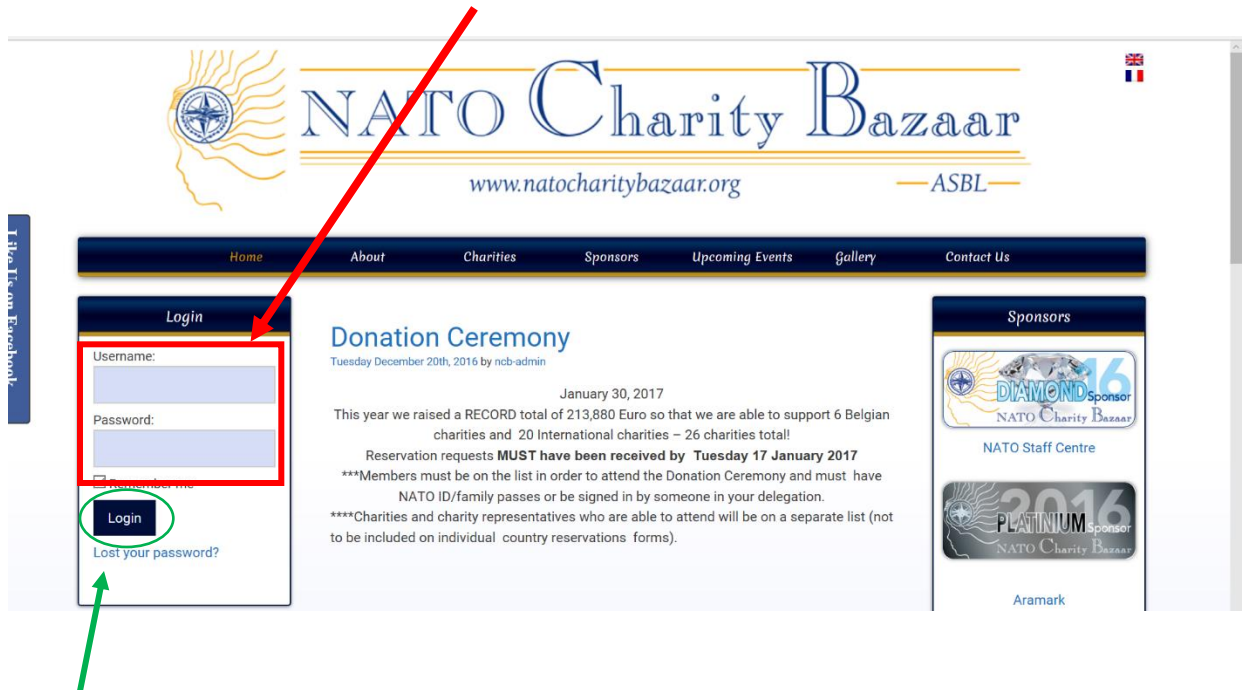


NCB Website Web Manager's Reference: Updating WordPress Website

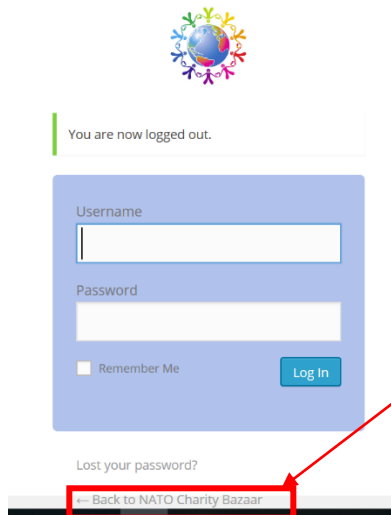
Updating Pages (simple with hyper-links)through WordPress

DALE MAGUIRE

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



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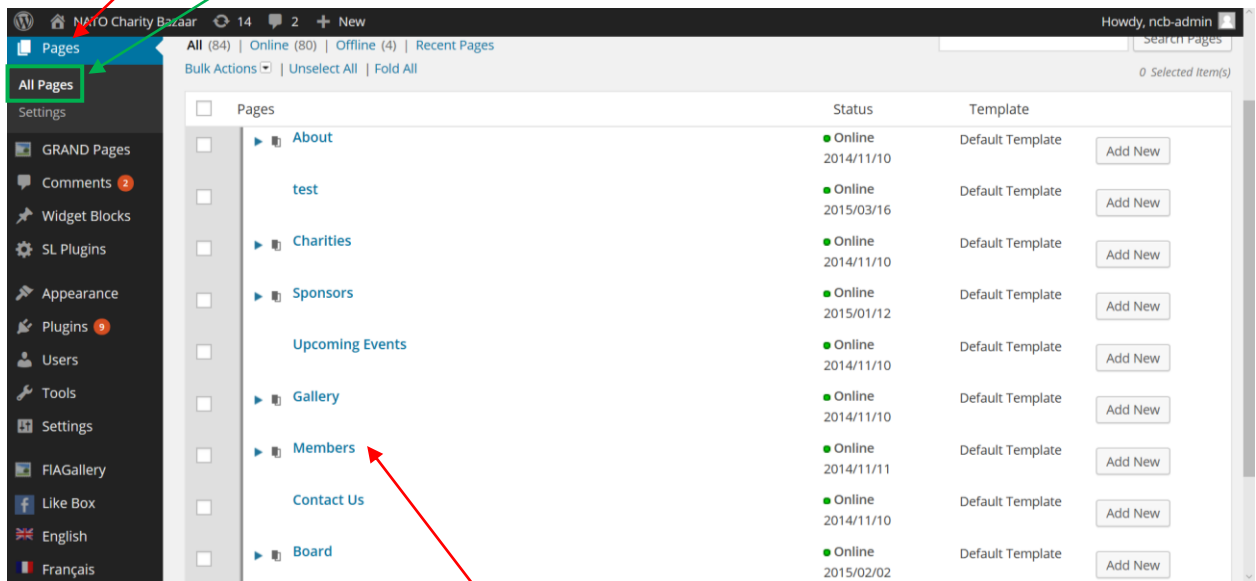
4. Select NATO Charity Bazaar Option from WordPress Command line (upper left of screen)



5. Select 'Dashboard' from drop down menu

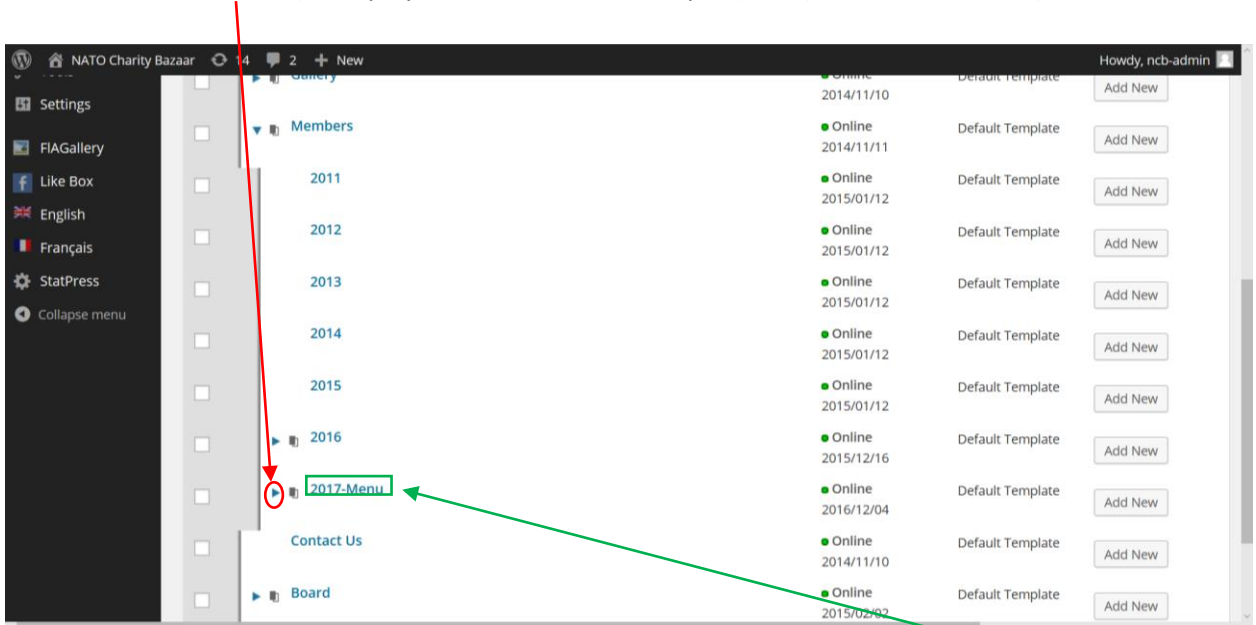


6. Select 'Pages' -> 'All Pages' from Dashboard sidebar menu

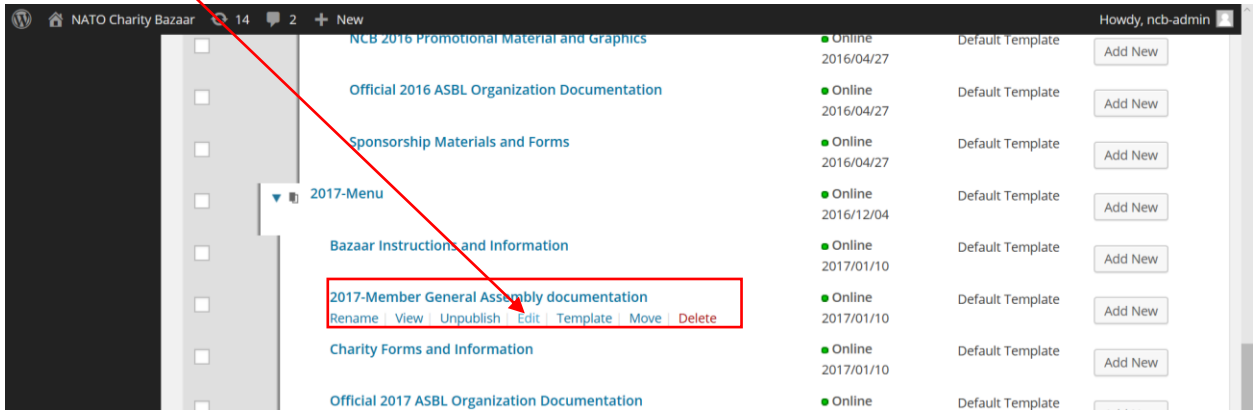


7. Select desired page to edit (may actually be a top level Menu as with the Gallery, Member and Board page menus, for example). The Member page is used here for demonstration purposes

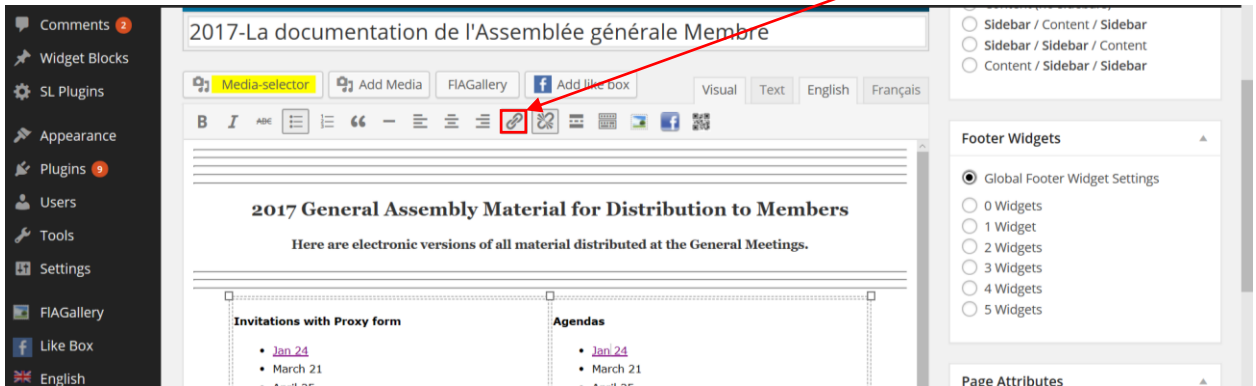
- Arrows to the left of the page titles indicate that there are sub-menus available from which to choose. Click this arrow (to display the submenus or collapse (close) the sub-menu list.)



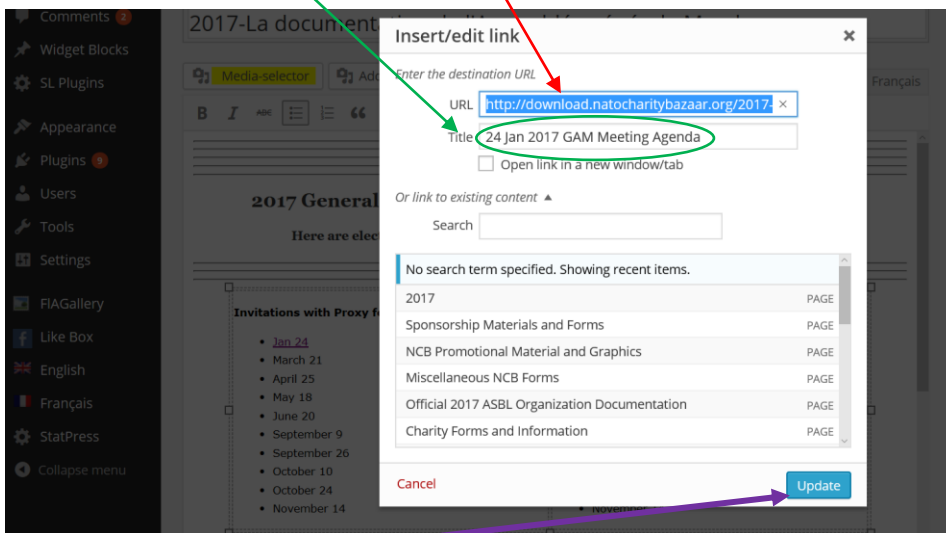
- Select the applicable sub-menu (for member pages this would first be the year, 2017 is used here for demonstration purposes)
- Select Edit for the applicable sub-menu (General Assembly documentation is used here for demonstration purposes)



11. Add/Update any text on the page as desired.
12. To create a link to a specific document, highlight the desired text and then select the chain-link symbol from the textual window command options.

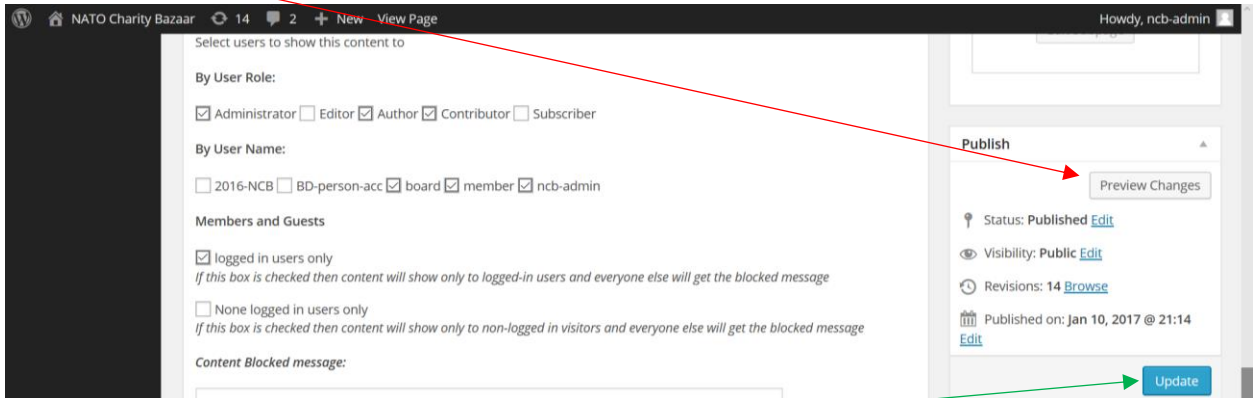


13. Provide the FTP folder and document information as applicable (reference NCBWebFiles document on Board 2017+ pages). Provide (optional) textual information for mouse roll-over (will be displayed as user rolls their mouse over the area of the web page)



14. When complete, click 'Update' to save link

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



16. Once satisfied with changes, Click: 'Update'

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