YeHa

Youth Education Health Advice

Website
User Guide

Contents

Introduction

About WordPress

WordPress enables you to easily createm edit and publish web pages on your website. It allows your website to be easily updated and to manage your content effectively.

This document was created to provide you with a better understanding of how to manage your site. It should be used as a general refernce for day-to-day administration of your website.

Navigating WordPress
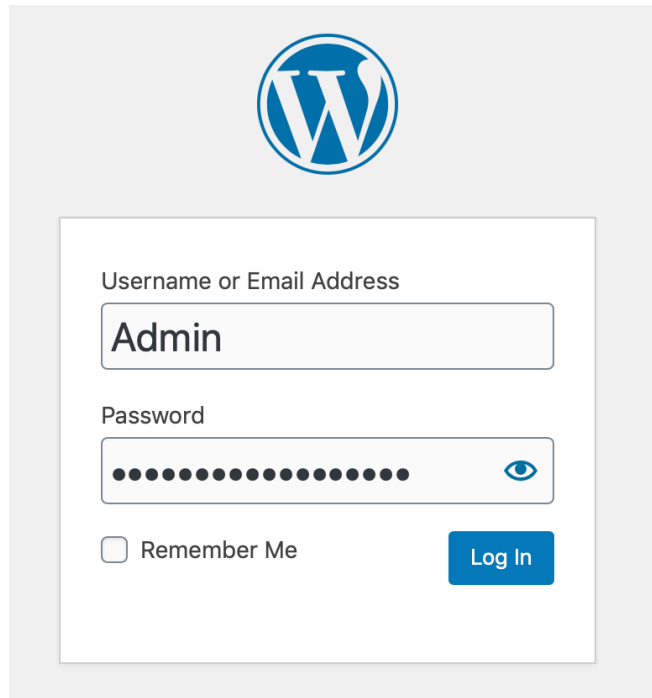
Logging into wordpress

Before making any changes to your site you need to log in.

- To log in to your WordPress go to **http://yehaproject.com/wp-admin**
- Enter your Username and Password

Your Username: **Admin**
Pass: **ZA4ezRyh$ic#ftLif3**

In the case you forget your password, click the 'lost your password' link below the form. Enter your Username and Email address and you will recieve a link in your emails to reset your password.

Navigating WordPress

Exploring WordPress Dashboard

Once you have logged into your WordPress, the dashboard is the first screen that appears. This is the main administration area. You will see the name of your site 'The YeHa Project' in the header section.

Below is a screenshot of the homepage. The site name is hyperlinked to your homepage.

You will see the name of the person who is currently logged in at the top right hand side. Move your cursor over the name to reveal the Log Out link, as well as you can edit your profile.
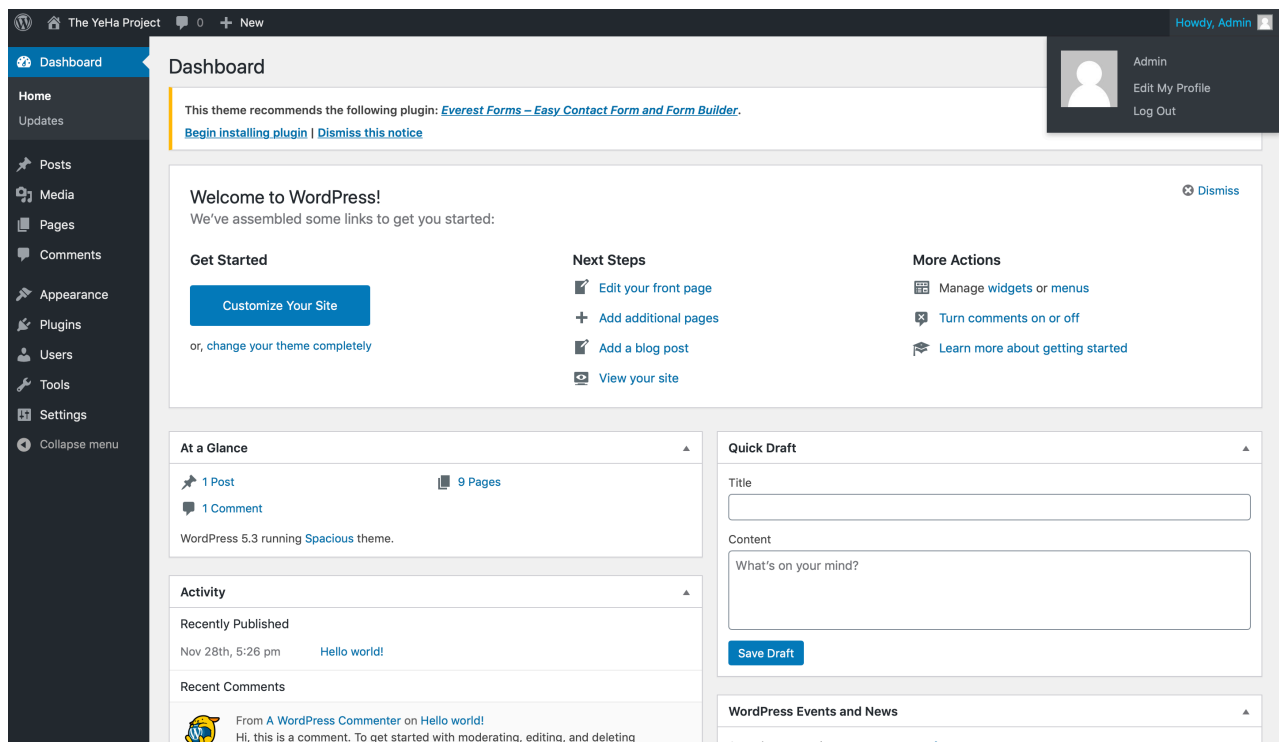
Navigating Wordpress

Exploring WordPress Dashboard

Toolbar
The WordPress Toolbar is a way of easily accessing some of the most common WordPress features. When you are logged into your WordPress dashboard and you visit your website, you will see the Toolbar running across the top of your site. This bar only appears if you are currently logged into your WordPress site, which means that it won't be visible to your everyday site visitors. If you are not logged in, the Toolbar won't be displayed.

The Toolbar allows you to quickly access the following commonly used features.

• Visit the WordPress.org website, Codex or Support forums
• Display your site Dashboard and other commonly used menu options that allow you to update your site Themes, Widgets and Menus
• Visit the Customizer to update various site settings and depending on your theme, update your Background and Header images
• View or Edit your blog comments
• Add a new Post, Media, Page or User
• Perform a site Search
• View or Edit your Profile and logout from the WordPress Dashboard

Navigating WordPress

Dashboard Menu Options
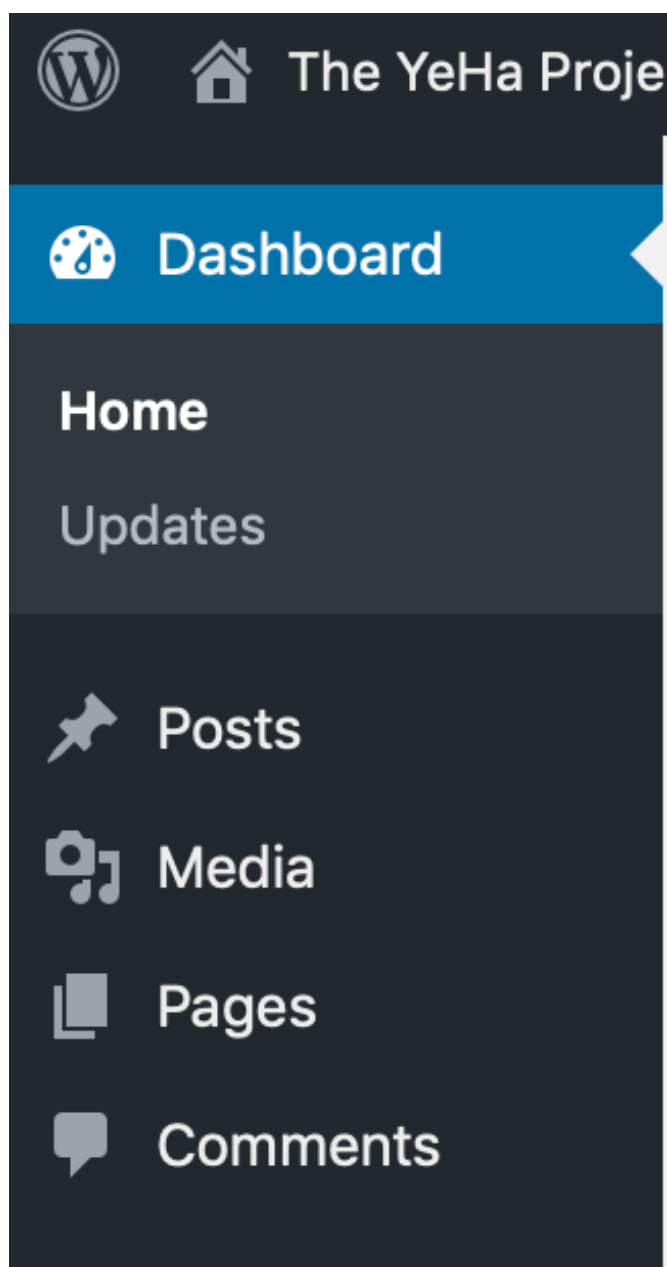
On the Dashboard there is a side navigation bar on the left-hand side.

This is where you'll find all the options to update and configure your site.

Hovering your cursor over each of the main menu options will display a 'fly-out' menu with the various choices for that particular menu option.

Once you click each of the main menu options, that particular menu will expand to show all the available options within that section (if there are any).

Navigating WordPress

Dashboard Menu Options

- **Posts** - This is where you can create a new Blog Post. You can also update your Categories and Post Tags.

- **Media** - This is where all your uploaded images, documents or files are stored. You can browse through your Media library, as well as edit and update the files.

- **Pages** - This is where you create and maintain all your Pages.

- **Comments** - You can manage all your Comments within this section, including replying to comments or marking them as spam.

- **Appearance** - This menu is where you control how your site looks. You can choose a new Theme, manage your site Widgets or Menus and even edit your site theme files.

- **Plugins** - Plugins extend and expand the functionality of WordPress. You can add or delete plugins within here as well as activate or deactivate them.

- **Users** - This screen lists all the existing users for your site. Depending on your Role, you can also add new users as well as manage their Roles.

- **Tools** - This section gives you access to various convenient tools. You can also import data to your WordPress site or export all your WordPress data to a file.

- **Settings** - This is where most of your site is configured. Among other things, it allows you to configure your site name and URL , where your Posts appear, whether people can leave Post Comments or not and numerous other settings. Most times, once your site is setup, there's no need to change any of the settings within this section.

At the bottom of the menu you'll see a link called Collapse menu. Clicking this will hide the menu and simply display their icons instead. Click the small arrow icon again to expand the menu.

Post

Dashboard Menu otions

After clicking on the Posts menu option you'll be shown a list of Posts that your site contains. Among the information displayed is the Post title, the Author, Categories, Tags, No. of Comments and either the Date Published, Date Scheduled or the Date the Post was Last Modified. The Posts screen will look similar to the screen below.

At the top of the page you can view how many Posts in total you have in your site, how many have been published by yourself or Published, Scheduled, Sticky, Pending, in Draft or in the Trash.
When hovering your cursor over each row, a few links will appear beneath the Post title.
• Edit – Will allow you to edit your Post. This is the same as clicking on the Post title
• Quick Edit – Allows you to edit basic Post information such as Title, Slug, Date plus a few other options
• Trash – Will send the Post to the Trash. Once the Trash is emptied, the page is deleted
• View – Displays the Post. If the Post hasn't been published yet, this will say Preview

Pages

Dashboard Menu Options

After clicking on the Pages menu option you'll be shown a list of Pages that your site contains. Among the information displayed is the Page title, the Author, No. of Comments and either the Date Published or the Date the Page was Last Modified. The Pages screen will look similar to screen below.
At the top of the page you can view how many Pages in total you have in your site, how many have been published by yourself or how many are Published or in Draft.
When hovering your cursor over each row, a few links will appear beneath the Page title.
• Edit – Will allow you to edit your Page. This is the same as clicking on the Page title
• Quick Edit – Allows you to edit basic Page information such as Title, Slug, Date plus a few other options
• Trash – Will send the Page to the Trash. Once the Trash is emptied, the page is deleted
• View – Displays the Page. If the Page hasn't been published yet, this will say Preview

Adding Content

Adding a New Page

- To add a new Page, hover your cursor over the Pages menu option in the left-hand navigation menu and in the fly-out menu.
- Click the 'Add New' button
- Enter a title for your page.
- Add your content in the content area.
- Choose the Publish button
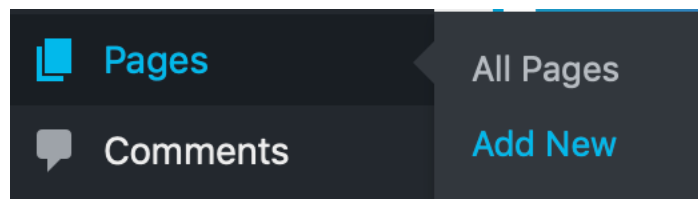
Adding a New Post

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- Click the 'Add New' button
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- Choose the Publish button
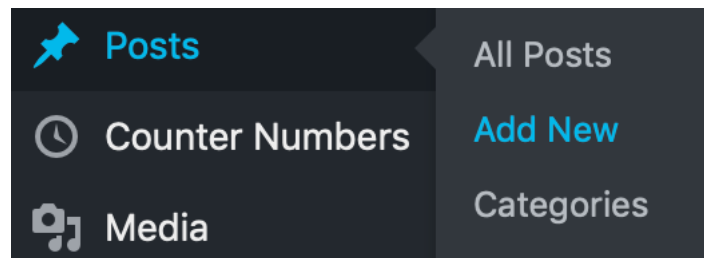
Deleting Content

To Delete a page

- Choose Pages in the WordPress sidebar
- Locate the page you want to delete in the Pages list
- Place your cursor over the page you'd like to delete
- Choose Trash in the choices that appear [trash appears in red]
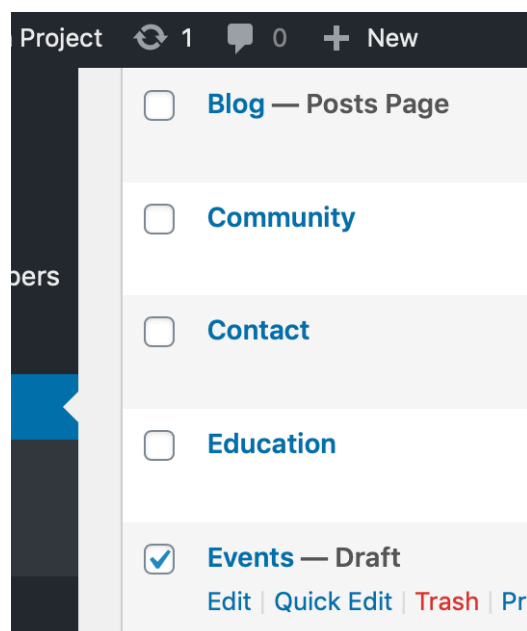
To Delete a post

- Choose Post in the WordPress sidebar
- Locate the page you want to delete in the Post list
- Place your cursor over the post you'd like to delete
- Choose Trash in the choices that appear [trash appears in red]

Adding & Editing Content

How to Edit content

Once your in your site and on the top bar click 'edit page.' This will then bring you to the pagessection where you can edit the content and add in more.

The YeHa Project   Customize   1   0   + New   Edit Page

How to edit a paragraph

- Click on the paragraph you want to edit, you can remove some content or add on more.
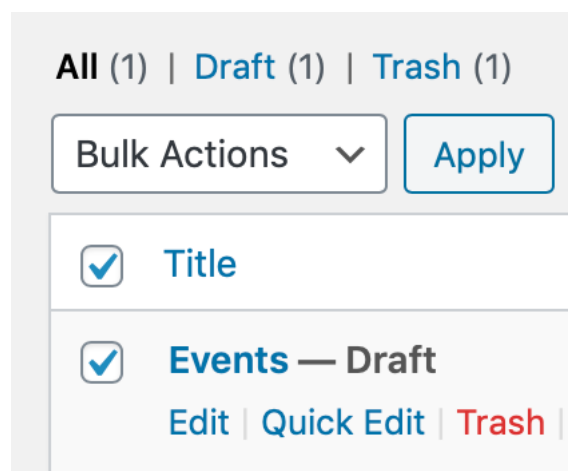- Other options once you have clicked into the paragraph-change the text alignment
- Click Update

Change text alignm
¶ ▾
We are currer
established as

We are currently involved in
established as a community
and reduce suicide in the Sac
project is led by the Lighthou
key stakeholders that operate
community organisations an

Hide Block Settings   ⇧⌘,
Duplicate   ⇧⌘D
Insert Before   ⌥⌘T
Insert After   ⌥⌘Y
Edit as HTML
Add to Reusable Blocks
Group
Remove Block   ^⌥Z

The Care Zone project has a
of its operational and strateg
with communities (not to or f
public health challenges and

How to delete a paragraph

- Click on the paragraph you want to add another paraph to the page
- Click the three dots for more options
- Click 'remove block'
- Click Update

Adding & Editing Content

To Add content Blocks

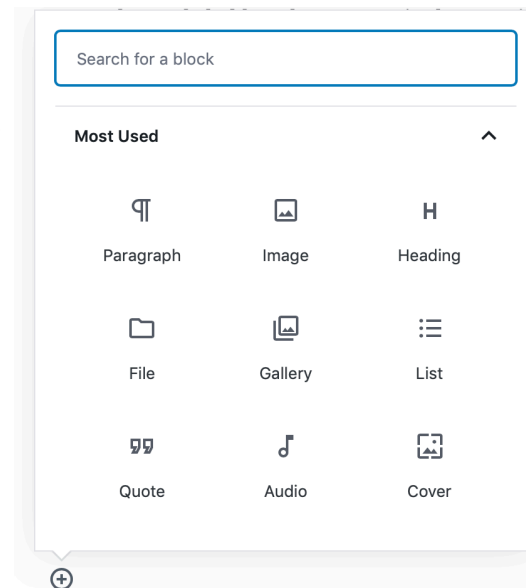After all of your current content if you scroll to the bottom you will find a plus button. Click the Plus button, this will give the user a kot of options to choose from such as:
- Paragraph
- Heading
- Image
- List
- Gallery
- Quote
- Audio
- Cover Image
- Or a file

How to add a heading

- Click the plus button and click heading
- Type in your heading title
- You can chanfe the size of your heading by the different levels from H1-H6 , they decrease in size..
- Click Update
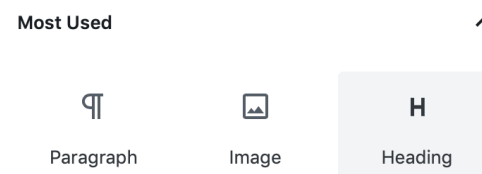
Linking a heading

- Once in the heading section click the link icon
- this will being up a section were you can paste the url in order to link it up with a different page.

More in the Community

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Adding & Editing Content

How to add a new paragraph

- Click on the paragraph you want to add another paraph to the page
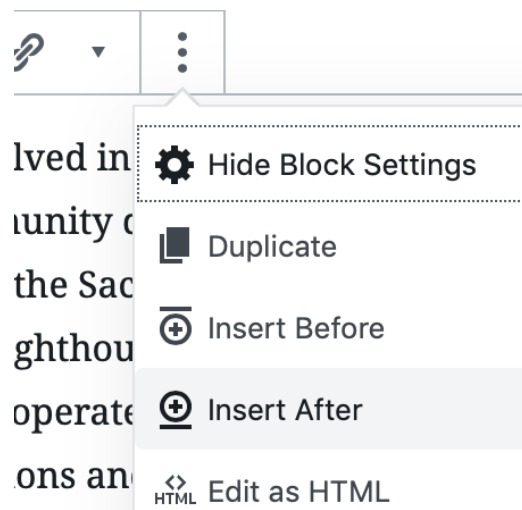- Click the three dots for more options
- Click either 'insert before' or 'insert after' depending on where you want the next paragraph
- Click Update

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ons an

Hide Block Settings

Duplicate

Insert Before

Insert After

Edit as HTML

Changing colours

- If you wish to change the colours of certain paragraphs ot headings,. First of all;
- Highlight what you want to change
- Then on the right hand side under the 'Colour Settings" Click that it will bring up two options 'Background colour or Text Colour.
- To just change the colour of the text click a colour under the 'text colour'
- If you want to change it back again highlight all the text then click 'clear' in the colour settings.

Color Settings

Background Color

Custom Color   Clear

Text Color

Custom Color   Clear
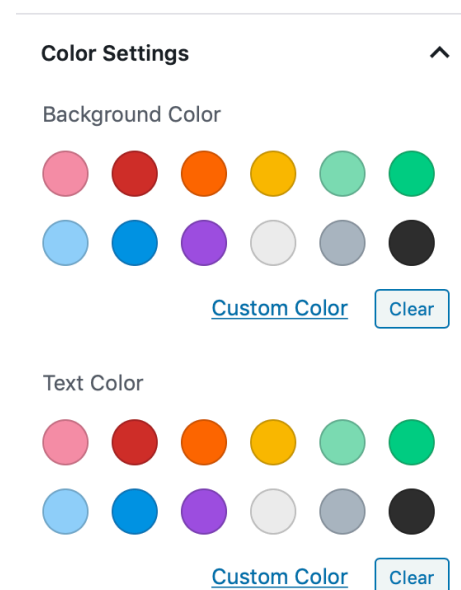
Adding & Editing Content

Inserting an Image

To insert an image onto a page you
- Click on ' edit page'
- Add block below or above depending were you want it
- You can either click the plus button and click 'image'
- Or click the image icon on the right
- Either way this will bring up this image on the right
- You can then either upload from you computer or click Media Library
- The Media Library will contain all of the images you have uploaded here for your website rather do it individually.
- In the Media library 'upload files' then select files
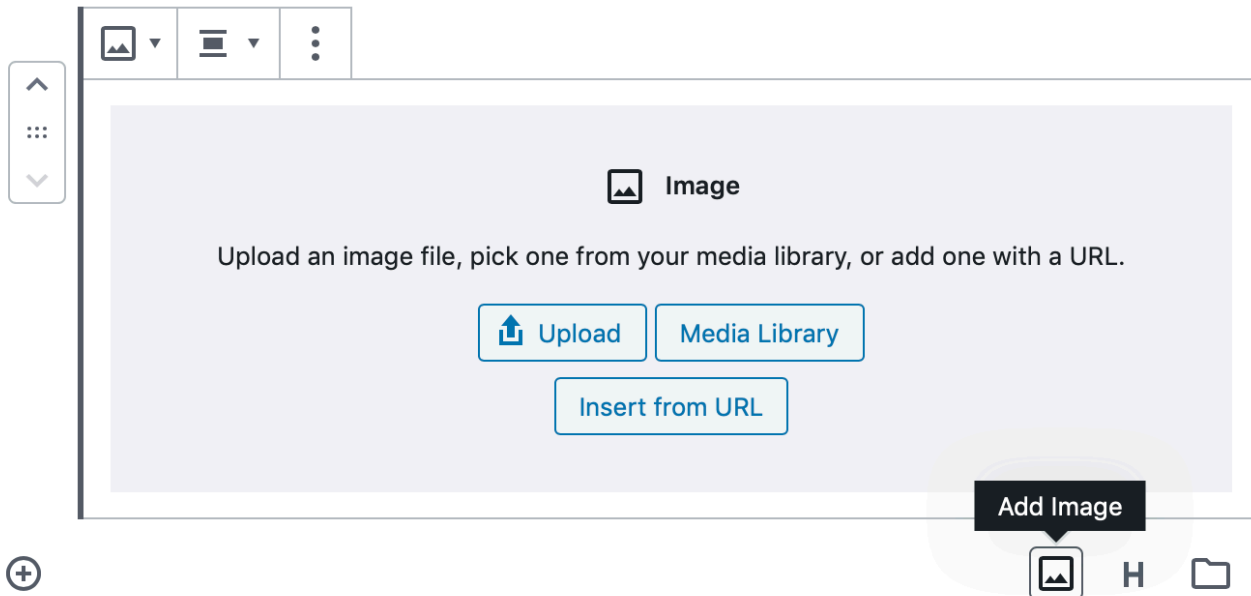
- You can drag and drop your files into the box that appears, or click on Select Files to choose a picture from your computer to upload.
- Once uploading has completed, you will be given the option to edit some settings before inserting the image into the page.
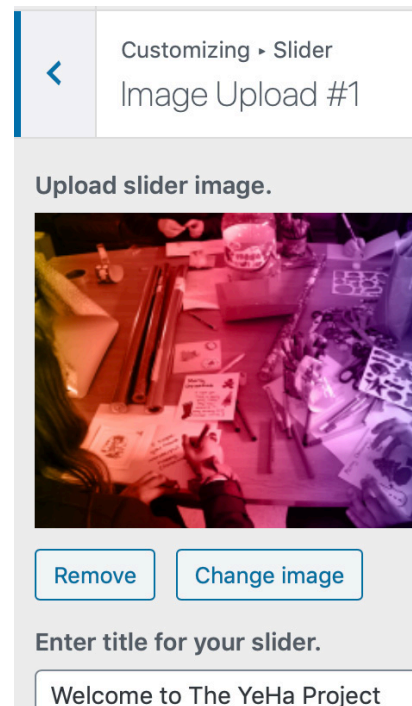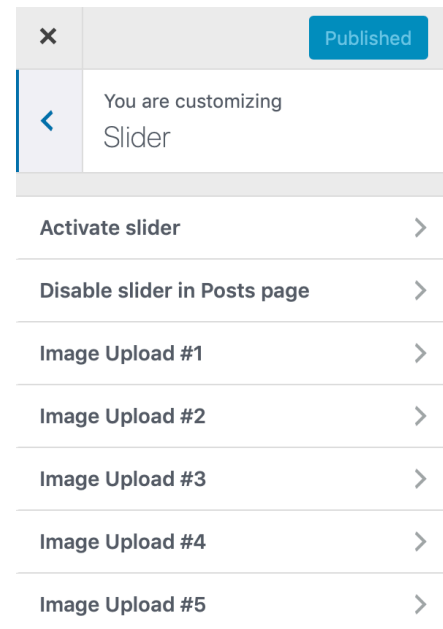
Adding & Editing Content

• Title – Appears in several different places. This is important and should not contain the file name.
• Caption – This will be shown underneath your photo on the web page if you would like.
• Alt Text: Alternate text is required and is read aloud to visually impaired users by screen readers. This is a very important part of keeping your website free of accessibility errors.
• Description – For internal purposes. This description will display in your media library within WordPress.
• Alignment – Choose whether your image will be aligned to the left, right, center, or not at all. (Aligning to the left or right will allow text to wrap around your image).
• Link To – This gives you the option to link your image and define what URL it links to. Leave this as "None" in almost all cases. Images should not link to themselves (the Media File or Attachment Page choices) unless necessary.
• Size –WordPress will automatically generate up to three smaller sizes based on the dimensions you choose in your Media Settings and you can choose any of those depending on what fits best in your post.

Click Insert into page when you're done adjusting the image's settings.

Adding & Editing Content
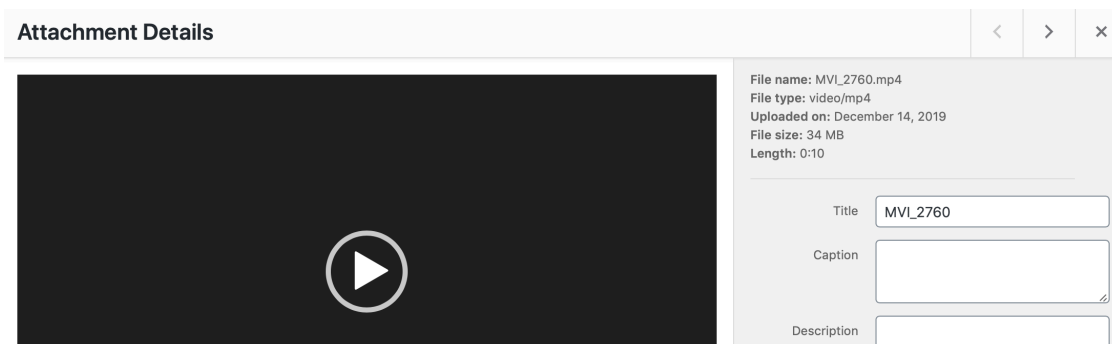
Adding/Editing the Image Slider

The YeHa Project   Customize

- To edit the image slider on the homepage , once you are on the dashboard click to view the site
- The next step is to click customize
- On the side navigation click 'slider'
- To change any of these pictures or text on the slider click in 'Image #' depending the the image you want to change.
- To remove the image. Click 'remove image'
- To change the image, click 'Change image' This will bring you to the Media library were you can upload another image and choose that to put into the image slider.
- Then click 'select'. This will then bring you back to the previous slider selection.
- Here you can change the title or description for you slider. Each image on the slider has their own title and description. So if you wanted the same description, you would have to inout it on each each slider.
- Then click 'published' to uodate the changes.

×   Published

You are customizing
Slider

Activate slider   >

Disable slider in Posts page   >

Image Upload #1   >

Image Upload #2   >

Image Upload #3   >

Image Upload #4   >

Image Upload #5   >

Customizing ▸ Slider
Image Upload #1

Upload slider image.

Remove   Change image

Enter title for your slider.
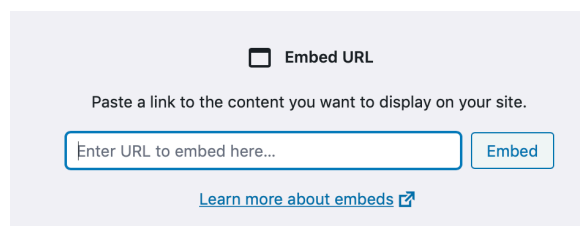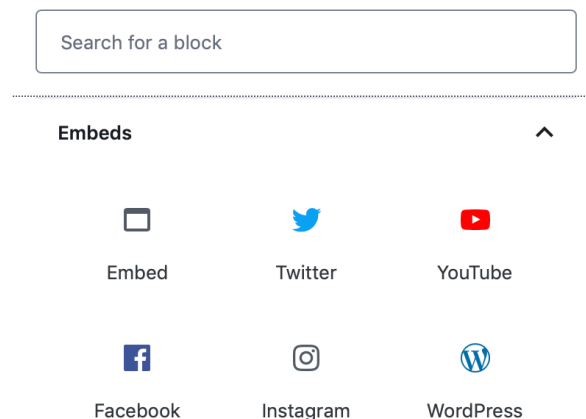
Welcome to The YeHa Project

Adding & Editing Content

Embedding a Video

- Simply click the Add Media button. Once the relevant pop-up window displays, perform the same steps to upload your file to your site and to insert it into your Page or Post.

Attachment Details

File name: MVI_2760.mp4
File type: video/mp4
Uploaded on: December 14, 2019
File size: 34 MB
Length: 0:10

Title: MVI_2760

Caption:

Description:

- When inserting video or audio files, you can select Embed Media Player from the Embed or Link dropdown list in the Insert Media pop-up window to use the audio and video players that are now built into WordPress.

Search for a block

Embeds

Embed

Twitter

YouTube

Facebook

Instagram

WordPress

Embed URL

Paste a link to the content you want to display on your site.

Enter URL to embed here...   Embed

Learn more about embeds

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Editing Menu

Adding to the Primary Menu

- Customize
- Menus
- Primary Menu
- Add items
- Add new Page
- search bar type new page name and click add button
- This will then add this to the main navigation bar on the site- you can review this once you have click off the on the side menu again.
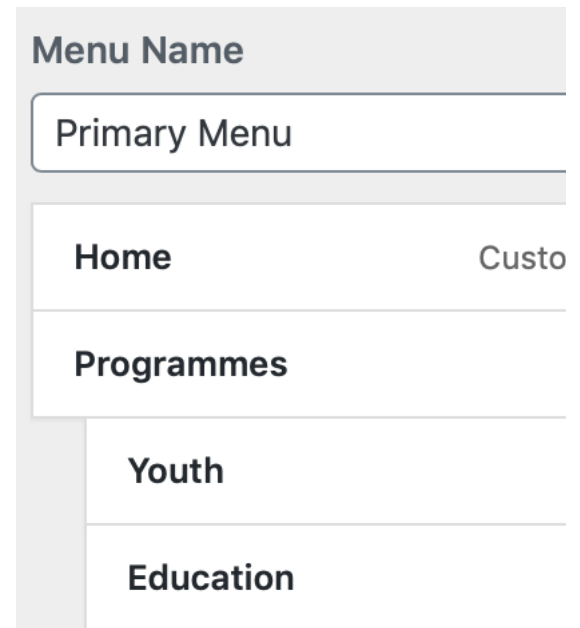- Click publish

Editing Menu

Adding a drop down menu

To create a drop down menu within the main navigation, you take the same steps to add a new page to the menu.

- Then drag the page over to the section you wish to create a drop down menu.
- This will move slightly over to the right, as you can see from the screenshot on the right.
- Click 'Publish.'

Deleting a page from the Primary Menu

- Click on the page- click the drop down option
- Click remove and this will remove the page from the main navigation
- Click publish