Website Guide

Kilcooley Together

Content

To customise the website you will first need to sign in to WordPress. To sign in you need to type in your website url following by /wp-admin in this case it would be kilcooleytogether.com/wp-admin. This is where you will sign in using the details we sent through in an email.

Once you sign in you can start making changes to the website. To begin updating the pages go to appearance customize. You will then see options on your left hand side. Click on Header, Footer, Templates, Pages option and you will see a list of items you can edit starting with Footer and Header. Below that you will have Single Template and Blog Template and below these you will see all the pages we have set up on the website. Simply click into one of the pages and you will be able to make changes to that specific page. We recommend not updating the header, footer and the blog templates often to avoid major issues on the site. The style should be preset but we have allowed the option to make any changes needed. Everything on this website is made up of the same blocks.
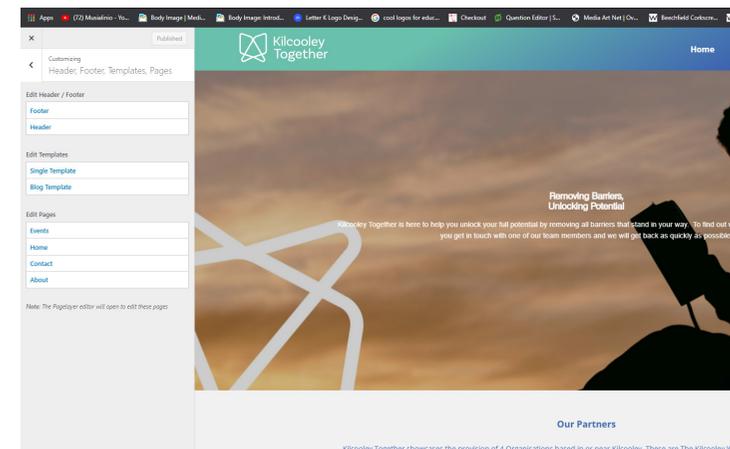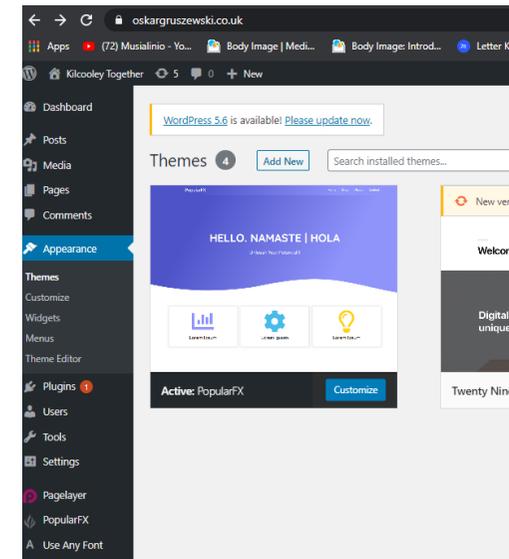
The website will then display an image with different blocks. To add new block anywhere on the website you simply need to drag and drop each block into where on the website you would like it to appear. To customise text you simple need to double click on the text and on the left hand side you will see a heading styles options. In there you can change the colour. Under typography you can change the size and font type of the text.

You will see most of the sections have a duplicate of the text which is blured. This is because we want the text to be smaller on smaller screens. Simply create the section twice and then make one with smaller text. Once you create a section click on options on the left hand side. there you will see a responsive tab. If you click on the tab it will allow you to hide sections on desktop table and mobile. Normally the small section is hidden on desktop and the big section shows. Once we hit mobile it becomes the other way around.
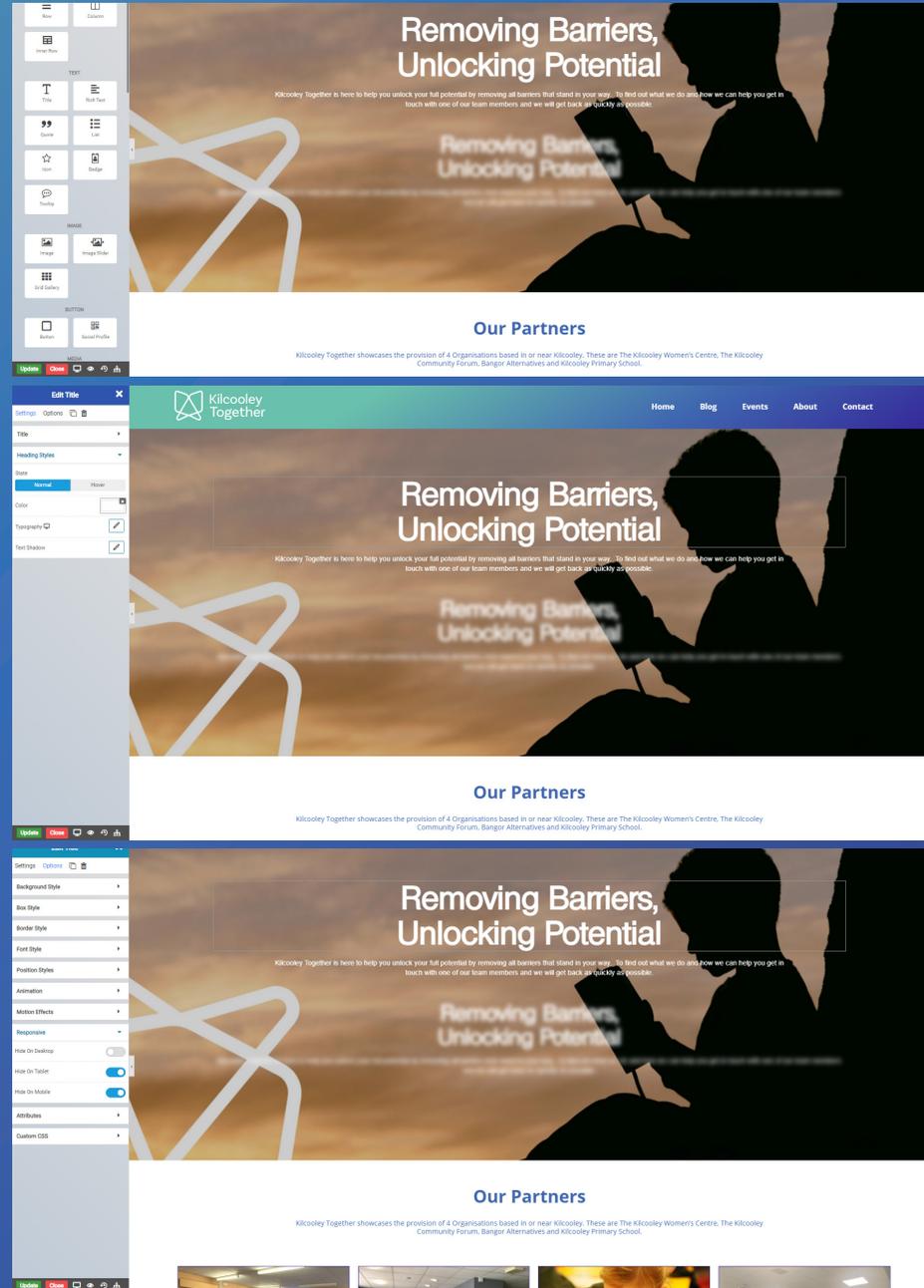
You can change see how the website looks on table by clicking the computer icon and changing it to tablet or mobile. The eye icon allows you to preview changes befoer you click the update button. reverse clock icon is the history that tracks everything you done and allows you do undo changes. Last icon is the navigator that breaks down all the sections into layers which makes it easy to make changes as every section will be in a seperate row. Once you finish your changes hit the update button to save them.

Once you click the navigator tool you will see all the layers on each page. Each section will be in a row and they are set up in order from top to bottom. if you move the row layers up and down you will change the order that they appear on when a visitor comes to the website. In the navigator you can open a layer and see what block have been put inside of each row. You can then click on the pencil on one of the layers to customise the settings.

When you click into the row editor you can customise the container width which is how long the row is. you can set it to 90% of the screen or whatever width it requires. You can then select the content width which is how wide the content inside of the row will be. so if we set the width to 700px and add columns in to that row we can create 12 columns which will make up the 700px space.

You can also click in the options tab at the top which allows you to add a background to your row. there you can also set padding and margins by clicking on the Box style option. You can click on the animation tab in order to add an animation to the row. you can make it fade in from left or right and up and down. These tools apply to every content block on the website.

You can also change or add columns into each row simply by using the navigator tool or by draging and dropping in a block from the section seen at the start. You will then have to decide how large a column is every row will be splut up into 12 pieces so if a row is 1200px wide then its spilt into 12 pieces that are 100px each. by clicking on column width and selecting 7 we would set the column to be 700px wide. If we set it to 12 then its 1200px wide. you can add multiple columns by dragging in more column blocks. You can also align the content in the middle with content v-align.
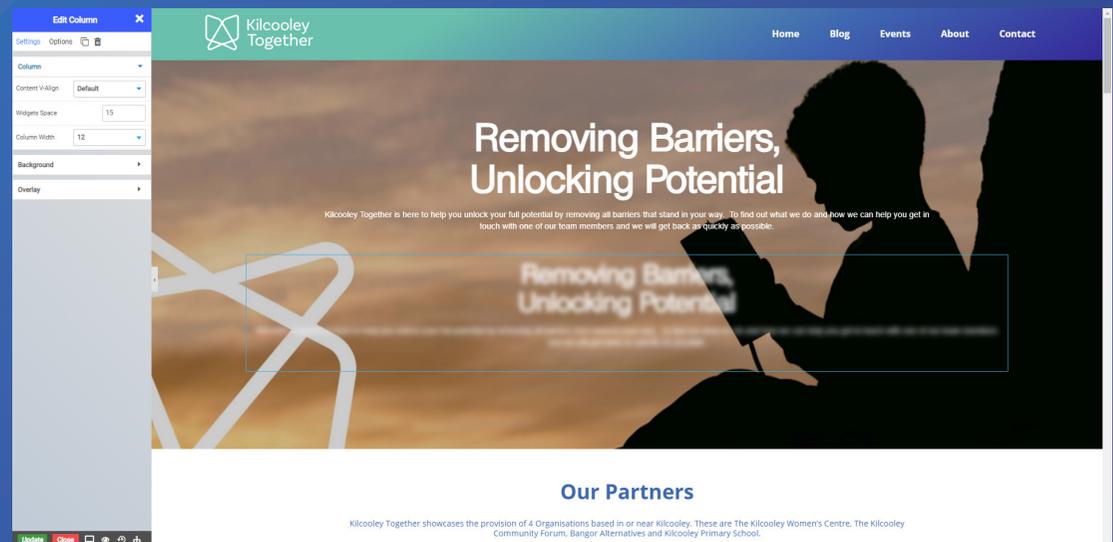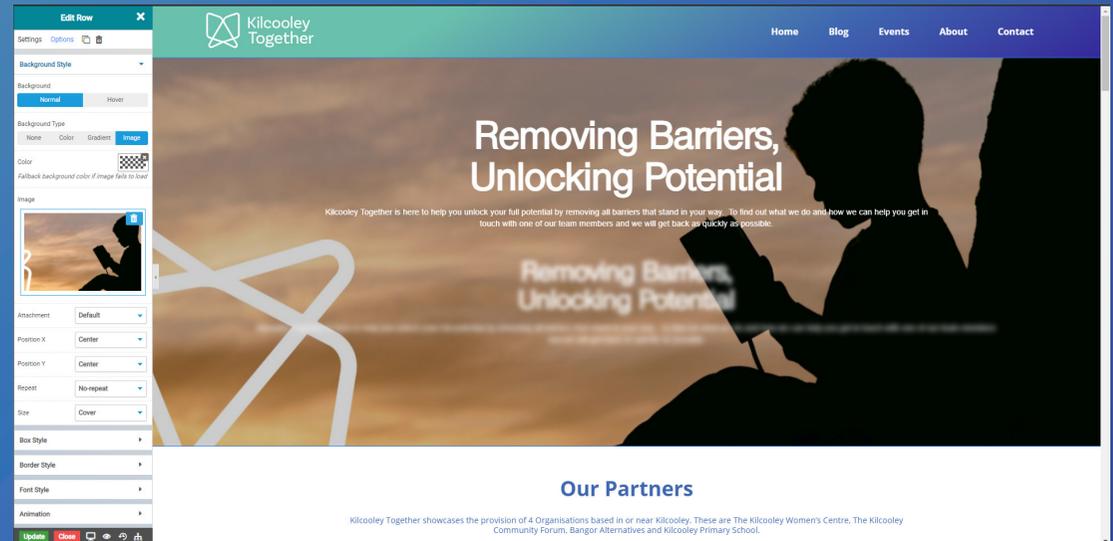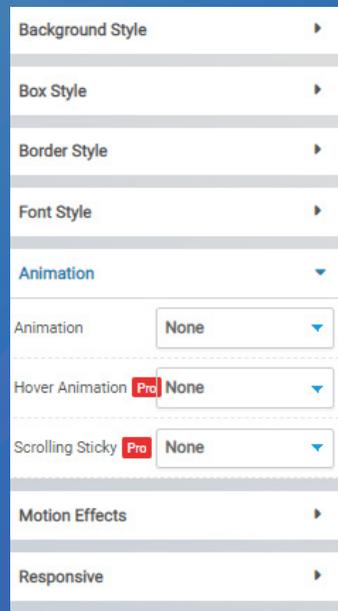
The testimonial section is a little different to the rest of the website. All of the Kilcooley together website has been built with rows and columns except this section. If you click on the testimonials you will see dropdowns of the names which we added as place holders. Under the Cite tab you can change the name of the person. In the content section you will add the text that each of the people reviewing the group will leave. You can customise the text font colour and size in each of these tabs as seen on the screenshot below.
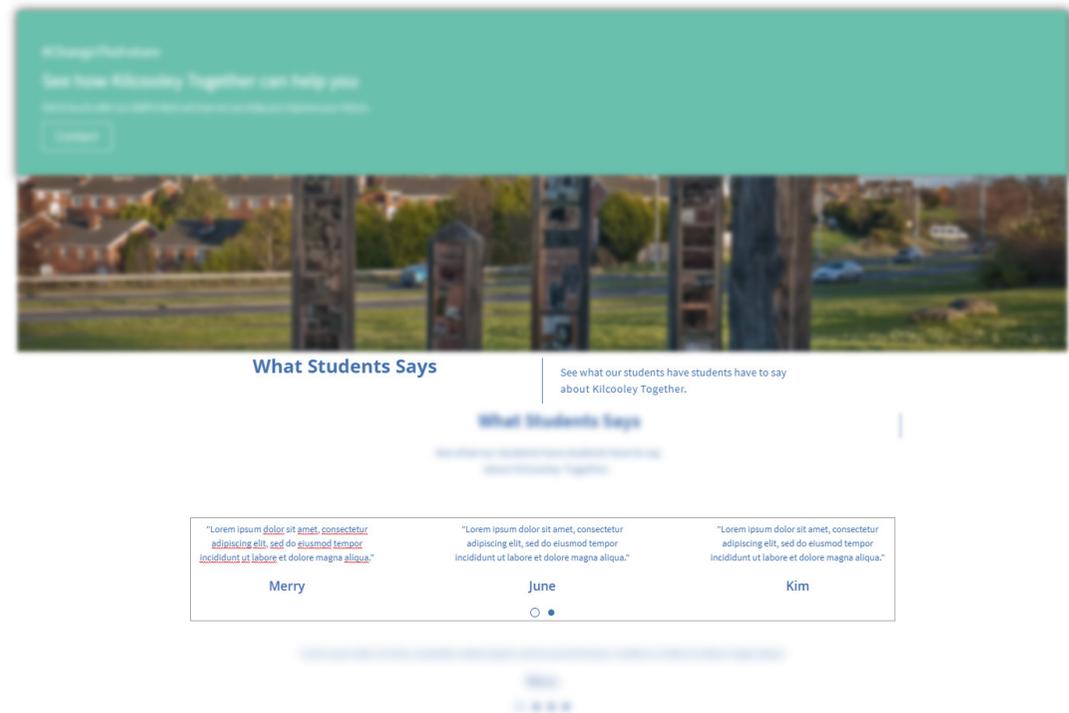
If you require to edit the lication of kilcooley Together on the map simple click on the map and type in the address that you would like to be the main location for the group. Currently its set to kilcooley primary school as there is no building that is the hub of the organisation. You can also change the zoom and height of the map. As for the contact form we are unable to customise the fields as we are using a free version of the Theme if you require to change the fields you can make a one time purchase for the pro version of the theme.
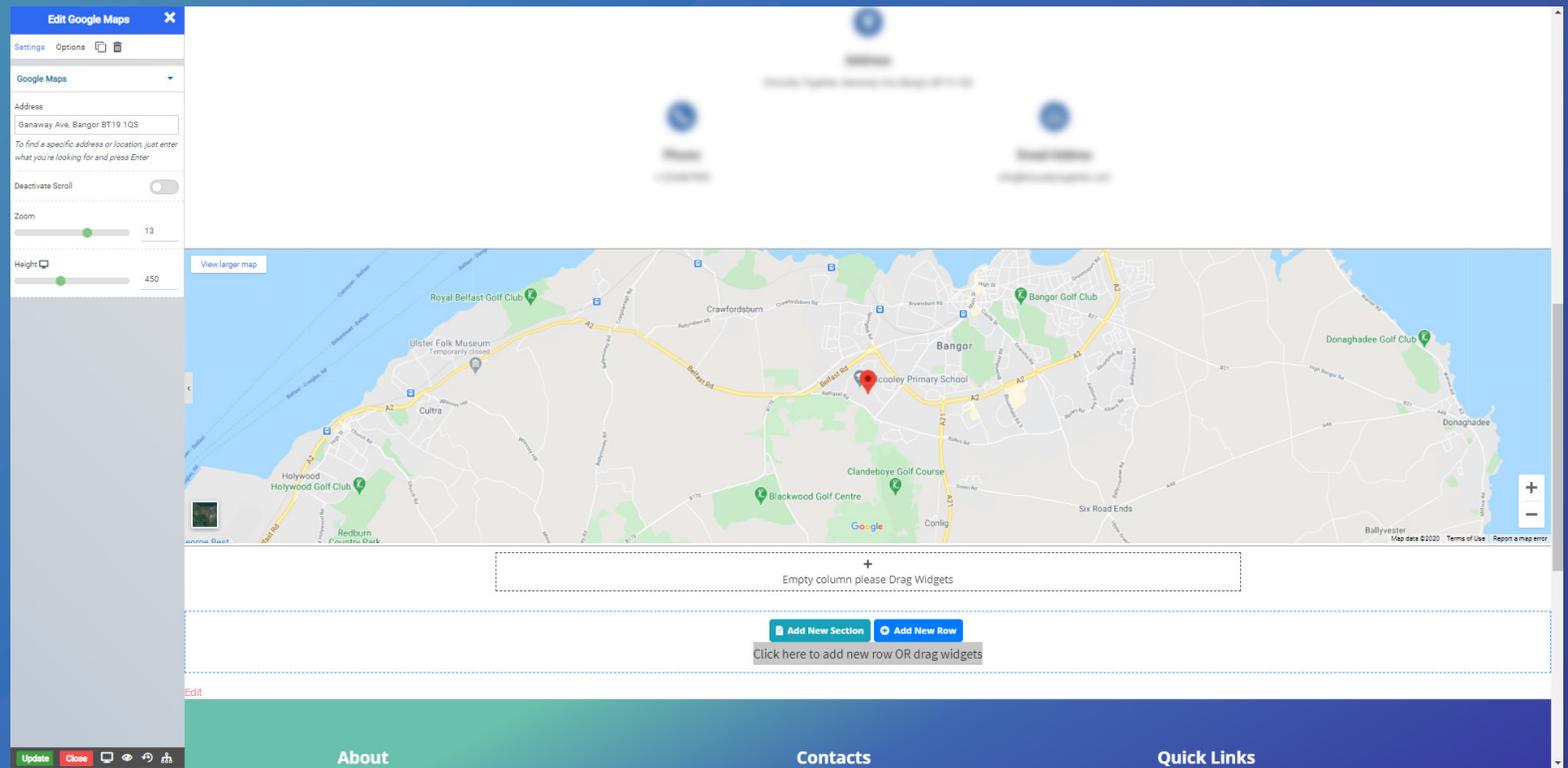
To add a new post you need to sign in to the website through the url with /wp-admin. Once you are in click posts and you can add new or customise an existing post. Once you click into a post or add a new one you will need to set a featured image. These are located on the right hand side. Under tha tab featured image. These are the images the visitors see on the blog page before going into each post separetly. Then in the white section in the middle you will add a title at the top and then hit the dark + button. here you can select a column block and specify the width of each column. in these columns you will then click on +again and add text or image blocks.

To edit the seo tags we put in place simply click on pages on the left hand side and select the page you want to edit the SEO tags on. Once you open the page scroll down till you see Yoast SEO. There you will see the SEO title and Meta Description. In these fields we add all the tags that people may use to find the group. Make sure to use the tags in proper sentences that explain what the group is about.once you add the tags simple hit update and the website will save them. We will share google analytics and google search console details with you once the website goes live. We will also host a training session going more in depth on each of these editing blocks on the website.
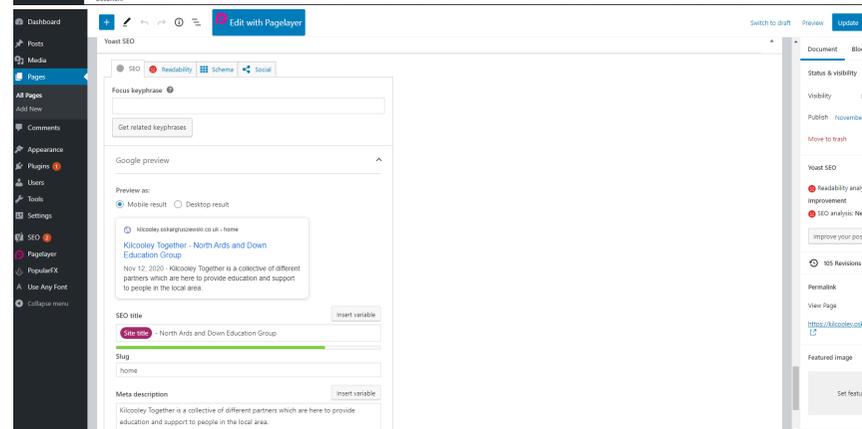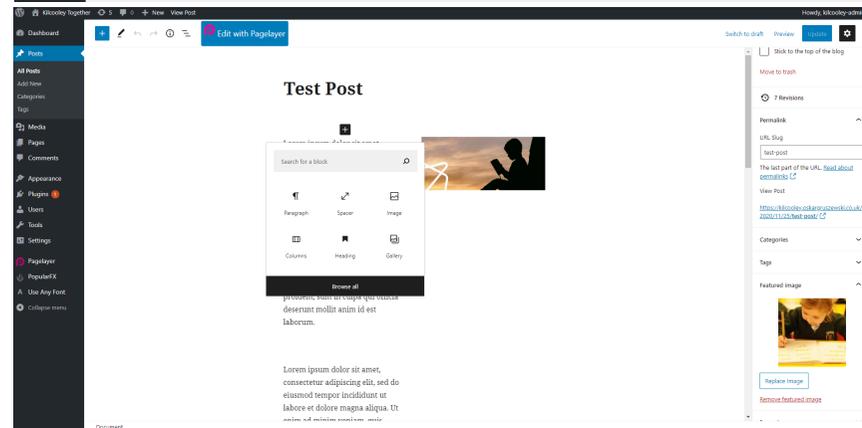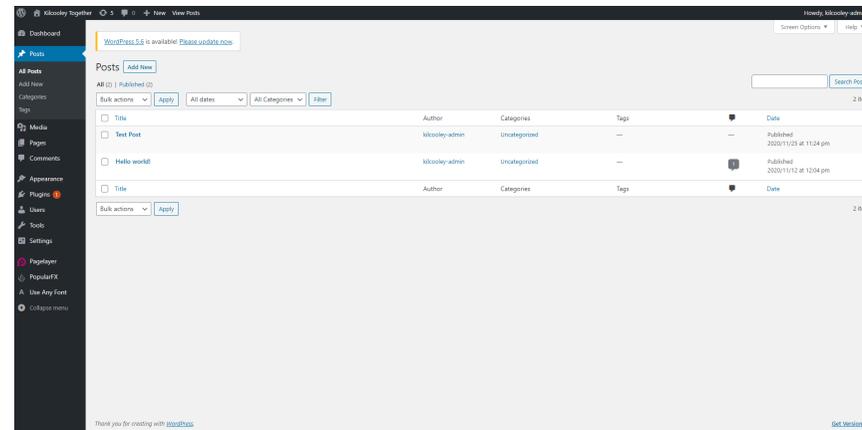
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