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WORDPRESS USER GUIDE

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ACCESS & USERS

ADMIN ACCESS

You can access your WordPress admin section at the following address:

Pre-Launch: <http://ramahdarom.829-dev12.com/wp-admin/>

Post-Launch: <http://ramahdarom.org/wp-admin/>

USERS

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

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

Admin role and capability information can be found here:

http://codex.wordpress.org/Roles_and_Capabilities

IMPORTANT ADVICE

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

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

BASIC UNIVERSAL EDITING

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

PAGES

HOME

Editable via Pages -> Home.

IMAGE SLIDER & TABS

Editable via Home -> Home Slider.

- Text overlay is editable via the Rich Text Editor within "Overlay Text".
- Tab title, excerpt, and URL are editable via "Bar Title", "Bar Excerpt", and "Bar URL".
- The photo is editable via "Image".
 - Dimensions: 2880 x 1290 px.

EXPLORE TABS

Editable via Home -> Tabs

- Each tab has four images.
 - Dimensions:
 - Large photo: 1110 x 1140 px.
 - Square photo: 526 x 516 px.
 - Rectangle photo: 1140 x 544 px.

- URL, Title, and Subtitle are editable via their respective fields. Subtitle should be only used for the large image.
- Button is editable via the Rich Text Editor within “Bottom Link”.

IMAGE SLIDER & RIGHT TEXT

- Photos are editable via “About Slider”.
 - Dimensions: 1153 x 1300 px.
- Right text is editable via the Rich Text Editor within “About Text”.

DONATE

- Header is editable via “Donate Title”.
- Sub-header is editable via “Donate Subtitle”.
- Text is editable via the Rich Text Editor within “Donate Text”.
- Image is editable via “Donate Image”.
 - Dimensions: 1365 x 880 px.

BLOG POSTS

- Blog title is editable via “News Title”.
- Sub-title is editable via “News Subtitle”.
- Posts are pulled directly from the blog.

RICH TEXT SUBPAGES

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

PAGE HIERARCHY

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

RICH TEXT EDITOR

The following components are available for building pages:

HEADING STYLES

Available via the “Heading” dropdown in the rich text editor.

INSERTING IMAGES

- When inserting an image, the source field should be 2x the intended size (for retina). The admin should then manually override the size by:
 - Clicking the image, then the pencil icon.
 - In the Size dropdown, select Custom Size.
 - Enter the correct pixel values for either the width or height, and the dimensions will scale proportionately.

FEATURED IMAGES

- Featured images are editable via “Hero Image”.
 - Dimensions: 2880 x 820px

BLOCK QUOTE

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

ACCORDIONS

Available via the following shortcode:

```
[accordions_box]
[accordion title="Heading Goes Here"]
This is the content inside the accordion.
[/accordion]
[/accordions_box]
```

BUTTONS

Available via the following shortcode:

```
[button url="URL" target="_self" style="secondary"]Button Text[/button]
[button url="URL" target="_self"]Button Text[/button]
```

Replace **Button Text** with desired text.

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

TABLE STYLE

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

LINE BREAK

Insert via the “Horizontal Line” tool in the rich text editor.

IMAGE GALLERY

- Controlled via the “Galleries” section of WordPress. Choose “Carousel Gallery”.
- Shortcode: [slideshow id="XXXX" fullscreen="true"]
 - Replace XXXX with the gallery ID number found on the Galleries landing page.
- Dimensions: 2280 x 1282 px.

LIGHTBOX GALLERY

- Controlled via the “Galleries” section of WordPress. Choose “Lightbox Gallery”.
- Shortcode: [lightbox_gallery id="XXXX"]
 - Replace XXXX with the gallery ID number found on the Galleries landing page.
- Photo dimensions can vary; thumbnail images are automatically generated.

OTHER LINKS

- Controlled via the “Links” section of WordPress.
 - Title is editable via “Title”.
 - Image is editable via “Image”.
 - Dimensions: 1100 x 620 px
 - URL is editable via “URL”.
- Shortcode: [other-links id="XXXX"]
 - Replace XXXX with the gallery ID number found on the Other Links landing page.

VIDEO EMBEDS

Use the embed code from the respective video platform (ie: YouTube, Vimeo, etc.), or, click “Add

Media” and select “Insert from URL.”

VIDEO LIGHTBOX

- Controlled via the “Links” section of WordPress.
- Shortcode:

```
[container]
video_lightbox id="XXXX"]
[/container]
```
- Replace **XXXX** with the video ID number found on the Video landing page.

COUNTDOWN TO CAMP

- Shortcode:

```
[container]
[countdown date="Date" title="Top Text"]Right Text[/countdown]
[/container]
```
- Replace **Date** with the date camp starts. Replace **Top Text** with the desired text (i.e. It’s almost here!). Replace **Right Text** with desired text (i.e. Days Left Till Camp).

TABS

Available via the following shortcode:

```
[tabs titles="Tab 1, Tab 2, Tab 3"]
[tab id="1" title="Tab 1"]
Tab 1 content.
[/tab]
[tab id="2" title="Tab 2"]
Tab 2 content.
[/tab]
[tab id="3" title="Tab 3"]
Tab 3 content.
[/tab][/tabs]
```

- The tab titles are controlled via the first row (separate each tab with a comma).
- If using more than three tabs, continue with the “tab id” shortcode in numerical order.

COLUMNS

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

META DATA

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

BLOG

POSTS

Editable via the Posts section of WordPress.

- Post content is editable via the Rich Text Editor.
- The Featured Image is displayed on the Blog landing page
- Categories are selected via the right column.
- Tags are selected via the right column.
- Post types are selected via the right column.

AUTHORS

Controlled via the Users section of WordPress.

SEARCH ENGINE OPTIMIZATION

Your website's SEO settings are editable via the "SEO" section of WordPress.
It is recommended that you contact 829 Studios for editing SEO settings and data.

MENUS

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

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

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

FORMS

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

FORM RECORDS

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

EDIT A FORM

Please contact 829 Studios to edit forms.

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