Moving "Main Archive" content from oldcolony.us to slocum.me/oldcolony

Please Note:
* Ignore all images.
* Download and attach all exiting files to new entries on new website.
* Please see notes for OC Newsletters (last page)

Step 1 (General)

Navigate to the main Archive page (http://oldcolony.us/archives/main.htm). Each set of years is broken down into many categories. Let's start off with "School News 2010-2011" page.

Each article should have a link that, when clicked, will scroll down to show the text (if this doesn't work correctly, just search for the article title on the page).

On the new website, create a New Post. Copy and paste the article title into the Title box. Then copy and paste the article text into the Content box (paste without formatting, plaintext; please re-style any text using the buttons above the editor).

If the post has an exact date (e.g. August, 31, 2010): change the post date to match the month, day, and year. You can ignore the hour and minute.
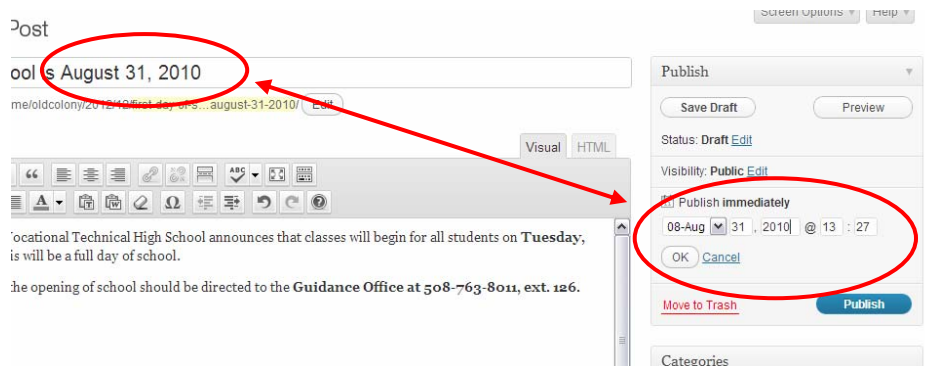
If the post has a partial date (e.g. August, 2010): change the post date to match the month and year. The day should always be set to 1 (first of the month) in this case. You can ignore the hour and minute.
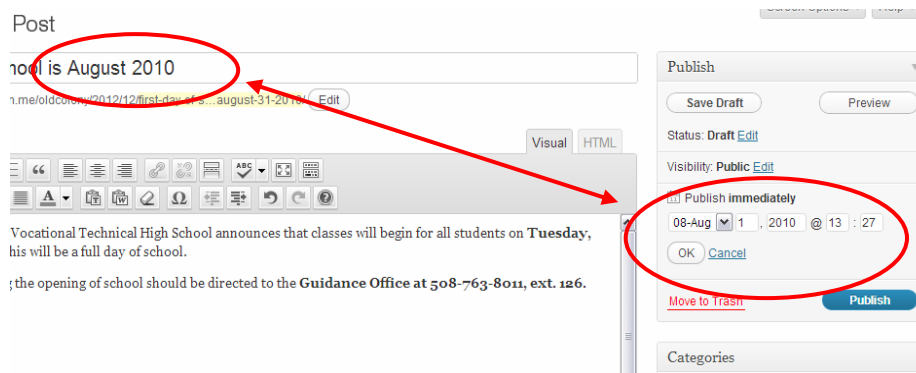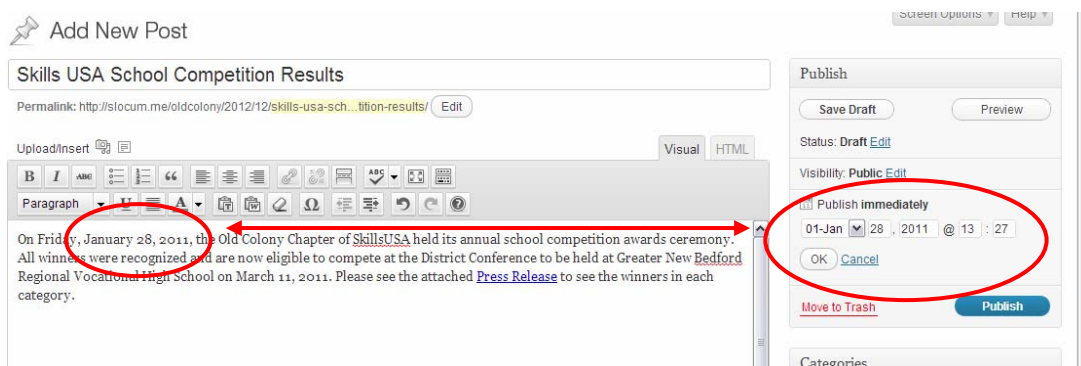

If the date is in the post content (e.g. On Friday, January 28, 2011, the Old Colony): change the post date to match the month, day and year. You can ignore the hour and minute.

If the date is no where to be found: change the post date to 09-Sep, 01, %YEAR% (where year is the first year of the current archive). Here's an example: if you were transferring archives from 2010-2011, and there was no date, you should set the post date to 09-Sep, 01, 2010.
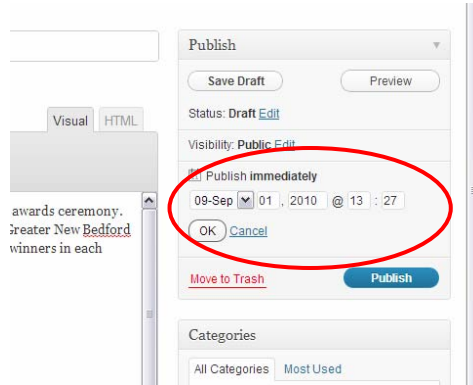
Categories: All posts will have to be categorized correctly. Please check off all categories that apply. Here's an example: if you were transferring archives from the Student of the Month section from 2010-2011, you would check off "Student of the Month"

Please Note: The "News" category is the default category and will automatically be selected. Please leave this category selected.
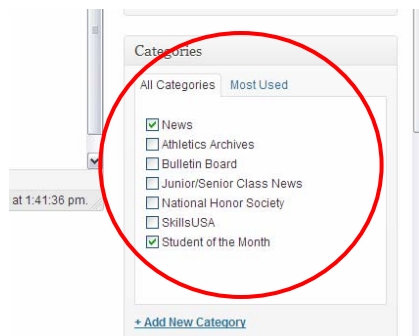
Notes – OC Newsletters
Since these are PDF files, please create a new post, with the correct title, and a link within the post content to download the PDF file.

Thank You
Slocum Studio