2017

NCB Website Web Manager's Reference: Updating WordPress Website

Updating Pages (with pictures and tables) through WordPress

DALE MAGUIRE

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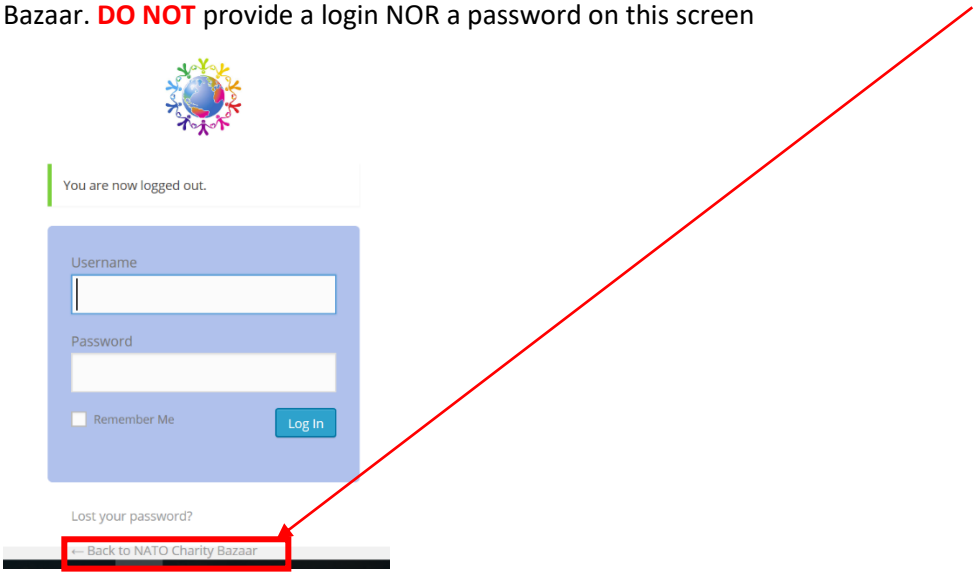
By Dale H. Maguire (last updated by Dale, February, 2017)

1. Website Login Point: http://www.natocharitybazaar.org/Customer id: ps4214-ovh
   - Login id: administrative login (provided separately)
   - Password: (provided separately- please note that the Lost your password feature **is NOT** supported)

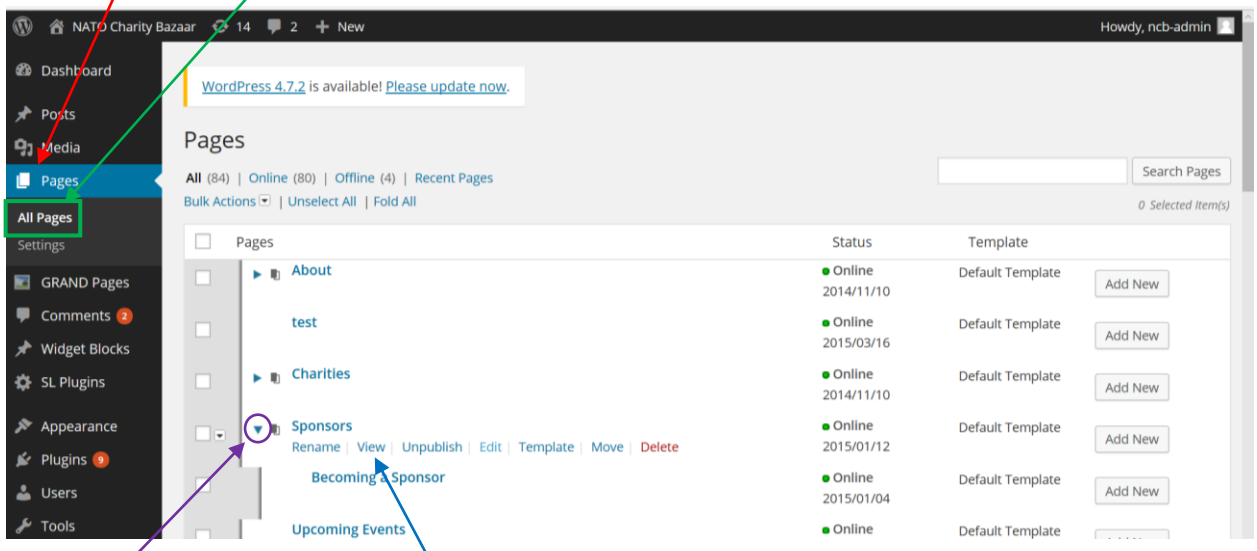
2. CLICK: 'Login'
3. IF additional screen presented requesting Login and password again, click Back to NATO Charity Bazaar. **DO NOT** provide a login NOR a password on this screen



4. Select NATO Charity Bazaar Option from WordPress Command line (upper left of screen)

5. Select 'Dashboard' from drop down menu

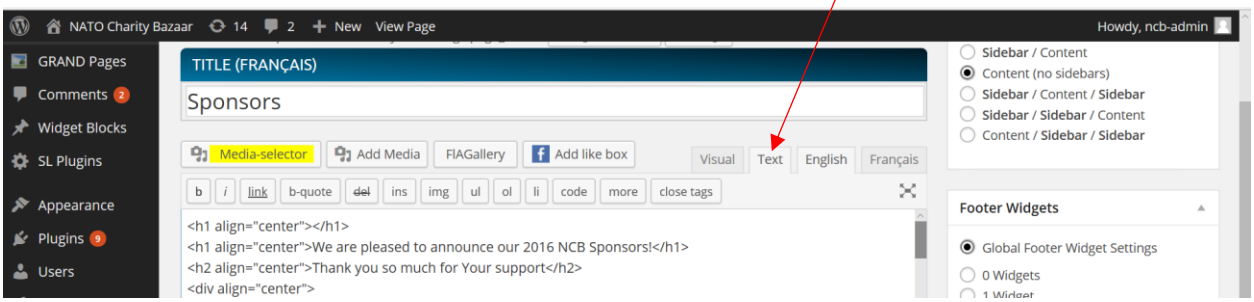
6. Select 'Pages' -> 'All Pages' from Dashboard sidebar menu



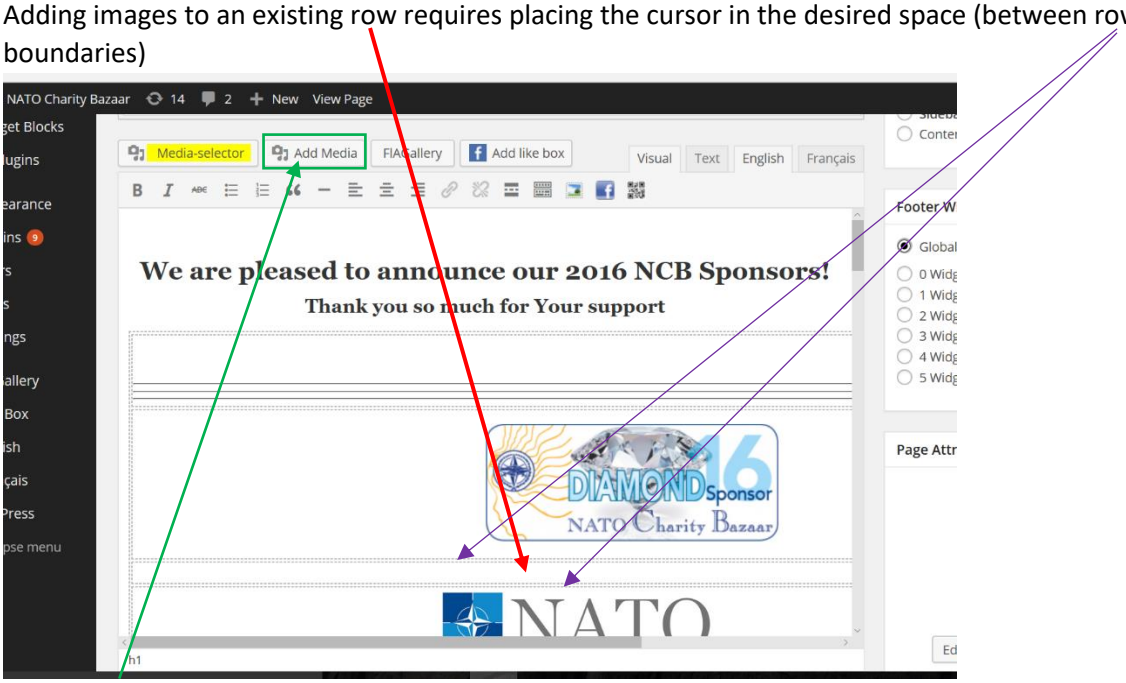
7. Note: Arrows to the left of the page titles indicate that there are sub-menus available from which to choose. Click this arrow (to display the submenus or collapse (close) the sub-menu list.
8. Select desired page to edit. The Sponsor page is used here for demonstration purposes

9. This page consists of a table with rows, decorative row demarcation and clickable symbols.

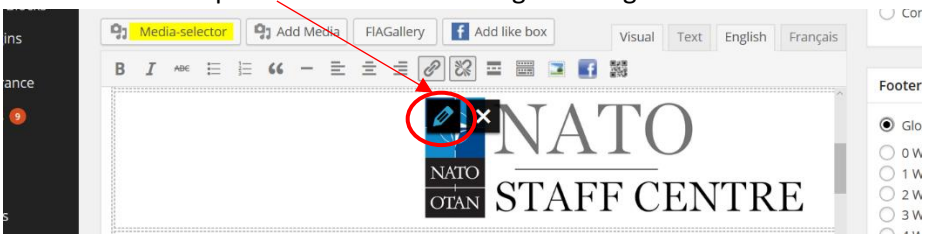
10. Adding table rows may be done directly in the edit window or it may require editing the HTML code found under the 'Text' tab of the page edit window (see more details on page 5, steps 14+)



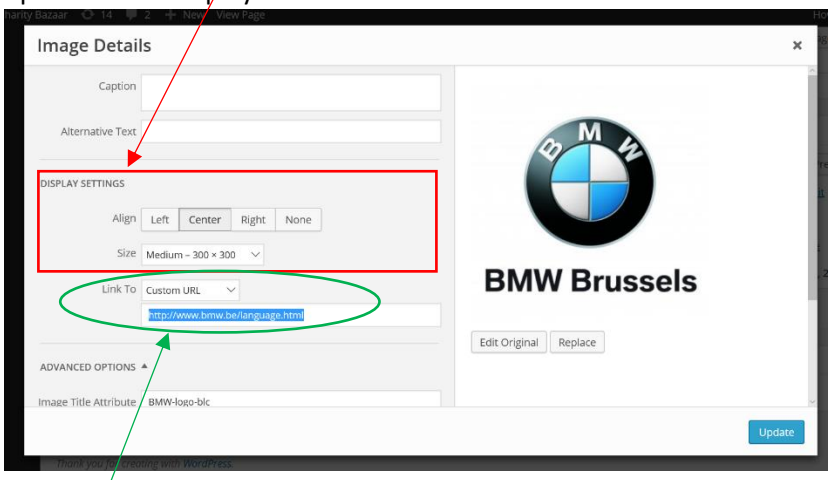
11. Adding images to an existing row requires placing the cursor in the desired space (between row boundaries)



12. Select 'Add Media from the option tabs at the top of the edit window
13. Once desired image is selected and placed in the table row it may be edited.
    - Click: the pencil icon to start editing the image

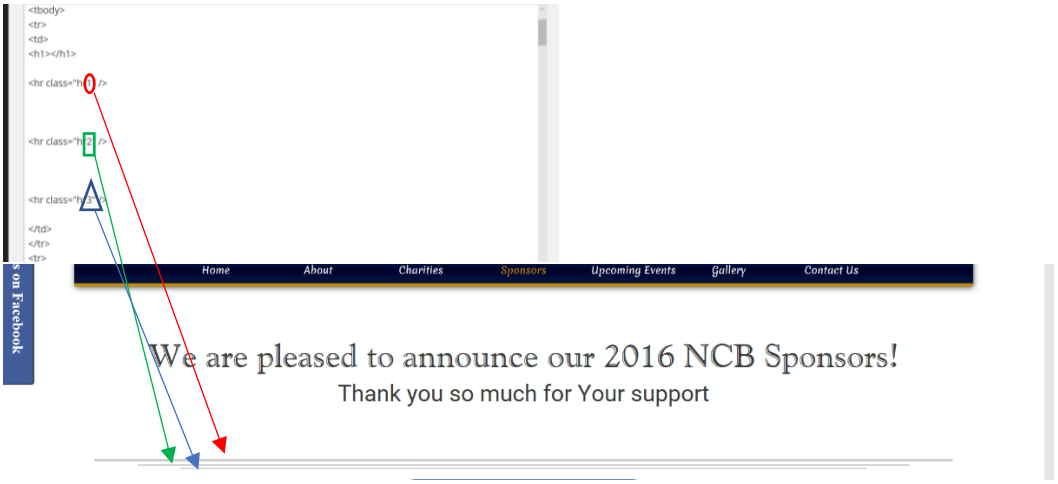


    a. Adjust DISPLAY SETTINGS to ensure image display within the row, size and aspect ratio is optimized for display

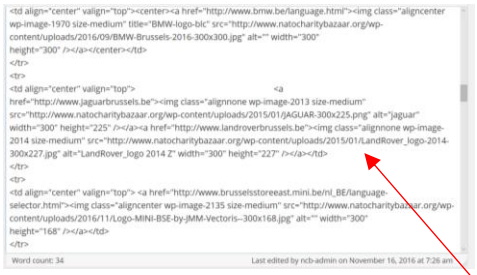


    b. Provide url information to allow for the user to be sent to the applicable Sponsor webpage link

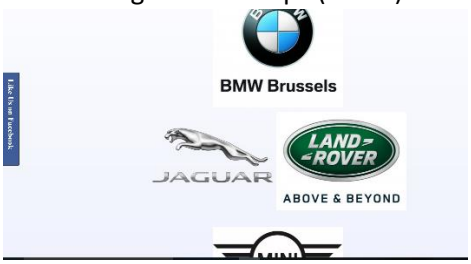
14. If there is a need to add additional rows or decorative table demarcation lines, additional HTML tags may be needed to control the text display
    - <tbody> indicates the top of a table </tbody> marks the end of the table
    - <tr></tr> are needed to delineate the boundries of a table row
    - <td> </td> are needed at the beginning and end of textual information in a table row
    - <hr class="hr1" /> sets up a line to be 'printed' in the table. A '1', '2' or '3' denotes tha the line should be of a specific length and weight



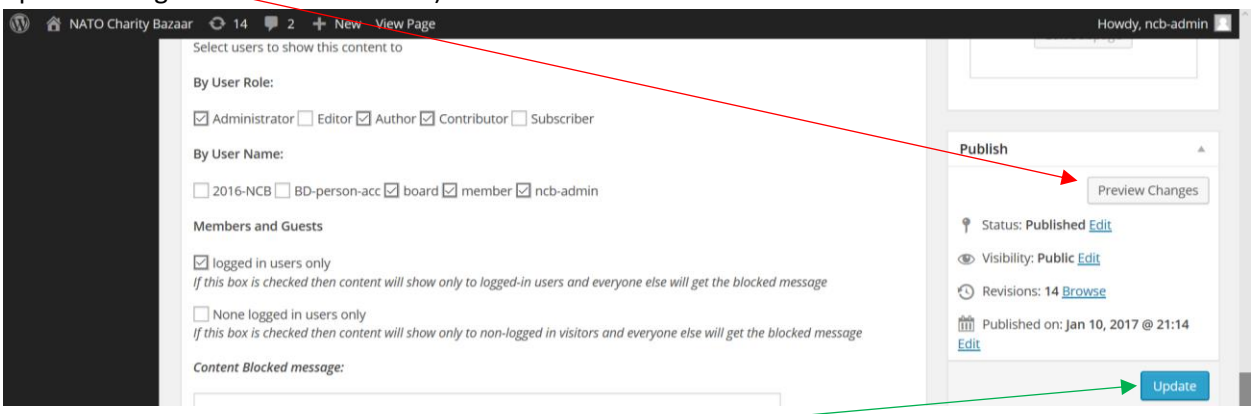
15. Adding rows to the table- as in the instance of adding more sponsors would require also to add tags
    - <tr></tr> to delimintate the row
    - <td></td> to define the contents of the row- i.e. images and their attributes



16. Once rows and/or decorative line delimiters are added, the images may be placed in the row(s) as desired given the steps (11-13) above or the html information may be carefully entered.



17. Preview the changes if desired before publishing the page (may need to scroll to Publish box options on right side of edit window)



18. Once satisfied with changes, Click: 'Update' (remember that these updates will have to be done on both the French and English pages)