

Logging in

To start editing your committee or group's web page, you will first need to log in. To log in, go to this web page:

<http://austinuu.org/wp2011/wp-admin/>

You should see the following on your screen:

The image shows the WordPress login interface. At the top left is the WordPress logo, a circular 'W' icon, followed by the word 'WORDPRESS' in a blue, serif font. Below this is a white rectangular login box with a light gray border. Inside the box, there are two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below the password field is a checkbox labeled 'Remember Me'. To the right of the checkbox is a blue button with the text 'Log In' in white. Below the login box, there is a blue link that says 'Lost your password?'. At the bottom of the login box area, there is a blue link that says '← Back to First Unitarian Universalist Church of Austin'.

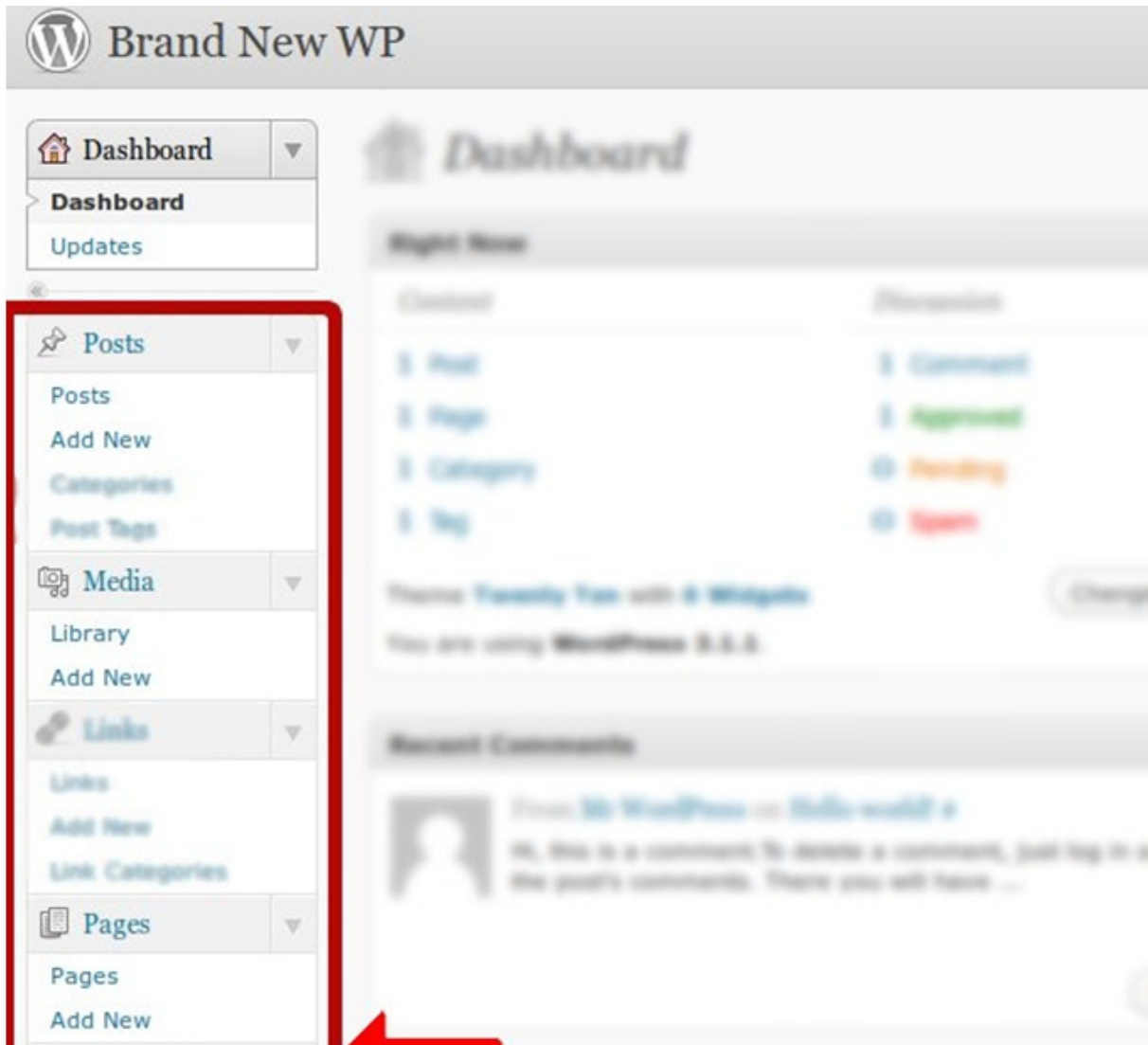
In the first field, type in your username. The username is not case-sensitive.

In the second field, type your password. I do not recommend clicking on the “Remember Me” box, and you especially should not do so if someone else might use your computer.

If at any point you forget your password, please use the link just under the login box to reset it. WordPress will email you the information that you need to reset your password. Please DO NOT contact the web team to reset your password- we will simply send you the instructions above.

Dashboard

Once you have logged in, you will reach the dashboard page. Until you become more comfortable with using WordPress (and pretty much afterward, too,) you can effectively ignore everything on the page except the left hand column that you see highlighted below.

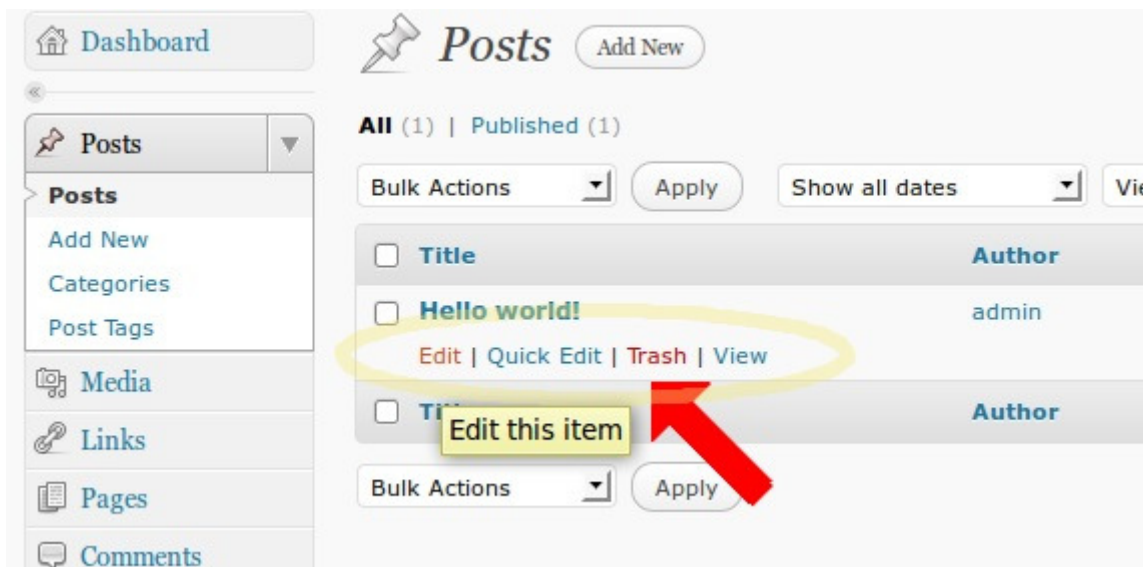


Anything that is blurred is irrelevant to editing your web page. The posts section is irrelevant to most of you as well, but if you do need to use posts, the method for editing posts is the same as editing pages. Pages are for more long-term static content, such as committee pages, whereas posts are for dynamic (frequently changing) content, such as the sermons and board meeting minutes. I have set up restrictions on the site that will not allow most of you to create new pages or access many of the other features of WordPress, so if you need another page other than the ones listed under “pages,” please contact the web team.

Editing your page

First, click on the Pages menu item to open up the screen that lists all the pages that you have permission to edit. If a page you want to edit does not appear on the list, or if you need a new page, you will need to contact the web team to let them know.

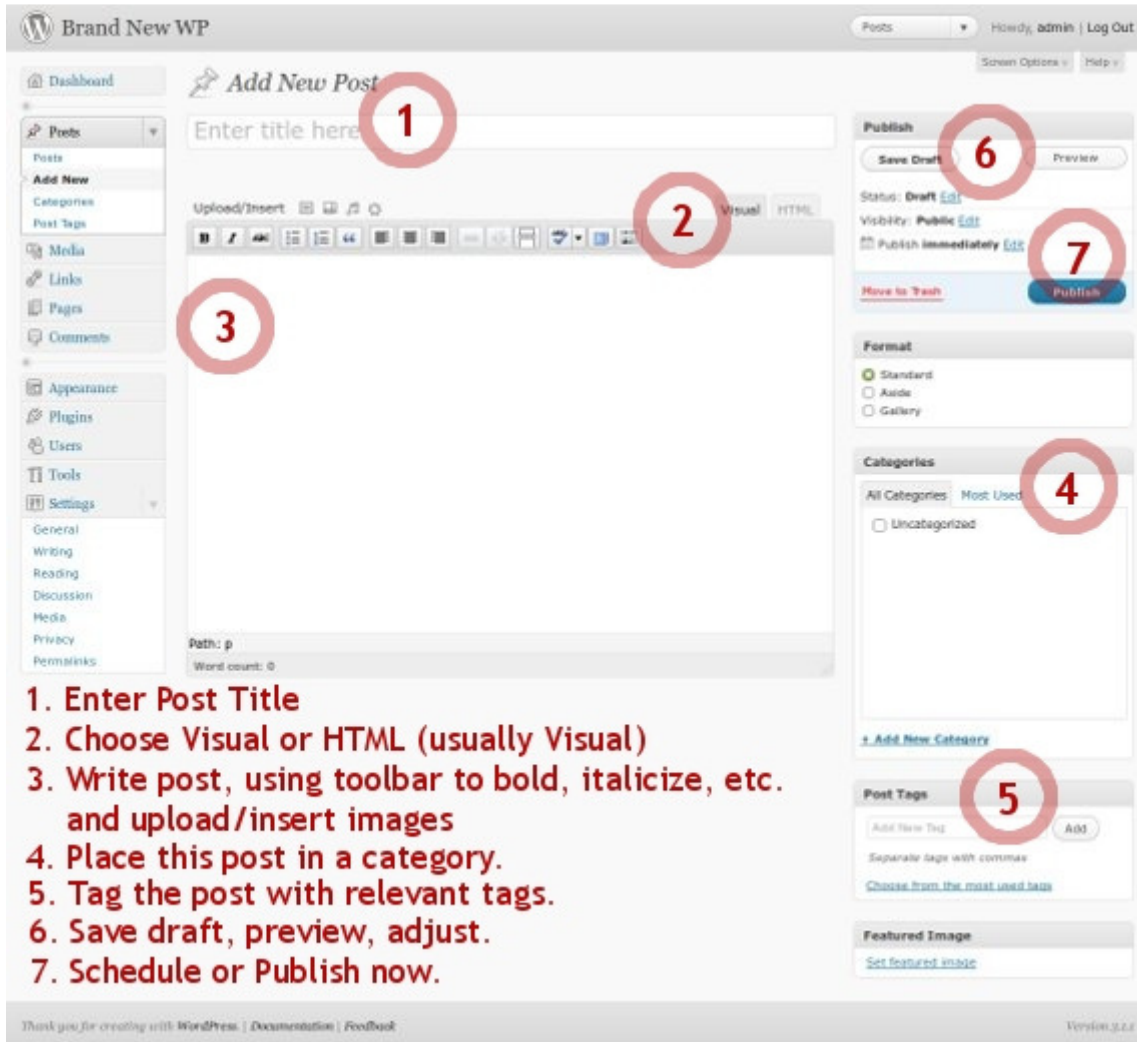
If you hover your mouse over any page title, a new set of links appear just under the page title. These links let you either “Edit” a page, “Quick Edit” a page (which just lets you edit the data that shows here on this screen, such as author, category and tags, but not the content itself), “Trash” (delete) the post, or “View” the post as a normal user sees it once published.



If you click the “Edit” link, you’ll see the entire Edit Post screen, which allows you to make changes to the content of the page.

In order to find out the address for a page, click on the “View” link and copy the address from the address bar.

In the screenshot below are the main steps, from 1-7, that show you the areas you'll be primarily concerned with when you edit a page/post. Each step is numbered approximately in the order that most people would normally fill out the areas of the screen, and is summarized at the bottom of the screenshot.



The screenshot shows the WordPress 'Add New Post' interface. The main content area is a large white box with a toolbar at the top. The toolbar includes buttons for 'Upload/Insert', 'Visual', and 'HTML'. The 'Visual' tab is selected. The main content area is empty. The right sidebar contains several sections: 'Publish' (with 'Save Draft', 'Preview', and 'Publish' buttons), 'Format' (with 'Standard', 'Aside', and 'Gallery' options), 'Categories' (with a list of categories and an 'Add New Category' link), 'Post Tags' (with an 'Add New Tag' button and an 'Add' button), and 'Featured Image' (with a 'Set featured image' link). The left sidebar contains a navigation menu with 'Dashboard', 'Posts', 'Media', 'Links', 'Pages', 'Comments', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'.

1. Enter Post Title
2. Choose Visual or HTML (usually Visual)
3. Write post, using toolbar to bold, italicize, etc. and upload/insert images
4. Place this post in a category.
5. Tag the post with relevant tags.
6. Save draft, preview, adjust.
7. Schedule or Publish now.

Now, let's look at each step in more detail.

Step 1: A short title goes here. If the one that is there is not suitable, feel free to change it.

Step 2: Notice that there are two tabs to the right of this area: Visual and HTML. Unless you are proficient in using HTML (the basic language of web pages), you'll probably want to keep the Visual tab highlighted. The Visual editor lets you write in the way you're used to writing in programs like Microsoft Word – using toolbar buttons to bold and italicize, for instance, and moving images and text around by dragging and dropping.

Step 3: Content Box: Start typing the content of your post in the large blank area underneath. Use the toolbar buttons to bold, italicize, etc. as you go along. Please see the Style Guide in this packet for information about acceptable content for your page. All content is subject to review and editing by the web team.

Step 4: *For posts (i.e., sermons or board minutes) only:* Assign your post to a category, or, more likely, categories. Simply check the box next to whichever category already exists that you want to assign a post to. Make sure to click on the appropriate higher level category if applicable. For instance, if you are posting a sermon, you will want to choose the name of the person giving the sermon AND the “Sermons” category. If you do not choose a category, the post will end up in “Uncategorized” and will not show up in the appropriate place on the site.

Step 5: (not needed)

Step 6: At this point, it’s a good idea to click the Save Draft button, which will save your post, but not publish it yet. Once the save process is complete, click on the Preview button to see what it would look like if you published it.

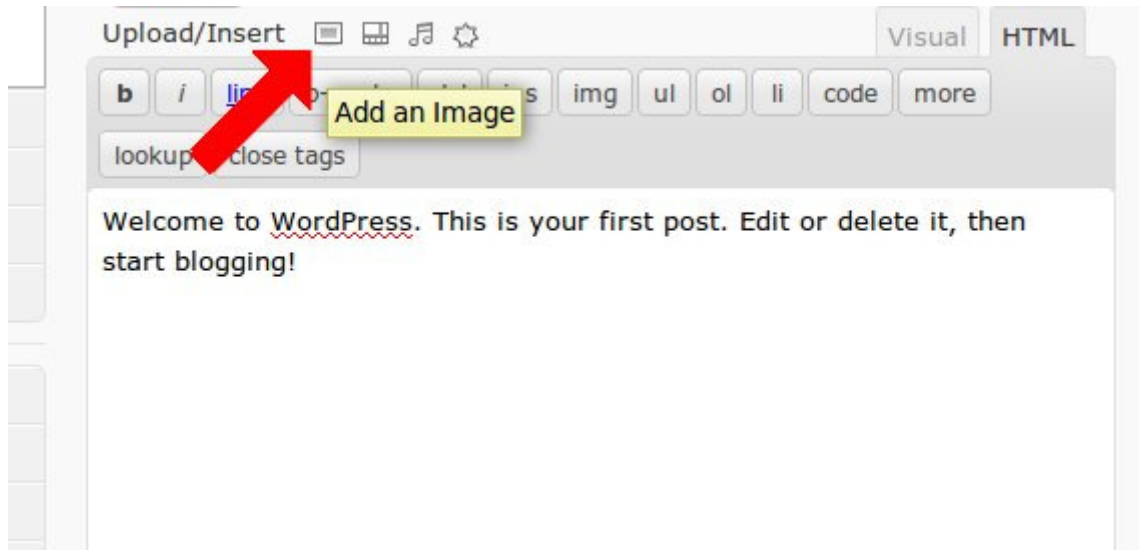


If it doesn’t look quite right, or you decide to make any changes, you can continue making changes, clicking the Save Draft button, and clicking the Preview button until you’re happy with the result.

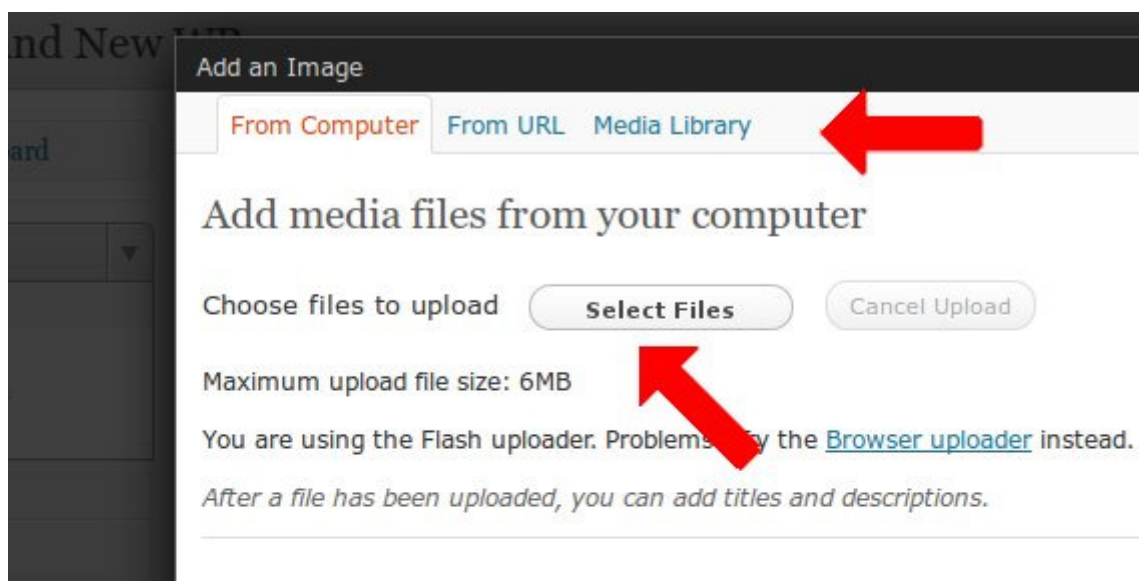
Step 7: Now that you’re happy with your post, it’s time to “Publish” it. Before you do so, make sure that next to “Visibility”, it is set to “Public”. I made some of the pages “Private” so that they were not accessible until changes to add content were made. If it says “Private”, click on the “Edit” link just to the right of “Private”, click on the button next to “Public”, and then click “Publish”. Unless the page was already in the menus at the top of every page on the site, you will need to contact the web team so that they can add it to the menus for you.

Inserting Images

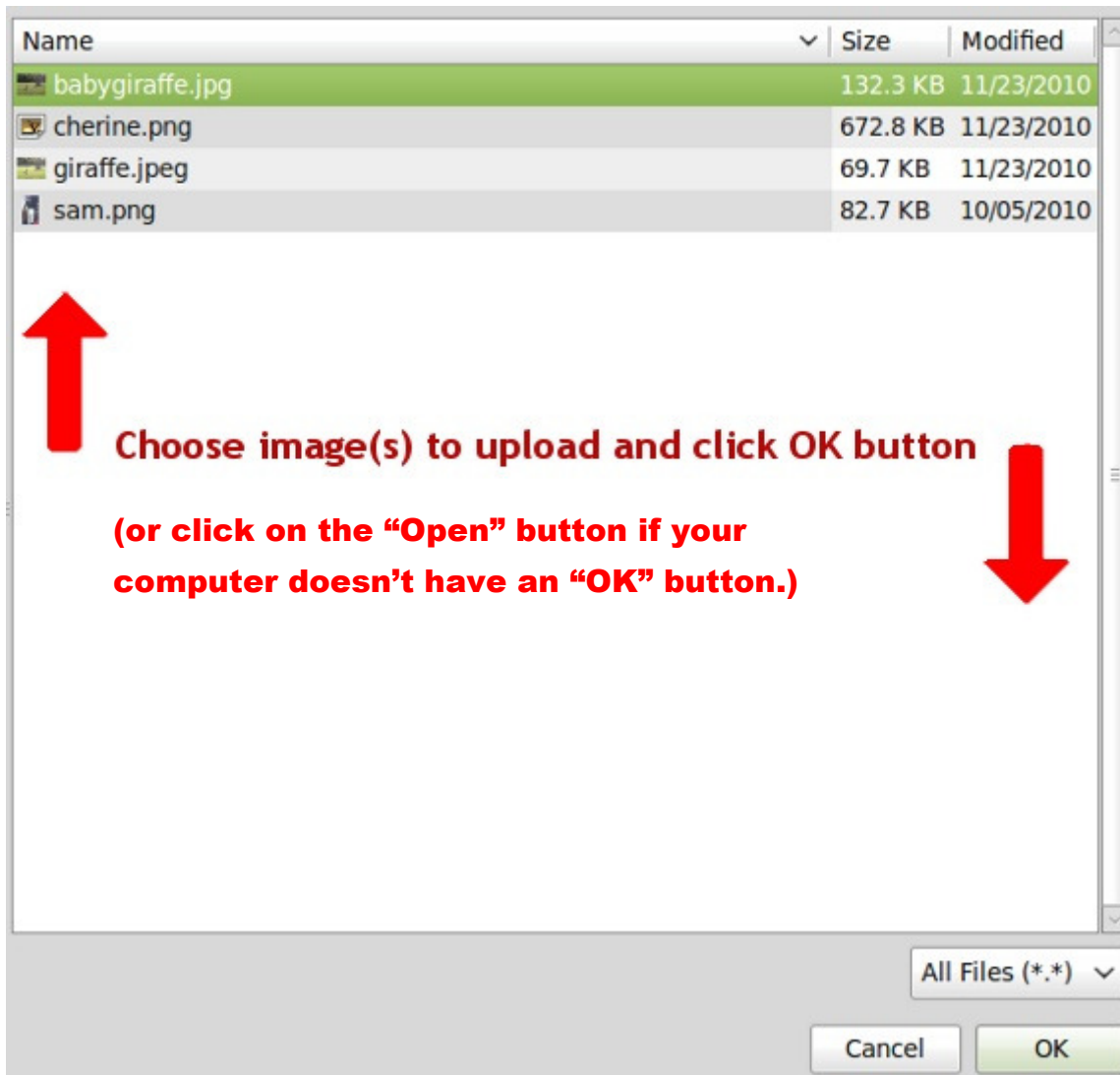
In the page that you would like to have an image, move the cursor to the part of the page where you would like for the image to be placed. Notice just above the toolbar is an area that says Upload/Insert and is followed by 4 small icons.



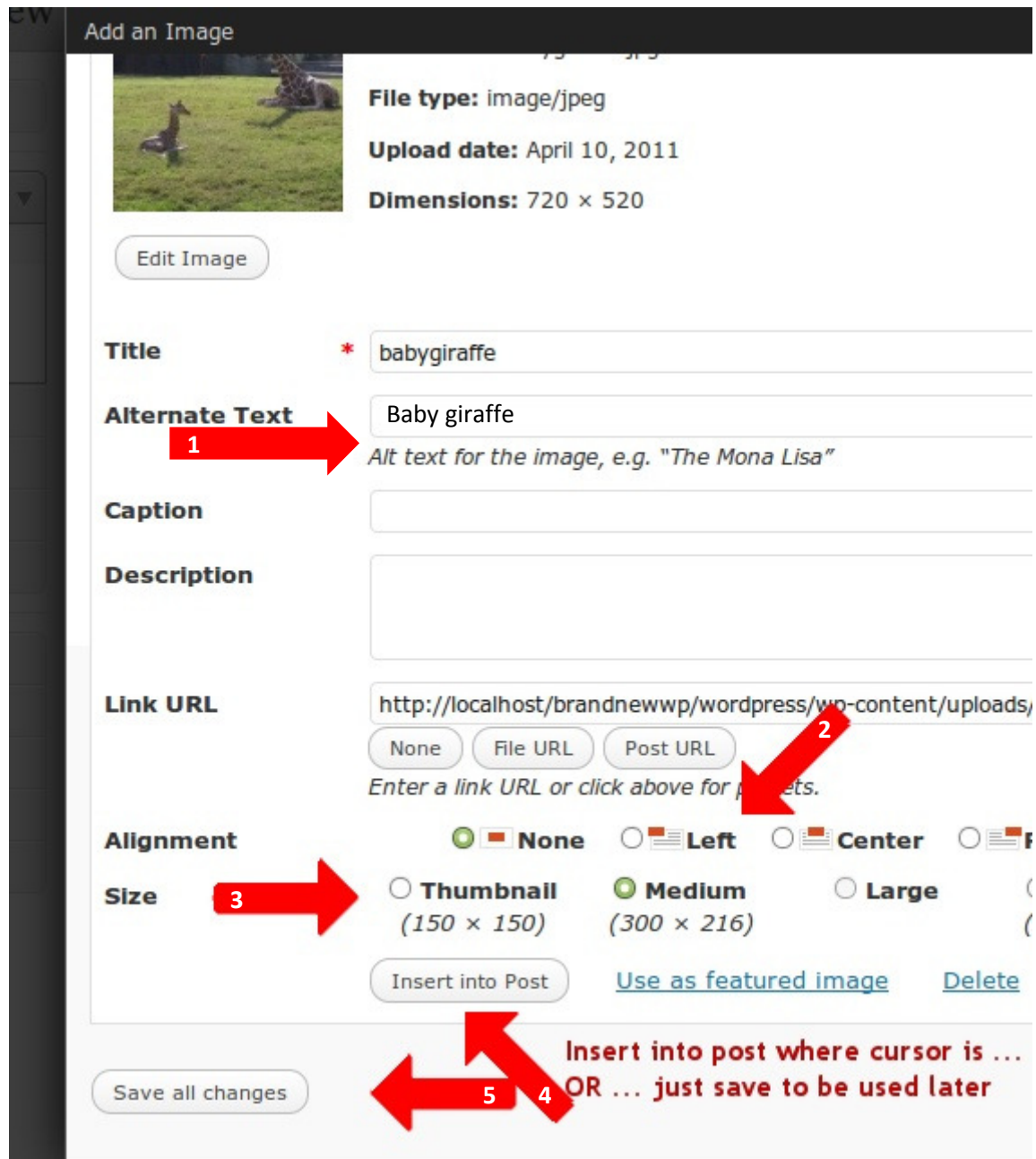
Clicking that first icon opens a popup window (which darkens the screen you're using now underneath the popup window), allowing you to choose the image(s) you want to use in this post. The following screenshots will lead you through the process of choosing a file from your hard drive to upload and insert into your post, showing you the main sections you would see and manipulate when doing so.



Once you have clicked on “Select Files”, a window like this should appear:



When you have selected the image that you want to add, your screen should look much like this:



1. Enter a short description of the image in the “Alternate Text” field. DO NOT, under any circumstances, put someone’s name as the title, alternate text, caption, or description without first checking with the web team. For instance, “Girl on tire swing” is acceptable, whereas “Evie on tire swing” is not. Please do not enter anything into the “Caption” or “Description” fields.
2. Choose where on the page you would like the image to be placed. Placement is mostly a matter of personal taste and sense of aesthetics. (continued on next page)

3. Choose the size of your image. WordPress automatically creates sizes for you. If the sizes that WordPress creates are not suitable, you will need to edit the image outside of WordPress and re-upload the image.
4. Be sure to click on “Insert into Post” to get the image to show up on the page. If you click on...
5. ...“Save all changes” instead, WordPress will just save the image to the Gallery and it will not show up on your page. WordPress will automatically save the image to the gallery when you insert it into a page/post. Do not click on the “Use as featured image” link.

NOTE: Do not post any pictures of children without first checking with the web team and/or getting permission from the RE department.

Logging out

WordPress will log you out automatically after 48 hours. However, if you share the computer you use to edit pages with anyone else, you should log yourself out when you finish.

1. In the upper right hand corner of the page is some text that says “Howdy, your name”. Click on the text to make a drop-down menu appear.
2. In the drop-down menu, click on “Log Out.”

Style Guide

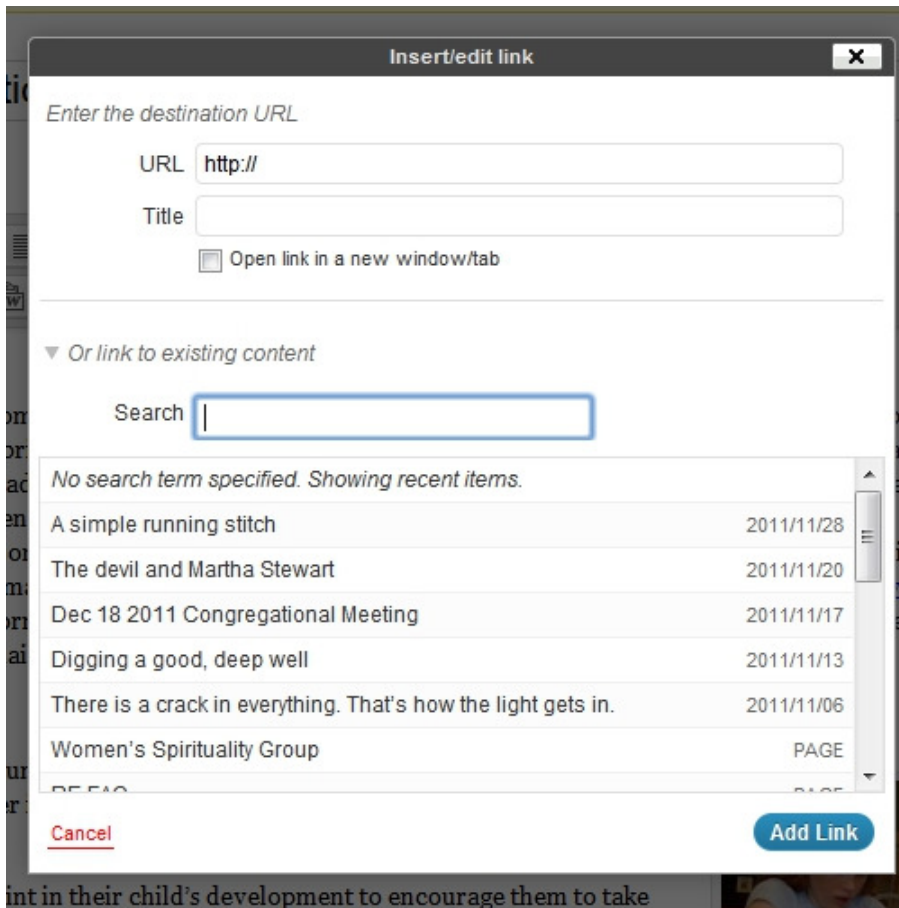
for Web Pages on austinuu.org

With many authors writing different parts of a web site, the chances of having inconsistent content quality greatly increases. The web team has put together this style guide to help ensure the quality and consistency of the content on the site.

- Link styling:
 - To insert a link, highlight the text that you would like to link and click on the small icon in the Content Box toolbar that looks like a chain.



You will then see a window that looks like this:



Option 1) If you want to link to a page that is not on the austinuu.org site, enter the web address of the page that you want to link. Click on the box next to “Open link in a new window/tab”.

Option 2) If you want to link to a page that is part of the austinuu.org site, search for the name of the page in the search box and select the correct page. WordPress will automatically insert the correct link for you.

Whichever option you use, click on the “Add Link” button to finish adding the link.

- Any links should be part of text in a sentence or bullet. Please phrase things in a way to avoid "click here". For instance, instead of writing "Please RSVP for the event by clicking [here](#)," you should write "Please be sure to [RSVP for the event](#)."
- **IMPORTANT:** Do not link to any email addresses. If you want to have an email address on your page, you will need to format it as follows: [escapeemail email="address@austinuu.org"] . Using this format helps minimize spam. When you look at the actual page, you will see that where you inserted the text "[escapeemail email="address@austinuu.org"]", WordPress has converted it to look like a regular email link with just the text address@austinuu.org.
- Avoid passive voice and ensure that your text is concise while remaining informative.
- Terminate of list items with semicolons and period after the last item; or no terminal punctuation at all, but don't mix or switch the styles. Use discretion if punctuation is called for in context. (e.g., question marks)
- When writing times of day, please use the following format: 12 noon, 12 midnight, 12:47 am, 9:00 pm
- Text size/emphasis: If you want to make the size of the text larger, please do not use the "Font size" drop-down menu to change the size of the text. Instead, use the "Format" drop-down menu and choose one of the "Heading" sizes to change the size. Please do not use Heading 4, 5, or 6 since that results in a size that is too difficult to read. Use the " **B** " and " *I* " buttons in the toolbar for emphasis. Do not use font sizes/formats or colors to emphasize text.
- Do not use colloquial spellings for words, such as "thru" for through or "tonite" for tonight.

Sources:

Many of the screenshots and instructions were taken from <http://www.dazzlindonna.com/blog/featured/beginners-guide-to-blogging-with-wordpress/>

with editing by Andi Windham.

Summary

- Login at <http://austinnu.org/wp2011/wp-admin/> , then enter your username and password
 - For lost passwords, click on link under login.
- To edit your page, click on the “Pages” link on the left, hover over the title of the page you want to edit, and click “Edit”.
- Click on “Publish” to make any changes appear on the web page.
- Click on the small square icon after “Upload/Insert” to start the process to insert an image.
- Contact the web team if you have any questions or problems at webmaster@austinnu.org .

DO

- Format links to email addresses as [escapeemail email="address@austinnu.org"]
- Follow the guidelines in the style guide
- Add images to your page to make them more interesting

DON'T

- Post pictures of children without prior authorization