2017

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)

	NATO Charity Baz www.natocharitybazaar.org	ASBL—
Login Usemame: Password: Login Login Lost your password?	About Charities Sponsors Upcoming Events Gallery Description Ceremony January 30, 2017 January 2017 January 2017 January 2017 January 2017 January 2017 January 30, 2017 January 30, 2017 January 2017	Contact US Sponsors Contact US Contact US Contact US Contact US Contact US Contact US

- 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

*	
You are now logged out.	
Username	
Password	
Remember Me Log In	
Lost your password? Back to NATO Charity Bazaar	_

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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

🚯 🙆 Maro Charity B				Howdy, ncb-admin
Pages	All (84) Online (80) Offline (4) Recent Pages			
All Pages	Bulk Actions 🗉 Unselect All Fold All			0 Selected Item(s,
Settings	Pages	Status	Template	
GRAND Pages	About	• Online 2014/11/10	Default Template	Add New
Comments 2 Widget Blocks	test	• Online 2015/03/16	Default Template	Add New
SL Plugins	Charities	• Online 2014/11/10	Default Template	Add New
Appearance	Sponsors	• Online 2015/01/12	Default Template	Add New
🖌 Plugins 🧿 📥 Users	Upcoming Events	• Online 2014/11/10	Default Template	Add New
ToolsSettings	Gallery	• Online 2014/11/10	Default Template	Add New
FIAGallery	Members	• Online 2014/11/11	Default Template	Add New
f Like Box	Contact Us	• Online 2014/11/10	Default Template	Add New
₩ English ■ Français	Board	• Online 2015/02/02	Default Template	Add New

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

8. 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.)

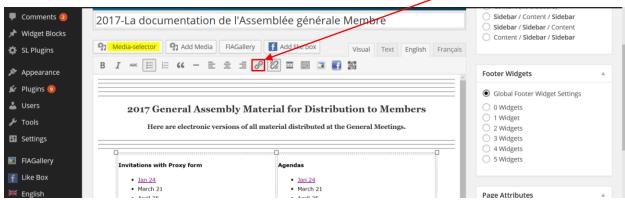
🚯 🔗 NATO Charity E	Bazaar 🔿 1				Howdy, ncb-admin 📗
Settings		Callery	2014/11/10	belault remplate	Add New
FIAGallery		🔻 ᡙ Members	• Online 2014/11/11	Default Template	Add New
f Like Box		2011	• Online 2015/01/12	Default Template	Add New
👯 English 📕 Français		2012	• Online 2015/01/12	Default Template	Add New
 StatPress Collapse menu 		2013	• Online 2015/01/12	Default Template	Add New
		2014	• Online 2015/01/12	Default Template	Add New
		2015	• Online 2015/01/12	Default Template	Add New
		▶ 🖞 2016	• Online 2015/12/16	Default Template	Add New
		D 1 2017-Menu	• Online 2016/12/04	Default Template	Add New
		Contact Us	• Online 2014/11/10	Default Template	Add New
		🕨 👔 Board	• Online 2015/02/92	Default Template	Add New

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

🕅 🔏 NATO Charity Bazaar 😧 14 🛡 2 🕂 New			Howdy, ncb-admin 📃 Î
NCB 2016 Promotional Material and Graphics	 Online 2016/04/27 	Default Template	Add New
Official 2016 ASBL Organization Documentation	• Online 2016/04/27	Default Template	Add New
Sponsorship Materials and Forms	• Online 2016/04/27	Default Template	Add New
2017-Menu	• Online 2016/12/04	Default Template	Add New
Bazaar Instruction and Information	• Online 2017/01/10	Default Template	Add New
2017-Member General Assembly documentation Rename View Unpublish Edit Template Move Delete	• Online 2017/01/10	Default Template	Add New
Charity Forms and Information	• Online 2017/01/10	Default Template	Add New
Official 2017 ASBL Organization Documentation	 Online 	Default Template	Andre Marco

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- 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)

두 Comments 😰	2017-La document Insert/edit link	×	
📌 Widget Blocks		~	
🔅 SL Plugins	91 Media-selector 91 Add Enter the destination URL		Français
Appearance Plugins (9)	B <i>I</i> = E 46 URL http://download.natocharitybazaar.org/2017 × Title 24 Jan 2017 GAM Meeting Agenda		
💄 Users	2017 General Or link to existing content		
差 Tools	Here are elec		
Settings	No search term specified. Showing recent items.	^	
FIAGallery	Invitations with Proxy fe	PAGE	
F Like Box	• lan 24	PAGE	
Mi English	March 21 NCB Promotional Material and Graphics	PAGE	
🗮 English		PAGE	
Français	May 18 Official 2017 ASBL Organization Documentation June 20	PAGE	
🔅 StatPress		PAGE	
Collapse menu	September 26 October 10 October 24 November 14 November 14	pdate	

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

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

😤 NATO Charity Baz	aar 😳 14 📮 2 🕂 New View Page	Howdy, ncb-admir
	Select users to show this content to	
	By User Role:	
	Administrator 🗌 Editor 🗹 Author 🗹 Contributor 🗌 Subscriber	
	By User Name:	Publish
	🗌 2016-NCB 🔄 BD-person-acc 🗹 board 🗹 member 🗹 ncb-admin	Preview Changes
	Members and Guests	P Status: Published Edit
	 logged in users only If this box is checked then content will show only to logged-in users and everyone else will get the blocked message None logged in users only If this box is checked then content will show only to non-logged in visitors and everyone else will get the blocked message 	 Wisibility: Public Edit Revisions: 14 <u>Browse</u> Published on: Jan 10, 2017 @ 21:14 Edit
	Content Blocked message:	Update

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

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