

Instructions for updating the CBYC Website

March 2011

WordPress

Your website has been carefully designed using a Content Management System (CMS) called WordPress. WordPress is an Open Source project, which means there are hundreds of people all over the world working on it. (More than most commercial platforms.) It also means you are free to use it for anything from your cat's home page to a Fortune 500 web site without paying anyone a license fee and a number of other important freedoms.

For more information about this CMS, please visit <http://wordpress.org> As you will see throughout this manual, a number of additional modules have been added to the standard installation of WordPress. These are called Plugins and are all freely available through the wordpress.org website. To find and install more plugins, click the 'Extend' tab on the WordPress site.

Extend

WordPress is infinitely extensible. One of the core philosophies of WordPress is to keep the core code as light and fast as possible but to provide a rich framework for the huge community to expand what WordPress can do, limited only by their imagination.

Plugins
Plugins can extend WordPress to do almost anything you can imagine, in the directory you can find, download, rate, and comment on all the best plugins.

Themes
Find just the right look for your blog.

WordPress Ideas
Our ideas forum is where you can suggest and vote on ideas for where WordPress should go next. We're implementing the most popular features from the suggested ideas. The future is in your hands.

Kvetch!
Just got a complaint you want to drop in the bucket? Use this anonymous, easy form to let the people at WordPress know what ails you. (Preferably about WordPress.)

[Report a Site Bug](#) | [Privacy](#) | [GPL](#) | See also: [WordPress.com](#) | [WordPress.TV](#) | [WordCamp](#) | [WP Jobs](#) | [Mail](#) | [Fan WP on Facebook](#) | [Blog RSS](#)

CODE IS POETRY

Logging into WordPress

To manage your website, all you need is an internet browser. Internet Explorer, Mozilla Firefox, Google Chrome and Safari for Mac will all do the trick.

To log-in, navigate to <http://collinsbaymarina.com/cbyc/wp-admin>



Before we get started: Page vs Post

This website contains pages that feature both static and dynamic content. The 'contact' section on the ABOUT menu is only changed once or twice a year so we call this content static. The News that is featured in the right-hand sidebar on the other hand, is much more dynamic. This is a list comprised of posts that are time sensitive.

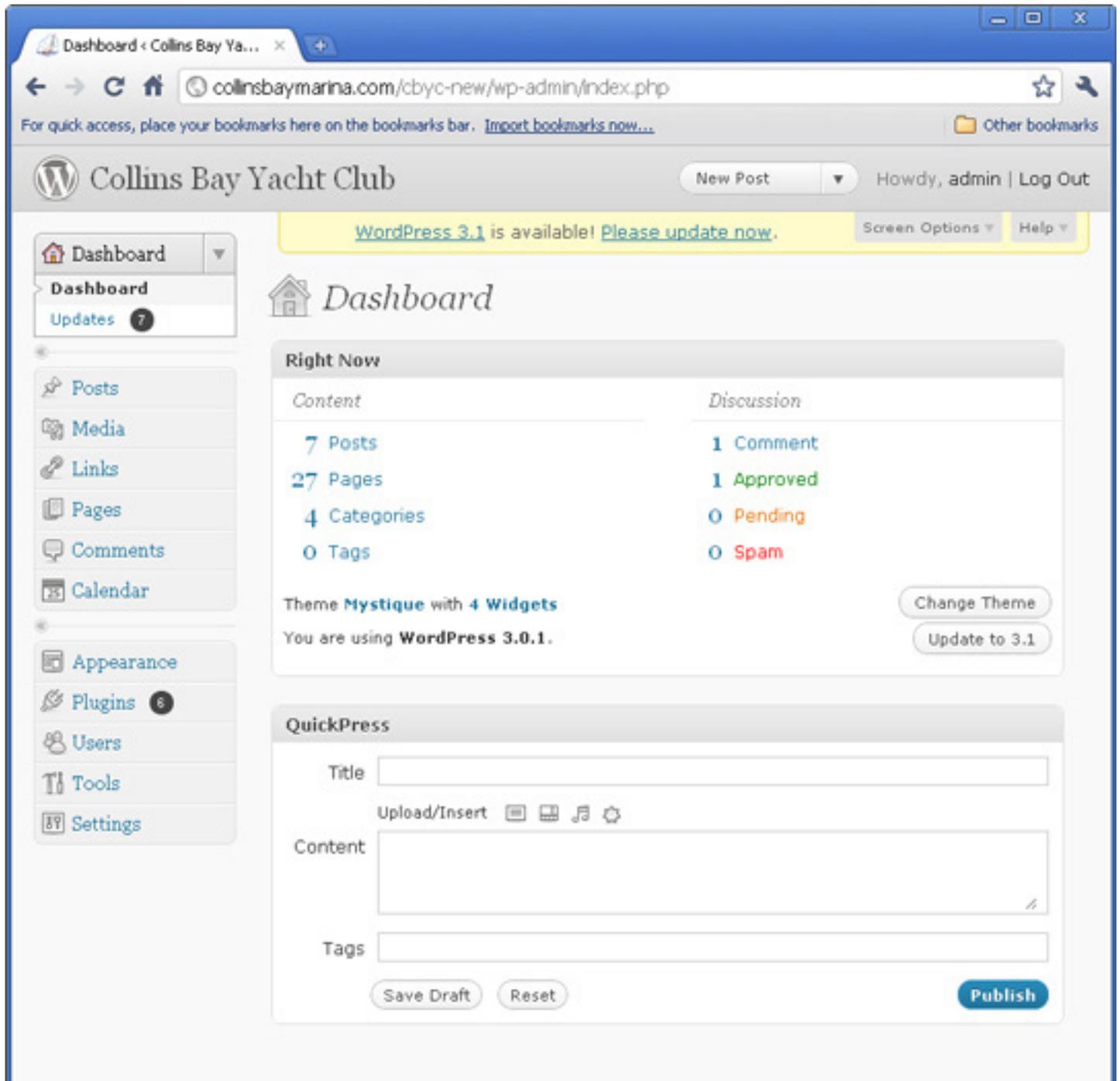
The cruising page is a combination of static and dynamic information. At the top, we have a dynamic list of the upcoming cruises. These are event posts. Below that section we see links to the PDF calendar and to the code. We refer to this as the content of the page

Posts (which can be either news posts or event posts, are edited differently from the rest of the content on the site. Please read on to find out more.

WordPress Dashboard

When you login, you will be taken to the WordPress Dashboard. It provides you with an overview of your website with links to several options.

Down the left of the page are the main sections of the site. The Posts section contains all of the news posts in your site and the Media section contains all of the images that have been added to the various sections of your site. Clicking your website's name in the upper left corner will always take you to your website's homepage.



Adding a new News Post

You can add a news post quickly and easily using the QuickPress box on the dashboard. Simply include a title and some content, click publish and it will immediately appear on the news section of the sidebar and the news page. You can also add images using the media buttons below the title section. We will discuss this in detail later in the manual.

NEWS

- > [CBYC Board Meeting](#)
- > [CBYC is now on Twitter](#)
- > [Frostbite Race Results](#)
- > [Annual General Meeting](#)
- > [End of Year Banquet](#)

QuickPress

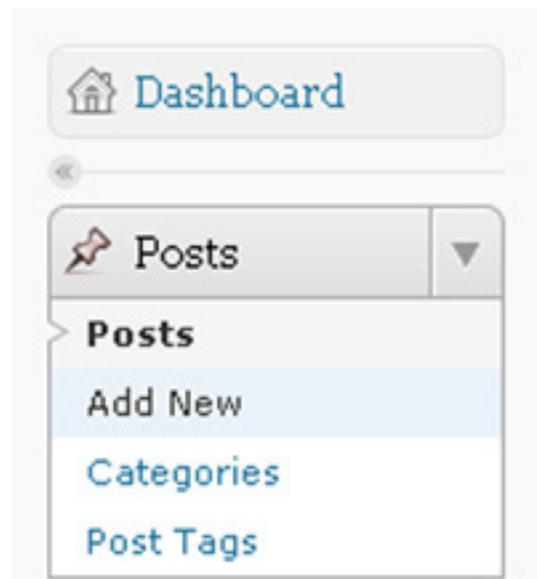
Title

Upload/Insert    

Content

Tags

Clicking Posts in the dashboard menu will take you to a more fully functional area where you can manage all of your existing website posts and get a more fully featured interface for adding new ones.



Navigating and Editing

When logged in, you will notice that there is a link below the content on each page titled "Edit this page". Clicking this link takes you into the administrative side of the website where you can make changes to this page or post.

The screenshot shows a web browser window displaying the Collins Bay Yacht Club website. The browser's address bar shows the URL collinsbaymarina.com/cbyc-new/. The website has a dark blue header with the club's name in white. Below the header is a navigation menu with links for ABOUT, CALENDAR, SOCIAL, RACING, CRUISING, RECIPROCAL, SAILING SCHOOL, and MARINA SERVICES. The main content area features a large heading "Welcome to the Collins Bay Yacht Club Website" followed by several paragraphs of text. At the bottom of the main content area, the name "Lionel Redford" is listed, and below it, the link "Edit this page" is circled in red. To the right of the main content area, there are sections for "NEWS" with a list of links, "CBYC NEWSLETTER" with a link to download the latest copy, and "MARINA SERVICES" with a link to Collins Bay Marina. At the bottom of the page, there is a footer with the text "Website Designed and hosted by Owen Bird" and three buttons for "RSS FEEDS", "XHTML 1.1", and "TOP". The browser's status bar at the bottom shows the URL collinsbaymarina.com/cbyc-new/wp-admin/index.php.

Editing a Page

The Edit Page interface contains many tools for modifying a specific page on your website. We will take a look at each tool in detail in the next sections.

The screenshot shows the WordPress 'Edit Page' interface for the Collins Bay Yacht Club website. The browser address bar shows the URL: `collinsbaymarina.com/cbyc-new/wp-admin/post.php?post=398&action=edit`. The site title is 'Collins Bay Yacht Club' and the user is logged in as 'admin'. A yellow notification banner at the top states 'WordPress 3.1 is available! Please update now.' The left sidebar contains navigation menus for Dashboard, Posts, Media, Links, Pages (with 'Add New' option), Comments, Calendar, Appearance, Plugins (6), Users, Tools, and Settings. The main content area is titled 'Edit Page' and features a 'Welcome to the Collins Bay Yacht Club Website' header. Below the header is a 'Permalink' field with the URL `http://collinsbaymarina.com/cbyc-new/` and a 'View Page' button. A rich text editor toolbar is visible, with 'Visual' and 'HTML' tabs. The editor contains two paragraphs of text describing the club's activities and a weekly Thursday night race program. Below the editor, a 'Path' section shows 'Word count: 238' and 'Draft saved at 7:08:40 pm. Last edited by admin on March 29, 2011 at 6:35 pm'. The 'Featured Image' section has a 'Set featured image' link. The 'Revisions' section lists several previous versions from October 7, 2010, and November 1, 2010. The 'Publish' section shows the page is 'Published', 'Public', and published on 'Oct 7, 2010 @ 13:21'. It includes a 'Preview Changes' button, a 'Display as Asides' checkbox, and an 'Update' button at the bottom right.

Changing the Page Name

Over time, you may wish to change the name of a page - This is the name that appears on the top of a page and also in site menus. Changing it here updates all instances of the page name across the site.

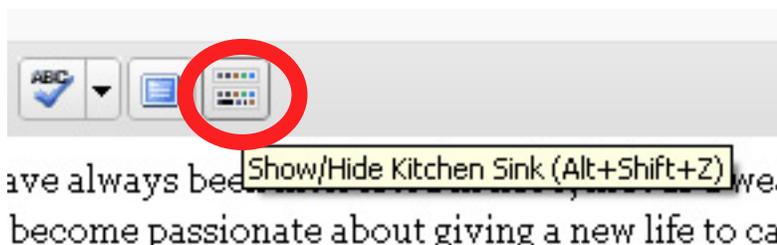


Below the textbox used to update the name of the page is the Permalink. This is the address where a user will be able to navigate to find the page. There is an Edit button here which will allow you to update the Permalink information. Be cautious making changes here as people may have bookmarks linking to this location. Changing it will break people's bookmarks and may also affect navigation within your website.

Updating the Page Content

The page content section has been setup with two tabs in the top right. Visual gives a set of tools across the top of the window for common editing functions such as making text bold or italics as well as creating lists and aligning text. Clicking HTML allows a developer with some coding knowledge to interact directly with the code behind the page presentation.

Note: If you do not see all of the editing options shown above, you may need to click the Show Kitchen Sink button (furthest right button in the top row)

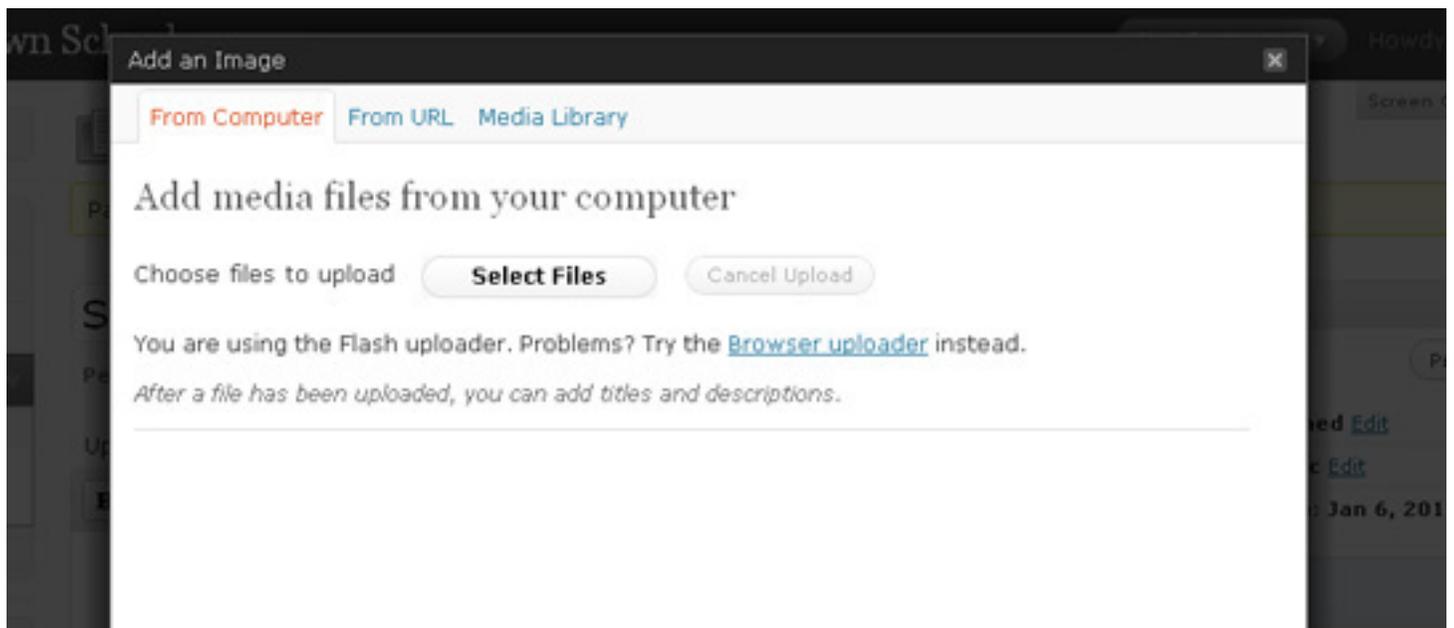


Adding Media

Immediately above the page content section are some additional options for uploading and inserting media such as images, videos and audio. Hovering over each of these icons will tell you which is which.

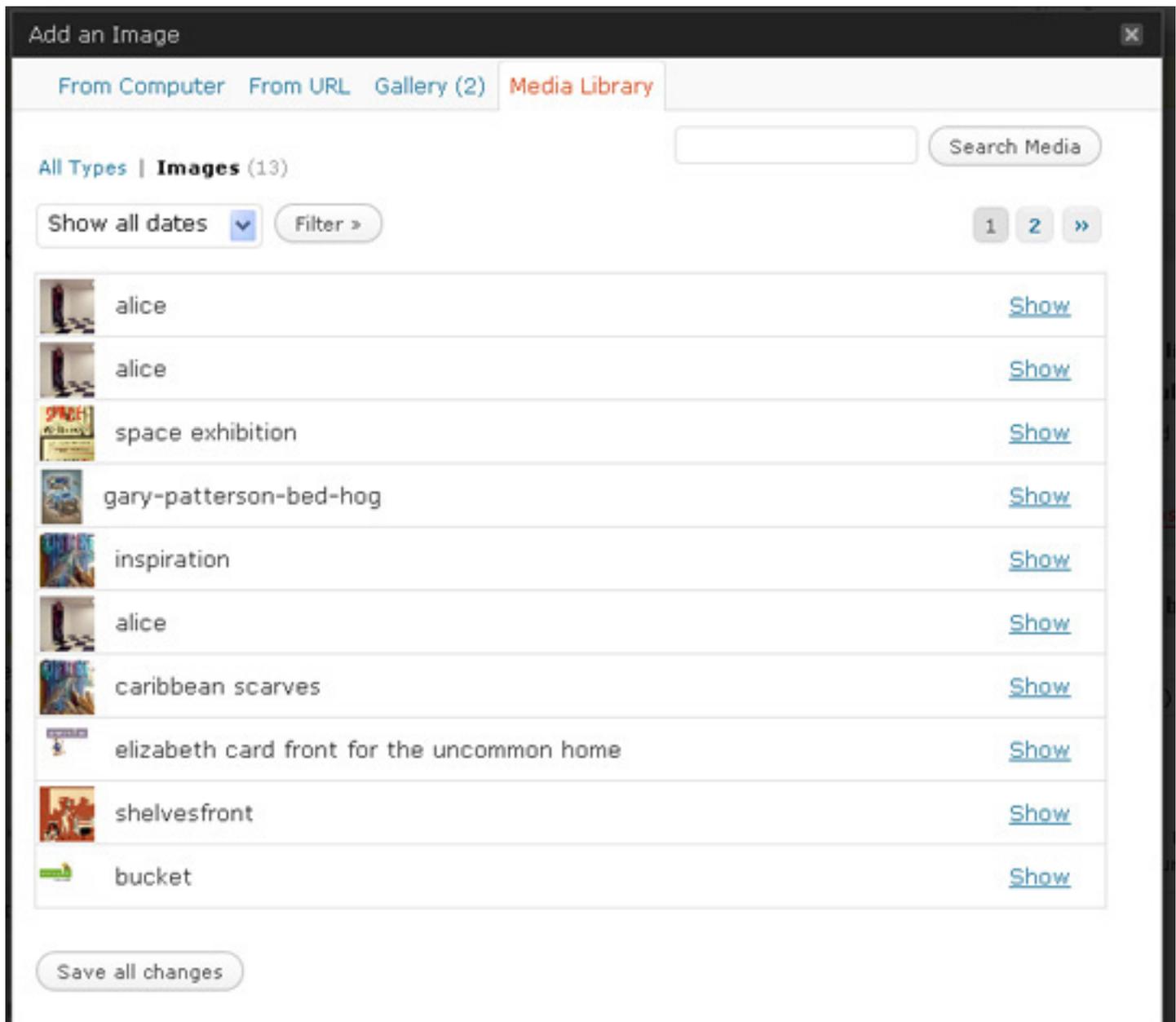


The first of these icons (the grey square) allows you to add an image to the page. Clicking it brings up the Add an Image dialogue box shown below. You can either import files from your computer, from another website or from the existing media library in the site using the three tabs at the top.



Media Library

Once you have uploaded images from your computer, they will appear in your media library and can be referenced from various places on the website. You can use the search button to find a specific image, sort by date, use the advanced filter or use the numbers in the top right to scroll through all of the available images currently on the site.



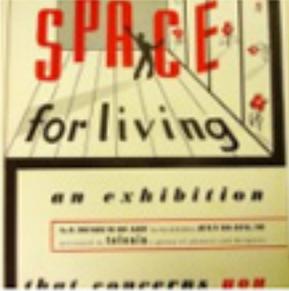
The screenshot shows a web interface titled "Add an Image" with a close button (X) in the top right corner. Below the title is a navigation bar with four tabs: "From Computer", "From URL", "Gallery (2)", and "Media Library" (which is highlighted in red). To the right of the tabs is a search input field and a "Search Media" button. Below the navigation bar, the text "All Types | Images (13)" is displayed. There are two buttons: "Show all dates" with a dropdown arrow and "Filter >". On the right side, there are three pagination buttons: "1", "2", and "»". The main content area is a list of 10 items, each with a small image thumbnail, a text label, and a "Show" link. The items are: "alice", "alice", "space exhibition", "gary-patterson-bed-hog", "inspiration", "alice", "caribbean scarves", "elizabeth card front for the uncommon home", "shelvesfront", and "bucket". At the bottom left, there is a "Save all changes" button.

Thumbnail	Label	Action
	alice	Show
	alice	Show
	space exhibition	Show
	gary-patterson-bed-hog	Show
	inspiration	Show
	alice	Show
	caribbean scarves	Show
	elizabeth card front for the uncommon home	Show
	shelvesfront	Show
	bucket	Show

Media Library (cont'd)

When you have located an image that you would like to use, click the 'Show' link to view more options. The top section displays information about the image that is stored on the web server. The bottom part allows you to alter the image and add it into the page that you are currently editing.

space exhibition [Hide](#)



File name: space-exhibition.jpg
File type: image/jpeg
Upload date: August 31, 2010
Dimensions: 467 × 600

[Edit Image](#)

Title *

Alternate Text
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Link URL

Enter a link URL or click above for presets.

Alignment None Left Center Right

Size Thumbnail (150 × 150) Medium (233 × 300) Large Full Size (467 × 600)

[Delete](#)

Title: Entering a title will allow you to easily find this image later in the media gallery

Alternate Text: this is the text that a user sees when they hover their mouse over an image.

Caption: Allows you to add a caption under the image.

Description: Allows you to add a longer description under an image.

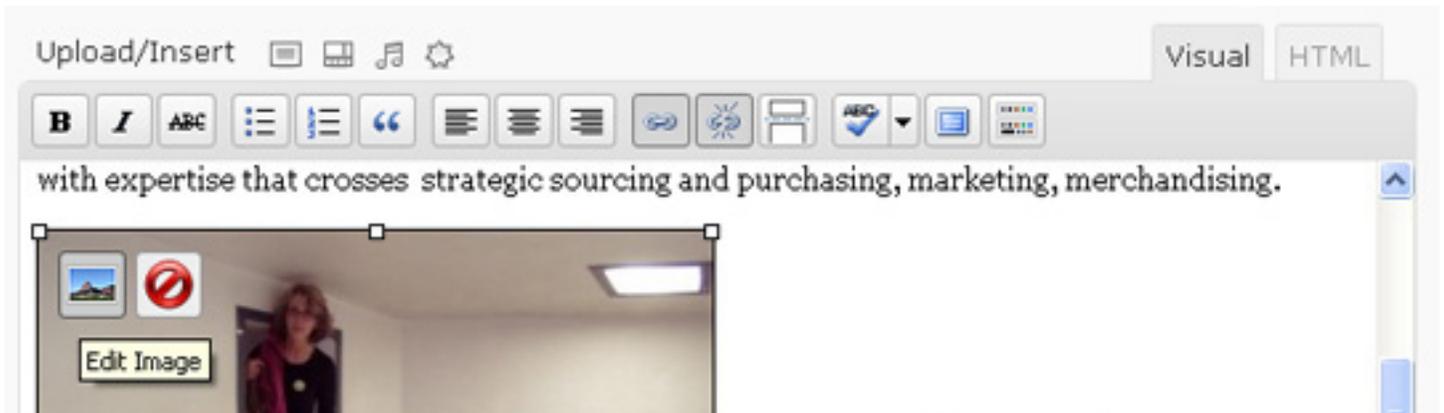
Link URL: This is populated by default and allows a site visitor to click on an image to enlarge it.

Alignment: Allows you to align the image within a paragraph or page

Size: You can either use the full sized image or select one of the other available options

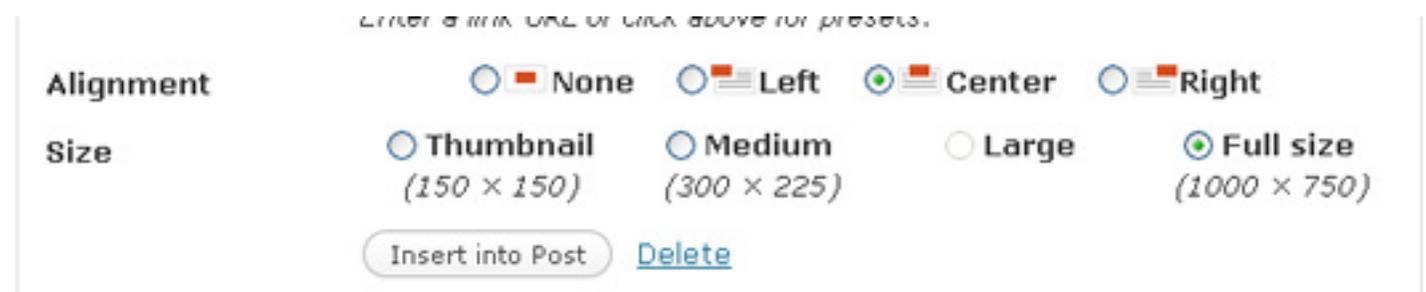
Media Library - Inserting and Editing an image

Once you have made all of the necessary modifications to the image, you can click 'Insert into Post' at the bottom of this section and you will be directed back to the 'Edit Page' to continue modifying the content. Whether you have just added an image or want to change the look of an existing image, WordPress makes it easy. Simply click on the image and you will see two icons appear in the top-right corner of the image.



The first icon will open an 'Edit Image' dialog box so that you can alter an image's size, alignment, title, caption and URL. The second icon is used to delete the image from the current page. This will not permanently remove the image from the server, just remove it from this page.

You can permanently delete an image from the webserver by clicking 'Show' in the media library and then clicking the 'Delete' link beside Insert into Post. Be cautious when deleting images as they may be used on other parts of the site.



Previewing, Updating and Deleting

Once you have updated the content of a page, you can choose to either preview the changes or commit the update without previewing



Once the update has been committed, you will see a link appear near the top of this page which will take you directly to the newly published page. You can either choose to click this link to verify the presentation, or continue editing this or another page.

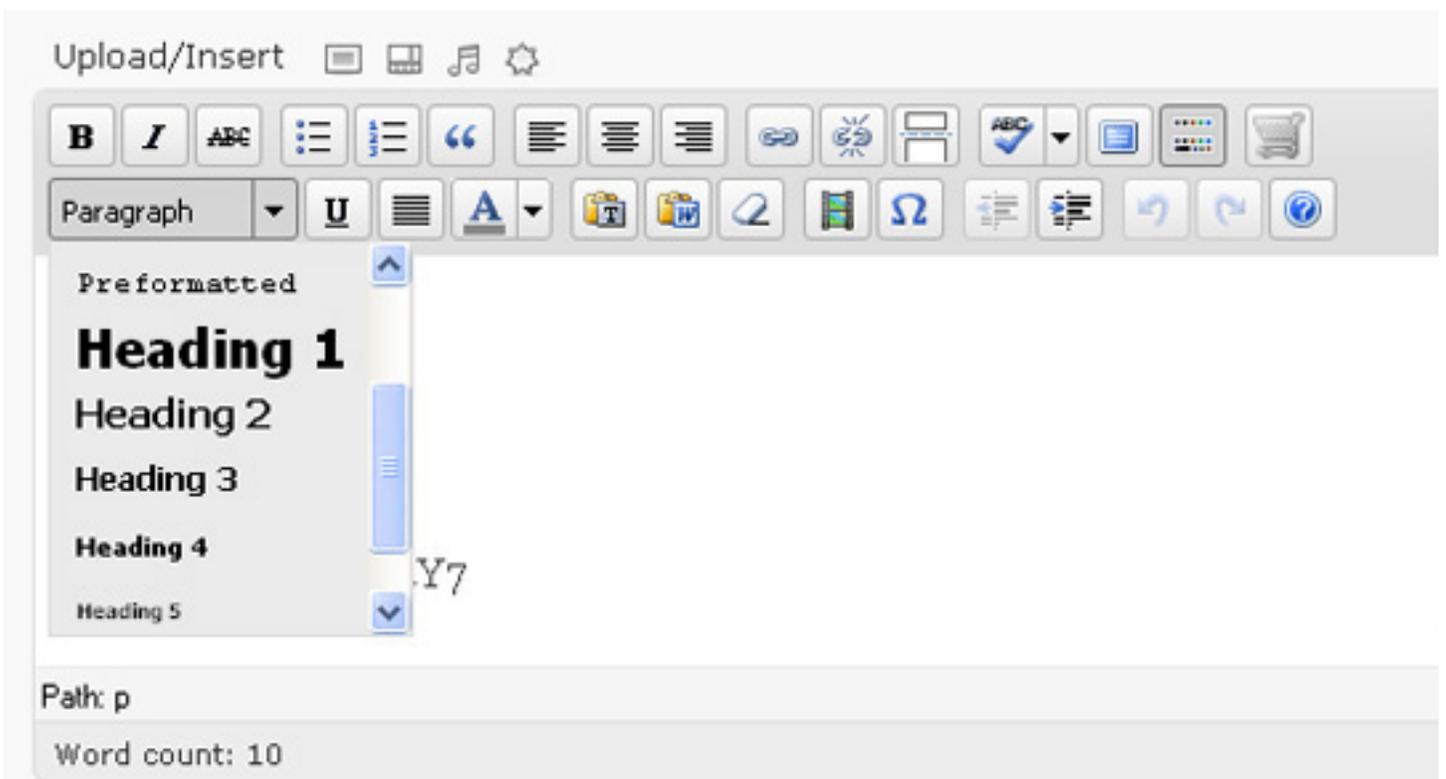


Adding style to your pages

From time to time, you will want to add some additional emphasis to some words or headings on your site. Several page and text formatting options are available in the "Kitchen Sink" menu. You can access it by clicking the button below:



When you click this button, you will see another row of options appear:

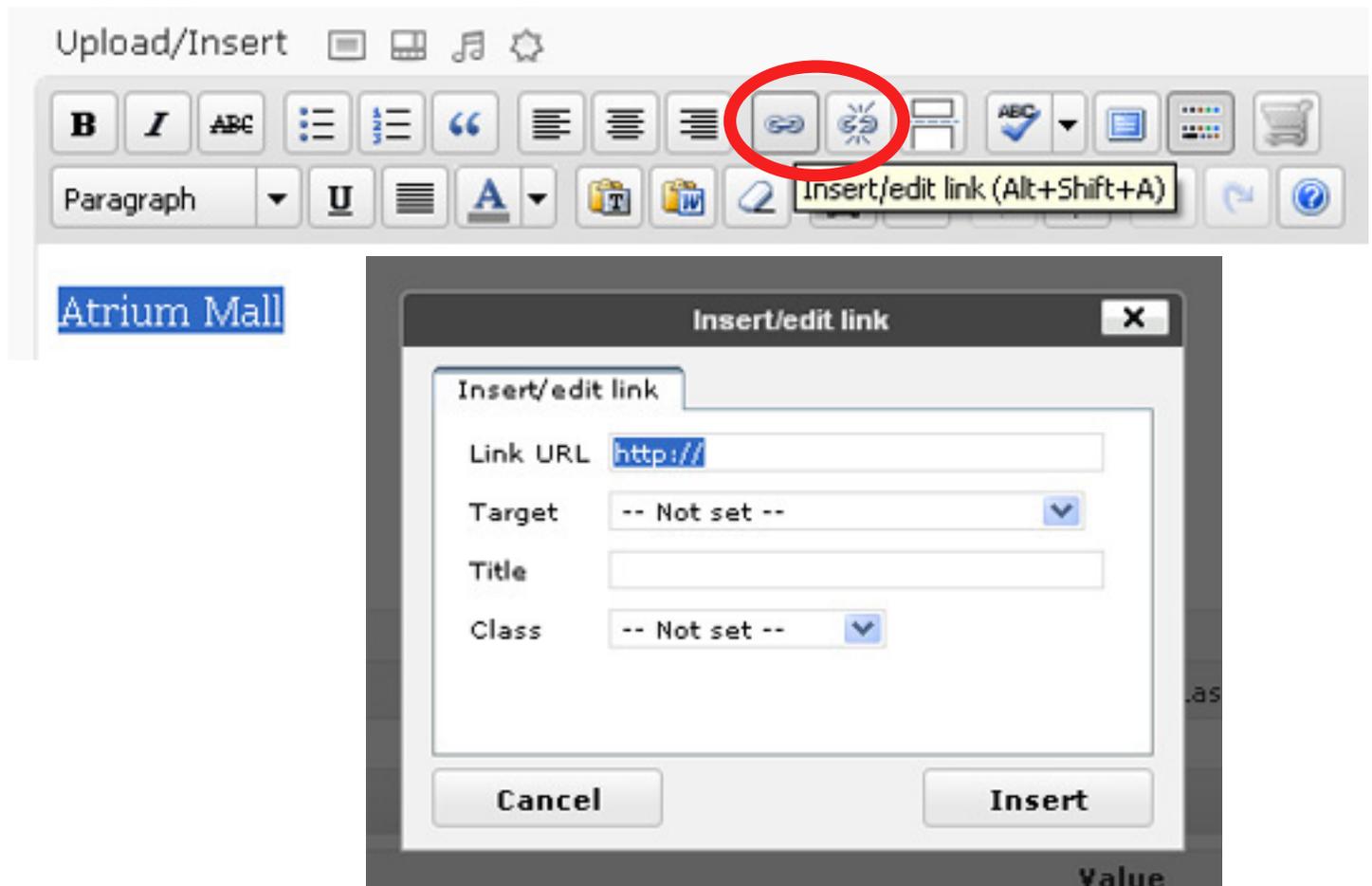


Clicking the drop-down which is currently set to Paragraph will give you access to a series of headings and pre-formatted styles. This is by far your best bet for selecting text styles for your site. In two years time, you may decide that you want to change the colour scheme of your site. If you have used these pre-defined heading and text tags to format your site then changes can be made in one place on your style sheet (this will likely need to be done by a web designer or someone comfortable with modifying Cascading Style Sheets (CSS)).

If you choose to use the other options on this menu bar and underline some text, change the alignment and modify the colour - Just keep in mind that you will need to revisit every page on your site if you choose to do a re-design in the future.

Adding a link within a page

From time to time, you will want to add links to your site; either to other pages within the site or another site all together. You will need to select the Link Text - as shown below - To activate these buttons. The Link Text is the text that the user will click on in order to follow your link.



Link URL: This is where you will add the address of the site to which you would like to link. If it is another page within your site, you can leave out the domain name (http://staff.housing.queensu.ca). for example, if you want to link to the About page, you can simply enter /about/ as the URL.

If you are linking to another website, be sure to include both the http:// and the www. So linking to google would look like this: http://www.google.ca

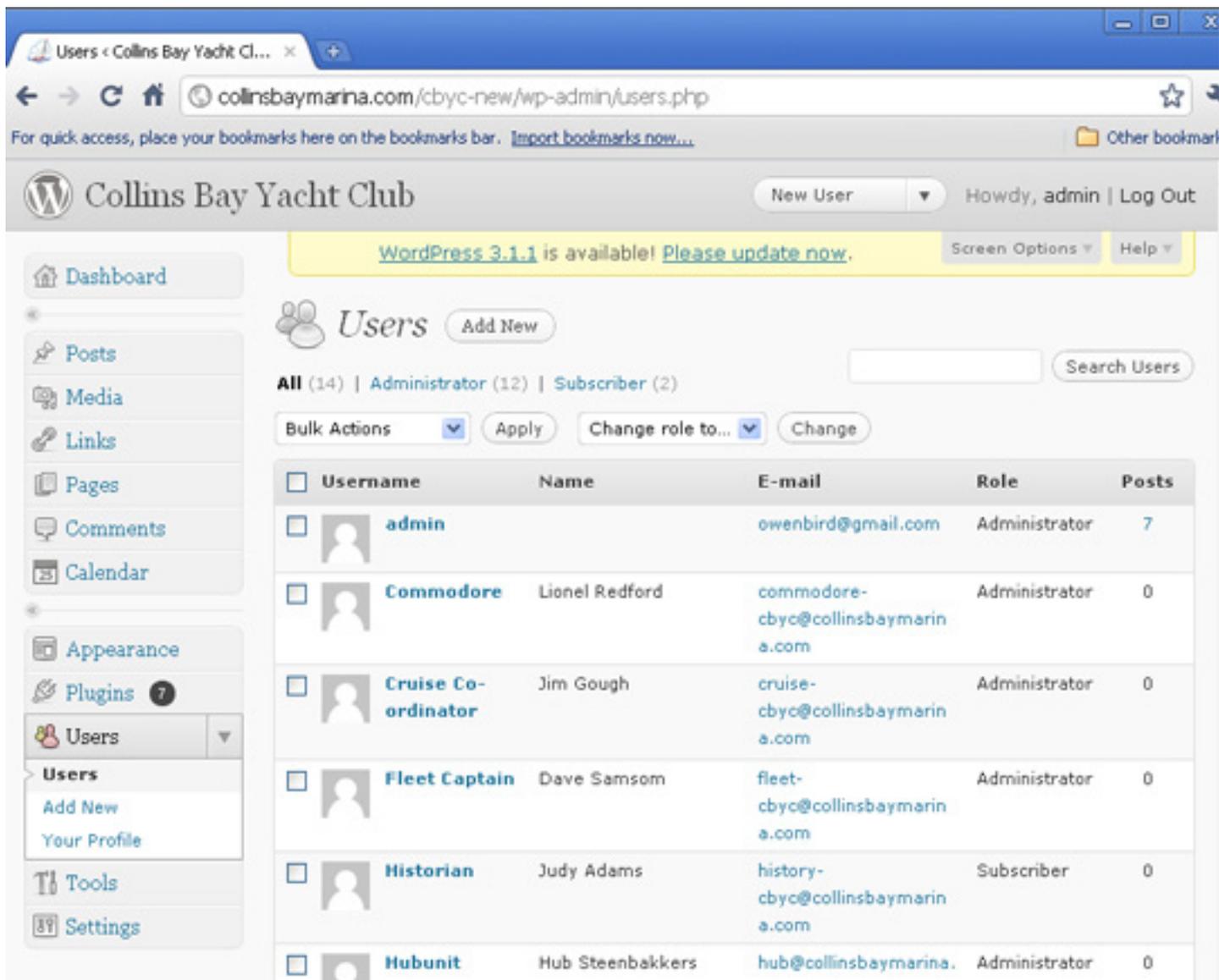
Target: The Link Target is where the new page will open. If you are linking within your site, it is common practice to leave this as Not Set, this defaults to "open link in the same window. Alternately, if you are linking to another website, you may wish to have your site open a new window for the user so they do not leave your site while visiting the other link.

Title: Some browsers display text when a user hovers over your link. You can use the Title attribute to give an additional explanation of where the user will go when they click the link. This is very useful for people accessing your site using non-traditional methods such as braille readers screen-readers for the visually impaired.

Class: Selecting a class will give you some additional styling options for your links. Click the drop-down to see what is available

Managing Users

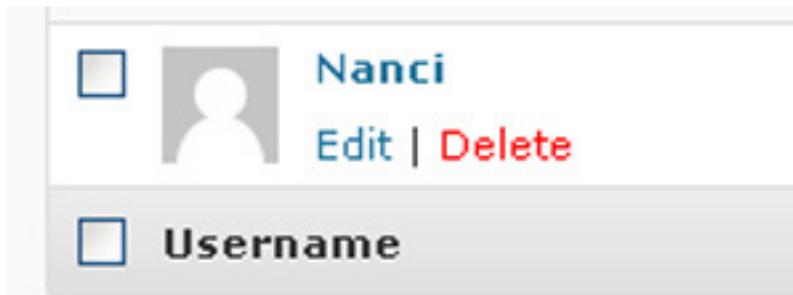
WordPress can have any number of users in various roles. The users tab in the left-hand navigation will allow you to manage your website's users. In this section you can add, edit and delete users and change their website roles.



The screenshot shows the WordPress admin interface for 'Collins Bay Yacht Club'. The top navigation bar includes a 'New User' button, the user name 'Howdy, admin', and a 'Log Out' link. A yellow notification banner at the top states 'WordPress 3.1.1 is available! Please update now.' The left sidebar contains a navigation menu with 'Users' selected. The main content area is titled 'Users' and includes an 'Add New' button and a search box. Below the search box, there are filters for 'All (14)', 'Administrator (12)', and 'Subscriber (2)'. A 'Bulk Actions' dropdown is set to 'Apply', and a 'Change role to...' dropdown is set to 'Change'. The main table lists the following users:

<input type="checkbox"/>	Username	Name	E-mail	Role	Posts
<input type="checkbox"/>	admin		owenbird@gmail.com	Administrator	7
<input type="checkbox"/>	Commodore	Lionel Redford	commodore-cbyc@collinsbaymarina.com	Administrator	0
<input type="checkbox"/>	Cruise Co-ordinator	Jim Gough	cruise-cbyc@collinsbaymarina.com	Administrator	0
<input type="checkbox"/>	Fleet Captain	Dave Samsom	fleet-cbyc@collinsbaymarina.com	Administrator	0
<input type="checkbox"/>	Historian	Judy Adams	history-cbyc@collinsbaymarina.com	Subscriber	0
<input type="checkbox"/>	Hubunit	Hub Steenbakkers	hub@collinsbaymarina.com	Administrator	0

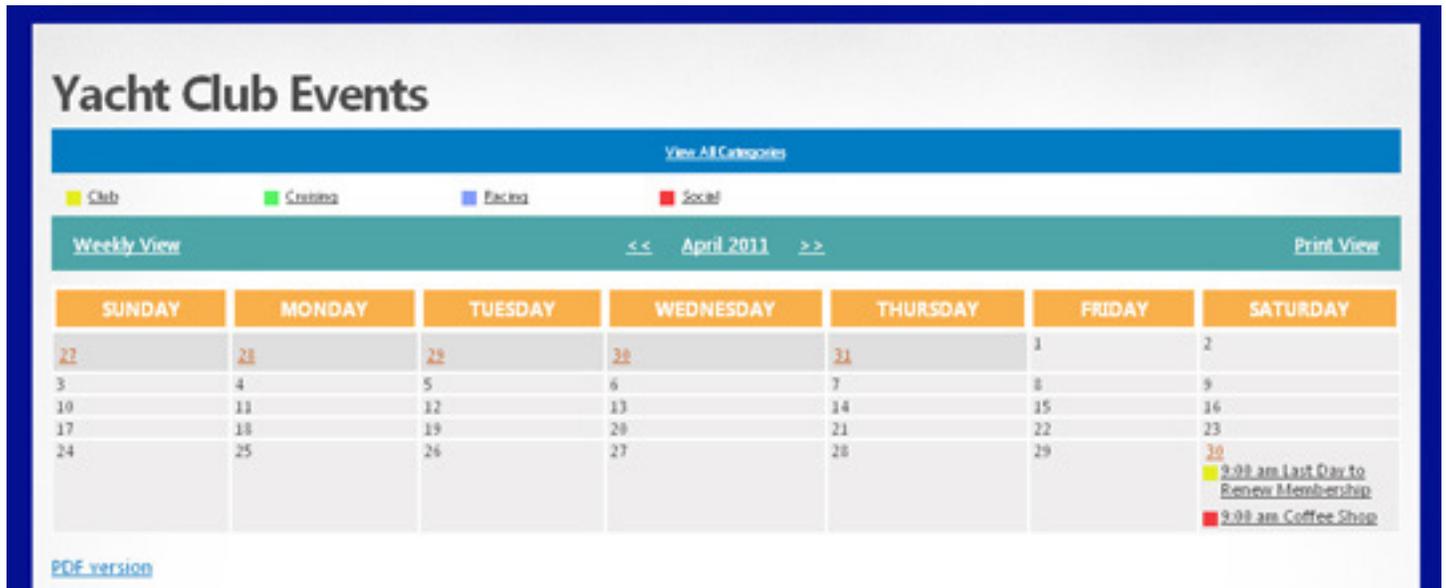
Hovering over a user's name will give you the option to either edit or delete the account



The close-up shows a hover tooltip for the user 'Nanci'. It includes a checkbox, a user profile icon, the name 'Nanci', and two buttons: 'Edit' (in blue) and 'Delete' (in red). Below this, another row shows a checkbox and the label 'Username'.

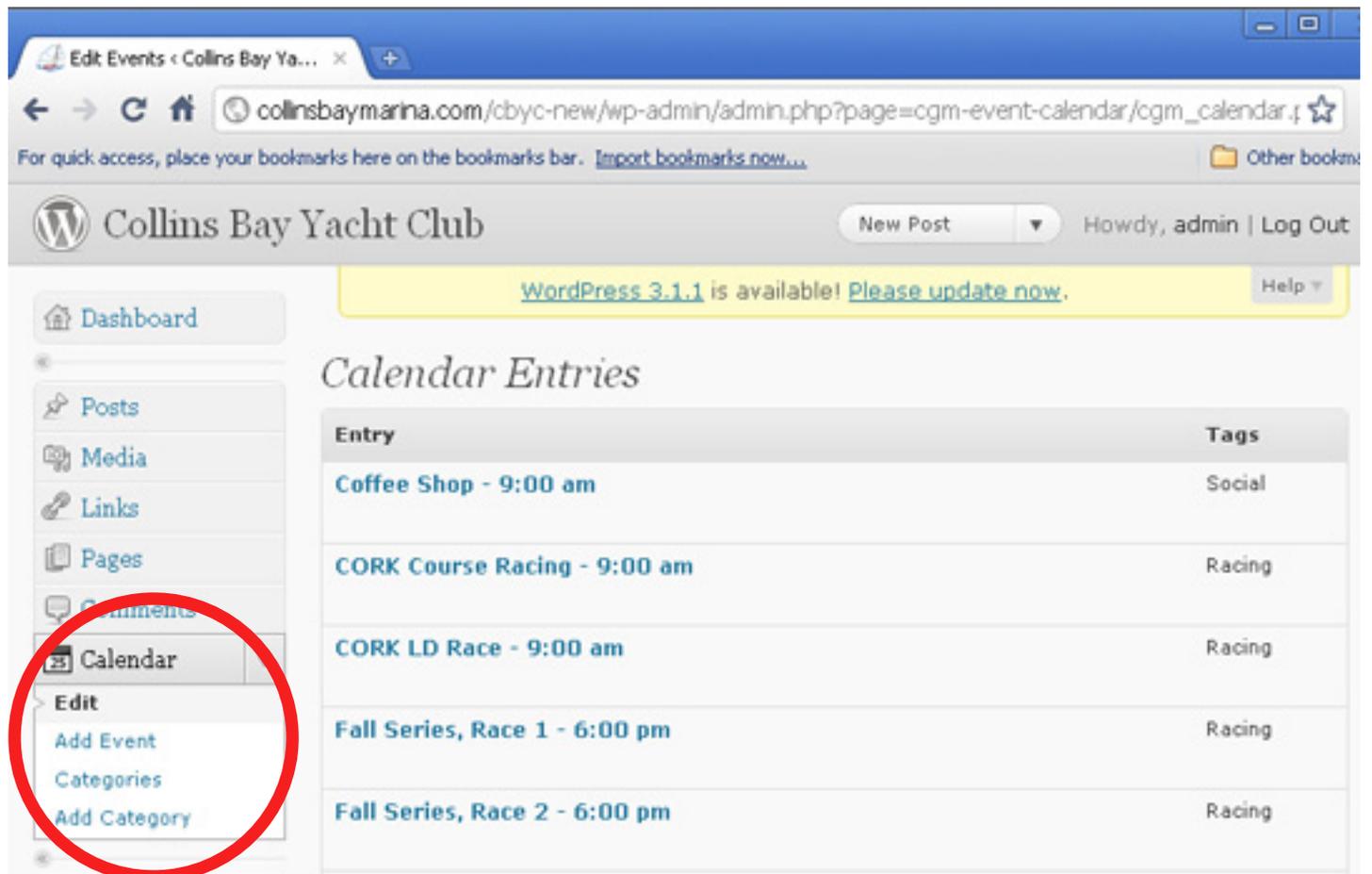
The Event Calendar

When an event is added to the website it will automatically show up on the Events Calendar shown below. In addition, many of the pages within the site also display a list of upcoming events.



The screenshot shows a web page titled "Yacht Club Events". At the top, there is a blue navigation bar with the text "View All Categories" and four colored squares representing categories: Club (yellow), Cruising (green), Racing (blue), and Social (red). Below this is a green bar with "Weekly View" on the left, navigation arrows for "April 2011" in the center, and "Print View" on the right. The main content is a calendar grid with columns for SUNDAY through SATURDAY. The dates are listed in a grid format. On the right side of the calendar, there are two event listings: "9:00 am Last Day to Renew Membership" with a yellow square icon, and "9:00 am Coffee Shop" with a red square icon. At the bottom left of the calendar, there is a link for "PDF version".

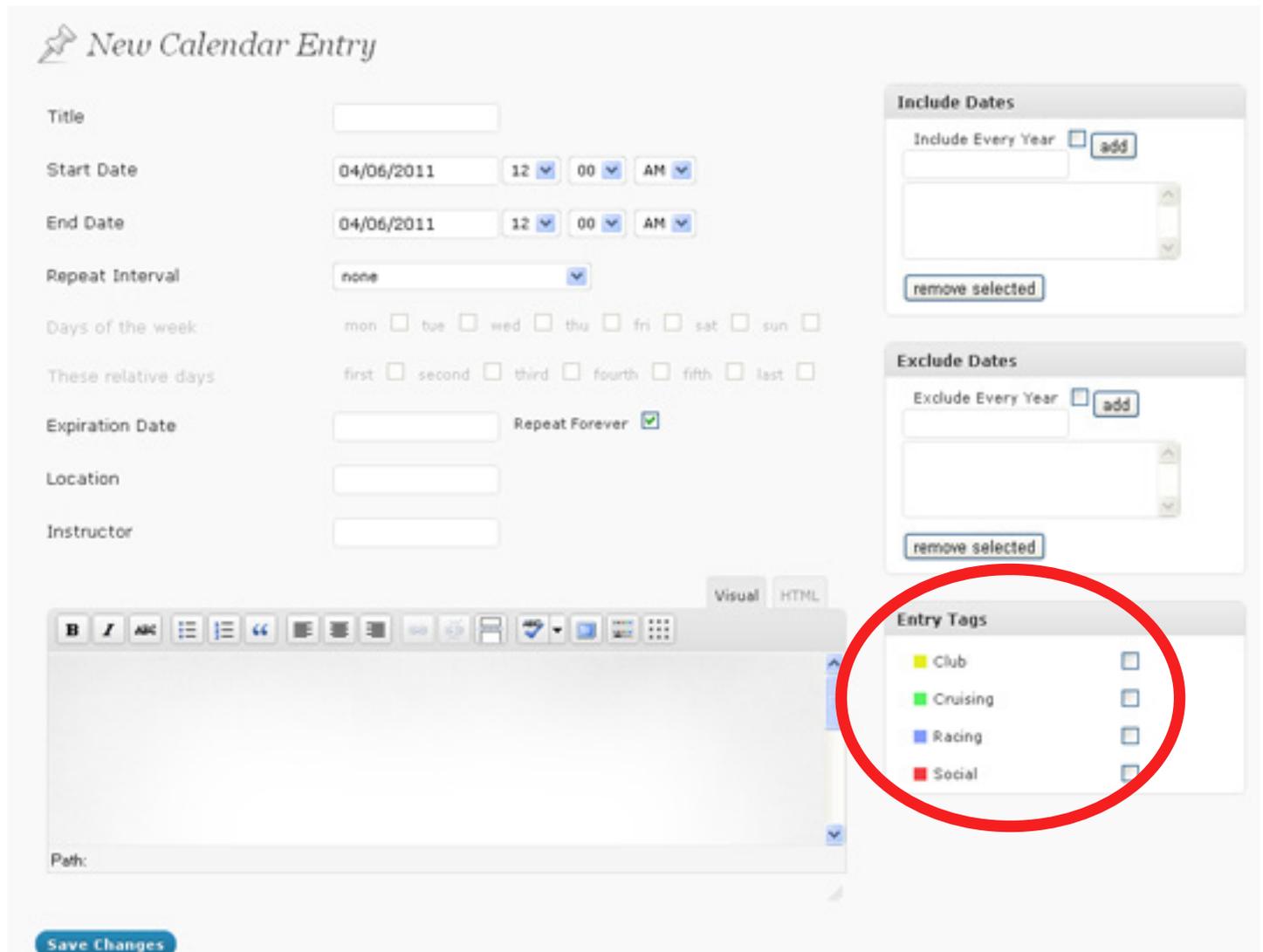
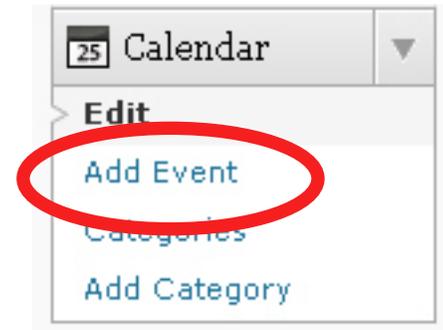
You can add, edit and delete events through the Calendar section within the administrative area of the website



The screenshot shows the WordPress administrative interface for the Collins Bay Yacht Club. The browser address bar shows the URL "collinsbaymarina.com/cbyc-new/wp-admin/admin.php?page=cgm-event-calendar/cgm_calendar...". The page header includes the WordPress logo, the site name "Collins Bay Yacht Club", a "New Post" button, and the user name "Howdy, admin | Log Out". A yellow notification banner at the top right says "WordPress 3.1.1 is available! Please update now." The left sidebar contains a menu with items: Dashboard, Posts, Media, Links, Pages, Comments, Calendar, Edit, Add Event, Categories, and Add Category. The "Calendar" item is circled in red. The main content area is titled "Calendar Entries" and displays a table with two columns: "Entry" and "Tags". The table lists several events: "Coffee Shop - 9:00 am" (Social), "CORK Course Racing - 9:00 am" (Racing), "CORK LD Race - 9:00 am" (Racing), "Fall Series, Race 1 - 6:00 pm" (Racing), and "Fall Series, Race 2 - 6:00 pm" (Racing).

Adding an Event to the Calendar

Clicking Add event will bring up the page to add a new event to the calendar. Here is where you specify the name of the event, when it is taking place, whether it is an event which repeats etc. When an event is added to the calendar, a details page is automatically created to tell interested club members more about the event. Use the text box at the bottom to include all relevant information.

A screenshot of a web form titled 'New Calendar Entry'. The form contains several input fields and dropdown menus for event details. On the right side, there are two sections: 'Include Dates' and 'Exclude Dates', each with an 'add' button and a 'remove selected' button. At the bottom right, there is a section titled 'Entry Tags' with four options: 'Club' (yellow square), 'Cruising' (green square), 'Racing' (blue square), and 'Social' (red square). Each option has a checkbox. The 'Entry Tags' section is circled in red. At the bottom left, there is a 'Save Changes' button. A rich text editor with a toolbar is visible at the bottom of the form.

Entry Tags

When adding events to the calendar, it is important to select the appropriate Entry Tags. These classify events so they can be sorted by club members using the calendar and by other pages on the site. You can select as many entry tags as you like if an event is both a racing and a social event for example.

Entry Tags (cont'd)

You can see on the social page that there is a list of all events which have been given the entry tag of Social.

The screenshot shows the Collins Bay Yacht Club website. The main navigation bar includes links for ABOUT, CALENDAR, SOCIAL (which is highlighted), RACING, CRUISING, RECIPROCAL, SAILING SCHOOL, and COLLINS BAY MARINA. The 'Social' page content features a list of events with their dates and times, such as 'Coffee Shop - 04/30 9:00 am' and 'Wine & Cheese - 05/07 7:00 pm'. There are also links for 'Edit this page' and 'PDF version'. On the right side, there is a search bar, a 'NEWS' section with links to 'CBYC Board Meeting', 'CBYC is now on Twitter', 'Frostbite Race Results', 'Annual General Meeting', and 'End of Year Banquet'. Below that is a 'CBYC NEWSLETTER' section with links to 'Download the latest copy here' and 'See all news posts here'. At the bottom right, there is a 'MARINA SERVICES' section with a link to 'Collins Bay Marina'.

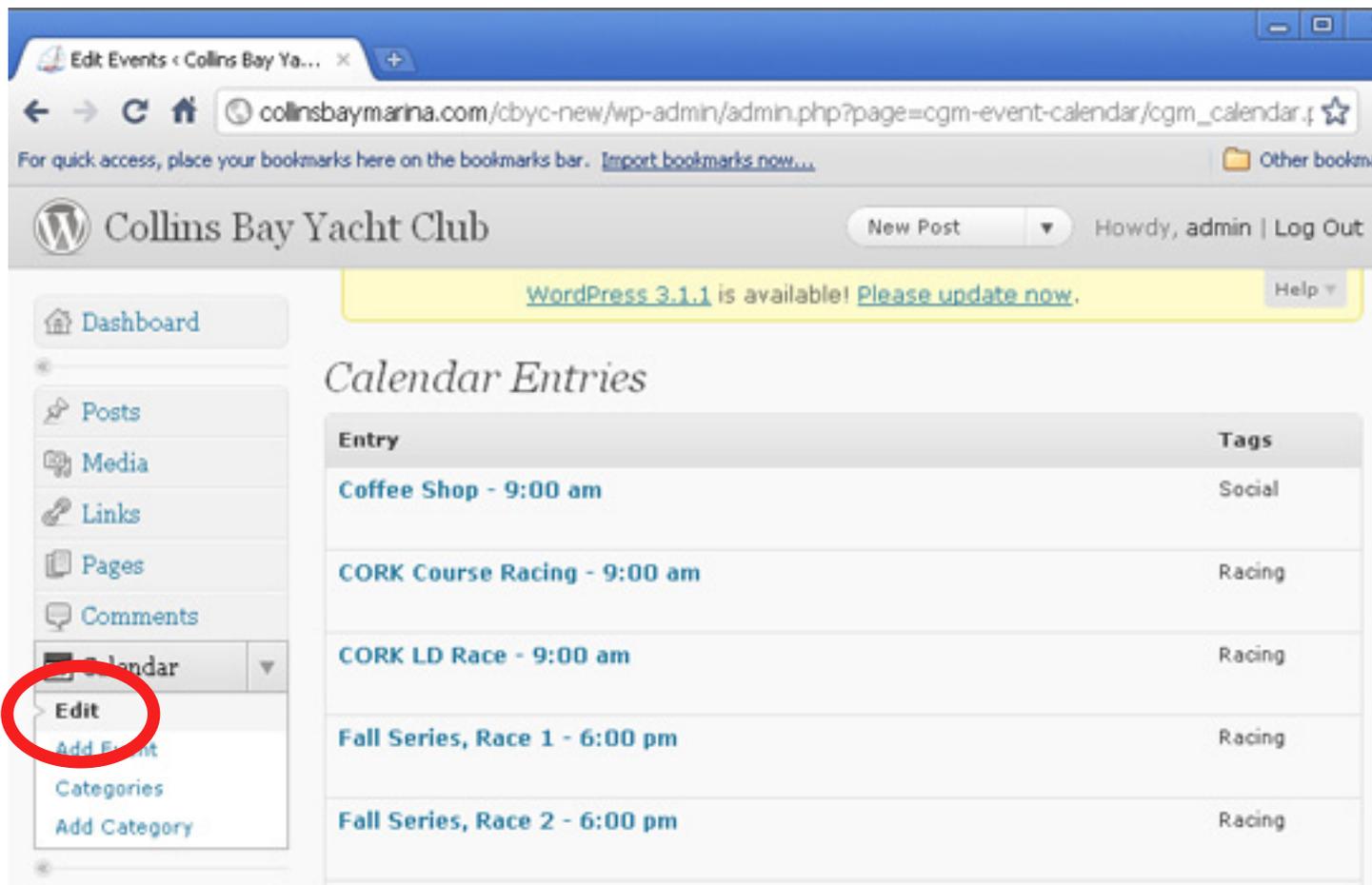
This screenshot shows the calendar filter and navigation area. At the top right, there is a link for 'View All Categories'. Below this, there are four color-coded filters: 'Club' (yellow), 'Cruising' (green), 'Racing' (blue), and 'Social' (red). At the bottom, there is a 'Weekly View' section with navigation arrows and the text 'April 2011'.

Looking at the Calendar page, you can see that each event is coded with a colour. If you wish to only see Social events, you would click the link at the top of the calendar to view only those events. Clicking "View All Categories" at the very top removes the filter.

The screenshot shows a calendar event for April 30th. The date '30' is highlighted in red. Below it, there are two events: '9:00 am Last Day to Renew Membership' (yellow icon) and '9:00 am Coffee Shop' (red icon).

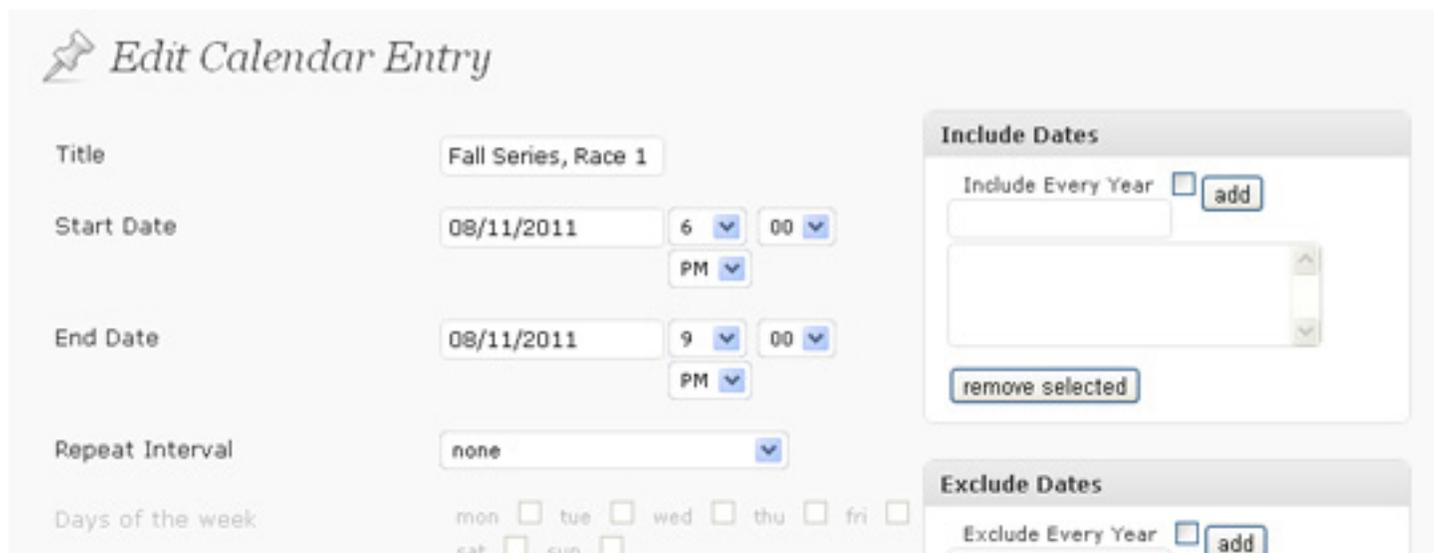
Editing Events

To edit an existing event, click edit from the Calendar menu and then pick the event from the list on the right. This will take you to a page very similar to the page that we just looked at when adding a new event. The only difference is that this time all of the information is filled in. Once you have made all necessary changes, click Save Changes at the bottom to commit the changes



The screenshot shows the WordPress admin interface for the Collins Bay Yacht Club. The browser address bar indicates the URL is `collinsbaymarina.com/cbyc-new/wp-admin/admin.php?page=cgm-event-calendar/cgm_calendar`. The page title is "Collins Bay Yacht Club" and the user is logged in as "admin". A notification banner at the top states "WordPress 3.1.1 is available! Please update now." The left sidebar contains a menu with items: Dashboard, Posts, Media, Links, Pages, Comments, Calendar, Edit, Add Event, Categories, and Add Category. The "Calendar" menu item is circled in red, and the "Edit" option is highlighted. The main content area displays a table of "Calendar Entries" with columns for "Entry" and "Tags".

Entry	Tags
Coffee Shop - 9:00 am	Social
CORK Course Racing - 9:00 am	Racing
CORK LD Race - 9:00 am	Racing
Fall Series, Race 1 - 6:00 pm	Racing
Fall Series, Race 2 - 6:00 pm	Racing



The screenshot shows the "Edit Calendar Entry" form. The form fields are as follows:

- Title: Fall Series, Race 1
- Start Date: 08/11/2011, 6:00 PM
- End Date: 08/11/2011, 9:00 PM
- Repeat Interval: none
- Days of the week: mon tue wed thu fri sat sun

The "Include Dates" section contains the following options:

- Include Every Year: add
- remove selected

The "Exclude Dates" section contains the following options:

- Exclude Every Year: add

This Instruction Manual

This manual has been stored on the Wordpress Dashboard so that you always know where to go to get the latest version. It has been uploaded as a PDF file so you will need a reader in order to view the file on your system. Please feel free to save and distribute this file as needed.

Collins Bay Yacht Club

New Post | Howdy, admin | Log Out

WordPress 3.1.1 is available! [Please update now.](#) | Screen Options | Help

Dashboard

Posts
Media
Links
Pages
Comments
Calendar

Appearance
Plugins 5
Users
Tools
Settings

Dashboard

Right Now

Content	Discussion
7 Posts	0 Comments
27 Pages	0 Approved
4 Categories	0 Pending
0 Tags	0 Spam

Theme **Mystique** with 5 Widgets | [Change Theme](#)

You are using **WordPress 3.0.1**. | [Update to 3.1.1](#)

QuickPress

Title

Upload/Insert

Content

Tags

[Save Draft](#) [Reset](#) [Publish](#)

Dashboard Links

[CBYC Website Instructions](#)