

The Longford Trust

Website Guide

Logging In

To log into the site go to <http://www.longfordtrust.org/wp-admin> and enter your log in credentials, provided in a separate email. If you forget your password, there's a handy link on this page to reset it too.

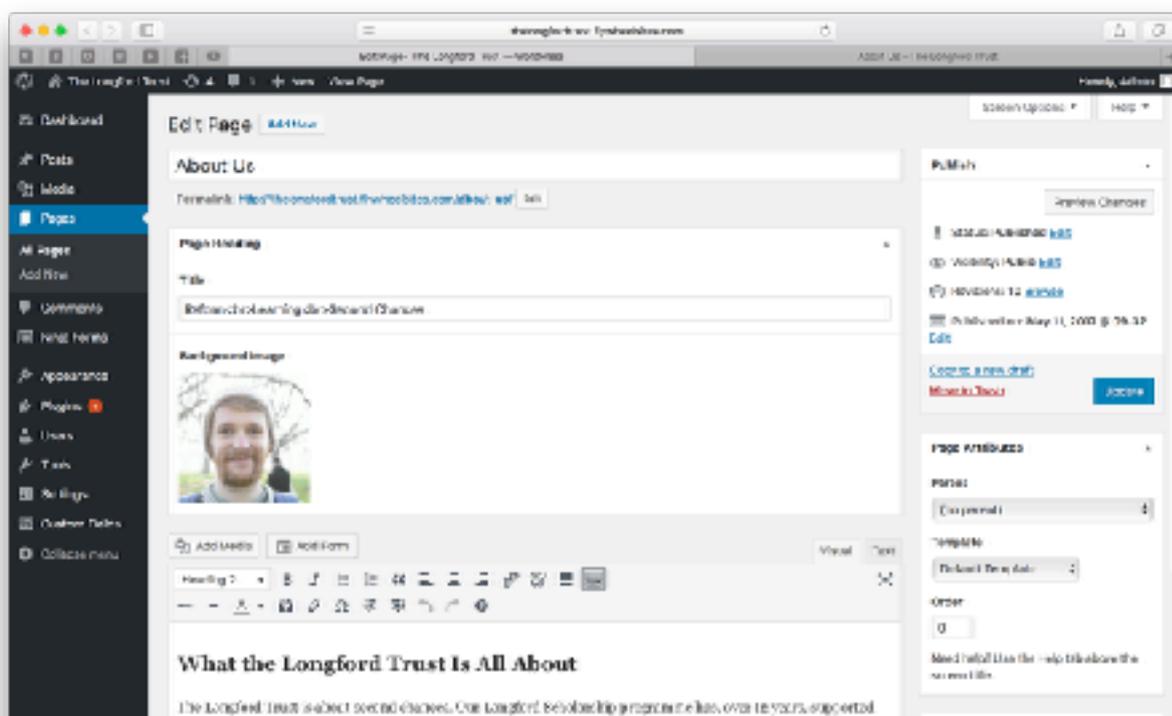
Note: If the site is not yet live, go to <http://thelongfordtrust.flywheelsites.com/wp-admin> instead

Editing Pages

Once logged in, to find the page you would like to edit, either:

- Click “Pages” in the dark grey sidebar, then use the search bar in the top right corner to find the page you'd like to visit.
- Click the websites name on the top left of the screen, navigate to the page you'd like to edit, then click “Edit Page” in the dark grey bar at the top of the screen.

Once you've done this, you will be faced with a page like this where you can edit the page's content:



Below is a quick overview of the types of consistent sections you'll find on these pages and how to change them.

Text Box - Change simple text by typing here, adding “
” if you want to start a new line.

Title

Reform
Learning
Second Chances

Image - Change images by rolling over the image, clicking “x”, followed by “add image” then either drag your files onto the window, or click “upload files” and select the file you'd like to add.

Background Image



Link - Just like the text box, except this must contain a full url, including the “http://”

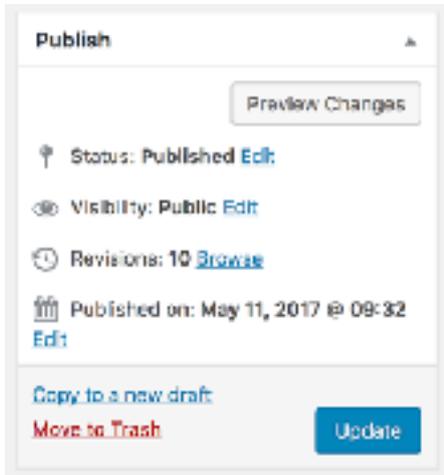
Logo Link



Content Editor - Think of this like a simplified version of Microsoft Word. This is where you can edit rich content or paragraphs of text, all you need to do is click and edit. *(Note - if you're unsure of what a particular button does, simply roll over it and it will provide you with a description)*

The screenshot shows a content editor interface. At the top, there are two buttons: "Add Media" and "Add Form". To the right, there are two tabs: "Visual" and "Text". Below the buttons is a toolbar with various icons for text formatting, such as bold, italic, underline, and list creation. The main editing area displays a heading "What the Longford Trust Is All About" followed by a paragraph of text: "The Longford Trust is about second chances. Our Longford Scholarship programme has, over 12 years, supported 200 young people, most of them in the 20s, to rebuild their lives through education after a prison sentence. 85% graduate and go on to have careers, settle down, start families. In short, they do all the normal things. We support them to put their past behind them and make a fresh start." Below the text is a section titled "Our Values" with a partially visible image.

Previewing and Saving - To Preview your changes and make sure they look as expected, click 'Preview Changes' in the right hand sidebar to open a preview in a new tab. Once everything is as you expect, go back to the edit window and click 'Update'. **Important: If you don't click update your changes won't save!**



Revisions - If you make a mistake, or would like to roll back your changes, click on a revision under 'Revisions' at the bottom of the page, compare it to the current version, and click 'Restore This Revision'.

