

## Narooma Rotary Website Cookbook

### Getting Started

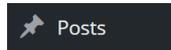
Go to : <http://www.naroomarotary.org.au/wp-admin>

Log in using your email as your username,  
and password XXXXXXXX

Please change your password as you see fit.

### Adding a Post

In the left margin, click on "Posts"



Then "Add New"



Now start entering some text. It's that easy!

OK, photos are a challenge but more on that later.

Save your work by clicking on "Save Draft" over on the right hand side.



When you are finished, it is time to publish your post, choose a category:

- Board - for minutes of meetings etc
- News - for the front page
- Youth - on the new menu for Youth activities

And then click Publish



At this point it goes live on the website.

Categories

All Categories Mos

Youth

Uncategorized

Board

News

## Dealing with Photos

Put your seatbelt on. Photos are a rocky ride.

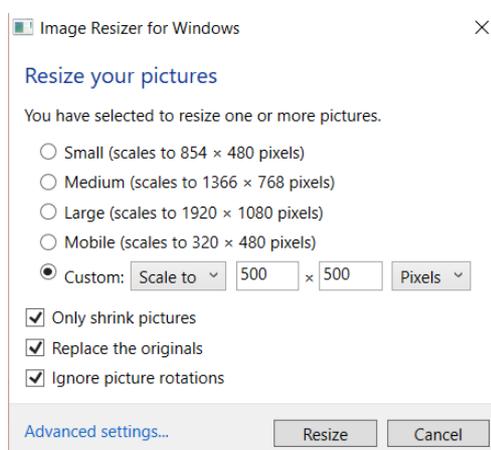
Pictures are best if they are  $\leq 500$  pixels wide. This way they display nicely in emails and they do not clog up the website storage.

If you have a PC, install this software:

“Image Resizer for Windows”, <https://imageresizer.codeplex.com/releases/view/82827>

Right mouse click on your picture, and use the option “Resize Pictures”

Select Custom(scales to 500x500), and check “Only shrink “

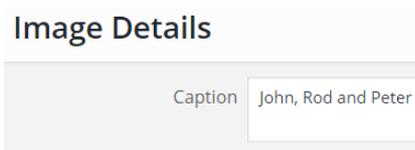


Resizing the photos will prevent the website getting chock-a-block full, and will also ensure a smooth ride when sending emails.

Position the cursor where you want the photo to go into your “Post”, then from explorer, drag it over. Now click on the photo, click on the pencil, and give it a caption,



The first four icons affect the way the text flows around the image, and the pencil icon lets you add a caption.



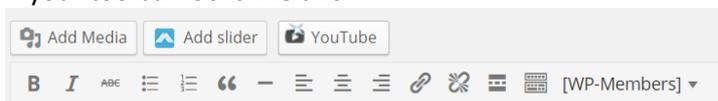
Click on “Update”.

Resize as necessary, select alignment if desired.

## Formatting a Post

To format things, make text bold, use headings etc , you may need to fix your toolbar.

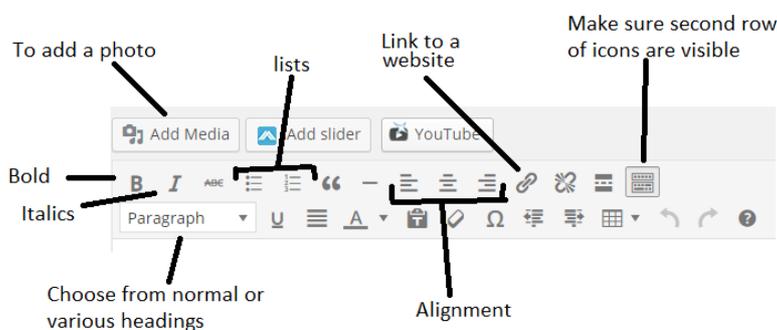
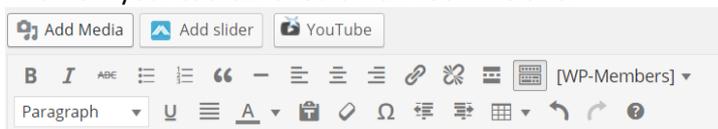
If your toolbar looks like this:



You should click on the last icon



And now your toolbar should now look like this:



## Including a PDF – eg a poster

Warning – Unless you are adventurous, don't read this section!

When editing a post, there are two tabs – “Visual” and “Text”. The latter allows you to enter raw html. Click on it then paste some html that might look like this:

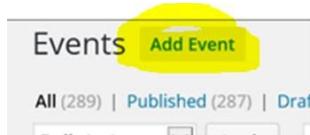
```
<iframe style="width: 718px; height: 900px;" src="http://docs.google.com/gview?url=http://www.naroomarotary.org.au/wp-content/uploads/2015/09/Peter-Smith-FLYER.pdf&amp;embedded=true" width="300" height="150" frameborder="0"></iframe>
```

This technique above uses Googles PDF viewer.

Make sure you author the PDF to be relatively small, so for example if you use Microsoft Publisher, author two versions, one for printing to paper and one that has much smaller lower resolution pictures for inclusion on a web page/ If you don't do this, it may take a long time to render.

## Adding an Event

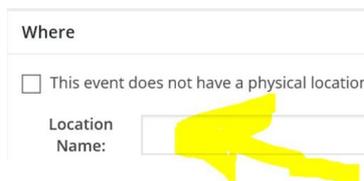
Clicked on Events, then click on Add Event



and enter some text eg “Market Day”

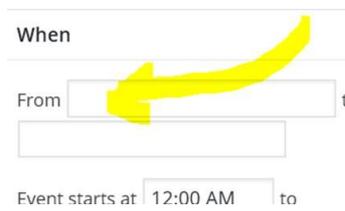
### Enter the location

For location name, type NA in the “Location Name” box and wait a second or two, then click NATA Oval

A screenshot of the 'Where' section of the event form. It includes a checkbox for 'This event does not have a physical location' and a text input field labeled 'Location Name:'. A yellow arrow points to the 'Location Name' input field.

### Enter the Time

On the right hand side of the screen, under “When”, just click in the From box and select the date from the calendar

A screenshot of the 'When' section of the event form. It includes a 'From' input field, a 'To' input field, and a time selection field for 'Event starts at' set to '12:00 AM'. A yellow arrow points to the 'From' input field.

### SAVE IT

ublish immediately [Edit](#)

tistics - Hits: 0

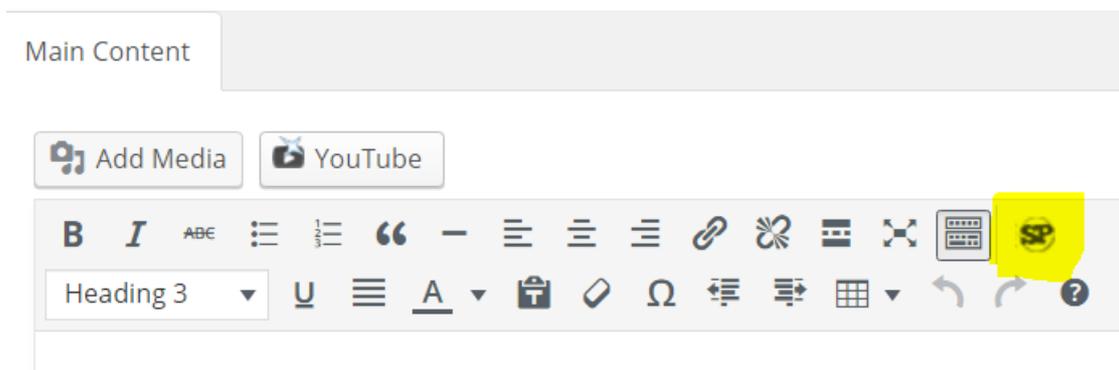
A screenshot of the event management interface showing a 'Publish' button highlighted in yellow. There is also a 'Trash' button visible.

## The Newsletter

We use Sendpress. Recipients are normal “users” as set up under wordpress, or are friends “subscribers”

**Tip: Adding a New User.** After a new member joins, add them as a user, then go to the Sendpress subscribers lists and synchronise. Sendpress keeps a copy in its own list.

Use the “Bulletin” template.



Click on the Sendpress button to include posts, use “Full Post”.

## Plugins Used as at May 2016

Broken Link Checker	- looks for links to websites that do not exist
Easy Google Fonts	- Use fonts as proscribed by Rotary Branding guidelines
Events Manager	- Organises the display of events
Exclude Pages	- Allows pages to be eliminated from the menu
Limit Login Attempts	- security
MCE Table Buttons	- lets tables be embedded inside posts easily
Members Import	- import lists of members
Meta Slider	- for display of pictures in a gallery
Optimize Database	- deletes old revisions
PDF Embedder	- Allows PDFs to be contained inside posts
Post Status Notifier Lite	- notifies me as soon as anyone makes a change
SendPress Newsletters	- send out the Beacon
Ultimate Posts Widget	- restricts which set of posts to display
VIP Statistics	- traffic stats
WP- Members	- restrict access to members only
YouTube	- embed youtube videos in a post

## Automatic Backups

Installatron has been set up to do weekly backups to dropbox.