

# Website Outline & Training Overview

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# What is WordPress?

“WordPress is publishing software with a focus on ease of use, speed, and a great user experience.” WordPress is also the platform that Diocesan uses to create your website and design especially for you!

*(Taken from WordPress Support)*

## Login Information

Before Launch/Development Site: <http://stcofsiena.diocesanweb.com/clearwater>

After Launch: <http://scosparish.org/clearwater>

## Key Terms

- ❑ **Back End** - This is the editing side of the website that can only be accessed by logging in. It is characterized by the black bar on the left side of the screen.
- ❑ **Dashboard** - The dashboard is the page you will first see once you log in. It acts as a landing page where you can see a general overview of what has happened recently, such as how many posts/pages you have and what items were recently published.
- ❑ **Front End** - This is the public side of the website that can be viewed by any visitor.
- ❑ **Header Image** - This is the image that will appear behind the menu. Please select an image that is at least 1020px by 500px.
- ❑ **Links** - Links are text that act as buttons. Once you click on the text (typically a color other than black and underlined), you will be redirected to the “linked” destination page. Think of links as doors and pages as rooms. You fill your page/room with things, but the only way to get there is through a link/door.
- ❑ **Pages** - Pages are what makes up your website. Each time you click on a link, you are taken to a page. Think of pages as rooms. You fill the page with content like a room filled with things, such as text and pictures.
- ❑ **Plugins** - Just as a computer has programs installed to help you do things, your website has plugins. They typically have their own area for settings in the backend.
- ❑ **Shortcode** - This is a code placed in brackets, similar to this: [example-shortcode id=”2”]. These shortcodes tell the website to display specific information a certain way. To change these display settings, visit the corresponding item in the backend.

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# Backend Items

## Dashboard

This is the screen you will see when you log in to your site, and gives you access to all the site management features of WordPress.

## Statistics

**Only shows up once your website has been launched.**

Basic view of your website's statistics.

View of recent website views, most popular posts/pages, top searched items, etc.

## Posts

**Categories may display on specific pages (see WP Show Posts)**

Posts are the news & announcements of your website. Typically NOT static information.

- All Posts
  - List of all posts. Here you can see what posts are in which category, search for posts, etc.
- Add New
  - QuickAdd a new post
- Categories
  - Add new

## Adding/Editing

- Title the post
- Fill in content
- Set Schedule date (if needed)
- Set a Featured Image
- Set Category (post will display on corresponding page only if [WP Show Post](#) list is set up for that page and category)
- Set Post Expiration (if needed)
- Update/Publish

## WP Show Posts

**Uses Shortcodes**

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The WP Show Posts plugin allows you to display posts anywhere on your website using an easy to use shortcode.

- All Lists
  - List of all existing Posts List
- Add New
  - Quick add

### Adding/Editing

It may be easiest to copy the settings from a list that I have already created when adding a new list

- Posts
  - Post type = post
  - Taxonomy = category
  - Check the category(or multiple) that you would like to display for this posts list
  - Posts per page = how many recent posts you want it to display
- Columns
  - Select number of columns the posts will display in (3 is typically what I will use)
- Images
  - Check or uncheck images
  - Image alignment = center
  - Image locations = below title
- Content

This is up to you. You may have it display a full post if wanted. Typically, I will set it to display an excerpt with the following settings:

  - Content type = Excerpt
  - Excerpt length (words) = 40
  - Include title = checked
  - Title element = H4
  - Read more text = Read More

If you do not put anything in the read more text box, no button will be displayed below the individual posts.

### Shortcode

The shortcode may be found when editing the individual posts lists.

This shortcode will look something similar to:

**[wp\_show\_posts id=1564]**

This shortcode may be added to posts/pages content using this icon:



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## Media

All the files you've uploaded are listed in the Media Library, with the most recent uploads listed first.

You can narrow the list by file type/status or by date using the dropdown menus above the media table.

You can view your media in a simple visual grid or a list with columns. Switch between these views using the icons to the left above the media.

- Library
  - This will show every file that you have uploaded.
- Add New
  - Quick Add

## Forms

### Uses Shortcodes

Gravity Forms is where you can create forms.

- Forms
  - List of all forms
- New Form
  - Quick Add
- Entries
  - View & search form entries
- Help
  - User Documentation will give information on how to edit forms and what each field item is.

### HTML Codes

Codes are used in Form descriptions

- <br>  
Line breaks or "enter"
  - Code Input:  
Diocesan <br> 4050 74th St. <br> Grand Rapids, MI
  - Displays as:  
Diocesan  
4050 74th St.  
Grand Rapids, MI
- <strong>bolded word</strong>  
Bold words. Put the words you would like bolded between the "strong" code

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- Code Input:  
<strong>Diocesan</strong> is in Grand Rapids.
- Displays as:  
**Diocesan** is in Grand Rapids.

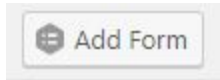
For more help on HTML codes, visit: [https://www.w3schools.com/tags/ref\\_byfunc.asp](https://www.w3schools.com/tags/ref_byfunc.asp)

## Shortcodes

This shortcode will look something similar to:

**[gravityform id="1234" title="true" description="true"]**

This shortcode may be added to posts/pages content using this icon:



## Editing Forms

**Be sure to check/change email notifications, otherwise** the forms will send to our email, webdepartment@diocesan.com and **you will not receive a copy**:

- Edit the form
- Select **Settings** and select the Notifications tab/dropdown
- Click Admin Notifications and change the Send to Email from {admin\_email} to the desired email

For more information on how to use Gravity forms, please click the “[Help](#)” tab under Forms on the left side of the dashboard.

## Pages

Pages are similar to posts in that they have a title, body text, and associated metadata, but they are different in that they are not part of the chronological blog stream, so they are kind of like permanent posts. Pages are what the bulk of your website is created out of.

- All Pages
  - List of all pages, published or not.
- Add New
  - Quick Add

## Page Attributes

On the right side, under Page Attributes, you can select the Parent Page and the Template

### 1. **Parent**

This will set the page you create as a “child” or “subpage” of the parent page. **Any ministry should have a parent page** because the parent page will automatically generate a list of child/sub-pages.

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## 2. **Template**

There are two templates: Default Template and Landing. This will determine the layout of your information.

### **Adding/Editing**

- Title the post
- Fill in content
  - Default Template
    - Flexible Content allows you to create custom rows of content organized in either one or two columns. To add a section, click the “Add Section” button.
  - Landing
    - Currently used for the Sacraments page
      1. Set Landing Page Image
      2. Set Landing Page Title
      3. Set Landing Page Content
      4. Set Landing Page Link
      5. Click “Add Row” to add another item
- Set Schedule Date (not normally needed)
- Set a Header Image
- Set Post Expiration (not normally needed)
- Update/Publish

## **Events**

### **Display on Homepage**

Events work the same as posts, except they will have an area to edit a date and time.

### **Adding/Editing**

- Title the post
- Fill in content
- Set Schedule date (if needed)
- Set a Featured Image
- Set Meta Information (Date, Time, Location, etc)
- Set Post Expiration (if needed)
- Update/Publish

## **Appearance > Menus**

Each navigation menu may contain a mix of links to pages, categories, custom URLs or other content types.

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## Editing/Adding

Menu links are added by selecting items from the expanding boxes in the left-hand column below.

Clicking the arrow to the right of any menu item in the editor will reveal a standard group of settings. Additional settings such as link target, CSS classes, link relationships, and link descriptions can be enabled and disabled via the Screen Options tab.

- Add one or several items at once by selecting the checkbox next to each item and clicking Add to Menu
- To add a custom link, expand the Custom Links section, enter a URL and link text, and click Add to Menu
- To reorganize menu items, drag and drop items with your mouse or use your keyboard. Drag or move a menu item a little to the right to make it a submenu
- Delete a menu item by expanding it and clicking the Remove link
- Save Menu

## Appearance > Widgets (Footer)

Widgets are independent sections of content that can be placed into any widgetized area provided by your theme (commonly called sidebars). To populate your sidebars/widget areas with individual widgets, drag and drop the title bars into the desired area. By default, only the first widget area is expanded. To populate additional widget areas, click on their title bars to expand them.

## Editing/Adding

There are currently 4 Footer areas for you to edit.

- Click on one of the four footer areas (Ex: Footer 1)
- Click on Text Box to edit
- Edit text
- Click Save
- Click Done

Once you save your changes, the changes will automatically appear.

## Users

User accounts and management

- All Users

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- List of all users
- Add New
  - Quick Add
- Your Profile
  - Your profile information, including email & password changes, back end color scheme, and roles.

## Adding a New User

- Click Add New
- To add a new user to your site, fill in the form on this screen and click the Add New User button at the bottom.
- Role should be Parish Administrator, unless you have discussed with Diocesan other specific user roles/limitations
- New users are automatically assigned a password, which they can change after logging in. You can view or edit the assigned password by clicking the Show Password button. The username cannot be changed once the user has been added.
- By default, new users will receive an email letting them know they've been added as a user for your site. This email will also contain a password reset link. Uncheck the box if you don't want to send the new user a welcome email.
- Click Add New User

## Staff Members

### Uses Shortcode

This plugin adds a “Staff Members” section to the admin panel which allows you to showcase your staff/employees/people on your website the easy way. You can quickly add members to your team(s), add their picture, position, bios, social links, re-order them at anytime and display them anywhere with a simple shortcode.

- All Staff members
  - List of all posts. Here you can see shortcodes, search for posts, etc.
- Add New
  - Quick Add
- Groups
  - Create groups, or categories, for each of your staff members. This way one staff member may be added to multiple groups.
- Order
  - Reorder the staff members according to importance (will be used for all groups)
- Usage
  - A quick guide on how to use the shortcodes

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## Adding/Editing

- Fill in content
- Set Group (staff will only show up if the plugin is used to display the staff group)
- Set Member Information
  - Name
  - Position
  - Email
  - Phone Number
  - Biography/More Information
- Set Staff Photo
- Update/Publish

## Shortcodes

Shortcodes may be found on the right side of the All Teams page.

This shortcode will look something similar to:

**[simple-staff-list group="parish-staff"]**

## Envira Gallery

### Uses Shortcodes

Images → Galleries → Albums

By using the easy to use drag and drop builder, you can upload your photos, rearrange them, and basically create an image gallery in 5 minutes or less.

- Envira Gallery
  - List of galleries (that contain images)
- Add New
  - Quick Add Gallery
- Albums
  - List of albums (that contain galleries)

## Shortcodes

Shortcodes may be found on the right side of the title on the Envira Gallery page or on the Albums page.

This shortcode will look something similar to:

**[envira-gallery id="1234"]**

This shortcode may be added to posts/pages content using one of these icons:



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# MetaSlider

## Homepage Slider

This plugin is used for your homepage slider. You may add a link for the image to go to when clicked, or simply have it as an image.

## Adding/Editing

1. To add a new slide, go to Meta Slider, select your homepage slider, and click the Add

Slide button



2. Upload or select your image from the media library, and click Add to Slideshow.
3. Paste a URL in the appropriate area.

## Tips:

For creating visually appealing banners, use [canva.com](https://canva.com) with the dimensions set to 2048px (width) x 500px (height)

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# Helpful Websites

Diocesan is in no part affiliated with these websites, we are simply trying to help you create a website that you and your parishioners love!

## Images

You want to make sure that you are using large, high quality images for your websites banners, backgrounds, and sliders. Here are some free websites that we recommend to help keep your website looking top quality and beautiful:

- <https://www.pexels.com/>
  - High-resolution photos
- <https://unsplash.com/>
  - High-resolution photos
- <https://www.canva.com/>
  - Pre-made, highly customizable
  - Banners
  - Slides
  - Flyers
  - Cards
  - Social Media Icons
  - And more!

## Documentation/More Help

- **WordPress for Beginners**
  - [https://codex.wordpress.org/Getting\\_Started\\_with\\_WordPress](https://codex.wordpress.org/Getting_Started_with_WordPress)
- **How to Add Images to Your Content**
  - <https://premium.wpmudev.org/blog/wordpress-101-ultimate-beginners-guide/#images>
- **How to Add Pages to Your Site**
  - <https://premium.wpmudev.org/blog/wordpress-101-ultimate-beginners-guide/#pages>
- **How to Add Items to Your Menu**
  - <https://premium.wpmudev.org/blog/wordpress-101-ultimate-beginners-guide/#menus>
- **HTML Codes**
  - [https://www.w3schools.com/tags/ref\\_byfunc.asp](https://www.w3schools.com/tags/ref_byfunc.asp)

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