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# Publishing in WordPress

How to use the Community Site

Kevin Long

First United Methodist Church • Mechanicsburg, PA • May 16, 2009

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**Community Site**  
First United Methodist Church of Mechanicsburg, PA (USA)

Home    What Can Be Found on This Site    *Open Hearts*    *Open Minds*    *Open Doors*    RSS    search...

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**Apr 10 2009** **What's Happening at First Church? - April 12-19, 2009**  
Category: [General News](#) — office @ 8:55 am  
[041209-bulletin-announcements](#)  
[041209-weekly calendar](#)  
[Comments \(0\)](#)

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**Apr 03 2009** **Job Information**  
Category: [General News](#) — office @ 9:53 am  
[Here to Help](#)  
[Job Help](#)  
[Comments \(0\)](#)

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**Apr 03 2009** **April 2009 Newsletter**  
Category: [Adult Education](#) [Events](#) [General News](#) [Missions](#) [Tween Fellowship](#) [UMW \(United Methodist Women\)](#) [Worship & Children](#) [Youth](#) — office @ 9:46 am  
[april-2009-newsletter](#)  
[Comments \(0\)](#)

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**Pages**  
• [What Can Be Found on This Site](#)

**Categories**  
• [Adult Education](#)  
• [Adult Programs](#)  
• [Bible Studies & Small Groups](#)  
• [Children](#)  
• [Events](#)  
• [General News](#)  
• [Junior Choir](#)  
• [Just for Kids](#)  
• [Men's Ministry](#)  
• [Mission Opportunities](#)  
• [Missions](#)  
• [MOPS](#)  
• [Safe Sanctuaries](#)  
• [Sunday Reflections](#)  
• [Supported Missions](#)  
• [Tween Fellowship](#)  
• [UMW \(United Methodist Women\)](#)  
• [Volunteer Opportunities](#)  
• [Worship & Children](#)  
• [Youth](#)

**Archives**  
• [April 2009](#)

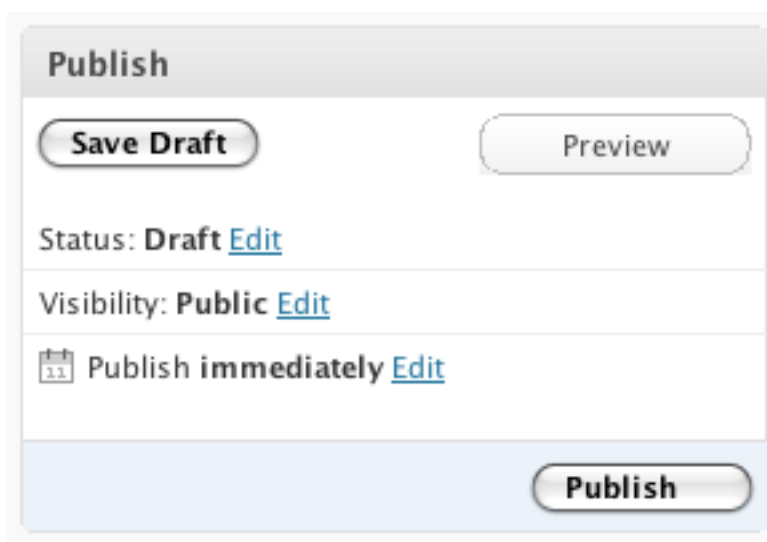
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# Publishing in WordPress

How to use the Community Site

FIRST UNITED METHODIST CHURCH

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*You have to do a few things before you click the Publish button*

The Community Site offers church leaders the opportunity to reach virtually every church member with—literally—the click of a button. Using a web browser, you can publish events, announcements, and stories on the Web, and you can do so without the assistance of a church staff member. It’s fast, environmentally friendly, and—once you get the hang of it—pretty easy.

## Where does this thing live?

You may have visited our web site before. Just type “<http://www.fumchurch.com>” into your web browser and you’ll be there.

**First United Methodist Church**  
MECHANICSBURG, PA  
Open Hearts Open Minds Open Doors

Sunday Worship  
8:15 • 10:45 • 7:00  
Sunday school  
9:30

**you belong here**

**Welcome**

We thank you for visiting the online home of First United Methodist Church. We are located at the corner of Simpson and Frederick Streets in Mechanicsburg, Pennsylvania.

If this is your first time at our site, we invite you to visit the [visitors](#) page, then spend some time learning about our church by following other links. You can learn what to expect from a visit on [Sunday](#), explore activities that occur on [other days of the week](#), and learn specifics about church [events](#).

Vacation Bible School is June 22-26. [Register now!](#)

[about us](#) • [adults](#) • [audio](#) • [calendars & newsletters](#) • [children](#) • [history](#) • [juniper tree counseling](#) • [little friends](#) • [missions](#) • [MOPS](#) • [music](#) • [small groups](#) • [staff](#) • [young adults](#) • [youth](#)

135 West Simpson Street  
Mechanicsburg, PA 17055 (717) 766-4611  
office@fumchurch.com

Once you reach the main page, click the “Community” button. That will take you to the Community Site.

**Community Site**  
First United Methodist Church of Mechanicsburg, PA (USA)

Home What Can Be Found on This Site Open Hearts Open Minds Open Doors

Apr 10 2009 **What's Happening at First Church? - April 12-19, 2009**  
Category: [General News](#) — office @ 8:55 am  
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• [Missions](#)  
• [MOPS](#)  
• [Safe Sanctuaries](#)  
• [Sunday Reflections](#)  
• [Supported Missions](#)  
• [Tween Fellowship](#)  
• [UMW \(United Methodist Women\)](#)  
• [Volunteer Opportunities](#)  
• [Worship & Children](#)  
• [Youth](#)

**Archives**  
• [April 2009](#)

Due to the nature of WordPress (it's the platform beneath many web sites with dynamic content), the information that appears below the header frequently changes. That's because the latest story posted to the Community Site always appears first.

If you've not yet signed up for an account (which you'll need in order to add items to the Community Site), you'll want to scan down the right column and click "Register", which is the first link under "Meta".

## Links

- [Bible Gateway](#)
- [Bible Map](#)
- [Blue Letter Bible](#)
- [Cokesbury](#)
- [Dr. Jim Ritchie of the Created by God Program](#)
- [GBGM Kid's Corner](#)
- [General Board of Global Ministries](#)
- [Mission Central](#)
- [MOPS \(Mothers of Preschoolers\) and Teen MOPS](#)
- [Relevant Magazine](#)
- [The Central Pennsylvania Council of the UMC](#)
- [The United Methodist Church](#)
- [United Methodist Committee on Relief \(UMCOR\)](#)
- [United Methodist Communications](#)

That will bring up the page where you register for an account.



Register For This Site

Username

E-mail

A password will be e-mailed to you.

Register

[Log in](#) | [Lost your password?](#)

## Meta

- [Register](#)
- [Log in](#)
- [Entries RSS](#)
- [Comments RSS](#)
- [WordPress.org](#)

Enter your registration information. It's good to create a username that incorporates your first and last names so readers (and the site administrators) know who you are.

Once you've entered your information and clicked the "Register" button, it will take anywhere from an hour to a day for your account to be assigned authoring privileges by a site administrator. Until that occurs, you will be able to log in to the site, but you will not be able to post articles.



Register For This Site

Username

FirstLast

E-mail

myname@email.com

A password will be e-mailed to you.

Register

[Log in](#) | [Lost your password?](#)

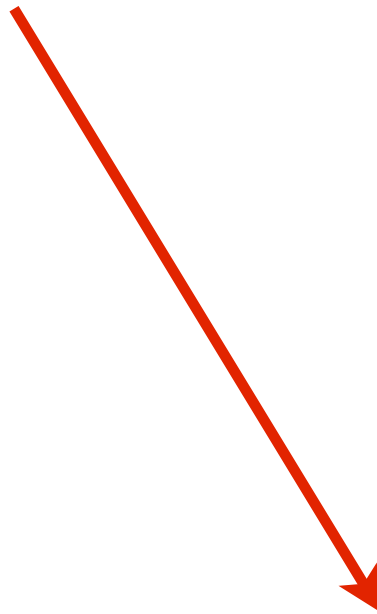
When you're ready to log in, you'll return to the right column of the page and scan down to the "Log in" link under "Meta".

### Links

- [Bible Gateway](#)
- [Bible Map](#)
- [Blue Letter Bible](#)
- [Cokesbury](#)
- [Dr. Jim Ritchie of the Created by God Program](#)
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- [United Methodist Communications](#)

### Meta

- [Register](#)
- [Log in](#)
- [Entries RSS](#)
- [Comments RSS](#)
- [WordPress.org](#)



A login page will appear. Enter the username and password you chose, click the “Log In” button, and you’ll come to a page called the Dashboard.



Username  
FirstLast

Password  
\*\*\*\*\*

Remember Me

[Register](#) | [Lost your password?](#)

Community Site

Dashboard

Right Now

At a Glance

81 Posts 4 Comments

1 Page 4 Approved

25 Categories 0 Pending

64 Tags 0 Spam

Theme Stardust with 5 Widgets Change Theme

You are using WordPress 2.7.1.

Recent Comments

From matt holliday on Men's Retreat scheduled for Feb. 27, 28 and Mar. 1 #  
Make space on your calendar today!

Pingback on What Rulebook Do I Follow?  
» What Rulebook Do I Follow?

[...] matt holliday is very entertaining. Check out the latest and greatest post on What Rulebook Do I Follow?. See ...

Pingback on What Rulebook Do I Follow?  
Senior Living Communities » Blog Archive » What Rulebook Do I Follow?

[...] matt holliday delivers once again. What Rulebook Do I Follow? is well-crafted. [...]

Pingback on WordPress Posting Instructions

QuickPress

Title

Upload/Insert

Content

Tags

Save Draft Cancel Publish

Recent Drafts

(no title) August 6, 2008  
line 1 line 2 line 3  
test May 12, 2008  
upload View all

WordPress Development Blog

Contributing to WordPress, Part II: Graphic Design April 6, 2009

As mentioned previously, the icon design contest was such a success that we realized we needed to create more ways for graphic designers to contribute to the WordPress open source project. Our community is chock full of talent, and this talent is just itching to get involved. So, we're trying out a few ideas. First and [...]

Submit Your Summer of Code Application Now! April 3, 2009

Students, secure your awesome summer by applying to the WordPress Summer of Code now! The deadline is in 3 hours, 12 noon PDT / 19:00 UTC. Be like Billy.

Most things on the Dashboard can be ignored. What you’re interested in is creating a new post. To do that, look at the left column. Under the “Posts” heading, there’s a link to “Add New”. Click it.

Community

Dashboard

Posts

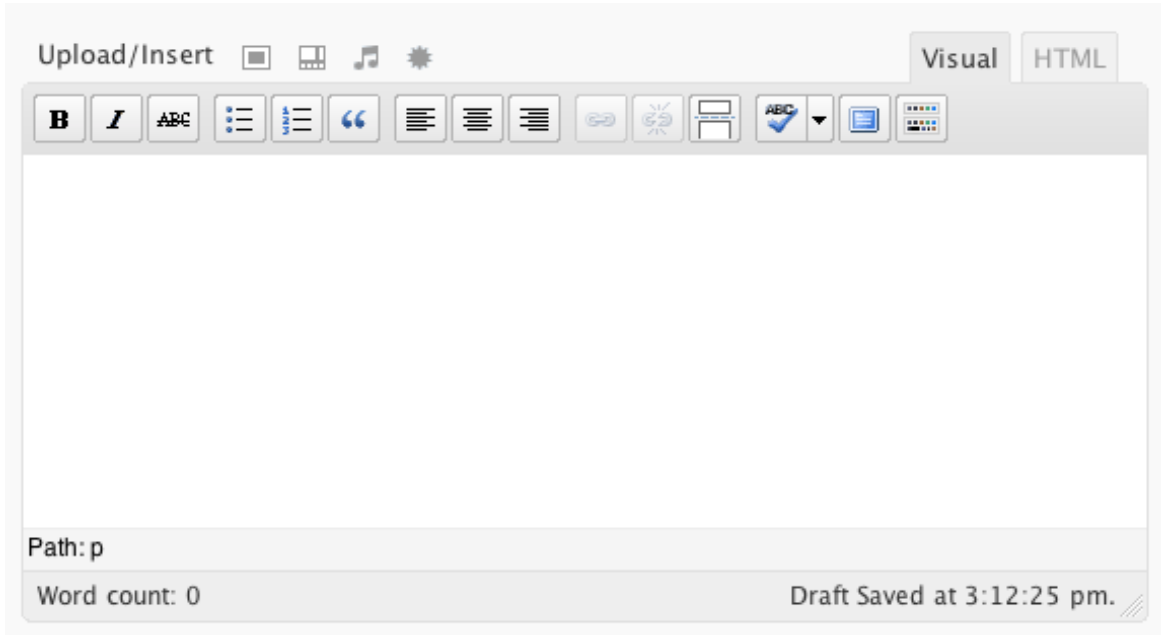
Edit

Add New

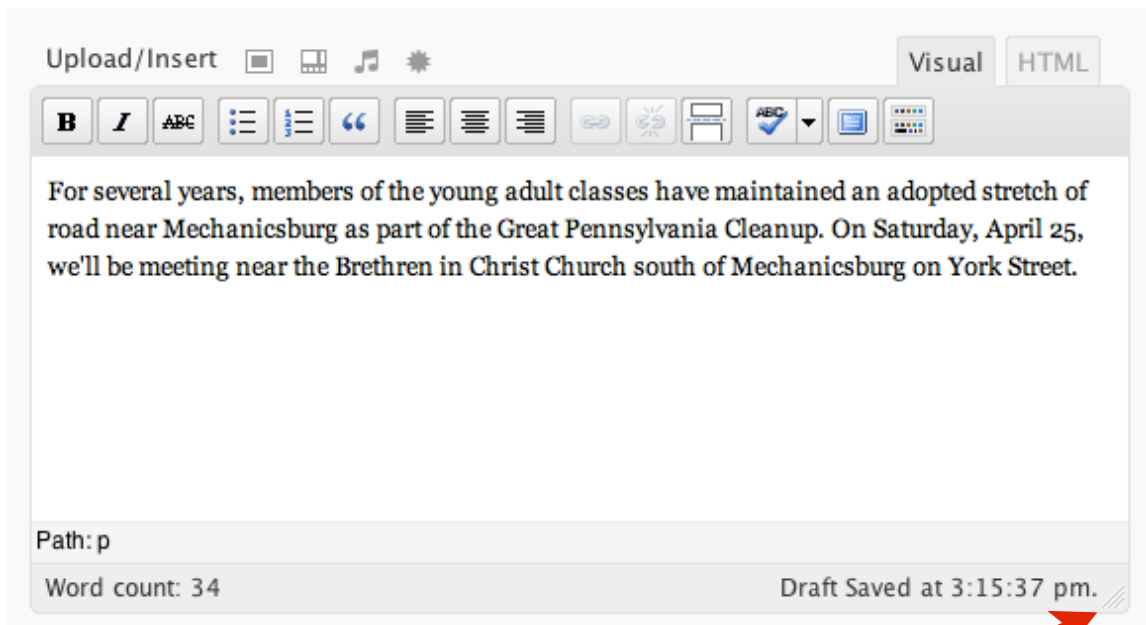
There's a lot to see on this page. We're going to take it one step at a time. The first thing I need to do is enter a title for my post.

The post I'm creating is about the Great Pennsylvania Cleanup, so I create an appropriate title.

Under the space where I entered my title is a larger box where I can enter the text of my post.



The controls are much like those in a word processor. You can bold or italicize text, add bulleted lists, and change alignment. You can also paste in text from other documents.

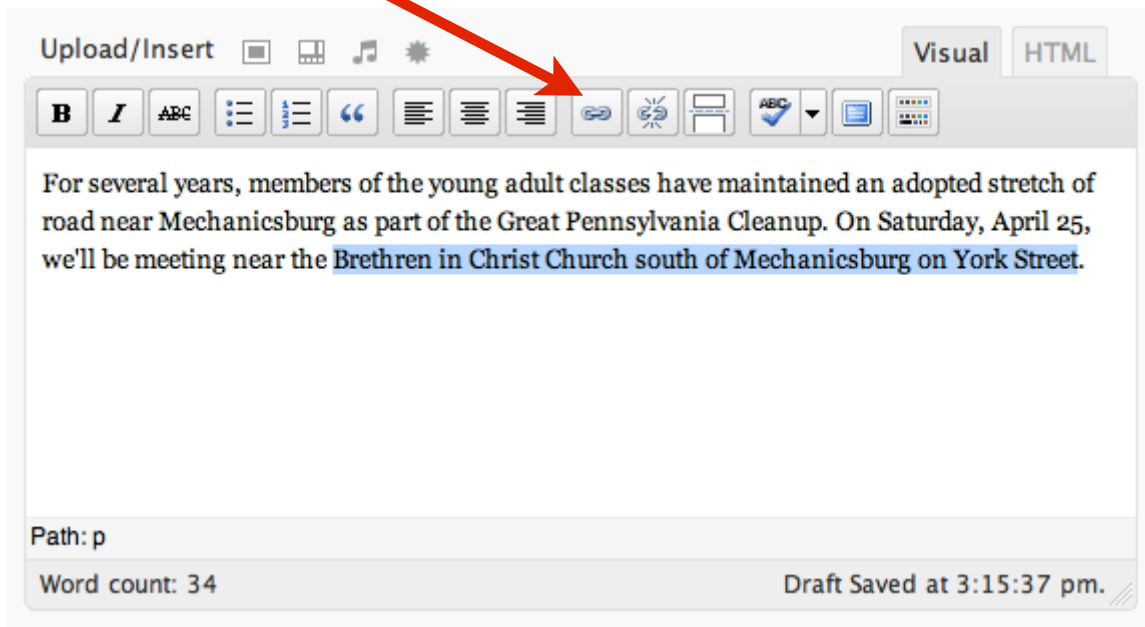


You can even drag the bottom-right corner of the window to make it larger (giving you more room to type).

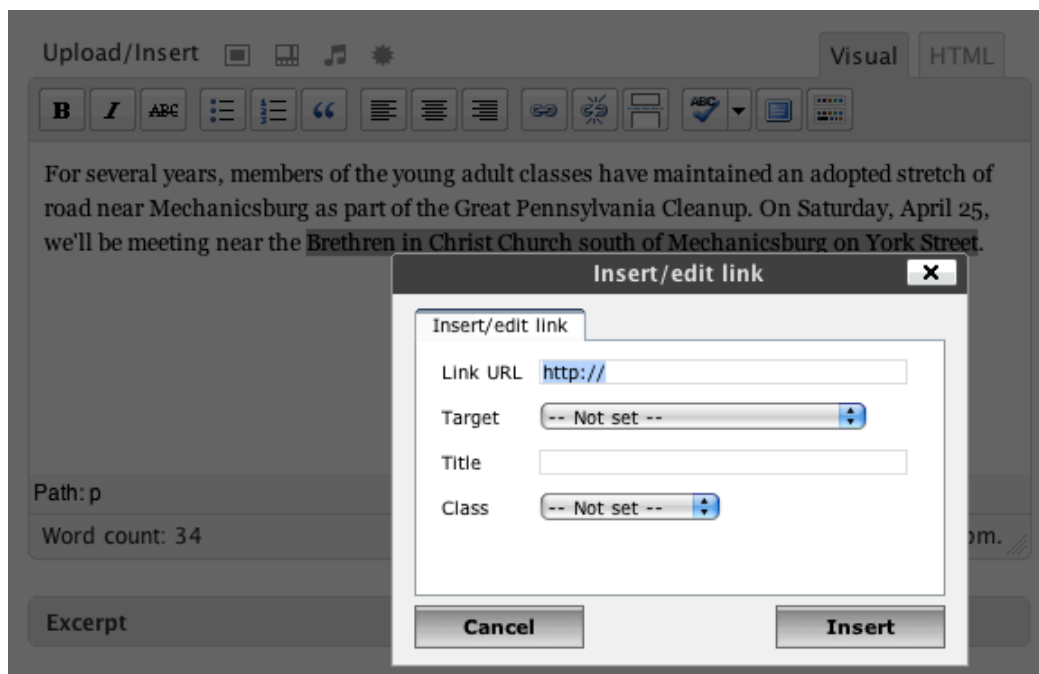


Since some folks may not know where the Mechanicsburg Brethren in Christ Church is, I decide to have that text link to a Google Maps page that shows the church's location. Here's how you turn text into a link to another web page.

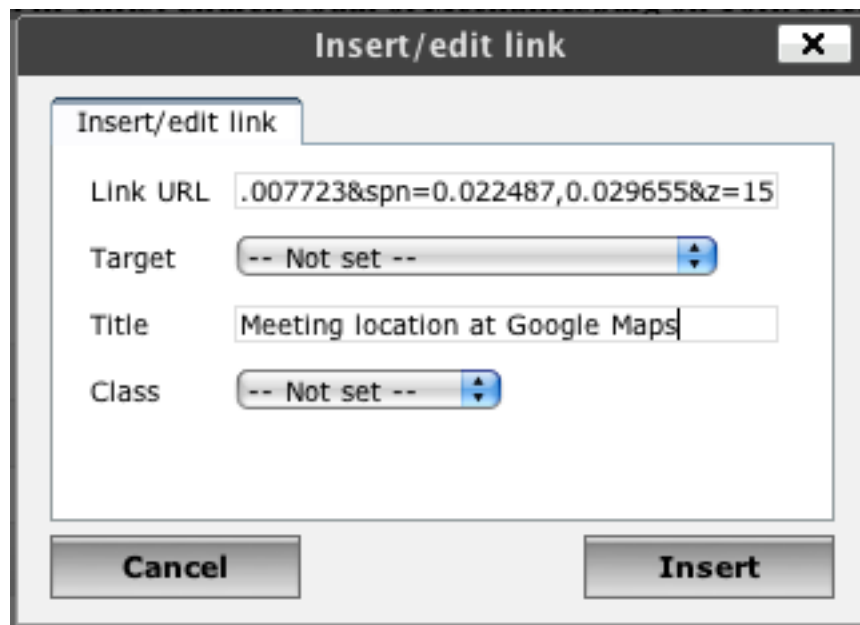
First, highlight the text (you can see it highlighted below). Then, click the button that shows three chain links.



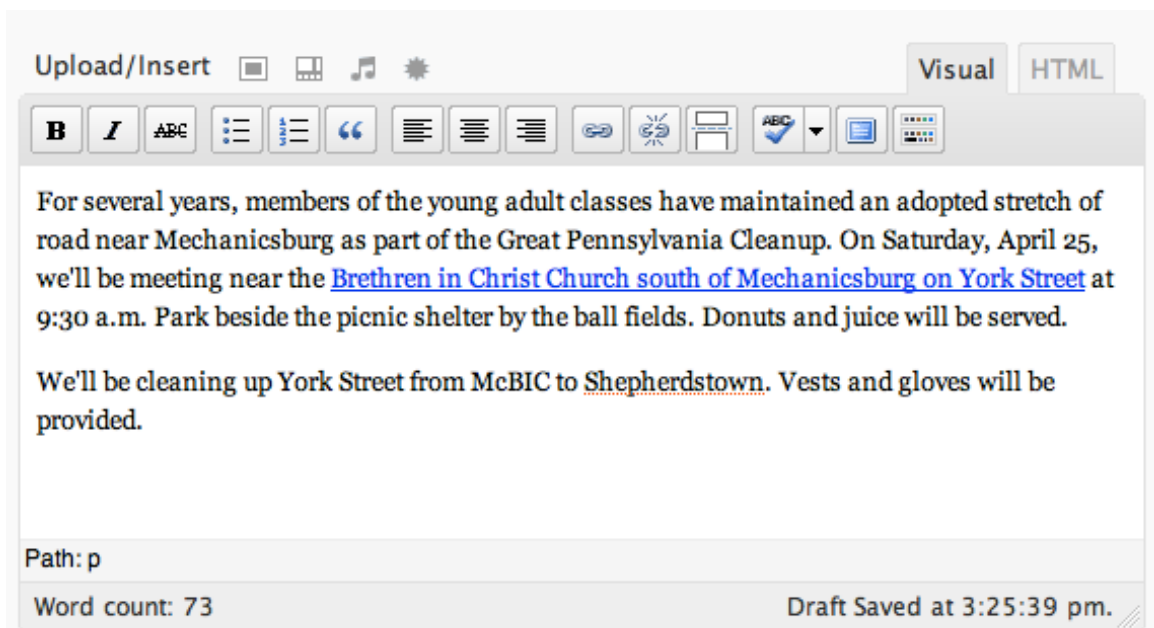
That will bring up a little window where you can enter the information about your link.



I paste the link from Google into the box where it says “Link URL”. Next to “Title”, I give the link a descriptive name. Then I click the “Insert” button.



Now I'm back at the post-writing page. I finish writing the text.



For several years, members of the young adult classes have maintained an adopted stretch of road near Mechanicsburg as part of the Great Pennsylvania Cleanup. On Saturday, April 25, we'll be meeting near the [Brethren in Christ Church south of Mechanicsburg on York Street](#) at 9:30 a.m. Park beside the picnic shelter by the ball fields. Donuts and juice will be served.

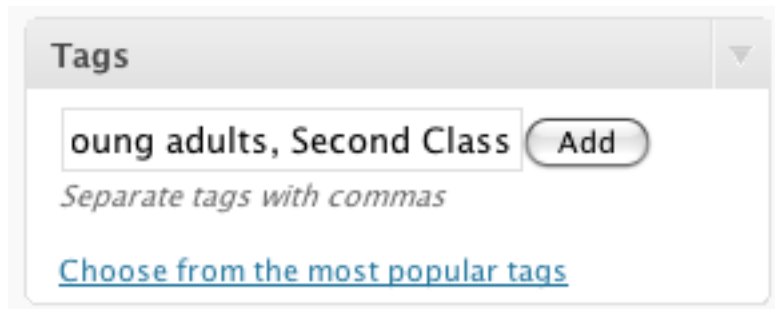
We'll be cleaning up York Street from McBIC to [Shepherdstown](#). Vests and gloves will be provided.

Path: p

Word count: 73

Draft Saved at 3:25:39 pm.

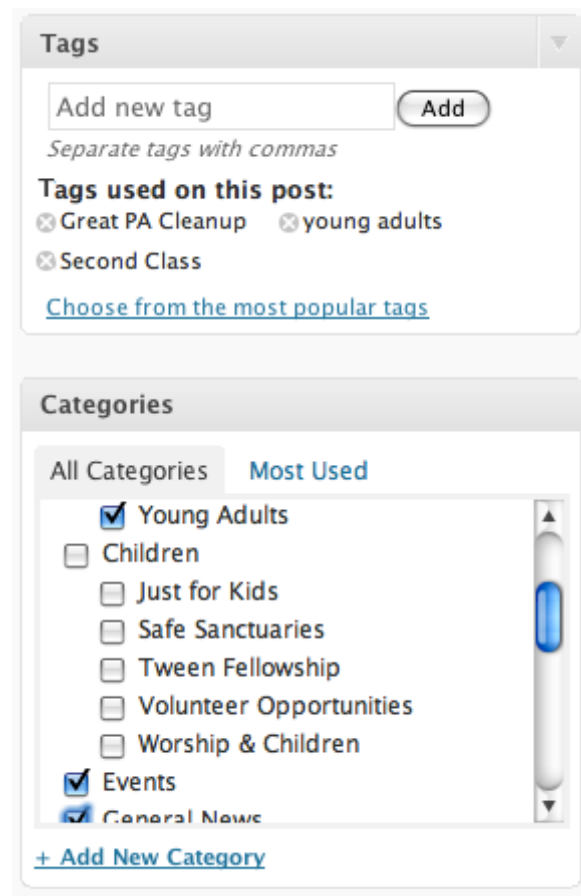
I'm almost ready to publish, but there are a couple things I need to do yet. The first is to add some tags. Tags are descriptive words that help people (and Google) find things on the Community Site. I scan down the right column until I see the Tags section.



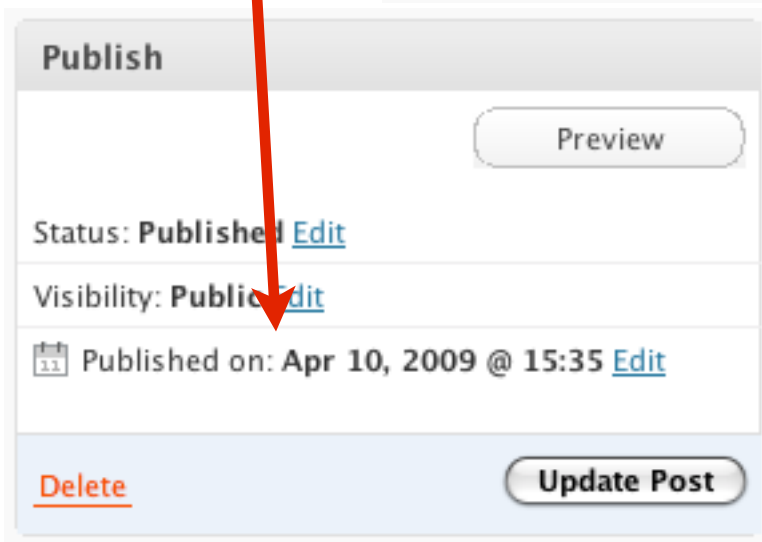
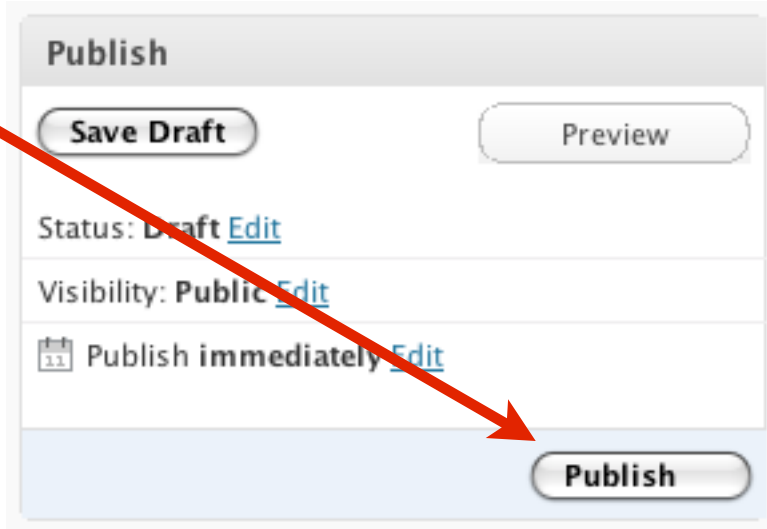
I've entered "young adults" and "Second Class" (the name of the Sunday School class involved in the event).

Next, I need to find a category for my post. The Community Site has its posts divided up into categories to ease navigation for visitors. You can find the Categories section under the Tags section.

This event fits a few of the available categories; I check the boxes for Young Adults, Events, and General News.



Now I'm ready to publish my post, which will make it appear on the main page of The Community Site. I click the "Publish" button, and a few seconds later, I can see that my post has been published.

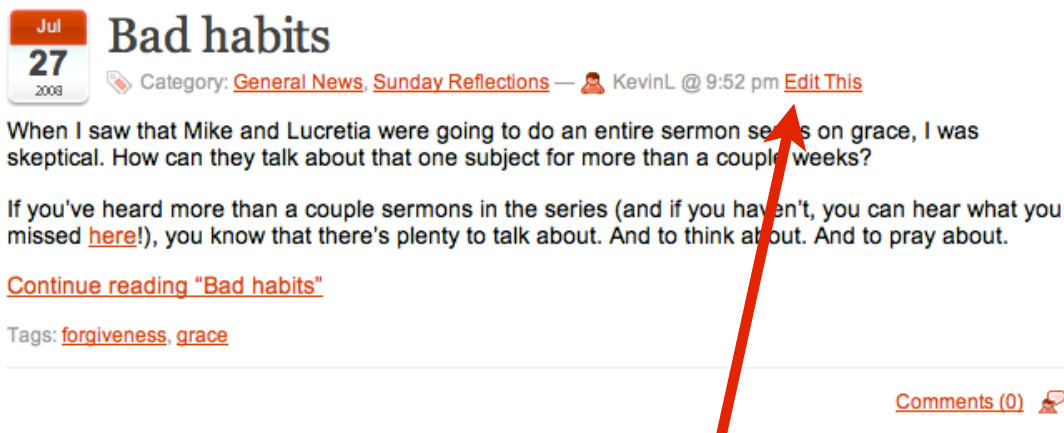
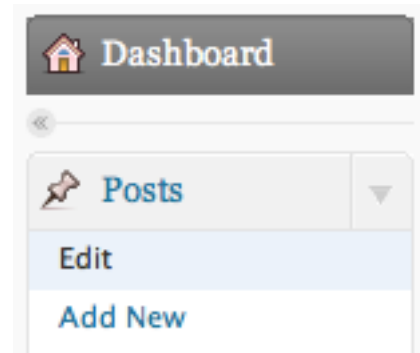


That covers the basics of posting. The next section covers how to "break up" a post if it's more than a couple paragraphs long. The section after that covers how to add a picture to your post.

After I published my post about the Great Pennsylvania Cleanup, I noticed that a post I had published earlier was several paragraphs long and took up a lot of space on the main page. It's not a problem for a post to be long, but it's a good idea to break it up with what's called a "More" tag.

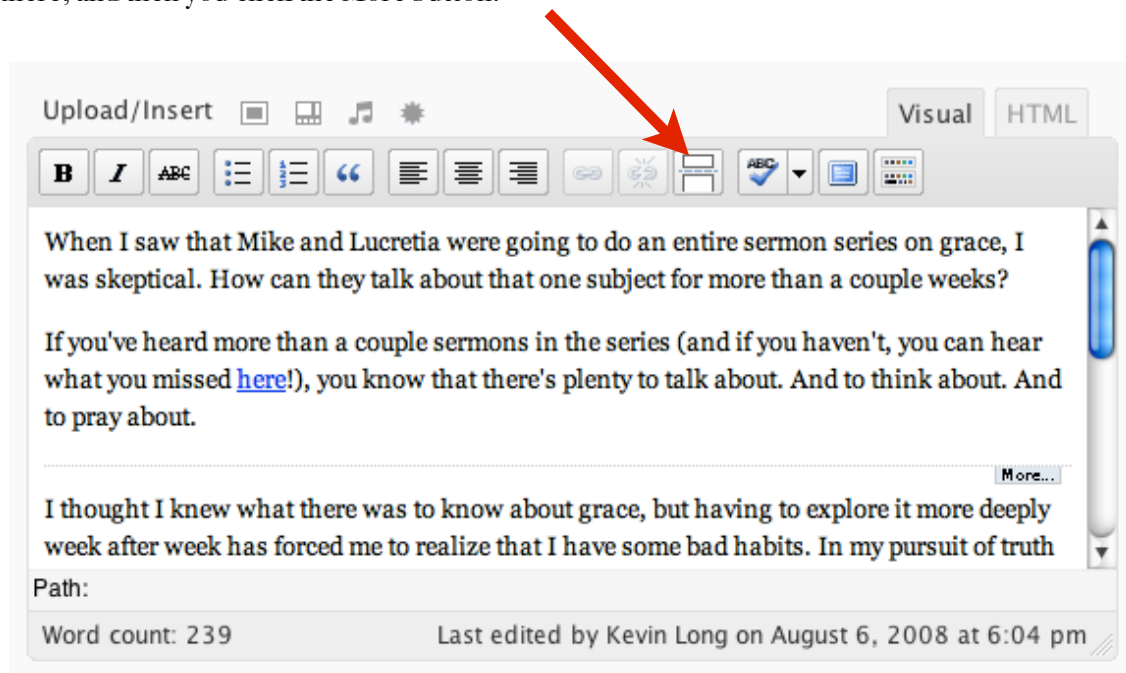
To edit my post, I need to return to the Dashboard. I do this by clicking the "Log in" link in the right column of the Community Site under "Meta". (If I'm already logged in, it will say "Site Admin" instead of "Log in").

Once at the Dashboard, I look in the top left corner for "Posts", and click the "Edit" link. This brings up a list of all of the posts ever written at the Community Site. I have to look for awhile to find it, but when I do I click the title to bring me to the editing screen (which is the same as the new post screen).

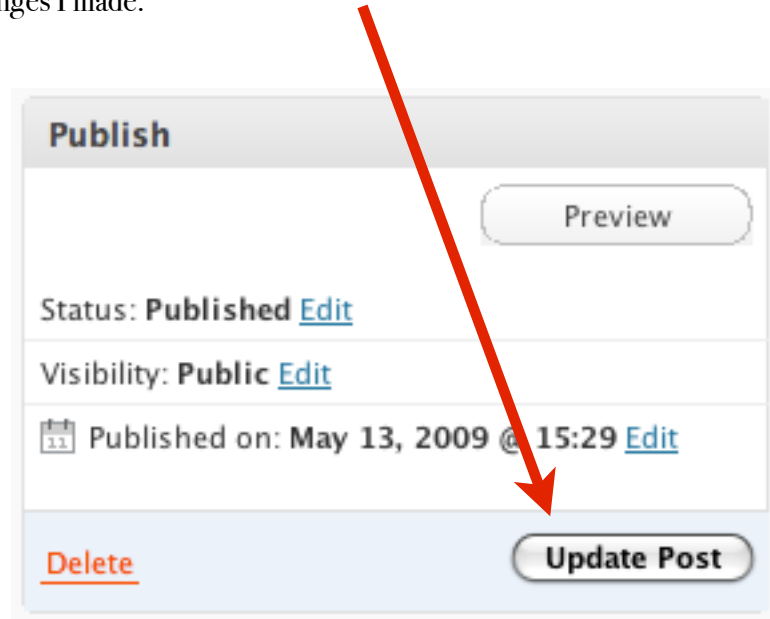


I could have more easily edited my post by clicking the "Edit This" link below the post title on the Community Site. (This is only visible if you're logged in.)

Adding a More tag is very easy. You find the place in your post where you want to add it, you click there, and then you click the More button.



Once I've made that change, I click the "Update Post" button in the "Publish" box and my post will reflect the changes I made.





## Bad habits

Category: [General News](#), [Sunday Reflections](#) — KevinL @ 9:52 pm [Edit This](#)

When I saw that Mike and Lucretia were going to do an entire sermon series on grace, I was skeptical. How can they talk about that one subject for more than a couple weeks?

If you've heard more than a couple sermons in the series (and if you haven't, you can hear what you missed [here!](#)), you know that there's plenty to talk about. And to think about. And to pray about.

[Continue reading "Bad habits"](#)

Tags: [forgiveness](#), [grace](#)

[Comments \(0\)](#)

Now on the main Community Site page, only the first two paragraphs of my post appear. If a visitor wants to read the entire post, they can just click the “Continue reading” link.

The next section explains how to add a picture to your post.

Shortly after I published my Great Pennsylvania Cleanup post, I ran across a nifty graphic that I wanted to add. Here's how I went about it.

While logged in, I find my post and clicked the "Edit This" link under the title.

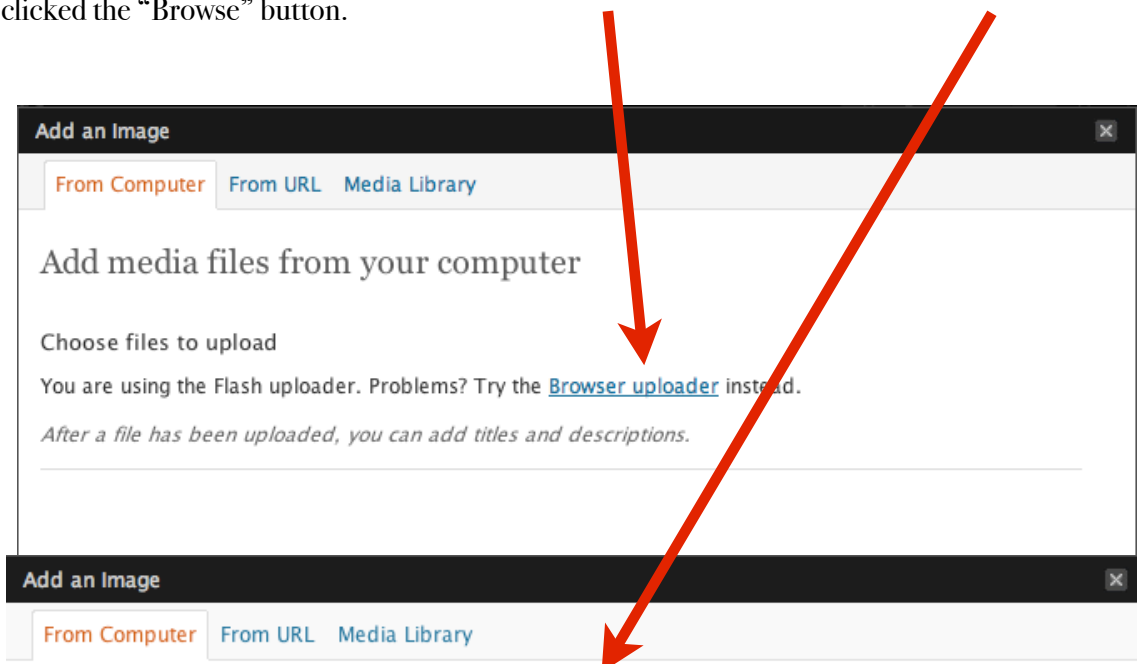
That brings me back to the post authoring/editing page.

You may have noticed before that above the box where you write your post text, there are a few "Upload/Insert" buttons. To add a picture, click the first one.



(Note: To add a PDF, you click the fourth button.)

This brings up the following window. Usually there's a button in this window from which you can navigate to the files on your computer you want to upload. It did not appear for me in this instance, so I clicked the "Browser uploader" link, which brought up the Browser uploader. I clicked the "Browse" button.

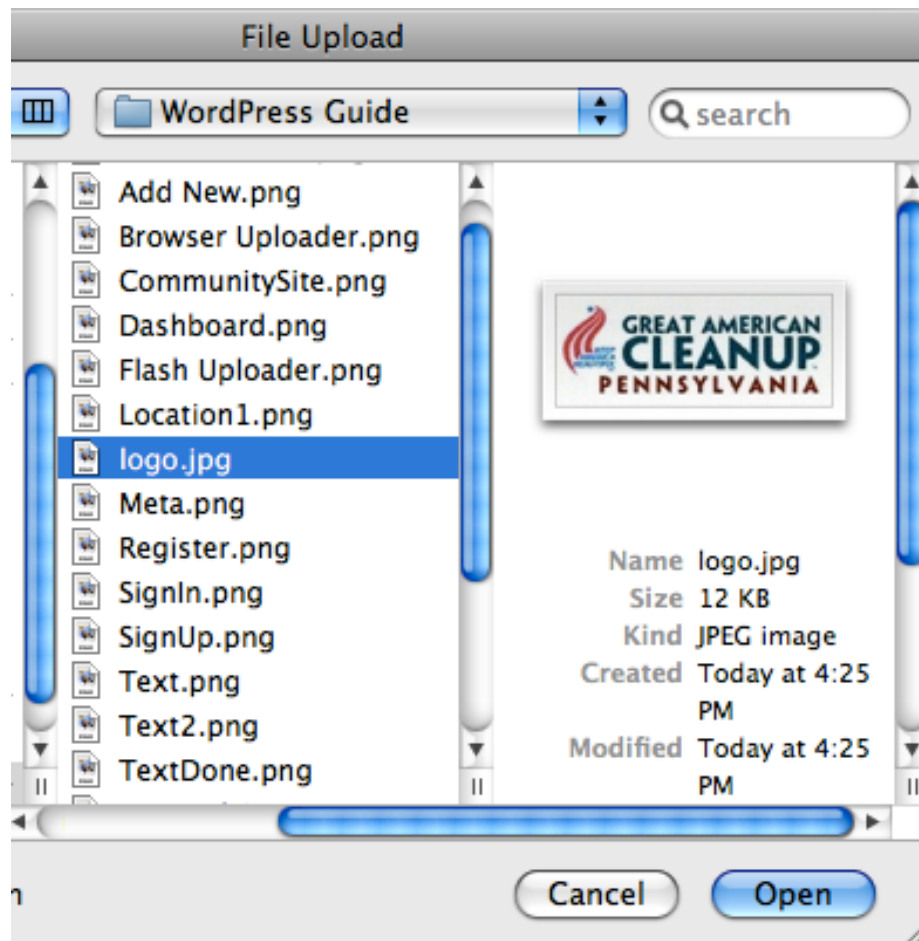


Add media files from your computer

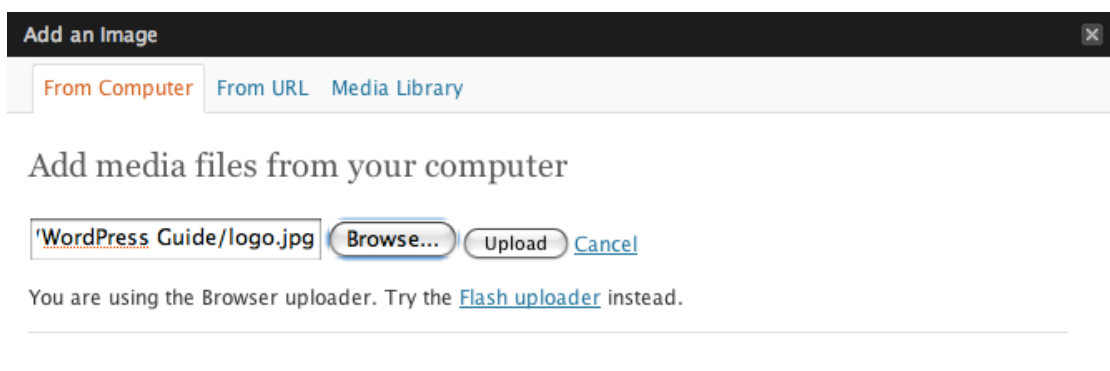
You are using the Browser uploader. Try the [Flash uploader](#) instead.

(The Flash uploader and Browser uploader look and operate identically.)

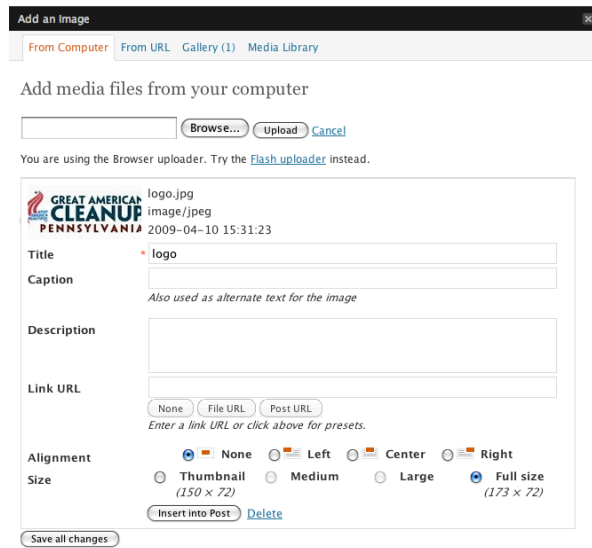
Now I need to navigate to the picture file on my hard drive. (Windows users will see a different-looking navigator that functions in much the same manner.) The picture is called “logo.jpg”. I click on it, then click the “Open” button.



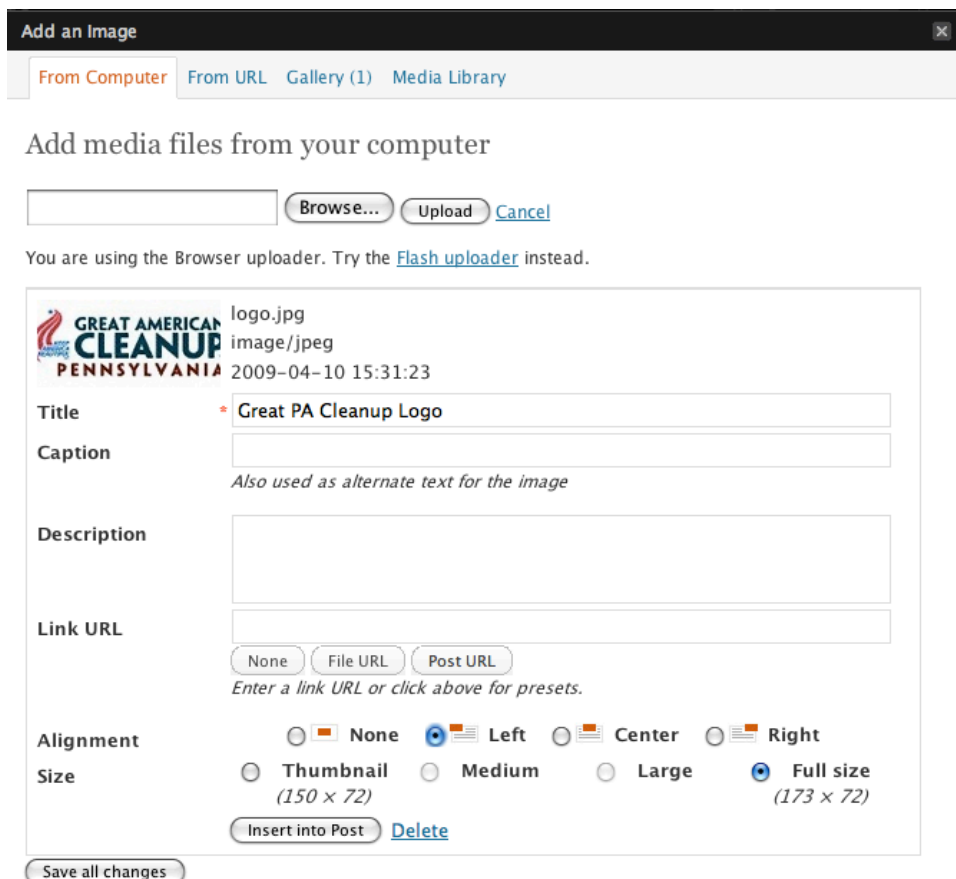
This following window appears, and I click the “Upload” button.



The following window appears.




In the picture below, you can see I added a Title and aligned left. I ignored everything else and clicked the “Insert into Post” button. (Ignore the “Save all changes” button.)



Now the logo appears in the top left corner of my post.

Upload/Insert [Icons] Visual HTML

**B** *I* ABC [List Icons] [Quote Icon] [Align Icons] [Link Icon] [Image Icon] [Media Icon] [More Icon]

 For several years, members of the young adult classes have maintained an adopted stretch of road near Mechanicsburg as part of the Great Pennsylvania Cleanup. On Saturday, April 25, we'll be meeting near the [Brethren in Christ Church south of Mechanicsburg on York Street](#) at 9:30 a.m. Park beside the picnic shelter by the ball fields. Donuts and juice will be served.

We'll be cleaning up York Street from McBIC to [Shepherdstown](#). Vests and gloves will be provided.

Path: p

Word count: 73 Draft Saved at 3:25:39 pm.

After clicking the “Update Post” button, my revised post appears on the Community Site.

**Publish**

Preview

Status: **Published** [Edit](#)

Visibility: **Public** [Edit](#)

Published on: **May 13, 2009 @ 15:29** [Edit](#)

[Delete](#) [Update Post](#)

 **Community Site**  
First United Methodist Church of Mechanicsburg, PA (USA)

Home What Can Be Found on This Site

Apr 10 2009 **Great PA Cleanup - April 25**

Category: [Events](#), [General News](#), [Young Adults](#) — [KevinL](#) @ 3:35 pm [Edit This](#)

 For several years, members of the young adult classes have maintained an adopted stretch of road near Mechanicsburg as part of the Great Pennsylvania Cleanup. On Saturday, April 25, we'll be meeting near the [Brethren in Christ Church south of Mechanicsburg on York Street](#) at 9:30 a.m. Park beside the picnic shelter by the ball fields. Donuts and juice will be served.

We'll be cleaning up York Street from McBIC to Shepherdstown. Vests and gloves will be provided.

Tags: [Great PA Cleanup](#), [Second Class](#), [Young Adults](#)

[Comments \(0\)](#)