

Using WordPress for your Local Website

Adding Homepage Slides/Banners

The homepage slider is the first thing visitors see and is a great place to highlight whatever message you want to get out to the public. It can link to a page on your website, a page on another site, or even show a video right there.

1. Go to **Home Slider > Add New**.
2. Click **Set featured image** then **Upload Files**, upload an image, select it, then click **Set featured image**. *Must be 960x350 to show properly.*
3. Optionally add a **Caption**, **Click URL** and **Video URL** (instructions shown by fields).
4. Under **Attributes** enter a number representing the **Order** in which you want the slide to appear.
5. Click **Publish**.
6. Refresh your homepage and make sure it looks right.

Adding Events

Events show up on the lower right of your homepage as well as the Events Calendar page (under News & Events). They are great for highlighting upcoming national campaigns, local events, and board meetings. *Make sure to enter a Start Date or it won't show up.*

1. Go to **Events > Add New**.
2. Enter a title for the event.
3. Use the content box to write information about the event.
4. Fill in the details under **Date & Time** (****Start Date is required****).
5. If your event repeats on a regular schedule (e.g., a monthly board meeting), enter the optional recurrence information.
6. Fill in the optional details under **Location** (venue, address, map).
7. Optionally click **Set featured image** then **Upload Files**, upload an image, select it, then click **Set featured image**. *Must be 960x250 to show properly.*
8. Optionally check the **Show sidebar widgets** box if you want to show a sidebar on this event's page.
9. Click the **Publish** button to add it.
10. Refresh your page on the front end and make sure it looks right.

Adding Latest News

The latest news shows up on the lower left of your homepage as well as on the Latest News page (under News & Events). News items are actually published using the blog function of your site, so you manage them under Blog Posts.

1. Go to **Blog Posts > Add New**.
2. Enter a post title.
3. Enter the post content.

4. Choose the categories you want to add your post to (you can click **Add New Category** if necessary).
5. Optionally enter some tags (keywords) for your post.
6. Optionally click **Set featured image** then **Upload Files**, upload an image, select it, then click **Set featured image**. *Must be 960x250 to show properly.* (Adding a featured image is not so important for Latest News.)
7. Refresh your page on the front end and make sure it looks right.

Editing Pages

1. Click on **Pages**; you'll see a list of all the published pages.
2. Click on the title of the page you want to edit.
3. Edit away.
4. Click **Preview** to see what the changes will look like.
5. If happy, close preview tab and click **Publish**.
6. Refresh your page on the front end and make sure it looks right.

Adding Pages

1. Go to **Pages > Add New**.
2. Add a title.
3. Type in text of page. If copying from another source (e.g., Word, webpage), use **Text tab** or click **T button**.
4. On right, choose a parent if it will be under an existing menu item.
5. Set the order if it is a 'child' page and there are other child pages; this sets the order they are shown in the sub-menu.
6. Optionally, add a header image. Under Featured Image, click **Set featured image**. *Must be 960x250 to show properly.* (Header images make pages look very nice. You can always use one that is already on your site.)
7. Check the box for **Show sidebar widgets**.
8. Click **Preview** to see what the page will look like.
9. If happy, close preview tab and click **Publish**.
10. Go to **Appearance > Menus**.
11. Under Pages, check the box beside your new page and click **Add to Menu**.
12. The new menu item will be at the bottom of the Menu Structure list; drag it to where you want it.
13. Click **Save Menu**.
14. Refresh your page on the front end and make sure it looks right.

Adding a link to another page or website

1. Highlight text that will be the link.
2. Click the **chain-link symbol**.
3. For a page on another website:
 - Copy in the full URL of the page (best to go to the page and copy the URL from the address bar).

- Check the box to **Open link in a new window/tab** (usually).
4. For a page on this site:
 - Scroll down the list of pages to find the page to link to; highlight it.
 - DO NOT check the box to open a new window/tab (usually).
 5. Click **Add Link**.
 6. Click **Publish/Update**, refresh front end and make sure link works properly.

Adding a link to a PDF

1. Highlight text that will be the link.
2. Copy it. (Ctrl-C or Command-C)
3. Click **Add Media** button above editor window.
4. Click **Upload Files**; then **Select Files**.
5. Find your PDF.
6. Once it uploads, paste the link text (that you copied) into the **Title window** at the right.
7. Click **Insert into page**.
8. Put your cursor anywhere in the link text and click the **link symbol**.
9. Check the box to **open a new window/tab**; click **Update**.
10. Refresh the page on the front end and make sure link works properly.

Adding an image

1. Put your cursor on the line where you want the image.
2. Click **Add Media**.
3. Click **Upload Files**, then **Select Files**.
4. Find your image file.
5. Choose the alignment:
 - Left – Floats to the left of the text
 - Center – Centered on the page
 - Right – Floats to the right of the text
 - None – Goes exactly where you put it (in-line)
6. Link to:
 - Media File – when click on the image, opens a larger version of the image
 - Attachment Page – when click on the image, reloads the same page the image is on (why? I don't know)
 - Custom URL – when click on image, links to another webpage
 - None – nothing happens
7. Choose size
8. Click **Insert Image**
9. When image is in editor, click on it to edit further:
 - Add a caption; will show under the image
 - Add alt text (text that will show up in the image doesn't load)
 - Change placement
 - Make clicking image open a new tab/window (under Advanced Options)

- *Note:* Re-sizing does not work with this theme. Resize before uploading. (See <http://maddchapters.ca/tutorials/pages/> “Adding an image to a page” for a free image sizing program.)

Need more information?

Check out maddchapters.ca/tutorials for step-by-step instructions and video tutorials.