829

WORDPRESS USER GUIDE

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ACCESS & USERS

ADMIN ACCESS

You can access your WordPress admin section at the following address: www.cyjsproutlake.org/wp-admin/

USERS

Each user at your organization should have a unique user name and password, which are distributed on an individual basis.

Admins can add/edit/delete users at any time via the "Users" section of WordPress.

Admin role and capability information can be found here:
http://codex.wordpress.org/Roles_and_Capabilities

IMPORTANT ADVICE

While it is 829 Studios' policy to grant our partners full editing capabilities over their website, there are several components we ask you **NOT TO ALTER OR EDIT**:

- DO NOT update your version of WordPress, even if prompted. Updating WordPress without first backing up your website and settings may cause broken functionality or content loss.
    - 829 Studios does not typically update WordPress versions unless new security features are released.
- DO NOT update plug-ins, even if prompted.
- DO NOT add new plug-ins; please have our team install those for you.
- DO NOT grant "Administrator" access to anyone at your organization who doesn't need it. For staff members who simply need to edit content, please only grant them "Author" access.
- DO NOT make changes to the core theme (ie: the HTML or CSS not directly editable in the sections outlined in this guide). We keep back-ups of your site's code, and if you make theme changes unilaterally, our versions will be out of sync.
- DO NOT make changes to sections not specifically outlined in this guide.

BASIC UNIVERSAL EDITING

- **Basic Editing:** For basic instructions about WordPress' default rich text editing capabilities, please visit http://codex.wordpress.org/Pages.
- **Adding Images:** For basic instructions about adding images to a Page, please visit http://codex.wordpress.org/Inserting_Images_into_Posts_and_Pages.
- **Adding Documents (like PDFs and Word Docs):** For basic instructions about adding documents to WordPress, please visit http://en.support.wordpress.com/uploading-documents/.

PAGES

HOME

Editable via Pages -> Home.

HERO ROTATOR IMAGES

Editable via Home -> Home Banner.

- Images can be removed by hovering over the image and clicking "-" or added by clicking "Add Slide".
    - Dimensions: 2880 x 1600px
- The mobile image is editable via Homepage Settings -> Mobile Static Image.

HERO IMAGE HEADLINE & BUTTONS

Editable via Home -> Homepage Settings

- Headline is editable via "Video Headline".
- Buttons are editable via "Video Buttons".
    - Text is editable via "Button Text".
    - URL is editable via "Button URL".
    - Color can be selected.

4 IMAGES WITH TEXT

Editable via Home -> Homepage Section.

- Headline is editable via "Headline".
- Image is editable via "Box Image".
  - Dimensions: 360 x 360px.
- URL is editable via "Box URL".
- Title is editable via "Box Title".

2 BUTTONS

Editable via Home -> Homepage Section.

- Button title is editable via "Bottom Button# Text".
- URL is editable via "Bottom Button# URL".

BLOG POSTS

Editable via Home -> Newest Posts.

- Title is editable via "Title".
- Blog posts are automatically pulled from the Posts section of WordPress.
- Main post is editable via "Main Post".

LEFT IMAGE WITH TEXT

Editable via Home -> Image Link and Post Slider.

- URL is editable via "Image Link URL".
- Image dimensions: 675 x 450px.
- Text is editable via "Image Text".
- Title is editable via "Slider Title".

BLUE TEXT BOX

Editable via Home -> Text Blocks.

- Text (title and content) is editable in the rich text editor.

RICH TEXT SUBPAGES

See the "Style Sheet" Page for examples of all items below.

TEMPLATES

There are two rich text subpage templates:

- Full Width Page: Content spans the full width of the website content area.
- Default Template: Contains a menu and widgets in the left column, and a rich text editor on the remainder of the page.

PAGE HIERARCHY

The Page's position within the website hierarchy is set by Page Attributes -> Parent.

LEFT MENU

If your Page utilizes a left menu (when using the Default Template), it can be selected using the "Page Menu" field.

Menus are edited in the Appearance -> Menus section of WordPress.

CALL TO ACTION BUTTONS

- The buttons below the left menu are controlled via the Appearance -> Widgets -> Primary Widget Area section of WordPress.

RICH TEXT EDITOR

The following components are available for building pages:

HEADING STYLES

Available via the "Heading" dropdown in the rich text editor.

INSERTING IMAGES

- When inserting an image, the source field should be 2x the intended size (for retina). The

admin should then manually override the size by:
- ○ Clicking the image, then the pencil icon.
- ○ In the Size dropdown, select Custom Size.
- ○ Enter the correct pixel values for either the width or height, and the dimensions will scale proportionately.

FEATURED IMAGES

- Featured images are editable via "Featured Image".
  - ○ Dimensions: 2880 x 1620px

BLOCK QUOTE STYLE

Available via the "Block Quote Style" icon in the rich text editor.

ACCORDIONS

Available via the following shortcode:

[accordion title="Heading Goes Here"]

This is the content inside the accordion.

[/accordion]

BUTTONS

Available via the following shortcode:

[button url=" URL" color="blue"] Button Text[/button]

Replace Button Text with desired text.

Replace URL with desired URL (ex: http://www.829llc.com).

TABLE STYLE

- Tables utilize the TablePress Plugin and are editable in the TablePress section of WordPress.
- Detailed instructions on using this plugin and system can be found here: https://tablepress.org/documentation/
- To edit a table, use the TablePress -> All Tables section of WordPress. Hover over the table and select Edit.
- To insert a table on a page, copy and paste the Shortcode in the appropriate location.

LINE BREAK

Insert via the "Horizontal Line" tool in the rich text editor.

LARGE GALLERY

- Controlled via the "Galleries" section of WordPress.
- Shortcode: [slideshow id="XXXX" fullscreen="true"]
    - Replace XXXX with the gallery ID number found on the Galleries landing page.
- Dimensions: 1138 x 640px.

VIDEO EMBEDS

Use the embed code from the respective video platform (ie: YouTube, Vimeo, etc.), or, click "Add Media" and select "Insert from URL."

COLUMNS

You are able to distribute content in multiple columns using the "Easy Columns" button in the rich text editor.

META DATA

The page's meta data (used for search engine optimization) can be edited via "Yoast SEO" section at the bottom of each page.

BLOG

POSTS

Editable via the Posts section of WordPress.

- Post content is editable via the rich text editor.
- The Featured Image is displayed on the Blog landing page
- Categories are selected via the right column.
- Tags are selected via the right column.

AUTHORS

Controlled via the Users section of WordPress.

SEARCH ENGINE OPTIMIZATION

Your website's SEO settings are editable via the "SEO" section of WordPress.

It is recommended that you contact 829 Studios for editing SEO settings and data.

MENUS

It is recommended that you contact 829 Studios for editing menus.

- Unless otherwise noted, all Menus are editable in Appearance -> Menus.
- For detailed instructions on editing Menus, visit
  https://codex.wordpress.org/WordPress_Menu_User_Guide.

IMPORTANT: The Mobile Main Menus are separate from the Desktop Main Menu. They must both be edited if changes are made.

FORMS

- Forms are controlled via the Forms section of WordPress.
- Forms are powered by the GravityForms plugin. Detailed documentation is available here:
  https://www.gravityhelp.com/support/

FORM RECORDS

To view submissions, hover over the appropriate form title and select "Entries."

EDIT A FORM

Please contact 829 Studios to edit forms.

- To edit a form, hover over the appropriate form title and select "Edit."
- To edit the fields within a form, click "Form Editor."
- To edit who at your organization should receive notifications when a form is submitted, select Form Settings -> Notifications -> Admin Notification.
- To edit the message a user sees upon submission, select Form Settings -> Confirmations -> Default Confirmation.