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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 addresses:

- Pre-Launch: <http://kohut.829studios.com/>
- Post-Launch: <http://www.kampkohut.com/wp-admin>

Important Note: Once the websites are live, content updates must be made on the Post-Launch website. Changes made on the Pre-Launch website URL after launch will NOT be reflected on the live website.

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](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

Edited via Pages -> Home.

ROTATOR IMAGES

Edited in the Home ->Image Rotator.

- Slides are edited via the Slides fields.
 - Images should be 2880 × 1200px.
 - Add additional slides by clicking the "Add Row" button.
 - Remove slides by hovering over a row and clicking the "x" button.
 - Reorder slides by dragging and dropping.

CALL TO ACTION BUTTONS

Edited in the Home -> Rotator Buttons.

- Text is editable via "Button Text"
- URL is editable via "Button URL"

- Color option is editable via “Button Color”
- Icon is editable via “Button Icon”
 - Icon dimensions: 36x36px

EDITABLE TABS

Editable via the “Tabs Section” field.

Note: Please do not add additional tabs beyond the four default options already configured.

- Scroll to tab that you would like to edit.
- Tab order can be changed by dragging the left side of the tab up or down.
- Photos can be changed via “Big Image” or “Small Image”
 - Big Image:
 - Big image dimensions: 1008 x 720px.
 - Main Header is editable via “Big Image Text Title”
 - Text on big image is editable via “Big Image Text”
 - Button links are set via the “Big Image Button URL” field.
 - Button text is editable via “Big Image Button Text”
 - Small Image:
 - Small image dimensions: 432 x 360px
 - Button links are set via the “Small Image Button URL” field.
 - Button text is editable via “Small Image Button Text”
- Text overlays are editable via the respective “Box Title” fields for each image.
- Pop-up text (when you hover over photo) is editable via “Box Excerpt”.
- Button text is editable via “Button Text”.

TWO COLUMN TEXT

Edited in the Home -> Opportunity Section.

- Large text headline is editable via “Section Title”
- Small text headline is editable via “Section Subtitle”
- Main icon URL is editable via “Section Badge URL”
- Two column text is editable via “Opportunity Left Text” and “Opportunity Right Text”

MEET THE DIRECTORS

Editable in the Home ->Leadership Section

- Dimensions
 - Large image: 652 x 365px
 - Small Image: 210 x 120px
- Photo links are set via “Box URL”
- Names are editable via “Overlay Text First Line”
- Job titles are editable via “Overlay Text Second Line”
- Change the position and which image is the big image by checking the box under “Big Box” or “Small Box”. If you change the big image, remember to change the dimensions of the photo to match.
- Button text is editable via “Leadership Button Text”
- Button link is editable via “Leadership Button URL”

RICH TEXT SUBPAGES

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

TEMPLATES

There are two rich text subpage templates:

- Full Width Page: Content spans the full width of the website content area.
- Default Template: Contains a menu and widgets in the left column, and a rich text editor on the remainder of the page.

PAGE HIERARCHY

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

LEFT MENU

If your Page utilizes a left menu (when using the Default Template), it can be selected using the “Page Menu” field.

Menus are edited in the Appearance -> Menus section of WordPress.

CALL TO ACTION BUTTONS

- The buttons below the left menu are controlled via the Appearance -> Widgets -> Primary Widget Area section of WordPress.

HERO IMAGE

The Page's hero image is editable via "Featured Image."

- Dimensions: 2880 x 1200px.

RICH TEXT EDITOR

The following components are available for building pages:

HEADING STYLES

Available via the "Heading" dropdown in the rich text editor. If "Heading" dropdown does not appear, click the "Toolbar Toggle" icon

BLOCK QUOTE STYLE

Available via the "Blockquote" icon in the rich text editor.

ACCORDIONS

Available via the following shortcode:

```
[accordion title="Heading Goes Here"]Content. [/accordion]
```

Replace **Heading Goes Here** with the title

Replace **Content** with the paragraph text

BUTTONS

Available via the following shortcode:

```
Orange: [button color="color1" URL="#" ]Button Text [/button]
```

```
Green: [button color="color2" URL="#" ]Button Text [/button]
```

```
Blue: [button color="color3" URL="#" ]Button Text [/button]
```

```
Purple: [button color="color4" URL="#" ]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 or insert: [line]

SMALL GALLERY

- Controlled via the “Galleries” section of WordPress.
 - Shortcode: [slideshow id="XXXX" align="left"]
 - Replace **XXXX** with the gallery ID number found on the Galleries landing page.
 - Align="left" signifies whether the gallery is aligned on the left or right side of the page.
- Dimensions: 555x418px.
- Gallery occupies 50% of width. Text can wrap around the gallery.

LARGE GALLERY

- Controlled via the “Galleries” section of WordPress.
- Shortcode: [slideshow id=" XXXX " fullscreen="true"]
 - Replace **XXXX** with the gallery ID number found on the Galleries landing page.
- Dimensions: 1140x640px.

VIDEO EMBEDS

Use the embed code from the respective video platform (ie: YouTube, Vimeo, etc.), or, click “Add Media” and select “Insert from URL.”

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 entered into the Rich Text Editor.
- The first 100 characters are displayed on the Blog landing page as teaser text for the full post.
- The Featured Image is displayed on the Blog landing page and homepage.
 - Dimensions: 263 x 188px
- Categories are selected via the right column.
- Tags are selected via the right column.

SEARCH ENGINE OPTIMIZATION

Your website’s SEO settings are editable via the “Yoast 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.