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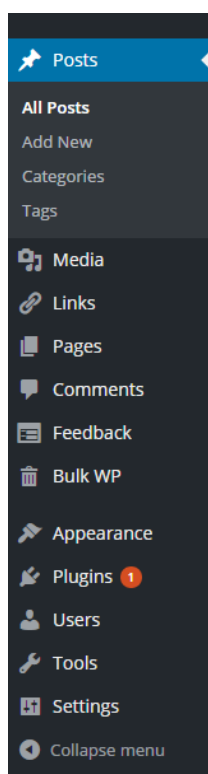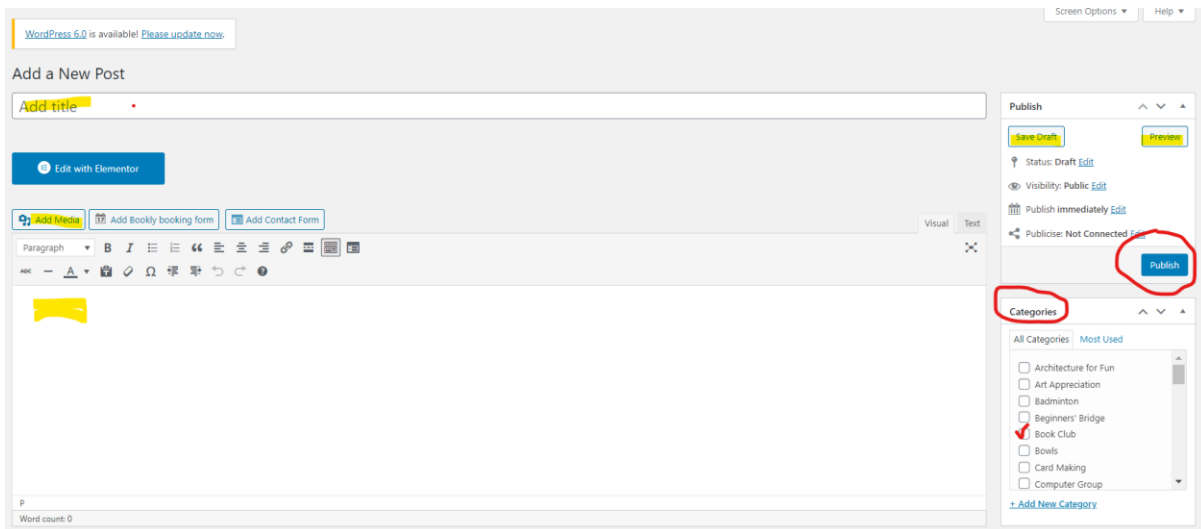
As an author you will be able to see the Menu bar on the left.

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.

- Add a title – something catchy?
- Add some text. Keep it concise, not verbose !
- Don't forget to tick the group in the Category section

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.

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

There are a couple of 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 'add media' area.

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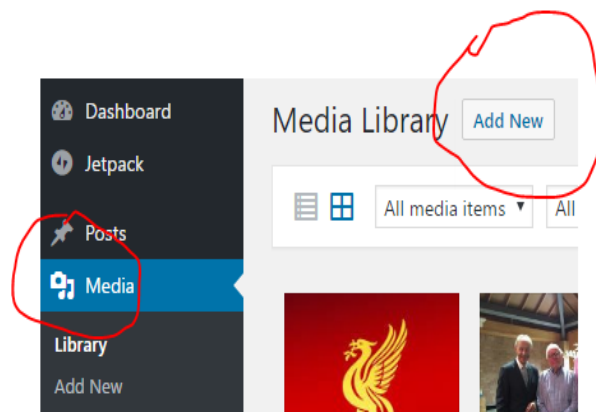
The following procedure is used to add media to a post.

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 PUBLISH

Slide shows

Word Press 'Jetpack' includes a media 'slide show' facility.

When 'create gallery' is clicked at stage 3 (above) a menu pops up at the right which allows gallery configuration.
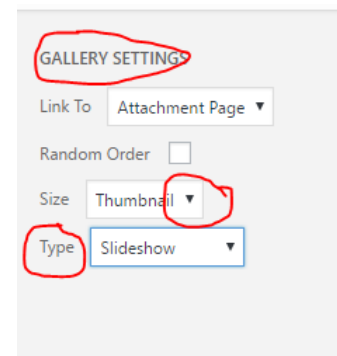
Dos and Don'ts

Do remember to tick the **category** box to apply 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 <mark>multiple</mark> 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.
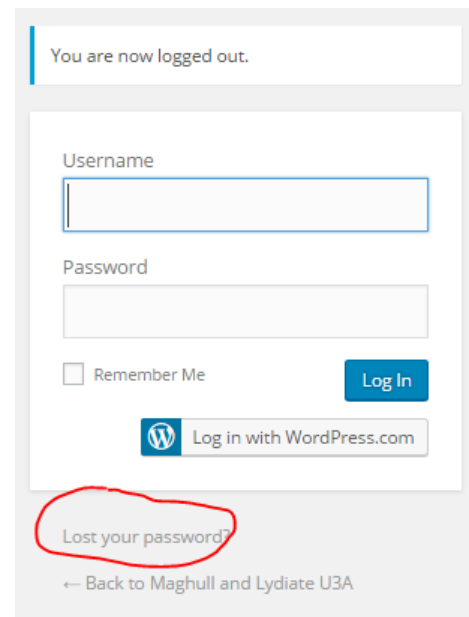
If you are not sure - DON'T.

If you need any help – ASK !

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.

Contact an Administrator for help.

You are now logged out.

Username

Password

Remember Me   Log In

Log in with WordPress.com

Lost your password?

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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.