

WordPress User Guide

WordPress provides HCC’s clients with an easy-to-use content management system for keeping their websites up to date. This is a key component of our flexible, cost-effective website solutions.

The WordPress user interface is easy to learn. HCC’s web developer will train designated site administrators in the most frequently used site maintenance functions. We developed this tip sheet to provide handy reference as you independently manage your website.

Questions? Confused? Considering major changes?

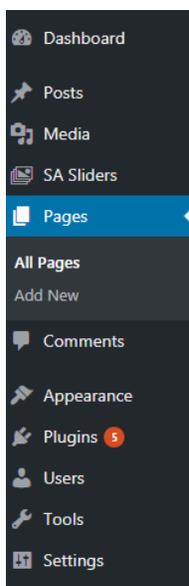
We’re always here to help answer your questions about how to make the most of your website. Please don’t hesitate to contact us.

ACCESSING THE CONTENT MANAGEMENT SYSTEM

Log in to the back end of your site at

Login:

Password:



On the left side of the page, you’ll see a black vertical column. This is the “Dashboard” menu where you will make all site changes.

Instructions in this tip sheet refer to two of the Dashboard menu items:

- Pages
- Appearance

EDITING A PAGE

In the Dashboard menu, click on “Pages,” and you’ll see every page of the site listed.



Hover the cursor over the title of the page you want to edit; you’ll see 4 options appear below the page title. Click “Edit.”

An editable version of the page will appear.

- The page title appears at the top
- The page content appears in a box. At the top of the content box are familiar icons you can use to edit your page.



If you are pasting in text from a Word document or other source, you need to paste it in as plain text or it can cause problems with the page’s formatting. To paste in as plain text:

- If you don’t see two rows of icons at the top of the content box, click the “Toolbar toggle” icon (second from the farthest right in the top row of icons). The toggle icon looks like this:

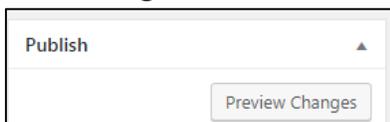


- After copying the text you want to paste in, click the “Paste as text” icon with the “T” on it in the bottom row, then paste your text in. The icon looks like this:



The main body text is automatically assigned the “Paragraph” style, which is the name of the style for regular text.

View changes

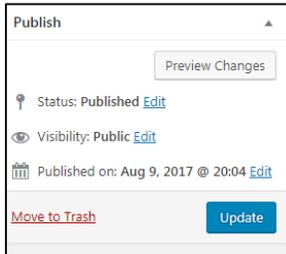


After you make your edits, you can “Preview changes” using the grey button in the upper right of the page.



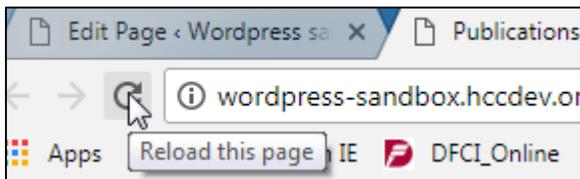
To make further edits, select “Edit page” at the stop of the screen.

Save and upload changes



Click the blue “Update” button on the right side of the page to save and upload the changes.

If you leave the page without clicking “Update,” your changes will be lost.



You may need to refresh the page to see the changes.



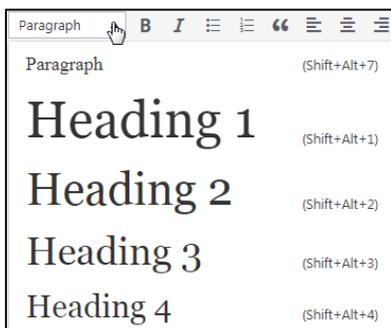
To return to the regular view of the site, click on the “HOME” icon in the top left of the page.

You can return to the editing dashboard by hovering over the same icon and clicking on “Dashboard” that appears in the dropdown menu.

MORE PAGE EDITS

Adding a subhead

Type in the text you want as a sub-head as its own paragraph, hit “Enter/Return” so there’s a line break, and highlight the text.



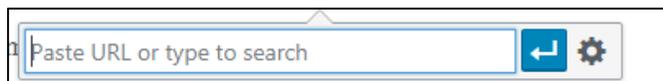
Click the down arrow in the box that says “Paragraph” in the icon bar. These are options for applying pre-formatted styles.

“Heading 1” is always reserved for a page title. Select “Heading 2” for a regular, first-level sub-head. If you need additional sub-headings underneath an H2 heading, use the next one (H2 is your first sub-head, H3 is the subhead after that, etc.).

REMINDER: If you leave the page without clicking “Update,” your changes will be lost.

Link to another page on your website

To create an internal link (link to another page on your site), highlight the text you want linked and click on the chain icon in the top row of icons above the page content.



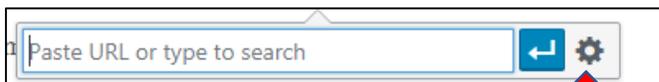
In the box that pops up, you can either paste or type in the URL for the link or start to type the page title you want to link to

and a box will pop up with all the possible pages. After you type in the URL or click on the page you want to link to, click the arrow in the blue box to “Apply” the link. You can also click on the gear icon to the right of the blue arrow, which will show you a list of pages you can pick from, then click the blue “Update” button.

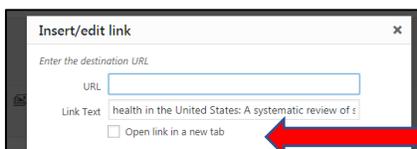
REMINDER: If you leave the page without clicking “Update,” your changes will be lost.

Linking to a different website

To create an external link (link to a different website), highlight the text you want linked and click on the chain icon in the top row of icons above the page content. (See screenshot above.)



In the box that pops up, paste or type in the URL for the link, then click on the gear icon for “Link options.”



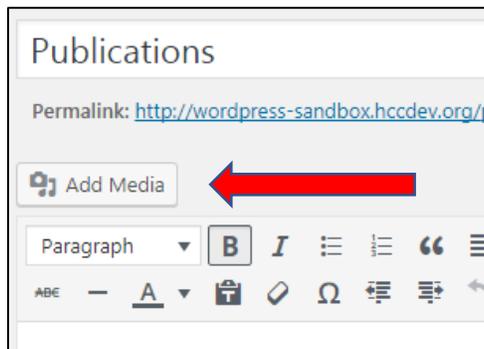
In the box that appears, click “Open link in a new tab,” then click the blue “Add link” button at the bottom of the box.

REMINDER: If you leave the page without clicking “Update,” your changes will be lost.

Add photos/graphics to a page

In the Dashboard menu, click on “Pages,” hover the cursor over the title of the page you want to edit, and click “Edit.”

Click the cursor in front of the text where you want the image to appear.



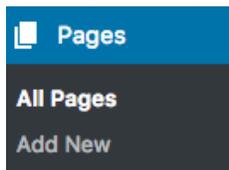
Click the “Add media” button toward the top of the page. This will open the “media library” where you can choose an image that’s already been uploaded, or upload a new image.

If the image is already uploaded: In the “media library,” click on the image to select it, then click the blue “Insert into page” button on the bottom right of the page. The image will be placed on the page.

If the image needs to be uploaded, click the “Upload files” link at the top of the page. You can drag and drop the image anywhere on the page to upload it, or click the “Select files” button to navigate to the image’s location. After you navigate to the image, click “Open” and the image will be uploaded into the media library. Then follow the steps above for adding an image that is already uploaded.

ADDING NEW PAGES AND MAKING MENU CHANGES

Adding a new page

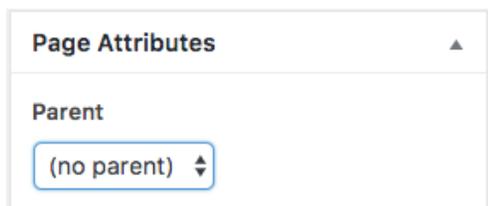


In the Dashboard menu, hover over or click on the “Pages” menu, and you’ll see the option to “Add new.”

Clicking “Add new” will bring up a new page to populate. You’ll need to add a page title in the box indicated and content for the page.

You’ll also need to decide where the page fits in the site’s hierarchy—if it’s a sub-page of another page and if you want it to be on the main (top) navigation menu or on a sub-navigation menu.

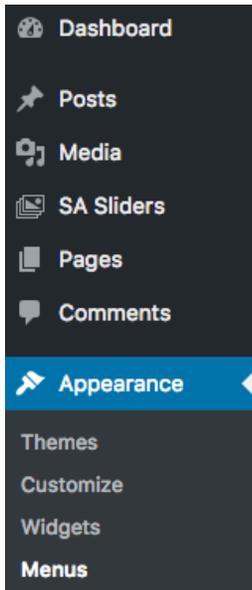
If the new page is a sub-page of an existing page and needs to appear in a sub-navigation menu, while still in the editable version of the page, click on “Page attributes” on the right of



the page. Then click on the arrows below “Parent” to select which page the new page will fall under. Finally, complete the steps in the section below, “Adding a page as a menu item.” Before you leave the page, use the buttons on the right of the page to “Publish,” “Save draft,” or “Preview” the new page.

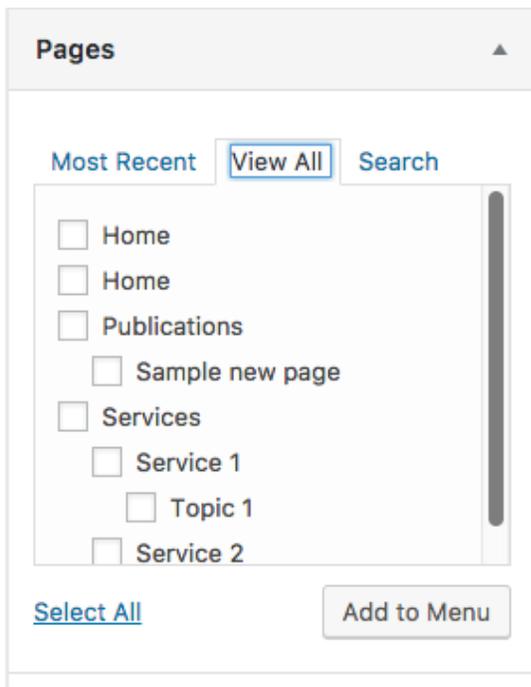
If the page will not be a sub-page of any other page, you don’t need to make any changes [i.e., the “Parent” selection should be left to the default “(no parent)”]. Before you leave the page, use the buttons on the right of the page to “Publish,” “Save draft,” or “Preview” the new page.

Adding a page as a menu item



If you want a new page to appear as a menu item, in the “Dashboard” menu, click on “Appearance,” then “Menus.”

Then, in the “Pages” section of the page, select “View all” to display all of the site’s pages. Click the box next to the page you need to add as a menu item, then click the “Add to menu” button.



Next, in the “Menu structure” section of the page, you’ll see all the pages of your site that

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right of the item to

The screenshot shows a list of menu items in a 'Menu Structure' section. Each item is in a box with a label on the left and a dropdown menu on the right. The items are: 'Home' (Page), 'Services' (Page), 'Service 1 sub item' (Page), 'Topic 1 sub item' (Page), 'Service 2 sub item' (Page), 'Staff' (Category), 'Publications' (Page), and 'News' (Category). The 'Service 1 sub item' and 'Topic 1 sub item' are indented to the right, indicating they are sub-items.

appear on a menu, and their order and structure. The page you just added as a menu item should appear at the bottom of the menu list.

To change where it appears and/or to make it a sub-navigation menu item, just click on the page’s box and drag it to the place you want it. If it’s a sub-page, drag it slightly to the right to indent it and to indicate it’s a sub-page (or further to the right for a sub-sub-page below an existing sub-page).

When you are finished, click the blue “Save menu” button on the right of the page, or your menu changes won’t be applied/saved.

Changing menu order

In the “Dashboard” menu, click on “Appearance,” then “Menus.” In the “Menu structure” section of the page (see previous screenshot), you’ll see all the pages of your site that appear on a menu, and their order and structure.

To change the order of menu items, in the “Menu structure” box, just click on the box of a page you want to move, and drag it to the place you want it.

To make a page a sub-navigation menu item of another page, drag it slightly to the right to indent it and to indicate it’s a sub-page (or further to the right for a sub-sub-page of an existing sub-page). You’ll also need to go into the editable version of the page and select the “Parent” of the page in the “Page attributes” box (see “Adding a new page” for screenshots and more detailed information).

When you are finished, click the blue “Save menu” button on the right of the page, or your menu changes won’t be applied/saved.

Changing menu names and removing a page as a menu item

In the “Dashboard” menu, click on “Appearance,” then “Menus.” In the “Menu structure” section of the page (see previous screenshot), you’ll see all the pages of your site that appear on a menu and their order and structure.

Menu Structure

Drag each item into the order you prefer. Click the arrow on the right

Home	Page ▼
Services	Page ▲
<p><i>Navigation Label</i></p> <input type="text" value="Services"/> <p>Move Up one Down one Under Home To the top</p> <p>Original: Services</p> <p>Remove Cancel</p>	

arrow to the right of the menu name you want to remove. Click the red link at the bottom of the box to “Remove” the menu item.

When you are finished, click the blue “Save menu” button on the right of the page, or your menu changes won’t be applied/saved.

Need to make a change not covered in this tip sheet?

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To change a menu name, in the “Menu structure” box, click on the arrow to the right of the menu name you want to change. You’ll see the menu name repeated in a box labeled “Navigation label,” which is editable and will allow you to make changes to the menu name.

When you are finished, click the blue “Save menu” button on the right of the page, or your menu changes won’t be applied/saved.

To remove a menu item, in the “Menu structure” box, click on the