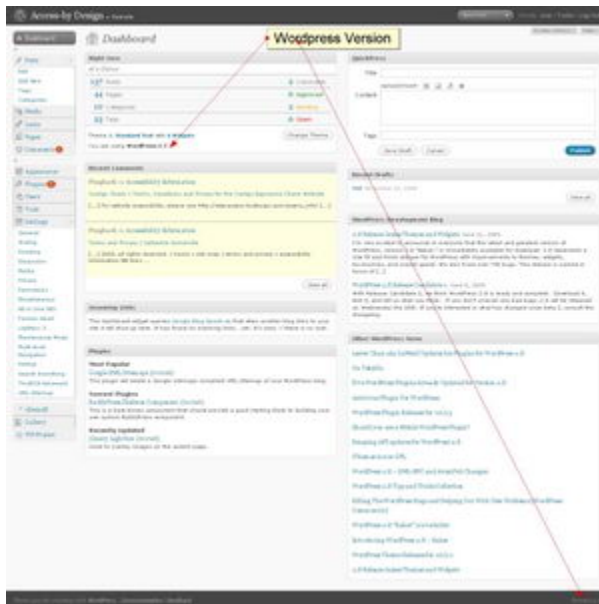


# access-bydesign

Help documents for clients whose sites are managed using Wordpress 2.7 / 2.8

How do I find out what version of Wordpress I am using?

The version of Wordpress will be shown either on the bottom of the page or on the "dashboard" (the page you enter when you log-in) in the "back end" of your website.





## Your website will probably be made up of:

- 2 areas that you cannot edit at the top and bottom of your webpages called the Header and Footer.
- 2 areas that you can control and add to which are called the Sidebar and the Content.
- The Content area holds the main information on each webpage.
- The Sidebar area holds the 'navigation' or 'buttons' and will appear on every webpage in your website.
- Alternatively, you may have a drop-down menu that runs along the top of each page that holds the 'navigation' or 'buttons'.

The image shows a screenshot of a website with several callout boxes pointing to different sections:

- This is the uneditable header area:** Points to the top navigation bar containing links like Home, About Us, Portfolio, Our Services, Your Website, Contact Us, Accessibility Information, and News.
- This is the editable sidebar area:** Points to the right-hand column containing sections like Portfolio, Display Options, Archives, and AbilityNet.
- This is the editable main content area:** Points to the central text area with the heading "Welcome to Access-by design, creating websites YOU control..." and a list of services.
- This is the uneditable footer area:** Points to the bottom of the page, including the text "Access - By Design - we design your website, you run it your way..." and a copyright notice.

The website content includes a navigation menu, a main heading, a list of services, a sidebar with various links and social media icons, and a footer with contact information and a copyright notice.

## Logging into your website

### ***Glossary***

To get the most from this information you will need to understand the following terms...

- **Upload** - Copying a file on your computer and putting it on an internet space
- **Login** - Enter a restricted area via a username and/or password
- **Username** - A specific name for entering a restricted area
- **Password** - A specific name for entering a restricted area
- **Control Panel** - The “Back End” of your website – like the storeroom of a shop
- **URL** - The web address of a webpage such as <http://www.access-bydesign.com>

### Logging in to your website

When we have finished the site design and have added the main content, we will then give you your own username and password to login to the Control Panel so that you can start running your website. This “back end” is where you will manage your website.

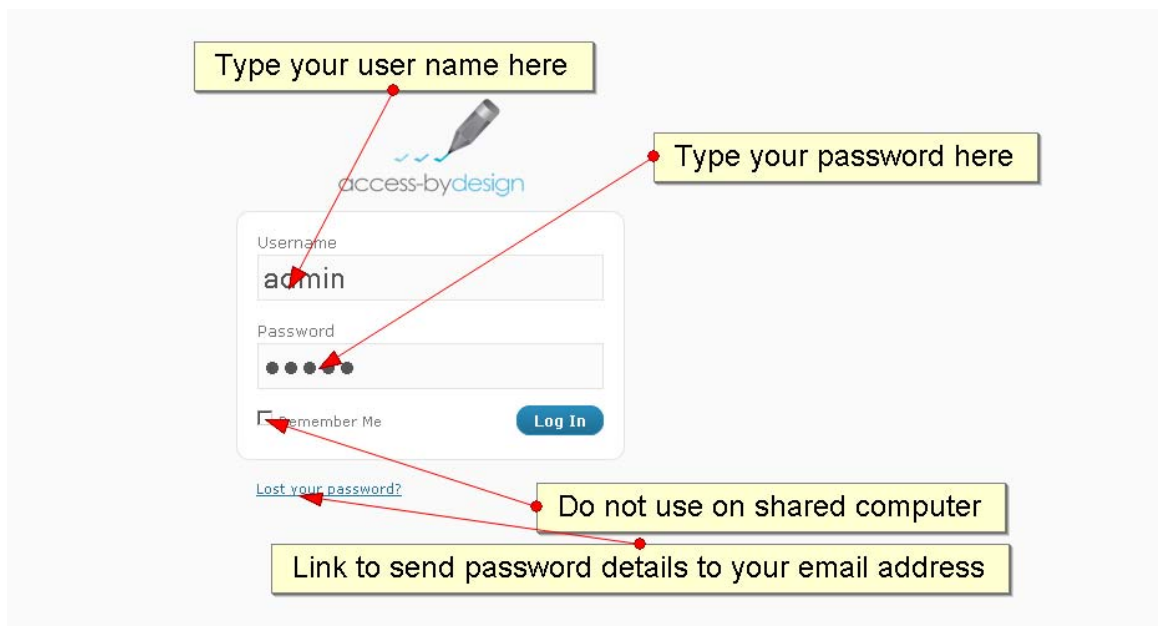
- **You do not need any special software – just an active internet connection**

The “back end” allows you to add content to your site without compromising the professional and accessible design you paid us for!

### How to log-in

Some websites that have multiple authors and contributors will have been given a “log-in” button. This is usually located at the bottom of each page. If so, please ignore the first three points below and select the log-in button instead.

- Open your browser and type in your web address in full e.g. <http://www.mysite.com>
- Please add the following to the end of your web address `/wp/wp-admin` (e.g. <http://www.mysite.com/wp/wp-admin>)
- Press choose enter (or Go) on your browser
- You will see a “log in” box on your screen.
- When you can see the ‘log in’ box please enter your username and password details that we have given you. If you are in a public internet café or wireless area – try to make sure that your username or password is not observed.
- If you have forgotten the username and password we set up for you, a link underneath the log-in box will send your details to your email address.



Remember: you can change your password at anytime- please contact us for help.

### **A WORRY: Where is my log-in page??**

If you cannot see the log-in page, or you see a 404 (missing) page or any other message that says the log-in page cannot be found, please check the following:

- That you have not got a “typo” in your URL address. The most common are;
  - commas instead of full stops (e.g. mysite,com),
  - spaces in the URL (e.g. my site.com)
  - back-to-front letters (e.g. mystie.com)
- You may also want to check that;
  - You have a live internet connection...?
  - That your domain has been activated...?
  - That you are typing the address in the browser address bar not into Google...?
  - Still having problems? Contact us for help.

**TIP: The “back-ends” of ALL content management systems are not fully compatible with the Mac browser, Safari. Safari users must use Mozilla Firefox to run their websites. We have also found that some new versions of I.E. 7 have started to have some small issues. We hope these will be rectified in the next Internet Explorer update.**

## Using the “Back End”

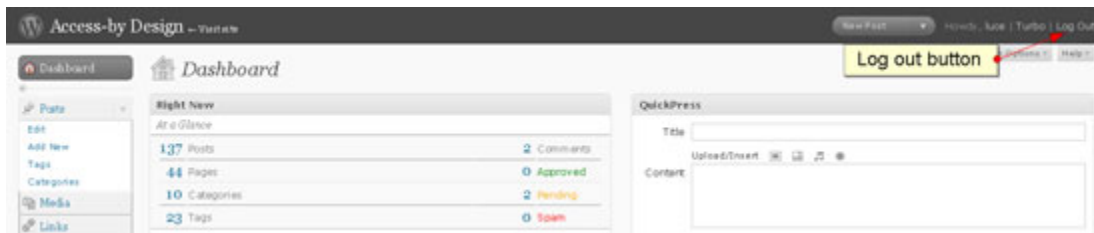
When you have successfully logged in, you will be in the “dashboard” area of your site.

**Important! Always remember to choose ‘Sign Out’ in the top, right-hand corner of the screen if you leave your desk or finish your working session!!**

Some of our sites have had pages –even whole sites deleted when users have left their control panel open and unattended. Children particularly can do an incredible amount of deleting in a very small space of time! This is particularly important if you are using an internet café – you do not want the next customer making changes to your website! Also, Internet Explorer remembers if you did not log out and will take anybody who uses your computer to your open control panel without requiring a password or username!

**Keep your site safe – Log Out!**

If you do forget to log out and your site gets accidentally damaged or pages deleted, all Access - by Design websites are backed up nightly, weekly and monthly, so websites will be able to be restored *to a certain degree*. However, any pages that have been written after the site has been backed up were created “dynamically” and not stored offline (as in old html pages). Once they have been deleted, they will have to be recreated and any links to them adjusted. We have limited access to ensure that as few accidents as possible happen, but please play safe by logging out.



## All those buttons!

Do not worry about most of the options that you see on your control panel. Most of our clients will only ever need three areas - the rest are simply some of the many functions and options available when and if you develop your website.

In your training session you will be taught how to use all the areas you need to get started and all you need for the day-to-day running of your site – then you can come back to us as you gain confidence to learn some more!

We will have also restricted what you can and cannot use, so that you will only be able to change and add specific things to your website. This gives you (and us!) the security and freedom to know that even though mistakes can happen, it will never result in anything too serious!

The main areas you will use are 'Write' and 'Manage' and "Gallery". Please see information on adding content to find our more...

# About Pages and Posts

## About Pages

- Pages are the main areas of your website and will be created for you by Access - by Design.
- Generally, they will include your core web pages such as;
  - 'Home Page',
  - 'About Us',
  - 'Contact Us' etc.
- You will be able to edit Pages we have created for you and add your own Pages yourself.
- Pages will appear in the content area and the titles of the Pages will automatically be added to the Sidebar or "drop-down" menu.



- You can change the order of how Pages appear in the Sidebar or "drop-down" menu.
- Once pages are deleted their content is lost (unless restored to a backed up version of your website - contact us for help). To add content to a page, please see the 'Adding content - Pages'.



## Do you need to create a Page or a Post?

**The most common mistake people when adding information to their websites is to make is to create a Post instead of a Page (and then wonder why they cannot see it in the website menu.)**

Please always check that you are creating the kind of text you really want! To help you decide....

- Is the information you want to add a core area of your website?
- Do you want the link to this information to appear in the main navigation area of your website?
- Do you want to use one of the pre-designed templates we have given you (e.g. to show a random image or full page without a sidebar)?
- Do you want to create sub-page to an existing page?

**If you answered yes to any of the above, it sounds like you need to create a page please continue to Step 2 below. If you answered no to any of the above please continue below**

- Is the information an Event or News (e.g. meeting dates announcements)?
- Is the information an item or a regular update (e.g. a newsletter)?
- Does the item fit a specific category that could be added to and archived (e.g. a 'blog')
- Is the information part of / related to other information in the same Category?
- Do you not want it to appear individually as part of your main navigation (but perhaps in a separate area or as part of a group or category of information)
- Is the information date or time sensitive (e.g. a meeting)?
- 

**If you answered yes to any of the above it sound like you require a Post. Please read the next guide "Adding Content - Posts"**

## Pages

### ***Glossary***

To get the most from this information you will need to understand the following terms...

- **Cache** - Temporary files of web pages stored by your browser
- **Formatting** - The look or layout of your text
- **URL** - web address of a page or site
- **Blog - web-log (blog)** – online diary
- **Permalink** - permanent name for a webpage
- **Slug** - The words that are generated by the page title to become the URL (web name) of the page. E.g. the slug “about us” will be generated to [www.mywebsite.com/about-us/](http://www.mywebsite.com/about-us/). The ‘slug’ can be changed by adding a new ‘slug’ in the box as shown below.

### **The Golden Rules**

NEVER DELETE PAGES WITHOUT CONTACTING US FIRST!!!  
NEVER DELETE PAGES WITHOUT CONTACTING US FIRST!!!  
NEVER DELETE PAGES WITHOUT CONTACTING US FIRST!!!

Pages are the main content of your website. **You cannot retrieve pages when you have deleted them.** Links to that page from other pages on your website cannot be updated. Even if you replaced the page with an identical version the page number would be different and so the site would not work properly.

So, DO NOT DELETE PAGES  
(please!!!!!!)

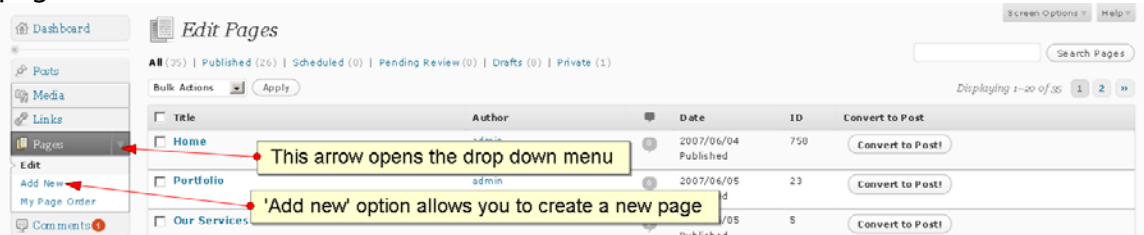
You CAN replace the entire content of a page by editing it (see instructions below) or “hide” a page but just don’t delete it...

(Pretty please!)

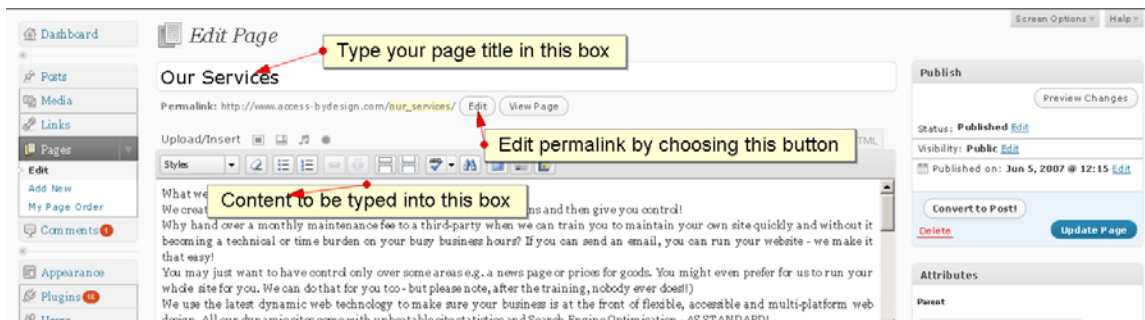
(Actually, we have set up most websites so you can’t delete a page anyway but better safe than sorry!)

## How to create your first Page

- Select and Open the Pages menu
- Choose "Add New" (or "Edit", if managing a previously created page)



- Choose a Title for your page. This is both a heading and the name that will appear in the website menu and will also dictate the page URL – so keep it short and simple.
  - If the title has to be long, please change the permalink. To change a Permalink: Above the text box (only when saved) you will see the page "permalink". You can change your page URL by selecting the 'change permalinks' button next to it. This would normally be generated by the page title but after saving you can type a specific name for the page here.



## Add the Content

Add content to your pages just as you would write an email, by writing directly in the text box. You have been given a range of styles and feature to add formatting to your pages but remember, most is controlled by the original design.

When you have written the content of your page, please choose;

- **“Save Draft”** to save and continue editing (Your page won't be seen until you select 'publish')
- **“Publish”** (if it is a new page) to publish your page “live” to the website, Once published, this option will disappear.
- **Update Page** to save new additions to a page that has been saved already.



**Remember you are “live” editing – if you ‘publish’ your page before you have finished your work - viewers will be able to see the page.**



**TIP: During writing use “Save Draft” button to save your page. This is equivalent to saving when you are working on other software – remember all computers crash now and again. Save often!**

## Pasting from Microsoft Word

Do **NOT** paste text straight in from Microsoft Word. This will cause severe problems with your website as well as making it inaccessible to users. (Problems include your text being invisible to anyone using Internet Explorer!)

To paste in from a Word document there are two options:

- paste into html view and insert any formatting in visual mode afterwards.



- Alternatively select the 'paste as plain text' button on the toolbar.



Then paste in your Word Document in the box provided by pressing Control and V simultaneously. Insert any formatting in visual mode afterwards.

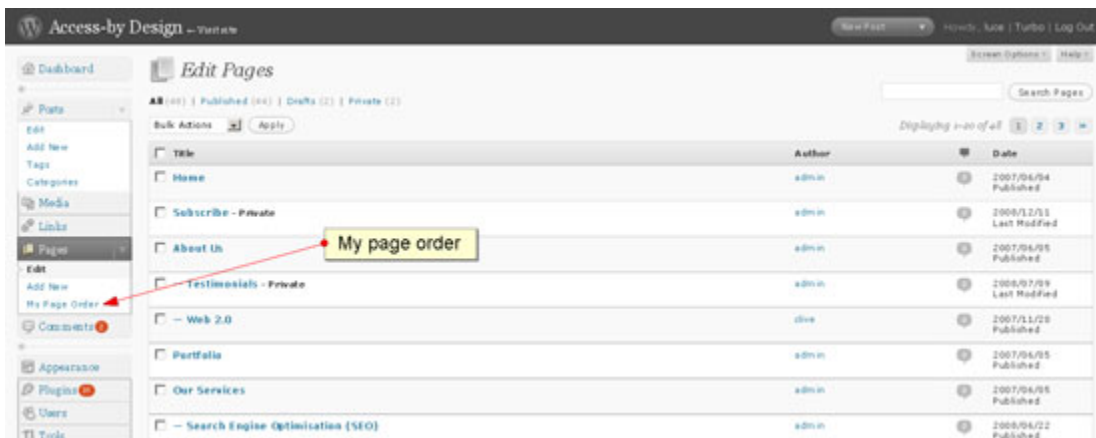


## Managing your Pages

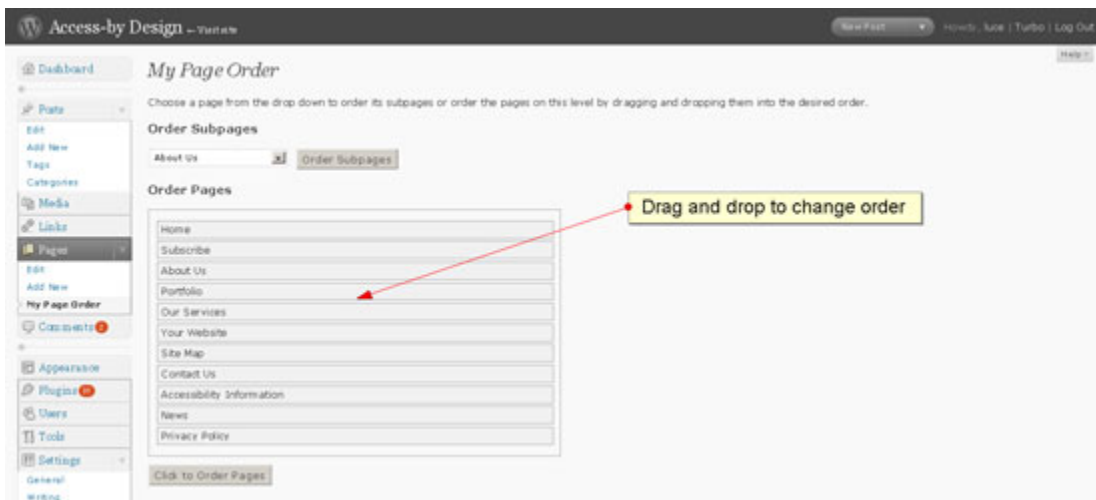
To manage the existing pages on your website simply choose Page>Edit and remember to save your changes.

## Using “My Page Order” to organize the pages on your website

- Choose “Pages”
- Select “My Page Order” from the submenu



- Drag and Drop Pages into the required page order.



- Choose “Click To Order Pages” to finish
- Order subpages by using the Subpages option.

**Press F5 or refresh to see the new order on your website.**

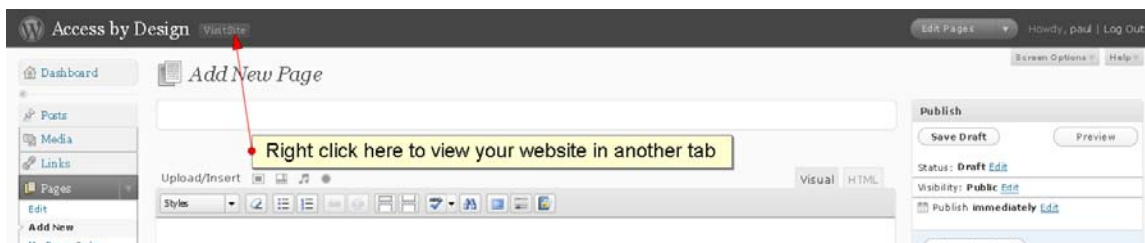
## Preview Your Page

You can preview your page at any time by:

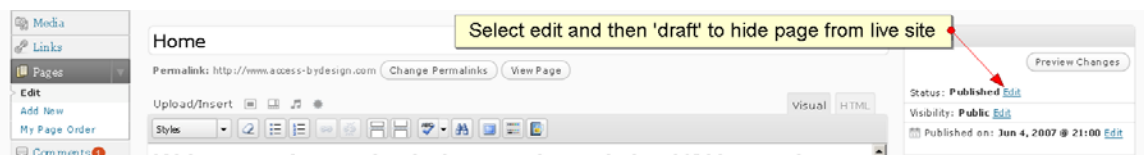
- Editing a page and choosing “View” (if published) above the title box or “Preview” (if unpublished) on the right of the page.

However, we recommend that you open your whole website in a new tab by right clicking (Ctrl+click on a Mac) on “View site >>” from the top of the Control Panel and choosing “Open link in new tab”. This allows you to check your amendments without having to constantly reopen pages.

Remember to always press F5 on your keyboard or “refresh” to see changes on a page that is already open.



- If you have published your page and are worried about visitors seeing your page before you are ready - just add the words ‘Page Under Construction’ on the top of your page until you are happy it is just right. However, if you have published by accident you can change it back to draft at any time by change the status of the page.

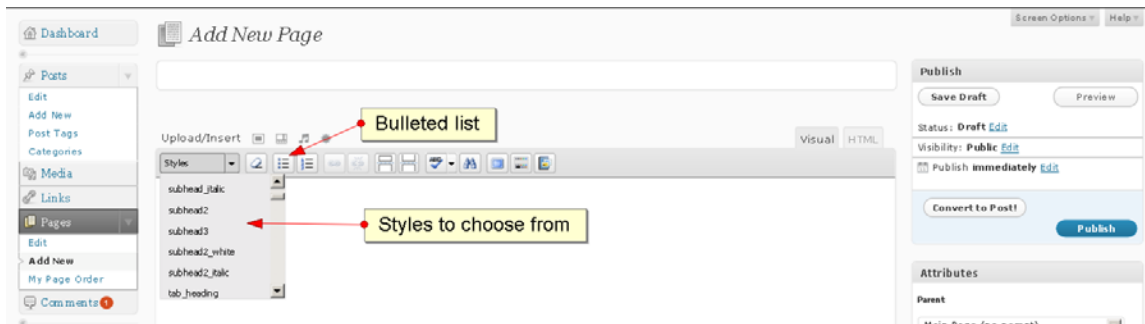


- For bigger changes use “maintenance mode” – contact us for help (if this was not demonstrated to you in training.)

## Formatting Your Page

**Notice: We have noticed that the latest security update of Internet Explorer 7 is making it difficult to use the “drop down” styles menu. This is a world-wide issue that affects all dynamic software and is not limited to our websites. If you find you have problems please download Mozilla’s FIREFOX browser which is free and downloads quickly at <http://www.mozilla.com/en-US/> You can continue to use Internet Explorer to browse the web if preferred, but please use FIREFOX to run your website.**

You can now ‘format’ your page, adding colour, bullets and text sizes to keep it looking attractive, to aid page navigation and legibility and to ‘break up’ long areas of text.



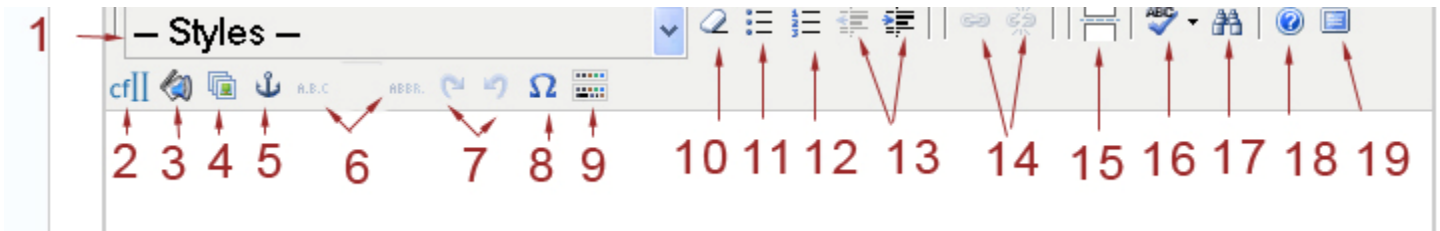
You will notice that, unlike many email programs or MS Word the toolbar does not have buttons such as “bold”, “italic”, “font colour” or alignment buttons. This is because the html code added by such buttons is now outdated (although it is still being widely used) and prevents web pages being flexible enough to work on different platforms (such as TVs or Mobile Phones) and also creates disability access problems. This is because this code interlinks the content with the style of the content and they cannot then be separated.

**You will notice that if you switch to ‘html view’, some of the old html formatting styles DO appear \*such as ‘B’ for bold and ‘I’ for italic. Please resist the temptation to use them as they will dramatically reduce your website’s accessibility and flexibility.**

However, you can still achieve these features (e.g. bold, alignment etc.) through the “styles” we have given you. Adding this code does not lock the content to its style and so the flexibility of your website is maintained..

## Typical Toolbar

Your own site may have fewer or more of the following icons in the toolbar. If there are any here that you think would be useful,, please contact us (they are free to install!)



1. Style menu (bold, italic, small text, big text, image left, image right etc)
2. CFll – cforms – to insert pre-created online forms
3. Coolplayer – to insert Flash or Video
4. nextGen – to insert a whole gallery as images or slideshow
5. anchor - used to link to areas on the same page
6. Abbreviation / Acronym tool – use on the first instance an abbreviation or acronym is used and it will appear as a roll-over message to help the user
7. Undo / Redo
8. Insert symbol
9. Displays all available icons
10. Remove style
11. Bulleted list
12. Numbered list
13. Blockquote (outdent) and Blockquote (indent)
14. Link and Remove link
15. More tag (allows page/post to be divided by a link that asks the viewer if they want to read 'more...')
16. Internet Explorer spellcheck (Firefox, Safari and opera have their own extensions but this works in these browsers too)
17. Find and replace tool
18. Wordpress Help (overwritten– please do not use)
19. Full screen mode (select again to return to normal)

These icons may not always appear in the order in which they are displayed above.

## To add a formatting style

- Select the text and choose the style (e.g. bold)
- Select the style from the style drop-down menu on the toolbar (1 on diagram)

## To remove formatting

- Select the whole of the text with the formatting you want to remove
- Select the remove formatting tool (10 on diagram, looks like an eraser)
- N.B If you remove formatting from an image –it will remove formatting from all images. An unfortunate ‘glitch’ of the software.

## Some tips to help:

- Add your content by writing directly into the box or pasting from another program. If pasting from another source (i.e. MS WORD or another website) **ALWAYS** switch to ‘html view’ and paste into the text box and switch back to visual view. This strips off any unwanted and outdated formatting from Word or other web pages.

Our Services

Permalink: [http://www.access-bydesign.com/our\\_services/](http://www.access-bydesign.com/our_services/) Edit View Page

Upload/Insert [img] [img] [img] [img]

Visual HTML

**Do not use these formatting buttons**

**This button allows you to access the html view**

```
<p class="st">
<ul>
<li>We create your website using the best contemporary, individual designs and then give you control!</li>
</ul>
<p>Why hand over a monthly main
and without it becoming a technica
your website - we make it that easy!</p>
<ul>
<li>You may just want to have control only over some areas e.g. a news page or prices for goods. You might even prefer
for us to run your whole site for you. We can do that for you too - but please note, after the training, nobody ever
does!!</li>

```

Word count: 314 Last edited by luce on June 5, 2007 at 12:15 pm

- If you are using Firefox and have downloaded the English dictionary you will notice that it has a useful spell-check function which automatically flags spelling queries in red. Right Click (Ctrl+click on a Mac) to see and replace with a suggested spelling. If you are using IE, Opera or Safari, please use the spell check tool available on the task bar (16 on diagram)
- If you are formatting an image, always use the image formatting (e.g. ‘imageright’, ‘imageleft’) in the style menu rather than ‘alignright’ or ‘alignleft’. This is because the image formatting allows a margin around the image which will cause text to flow neatly around it. Align styles are designed for text and so do not have a margin.
- Haven’t got the style you want? Perhaps, to change font to capitals or a specific colour? Let us know and we will add it FREE OF CHARGE as part of our aftercare package.

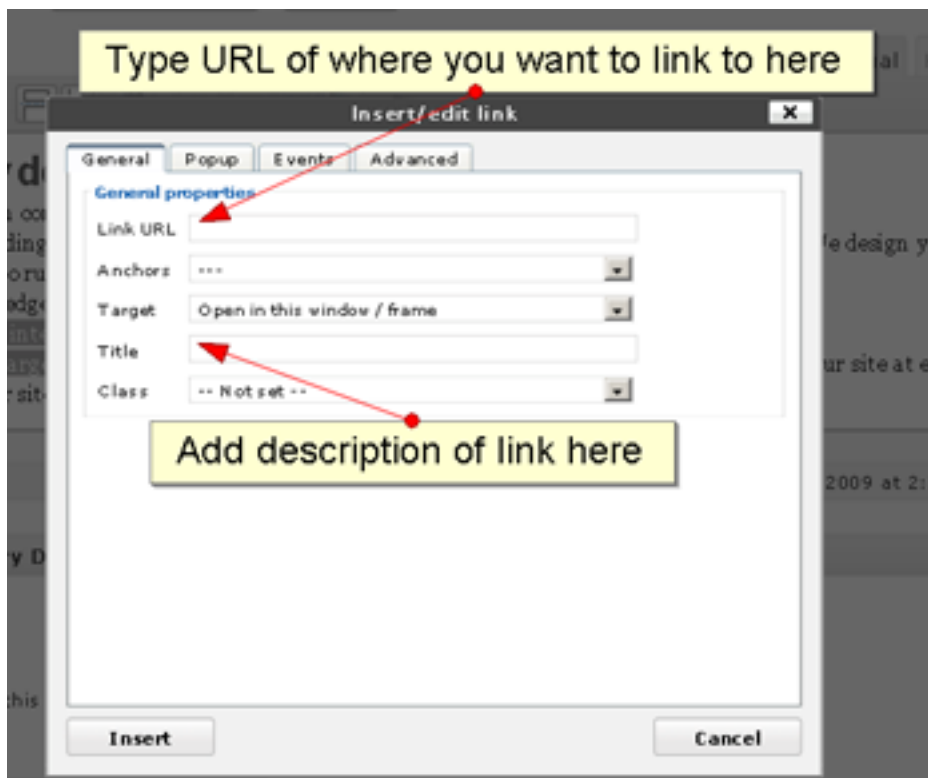
## Adding Text Links to Your Page

### Adding a link to an external website to your Page

- Select the text you want to turn into a link
- Choose the link icon on the toolbar (looks like a chain link)



- In the box that opens



- add the full URL of the page you want to link to including the http:// (e.g. <http://www.access-bydesign.com>)
- Add the Title (e.g. 'Link to Access by design website')
- Ignore Target and other options (**inaccessible—do not use**)

### Adding a link to a Page within your own website

- Preview the Page you want to link to
- In your browser window, select and copy the full page URL of that page. (E.g. <http://www.access-bydesign.com/contact/>)
- Go Manage and choose the Page you want to link from

- Select the text you want to turn into a link
- Choose the link icon on the toolbar (looks like a chain link)



- In the box that opens
  - Paste the page URL that you copied previously
  - Add the Title (e.g. 'contact us')
  - Ignore Target and other option (**inaccessible—do not use**)

**NB Remember press F5 or “refresh to see any links you have added and always check they work! Something as simple as copying a space before a link URL can make that link inactive.**

## Posts

### Glossary

To get the most from this information you will need to understand the following terms...

- **Cache** - Temporary files of web pages that your browser stores automatically to speed up page loading
- **URL** - The web address of a page or site
- **Formatting** - The look or layout of your text

Before reading about Posts, please make sure you need to create a Post rather than a Page. One of the most common problems our users have is creating posts when they require pages so please check!

- There is a simple checklist to help you decide whether you need a Page or a Post at the beginning of this handout: Do you need to create a Page or a Post? (page 10)

### How to create your first Post

- Select and Open the Posts menu
- Choose "Add New" (or "Edit", if managing a previous post)



- Choose a Title for your post. This is both a heading and the name that will appear in the website menu and will also dictate the page URL – so keep it short and simple.
  - If the title has to be long, please change the permalink.

To change a Permalink: Above the text box (only when saved) you will see the post "permalink". You can edit this to change your post URL by select the 'edit' button next to it.



This would normally be generated by the post title, but after saving you can type a specific name for the post here. For example, a post title might be 'Minutes of the July Meeting', which would result in a URL of; [www.yoursite.com/minutes-of-the-july-meeting/](http://www.yoursite.com/minutes-of-the-july-meeting/) However, if you replaced 'minutes-of-the-july-meeting/' with 'minutes08' on the Permalink, the resulting URL would be: [www.yoursite.com/minutes08/](http://www.yoursite.com/minutes08/) which is much easier for people to find and remember!

- NB: Shop sites often do not use "permalinks" but the posts are numbered instead. If so, the URL name cannot be changed.

## Add the Content

Add content to your post just as you would write an email, by writing directly in the text box. Do **NOT** paste in straight from a Microsoft Word document (see page 14).

## Formatting Your Post

You can format Posts in exactly the same way as Pages. Please see Formatting Your Page (pages 17-21) and apply the same techniques here.

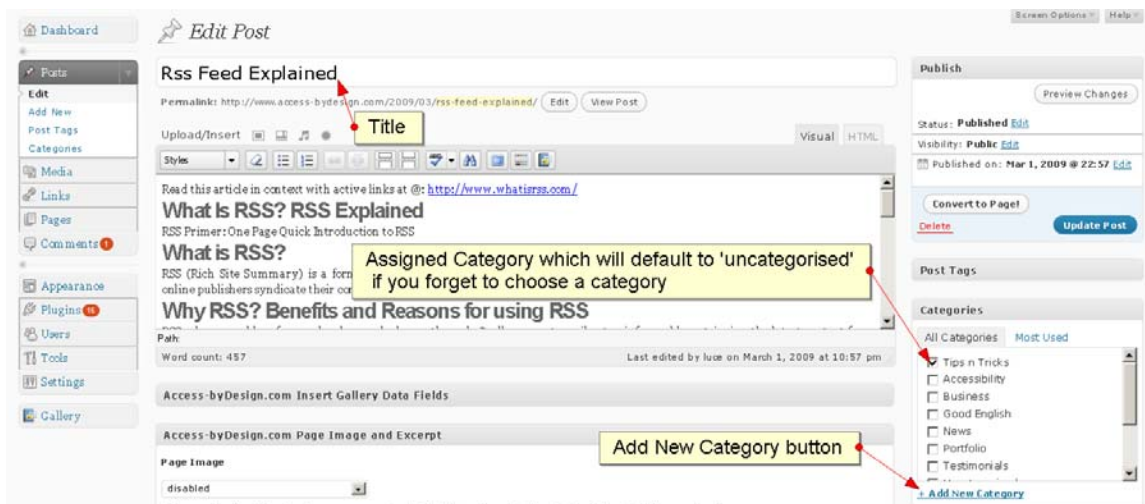
## Adding Content – Posts

Add content to your posts just as you would write an email, by writing directly in the text box. You have been given a range of styles and features to add formatting to your pages but remember, most is controlled by the original design.

As Posts are usually temporary, date or time related or themed, they **MUST** be categorised. It is always easier if you create all your categories before writing any post.

**Notice: Websites that have been designed without posts MUST have this option activated for the post to show up on the website. Please contact us if you require this feature.**

- Choose a category for your post and select it.
- On most websites posts will be used for News, Events or Minutes etc. Please choose the most appropriate (may be more than one).
- If there is not a category created for your posts, choose +Add new Category below list of existing categories.



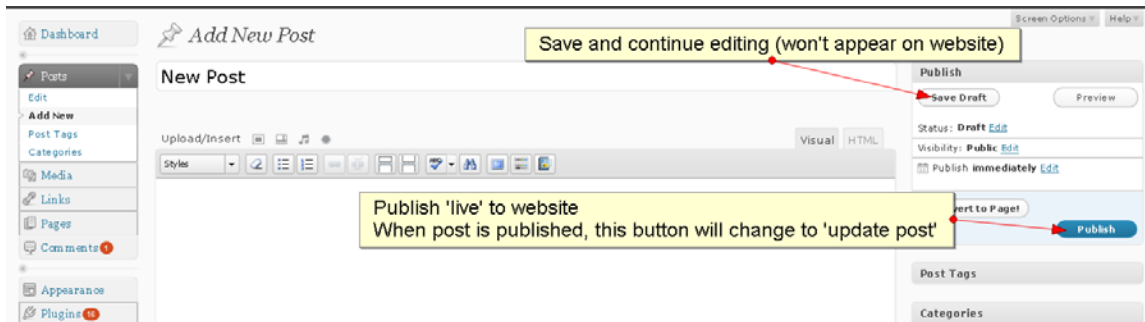
### **WORRY: I chose the wrong category!**

If you do forget to add a category before you write the post, you can always change it or add one later by editing the Post. Posts without categories will immediately be categorised as “uncategorised” (or whatever we have set the default category for your site). Remember to deselect the “uncategorised” box when you enter the correct category.

When you have written the content of your post, please choose;

- **“Save Draft”** to save and continue editing (Your post won't be seen until you select 'publish')

- **“Publish”** (if it is a new post) to publish your post “live” to the website. Once published, this option will disappear.
- **Update Post** to save new additions to a post that has been saved already.



**Remember you are “live” editing – if you ‘publish’ your post before you have finished your work - viewers will be able to see the post.**



**TIP: During writing use “Save Draft” button to save your post. This is equivalent to saving when you are working on other software – remember all computers crash now and again. Save often!**

## Managing your Posts

Just like pages you have a number of options for your posts including;

- Automatic adding of author's name (for site run by more than one contributor)
- Ability to allow readers to comment on the page/post content
- Password Protection
  - 'Post Password' – If you want to password protect your content you can add a password here
- Time, Day or Category grouping

Posts can appear both as single entries in your site but also as categories – a container “page” that shows all posts in a category. This is extremely useful for managing news and articles. However, showing the entire length of posts can lead to over-crowded sites and difficult navigation. We therefore recommend that any post containing more than one paragraph of information is ‘split’ using the ‘More’ tag; Readers can then browse through a category (e.g. news) and read small amounts of that post. If they would like to continue reading, they can either select the post title (all Post titles are automatically linked to the full article) or the ‘More’ tag the bottom of each ‘abstract’. This opens the full article.

### To Insert a More tag into a Post

- Select where you want to divide the text of your Post (text below this selection will be hidden unless the user selects the link created). We suggest one paragraph which is usually enough to give the reader a solid overview of the article.
- Choose “split with more tag” from the toolbar (looks like a top cut page)



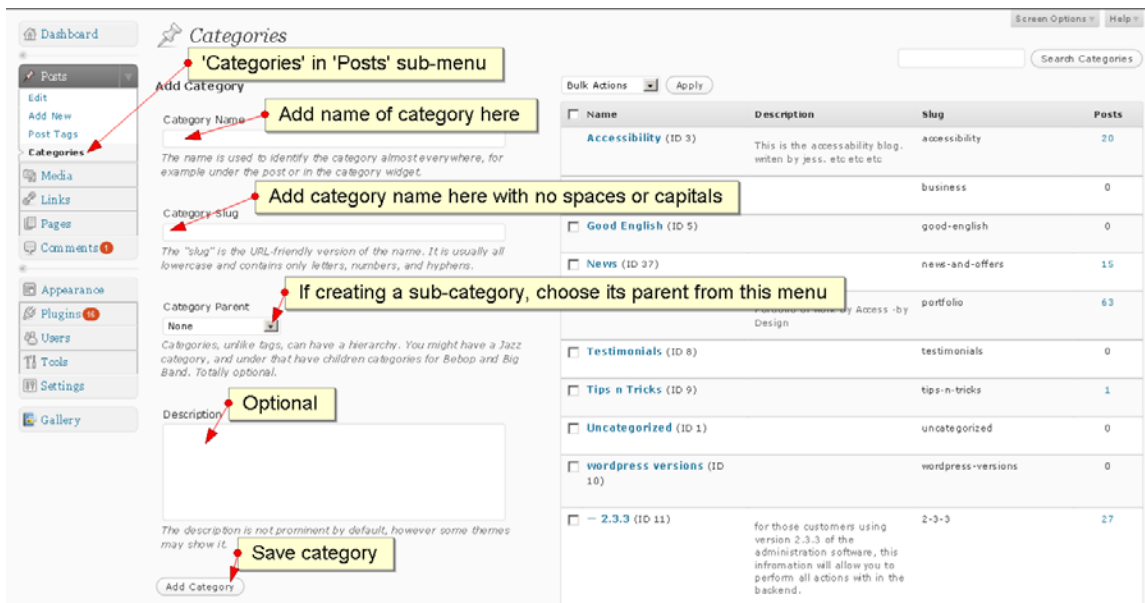
- Adjust position of the “more” tag as necessary by simply “dragging and dropping” the marker line. If in doubt, delete the marker and insert again.

## How to Create Post Categories

If you do not originally have any posts or categories in your site design and are now adding them yourself, **please first check with us** that your website is set up to display them. Otherwise, your posts may not be visible to the public.

The main reason clients require Posts is so that they can quickly publish and archive date or time-dependent information; such as minutes, newsletters or blogs. Posts need to be categorised in order to manage this data.

- Choose Posts
- Choose Categories from the submenu
- In Category Name: add the name of your category
- In Category slug: add the same name as above but without capital letters or space – this will be used for the final post URL
- If this is a subcategory, in Category parent: choose another 'parent' category
- In Description: (optional) add the name of your category and/or a short description
- Choose Add Category to save your work



The screenshot shows the WordPress 'Add Category' form with several annotations:

- 'Categories' in 'Posts' sub-menu:** Points to the 'Categories' option in the left-hand sidebar menu.
- Add name of category here:** Points to the 'Category Name' text input field.
- Add category name here with no spaces or capitals:** Points to the 'Category slug' text input field.
- If creating a sub-category, choose its parent from this menu:** Points to the 'Category Parent' dropdown menu.
- Optional:** Points to the 'Description' text area.
- Save category:** Points to the 'Add Category' button at the bottom.

The form also includes a table of existing categories:

Name	Description	Slug	Posts
<input type="checkbox"/> Accessibility (ID 3)	This is the accessibility blog. written by jess. etc etc etc	accessibility	20
<input type="checkbox"/> Good English (ID 5)		good-english	0
<input type="checkbox"/> News (ID 37)		news-and-offers	15
<input type="checkbox"/> Portfolio (ID 1)		portfolio	63
<input type="checkbox"/> Testimonials (ID 8)		testimonials	0
<input type="checkbox"/> Tips n Tricks (ID 9)		tips-n-tricks	1
<input type="checkbox"/> Uncategorized (ID 1)		uncategorized	0
<input type="checkbox"/> wordpress versions (ID 10)		wordpress-versions	0
<input type="checkbox"/> 2.3.3 (ID 11)	for those customers using version 2.3.3 of the administration software, this information will allow you to perform all actions with in the backend.	2-3-3	27



**TIP: Fewer Categories usually produce a more streamlined site**

## Preview Your Post

You can preview your post at any time by:

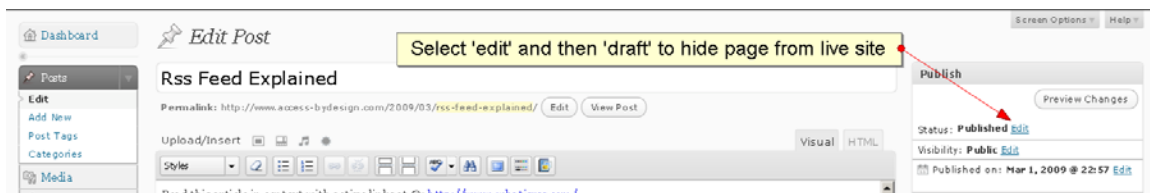
- Editing the post and choosing “View Post” (if published) under the title box or “Preview” (if unpublished) on the right of the page.

However, we recommend that you open your whole website in a new tab by right clicking (Ctrl+click on a Mac) on “View site >>” from the top of the Control Panel and choosing “Open link in new tab”. This allows you to check your amendments without having to constantly reopen pages.

**Remember to press F5 on your keyboard or “refresh” to see changes on a post that is already open**



- If you have published your post and are worried about visitors seeing your post before you are ready - just add the words ‘Page Under Construction’ on the top of your post until you are happy it is just right. However, if you have published by accident you can change it back to draft at any time by change the status of the page.



- For bigger changes use “maintenance mode” – contact us for help (if this was not demonstrated to you in training.)

## Adding and Using Images

### ***Glossary***

To get the most from this information you will need to understand the following terms...

- **Kb** - kilobyte, a measurement of file size
- **Optimise** - Make an image “web friendly”

### Basic things to remember when working with images

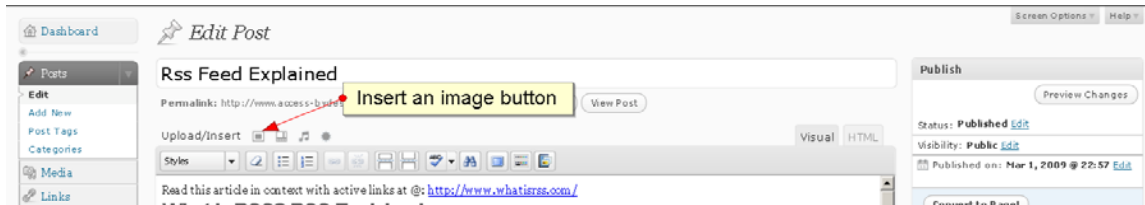
- Save your image with a descriptive name – e.g. if it is a picture of a pig, save it as pig.jpg not dc18839-97 (!)
- Always save your web-friendly images under a new name and in a new folder so that your master (printable) images are kept safe
- Make sure you give your images SHORT names
- Avoid spaces in the image name
- Avoid capital letters
- Remember any manipulation reduces image quality and enlarging can reduce quality even faster than reducing an image size!
- Just because an image is ok on your internet connection doesn't mean it is ok for ALL internet connections. Always check the file size before uploading

### There are three main steps/rules when managing your images

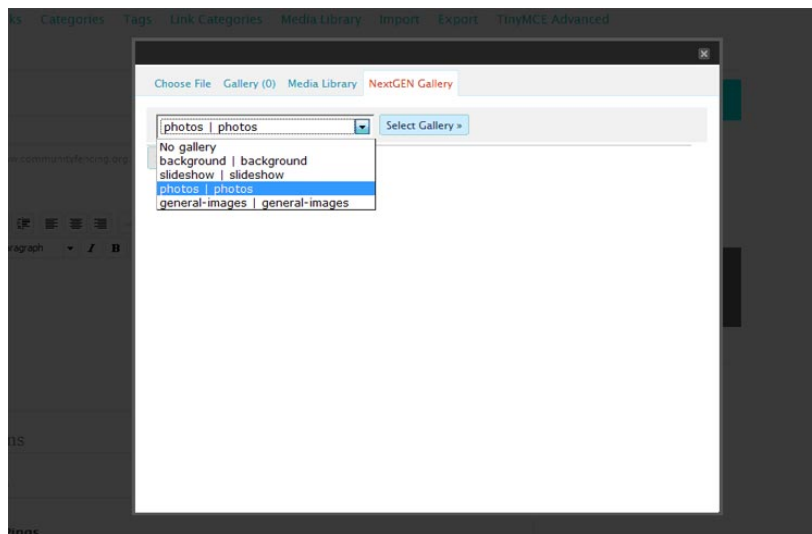
- Make your images “web friendly”
- Use the pre-created Galleries on your website to manage your images
- Create new galleries and organise your new images

## How to add a single image to your page or post

- Choose the page or post where you want the image to appear
- Move the cursor in the text box to the place where you would like the image to appear in your post or page



- Above the text box is a row marked "Upload/Insert" and next to it a series of icons, the first of which is "Add Image"
- Select this and choose nextGen Gallery
- Using the drop-down menu, choose the name of the Gallery that contains your image and choose "select"



- Browse through the images (using the numbers to see more images if necessary) until you find the image you require and choose "show".
- Select the image. If you have forgotten to add the alt text and description previously you can add these now.
- Choose from the following options;
  - To insert a Full Size image into your page/post; Choose: Full Size (ignore align) and choose: Insert into Post
  - To insert a thumbnail that WILL ENLARGE to full size when the user selects the image; Choose thumbnail, (ignore align) and choose: Insert into Post

Add an Image

From Computer From URL Media Library **NextGEN Gallery**

stock  1 2 3 4

	iStock_000000751659XSmall	<a href="#">Show</a>
	iStock_000005206508XSmall	<a href="#">Hide</a>
	iStock_000005206508XSmall	
<b>Alt/Title text</b>	<input type="text" value="iStock_000005206508XSmall"/>	
<b>Description</b>	<input type="text"/>	
<b>Alignment</b>	<input checked="" type="radio"/> None <input type="radio"/> Left <input type="radio"/> Center <input type="radio"/> Right	
<b>Size</b>	<input checked="" type="radio"/> Thumbnail <input type="radio"/> Full size <input type="radio"/> Singlepic	
	<input type="button" value="Insert into Post"/>	
	iStock_000005240128XSmall	<a href="#">Show</a>
	iStock_000005373958XSmall	<a href="#">Show</a>
	iStock_000005614684XSmall	<a href="#">Show</a>
	iStock_000005615199XSmall	<a href="#">Show</a>
	Desk top PC	<a href="#">Show</a>
	iStock_000006227392XSmall	<a href="#">Show</a>
	iStock_000006235927XSmall	<a href="#">Show</a>
	iStock_000006331364XSmall	<a href="#">Show</a>

Change to short, descriptive title

Select for a large picture

Select for a small image which can be enlarged

Always save your post/page after adding an image.

## Formatting Images

Different website designs will be given different styles to use when formatting images. These will vary from site design to site design but the core is usually;

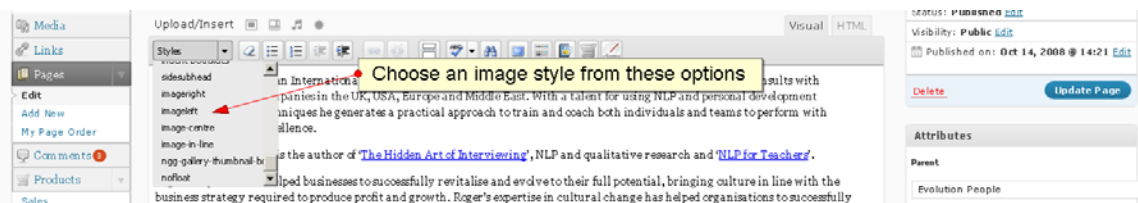
- Image right (aligns image to the right with a small amount of padding around the image)
- Image left (aligns image to the left with a small amount of padding around the image)
- Image centre (aligns image in the centre with a small amount of padding around the image)
- Single Image (adds padding but does not allow wrap text)
- Image-in-Line (aligns rows of single images neatly next to each other with a small amount of padding around the image)

Most formats will also take away the blue border that appears when you link from an image too.

- If you do not have an image style you would like, please let us know and we will write you one!

To format an image;

- Select your image
- From the “styles” drop down choose your preferred style



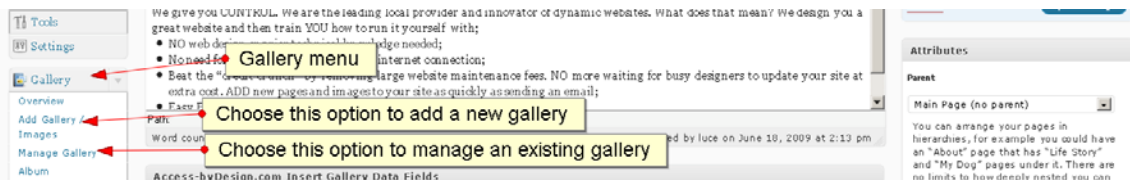
**Please remember to use image style rather than “alignleft” or “alignright” as these are for text only and do not provide a margin around the image to allow the text to flow neatly around the image.**

## Add your own new Gallery

Using galleries is the best way to keep your images organised and your site design consistent and flexible. There is no limit to how many galleries you can create. Always remember to optimise (make web friendly) your images before uploading.

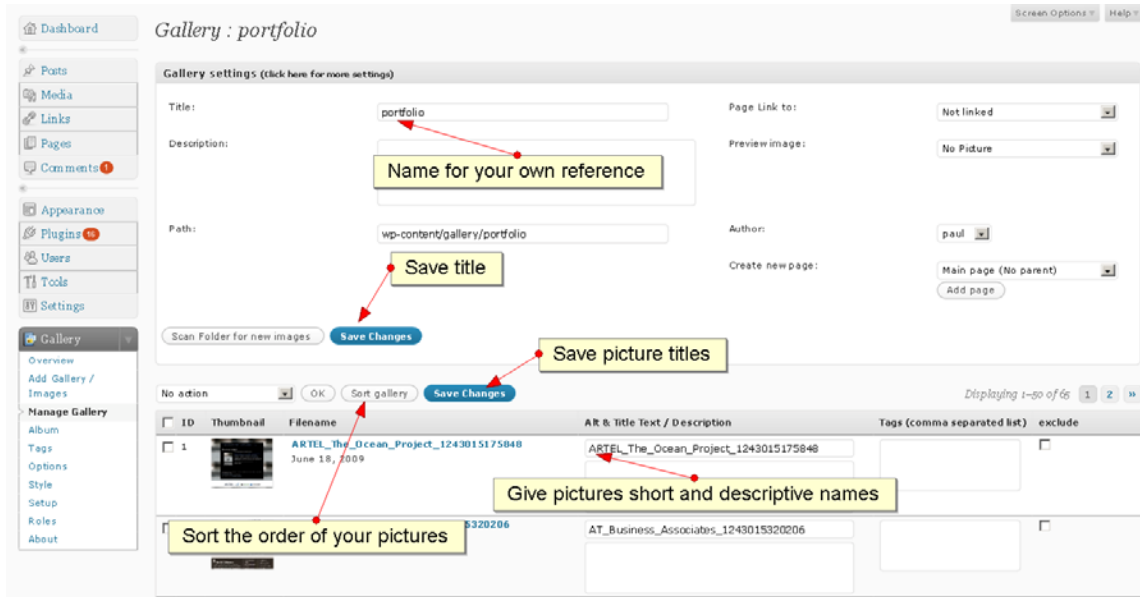
### To create a new gallery

- Choose the Gallery Tab
- Choose Add Gallery, give it a simple name and click on the Add Gallery button
- Choose Upload Images (recommended) to upload an image individually from your computer – remember to choose which gallery you are uploading to!



**TIP: If you have lots of images you can choose Upload Image Folder or even Upload Zip File (Which can then be unzipped online!) More experienced users can also ftp images directly into a gallery – please ask us to provide you with your website ftp details to organise your Gallery (Galleries)**

- Choose Gallery>Manage Gallery
- Select the Gallery you have just created
- Add a Gallery Title in the Gallery Title box
- Add a Gallery description (for your own benefit) in the Description box
- Choose Save Changes
- Add image descriptions (up to 10 words) and title/alt (can be the same) for all images **(IMPORTANT!)**
- If you have the "Sort" option activated, you can sort the images in the gallery to appear in the order you would like. Please contact us if you would like to have this option.
- **Choose Save Changes**





## Having Problems?

- If you are seeing notices saying you do not have permission to create a gallery or upload an image, please contact us and we can correct this in a few minutes.
- If your image is not uploading it may be too big. Please check you optimised it.
- If you uploaded an image but cannot see it in your gallery - check you uploaded it to the correct gallery (or chose a gallery at all!)
- You may sometimes need to press F5 to refresh your Wordpress page to see your new gallery in the nextGEN menu or the gallery in your posts or pages.

## How to add a hyperlink to an image

**Remember, you cannot link from a thumbnail that already links to an enlarged version of itself.**

- Select your image and choose the “break link” icon to remove any existing link from the image 
- Select the image (now in the text box) and choose the link icon on the toolbar 
- In the box that opens
  - Add the URL of the page you want to link to including the http:// (or mailto: if email link)
  - Ignore ‘Target’ and other options (inaccessible—please do not use)
  - Save your Post or Page

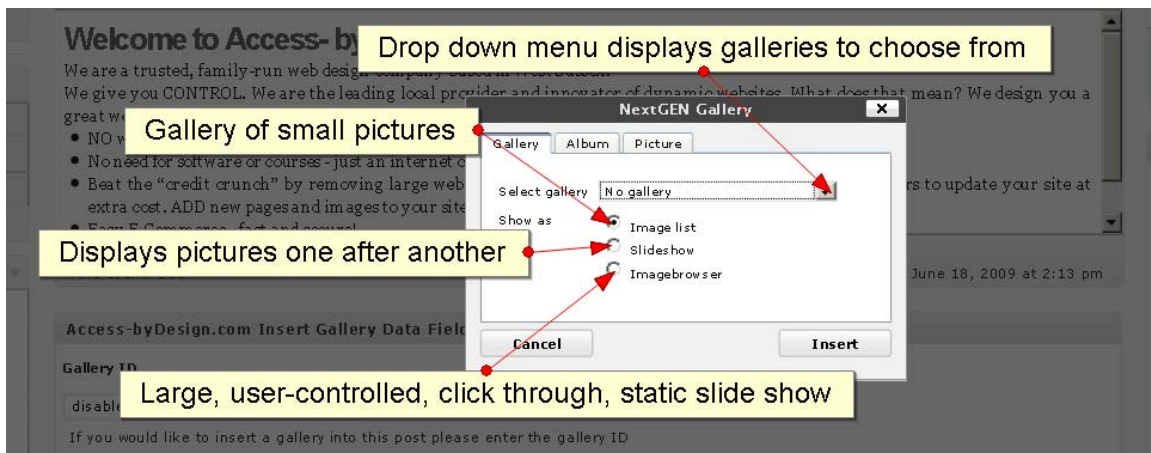
## How to add a Whole Interactive Gallery, Slideshow or Image Browser



- Select the post or page where you want the gallery to appear
- Select where you would like the gallery to appear in your post or page
- Select the Add NextGen Gallery icon from the toolbar (looks like small Polaroid images). In the box that opens;
  - Use the drop-down menu next to Select Gallery which chooses which gallery to insert
  - Choose Insert: Image List
  - Choose Insert

To insert a slideshow rather than a gallery, repeat the steps above but choose "slideshow" rather than "image list" or "imagebrowser" from the nextGEN option box

To insert an Image Browser (large, user controlled "click through" static slideshow) rather than a gallery or "image list", repeat the steps above but choose "Image Browser" rather than "image list" or "slideshow" from the nextGEN option box



- Your site may be set up so that your website gives the user the option to view the gallery as a slideshow or image browser instead of image list automatically. Please contact us for this free option to be activated.

## Important Accessibility Checkpoints

### Guide 1

Try to always use the 'Unordered List' option when using links

### Why?

Speech Readers and Speech Browsers (in cars and mobile phones) cannot tell where one link ends and one link starts if they are not separated by an object. A bullet on a list separates them. Some website are coded so the bullet on a list is invisible but the code will STILL separate the links and make them accessible

### How?

Highlight the link(s) and use the 'Unordered List' option on the post formatting (Looks like a small bulleted list)

### Guide 2

Try to avoid numbered lists

### Why?

These can be problematic for people with dyslexia.

### What should I do instead?

Use bulleted lists.

### Guide 3

Try to break up large areas of text

### Why?

Breaking up large areas of text helps people to gather information quickly, aids legibility and helps comprehension for people with dyslexia and other needs

### What should I do instead?

Use paragraphs, bulleted lists, colour, linked anchors with menus and lines to break up text.

#### **Guide 4**

Do not use images to convey more than 10 words of text

#### **Why?**

Pictures conveying more than 10 words of text require a long description to explain the text to speech readers. Also, images will be shrunk in mobile phones and so text will become illegible.

#### **What should I do instead**

Use images to aid comprehension of written text and for graphic aesthetics – not to convey individual information.

#### **Guide 5**

Always add a short, relevant title/alt name and a description in the Gallery and always include any text shown in an image in this description.

#### **Why?**

- This will be read by a screen-reader instead of viewing the image (for people with visual disabilities)
- This will also be displayed on browsers with images turned off—particularly many makes of mobile phones that turn off images for faster page loads

#### **What to avoid**

- Try to avoid using generic or automated names like “image 1” or “dcl267978yb”. If the picture is a sheep call the picture ‘sheep’ (!)
- Try to avoid meaningless descriptions - e.g. "blue shape" which will not mean anything when read
- Try to avoid using any punctuation in image texts which may confuse browsers - particularly speech marks and apostrophes

## **Guide 6**

Avoid using images to convey important information (such as graphs or charts)

### **Why?**

Images conveying information will always require a large amount of alternative content to make sure that they are accessible to all. This results in lots of extra work for you and often, difficult navigation issues which cause problems for people with visual disabilities.

### **What to do instead**

- Try breaking up charts or graphs or finding accessible software to help the element be more 'disability-friendly'
- Can the information be shown as text, perhaps using colour and layout to highlight connections?
- Can charts be "decorated" using code (CSS) to make shapes and grids - talk to us for help

If these elements have to be used always provide accessible alternatives

## **Guide 7**

Do not use "upload images" alone (found under text box) rather than the Gallery options

### **Why?**

This area of Wordpress still uses older-style coding which is not fully accessible

### **What to do instead**

Use the nextGEN Gallery tools provided