THE IDIOT'S GUIDE ON HOW TO EDIT monarofolk.org.au (by the idiot who wrote it)

To Set Up Your Password Access

- Check your emails – there should be one from Wordpress with a login for you on the website.
- Go to the website and log in.
- Go to the right hand corner of page – click on your user name and you can then change your password to one you may remember.

To Edit Your Next Group Event on the <u>What's On</u> Page

- Click on the Menu item **What's On**

- At the top of the page there should a black band with an <**edit page**> command if you are logged in correctly.
- Click on it, and the page should reopen in **edit** format. You will now be able to make changes to the page.
- To **change the date** on your group's next event, type in the change
- Then **cut and repaste** the line down into the correct chronological spot (as you may have been doing on the old web site).
- Go to the top right corner of the page and click <**preview**> . This will then open a new window with the page as it will appear to the public.
- If it is correct, go back to the **previous edit tab** and click on <**update**> (do not use the Edit button at the bottom of the preview page)
- If not correct, make the necessary changes and **preview** again. Then update.
- For a final check go to the top of the page and click <**view page**>.

To Edit Your Group Page

- Go to the **menu** at the top of the page and click on **your group** page
- Go through the same process as above to change content there.
- **Formatting** etc: the line of formatting icons on the edit page has a toggle bar option – if you click this it will open a second row of formatting options. This row includes Undo command.

  Fonts: You cannot change fonts. To change font size there is a menu with options (Paragraph, Heading etc) – try these out to see which size you wish to use.

  Links: Highlight appropriate text, go to link command in formatting. This will open a box at your text. Paste in the url and then hit Apply command at right end of the box.

To Add an Image or PDF on Your Page

Click your cursor on the place on your page where you want to make the entry.

Click on **Add Media** button above formatting task bar. This will open the Media page. To insert a new file to the WP library, click Upload Files tab and follow prompts. This will add your image or pdf to the library.

To Insert an Image: click on it in the library then go to **Insert into page** button at lower right corner. This will take you back to your **Edit** page.

Click on your inserted image there and you can drag the size of the image to what you want. It will also have opened an **Alignment box** where you can select where you want the image to sit relative to text.

To Insert a Pdf: click on it in the library.   If you now click **Insert to page** button the pdf will be inserted on your page with the title of the pdf.

If you want the link to work from text, click on it in the library then go to Attachment details to right, copy the url. Return to your Edit page, highlight the text, go to Insert link command on task bar. This will open a box at the text. Paste the url and **Apply**.

A FEW POINTS TO REMEMBER

- You may like to go to your group page first and have a play around before you try changing things on the home page. That's called damage limitation……
- There is a 2Mb limit to uploads, so if you image is too large you will have to reduce it first.
- If you do not **Update** your edit page when you have finished, nothing will change. However, if you discover you have left the page by mistake before saving it (after an hour of work), don't panic as there is an autosave function which should appear at the top of the page when you reopen it to Edit. Hopefully ……….
- Equally if you totally stuffed up the page but haven't Updated it will return to its pristine condition before you threw stuff at it.

FINAL DISCLAIMER: I am not a website guru – I have worked out all the above through my suck it and see approach. You can do the same thing with some patience. There may also be easier ways of doing the above. If so, feel free to let us know.

Good luck! Geoff 2017