

Wordpress Basics... the meat and three veg of updating an SCA Wordpress site

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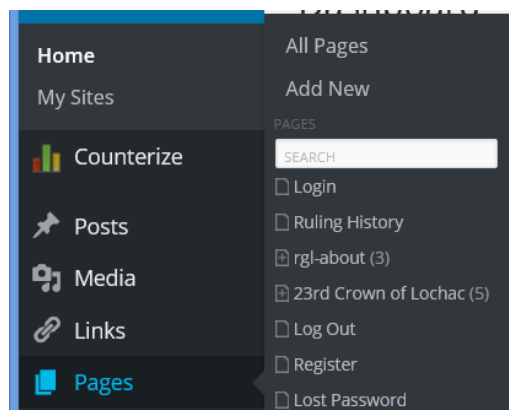
Ok... Wordpress is one of those things that seem complicated, but once you get used to it you will fly through it all. If you can edit a word document, really you can edit a wordpress site, it's just knowing where to find the information.

Contents

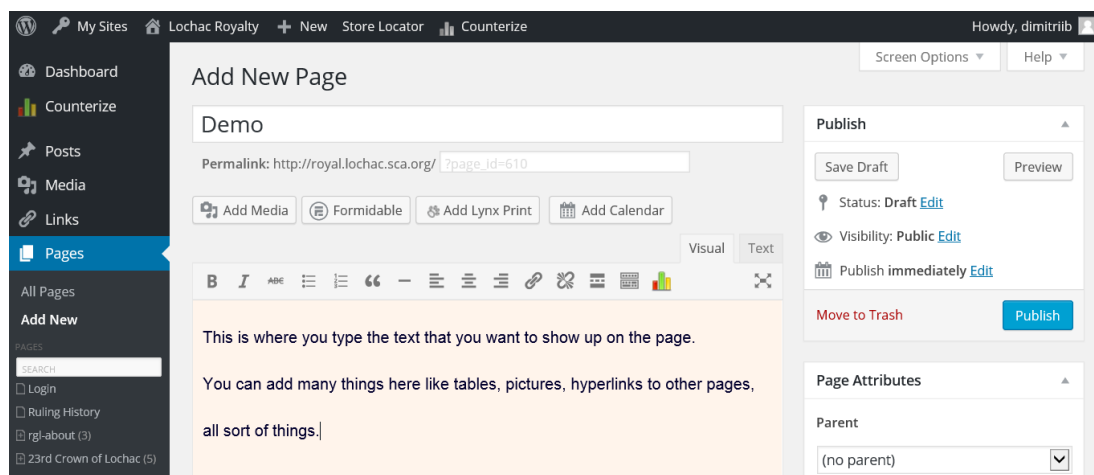
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Adding a Page

A good starting point for making a Wordpress site would have to be adding a new page. This is pretty easy to do. Hover over the Pages link on the left hand side Dashboard menu bar, then when the new window pops up, select **Add New**



Now give your page a name, and start typing something in the body of the website and when you're done, you can either **Save Draft** if you're not quite ready for the Known World to see your new page, or hit the **Publish** button if it's all good to go.




When you've added a new page, scroll down the main part of the page and make some changes to the settings, the settings I normally make down the bottom are:

Per Page Options

These settings let you hide various elements on a per page basis.

☒ Hide Page Title ☐ Hide Site Title/Tagline ☐ Hide Menus ☐ Hide Standard Header Image

No sidebars, one column content  Select *Sidebar Layout* for this page - overrides default Page layout.

That gets rid of the repeated page title up the top of your content on the page (under the header) and also the sidebar which in my opinion has useless info. Now you don't have to do this, it's totally my creative preference to do it.

Sidebar on the Right:



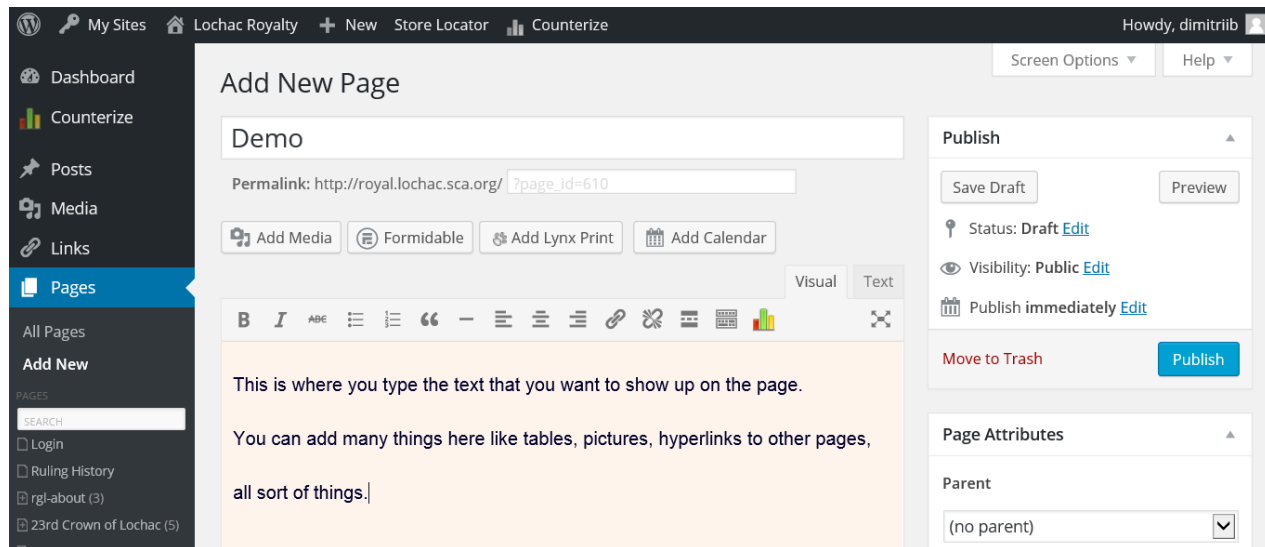
No Sidebar:



So as you can see... the sidebar can be used for a few different things, but in my opinion it takes up space on a page.

Editing a page:

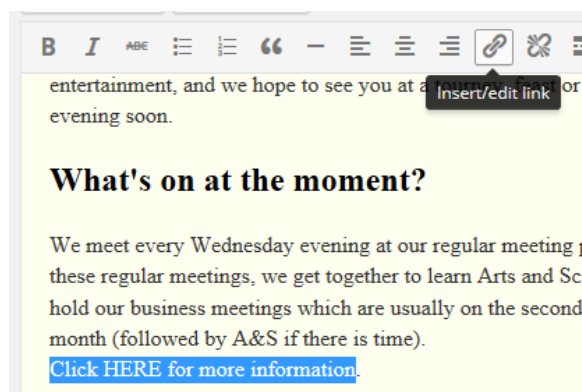
On the side panel, hover over the **Pages** link, and then select the page you want, or just click on the **Pages** link, then select the page you want.



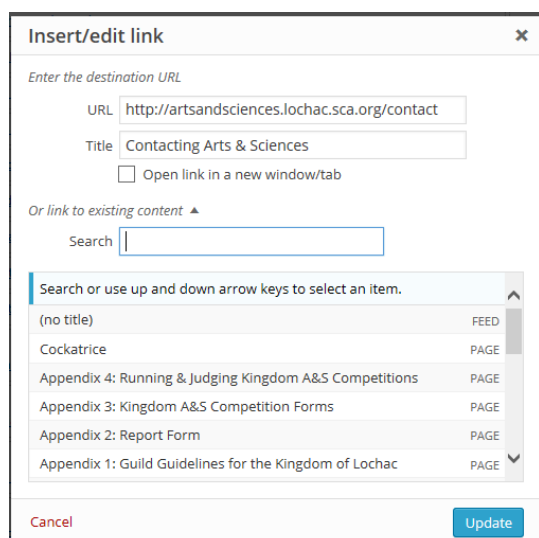
Once you're in the page, you can edit the main content (or add new content) in the middle window like previously when you created the new page. Remember to either **Safe Draft** or **Publish** when you are done.

Creating a Hyperlink (or editing an existing one)

Select the text you want to hyperlink, and then click the little chain icon above



Once the popup window comes up, enter the details you want. You can also link to a page on your website by clicking on *Or Link to existing content*. If it's a link off your site, I always tick the *Open link in a new window/tab*.

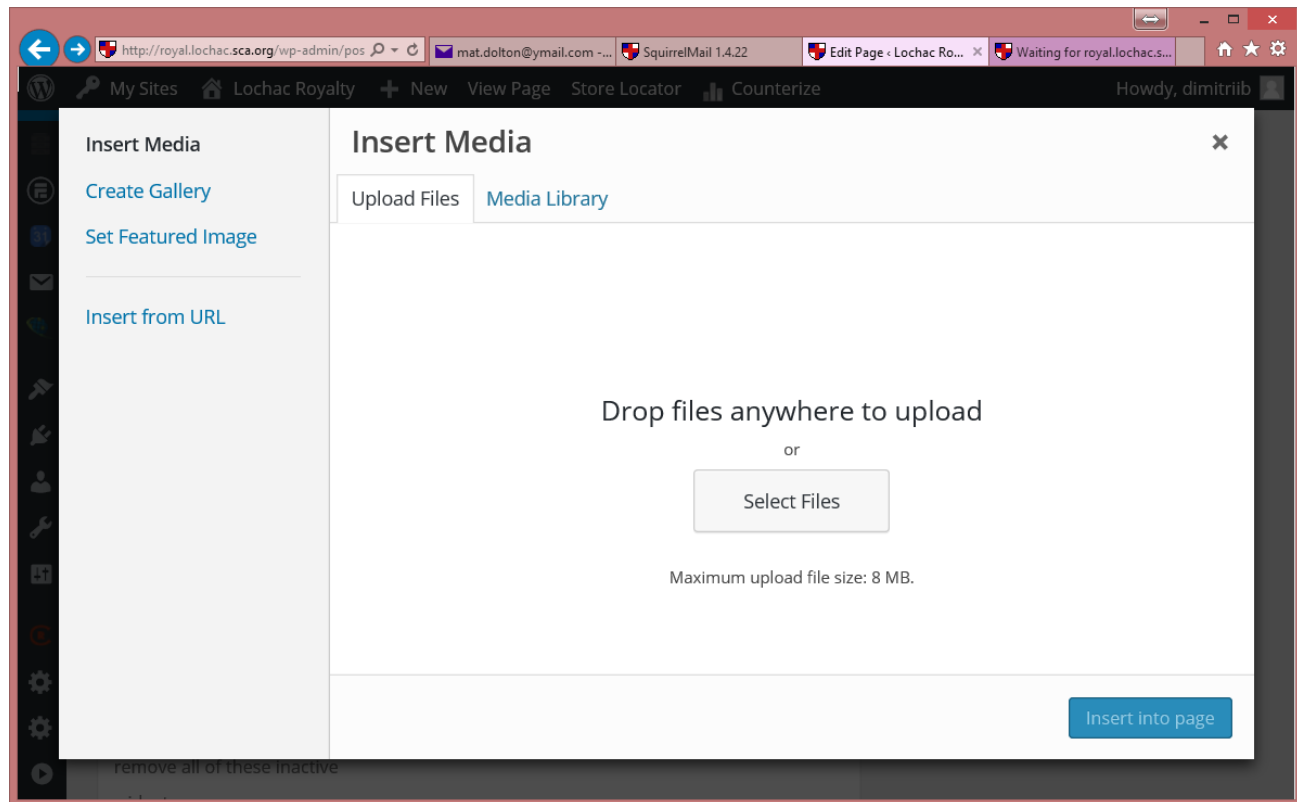


Adding Media

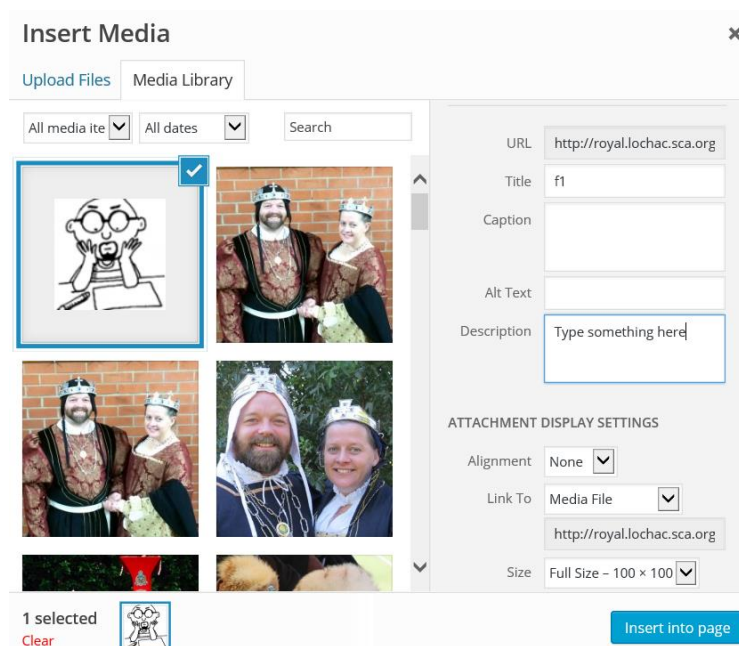
Now, in Wordpress the term media includes pictures, documents or files. If you add a picture, obviously it will display the picture itself on your page, however adding a document or file will just add a hyperlink to it.

Now to add a picture, click the cursor to where you want the picture inserted, then click the **Add Media** button

Now if you haven't uploaded the image yet (which you probably wouldn't have) you can drag the file from the folder on your computer into the main part of this screen, or just click the **Select Files** button and browse to where the file is on your computer.



Once you've chosen your file, it will bring you to the next step, you will need to type something in the Description area, and you can also decide on the Alignment on the page (Left, Centre, Right) of the image and can also choose the size you want it displayed. Once you're ready, just click the **Insert into page** button, and don't forget to either **Save Draft** or **Publish** when you are done.



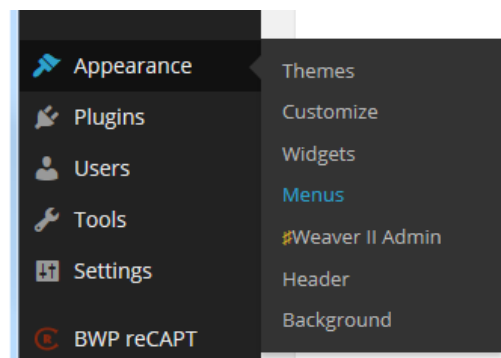
Now... adding a pdf file is pretty much the same, just select where you want the file, click on **Add Media**, either upload the file or browse to find it, then Insert into page and you're done, it will show up as a hyperlink as below:



Editing the Main Menu

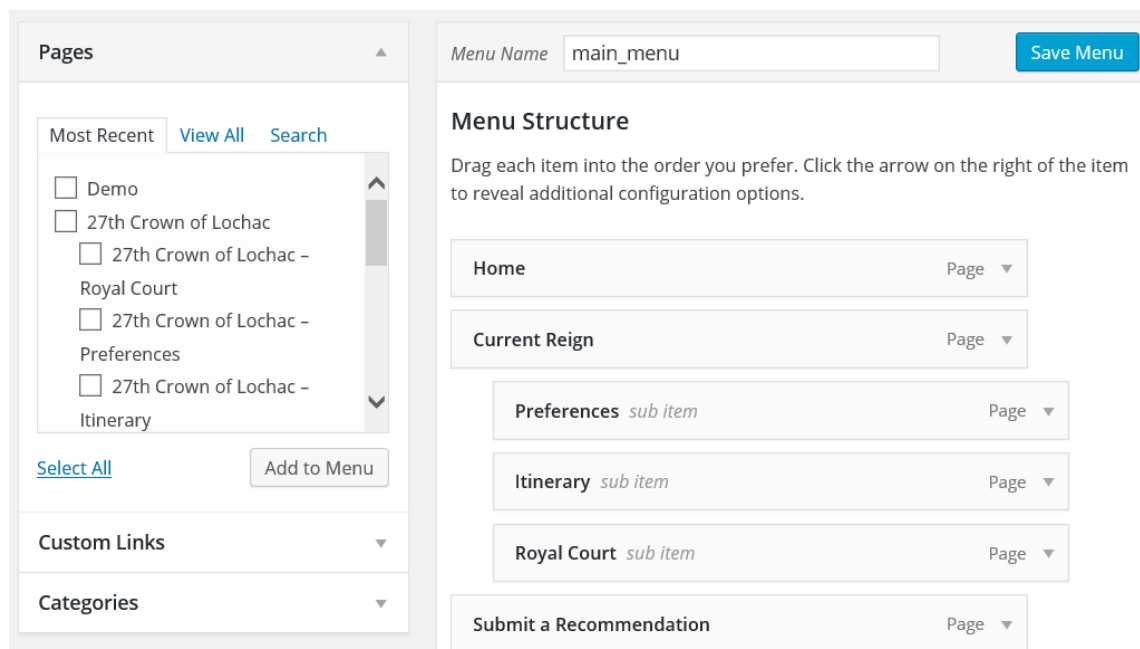
Now you've created a new page, you want it in the menu so people can find it right?

From the side Menu, hover over **Appearance**, and then select **Menus**.



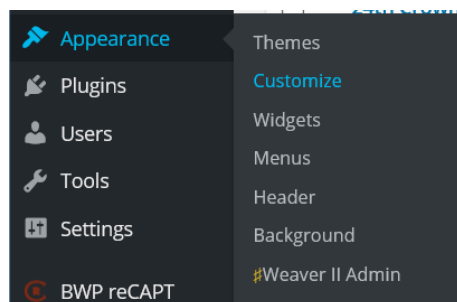
You can select which menu you are working from by using the drop down box next to **Select a menu to edit**: If you're confused about which one is which, I find having the page itself open in another tab helps to figure out what goes to where, but mostly you will be looking for the "Main Menu" option or something to this extent.

You can then add new pages to your Menu by selecting them on the left hand side and pressing **Add to menu**. Once there you can move them around in order by clicking and dragging them to their new position. You can also make sub menu's by dragging the page over the one you want as the main link... as in below where the main page is Current Reign, with sub pages being Preferences, Itinerary and Royal Court.



Changing Site Appearance

Now you've got some content on your site it's you can look at changing the appearance of the site. To do this hover over **Appearance** in the side panel, then **Background**



Here you can make changes to the Site Title and Tagline:

Site Title & Tagline ▲

Site Title

Lochac Royalty

Tagline

The Crown for the Kingdom of Lo

The Background Colour (other colours are changed in another area I'll discuss later)

Colors ▲

Background Color


Select Color

The Header image (one up the very top of your site above the menu):

Header Image ▲

While you can crop images to your liking after clicking **Add new image**, your theme recommends a header size of 940 × 188 pixels.

Current header




Hide image

 Add new image

The Background image:

Background Image ▲

Background Image



Remove

 Change Image

Which is the default menu for your site:

Navigation ▲

Your theme supports 3 menus. Select which menu appears in each location. You can edit your menu content on the Menus screen in the Appearance section.

Primary Navigation: if specified, used instead of Default menu

main_menu ▼

Mobile Navigation: if specified, replaces Primary/Default menu for Smart Modes Phone View

— Select — ▼

Secondary Navigation: if specified, adds 2nd menu bar

— Select — ▼

And where you set which is your Home page or Front page:

Static Front Page ▲

Your theme supports a static front page.

Front page displays

☐ Your latest posts

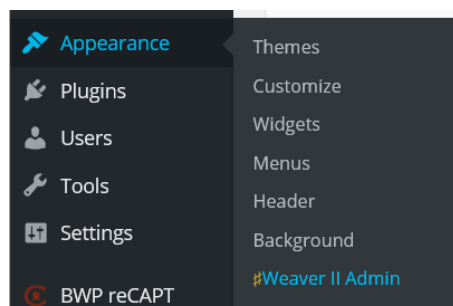
☒ A static page

Front page

Home ▼

Site Colours

If you want to change more than just the Background colour, you will need to hover over **Appearance** then your Theme's admin area, which in this case we are using the Weaver II theme



In the Weaver II Admin area, you can change the CSS of each area like the links, menu buttons, font colours, etc. Simply go to the tab of the area you want to change, type in the required CSS code and hit the Save Settings

General Appearance
Layout
Fonts
Widget Areas
Header
Menus
Links
Content Areas
Post Specifics
Footer

Main Options ?

Overall options that affect site's **General Appearance**, including main background colors, rounded corners, **Borders**, the **Search Form**, and alternate style sheet.

Save Settings
Hide Advanced Options

General Appearance ?

Overall settings that affect content and widget areas

Outside BG: #FEF3DD CSS+

Wrapper Page BG: #FFF4EB CSS+

Default Text Color: #02002E CSS+

Main Area BG: CSS+

Wide Main Area BG: Pro Version

Container Area BG: CSS+

Rounded Corners: ☒

Rounded Corners (Content): ☒

Background color that wraps entire page. (<body>) Using *Appearance->Background* will override this value, or allow a background image instead.

Background for top level #wrapper div - default BG if you don't change others.

Default text color (<body>). Most areas will override this color with their own color.

Background for main page #main div - wraps container, content and sidebars (uses wrapper bg if not set).

Extend Main Area BG to edges. Most useful with Wide Header and Footer (see those tabs) (*Pro)

Background for #container div - wraps content and sidebars (Uses wrapper bg if not set.).

Use rounded corners for main area, menu bars, widgetareas, header and footer

Use rounded corners for content area (page and post content)

What's that...? What's a CSS code and where do I find it? Well... a CSS code (Cascading Style Sheet) is a style sheet language used for describing the look and formatting of a document written in a markup language. Basically just a universal code used for individual colours. Easiest way to find one is use a CSS colour picker, my favourite is http://www.w3schools.com/tags/ref_colorpicker.asp where you can just click on the colour and shade that you're looking for and it will give you the CSS code. Nice and easy.

Pick a Color:

Or Enter a Color:

Selected Color:

#CC66FF

rgb(204, 102, 255)

Shades:

Hex:

#000000
#140A1A
#291433
#3D1F4C
#522966
#663380
#7A3D99
#8F47B2
#A352CC
#B85CE6
#CC66FF
#D175FF
#D685FF

What Next?

That's pretty much it. The main things you will do on a site is add and edit pages, add media like pictures and documents, and make changes to the menu structure. The above is a good start for you and will get your webpage up to date and looking good. From there you can start to play with adding widgets and things like that, but know this can cause issues for your site so when in doubt, talk to the Kingdom Web Wright or the Masonry team.

Good Luck, and have fun