

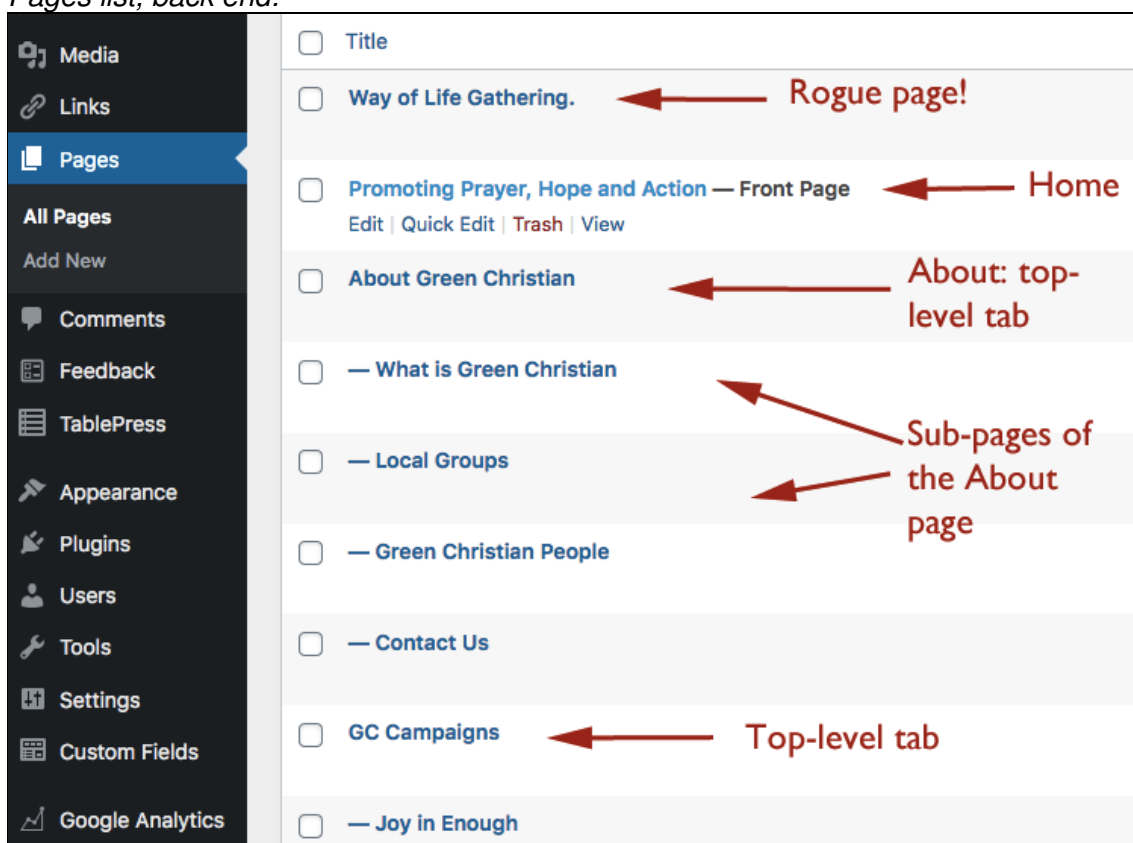
Wordpress instructions: Green Christian

I am assuming you already know how to create and edit pages and posts, and to upload pictures and documents. These instructions will take your knowledge to the next level.

Pages: organising by order, setting parents for dropdowns, and choosing templates

In the Dashboard Pages list, I have placed the pages in the same order as they appear in the front-end navigation. This is not essential for the functioning of the website (I will explain later about the navigation) but it makes editing much easier, because you can find your way around quickly. So I'm going to show you how to keep it this way.

Pages list, back end:



Ignore the 'rogue page' for now. I will show you later why this has turned up there and what do do about it.

You will see that the home page is labelled by the system: Front Page. The title of that page, Promoting Prayer, Hope and Action, appears as the page title on the front end. By default, the page title is normally also the navigation tab, but I have changed it to Home. I will show you later how to do this.

Going down the list, the front page and the next page, called About Green Christian, are top-level pages while the next four pages are drop-downs from About Green Christian: this is denoted by their placing below About Green Christian and by the dash before the page title.

To position a page in this manner, you need to go to its editing screen. In this example, we are opening the editing screen of the page called 'What is Green Christian', a sub-page of About:

Setting the parameters for a page:

The screenshot shows a CMS page editor for a page titled "What is Green Christian". The page content includes a "Classic" template, a group photo of people outdoors, and text describing the organization's history and mission. On the right side, the "Document" tab is selected in the sidebar, showing various settings like "Status & Visibility", "Publish", "Author", and "Page Attributes". Red arrows and text annotations point to specific settings: "Document not Block" points to the "Document" tab; "Open Page Attributes" points to the "Page Attributes" section; "Choose the template" points to the "Template" dropdown; "If it's a drop-down, choose a parent page" points to the "Parent Page" dropdown; and "Set the order" points to the "Order" input field.

To set its parameters, choose the **Document tab** at the top of the screen (not Block). Then scroll down to **Page Attributes** and click the little arrow next to it if it is not already open.

- The **Template** determines whether or not this page has a sidebar – the default is no sidebar.
- Choose the **parent page** if it is a drop-down, in this case, About Green Christian, or no parent the page is to be a top-level tab.
- Set the **Order**: in this case, it is the first to drop down under About, so the order number is 1.

Once these are set correctly for all the pages, you only need to refresh the back end and the pages will go automatically to their proper places. **Note**: many of these page attributes can be reached via the **Quick Edit** screen as well. This is useful if you are changing the order of several pages in one go.

Of course the top-level pages have also been assigned an order, which enables them to appear where they are. The home page has been assigned the order 1, About is 2, GC Campaigns is 3 (its tab is labelled 'Activities'), etc. The last top-level page, Join Green Christian (labelled 'Join'), is 8th in order.

However, we have over 60 pages, some of which don't need to appear in the navigation because they are linked to in the text of other pages. How do we make sure they appear after the navigation pages? Simply by giving them an order number greater than 8.

Our rogue page, Way of Life Gathering, only appears at the top of the list because it was not assigned an order number when it was created. Consequently its order is 0, so it appears at the top. Here is its Quick Edit screen:

Rogue page quick edit screen:

QUICK EDIT

Title: Way of Life Gathering. Parent: Main Page (no parent)

Slug: way-of-life-gathering Order: 0

Date: 02-Feb 10, 2020 at 09:14 Template: Default Template

Author: [dropdown] Allow Comments

Password: [input] -OR- Private Status: Published

Buttons: Cancel, Update

So my advice is, when you are creating a new page, think about where it will appear in the navigation, if at all. Once you have assigned it a parent page and order number, it will appear naturally in its proper place in the pages list.

I can't emphasise this enough: get rid of the pages you are not using, especially duplicates and old versions. By doing this you will make your job, and that of your successors, much easier.

Adding pages or post categories to the Navigation

The navigation is accessed from the Dashboard via Appearance > Menus.

The Menu screen:

Add menu items

Pages

Most Recent View All Search

- Way of Life Gathering.
- Ringsfield 2020
- About Green Christian
 - Green Christian People
- What's On
- Join Green Christian
- Draft Join Green Christian
- Temporary Sign Up Page

Select All Add to Menu

Posts Custom Links Categories

Menu structure

Menu Name: GC new theme

Drag each item into the order you prefer. Click the arrow on the right of the item to

- Home (Page) - Top-level tabs
- About (Page) - Top-level tabs
 - What is Green Christian (sub item, Page) - Sub tabs
 - Local Groups (sub item, Page) - Sub tabs
 - Green Christian People (sub item, Page)
 - Contact Us (sub item, Page)
- Activities (Page)
- Joy in Enough (sub item, Page)
- Rainforest Fund (sub item, Page)
- LOAF (sub item, Page)

Annotations: Menu name, Top-level tabs, Sub tabs, Add pages, Add Categories

The menu has a name: 'GC new theme'. The list of potential navigation tabs is in the left-hand column

In the right-hand column, you will recognise the tabs that are actually in use with 'GC new theme' (this is not the full list). The sub-tabs, which are the drop-downs, are slightly indented under their parent page.

You can move tabs around by dragging and dropping, and the new order will be reflected in the navigation system at the front end. But it will not be reflected in the pages list. So if you do move things around, go back to the Pages list and reset the order and parent pages, to keep the pages list consistent with the front end.

The system is set up so that newly created pages do not automatically add themselves to this menu system, you need to add them manually. To add a new page to the navigation, choose it from the left-hand column. Simply tick the box next to it and click 'Add to Menu', and it will appear in the right column at the bottom. You will need to drag it in position from there.

If you don't see your page listed, make sure you click the 'View All' tab, as by default only a selection are presented to you under 'Most Recent'. **Note:** you can't add a page that hasn't already been created and published.

Adding a post category is simple: click on the little arrow next to Categories, tick the category you want to add, click Add to Menu and drag into position. There is no need to use Custom Links for post categories.

Changing the navigational label:



If the page title is too long, or just not suitable, you can change it by clicking on the little arrow next to the individual tab. This will open out a window with extra options. In this case, the page title is About Green Christian, but this is too long for a navigational label so I shortened it to About, in the box called 'Navigational label'.

Don't forget to save your menu so it takes effect on the front end.

The home page

In designing this theme, I have added extra options to the home page, which I have made editable using a plugin called Advanced Custom Fields. Please don't disable this plugin!

Below I will explain the anatomy of the home page and how to edit the different elements.

Top of home page, front end:

GC Green Christian
Ordinary Christians, extraordinary times

Search ...

Home About ▾ Activities ▾ Resources ▾ Way of Life What's On Blog ▾ Join ▾

It's God's World

Page title → **Promoting Prayer, Hope and Action**

Bottom of home page, front end:

Promoting Prayer, Hope and Action **News box**

We are a community of ordinary Christians from all backgrounds and traditions. Inspired by our faith, we work to care for Creation through prayer, living simply, public witness, campaigning and mutual encouragement.

We walk alongside those of faith and no faith. Join us.

[About GC](#)
[GC vision statement](#)
[Local Groups](#)

Page content ↑

Top News and events

Navigating ecological tragedy: a collaborative inquiry with Buddhists and Christians: 6-8 March
Author: Paul Bodenham | Date: 26 December, 2019 | Category: [Articles](#) [Borrowed Time](#) [GC Events](#) | Comments: 0

Navigating ecological tragedy: a collaborative inquiry with Buddhists and Christians 6-8 March 2020 at Gomde Lindholme Hall, nr Doncaster in... [Read More >](#)

WAY OF LIFE GATHERING 1 FEBRUARY 2020
Author: Paul Strickland | Date: 10 February, 2020 | Category: [LOAF](#) [News Reports](#) | Comments: 0

On Saturday 1st February, 33 Green Christian members gathered in London to explore the Way of Life – a set... [Read More >](#)

Ask your General Synod members to support the Bristol amendment on climate
Author: Ruth Jarman | Date: 9 February, 2020 | Category: [Action](#) [Climate Emergency](#) | Comments: 16

On Wednesday 12 February, the General Synod will be debating GS 2159 – Climate Emergency and Carbon Reduction Target, which proposes... [Read More >](#)

Left, middle & right blocks

Get involved
Meet like-minded people

Resources
For prayer, worship and more

Join us
Become a member

On the back end, the page title and content appear first:

Promoting Prayer, Hope and Action

← Page title

Classic

We are a community of ordinary Christians from all backgrounds and traditions. Inspired by our faith, we work to care for Creation through prayer, living simply, public witness, campaigning and mutual encouragement.

We walk alongside those of faith and no faith. Join us.

[About GC](#)

[GC vision statement](#)


[Local Groups](#)

Main page content

Scroll down a bit to reach the editing screen for the banner and banner text:

Home page banner image and text

Home banner image



← Click here to choose a different home page banner image. Image must be at least 1500px wide by 500px deep

Home banner text



← Edit the text

It's God's World

I will show you later how to manage image sizes.

Scroll down a bit further to edit the three blocks: left, middle and right. There are four elements to each block: title, image, text (beneath the image) and link, which is where you want that block to lead when it is clicked on. You can edit all four of these for any of the three blocks.

Editing the left block:

Home page left image block	
Left block title <i>Title above the image</i>	
Get involved	Title
Left block image	
	Image: ideally should measure 600px wide by 414 deep
Left block text <i>Small text below the image</i>	
Meet like-minded people	Text
Left block link <i>The page to which this block is to link</i>	
 https://greenchristian.org.uk/gc-campaigns/get-involved/	Link

The News box to the right of the home page doesn't need to be touched: it updates automatically with the latest posts. If a post has been labelled as 'sticky', it will stick to the top of the blog list and always appear in this box.

Cropping and resizing images

Reducing image sizes helps to reduce the load time of your pages. I like to do it in Photoshop or other proprietary software, but it can also be done in WordPress.

Navigate to the Media library and click on the thumbnail of the image you want to resize. Click the 'Edit Image' button underneath it. You will be taken to the image editing screen (see below).

If you need to reduce an image that is too large, use the Scale option. Enter a width (left box), and the height will automatically adjust to keep the same aspect ratio.

To crop the image, click the crop button and some little handles will appear on the edges of the image. Move them to where you want to crop. If you need to crop to a particular size, enter it into the Image Crop 'Selection' box, width first and then height (in pixels). To confirm your crop, you will need to click the crop button a second time. Then save your image.

Image editing screen:



Adding items to the sidebar

Each sidebar item, on a light grey background and delimited by borders in red and orange, is called a widget. Widgets are accessed under Appearance > Widgets. As with menu items, the potential widgets are listed on the left under the heading 'Available widgets' whereas the ones actually in use are on the right, under the heading 'Sidebar for blog pages'. Drag and drop widgets in position.

Drag an existing widget from right to left to delete it, but **a word of caution**: some widgets have been specially designed (especially the one containing the buttons) so please think carefully before you delete something.

Companions' section

I have created a dedicated menu for adding extra items to the navigation list on the left-hand of the password-protected pages. Go to Appearance > Menus and choose Left Menu (Password-protected pages). You will see the existing links listed under Menu Structure, and you can add more from the left Add Menu Items choices.

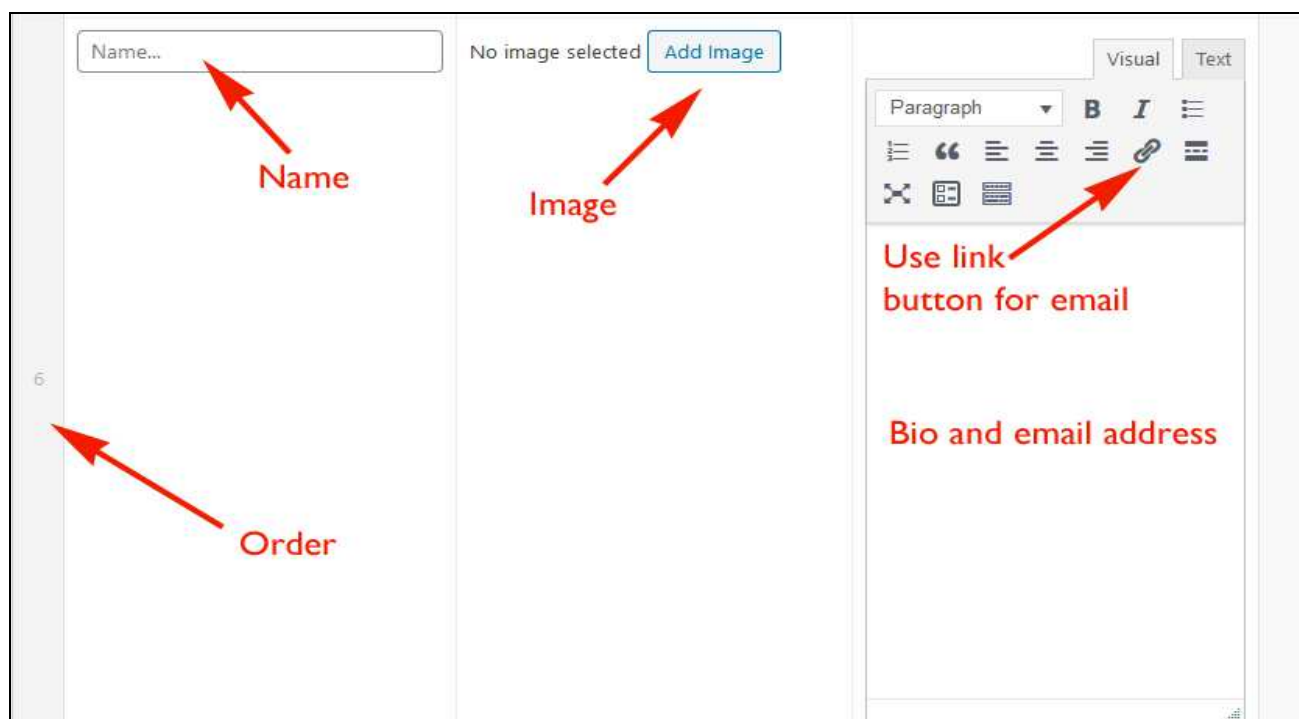
Companions' Who's Who page

This is one of the password-protected pages which only companions can see, but they need to be given the password.

To add a new companion, click on the Add new Companion button, which adds a new set of slots to fill. These are for the name, picture and bio of the new companion, and their email address.

Companion sets are easy to rearrange to keep the people in alphabetical order: hover your cursor inside the Order box (you will see a little number there) and it will change to resemble cross-hairs. In that mode, it can be used to drag the set (Name, Image and Bio) into a different position.

Adding a new Companion:



The Arts section

This is a subsection of the site comprising a gallery page for visual arts, a set of dedicated pages for poems, and room for an art blog. I will explain how to add to these.

Arts blog: From the Dashboard, go to Posts > New Post. Add the title and content and make sure you tick the Arts Blog category so that these posts appear in the Arts Blog section.

Visual Arts: the gallery is created using a plugin called FooGallery. In the Dashboard, click the FooGallery tab (under Feedback). Click on the Visual Arts Gallery and click on the grey + sign and then Add Media. Don't forget to click the Update button when you have finished adding or removing images.

Poetry pages: There is a poetry home page with a list of poems on the left of the page, so that each poem is given its own page. To add a new poem, from the Dashboard, go to Pages > Add New. Give the poem its title and add the content. To add a single line break (pressing the Enter key on the keyboard adds a double return) press Shift+Enter. Make sure the page is given the right template: it is simply called Poetry template.

Add the new page to the left-hand navigation list by going to Appearance > Menus. Choose the dedicated menu called Poetry List Menu, and add the new page.