



City of Spokane MIS Web

Working with Wordpress Websites

Introduction

In recent years the growing popularity of website Content Management Systems (CMS) have provided routes for the non-technical to get involved in what is, at its core, a technical field - operating a website. The City of Spokane uses various methods for managing its websites, including Wordpress, one of the more popular CMS in use on the web today.

What is Wordpress?

Wordpress is a website Content Management System (CMS). It does exactly what it sounds like - helps a website owner manage content on their website. Wordpress is not software you install on your computer which interacts with your website - it *is* your website and has management tools built into it.

It began as purely a blog (“web log”) tool and has expanded into a more complete website management package. With Wordpress you will be able to change the content on your web pages, publish a blog, upload and manage files and media, engage site visitors with comments, and a huge array of “plugins” are available to further extend your site’s functionality past the base Wordpress features. The majority of the City’s websites are primarily concerned with web pages, images and other media.

Why use Wordpress?

City government serves the public by providing services, information and answers to questions. The Internet is a primary source of information for most people and an incredible platform for communication.

However, the Internet operates on a very technical basis and what seems like a simple task, such as writing a web page, requires either direct knowledge of the web's underlying technologies or a tool which can do it for you. Wordpress is such a tool. It allows you to concentrate on the information which makes a website useful and it handles most of the behind-the-scenes technical logic required to transform that information into web pages.

The [MIS Web](#) group exists to serve citizens and to provide City departments with the tools, resources and knowledge to do likewise. All the City's Wordpress websites are stored on our network using our own hosting and backend resources. The [MIS Web](#) group is available to assist you with whatever questions you may have regarding your website.

Your Wordpress Website

Your website will have a unique address, what is referred to as a domain name. This will usually look something like balboa.spokaneneighborhoods.org or spokaneneighborhoods.org.

You will be able to access your website by directing your web browser to whatever domain name your site has been assigned.

Pages

Web pages make up the core of the information on most web sites. You may have as many web pages as your site requires, and they may be organized in a hierarchy or "tree". For example: You could have a "Location" page which belongs under its parent "Contact Information" page.

Pages exist in one of two states: Draft and published. Only published pages will appear on your site, and draft pages allow you to work on your pages and only publish them when they are complete.

Blogs and Posts

Wordpress originally began its life as a web log, or "blog", tool. A blog consists of a series of related articles, called "posts". A rough analogy would be a weekly newspaper column which

has a consistent underlying theme between articles but every article contains unique information.

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.

Comments

Comments are disabled on your Wordpress website.

Website Management

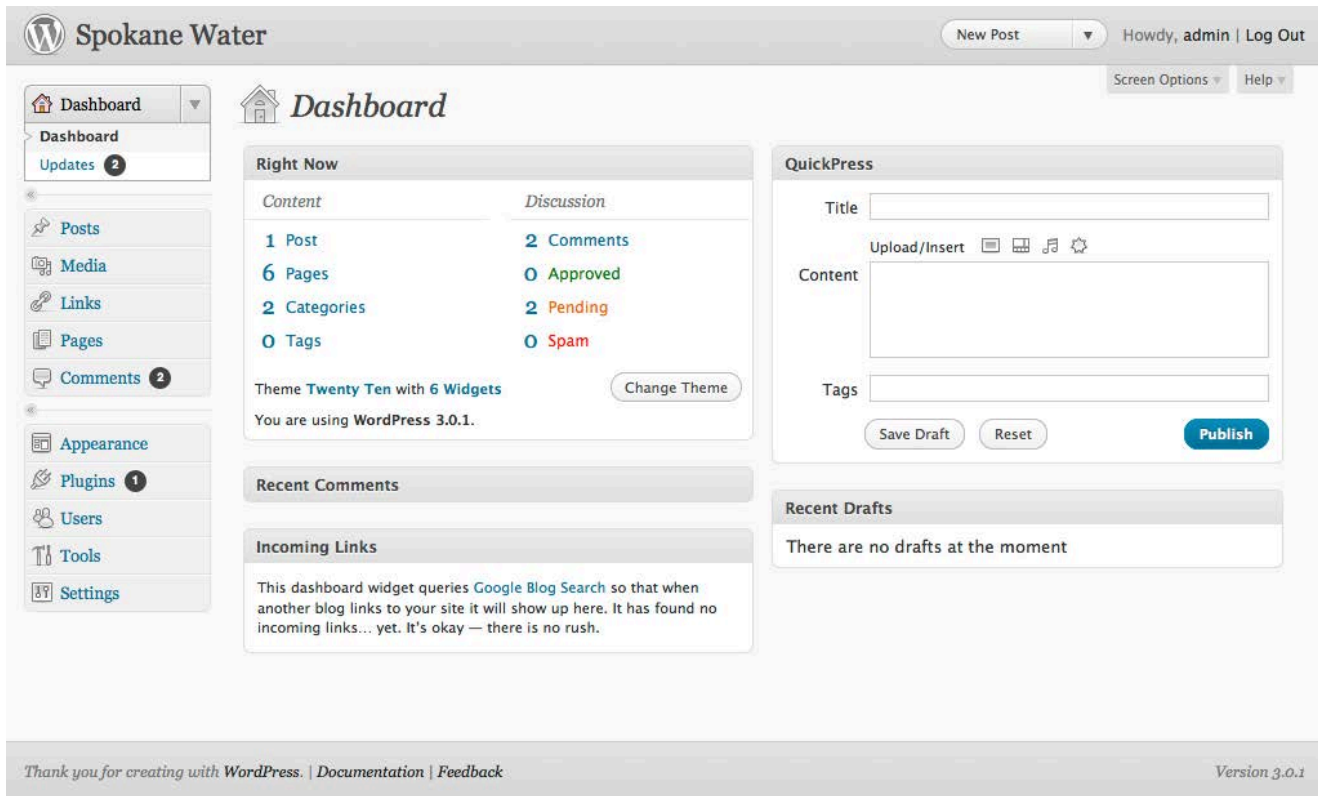
It is probably a safe guess that you are reading this document because you are a website administrator/editor. The following sections will help introduce you to the management features of your Wordpress website.

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-name-is.org/wp-admin. For example:
<http://balboa.spokaneneighborhoods.org/wp-admin> is the Dashboard location for the **Balboa/South Indian Trail** website.

Logging In

Before you are granted access to the Dashboard you will need to log into your website. You will be assigned a username and choose a password when your website is created. If you need help with your username and password you will need to [contact the MIS Web group](#).



The Dashboard login screen

The Dashboard

Once you are logged in you will be greeted with your website's Wordpress Dashboard:

The Dashboard consists of a few sections:

- The top panel
 - *Contains your site name, some quick links to frequently used features, a greeting and the option to log out*
- The left menu panel
 - *Contains options for managing your website, broken down into groups.*
- The main panel
 - *Contains information for the menu option you currently have selected from the left-side menu panel.*

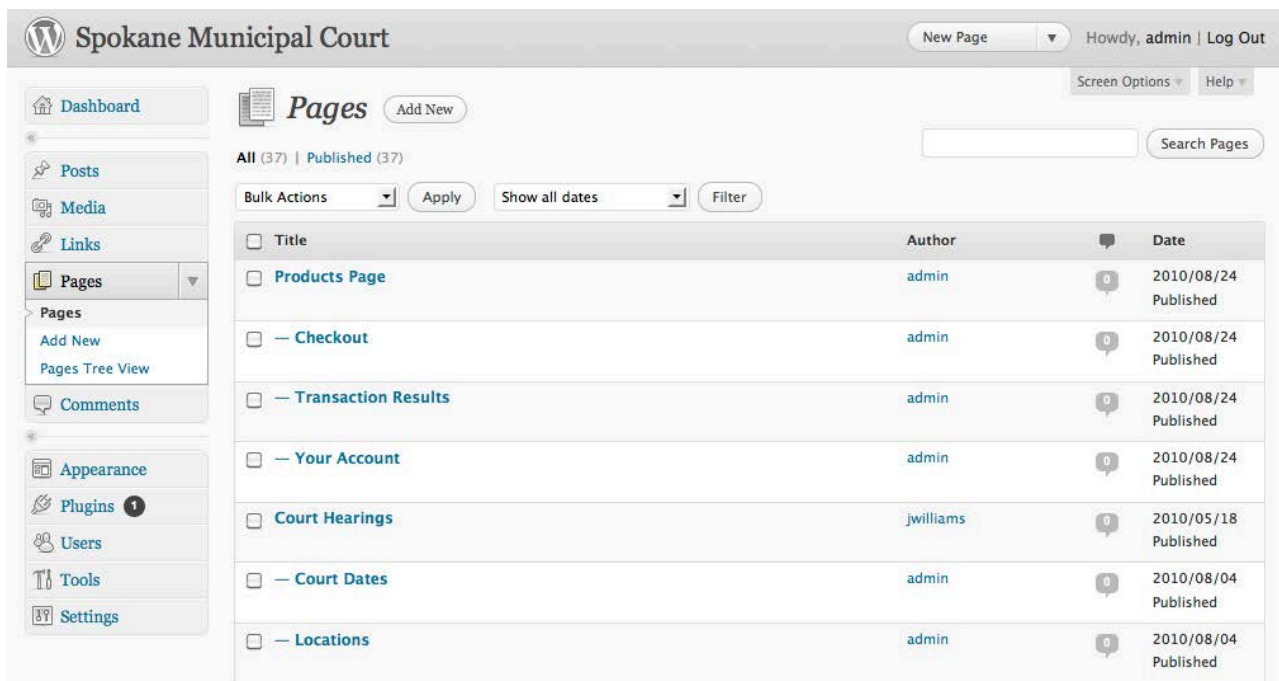
From the dashboard you will be able to access the panels which control your website's:

- Media,
- Links,
- Pages,
- Comments,
- and other Settings

Each menu item has sub menus underneath it which will become available when the menu item is selected/clicked on.

Pages

To manage your website’s pages, select the “Pages” option from the left side menu panel.

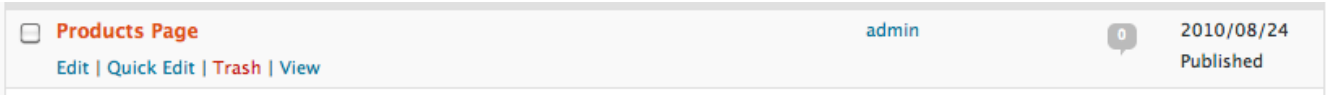


You will then be presented with a list of pages on your site:

The Pages panel

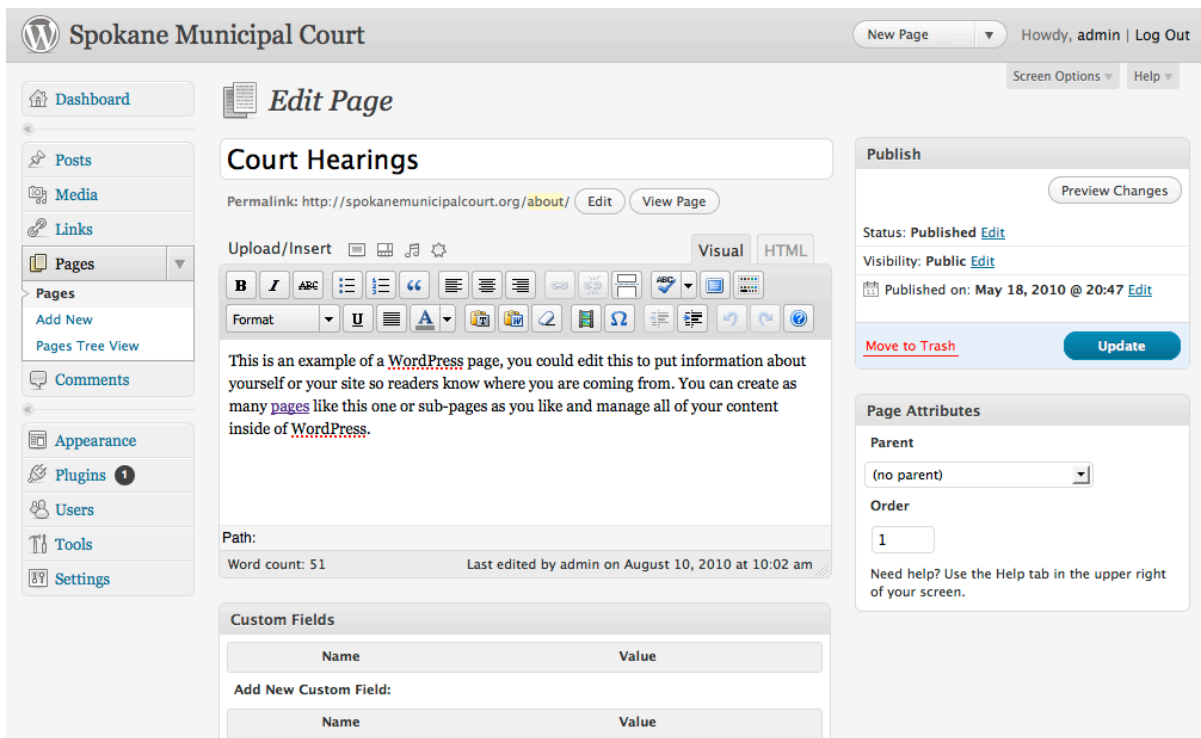
Notice the “Add New” button at the top and the “Add New” sub-menu item on the left hand side. This is how you create a new page.

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



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

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



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

At the top of the page is the page title:

Court Hearings

Permalink: <http://spokanemunicipalcourt.org/about/>

Edit

View Page

This is editable and you may type whatever you wish your page's title to be in here.

Upload/Insert

Visual HTML

B *I* ABC ABC

This is an example of a WordPress page, you could edit this to put information about yourself or your site so readers know where you are coming from. You can create as many pages like this one or sub-pages as you like and manage all of your content inside of WordPress.

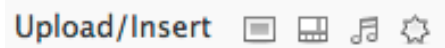
Path: p

Word count: 51 Draft saved at 12:54:55 pm. Last edited by admin on August 10, 2010 at 10:02 am

Following the title is the page content:

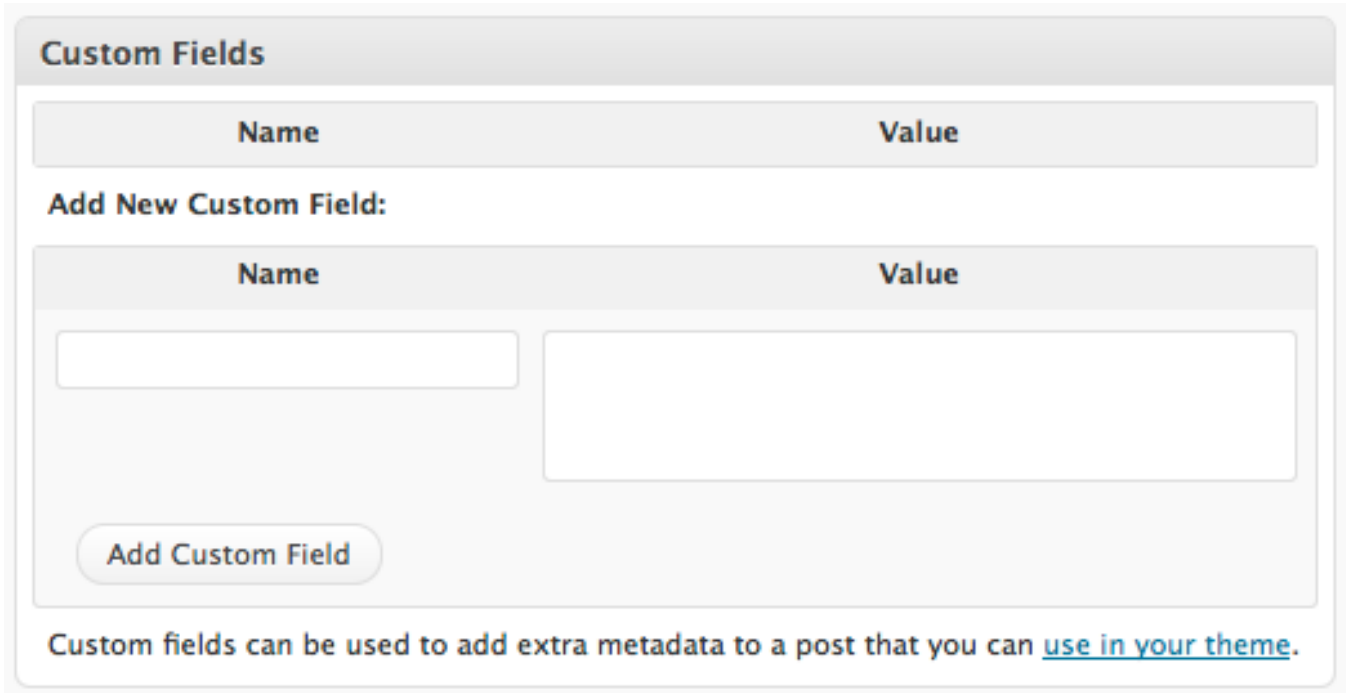
The page content is where you edit the information for that web page. It comes with features and icons most users will be familiar with from popular word processing software, such as bold, italics, lists, alignment and spell checking. Also included are options for creating links (to other web pages) on selected text, and a “Kitchen Sink” option which displays more options.

At the top of the content editor are buttons for uploading and inserting media and other documents into your page, including (in left to right order):



images, video, audio and other documents. Media and documents can be uploaded from your computer or loaded from the Media Library.

Underneath the page content editor are options for adding custom fields. Very rarely will this



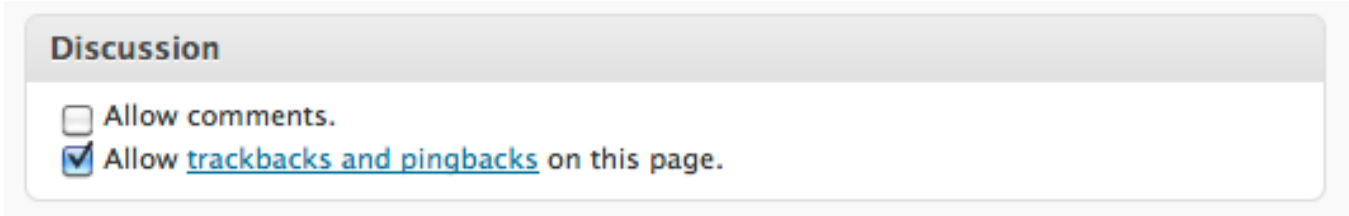
The image shows a screenshot of the 'Custom Fields' meta box in WordPress. It features a header with the title 'Custom Fields'. Below the header is a table with two columns: 'Name' and 'Value'. Underneath the table is a section titled 'Add New Custom Field:' which contains two input fields for 'Name' and 'Value', and a button labeled 'Add Custom Field'. At the bottom of the meta box, there is a note: 'Custom fields can be used to add extra metadata to a post that you can [use in your theme.](#)'

be of use to your website.

Next down the page are the options to allow comments and allow trackbacks and pingbacks on the page.

Comments allow site visitors to comment on your web pages. If comments are disabled across the entire website, enabling it here will not have any effect.

Trackbacks and pingbacks allow other websites to notify you when they link to your page. It is generally recommended that you leave this on.



Discussion

Allow comments.

Allow [trackbacks and pingbacks](#) on this page.

Underneath this box is another panel which shows the comments the page has received so



Comments

No comments yet.

far, if commenting has been enabled.

The next panel simply allows you to set who the author of this page is. Though this box only allows you to have one author, anyone who is designated as either a site administrator or a

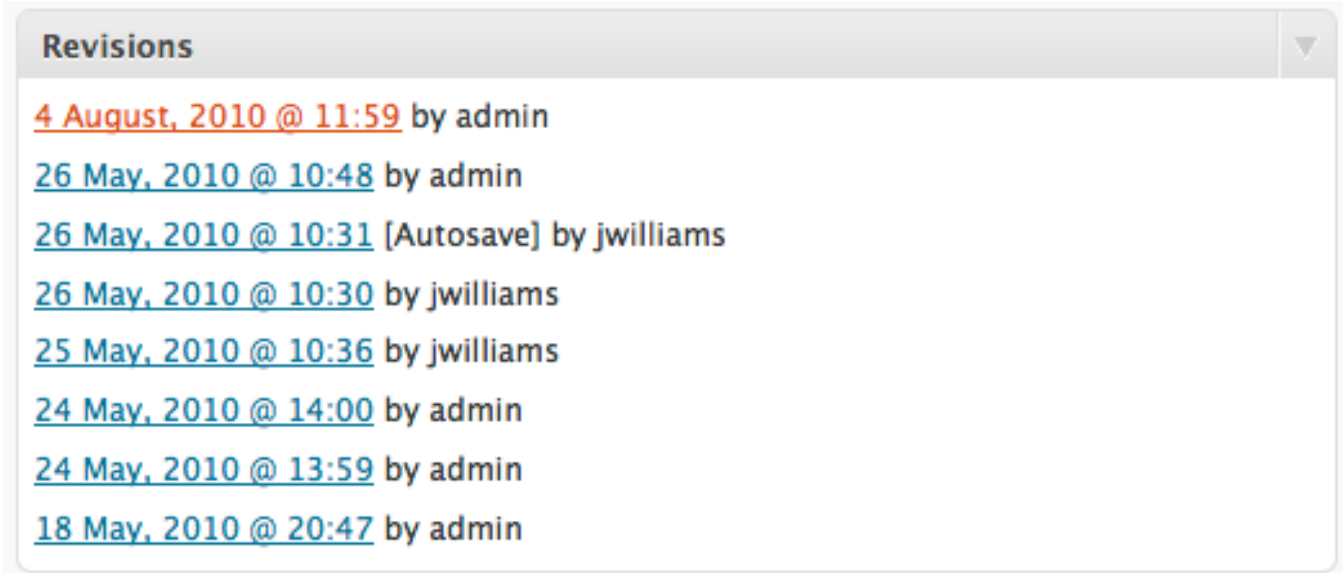


Author

jwilliams ▾

site-wide author will be able to edit the page.

The last box in this column lists the revisions of this page. Wordpress archives old versions of pages.



Revisions

- [4 August, 2010 @ 11:59](#) by admin
- [26 May, 2010 @ 10:48](#) by admin
- [26 May, 2010 @ 10:31](#) [Autosave] by jwilliams
- [26 May, 2010 @ 10:30](#) by jwilliams
- [25 May, 2010 @ 10:36](#) by jwilliams
- [24 May, 2010 @ 14:00](#) by admin
- [24 May, 2010 @ 13:59](#) by admin
- [18 May, 2010 @ 20:47](#) by admin

On the right-hand 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 in 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 viewable by 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.



Publish

[Preview Changes](#)

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

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

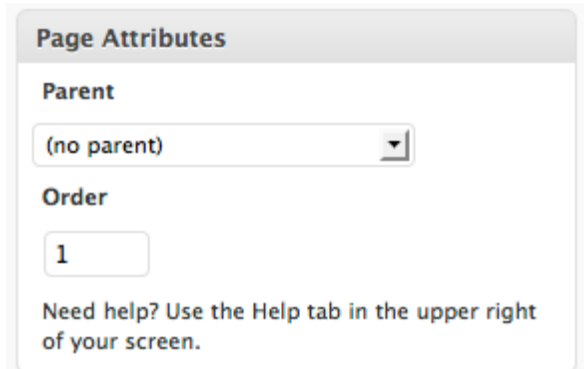
 Published on: **May 18, 2010 @ 20:47** [Edit](#)

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

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


Finally, an important big **blue button** allows you to save the work you have done on your page.

The Page Attributes panel contains two options, mostly to do with how the pages are displayed on the menu. Since we are running a custom menu for your website, you can safely ignore this section. Contact [MIS Web](#) if you need help this.



Page Attributes

Parent

(no parent) 

Order

Need help? Use the Help tab in the upper right of your screen.

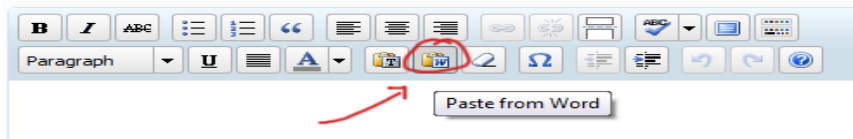
How to add content to a NEW webpage:

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

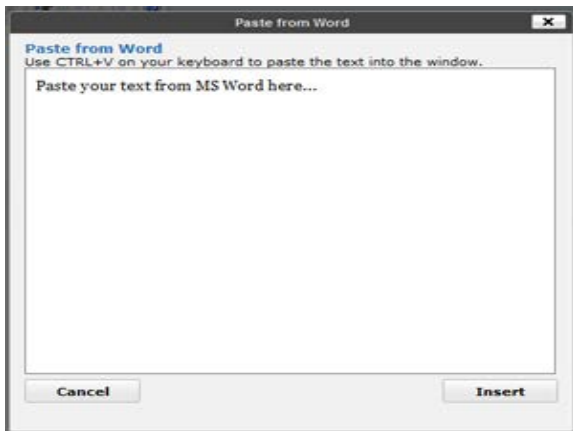
1. Click on the Pages Menu
2. Select “Add New” link/button
3. You can start typing the content of your page directly to the content area or copy and paste text from another source*.

* If you’re copying text from a Microsoft Word document, please do this:

1. Select and copy the text from your MS document
2. **Don’t** paste this text directly into the content area, instead, click on the “paste from Word” icon/button



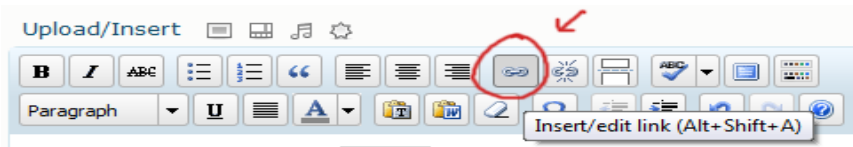
3. Paste your text into the white area of the pop-up window..



4. Click the “Insert” button
5. Click the “Publish” button. Done.

How to ADD a link to the page content:

1. Select the text that you would like to turn into a link.
2. Click the “Insert/edit link” icon



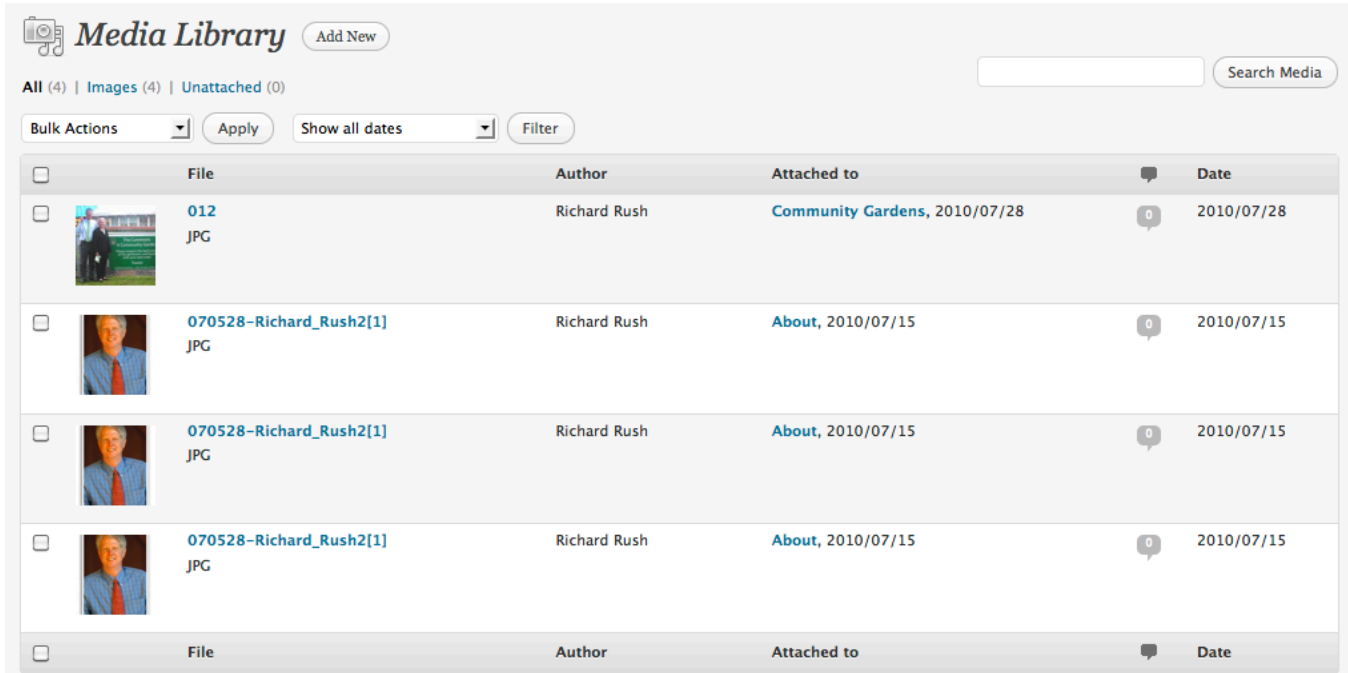
3. Enter the web address/URL of the page you would like to link to, into the “URL” box. For example. If you would like your link to take you to the City of Spokane website, you would enter <http://www.spokanecity.org> into the “URL” box.
4. Click the Add Link button.
5. Click “update” to save the changes you’ve just made to your page.

How to EDIT/UNLINK a link from the page content:

1. Double click the link.
2. To **edit** the link URL, click the “Insert/edit link” icon and make all the necessary changes. Click the “Update”. And then, click the “Update” button (right-hand side). You must do this to save all the changes you’ve made.
3. To **unlink** a link, click the “Unlink” icon (right next to the “Insert a link” icon”
4. Click the “Update” button. Done.

Media and 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

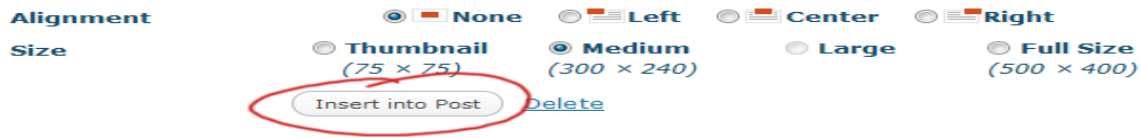
In the media library, images can be edited. There are options for cropping, scaling, rotating, flipping and renaming images. It is a good idea to add a short description to any uploaded media so that they are searchable and well organized when you end up with a huge library.

How to insert an image (from your computer) to a webpage:

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. Place your mouse cursor when you want your image to be inserted at, and then click on the “Upload/insert” icon (right below the page’s title box)



3. Click the “Select Files” button and navigate to the directory where your image is located. Click on your image’s file name or icon and click “open”. A pop-up window will appear, you can add a caption to your image (optional) or add a short description to your image (optional but recommended).
4. Click the “insert into Post” button and your image will be added to your webpage.
IMPORTANT: Make sure you save this page (by clicking the blue “update” button on the right hand side) before viewing or leaving this page.



How to insert an image (from the Media Library) to a webpage:

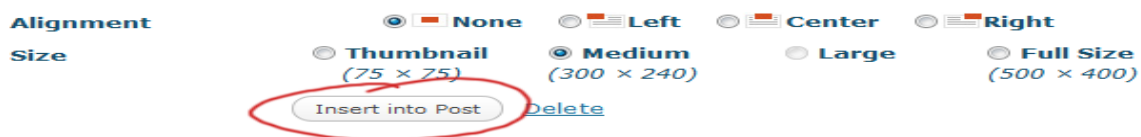
1. Open the page that you would like to add your image to (click pages on the left-hand menu and hover your mouse over the title of the page, click on “edit”)
2. Place your mouse cursor when you want your image to be inserted at, and then click on the “Add an Image” icon (right below the page’s title box)



3. Select the Media Library tab.



4. A list of all the available images will appear. Click the “show” button to the right of the image icon that you want to add.
5. Click the “insert into Post” button and your image will be added to your webpage.
IMPORTANT: Make sure you save this page.



How to insert a Photos Gallery

If you would like to add a Photos Gallery to your website, here is how:

1. Navigate to the Pages section, open the “photos” page.
2. Click somewhere on the content area, and then click on the “Upload/insert” icon.
3. Navigate to the directory where your images are located, select all the images you would like to add to your Photos Gallery (holding down the “control” Ctrl button while clicking on the file’s name will let you select multiple files). Click open.
4. Click the “save all changes” button.
5. Now, you need to choose some settings for your gallery.
6. Choose “Image File” for the “Link thumbnails to” option (recommended).
7. Pick your favorite “order images by” option.
8. Pick either “ascending” or “descending” for “Order” option.
9. For “Gallery columns” option, **I strongly recommended “5” columns**. 5 should be the max # of columns for your gallery, anything bigger than 5 will break the layout of your website.
10. Click the “Insert Gallery” button.
11. Click the blue “Update” button. Done.

How to add a link to point to the Photos Gallery

Now that your photos 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. From the Links drop-down menu, click the “Add New” button.
3. Enter the name for your photos gallery in the “Name” box.

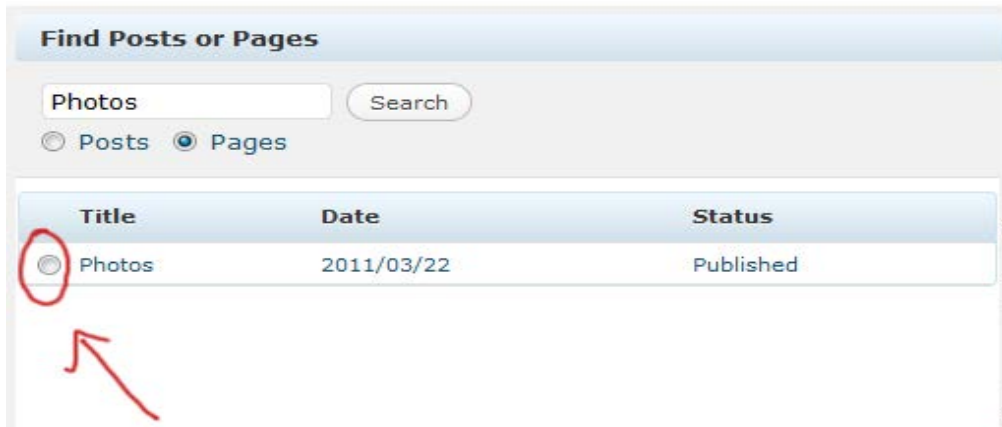
4. Enter this “/photos” (without the quotes) to the Web Address box. It has to be exactly like that for it to work. Yes, the “/” is required.
5. Description box is optional
6. Please check the box “Links” for the Categories section.
7. Leave the rest of the other options “default” or “as is”.
8. Click the blue “Add Link” button on the right-hand side. Done.

How to add additional photo to a Photos Gallery

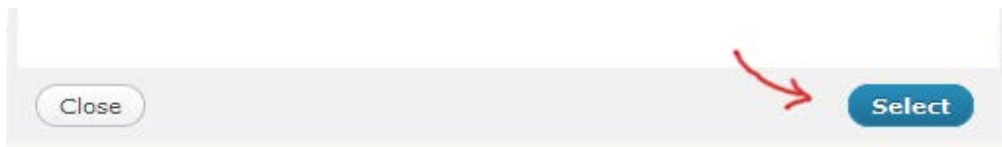
Before you can add image(s) to your current Photos Gallery, you need to upload that image(s) to your Media Library first.

1. Click on the “Media” menu (left-hand side)
2. Click on the “Library” link
3. At the very top of the page, find the “Add New” button and click on it.
4. Click the “Select Files” button and choose the image(s) that you want to add to the Photo Gallery
5. Click on the “save all changes” button.
6. Now, you’re in the Media Library, navigate to the image(s) you have just uploaded (usually at the top of the list),
7. Click the “**attach**” link/button (second column from the right-hand side)
8. Type “photos” into the white box (on the left of the “search” button)
9. Choose “Pages” instead of “posts” and click the “search” button.

10. Click on the radio button (to the right of the title)



11. Click on the blue “Select” button



12. Done. Your photos gallery should now include the additional new image(s).

How to add a link to the “Links” section on your website.

1. Log in to your admin page. Click on the “Links” menu button.
2. From the Links drop-down menu, click the “Add New” button.
3. Enter the name for your link in the “Name” box
4. Enter the web address (URL) of the webpage/website that you’d like to link to. For example, to link to the City of Spokane website, you would enter <http://www.spokanecity.org> to the “Web Address” box.
5. Description box is optional
6. Please 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. Done.

How to EDIT a link to the “Links” section on your website.

1. Log in to your admin page. Click on the “Links” menu button.
2. From the Links drop-down menu, click the “Links” button.
3. Hover your mouse over the link that you’d like to edit, and click “edit”
4. From here, make all the necessary changes.
5. Please make sure to save all the changes by clicking the blue “Update Link” button (right-hand side).

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.

To add new event or manage event(s):

1. Click the Calendar Menu
2. Click the Manage Calendar link
3. To add a new event, please fill out all the information (all the fields are pretty much self-explanatory). Click “Save”.
4. To edit the events you already have, click the “Edit” link (second column from the right-hand side) of the event you would like to edit. Make all the necessary changes, and save.

Documents

Uploading documents such as PDF or Microsoft Word docs is very similar to the way you would upload an image to the Media Library.

Upload/Insert 

For More Information

Your Wordpress website contains more options than have been explained in this document. You are welcome to look around your site and do some learning yourself. If you need more information there are a few options available to you:

- The [Wordpress Codex](#) contains detailed information on nearly every aspect of Wordpress.
- The [MIS Web](#) team are available to answer your questions and help you manage your site.

We hope you enjoy working with Wordpress and take advantage of the opportunities it provides to serve the public with useful information.