Website Editing Quick Guide

Customer Service Centre

Logging on to edit your page

In order to edit your pages you will need to log on to the editing area of your website.

- Open Internet Explorer.

- Navigate to your website.

- At the bottom of the page choose the option for "website Admin".

Copyright Support Sevices Partnership 2011
Privacy Policy - Website Admin

- Enter your username and password.

- Click the Log In button.

- You will now see the dashboard.

WORDPRESS

Username
craig

Password
••••••••

Login form protected by Login LockDown.

☐ Remember Me   **Log In**

Register | Lost your password?

How to Post a News Item

To publish a news article into your "News" area, you need to POST an article.

1. Enter the New Posts area by:

- Clicking the drop down arrow on the left hand side of the screen next to the word "Posts" and choose "Add New" or

Posts ▾
Posts
Add New
Categories
Post Tags

- Click on the word "Posts" then select "Add New" from the top of the screen.

Posts [Add New]

Then in the "Add new Post" screen enter

- The Title of news article.

- The content of the news article.

Enter title here

Upload/Insert 🖼 🎵 ⚙   Visual   HTML

B I ABC ☰ ☰ " ☰ ☰ ☰ 🔗 ✂ ▦ ABC ▾ ▣ ▦

- On the right hand side of the screen choose which category that you want publish the news article into.

Categories
All Categories Most Used
☐ News Section
  ☐ Cancer
  ☐ Influenza
☐ Uncategorized

+ Add New Category

• On the right hand side optionally add a tag for your news article.

Post Tags
fl   Add
Flu Jab   gs with commas
influenza
swine flu   the most used tags

• If you want the post to go live ensure that the visibility is set to "Public" (top right of screen).

- Optionally set a date in the future for when your article will become visible.

- Click the "publish" button.

2. On the right hand side of the screen in the "QuickPress" area enter

- The title of the post.

- The content of the post in the next box.

- Optionally add any tags to the post (as detailed above)

- To publish the article straight away click the "Publish" button.

Category

When you "Post" a news article you can help your patients find related articles by grouping them into categories. Categories are usually broad terms rather than specific subjects e.g. Influenza, Health etc. They become hyperlinks on your website.

How to Create a new category

Categories can be created

1. When you create your news article (Post) or

2. From the main category section

1. Create at same time as news article

- On the right hand side of screen choose the option "Add New Category".

- Type in the name for the category.

- If it is a sub category then choose its parent

- Click "Add new Category".

2. Create from Main category section

- Click categories from navigation menu.

- Enter category name.

- Enter Slug (what you type here will appear in the website address bar when the user clicks the category name).

- Choose this category's parent.

- Optionally add a description.

- Click Add new Category.

Tags

Tags are very similar to Categories and are used to link similar news articles, however tags tend to be much more subject specific e.g. No smoking day.

How to create a new tag

Tags can be created

1. When you create your news article (Post) or

2. From the main "Post Tags" section.

1. Create tags at same time as news article

- On the right hand side of screen in the "Post Tags" section start to type the name of the "post tag".

- Any tags that start with these letters will auto-complete.

- Separate multiple tags with a comma ","

- When you have all the tags added click "Add"

Create from Main "Post Tags" section

- Click "post tags" from navigation menu.

- Enter the tag name

- • Enter Slug (what you type here will appear in the website address bar when the user clicks the tag name).
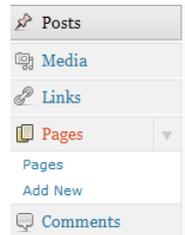
- Optionally add a description.

- Click "Add New Tag" button

Web pages

These hold all the information that you see on your site.

How to create a new web page

On the main navigation screen on the left hand side click the drop down arrow next to Pages and choose "Add New".

Enter Page Name

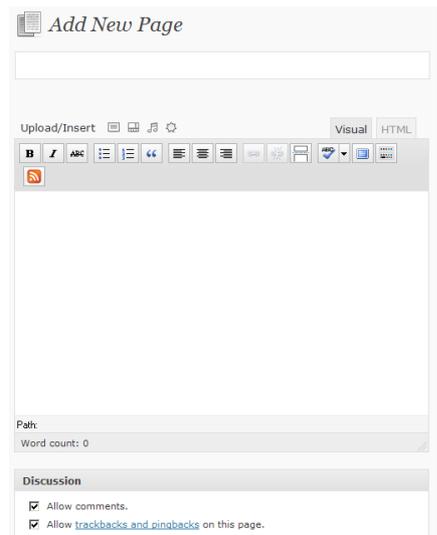At the top of the page type in the Page name

NOTE

The page name will be displayed on the web page itself.

Enter Page Content

In the large white box underneath the toolbar type in or paste your content.

See more toolbar buttons by clicking the last button on the top row:

If you want to upload a picture then click the small button above the toolbar to upload a picture.

Notes on Pictures

Please make sure your pictures are resized for the Internet (e.g. No more than 400 pixels wide), if you need to resize your images then try one of the online tools e.g. www.webresizer.com.

If you want to add a caption to your picture then when you have put the picture on the page, hover over your image and choose the edit button, enter information in all the fields including: title, description, Alt text and Caption.

Turning off users ability to comment on a page

Underneath the content area is a section called "Discussion". Take the tick out of the tick box for

Discussion

☑ Allow comments.
☑ Allow trackbacks and pingbacks on this page.
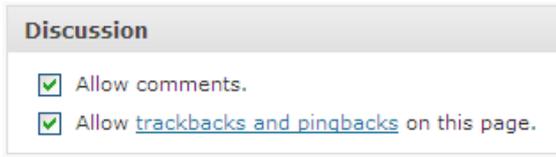
"Allow Discussions"

NOTE

If this section is not present then choose Screen options in the top left corner and turn on the option for discussion.

Pages ▼ Howdy, craig | Log Out

Screen Options ▼ Help ▼
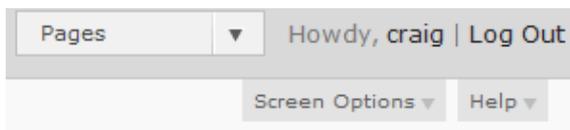
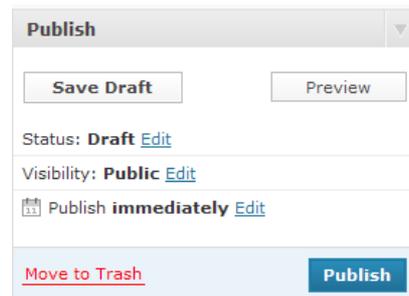## Choosing the menu your page appears in

On the right hand side of the screen under Page Attributes.

- To put your page on the top level navigation leave the parent drop down as "No Parent" (as below)

Page Attributes

Parent

(no parent)

Template

Default Template

Order

0

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

- To put your page as part of a drop down option choose which page is its parent with the drop down arrow.

- To change the order type in a number that represents its position in the list .
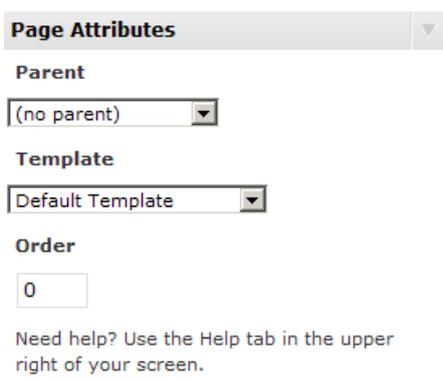
To Publish your page immediately

In the Publish section on the right hand side of the

Publish ▼

Save Draft   Preview

Status: **Draft** Edit
Visibility: **Public** Edit
📅 Publish **immediately** Edit

Move to Trash   **Publish**

screen, make sure the options is to Publish immediately (as below) then click Publish.

To delay the publishing of a document

In the Publish section on the right hand side of the screen, click the blue "edit" word to the right of publish immediately.

Then choose the date and time that you would like the page to appear on the website.

Click Ok

📅 Published on: **Mar 8, 2011 @ 15:57**

Mar ▼ 08 , 2011 @ 15 : 57

OK Cancel

NHS
South of Tyne and Wear