<i>Operating Procedure Document (Reference Use)</i>	
Logo Creating a New Issue	
Doc #, Rev. 0	
Effective Date:	
Approval Signature:	
Process Owner: Name	
Approval Signature:	
Process Owner:	
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1. Purpose

This documentation is designed to instruct members of the *LORE* staff on how to create a new issue of the journal from start to finish. For more specific instructions on *LORE* publication and maintaining the *LORE* website, please refer to the documentation listed in "5.3 References" in the "Administrative Information" section.

2. Applicability

This documentation applies to processes created by the Rhetoric and Writing Studies department at San Diego State University. This documentation specifically relates creation and maintenance of the *LORE* journal and website.

3. Roles and Responsibilities

<u>User</u>

TBD

4. **Process Steps**

4.1. Creating a New Issue of LORE

- 4.1.1. **CREATE** a new post for each article following naming conventions. (**REFER** to WordPress Documentation: <u>Writing Posts</u>.)
 - 4.1.1.1. ENSURE that the "Visual" tab is selected.
 - 4.1.1.2. ENTER the title of the post following conventions in Appendix A.
 - 4.1.1.3. **OPEN** the .doc version of the paper.
 - 4.1.1.4. COPY the text of the .doc version of the paper starting with the first word of the article.
 - 4.1.1.5. **PASTE** the text into the post field.
 - 4.1.1.6. CLICK "Publish."
- 4.1.2. **UPLOAD** the PDF of each article to WordPress media. (**REFER** to WordPress Documentation: <u>Uploading Media</u>.)
- 4.1.3. **CREATE** a new page for the issue. (**REFER** to WordPress Documentation: <u>Creating Pages</u>.)
- 4.1.4. **ENTER** the page title in the title field following conventions in Appendix A_
- 4.1.5. **ENTER** information for each paper in the issue. (**REFER** to Appendix B.)
 - 4.1.5.1. **ENSURE** that the "Visual" tab is selected.
 - 4.1.5.2. **ENTER** title of each article and author name, following conventions in Appendix B.)
 - 4.1.5.3. **ENTER** "HTML" and "PDF" after author name.
 - 4.1.5.4. HIGHLIGHT the word "HTML."
 - 4.1.5.5. **CLICK** the "Insert/edit hyperlink" button.
 - 4.1.5.6. **ENTER** the url of the post corresponding to the HTML version of the article in the "URL" field, <u>AND</u> CLICK the "Add Link" button.
 - 4.1.5.7. HIGHLIGHT the word "PDF."

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- 4.1.5.8. **CLICK** the "Add Media" button.
- 4.1.5.9. ENSURE "Media Library" and "All media items" are selected
- 4.1.5.10. **CLICK** the icon corresponding to the .pdf version of the paper, <u>AND</u> CLICK the "Insert into page" button.
- 4.1.6. **CLICK** the "Publish" button.

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5. Administrative Information

5.1. <u>Requirements</u>

N/A

5.2. Definitions

Word or phrase	Definition
Word or phrase	
Word or phrase	
Word or phrase	

5.3. <u>References</u>

XXX-XXXX., "Title goes here"

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Appendix A, Naming Conventions

Named Item	Convention	Example
Issue Folder Title	LORE_Issue {Number}_{Year}	LORE_Issue 5_2000
Article Folder Title	{First Initial}{Last Name}_Issue {Number}_{Year}	GMcClish_lssue 5_2000
Document Title	{First Initial}{Last Name}_Issue {Number}_{Year}.{format}	GMcClish_Issue 5_2000.pdf
Post Title	{Article Title} by {Author}	Everything Is Awesome by Glen McClish
Page Title	Issue {Number} Contents	Issue 5 Contents

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Appendix B, Edit Page (New Issue)

🚯 📸 LORE Journal	😋 6 📮 0 🕂 New View Page	Howdy, Chris Werry 🔟
🍪 Dashboard	Edit Page Add New	Screen Options 🔻 Help 🔻
📌 Posts	The backup of this post in your browser is different from the version below. Restore the backup.	
93 Media		
🖉 Links	Issue N	Publish 🔺
📙 Pages 🔷	Permalink: http://www.lorejournal.org/issue-n/ Edit View Page Get Shortlink	Preview Changes
All Pages Add New	Q1 Add Media Visual Text	Status: Published Edit
Comments	B I ∞ Ξ Ξ 46 − Ξ Ξ Ξ Ø % Ξ 📟	Bublished on: Oct 10, 2014 @ 11:44
Featured Slider	Issue N	Edit
BuddyPress Invitations	"A Mediological Analysis of Facebook and Google+" by DJ Goodwiler <u>HTML PDF</u> "The Use of Facebook in Secondary Education" by Luz E. Zúñiga HTML PDF	Move to Trash Update
A BuddyPress Docs	······································	Page Attributes
🜲 Forums		Parent
A Topics		(no parent)
replies		Template
🔊 Appearance		Default Template