

# Create and Maintain Posts and Pages

## *Change History*

Date	Version	Author	Change Summary
17/12/2011	0.1	Pat Macleod	Initial Draft

## *Introduction*

The purpose of this document is to describe how to create a new Post on the NGOC website, or update an existing Post or Page. It does not include the creation of new Pages, which is an Administrator responsibility.

The target audience for this document is Editors responsible for maintaining website content.

## *Overview*

Posts are used on the NGOC website to present news and other dynamic information which has a relatively short 'shelf life'. There are two main categories of Posts on the site: News Posts, which appear in the right hand sidebar of the site, under the Latest News heading, and Event Posts, which appear under the Next Events heading. A third category – Past Events – is used only to hold posts for events which have taken place. Past Event posts do not display on the website. In future there may be other categories of Posts, but at present only these two categories are used.

Any information which is relevant to NGOC club members and others visiting the website and which does not need to be included as permanent content on the website can be added as a News Post. Note that News Posts are designed to have a relatively short display life on the website, though exactly how long they will display will depend on how many news posts follow them. For items which do not warrant permanent addition to the website, but which should not simply be superseded by the next post or two, there is the Notice Board facility on the Welcome page. This is designed to display items which are temporary but need to be seen for a reasonable period of time.

The process for creating and maintaining Posts is identical, regardless of category; however, the two types are implemented slightly differently. News Posts can be created and published any time by any editor. When published they will appear at the top of the latest news list, and will display there until later posts push them off the bottom of the list. News Posts may therefore remain visible on the site for a day or for a month, or longer, dependent on what more recent News Posts are published. All News Posts are always listed, however, in date sequence (most recent first) on the News Page of the website.

Next Event Posts, on the other hand, are all created as a one time exercise when the season's fixture list is published. The reason for this is that they contain details copied from the fixtures page of the website, and the HTML for these details is a bit involved, so it is easier to create these as a one time exercise, rather than requiring editors to create them as the events become due. So, Next Event Posts do not need to be created; they will be published automatically by the fixtures update process, which is documented in the 'How to' Guide 'Maintain the Fixture List'. They do, however, need to be updated as details of a fixture become known. Typically updates will include adding details of the Forest entry point, and adding event specific details or a link to a flyer.

## Procedures

This guide describes the following maintenance procedures:

1. Create a News Post.
2. Update an existing Post or Page

If you feel you need to add a new page to the website, contact the administrators, who will discuss how and where to put the page in the overall website structure, and will set up the page for you. You will then be able to update it as required.

## Pre-requisites

1. Material for a new post. This may include documents, images or other media to be included in the post, as well as the text for the post. New media that is required for the Post, or for changes to existing content, should be uploaded to the website before starting the maintenance procedures. See the 'Add Media' How To guide for more information.
2. An Editor login.
3. If documentary material is to be uploaded to the website, an FTP user id and password. All editors will be provided with this by the webmaster. Note that the FTP and website Editor logins are different. A separate 'How To' guide is provided for adding media to the website.
4. Basic understanding of the website structure, and of HTML. Your understanding of HTML need be minimal – just enough to know how to copy and past HTML blocks between documents, or from a template to a Post, and how to ensure tags are closed.

## Create a News Post

This procedure describes how to create a new News Post.

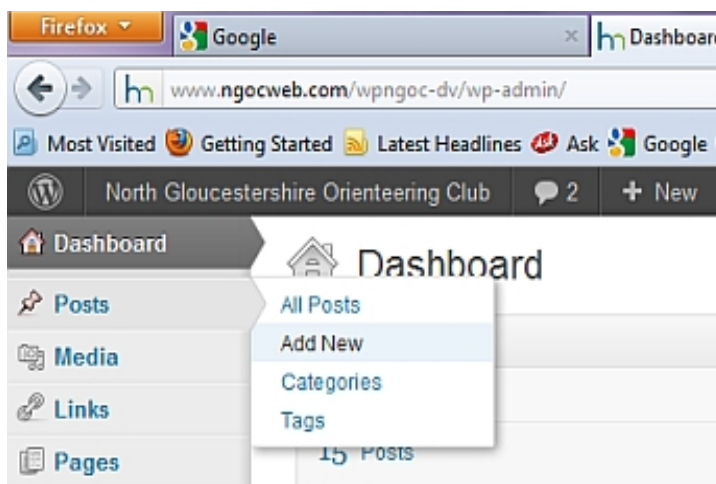
**IMPORTANT.** There is no moderation or approval process in operation for the website. What you write will be published directly to the live website when you hit Publish or Update. It is your responsibility to ensure that content you have added or updated conforms to our normal high standards of etiquette, propriety and of course technical accuracy.

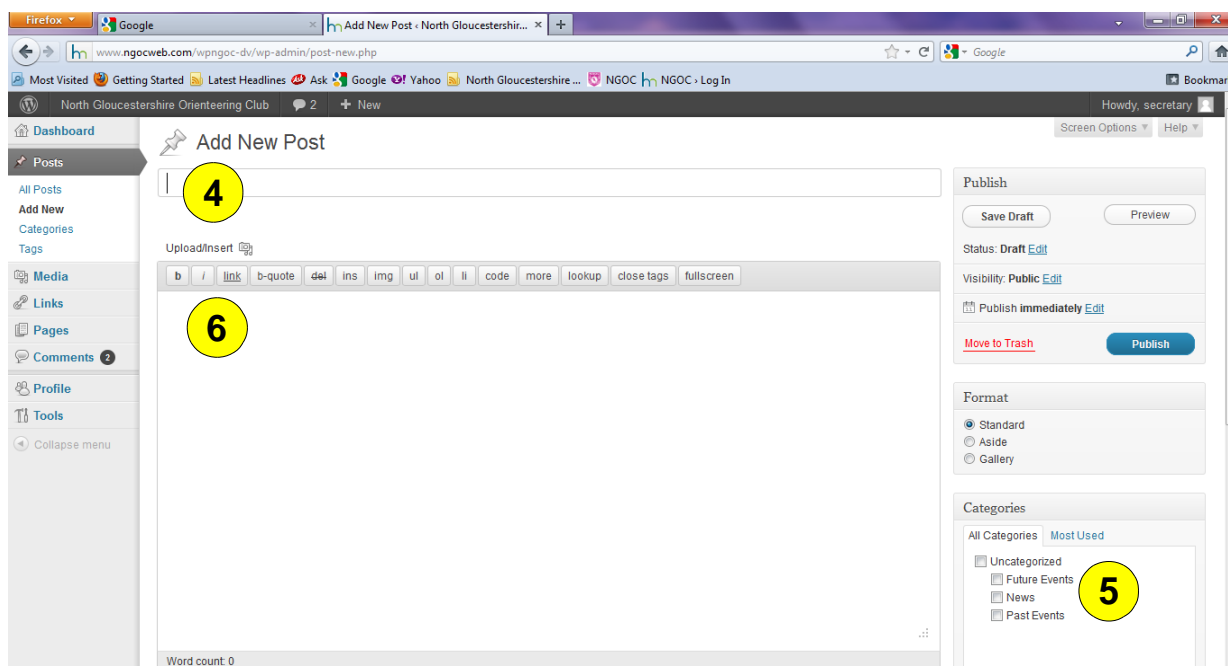
1. Log in to the website - <http://www.ngocweb.com/wpngoc-op/wp-login.php>

2. Hover over the Posts item in the left hand navigation bar and select the Add New option. If you are logged in but have navigated away from the Dashboard to the website itself, you can use the +New item in the Wordpress menu bar above the web page, as an alternative to the Dashboard.

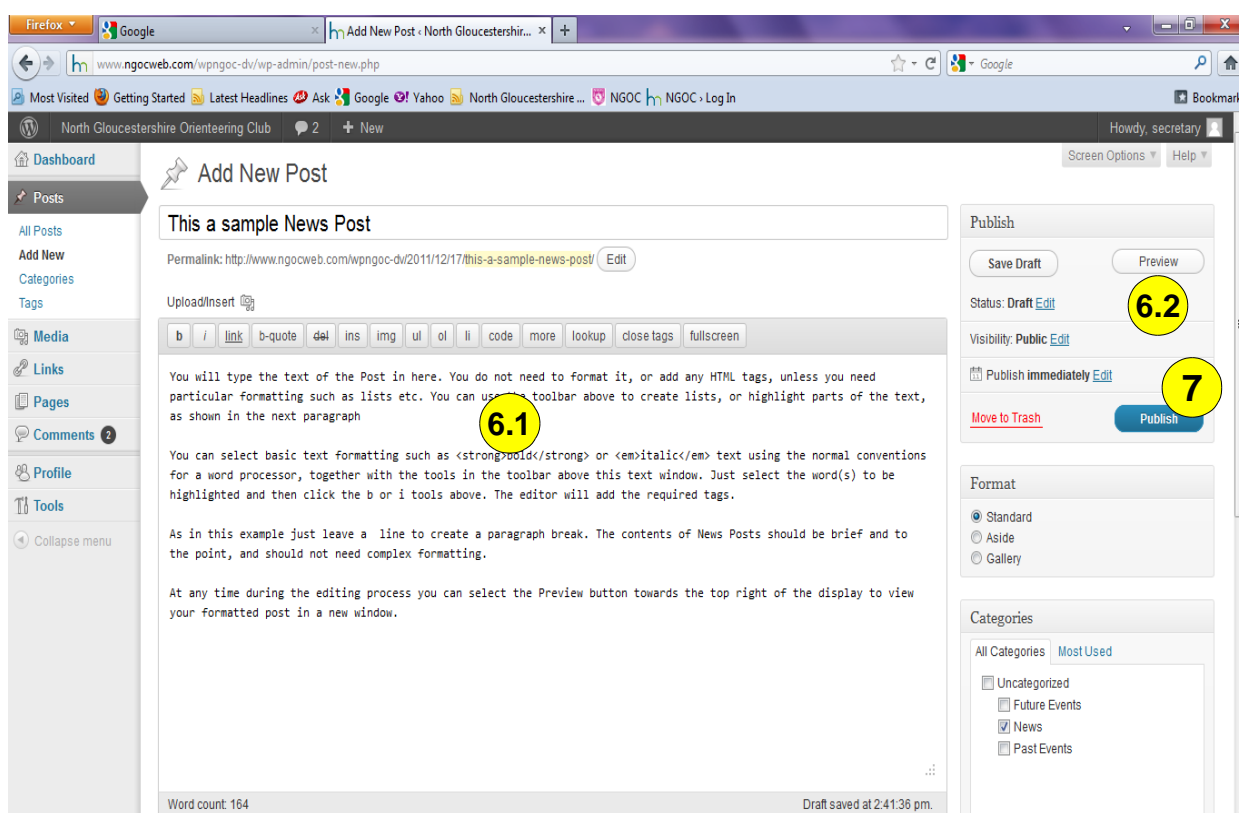
3. You will be presented with the New Post screen:

4. Enter a title for the Post. The title will appear on the website as the title of the Post in the Latest News list in the Right Hand Sidebar





5. In the Categories window towards the bottom right of the screen, select the News Category. Do not use the other categories for newly created Posts; they are used solely for existing Event Posts. If you do not select a Category the Post will be published as 'Uncategorised' and will not appear on the website.
6. Now enter the text for the Post. IMPORTANT: Note that the editor is a simple HTML text editor; it is not a WYSIWYG editor. WordPress does have a basic WYSIWYG editor but it tends to struggle with some of the HTML on the NGOC site, so it should be disabled for our Editors.



- 6.1. You do not need to format it, or add any HTML tags, unless you need particular formatting such as lists etc. Just leave a blank line to create a paragraph break. You can use the toolbar above the editor window to create lists, or highlight parts of the text. Use the normal conventions for a word processor, just selecting the text to be highlighted and then clicking the b(old) or i(talic) tools. The editor will add the required tags.
- 6.2. At any time during the editing process you can select the Preview button towards the top right of the display to view your formatted post in a new window.
7. If you have no links to add to the Post, and no documents or other media to upload, you have now completed the Post, and can Publish it. Do a final Preview of the whole Post, and then click the Publish button. If, on the other hand, you have media to add to the post, or links to other sources to be added, refer to the final procedure in this Guide – Adding links and media to pages and posts.
8. Finally, check that your post now appears at the top of the Latest News list in the sidebar of the website. If it does not, troubleshoot as follows:
  - 8.1. Go back to your Dashboard window, or select the All Posts option in the dashboard left hand navigation sidebar.
  - 8.2. Find your post in the list of Posts, of which there will be multiple pages
  - 8.3. Check that the Post is shown as Published in the Data column, and has the category News in the Category column. If both of these are correct, you will need to contact one of the site administrators to do further problem determination.
  - 8.4. If the Post is not shown as Published, or shows as a category other than News, you can go back and edit the Post to correct these conditions. Hover over the Post title and select the Edit option.



Post Title	Author	Category	Tags	Status	Date/Time
07/01/2012 Western Night League: Symonds Yat	pat-macleod	Future Events	No Tags	Scheduled	2011/12/17
This a sample News Post	secretary	News	No Tags	Published	4 mins ago

- 8.5. Check the Post Category and select the News category if not already selected. Then select Publish again. The Post should be published correctly.

## Update an existing Page or Post

This procedure describes how to make changes to an existing Page or Post.

**IMPORTANT.** There is no moderation or approval process in operation for the website. What you write will be published directly to the live website when you hit Publish or Update. It is your responsibility to ensure that content you have added or updated conforms to our normal high standards of etiquette, propriety and of course technical accuracy.

1. Log in to the website - <http://www.ngocweb.com/wpngoc-op/wp-login.php> . The Dashboard will be displayed.
2. Locate the post to be updated. You can do this either by hovering over the Pages or Posts menu item in the left hand navigation sidebar, and selecting the All pages/All Posts option, in which case you will see a list of all posts or pages, or you can navigate to the post on the website and then click the Edit Post option on the Wordpress menu bar. If going via the All Posts list, find the page/post you need to edit, and hover over the title.

3. Select the Edit option, and the content will be presented in the HTML editor window. If, by chance (or rather, incorrect configuration of your user profile by the administrators), you see two tabs towards the top right of the editor window – HTML and Visual – **DO NOT click on the Visual tab**. This opens a very basic WYSIWYG editor, which will screw up the formatting of many of the NGOC website pages.
4. You can now make any changes required to the Post or Page. You can use the Preview button at any time to check your changes and the overall look of the page. If you need to add media or links, or change existing ones, refer to the next procedure in this guide. When satisfied, click the Update button and your changes will be published.
5. When you have completed all of your updates, log out of the website by hovering over the 'Howdy' greeting towards the top right of the window, and selecting the logout option. Before doing so you may want to open a new window and go to the website to check that all your changes have taken effect.
6. You have now completed your updates.

## ***Add Media and Links to a Page or Post***

This procedure describes how to add links and media to Posts and Pages. It also covers updates to existing links and media items.

It assumes that all external objects such as documents, images and other media have all been previously uploaded to the website server, and are available for use. The 'Add Media' How To guide describes how to upload media, and where to store it for use on the website. Although WordPress provides some facilities to upload media as part of the editing process, it is strongly recommended that you upload everything you need for an update before starting the page or Post creation or maintenance process. The in-line tools are limited and can cause more trouble than they are worth if used as part of the edit process.

In this procedure, a new Post will be created to describe some proposed new options for an NGOC logo. This is a purely fictitious requirement with no grounding in reality.....it is used here for illustration only.

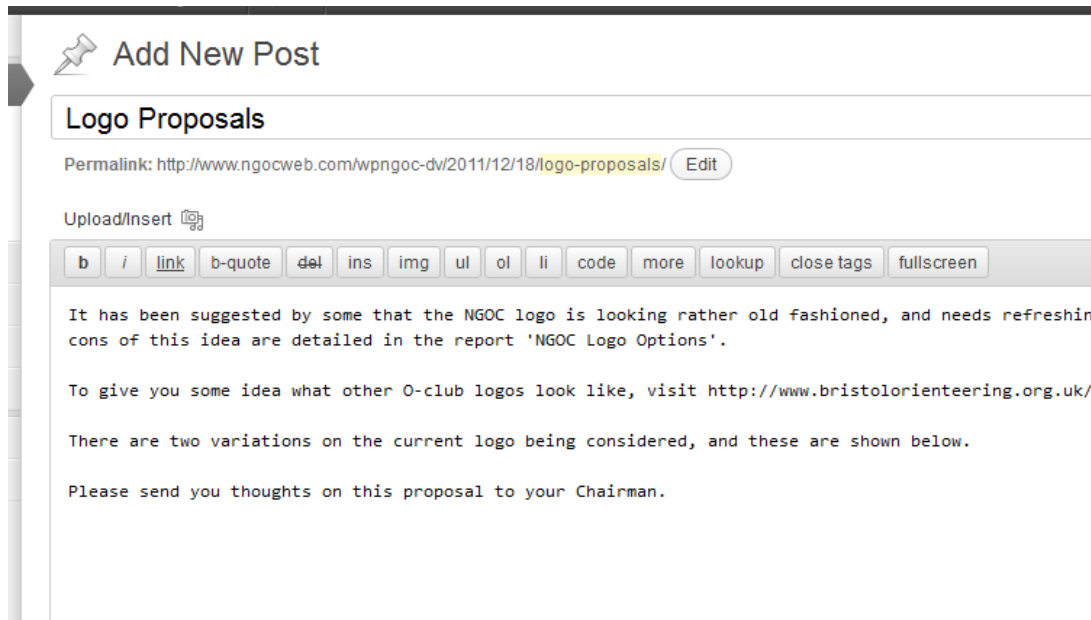
The requirement is to create a Post which shows a couple of options for new logos, and which links to other pages on the NGOC site, as well as to external pages. Apart from the text for the post, we therefore need:

1. Images of the new logo options loaded up to the WordPress Media Library
2. A document providing the rationale for the change, uploaded to the Document Library
3. Links to existing pages. These can be found during the editing process – no preliminary action is required for these.

For this procedure these objects have been uploaded to the Document and media Libraries prior to starting the Post create process.

1. Login to the website and from the Dashboard select the option to add a new Post. You will be presented with the new Post window.
2. Add the title for the Post, and then tick the News Category towards the bottom right of the window. You can now enter the text for the Post, which is as shown below
  - 2.1. We need to add a link to the Report title 'NGOC Logo Options' – to open this document when the link is clicked;

- 2.2. We need to add a link to the BOK address to take users to the BOK website, by opening a new window;
- 2.3. We need to add the two images showing the logo options; and
- 2.4. we need to add a 'mail to' link to enable users to email the Chairman with their comments.

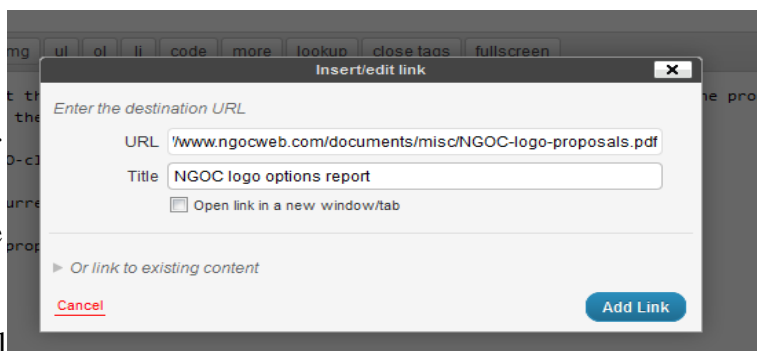


### 3. Link to an external document.

- 3.1. The name of the document in this case is NGOC Logo Options; this has already been copied via FTP to the Document library, and placed in the misc sub-folder.

- 3.2. Highlight the text that will form the link to the document, and then click the Link tool in the toolbar above the editor window.

- 3.3. Now enter the URL for the document. Because the report is stored outside the WordPress system you will



need to type in the full path to the report. For most documents this will be as follows:

`http://www.ngocweb.com/documents/<sub-folder>/<document name>`

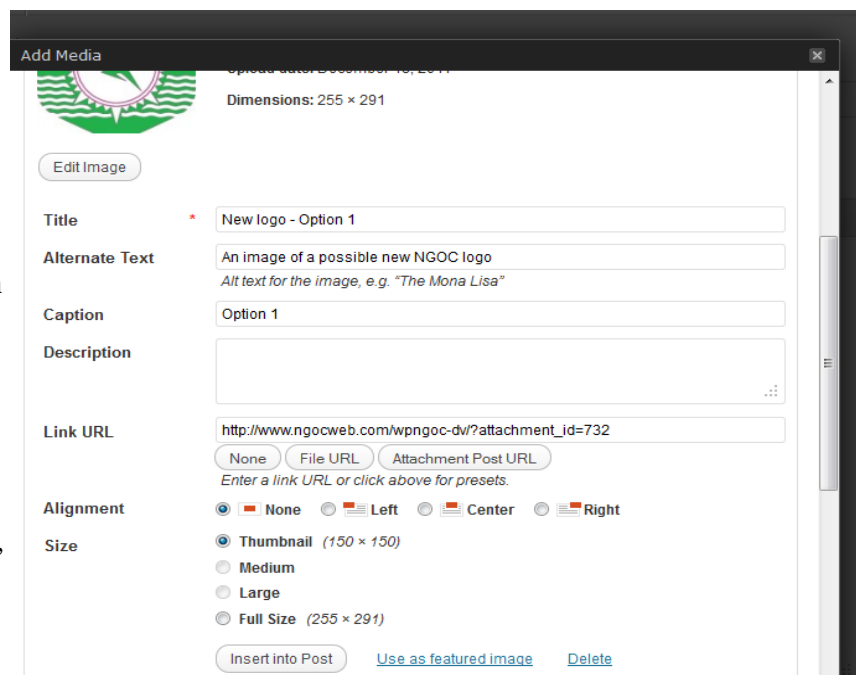
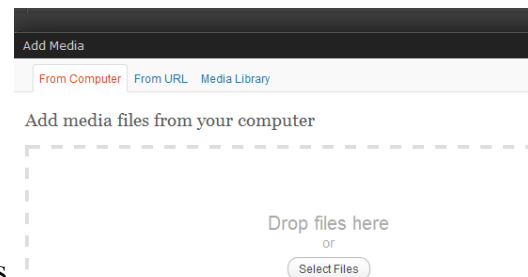
where sub-folder is one of clubmark|committee|events|misc|website.

If you are using this procedure to link to Legend, or Results, replace `/documents/` with `/legend/` or `/results/` respectively.

If you are unsure of the exact address of the target document, the easiest way to find it is to use the FileZilla FTP tool to view the website document library folder structure, and to take note of the detailed address of any media to which you wish to create a link.

- 3.4. Now click Add link. You should now be able to preview your changes to check that the syntax is correct and the right document is displayed.

4. Add a link to an external site. In this case the external site will be opened in a new window, and the post needs to indicate to users that this will be the case. In general the convention used on the NGOC site is that links to other pages or posts within the site open in the same window, but external sites are opened in a new tab.
  - 4.1. As in item 3 above, highlight the text which will form the link. In this example, the highlighted text is also the URL of the link, so you can copy it for use in the next step. If the highlighted text is not a valid URL you need to find out what the target URL is before proceeding to the next step.
  - 4.2. Click the Link tool, and paste the BOK link into the URL box(or enter your URL). Add a meaningful title, and this time click the box to open the link in a new window.
  - 4.3. Now click Add link, and once again you can preview your changes.
5. Add an image to the Post. We now need to add links to the two logo images.
  - 5.1. Position the cursor where you wish to insert the first image, and then click the add image button above the left end of the toolbar.
  - 5.2. Click the Media Library tab at the top of the pop-up window. The Media library list will appear
  - 5.3. Find the object you wish to insert and click its Show button. You will see the detail pop-up for the object...
  - 5.4. Most of the detail can be left as is, but you may wish to position the image on the page using the alignment options, and to insert a smaller than full size image. In this case no alignment is selected but a thumbnail size image will be shown. When ready, click the Insert into Post button. Now preview the post once more. If you are not happy with the size or positioning of the image, you could either delete all of the inserted HTML and try again, or you could try editing the html already there. Note that the insert is a fairly substantial one, but some attribution is fairly obvious, so you may be able to tweak what WordPress has generated without deleting it and starting again.
  - 5.5. Once happy with the first image, you can add any more that might be needed. In this case the second logo is added to the right of the first one. Having previewed both





images, I reduced the size of each, and positioned one left aligned and the other right aligned. The limitations of the tools are illustrated by the fact that I wasn't able to position the last sentence below the images – it appeared between them – but this is sufficient for demonstration purposes.

6. Finally, we need to add a link which enables the visitor to email the club chairman with comments. This needs to be done manually – there is no tool provided to a mail link.
  - 6.1. In the editor window, type the following text immediately before and after the word chairman, which forms the visible link:  
`<a href="mailto:chairman@ngoc.org.uk">Chairman</a>`
  - 6.2. Once again preview your post. If you now click on the Chairman link you should be presented with a mail window addressed to [chairman@ngoc.org.uk](mailto:chairman@ngoc.org.uk).
7. Your post is now complete and can be published. Once you have published it, go to any page on the website and you should see this post as the latest news item.