



Washington County Small Woodlands Association

Basic WordPress Manual

By

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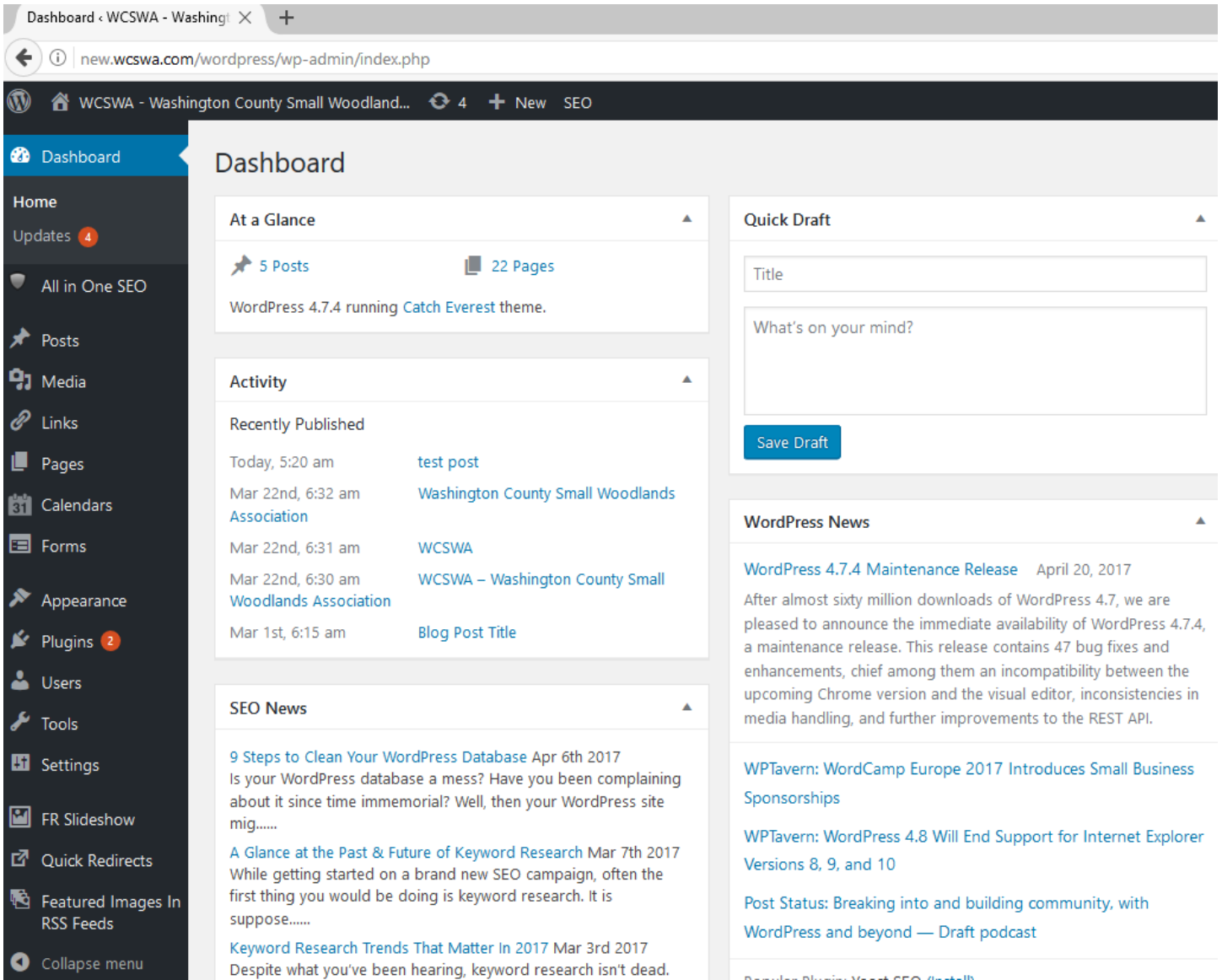
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Getting Started

This is not meant to be a stand-alone document. You are expected to be at a computer with a browser window open when you use this document.

Open your web browser. In the address bar, type "new.wcswa.com/wordpress/wp-admin".
Login.

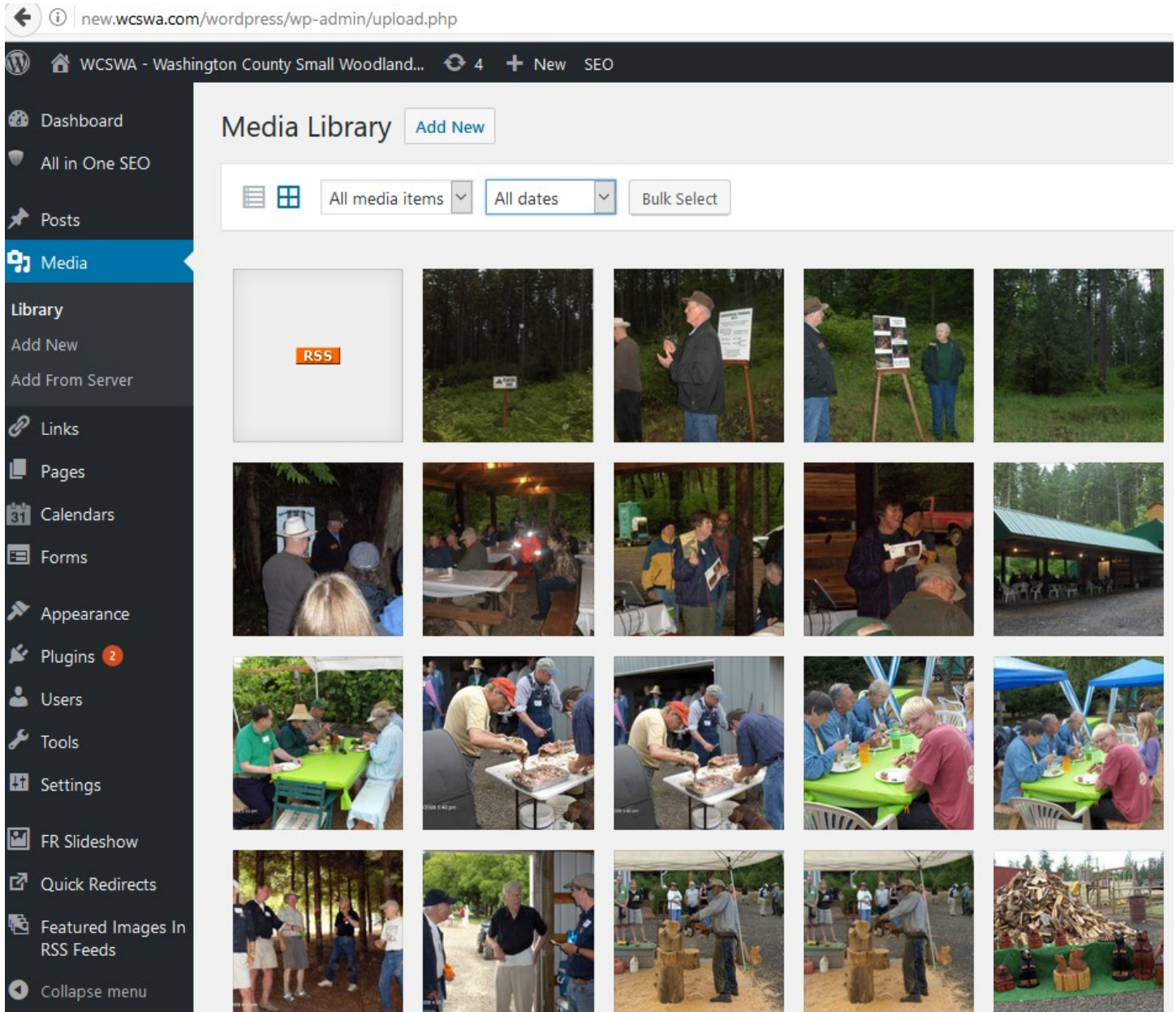


Arrive at dashboard. Left column is what you interact with the most, notably Media, Pages, Posts, and Appearance.

Adding/Editing Media

Media is any file you wish to upload from your computer to have useable or visible on the website: JPG, PDF, DOC, etc.

Click on Media. This shows all of the various media files that have been added to the website's database for possible usage on the website.




Click Add New, Select Files, browse to the desired file and click Open.

Click on the thumbnail of the recently added file. On right column, fill in Title, Caption, Alt Text, and Description, (information auto-saves).

Click on Edit Image to be able to do some minor image manipulations. Click Save when done making changes.

Attachment Details



[Edit image](#)

File name: logo1.jpg
File type: image/jpeg
Uploaded on: March 2, 2017
File size: 157 KB
Dimensions: 899 x 138

URL: <http://new.wcswa.com/wordpress/wp-content/uploads/2017/0...>

Title: WCSWA Logo

Caption: WCSWA Logo

Alt Text: WCSWA Logo

Description: WCSWA Logo

Uploaded By: admin

[View attachment page](#) | [Edit more details](#) | [Delete Permanently](#)

The URL for the Media file is listed above the Title on the right column. This URL will be used to place this image within a Page on the website.

Adding/Editing Pages

Click on Pages. This lists all of the pages that have been created for the website, though not necessarily all of the pages are actively used by the website.

new.wcswa.com/wordpress/wp-admin/edit.php?post_type=page

WCSWA - Washington County Small Woodland... 4 + New SEO

Dashboard
All in One SEO
Posts
Media
Links
Pages
All Pages
Add New
Calendars
Forms
Appearance
Plugins 2
Users
Tools
Settings
FR Slideshow
Quick Redirects
Featured Images In RSS Feeds
Collapse menu

Pages [Add New](#)

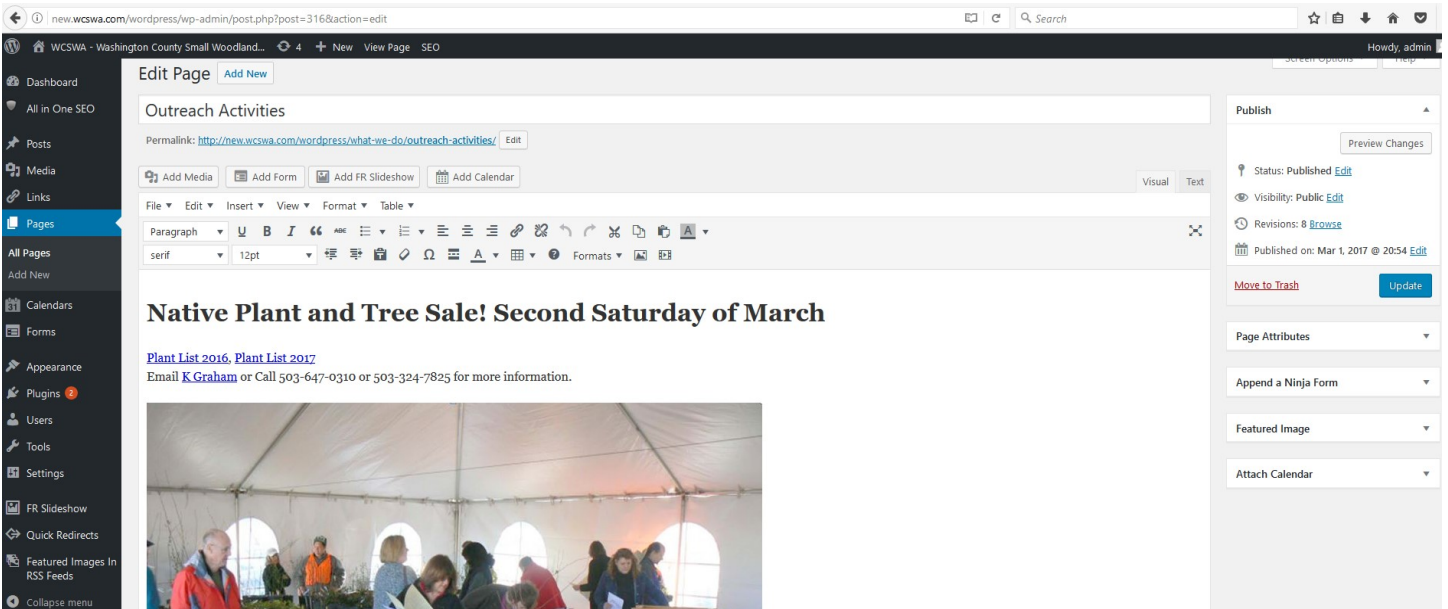
All (22) | Published (22) | Trash (1)

Bulk Actions All dates

<input type="checkbox"/>	Title	Author	Date
<input type="checkbox"/>	About Us	admin	Published 2017/03/01
<input type="checkbox"/>	— Bylaws	admin	Published 2017/03/01
<input type="checkbox"/>	— Contact Us	admin	Published 2017/03/01
<input type="checkbox"/>	— MWM Contact	admin	Published 2017/03/01
<input type="checkbox"/>	— Our Links	admin	Published 2017/03/01
<input type="checkbox"/>	Board Members — Password protected	admin	Published 2017/03/02
<input type="checkbox"/>	Calendar	admin	Published 2017/03/01
<input type="checkbox"/>	Get Involved	admin	Published 2017/03/01
<input type="checkbox"/>	— Non-member	admin	Published 2017/03/01

Click on the Title of the page you wish to edit or Add New at the top.

This opens the editing view. Near the right column, make sure "Visual" is selected. This provides a "what you see is what you get" (WYSIWYG) editing environment that resembles MS Word.



Upper right of right column has a "Preview Changes" button which allows you to view any page edits before they are committed to the website. Click "Update" button in right column to commit any changes to the website.

If the page is meant to be a sub-page within the menu structure, select the appropriate "Parent" from the drop-down menu in the right column.

If the page should be Password Protected, or Public/Private, then in the right column, find Visibility and click Edit, to change accordingly.

Deleting from Pages

While removing text is just like in a Word document, images and hyperlinks are slightly different.

To remove text from a page, select the text and click delete.



To remove a hyperlink, click in the link text to open the URL text box and click the “X” at the right end of the box to delete.

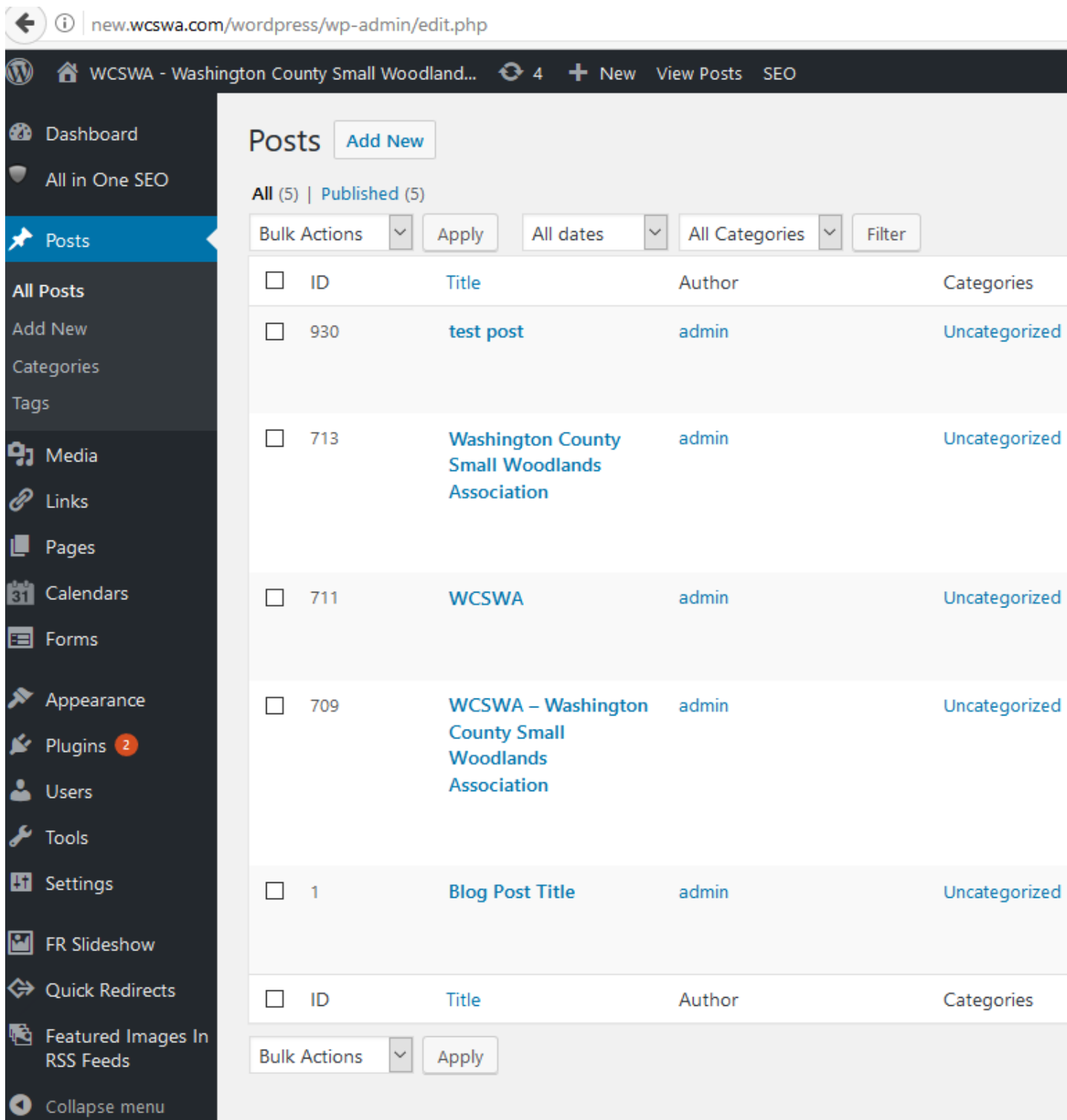


To remove a media file, click on the media file and click the “X” at the right to delete.



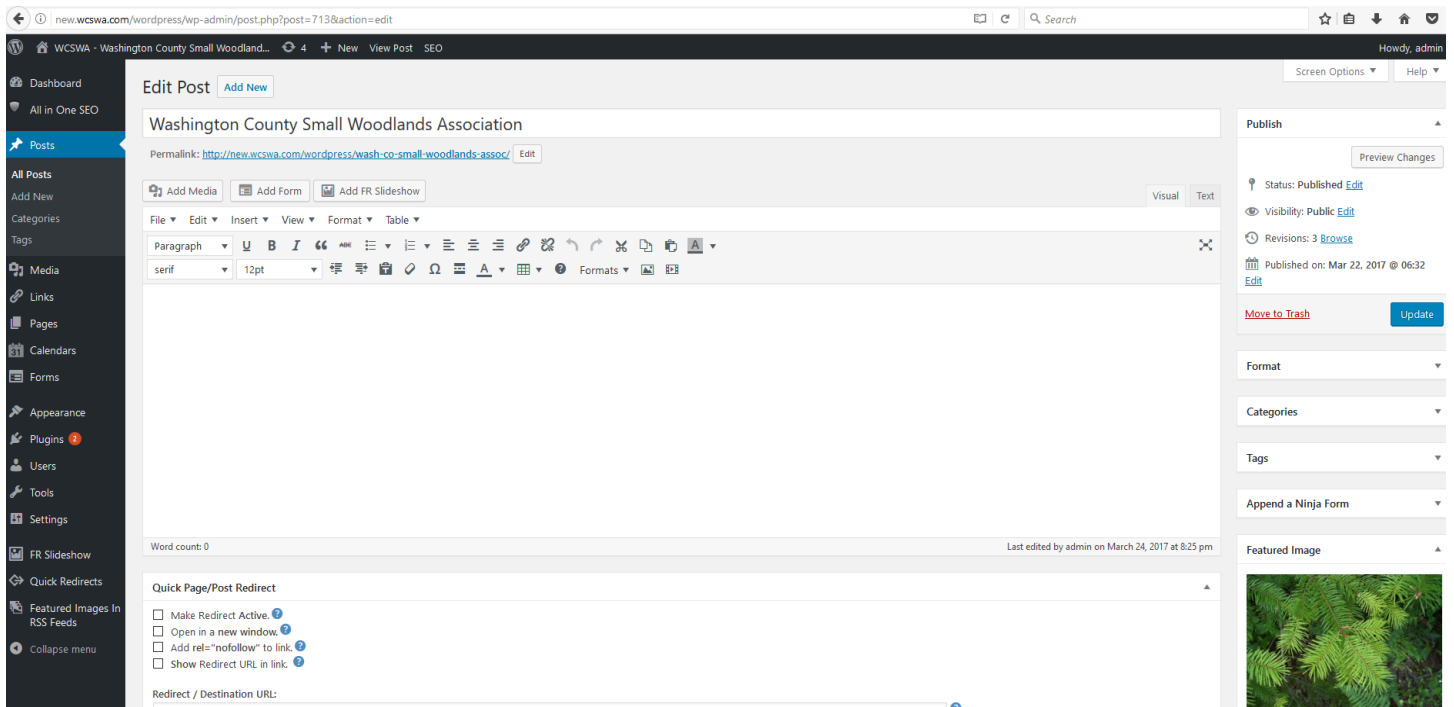
Adding/Editing Posts

Click on Posts. This area is where the Home Page picture slider is partly manipulated from, and where actual Blog Posts are typically created.



Click on the post you wish to edit, or click Add New at the top.

Enter a Title for the post at the top, and any text in the editor area. These will show up on the picture slider, if this post is used in the slider.



In the lower right of the right column, click on Set featured image to add a featured image to the post. This is the image that will be used by the picture slider if this post is used for the Home Page picture slider.

If the post is only meant to be viewed in the picture slider, then it is recommended to add a redirect to the post, so if someone clicks on the slider, they will be redirected to a useful page, rather than the actual post's page that you did not mean for them to see.

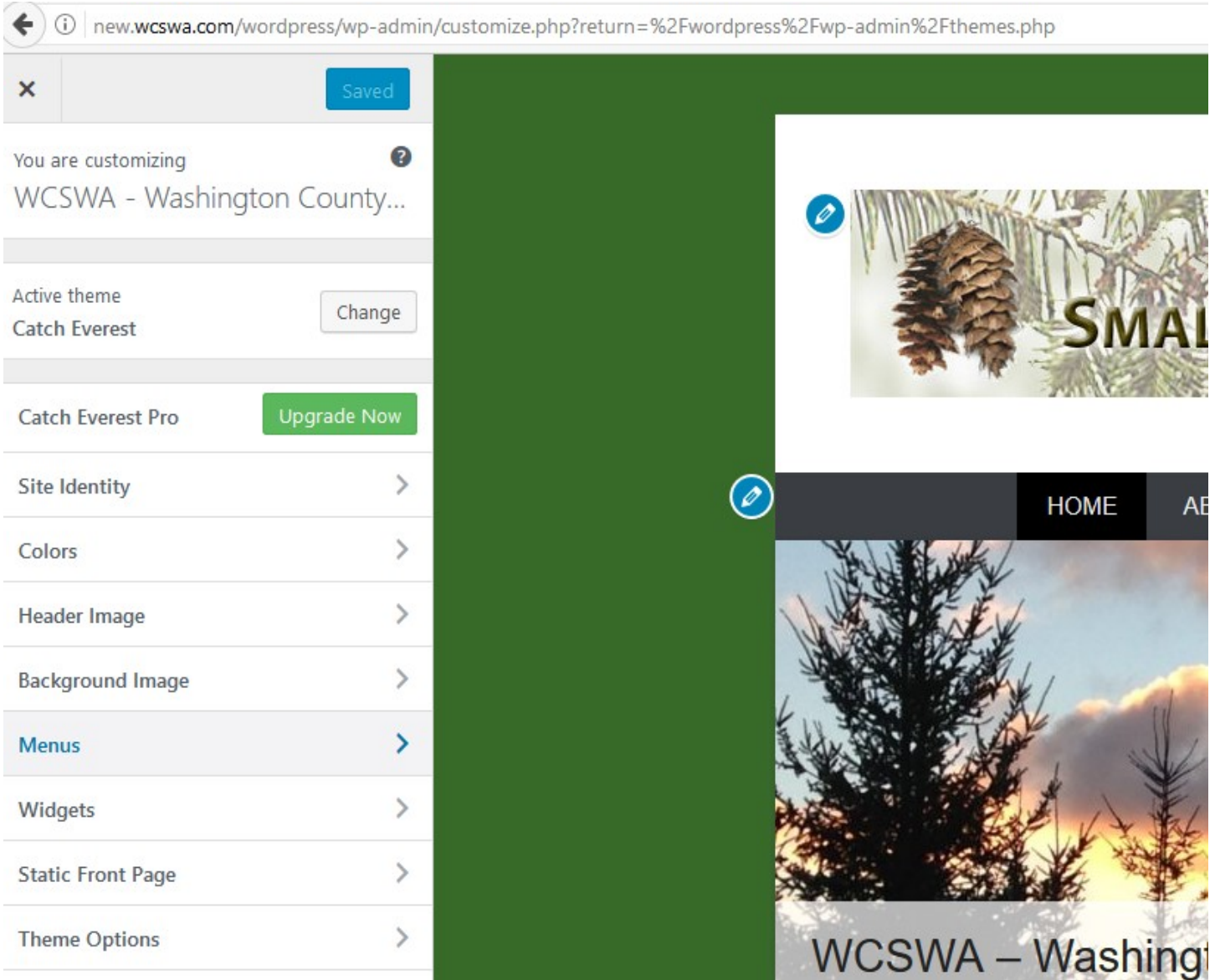
Just below the editor area is the Quick Page/Post Redirect section. Check the box Make Redirect Active.

Open a new tab in your browser and go to the page you will have this post redirect to. Copy the URL from the browser's address bar. In the Quick Page/Post Redirect section, Paste the URL into the "Redirect/Destination URL" area. Make sure you "Publish/Update" the post in the right column.

Website Menu

When adjusting the menu hierarchy, make sure the “Parent” is also appropriately adjusted on the individual Page from within the Page Editor. Review the Add/Edit Page section if need be.

Click on Appearance. Click on Customize. Click on Menus.



Click on whichever listed item says: "(Currently set to: primary)". This is the menu hierarchy. The menu can be rearranged here.

To add a page to the menus, click on Add Items. Click on Pages. Find the page you wish to add and click on it. Then rearrange it as needed within the menu hierarchy. Click Save & Publish in upper left when done.

Widgets

Widgets are typically what you see on the footer and/or sidebar of the website, even if there is only text in that space.

Click on Appearance. Click on Customize. Click on Widgets.

Choose the Footer Area (bottom is divided into 3 columns) you wish to alter.

The screenshot shows the WordPress Widgets interface. At the top left, there is a close button (X) and a 'Save & Publish' button. Below this, a breadcrumb trail reads 'Customizing > Widgets' and the current area is identified as 'Main Sidebar'. A description states 'Shows the Widgets at the side of Content'. The widget list includes: 'Text', 'Social Profiles: Follow Us', and 'MailChimp Widget'. The 'Social Profiles: Follow Us' widget is expanded, showing a 'Title' field with 'Follow Us', a grid of social media icons, an 'RSS feed' field with the URL 'http://new.wcswa.com/wordpress/fe', a 'Facebook' field with the URL 'https://www.facebook.com/Washing', and a checked 'Display labels?' checkbox. At the bottom of the widget list are 'Reorder' and '+ Add a Widget' buttons. On the right, a preview of the website shows a green sidebar and a footer with a pine cone image and a tree image, with the text 'WCSWA Woodland' visible.

Click on the down arrow on an existing Widget to alter its information.

Click on Add a Widget to choose a widget to add to that area of the footer.

Click Save & Publish in upper left when done.

Homepage Settings - Headline Options

Click on Appearance. Click on Customize. Click on Homepage Settings. Click on Homepage Headline Options to alter the Headline on the Homepage. Click on Save & Publish in upper left when done.

new.wcswa.com/wordpress/wp-admin/customize.php?return=%2Fwordpress%2Fwp-admin%2Fthemes.php

Customizing ▸ Homepage Settings
Homepage Headline Opt...

Homepage Headline Text
Appropriate Words: 10

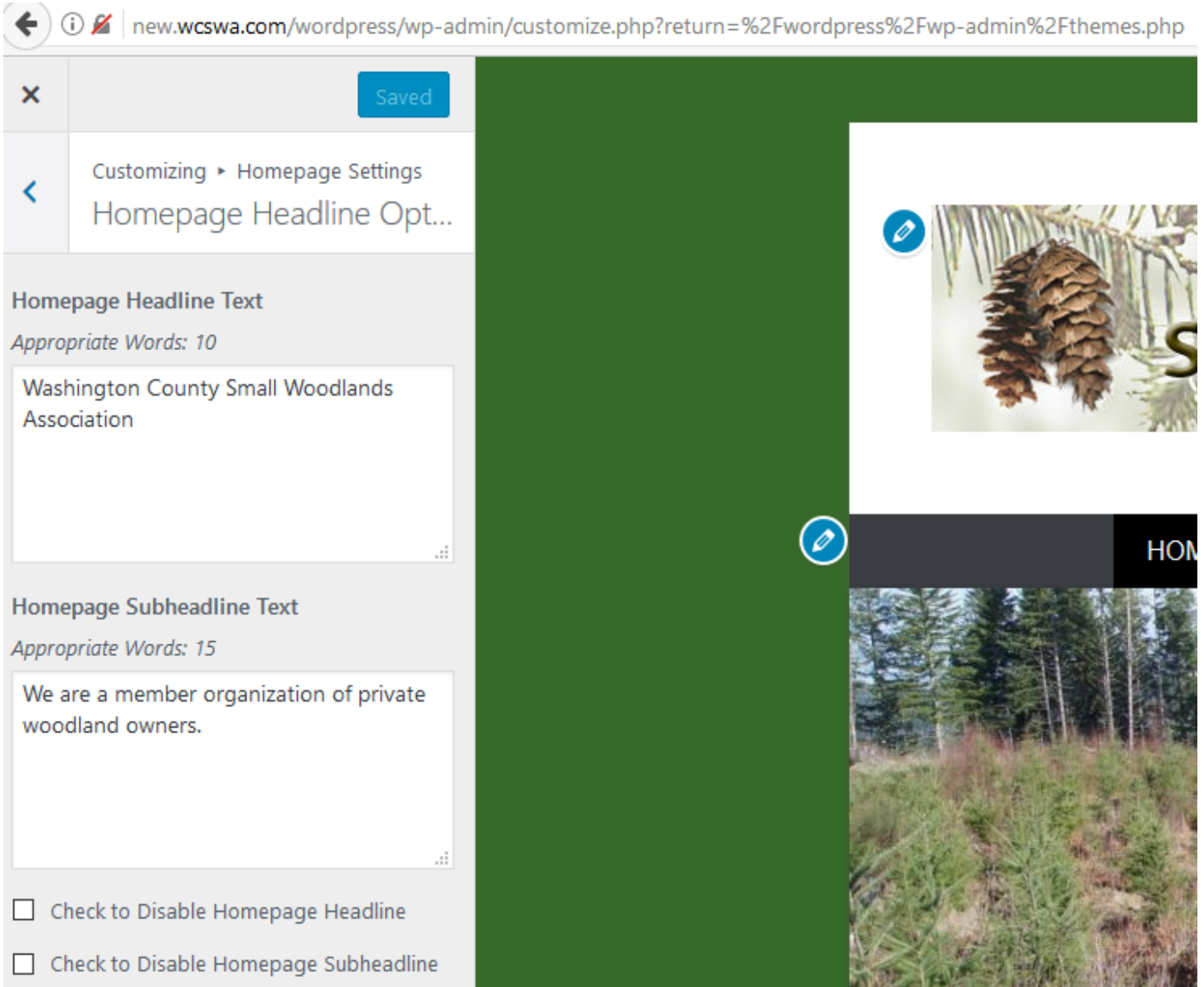
Washington County Small Woodlands Association

Homepage Subheadline Text
Appropriate Words: 15

We are a member organization of private woodland owners.

Check to Disable Homepage Headline

Check to Disable Homepage Subheadline



Homepage Settings - Featured Content Options

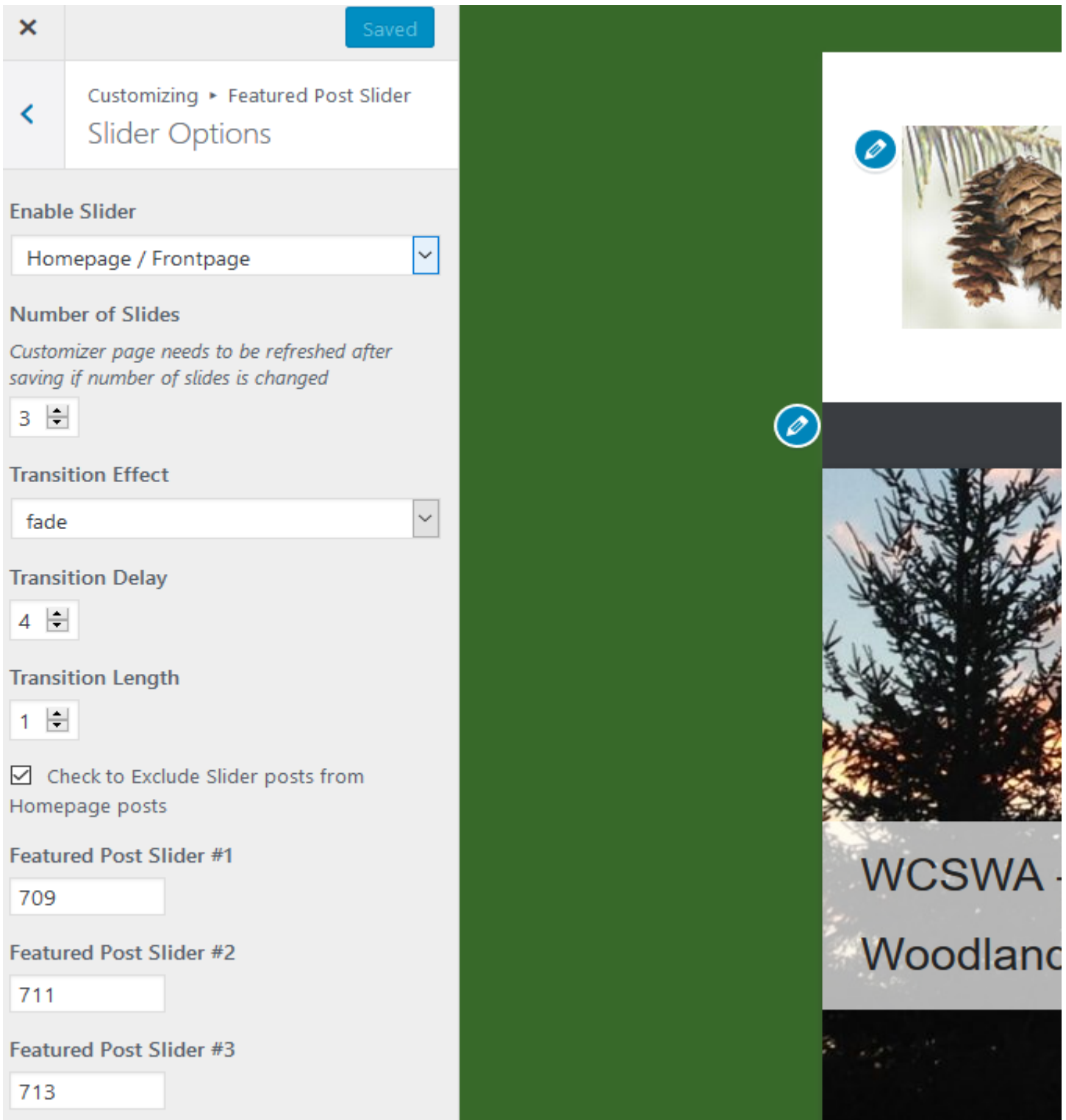
Click on Appearance. Click on Customize. Click on Homepage Settings. Click on Homepage Featured Content Options.

The screenshot displays the WordPress Customizer interface. On the left is the settings panel for 'Homepage Featured Content'. At the top right of the panel is a blue 'Saved' button. The breadcrumb trail shows 'Customizing > Homepage Settings > Homepage Featured Content'. A checked checkbox is labeled 'Check to Disable Homepage Featured Content'. Below this are sections for 'Featured Content Headline Text' (with a text input field and the instruction 'Leave empty if you want to remove headline'), 'Number of Featured Content' (with a dropdown menu set to '3' and the instruction 'Customizer page needs to be refreshed after saving if number of featured content is changed'), and 'Featured Content #1'. Under 'Image', there is a preview of a sunset over trees, with 'Remove' and 'Change Image' buttons below it. The 'Link URL' section has an empty text input field. The 'Target. Open Link in New Window?' section has a dropdown menu. The 'Title' section has an empty text input field and the instruction 'Leave empty if you want to remove title'. On the right is a preview of the homepage, which has a dark green header and a main content area with a large image of a forest. A semi-transparent box with the text 'WCSWA' is overlaid on the image. A 'HOME' button is visible in the top right corner of the preview.

This is where you select the number of featured content, pictures, text, and link URLs to go on the Homepage. Click Save & Publish in upper left when done.

Featured Post Slider - Slider Options

This is where you change the Homepage slideshow.



The screenshot shows the WordPress Customizer interface for the 'Featured Post Slider' settings. The left sidebar contains the following options:

- Enable Slider:** A dropdown menu set to 'Homepage / Frontpage'.
- Number of Slides:** A spinner control set to 3. A note below reads: 'Customizer page needs to be refreshed after saving if number of slides is changed'.
- Transition Effect:** A dropdown menu set to 'fade'.
- Transition Delay:** A spinner control set to 4.
- Transition Length:** A spinner control set to 1.
- Check to Exclude Slider posts from Homepage posts
- Featured Post Slider #1:** A text input field containing '709'.
- Featured Post Slider #2:** A text input field containing '711'.
- Featured Post Slider #3:** A text input field containing '713'.

The right side of the interface shows a preview of the slider. It features a dark green background with three slides. The top slide shows pine cones, the middle slide shows a tree, and the bottom slide shows a sign with the text 'WCSWA - Woodland'. A blue 'Saved' button is visible in the top right corner of the sidebar.

To add to the Post Slider, a Post needs to have been created with the desired image and text, and the Post ID is then copied into the chosen spot within the Featured Post Slider. Click Save & Publish in the upper left when done.

Google Calendar

Open your web browser. In the address bar, type "calendar.google.com" Sign-in to the calendar's gmail account if need be. Click on a date and click on Edit event to start creating an event for that date.

Enter a Title for the event at the upper left. Select a date or date range. Uncheck "All day" to be

calendar.google.com/calendar/render#eventpage_6%7Ceid-MzZzbW05MmJ1aXA0ZWk5aTFuaDFuMG9mbTBfMjAxNjExMDFUMDcwMDA

Google Search Calendar

← SAVE Discard changes Delete More Actions

Website Review

11/1/2016 12:00am to 1:00am 11/1/2016 Time zone

All day Repeat: Monthly on day 1 Edit

Event details Find a time

Where Enter a location

Video call Add video call

Calendar Ashland Studio Z

Created by creativedance@mind.net

Description

Attachment Add attachment

Event color

Notifications No notifications set Add a notification

Show me as Available Busy

Visibility Calendar default Public Private

Making this event public will expose all event details to anyone who has access to this calendar, even if they can't see details of other events. [Learn more](#)

[Publish event](#)

Add guests

Enter guest email address Add

Guests can

modify event

invite others

see guest list

able to select a time range. **Ensure Calendar selected is "WC SWA"**. Enter the location and description. Change the Visibility to Public. Click Save near upper left when done. Go to website's calendar to verify the new event populated into the calendar. You may have to refresh the website if you had it open already.

Edit the Calendar

“Shortcode” is the information inserted into a Page.

On the left column, click Calendars. For the listed “Google Calendar”, mouse over to the “Title” column and click on “Edit”.

The screenshot shows the WordPress 'Edit Calendar' interface. On the left sidebar, the 'Calendars' menu is highlighted. The main content area is titled 'Edit Calendar' and includes an 'Add New' button. Below the title is a text input field labeled 'Enter title here'. A permalink is shown as <http://new.wcswa.com/wordpress/calendar/599/> with an 'Edit' button. There are buttons for 'Add Media', 'Add Form', and 'Add FR Slideshow'. A rich text editor toolbar is visible with options like bold, italic, link, quote, delete, insert, image, list, code, more, and close tags. The editor content shows a shortcode: `[title]` followed by `[when]`, `[location]`, `<div>[description]</div>`, and `[link newwindow="yes"]See more details[/link]`. A 'Word count: 8' indicator is present. Below the editor is the 'Calendar Settings' section, which includes 'Event Source' (Google Calendar), 'Calendar Type' (Default), and 'View' (List). The 'Appearance' tab is selected, showing settings for 'Span' (4 Month(s)), 'Hide Header' (checkbox), 'Compact List' (checkbox), 'Limit Visible Events' (checkbox), and 'Expand Multi-day Events' (dropdown menu set to 'No, display only on first day of event').

Under “Calendar Settings”, not on the right column, click on “Appearance”. This is where you alter the timeframe visible on the calendar.

Polls

This adds and edits Polls that can be manipulated as a widget.

Click on Poll and Add Poll. Enter the Question and Answer choices.

The screenshot shows the 'Add Poll' form in a WordPress dashboard. The left sidebar contains a menu with items: Dashboard, All in One SEO, Posts, Media, Pages, Calendars, Contact, Appearance, Plugins, Users, Tools, Settings, Custom Fields, Quick Redirects, Insights, Maps, Polls (highlighted), Manage Polls, Add Poll, Poll Options, Poll Templates, and Collapse menu. The main content area is titled 'Add Poll' and contains the following fields:

- Poll Question:** A large text input field.
- Poll Answers:** Two text input fields labeled 'Answer 1' and 'Answer 2', each with a 'Remove' button to its right. Below them is an 'Add Answer' button.
- Poll Multiple Answers:** A section with two dropdown menus:
 - 'Allows Users To Select More Than One Answer?' set to 'No'.
 - 'Maximum Number Of Selected Answers Allowed?' set to '1'.
- Poll Start/End Date:** A section with two rows of date and time pickers:
 - 'Start Date/Time' set to '21 April 2016 @ 21:57:57'.
 - 'End Date/Time' with a checked checkbox and the text 'Do NOT Expire This Poll'.

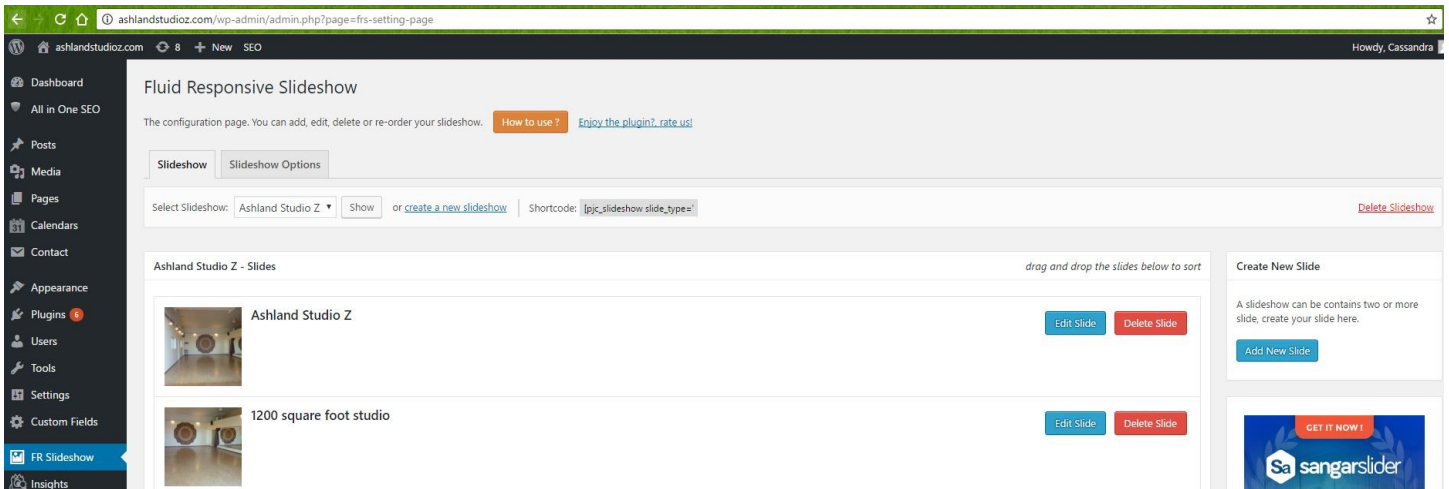
At the bottom right of the form, there are two buttons: 'Add Poll' (highlighted in blue) and 'Cancel'.

Select Start and End parameters for the Poll. Click “Add Poll” in the lower right corner. Go to the Widget section to manipulate the poll as a widget.

FR Slideshow

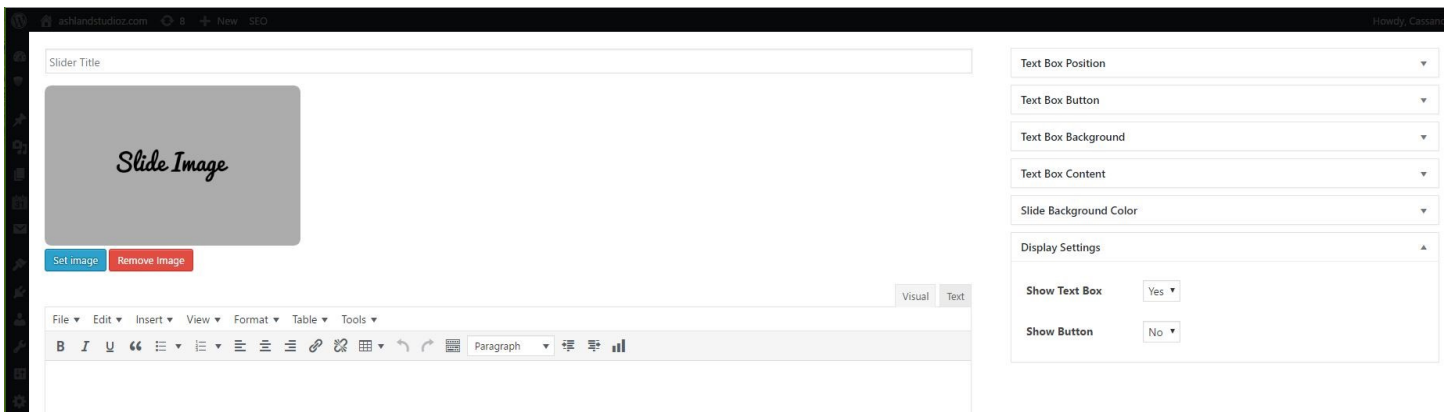
This plugin allows a slideshow of images to be placed anywhere on any page by inserting the 'shortcode' for a specific slideshow where desired on a page or post.

The main screen for the Fluid Responsive (FR) Slideshow contains the ability to create a new slideshow, add new slides, change slideshow being viewed, edit specific slides of a slideshow, and shows the 'Shortcode' for the selected slideshow. There is also a tab for the selected slideshow's options.



Add New Slide

On the right most area of the FR Slideshow main screen, click the Add New Slide button. The Title is displayed in the slide text box. The Display Settings in the lower right have settings for removing text box and button from the slide.



Click Save Slide in the lower right corner when slide is complete.

FR Slideshow - Slideshow Options

Click the Slideshow Options tab near the upper left to see the options for changing the specific slideshow's dimensions and timing.

The screenshot shows the WordPress dashboard for 'ashlandstudioz.com'. The left sidebar contains a menu with the following items: Dashboard, All in One SEO, Posts, Media, Pages, Calendars, Contact, Appearance, Plugins (6), Users, Tools, Settings, Custom Fields, **FR Slideshow** (highlighted), Insights, Quick Redirects, Maps, Polls, and Collapse menu. The main content area displays the 'FR Slideshow' settings page, which is organized into four sections:

- Base Dimension and Proportion**
 - Base Width: 650 (Slider width)
 - Base Height: 350 (Slider height)
- Size And Scaling**
 - Full Width: Yes (Fluid the slideshow width to container width)
 - Min Height: 300 (Minimum slider shrink height)
 - Max Height: 0 (Maximum slider height, set to 0 (zero) to make it unlimited.)
- Text Box**
 - Show Textbox: Yes (Select yes if you to show the textbox)
 - Title Size: 22 (Textbox Heading)
 - Description Size: 16 (Textbox Text Size)
- Slide Time**
 - Slide Time: 2500 (The speed image cycle (in millisecond),0 for manual slideshow)
 - Slide Transition Time: 800 (The speed of the transisiton animation (in millisecond).)

WordPress Updates

WordPress will automatically apply any Security Updates that it needs. The Theme should not need to be updated.

The screenshot shows the WordPress dashboard for a user on the domain new.wcswa.com. The main heading is 'WordPress Updates'. Below this, it states 'Last checked on April 25, 2017 at 9:36 pm.' with a 'Check Again' button. A message reads: 'You have the latest version of WordPress.' followed by 'If you need to re-install version 4.7.4, you can do so here:' and a 'Re-install Now' button. The 'Plugins' section lists two plugins with updates available: 'Ninja Forms' (update from 3.0.34 to 3.0.34.1) and 'TinyMCE Advanced' (update from 4.4.3 to 4.5.6). Both plugins show 100% compatibility with WordPress 4.7.4. There are 'Update Plugins' buttons for both sections. The 'Themes' section indicates that no themes have updates available and includes a note about customizations being lost.

Click on Dashboard. Click on Updates. Check the Update that is requesting to update and click on Update. Any Plugin that has not been activated previously, does not need to be updated and should not be activated unless you are sure you wish to activate it.

MailChimp Form

On the Left Column, under Settings, is MailChimp Setup. This allows a MailChimp account to be connected to a form on the website. Website visitors can be added to the mailing list to

The screenshot shows the MailChimp List Setup interface within a WordPress dashboard. The browser address bar shows 'WCSWA - Washington County Small Woodland...'. The left sidebar contains a menu with 'Settings' highlighted. The main content area has a teal header with the MailChimp logo and 'MailChimp List Setup'. A 'Logged in as: WCSWA' box with a 'Logout' button is in the top right. Below the header, the 'Your Lists' section prompts the user to select a list, with a dropdown menu currently set to 'Website' and an 'Update List' button. The 'Content Options' section is divided into three parts: 'Header' with a text area containing 'Sign up for Website Updates', 'Sub-header' with an empty text area, and 'Submit Button' with a text area containing 'Subscribe'. An 'Update Subscribe Form Settings' button is located at the bottom right of the content options. A teal bar at the bottom of the interface contains the text 'Remove MailChimp CSS'.

receive the emails from “Campaigns” setup on MailChimp’s website. *On a Monthly basis, the “Update List” button should be pressed to ensure the mailing lists are synchronized.*

Engaging the MailChimp Campaigns

As of the creation of this document, there are two MailChimp Campaigns presently running. Both campaigns can be edited via the MailChimp website.

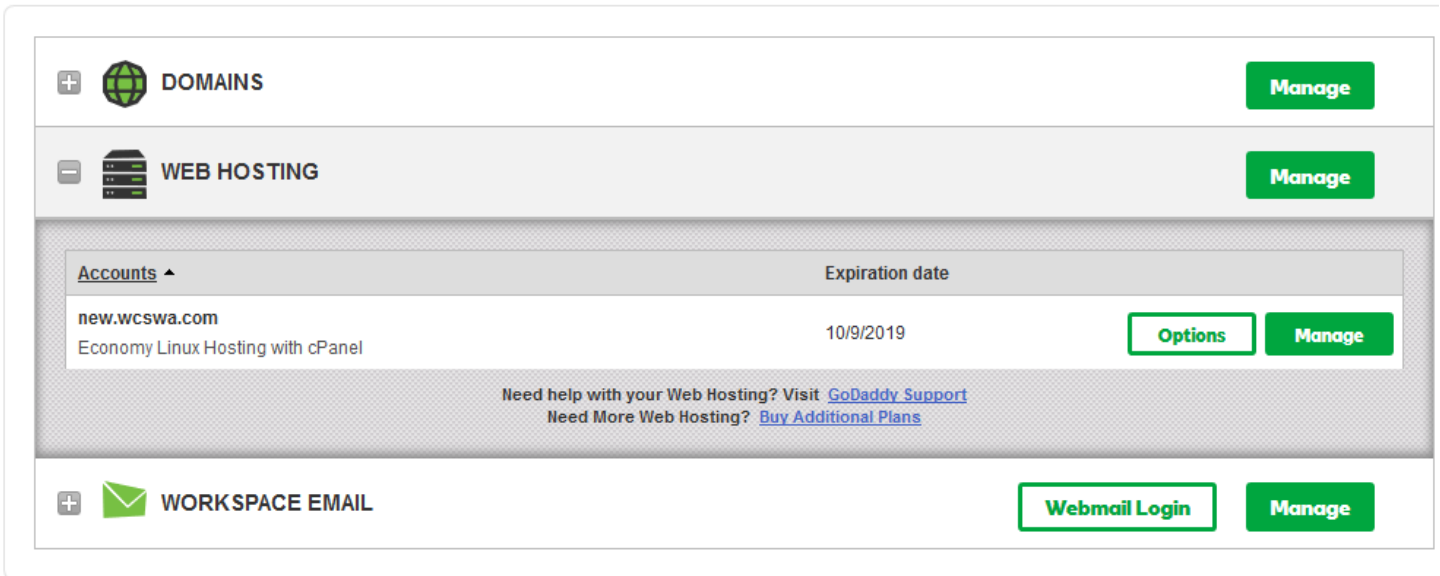
One Campaign runs on the 2nd of each month, at 6am. This is meant to be an automatic email following the website being updated with the monthly newsletter information.

The second Campaign is driven by a New Post being created on the website, and the email is sent the following 8am.

Backups with GoDaddy

Backing up the website involves downloading parts of the site from GoDaddy and then uploading those pieces to Google Drive.

Login to GoDaddy. Click on the “Plus” sign next to WebHosting and click on the “Manage” button that shows up.



The screenshot shows the GoDaddy account management dashboard. At the top, there are three main sections: DOMAINS, WEB HOSTING, and WORKSPACE EMAIL. Each section has a 'Manage' button. The WEB HOSTING section is expanded, showing a table with columns for 'Accounts' and 'Expiration date'. The table contains one entry for 'new.wcswa.com' with an expiration date of '10/9/2019'. Below the table, there are 'Options' and 'Manage' buttons. At the bottom of the dashboard, there is a 'Webmail Login' button and another 'Manage' button.



The screenshot shows the GoDaddy domain search interface. It features a search bar with the placeholder text 'Enter the domain you want' and a green 'Search' button to the right.

In the lower right corner of the Files section, click on Backup Wizard.

All > new.wcswa.com

Linux hosting with cPanel

Stats & Usage

Home Directory

/home/wcswabackend13

Website(s) IP Address

107.180.57.185

UPGRADE

CPU Usage ⓘ

0 / 100

Memory Usage ⓘ

15.76 / 512

Find functions quickly by typing here.

Your Building Tools



WordPress



Email Account



Installatron Appli

Files



File Manager



Images



Directory Privacy



Disk Usage



Web Disk



FTP Accounts



FTP Connections



Backup



Backup Wizard

Click on the Backup Button.

① Backup/Restore	② Full or Partial Backup
-------------------------	--------------------------

Backup

This feature allows you to download a zipped copy of your entire site or parts of it onto your computer.

The following are backed up and included in a zip file for your convenience:

- Home Directory
- MySQL Databases
- Email forwarders configuration.
- Email filters configuration.

Backup

Restore

This feature allows you to upload a zip file(s) that you have previously backed up.

The following are restored:

- Home Directory
- MySQL Databases
- Email forwarders configuration.
- Email filters configuration.

Restore

The bulk of the data is in the Home Directory, so we back that up last. Click on the MySQL Databases.

Partial Backup	③ Download
-----------------------	------------

Select Partial Backup

This feature allows you to select which partial backup you want to download.

Home Directory	MySQL Databases	Email Forwarders & Filters
----------------	-----------------	----------------------------

Click on the link below “Databases” to start the download, then click “Go Back”

Final Step

Download your partial backup type.

Download a MySQL Database Backup

Databases

i2960524_wp1

[Go Back](#)

Click on the Email Forwarders and Filters.

Final Step

Download your partial backup type.

Download Email Forwarders or Filters Backup

Forwarders

[new.wcswa.com](#)

[wcswa.com](#)

[Go Back](#)

Click on the links below Forwarders to initiate each download.

Click “Go Back” when done.

Click on Home Directory. Click on the Home Directory button to initiate the download.

Final Step

Download your partial backup type.

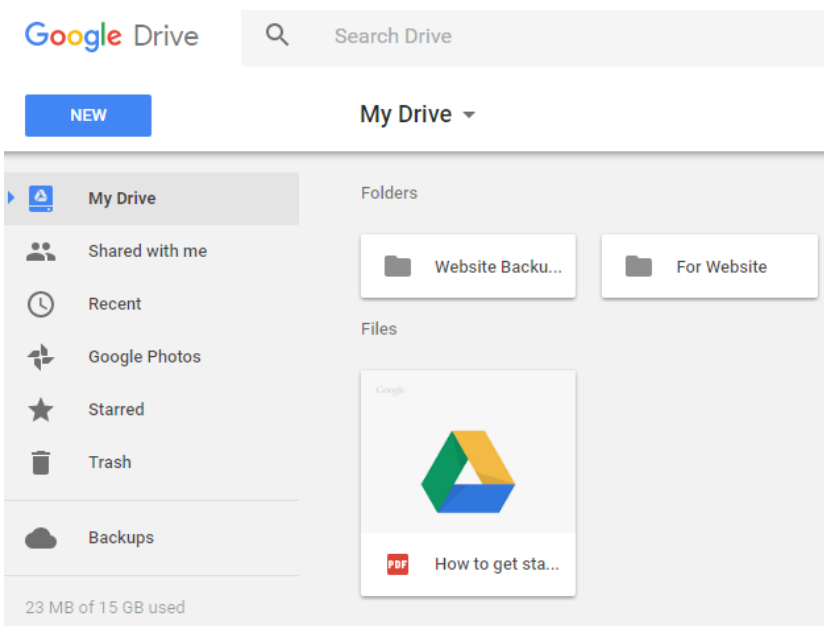
Download a Home Directory Backup

[Home Directory](#)

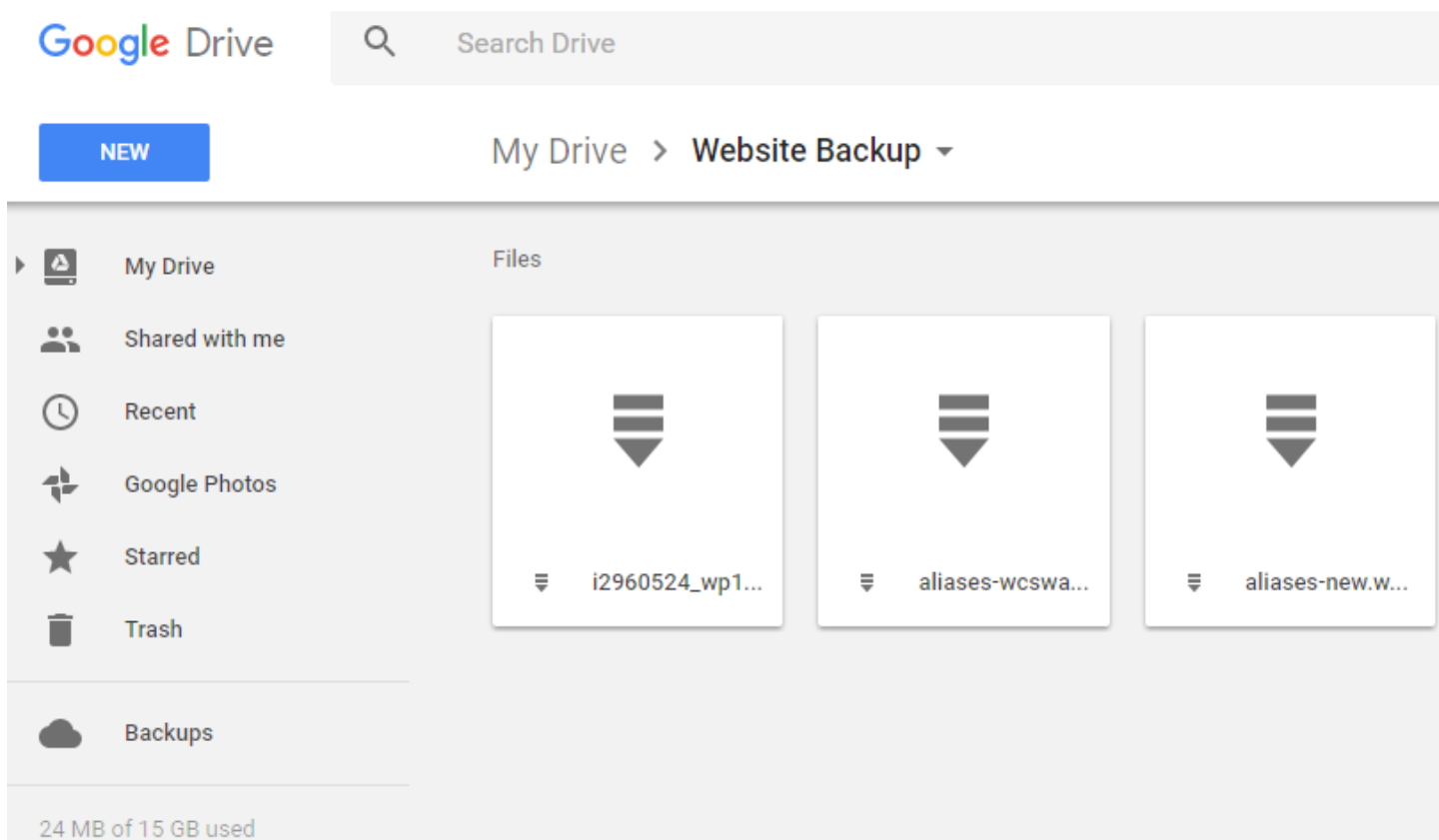
[Go Back](#)

This is a large file, over 1GB, so expect the download to take some time.

Once the files are all downloaded, go to <http://drive.google.com> and login to the WCSWA gmail account.



Click on the Website Backup folder.



Right click and select “Upload Files”. Choose the files that have been downloaded from Go-Daddy and click “Open”. It is okay to overwrite files if asked.

This will take some time due to the size of the file from the Home Directory.

When the upload is finished, the backup is done.

Walk-Thru

GoDaddy Backup (As desired), page 25

Login to Dashboard, page 4

Update Wordpress, as needed, page 22

Add Media - Newsletter PDF, any pictures for articles that will be on web pages, page 5

Edit Archive Newsletter page, page 7

Edit Newsletter page, page 7

Edit Home page, page 7

Delete “update” post, page 10

Add new “update” post, page 10

Sync mailchimp, page 23

Frequently Asked Questions

When I view the webpage, there is a Wordpress editing bar across the top and an “Edit” link near the bottom of each page. How do I get rid of these?

Those are visible when you are still logged into the Wordpress, admin side of the website. In the upper right is a person icon with an option to Log out. Only people logged into the admin side of the website will see the editing bar and link, so no other visitors to the site will ever see them.

This manual is great, but I really am lost on how to do what I want to do.

Review the walk-thru. Most everything is a collection of smaller tasks. If you want a drink of water, you must get a cup, then fill the cup with water. Only then can you drink the water. To add a document or picture to a page, first the doc/pic must be uploaded to the website. Then you must edit the page so the hyperlink for that doc/pic can be added to the specific page.

Resources

WordPress Tutorial—WordPress How-To For Beginners
<https://www.siteground.com/tutorials/wordpress/>

WordPress Lessons
https://codex.wordpress.org/WordPress_Lessons

WordPress Tutorial for Beginners 2016: Step by Step Build Your Website
<https://www.youtube.com/watch?v=wiaT4bR3xGA>

Beginner's Guide For WordPress
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