

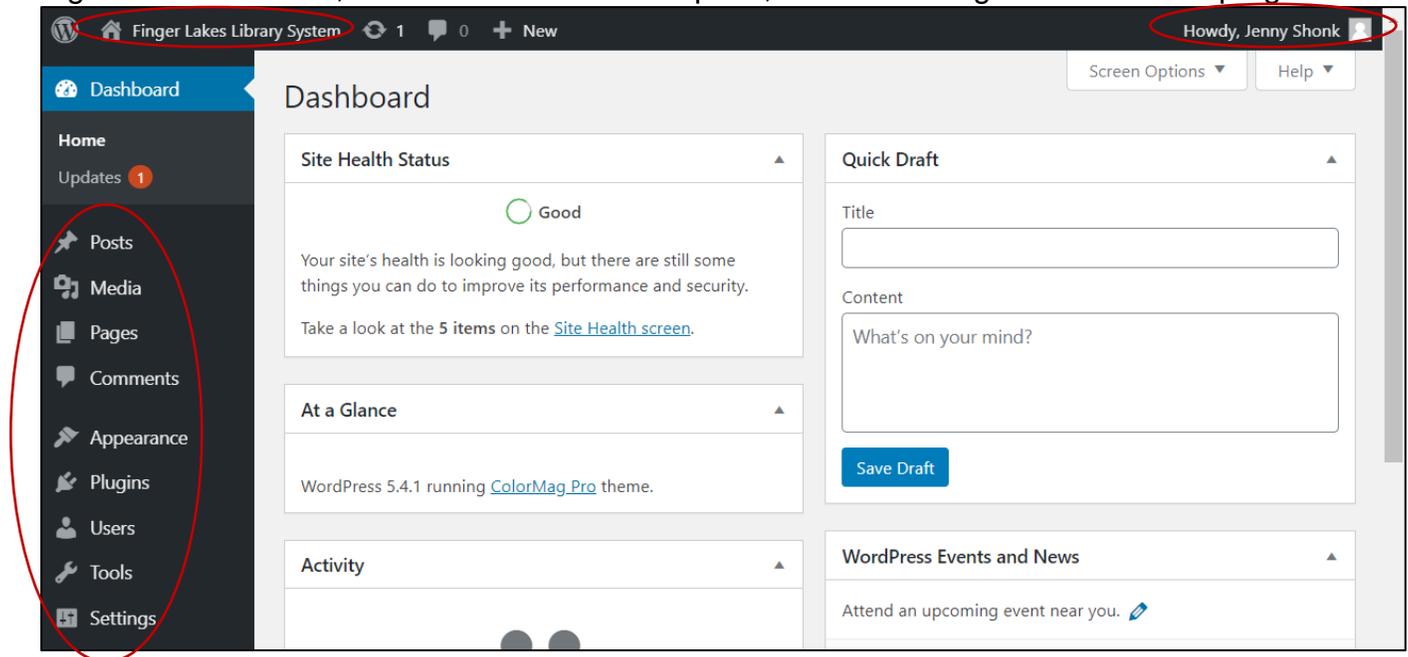
Managing Your WordPress Website

WordPress Login Information

Log into your WordPress site with the address: www.domain.org/wp-admin where domain is the address of your website (e.g. www.lamontlibrary.org/wp-admin). The Username is your library short name plus “admin” (e.g. mcgradmin or wavadmin). The Username is lower case. The admin password was originally the same as the director email passwords and was submitted at the time the websites were set up. The admin id for WordPress should be used for maintenance of the website (installing plugins, updating menus, customizing colors, changing theme settings, etc.). FLLS suggests creating individual logins to WordPress that will be used for adding and editing posts and pages

Dashboard

This is the page you will see every time you login. Some important places include the menu items along the left hand side, the website link at the top left, and the settings menu at the top right.

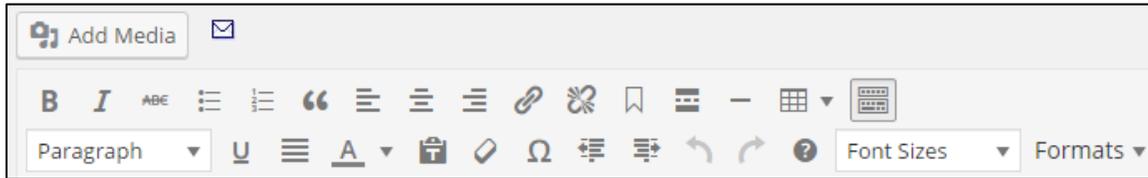


Best Practices

- Google Chrome is the recommended browser for WordPress. Firefox also works well and recommended over Microsoft’s browsers.
- Use headers and paragraphs and learn to use the Quote function & bulleted lists
- Use the tools in the Media gallery for positioning images. WordPress isn’t a true WYSIWYG (what you see is what you get) editor, dragging images doesn’t work like in Publisher.
- Formatting, don’t mess with it. Consistency across the site is built into the theme.
- Try not to force odd coloring, this is also for ADA compliance.
- Try not to “break” WordPress to force formatting, it could cause problems with updates in the future.
- Learn how to use tables, they may be the best workaround for spacing and layout of a Page or Post.
- If Cut/Paste of info creates odd formatting, use the “Remove formatting” tool, it’s easier than HTML coding.
- Learn some basic HTML coding.

Creating & Editing Content

The toolbar will be available any time you are creating a new Page or Post or editing an existing Page or Post. Hover over each icon to learn what each tool does.

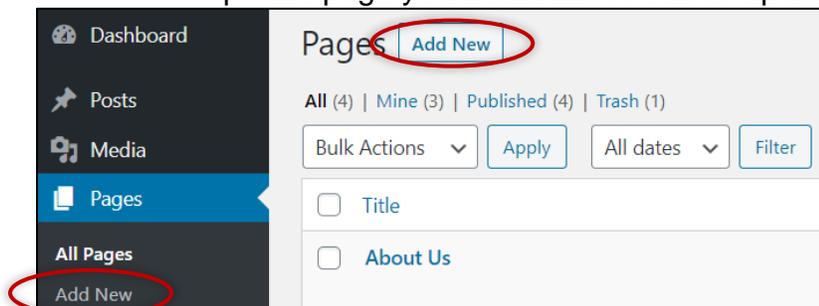


Pages

Pages are used for static content or content that changes infrequently such as an About page, Staff Directory, Board of Trustees, Events page, or Calendar.

Adding a Page:

1. On your Dashboard, click on **Pages** and then **Add New**. Or click on **Pages** and then click on the title of a specific page you would like to edit or update.



2. Enter your title by clicking where it says, "Add title"
3. Click in the text box area to begin typing and adding content.
4. If you are ready to go, click on **Publish** (or the button will say **Update** if you are editing a post). Click on **Save Draft**, to save your post for later.
5. Once a Page has been published it's live on your website. It can also be saved as a Draft until it's ready. See page 7 for instructions on how to add the page to your menu.

Posts

Posts go to the Blog, which is a rolling log of upcoming events, current news, or info on recent programs. It's recommended that blog posts not be deleted, rather updated if info becomes outdated. Otherwise it's a record of past events.

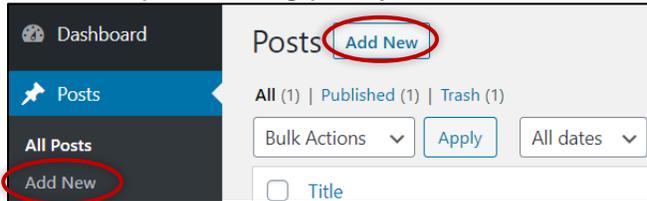
Blog posts should have a descriptive title, content, and should be assigned to a Category, include Tags which help identify the content of the Post, and have a Featured Image.

- Category – Groups blog posts together by topic, allows Posts to be assigned to sliders
 - Use Categories sparingly
 - Can be created at time of adding a Post or by using the Categories link on the Dashboard
- Tags – Identify key points of the post's topic, helps with search on your website.
 - Relevant to the content of the Post

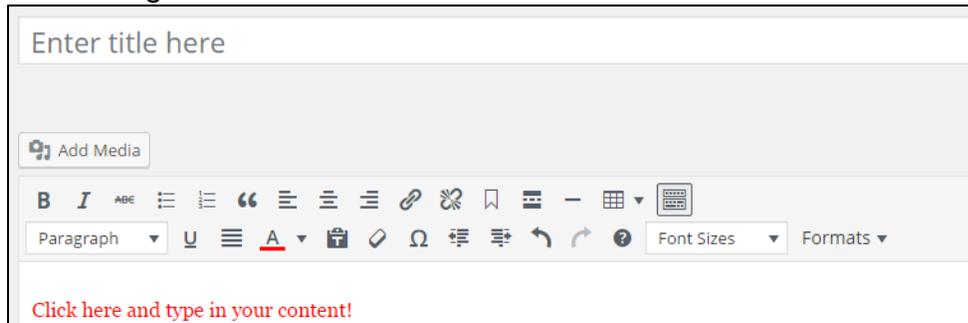
- Searchable by visitors
- Refer to your frequently used Tags for consistency
- Featured Image – Always add a Featured Image to help with social media by providing a good image for display on sites such as Facebook. Also shows on slider.

Adding a post:

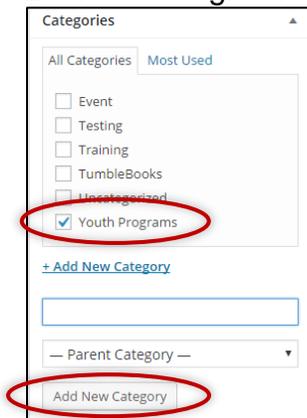
1. On your Dashboard, click on **Posts** and then **Add New**. Or click on Posts and then click on the title of a specific blog post you would like to edit or update.



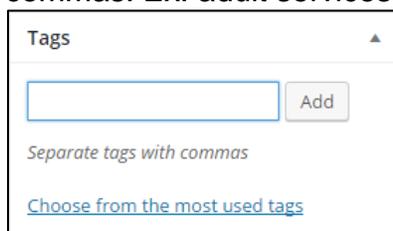
2. Enter your title by clicking where it says, “Add title.” Click in the text box area to begin typing and adding content.



3. Look to the right side of the screen or below the Post body to add or assign Categories.



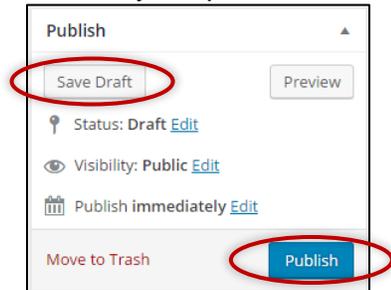
4. Add tags to improve keyword searching. Under categories you will see Tags. Click in the box and type some keywords to describe your post. Make sure to separate yours tags with commas. Ex. adult services, Pinterest, crafts.



- Near the bottom you can choose to set a featured image. This image will appear on the blog page and in the slider. Click on **Set featured image** and then follow the steps listed under **Media**, below.



- Before moving on you must save your post or publish to make it live. If you are ready to go, click on **Publish** (or the button will say **Update** if you are editing a post). Click on **Save Draft**, to save your post for later.



- Looking for an old post? Click on **Posts** and you will be presented with a list of posts that you have created. Click on any of the titles to access a post. You can also search for a post using the search area located in the upper right. Type in a keyword and click on **Search Posts**.

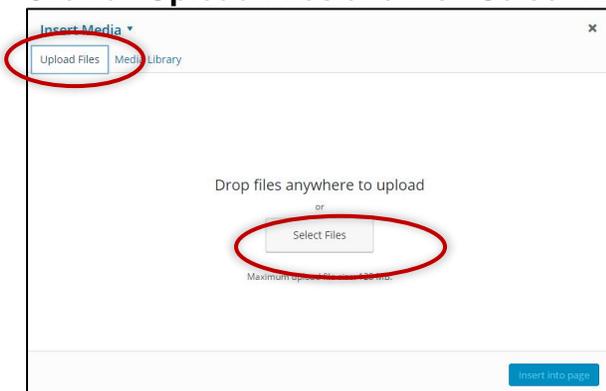
Media

Media includes images, PDF, or other documents that you need to insert into your Pages and Posts. You can add media any time by clicking on **Media** on the **Dashboard**, clicking on **Add New**, and then following steps 3-5 below. Or you can add media as needed in your Posts and Pages.

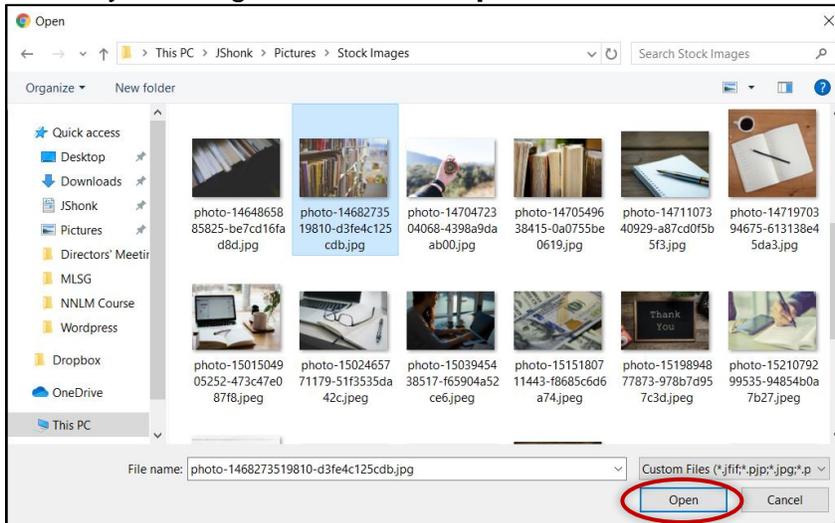
- Create or organize your image or document. If you want to use a stock image, there are resources for free images on the last page.
- Open the Page or Post that you would like to insert the image into. Click on **Add Media**.



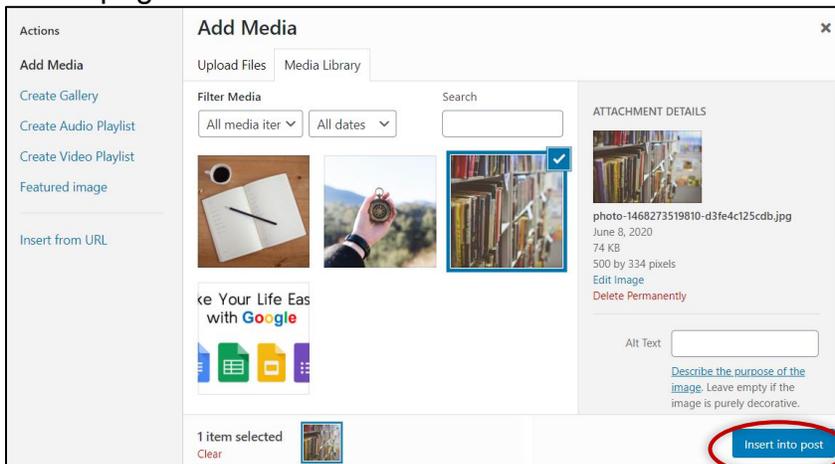
- Click on **Upload Files** and then **Select Files** or choose Media Library for existing images



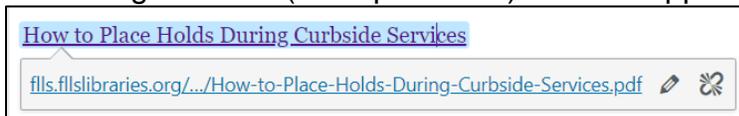
4. Locate your image and click on **Open**.



5. When uploaded, change your Title, Caption, Alt Text (for ADA compliance), and Description as needed. You may also change the size at this point. The click **Insert into Page**. Be mindful of what you use as the Title for your PDF or other documents as this will turn into clickable text on the page.



6. Your image or PDF (example below) will now appear in your post or page.



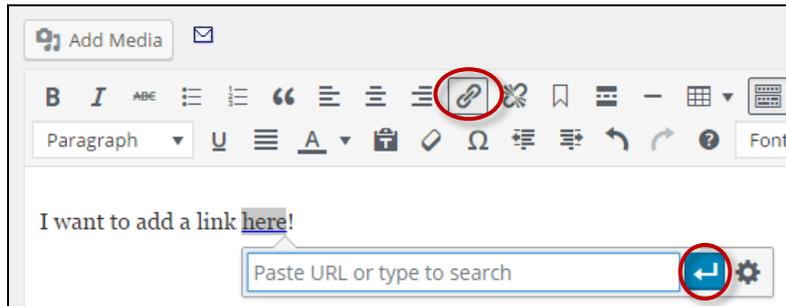
7. You can also change the size of the image by first clicking on the image and then clicking and holding on to the bottom right white squares at the corner of the picture. Drag the square to the lower right to increase size or reverse to decrease size. You can also click on the pencil to edit the properties of the image. Remember to Publish or Update your Post or Page.



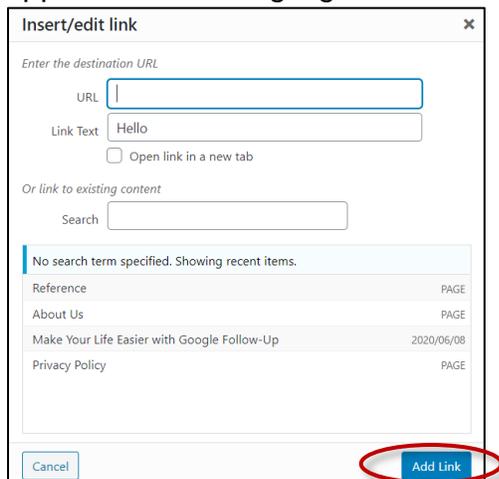
Links

You may want to add a clickable link in a Post or Page that will direct your patrons to a different webpage or a different website altogether.

1. In the body of your Post or Page, highlight text that you want to use as a link. You can also click on an image to add a link to it.
2. Click on the Insert/edit link button in the toolbar, it looks like a chain link. A field will pop up asking you to Paste URL or type to search. Add the link and click the Apply arrow.



3. If you need additional options, click the gear icon. Add your address or search for a page. You can also check the box next to "Open link in a new tab", which is good for external links. For internal links (within your website), leave that box unchecked. Click **Add Link**. Your text will appear blue and highlighted.



4. **Publish** or **Update** your Post or Page.

Menus

Menus are used to arrange and create access to your content. Your sites were setup with a Main Menu at the top of the page, a Right Sidebar menu displaying links to the catalog and databases, and a Footer Menu for the bottom of the page.

These menus can be added or subtracted from, deleted, or new menus added to help better organize access to your site.

A note about the Right Sidebar menu, the images used for display were uploaded by FLLS. New images can be created for new menu entries. Images are not required and text links can be added to any menu.

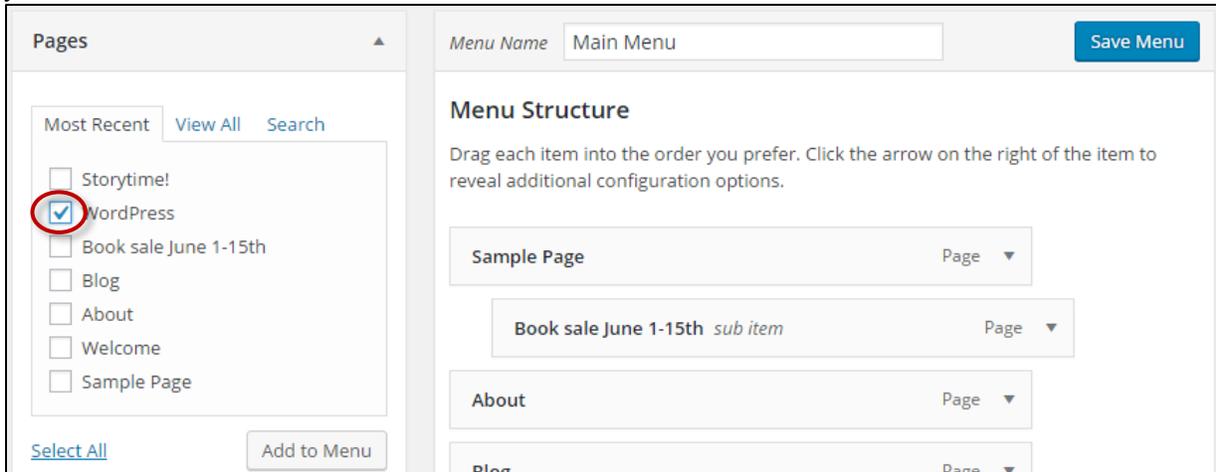
While editing the menu, it may be helpful to click **Manage with Live Preview** to view your changes as you make them!

Editing the Main Menu:

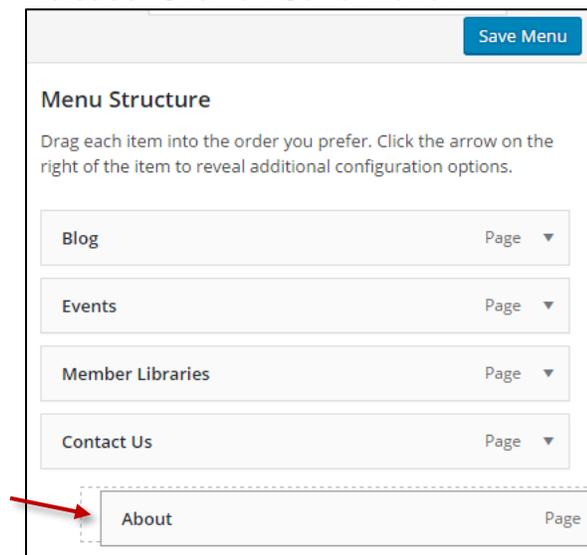
1. Go to **Appearance → Menus**.
2. Where it says, “Select a menu to edit:”, make sure it says **Main Menu (Primary Menu)**. If not, choose Main Menu and click on **Select**.



3. Under **Pages**, click on **View All**. Check the box next to your page that you will be adding to your menu. Click **Add to Menu**.

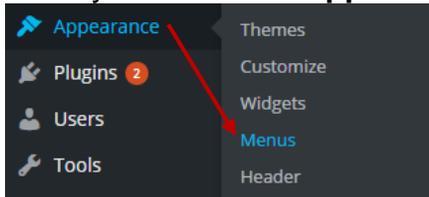


4. The new page will appear under **Menu Structure**. Click and hold on the new item and drag it to order the menu. Dragging to the right will make it a sub item of the entry directly above it. Release. Click on **Save Menu**.

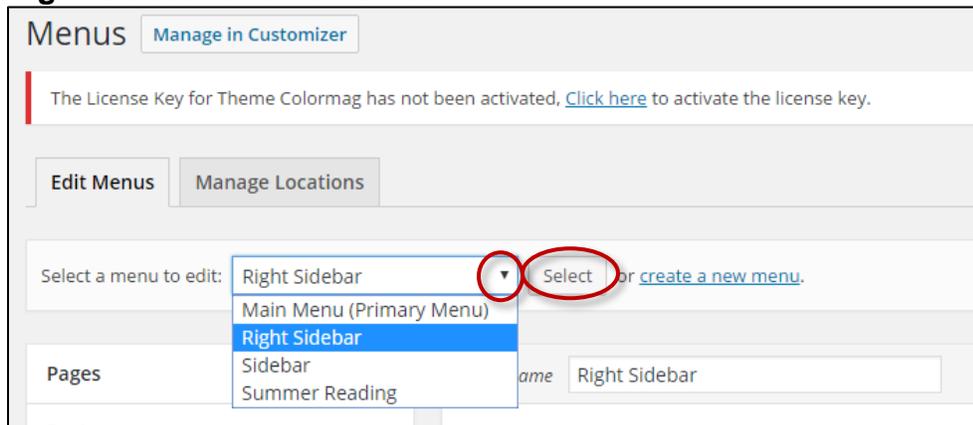


Changing the Right Sidebar Menu:

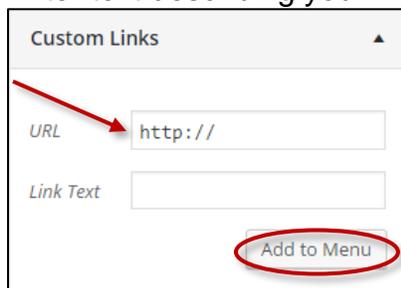
1. Login to your WordPress website.
2. Move your mouse to **Appearance** and left click on **Menus**.



3. Next to "Select a menu to edit:," click the down arrow to show all available menus. Click on **Right Sidebar** and then **Select**.



4. Look to the left side, you will see a list of items including Pages, Posts, Custom Links, and Categories. Click on **Custom links**.
5. Enter the URL for your link. For example, hoopla would be: <https://www.hoopladigital.com>. Enter text describing your link. Click on **Add to Menu**.



6. The next step would be to add images to the link, *if you choose to*. If you do not add an image, a clickable text link will appear instead. Under **Menu Structure**, you will see your newly created link. Click on the down arrow to expand it.



7. There are two images to add, the Menu image and the Image on hover. If you are adding hoopla, these images are already in your media library. First, click on **Set image**. This will open a window allowing you to choose the correct image. Click on the image and then on **Select**. Next, click on **Set image on hover**. Choose your hover image by clicking on the image

in the window that pops up and then click on **Select**. For image size, click on the down arrow and click on **Original**. Make sure to click on **Hide** for the Title position.

The screenshot shows the 'Custom Link' settings for a menu item labeled 'hoopla'. The URL is 'http://www.hoopladigital.com'. The 'Navigation Label' is 'hoopla'. The 'Image size' dropdown is set to 'Original Size', with a red arrow pointing to it. The 'Title position' is set to 'Hide'. The 'Set image' and 'Set image on hover' buttons are circled in red.

The screenshot shows the 'Chose menu image' dialog box. The 'Media Library' tab is active, showing a grid of images. The first image, which is a 'hoopla' banner, is selected and circled in red. The 'Select' button at the bottom right is also circled in red. The 'Attachment Details' panel on the right shows the image name 'Hoopla-Banner-304x74.jpg', its size (35 kB), dimensions (304 x 74), and URL.

8. One final step to complete this process, click on **Save Menu** to save your new sidebar.

Adding & Using a Slider

A slider can be used to highlight blog posts on your homepage. Sliders can be added by installing a Plugin or your theme may have one built in. The Colormag Pro, by ThemeGrill, which was used as the default theme when FLLS created your websites has a built in slider. Most of the other themes by ThemeGrill also have a slider.

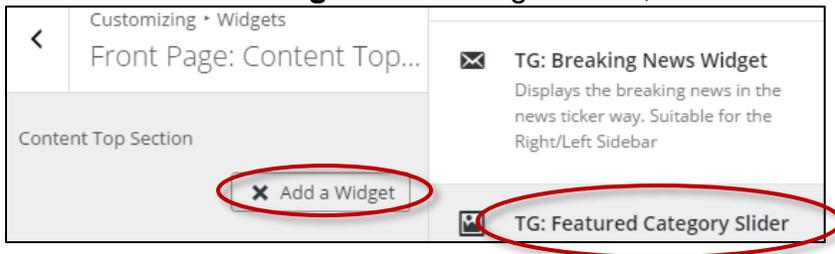
If you're installing your own slider Plugin, look for one that is updated frequently and compatible with the most recent version of WordPress. The instructions here are for use with the Colormag Pro slider.

The Colormag Pro slider populates its image from the Featured Image of your Post. It's important when adding a Featured Image to use the recommended image size by the theme. That way your image isn't cropped by the slider in a way that hides information.

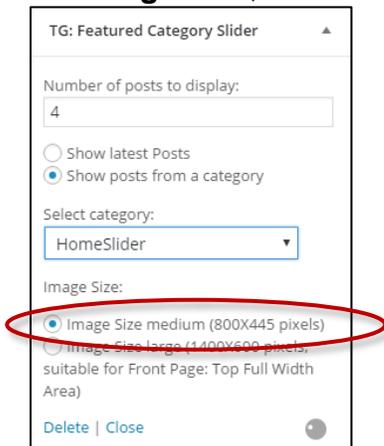
The Slider in Colormag Pro has the ability to populate the slider with your most recent blog posts or by specifying a Category, Tag, or by a specific Author. For the example of these instructions, we use a special Category called “HomeSlider” which designates content for the slider.

Colormag Pro has two default sizes for slider images, 800x445 and 1400x600. The smaller of the two sizes works well when you have additional information on the left or right of your homepage. Either size would be fine for a homepage with content below the slider.

1. If you’ll populate your slider by Category, create a Category to designate content to the slider. Our example is *HomeSlider*.
2. Make sure your posts are using a Featured Image.
3. To add the slider to your homepage, on the Dashboard, go to **Appearance** → **Customize**.
4. Click on **Widgets** and then **Front Page: Content Top Section**.
5. Click on **+ Add a Widget**. In the widget menu, click on **TG: Featured Category Slider**.



6. You will be presented with options.
 - For **Number of posts to display**, choose a number between 3-5
 - Choose to show the latest posts or to show posts from a category that you have already added to your posts, ex. *HomeSlider*
 - For **Image Size**, choose medium (800x445 pixels)



7. Click on **Save**.

Resources

- WordPress—codex.wordpress.org/Main_Page
- Graphics Editors
 - IrfanView—Resize, crop, rotate, flip, convert, red eye reduction, limited effects, batch convert & rename: irfanview.com
 - GIMP (GNU Image Manipulation Program) - Free alternative to Photoshop, full graphics editor: gimp.org
- Canva—For creating marketing materials: <https://www.canva.com/>
- Fonts—Google web fonts: <https://fonts.google.com/>
- Images—<https://www.flls.org/brochures/#freeimages>

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