Websites with Aloha WordPress Tutorial

Here are some great resources if you need more help:

Wordpress Lessons: http://codex.wordpress.org/WordPress_Lessons

Wordpress Videos (for purchase): http://www.wp101.com/
      Lifetime membership: Unlimited videos for $19- amazing deal.

Your Wordpress Website:
1. Go to http://yoursitename.com/wp-login.php. Or click on the "Login" button on the bottom of the page.

2. Put in your username and password.

3. This brings you in to the Wordpress Dashboard

4. Menus are along the left-hand side for everything you will need to do. See description of each of the most commonly used sections below.

Jetpack – Jetpack is a free plugin from WordPress.com. We most commonly use it for Site Stats, social media sharing buttons, or a photo gallery/carousel function, although there are many other features that it includes.

Posts - This is used for articles that are part of the blog or blog-style page, such as a News and Events section of your site. All posts appear in the order in which they were published with the latest post appearing at the top of the page.

Media - This is where all your images and attached documents (PDF, word docs, etc) can be seen and accessed.

Links - This section is sometimes used for lists of outside links or resources that are listed in the sidebar or footer section of your site. Very commonly this section is not used.

Forms - If you site contains a contact form or other form to gather information from your site visitor, this is where you will be able to edit the form or review the entries. All entries should be emailed to you as well, but they can always be viewed or downloaded as well.

Pages - This contains access to all of the pages on your site.

Comments - If you are looking to have an active blog this is where you would see and approve comments that were made on your blog posts. To open up the blog to comments you would make changes under Settings, then under Discussion, or on the individual blog posts.

Genesis - Includes some master settings for our theme genesis. The most important thing you will want to know about under this setting is "SEO Settings" which is where you will specifically set your SEO keywords, meta description and title for your home page (all other SEO information will be entered on each page or post individually

Appearance - The most important things you will use here are Widgets (which control all the sidebars) and Menus (where all your navigation menus live).

Plugins - This lists the plugins we have installed on your site. Plugins allow for your site to have added functionality.

Users - This is where you will add new users to the site if you want them, and where you can change your own login info.

Tools - This contains some additional tools for your site, which are not commonly used by the average user.

Settings - This section controls master settings on the site such as discussion and privacy settings. Most of these settings you will not need to adjust.

Backup Buddy - This corresponds to the paid plugin Backup Buddy. Under Backup and Restore you can create a new backup. Under Scheduling you can schedule an ongoing monthly backup of the database and have it sent to your email or dropbox folder. We recommend keeping this plugin on your site and running a full backup at least every 6 months. We include a copy of Backup Buddy with our annual WordPress Security Package.

Performance - This is connected to a free plugin called W3 Total Cache, which helps the performance of your site, increases speed of site loading, etc. You shouldn't have to change anything here.

(Note: any other major categories you see in the Dashboard beyond the ones mentioned above are likely associated with a plugin that is being used on your site.)

General Wordpress Instructions:

Add or Edit a page or a post:
1. This is a simple as clicking "Add New" under Pages or "Add New" under Posts. To see a post or page already created, click on "Pages" or "Posts" and it will show a full list.

2. Click on the title of a post or page to go into the editor. There are two tabs on the top of the editor window, one called "Visual" and one "Text." Toggle between these two to make changes to your page. Some changes will be more efficiently made in the Text view. For example sometimes you can't get rid of an extra space in the visual editor, and will have to go into the Text editor to remove.

3. Be sure to click on the blue "Update" button to make your changes go live. If you are working on a draft of a post, you can click "Save Draft" rather than publish and continue to work on the post until you are ready for it to go live.

4. You can post or pre date your blog posts, by clicking on the "Edit" link next to Publish Immediately and it will give you the option of selecting a date in the future or past. Click the blue Schedule button to put the post in the queue. As long as a post is scheduled it will appear on it's own, you don't have to do anything more to activate it.

5. Underneath the page content, there are SEO settings which will help search engines know what each of your pages are about, although ultimately the content of that page itself is a very important factor. Every page will be ranked for a particular keyword or keywords.

6. Within the SEO Settings, the top field is for the title of the page- whatever you want a search engine to display if someone finds this page in a search. Then there is the meta description which is the blurb used below the title to entice a person to click on the link. By default this will be the first 170 words on your page. The keywords section used to be added to help the search engines know what the page is about, although recent experts claim that they are no longer relevant anymore.

Add an image to a page or a post:
1. You can add a photo straight into a page from the page editor itself. From within a post or a page, place your cursor where you will want the image to be inserted and then click the "Add Media" button and it will walk you through uploading the photo from your computer. You can also select a photo from the Gallery which are photos already uploaded for the page you are on, or the Media Library which are all your photos. There are some options that will appear for size of image, alignment and link for the image. Under Advanced Edit you can even crop or scale the photos more precisely.

2. Click "insert into post." Be sure to update the page before checking on your image. **Note: Because the size of the screen is in the visual editor is usually smaller than the page on the site, it won't always look exactly the same, so after you have added an image be sure to check how it aligned itself with the text after you refresh the live page.**

3. To change the size of an image inside Wordpress, go back to the page editor and click on the image button on top of the image. This will open up a screen where you can resize the photo, align it, or link it to a new url. **It is best for you to upload images that are less than 100 KB to keep your site loading quickly. So you will want to export them from your photo editor program as a lower quality and smaller size, as images that have been taken with a camera are often much too large to put directly on a site.**

***We strongly recommend running any images through **tinypng.com** to compress the image size while preserving the quality of the image. This is a Free online tool.

4. If your image isn't lining up exactly where you want, you may want to delete it, with the red X button on top of the image and then reinsert it. It will still be in the gallery. Put your cursor wherever you want the picture to begin, and this is where the text will start to flow around it. Sometimes this doesn't work out perfectly if there are headings in the text flow because these have special rules around them like they are allowed more spacing. You may just have to place your image in a different location on the post or page.

If your site's Pages and Posts have Featured Images across the top:

5. Your pages and Posts have Featured Images that appear across the top of the page, Above the page/post title. The featured images should be wider than tall.

Pages: the featured images on pages need to be cropped to specific dimensions, please contact us to verify the correct size for your site.

You will want to crop the original images to the correct dimensions using a photo editor like iPhoto, Pixlr (free), or Photoshop, before you upload the image. You also want to make sure you are not uploading really large image files (ideally less than 200 KB). We **strongly recommend** running any images through tinypng.com to compress the image size while preserving the quality of the image.

Posts: If your blog posts have a sidebar, the featured images usually can be cropped to smaller dimensions in order to look good. Again, please contact us directly to as for the best dimensions for your site.

6. To add the Featured image: when you are inside the post or page editor look for the Featured Image link toward the bottom of the right-hand column.
   - Click Set Featured image link
   - Choose image from your media library or upload
   - Click blue Set featured image button

Add or edit a gallery:
1. To add a gallery to a page put the cursor on the page where you want the gallery to begin, then click the "Add Media" icon. Click "Create Gallery" link. You can then add as many images to the gallery as you want from your computer under the Upload Files tab or select the images you want from the Media Library tab.

2. Click "Create a new Gallery" button in bottom right.

3. To change the title that will appear both when you hover over the gallery item and when you are inside the gallery, click on the image and the image details will come up on the right-hand side. Here you can change the title, caption or description of the image. Title will appear if you hover over an image. If you want the image to have a caption (which shows up on under the image thumbnails and in the tiled galleries, pops up from the bottom) you can place it here as well. Description is what will appear below the title but only when someone has clicked inside the gallery. Wordpress will automatically take the name of the image as the title of the image.

4. Under Gallery Settings, you want to select "Tiled Mosaic." (If this is the type of Gallery you are using on your site.) Then Click "Insert Gallery." You will only see a box representing your gallery on the page editor, not the individual images. To view the images, click Update button. And then "view post" or "view page" to see the live Gallery.

Add an attachment:
1. PDFs can also be added to the media library. Click on media and "add new." Browse to find the file and save it. You can also use the Drag and Drop option.

*** Since PDFs can be huge in size (anywhere from 2MB and up), we recommend using this free online tool that compresses any pdf, before uploading to your media library: https://smallpdf.com/

2. When you are in the page editor, you can click on the Add Media button and browse the media library to find the pdf you want. You have to make the setting "All media types" rather than just "images." Click on insert into post and this should provide a link for the pdf, wherever your cursor was. It will use whatever the title of the pdf is which can be changed in the media library.

To change any fonts, colors, headings, etc:
1. You can add bold, italics, underline or change colors of text directly within the page editor. If you are looking to make major changes of font type, size or color site wide, most of these style rules live in the Style sheet or css file and you can contact me to make these changes or to set up a new style.

2. If you want to make text a heading, highlight the text in the Visual editor, and select "Heading 3" from the pull down menu under "Format" (default will say "Paragraph." If you don't see the choices for Format, click on the icon that says "Show/Hide the Kitchen Sink" or use the shortcut

(Alt + Shift + Z) to reveal all the options. Generally speaking Heading 1 is the very top heading of the page, which is slightly larger than Heading 2, which is slightly larger than Heading 3.

To add or edit a link within a page:
1. The easy way to link the text is through the visual editor. Highlight the text you want to make an active link and click the Link (chain) button.

2. To unlink the text, click the "Unlink" (broken chain) button.

3. To check where a link is going, put your cursor somewhere on the linked text, and hit the Link button. This will let you see the page it is connected to, and also the Title of the link (the words that pop up when you scroll over the link).

4. If you are going to want a link to open into a new window, check the button "Open link in a new window/tab." You would want this to happen for links going away from your site primarily.

5. If a link is not working correctly, you might check the text side of the editor and look at the code. The url has to be in quotes. And the text needs to have the end code as well or it will not link correctly. If a phrase is not completely linked, it may be because the end code is at the wrong place.
About Us

6. If you want your link to open in a new window/tab, in the code this command will look like the following with target "blank" representing opening in a new window.
Copyblogger

Changing what's in your navigation menus
1. Go to Menus under "Appearance." Your navigation menu along the top is usually called "Primary Nav" or "Top Nav." To add or change something in a menu you have to add it here. You would add a new menu by clicking the link that says "create a new menu. Any menus that are used in the sidebars or footers are shown here as well, and this is where they would need to be changed.

2. Sometimes if you change the name of a page in the page editor it will change the name of the title on the nav bar. If it does that or if you simply want the title in our Nav Bar to be shortened (ie "About Websites with Aloha" page you want the Nav Title to simply say "About"), go to the menu settings, click the down arrow on the right hand side of that page in the Menu to expand, and edit the field that says "Navigation Label" underneath the page title.

3. Click "Save Menu" for your changes to take effect.

4. To add a new page to a menu (which you have to do after you have already created the page), you select the page at the left and click "Add to Menu." Then you can drag it up to the place you want it. If the menu is indented it means it is part of the dropdown menu underneath the parent category.

5. To add a link that goes to another site, click on Links and put in the title and url. Click "Add to Menu." To add a menu item for a Blog Category, click on Categories and select the category you wish to add.

6. You can drag items up and down the menu to move them. If you wish for one menu item to be a "parent" category, you would indent the items that you want to appear under it.

7. The above steps are just what controls what is in a menu. To put a menu in a sidebar you have to add it under Widgets. See below

Changing anything in the sidebar:

1. Everything in the sidebar lives under "Widgets" under "Appearance." On most Genesis themes the widgets also represent what is being displayed on the Home Page. Each widget will generally be labeled according to its position. i.e. Home Page Middle. The area that is to the right of the Header and the areas in the Footer are also managed from here.

2. The main sidebar is called "Primary Sidebar." If you have a second narrower sidebar that will be the "Secondary Sidebar." If we are using Genesis Simple Sidebars on your site (you can see the menu under "Genesis") then you can have multiple sidebars on your site, which will be assigned within that page's editor.

3. Changing text in the Widgets can be a little tricky sometimes because it is written in html code, so if you get stuck or confused, please let us know and we can help.

4. If you are trying to change a menu that lives in a sidebar, this will actually be changed under "Menus."

5. Be sure to click the blue save button after making any changes in widgets.

Revisions:

1. If after you make a change on a page and you think you "messed something up", there is an easy way to back up to the latest saved revision. Click on "Revisions" just above the Update button.

2. Click on the last version before you made the changes. This will bring up a screen that actually shows you your current version and to the right of that will be the previous version, with the differences highlighted in color. You can restore an old revision by clicking "Restore This Revision." And then you can try again.

3. If you made a change that seriously caused a problem with your site, please contact us and we can restore an old backup to bring your site back to it's latest restore point.

Upgrading wordpress and genesis, upgrading plugins:
When it tells you that there is a new version of wordpress at the top of the Dashboard, you can follow the links to upgrade it automatically. It usually works seamlessly, but we recommend performing a full backup using Backup Buddy just before you do an upgrade of wordpress just in case. It's important to keep your WordPress installation updated because it will improve your site security and prevent it from being hacked. After you do an upgrade, be sure to check your site to make sure it looks fine.

We offer a WordPress Security Package where we take care of your updates, backups and scan your site for malware once a quarter. Contact us to inquire about whether you have this coverage.