

Adding Posts to the Shed website (Part 2)

Introduction

This is the second document that explains how to go about creating new articles for the Pentlands Men's Shed website. Part 1 describes how to create simple posts: this part goes a step further and explains how to edit posts that you have already created, and starts to explore slightly more complex ideas.

Reminder

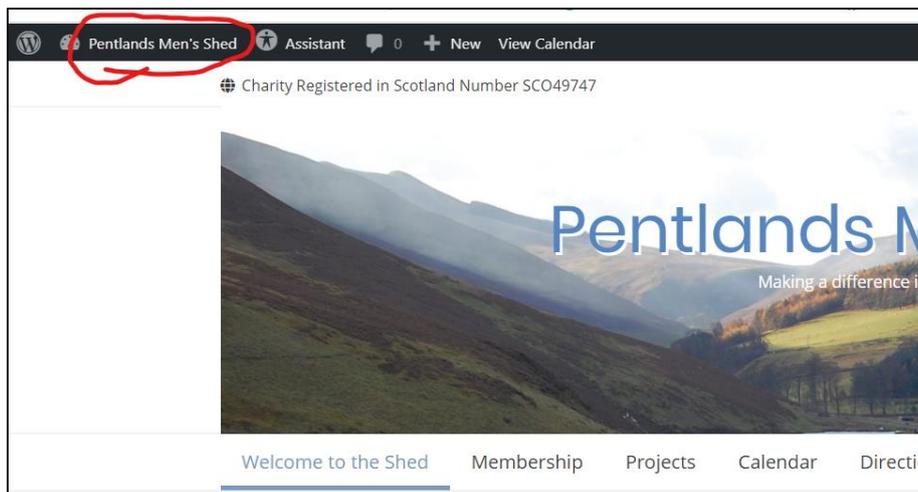
As standard, members of the Shed are able to read content on the website but not add to it. However if you want to be able to post articles onto the site you can be made a "Contributor" which will allow you to create new posts or update posts that you have previously created. To be made a "Contributor" please contact the site administrator (Iain Millar at the time of writing) by email or using the "Contact Us" page on the website, asking for this to be set up for you.

If you have any difficulties or if you need any help, please contact the site administrators using the "Contact Us" page on the website. Please also contact us if you require any media (documents, photos, audio content or video content) to be uploaded onto the site, as this cannot be done by "Contributors". Other levels (Authors, Editors) can, however, add more if required.

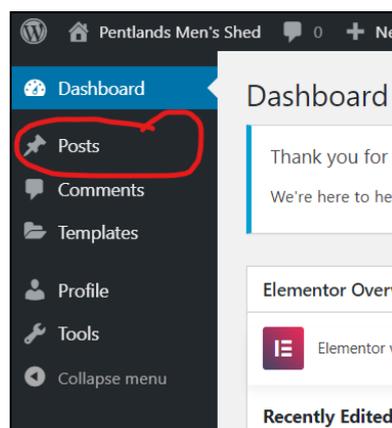
Editing your posts

If you have saved a post and want to edit it again, that's straightforward.

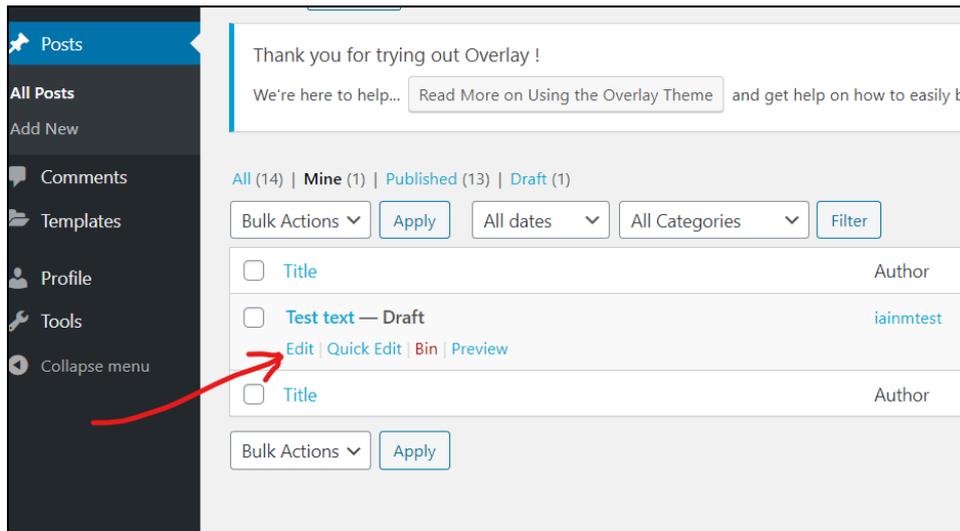
- Click on the "Pentlands Men's Shed" entry on the top black bar (in red in the screenshot below).



- This will bring up a new menu like the one below: select "Posts" (outlined in Red) then "All Posts", which will bring up a list of any of the posts that you have created.



- Then point to the entry you want (there is only one in the example below)
- This will offer the option to edit the post – see below.

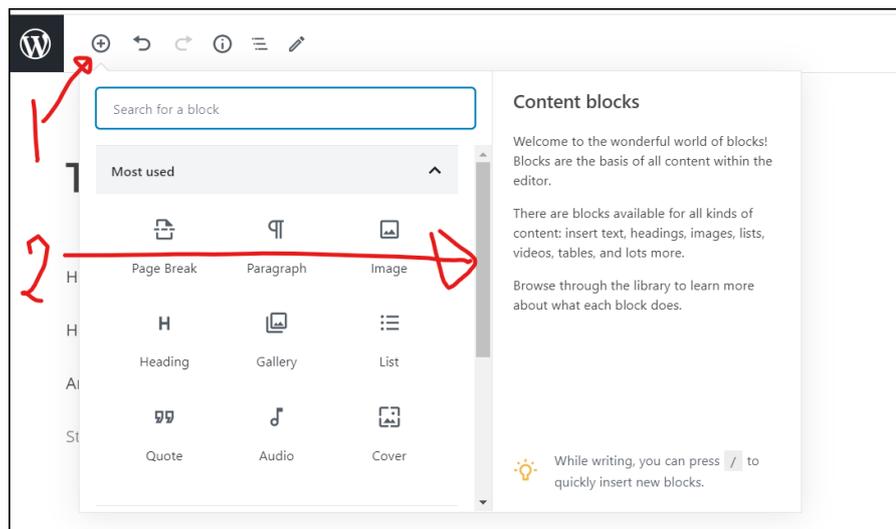


- Once you select “Edit”, you can carry on editing the post, then submit it again for publication.

Adding other content or layout

WordPress uses the concept of “blocks” that define how the content looks on screen. To add content that is different in format from your current content, you must select the appropriate “Block” type:

- Click on the “+” at the top of the page (1 in the following screenshot) then scroll down through the list of available styles (2 in the screenshot).
- Using this approach, you can add a variety of content such as headings, lists, buttons to link to external content, and a lot more.

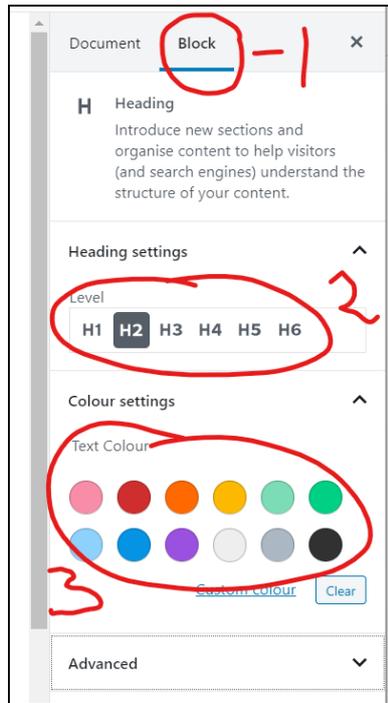


- As a contributor, you can't add pictures, audio or video to be stored on the site – although you can add links to external content such as YouTube videos.

Some types of block allow you to change how they look or behave. For example, for headings, you can change the “level” of heading (which changes the font size) and the text colour. Do this as follows:

- Select the “Block” option in the right hand panel (see 1 below);
- Change the settings that you want to - in this case, the heading “Level” and the text colour (2 and 3 in the example below).
- Note that the options vary according to the type of block.

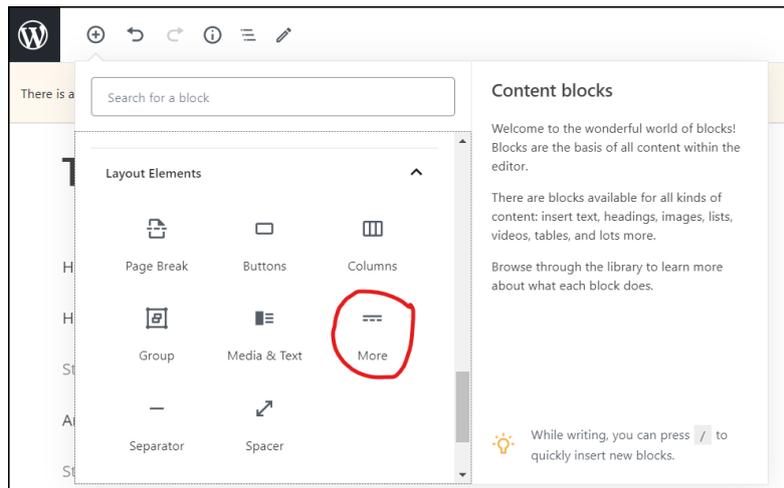
- Please do not add or change anything within the “Advanced” option.



Restricting posts to be seen by members only

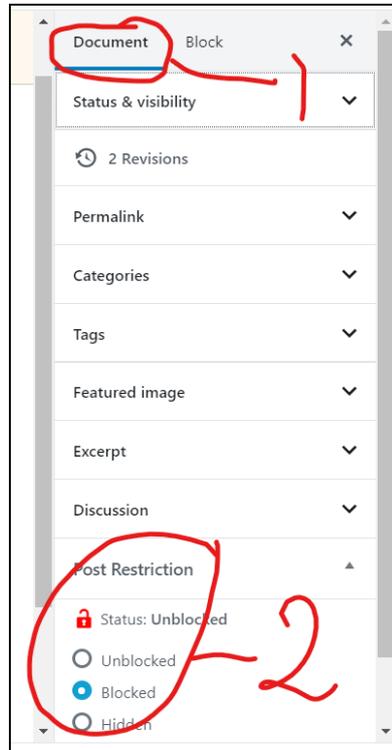
If you want to restrict some or all of your content so that it can only be seen by Shed members, you must do the following:

- Insert a “More” block before the content that you want to restrict (you may have to scroll to “Layout Elements” within the block types to find this – see below. Anything above the “More” block will be visible to anyone.



- Then mark the post as “Blocked” by
 - Selecting the “Document” option in the right hand menu bar (see 1 below)

- Marking the post as “Blocked” within the “Post Restriction” section (see 2 below)



- The site administrator can help if you need assistance around restricting content. In general, we suggest that content should be restricted to Shed members if it refers to people by name, includes photos of identifiable people, or contains any sensitive information about the Shed, its management, or its finances.

Other comments

- The site also uses an editor called “Elementor” which you are welcome to use, but its use is more complex than is practical to illustrate in this document. If you want to use this, feel free to do so, but be prepared to need help at first until you gain some experience in its use.
- Contributors can create content, however any posts by a contributor will be moderated by the site administrator before it is published. If you want to have Contributor rights, or Editor or Author rights, this can be set up. Each level of authority has different abilities within the site, and best practice would suggest that people should have “Least Viable Access” to minimise the risk of doing damage to the site.

Iain Millar
18 May 2020