

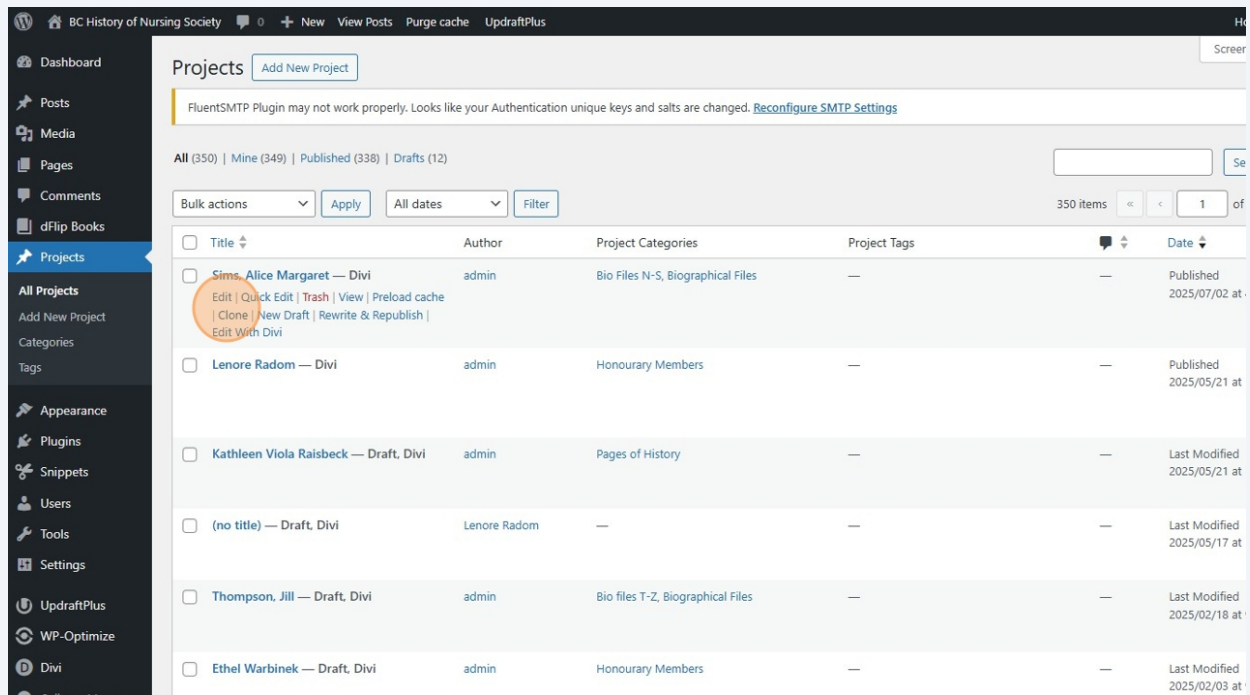
Adding Biographical File

1

Navigate to Projects Section

Bulk actions		Apply	All dates	Filter	350 items		<<	<	1	>	>>
<input type="checkbox"/>	Title	Author	Project Categories	Project Tags		Date					
<input type="checkbox"/>	Sims, Alice Margaret — Divi Edit Quick Edit Trash View Preload cache Clone New Draft Rewrite & Republish Edit With Divi	admin	Bio Files N-S, Biographical Files	—	—	Published 2025/07/02 at 4:51 pm					
<input type="checkbox"/>	Lenore Radom — Divi	admin	Honourary Members	—	—	Published 2025/05/21 at 12:29 am					
<input type="checkbox"/>	Kathleen Viola Raisbeck — Draft, Divi	admin	Pages of History	—	—	Last Modified 2025/05/21 at 12:26 pm					
<input type="checkbox"/>	(no title) — Draft, Divi	Lenore Radom	—	—	—	Last Modified 2025/05/17 at 1:20 am					
<input type="checkbox"/>	Thompson, Jill — Draft, Divi	admin	Bio files T-Z, Biographical Files	—	—	Last Modified 2025/02/18 at 9:40 pm					
<input type="checkbox"/>	Ethel Warbinek — Draft, Divi	admin	Honourary Members	—	—	Last Modified 2025/02/03 at 9:11 pm					
<input type="checkbox"/>	Kathleen Viola Raisbeck — Divi	admin	Pages of History	—	—	Published 2025/01/02 at 5:04 pm					
<input type="checkbox"/>	Doree, Joan Florence Alice (1919-2016) — Divi	admin	Bio Files A-D, Biographical Files	—	—	Published 2024/12/24 at 11:25 pm					

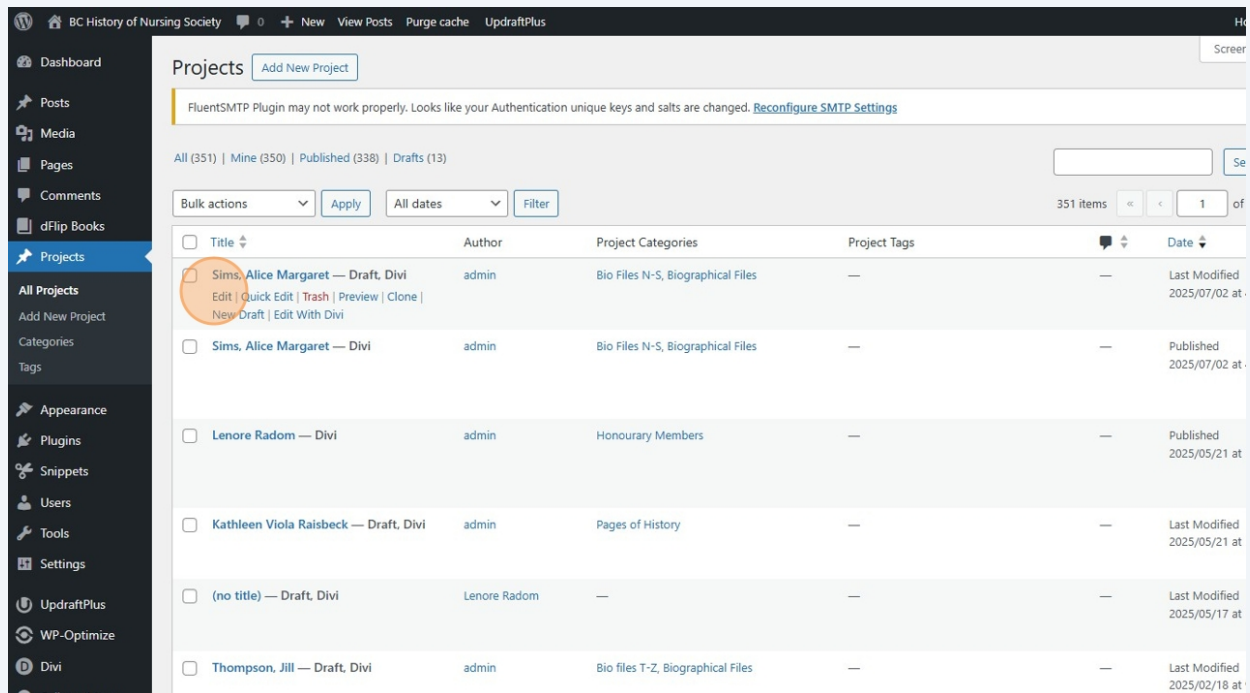
2 Find a Biographical File and Click on Clone



The screenshot shows the UpdraftPlus interface with the 'Projects' tab selected. A sidebar on the left contains navigation links. The main area displays a table of projects. The first project, 'Sims, Alice Margaret', is highlighted with an orange circle. Below its title, a context menu is visible with the 'Clone' option also highlighted by an orange circle.

Title	Author	Project Categories	Project Tags	Date
Sims, Alice Margaret — Divi	admin	Bio Files N-S, Biographical Files	—	Published 2025/07/02 at
Lenore Radom — Divi	admin	Honourary Members	—	Published 2025/05/21 at
Kathleen Viola Raisbeck — Draft, Divi	admin	Pages of History	—	Last Modified 2025/05/21 at
(no title) — Draft, Divi	Lenore Radom	—	—	Last Modified 2025/05/17 at
Thompson, Jill — Draft, Divi	admin	Bio files T-Z, Biographical Files	—	Last Modified 2025/02/18 at
Ethel Warbinek — Draft, Divi	admin	Honourary Members	—	Last Modified 2025/02/03 at

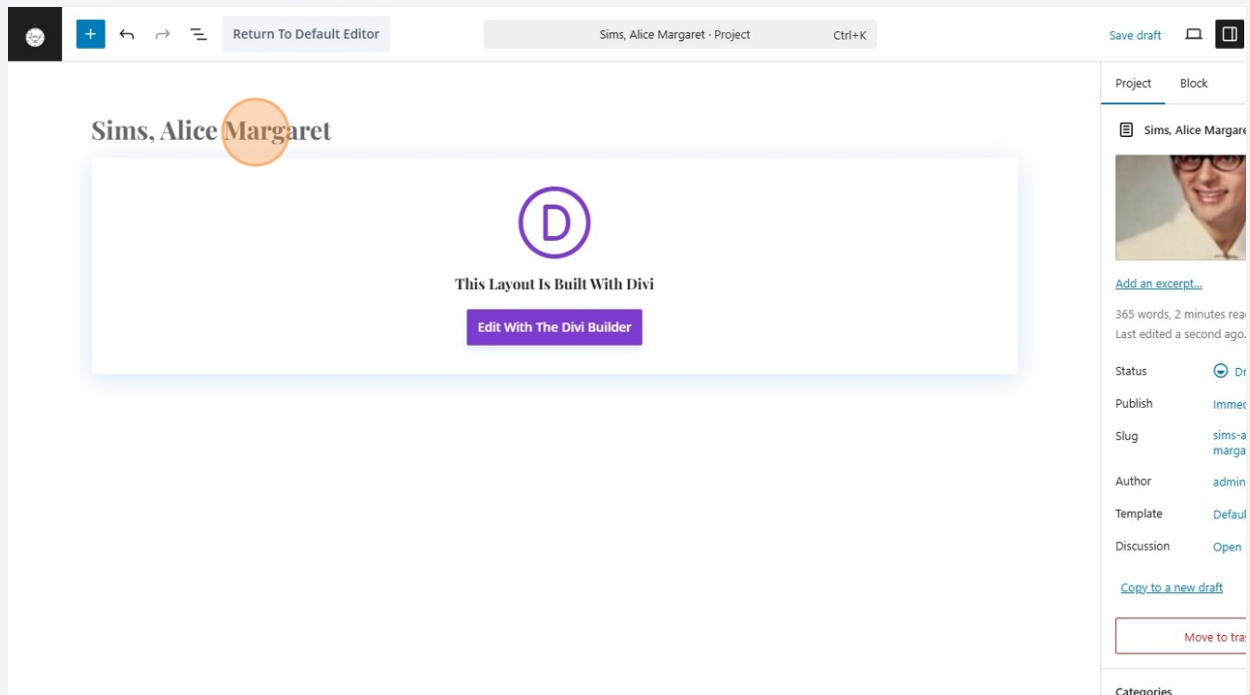
3 Find the cloned bio file and click on Edit



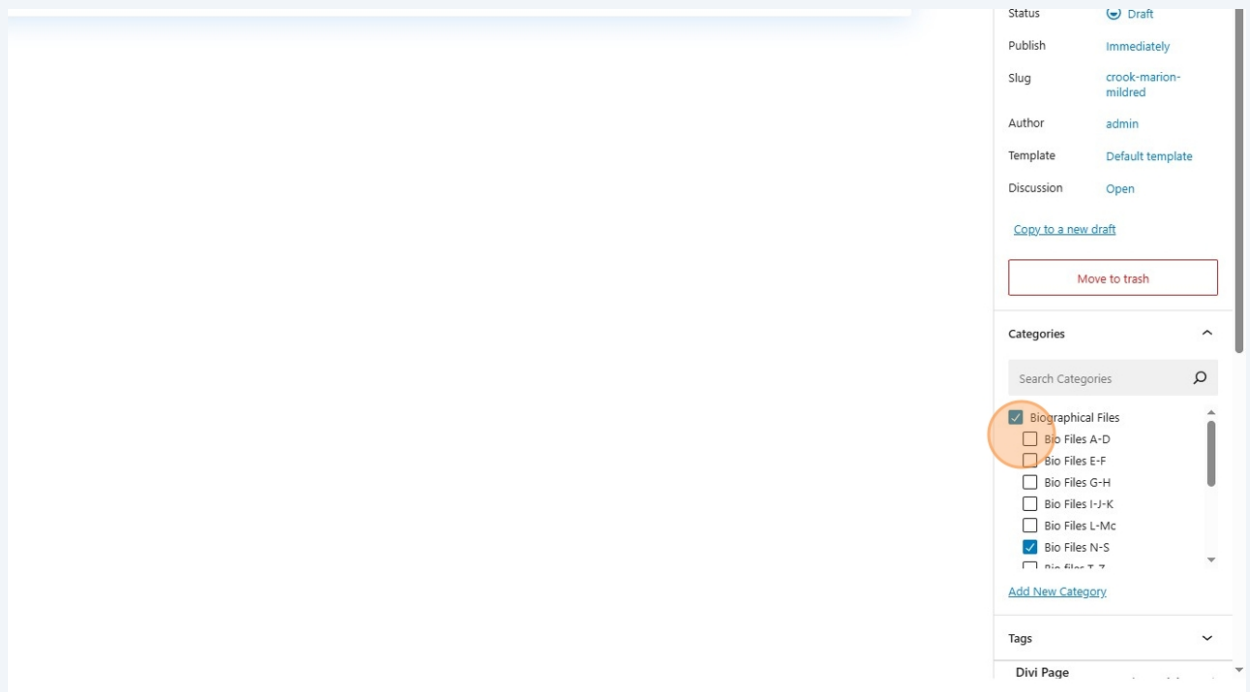
The screenshot shows the UpdraftPlus interface with the 'Projects' tab selected. The main area displays a table of projects. The first project, 'Sims, Alice Margaret', is highlighted with an orange circle. Below its title, a context menu is visible with the 'Edit' option also highlighted by an orange circle.

Title	Author	Project Categories	Project Tags	Date
Sims, Alice Margaret — Draft, Divi	admin	Bio Files N-S, Biographical Files	—	Last Modified 2025/07/02 at
Sims, Alice Margaret — Divi	admin	Bio Files N-S, Biographical Files	—	Published 2025/07/02 at
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Thompson, Jill — Draft, Divi	admin	Bio files T-Z, Biographical Files	—	Last Modified 2025/02/18 at

4 Replace the Name



5 Go to the Categories field and make sure you have the correct category selected (choose correct alphabetical range) Unclick any incorrect range. Only (1) range should be clicked.



6 Replace the Feature Image

Return To Default Editor

Crook, Marion Mildred - Project

Ctrl+K

Save draft

Publish

Crook, Marion Mildred

Replace

Remove

Add an excerpt...

365 words, 2 minutes read time.
Last edited a second ago.

Status ☒ Draft

Publish [Immediately](#)

Slug [crook-marion-mildred](#)

Author [admin](#)

Template [Default template](#)

Discussion [Open](#)

[Copy to a new draft](#)

[Move to trash](#)

Categories

7 Find the correct image or upload new image

May 16, 2025
63 KB
472 by 640 pixels
[Edit image](#)
[Delete permanent](#)

Alt Text

[Learn how to describe the purpose of the image](#)
empty if the image is decorative.

Title

Caption

Description

File URL:
[Copy URL to clipboard](#)

Required fields are marked *

Regenerate Thumbnails
[Regenerate Thumbnails](#)

8 Once selected >> Click "Set featured image"

The screenshot shows the WordPress media library with a grid of 30 images. The image of Marion Mildred Crook is selected, indicated by a blue checkmark in the top right corner. To the right of the grid is the 'Edit Image' sidebar. The 'Title' field contains 'marion crook', the 'Caption' field contains 'Photo credit: Duke Morse', and the 'File URL' field contains 'https://bcnursinghistory.ca/'. A 'Copy URL to clipboard' button is below the URL field. The 'Regenerate Thumbnails' section has a 'Regenerate Thumbnails' button. At the bottom right of the sidebar, a 'Set featured image' button is circled in orange.

9 Click "Save draft"

The screenshot shows the WordPress editor interface. The top bar includes a 'Return To Default Editor' button, the project name 'Crook, Marion Mildred - Project', and the keyboard shortcut 'Ctrl+K'. The main content area displays the title 'Crook, Marion Mildred' and a placeholder image with a large 'D' in a circle. Below the placeholder is a purple button that says 'Edit With The Divi Builder'. On the right side, the 'Project' sidebar is open, showing the title 'Crook, Marion Mildred' and a thumbnail image. Below the thumbnail are 'Replace' and 'Remove' buttons. Further down, there are fields for 'Status' (Draft), 'Publish' (Immediately), 'Slug' (crook-marion-mildred), 'Author' (admin), 'Template' (Default template), and 'Discussion' (Open). At the bottom of the sidebar, there is a 'Move to trash' button. The 'Save draft' button in the top right corner of the editor is circled in orange.

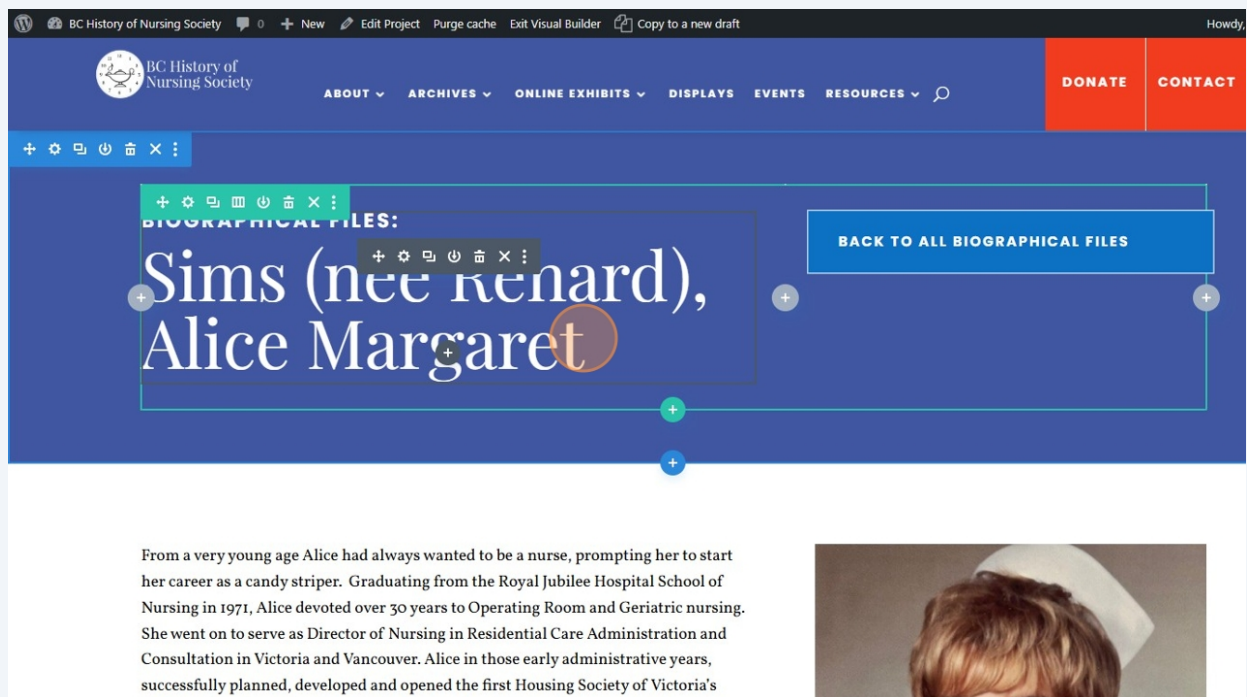
10 Click "Edit With The Divi Builder"

The screenshot shows the WordPress Divi Builder interface. At the top, there's a navigation bar with a 'Return To Default Editor' button, the project name 'Crook, Marion Mildred - Project', and a 'Ctrl+K' shortcut. Below this, the main content area displays the title 'Crook, Marion Mildred' and a large purple circle with a white 'D' inside. Below the circle, the text 'This Layout Is Built With Divi' is visible, followed by a purple button labeled 'Edit With The Divi Builder'. On the right side, there's a sidebar with a 'Save draft' button, a 'Project' tab, and a 'Block' tab. Under the 'Block' tab, there's a list of blocks, including 'Crook, Marion Mildred'. Below the list, there's a small profile picture of a woman, followed by the text 'Add an excerpt...', '365 words, 2 minutes read', and 'Last edited a second ago'. At the bottom of the sidebar, there's a 'Move to trash' button and a 'Categories' section.

11 Click here.

The screenshot shows the BC History of Nursing Society website. The header features the BC History of Nursing Society logo, a navigation menu with links to 'ABOUT', 'ARCHIVES', 'ONLINE EXHIBITS', 'DISPLAYS', 'EVENTS', and 'RESOURCES', and buttons for 'DONATE' and 'CONTACT'. The main content area has a dark blue background with the text 'BIOGRAPHICAL FILES:' and 'Sims (nee Renard), Alice Margaret'. To the right of the name, there's a blue button labeled 'BACK TO ALL BIOGRAPHICAL FILES'. Below the name, there's a paragraph of text: 'From a very young age Alice had always wanted to be a nurse, prompting her to start her career as a candy striper. Graduating from the Royal Jubilee Hospital School of Nursing in 1971, Alice devoted over 30 years to Operating Room and Geriatric nursing. She went on to serve as Director of Nursing in Residential Care Administration and Consultation in Victoria and Vancouver. Alice in those early administrative years, successfully planned, developed and opened the first Housing Society of Victoria's'. To the right of the text, there's a small photograph of a woman wearing a white nurse's cap.

12 Click into the title field



BC History of Nursing Society

ABOUT ARCHIVES ONLINE EXHIBITS DISPLAYS EVENTS RESOURCES


DONATE CONTACT

BIOGRAPHICAL FILES:

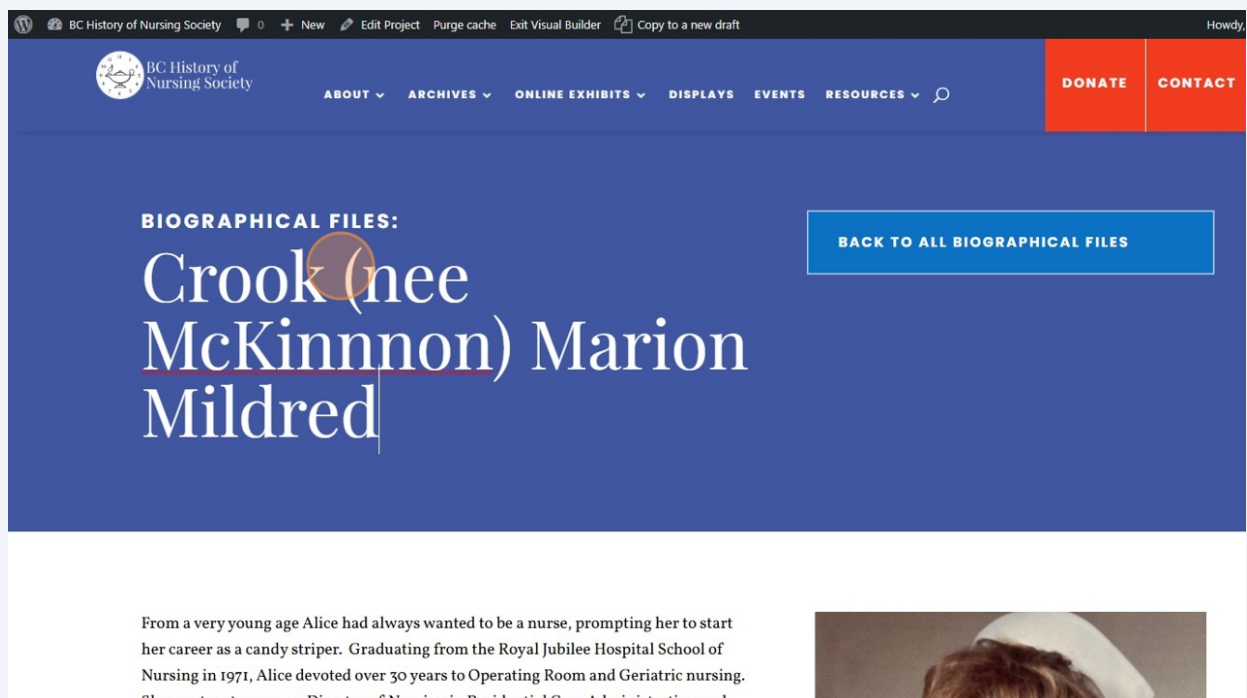
Sims (nee Renard), Alice Margaret

BACK TO ALL BIOGRAPHICAL FILES

From a very young age Alice had always wanted to be a nurse, prompting her to start her career as a candy striper. Graduating from the Royal Jubilee Hospital School of Nursing in 1971, Alice devoted over 30 years to Operating Room and Geriatric nursing. She went on to serve as Director of Nursing in Residential Care Administration and Consultation in Victoria and Vancouver. Alice in those early administrative years, successfully planned, developed and opened the first Housing Society of Victoria's



13 Type in the correct name



BC History of Nursing Society

ABOUT ARCHIVES ONLINE EXHIBITS DISPLAYS EVENTS RESOURCES


DONATE CONTACT

BIOGRAPHICAL FILES:

Crook (nee McKinnon) Marion Mildred

BACK TO ALL BIOGRAPHICAL FILES

From a very young age Alice had always wanted to be a nurse, prompting her to start her career as a candy striper. Graduating from the Royal Jubilee Hospital School of Nursing in 1971, Alice devoted over 30 years to Operating Room and Geriatric nursing. She went on to serve as Director of Nursing in Residential Care Administration and Consultation in Victoria and Vancouver. Alice in those early administrative years, successfully planned, developed and opened the first Housing Society of Victoria's



14 Replace the image - Click on the images and click the gear

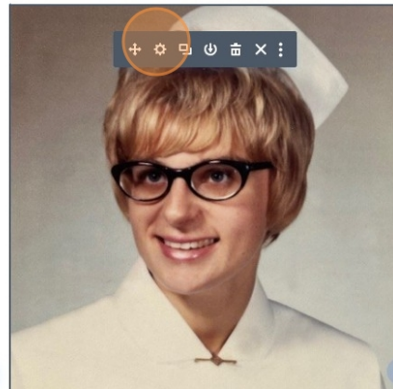
(nee McKinnon) Marion Mildred



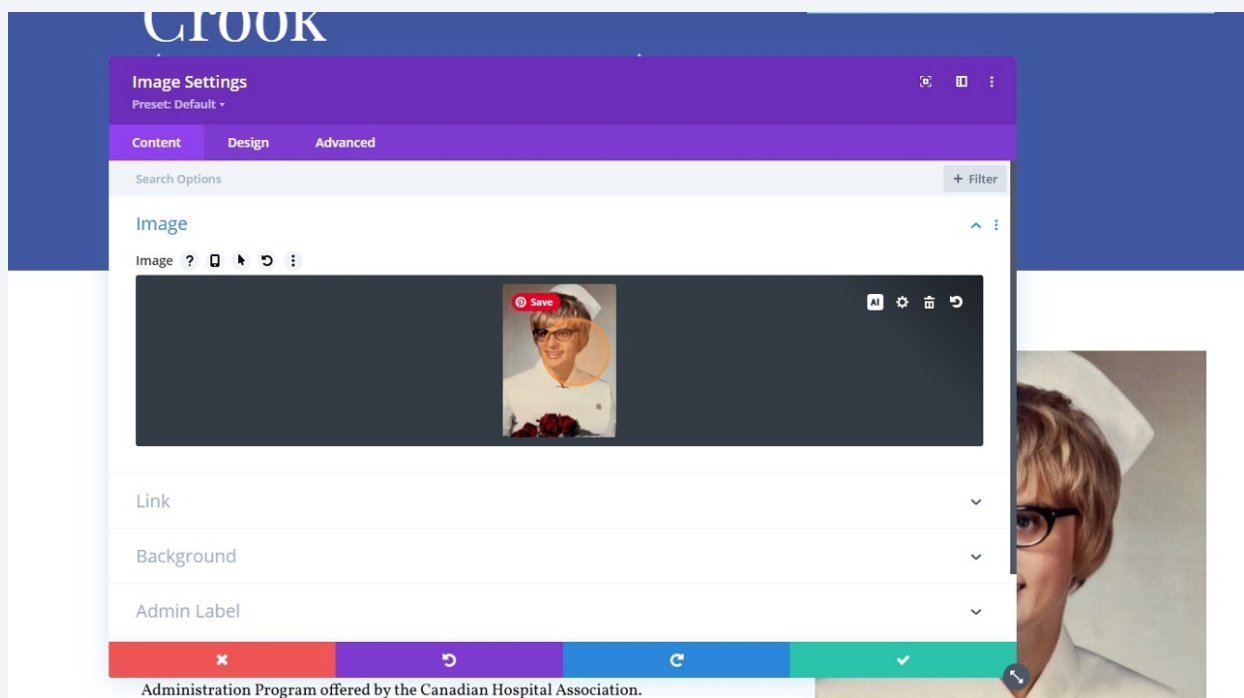
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Throughout her career, Alice pursued continuing education to further her aspirations in leadership roles in both OR and Geriatric nursing. She completed Management Certificate through *Canada Manpower*, an accredited course in geriatric medicine from University of Victoria Faculty of Medicine and graduated in Health Services Administration Program offered by the Canadian Hospital Association.

Alice was proud to have had three distinct nursing careers throughout her nursing



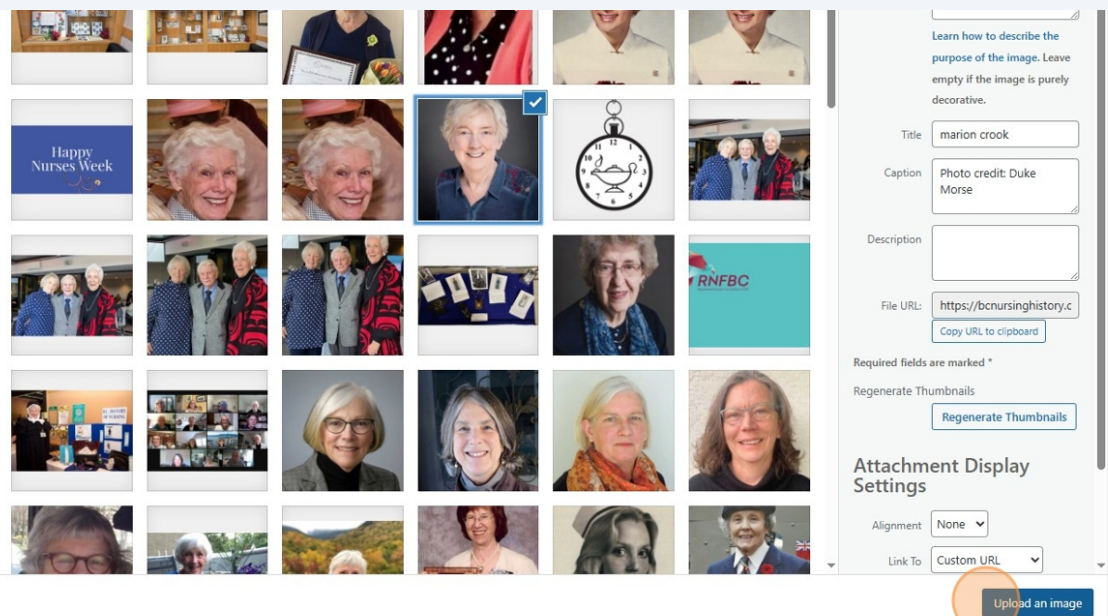
15 Click on the image



16 Find the image you want to add or upload a new image



17 Click "Upload an image"



Ance was proud to have had three distinct nursing careers throughout her nursing profession, as an OR nurse, as a BCNU union representative and team bu... and latterly as a consultant and administrator, helping to establish seniors' facilities and

18 Click the green check mark

Content Design Advanced

Search Options + Filter

Image

Image

Link

Background

Admin Label

Save Changes

Administration Program offered by the Canadian Hospital Association.

Alice was proud to have had three distinct nursing careers throughout her nursing profession, as an OR nurse, as a BCNU union representative and team bui... and latterly as a consultant and administrator, helping to establish seniors' facilities and

19 Replace the text - click into the box and replace the text

Marion Mildred

From a very young age Alice had always wanted to be a nurse, prompting her to start her career as a candy striper. Graduating from the Royal Jubilee Hospital School of Nursing in 1971, Alice devoted over 30 years to Operating Room and Geriatric nursing. She went on to serve as Director of Nursing in Residential Care Administration and Consultation in Victoria and Vancouver. Alice in those early administrative years, successfully planned, developed and opened the first Housing Society of Victoria's seniors intermediate care home. Much of her later career was devoted to consultation and administration for senior's facilities and home support services.

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20

Click "Throughout her career, Alice pursued continuing education to further her aspirations in leadership roles in both OR and Geriatric nursing. She c..."

Marion Mildred

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21

Too make a hyperlink - find the link in the text, highlight, click on the link icon and type the URL into the box and Click ENTER on your keyboard

Original nursing career encompassed 30+ years across during her nursing career in the Cariboo, she wrote and published with trade publishers: ten novels for young adult and middle grade readers. She also researched, wrote and published non-fiction around teen problems such as suicide, eating disorders and adoption. She achieved a Masters degree in Liberal Studies from Simon Fraser University and a PhD in Education from UBC. She taught nursing at university for eleven years but is now back writing full time. Writing as Emma Dakin, her latest adult mystery with Camel Press is *Storms in the Costwolds*, the sixth in *The British Book Tour Mysteries*.

Her memoir *Always Pack a Candle: A Nurse in the Cariboo Chilcotin* (Heritage House Publishing) was a finalist for the lieutenant Governors History Award and won the BC Historical Federations Community History Award. Her second memoir *Always on Call: Adventures in Nursing, Ranching, and Rural Living* (Heritage House Publishing) is a finalist for the BC and Yukon Book Prizes Bill Duthie Booksellers' Choice Award. Both books were regularly on the BC Bestsellers list for the year following publication.

She lives in Gibsons, BC. She plays fiddle with a group and violin with a chamber group. Regular outrigger paddling in the beautiful Howe Sound and Georgia Strait keeps her engaged with real people and not just the characters in her books. She is an active member of The Writers Union of Canada, Sisters in Crime and Crime Writers of Canada.

More details on her website: marioncrookauthor.com



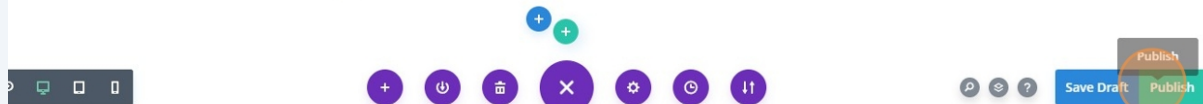
22 Click Publish

original nursing district encompassed 3600 square miles during her nursing career in the Cariboo, she wrote and published with trade publishers: ten novels for young adult and middle grade readers. She also researched, wrote and published non-fiction around teen problems such as suicide, eating disorders and adoption. She achieved a Masters degree in Liberal Studies from Simon Fraser University and a PhD in Education from UBC. She taught nursing at university for eleven years but is now back writing full time. Writing as Emma Dakin, her latest adult mystery with Camel Press is *Storms in the Costwolds*, the sixth in *The British Book Tour Mysteries*.

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More details on her website: marioncrook.thor.com



23 Click "Exit Visual Builder"

BC History of Nursing Society

ABOUT ARCHIVES ONLINE EXHIBITS DISPLAYS EVENTS RESOURCES

DONATE CONTACT

Howdy,

Marion McKinnon Crook received her Bachelor of Science in Nursing from Seattle University (although a Canadian) and worked as a public health nurse in the Cariboo until 1986 and in the Fraser Valley until 1989. Those were the days of treacherous roads, severe and dangerous weather and wide-spread populations. Her original nursing district encompassed 3600 square miles. During her nursing career in the Cariboo, she wrote and published with trade publishers: ten novels for young adult and middle grade readers. She also researched, wrote and published non-fiction around teen problems such as suicide, eating disorders and adoption. She achieved a Masters degree in Liberal Studies from Simon Fraser University and a PhD in Education from UBC. She taught nursing at university for eleven years but is now back writing full time. Writing as Emma Dakin, her latest adult mystery with Camel Press is *Storms in the Costwolds*, the sixth in *The British Book Tour Mysteries*.

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