



Training Guide for the Content Management System



Training Guide

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First Call Computer Solutions

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WEBSITE ADMINISTRATION

Your CatHerd Trainer will give you login instructions during your training session.

URL: www.URL.Com/admin

Username: Dave Boisvert

Password: C@tHerdP@ss



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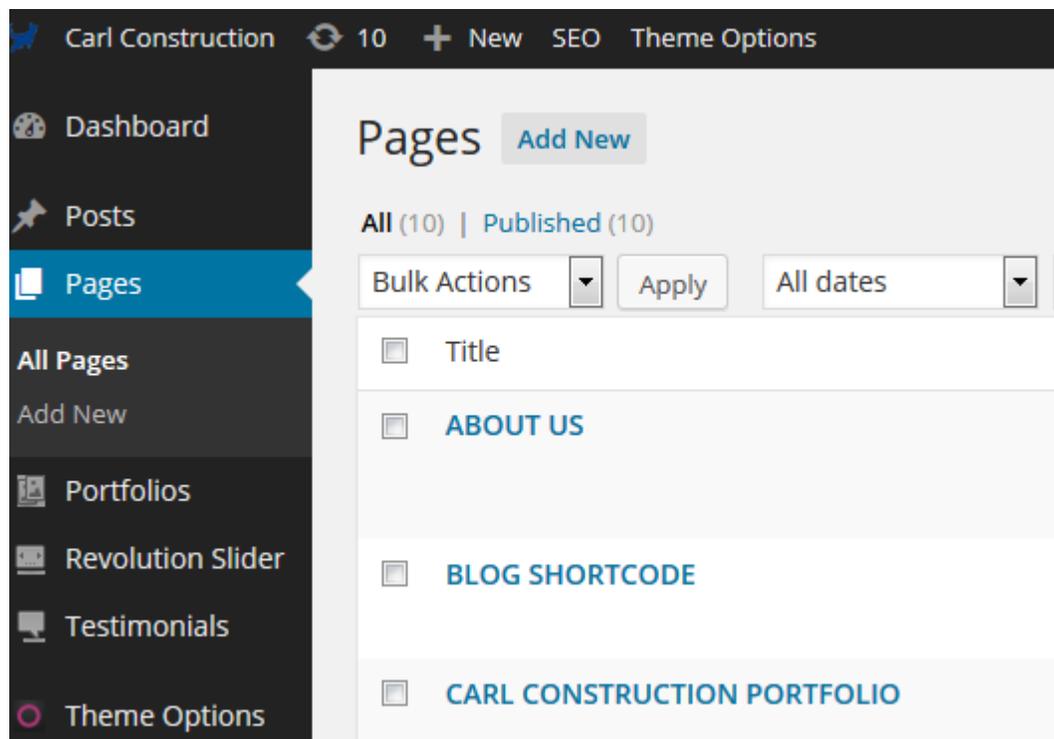
406.721.4592

Editing pages

You must be logged in to edit pages.

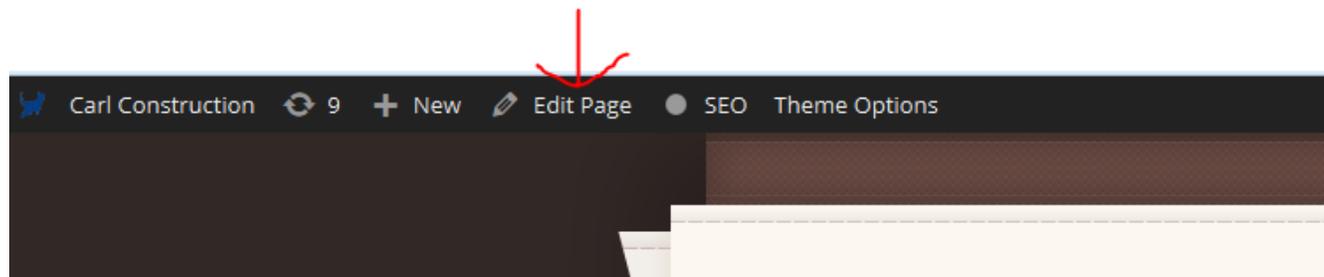
Method 1 – from the Dashboard

1. Click **Pages** (left sidebar)
2. Click the name of the page to be edited
3. Edit as required and click the **Update** button
(don't forget to do this!)



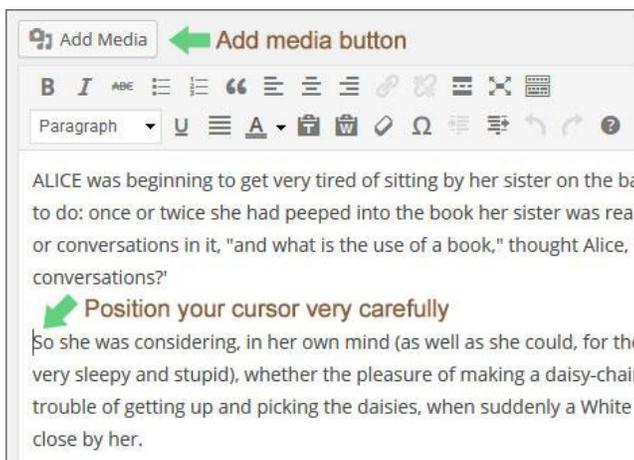
Method 2 – from the Admin Bar

1. Go to the page to be edited (on the live website)
2. Click **Edit Page** (top right of Dashboard)
3. Edit as required and click the **Update** button

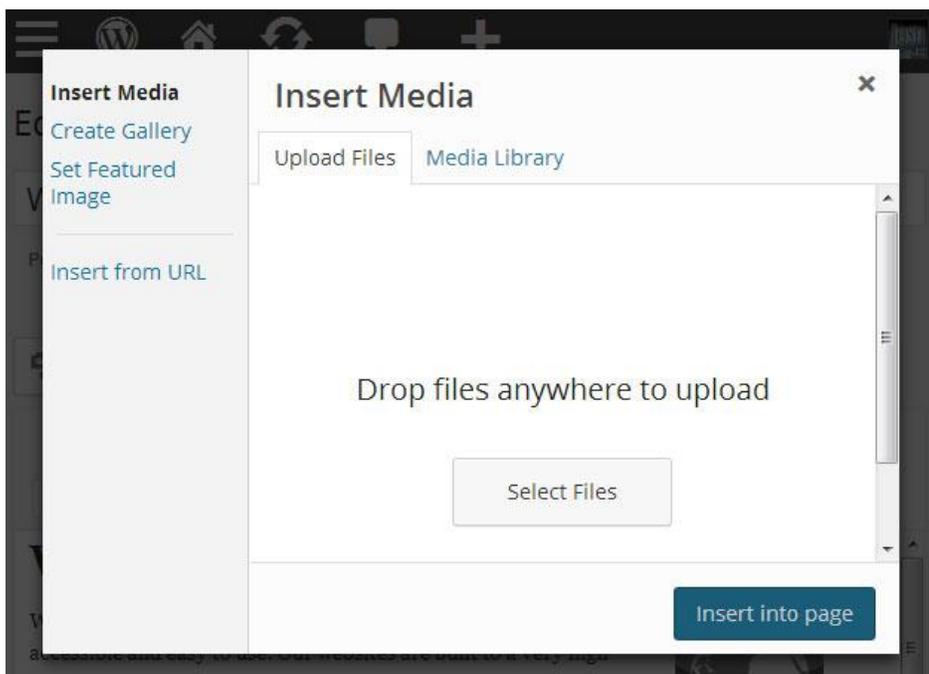


Adding images

1. Before proceeding, log into WordPress and open the appropriate page or post for editing. Also, ensure that you know the name and location of the image to be added. **Your image should be a JPG, GIF or PNG type file.** For example, it could be a file called beach.jpg and could be located on your desktop or in your Pictures folder.
2. Next, position the cursor carefully where the image is to be added. You are advised to position the cursor at the very start of a paragraph or heading (or blank line). It's best to avoid positioning the cursor within text. You will be able to align the image relative to this position later.



1. Click the **Add Media** button (above the toolbars)
2. Click **Upload Files** if adding a new image (or **Media Library** if adding an image already uploaded).
3. Click **Select Files** and locate the file to be uploaded. WordPress will now import your image to its media library, ready to be used wherever needed.



Using the CatHerd Formatting Toolbar



Colour Key for button usage: **Recommended**, **Sometimes useful**, **Usually avoid**, **Mostly Avoid**

The Buttons Explained...

As in word processing, it's essential to carefully select the text or to position the cursor first.

Note the same formats are applied to entire paragraphs only (e.g. button 15).

Toolbar Row 1

1. **Bold**
2. **Italic**
3. **Strikethrough** (cross out)
4. **Bullets** – Recommended for lists (unordered)
5. **Numbering** – Recommended for ordered lists
6. **Blockquote** (applied to paragraphs) primarily used to indicate a block of quoted text or similar. By default paragraphs will usually become indented. Special styles can be designed for this.
7. **Left, (8) Center & (9) Right Align** - Should be rarely used as your website design should determine this automatically in most cases
10. **Insert/Edit Link** – Use whenever possible to link text to another web page. Remember to check the box that says open link in a new window/tab

11. **Unlink** – use to remove a link
12. **Insert More tag** – Useful for shortening the display of long blog posts on the blog summary page, by displaying a 'read more' link to view the full post.
13. **Distraction Free Writing mode** - Enlarges the editing area to fill the browser window. Look for the 'Exit fullscreen' text link to exit this mode. Hover and move your mouse above your post if you can't find the Exit link.
14. **Show/Hide Kitchen Sink** – Simply turns on and off the display of the second row of buttons. We recommend keeping the second row permanently displayed



Toolbar Row 2

15. **Preformatted styles** – Use this button to switch between heading and paragraph styles. The resulting look of your headings will be determined by the styles set by your web designer.
16. **Underline** – Mostly avoid because underlined text often suggests linked text. (linked text will automatically be styled by your website theme)
17. **Align full (justify)** – aligns text to both the left and right margins, adding extra space between words as necessary - a popular style used by newspaper columns. Usually avoid this button (as with 7, 8, & 9) as your website style usually determines alignment automatically.
18. **Text color** – use sparingly or you may damage the consistent look of your website.
19. **Paste as Plain Text** – When pasting text from elsewhere, this button will strip out all formatting and extra code, resulting in plain text which you can then format yourself within WordPress.
20. **Past from Word** – Intended for pasting content from Microsoft Word (brings formatting too). Not always successful though!
21. **Remove Formatting** – does exactly what it says. Handy for clearing all the formats from selected text in one go.
22. **Insert Custom Character** – handy for adding unusual text characters such as copyright symbols and letters with accents.
23. **Decrease Indent (Outdent)** – decreases the indent level of a paragraph
24. **Increase Indent** – Increases the indent level of a paragraph
25. **Undo** – a very useful button! While editing, actions can be reversed. Note that actions cannot be undone once the post or page is published or updated. As with other software packages, the invaluable keyboard shortcut CTRL + Z also works!
26. **Redo** – the opposite of 25 above.
27. **Help** – Further explanation of how the editing feature operates, with a list of useful shortcut keys (hotkeys)

