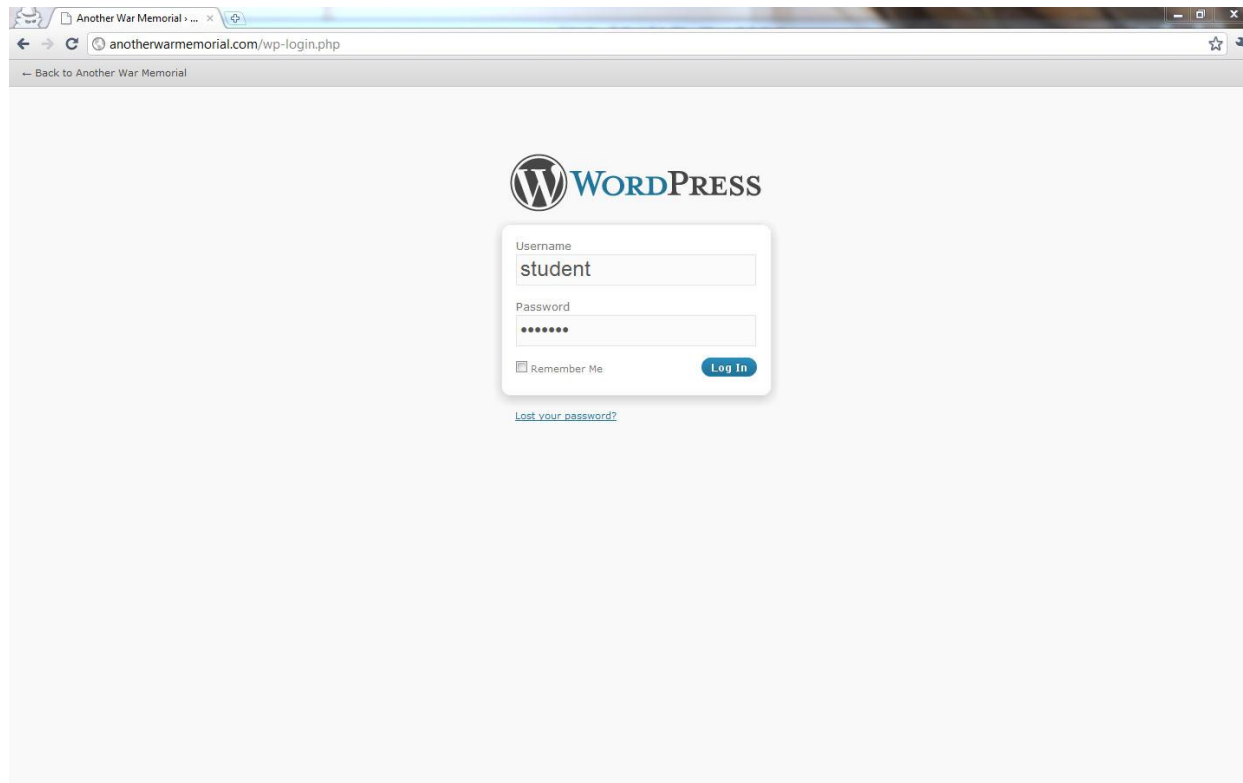


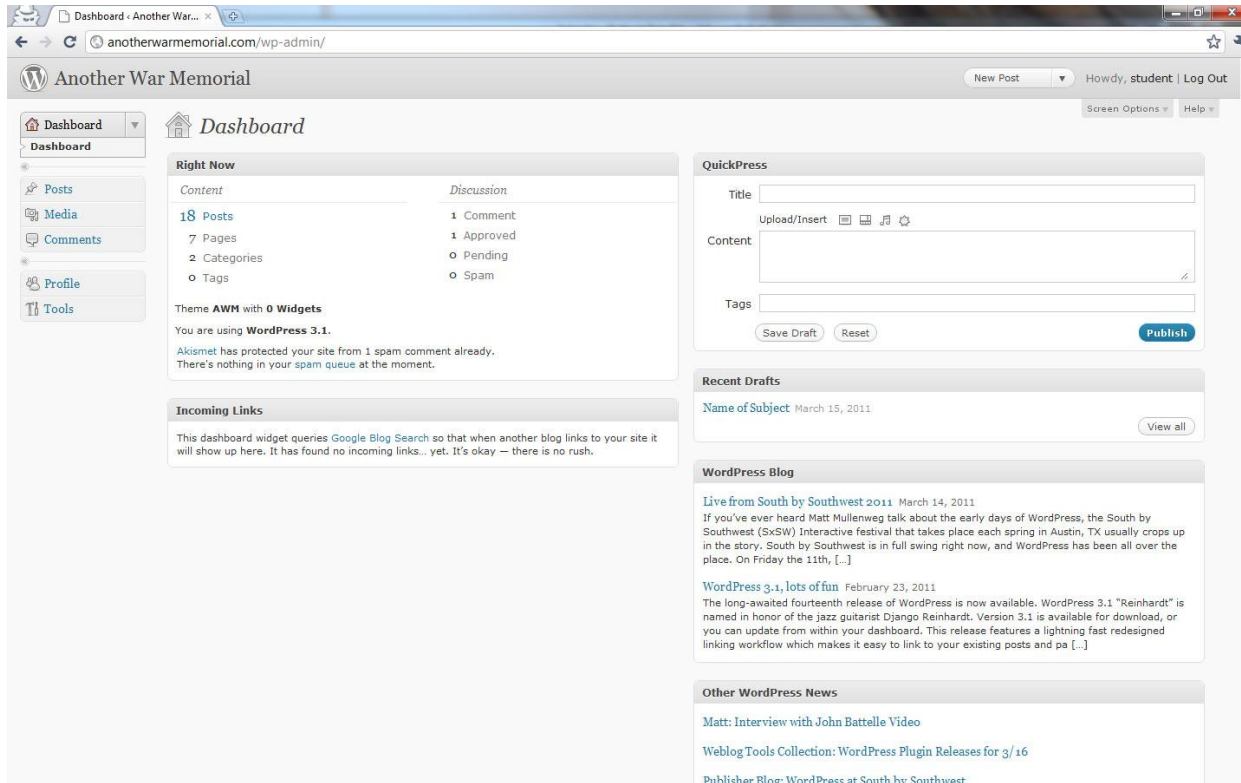
Creating the Profile

When you have all your media ready (portrait, video, transcript, text), it's time to upload it onto the site!

Login to the website: <http://anotherwarmemorial.com/wp-login.php>



After logging in successfully, you will see the WordPress Dashboard.



To create your profile, click the “Posts” link on the left, and click “Add New”. You will be brought to a blank post page. Type the name of your subject as the title of the post. In the “Categories” box on the right, check “Profile”.

The screenshot shows the WordPress 'Edit Post' interface for a site named 'Another War Memorial'. The browser address bar shows the URL: `anotherwarmemorial.com/wp-admin/post.php?post=194&action=edit`. The site header includes the WordPress logo, the site name 'Another War Memorial', and the user 'student' is logged in. The left sidebar contains navigation links: Dashboard, Posts (selected), Add New, Media, Comments, Profile, and Tools. The main content area is titled 'Edit Post' and shows a post title field containing 'Name of Subject'. Below the title is a 'Permalink' field with the URL `http://anotherwarmemorial.com/name-of-subject/` and 'Edit' and 'Get Shortlink' buttons. A rich text editor is present with a toolbar and 'Visual' and 'HTML' tabs. Below the editor, the 'Path' is shown as 'Name of Subject' and the word count is 0. The 'Last edited' timestamp is 'Last edited by student on March 15, 2011 at 10:14 am'. A 'Custom Field Template' section is visible with a 'Default Template' dropdown and a 'Load' button. Below this are five input fields for 'First Name', 'Last Name', 'Middle Name', 'Profile Title', and 'Profiler', followed by a larger text area for 'Profile Bio'. The right sidebar contains several sections: 'Publish' with 'Save Draft' and 'Preview' buttons, 'Status: Draft' and 'Visibility: Public', and 'Publish immediately' options; 'Categories' with 'All Categories' and 'Most Used' tabs, and checkboxes for 'Profile' (checked) and 'Uncategorized'; 'Post Tags' with an 'Add New Tag' field and an 'Add' button; and 'Featured Image' with a 'Set featured image' link.

Insert the portrait that you created earlier by clicking the first icon to the right of “Upload/Insert”. This will bring you to the “Add an Image” page. Upload the picture from your computer, and hit the “Insert into Post” button at the bottom. Make sure that the “Link URL” field is blank!

The screenshot displays the WordPress 'Add an Image' modal window. The modal is titled 'Add an Image' and contains the following elements:

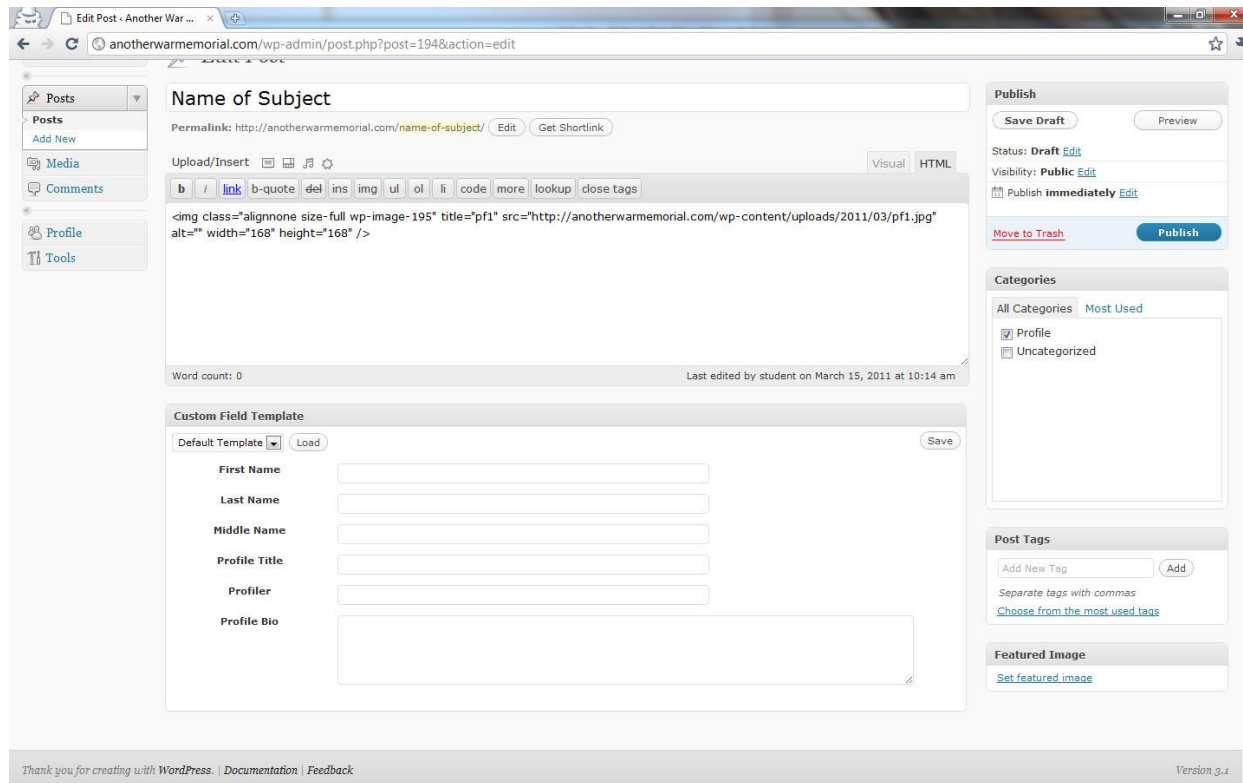
- Media Section:** Shows a thumbnail of the image and a 'Hide' button.
- Metadata:**
 - File name: pf1.jpg
 - File type: image/jpeg
 - Upload date: March 15, 2011
 - Dimensions: 168 x 168
- Form Fields:**
 - Title:** A text input field containing 'pf1'.
 - Alternate Text:** A text input field.
 - Caption:** A text input field.
 - Description:** A text area.
 - Link URL:** A text input field.
- Media Picker:** Includes a 'Use this' link and a 'Link URL' field.
- Alignment:** Radio buttons for None, Left, Center, and Right.
- Size:** Radio buttons for Thumbnail (150 x 150), Medium, Large, and Full Size (168 x 168). The 'Full Size' option is selected.
- Buttons:** 'Insert into Post', 'Use as featured image', and 'Delete'.
- Footer:** 'Save all changes' button.

The background shows the WordPress admin interface with a sidebar on the left containing 'Posts', 'Media', 'Comments', 'Profile', and 'Tools'. The main content area is titled 'Name of Subject' and includes a 'Permalink' field. The right sidebar contains 'Publish' options (Save Draft, Preview), 'Status' (Draft), 'Visibility' (Public), 'Categories' (Profile, Uncategorized), 'Post Tags', and 'Featured Image'.

If you followed this tutorial exactly, this is what you should see on your screen.

The screenshot shows the WordPress 'Edit Post' interface for a profile page. The browser address bar shows the URL: `anotherwarmemorial.com/wp-admin/post.php?post=194&action=edit`. The main content area has a title field containing 'Name of Subject' and a permalink field showing `http://anotherwarmemorial.com/name-of-subject/`. Below the title is a rich text editor with a toolbar and a preview window showing a black and white portrait of a man. The 'Publish' section on the right includes buttons for 'Save Draft', 'Preview', 'Publish', and 'Move to Trash'. The 'Categories' section shows 'Profile' selected. The 'Custom Field Template' section has fields for 'First Name', 'Last Name', 'Middle Name', 'Profile Title', 'Profiler', and 'Profile Bio'. The footer contains the text 'Thank you for creating with WordPress. | Documentation | Feedback' and 'Version 3.1'.

Next, click the “HTML” button on the top right corner of the editing box. This is what you will see.



Make sure that you see a height and width of 168 pixels as seen in the screenshot! Any other dimension for your profile picture will distort the homepage!

Add the following lines in this box, replacing the text in parentheses with your own content. For Youtube videos, you really just need to copy and paste the Youtube link– WordPress will automatically embed it for you! *(Note: this only works if your Youtube video is “Public”. If it is “Unlisted”, WordPress cannot automatically embed the video!)*

```
<!--more-->
```

```
<h3>Profile Highlight</h3>
```

(Your content here)

```
<h3>Profile Video</h3>
```

(Your Youtube link here)

Note: Make sure to include the <!--more--> tag! Otherwise all your content will be on the homepage!

Finally, fill out the Custom Field Template below the main editing box. Don't forget to hit "Save" when done!

The screenshot shows the WordPress 'Edit Post' interface. The main editing area contains a title field 'Name of Subject', a permalink, and a rich text editor with a toolbar. Below the editor is a 'Custom Field Template' section with a dropdown menu set to 'Default Template' and a 'Load' button. The template includes several fields: 'First Name' (Required), 'Last Name' (Required), 'Middle Name' (Optional), 'Profile Title' (Required), 'Profiler' (Your Name Here), and 'Profile Bio' (Everything that goes on the sidebar is entered here.). To the right of the main editor are several sidebar panels: 'Publish' (Save Draft, Preview, Status: Draft, Visibility: Public, Publish Immediately, Move to Trash, Publish), 'Categories' (All Categories, Most Used, Profile, Uncategorized), 'Post Tags' (Add New Tag, Add, Separate tags with commas, Choose from the most used tags), and 'Featured Image' (Set featured image). The footer of the page reads 'Thank you for creating with WordPress. | Documentation | Feedback' and 'Version 3.1'.

Publish your profile when everything is set!