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Login

The website can be found at www.makemedicinesaffordable.org
Login to the Wordpress CMS here www.makemedicinesaffordable.org/wp-login.php enter the details that have been provided.
You will be taken to the 'dashboard' - a page of information and recent activity

A note about text

Important please note: Do not copy and paste directly from a Word document, website or email into the admin area as this will also copy across hidden code that will disrupt the web page and in some cases break it. You can either:

1. Copy and paste into a plain text programme (like notepad) and then copy again before pasting into the CMS.
2. Use the paste as text function in Wordpress. Press the 'Paste as Text' button before coping in content. The button has a symbol of a clipboard with a letter T on it.
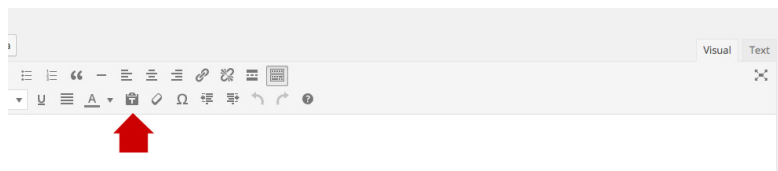

After updating the website from the CMS it is recommended that you check on the website to see if the amends have been made and appear as you wish them to. If the live website hasn't updated refresh the browser window to force new changes.

Choose your language

1. Go to the drop down menu at the top of the page (it'll probably say 'Show all languages' (unless already changed)
2. Select your chosen language.
3. This will mean you only see the posts and pages that are in your language.

4. This selection will be remembered next time you come to the admin area.
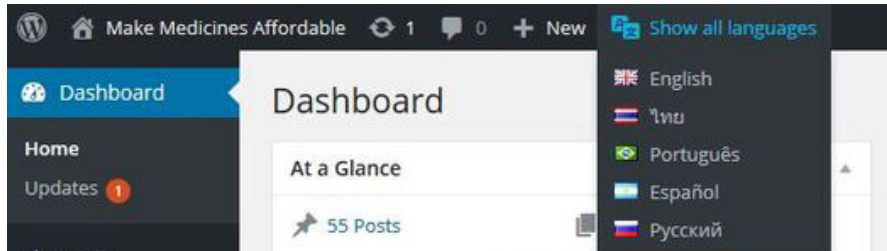
Pages

The majority of the site content can be found in the page section
www.makemedicinesaffordable.org/wp-admin/edit.php?post_type=page

Click on a page name to edit.

Posts (News)

To write or edit a news item go to posts.
www.makemedicinesaffordable.org/wp-admin/edit.php

Also under 'Posts' you can manage news categories and tags.

Make sure you have selected the correct language using the drop down menu at the top of the
page (see the section 'Choose your language' for help).

Create a new post

• Click on 'Add new'
• Give the post a unique title
• Write the post in the main content area
• Choose a category (or more than one) - try not to leave the posts uncategorized

- Set a feature image
- Preview the post and check all looks ok and any links work
- Save the draft for later or publish to go live

Create a new category

www.makemedicinesaffordable.org/wp-admin/edit-tags.php?taxonomy=category

Make sure you have selected the correct language using the drop down menu at the top of the page (see the section 'Choose your language' for help).

- Add a new Name
- Select a language from the drop down menu

You can add text to a category http://makemedicinesaffordable.org/wp-admin/edit-tags. php?taxonomy=category. This will then show up when someone views all the posts under a certain category for eg http://makemedicinesaffordable.org/en/category/argentina/

Translating categories

- Once published you can create translations of that category by clicking the + symbol next to the flag of that language.
- Then in the left hand side give that category a name (underneath you will see the language you are working in and what category you are translating)
- Click the button 'add new category' to save.

Make a post appear in a drug page

- Create a category that relates to the drug name
- Take a note of the category 'slug' http://makemedicinesaffordable.org/wp-admin/edit-tags. php?taxonomy=category
- Go to edit the post that you want to appear in the drug page and select the new category

- Go to edit the specific drug page and in the 'Blog posts related to this drug' field add the name of the category slug.
- Now the news post should appear at the bottom of the drugs page.

Make a post appear in a country page

- Create a category that relates to the country
- Take a note of the category 'slug' http://makemedicinesaffordable.org/wp-admin/edit-tags.php?taxonomy=category
- Go to edit the post that you want to appear in the country page and select the new category
- Go to edit the specific country page and in the 'Blog posts related to this drug' field add the name of the category slug.
- Now the news post should appear at the bottom of the country page.

Make a post appear in a strategy page

- Create a category that relates to the strategy
- Take a note of the category 'slug' http://makemedicinesaffordable.org/wp-admin/edit-tags.php?taxonomy=category
- Go to edit the post that you want to appear in the strategy page and select the new category
- Go to edit the specific strategy page and in the 'Blog posts related to this drug' field add the name of the category slug.
- Now the news post should appear at the bottom of the strategy page.

Countries

To edit a Country item go to Countries.
www.makemedicinesaffordable.org/wp-admin/edit.php?post_type=country

Edit a country

- Click on a country name to edit that page
- You can edit the title

- You can edit the summary which is the text that appears at the top of that specific country page
- You can edit the content in the main content area
- Add extract text if it is required. This is the text that appears on the country main page, if left blank this will be the first 100 characters of the main text
- Preview the post and check all looks ok and any links work
- Save the draft for later or publish to go live

Excerpts

When editing a country you can fill in the 'excerpt'. The text will appear on this page www.makemedicinesaffordable.org/en/countries/ if you don't use the excerpt the text will be auto generated from the beginning of the content about that country.

Drugs

To create or edit a Drug item go to Drugs.
www.makemedicinesaffordable.org/wp-admin/edit.php?post_type=drug

Create a new drug

Make sure you have selected the correct language using the drop down menu at the top of the page (see the section 'Choose your language' for help).

- Click on 'Add new'
- Add the title
- Write a the summary which is the text that appears at the top of that specific drug page
- Write the text in the main content area
- Set a feature image
- Add extract text if it is required. This is the text that appears on the drugs main page, if left blank this will be the first 100 characters of the main text
- Preview the page and check all looks ok and any links work
- Save the draft for later or publish to go live

Excerpts

When editing a drug you can fill in the 'excerpt'. The text will appear on this page
www.makemedicinesaffordable.org/en/drugs/ if you don't use the excerpt the text will be auto
generated from the beginning of the content about that drug.

Strategies

To create or edit a Strategy item go to Strategy.
www.makemedicinesaffordable.org/wp-admin/edit.php?post_type=strategy

Create a new strategy

Make sure you have selected the correct language using the drop down menu at the top of the
page (see the section 'Choose your language' for help).

- Click on 'Add new'
- Add the title
- Write a the summary which is the text that appears at the top of that specific strategy page
- Write the text in the main content area
- Set a feature image
- Add extract text if it is required. This is the text that appears on the strategy main page, if left
  blank this will be the first 100 characters of the main text
- Preview the page and check all looks ok and any links work
- Save the draft for later or publish to go live

Excerpts

When editing a strategy you can fill in the 'excerpt'. The text will appear on this page
www.makemedicinesaffordable.org/en/strategies/ if you don't use the excerpt the text will be auto
generated from the beginning of the content about that strategy.

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Resources

To create or edit a resource item go to on of the resource page sections
www.makemedicinesaffordable.org/wp-admin/edit.php?post_type=resource

Create a new resource

Make sure you have selected the correct language using the drop down menu at the top of the page (see the section 'Choose your language' for help)

- Click on 'Add new'
- Add the title
- Write the text in the main content area
- Set a feature image
- Preview the page and check all looks ok and any links work
- If you wish to add a PDF from the media library - click on 'add media'. We recommend you write the link to the PDF like this example so people know what will happen next Download Resource Name (PDF 23kb)
- Save the draft for later or publish to go live

Widgets

Small elements of content - for example some text on the homepage and elements of the footer can be found under Appearance > Widgets. www.makemedicinesaffordable.org/wp-admin/widgets.php

Languages and translations

All parts of the website can be translated either manually or automatically.

Manual translations

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- Create a new post / drug / country / strategy in a specific language.
- Once published you can create translations of that page by clicking the + symbol next to the flag of that language.
- This will take you to a new edit page and you can fill the fields with your manual translations of title, text, and feature image.
- Repeat this for the other languages.

Pages, countries, drugs and categories can all be translated in the same way

A YouTube tutorial on using the translation tools
www.youtube.com/watch?v=D-aw6aWsslg

A text tutorial
www.makemedicinesaffordable.org/wp-admin/admin.php?page=lingotek-translation_tutorial

When you are finished check the live site. Check that the right page is appearing in the right language and everything is as it should be.

Embedding YouTube videos

- Find the video you wish to embed on YouTube
- Under the video name click on 'share' then 'embed'
- Copy the code - it will look something like this <iframe width="560" height="315" src="https://www.youtube.com/embed/Vmiqw466Nzw" frameborder="0" allowfullscreen></iframe>
- Go into the MAA wordpress and into the page/post you want the video to appear in. In the main text content area you will see that you can toggle between two tabs - visual and text. Make sure you are in the 'text' tab before pasting the embed code into the content.

Images

When you add images to the media library make sure they are at least 800px wide.

On the countries and drugs pages the images are a little more of a 'letterbox' ratio. This could also work well on other pages. Images on these pages are 800 x 350px. Be aware if they are also used on an intro page as a feature image they need to also crop down to square - so the content is best featured in the centre of the image.

You can also add images as needed into a page. Images can be 'floated' left or right to allow the text to run around them. When you insert an image go to the bottom right hand side of the image options choose an alignment of left or right, image size medium, with no link.

Be aware of the image size you embed into a page - embedding the original at hi-res maybe take someone on a mobile a long time to download.

Wordpress will try and add alternative information for screen readers into the code. This is called an alt attribute. Ideally this should be left empty. When editing locate the 'visual' and 'text' tabs. Make sure you are on text. On an image you will see some code similar to this

You can delete any info that Wordpress might have inserted into the Alt Attribute. alt="no need for any text here".

Please do not upload images with text on them. The text won't be able to be read by screenreaders and can't be resized by people on mobile devices or people with visual impairments.

Only use images that you have permission to use. Please don't copy and paste images from other websites into the content. Upload all images to the media library.

Please use high quality images.

Accessibility

Links

Do not use the words 'click here'. Try to add a link to text to describe what the link is for example 'for further information visit the Argentina page'. Imagine that someone is skipping though the links on a page with a screenreader (device used by the blind and partially sighted) each link it reads out needs to make sense.

If you are going to send someone to another site pre-warn them. For example 'for more information about Argentina visit the Argentina tourist board website'

For a link that will be something unusual flag that up for the user for example Download Resource Name (PDF 23kb)
Please do not underline text - only links should be underlined (the system adds the underline for you).

Titles

Try to keep titles short and snappy - this includes news posts, pages and resources.

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www.maraid.co.uk