

ArCH Member Instructions for Creating a New Post and for Editing Your Firm Page

Step 1: on Google, or other browser, type in: ArCHomes.org

Step 2: select the ArCH website and when it comes up, navigate to the Blog page. It's the far right side menu choice in the grey menu bar under the Big Picture slide show.

Step 3: If you have not already Registered. Please do so. There are other instructions for doing that, which you will find in the left margin, here: Call up these instructions and download them and keep them open while you go through the process to establish UserName and password, both of which YOU make up.

Blog | Architects Creating Homes - Mozilla Firefox

le Edit View History Bookmarks Tools Help

Blog | Architects Creating Homes

www.archomes.org/blog

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Homes

Improving the practice and quality of residential architecture

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Learn more about ArCH

Click for information about Home Architects

Learn about Green Home Architecture

Join ArCH

Blog Registration Instructions

SIGN UP TO BECOME A CONTRIBUTOR

- Register
- Log in

ArCH Motto

Posted on December 19, 2012 by rand

12-19-2012

Re: ArCH Motto

Don Duffy has suggested this as the ArCH Motto:

It's not just a house; it's your Home.

I happen to like that one a lot.

And it may be that this works just fine for us. [It might be nice to have a motto that included something about using an Architect, however.](#) So if you clever architects can think of a catch-phrase motto for us that rivals Don's please share that with us.

I am also posting this on our blog, in hopes that we can migrate from these group e-mails to our Blog. Thanks

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Find an Architect to Design my Home

Step 4: Now, every time you want to comment on another existing post, or create a new topic post, or edit your Firm Page, you need to Log In on the ArCH Blog Page, by clicking “Log In” here:

Blog | Architects Creating Homes - Mozilla Firefox

le Edit View History Bookmarks Tools Help

Blog | Architects Creating Homes

www.archomes.org/blog


AOL Search

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43° Search the Web

Improving the practice and quality of residential architecture



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Find an Architect Contact ArCH Home About Goals Public Awareness Programs Membership Store Focus Areas Blog

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Find an Architect to Design my Home

Learn more about ArCH

Click for information about Home Architects

Learn about Green Home Architecture

Join ArCH

Blog Registration Instructions

SIGN UP TO

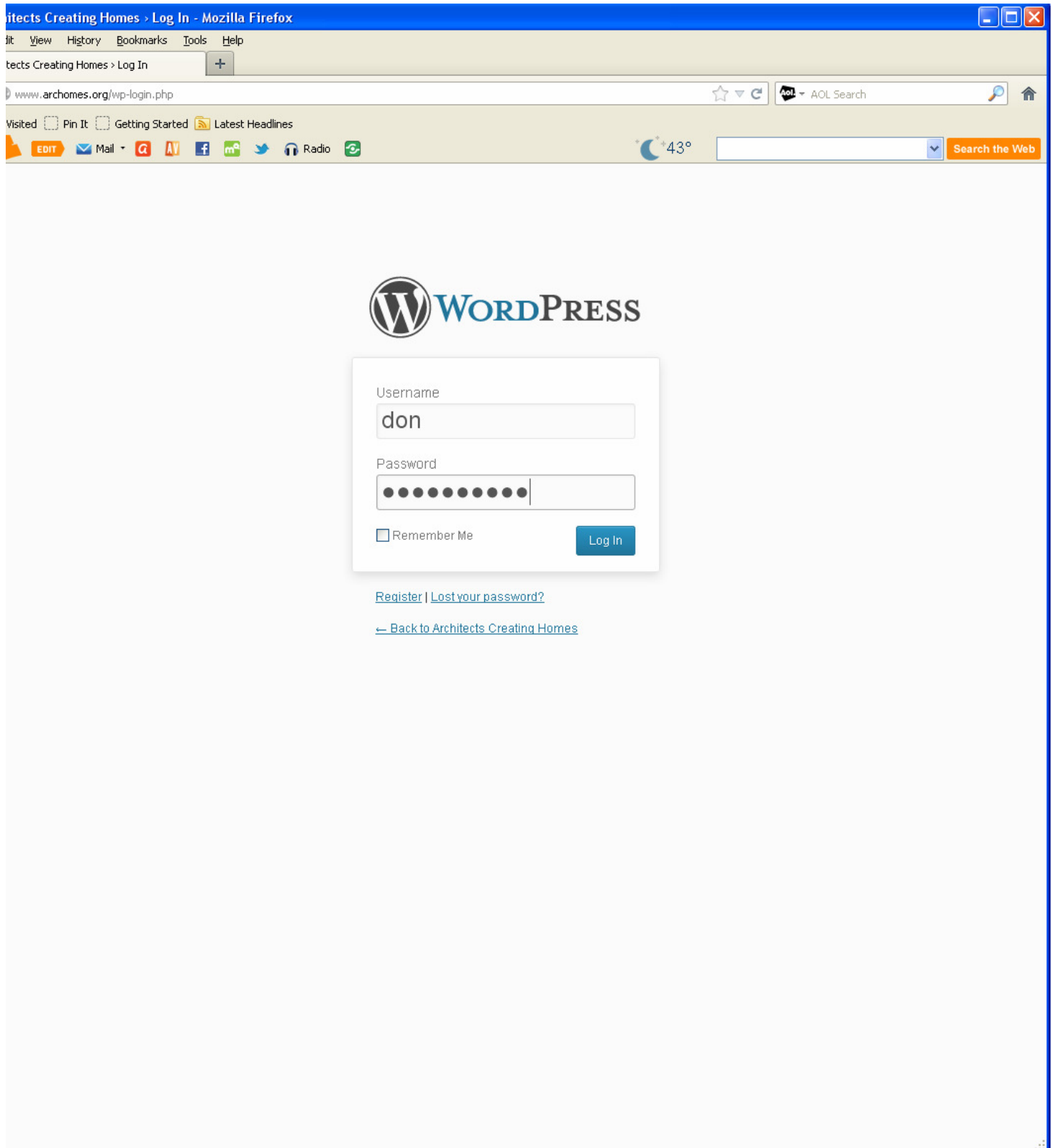
BECOME A

CONTRIBUTOR

- Register
- Log in

Note: if you are a full ArCH member (which means you have agreed to pay dues and have discussed your membership with ArCH and been accepted), then an automatic e-mail will be sent to the ArCH website Admin person. Admin will then need to upgrade your status as a "Contributor" on the Blog and as an "Author" on your ArCH Firm Page. Also, Admin will need to create your blank Firm Page. This may take from 1 hour to over a week, depending on where the Admin person monitoring the ArCH website happens to be when you first register. Once this occurs, the following can happen:

Step 5: this is the Log In screen. Type in your UserName and Password, then click on the blue Log In button.



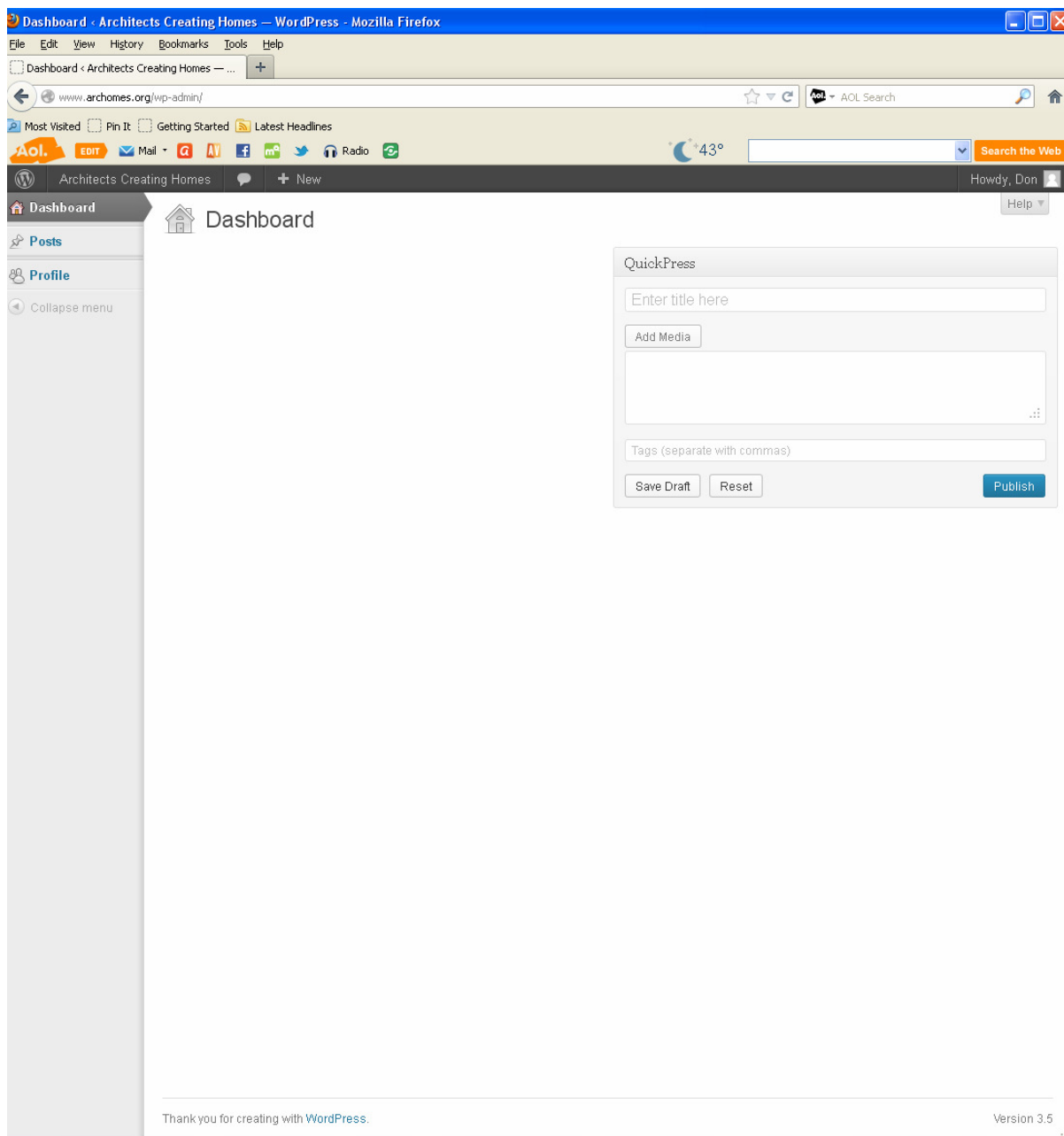
The screenshot shows a Mozilla Firefox browser window with the title "Architects Creating Homes > Log In - Mozilla Firefox". The address bar displays "www.archhomes.org/wp-login.php". The browser's toolbar includes buttons for "Edit", "Mail", "G", "AV", "f", "me", "Radio", and a search bar with "43°" and a "Search the Web" button. The main content area features the WordPress logo at the top. Below it is a login form with the following elements:

- A "Username" label above a text input field containing the text "don".
- A "Password" label above a password input field represented by a series of dots.
- A checkbox labeled "Remember Me" below the password field.
- A blue "Log In" button to the right of the "Remember Me" checkbox.

Below the login form, there are two links: "[Register](#) | [Lost your password?](#)" and "[← Back to Architects Creating Homes](#)".

Step 6: You now will see your WordPress Dashboard. It will look like this, for the ArCH website. We have had our programmers reduce a lot of the items and clutter to just focus on the options for you. If you want to go to your **Firm Page** and enter text & Images there, do the following:

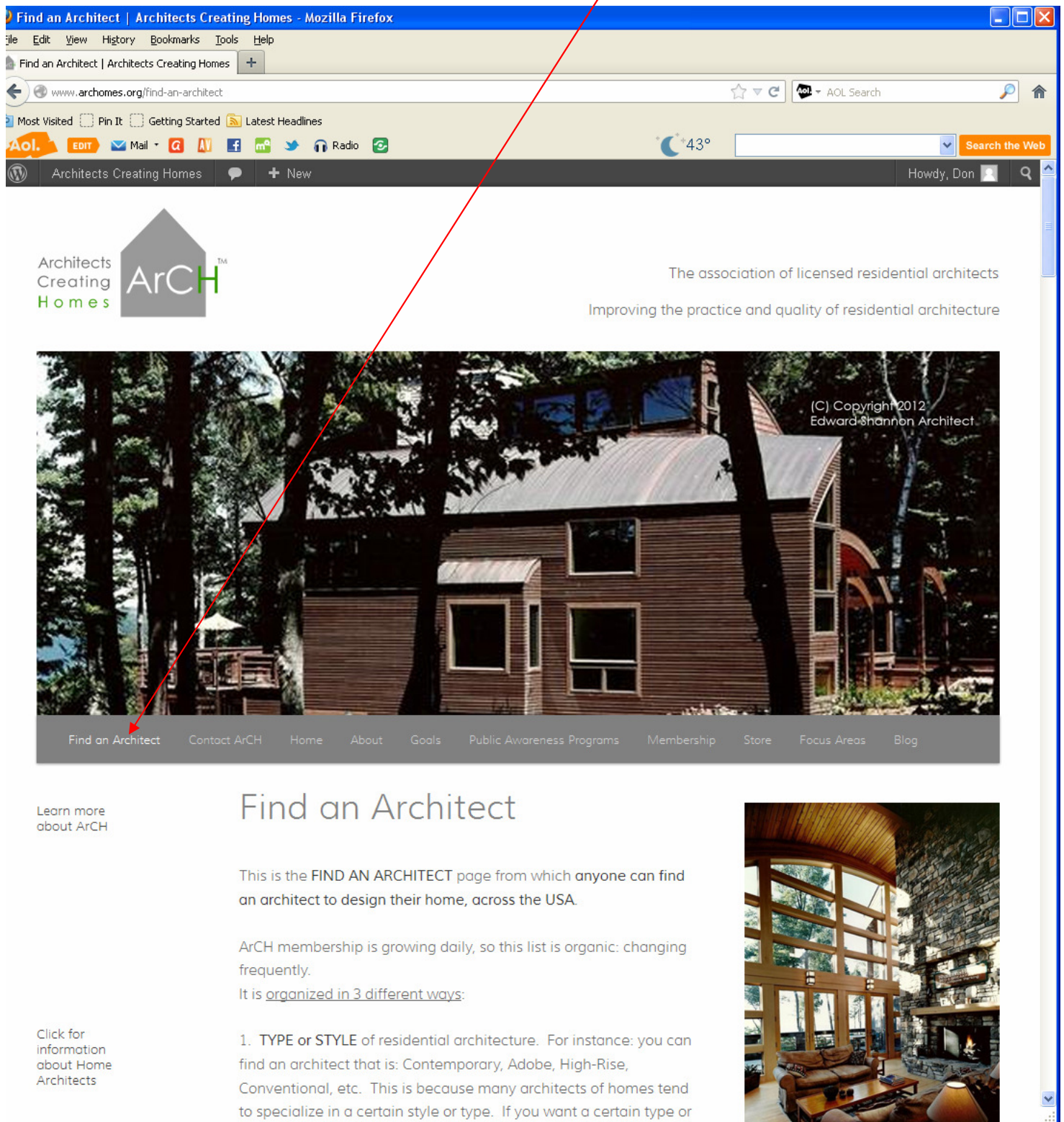
Step 7: LEAVE THIS DASHBOARD PAGE ON. Do nothing with it. It is what has logged you into the ArCH website as a full member (assuming that's what you are). Also, you may want to come back to your Dashboard to create a new post for the Blog, which we will cover in just a few steps.



Step 8: IN A NEW WINDOW: Get back on Google or whatever Internet browser you have. Type in: ArCHomes.org

Step 9: Find the ArCH website and click on it. After it comes up, you will notice that there is a black highlighted horizontal bar across the top. This means that your previous log-in is still active.

Step 10: Click on the **Find An Architect** menu selection here:



Find an Architect | Architects Creating Homes - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Find an Architect | Architects Creating Homes

www.archomes.org/find-an-architect

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Architects Creating Homes + New Howdy, Don

Architects Creating Homes ArCH™

The association of licensed residential architects
Improving the practice and quality of residential architecture

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Edward Shannon Architect

Find an Architect Contact ArCH Home About Goals Public Awareness Programs Membership Store Focus Areas Blog

Learn more about ArCH

Find an Architect


This is the **FIND AN ARCHITECT** page from which anyone can find an architect to design their home, across the USA.

ArCH membership is growing daily, so this list is organic: changing frequently.

It is organized in 3 different ways:

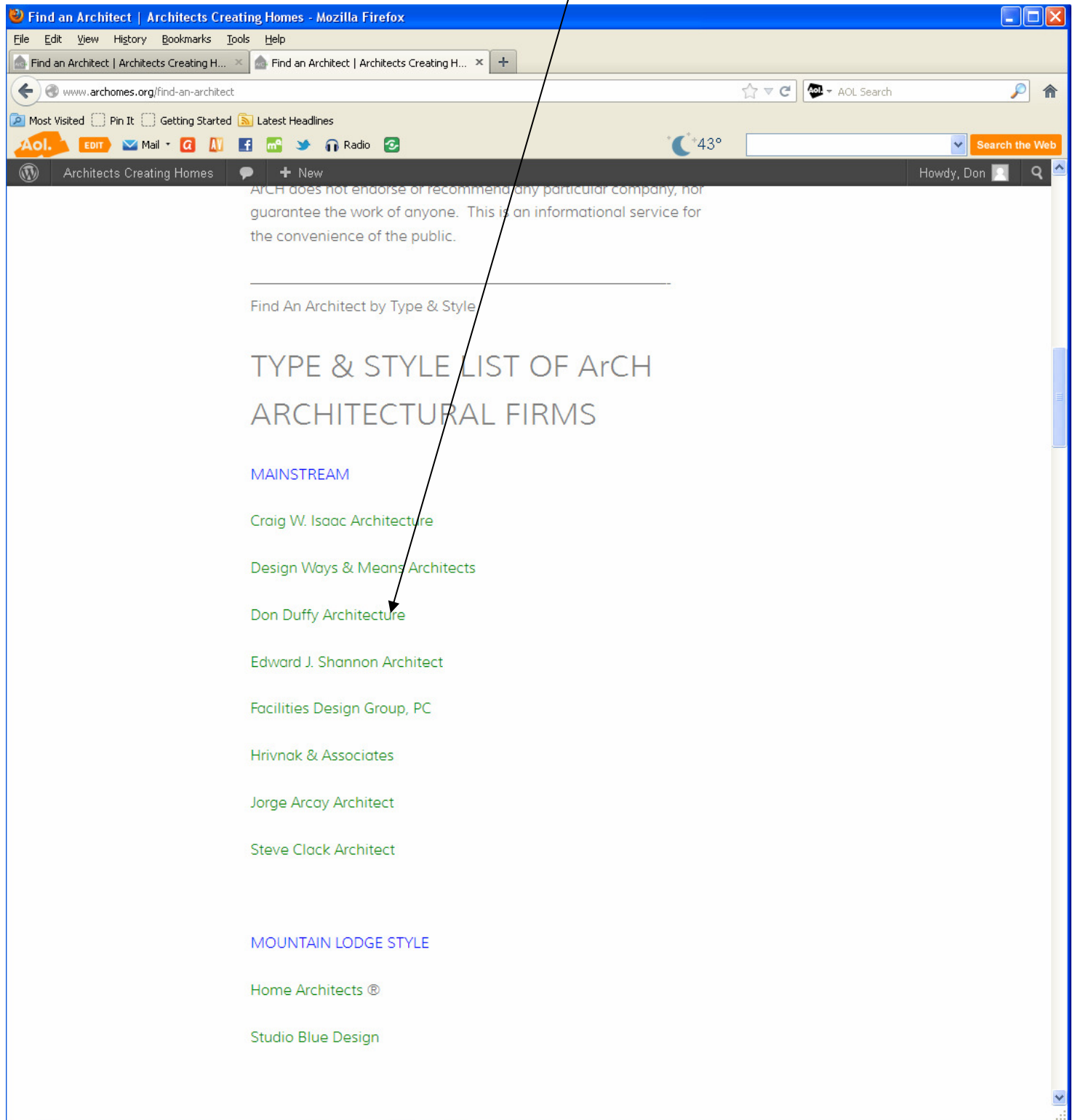
1. **TYPE or STYLE** of residential architecture. For instance: you can find an architect that is: Contemporary, Adobe, High-Rise, Conventional, etc. This is because many architects of homes tend to specialize in a certain style or type. If you want a certain type or

Click for information about Home Architects



Step 11: this will call up the Find An Architect page (which you see above).

Step 12: Navigate on this page and find YOUR FIRM PAGE, then click on the first instance of it: (we have used Don Duffy's listing as an example for these instructions)



Step 13: this will take you to your FIRM PAGE. Notice that in the black edit bar near the top of your page that you now have a new ability: Edit Page. Click on that.

Don Duffy Architecture | Architects Creating Homes - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Find an Architect | Architects Creating H... x Find an Architect | Architects Creating H... x Don Duffy Architecture | Architects Crea... x +

www.archomes.org/don-duffy-architecture

Most Visited Pin It Getting Started Latest Headlines

Aol. EDIT Mail G+ f m+ Radio

Architects Creating Homes + New Edit Page


Howdy, Don

Architects
Creating
Homes

ArCH™

The association of licensed residential architects

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Find an Architect Contact ArCH Home About Goals Public Awareness Programs Membership Store Focus Areas Blog

Learn more about ArCH

Don Duffy Architecture

This is the ArCH webpage for Don Duffy Architecture.

Don's twenty-eight years of experience designing private homes and renovations are a testament to his artistry. He has spent his career meeting the special demands of single-family residential projects. His technical expertise and untiring passion for design has created a long list of satisfied clients. Don is proud he is now working for a second generation of client. "I like to think of myself as the family's architect." Prior to founding DDA seventeen years ago, Don served clients as a senior architect at Meyer-Greenson Architecture for eleven years. Don has both a Bachelor of Arts



Step 14: this takes you into the Edit Mode on your ArCH Firm Page. You can now enter text and images. It is suggested that you typically enter the text first for the page, THEN enter any images. Note that there is an UPDATE blue button on the right side. Click on that after doing some work, every so often. If you forget to do this, you will lose your work.

WordPress Admin Interface - Edit Page

Page Title: Don Duffy Architecture

Permalink: <http://www.archhomes.org/don-duffy-architecture> [Edit] [View Page]

Buttons: Add Media, Visual, Text

Content:

This is the ArCH webpage for Don Duffy Architecture.

Don's twenty-eight years of experience designing private homes and renovations are a testament to his artistry. He has spent his career meeting the special demands of single-family residential projects. His technical expertise and untiring passion for design has created a long list of satisfied clients. Don is proud he is now working for a second generation of client. "I like to think of myself as the family's architect." Prior to founding DDA seventeen years ago, Don served clients as a senior architect at Meyer-Greenson Architecture for eleven years. Don has both a Bachelor of Arts degree and a Bachelor of Architecture from the University of North Carolina at Charlotte. He is a member of the American Institute of Architects, The Institute of Classical Architecture, Historic Charlotte Commission and the Architectural Woodworking Institute.

Featured Image: Mountain Retreat

Page Attributes:

- Parent: (no parent)
- Template: Default Template
- Order: 0

Buttons: Publish, Preview Changes, Update

Page Information:

- Path: p
- Word count: 218
- Last edited by Don on December 19, 2012 at 2:48 am

Custom Fields

Step 15: to enter Media, such as a JPG image, you first need to position your cursor where you want the image to appear on your page.

Step 16: You need to have still another window open on your computer screen with your image list on your hard drive from your computer. Know what images you want to include on your Firm Page. Also, you might want to have PhotoShop or other graphics program up and running.

Step 17: ADJUST YOUR IMAGE SIZE IN YOUR GRAPHICS PROGRAM TO BE NO LARGER THAN ABOUT 300K (0.3MB) or you may bog down the ArCH website. Please do Not enter large images in, or you may be responsible for making the website run slowly for all of us. Thank you.

Step 18: With you JPG in your graphics program, Save As, so you don't overwrite your original. NOW ADD YOUR FIRM'S COPYRIGHT NOTICE on your image, in whatever color font makes it read. Suggest you don't make this too large, but at least legible enough to read. Why: if you do not install your copyright notice on your images, other people visiting the ArCH website may copy and paste your images and in their ignorance of copyright law, unwittingly push your image in the public domain, with no credit to you as the architect. If you took the photo, you should have no problem with this. If someone else took the photos of your work, you should have a written agreement with them that YOU, as the Architect will own the copyright to whatever photos of you work they take. If they do not agree to this, hire someone else. You need to own the rights to do whatever you want to do with photos of your work, especially if you're paying for them. Okay? Done with all of that and ready to Insert Media next to your text?

Step 19: It is suggested that you place your cursor on the Left side of your text, on whatever line you want the image to appear. If you want your image to be above or below a given text line, place your cursor there.

SEE NEXT PAGE

Step 20: Click the INSERT MEDIA BUTTON near the top here:

WordPress Admin Interface - Edit Page


Page Title: Don Duffy Architecture

Permalink: <http://www.archomes.org/don-duffy-architecture> [Edit] [View Page]

[Add Media] [Visual] [Text]

This is the ArCH webpage for Don Duffy Architecture.

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Mountain Retreat

Path: p

Word count: 218 Draft saved at 11:35:02 pm. Last edited by Don on December 19, 2012 at 2:48 am

Custom Fields

Page Attributes


Parent: (no parent)

Template: Default Template

Order: 0

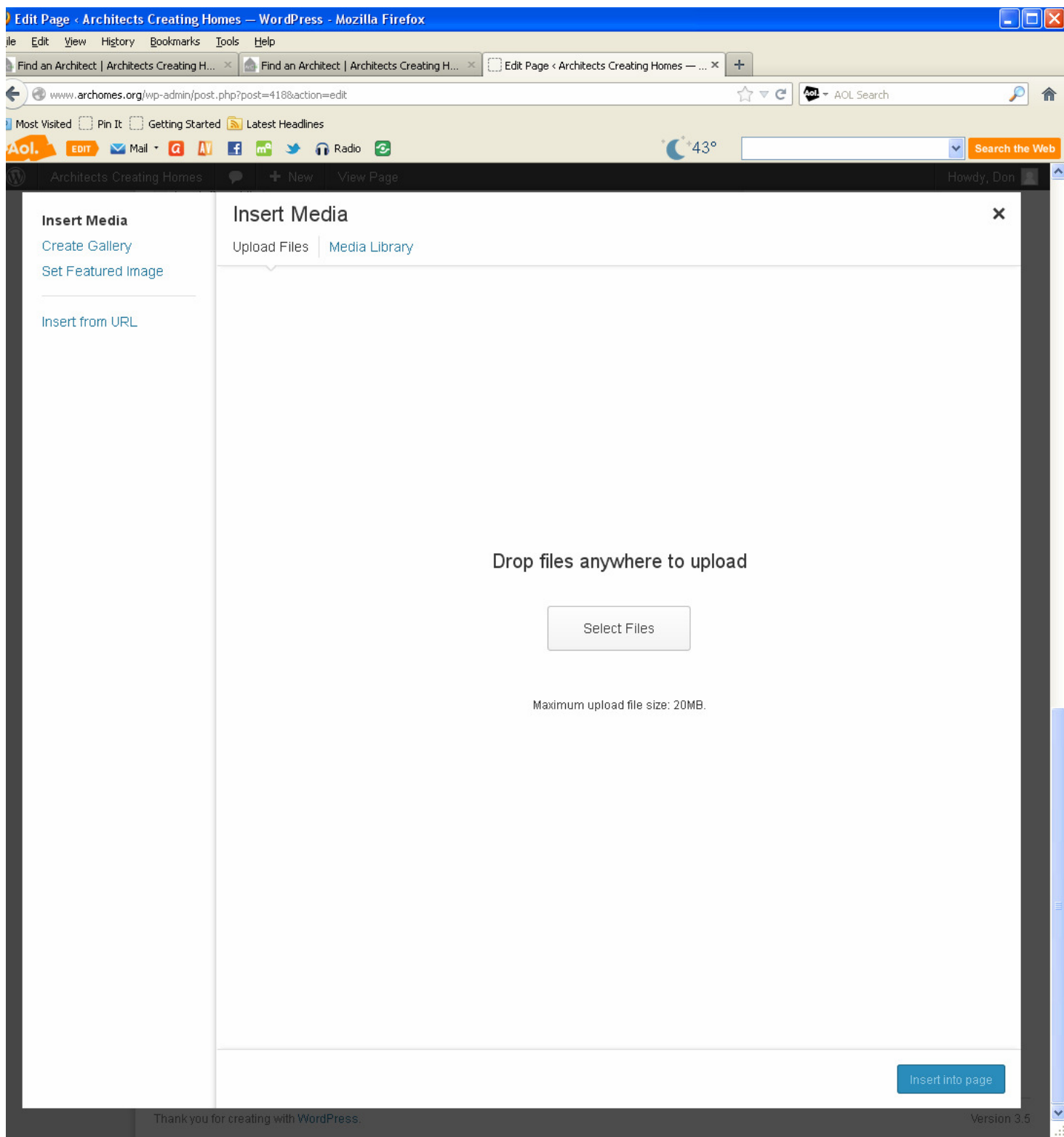
Need help? Use the Help tab in the upper right of your screen.

Featured Image



[Remove featured image](#)

Step 21: this Drop Files anywhere to upload page will now appear:



Step 22: press your Control key (so you don't unintentionally MOVE your image from your hard drive onto the ArCH website, instead of merely copying it).

Step 23: left mouse click onto your image file that you want to copy to your ArCH Firm Page and drag it onto the screen you see above, then let up on your mouse key.

Step 25: in this box on the right side, for Description, Alt Text and Title, type the name of your firm:

Architects Creating Homes — WordPress — Mozilla Firefox

File Edit View History Bookmarks Tools Help

Architect | Architects Creating H... x Find an Architect | Architects Creating H... x Edit Page < Architects Creating Homes — ... x +

www.archomes.org/wp-admin/post.php?post=418&action=edit

Pin It Getting Started Latest Headlines

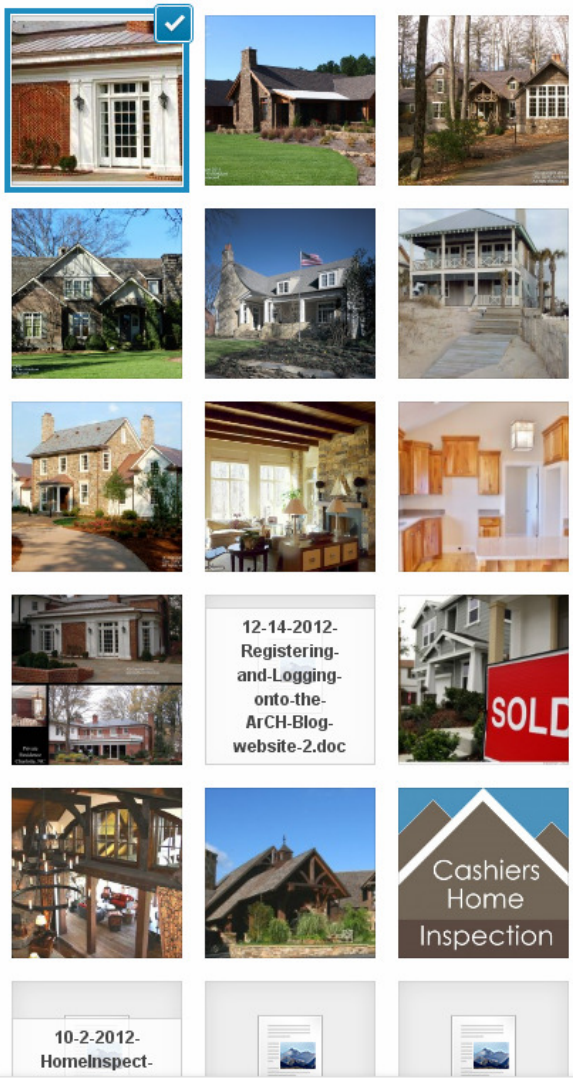
EDIT Mail G+ YouTube Facebook MySpace Twitter Radio

Architects Creating Homes + New View Page Howdy, Don

Insert Media

Upload Files Media Library

All media items Search




12-14-2012-Registering-and-Logging-onto-the-Arch-Blog-website-2.doc

10-2-2012-HomeInspect-

1 selected Clear

ATTACHMENT DETAILS



DuffyAddition-HorZCrop-3-JPG1.jpg
December 19, 2012
1000 × 378
[Edit Image](#)
[Delete Permanently](#)

Title: Don Duffy Architecture

Caption:

Alt Text: Don Duffy Architecture

Description: Don Duffy Architecture

ATTACHMENT DISPLAY SETTINGS

Alignment: None

Link To: Attachment Page
<http://www.archomes.org/dor>

Size: Medium — 300 × 113

Insert into page

Thank you for creating with WordPress. Version 3.5

Do not worry about doing this on ALL images that you insert onto your page. This will help your SEO.

Step 26: Set your Alignment to Left, generally, and your Size to Full Size, unless you want smaller images:

Architects Creating Homes — WordPress - Mozilla Firefox

History Bookmarks Tools Help

Architects Creating H... Find an Architect | Architects Creating H... Edit Page < Architects Creating Homes — ...

homes.org/wp-admin/post.php?post=418&action=edit

Pin It Getting Started Latest Headlines

Mail G+ AV f m+ t Radio

43° Search the Web

Howdy, Don

Insert Media

Upload Files Media Library


All media items Search

1 selected

Clear

Insert into page

ATTACHMENT DETAILS


DuffyAddition-HorzCrop-3-JPG1.jpg
December 19, 2012
1000 × 378
[Edit Image](#)
[Delete Permanently](#)

Title

Caption

Alt Text

Description

ATTACHMENT DISPLAY SETTINGS

Alignment

Link To

Size

Thank you for creating with WordPress.

Version 3.5

Step 27: Click the Blue button near the bottom: INSERT INTO PAGE:

Architects Creating Homes — WordPress - Mozilla Firefox

History Bookmarks Tools Help

Architects Creating H... Find an Architect | Architects Creating H... Edit Page < Architects Creating Homes — ...

homes.org/wp-admin/post.php?post=418&action=edit

Pin It Getting Started Latest Headlines

Mail AOL f me Twitter Radio

43° Search the Web

Architects Creating Homes New View Page Howdy, Don

Media

Gallery


Featured Image


Open URL


Insert Media


Upload Files Media Library


All media items Search










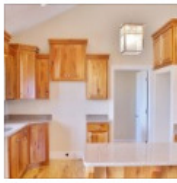


















12-14-2012-Registering-and-Logging-onto-the-Arch-Blog-website-2.doc









Cashiers Home Inspection


10-2-2012-Homelnspect-






1 selected

Clear



ATTACHMENT DETAILS



DuffyAddition-HorzCrop-3-JPG1.jpg

December 19, 2012

1000 x 378

Edit Image

Delete Permanently

Title Don Duffy Architecture

Caption

Alt Text Don Duffy Architecture

Description Don Duffy Architecture

ATTACHMENT DISPLAY SETTINGS

Alignment Left

Link To Attachment Page

http://www.archhomes.org/dor

Size Full Size - 1000 x 378

Insert into page

Thank you for creating with WordPress.

Version 3.5

Step 28: your image has just been inserted onto you page:


WordPress Admin Interface - Edit Page

Page Title: Don Duffy Architecture

Permalink: <http://www.archomes.org/don-duffy-architecture> [Edit] [View Page]

Visual Editor

This is the ArCH webpage for Don Duffy Architecture.



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Path: p

Word count: 218 Draft saved at 12:05:03 am. Last edited by Don on December 19, 2012 at 2:48 am


Custom Fields

Page Attributes

- Parent: (no parent)
- Template: Default Template
- Order: 0

Need help? Use the Help tab in the upper right of your screen.

Featured Image



[Remove featured image](#)

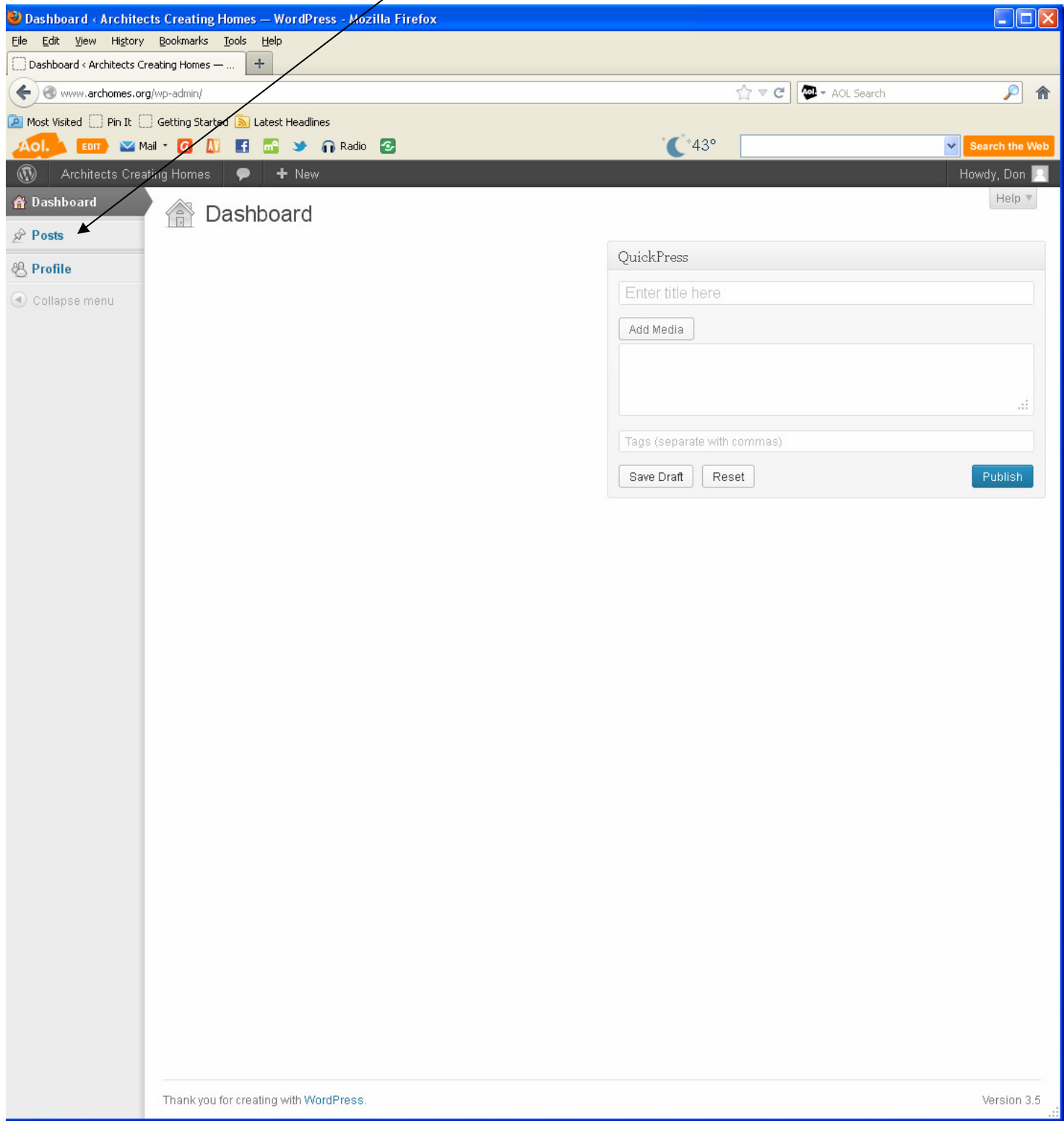
Step 29: click on UPDATE or you will lose your work:

The screenshot shows the WordPress 'Edit Page' interface for a page titled 'Don Duffy Architecture'. The browser window is Mozilla Firefox, and the URL is www.archomes.org/wp-admin/post.php?post=418&action=edit. The page is currently in 'Visual' mode. The main content area shows the title 'Don Duffy Architecture', the permalink <http://www.archomes.org/don-duffy-architecture>, and a text block: 'This is the ArCH webpage for Don Duffy Architecture.' Below this is a large image of a brick house with white trim. The right sidebar contains the 'Publish' section with a blue 'Update' button, 'Page Attributes' (Parent: (no parent), Template: Default Template, Order: 0), and a 'Featured Image' section with a thumbnail of a house and a 'Remove featured image' link. The bottom status bar shows 'Path: p', 'Word count: 218', and 'Draft saved at 12:05:03 am. Last edited by Don on December 19, 2012 at 2:48 am'. A black arrow points from the text 'Step 29: click on UPDATE or you will lose your work:' to the 'Update' button in the Publish section.

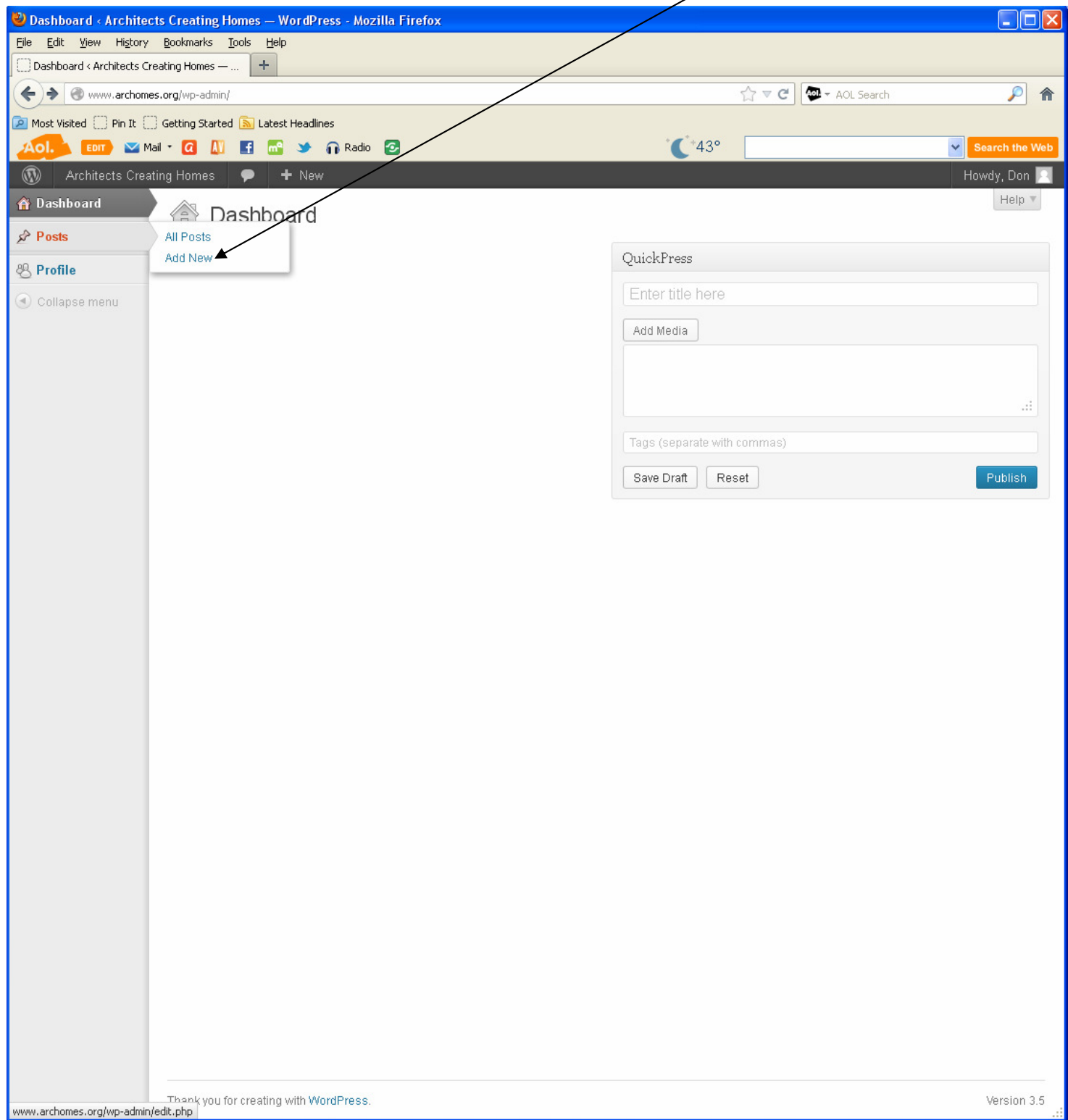
THAT'S IT! Click on View Page near the top to view your work. Tip: Click View Page with your RIGHT mouse button and view it on another tab in another window, or you will taken away from your editing mode view, if you want to tweak something that you notice in the Public page view.

OKAY, IF YOU NOW WANT TO GO BACK TO YOUR DASHBOARD WINDOW TO SEE HOW TO **CREATE a new topic post** and then post it: continue (if not, you are done):

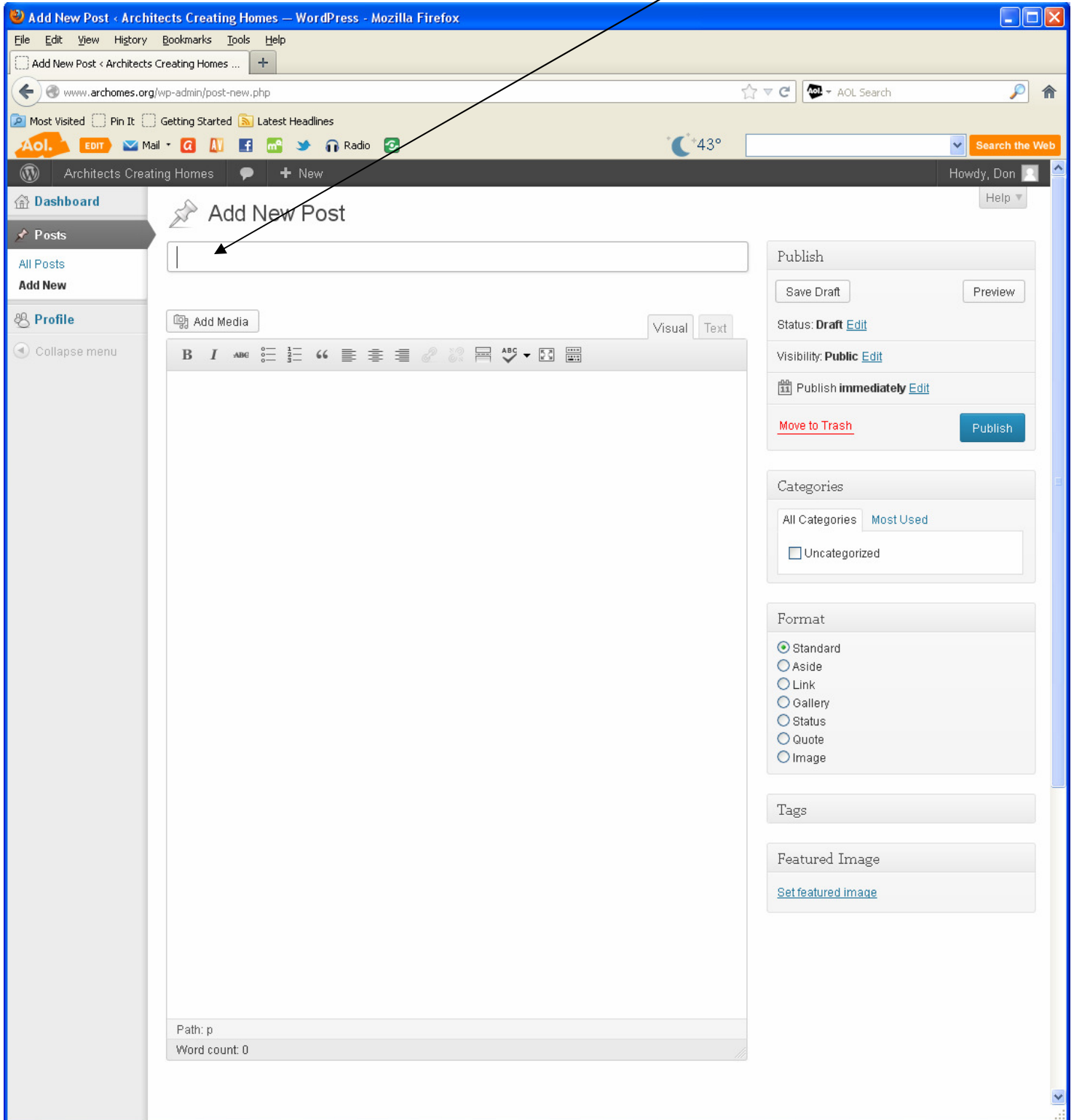
Step 8P: Hover your mouse over **POSTS** here:



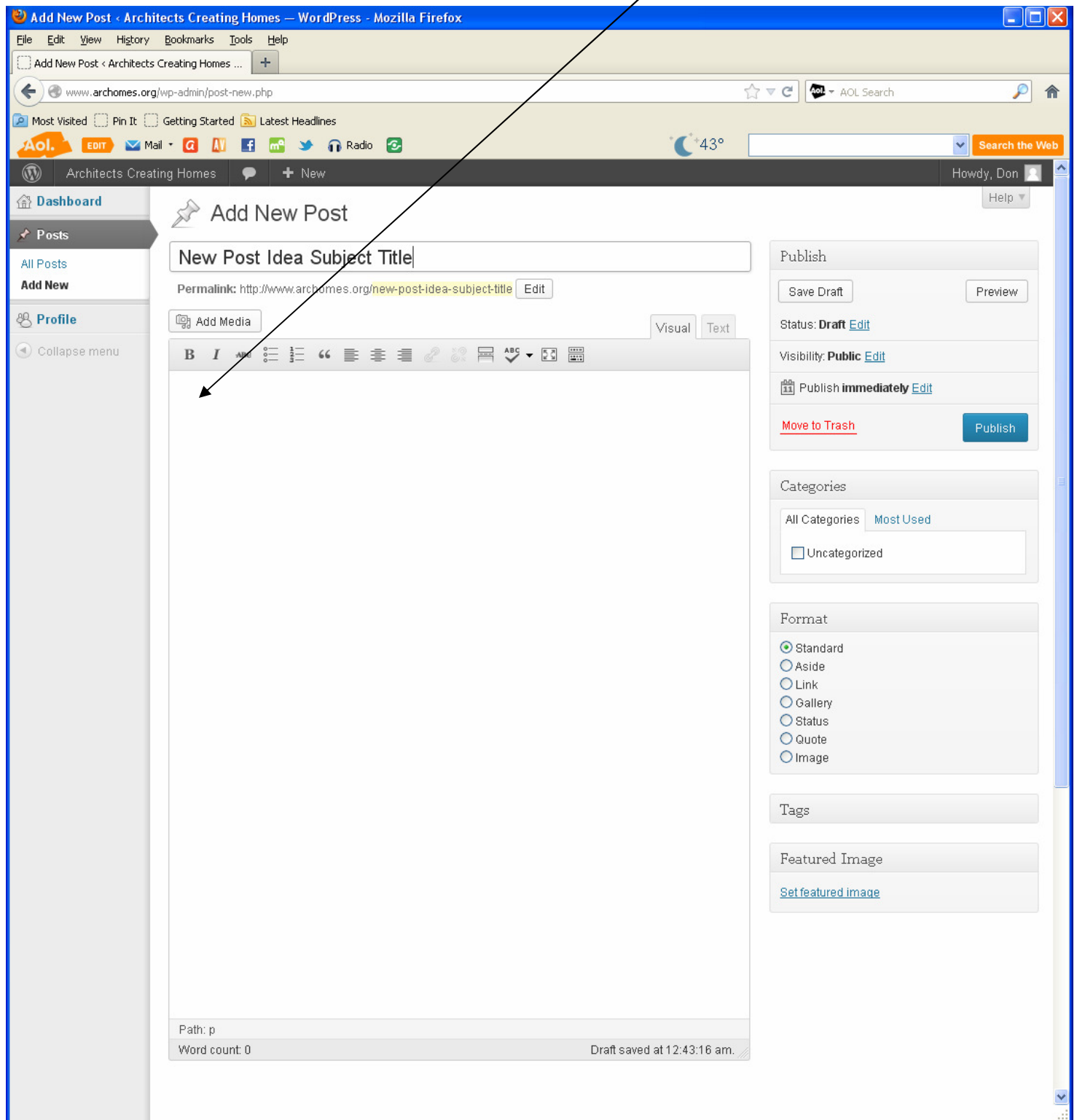
Step 9P: you will see a flyout menu on the right side of Posts. Click on “Add New” to create a new topic post:



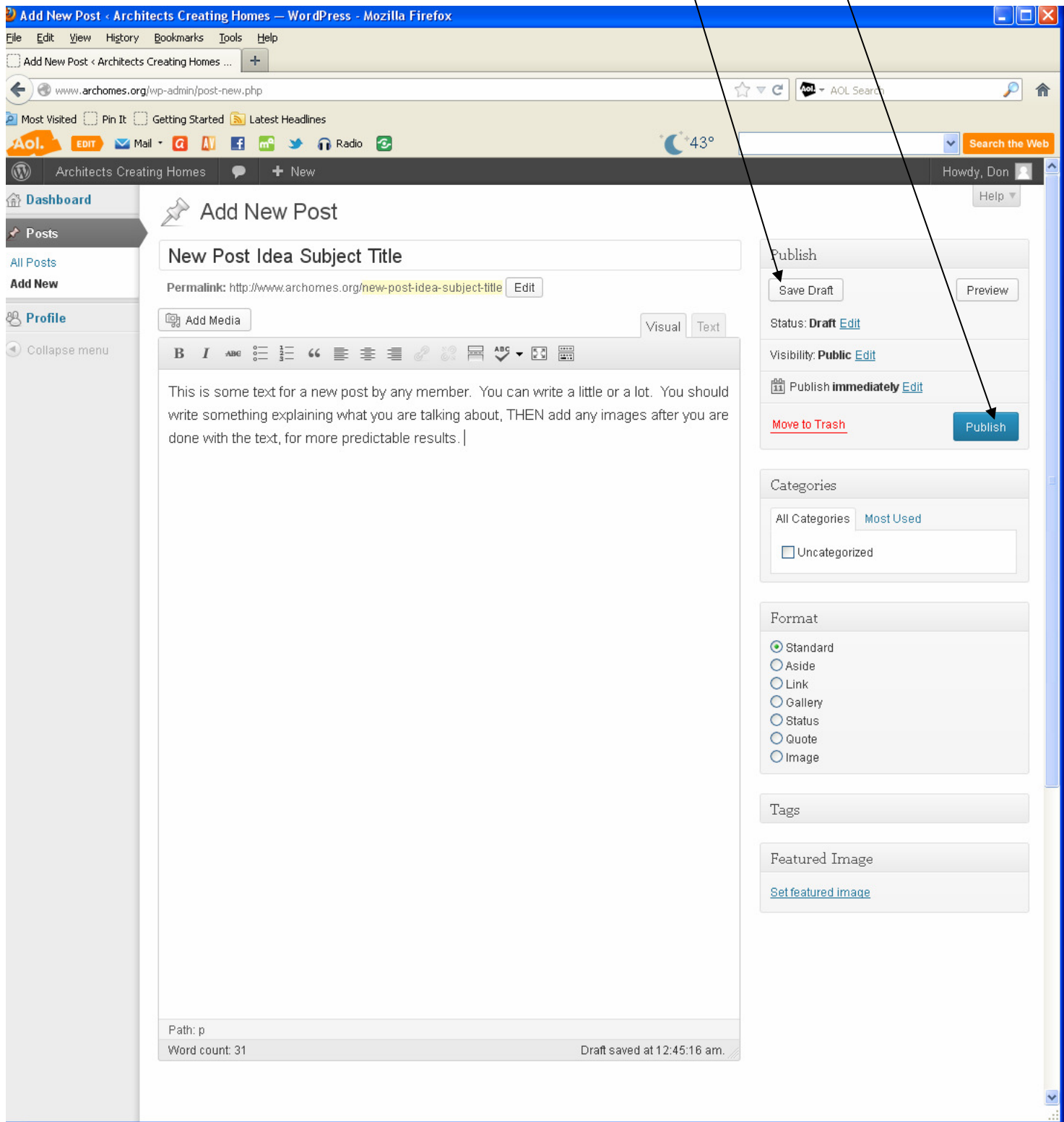
Step 10P: this is what you will then see. Type a title for your post here:



Step 11P: Now, move your cursor down into the working area here and start typing you new post:



Step 12P: You will then see something like this: Now hit either Save Draft or Publish so you don't lose your work:



Step 13P: Now you can Insert Media like you did for your Firm Page (higher up, above in these instructions). Then click UPDATE, as the Publish button will change to Update after you first publish your post.

Step 14P: If you ever want to come back and delete or edit one of your posts, you can do that, by selecting All Posts, instead of Add New, finding and selecting your post (only yours will be available to you) and editing them.

That should do it! If you see other controls and things that you do not know about, generally, LEAVE THEM ALONE. WordPress is not ultimately customizable and you may be unpleasantly surprised by changing things not discussed in these instructions. Thank you!

