WordPress

TRAINING MANUAL

FutureBeef

THE PANELS

The Panels are your main navigation around the administration side of the website. They allow you to perform specific tasks including editing, posting, links and media, and also allow you to follow recent activity and statistics.

THE LOG IN BOX

Logging in to the admin area:

http://futurebeef.com.au/wp-login.php.

This is the default log in page for every user of the FutureBeef Website.

THE DASHBOARD

Once you have logged into the website, the first page you will see is the **Dashboard**.

This particular page consists of various Panels.

You can re-arrange the way the Dashboard looks by dragging the Panel headers around, listing the most important to least important for you. This arrangement will be unique to your log in. Each user can display the panels as they wish.
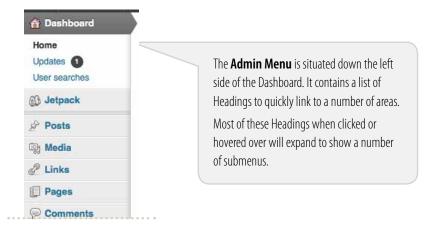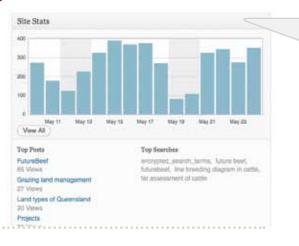
KEY PANELS IN THE DASHBOARD

1 THE ADMIN MENU

The **Admin Menu** is situated down the left side of the Dashboard. It contains a list of Headings to quickly link to a number of areas.

Most of these Headings when clicked or hovered over will expand to show a number of submenus.

② *GOOGLE ANALYTICS PANEL*

The **Google Analytics** Panel shows the current base and extended statistics for your website.

Note: This is only the Widget for Google Analytics used within WordPress. For the full Google Analytics, log into the FutureBeef Google account.

③ *SITE STATS PANEL*

The **Site Statistics** Panel is generated from WordPress.com and provides information on your site.

Note: Not as accurate as Google Analytics

④ *BROKEN LINKS CHECKER*

The **Broken Links Checker** will check your posts, comments and other content for broken links and missing images and notify you if any are found.

THE PAGES

Pages are for the general or 'static' information on the site which are not time-oriented and live outside of the News section.

Generally, Pages are for all information that is to be viewable by all readers and browsers and not specific to certain groups, discussions or news items. Most Pages are accessed through the main navigation or sub-navigation of the site.
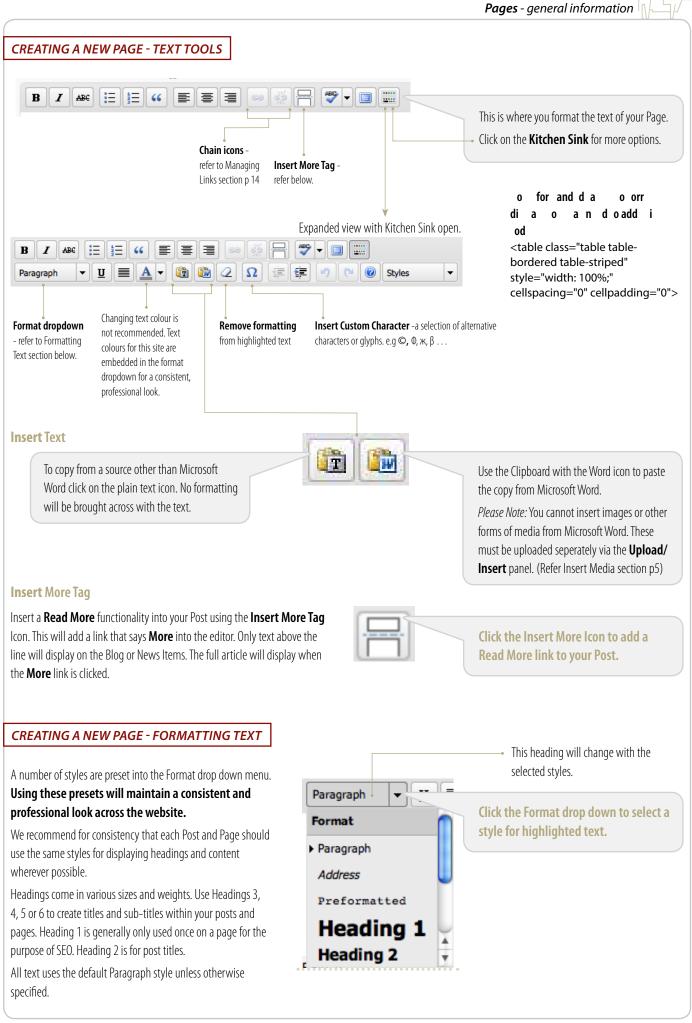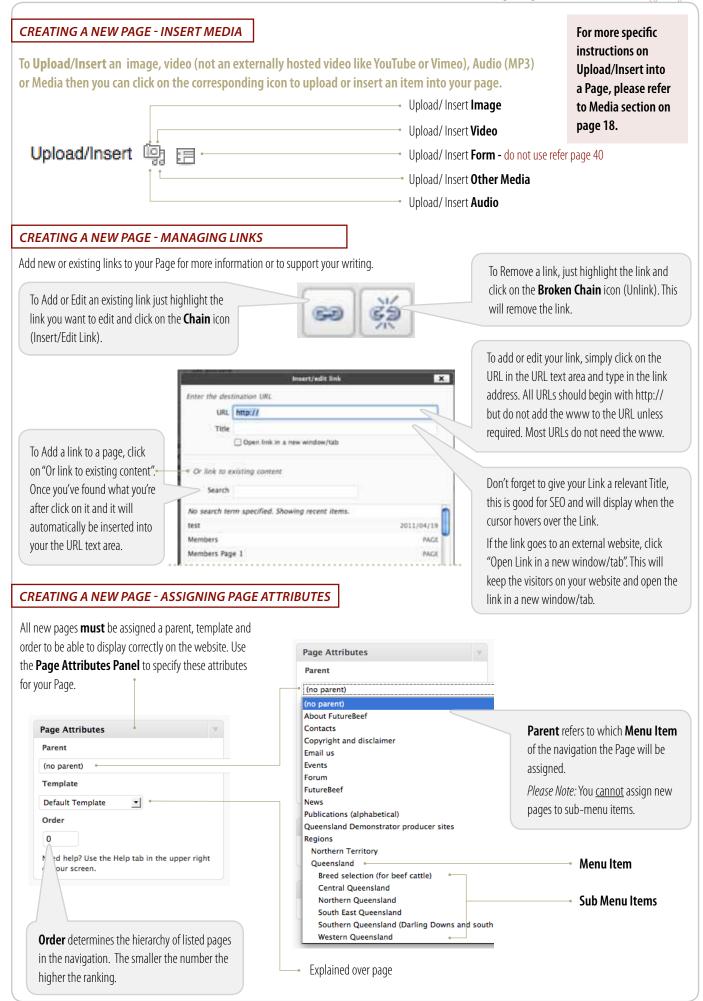
THE PAGES PANEL

In the **Admin Menu** select **Pages** by clicking either on the word Pages or the drop down arrow. This will expand to reveal a number of subheadings.

*On the **Pages - Add New** page, all current Pages will be displayed.*

CREATING A NEW PAGE

To add a new page, click on the (A) **Add New** subheading on the expanded Pages menu OR click on the (B) **Add New** button to the right of the title.

This button is the **Kitchen Sink** icon.
Click on it for more text formatting options.

WordPress uses a powerful user friendly WYSIWYG *(What You See Is What You Get)* Editor for creating **Posts** or **Pages**.

Everything within this editor is made to look and act like it would if it was in Microsoft Word.

Please Note: **For WYSIWYG Editor make sure the Visual tab is selected. (Use HTML view if selecting text to copy and paste.)**

Start by giving your page a name.

Type your text here.
Or to insert text from elsewhere, refer to next page.

CREATING A NEW PAGE - TEXT TOOLS

This is where you format the text of your Page.

Click on the **Kitchen Sink** for more options.

Chain icons -
refer to Managing
Links section p 14

Insert More Tag -
refer below.

o   for and d a   o orr
di   a   o   a n d o add i
 od
<table class="table table-bordered table-striped" style="width: 100%;" cellspacing="0" cellpadding="0">

Expanded view with Kitchen Sink open.

Format dropdown
- refer to Formatting
Text section below.

Changing text colour is
not recommended. Text
colours for this site are
embedded in the format
dropdown for a consistent,
professional look.

Remove formatting
from highlighted text

Insert Custom Character -a selection of alternative
characters or glyphs. e.g ©, ℗, ж, β . . .

Insert Text

To copy from a source other than Microsoft
Word click on the plain text icon. No formatting
will be brought across with the text.

Use the Clipboard with the Word icon to paste
the copy from Microsoft Word.

Please Note: You cannot insert images or other
forms of media from Microsoft Word. These
must be uploaded seperately via the **Upload/
Insert** panel. (Refer Insert Media section p5)

Insert More Tag

Insert a **Read More** functionality into your Post using the **Insert More Tag**
Icon. This will add a link that says **More** into the editor. Only text above the
line will display on the Blog or News Items. The full article will display when
the **More** link is clicked.

**Click the Insert More Icon to add a
Read More link to your Post.**

CREATING A NEW PAGE - FORMATTING TEXT

A number of styles are preset into the Format drop down menu.
**Using these presets will maintain a consistent and
professional look across the website.**

We recommend for consistency that each Post and Page should
use the same styles for displaying headings and content
wherever possible.

Headings come in various sizes and weights. Use Headings 3,
4, 5 or 6 to create titles and sub-titles within your posts and
pages. Heading 1 is generally only used once on a page for the
purpose of SEO. Heading 2 is for post titles.

All text uses the default Paragraph style unless otherwise
specified.

This heading will change with the
selected styles.

**Click the Format drop down to select a
style for highlighted text.**

Paragraph

Format

▶ Paragraph

Address

Preformatted

Heading 1
Heading 2

CREATING A NEW PAGE - INSERT MEDIA

To **Upload/Insert** an image, video (not an externally hosted video like YouTube or Vimeo), Audio (MP3) or Media then you can click on the corresponding icon to upload or insert an item into your page.

Upload/Insert **Image**

Upload/Insert **Video**

Upload/Insert **Form** - do not use refer page 40

Upload/Insert **Other Media**

Upload/Insert **Audio**

For more specific instructions on Upload/Insert into a Page, please refer to Media section on page 18.

CREATING A NEW PAGE - MANAGING LINKS

Add new or existing links to your Page for more information or to support your writing.

To Add or Edit an existing link just highlight the link you want to edit and click on the **Chain** icon (Insert/Edit Link).

To Remove a link, just highlight the link and click on the **Broken Chain** icon (Unlink). This will remove the link.

To Add a link to a page, click on "Or link to existing content". Once you've found what you're after click on it and it will automatically be inserted into your the URL text area.

To add or edit your link, simply click on the URL in the URL text area and type in the link address. All URLs should begin with http:// but do not add the www to the URL unless required. Most URLs do not need the www.

Don't forget to give your Link a relevant Title, this is good for SEO and will display when the cursor hovers over the Link.

If the link goes to an external website, click "Open Link in a new window/tab". This will keep the visitors on your website and open the link in a new window/tab.

CREATING A NEW PAGE - ASSIGNING PAGE ATTRIBUTES

All new pages **must** be assigned a parent, template and order to be able to display correctly on the website. Use the **Page Attributes Panel** to specify these attributes for your Page.

Parent refers to which **Menu Item** of the navigation the Page will be assigned.

Please Note: You <u>cannot</u> assign new pages to sub-menu items.

Menu Item

Sub Menu Items

Order determines the hierarchy of listed pages in the navigation. The smaller the number the higher the ranking.

Explained over page

Template

Default Template

Default Template
Events Template2
GLM Land Type
Land Types
PDS Map
PDS State Map
Sitemap

Select the relevant **Page Template** from the dropdown menu.

e.g. If your Page is under the Parent of Land Types, select the Land Type Template.

CREATING A NEW PAGE - ASSIGNING AN IMAGE

Use the **Featured Image** Panel to select an image to feature with your Post.

Featured Image

Set featured image

Click on Set Featured Image to upload or to select an existing image already on the website.

Please Note: If you do not select a featured image, the page will display no images.

CREATING A NEW PAGE - SAVING AND PUBLISHING

Use the **Publish** Panel to make your Page live and listed on the website.

Publish

Save Draft   Preview

Status: **Draft** Edit

Visibility: **Public** Edit

Publish **immediately** Edit

Move to Trash   **Publish**

To save and continue working on your page at a future time without it listing on the website, click on Save Draft.

To preview your page on a live webpage to check how it will display, click Preview.

Know the status of your Page at a glance – Draft, Pending approval, Published.

Know the visibility of your Page at a glance – Public, Private, or password Protected.

Please Note: Password Protected will only show to those people who have been given the password.

Before Publishing, you have the option of setting a date for the page to become visible on the website.

To delete your page, click on Move to Trash.

To make your page live, click on Publish.

EDITING A PAGE

Select **Pages** from the Pages submenu in the **Admin Menu**.

To edit a Page, hover over the required Page and click on the Edit link.

Please Note: Quick Edit, is only recommended if you are only editing text within the Page.

EDITING A PAGE - CHANGING TEXT

Unlike creating a new page, when you edit a page all the fields are filled in.

To edit the Title of the page, place your cursor in the text field and begin typing your new title.

To edit the body text of the page, place your cursor in the text field and begin typing and deleting as required.

To edit or delete an image or media item within your Post, refer to page 20.

You can edit the Page's Permalink (URL), but for SEO reasons this is not recommended.

Northern Territory

Permalink: http://futurebeef.kingfisherhost.com/regions/northern-territory/ Edit View Page

Permalink: http://futurebeef.kingfisherhost.com/regions/ northern-territory / OK Cancel

To edit the Permalink, click the **Edit** button and type in your new post address.

Wordpress will do all the formatting for you: lowercase text, remove spacing, remove illegal characters etc.

Once complete click **Ok**.

EDITING A PAGE - REVISIONS AND ROLLBACK

If you've made changes to the Page but later realised the original content was better you'll see a list of all revisions made to the page under the **Revisions** Panel.

When reviewing a Revision, you will be given a full list of other copies of that Page and some options that allow you to **Restore** a previous version or to **Compare** two pages side by side.

Restoring your Page to a previous Revision will save the Page and display a message to show which revision has been reinstated.

If you choose to compare two pages side by side to see what changes have been made, WordPress will highlight any differences in the pages.

Once the Page is edited and updated, click on **Publish** to save it and a message should appear that reads **Page Updated**.

DELETING A PAGE

DELETING A PAGE - SINGLE PAGE

To **Delete** a single page, hover the mouse over the Page to be deleted and select **Trash** from the appearing menu.

This will not permanently delete the page but move it to the Trash Folder.

DELETING A PAGE - MULTIPLE PAGES

To **Delete** multiple Pages, tick the checkboxes next to each page to be deleted.

Select **Move to Trash** from the **Bulk Actions** drop down menu.

DELETING A PAGE - EMPTY THE TRASH FOLDER

To permanently delete items in the trash folder, use the following three steps.

1. Click on the **Trash** link at the top of the table.

3. From the **Bulk Actions** drop down, select **Delete Permanently**.

2. Select the checkboxes of items to be removed.

RESTORE A PAGE

To Restore an item/s from the Trash back to the site, follow Step 1 and 2, but on Step 3 select **Restore** from the **Bulk Actions** drop down.

Please Note: A single title can be emptied from the Trash Folder by hovering your cursor over the title and selecting **Delete Permanently**.

THE POSTS

Posts are the entries that display in reverse chronological order on your home page. In contrast to pages, posts usually have comments fields beneath them and are included in your site's RSS feed. Posts are the interactive content of the website. They are the writings, compositions, discussions, comments and news items that create the site. The News items on the FutureBeef website are Posts.

THE POSTS PANEL

In the **Admin Menu** select **Posts** by clicking either on the word Posts or the drop down arrow. This will expand to reveal a number of subheadings.

Note: News post images are not displayed unless the user clicks the title link to view the individual story.

On the **Posts** page, all previous posts will be displayed.

CREATING A NEW POST

To add a new post, click on the (A) **Add New** subheading on the expanded Posts menu OR click on the (B) **Add New** button to the right of the title.

This button is the **Kitchen Sink** icon. Click on it for more text formatting options.

WordPress uses a powerful user friendly WYSIWYG *(What You See Is What You Get)* Editor for creating **Posts** or **Pages**.

Everything within this editor is made to look and act like it would if it was in Microsoft Word.

Please Note: **For WYSIWYG Editor make sure the Visual tab is selected. (Use HTML view if selecting text to copy and paste.)**

Start by giving your post a name.

Type your text here.
Or to insert text from elsewhere, refer to next page.

CREATING A NEW POST - TEXT TOOLS

This is where you format the text of your Post.

Click on the **Kitchen Sink** for more options.

Chain icons -
refer to Managing
Links section p 6

Insert More Tag -
refer below.

Expanded view with Kitchen Sink open.

Format dropdown
- refer to Formatting
Text section below.

Changing text colour is
not recommended. Text
colours for this site are
embedded in the format
dropdown for a consistent,
professional look.

Remove formatting
from highlighted text.

Insert Custom Character - a selection of
alternative characters or glyphs. e.g ©, ⍉, ж, β . . .

Insert Text

To copy from a source other than Microsoft
Word click on the plain text icon. No formatting
will be brought across with the text.

Use the Clipboard with the Word icon to paste
the copy from Microsoft Word.

Please Note: You cannot insert images or other
forms of media from Microsoft Word. These
must be uploaded separately via the **Upload/
Insert** panel. (Refer Insert Media p 12)

Insert More Tag

Insert a **Read More** functionality into your Post using the **Insert More Tag**
Icon. This will add a link that says **More** into the editor. Only text above the
line will display on the Blog or News Items. The full article will display when
the **More** link is clicked.

**Click the Insert More Icon to add a
Read More link to your Post.**

CREATING A NEW POST - FORMATTING TEXT

A number of styles are preset into the Format drop down menu.
**Using these presets will maintain a consistent and
professional look across the website.**

We recommend for consistency that each Post and Page should
use the same styles for displaying headings and content wherever
possible.

Headings come in various sizes and weights. Use Headings 3, 4,
5 or 6 to create titles and sub-titles within your posts and pages.
Heading 1 is generally only used once on a page for the purpose
of Search Engine Optimisation (SEO). Heading 2 is for post titles.

All text uses the default Paragraph style unless otherwise
specified.

This heading will change with the
selected styles.

**Click the Format drop down to select a
style for highlighted text.**

Paragraph

Format

▸ Paragraph

Address

Preformatted

Heading 1

Heading 2

CREATING A NEW POST - INSERT MEDIA

To **Upload/Insert** an image, video (not an externally hosted video like YouTube or Vimeo), Audio (MP3) or Media then you can click on the corresponding icon to upload or insert an item into your post.

For more specific instructions on Upload/Insert into a Post, please refer to Media section on page 20.

Upload/Insert **Image**

Upload/Insert **Video**

Upload/Insert **Form** - Do not use refer page 40

Upload/Insert **Other Media**

Upload/Insert **Audio**

CREATING A NEW POST - MANAGING LINKS

Add new or existing links to your Post for more information or to support your writing.

To Add or Edit an existing link just highlight the link you want to edit and click on the **Chain** icon (Insert/Edit Link).

To Remove a link, just highlight the link and click on the **Broken Chain** icon (Unlink). This will remove the link.

To add or edit your link, simply click on the URL in the URL text area and type in the link address.

Insert/edit link

Enter the destination URL

URL http://

Title

☐ Open link in a new window/tab

Or link to existing content

Search

No search term specified. Showing recent items.

test   2011/04/19

Members   PAGE

Members Page 1   PAGE

To Add a link to a post, click on "Or link to existing content". Once you've found what you're after click on it and it will automatically be inserted into your the URL text area.

Don't forget to give your Link a relevant Title, this is good for SEO and will display when the cursor hovers over the Link.

If the link goes to an external website, click "Open Link in a new window/tab". This will keep the visitors on your website and open the link in a new window/tab.

CREATING A NEW POST - ASSIGNING CATEGORIES

All new posts **must** be assigned to a category to be able to display on the website. Use the **Categories Panel** to specify one or more categories for your Post.

Categories

All Categories | Most Used

☐ General
☐ What's new

Tick the required checkbox to specify the category.

CREATING A NEW POST - MANAGING DISPLAYED CONTENT

Use the **Featured Image** Panel to select an image to feature with your Post.

Featured Image

Set featured image

Click on Set featured image to upload or to select an existing image already on the website.

Please Note: If you do not select a featured image, the default will be your author photo. News Items do not have or require a featured image.

CREATING A NEW POST - SAVING AND PUBLISHING

Use the **Publish** Panel to make your Post live and listed on the website.

Publish

Save Draft   Preview

Status: **Draft** Edit

Visibility: **Public** Edit

Publish **immediately** Edit

Move to Trash   **Publish**

To save and continue working on your post at a future time without it listing on the website, click on Save Draft.

To preview your post on a live webpage to check how it will display, click Preview.

Know the status of your Post at a glance - Draft, Pending approval, Published.

Know the visibility of your Post at a glance - Public, Private, or password Protected.

Please Note: Password Protected will only show to those people who have been given access rights.

Before Publishing, you have the option of setting a date for the post to become visible on the website.

Delete your post, click on Move to Trash.

Make your post live, click on Publish.

EDITING A POST

Select **Posts** from the Posts submenu in the **Admin Menu**.

All (4) | Published (4)

	Title	Status	Author
☐	**Remaining profitable in a post flood economy** Edit	Quick Edit	Trash	View	Published	nichole
☐	**Nunc aliquam auctor leo ac scelerisque**	Published	nichole
☐	**Nunc aliquam auctor leo ac scelerisque**	Published	nichole
☐	**Nunc aliquam auctor leo ac scelerisque**	Published	nichole
☐	Title	Status	Author

To edit a Post, hover over the required Post and click on the Edit link.

Please Note: Quick Edit is only recommended if you are only editing attributes of the post (e.g. editing title).

EDITING A POST - CHANGING TEXT

Unlike creating a new post, when you edit a post all the fields are filled in.

To edit the Title of the post, place your cursor in the text field and begin typing your new title.

To edit the body text of the post, place your cursor in the text field and begin typing and deleting as required.

To edit or delete an image or media item within your Post, refer to page 20.

You can edit the Post's Permalink (URL), but for SEO reasons this is not recommended.

Remaining profitable in a post flood economy

Permalink: http://futurebeef.kingfisherhost.com/general/remaining-prof...-flood-economy/ Edit View Post Get Shortlink

Permalink: http://futurebeef.kingfisherhost.com/general/ remaining-profitable-in-a-post OK Cancel Get Shortlink

To edit the Permalink, click the **Edit** button and type in your new post address.

Wordpress will do all the formatting for you: lowercase text, remove spacing, remove illegal characters etc.

Once complete click **Ok**.

Clicking on the **Get Shortlink** button will provide a shortened version of the permalink. This shortlink can be used for emailing a link to the Post to others or for linking the Post to social networking sites such as *Twitter* and *Facebook*.

EDITING A POST - COMMENTS

You can view the comments to the post you're editing in the **Comments** Panel on the **Posts** page. This will only show the latest five comments to that particular post. To view more, use the **Comments** submenu on the **Admin Menu** Panel.

Comments

No comments yet.

EDITING A POST - REVISIONS AND ROLLBACK

If you've made changes to the Post but later realised the original content was better you'll see a list of all revisions made to the post under the **Revisions** Panel.

Revisions

19 April, 2011 @ 12:24 [Autosave] by Stuart
19 April, 2011 @ 10:53 by Stuart
19 April, 2011 @ 9:46 by Stuart
19 April, 2011 @ 9:44 by Stuart
19 April, 2011 @ 9:39 by Stuart

When reviewing a Revision, you will be given a full list of other copies of that Post and some options that allow you to **Restore** a previous version or to **Compare** two posts side by side.

Restoring your Post to a previous Revision will save the Post and display a message to show which revision has been reinstated.

If you choose to compare two posts side by side to see what changes have been made, WordPress will highlight any differences in the posts.

Edit Post

Post updated. View post

Once the Post is edited and updated, click on **Publish** to save it and a message should appear that reads **Post Updated**.

DELETING A POST

DELETING A POST - SINGLE POST

Title

☐ Title

☐ test

Edit | Quick Edit | Trash | View

To **Delete** a single post, hover the mouse over the Post to be deleted and select **Trash** from the appearing menu.

This will not permanently delete the post but move it to the **Trash Folder**.

DELETING A POST - MULTIPLE POSTS

All (5) | Published (5) | Trash (8)

✓ Bulk Actions
Edit
Move to Trash   Apply   Sho

☑ test

☑ Aliquam eu ornare sem

☑ Lorem ipsum dolor sit amet

☑ Tristique vel odio

☐ Pellentesque feugiat felis ac

☐ Title

To **Delete** multiple Posts, tick the checkboxes next to each post to be deleted.

Select **Move to Trash** from the **Bulk Actions** drop down menu.

DELETING A POST - EMPTY THE TRASH FOLDER

To permanently delete items in the trash folder, use the following three steps.

All (5) | Published (5) | **Trash** (8)

✓ Bulk Actions
Restore
Delete Permanently   Apply

☑ (no title)

☑ (no title)

☑ (no title)

3. From the **Bulk Actions** drop down, select **Delete Permanently**.

1. Click on the **Trash** link at the top of the table.

2. Select the checkboxes of items to be removed.

RESTORE A POST

To Restore an item/s from the Trash back to the site, follow Step 1 and 2, but on Step 3 select **Restore** from the **Bulk Actions** drop down.

Please Note: A single title can be emptied from the Trash Folder by hovering your cursor over the title and selecting **Delete Permanently**.

MANAGING CATEGORIES

Select **Categories** from the Posts submenu in the **Admin Menu**.

The website pulls **Categories** from the **Posts** section, and only shows posts within certain categories.

MANAGING CATEGORIES - ADD NEW CATEGORY

Please Note: All new categories will only display under the Parent Heading selected. Multiple Parent Headings cannot be chosen for a new category.

Give your new category a name.

Write a slug for your category.
(A URL friendly version of the name)

Select Parent category.

Write a description for the category.

Click Add New Category to save.

MANAGING CATEGORIES - EDIT OR DELETE A CATEGORY

To **Edit**, **Quick Edit** or **Delete** a Category, just hover over which Category you would like to work with and a sub-menu will appear.

Editing a Category is similar to creating a category (screenshot above), all the fields will be populated and simply place your cursor wherever you wish to edit.

MEDIA

UPLOAD OR INSERT MEDIA TO A POST OR PAGE

UPLOAD OR INSERT MEDIA - HOW TO UPLOAD / INSERT

The screenshots below show the process for upload of an image file to a **Post** or **Page**. Whether you choose image, video, audio or other media - the look and process is almost identical and will follow the same steps described here.

Upload/Insert   .... Upload/ Insert **Image**

.... Upload/ Insert **Video**

.... Upload/ Insert **Forms -** do not use refer page 40

.... Upload/ Insert **Other Media**

.... Upload/ Insert **Audio**

Select the type of media you wish to upload or insert into your Post or Page.

Add an Image

From Computer   From URL   Media Library

Add media files from your computer

Choose files to upload   [Select Files]   [Cancel Upload]

Maximum upload file size: 8MB

You are using the Flash upload/ Problems? Try the Browser uploader instead.

After a file has been uploaded ... can add titles and descriptions.

Use the tabs to select where the media is coming from - Computer hard drive, URL or Media Library.

- From computer - click on **Select Files** and the File Browser window will appear, just select the image from the hard drive.
- From **URL** - enter the address for the image.
- From **Media Library** - browse the library and select image.

Once you've chosen your image and it has uploaded to the server, the dialogue box will expand to provide further information for the image (or media)

UPLOAD OR INSERT MEDIA - DESCRIPTIONS

File name: read-more.png
File type: image/png
Upload date: April 19, 2011
Dimensions: 29 x 28

Edit Image

Title   * read more

Alternate Text
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Link URL   http://kingfisherhost.com/wp-content/uploads/2011/04/read-more.png
None   File URL   Post URL
Enter a link URL or click above for presets.

Alignment   ○ None ◉ Left ○ Center ○ Right
Size   ○ Thumbnail ○ Medium ○ Large ◉ Full Size (29 x 28)

Insert into Post   Use as featured image   Delete

Save all changes

Title - this is the text that displays when the cursor hovers over the image.

Alternate Text - displays while the image is loading or if the image can no longer be found.

Both Title and Alternate Text are required for good SEO.

Caption and **Description** are not used in a Blog Post (News) and can be left blank.

Link URL - insert an URL if you want to link the image to an internal or external page. Or link the image to itself to make it clickable to open in it's own window.*

Alignment - set the position of the image in relation to content.
Left - align to the left of the content.
Center - align in the centre of the content.
Right - align to the right of the content.
None - text will be below the image.

Insert Into Post - inserts the image into your post.

Use as featured image - Selects this image to be featured image on Blog Post.

Delete - Removes the image off the server and it will not display on any posts or pages it may have previously been on.

Size - choose from 4 different sizes for your image to display. If not specified, by default the system will choose the closest size match without exceeding the original size.
Thumbnail - 150 px wide x 150 px high (max).
Medium - 300 px wide x 300 px high (max).
Large - 700 px wide x 600 px high (max).
Full size - entire size of uploaded image.

The system will constrain your image if the size goes outside the specified height or width.

Please Note: **Selecting full size can break the layout and cause the page or post to be slow to load or fail to display properly. It is not recommended.**

Once all descriptions are done click on Save all changes.

When uploading Audio, Video or other types of media, click on the File URL button in the Link URL. This is so the file can be directly downloaded from the website.
Refer to Handy Hints p56 for an example.

*It is a misconception that the www is a required prefix on all web addresses. Adding the www to URLs that do not have them may cause your URL link to fail.
e.g. http://www.breedplan.une.edu.au/
       should be
       http://breedplan.une.edu.au/

HANDY HINTS

If your YouTube URL for linking is:

http://www.youtube.com/PmX6m98gD_Y

Add opening and closing square brackets around the URL to embed the video.

[http://www.youtube.com/PmX6m98gD_Y]

Remember to hit Enter/Return after your link so that additional content starts on a new line - separated from the URL.

To view the video click Preview in post or page to see if the video had been embedded properly.

EDITING MEDIA - IN A POST OR PAGE

From within the visual editor for your Post or Page, click on the image you wish to edit or delete. Two icons will appear - Edit Image and Delete Image.

Use **Edit Image** if you wish to make some edits to the existing image. e.g. size, alignment, title etc. This will open up an **Edit Image** tab and **Advanced Settings** tab.

To change to a different image, use **Delete Image** and then follow the instructions in the Media Section on page 18 to insert a new image into the Post.

This process will be similar for edits to inserted video, audio or other media types.

Almost all features in the **Edit Image** screen are the same as when you inserted an image. The main notable difference is the ability to change the size of the image inside the post in a visual editor.

If you need be specific about the image size, add a border, or change the Link Settings click on the **Advanced Settings** tab.

THE MEDIA LIBRARY

THE MEDIA LIBRARY - UPLOAD NEW MEDIA

The screenshots below show the process for upload of a media file to the Media Library. Whether you choose image, video, audio or other media (pdf, ppt, docs etc) - the look and process is almost identical and will follow the same steps described here.

Choose Media from the Admin Menu.

Select Add New from the drop down.

Click on Select Files.

An Upload window will appear. Browse your computer for the file you wish to upload.

Unlike uploading media via **Posts** or **Pages**, the **Media** section has fewer options and requirements when uploading to the site.

Title - this is the text that displays when the cursor hovers over the image.

Alternate Text - displays while the image is loading or if the image can no longer be found.

Both Title and Alternate Text are required for good SEO.

Once all descriptions are done click on Save all changes.

THE MEDIA LIBRARY - EDIT MEDIA

Please Note: Editing Media is for images only. Editing within the site can not happen for audio, movies or other media.

Posts

Media

Library

Add New

Links

Pages

Comments

Events

Choose Media from the Admin Menu.

Select Library from the drop down.

Media Library Add New

All (716) | Images (120) | Unattached (327)

Bulk Actions ▾ Apply Show all dates ▾ Filter

File

NLIS recording equipment
JPG

Weaners feeding from trough
JPG

Weaners feeding from trough (Z)
JPG

Weaners feeding from trough
JPG

Hover your cursor over the image you wish to Edit. Select **Edit** from the menu that appears to the right of the image.

Edit the text that appears with the image or select the **Edit Image** button to make basic changes to the image: cropping, rotating, flipping and resizing.

Edit Media

Update Media

File name: community.jpg

File type: image/jpeg

Upload date: March 30, 2011

Dimensions: 120 × 80

Edit Image

Title * community363233

Alternate Text
Alt text for the image, e.g. "The Mona Lisa"

Caption

Description

Crop image

Rotate 90° counter-clockwise

Rotate 90° clockwise

Flip vertically

Flip horizontally

Undo edit

Redo edit

Scale Image

Image Crop (help)

Aspect ratio: [ ] : [ ]

Selection:

Cancel Save

Once all edits are complete click on **Save to keep the changes.**

THE MEDIA LIBRARY - THE CROP TOOL

Select the Tool. We have chosen the **Crop Tool**.

Drag the cursor over the image to begin cropping the image. To finish cropping, select the **Crop Tool** again.

Please Note: **Once cropped and saved, this cannot be undone.**

THE MEDIA LIBRARY - THE SCALE TOOL

To decrease the size of an image, click on the **Scale Image** button. Add in the dimensions for the new image size, then click on **Scale**. Try to keep the new dimensions proportionate to the old dimensions to prevent the image distorting. (e.g. If you downsize the image height by 30% - do the same to the width).

Upscaling the size of the images is never recommended as they can blur or pixelate. This gives an unprofessional look to the site.

Scale Image

You can proportionally scale the original image. For b may become fuzzy.

Original dimensions 120×80

120 × 80   **Scale**

THE MEDIA LIBRARY - DELETE MEDIA

NLIS recording equipment
JPG

Edit | Delete Permanently | View

Hover your cursor over the Media you wish to delete. Select **Delete Permanently** from the menu that appears to the right of image.

THE MEDIA LIBRARY - REPLACE MEDIA

To replace a media file, open the edit media page by clicking on the media file name. Choose the **Upload a new file** option.

Replace media   Upload a new file

To replace the current file, click the link and upload a replacement.

Replace Media Upload

NOTE: You are about to replace the media file "FB-Certificate-Aug12.pdf"

Choose a file to upload from your computer

[   ] Browse...

Select media replacement type:

○ Just replace the file

Note: This option requires you to upload a file of the same type (application no matter what the file you upload is called.

◉ Replace the file, use new file name and update all links

Note: If you check this option, the name and type of the file you are about t to point to the new file name.

Upload Cancel

Click the **Browse** button to choose a replacement file to upload (use a filename numbering or date system for version control).

Select the **use new file name and update all links** option to avoid browser caching problems.

EVENTS

The **Events Manager** in Wordpress is a fully featured plug-in that allows the listing of events, locations, calendars and bookings.

Please Note: For the purpose of this Event plug-in, Events organised and run by FutureBeef are referred to as Internal events. Events organised and run by other entities or businesses are referred to as External events.

THE EVENTS PANEL

In the **Admin Menu** select **Events** to display the submenu and manage and create your events.

Events

- Events — Overview of events
- Add New — Add new event
- Event Status — Add, edit or delete an Event Status type
- Event States — Add, edit or delete a State
- Locations — Add, edit or delete locations
- Bookings — Add, edit or delete bookings for events

OVERVIEW OF EVENTS

Sort by Date, Status or State by using one of the dropdown menus. Click **Filter** to apply your choice.

Shows the events current status.

Event   Add New

All (30) | Published (19) | Drafts (11) | Trash (2)

Bulk Actions ▾ (Apply)   Show all dates ▾   Show All Event Status ▾   Show All Event States ▾   (Filter)

	Events	Event Date	Event Status	Bookings
☐	**Webinar: Weaner management in northern beef herds** - Draft	20/04/2012		External bookings
☐	**BusinessEDGE: Katherine**	22/05/2012		External bookings
☐	**BusinessEGDE: Cloncurry**	01/05/2012	Current	External bookings
☐	**BusinessEDGE: Clermont**	18/04/2012	Current	External bookings

Bulk Actions allow for a process to be applied to multiple events in one go.

Click **Apply** after selecting from the drop down menu.

Click Event Date to order your events chronologically.

Displays bookings as Internal (includes number of bookings) or External (third party event).

CREATING A NEW EVENT

Events

Events
Add New
Event Status
Event States
Locations
Bookings

Click on **Add New** from the **Events** menu in the **Admin Panel** or from next to the title on the Events Overview screen.

Add New Event

Enter title here

Add a Title for the Event.

Upload/Insert

Paragraph

Path: p
Word count: 0

WordPress uses a powerful user friendly WYSIWYG *(What You See Is What You Get)* Editor for adding content and images. This is the same as the editor used for creating **Posts** or **Pages**.

Please Note: **For WYSIWYG Editor make sure the Visual tab is selected.**

Use the **Event Information Panel** to set the **Dates** and **Times** for the Event.

Event Information

Start Date:
format: dd/mm/yyyy

End Date:
format: dd/mm/yyyy

Start Time:

End Time:

Select the Start and End date from the drop out calendar

April 2012

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Select the start and end time from the drop out clock in 24 hr time.

Hour						Minute		
AM	0	1	2	3	4	5	00	05	10
	6	7	8	9	10	11	15	20	25
PM	12	13	14	15	16	17	30	35	40
	18	19	20	21	22	23	45	50	55

Please Note: **For multi-day events with different times, a new event will need to be created for each day.**

Use the **Ticket Information Panel** to set the **Name, Number** and **Price** for Internal Events. Price can be left blank for FREE events.

Ticket Information

☑ Allow for tickets?

FYI: When creating an event, this value can't be 0, as it makes the system won't display the booking form at all.

Ticket name: Breeder management ey Amount of tickets: 200   Tickets per booking: 0   Price: $ (if free event, leave blank)

Note: if you 'Allow for Tickets' to be booked to an event, and don't put a value in Tickets per booking other than 0, the booking form will not display on the event page. The event creator must put in the amount of tickets per booking (the values for the $ per ticket can be left blank).

Use the **Event Location Panel** to set where the Event will take place. **Select** an existing location from the database or **create** a new entry.

Event Location

Select a location	-- Please Select --
Or create a new one	
Location Name	
Phone Number	
Street Address 1	
Street Address 2	
Town/City	
State	
Postcode	

Please Note: When creating a new location entry, all fields are mandatory except for Street Address 2.

Please Note: For the location to display correctly in Google maps, it must have a street number. Check with local councils for community hall details.

Use the **Event Administration Panel** to set the Organiser and Notifications for the Event.

Event Administration

Event Organiser: -- Please select --

Event Notification: ☐ Email ☐ SMS

Set the Event Organiser - ALL bookings and enquiries related to the event will be emailed directly the organiser.

Please Note: Event organiser needs to be member of 'staff special' group or their capabilities will need to be updated to include 'Edit Events'.

Set the type of notification used to remind the subscribers/attendees for the event. Choose one or both types. Emails are sent 3 days prior to the event and SMS are sent 24 hours prior to the event.

Please Note: Notifications are only active for Internal events.

Set the status in the **Event Status Panel**.

Event Status

Event Status | Most Used

☐ Current
☐ Previous events

When creating the event, tick **Current** in the Event Status Box. The system will default to Previous if left blank.

Set the State in the **Event States Panel**.

Event States

Event States | Most Used

☐ NT
☐ QLD
☐ WA

Use the **Event Publish Panel** to save and/or publish the Event..

Publish

Save Draft   Preview

Status: Draft Edit

Visibility: Public Edit

Publish Immediately Edit

Move to Trash   Publish

If you haven't finished with putting all the event information in click on Save Draft.

Click on Publish when all information is ready to display.

EVENT LOCATIONS

EVENT LOCATIONS - ADDING, EDITING AND DELETING

Events

Events
Add New
Event Status
Event States
Locations
Bookings

Select **Locations** from the expanded **Events** menu in the **Admin Panel**.

Please Note: You can select 'To be advised' if the venue is still to be confirmed.

Locations Add New

Bulk Actions ▾ Apply ▾

Name
☐ Allora Showgrounds
☐ Alpha Golf Club
☐ Allora Showgrounds View in Google maps | Edit location
☐ Arid Zone Research Institute

To create a new location, click on Add New in the **Locations** Panel. This will display a Add New Location form for completion which is explained in the next screenshot.

To **Delete** a location, tick the box/es at the start of the Location/s name. From the **Bulk Actions** dropdown, select Delete and then click **Apply.**

To **Edit** hover over the Location name to reveal the submenu. Choose **Edit Locations** to make changes to the location details. Click on **View in Google Maps** to open a new window and see how the location looks on Google Maps.

Add New Location

Location name:

Phone number

Street address 1:

Street address 2:

Town/City:

State:

Postcode:

Additional information

Save Location

Give your location a name

Add a phone number for the venue / location if you wish attendees to be able to contact the location directly.

All address fields, except Street Address 2, are mandatory to successfully add the new location.

This field can be utilised for extra information important to the location. e.g. Room number, specific parking area, instructions for place to check-in . . .

Once all details are complete, click on **Save Location** to save all entered details.

EVENT BOOKINGS

EVENT BOOKINGS - CREATE A NEW BOOKING

Events

Events
Add New
Event Status
Event States
Locations
Bookings

Select **Bookings** from the expanded **Events** menu in the **Admin Panel**.

To create a new Booking, click on Add New in the **Bookings** Panel. This will display a Add New Booking form for completion which is explained in the next screenshot.

Bookings Add New

Pending bookings

	Event Name	Booking ID	Business	Names	Phone	Email Address
☑	Test Event	GLMNW00033	Shields Family	1. Stuart 2. Andrew 3. Paul 4. Cameron 5. Robert		stuart@kingfishercreative.com.au

Events with bookings enabled

	Event Name	Bookings no.	Start date	End date
☐	Test Event	0 / 500	28/04/2012	28/04/2012

Events happening today

-- No events being held today --

Past Events with bookings enabled

-- No previous events --

Allows user to view event bookings from past event.

Allows user to view bookings for events for occuring today.

Allows user to view all current events with bookings enabled.

All bookings and their details that are pending confirmation from the Event Organiser.

Add New Booking

ADD NEW BOOKING FORM PART A

Event: -- Please select --

Select the Event the booking relates to.

Name(s):
1.
2.
3.
4.
5.

Up to 5 people can be included in a single booking.

Business name:

Enter a Business name or Surname to be associated with the booking.

Address:

Phone Number:

Enter contact details for the booking.

Mobile:

Fax:

Email:

ADD NEW BOOKING FORM PART B

Dietary needs:

Enter information about any dietary requirements.

Special needs:

Other information which requires to be noted for the booking.

Notify me by: ☐ Email ☐ SMS

Select either Email, SMS or both as the preferred method for communication or notifications about the event or booking.

Payment Received? Awaiting payment ▾

Payment Received must be selected for any FREE event/s. **For paid events, the organiser must wait for the payment to be processed before changing to Payment Received.**

Status Pending ▾

All bookings will default to Pending until the booking is confirmed by the Event Organiser.

Save Bookings

Note: many of the ticketing and event admin fields won't be saved unless the event is then published. Merely using *Save draft* won't work.

Once all details are complete, click on **Save Bookings** to save all entered details.

EVENT BOOKINGS - EDITING A BOOKING

Event Name	Booking ID
☐ Test Event	GLMNW00033
View event I Edit event I View all bookings	Edit booking

When saved, each booking will be assigned a **Booking ID Number** which is generated as a code by the system. This booking number can NOT be edited but is used to identify individual bookings for tracking, viewing, editing and confirmation.

In the first Bookings Panel, hover over the Event name to reveal the submenu. From the submenu, Select **View all Bookings** to display bookings associated with that Event. This is explained further over page.

To edit a booking (most commonly to change a Status or Payment Pending), hover over the relevant Booking ID number to reveal the submenu. Select **Edit Booking** to make changes. **Don't forget to click the Save Booking button when finished to save the changes.**

EVENT BOOKINGS - VIEWING AND MANAGING BOOKINGS

Events

Events
Add New
Event Status
Event States
Locations
Bookings

Select **Bookings** from the expanded **Events** menu in the **Admin Panel**.

Event Name	Booking ID
Test Event	GLMNW00033
View event I Edit event I View all bookings	Edit booking

In the Bookings Panel, hover over relevant Event name to reveal the submenu. From the submenu, Select **View all Bookings** to display bookings associated with that Event.

View event bookings for Test Event   Add New   Export CSV

Confirmed bookings

Booking ID	Business	Names
GLMNW00033	Shields Family	1. Stuart 2. Andrew 3. Paul 4. Cameron 5. Robert

Pending bookings

No pending bookings

All bookings that are yet to be confirmed or that are cancelled will display under Pending.

All confirmed bookings for the Event will be displayed. Hover over the Booking ID Number to reveal the submenu and edit the booking.

The name of the Event selected will be viewable in the top title.

To export the bookings for the selected Event, click on **Export CSV** to generate a CSV report.

Please Note: CSV files are viewable in Excel for PC and Numbers for Mac.

FutureBeef eBulletins

Wordpress   0   .

MailChimp training manual for FutureBeef eBulletins.

YouTube video embedding

PDS SETTINGS

PDS Settings

Select **PDS Settings** from the Admin Panel.

All PDS listings will display on the map after being saved. Use this feature after saving new listings to check the location is correct.

Add new PDS listing

Town or shire.

Largest town in the PDS area.

State

URL link to PDS information.

PDS: Major Town: State: -- Please Select -- ▾ Website: Remove

submit

Click on Remove to delete a particular line.

Click on **Submit** to save the entry

EDITING A LISTING

PDS Settings

Select **PDS Settings** from the Admin Panel.

PDS: Kingaroy	Major Town: Kingaroy	State: QLD	Website: http://www.mla.com.au/R	Remove
PDS: Murga lands (Bolton)	Major Town: Bolton	State: QLD	Website: http://www.mla.com.au/R	Remove
PDS: Central Queensland (Bo-	Major Town: Boela	State: QLD	Website: http://www.mla.com.au/R	Remove
PDS: Charters Towers/Burdekin	Major Town: Charters Towers	State: QLD	Website: http://www.mla.co...	Remove
PDS: Jimbour	Major Town: Jimbour	State: QLD	Website: http://www.mla.com.au/R	Remove
PDS: Roma, Wallumbilla, Mitch	Major Town: Roma	State: QLD	Website: http://www.mla.com.au/R	Remove
PDS: Alice Springs	Major Town: Alice Springs	State: NT	Website: http://www.mla.com.au/R	Remove
PDS: Fitzroy	Major Town: Fitzroy	State: WA	Website: http://www.mla.com.au/R	Remove
PDS: Broome	Major Town: Broome	State: WA	Website: http://www.mla.com.au/R	Remove
PDS: Larrawa Station	Major Town: Fitzroy Crossing	State: WA	Website: http://www.futurebeef.cor	Remove

Edit previous PDS listings by selecting the entry, changing information within the fields.

Click on **Submit** to save your changes.

CONTACT FORMS

CREATING A NEW FORM

Select **Contact** from the Admin Panel.

Use the default language (English)

Add New

Or

(select language) ▾ | Add New

A lightbox panel will appear on your screen. Select **Add New** from under the default language (English).

Untitled

Save

Click on the text "Untitled" and type a name for the new form. Click on **Enter** to save the form.

Copy this code and paste it into your post, page or text widget content.
[contact-form-7 id="7567" title="Test form"]

After saving, a line of code for the form will be generated.

This code allows the form to added to the particular page or section it is to appear on.

Edit your form to add fields and functionalities to the form, then **copy** this line of code and **paste** directly into the site content where the form is to appear.

To add fields, select the field type from the **Generate Tag** dropdown menu.

Generate Tag ▾

Text field
Email field
Text area
Drop-down menu
Checkboxes
Radio buttons
Acceptance
Quiz
CAPTCHA
File upload
Submit button

Text field

☐ Required field?
Name
text-754

id (optional)   class (optional)

size (optional)   maxlength (optional)

Akismet (optional)
☐ This field requires author's name
☐ This field requires author's URL
Default value (optional)

☐ Use this text as watermark?

Copy this code and paste it into the form left.
[text text-754]

And, put this code into the Mail fields below.
⬇ [text-754]

Once a field type is selected (example shows Text Field) more information will need to be specified.

Set the parameters for your field by choosing options for required field, name, ID, class, etc. Options can be left blank.

Copy the text that generates in the brown line and paste into the **Form html box** (shown over).

Copy the text that generates in the green line and paste into the **Message Body** (shown over).

Form

```
<p>Your Name (required)<br />
   [text* your-name] </p>

<p>Your Email (required)<br />
   [email* your-email] </p>

<p>Subject<br />
   [text your-subject] </p>
<p>
Some field<br />
[text text-754]
</p>
<p>Your Message<br />
   [textarea your-message] </p>

<p>[submit "Send"]</p>
```

The **Form html box** displays all the underlying code for the form.

Add the code from the brown box (created as on previous page) to this Form html box. Place a **<p>** tag at the start of the line of code and a **</p>** at the end of the code to have each section of the form start on a new line.

There will be a line of code to copy and paste for each field added to the form.

Message body:

```
From: [your-name] <[your-email]>
Subject: [your-subject]

Message Body:
[your-message]

[text-754]
```

The **Message Body** contains the information sent by email for the form that is created.

Add the code from the green box (created as on previous page) to this Message Body.

There will be a line of code to copy and paste for each field added to the form.

Mail

To:

info@futurebeef.com.au

From:

[your-name] <[your-email]>

Use the **Mail box** to designate which email address the collected form information will be sent to.

EDITING A FORM

Contact Form 7

Contact form 1 | Custom Event Submission | **Test form**   Add New

To edit a form, click on the name of the form from the sub list (highlighted example is "test form").

Add new fields in the same way as when the form was created.

Delete a field from the form by removing the field code from the **Form html box** and from the **Message Body Box**.

BROKEN LINKS

The Broken Links plugin will check for broken links every 72 hours.

Select **Broken Links** from **Tools** in the Admin Panel.

Broken Links (3)

Broken (3) | Redirects (93) | All (2020)   Note: Ignore any error that starts with 50*

Broken: Lists how many links are broken. Generally these links will display a 404 page.

Redirects: Lists how links on external websites are redirected to a different URL.

All: Shows all links available on the site.

To **Edit or Repair** a broken link, hover over the link to reveal the submenu and choose edit, unlink or not broken.

http://www.qld.gov.au/emergency
Edit URL | Unlink | Not broken

Update the link by clicking on Edit URL and entering the new link.
Note: Click on the Update URL button to save the change.

Unlink: Removes the link from the text if it no longer exists.

Not broken: Reinstate the link as correct and change the status to Not Broken.

Double check the current link by clicking on the link title.

Broken links identified by the system will be given a code which displays in the Status. e.g. 404 Not Found.

Although there are several number codes that can be generated, the **404 code** is the most important. A 404 code refers to a dead link - meaning the URL is incorrect or the page has been removed and the link is no longer reachable. For these, select **Edit URL** and enter a new link to be added to the text or select **Unlink** to remove the link permanently.

A **503 code** means the script couldn't find the page at the time of activation. This may be because the other site was undergoing maintenance or a temporary disruption took place. These links can be reinstated by selecting **Not broken**.

SETTINGS

USERS - ADDING A NEW USER

Select **Add New** on the Users sub-menu in the Admin Panel.

Add New User

Create a brand new user and add it to this site.

Username *(required)*

Username: Please set the new user's email address as their username.

E-mail *(required)*

Email: Enter email address for new user.

First Name

Last Name

Website

Password: Set a password of choice. For good security, it is recommended that all passwords contain a mix of both uppercase, lowercase, numerals and symbols.

Password *(twice, required)*

Strength indicator   *Hint: The passwd,*

Send Password?   ☐ Send this password to the new user by email.

Send Password: Tick the box to send an email to the new user containing their username and password details for logging in.

Role   Subscriber ▾

Role: The system defaults to the Role being set as Subscriber. Use the dropdown menu to assign a different role (explained below).

Add New User

Select **Add New User** when user details are complete.

ROLES OVERVIEW:

Public Site

Subscriber: Make comments, book for events, receive newsletters.

Administrator: Permission for everything.

Author: Write posts, pages and newsletters but not publish. (submit for review by an Editor or Admin).

Contributor: Write posts and newsletters but not publish (submit for review by an Editor or Admin).

Editor: Write, edit, delete and publish posts, pages and newsletters.

Event Organisers: For non-editor and non-administrators who need access to administrate events.

Staff Intranet

X General Staff: One each for Qld, NT, WA and MLA. Gives access to forums, wiki and staff resources.

X Special Staff: One each for Qld, NT, WA and MLA. Gives same access as general staff but with additional permissions to add, delete and edit posts and pages on the main website.

USERS – EDITING AND DELETING

Select **All Users** on the Users sub-menu in the Admin Panel.

Filter the User List by Role

Search User database

Use the Bulk Actions drop down menu to apply changes to multiple users in one step.

Use the Change Role drop down menu to apply changes to multiple users in one step.

Column headings that appear in blue can be selected to reorder the listed users by that header type. All users can be selected by checking the box at the start of the headers.

alcoota@bigpond.com
Edit | Delete | Capabilities

Hover over the username of individuals to display the submenu. Choose **Edit**, **Delete** or **Capabilities** to make changes to the user.

Change capabilities for user **alcoota@bigpond.com**

Make sure the box for Show capabilities in human readable form is checked.

Change the Role of the User.

Add capabilities to this user:

Check the boxes of individual capabilities you want to give the user.

Note: Any capability that is ticked and greyed out is specific to the Role assigned to the User. These can only be edited by changing the Groups Capabilties in the User Role Editor but this will change that capability to the entire user group.

Click the Update button to save any changes made.

MENUS

MENUS - ADDING AND EDITING

Select **Menus** on the Appearance sub menu in the Admin Panel.

One menus or navigation bar is currently available on the site – Main (at the top of the page with a second level appearing as drop downs). Choose the Main tab to edit Menu text.

Note: **DO NOT** click on Delete Menu, as it will remove the entire menu from the website.

To create a custom menu item (a link to an external website or page), use the **Custom Links** panel on the left side.

Note: When adding the URL, the http:// must be included at the start, or the link will fail and go to a 404 error page.

Keep the Label for your Menu Item short so as to not break the menu formatting.

Click **Add to Menu** to save the link information.

To add a link in the menu directly to a page on the website, use the **Pages** panel on the left hand side.

Select the page or pages to be displayed and click on the **Add to Menu** button.

To rearrange the menu order, simply click on the menu item and drag it to its new position.

To create a second level menu item, click and drag the item to the right. To make the item a top level item, click and drag to the left.

Note: The website only supports a two tier menu structure in Main menu.

Click on the **Save Menu** button to save all changes made to the menu.

STAFF INTRANET

The Staff Intranet is a sub-site of the public website.

STAFF INTRANET – ADDING AND EDITING A USER

Note: User must already have registered via the public website.

Please note: When adding a user to a subsite, do not use the Search Users function, as it will be limited to that particular website.

When selecting users, only select the users on the page currently viewed, and apply changes. Repeat the steps on each users page.

Navigate to the subsite by the **My Sites** drop down menu in the Tool bar.

Select **Users** in the Admin Panel.

Select **Entire Network** in the Users Overview page.

Select **Add New** at the top of the page.

Enter email address (existing user).

Select role (e.g. Qld staff general).

Check the 'Add the user without sending them a confirmation email' box and click **Add Existing User**.

To edit or delete the role of a user on the subsite, hover over the name to reveal the submenu.

If deleting several users, tick the box at the start of each name and use the **Bulk Actions Menu**.

Test the User role you assigned to any user by selecting "Switch To". This will automatically log the user in for testing the privileges are correct.

To switch back, click on the Switch back to link line in the Admin area of WordPress.

USER ROLES

USER ROLES - ADDING AND EDITING CAPABILITIES

Select **User Role Editor** from the Users drop down menu in the Admin Panel.

User Role Editor

Select Role and change its capabilities list

Select Role: WA staff special

☐ Apply to All Sites

☑ Show capabilities in human readable form
☐ Show deprecated capabilities

Select the Role type for editing.

Edits by default will only apply to the current site or subsite. Check the box to apply across all sites.

Make sure the box for Show capabilities in human readable form is checked.

Check the boxes of capabilities that are to apply to the Role. Uncheck boxes for capabilities that are not to apply to the role.

Note: Capabilities are specific. Select each that is to be applied. e.g Edit posts does not also give the ability to publish posts.

Click the Update button to save any changes made.

Add New Role

Name:

Make copy of: None

Add

Scroll down the bottom of the User Role Editor page for more options including:

Add New Role; Default Role; Delete Role; New Capability (requires WP scripting knowledge); and Delete Capability.

To check numbers of capabilities assigned to a role or number of users assigned to a role, select **Roles** from the Users drop down menu in the Admin Panel.

Number of Users assigned to the Role group.

Number of capabilities assigned to the Role group.

FORUMS

forums.futurebeef.com.au

Visit forums via the link on the Intranet website or by typing **http://forums.futurebeef.com.au** into the address bar.

Logging in is required for access to the Forums.

FutureBeef   Dashboard   Discussions   Activity   Inbox   stuart   Log out

Select Dashboard to enter the forum admin area.	Select Discussions to view all discussions in the forum.	Select Activity to list your Forum history.	Select Inbox to view and send Messages.	Select your name to access your forum profile.

The Forum Dashboard Page

Forum Admin Panel	Forum statistics appear in the What's the Buzz? section.	View which users have been recently active on the Forums.	Recent news available for discussion.	Return to the Intranet website.

MESSAGES

Appearance

▸ Homepage
Banner
Themes
Messages

To convey a message to forum users, select **Messages** from the Appearance drop down menu in the Forum Admin Panel.

Manage Messages

Messages can appear anywhere in your application, ar re-organize your messages by dragging them up or d

Add Message

Select **Add Message** from the Manage Messages Box.

Add Message

Page
All Pages

Position
Above Main Content

Message

Appearance
○ Information ○ Warning ○ Panel Box
☐ Allow users to dismiss this message
☐ Enable this message

Save

Page: Select the section of the forum that the Message is to appear on.

Position: Select from the dropdown options, the position the Message will appear in.

Message: Enter the text of the message.

Appearance: Select how the message will appear to the users.

Allow users to dismiss this message: Check this box if users are able to close the message.

Enable this message: Check the box to enable the message to be viewed. Return and uncheck the box when the message is finished and can be disabled. Unlike deleting, this retains the message to display again at a later date if needed.

Click **Save** when changes are complete.

Example of a Message on a Forum

To subscribe to a particular topic, please click on the "star" icon next to the topic's name. To unsubscribe click the "star" icon again.

USERS

Please Note: User accounts and registrations cannot be created directly in the forum. New users must be added via the main FutureBeef website.

Users
Users
Roles & Permissions
Registration
Authentication
jsConnect

To change the role of a User, select **Users** from the Users drop down menu in the Forum Admin Panel.

Username	Email	Roles	First Visit	Last Visit	Last IP	Options
John James	john.james@daff.qld.gov.au	Administrator	June 6	June 14		Edit Delete
sbshields	sbshields@gmail.com	Member	June 6	June 6		Edit Delete
stuart	stuart@kingfishercreative.com.au	Administrator	June 6	12:18PM	124.186.161.45	Edit

Select the **Delete** button to remove the user from the forum only.

Select the **Edit** button next to the user's name to change their Role.

Edit User

Username
John James

Email
john.james@daff.qld.gov.au

☐ Email visible to other users

☐ Banned

Roles
Check all roles that apply to this user:
☐ test role
☐ Guest
☐ Applicant
☐ Member
☐ Moderator

Roles give different types of capabilities to users and can be used to give access to particular forums that others cannot view.

By default a registered user will be assigned the role of a Member.

Moderators have access to monitor the forum, make sure it runs correctly, and to address issues or concerns that users may have.

Password Options

Reset Password

☐ Reset password and send email notification to user

Save

Please Note: If you need to change a User password do it in WordPress on the main website. Changing the user password in the forums area will not change it across all FutureBeef websites.

Click on **Save** to update changes made.

USERS - ADDING A ROLE

Users
Users
Roles & Permissions
Registration
Authentication
jsConnect

To add, edit or delete a Role, click on **Roles & Permissions**.

Every user in your site is assigned to at least one role. Roles are us

[Add Role]

Role	Description
Guest [Edit]	Guests can only view content. Anyone browsing th
Applicant [Edit]	Users who have applied for membership, but have

Click **Add Role** to create a new Role.

Add Role

Role Name

[   ]

Description

[   ]

Give the new Role a name and description.

Check all permissions that apply to this role:

Garden	Add	Allow	Approve	Delete	Edit	Manage	View
Activity				☑			☑
AdvancedNotifications		☐					
Applicants						☐	
Applications						☐	
Email						☐	
Messages						☐	
Moderation						☐	
Plugins						☐	
Profiles					☑		☑
Registration						☐	
Roles						☐	
Routes						☐	
Settings						☐	☐
SignIn		☑					
Themes						☐	
Users	☐			☐	☐	☐	

Select which permissions will apply to the new Role.

A generic role like "QLD staff general" would have permissions for – Activity: View, Profiles: Edit, View and SignIn: Allow.

Conversations	Manage
Moderation	☐

A moderation permission can also be applied to the Role allowing those Users to look after conversations (discussions) within the forum.

Vanilla	Manage
Categories	☐
Settings	☐
Spam	☐

Vanilla is the name of the forum and these settings affect the admin area of the forum. As the forum isn't for public use, they are not needed for User groups.

Default Category Permissions	Add	Announce	Close	Delete	Edit	Sink	View
Comments	☑			☐	☐		
Discussions	☑	☐	☐	☐	☐	☐	☐

Assign particular permissions to each Category for the Role.

e.g. QLD general staff would have: Add and View

[Save]

Click **Save** to update settings with the new Role.

USERS – EDITING AND DELETING A ROLE

Users

Users
Roles & Permissions
Registration
Authentication
jsConnect

To add, edit or delete a Role, click on **Roles & Permissions**.

Role

Guest
Edit

Applicant
Edit

Member
Edit Delete

Moderator
Edit Delete

Administrator
Edit Delete

Confirm Email
Edit Delete

Some Roles cannot be deleted (Guest and Applicant) as they are base Roles for the system. We recommend not deleting any Roles.

To **Edit** a Role, click the Edit button next to the relevant Role and follow the instructions as per Adding a Role.

To **Delete** a Role (not recommended), click the Delete button next to the relevant Role. The following lightbox will appear.

Delete Role

Heads Up! Deleting a role can result in users not having access to the application.

0 user(s) will be affected by this action.

Choose a role that orphaned users will be assigned to:

Replacement Role

Delete

Replacement Role: Select an alternative Role to be assigned to Users still listed under the Role to be deleted.

Click the **Delete** button to remove the Role.

ADD A CATEGORY

Forum Settings

▸ Categories
Flood Control
Advanced

Select **Categories** from the Forum Settings dropdown menu in the Forum Admin Panel.

Manage Categories

Categories are used to help organize discussions. Drag & drop the categories to sort and nest them.

Add Category Layers and Categories

Category Page Layout   View Page

Configure how nested categories are displayed to users.

Place nested categories in a comma-delimited list when they are more than 2 levels deep

☐ Display root categories as headings.

☐ Do not display the categories in the side panel.

Save

Organize Categories

General
https://forums.futurebeef.com.au/xxxxxx/categories/general
General discussions

Need More Help?
• Managing Categories

Did You Know?
• You can make your categories page your homepage here.
• Make sure you click View Page to see what your categories page looks like after saving.
• Drag and drop the categories below to sort and nest them.

Click **Add Category** to create a new Category.

DO NOT change or add to this section, as it has been pre-setup for the FutureBeef forum.

Add Category

Categories allow you to organize your discussions.

Category

Category Url http://forums.futurebeef.com.au/vanilla/category/ / edit

Description

☐ This category has custom permissions.

Save

Give the new Category a name and description.

Tick "This category has custom permissions" to give the new Category different permissions.

Member	Add	Announce	Close	Delete	Edit	Sink	View
Comments	☑						
Discussions	☑	☐	☐	☐	☐	☐	☑

Moderator	Add	Announce	Close	Delete	Edit	Sink	View
Comments	☑			☐	☐		
Discussions	☑	☐	☐	☐	☐	☐	☑

Administrator	Add	Announce	Close	Delete	Edit	Sink	View
Comments	☑			☐	☐		
Discussions	☑	☐	☐	☐	☐	☐	☑

Select which Roles will or will not have access to the new Category.

Roles that do not have any boxes ticked will not have access to the Category.

Save

Click **Save** to save the new Category and settings.

GLOSSARY

GLOSSARY

BLOG
A website on which an individual or group of users record opinions, information etc. on a regular basis

BOUNCE
A bounce refers to a bounced email address (also called hard bounce). It means the email returned to the server that it was sent from. Generally indicates the email address is nonexistent or incorrect.

DASHBOARD
The Dashboard tells you about recent activity both at your site and in the WordPress community at large and provides access to updating WordPress, plugins, and themes.

LINK ROT
A URL that has become permanently unavailable

MEDIA
Relates to images (support types: gif, png, jpeg), videos (support types: mp4, mov, aiv, mpeg etc.), audio (support types: mp3, wav) and text based documents (support types: doc, docx, xls, xlsx, ppt, pptx, pdf, txt)

NEWS ITEM
An article that is News related

PAGE
Where information about a particular topic or subject is kept

PERMALINK
A permalink (permanent link), is a URL that points to a specific blog or forum entry after it has passed from the front page to the archives. Because a permalink remains unchanged indefinitely, it is less susceptible to link rot

PINGBACK
Is an automatic Trackback

PINGS
Where a website is notified of another website's update

POST
An article of recorded opinions, information, etc. The news items on the FutureBeef website are posts

SCREEN REAL ESTATE
Is the viewable area on the screen, generally cut into 4 rows with the top 2 rows being of highest priority

SEO
SEO (Search Engine Optimisation) is a technique that helps search engines find and rank your site accordingly

TRACKBACK
A link that "tracks" back to another blog

URL
URL (Uniform (or universal) resource locator), the address of a World Wide Web page

WYSIWYG
WYSIWYG (What You See Is What You Get) is a visual editor like Word that allows people to visually see what they are writing and how it will display

USEFUL LINKS

BLOGGING

Using titles effectively on blogs - http://www.problogger.net/archives/2006/02/19/using-titles-effectively-on-blogs/

Post length - How long should a post length be? - http://www.problogger.net/archives/2006/02/18/post-length-how-long-should-a-blog-post-be/

Writing good content - http://www.problogger.net/archives/2006/02/18/writing-good-content/

PAGES

How to write great website content - http://blogcritics.org/culture/article/how-to-write-great-website-content/

FORUM

WordPress forum support - wordpress.org/support

EMAIL FORWARDING

FORWARDING

FutureBeef emails are managed through Google. Use the relevant FutureBeef email address text in the Gmail search bar in the following format:

to:(info@futurebeef.com.au)

Click on the dropdown arrow on the right hand side (left of the search bar).

Leave everything as it is on this screen

Click on **Create filter with this search**.

Tick the **Forward it to** option, and in the dropdown box, select the new recipient's email address.

Click create filter.

To test, send an email to info@futurebeef.com.au

Notes