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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](#)

[RSS](#)

search...

[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

[041209-bulletin-announcements](#)

[041209-weekly calendar](#)

[Comments \(0\)](#)

Apr  
03  
2009

## Job Information

Category: [General News](#) — office @ 9:53 am

[Here to Help](#)

[Job Help](#)

[Comments \(0\)](#)

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 \(0\)](#)

**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

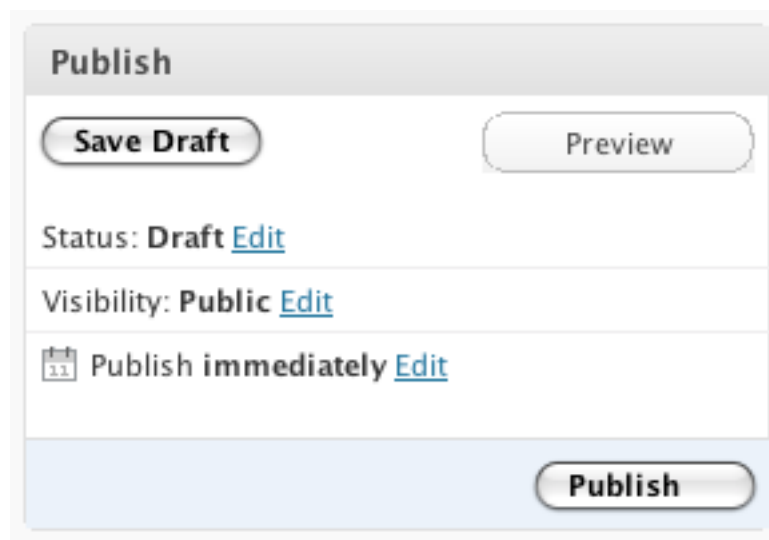
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# Publishing in WordPress

How to use the Community Site

FIRST UNITED METHODIST CHURCH

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A screenshot of the WordPress 'Publish' meta box. It features a 'Save Draft' button on the left and a 'Preview' button on the right. Below these, the status is set to 'Draft' with an 'Edit' link. The visibility is set to 'Public' with an 'Edit' link. At the bottom, there is a calendar icon, the text 'Publish immediately', and another 'Edit' link. A large 'Publish' button is located at the bottom right of the box.

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

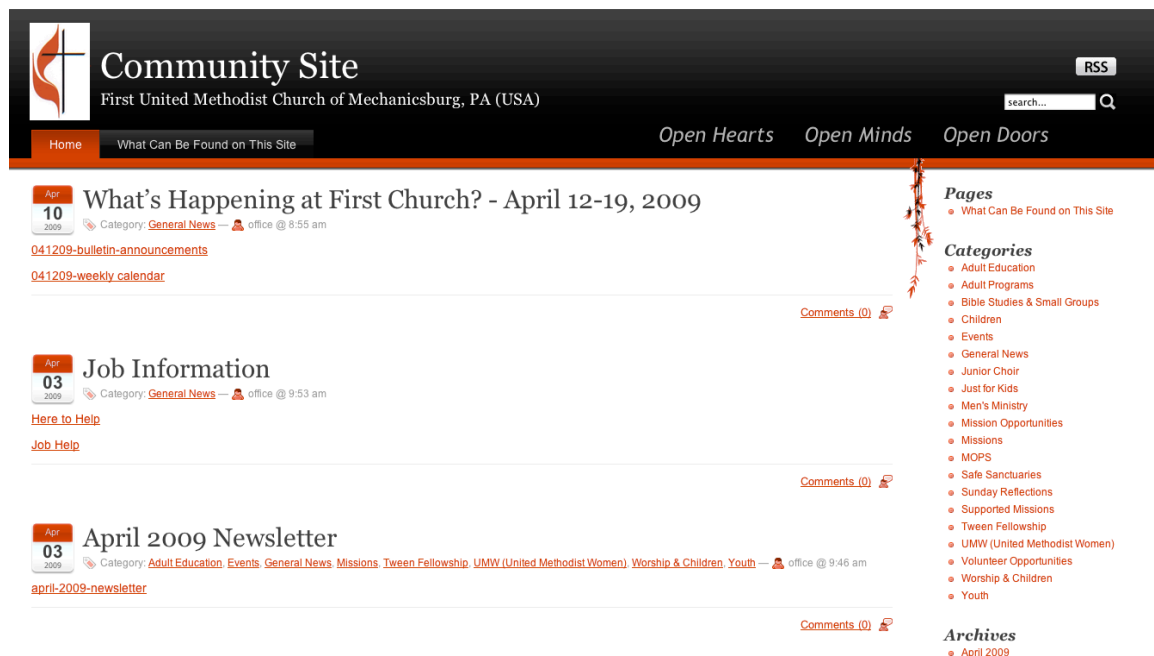
The Community Site offers church leaders the opportunity to reach virtually every church member with—literally—the click of a button. Using a web browser, you can publish events, announcements, and stories on the Web, and you can do so without the assistance of a church staff member. It’s fast, environmentally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



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



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?](#)

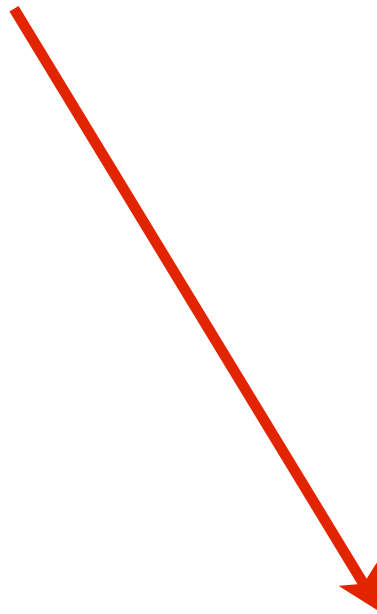
When you're ready to log in, you'll return to the right column of the page and scan down to the "Log in" link under "Meta".

### Links

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

### 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

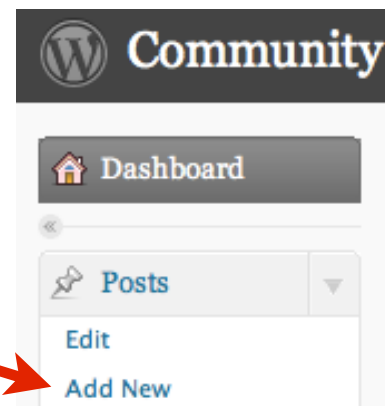
Password  
\*\*\*\*\*

☐ Remember Me

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

A screenshot of the WordPress Dashboard. A red arrow points from the 'Log In' button in the previous image to the 'Dashboard' link in the top navigation bar. The dashboard shows a 'Right Now' summary with 81 posts, 1 page, 25 categories, and 64 tags. It also includes sections for 'Recent Comments', 'QuickPress' (a post creation form), 'Recent Drafts', and a 'WordPress Development Blog' with recent articles.

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 Site -- Visit site

New Post

Howdy, Kevin Long | Turbo | Log Out

Dashboard

Add New Post

Posts

Edit

Add New

Tags

Categories

Automatic Upgrade

Media

Library

Add New

Links

Edit

Add New

Link Categories

Pages

Comments

Appearance

Plugins 2

Users

Tools

Settings

Upload/Insert

Visual HTML

Path: p

Word count: 0

Excerpt

Send Trackbacks

Custom Fields

Discussion

Publish

Save Draft

Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Publish

Tags

Add new tag

Add

Separate tags with commas

Choose from the most popular tags

Categories

All Categories

Most Used

- ☐ Adult Programs
- ☐ Adult Education
- ☐ Bible Studies & Small Groups
- ☐ MOPS
- ☐ Young Adults
- ☐ Children
- ☐ Just for Kids
- ☐ Safe Sanctuaries

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.

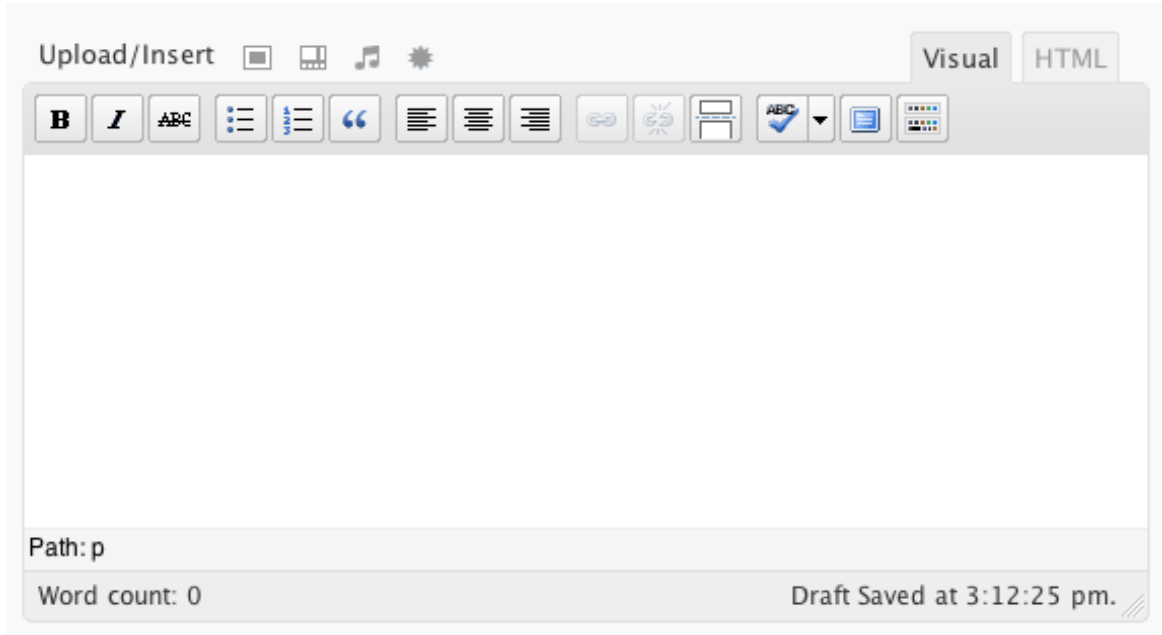
Add New Post

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

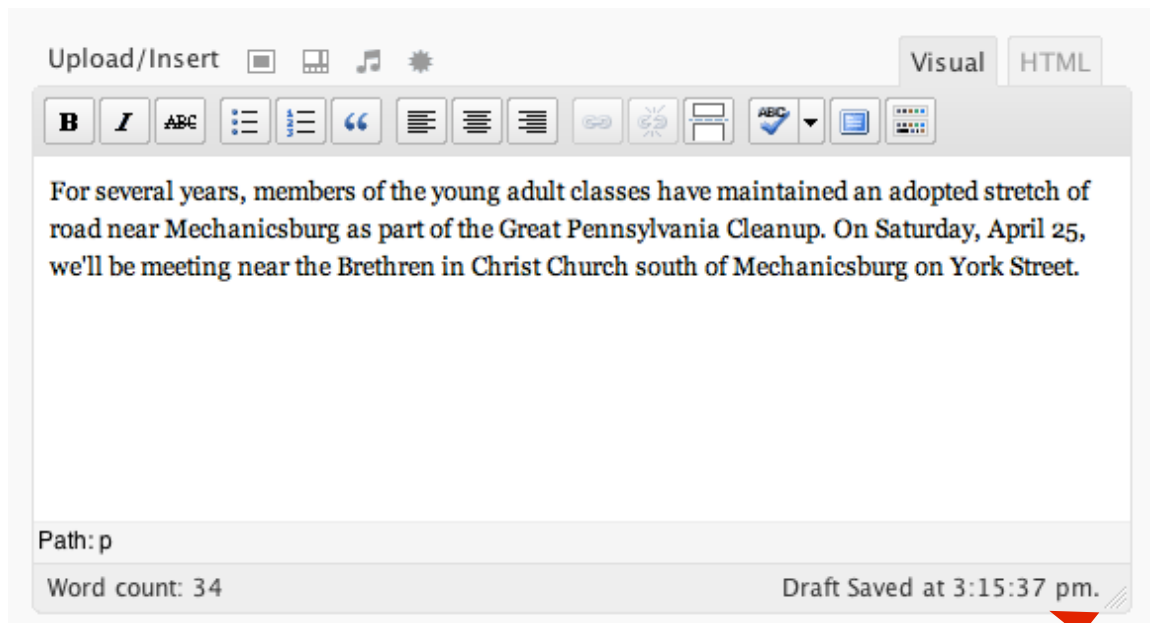
Add New Post

Great PA Cleanup - April 25

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.

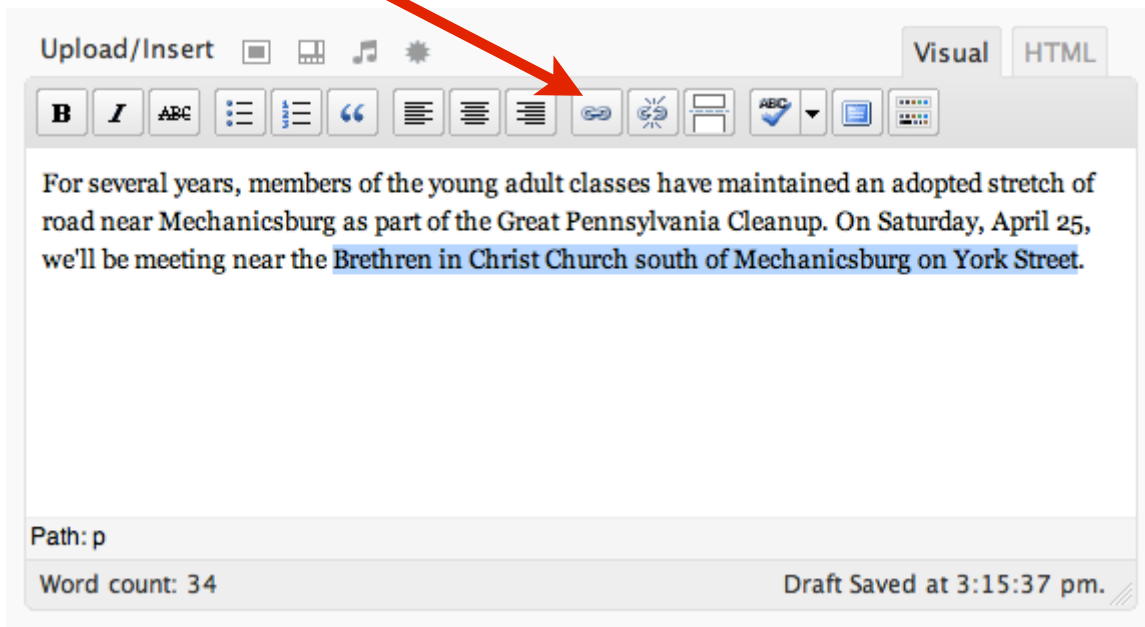


You can even drag the bottom-right corner of the window to make it larger (giving you more room to type).

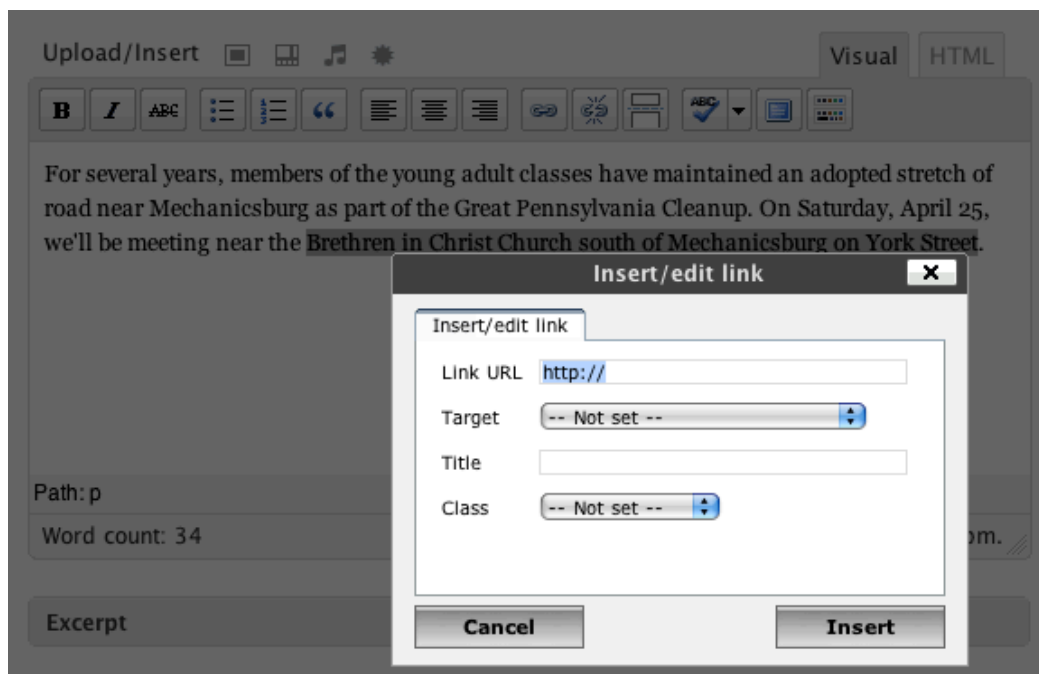


Since some folks may not know where the Mechanicsburg Brethren in Christ Church is, I decide to have that text link to a Google Maps page that shows the church's location. Here's how you turn text into a link to another web page.

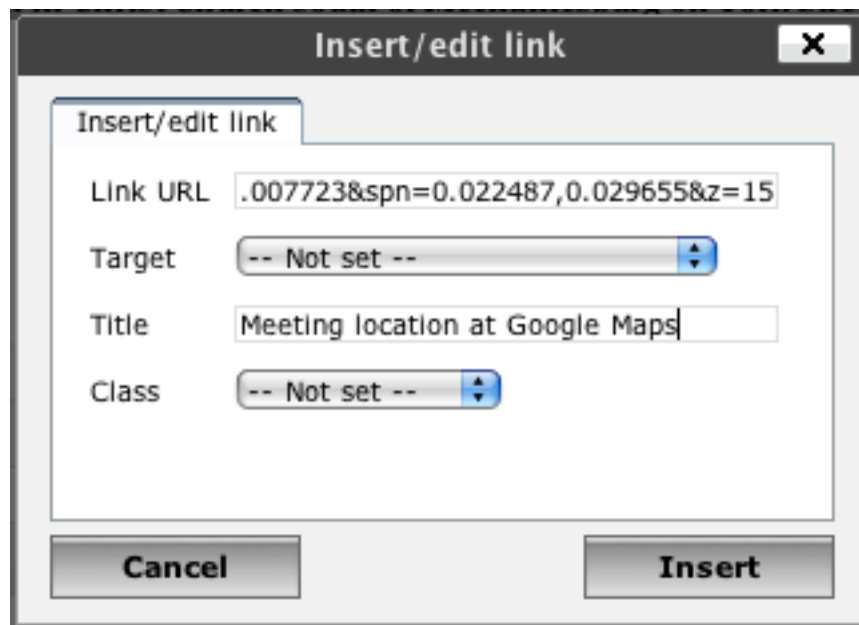
First, highlight the text (you can see it highlighted below). Then, click the button that shows three chain links.



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.



Insert/edit link

Link URL .007723&spn=0.022487,0.029655&z=15

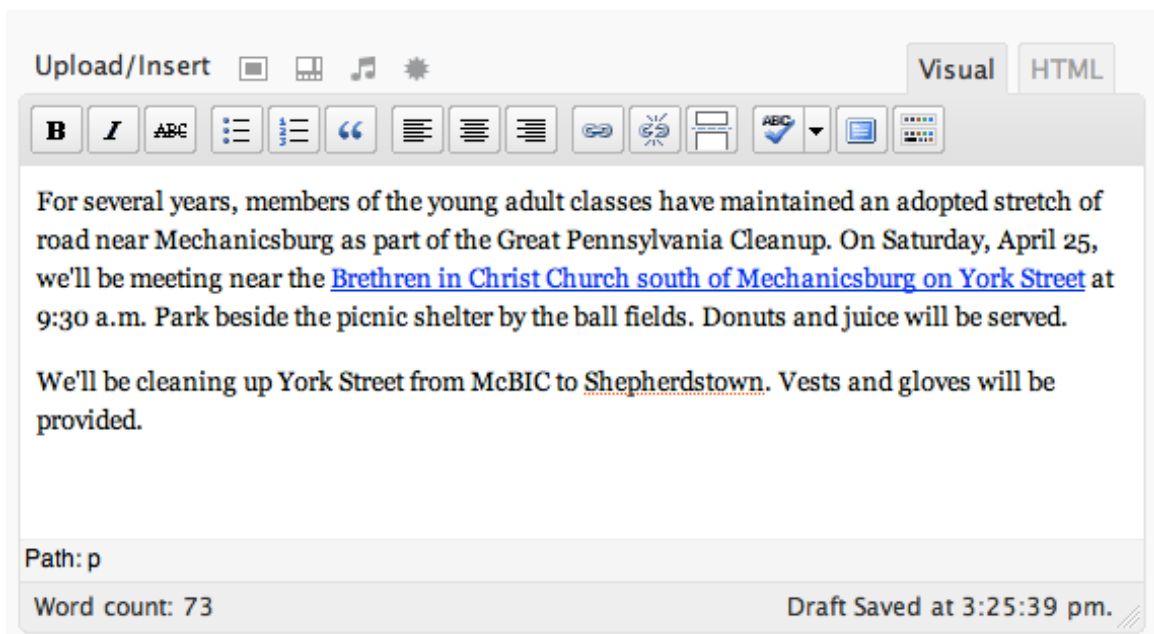
Target -- Not set --

Title Meeting location at Google Maps

Class -- Not set --

Cancel Insert

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



Upload/Insert

Visual HTML

**B** *I* ABC [List] [Quote] [Link] [Image] [Table] [Check] [More]

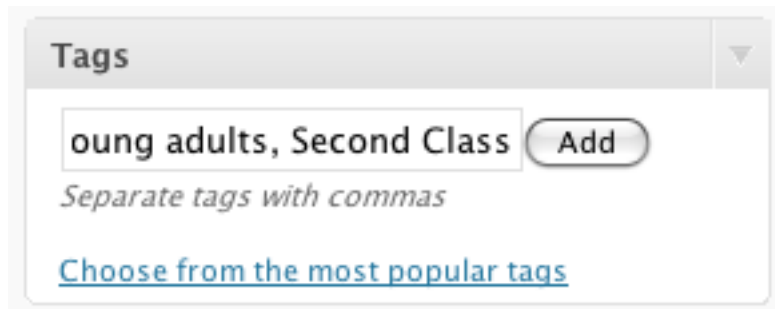
For several years, members of the young adult classes have maintained an adopted stretch of road near Mechanicsburg as part of the Great Pennsylvania Cleanup. On Saturday, April 25, we'll be meeting near the [Brethren in Christ Church south of Mechanicsburg on York Street](#) at 9:30 a.m. Park beside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

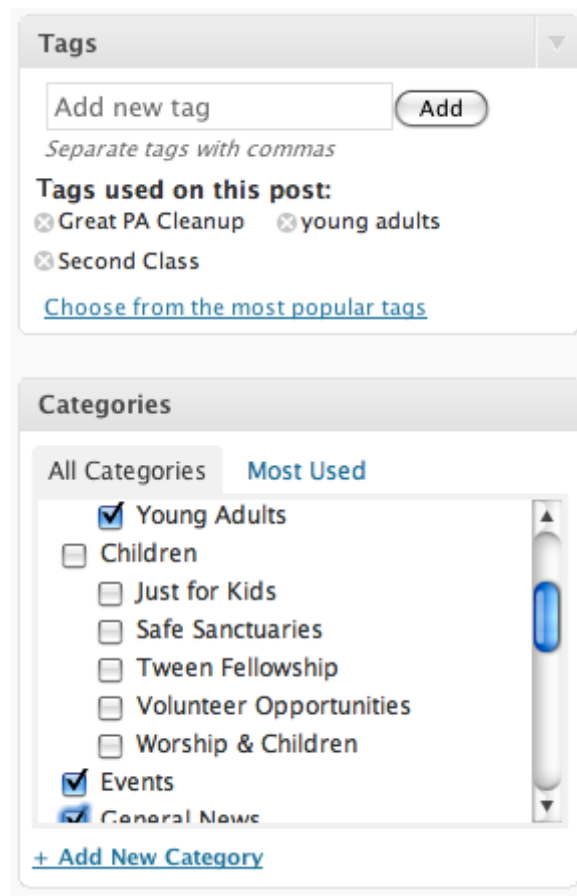


The screenshot shows a 'Tags' section with a text input field containing 'young adults, Second Class' and an 'Add' button. Below the input field is the text 'Separate tags with commas' and a link that says 'Choose from the most popular tags'.

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

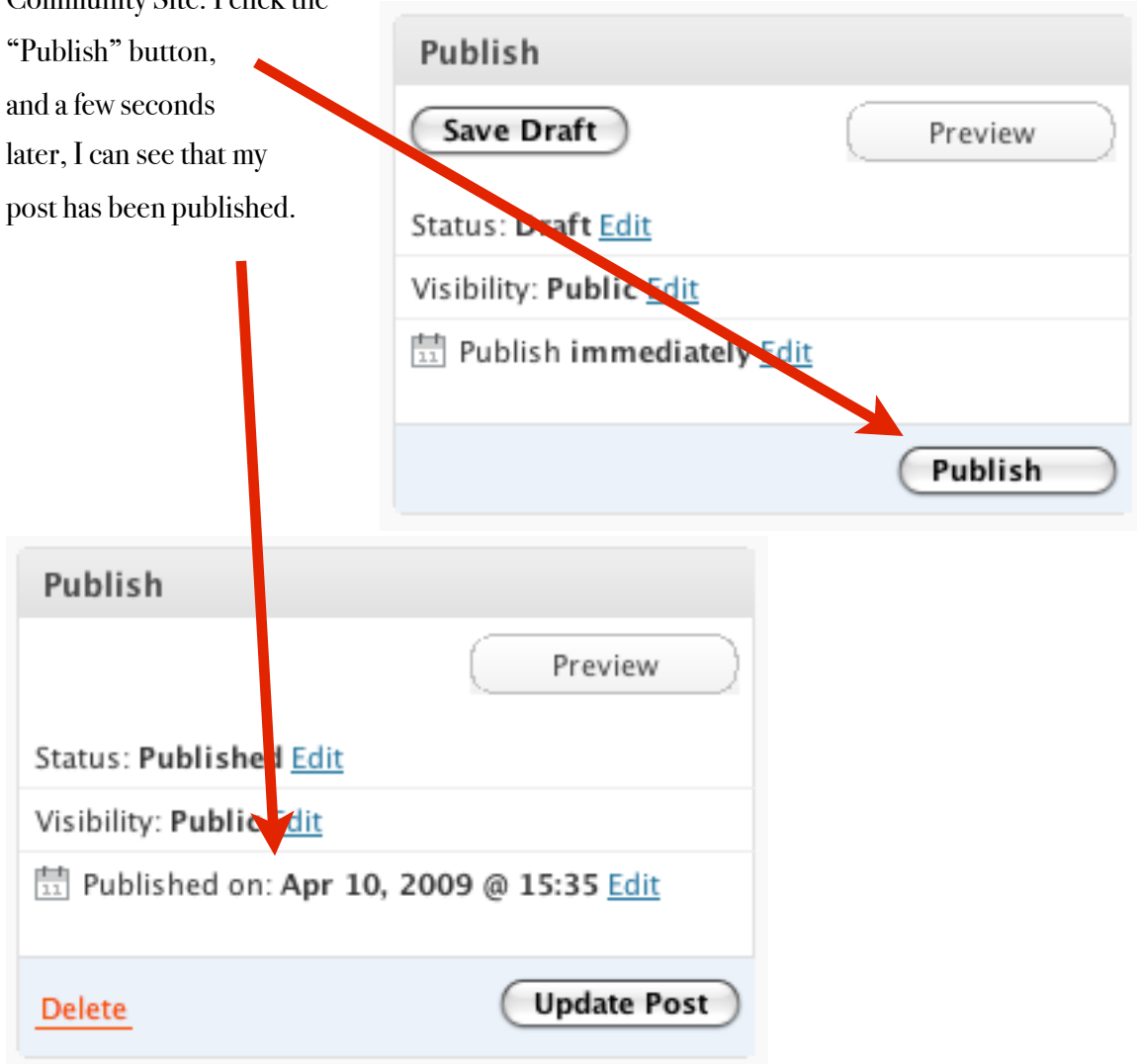
Next, I need to find a category for my post. The Community Site has its posts divided up into categories to ease navigation for visitors. You can find the Categories section under the Tags section.

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



The screenshot shows two sections: 'Tags' and 'Categories'. The 'Tags' section has an 'Add new tag' input field with an 'Add' button, the text 'Separate tags with commas', and a list of 'Tags used on this post' including 'Great PA Cleanup', 'young adults', and 'Second Class'. Below this is a link 'Choose from the most popular tags'. The 'Categories' section has two tabs: 'All Categories' and 'Most Used'. Under 'Most Used', there is a list of categories with checkboxes: 'Young Adults' (checked), 'Children' (unchecked), 'Just for Kids' (unchecked), 'Safe Sanctuaries' (unchecked), 'Tween Fellowship' (unchecked), 'Volunteer Opportunities' (unchecked), 'Worship & Children' (unchecked), 'Events' (checked), and 'General News' (checked). At the bottom of the 'Categories' section is a link '+ Add New Category'.

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.

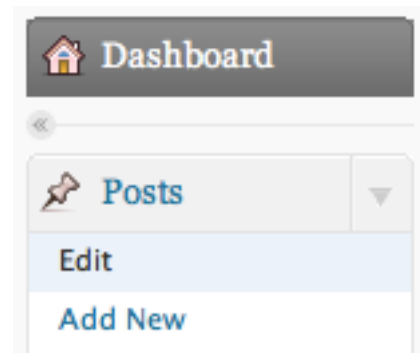


That covers the basics of posting. The next section covers how to "break up" a post if it's more than a couple paragraphs long. The section after that covers how to add a picture to your post.

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.

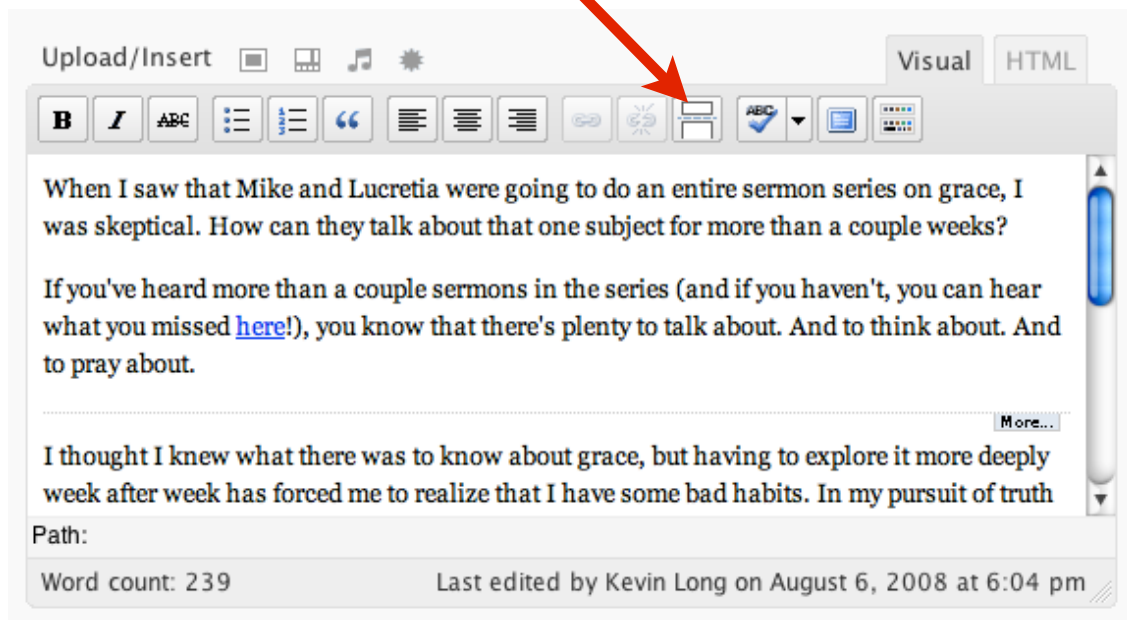
To edit my post, I need to return to the Dashboard. I do this by clicking the "Log in" link in the right column of the Community Site under "Meta". (If I'm already logged in, it will say "Site Admin" instead of "Log in").

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).

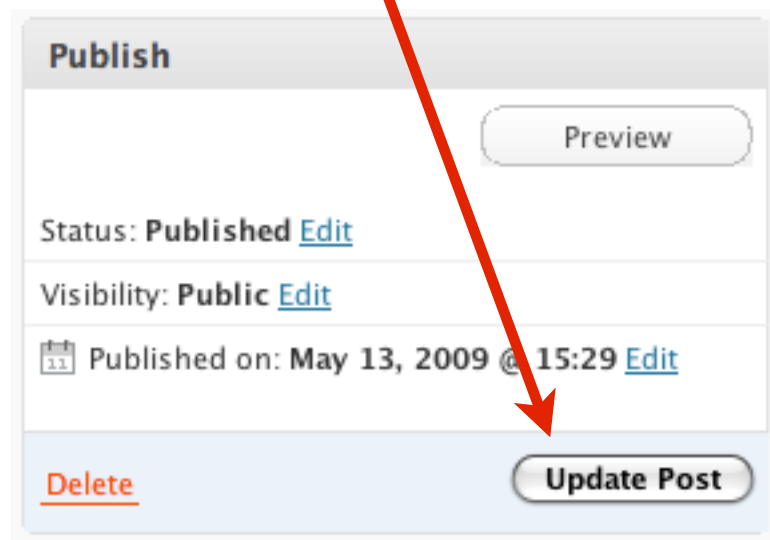


I could have more easily edited my post by clicking the "Edit This" link below the post title on the Community Site. (This is only visible if you're logged in.)

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.

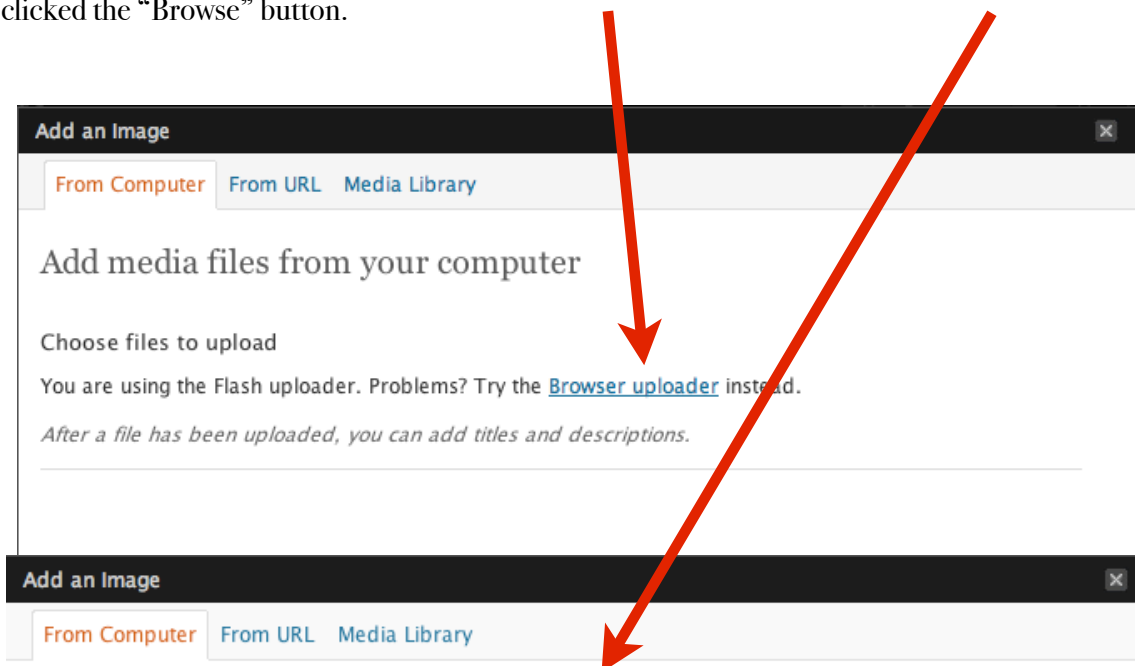
That brings me back to the post authoring/editing page.

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.



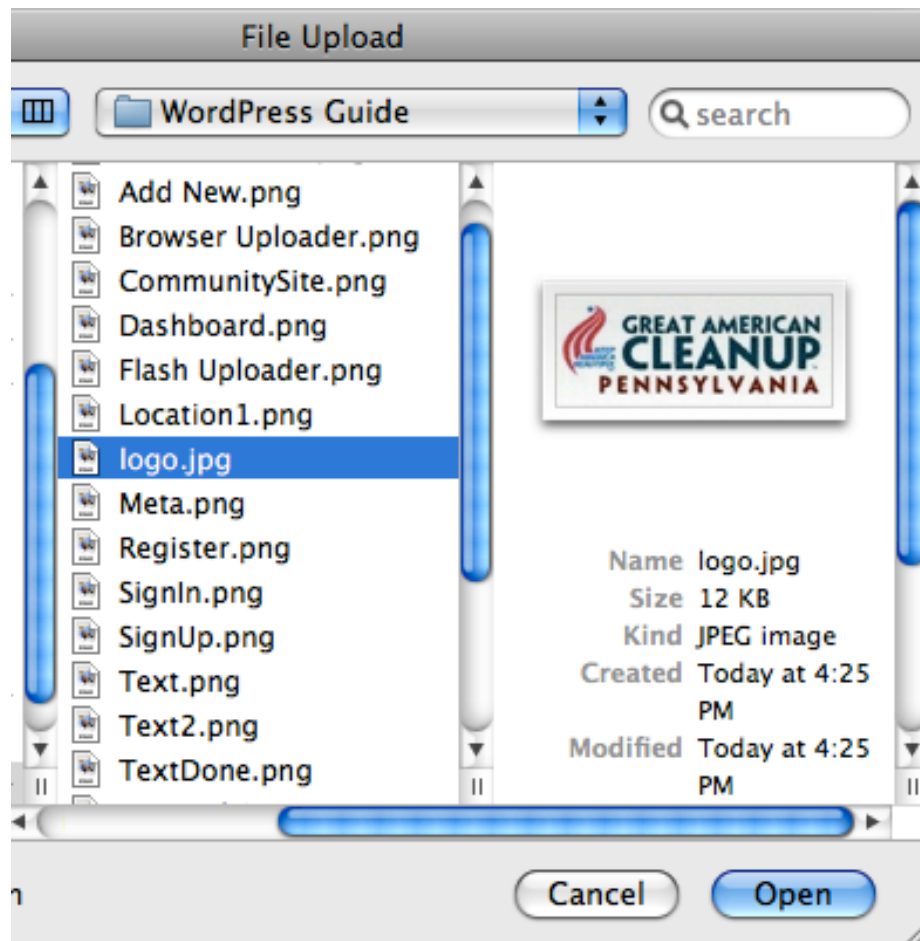
Add media files from your computer

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

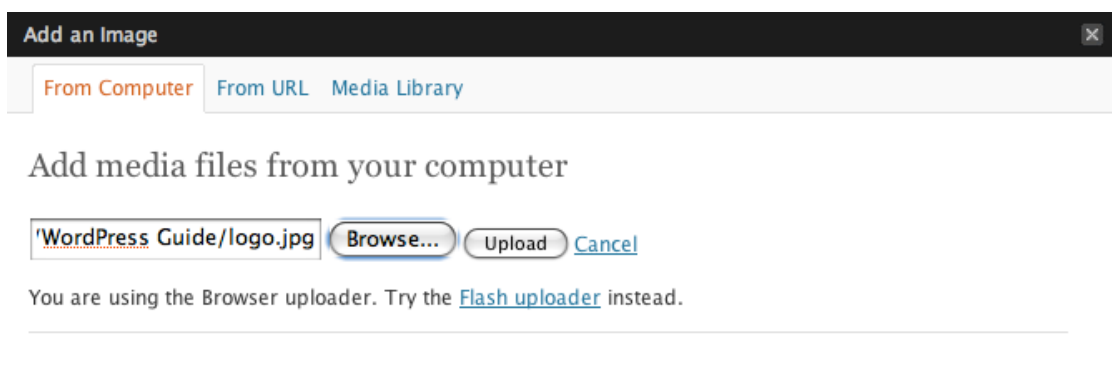


(The Flash uploader and Browser uploader look and operate identically.)

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.

Add an Image

From Computer From URL Gallery (1) Media Library

Add media files from your computer

Browse... Upload Cancel

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

 logo.jpg  
image/jpeg  
2009-04-10 15:31:23

Title \* logo

Caption

*Also used as alternate text for the image*

Description

Link URL

None File URL Post URL

*Enter a link URL or click above for presets.*

Alignment ☒ None ☐ Left ☐ Center ☐ Right

Size ☐ Thumbnail (150 x 72) ☐ Medium ☐ Large ☒ Full size (173 x 72)

Insert into Post Delete

Save all changes

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.)

Add an Image

From Computer From URL Gallery (1) Media Library

Add media files from your computer

Browse... Upload Cancel

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

 logo.jpg  
image/jpeg  
2009-04-10 15:31:23

Title \* Great PA Cleanup Logo

Caption

*Also used as alternate text for the image*

Description

Link URL

None File URL Post URL

*Enter a link URL or click above for presets.*

Alignment ☐ None ☒ Left ☐ Center ☐ Right

Size ☐ Thumbnail (150 x 72) ☐ Medium ☐ Large ☒ Full size (173 x 72)

Insert into Post Delete

Save all changes

A screenshot of a rich text editor window. The top toolbar includes icons for "Upload/Insert", "Visual", and "HTML". Below the toolbar are various text formatting options like bold, italic, underline, bulleted list, numbered list, quote, indent, decrease indent, link, unlink, table, undo, redo, and spell check. The main editing area contains a logo for "GREAT AMERICAN CLEANUP PENNSYLVANIA" on the left. To its right is a paragraph of 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." Below this is another paragraph: "We'll be cleaning up York Street from McBIC to Shepherdstown. Vests and gloves will be provided." At the bottom of the editor, it says "Path: p" and "Word count: 73". A status bar at the very bottom indicates "Draft Saved at 3:25:39 pm."

**Publish**

Preview

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

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

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

[Delete](#)

Update Post

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