

# Website Outline & Editing 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

Development Site: <http://stjeromebc.diocesanweb.com/battlecreek>

After Launch: <http://stjeromebc.org/battlecreek>

## Forgotten Passwords

If you forget your password, simply click “Lost your password?” below the login box and follow the prompts.

## Admin/Editing Bar Not Showing

After logging in, you may notice that the black admin/editing bar at the top of the page is missing from the frontend, or public side, of the site. In order for it to reappear, you must do a “Hard Refresh” also known as “Force Refresh.” This is done by holding down the Control Key and pressing F5. So CTRL + F5.

This will refresh your page from scratch and your black admin bar should reappear.



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# Key Terms & Definitions

- **Admin/Editing Bar** - This is the black bar that appears at the top of the website when you are logged in. Normally it will have your parish name, “New,” “Edit Page” or “Edit Post” and “Howdy, your name.”
- **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.
- **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

Basic view of your website's statistics.

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

## Posts

**“News” Category Displays on Homepage.**

**“Ministry News” category displays on Ministry Page**

**“Pastor’s Corner” displays on Homepage (no images)**

Other 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 Publish/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)
  - This will make it so that a post deletes on a specific date. This can be helpful especially for your Ministry news, since there are not as many posts and older ones will need to disappear.
- Update/Publish

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## Pastor's Corner

### “Pastor's Corner” displays on Homepage (no images)

As with other posts, you will need to put a title, date and content. The biggest difference is that Pastor's Corner posts will display the **published date** on the homepage.

For example, even if the title is “the Ascension,” we need to make sure the published date is Sunday, May 20, because this is what will appear on the homepage.

## Pastors Corner

SUNDAY, MAY 20

Dear Friends, Last week we remembered the Ascension, the day our Lord returned to Heaven but not before promising to  
[Read More...](#)

SUNDAY, MAY 6

Dear Friends, As a seminarian I regularly visited a couple of nursing homes, I visited Saint Patrick's Manor and I  
[Read More...](#)

## WP Show Posts

### Uses Shortcodes

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

**You will need to use the shortcode to add the posts with these display settings to any page.** 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

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- 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:



## 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

## Editing Homepage (Mass Times & Image)

The homepage settings are directly on the page "Home" which may be found in the list of **All Pages**.

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Editing the homepage will allow you to edit:

- Main Homepage Image
- Mass Times

## 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

## Adding/Editing

- Title the post
- Fill in content
  - Default Content allows you to create custom rows of content organized in columns or photo & link grid.
  - To add a section, click the “Add Row” button.
- Set Schedule Date (not normally needed)
- Set a Featured Image
- Set Post Expiration (not normally needed)
- Update/Publish

## Page Template

**Determines how content will display on pages.**

There are 3 templates that you will use:

- **Default Template**  
Displays content in one column only
- **Columns & Rows**  
Displays content in one or two columns  
These are the selections you may use by clicking **Add Row**
  - First Column -First of two columns
  - Second Column - Second of two columns
  - Image Left - Image on left, with text on the right side
  - Image Right - Image on right, with text on the right side
  - Full Width Row - One column content
- **Sacraments**  
Allows you to select an image, title, and description/content

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- Image - selected from media library or uploaded from your computer to the media library
- Sacrament Title - section title
- Description - text content only

The other two templates (Contact and Home) are used for specific pages.

### Help Adding Pages to Your Website

- <https://premium.wpmudev.org/blog/wordpress-101-ultimate-beginners-guide/#pages>

### Help Adding Images

- <https://premium.wpmudev.org/blog/wordpress-101-ultimate-beginners-guide/#images>

## Teams (Staff Information)

### Uses Shortcode

This plugin adds a “Teams” 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 Teams
  - List of all posts. Here you can see shortcodes, search for posts, etc.
- Add New
  - Quick Add

### Adding/Editing

- Title the post
- Fill in content
- Set Schedule date (if needed)
- Set Post Expiration (if needed)
- Update/Publish

### Shortcodes

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

This shortcode will look something similar to:

**[tmm name=”parish-staff”] or [tmm name=”258”]**

## 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

## Help Adding Items to Your Menu

- <https://premium.wpmudev.org/blog/wordpress-101-ultimate-beginners-guide/#menus>

## Users

### User accounts and management

- Your Profile
  - Your profile information, including email & password changes, back end color scheme, and roles.

## Google Calendar

### Where to Find Your Google Calendar

Your Google calendar is displayed on the website, but cannot be editing through the website. Your calendar may be found at [calendar.google.com](https://calendar.google.com).

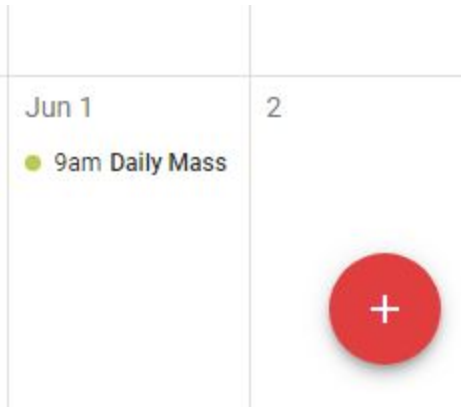
### Adding New Events

1. Log into your Google account
2. Go to [calendar.google.com](https://calendar.google.com)

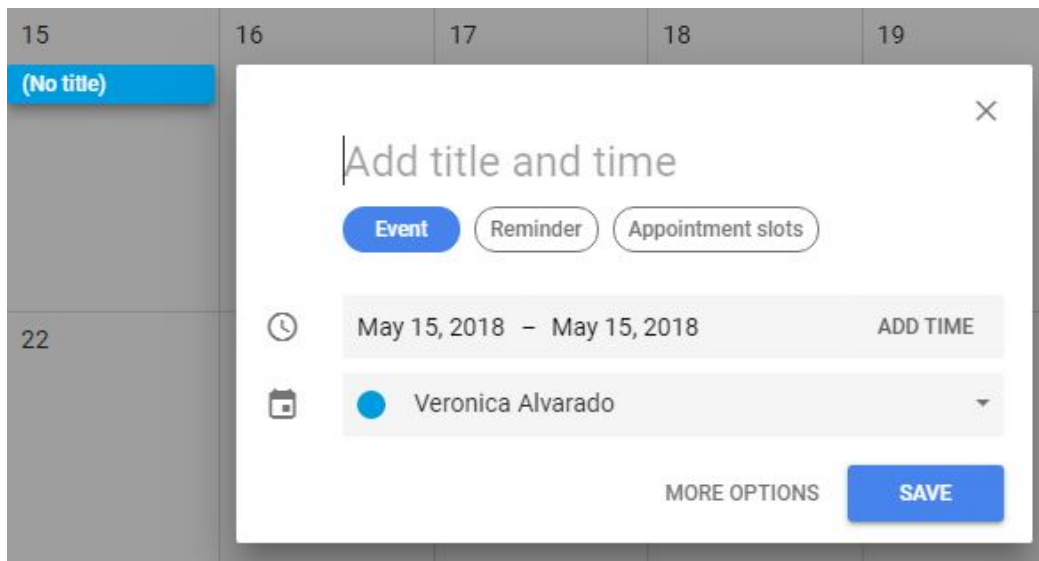
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3. Add new event by clicking on plus icon in the bottom right of your screen



4. You may also “QuickAdd” a new event by simply clicking on the day you wish to add the event



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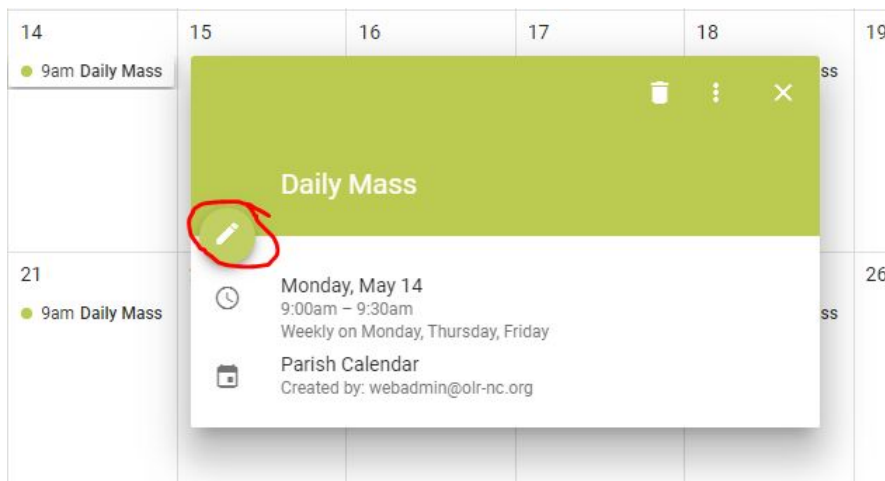
5. Add Event details (On QuickAdd, click “More Options” the full editing page

The screenshot shows the 'Add Event' form in Google Calendar. At the top, there's a text input for 'Add title' with a 'SAVE' button to its right. Below this, the date and time are set to 'May 7, 2018' from '11:00am' to '12:00pm' in 'TIME ZONE'. There are checkboxes for 'All day' and 'Does not repeat'. The form is divided into two main sections: 'EVENT DETAILS' and 'GUESTS'. The 'EVENT DETAILS' section includes fields for 'Add location', 'Add conferencing', 'Notification' (set to 10 minutes), 'ADD NOTIFICATION' (with a dropdown for 'Veronica Alvarado'), 'Busy' status, and 'Default visibility'. There's also a rich text editor for 'Add description'. The 'GUESTS' section has an 'Add guests' button and a list of permissions: 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked).

6. Save

## Editing Events

1. Log into your Google account
2. Go to [calendar.google.com](https://calendar.google.com)
3. Click on event you wish to edit
4. Click pencil/edit icon



5. Make necessary changes

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## 6. Save

×

Daily Mass

SAVE

More actions ▾

May 7, 2018

9:00am

to

9:30am

May 7, 2018

TIME ZONE

☐ All day

Weekly on Monday, Thursday, Friday ▾

EVENT DETAILS

FIND A TIME

📍

Add location

👤

Add conferencing ▾

🔔

ADD NOTIFICATION

📅

Parish Calendar ▾

●

▾

🗑️

Busy ▾

Default visibility ▾

?

☰

📎

B

*I*

U

☰

☰

🔗

✂️

Add description

GUESTS

Add guests

Guests can:

☐ Modify event

☒ Invite others

☒ See guest list

## More Help

For more help with Google Calendar, please visit the Google Calendar Help Center at: [support.google.com/calendar](https://support.google.com/calendar)

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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 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/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>

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