

AccessLocal.TV Posts and Videos – Public Version



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Updated February 9th, 2011 by Kristian Manoff at Foxyea Web Media.

Posting Stories, Uploading Video, & Inserting Video Shortcodes into Posts.

- **Creating a blog post:** Go to AccessLocal.TV and login. This will bring you to the Wordpress Dashboard. On the left hand side, locate the Posts panel. To expand the panel, click the triangle next to the word Posts. The panel may already be expanded. Beneath Posts click Add New to create a new blog post. This will bring you to the Add New Post screen.

Create your blog post. Add text and images and Set a Featured Image. You can add images and video by using the Add Image button above the Add New Post text entry area, to the right of "Upload/Insert". See below for more information on setting a featured image and Uploading Video.

- **Setting a featured image:** On the lower right of add new post screen, there is a link to Set a Featured image. This is the thumbnail image that will appear next to the post on the home page and on the archive pages. Clicking this link will bring up the add image box that lets you upload an image from your computer, or choose an image from the media gallery. Once you have located the image that you want to use, click Use as Featured Image at the bottom of the add image box, beneath the image size options. The image will be added when you click this link, but the add image box will not close until you click close in the upper right hand corner of the box.
- **Set your Category:** Before publishing your post, set the category of your blog post to your Neighborhood News Bureau. To set the category, choose the category from the list on the right hand side of the post screen in the Categories panel.
- **Add Tags to your post:** Below the Categories panel you will find the Tags panel. Enter tags for your post. It is recommended that you enter the name of your Neighborhood News Bureau, along with any other relevant tags. Once you have set the category, and entered tags, use the Publish button to publish your blog.
- **Uploading Video:** Uploading video is done by clicking on the VideoPress icon to right of "Upload/Insert" just above the Add New Post text entry area. When you click this link, it will bring up the VideoPress Box, and may prompt you to enter a username and password. You can get this from your Neighborhood News Editor, or from Access Sacramento. You may be asked to choose the VideoPress server, choose videoss.com. Once you are logged into the VideoPress box, you can upload video from your computer, or choose a video from the media library. To upload a video, click the Select Files button on the From your Computer tab, and choose the video from your hard drive. A progress bar will appear to show that the video is uploading. Once the video is uploaded, a progress bar will show that the video is Crunching. Once this is done, you are ready to enter a title and description for your video.
- **Using Video in Posts, Inserting Video Shortcodes:** The VideoPress shortcode is located in the VideoPress Box next to Preview and Insert, just below the video ratings selection. To access the VideoPress box, see the above step Uploading Video. To use a video in your post, copy the video shortcode to the clipboard, close the VideoPress box, and paste the shortcode into your post where you would like the video to appear.