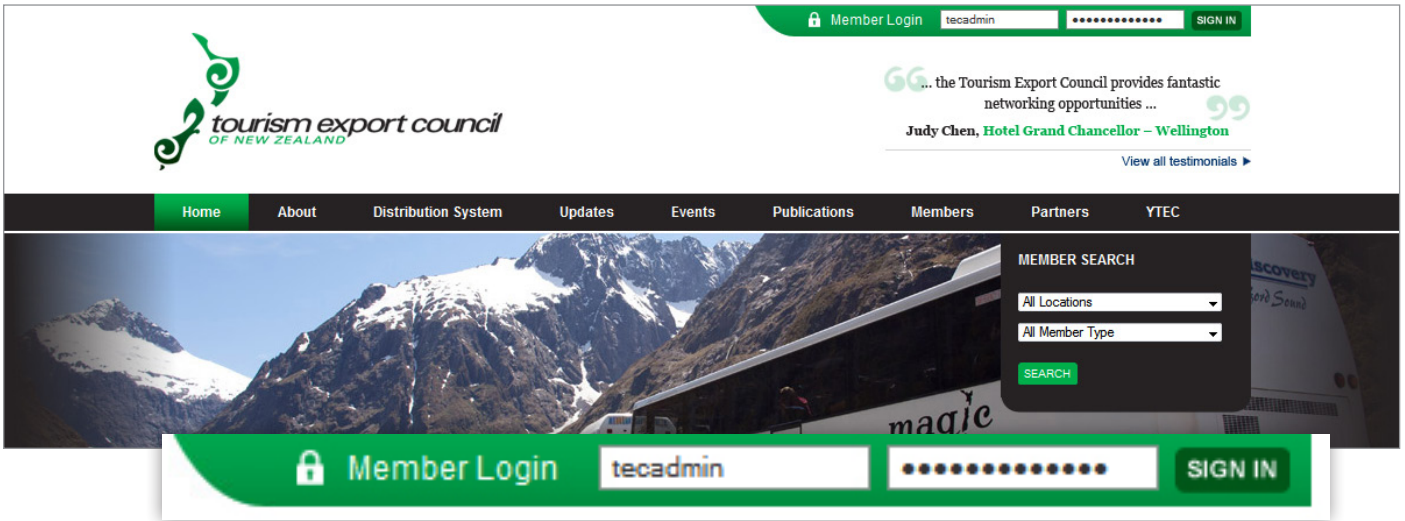


WORDPRESS HELP FILE 2012

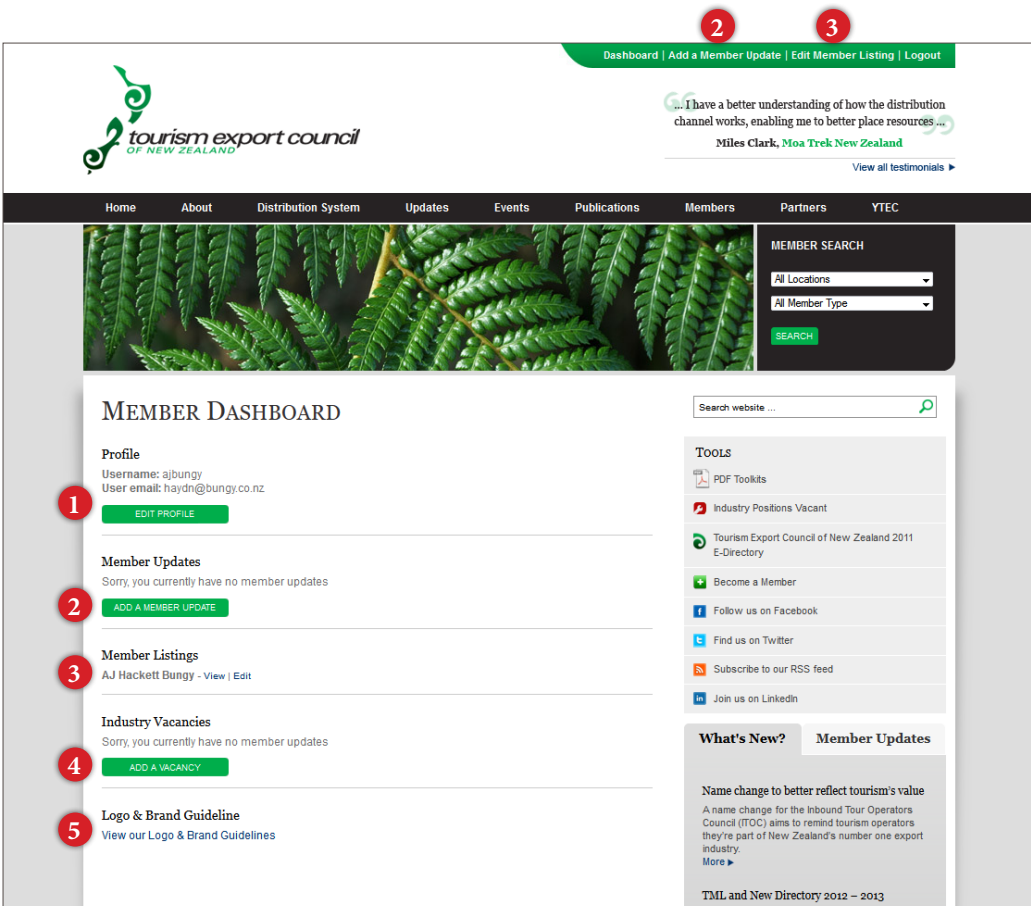
For Tourism Export Council of New Zealand Members

Logging In

To log in to view your listing, add updates and vacancies, and to reset your profile details (including your password), sign into the site via the green bar along the header at www.tourismexportcouncil.org.nz.

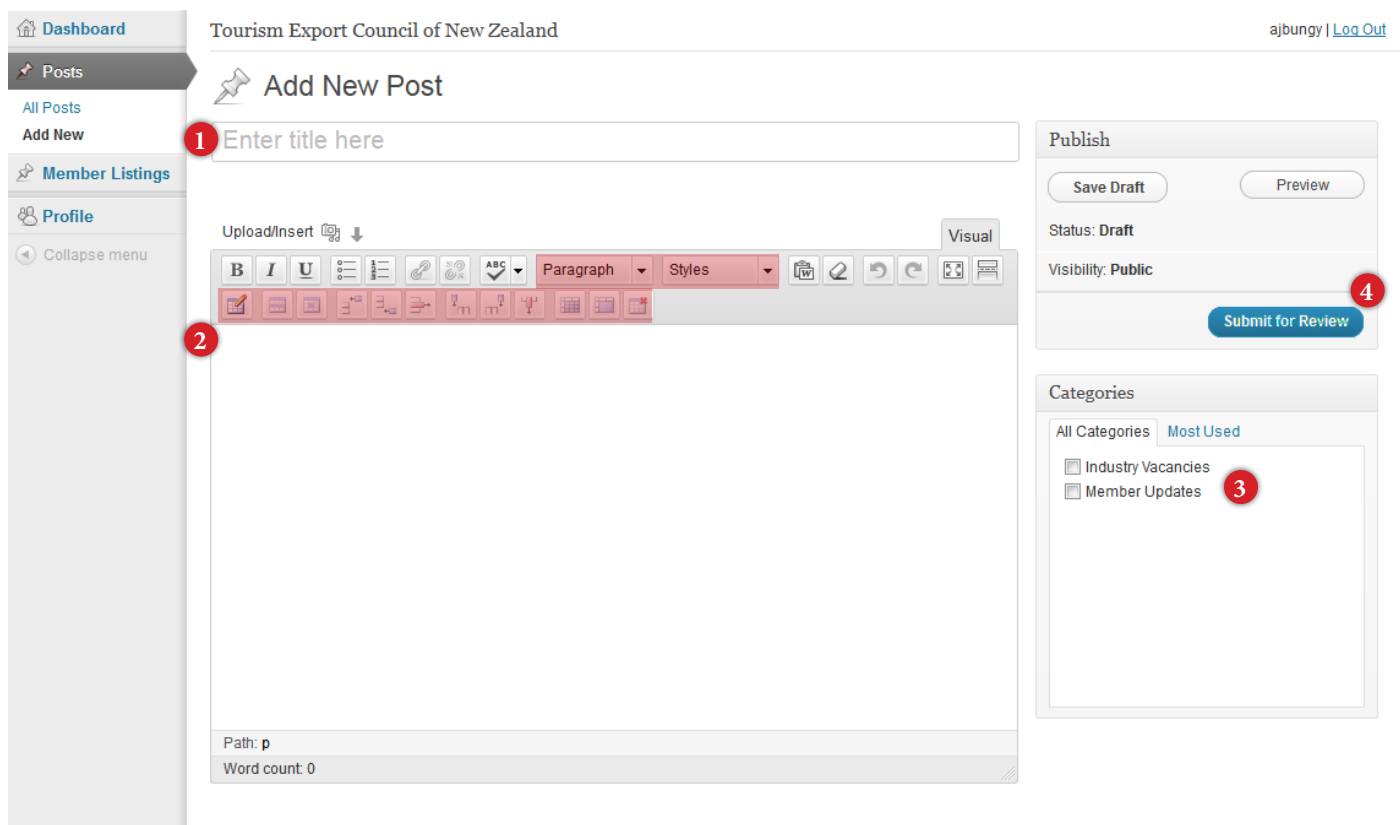



Once logged in, you will be redirected to your Member Dashboard, which gives you an overview of your content on the site.



1. Edit Profile (email address, contact details and password)
2. Add a Member Update
3. View or edit your Member Listing
4. Add an Industry Vacancy
5. View Logo & Brand Guidelines

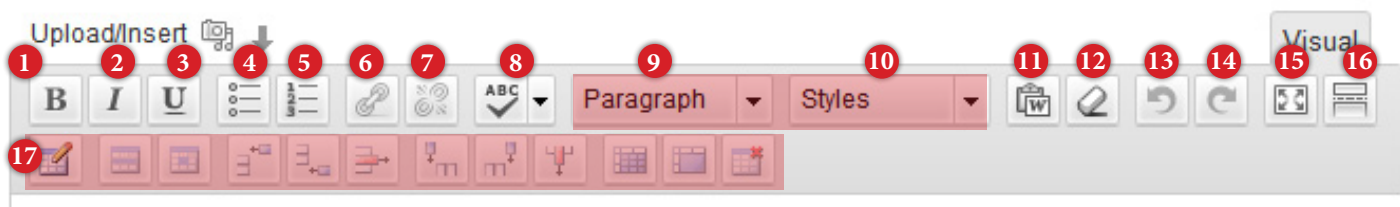
Adding a Member Update or Industry Vacancy



1. Post Title – Enter the title of your update or vacancy.
2. Description – Enter your information (select 'Paste from Word'  and copy content into the pop up box).
3. Select your category (Industry Vacancies or Member Updates)
4. Submit for Review (NB – Your update will not go live straight away. All updates go through a moderating process before displaying on the website.)

WYSIWYG Editor (What You See Is What You Get)

Note: Please refrain from adding the highlighted options. These are Admin only options.



- | | |
|--|---|
| <ol style="list-style-type: none">1. Bold2. Italic3. Underline4. Unordered List5. Ordered List6. Add Link7. Remove Link8. Spellchecker9. Add headings to page (ADMIN ONLY)10. Styles (ADMIN ONLY) | <ol style="list-style-type: none">11. Paste from Word. This removes any unwanted code that Word adds to your text12. Clean Formatting – If you are having difficulties with the formatting of your text, use this to strip out any unwanted code.13. Undo14. Redo15. Toggle Fullscreen16. Read More – If your text is too long, use this to split the text where you would like it to stop for the intro.17. Table options (ADMIN ONLY) |
|--|---|

Member Listings

The screenshot shows the 'Edit Member Listing' interface for 'AJ Hackett Bungy'. The page is titled 'Tourism Export Council of New Zealand' and includes a user profile 'ajbungy | Log Out'. The main content area is a rich text editor with a toolbar and a 'Visual' tab. The text describes the company's history and activities. To the right, there are several sidebars: 'Publish' (with 'Update' button), 'Locations' (checkbox list), 'Member Type' (checkbox list), 'Markets' (checkbox list), 'Products' (checkbox list), and 'Listing Category' (checkbox list). The bottom section contains form fields for 'Member Listing details' such as 'Legal Name', 'Physical Address', 'City', 'Postal Address', 'Country', 'Phone', and 'Freephone'.

1. Title

2. Description

3. MapPress

4. Member Listing details

5. Update button

6. Locations specific to your business

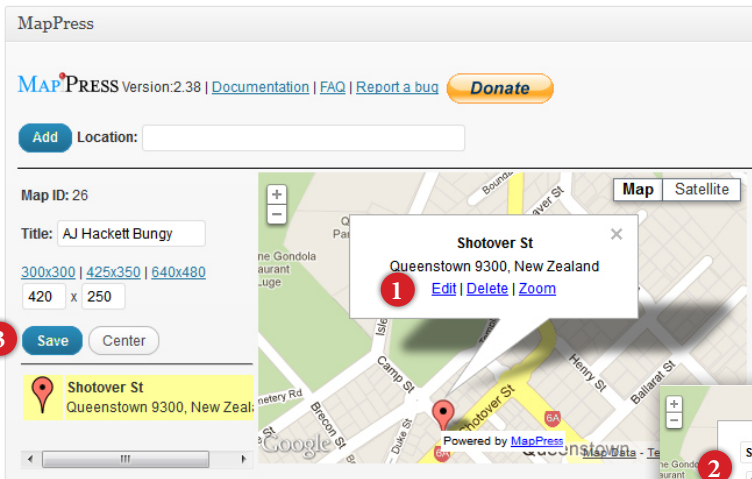
7. Member Type – what type of Tourism Export Council of New Zealand member you are

8. Markets specific to your business

9. Products specific to your business

10. Categories specific to your business

Updating your Google Map

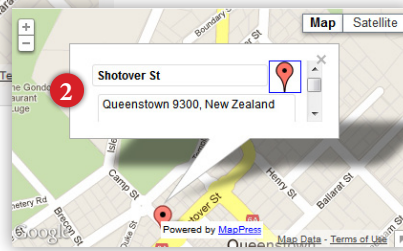


Editing the location

Open up the maps and click edit (1). This will bring up a edit box (2). Simply change to the required address and press save.

Once you have changed your location, save your map (3).

Maps need to remain at 420px wide by 250px high.



Adding your Qualmark Ratings

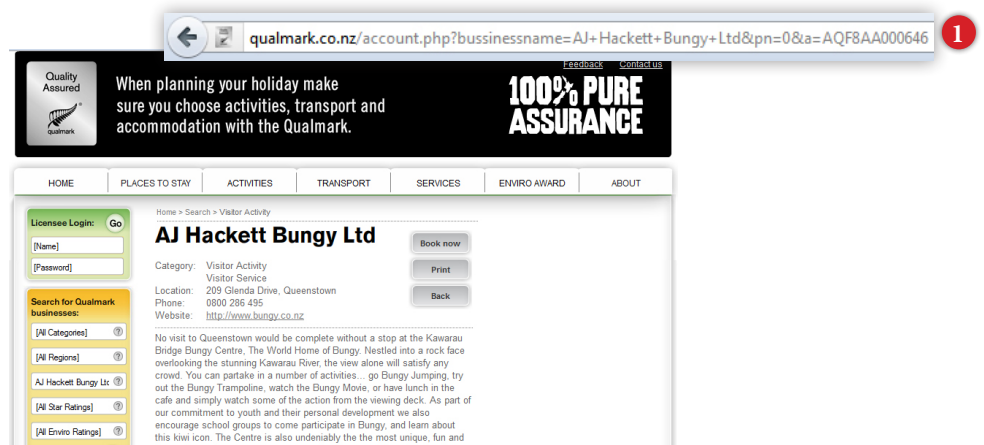
Qualmark ID
AQF8AA000646

Qualmark Type

- Backpacker
- Exclusive
- Guest & Hosted
- Holiday Home
- Holiday Park
- Hotel
- Motel
- Apartment
- Student Accommodation
- Venue
- Visitor Activity
- Visitor Service
- Visitor Transport
- TEC Inbound Tour Operators
- SITE Visitor Information Centres
- Enviro

Finding your Qualmark ID

If you do not know this, you can go to the Qualmark website and find it on your page. This 12 digit ID displays at the end of the URL of your listing (1).



Managing your Image & Logo

The screenshot shows two sections: 'Show Image' and 'Show Logo'. In the 'Show Image' section, the 'No' radio button is selected (marked with a red circle '3'). Below it is an 'Image' input field with an 'Upload image' button (marked with a red circle '1'). The dimensions are listed as 'Width 595px - Height 300'. In the 'Show Logo' section, the 'Yes' radio button is selected (marked with a red circle '3'). Below it is a 'Logo' input field containing a URL, with an 'Upload image' button. The dimensions are listed as 'Max height 74px'. At the bottom, a thumbnail of the 'AJ Hackett BUNGY NEW ZEALAND' logo is shown (marked with a red circle '4').

To upload an image or logo:

Click on the button 'Upload File' (1) in the relevant area. This will open up a new window showing your computer's hard drive.

Browse your computer for the image you want to upload.

You must resize and edit your images before uploading them.

Image sizes are:

Large Image: 595px wide by 300px high

Logo: Max height 74px

There are several free online image editors you can use to quickly resize your images.

- www.pixlr.com/express/ – Basic image resizing and cropping
- <http://pixlr.com/editor/> – More advanced image editing
- www.photoshop.com/tools – Free online version of Adobe Photoshop Express – this online tool will also connect to your Flickr, Facebook, PhotoBucket and Picasa image libraries. You will need to create an Adobe ID to use the service.

The image will upload and show an 'image crunching' status bar.

Once upload is finished, click the blue 'Use as Field Value' (2) button.

Make sure 'Show Image' or 'Show Logo' (3) is ticked Yes if you wish to display it.

If you have an image or logo uploaded, a thumbnail of this image will display (4). If you want to replace the file, simply upload a new image.

The screenshot shows the 'Upload image' dialog box. It displays the file name 'ajhackett_logo', file type 'image/gif', upload date 'March 1, 2012', and dimensions '121 x 74'. There are fields for Title, Alternate Text, Caption, and Description. The Link URL field is populated with 'http://www.tourismexportcouncil.org.nz/wp-content/uploads/2012/03/ajhackett_logo' and has a blue 'Use as field value' button (marked with a red circle '2'). The Alignment section has 'None' selected. The Size section has 'Full Size (121 x 74)' selected. A 'Save all changes' button is at the bottom.