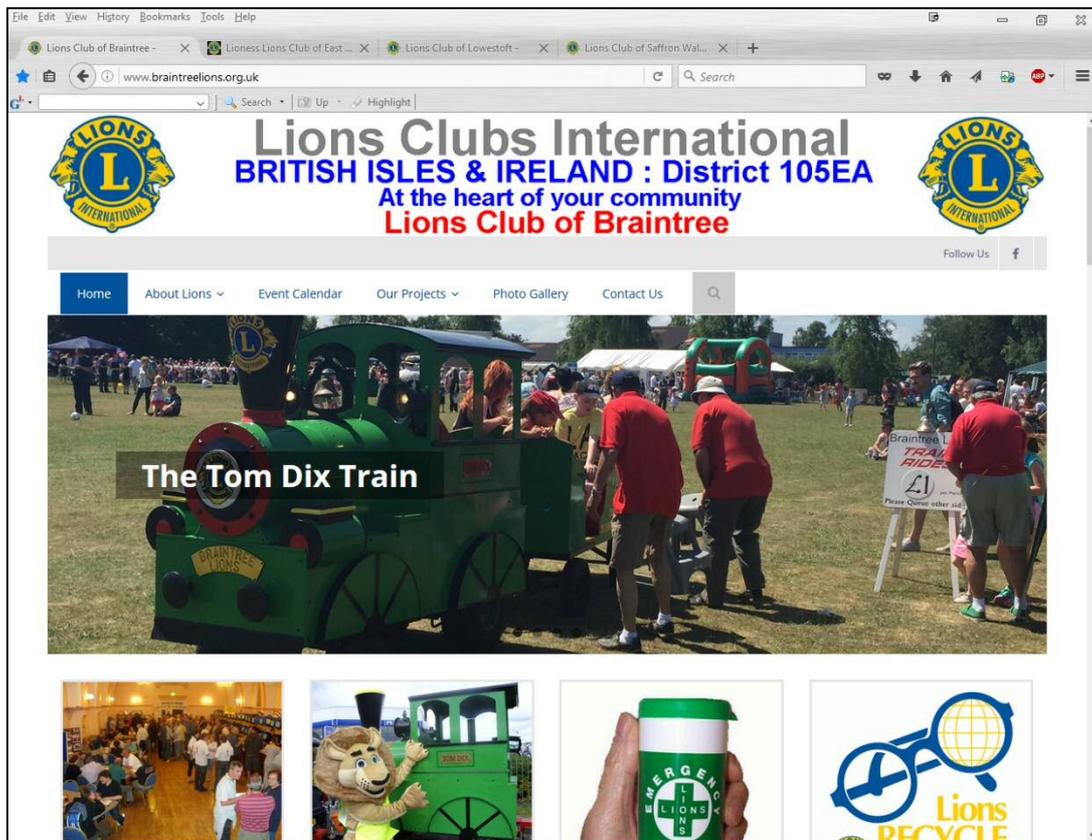




# Dummies Guide to a Lions WordPress Website





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## What Is A WordPress Website?

*Why use it to run a Lions Club Website?*

WordPress is a free and open-source content management system (CMS). WordPress is used by more than 25% of the top 10 million websites. By being an open-source system means that you do not have to pay for the basic system and also many of the available plug-ins (extra features) and themes (website styles) are free. Traditionally websites were written using a system called HyperText Markup Language (HTML). This meant that websites had to be created and maintained by specialists. With the introduction of CMS websites the requirements for a specialist to maintain the information on the website was removed. The setting-up is still a skilled job, but now anyone with basic word-processing skills can add information to a website. The use of WordPress allows a Lions Club to now add information to their own websites. This can be a page about a specific aspect of the club, or a news article (also known as a blog post), or an event in the club calendar. By allowing a Lion to log-on to the site they can add this information, without needing any specialist knowledge.

This manual will, I hope, help you understand your WordPress website and how to add pages, posts and events to it.

## What Does a Lions Website Look Like?

*What is included in the basic website set-up?*

Each Lions Club website is based on a site theme and a standard structure template. The theme has been selected as it provides a modern and clean look to the website and also provides a consistent 'look-and-feel' across all the districts websites. A typical homepage is shown below.



Each page includes a header banner, a top menu and footer as standard. Some pages may also have a sidebar. Normal site colours used are the blue and gold from the Lions logo. If your club has a specific set of colours then the site can be updated to suit.

The standard club website includes the following pages and features:

- **About Lions International**
- **About** (your club)
- **Calendar** – This is a calendar for you to include club meetings, fund-raising events etc.
- **Our Projects** – These are sample projects to get the site started.
  - **Message in a Bottle**
  - **Recycling Glasses**
- **Contact Us**
- **Chatroom** – This is only if you are an online club.
- **Log-in** – To allow Lions to log-on and add information
- **Cookies Consent** – Required under UK/EU law.

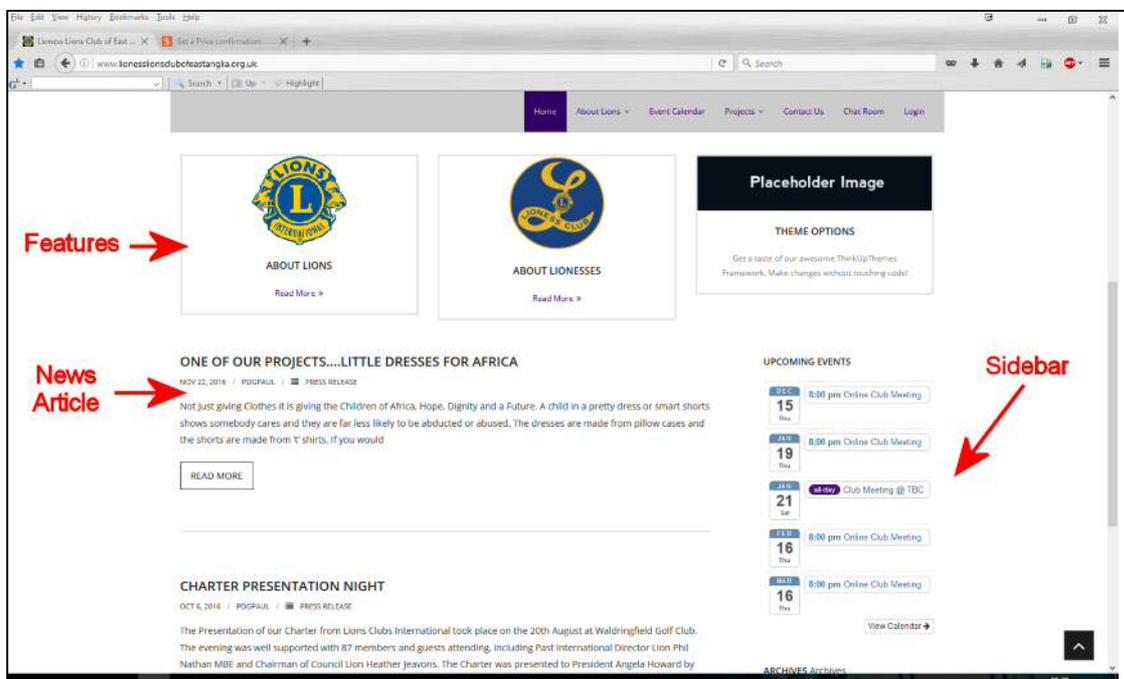
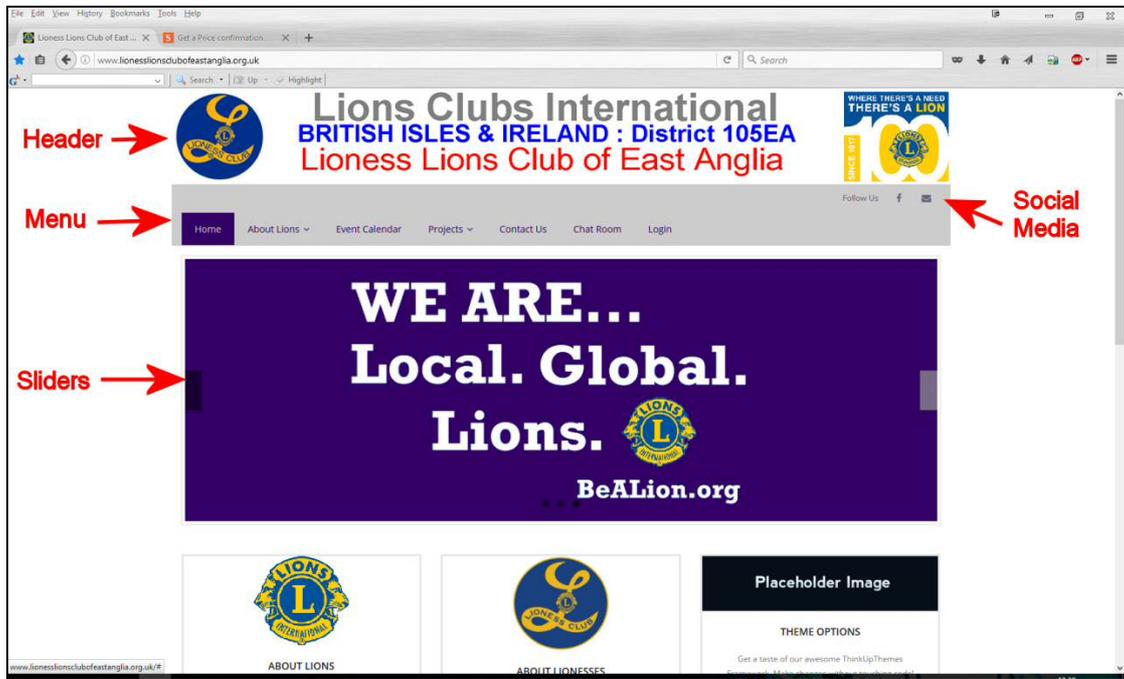
## Website Theme

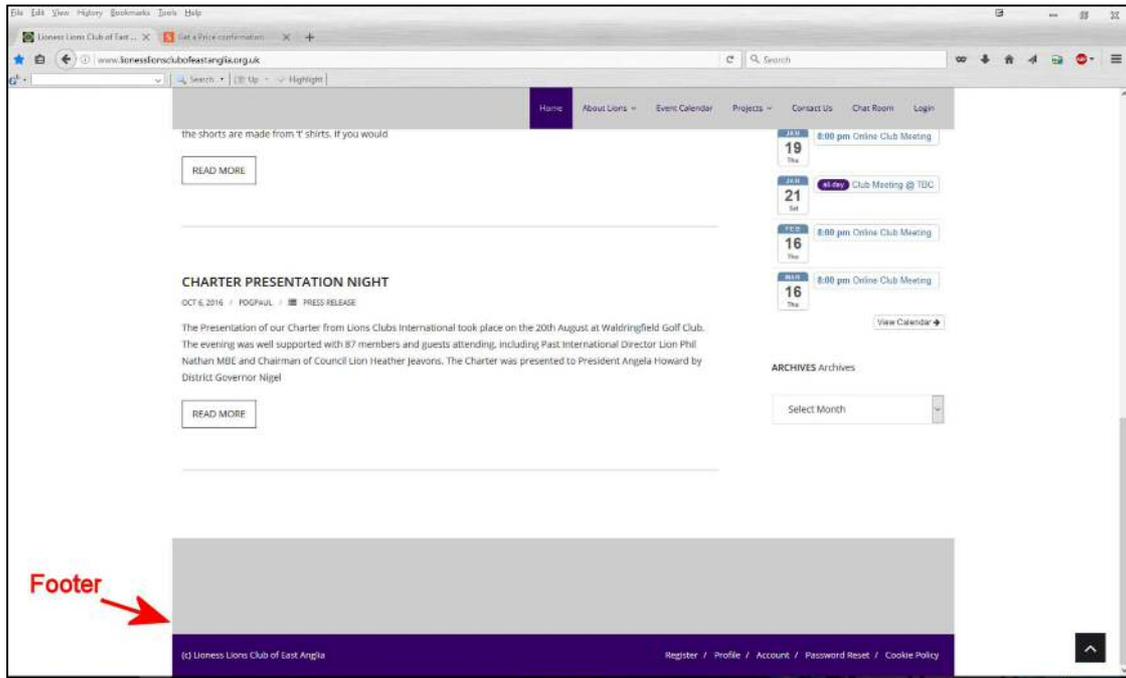
All WordPress websites use a system called a theme to provide the basic layout and style of the website. By default a standard club website uses a theme called **Rendon Pro** from **ThinkUpThemes**.

This theme, like most themes, is customisable which allows a unique style to be created. If you wish to use a different theme to style your website then please contact me.

## Page Elements

Each page of the website is made up from a number of different elements.





## Header

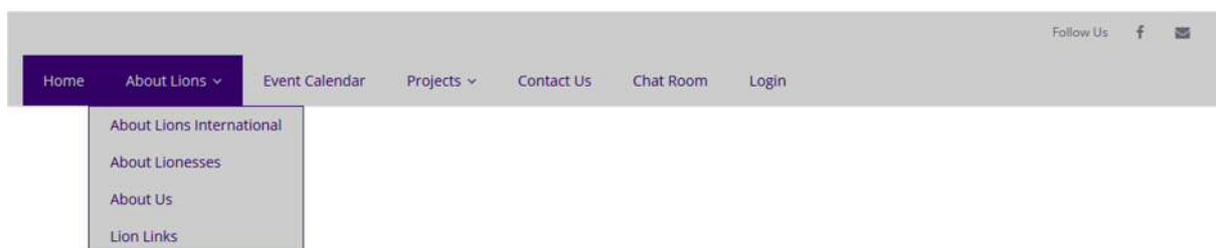
The header image is a graphic that is displayed at the top of every page.



Initially a generic image is used. But it can be replaced with a custom graphic if required. If you wish to use a different image then please forward me an image with the dimensions of 1600x200 pixels and in a GIF or PNG format.

## Menus & Social Media

There are two menus within the standard theme used for the club websites.



The top menu consists of links to all your pages, as well as the contact form and events calendar. This menu also includes links to any Social Media sites you use. This can include: Facebook, Twitter, YouTube, Google+ and email.



The bottom menu, displayed in the footer, provides links to the 'other' pages that are required for the website.

## Slider

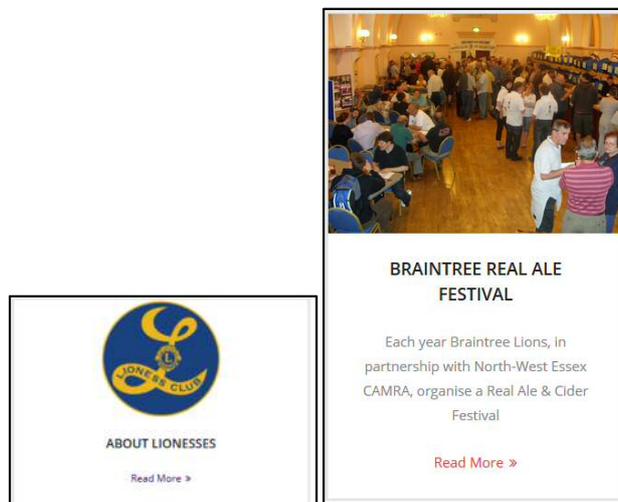
The slider is a series of images that are displayed at the top of the home page.



Initially the website is setup with 3 generic Lion images. Each slider can have text overlaid on it and/or include a link to a website page. These can be changed and/or added to with any graphic or photo. If you wish to use different images then please forward me an image with the dimensions of 1600x400 pixels and in either PNG or JPG format. I would recommend no more than 6 images on the slider.

## Features

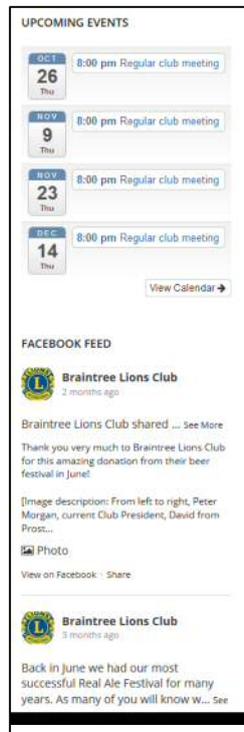
On the homepage, below the slider, there are up to 4 feature boxes. These allow you to promote specific pages within your website. Each feature box can contain an image, some text and a link to further details. Below are two examples.



If you wish to change any/all of these feature boxes then the recommended image size is 200x200 pixels and a file format of GIF, PNG or JPG.

## Sidebar

The sidebar features on a number of pages and it provide an area when snippets of information can be displayed. The basic sidebar shows the next few events from the calendar, a feed from your Facebook page (if you have a Facebook account) and also a shortcut to older news articles.



There are a number of additional items that can be displayed in the sidebar including:

- Twitter Feed – your latest tweets.
- A Google map
- Recent Comments – feedback from visitors to your website.
- Slideshow – a revolving set of recent photos.
- YouTube video

## Footer

The footer appears at the bottom of each screen and normally includes the copyright notice and the second menu. This second menu includes the items that may require accessing by some people, in some circumstances.



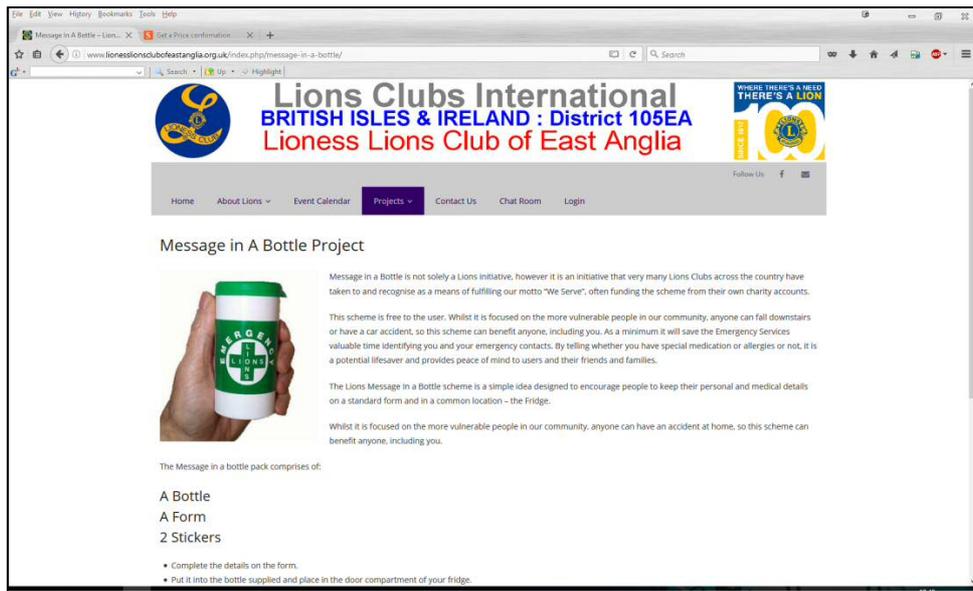
It is possible to add additional data to the footer area. See sidebar section for details.

## Other Page Features

In WordPress, you can write either Posts or Pages. When you're writing a regular blog entry, you write a post. Pages are for content such as 'About', 'Contact Us', etc. Pages live outside of the normal blog chronology, and are normally used to present timeless information about your site.

## Regular Page

You can use Pages to organize and manage any content. This type of page can contain photos and videos along with text.



What Pages Are:

- Pages are for content that is less time-dependent than Posts.
- Pages can be organized into pages and subpages.
- In essence, Pages are for non-blog content. It is possible to remove all or most Posts from a WordPress installation, and thus to create a standard non-blog website.

What Pages Are Not:

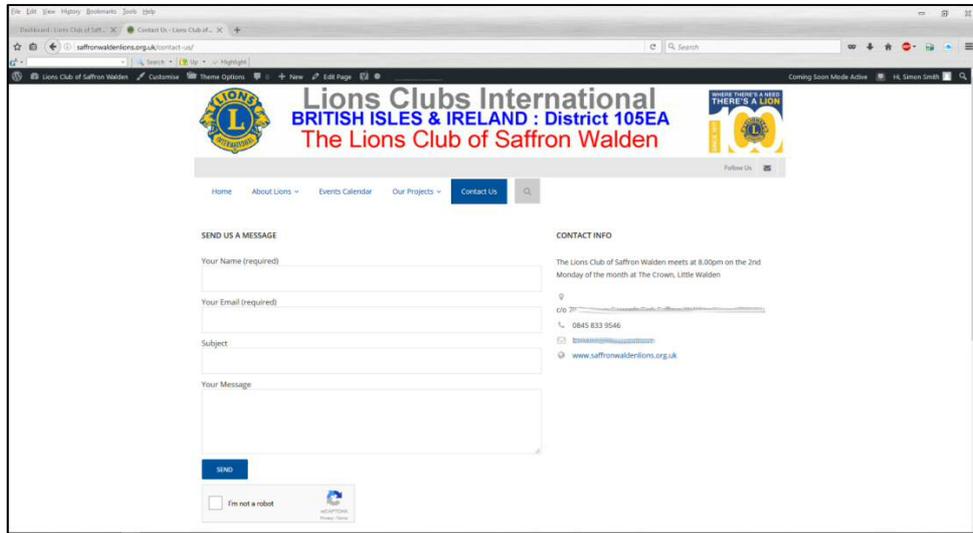
- Pages are not Posts, nor are they excerpts from larger works of fiction. They do not cycle through your blog's main page.
- Pages cannot be associated with Categories. The organizational structure for Pages comes only from their hierarchical inter-relationships.
- Pages are not files. They are stored in your database just like Posts are.
- Pages are not included in your site's feed.

## Contact Form

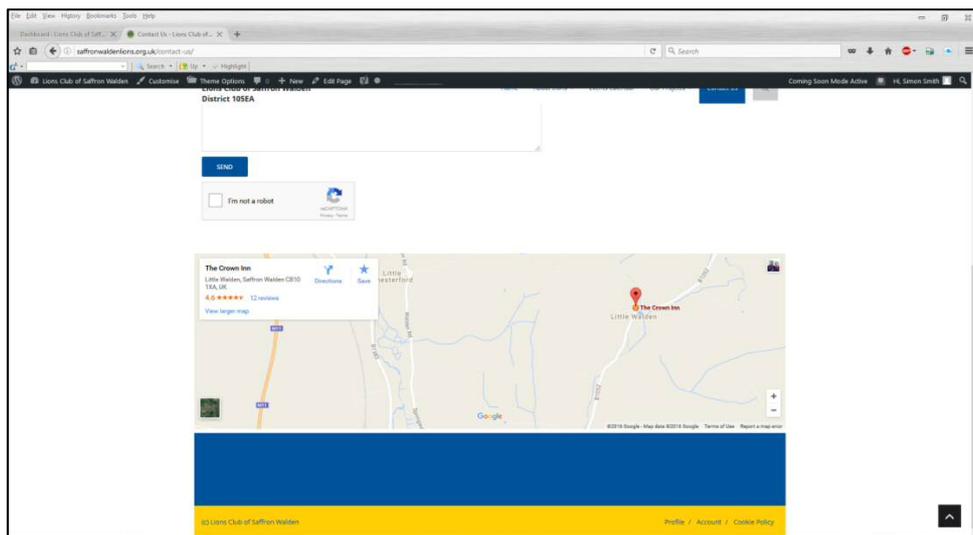
The contact form page is similar to a regular WordPress page, but is designed to allow a website visitor to contact you via email. They fill-in the details on this form and then when they press Send it is forwarded to the pre-set email address. It is possible to have one than one Contact form on a website,

or to include a contact form within a basic webpage. So if you have a particular project that might require requests sent to a specific Lion then a contact form could be added.

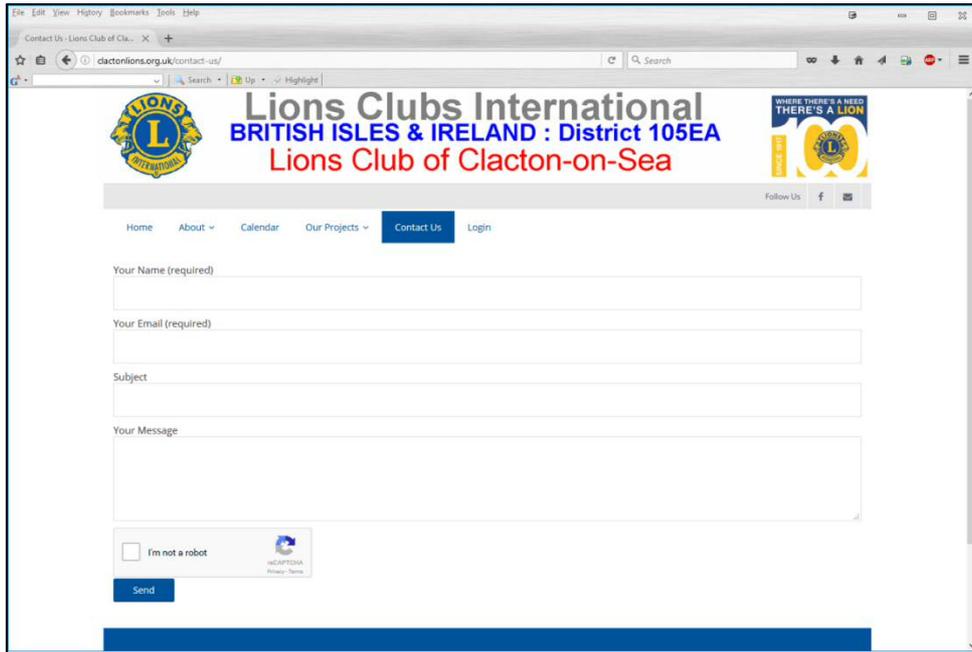
The primary contact form will look like this:



With a map of your meeting venue at the bottom.

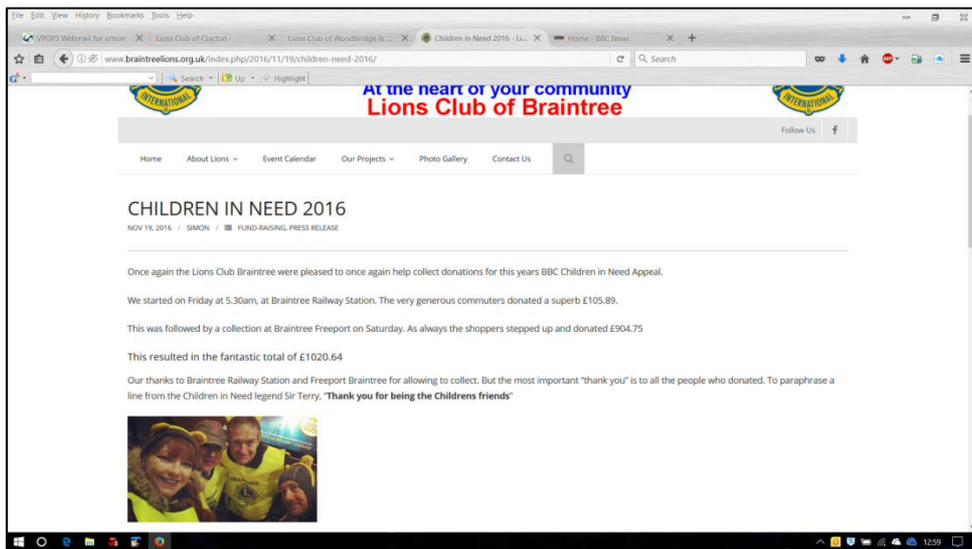


Other contact pages would look like this:



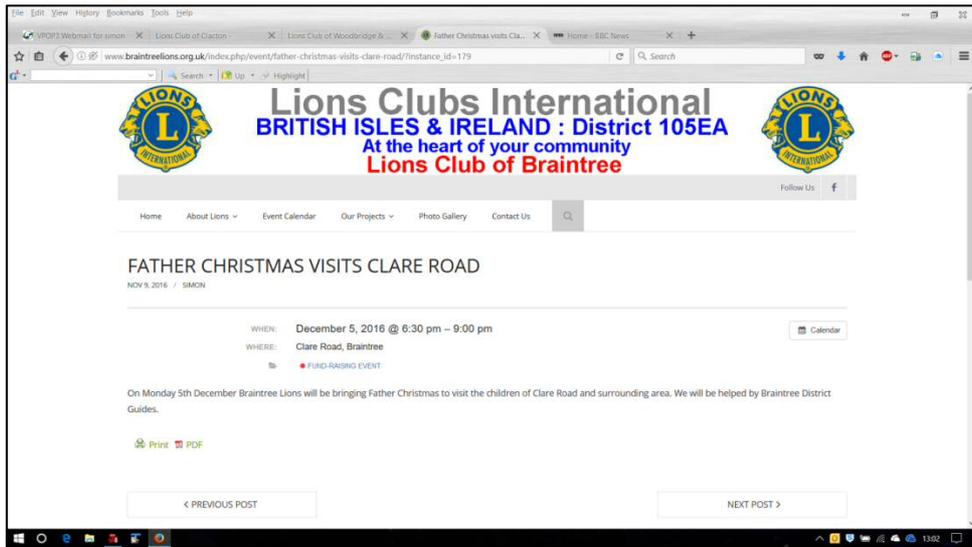
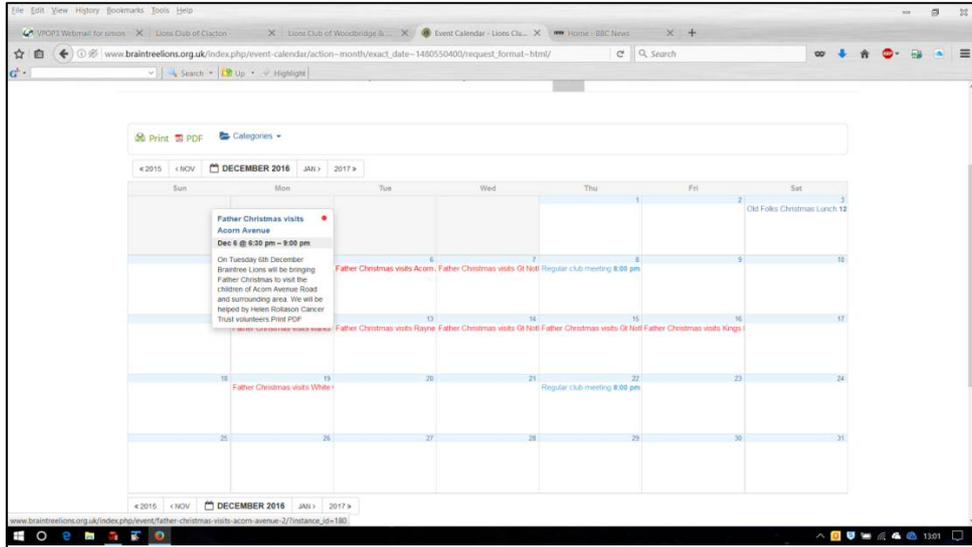
## News Post

This is news post, also known as a blog post. This is typically used as a means to publicise an event or function. Think of it as a 'Press Release'. Posts are entries that display in reverse order on the home page, with the most recent first. This type of page can contain photos along with text.



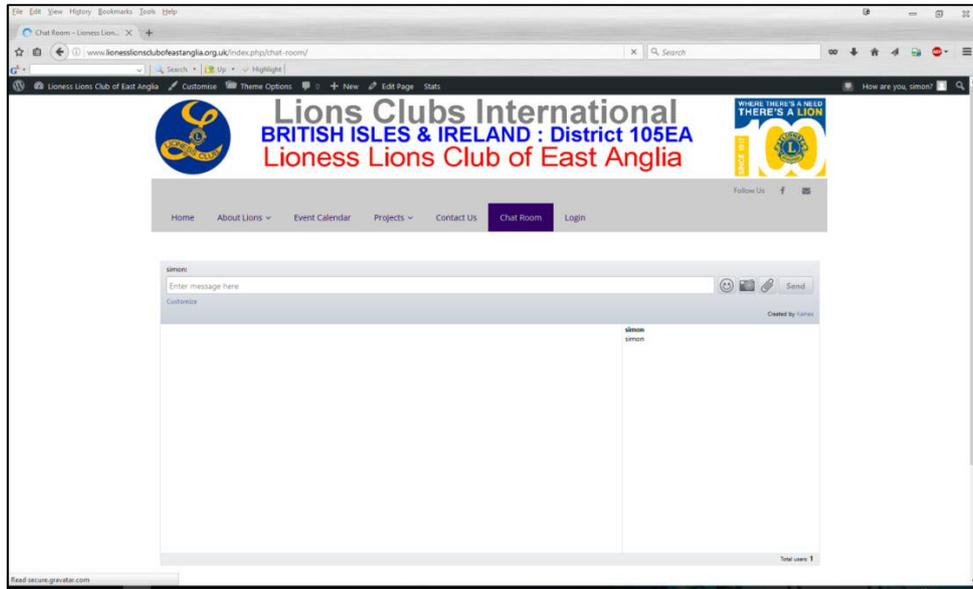
## Events

Each Lions website includes a calendar page. This allows you to include any meetings or events you wish to promote to either club members or the general public. The main page is a month calendar, when the user selects an event they then get further details.



## Chatroom

The chatroom is an additional feature that is included if the club meets online. This allows a group of lions to hold a meeting. If you are not an online club, but feel this maybe of use then please contact me.



## Users

There are a number of different user/roles within a WordPress site setup. This is to allow different people access to different functions and areas of the website. Details of each role are outlined below. But for the purposes on a Lions Club website there are three roles that should be considered. Administrator – The person who controls the function of the website; Editor – Like a newspaper editor controls the content of the website; and Author – Like a newspaper reporter writes pieces for the website. The other roles would not normally be needed for this type of website, however if the website includes a chatroom then you may consider the Subscriber role, as this would then restrict access to the chatroom to only registered members.

## User Roles

### Summary of Roles

- Administrator – somebody who has access to all the administration features within a single site.
- Editor – somebody who can publish and manage posts including the posts of other users.
- Author – somebody who can publish and manage their own posts.
- Contributor – somebody who can write and manage their own posts but cannot publish them.
- Subscriber – somebody who can only manage their profile.

### Administrator

Administrator is the most powerful user role. Users with the administrator role can add new posts, edit any posts by any users on the site, and even delete those posts. They can install, edit, and delete plugins as well as themes. Most importantly an administrator user can add new users to the site, change information about existing users including their passwords as well as delete any user (yes other administrators too). This role is basically reserved for site owners and gives them the full control of your WordPress site.

### Editor

Users with the editor role in WordPress have full control on the content sections the website. They can add, edit, publish, and delete any posts on a WordPress site including the ones written by others. An editor can moderate, edit, and delete comments as well. Editors do not have access to change any site settings, install plugins and themes, or add new users.

### Author

As the name suggests, users with the author role can write, edit, and publish their own posts. They can also delete their own posts, even if they are published. When writing posts, authors cannot create categories however they can choose from existing categories. Authors can view comments even those that are pending review, but they cannot moderate, approve, or delete any comments. They do not have access to settings, plugins, or themes, so it is a fairly low-risk user role on a site with the exception of their ability to delete their own posts once they're published.

## **Contributor**

Contributors can add new posts and edit their own posts, but they cannot publish any posts not even their own. When writing posts they cannot create new categories and will have to choose from existing categories. However, they can add tags to their posts. The biggest disadvantage of a contributor role is that they cannot upload files (meaning they can't add images on their own article). Contributors can view comments even those awaiting moderation. But they cannot approve or delete comments. They do not have access to settings, plugins, or themes, so they cannot change any settings on the site.

## **Subscriber**

Users with the subscriber user role can login to your WordPress site and update their user profiles. They can change their passwords if they want to. They cannot write posts, view comments, or do anything else inside your WordPress admin area. This user role is particularly useful if you require users to login before they can read a post or leave a comment.

## Media

**M**edia is a collection of photos, videos and other uploads that are then accessible to Administrators, Editors and Authors when creating posts, pages or events. All media is stored within the website structure, with the exception of YouTube videos which are links to a YouTube channel.

## Photos

Photos, or any graphical file, can be uploaded and then embedded into most aspects of the website. The best formats to use are:

- **Photos** - JPG or PNG
- **Graphics** - GIF or PNG

Image dimensions are not an issue, unless specified elsewhere in this manual, as WordPress will normally auto-size the images at the time of use.

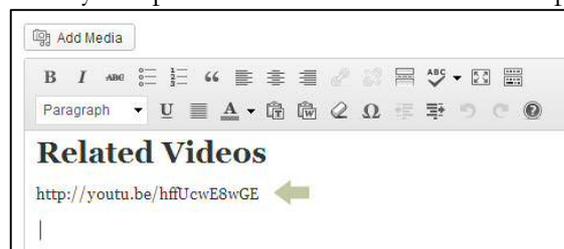
## YouTube

YouTube is the world's most popular video streaming website. Rather than uploading videos to your Media Library you use a link, within your page/post, to the YouTube video you require. The following procedure explains how to upload a media file.

- Find the video you wish to embed on YouTube (assuming you don't already have the video address)
- Click the **Share** link (under the video)
- Under 'Share this video', copy the video address to the clipboard.



- Log into your website and edit the post or page you wish to add your video to.
- Locate your cursor correctly and paste the YouTube video address previously copied above.

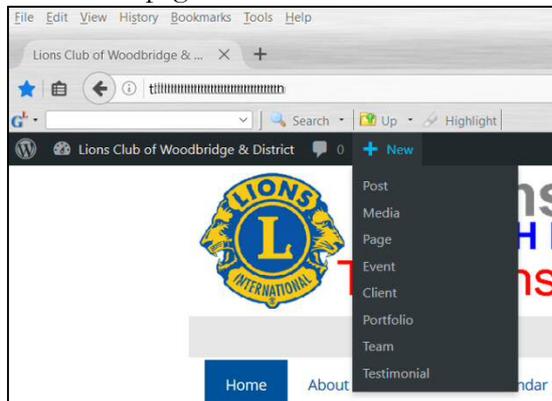


- Click the **Update** button to complete.  
Note that you will only see the address in WordPress but the video will be displayed when the page or post is viewed normally.
- Test your video by viewing the page or post normally.

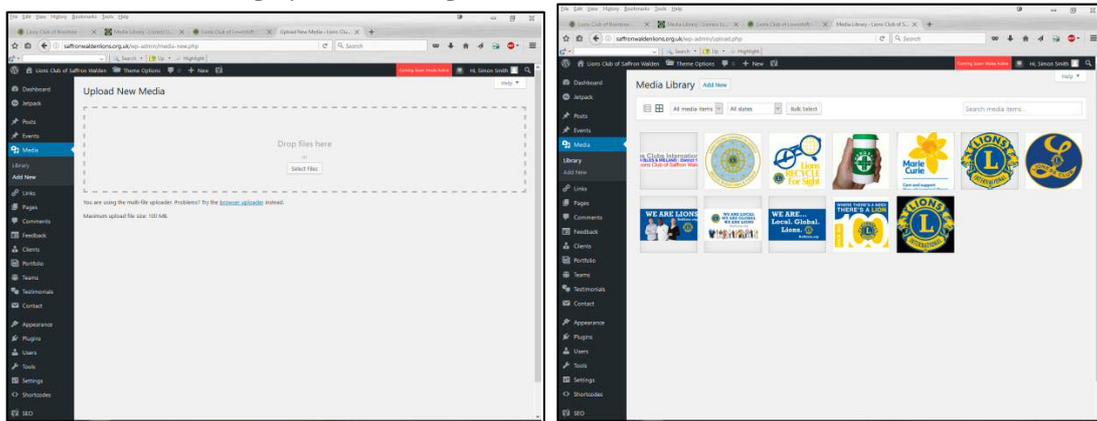
## Uploading Media

All media is stored within the WordPress structure, so to access a file within your website you need to upload it to your Media Library. The following procedure explains how to upload a media file.

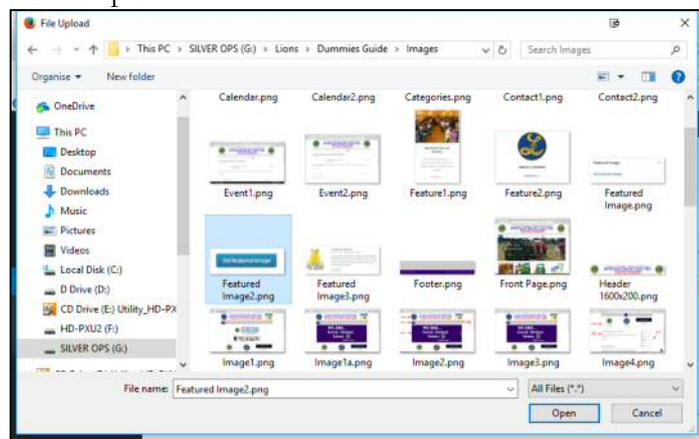
- Ensure that you have logged-in to your website.
- From the top bar on the website page select **Add New>Media**.



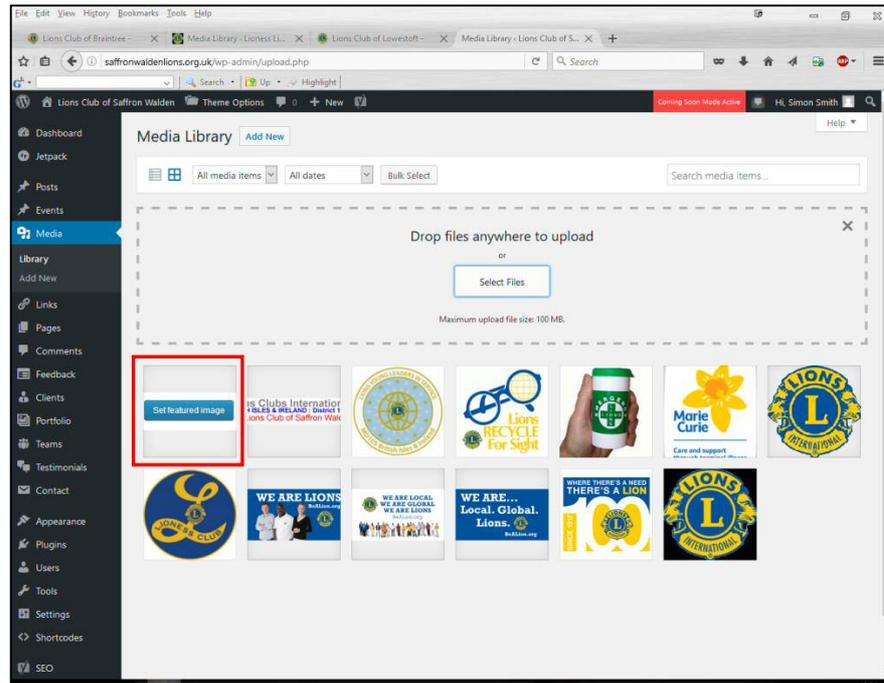
- This will then display one of two possible screens.



- If it is the right-hand screen then select **Add New**.
- You will then be presented with a standard File Manager screen to allow you to select the media file you wish to upload.



- After selecting the required file press **Open**.
- The media file will then be uploaded to your Media Library. Highlighted in red below.



## Acceptable File Types

The following file types can be uploaded to your website Media Library:

### Images

- .jpg, .jpeg (Joint Photographic Experts Group)
- .png (Portable Network Graphics)
- .gif (Graphics Interchange Format)

### Documents

- .pdf (Portable Document Format; Adobe Acrobat)
- .doc, .docx (Microsoft Word Document)
- .ppt, .pptx, .pps, .ppsx (Microsoft PowerPoint Presentation)
- .odt (OpenDocument Text Document)
- .xls, .xlsx (Microsoft Excel Document)

However it is **NOT RECOMMENDED** to upload Word or Excel format files as this can lead to security issues. The pdf format is a better file type choice.

## Creating Content

Creating the content for your website is the most important aspect. For most Lions websites this content falls into three categories: a Webpage, a News Post or an Event. There are other items that can be added and these are briefly covered at the end of this manual.

When creating content there are a number of different aspects/fields that need to either be filled-in or considered. These are detailed below.

### Descriptions of Fields

#### Title/Headline Box

This is the title of your post. You can use any phrases, words or characters.

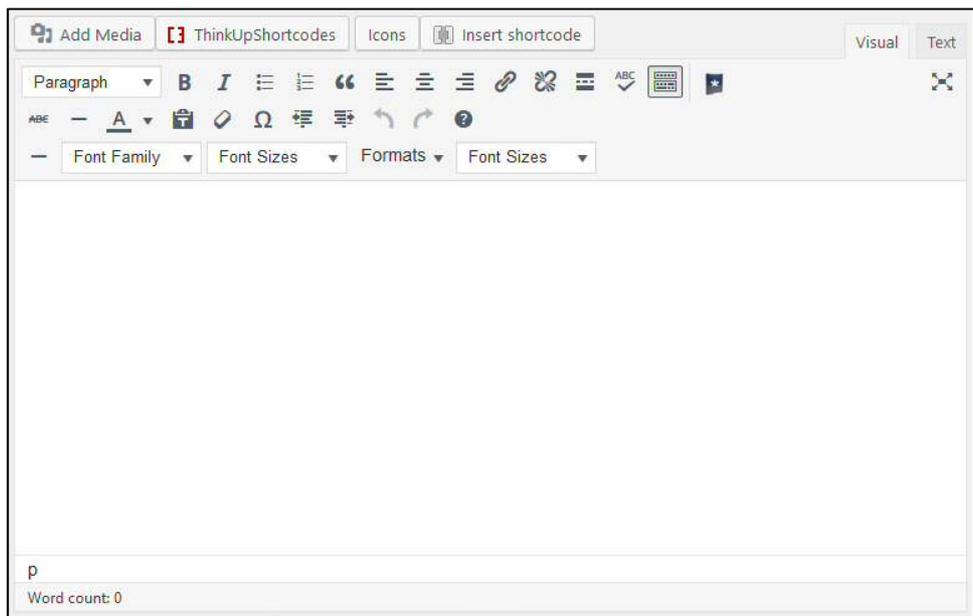


A screenshot of the WordPress 'Add a New Post' interface. It shows a text input field with the placeholder text 'Enter title here' inside a rectangular box. Above the box, the text 'Add a New Post' is visible.

Avoid using the same title twice as that will cause problems. You can use commas, apostrophes, quotes, hyphens/dashes and other typical symbols in the post like "My Site - Here's Lookin' at You, Kid". WordPress will then clean it up to generate a user-friendly and URL-valid name of the post (also called the "post slug") to compose the permalink for the post.

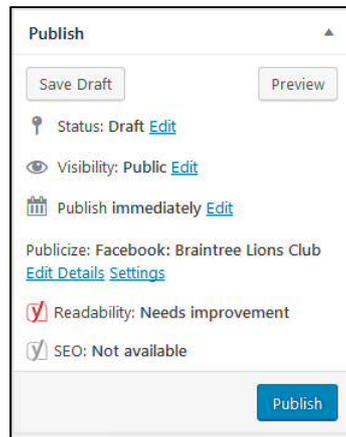
#### Text Box

The blank box where you enter your writing, links, links to images, and any information you want to display on your site. You can use either the Visual or the Text view to compose your posts. The Visual view is a WYSIWYG (What-You-See-Is-What-You-Get) editor. Think Microsoft Word. For more on the Text view, see the section, [Visual Versus Text View](#).



## Publish Box

This contains buttons that control the state of your post.



## Save Draft

This allows you to save your post/page as a draft/pending review rather than immediately publishing it. To return to your drafts later, visit Posts - Edit in the menu bar, and then select your post from the list.

## Preview

This allows you to preview the post/page as it will appear on your website, without it actually being published.

## Status

The main states are Published, Pending Review and Draft. A Published status means the post has been published live on your website for all to see. Pending Review means the draft is waiting for review by an editor prior to publication. Draft means the post has not been published and remains a draft for you.

To schedule a post for publication on a future time or date, click **Edit** in the Publish area next to the words "Publish immediately". You can also change the publish date to a date in the past to back-date posts. Change the settings to the desired time and date. You must also hit the **Publish** button when you have completed the post to publish at the desired time and date.

## Visibility

This determines how your post appears to the world. Public posts will be visible by all website visitors once published. Password Protected posts are published to all, but visitors must know the password to view the post content. Private posts are visible only to you (and to other editors or admins within your site)

## Publicise

Publicise allows your posts to be published on any linked Social Media sites at the same time the post is published to your website. This is useful if you have a Facebook and/or twitter feed as it removes the need for you to cut-and-paste the text to multiple locations.

If you choose to automatically publicise to your Facebook feed the post will show in your timeline like this.



## Publish

The Publish button publishes your post on to your website. You can edit the time when the post is published by clicking the Edit link above the **Publish** button and specifying the time you want the post to be published. It is possible to set a publish date in the past if you want the post to appear in a specific place within your post display order.

## Featured Image

A featured image is a photo or graphic that is displayed as part of your news post. When the news post is displayed on the homepage it is included to make the news article standout.

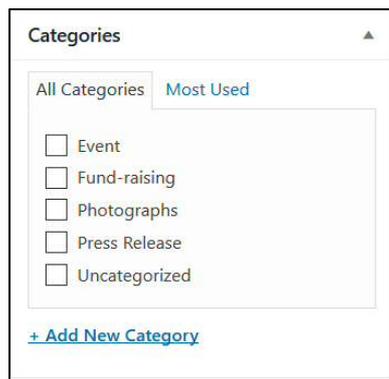


After clicking the **Set featured image** link follow the same steps as inserting images in Posts and Pages. Once you have selected the featured image and determined the image settings, click on the blue **Set featured image** button, to set it as the featured image for your page or post.



## Categories

The general topic the news post can be classified in.

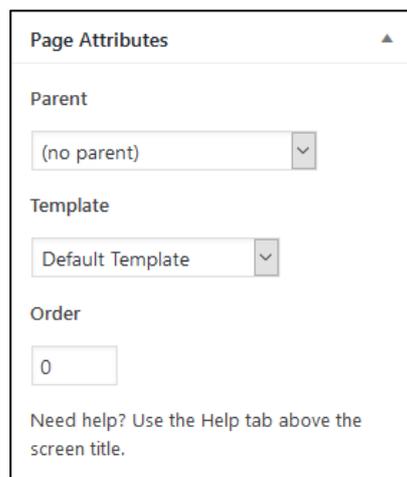


Generally, Lions websites would have up to 10 categories for their content. These could range from Welfare, through Fund-raising to Press Release.

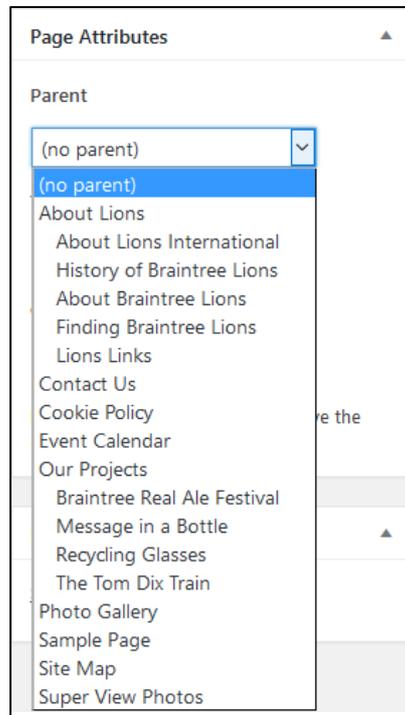
To add a new category, click the **+Add New Category** link in this section.

## Page Attributes

By default all new pages are added to the main menu as a top-level page. Normally when a page is added it is a sub-page within the current website structure. The Page Attribute section allows you to define the position of the new page within the website.

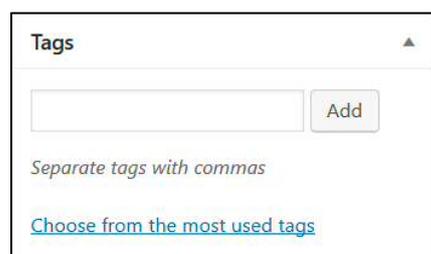


By selecting the Parent drop-down box you will be shown a list of all the current pages. Select the existing page that your new page will be the child of. This will ensure that when you publish the page it will appear in the correct place within the website.



## Post Tags

This refers to micro-categories for your website, similar to including index entries for a page. Posts with similar tags are linked together when a user clicks one of the tags. Add new tags to the post by typing the tag into the box and clicking **Add**.



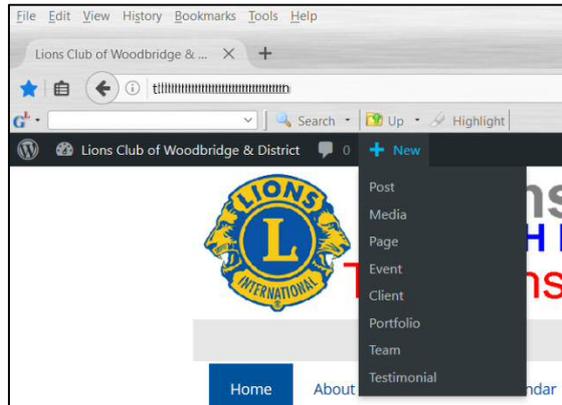
## Discussion

This option enables interactivity and notification of your posts. This section hosts two check boxes: Allow Comments on this post and Allow trackbacks and pingbacks on this post. If Allowing Comments is unchecked, no one can post comments to this particular post. If Allowing Pings is unchecked, no one can post pingbacks or trackbacks to this particular post.

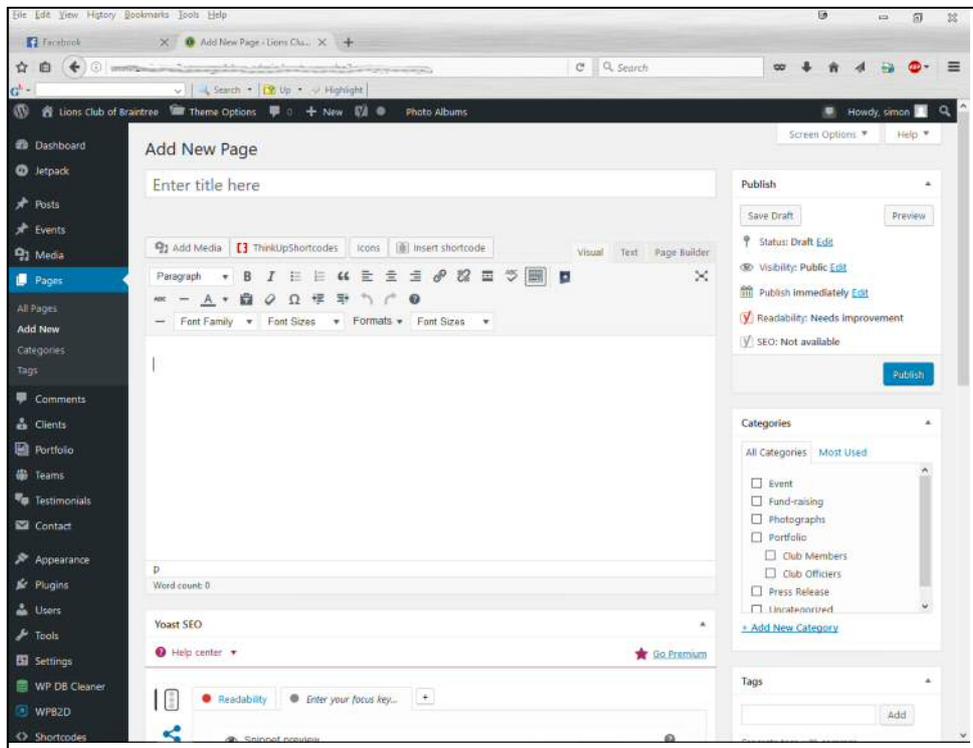
## Revisions

A list of all revisions made to the current post or page. Clicking on a revision will open a dedicated revision change where you can compare the current version of the post or page with any previous versions. There is also an option to restore any previous versions.

## Adding a Page



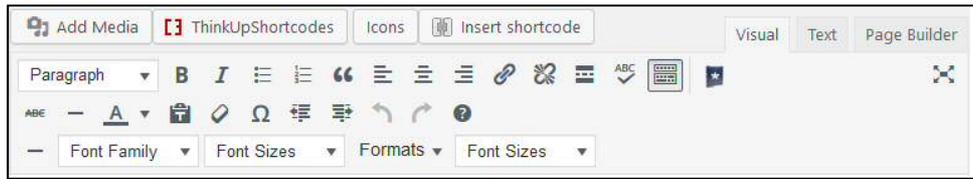
To create a new Page, log in to your website. From the top bar on the website page select **Add New>Page** to begin writing a new Page. This will then display the following screen.



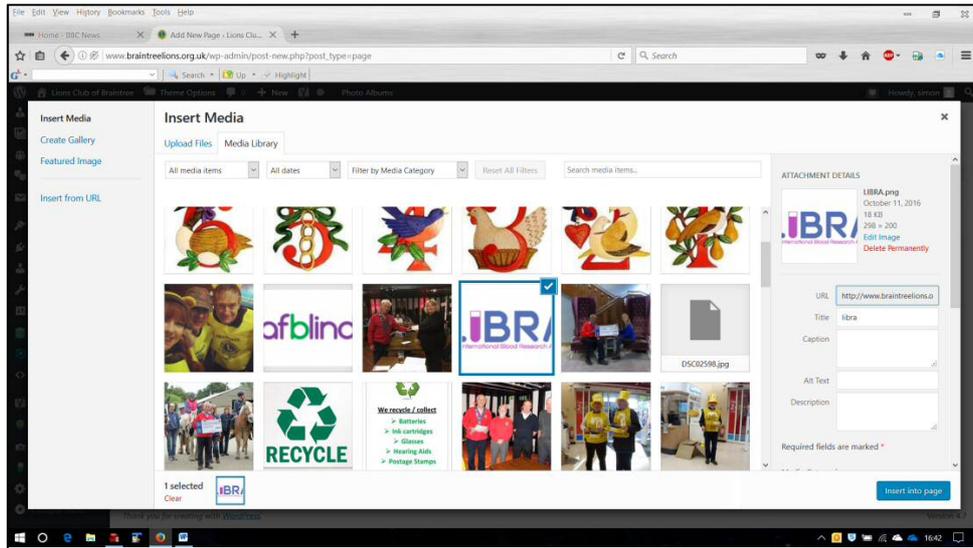
Add the title of the page.



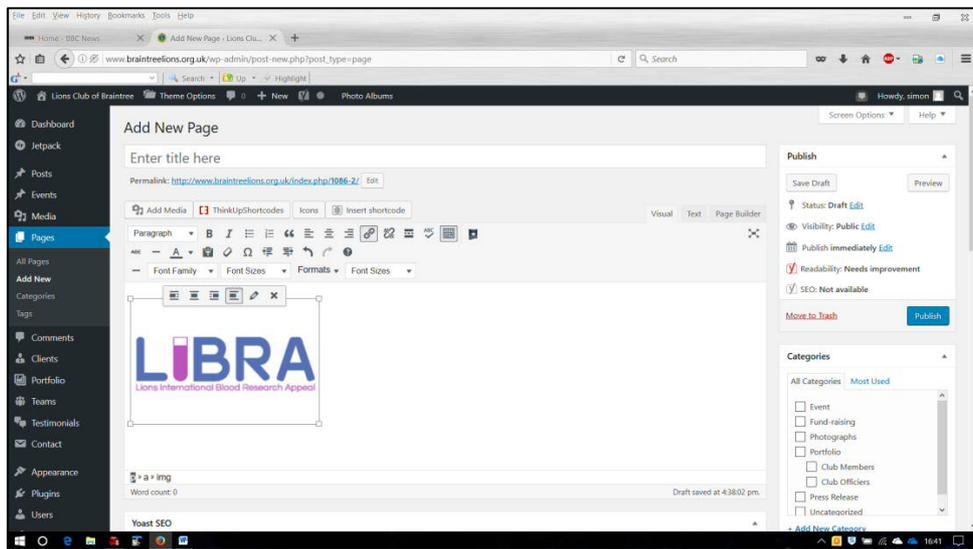
You can then add any text or images that you require to your webpage. Using the toolbar allows you to format the text.



To insert media (photo or file) select the **Add Media** button.



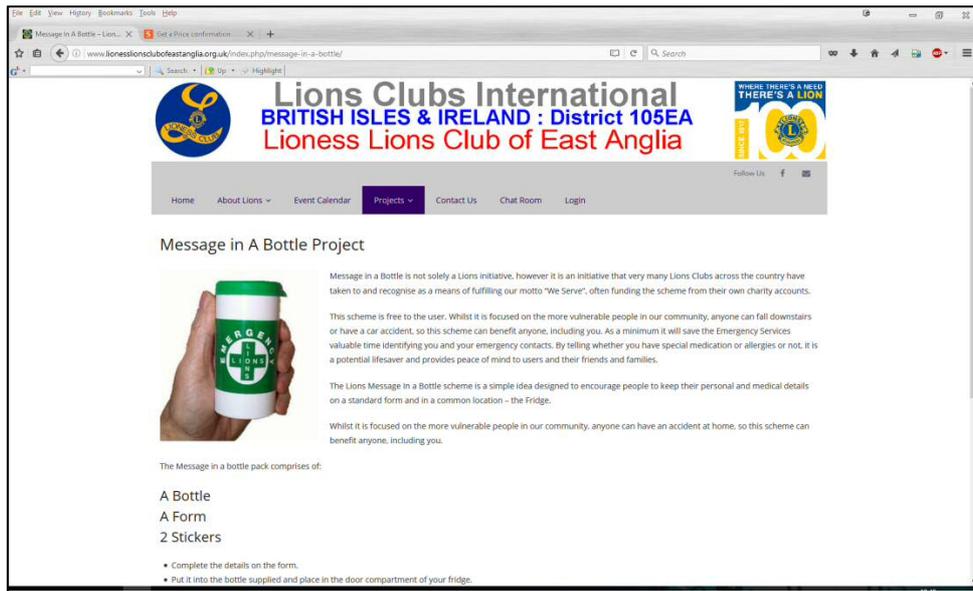
Select the required image and press **Insert into page** button.



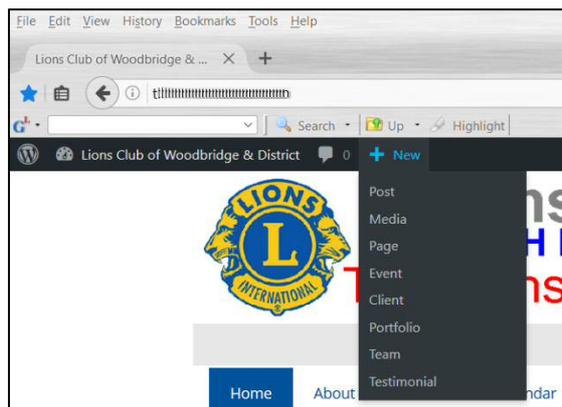
This will then display the image within your page.

After entering all the required text and images, ensure you have selected the position of the page within your menu structure and then press **publish**. The page will then appear on your website.

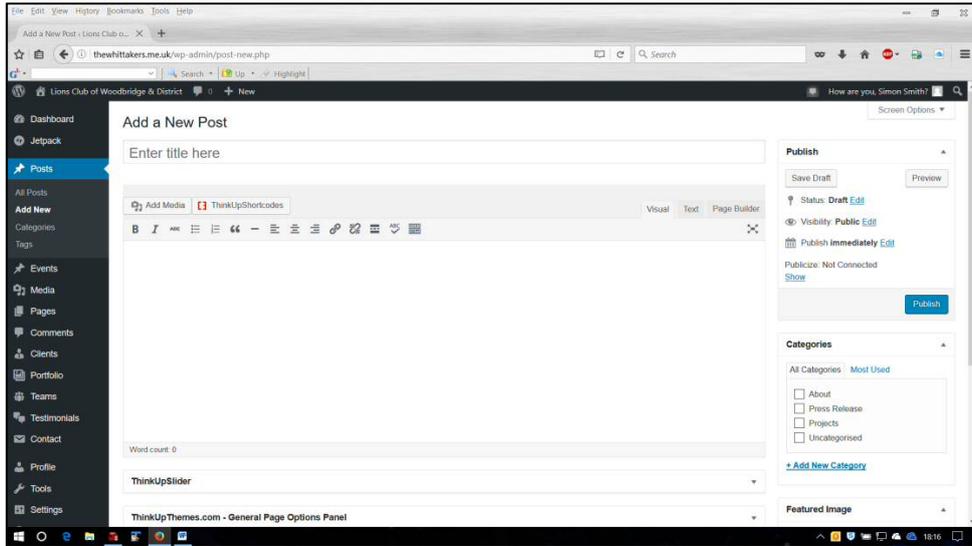
## Example of an Page



## Adding a Post



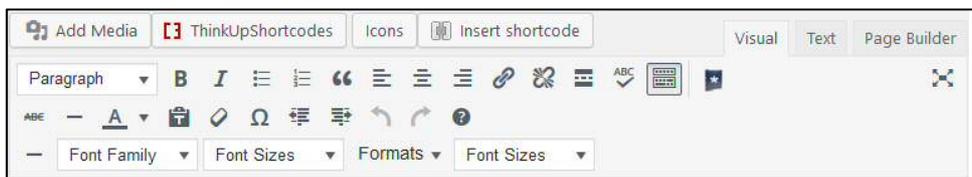
To create a new Post, log in to your website. From the top bar on the website page select **Add New>Post** to begin writing a new Post. This will then display the following screen.



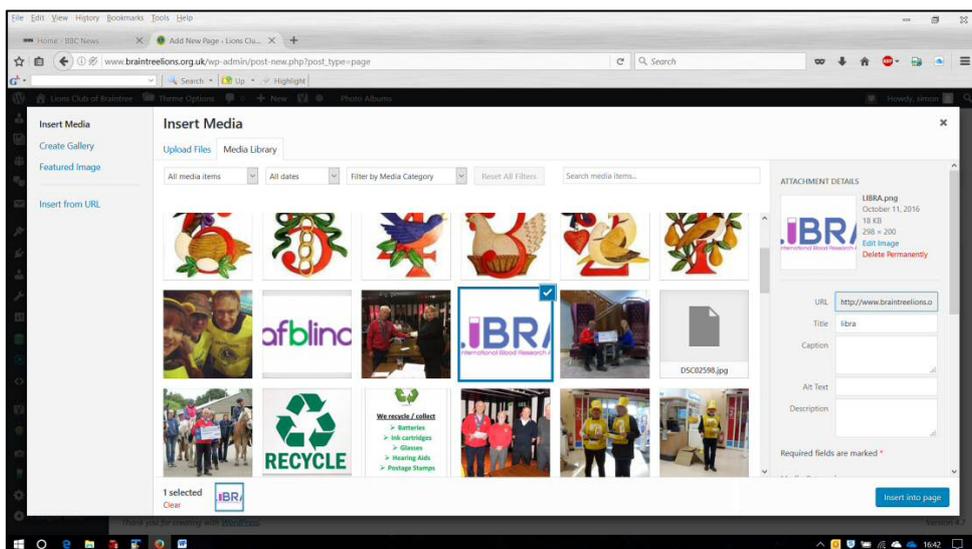
Add the title of the post.



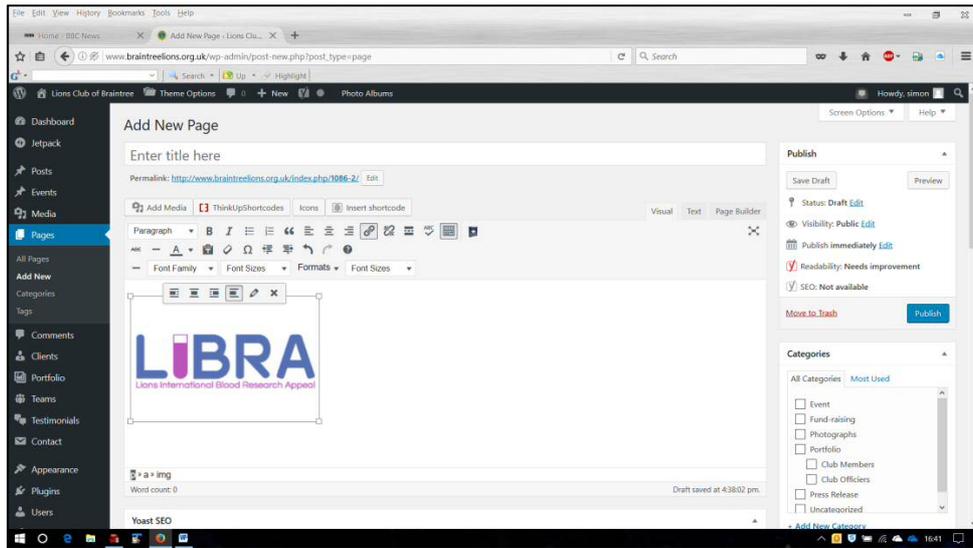
You can then add any text or images that you require to your news post. Using the toolbar allows you to format the text.



To insert media (photo or file) select the **Add Media** button.



Select the required image and press **Insert into post** button.

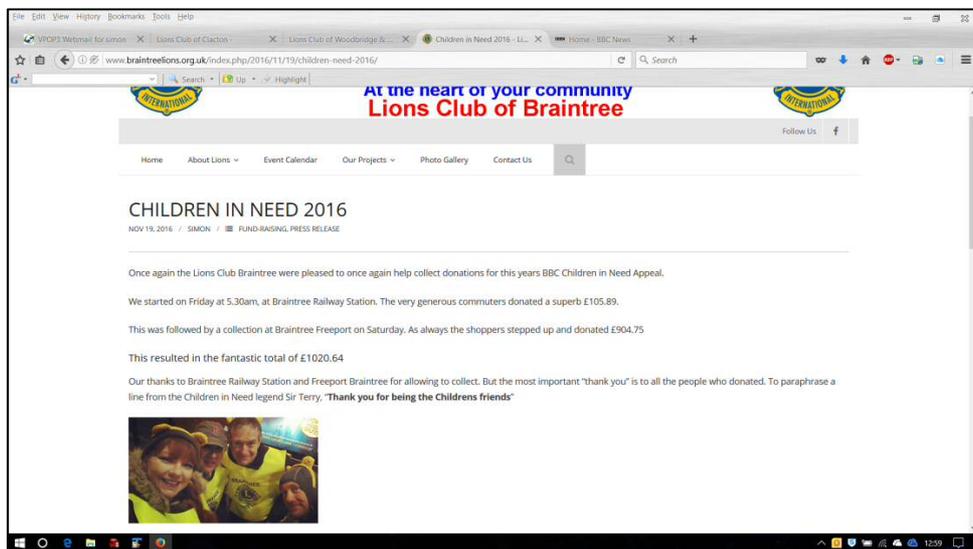


This will then display the image within your page.

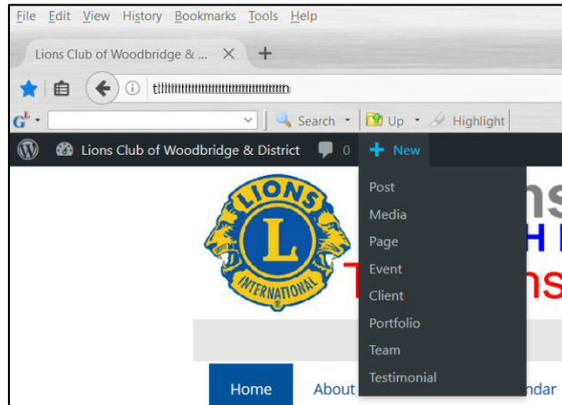
Ensure that you set a featured image for your post as this is used not only of your front page but also on your Facebook page, if you publicise to Social Media.

After entering all the required text and images, ensure you have selected the position of the page within your menu structure and then press **publish**. The page will then appear on your website.

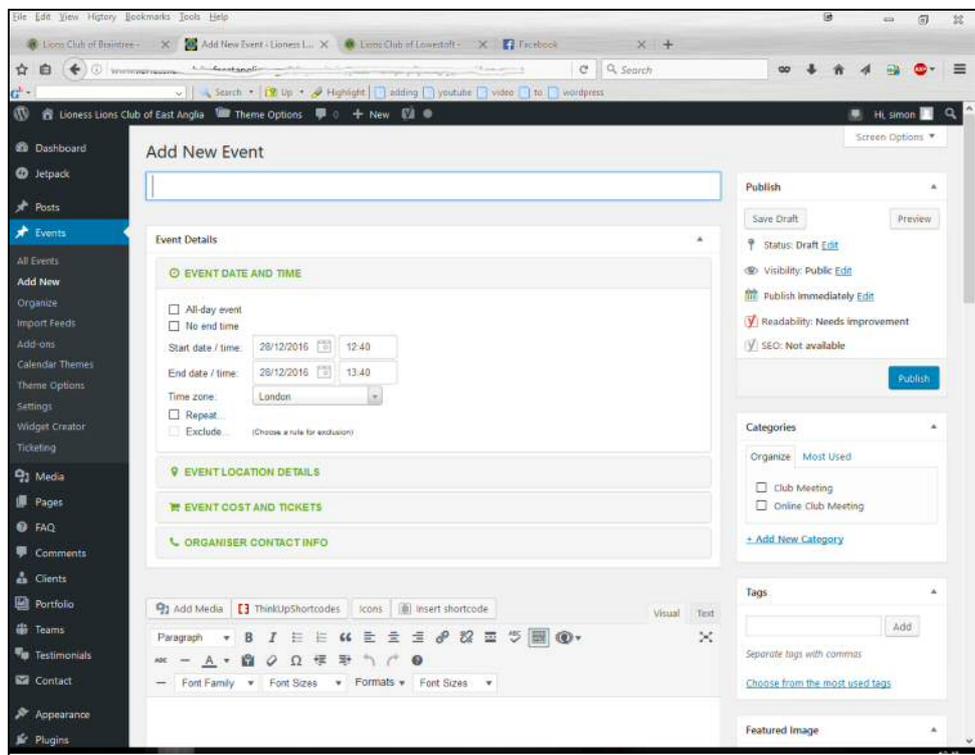
## Example of an Page



## Adding an Event

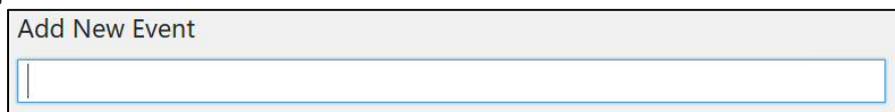


To create a new Page, log in to your website. From the top bar on the website page select **Add New>Event** to begin creating a new Event. This will then display the following screen.



There are a number of sections that require information to complete your event. Which sections and what details are required will depend on your type of event.

- **Event Name** – Add the name of your event. This could be your Charter Night, or a Fund-raising event.



- **Event Date & Time** – You can set-up repeat event, like regular club meetings by selecting the Repeat option and configuring the repeat frequency. The All-day Event and No End Time fields are optional.

- **Event Location Details** – This allows you to include the location of your event. If there are sufficient details in the address then WordPress will try and display a map.

- **Event Cost and Tickets** – If there is a cost involved you can add details here.

- **Organiser Contact Info** – This is useful if potential event attendees need to contact a specific person.

The screenshot shows the 'Event Details' section of a WordPress event management plugin. The 'ORGANISER CONTACT INFO' section is highlighted with a red dashed border. It contains four input fields: 'Contact name:', 'Phone:', 'E-mail:', and 'Website URL:'.

- **Text Entry** – This area allows you to include any additional information about the event. For example the ability to download a pdf flyer, or possibly list the menu options if the event is a Charter Night.

The screenshot shows the WordPress text editor interface. The 'Visual' tab is selected, showing a rich text editor with various formatting options like bold, italic, link, and list. The text area is empty, and the word count at the bottom is 0.

- **Category** – This allows you to assign a category to your event. This helps users to differentiate between club meetings and public events.

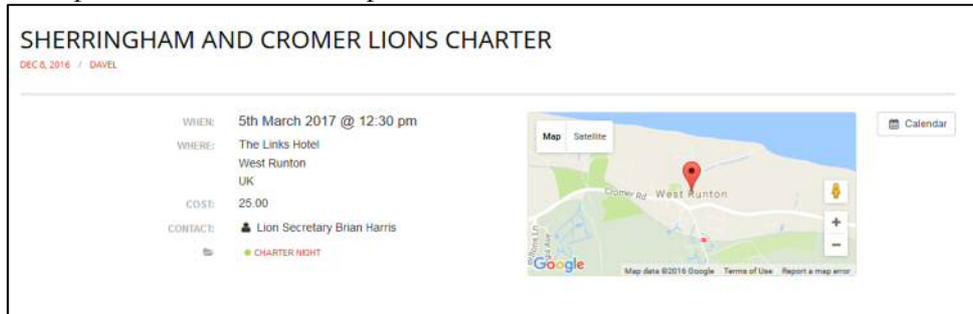
The screenshot shows the 'Categories' section of a WordPress event management plugin. It shows a list of categories with checkboxes: 'Club Meetings', 'Fund-raising Event', 'Publicity Event', 'Social Events', 'Welfare Event', and 'Zone Meeting'. There is also a '+ Add New Category' link at the bottom.

## Example of an Event

The event is:

Sunday 5<sup>th</sup> March. Sheringham & Cromer Lions 3rd Charter Anniversary Lunch @ The Links Hotel, West Runton, Norfolk. 12:30pm for 1:00pm start, £25 per head, further details from Lion Secretary Brian Harris.

If the above steps are followed then the published event will look like:



## Other Options/Functions

There are many options, themes and plugins that you can add to your website to make your site unique. To give you an idea of just how much you can add to your site there are currently over 45000, yes that is thousands, plugins and in excess of 10000 themes. Of course many, if not most, of these are not needed for the sort of website that a Lions Club normally wants, but they are there if you want to explore.

## Themes

There are multiple themes for any type of website you can imagine. These vary from personal blogs through to complex websites. Did you know that the White House, New York Times and The Rolling Stones all use WordPress as the base for their websites? When looking for a different theme you need to remember the saying "nothing comes for free". There are free themes available, but these are often limited in features and customisations. To get a good quality theme is likely to involve a purchasing a theme.

If you want to look for a different website theme then there are many places to search. The following are some sites worth exploring.

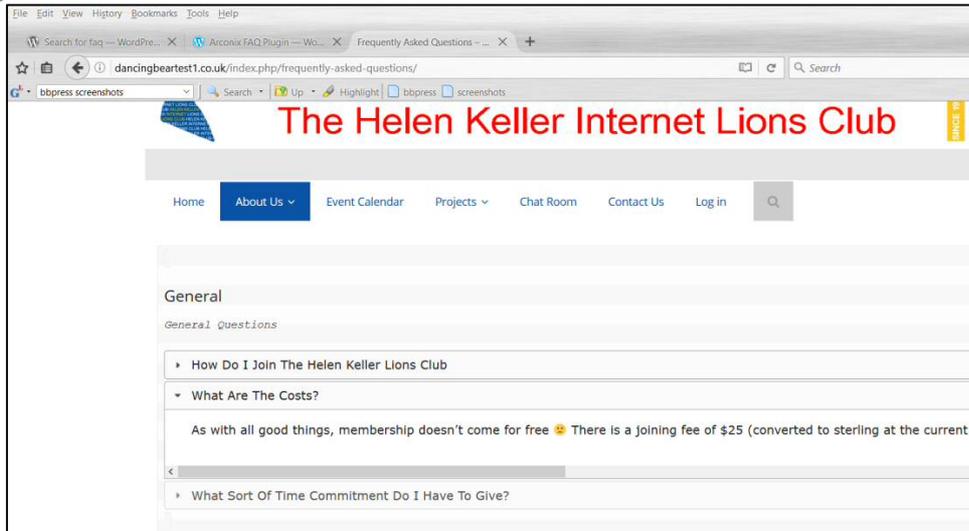
- [Wordpress.org](http://Wordpress.org) is the official website for all things WordPress. This site include free and premium (paid for) themes.
- [ThinkUpThemes](http://ThinkUpThemes) is the supplier of the theme used for the basic Lions Club site. They currently offer 25 different themes. These are premium themes, but I have a licence to use any of their themes.
- [SiteOrigin](http://SiteOrigin) is another good source of themes.
- [Google](http://Google) is always a good place to search. I suggest the search phrases "wordpress free theme" and "wordpress theme".

## Plugins

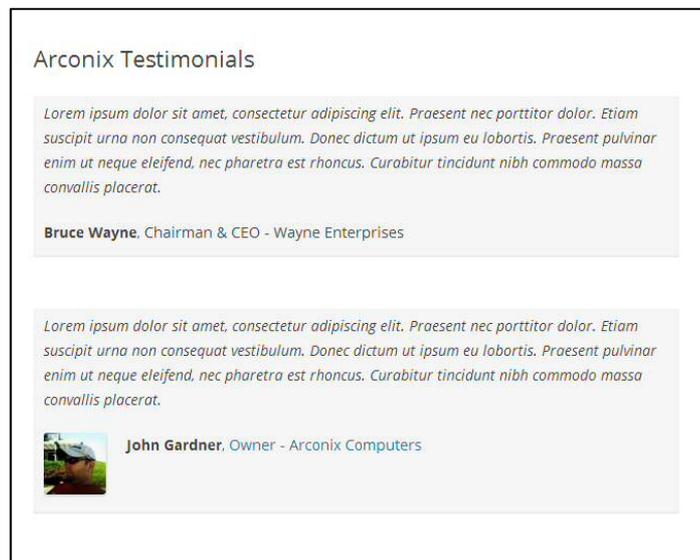
Plugins are the bits that add functionality to your website. There are 45000+ different plugins available, but many of these are variations on another plug-in or are designed to do something in the background running of the website.

There are some plugins that you might want to consider:

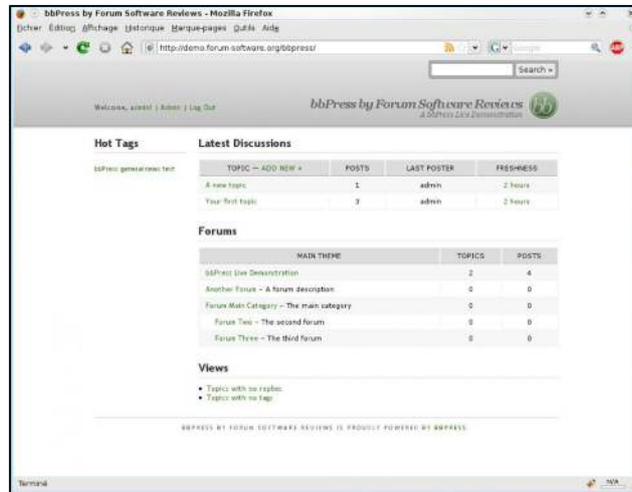
- FAQ (Frequently Asked Questions) – Do you regularly get asked the same questions? This might be the answer.



- Testimonials – Do you want to include glowing comments from organisations/people you have helped?



- Forum – If you interact with your local community and want to run a discussion forum then this can be added. Note: To run a forum is a commitment, but in the right environment works very well.



If you want to add a feature then the best website to visit is [WordPress.org](http://WordPress.org). This is the official website for all things WordPress. If you find a plugin that you think will enhance your website then please let me know, as only Administrators can install/remove a plugin.

## **Best Practices for Posting**

**Y**ou can say or show the world anything you like on your WordPress site. Here are some tips you need to know to help you write your posts in WordPress.

### **Use Paragraphs**

No one likes to read writing that never pauses for a line break. So break the writing up into paragraphs.

### **Use Headings**

If you are writing long posts, break up the sections by using headings, small titles to highlight a change of subject.

### **Spell Check and Proof**

There are spell check Plugins available, but even those can't check for everything. Some serious writers will write their posts in a text editor with spell check, check all the spelling and proof it thoroughly before copying and pasting into WordPress.

### **Write Frequently**

Write as frequently as you can, but don't let quantity get in the way of quality. Your viewers come for content, not to spend time reading useless stuff.

### **Don't Use Too Much Slang**

Not all the readers will understand that LCIF is the Lions Club International Foundation, so make sure people can understand easily.

### **Make Use of Comments**

Comments let people share their ideas. The website has a built-in Spam blocker.

### **Use Pictures and Videos**

They make the pages colourful and viewers get to see an image of the work of Lions. They will feel connected.

### **Save Your Posts**

Save your posts before you press the publish button. Anything can happen with your computer or with an internet connection. You don't need to lose your post.

## Visual versus Text Editor

When writing your post, you have the option of using the Visual or Text mode of the editor. The visual mode lets you see your post as is, while the Text mode shows you the code and replaces the WYSIWYG editor buttons with quick-tags. These quick-tags are explained as follows.

- **b** - `<strong></strong>` HTML tag for strong emphasis of text (i.e. **bold**).
- *i* - `<em></em>` HTML tag for emphasis of text (i.e. *italicize*).
- b-quote - `<blockquote></blockquote>` HTML tag to distinguish quoted or cited text.
- del - `<del></del>` HTML tag to label text considered deleted from a post. Most browsers display as ~~striked through text~~.
- link - `<a href="http://example.com"></a>` HTML tag to create a hyperlink.
- ins - `<ins></ins>` HTML tag to label text considered inserted into a post. Most browsers display as underlined text.
- ul - `<ul></ul>` HTML tag will insert an unordered list, or wrap the selected text in same. An unordered list will typically be a bulleted list of items.
- ol - `<ol></ol>` HTML tag will insert a numbered list, or wrap the selected text in same. Each item in an ordered list is typically numbered.
- li - `<li></li>` HTML tag will insert or make the selected text a list item. Used in conjunction with the ul or ol tag.
- code - `<code></code>` HTML tag for preformatted styling of text. Generally sets text in a monospaced font, such as Courier.
- more - `<!--more-->` WordPress tag that breaks a post into "teaser" and content sections. Type a few paragraphs, insert this tag, then compose the rest of your post. On your blog's home page you'll see only those first paragraphs with a hyperlink (*(more...)*), which when followed displays the rest of the post's content.
- page - `<!--nextpage-->` WordPress tag similar to the more tag, except it can be used any number of times in a post, and each insert will "break" and paginate the post at that location. Hyperlinks to the paginated sections of the post are then generated in combination with the `wp_link_pages()` or `link_pages()` template tag.
- lookup - Opens a JavaScript dialogue box that prompts for a word to search for through the online dictionary at answers.com. You can use this to check spelling on individual words.
- Close Tags - Closes any open HTML tags left open--but pay attention to the closing tags. WordPress is not a mind reader (!), so make sure the tags enclose what you want, and in the proper way.

## Thank You

This manual is designed to help you maintain your Lions Club's website. But it would not be possible without the help of others to check the contents and test the theories within this manual. So I would like to thank Lion David Large who has acted as my tester and sounding board. I would also like to thank the following Lions Clubs whose websites have been the guinea pig test sites. These are the Lioness Lions Club of East Anglia ([www.lionesslionsclubofeastanglia.org.uk](http://www.lionesslionsclubofeastanglia.org.uk)); the Lions Club of Lowestoft ([www.lowestofflions.org.uk](http://www.lowestofflions.org.uk)); the Lions Club of Clacton-on-Sea ([www.clactonlions.org.uk](http://www.clactonlions.org.uk)); and the Lions Club of Saffron Walden ([www.saffronwaldenlions.org.uk](http://www.saffronwaldenlions.org.uk)).

All the details within this manual are taken from my experiences of using WordPress. There are many other ways to implement some of the features I have described, but this manual should give you a good basic understanding of WordPress and allow you to maintain an up to date and relevant website for your Lions club.

If you are reading this manual and thinking "My club could do with a better club website" then please get in touch. I have an arrangement with a major UK web-hosting company that will provide charities with a free WordPress website, although you do still have to pay a domain fee which is currently approximately £10 per year. All I need to setup this kind of website for you is the name of your registered charity and the associated charity number.

If there are any questions or features that you would like to add to your website then please feel free to contact me.

*Lion Simon Smith*

[simon@dancingbear.me.uk](mailto:simon@dancingbear.me.uk)

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