

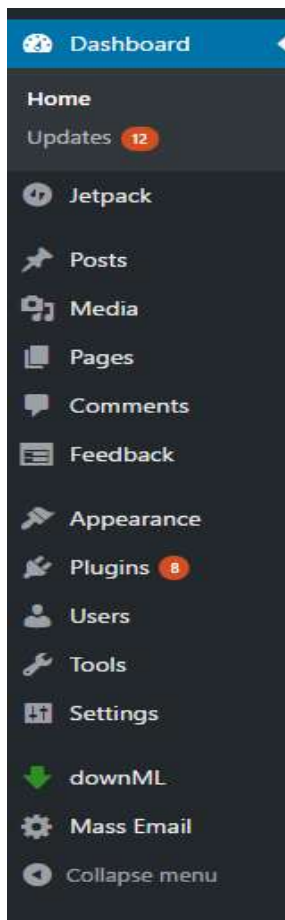
Maghull and Lydiate U3A

This document is a guide for folk new to 'posting' to the web site.

There are 6 'roles' in WordPress

- [Super Admin](#) – somebody with access to the site network administration and all other features.
- [Administrator](#) – somebody who has access to all the administration features within a single site.
- [Editor](#) – somebody who can publish and manage posts including the posts of other users.
- [Author](#) – somebody who can publish and manage their own posts.
- [Contributor](#) – somebody who can write and manage their own posts but cannot publish them.
- [Subscriber](#) – somebody who can only manage their profile.

Before you can start posting content you will need a 'user name' and 'password'. These will be supplied by one of the administrators 'on request' along with the appropriate level of access.



Once provided with your ID you will be able to click 'Log in' at the page bottom and depending on your access level you will be able to see various pages.

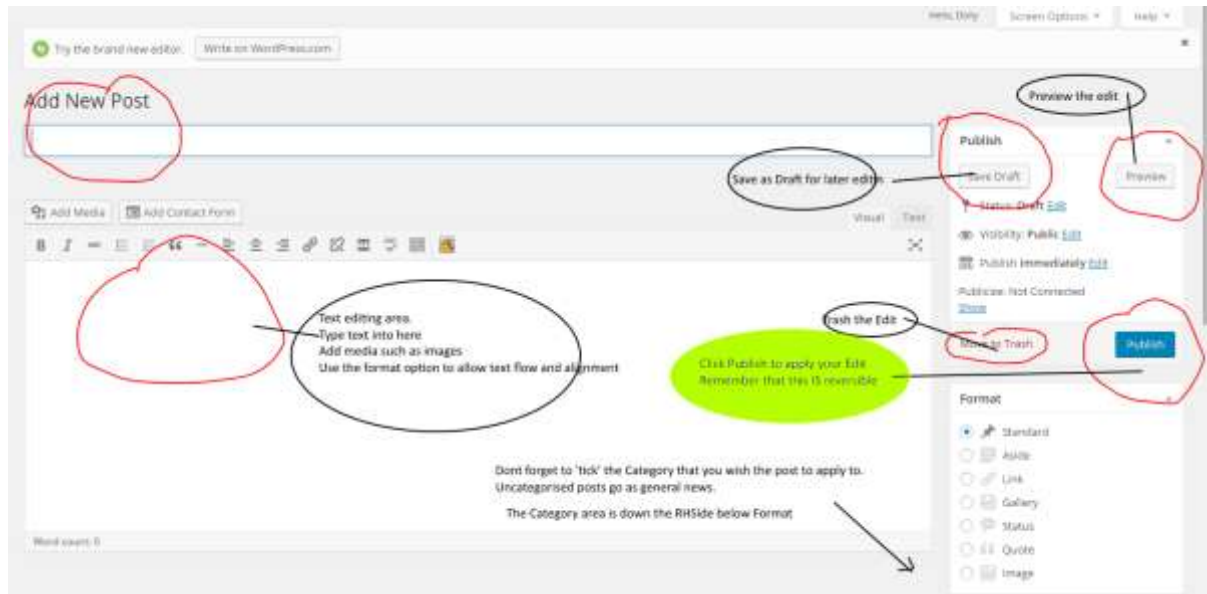
As an author you will be able to see the Menu bar on the left.

The main areas of interest will be:

- | | |
|--------------|-------------------|
| 1. All posts | Viewing ALL posts |
| 2. Add New | Add a new post |
| 3. Media | Add media |

Generating a post

The image below shows the 'Add new post' screen. It looks complicated but is very easy to navigate.



Once a post is generated it can be:

- | | |
|---------------------|--|
| 1. Saved as a Draft | a draft copy is made but not published |
| 2. Previewed | a new page is opened to preview |
| 3. Published | displayed on the main web site |
| 4. Binned | discarded |

Remember: all these actions are reversible, mistakes can be rectified.

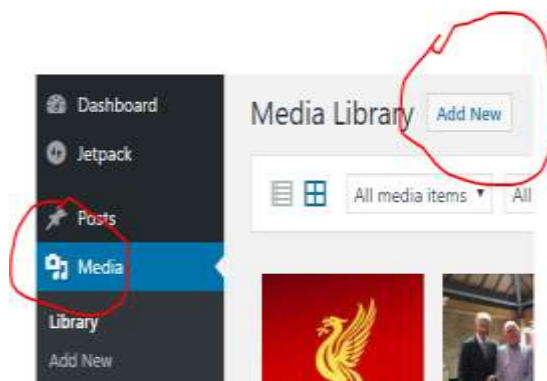
Add Media to the Library

Most kinds of media, including images, audio, videos and document files can be added to the 'media' library for inclusion in pages and posts.

There are several ways to add files. These include:

- pointing the 'add media' explorer at the required files on the computer
- 'dragging and dropping' files directly to the 'add media' area.

One method is to save files to a specific Folder on your computer, such as "My Documents/Web_edit/", and then **point** 'Media Library - Add New' to that specific area.



Please ensure that uploaded files are not too big. Images should be reduced to 500KB. PDF files should not be greater than 2 MB. Use file optimization with PDFs to reduce 'for web use'.

Add Media to a Post

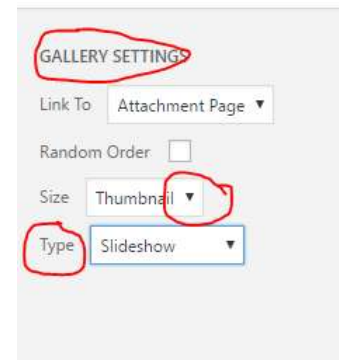
The following procedure is used to add media to a post.

1. **upload media files as normal**
2. **Add 'new' post**
3. **click on 'add media'**
4. **click on 'create gallery' on the top left hand menu**
5. **select the required images by clicking on each one. Use [CTRL] + Click for multiple images or [SHIFT]+Click to select first to last block.**
6. **when all are selected click on 'create gallery' in bottom right corner**
7. **now click 'insert gallery' in same RH corner**
8. **click 'save as draft' and 'preview' to test it**
9. **if all ok click on PUBLISH**

Slide shows

Word Press 'Jetpack' includes a media 'slide show' facility. When 'create gallery' is clicked, at stage 4 (above), a menu pops up at the right which allows gallery configuration.

Clicking on the 'twirly' reveals a drop down to edit each item.

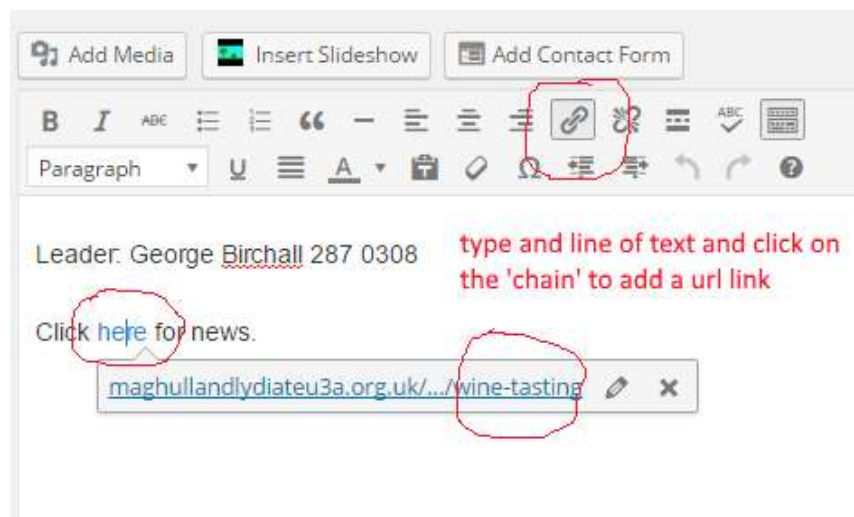


The most used options would be :

Size - thumbnail, small, medium and large

Type - Slideshow, Grid, etc.

Adding a link



'links' can be edited into text by highlighting words and clicking on the 'chain' icon in the menu bar.

A pop-up will appear where the link URL (address) can be entered .

Clicking on the 'pen' allows manual editing of the URL. Some suggested 'options' will also appear allowing links to existing pages to be selected.

Linked text changes colour, as in the image above.

Dos and Don'ts

Do remember to tick the 'Category' box to tag the post to YOUR group.

Uncategorised (the default) posts are appended to the site as *General news* while posts 'tagged' to a specific group will be linked to that group. Posts can have multiple *Categories*, so you can tag multiple groups and the uncategorised area so the post links to all the selections.

Do check Dates, Times and Locations.

Do use an appropriate title.

Make sure the item is not ambiguous for several groups.

Eg. "day trip" may apply to *Gardening*, *Walking* or the *Day Trips* groups.

Do check for spelling. Don't rely on the built in spell checker.

DON'T be verbose. Keep it short and simple.

Use the 'more' tool  on the Menu Bar to truncate large text input.

DON'T post if unsure of the final content. Save as 'draft' for later amendment.

Don't use **bold text** and **CAPITALS** too much and **ONLY** for emphasis.

If you are not sure - **DON'T**.

If you need any help - **ASK** !

Please don't abuse the system or post offending or derogatory comment.

Nb.

Please note that **ALL** actions are logged with the Administrators, including password renewals, edits and posts.

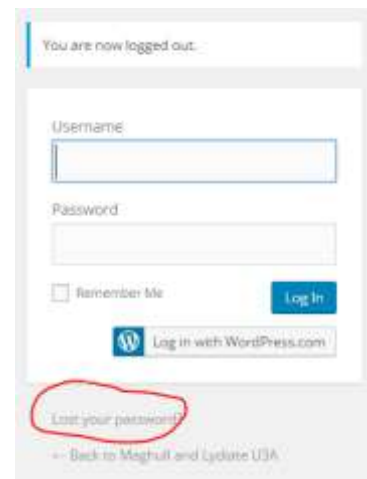
Lost passwords

Registered users have an email address associated with their access.

If a password is lost it can be renewed by clicking on 'Lost your password' on the Login screen. Temporary access will be given via the associated email for password changing.

Passwords can be reset by an Administrator but this then entails the passing of the reset password to the user. Far better to get the users to activate their own resets.

Contact an Administrator for help.



Users

Administrators have TOTAL control over Users.

This means that extreme caution needs to be taken when editing a users Profile.

News Users can be added using the appropriate Menu option.

The entry page is straight forward and requires AT LEAST :-

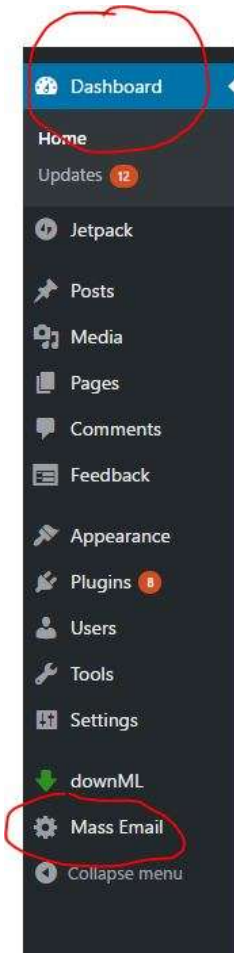
- User name best provided by the user
- email address ditto
- password best auto set by system (secure) and edited later.

Setting a new profile usually takes seconds before the account becomes 'active'.

Removing Users is straightforward. Click on Users and hover over the detail. Click Delete. You will be prompted to Delete or Transfer the 'content' before the selected User is removed. Transfer the content to the new Group Leader unless you really want the posts to be deleted!

Mass email

Within the WordPress system is a menu application for 'mass emailing' Users.



Clicking on the 'cog' icon will display a list of ALL the Users on the system.

Individual or multiple Users can be selected by ticking the box.

After clicking on the 'Send email to Users' tag (page bottom) the text can entered and the email sent.

The system works well but is totally dependent on the user details being up to date.

Newsletter items

News items have historically been submitted to the newsletter team by various means including email. From March 2017 this address should be used:

maghullandlydiateu3newsletter@gmail.com

Anyone can submit content by email to this account and there are 'x' folk (notified) with access to the email account who can read/edit for publishing.

Users wishing to have 'editor status' for this email address should ask for it.

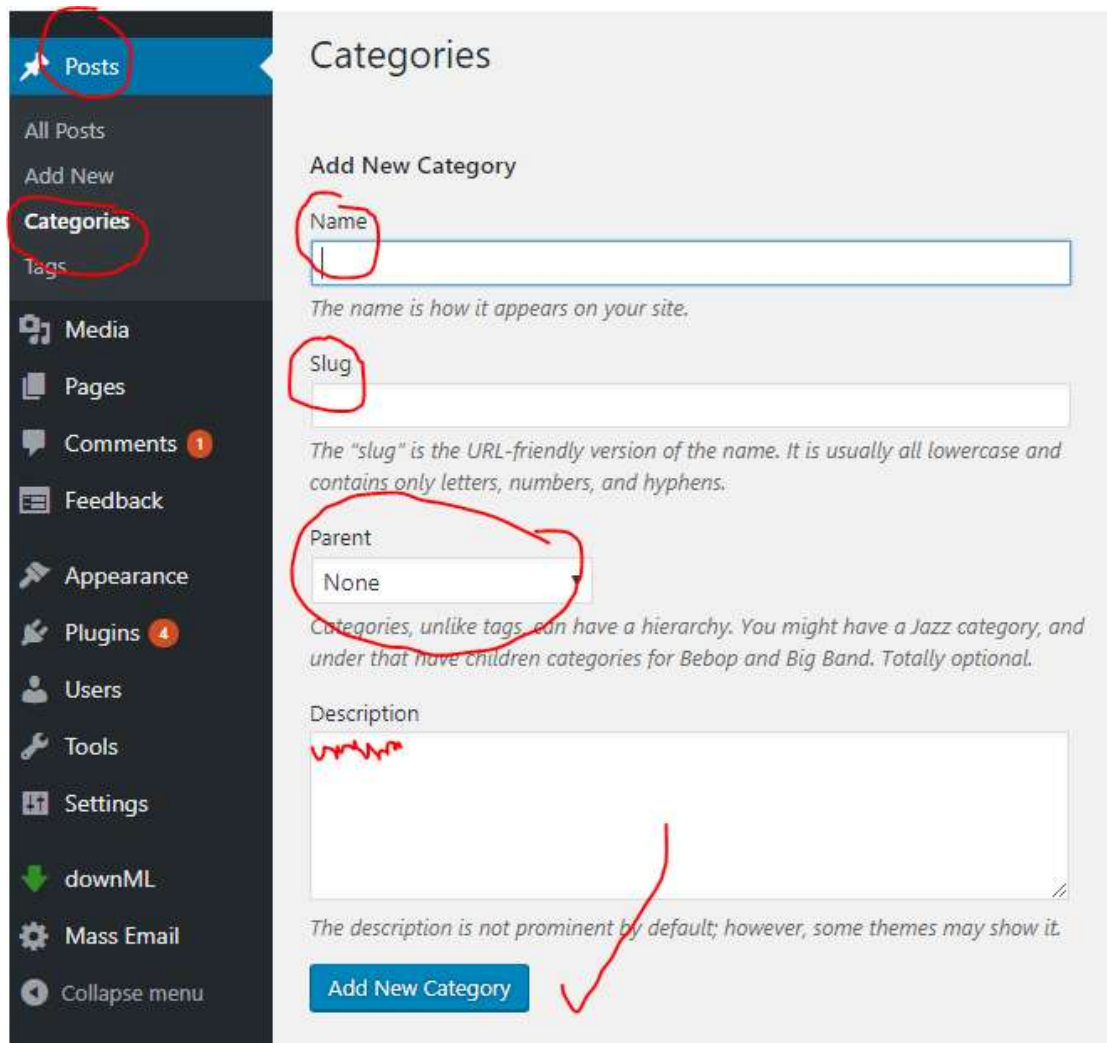
Adding a new Group to the site

Groups are known as Categories and the first thing to do is generate a new Category, in our case this usually means a new Group Activity.

Click on Posts - Categories and edit the page accordingly.

Choose the Name carefully as it is the title that will be used forever !

Edit the boxes and save by clicking 'Add New '



The screenshot shows the WordPress 'Categories' management page. The left sidebar contains a menu with 'Posts' and 'Categories' circled in red. The main content area is titled 'Categories' and 'Add New Category'. It features several input fields: 'Name' (circled in red), 'Slug' (circled in red), 'Parent' (a dropdown menu with 'None' selected, circled in red), and 'Description' (containing red scribbles). Below the 'Description' field is a blue 'Add New Category' button. A large red checkmark is drawn over the bottom right of the form.

Categories

Add New Category

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent

None

Categories, unlike tags, can have a hierarchy. You might have a Jazz category, and under that have children categories for Bebop and Big Band. Totally optional.

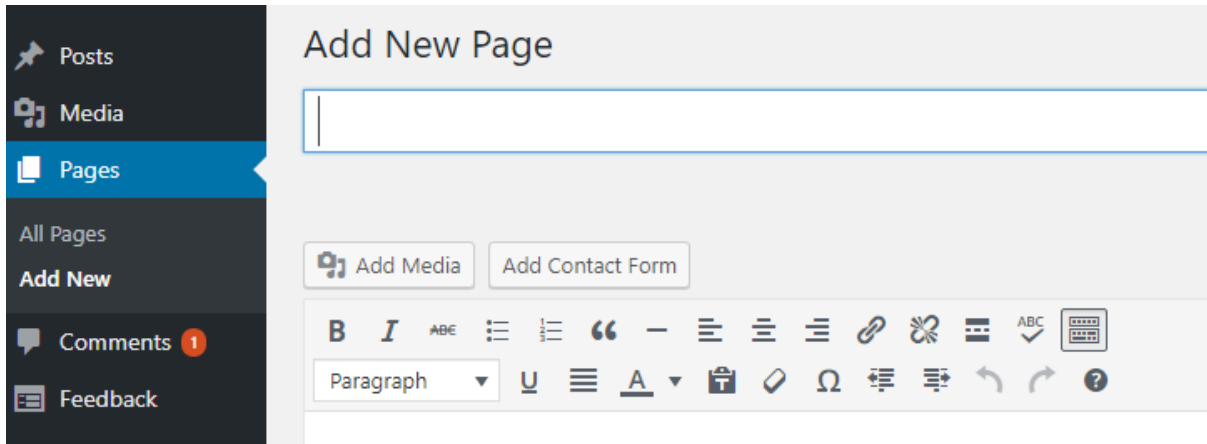
Description

The description is not prominent by default; however, some themes may show it.

Add New Category

Adding a Group Page

Now add a new Page to support a Group activity.



The title would usually be the Activity name and the Parent entry would be under the Group, which should now be listed in the 'drop down menu'.

As before the Page should be 'Saved as Draft', Previewed or Published.

Pages can also be added as 'stand alone' edits that appear on the Top Menu (no parent) or can be *children* of existing Pages. Set the 'attributes as required).

An entry should be made in the main menu Group Document which is a manually generated list of all the Groups within our U3A. Open the Group 'Page' and edit accordingly. Add a link to the entry linking to the the Group Page.

A main menu item Page called Categories also lists all the groups but in this case the links lead to the News for that group rather than the group Page. This page is auto updated when the first **news** item is added to a new Group (Category).

