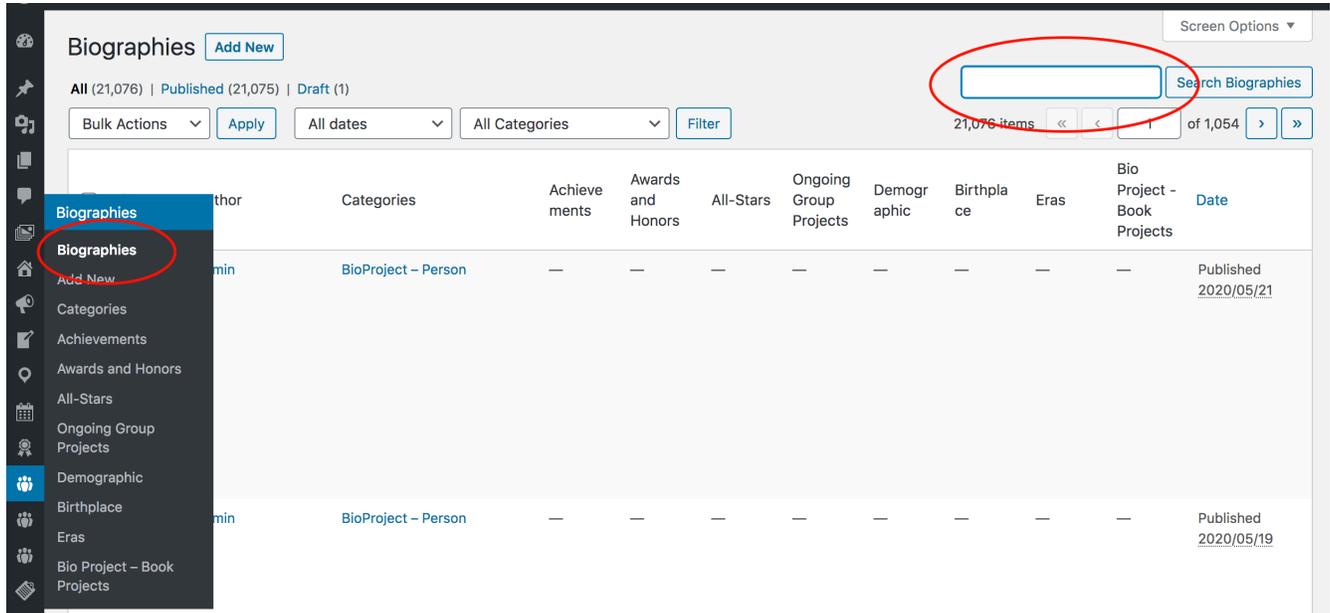


Editing BioProject articles at SABR.org

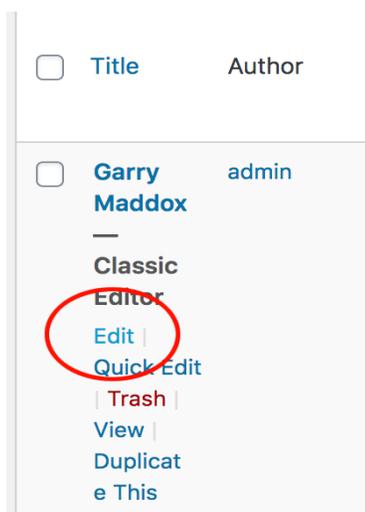
Thanks for your help in editing BioProject articles at SABR.org. You now have access to the “edit” mode for BioProject articles in our Wordpress content management system.

To start editing, log in to the Wordpress admin site at <https://sabr.org/sabr-admin>

Click on the **Biographies** tab on the left side ([click here for the direct link](#)) and then **search** for the person's name in the search bar at top-right. Spell out the person's first and last name for best results.



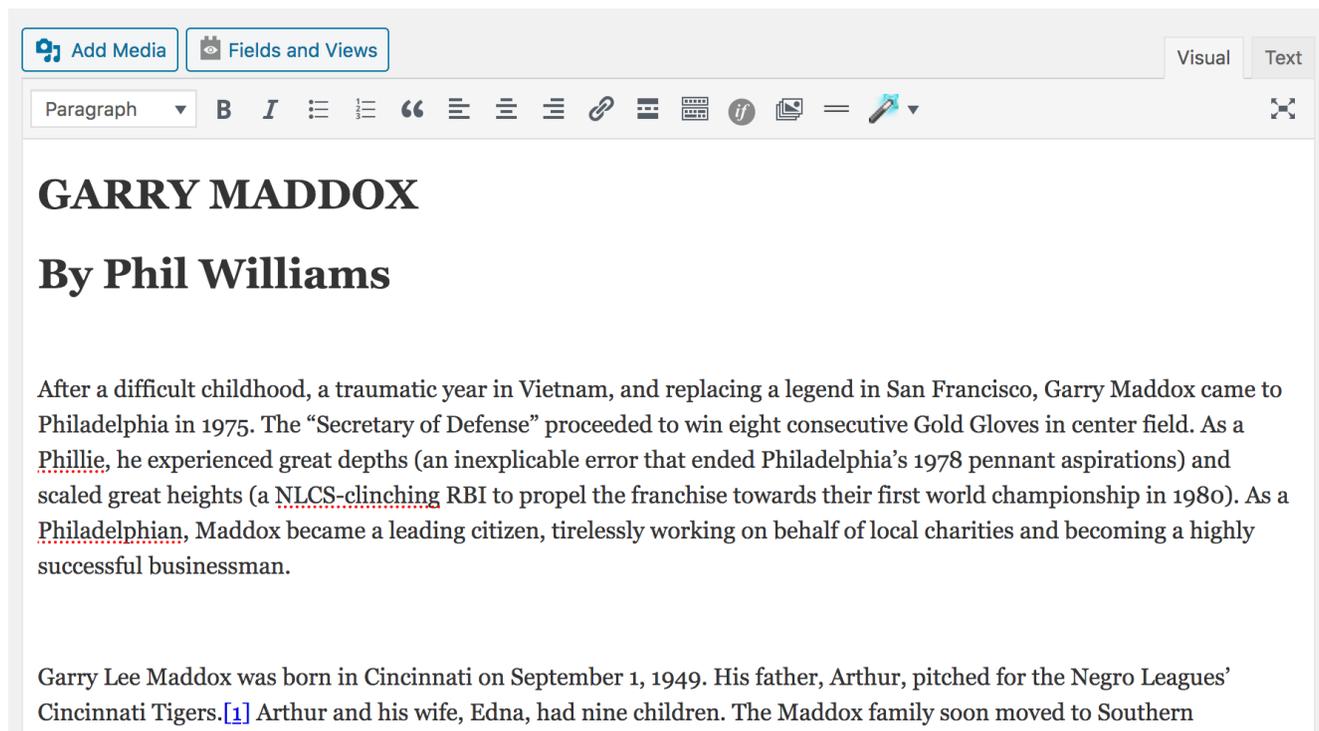
Underneath the Title field, hover over the person's name and click on the **Edit** button:



Note: The **Quick Edit** button will allow you to change the Title, add/update any Categories or Tags, and update the Publication Status. It will not allow you to make any changes to the Body field.

Ready to begin? Most of your editing will be done in the **Body** text field near the top of the page. The shortcut buttons that you may need (bold, italics, underline, bullets, numbered list) should be standard to anyone with experience using Microsoft Word or other word processors.

First, **open the biography file** in Microsoft Word. **Copy and paste the entire text** including endnotes from MS Word into the Body field in Wordpress (*tip: use Ctrl-A to select the entire document instead of dragging and scrolling with your mouse.*) It should look something like this:



The screenshot shows a WordPress editor interface. At the top, there are tabs for 'Add Media' and 'Fields and Views', and a 'Visual' tab is selected. Below the tabs is a rich text editor toolbar with icons for Paragraph, Bold (B), Italic (I), Bulleted List, Numbered List, Quote, Indent, Outdent, Link, Table, Image, and a link icon. The main content area displays the following text:

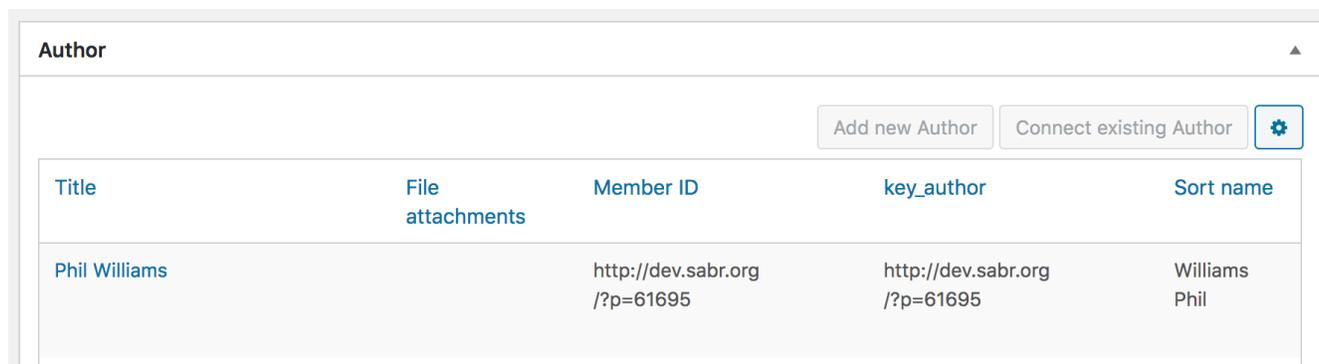
GARRY MADDOX

By Phil Williams

After a difficult childhood, a traumatic year in Vietnam, and replacing a legend in San Francisco, Garry Maddox came to Philadelphia in 1975. The "Secretary of Defense" proceeded to win eight consecutive Gold Gloves in center field. As a Phillie, he experienced great depths (an inexplicable error that ended Philadelphia's 1978 pennant aspirations) and scaled great heights (a NLCS-clinching RBI to propel the franchise towards their first world championship in 1980). As a Philadelphian, Maddox became a leading citizen, tirelessly working on behalf of local charities and becoming a highly successful businessman.

Garry Lee Maddox was born in Cincinnati on September 1, 1949. His father, Arthur, pitched for the Negro Leagues' Cincinnati Tigers.^[1] Arthur and his wife, Edna, had nine children. The Maddox family soon moved to Southern

Next, scroll down to the **Author field** at the very bottom of the page. In most cases, the author's name should already be listed here.



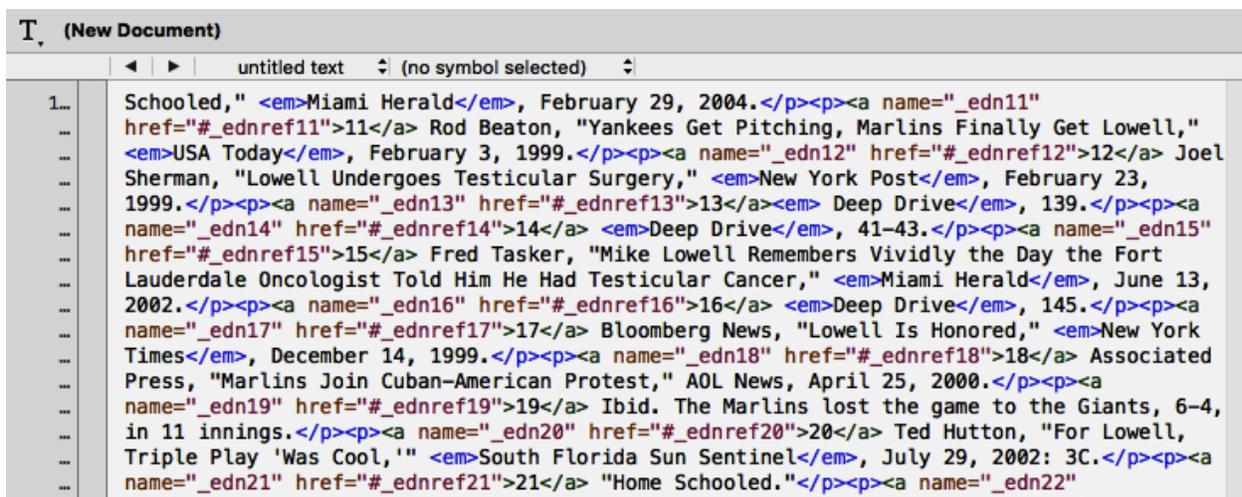
The screenshot shows the 'Author' field in a WordPress editor. It features a table with columns for Title, File attachments, Member ID, key_author, and Sort name. There are buttons for 'Add new Author', 'Connect existing Author', and a settings gear icon.

Title	File attachments	Member ID	key_author	Sort name
Phil Williams		http://dev.sabr.org/?p=61695	http://dev.sabr.org/?p=61695	Williams Phil

If there is no author listed, select the **Connect Existing Author** link — or if no author page exists, the **Add New Author** link.) Then type in the author's full name and select the page for the correct author. For articles with multiple authors, use the Author 2 or Author 3 field below, as needed.

Now, scroll back up to the **Body** field at the top of the page. There are a few changes we'll need to make to every story. You'll want to download an HTML editing software to make this easier. We recommend using [BBEdit](#) for Macs or [Notepad++](#) for PCs, since those are both color-coded and it's much easier to make changes to the HTML that way.

1. In WordPress, **delete the title and author's name** from the text — so that the first line of the story is the first line in the Body field.
2. At the top-right of the Body field, look for the tabs that say “Visual” and “Text.” Switch to **Text mode** for this task.
3. Select the entire HTML code in the Body field (Ctrl-A) and copy (Ctrl-C) it into your HTML editing software. The code should look something like this after you paste it into your HTML editor:



```
T (New Document)
untitled text (no symbol selected)
1... Schooled," <em>Miami Herald</em>, February 29, 2004.</p><p><a name="_edn11"
... href="#_ednref11">11</a> Rod Beaton, "Yankees Get Pitching, Marlins Finally Get Lowell,"
... <em>USA Today</em>, February 3, 1999.</p><p><a name="_edn12" href="#_ednref12">12</a> Joel
... Sherman, "Lowell Undergoes Testicular Surgery," <em>New York Post</em>, February 23,
... 1999.</p><p><a name="_edn13" href="#_ednref13">13</a><em> Deep Drive</em>, 139.</p><p><a
... name="_edn14" href="#_ednref14">14</a> <em>Deep Drive</em>, 41-43.</p><p><a name="_edn15"
... href="#_ednref15">15</a> Fred Tasker, "Mike Lowell Remembers Vividly the Day the Fort
... Lauderdale Oncologist Told Him He Had Testicular Cancer," <em>Miami Herald</em>, June 13,
... 2002.</p><p><a name="_edn16" href="#_ednref16">16</a> <em>Deep Drive</em>, 145.</p><p><a
... name="_edn17" href="#_ednref17">17</a> Bloomberg News, "Lowell Is Honored," <em>New York
... Times</em>, December 14, 1999.</p><p><a name="_edn18" href="#_ednref18">18</a> Associated
... Press, "Marlins Join Cuban-American Protest," AOL News, April 25, 2000.</p><p><a
... name="_edn19" href="#_ednref19">19</a> Ibid. The Marlins lost the game to the Giants, 6-4,
... in 11 innings.</p><p><a name="_edn20" href="#_ednref20">20</a> Ted Hutton, "For Lowell,
... Triple Play 'Was Cool,'" <em>South Florida Sun Sentinel</em>, July 29, 2002: 3C.</p><p><a
... name="_edn21" href="#_ednref21">21</a> "Home Schooled."</p><p><a name="_edn22"
```

In the HTML editing software, you're going to make a couple of small editing changes using the Find-and-Replace function. The biggest change is to remove all the brackets [1] from the endnote numbers. We'll also be removing some extraneous lines, paragraph breaks, and characters.

To make these changes, pull up the **Find-and-Replace search bar** in BBEdit or Notepad++. (You may find it under the Edit menu.)

Here are the Find-and-Replace functions you will need to run:

FIND: <sup>
REPLACE WITH: *[leave the Replace field blank]*

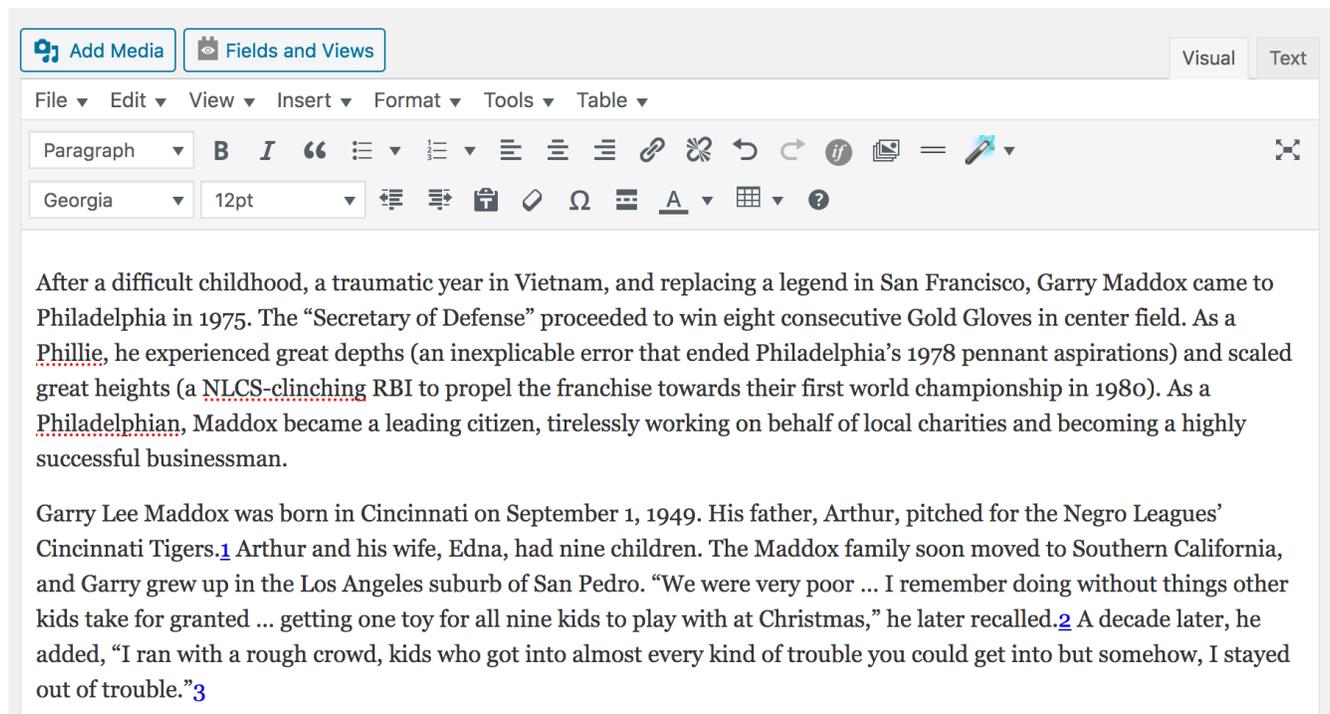
FIND: <p> </p>
REPLACE WITH: *[leave the Replace field blank]*

FIND:]<
REPLACE WITH: <

FIND: >[
REPLACE WITH: >

This will clean up almost all of the extraneous HTML code in the file. Once you're done, select the updated code in BBEdit or Notepad++ and **paste it back into the Body field** of the SABR page.

Then switch back from Text mode to **Visual mode** and see how it looks. The bio should look more like this:



The screenshot shows a rich text editor interface with a menu bar (File, Edit, View, Insert, Format, Tools, Table) and a toolbar with various formatting options. The text area contains two paragraphs of text. The first paragraph describes Garry Maddox's career in Philadelphia, mentioning his time in Vietnam and his success as a center fielder. The second paragraph provides a biographical background, mentioning his birth in Cincinnati and his family's move to Southern California.

After a difficult childhood, a traumatic year in Vietnam, and replacing a legend in San Francisco, Garry Maddox came to Philadelphia in 1975. The “Secretary of Defense” proceeded to win eight consecutive Gold Gloves in center field. As a Phillie, he experienced great depths (an inexplicable error that ended Philadelphia’s 1978 pennant aspirations) and scaled great heights (a NLCS-clinching RBI to propel the franchise towards their first world championship in 1980). As a Philadelphian, Maddox became a leading citizen, tirelessly working on behalf of local charities and becoming a highly successful businessman.

Garry Lee Maddox was born in Cincinnati on September 1, 1949. His father, Arthur, pitched for the Negro Leagues’ Cincinnati Tigers.¹ Arthur and his wife, Edna, had nine children. The Maddox family soon moved to Southern California, and Garry grew up in the Los Angeles suburb of San Pedro. “We were very poor ... I remember doing without things other kids take for granted ... getting one toy for all nine kids to play with at Christmas,” he later recalled.² A decade later, he added, “I ran with a rough crowd, kids who got into almost every kind of trouble you could get into but somehow, I stayed out of trouble.”³

Adding a photo

Now it's time to add a photo. Set your cursor at the very beginning of the text (in front of the first word of the article) and select the **Add Media** button above the Body field.

Click on **Upload Files** and upload a JPG image from your computer to the Media Library. In most cases, our naming convention is LastnameFirstname.jpg. (For example: MaddoxGarry.jpg.) Make sure the name of the file include's the person's name so we can find this image again in Wordpress.

Add Media

Upload Files [Media Library](#)

Drop files to upload

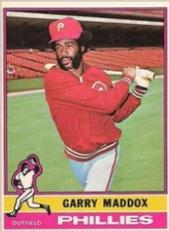
or

Select Files

Maximum upload file size: 800 MB.

After uploading your image, add the player's name into the **Title** and **Alt Text**, then scroll down to set the link to **Media File** and the alignment to **Right**. Then click **Insert Into Post** at the bottom.

ATTACHMENT DETAILS



MaddoxGarry.jpg
June 2, 2020
30 KB
245 by 350 pixels
[Edit Image](#)
[Delete Permanently](#)

Alt Text

[Describe the purpose of the image.](#) Leave empty if the image is purely decorative.

Title

ATTACHMENT DISPLAY SETTINGS

Alignment

Link To

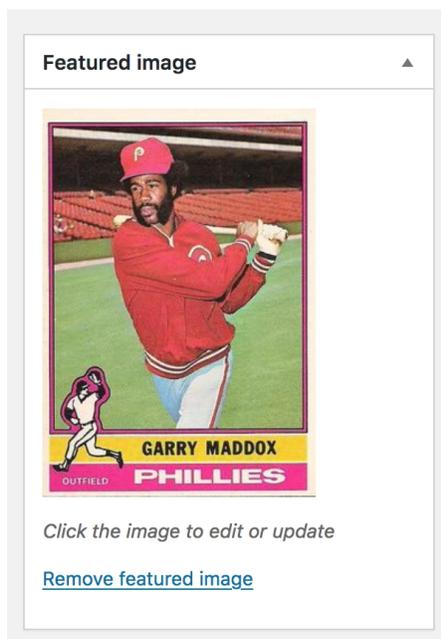
URL

Size

[Insert into post](#)

The image should show up at the top of the Body field next to the beginning of the article.

On the right side, look for the **Set Featured Image** menu and select the same image from the Media Library. This ensures that a photo shows up on any category pages this player may appear on.



Next, scroll down to the bottom of the text and add a separate paragraph break between any bolded section headers, such as **Acknowledgments**, **Author's Note**, **Sources**, and **Notes**.

Your work in the Body field is now complete!

Updating the Category Menus

To the side of the Body field, you will see our **category menus**, which correspond to the various categories on our BioProject Browse page at SABR.org/bioproj/browse.

These categories include:

- ! **Birthplace:** If a player was NOT born in the United States, we select their birthplace here.
- ! **Awards and Honors:** Bob Davids Award, Cy Young Award, Ford C. Frick Award, Hall of Fame, Henry Chadwick Award, J. G. Taylor Spink Award, Most Valuable Player, Rookie of the Year
- ! **Completed book projects:** If a player's bio appeared in one of our SABR BioProject books, we select it here.
- ! **Demographic:** This includes niche categories such as Black Sox Scandal-related bios, Broadcasters, Cup of Coffee (one-game players), Executives, Managers, Minor Leaguers (of significance), Native Americans, Negro Leaguers, Parent-Child, Scouts, Siblings, Spouses, Umpires, Writers and Researchers.
- ! **Ongoing Group Projects:** For ongoing non-book projects like AAGPBL bios, Connecticut natives, Quebec natives, and Rhode Island natives.
- ! **Era:** *This category is no longer used.*
- ! **All-Stars:** Sorted by decade. If a player was selected to the MLB All-Star Game in a particular

decade, we select it here.

- ! **Achievements:** 300 Pitching Victories, 3000 Hits, 500 Home Runs, Batting Champions, Home Run Champions, Triple Crown winners (batting)

Scrolling down further, very few of the fields underneath the Body text will need to be used in the course of editing, but occasionally a player's vital stats will need updating. Scroll down to find these fields, which correspond to the **vital stats box** on the side of every BioProject page. Most of these should be self-explanatory:

- ! **First Name**
- ! **Last Name**
- ! **Given Name** (first and middle, in most cases)
- ! **Sort Name** (used to alphabetize players in the BioProject search results)
- ! **Birth Year/Date/Place**
- ! **Death Year/Date/Place**
- ! **Baseball-Reference ID** (MLB *players* only)
- ! **Retrosheet ID** (MLB *players* only)
- ! **Seamheads ID** (*Negro League* players only)

After checking off any category menus necessary, there are two final tasks to finish before you can save the page:

1. Scroll down to the **Article Status** field near the bottom and select “Complete Article.”

2. Scroll back up to the very top of the page and look for the **Publish menu** on the right side. In the **Published On** field, set the month and date to today's date and then delete the two time element fields (or set them at 00:00). This will ensure the bio shows up at the top of the New Bios list at sabr.org/bioproject.

When you're finished, click **Preview Changes** to see how the page looks before saving.

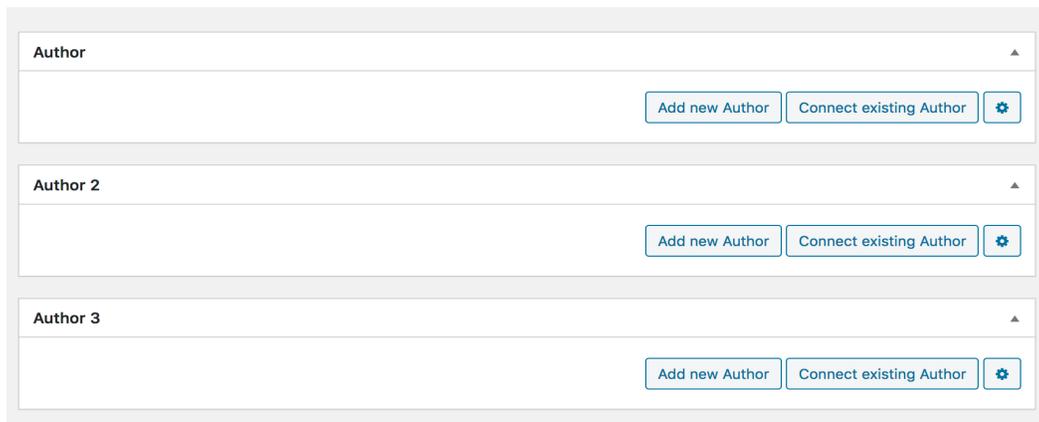
When you're ready to publish, click the blue **Update** button to save your work and the new biography will be published! All your changes will immediately show up on the page as soon as you click Update.

The screenshot shows two parts of the BioProject editing interface. On the left, a dropdown menu for 'Article Status' is open, showing three options: 'Complete Article' (selected with a checkmark), 'In Progress', and 'Not Started'. On the right, the 'Publish' sidebar is visible. It contains a 'Preview Changes' button at the top. Below that, the status is 'Published' with an 'Edit' link. The visibility is set to 'Public' with an 'Edit' link. The 'Published on' field shows 'Jun 2, 2020 at 00:00'. The date is set to '06-Jun' and '02', and the time is '00:00'. There are 'OK' and 'Cancel' buttons below the date/time fields. At the bottom of the sidebar, there are 'Duplicate This', 'Move to Trash', and 'Update' buttons.

To add an author assignment to a BioProject page

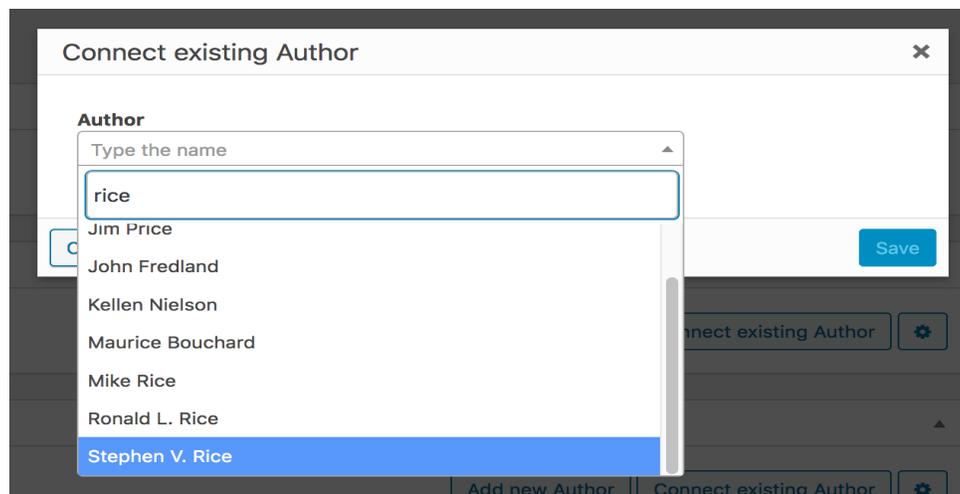
To assign a new article to an author, find any biography page using the instructions on page 1. Then follow these steps.

1. Scroll down to the **Author fields** at the very bottom of the page. For bios with a previously published author, click on the **Connect Existing Author** link. (If there are multiple authors, use the Author 1, 2, and 3 fields so the bio links to each of their pages.)



The image shows a section of a web interface with three author fields. Each field is a white box with a title (Author, Author 2, Author 3) and a small upward arrow. Below each title is a large empty text input area. To the right of each input area are three buttons: 'Add new Author', 'Connect existing Author', and a gear icon for settings.

2. Type in the author's full or last name and select the correct author's page. Then click the **Save** button.



The image shows a modal dialog box titled 'Connect existing Author' with a close button (X) in the top right. Inside the dialog, there is a search input field with the placeholder text 'Type the name' and the text 'rice' entered. Below the input field is a list of author names: Jim Price, John Fredland, Kellen Nielson, Maurice Bouchard, Mike Rice, Ronald L. Rice, and Stephen V. Rice. The name 'Stephen V. Rice' is highlighted in blue. To the right of the list is a 'Save' button. The background of the dialog is dark grey.

If no author page exists, click the **Add New Author** link instead. Type in the author's byline in the **Title** field as he or she wants it to appear on the page.

In the **Sort Name** field, type in the person's last name like you would for a bibliography. This ensures that the page shows up in alphabetical order on our Authors page. Then click the **Save** button.

Add new Author [X]

Title
Stephen V. Rice

File attachments
[] [Select file(s)]

Remove
[Add new]

Member ID
Author's integer member ID in the SABR database.
[]

key_author
[]

Sort name
Rice Stephen V.

[Cancel] [Save]

3. Just above the Author fields, you will find the **Article Status** field. Select **In Progress** here to assign the bio.

BBRef ID
[]

Retrosheet key
[]

Article Status
In Progress [v]

To finish, scroll up to the top of the page to the **Publish** menu and click the **Update** button on the right side of the page. All your changes will immediately show up on the page as soon as you click Update.