The Children's Law Center

Web CMS User Manual 2009

This document is intended to give detailed instructions on updating the 2009 Children's Law Center website built using the Wordpress open-source content management system (CMS). If at anytime you encounter a term you are unfamiliar with, please visit: http://codex.wordpress.org/Glossary

Access

Logging In
1. Type the following into your browser's address bar:
   http://clcny.org/wp-admin
2. Enter your user name & password
3. Click "Login"

Logging Out
1. Click "Sign Out"on the top right

Managing Users

In order to manage users on the CMS you must be logged into an Administrator account. Please refer to the Appendix for the login information.

Adding New Users
1. Locate and click on the "Users" link on the navigation bar
2. Scroll down to the "Add New User" section
3. Fill out the appropriate fields, and specify the role of the user (see list of user types below)
4. Click the "Add User" button at the bottom of the form to complete

User Types
- **Administrators** have complete control over the website and the CMS. They can manage users, content, style and programming. This role should only be used by a web programmers/designers, or when managing other users.
- **Editors** are able to control all the content of the website. They are able to create, edit, publish, unpublish and delete everyone's pages, posts, comments and media files.
- **Authors** are only able to create, edit, publish, unpublish and their own posts and comments.

- **Contributors** are only able to create posts as drafts. An Editor or Administrator must approve their drafts in order for the post to be published. Contributors can only edit their posts while the post is in draft (unpublished) status.
- **Subscribers** are only allowed to view the dashboard and their own user information.

Editing Existing Users

1. Locate and click on the "Users" link on the navigation bar
2. In the table, find the user you wish to edit
3. Click the "Edit" link to the very right of that user
4. Change the fields as desired and click the "Update User" button when you are finished

Deleting Existing Users

1. Locate and click on the "Users" link on the navigation bar
2. In the table, find the user you wish to edit
3. Click on the check box to the left of that user
4. Select "Delete checked users" under the "Update Selected" section
5. Click on "Bulk Update" and proceed with the following instructions

Types of Content

Pages vs. Posts

There are two types of content on the website: Pages and Posts.

Pages are used to present information that is static – content that is not updated frequently. Pages are organized in a hierarchy. The "Page Management" page is an overview of all the pages on your website and reflects the structure (sitemap) of the site. You can get to this page by clicking on the "Manage" link on the navigation, then on the "Pages" link beneath. The "News & Events" page is set up so that Posts are automatically fed into the page. It is recommended that you do not add or delete any pages, as this will change the overall structure of the website and may harm its functionality and usability.

Posts are used for content that will be frequently added to the website. The "Post Management" page is an overview of all the Posts on your website. You can get to this page by clicking on the "Manage" link on the navigation, then on the "Posts" link beneath.

Categories

Posts must be assigned a Category in order to appear on the correct page. Do not worry about assigning a post a category because for this website, News & Events is the default category that all Posts fall under. Deleting a Category may result in the deletion of related Posts.

Adding/Editing Content

Note: unless otherwise specified, the following instructions apply to both Pages and Posts.

Creating a new Post

1. Locate and click on the "Write" link on the navigation bar
2. Edit fields as necessary
3. Save/publish as described below

Editing an existing Page or Post

1. Click on the "Manage" link in the navigation bar
2. From the submenu below, select either "Posts" or "Pages"
3. From the list, find the Page/Post you wish to edit
4. Click on the "Edit" link to the right of the Page/Post
5. Edit fields as necessary
6. Save/publish as described below

Saving a Page

1. Click on the "Save" button under the content editor box when you are done editing an existing post or page
2. If you are returned to the "Page Management" page, that means your save was successful

Saving/Publishing a Post

A. To save a draft of the post without publishing it, click on the "Save" or "Save and Continue Editing" button under the content editor box
B. To immediately publish your post, click on the "Publish button" under the content editor box
C. To make the post auto-publish at a later time, click on the "+" sign next to the "Post Timestamp" on the right hand side. Set the new time and/or date. Then click on "Publish"

Content Elements of the Page/Post

The Title

1. Fill in or edit the appropriate title
2. Note: Titles are very valuable for promoting your site on search engines such as Google

The Body Text

A. Visual vs. Code – When editing content, always make sure the "Visual" tab is selected. Having "Code" selected may be confusing and may also affect the functionality of certain pages

B. WYSIWYG toolbar, short for "What You See Is What You Get", contains basic tools such as those found in typical text editors, such as bold, italics, bullets, etc.
C. Text alignment options are valuable, but it is strongly recommended that you do not use these tools. Changing the alignment of content will alter the look and feel of the Page or Post content and will no longer be uniform with the rest of the website
D. Pasting text from Word can unfortunately alter the look of the live Page or Post. Styles from Word are pasted into the Content editor. It is best to copy and past text from a simpler text editor such as Notepad or TextEdit

Images

Uploading an Image
1. Under the content editor, you will see a box titled "Upload"
2. Click on the browse button and find the image you would like to upload
   a. **Note**: Before you upload your image, it must already be in the correct size and orientation that you want to be displayed. **Images should be no wider than 775px**
   b. It is recommended that if you do need to change the size, crop or orientation, to use Picnik, a free online photo editing application. It is free and easy to use. Visit the application at http://www.picnik.com
3. Change the title of the image and add a description if possible. The title and description will not be shown to users, but will be seen by search engines and also be read by screen readers that many people with visual impairments use to access sites.
4. Click on the "Upload" button
5. If the upload is successful, you should now see the "Browse" tab highlighted
6. Make sure next to "Show", "Full size" is selected
7. Make sure next to "Link to", "None" is selected
8. Click on the "Send to editor" button to insert it into your post

Hyperlinks

Inserting a Link
1. Highlight the text you want to turn into a hyperlink in the content editor
2. Click on the link icon above the content editor
3. A window will appear. Type in the URL for the link
4. If this is a link to an external website, select "Open in a new window" for "Target"
5. Add a title to improve your rank with search engines
6. Once you are finished, click on the "Insert" button

Editing/deleting a Link
- To edit a link - Click on the link and then click on the link icon above the content editor and follow the process for inserting a link as described above

- To delete a link – Highlight the linked text in the content editor and press backspace to delete the link and link text, or click on the unlink icon to delete the link, but keep the link text

Excerpts

Excerpts are teaser content for the full Post content. By default, the Page where the Post appears will display a certain number of characters from the beginning of the Post as a teaser or preview. However, if the excerpt box is filled, the Page will display this text instead (no matter how long or short it is)

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CMS Access

Administrator

Username: admin
Password: CLc09nY

FTP

Username: admin@clcny
Password: P@ssword1

Please note passwords are case sensitive.