Part 1 – Getting Started, Using the Editors, Pages and Posts

www.sigbi.org
Further guidance available in separate Guides:

<table>
<thead>
<tr>
<th>Part 2:</th>
<th>Part 3:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Images</td>
<td>• Important Information</td>
</tr>
<tr>
<td>• Links</td>
<td>• Club Menus</td>
</tr>
<tr>
<td>• PDFs/Documents</td>
<td>• Changing the Home Page</td>
</tr>
<tr>
<td>• Videos</td>
<td>• Social Media Feeds and Icons</td>
</tr>
<tr>
<td>• General Editing Tips</td>
<td></td>
</tr>
<tr>
<td>• Working with Tables</td>
<td></td>
</tr>
</tbody>
</table>
Getting Started

Browser & Operating System - IMPORTANT

When editing the club website for usability, performance and security purposes you should always use the latest version of any currently supported browser eg:

- Microsoft Edge (Windows 10)
- Mozilla Firefox (Windows 10 or Apple Mac)
- Google Chrome (Windows 10 or Apple Mac)
- Safari (Apple Mac)

You can usually download the latest versions of your browser by clicking on the HELP and ABOUT links in the browser toolbar/menu. Microsoft Edge will be updated by the operating system.

You should always ensure that:

- Your operating system is kept up-to-date with the latest updates and security patches
- You have installed a reputable Anti-Virus program
- You run regular virus scans to check your system out

**Note:** It is strongly recommended that you do not use any obsolete operating system or other software to edit your club site, including but not limited to:

- Internet Explorer (All browser versions)
- Windows 7
- Windows Vista
- Windows XP (All operating system versions)
- MacOS 10.12: Sierra or earlier
Logging in

If you are logged into the members area of the SIGBi website, then you MUST log out of this before you can log into the administration panel:

Return to the Public Area by clicking on the Main Site link/button

Then, at the right hand end of the black bar at the top of the webpage, hover over the shadow person to see the options and click on LOG OUT.

OR

To login to your club website without having been logged in as a member, you need to visit: https://sigbi.org/wp-admin.

Either way, you will be presented with the login page.

Enter your username and password (these will have been supplied when your account was created by Federation Office).

Then click the “Log In” button.
Lost/Forgotten Password?

If you have forgotten your password, or the password you are entering is not accepted, please select the “Lost your password?” link on the login screen.

On the next screen enter your email address and click “Get New Password”.

Provided that you are already registered as a website administrator under that email address, you will receive an email from sigbi.org containing a link that you need to click to confirm your request for a new password. Open the email and click the link.

You will then be directed to a screen where you can enter a new password:

Enter a password of your choice, twice as indicated. You will be advised as to the strength of your password (Weak, Medium or Strong). Then click the “Reset Password” button.

If you cannot get a new password, because your email address is unrecognised, then contact Federation Office as it may be that you are not registered as an Editor for the website.

This may be because you have recently taken over as Club Website Administrator and the change has not been notified to Federation Office.
**Setting a new Password once you have logged in**

You can change your password at any point from within the Dashboard.

From the menu down the left side, click on PROFILE.

On the next screen scroll down to the bottom until you see “New Password”, then click the ‘Generate Password’ button. Enter the new password. Click “Update Profile” to save the new password.
Changing the Admin Email Address

You can change your own email address if necessary from within the Dashboard. [This is the address you are registered with, so where any automatic notifications will be sent by default].

From the menu down the left side, click on PROFILE.

On the next screen scroll down until you see “Contact Info”. then click into the email address box and make your changes.

A screen message tells you that an email will be sent to you to confirm the new address before it becomes active.

Scroll right down to the bottom and click “Update Profile” to save the new password.
Update your “Contact Us” Email Address

If you want to have any emails from the Contact Form sent to a different address, click on CONTACT in the Dashboard left side menu, then on Contact Forms, click on the contact form you want to edit (probably only one shown).

Click on the Mail tab, locate the ‘To’ box and edit/change the email address.

Once edited click ‘Save’.

**NOTE:** If you want to put it back to the ‘normal’ setting, enter the following including square brackets and underlines as shown.

`[_site_admin_email]`
**Adding/Amending/Deleting a User**

If you want:

- more than one person to be able to update the website
- to change your website administrator
- to remove one of the people able to amend the website

please contact Federation Office as soon as the change is required.

**Brand New Website?**

If you have requested a new website, when your new website template is created, it has no pages or posts, so you need to create them. This is described in detail in the following sections.

To see what a ‘standard’ Homepage looks like, see the Error! Reference source not found. section in Part 3.

You can view your site at any time from within a page or post by clicking “Preview Page” or “Preview Post” respectively. This is described in more detail in the following sections.

If you click “Publish” on your pages, they will become live and you can view them in the normal way be navigating to your website URL. However, they will not appear in the Menu on your homepage until you create or edit your own Club Menu (see Part 3).

The link from the SIGBI Website Club Finder is not created until you inform Federation Office that your site is ready to go live.
Pages or Posts?

There are key differences between posts and pages which it is important to understand when creating your website content.

**Pages** are the main structure of the site. They contain the information which probably doesn’t change very often but which you want to keep visible in the same place for people to find easily whether they visit the site today, next week or in 3 months time. Typically they will include general information about your club, a President’s welcome, meeting places and times, details of your programme of activities for the coming year etc.

You decide how you want the pages displayed using the menu structure eg, whether one page is a main one in its own right at the top level of the menu (known as a Parent) or whether it is a sub-page of another one (a Child). You also decide which page you want to display as the Home Page, referred to as the Front Page in the dashboard (see Part 3 for editing the Homepage).

**Posts** (blog posts) are essentially announcements and news items, descriptions of a recent event or activity, reminders of the special event happening next week, etc. Entries are listed in chronological order (newest at the top) in the blog section on your website. You may want viewers to see them now, but in a few months’ time they will be less relevant so it doesn’t matter if they have been pushed down the list by new blog posts.

If you have an important post which you want to keep at the top, you can flag it as ‘Sticky’ using the Quick Edit option (see page 46)

Posts can use categories to group similar items together and tags to give further descriptions - these can also help the Search Engine Optimisation (SEO) of your website.

Both pages and posts can contain text, images, videos, links elsewhere etc but only blogs can use tags and categories, and only blogs can use a featured image.

The process of adding content to either a Page or a Post is the same once you have made your choice from the side menu, but some of the specific Options or Attributes may vary between the items. The Editors used are described in the following pages just once where the instructions are the same for Pages and Posts. Differences between the Options and Attributes will be shown in the corresponding sections.
Deleting Published Pages / Posts

Once a Page or Post has been published it may have been indexed by the Search Engines, so care must be taken if you decide to completely remove a page or post – simply deleting them could cause search engines to present the page link to a potential viewer only to end up with an ‘Oops, page not found message’ when the link is clicked. **This should be avoided at all costs** as it has a detrimental effect on the reputation of your site.

**Pages**

Ideally, you should replace the content of a page with new content rather than automatically deleting a page.

If you can’t ‘re-purpose’ a page with new content, you should annotate the content to state that it is old material and include a link to the latest or more relevant version. The ‘new’ page can then be included in the menu, and the old page removed from the menu. This would prevent any error messages for page not found, would make it less likely that visitors will see the outdated material, and give a path to finding the new material if anyone does end up clicking on an old link.

If you have a very unusual circumstance in which you think that a page absolutely must be deleted, a redirection can be put in place by HQ. In this case please send details of the page which you will be deleting and where you want to redirect to, to hq@sigbi.org. Do not delete the page until the redirection is in place.

**Posts**

Again, it should not normally be necessary to delete any blog Posts. No matter how old they are, Posts are a valuable resource demonstrating the work and ethos of your club.

You can re-publish posts with updated wording if you want, or assign them to an ‘Archive’ or ‘historical’ etc category if you wish which shouldn’t have any effect on the ability of search engines to link to the material.

The fact that you have a track record of regularly publishing quality material is of great benefit to your site’s reputation on the internet!

If you have a very pressing need to remove a post completely rather than simply archiving or amending the old version, please contact HQ to arrange for a redirection.
Editor Systems – Classic, Backend, Frontend, etc...

When you start adding or editing any pages or posts, you will be presented with multiple ways or screens for doing the work - or ‘Editors’.

There are currently four different editors, each of which allow you to do roughly the same thing but in different ways so you may need to experiment with them all to find the one or two which work best for you. For example, for basic text and single image content you may decide that the Classic mode is quick and easy, but if you want to be more creative then you can switch to the Backend (or WPBakery Page Builder) when needed.

**Classic Mode:** As the name suggests, this is the original and more basic editor which was all we had available on the old websites. Using the ‘visual’ version is similar to creating text and inserting images in any word processor, and what you see on the screen is pretty much how it looks when the page is published.

**Backend**, also known as the **WPBakery Page Builder**: With this option you build a page/post using building blocks – selecting the type of content (text, single image, carousel, etc) from a large collection of elements and dragging and dropping them to change position. There are lots of settings for individual items so you can really make things your own. What you see on the editor screen is essentially a list of the building blocks you have slotted into place, and looks nothing like a finished item so you need to PREVIEW to see the net result.

**Frontend Editor:** This allows you to make changes to pages/posts from screens which look like the actual live site.

**Gutenberg Editor:** This is similar to the Backend/WPBakery Page Builder, using blocks to build content. It is currently disabled on the SIGBI sites, although still shown on the editor bar. If you click to use it you will end up with either Classic or Backend instead. Just ignore it!

**Don’t panic!** If you have created something in Classic and then moved on to make further changes to the same page/post in Frontend, when you go
back to Classic you may see a lot of code on the page like...

This is just how the system codes things, and because it wasn’t done in Classic Mode then Classic doesn’t know what to do with it properly on the editor screen. Don’t delete any of it unless you really want to get rid of the work you’ve done! Provided that the final page/post looks good in Preview, then the code is doing its job. 😊
Which Editor am I using?

If you create a new page or post it may have started up in **Classic mode**, which you would see like this – the three options showing on the bluey-pink editor bar are the other editors of Backend / Frontend / Gutenberg.

If it starts up in **Backend (WPBakery Page Builder)** it would look like this and the bluey-pink bar now shows Classic / Frontend / Gutenberg:
A blank new page in the **Frontend Editor** would look like this.

– click the “Backend Editor” button near the top right to get back to the main admin system again.

If you click on the **Gutenberg** button, the editor changes to WPBakery Page Builder (or stays there if that’s where you are already).

The two main editors discussed in this Guide are **CLASSIC** and **BACKEND** (WPBakery Page Builder).
Using Classic Mode

From the left-hand side menu of the Dashboard, go to ‘Pages’ or ‘Posts’, then click ‘Add New’ or choose an existing item to edit.

If necessary, click on the ‘Classic Mode’ button on the editor strip.

Then enter a page or post title.

In the large white space in the centre of the screen, type whatever text you want to appear in the page/post. Don’t forget to put at least one Heading on the page by selecting some text, clicking on the ‘Paragraph’ dropdown box and choose ‘Heading 2’.
You can copy text from a word document and add links and PDF downloads, these are dealt with in Part 2 of this guide.

To insert an image, click the cursor into the place you want the image to appear. Then click the ‘Add Media’ button.

In the Media Library listing, click on the image you want to use to get a tick in the corner, then click the ‘Insert into page’ button.
To move content around, you can use copy and paste as you would in any word processor.

The Classic editor gives a reasonable representation of the final result, but to see it properly click on the ‘Preview’ button.

For more detail on using images, see the dedicated Images section of this guide in Part 2.
Using WPBakery Page Builder/ Backend Editor

From the left-hand side menu of the Dashboard, go to ‘Pages’ or ‘Posts’, then click ‘Add New’ or open an existing item to edit.

If necessary, click on the ‘Backend Editor’ button on the editor strip.

Then enter a page or post title.

To add a simple text block, click ‘Add Text Block’ in the middle of the screen.

A new text block will appear, containing some dummy text. Hover over the text to see the green info bar and then click the pencil button to edit the block.
Replace the dummy text with your content, don’t forget to put at least one Heading on the page by selecting some text, clicking on the ‘Paragraph’ dropdown box and choose ‘Heading 2’.

Finally click ‘Save Changes’.
You can copy text from a word document and add links and PDF downloads, these are dealt with in later sections of this guide.

To add a new block (or ‘element’) for more content, click on the + sign underneath the first section to add a new item.

You will now see a list of all the different types of content you can use – there are quite a few! If you know you want something specific and can’t see it, you can always use the search box in the top right.
To add your new element BEFORE the one you’ve already done, click on the + sign at the top of the existing section instead of the one at the bottom.

To add images, click + to add an element in the place you want it (before or after existing content) then choose an appropriate type of element eg. single image.
Under the Image heading, click on the + sign to open the Media Library for selecting an image.

Click on the image you want to use to get a tick in the corner, then click the ‘Set Image’ button.
Then click the ‘Save changes’ button.

For more detail on using images, see the dedicated Images section in Part 2.

To move blocks around, hover the mouse over a block until the green edit bar appears.

Then click on the first item showing

Keep the left mouse button pressed down to drag the block to the desired position, release the button when you have finished the move.
To see how your page/post is going to look, click on the ‘Preview’ button.

For useful tips on using WP Bakery, you can find some video tutorials here:

- [https://wpbakery.com/video-tutorials/](https://wpbakery.com/video-tutorials/)
- [https://wpbakery.com/video-academy/add-text-block-wpbakery-page-builder-wordpress/?v=9025a1ae8c64](https://wpbakery.com/video-academy/add-text-block-wpbakery-page-builder-wordpress/?v=9025a1ae8c64)
Adding a New Page

From the left-hand side menu of the Dashboard, go to ‘Pages’, then click ‘Add New’.

On the next screen, decide whether you want to start working in Classic Mode, or Backend etc. (See pages 13 - 20 for further guidance on the Editors.)

Add a title and text content etc (see instructions for specific editors earlier and images etc later).
When first created, a new page is not visible to the public. You can click the ‘Save Draft’ at any time to save the work you have done, whilst keeping the page not visible to the public on the website. (The system also saves your page as a draft while you are working on it.)

If any of the boxes on the RH side of the screen (eg Page Attributes) are closed up (ie the options they offer are not visible), click the down arrow at the RH side of the box to expand it.

It is important to remember to set all the various options for your page before publishing it, otherwise it may not appear as you intended. However if you do need to make changes later, simply edit the page and select the relevant options.
Options Available for Pages (Attributes)

At the right-hand side of the page, there are several boxes where you can select various options for how the page is displayed. They may not be in the same order from top to bottom as the order of the descriptions below. You can change their placing on the screen by moving the cursor to the heading of the box so that it changes to a 4 headed arrow “move” shape, then click and drag the box to where you want it.

**Page Attributes Section** The options in this box should be selected before publishing the page. Please note that the ‘Parent’ and ‘Page Order’ no longer govern the structure of your website when it goes live, but you can use these to ensure that the pages as listed in the Pages section of the Dashboard are logical when you are working on them.

**Parent:** If the page is to remain at the top level of the website (i.e. visible to users as soon as they view the website), then leave the Parent box defaulted to “no parent”. If you click on the arrow next to this box, you will see that all the pages (including sub-pages if applicable) are listed. You can select any page from this list, and the page you are editing will then become a “sub-page”.

**Template:** The default setting is “Default Template” which should remain unchanged.

**Page Order:** Pages are displayed alphabetically unless a page order is specified. The default number is 0, and if you change this setting for only one page, then that page will be displayed at the bottom of the list of pages shown in the Dashboard. If you decide to use this option, then ALL pages must be numbered for them to appear in the required order. Tip: Page ordering works on one level of pages only. Therefore, if you want to order sub-pages, you can use the numbers starting from 1 again to order the pages below a parent page. Only whole numbers can be used (i.e. not 1.1, 1.2 etc). Good practice is to number pages 10, 20, 30 etc, so that if further pages are required to be added at a later stage, they can be slotted in where required using the unused numbers.

**Featured Image:** this option appears on the right side panel for Pages, but doesn’t actually do anything even if you select an image. Featured Images are only relevant to blog Posts, so don’t bother trying to use it on a Page!

For further information on how to change the structure of your website i.e. how the pages are organised in the live site menu, see “Club Menu” in Part 3.
Before a page is published for the first time (i.e., when it is in draft form) click the large “Publish” button to make your page visible when viewing the site. This button will then change to Update, which you need to click whenever you want to save the page in future.

To see what the page looks like before it is published, click “Preview”. After a page is published for the first time you can also view any proposed changes to the page by clicking “Preview Changes” before you actually commit to clicking the “Update” button.

The other three options available from the Publish box are described below. To amend any of them, click the blue “Edit” link next to the item, and to accept a change click “OK” or click “cancel” if no change if required.

**Status:** Before the page is published, the status is shown as “Draft”. When it is published it is shown as “Published”. You can change the status back to draft using this button but once the page has been published it will remain live and any further changes saved will also be published. If you want to remove it temporarily, try setting the Visibility to Private, or remove it from the menu (see Part 3).

**Visibility:** Choose from Public (anyone can see the page), Password Protected (you can create a “members only” area using this option (see next section), or Private – not visible on the website at all.

**Published on:** If you want to schedule the page to display at a later date, you can change the date here and it will display when that date arrives (if you want it to display early in the day then make sure the time is also changed, otherwise it may not publish until the afternoon, depending on the time shown).
Creating a Members-only section

A members-only section can be created by adding a page and setting it to be password protected.

Once you have created the Page, a password can be added in the Publish box, by clicking “edit” next to the Visibility option.

Click on the ‘Password protected’ entry and then type a password into the box before clicking the OK button.

**Please use a strong password**, we recommend:

- minimum of 12 characters
- mix of upper and lower case
- minimum 1 number
- minimum 1 other character eg. #

And it should not include either ‘Soroptimist’ or the club name!

There are a few things to be aware of:

1. You need to **put a password on each page** in the members area – sub-pages of a password protected page are not automatically password-protected.

2. The **same password** CAN be used for each page in the members area.

3. When going from one page to another in the members area, **you will not be asked to enter the password again** to look at different pages if the same password has been used for each page.

4. There is no **“log out” option**, so once someone has entered the password on one computer, even if they close the site and return to it later, it may not ask for a password in order to view the members pages. However, be assured that they are password-protected so non-members (on other computers) will not be able to look at them.
Editing an existing Page

To view all the pages within your site, select “All Pages” from the left hand navigation page in the dashboard (if the menu is expanded), OR (if the menu is closed) move the cursor over the word “Pages” and select “All Pages” from the pop up menu.

When you move your cursor over one of the items on the list, several options will appear underneath the page title. To edit a page simply click on the page title.

You can then amend the text or other content by following the instructions in the relevant section according to whether you are using Classic Mode (page 17) or WPBakery (page 20). Adding images, PDF downloads, links and general editing tips are all dealt with in later chapters of this document. For advice on using the Publish and Page Attributes sections of the page, see page 30.
Deleting a Page

Important!

Never delete a published page unless you have only just published it and then find you are unhappy with it. Please see page 12 for how to handle pages you no longer need.

If the page does still need to be deleted, and after any necessary redirect has been implemented, you can either

1) click All Pages to bring up the list of pages, hover over the specific page and select trash from the options that appear:

![All Pages](image)

Or

2) from within the specific page, select “Move to trash” from the Page Options section in the right hand pane:

![Move to trash](image)

Either of these options will delete the page and put it in the trash (you can always restore it from the trash if you accidentally delete a page or post etc).
Recovering a deleted page

If you have accidentally moved a page to Trash and want to restore it, click on ALL PAGES, and you will see two, three or four options for types of pages to view: All, Published, Draft and Trash (the number in brackets is the number of pages you will see if that option is selected, and if there are no pages in draft format or in the Trash the option will not be visible).

Click on Trash, and on the resulting list put your cursor over the page that you want to restore. The options to “delete permanently” and “restore” will be displayed. Select “Restore”.

---

Version published: 22 July 2020
Page: 34
Permanently deleting multiple pages

Note: you cannot restore pages that have been deleted permanently.

To permanently delete all pages, enter the trash as above and click the box next to each page you wish to permanently delete to tick it. Click on the down arrow next to the box which is displaying “bulk actions” and select “Delete Permanently” from the list. Click “Apply” to delete all the ticked pages permanently.

You can permanently delete individual pages by hovering over the page concerned and clicking “Delete Permanently” from the options displayed, and you can click “Empty Trash” to permanent delete all the files in Trash.
**Posts**

Posts should be used for items of news, blogs and diary events. The posts are displayed in chronological order, usually with the newest post at the top. Therefore, if you want diary events to appear in the order in which they will occur rather than the date published, you need to edit the date of publication (see page 46 for how to do this).

Posts are very important in gaining and keeping ‘reputation’ for your site in search engines, as well as being an easy way to publish news etc which may be of interest to members/potential members etc.

**Categories**

Posts are held within “categories”, and you can have different categories for different types of information (e.g. news, club events, blog, charity events) or perhaps to just break down your news into chunks by year etc.

When a visitor clicks on the category name when viewing the website, they see all the posts in the category listed and can then go to any that look interesting. You can also scroll between all the posts in a category using the “Previous” and “Next” buttons.

It is not a good idea to have too many categories or to have just one post in a category (if a category only has one post, then consider creating a page to hold the information, and delete the category).

Do not create a category that has no posts in it. This will display on your website, but when people click on it, they will see a “File not Found” error message.

**Adding New Categories**

You can create additional post categories by moving the cursor over the word “Posts” in the Dashboard menu and selecting “Categories” from the drop-down menu.
The four sections in the left hand section of the resulting screen should be completed as follows:

**Name** – the category name should be such that there is scope for adding different posts to it. The category “News” already exists, so there is no need to create this category. Other categories could be Diary (with details of forthcoming events on different posts) or Programme Action (with details of activities undertaken by your Club on different posts).

**Slug** – This is how the category will appear as part of the full website address when the category is viewed. It will be completed automatically for a new Category, but you can change it at this stage if you want. This should normally be the same as the Category name, which is straightforward for one-word categories (eg diary) but for two or more word categories, the words need to be separated by a hyphen (eg programme-action). No capital letters or spaces should be used.

**Parent** – the default is “none” and should not normally be altered.

**Description** – this is not mandatory

When the Name and Slug fields have been completed click the “Add New Category” button. Then create some posts to use the new category.

**Reminder** You must create a category before you can add posts to it, BUT do not create a category that has no posts to go in it, because it will produce an error message on your website.
**Editing Categories**

To make changes to existing categories, open the Categories list and click on the name of the category you need to change.

You can change the category name, slug, and parent category. You can also add or edit the Description, but this is not really necessary.

When finished, scroll down to the bottom and click on the ‘Update’ button.
Creating Posts

You can view all posts in your website using the left-hand navigation bar by clicking “All Posts”. Adding a post is the same as adding a page with regards to content, with a number of differences in the options which need to be looked at before publishing.

To add a post, move your Cursor over “Posts” in the LH menu and select “Add New” from the pop up menu or click on “Posts” then on the “Add New” button.

Start by choosing which Editor you wish to use – Classic, Backend (WPBakery) or Frontend, see pages 13 - 20 for further information.

Enter a title for the post, keep it to a few words and avoid inserting dates/year (as this will be added as part of your published date). If at all possible, frame it as a question.
Then add post details and items such as pictures, links etc (see instructions for specific editors earlier and images etc in Part 2).

Once you are happy with the content, you can check how it will look by clicking on the ‘Preview’ button in the top right.

Then before publishing select the appropriate settings in the right hand pane:

- Select the category you wish it to appear in. If you publish it before you select a category it will be given an “uncategorized” label and you need to edit the post later to fix it.
- Add some Tags (see more detailed information in the Tags section on page 42)
- Add a featured image, ideally at least 900px (wide) x 500px. If you do not add a featured image, a default featured image of the Blue SI logo will appear.

When you are happy with the content, category, featured image etc then click on the ‘Publish’ button to make the post live.

**Note**: If you forget to assign the correct category or do not add a featured image, you can edit the post and give it a category or change the featured image etc at any time.
Editing / Deleting posts

Important!

Never delete a published Post unless you have only just published it and then find you are unhappy with it. Please see page 12 for how to handle Posts you no longer need.

To edit an existing post, move the cursor over “Posts” in the LH menu and select “All Posts” from the pop up menu. This will bring up the full list of posts. Click on the name of the post you want to edit. You can then make changes to any of the contact, categories, tags etc in the same way as when adding a new post.

If the Post does need to be deleted, and after any necessary redirect has been implemented, you can either:

from the overview page “All Posts” move the mouse over the details for the post and select “Trash” from the options that appear.

Or from within the post itself, in the publish box select “MOVE TO TRASH”.

Version published: 22 July 2020
Use of Tags

Online references:

- [http://en.support.wordpress.com/posts/tags](http://en.support.wordpress.com/posts/tags)

What are tags?

Tags provide a useful way to group related posts together and to quickly tell readers what a post is about. Tags also make it easier for people to find your content. Tags are like, but more specific than, categories.

The use of tags is completely optional but does help the user in terms of finding related content because content can be sorted and browsed, grouped by tags as opposed to being displayed chronologically (as is the default in the News section for example).

Tagging also helps with Search Engine Optimisation (SEO), especially if used in conjunction with SEO plugins (the SIGBl site is currently being developed with such plugins).

Tags are like categories, but they are generally used to describe your post in more detail. Whereas categories can have a hierarchy, tags cannot – they exist and have no set relationship to anything else (remember though, a single tag can be attached to unlimited posts and pages – just make sure that it is relevant).

General tagging tips

- Tags must always be highly relevant to your content.
- Keep tags short – 1-3 words maximum.
- Tags should be referenced multiple times. If you have a tag that is only referenced by one or two items, it isn’t relevant enough to your blog and should be deleted.
- When it comes to naming tags, choose consistent capitalization or lowercase, otherwise more than one tag may be created for the same phrase.
- Try not to over tag, have a maximum of around 10 tags if possible.
- Don’t tag for the sake of it.
How to add tags

You can add tags through the individual post/page edit screen, or by using the Quick Edit feature in the list of post/pages.

Adding Tags via the Tags Module

You can assign and/or add new tags to posts before or after you publish them using the Post Tags module to the bottom right of the post editor:

You can add tags one at a time by clicking the Add button or hitting the Enter/Return key on your keyboard after typing each tag. Or you can add multiple tags at a time by separating them with a comma as you type.

To remove a tag from the post, click the small X icon next to the tag.

To choose from your most commonly used tags, click Choose from the most used tags. Then, click on the tags you want to assign to the post.
Adding Tags via the Dashboard

You can add new tags and manage existing ones from Posts -> Tags in your dashboard.

You will be presented with a list of your existing tags and a method of adding new tags.

You can add a new tag by filling out the fields:

- **Name**: Tag name.

- **Slug**: This is the URL version of the Tag Name. Words should be lowercase and separated with a hyphen.

- **Description**: Optional description of tag.

Click on the ‘Add New Tag’ button.
Managing Tags

The Posts -> Tags page in your dashboard shows a list of tags you’ve used, as well as the name and number of posts belonging to each tag. If you move your mouse over a tag a set of options will appear allowing you to edit, quick edit, or delete that tag:

If you click on Quick Edit the tag will change into an edit box and you can rename the tag quickly:

If you click on Edit you will be taken to a separate page where you can edit the name and description. This functions the same as in adding a tag.

Clicking on Delete will delete that tag.

Bulk Actions

If you have a lot of tags that you want to delete, you can use the bulk actions feature. Select each tag you want to delete using the checkbox to the left of the tag name.

If you want to select all tags click the checkbox at the top:

From the bulk actions menu select Delete and then click Apply. The tags will be deleted.
When you click “All Pages” or “All Posts” and then hover over the page/post you want to edit, one option is to “quick edit” the item. If you click on this option, the page/post section expands to include some options that can be quickly amended (NB to change the content of the item you need to edit it ‘properly’ by clicking on the item title to go to the page/post editing screen).

The items that can be amended using Quick Edit for both Pages and Posts are:

a) **Page/Post Title**

b) **Slug** (URL or Web address) – this is simply the page title in lower case, with hyphens (-) separating each word. If you change the Page/Post Title you could also change the slug, but **only do this if it really is necessary** eg. the description is totally wrong and if the Page/Post hasn’t been published yet. Once a Page/Post has been published, changing the slug has the same effect as deleting the item and creating a new one so far as search engines are concerned – so please avoid doing this. See page 12 for further information on deletions.

c) **Date**

d) **Author**

e) **Password** (or remove the password altogether if the item is to be made public)

f) **Tags**

g) **Status** (published or draft).
For Pages only:

h) Parent page
   i) Page order (if you have a number of pages or sub-pages to put into a certain order, it is much better to use the Quick Edit method rather than entering each page in turn to change the page order, but note that the change of page order won’t be seen until you refresh the page, and it doesn’t affect the public Menu on your site.)
   j) Template

For Posts only:

k) Categories
l) Post Type
   m) ‘Sticky’ – click the ‘make this post sticky’ box to keep this one at the top of the blog posts even after new ones are published.

Once you have made any changes, click the ‘Update’ button or use the ‘Cancel’ to close without changes.