

Updating Documentation 8-19-2023

The documentation is created when new concepts are introduced, and is composed primarily of screenshots followed by discussions of how to use the screens. At the same time, WordPress is an incredibly mercurial environment and is constantly modifying the details of screen formatting. The current screens will therefore often look a bit different than the screenshots that were initially used to create them, but allowing for variations in symbology, will nonetheless lead you through the execution requirements.

Each document consists of a Word.doc or Word.docx file that is, upon completion, also saved as a PDF file for production. The filename will be Business-Website-Title where the words in the title are concatenated, e.g., Business-Website-UpdatingDocumentation. (The reason for the concatenation is that WordPress will replace all non-alphabetic characters, including spaces, with hyphens. But we like to reserve the hyphens to precede the title with the path to it from the Home Page so we can keep track of where each file goes.)

To update a document, download the Word document from the Media Library. Edit as needed, including changing the date to be current, then save as both a Word document and a PDF. Finally, upload to the Media Library both the revised Word and PDF files.

NOTE: We have learned that PDF files are essential for production. If you try to execute a Word file in production, WordPress will attempt to load the Word app from your PC. It's slow, and typically encounters password and permission problems that confuse users. And many of our docents use Apple products that do not even have Word.