

2025 Style Guide





Signing In

Signing In

CMS + Editors Site Structure Posting Colour Palette









Type in the URL of the SafeGround website into your browser window.

https://www.safeground.org.au

Now add: /wp-admin to the end of it, like this: <u>https://www.safeground.org.au/wp-admin</u>

You will be directed to a Wordpress login page.

Write your user name (or email address) and password in the appropriate fields, then click on the blue "Log In," button.

CMS and Editors



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Website Description

The SafeGround website is a Wordpress website. Wordpress is an opensource, content management system, commonly referred to as CMS. The site utilises two different page builders; Guttenberg and Elementor. Guttenberg is a block-based editor that is built into Wordpress, while Elementor is more visual.

Elementor offers additional features like premade templates, fonts, and designs, while Gutenberg's features include drag-and-drop functionality, a code editor, and styling tools.

Elementor can be used as a theme, while Gutenberg works with an active theme.

SafeGround uses Charity, an Elementor theme. From the theme, we have created our own "child theme," which means we've made some custom variations to suit our purpose.



Posting Colour Palette

Site Structure



Maintain Structure

Readers scan websites from top to bottom.

Putting key informatoin or content at the top will attract readers into our site.

A strong site structure makes it easier for readers to easily find content - reducing cognitive load.

The site structure acts as a blueprint, which makes it

easier for the site to be found by webcrawlers and for our

SEO (search engine optimization).

Sticking to the structure when we post content maintains our brand.

Please follow this style guide and reach out if you've any questions or need help!

contactheatherfaulkner@gmail.com

Posting Content



Signing In CMS + Editors Site Structure

Posting

Colour Palette

Posts and Pages are used to publish SafeGround. The important distinction between Posts and Pages is this:

- Pages are content that doesn't change very much. This includes our About, Donate, Contact and Home pages. They are designed and edited using Elementor only.
- Posts are regularly updated contributions to the website and pertain to categories. Their templates are designed with Elementor, but the content you will upload is done using the Guttenberg block editor.

As a contributor, you will be mainly be posting content using the Guttenberg Block Editor.









Posting

Colour Palette

Assigning Contributors

A template has been designed for all contributors to fill out and complete their draft of their story.

The template can be downloaded and sent to contributors in various formats (eg. docx, pages, etc.) They will either fill out the template online or on their home computers. Folders have been set up on the SafeGround G Drive to store the text and media files.

Folder Heirarchy

SafeGround Share Folder (Google Drive) Mass Communication SG Website 2024 Redesigned SafeGround Website **Stories**

4	Drive	Q Search in Drive ==	
+	New	Shared with me > > 2024 Redesigned Safe > Stories - &	
۵	Home	Type • People • Modified • Source •	
, 4	My Drive	Name 1	
, <u>C</u> O	Computers		
න	Shared with me	Images Ready for Web	
0	Recent	Images to be Processed	
☆	Starred	Story Texts	
()	Spam	SafeGround Story Template	
۵	Bin	<u> </u>	
\bigcirc	Storage		
244.	75 GB of 2 TB used		
$\left(\right)$	Get more storage		



Posting

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This is the template for all contributors.

Please use this to record not only your story, but also the media that may accompany it.

The copy will go into the Story Texts folder, images and graphics into the Images to Be Processed folder.

The webmaster will edit the images dow to a web-ready (low resolution) file size.

One important note: Do not upload vide to the SafeGround website. The protocol is to ask Mette to upload the video to th SafeGround Youtube channel.

We can then embed the video without tasking the website with a huge file (our file space is limited). This is standard practice for all websites.

			2 1 💭 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15
. . .			
Document tabs	+		
Tab 1	I		SafeGround Story Template
Instruction	Tatory rempla		
Story Titl	*		
Author (v	our name or if		hadrest see
Date:			Instructions: Please work from this template and save it under your story title. En. Matte is writing a stor
Category	(please under		about a new initiative in the solomons and she'll call it "Diving for Danger." So the event this termilate and immediately MAKES 4 COPY from the File many and
Sub-Cate	gory (please	*	renames it as Diving for Danger in the STORY TEXTS folder. She fills out the details below and then writes her cow. She unloade her images to the IMAGES TO BE DRYCESSED
Images (p	ilease upload		folder. She lets Heather know there's a story ready to be posted. Heather gets on the job.
Embedde	d Media Links:		recreter del terreter de l'édition serielle des la message caracteristica.
Keywords	(we will assig		
Story (sta	rt writing your		Story Title:
			Author (your name or if it's a SafeGround committee post, just type
			SafeGround):
			Date:
			Category (please underline): Projects or Dispatches
			Sub-Category (please underline): Australia, SE Asia, Pacific,
			Newsletter, Blog, Publications, Podcasts
			Images (please upload to the Images to be Processed folder):
			image 1: name, caption, credit Image 2: name, caption, credit
			image J: name, caption, credit elc.



Posting

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Posting Stories to the Site

Posts and Pages are used to publish SafeGround. The important distinction between Posts and Pages is this:

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As a contributor, you will be mainly be posting content using the Guttenberg Block Editor.



For more information on Guttenberg, go to: <u>https://wordpress.org/gutenberg/</u>

Here is how to post your content:



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Make sure your copy is edited and that there are spaces between paragraphs in your word document. Save it as the title of the article.

There are three options to make a new post:

- Hovering over Posts and selecting Add New Post from the small window that pops up on the right;
- Clicking on Posts and when the new Posts list page shows up to the right, choose the Add New Post option next to Posts on the top left of the page;

🖈 Posts	All Posts	
🛱 Events	Add New Post	•
9, Media	Categories	Ş
Pages	Tags	
E rages	Categories	
Comments		

Once you've made a new post, copy and paste your title into the title section (Add Title).

de to	🗀 Apple Mac Repair	C Artist Book Publis	Blackboard Hacks	D BNT Campsite Pr
th Elem	entor			
			Add title	

Then go to the upper right hand side of the page and click on "Save Draft."

Save draft	Publish	:
a		10

Follow this online in the video demo: https://vimeo.com/1035173356/d21b7a295d



Posting

Colour Palette

Go to the block editor – the blue square with the + sign in it next to the Wordpress icon at the top left of the page and click on it;

-	1	~	\rightarrow	=	Edit with Elementor
Toggle block	inserter				

Click, hold and drag the Preformatted icon into the Type/to choose a block line under the title.

7. Copy your text from the Word doc, and paste it into the Write Preformatted Text field.

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Copy your text from the Word doc, and paste it into the Write Preformatted Text field.

Follow this online in the video demo: https://vimeo.com/1035173356/d21b7a295d

Save Draft

 Image: Section of the section of t



Posting

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Transform the Preformatted Text box to Paragraph;

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B / ↔ ✓ ⋮			
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Thanks for the Internationa their website to read more.	1 C	Minime A proticipate in the International Computing to Run Landmines' Action Advert Completion Challenge: Constant to Complete Was an challenging persentants workfolde in instance offents to complete their angle obligations under the Main Ban Torary while 10 years of the Their & Excisic Conference taking place in the 2014. You can take part in challenging your persentant to traich the joint H you see interned to do so, that is visible at an Action. Adven pige.	- t

Save Draft

Follow this online in the video demo: <u>https://vimeo.com/1035173356/d21b7a295d</u>



Adding Images

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This assumes that you have uploaded your media to the relevant folder in the Media section. Go to "Adding Media," in this styleguide to find out how to do this.

Use the block editor again and scroll down to the MEDIA section. Click, hold and drag the Image icon to a space below your text.

Click on the Media Library option that pops up, and find your image in its relevant folder.

Determine if you want captions on the image – if you do, write te caption information into the field on the Media page where the image sits before you insert it into the post.

You can now move your image up to place it in or above the text block.

Save Draft

Note: by default, the images you place in the post will appear on the D fetails block above your text post. If you post more than one image, it will turn into a small slideshow.



	mage								
Uplo	stb ro be	ig an imag	ge file here	, or pick on	e from yo	ur library.			
Up	load	Media	Library	Insert fro	om URL				

Follow this online in the video demo: https://vimeo.com/1035173356/d21b7a295d

Adding a Feature Image



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The feature image shows up in two places; above the post as a long image under the headline and as the image in the archive section of the category that your post sits under.

On the top right-hand corner of the page, you will see "Post" and "Block". Click on "Post," and there you can set the feature image. Generally, this should be the lead image for the post.

P N	o title	:
	Set featured ima	ige



Adding a Category

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Posts are saved under categories. Think of these as sections you would find in a newspaper (eg. business section). Categories act the same way and have sub-categories.

Sub-categories sit under categories.

Dispatches is the main category that sits over the sub-categories of Blogs, Newsletter, Podcasts and Publications.

Projects is the main category that sits over the sub-categories of Australia, Pacific and SE Asia.

- From the right-hand side menu when Posts is selected, you can scroll down and select the categories that your post belongs to;
- Uncheck the "uncategorised" category;
- Check either Dispatches or Projects;
- Check the relevant sub-category your post refers to;



Standard	
Dispatches	
🔽 Blog	
Newsletter	
Podcasts	
Publications	
Projects	

Adding Tags



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Tags are keywords that help folks search for posts with similar themes. They show up on the Details block at the top of every post. When a reader clicks on one of the tags, they will be sent to an archive page with posts that share the same tag they reader chose.

- Find the Tags selection section on the right hand side menu when Posts is selected;
- From the selection of tags below the box, click on the ones that represent your post. You can select more than one;

Mine B	an Treaty 🗙	uxo ×	
WW2	×		
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Adding the Publishing Date and Author

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The writer of the post may not always be a SafeGround committee member. Rather than give every writer a login to the website to post their work as an author, we are able to assign an author to a post, as well as a date, so that when a contributor submits a word document to us, we can set up the page and attribute the post to that author without them logging in as a use on the site.

- Scroll down the post page until you get to the Post Details section at the bottom.
- Click in the Published box and a calendar pops up. You can choose today's date or assign a date to it.
- Click in the Author box and add the name of the author.

Post Details		
ublished		
November 29, 2024		
uthor		
Mette Eliseussen		

Publishing the Post



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- Click on the blue "Publish" button;
- Choose whether the post is public or private;
- Click Publish again;
- Click on the View Post button and a new tab will open with your post as it appears on the website.

This is a Post is now live.					
What's next? POST ADDRESS					
https://safeground.org	Сору				
View Post Add M	New Post				



Posting

Colour Palette

Embeding Podcasts

We will keep using the Guttenberg Block Editor for this.

Enter all content in the Guttenberg Block editor, save it as a draft.

Now, from the menu at the left, choose the podcast player (easiest to type pocast into the search bar on the left and three players will pop up).

Choose Podcast Player.

If you click on it, it should pop into your content area, but you can drag it in as well.

Add your podcast. In the video instructions, I clicked on the box to choose a podcast and Stay in Command came up. But in the box below, you can enter the URL of your podcast.

Now you'll see a menu pop up to the right of the content area, which pertains to the podcast. You can fill in the fields as you like. This is for people who may want to listen on other services like Apple, etc.

To change the Play button colour, go to Color Scheme and choose the yellow one (see illustration.)

Remember to save as you go.

Save Draft or Publish

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Blocks Pattern	s Media	×	
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Podcast Player	Audio	Pocket Casts Embed	

Embedding a Podcast

@ ::		
RSS RSS		
Select a Podcast		~
	OR	
Enter URL here		
Show Podcast		



Follow this online in the video demo: <u>https://vimeo.com/1039844140/6371bdba81?share=copy</u>

Embedding Video



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This is all done in the Guttenberg Block Editor.

Upload your images and other media first.

Make a new Post.

Enter all of your content including images, tags, feature image, categories, etc.

Now, go to the block editor + sign and under the search function, type, "Youtube Embed" and the Youtube Embed Widget will show up. Select this, drag it on to the page where you want it.

Paste the URL of your Youtube movie, NOT the Embed code. The widget does that for you.

Click the blue "Embed" button.

Done.

Save Draft or Publish



Taking Action to Stop Killer Robots

YouTube Embed URL Paste a link to the content you want to display on your site.				
https://youtu.be/vABTmRXEQLw?si=TmfmfxmrJFgLCLE				
Learn more about embeds A				

There is no video for this - it's pretty easy



PDFs into PDF Readers

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For visual, step-by-step instruction, please follow the video link below.

We will be using a combination of the Guttenberg Block editor and the Elementor editor for this.

Upload your PDF into the Publications, PDF folder via the Media folder.

Enter all content except for the PDF and download button in the Guttenberg Block editor, save it as a draft.

Now, choose Edit in Elementor.

You'll notice that the text and image you uploaded are in a container. Make a new container inside this container at the bottom.

In this new container, add the PDF Reader widget from the Elements sidebar.

In the Content area of the Editing sidebar, add the URL for the PDF (you can go to the Publications folder to copy the URL from the file).

Now click on the Style area (next to content) and add 1000 to the empty height box and click "Apply".

you should have a nice PDF reader on the page.

Now make another container and add the button widget to it. Paste the URL for the PDF into the Link box and then go to the Style area. Change the colour to Header Footer. Then Click on Hover and in the Hover Animation panel, choose Shrink.

Follow this online in the video demo: https://vimeo.com/1039843854/590f6fe515

Front Page Slideshow



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This is a fairly advanced and uses Slider Revolution, a built-in slideshow software. It's best to view the video instructions where you can scrub back and forth until you get it right.

Please follow the video instructions for this.



Save Draft

Follow this online in the video demo: https://vimeo.com/1040267163/03ac55da02?share=copy



Colour Palette

Signing In CMS + Editors Site Structure Posting Colour Palette SafeGround has moved from military green to more natural browns to give it an earthier feel. The colours we use belong to this complimentary colour palette.

We use HEX codes so that Wordpress can recognise colours. Hex codes are a # followed by a six-to-eight-digit letter and number combination.

Pure white is #ffffff; Pure black is #000000 (zeros)

Here's where things get interesting. Colours for different elments are not universal througout the site. This is because of the different functionality assigned to dynamic elements (links, buttons) in posts (Guttenberg) and pages (Elementor).

Here is what our colours look like in the elementor global colour chooser

0	Global Colors	۵
	Primary	#6EC1E4
	Secondary	#54595F
	Text	#000000
	Accent	#61CE70
	WHITE	#FFFFFF
 	HEADER FOOTER BACKGR	#A86741
	BUTTON	#FFCC00
	NEW BUTTON	#F7AE62
	Buttons on Blogs	#E0CDA9
	Pale Sand	#FFECC6

HEX CODES AND CMYK SWATCHES FOR THE COLOR BROWN





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Home Page (Elementor)	Header & Footer	Posts (Guttenberg)	
Slide Background Colour: #141414 50% Opacity	Background #412920	Button Background #412920	
Headline: #f7ae62 Subhead #f7ae62 Buttons White Text #ffffff	Submit button #F7AE62	Text Links #F7AE62	
Menu Drop Down #a9846a	These are the permanent co the SafeGround website. The pages (all in Elementor) use	Hours we use for elements on About, Contact and Donate this same combinaton.	
In Action Box #ffECC6	Some posts have coloured sub-headings. There is wrig room here if you choose to use colour, but please, kee to the darker of the four colours that appear here.		
	7	►	



Signing In CMS + Editors Site Structure Posting Colour Palette

Logos

The Logo has been updated and there are three colour options: brown, green and white. They are all transparencies and saved as SVG files (scalable vector graphics), which, unlike JPEGS or PNGs, can be scaled to any size without loosing details. They are designed in Adobe Illustrator.













Tracking Stories



Signing In CMS + Editors Site Structure Posting Colour Palette Story Tracking The Storytracker is an excel document (or a Google Docs Spreadsheet) that you must enter your post details into so that we can keep track of stories and their posting progress. It's also a great record to rely on if we do a redesign from scratch again, or if the website goes down.

The Storytracker has two tabs; one for the redesign which logs every story ever published on the website, and another for current posts. Please use this.

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1	fix Story Title				
	A	B	c	D	
	Story Title	Date	Author	Media	Categor
	'Land of Mine' Film Review	25-May-17	Helen Stranger		Dispatch
	'The Dome' in the Marshall Islands "A poison in our island"	22-Jan-18	Helen Stranger		Dispatch
	A path is made by walking it - 25 years of the Australian Network to Ban Landmines revisited.	30-May-17	Adrian von der Borch	3 images in word file	Dispatch
	A Petition of lasting Significance	12-Dec-16	Helen Stranger		Dispatch
	Alleged use of Cluster Munitions in Yemen	11-Jan-16	Matilda Byrne		Dispatch
1	An Independent and Peaceful Australia	2-Dec-16	Matilda Byrne	Pinegap photo embedded in Word doc	Dispatch
	Appraisals from the 25th Anniversary Event	30-Mar-17	Matilda Byrne	No	Dispatch
,	Australia drags its feet on autonomous weapons regulation	17-Jun-21	Matilda Byrne	3 embedded in word doc	Dispatch
0	Australia weak on cluster bombs Press Release	6-Sep-16	Safe Ground	PDF - Australia Weak on Cluster bombs Statement.pdf	Dispatch
1	Australia-Out-of-the-Loop	2020	Sarah Caldwell and Matilda Byrne (ed)	Standalong PDF	Publicati
2	Australia's position on autonomous weapons inadequate; time for clearer policy	2-Dec-21	SafeGround and Angus McNabb	SKR	Dispatch
3	Barriers to joining the Convention on Cluster Munitions in the Pacific?	22-Dec-21	Jeanne Wills, Elyse Cunningham and Mette Eliseussen	YES Embedded in Word Doc	Projects
4	In Search of Safe Ground	12-Dec-18	Mette Eliseussen	PDF book	Publicati
8	CAN the Nuclear Ban Treaty Negotiations and Australia's Position	30-Mar-17	Matilda Byrne	PDF Media Release	Dispatch
6	Congratuations to Cuba	12-Apr-16	Lorel Thomas	1 pic embedded in Word Doc	Dispatch
,	Conventions and considerations for the Pacific	22-Dec-21	Hosted by Matilda ByrneMette Eliseussen	No image - podcast	Publicati
8	Crowdfunding for Children's book "One Step at a Time"	8-Apr-14	Safe Ground	Images embedded in word doc	Dispatch
э	Prepare for Climate Driven Displacement (Displacement)	6-Feb-21	Gordon Stranger	Images embedded in word doc	Dispatch
0	Eight humanitarian deminers killed in Afghanistan	16-Jun-14	Safe Ground	Images embedded in word doc	Dispatch
	SafeGround is Focusing on the Remnants of World War II in the Pacific Islands - formerly ERW in the Pacific Landing Page	No Date	Safe Ground	Slideshow	Projects
2	Dynamite Fishing (should change to Stop Dynamite Fishing)	Dec-18	Safe Ground	Video	Projects
3	Reflecting on the legacies of war on ANZAC day	Apr-14	Safe Ground	Images embedded in word doc	Dispatch
1	Solomon Islands:				
	Solomon Islands: World War II Explosive Remnants of War Legacy in the Solomon Islands	No Date	Safe Ground	Images and video	Projects



Thank you if there is anything please contact web master, Heather Faulkner at contatheatherfaulkner@gmail.com

https://www.safeground.org.au