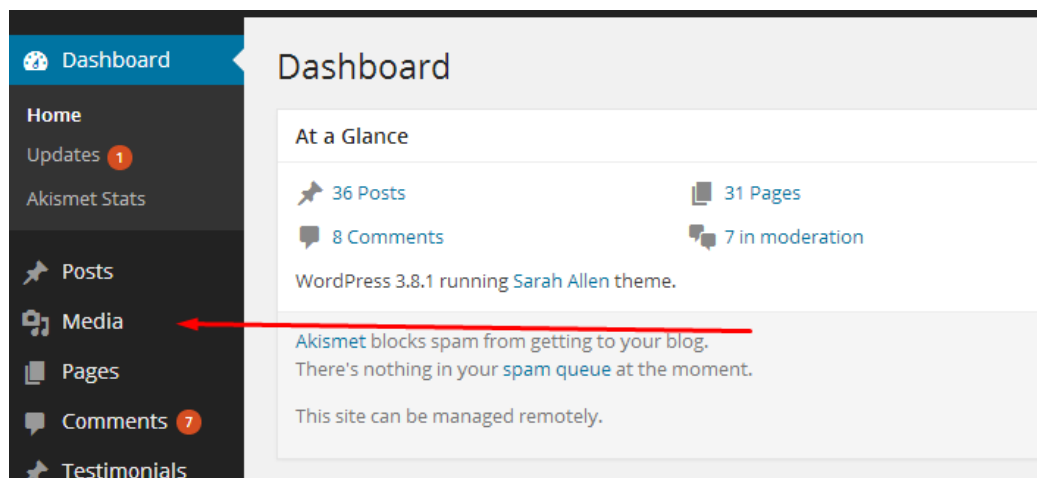


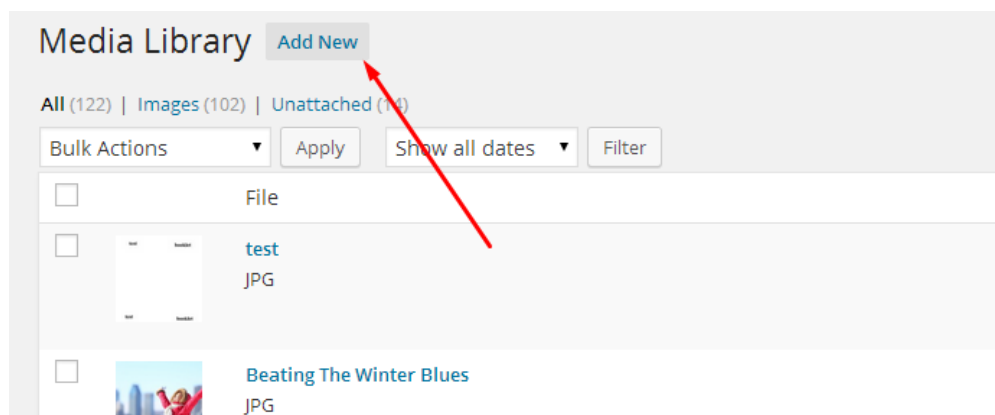
## Editing the Booklets in the website

### Step 1: Uploading the new booklet

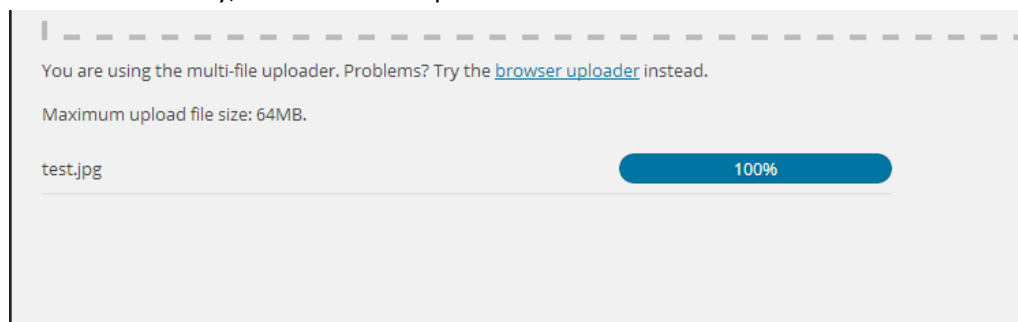
1. First of all we have to upload the new booklet's cover to the website. Look for the **Media** section in the site and click on it:



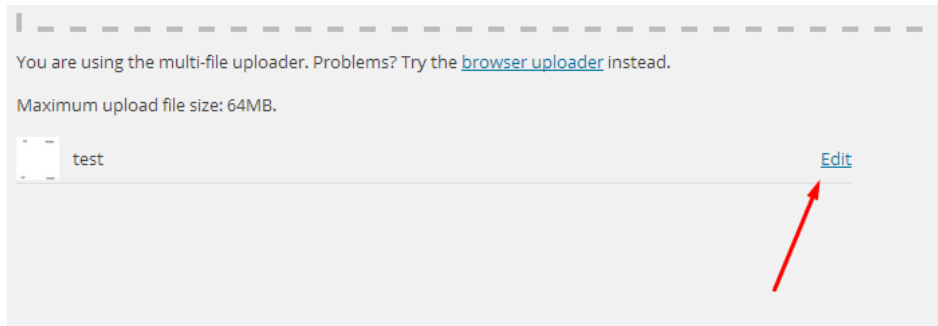
2. Click **Add New**



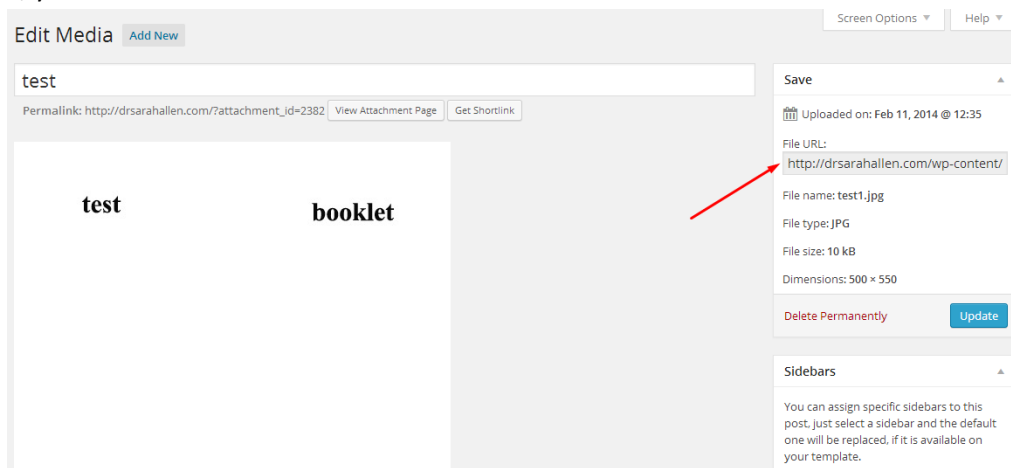
3. Either drop the file in the specified rectangle or click **Select Files** to select the booklet's cover manually.
4. Once we are ready, the file will be uploaded:



5. Once the upload is finished, click **Edit**:



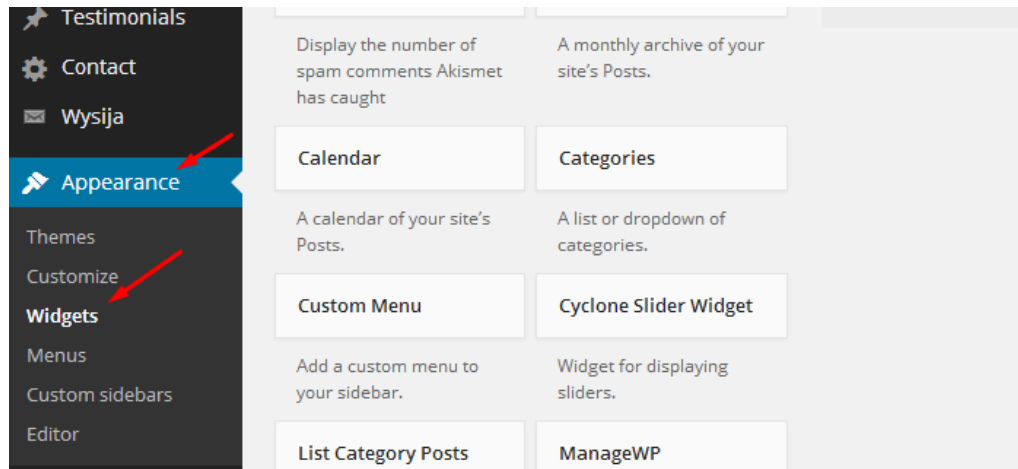
6. In the **Edit Media** screen that comes up, find the **File URL** in the top right section and copy it, you will need it later.



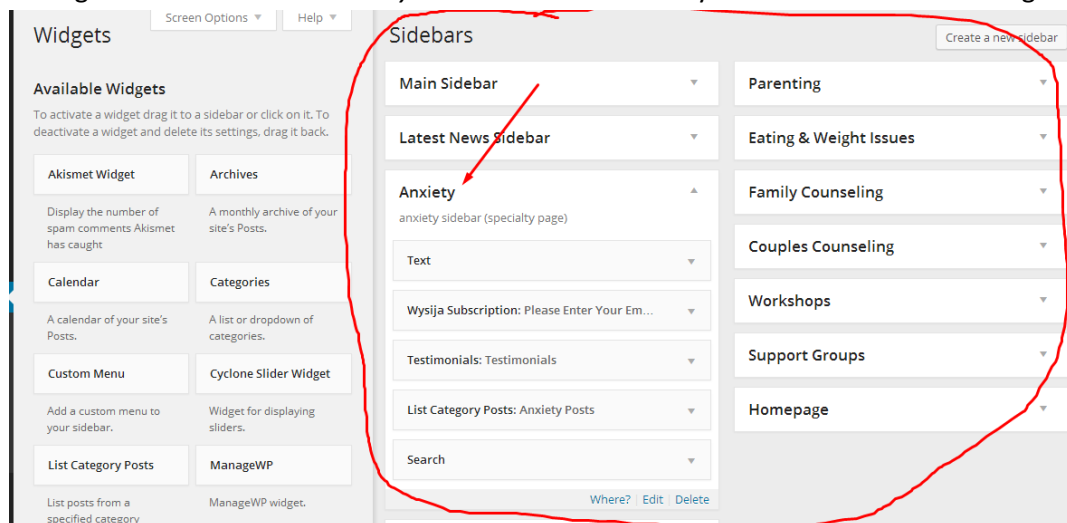
The url will be similar to: <http://drsarahallen.com/wp-content/uploads/2014/02/test1.jpg>

## Step 2: Editing the booklet in the sidebar

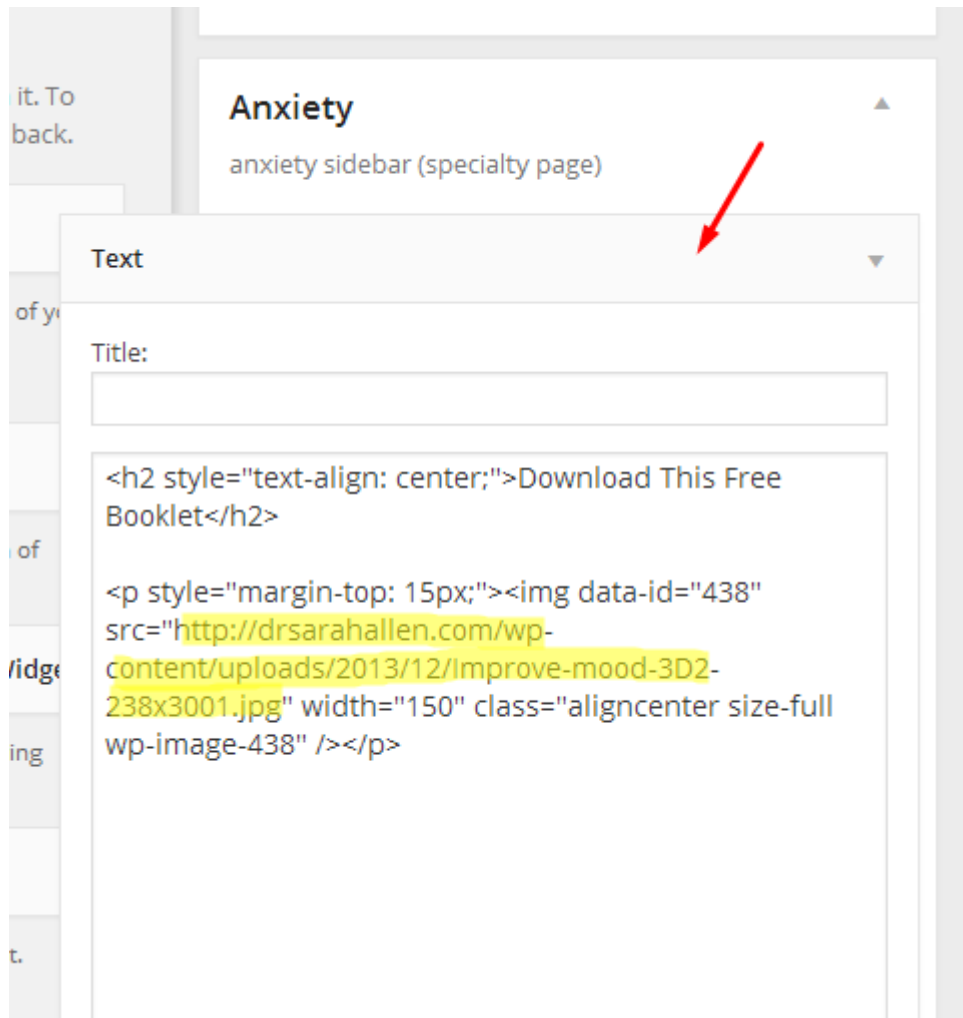
1. To edit the sidebar, go to **Appearance > Widgets** in the dashboard:



2. This section is where the configuration for **ALL** our sidebars lives. Lets assume we are editing the sidebar for the *Anxiety* section. Find the anxiety sidebar in the list of the right:



3. Under **Anxiety** you will find a list of items. Those items represent what the sidebar displays on the site: posts, forms, search bar, etc. Booklets live in modules called **Text**. In this case, we have to open up the first **Text** module under **Anxiety**:



4. The code that appears is HTML code. We have to be very careful when replacing this text. Basically, select the highlighted area above (see picture), delete it, and paste in its place the new url we copied earlier. Once done, hit **Save** to store the changes in the database.

```
wp style="margin-top: 10px; text-align: center;">  
src="http://drsarahallen.com/wp-  
content/uploads/2013/12/Improve-mood-3D2-  
238x3001.jpg" width="150" class="aligncenter size-full  
wp-image-438" /></p>
```

Automatically add paragraphs

Widget logic:

[Delete](#) | [Close](#)



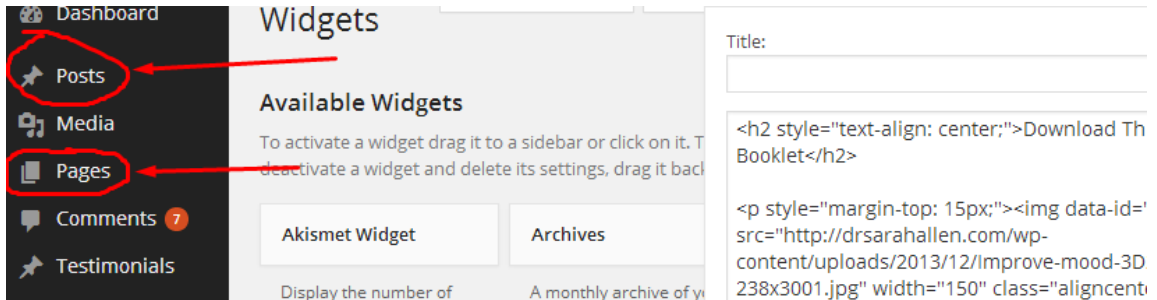
Save

- 5. If we go the **Anxiety** page now, the new booklet should appear.

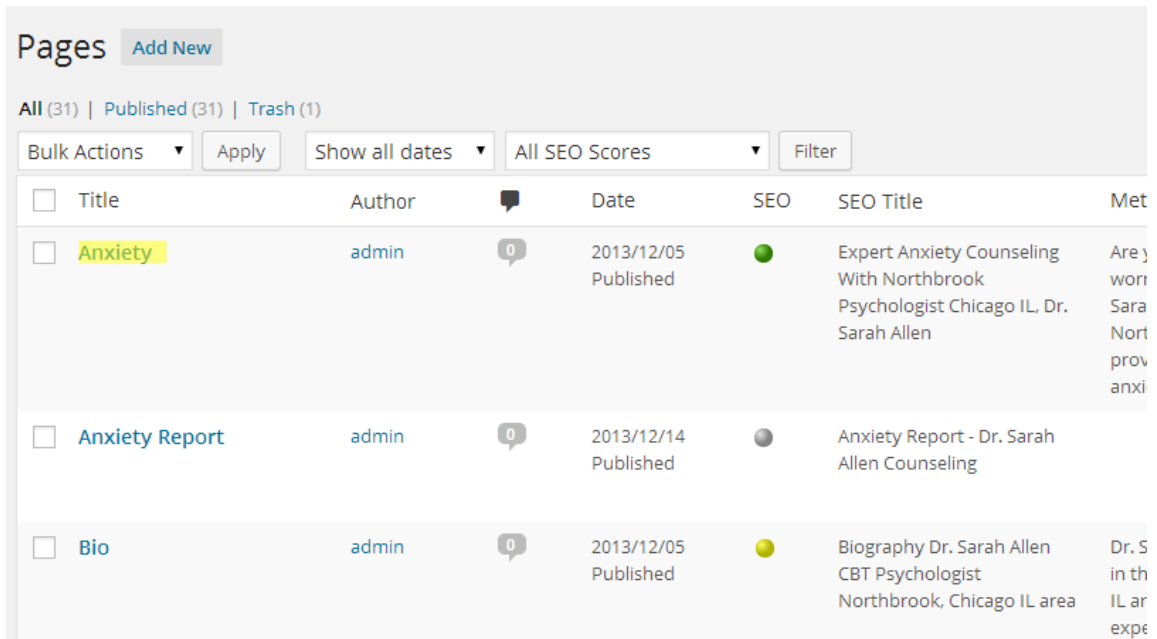
### Step 3: replacing the booklet in a post or page

Process is similar to editing the booklet in a sidebar.

1. Find the post/page we want to edit under **Posts** or **Pages**:



2. Lets suppose we want to edit the anxiety page booklet. Then I should open **Pages**, and then the **Anxiety** page:



3. In the page content area, find the booklet's image and click on it. A menu with two buttons appears on top of the image:

1. How can I feel less stressed, angry and overwhelmed?
2. How can I improve my relationships?
3. How can I stop worrying about everything: my children, partner, friends, work, my "to do" list....

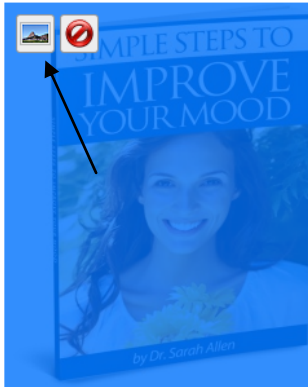
So I put together a booklet with some strategies I am always giving to my clients to help them begin to improve their mood. I hope that you will find it helpful too.



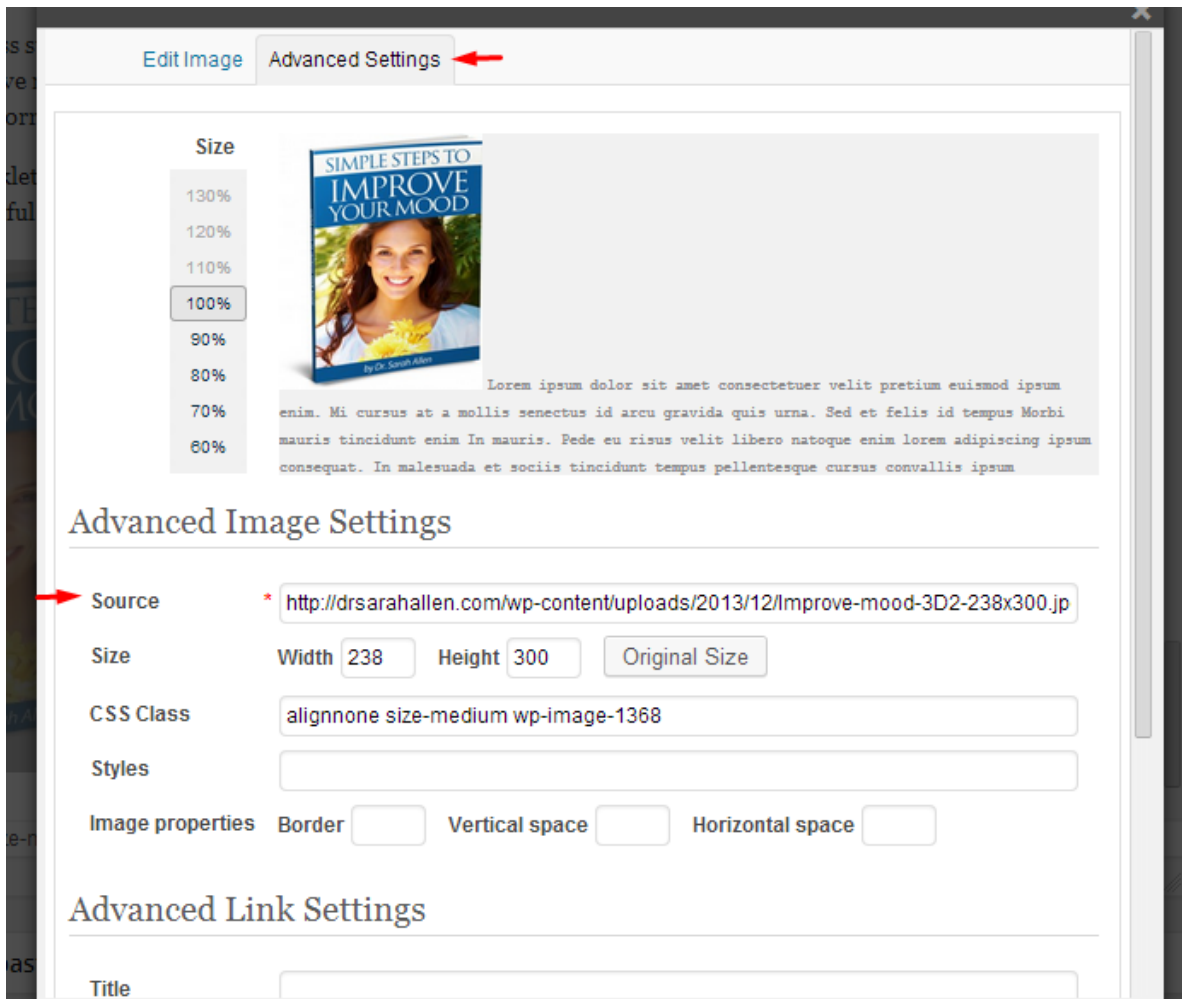
4. Click the *image* button (left one):

1. How can I feel less stressed, angry and overwhelmed?
2. How can I improve my relationships?
3. How can I stop worrying about everything: my children, partner, friends, work, my "to do" list....

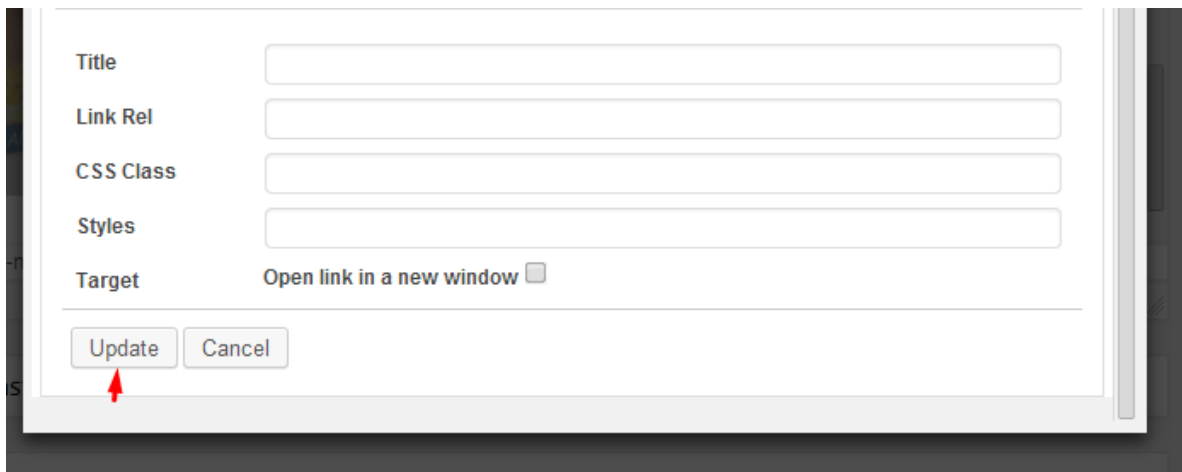
So I put together a booklet with some strategies I am always giving to my clients to help them begin to improve their mood. I hope that you will find it helpful too.



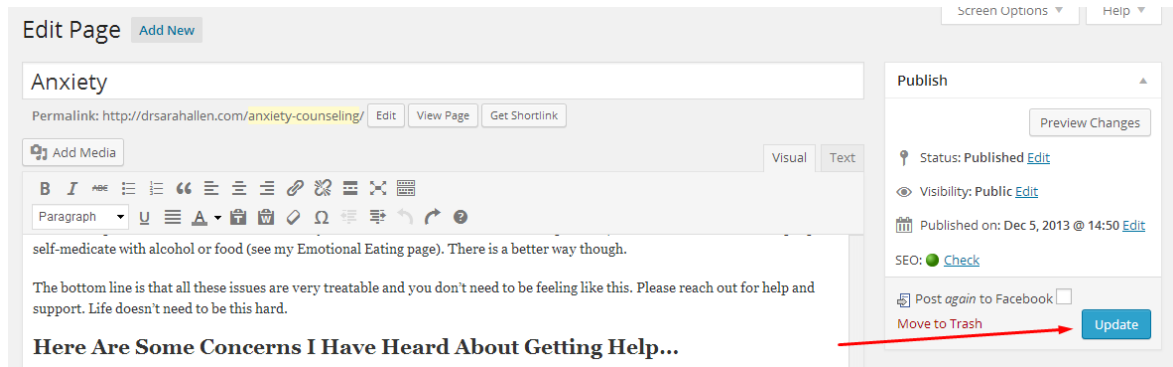
5. Click the **Advanced Settings** tab, and then find the **Source** attribute:



6. Replace the whole URL with the new URL copied earlier. I also suggest clicking on *Original Size*, so the original size of the image is used. There are other interesting properties you may explore, like the border and proportional size. Once ready, hit **Update**:



7. The new image should come up. We then find the **Save** button to save the page, and click on it:



8. Changes are saved.

**Important Note:** when a new image is uploaded, the system generates more than one image with several sizes. In particular, we have:

- *Sidebar Booklets: 150 \* 189 image*
- *Post Booklets: 238 \* 300 image*

Using them makes the site run faster because we only load the image we need instead of a bigger, heavier file. If I were to use one of these images, I'd take the original url and append the filesize to it right before the file extension:

Original URL: <http://drsarahallen.com/wp-content/uploads/2013/12/Improve-mood-3D.jpg>

New URL: [http://drsarahallen.com/wp-content/uploads/2013/12/Improve-mood-3D-150\\*189.jpg](http://drsarahallen.com/wp-content/uploads/2013/12/Improve-mood-3D-150*189.jpg)