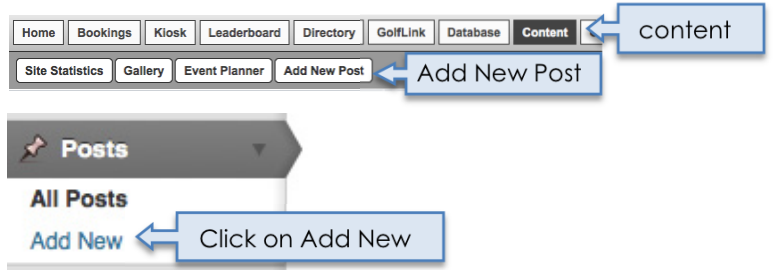




Adding a Post

1. Log onto the site as a content administrator.

2. Click on **Content** in the administrator bar
Add New Post



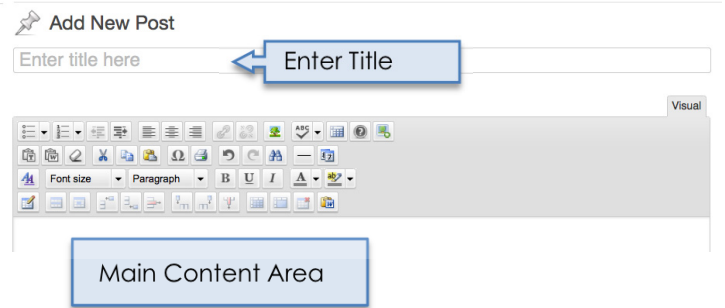
Or in the editor window click on the Add New link (top left of screen)



3. Adding Your Content

Type a title for your story in the **Enter title** bar

Type or 'paste from word' your full story in the main content area. You can also load images and documents to the main content. See loading images and documents.



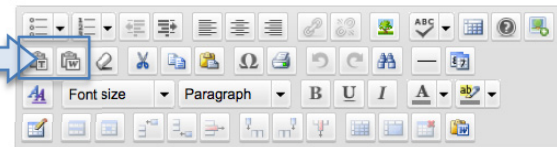
TIP

Wordpress will save a draft of your post every 5 minutes or so

However, when writing a long article it is good practice to type it up in Word, save, then copy & paste your content in.

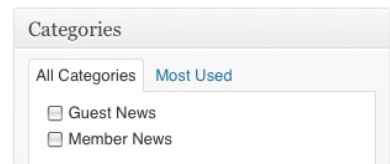
That way you will always have a version saved locally which you can re-copy.

Paste from Word and paste text

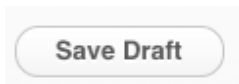


4. Select the News Category

Tick the boxes where you would like your article to be published on the site. This can be more than one area.



5. Click on Publish or Save Draft
If you are editing an existing post the save button will say UPDATE





Adding a Post

6. Publishing Options

Publish - This will publish the post onto the website into the category(s) that you selected. These can always be updated if required.

Edit Publish Status – select draft or pending review.

Visibility – by default leave as public

Private - hides links from everyone

Password – Users must have a password to view a post

Sticky – News stays at the top of the news items regardless of date published.

Schedule publish date - edit date and time to be go live. Default is immediately.

Schedule expiration – select date and time in the Post Expirator window. Post are not deleted – they get sent to the draft folder – so you can always retrieve them and re-publish if required.

Note: Time is currently set to GMT (UTC – 0) So calculate your expiry time accordingly.

Publish

Save Draft Preview

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

Publish **immediately** [Edit](#)

[Move to Trash](#) [Publish](#)

Post Expirator

Enable Post Expiration

Year	Month	Day
2011	September	02
Hour(UTC)		Minute
@ 04		46

5. Feature Image Option

By default the first image in your story is used as a thumbnail .You can set an optional image that will appear as a thumbnail to the left of your story.

Featured Image

[Set featured image](#)

6. Excerpts

By default the introduction text that shows up in the news listings is the first 50 words.

You can define different text by using the excerpt field.

Excerpt

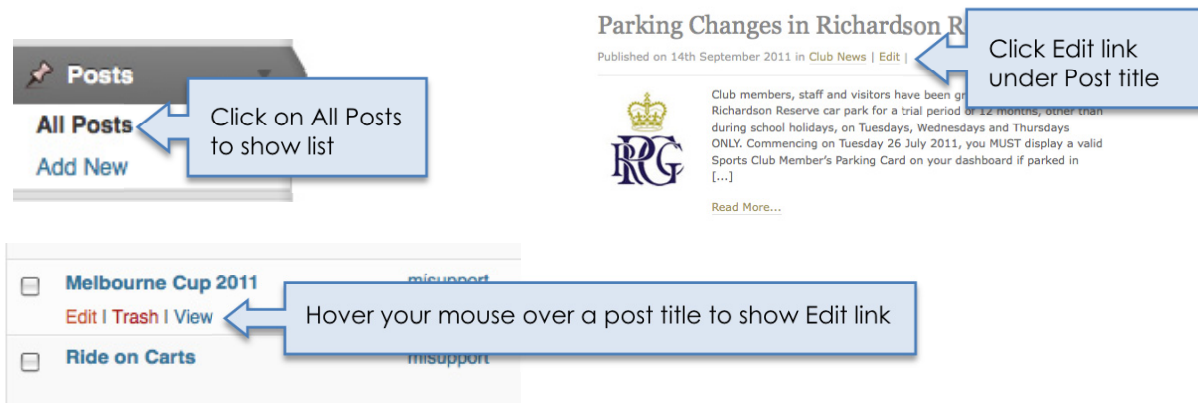
Insert Excerpt

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)



Editing a Post

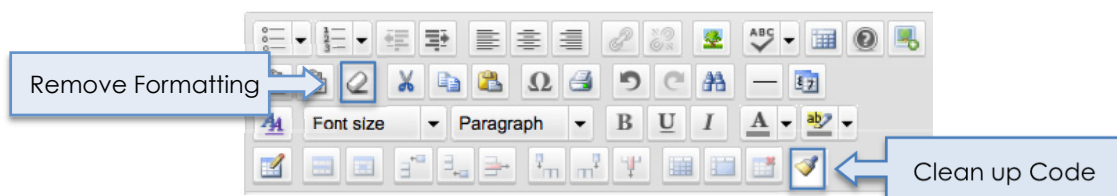
Posts can be edited at any time by clicking on the **Edit** link at the bottom of a post title or in the editors window click on **All Posts** and hover over a post title.



Tidy up Messy Formatting

If your post is looking a bit shabby with lots of different font colours and sizes you can do a couple of things to clean this up:

1. Remove Formatting. Highlight the content and click on the rubber icon.
2. Highlight the content and click on the clean up messy code icon.





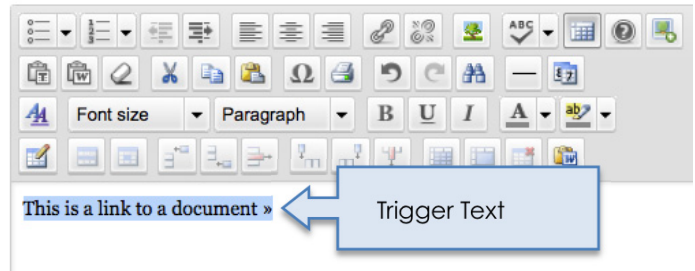
Linking to a Document, Website or email address

You can link to a document (PDF, .DOC etc) a website or an email address by using the link icon

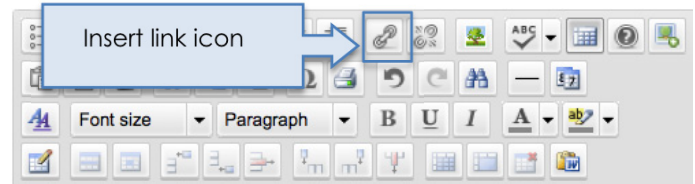
1. Create the trigger text or image.
Highlight or select this trigger.

The trigger is what you want users to click on to action the link

EG: This is a link to a document



2. Click on the link icon. The Insert/edit link window will open.



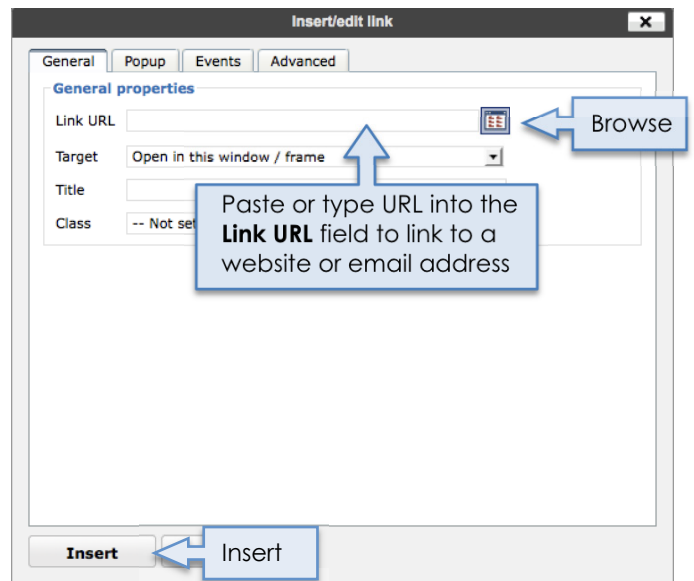
3. Click on the Browse icon to upload a file from your computer
or if you are linking to a website paste the URL (web address) in to the URL field and Click on insert.

TIP

To link to an email address simply paste or type the email address into the **Link URL** field and click on Insert.

TIP

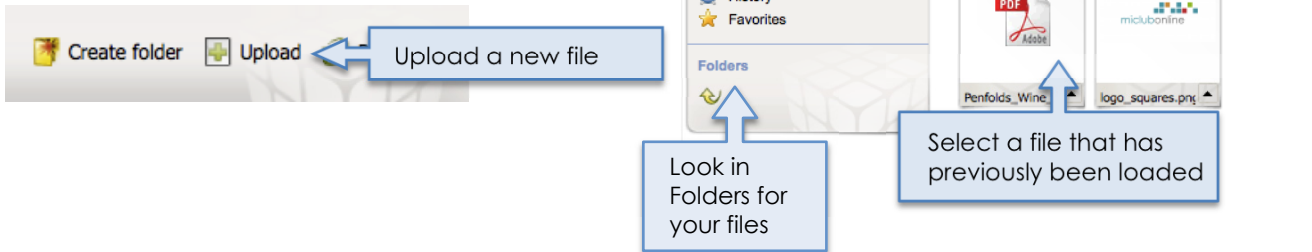
If you are linking to an external website select **Open New Window** from the **Target** drop down selection.



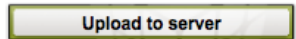


Linking to a Document, Website or email address

3. Once you have clicked on Browse the file manager window will pop up. Here you can select from files that have been previously uploaded or click on **Upload** to browse your computer or network to select and load a new file.

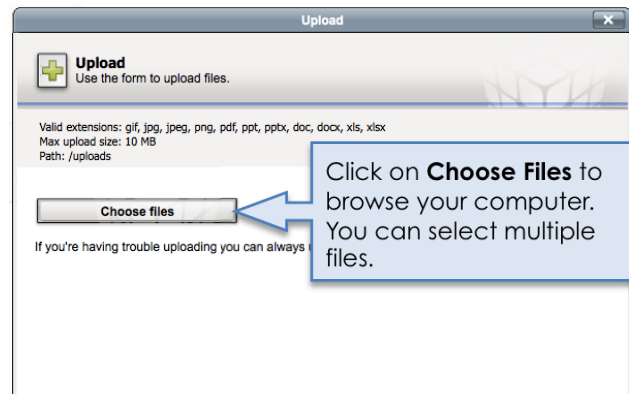


4. Click on Choose files. Once you have selected the file(s) you wish to load click on Upload to server.

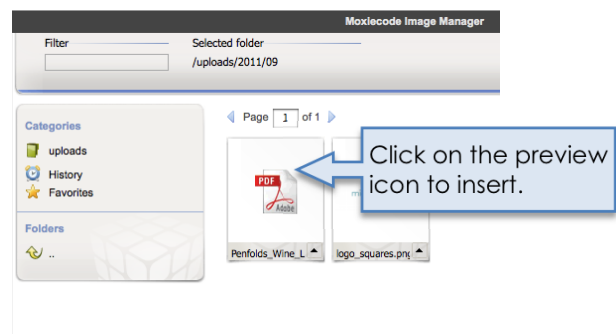


TIP

To better organise your uploaded files you can use the Folder management tool. Before loading a file select an existing folder to load to or create a new folder by clicking on the **Create Folder** Link



5. Once your file is loaded select it by clicking on the preview icon for that file.





Linking to a page on your website

Direct users to a page or post on your site

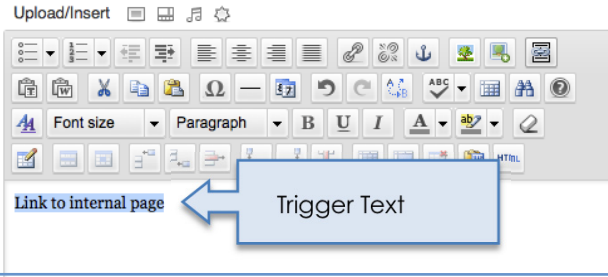
1. Create the trigger text or image.
Highlight or select this trigger.

The trigger is what you want users to click on to action the link

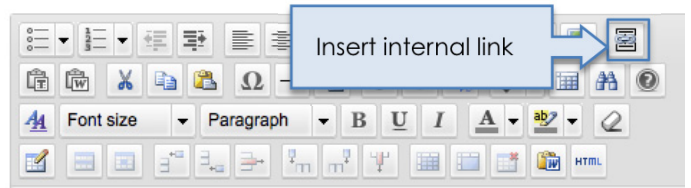
EG: This is a link to an internal page

Linking to Internal Page Example

Permalink: <http://www.grangegolf.com.au/cms/2011/09/15/linking-to-int...-page-example/>



2. Click on the link icon. The Insert/edit link window will open.



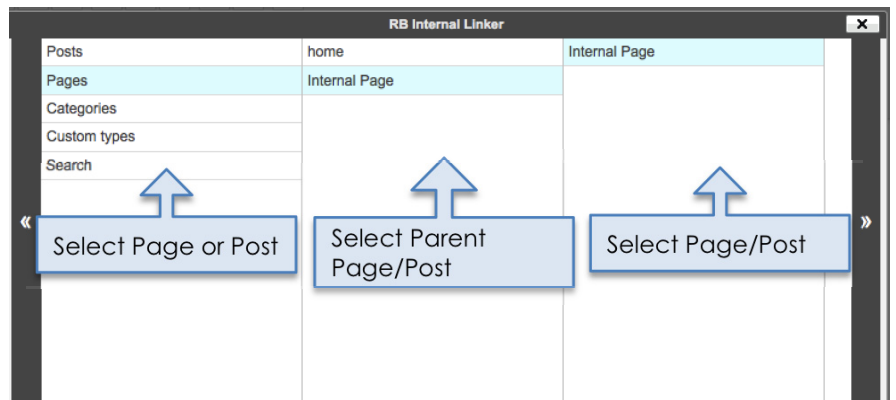
3. The internal linker window will open.

Select if you are linking to a

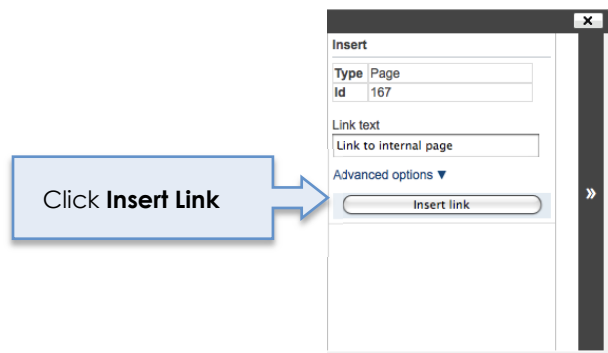
Page or Post

Select the parent

Select the page or post



4. Insert Link – if you like you can edit the trigger text and set advanced linking options – such as target window.



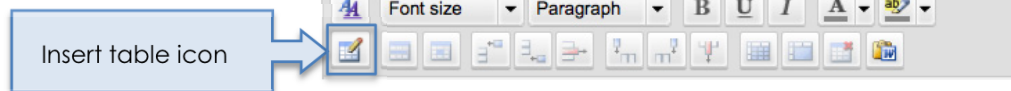


Using Tables

Tables can be used to display tabular & matrix data such as timetables. Tables can also be used to organise and align objects in a grid formation. For example you may have a block of text and several images that you would like to align vertically or horizontally.

1. Click cursor where you would like to insert your table.

Click on the insert table icon in the tool bar.



2. Select number of rows (vertical spaces) and columns (horizontal spaces)

Set Width as either a pixel width or a percentage (eg: 100%)

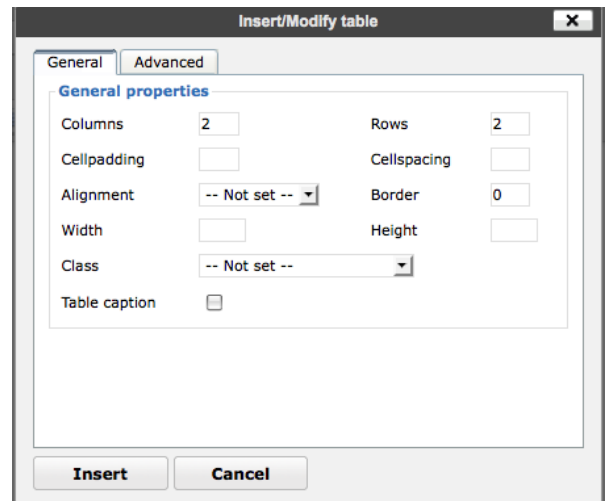
Set Header Row if required

Set border (if you are using inbuilt style (eg: highlight) then set this to 0)

Set cell spacing – this is the space around the outside of a cell.

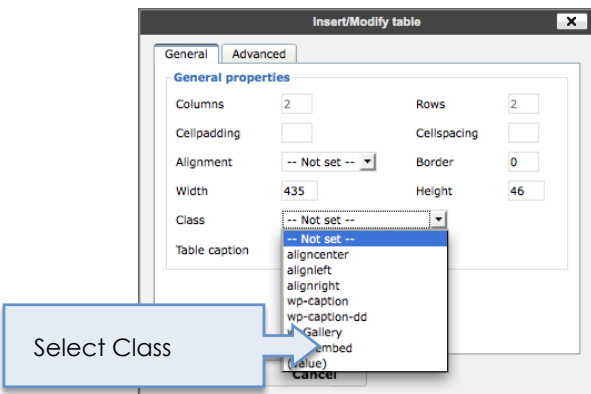
Set cell padding – this is the space inside the border of a cell.

Click Insert



TIP

To achieve a consistent style for all tables across the site apply a class to the table by clicking on table properties and selecting the class from the drop down list. EG: styledTable. This will automatically style table headers as well.





Editing Tables

Once a table has been inserted you can edit using the edit table buttons or right click with the mouse to access edit functions. Functions listed below (left to right)

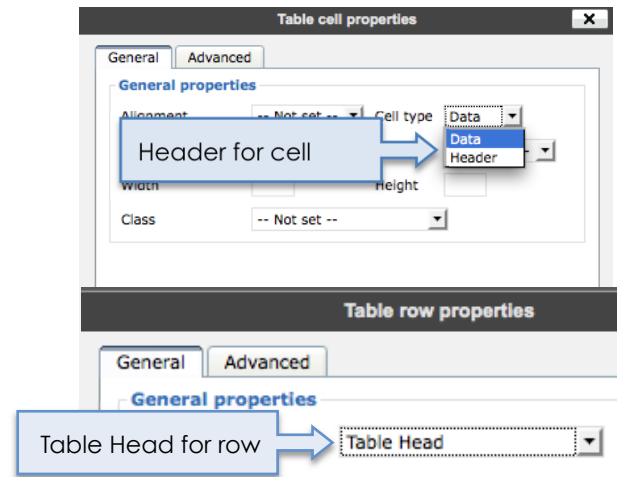
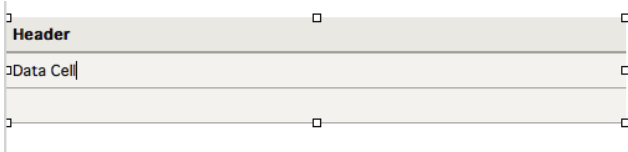


- 1. Edit table properties
- 2. Edit row properties
- 3. Edit cell properties
- 4. Insert row above
- 5. Insert row below
- 6. Delete row
- 7. Insert column before
- 8. Insert column after
- 9. Split merged cells
- 10. Merge cells

Table headers

You can define a row or cell as table header.

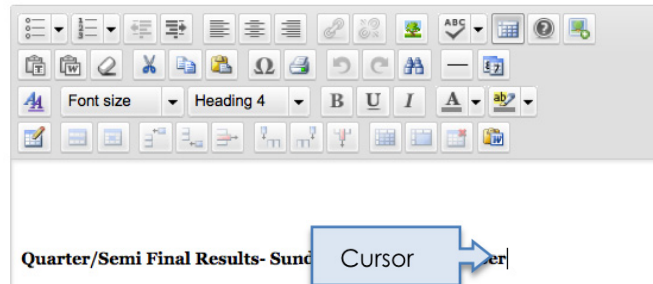
- 1. Edit cell properties and select header from the cell type drop down list or edit row select Table Head



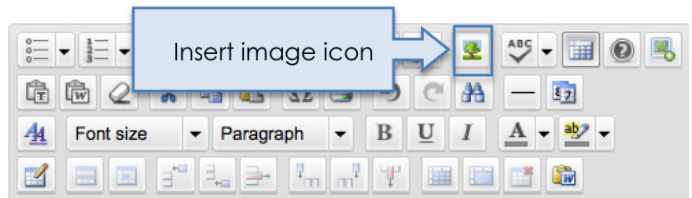


Inserting an Image

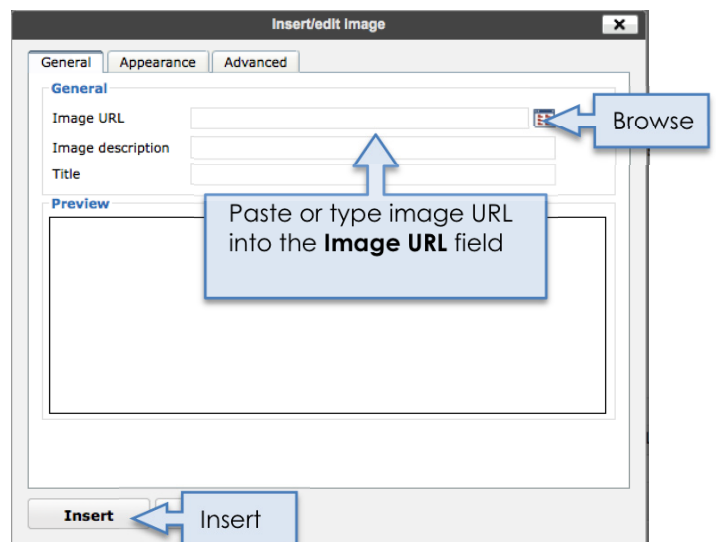
1. Place cursor in the content where you would like to insert the image



2. Click on the image icon. The Insert/edit image window will open.



3. Click on the Browse icon to upload an image from your computer or if you know the image URL paste the URL in to the Image URL field and Click on insert.



TIP

You can use an image as a trigger to a link. See Linking to documents and websites

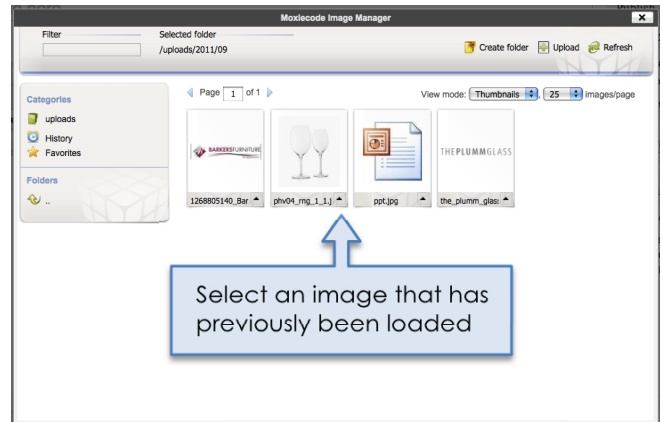
TIP

You can use an image description that will display alternate text for visually impaired users and text only browsers. It may also improve SEO

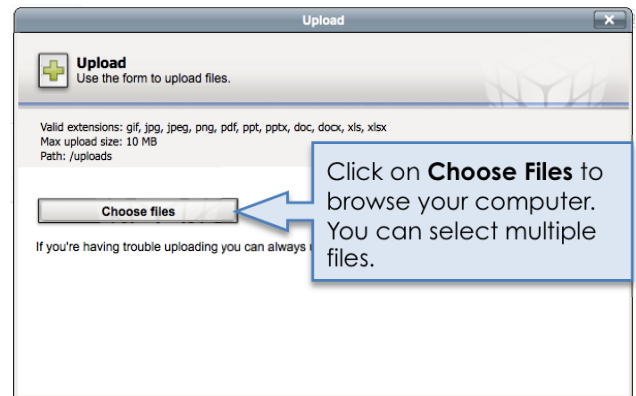
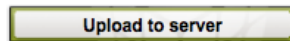


Inserting an Image

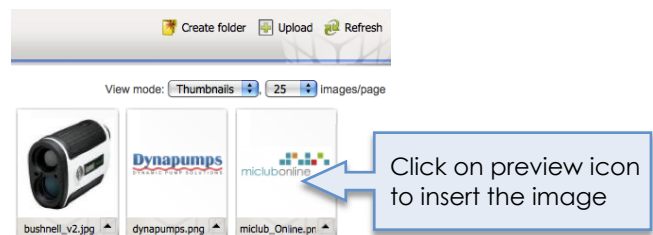
4. Once you have clicked on Browse the file manager window will pop up. Here you can select from images that have been previously uploaded or click on **Upload** to browse your computer or network to select and load a new file.



5. Click on Choose files. Once you have selected the file(s) you wish to load click on Upload to server.



5. Once your image is loaded select it by clicking on the preview icon for that file.



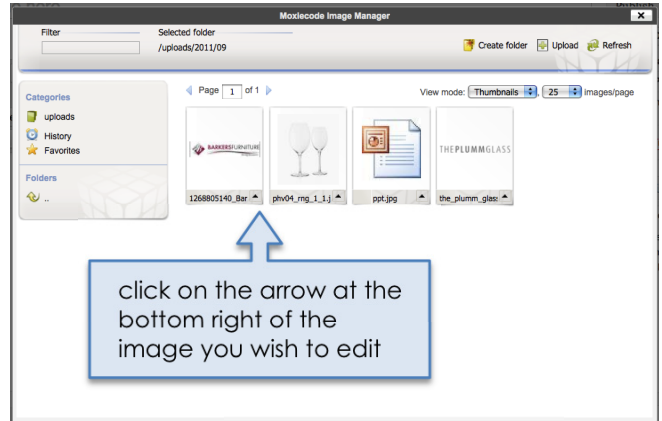
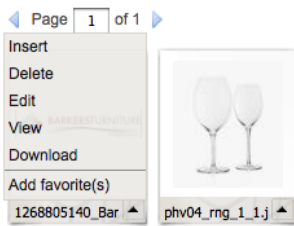


Editing an Image

Images can be resized, cropped and rotated once they are loaded.

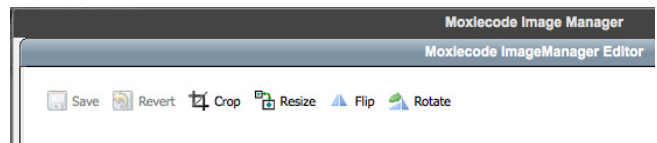
1. Click on the image + icon to open the Image manager window

2. Click on the arrow at the bottom right of the image you wish to edit and select edit. You can also delete, view and add to favorites from this menu too.



3. Select the function you wish to use:

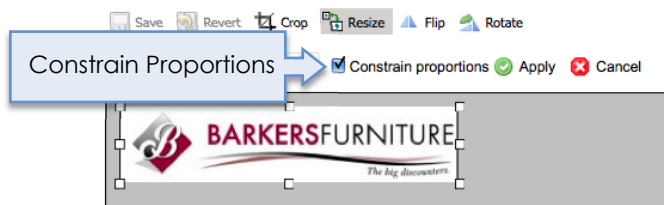
- Crop
- Resize
- Flip
- Rotate



You can revert the function if you are not happy with the result. Once you are happy click Save

TIP

Ensure constrain proportions is checked when resizing images to maintain the aspect ratio.





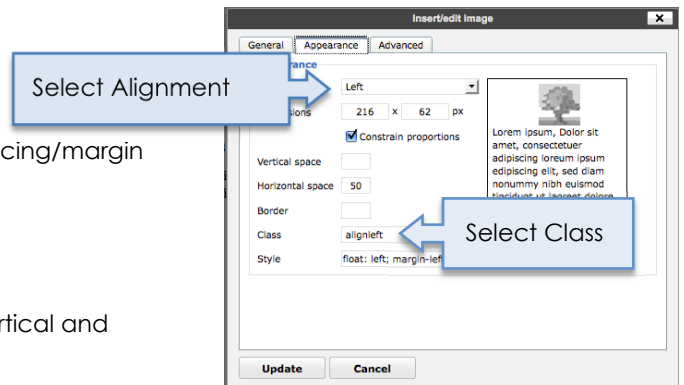
Wrapping text around an Image

To have a block of text wrap around and image you need to set the alignment of the image to either left or right.

1. Select Image
2. Click on Image icon – the edit window will open.
3. Select the Appearance Tab
4. Select alignment
5. Select class. This will automatically put the correct spacing/margin around the image.

- choose alignleft if your image is left aligned
- choose alignright if your image is right aligned

You can overwrite this default margin by defining the vertical and Horizontal space. Margin size is entered in pixels.



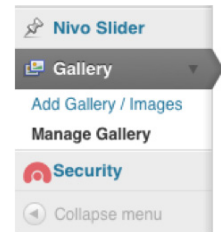


Create a Gallery

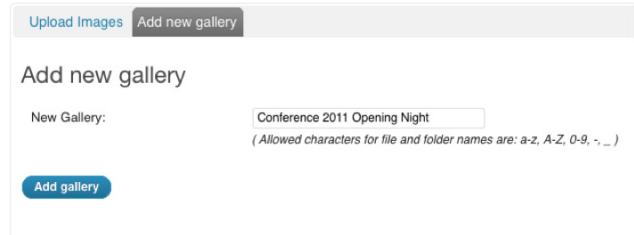
1. Click on Create gallery and add images from the admin menu in the footer

Or in the edit screen click on Add Gallery / Images from the left hand menu

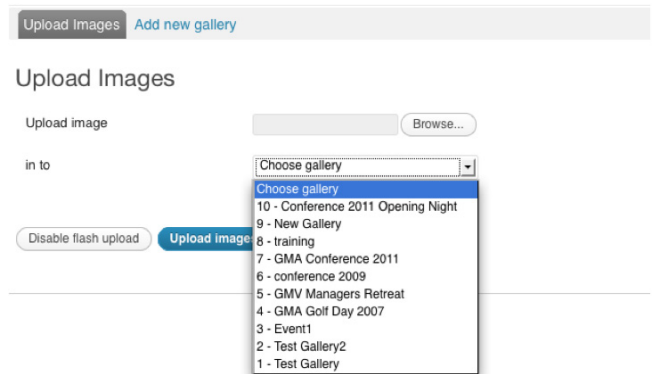
:: Admin ::
 Add new post
 Create gallery and add images
 Manage existing Galleries
 Moderate Comments
 Log out



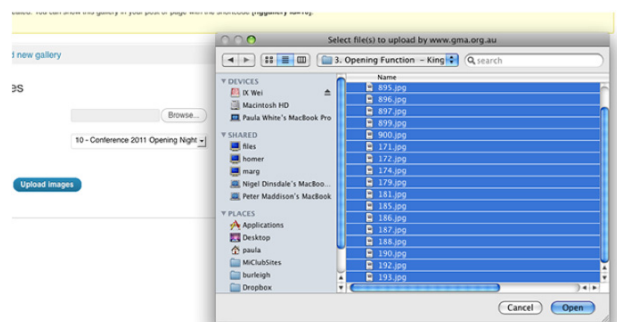
2. Click on Add new gallery and type a title for your gallery
 Click Add Gallery



3. Click on the Upload Images tab.
Firstly, select the gallery you want to upload your images to, and then click on Browse....



4. Select the images from your computer, disk or network.
 Multiple images can be loaded at once. Once you have highlighted all of the images click on open.
 Click on Upload Images



5. Review your uploaded images.
 Add more by repeating Step 3 and 4.
 Remove unwanted images by clicking on remove





Adding your Galleries

1. Edit the page or post you would like to add the gallery to.

2. Insert cursor where you would like the gallery to appear and click on upload gallery icon



3. Select the gallery you would like to insert

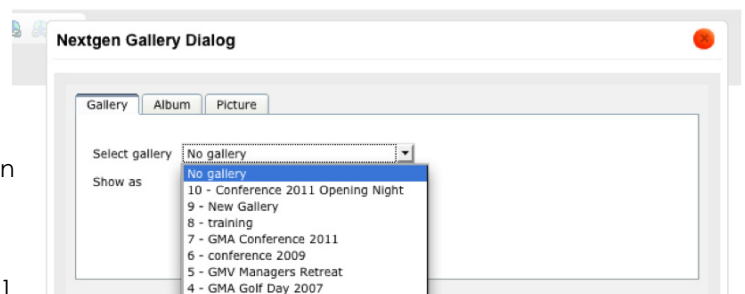
Select the style of display you would like:

Show as either a

Image list – thumbnails which link to larger images in a lightbox style.

Slideshow- fading in and out

Image browser – numbered click through showing 1 image at time.



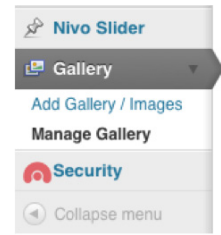
4. Save and Update



Manage Galleries

1. Click on Manage existing Gallery from the admin menu in the footer
 Or in the edit screen click on Manage Gallery from the left hand menu

:: Admin ::
 Add new post
 Create gallery and add images
 Manage existing Galleries
 Moderate Comments
 Log out



Click on a Gallery to **make updates**

You can also do bulk actions by ticking the box next to the gallery name and selecting an action from the bulk action drop down

ID	Gallery	Description	Author	Page ID	Image #
1	Test Gallery		mi-support	0	4
2	Test Gallery2		GMA	0	20
3	Event1		mi-support	0	6
4	GMA Golf Day 2007	[pgallery id=4]	GMA	0	20
5	GMY Managers Retreat	[pgallery id=5]	GMA	0	3
6	conference 2009		GMA	0	15
7	GMA Conference 2011		GMA	0	12

TIP
 if your images are large use the bulk actions **resize images** and enter a suitable width. Eg. 700px.

Add captions/titles by clicking on the gallery you want to edit and type in the appropriate areas for each photo

Alt & Title Text / Description

Type Title of Image

Add description here...

Exclude unwanted images by checking the exclude checkbox

exclude

Sort the order of photos in your gallery by clicking on sort gallery

You can click and drag or choose a sort order based on values such as ID, Filename date/time.

Click on update Sort Order when complete. The click on Back to Gallery

Sort Gallery

Update Sort Order

Presort: **Unsorted** | Image ID | Filename | Alt/Title text | Date/Time | **Ascending** | Descending

171	172	174	179	181	185	186

Back to gallery