



Dawnland Voices 2.0—the literary magazine portion of dawnlandvoices.org—is built in WordPress. We publish twice a year. Publishing an issue (working with the content editors, communicating with authors, and uploading/proving the content) has been a valuable experience for college students looking to learn a bit about online publishing (e.g., as a full- or partial-credit independent study). Proposing and editing a special issue can also be a good project for a college class. If you are interested in getting involved contact Siobhan.Senier@unh.edu.

*Issue 4 was used as the example Issue for this tutorial

Step 1: Making a New Category for a New Issue

You need to create the actual category for the new issue. Everything you do to put this issue together will be linked to this.

- On the left hand side of the screen you will see your menu bar. Under **Posts** click on **Categories**.
- Under **Name** type Issue 4
- Under **Slug** type issue-4 (this is for the URL)
- Leave **Parent** at None
- In the **Description** box type something simple like “The Fourth Issue”
- Click **Add New Category**

Step 2: Creating the Next Issue in the Main Navigation Bar

Here we will create a tab for the next issue that will appear in the main navigation bar on the website. It will be what takes visitors of the site to your issue. You do this by assigning it to the proper navigation tab in the main menu bar, which in this case is the **Issues** tab.

- Go to **Appearance** which on the left side of your window (above Plugins)
- Click on **Customize** (the Word Press screen will change)
- Click on **Menus**
- Click **Main-Nav**
- Click **Categories**

- Click **Issue 4**
- Move the new Issue 4 tab above the Issue 3 tab, so it's the most recent and first one a user can chose.

Now you are ready to make your posts for this Issue, and have a category and menu to check as you make these posts.

Step 3: Creating New Sidebars

If you are keeping with the current design, you'll notice there are side bars on each author's post that have the other posts from *that issue*. To obtain this, you need to create a new sidebar for the new issue. (I have already created one for Issue 3, so use this step for issues 4 and on)

- Go to **Appearance**
- Go to **Sidebar Generator**
- Choose the new category you made: Issue 4
- Go to **Widgets** under the **Appearance** tab
- Open the new sidebar on the right
- Drag the option of **BK-Ninja: Widget Latest Posts** into the Issue 4 tab and drop down that menu to customize.
- Leave the **Title field empty**
- In **Number of entries to display** put the number of posts in that issue (in this case issue 4).
- Leave **Offset Posts** to zero.
- In **Filter by Category** choose the category you created in your first step: Issue 4. (You may not be able to assign this until AFTER you make your posts. So make sure you go back to this step)
- **Click SAVE**

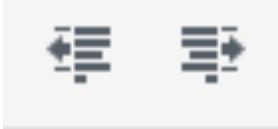
Step 4: Adding in the Author's Content

Putting in the content from each individual author is the next step in creating a new Issue.

Note: the most important thing to remember here is to put the posts in from last to first. Meaning, if there is a featured post, like a featured poet, that post needs to be the last one. Or a "letter from the editors" needs to be the last post, or if they are in alphabetical order start with the end of the alphabet. (You *can* fix this later if you make a mistake by changing the date and time of the post after it is made, but it is just easier to do it this way the first time.)

- Go to **Add New** under **Posts**
- Remember to do the last post first 😊
- Put the **Author's name as they would like it to be read in the Title Bar**

- Edit the **Permalink** under the title bar, adding **Issue-4** to end of it. (This will give a more organized way of finding the author if they are in more than one issue)
 - You can copy and past your content into the post box, but I find it easier to click on the **“Text”** tab at the top right of this box, instead of **“Visual”** and doing it in there.
- For this reason:** If it is a poem, you may need to adjust the line spacing. Making it single spaced in **“Text”** gives it a 1.5 look online. If you copy/paste a poem in **“Visual”** it will automatically come out as double-spaced.
- INDENTS for POETRY** are pretty simple, but there is a trick. There are buttons on the toolbar that look like this:



Choose the one you need and it will indent the line **IF** that line stands on its own, or else it will indent the whole paragraph. This is the trick. Meaning, **poems with creative formatting will have wider spacing (double spaced) than others with traditional forms.**

- Enter the Author’s Bio as given to you at the bottom, leaving a little space between it and the content of the post. Here, you will add their photo as well. (See **Pictures** step below)
- Use the **“Visual”** tab if you have other content to add such as pictures or video. You can add these by going to **Add Media**, which is above the text toolbar, on the left.
- **For Pictures:** Click **Add Media**, then **Upload Files**. Once inserted into the post you can click on the photo, and choose which text alignment you’d like to use. (Example: wrap around text, or line, right, left, center ect.) You’ll use this alignment button for when you do the author bio at the bottom of the page, using the left alignment, with the text wrapping around.
- **For Video:** Most videos are already posted on a site like YouTube or Vimeo, and if that is the case you can use the **Insert from URL** option. If it is not online, you can go to **Upload Files**.
- **For Featured Photo:** On the bottom right of the screen there is a featured photo section. This should be the same at the author’s photo you used in the bio. So, you don’t need to upload it again, just click on it in the **Media Library**.
- If using the SEO listing that is below the post box. You can also add **Tags**, which is to the right of this. (See Siobhan before doing so at this point in time)
- Towards the bottom of the screen, under the SEO section, is the **BK Post Option** section. Here, leave the **Post Layout Option** as **Standard**, and choose the sidebar you created for **Choose a sidebar for this post**. (Example: Issue 4)
- On the right hand side of the screen you have more options! Choose all the categories that apply. Every post you are making should have the correlating Issue checked. Then check the category of post. (Example: if an essay also has art, choose Non-Fiction, and Visual Art, as well as Issue 4)
- Leave the **Format** box on the right as **Standard**.
- At any time you can click **Preview** before publishing, to see what your post looks like.
- Finally, click **Publish!**

- You can always go in to edit your post, just remember to click **update** after.
- **Letter from the Editor** post: In Issue 2, I make this post without a sidebar for cleanliness of the letter. To do this I selected **Disable Sidebar** for this post only. I used Cheryl's photo at the end, and as the featured photo.

*If you messed up the order of your post:

- Click **Posts**
- Hover the mouse over the post you want to move and click **Quick Edit**
- Here you can change the time or date the post was made, readjusting the position of the post in your issue, and sidebars.

*Don't forget to go back to step 3 if you still need to assign your issue to the sidebar

Step 5: Adding the New Issue to the Front Page of the Website

- Go to **Pages** on the left of your screen
- Click on the page **HomePage – Front Page**
- Leave the FullWidth Section as is. This is where that main slider is set up, and I set it so it will always randomly pull from the categories of all issues.
- Click **Content Section** to open that tab up.
- In **Choose a Sidebar** choose the one you made for this issue (Example: Issue 4)
- Click **BK Large Blog**
- Change **The Module Tile** to **Issue no. 4**
- Leave number of Posts at **1**. This will show the featured post, whether it be a letter from the editors, or a featured author.
- The **Offset** posts option is only used if the post you want to feature is the second, third, or fourth one down on the list. If that is the case you would choose how many posts to offset, to get to the one you want. If you lined them up correctly from the get-go, then this can remain at 0.
- Leave the **Ajax** post at 0, and the **Ajax Button** at **Disable**. If this were enabled, people could click a "load more" button, under the featured post, and the rest of Issue 4 would drop down. This would look messy, confusing, and not necessary with the side bar you generated.
- Leave **Post Format Icon** on **Show**.
- Choose your **Category** as the current issue you created, **Issue 4** in this case.
- (See Siobhan before doing any SEO work)

You should be done! Now go to the website, logging out of Word Press, and look at every page to make sure it all works and looks correctly.