



# Inala Wangarra

## WordPress Website Manual

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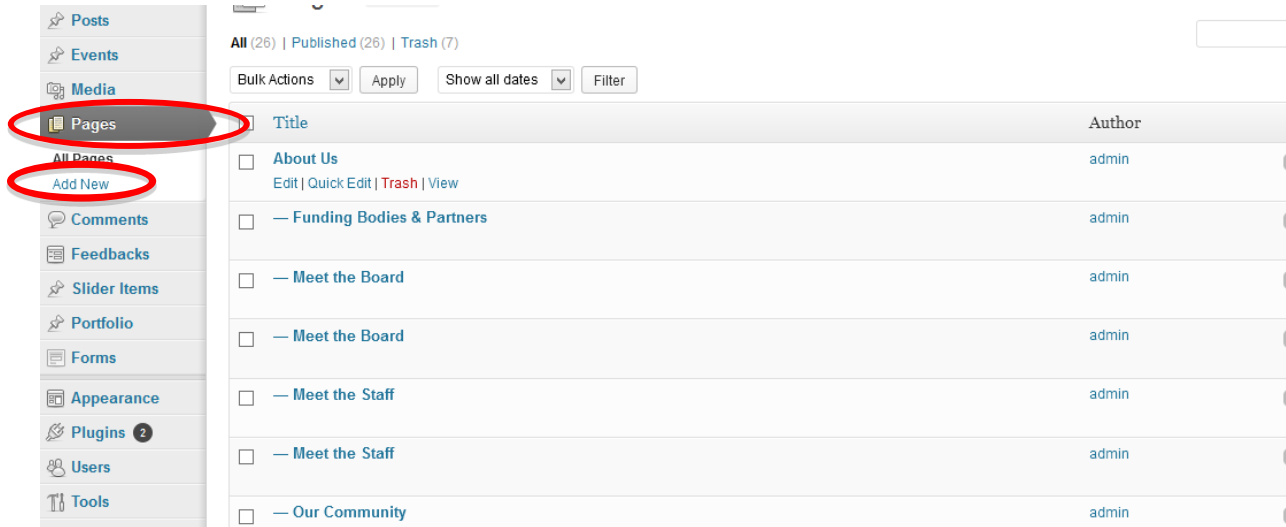
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# How To Add: A Page

**Step 1:** Go to '**Pages**' on the left sidebar of the backend. Click '**Add New**'

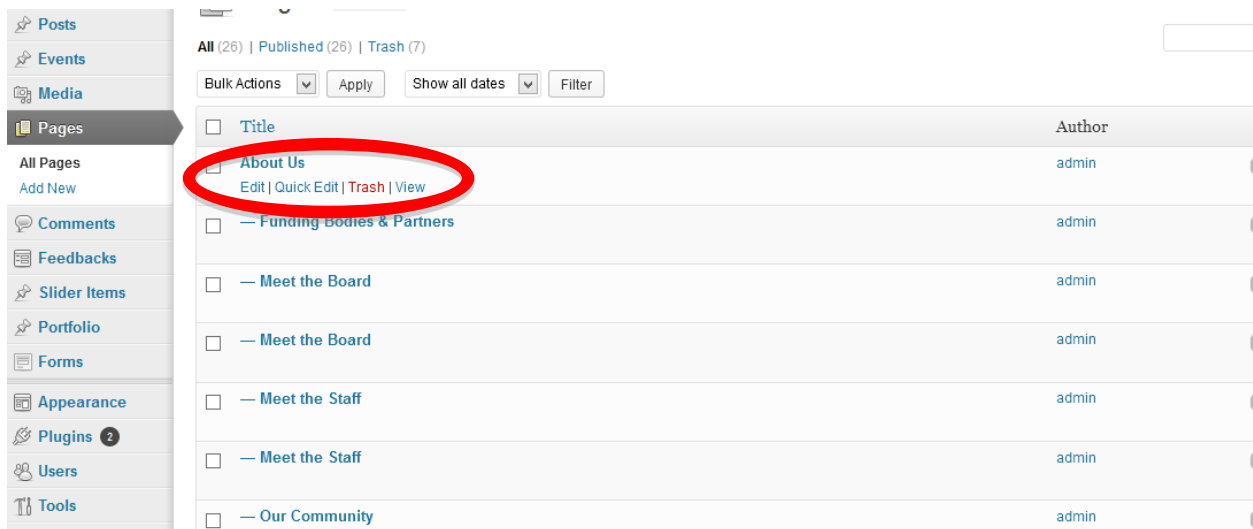


The screenshot shows the WordPress backend interface. On the left sidebar, the 'Pages' menu item is highlighted with a red circle, and the 'Add New' button below it is also circled in red. The main content area displays a list of pages. At the top, there are filters for 'All (26)', 'Published (26)', and 'Trash (7)'. Below these are buttons for 'Bulk Actions', 'Apply', 'Show all dates', and 'Filter'. The table of pages has columns for 'Title' and 'Author'.

	Title	Author
<input type="checkbox"/>	About Us <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">View</a>	admin
<input type="checkbox"/>	— Funding Bodies & Partners	admin
<input type="checkbox"/>	— Meet the Board	admin
<input type="checkbox"/>	— Meet the Board	admin
<input type="checkbox"/>	— Meet the Staff	admin
<input type="checkbox"/>	— Meet the Staff	admin
<input type="checkbox"/>	— Our Community	admin

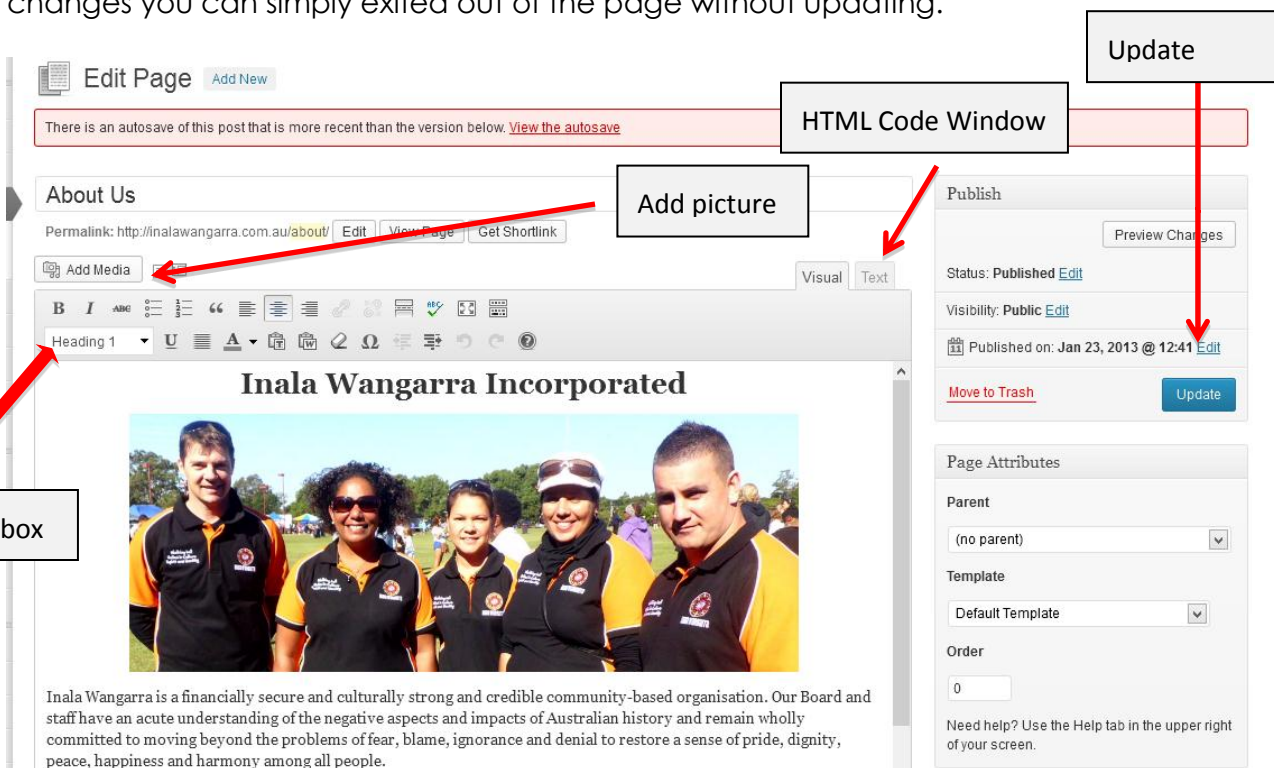
# How To Edit: A Page

**Step 1:** Hold the cursor over any specific page. 4 options appear – to edit/ quick edit/ trash/ view. These are self-explanatory however to edit a page select the edit function or alternatively just click on the page title and it will take you straight to the editing module.



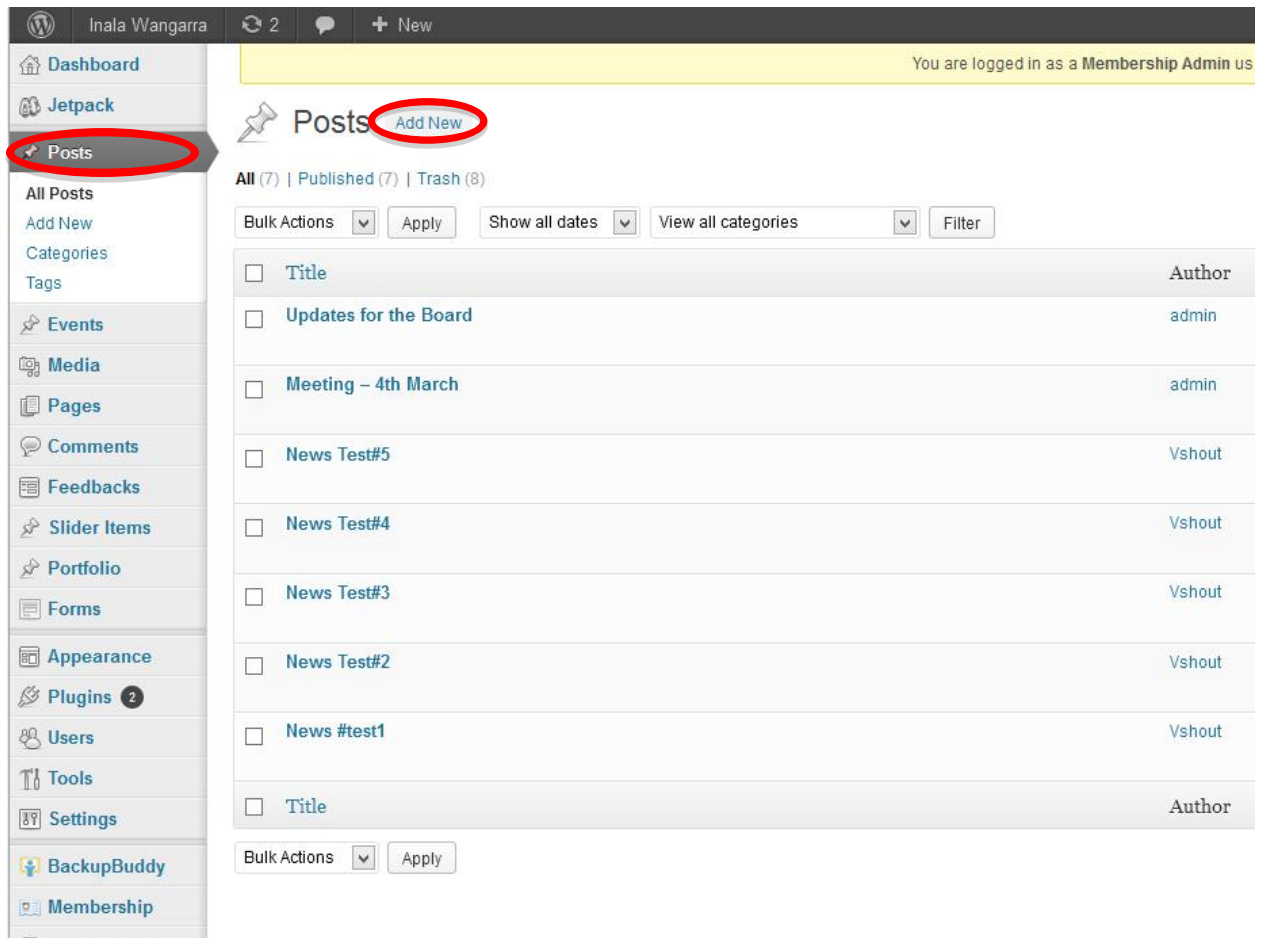
**Step 2:** once in the editing module (as seen below in the employment page) you can edit text add a picture and modify the format using the toolbox. Alternatively you can also edit text and formatting using the HTML code window.

**Step 3:** once finished editing make sure you hit the update. If the page is not updated changes will not be saved. Note, if you make a mistake and don't want to save changes you can simply exit out of the page without updating.



# How To Add: A Post

**Step 1:** Go to '**Posts**' on the left sidebar of the backend. Click '**Add New**'



The screenshot displays the WordPress admin interface. The top navigation bar shows the user 'Inala Wangarra' and a '+ New' button. The left sidebar contains various menu items, with 'Posts' highlighted by a red circle. The main content area shows the 'Posts' section, with 'Add New' highlighted by a red circle. Below the 'Posts' title, there are filters for 'All (7)', 'Published (7)', and 'Trash (8)'. A table of posts is displayed with columns for checkboxes, titles, and authors.

<input type="checkbox"/>	Title	Author
<input type="checkbox"/>	Updates for the Board	admin
<input type="checkbox"/>	Meeting – 4th March	admin
<input type="checkbox"/>	News Test#5	Vshout
<input type="checkbox"/>	News Test#4	Vshout
<input type="checkbox"/>	News Test#3	Vshout
<input type="checkbox"/>	News Test#2	Vshout
<input type="checkbox"/>	News #test1	Vshout
<input type="checkbox"/>	Title	Author

# How To Edit: A Post

**Step 1:** Hold the cursor over any specific post. 4 options appear – to edit/ quick edit/ trash/ view. These are self-explanatory however note you can backdate a post by selecting the quick edit and setting a predetermined date. To edit select the edit function or alternatively just click on the post you want to edit and it will take you straight to the editing module.

**Step 2:** Edit a post the same way you edit a page. Note make sure you update post to save it.

The screenshot displays the WordPress 'Edit Post' screen. On the left is a sidebar menu with options like Dashboard, Jetpack, Posts, Events, Media, Pages, Comments, Feedbacks, Slider Items, Portfolio, Forms, Appearance, Plugins, Users, Tools, Settings, BackupBuddy, Membership, WPtouch Pro, and Balance. The main content area is titled 'Edit Post' and shows the post title 'Updates for the Board'. Below the title is a permalink and a toolbar with options like Add Media, Visual, and Text. The post content is displayed in a text editor. On the right-hand sidebar, there are sections for 'Publish' (with a 'Preview Changes' button), 'Status' (set to 'Published'), 'Visibility' (set to 'Public'), 'Published on' (Feb 11, 2013 @ 13:47), 'Publicize' (set to 'Not Connected'), 'Move to Trash', and 'Update' (which is circled in red). Below these are sections for 'Categories' (with a list of categories including 'Members Only - Board Members') and 'Tags' (with an 'Add' button). At the bottom, there is a 'Featured Image' section with a 'Set featured image' button. The footer of the post editor shows 'Word count: 109' and 'Last edited by admin on February 11, 2013 at 5:03 pm'.

# How To Edit: Home Page

**Note:** Individual sections of the home page are modified at different locations on the backend.

The screenshot shows the homepage of Inala Wangarra, a community organization. The layout includes a header with navigation links, a large slider area, a newsletter sign-up section, and a footer with various widgets. Red arrows point from callout boxes to specific areas of the page.

**Header Widget and Menu**: Points to the top navigation bar containing links like 'Member Area', 'Login', and 'ABOUT US'.

**Slider Area**: Points to the large image slider featuring a woman in a yellow and black sports uniform, with the text 'Indigenous Youth Sports Program, Inspiring Future Leaders'.

**Homepage Widget 1**: Points to the 'JOIN OUR NEWSLETTER NOW!' section, which includes a 'Subscribe Now!' button.

**Homepage Widget 2 Areas**: Points to the four columns of featured content: 'UNLIMITED PORTFOLIOS', 'SELF HOSTED VIDEOS', '500+ FONTS', and 'EXTENDED DOCUMENTATION'.

**Footer Widget 1,2,3,4**: Points to the bottom section containing 'LATEST NEWS', 'UPCOMING EVENTS', 'CONTACT US', and a 'Find us on Facebook' widget.

**LATEST NEWS**: A list of recent news items with dates and titles, such as 'Updates for the Board' and 'Meeting - 4th March'.

**UPCOMING EVENTS**: A calendar view showing events for February, March, April, and May, including dates and times.

**CONTACT US**: A form with fields for Name, Email, and Message, and a Submit button.

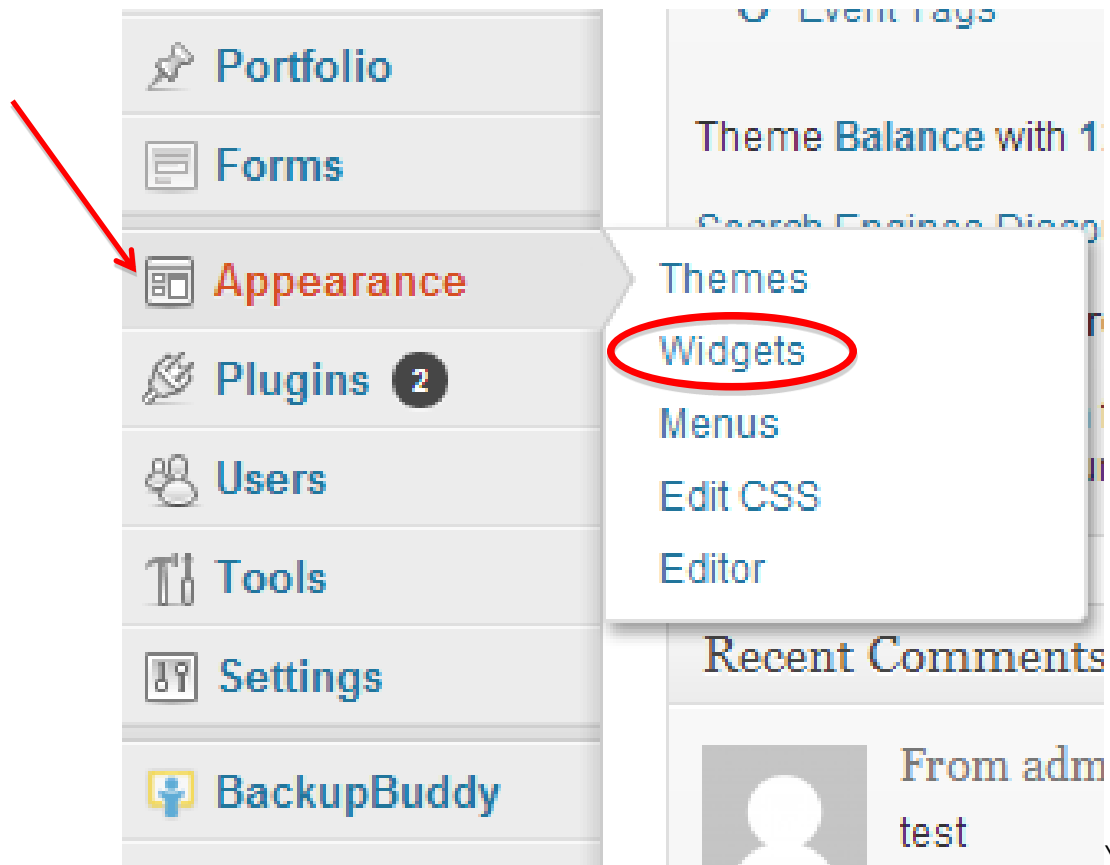
**Find us on Facebook**: A widget showing the Inala Wangarra Inc. Facebook profile, including a photo and a grid of images.



## Editing the Home Screen Widgets:

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**Step 1:** Hover over “Appearance” on the Dashboard menu and **select** “Widgets”.





**Step 2:** Select which area you wish to modify by clicking on the dropdown arrow.

**Step 3:** Click on the editable widget that you wish to change and make your changes.  
Click **"Save"** when you're finished to save your changes.

The screenshot displays the WordPress Widgets management interface. At the top, a box labeled "Name of Area to Edit" points to a dropdown menu in the "Available Widgets" section, which is currently set to "Header". A box labeled "Dropdown Arrow" points to the arrow icon next to the "Header" selection. Below this, a box labeled "Editable Widgets" points to a "Text" widget within the "Header" area. The "Available Widgets" section contains a grid of various widget options like "Admin Menu", "Akismet", "Archives", "Calendar", "Categories", etc. Below this is the "Inactive Widgets" section, which currently shows the "Categories" widget. At the bottom, a box labeled "This is an example of making changes to the contact us form in the footer." points to the "Footer Widget 3" dropdown. This dropdown is expanded, showing a "Form: Contact Us" configuration panel. Inside this panel, there is a "Title:" field with "Contact Us" entered, a "Select a Form:" dropdown menu set to "Widget - Contact Form", and two unchecked checkboxes for "Display form title" and "Display form description". There is a link for "advanced options" and buttons for "Delete | Close" and "Save". The "Save" button is circled in red.

Widgets

Available Widgets

Drag widgets from here to a sidebar on the right to activate them. Drag widgets back here to deactivate them and delete their settings.

Admin Menu  
Admin Menu Widget

Akismet  
Akismet

Archives  
A monthly archive of your site's posts

Calendar  
A calendar of your site's posts

Categories  
A list or dropdown of categories

cforms  
Add any cforms form to your sidebar

Custom Menu  
Use this widget to add one of your custom menus as a widget.

Event Locations  
Display a list of event locations on Events Manager.

Events  
Display a list of events on Events Manager.

Events Calendar  
Display your events in a calendar widget.

Latest Products  
Latest Products Widget

Links  
Your blogroll

List Category Posts  
List posts from a specified category

Meta  
Log in/out, admin, feed and WordPress links

My - Advanced Cycle  
Show custom posts

My - Popular Posts  
My - Popular Posts

My - Post Cycle  
My - Post Cycle

My - Request a Quote  
My - Request a Quote

Pages  
Your site's WordPress Pages

Price Range  
Price Range Widget

Product Categories  
Product Grouping Widget

Product Donations  
Donations Widget

Product Specials  
Product Specials Widget

Product Tags  
Product Tags Widget

Recent Comments  
The most recent comments

Recent Posts  
The most recent posts on your site

RSS  
Entries from any RSS or Atom feed

Search  
A search form for your site

Shopping Cart  
Shopping Cart Widget

SimpleMap Search  
Adds a customizable search widget to your site

Tag Cloud  
Your most used tags in cloud format

Text  
Arbitrary text or HTML

Wysija Subscription  
Subscription form for your newsletters.

Inactive Widgets

Drag widgets here to remove them from the sidebar but keep their settings.

Categories

Footer Widget 1

Footer Widget 2

Footer Widget 3

Form: Contact Us

Title:  
Contact Us

Select a Form:  
Widget - Contact Form

☐ Display form title  
☐ Display form description

[advanced options](#)

Delete | Close

Save

Dropdown Arrow

Editable Widgets

This is an example of making changes to the contact us form in the footer.

## Editing the Slider:

**Step 1:** Click on “Slider Items” in the Dashboard menu. Select the slider image that you wish to edit.

The screenshot shows the WordPress dashboard with the 'Slider Items' menu item highlighted in the left sidebar. The main content area displays a table of slider items. The table has two columns: 'Slide Title' and 'Description'. The items listed are 'SLIDER 3', 'SLIDER 2', 'SLIDER 1', 'SLIDER 4', and 'SLIDER 5'. 'SLIDER 3' is circled in red. Below the table, there are 'Bulk Actions' and 'Apply' buttons.

Slide Title	Description
SLIDER 3	Nurturing our Cultural Identity Inala Wangarra Welcom Ceremony
SLIDER 2	Indigenous Employment Portal, Finding Jobs, Changi
SLIDER 1	Indigenous Youth Sports Program, Inspiring Future Le
SLIDER 4	Indigenous Youth Sports Program, Inspiring Future Le
SLIDER 5	

**Step 2:** Use the code provided in the pre-made sliders as a template. Upload your image layers to the media library, then copy their links into this example:

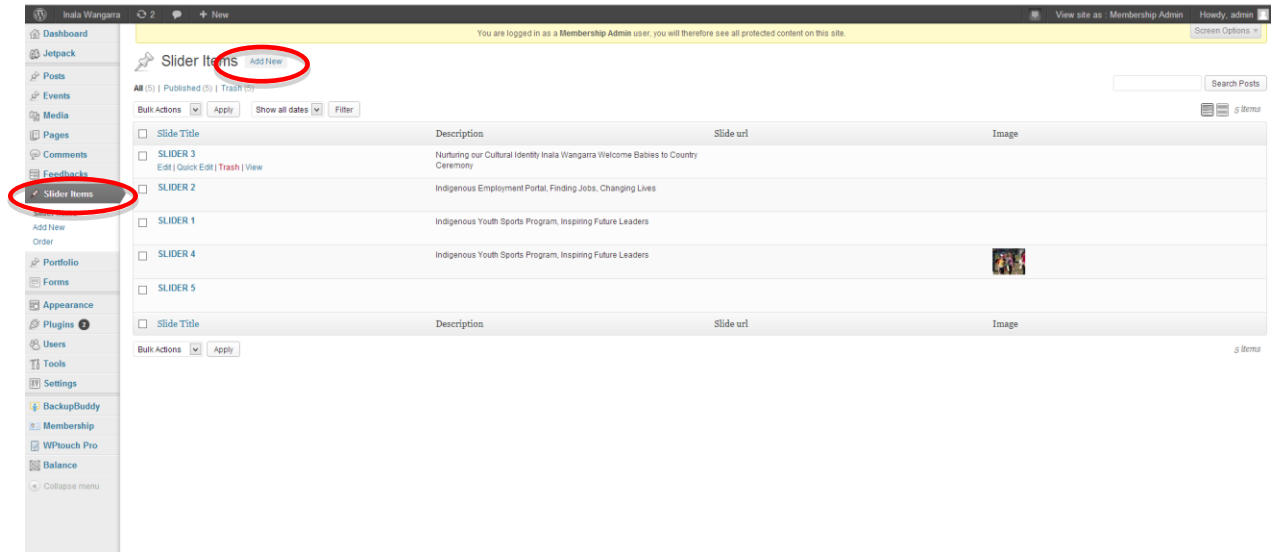
**Background Layer:**``

**Sub Layer:**``


**Text Layer:**`<h2 class="text3"><span style="color: #FFCC33;">Nurturing our Cultural Identity</span>`

**Span Layer**`<span style="color: #FFCC33;"> Inala Wangarra Welcome Babies to Country Ceremony</span></h2>`

**Step 3:** If you wish to add a new slider image, click on **“Slider Items”** in the Dashboard menu. Then click **“Add New”**.

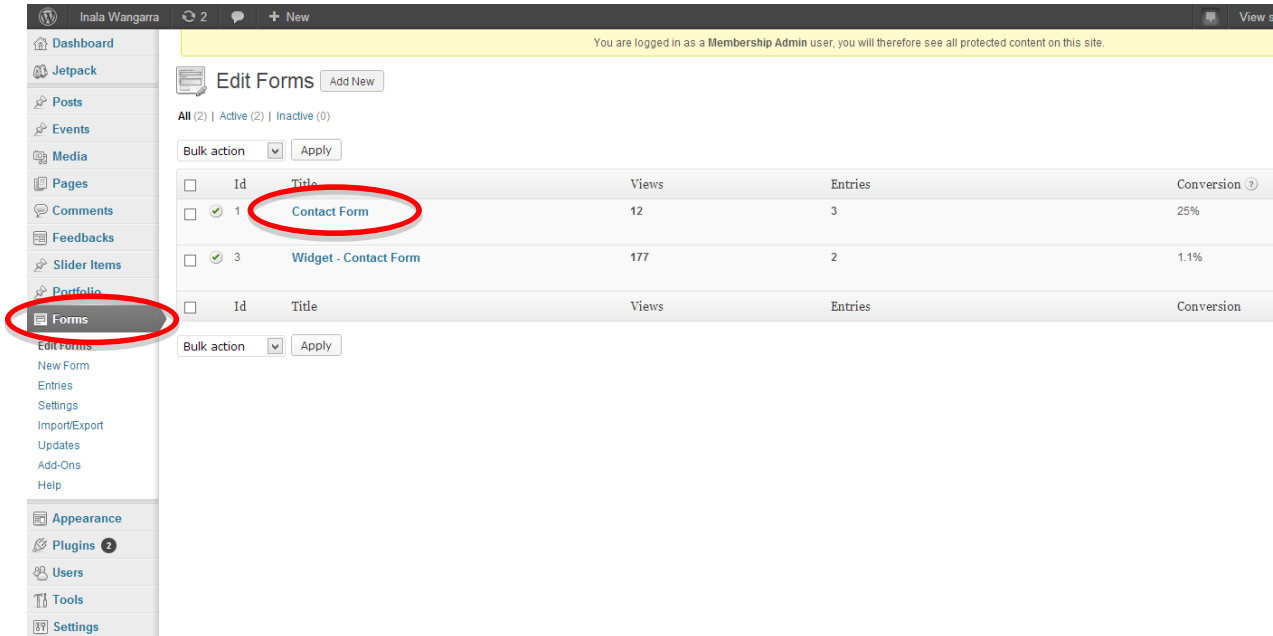


The screenshot shows the WordPress dashboard for the user 'Inala Wangarra'. The left sidebar contains various menu items, with 'Slider Items' highlighted and circled in red. The main content area displays the 'Slider Items' page, which includes a table of existing slider items. The 'Add New' link at the top of the page is also circled in red.

<input type="checkbox"/> Slide Title	Description	Slide url	Image
<input type="checkbox"/> SLIDER 3 <a href="#">Edit</a>   <a href="#">Quick Edit</a>   <a href="#">Trash</a>   <a href="#">View</a>	Nurturing our Cultural Identity Inala Wangarra Welcome Babies to Country Ceremony		
<input type="checkbox"/> SLIDER 2	Indigenous Employment Portal, Finding Jobs, Changing Lives		
<input type="checkbox"/> SLIDER 1	Indigenous Youth Sports Program, Inspiring Future Leaders		
<input type="checkbox"/> SLIDER 4	Indigenous Youth Sports Program, Inspiring Future Leaders		
<input type="checkbox"/> SLIDER 5			

# How To Edit: Contact Us Form

## Step 1: Go to “Forms” Then “Contact Form”

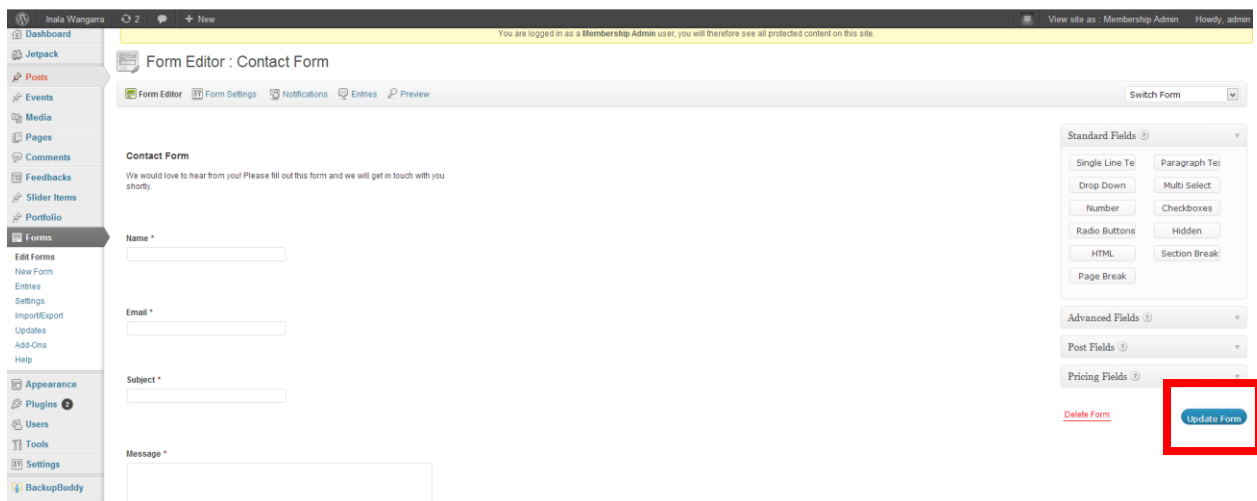


The screenshot shows the WordPress dashboard with the 'Forms' menu item highlighted in the left sidebar. The main content area displays the 'Edit Forms' table, which lists existing forms. The 'Contact Form' is highlighted with a red circle.

Id	Title	Views	Entries	Conversion
1	Contact Form	12	3	25%
3	Widget - Contact Form	177	2	1.1%

” and edit the details of the form

## Step 2: Edit Details of the contact form and then hit “Save”



The screenshot shows the 'Form Editor : Contact Form' interface. The form fields are visible on the left, and the 'Update Form' button is highlighted with a red box on the right.

Form Editor : Contact Form

Form Editor | Form Settings | Notifications | Entries | Preview

Switch Form

Standard Fields

- Single Line Text
- Paragraph Text
- Drop Down
- Multi Select
- Number
- Checkboxes
- Radio Buttons
- Hidden
- HTML
- Section Break
- Page Break

Advanced Fields

Post Fields

Pricing Fields

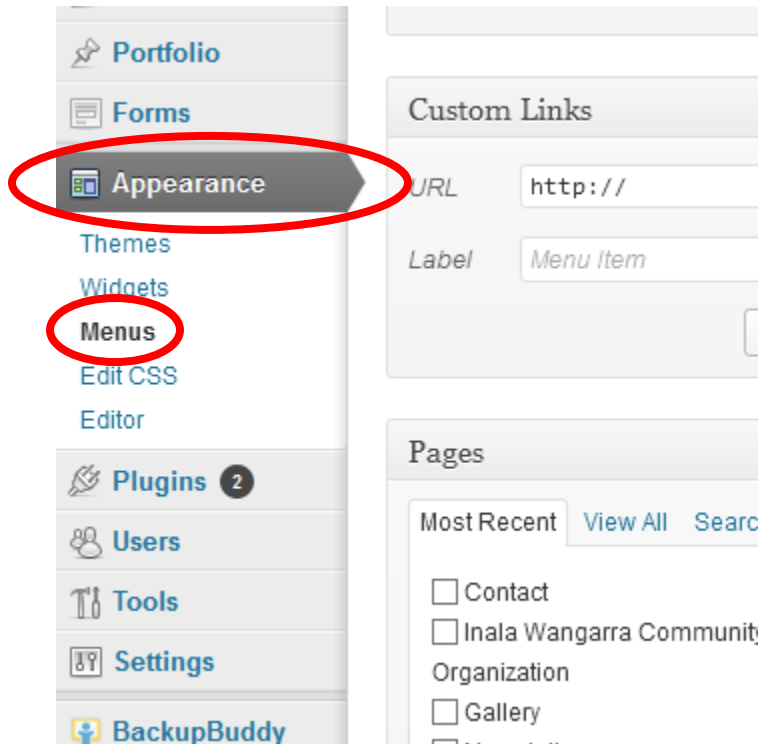
Delete Form

Update Form

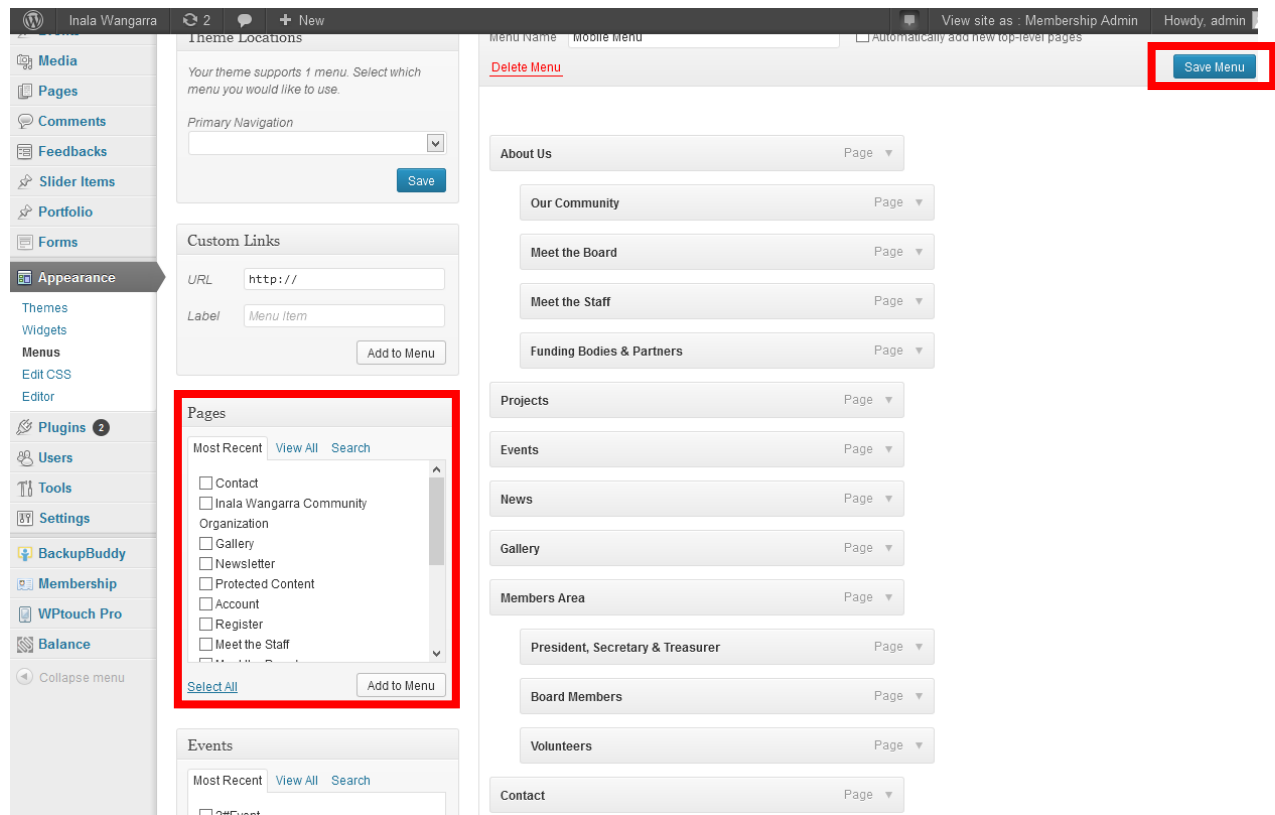
# How To Change: The Menu

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**Step 1:** Go to '**Appearance**' on the dashboard menu. Click '**Menus**'



**Step 2:** To add a page, search for it in the search area on the left. Click the box left of the page. Click 'Add to Menu'

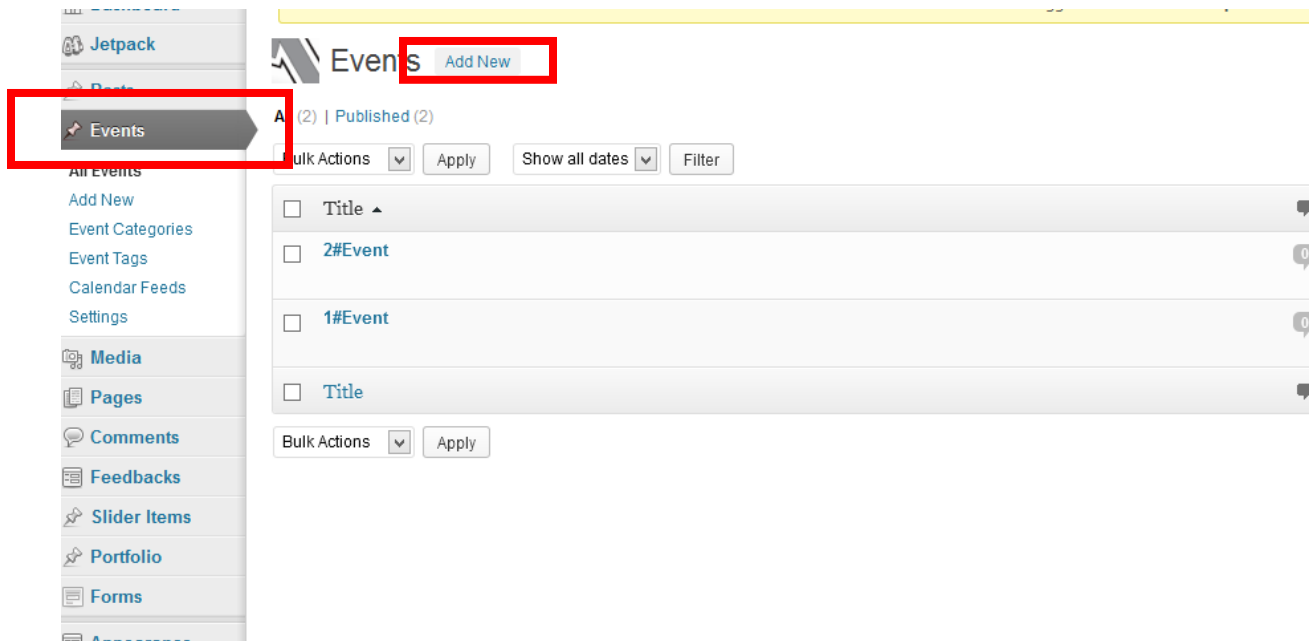


**Step 3:** The menu item will appear at the bottom of the menu. **Click, Hold** and **Drag** the item to the desired location on the menu. Click 'Save Menu'.

**Note that indenting a menu item creates a sub-menu.**

# How Add an Event

**Step 1:** Go to 'Events' on the dashboard menu. Click 'Add new'





**Step 2:** Edit the event like you would edit a page or post. Once edited, scroll down to where it says “**Event Details**” and fill in all of the specific event details. Once complete, click on “**Publish**”.

Event Details

EVENT DATE AND TIME

All-day event?☐

Start date / time:

13/2/2013

7:45am

(GMT+10:00)

End date / time:

13/2/2013

8:45am

(GMT+10:00)

☐ Repeat...

☐ Exclude...

(Choose a rule for exclusion)

Exclude dates:

(Choose specific dates to exclude)

EVENT LOCATION DETAILS

Venue name:

Address:

Show Google Map:☐

EVENT COST

Cost:

ORGANIZER CONTACT INFO

Contact name:

Phone:

E-mail: