

# DRAFT

## WordPress Editor's Manual for APHL

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### What is WordPress

WordPress (WP) is a popular open source content management system. As the creators of WP put it “WordPress is a state-of-the-art publishing platform with a focus on aesthetics, web standards and usability.”

In order to serve to the specific needs of APHL members, the typical WP installation has been modified. This document describes how to make content changes on an APHL L-Sip member site using WP.

### Logging In

The first task is to log in to the backend / admin portion of the site where changes are made. While your IT professional will need to supply you with the exact URL it will typically be something like: <http://statename/wpaphl/wp-admin/>. Once there you'll see a log in panel that looks similar to Figure 1 below.

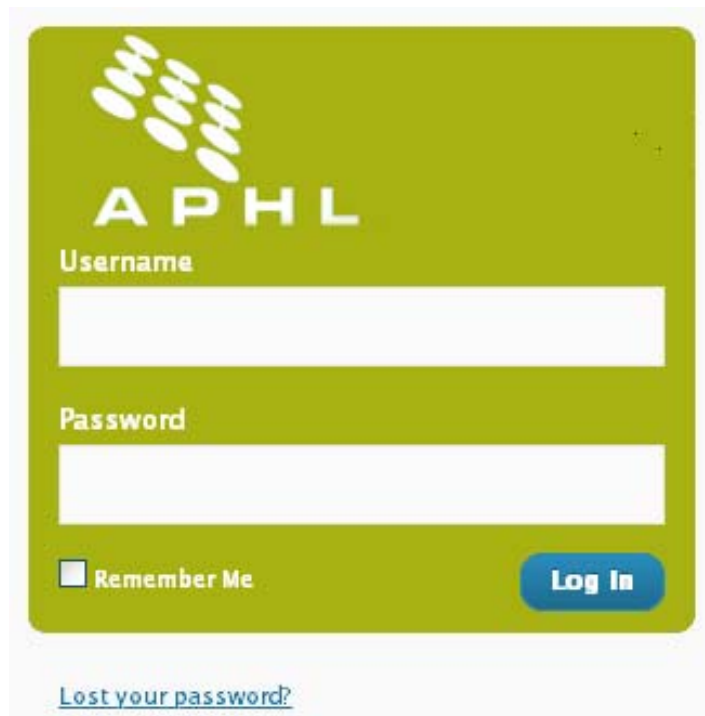
The image shows a login form for APHL. At the top left is the APHL logo, which consists of a stylized cluster of white dots above the letters 'APHL' in a bold, white, sans-serif font. Below the logo are two white input fields: the first is labeled 'Username' and the second is labeled 'Password'. At the bottom left of the form is a checkbox labeled 'Remember Me'. At the bottom right is a blue button with the text 'Log In' in white. Below the form, there is a blue hyperlink that reads 'Lost your password?'.

Figure 1

If you have been set up as a user, and you've lost your password you can request a new password via the link below the log in panel that reads "Lost your password?". You will then receive an email with a link to confirm your request, and then an email with a random password which you can change in your profile after you've logged in.

## Editing and Writing Pages

The most common task you will undertake is to edit pages. A number of pages have already been created to be used as templates. Some text on these pages will need to be modified. For example, you'll find a number of places to insert the name of your state contained between brackets e.g. [state name]. Other text can be modified at your discretion.

Use the left side menu, accessed from any admin page, to navigate to the full list of editable pages. To do this simply click "Edit" under "Pages" as seen in [Figure 2](#).

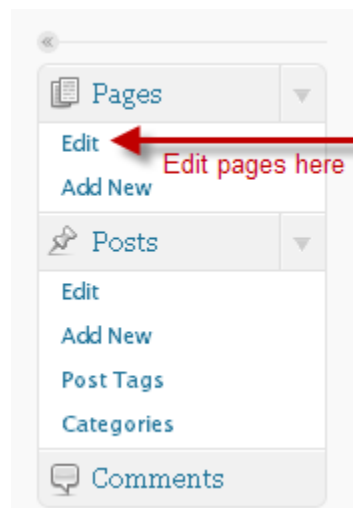


Figure 2

[Figure 3](#) below shows the "Edit Pages" panel. From here you can access the edit panel for any page. To do so, simply click the title of the page to be edited.

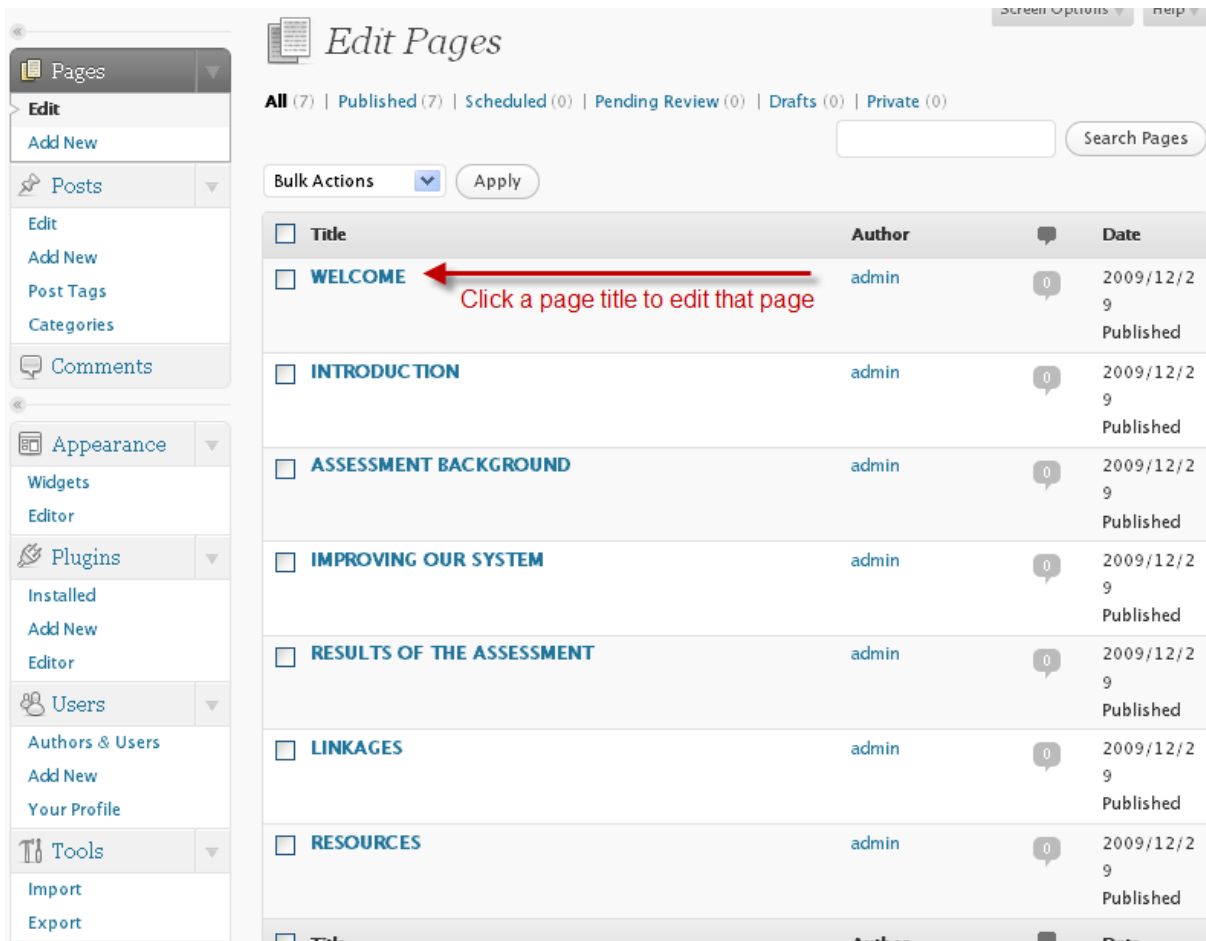


Figure 3

Clicking an individual title takes you to the page editor as seen in Figure 4 below. Note that if you're creating a new page, you'll be working in the same editor, but there will be no prefilled text.

The first field that you'll be able to write in controls the menu label on the page. In the APHL template there is a predefined menu with seven tabs. While you can change the text of those seven labels in the menu label field, if you add new pages new tabs will not be created and the text in the menu label field will only appear as the page title as seen above in Figure 3.

The next line in the "Edit Page" panel is for the "Permalink" this is just a fancy name for the page address also known as a URL. It is very unlikely that you'll want to change this and changing it could cause undesirable effects.

"The Upload/Insert icons will only be used if you want to insert an image, pdf or other media. They lead to an easy to use wizard for uploads.

There are two rows of menu items that allow you to modify the content of your pages. Many of the icons, such as the B for bold will be familiar to anyone who has used a word program. Below we have

highlighted a few of the icons that may be commonly used and slightly less intuitive. Note that scrolling over any icon will produce a pop up text cue for the meaning of the menu item.

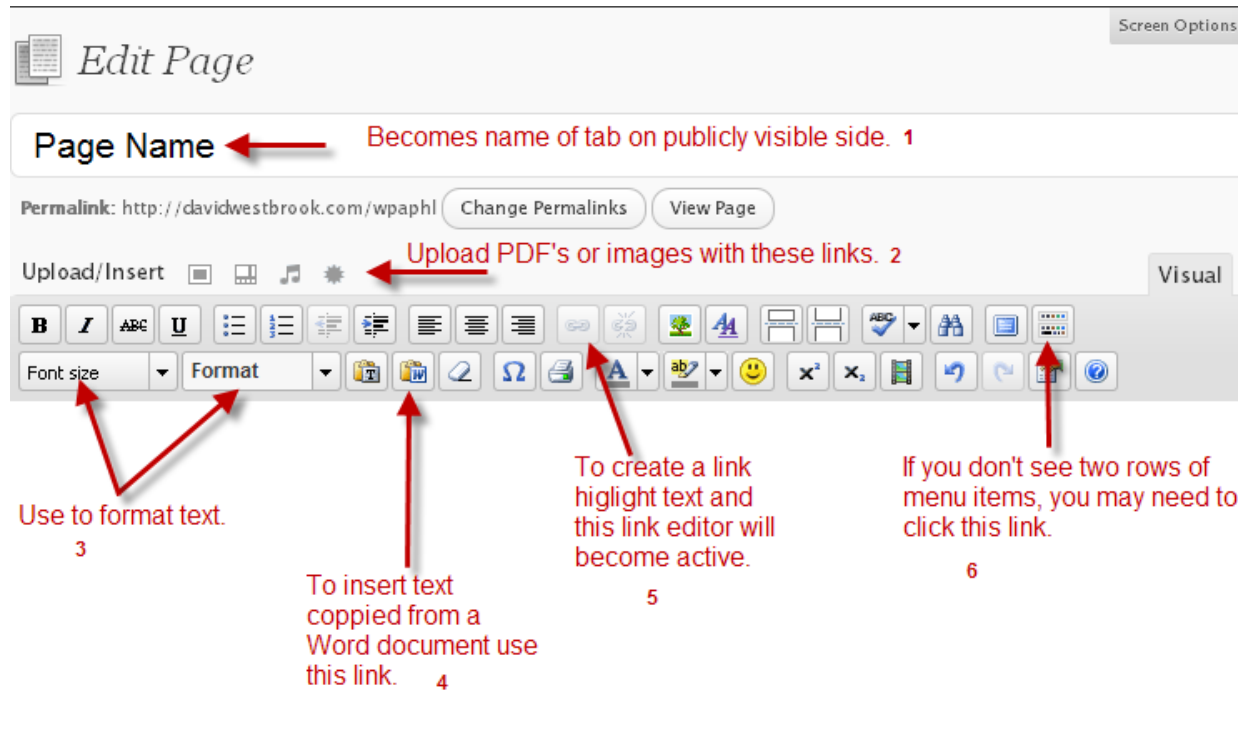


Figure 4

Although the text formatting options (number 3 above) may be familiar to you, we have highlighted it here to let you know that you should use the drop down menu and Heading 3 to get the same sub header style that we have used.

Typing in the editor is more efficient than writing in a word editor and then copying and pasting the text over. However, you may already have text in documents you want to simply paste into a page. In this case use the icon with the clipboard and the W on it (number 4 above). This will give you a pop out which you can paste your text into. The function of this is to strip the formatting from your word document. Doing this will give you a consistent and professional look.

To create a link out of text simply highlight the word(s) on the page that you want to turn into the link and the link that looks like a chain link (5 above) will become activated. Click that link and a pop out will allow you to input the website address you want to link to, this could be a page on the lab website or a page on another website..

If you are editing or creating a new page, and you don't see two rows of links in editing menu, click the icon with the little squares (number 6) above in Figure 4. When you scroll over this link the cue is "Show/Hide Kitchen Sink, this will reveal the second row of links.

### Creating Page Titles

The page title that shows above the green line on the public side such as, “State of Montana Results of the L-SIP Assessment” as seen in [Figure 5](#) is controlled by a section in the editor called “Custom Fields.”



Figure 5

Immediately below the main editor, where you add and / or modify the bulk of your text, you can modify this section. If you are editing a page that already exists, this section will look like [Figure 6](#).

Name	Value
<input type="text" value="state"/> <input type="button" value="Delete"/> <input type="button" value="Update"/>	<input type="text" value="State of Montana"/>
<input type="text" value="subtitle"/> <input type="button" value="Delete"/> <input type="button" value="Update"/>	<input type="text" value="Results of Essential Service #1"/>

Figure 6

All you'll need to do in this case is change the state name to your own, e.g. Montana to Wyoming, then click update. If you're creating a new page, you won't see the two fields already filled out but instead you'll see something more like [Figure 7](#)

**Add new custom field:**

Name	Value
<input type="text" value="- Select -"/> <input type="button" value="v"/> <a href="#">Enter new</a>	<input type="text"/>
<input type="button" value="Add Custom Field"/>	

Figure 7

In this case, choose “State” from the drop down menu under select. Fill in the box under the word **Value** with “State of” and your state name. Then click on the button marked “Add Custom Field” Repeat this process for the second line of text, but choose “Subtitle” rather than state.

### Saving Changes to Edited Pages

To save the changes you’ve made during the entire editing process scroll down to the bottom of the page and click “Update Page” as seen below in Figure 8



Figure 8

If you were creating a new page, the only difference would be that where you see the “Update Page” button above in figure 8 you would see a “Publish” button.

### Events Calendar

Stakeholders can reach the “Events Calendar” as seen below in Figure 11 from the side menu on “Results of the Assessment.” To add and edit events to this calendar you’ll use the Calendar menu reached from the same side bar in the admin editor that you’ve been working in to edit pages. The Calendar menu looks like Figure 9 and is located at the bottom of the admin menu.

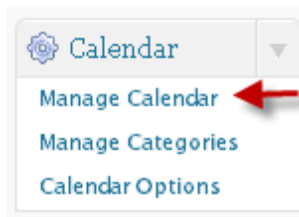


Figure 9

To create a new event click the “Manage Calendar” link as seen above in Figure 9. This will take you to the “Add Event” panel as seen below in Figure 10.

## Add Event

Event Title  ← Shows on calendar

Event Description  ← Shows on calendar pop out

Event Category

Event Link (Optional)  ← You can link to a page with event details by putting the real URL for the specific event page here.

Start Date  [Select Date](#)

End Date  [Select Date](#)

Time (hh:mm)  Optional, set blank if not required.

Recurring Events Repeats for

Entering 0 and weeks, months, or years will cause event to repeat on same day of interval forever. Where the recurrence interval is left "none", the event will not reoccur.

Figure 10

Here you'll enter the title of the event, a brief description of the event, an event link which can be to another page on the lab site or off site, change the date as the default will be the current date. The time is a 24 hour clock and needs to be put in as two digits for the hour and two for the minutes. If you want an event to reoccur for a set number of weeks, months or years put the number of times it will repeat and the correct unit. In the rare occurrence where an event is to repeat on the same day of a week, month or year for ever, you'll pair 0 with the interval.

Figure 11 shows what the publicly visible calendar will look like. When a link is scrolled over by a visitor a small pop out with event details will show and the visitor has the option to click the links to be taken to a page with full details if you have created one. Additionally, the current day is highlighted.

# Calendar

< Prev		January 2010					Next >
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19 ↑ test	20	21	22	23	24	
25	26	27	28	29	30	31	

Figure 11

## Additional Resources

[Creating WordPress Pages](#)

[WordPress Support Forums](#)