Bryden Johnson

WordPress Training April 18th 2019

1. How To Log In

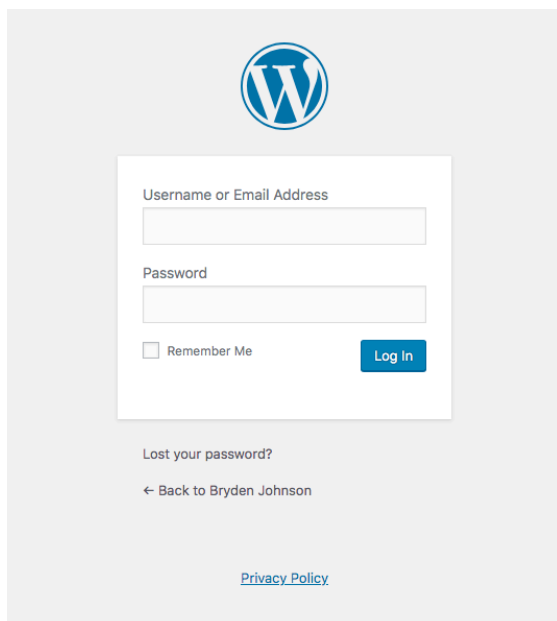To login to the website, you will need to open a web browser and enter the following URL:

http://preview3-imsr.co.uk/bryden/wp-admin

Please note, when the website is live on your domain, the login URL will be:

http://www.bryden-johnson.co.uk/wp-admin

Fill in your username and password.

2. The WordPress Dashboard

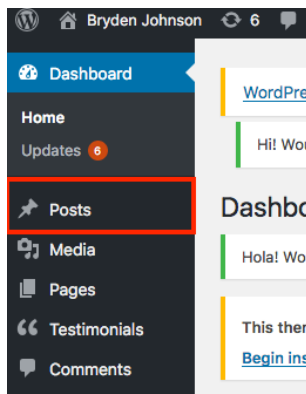After logging in, you will be redirected to the WordPress Dashboard:
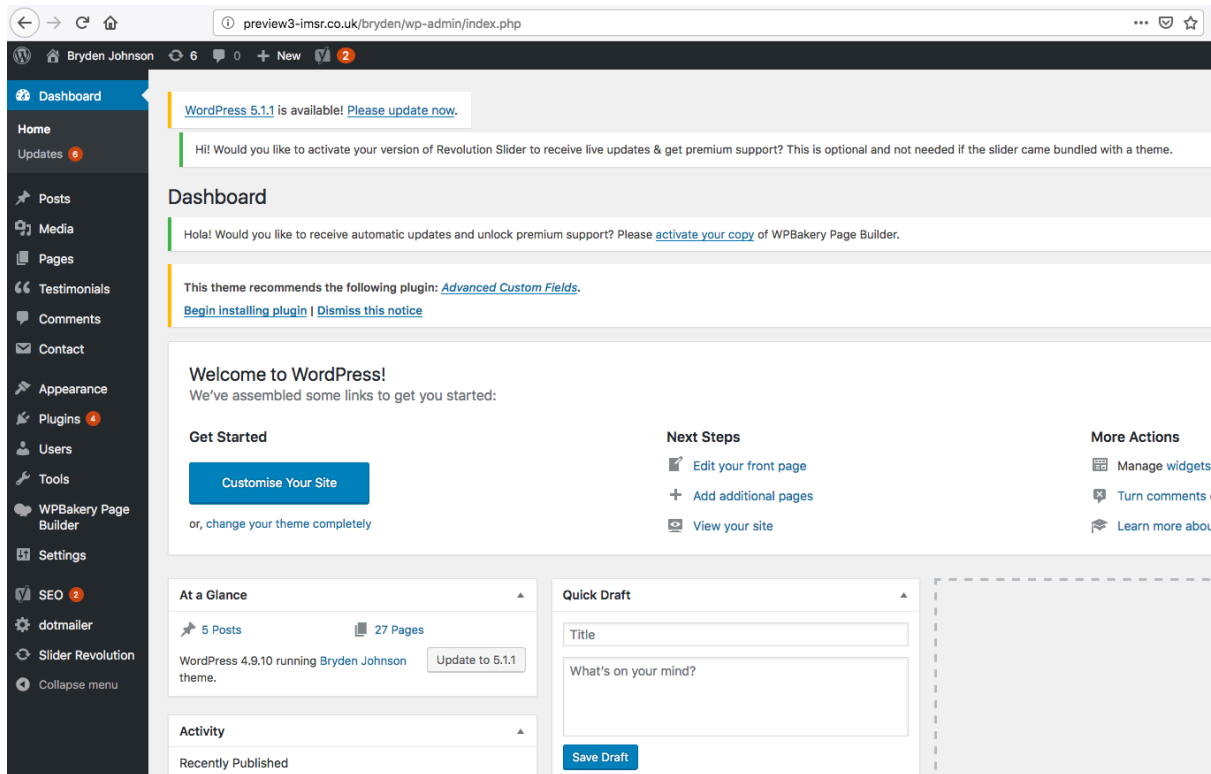
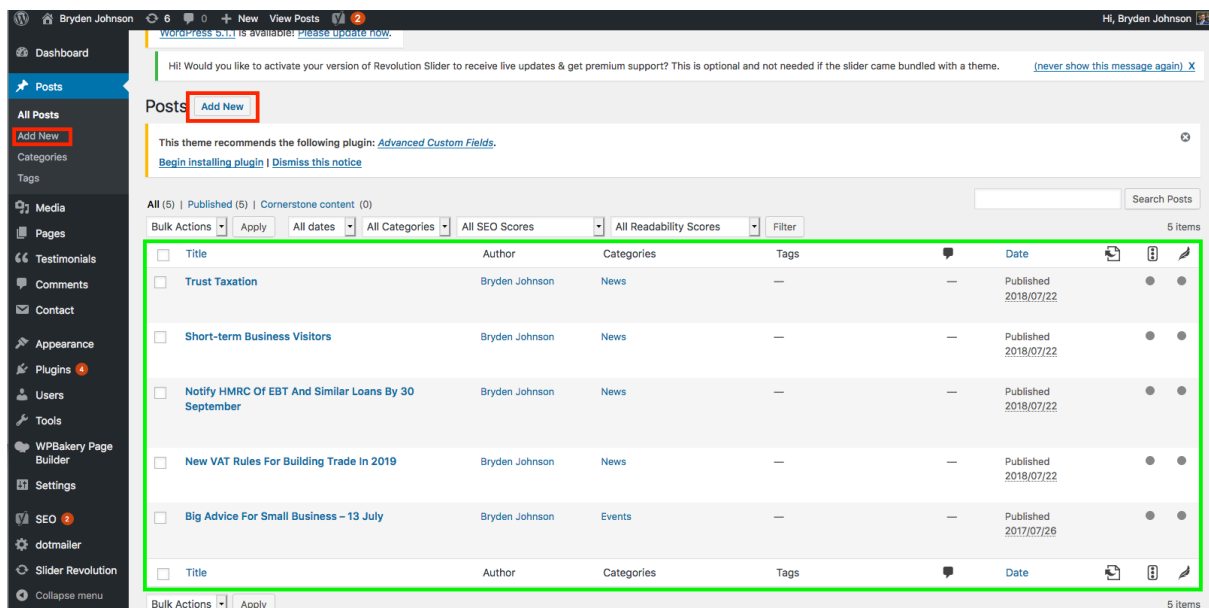From here you can access all parts of the website.

The navigation bar on the left-hand side allows us to edit blog posts, web pages, testimonials and more. We'll go through each of these one by one.

3. How To Add A Blog Post
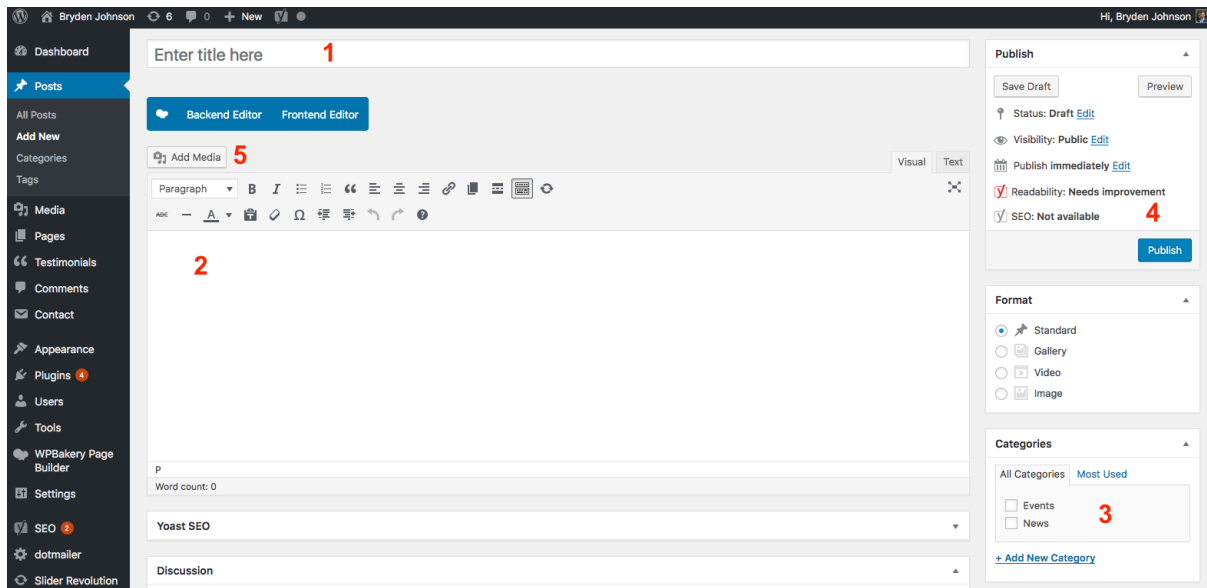
To add a new blog post, click on 'Posts'

The following page will then appear:

This page enables us to edit any existing blog posts. The existing blog posts appear in the table highlighted in green.

To add a new blog post, click on 'Add New' in either of the areas highlighted in red.

This will load a page that looks as follows:

1. Add the title of the blog post in the 'Enter title here' area.

2. Add the blog content to the main text area.

3. Select (or create) a Category

4. Publish the blog post

5. If required, to add an image to the blog post, click on the 'Add Media' button.

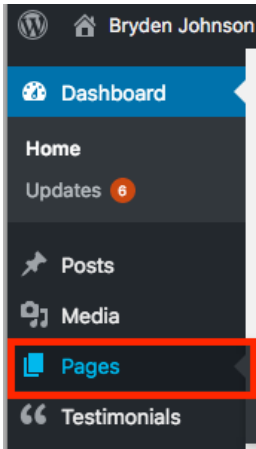Once you have clicked on 'Add Media' a pop up will appear as follows:
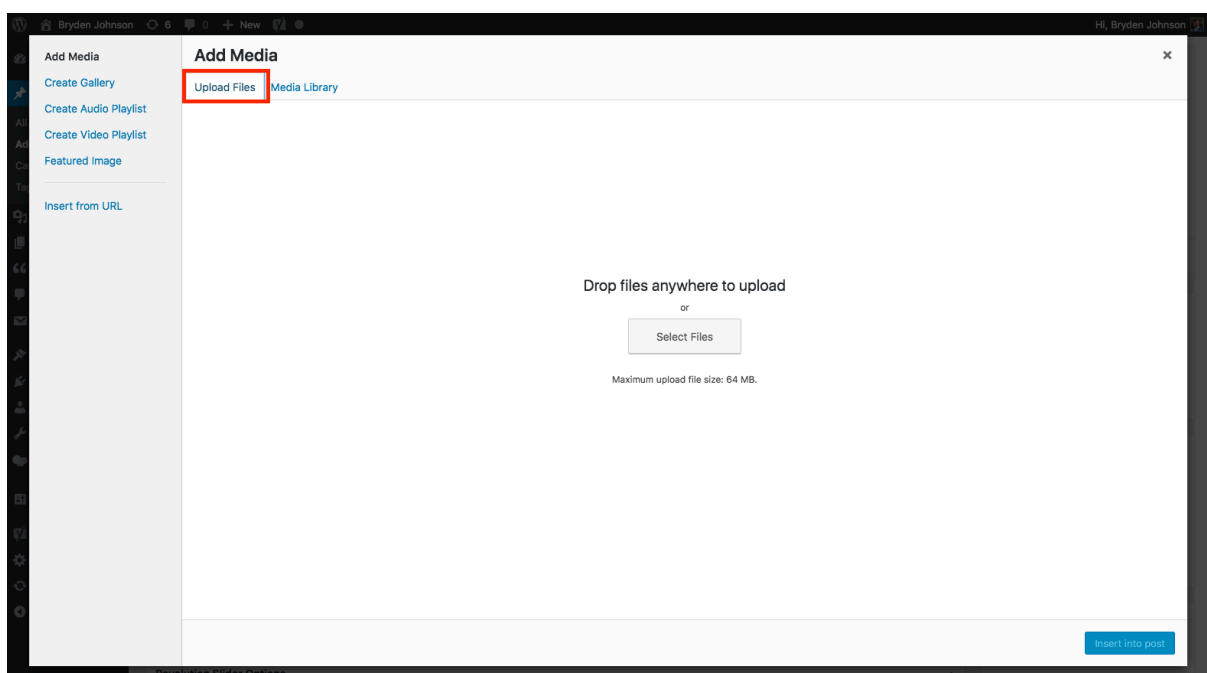
Click 'Upload Files' then select from your computer (or drag and drop into the above area) an image you would like to add.

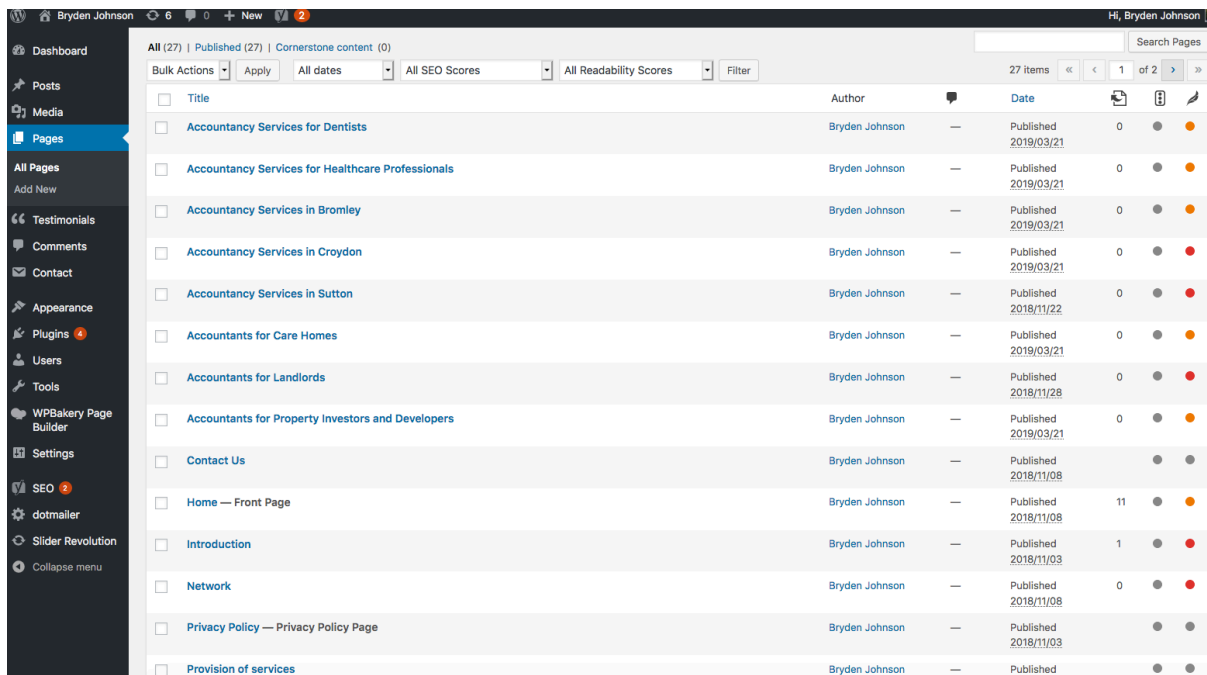Once you have uploaded the image, you have options to add an Image Alt Text and Title Attribute.

You also have options to resize them image.

4. How To Adjust The Home Page

Go back to the WordPress Dashboard, then click on Pages.

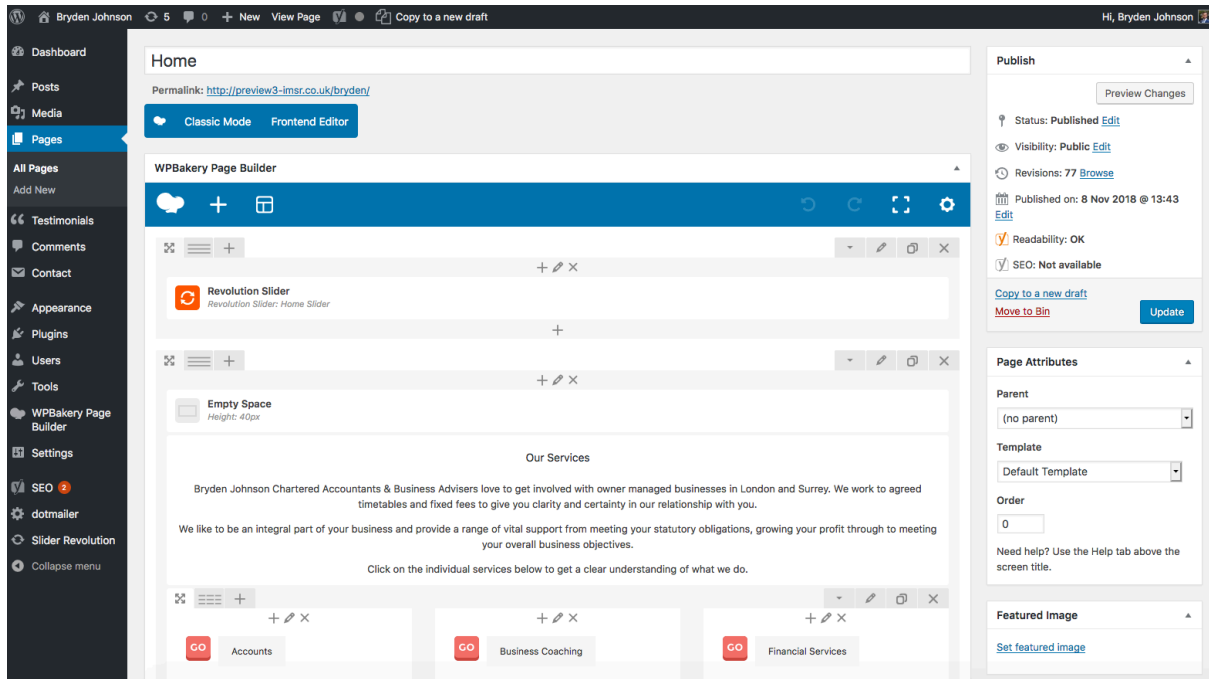A new page will open that lists all the Pages on the site in a table format.
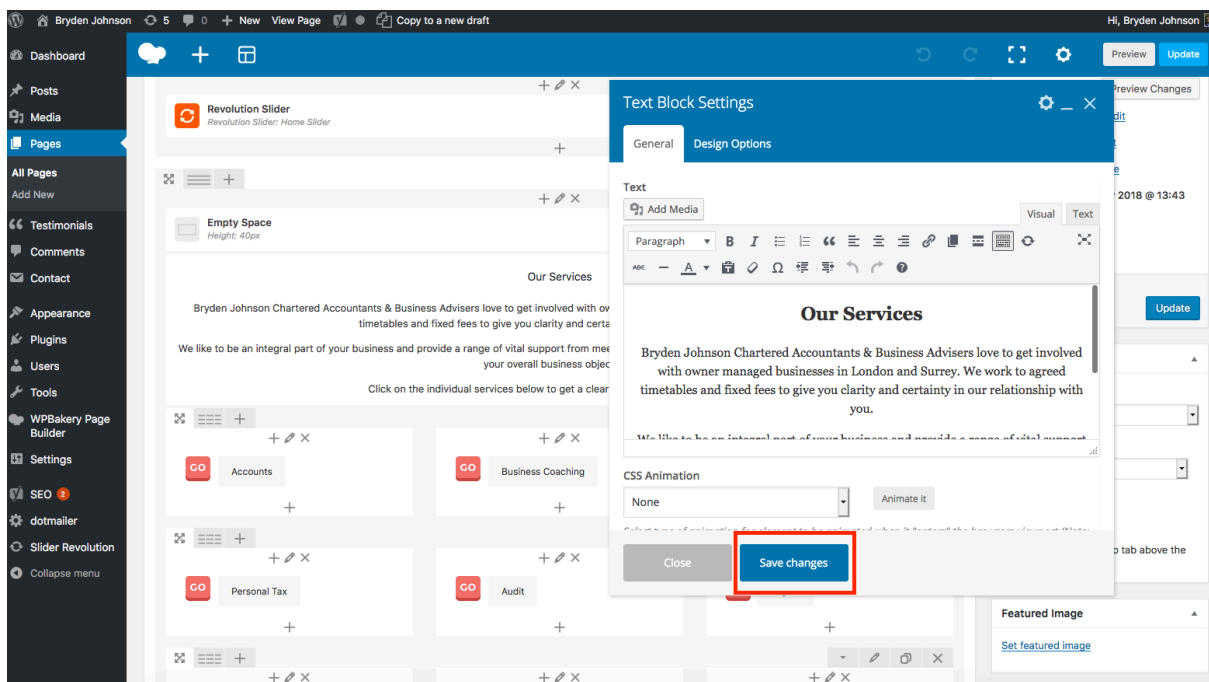

From this page we can edit any existing pages, or add new ones.

Click on 'Home – Front Page'

To adjust any wording – or any element on the page – click on the corresponding area and a pop up will appear.
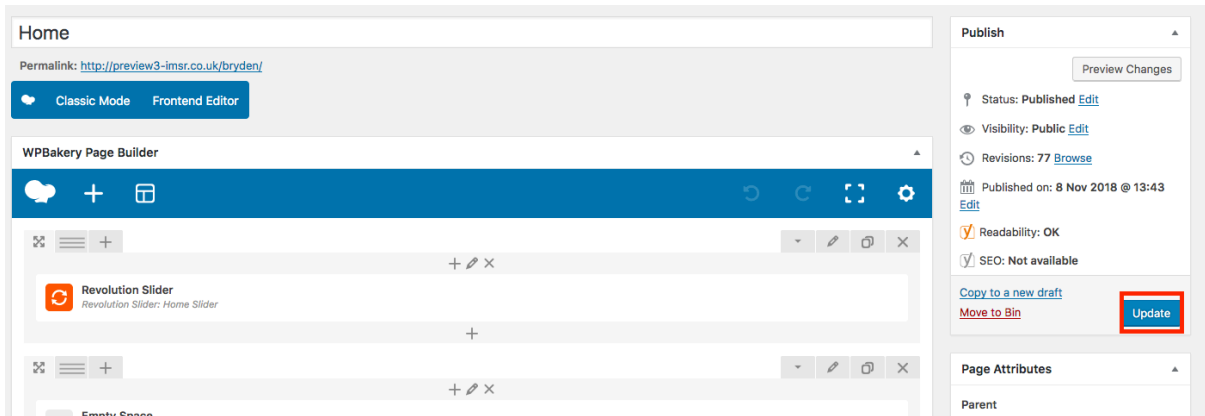
For example, clicking on the Our Services section brings up the following:

Adjust the wording as you see fit then press 'Save changes'.

In addition to the 'Save changes' button, make sure to press the 'Update' button afterwards.

Note: We need to adjust the links in the 'Our Services' section of the homepage.
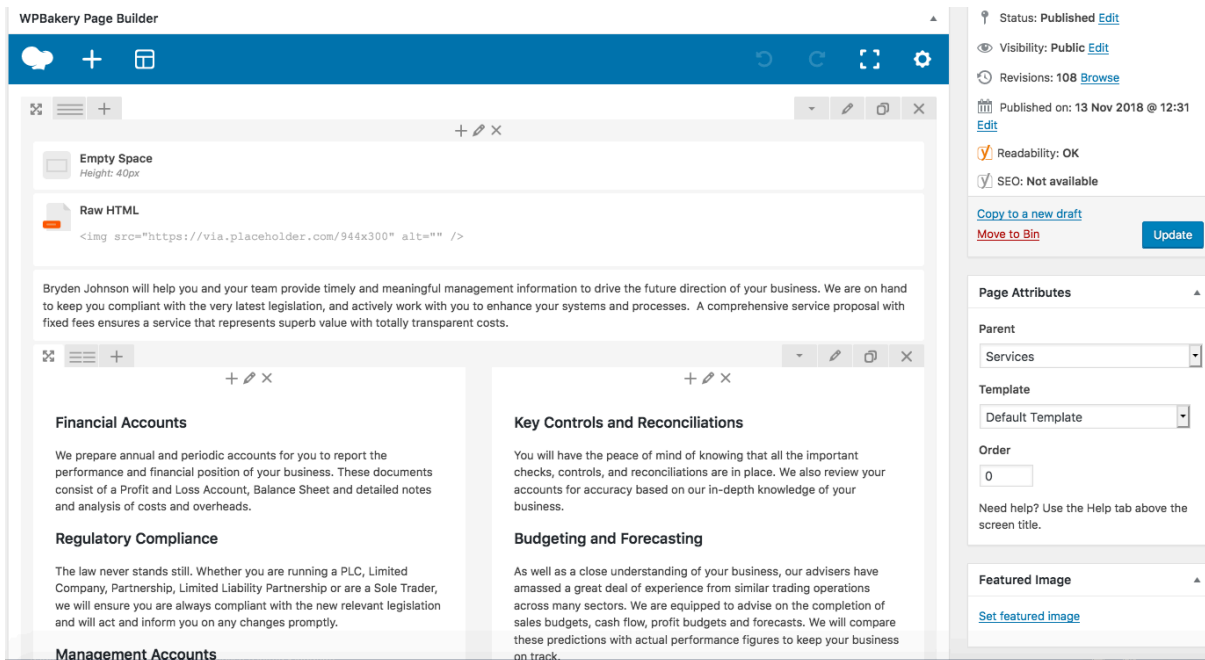
We also need a line of text for the 'Our Clients' and 'Our Accreditations' sections.

5. How To Adjust A Service Page

Much the same as the home page, click on 'Pages', then select whichever Service page you'd like to adjust.

In this example we have clicked on the 'Accounts' service page.

Click on any area you wish to edit and a pop up will appear.

Make the changes you require, press 'Save changes' then 'Update'. Your amends will be live on the website.

6. How To Add A Testimonial

To add a testimonial, click on 'Testimonials' in the left-hand side navigation on WordPress.
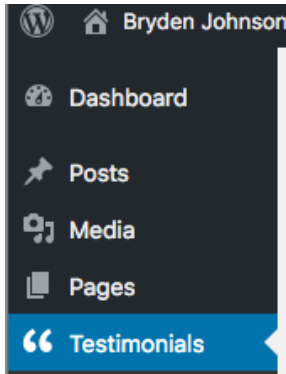
Click on the 'Add New' button.

Add the client's name/company name in the title area and their testimonial in the section below.

Note 1: Try to keep the testimonials under 340 characters.

Press the Publish/Update button and the new testimonial will go live on the website.
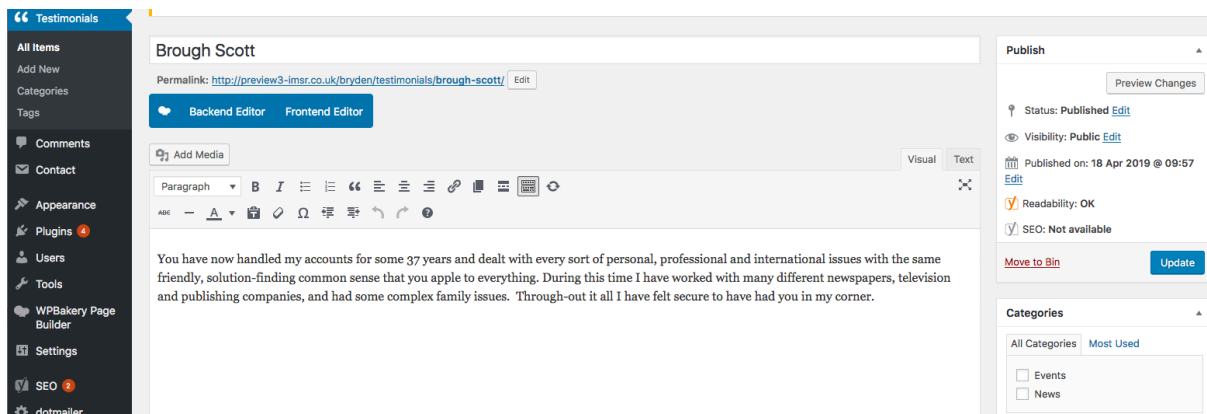
Note 2: This section of WordPress adjusts the testimonials that appear on the Service pages – and not the separate Testimonials page. To adjust the testimonials on the Testimonials page go to Pages and then find the Testimonials page.

Testimonials

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You have now handled my accounts for some 37 years and dealt with every sort of personal, professional and international issues with the same friendly, solution-finding common sense that you apple to everything. During this time I have worked with many different newspapers, television and publishing companies, and had some complex family issues. Through-out it all I have felt secure to have had you in my corner.
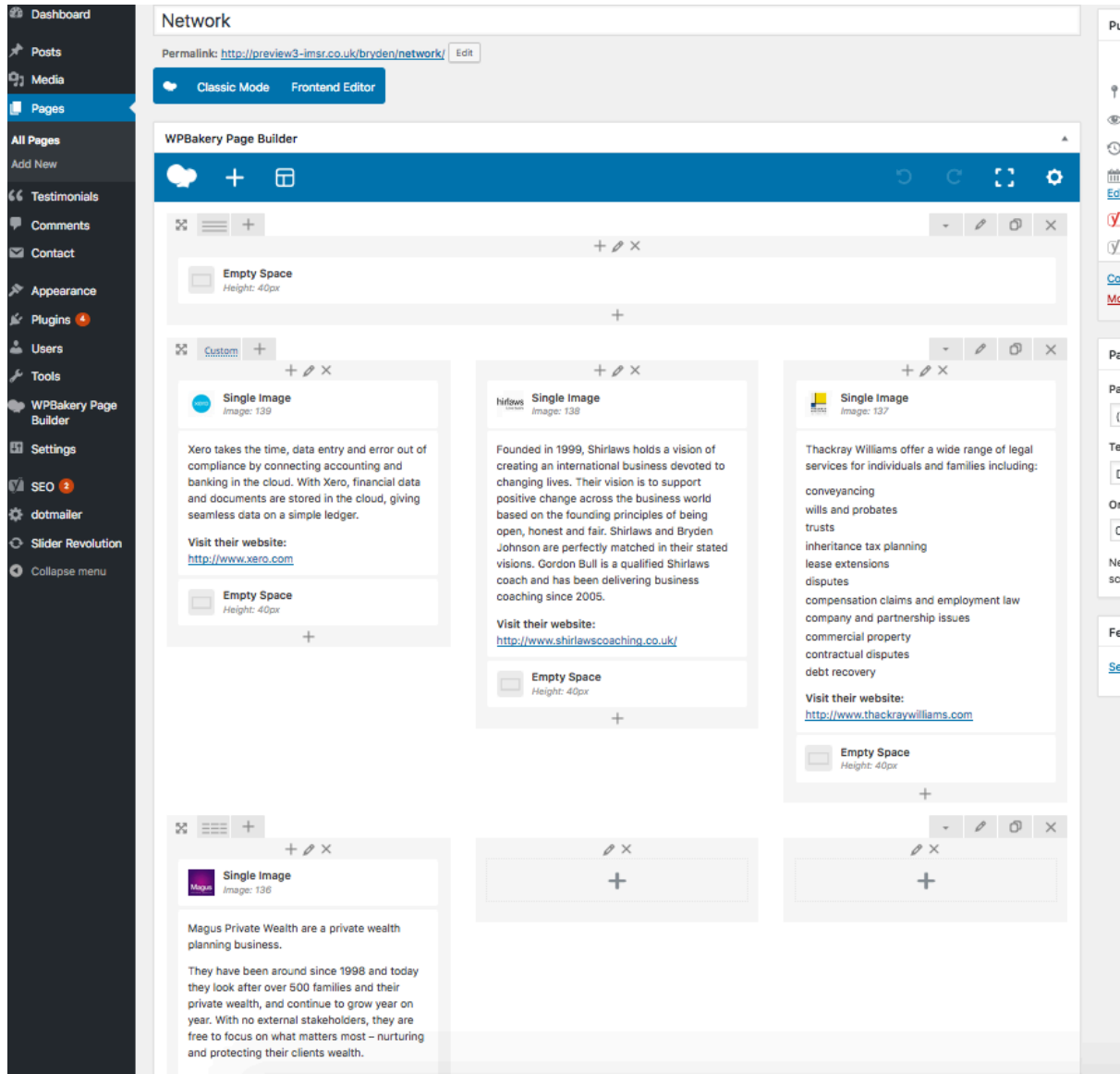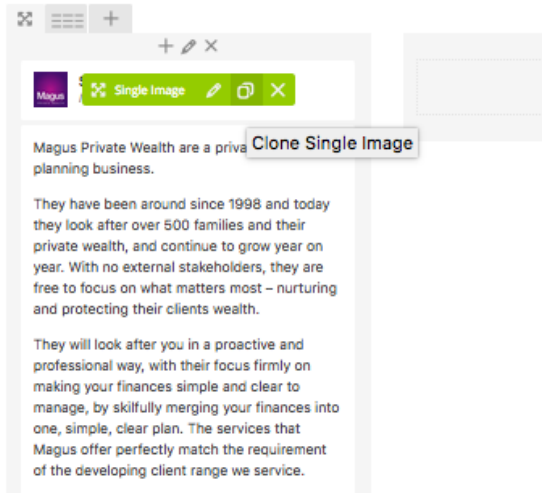
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7. How To Add A New Company To The Network Page

Go to Pages and find (or search for) the Network page.
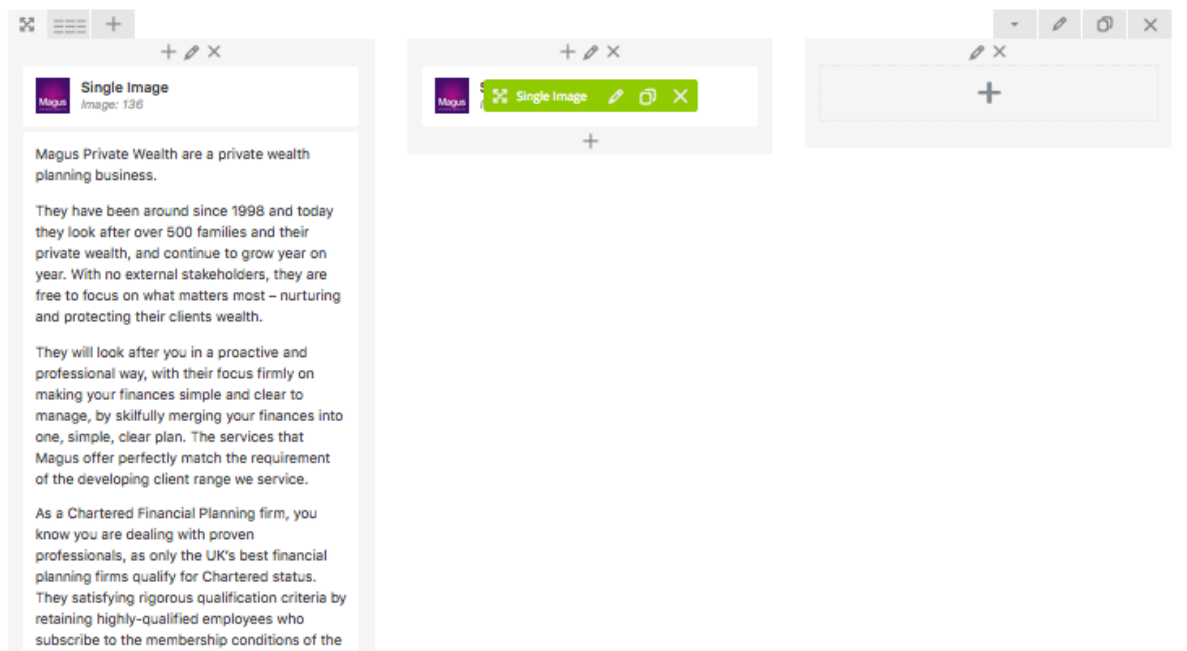
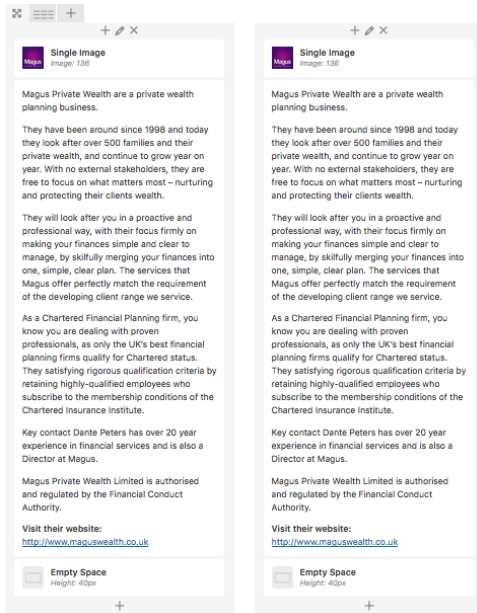As it stands we have just 4 companies on the Network page.

To add a new company in line with the design of rest of the page, hover over the 3 required separate elements of partner section and press the 'Clone' icon button. See example below:

Drag and drop the duplicated element across to the next box.

Once you have copied across each element it will look like follows:

Now we have a duplicated partner section which we need to update with the new partner information.

Click on the image section and replace the logo.

When replacing the business logo, the new image dimensions should ideally be 320 px wide by 200 px high.

Click on the text section and replace the text as required.

Save your changes and update the page. The new partner will be live on the website.

Additional areas to talk about

1. Images of the 'team at work'
2. 'Our Services' links on the homepage
3. Latin text under Our Clients and Our Accreditations
4. Services Overview page images
5. Reviews.co.uk
6. Competitors to benchmark against
7. Hosting
8. SSL certificate