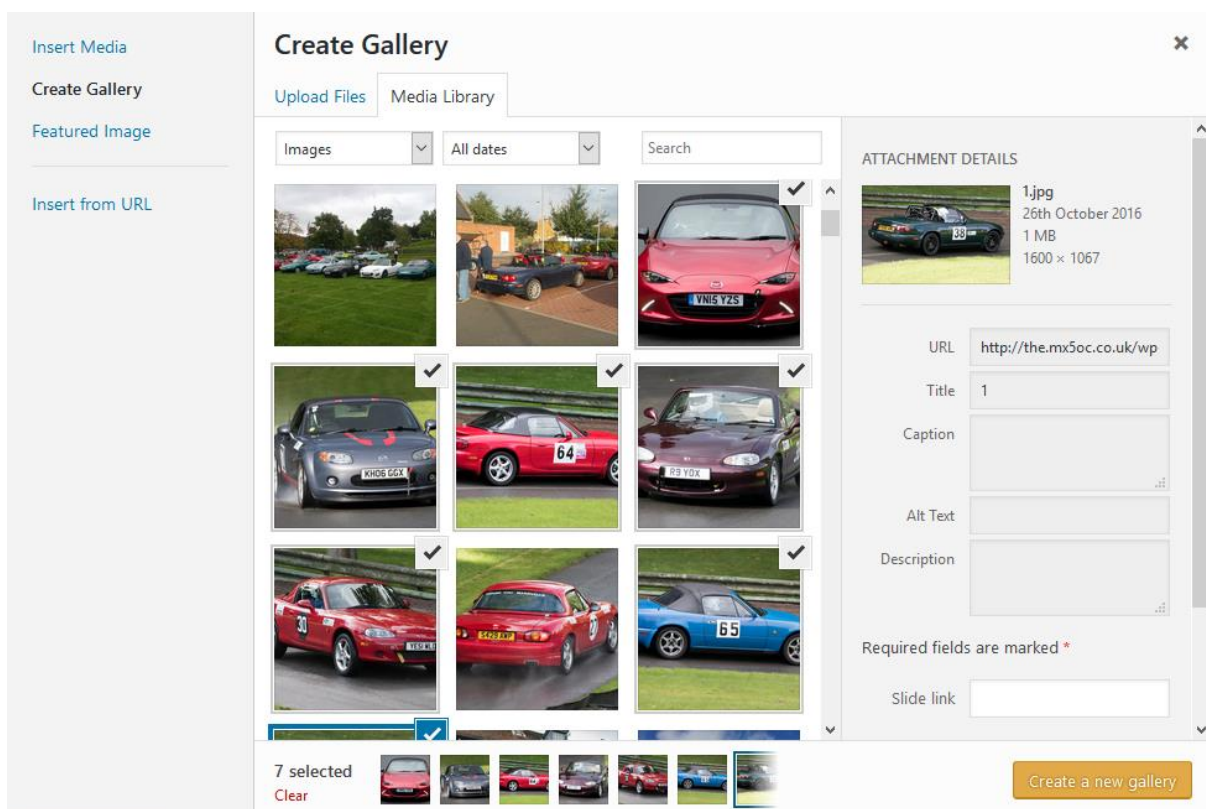
1. Add Media

Click the  button.

2. Select Create Gallery from the left hand menu.



You can either upload more files like before, or in this example we will click on the Media Library to create a Gallery of photos previously uploaded.



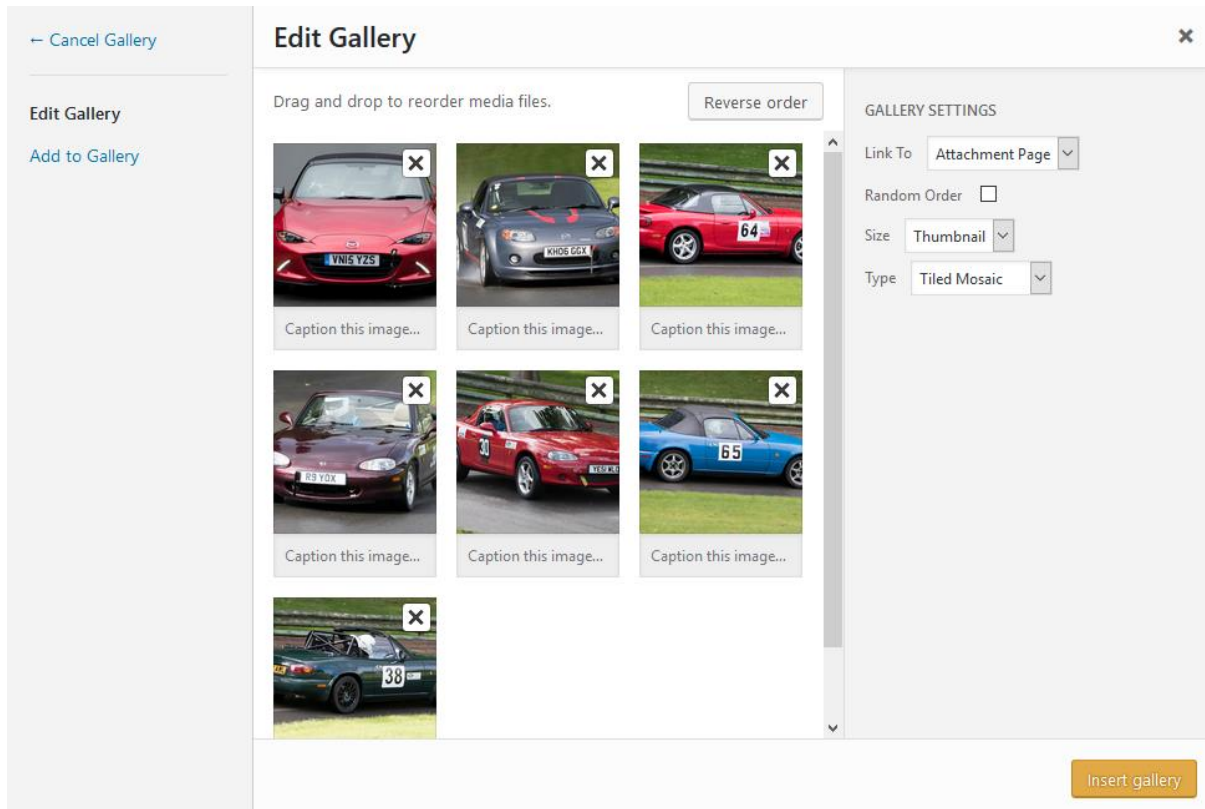
7 selected
Clear

Create a new gallery


Pick the photos you'd like to include by clicking on each one, then click

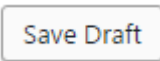

Create a new gallery

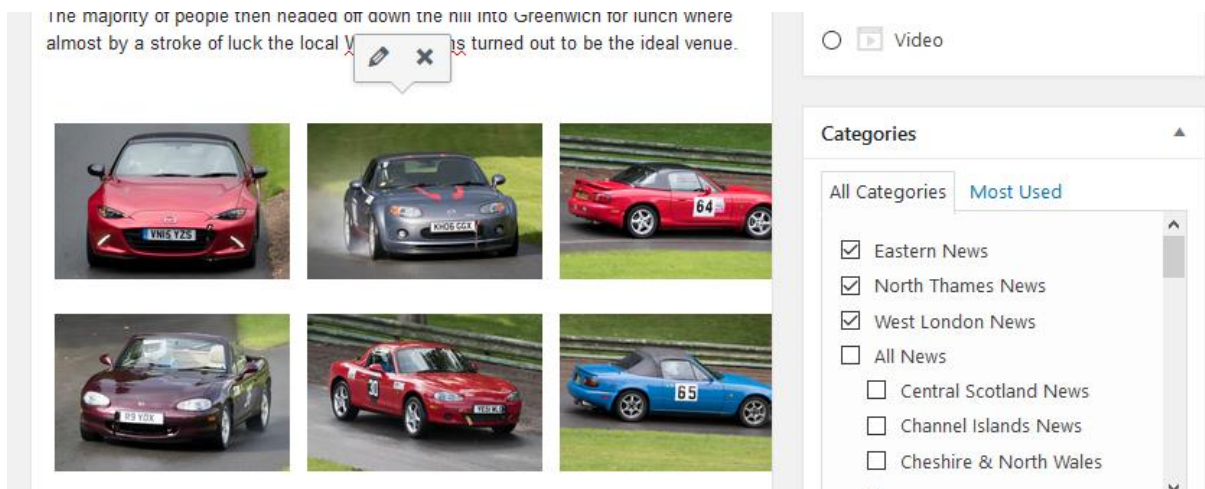
You will then be presented with a screen which only shows the photos you've selected.



Here you can change the photo order, add a caption to each image, or remove a photo.

Once you're happy, click 

The photos will be displayed on your news story. Finally click  or  to make the page live.



You can see this sample page [here](#).