

Colloquy Downeast WordPress Information

Table of Contents

[Making Site Changes](#)

[Adding a New Page](#)

[Editing a Page](#)

[Adding an Image to a Page](#)

[Editing or Deleting an Image](#)

[Adding a PDF file to a Page](#)

[Adding/Removing a Link on a Page](#)

[Adding a Line Break](#)

[Adding Slideshow Images](#)

[Changing the Slide Order](#)

[Cropping/Sizing Images](#)

NOTE: These instructions assume that you are already signed into the WordPress Administration area, which is online here: <http://www.colloquydowneast.org/wp-admin/>

Making Site Changes

Adding a New Page

Pages are used for most of the information on the site.

1. In the left column, click on Pages > Add New
2. Type a title for the page in the first field.
3. Type or paste in text for the page in second (big) field.
4. To Preview the page, click on the Preview button on the right.
5. To save a Draft of the page, click on the Save Draft button on the right.
6. To save and Publish, click on the blue Publish button on the right.

Editing a Page

1. In the left column, click on Pages
2. Click on the page you'd like to edit from the list.
3. Make any edits and click Preview Changes in the right column to preview the page.

4. Click on the Update button to save your changes.

Adding an Image to a Page

1. Place cursor in text where you'd like the image to be.
2. Look for the Add Media button at the top of the content area and click on it 
3. In the window that pops up, you will see the images/files that have already been uploaded to the Media Library. To upload a new image, click on Upload Files at the top. Follow the on-screen instructions.
4. After the image or images have uploaded, make sure you fill in any content in the right column. You should at least fill in a short description in the Alt Text field, which is used by search engines. You can add a caption if necessary. There is no need for Description. Choose alignment (where the photo appears in relation to the text – left, right or center). If you would like the image to be clickable to a larger version, leave the Link To option set to Media file. Otherwise, change it to None. Medium size should already be selected and it's usually the best choice.
5. Click the blue Insert into page button to insert the image into the page.

Editing or Deleting an Image

1. To edit the image information, click on the image once and in the small pop-up, click on the pencil icon. Make any necessary changes and click the Update button
2. To delete an image on the page, click on the image and in the small pop-up, click on the x.

Adding a PDF file to a Page

1. Place cursor in text where you'd like the PDF to be.
2. Look for the Add Media button at the top of the content area and click on it 
3. In the window that pops up, you will see the images/files that have already been uploaded to the Media Library. To upload a new PDF, click on Upload Files at the top. Follow the on-screen instructions.
4. In the right column, change the Title to the text you'd like to see linked on the page.
5. Click Insert into Page.

Adding/Removing a Link on a Page

1. Select the text you'd like to be linked
2. Click on the icon that looks like chain link (11th icon from the left)
3. Copy or type in the link URL or click on the "Or link to existing content" to choose a page/post within the site to link to. Either search or scroll through the options and click on the one you want to use.
4. Click Add Link

5. To remove a link, highlight the text and either click on the X in the small pop-up window or click on the unlink icon next to the link icon in the buttons above the content area.
6. If you are linking to an email address, make sure the link starts with mailto: (WordPress should do this for you), for example: mailto:info@colloquydowneast.org.
7. Then paste or type in the email address and click on Add Link.

Adding a Line Break

If you hit enter/return when you are entering content in WordPress, you'll get a line of space between your text. If you'd like to have a line break without the space, press the shift key and enter/return at the same time.

Adding Slideshow Images

The homepage slideshow images are 1170px wide by 300px. You may add images that are larger than this, but you won't have control over how they are cropped. I recommend cropping them exactly before adding them (or using the instructions below to crop them in WordPress). Resolution should be set at 72.

1. In the Admin area, go to Slides > Add New
2. Click on the "Set featured image" link under the Slide Image heading
3. Choose Upload Files and upload your image
4. Once it has uploaded, add Alt Text in the right column (this information is used by search engines and accessibility readers).
5. Click the Set featured image button on the bottom right.
6. Enter a slide title (this does not appear on the site, but is just a description for identification purposes).
7. There is no need for a Slide Link
8. In the right column, check the Homepage box in the Slideshow area
9. Click on the blue Publish button

Changing the Slide Order

Slides are sorted chronologically. To change the order of a slide, simple edit the slide publish date to sort it up or down.

Cropping/Sizing Images

This can be done with any image you upload, but I'm going to be specific in these instructions for cropping for the homepage slideshow. These instructions start after you have uploaded the image.

1. On the right side of the screen where the image information appears, click on the Edit Image link. A new window with the editing options will appear.
2. To the right of the image, click on Scale Image.

3. Change the first dimension to 1170. The second dimension will change automatically. Click the Scale button to save your changes.
4. To the right of the image, click on the Circle/Question Mark icon next to Image Crop and follow the instructions for cropping. Start by clicking in the image and dragging to select the area of the image you want to keep (see the image to the right).
5. The image needs to be cropped to 300 pixels high for the homepage slideshow. If you have trouble dragging the crop marks to 300, simply type 400 into the second selection box (should read 1170 x 300).
6. Once you have the crop dimensions correct (1170 x 300), click on the first button above the image on the left - Crop. This will crop the image based on the crop marks you dragged over it.
7. Then click the Save button under the image.
8. Click the Update button on the right side of the screen.
9. Close the Edit Media window.
10. On the Set Featured Image window, click on the Refresh link under the image. Then continue above instructions to add image to slideshow.

