

FreeCharity.org.uk Web User Guide

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Logging in to your Admin Panel

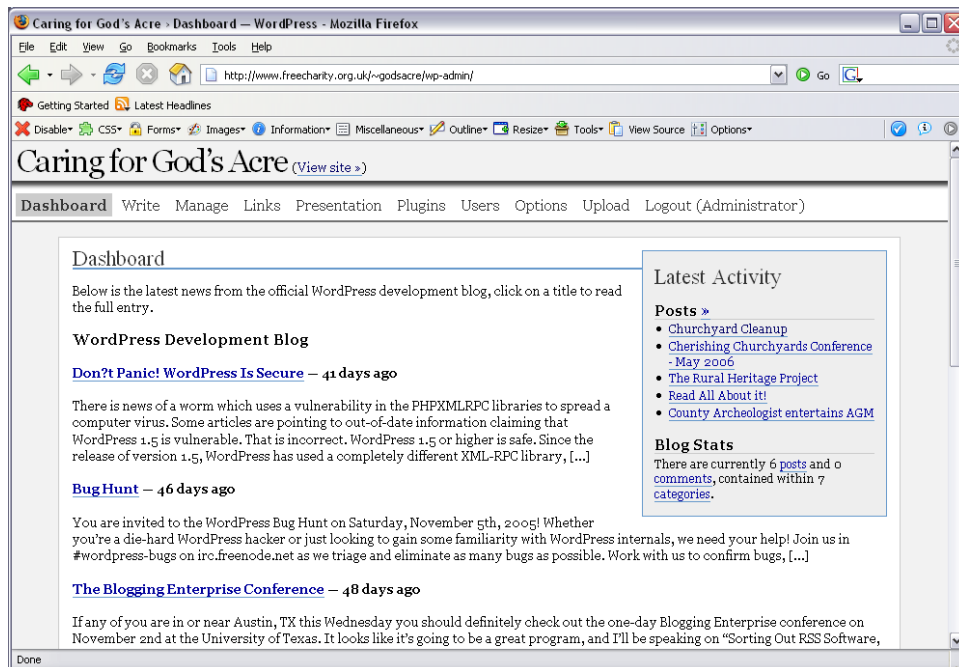
The admin Panel is where you prepare and publish material for your site. Your will have provided the URL (web address) of your admin panel, your admin login name and password. Keep these details safe.

Your site uses a free software system called **WordPress**. WordPress has been developed for blogging (the keeping of live web journals). We utilise the system to create a site which is a hybrid of a blog and a regular website. This combines the kind of information found on a regular website with the simple interface of a blog making it simple for you to keep the site updated..

The software resides on the hosting server not on your own computer. This is very handy if several people in your organisation want to publish to the web from different locations - you don't have to install software on all the computers. The WordPress system works best over broadband - you may find it too slow over a dial-up connection.

The WordPress Workspace

When you first log in to your web site's Admin Panel, you will be presented with a screen that looks like this:



At the top of the page is your site name followed by **View Site>>** which allows you to see how your site actually looks on the web. Below that is the **Menu Bar**. The **Dashboard** menu item is selected when you log in to your admin area.

Dashboard Panel

The Dashboard panel has two areas:

- **WordPress news** - articles about the software used to create your site. This contains useful news for advanced users but as a beginner you can safely ignore this information.
- **Latest Activity** - a useful list of all your most recent articles and posts, both published and in draft. It also lists statistics which you may be interested in but are not particularly important at this stage.

Write Panel

New articles are written, saved in draft and/or published to your web site here.

- **Write Post** is where you prepare new 'Activities' Items - the kind of information that will be temporarily at the top level of your site, such as events, meetings, reports etc. These items will appear on your home page and gradually be replaced by newer items. They will still be available from your site's menu and the monthly archives.
- **Write Page** Pages contain 'static' information such as your contact details, mission statement etc. The Pages appear at the top of your site's main menu - in the About Us section, if you are creating a basic site.
- **Categories** are the different sections of your site. These are reflected in your site's menu if you are making a basic site. The posts that you write can be assigned different categories. The posts in each category can then be viewed using the menu on your main page.

Manage Panel

This is where you view, edit or delete existing Posts and Pages, and also create, edit or delete categories.

- **Posts** - view, edit or delete existing posts
- **Pages** - view, edit or delete existing pages
- **Categories** - view, edit or delete Categories. Changes made here will show up on your website's menu.
- **Comments** - this is a blogging feature which allows the viewers of your site to leave comments on posts you make to the website. Beginning users can safely ignore this for now.
- **Awaiting Moderation** - Again, another blogging feature. Beginning users can safely ignore this for now too. It is used for when multiple people are able to write content for your website.
- **Files** - this allows you to edit the PHP files which control how your site is presented. Only use this feature if you understand PHP and HTML. This is a feature best left for those experienced in traditional web design.

Links Panel

This is where you manage the list of Links on your Links menu - if your site has one. Like posts, links can be added to categories. Your site comes with a default 'blogroll' category and links which you will probably wish to delete. This is a good exercise if you wish to familiarise yourself with the links panel.

You can of course chose to create a dedicated page on your site for links instead of using WordPress's link management system. You will instead need to add links to the links page by going to the Manage section on the menu bar.

Presentation Panel

This is where can change the template which controls the layout of your site. **WARNING!** Changing the template could affect the functionality of your site! Feel free to adjust it however you wish although it is best left to those who understand HTML and some PHP. Information on editing WordPress templates can be had by contacting FreeCharity.

Plugins Panel

Plugins are software modules you can add to the WordPress software to provide added functionality. For example, a plugin could make it easier to post images to your website or change the main page of your site to a static page instead of one that lists recent posts. There are many different plugins that work with WordPress available as free downloads, please contact FreeCharity for further information.

Users Panel

You are likely to eventually want to have a number of people adding content to your site. This is where you add them, allocate their password, and define them as authors so that they can use all the functions on the admin pages.

Options Panel

Miscellaneous settings that control how your site operates can be found here.

Upload Panel

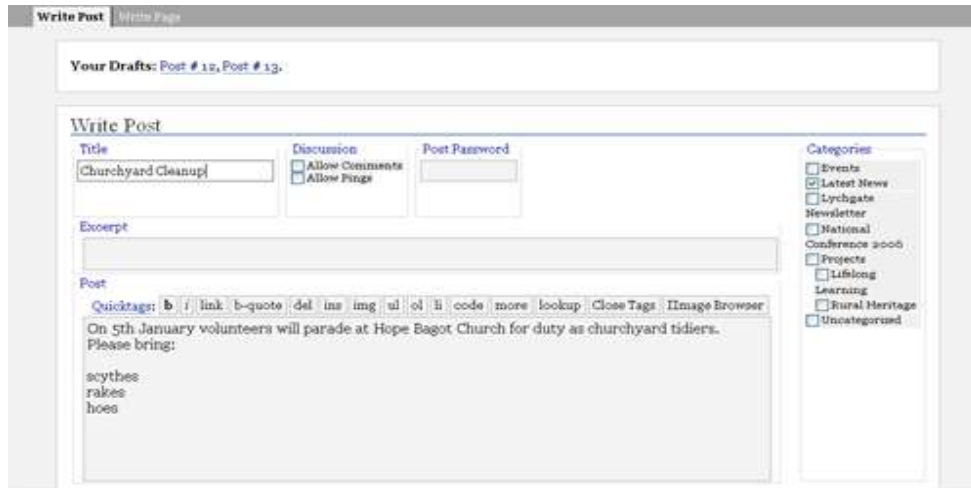
Files (such as images and documents) can be uploaded to your site from here. Please contact FreeCharity for further information if you need help using this feature.

Logout Panel

For security, be careful to log out of Wordpress when you have finished your publishing and admin tasks.

Publishing and Editing with WordPress

When you click on the Write tab, or click on Edit in the Manage tab, the Editing Panel will appear:



Editing Panel Features

IMPORTANT: if a feature isn't mentioned here, just ignore it for now - it's a blogging feature that you probably won't need for a basic site.

Title

Fairly Self explanatory. Enter the Title of your post here. It can contain almost any character you can think of.

Categories

Categories are used to organize your posts. To make a post a member of a category, simply click in a check box beside the desired category. Can a post belong to more than one category? Absolutely! Click as many as you deem appropriate.

Quicktags

Use quicktags to help you quickly and easily format some text in your post. Simply click and drag to highlight the text you want to format. To make the text bold, click the **b** button. An opening tag like this will appear at the beginning of the emboldened text ``. A closing tag like this will appear at the end ``. Congratulations! You've just written some HTML. This is the language that underpins the web, so it's very useful to know what it looks like.

Post

This big empty box is where you'll type in (or paste in) the actual text of your post and use the quicktags to format it.

Save and Continue Editing

Once you have clicked this, a preview of your page will appear at the foot of the Editing Panel. Whenever you make significant changes, click on Save and Continue Editing to update your Preview.

Publish

Makes the post visible on your site. Use this button once you've typed in your story, and you are satisfied that everything is as you want it.

The Advanced Pane

This appears under the Post window:



The screenshot shows the 'Advanced' pane in WordPress. It includes the following elements:

- Post Status:** Three radio buttons: 'Published' (unselected), 'Draft' (selected), and 'Private' (unselected).
- Send trackbacks to:** A text input field with a placeholder and the instruction 'Separate multiple URIs with spaces' below it.
- Post slug:** A text input field.
- Post author:** A dropdown menu showing 'admin (y/m)'.
- Edit time:** A checkbox labeled 'Edit timestamp' which is checked. Below it is a date and time selector showing 'January 08, 2006 @ 23:11' and the text 'Existing timestamp: January 08, 2006 @ 23:10'.
- Delete:** A button labeled 'Delete this post'.

Post Status: Draft

A draft is an incomplete post. Maybe you've written up some information, but are not yet ready to unleash it to the world at large. Use this button to save what you have written but prevent the post from being displayed. WordPress reminds you on the [Administration > Dashboard](#) Panel and on this Write Post page when you have drafts to complete.

Post Status: Private

Private posts are completed posts that are never intended for public consumption. Only you will be able to read the post. Useful for 'notes to self' perhaps?

Edit Timestamp

Useful if you want to revive an old article and get it to appear at the top of your homepage - just set it to today's date, or future date if you want it to stay at the top for a while.

Quicktags

- **b** - `` HTML tag for strong emphasis of text (i.e. bold).
- *i* - `` HTML tag for emphasis of text (i.e. italicize).
- link - `` HTML tag to create a hyperlink.

- b-quote - `<blockquote></blockquote>` HTML tag to distinguish quoted or cited text.
- del - `` HTML tag to label text considered deleted from a post. Most browsers display as ~~striked through text~~. (Assigns datetime attribute with offset from GMT (UTC))
- ins - `<ins></ins>` HTML tag to label text considered inserted into a post. Most browsers display as underlined text. (Assigns datetime attribute with offset from GMT (UTC))
- ul - `` HTML tag will insert an unordered list, or wrap the selected text in same. An unordered list will typically be a bulleted list of items.
- ol - `` HTML tag will insert a numbered list, or wrap the selected text in same. Each item in an ordered list are typically numbered.
- li - `` HTML tag will insert or make the selected text a list item. Used in conjunction with the ul or ol tag.
- code - `<code></code>` HTML tag for preformatted styling of text. Generally sets text in a monospaced font, such as Courier.
- more - `<!--more-->` WordPress tag that breaks a post into "teaser" and content sections. Type a few paragraphs, insert this tag, then compose the rest of your post. On your blog's home page you'll see only those first paragraphs with a hyperlink ((more...)), which when followed displays the rest of the post's content.
- page - `<!--nextpage-->` WordPress tag similar to the more tag, except it can be used any number of times in a post, and each insert will "break" and paginate the post at that location. Hyperlinks to the paginated sections of the post are then generated in combination with the [wp_link_pages\(\)](#) or [link_pages\(\)](#) template tag.
- lookup - Opens a JavaScript dialogue box that prompts for a word to search for through the online dictionary at answers.com. You can use this to check spelling on individual words.
- Close Tags - Closes any open HTML tags left open--but pay attention to the closing tags. WordPress is not a mind reader (!), so make sure the tags enclose what you want, and in the proper way.

Workflow Note - With Quicktag buttons that insert HTML tags, you can for example click *i* to insert the opening `` tag, type the text to be enclosed, and click */i* or Close Tags to insert the closing tag. However, you can eliminate the need for this 'close' step by changing your workflow a bit: type your text, select the portion to be emphasized (that is, italicized), then click *i* and your highlighted text will be wrapped in the opening and closing tags.