

Colchester County Sports Hall of Fame Editing Site Guide

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Comment [WU1]: The following guide uses the domain www.paulamcnuitt.com so examples will not reflect the finished site precisely but all examples are specific and apply to it as much as possible.

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Logging in to edit website

Go to the following URL to edit the site content: www.paulamcnutt.com/wp-admin

The screenshot shows the WordPress login page for paulamcnutt.com. The URL bar indicates the page is logged out. The page features the WordPress logo and a message: "You are now logged out." Below this is the login form with fields for Username (pattystoster), Password (masked with dots), and a CAPTCHA question "3 + 4 = seven". There is a "Remember Me" checkbox and a "Log In" button. Below the form are links for "Lost your password?" and "Back to Colchester County Sport Hall of Fame".

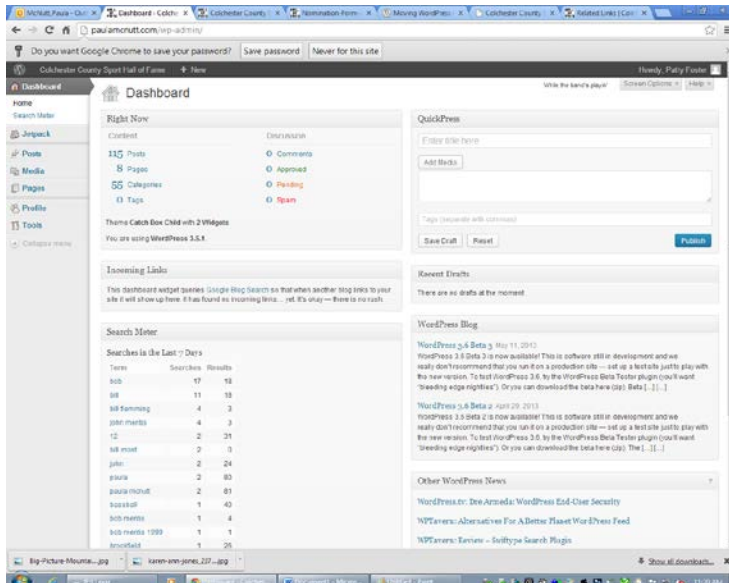
1. Enter username here:

2. Enter password here:

3. Enter answer to random skill testing question (this is in place as a security measure)

4. Click "Log In"

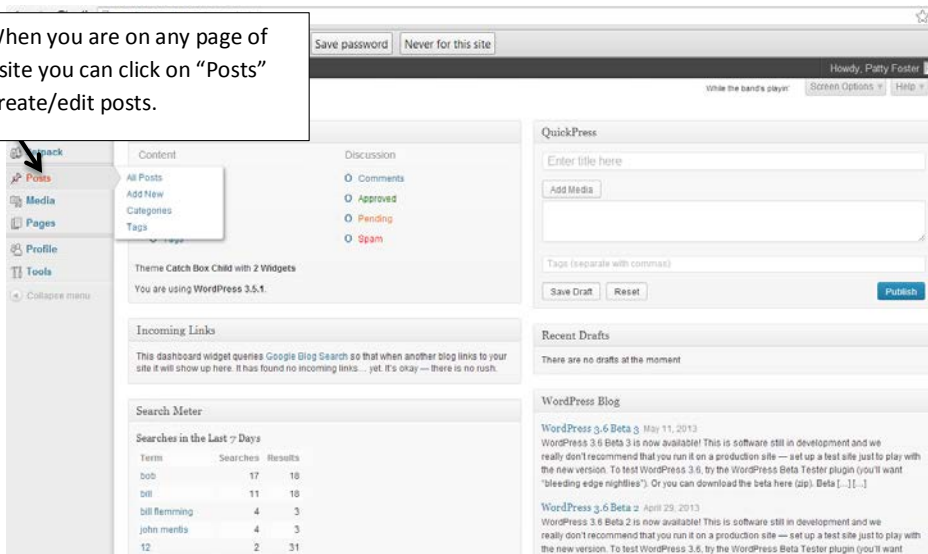
Once you are logged in you are on the dashboard (as shown below).



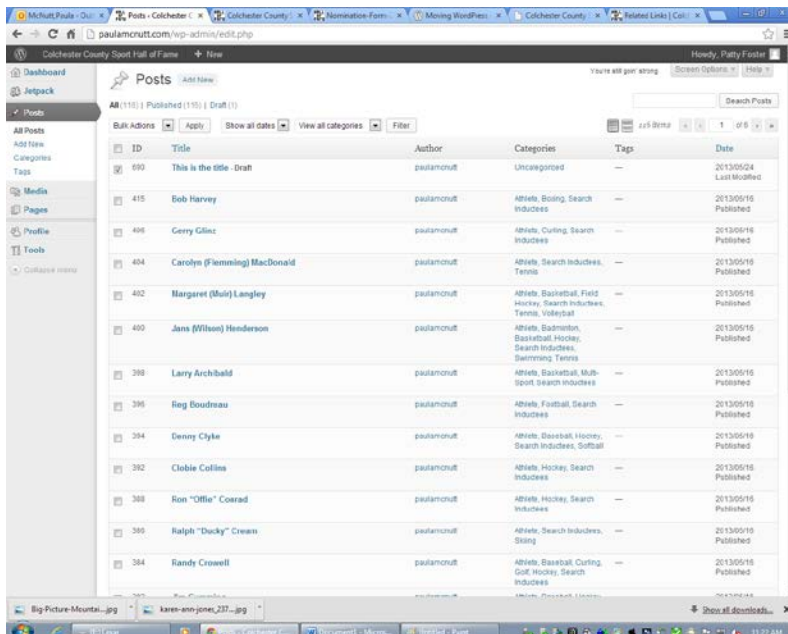
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Adding Inductee to site

1. When you are on any page of the site you can click on “Posts” to create/edit posts.

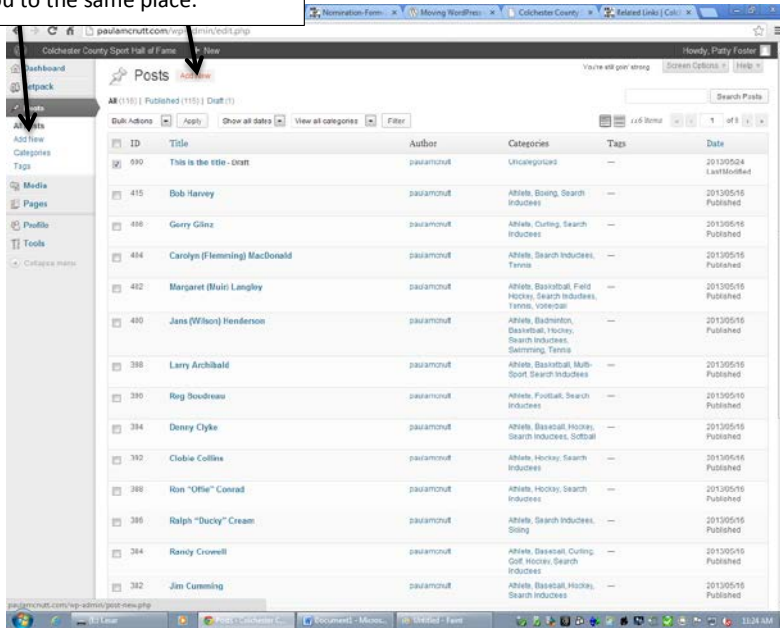


When you click on “Posts” it displays a list of all of the current inductees posted to the site. (As shown below)



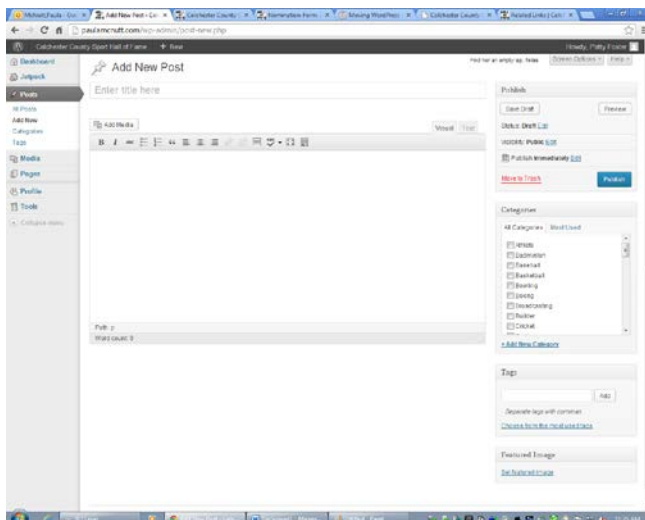
2. To add an inductee you must click “Add New” either at the top of the screen or on the left hand side. Either will take you to the same place.

Sports Hall of Fame Editing Site Guide

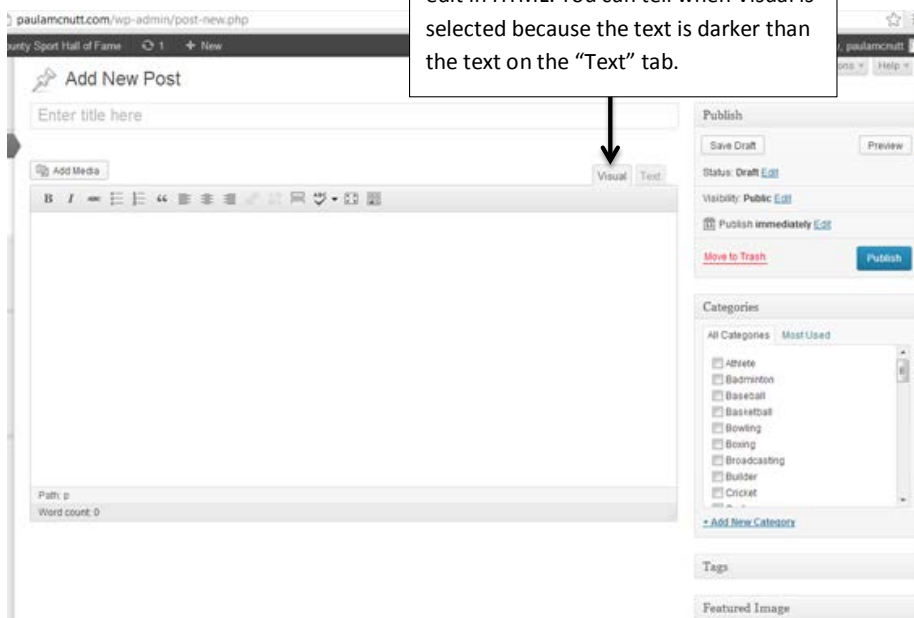


Adding Text Content to a Page or Post:

Clicking on “Add New” opens the following screen (as shown below):



Colchester County Sports Hall of Fame

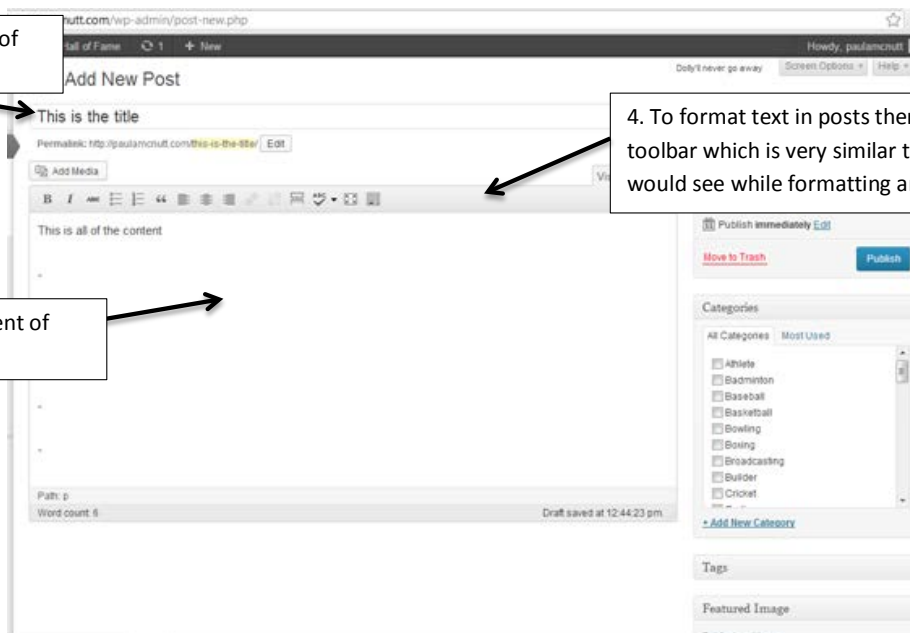


Writing the content is VERY similar to writing an email. Just type in what you want to be displayed.

2. Enter title of post

3. Type content of post

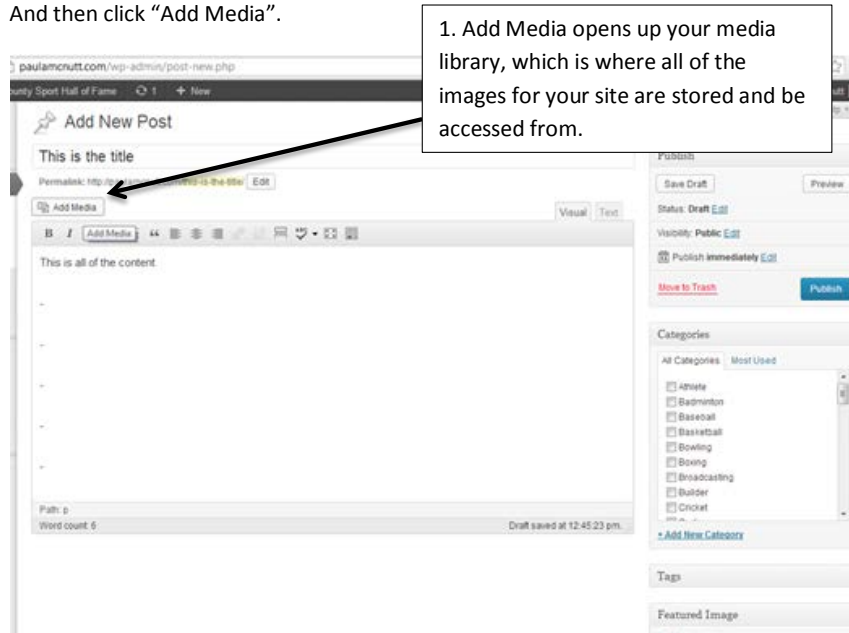
4. To format text in posts there is this toolbar which is very similar to what you would see while formatting an email.



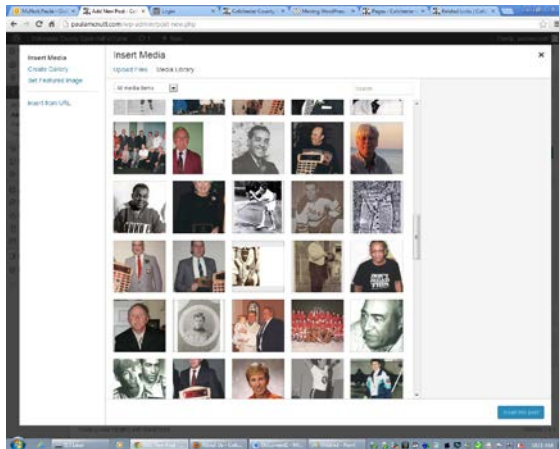
If you are done creating your post or page you can [publish](#) it.

Inserting Images into Posts or Pages

If you want to add an image to the post you can place your cursor where you want to insert the image. And then click “Add Media”.



Clicking “Add Media” opens this window (shown below):



Selecting an image from the media library (already uploaded):

The screenshot shows the WordPress 'Insert Media' screen. At the top, there are tabs for 'Upload Files' and 'Media Library'. The 'Media Library' tab is active, showing a grid of images. One image is selected, indicated by a blue checkmark and a blue border. On the right side, there is a sidebar with details for the selected image, including its title and date. At the bottom right, there is a button labeled 'Insert into post'. The callouts are as follows:

2. To select an image which is already uploaded you make sure that "Media Library" selected at the top and not "Upload Files", the label which is black is the one which is selected.
3. You can scroll through the images in the library and select one.
4. When an image is selected a checkmark appears on it. And a highlighted border appears around the image.
5. You can only select one image at a time to insert. Once you are happy with your selection you can select "Insert into Post" at the bottom of the page.

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Uploading from computer and then inserting:



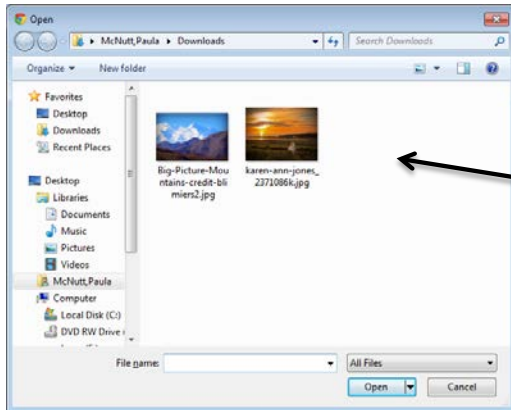
The screenshot shows the WordPress 'Add New Post' page with the 'Insert Media' modal open. The 'Upload Files' tab is selected. A callout box points to the 'Upload Files' tab with the instruction: '1. If you wish to upload an image from your computer to include on the site then you make sure that "Upload Files" is selected at the top of the page, the label which is black is the one which is selected.' Another callout box points to the 'Select Files' button with the instruction: '2. Click "Select Files" which will open a file upload dialog where you can select the picture(s) you wish to upload.' The main area of the modal shows a drop zone with the text 'Drop files anywhere to upload' and a 'Select Files' button. Below the drop zone, it says 'Maximum upload file size: 32MB'. At the bottom of the modal, it shows '1 selected' with a small image thumbnail and a 'Clear' link. An 'Insert into post' button is in the bottom right corner.

1. If you wish to upload an image from your computer to include on the site then you make sure that "Upload Files" is selected at the top of the page, the label which is black is the one which is selected.

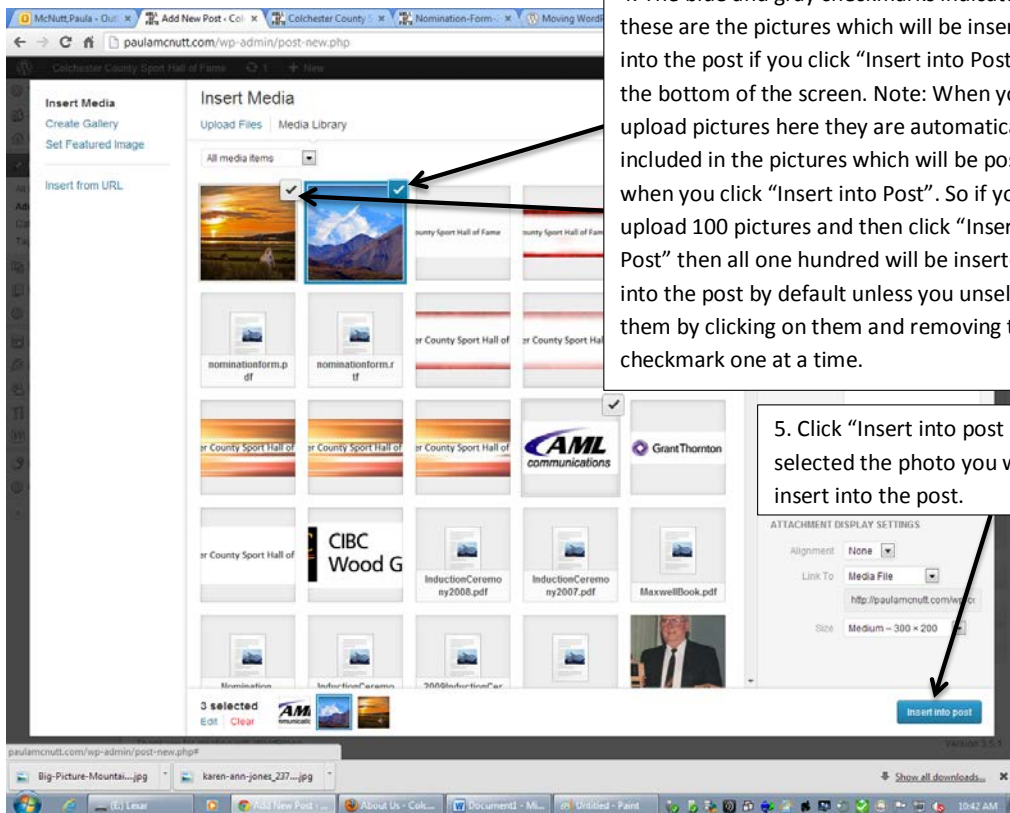
2. Click "Select Files" which will open a file upload dialog where you can select the picture(s) you wish to upload.

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Picture of File Upload Dialog:



3. If you wish to upload multiple pictures at once you can select multiple images while you do this.



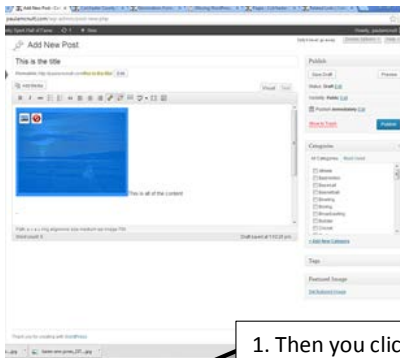
4. The blue and gray checkmarks indicate that these are the pictures which will be inserted into the post if you click "Insert into Post" at the bottom of the screen. Note: When you upload pictures here they are automatically included in the pictures which will be posted when you click "Insert into Post". So if you upload 100 pictures and then click "Insert into Post" then all one hundred will be inserted into the post by default unless you unselect them by clicking on them and removing the checkmark one at a time.

5. Click "Insert into post if you have selected the photo you wish to insert into the post.

If you are done creating your post or page you can [publish](#) it.

Formatting Images with Text

You can move the image around the post just by clicking on it and dragging it around. **To edit how a picture appears in a post you simply click on the image (which makes it appear as shown below).**



1. Then you click on the image icon.



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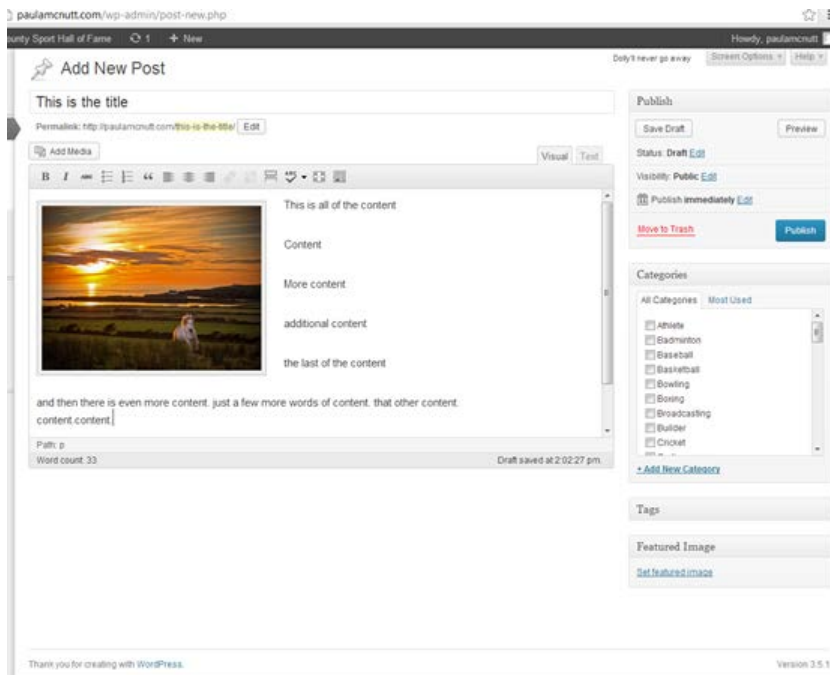
Which displays a menu (as shown below): ****It is advised that you insert images after putting in the text****

2. If you wish to have the post format so that the text is next to the picture then select "left". This will make the image appear to the left in relation to the text.

3. Click "Update" when finished editing Image properties.

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Here is an image showing how selecting “left” will format your text around your image:



If you are done creating your post or page you can [publish](#) it.

Categorizing Posts

Finally, before posting an inductee you can go to categories and select which categories the inductee falls under so that the inductees are categorized. You must always select “Search Inductees”, select whether they are an athlete, builder, or a team (all three of these options are listed if you scroll through), and also select which ever sports they played so that they will appear when users search for that sport on the site. Below is an image example showing the selection on the right hand side of the site:

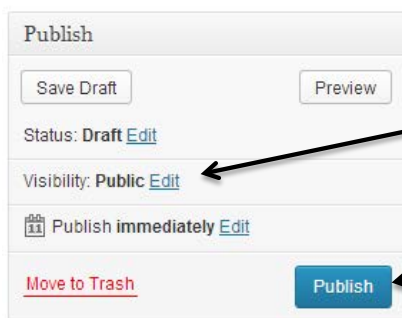
The screenshot shows the WordPress 'Add New Post' editor. On the right sidebar, the 'Categories' section is visible. It has two tabs: 'All Categories' and 'Most Used'. The 'All Categories' tab is selected. Below the tabs is a list of categories with checkboxes. The following categories are checked: 'Search Inductees', 'Athlete', and 'Hockey'. Other categories listed include 'Builder', 'Baseball', 'Softball', 'Team', 'Curling', and 'Basketball'. There is an 'Add New Category' link at the bottom of the list. Two callout boxes are present: Callout 1 points to the 'All Categories' tab with the text: '1. To view all categories make sure “All Categories” is selected (in this picture it is not, “Most Used” categories is).'. Callout 2 points to the checked categories with the text: '2. Select all categories that apply (I.e. “Search Inductees”, Type of inductee, as well as which sports the inductee played.'.

If you are done creating your post or page you can [publish](#) it.

Publishing Posts and Pages (Once the content is ready)

Note do not publish posts without [categorizing](#) them.

Then when you are ready, you verify that the visibility of the post is “Public” assuming you want the users to be able to view it. And then you click “Publish”.

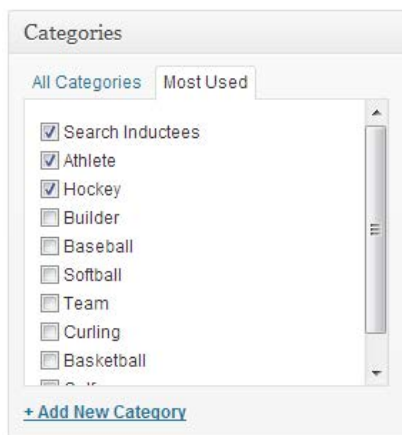


The 'Publish' sidebar in WordPress includes the following elements:

- Buttons:** 'Save Draft' and 'Preview' at the top.
- Status:** 'Status: Draft [Edit](#)'
- Visibility:** 'Visibility: Public [Edit](#)' (indicated by an arrow from a callout box)
- Publishing Options:** 'Publish immediately [Edit](#)' (with a calendar icon)
- Actions:** 'Move to Trash' (in red) and 'Publish' (in blue) at the bottom (indicated by an arrow from a callout box).

1. If you set this as Public then the post will be live on the site to users-if you set it as private then it will only be visible to administrators and editors.

2. When all of the changes you wish to make are complete you just have to click



The 'Categories' sidebar in WordPress includes the following elements:

- Tabs:** 'All Categories' (selected) and 'Most Used'.
- Category List:** A scrollable list of categories with checkboxes:
 - ☒ Search Inductees
 - ☒ Athlete
 - ☒ Hockey
 - ☐ Builder
 - ☐ Baseball
 - ☐ Softball
 - ☐ Team
 - ☐ Curling
 - ☐ Basketball
- Action:** '+ Add New Category' at the bottom.



Below the categories sidebar are two more sections:

- Tags:** A text input field for adding tags.
- Featured Image:** A section for selecting a featured image for the post.

Editing Posts

To edit posts already on the published you can hover over the name of the post you want to edit and select “Edit” which will take you to the interface which I explained before (shown below). Or if you want to delete posts you can just click “Trash”.

paulamcnutt.com/wp-admin/edit.php

County Sport Hall of Fame + New

Posts Add New

You're lookin' swell, Dolly

All (115) | Published (115)

Bulk Actions Apply Show all dates View all categories Filter 115 items

ID	Title	Author	Categories	Tags
415	Bob Harvey Edit Quick Edit Trash View	paulamcnutt	Athlete, Boxing, Search Inductees	—
408	Ge... Edit this item	paulamcnutt	Athlete, Curling, Search Inductees	—
404	Carolyn (Flemming) MacDonald	paulamcnutt	Athlete, Search Inductees, Tennis	—
402	Margaret (Muir) Langley	paulamcnutt	Athlete, Basketball, Field Hockey, Search Inductees, Tennis, Volleyball	—
400	Jans (Wilson) Henderson	paulamcnutt	Athlete, Badminton, Basketball, Hockey, Search Inductees, Swimming, Tennis	—
398	Larry Archibald	paulamcnutt	Athlete, Basketball, Multi-Sport, Search Inductees	—

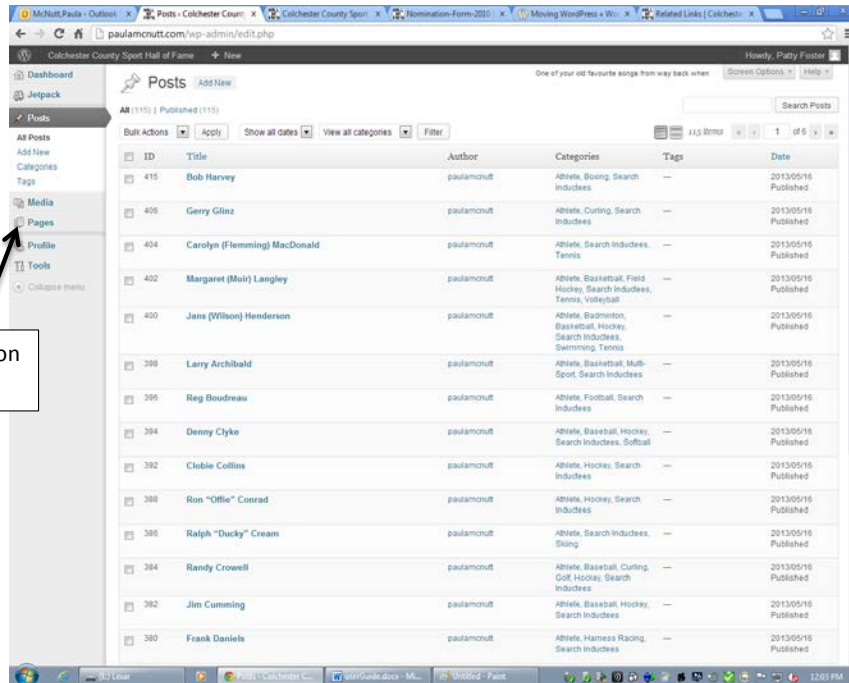
1. Hover over title of post or page and click “Edit” to edit the content

Go to [page 4](#) to see [how to put content into posts](#), or [page 6](#) to see [how to insert pictures](#). For other options you can return to the [table of contents](#).

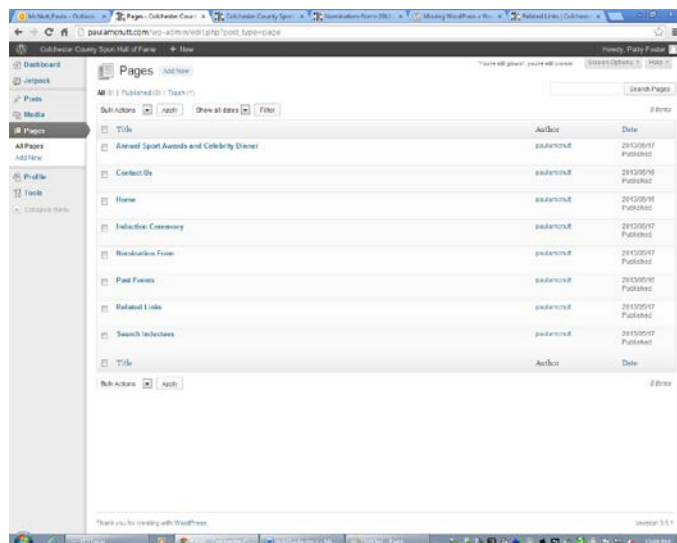
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Editing Pages

On the left hand side bar you can click on “Pages”

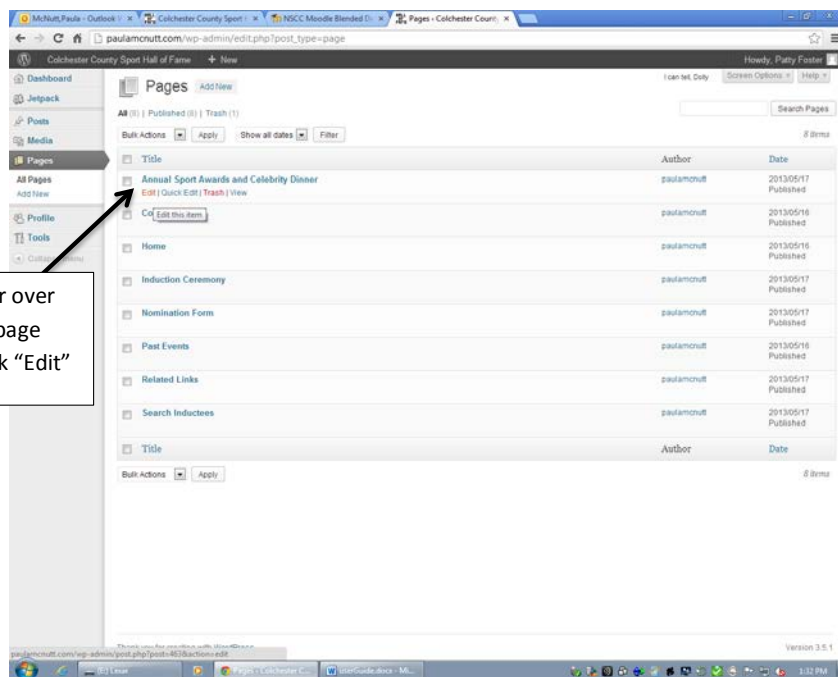


Clicking on “Pages” will display a list of all of the pages on the site (as shown below):



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To edit content of any of the pages hover over the name of the page and select “Edit” from the single line menu which appears (shown below). Or if you want to delete posts you can just click “Trash”.



Go to [page 4](#) to see [how to put content into pages](#), or [page 6](#) to see [how to insert pictures](#). For other options you can return to the [table of contents](#).

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Edit Media Library (Library of uploads)

1. Click on "Media"

Dashboard

Home

Search Meter

Jetpack

Posts

Media

Pages

Profile

Tools

Collapse menu

Right Now

Content

115 Posts

Library

Add New

Tags

Pending

Spam

Theme Catch Box Child with 2 Widgets

You are using WordPress 3.5.1

Incoming Links

This dashboard widget queries Google Blog Search so that when another blog links to your site it will show up here. It has found no incoming links... yet. It's okay — there is no rush.

Search Meter

Searches in the Last 7 Days

Terms	Searches	Results
bob	17	18
bill	11	18
bill flemming	4	3
john menis	4	3
12	2	31
bill mont	2	0
john	2	24
paula	2	80
paula mcnuitt	2	81
baseball	1	40
bob menis	1	4
bob menis 1999	1	1
brookfield	1	26
carolyn	1	2
carolyn flemming	1	2

QuickPress

Enter title here

Add Media

Tags (separate with commas)

Save Draft

Reset

Publish

Recent Drafts

There are no drafts at the moment

WordPress Blog

WordPress 3.6 Beta 3 May 11, 2013

WordPress 3.6 Beta 3 is now available! This is software still in development and we really don't recommend that you run it on a production site — set up a test site just to play with the new version. To test WordPress 3.6, try the WordPress Beta Tester plugin (you'll want "bleeding edge nightlies"). Or you can download the beta here (zip). Beta [] []

WordPress 3.6 Beta 2 April 29, 2013

WordPress 3.6 Beta 2 is now available! This is software still in development and we really don't recommend that you run it on a production site — set up a test site just to play with the new version. To test WordPress 3.6, try the WordPress Beta Tester plugin (you'll want "bleeding edge nightlies"). Or you can download the beta here (zip). The [] []

Other WordPress News

WordPress.tv: Dre Armada: WordPress End-User Security

WPTavern: Alternatives For A Better Planet WordPress Feed

WPTavern: Review - Swifttype Search Plugin

WordPress.tv: Russell Fair: "I Don't Know Nothin' 'Bout Birthin' Babies", er, Child Themes

WPTavern: WordPress Nostalgia

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The screenshot shows the WordPress Media Library interface. A callout box with the number '2.' points to the title of an image in the list, with the text: "2. Hover over title of image." Another callout box with the number '3.' points to the 'Delete Permanently' link in the context menu, with the text: "3. Select 'Delete permanently', from the menu that appears after you hover, if you are sure you want to delete the image. Or select 'Edit' if there is something about the image properties you wish to edit." The table below shows the list of media items.

File	Uploaded to	Date
crop3.jpg - Header Image JPG	(Unattached) Attach	23 hours ago
crop2.jpg - Header Image JPG	paulamcnutt (Unattached) Attach	23 hours ago
crop.png - Header Image PNG	paulamcnutt (Unattached) Attach	23 hours ago
minationform OF	paulamcnutt (Unattached) Attach	2013/05/23
minationform FF	paulamcnutt (Unattached) Attach	2013/05/23
py-cropped-templogo15.jpg - Header Image JPG	paulamcnutt (Unattached) Attach	2013/05/23
py-cropped-templogo14.jpg - Header Image JPG	paulamcnutt (Unattached) Attach	2013/05/23
copy-cropped-templogo13.jpg - Header Image JPG	paulamcnutt (Unattached) Attach	2013/05/23
copy-cropped-templogo12.jpg - Header Image JPG	paulamcnutt (Unattached) Attach	2013/05/23
copy-cropped-templogo11.jpg - Header Image JPG	paulamcnutt (Unattached) Attach	2013/05/23
o1.jpg - Header Image	paulamcnutt (Unattached)	2013/05/23

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Adding Links to Posts

The screenshot shows the WordPress admin interface for the 'Colchester County Sports Hall of Fame' website. The 'Edit Page' screen for the 'Home' page is displayed. The page content includes text about the Truro Sport Heritage Society. A callout box with an arrow points to the word 'Truro' in the text, indicating where to click to add a link.

1. Highlight the text you want to turn into a link.

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Page updated. [View page](#)

Home

Permalink: <http://paulamcnutt.com/> [View Page](#)

[Add Media](#)

B *I* **ABC**

Welcome to the Colchester County Sports Hall of Fame

The [Truro Sport Heritage Society](#) was established in 1984 to recognize sporting achievements of the residents of [Colchester](#) County. The Society's Board of Directors, both past and present, worked hard at finding a permanent home to celebrate the community's sport heritage. The Hall highlights the past achievements and successes of local athletes, teams, and builders. Click here for [more](#) information!

The [Colchester](#) County Sport Hall of Fame was opened in September 2006 and is located in the Marigold Cultural Centre in downtown [Truro](#) on 605 Prince Street. Each year the Society inducts athletes, teams, and builders into the Sport Hall of Fame. The Hall honours past Honour Roll inductees, along with those inducted since the Hall opened, on the [CIBC Wood Gundy](#) "Wall of Fame". The Society and Sport Hall of Fame also celebrates present day athletes and looks to foster sport development and participation throughout Colchester County.

Path: div

Word count: 264

Draft saved at 2:40:42 pm. Last edited by paulamcnutt on May 27, 2013 at 2:39 pm

Publish

[Preview Changes](#)

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

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

Published on: May 16, 2013 @ 13:41 [Edit](#)

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

Page Attributes

Parent

(no parent)

Template

Default Template

Order

0

Need help? Use the Help tab in the upper right of your screen.

Page updated. [View page](#)

Home

Permalink: <http://paulamcnutt.com/> [View Page](#)

[Add Media](#)

B *I* **ABC**

Welcome to the Colchester County Sports Hall of Fame

The [Truro Sport Heritage Society](#) was established in 1984 to recognize sporting achievements of the residents of [Colchester](#) County. The Society's Board of Directors, both past and present, worked hard at finding a permanent home to celebrate the community's sport heritage. The Hall highlights the past achievements and successes of local athletes, teams, and builders. Click here for [more](#) information!

The [Colchester](#) County Sport Hall of Fame was opened in September 2006 and is located in the Marigold Cultural Centre in downtown [Truro](#) on 605 Prince Street. Each year the Society inducts athletes, teams, and builders into the Sport Hall of Fame. The Hall honours past Honour Roll inductees, along with those inducted since the Hall opened, on the [CIBC Wood Gundy](#) "Wall of Fame". The Society and Sport Hall of Fame also celebrates present day athletes and looks to foster sport development and participation throughout Colchester County.

Path: div

Word count: 264

Draft saved at 2:40:42 pm. Last edited by paulamcnutt on May 27, 2013 at 2:39 pm

Insert/edit link

Enter the destination URL

URL: <http://www.coolsite.com>

Title

☒ Open link in a new window/tab

Or link to existing content

[Cancel](#) [Add Link](#)

Publish

[Preview Changes](#)

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

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

Published on: May 16, 2013 @ 13:41 [Edit](#)

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

Page Attributes

Parent

(no parent)

Template

Default Template

Order

0

Need help? Use the Help tab in the upper right of your screen.

Your link should appear a different color (i.e. blue or red) if it was successfully created.

If you are done creating your post or page you can [publish](#) it.

Making pictures into links

The screenshot shows the editing interface of the Colchester County Sports Hall of Fame website. At the top, there's a navigation bar with "Edit Page" and "Add New" buttons. Below it, a yellow status bar indicates "Page updated. View page". The main content area displays a grid of images, including logos for "100.1 BIG DOG", "99.5 FM CAT COUNTRY", "BLAIKIES", and "MacQUARRIES PHARMASAVE". A callout box with the number "1" points to one of the images, stating: "1. Click on the image you want to make into a link. This will highlight the image." Another callout box with the number "2" points to a small icon in the bottom left corner of the image grid, stating: "2. Click here on the image which when hovered over reads 'Edit Image'". On the right side, there's a "Publish" panel with options for "Status" (Published), "Visibility" (Public), and "Page Attributes" (Parent, Template, Order). A footer at the bottom of the editing area shows draft and edit timestamps.

Home

Permalink: <http://paulamcnutt.com/> View Page

Add Media

Visual Text

1. Click on the image you want to make into a link. This will highlight the image.

2. Click here on the image which when hovered over reads "Edit Image"

Publish

Preview Changes

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

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

Published on: May 16, 2013 @ 13:41 [Edit](#)

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

Page Attributes

Parent

(no parent)

Template

Default Template

Order

0

Need help? Use the Help tab in the upper right of your screen.

Featured Image

Draft saved at 2:40:42 pm. Last edited by paulamcnutt on May 27, 2013 at 2:39 pm

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The screenshot shows the 'Edit Page' interface with a modal window titled 'Edit Image' for the 'Truro Daily News' logo. The modal has two tabs: 'Edit Image' and 'Advanced Settings'. Under 'Edit Image', there are sections for 'Size' (a percentage selector from 60% to 130%), 'Alignment' (radio buttons for None, Left, Center, Right), 'Title', 'Alternative Text' (with the text 'Truro Daily News Logo/Link to site'), 'Caption', and 'Link URL' (with the text 'http://www.trurodailynews.ca/'). Below the 'Link URL' field are buttons for 'None', 'Current Link', and 'Link to Image', and a note 'Enter a link URL or click above for presets.' At the bottom of the modal are 'Update' and 'Cancel' buttons. A callout box with an arrow pointing to the 'Link URL' field contains the text: '3. Type in the URL you want to link to in the "Link URL" space.' Another callout box with an arrow pointing to the 'Update' button contains the text: '4. Click on "Update"'. The background shows a sidebar with 'Home', 'Permalink: http://paulamc...', 'Add Media', and a 'Publish' button. The main content area shows a preview of the 'Truro Daily News' logo and some placeholder text.

If you are done creating your post or page you can [publish](#) it.

Searching for Posts, Pictures, or Pages

There is a search bar on the top of the Posts page, the Media page, as well as the Pages page where you can search for specific posts, pictures or pages. It is in the same location of each of the editing pages, the upper right hand corner (as pictured below).



Adding Pages to site

Adding pages to site: You technically do have permissions to make new pages (it is done the same way as making a post) however if you do make a page it will **not** automatically show up on your navigation menu (menu is pictured below) so it may not be worth creating since it would not be readily visible to a user. It would have to be coded to appear, in the menu, by an administrator.



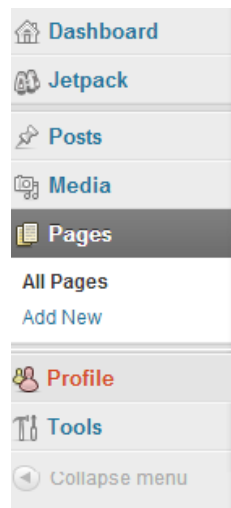
Meta Description

This space is located under the section where you edit the content of your pages and posts. This is used to indicate what you want to be your excerpt that is displayed when people Google you. It is typically short and sweet.

Meta Description
The Truro Sport Heritage Society celebrates the achievements and successes of present day local athletes, coaches, and volunteers. The Colchester County Sport Hall of Fame honours past Honour Roll inductees, along with those inducted since the Hall opened in 2006, on the CIBC Wood Gundy "Wall of Fame". We are located in the Marionold Cultural Centre in downtown Truro, Nova Scotia on 605 Prince Street.

Other Information

Profile just edits your backend user information; nothing there affects anything a visitor to the site may see. Really the one three which are important to know are Posts, Pages, and Media.



The layout, design, header, footer, Menu, and Facebook link are all created through code on the administrator end (so to edit them they need administrative privileges).