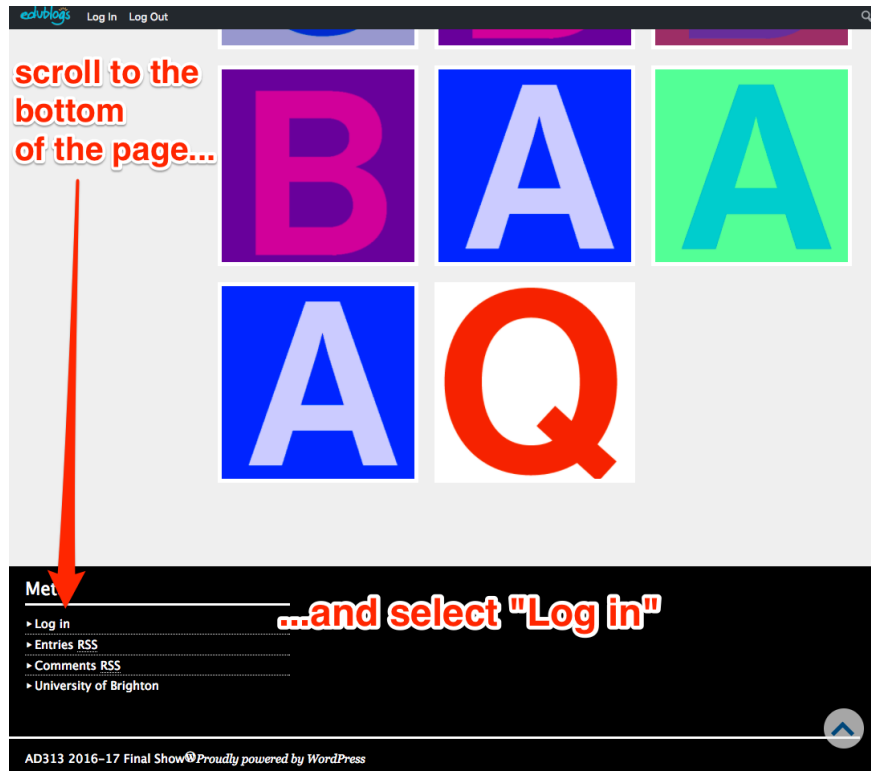


# How to update your page.

Go to <https://blogs.brighton.ac.uk/ad313yr201617/>

And scroll to the bottom of the page to log in.



The screenshot shows the bottom of a WordPress blog page. At the top left, there is a navigation bar with "edublogs", "Log In", and "Log Out" links. The main content area features a grid of five large, colorful letters: a purple 'B', a blue 'A', a green 'A', a blue 'A', and a red 'Q'. A red arrow points from the text "scroll to the bottom of the page..." to the footer. The footer contains a "Meta" section with links for "Log in", "Entries RSS", "Comments RSS", and "University of Brighton". To the right of the Meta section, the text "...and select 'Log in'" is displayed. At the bottom of the page, there is a footer with the text "AD313 2016-17 Final Show® Proudly powered by WordPress" and a small circular icon.

**Log in with your usual username and password**



Username or Email Address  
re114

Password  
.....

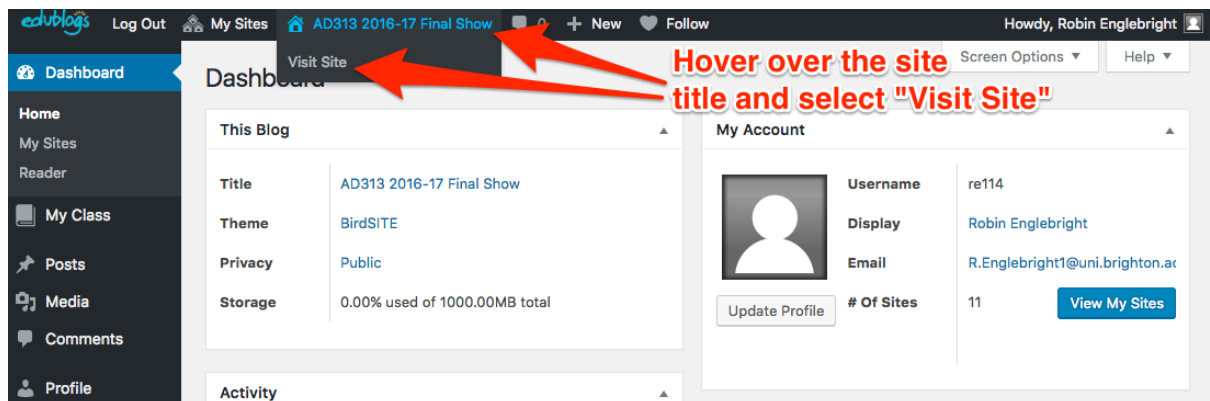
Remember Me

Lost your password?  
← Back to AD313 2016-17 Final Show

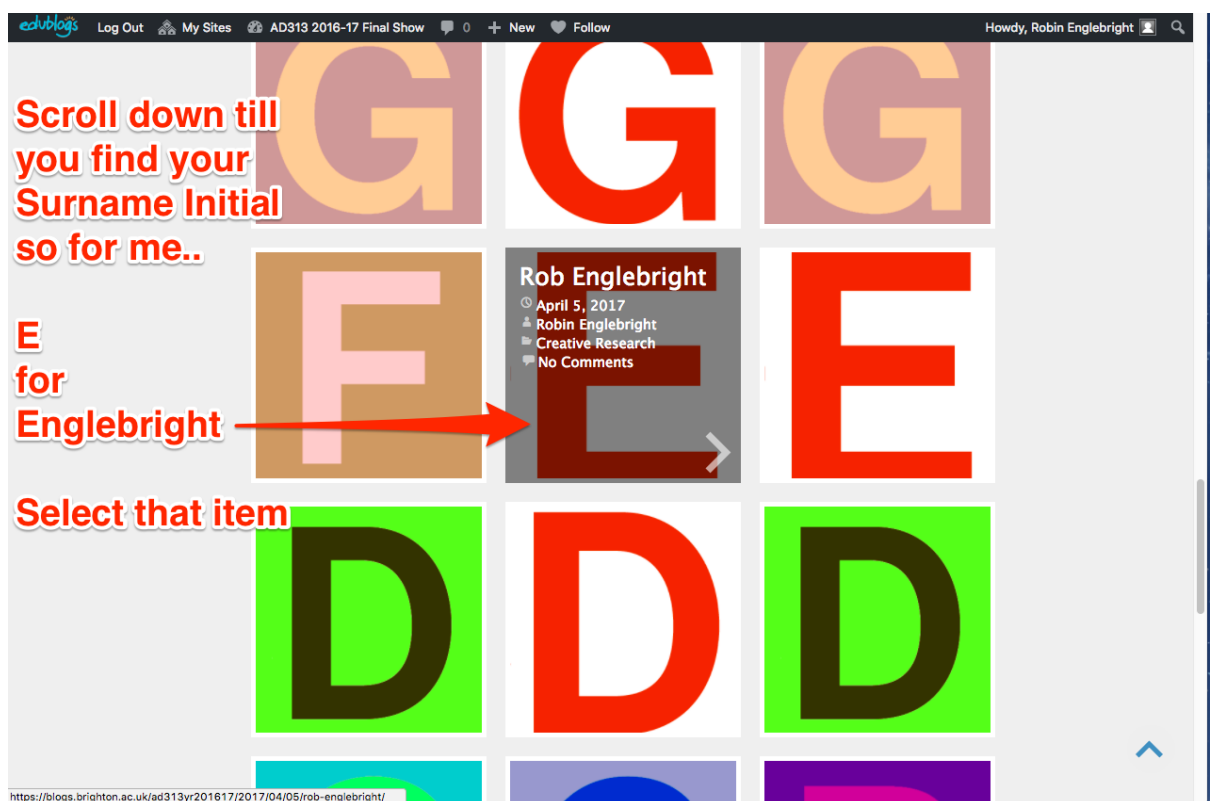
**If you can't remember your username or password contact the service desk [servicedesk@brighton.ac.uk](mailto:servicedesk@brighton.ac.uk) or on Tel 01273 64(4444)**

**They are there:  
08:30 - 17:00 Monday - Thursday  
08:30 - 16:30 Friday**

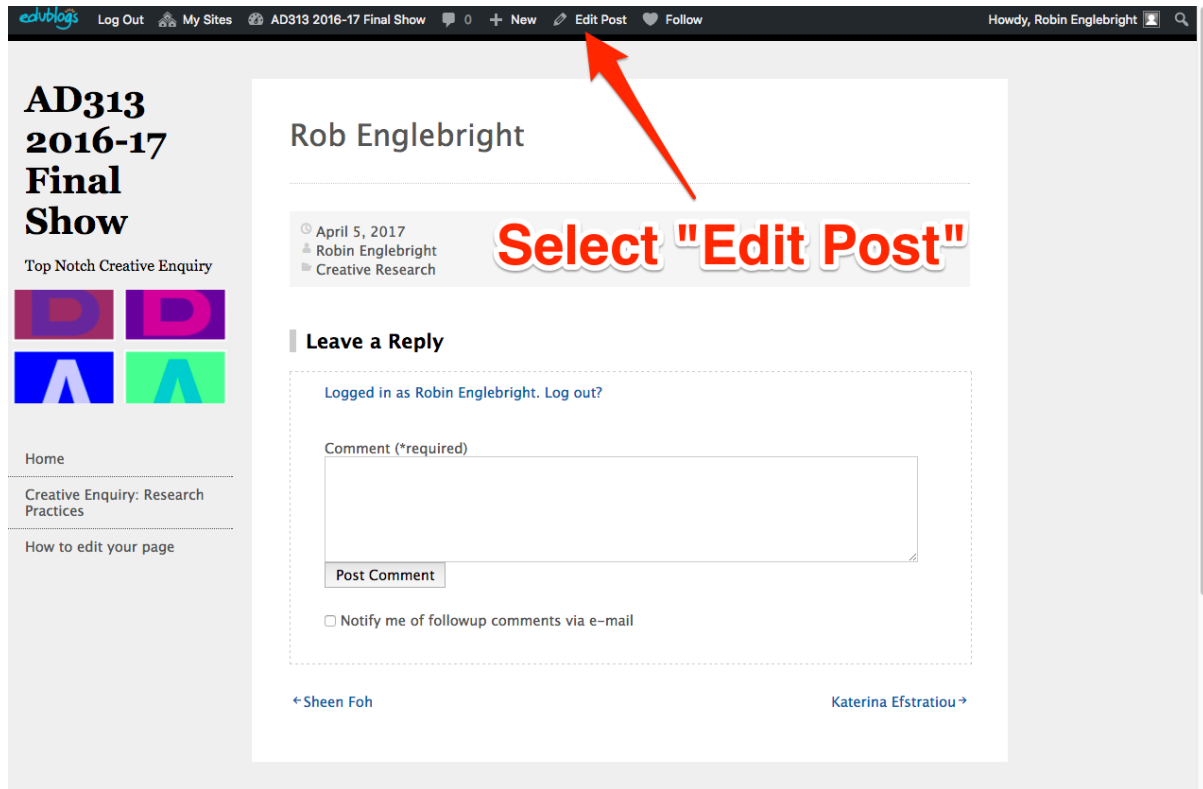
Hover over the site title- “AD313 2016-17 Final Show and select “Visit Site” from the menu



Now Scroll down again till you find the Initial letter of your Surname.

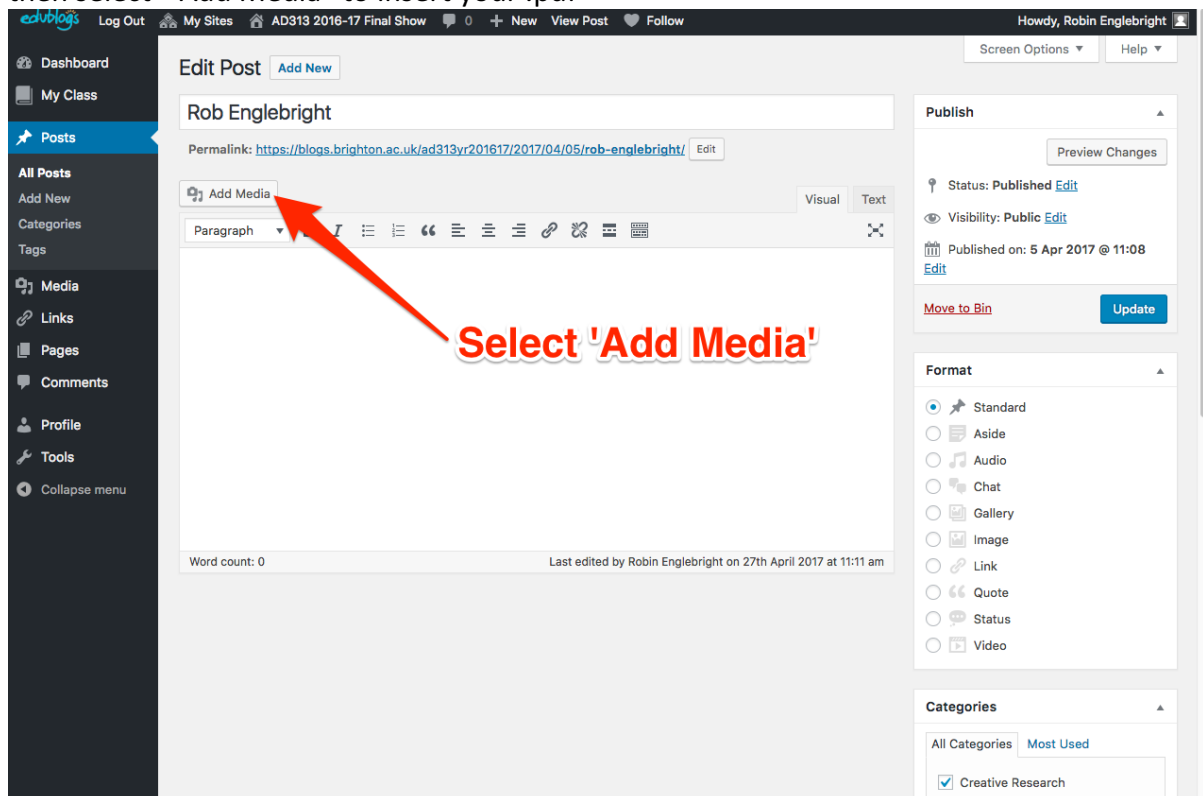


Select "Edit Post" from the top of the page



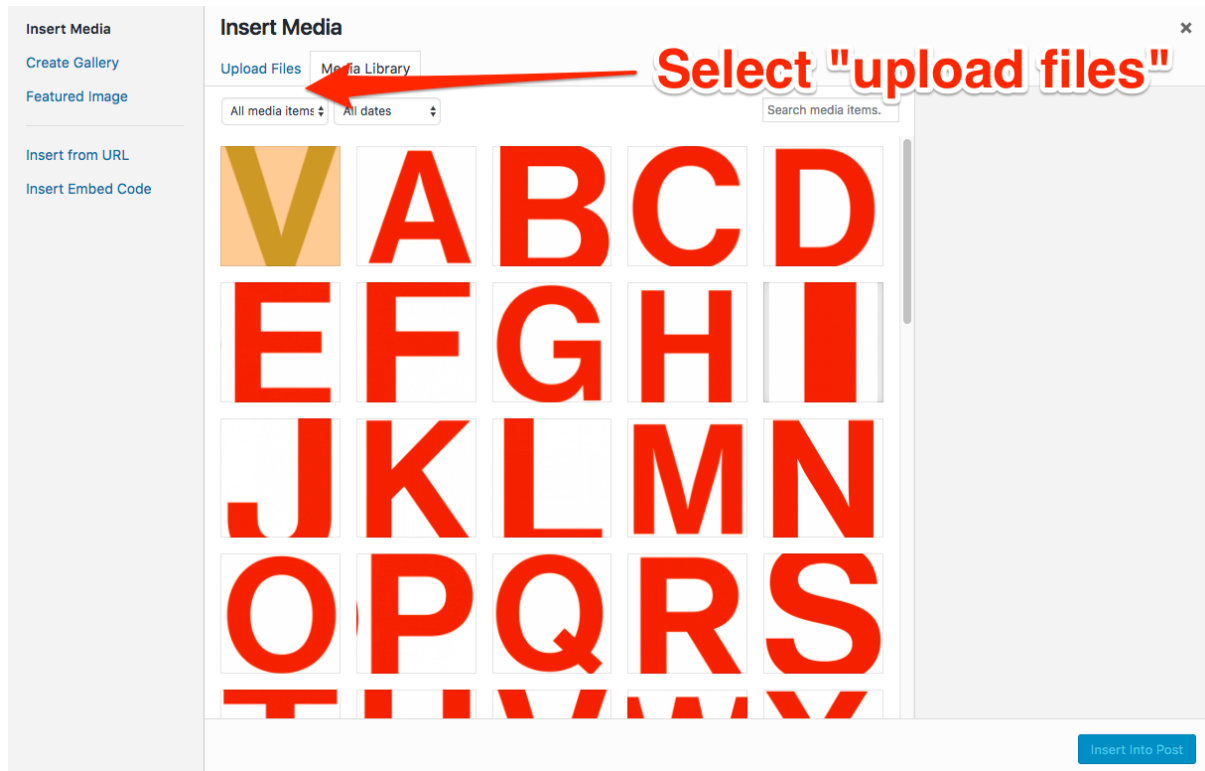
The screenshot shows a blog post page for 'Rob Englebright'. The top navigation bar includes 'Log Out', 'My Sites', 'AD313 2016-17 Final Show', 'New', 'Edit Post', and 'Follow'. A red arrow points to the 'Edit Post' link. The main content area shows the post title 'Rob Englebright', the date 'April 5, 2017', and the author 'Rob Englebright' with the category 'Creative Research'. Below the post is a 'Leave a Reply' section with a comment form and a 'Post Comment' button. The left sidebar contains the site title 'AD313 2016-17 Final Show' and navigation links like 'Home', 'Creative Enquiry: Research Practices', and 'How to edit your page'.

then select "Add Media" to insert your .pdf

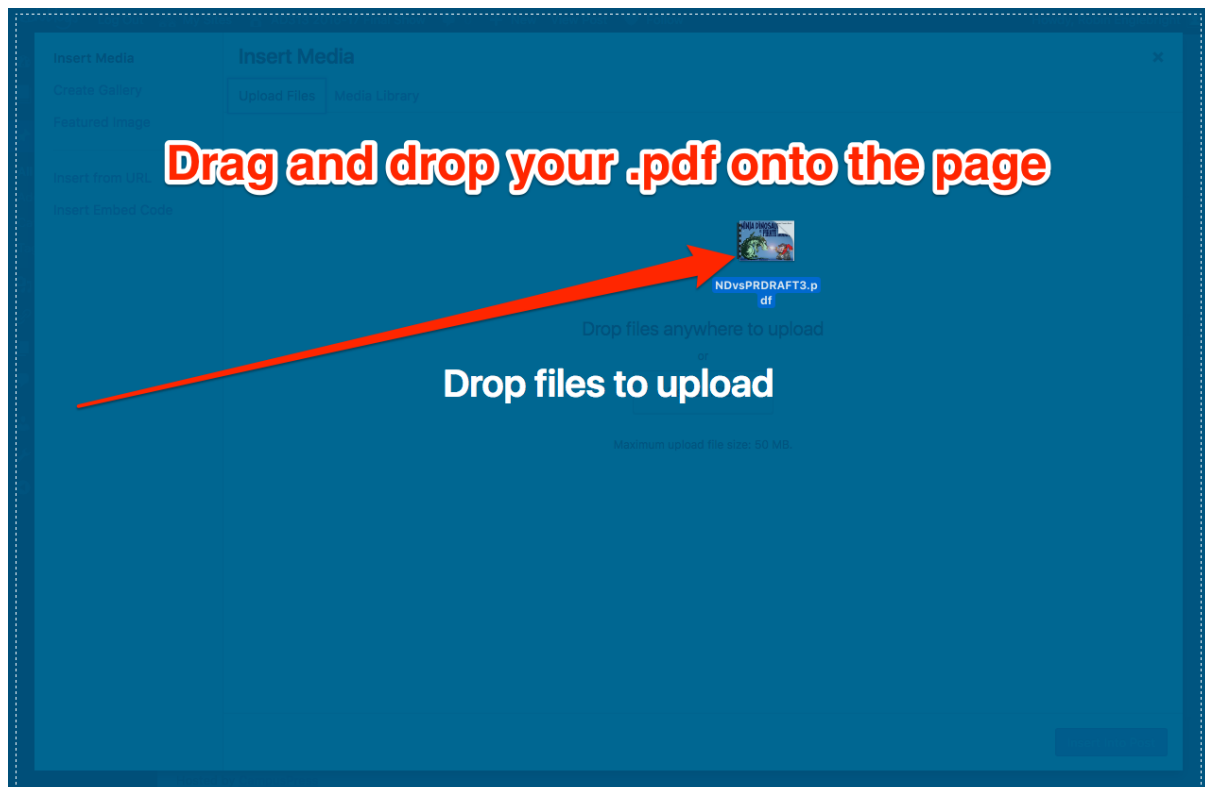


The screenshot shows the 'Edit Post' interface. The top navigation bar includes 'Log Out', 'My Sites', 'AD313 2016-17 Final Show', 'New', 'View Post', and 'Follow'. A red arrow points to the 'Add Media' button in the editor toolbar. The main content area shows the post title 'Rob Englebright' and the permalink 'https://blogs.brighton.ac.uk/ad313yr201617/2017/04/05/rob-englebright/'. The editor toolbar includes 'Add Media', 'Paragraph', 'Text', and various formatting options. The right sidebar contains the 'Publish' section with 'Status: Published', 'Visibility: Public', and 'Published on: 5 Apr 2017 @ 11:08'. The 'Format' section shows 'Standard' selected, and the 'Categories' section shows 'Creative Research' selected.

Select "upload files"



Then drag and drop your .pdf onto the page and then select "Insert into post"



edublogs Log Out My Sites AD313 2016-17 Final Show + New View Post Follow Howdy, Robin Englebright

Dashboard My Class Posts All Posts Add New Categories Tags Media Links Pages Comments Profile Tools Collapse menu

### Edit Post [Add New](#)

Rob Englebright

Permalink: <https://blogs.brighton.ac.uk/ad313yr201617/2017/04/05/rob-englebright/> Edit

Add Media Visual Text

Paragraph B I [List Icons] [Link Icon] [Image Icon] [Table Icon]

NDvsPR  
[blogs.brighton.ac.uk/.../NDvsPRDRAFT3-1fx9uze.pdf](https://blogs.brighton.ac.uk/.../NDvsPRDRAFT3-1fx9uze.pdf)

**That's it... select "update" and you are done**  
**If you like you can add an image or more text to your page as a preview of the pdf.**  
**I'm going to add an image**

Word count: 1 Draft saved at 11:25:47 am. Last edited by Robin Englebright on 27th April 2017 at 11:11 am

**Publish**  
 Preview Changes  
 Status: Published Edit  
 Visibility: Public Edit  
 Published on: 5 Apr 2017 @ 11:08 Edit  
 Move to Bin **Update**

**Format**  
 Standard  
 Aside  
 Audio  
 Chat  
 Gallery  
 Image  
 Link  
 Quote  
 Status  
 Video

**Categories**  
 All Categories Most Used  
 Creative Research

I've added a few details like a caption and Alt Text in the boxes on the Right.






edublogs Log Out My Sites AD313 2016-17 Final Show + New View Post Follow Howdy, Robin Englebright

Insert Media Create Gallery Featured Image Insert from URL Insert Embed Code






### Insert Media






Upload Files Media Library






All media items: All dates Search media items.

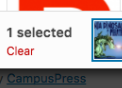




    


NDvsPRDRAFT3-1fx9uze.pdf


    

1 selected Clear 

**ATTACHMENT DETAILS**

  
 NDvsPRDRAFT3\_pdf\_page\_1\_of\_36\_-212s.occu.png  
 27th April 2017  
 838 x 627  
 Edit Image  
 Delete Permanently

URL: <https://blogs.brighton.ac.uk/.../NDvsPRDRAFT3-1fx9uze.pdf>  
 Title: Ninja Dinosaur Image  
 Caption: Arrgh! it's a Ninja Dinosaur  
 Alt Text: watch out sharp teeth  
 Description:

**ATTACHMENT DISPLAY SETTINGS**  
 Alignment: Centre  
 Link To: Media File

**Insert into Post**

Hosted by CampusPress

Finally when you are done make sure you select "Update"

The screenshot shows the WordPress 'Edit Post' interface. The post title is 'Rob Englebright' and the content includes the text 'NDvsPR' and an image titled 'NINJA DINOSAURS vs PIRATE ROBOTS'. A red arrow points from the text 'Finally select "Update"' to the 'Update' button in the 'Publish' sidebar. The sidebar also shows 'Status: Published', 'Visibility: Public', and 'Published on: 5 Apr 2017 @ 11:08'. The 'Categories' section shows 'Creative Research' selected.

Log Out My Sites AD313 2016-17 Final Show + New View Post Follow Howdy, Robin Englebright

Dashboard My Class Posts All Posts Add New Categories Tags Media Links Pages Comments Profile Tools Collapse menu

Screen Options Help

Rob Englebright Add New

Permalink: <https://blogs.brighton.ac.uk/ad313yr201617/2017/04/05/rob-englebright/> Edit

Add Media Visual Text

Paragraph B I [List Icons] [Link Icon] [Image Icon] [Table Icon]

NDvsPR

**NINJA DINOSAURS vs PIRATE ROBOTS**

Arrah it's a Ninja Dinosaur!

Word count: 6 Draft saved at 11:32:24 am. Last edited by Robin Englebright on 27th April 2017 at 11:11 am

Publish Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Published on: 5 Apr 2017 @ 11:08 Edit

Move to Bin Update

Form Standard [List Icons] Audio Chat Gallery Image Link Quote Status Video

Categories All Categories Most Used

Creative Research