

Chichester Camera Club Webpage

Rev 2. 25 November 2015

Wordpress user guidelines

Getting logged in

To find Chichester Camera Club Wordpress Club Google Chichester Camera Club and you will end up on Wordpress on <http://chichestercameraclub.org.uk>.

Go to bottom of left column to log in.

Log in details have been sent to you by Jeff, if lost just ask again.

Introduction, generalities

The updating, information will be decentralized and done by the group leaders and officers in the Management Committee and any others who have roles and require to inform members.

The website is really a Blog with Pages, Posts and Events/Calendar in addition to a Gallery and Membership section. There is also a newsletter function. The Pages are the tabs on the top of the page. The posts are below these.

To support the blog Posts and Pages there is a media section where all the images or documents in the blogs have been stored after downloading.

Membership levels, Standard, Life, Committee and Helper are the way of making Posts, Pages or Events visible to a selection of the membership as decided by the editor. When none of these levels boxes ticked the item is visible to any visitor to webpage.

Making new Post or Page or adding Event

One can edit an existing Page or Post by ticking edit pencil at bottom of page assuming you have the right to do so by the membership level you have. At present only a few have level of Standard and Standard can edit.

To edit a page or post is similar to Word and copy, paste from external documents or writing directly is quite easy.

To insert image or PDF document just go to insert media function and you are given choice, select download files or use existing media, and put into page. PDF document is shown as link on page and when link activated brings up document in media catalogue.

Check access on “Require membership Category”

There are preview and publish buttons. When published can be updated again.

Events added get dates and times from pull down buttons like booking train tickets and locations chosen by choosing from already saved locations or by making new ones. Here you can choose if Google map is shown on display. Also type of event needs to be ticked.

External links can be pasted in and when viewer goes to *view more*, link can be activated for example Richard Curtis Blog.

After the AGM don hesitate to have a go.

As a tool to help each other we have chosen Mikogo, <https://www.mikogo.com> as a tool to communicate, share screens like Skype but better. Can also have voice communication.

Getting a free account allows us to have on line meetings and problem solving sessions remotely.

Don't hesitate to contact me if you have any problems and please update this guideline as you learn more.

Jan Davis 25th May 2015

Update Jeff Owen 25th November 2015