# Getting Started with
# WordPress

# WORDPRESS BASICS

# WORDPRESS BASICS

To get a new site started, the Kingdom Web Minister must be contacted and, if approved, they will create the initial site. The Kingdom policy is that all sites will consist of two separate sites: one for production (the one that is seen by everyone) and one for Development (the one that modifications can be tested on before updating the Production site).

The Technology office will create the sites, establish the recommended theme, and add all of the approved plug-ins. Once this is complete, the proper authorizations will be sent to you and you can begin updating the site to your specifications.

Remember, anyone updating a site must be warranted, so if you have deputies or other helpers, please provide that information the the Kingdom Technology office so that these people can be added to the warrant.

Although the "INITIAL SETUP" section was designed to explain how to do the initial setup of the site, the same instructions work to change the initial setup if it is decided that certain items do not work out.
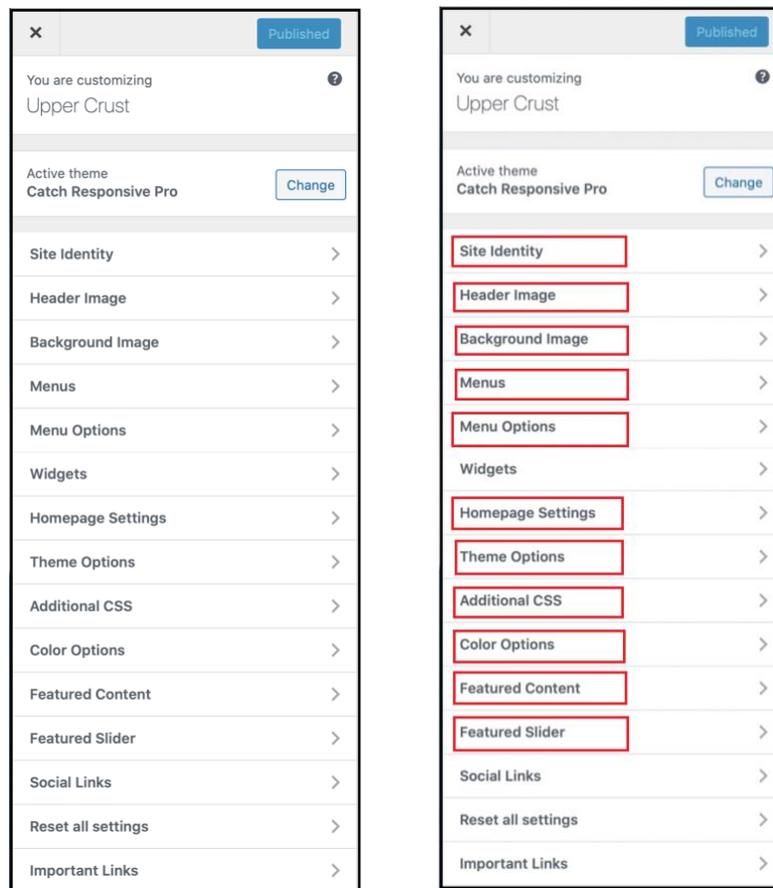
# WORDPRESS BASICS

When the site is logged in as an administrator, there will be a menu bar in the upper left corner of the site that will display the following information:
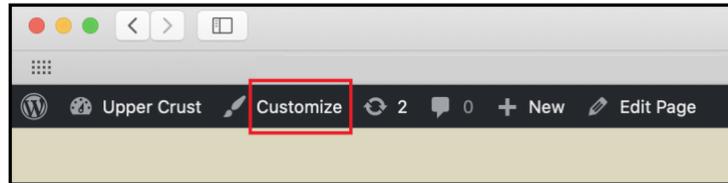


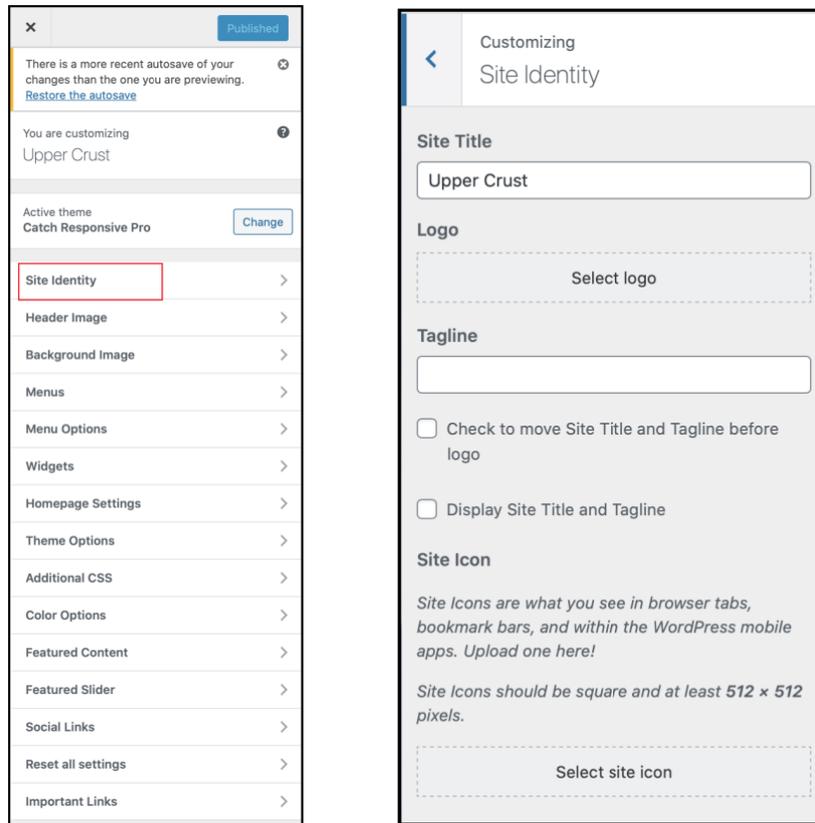By clicking on the {CUSTOMIZE} button, this information is displayed:



This is the WordPress customization menu and it will be used to change the site to your preferences. We will address all of the highlighted items!

**REMEMBER TO CLICK THE {PUBLISH} BUTTON BEFORE LEAVING THIS AREA OR ALL OF YOUR CHANGES WILL BE LOST!**

# WORDPRESS BASICS

**SITE TITLE**
This is the name of your site. In this case the site is called Upper Crust.
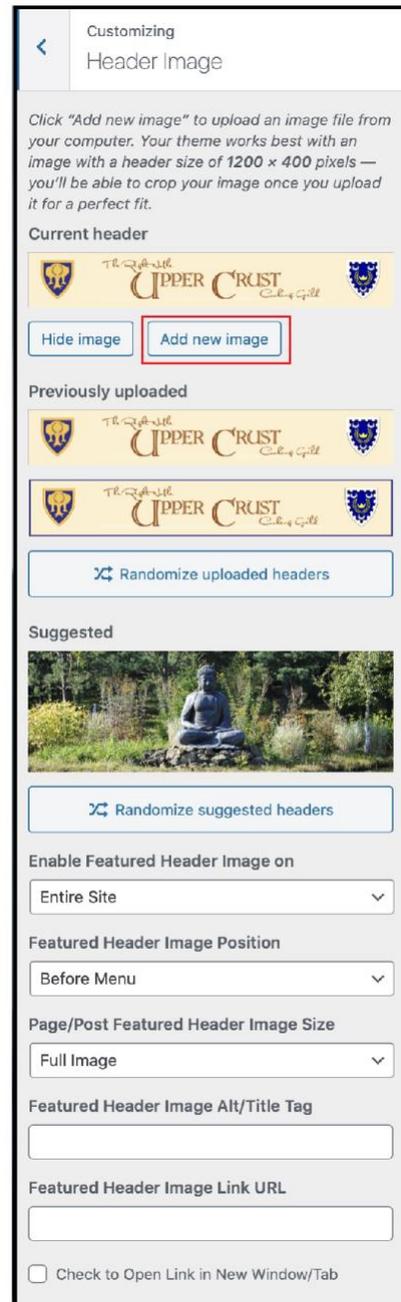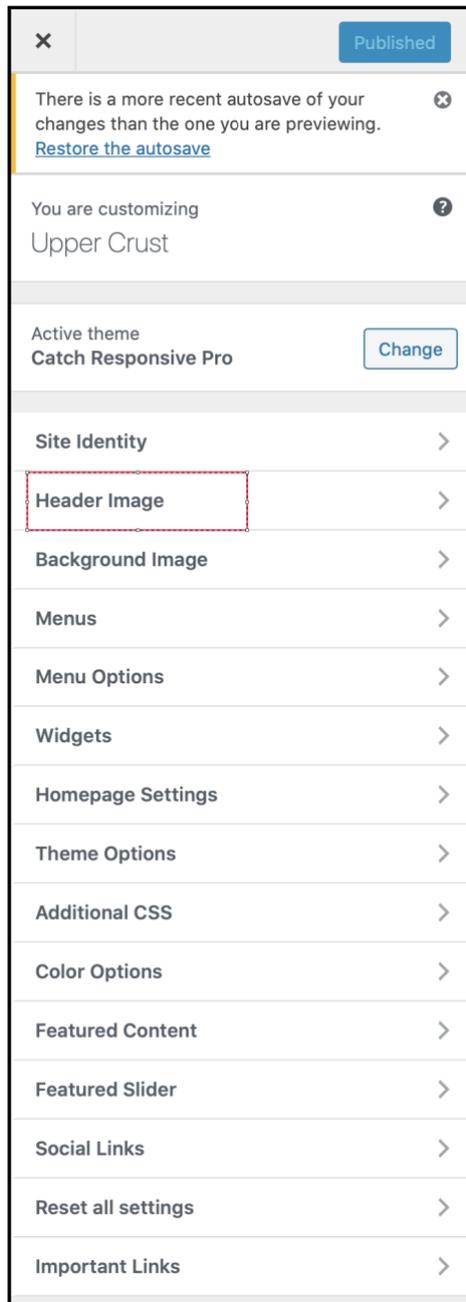
**LOGO**
Not Used – ignore this

**TAGLINE**
Not Used – ignore this

**SITE ICON**
This is at your discretion, it adds a thumbnail to the URL when it is bookmarked! Sometimes the device for the site is used.

# WORDPRESS BASICS

**HIDE IMAGE**
**Not Used – ignore this**

# WORDPRESS BASICS

**ADD NEW IMAGE**
Select {ADD NEW IMAGE} to create the first header.
Remember, Kingdom policy is that there will be a Branch/Group Device on the ;eft and the Kingdom device on the right. In the middle will be the name of the site. The background or other images can be in the center per the webwright's preferences.

This will bring up the media library screen in the default thumbnail view.
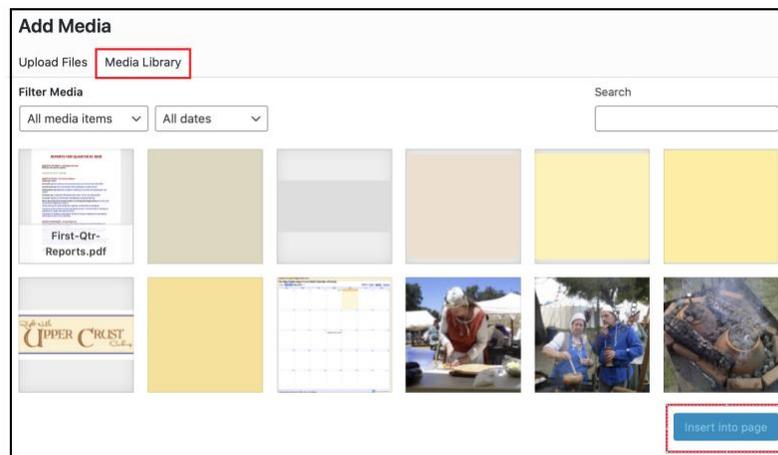


If the desired image is available, click on it, then click the {IMPORT INTO PAGE} button located at the bottom right corner of the screen. Processing will return to the page being edited with the image displayed.

**If the desired image is not available,** click on the {UPLOAD FILES} button.
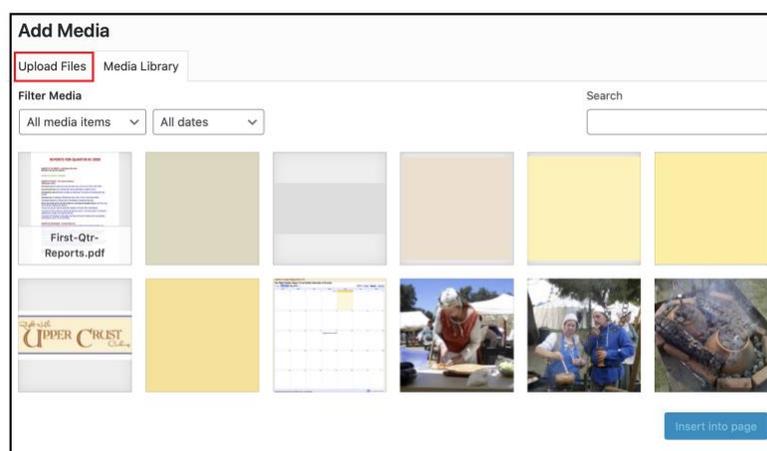


This will bring up the following screen to either drag and drop the image (where it says "Drop files to upload") **or** use the SELECT FILES button to find the image using the finder. When the file is found, click select and it is inserted into the media library.

# WORDPRESS BASICS
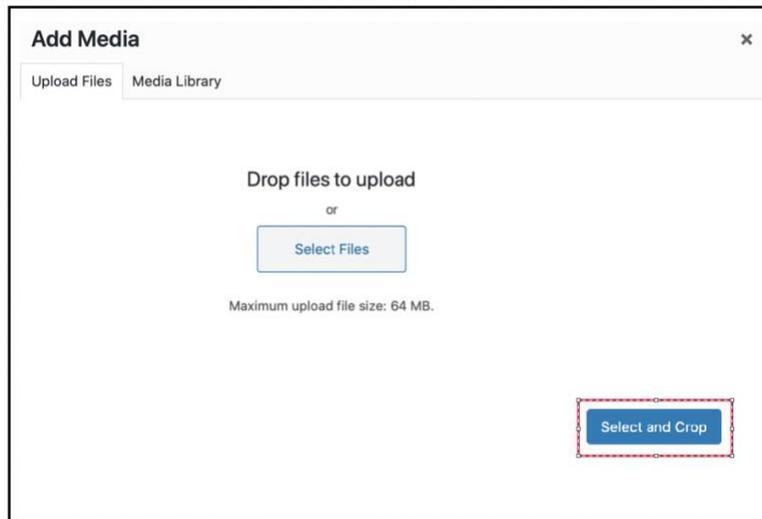


Processing will return to the CROP IMAGE screen below:



This screen presents the image with a border showing where the image will be cropped.
Manipulate this  border by clicking, holding and dragging one of the squares on the dotted line.
When the desired image is outlined, click on the {Crop Image} button and the inage will be
cropped and placed in the header.

# WORDPRESS BASICS
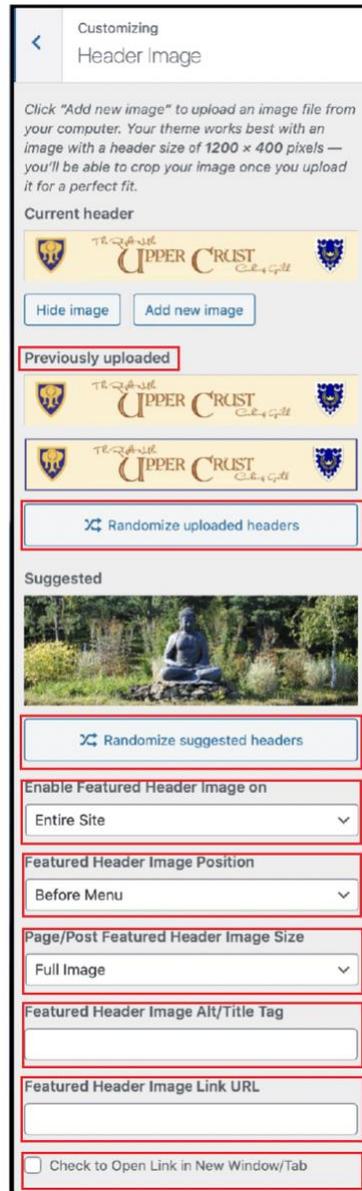


## PREVIOUSLY UPDATED

These are just snapshots of images that had been loaded in before the current one. This is useful if you are experimenting with a new image and realize that you liked a prior one better than the current one. You can double click a prior one and it becomes the current one.
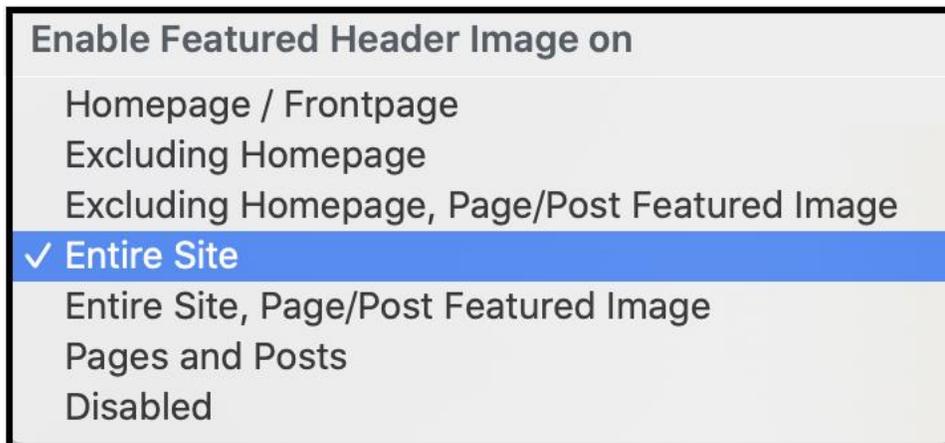
## RANDOMIZE UPLOADED HEADERS
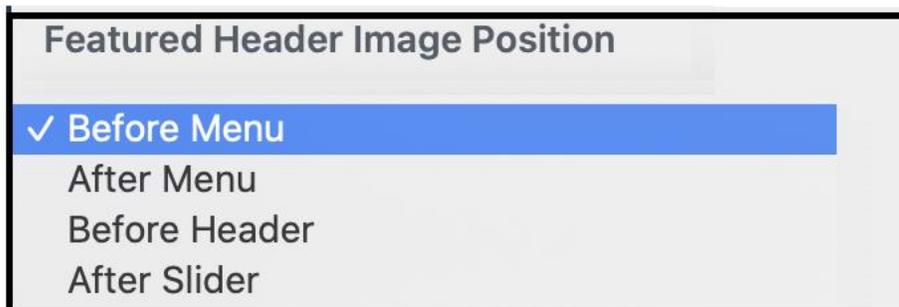
**Not Used – ignore this**

# WORDPRESS BASICS

**ENABLE FEATURED HEADER IMAGE ON**
We want this image on every page so select {ENTIRE SITE}.

Enable Featured Header Image on

Homepage / Frontpage
Excluding Homepage
Excluding Homepage, Page/Post Featured Image
✓ Entire Site
Entire Site, Page/Post Featured Image
Pages and Posts
Disabled

**FEATURED HEADER IMAGE POSITION**
The location of the header is at the very top of the page so select {BEFORE MENU}.

Featured Header Image Position

✓ Before Menu
After Menu
Before Header
After Slider

**PAGE/POST FEATURED HEADER IMAGE**
Select {FULL IMAGE}.

Page/Post Featured Header Image Size

✓ Full Image
Large Image
Slider Image

# WORDPRESS BASICS

**FEATURED HEADER IMAGE ALT/TITLE**
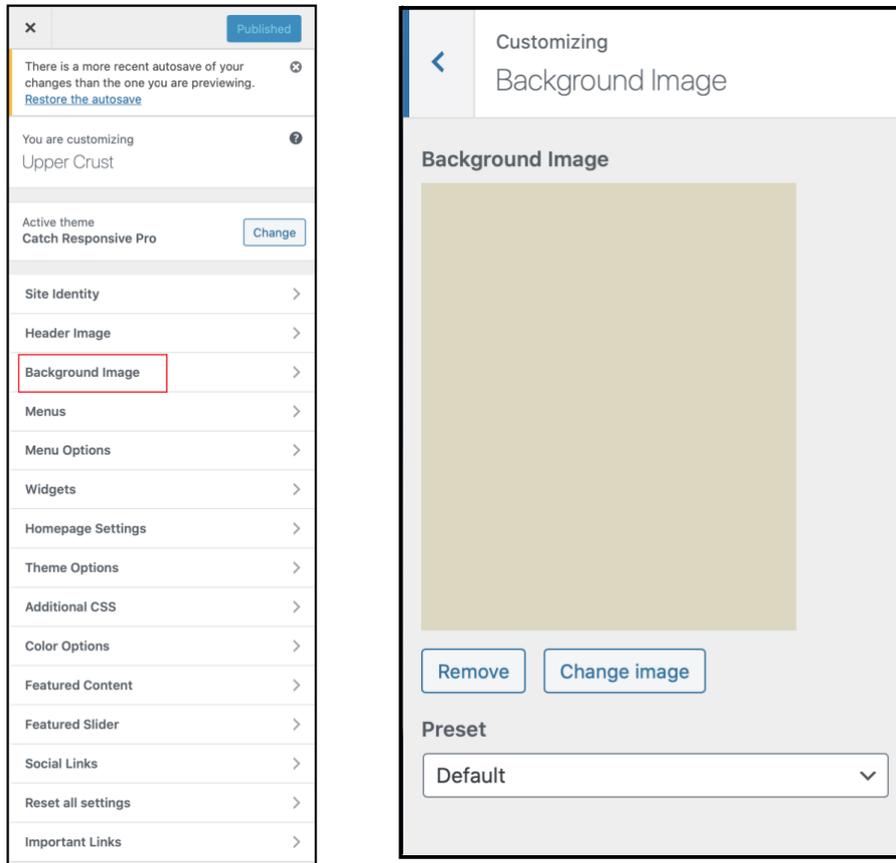**Not Used – ignore this**


**FEATURED HEADER IMAGE LINK URL**
**Not Used – ignore this**


**CHECK TO OPEN LINK IN NEW WINDOW/TAB**
**Not Used – ignore this**

# WORDPRESS BASICS

## BACKGROUND IMAGE
This screen allows you to change the background image. The background is that area between the edge of your display to the edge of the page being displayed. To find compatible colors, go to your search engine and type in either "rapidtables.com" or "RGB". This will bring up several color options for you to choose.

## REMOVE IMAGE
This button will delete the current image and replace it with the default.

# WORDPRESS BASICS

**CHANGE IMAGE**

This is the button to use to change the background. Kingdom recommends a solid color background, but patterns are acceptable (with taste).

If you click on {CHANGE IMAGE} the processing goes to the image library. If you screen capture a color (no particular size) and add it to the media library, then you can select that color to be used as the background image.
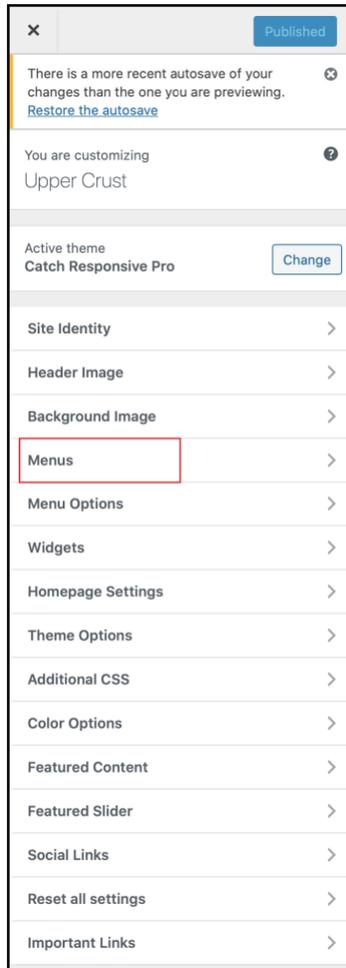
**PRESET**
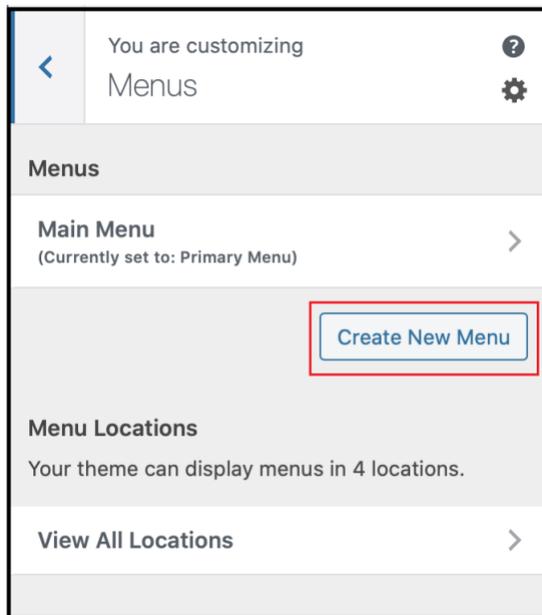
Select the {DEFAULT} option.
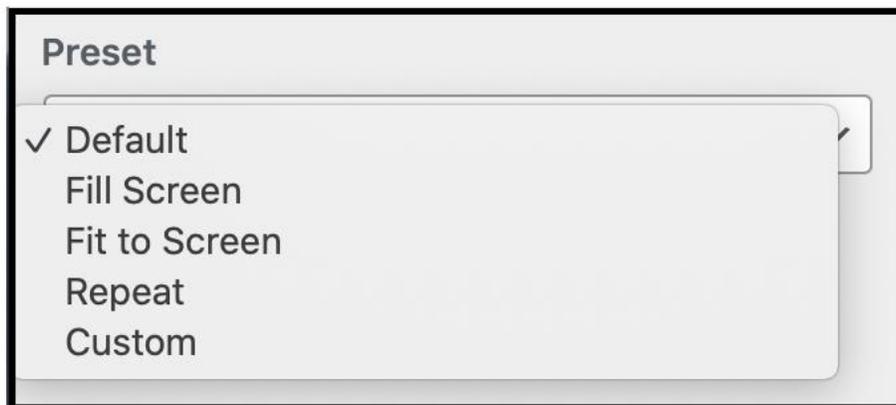
# WORDPRESS BASICS

The menus option is where all of the navigation takes place. We will only be using the main Navigation Menu that resides just under the header. The menu has lots of color options (later), but the goal is to make it compatible with the colors in the header.

# WORDPRESS BASICS



The first order of business is to create a new menu by pressing the {CREATE NEW MENU} button. This will bring up the following screen:
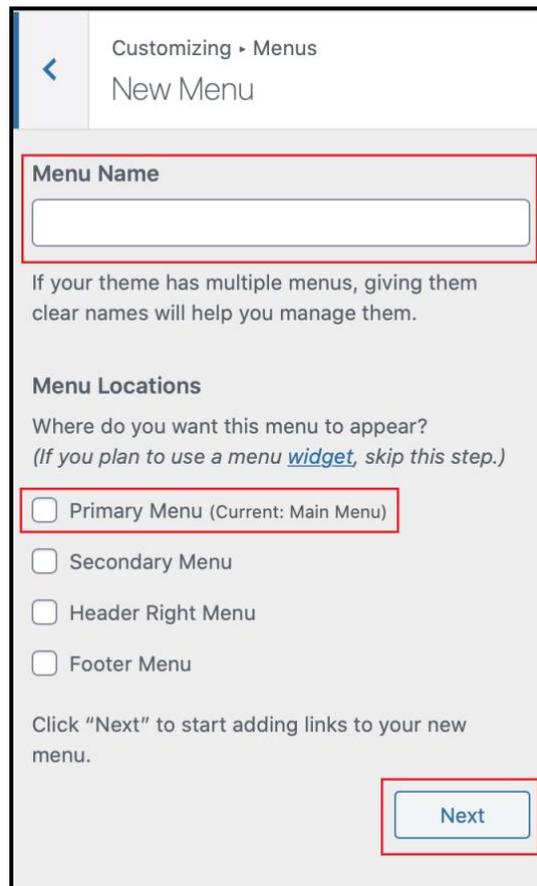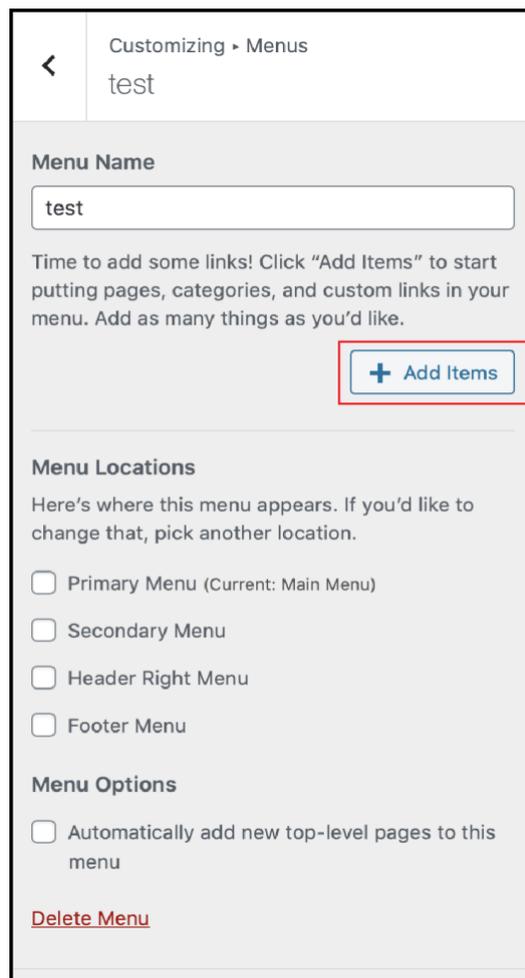
# WORDPRESS BASICS

**MENU NAME**
In most cases, the menu is just named "MAIN MENU", however, it can be named anything that is desired!

**MENU LOCATIONS**
We will be creating the "PRIMARY MENU" so click on that option. Other menus can be created as required, but are not necessary to fulfill Kingdom requirements.

**NEXT**
The {NEXT} button will accept your choices and present the following display. By selecting the {ADD ITEMS} button you will be able to handle the main menu choices.
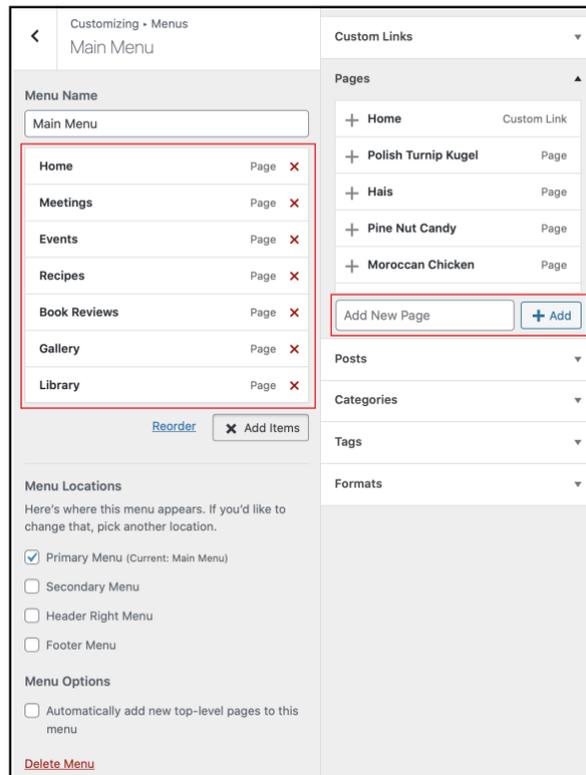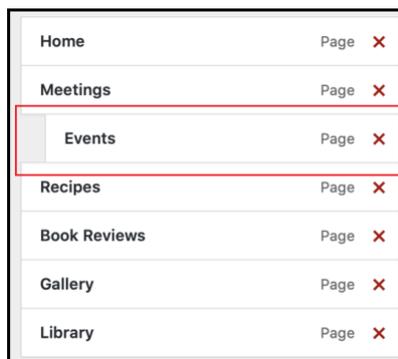
# WORDPRESS BASICS



This is an illustration of the main menu choices. There is a kingdom standard for Baronies and Shires, but Groups are pretty much all different. The only requirements for all menus are that they will all contain a HOME and a LIBRARY option.



The menu choices are created on this display. Remember each choice is really a page and it can be found under the pages option on your site. Once you enter a choice name in the {ADD NEW PAGE} box the selection will appear in the left hand side of this display. They show up in the order that they were entered, but can be re-arranged by selecting the option and dragging it to the new location. By moving the selection slightly to the right and releasing it, you can create an imbedded menu.

# WORDPRESS BASICS

If you want your menu item to point to a site other than a page on the current site, select the {CUSTOM LINKS} option at the top of the page. This feature allows you to have a menu selection point to another site, or a document stored elsewhere.
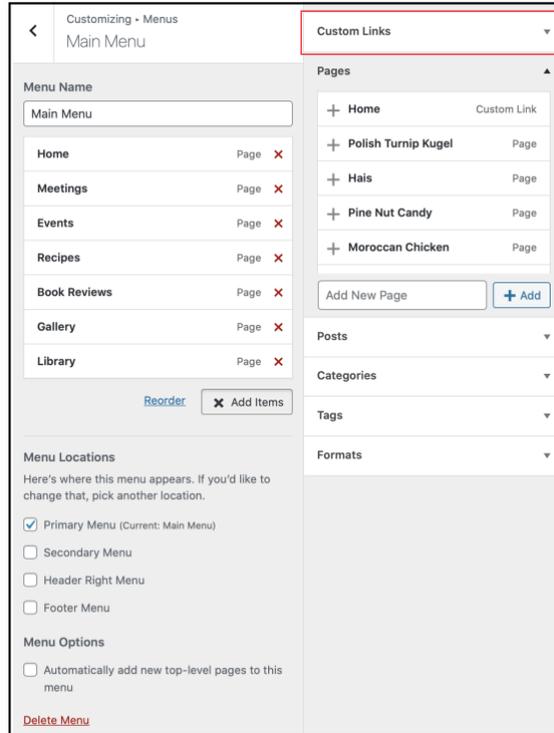


This display allows you to enter the URL of where you would like to point (behind the https://) and the name of the selection to display on the menu in the box next to the LINK TEXT (i.e. it might be "Pictures"). Then click the {ADD TO MENU} button and it will be displayed just like the pages were above.
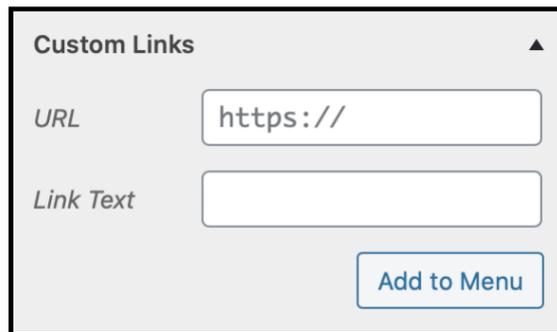


There is sometimes the instance that you might want to remove an item from the menu and to do that: click on the item to be removed and press the {REMOVE} button. The menus items will be re-displayed with that item missing.
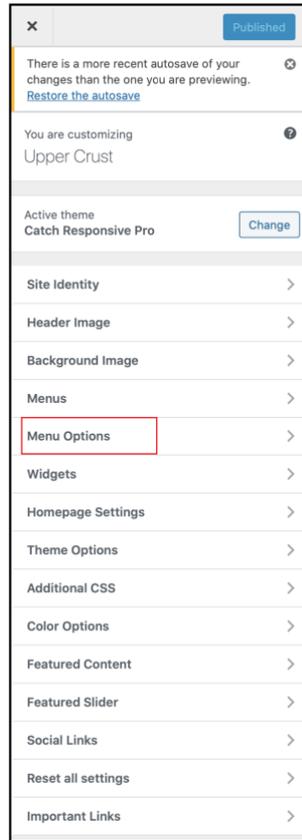
# WORDPRESS BASICS



To change the wording of a selection on the menu (without changing the page name), click on the item and type in the new name.

# WORDPRESS BASICS

To create a little more space on the menu bar to add more selections, you can remove the search box!
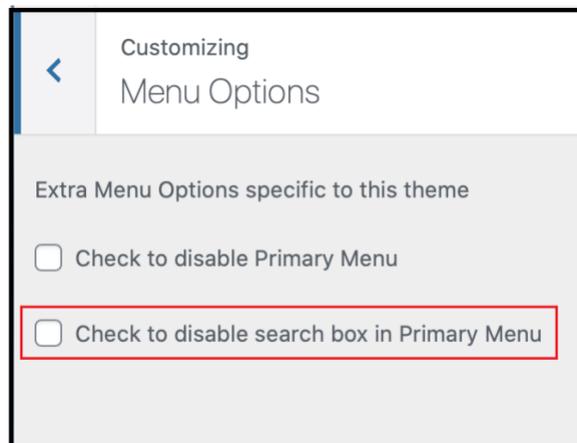
# WORDPRESS BASICS
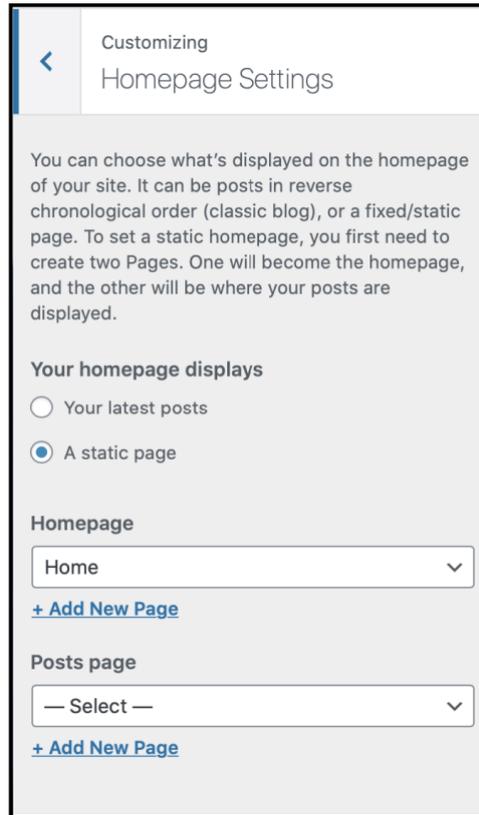
Because we are working with pages (not posts), click on the button next to "A STATIC PAGE".

In the box under "HOMEPAGE" the default value is "Home". Be careful with this, even if you named your home page "Home" it may be pointing to the default page and not yours.

Leave the "POSTS PAGE" with the default as we are not doing posts.

# WORDPRESS BASICS
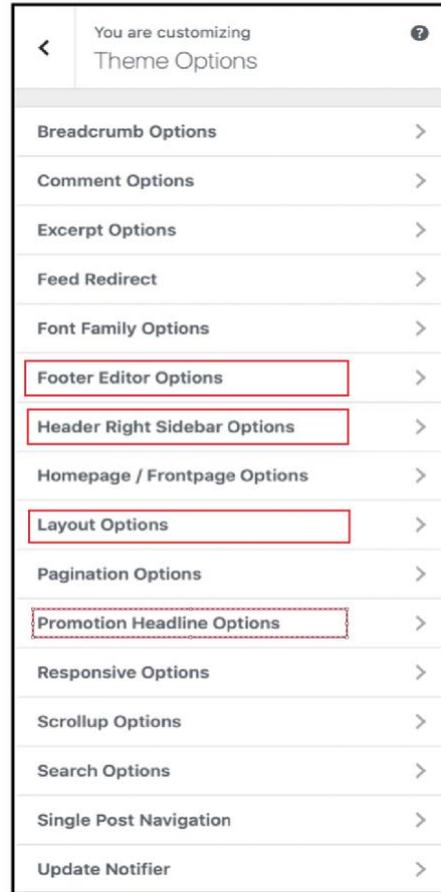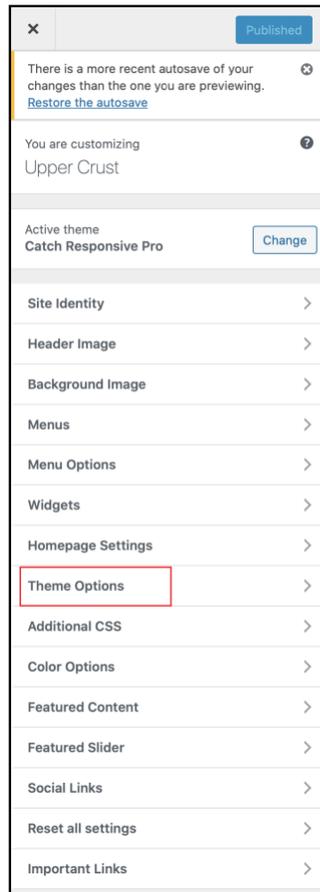
The four theme options that we are working with are:
Footer Editor Options
Header Right Sidebar Options
Layout Options
Promotion Headline Options

# WORDPRESS BASICS

Customizing ▸ Theme Options
**Footer Editor Options**

You can either add html or plain text

**Footer Left Content**
*You can add custom shortcodes, which will be automatically inserted into your theme. Some shorcodes: [the-year] and [site-link] for current year and site link respectively.*

```
<div align="Center">
Copyright © [the-year] [site-link]. The original
contributors retain the copyright of certain
portions of this site.  </div>

<div align="Center">Links connecting to sites
not officially recognized by the Kingdom of
Caid or the Society for Creative Anachronism,
Inc. are identified with a red asterisk (*)
</div>

This is a recognized site for the Kingdom of
Caid of the Society for Creative Anachronism,
Inc. and is maintained by Dame Iseabail
inghean Bhaltair . This site may contain
electronic versions of the group's governing
documents. Any discrepancies between the
electronic version of any information on this
site and the printed version that is available
from the originating office will be decided in
favor of the printed version. For information
on using photographs, articles, or artwork
from this website, please contact the
Webwright. She will assist you in contacting
the original creator of the piece. Please
respect the legal rights of our contributors.
```
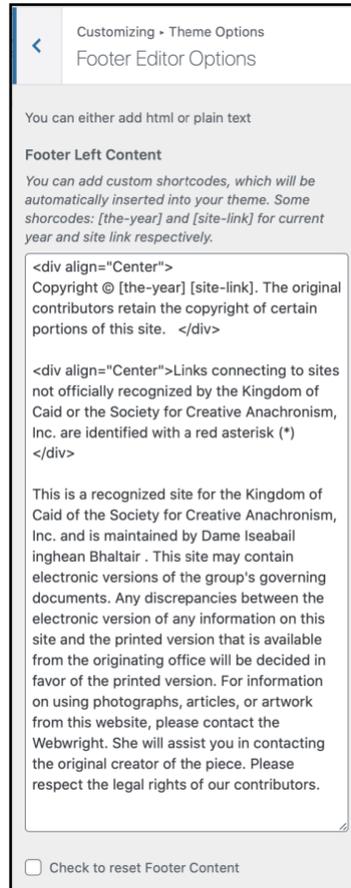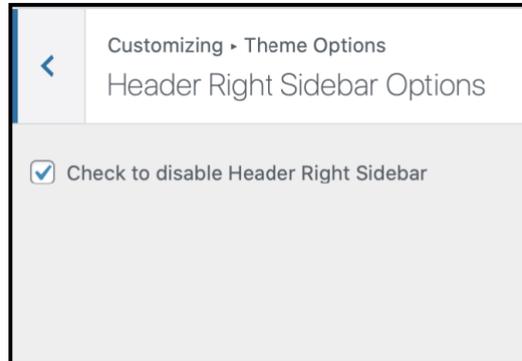
☐ Check to reset Footer Content

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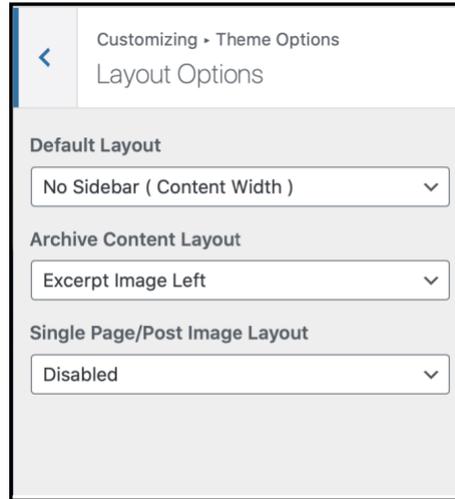
# WORDPRESS BASICS

Customizing ▸ Theme Options

## Header Right Sidebar Options

☑ Check to disable Header Right Sidebar

# WORDPRESS BASICS

Customizing ▸ Theme Options

## Layout Options

**Default Layout**

No Sidebar ( Content Width )

**Archive Content Layout**

Excerpt Image Left

**Single Page/Post Image Layout**

Disabled

25

# WORDPRESS BASICS

**INITIAL SET-UP - THEME OPTIONS – PROMOTION HEADLINE OPTIONS**

Customizing ▸ Theme Options
## Promotion Headline Options

To disable the fields, simply leave them empty.

**Enable Promotion Headline on**

Disabled

**Promotion Headline Text**

*Appropriate Words: 10*

Catch Responsive Pro is a Responsive WordPr

**Promotion Subheadline Text**

*Appropriate Words: 15*

This is promotion headline. You can edit this f

**Promotion Headline Button Text**
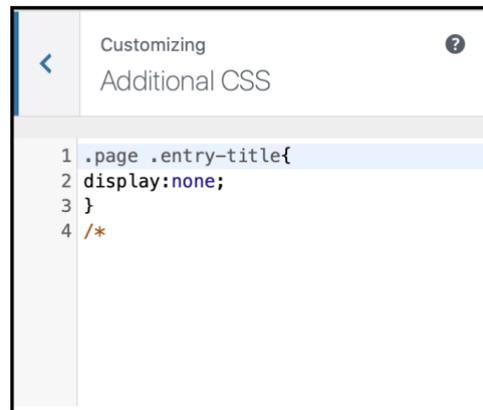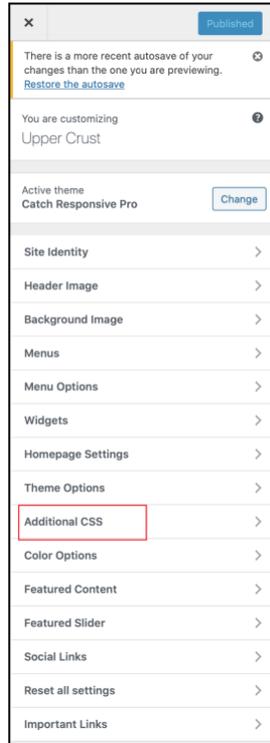
*Appropriate Words: 3*

Buy Now

**Promotion Headline Link**

https://catchthemes.com/

☑ Check to Open Link in New Window/Tab

**Promotion Headline Left Section Width**

*This is promotion headline left section width. Once this is adjusted, the width for promotion headline right section is set automatically. in %*
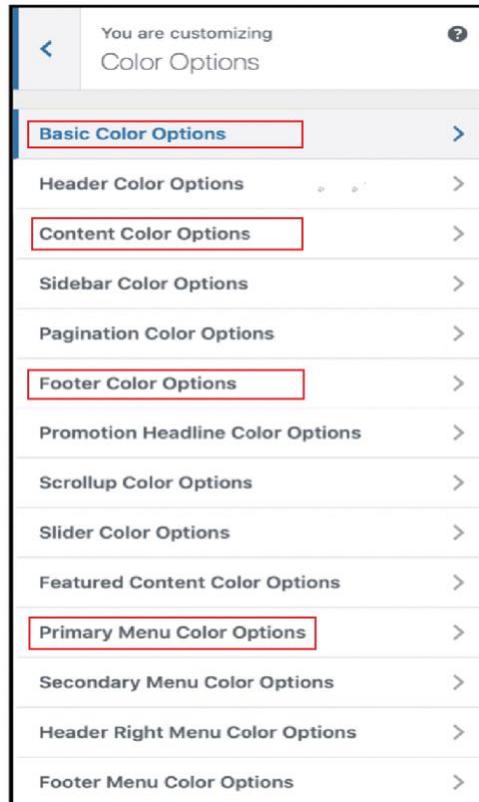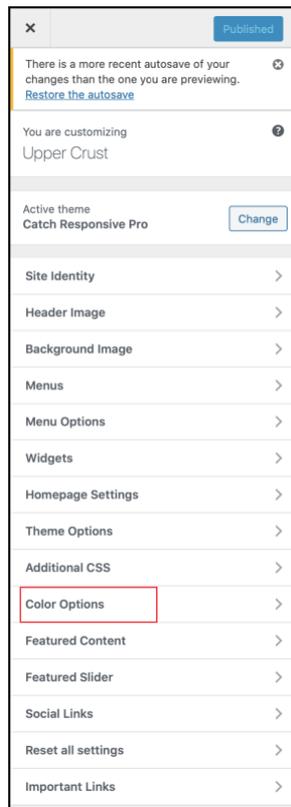
80 ⌄

# WORDPRESS BASICS

## INITIAL SET-UP - ADDITIONAL CSS





```
.page .entry-title{
display:none;
}
/*
```

# WORDPRESS BASICS

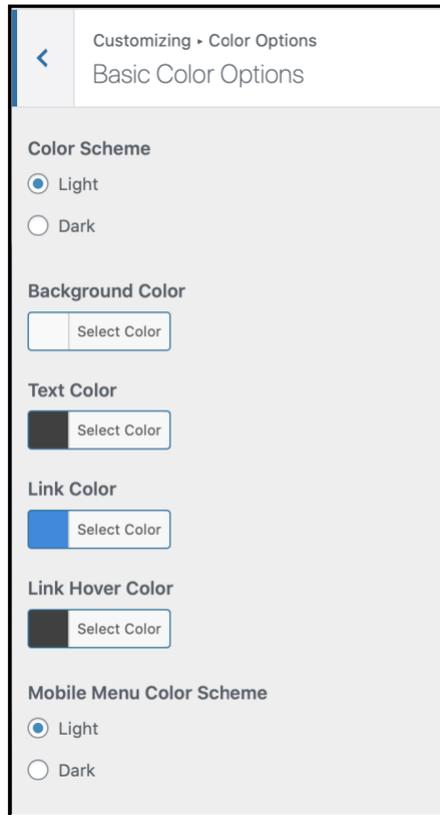The four color options that we are working with are:
    Basic Color Options
    Current Color Options
    Footer Color Options
    Primary Menu Color Options

# WORDPRESS BASICS

COLOR SCHEME

BACKGROUND COLOR

TEXT COLOR

LINK COLOR

LINK HOOVER COLOR

MOBILE MENU COLOR SCHEME

# WORDPRESS BASICS
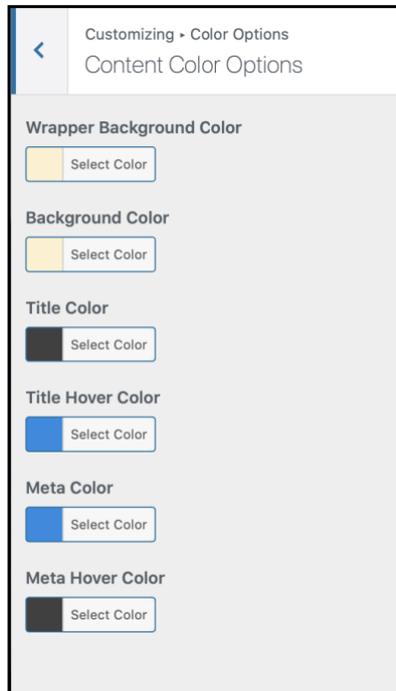
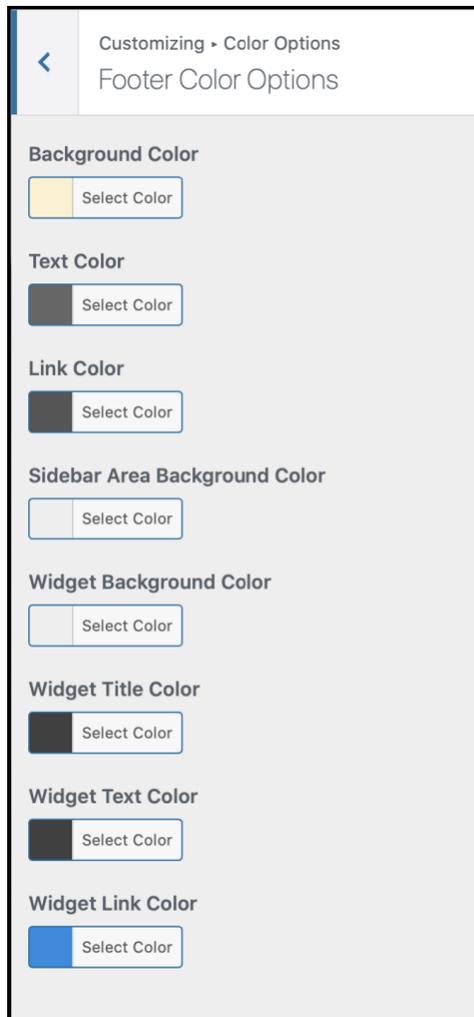WRAPPER BACKGROUND COLOR

BACKGROUND COLOR

TITLE COLOR
TITLE HOOVER COLOR

META COLOR
META HOOVER COLOR

# WORDPRESS BASICS

Customizing ▸ Color Options

**Footer Color Options**

**Background Color**

Select Color

**Text Color**

Select Color

**Link Color**

Select Color

**Sidebar Area Background Color**

Select Color

**Widget Background Color**

Select Color

**Widget Title Color**

Select Color

**Widget Text Color**

Select Color

**Widget Link Color**

Select Color

BACKGROUND COLOR

TEXT COLOR

LINK COLOR

SIDEBAR AREA BACKGROUND COLOR

WIDGET BACKGROUND COLOR
WIDGET TITLE COLOR
WIDGET TEXT COLOR
WIDGET LINK COLOR

# WORDPRESS BASICS

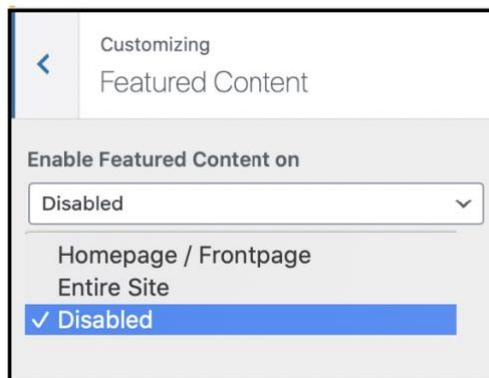MENU BACKGROUND COLOR

MENU COLOR

HOOVER ACTIVE BACKGROUND COLOR
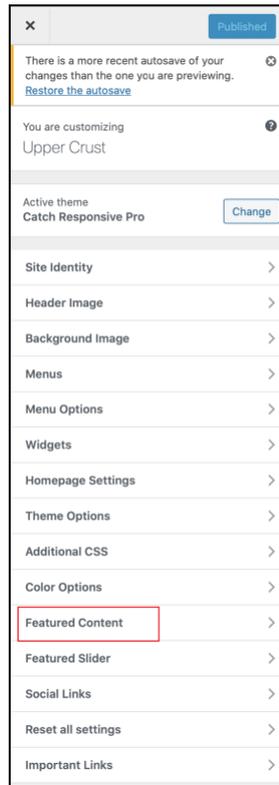
HOOVER ACTIVE TEXT COLOR

SUB MENU BACKGROUND COLOR
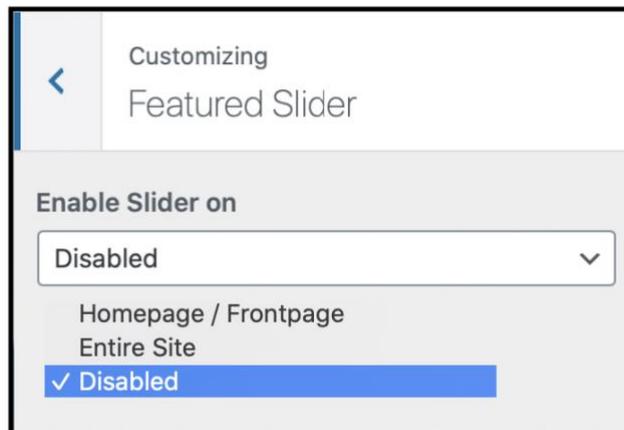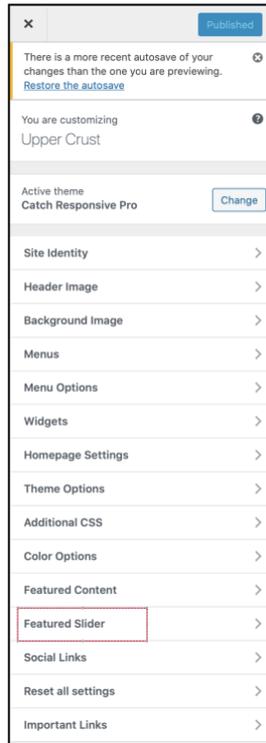
SUB MENU TEXT COLOR

# WORDPRESS BASICS

As we are not doing featured content, this function should be disabled!
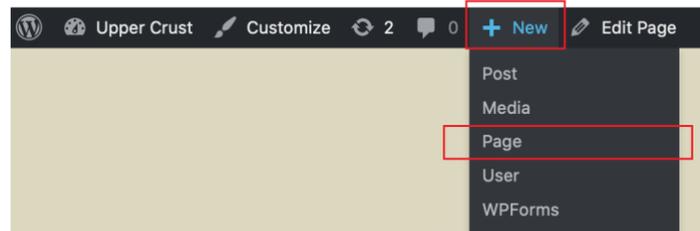
# WORDPRESS BASICS

As we are not doing featured slider, this function should be disabled!

34

# WORDPRESS BASICS

## ADDING/EDITING A PAGE

If you are viewing the site and decide a new page is needed, press the {NEW} button, navigate down to PAGE and release.



If you are already editing a page, and decide a new page is needed, click on the {ADD NEW} button behind the EDIT PAGE heading.
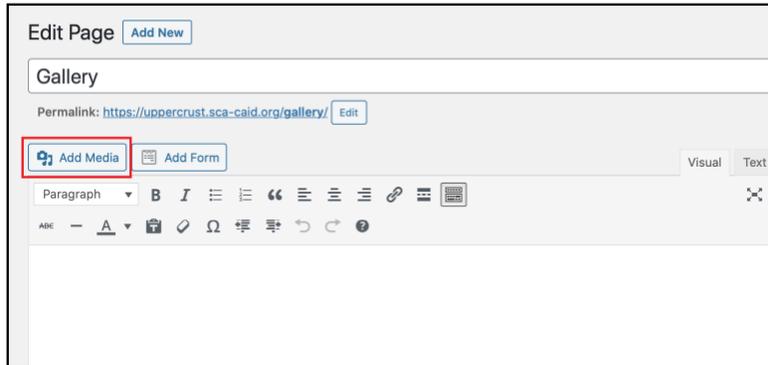


The only difference in the processing of a new page versus editing a page is that in editing, the page and the content already exist, other than that, the processing is the same.
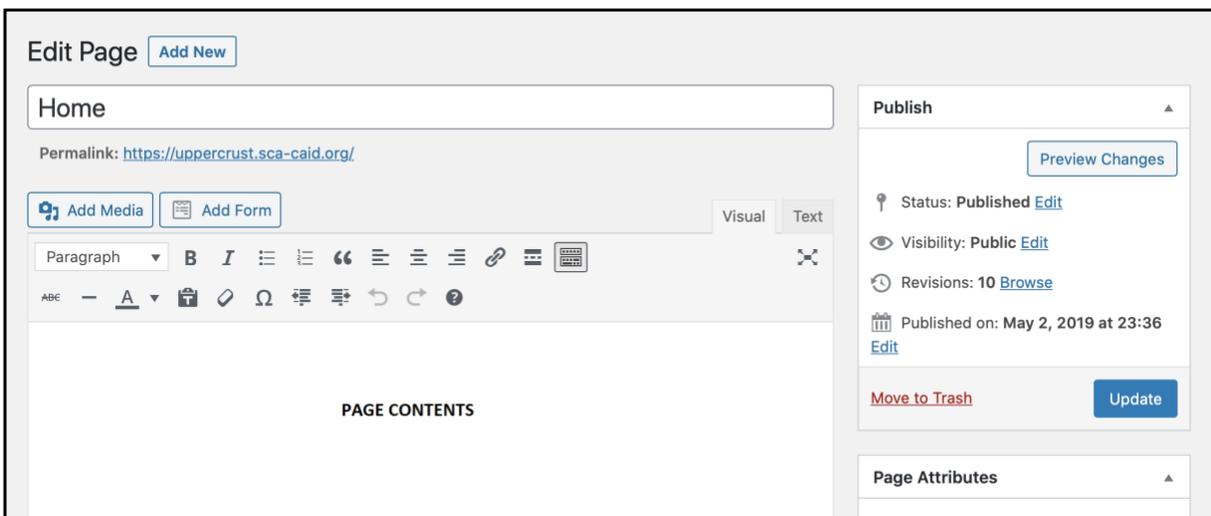
# WORDPRESS BASICS

While you are in the Edit Page screen, determine where you want the image on your page and place the cursor there and click on the {ADD MEDIA} button,



This will bring up the media library screen in the default thumbnail view.
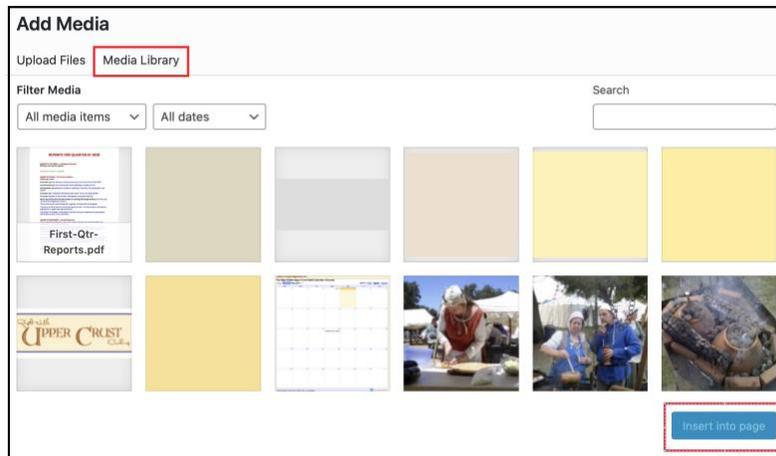


If the desired image is available, click on it, then click the {IMPORT INTO PAGE} button located at the bottom right corner of the screen. Processing will return to the page being edited with the image displayed.

# WORDPRESS BASICS

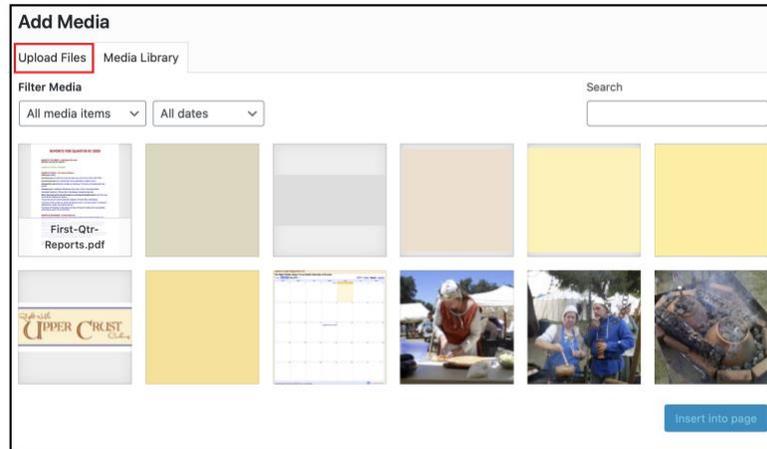**If the desired image is not available,** click on the {UPLOAD FILES} button. Then, either drag and drop the image or use the SELECT FILES button to find the image using the finder. When the file is found, click select and it is uploaded.



This will bring up the following screen to either drag and drop the image or use the SELECT FILES button to find the image using the finder. When the file is found, click select and it is inserted into the media library.
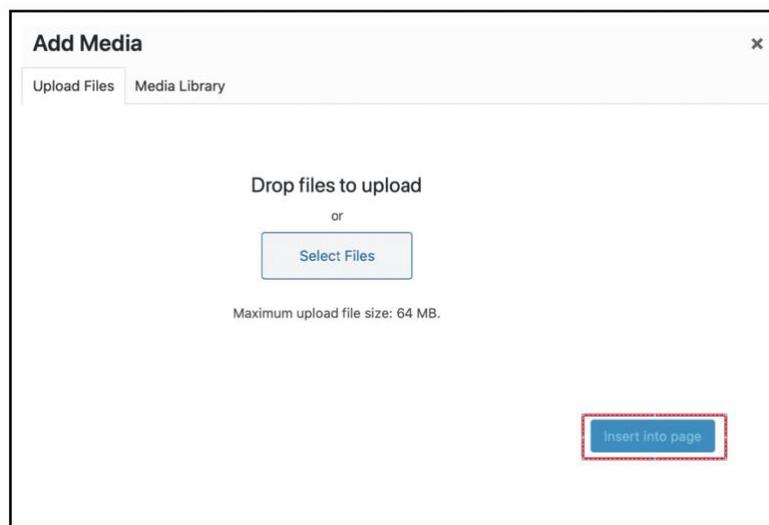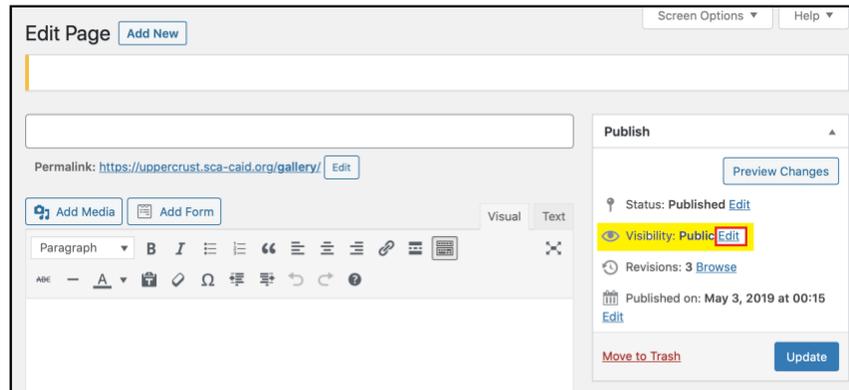


Processing will return to the media library screen with the image highlighted, so click the {IMPORT INTO PAGE} button located at the bottom right corner of the screen. Processing will return to the page being edited with the image displayed.

# WORDPRESS BASICS

While you are in the EDIT PAGE mode, click on the {EDIT} button next to the VISIBILITY: PUBLIC heading:



When the following section is displayed, click on the circle in front of PASSWORD PROTECTED:
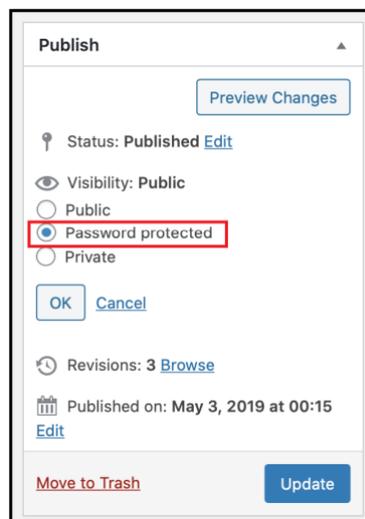


That will cause the entry box under the word PASSWORD: to be displayed. Enter the desired password into the box and click {UPDATE}. Click on VIEW PAGE on the top of the display to return to viewing the site.

# WORDPRESS BASICS
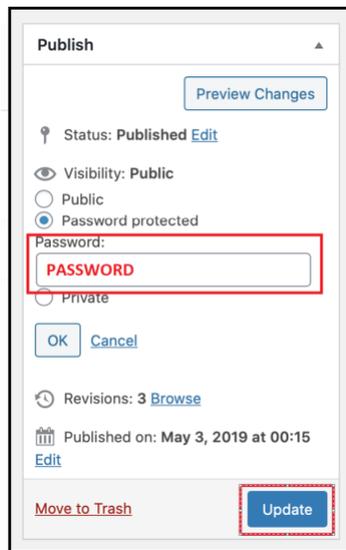


When the page is selected, the following message will appear and will not allow the page to be viewed until the correct password is entered.

# WORDPRESS BASICS
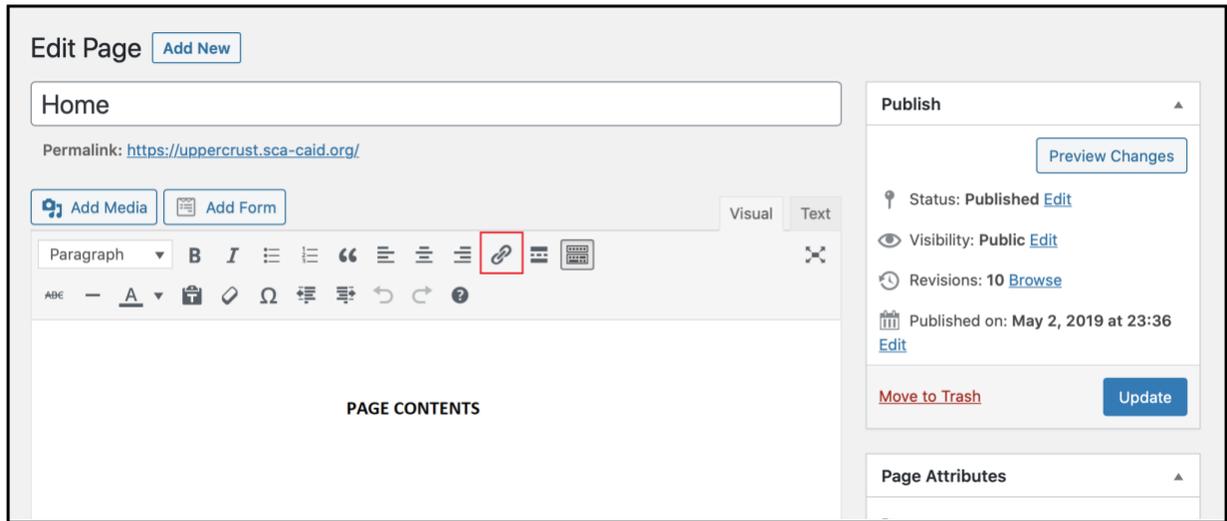
To link an image or some text to an outside source, highlight the text (or image) and press the icon that looks like a chain link and the following pop up will appear under your selection.
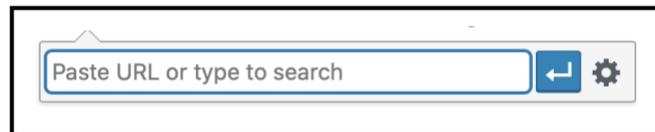


There are two ways to do the linkage, the first is by entering the destination URL.
This display allows you to enter the URL of the object where you would like to point (behind the https://) . The link text will display whatever you highlighted as you entered here.



40
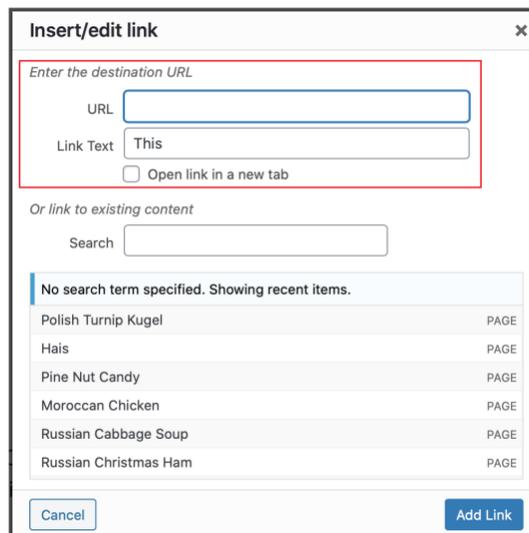
The second is by linking to existing content.



You can scroll down through the listing of pages and select a page, or you can use the search box. The search lets you put in any key words you can think of and it will return the matches.

CAUTION, when entering data into the search box, do not press enter – the search will start as soon as you quit typing.

To select an item, click on it!

# WORDPRESS BASICS

The media library is where all media is stored and is re-usable over and over.

This is the typical display of the media library with thumbnail displays of all of the media and the one that is most often seen.
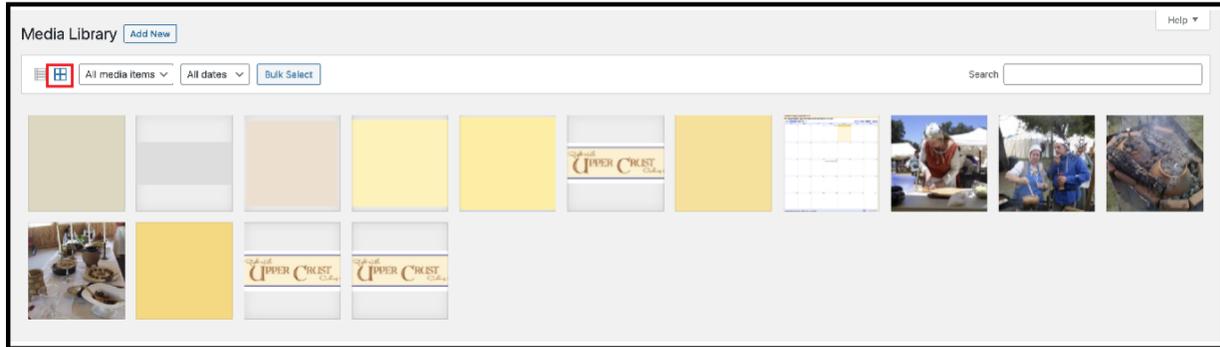


This is an alternative display that allows the naming and searching for named objects.

# WORDPRESS BASICS

While you are in the Edit Page screen, determine where you want the image on your page and place the cursor there and click on the {ADD MEDIA} button,



This will bring up the media library screen in the default thumbnail view.



If the desired image is available, click on it, then click the {IMPORT INTO PAGE} button located at the bottom right corner of the screen. Processing will return to the page being edited with the image displayed.

# WORDPRESS BASICS

**If the desired image is not available,** click on the {UPLOAD FILES} button.



This will bring up the following screen to either drag and drop the image (where it says "Drop files to upload") **or** use the SELECT FILES button to find the image using the finder. When the file is found, click select and it is inserted into the media library.



Processing will return to the media library screen with the image highlighted.

# WORDPRESS BASICS

| |
|---|
| **MEDIA – ADD A PDF** |

Determine where you want the pdf on your page and place the cursor there and click on the {ADD MEDIA} button,
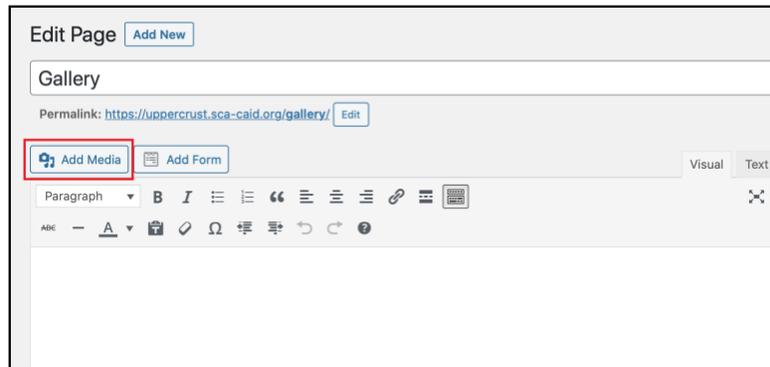


This will bring up the following screen that is used to upload the pdf. This can be done with two different ways. The first way is to select the pdf and drag and drop it on this screen. This will start the upload. The second way is to press the {SELECT FILES} button causing the FINDER screen to be displayed and allowing you to double click your selection to start the upload.
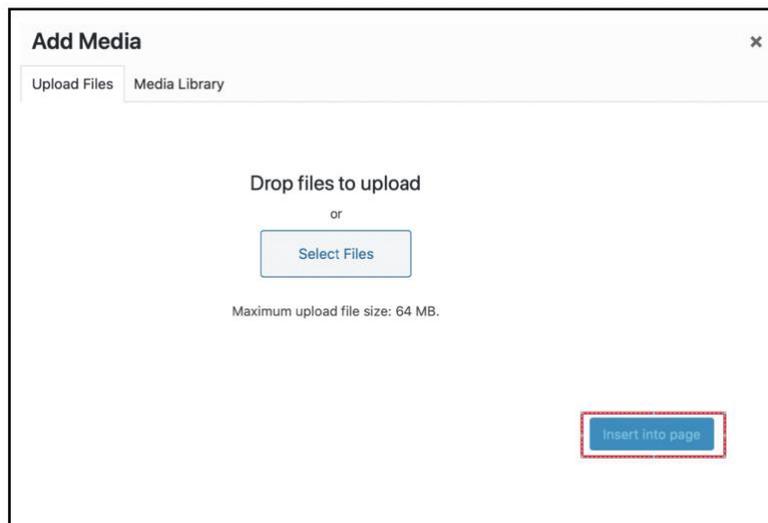


When the upload is complete, click the {IMPORT INTO PAGE} button located at the bottom right corner of the screen.

Processing will continue back to the edit page screen with the name of the pdf inserted in the page. It now acts like any other linked object and can be handled in the same way.

# WORDPRESS BASICS

These are the steps to embed a google calendar in your website:

1.  Next to ANY calendar that you want to include, hover to the right of it to reveal the drop-down menu icon, and select Calendar Settings

2.  In the "Embed This Calendar" section select the link "Customize the color, size, and other options"

3.  Select the other calendars that you want to include in your view under the "Calendars to Display" section

4.  Select any other options. Don't forget to give this "multi-calendar" view a title, then click the Update Html button in the top right.

5.  Copy and paste the html code generated to your web page.

6.  Some sites do not allow you to include an <iframe>.

What if you just want to LINK to the multi-calendar view or email someone a link to the view?

You can do this by taking the embed code and cleaning it up a bit as follows:

1.  Remove the iframe tag and src=. You only need the actual url and all it's parameters.

46

# WORDPRESS BASICS

2. When you copy and pasted the embed code, you are likely to see several occurrences of &amp; which will cause the link to show you a blank calendar.  Replace these occurrences with just the & character.

**Example original embed code:**

<iframe style="border: 0;" src="https://calendar.google.com/calendar/embed?src=sca-caid.org_e4j3b1q1okn7jtq1d3ddpvr9j4%40group.calendar.google.com&;ctz=America/Los_Angeles&;mode=AGENDA" width="800" height="600" frameborder="0" scrolling="no"><span style="display: inline-block; width: 0px; overflow: hidden; line-height: 0;" data-mce-type="bookmark" class="mce_SELRES_start"></span></iframe>

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**\<iframe style="**
**border: 0;"**

**src="https://calendar.google.com/calendar/embed?**
**src=scacaid.org_e4j3b1q1okn7jtq1d3ddpvr9j4%40group.calendar.google.com&amp;**
**ctz=America/Los_Angeles&amp;**
**mode=AGENDA"**          (could also have been "Week" or "Month")

**width="800"**
**height="600"**
**frameborder="0"**
**scrolling="no">**

**\<span style="**
**display: inline-block;**
**width: 0px;**
**overflow: hidden;**
**line-height: 0;"**
**data-mce-type="bookmark"**
**class="mce_SELRES_**
**start">**

**\</span>**
**\</iframe>**

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# WORDPRESS BASICS

In addition to links that lead away from the current page, there are also 'internal' links – hyperlinks that take one to a specific spot on the current page. Those spots are called 'bookmarks' and the most frequent bookmark that's being linked to is 'go to top'.

In order to get such a link to work, first we have to create the bookmark. That's done by adding id="bookmark" to an element. I'm just using the word 'bookmark' as a placeholder – ideally, we'd use whatever makes sense. For example if you were trying to set up a way to return to the top of the page, the following html would be the first thing on the page:
**<div id="top">**

This creates the bookmark. Now we need a hyperlink to take us there.
**<a href="#top">Back to Top</a>**

Any place the above html was placed on the page would cause the processing to return to the top of the page.

This will also work when there is a need to jump from one page to a specific spot on another page. The only difference is that the href includes the URL of the specific page prior to the spot on the page:
**<a href="https://wp.sca-caid.org/reign-89/#PROGRESS">**