

Creating a new ride report:

A ride report is a POST, but the procedure mostly also applies to PAGES.

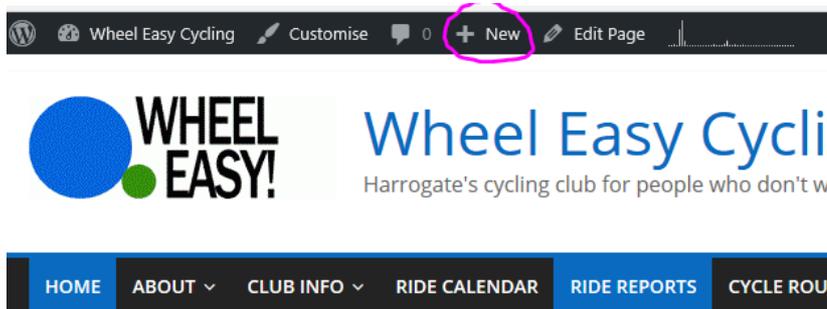
Assumes that you have text and pre-formatted photos available on your PC.

Adjusting an image to 500 or 510 pixels wide is good practise. The WordPress software will adjust down anything too big to defined standard pixel sizes (small, medium, large), but the original images would then take a lot of space up on the website.

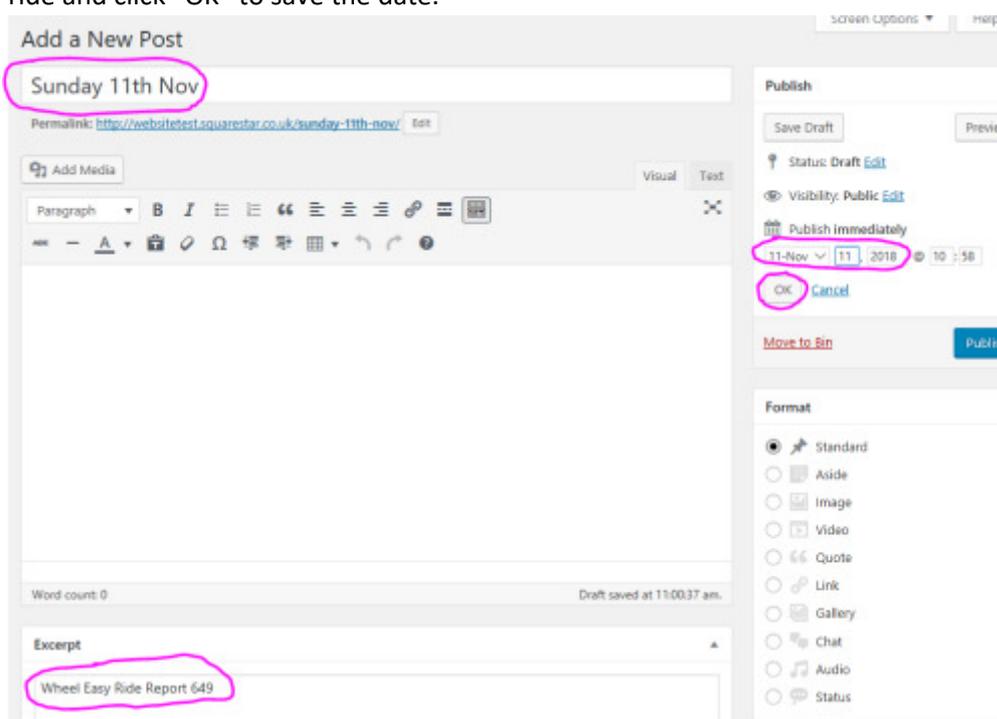
Whilst this seems a bit of a lengthy document, most of it relates to uploading images, and the various ways of inserting them.

The process of creating and publishing a post (or page) is actually quite quick and easy.

1. Open the Wheel Easy website, and log in – if you are not automatically logged in. If you lose the log-in page it is (*will be*) Wheel-Easy.org.uk/wp-admin/
2. At the top of the page, hover the mouse over <new>, and click <post>.

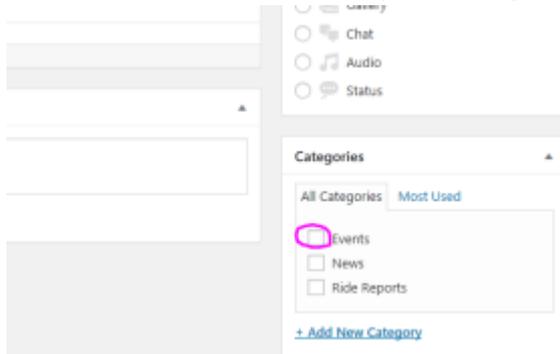


3. When the blank post appears, do the following:
 - a. Add the title "Sunday or Wednesday" "ddth" "MMM" as example. Keeping the month short gives a cleaner look to the ride selection page, avoiding a new line.
 - b. For Sundays only; add "Wheel Easy Ride Report xxx" in the Excerpt section. This text appears in the ride selection page instead of the first lines of text of the report. Text in here for Wednesday rides is optional – use it if you want, but keep it short.
 - c. It may be a day after the ride when the post is created, so change the Publish date to the date of the ride and click "OK" to save the date.



4. **Post Category:** INFO ONLY.

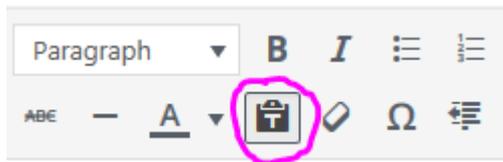
I have set the default post to “Ride Report”. If you want to make another type of post then you will need to change it. The option is on the RHS of the edit page. Although “Ride Reports” doesn’t have a tick, it will be saved as a ride report as long as you don’t tick anything else.



5. **Insert the text**

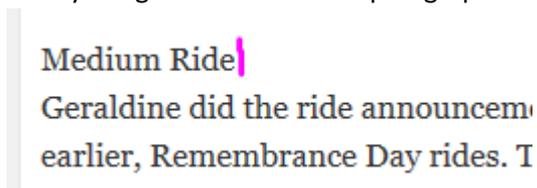
Ideally unformatted and without carriage returns at the end of lines.

You can use the “insert as text only” button to help with this – just toggle in on as shown with the border round. Especially useful if the text has been copied from an html page, where you don’t want extra code.



6. **Format the ride titles to “Heading 6”.**

The text formatting applies to a whole paragraph, so to use it, you need a new paragraph between sections. On the text I have copied from the old site. I have had to insert these. Place the cursor where you need the break (as shown below), press delete to remove the new line, then return to add a new paragraph. Put the cursor anywhere in the heading (you don’t need to highlight it) and change from “paragraph” to “Heading 6”. It is not WYSIWYG, it looks very small on the edit page, but in reality is a good increase over paragraph.



Medium Ride

Geraldine did the ride an
earlier, Remembrance D:

Actual appearance of Header 6:

Medium Ride

Geraldine did the ride announcer
Geraldine and me out eastwards

Repeat for the other section headers

7. **Upload the photographs for insertion.**

Click on where you want the first photo to be placed, if at the end of a section as current, then use a carriage return to create a cursor position for it, in the example case, first photo after the medium ride; so position as below:

.....
this point, having gone on ahead. The ge
coffee stop in Knaresborough, but Paul I
Café. About 32 miles. Joe S

|

Medium-plus Ride

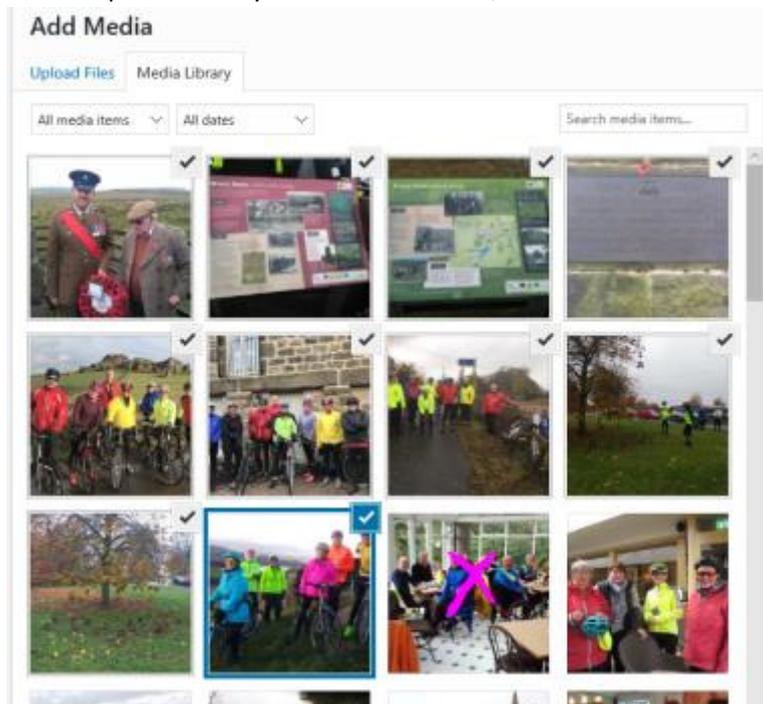
The weather threatened to rain as the se

Click on **<Add Media>** at the top of the page, this shows existing uploaded media files.

On the next page select the **<Upload Files>** tab, and click on **<select files>** button in the middle of the page.

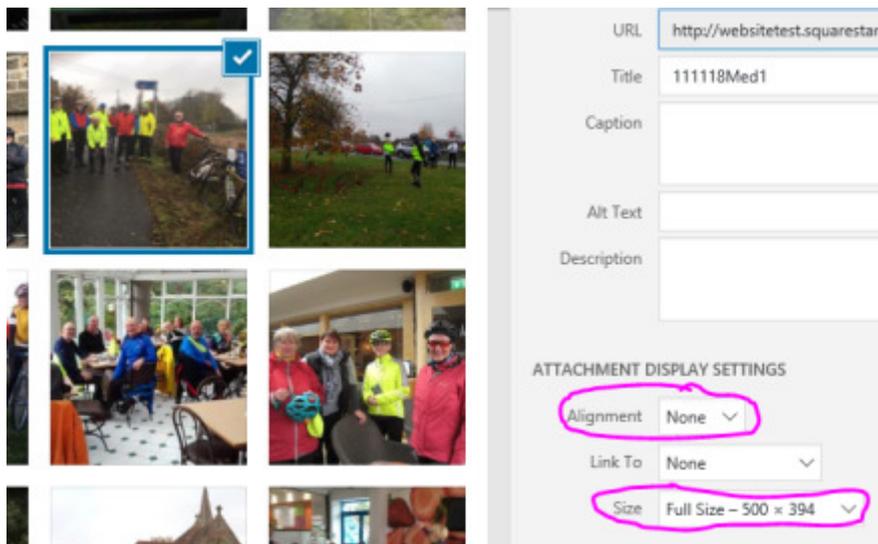
Select the files you want to upload from your browser. It helps if the files have a sensible name, I have used date then a group identifier (ddmmyyM1, ddmmyyM2, ddmmyyL1 etc.): we may agree to change this.

When uploaded they will all be selected, as below:



You don't want to put them all in together, so click on anything not selected to deselect the group (e.g. the one with the pink cross on it). You can then pick the one you actually want.

The important settings for insertion are in the lower RHS, and highlighted below:



If you want the photos to be below the text, then I suggest the settings as shown, No alignment, and full size (500 pixels wide). Then click on **<Insert into post>**.

The page width will allow 2 full size photos side by side, if you want to do this, then I advise pressing the space bar now to create a small gap before inserting the second photo in exactly the same way.

Next move the cursor to a new insertion position and repeat until complete, a side-by-side photo example is shown below (with a single space in between):

Carefully negotiating the steep East Uplevin road we turned right over the river and climbed up towards Farnley. Unwards and upwards to Leathley and Almscliffe cragg the sun came out and we had to have another photo. North Ripton next and then the lovely descent down into Burnbridge and home. No mishaps, lost no one and I was back home in Bramhope for 2.30- marvellous. Tim - I hope you found your helmet. 32 miles, 12.5 average speed and 2900 feet of climbing. Perfect - thank you for being a great group. Janet G



Long Ride

Seven riders set off from Hornbeam on a rather damp and misty morning - I'd had my cycle lights on from home to Hornbeam Park. After Thornton Bridge we

There were an odd number (5) of photos following the Leeds Pals Memorial Ride section of 11th Nov. so I used no alignment for the first 4, then centred the last one; the result as below.

There is no right or wrong here, just an example of the flexibility you have.

It was brightening by the time we had eaten, and when we reached the moor top above Pateley we were treated to views of the factories on Teeside one way, and Emley moor TV mast the other way...and a few bits and pieces in between. Dropping down into Pateley was brightened up by a herd of sheep being driven along the road as well as views up and down Nidderdale. Colin T



8. **Other photo alternatives.**

You can embed a photo in the text with left or right alignment if you want, I would suggest using a medium size version if you want to do this. It works best with a lot of text.

In the example below, I have placed the cursor at the start of the second line, gone to <media><insert>, modified the settings, then <insert into post>

Long Ride

Seven riders set off from Hornbeam on a rather damp :



Thornton
her get he
At Little S
early retu
100th An
where pai
cyclists th
We resur
way home
people we
rooms ins

only one member of staff, and the arrival of six cyclists
later improved the situation. and our view was that the

ATTACHMENT DISPLAY SETTINGS

Alignment

Link To

Size

If you are not happy with the result, then you can click on the image and edit the settings as below:

Long Ride



The symbols show: left align (text flows), centre (no text), right align (text flows) , no alignment (no text).

Notes:

- This edit function I have found to be a bit hit and miss. If you don't get the correct reaction, then delete the photo from the post and re-insert with the new settings you require.
- It is not WYSIWYG, you can use the **<Preview>** option top RHS if you want; this opens a new tab in the browser – close this tab when you want to go back to the page you are editing/creating. You can alternatively **<Publish>** the page, view it, then go back in and edit if you are not happy with the result.
- When previewing or viewing the page, try playing with the page width to see what happens to the flow of text and images. If you have text flowing round an image, there is a possibility of the next section flowing around a previous image (hence the comment left or right align format works best with a lot of text).

If this is an issue, then change the format of the last picture in the previous section to **<none>** or **<centre>**, to force the next section below it.

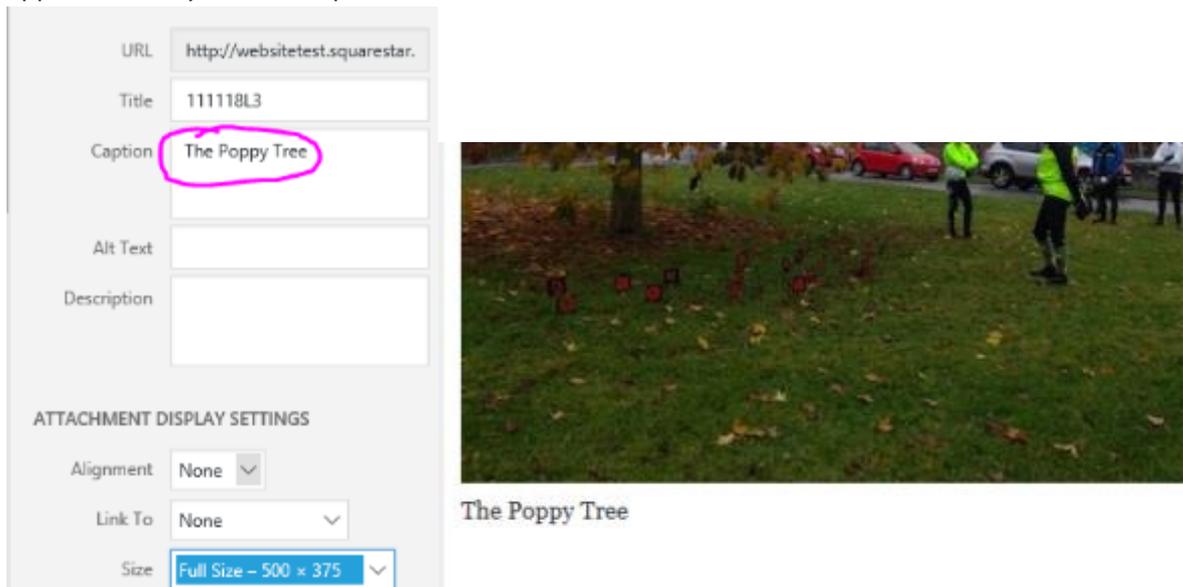
The edit tab on the photo allows you to crop a photo amongst other things. This is probably best done before upload, but I have found it useful to crop foreground/sky off a wide group photo.

9. **Image Captions:**

You can add an image caption simply by putting text in the section highlighted below, this then

A. Banister: Rev.0 16/11/18.

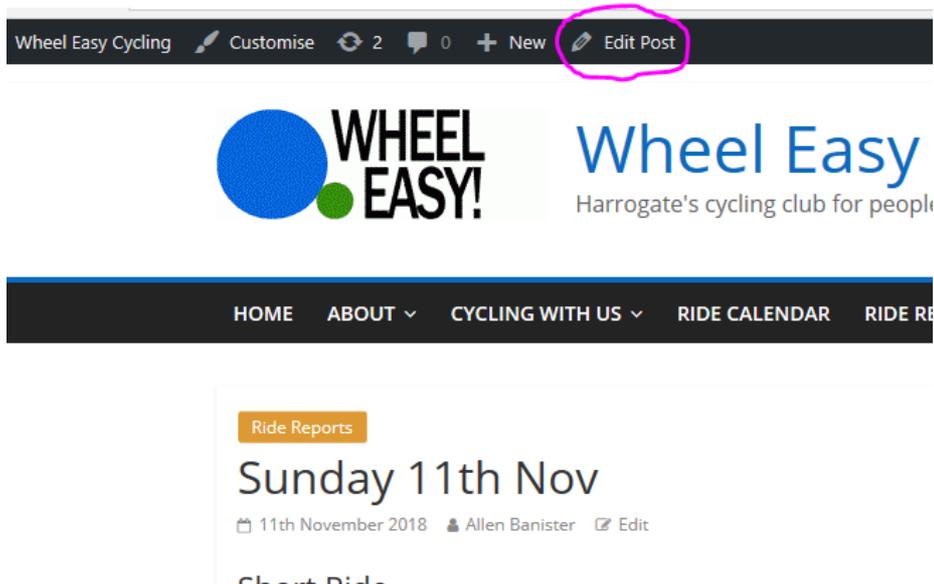
appears directly below the photo:



The screenshot shows the WordPress media editor interface. On the left, there are fields for URL, Title, Caption, Alt Text, and Description. The 'Caption' field contains the text 'The Poppy Tree', which is circled in pink. Below these fields are 'ATTACHMENT DISPLAY SETTINGS' including Alignment (None), Link To (None), and Size (Full Size - 500 x 375). On the right, there is a photo of a tree with people in the background. Below the photo, the caption 'The Poppy Tree' is displayed.

10. **You can always change it!**

If you see a problem with a post, be it title, date, content, image or whatever, simply navigate to the page, and so long as you are logged in, you will have the <Edit Post> button at the top of the viewed page.



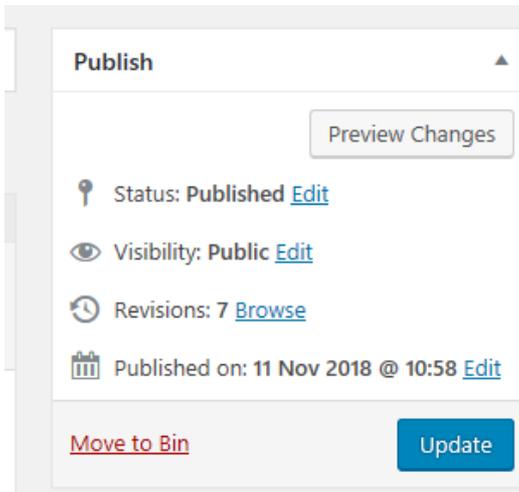
The screenshot shows the top of a website. At the top, there is a dark navigation bar with the text 'Wheel Easy Cycling', 'Customise', '2', '0', '+ New', and 'Edit Post'. The 'Edit Post' button is circled in pink. Below the navigation bar is the 'Wheel Easy' logo, which consists of a blue circle and the text 'WHEEL EASY!'. To the right of the logo is the text 'Wheel Easy' and 'Harrogate's cycling club for people'. Below the logo and text is a dark navigation menu with the items 'HOME', 'ABOUT', 'CYCLING WITH US', 'RIDE CALENDAR', and 'RIDE RE'. Below the navigation menu is a post titled 'Sunday 11th Nov' with a 'Ride Reports' tag. The post includes the date '11th November 2018', the author 'Allen Banister', and an 'Edit' button.

When you have made the changes required, you have an <Update> option rather than the <Publish> option.

If you makes changes, and try to navigate away from the post without updating, you will be asked if you really want to leave the page.

11. **If you mess something up:**

You can go back to a previous version of the post. In the top RHS you will see the number of previous revisions as shown below, click on **<browse>** to see the previous versions:



Publish ▲

Preview Changes

🔑 Status: **Published** [Edit](#)

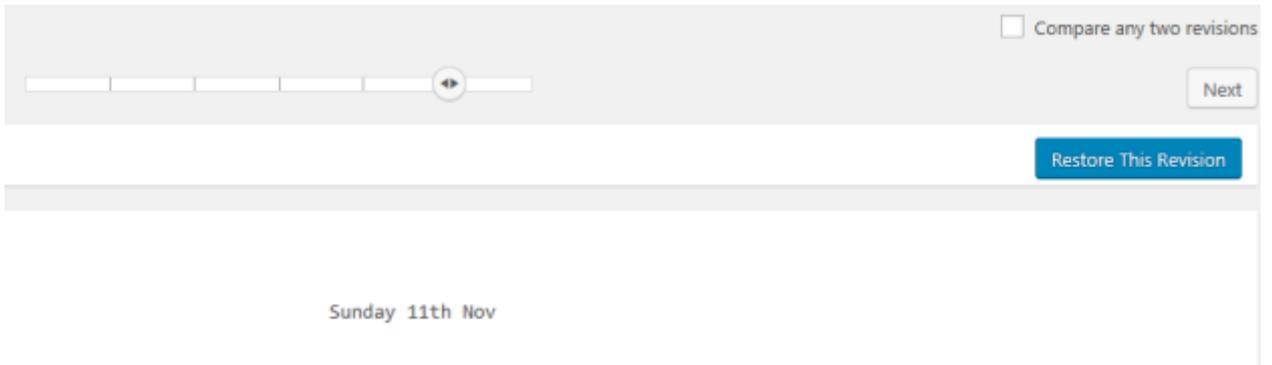
👁️ Visibility: **Public** [Edit](#)

🕒 Revisions: **7** [Browse](#)

📅 Published on: **11 Nov 2018 @ 10:58** [Edit](#)

[Move to Bin](#) [Update](#)

On the next page, you have a slider that allows you to scroll through the previous revisions, and the option to restore the page if you wish to.



Compare any two revisions

Next

[Restore This Revision](#)

Sunday 11th Nov