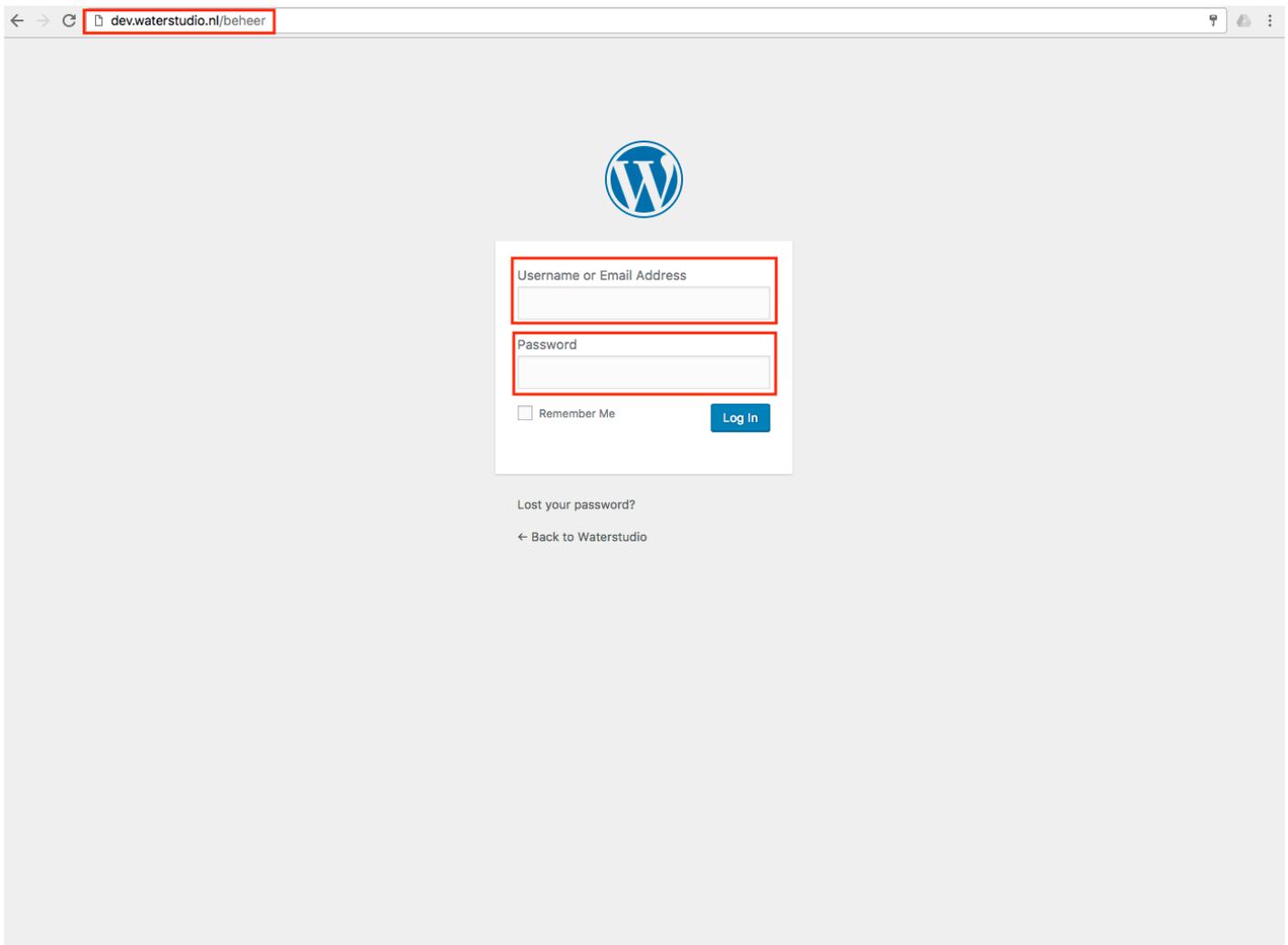


Waterstudio.NL

ADDING NEW (AND OLD) NEWS & MEDIA ITEMS
TO THE **DEV.WATERSTUDIO.NL** WEBSITE

- Go to dev.waterstudio.nl/beheer
- Enter Username, password and click log in.



Users:

Ankie

Username: FloatingAnkie

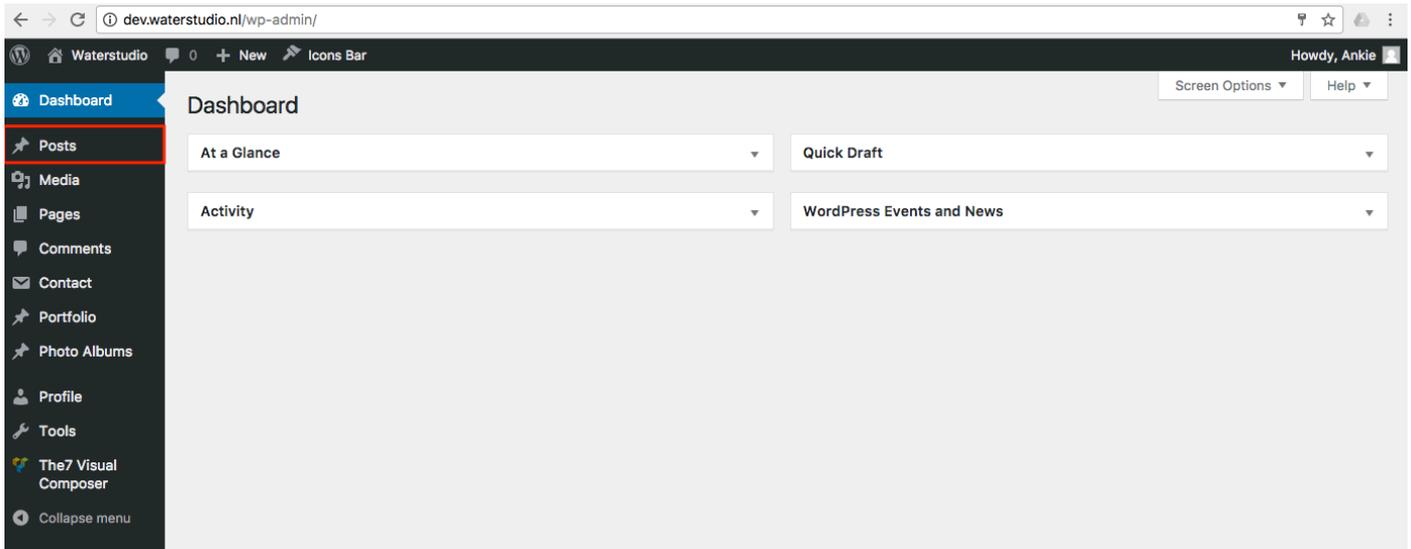
Password: wo2KS!S&rV5(7LZyVZ(Z@rfC

Nienke

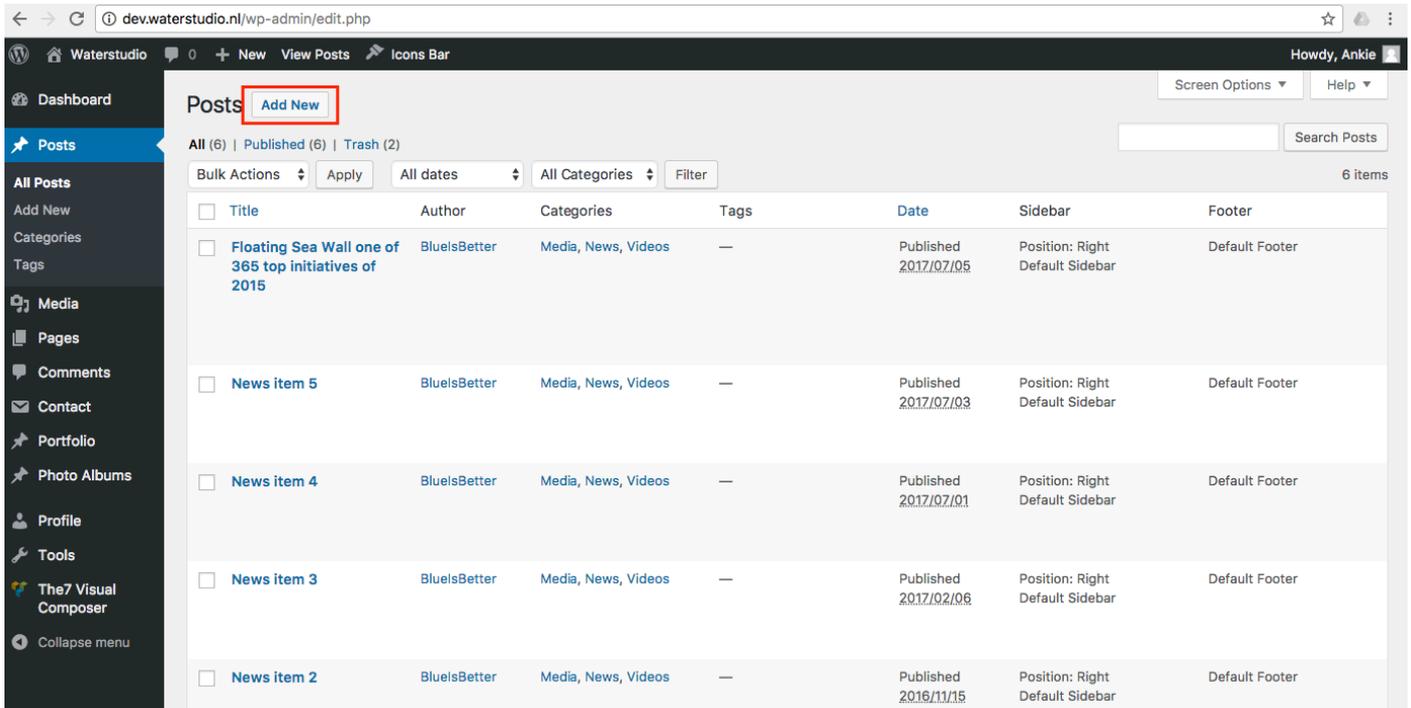
Username: FloatingNienke

Password: Rfjm4@GZayptwfjGLJMrnWp(

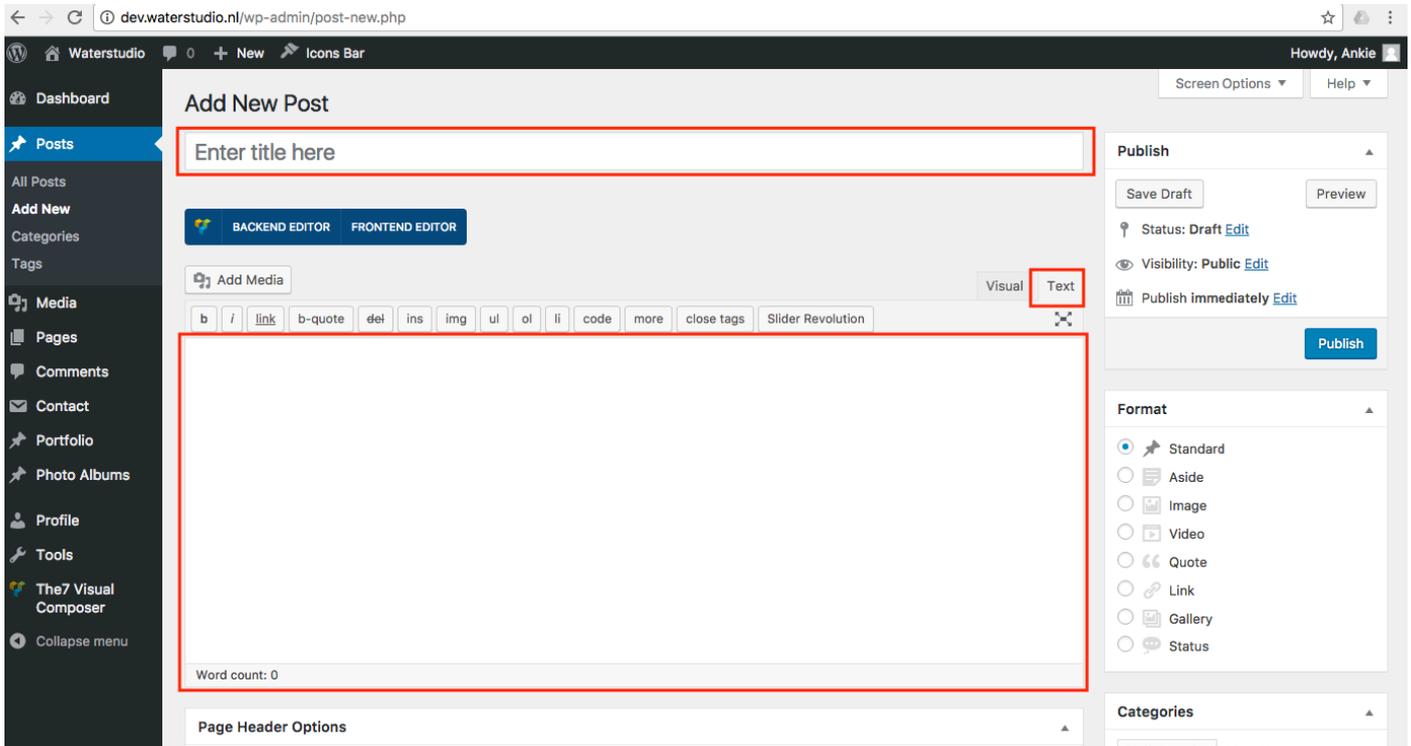
- From the Dashboard go to the menu on the left and click 'Posts'



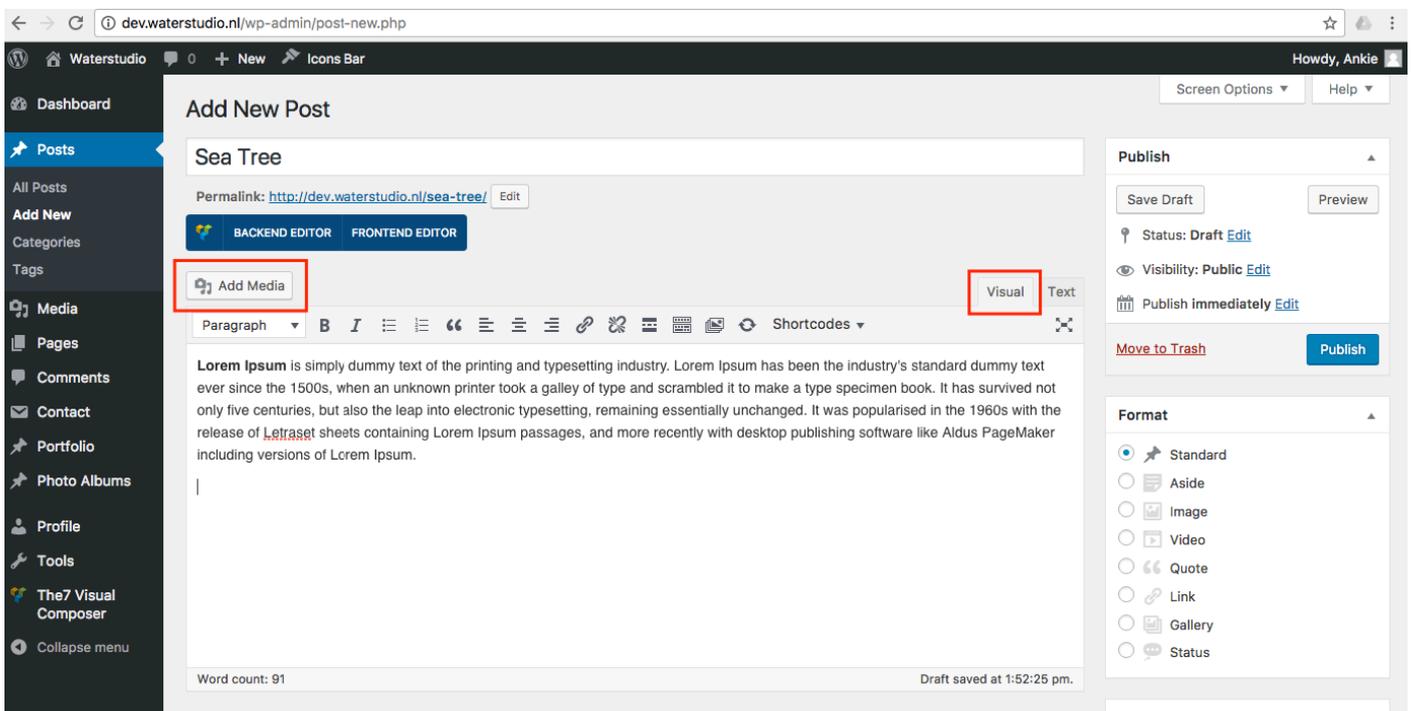
- Click 'Add New' to add a new post



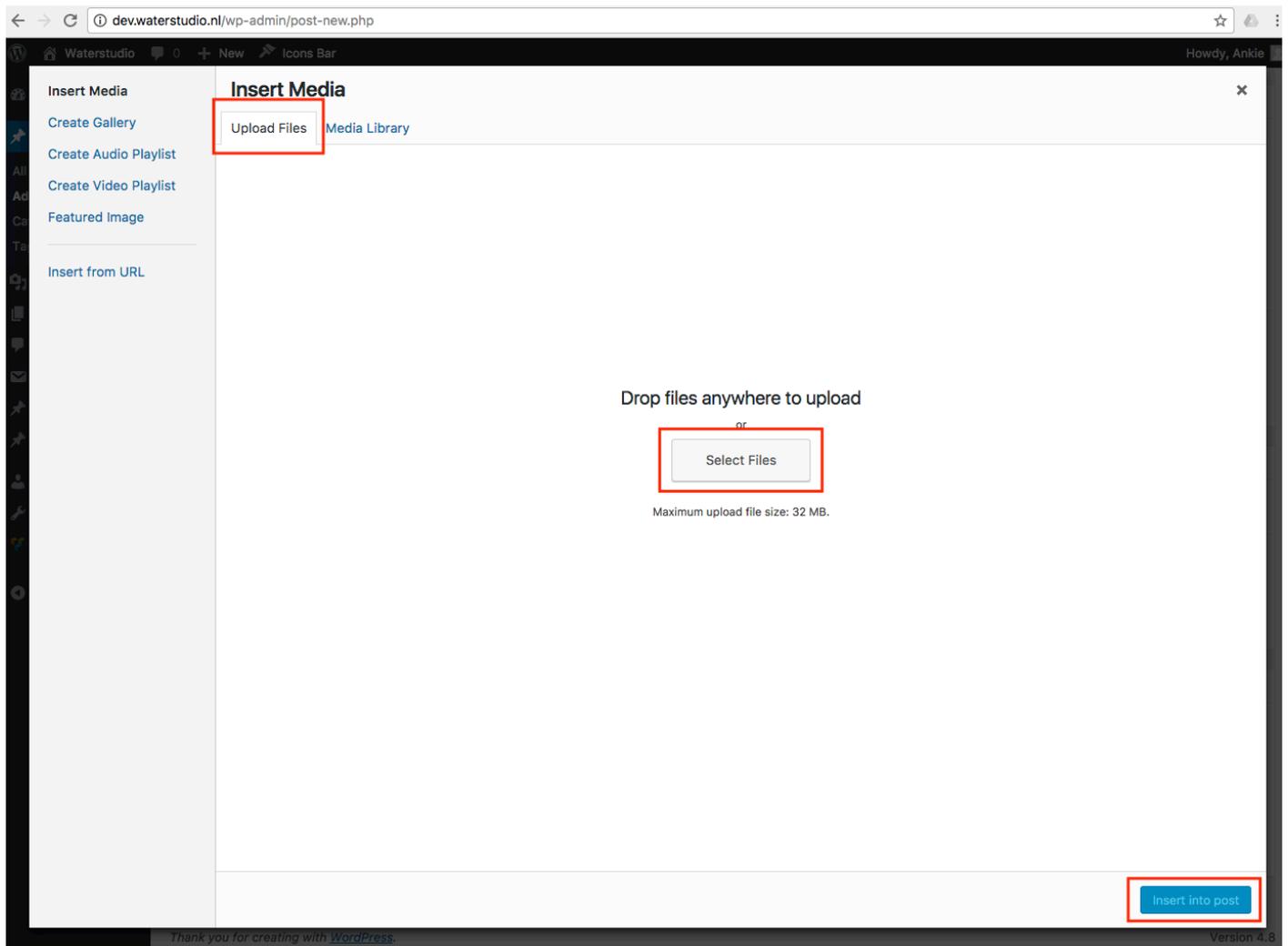
- Enter the title and text of the news item
- Please note: if you would like to copy and paste text from other websites or programs like Word, use the 'Text' tab. That way the styling of the text won't be copied along with the text.



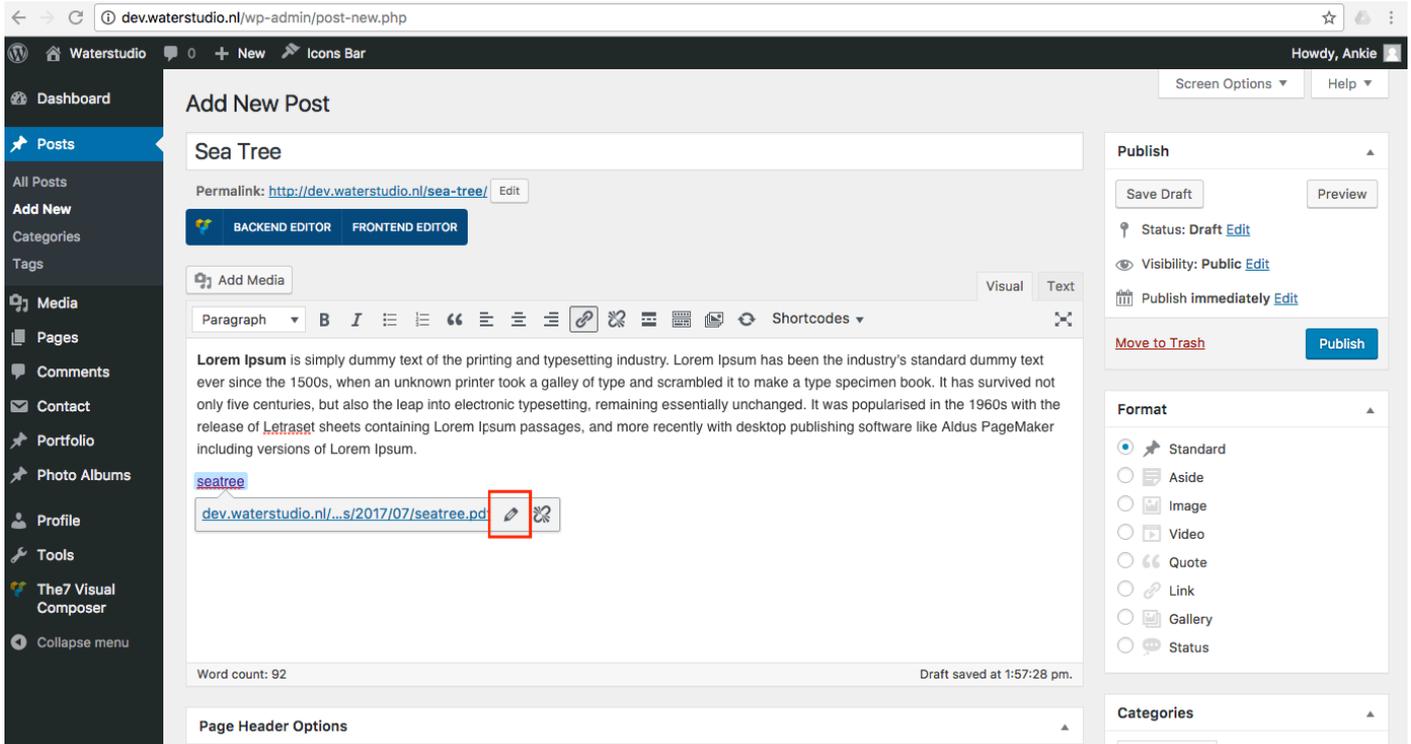
- To upload a PDF file, go back to the 'Visual' tab, and click 'Add Media'



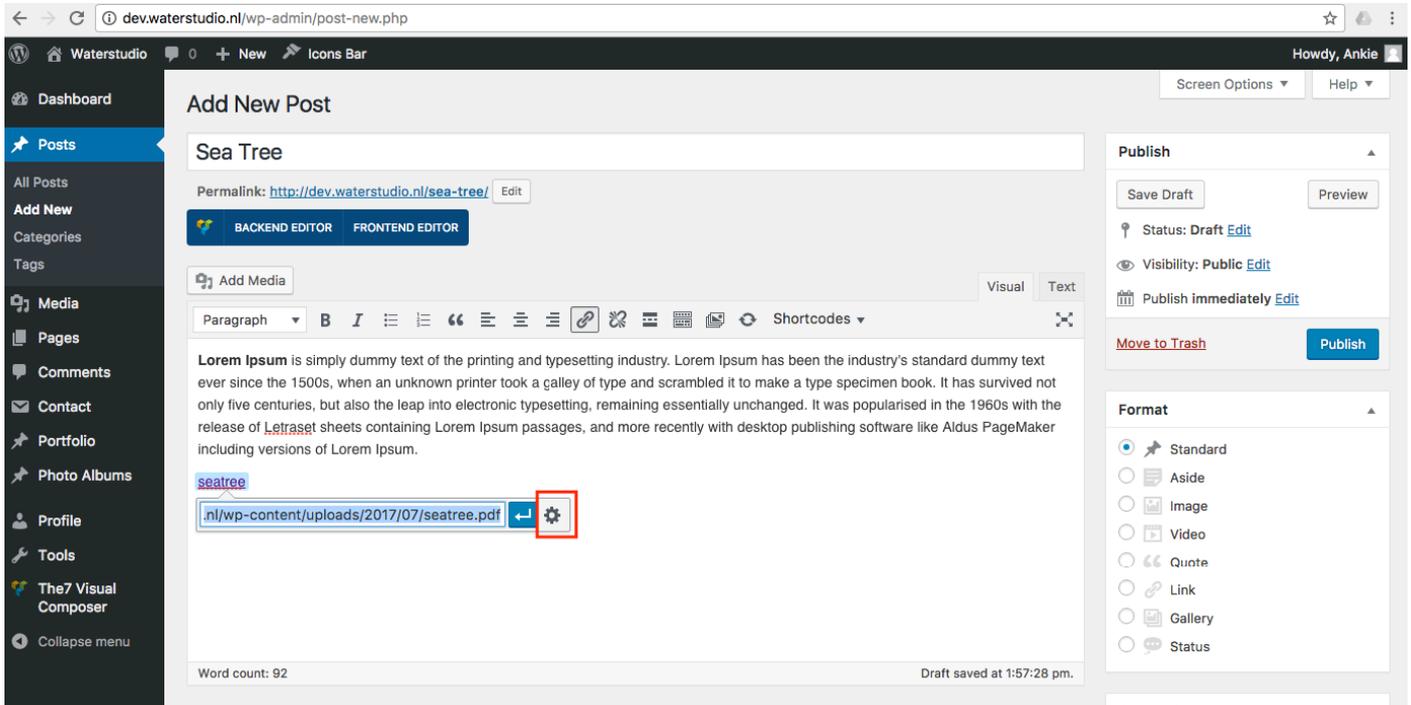
- A pop-up will appear.
- Go to the tab, 'Upload files' and click 'Select Files'
- Find the PDF file on your computer and upload it.
- Finally click on the blue button 'Insert into post'.



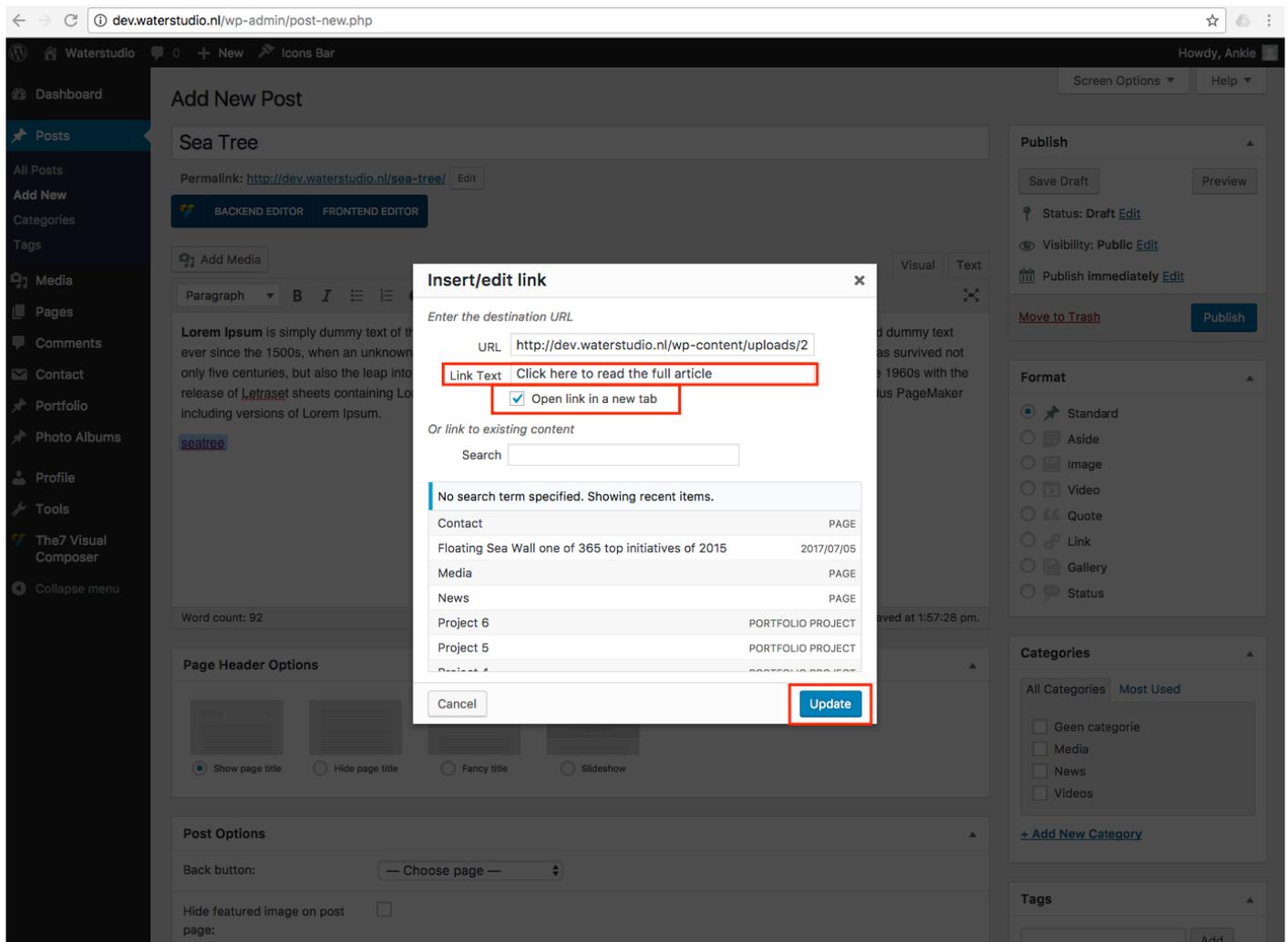
- The PDF has been uploaded and placed in the text field, but the link name doesn't look right.
- Click on the pencil to edit the PDF link.



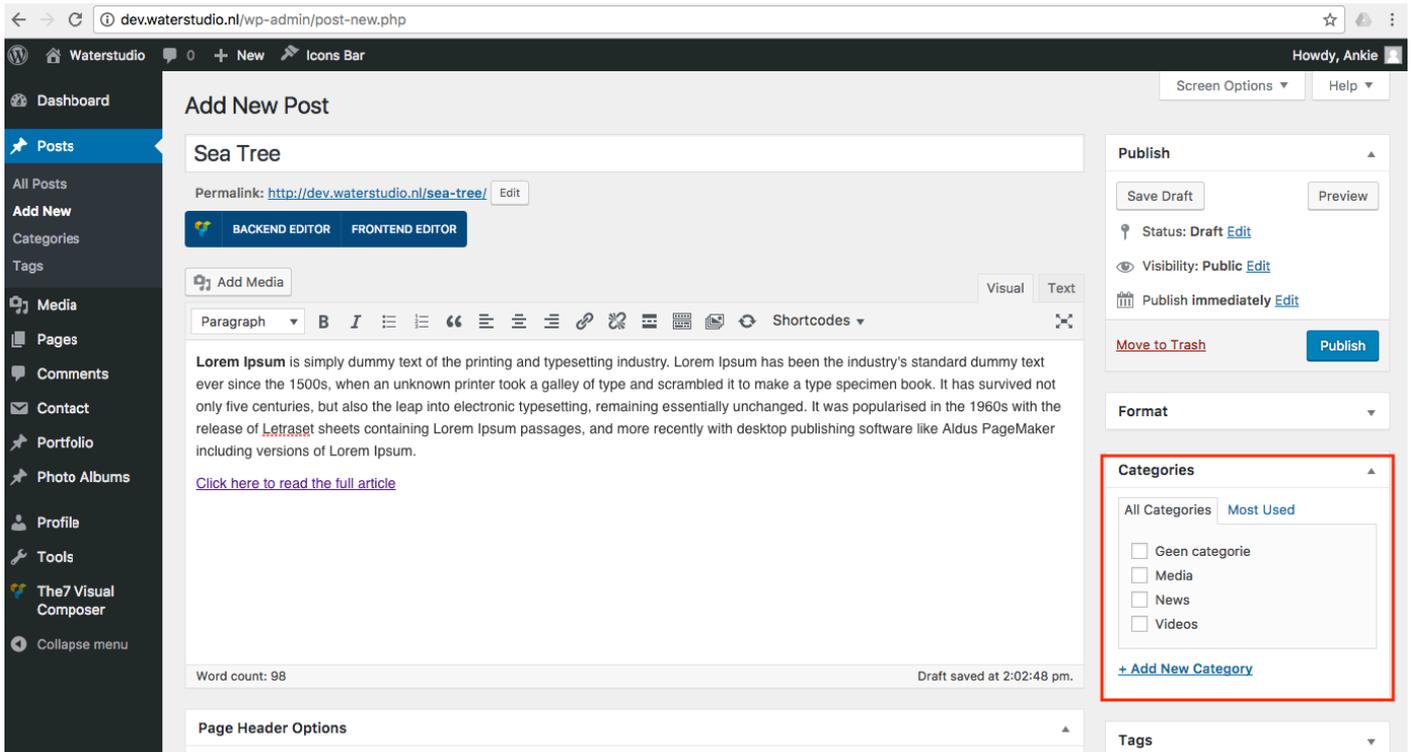
- Right after that, click on the settings icon.



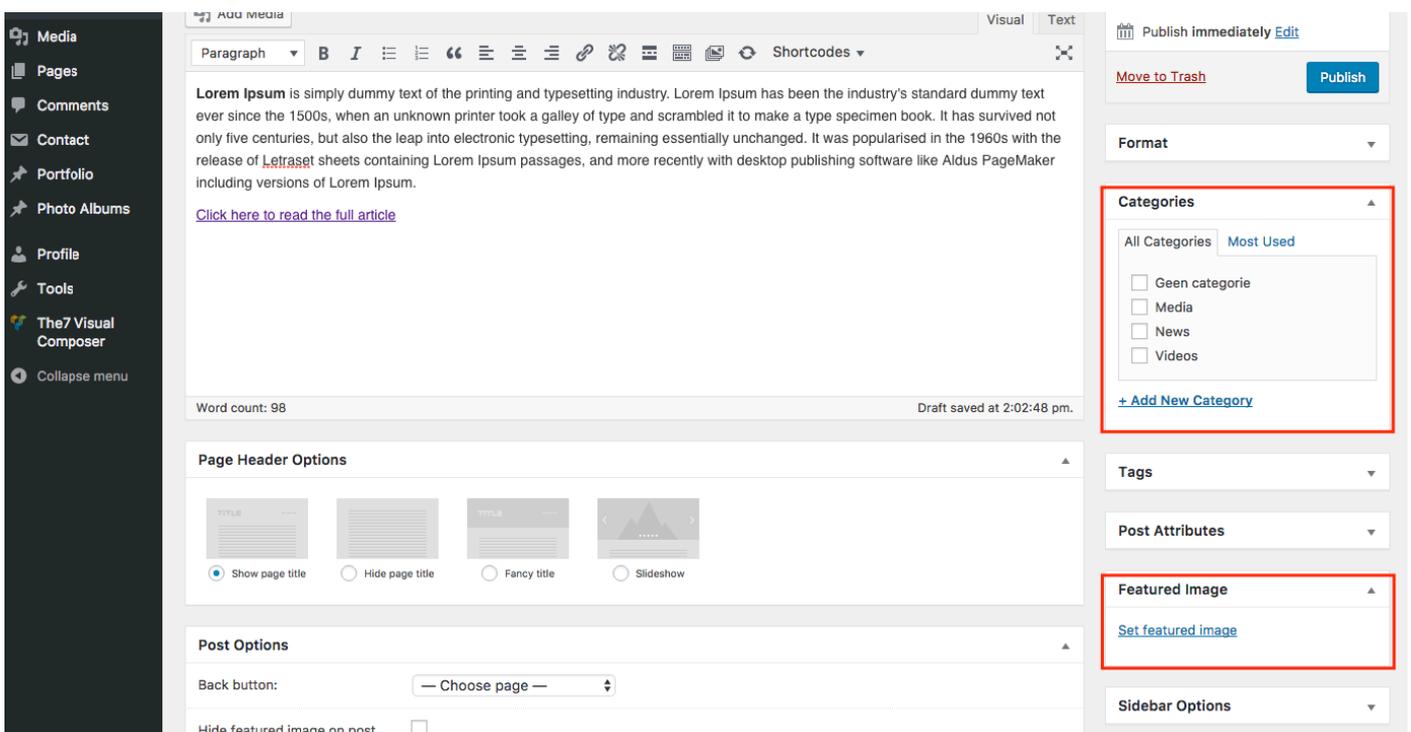
- A pop-up will appear.
- Change the 'Link Text' to anything you want, for example 'Click here to read the full article'.
- Don't forget to check the 'Open link in a new tab' box.
- Finally click on the blue button 'Update'.



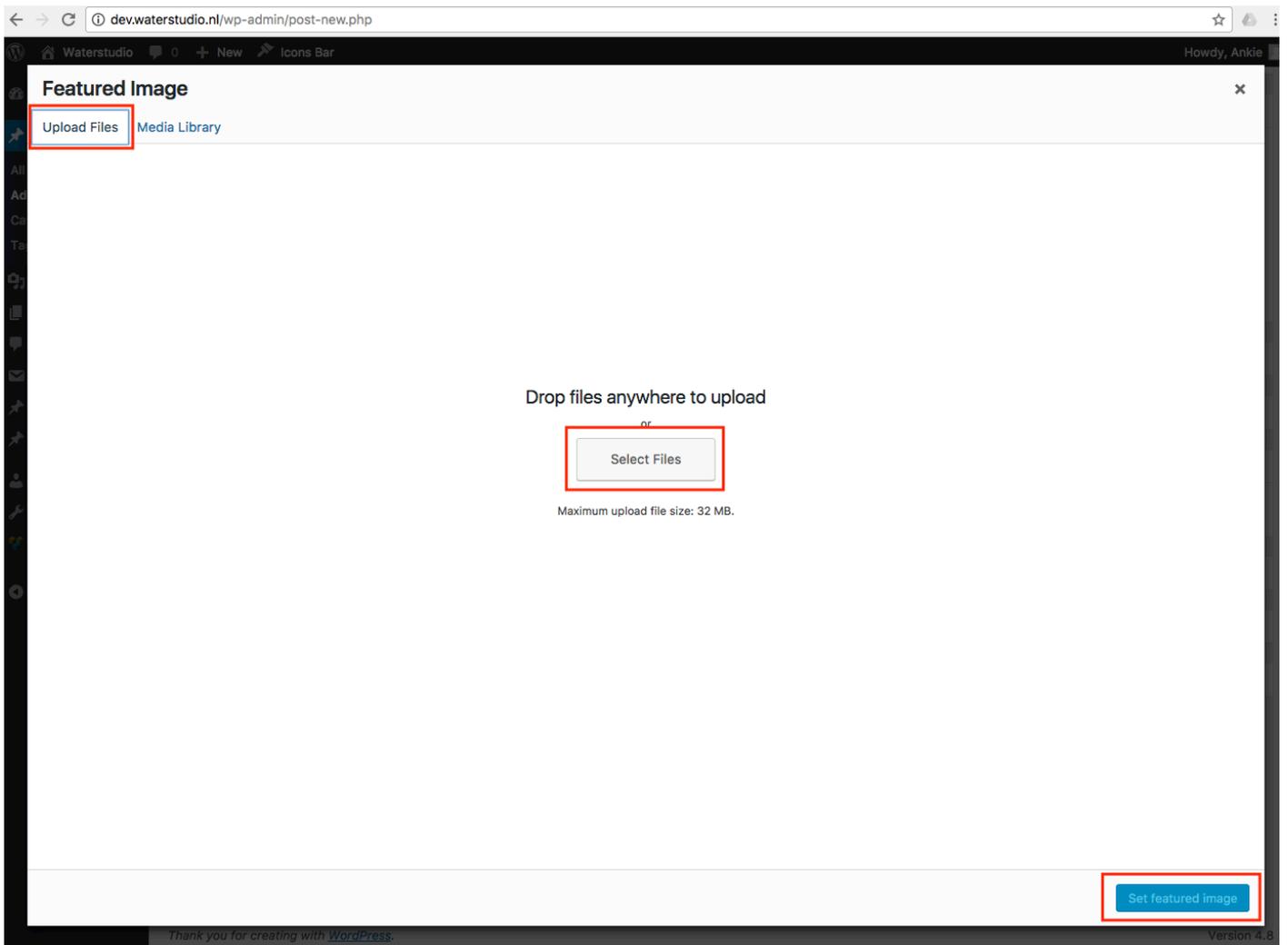
- To assign a category to the news item, check Media, News or Videos, depending on the content of the news item.
- Click on the pencil to edit the PDF link.



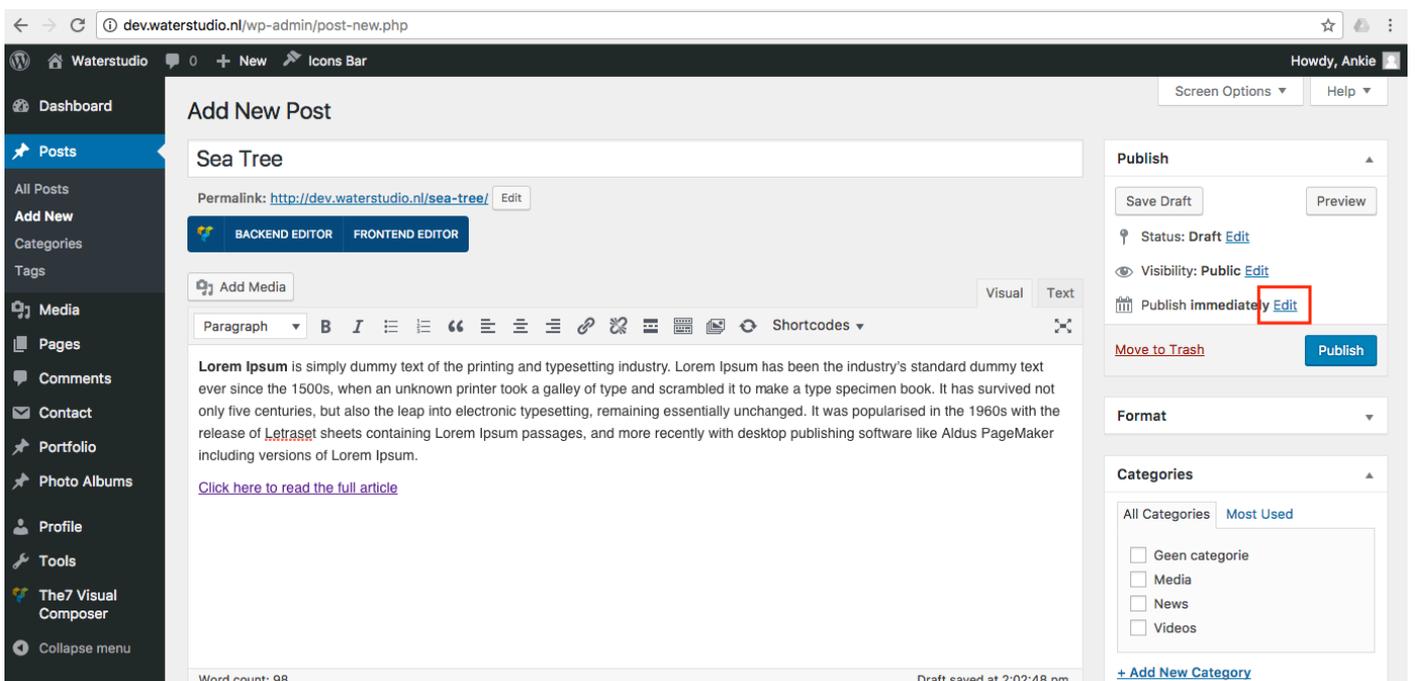
- To set a featured image, click 'Set featured image', it's recommended to add a featured image, otherwise the news item will be shown without an image (that's boring!)
- It would be best to use .jpg or .png image files, a PDF file can't be set as featured image.
- Name the files (images) accordingly: waterstudio-news-projectname.jpg
For example: waterstudio-news-sea-tree.jpg
- The perfect image size for a featured image would be 1170x770 pixels, but if that size is not available, make sure the image is at least 780 pixels wide. Smaller images will show up blurry on the website.



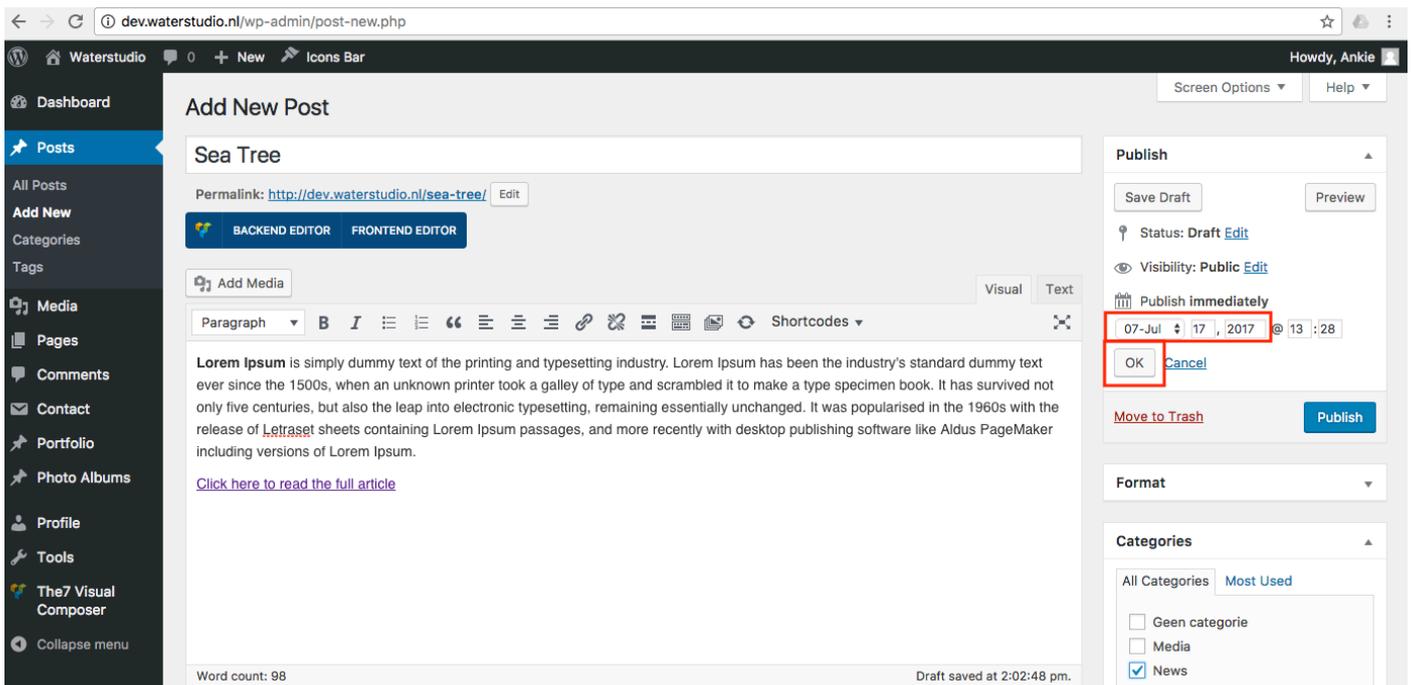
- When you've clicked on 'Set featured image, a pop-up will appear.
- Go to the tab, 'Upload files' and click 'Select Files'
- Find the image on your computer and upload it.
- Finally click on the blue button 'Set featured image'.



- Set the Published date: click on 'Edit'.



- Select the same date as the news item on the current Waterstudio.nl website, this way the news items will stay in chronicle order.
- Click 'Ok' to confirm the date,



- That's all!
- Don't forget to click the blue button 'Publish', otherwise your work won't be saved.

