Understanding Wordpress and the RNLC website.

This document has been created to help you understand some basic principles when adding content to Wordpress.

POSTS AND PAGES

Some of you may be familiar with the idea of 'blogging'. That requires you to 'post' your thoughts and ideas, sometimes supported with media such as photos or videos, onto a page set up to enable the process.

Indeed, that was the original concept for Wordpress. They created a framework that ordinary folks who didn't know how to build a website could use to create their own blog page.

Over the years Wordpress has developed into a much more powerful tool. The RNLC website uses Wordpress to host a 'theme' that suits the content and activities that we wish to display etc.

However, the theme we use DOES NOT ALLOW posts. This is a very important point to remember.

So, if you are adding material to your particular Network's page you have to 'EDIT' that page. Do not create a post and expect to see it turn up on your page. By editing your page you can add text, photos, video, documents, links etc.

To edit a page you must be logged in. If you go to the home page of the RNLC site you will find a box in the bottom right hand corner that allows you to enter your log in details.

Once you are logged in there are 2 ways to edit your page. You can either navigate the site as if you were a normal visitor by going to the top left hand corner where it says 'RNLC' next to a picture of a house (home). Hover over the word and a drop down menu will appear. Now click on the word 'Dashboard' and a long menu list will open down the left hand side of your page. Now go back to the top where the picture of the little house is and hover over again. Now you can 'visit site.

That's like seeing what the outside world sees when they come to the site.

Now, navigate via the top menu to the page you want to edit. Open the page. At the top of the page there is a black bar. On the right hand side you will see 'edit page'. Click there and your page will open with all the editing tools you need. By the way, Wordpress is great at a lot of stuff but not brilliant when it comes to text layout.

Once you've done your edit, find the 'update' button on the right hand side of the page. Once updated, 'view' the page to make sure it looks the way you want it to.

The other way to edit pages is to log in and hover your mouse over the little picture of a house in the top left hand of the page. When the word 'Dashboard' appears below it, click there to open the dashboard. Now go down the dashboard menu items until you come to the word 'Pages'. Hover over the word and you will get "All pages' as a choice. Click on that word and a list of all the created pages will open up. Now just find the page you want to edit.

Hover over that page title and 4 menu items will open up below the title. Now just click on the word 'Edit' and your page will open up ready for editing.

If you want to add media such as photos, video or documents to you page all you have to do is find the 'Add Media' button toward the top left of your editing page. When the media library opens you can find and click on the media you want to add (you will have to have added it to the media library first) and it will appear where you placed your cursor.

If your media hasn't been already uploaded to the library before you start editing you can now upload media from the editor page.