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Add Stories to a Wordpress Website

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How to Add Stories to the Hear, Here London Website

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Uploading New Audio to the System

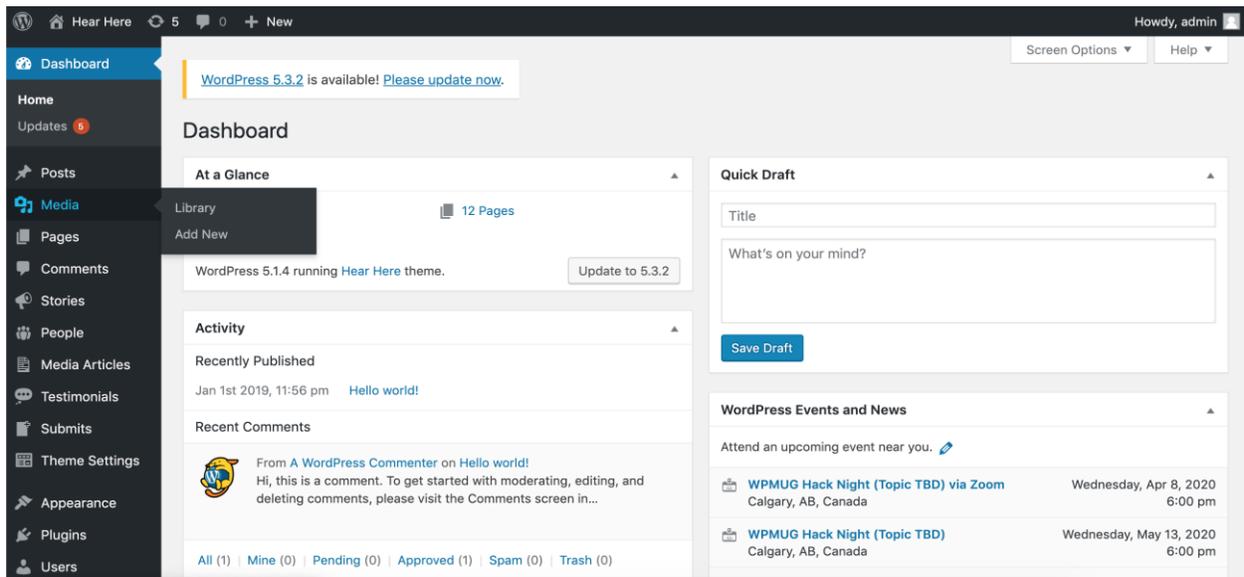
Step 1: Naming New Media

Before uploading your new audio to the Hear, Here system, make sure it follows the naming convention for stories. Your audio must be named following this guide:

Last name_First Name_Edited_Interview

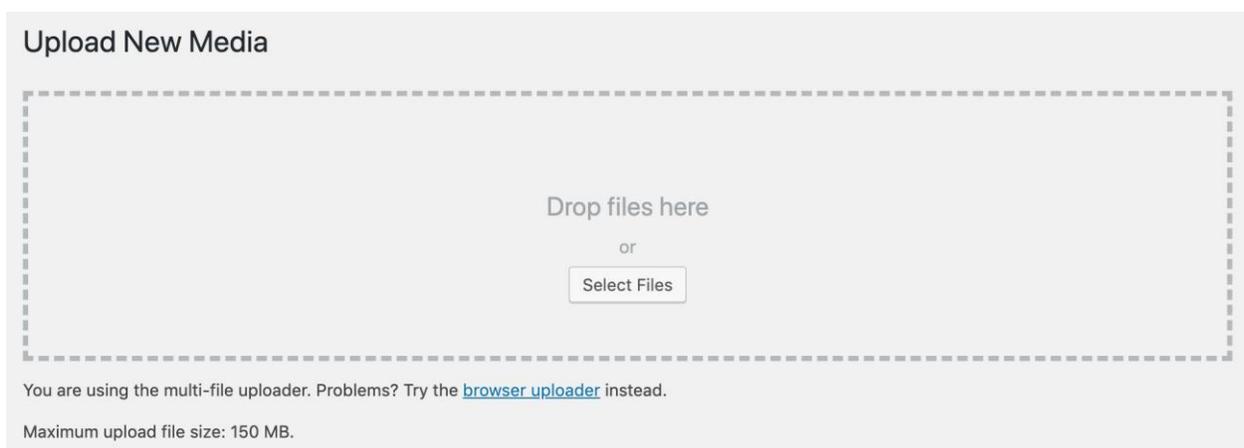
Step 2: Media Tab

After logging into the Hear, Here website go to the panel titled Dashboard on the left-hand side of the website. To add a new audio files to the website, scroll over to the **Media** tab and hit the **Add New** from the pop-up menu beside it



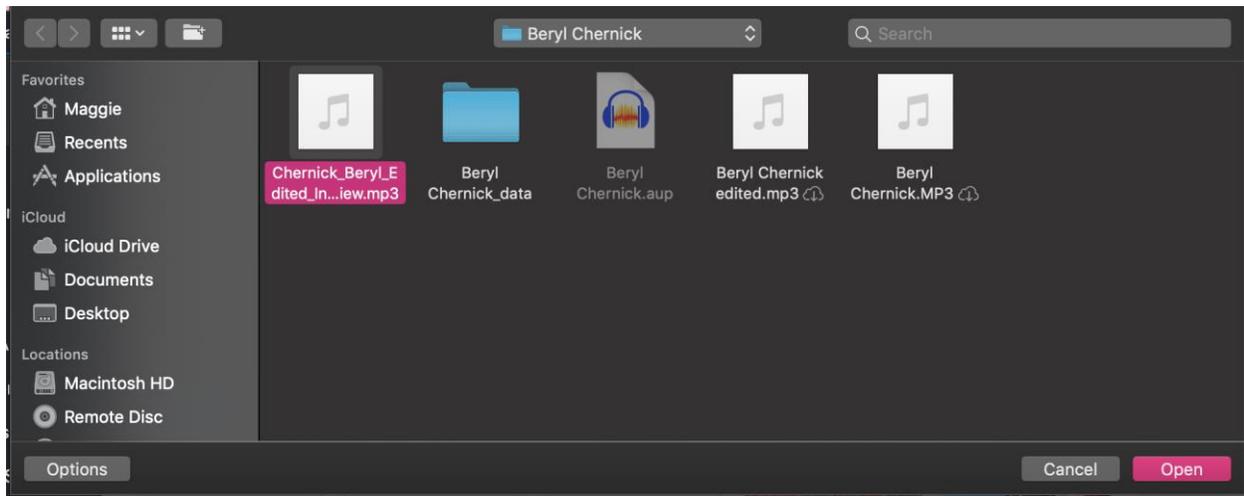
Step 3: Uploading New Media

Clicking on the **Add New** tab will open the page below. You can either drag and drop the new audio file from your computer into the outlined box or click on **Select Files**. The files should be in .mp3 format.



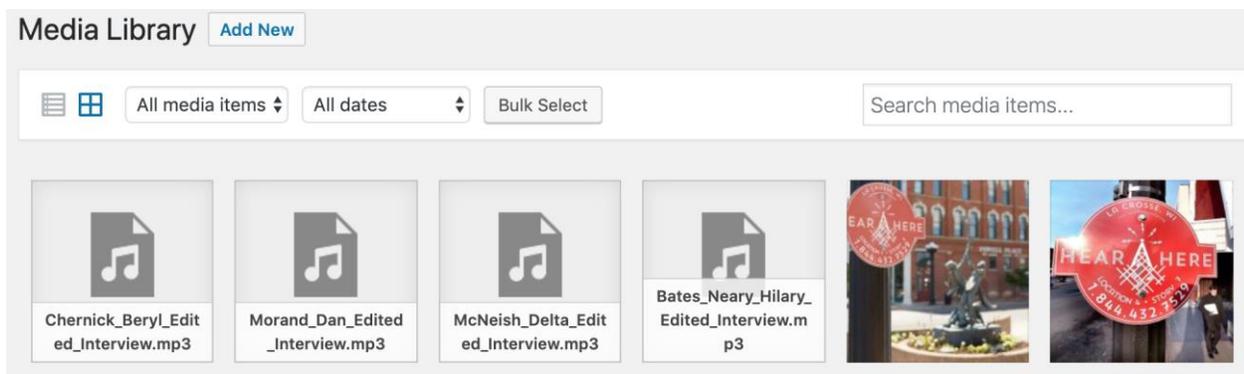
Step 4: Finding the New File

If you click **Select Files**, find the audio file you want to upload from your computer and click **Open**. The file will begin uploading to the system.



Step 5: Check your Media Uploaded

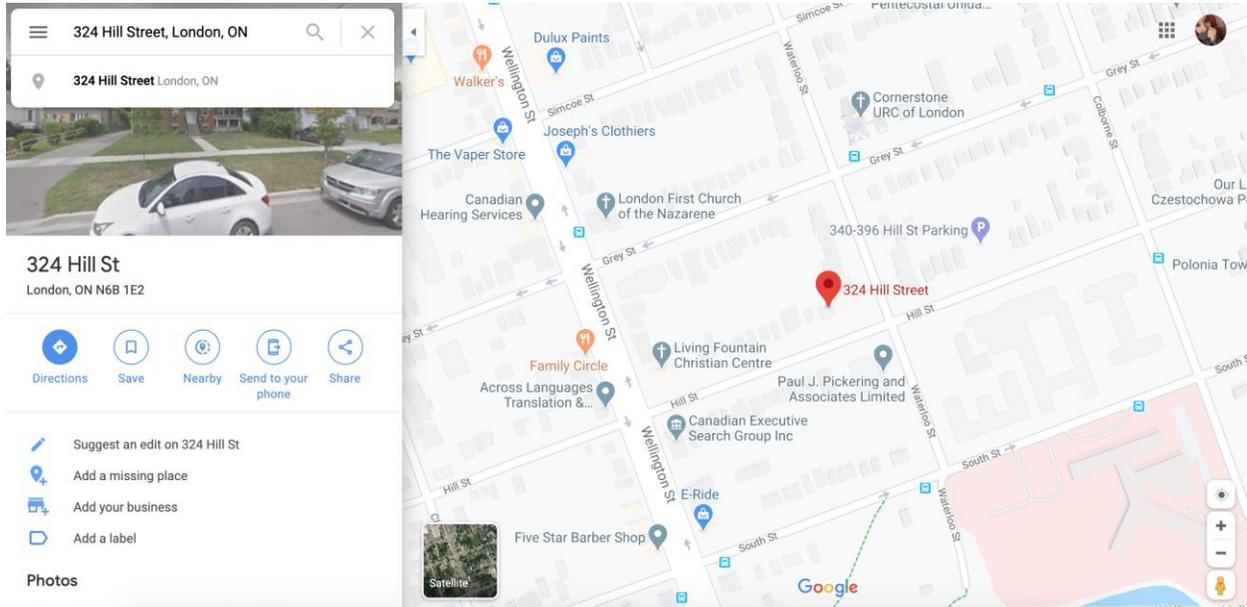
After either dragging and dropping the new audio or selecting the new file, the file will begin uploading. The newest media in the library appears in the upper left-hand corner of the **Media Library** page. Check to make sure your audio uploaded correctly.



Retrieving Longitude and Latitude from Google Maps

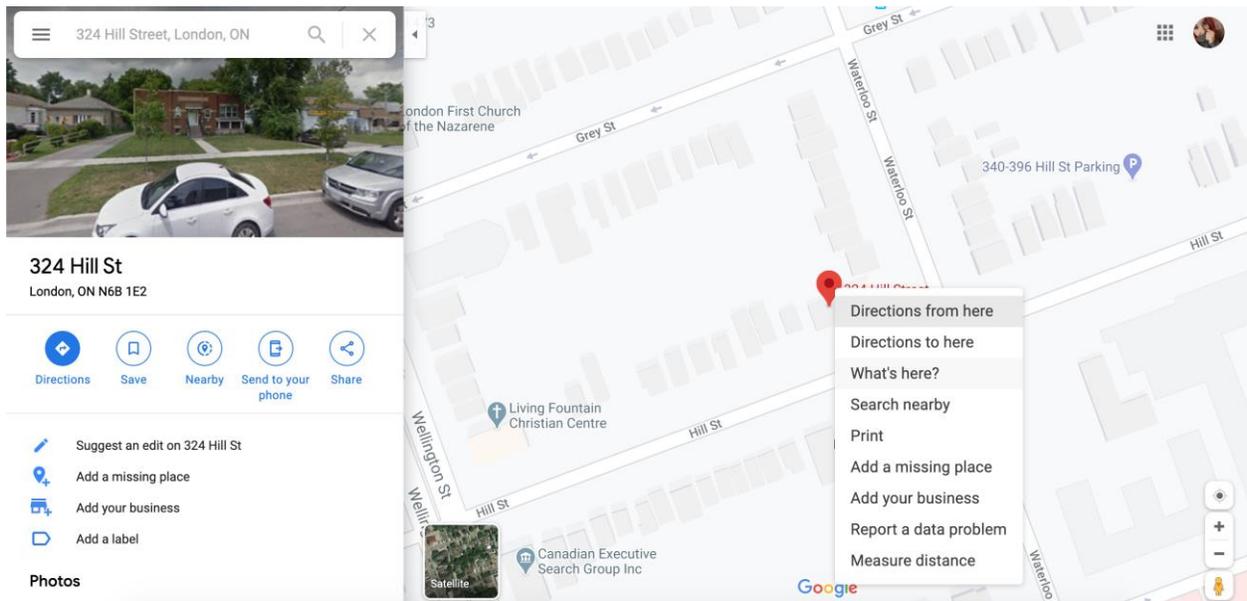
Step 1: Finding your Locations

Go to <https://www.google.com/maps/> and type in your location into the search bar.



Step 2: What's Here?

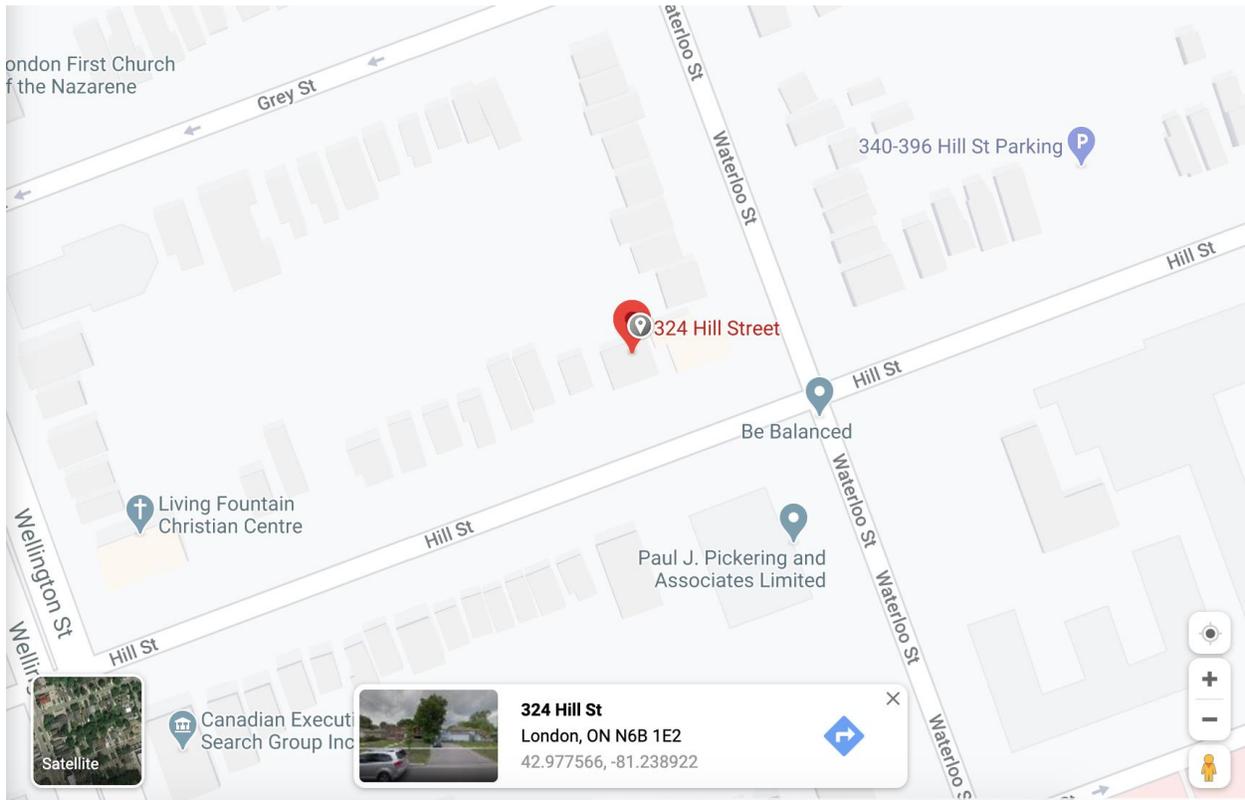
Left click on the map's marker (the red pinpoint indicating the location) and scroll down to **What's here?** and click on it.



Step 3: Finding the Latitude and Longitude

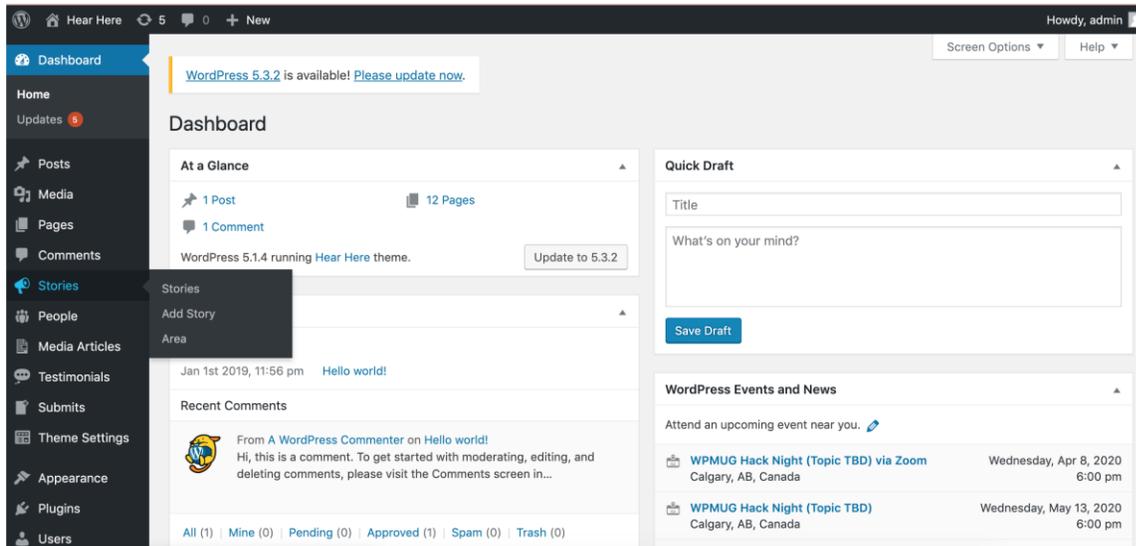
At the bottom-middle of the page a new text box will appear. This will have a photo of the location, the address, as well as two coordinates in a light grey underneath everything else. *These two values are the latitude and longitude respectively.*

In this example, the latitude is 42.977566 and the longitude is -81.238922.



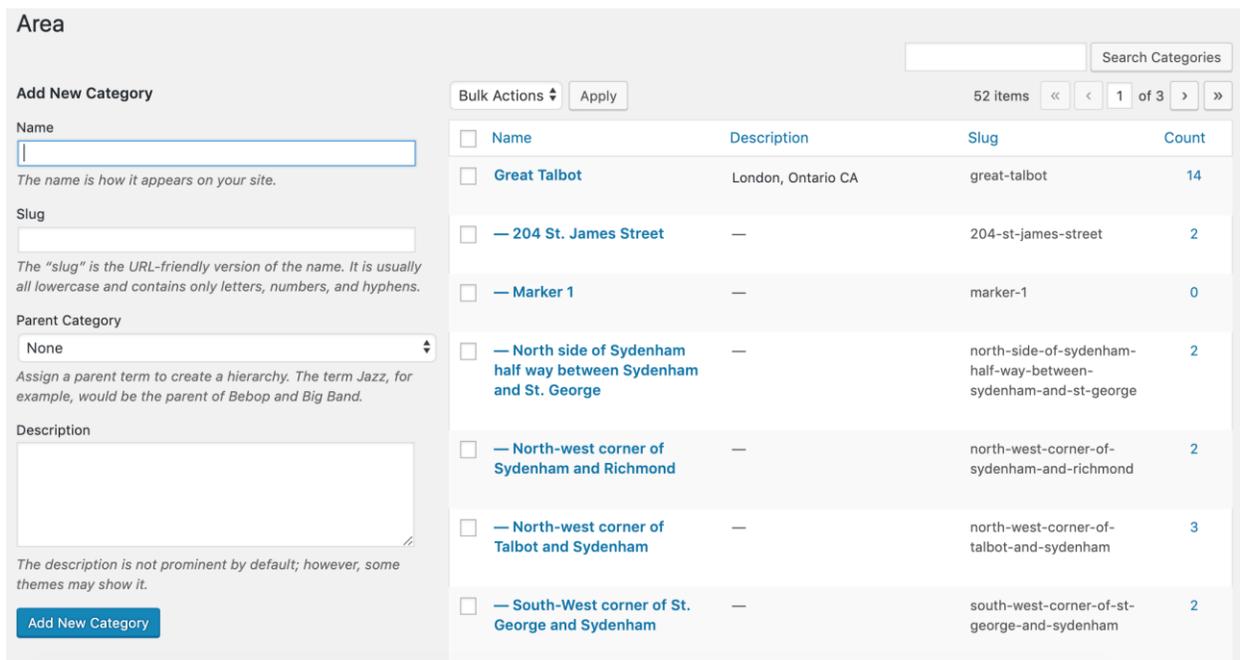
Adding Markers to the Map

Step 1: After logging into the Hear, Here website go to the panel titled Dashboard on the left-hand side of the website. To add a new marker to the website, scroll over to the **Stories** tab and hit the **Area** button from the pop-up menu beside it.



Step 2: Adding the Area

On the left-hand side, add the **Name** of the marker and select the appropriate **Parent Category** if the marker will appear on the SoHo map. Click on **Add New Category**.



Step 3: Adding the Location Information

Once added, look on the right-hand side of the screen where all the locations are listed. Find the new location and click on **Edit**.

<input type="checkbox"/> Name ▲	Description	Slug	Count
<input type="checkbox"/> SoHo Edit Quick Edit Delete View	London, Ontario CA	soho	48

Under the Edit Category page scroll down to **Map Latitude** and **Longitude** fields. Enter the correct values (these can be taken from Google Maps following the above guidelines) and click on **Update** on the bottom left side.

Edit Category

Name
The name is how it appears on your site.

Slug
The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent Category ▼
Assign a parent term to create a hierarchy. The term Jazz, for example, would be the parent of Bebop and Big Band.

Description
The description is not prominent by default; however, some themes may show it.

Map Latitude

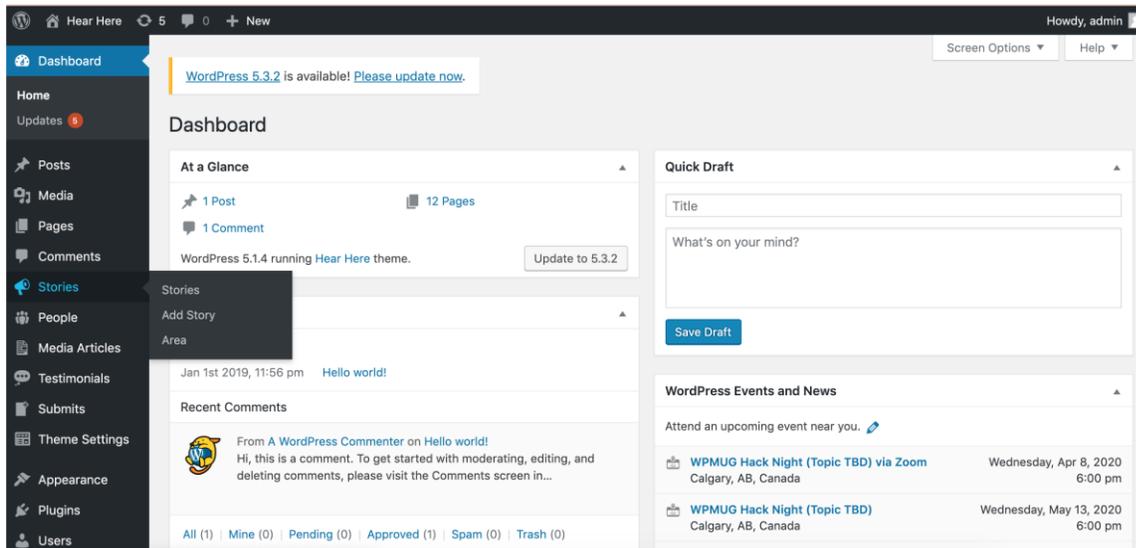
Map Longitude

Map Zoom Level

Adding a Story to the Website

Step 1: Stories Tab.

After logging into the Hear, Here website go to the panel titled Dashboard on the left-hand side of the website. To add a new story to the website, scroll over to the **Stories** tab and hit the **Add Story** from the pop-up menu beside it.



Step 2: Add a New Story.

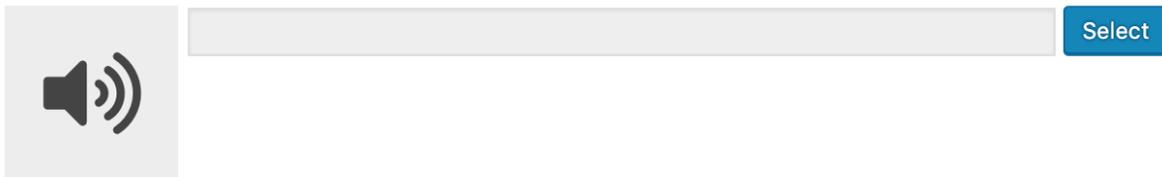
This is the name of the storyteller interviewed. The title must be unique and cannot be a duplicate of an existing story name.

Add New Story

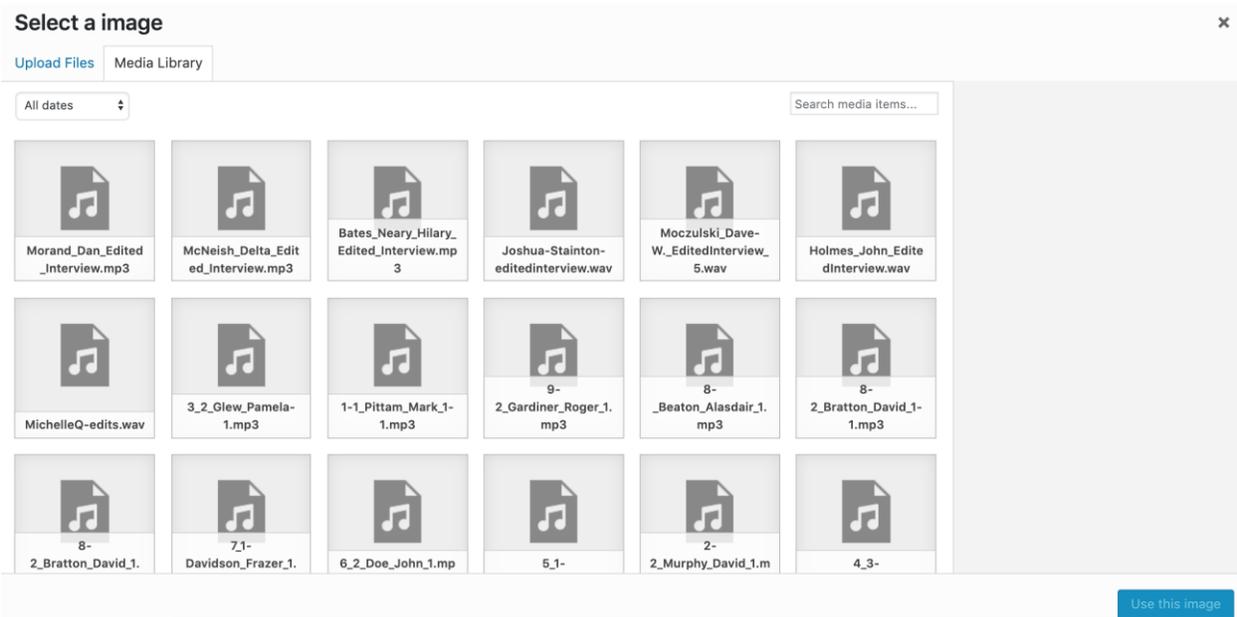
Step 5: Add Audio Files

Click on **Select**. A pop-up screen will open with all available audio files.

Audio File

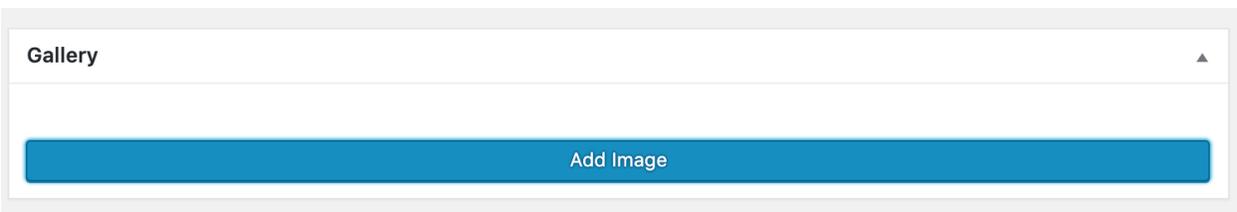


The pop-up screen shows all available audio files. Select your audio file and then click **Use this image** in the bottom right corner. If your file is not there, click **Upload Files** in the upper left-hand corner and follow the instructions (or follow the Uploading New Audio guidelines above).



Step 6: Adding Images

Under **Gallery** select **Add Image** and a pop-up window will appear with all available images. Select the image you want to use and click on **Insert Image**. The order you select the images is the order in which the images will appear on the website.



Step 7: Adding SEO Keywords and Descriptions

SEO is Search Engine Optimization which helps generate traffic to the website and makes the site friendly to search engines. Under **Meta Keywords** add any terms you think someone might search to find the content in this story. The **Meta Description** repeats the **Story Summary** from earlier.

The screenshot shows a panel titled "SEO Fields" with a collapse arrow. It contains two text input fields: "Meta Keywords" and "Meta Description". Both fields are currently empty.

Step 8: Adding the Area

On the right-hand side of the page go to the **Area** section. Select the map area (SoHo) and the corresponding marker on the map.

The screenshot shows the "Add New Story" form. On the left, there is a title field "Enter title here", a "Custom Fields" section with "First Name" and "Last Name" input fields, a "Story Summary" text area, and a "Full Story" rich text editor with "Visual" and "Text" tabs. On the right, the "Publish" section includes "Save Draft", "Preview", "Status: Draft Edit", "Visibility: Public Edit", and "Publish immediately Edit" options, along with a "Publish" button. Below that, the "Area" section shows a list of areas with checkboxes: "Great Talbot", "204 St. James Street", "Marker 1", "North side of Sydenham half way between Sydenham and St. George", and "North-west corner of Sydenham and Richmond". A "+ Add New Category" link is at the bottom.

Step 9: Publishing

On the right-hand corner above the **Area** tab is the **Publish** tab. Click the **Publish** button on the bottom right corner and voila! You've finished uploading the story to the website.

