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Belpile

Wordpress

User Guide


WORDPRESS USER GUIDE

Admin URL:
<http://www.belpile.com/wp-admin>




Username:
belpileadmin

Password:
Drill_1408

Editing Content Pages

- + Click  **Pages** in the left menu bar
- + List of every page will appear
- + Click **Edit** or on page title to edit.
- + Type and edit content as you wish

Adding an image to a page or post

- + When editing a page, or post, simply click the  **Add Media** icon, above **B I ABC**
- + Either select a previously uploaded image from the Media Library or click **Upload File:** then  (You can drag and drop here also).
- + Once image is selected it will upload to the media library.
- + Select the image you want to insert to the right select the size, alignment and linking options.
- + When done click 

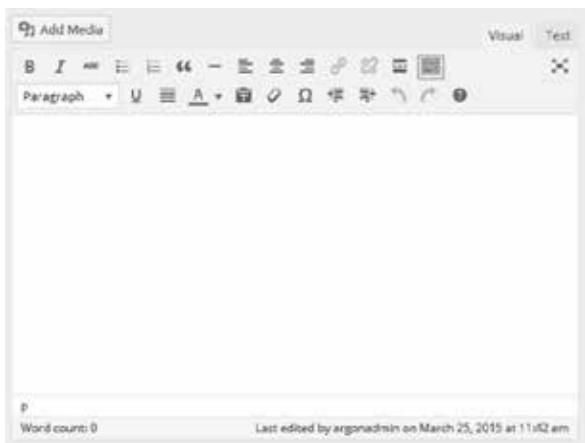
Adding a PDF to a page or post

Adding a PDF or Word Doc is exactly the same process as adding an image. However the title of the PDF will show as the link so adjust this to what you want the link to be called.

Another way to add a link to a PDF is to first upload it to the media library then copy the File URL. Back in the content editor type the words you want to be the link, highlight then and click the insert link icon, then paste the copied file URL.

Content Editor Explained

The content editor is the box you will edit to add content/images/documents to your pages and posts and will be used fairly extensively when updating your website.



Content Editor Example

By default the Content Editor only shows a single row of buttons in the editor. Kitchen Sink is the last button in this row. Clicking on it will display another row of buttons with more buttons.



Kitchen Sink Button

To the top right of the editor are two tabs, the Visual and Text. When switching the Text mode this will display the content in pure HTML with all styling removed. This is the mode you will need to enter if ever embedding code such as a YouTube or Vimeo Video, a Google Calendar etc. If you ever enter a page and it is in Text view just switch it back.



Text Button, next to the Visual Button

You can find much more information on the Content Editor here:

<https://en.support.wordpress.com/visual-editor/>

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Short codes Explained

Short codes are snippets of code that add styling to the website and avoid the user having to know HTML. Below are some of the short codes that have been set up and what their output will be.

Columns

[one_half_first]

Any content in between these codes will display in the first of a 50% width column

[/one_half_first]

[one_half_last]

Any content in between these codes will display in the second column

[/one_half_last]

For example of Columns short code in action see [Company Overview](#)

Buttons

[button link="/about/"] Find Out How [/button]

This will give the styling of a button, add the link in between “” and the text you want on the button in between the short codes.

An example of the button short code being used is on the individual capabilities pages.

Sliders, Blocks, Feature Blocks, Accordions, Tabbed Content, Tables, Links List, People

All of these are different ways of displaying content that can be used by setting up and then adding the specific short code into the content area.

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Editing Home Page

Click  **Pages**, then [Home](#)

Custom areas have been set up for:-

Home Video

This must be a link to an mp4 file should you ever update this. It is recommended to use a service that is optimized for video streaming such as Vimeo.

Home Video Fallback

Add an image here to display if a user cannot play video.

Quick Links

These are links to other areas of the site. This has been set up to display the Products & Capabilities. If adding a new one or replacing an image the optimal image size for this area is 480 x 352px.

Editing Capabilities Pages

Add content in the content editor box like you would any page.

Each capabilities page has the ability to add a slider of images to. Just click add to gallery to add images here. Image size required is 640 x 743px. Also you can set a featured image at the same size which will display as the first slide.

The [attention] short code can also be used to style a quote or saying you want to stand out.

Adding Testimonials

Testimonials > Add New

Add company, text and click publish/update.

Adding Projects

Projects > Add New

Add title, text.

Set featured image for image that appears as the thumbnail on the projects page, image size required 840 x 500px. Add any further images into the gallery. These should also be the same size so they are consistent.

Editing/Adding a Menu Item

Your website contains five menus, the main menu and the footer menus. You can locate them by going to **Appearance**, then **Menus**. There are various ways to add a menu item. Main two are described below. Make sure the correct menu is selected before editing.

If you are linking to an external website:

Click in the URL box in the Links option and put in the web address. Add the Link Text you would like to call the menu item, click **Menus** and you will see the new item to the right.

If adding a new page:

Tick the check box of the page you wish to add to menu under the Pages title and click **Add to Menu**

Image Sizes

Whilst all images added will automatically resize up or down to fit the space they are required it is always good to use the correct image size in the first place. This will ensure the image is the correct dimensions, is not unnecessarily large in file size and will not crop off any of the image that is important. Below is a list of all image sizes used through out the site.

Homepage quick links: 480 x 352px

Capabilities feature image and slider images: 640 x 743px

People profile images: 480 x 480px

Projects featured image: 840 x 500px

For a comprehensive guide on how to edit images within Wordpress go to:

<http://easywpguide.com/wordpress-manual/media-library/editing-the-file-properties/editing-an-image/>

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Helpful Links

This document is a brief crash course on the essentials required to edit your website. Should you wish to learn more about Wordpress here are some great resources online:

Wordpress General

<http://wp.tutsplus.com/sessions/wp101-basix-training/>

<http://easywpguide.com/>

Should you need a free image editing program to create images of certain dimension go to <http://www.pixlr.com/>

Otherwise you are able to edit images directly through the Wordpress admin area. For more on this go to <http://easywpguide.com/wordpress-manual/media-library/editing-the-file-properties/editing-an-image/>

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