Website Edit Notes:

Before you begin making any changes, visit the ABOUT page and get into edit mode. Above the copy pane you will see a formatting bar; click on the last icon, the "kitchen sink" box, on the right. A second "text" formatting bar appears under the first. Now you are ready to start making changes to web pages.

To create a new link to a new PDF file –

1. Name the file to be uploaded to the website. See "File Tag Conventions" in Members>Volunteer Docs. (not using this)
2. Go to web page where you want to create the link.
3. Get into Edit mode. (See first paragraph.)
4. Highlight the link text. (Should not be underlined.)
5. Copy it (cntl C)
6. Click on Add Media
7. Select upload. File will be uploaded into the Media Library
8. Select file.
9. In the Title Box, paste the text you copied (cntl V)
10. Insert Into Page
11. UPDATE

To edit text on a page –

1. Go to web page.
2. Go to Edit mode. (See first paragraph.)
3. Edit the text.
4. UPDATE

To link a file in the Media Gallery to a new link reference –

1. Go to web page where you want to create the link.
2. Get into Edit mode. (See first paragraph.)
3. Highlight the link text.
4. Copy it (cntl C)
5. Click on Add Media
6. Select Library
7. Find file and select (green box surrounds selected files)
8. In the Title Box, paste the text you copied (cntl V)
9. Insert Into Page

10. UPDATE

To link to another website section –

1. Go to web page section to be linked.
2. Copy URL
3. Go to section to be edited
4. Get into Edit mode. (See first paragraph.)
5. Highlight words to be linked (Should not be underlined.)
6. From format bar, use the "paperclip" to link text to URL
7. UPDATE

To update a file (PDF) to an existing link –

1. Get into Edit mode. (See first paragraph.)
2. Go to Add Media
3. Upload File with same name tag as file to be replaced
4. Answer "replace" on the prompt
5. Not sure if you need to re-link in text
6. UPDATE

To delete a file from the Library –

1. Get into Edit mode. (See first paragraph.)
2. Go to Add Media
3. Select file from the Media Library
4. Delete file
5. UPDATE

To delete extra line returns –

1. Get into Edit mode. (see first paragraph.)
2. Place curser in front of the line below the extra line space
3. Delete, text will be at the end of the previous line
4. Place curser in front of the text just moved
5. Do a Soft Return (hit return while holding down shift key)
6. UPDATE

How to do bulleted or numbered lists –

1. Get into Edit mode. (See first paragraph.)
2. Select the text to be bulleted
3. From formatting bar, select bullets or numbers
4. From text formatting bar, indent list if desired
5. UPDATE

To rename a file in the library –

1. Get into Edit mode. (See first paragraph.)
2. Go to Add Media
3. Upload the file with the new name tag
4. Delete the old file
5. Relink to any links that used the old file name
6. UPDATE

The underlined link in the context must be the same for files that are referenced multiple times throughout the website, e.g. Sunday Hike Leaders and Sunday Innkeepers. This way when files are updated the various references will all be linked. CHECK THIS

To link to an email address – Check again.

1. Go to web page where you want to create the link
2. Go to Edit Page
3. Select (highlight) the text for the line, e.g., Contact Us (DO NOT underline this text)
4. Click on paper clip at the top of the Edit page. A window to insert URL will show up.
5. Delete html://, then add Mailto:email address, e.g., Mailto:wsfeedback.cac1913@gmail.com
6. UPDATE
7. Correct in WordPress programming: wsfeedback.cac1913@gmail.com

To create a long dash (aka em dash) –

On a Mac hold down Option, Shift, and click on Underline.

To change calendar event categories – NEED TO REVIEW

1. In edit mode
2. In calendar, click on event
3. Edit event
4. Go to category list and check or uncheck as appropriate

To change password for web team – admins, editors, authors –

1. You need admin authority
2. On black bar, showing when logged in as admin, go to CAC on left side of bar
3. On the black menu on the left side of the menu, go to users
4. Find the person and select
5. Scroll down their profile to change their password
6. Send email to the person with their new password