(W) **Intermediate WordPress Training**

Email

Every library has two email addresses created by CNS and associated with the WordPress install. Both addresses use the email password sent in when the websites were set up. Individual email addresses for other staff members can be requested from the CNS Department. Log into email using a web browser with the address: **www.yourlibrarywebsite.org/webmail** where domain is the address of your website, ex. **www.lamontlibrary.org/webmail**.

- **director@yourlibrarywebsite.org** Set to receive Contact Us form submissions and associated with the WordPress admin user ID
- **info@yourlibrarywebsite.org** Used as the "from" id for Contact Us form submissions

After entering your email id and password, you'll be prompted to choose your web email client. There are 3 choices; Horde, Roundcube, and SquirrelMail. Each email client is slightly different but Horde and Roundcube are the two most robust clients and the most similar to other webmail sites such as Gmail, Yahoo, or Hotmail. We recommend trying each to see which you like better. Each time you log in you can choose which client to use or if you've picked the one you like the best, you can click the link "[Enable AutoLoad]" below the client name. If you enable autoload you can also choose how many seconds to delay before displaying your email. If you set this to 1 you will be logged in with almost no delay on subsequent logins.
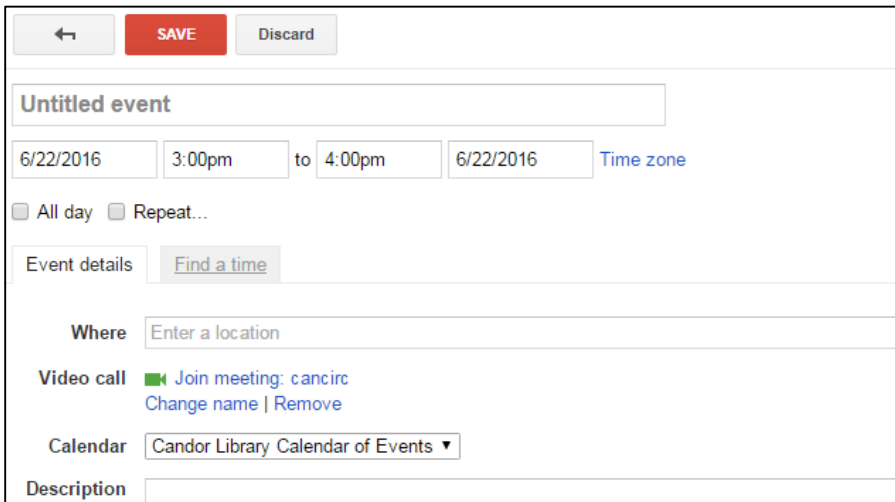
Google Login Information

The same user ID is used for both Google calendar Google Analytics. Libraries that had existing Google calendars will continue to use the same userid and password combination. Libraries that have a new Google account will use **director@yourlibrarywebsite.org** (e.g. director@lamontlibrary.org) with the same password used for checking email.

Google Calendar

Every library has a Google calendar embedded in their WordPress site on the Events page. To update the calendar, visit **https://www.google.com/calendar** to login. Once the changes have been saved, they will automatically update on the WordPress site.

1. Once logged in, you will see your calendar. Click on the red **CREATE** button to add a new event.

2. Fill out the appropriate information and click the red **SAVE** button. Event colors will not show up on the actual website.

Google Analytics

This program is already set to track each website and can be used to pull statistics for board meetings, annual reports, or any other type of reports. Access Analytics at the following link, using the same login credentials for the calendar: **http://analytics.google.com**

Click on the dates to choose a specific time period. You may choose to report the number of sessions per month or perhaps the number of users.
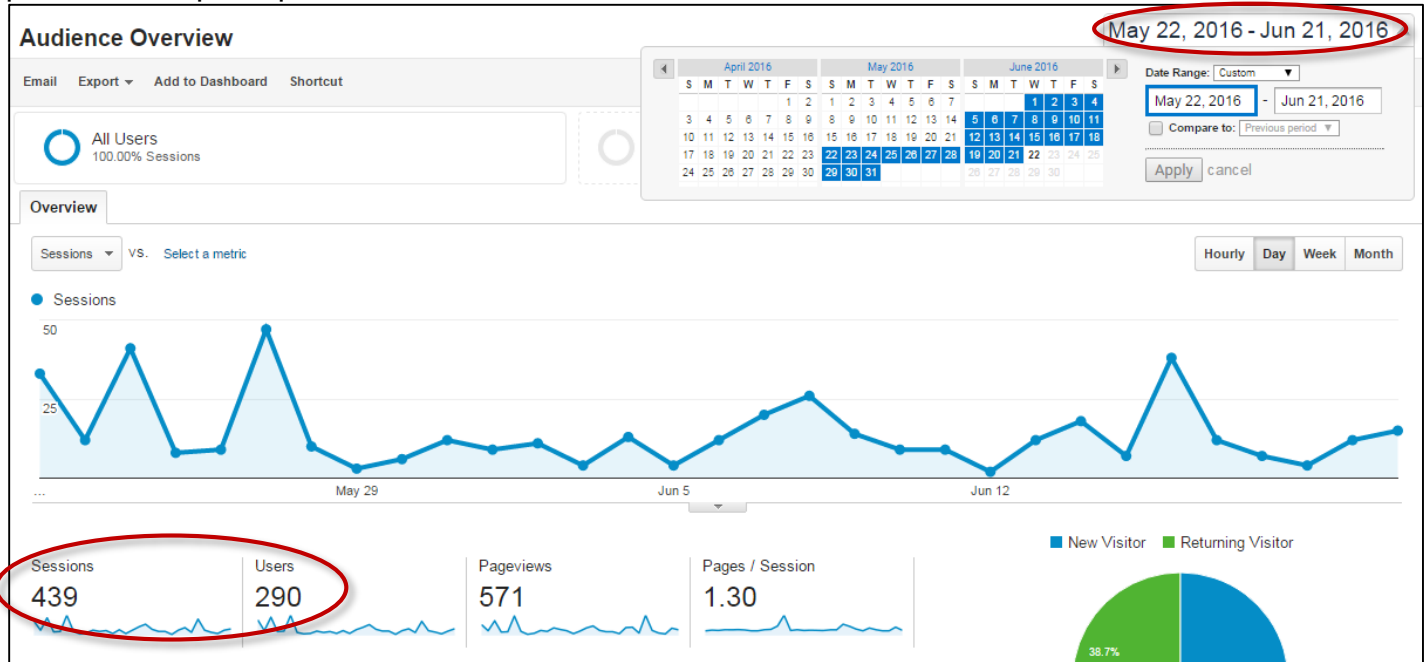
Along the left hand side, click on Behavior and Overview. Below the line graph you will see a list of pages. These are the pages from your website and you can view how popular they are. Number 1 will always be your homepage.

| Page		Pageviews	% Pageviews
1. /		524	91.77%
2. /events/		16	2.80%
3. /contact-us/		13	2.28%
4. /blog/		3	0.53%

Adding Links

You may want to add a clickable link in a post or page that will direct your patrons to a different webpage or a different website altogether.
1. Locate the post/page you would like to edit OR add a new post/page. *See WordPress Step-by-Step handout for instructions.*

2. When your post/page is open, type the text for your link. For, example you could say: "click here for more information." Or, you could simply type the website's name: "Finger Lakes Library System."
3. Highlight the section of text by clicking in front of the text and dragging across the text while holding down on the mouse. Release.
4. Click on the Insert/edit link button in the toolbar, it looks like a chainlink. A field will pop up asking you to Paste URL or type to search. Click on the gear symbol to see more options.
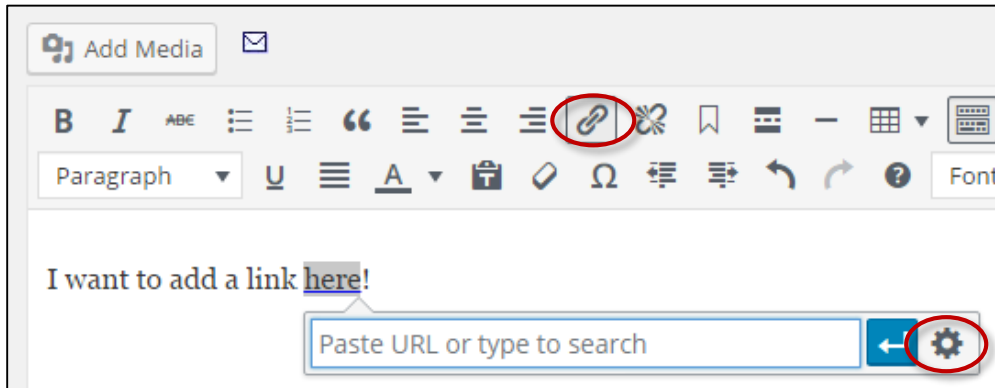
5. In the window that opens, type in your website address. You do not need to include http. You can also check the box next to Open link in a new tab. Click **Add Link**.
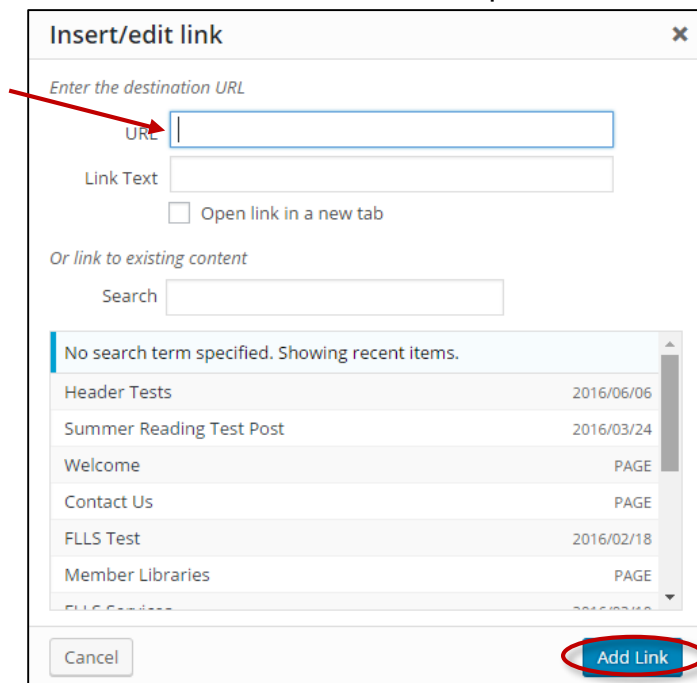
6. Your text will appear blue and highlighted. Click on **Update** to save your changes.
7. Visit your website and click the link to try it out!

4

Adding a Header Logo

1. These directions will help you place a small image of your library on the header of your website. *See instructions for adding media in the WordPress for Beginners handout, page 4.*
2. For best results, your image should be less than 150 pixels wide. Change the size by going to the media library and editing the image. Click on **Media** in the Dashboard. *Note: You can also edit your images in Paint, see the Editing Images handout.*
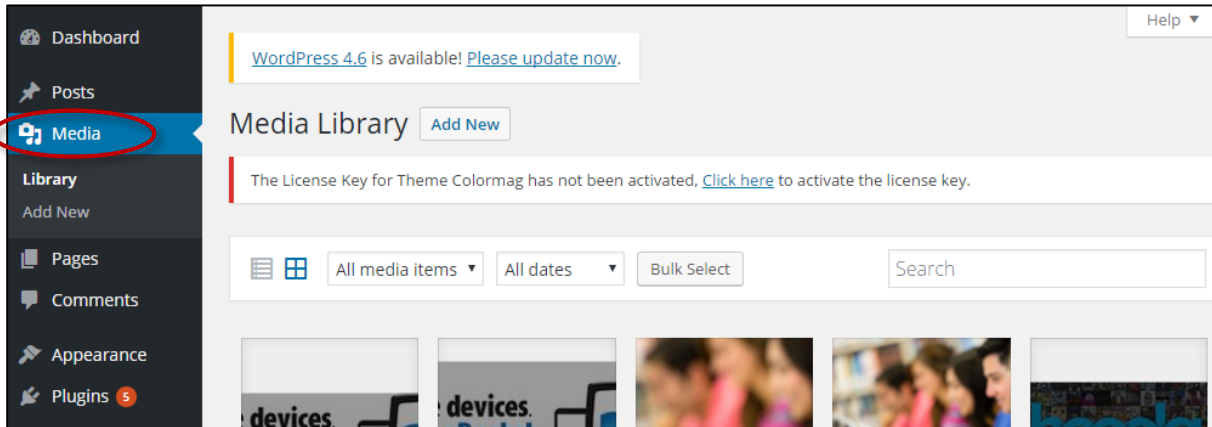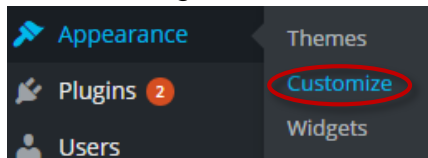

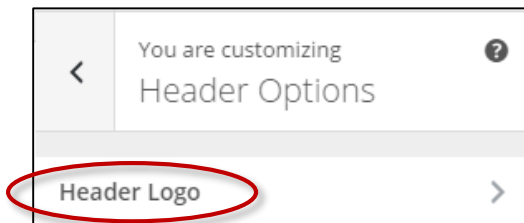3. Click on your image and then **Edit Image**.

4. Under *SCALE IMAGE*, enter 150 in the first box under *New dimensions*, then click **Scale**. This will shrink your image and save automatically. Now you are ready to put the image in the header.
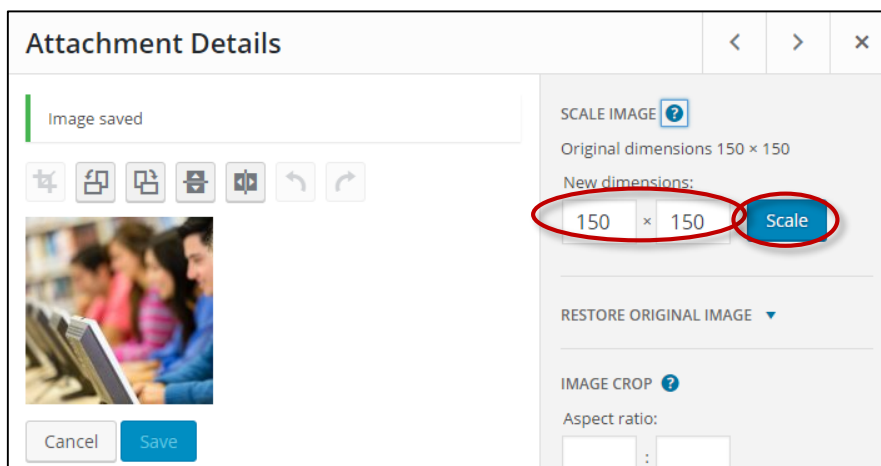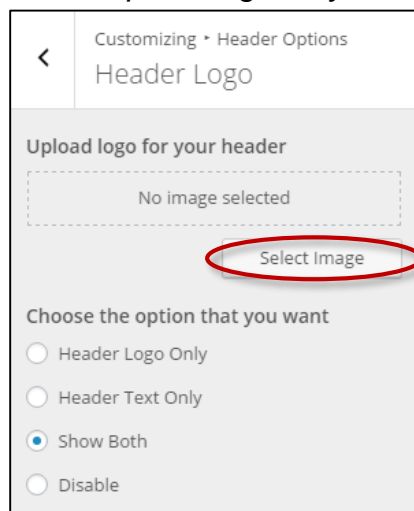
5. On the Dashboard, move your mouse to **Appearance** and click on **Customize**. You will see a toolbar along the left hand side and a preview of your website on the right.

6. Click on **Header Options**. Then, click on **Header Logo**.

7. Under *Upload logo for your header*, click on **Select Image**.

8. Click on your image and then **Choose Image**.
9. You will see your new header image on the website preview. If you are satisfied, click on **Save & Publish** at the top of the tool bar. Or, hit the **X** to stop customizing and click on Leave when prompted.

***Questions? Comments?* Contact:**
CNS Department - Finger Lakes Library System
1300 Dryden Rd., Ithaca, NY 14850
(607) 273-4074 x237