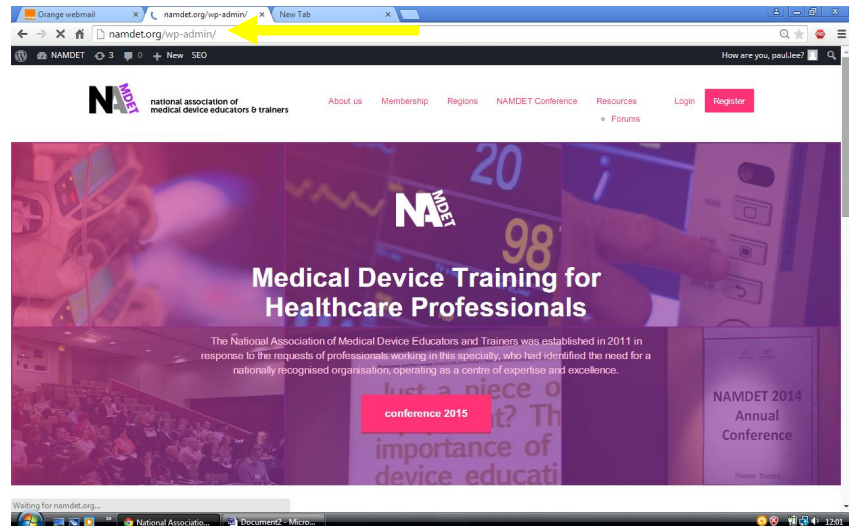


How to add a post to NAMDET Website; Paul Lee

You'll need to add the following extension to the namdet login page
Namdet.org/**wp-admin**

This will allow you to access the admin part of 'wordpress' which is the software to control the website.

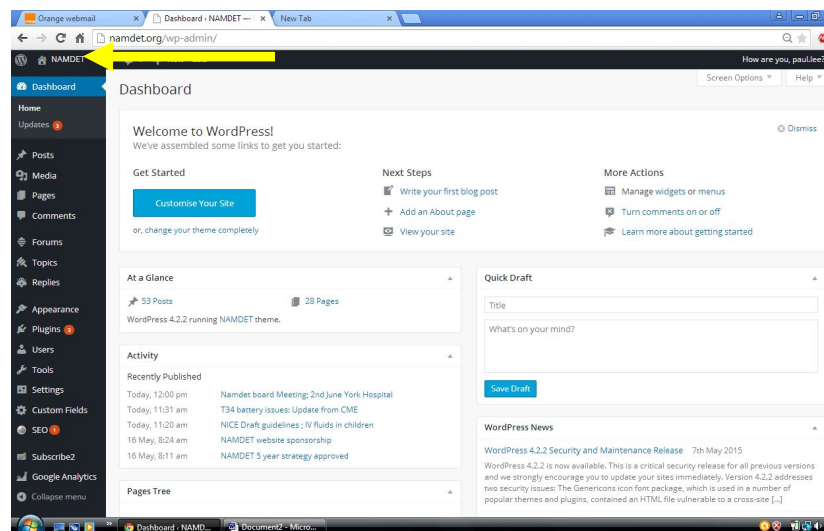
If you haven't set up a 'wordpress' login name and password then you'll need to register with word-press before this point.



Depending on your level of Access.

The new screen shows the additional '**dashboard**' for controlling info. and pages etc.

You can change between the 'dashboard' view and main website view via the NAMDET home icon at the top.



Choose the '**posts**' button to add a new post.

Media: to add documents etc. to the media library

Pages; to add new pages. These do not have to be included in the 'drop-down' menu bar at the top of the website; as there is a limit to how many we should have in view.

User: a list of all users/members on the site, administrators can delete members, re-assign new passwords etc.

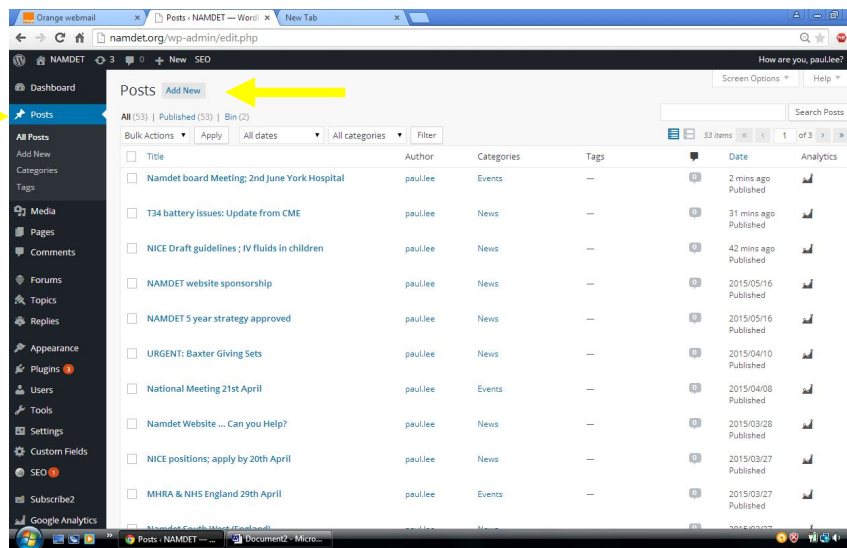
Forums to administrate and handle all 'forum' topics and discussion

How to Add a new Post

Select the **'post'** function to allow access to the post info.

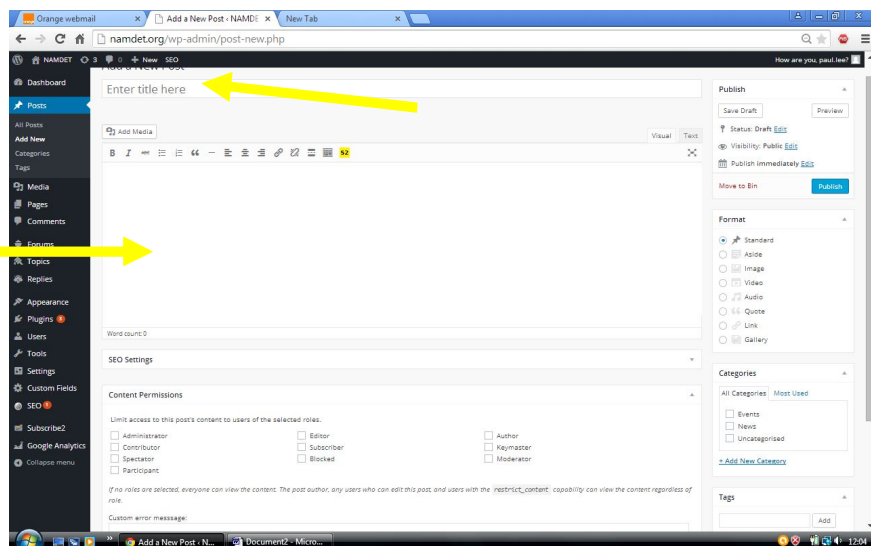
Select **'add new'** button to add and upload all the info to support the new post.

Note; all previous posts are visible and can be deleted (binned)



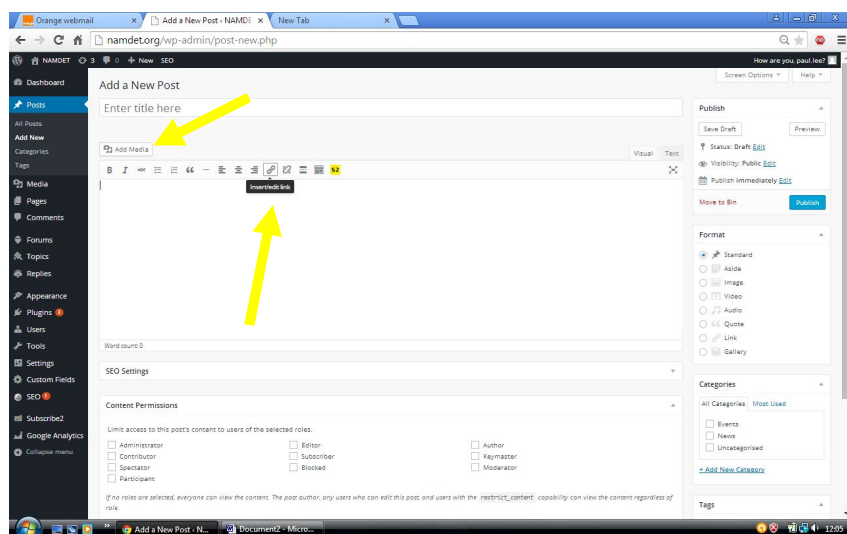
Enter a short **'title'** this appears as the heading for the post on the web page; automatically

Type in the post details, or you can also cut & paste text from other sources too. Or can add media into the post from the media library. Better to link to large files such as videos etc. rather than pasting the content into each page



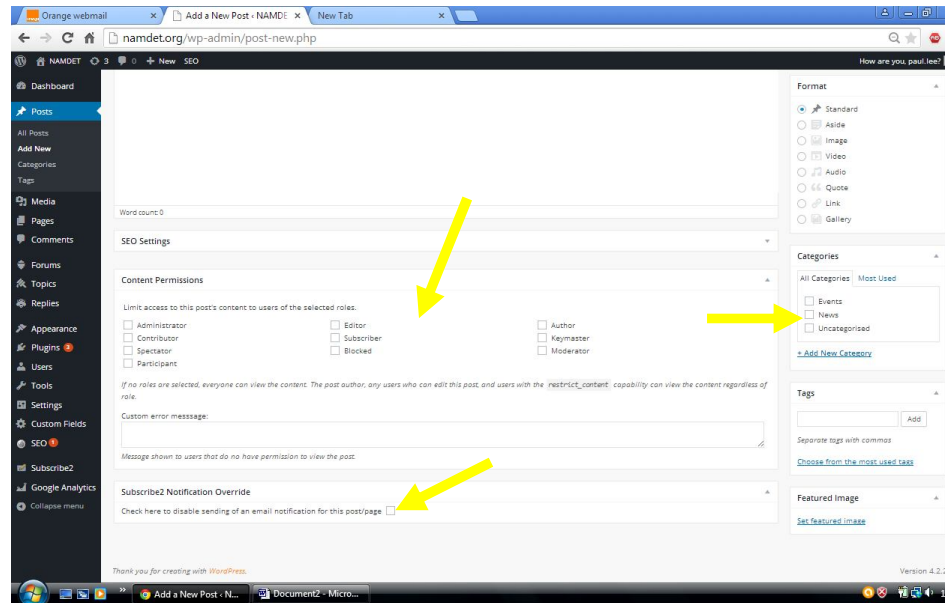
This control **'bar'** allows you to alter some text formats, and **add media** into the post,

or a **hyperlink** to a web page, or any document, or even to an existing page within the website



How to add a post to NAMDET Website; Paul Lee

At the bottom of the post page you'll need to select the **category** for the post or it will not appear on the front page unless it's a 'news' or 'event'



You can limit access to this post by ticking the appropriate membership criteria box. Leave blank for all to see and view the post

You can choose NOT to auto-email all members about the post you have just generated by ticking this 'subscribe 2' notification box.

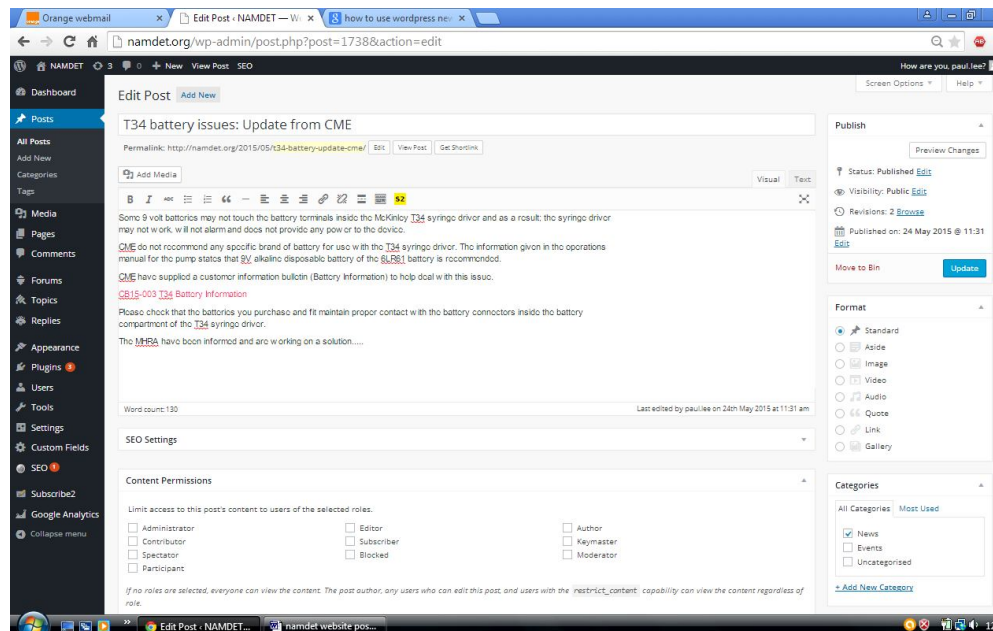
Here's one I produced earlier !!!!

Short Title to fit on front page

Text taken from CME email reply.

Hyperlink to their bulletin which is stored in our media library folder.

All members auto emailed via 'subscribe 2' software that's part of the site..



You can also call up any previous post and amend; don't forget to 'Update' your changes. If you accidentally exit the post without saving it; wordpress will warn you before you leave and ask if you wish to navigate away, or save the page as a draft...

Go back to the main website via **NAMDET** button to view the post as members would see it.