## 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 I (General)

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

Old Colony News Resources	Listing By School Year:		
Staff Directory			
Student Services	2010-2011	2009-2010	2008-2009
Vocational Shops	Academite Year • SchoolNews 2010- 2011 • Eturients of Month- 2010-2011	Academic Year • School News 2009- 2010 • Students of Month 2009-2010	Academic Year           School News 2008- 2009           Students of Month 2008-2009
	Bulletin Board	Bulletin Board	OC Newsletters (2008-09)
	• Bulletin Board (2010- 2011)	<ul> <li>Bulletin Board (2009- 2010)</li> </ul>	Volume I     Volume II

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).

Home	Notes of Interest for the Old Colony Community Archives: School News (2010-2011)
About The School	
Academics	First day of school is August 31, 2010
Alumni	Early dismissal dates announced for 2010-2011
Archives	Anne Spirlet appointed as Non-Traditional Advisor
Main Menu Press Stories Athletics Clubs & Activities	Cosmetology (2010) seniors pass state board exam     Seventh Annual Old Colony Scholarship Golf Tournament Recoguzes and Honors Local     Business Owner     Skills USA School Competition Results     Walter J. Markham Mominee     Distribute Leader this Award Nomine
Night School	Cocal Student Honored for Community Service
Old Colony News	List of articles
Resources	
Staff Directory	

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).

Dashboard	Add New Post	
Posts     All Posts	First day of school is August 31, 2010	
Add New	Permalink: http://slocum.me/oldcolony/2012/12/first-day-of-saugust-31-2010/ Edit	
Tags	Upload/Insert 📴 🖻	Visual HTML
Events	B I ₩ 등 등 4 € € € 2 2 ₩ 5 €	
මෑ Media	Paragraph • U I Δ • 印 @ ② Ω 標 野 つ C 0	
🖉 Links	Old Colony Regional Vocational Technical High School announces that classes will begin for all	l students on <b>Tuesday</b> , 🔷
🖻 Forms 🕚	August 31, 2010. This will be a full day of school.	
Pages	Inquiries concerning the opening of school should be directed to the Guidance Office at 50	8-763-8011, ext. 126.
Comments		
🖉 News Ticker		

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.

	Publish v
	Save Draft Preview
Visual HTML	Status: Draft Edit
	Visibility: Public Edit
	Publish immediately
awards ceremony.	09-Sep 💌 01 , 2010 @ 13 : 27
Freater New Bedford	OK Cancel
	Move to Trash Publish
.0	Categories
	All Categories Most Used

**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