HIGHER
INFORMATION
GROUP

Your Sourcing Partner.
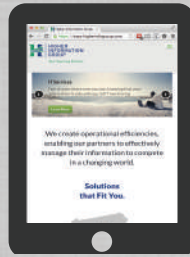
WEB DESIGN & DEVELOPMENT

AACA Regions
Website Basics Manual

Table of Contents

Log In

Step 1: Append **"/wp-admin"** to the end of your URL.

Ex: http://www.hershey.aaca.com/wp-admin

Step 2: Enter your **username** and **password**.
Note: Do not use "**Remember Me**" unless it is a personal computer/device.

Step 3: Login

Your Dashboard
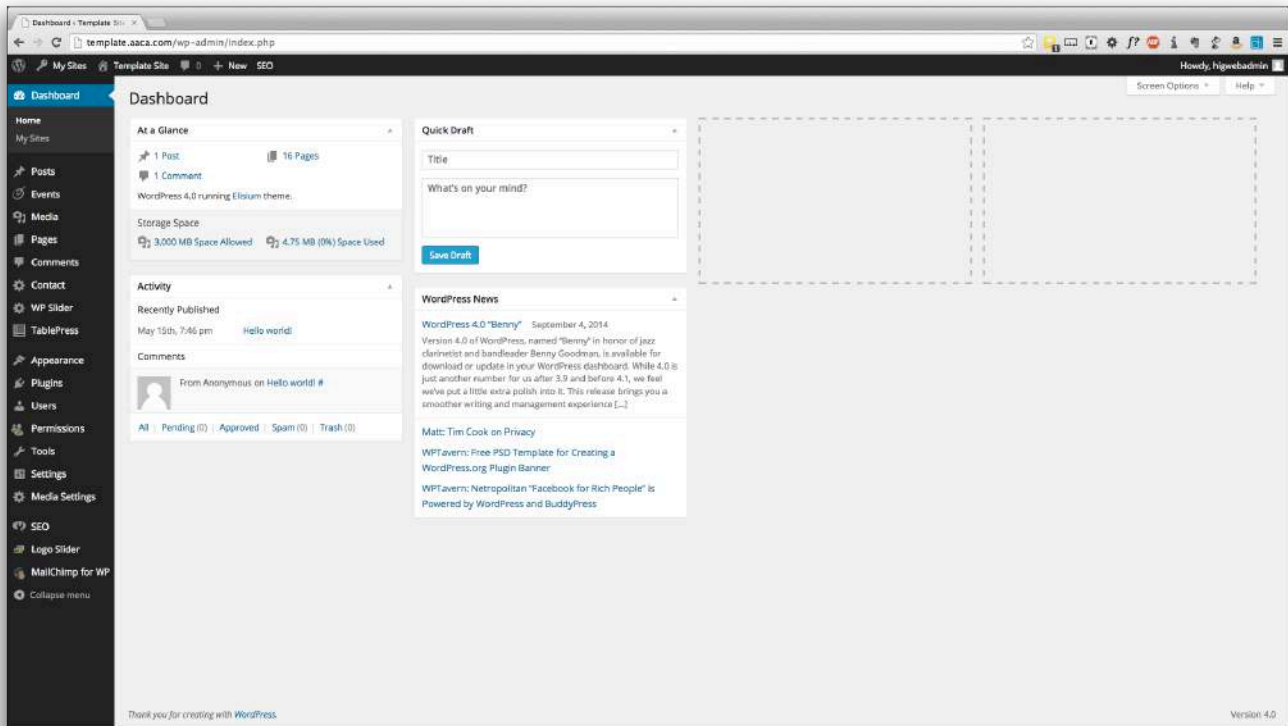
The dashboard is a tool to quickly access the most used areas of your website's administration and to provide a glimpse into other areas of the WordPress community. The Dashboard screen presents information in blocks called modules.

Your Modules:
- Welcome to WordPress
- At a Glance
- WordPress News
- Activity

Adding A Post
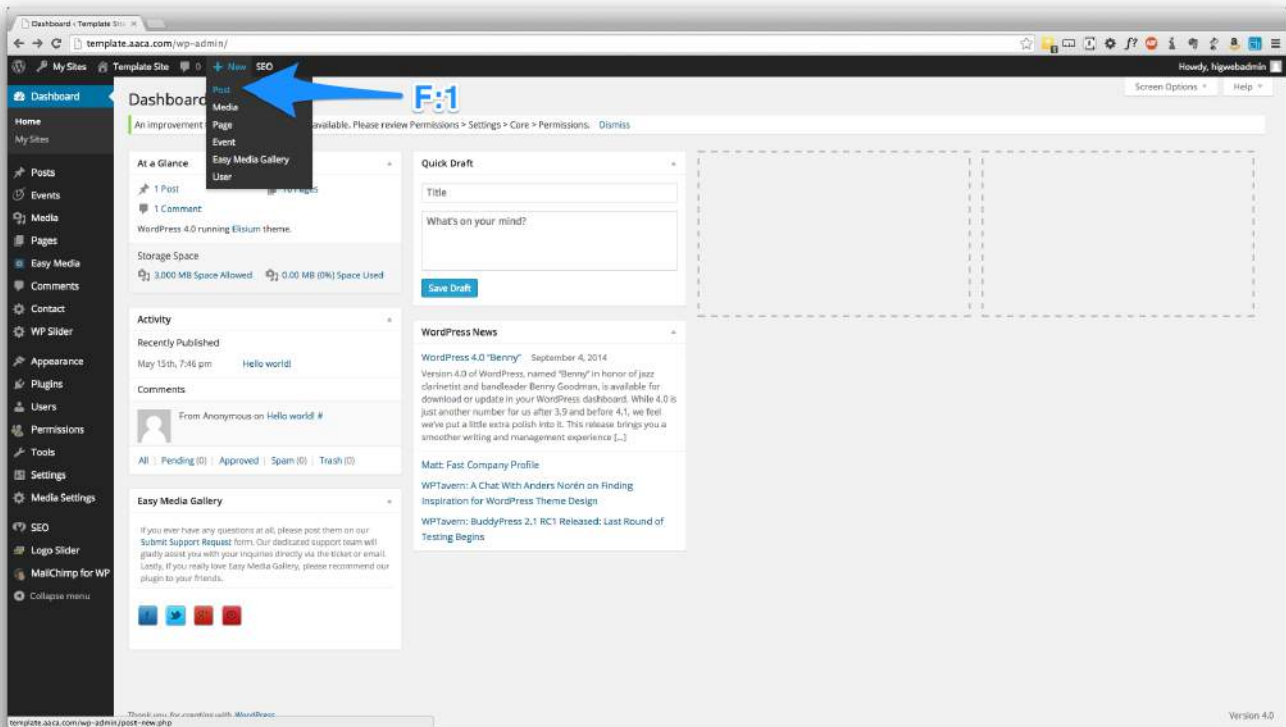
When you're writing a regular blog entry, you write a post. Posts, in a default setup, appear in reverse chronological order on your blog's home page.

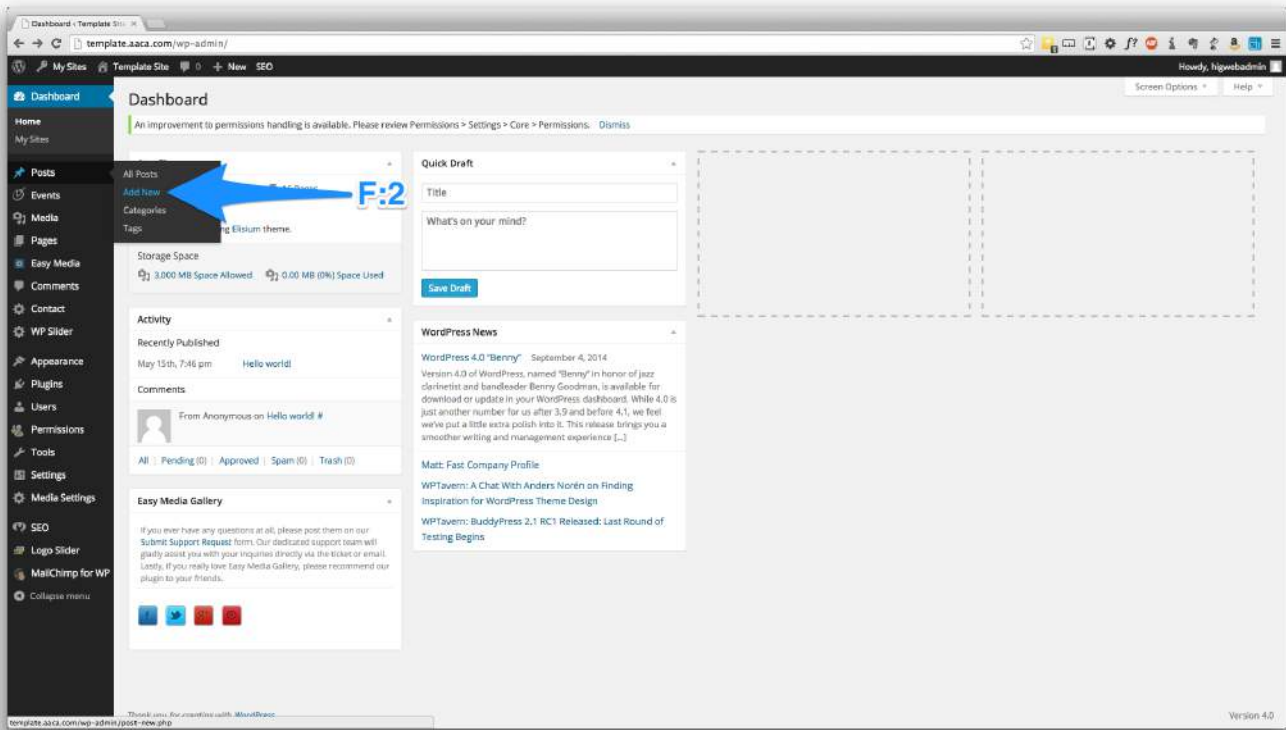You will want to use a post to for your **News** section. This is great for Press Releases, and Upcoming Event write-ups.

There are multiple ways to get the same results.

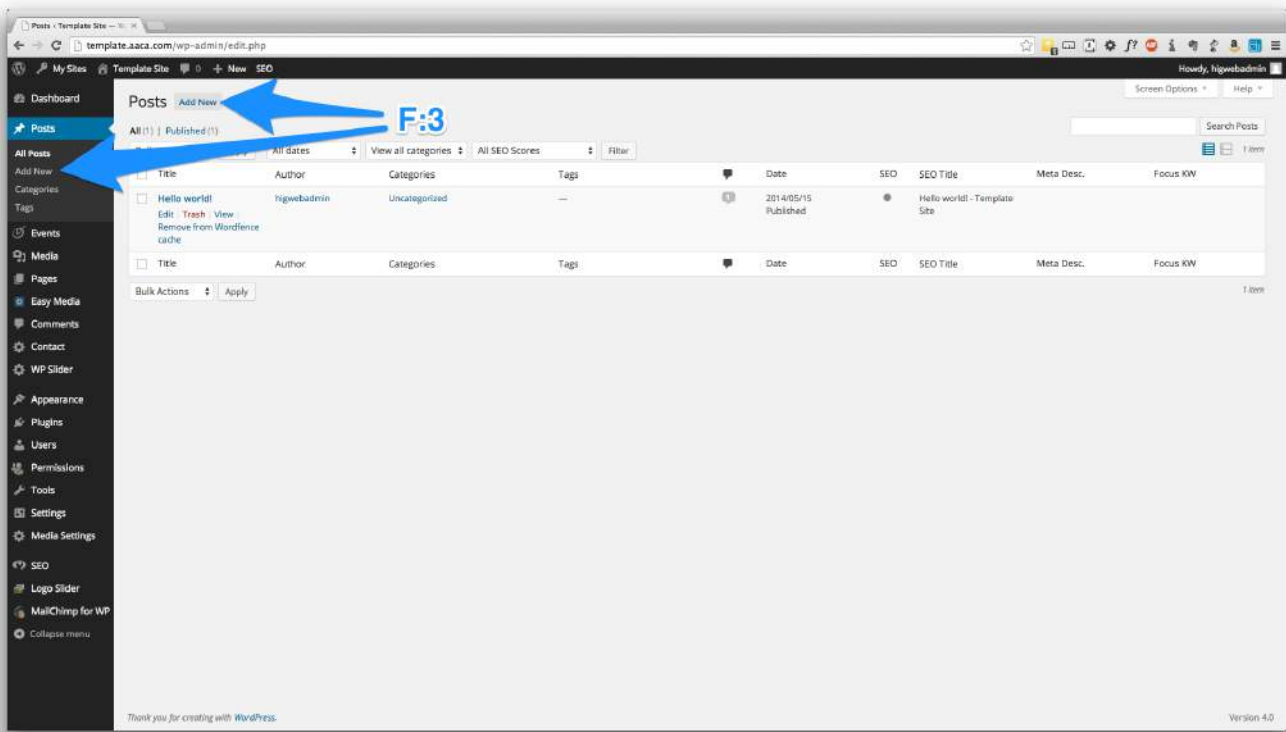**Step 1** (F:1)**:** Hover over **"+ New"** and then on **"Post".**

Step 2 (F:2)**: Hover over Posts** in the dashboard and click on **"New Post".**
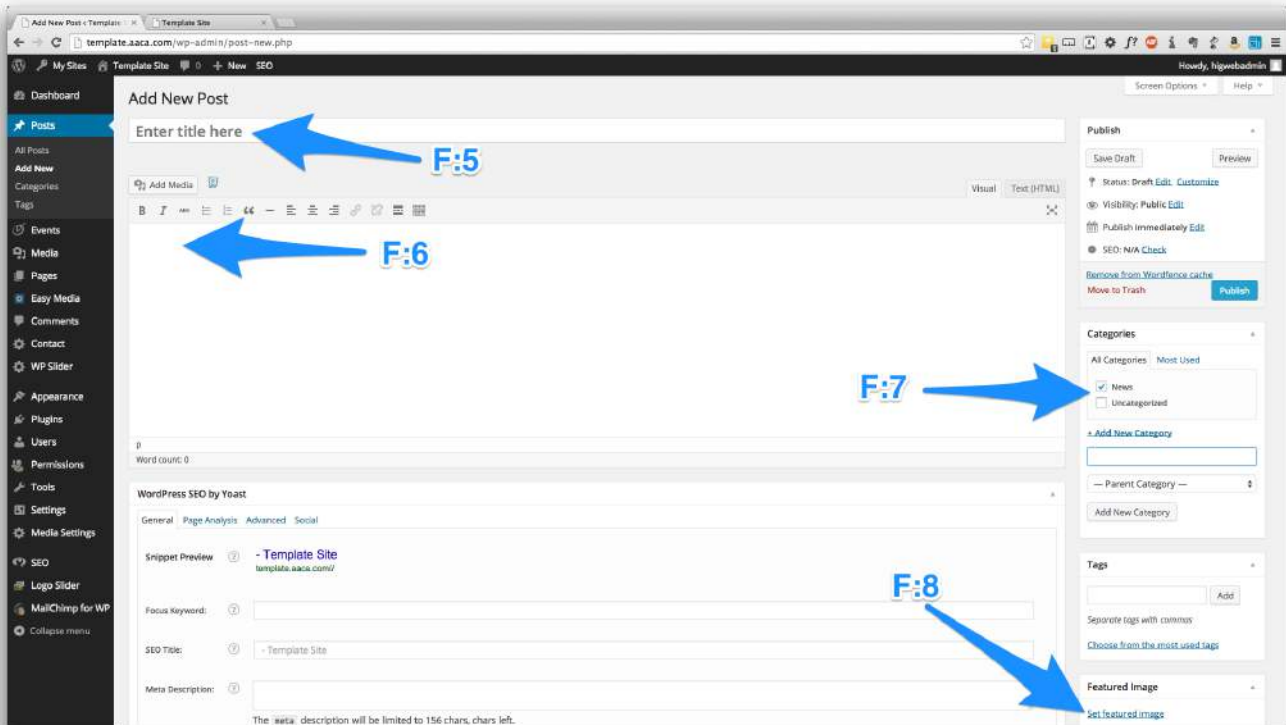

Step 3 (F:3)**: Or **Click on Posts** and then click **"Add New"** at the top of the page.

Adding a News Post

Use a post to add a **new News Post** to your News Page.

Step 1 (F:4)**:** Create a **New Post.**

Step 2 (F:5)**: Add a title** that describes where/what the image pertains to.

Step 3 (F:6)**: Add a description** of what the image is about.
This will only show up once the user has clicked on the homepage slider image.
If you have questions with adding content please refer to the **Adding Content section.**

Step 4 (F:7)**:** Choose which **category** your post applies to (ex: News will go to the News section). **All of your posts will go to the News page no matter what the category is**. Setting up a category will allow your users to find like information easier. For example if you have an event that happens more than once you may want a category with the name of that event.

A **Parent Category** is a simply way to organize your info. Say under News you would like to have a category of Press Releases you will change **–Parent Category–** to News and it will appear under the News section as –Press Release.

To add a new category simply click on the **+Add New Category**, **type the name** of the category you would like to create, **choose a parent category**, or leave it as a top level category, and **click Add New Category button**.
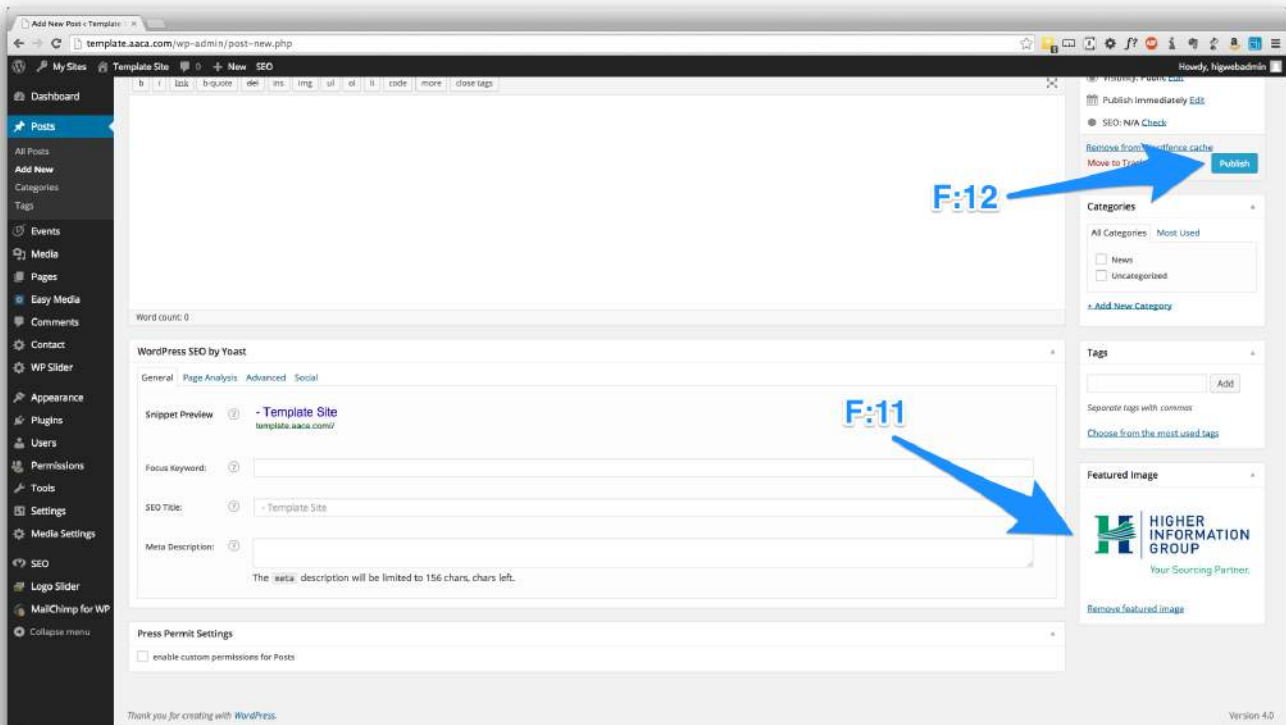
Step 5 (F:8)**:** Scroll down, on the right hand side of the site, click **Set featured image.**
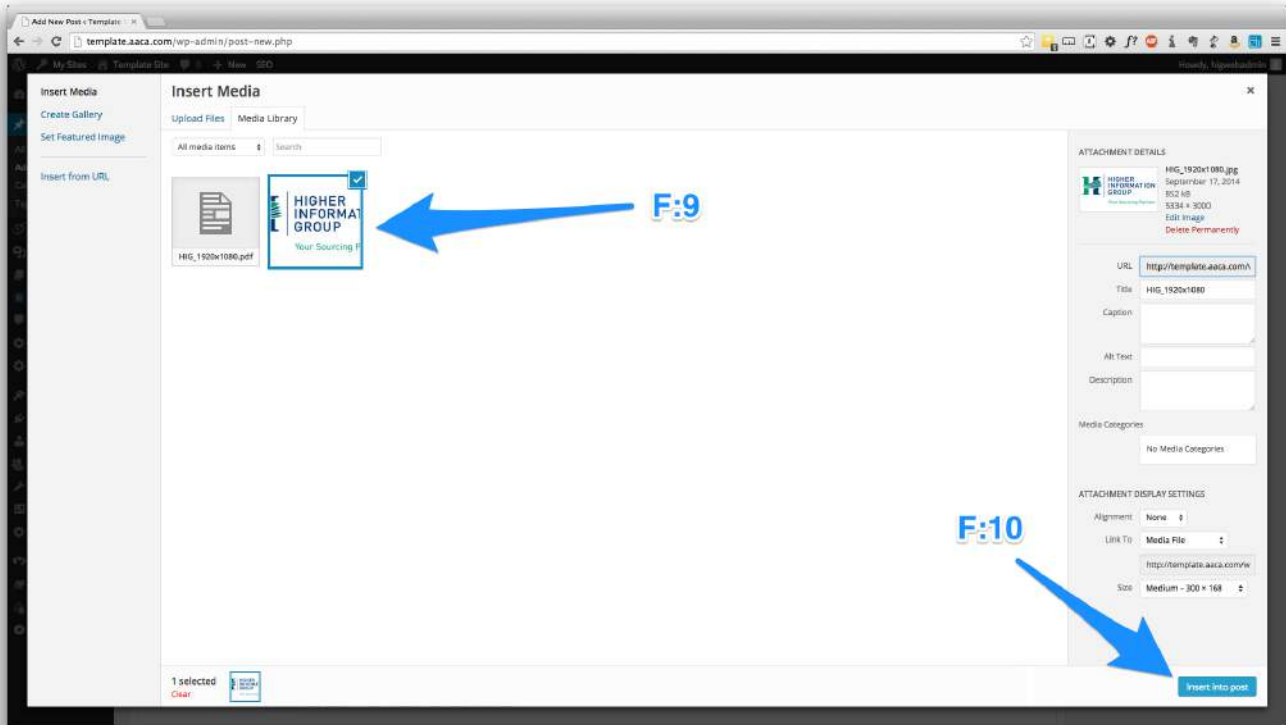
Step 6 (F:9)**: Drag and Drop** your new image into the **media library, or** choose an image already added to the media library.

Step 7 (F:10)**:** Click **Set featured image.**

Step 8 (F:11)**:** Check to make sure the featured image is set. You will see a thumbnail of the image and the "**Set featured image**" will now read, "**Remove featured image**".
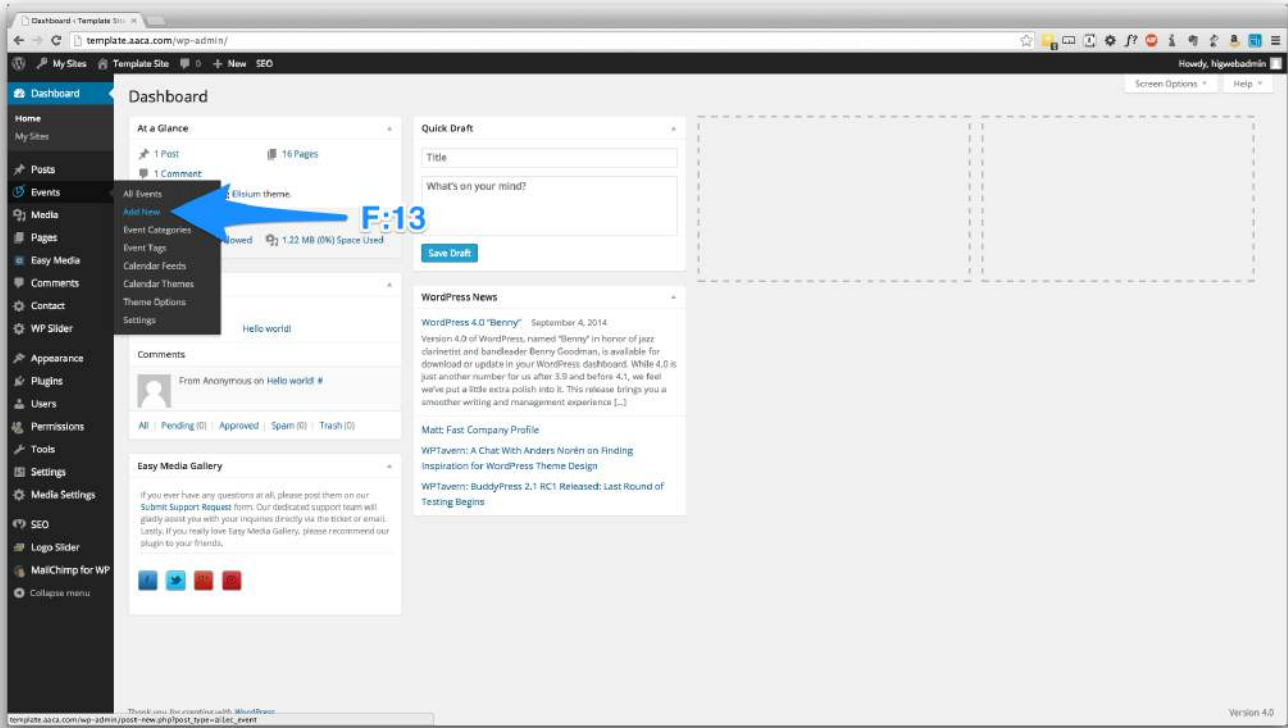
You will want to set a featured image if you want an image associated with this post to show to the right hand side when all of your posts are listed on the news page.

Step 9 (F:12)**:** Now you will want to scroll back to the top and click **Publish.**

Adding Events to Calendar

Step 1 (F:13)**: Hover over Events** and **click** on "**add new**".
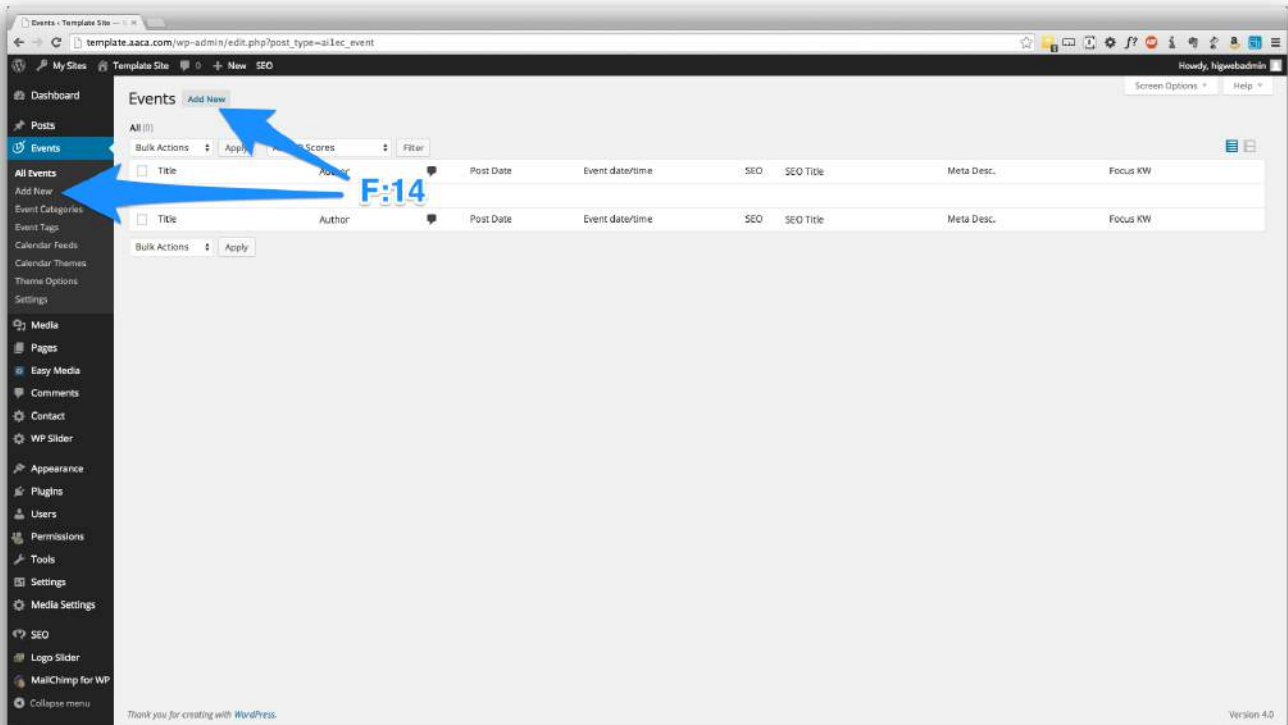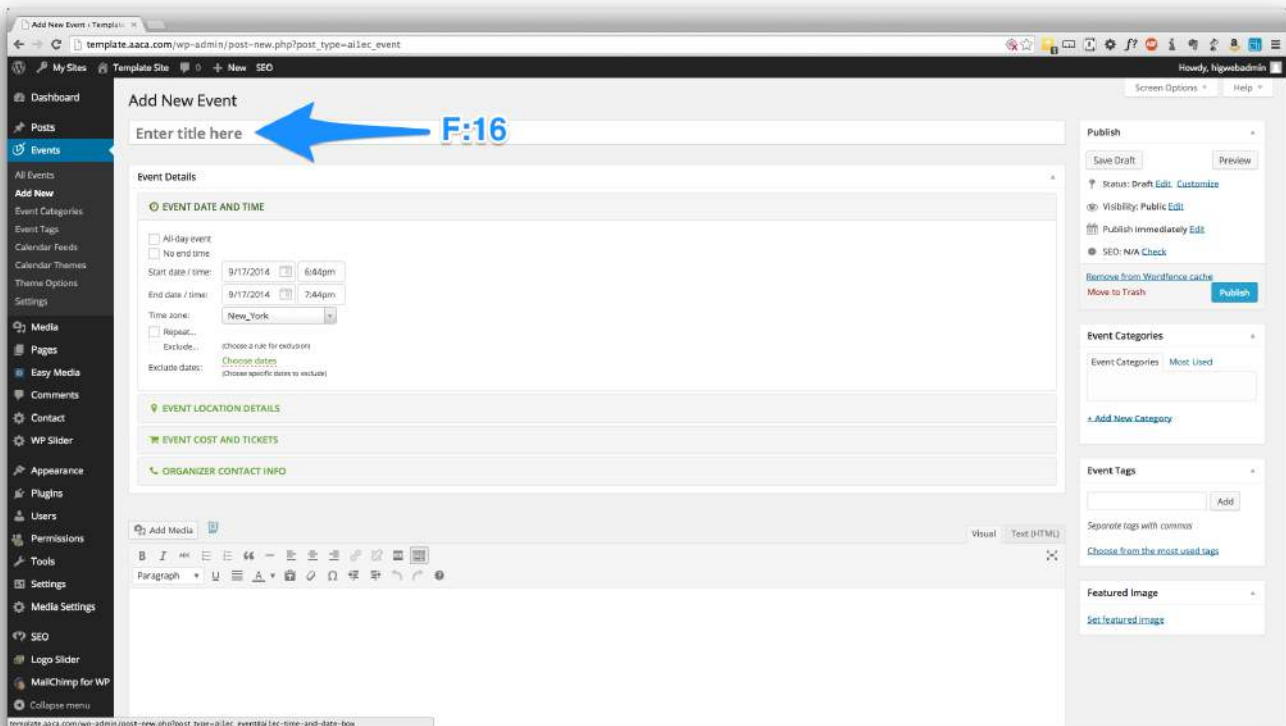
Step 2 (F:14): Click on the **Events** section and then click **add new** at the **top** of the page.
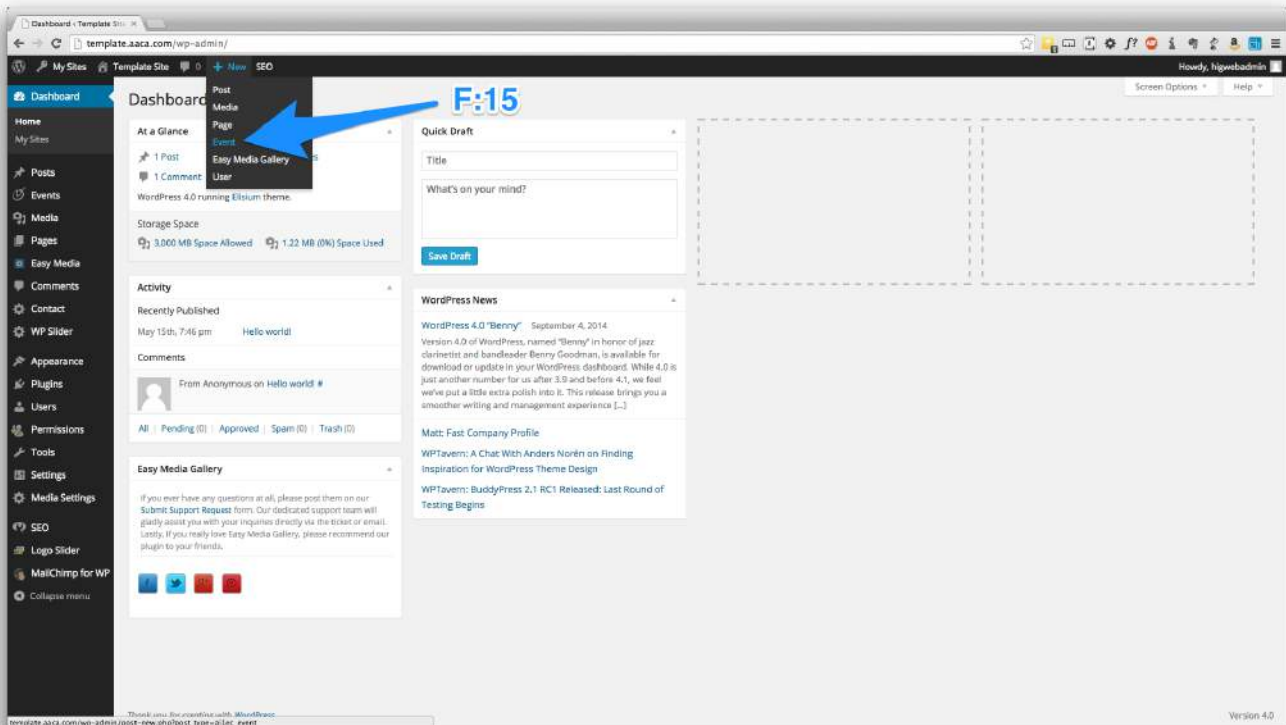
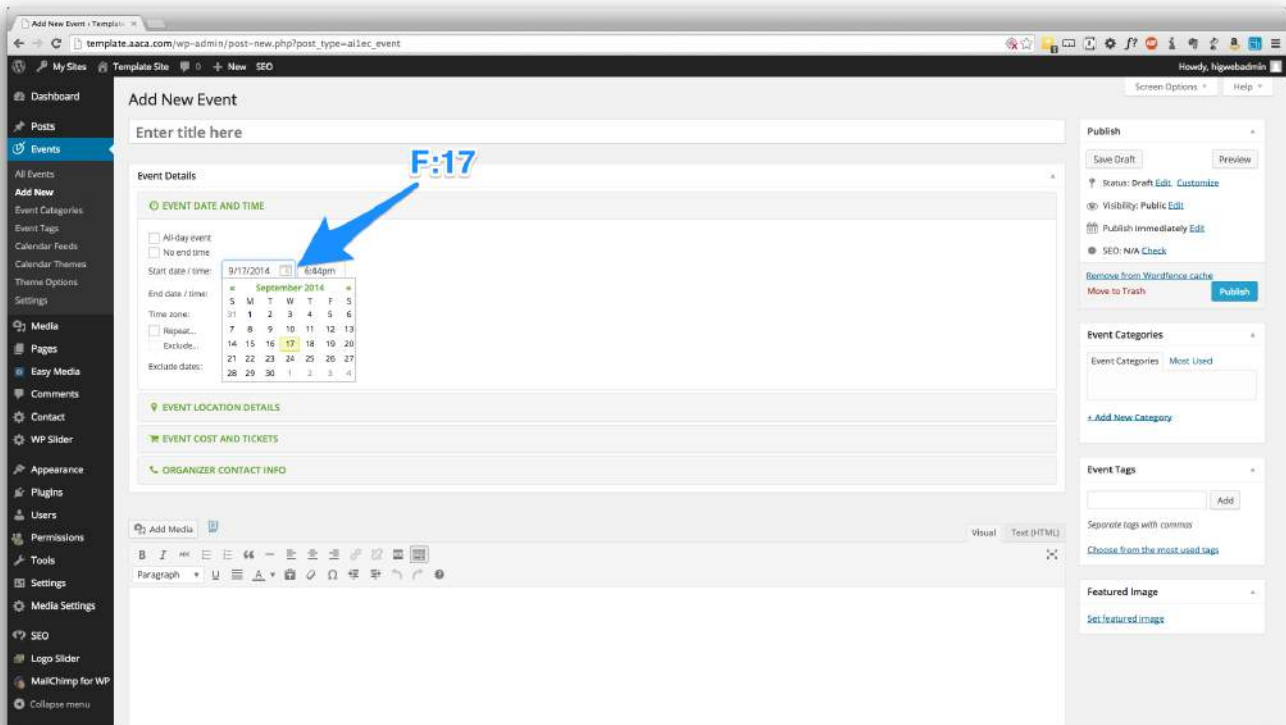**Step 3** (F:15): Hover over "**+New**" click "**Events".**

Step 4 (F:16)**:** Enter in your **Title.**

Step 5 (F:17)**:** Add your **Event Details** by **setting the start date and time**.

When setting the start time, click on the drop down box, and use military time. Example if your event is at 6:00pm it will be at 18:00. The start time will show up as 6:00pm for your users.

Some more options for picking the date and time:
- If you choose the checkbox "**No End Time**" it will leave out a specific time for the event to end.
- If you choose an "**All-day event**" it will only allow you to pick the start date.
- If you have an event lasting more than one day, you can pick a range of days.

Use the **Exclude Checkbox** to choose dates that the event does not fall on.

Optional Details:
You may fill in the Event Location, Event Cost and Tickets, and Contact information but this is not required for every event.
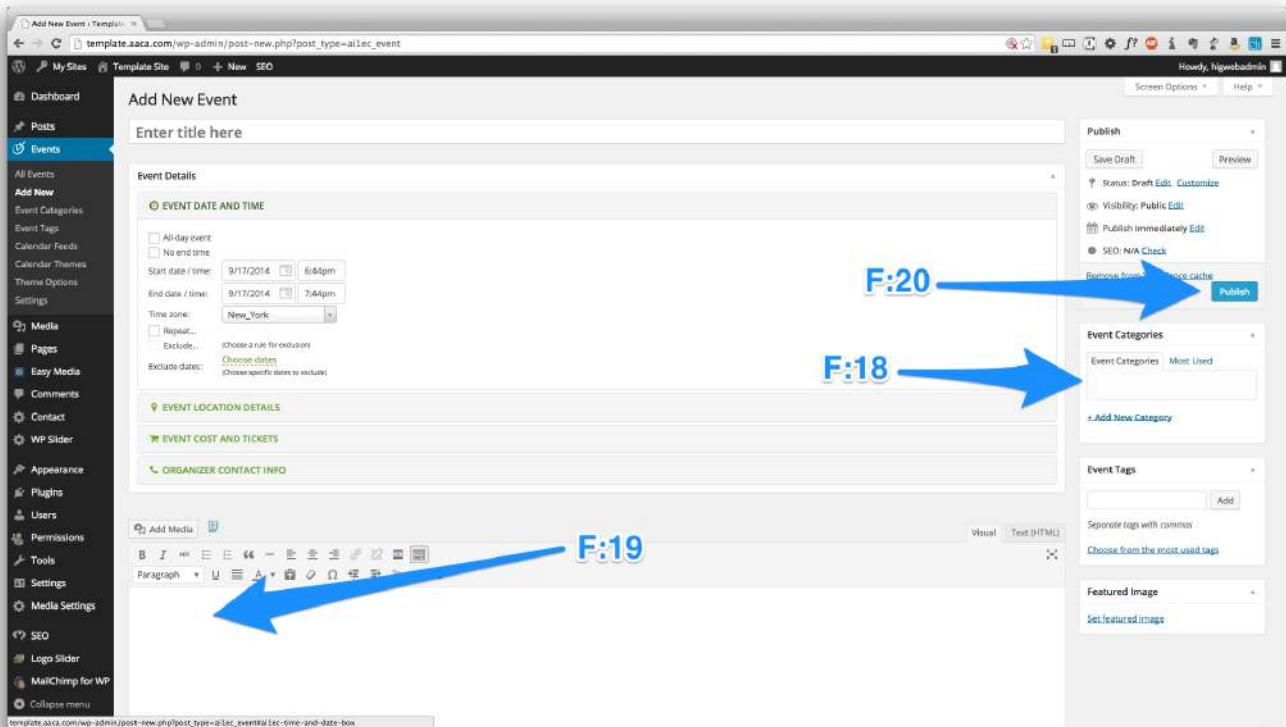
Step 6 (F:18)**:** Choose the **category** that your event would be under.
The **Category** will help your user filter through the information that they want to find. You may want to set up you own categories for things such as Car Shows or Events At AACA.

Step 7 (F:19)**:** Write in the **description** of the event, and any event details you would like to reiterate into the text editor.

Step 8 (F:20)**:** Click **Update/Publish**, this button will change to update once it has been published.

Adding Media

Media consists of the images, video, recordings, and files that you upload and use in your website. Media is typically uploaded and inserted into the content when writing a **Post** or writing a **Page**.

The **Media Library Screen** allows you to edit, view, and delete Media previously uploaded to your website. Multiple Media objects can be selected for deletion. Search and filtering ability is also provided to allow you to find the desired Media.
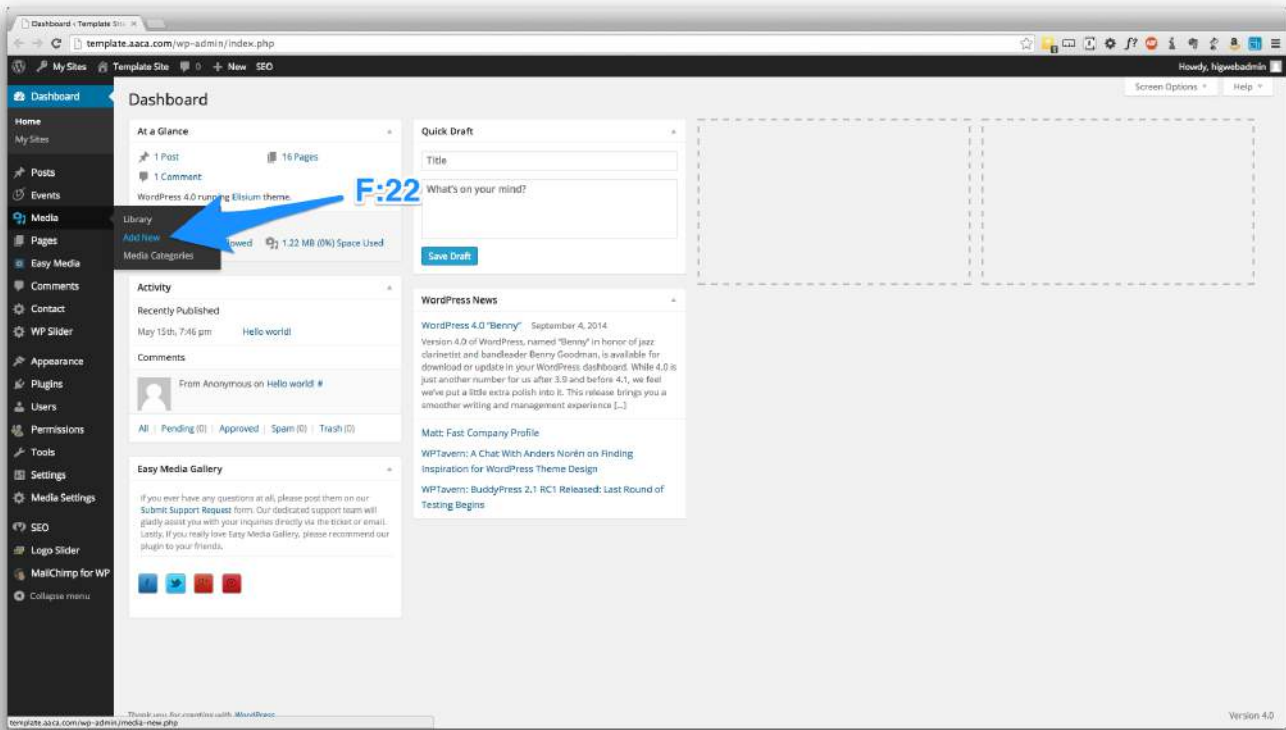
Step 1: Get to the New Media Upload Screen.
There are multiple ways to get to the upload a new image screen.
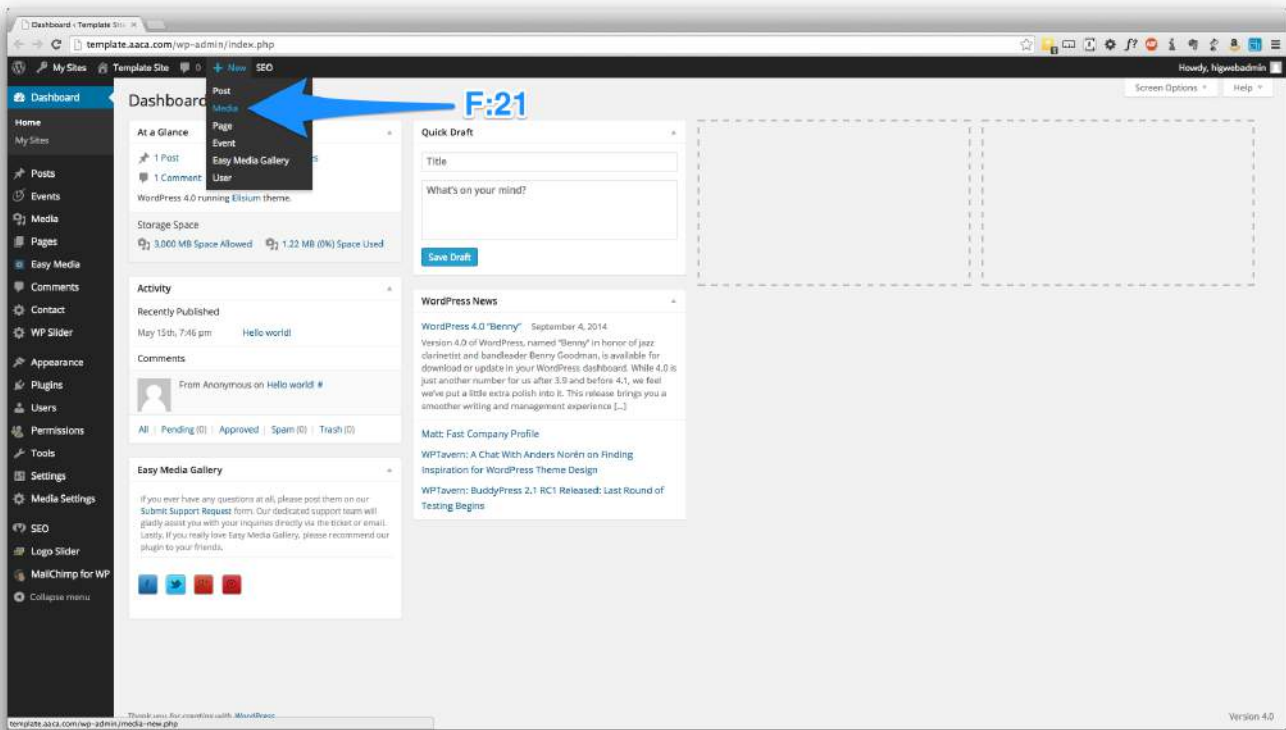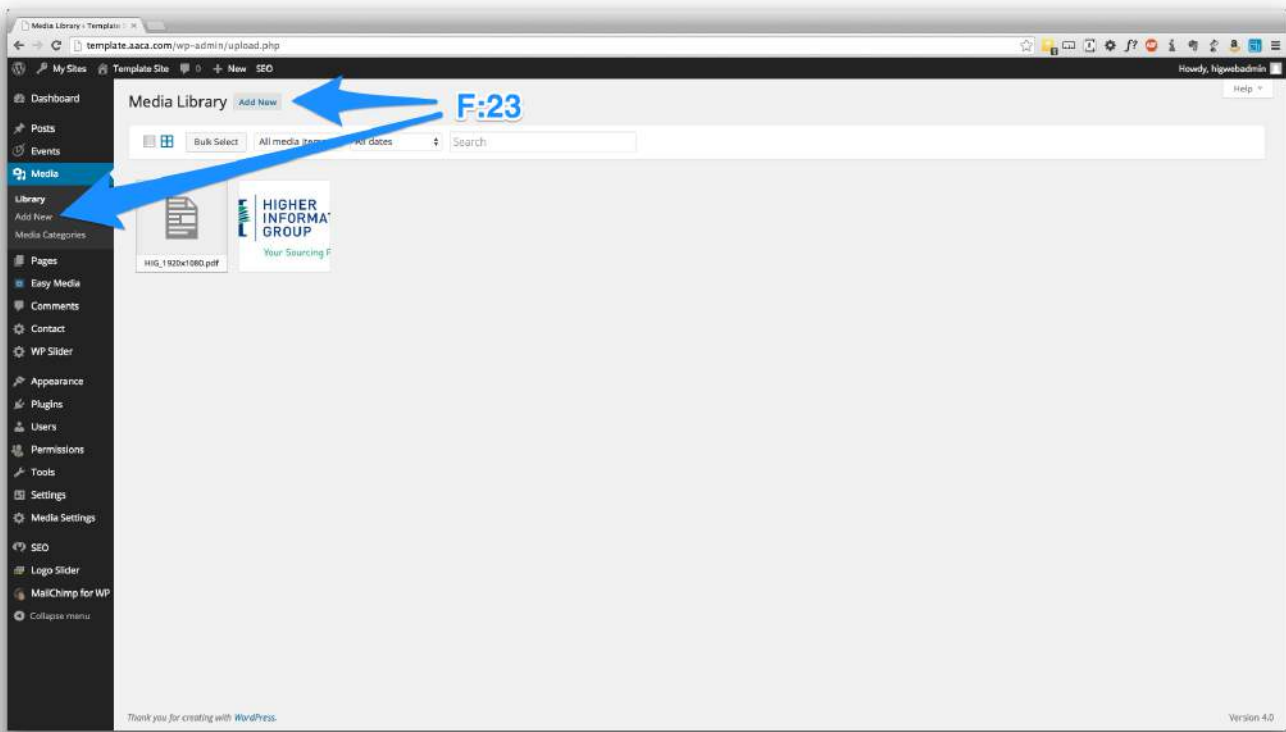

(F:21) Hover over **"+ New"** and then on **"Media".**

(F:22) **Hover over Media** in the dashboard and click on **"New Media".**

(F:23) Or **Click on Media** and then click **"Add New"** at the top of the page.
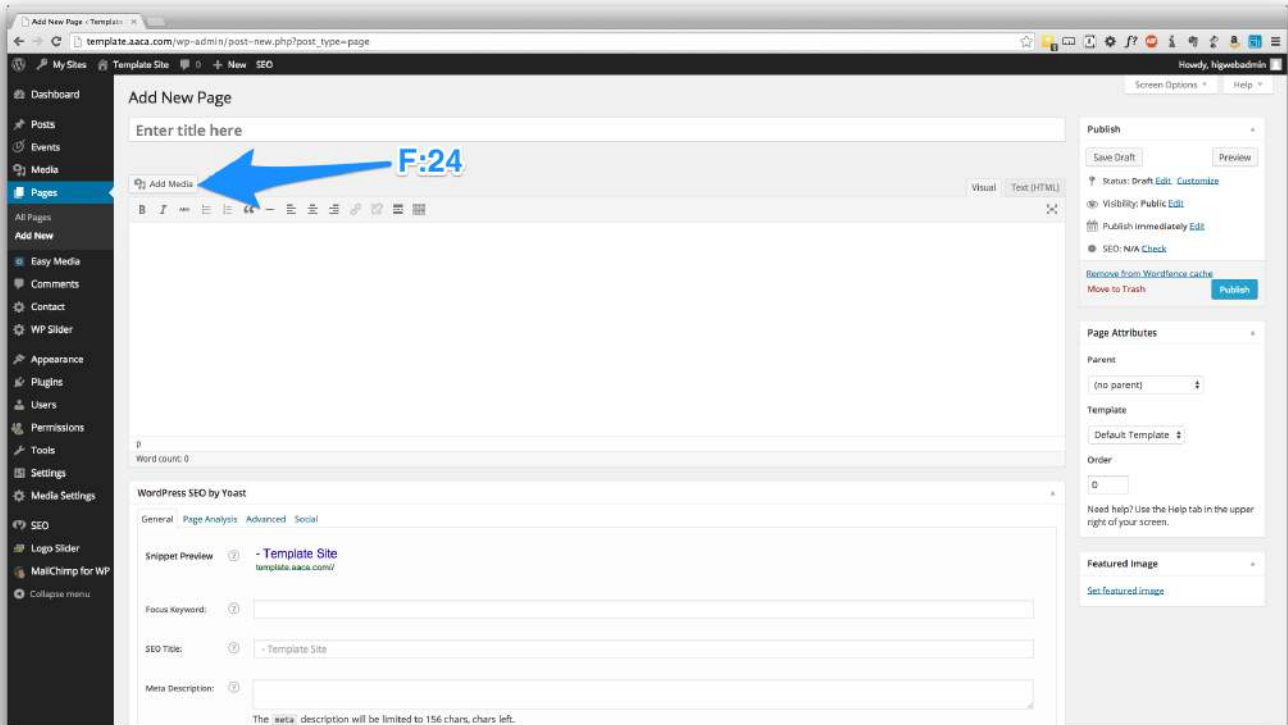
Step 2 (F:24)**:** If you are in a page already you may click on "**Add New**" at the **top of the page** and a pop up box will appear without ever taking you off the page. *For more info see Page 13 Adding Media*
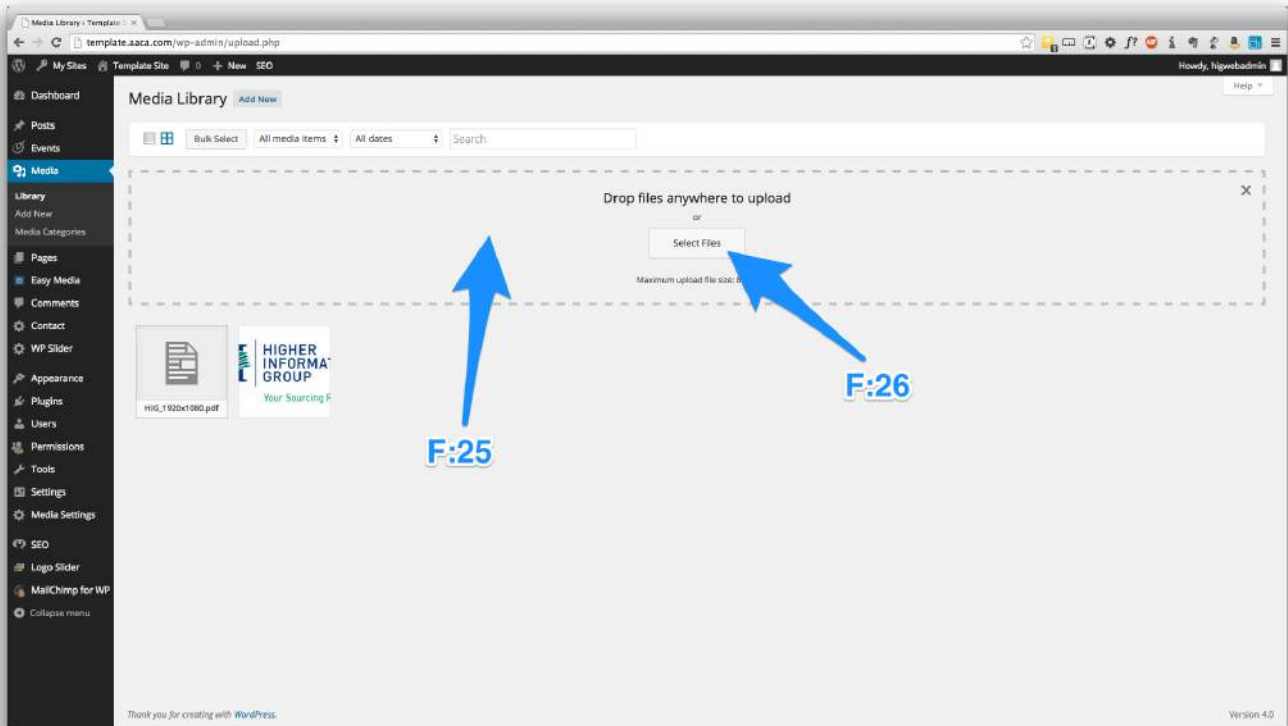
Step 3 (F:25): Drag and Drop your image or PDF's into the outlined box, or click on "Select Files" (F:26).

Creating a New Pages

Pages are for content such as "**About**", "**Contact**", etc. Pages live outside of the normal blog chronology, and are often used to present timeless information about yourself or your site -- information that is always applicable. You can use Pages to organize and manage any content.

In general, Pages are very similar to Posts in that they both have Titles and Content and can use your WordPress Theme templates files to maintain a consistent look throughout your site. Pages, though, have several key distinctions that make them quite different from Posts.

What Pages Are:
- Pages are for content that is less time-dependent than Posts.
- Pages can be organized into pages and subpages.
- Pages can use different Page Templates, which can include Template Files, Template Tags and other PHP code.
- Pages may have a more complex array of readily available display adjustments when using sophisticated Themes with extensive customization.
- In essence, Pages are for non-blog content. It is possible to remove all or most Posts from a WordPress installation, and thus to create a standard non-blog website.

Step 1: Create a new page. There are multiple ways to get the same results.

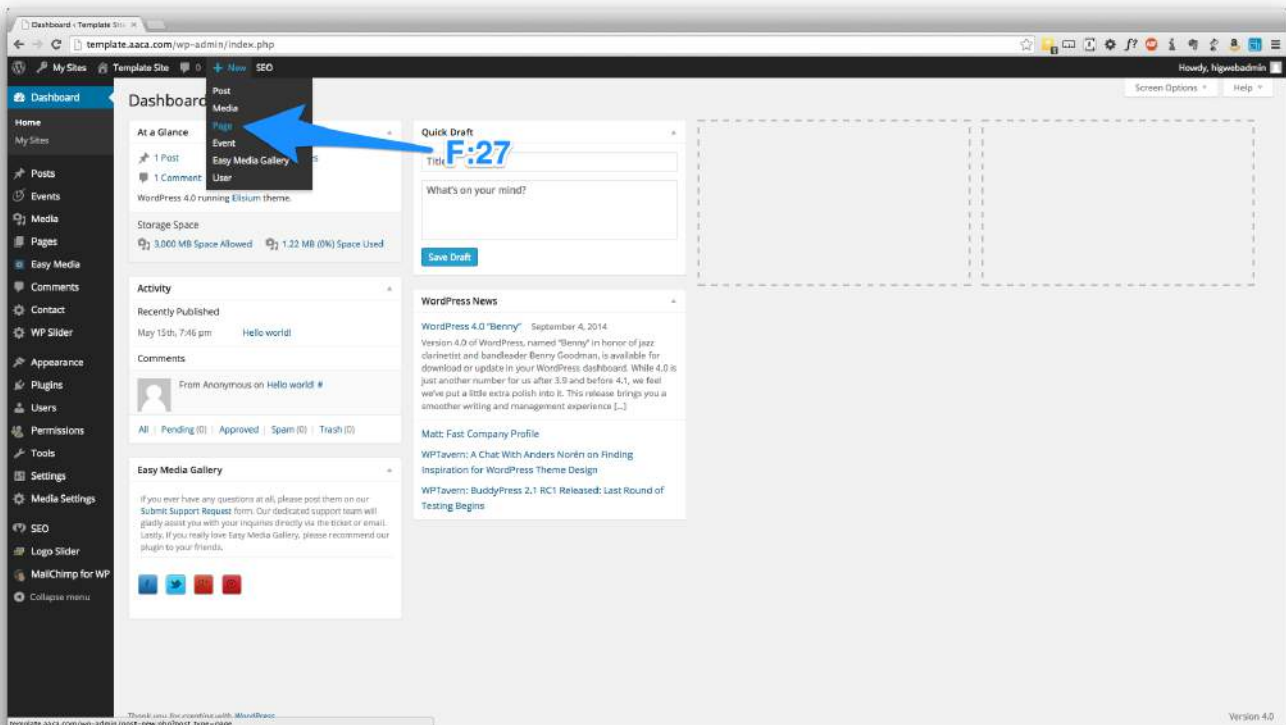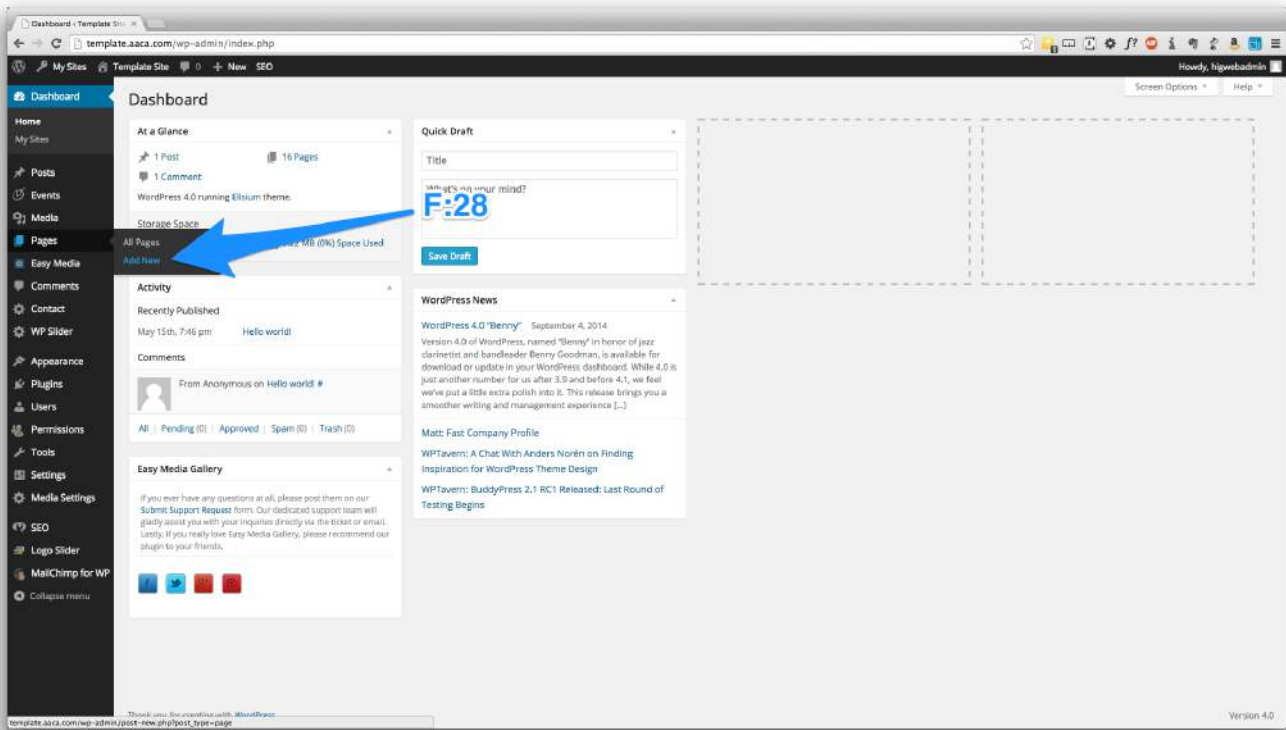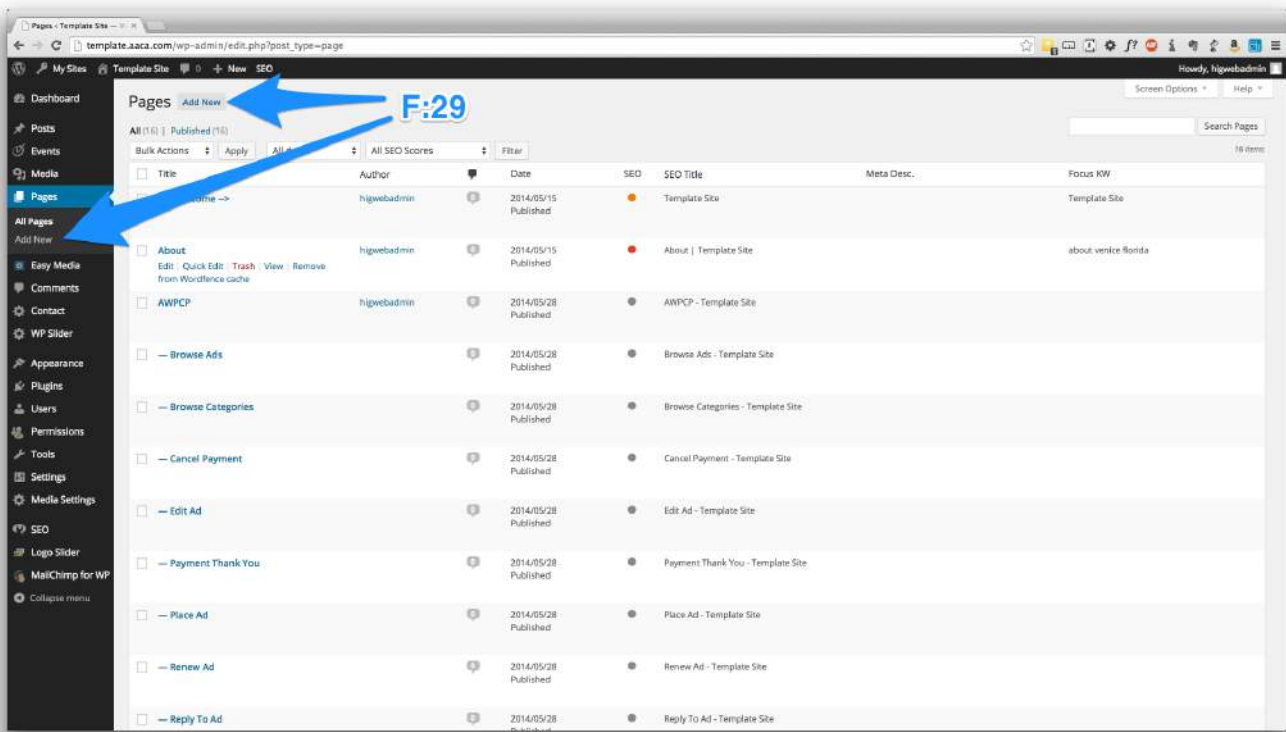(F:27)**:** Hover over **"+ New"** and then on **"Page".**

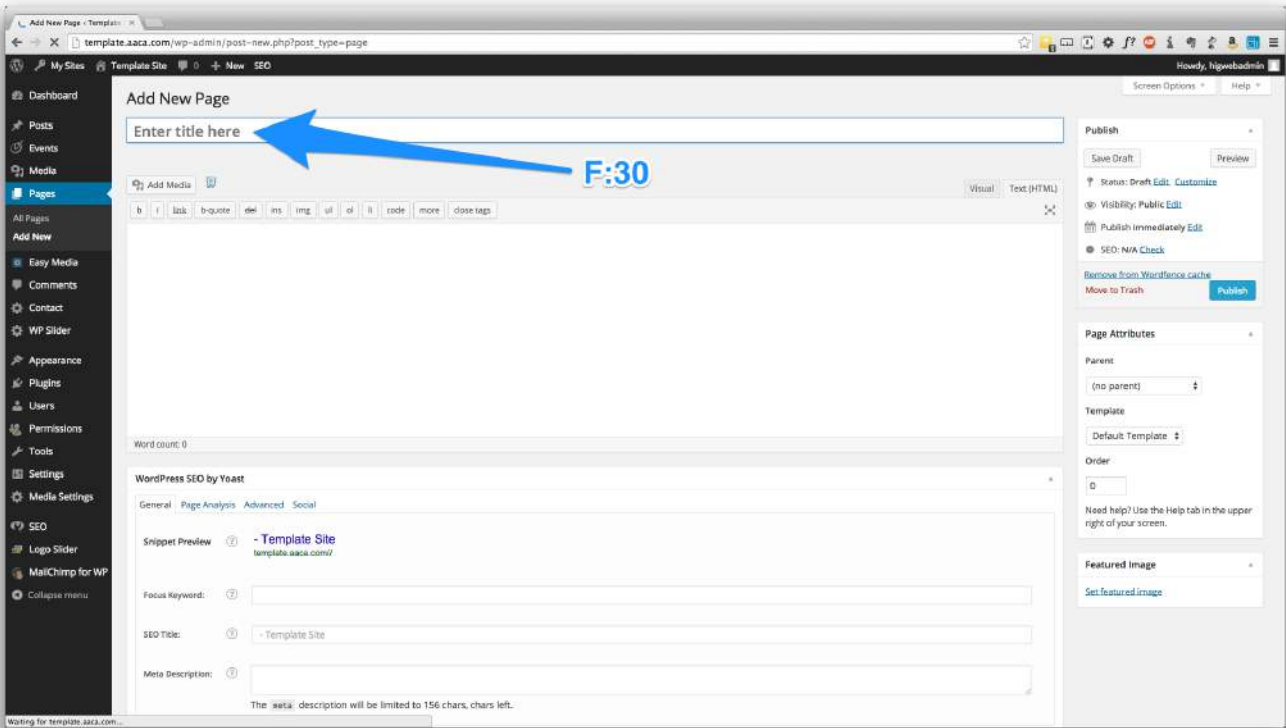(F:28)**: Hover over Pages** in the dashboard and click on **"New Page".**

(F:29)**:** Clicking on **Pages** and then clicking **"Add New"** at the top of the page.
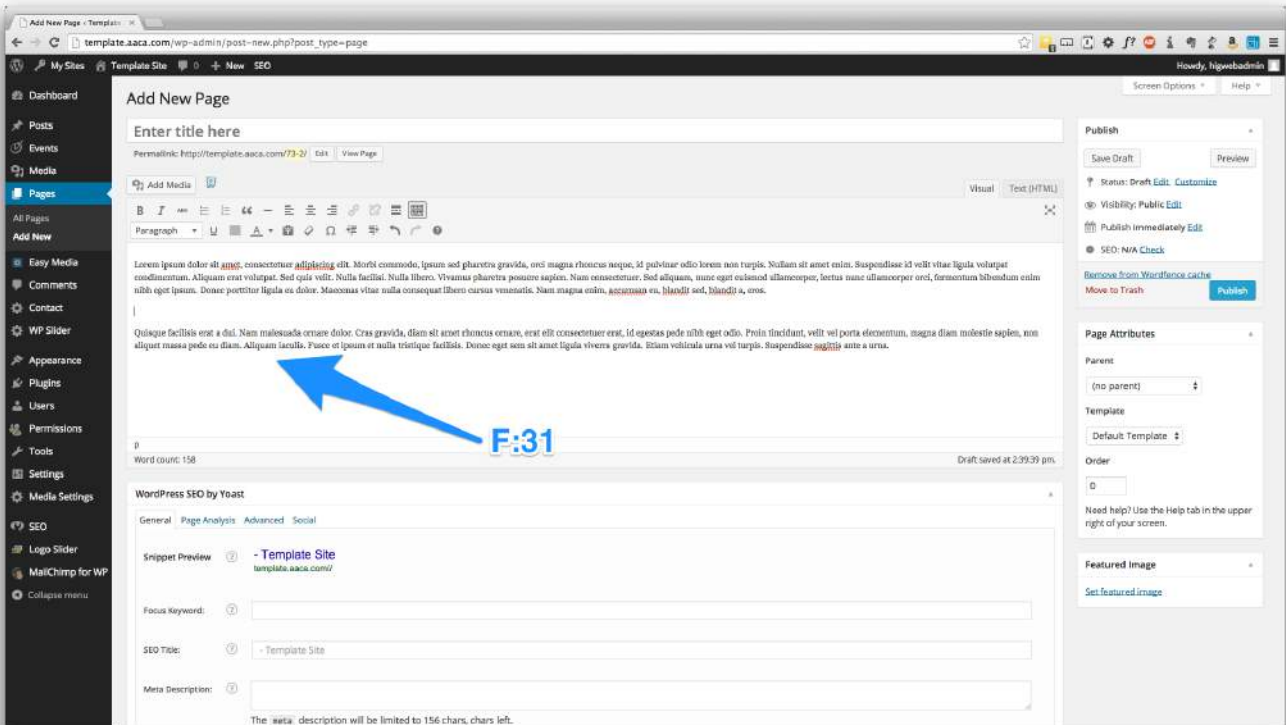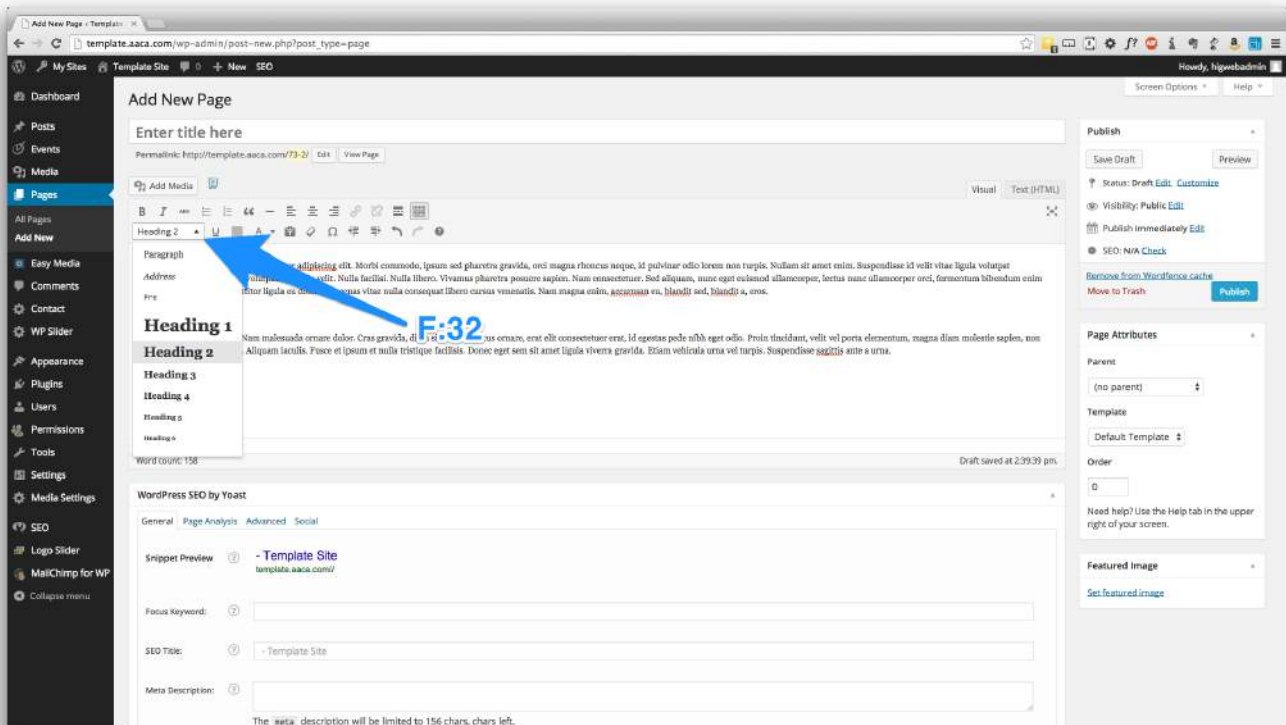
Adding Content

Step 1 (F:30)**:** Add a **Title** in the blank box.

Step 2 (F:31)**:** Add in your Content into the text editor.

(F:32)Format the text by clicking on the format drop down.

You can select:
- Format - Unformatted Text
- Paragraph - Use to write the body text
- Address - Italicize the information
- Headings 1 - 6
  - Header 1 - Title of the page
  - Header 2 - Section header of Title
  - Header 3 - Section header of the Header 2
  - Header 4 - Section header of the Header 3
  - Header 5 - Section header of the Header 4
  - Header 6 - Section header of the Header 5

Note: Using these header tags correctly will help increase Search Engine Optimization.

There are two ways to add in your content.

1. Type in the copy.
2. Copy and Paste from Word document, or Text Editor. Note you are going to need to adjust the formatting.

Adding/Updating Links
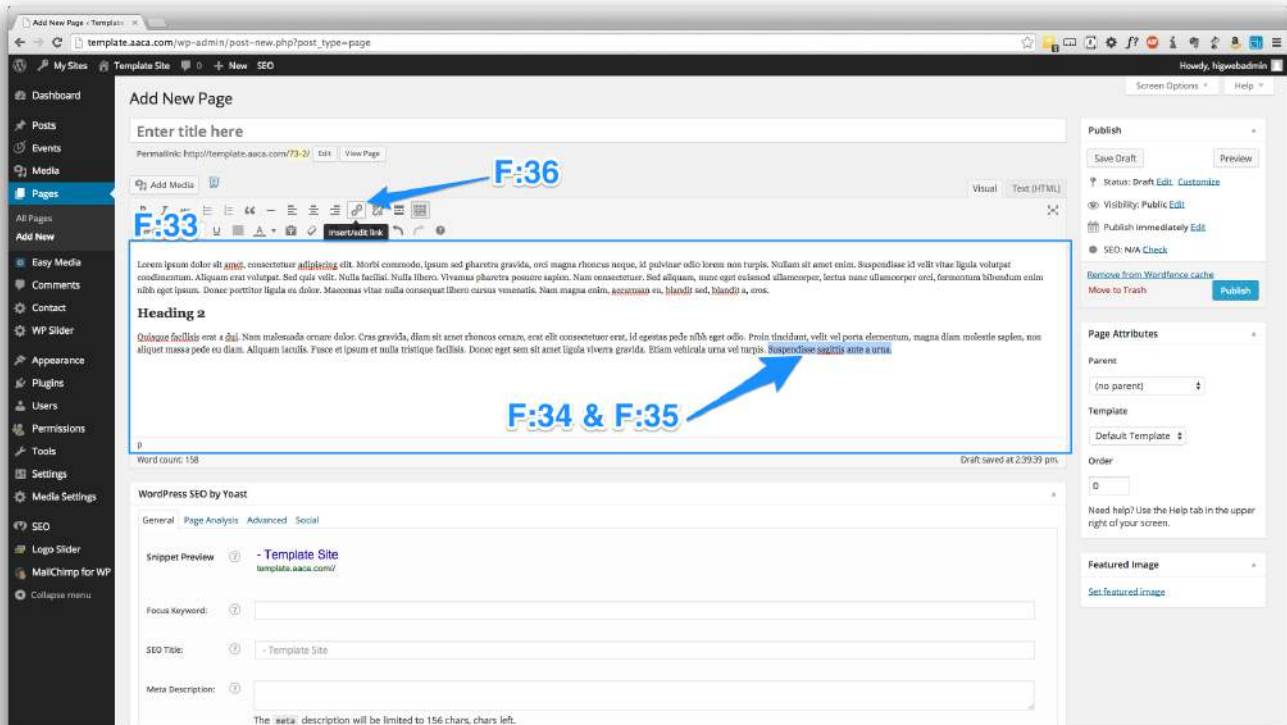
Step 1 (F:33)**:** Go into your text area.

Step 2 (F:34)**:** Type what the link should be read as.
Ex: View our updated policy.

Step 3 (F:35)**: Highlight** the text for the link.

Step 4 (F:36)**:** Click on the **Chain Link**.
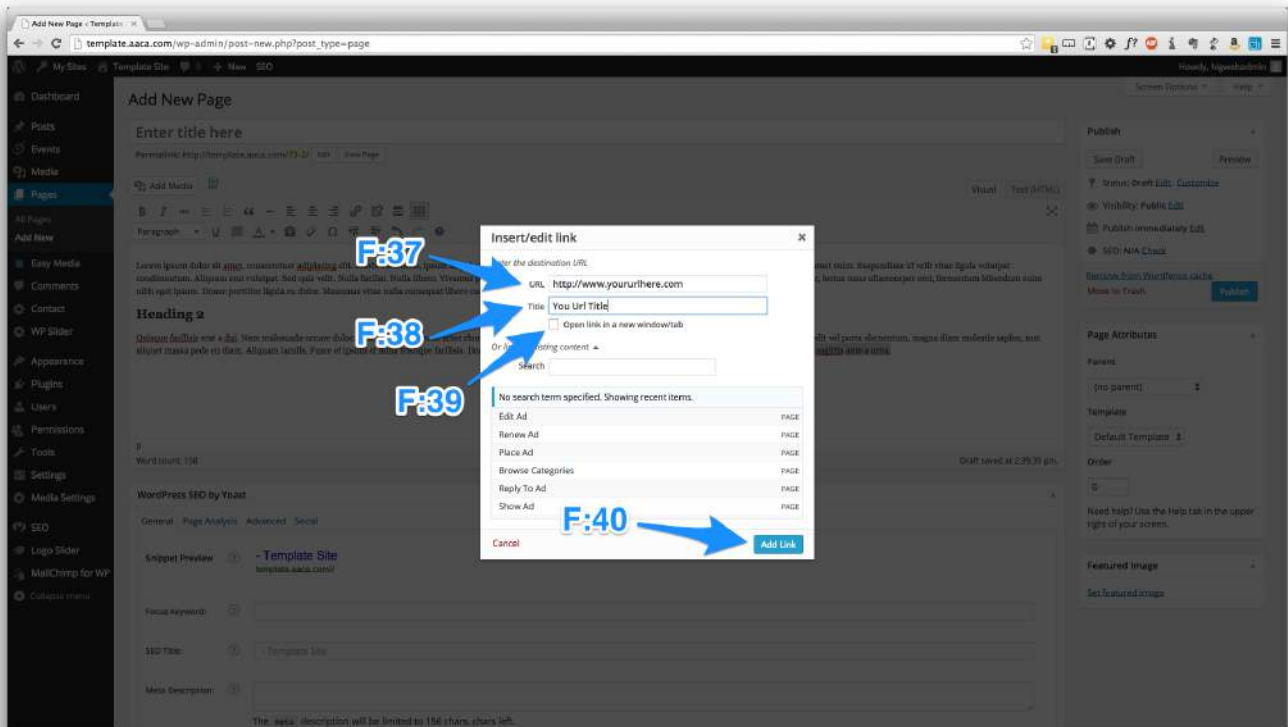
Step 5 (F:37)**:** Add the **URL**.

Step 6 (F:38)**:** (**Optional**) – Title. It's supposed to provide additional / advisory information (expand on the meaning of the link).

Step 7 (F:39)**:** (**Optional**) - Check the box Open link in a new window/tab.
   ****Note: If you are adding an internal page you can search for the page and attach without needing the URL.

Step 8 (F:40)**:** Click **Add Link**.
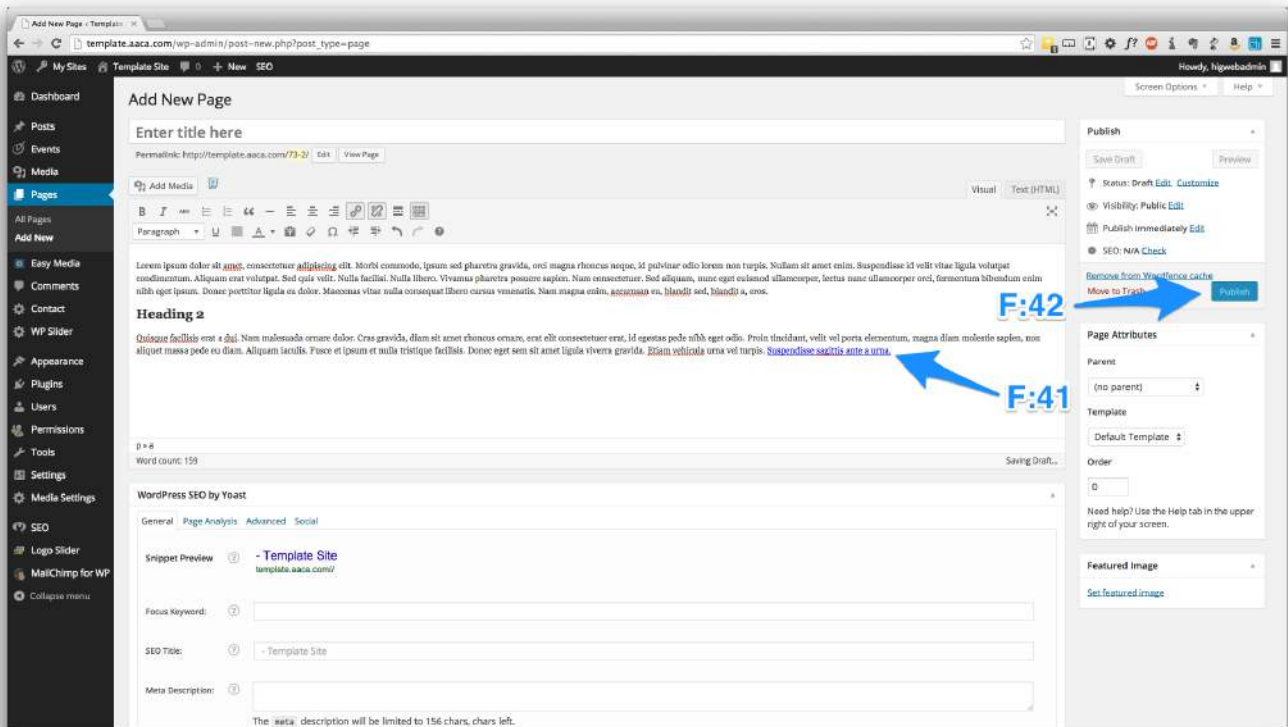
Step 9 (F:41)**:** You can tell that the link is active by the text in blue.

Step 10 (F:42)**:** Click **Update/Publish**.

Adding Images
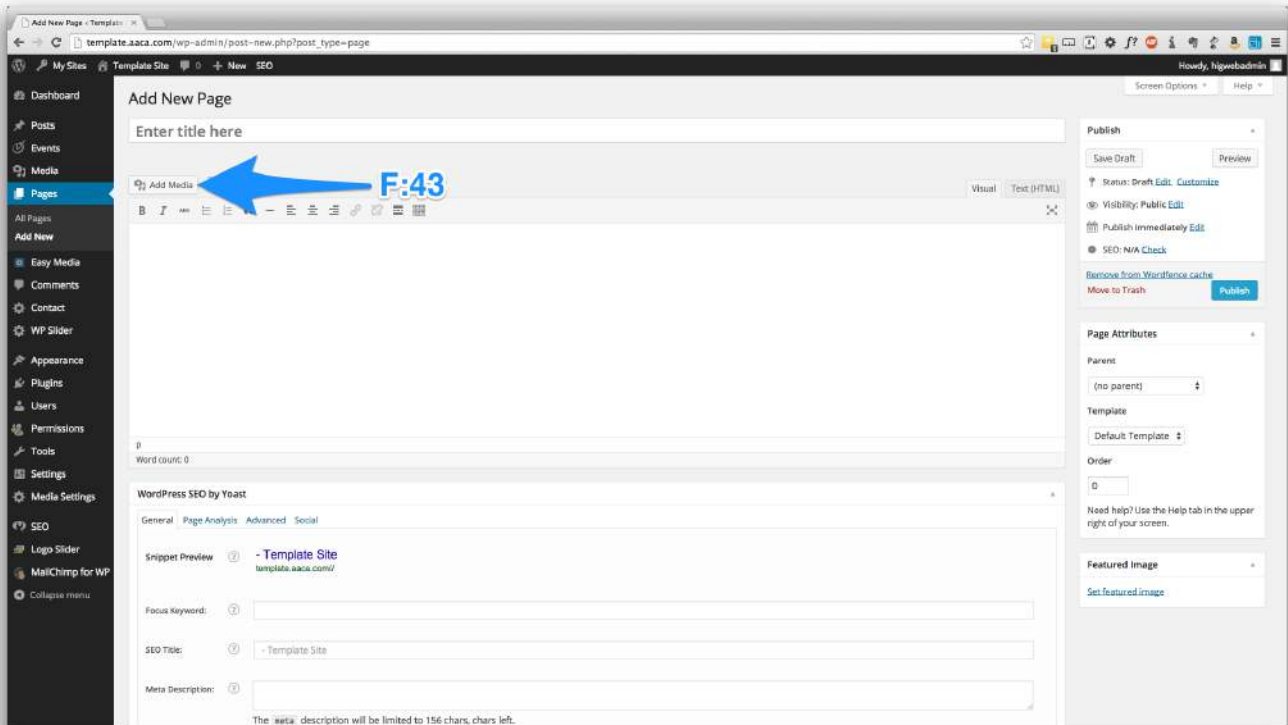
Step 1 (F:43)**:** Click "**Add Media**" button.

Note: You can also add images before you even start creating your page. For more information please refer to page 13.
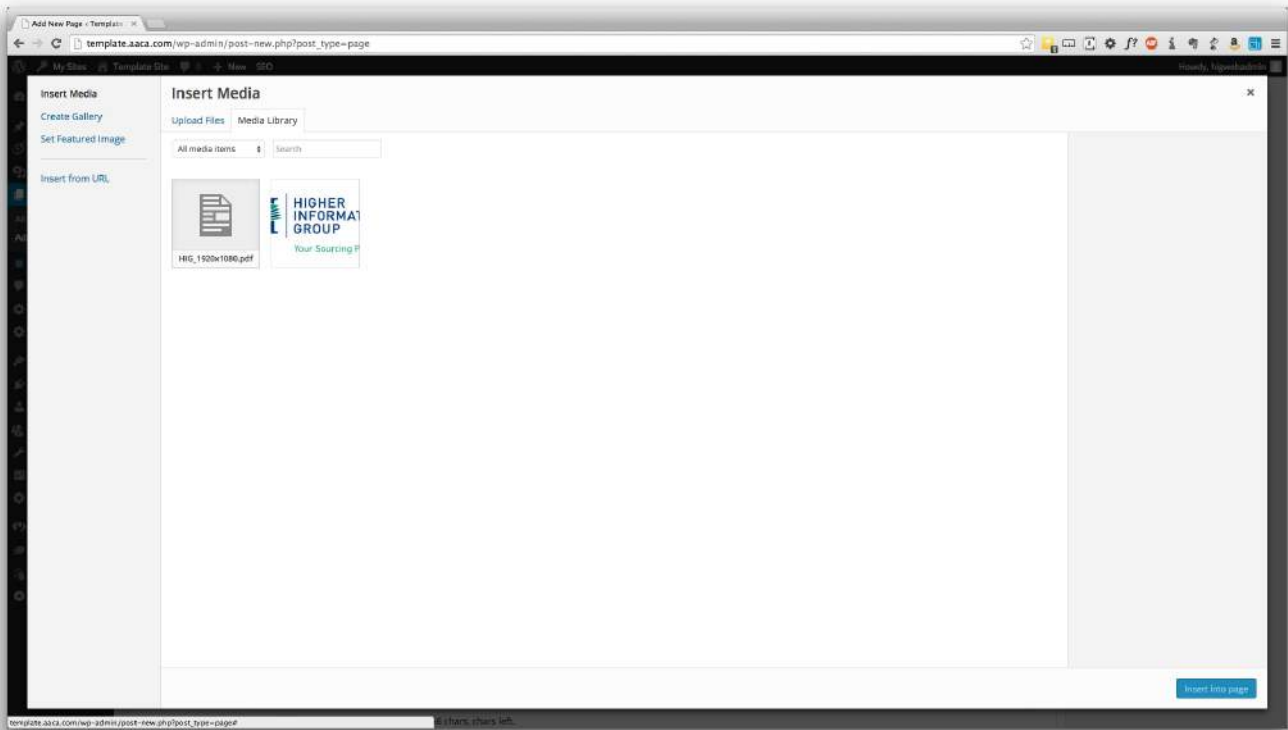
Step 2 (F:44)**: Drag and Drop** your images, or files into the media screen to be uploaded.

Note: If you do not like to drag and drop simply click "**Upload Files**" to the left of Media Library and click "**Select**". A dropdown box will allow you to select what files to upload.

Step 3 (F:45)**:** Choose what file you want to be uploaded.
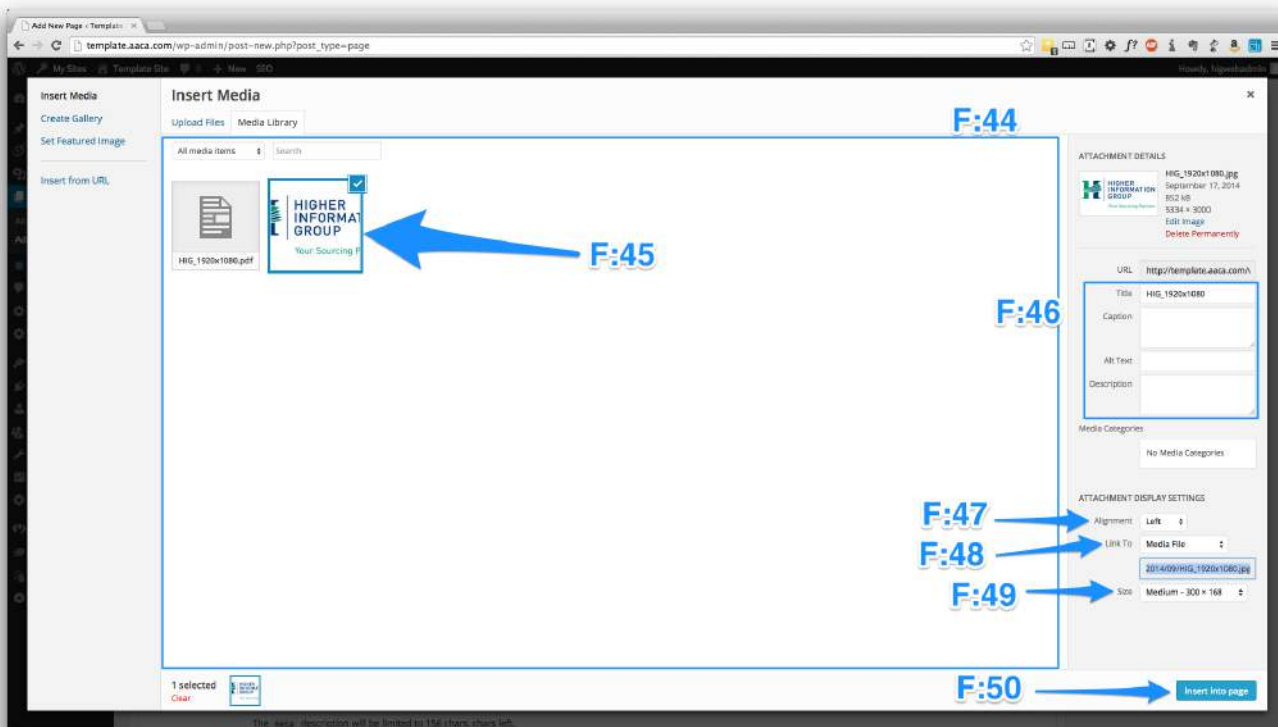Most cases the image or file you just uploaded will already be selected for you.

Step 4 (F:46)**:** Fill in the **title**, **caption (optional)**, **alt text**, and **description (optional)**.

Note: We recommend filling in the Alt Text at the least. This is what screen readers use to read what the image is to the visually impaired.

Step 5 (F:47)**:** Choose how you want the image to be displayed through the dropdown menu associated with the "**Alignment**" title.
Your drop-down choices in the alignment title:
- Left – Image displayed to the left, text to the right
- Right – Image displayed to the right, text to the left.
- None – Image displayed to the left with text above and below image.
- Center – Image displayed in the center of the page, with text above and below image.

Step 6 (F:48)**:** Choose the size of your image. Depending on the size of your original image the dimensions of your images may vary.
- **Thumbnail** will always be 150px (pixels) by 150px
- **Medium** will most likely be 300px by 300px
- Sometimes a **large** version is available

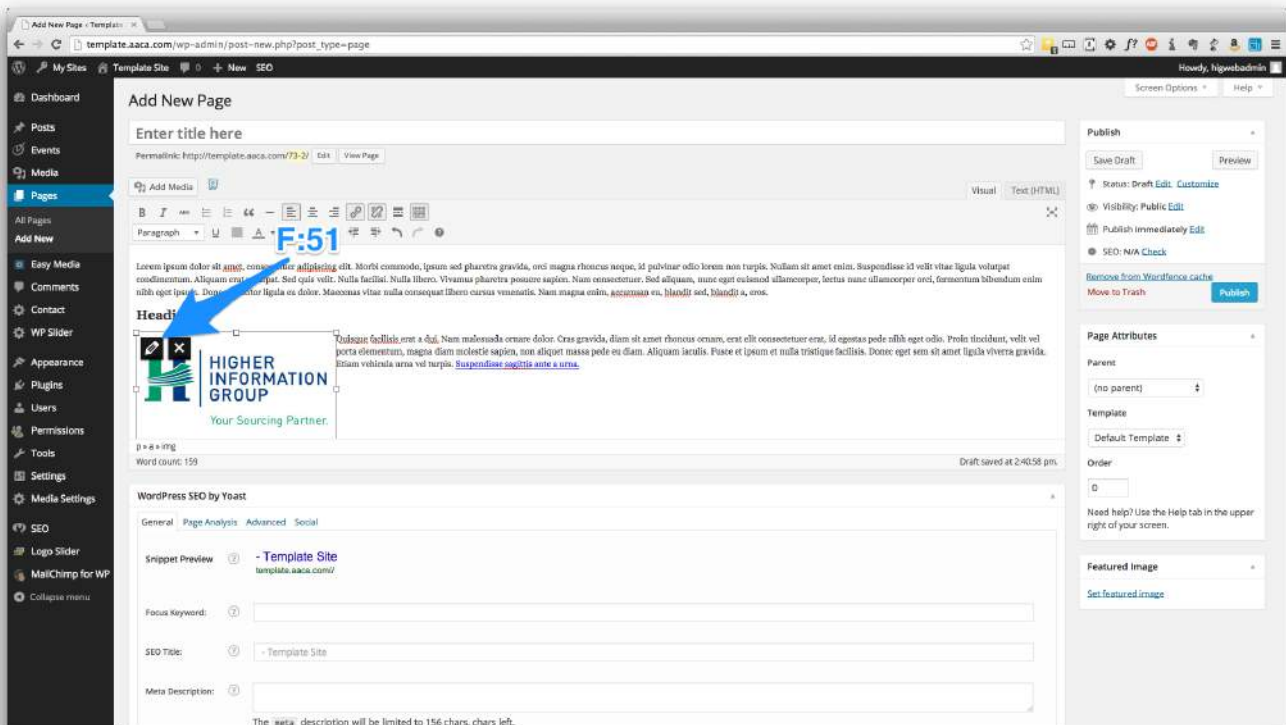- You will always have the **Full Image** option that is the original size of the image
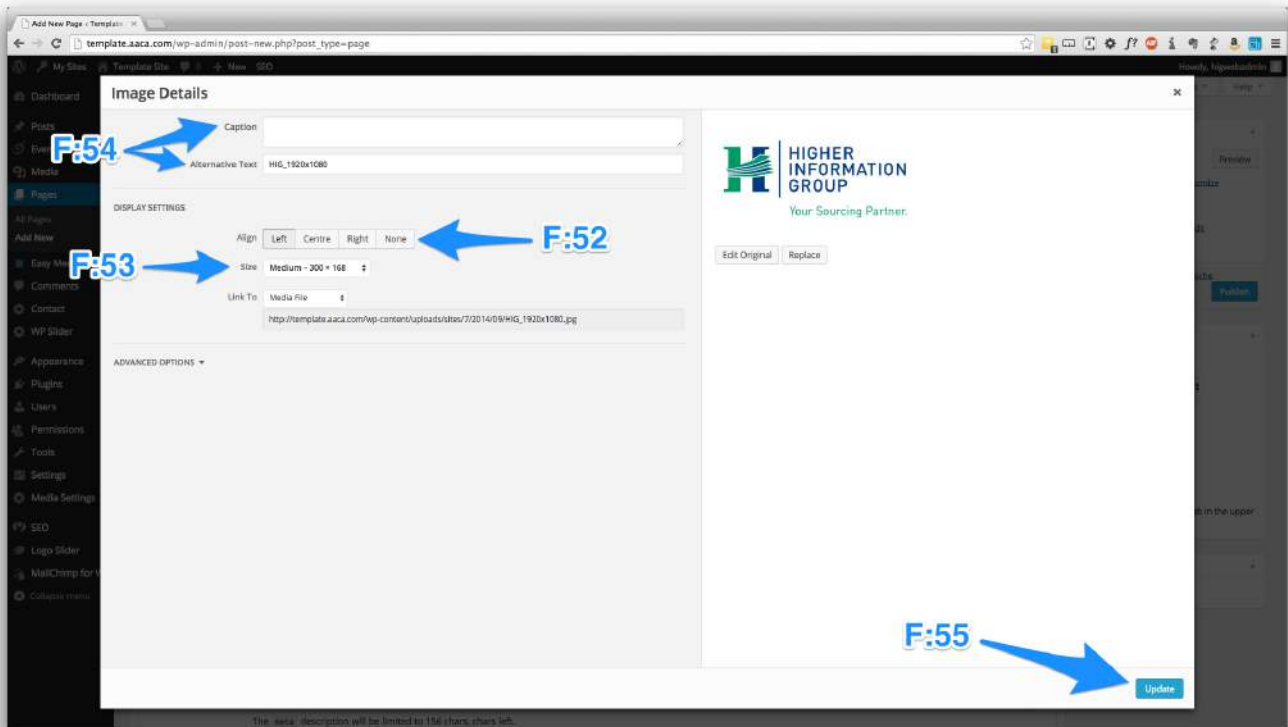
Step 7 (F:49)**:** Click on the button "**Set Image**" or "**Insert into Page**".

Step 8 (F:50): Review the placement of the image.

Changing the Position of a Placed Image

Step 1 (F:51)**:** Click on the image. This will make a **picture symbol** appear in the left hand corner, when you over the image.

Step 2 (F:52)**:** Change the position of the image.

- Left – Image displayed to the left, text to the right
- Right – Image displayed to the right, text to the left.
- None – Image displayed to the left with text above and below image.
- Center – Image displayed in the center of the page, with text above and below image.

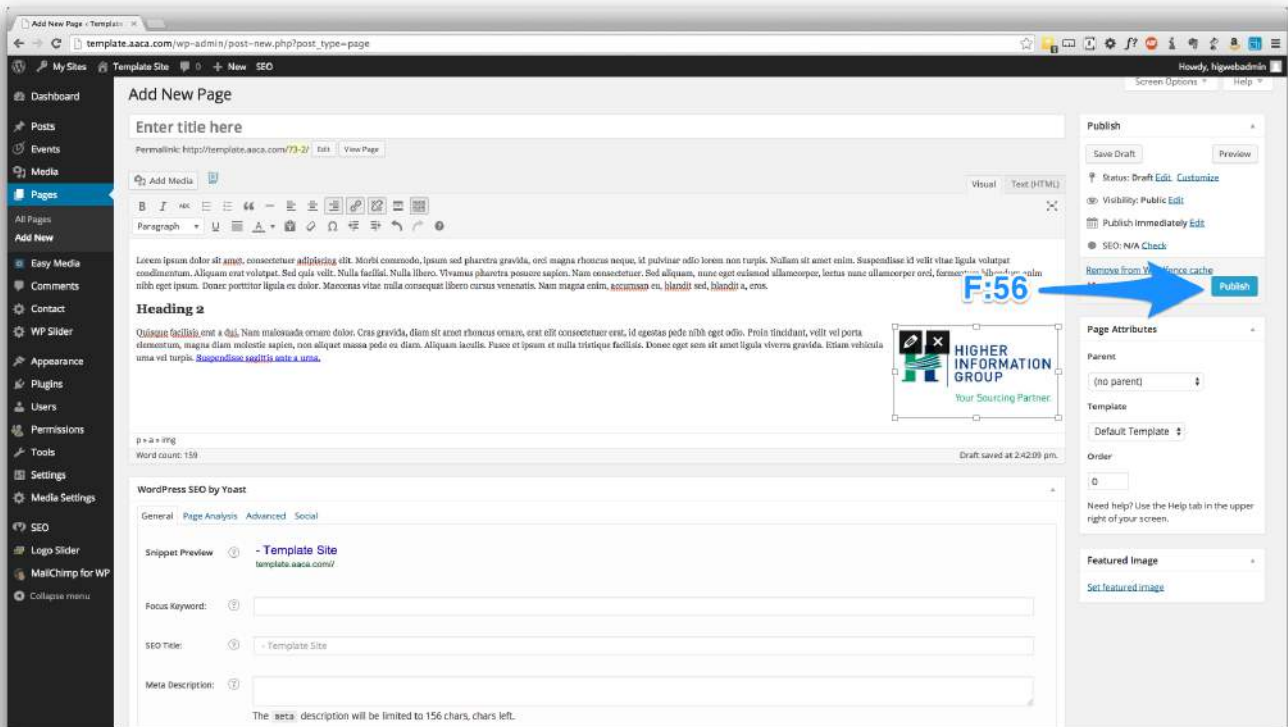**Step 3** (F:53): You can change the size of the image by the percentage on the left side.

Step 4 (F:54)**:** Edit the **Alternate Text**, **Caption**, or the **link** associated with it. You may add a new link to have the image take your user to a different page if you would like.

Step 5 (F:55)**:** Click **Update button.**

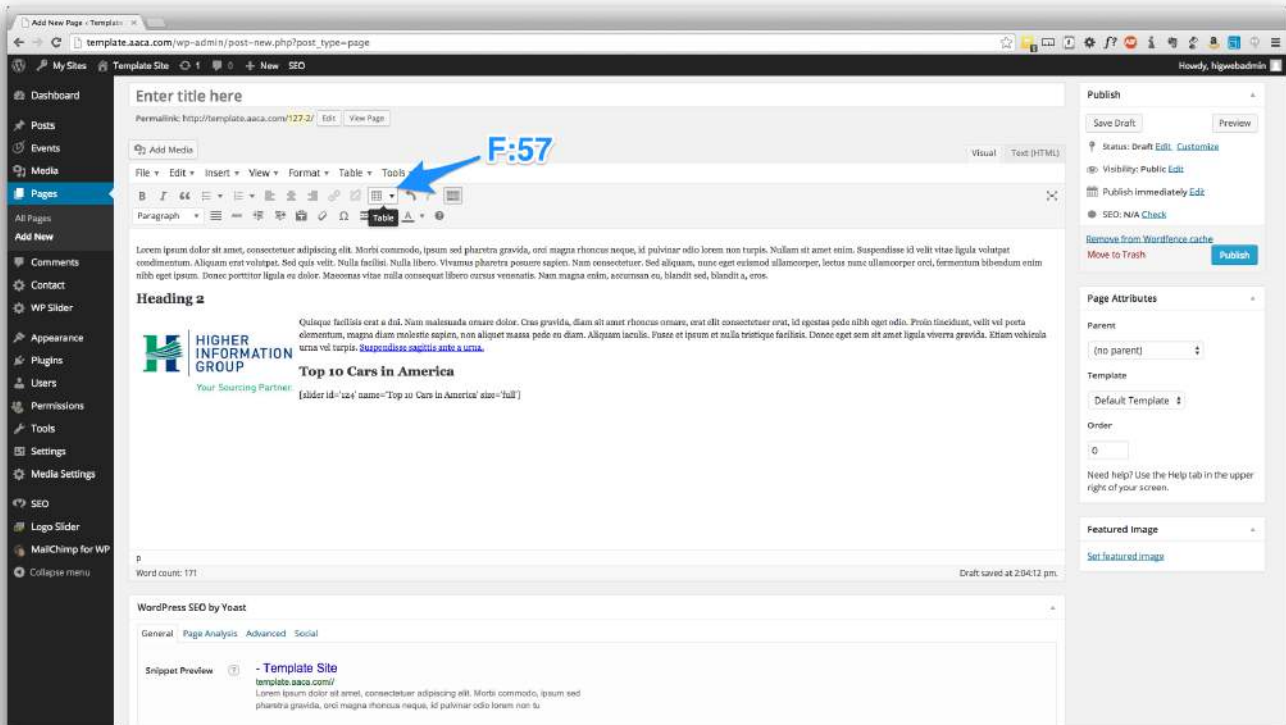**Step 6** (F:56)**:** Click **Update/Publish** to save the Page.

Adding Tables

Step 1 (F:57)**: Click the button to add a table**.
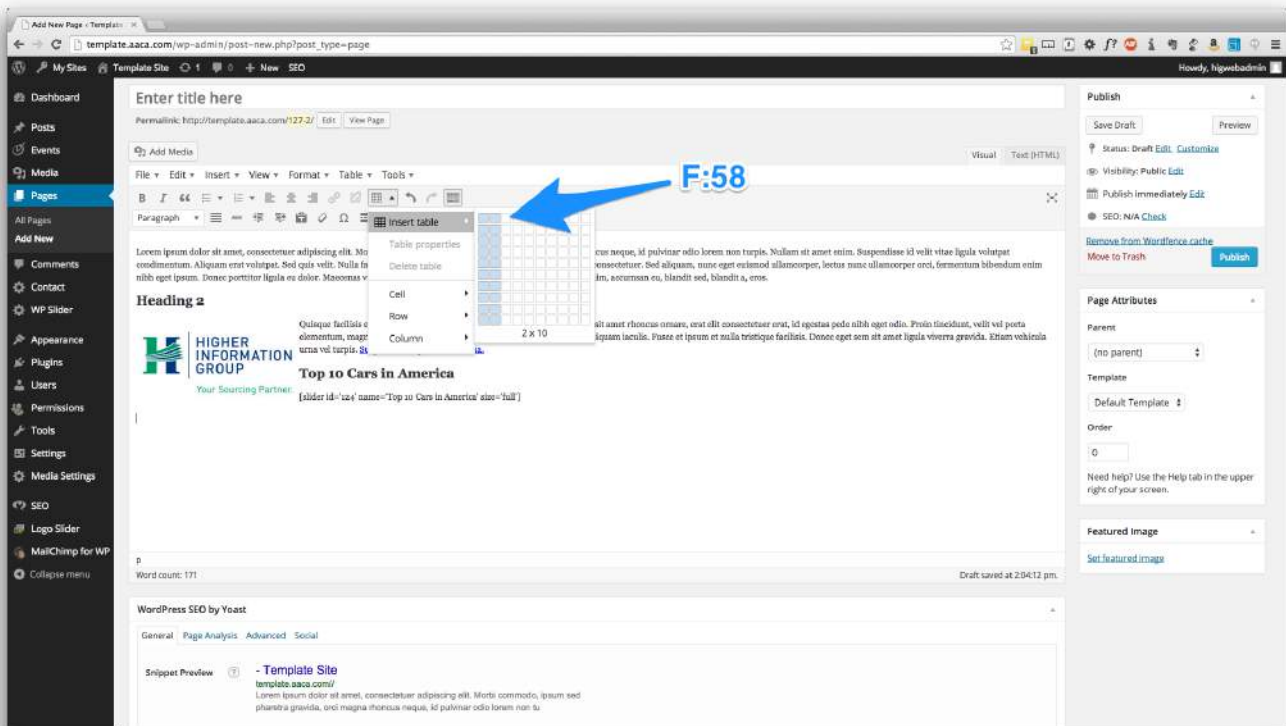
Step 2 (F:58)**:** Choose how many rows and columns your table needs by **hovering over** the **cells**.

Don't worry you can always add or delete the rows and columns.

How to add/remove columns and rows.

1. Click on **Table**.
2. **Hover** over **Row** or **Column.**
3. Choose any of the options: **Insert Row/Column before, Insert Row/Column After,** or **Delete Row/Column.**

Step 3 (F:59): Click "**Table Properties**".

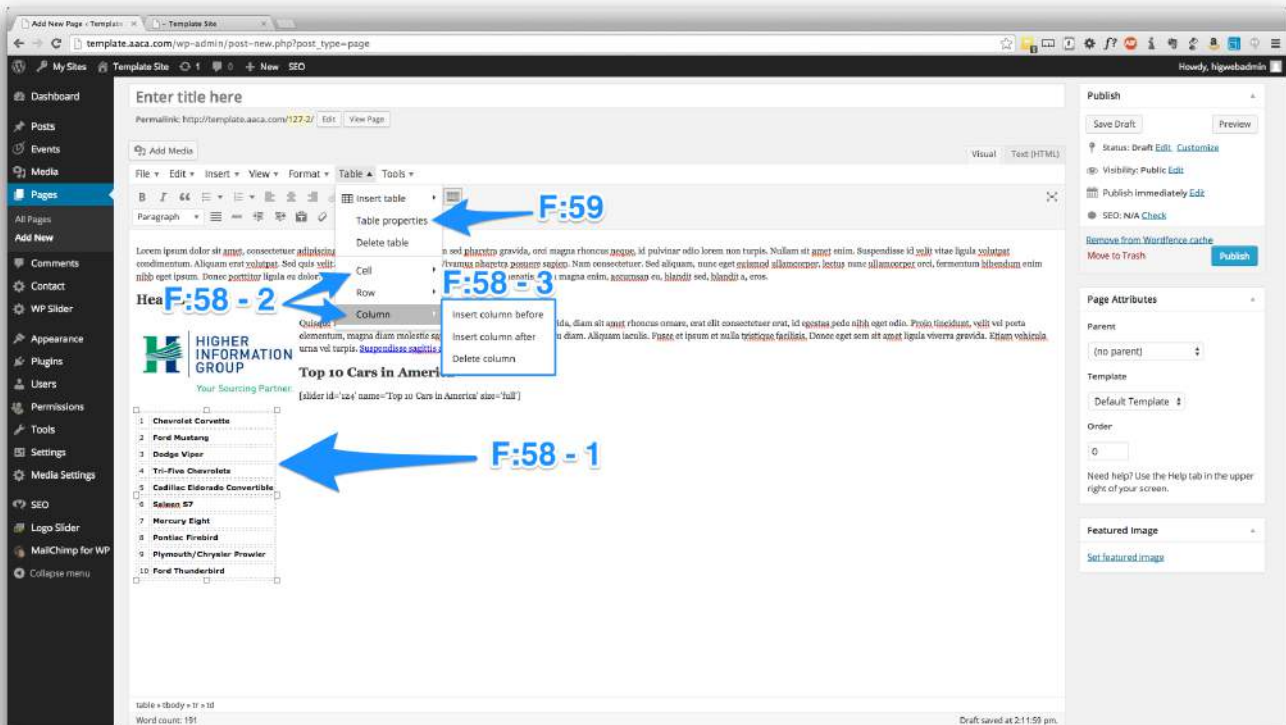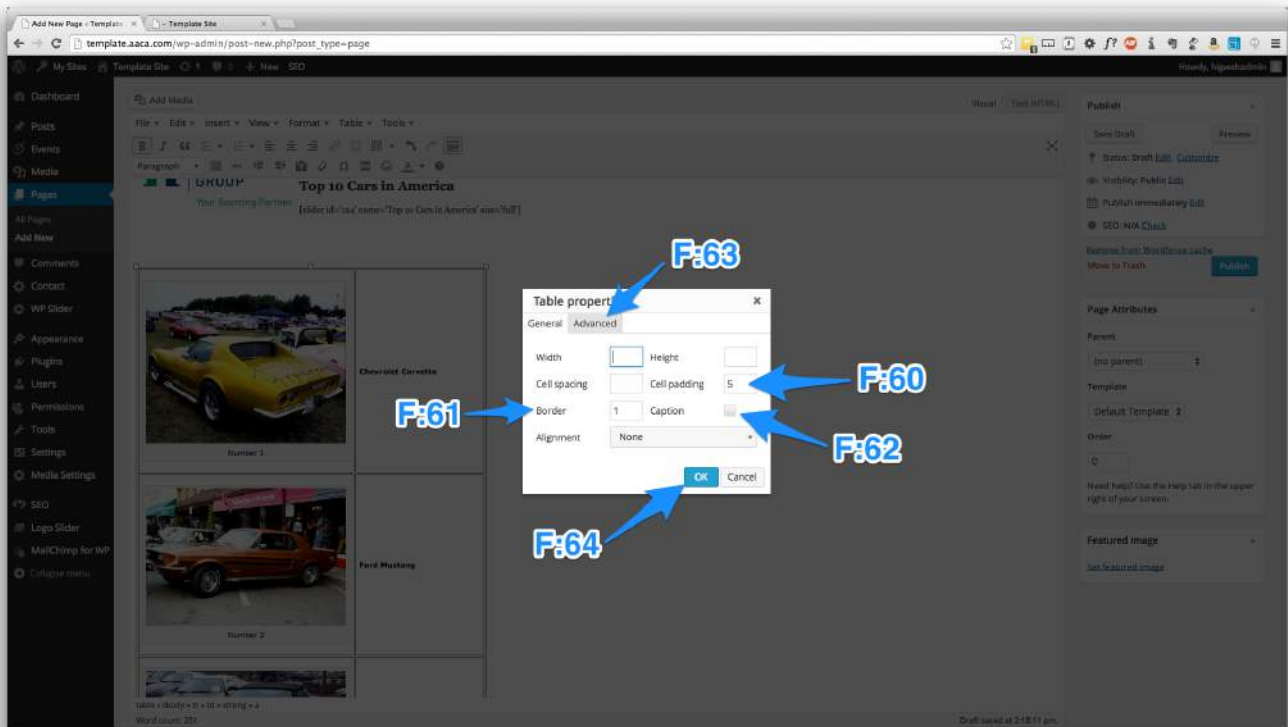**Step 4** (F:60): Add **5** into **Cell Padding**.

Step 5 (F:61): Add **1** into **border** if you would like to have your table be outlined.

Step 6 (F:62): (**Optional**) Check Caption if you would like to have a Title above your table. You could alternatively use an H2 or H3 depending on your placement in the text.

Step 7 (F:63): (**Optional**) Table Properties Advanced tab you can add in a border color and background color by clicking into the empty field. A color guide will appear to help you choose a color. Alternatively, you can add in a custom style if you know how to write CSS.

Step 8 (F:64)**: Update** your page.

Adding Page Attributes

### Parent Page

This creates a subpage within your Pages, creating a hierarchy of pages. An example of this is Schools would have the subpages of High School, Middle School, and Elementary School under the parent page of "**Schools**".
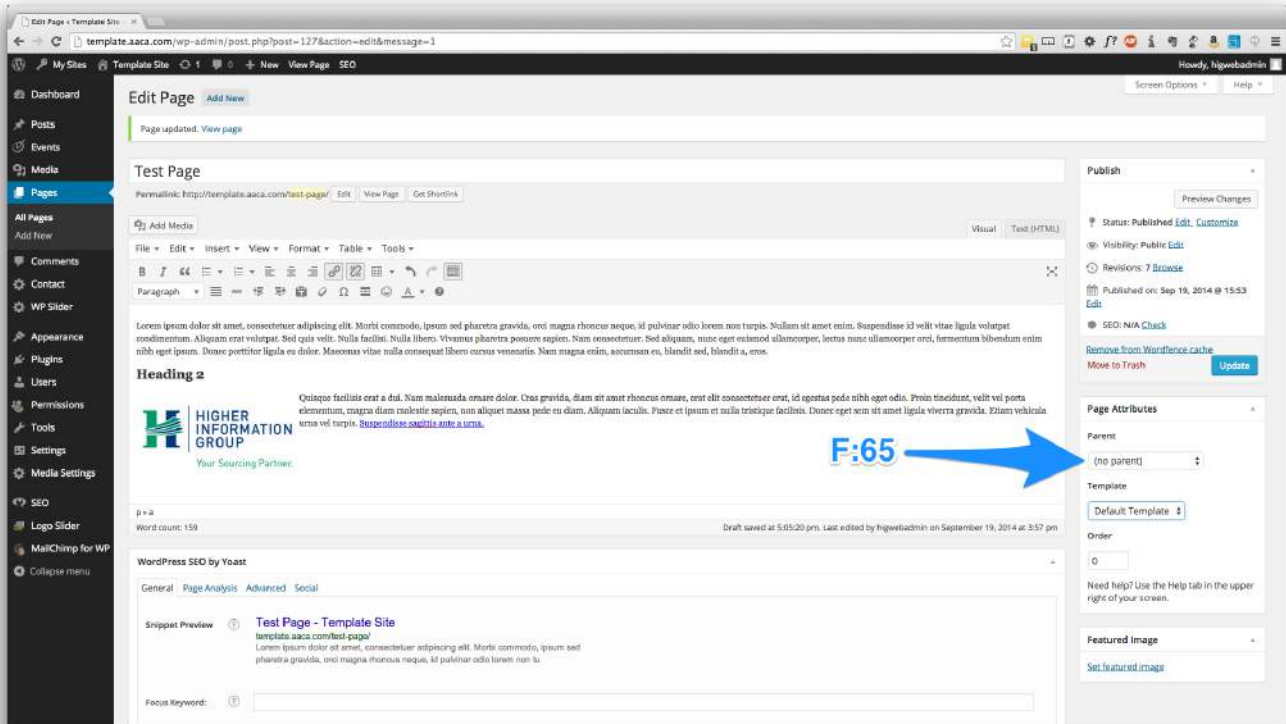
(F:65) To select a Parent Page click onto "**Parent**" and a drop down will appear
Click on the **Page** that you would like your page to be associated with

Page Template
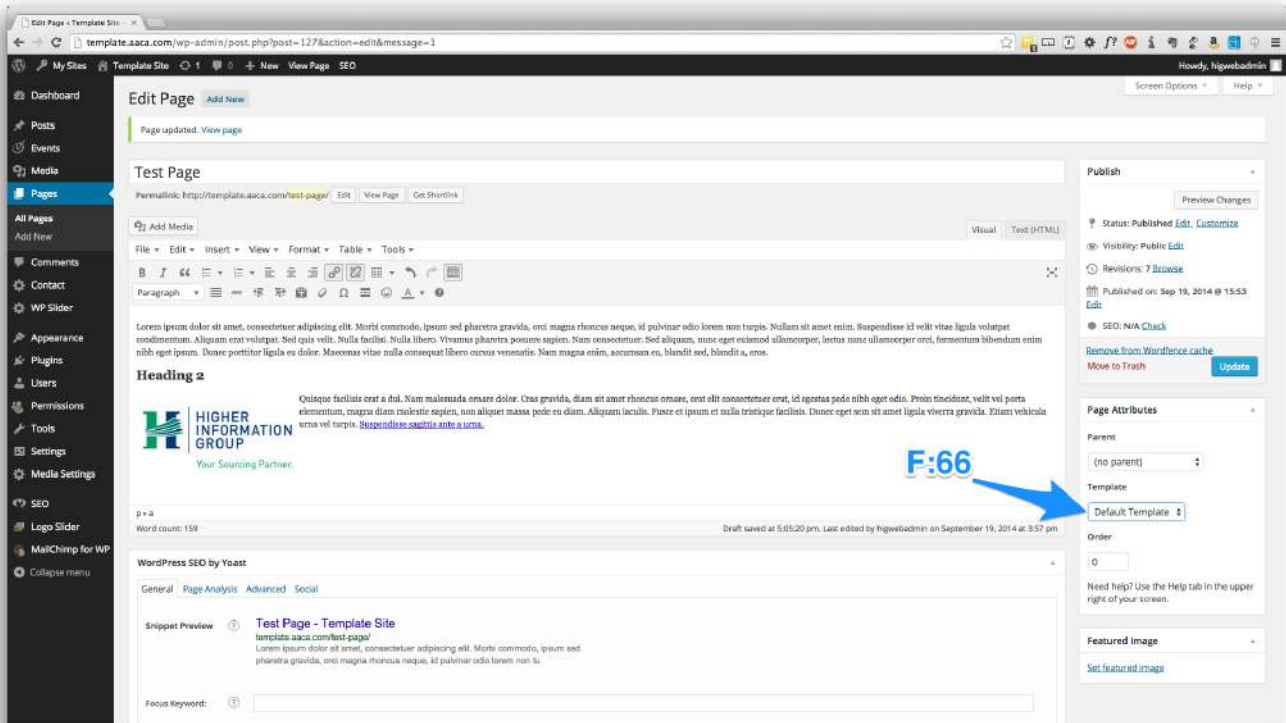
(F:66) This allows you to set the page to follow a certain template. In most cases you will want the default template because the Homepage is already created for you.

Your Options:
- **Default Template** – Sidebar on the right of the page
- **Home Page** – No Sidebar; the content fills the entire page. This should be you homepage.
- **INDEX** – Sets up a page that you will need to edit the information in the Appearance tab under Elisum Homepage Options.

Page Order
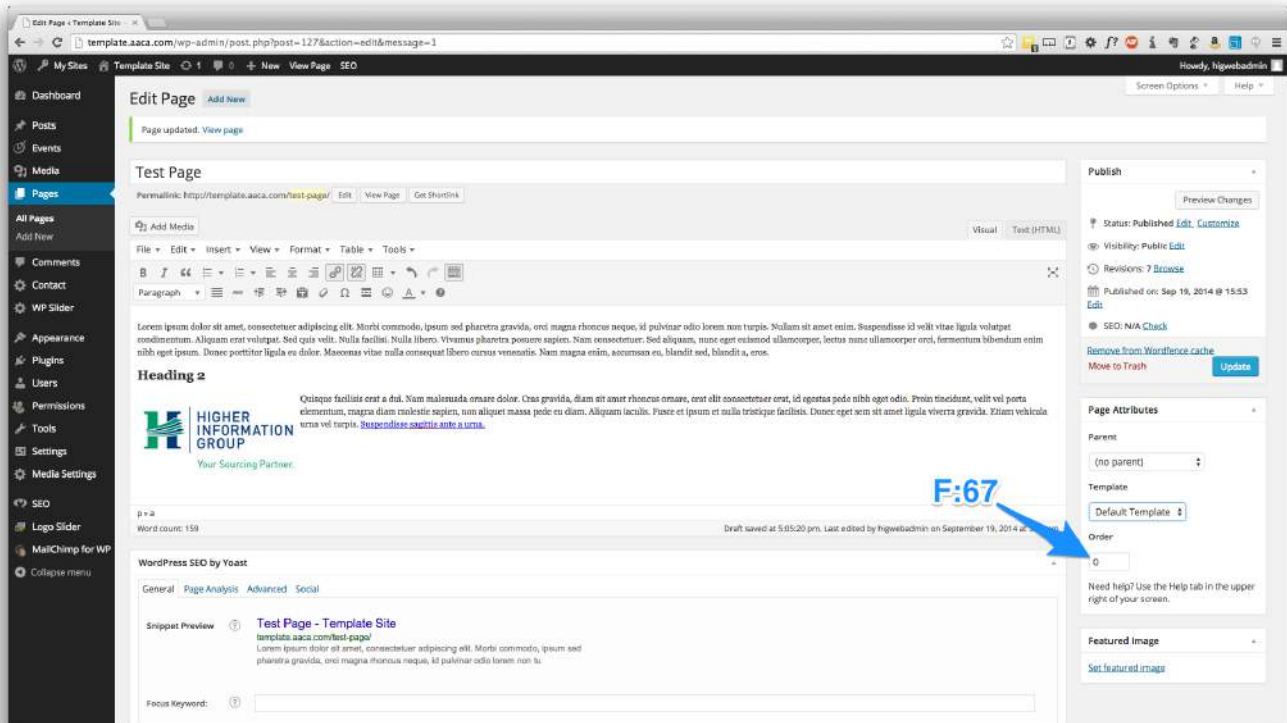
(F:67) Pages will appear in order starting with 0. The default way to organize your pages is via alphabetical order. This will override alphabetical order with the page order that you set.

This will show up on the side navigation on the interior pages in the order selected as well.
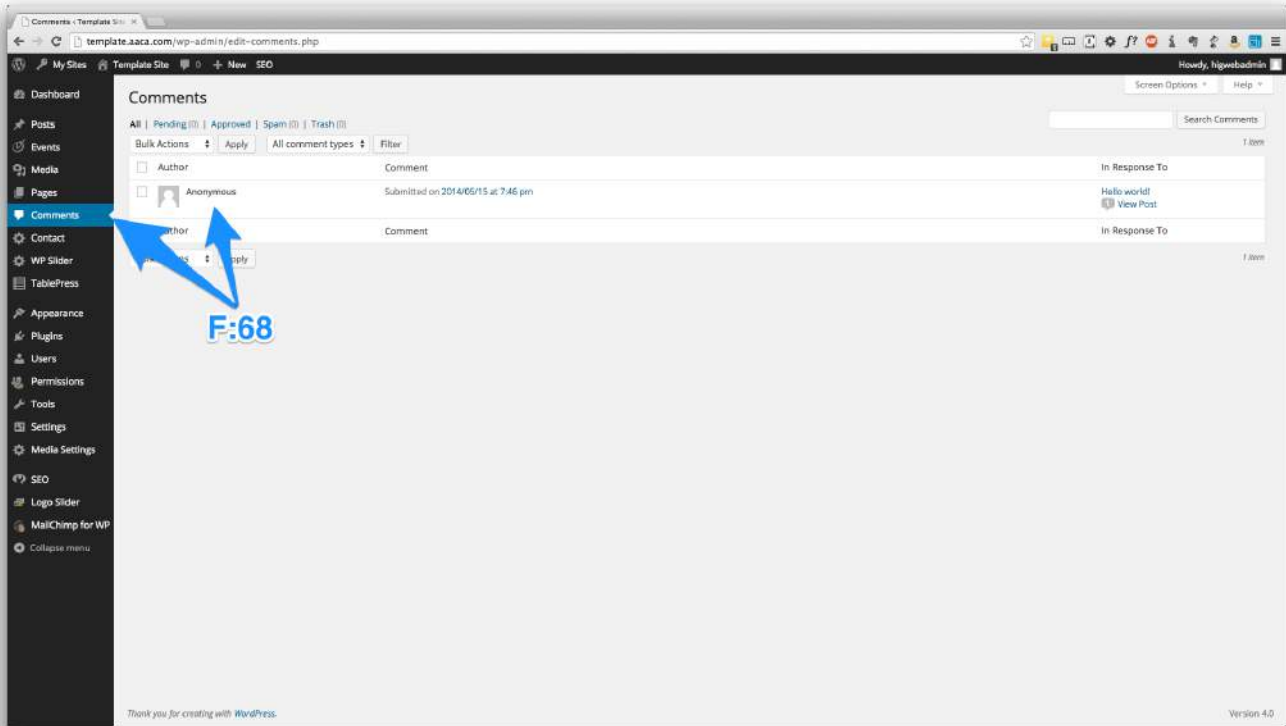
Comments

This is a section to check the comments that have been written on your website. We disable comments by default. If you would like to have your comments enabled please contact any HIG Web Team member. Our contact information can be found on the last page of this manual.

Once comments are enabled follow this step.

(F:68) When a comment is written on any part of your website it will appear in the comments section. No comment will be shown on the website until you go in and approve the comment.

Your options for comments are:

- **Approve** – Allows comment to appear under the post or page, if comments are allowed on the section.
- **Spam** – Comments that are marked, as spam will be held in your database to educate "intelligent" anti-spam plugins, can safely recover or permanently delete any comments marked as spam.
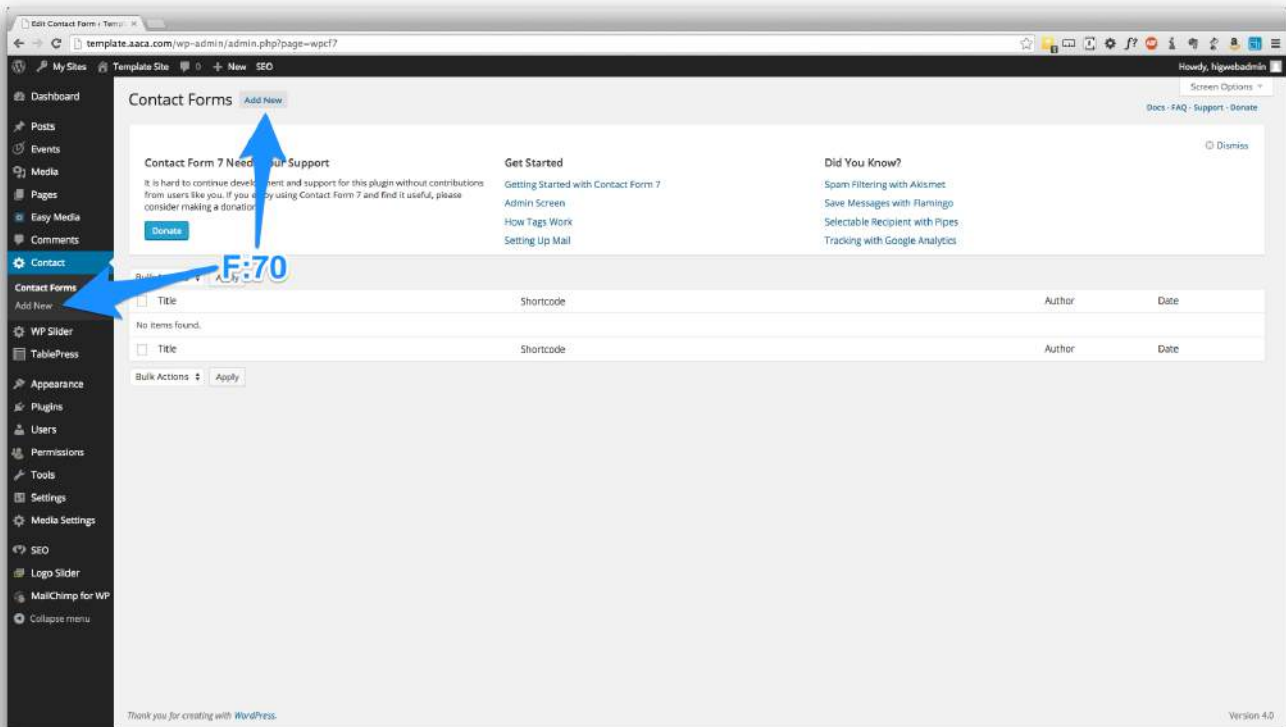- **Trash** – Deletes the comment; removes from WordPress.

Contact Forms

This section will allow you to create contact forms that you can place on any page.

Step 1: Add A New Contact Form.
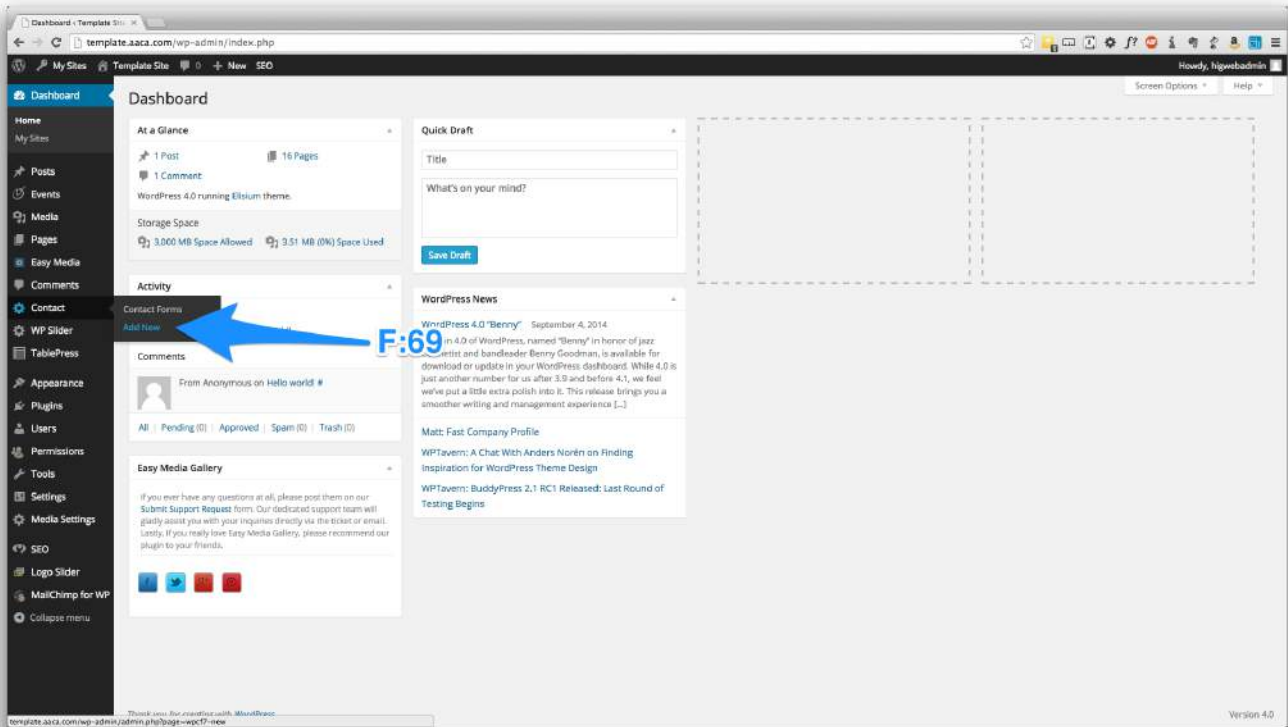
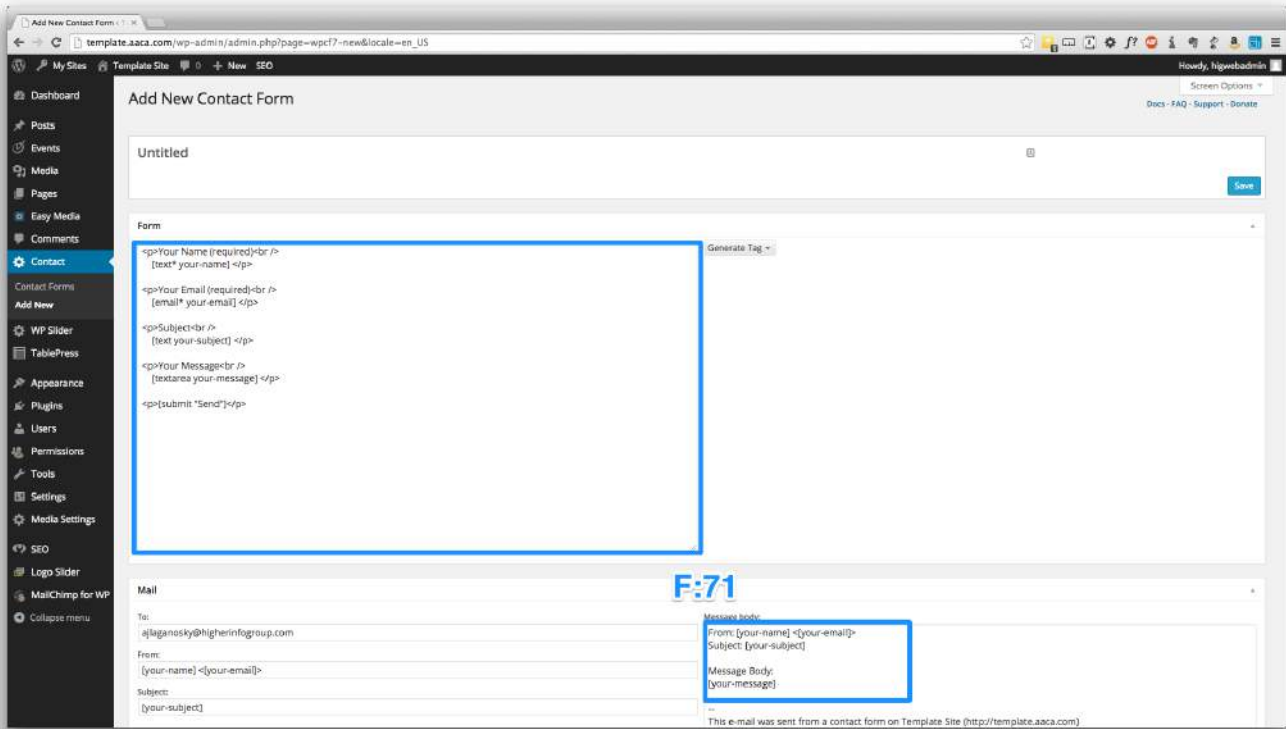(F:69) **Hover** over "**Contact**" click on "**Add New**".
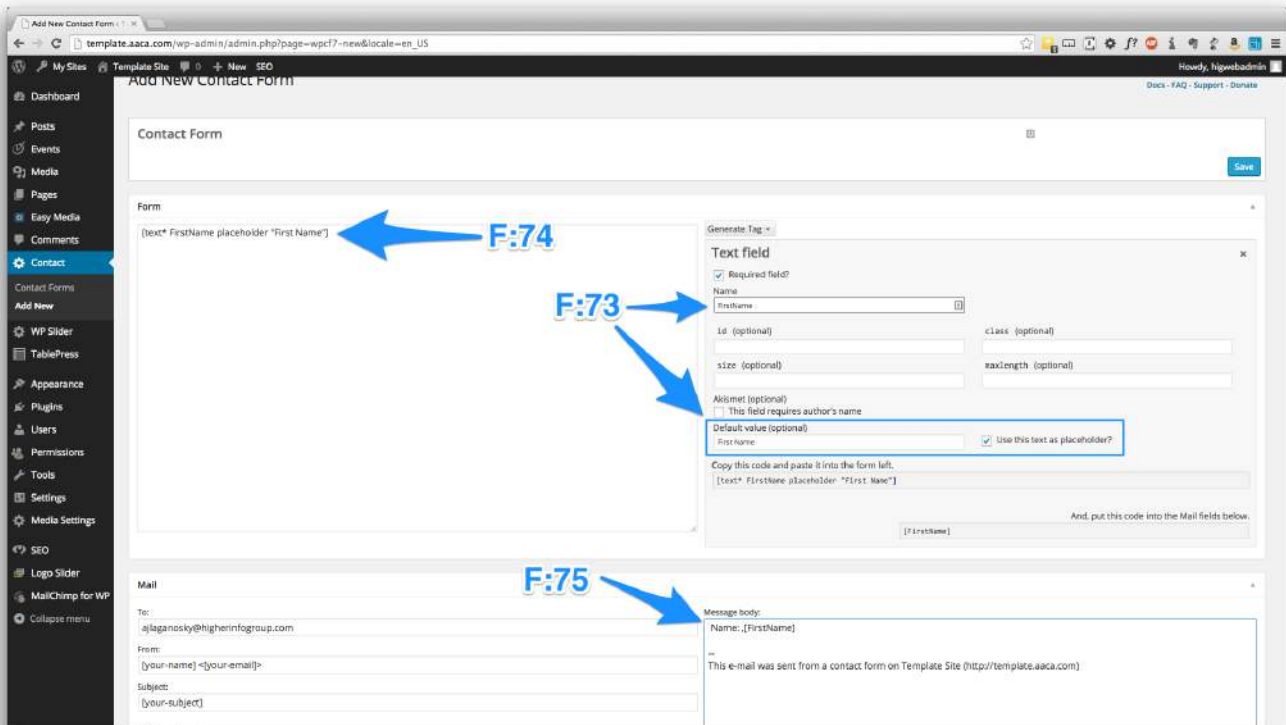
(F:70) **Click** on "**Contact**", then click on "**Add New**" on the sidebar or at the **top of the page**.

Step 2 (F71): **Delete out** all of the information if this is not what you in your contact form.

Step 3 (F:72): **Click** on "**Generate Tag**" and Select "**Text**".

Step 4 (F:73): This all depends on what you want to have on your contact form for this demo we are adding the name to be separated by First Name and Last Name, have their Address, Email, Phone, and a message. You can choose any of the "**Generate Tag Options**".

We will first add a **text field** and name it **First Name**. You may choose to have the placeholder show what the input field is labeled.

Step 5 (F:74): **Add the shortcode to the right side** where it will use the **shortcodes** to generate your form on the webpage. *VERY IMPORTANT* – **if you do not add this shortcode it will not show on your form.**

Step 6 (F:75): **Add the second shortcode** below to have the information display in the email that will be sent to whom you specify. *VERY IMPORTANT* – **if you do not add this shortcode it will not show the information the user typed in your email.**

Step 7: Follow the same steps 4-6 and add **Last Name.**

Step 8: **Click** on the "**Generate Tag**" and select "**Email**". *See F:73*

Step 9: Follow steps 4-6 to add the Email information.

Step 10: **Click** on the "**Generate Tag**" and **select** "**Telephone**". *See F:73*

**Step 11**: Follow steps 4-6 to add the **Phone information**.

Step 12: Click on "**Generate Tag**" select "**Text**". *See F:73*

Step 13: Follow the same steps 4-6 and add Address. Note that we re-ordered the way the form reads. This is simply to show that you can always re-order the shortcodes to display the way you want it to without re-generating the shortcodes.

Step 14: **Click** on "**Generate Tag**" and **select** "**Textarea**" this is your message box. *See F:73*
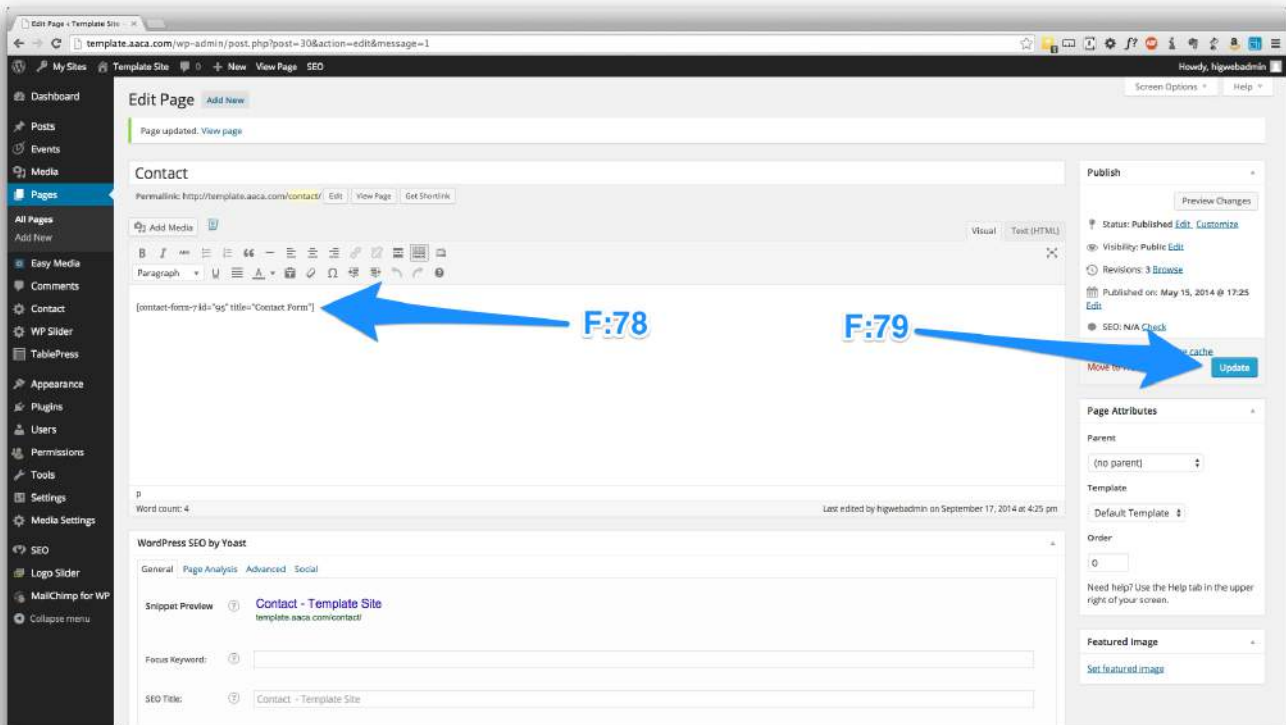
Step 15: Follow steps 4-6 to add the **Message information**.

Step 16: **Click** on "**Generate Tag**" and **select** "**Submit**" this is your submit button that will send the form to you in an email. *See F:73*
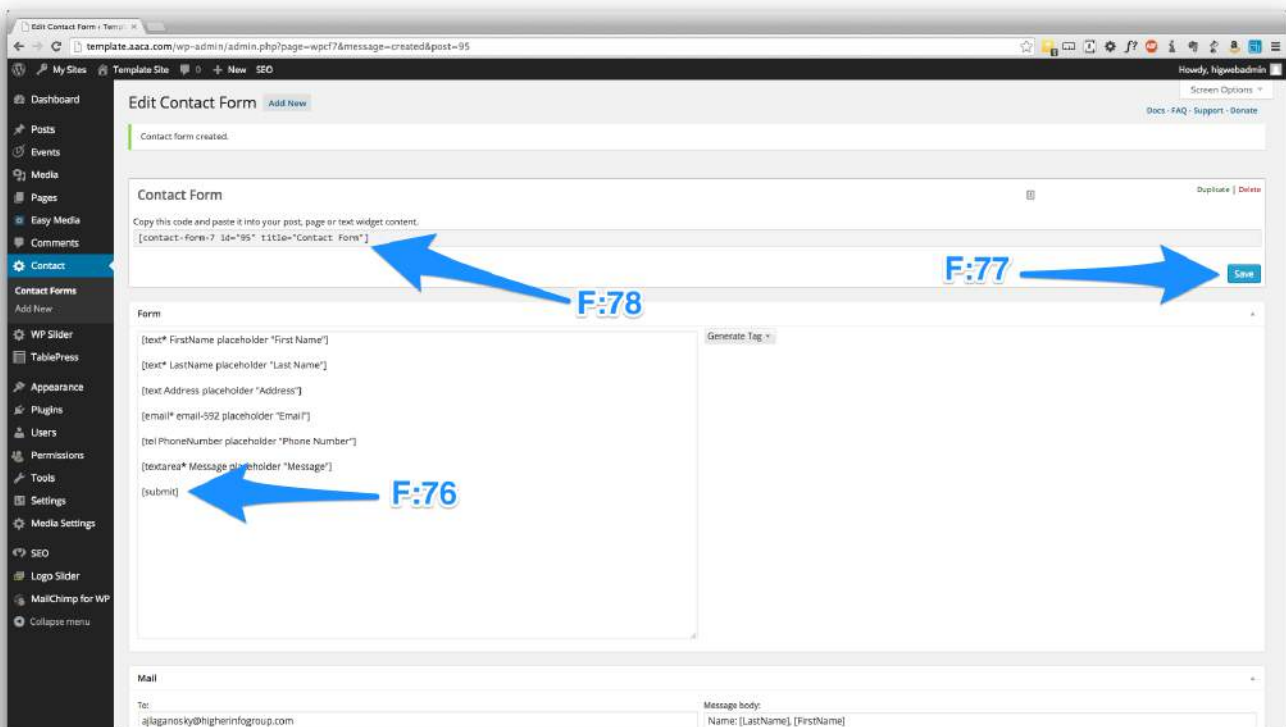
Step 17 (F:76): **Add** the **submit shortcode** to your form portion only.

Step 18 (F:77): **Click Save**.

Step 19 (F:78): **Copy the shortcode** that was **generated for the form at the top of the page**, and **paste** it on your **contact page**, or whatever page your form is designated for.

Step 20 (F:79): **Click publish** on your page.

We understand that this can be difficult and confusing. If you need help please feel free to contact any of the HIG Team Members. Our contact information can be found on the last page of this manual.

WP Slider

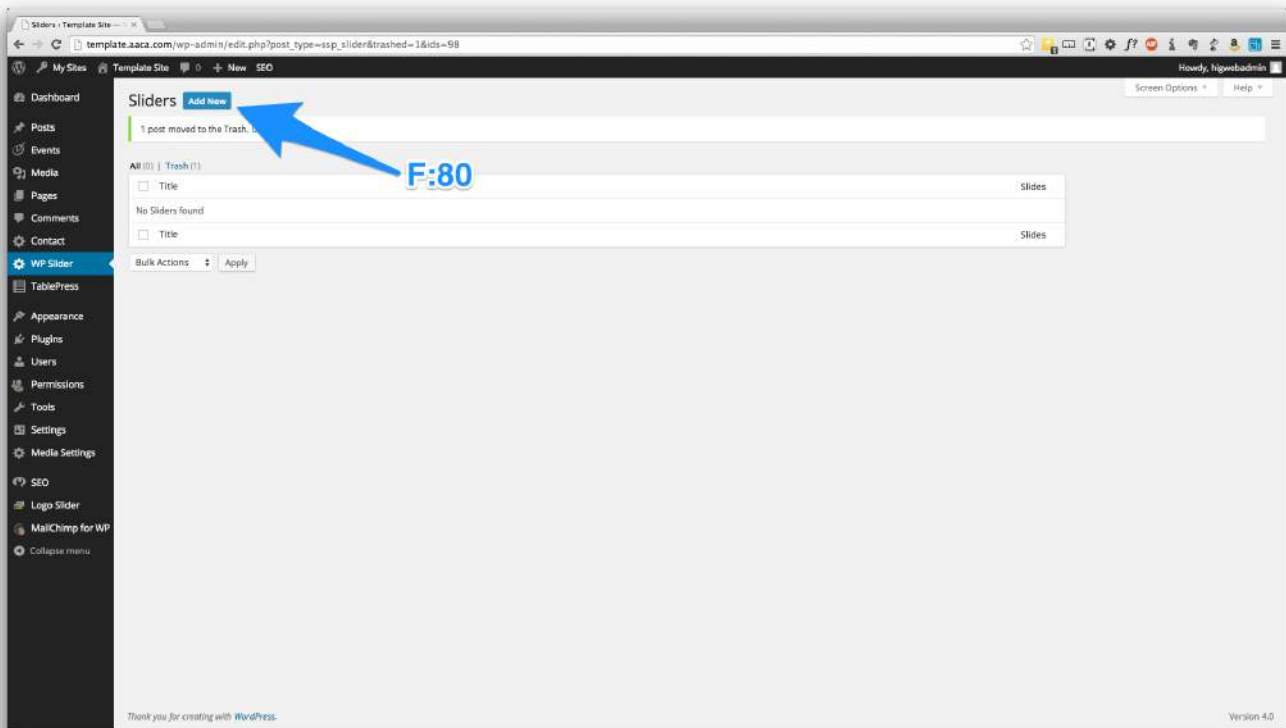The WP Slider is to be used if you would like to have a rotating slider on any of your pages.

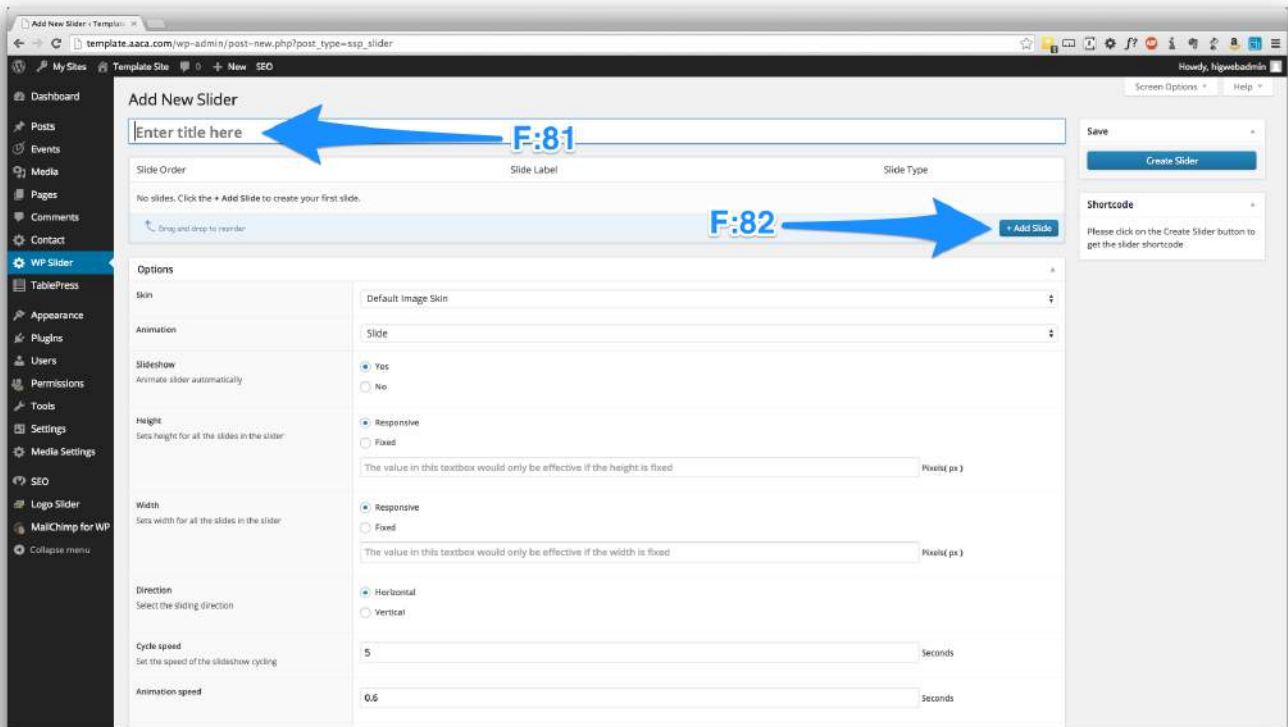### Image Specs
Image Size: 639px Wide by 300px High
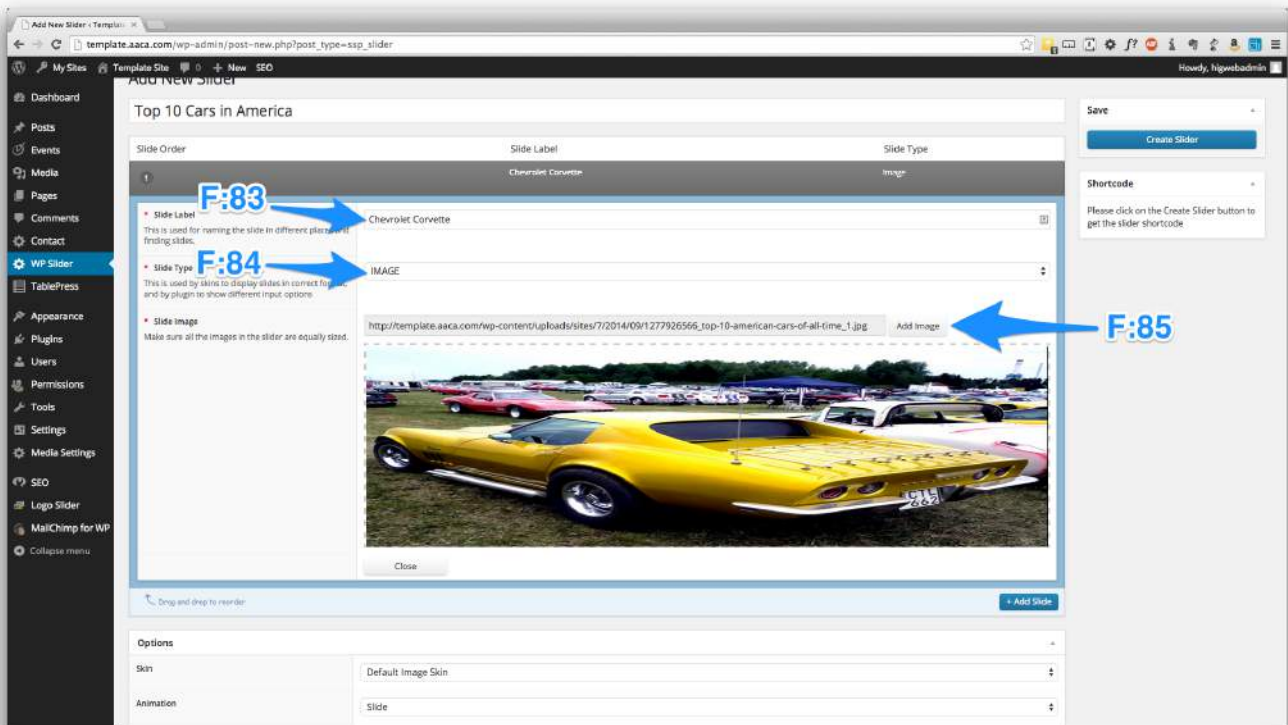File Size: 700KB at the max.

Free Photo Editing Websites
- http://pixlr.com/editor/
- http://www.befunky.com/create/

Step 1 (F:80)**:** Add a New WP Slider by **clicking "WP Slider"** then clicking on **"Add New"** at the top of the page.

**Step 2** (F:81)**: Add a title for the slider group.**

Step 3 (F:82): Click "**+Add Slide**".

**Step 4** (F:83): **Add** a **Slide Label**.

Step 5 (F:84): Make sure **Slide Type** is set as **IMAGE**.

Step 6 (F:85): Add **Slide Image** with **Add Image button**.
*Please make sure that all images are the same size in width and height for your slider to rotate as seamlessly as possible. If you do not have any photo editing software you can go to any of the free.
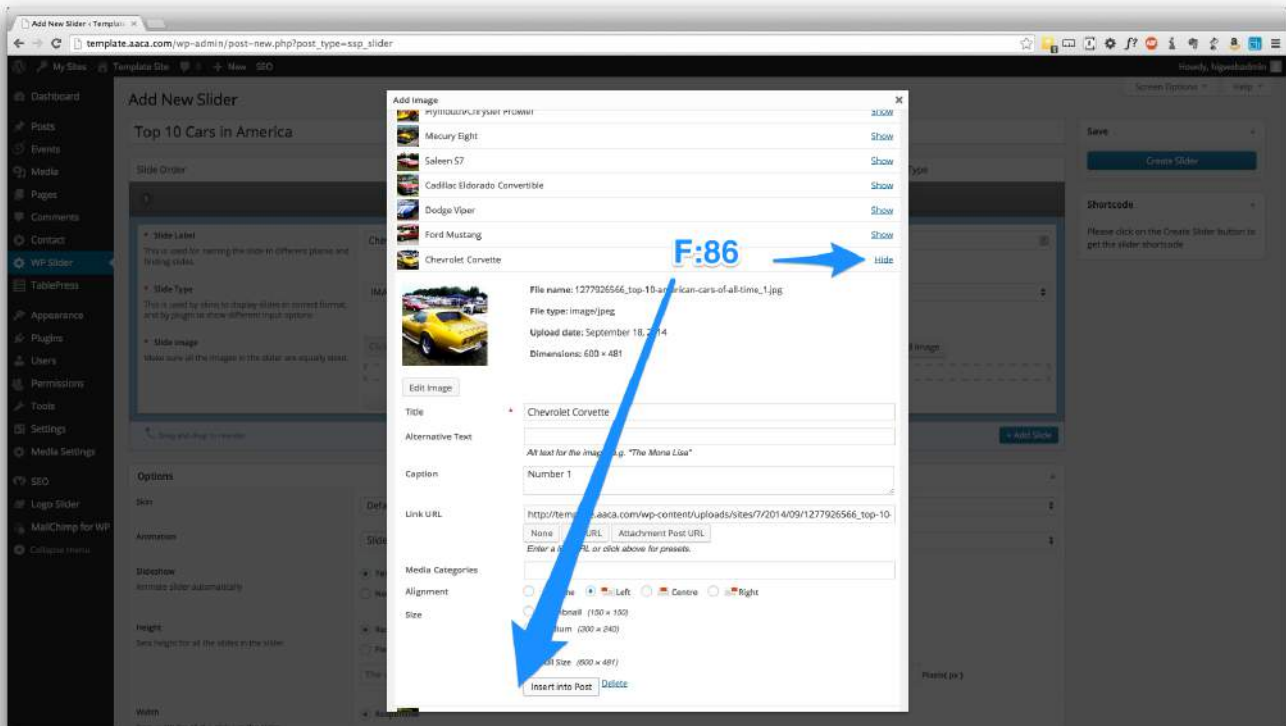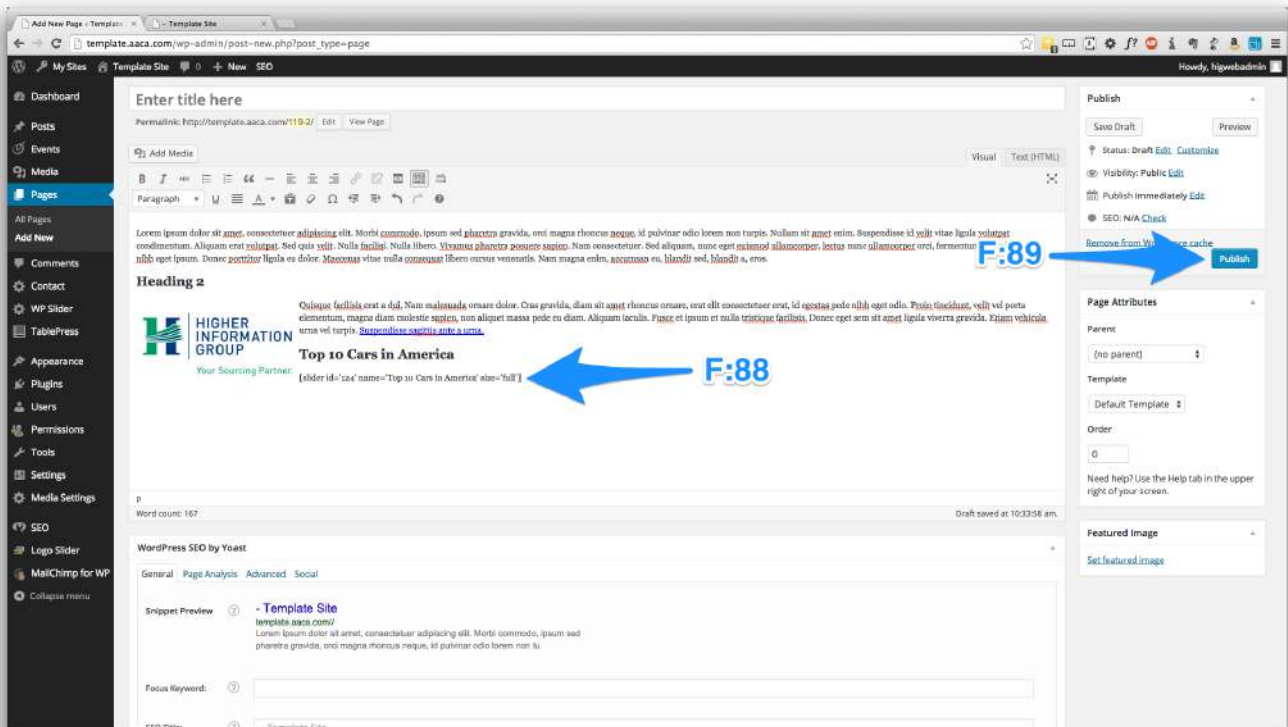

Step 7 (F:86): **Drag images** and click "**Insert into Post**"; or go to **media library** and click "**Show**" on the image then click "**Insert into Post**".
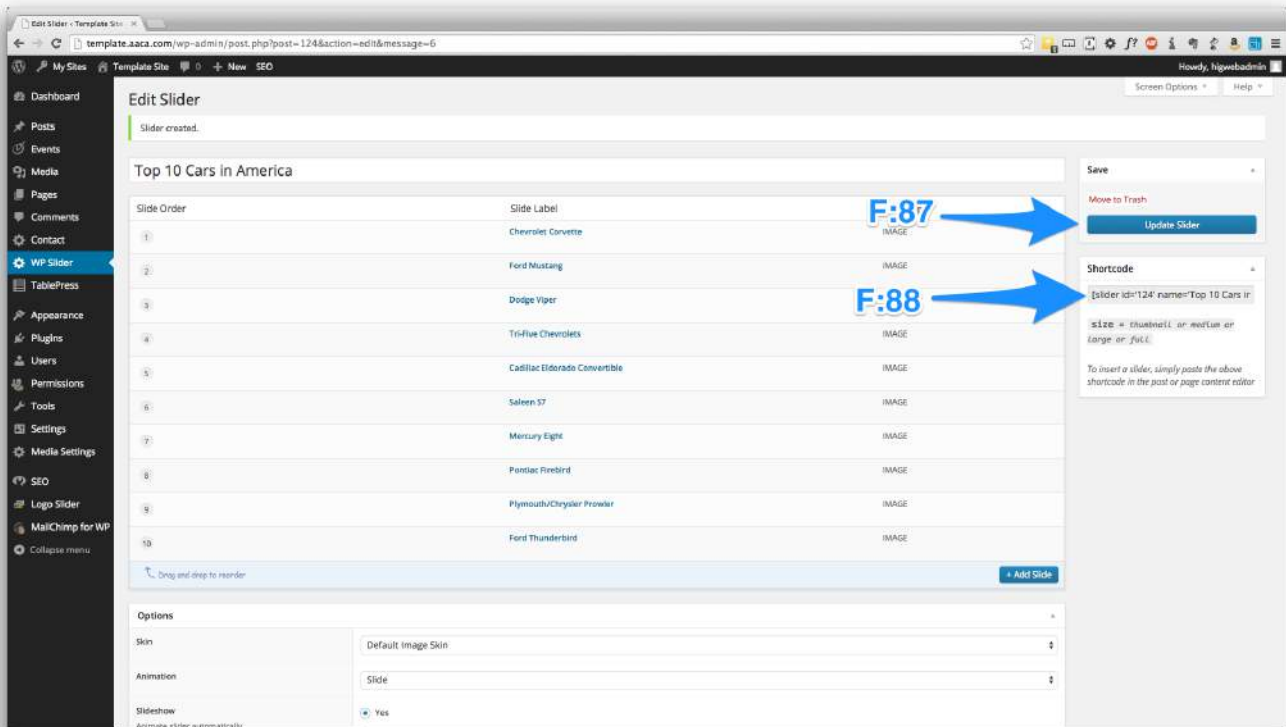
Step 8 (F:87): After you get the amount of images you want to display click "**Create Slider**".

Step 9 (F:88): The **Shortcode** will be **created below, Copy & Paste** that shortcode where you want the slider to appear on your **page**.

Step 10 (F:89): Click **Update** on the page.

Contact Us

If you have any questions, please feel free to contact any of the following:

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