

Municipality WordPress Training Guide

Created by the Government Information Center



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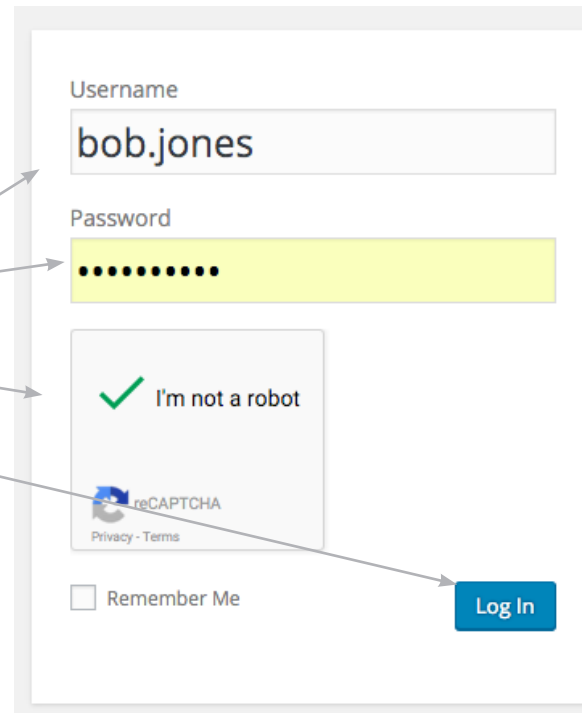
Login to the Dashboard:

- In your browser type in the url to your site and put /de-dashboard and the end to bring up the login screen. For Example, if you are Town of Milton you would type in milton.delaware.gov/de-dashboard. Replace milton with your municipalities name.
- Next, you want to type in your username and password
- Always make sure to check the "reCaptcha" check box. (the check box next to the text "I'm not a robot")
- Then click the blue "Log In" button.

***Note:** Every once in a while the "reCaptcha" will give you a mini-quiz to make sure you are not a robot. They will give you a series of pictures to pick from you and tell you to pick certain pictures. For example, it could say "Select all the drinks", you will then click on all the pictures with drinks and then click the button that says "Verify". Once you have clicked the verify button you will then click the blue "Log In" button.

***Forgot your username or password?**


- For assistance call a member of the GIC.
- Julianne Solum: julianne.solum@state.de.us
 - Ben Kaminski: ben.kaminski@state.de.us



Username
bob.jones

Password
••••••••

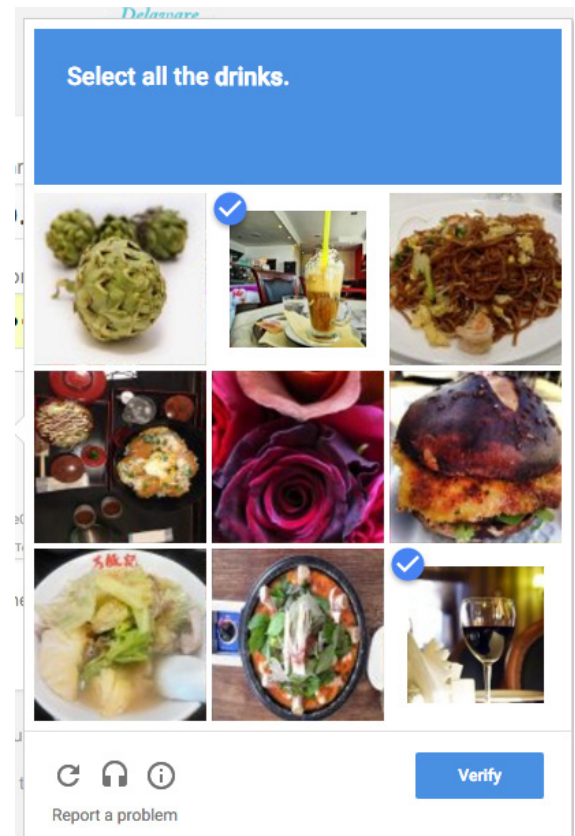
☒ I'm not a robot

 reCAPTCHA
Privacy - Terms


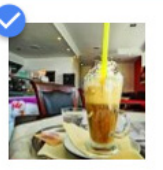






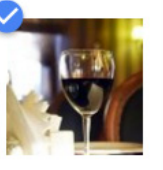
☐ Remember Me

Log In




Annotations: Arrows point from the instructions to the Username field, Password field, reCAPTCHA checkbox, and the Log In button.



Select all the drinks.

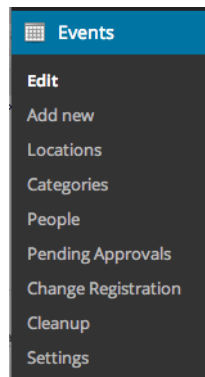
☒ ☐ ☒

Report a problem

Verify

Events menu >



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.
 - Save

Choose a categorie >

Category

- ☐ Town Council
- ☐ Planning Commission
- ☐ Board of Adjustment
- ☐ Public Works
- ☐ Land Use
- ☐ Administration
- ☐ Public Notice

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

To Add Minutes After a Meeting:

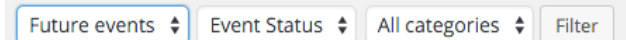
(Note: Make sure you have already created your minutes into PDF)

- ▶ Go to “Events”
 - Switch the dropdown that reads “Future events” to “Past events” and then click the “Filter” button.
 - Choose the past meeting/event you want to edit
 - Go to Details box and upload minutes PDF by clicking the “Add Media” button
 - Click the “Update” button to save your changes.

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 a 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.



*Please note

All MEETINGS & EVENTS go into the EVENTS.

All NEWS & NOTICES go into the POSTS

Add a Daily Recurring Meeting/Event:

- Go to “Events”
 - Choose “Add new”
 - On the right hand side of the page check the checkbox under “Recurrence”.
 - You will now be able to set the event frequency.
 - If the recurring event is daily, you would select “Daily” from the dropdown.
 - Next you will type the number of days in which you would like the event to appear. For example, if you would like the event to appear every 3 days you would put the number 3 in the space to read “Every 3 Days”.
 - Under “Recurrence dates” select the date you would like the recurring event to start and when in the future you would like it to end. *You can set recurring events to display for years in the future but in most cases you would at most want it to recur for a year.
 - Under “Event Date” you will simply select the first date the event will fall on and select the same date for its end date.
 - After setting the recurrence information you will fill out the rest of the event information from page 2 of this training packet.
 - Once you are finished adding all of the event information make sure to save click the “Save” button.

Recurrence



Frequency: Daily

Every 3 days

The event start and end date only define the duration of an event in case of a recurrence.

Recurrence dates

02/15/2016

06/30/2016

The recurrence beginning and end date.

* Note how the end date is set to a future date.

Event date

02/15/2016

02/15/2016

* Note how the start and end date are the same.

* Test Daily Event Example:

Name <input type="text" value="Test Town Council Meeting"/> <small>The event name. Example: Birthday party</small>		Event Status Status: Public <small>Private events are only visible for logged in users. Draft events are not visible from the front end.</small>
Recurrence dates <input type="text" value="02/15/2016"/> <input type="text" value="06/30/2016"/> <small>The recurrence beginning and end date.</small>		Recurrence <input checked="" type="checkbox"/> Frequency: Daily Every 3 days <small>The event start and end date only define the duration of an event in case of a recurrence.</small>
Event date <input type="text" value="02/15/2016"/> <input type="text" value="02/15/2016"/> <small>The event beginning and end date.</small> <small>In case of a recurrent event, use the beginning and end date to just indicate the duration of one event in days. The real start date is determined by the recurrence scheme being used.</small> <input type="checkbox"/> This event lasts all day		

Add a Weekly Recurring Meeting/Event:

- ▶ Go to "Events"
- Choose "Add new"
- On the right hand side of the page check the checkbox under "Recurrence".
- You will now be able to set the event frequency.
- If the recurring event is weekly, you would select "Weekly" from the drop down.
- Next you will type the number in which you would like the event to appear in weeks. For example, if you would like the event to appear every Monday you would put the number 1 in the space to read "Every 1 Week". If you want it to display every two weeks you would put a 2 in the blank to read "Every 2 weeks".
- Then, you want to select the checkbox that correlates with which day of the week you would like the recurring event to fall on. For example, if it was every Monday you would check the box in front of "Mon".
- Under "Recurrence dates" select the date you would like the recurring event to start and when in the future you would like it to end. *You can set recurring events to display for years in the future but in most cases you would at most want it to recur for a year.
- Under "Event Date" you will simply select the first date the event will fall on and select the same date for its end date.
- After setting the recurrence information you will fill out the rest of the event information from page 2 of this training packet.
- Once you are finished adding all of the event information make sure to save click the "Save" button.

Recurrence

☒

Frequency: Weekly

Every 1 week

☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri
☐ Sat ☐ Sun

If you leave this empty, the recurrence start date will be used as a reference.

The event start and end date only define the duration of an event in case of a recurrence.

Recurrence dates

02/15/2016 06/30/2016

The recurrence beginning and end date.

* Note how the end date is set to a future date.

Event date

02/15/2016 02/15/2016

* Note how the start and end date are the same.

* Test Weekly Event Example:

Name

Test Town Council Meeting

The event name. Example: Birthday party

Recurrence dates

02/15/2016 06/30/2016

The recurrence beginning and end date.

Event date

02/15/2016 02/15/2016

The event beginning and end date.

In case of a recurrent event, use the beginning and end date to just indicate the duration of one event in days. The real start date is determined by the recurrence scheme being used.

☐ This event lasts all day

Event time

12:00AM 12:00AM

Event Status

Status: Public

Private events are only visible for logged in users, draft events are not visible from the front end.

Recurrence

☒

Frequency: Weekly

Every 1 week

☒ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri
☐ Sat ☐ Sun

If you leave this empty, the recurrence start date will be used as a reference.

The event start and end date only define the duration of an event in case of a recurrence.

RECURRING MEETING

Add a Monthly Recurring Meeting/Event:

- Go to "Events"
- Choose "Add new"
- On the right hand side of the page check the checkbox under "Recurrence".
- You will now be able to set the event frequency.
- If the recurring event is monthly, you would select "Monthly" from the drop down.
- Next you will type the number in which you would like the event to appear in months. For example, if you would like the event to appear every month you would put the number 1 in the space to read "Every 1 Month". If you want it to display every two months you would put a 2 in the blank to read "Every 2 months".
- Next, you want to select which day of the month you would like the event to fall on. For example, if you want the event to take place every first Monday of the Month you will select "first" from the first drop down and "Monday" from the second dropdown.
- Under "Recurrence dates" select the date you would like the recurring event to start and when in the future you would like it to end. *You can set recurring events to display for years in the future but in most cases you would at most want it to recur for a year.
- Under "Event Date" you will simply select the first date the event will fall on and select the same date for its end date.
- After setting the recurrence information you will fill out the rest of the event information from page 2 of this training packet.
- Once you are finished adding all of the event information make sure to save click the "Save" button.

Recurrence

Frequency: Monthly

Every 1 month

Every first Mon Day of month

If you use "Start day" as day of the month, the recurrence start date will be used as a reference.

The event start and end date only define the duration of an event in case of a recurrence.

Recurrence dates

02/15/2016

06/30/2016

The recurrence beginning and end date.

* Note how the end date is set to a future date.

Event date

02/15/2016

02/15/2016

* Note how the start and end date are the same.

*Test Monthly Event Example:

Name Test Town Council Meeting <small>The event name. Example: Birthday party</small>		Event Status Status: Public <small>Private events are only visible for logged in users, draft events are not visible from the front end.</small>
Recurrence dates 02/15/2016 06/30/2016 <small>The recurrence beginning and end date.</small>		Recurrence <input checked="" type="checkbox"/> Frequency: Monthly Every 1 month Every first Mon Day of month <small>If you use "Start day" as day of the month, the recurrence start date will be used as a reference.</small>
Event date 02/15/2016 02/15/2016 <small>The event beginning and end date.</small> <small>In case of a recurrent event, use the beginning and end date to just indicate the duration of one event in days. The real start date is determined by the recurrence scheme being used.</small> <input type="checkbox"/> This event lasts all day		
Event time		

RECURRING MEETING

Add a Specific Recurring Meeting/Event:

- Go to “Events”
 - Choose “Add new”
 - On the right hand side of the page check the checkbox under “Recurrence”.
 - You will now be able to set the event frequency.
 - If the recurring event is specific, you would select “Specific” from the drop down.
 - Under “Recurrence dates” select the dates you would like the recurring event to appear. *You can select multiple dates from the calendar.
 - Under “Event Date” you will simply select the first date the event will fall on and select the same date for its end date.
 - After setting the recurrence information you will fill out the rest of the event information from page 2 of this training packet.
 - Once you are finished adding all of the event information make sure to save click the “Save” button.

Recurrence

Frequency: Specific days ▾

The event start and end date only define the duration of an event in case of a recurrence.

Recurrence dates

02/25/2016,03/26/2016

Select all the dates you want the event to begin on.

* Note how multiple dates are selected.

Event date

02/15/2016

02/15/2016

* Note how the start and end date are the same.

* Test Specific Event Example:

Name <input type="text" value="Test Town Council Meeting"/> <small>The event name. Example: Birthday party</small>	Event Status Status: Public ▾ <small>Private events are only visible for logged in users, draft events are not visible from the front end.</small>
Recurrence dates <input type="text" value="02/25/2016,03/26/2016"/> <small>Select all the dates you want the event to begin on.</small>	Recurrence <input checked="" type="checkbox"/> Frequency: Specific days ▾ <small>The event start and end date only define the duration of an event in case of a recurrence.</small>
Event date <input type="text" value="02/15/2016"/> <input type="text" value="02/15/2016"/> <small>The event beginning and end date.</small> <small>In case of a recurrent event, use the beginning and end date to just indicate the duration of one event in days. The real start date is determined by the recurrence scheme being used.</small>	

Delete a Meeting/Event:

- Go to “Events”
 - Find the specific event you want to delete.
 - Click on the title name link for that specific event to open it.
 - Scroll to the bottom and click button that says “Delete Event”.

Future events ▾ Event Status ▾ All categor

Bulk Actions ▾ Apply

Show 10 ▾ entries

<input type="checkbox"/>	ID ▾	Name
<input type="checkbox"/>	89	Test Town Council Meeting

Update » Delete Event »

Delete a Multiple Meetings/Events:

- Go to “Events”
 - Check the checkboxes next to each of the events you want to delete.
 - From the “Bulk Actions” dropdown select “Delete Selected Items”.
 - Then click the “Apply” button next to the Delete Selected Items” drop down.

<input type="checkbox"/>	ID ▾	Name
<input checked="" type="checkbox"/>	92	Test Town Council Meeting
<input checked="" type="checkbox"/>	93	Test Planning & Zoning Meeting

Future events ▾ Event Status ▾ All categories ▾ Filter

Bulk Actions ▾ Apply

Future events ▾ Event Status ▾ All categories ▾ Filter

Delete selected events ▾ Apply

Delete a Recurring Meeting/Event Series:

- Go to “Events”
 - Find one of the recurring events you would like to delete.
 - All the way to the right of the event listing you will see a column titled “Recurrence info”.
 - Click the link that reads “Edit Recurrence ID ____”. This will open that specific event.
 - Scroll to the bottom of the page and click the “Delete Recurrence” button. By clicking this button you are deleting the entire recurrence meeting series associated with this event.

Recurrence info

Specific days
Edit Recurrence ID 4

Update » Delete Event » Delete Recurrence »

Delete a 1 Recurring Meeting/Event from a Series:

- Go to “Events”
 - Find the specific recurring event you want to delete.
 - Click on the title name link for that specific event to open it.
 - Scroll to the bottom and click the middle button that says “Delete Event”. This will just delete that specific event date from the recurring event series.

Future events ▾ Event Status ▾ All categor

Bulk Actions ▾ Apply

Show 10 ▾ entries

<input type="checkbox"/>	ID ▾	Name
<input type="checkbox"/>	89	Test Town Council Meeting

Update » Delete Event » Delete Recurrence »

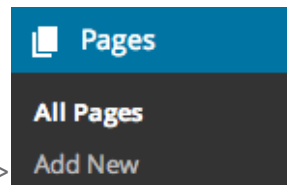
Add a “Page”:

- ▶ 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

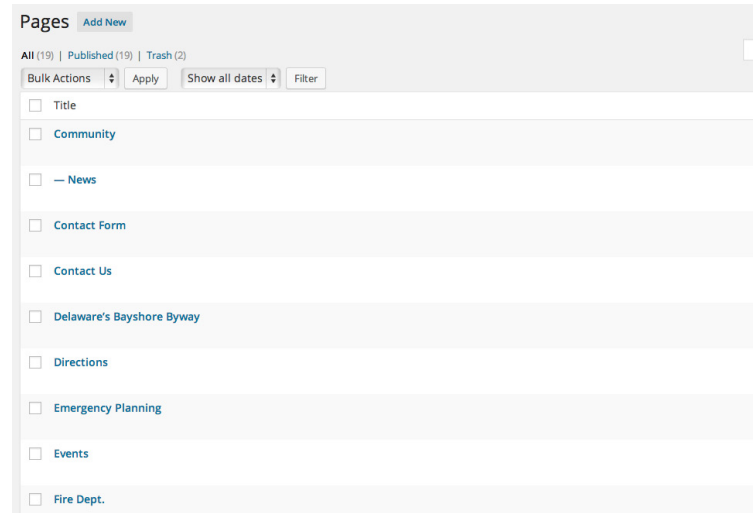
Remember that a shift return is a single space, and a regular return is a double space.

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” >

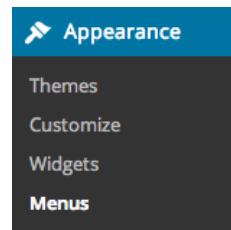


List of pages, can click on page name or edit to edit the page or post

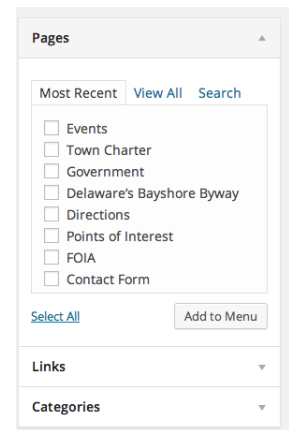
Add a “Page” to the Navigation Menu:

- ▶ 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:

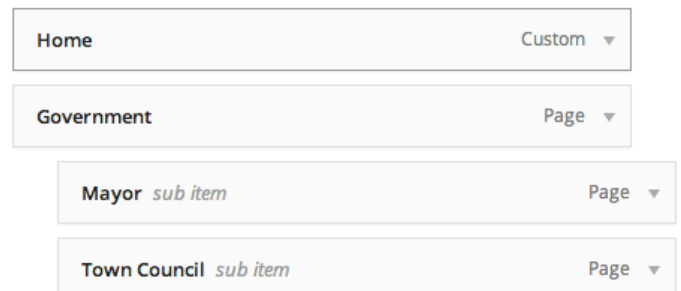


Select which page you would like to add to the navigation here:

**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”.



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.

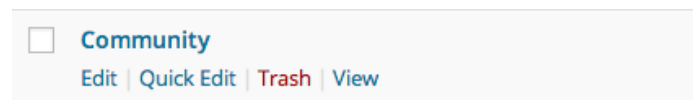
*Note: If you delete a page it will automatically be deleted from the navigation.

Remove a “Page” from the Navigation:

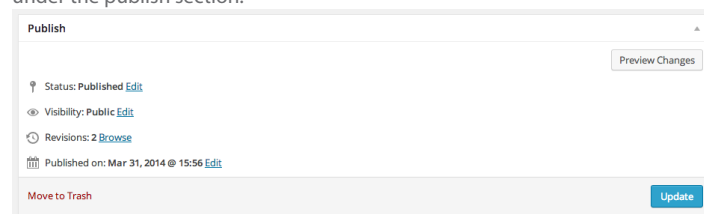
- ▶ Go to “Appearance”
 - Choose “Menus”
 - Under the “Menu Structure” section, find the page you would like to remove from the navigation and click the down facing caret.
 - Click the link that says “Remove”
 - Then, click the “Save Menu” button

*Note: Use these steps when you do not want to delete a page but want it hidden from the navigation of the site.

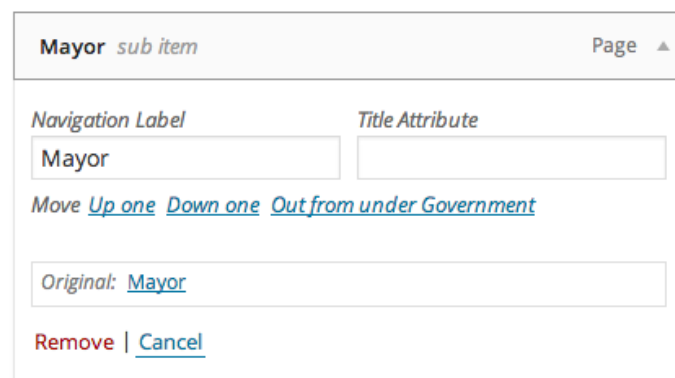
One option is to hover over the selected page and click “Trash”.



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.



ADD NEW

Add a News/Notice Post:

- ▶ Go to “Posts” in the left side nav
 - Choose “Add new”
 - Add content (Post title, text, tags, links, images, etc.)
 - 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 separating them with a comma as you type and then click add.

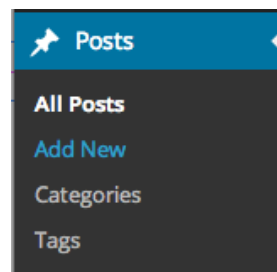
If you save it as Draft, you can preview it in the Publish box by selecting Preview.

***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>

Posts Add New					
All (1) Published (1) Status (1)					
Bulk Actions: 1 Apply Show all dates 2 View all categories 2 Filter					
Title	Author	Categories	Tags	Date	
<input type="checkbox"/> Testing 1,2,3...	admin	Uncategorized	—	2014/06/21	Published
<input type="checkbox"/> 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>

Publish

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Revisions: **2** [Browse](#)

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

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

DELETE

Delete a News/Notice Post:

- ▶ Go to “Posts” in the side nav
 - Hover over the title link to the post you want to delete.
 - You will see options appear below the title.
 - Click on the red “trash” link.
 - That post is now in the trash and can only be restored if you click on the trashlink, hover over the title of the post and click the “restore” link that appears below.
- *If you empty the trash the post will be gone.

☐ **Hello world!**

[Edit](#) | [Quick Edit](#) | [Trash](#) | [View](#)

What is a “Sticky-Post”?

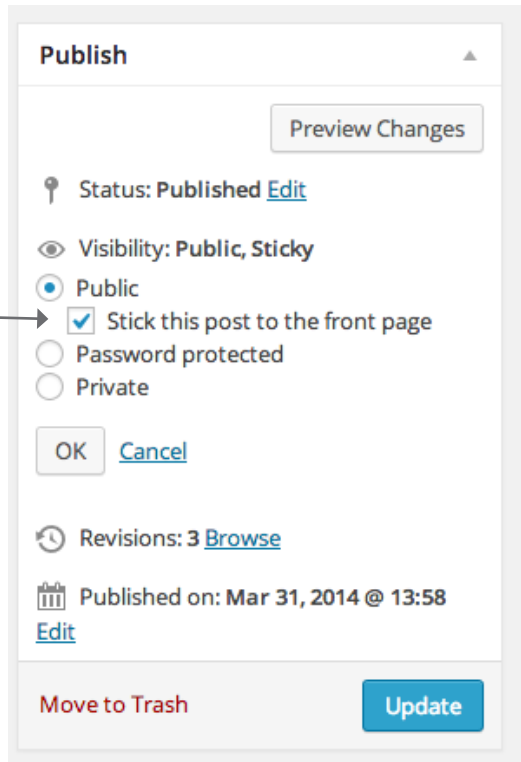
- A “sticky-post” is the text area located to the right or left of your slider image on your website’s home page. This is a space where you can highlight an important notice, town event or simply a welcome message or your town’s history. Just think of it as “Sticking” important news to the forefront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

Make a “Sticky-Post”:

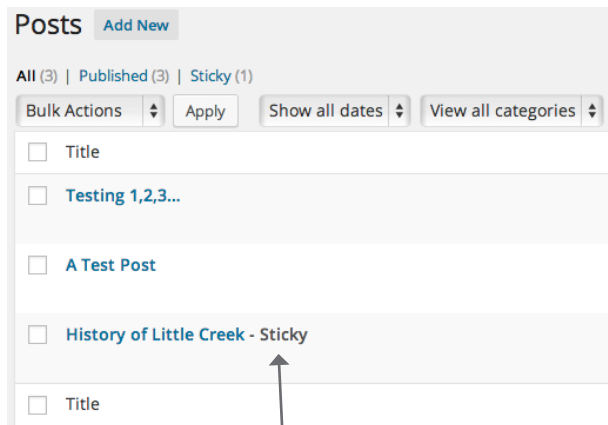
- Go to “Posts” in the side menu
 - Choose “Add new”
 - To make it a “sticky-post”, select the “Edit” link located next to “Visibility” and directly underneath “Status”.
 - Check the the box next to the text: “Stick this post to the front page”.
 - Click the “Update” button

***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.



The screenshot shows the 'Publish' sidebar in WordPress. At the top is a 'Preview Changes' button. Below it, the status is 'Published' with an 'Edit' link. The visibility is set to 'Public, Sticky'. Under 'Public', there are three options: 'Public' (selected with a radio button), 'Stick this post to the front page' (checked with a checkbox), 'Password protected' (radio button), and 'Private' (radio button). At the bottom of this section are 'OK' and 'Cancel' buttons. Below that, it shows 'Revisions: 3' with a 'Browse' link. The publication date is 'Published on: Mar 31, 2014 @ 13:58' with an 'Edit' link. At the very bottom are 'Move to Trash' and 'Update' buttons. An arrow from the text 'Check this box to make it sticky.' points to the 'Stick this post to the front page' checkbox.

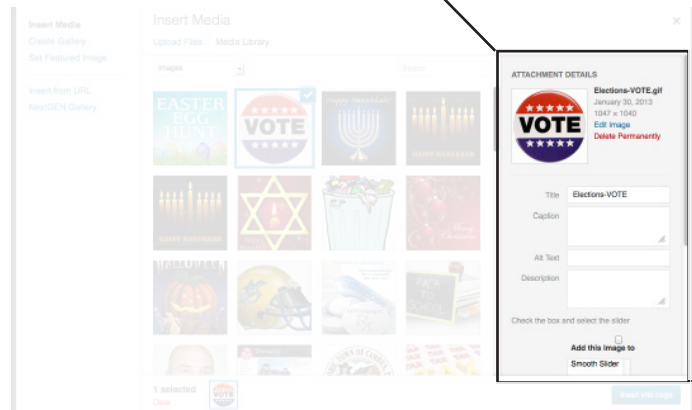
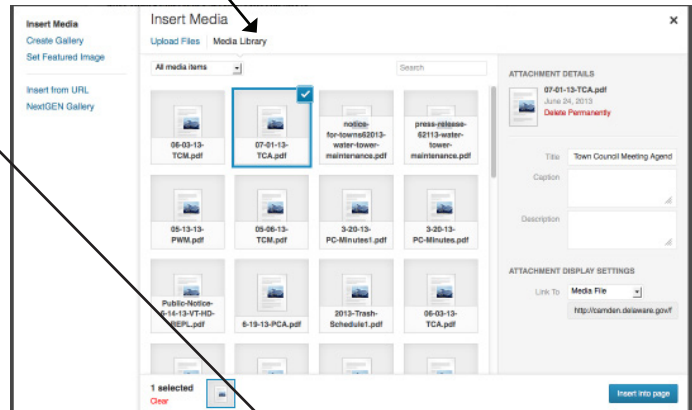
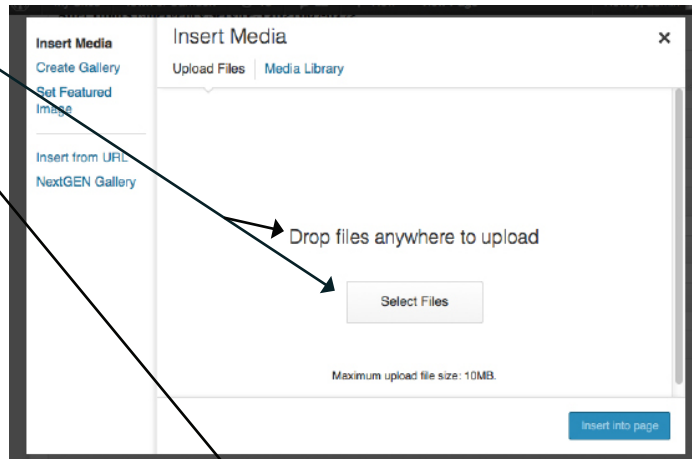
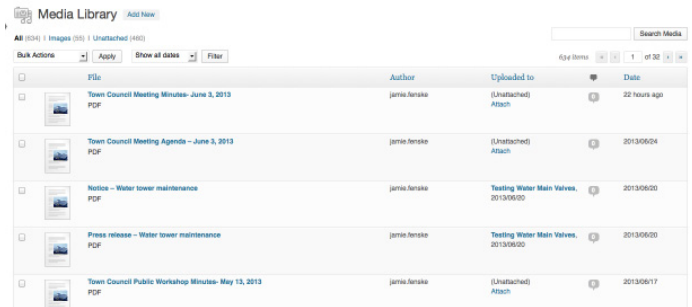


The screenshot shows the 'Posts' list in WordPress. At the top is an 'Add New' button. Below it, there are filters for 'All (3)', 'Published (3)', and 'Sticky (1)'. There are also buttons for 'Bulk Actions', 'Apply', 'Show all dates', and 'View all categories'. The list of posts includes: 'Title', 'Testing 1,2,3...', 'A Test Post', 'History of Little Creek - Sticky', and 'Title'. The post 'History of Little Creek - Sticky' has a blue 'Sticky' label next to its title. An arrow points from the text 'This is an indicator that this post is a “sticky-post”' to the 'Sticky' label.

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

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.

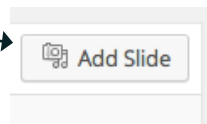
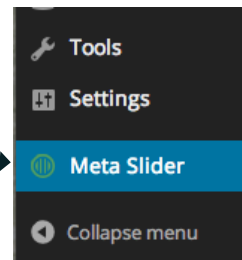
ADD NEW

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 orientated photos will not display correctly.

***Note:** When making a caption try to keep it to one sentence.



General SEO

Caption

URL ☐ New Window

REORDER

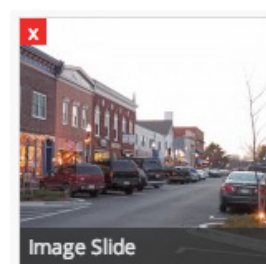
Reorder Images in the Meta-Slider:

- 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 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...

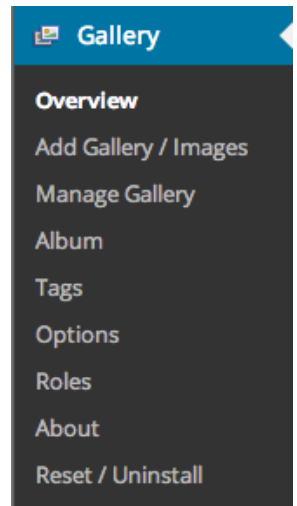
Example <h3>Event Photos</h3>

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)

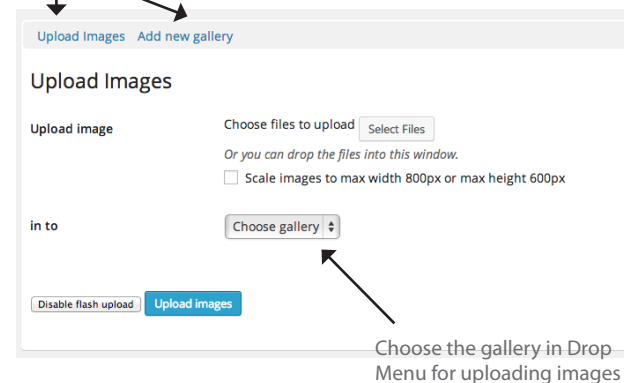
Example <div id="photos">[nggallery id=3]</div>

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.

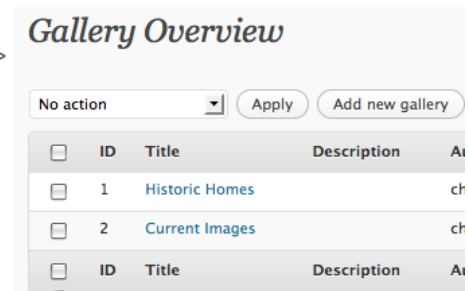
Gallery menu >



Add Images, Add Gallery

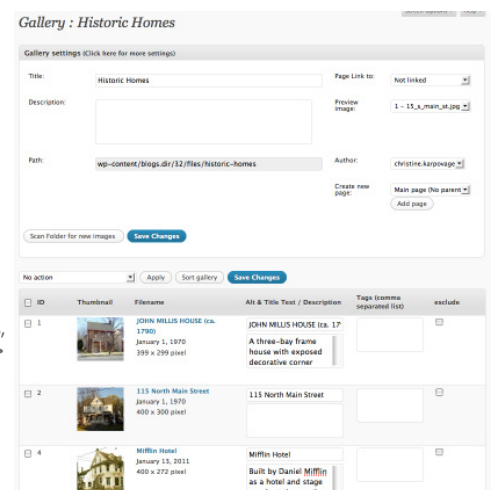


Overview >



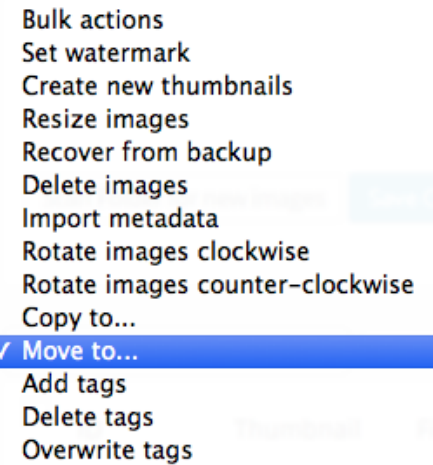
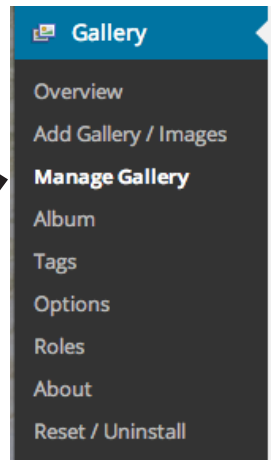
Gallery ID Number

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

