

Editing posts on main website

On the bottom right of the home page, you will see featured articles and audio displayed (should be six of them) at a time, they also appear on other pages throughout the site eg Info for clients. These items are all 'posts'

To edit the titles or content of these

- **Go to dashboard** (link to dashboard is on staff homepage, and appears on login page, once logged in). You are now in the 'backend' of the website.
- In the top left hand column - click on 'Posts – edit' You will see a list of all the posts, and their categories. Posts that are displayed in the featured section, are in the resources category.
- Select the post you want to edit – edit post. You are now in the visual editor. You can delete, add text as you would in an email or word doc. click on UPDATE (blue button on right side) once you are happy
- Note the category of the post you are editing (on the right hand side it will show which category). This determines whether the post will be displayed in the 'featured articles and audio' section. If you want to remove a post, change the category to 'uncategorised' and UPDATE. The post will still be saved, but won't be displayed.

To change the image that appears in the 'featured' section – you need to change the 'featured image' . Scroll down to the bottom right hand side of the screen – you will see the image displayed there. Click on 'remove featured image' (underneath the image). To replace the image – follow the instructions to upload from computer. Make sure the image you upload is a jpeg, no bigger than 300px, and has been clearly named so that you are able to identify what it is eg treephotobyadam rather than 'tree'.

Once uploaded you will see details of the image – no need to add a description. Just click on 'use as featured image' , (ignore 'insert into post because it will do this for you automatically)

save changes and go back to the Visual editor and then UPDATE again.

To change title - type in changes and UPDATE.

To add a new post

- **go to – add new post (under 'Posts', top left hand side in dashboard)**
- **enter title** and click on 'Publish'

- **paste content form a word document – don't add formatting in word eg bold, italics etc** – better to see how it looks on the site first.
- **upload featured image (see above)** – after uploading no need to insert featured image in post, it will display automatically, with text wrapped around it. Always click on 'update' to save changes
- **select category – for featured articles = resources.**
- **if you don't want it to be displayed – chose 'uncategorised and select 'private' in the publishing box on the top right.** This is important if you don't want anyone to view it yet. Don't forget to change the status to 'public, when you are ready to publish it
- **add excerpts–** below the area where you enter text you will find the excerpt box . It's important to add a brief synopsis here. In some areas of the site, the featured articles/audio display these excerpts. If you don't add an excerpt, the full text will be displayed, which looks terrible.
- **for search engines** – add a description and keywords (keep scrolling below excerpts for these boxes. This is not vital, but does help to make it easier for people to search
- **to insert an image into a post**
 1. place the cursor where you want the image to appear, and click there.
 2. Go to the 'add image icon' just above the visual editor toolbar (the bold/italics buttons etc). if you hover next to 'UPLOAD/ INSERT' you will find the 'add image' icon. By choosing other icons you can add mp3s, pdf's etc.
 3. Select – from computer and search for the file you want to upload. Make sure it's a jpeg, around 300px by 300px, less than 64mb in size, and that it is already clearly named (not numbered – choose a name that makes sense eg treephotoby adam)
 4. Once uploaded – it will show you details of the file. You can add a description if you want - can be handy when searching later. Click on 'insert into post, then 'save changes' and then go back to the visual editor
 5. Click on 'update'

To check how the post looks – click on update, and then 'view post' . you can go back and forth as you make changes. You will notice that the featured imaged is displayed automatically in the post'.

-

