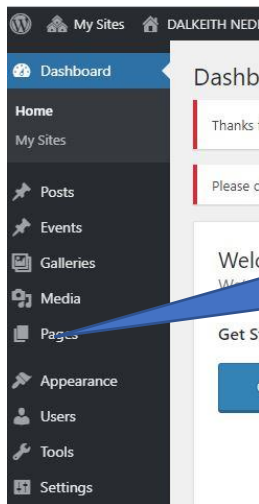


DNBC website: PAGES – add or edit

Pages

A *Page* is the basic building block of the website and usually has a long life (see *Posts, Galleries, and Events* for other types of page which may have a shorter life cycle).

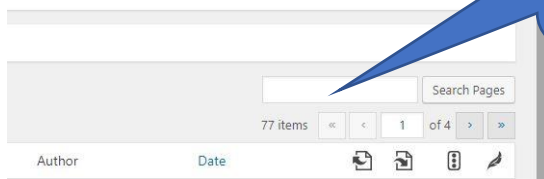


Click *Pages* to display a list of current pages.

To edit one of these pages click on the page name.

To add page, click on *Add New* at the top of the window.

Edit existing page



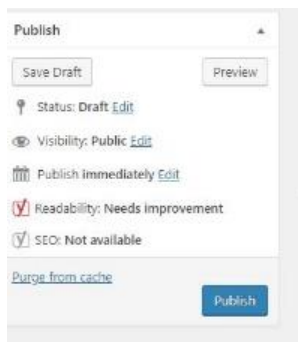
To edit an existing page enter the page name or part of the name here then click 'Search Pages'

Add a new page

1. Enter a *Title* of the page where the display shows **Enter title here**.
2. Now add text, images, links to other pages, links to a gallery, links to individual documents or photographs (See help document EDITING TOOLS). The options are many. Look at a few existing pages to get the idea. Examples to look at;
 - a. Sponsor dedicated page- *Abel property*
 - b. Club notices - *Barefoot Bowls*
 - c. Historical using text and photos – *Boundary Hedge replacement*
 - d. Information page – *Club Championships*
 - e. Use of a table for clear presentation - *Club member of the Year*
 - f. Text and images - *Dalkeith Nedlands Bowling Club Inc.*)
 - g. Links to photos – *Honour Boards Current*
 - h. Text and tables – *Selection, Men*
 - i. Links to documents – *Documents & Newsletters*
 - j. Links to galleries – *Member's Social Events*

DNBC website: PAGES – add or edit

Preview and Publish



Click *Preview* to check that the page looks as expected then return to the editing page (see note below) and click *Publish* to make the page visible on the website.



IMPORTANT: After a Preview, always click on the X on the Page tab at the top of the window, NOT on *Edit Page*.

Once the page is looking good and readable, it needs to be made accessible by placing its link address on another page. A common place will be the Member Area. If you look at this page you will find Text, links to other pages, links to galleries etc.

To find help on this read help document ***EDITING TOOLS***, in a section named *Insert a link to another page*.

A note on sidebars

All pages on the website have a sidebar on the right of the screen.

Unless an alternative sidebar is selected for a page, the default sidebar, which is all the sponsor logos in order of support, will be displayed.

At the time of writing there are four other sidebars, used once each as shown below:

1. **Functions@DNBC** – information on the venue (Page: *Functions@DNBC*)
2. **Members** – access to all member information (Page: *Member Area*)
3. **Membership Images** –prospective member info (Page: *Membership*)
4. **Sponsors** – help for prospective sponsors (Page: *Sponsors*)

If the default sidebar is not to be used then select a sidebar from the drop-list on the right of the window when editing a page.

Sidebars can be added or edited by accessing *Appearance>Widgets*.