



INTO.ie

Extranet Training Manual

by FUSIO

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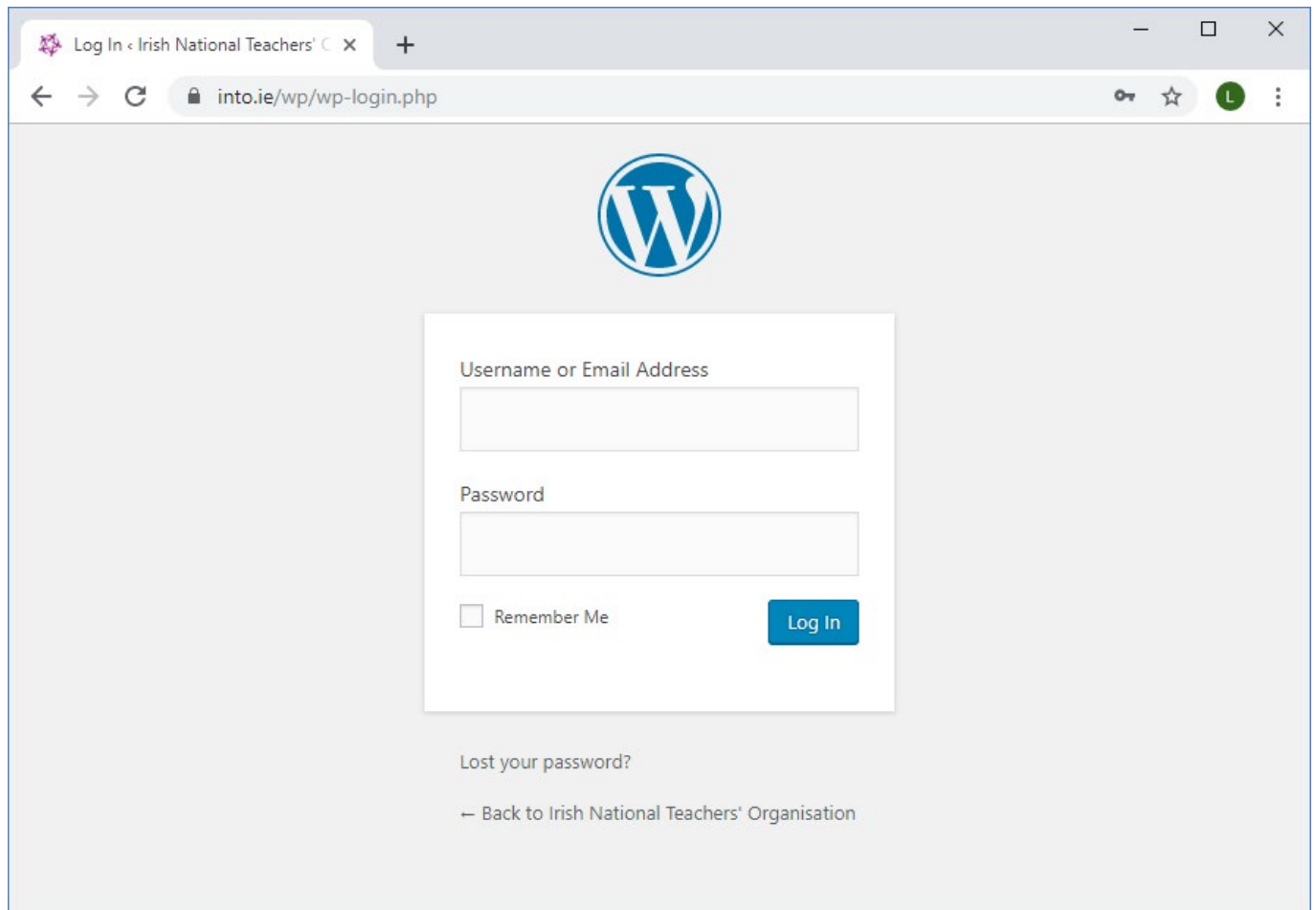
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1. Login

Address to log in to the WordPress admin area:

<https://extranet.into.ie/wp/wp-admin/>

You will see a form asking for your username (or email address) and password.



The screenshot shows a web browser window with the address bar displaying `into.ie/wp/wp-login.php`. The page features the WordPress logo at the top center. Below the logo is a white login form with the following elements:

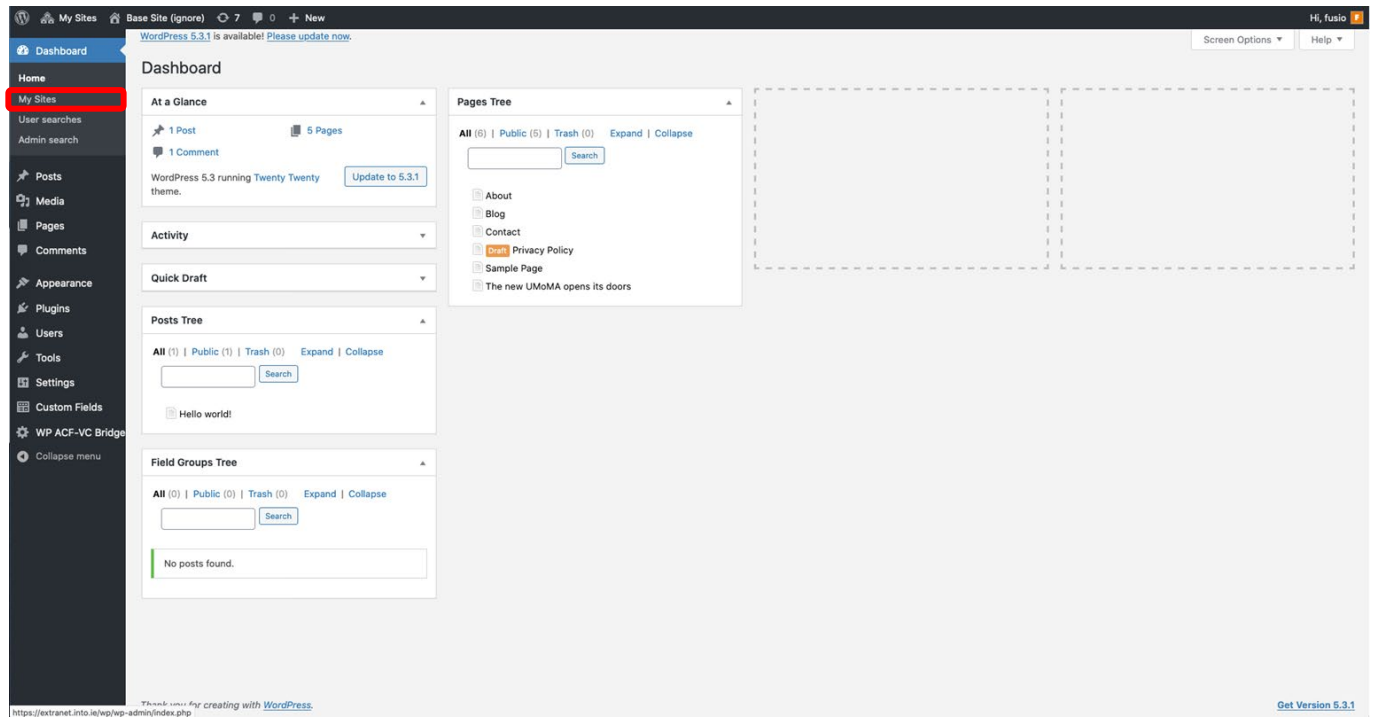
- A text input field labeled "Username or Email Address".
- A text input field labeled "Password".
- A checkbox labeled "Remember Me".
- A blue "Log In" button.

Below the login form, there is a link that says "Lost your password?" and a link that says "← Back to Irish National Teachers' Organisation".

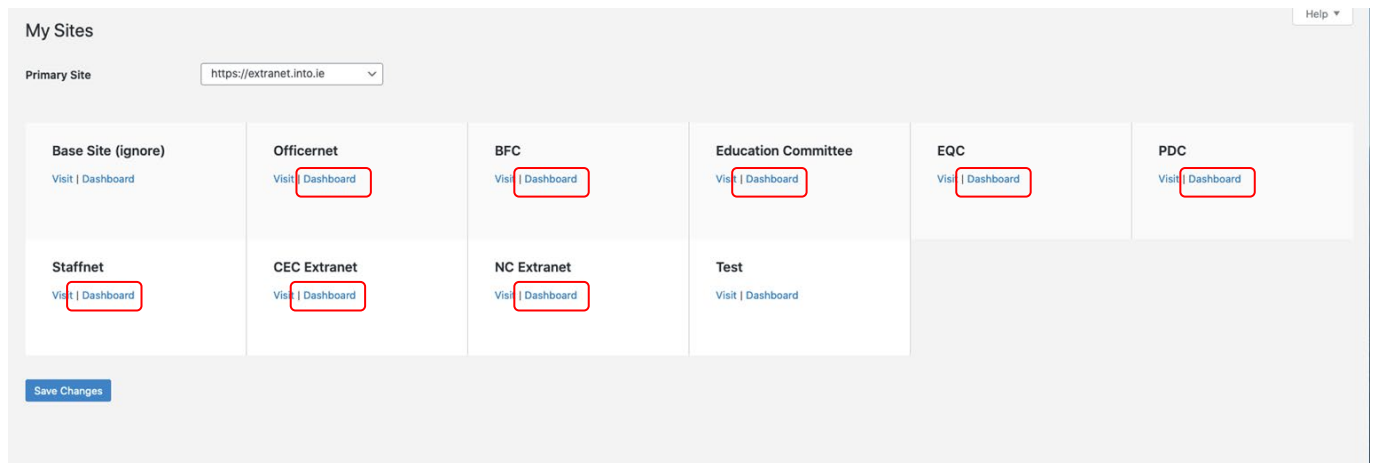
2. WordPress dashboard

Once successfully logged in you will see the WordPress **dashboard**.

When you are logged in you will need to select the extranet you want to work on. To do that Click on sites in the menu on the left.



From here you can hover on the site you want to edit and click 'Dashboard'



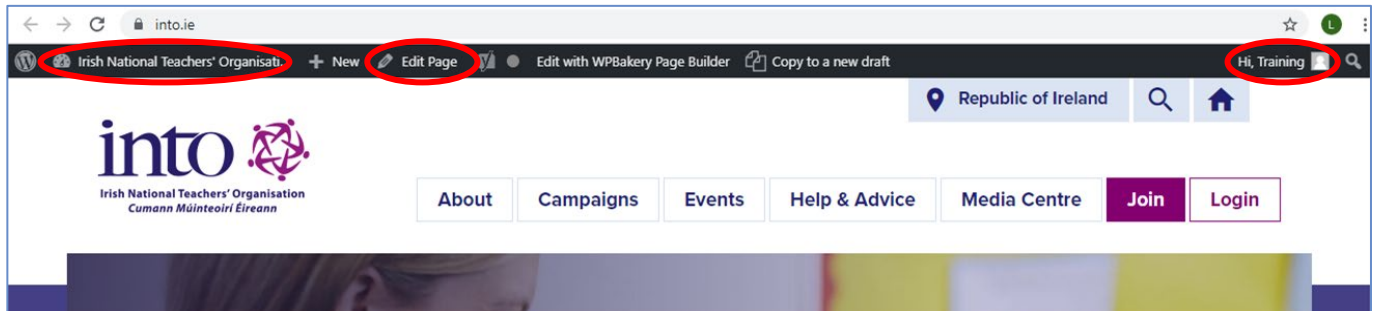
This will bring you to the dashboard for that site.

You can **customise** the dashboard - and any other view in the Wordpress backend - by clicking the "Screen Options" tab at the top right and then checking or un-checking the options presented to switch them on or off. You can also drag and drop items to different positions on the screen.

You can tell if you are logged in by the black WordPress **menu bar** that appears at the top of the website. It also allows you to edit the page you are looking at by clicking '**Edit page**'.

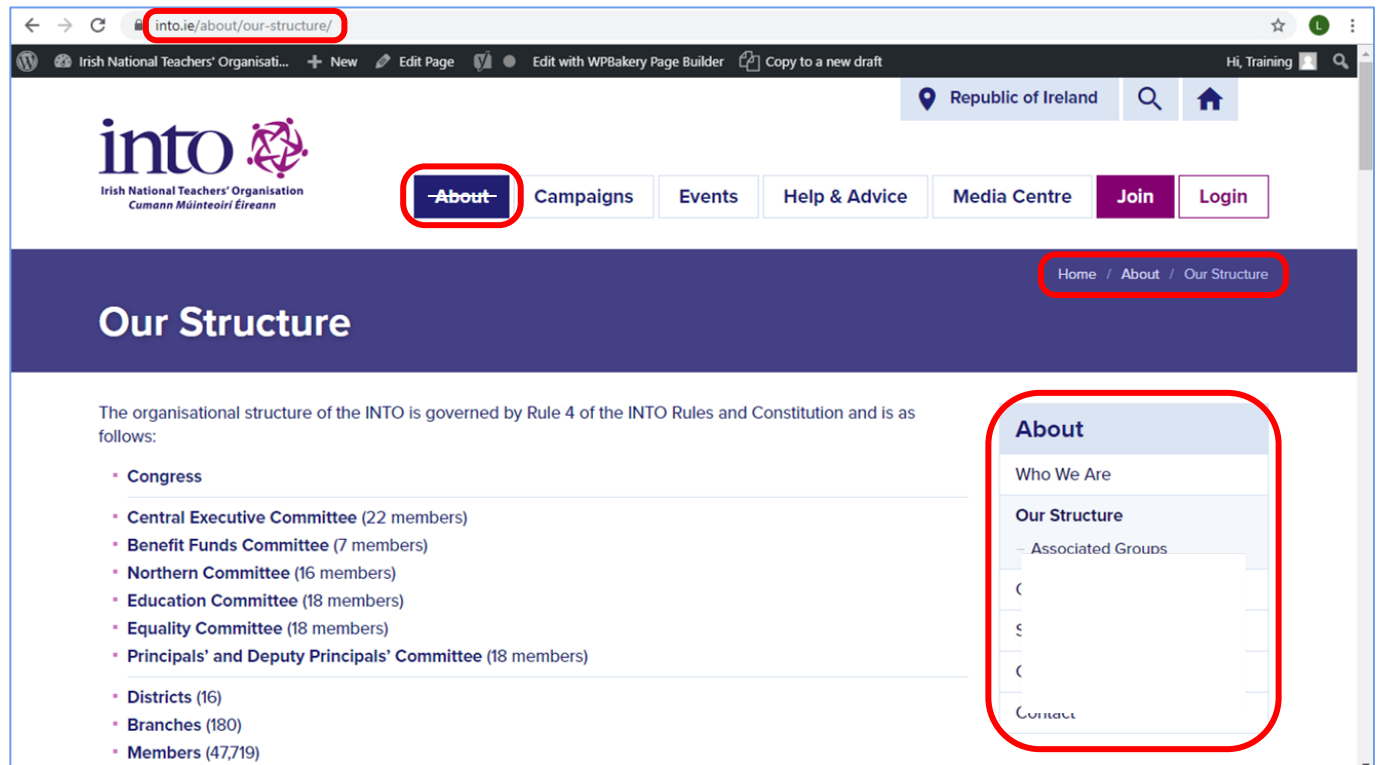
You can **switch** back and forth between the dashboard and live site by clicking the website name text in the top left.

Hovering over your name on the top right of the screen displays a menu with options to view/edit your **profile**. This is also where you can log out of the admin area.



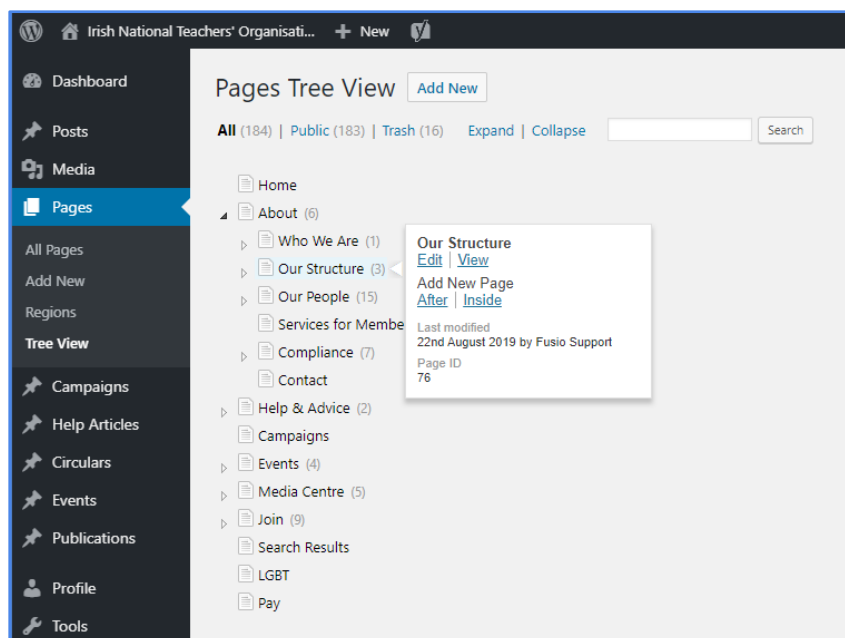
3. Page hierarchy

The site uses a parent/child relationship to group pages together, e.g. the “Our Structure” page becomes part of the section “About” by assigning it as its parent page. This creates a directory of pages and places them all in the correct hierarchy.



You assign a parent page by selecting it from the ‘Parent’ menu under ‘Page Attributes’.

The “**Pages Tree**” and “**Help Articles Tree**” on the dashboard and under “Tree View” in the “Pages” / “Help Articles” menu gives you a good overview of the hierarchy of pages on your site. You can click on a page name to edit the page or hover over the name to bring up more options. The number in brackets behind the page name shows how many child pages it has.



4. Extranet Documents

To see a list of all documents click the '**Extranet Documents**' link in the left menu.

Title	Sections	Date
<input type="checkbox"/> Join Online	Join	Published 2019/11/25
<input type="checkbox"/> Download your latest copy of the Join Online	Join	Published 2019/11/25
<input type="checkbox"/> INTO Membership Application Form	Join	Published 2019/11/25
<input type="checkbox"/> INTO Membership Application Form 2018/2019	Join	Published 2019/11/25
<input type="checkbox"/> Congress/Northern Conference Submissions	Conferences, Northern Conference 2019, Northern Conferences	Published 2019/11/25
<input type="checkbox"/> Northern Conference 2019	Conferences, Northern Conference 2019, Northern Conferences	Published 2019/11/25
<input type="checkbox"/> Northern Conference 2019	Conferences, Northern Conference 2019, Northern Conferences	Published 2019/11/25
<input type="checkbox"/> Northern Conference 2019	Conferences, Northern Conference 2019, Northern Conferences	Published 2019/11/25

To **edit a document** either click the page name itself or the 'Edit' link that appears when you hover over the page name with your mouse. This takes you to the edit mode for the page.

Here you can edit the title and link to a document, as well as other attributes such as the published date & time, the section and the release date of the document.

Basic text editing

Above the content area you will see the available **editing options**. These are very similar to the ones used in common word processing software. They include options to make text bold, italic, create an unordered or ordered list, indent text, add links, highlight something as a quote etc. For each icon you will see an explanation when you hover over it.

Assigning a file to a document

Below the content area you will see the options for assigning a file to an extranet document.

- Assign a file from the media library.
 - Click “Add file”
 - Either select the file from the Media Library tab or add a new file but clicking on the “Upload files” tab and either dragging and dropping the file into your browser wind or click Select files and select the file from your own computer.
 - Click select in the bottom right-hand corner.
 - There is a maximum upload size of 15MB
- Assign a file directly by URL (this could be used if you want to link to a file on another site)
- Redirect this URL to a new page.

Adding an uploaded date

Below the content area you will see the options for adding an Uploaded time. This

can be either a date like “December 2019” or a piece of text like “before the National Conference”.

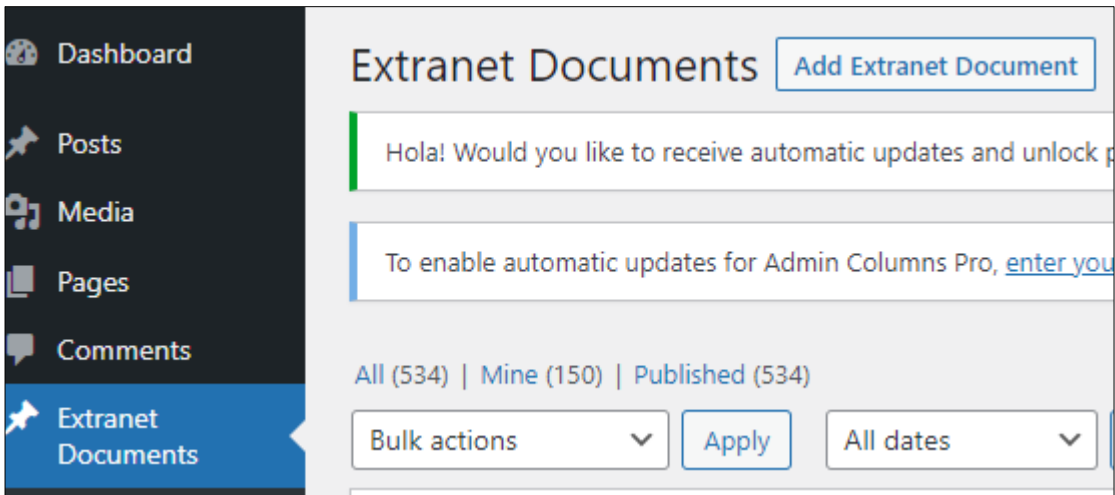
Assign a section

On the right hand side of the screen you will see a box called Sections. Each document be be assigned to one or more sections. It is very important that a document is assigned to at least one section or it will not appear anywhere on the site.

Bulk Moving Extranet Documents

This function is very handy if you wish to archive/move all papers in one go after a committee meeting.

Click on *Extranet Documents* from the left-hand menu. This displays a list of all documents.



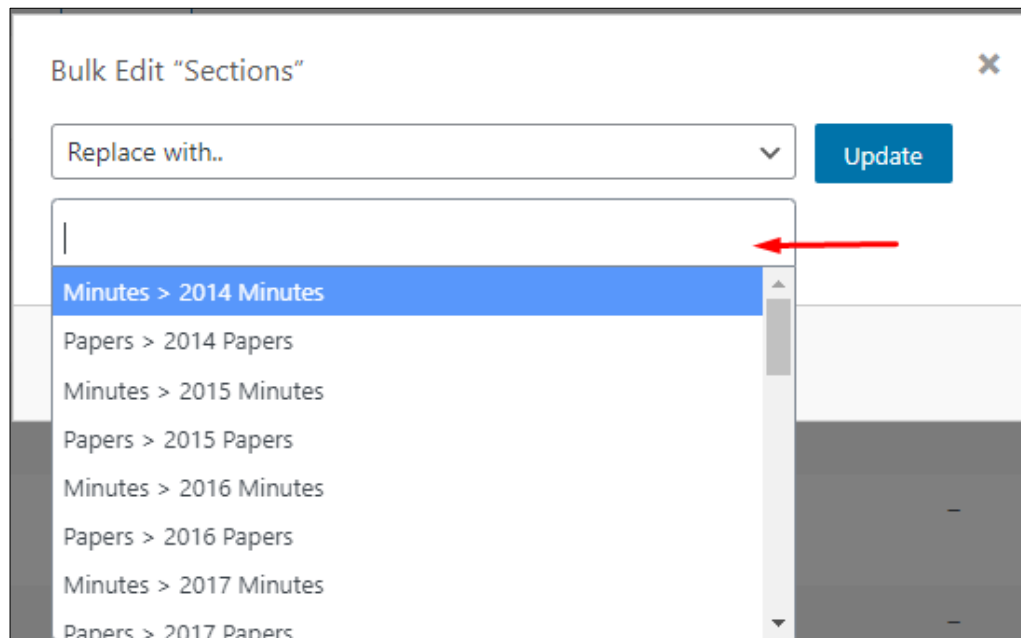
Tick **more than one** document from the list and you will see the *Bulk Edit* button appears under the *Sections* column.

<input type="checkbox"/> Title		Sections
<input type="checkbox"/>		<input type="button" value="Bulk Edit"/>
<input checked="" type="checkbox"/>	EDC 02/24	Current Papers
<input checked="" type="checkbox"/>	EDC 01/24	Current Papers
Edit Quick Edit Bin View Clone New Draft Rewrite & Republish		

Click *Bulk Edit* and the *Replace with...* menu pops up.

Click into the box shown below, which will be blank to begin with but when you click into it, all sections will appear.

Select the location you want to move the documents to and then click on *Update*.



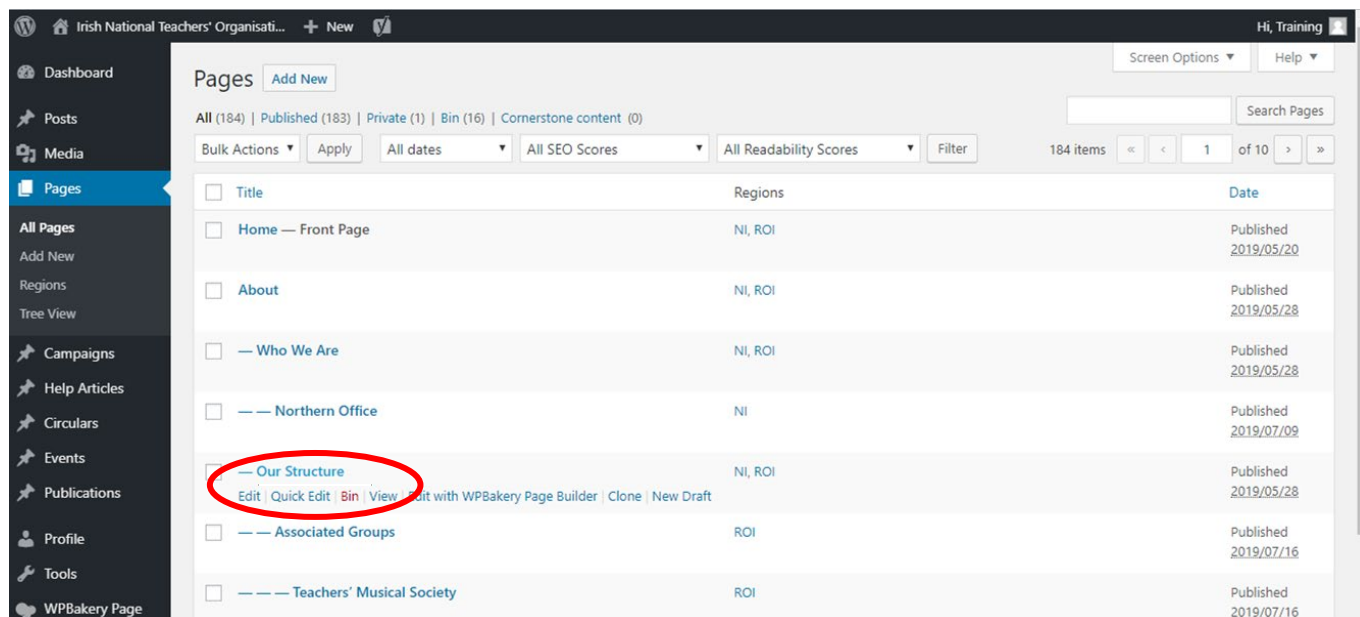
A confirmation box appears to check that you're sure you want to move the documents.

Click *Yes, Update* and the documents will move to the selected location.

5. Pages

To see a list of all pages click the '**Pages**' link in the left menu. The pages will be ordered by hierarchy. A dash '—' in front of a page indicates this is a 'child' page and will be listed under the 'parent' page. Two dashes means this is a third level child page and so on.

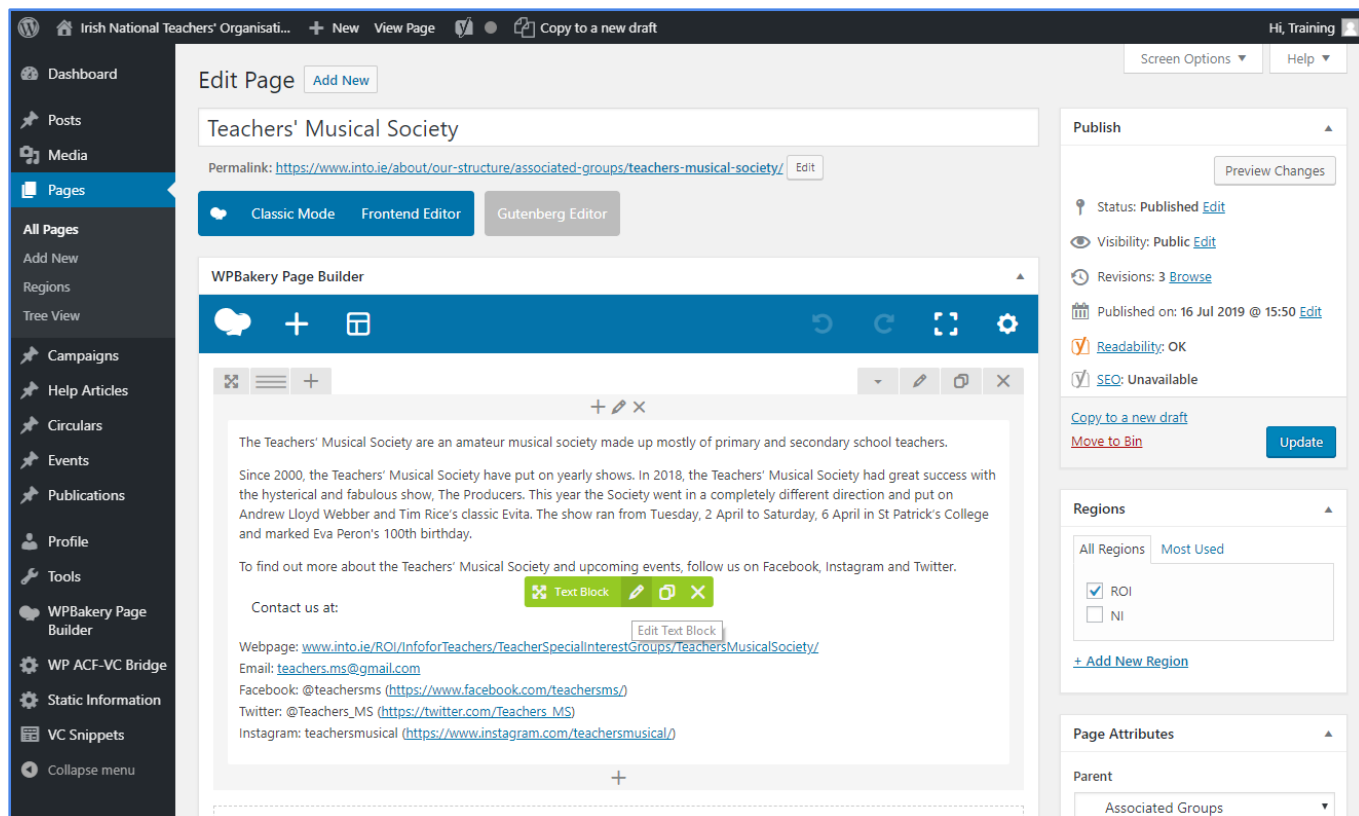
To **edit a page** either click the page name itself or the 'Edit' link that appears when you hover over the page name with your mouse. This takes you to the edit mode for the page.



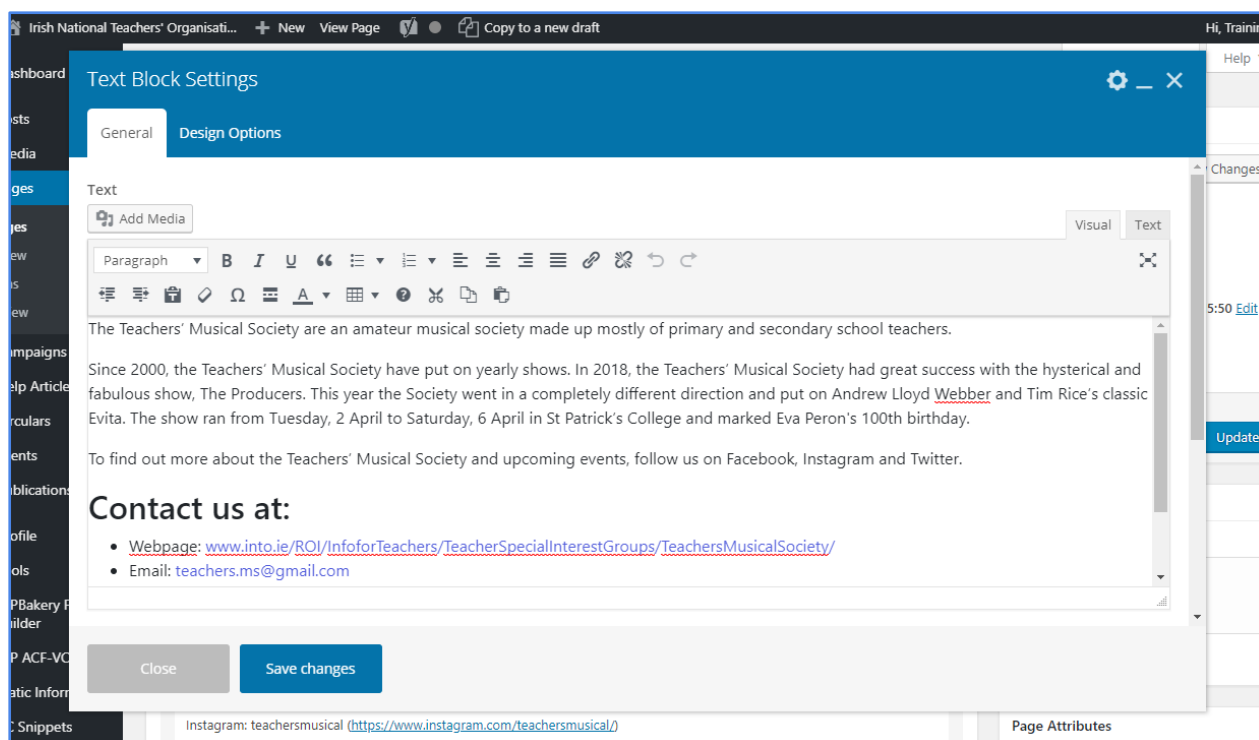
The screenshot shows the WordPress 'Pages' management interface. The left sidebar contains a menu with 'Pages' highlighted. The main content area shows a list of pages with columns for 'Title', 'Regions', and 'Date'. The page 'Our Structure' is highlighted with a red circle, and its 'Edit' link is visible below the page name.

Title	Regions	Date
Home — Front Page	NI, ROI	Published 2019/05/20
About	NI, ROI	Published 2019/05/28
— Who We Are	NI, ROI	Published 2019/05/28
— — Northern Office	NI	Published 2019/07/09
— Our Structure	NI, ROI	Published 2019/05/28
— — Associated Groups	ROI	Published 2019/07/16
— — — Teachers' Musical Society	ROI	Published 2019/07/16

Here you can edit the title and content, as well as other attributes such as the published date & time, the region and the parent page.



To edit the main page content, hover over the content area and click the edit button in the green “Text Block” context menu that appears.

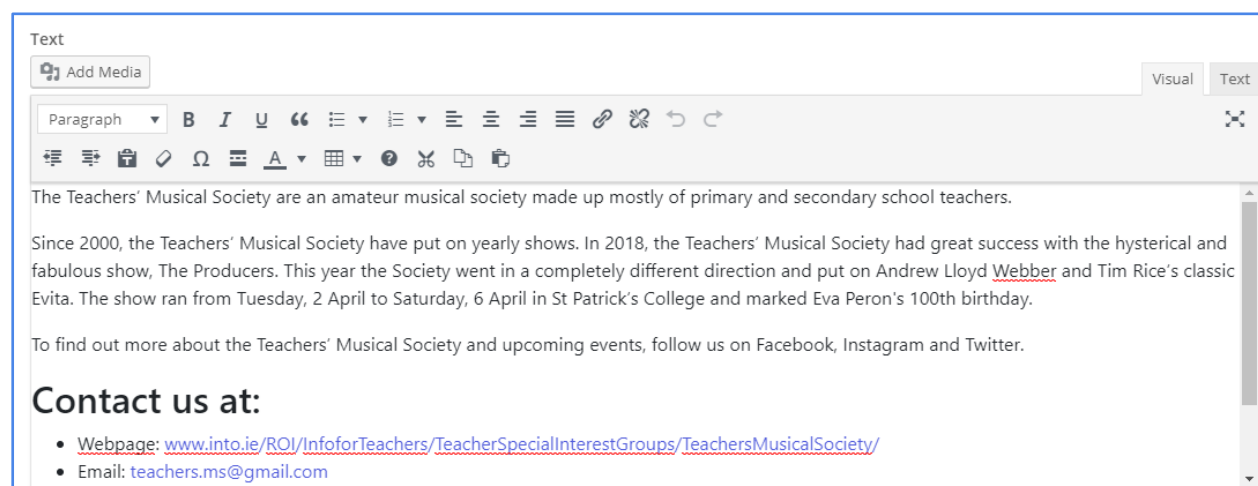


When editing content, you can choose between the **visual and text mode**. The visual view shows you the content as it would appear to the user and the text mode shows you any additional HTML code that is behind the page (if any) which can be helpful so you don't accidentally remove any important code elements .

Some pages contain unique content elements and others consist of simple formatted text, links and images, and can be edited freely in the page's main content editor see above.

Basic text editing

Above the content area you will see the available **editing options**. These are very similar to the ones used in common word processing software. They include options to make text bold, italic, create an unordered or ordered list, indent text, add links, highlight something as a quote etc. For each icon you will see an explanation when you hover over it.

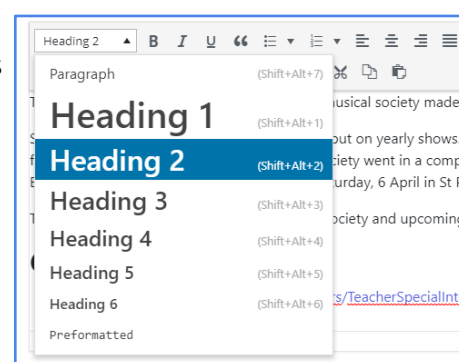


Once you are finished editing the content, press the blue **'Save changes'** button below the editor which will close the editor window. Then click the **'Update'** button on the top right to save the changes. Alternatively you can first click **'Preview Changes'** to see what the changes will look like before saving them.

Headings

By default all text entered will be formatted as paragraphs and you can use the dropdown on the top left to change this to a heading.

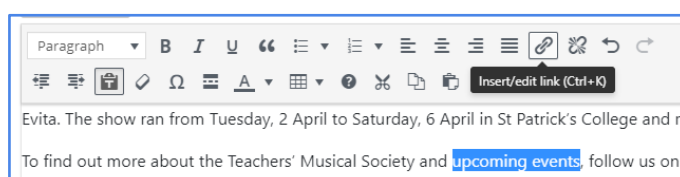
Never apply 'Heading 1' as this is automatically applied to the page title field and for accessibility reasons every page should only have one 'Heading 1'. It is also important that all headings are used in order and not skip a level, i.e. 'Heading 2', then 'Heading 3', etc.



Links

To add a link, first highlight the text you want to link, then select the link (chain) icon from the editing options. This will open a small dialog box.

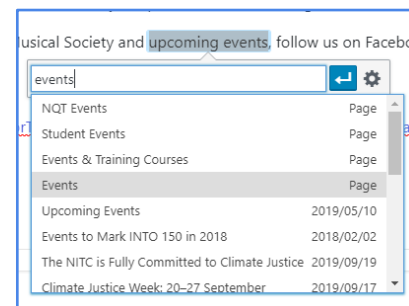
To include an **internal link** to another page



within your site, enter a search term which will return all matching pages within your site. Then click on the correct page in the list and press 'Enter' on your keyboard.

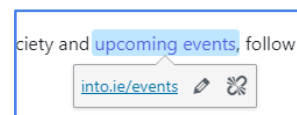
For **links to the NI site**, you need to add /ni/ after into.ie, e.g. <https://www.into.ie/ni/about/our-people/>

Alternatively you can also include an **external link** simply by entering the web address.



To **edit an existing link**, click on the link text first and then either on the link icon at the top or the edit icon. Make your changes to the link and then simply press enter.

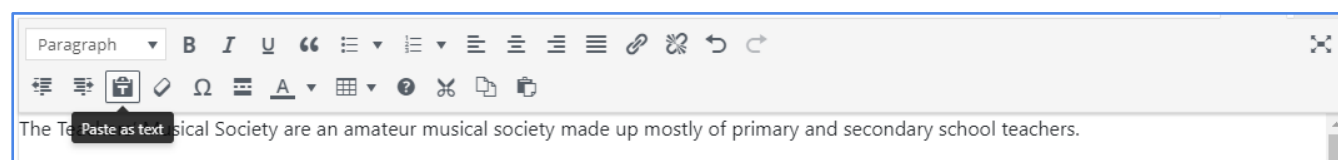
To **remove a link**, simple click on the link text and then on the 'remove link' icon next to the edit icon.



Note: To ensure good accessibility and usability, the link text itself should always be self-explanatory and make sense when read out of context. Please avoid using generic text such as "click here" as it gives the user no indication where the link is pointing to.

Clear formatting

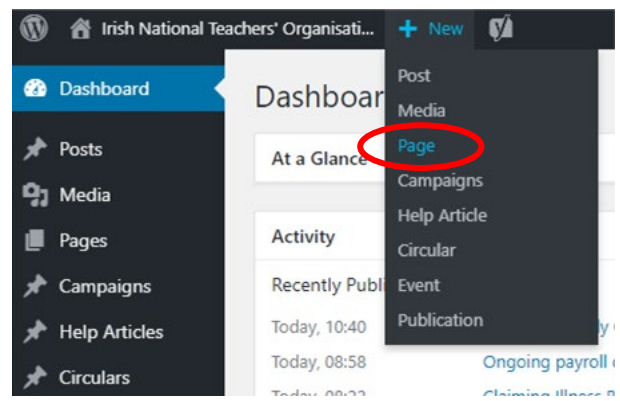
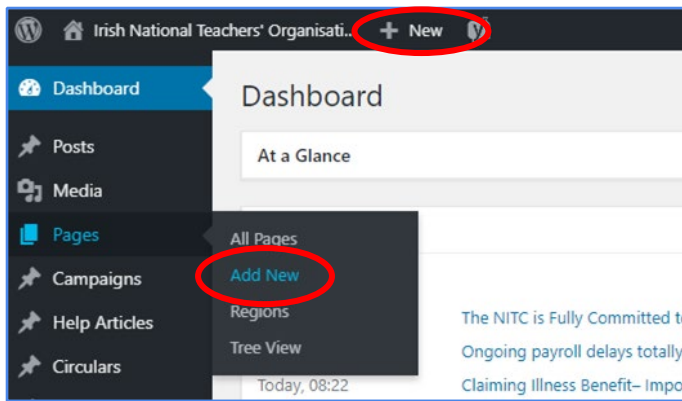
When you copy and paste content from Word documents or other websites, the original font, size, colouring and formatting can sometimes be copied over as well. To avoid this you can switch on the 'Paste as text' option.



Click the icon highlighted in the screenshot above, then paste your content into the page. This ensures that all existing formatting is removed the text will display using the default style of your site. The 'Paste as text' option will remain active until you switch it off again.

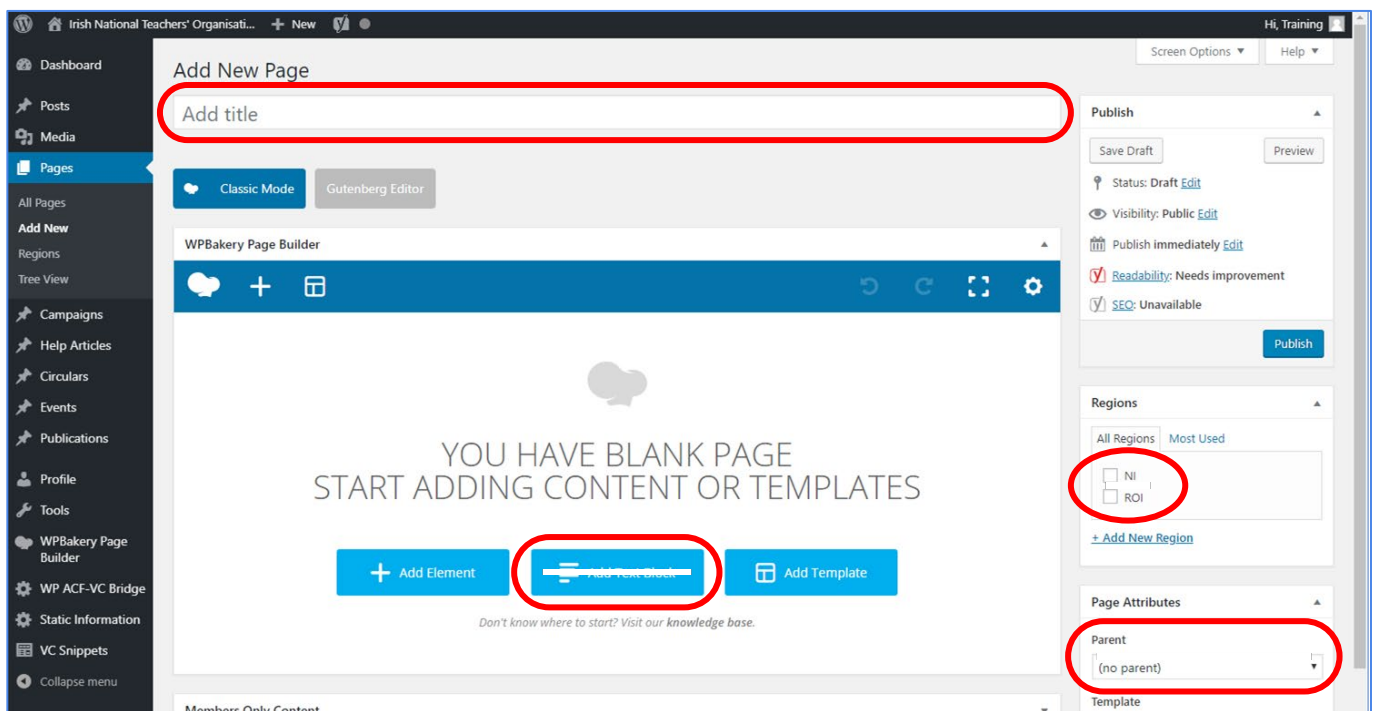
Create new pages

To add new pages from within the WordPress backend simply hover over the 'Pages' menu item and select 'Add New' or click the 'New' link in the WordPress toolbar across the top.

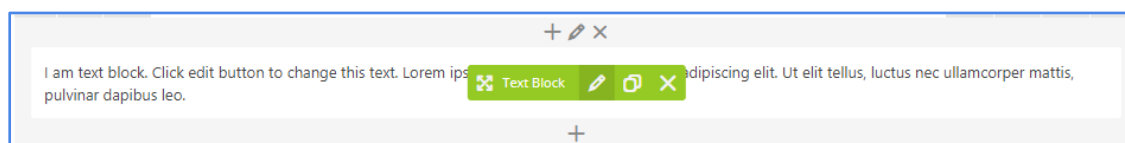


Alternatively you can also do this by clicking on the 'Add new' button on the main Pages list or an existing page.

To set up your page, first enter the page **title**, choose the **region(s)** and assign the correct **parent page** via the dropdown menu in the "Page Attributes" box on the right hand side.

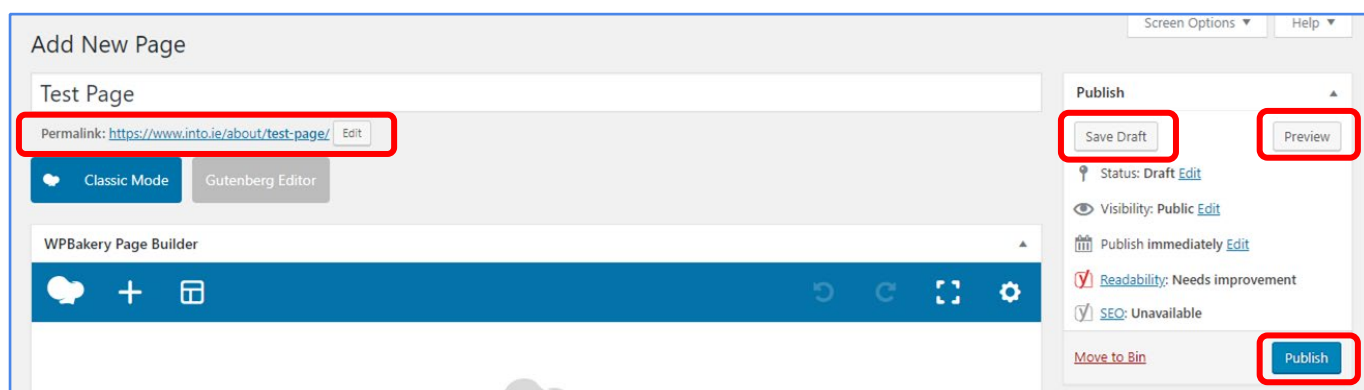


To **add content** to a standard content page, first click the "Add Text Block" button. Then hover over the default placeholder text and click the edit icon.



A unique **web address** (called 'Permalink' in WordPress) will be automatically generated for each page based on the title and the parent page. You can click edit next to the URL to manually change this.

To preview your page before publishing it click the '**Preview**' button on the right. Once finished, press the blue '**Publish**' button. Or if you want to just save and publish later, simply click the '**Save Draft**' button.

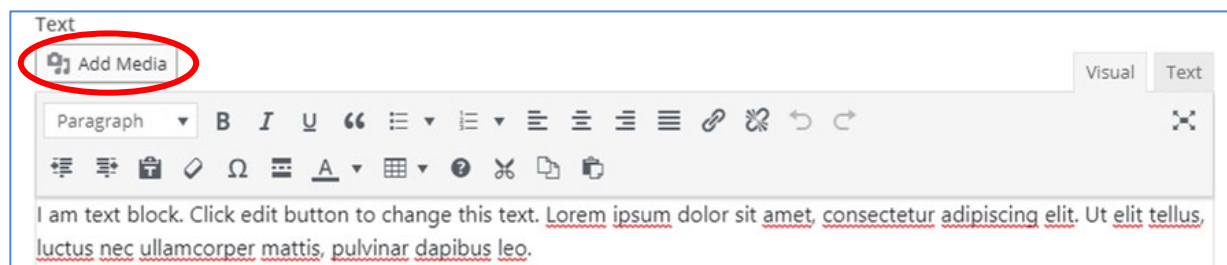


In addition to these publishing options, you can also set the **visibility** of your page to 'Public' (default), 'Password protected' (with a chosen password) or 'Private', i.e. only visible for users logged into the WordPress CMS.

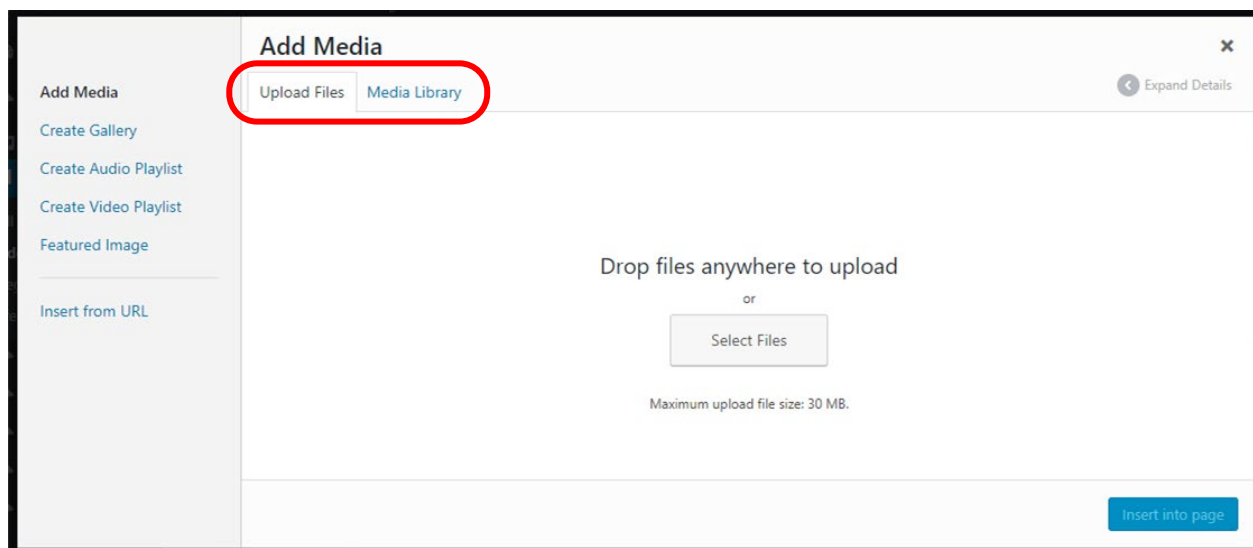
If you want to **schedule** the page so that it will be published in the future, you can set the date and time by clicking the 'Edit' link next to 'Publish immediately' (the default option).

Images

The main content area can also contain images. To add an image, first go to the location within the page where you want to place the image and then click the '**Add Media**' button.



This loads the media library where you can either upload a new image or select an existing image from the library. You can switch between these options by clicking the relevant tab.



When uploading an image it will be automatically selected. To add an existing image from the Media Library, simply click on the image before choosing the right settings from the '**Attachment Display Settings**' at the bottom right.

These settings allow you to align your image to the right or left (so the text flows around it), center it, choose the right image size or add a link. The size is especially important if the original image is very large. WordPress automatically creates various image sizes to choose from for every image that's uploaded.

The 'Alt Text' field stands for **alternative text** which is used by screen readers to provide information to visually impaired users. Only add text here if the image itself conveys meaning that is not already represented by other text on the page.

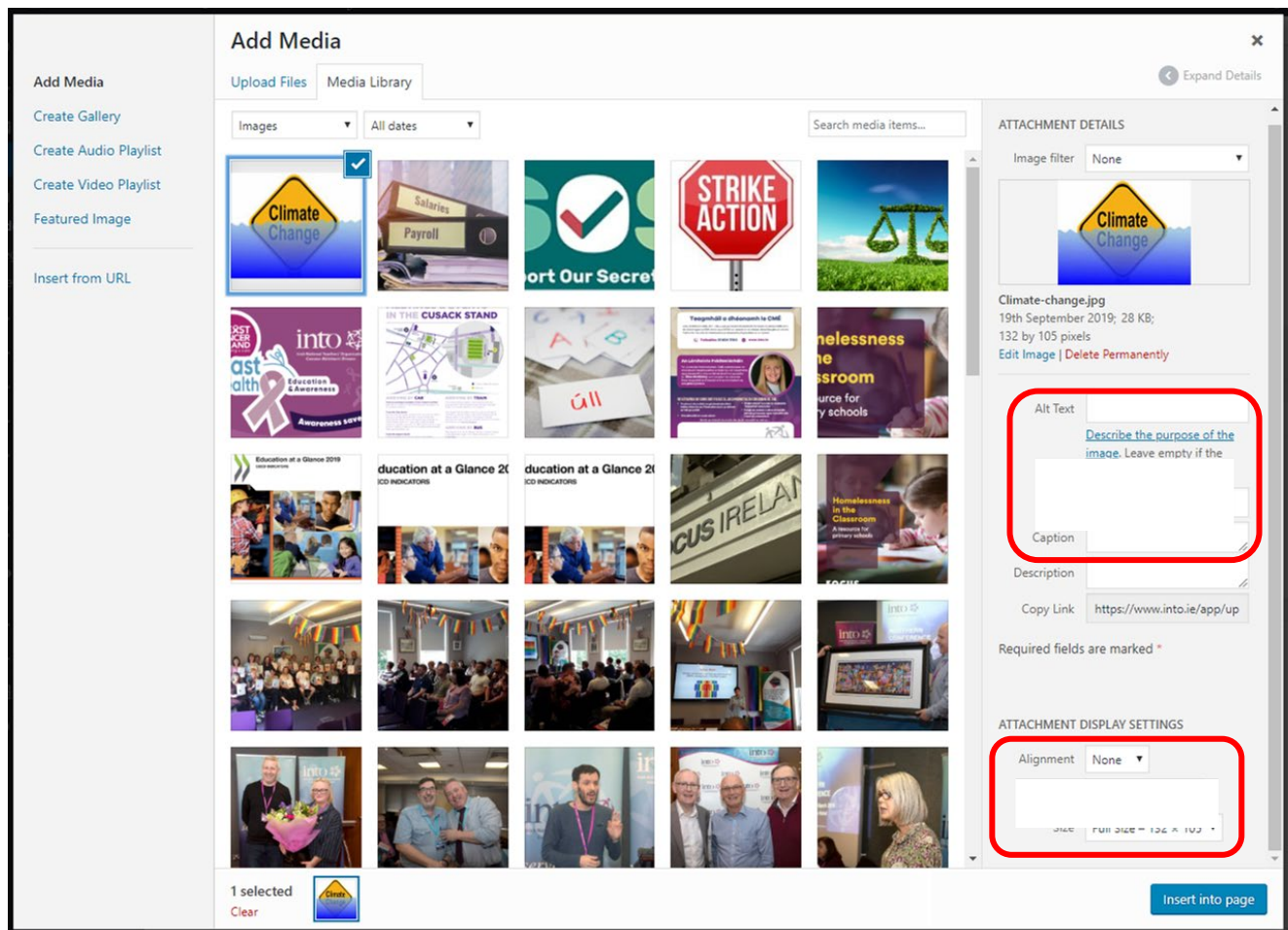
You can also add a **caption** to describe the image into the 'Caption' field. This text is then displayed below the image, see example below.



The image caption text is automatically displayed below the image when entered

The '**Title**' field is only used internally, e.g. to search for items in the Media Library.

Once you have the right settings, click the 'Insert into page' button at the bottom right which adds the image into the content area.



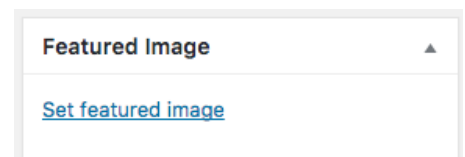
Clicking on the image within the page content will show the basic alignment choices as well as the option to edit the image.

Editing images

If you need to change the image size or crop our part of the image you can do so by using the basic photo editor in WordPress. This page has the basic instructions on how to use the photo editor: <http://enviragallery.com/how-to-edit-images-in-wordpress/>.

Featured images

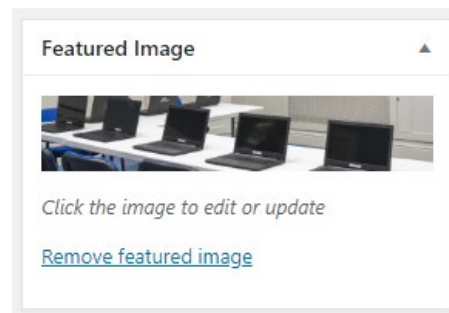
Featured images are used for **news** post and displayed in the news boxes on the homepage, media centre and newsroom pages. They are also used for the individual **campaign** posts to display in the “related campaigns”



boxes. These featured images should be 708 x 281 pixel.

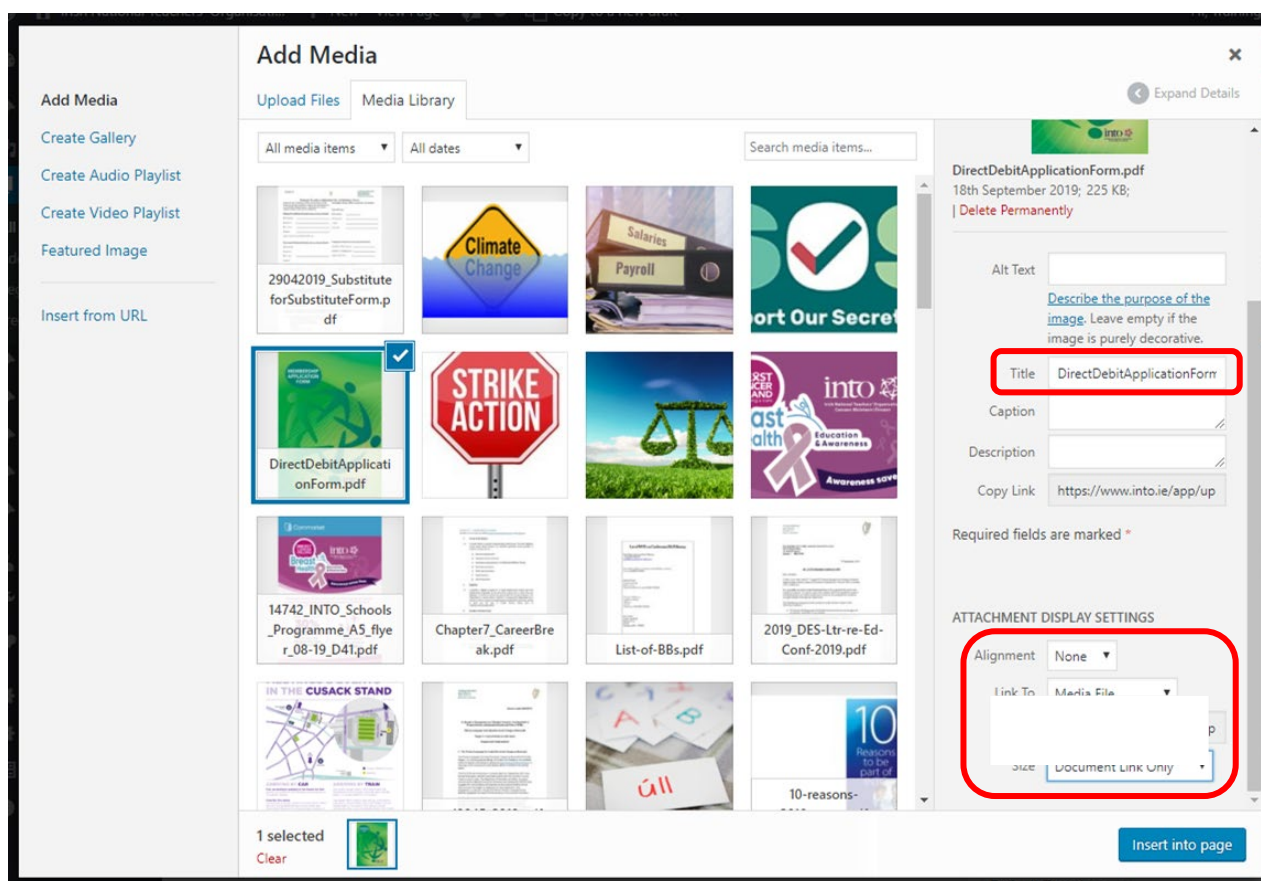
For content pages and help articles, an **icon** can be added as a featured image which will then show in the [list of child pages](#) on their parent page as explained further on. There are a range of icons in the Media Library to choose from. Find them by searching for the term “icon” within the Media Library.

All featured images are added/edited via the ‘Featured image’ option on the right hand side. Click the ‘**Set featured image**’ link and then either upload a new image or choose an existing image from the Media Library and click the ‘Set featured image’ button.



Document links

Adding links to documents (e.g. PDF files) works very similar to adding images. Go to the place in the content where the link should go and then click the ‘**Add Media**’ button. This loads the media library where you can either upload a new document or select an existing one from the library.



When you have uploaded a new document it will be automatically selected. For existing documents, simply click on the document icon. Then check that the ‘**Attachment Display Settings**’ are set to link to the ‘Media File’ and the size is set to ‘Document Link Only’ unless you want to use the cover image to link to the document instead of text.

The content of the **'Title'** field will be used as the link text. You can amend the link text after it has been added or update the text here but keep in mind that the text will be saved within the Media Library to identify the document for future use.

The caption and description fields are not needed and should be left blank. The 'Alt Text' should only be added if you are using an image for the link.

Once you have the right setting, simply press the 'Insert into page' button and a link to the document will be added to the content.

When you are using text for the document link, always add the **file format** of the document to the link text in brackets, e.g. [Direct Debit Application Form \(PDF\)](#). This is very important to ensure accessibility so the user knows that this is a document link and what file format.

Video and Audio

Videos

In order to embed a video so it can be played directly on the page you need to first go to the video page on YouTube or Vimeo and get the embed code by clicking the 'Share' button.

The **embed code** should have a format like this:

```
<iframe width="560" height="315"
src="https://www.youtube.com/embed/22TqKgdD800?rel=0" frameborder="0"
allowfullscreen></iframe>
```

To add the video, switch the editor to the **'text' mode** and paste in the code. In the 'visual' view you will see a still image of the video representing your embedded video player.

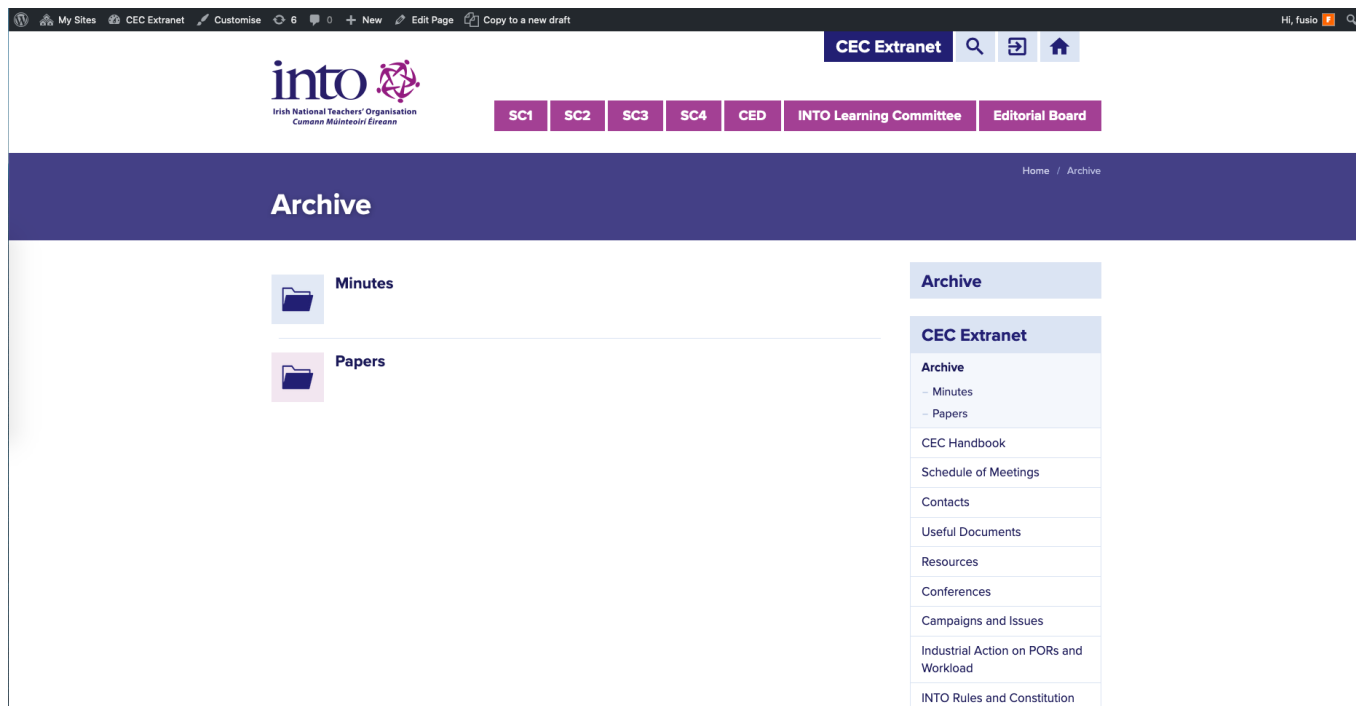
Note: A piece of code is automatically added to all embedded videos in order to make the video iframes **responsive** so they adjust to the user's screen size. To avoid this, simply add class="full-size-iframe" to the <iframe>, i.e. <iframe class="full-size-iframe" ...>

Audio files

You can also embed audio files into the content to be played directly on the page. First click the 'Add Media' button and upload the audio file in a mp3 format. Make sure the 'Attachment Display Settings' are set to 'Embed Media Player', then press the 'Insert into page' button. You can also simply link to an audio file by changing the Attachment Display Settings' to 'Link to Media File'.

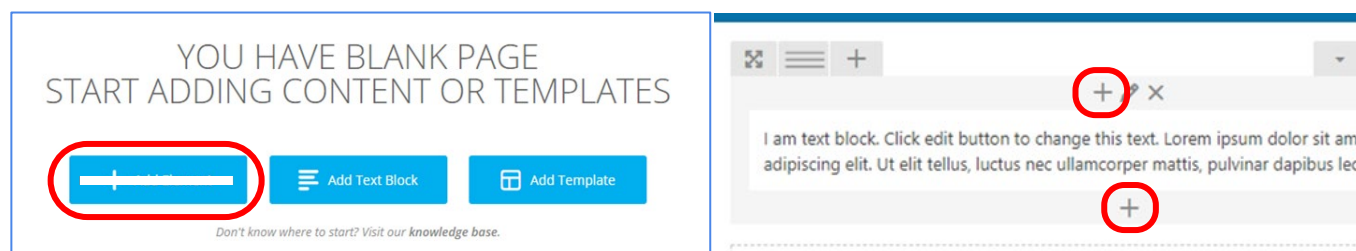
Content element: Child Sections

For each page there is the option to add boxes to the content area which link to other pages on the site that are children of the current page



To create child section list like the ones shown above follow these steps:

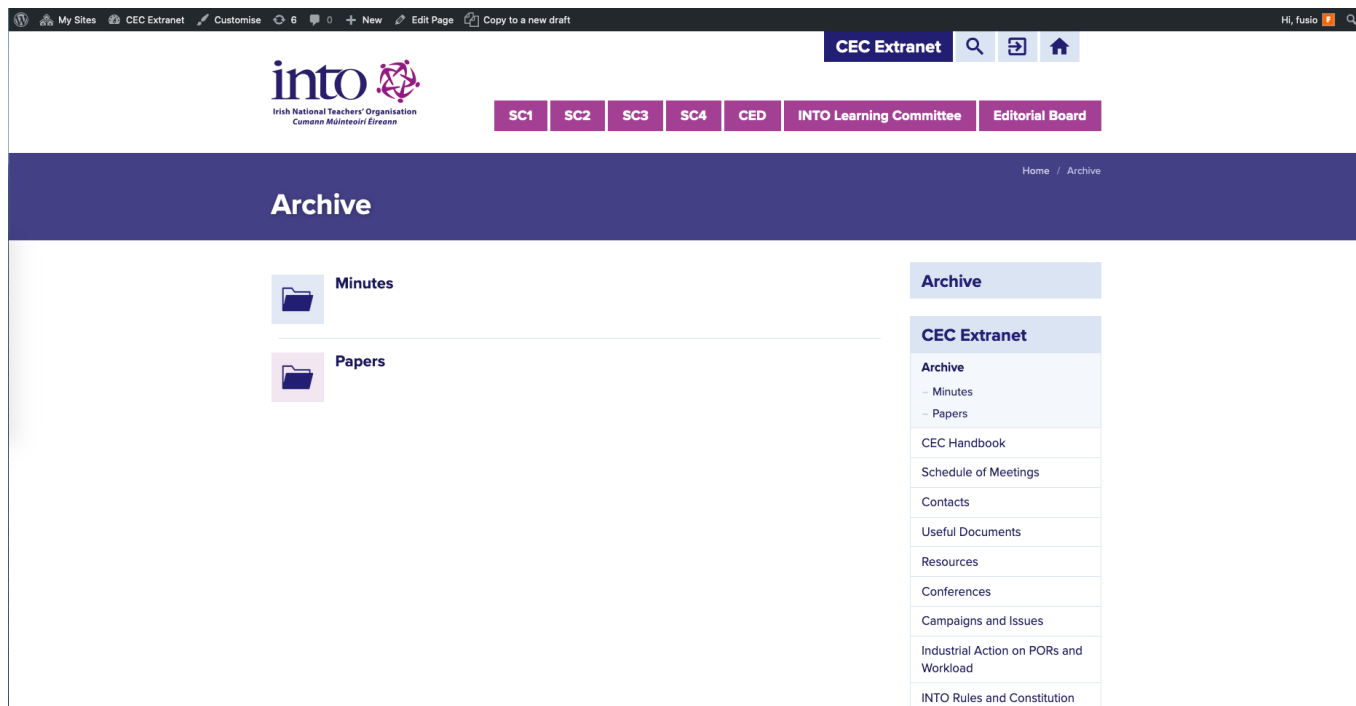
1. On a new page click the **“Add Element”** button or on existing pages click the **“+”** icon above / below the existing content.



2. Choose **“Child Sections”**
3. Click **“Save changes”**

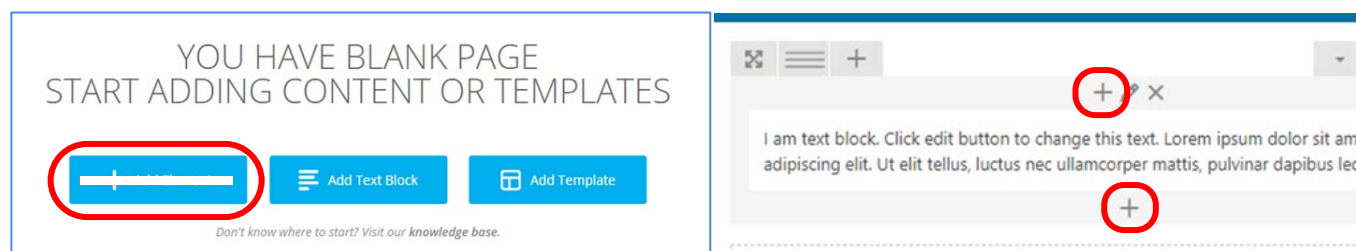
Content element: Document Section

For each page there is the option to add boxes to the content area which link to other pages on the site that are children of the current page



To create child section list like the ones shown above follow these steps:

- On a new page click the **"Add Element"** button or on existing pages click the "+" icon above / below the existing content.



- Choose **"Document Sections"**

Document Section Settings

Title
Forms

Section
Branch Admin - Branch Admin Forms

Close Save changes

- Select the section you want to show
- Give it a title (optional)
- Click **"Save Changes"**

Other content elements

There are a range of other content elements that are custom made for specific pages. Some of these are described in the appropriate sections further on. Here is a full list including the page(s) that each element is used on:

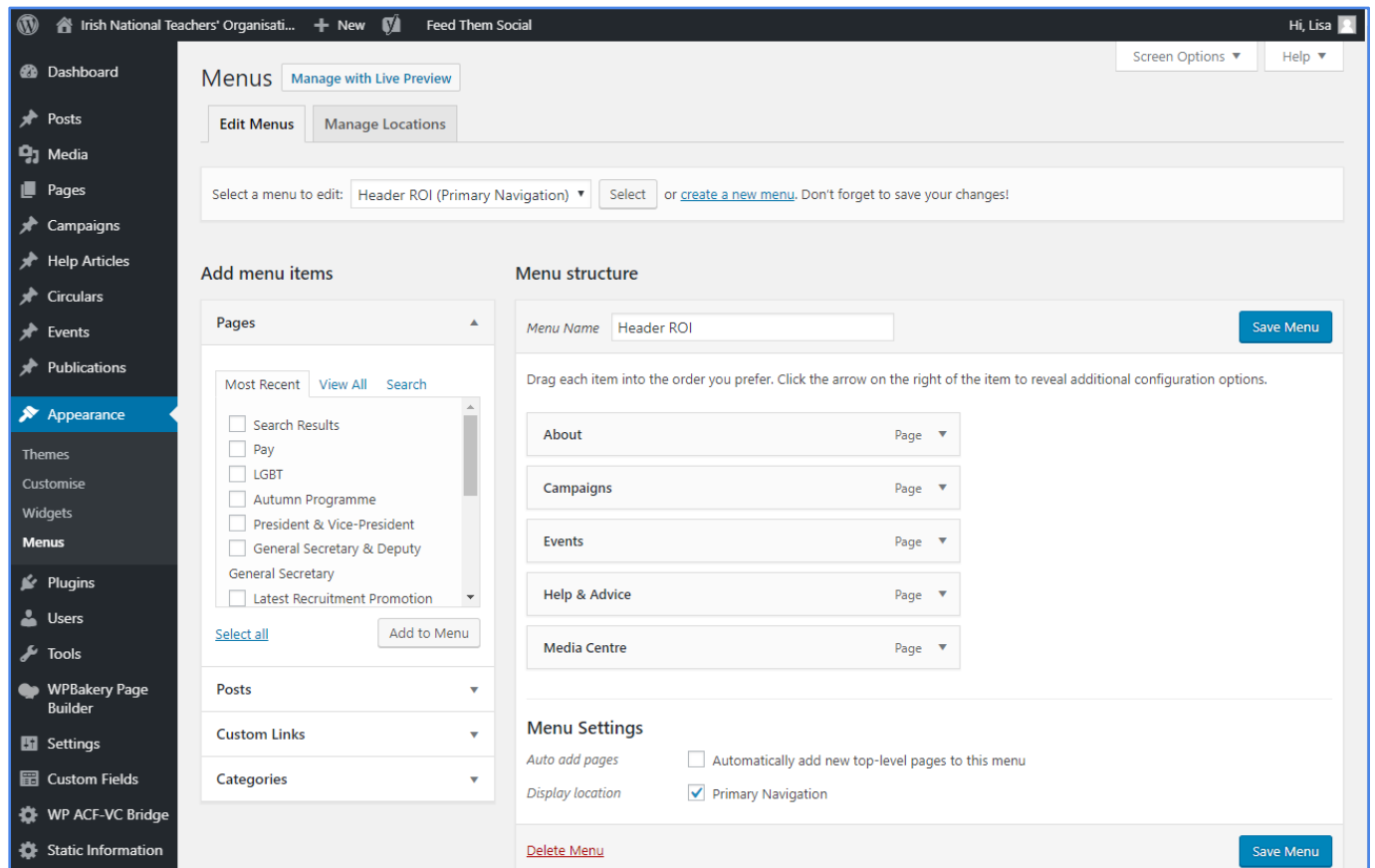
- Large Featured Content > [*Campaigns*](#)
- Latest News > [*Media Centre*](#)
- News and Events > [*Homepage*](#)
- News Archive > [*Newsroom*](#)

Navigation menus

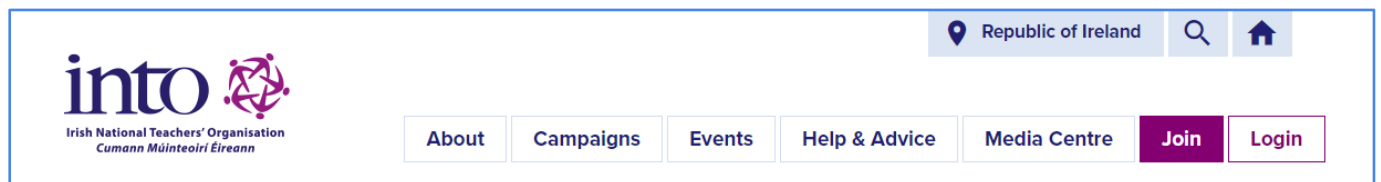
Administrators can edit the navigation menus in **Appearance > Menus**.

Primary menu

To edit the header menu, first select '**Header ROI**' from the menu dropdown and click 'Select'. The existing menu items will be shown under the heading 'Menu Structure'. This is used for both regions and should ideally not be edited.



The screenshot shows the WordPress 'Menus' interface. On the left is a sidebar with navigation options: Dashboard, Posts, Media, Pages, Campaigns, Help Articles, Circulars, Events, Publications, Appearance (highlighted), Themes, Customise, Widgets, Menus, Plugins, Users, Tools, WPBakery Page Builder, Settings, Custom Fields, WP ACF-VC Bridge, and Static Information. The main area is titled 'Menus' and has tabs for 'Edit Menus' and 'Manage Locations'. Below this, a dropdown menu is set to 'Header ROI (Primary Navigation)' with a 'Select' button. The 'Add menu items' section on the left lists various items under 'Pages', 'Posts', 'Custom Links', and 'Categories'. The 'Menu structure' section on the right shows the 'Header ROI' menu with items: About, Campaigns, Events, Help & Advice, and Media Centre, each with a 'Page' dropdown. Below this is the 'Menu Settings' section with options for 'Auto add pages' and 'Display location' (set to 'Primary Navigation').



The screenshot shows the website footer. On the left is the 'into' logo with the text 'Irish National Teachers' Organisation' and 'Cumann Múinteoirí Éireann'. On the right is a navigation bar with links: 'About', 'Campaigns', 'Events', 'Help & Advice', 'Media Centre', 'Join', and 'Login'. Above the navigation bar is a location indicator 'Republic of Ireland' and search and home icons.

Footer menu

In addition to the header menu is the footer menu called "**Footer ROI**" which is also shared between both regions. It contains the pages that are part of the "Compliance" section and are displayed in the footer on each page.

Side menus

Main sections can have their own side menu that is also managed this way. The menus are named after the section they appear in and include the name of the region, i.e. there is an ROI and NI version for each.

The sections with side menus are:

About / Campaigns / Events / Help & Advice / Join / Media Centre

INTO-UTU Federation

The Irish National Teachers' Organisation, INTO and the Ulster Teachers' Union, UTU have been working together for a number of years on issues affecting teachers in Northern Ireland. The two local teacher unions established a Joint Board in 2009 to deepen the already close working relationship between the two organisations. The INTO/UTU Board now represents the majority of serving teachers in the nursery, primary and post-primary sectors across Northern Ireland.

Both unions currently deliver a high level of service to teachers at all stages of their profession, including student teachers, however by the two unions pooling resources and expertise:

Membership benefits will increase;

The local teachers' voice in education policy making will be stronger;

There will be a strong teachers' voice across all education sectors; and

INTO and UTU members, school reps and leaders will have the opportunity to attend joint training courses and conferences.

About

[Who We Are](#)

[Our Structure](#)

[– Partnerships](#)

[INTO-UTU Federation](#)

[– INTO-UTU-NEU-EIS Partnership](#)

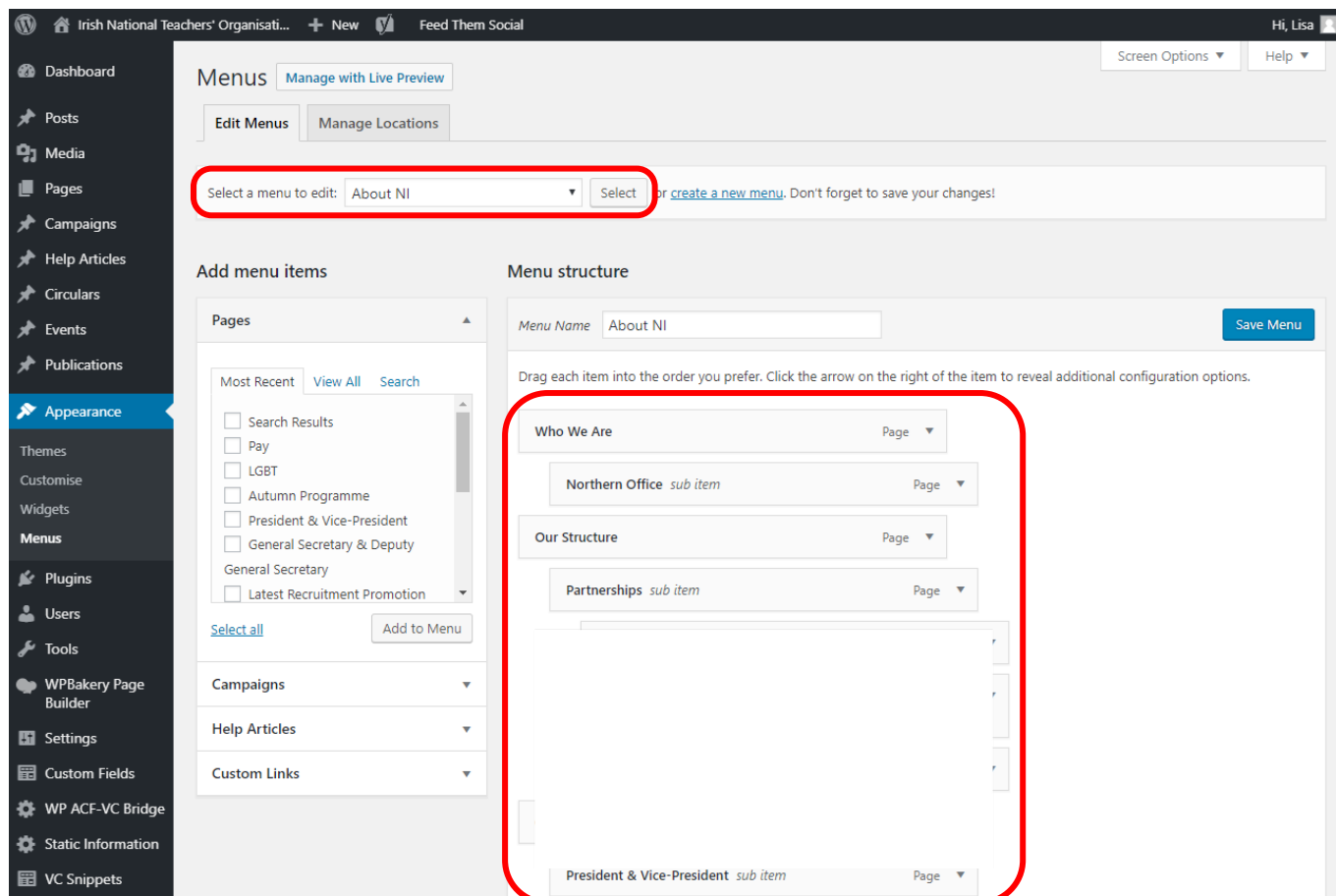
[– INTO Global](#)

[Our People](#)

[Services for Members](#)

[Compliance](#)

[Contact](#)



You can add new **pages** to the menu by selecting them from the 'Pages' box on the left. Find the right page via the via the tabs 'Most recent', 'View All' or 'Search'. Then tick the box next to the page you want to add and click 'Add to Menu'.

For the **Campaigns** menu you can add individual campaign posts and for the **Help & Advice** menu you can also add links to Help Articles.

Alternatively you can add menu items with **custom links** to the menu, e.g. a link to an external website.

The page will then show up under 'Menu Structure' on the right hand side at the bottom of the existing list and you can drag the new menu item up or down to place it in the desired **order**. To make a page a sub item of another page, simply drag it to the right until it is indented. It is then labelled "sub item" and the indentation tells you which level it is

You will see **further options** for each menu item by clicking on the arrow next to the right of the item which will open the options box.

Here you can add a different **navigation name** by changing the 'Navigation Label' for each item. This is useful for example when the page name is very long.

To **remove** a page from the menu simple click the 'Remove' link in the options box.

Who We Are Page ▾

Northern Office sub item Page ▲

Navigation Label

Northern Office

Move [Up one](#) [Down one](#) [Out from under Who We Are](#)

Original: [Northern Office](#)

[Remove](#) [Cancel](#)

Important: The **Menu Settings** at the bottom should remain as is and not be changed.

Once done, click the blue '**Save Menu**' button at the bottom or top right.