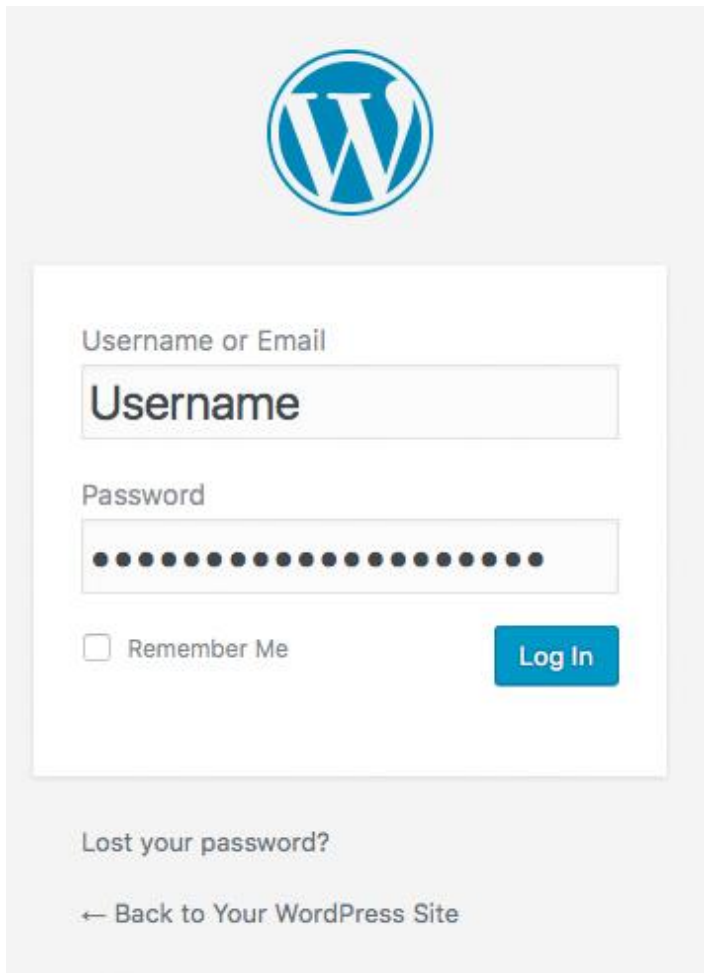# Updating The Rural Stories Matter Website

Logging In

Go to your login URL. The following dialog box will appear:

Type in the username and password as follows:

Username: xxxxxxxx
Password: xxxxxxxxxxxxxxxx

Then click the **Log In** button. You will be taken to the website dashboard.

Dashboard

Once you've logged in, the WordPress Dashboard appears. This is your main administration homepage. At the very top of your Dashboard (and across every page) you will see the name of your site in the header area. This is also hyperlinked to your site's homepage (Rural Stories Matter). You will also see the name of the person

who is currently logged in (e.g. Jeanette). Move your cursor over your name to reveal the Log Out link as well as a link to edit your Profile.

When new or updated features are introduced into WordPress, you'll be shown a New Feature Pointer. This is simply to bring to your attention some feature within the Dashboard that's been added or updated. In the following Dashboard image, the New Feature Pointer is highlighting the updated Toolbar. Click Dismiss to hide the pointer.
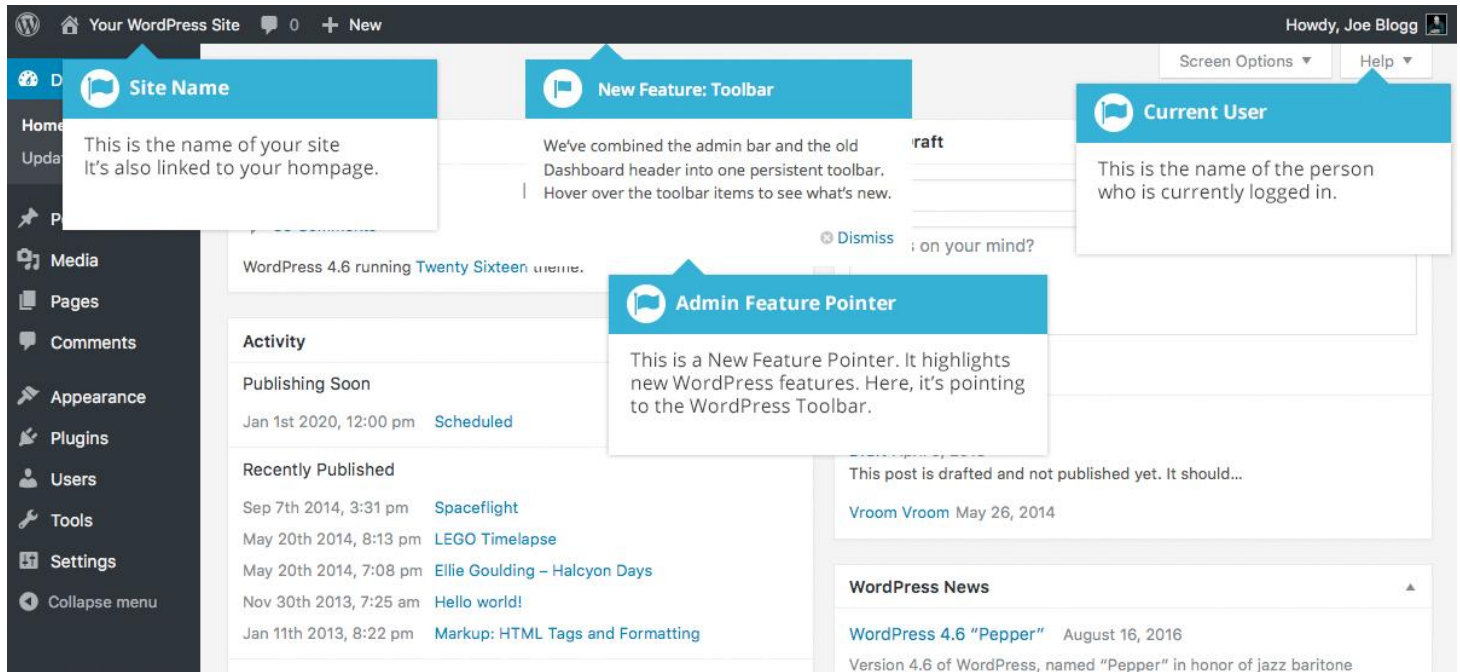

On most pages, just below your Username there are a couple of small inverted tabs - **Screen Options** and **Help**. Clicking either of these links will cause a panel to slide down from the top of the page. The Help link, not surprisingly, displays some help information. The Screen Options link will display various options that allow you to configure what is displayed on the current page. The details in this panel change depending on what page you're currently viewing. As an example, on your main Dashboard page the Screen Options allow you to set which panels you'd like displayed on the page.

Dashboard Menu Options

Down the left-hand side of the Dashboard and on every page, you will see your main navigation menu. This is where you'll find all the options to update and configure your site.

Hovering your cursor over each of the main menu options will display a 'fly-out' menu with the various choices for that particular menu option. Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).
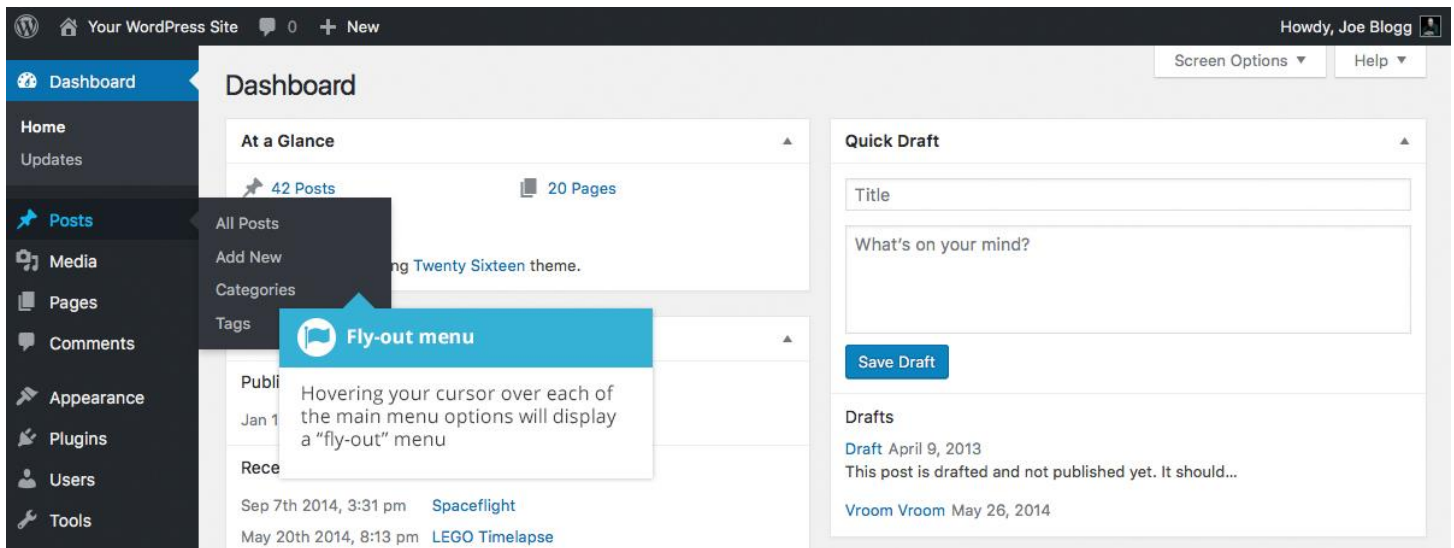
The main menu options and their usage are:

Dashboard
This will display your main Dashboard 'homepage'. In the top left of your Dashboard you'll see some brief stats on the number of Posts, Pages, and Comments (**you have comments turned off**).

Posts
This is where you can create a new Blog Post, as well as update your Categories and Post Tags. Here's where you'll be adding all your creative writing.

Media
This is where all your uploaded images, documents or files are stored. You can browse through your Media library, as well as edit and update the files.

Pages
This is where you create and maintain all your Pages.

Comments
You can manage all your Comments within this section, including replying to comments or marking them as spam (**you have comments turned off**).

Appearance
This menu is where you control how your site looks. You can choose a new Theme, manage your site Widgets or Menus and even edit your site theme files. **You should not make changes here without talking to me first.**

Plugins
Plugins extend and expand the functionality of WordPress. You can add or delete plugins within here as well as activate or deactivate them. **You should not make changes here without talking to me first.**

Users
This screen lists all the existing users for your site. Depending on your Role, you can also add new users as well as manage their Roles. **You should not make changes here without talking to me first.**

Tools

This section gives you access to various convenient tools. You can also import data to your WordPress site or export all your WordPress data to a file. **You should not make changes here without talking to me first.**

Settings
This is where most of your site is configured. Among other things, it allows you to configure your site name and URL, where your Posts appear, whether people can leave Post Comments or not and numerous other settings. Most times, once your site is setup, there's no need to change any of the settings within this section. At the bottom of the menu you'll see a link called Collapse menu. Clicking this will hide the menu and simply display their icons instead. Click the small arrow icon again to expand the menu.

Occasionally when you install a plugin, they will have their own configuration or setup pages. The location of these will be entirely dependent on the individual plugin but most times these pages will either appear within the Tools section, the Settings section or in a completely new menu section at the bottom of the menu. **You should not make changes here without talking to me first.**

Toolbar
The WordPress Toolbar is a way of easily accessing some of the most common WordPress features. When you are logged into your WordPress dashboard and you visit your website, you will see the Toolbar running across the top of your site. This bar only appears if you are currently logged into your WordPress site, which means that it won't be visible to your everyday site visitors. If you are not logged in, the Toolbar won't be displayed.
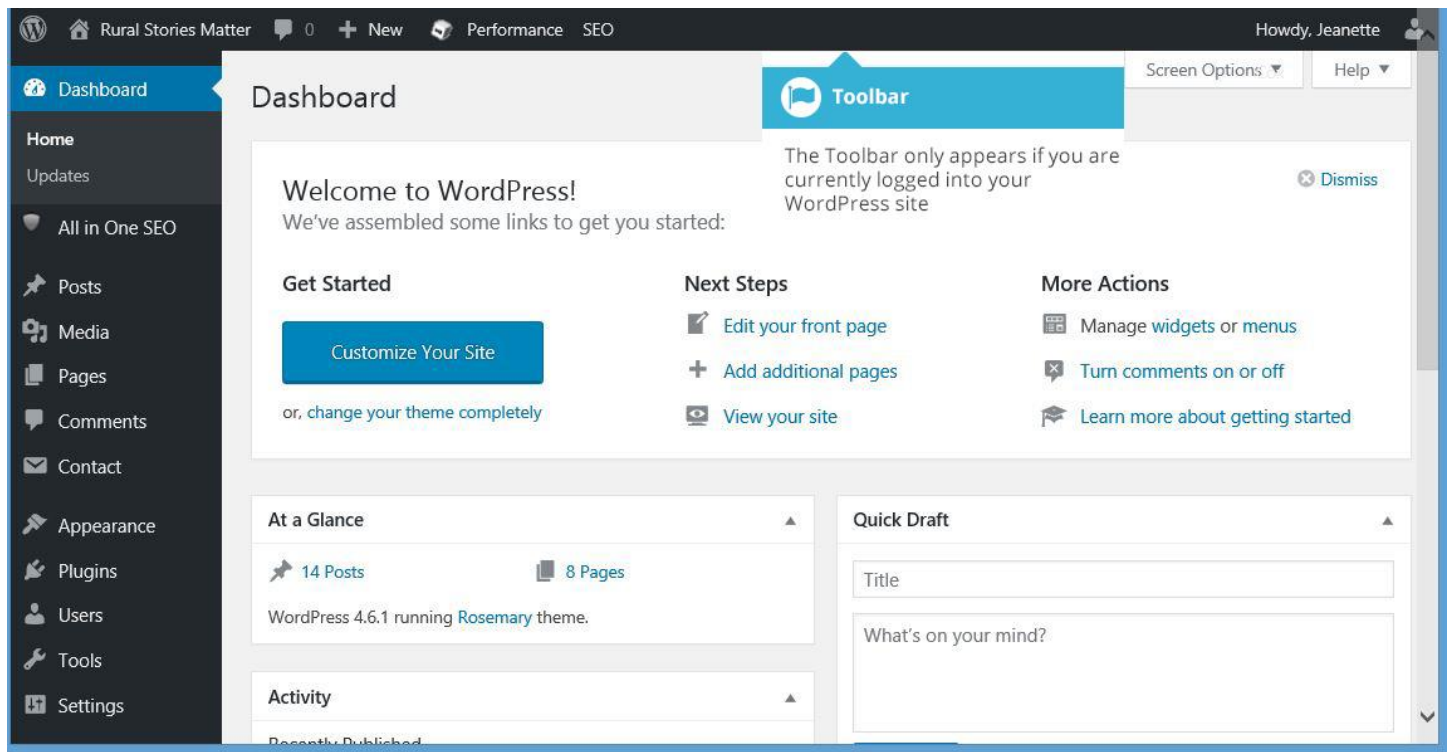

The Toolbar allows you to quickly access the following commonly used features.

• Visit the WordPress.org website, Codex or Support forums
• Display your site Dashboard and other commonly used menu options that allow you to update your site Themes, Widgets and Menus
• Visit the Customizer to update various site settings and depending on your theme, update your Background and Header images

• View or Edit your blog comments
• Add a new Post, Media, Page, or User
• Perform a site Search
• View or Edit your Profile and logout from the WordPress Dashboard

Hiding the Toolbar
You can stop the Toolbar from displaying by modifying the preferences associated with your Profile. Simply click on the Users link in the left-hand navigation to display the list of Users. From this list of Users, click your user name or click on the Edit link that appears beneath the user name when hovering your cursor over each row. Alternatively, click on the Your Profile link underneath the Users menu option in the left-hand navigation or within the fly-out menu.
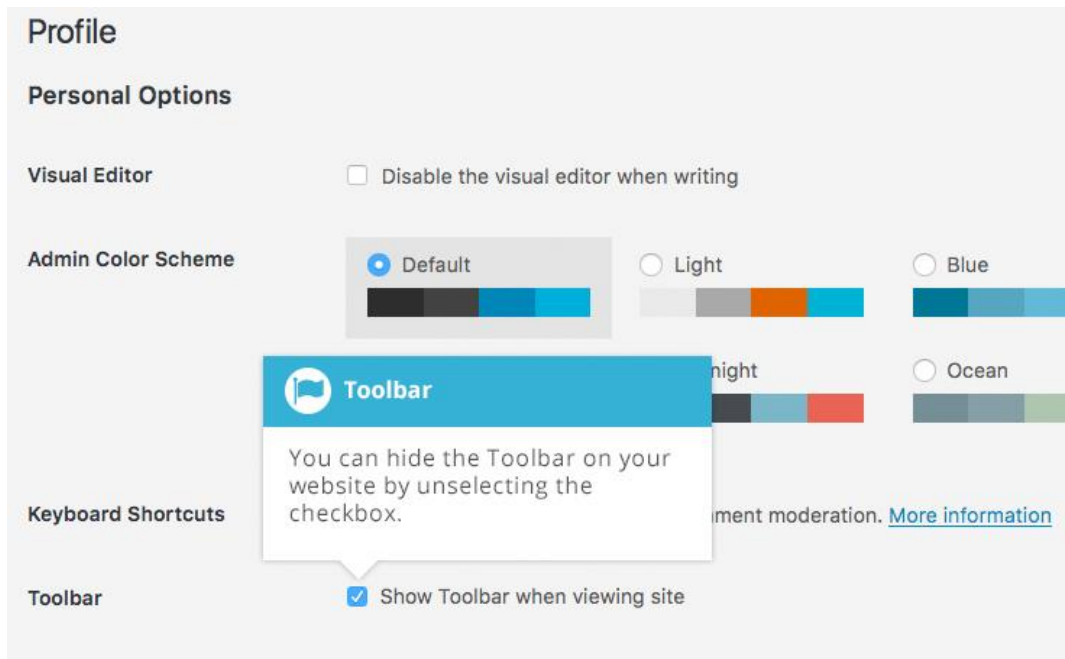
When editing your Profile, there is a Toolbar option as shown in the screen above.

• Show Toolbar when viewing site – Checking this box will display the
Toolbar at the very top of your website (only for the person who is currently logged in)

Posts versus Pages

WordPress is built around two basic concepts - Posts and Pages. Posts are typically blog entries, and where you'll be entering all your new writing. A series of articles, listed (usually) reverse-chronologically. Pages are used for more static content (i.e. content that doesn't change or changes infrequently).

Working with Posts

After clicking on the Posts menu option you'll be shown a list of Posts that your site contains. Among the information displayed is the Post title, the Author, Categories, Tags, No. of Comments and either the Date Published, Date Scheduled or the Date the Post was Last Modified. The Posts screen will look similar to this screen:

At the top of the page you can view how many Posts in total you have in your site, how many have been published by yourself or Published, Scheduled, Sticky, Pending, in Draft or in the Trash. When hovering your cursor over each row, a few links will appear beneath the Post title.

• Edit – Will allow you to edit your Post. This is the same as clicking on the Post title
• Quick Edit – Allows you to edit basic Post information such as Title, Slug, Date plus a few other options
• Trash – Will send the Post to the Trash. Once the Trash is emptied, the page is deleted
• View – Displays the Post. If the Post hasn't been published yet, this will say Preview

Next to each Post title is a checkbox. This allows you to perform an action on multiple items at once. You simply check the Posts that you would like to affect and then from the Bulk Actions dropdown select either the Edit option or the Move to Trash option and then click the Apply button. The Edit option will allow you to edit the Categories, Tags, Author, whether to allow Comments and Pings or not, the Status and whether the Posts are 'Sticky'. The Move to Trash option will move the selected items to the Trash.

You can also filter the pages that are displayed using the dropdown lists and the Filter button.

Clicking the Screen Options button at the top-right of the screen allows you to change how the Posts list is displayed. Click the List View option to display the posts in the traditional List View or click the Excerpt View option to display a short excerpt from the Post underneath the Post title. You can also hide various columns from view if you don't want to see them. Clicking the Apply button will save your changes.
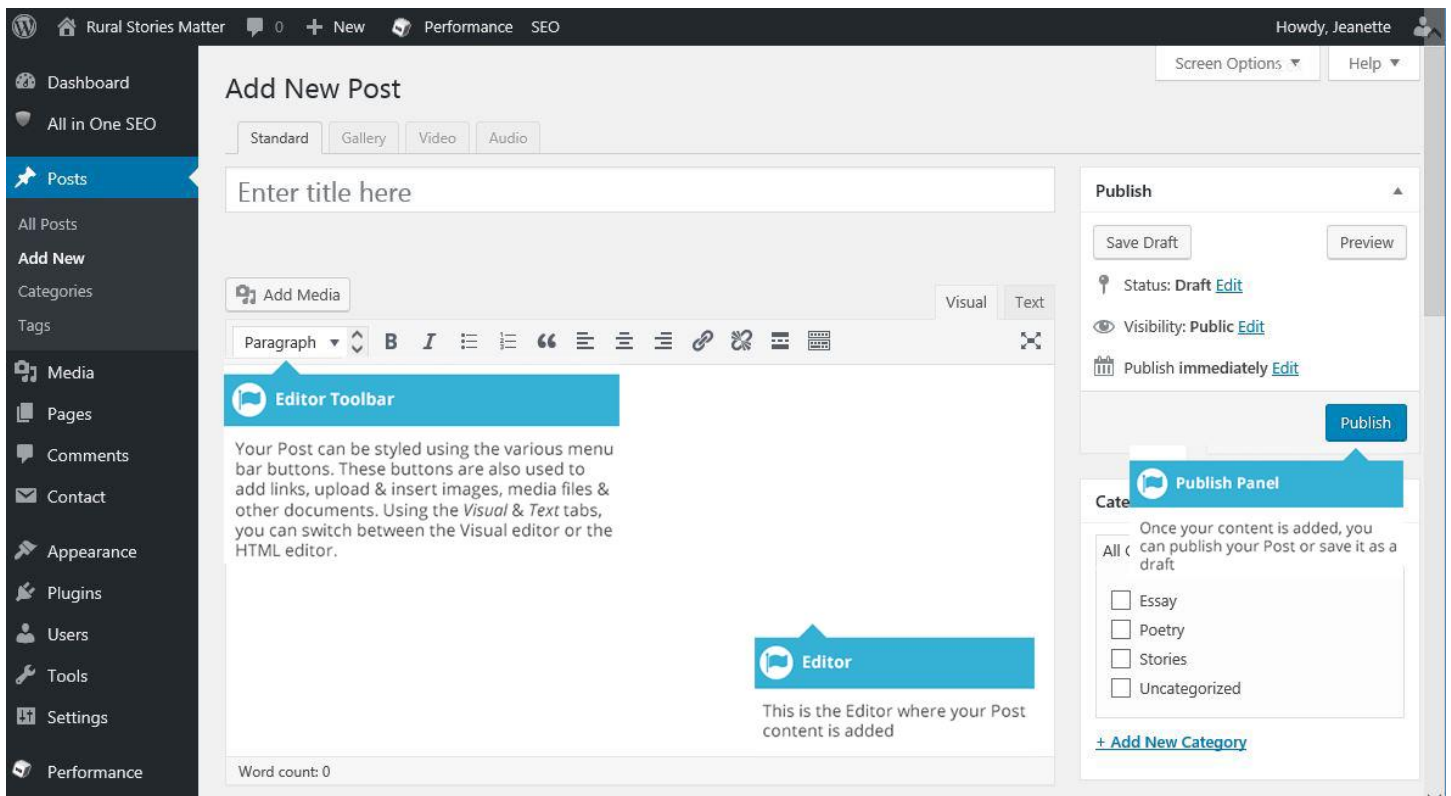
Adding a New Post

To add a new Post, hover over the Posts menu option in the left-hand navigation menu and in the fly-out menu, click the Add New link.
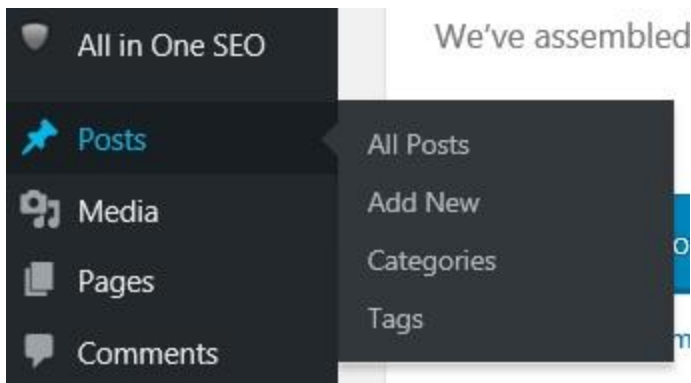
Alternatively, click the Posts menu option and then click the Add New link underneath, or the Add New button at the top of the page. You will be presented with a page similar to the image below.

Adding Content with the Visual Editor

The editor used to enter content into your Post is very easy to use. It's much like using a regular word processor, with toolbar buttons that allow you to **Bold** (**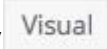B**) or *Italicize* (*I*) text or enter in Headings (Paragraph ▼) or bullet points ( ). You can even use most of the basic keyboard shortcuts used in other text editors. For example: *Shift+Enter* inserts a line break, *Ctrl+C* = copy, *Ctrl+X* = cut, *Ctrl+Z* = undo, *Ctrl+Y* = redo, *Ctrl+A* = select all, etc.

When adding content to your page, the Visual Editor expands to fit your content, rather than simply scrolling. On top of that, no matter how tall the Visual Editor becomes, the toolbar buttons will be available always by sticking to the top of the page.

By making use of special keyboard shortcuts, adding content is now even easier. When you want to add different size headings to your content, rather than having to select the heading size from the toolbar dropdown you can now start a line with two or more hashtags (#) and once you hit *Enter* to go to the next line, the Visual Editor will automatically convert your text to the appropriate heading. Like headings, you can also use * or - to create an unordered list, using **1.** will start an ordered list, and **>** will create a blockquote.

The complete list of keyboard shortcuts available are as follows:

- ***** – Start an unordered list
- **-** – Start an unordered list
- **1.** – Start an ordered list
- **1)** – Start an unordered list
- **##** – H2
- **###** – H3
- **####** – H4
- **#####** – H5
- **######** – H6
- **>** – Add a blockquote
- **---** – Add a horizontal line
- **`..`** – Convert text into code block (replace .. with your text)

At the top of the editor there are two tabs, *Visual* and *Text* (Visual Text). These switch the editor view between the *Visual Editor* and the *Text editor*. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended.

When creating a new Page or Post, the first thing to do is enter in your title in the top entry field where it says *Enter title here*. After moving the cursor down to the editor, a new Permalink is created for your page. Permalinks are the permanent URL's to your individual Posts, Pages, Categories etc. Though not usually necessary, you can manually edit your permalink by clicking on the actual permalink (the part after the domain name with the yellow background) or by clicking the *Edit* button next to it. Once you've modified it, click *Ok* to save or *Cancel* to cancel your changes.

At the top of the editor where your content is written, there are numerous formatting buttons. Clicking the *Toolbar Toggle* button (⌨) will show or hide a second line of formatting buttons which gives you extra functionality. The editor buttons perform the following functions:

Add Media – Used to upload and insert media such as images, audio, video, or documents.

Bold – Bold text.

Italic – Italicize text.

Strikethrough – Add a strikethrough to your text.

Bulleted List – Create an unordered (bullet point) list.

Numbered List – Create an Ordered (numbered) list.

Blockquote – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using.

Horizontal Line – Inserts a horizontal line into your page.

Align Left – Align text to the left.

Align Center – Align text in the center of the page.

Align Right – Align text to the right.

Insert/edit link – Used to create an html link to another page or website. If no text is selected first, the URL that you enter will also be used for the link text.

Remove link – Remove the html link from the selected link. Your cursor must be sitting on an active link for the button to work.

Insert Read More tag – Inserts the More tag into your Post. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a 'Read more...' link to continue reading the rest of the article. When you insert a 'More' tag into your Post, everything prior to the tag is considered as this excerpt.

Toolbar Toggle – Used to show or hide the second row of formatting buttons on the editor toolbar

Distraction Free Writing – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the *Exit fullscreen* link at the top of the screen will reduce it back to its original size

Style – Used to format the Page text based on the styles used by the current Theme

**Underline** – Underline your text

Justify – Align text on both the left and right (i.e. justify)

Text color – Use to change the color of text

Paste as text – Copying and pasting text from other sites or word processors sometimes leaves the text formatted differently to what you were expecting. The reason for this is that quite often the html tags or codes that formatted the original text are pasted along with the text itself. To avoid this, Paste as Text will strip all these formatting and html tags. The Paste as Text option acts like a toggle, staying on until you turn it off by clicking the button again or until you save your page content

Clear formatting – Use this to remove all the formatting (e.g. Bold, Underline, text color etc..) from the highlighted text.

Special character – Used to insert special characters not easily accessible via the keyboard (e.g. ¼, ½, ¾, ©, €, ö etc.)
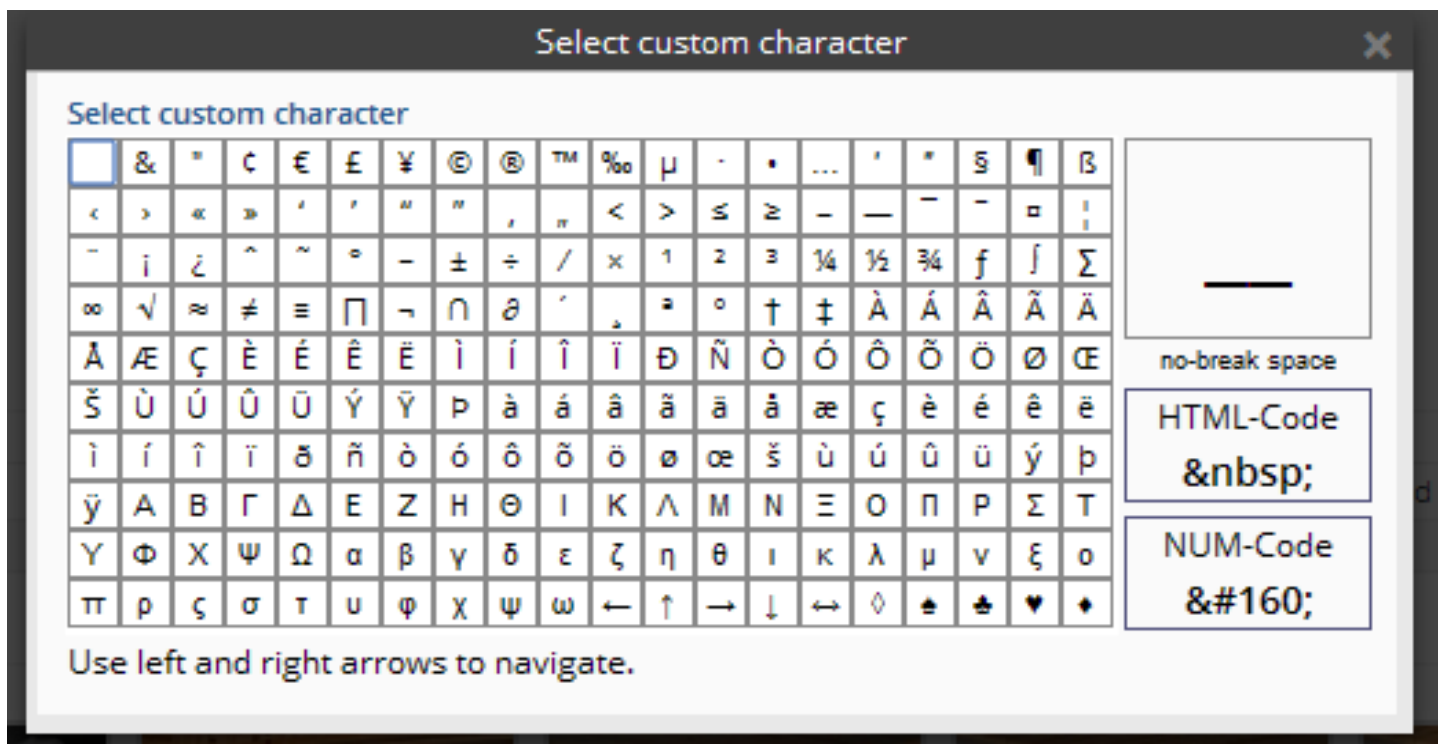
Use the left and right arrows or the mouse to move to the character you want to insert. You'll see a larger version of the character, along with the HTML and numeric code for the character. Here's an example sing the registered trademark character:
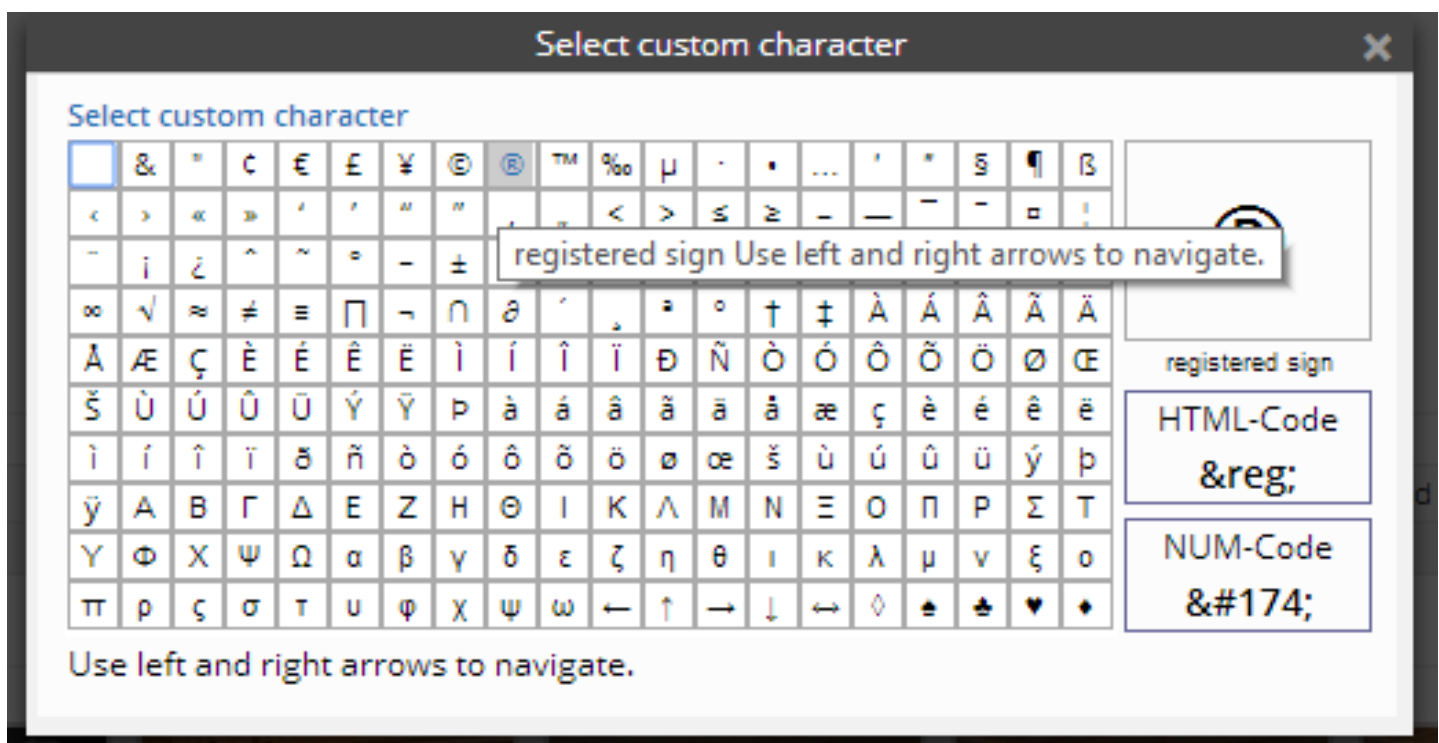
Then simply click to enter the character.

Decrease indent – Removes one level of indenting.
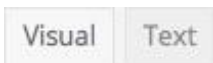
Increase indent – Indents text by one level.

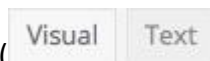**Undo** – Undo your last action.

Redo – Redo your last action.

Keyboard shortcuts – Displays information about the WordPress Visual Editor along with keyboard shortcuts.

Visual/Text – Switches the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content.

Switching to the Text Editor

At the top of the editor there are two tabs, *Visual* and *Text* ( ). These switch the editor view between the Visual Editor and the Text editor. The Text view will enable you to view the HTML code that makes up your content. For the more experienced users this can be helpful at times but for those not familiar with HTML tags, it's not recommended.

The Text editor is much like the Visual Editor, only not as intuitive. The numerous formatting buttons provide you with basic HTML formatting capabilities when editing your Post content.
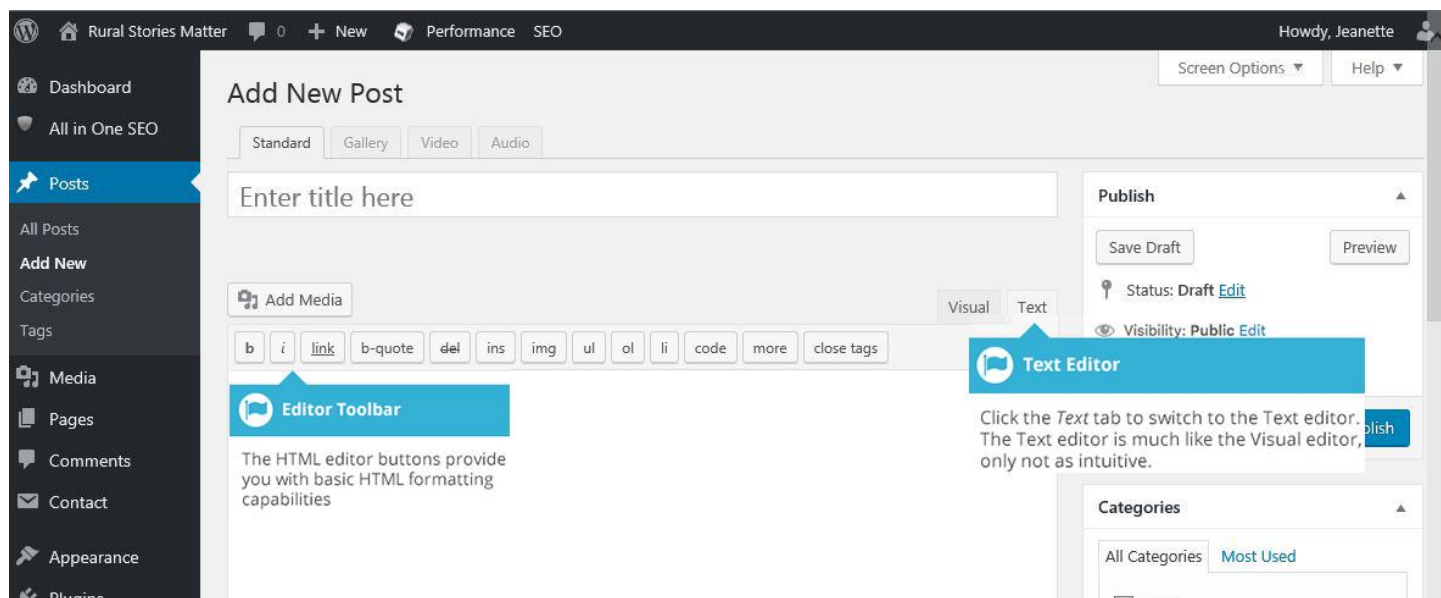
The buttons work in two ways. Clicking a button without highlighting any text first, will simply insert the opening HTML tag relevant for that button. As an example, clicking the *Bold* button will insert the HTML tag into your text. Clicking the *Bold* button again will close the tag by inserting the closing tag. If you highlight some text prior to clicking a button, both the opening and closing tags will be inserted around that highlighted text. For example, highlighting the text, 'bold text', prior to clicking the *Bold* button will insert 'bold text'.

The following editor buttons are available while in the Text editor:

Bold – Bold text

Italic – Italicize text

`link` **Link** – Used to insert a website link. When the button is clicked a pop-up window will appear where you type in the URL that you would like to link to.

`b-quote` **Blockquote** – Used as a way of showing a quote. How this looks will be entirely dependent on the Theme that your site is currently using.

`del` **Delete** – Used as a way of showing deleted text. How this looks will be dependent on the Theme but is usually done by showing the text with a strikethrough.

`ins` **Insert** – Used as a way of showing inserted text. How this looks will be dependent on the Theme but is usually done by showing the text with an underline.

`img` **Image** – Used to insert an image into the text. When the button is clicked a pop-up window will appear where you type in the URL of the image that you would like inserted.

`ul` **Unordered List** – Used to insert an unordered (bullet point) list.

`ol` **Ordered List** – Used to insert an ordered (numbered) list .

`li` **List Item** – Used to insert a list item into your ordered or unordered list .

`code` **Code** –Used for indicating a piece of code.

`more` **More** – Inserts the More tag into your Page. Most blogs only display a small excerpt of a Post and you're required to click the Post title or a 'Read more...' link to continue reading the rest of the article. When you insert a 'More' tag into your Post, everything prior to the tag is considered as this excerpt.
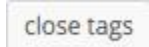
`close tags` **Close Tags** – Used to close open tags. If for example, you clicked both the Bold and Italic buttons to insert their opening tags, clicking the Close tags button will insert both of the matching closing tags, in the correct order.

Distraction Free Writing – Clicking this button will enlarge the editor so that it fills the browser window. Clicking the *Exit fullscreen* link at the top of the screen will reduce it back to its original size.

Let's Create a Post

When you create a Post, the first thing you want to do is enter a Title:
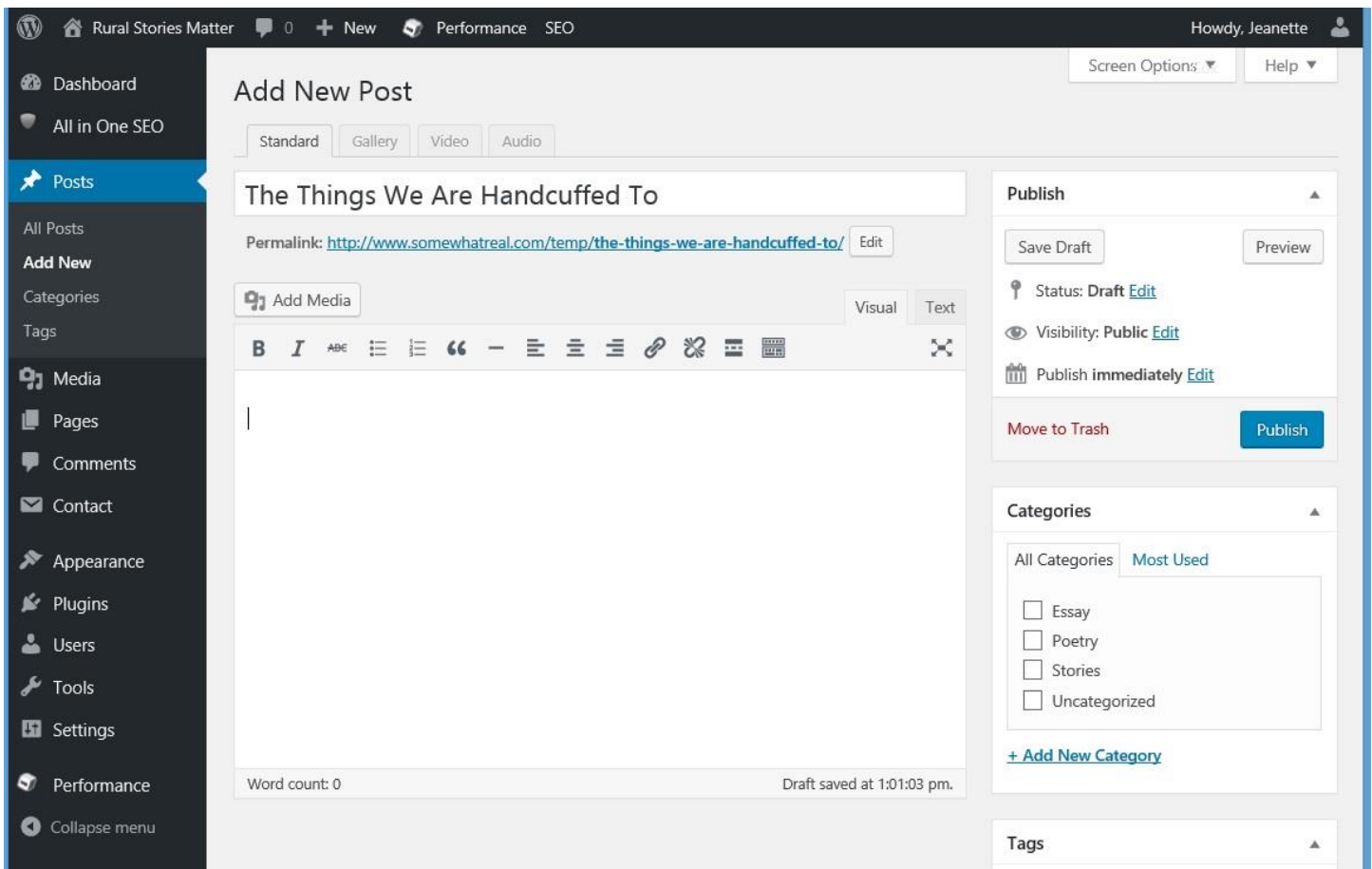
Next, enter the text of the post. You can do this by copying the content from a Word document, or type it in directly. **NOTE: Normally you'll want to be in the Visual Editor.**

When you're entering a story, and want to indent paragraphs, you have to do this in the **Text Editor** after you've entered the story. To indent a paragraph, you must type **before** the first word in the paragraph, and **immediately after** the word. Here's an example:


```
<span style="margin-left: 20px;">All</span> I ever wanted
pulled down over their brow, pocket knives, or bows and ar
```

Now click the box next to the category (or categories) that describes the Post.

NOTE: It is very important not to forget this step. The category indicates where the Post should be displayed under the proper link on the top header.

Once you've done this, move down to the **All in One SEO Pack** section, and enter the following:

Title - The Title of the Post, following by "by Jeanette Marie Cox". For long titles, you may need to drop your middle name. Most search engines use a maximum of 60 characters for the title, so you shouldn't exceed that number. The field will keep track of the number of characters as you type.

27 characters.

Description – A snippet used to summarize the Post's content. Search engines sometimes use these snippets in search results to let visitors know what a page is about before they click on it. Most search engines use a maximum of 160 characters for the title, so you shouldn't exceed that number. The field will keep track of the number of characters as you type.

152 characters.

For poems, you should have lines of the poem, separated by a space, then a slash, and finally another space. See the example on the next page.
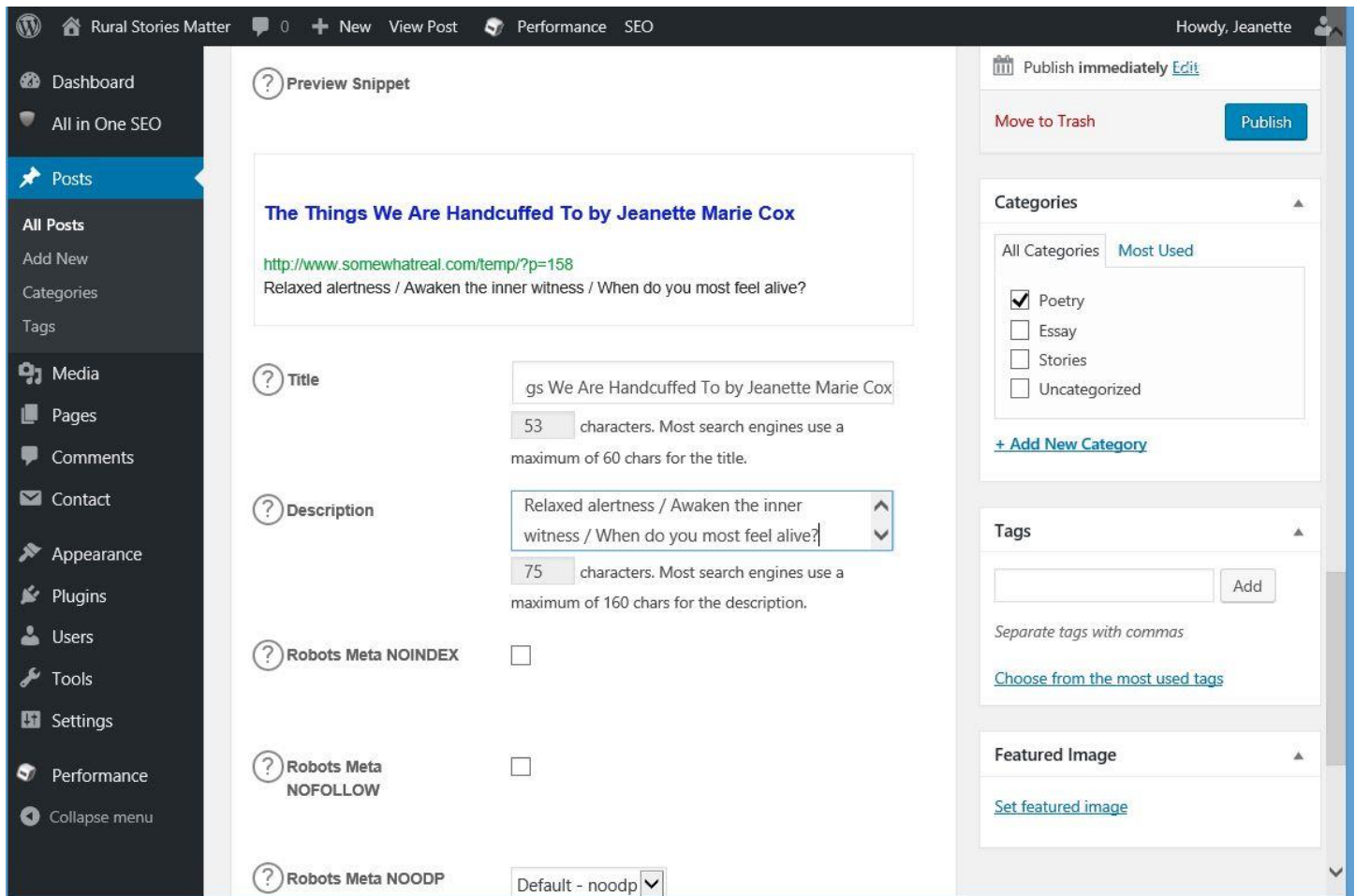
Now you need to set the Featured Image, often called a Post/Page Thumbnail, that is representative of your Post.
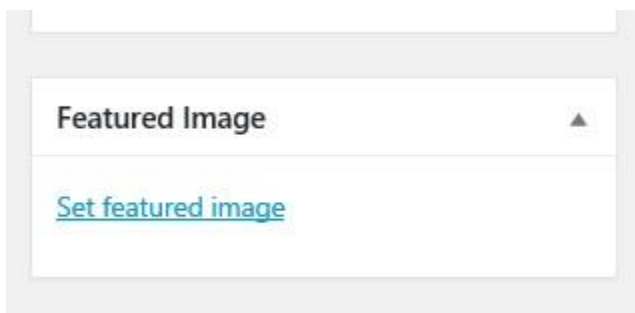
After clicking the **Set featured image** link a pop-up window will appear:

Featured Image
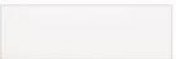
Upload Files   Media Library

Images ▾   All dates ▾   Search

ATTACHMENT DETAILS

featured51.jpg
October 28, 2016
146 KB
1080 × 720
Edit Image
Delete Permanently

URL   http://www.somewhatreal.cor

Title   fed To by Jeanette Marie Cox

Caption

Alt Text   fed To by Jeanette Marie C ×|

Description

Set featured image

By default, you'll be shown a list of the previously uploaded images. If you'd like to upload a new image, click on the Upload Files link at the top of the pop-up window.
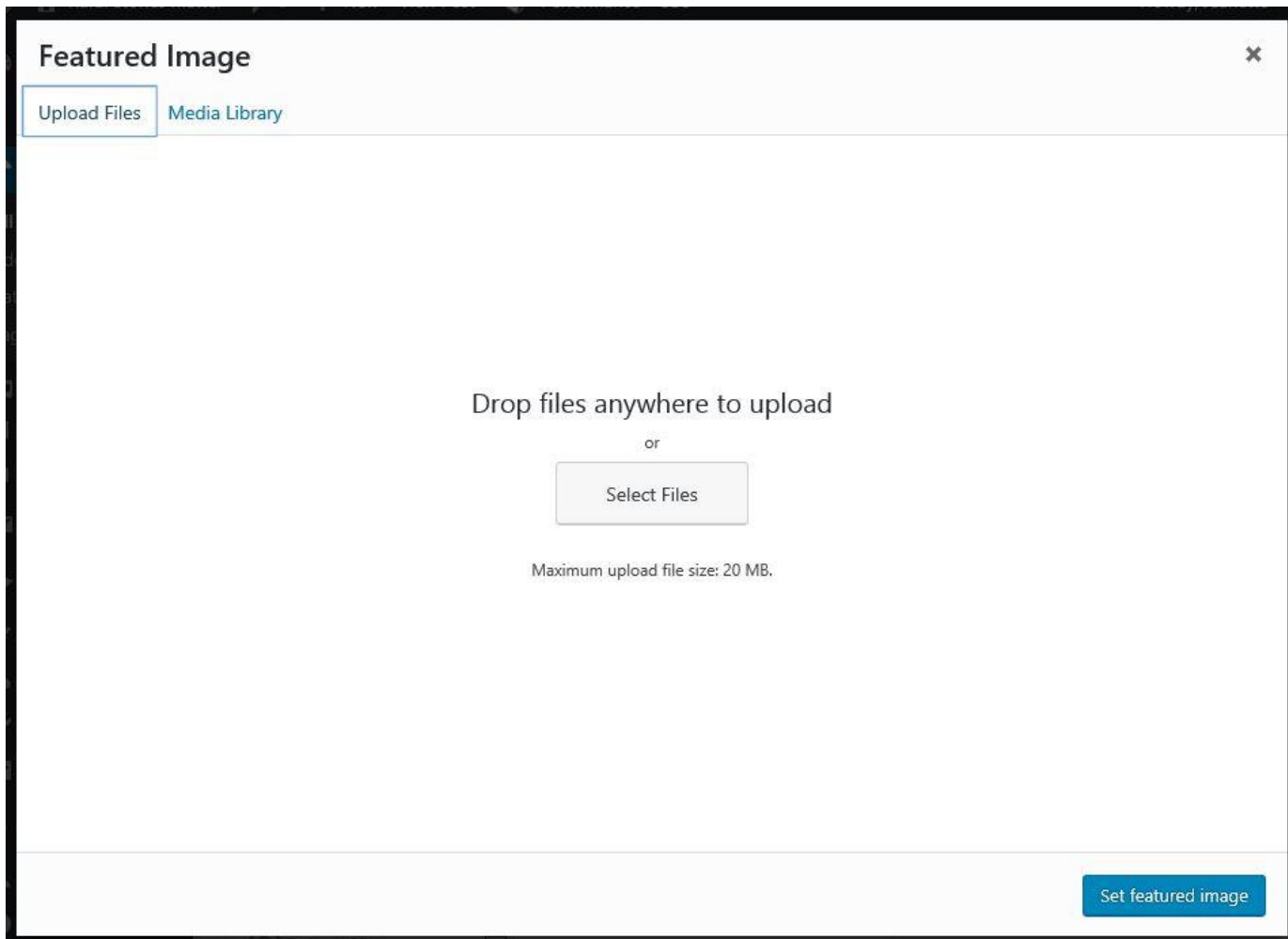
You can click the Select Files button, which will open a window to allow you to choose an image to upload.
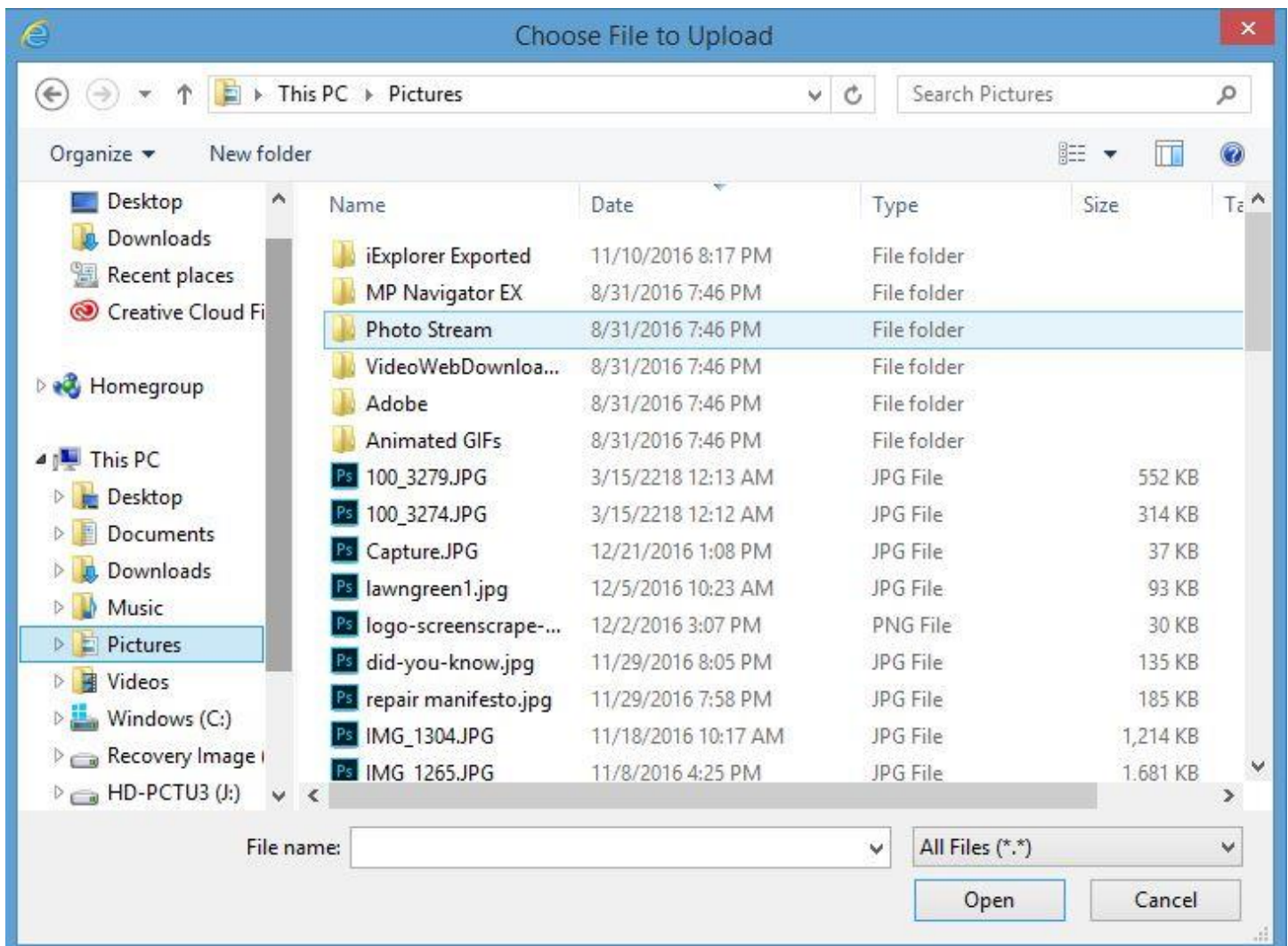
Or you can open a folder, click on the image you want to upload, then drag the image to the pop-up window.
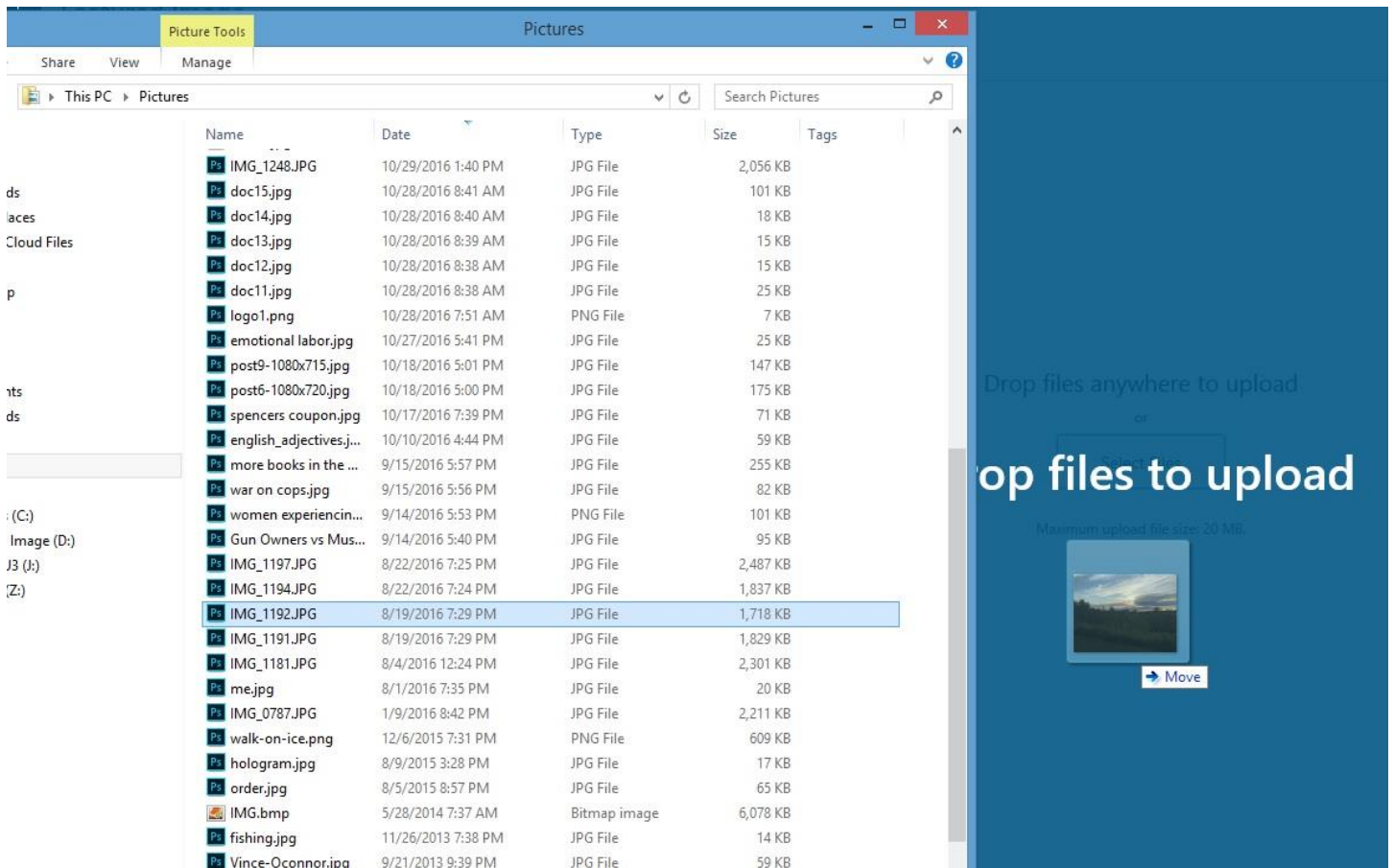
Once your image is uploaded, your Media Library is displayed, which contains all your previously uploaded images. The image that you've just uploaded will be automatically 'selected' - selected images are shown with a 'tick' icon in the top right corner of the image.

At this point you can change the image Title, Caption, Alt Text, and Description for the image.

• **Title** – Text displayed as a tooltip when the mouse cursor hovers over the image in the browser.

• **Caption** – Text displayed underneath the image as a short description. How this displays will be dependent on the WordPress theme in use at the time. You can also include basic HTML in your captions. Normally you will leave this blank,

• **Alt Text** – Text displayed when the browser can't render the image. It's also used by screen readers for visually impaired users so it's important to fill out this field with a description of the image. To a small degree, it also plays apart in your website Search Engine Optimization (SEO). Since search engines can't 'read' images they rely on the Alt Text.

• **Description** – Text that is usually displayed on the attachment page for the media, but it ignore for the Featured Image.

For the images already uploaded, usually your name will be the Title and Alt Text. If it's a historical image, such as on the poem "Mute"

http://www.ruralstoriesmatter.com/mute/

the Title and Alt Text will describe the image and where it came from. For the image on this poem, here's the Title and Alt Text:

Helen Keller sitting holding a magnolia flower, circa 1920 Los Angeles Times photographic archive, UCLA Library

Once everything is done, click to set the image. Your chosen image will then appear in the Featured Image panel.
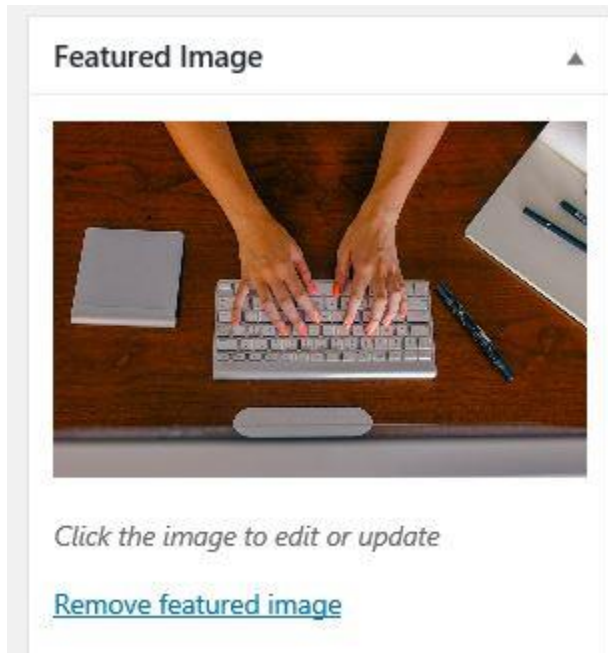
To change the Featured Image or the image Title, Caption, Alt Text, or Description, simply click the image, and the Featured Image pop-up window will appear with the image 'selected'. Remember that selected images are shown with a 'tick' icon in the top right corner of the image.

Make your changes, then click to save the changes.

To remove the image, click **Remove featured image** link.

NOTE 1: Images need to be between 760 pixels and 1080 pixels wide.
NOTE 2: There are several places you can get royalty-free images.
Many of these photographs are free from copyright restrictions or licensed under creative commons public domain dedication. This means you can copy, modify, distribute, and perform the work, even for commercial purposes, all without asking permission. However, some photos may require attribution. I've done our best to identify which license they fall under but I still advise you to do your own research and determine how these images can be used.

StockSnap.io - https://stocksnap.io/

StockSnap.io has a large selection of beautiful free stock photos and high resolution images. The site also has a very handy search feature making it easy to browse through the thousands of images available. In addition, the site tracks views and downloads so you can find the most popular photos available. StockSnap adds hundreds of images on a weekly basis and all photos are released under creative commons public domain – no attribution required.

Unsplash - https://unsplash.com/

Unsplash is a collection of free high-resolution photos and has arguably become the best source for stock images. They release 10 new photos every 10 days and they're released under the creative commons public domain license.

Gratisography - http://www.gratisography.com/

Gratisography offers free high-resolution pictures you can use on your personal and commercial projects. New pictures are added weekly and are free of copyright restrictions. Ryan McGuire of Bells Design captured all pictures.

Negative Space - http://negativespace.co/

Negative Space provides 20 new photos every week released under Creative Commons CC0. The photos are searchable and can be sorted by category, copy space and color.

Splitshire - https://www.splitshire.com/

Splitshire is a collection of delicious free stock photos by web designer Daniel Nanescu. The photos are free for personal and commercial use.

Life of Pix - http://www.lifeofpix.com/

Life of Pix is a resource created by the LEEROY creative agency offering free high-resolution photos with no copyright restrictions. New pictures are added weekly.

Death to Stock Photos - http://deathtothestockphoto.com/

Every month a photo pack of 10 photos within a certain category will be delivered to your inbox. The goal of Death to Stock Photos is to bring you a variety of options in which to use for your mockups, blog posts or social media. Death to stock photo uses their own license which you can read on their webpage.

Superfamous Studios - http://superfamous.com/

Superfamous is the Los Angeles-based studio of Dutch interaction designer Folkert Gorter. You can use the work for your own purposes — including commercial use — if credit is provided. Folkert features various collections including aerial, biological, geological, and more.

Picjumbo - https://picjumbo.com/

Picjumbo is a collection of free photos for your commercial & personal works. New photos are added daily from a wide variety of categories including abstract, fashion, nature, technology and much more.

IM Free - http://imcreator.com/free

A curated collection of free resources, all for commercial use. Since the photos are curated from various sources, some photos may require attribution.

New Old Stock - http://nos.twnsnd.co/

Vintage photos from the public archives free of known copyright restrictions.

Getrefe - http://getrefe.tumblr.com/

Free mobile photos for your personal or commercial projects.

Freestocks.org - http://freestocks.org/

Freestock offers a wide range of high quality photos all released under Creative Commons CC0.

Snapwire Snaps - http://snapwiresnaps.tumblr.com/

Get 7 free photos every 7 days. Photos are public domain and free from copyright restrictions.

Jay Mantri - http://jaymantri.com/

7 new photos released every Thursday under the Creative Commons CC0 license. Jay Mantri posts some really nice photos with a variety of different themes.

Tookapic Stock - https://stock.tookapic.com/photos?filter=free

Tookapic stock is a marketplace for both free & premium stock photos. You can filter by free photos which are all released under Creative Commons CC0.

Picography - http://picography.co/

Picography contains beautiful free stock photos submitted by Dave Meier and other photographers. All photos are released under Creative Commons CC0.

MMT STock - http://mmtstock.com/

MMT Stock is a collection of high resolution photos provided by Jeffrey Betts. Jeffrey likes to share photos of computers and workspaces as well as flowers and nature. All photos are released under Creative Commons CC0.

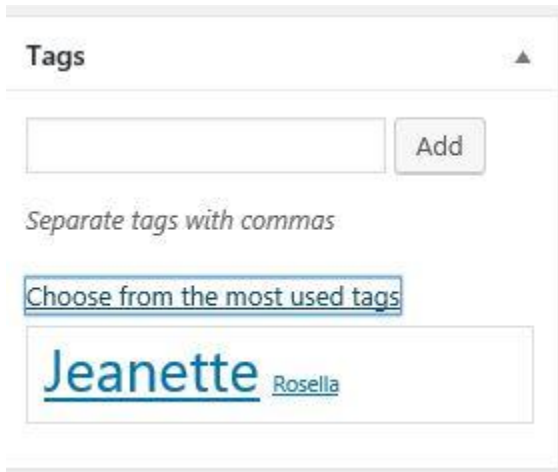*Kaboom Pics - http://kaboompics.com/*

Kaboom Pics offers a wide variety of high quality free stock photos including abstract, city/architecture, fashion, food, landscapes and more. Photos can be used for commercial purposes but cannot be sold or redistributed.

Epicantus - http://epicantus.tumblr.com/

Epicantus contains free original photography by Daria. You can use these hi-res photos for your landing pages, blog posts & designs. All photos are released under creative commons CC0.

You should always save a copy of the link where you downloaded the picture from for documentation purposes.
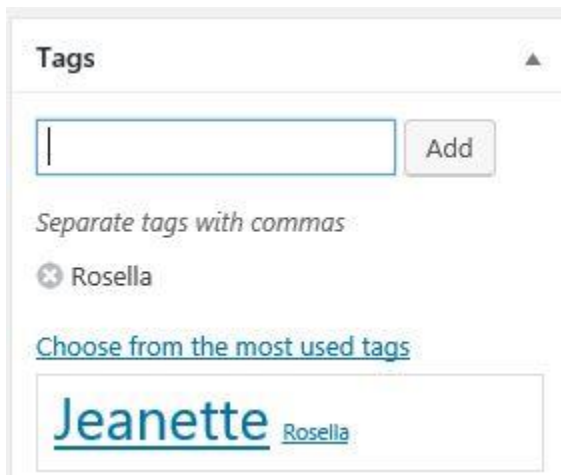
Finally, you need to enter a Tag.

If you don't see the most used tags, click the link **Choose from the most used tags**. You will see two names. Click on the correct name, and that will add that name as a tag.
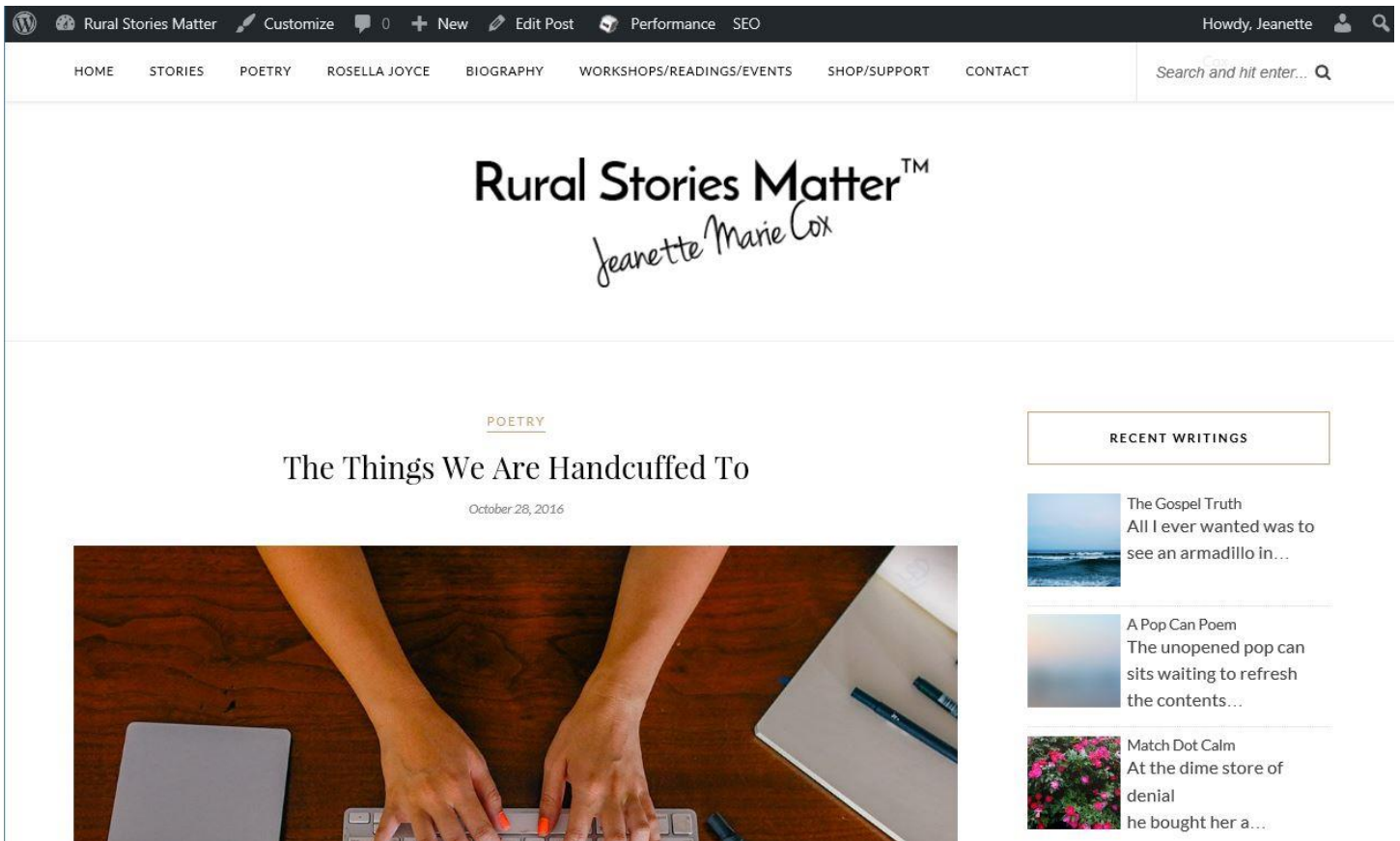

NOTE: It is very important not to forget this step. The Tag indicates where the writing will appear – under the regular listing of writing (Jeanette) or under Rosellas link (Rosella).

Once you are sure everything is correct, click the Publish button in the Publish section on the upper right-hand side of the screen.
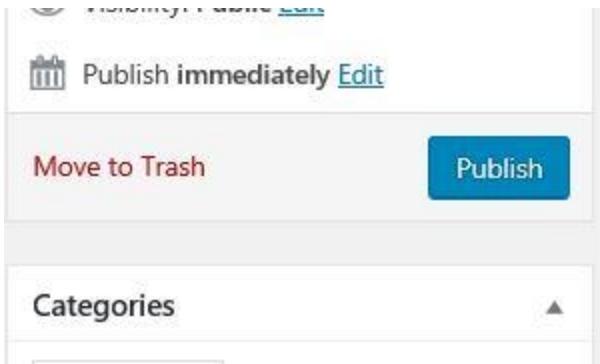
The post will now be live on the site.

Editing a Post

To edit an existing Post, simply click on the relevant Post title when viewing your list of Posts. Alternatively, click on the Edit link that appears beneath the title when hovering your cursor over each row.

The screen that appears will be the same as the Add New Post screen, only with the existing content displayed.

NOTE: Posts appear on the site starting with the newest Post. If you want to change the order in which Posts are displayed, then you must change the **Published on:** date. This is in the Publish section on the upper right-hand side of the screen.

To change the date, click the Edit link to the right of the date. A line will appear below the **Published on:** date, and you can change the date and time. When you've finished, click the **OK** button, or click the **Cancel** link to cancel the change. Once that's done, you **MUST** click the Update button to save your change.

When you've finished editing your Page/Post, click the Update button.

Deleting a Post

If you wish to delete one of your Pages or Posts, click on the Trash link that appears beneath the title when hovering your cursor over each row. This will move the Post to the Trash.

To delete the Post permanently or to restore the Post, click the Trash link at the top of the screen. When the cursor is hovering over each item in the Trash, the Restore and Delete Permanently links appear. Click Delete Permanently to permanently remove a single or Post. Clicking Restore will restore the or Post.

Posts Add New

All (64) | Mine (53) | Published (64) | **Trash** (1)

All Categories ☑ Filter Empty Trash

Empty Trash

	Author	Categories	Tags
The permanently delete all items in the Trash, click the *Empty Trash* button.	Jeanette Cox	Poetry	Jeanette
☐ Title	Author	Categories	Tags

Bulk Actions ☑ Apply Empty Trash

Posts Add New

Delete or Restore Content

sh (1)

I dates ☑ All Categories ☑ Filter Empty Trash

To delete a single Page or Post permanently, click the *Delete Permanently* link. Click the *Restore* link to restore the Page or Post.	Author	Categories	Tags
	Jeanette Cox	Poetry	Jeanette
Restore	Delete Permanently			
☐ Title	Author	Categories	Tags

Bulk Actions ☑ Apply Empty Trash