WORKING WITH WORDPRESS WEBSITES City of Spokane

WordPress Guide

Neighborhood Website Tutorial

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Website Management

Management Features

he 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; 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 login 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.

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-yourdomain-nameOis.org/wp-admin. For example <u>http://fivemileprairie.org/wp-admin</u> 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 form 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:

🚯 🛛 🖀 East Central Ne	ighborhood Council 🔎 0 🕂 New		Howdy, East	Central Editor
🕸 Dashboard	WordPress 4.0 is available! Please notify the site administrator.	Sc	reen Options 🔻	Help 🔻
🖈 Posts 91 Media	Pages Add New			
🖗 Links	All (5) Published (5)			Search Page
🔄 Pages 🔷	Bulk Actions • Apply All dates • Filter			5 iter
All Pages	Title	Author	•	Date
Add New	Calendar	admin	φ	2013/12/17 Published
Profile	Contact	admin	Ø	2013/12/17 Published
🗲 Tools	Documents	admin	9	2013/12/20 Published
Collapse menu	Home	admin	0	2013/12/17 Published
	Sample Page	admin	P	2013/12/17 Published
	Title	Author		Date
	Bulk Actions · Apply			5 item

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.

▶ Posts
All Posts
Add New
Categories
Tags
9 Media
🖉 Links
Pages
Comments
📥 Profile
差 Tools
🔅 Calendar
 Collapse menu

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

Products Page	admin	0	2010/08/24
Edit Quick Edit Trash View		$\overline{}$	Published

- Edit
 - Takes you to the same page as clicking the page title, allowing you to edit the entire page's 0 information.
- Quick Edit
 - Stays on the same page and allows you to edit a few attribute of the page's information. 0
- Trash
 - Move this page to the trash, removing it from the website. 0
- View
 - View this page as a website visitor sees it. 0

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:

Edit Page Add New
Home
Permalink: http://eastcentral.spokaneneighborhoods.org/ View Page

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.

91 Add Media	Visual	Text
B I ↔ ⊟ ≟ ↔ - ≡ ≡ ∅ ⅔ ⊒		\approx
Paragraph \checkmark \underline{U} \equiv \underline{A} \checkmark $\mathbf{\hat{m}}$ $\mathbf{\hat{o}}$ Ω \notin $\mathbf{\hat{m}}$ $\mathbf{\hat{n}}$ $\mathbf{\hat{o}}$		

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

nsert Media	Insert Media		×
reate Gallery	Upload Files Media Library		
nsert from URL	All media items	Search	

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

Insert Media	Insert Media ×
Create Gallery	Upload Files Media Library
Insert from URL	Drop files anywhere to upload Select Files Maximum upload file size: 8MB.
	Insert into page

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 page Attributes

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.**

Page Attributes	
Parent	
(no parent) •	
Order	
0	
Need help? Use the Help tab in the upper right of your screen.	er

Adding Content to a New Page

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

- 1. Click on the Pages Menu Pages located on the left panel.
- 2. Select "Add New" link/button Pages Add New
- 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.

Add New Page			
Enter title here			
🕲 Add Media		Visual	Text
B I → E ≡ ≡ G − ≡ ≡ ≡ Ø ‰ ≡ ≡ Paragraph ▼ U ≡ A ▼ 🛱 Ø Ω ः ∓ ⁵ / Ø			~
This is where you start typing your content.			
		Publish	
5. When you are done adding to the page remember to dial the	Save Draft	Preview	
5. When you are done adding to the page remember to click the putton located on right hand panel	publish	Status: Draft Edit	
		Visibility: Public Edit	
		III Publish immediately Edit	
		Move to Trash	Publish
Adding a link to Dage Content	Insert/edit lin	k	×
Adding a link to rage Content	Enter the destination	URL	
1. Highlight the text that you would like to turn into a link.	URL http	://	
2 Click the "Insert/edit link" icon		pen link in a new window/tab	
3. The box below will pop up. Fill in the URI destingtion you	Or link to existing cor	ntent 🔻	
would like to link and give the link a Title.	Cancel		Add Link

- 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 \bigotimes (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" Add Media button to add media.
- 3. The below box will open, click select files or drop files as prompted.

Insert Media	Insert Media
Create Gallery	Upload Files Media Library
Insert from URL	
	Drop files anywhere to upload
	Select Files
	Maximum upload file size: 8MB.
	Insert into page

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



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 kill 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

- 1. 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).
- 2. 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).
- 3. 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:

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

Add New Page			
Photos		Publish	^
Permalink: http://eastcentral.spokaneneighborhoods.org/photos Edit View Page		Save Draft	Preview
93 Add Media	Visual Text	Status: Draft Edit	
	\sim	Visibility: Public Edit	
Paragraph \checkmark $\underline{U} \equiv \underline{A} \checkmark \square \heartsuit \Omega \Leftrightarrow \mp \mp \frown \circlearrowright \heartsuit$		Publish immediately Edit	
		Move to Trash	Publish
		Page Attributes	^
		Parent	
		(no parent) •	
		Order	
		0	

3. Click the Create Gallery tab.

Insert Media	Create Gallery	×
Create Gallery	Upload Files Media Library	
Insert from URL	Images • Search	ATTACHMENT DETAILS East-Central-photo.jpg December 18, 2013 254 × 154
		Edit Image Delete Permanently
		Caption
		Alt Text Description
	10 selected Clear	Create a new gallery

- 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.

GALLERY SETTINGS				
Link To	Media File	•		
Columns	3 •			
Random	Order			

Edit Gallery



Insert a Photo Gallery

Now that your photo gallery is activated and ready to go, you need to somhow 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 Li	nk Add New
------------	------------

Name My new photos

Example: Nifty blogging software

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

Web Add	ress			
/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	

Dashbuaru
🖈 Posts
9 3 Media
🔗 Links
All Links
Add New
Link Categories

×

+	Add	New	Category
_			

7. Leave the rest of the other options "default" or "as is".	A	
8. Click the blue "Add Link" button when you are finished.	ate Add Link	
Add More Photos to a Photo Gallery		
Before you can add image(s) to your current Photo Gallery, you need to u image(s) to your Media Library First.	pload that	ℬ Dashboard★ Posts
 Click the "Media" menu Click on the "Library" link At the top of the page, click on the "Add New" 	t side panel)	

4. Click the "Select Files" Button and choose the image(s) that you want to add to the Photo Gallery. Upload New Media

1
1
· · · · · · · · · · · · · · · · · · ·
Drop files here
or
Select Files
1
You are using the multi-file uploader. Problems? Try the <u>browser uploader</u> instead.
Maximum upload file size: 8MB.

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

Media Libra	ITY Add New				
All (10) Images (1	0) Unattached (1)				Search Media
Bulk Actions	Apply All dates Filter				10 items
	File	Author	Uploaded to		Date
Market	022 JPG	East Central Editor	(Unattached) Attach	Ģ	1 min ago
	Edit Delete Permanently View				

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

ages			×
Search			÷
Туре	Date	Status	
Page	2014/11/05	Draft	
			Ŧ
			Select
	Search Type Page	Search Type Date Page 2014/11/05	Ages Search Type Date Status Page 2014/11/05 Draft

Links

Add Links to the "Links" Section of WordPage

1. Click on the "Links" menu button.



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

					Search Links
Bulk Actions • Apply View all categorie	es • Filter				
Name	URL	Categories	Relationship	Visible	Rating
Spokane City Official Website	spokanecity.org	Links		Yes	0
Spokane Neighborhood Services	spokaneneighborhoods.org	Links		Yes	0
Name	URL	Categories	Relationship	Visible	Rating
Bulk Actions • Apply					

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

Add New Link	Add New
Name	
My New Link	
Example: Nifty blogging	g software

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 <u>http://www.spokaneneighborhoods.org</u> to the "Web Address" box.

Web Address	
http://www.spokaneneighborhoods.org	
Example: http://wordpress.org/ — don't forget the http://	

- 5. Description box is optional.
- 6. Check the box "Links" for the Categories section. Required.

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 on the right hand side of the screen. Done.

Save	
Keep this link private	
Add Link	

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.



	Spokane City Official Website Edit Delete	spokanecity.org	Links		Yes	0
3.	From here, make all neces	ssary changes.		Save		A
4.	Please make sure to save "Update Link" button (righ	e all the changes t-hand side).	by clicking the blue	Keep this link pr	rivate	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

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

63 0	Dashboard 🛛
*	Posts
91	Media
Ð	Links
	Pages
-	Comments
-	Profile
ریکھی	Tools
-	Calendar
0	Collapse menu

Add Event

Event Title		
Event Description		
Event Category	General •	
Event Link (Optional)		
Start Date	2014-11-05	Select Date
End Date	2014-11-05	Select Date
Time (hh:mm)	11:32	Optional, set blank if not required. Current time difference from GMT is -8 hour(s)
Recurring Events	Repeats for 0	None •
0	Entering 0 means	forever. Where the recurrance interval is left at none, the event will not reoccur.

Save »

Edit Events in the Calendar

1. 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	Neighborho od Council Meeting	2014-12-16	2014-12-16	18:45:00	Never	N/A	East Central Editor	General	Edit	Delete

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

Edit Event

Event Title	Neighborhood Council Meeting
Event Description	
Event Category	General •
Event Link (Optional)	
Start Date	2014-12-16 Select Date
End Date	2014-12-16 Select Date
Time (hh:mm)	18:45 Optional, set blank if not required. Current time difference from GMT is -8 hour(s)
Recurring Events	Repeats for 0 None • Entering 0 means forever. Where the recurrance interval is left at none, the event will not reoccur.

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"

🖈 Posts	
9] Media	
🖉 Links	
Pages	
All Pages	
Add New	

Luit rage Addition			
There is an autosave of this post that is more recent than the version below. <u>View the autosave</u>			
Documents		Publish	4
Permalink: http://eastcentral.spokaneneighborhoods.org/documents Edit View Page Get Shortlink		Pre	eview Changes
97 Add Media	Visual Text	P Status: Published Edit	
B I +8€ ☵ ☵ 46 - ☷ ☱ @ 않 ☶	\sim	Visibility: Public Edit	
Paragraph 🔻 🖳 🔺 💼 🥔 Ω 標 野 🥎 🧭 🕑		Revisions: 13 Browse	
Planning Documents	<u>^</u>	Published on: Dec 20, 2	2013 @ 8:34
2005-2006 East Central Neighborhood Plan		Edit	
2004-2005 East Central Neighborhood Plan		Move to Trash	Update
Agendas			
Minutes		Page Attributes	
Neighborhood Reports of the East Central Neighborhood Community Development Steering	Committee	Parent	
2003		(no parent)	
2004		Order	
2005		Order	
0		0	

4. 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.

Insert Media			×
Upload Files Media Library			
All media items	Search	ATTACHMENT	DETAILS
2013-Clean-up- Program- Application.pdf		2013-Clean-up November 5, 20 Delete Perman	Program-Application.pdf 014 ently
		Title Caption	2013 Clean-up Program Ar
		ATTACHMENT Link To	DISPLAY SETTINGS Media File
1 selected Clear			Insert into page

5. 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.

Documents		Publish 🔺
Permalink: http://eastcentral.spokaneneighborhoods.org/documents Edit View Page Get Shortlink		Preview Changes
93 Add Media	Visual Text	Status: Published Edit
$\begin{array}{cccccccccccccccccccccccccccccccccccc$	×	 Visibility: Public Edit Revisions: 13 Browse
Planning Documents 2013 Clean-up Program Application	,	Published on: Dec 20, 2013 @ 8:34 Edit
2005-2006 East Central Neighborhood Plan		Move to Trash Update

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.

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

🖈 Posts				
9 Media	Pages Add New			
🔗 Links	1 page moved to the Trash. Undo			
📘 Pages 🔷	All (6) Dublebod (6) Teach (2)			Search Pages
All Pages Add New	Bulk Actions Apply All dates Filter			6 items
Comments	Title	Author	-	Date
🐣 Profile	Calendar	admin	P	2014/06/05 Published
🗲 Tools	— Community Meeting - Password protected	admin	9	2014/11/13 Published
 Calendar Collapse menu 	Contact	admin	Ģ	2014/11/14 Published
	Documents	admin	9	2014/06/05 Published
	Home	admin	9	2014/06/06 Published
	Sample Page	admin	9	2014/06/06 Published
	Title	Author		Date

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.

Add New Page			
2013 Minutes			
Permalink: http://bemiss.spokaneneighborhoods.org/2013-minutes-3 Edit View Page			
91 Add Media	Visual Text		
B I ADE ☵ ☵ 46 - ☴ ☴ Ø 않 ☶	\times		

- 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.

Insert Media	Insert M	edia	×	
Create Gallery	Upload Files	Media Library		
Insert from URL		Drop files anywhere to upload Select Files Maximum upload file size: 8MB.		×t

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

🕒 💭 🖛 🗖 Desktop 🕨	Drog Test ange		- 4 Search Desktor	ρρ
Organize • New folder				0
★ Favorites	Name	Size	Item type	Date mod ^
Marktop	Libraries			
🗦 Downloads	🙎 Caro, Jackie			
laces Recent Places	is Computer			
🗼 Neighborhood Coupon Progra 🗏	Contract Network			
🗼 Neighborhood	📩 Adobe Acrobat 9 Pro	2 KB	Shortcut	10/29/201
	Adobe Acrobat 9 Standard	3 KB	Shortcut	2/8/2013 1
Cibraries	Adobe Reader XI	3 KB	Shortcut	2/11/2013
Documents	🔊 Google Earth	3 KB	Shortcut	10/27/201
🕹 Music	2013 Minutes		File folder	11/18/201
September 2015	L Postage Bill		File folder	10/29/201
Julie Videos	📕 Traffic Calming Kit		File folder	11/17/201
1.2	🛣 3399-project-report-rockwood FINAL.pdf	650 KB	Adobe Acrobat D	11/6/2014 🖕
🎭 Computer 🗸 🗸	< 100 III			÷.

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.

Open					×
	CP 10		→ €	Search 2013 N	Ainutes 🔎
Organize 🔻 New folder				•	
☆ Favorites	Name	Date modified	Туре	Size	
E Desktop	1 April 2013 Minutes.pdf	11/18/2014 11:09	Adobe Acrobat D	82 KB	
📙 Downloads	🔁 February 2013 Minutes.pdf	11/18/2014 11:08	Adobe Acrobat D	83 KB	
laces Recent Places	🔁 January 2013 Minutes.pdf	11/18/2014 11:07	Adobe Acrobat D	82 KB	
📙 Neighborhood Coupon Prograi 🗏	🔁 June 2013 Minutes.pdf	11/18/2014 11:11	Adobe Acrobat D	82 KB	
👃 Neighborhood	🔁 March 2013 Minutes.pdf	11/18/2014 11:09	Adobe Acrobat D	82 KB	
	🔁 May 2014 Minutes.pdf	11/18/2014 11:09	Adobe Acrobat D	82 KB	
Libraries Documents Music Pictures Computer					
File name: "May 2014	Minutes.pdf" "April 2013 Minutes.pdf" "Februar	y 2013 Minutes.pdf" "Janı	Jary 2013 Minut 🔻 🛛	Open	Cancel

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).

Insert Media	Insert Media	×
Create Gallery	Upload Files Media Library	
Insert from URL	All media items	ATTACHMENT DETAILS
	May-2014- March-2013- June-2013- June-2013- January-2013- February-2013- February-2013-	April-2013-Minutes.pdf November 18, 2014 Delete Permanently
	winutes.poi winutes.poi winutes.poi winutes.poi winutes.poi	Title April 2013 Minutes
		Caption
	Short-term- Short-term- Nov-7-2014- Rental- Rental- Community- Recomendations Resembly- -11-2014.pdf -11-2014.pdf	Description
		ATTACHMENT DISPLAY SETTINGS
		Link To Media File
		http://bemiss.spokaneneigh
	6 selected Edit Clear	Insert into page

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.

🔞 🟦 Bemiss Neighbor	hood Council 📮 0 🕂 New	Howdy, Bemiss Editor 📃
Dashboard	WordPress 4.0 is available! Please notify the site administrator.	Screen Options 🔻 Help 🔻
9 Media	Add New Page	
🔗 Links	2013 Minutes	Publish 🔺
Pages All Pages Add New	Permalink: http://bemiss.spokaneneighborhoods.org/2013-minutes-3 Edit View Page Visual Text	Save Draft Preview P Status: Draft Edit Preview
Comments		Publish immediately Edit
📥 Profile 🎤 Tools	April 2013 Minutes February 2013 Minutes Lawary 2012 Minutes	Move to Trash Publish
🔅 Calendar	June 2013 Minutes	Page Attributes
 Collapse menu 	March 2013 Minutes	Parent
	May 2014 Minutes	(no parent) 🔻
		Order 0 Need help? Use the Help tab in the upper right of your screen.

 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".

Add New Page	
2013 Minutes	Publish 🔺
Yisual Text B I ∧ee □	Save Draft Preview Status: Draft Edit Visibility: Public Edit Publish immediately Edit Move to Trash Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish Publish P
March 2013 Minutes April 2013 Minutes May 2014 Minutes June 2013 Minutes	Page Attributes ▲ Parent (no parent)

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".

Dashboard	1 4865		
	All (7) Published (7) Trash (3)		Search Pages
🖈 Posts	Bulk Actions Apply All dates Filter		7 items
91 Media	Title	Author	P Date
	2013 Minutes	Bemiss Editor	9 5 mins ago Published
All Pages Add New	Calendar	admin	2014/06/0 5 Published
 Profile Transfer 	— Community Meeting - Password protected	admin	2014/11/1 3 Published
🏓 Tools	Contact	admin	2014/11/1 4 Published
 Collapse menu 	Documents	admin	© 2014/06/0 5 Published
	Home	admin	2014/06/0 6 Published
	Sample Page	admin	2014/06/0 6 Published
	Title	Author	P Date

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.

Dashboard		Screen Options + Help +
Bashboard	WordPress 4.0 is available! Please notify the site administrator.	
🖈 Posts		
93 Media	Edit Page Add New	
🖉 Links	There is an autosave of this post that is more recent than the version below. View the autosav	<u>/e</u>
📙 Pages 🔍		
All Pages	Documents	Publish 🔺
Add New	Permalink: http://bemiss.spokaneneighborhoods.org/documents Edit View Page	Preview Changes
Comments	Get Shortlink	Status: Published Edit
💄 Profile	🔁 Add Media Visual Text	Visibility: Public Edit
	B I ↔ Ξ Ξ 46 - Ξ Ξ Ξ 🖉 🕸 📰 🔛 🗙	Revisions: 2 Browse
	Paragraph 🔻 U <u>A</u> ¥ 🛱 🖉 Ω 導 野 🏠 🧭 🕑	1111 Published on: Jun 5. 2014 @ 17:20 Edit
🔁 Calendar	Nov 7 2014 Community Assembly Meeting	
 Collapse menu 	Short-Term Rental Recomendations 11-2014	Move to Trash Update
	Minutes	
	2013 Neighborhood Meeting Minutes	Page Attributes
		Parent
		(no parent) 🔻

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.

Documents	Publish 🔺
Permalink: http://bemiss.spokaneneighborhoods.org/documents Edit View Page Get Shortlink Image: Shortlink Visual Text B I Are Image: Shortlink Image: Shortlink Image: Shortlink Paragraph ↓ Image: Shortlink Image: Shortlink Image: Shortlink Image: Shortlink Image: Shortlink	Preview Changes P Status: Published Edit Visibility: Public Edit Revisions: 2 Browse Published on: Jun 5, 2014 @ 17:20 Edit Move to Trash
Minutes 2013 Neighborhood Meeting Minutes	Page Attributes

14. Once highlighted click the button in your tools, this will then open up the below window. Here you can see that my 2013 Minutes page is found in the list of places to link to. Click the page you want to link to and then click "Add Link" button.

Insert/edi	t link		
Enter the desti	nation URL		
URL	http://		
Title			
	Open link in a new window/tab		
Or link to exist	ing content 🔺		
Search			
No search ter	m specified. Showing recent items		
2013 Minute	s	PAGE	
Contact		PAGE	
Community I	Meeting	PAGE	
Home		PAGE	
Sample Page		PAGE	

15. You will now see that the link has been created, now you want to click the "Update" button so that your changes appear on the website.

Documents	Publish 🔺
Permalink: http://bemiss.spokaneneighborhoods.org/documents Edit View Page Get Shortlink Visual Text B I Aee := := := : := := : ::::::::::::::::::::::::::::::::::::	Preview Changes [•] Status: Published Edit [•] Visibility: Public Edit [•] Revisions: 2 Browse [•] Published on: Jun 5, 2014 @ 17:20 Edit Move to Trash
2013 Neighborhood Meeting Minutes	Page Attributes Parent (no parent) Order 0

16. This is how it should appear on your website when someone comes to visit. The link to your minutes from the year 2013 will be found under the documents tab. By clicking on the link it will bring you to where the minutes can be found.



