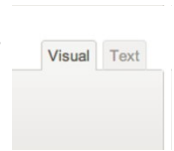


## 1. PAGES IN WORDPRESS (Classic Editor) –

- **Managing Pages** – To see a full list go to Pages > All Pages.
- **Add/Edit Page** – You can either add a new page to your website, or hover over the Page you want to edit in the All Pages list, and click “Edit.” After that, the first thing you should do is make sure you have the “Visual” tab selected (See picture to the right... “Text” view is not recommended unless you are familiar with HTML code).



1) **Title** – Enter or edit the title of your page.

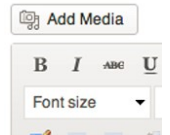
2) **Adding content** – *Care should be taken when pasting content from programs like Microsoft Word*, to avoid adding unwanted formatting and inserting broken links. You should only copy and paste one or two paragraphs at a time, making sure the “Paste as plain text” button is toggled (see picture at right), or UN-toggled if pasting from a Word Doc, using the “Insert Link” button to add links, and using the “Add Media” button to insert images (see below). Also, careful entering of content into the new site pages will give you an opportunity to edit content that may be in need of updating!



➤ **Using the Visual Editor** – The Visual Editor is quite simple... if you’re familiar with using Microsoft Word, then you’ll probably be comfortable using the Visual Editor. If you get lost, try hovering over the buttons, they’ll give you pop-up “tool tips” that tell you what the button does. Some functions of note in the Visual Editor:

- ⇒ **Links** – To add links to your text, simply highlight the text you wish to link, then click the button that looks like connected links of chain. In the pop-up dialogue box, enter the URL of the page you’re linking to, and if you would like it to open in a separate browser tab, tick the box for “Open link in a new window/tab” (recommended if you’re linking to a 3<sup>rd</sup> party site).
- ⇒ **Format vs. font/size** – The “font family” and “font size” dropdowns have been enabled, however it is usually recommended that you instead just select a different format from the Format dropdown. Font families are pre-styled in your design, and changes should not be necessary. Also, care should be taken when increasing the size of fonts, as manually increasing “line-height” is not an option in the visual editor (your text might appear “squished”) – instead, try using the “Header 2” or “Header 3” formats.

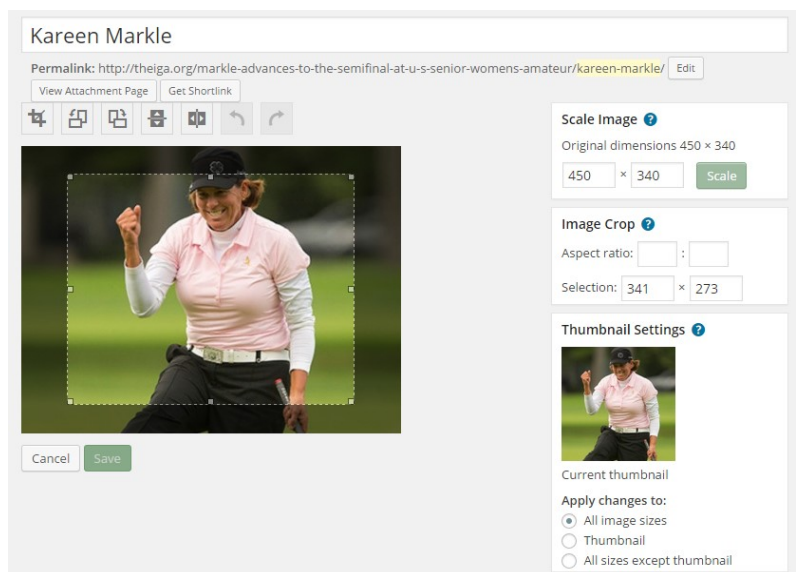
2) **Basic images** – To add an image to a page, in the upper left-hand corner of the Visual Editor find the “Add Media” button (see picture to right). From here, you can either upload new images, or select from the existing Media library. You can add a caption to an image if desired, set the alignment of the image within the page (left/center/right), and choose a preformatted size for your image. When you’re done, click “Insert into Page.” To delete an image that has already been inserted into a page, click the image in the Visual Editor, and press delete. To edit an image that has already been inserted into a page, click the image in the Visual Editor, and click the “Edit Image” button that appears in the upper left corner.



➤ **Alt text** – Is displayed when the browser can’t render the image, and used by screen readers for visually impaired users.

➤ **Using the image editor** – While it is recommended that you use Photoshop or similar software to do advanced image editing, WordPress has a basic built-in image editor that can perform a number of the tasks you might need to accomplish. When you’re viewing an image in the media window, click “Edit Image.” A new page will appear with a row of buttons at the top that will give you several options, with pop-up tool tips when you hover over them. You can

change the size of an image by going to “Scale Image” and specifying the dimensions. Basic images within pages can be many different sizes, but *should be limited to about 900px wide in your website design*. It’s recommended that you *not increase the size of lo-res images*, as this will cause them to appear “fuzzy.” To crop an image, click and drag a little on the image to get a crop-box started, and then in the two “Selection” parameter windows to the right, enter your desired dimensions (e.g. 300 x 300)... this will make the crop-box the desired size. Hover over your box until you get a cursor with four arrows, drag the box to where you want it positioned, and click the Crop button in the top row of buttons (on the far left).



**RESTORING ORIGINAL IMAGE** – It is always recommended that you save an original version of the photo you are altering to your desktop before you save your changes in the WordPress image editor. However, if after saving your edited image you need to

revert back to the original version, click Edit Image, and Restore Original Image.

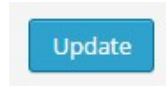
NOTE: Images that are not optimized and/or are high resolution (300 dpi or more) may take a long time to upload (for example, images that have just been uploaded from your digital camera), and will probably not display as quickly as images that are optimized for the web. Hi-res images can also take up a ton of space on the server! It's typically best to optimize these images for the web in Photoshop or other software.

- 3) **Replace Media** – A special plugin has been added to allow quick and easy replacement of items in the Media library. In the media library list view, hover over an item and select "Replace Media." **Make sure the new item has the exact same file name as the old item** (e.g., "image.jpg"), select the "Just replace the file" radio button, and click Upload.
- 4) **Publish Box** – Near your editor window, you'll see a "Publish" box.

**Status** – is useful for making a page inactive by changing it to "Draft"... this way, the page and its content don't disappear from the Pages list, but the page won't appear live on the website.

**Published On** – Allows you to set the date and time that your page was originally published, if desired. Click "Edit" next to "Publish Immediately," select your date/time in the dropdowns, and click "OK." *NOTE – specifying the date/time of publishing is not necessary for Pages, since they're not organized chronologically.*

**Preview and Publish / Update Buttons** – You can click the "Preview" button to preview your page in a new window, before you actually publish it. **Always make sure you click the "Publish"/"Update" button** (the label changes depending on whether it's a new page or an edit) when you're done making changes to your page, or your changes won't take effect!



**\*\*MISTAKES!** -- Be aware, if you make a mistake in the WordPress editor window on a page and accidentally publish it, all is not lost! WordPress automatically saves recent revisions of pages. See the "Revisions" box for a list of recently edited versions of the page.

- 5) **Page Attributes** – This box is where you would specify the Parent page for your new page, to determine its place in the hierarchical page structure. To do that, simply select that Parent page in the dropdown in the Page Attributes box.

The "Template" will usually just be "Default," and "Order" is not necessary here.

## 2. POSTS IN WORDPRESS (Classic Editor) –

- **Managing Posts** – to see a full list go to Posts > All Posts.
- **Add/Edit Post** – here's how you add or edit posts on your website.  
Title – Same as Pages.  
  
Add or edit content – Go to Posts > All Posts and select the Post you want to edit, or Posts > Add New to create a new one.  
  
Basic images – Same as Pages.
- **Category** – Helps you categorize your news posts, so the user can easily see similar posts on the front end of your site.
- **Tags** -- Tags are very useful for easy grouping of stories covering similar topics. It is highly recommended that you at least include the top 2 or 3 names of people, places, items, or other topics in the story. If you start typing in the Tags window, you may see your tag in a pop-up window if it is frequently used, or you can "Choose from the most used tags." Or, you can simply create brand new tags. After you choose your tags, you'll see them listed on the individual post, at the bottom, with links to other stories with the same tag.
- **Featured images** – Are the thumbnail images that appear with your post's excerpt on your Blog or News page. They DO NOT appear in the post itself by default... if you want them to appear in the post itself, you should insert them into the main content window using "Add Media."
- **"More"** – to choose the point where the post's excerpt for the News page cuts off, simply click on that point in the post in the main content window, and click the "Insert Read More Tag" button.
- **Publish Box** – Same as Pages. Note that since Posts are displayed chronologically (unlike Pages), specifying a date/time of publishing is useful for changing the order of display for posts in the loop on your News page.

