

WORKING WITH WORDPRESS WEBSITES

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City of Spokane

# WordPress Guide

Neighborhood Website Tutorial

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# Website Management

## Management Features

The following sections will help introduce you to the management features of your WordPress website, including dashboard maintenance, logging in, managing pages, adding links and media files and calendar management. By learning to do use the basic tools of your WordPress your neighborhood will be able to maintain an up to date and functional website.

## Getting Started

Your website will have a unique address, what is referred to as a domain name. This will usually look something like [fivemileprairie.spokaneneighborhoods.org](http://fivemileprairie.spokaneneighborhoods.org); this is how people will get to your website. As the administrator for you site you will get to the administrative sit by going to <http://fivemileprairie.spokaneneighborhoods.org/wp-admin>.

### Logging In

Before you are granted access to the Dashboard you will need to log-in to your website through the administrative site. Every neighborhood has been assigned a username and password when your website was created. If you need help with your username and password you will need to contact [jcaro@spokanecity.org](mailto:jcaro@spokanecity.org).

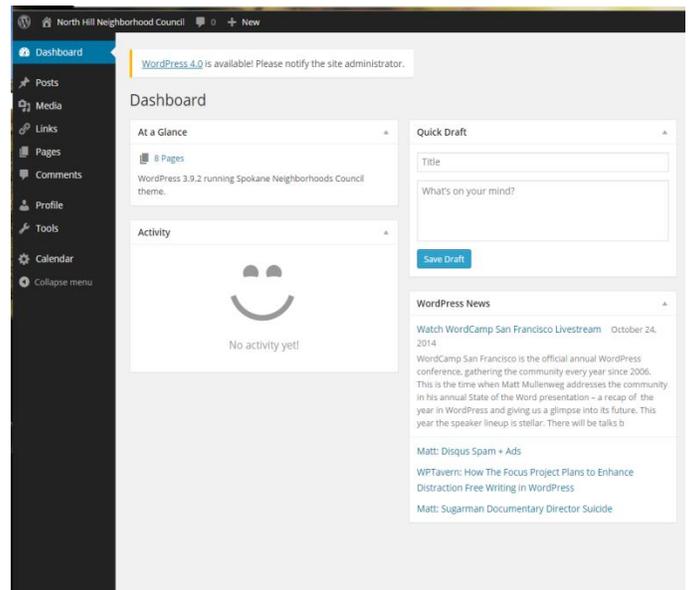


### The Dashboard

The WordPress Dashboard is where website account owners may log in and gain access to managing their website. It can be accessed by directing your web browser to whatever-your-domain-name0is.org/wp-admin. For example <http://fivemileprairie.org/wp-admin> is the Dashboard location for the Five Mile Prairie neighborhood website.

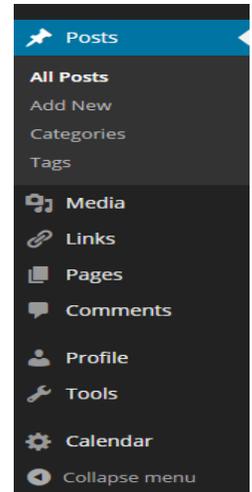
The Dashboard consists of a few sections:

- Top Panel
  - Contains your site name, some quick links to frequently used features, a



greeting and the option to log out

- Left Menu Panel
  - Contains options for managing your website, broken down into groups.
- Main Panel
  - Contains information for the menu option you currently have selected from the left-side menu panel.



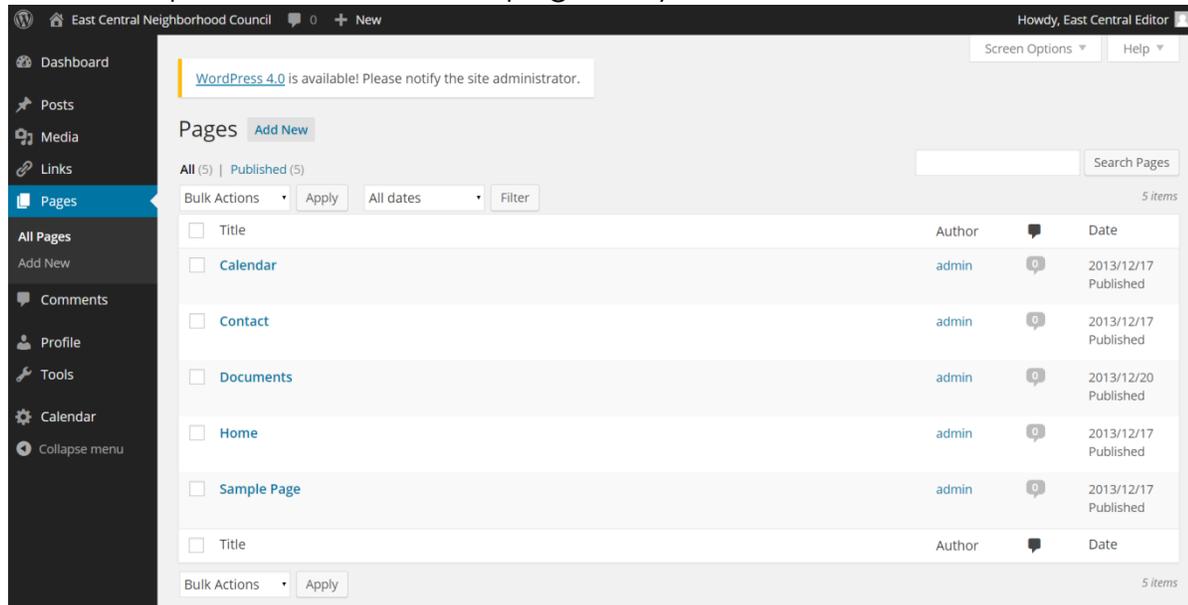
From the Dashboard you will be able to access the panels which control your website. Each of the menu options has sub menus underneath it which will become available when the menu item is selected/click on.

- Posts
- Media
- Links
- Pages
- Comments
- Profile
- Tools
- Calendar

## Pages

To manage your website's pages, select "Pages" option from the left side menu panel. Since your website wasn't set up to run as a blog, you can safely ignore "posts". Pages are what you will be working with.

You will then be presented with a list of pages on your site:

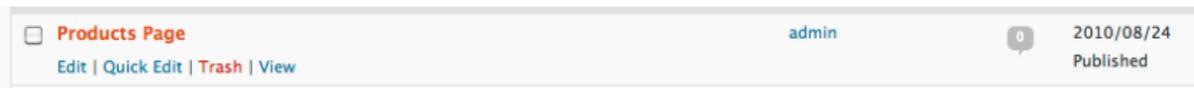


*The Pages Panel:*

Notice the "Add New" button at the top and the "Add New" in the sub-menu item on the left hand panel. This is how you create a new page.

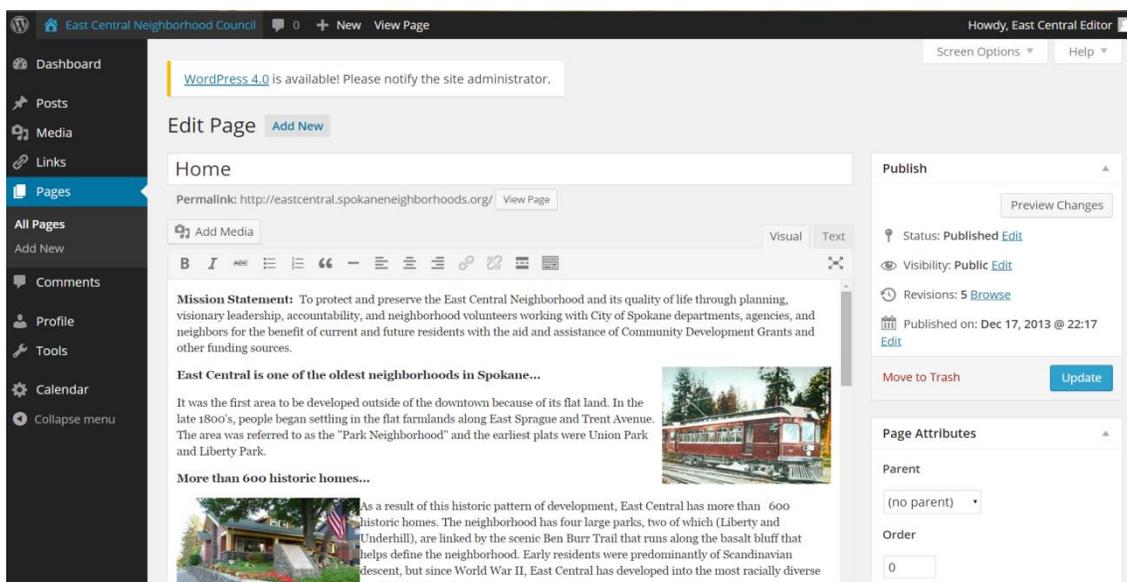
---

As you hover the mouse over the title a few other options will appear:

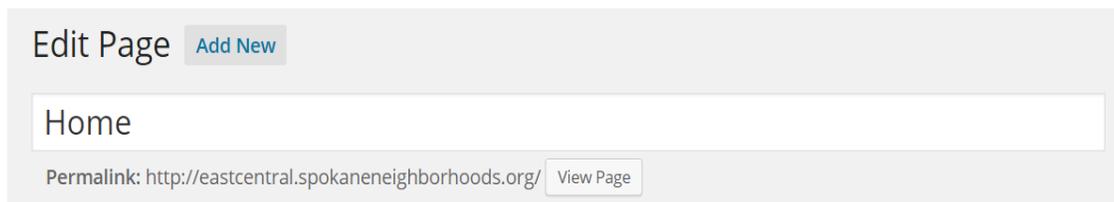


- Edit
  - Takes you to the same page as clicking the page title, allowing you to edit the entire page's information.
- Quick Edit
  - Stays on the same page and allows you to edit a few attribute of the page's information.
- Trash
  - Move this page to the trash, removing it from the website.
- View
  - View this page as a website visitor sees it.

To edit an existing web page, click on its title from the list of web pages, as you



The "Edit" and the "Add New" page appear and operate nearly identically:



At the top of the page is the page title, this is editable and you may type whatever you wish your page's title to be in here, in this case the page title is Home.

Following the title is the page content:

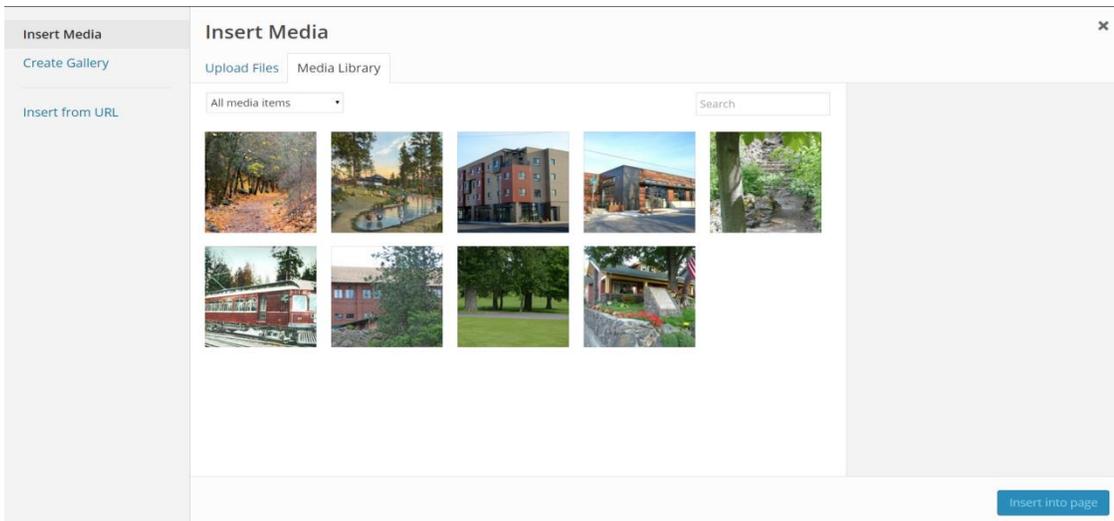
The page content is where you edit the information for that web page. It comes with features and icons most users will be familiar with from popular word processing software, such as bold, italics, lists, alignments and spell checking (very important). Also included are options for creating links  (to other webpages) on selected text, and a "Toolbar Toggle"  option that displays more options (shown below).



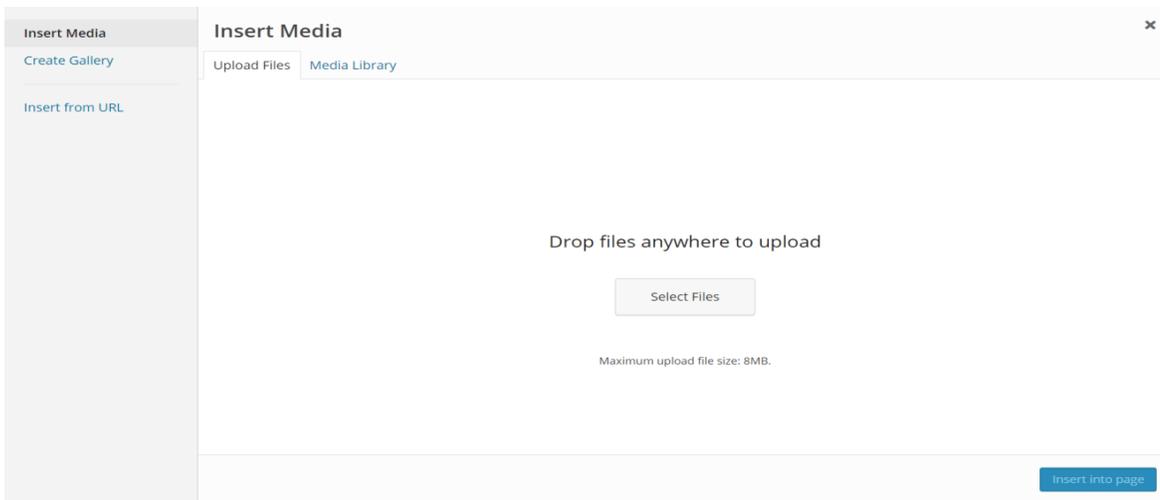
At the top of the content editor is a button for inserting media, this will allow you to insert pictures, music, video or other documents.



Media and documents can be uploaded from your Media Library or...



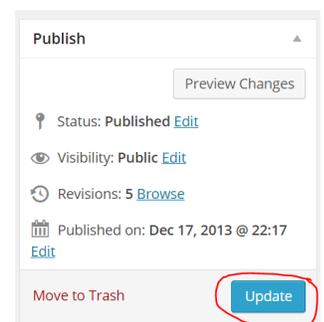
uploaded from your computer files by dragging and dropping them as prompted.



You may also create a Gallery, creating a gallery for instance is good if you have a single event and you would like to lump all the photos from this event in a gallery. By creating a gallery you will keep a more organized looking website (for more detail on how to insert media go to page 7.)

On the right-hand side column there are two panels: one for page publishing settings and one which allows you to set a parents page for this page and the order it appears on your website's menu:

The Publish panel allows you to set whether your website is in draft or published

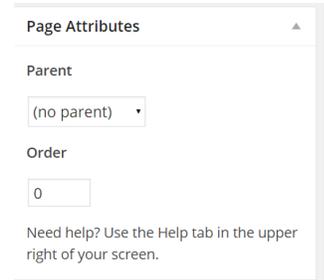


status and whether it is public visitors or if it is private and password protected. It also has a button to preview your changes in your page before they go live, and a note which shows the last time this page was published.

The red text link allows you to move this page to the trash, removing it from the website.

Finally, an important **big blue** button (shown on page 5) allows you to save the work you have don on your page. This should be done to make sure the changes are made on your webpage.

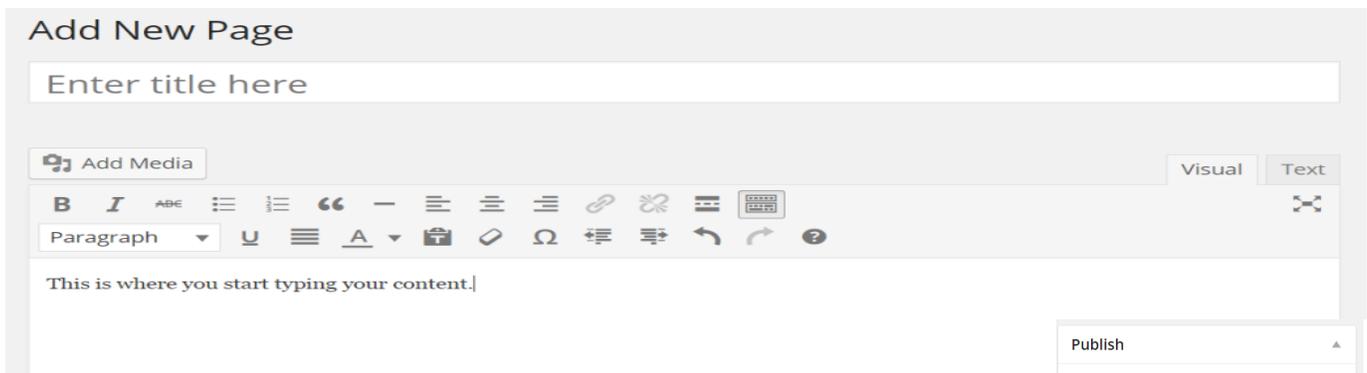
The Page Attributes panel contains two otions, mostly to do with how the pages are displayed on the menu. Since we are running a custom menu for you website, **you can safely ignore this section.**



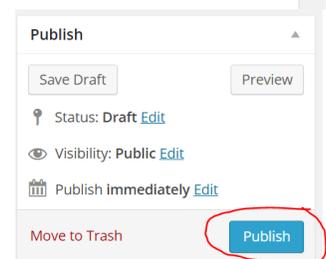
## Adding Content to a New Page

If you need to add a new page to your website,

1. Click on the Pages Menu  located on the left panel.
2. Select "Add New" link/button .
3. You can start typing the content of your page directly to the content area or copy and paste text from another source\*
4. **\*If you are pasting from Word make sure the  button is NOT selected. The editor will clean up text pasted from Word automatically.**

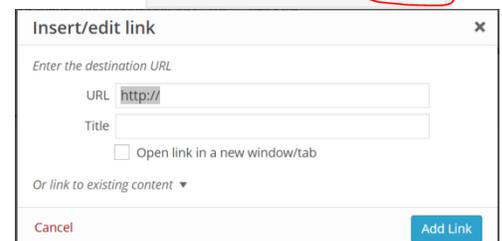


5. When you are done adding to the page remember to click the **publish button** located on right hand panel.



## Adding a Link to Page Content

1. Highlight the text that you would like to turn into a link.
2. Click the "Insert/edit link" icon  located on the toolbar.
3. The box below will pop up. Fill in the URL destination you would like to link and give the link a Title.
4. Click the "Add Link" button.
5. Click "Update"  (located on the right publishing box) to save the changes you've just made to your page.

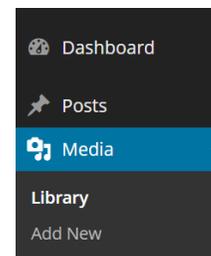


## Edit or Unlink a Link from Page Content

1. Double click the link.
2. To **edit** the link URL, click the “insert/edit link” icon and make all necessary changes. Click the “Update” button (right hands publishing box). You must do this to save all changes you've made.
3. To unlink a link, click the “Unlink” icon  (located in the toolbar).
4. Click the “Update” button. Done.

### Adding Media & Files

WordPress contains the ability to store your documents and media. Whenever you insert an image, video, audio or document into a page it will store the uploaded media in the “Media Library” portion of your WordPress Site.

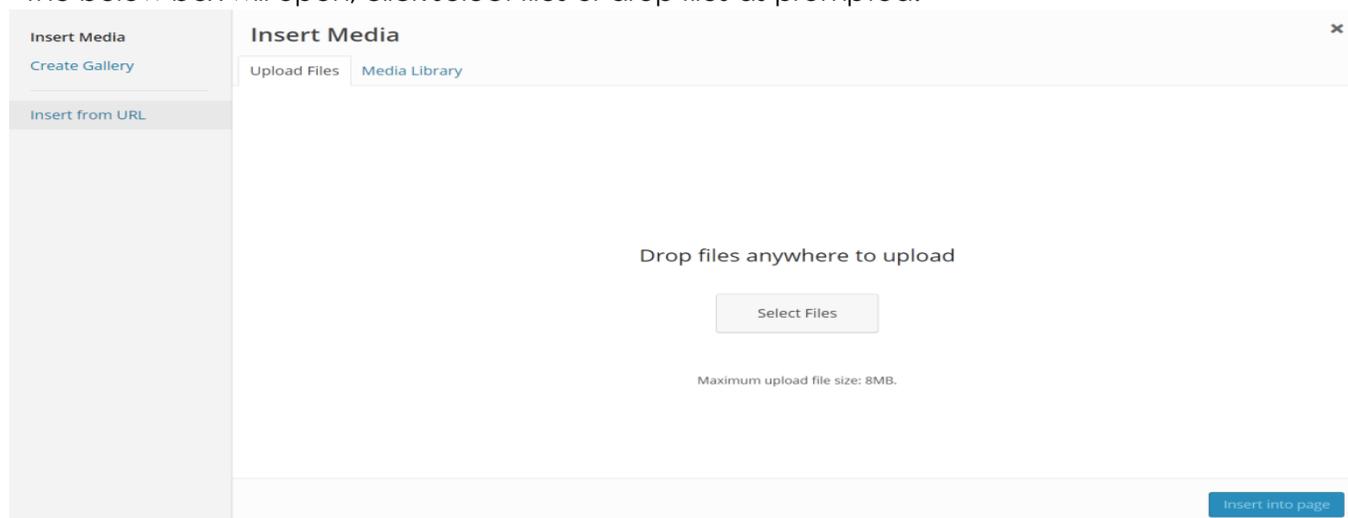


### The Media Library

In the media library, images can be edited. There are options for cropping, scaling , rotating, flipping and renaming images. It is a good idea to add a short description to any uploaded media so that they are searchable and well organized when you end up with a huge library.

## Insert an Image (from your computer) to a Page

1. Open the page that you would like to add your image to (click pages on the left-hand menu and hover your mouse over the title of the page, click on “edit”)
2. Click “Add Media”  button to add media.
3. The below box will open, click select files or drop files as prompted.



4. Once the images are uploaded click on the ones that you would like to have inserted into the page, make any necessary changes Attachment Display Setting on the right side menu and click “Insert into page” button.

- Once you have inserted the page into the document you may make changes to the image by clicking on it. Two icons will appear on the image when clicked. The  icon will allow you to add a Caption, alternate text, and allow you to make display changes to the image. The  will delete the image from the page.

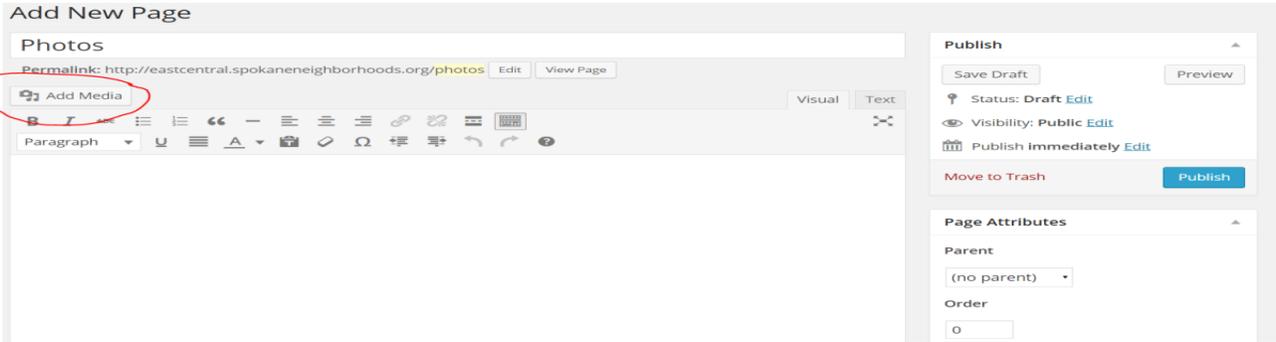
## Insert an Image (from the Media Library) to a Page

- Open the page that you would like to add your image to (click pages on the left-hand menu and click on the page you wish to edit).
- Place your mouse cursor when you want your image to be inserted on the page, and then click on the "Add Media" icon (right below the page's title box).
- Click the image you would like to insert from the media library follow the above steps 4 and 5.

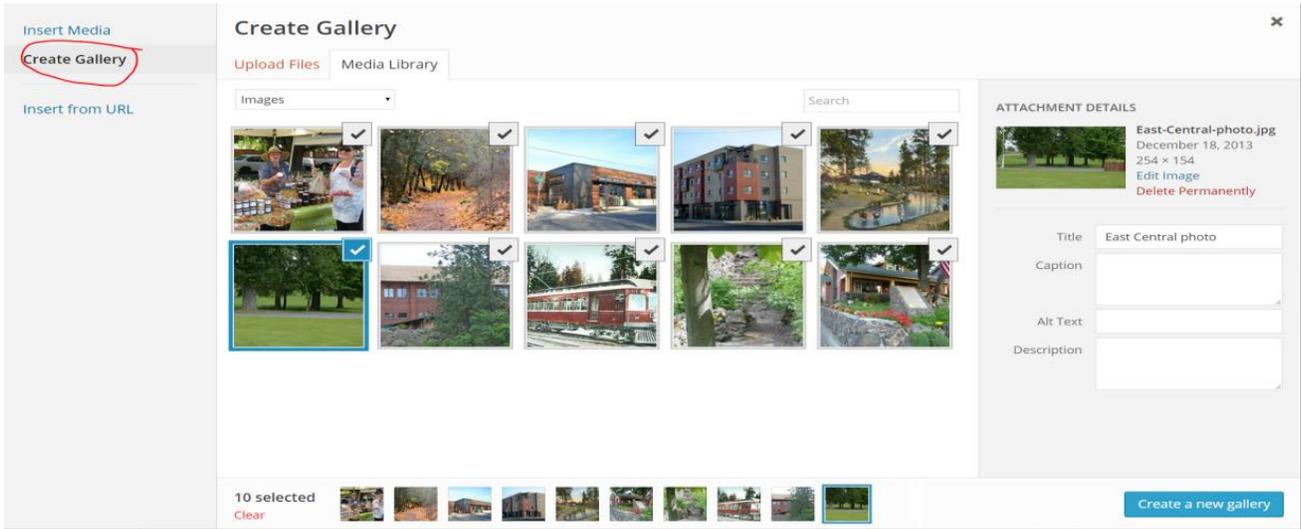
## Create a Photo Gallery

Follow these steps to add Photo Gallery to your webpage:

- Go to the Pages section, open the photos page.
- Click somewhere on the content area, and then click on the "Add Media" icon.



3. Click the Create Gallery tab.



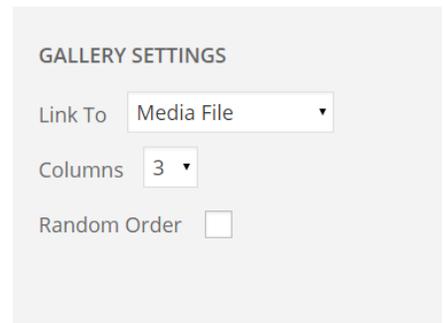
4. Then click on the photos you wish to be included in the gallery, then click “Create a new gallery” button located in the lower right corner. If you are adding photos from your computer to be included in the gallery you can upload multiples at a time by holding down the “control” Ctrl button on your keyboard while clicking on the file’s name, this will allow you to select multiple files. Click Open.

5. This will create your gallery, on this page you can chane some settings for your gallery on the right hand panel. You can chane the order, number of columns and the Link to option.

6. Choose “Link to” Media File

7. For columns it is strongly advised to choose 5 columns. Five should be the maximum number of columns for your gallery, anything bigger than 5 will break the layout of you webpage.

8. When finishedclick the “Insert Gallery” button.



## Edit Gallery

Drag and drop to reorder images.

Reverse order



Caption this image...



Caption this image...



Caption this image...



### GALLERY SETTINGS

Link To Attachment Page

Columns 3

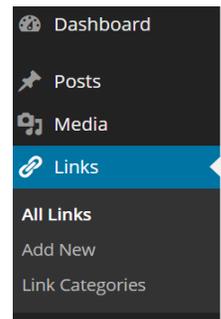
Random Order

Insert gallery

## Insert a Photo Gallery

Now that your photo gallery is activated and ready to go, you need to somehow point/link to it so people can view it. The best way to do this is to add a link to your "Links" section, right under the "Upcoming Events" Section on your website.

1. Log in to your admin page. Click on the "Links" menu button.
2. Click "Add New" from the drop down menu.
3. Enter the name for your photo gallery in the "Name" box.



## Add New Link Add New

### Name

My new photos

Example: Nifty blogging software

4. Enter into the "Web Address" box, /photos. The / is required.

### Web Address

/photos

Example: <http://wordpress.org/> — don't forget the <http://>

5. The "Description" box is optional.

### Description

This will be shown when someone hovers over the link in the blogroll, or optionally below the link.

6. Check the "Links" box for the Categories section.

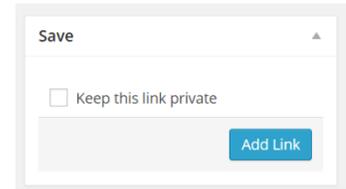
### Categories

All Categories Most Used

Links

[+ Add New Category](#)

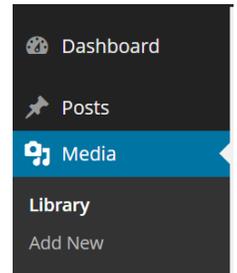
7. Leave the rest of the other options “default” or “as is”.
8. Click the blue “Add Link” button when you are finished.



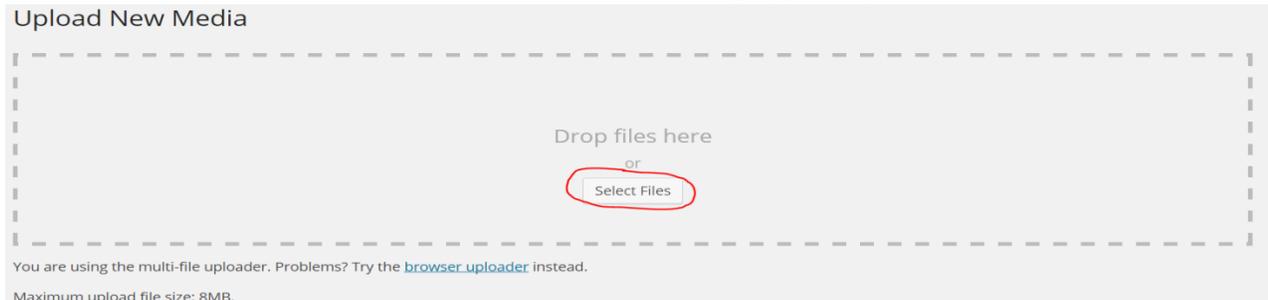
## Add More Photos to a Photo Gallery

Before you can add image(s) to your current Photo Gallery, you need to upload that image(s) to your Media Library First.

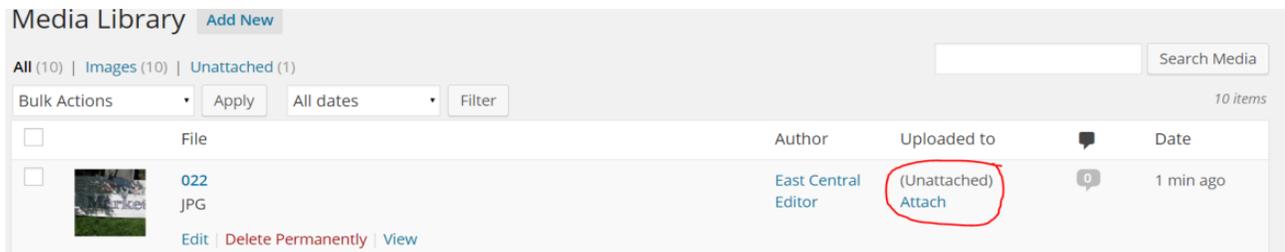
1. Click the “Media” menu  (left side panel)
2. Click on the “Library” link
3. At the top of the page, click on the “Add New”



4. Click the “Select Files” Button and choose the image(s) that you want to add to the Photo Gallery.



5. Photos chosen will show up automatically in your Media Library, navigate to the image(s) you have just uploaded (usually at the top of the list).
6. Click the “Attach” link



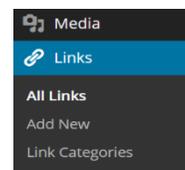
7. Type “photos” into the search box. Then click select.
8. Done. Your photo gallery should now include the additional new image(s).



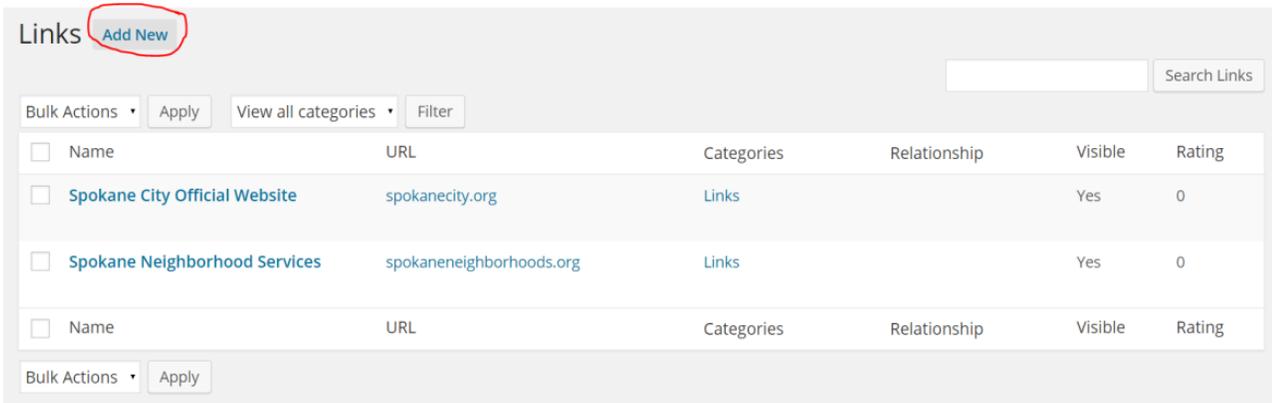
## Links

### Add Links to the “Links” Section of WordPage

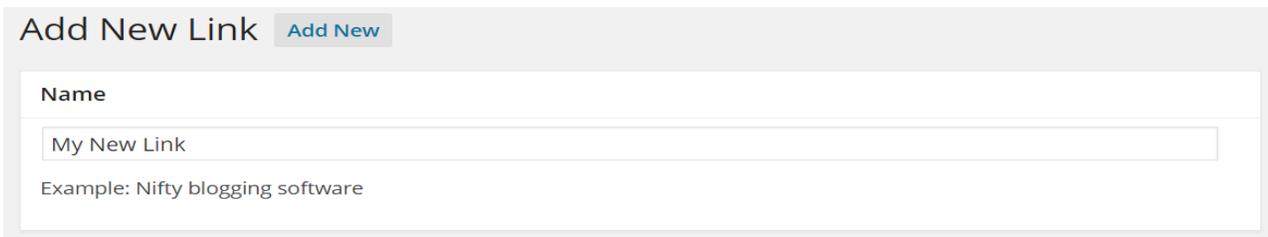
1. Click on the “Links” menu button.



2. From the "Links" drop-down menu, click the "Add New" button.



3. Enter the name for you link in the "Name" box.



4. Enter the web address (URL) of the webpage/website that you'd like to link to. Fo example, to link to the Spokane Neighborhoods wesite, you would enter <http://www.spokaneneighborhoods.org> to the "Web Address" box.



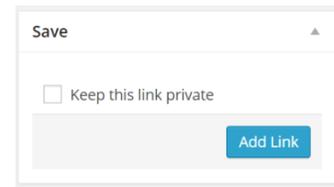
5. Description box is optional.

6. Check the box "Links" for the Categories section. Required.



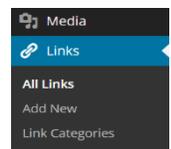
7. Leave the rest of the other options "default" or "as is"

8. Click the blue "Add Link" button on the right hand side of the screen. Done.



## EDIT a link in the Links Section of the Webpage

1. Click on the "Links" menu button.
2. Hover your mouse over the link you would like to edit and click the edit link that appears.



<input type="checkbox"/>	<b>Spokane City Official Website</b>	spokanecity.org	Links	Yes	0
	<a href="#">Edit</a>	<a href="#">Delete</a>			

- From here, make all necessary changes.
- Please make sure to save all the changes by clicking the blue "Update Link" button (right-hand side).

Save ▲

Keep this link private

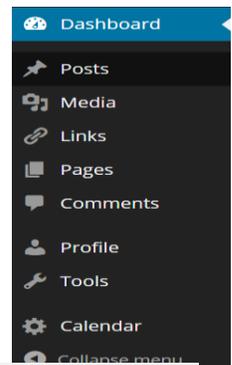
[Add Link](#)

## Calendar

When you logged in as an admin, you will have access to manage the event calendar on your website. The Calendar menu should be the last menu on the left-hand side column.

### Add Event to the Calendar

- Click the Calendar Menu
- To add a new event, fill out all the information (all the fields are pretty much self-explanatory). Click "Save".



### Add Event

Event Title

Event Description

Event Category General ▾

Event Link (Optional)

Start Date  [Select Date](#)

End Date  [Select Date](#)

Time (hh:mm)  Optional, set blank if not required. Current time difference from GMT is -8 hour(s)

Recurring Events Repeats for  None ▾  
Entering 0 means forever. Where the recurrence interval is left at none, the event will not reoccur.

[Save »](#)

### Edit Events in the Calendar

- To edit the events you already have, click the "Edit" link

ID	Title	Start Date	End Date	Time	Recurs	Repeats	Author	Category	Edit	Delete
13	Neighborhood Council Meeting	2014-12-16	2014-12-16	18:45:00	Never	N/A	East Central Editor	General	<a href="#">Edit</a>	<a href="#">Delete</a>

2. Make any changes to the event, and then click save button.

### Edit Event

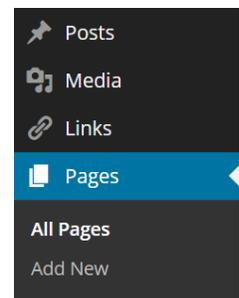
Event Title	<input type="text" value="Neighborhood Council Meeting"/>
Event Description	<div style="border: 1px solid #ccc; height: 40px;"></div>
Event Category	General ▾
Event Link (Optional)	<input type="text"/>
Start Date	2014-12-16 <a href="#">Select Date</a>
End Date	2014-12-16 <a href="#">Select Date</a>
Time (hh:mm)	18:45 <small>Optional, set blank if not required. Current time difference from GMT is -8 hour(s)</small>
Recurring Events	Repeats for <input type="text" value="0"/> <input type="text" value="None"/> ▾ <small>Entering 0 means forever. Where the recurrence interval is left at none, the event will not reoccur.</small>

[Save »](#)

## Documents

Documents that could be uploaded to your website include minutes, neighborhood plans etc.

1. Click on "Pages" in the left-side menu.
2. Click on "Documents"
3. Now you can add a document by pressing the "Add Media"



### Edit Page [Add New](#)

There is an autosave of this post that is more recent than the version below. [View the autosave](#)

#### Documents

Permalink: <http://eastcentral.spokaneneighborhoods.org/documents> [Edit](#) [View Page](#) [Get Shortlink](#)

**Add Media** Visual Text

**Planning Documents**

- [2005-2006 East Central Neighborhood Plan](#)
- [2004-2005 East Central Neighborhood Plan](#)

**Agendas**

**Minutes**

**Neighborhood Reports of the East Central Neighborhood Community Development Steering Committee**

- [2003](#)
- [2004](#)
- [2005](#)
- [2006](#)

#### Publish

[Preview Changes](#)

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: **13** [Browse](#)

Published on: Dec 20, 2013 @ 8:34 [Edit](#)

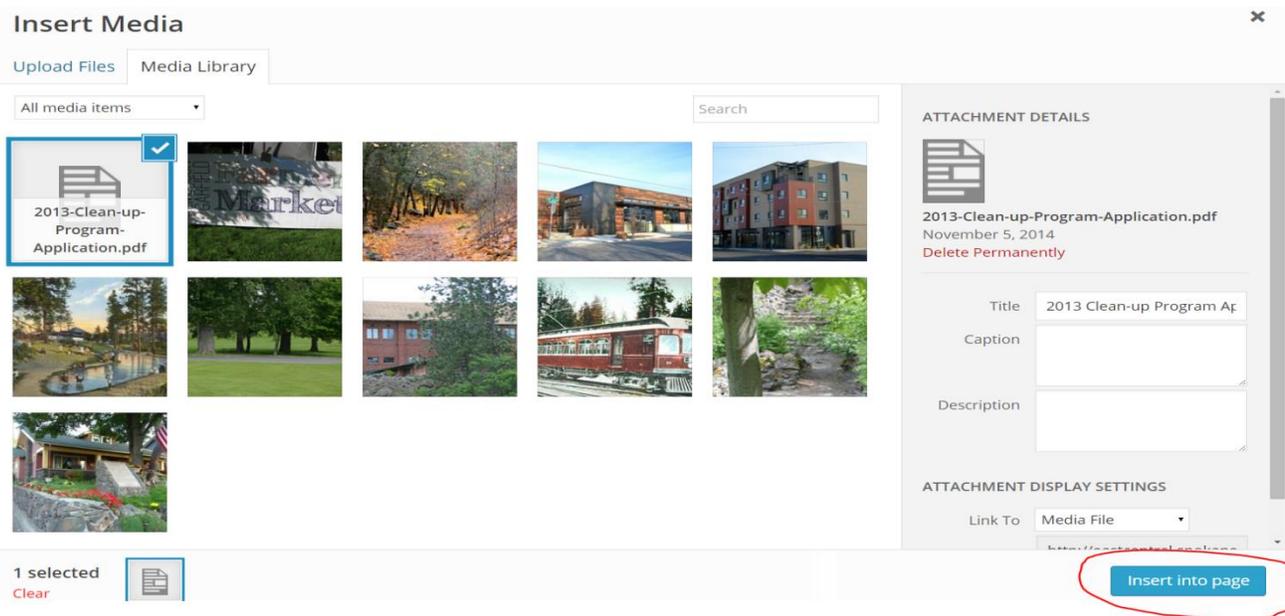
[Move to Trash](#) [Update](#)

#### Page Attributes

Parent: (no parent) ▾

Order: 0

- Here you can either upload a file or choose a document that is already loaded. Choose the document you would like loaded onto the page. Make sure to give it a Title easily depicts what your document is because it will be displayed on the webpage.



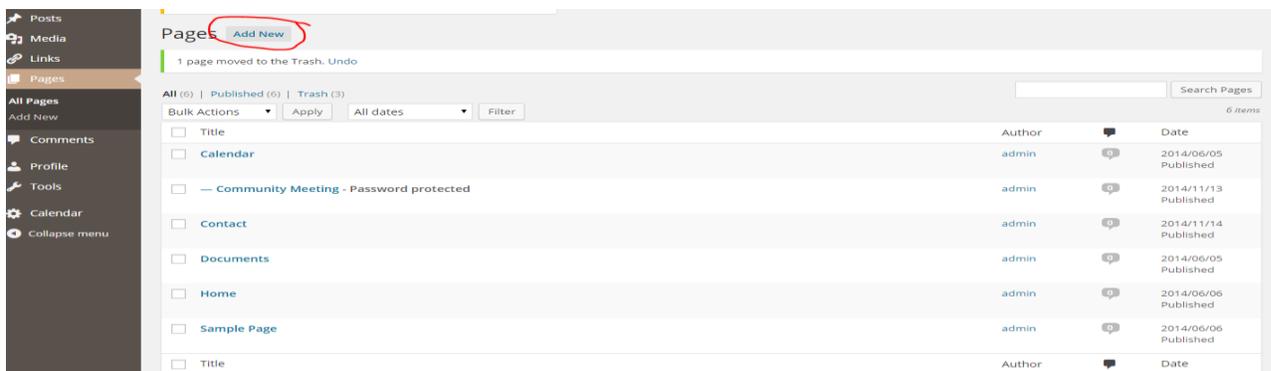
- Your document will then show up in the page in which you placed it. It will show up in the list of documents, move it around to where you would like it.



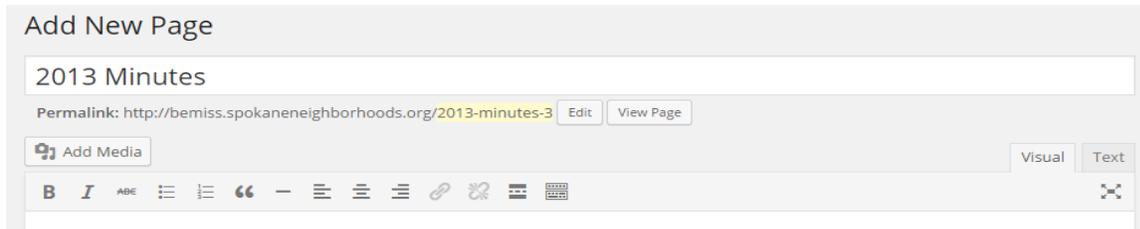
### Adding and Linking to Multiple Documents

This is very important to know how to do. This will allow you to create a one click link to all of your minutes from one year in one place without having to list them out. This may also be useful if you want to keep pictures from one event in one place so that if someone wanted to view them all they wouldn't be listed in your documents page taking up valuable space.

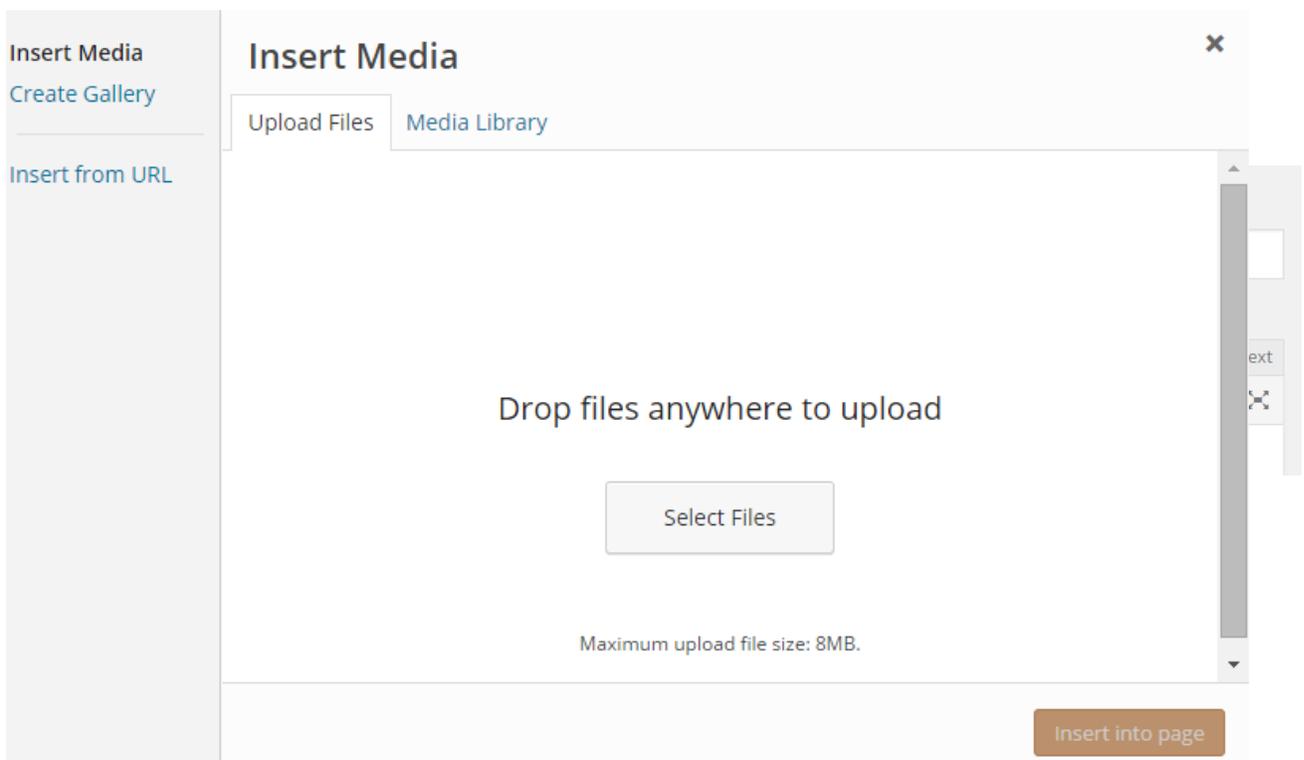
- Start by clicking on the "Pages" menu item in the left panel. Then click the "Add New" button (circled in red below)



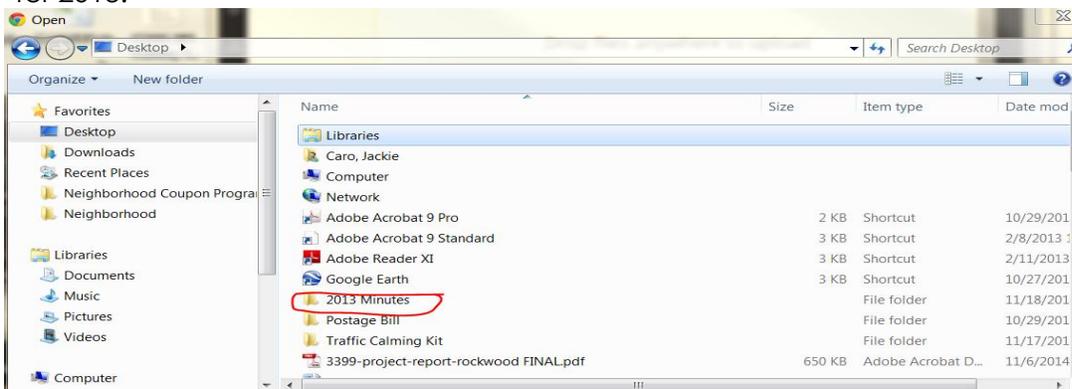
2. Now you will create the page you want. For instance if you are wanting to put all your 2013 minutes on the webpage name this page 2013 Minutes.



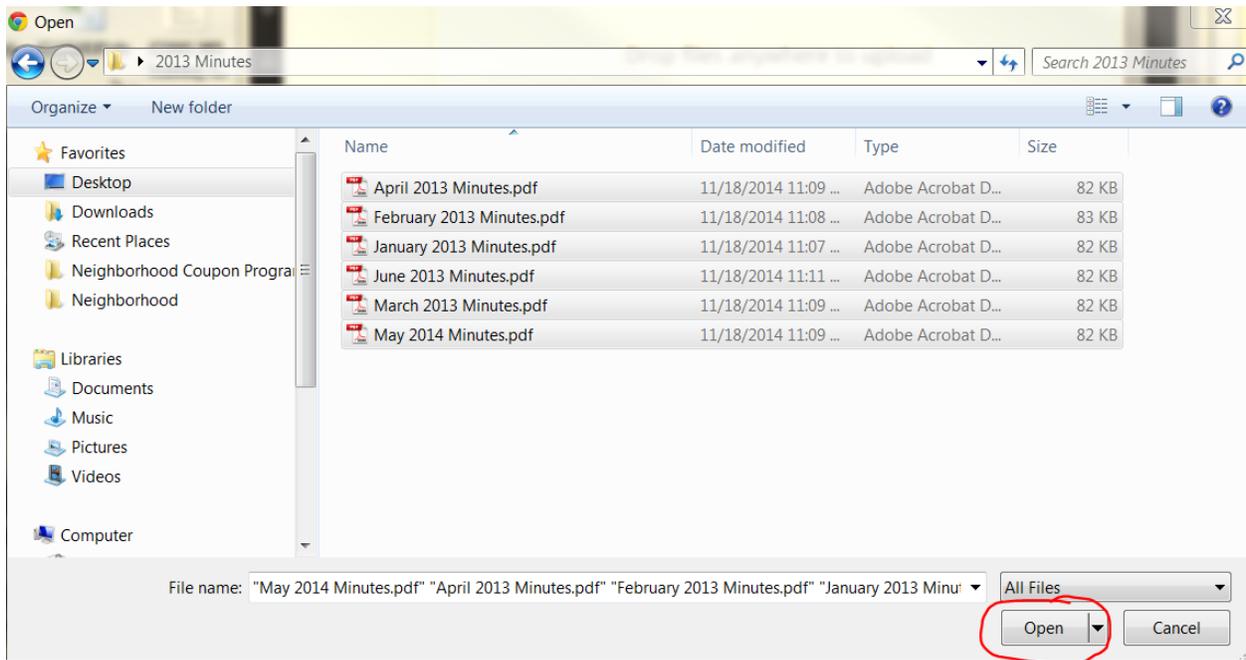
3. Once you have named your new page you can now load up your documents. Click "Add Media" to upload your documents
4. This will prompt you to either Drop files into the box shown or to select files. At this time is easiest if you have all the files you want in one folder so you can drop them all in at one time.



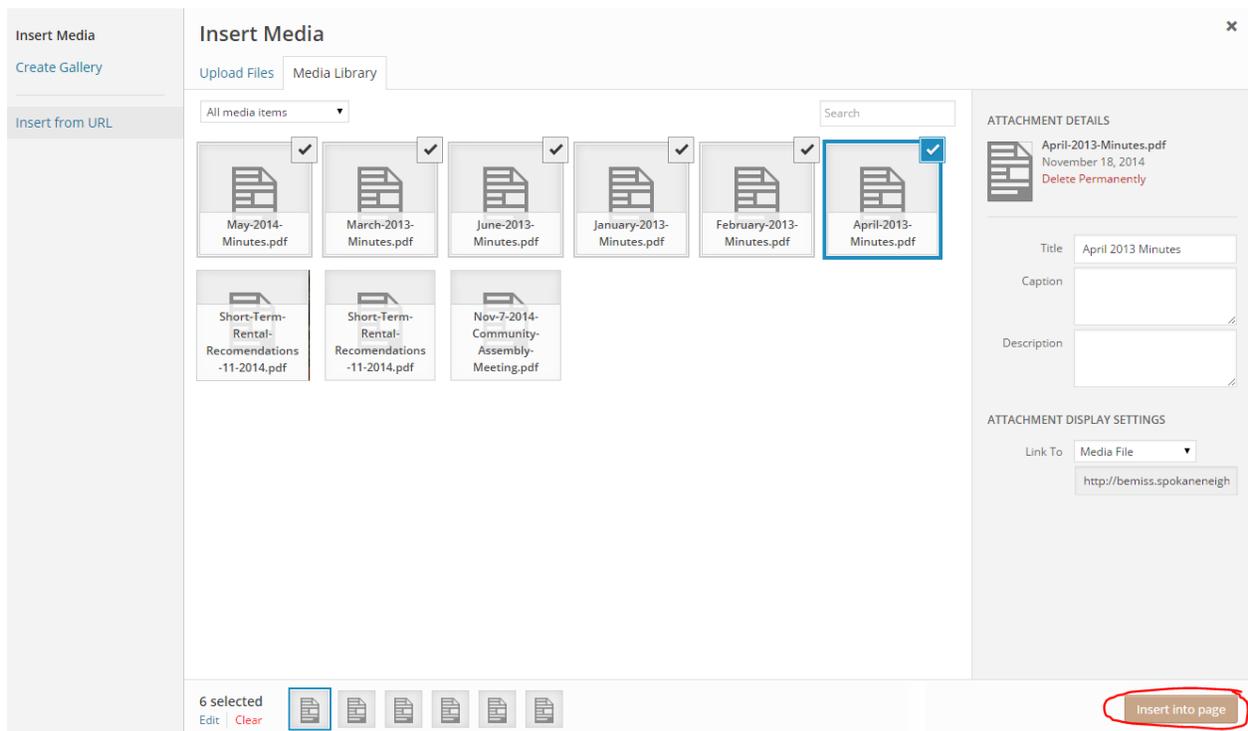
5. In this case we are going to click "Select Files", then select the folder where I have put my minutes for 2013.



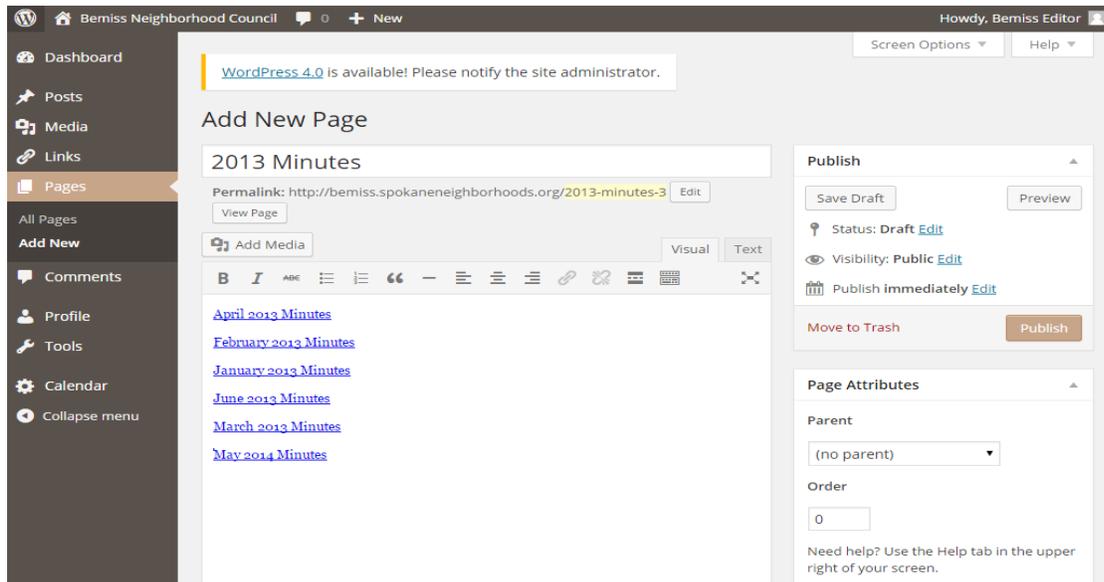
6. By clicking on the folder where I have kept all my minutes for 2013, I can then select all of my 2013 meeting minutes to be uploaded. By clicking on the first file and hold the "shift" button on the keyboard and click the last file in the folder you can select them all at once. When you have selected them all they should all look like they do in the below picture. Then click "Open" button.



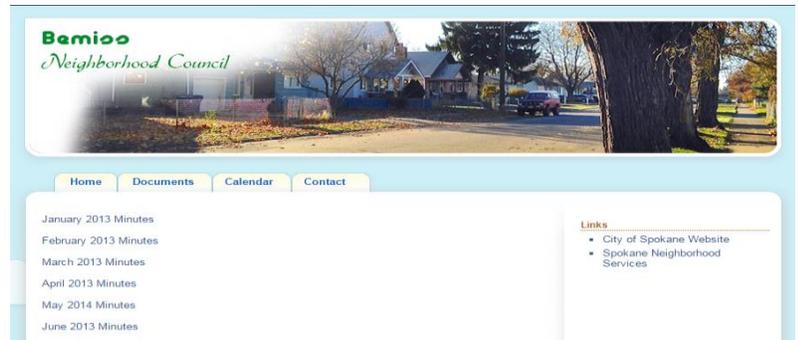
7. Now you will see that your documents have been loaded into your "Media Library". At this point make sure all the documents are clicked that you want to load into your page (they should be automatically selected from when they were uploaded). Then click "Insert into page" button (circled in red below).



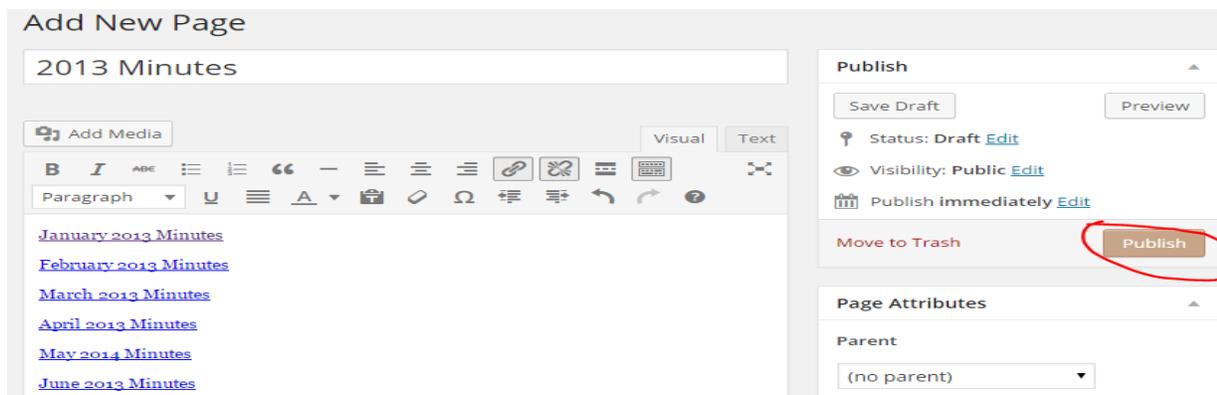
8. Your documents will now appear in your page that you created. They will show up in a row (see below), this will need to be manually changed this by putting your cursor in between each document and then pressing enter. By entering after each document you can create a row of them instead (see second picture below.) Make sure that you name the minutes in a way that are easily understood by anyone who is visiting your site.



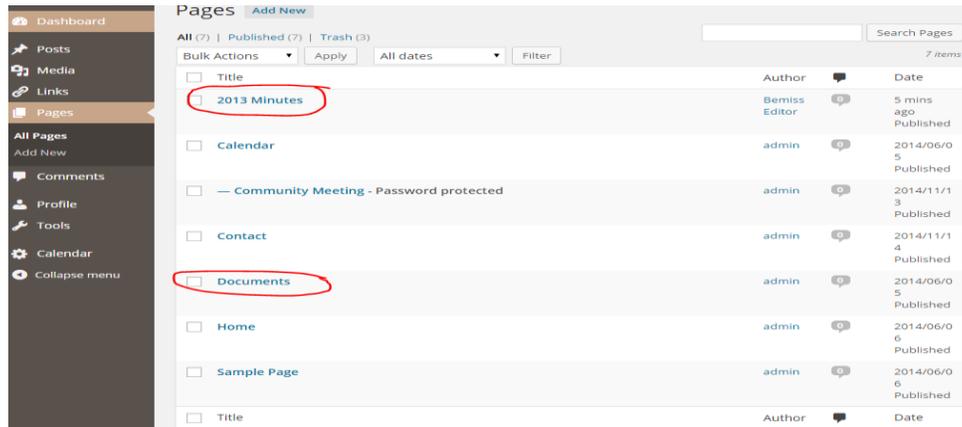
9. At this time you can preview what you have uploaded by clicking the "Preview" button on the right hand Publish box. You can see how the minutes would look on your webpage.



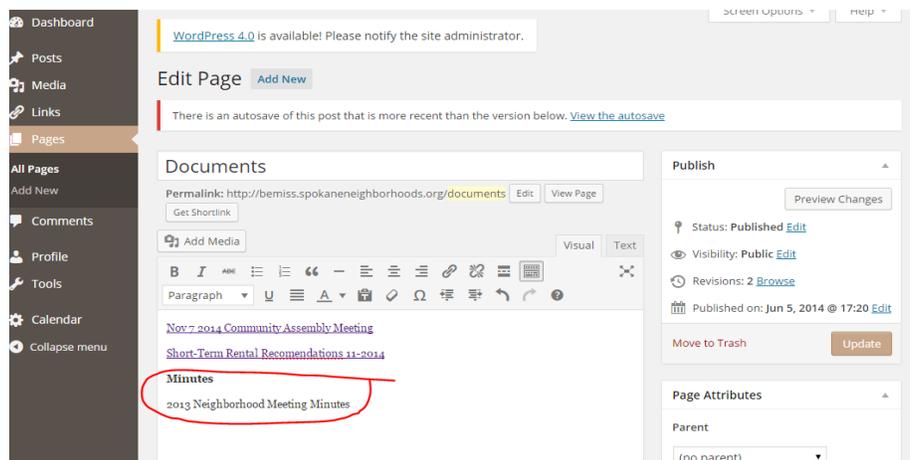
10. Now that you have created a new page and uploaded your documents you need to publish it by clicking the "Publish Button".



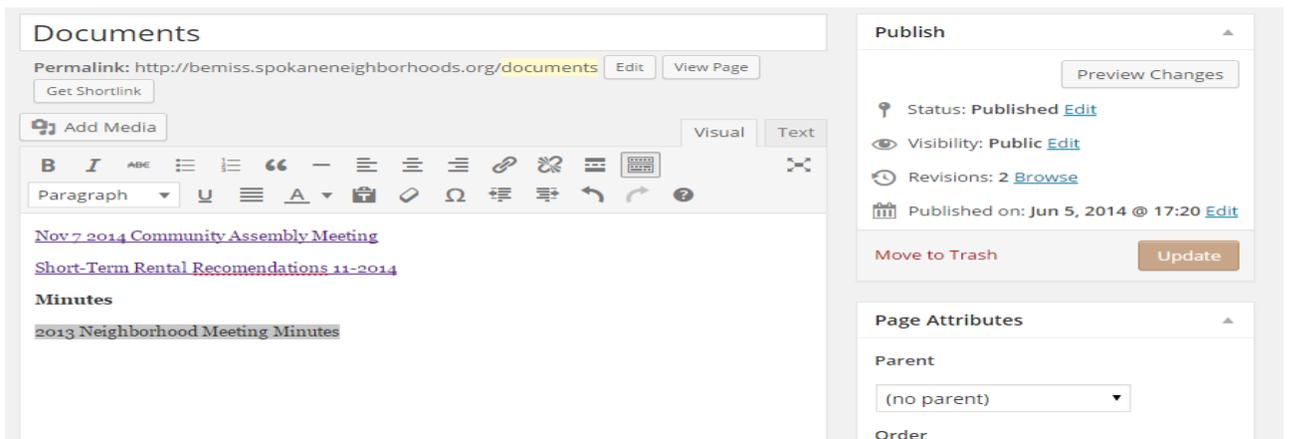
11. Now what you want to do is create a link in your regular documents page that will allow you to get to the minutes page you just created. As it stands right now no one will be able to see your minutes on the website until you link them into your documents page. To link them to your documents page click "Documents".



12. At this time it is recommended to add a header in bold that states Minutes or Neighborhood Minutes so a visitor of the site can easily see it and also give a title to the link to the 2013 Minutes you just uploaded in this case the link will be called 2013 Neighborhood Meeting Minutes.



13. Highlight with your cursor the title that you would like your minutes attached to, like I mentioned before the one that is being used in this example is 2013 Neighborhood Meeting Minutes.





# Bemiss

## Neighborhood Council



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### Links

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- [Spokane Neighborhood Services](#)