

machsite.net

Confidential



Wordpress User guide

Date: March 2014

Version: 1.0

Author : Dany Pelletier – machsite.net

LOOK Optical Wordpress User Guide

TABLE OF CONTENTS

PURPOSE OF THIS GUIDE	2
DEFINITION OF TERMS	2
POSTS:	2
<i>Standard Uncategorized</i>	2
<i>Quotes</i>	2
PAGES:	3
IMAGE GALLERY:	3
<i>Media</i>	3
<i>NextGen Gallery</i>	3
CONTENT	4
LOG IN	4
POSTS	5
<i>Add a New Post</i>	5
<i>Edit the content of a Post</i>	6
<i>Edit Post Post information – Quick Edit</i>	8
<i>Scheduled Post</i>	10
PAGES	11
<i>Add a New Page</i>	11
<i>Edit the content of a Page</i>	11
MEDIA	13
NEXTGEN GALLERY.....	14
<i>Add Images</i>	15

Purpose of this Guide

LOOK Optical website is built on the Wordpress content management infrastructure.

This guide was written explicitly for LOOK Optical as an instruction guide for editing, adding to or maintaining the LOOK Optical website at www.lookopticalshop.com.

Definition of terms

Posts:

This website has two types of posts, *Standard Uncategorized* and *Quotes*.

Standard Uncategorized

This type of post is an item of content that will be added to the site as a blog entry and may or may not include images. Posts are usually added though they can be edited.

Standard Uncategorized posts are kept indefinitely.

- The two most recent posts will be accessible from the left sidebar of all website pages.
- Older posts are accessible from the “Archive” section linked to on the left sidebar of any displayed post’s page.
- Can be linked to in any post or page.
- In a list of search results if the post contains the search entry

Quotes

This type of posts are all identified with the title “Alex Says” and are in the Quotes category. These posts contain specific quotes by Alex. If new posts of this type are added, it is preferred to change the date of the post to an older date to keep them out of the Recent Archive display.

Quotes posts are kept indefinitely.

- This type of post is randomly selected to be displayed in the right sidebar within the content area.
- Older posts are accessible from the “Archive” section linked to on the left sidebar of any displayed post’s page.
- Can be linked to in any post or page.
- In a list of search results if the post contains the search entry

Pages:

Pages are similar to posts, but make up the pages of the website. Pages are updated directly when content needs to be changed. Pages are usually edited, additions are usually handled by the webmaster.

Pages are reached:

- Via the Navigation at the top right of each page
- Via the navigation in the left sidebar
- Can be linked to in any post or page.
- In a list of search results if the page contains the search entry

Image Gallery:

Media

The base Media gallery is mostly used for images that make up the sites pages and design elements. This can be used for posts or other images related requirements, but it is preferable to the the NextGen Gallery plug-In for these.

NextGen Gallery

The NextGen Gallery plug-in is used the tool used to upload, organize and manage images for this website. Images are added to galleries and galleries in turn can be assembled in album. Images or galleries or albums can be displayed on pages or posts in various ways provided by the NextGen tool

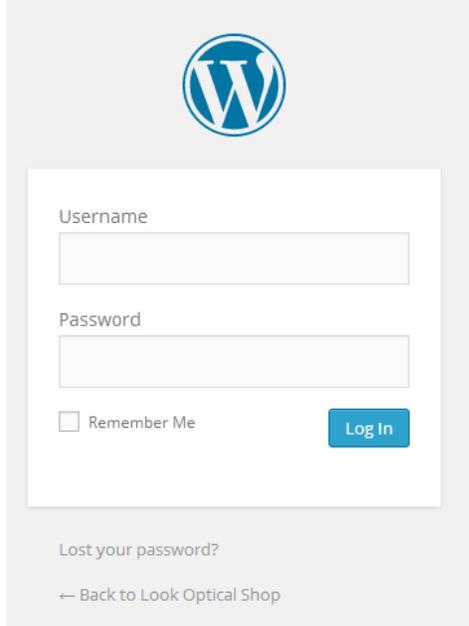
Content

Log In

To make any additions or changes to the content of the website you first need to login.

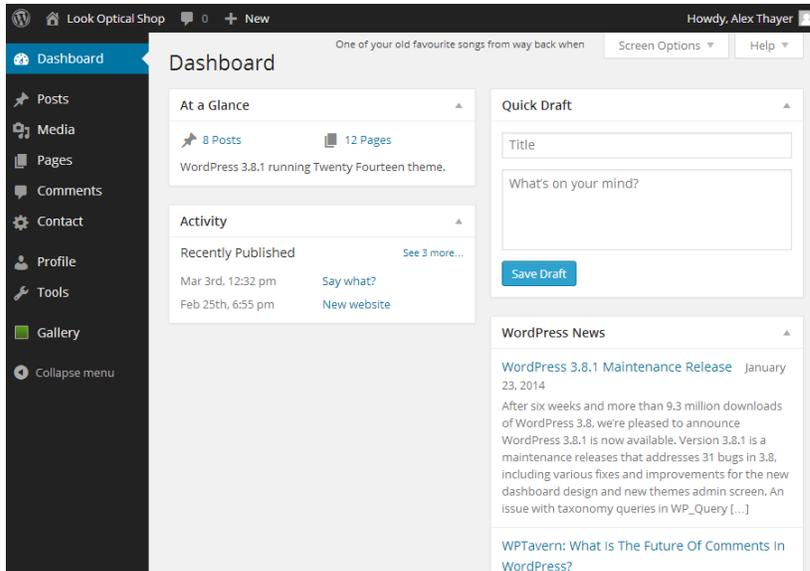
To do so, open a browser and go to:

www.lookopticalshop.com/los/wp-admin

The image shows the WordPress login page for Look Optical Shop. At the top center is the WordPress logo. Below it is a white login box with a light gray border. Inside the box, there are two text input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember Me" and a blue "Log In" button. Below the login box, there is a link "Lost your password?" and a link "← Back to Look Optical Shop".

Log In

Enter your user name and password and click “Log In”

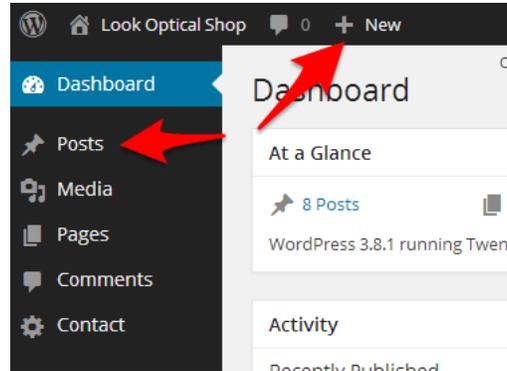
The image is a screenshot of the WordPress dashboard for Look Optical Shop. The top navigation bar shows the site name "Look Optical Shop" and the user name "Howdy, Alex Thayer". The main dashboard area is divided into several sections: "At a Glance" showing 8 Posts and 12 Pages; "Activity" showing recently published posts; "Quick Draft" with a text area and a "Save Draft" button; and "WordPress News" with a news item about the 3.8.1 maintenance release. A sidebar on the left contains navigation links for Dashboard, Posts, Media, Pages, Comments, Contact, Profile, Tools, and Gallery.

Dashboard

Posts

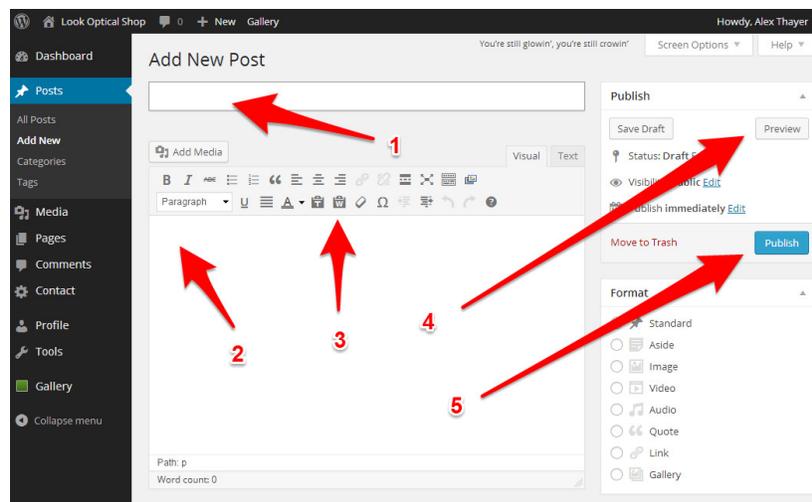
Add a New Post

To add a post, click on the “+ New” or mouse over “Posts” and click on “Add New”.



Add a Post

This will open the Add New Post page for you to type add your content.



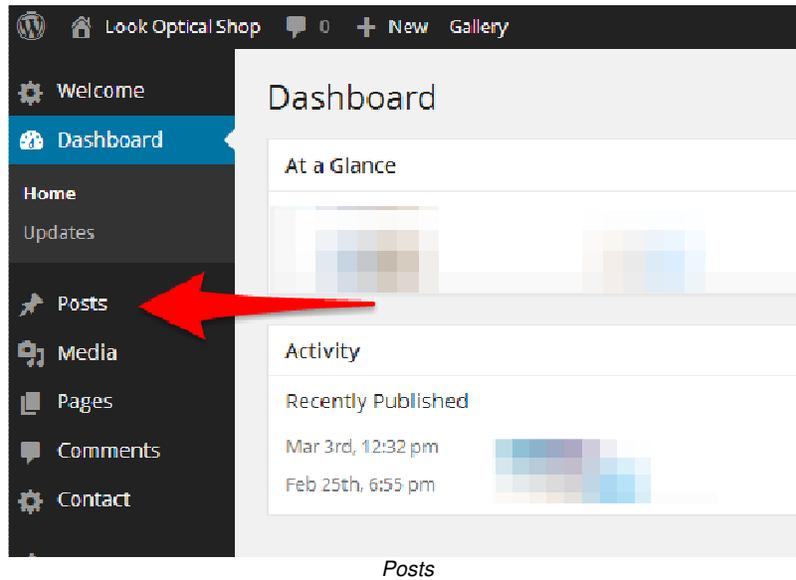
Add New Post

1. Enter a Title (Keep it Short – think of how it will look in the side bar)
2. Enter your text (The first few words will show up on the side bar – make it catchy)
3. Format your text using the Microsoft word like icons. (Select the text and click on the desired formatting icon)
4. Preview – this will open a window/tab to show displaying your new post
5. Publish – now your post goes live, it will appear in the sidebar of all your site's pages
6. You may choose to save as a draft for later publication

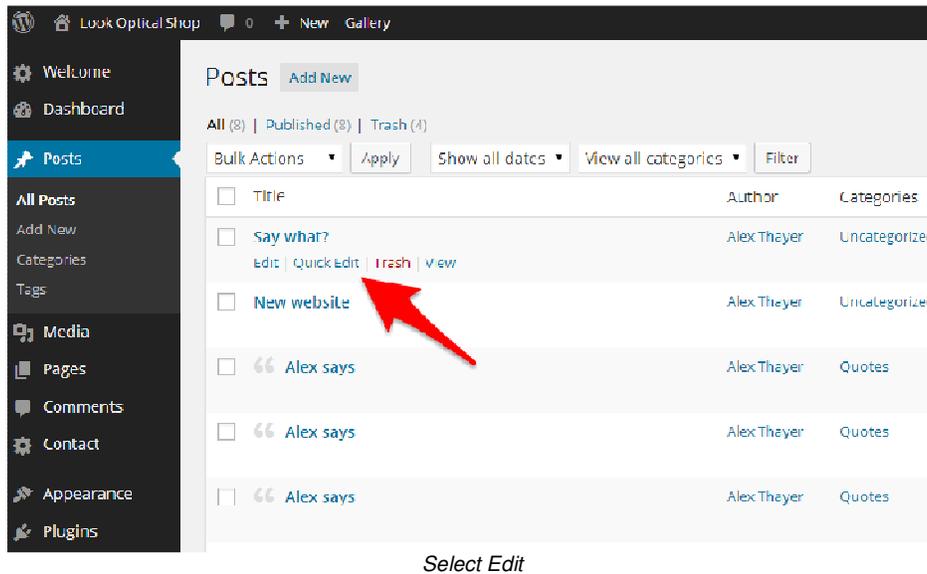
Don't worry if you did not get it right you can edit a post any time no matter when it was published.

Edit the content of a Post

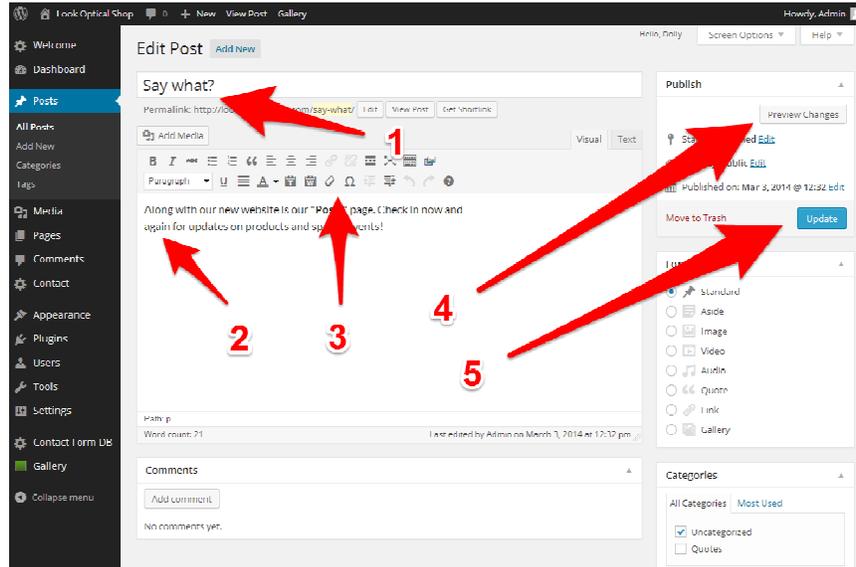
To edit a post, click on “Posts”



Mouse over the post title you wish to edit and click edit



This will open the Post page with its existing content for you to edit.



Edit an old Post

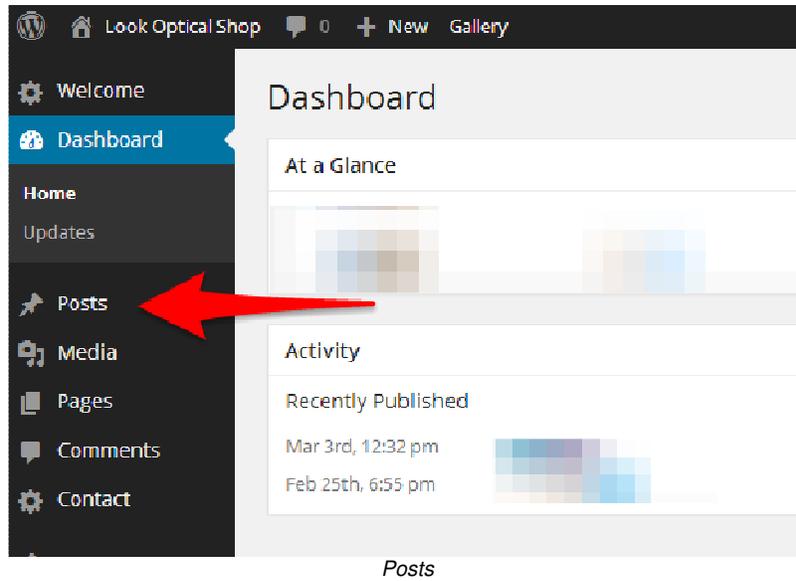
You can now edit all the content of your post

1. Edit a Title (Keep it Short – think of how it will look in the side bar)
2. Edit, add or remove text (The first few words will show up on the side bar – make it catchy)
3. Format your text using the Microsoft word like icons. (Select the text and click on the desired formatting icon)
4. Preview – this will open a new window/tab to show displaying your post, close this tab/window when finished viewing
5. Publish – now your post goes live, it will appear in the sidebar of all your site's pages

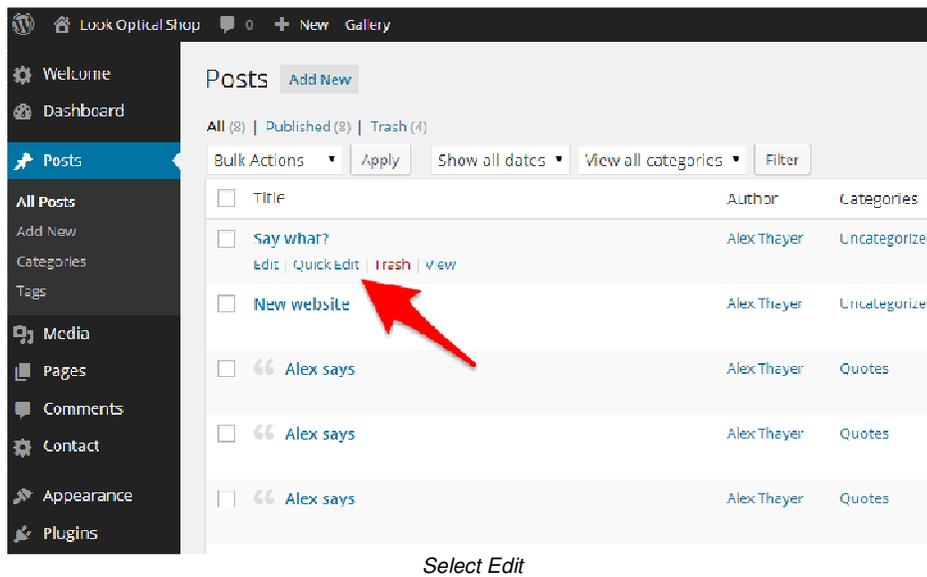
Don't worry if you did not get it right you can edit a post any time no matter when it was published.

Edit Post Post information – Quick Edit

To edit a post’s information, click on “Posts”



Mouse over the post title you wish to edit and click Quick Edit



This will open the Quick Edit window as seen on the next page

Quick edit window allows you to change various information about a page.

The screenshot shows the 'Quick Edit' interface for a WordPress post. At the top, there are navigation options: 'Bulk Actions' (dropdown), 'Apply', 'Show all dates' (dropdown), 'View all categories' (dropdown), and 'Filter'. Below this is a header with 'Title', 'Author', 'Categories', 'Tags', and 'Date'. The main area is titled 'QUICK EDIT' and contains several sections:

- Title:** A text input field containing 'Say what?'.
- Slug:** A text input field containing 'say-what'.
- Date:** A date and time picker showing '03-Mar 03, 2014 @ 12:32'.
- Author:** A dropdown menu showing 'Alex Thayer'.
- Password:** A text input field with a '-OR-' separator and a 'Private' checkbox.
- Categories:** A list with 'Quotes' (unchecked) and 'Uncategorized' (checked).
- Tags:** An empty text input field.
- Status:** A dropdown menu showing 'Published' and a 'Make this post sticky' checkbox.

 At the bottom left is a 'Cancel' button, and at the bottom right is a blue 'Update' button.

Quick Edit

Items available for change are;

The Title

The Category –

we use Quotes for the right side Alex Says quotes

None or Uncategorized actual Blog posts which appear in the Left sidebar or Archived Posts

The Date

You can put a later date for a post and it will automatically be scheduled to be published on that date.

The Author

There is only Alex and Admin.

And the Status

Pending Review, Published or Draft.

Scheduled Post.

If you wish to prepare a post for later publication you write your post as described in Add a Post section and save it to draft.

Then using Quick Edit, change the date to your desired date of release and the status to Published.

Pages

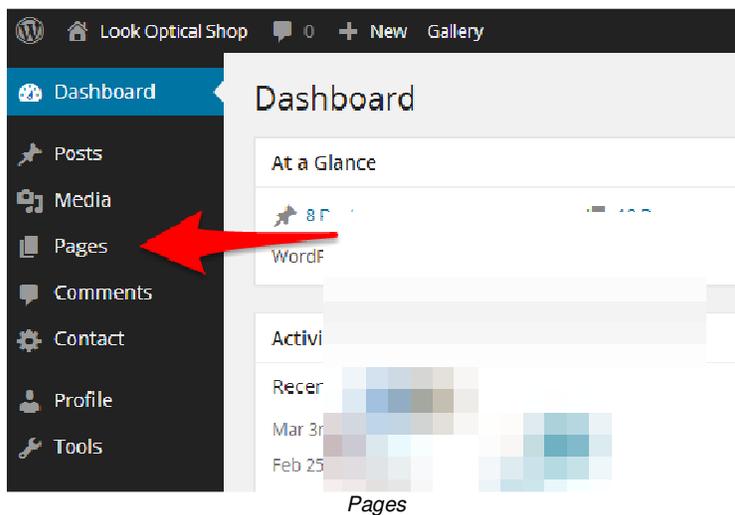
Add a New Page

Pages are like post except they are fixed and make up the websites more static pages that are included in the various menus.

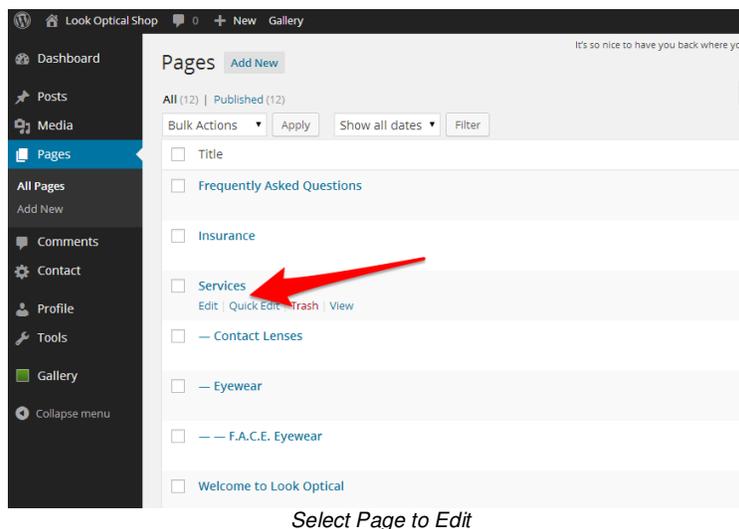
We will not review the addition of pages in the document.

Edit the content of a Page

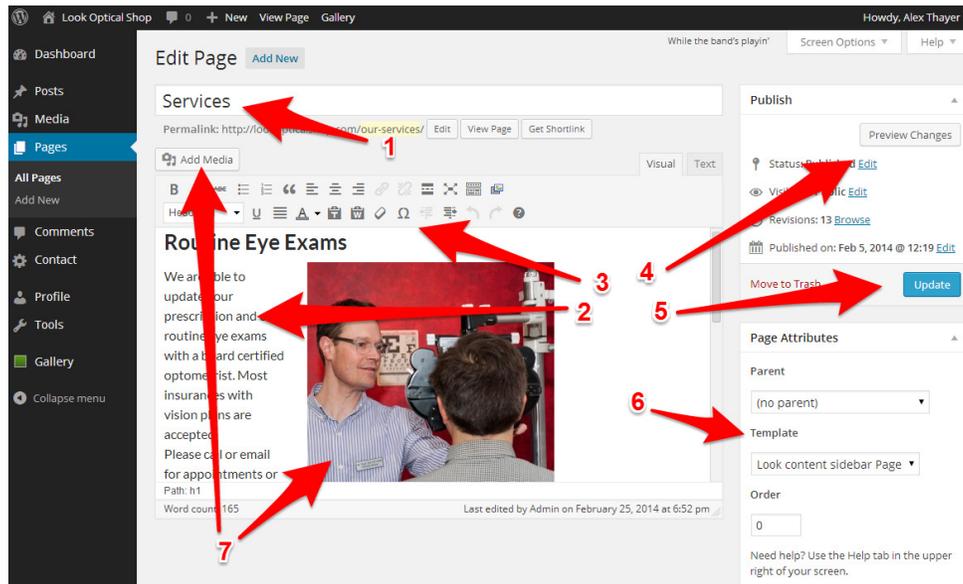
To edit a page, click on “Pages”



List of pages will be shown. When you mouse over the a page name you can select “Edit” to edit the page:



This will open the Page with its existing content for you to edit.



Edit an old Post

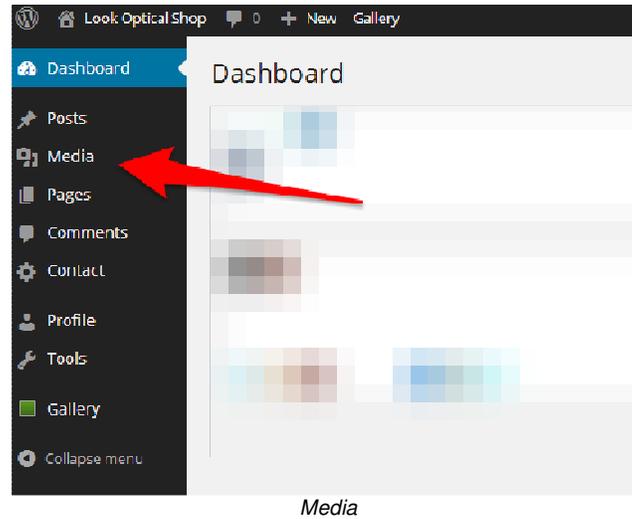
You can now edit all the content of your post

1. Edit a Title (Keep it Short – think of how it will look in the side bar)
2. Edit, add or remove text (The first few words will show up on the side bar – make it catchy)
3. Format your text using the Microsoft word like icons. (Select the text and click on the desired formatting icon)
4. Preview – this will open a new window/tab to show displaying your post, close this tab/window when finished viewing
5. Publish – now your post goes live, it will appear in the sidebar of all your site's pages
6. Template – Do not change the page template. This determines the styling and sidebar makeup of a page.
7. To add or change an image on a page, use Add Media beginning with the cursor where you wish to insert the image.
 - a) Select NextGEN Gallery
 - b) Select the gallery from which you want to select your image
 - c) Click "Show" at the right of the image you wish to use.
 - d) Adjust the Alt/Title text if necessary
 - e) Select the desired Alignment
 - f) Select Full size
 - g) Click Insert into post

Don't worry if you did not get it right you can edit a Page any time no matter when it was published.

Media

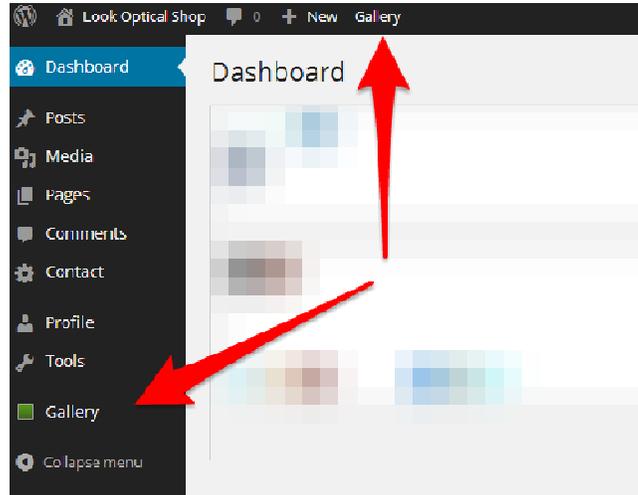
You maintain the Media gallery via the Media link on all back-end pages.



The base Media gallery is mostly used for images that make up the sites pages and design elements. This can be used for posts or other images related requirements, but it is preferable to the the NextGen Gallery plug-In for these.

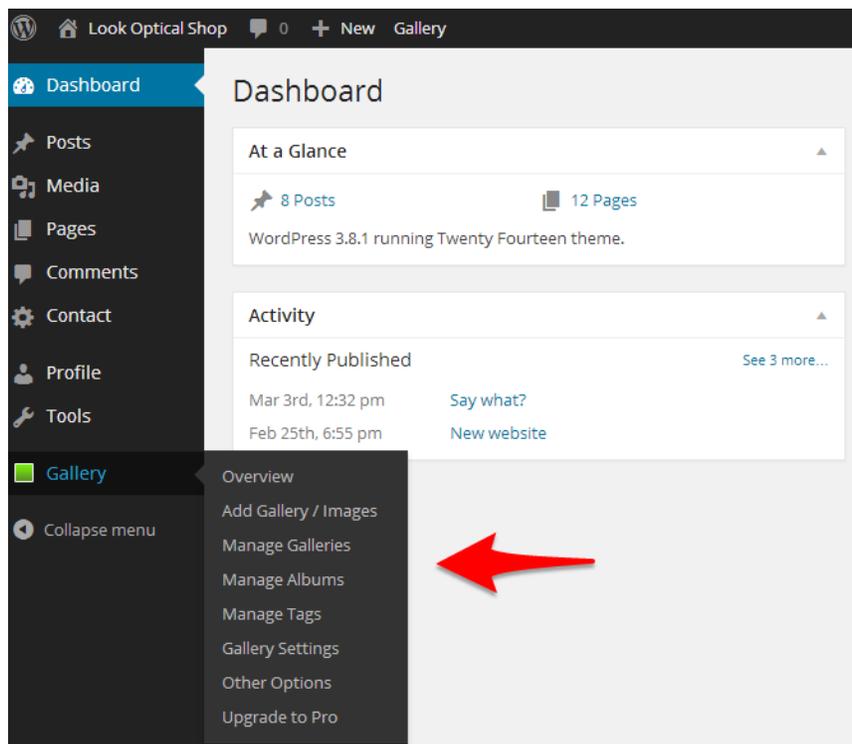
NextGEN Gallery

You maintain the NextGen Galleries via the Gallery links on all back-end pages.



NextGen Gallery

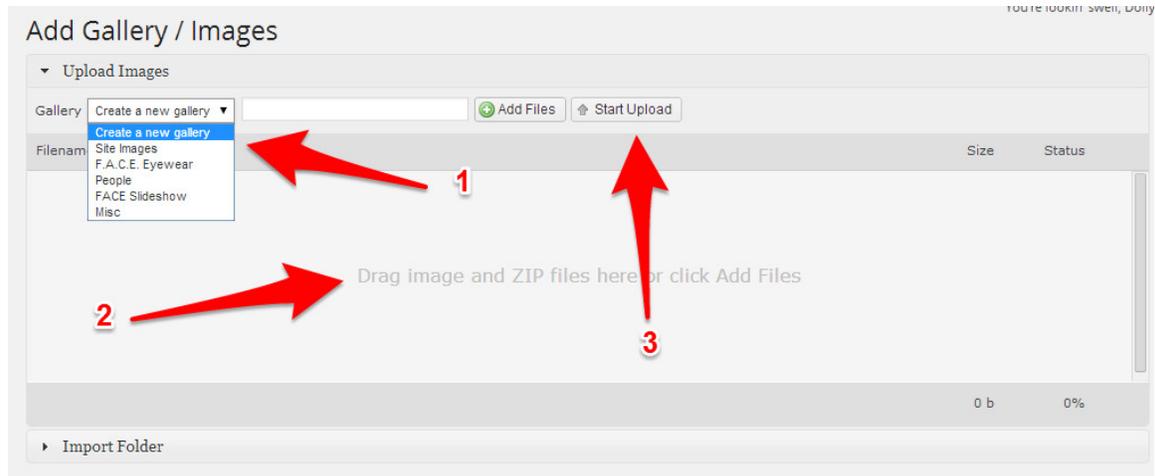
The NextGen Gallery plug-in is used the tool used to upload, organize and manage images for this website. Images are added to galleries and galleries in turn can be assembled in album. Images or galleries or albums can be displayed on pages or posts in various ways provided by the NextGen tool



Add/Manage Albums, Galleries, Images

Add Images

Select Add Gallery / Images brings up the following page



Add Gallery / Images

1. Select the gallery you wish to add images to or create a new gallery
2. Select and drag your images from your computer to this space. Images will appear here.
3. Click on Start Upload – Images will be loaded to your website gallery

Images will now be available for use in your posts or pages.