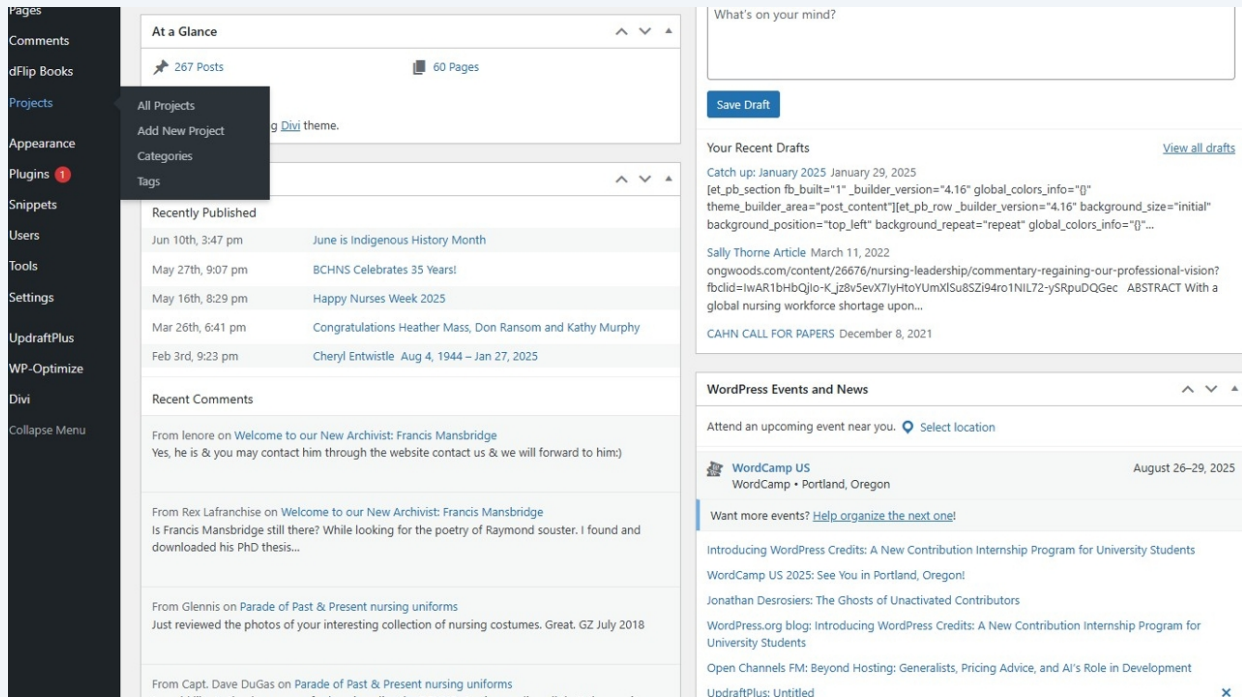


# How to make a Bio File show up on the Home Page

1

Navigate to <https://bcnursinghistory.ca/wp-admin/>



Pages

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Appearance

Plugins 1

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WP-Optimize

Divi

Collapse Menu

At a Glance

267 Posts

60 Pages

All Projects

Add New Project

Categories

Tags

Recently Published

Jun 10th, 3:47 pm June is Indigenous History Month

May 27th, 9:07 pm BCHNS Celebrates 35 Years!

May 16th, 8:29 pm Happy Nurses Week 2025

Mar 26th, 6:41 pm Congratulations Heather Mass, Don Ransom and Kathy Murphy

Feb 3rd, 9:23 pm Cheryl Entwistle Aug 4, 1944 – Jan 27, 2025

Recent Comments

From Ienore on Welcome to our New Archivist: Francis Mansbridge  
Yes, he is & you may contact him through the website contact us & we will forward to him.)

From Rex Lafranchise on Welcome to our New Archivist: Francis Mansbridge  
Is Francis Mansbridge still there? While looking for the poetry of Raymond souster. I found and downloaded his PhD thesis...

From Glennis on Parade of Past & Present nursing uniforms  
Just reviewed the photos of your interesting collection of nursing costumes. Great. GZ July 2018

From Capt. Dave DuGas on Parade of Past & Present nursing uniforms

What's on your mind?

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Catch up: January 2025 January 29, 2025

[et\_pb\_section fb\_built="1" \_builder\_version="4.16" global\_colors\_info="{}"]  
[et\_pb\_row \_builder\_version="4.16" background\_size="initial"  
background\_position="top\_left" background\_repeat="repeat" global\_colors\_info="{}"]...

Sally Thorne Article March 11, 2022  
ongwoods.com/content/26676/nursing-leadership/commentary-regaining-our-professional-vision?  
fbclid=IwAR1bHbQjlo-Kjz8v5evX7IyHtoYUmXISu8Zi94ro1N1L72-ySRpuDQGec ABSTRACT With a  
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Introducing WordPress Credits: A New Contribution Internship Program for University Students  
WordCamp US 2025: See You in Portland, Oregon!

Jonathan Desrosiers: The Ghosts of Unactivated Contributors  
WordPress.org blog: Introducing WordPress Credits: A New Contribution Internship Program for University Students

Open Channels FM: Beyond Hosting: Generalists, Pricing Advice, and AI's Role in Development

UpdraftPlus: Untitled

## 2 Click "Projects"

The screenshot shows the WordPress dashboard for 'BC History of Nursing Society'. The left sidebar contains a menu with 'Projects' highlighted. A dropdown menu is visible for 'Projects', showing options: 'All Projects', 'Add New Project', 'Categories', and 'Tags'. The main dashboard area includes a 'Site Health Status' section (Good), 'At a Glance' (267 Posts, 60 Pages), 'Quick Draft' (Title, Content, Save Draft), 'Your Recent Drafts' (Catch up: January 2025, Sally Thorne Article, CAHN CALL FOR PAPERS), and 'WordPress Events and News' (Attend an upcoming event near you, WordCamp US).

## 3 Click "Quick Edit"

The screenshot shows the 'Projects' list view in WordPress. The top bar includes 'Add New Project' and filters for 'All (352)', 'Mine (351)', 'Published (340)', 'Drafts (12)', and 'Trash (1)'. Below the filters is a table of projects. The first project, 'Steele, Roy Morris "Morrie" (1944- )', has its 'Quick Edit' link highlighted. The table columns are: Title, Author, Project Categories, Project Tags, and Date.

Title	Author	Project Categories	Project Tags	Date
Steele, Roy Morris "Morrie" (1944- ) — Divi Edit   Quick Edit   Trash   View   Purge cache   Clone   New Draft   Rewrite & Republish   Edit With Divi	admin	Bio Files N-S, Biographical Files, New	—	Published 2025/07/09 at 3:29 pm
Ebbehoj, Catherine (ca. 1953- ) — Divi	admin	Bio Files E-F, Biographical Files, New	—	Published 2025/07/04 at 5:38 pm
Crook, Marion Mildred — Divi	admin	Bio Files A-D, Biographical Files, New	—	Published 2025/07/02 at 4:56 pm
Sims, Alice Margaret — Divi	admin	Bio Files N-S, Biographical Files, New	—	Published 2025/07/02 at 4:51 pm
Lenore Radom — Divi	admin	Honourary Members	—	Published 2025/05/21 at 12:29 pm
Kathleen Viola Raisbeck — Draft, Divi	admin	Pages of History	—	Last Modified

## 4 Click the "New" field.

The screenshot shows the 'Projects' management interface. The left sidebar contains a menu with 'Projects' highlighted. The main content area has a 'QUICK EDIT' section for a project titled 'Steele, Roy Morris "Morrie" (1944- )'. The 'Project Categories' dropdown is open, and the 'New' option is highlighted with an orange circle. Other options include 'Bio Files N-S', 'Bio files T-Z', 'Honourary Members', 'Nurses', 'Nursing Groups', and 'Pages of History'. The 'Project Tags' section is also visible, showing 'Allow Comments' checked and 'Status' set to 'Published'. Below the edit form is a table of existing projects.

Title	Author	Project Categories	Project Tags	Date
Ebbehoj, Catherine (ca. 1953- — Divi	admin	Bio Files E-F, Biographical Files, New	—	Published 2025/07/04 at 5:38 pm
Crook, Marion Mildred — Divi	admin	Bio Files A-D, Biographical Files, New	—	Published 2025/07/02 at 4:56 pm
Sims, Alice Margaret — Divi	admin	Bio Files N-S, Biographical Files, New	—	Published 2025/07/02 at 4:51 pm

## 5 Click "Update"

This screenshot shows the same 'Projects' management interface as the previous one, but with the 'Update' button in the 'QUICK EDIT' section highlighted with an orange circle. The 'Project Categories' dropdown is still open, and the 'New' option remains selected. The table of existing projects is also visible, showing a new entry at the bottom: 'Lenore Radom — Divi'.

Title	Author	Project Categories	Project Tags	Date
Ebbehoj, Catherine (ca. 1953- — Divi	admin	Bio Files E-F, Biographical Files, New	—	Published 2025/07/04 at 5:38 pm
Crook, Marion Mildred — Divi	admin	Bio Files A-D, Biographical Files, New	—	Published 2025/07/02 at 4:56 pm
Sims, Alice Margaret — Divi	admin	Bio Files N-S, Biographical Files, New	—	Published 2025/07/02 at 4:51 pm
Lenore Radom — Divi	admin	Honourary Members	—	Published 2025/05/21 at 12:29 am