

EDITING YOUR BRANCH 8 ACTIVITY WEBPAGE

Managing your Activity webpage is similar to editing a Word document. Start on our training site (where mistakes are irrelevant, and expected) then graduate to working on the live site. The following instructions will get you started, then you can get as advanced as you wish. Help is just a phone call (or email) away. The deal is, if you enter the content, I'll look after the mechanics of keeping the WordPress program running smoothly. ENJOY

Derek Southern

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NOTE:

The screen captures are from the site for training editors, but the live website, sirbr8.com, is very similar and the instructions work for both sites. I sometimes change the image at the top of the page (the 'header') but apart from that, the screen captures and instructions remain the same.

Support team:

Derek Southern 253-1646 Barry Brown 930-8206 Don Atwater 673-1669

As you build up confidence please volunteer to join the support team and share your knowledge

Getting started

Start by going to the training website edit.dlsouthern.com and viewing what is there:

Contact one of the support team for your login credentials (user name, password, and authorization code). Then login to the training site by typing:

edit.dlsouthern.com/login

The address line in your browser will change, see image on next page.

Once approved on the training site by demonstrating you can add text, images, and pdf files let us know and we'll give you access to sirbr8.com with some new credentials. You can then login to the main Branch 8 site:

sirbr8.com/login

How to Login

 Type the address, edit.dlsouthern.com/login, (or sirbr8.com/login) into your browser and you should arrive at the login page. Type your name, password, and authorization code EXACTLY as shown in the email we send you, the choice of upper/lower case is important. If you get it wrong 3 times you'll be locked out for about 90 mins (to protect us from the 'bad' guys).

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- 2. Note that what you typed into the browser bar changes when the login page appears. If you try typing in the new phrase 'wp-login.php' you will be redirected to a yahoo page! The use of 'login' is just one minor security change as it is non-standard. Using the php phrase is set to be recognized as an error, and errors send you off-site!
- 3. The authorization code for each site will be given to you in an email along with your personal user name and password.
- 4. Click on 'Login' button. This will take you to the 'dashboard' area where all the action starts.



5. Since I change the header image from time to time, the one illustrated here will probably not be the one you see.

How to edit a page

- 6. Now select a page to edit
- Let's suppose you want to edit the Astronomy page... Select 'Astronomy' from the menu list with a left-click. Now click on "Edit page" in the top margin, or click on "EDIT" at the bottom of the page.



The editing area looks like this:



Numbers on the screen capture above relate to the notes below:

- 1 is the text area where you will add or edit your text
- 2 is the area for applying text formats, just like a regular word processor like Word. The last icon in the top row (Toolbar toggle) will expand or contract the editing possibilities
- 3 "Visual" and "Text" buttons Visual is best for 'WYSIWYG' (What You See is What You Get!) editing (the "Text" button shows the html code behind the page layout, it's great if you know how to think in html!)
- 4 When you want to add media (picture, videos, pdf) to a page use this button. More on this later.
- 5 Always remember to click "UPDATE" or you could lose your work when you go to view the page The program should remind you if you try and leave the page without updating (saving) it!

The editor is rather basic! But you can select text, delete it, replace it. Make it BOLD or *Italic* like you do in Word. If the page has a number of words within angle brackets < > like or you are in what WordPress calls 'text' mode. Simply click on 'Visual' to see 'normal' text.

Finally, to view the page LIVE on the web; click on the "View page" button

Edit Page Add New
Page updated. View page
Astronomy
Permalink: http://edit.dlsouthern.com/astronomy/ Edit View Page Get Shortlink
Add Media Visual Text
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Adding pictures to a page

A page of text by itself is boring! So let's add a picture.

Click on the 'Add Media' button

Edit Page Add New
Page updated. View page
Astronomy
Permalink: http://edit.dlsouthern.com/astronomy/ Edit View Page Get Shortlink
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Edited and updated: Nov 21, 2017

Adding an image is easy!

The Insert Media page appears, you can select an image directly from the library of files already uploaded, or you can upload a new file by clicking on the indicated button.

Insert Media	Insert Media	
Create Gallery	Upload Files Media	Library
Set Featured Image	All media items 🔹	All dates
Insert from URL		
	201107BECMinutes. pdf	SIR-State-From-27- Top-20-Luncheon- Attendance.pdf

You may drag-and-drop a single file (or several files) from your File manager onto the page, or click on 'Select files' to add files from a file menu. Finish by clicking on the "Insert into Page" button at the bottom right of the "insert Media" page.

Adding a Word Document or Excel spreadsheet

To add a Word document or an Excel spreadsheet simply do a COPY / PASTE from the source directly into your webpage . This works well for simple documents, but if you are wanting to insert a page with complex formatting you will find it easier to create a pdf file and insert that instead of a Word document or an Excel file

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Upload Files	Media Library	
		Drop files anywhere to upload

Maximum	upload	file	size:	128	MB.
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Please keep the width of an image under 700 pixels so it doesn't overlap the menu. You can click on an image and drag a corner in (or out) to change the size. This can occasionally make the image 'soft' or even blurry. In that case adjust the image size in an image editor before bringing it into WordPress.

Add a PDF file

Adding a pdf follows the same pattern as adding a picture. Make sure your cursor is on the page, and in the right place, for the inserted pdf. Go to 'Add media', select the file (check mark appears), and click the 'Insert into page' button. Let's add the Chairman's handbook:



The file is selected when you see the check mark.

Chairman-Handbook- revised-11.7.2017.pdf

Let's add the pdf to this page, note the cursor is where the file will be inserted. Finish by clicking on the "Insert into Page" button at the bottom right of the "insert Media" page

Edit Page Add New		
Chairman handbook		
Permalink: https://www.sirbr8.com/18308-2/ Edit		
Add Media Add Gallery	Visual Te	ext
File ▼ Edit ▼ Insert ▼ View ▼ Format ▼ Table ▼		
		-S
Paragraph \checkmark \equiv ABE \notin \Re \Re Ω \equiv \odot <u>A</u> \checkmark O		
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You will see some code inserted at the cursor point. This code will bring in the pdf:

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Update your page and View page. You will now see the usual page header with the pdf showing on the page (I'm not showing all the handbook page!)

SIR Branch 8



Chairman handbook



Add a Hyperlink to an External Site:

By adding a hyperlink to a page you enable a reader to jump to another place you think might be of interest. Below is the new page for Car Enthusiasts announcing an outing to a car museum. A link from this page to the Car Museum's website would be an asset to members who are interested.

You will need the web address of the site being referenced. I suggest opening the 3rd party site, then select (highlight) and copy the address (url) in the browser toolbar (Control-C)

On your Activity page simply highlight the text you would like as the active link, here I have chosen "Blackhawk Auto Museum", then click on the 'Insert/Edit link' icon.

Edit Post Add New		
Car Enthusiasts		
Permalink: http://edit.dlsouthern.com/car-enthusiasts/ Edit View Post Get Shortlink		
Q Add Media	Visual	Text
$\begin{array}{cccccccccccccccccccccccccccccccccccc$		×
Update: 3/12/15		
The <u>Blackhawk Auto Museum</u> has approved our request to use the outside patio for member's classic cars. I think we have about 4 guys that were interested in parking displaying them.	r our ; and	

The next page comes up asking for the web address of the site you want the link to lead to, add the address to the URL box (paste the web address you recently saved) and finish by clicking on 'Add Link".

Insert/edit link	×
Enter the destination URL	
URL http://www.blackhawkmuseum.org/	
Title	
Open link in a new window/tab	
Or link to existing content 🔻	
Cancel	Add Link
Edited and updated: Nov 21, 2017	

As a result the text you selected will be a different color and underlined. This is the standard indicator on a web page that this is an active link.

The Activity page text now looks like this:

Car Enthusiasts

Posted on March 11, 2015 by author derek

Update: 3/12/15

The <u>Blackhawk Auto Museum</u> has approved our request to use the outside patio for our member's classic cars. I think we have about 4 guys that were interested in parking and displaying them.

This should be enough to get you going. If there are any errors (I know, they happen) please let me know, and always feel free to ask when (NOT if) you hit a problem.

Thank you for your help in keeping the website up-to-date...

Good luck

Derek 253-1646