**Editor’s Tips for Updating the Westbury Sub Mendip Parish Council Website**

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Tips

1. Logging In

Go to the Editor’s login page at <https://westburysubmendip-pc.gov.uk/wp-login.php>

Sign in with your user name and password (tick the ‘remember me’ box if you want to make it easy next time)

If you don’t have a user name, ask the site Administrator for one:

( [webadmin@westburysubmendip-pc.gov.uk](mailto:webadmin@westburysubmendip-pc.gov.uk) )

N.B. After the Login screen you are taken to the Wordpress ‘Dashboard’ page. You may see various Wordpress Updates and/or Plugins being notified/listed on this page under ‘Updates’. Please do not attempt to implement any of these updates. They will be implemented by Tickbox Marketing in a controlled process as part of their hosting service for the website.

1. Creating a Calendar Event

After logging in, from the Home Page, hover over ‘Events’ in the black Wordpress bar at the top of the page. N.B Editors and Administrators can add Events: not sure about Authors.

From the drop-down menu, click on ‘Add Event’.

On the ‘Add New Event’ page, enter your Event Title,

Next add any descriptive text in the white box below the title.

Then add the time and date in the white box below.

Add Location.

Add Organiser.

Optionally, add Cost.

Finally, scroll back up to the top of the page, right hand side, and click on ‘Preview’ or ‘Save Draft’ or ‘Publish’, as you wish.

1. Creating a News Item (aka a ‘Post’)

After logging in, select ‘Posts’, then ‘Add New’ from the Dashboard Toolbar.

Enter a Post Title, and then suitable text.

To add a picture, click on the ‘Add Media’ button above the text entry box. Select a picture from the photos already uploaded to the website, or click on the ‘Upload Files’ tab to upload a picture from your own computer.

Optionally (but usefully), choose a category for the Post, from the box on the right hand side. There are three high level Categories, ‘Parish Council’, ‘Neighbourhood Plan’, or ‘Community’. Within the ‘Community’ Category there are various sub-Categories for each club or society.

Also Optionally but usefully, the ‘Save Draft’ button allows you to save a draft and come back to it later; and the ‘Preview’ button allows you to open a preview of your post in a separate tab, for final proof reading before you click the blue ‘Publish button. And if you spot anything needing changing after publication you can always come back and Edit a Published post.

N.B. Anyone can leave a Comment on a Post/News item, they don’t have to be registered as an Editor or any other role. People can comment by going to the News page, and clicking on the News Item they are interested in. Scroll down to the bottom of the News item, and there are boxes for your comment, along with your Name and Email Address (both mandatory). The Comment will be Moderated, i.e. it is not made public until an Editor has read it (from the Dashboard Toolbar) and approved it. If it is a lively News Item, one can hope for a lot of comment.

1. Liking or Commenting on a News Item

If you wish to comment or show your liking for a News Item then click on the green Editing square to the left of the News Item’s title.

Then scroll down to the bottom of the News Item. At the bottom of the text there will be a blue Like button. Press this button, and any other viewer will be able to see that you like this Post. Below the Like button there is a ‘Leave a Reply’ box where you can type any comment you would like to make on the Post: this will be made visible to other viewers of the Post.

1. Editing a webpage (aka a ‘Static Page’)

After logging in, navigate to the Page you want to edit.

In the Wordpress Menu bar, click ‘Edit Page’

Click on the text you want to edit – a Text Block editing window will open.

Make your changes, and when finished click ‘Save’ – the editing window closes and you return to the Edit Page. You now have the choice, in the top right ‘Publish’ box, to ‘Preview Changes’, or go straight to ‘Update’ which publishes your changes.

To check the result, navigate back to the Page you edited to see your published changes.

1. Adding a Word document to a website page

From the Wordpress Dashboard left side Toolbar, select ‘Media’ and ‘Add New’ – you will be given an ‘Upload New Media’ screen with a ‘Drop Files Here’ box.

Drag and drop the document you want to upload to the website (alternatively, use the ‘Select Files’ button to use the selection via file menus approach).

Now go to the web page you want to put the document on, and click on ‘Edit Page’ in the Wordpress Menu Bar – You are taken to the Edit Page.

Click the ‘Edit Element’ icon (a square with a pen writing on it) and a Text Block editing window opens.

Click on the ‘Add Media’ button, and from the ‘Media Library’ tab on the ‘Insert Media’ window, find the document you previously uploaded, and click on it. Then click the blue ‘Insert into Page’ button.

Click the blue ‘Save’ button, to return to the Edit Page.

On the Edit Page, click on the blue ‘Update’ button in the top right ‘Publish’ box.

To see the result, navigate to the published Page.

1. What Roles besides Editor are available in Wordpress?

Wordpress provides these roles:

* Administrator can add people to roles, and edit
* Editor can edit all pages
* Author can edit their own Posts (i.e. News items), but not anyone else’s
* Contributer can create a draft Post, but an Editor or Administrator must publish it
* Subscribers can be notified of new Posts/News items

1. Asking a ‘How do I…?’ Question

If you can’t see how to do something, try asking one of the other website Editors for help.

To see the list of Editors, login to the website, which takes you to the Wordpress ‘Dashoard’. In the left hand column, click on ‘Users’ and choose whoever you like from the list of Editors to email or phone your query to.

Alternatively, email [webadmin@westburysubmendip-pc.gov.uk](mailto:webadmin@westburysubmendip-pc.gov.uk) and ask if the query can be sent to [support@tickboxmarketing.co.uk](mailto:support@tickboxmarketing.co.uk) .

Please don’t contact Tickbox Marketing until our local Westbury resources have been consulted, because we want to limit our website hosting costs with Tickbox Marketing as far as possible.

If you think your Question and an answer should be on this ‘Tips’ document, let the Website Administrator know!

1. How is a new Community Group Page added?

Firstly, make a request for Change Control agreement that a new page may be created: see the Change Control process on the Parish Council ‘Governance’ page.

<https://westburysubmendip-pc.gov.uk/parish-council/governance/>

When agreement has been given, to create a Page, from the Wordpress Dashboard, click ‘Pages’, then ‘Add New’. Enter a Page Title, then the Page content as required.

Before Publishing, in the ‘Page Attributes’ box on the right, use the ‘Parent Page’ drop-down list to select ‘Community’ as the Parent Page.

1. Featured Image

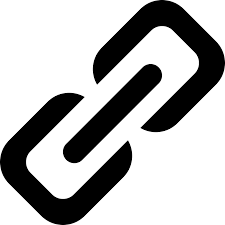
When editing Pages, and Posts, if you scroll down to the bottom right of the page or post you will find a box called ‘Featured Image’. If you use this to attach an image from the Image Library, the Image is used as an identifier for the page or post, appearing alongside the Title like a logo for the page or post.

1. Contact Forms

To add a contact Form to your webpage open your webpage in the Advanced Editor. Select the ‘Content Elements’ tab. Click on ‘Contact Form’.

12. Inserting Links to outside websites

To insert a link to an outside website follow the steps in 3 (News Item/Post) or 4 (Web Page)above to get into the ‘Edit’ window. There is an ‘Edit/Insert Link button in the Edit window formatting buttons at the top of the window. Position your cursor where you want the link to appear, then click this button -



You will be offered a space to insert the web address you want to link to.

Either paste the address in, or click on the cogwheel symbol and paste the address in along with a simpler ‘link text’ wording for users to click on.

Then publish the Post or Page as in step 3 or 4 above.

Version History

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| --- | --- | --- | --- |
| *Version* | *Date* | *Topic* | *Author* |
| 0.1 | 01/06/2017 | First issue | MS |
| 0.2 | 02/06/2017 | Create a ‘child’ page on the Community parent page | MS |
| 0.3 | 06/06/2017 | Request not to action any Wordpress updates | MS |
| 0.4 | 12/06/2017 | Login url corrected – http:// added | MS |
| 0.5 | 19/06/2017 | Featured Image | MS |
| 0.6 | 21/08/2017 | Contact Forms | MS/AB |
| 0.7 | 25/07/2018 | Draft corrections added, not yet published | MS |
| 0.8 | 21/09/2018 | Clerk’s name amended | MS |
| 0.9 | 15/10/2018 | Item 1 and 2 updated | MS |
| 0.10 | 25/04/19 | Item – Insert link added | MS |
| 0.11 | 13/02/20 | Liking or Commenting on a News Item | MS |
| 0.12 | 08/05/2020 | corrections | MS |
| 0.13 | 14/05/20 | Additions to Posts | MS |
| 0.14 | 17/6/20 | Page Create, tip 9 revisions | MS |
| 0.15 | 11/08/20 | Correction to item 4, Leaving a Comment | MS |
| 0.16 | 28/09/20 | Events, created by Admins, Editors: maybe Authors? | MS |
| 0.17 | 18/02/2021 | Change login link from http:// to https:// | MS |
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This ‘Editor’s Tips’ document is available in the latest version from the ‘Community’ section of the Parish Council website.