

Kirtlington Village Website Instructions For Authors

<http://www.kirtlingtonvillage.co.uk>

As an Author you will be given a username and password. This will give you access to your own website page and allow you to make changes and add content. The aim is to ensure the Village website stays fresh and interesting.

Login

Either visit the website and look for the 'Log In' link at the very bottom right of each page, or go to <http://www.kirtlingtonvillage.co.uk/wp-admin>. You will only be given access to those pages you are responsible for, plus the Village calendar.

What you will see on login – The 'Dashboard'

The screenshot shows the WordPress dashboard for the Kirtlington website. At the top, there is a notification for WordPress 3.3. The dashboard is divided into several sections:

- Right Now:** A summary of site statistics: 1 Post, 13 Pages, 4 Categories, and 1 Tag. It also shows comment status: 0 Comments, 0 Approved, 0 Pending, and 0 Spam.
- QuickPress:** A form for creating a new post, including fields for Title, Content, and Tags, with buttons for Save Draft, Reset, and Publish.
- Recent Comments:** A section indicating there are no comments yet.
- Recent Drafts:** A section indicating there are no drafts at the moment.
- WordPress Blog:** A section with a link to the WordPress 3.3 "Sonny" release news.

What Does This Mean?

This diagram maps the items in the left-hand sidebar of the WordPress dashboard to their respective functions:

- Posts:** Create, Edit and Manage Posts
- Media:** Manage Media
- Links:** Manage Links – mostly used if you're managing a directory or similar
- Pages:** Create, Edit and Manage static Pages
- Comments:** Moderate, Manage and Delete Comments
- My Calendar:** Add events to main & Sub pages
- Profile:** Manage Profile Details, reset passwords
- Tools:** Tools to assist in jobs such as exporting content
- Booking:** Booking Calendar for Village Hall. Bookings subject to admin approval

Is It Difficult?

No. Whilst there are lots of headings, the only ones that you need to gain access to are 'Pages'. Here you can select a page and add the content. This is rather like using 'word', though there are a number of icons which will help set the page out if you want to use them. These are;


Select the Page or Post You Want to Edit;

You will see the following. The page is split into two

- The blank area for adding text, photos etc
- The editing tools, known as the 'visual Editor'. There is more information about the visual editor and a key for the icons in the appendices attached.

The screenshot shows the WordPress 'Edit Page' interface. On the left is a sidebar menu with options like Dashboard, Posts, Media, Links, Pages, All Pages, Comments, My Calendar, Genesis, Appearance, Plugins, Users, Restrictions, Roles, Tools, Settings, and Booking. The main content area is titled 'Edit Page' and shows the page title 'Badminton'. Below the title is a permalink field with 'Change Permalinks' and 'View Page' buttons. The visual editor toolbar is visible, featuring icons for bold, italic, text color, background color, link, unlink, list, quote, undo, redo, and help. The page content area is currently blank. On the right side, there are two panels: 'Publish' and 'Page Attributes'. The 'Publish' panel shows the status as 'Published', visibility as 'Public', and a date of 'Nov 8, 2011 @ 21:39'. The 'Page Attributes' panel shows the parent as 'Activities', the template as 'Default Template', and the order as '0'. At the bottom, there is a status bar with 'Path: p', 'Word count: 0', and 'Last edited by admin on November 15, 2011 at 11:57 am'.

Page Editing;

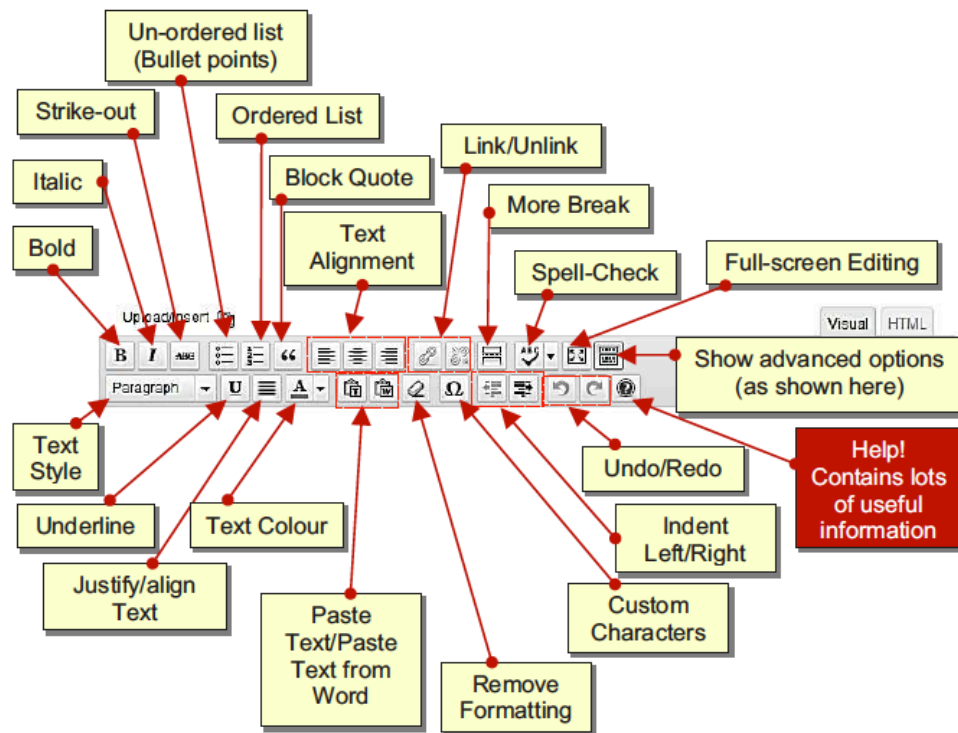
- There are two tabs top right of the visual editor. One says 'Visual' the other HTML. You should be in 'Visual'
- Simply add text and photographs (using the Media Icon outlined in the appendices)
- Once all text has been added, Press the  button and wait for the page to refresh
- Your changes should now be visible on the website.
- If you want to add a new page, please do so. You will need to contact Alex Charlesworth to add it to the main website. Email details below.

You Should Also Be Aware Of;

- **Booking Calendar** – Do not use this for the moment as it is experimental until the site goes live.
- **Calendar** – You can use this to add events particular to your society / event. This is self explanatory and by selecting the 'Event Category' it will appear on both your own pages and the main website front page.
- **Help!** – Please email Alex Charlesworth with any queries. I can send a more detailed instruction booklet, or login and help. Please be aware that it may take a few days to respond. admin@kirtlingtonvillage.co.uk

APPENDIX – What is the Visual Editor, and What Do the Icons Mean?

This is the Visual Editor;

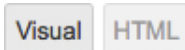


The visual editor used to enter content into your Page or Post is very easy to use. It's much like using a regular word processor, with toolbar buttons that allow you to Bold (**B**) or Italicize (*I*) text or enter in Headings (**Paragraph**) or bullet points (•). You can even use most of the basic keyboard shortcuts used in other text editors. For example: Shift+Enter inserts a line break, Ctrl+C/Cmd+C = copy, Ctrl+X/Cmd+X = cut, Ctrl+Z/Cmd+Z = undo, Ctrl+Y/Cmd+Y = redo, Ctrl+A/Cmd+A = select all, etc. (use the Ctrl key on a PC or the Cmd key on a Mac).

At the top of the editor there are two tabs, Visual & HTML (**Visual** **HTML**). These switch the editor view between the Visual editor and the HTML editor. The HTML view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended.



When creating a new Page or Post, the first thing to do is enter in your title in the top entry field where it says Enter title here. Please be aware that new Pages will not appear on the main website until authorised by Admin. Please create your page and publish it, then email Admin. It is simply a case of adding the page to the menu, but this needs to be done by the backroom.

At the top of the editor where your content is written, there are numerous formatting buttons. Clicking the Show/Hide Kitchen Sink button (the last button with the small boxes) will show or hide a second line of formatting buttons which gives you extra functionality. The editor buttons perform the following functions:



Visual/HTML – Switches the editor view between the Visual Editor and the HTML editor. The HTML view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended.



Add Media – Used to upload and insert media such as images, audio, video or documents. Adding media is self explanatory and instructions will appear. Images can be manipulated by clicking on the image. Two icons appear. Clicking the left icon () allows you to edit the image properties. Clicking the right icon () will delete the image.



Bold – Bold text



Italic – Italicise text



Strikethrough – Add a strikethrough to your text



Unordered List – Create an unordered (bullet point) list



Ordered List – Create an Ordered (numbered) list



Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using



Align Left – Align text to the left



Align Center – Align text in the center of the page



Align Right – Align text to the right



Insert/edit link – Used to create an html link to another page or website. The text that you want to link needs to be highlighted first before the button will become active



Unlink – Remove the html link from the selected link. Your cursor must be sitting on an active link for the button to be active



Insert More tag – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a "Read more..." link to continue reading the rest of the article. When you insert a "More" tag into your Post, everything prior to the tag is considered as this excerpt. Most times you'd only use this button when you're creating a blog Post, rather than a Page



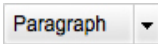
Toggle Spellchecker – Used to toggle the spellchecker on and off. You can also select between a range of different languages



Toggle fullscreen mode – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the Exit fullscreen link at the top of the screen will reduce it back to its original size



Show/Hide Kitchen Sink – Used to show or hide the second row of formatting buttons on the editor toolbar



Style – Used to format the Page text based on the styles used by the current Theme



Underline – Underline your text



Align Full – Align text on both the left and right (ie. justify)



Select text color – Use to change the color of text



Paste as Plain Text – Copying & pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the html tags or codes that formatted the original text are pasted along with the text itself. To avoid this, Paste as Plain Text will strip all these formatting and html tags. Checking the keep linebreaks checkbox will preserve all HTML
 tags. Unchecking this option will remove them



Paste from Word – Pasting text from MS Word typically includes a huge amount of extra unrequired HTML tags which usually leaves the text formatted incorrectly. Using the Paste from Word option will remove these additional tags and clean up the HTML



Remove formatting – Use this to remove all the formatting (eg. Bold, Underline, text color etc..) from the highlighted text



Insert custom character – Used to insert special characters not easily accessible via the keyboard (eg. ¼, ½, ¾, ©, €, ö etc..)



Outdent – Removes one level of indenting



Indent – Indents text by one level



Undo – Undo your last action



Redo – Redo your last action