***monthly; log in to your wordpress dashboard and 'update' plugins which are showing prompts to do so.**

**TRNA WORDPRESS LOGIN AND EDITING INSTRUCTIONS; 10/17/18**

**(see end of this document for web developer-level site management items)**

**To Log in to TRNA Wordpress editing environment :**

Go to this web address: http://trna.org/wp-login.php

Log in with usernames/passwords provided separately.

Web page with downloadable wordpresss instruction manual and MesaMessenger header graphic, etc; Menu Link "Resources" to dropdown item "Member Downloads"

----------step by step tutorials start here----------

----After you log in to your TRNA Wordpress you'll come to a screen of the TRNA Home Page and a black menu bar across the top. Click the little speedometer upper right next to 'trna'.

---Then a **'Dashboard'** editing environment will open up.

(clicking 'trna' up there will toggle you back to a web page preview)

**EDITING WEB SITE PAGES:**

**Editing content of Homepage**: Go to 'Appearance/Customize/Homepage Settings. Scroll down to 'Content' Box. This is where you can input the content that shows on the top of Home. As usual, watch the code items enclosed in carats "<..>" To edit the 3 boxes in the lower section, see Home Widgets below.

**All other (normal) pages:** In dashboard view, click 'pages' on the left.

A list of the site's web pages will come up.

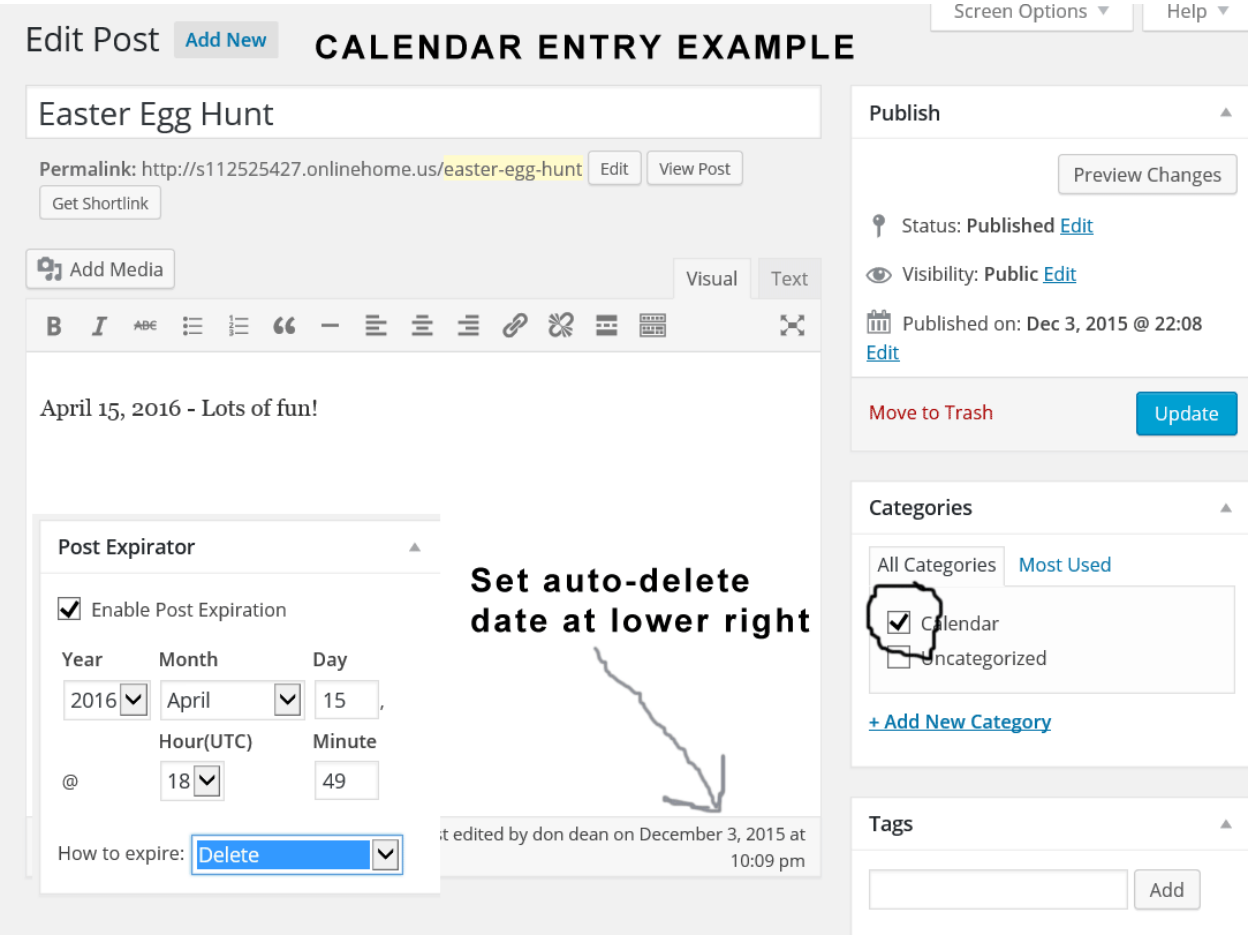
Click on the page name to edit.

A page editing screen will come up.

(MODES; Wordpress editing screens include two tabs on the upper right; **'Visual'** and **'Text'** – text mode is okay if you don't mind keeping clear from editing out the formatting code. "Visual" is better, but you may need to be careful not to select too much if replacing items. I like to sometimes type in the middle of existing text, and carefully deleting to the beginning and the end.)

-**Editing pages, cont'd** -- So edit the page, adding or subtracting text, images (via 'add media'). Also you can highlight text items and use the formatting buttons along the top ('b' for bold, 'u' for underline, etc)

**To Add a Calendar Post/Event:** On dashboard, select 'Posts'/Add New – this brings you to 'Edit Post' screen *see below on how to edit existing post



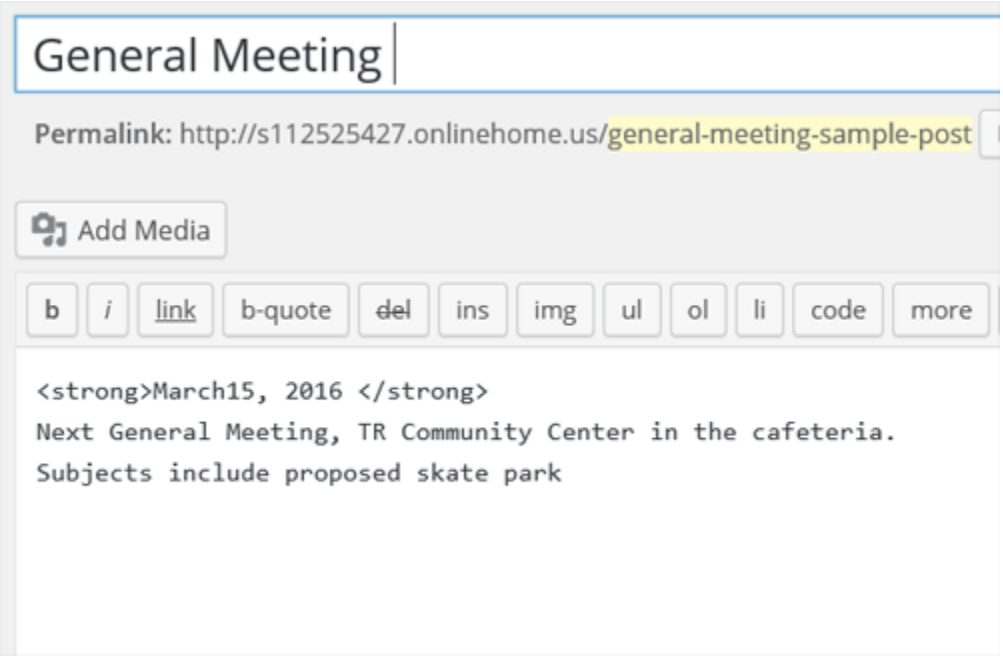
2018 – currently not using auto delete, in order to limit number of plugins and not really necessary.

On lower right, under 'Category' select 'Calendar'

General Format: (see above) Title of the event in the Header line, Date and description in Body Text.

Setting up auto expiration (delete) date on Calendar Posts; Scroll down to 'Post Expirator' box on lower right, plug in date you would like the calendar item to disappear. , and in 'how to expire' select 'delete'

**Another Sample Calendar Post:** ("Text" editing mode)




**Adding Photo to Calendar Posts**: Scroll down on right choose "Set Featured Image" – then drag and drop or navigate to the image on your hard drive.

Remember to click "Update" button on right to save the calendar post

**EDITING POSTS: Go to 'Posts' on left dashboard, select post name from list to edit

DELETING POSTS: Go to 'Posts', highlight name and click 'Trash'

**ADDING NEWSLETTERS TO THE 'RECENT NEWSLETTERS' PAGE:**

Save Newsletter as PDF on your hard disk somewhere.

Select 'Pages" from the left Dashboard panel.

Open 'Recent Newsletters' Page by clicking on the name

Select 'Visual' tab upper right of the editing area

Put your curson on the bottom of the edit area, below the other months. Type in the Month Name (e.g. Sep) into the 2015 Box on the next available line

Click the 'Add Media' button above left of the editing box

Click the 'Upload Files' tab in upper left

Drag the PDF from your hard drive location (Windows Explorer) – you'll see it added to the media library.

Over on the right, under "Attachment Details", **copy** the URL (highlight and **"command -C")**

Close the Media Library ('X' in upper right)

You'll be back on the 'Newsletter Archives' page, Highlight the 'Sep' you already typed in.

Click a little chain icon on top of editing box 'Insert/Edit Link'

In the popup box, put your cursor in the 'URL' box and paste the address you copied (Control-V)

Check the 'Open link in a new window/tab' checkbox

Click 'Add link'

Now click the ‘update’ box to save the changes to the ‘Newsletter Archives’ page

------END UPDATING NEWSLETTER PAGE

MOVING RECENT NEWSLETTERS TO ARCHIVES’ (semi-annually or annually)

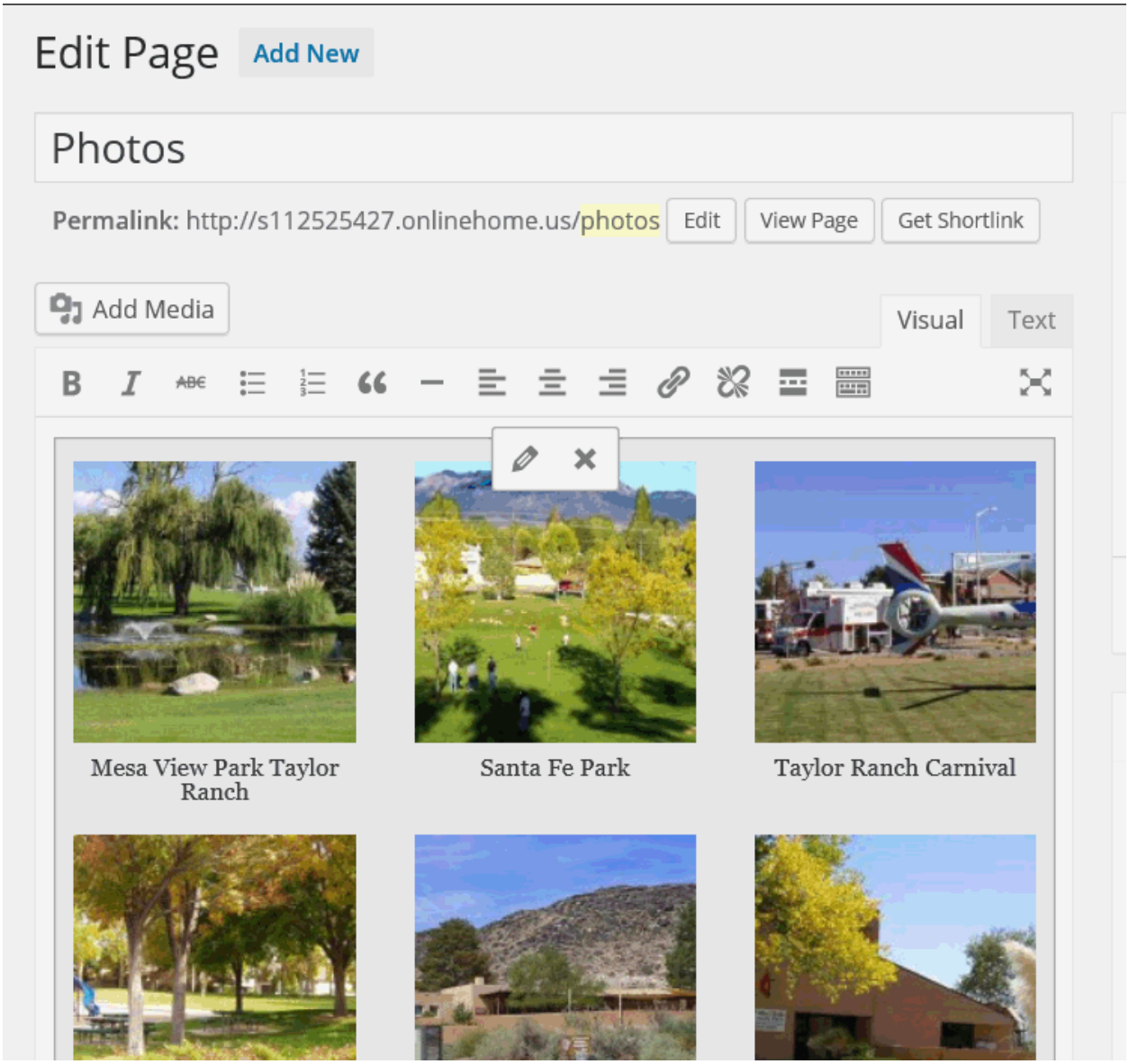
Essentially cutting and pasting, a google search on ‘html tables’ will make it clear, or call Don Dean. 505-440-1219

**ADDING PHOTOS TO THE “PHOTOS” GALLERY**

Select ‘Pages” from the left Dashboard panel.

Select the “Photos” page. It will open up with some code and list of image numbers (‘Text’ mode), or a grid of images (‘Visual’) mode.

Select the “Visual” editor tab on upper right (if its not already in that mode). You’ll see a grid of images. Click anywhere on this grid.




Click on the little pencil icon for ‘Edit’ (don’t click the X for remove)

**Add more images:** Click on the "Add to Gallery" link in the left hand sidebar. You’ll be taken to the **‘Media Lirbary’** of previously uploaded images. Add or select the images you want to include in your image gallery by choosing from either **"Upload Files"** (click this if it’s on your computer hard drive) or "Media Library" tabs.

- **Upload Files:** Upload the images you want to use from your computer by dragging them into the upload area from a Windows Explorer window or a Finder window on a Mac.
- 
- **Media Library:** Select from previously uploaded images in the media library by clicking on the ones you wish to add to the gallery. You will see a checkbox next to your selections.

You'll see the media gallery grid of images with your addition checked. –BEFORE YOU CLICK 'ADD TO GALLERY'…….

…..go to "ATTACHMENT DETAILS" ON THE RIGHT;

Put in your desired Caption to appear below the Photo. e.g. "Paseo De La Mesa Multi-use Trail" (skip "alt text" here if you don't want two captions)

Click on 'Add to Gallery' lower right

You'll be returmed to the 'Edit Gallery' page. Then either click 'Add to Gallery' to add more images, or 'Update Gallery' on lower right.

You're then returned to the 'Photos' Page editing screen. Click "Update" to save your additions – OR YOUR CHANGES WON'T BE SAVED

**note on Gallery image Captions; Filling out 'Title' field only will put the text on the popup only. Filling out 'Caption' in addition will put the text below the thumbnail.

For more on Wordpress Galleries:
https://codex.wordpress.org/The_WordPress_Gallery

**"Gallery Settings" on right side of the 'Edit Gallery' screen; leave at 3 columns, link to media file, size thumbnails

## INSERTING IMAGES INTO PAGES WITH TEXT;

Generally 300px; 1/3 page, 600px; 2/3 page. Zoomable via Foobox; 750-2000px wide

Including zoomable – Width of 500-1000px; works nicely. You can use them right off your phone, but Too large and you'll get a 'too large' message (2mb max).

Put your cursor in with the text on the 'Edit Page' screen. Generally with some text above and below it-maybe at the end of a paragraph. (Can be done in either 'Visual' or 'Text' tab)

Click the 'Add Media' button. You can then either select an image from the grid of the Media Library, or click 'Upload Files' and drag and drop the image from your hard drive.

**'ATTACHMENT DISPLAY OPTIONS'** (further down **on right** of 'Insert Media' page).

**Caption** will appear below image (optional) - may want to leave off of general site images.

**Alt Text** is mostly for search, good to have. Leave it off of Gallery images though, because it will display below Caption text.

**Description** not necessary.

**Alignment; 'Left'** or **'Right'** controls how it will appear with text on a page.

-'**Link To**'; 'None' is okay if you don't want a popup. click **'Media File'** if you want a shadowbox popup of a large image – e.g. the map on the 'About' page.

-'Size'; 'Medium – 300 x ###' is good most on-page images;

'Full' is okay if you've pre-sized it to fit nicely on a page – usually width of 200-600px (latter is 2/3 page width)

Then click 'Insert into page'

**Comments** – As a test I set up a **crime watch page** (passworded) using the default Wordpress Comment system. Administrator will be notified upon new post, and can approve/disapprove an entry via the 'Comments' dashboard item.

**Forum:** General discussion forum is in place. It is open to anybody without registering. This setting can be changed by going to Settings/Forums-to require people to register in order to post. There is a notification feature of new posts so it won't have to be watched. It is powered by the forum plugin 'BBPress'. To delete forum posts, go to 'Topics' on the dashboard menu, mouse over the topic, and click 'Trash'. Same with 'Replies' to delete a thread response.

**Widgets:** Special areas of the site; sidebars, and the three boxes across the bottom of "Home". Editing these is a bit like editing pages, but they are accessed differently—

On left dashboard menu bar, click **'Appearance'** then **'Widgets'**

There you can pick one of the five widgets that is now active on the site;

**Main sidebar** (at this point starting with 'Upcoming Events', then business supporters)

**Right sidebar** (at this point starting with 'Mesa Messenge, then neighborhood patrol etc)

**Home widget 1** (at this point showing 'Upcoming Events' from calendar)

**Home widget 2** (at this point showing facebook window)

**Home widget 3** (at this point 'Advertise with us' with a picture of the kid)

**EDITING WIDGETS;** Click on the widget you want to edit, and it will open downward with one or more **'Text Boxes'**. Click on these to get them to see or edit content. These can contain text, links, images (like the sponsor ad pictures)

Adding images to these; tricky; go to a page, put the cursor somewhere. E.g. the bottom, then go through the above steps to insert an image (add media etc), then highlight the resulting code, copy (ctrl-c) and delete, or cut (ctrl-x), close the page, go to the widget, and paste the code snippet (ctrl-v). Be sure you deleted temporary code snippet from the page you used. Images for widgets should be 300px wide or less, either beforehand or when you select 'image size' from the **Attachment Details** on the right side.

(2018-not using crimewatch)

**'Crime Watch'** Uses the normal Wordpress commenting system. It shows as a link on the main menu, and the **password is: trn@**

(We could make this the same password as the newsletter password)

-It is a listing of incidents or suspicious activity reportable by TRNA members.

-Once gaining access to the page, a member can view or add comments.

-The comment will get 'pending approval' status, and an email will be automatically sent to the adminstrator's email on record (currently it's Don Dean)

-Once a crime comment is approved, that user's subsequent reports will be automatically approved (this can be changed to a case by case basis)

To approve a comment;

Log on the the Wordpress editing mode. Click 'Comments' on the left dashboard menu. Once you see the comment, click 'Approve'

---

General wordpress note:

**"Update"** button on the right of Editing windows is like **"Save Changes"** – you need to click this after any editing of a page or item. (on some places the button does say "Save Changes") – but the point is you always have to save changes one way or another, or it will ask you "Leave this Page".

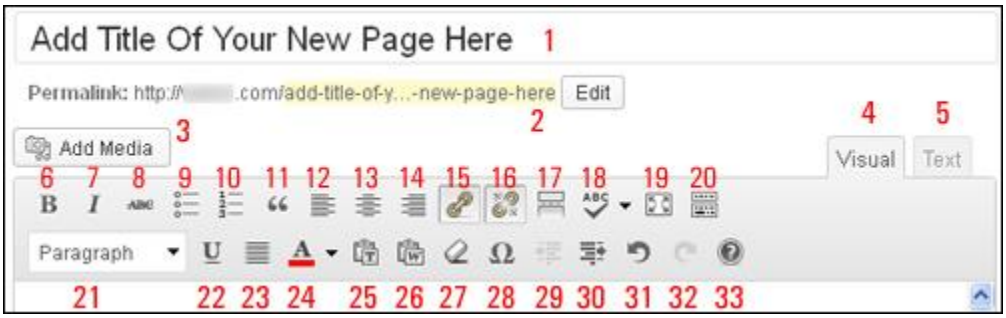
# Addendums;

## 1. A Simple Guide To Formatting Text In WordPress

WordPress comes with a simple and easy-to-use feature-rich WYSIWYG (What You See Is What You Get) visual content editor that lets you format text, create hyperlinks, add images and media to your posts and pages, and so much more, just by clicking a few buttons …

## WordPress Visual Editor Buttons Explained

If you have used a text editor like MS Word before, then the WordPress visual editor interface should seem quite familiar to you…




Here is a brief description of the function of each of the WordPress Visual Editor buttons shown in the screenshot above:

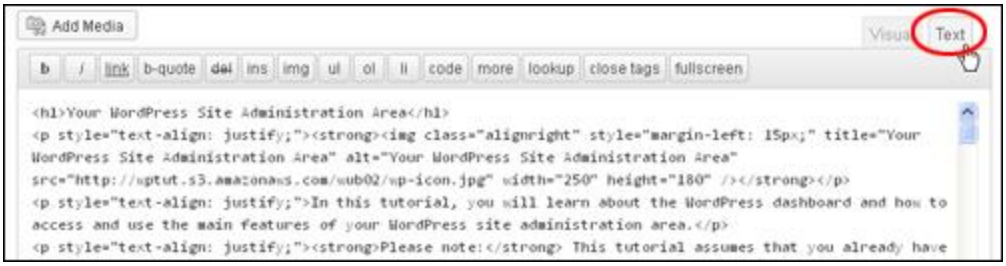
1. **Title Field** – Here's where you enter the title of your post or page.

2. **Permalink** – Click on the "edit" button to change the **permalink** text of your post or page. This is useful if you want to shorten or change the URL of your post or page.

3. **Media Manager** – Click this button to upload, manage and insert media into your post (e.g. pictures, videos, audio, etc) from your computer, an external URL, or from your site's own media library.

4. **Visual Editor Tab** – Click this tab to access the **WYSIWIG** (**W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et) editor.

5. **Text Editor Tab** – Click this tab to view and work with the code behind your content. Switching between these two tabs allows you to add content in the WYSIWIG mode, and then make changes to the underlying code.




6. **Bold** – Highlight text and click this button to make the words **bold**.

7. **Italics** – Highlight text and click this button to make the words *italicized*.

8. **Strikethrough** – Formats selected text as ~~strikethrough~~

9. **Unordered list** – Use this button to create an unordered list like the example below:

- List item 1
- List item 2
- List item 3
- etc …

10. **Ordered list** – Use this button to create an ordered list like the example below:

1. List item 1
2. List item 2
3. List item 3
4. etc …

11. **Block Quote**. Use this function to create a block quote. Simply select the text you want to display in the block quote and click the button.

*To exit the quote press the "Enter" key to create a line of space and then click the block quote button again and this will end the command and return your text to normal.*

12, 13 & 14. **Alignment buttons** – Use these buttons to align text and objects inserted into your posts or pages:

12. **Align Left**

13. **Align Center**

14. **Align Right**

Press the "Enter" key and leave a line of space to end the alignment command

15. **Insert/Edit Link**. Use this button to insert a hyperlink into your text (See "**How To Link Content Internally In WordPress Posts And Pages**" tutorial for useful tips on using the hyperlink function).

16. **Unlink**. Select and highlight any text you want to unlink and click this button to remove the hyperlink.

17. **Insert More Tag**. Clicking this button will insert a "read more" link wherever you have placed your cursor. All text added to a post prior to inserting this tag will display as normal on your post when published, but all content added to the post after this tag will only be displayed to visitors after they click on the "read more" link …

## LISTS of items e.g. bullet points:

Lists of items are enclosed in <ul> and </ul>, with individual items enclosed in <li> and </li>. So you add, subtract, or edit the items between the 'li' tags.

<br/> is used like a carriage return, to add vertical space. Basically it adds a line.

# General Wordpress notes:

MODES; Wordpress editing screens include two tabs on the upper right; **'Visual'** and **'Text'**

# More technical web site management notes:

MODES; Wordpress editing screens include two tabs on the upper right; **‘Visual’** and **‘Text’**

**(add ‘Widgets’ instructions)**