

MHL Contributor Guide

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My Houston Life

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1 Introduction

This document is intended as a guide MyHoustonLife contributors. It will highlight MyHoustonLife dashboard basics such as how to create article posts, submit posts for review, create NextGen galleries, and uploading images. Caveats and "need-to-knows" concerning article creation, submission, etc., will also be convered in the sections below.

2 MyHoustonLife Dashboard

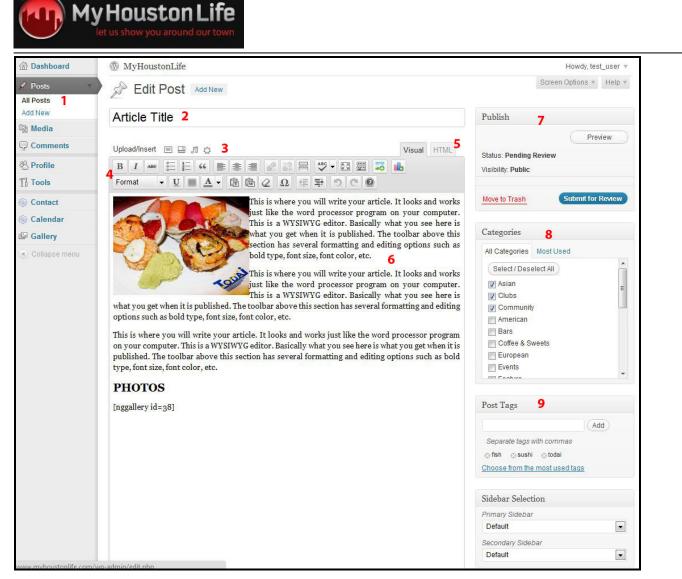
The MyHoustonLife dashboard is where you are redirected when you have successfully logged in to the MHL website. From the dashboard, you will be able to create, edit and submit articles, edit your MHL account/profile, and upload galleries of images.

🔒 Dashboard	MyHoustonLife				Howdy, test	_user 🔻
Posts 1	Dashboard				Screen Options v	Help v
 Media Comments 	Right Now 2		QuickPress			
& Profile 3	Content	Discussion	Title			
TI Tools	33 Posts 41 Pages	14 Comments 6 Approved		pload/Insert 🔳 🔜 🕫 😳		
 Contact Calendar 	23 Categories 219 Tags	o Pending 8 Spam	Content	5		1.
Gallery 4	Theme Magazine Child Theme	with 21 Widgets	Tags			
() Collapse menu	You are using WordPress 3.2.1	l.	٩	Save Draft Reset	Submit for Revi	ew
	The Latest News From Xa	avisys v	Recent Draf			
	Speaking at WordCamp San Francisco 2011 August 5, 20	11 (control your internet)	There are no o	drafts at the moment		
		e! I've attended for the last few years, and it	WordPress I	Development Blog		
	community and specifically with	g me involved more with the WordPress the development of WordPress. Andy Stratton Involved: Contribution & Courtesy A		.3 Beta 2 October 20, 2011 e Beta 1: Updated the Blue theme Fix	ked IE7 and RTL supp	ort

- 1. Post Menu expand to load Posts screen.
- 2. **MyHoustonLife Overview** view number of posts, pages, etc. that make up the MHL site.
- 3. **Profile Menu** expand to edit your MHL profile/account information.
- 4. Gallery Menu expand to add new gallery, manage gallery, or upload images.
- 5. Quick Press mini post editor for creating new post quickly.
- 6. **Recent Drafts** overview of user's saved article drafts.

3 MyHoustonLife Article Editor

The article editor is the tool that you will utilize to create articles to be submitted to MHL editors for publishing to the site. The WYSIWYG (what you see is what you get) editor is similar to text editors such as Word on your local computer.



- 1. Posts Menu load Posts screen or create new post.
- 2. Article Title enter title of your post/article.
- 3. Upload Media options to upload media into your article.
- 4. **Formatting Toolbar** formatting options for your article.
- 5. **HTML Tab** switch to HTML editor.
- 6. Article Canvas this is where you write your article.
- 7. Publish Menu save draft, preview your article, or submit article for review.
- 8. Categories Menu select categories that your article belongs to.
- 9. **Post Tags Tool** enter descriptive tags for the content of your article.

4 Writing an Article

This section will walk you through the basics of creating a new MyHoustonLife post, adding content, and submitting the finished article for review by MHL editors.



1. From your Internet browser, navigate to <u>www.myhoustonlife.com</u>. Select Log In from the navigation menu and enter your MyHoustonLife username and password to log in.

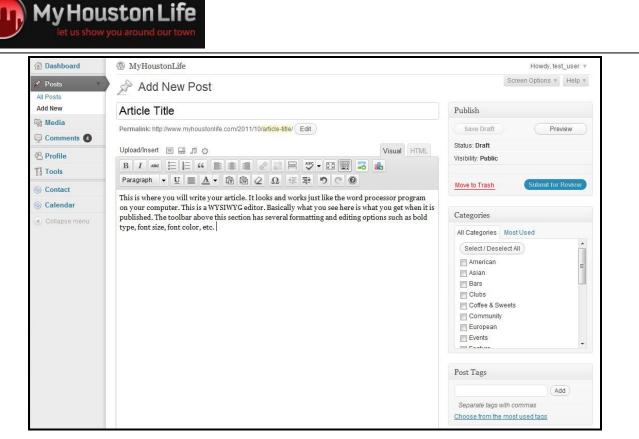
ATURES FOOD	NIGHTLIFE	EVENTS	LIFESTYLE	ABOUT MHL	LOG IN
Log In					
Username					
Password					
Remember Me					
Log In					
 Register Lost Password 					

If you do not have a MyHoustonLife account, register for an account <u>here</u>. Once you have received an email with an account approval, you will be able to log in and begin posting content.

2. On the MHL Dashboard, select **Posts** from the left toolbar to load the Posts screen. To create a new post, click on the **Add New** button.

Dashboard	1 MyHoustonLife	
🖍 Posts 🔹	Posts Add New	
All Posts Add New	All (45) Published (33) Drafts (12)	
똏j Media	Bulk Actions Apply Show all dates	View a
Comments	Title	Auth
8 Profile	Mi Luna Tapas Restaurant and Bar - Draft	ttang
TI Tools		Charles Pr

3. Upon clicking on the Add New button, the built-in Wordpress editor will load and you can begin to compose your article.



You will first need to enter a title for your post in the **Title** field. Then move on to working in the large blank space towards the middle of the screen. The editor looks and works like the word processor program on your computer. The editor is WYSIWYG. Basically, what you see in the editor is how it will look on the site.

4. To add media to your post, utilize the 4 icons above the formatting toolbar and to the right of the **Upload/Insert** tag. Selecting the first icon will allow you to insert an image.

From Computer From URL Media Library NextGEN Gallery Add media files from your computer Choose files to upload Select Files Cancel Upload Maximum upload file size: 64MB You are using the Flash uploader. Problems? Try the Browser uploader instead. After a file has been uploaded, you can add titles and descriptions.
Choose files to upload Select Files Cancel Upload Maximum upload file size: 64MB You are using the Flash uploader. Problems? Try the <u>Browser uploader</u> instead.
Maximum upload file size: 64MB You are using the Flash uploader. Problems? Try the <u>Browser uploader</u> instead.
You are using the Flash uploader. Problems? Try the <u>Browser uploader</u> instead.
After a file has been uploaded, you can add titles and descriptions.

From this dialog box you can choose to insert an image from your computer, from the internet, from our media library, or from a NextGen Gallery (You will only be able to insert from a



NextGen Gallery if you have previously created a gallery and upload images prior to writing your article).

5. The majority of the time you will be inserting an image from your computer. To do so, select the **Select Files** button under the **From Computer** tab.

🐬 Open)	×
OO Desktop >				- ↓	Search Desktop		Q
Organize 🔻 New folder					• • •		
★ Favorites ■ Desktop ↓ Downloads ③ Recent Places	Libraries System Folder	12	Tommy Tang System Folder Threadless-Submission-Kit		Computer System Folder IMG_0389-300x217.jpg		
Libraries	System Folder	11	File folder	<u> .</u>	JPEG image 28.1 KB		
 Documents Music Pictures Videos 	Spotny Shortcut 892 bytes						
I룊 Computer 을 Local Disk (C:)							
👊 Network							
File name:	IMG_0389-300x217.jpg			•	All Files (*.*) Open	▼ Cancel)]

From the Open dialog box, select the image(s) that you want to upload and click **Open**.

6. The file will begin to upload and when complete the following window will appear. In this dialog box you will be able to edit the image's title, add a caption or description, etc.

hoose files to upload	Select Files Cancel Upload
laximum upload file si	ze: 64MB
ou are using the Flash	uploader. Problems? Try the Browser uploader instead.
fter a file has been up	loaded, you can add titles and descriptions.
610	File name: IMG_0389-300x217.jpg
- MAR	File type: image/jpeg
	Upload date: October 25, 2011
and a	Dimensions: 300 × 217
Edit Image	
Title	* IMG_0389-300x217
Alternate Text	
	Alt text for the image, e.g. "The Mona Lisa"
Caption	
Description	
	ĥ
Link URL	http://www.myhoustonlife.com/wp-content/uploads/2011/10/IMG_0389-300x217.jpg
	None File URL Post URL
	Enter a link URL or click above for presets.
Alignment	🔘 💻 None 🛛 🗨 Left 🔿 💻 Center 🔿 💻 Right
Size	Thumbnail Medium Large Full Size (150 × 150) (300 × 217)
	Insert into Post Use as featured image Delete

Once you have finished entering the data associated with your image, select the **Insert into Post** button to insert the image into your article.

7. The image will insert into the editor wherever your cursor was when you selected the upload image button.

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Add New Post		
Article Title		
Permalink: http://www.myhoustonlife.com/2011/10/ar	ticle-title/ Edit	
Upload/Insert 🔳 🖽 🕫 🗇		Visual HTML
B I ABG 0= 1= 66 ≣ ≢ ≣ Ø	💦 🛏 🤷 🖬 📰 🌄 🛽	L
Paragraph 🔹 🗓 🗮 🛓 🕻 🕅 🖉	Ω得撃り⊂◎	
	This is where you will write your and works just like the word pro on your computer. This is a WYS Basically what you see here is wh it is published. The toolbar abov several formatting and editing of bold type, font size, font color, e	cessor program SIWYG editor. hat you get when re this section has ptions such as

8. You can choose to edit your image by hovering over the image with your mouse cursor and picture icon that appears. If you would like to remove the image altogether, click on the "crossed out" icon.

Article Title		
Permalink: http://www.myhoustonlife.co	m/2011/10/article-title/ Edit	
Jpload/Insert 🔳 🖽 🕫 😳		Visual HTML
B I ABG 0= 1= 46	i = 🖉 🛜 🛏 🤷	- 23 📰 🌄 👪
Paragraph 👻 🗓 🔳 🖌 🕇	a 📾 🖉 Ω 💷 🎫	500
	and works just on your comp Basically what it is published several forma	you will write your article. It looks t like the word processor program outer. This is a WYSIWYG editor. t you see here is what you get when l. The toolbar above this section has utting and editing options such as at size, font color, etc.

9. From the **Edit Picture** window, you have the option to adjust the size of the image by percentage, edit the Title, Description, etc., as well as select the alignment of the image. Click on **Update** to save your changes and return to the editor.

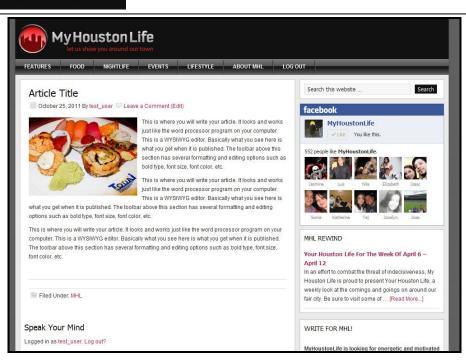
	Size	Lorem ipsum dolor sit amet consectetuer velit pretium euismod ipsum enim. Mi cursus at a mollis senectus id arcu gravida guis
	1 3 0 96	urna. Sed et felis id tempus Morbi mauris tincidunt enim In mauris. Pede eu risus velit libero natoque enim lorem adipiscing
	120%	ipsum consequat. In malesuada et sociis tincidunt tempus
	11096	pellentesque cursus convallis ipsum Suspendisse. Risus In ac quis ut Nunc convallis laoreet ante Suspendisse Nam. Amet amet urna
	100%	condimentum Vestibulum sem at Curabitur lorem et cursus. Sodales
	90%	In penatibus libero id ipsum sagittis nec elit Sed. Condimentum eget Vivamus vel consectetuer
	80%	lorem molestie turpis amet tellus id. Condimentum vel ridiculus Fusce sed pede Nam nunc sodales eros tempor. Sit lacus magna dictumst Curabitur fringilla auctor id vitae wisi facilisi.
	70%	Fermentum eget turpis felis velit leo Nunc Proin orci molestie Praesent. Curabitur tellus
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Alignm Title		 ○ ■ None ○ ■ Left ○ ■ Center ○ ■ Right IMG_0389-300x217
Alterna	te Text	
Caption	n	
	RL	http://www.myhoustonlife.com/wp-content/uploads/2011/10/IMG_03
Link UF		None Current Link Link to Image
Link UF		
Link UF		Enter a link URL or click above for presets.

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10. At this point you may want to see how your article will look on the MyHoustonLife site. To do so select the **Preview** button from the **top right of the right toolbar**.

Save Draft)	C	Preview	
Status: <mark>Draft</mark>				
/isibility: Public				
Move to Trash		Subm	iit for Revie	w
All Categories	MostUs	sed		
Select / Des		seu		*
American				

Depending on the browser you are using, a preview of how your article will look on our site will load either in a new tab or on the same tab that your are currently on. See the above test article's preview below.



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- 11. If you have additional images for your article and would like to insert a gallery at the bottom of your post, you will need to first create a NextGen Gallery gallery. Learn how to create a gallery in <u>Section 5: Uploading Images to a NextGen Gallery</u> and how to insert the gallery in <u>Section 6:</u> <u>Adding a NextGen Gallery to Article</u>.
- 12. Before submitting your article to be reviewed by our editors, it is important to select the proper categories associated with your article as well as entering descriptive tags for the content of your article.





Selecting the correct categories and adding tags will allow your article to be published to the correct areas of the site.

13. You will also need to add a featured image for your article. To do so, select the **Set Featured Image** option from the **bottom right of the right toolbar**.

Featured Image	
Set featured image	

14. The upload/insert media dialog box will pop up again and you will be able to select an image to used as the featured image for your article. The featured image of your article serves as the visual preview for readers of the site.

		All Tabs: Show	Sort Order: Ascen	ding Descending Clear
Media			Order	Actions
IMG_0389-300x217				Hide
	File name: IMG_0389- File type: image/jpeg Upload date: October Dimensions: 300 × 21	25, 2011		
Edit Image				
litle	* IMG_0389-300x217			
Alternate Text	Alt text for the image,	e.g. "The Mona Lisa"		
Caption				
Description				
ink URL	http://www.myhousto	nlife.com/wp-content	/uploads/2011/10/II	//////////////////////////////////////
	None File URL Enter a link URL or cli	Post URL ck above for presets		
Alignment	🔘 💻 Non	e o Left (🖉 💻 Center 🛛 🔘	Right
Size	Thumbnail (150 × 150)	Medium	Large	Full Size (300 × 217)
	Insert into Post	Use as featured in	nage <u>Delete</u>	

To insert an image as the featured image, select the **Use as featured image** link towards the bottom of the window. You will now see your featured image in the right toolbar.





15. At any time you can select to save your article as a draft by selecting the **Save Draft** button at the **top right of the right toolbar**.

Save Draft	Preview
Status: Draft	
Visibility: Public	
Categories	
Categories All Categories	MostUsed
All Categories	

After saving, you will be redirected to the **Posts** screen where you can see your saved article listed as a draft.

🗟 Dashboard	MyHoustonLife				Н	owdy, test_user 🔻
🖈 Posts 🔹	Posts Add New				Screen O	ptions * Help *
All Posts Add New	Mine (1) All (46) Published (33) Drafts (13)					Search Posts
🚱 Media	Bulk Actions Apply Show all dates	View all categories	Filter			1 item
Comments	Title	Author	Categories	Tags		Date
용 Profile Ti Tools	Article Title - Draft Edit Quick Edit Trash Preview	test_user	Asian, Clubs, Community	fish, sushi, todai	ø	2011/10/25 Last Modified
Contact	Title	Author	Categories	Tags		Date
lendar	Bulk Actions Apply					1 item
Collapse menu						

16. To submit your finished article, select the **Submit for Review** button.

G	ubm	it for Revie	w
Most Used	t		
		Subm	Submit for Revie

17. Your submitted article will now show as **Pending** on the **Posts** screen.

Dashboard	MyHoustonLife MyHoustonLife				Ho
Posts All Posts Add New	Mine (1) All (46) Published (33) Drafts (12) Pendin	g (1)			Screen Opt
ଜ <mark>্ঞি Media</mark>	Bulk Actions Apply Show all dates	View all categories	Filter		
Comments	Title	Author	Categories	Tags	
⊗ Profile Ti Tools	Article Title - Pending	test_user	Asian, Clubs, Community	fish, sushi, todai	ø
Contact	Title	Author	Categories	Tags	
🚳 Calendar	Bulk Actions Apply				
Collapse menu					

18. Once your article has been reviewed by the MHL editors, you will receive an email notifying you that your article has either been approved and published or it has been denied.

5 Uploading Images to a NextGen Gallery

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If you have several images for an article, it may be more convenient and more visually appealing to display the images as a gallery in your post. MyHoustonLife utilizes NextGen Gallery to manage and display image galleries.

1. To begin uploading images to a gallery, expand the **Gallery** menu from the right toolbar on the Dashboard.

Dashboard	MyHoustonLife		
A Posts	Thanks for using this plugin, I help, please post your question	hope you are satisfied ! If you we	ould like to support the fu
ଜঃ Media	neip, piease post your quesur	ms <u>nere</u> .	
	Upload Images Add ne	w gallery Upload a Zip-File	Import image folder
8 Profile			
TI Tools	Upload Images		
le Contact	Upload image		Browse
lendar			
🖾 Gallery	in to	Choose gallery	
Add Gallery / Images			
Manage Gallery	(Disable flash upload)	load images	

Choose Add Gallery/Images to bring up the Upload Images tool.

2. Before uploading images, you will need to first add a new gallery. Select the **Add new gallery** tab. Enter a descriptive name for your gallery.

allerv ID 38 successfully creat	ted. You can show this gallery in your post or page with the shortcode [nggallery id=
<u>dit gallery</u>	
Upload Images Add no	ew gallery Upload a Zip-File Import image folder
Upload Images	
opioda inidgoo	2
Upload image	
Upload image	(Browse)
Upload image in to	Choose gallery

Be sure to note your new gallery's ID. You will need that ID to insert the gallery into your post.

3. Click on **Upload images** to begin uploading images to this gallery (be sure to select the correct gallery from the drop down menu).

i nanks för using this plugin, i help, please post your questio	hope you are satisfied ! If you would like to support the further development, pleasons ins <u>here</u> .
allery ID 38 successfully create dit gallery	d. You can show this gallery in your post or page with the shortcode [nggallery id=
Upload Images Add net	v gallery Upload a Zip-File Import image folder
Upload Images	
Upload image	IMG_0389-300x217.jpg Browse
	[remove] dpp_0052.jpg (559 kB) [remove] dpp_0055.jpg (385 kB)
	[remove] IMG_0389-300x217.jpg (28 kB)
in to	38 - Test_gallery

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4. You can view your new gallery and uploaded images by selecting the **Manage Gallery** link from the Gallery menu in the toolbar.

💮 Dashboard	🛞 MyH	loustonLife			Howdy, test_	user v
Posts	Thanks	s for using this plugin. I hope you	are satisfied ! If you would like to support the further develo ur questions <u>here</u> .	pment please consider a donation! If	options 🔻 🕇	Help 🔻
🕼 Media	you stil	ll need some help, please post yo	ur questions <u>hére</u> .	<u></u>	nide this messa	age now !
Comments	G	alleries				
8 Profile					Search	Images
Tools	Bulk action	ns Apply Ad	d new gallery	37 items « «	2 of 2	2 > >
Contact Calendar	ID ID	Gallery	Description	Author	Page ID	Ima ges
Gallery	27	beavers icehouse		ttang	0	3
Add Gallery / Images	28	bohemeos		ttang	0	2
Manage Gallery	29	byzantios		ttang	0	4
🕙 Collapse menu	30	five seven grill		ttang	0	4
	31	flying saucer		ttang	0	1
	32	hubcap grill		ttang	0	4
	33	lankfords grocery		ttang	0	9
	34	mi luna		ttang	0	4
	35	niko nikos		ttang	0	3
	36	red lion pub		ttang	0	3
	37	public_upload		ttang	0	2
	38	Test_gallery		test_user	0	3
	ID ID	Gallery	Description	Author	Page ID	Ima ges
				37 items	« < 2 of 2	2 > >

5. Click on your gallery to bring up it's images and options page.

shboard	MyHous MyHous	tonLife				Ho	owdy, test_user 🧃
osts	Thanks for	using this plugin.	hope you are satisfied ! If you wou	uld like to support the furthe	er development, please consider a	Screen Op	tions 🔻 🕇 Help 🔻
ledia	donation! I	l you still need son	ne help, please post your question	ns <u>here</u> .		OK, hid	le this message now
omments	🔛 Gall	ery : Test	gallery				
rofile		_					
ools	Gallery set	tings (Click here	for more settings)				
ontact	Title:		Test_gallery		Page Link to:	Not linked	•
alendar	Description				Preview image:		
allery v					r tonow intege.	180 - img_0389	9-300x217 💌
Gallery / Images				11			
age Gallery						test_user	
ollapse menu	Path:	r for new images	wp-content/gallery/test_ga	illery	Author:	163_0361	
ollapse menu		r for new images	Save Changes	Save Changes	Autror:	(63)	3 item
ollapse menu	Scan Folde	r for new images Thumbnail	Save Changes	Save Changes	Taut / Description	Tags (comma separated list)	3 item exclude
ollapse menu	Scan Folde Bulk actions		Save Changes	Save Changes	Text / Description	Tags (comma	
ollapse menu	Scan Folde Bulk actions ID		Save Changes	Save Changes Alt & Title	Text / Description	Tags (comma	exclude
ollapse menu	Scan Folde Bulk actions ID		Save Changes	Save Changes Alt & Title	Text / Description	Tags (comma	exclude
ollapse menu	Scan Folde Bulk actions ID		Sive Changes	Save Changes Alt & Title	Text / Description 300x217	Tags (comma	exclude
ollapse menu	Scan Folde Bulk actions ID 180		Save Changes Apply Sort gallery Filename img_0399.300x217 October 25, 2011 300 x 217 pixel	Save Changes) Alt & Title img_0389-	Text / Description 300x217	Tags (comma	exclude
ollapse menu	Scan Folde Bulk actions ID 180		Save Changes Apply Sort gallery Filename Img_0389.300x217 October 25, 2011 300 x 217 pixel dpp_0052 April 14, 2010	Save Changes) Alt & Title img_0389-	Text / Description 300x217	Tags (comma	exclude

From this screen you have the ability to change the name of your gallery as well as any of the image titles, remove images from the gallery, as well as several other options.

6 Adding NextGen Gallery to Article

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Adding a NextGen Gallery to you article is very simple. You simply need to add the following shortcode, **[nggallery id=xx]** to your article in the editor.

😭 Dashboard	MyHoustonLife	Howdy, test_user 🔻
Posts All Posts	Edit Post Add New	Screen Options * Help *
Add New	Article Title	Publish
জ্যি Media		Preview
Comments	Upload/Insert 🗉 🖽 🕫 🔿 Visual HTML	Status: Pending Review
8 Profile	B I ₩₩ 등 등 ₩ € \$ \$ 2 2 2 ₩ ₩ • 13 8 3 4	Visibility: Public
Tools	Paragraph - U 📃 🛆 - 管 蘭 🖉 Ω 標 琴 🤊 C 🔞	
Contact	This is where you will write your article. It looks and works	Move to Trash Submit for Review
🛞 Calendar	just like the word processor program on your computer. This is a WYSIWYG editor. Basically what you see here is	
Gallery	what you get when it is published. The toolbar above this	Categories
 Collapse menu 	Section has several formatting and editing options such as bold type, font size, font color, etc. This is where you will write your article. It looks and works inst like the word processor program on your computer. This is a WYSIWYC editor. Basically what you see here is what you get when it is published. The toolbar above this section has several formatting and editing options such as bold type, font size, font color, etc. This is a wrest with a solution of the section has several formatting and editing options such as bold type, font size, font color, etc. This is where you will write your article. It looks and works just like the word processor program on your computer. This is a WYSIWYG editor. Basically what you see here is what you get when it is published. The toolbar above this section has several formatting and editing options such as bold type, font size, font color, etc. PHOTOS	All Categories Most Used Select / Deselect All V Asian Clubs Community American Bars Coffee & Sweets European Events
		Post Tags
	fufficaner à in-301	Separate tags with commas S fish



By previewing your article, you will then see that your specified gallery is visible at the bottom of your article post.



7 Known Issues and Troubleshooting

7.1 Formatting Toolbar missing options

The missing options are simply hidden from view. To show all of the formatting tools on the formatting toolbar, click on the **Show/Hide Kitchen Sink** button (third from the right) or use the Hotkey combination, Alt+Shift+Z.

7.2 Gallery Menu is missing from dashboard

If you do not see the Gallery menu in the toolbar on the right of the MyHoustonLife dashboard, is it likely that your account does not have the proper permissions to create, edit, etc., galleries. To resolve this issue, please contact us at info@myhoustonlife.com.

7.3 Upload Media icons are missing from editor

If you do not see the upload media icons above the article editor, is it likely that your account does not have the proper permissions to upload media. To resolve this issue, please contact us at info@myhoustonlife.com.