Methods
Community Interest Item

FCUAC uses a *text widget* in the right sidebar on web pages to display links to **community interest** items

- Link entries include a brief title, and consistently use "more…" for the click-text.
- Entries are grouped into categories (e.g. transportation, natural resources and parks).

The **community interest** *text widget* is in the *secondary widget area*, which appears in 3-column page layouts.

CREATE A COMMUNITY INTEREST ENTRY

Adding a **community interest** item to the FCUAC site involves creating a link entry in the right sidebar **community interest** *text widget*. It may also involve creating a new web Page, along with a link to that Page in the right sidebar link entry.

— CREATING THE NEW PAGE

If a new Page is created, its easier to create the link entry if the Page is created first. When adding links in WordPress, the user can see a list of Pages and Posts to select from. Otherwise, links are added by copying and pasting the URL into the link.

By convention, FCUAC community interests each link are to a single page or document. If more than one link is involved, they would be entered into a new Page, with a link to the Page in the sidebar.

New Pages need to be assigned a template, and positioned in the Page hierarchy (parent and order). [See Methods: Pages and Posts]

— CREATING A LINK ENTRY
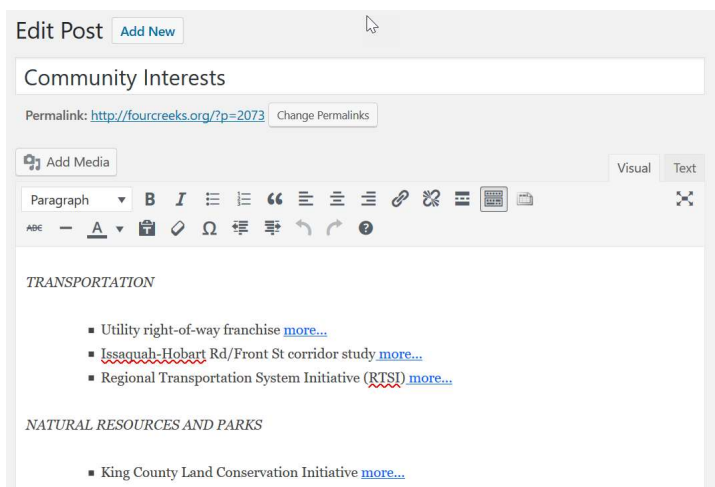
To create a **community interest** link entry, the text is simply added to the existing items. Because the text displayed in the right sidebar is formatted (e.g. group title italics, items in bulleted list), the text is maintained in a Post, which has a visual editor. Once edited using the visual editor is complete, the content is displayed in a text editor. The html text is then copied to the text widget, completely replacing the previous contents. [See Appendix - HTML]

- Navigate to the Community Interests Page

- Create the link entry in the appropriate category, entering the title and the *more…* link text.
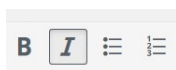
The group names are formatted "*I*" (italic), and link entries are formatted "bulleted list".

Links are created by selecting the "more…" text and selecting the link icon in the visual editor. The URL is either pasted in the link or the area can be used to search for Pages and Posts. Once complete, the link is Applied by selecting the back-arrow. Note that the gear icon can also be used when working with links.

The visual editor is actually creating html code, and that underlying code is what's copied to the text widget area.

When the text editing and formatting are complete, change to "Text" view, which will display the html. Copy all of the html text and paste in the text widget, completely replacing any existing text.

The right sidebar will now display the formatted text when displayed by a browser.

APPENDIX - HTML

Hypertext mark-up language (html) is web code. It's "read" by browsers (e.g. Chrome, Firefox) which use it to render (visually display) web pages.

The content of a text widget, if used on a page, is rendered by the browser, along with all the other components of the page. If the text widget contains plain text, the browser renders it as plain text. If it contains html, the browser renders it using the formatting instructions in the html.

— TEXT AND VISUAL EDITORS

Text files are very common on the web, in fact, most of the files that contain web content, layout, or formatting are text files.

WordPress provides two ways to work with text files: a text editor and a visual editor. The text editor works directly with the string of characters in the text file, while the visual editor renders them to display with formatting. In other words, a visual editor interprets the plain text as html.

Step	Description	Note
Add formatted sidebar text (community interests)		
Navigate	To Dashboard	
Navigate	Pages>All Pages	
Edit	Select Edit for Community Interests	
Enter	Changes	
Enter	Group headings are formatted "I"	
Enter	Entries are formatted bulleted	
Enter	Use "more..." for link	
Enter	Update	Save the Post
Navigate	Switch to the text editor	
Copy	Select and copy all of the text (html)	
Navigate	Appearance>Widgets	
Navigate	Secondary Widget Area>Community Interests	
Enter	Select all of the widget text	
Enter	Paste the html text copied from the Post	
Enter	Save	Save the widget text

Text widgets only have a text editor, while objects like Pages and Posts, have both a text editor and a visual editor. Users familiar with working in Word, will find the visual editor familiar.

If the user is comfortable with html coding, all the formatting can be done by creating and editing html plain text in the text widget. However, an alternative is to use a "visual editor", which allows editing the rendered text, while the editor generates the html code.

To get html code into a text widget, the content is maintained as a WordPress Page and Post, both with a visual editor and a text editor. The content is edited and formatted using the visual editor, then, when complete, the user switches to the text editor, copies all the content (i.e. html), and pastes it in the text widget, replacing any previous content. What is displayed in the text widget is the html code in plain text.

FCUAC uses a Page titled Community Interests to format the text for the right sidebar.

In the Page, text is edited and formatted using the visual editor, and, when complete, the view is shifted to text editor, and the entire html is copied, and then pasted into the text widget. When the widget is saved, browsers will display the new sidebar content.

A good description of using text widgets in WordPress here