

ADD NEW

Add a Meeting or Event:

- ▶ Go to “Events”
 - Choose “Add new” event
 - Set the details (date, time, address)
 - Choose the category
 - If it is a **meeting** select the corresponding category (ex: Town Council, Planning Commission, etc on the right)
 - If it is an **event** select the “Event” Category.
 - In the Details editor add any special information for the event or meeting. If it is a meeting this is where you would place your meeting agenda pdf.
 - Choose “Public”
 - Save

(This will post the meetings where they need to go in all spots.)

To Add Minutes After a Meeting:

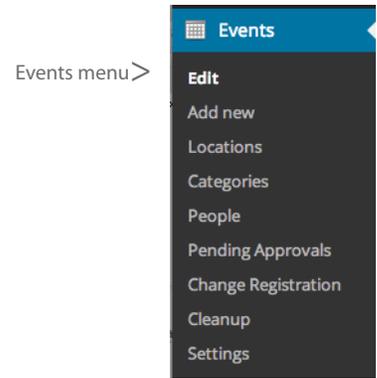
(Note: Make sure you have already created your minutes into PDF)

- ▶ Go to ‘Events’
 - Use the filter to view past events
 - Pick past meeting/event and open
 - Go to Details box and delete text if any, upload minutes PDF and (Agenda PDF if desired)
 - Save

This will post the minutes to the appropriate areas.

If you want to add a past event that has already happened because you need the minutes posted, just “add new”, choose the category, pick the past date, and add the info, type your Meeting Minutes PDF text in the notes, link to the pdf, save. It will post it in the right spot.

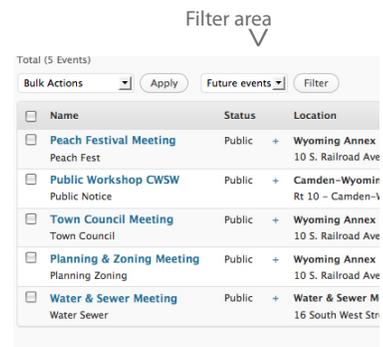
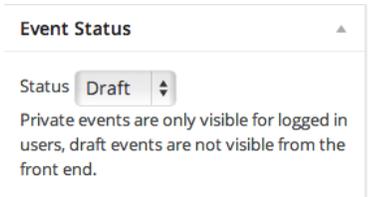
To have pdf open in a new window (recommended) highlight the linked text and click the link icon. Check the “open link in new window/tab checkbox. Then click update.



Events menu >



Choose a categorie >



Filter area

Meeting list >

***Please note**

All MEETINGS & EVENTS go into the EVENTS.

All NEWS & NOTICES go into the POSTS

1ST STEP

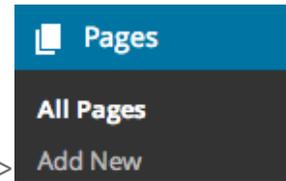
Add a "Page":

- ▶ Go to "Pages"
 - Choose "Add New"
 - (To edit -click on page title or edit under it)
 - Add page title (keep small for navigation purposes)
 - Add page content/images/links
 - Publish/Update

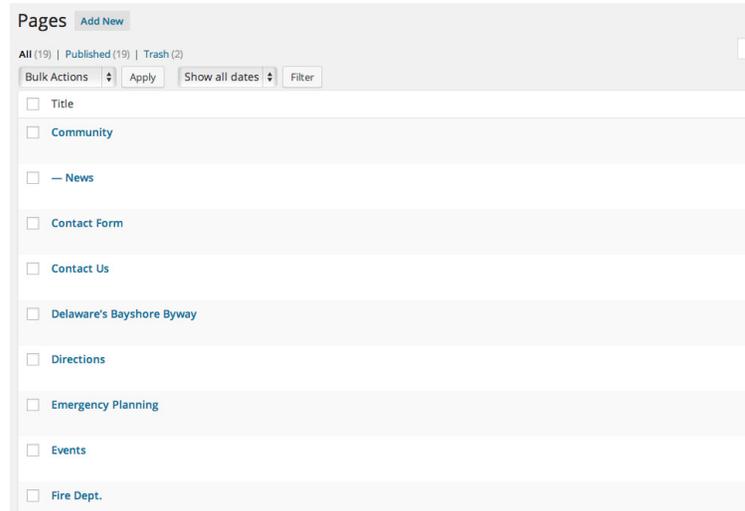
Remember that a shift return is a single space, and a regular return is a double space.

Now, follow the steps below on how to add and position your page in the navigation so that it will appear on your homepage in the navigation.

Pages Menu



Choose "Add New" >



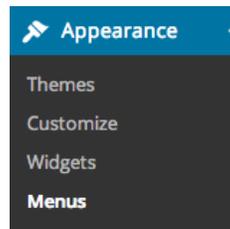
List of pages, can click on page name or edit to edit the page or post

2ND STEP

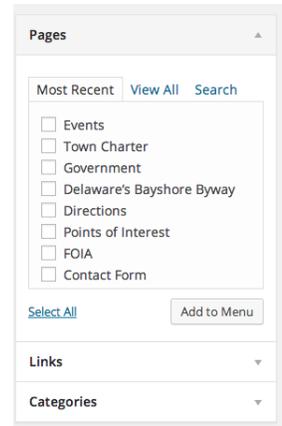
Add a "Page" to the Navigation Menu:

- ▶ Go to "Appearance"
 - Choose "Menus"
 - In the first column on this page you will see a mini menu entitled "Pages". Select the corresponding checkbox to the page you would like to add to your menu.
 - Click "Add to Menu"
 - Your page is now a menu item in the navigation. You should see it to the right, listed with the other menu pages.

Appearance menu:



Select which page you would like to add to the navigation here:

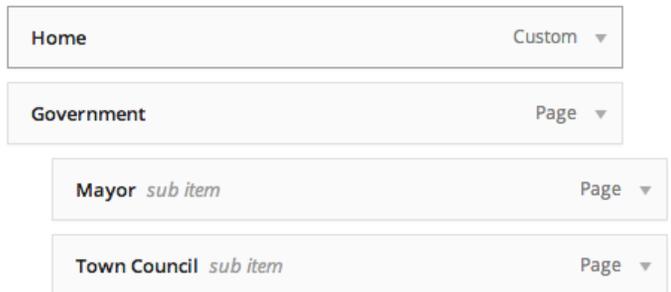


3RD STEP

Position your "Page" in the Navigation Menu:

- Now that you have added your page to the navigational menu you must position it to where you would like it to appear.
- Drag and drop where you would like your page to appear in the navigation.
- If you would like your menu item to appear as a sub-menu (or child) item you would drag and drop it so it is below and slightly indented under the parent page.
- If you would like your page to appear as its own menu item, make sure it is not indented under another page.
- It should line up with the other "top-level" (parent) pages.
- Click the "Save Menu" button

Below is an example of menu structure. "Home" & "Government" are top level ("parent") menu items. "Mayor" and "Town Council" are sub-menu ("child") items under "Government".



1ST STEP

Delete a "Page":

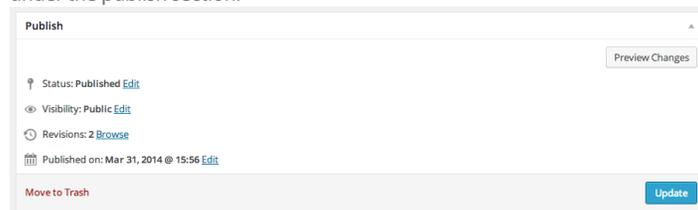
- ▶ Go to "Pages"
 - Locate the page you want to delete
 - Hover over the title name of the page. You will see options appear below it. Click the link that says "Trash". An alternate way is to open the page and under the section "Publish" click the link that reads "Move to Trash" and click the "Update" button.

If you accidentally delete a page, you can restore it by going to "Pages" and clicking the "trash" tab. Next, you will find the page that was accidentally deleted, hover over it and click the "restore" link.

One option is to hover over the selected page and click "Trash".



Another option would be to open the actual page and click "Move to Trash" under the publish section.

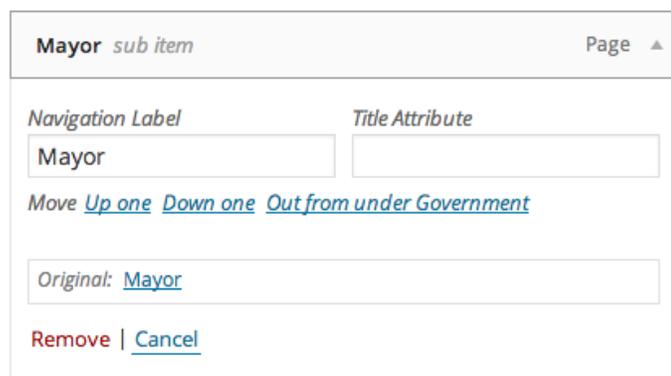


If you delete a page, you want to make sure to delete it from your navigation by clicking the "Remove" link.

2ND STEP

Remove a "Page" from the Navigation:

- ▶ Go to "Appearance"
 - Choose "Menus"
 - Under the "Menu Structure" section, find the page you would like to remove from the navigation and click the down facing caret.
 - Click the link that says "Remove"
 - Then, click the "Save Menu" button



ADD NEW

Add a News/Blog Post:

- ▶ Go to "Posts" in the side menu
 - Choose "Add new"
 - Add content (Post title, text, links, images)
 - Publish or Save Draft

(if it does not show up on the live site, check your Status in the Publish box. Also in the Publish box, you can edit publish date, or type by choosing draft, etc.)

Make sure to add tags into your post. Tags make it easier for people to find your content. You can add tags one at a time by clicking the add button or hitting the Enter/Return key on your keyboard. Or you can add multiple tags at time by seperating them with a comma as you type and then click add.

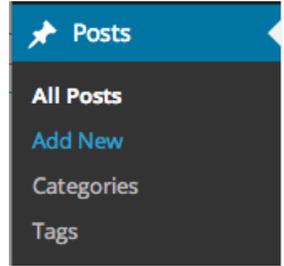
If you save it as Draft, you can preview it in the Publish box by selecting Preview.

***Remember:** Please paste text that is copied from another file such as Word into NotePad or other text editor to remove code that is inserted. This code is not visible to you, but shows up in the wordpress details editor box.

Also don't forget to format your text. Create paragraphs, bold text, italics, underlines, add links, images, etc. **Please do not add inline styles.** The site has css that will control font size, color, etc.

A shift return is a single space, and a regular return is a double space except with Bullets. In the case of Bullets, shift return creates a two line bullet regular return creates a new bullet item.

Posts menu >



Posts list >

Title	Author	Categories	Tags	Date
Testing 1,2,3...	admin	Uncategorized	—	2014/06/21 Published
A Test Post	admin	Uncategorized	—	2014/03/31 Published

Tags

Separate tags with commas

history
 kent county
 town of magnolia
 welcome

[Choose from the most used tags](#)

Publish box >

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Revisions: 2 [Browse](#)

Published on: Apr 21, 2014 @ 14:42 [Edit](#)

Move to Trash
Update

Adjust post date. Can have post in the future if needed.>

What is a “Sticky-Post”?

- A “sticky-post” is the text area located to the right or left of your slider image on your website’s home page. This is a space where you can highlight an important notice, town event or simply a welcome message or your town’s history. Just think of it as “Sticking” important news to the forefront of your home page.

Make a “Sticky-Post”:

- ▶ Go to “Posts” in the side menu
 - Choose “Add new”
 - To make it a “sticky-post”, select the “Edit” link located next to “Visibility” and directly underneath “Status”.
 - Check the the box next to the text: “Stick this post to the front page”.
 - Click the “Update” button

***Remember:** You can only have one “sticky-post” at a time. Please make sure to go back to the previous sticky-post and uncheck the checkbox to make it no longer sticky. Don’t forget to click the “Update” button.

Check this box to make it sticky.

Publish

[Preview Changes](#)

Status: Published [Edit](#)

Visibility: Public, Sticky

Public

Stick this post to the front page

Password protected

Private

[OK](#) [Cancel](#)

Revisions: 3 [Browse](#)

Published on: Mar 31, 2014 @ 13:58 [Edit](#)

[Move to Trash](#) [Update](#)

Posts [Add New](#)

All (3) | Published (3) | Sticky (1)

Bulk Actions [Apply](#) Show all dates [View all categories](#)

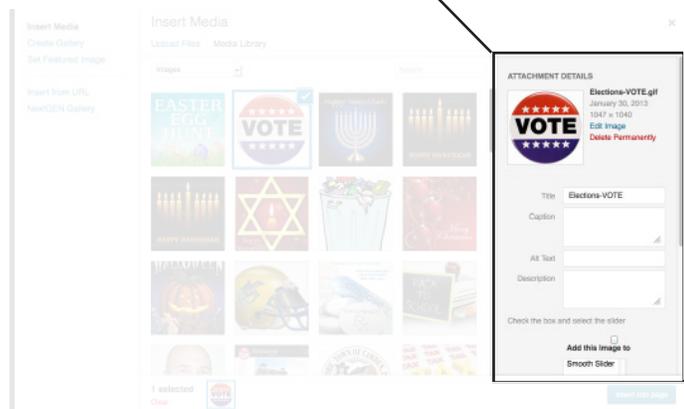
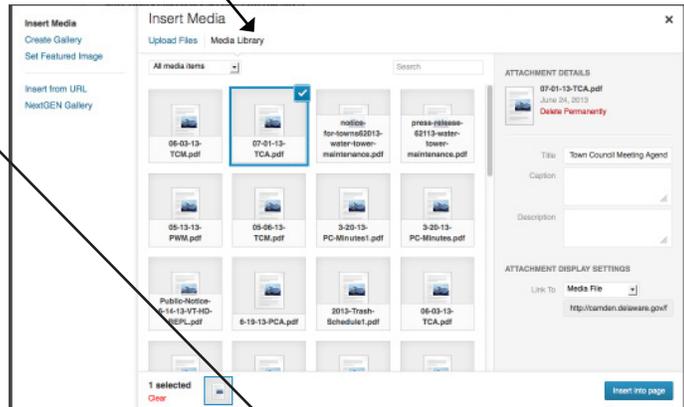
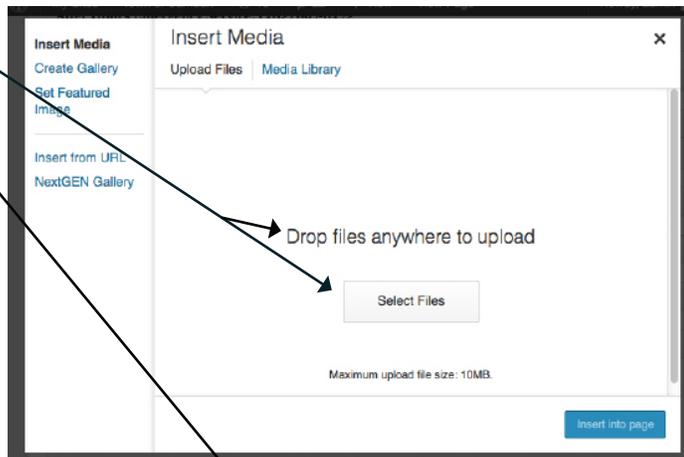
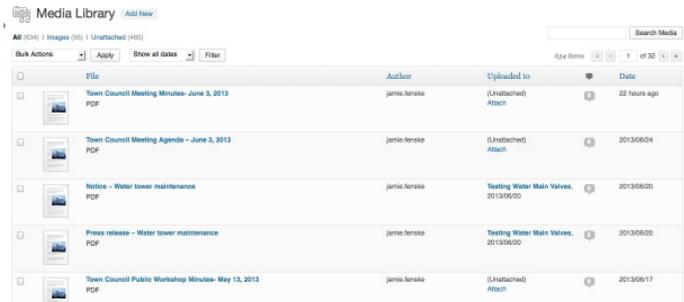
<input type="checkbox"/>	Title
<input type="checkbox"/>	Testing 1,2,3...
<input type="checkbox"/>	A Test Post
<input type="checkbox"/>	History of Little Creek - Sticky
<input type="checkbox"/>	Title

This is an indicator that this post is a “sticky-post”

ADD NEW

Add Images to Posts/Pages:

- Create a new post.
 - Title it, add text, choose category, etc...
- Put your cursor where you want the image.
- Choose "Insert Media"
- Choose where the image is:
 - If on your computer, browse to it and select.
 - If in Media files, choose Media Library Tab
 - Click on the document or image you would like
- In the box on the right make sure you:
 - Put a title in (if you don't like what's there)
 - Choose your alignment - Left, Right, Center, None.
 - If there is a link you wish to add, you can.
 - Pick size... if image is large, go for the medium.



What is a “Meta-Slider”?

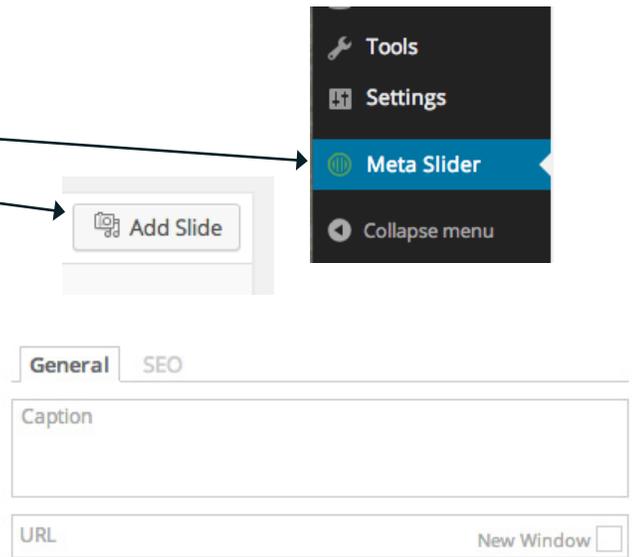
- A “Meta-Slider” is the slideshow of images on your home page. You can add multiple images here and even reorder them.

ADD NEW

Add Images to the Meta-Slider:

- Click on Meta Slider in the left nav.
- Click the “Add Slide” button.
- Select the “Upload Files” tab.
- Drag and drop the image you would like in the slider.
- Click the “Add to Slider” button in the bottom right hand corner.
- You should now see the new image appear under other previous slides.
- Next to the image you will see a caption box. If you would like your image to have a caption or small message, do so here.
- Below the caption box there is an area for you to enter a URL. Enter in a URL here if you would like to link the image to a page.
- In the right hand corner, click the “Save” button.
- Refresh your website and test to make sure the image is there and appearing correctly.

***Note:** Make sure you are only uploading landscape oriented photos to the Meta-Slider. Portrait oriented photos will not display correctly.



REORDER

Reorder Images in the Meta-Slider:

- Click on Meta Slider in the left nav.
- Hover over the image you want to move and drag and drop it in which ever order you would like it to appear on the slideshow.
- In the right hand corner, click the “Save” button.
- Refresh your website and test to make sure the images are showing up in the correct order.

DELETE

Delete an Image from the Meta-Slider:

- Click on Meta Slider in the left nav.
- Hover over the image you would like to delete.
- Click on the red “x” in the left hand corner of the image.
- In the right hand corner, click the “Save” button.
- Refresh your website and test to make sure the image is no longer there.



ADD NEW

Add Photos:

- ▶ Choose Gallery
 - Add Gallery/Images
 - Pick "Upload Images" Tab
 - Browse for images, select images (can be more than one) or drop & drag images.
 - Choose Gallery (from drop down menu)
 - Choose "Upload Images"

Manage Gallery

Choose Gallery you want to edit.
Here is where you can add titles & descriptions to the images. Choose "Save Changes" when complete.

Add a New Gallery:

- ▶ Choose Gallery
 - Add Gallery/Images
 - "Add New Gallery" tab (should land on this first)
 - Add name of new Gallery
 - Choose Add Gallery button

(Note: this will appear in your drop down menu to add photos to but will not appear on the gallery page in the site until you do step 3 below.)

Display a new Gallery on Page

- ▶ Go to Pages
 - Choose "Photo Gallery" page
 - Choose HTML Tab (not visual)
 - Copy the code on the page:

```
<h3>Around Town</h3>
<div id="photos">[nggallery id=2]</div>
```

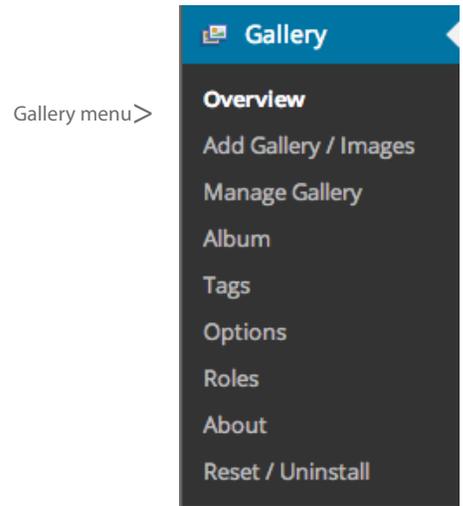
Then paste the code below the others
Change the text between the <h3> & </h3> to the name you want...

```
Example <h3>Event Photos</h3>
```

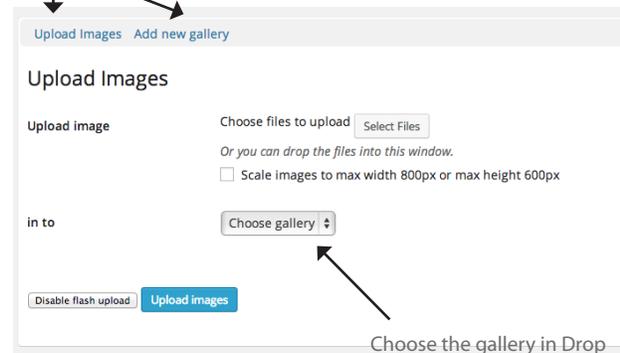
Change the id number to the right gallery number (each has one assigned when created, you can view this in the categories section, but logically will go in order so next number will be 3)

```
Example <div id="photos">[nggallery id=3]</div>
```

This will successfully start a new gallery of images on the page with the title of Event Photos which will pull the photos you just posted.

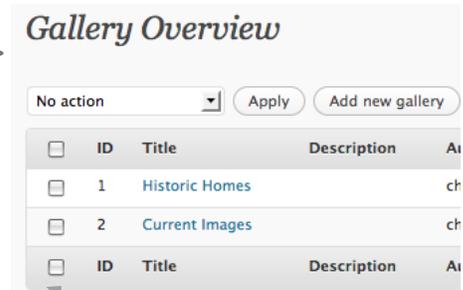


Add Images, Add Gallery



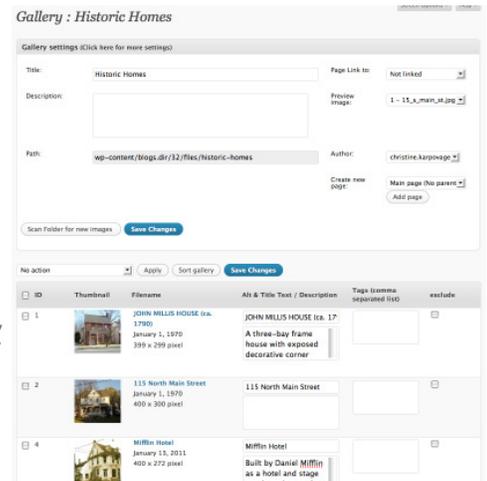
Choose the gallery in Drop Menu for uploading images

Overview >



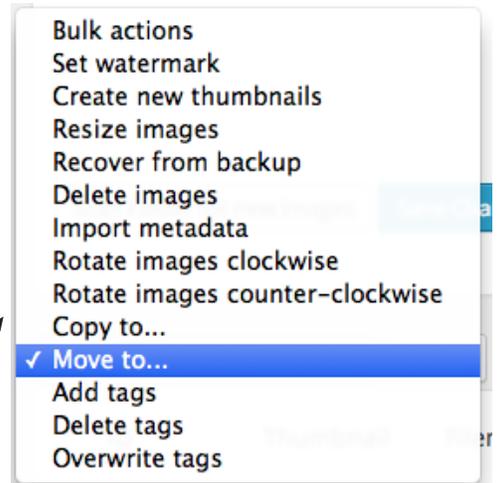
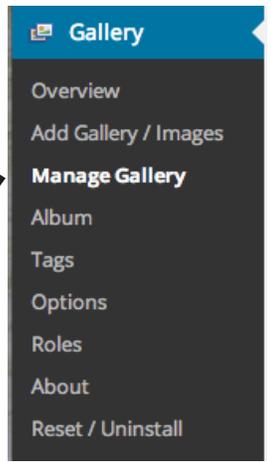
Gallery ID Number

Add titles, descriptions >



Move an Image from one Gallery to Another:

- ▶ Under Gallery in the left nav select "Manage Gallery"
 - Click on the gallery that has the image you want to move
 - Click the checkbox next to the image you want to move
 - From the drop down list you want to select "Move to"
 - Click the "Apply" button that is next to the drop down
 - A pop-up window will appear. Select the gallery you would like to move the image to.
 - Click "Okay"



Re-order Images in a Gallery:

- ▶ Under Gallery in the left nav select "Manage Gallery"
 - Click on the gallery you would like to work with
 - Click the button on this page that says "Sort Gallery"
 - Drag and Drop the images in the desired order
 - Click the "Update Sort Order" button

