

## How to add an agenda

1. Name your files using the following naming convention: Committee (meaning the name of the committee)-2016-0416-agenda.pdf.
2. In the black dashboard bar at the top of the screen, choose New, post.
3. In the Title Bar, type in the meeting date: April 2016

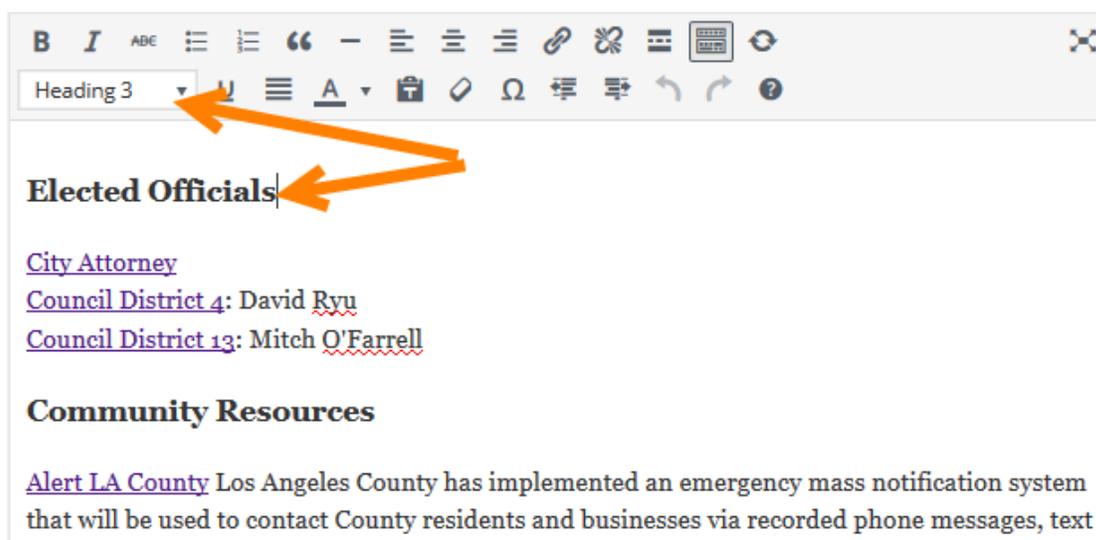
4. In Categories choose the name of the committee and meetings, for example Area 9 Meetings. This will cause the main content pane to add fields needed for meetings.
5. Add the meeting specific info: date, time and location.
6. At Agenda click on **Add File**. Drag your file onto the screen. Click the blue Select button.
7. Choose publish. Please note, if you are adding a meeting after the fact, you need to change the publish date to get the meeting to appear in the correct date order on the committee page. Choose Publish Immediately, Edit and select the date. Then click the blue publish button to finish.
8. Go to the committee page to confirm that the agenda is there.
9. You may want the agenda to appear on the calendar, in that case either add the meeting to the calendar, or edit it on the calendar, and add a link to the agenda you just posted.

### How to add minutes

1. Name your files using the following naming convention: Committee (meaning the name of the committee)-2016-0416-minutes.pdf.
2. Navigate to the committee page related to the meeting. Click on the name of the meeting to view the post.
3. When the post displays, choose edit post in the black bar at the top of the screen.
4. Next to minutes, choose **Add File**. Drag your pdf document into the pane. Choose select.
5. Click the blue update button. Be sure to check the committee page to confirm that the document link appears.

### How to edit a page

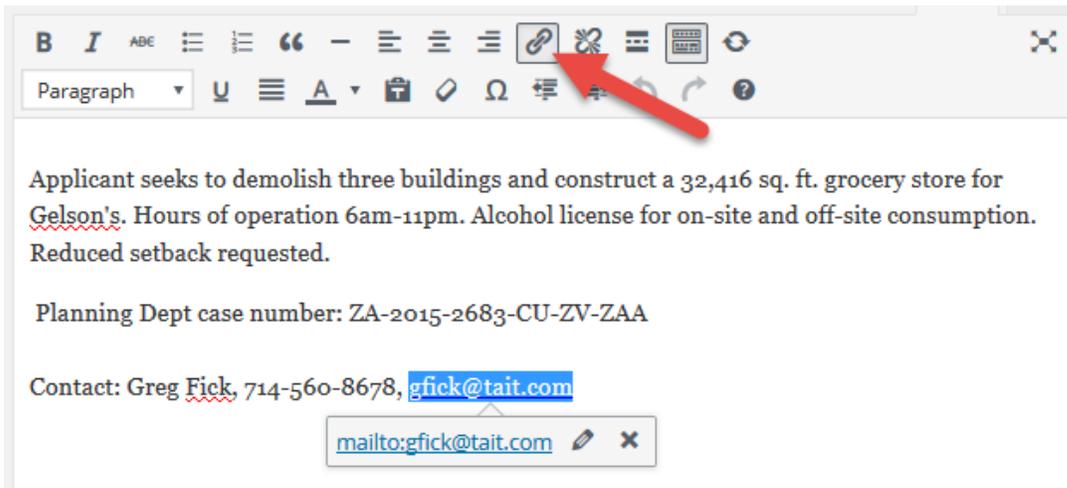
1. After you login, click Hollywood Hills West in the upper left of your screen to get to the site. Use the menu to navigate to the page you want to update.
2. In the black admin bar at the top of the screen choose Edit Page.
3. You may now type your information into the page. Please note, if you are going to paste information from a Word document, we recommend that you first paste the information into notepad to strip out all the formatting. Then paste the format free text into WordPress. Please note that content copied from a pdf will probably not wrap. You need to correct that in notepad, before pasting into the site.
4. For a blank line between paragraphs, hit enter. To move to the next line, with no blank line, hold shift and hit enter.
5. If using a heading to separate content, please be consistent with the other headings on the page. Highlight the text to be used as the heading, select the heading, such as Heading 3 from the drop down menu.



6. When you have finished, click the **blue Update box** in the right column to save your work.
7. To view the results, in the black admin bar at the top, click view page.

### How to add a link

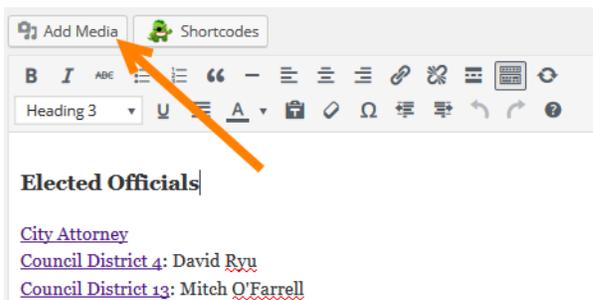
1. Highlight the text for the link. Always use descriptive text like: Bylaws or View Bylaws. Do not use Click Here.
2. Select the link icon. Looks like a chain in the top row of the body editing menu.



3. Paste the link into the URL line.
4. For an email link, type in mailto: in front of the email address. i.e. mailto:emailaddress@website.com
5. Click add link.
6. Click the blue Update box in the right column to save your work.
7. Check your results by clicking view page and test the link.

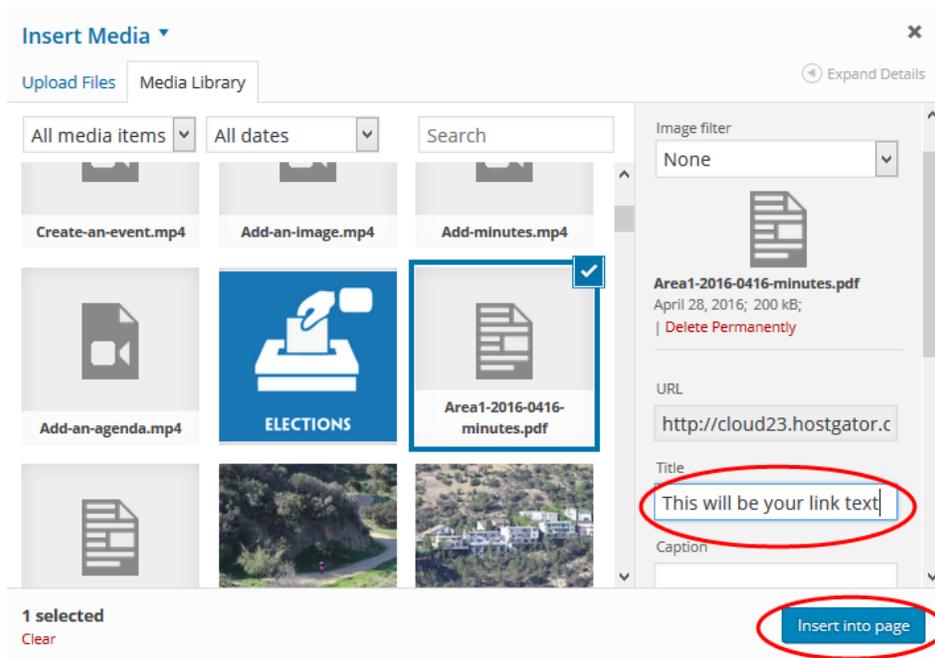
### How to add a document

1. Be sure your document is a pdf document, not a word document.
2. Name the document all one word or use dashes, ie, Bylaws-2015.pdf. Using a standard naming format may help you find the document later in the media library, if you are searching for it.
3. In the edit view of the page where you would like to add a link to the document, put your cursor where you want the link to go.
4. Then above the editing panel, click Add Media.



5. In the Insert Media view, choose Upload Files.
6. Drag your file onto the window. The file will be uploaded into the site's Media Library.

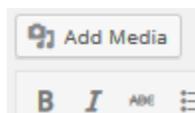
7. Your file is now shown in the Media Library with a blue box around it and a check on it.
8. In the right column of Attachment Details, in the Title Box, enter the text you want to show on the site.



9. In the bottom right hand corner of the page, click the blue button: Insert into page.
8. Your link will now be displayed. Click the blue Update box in the right column to save your work.

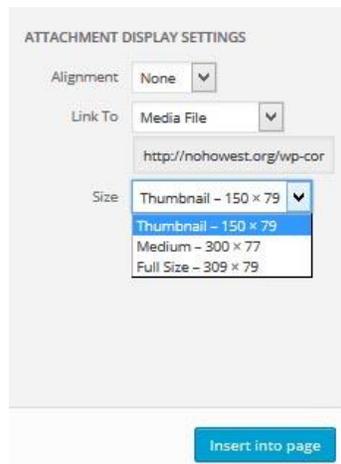
### How to add a photo

1. Format the photo dimensions for the site. To take up the width of the content pane, the photo should be about 700 pixels wide.
2. Also, photo file sizes should be optimized for fast loading. Less than 100k would be preferable. Photo editing can be done in Photoshop or other editing software. You may also want to crop in on the photo to better focus on the subject. Photos should not be uploaded directly from your camera, without this editing.
3. In the edit view of the page where you would like to add the photo, put your cursor where you want the photo to go.
4. Then as in adding a document, above the editing panel, click Add Media.



5. In the Insert Media view, choose Upload Files.
6. Drag your file onto the window. The file will be uploaded into the site's Media Library.
7. Your file is now shown in the Media Library with a blue box around it and a check on it.

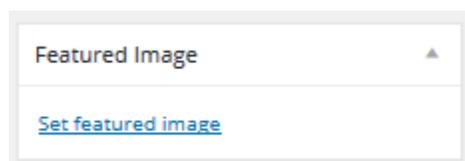
8. In the right column of Attachment Details, in the Alt Text Box, you may type a description of the image. This is useful for screen readers for blind users.
9. You may choose the display size of your image in the bottom right column. The Size drop down box offers you several choices. Also, you may choose to align the image right or left.



10. In the bottom right hand corner of the page, click the blue button: Insert into page.
9. Your photo will now be displayed. Click the [blue Update box](#) in the right column to save your work.
10. QA your results by clicking view page and see how the photo looks.

### How to add a news article

1. In the black menu at the very top, rollover New, click on Post
2. In the Add New Post page that comes up, enter your article title
3. Enter your article information in the large content pane. Remember, if you are going to paste information from a Word document, we recommend that you first paste the information into notepad to strip out all the formatting. Then paste the format free text into WordPress.
4. Choose the article category in the right column. If you later wish to remove the item from the front page, but keep it in the news list, uncheck Home News. If you check a committee news category, the article will also be displayed there. All potential construction projects should also be **categorized Projects**, so they will display on the Projects page.
5. Please choose a featured image to show with the article on the home page. In the right column select: **Set featured image**.



6. In the Set Featured Image panel either upload an image or choose an existing image by clicking on it. To keep the images uniform on the home page, please make sure your image is **300x145**.
7. Click the blue Set featured image in the bottom right.
8. When you are finished editing your article, click the [blue Publish button](#) in the upper right column. If you make changes to the article, be sure to click [blue Update box](#). If you created an article and think you have saved it, but the [blue Publish button still appears, you have not yet published it](#).
9. After you have published it, click view article to see how the article looks. Then check the homepage to see how the article looks. The news teaser will display the first 40 words.

#### How to add an event

1. In the black admin bar at the top, rollover Events, choose Add Event
2. Enter the name of the event in the Enter title here box.
3. Add event details and flyer in the main content pane.
4. Set the date and time.
5. Set the location by clicking the Use New Venue drop down. Choose an existing venue or enter a new one. You may also save the event without a location. Set up a location and come back to the event and choose the location from the dropdown.
6. In the right column, choose the Event Category. This will determine which list the event is displayed on in the home page event list.
7. Choose the [blue Publish box](#) at the top of the right column.
8. Navigate to the calendar to verify your event is there.

#### How to edit an event

1. Navigate to the event you want to update
2. At the black admin panel at the top of the screen, roll over Edit Event, choose **break from Series** if you are editing only that event in a repeating series.
3. Remember to paste your changes from Word into notepad, before pasting into the editing content pane of the event. Update the event.
4. Click the [blue Update box](#) at the top of the right column.
5. Navigate to the calendar to verify your event is there. Click on the event to verify the changes.