

# State Agency WordPress Training Guide

Created by the Government Information Center



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1ST STEP

### Add a New Page:

- ▶ Go to “Pages”
  - Choose “Add new”  
(To edit - click on page title or edit under it)
  - Add page title  
(keep small for navigation and search engines)
  - Add page content/images/links
  - Put all relevant “tags” in the “Tags” section with a “,” separating each.
  - If the Page is apart of a larger section, for instance, this page is a News Archive page and should be apart of News, select the appropriate “Parent” page from the right column menu.
  - Save as Draft or Publish/Update

Remember that a shift return is a single space, and a regular return is a double space.

2ND STEP

### Add a Page to the Navigation Menu:

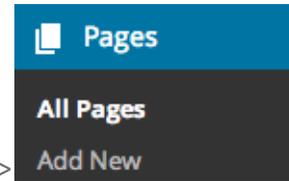
- ▶ Go to “Appearance”
  - Choose “Menus”
  - Select the Main Navigation menu from the select bar.
  - In the first column on this page you will see a mini menu entitled “Pages”. Select the corresponding checkbox to the page you would like to add to your menu.
  - Click “Add to Menu”
  - Your page is now a menu item in the navigation. You should see it to the right, listed with the other menu pages.
  - You can also edit the title of this page here to make it shorter on the Navigation menu, if desired.

3RD STEP

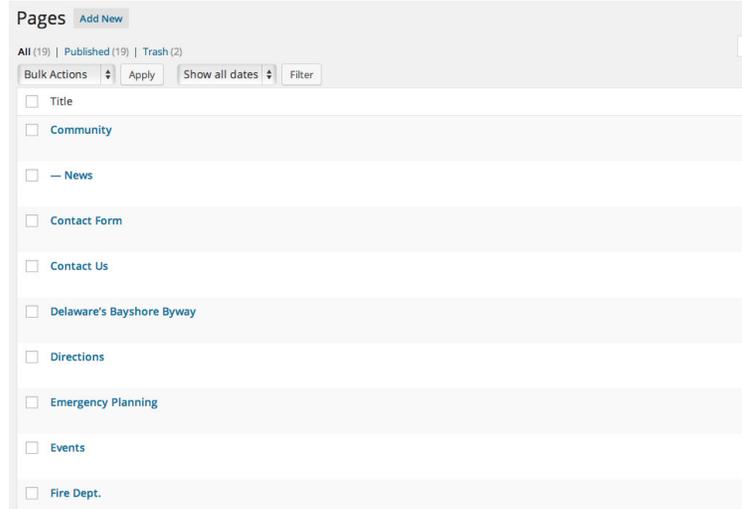
### Position your Page in the Navigation Menu:

- Now that you have added your page to the navigational menu you must position it to where you would like it to appear.
- Drag and drop where you would like your page to appear in the navigation.
- If you would like your menu item to appear as a sub-menu item you would drag and drop it so it is below and slightly indented under the parent page.
- If you would like your page to appear as its own menu item, make sure it is not indented under another page. It should line up with the other “top-level” (parent) pages.
- Click the “Save Menu” button

Pages Menu

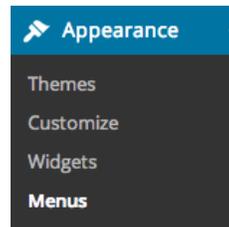


Choose “Add New” >

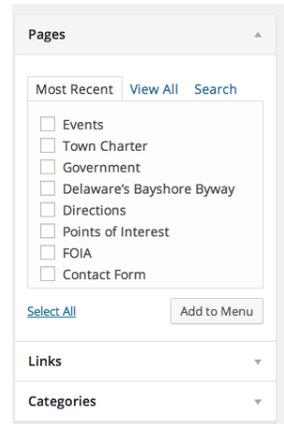


List of pages, can click on page name or edit to edit the page or post

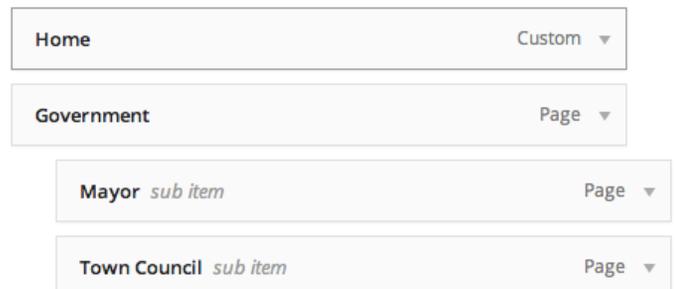
Appearance menu:



Select which page you would like to add to the navigation here:



Below is an example of menu structure. “Home” & “Government” are top level (“parent”) menu items. “Mayor” and “Town Council” are sub-menu (“child”) items under “Government”.



1ST STEP

**Delete a Page:**

- ▶ Go to “Pages”
  - Locate the page you want to delete
  - Hover over the title name of the page. You will see options appear below it. Click the link that says “Trash”. An alternate way is to open the page and under the section “Publish” click the link that reads “Move to Trash” and click the “Update” button.

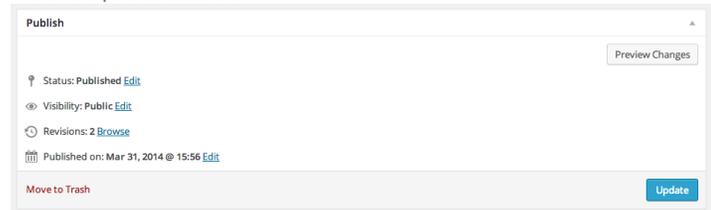
If you accidentally delete a page, you can restore it by going to “Pages” and clicking the “trash” tab. Next, you will find the page that was accidentally deleted, hover over it and click the “restore” link.

**\*\*Note:** If you delete a page it will automatically be deleted from the navigation.

One option is to hover over the selected page and click “Trash”.



Another option would be to open the actual page and click “Move to Trash” under the publish section.



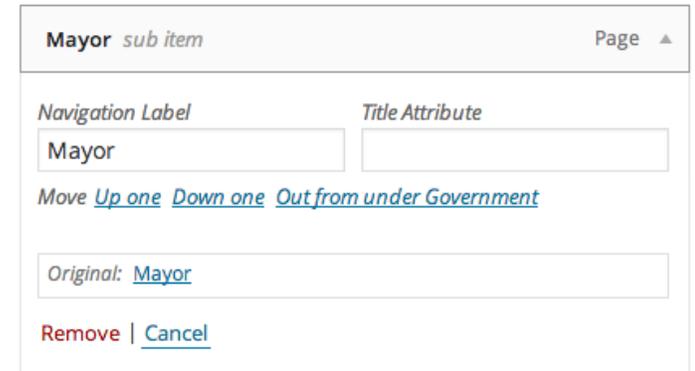
2ND STEP

**Remove a Page from the Navigation:**

- ▶ Go to “Appearance”
  - Choose “Menus”
  - Select the Main Navigation menu from the select bar.
  - Under the “Menu Structure” section, find the page you would like to remove from the navigation and click the down facing caret.
  - Click the link that says “Remove”
  - Then, click the “Save Menu” button

**\*\*Note:** Use these steps when you do not want to delete a page but want it hidden from the navigation of the site.

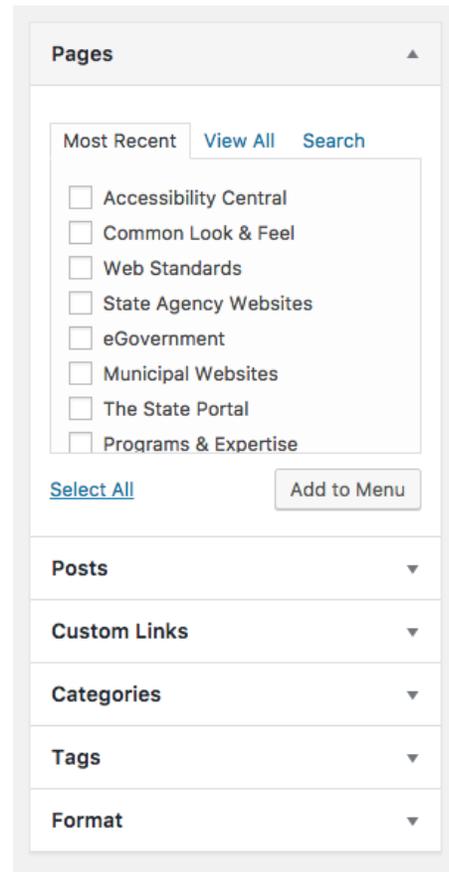
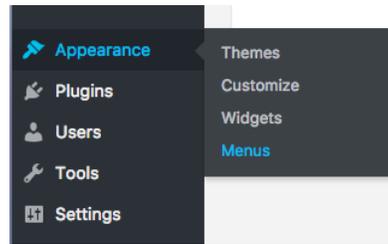
If you delete a page, you want to make sure to delete it from your navigation by clicking the “Remove” link.



1ST STEP

### Add a Page to the Footer:

- ▶ Go to "Appearance"
- Choose "Menus"
- Select 1 of the 3 columns in the footer from the select bar.
- In the first column on this page you will see a mini menu entitled "Pages". Select the corresponding checkbox to the page you would like to add to your footer column.
- Click "Add to Menu"
- Your page is now a menu item in the navigation. You should see it to the right, listed with the other menu pages.
- You can also edit the title of this page here to make it shorter on the Navigation menu, if desired.



2ND STEP

### Remove a Page from the Navigation:

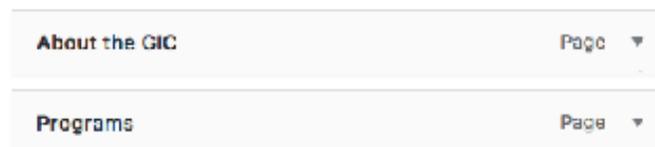
- ▶ Go to "Appearance"
- Choose "Menus"
- Select 1 of the 3 columns in the footer from the select bar.
- Under the "Menu Structure" section, find the page you would like to remove from the navigation and click the down facing caret.
- Click the link that says "Remove"
- Then, click the "Save Menu" button

Select a menu to edit:   or [create a new menu.](#)

Menu Name

#### Menu Structure

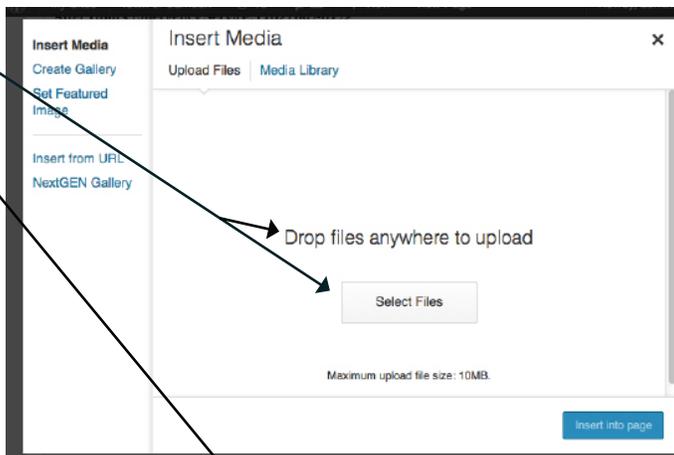
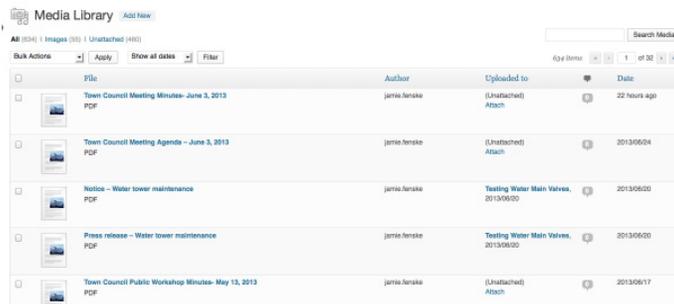
Drag each item into the order you prefer. Click the arrow on the right of the item to reveal additional configuration options.



ADD NEW IMAGE

### Add Images to Posts/Pages:

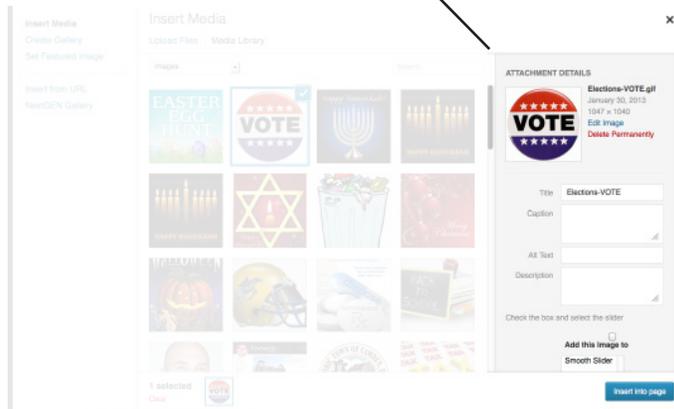
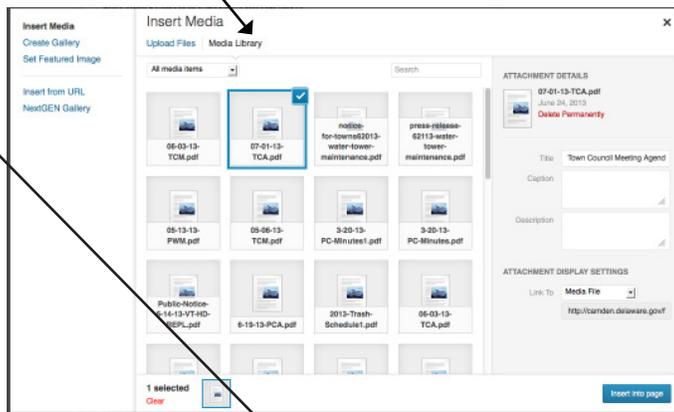
- Create a new post.
  - Title it, add text, choose category, etc...
- Put your cursor where you want the image.
- Choose "Insert Media"
- Choose where the image is:
  - If on your computer, browse to it and select.
  - If in Media files, choose Media Library Tab
  - Click on the document or image you would like
- In the box on the right make sure you:
  - Put a title in (if you don't like whats there)
  - Choose your alignment - Left, Right, Center, None.
  - If there is a link you wish to add, you can.
  - Type in alternative text in the "Alt Text" section for better search engine optimization and for helping those with screen readers.
  - Pick size... if Image is large, go for the medium.



ADD NEW DOC

### Add PDFs or Word Documents to Pages:

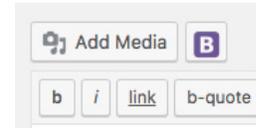
- Create a new page.
  - Title it, add text, choose category, etc...
- Put your cursor where you want the document to go, or highlight the text you want to link to the document.
- Choose "Insert Media"
- Choose where the document is:
  - If on your computer, browse to it and select.
  - If in Media files, choose Media Library Tab
  - Click on the document you would like.
- In the box on the right make sure you:
  - Put a title in (if you don't like whats there)
  - The link will generate itself.
  - Type in alternative text in the "Alt Text" section for better search engine optimization and for helping those with screen readers.



### Creating Columns with the Bootstrap Grid:

**\*\*Note:** The Bootstrap Grid is divided into 12 columns. So, to create 2 columns on a page you need a 6 column and another 6 column to equal 12. Do you want three columns? Then you need three 4 columns on the page and so on...

- Create a new page.
  - Title it, add text, choose category, etc...
- Click on the Bootstrap "B" button
- Choose "Grid"
- Insert the sample code into the text editor: `[row] [column sm="6"] ... [/column] [column sm="6"] ... [/column] [/row]`
  - To create 2 columns on a page choose `[column sm="6"]` and `[column sm="6"]` and then fill in your column content between the `[column sm="6"]` and the closing `[/column]` tag.



### CSS

- Grid
- Lead body copy
- Emphasis classes
- Code

### Grid

```
[row]
  [column md="6"]
  ...
[/column]
[column md="6"]
  ...
[/column]
[/row]
```

[Insert Example ↗](#)

- Grid
- Lead body copy
- Emphasis classes
- Code
- Tables
- Buttons

### Using Emphasis Classes:

- Create a new page.
  - Title it, add text, choose category, etc...
- Click on the Bootstrap "B" button
- Choose "Emphasis Classes"
- Insert the sample code into the text editor: `[emphasis type="primary"] ... [/emphasis]`
  - You can use the classes to add color to your text:
    - "primary" is blue, "muted" is grey, "success" is green, "info" is light blue, "warning" is yellow, and "danger" is red.

### Emphasis classes

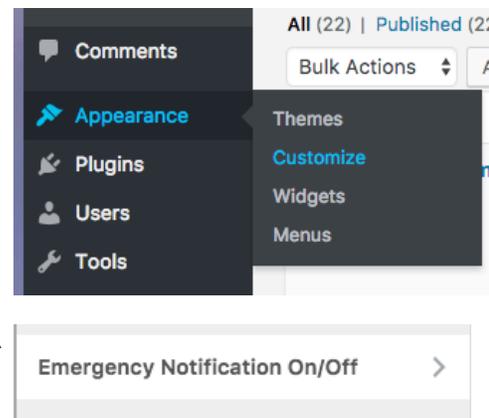
```
[emphasis type="success"] ... [/emphasis]
```

[Insert Example ↗](#)

### Enable the Emergency Notification Feature:

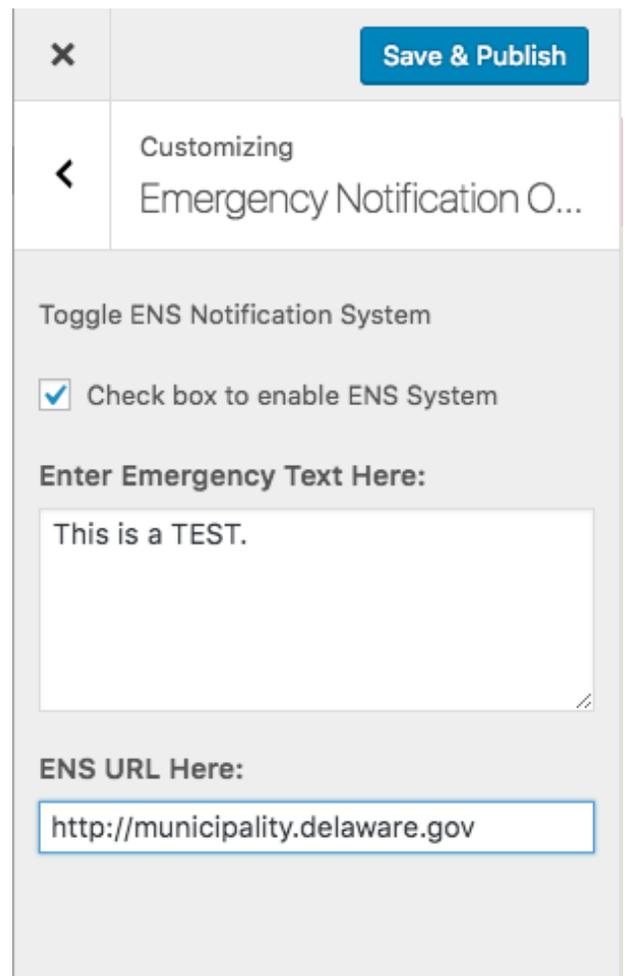
- ▶ Click on “Appearance” in the left navigation and then select “Customize”
- Click on the button that says “Emergency Notification On/Off” that is located on the left.
- Check the checkbox next to the text “Check box to enable ENS System.”
- Place the desired text you would like the emergency banner to read in the the text box where it says “ENS text goes here.”
- Place the URL in which you would like the Emergency Notification to link to in the input box below the text “ENS URL Here”.
- Finally, click the blue “Save & Publish” button at the top.
- Make sure to go out to your live site and test to ensure the emergency notification banner is displaying correctly.

**\*\*Please refence this sample notification**



### Disable the Emergency Notification Feature:

- ▶ Click on “Appearance” in the left navigation and then select “Customize”
- Click on the button that says “Emergency Notification On/Off” that is located on the left.
- Uncheck the checkbox next to the text “Check box to enable ENS System.”
- Click the blue “Save & Publish” button at the top.
- Make sure to go out to your live site and test to ensure the emergency notification banner is displaying correctly.

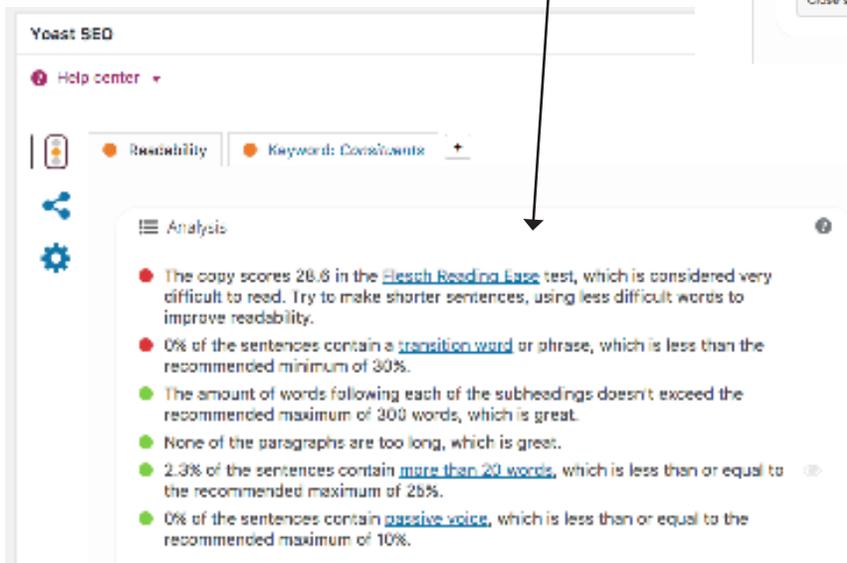
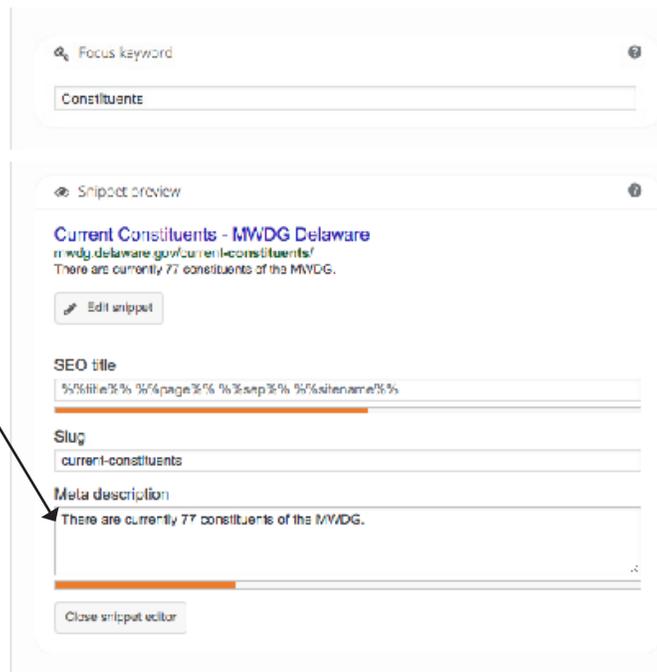


**What is Yoast SEO?**

- Yoast provides metrics / ratings for each page to enhance search engine results and yields recommendations to boost traffic based on the content of each individual page using four (4) different colors:
  - o Gray – Neutral rating (or more content needed)
  - o Green – Optimal / sufficient use of keywords and phrases within content a page
  - o Orange – Some content and keywords may need fine-tuning
  - o Red – Least optimal rating

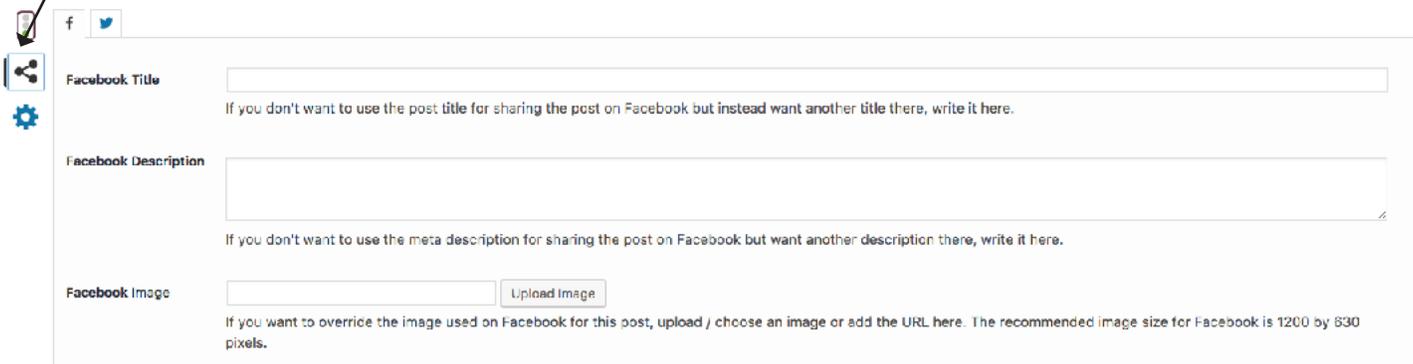
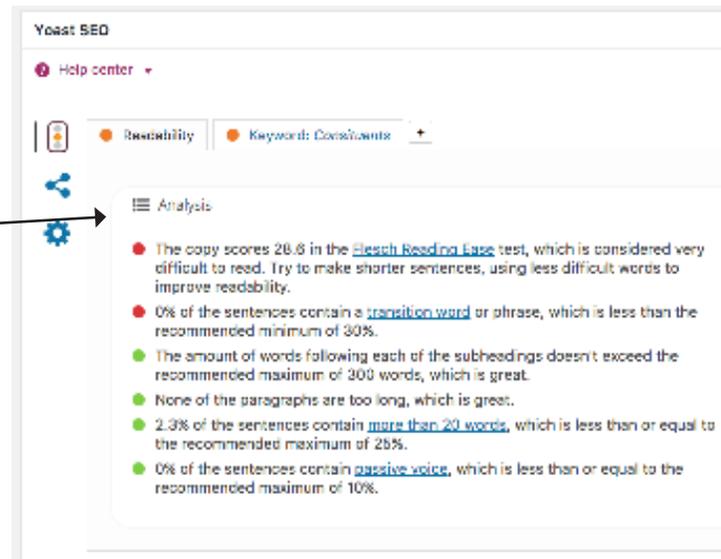
**How to Utilize Yoast SEO - “Keyword”**

- ▶ Select “Pages” from the left navigation.
  - Open a page that you would like to add SEO to. Please note you should be adding SEO to all of your pages for the best results.
  - Scroll down to view the Yoast SEO feature which will most likely be under the text editor section.
  - The “Keyword” tab should be selected.
  - In the input box under “Focus Keyword” add a keyword that explains the overall purpose of this page. For example, if you have a page all about your town’s park, your keyword could be park.
  - Next, above “Focus Keyword”, you will see a section where you can see your “Snippet preview” and you can edit here as well. Click the “Edit Snippet” button.
  - Where it says “Meta description”, add a short descriptive sentence pertaining to what this page is all about. Yoast will let you know if the sentence is too long. Your meta description should have your keyword included in it.
  - Below the section “Analysis”, you will see some tips on how you can improve this page’s SEO and where you have excelled. Simply look at the color’s to guide you on how to improved your page’s SEO. Green is good, orange is okay and red needs improvement.
  - Always strive for a green rating but orange is okay too! You should never have a red rating.

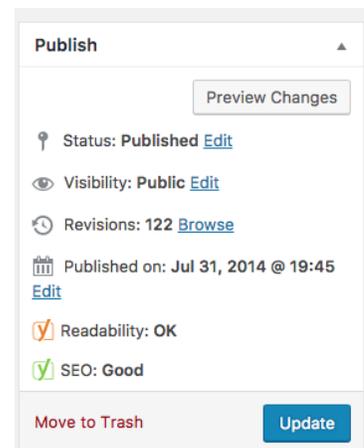


### How to Utilize Yoast SEO - "Keyword"

- ▶ Select the tab that says "Readability"
  - Under "Analysis" you will see some tips on how your page is rated in "Readability". This section will give you tips on how to improve your page's readability.
  - If you select the "social" icon below the stop light icon you will see an area to narrow down how you would like this page to be displayed on Facebook and/or Twitter.
  - You will see a areas where you can slsect a Facebook and/or Twitter title, description, and/or image.



- ▶ Check your page's Rating
  - In the Publish page section of your page, you will see a section where your page's rating will be displayed.
  - You will see a rating for "Readability" and "SEO".
  - Keep in mind green is great, orange is okay and red means this page needs some work.
  - Please note you can also view the pages rating when you look at the page list view.



# Custom Functions for State Agency Websites

**\*\*These may not apply to your particular agency\*\***

### Add a News/Notice Post:

- ▶ Go to “Posts” in the left side nav
  - Choose “Add new”
  - Add content (Post title, text, tags, links, images, etc.)
  - Publish or Save Draft

(if it does not show up on the live site, check your Status in the Publish box. Also in the Publish box, you can edit publish date, or type by choosing draft, etc.)

**Make sure to add tags into your post. Tags make it easier for people to find your content. You can add tags one at a time by clicking the add button or hitting the Enter/Return key on your keyboard. Or you can add multiple tags at time by separating them with a comma as you type and then click add.**

If you save it as Draft, you can preview it in the Publish box by selecting Preview.

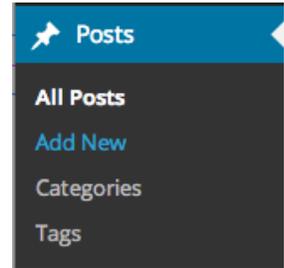
**\*\*Remember:** Please paste text that is copied from another file such as Word into NotePad or other text editor to remove code that is inserted. This code is not visible to you, but shows up in the WordPress details editor box.

Also don't forget to format your text. Create paragraphs, bold text, italics, underlines, add links, images, etc. **Please do not add inline styles.** The site has css that will control font size, color, etc.

A shift return is a single space, and a regular return is a double space except with Bullets. In the case of Bullets, shift return creates a two line bullet regular return creates a new bullet item.

**\*\*Note: Some State Agency Websites will have Posts enabled in order to Post News that is not in News. Delaware.Gov.**

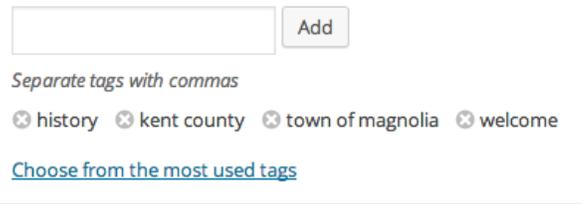
Posts menu >



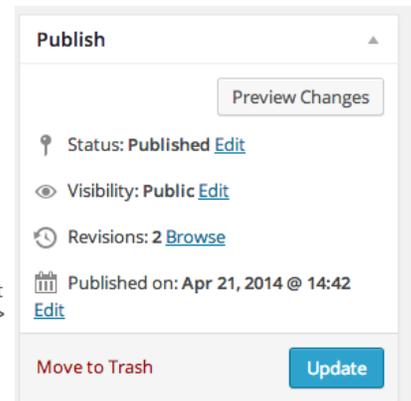
Posts list >



### Tags



Publish box >

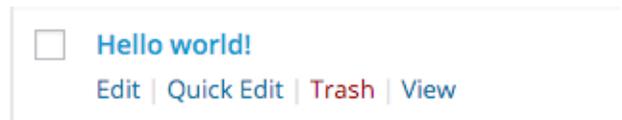


Adjust post date. Can have post in the future if needed. >

### Delete a News/Notice Post:

- ▶ Go to “Posts” in the side nav
  - Hover over the title link to the post you want to delete.
  - You will see options appear below the title.
  - Click on the red “trash” link.
  - That post is now in the trash and can only be restored if you click on the trash link, hover over the title of the post and click the “restore” link that appears below.

\*If you empty the trash the post will be gone.



**What is a “Bootstrap Carousel”?**

- A “Bootstrap Carousel” is the slideshow of images on your home page. You cannot add more images or take any images away. But, you can change the image, title, description and link.

ADD NEW

**Add Images to the Carousel:**

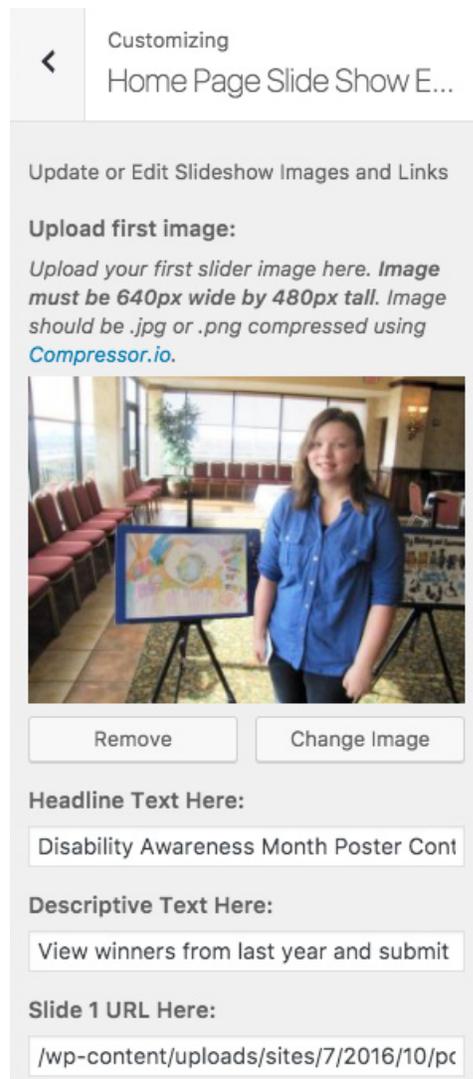
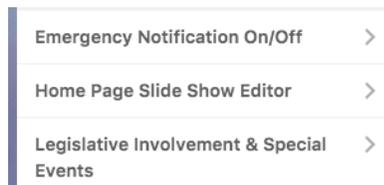
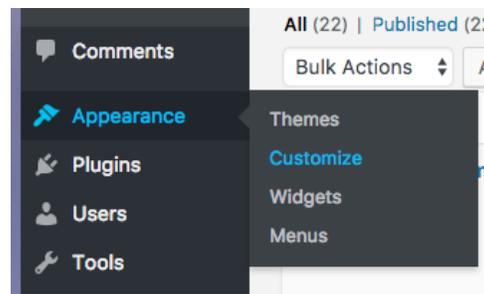
Click on “Appearance” in the left navigation and then select “Customize”

- Click on the button that says “Home Page Slide Show Editor” that is located on the left.
- You will see a list of options on the left and your homepage design on the right.
- First, upload a new image from your desktop or from the Media Uploader.
- Make sure the image is the appropriate size and orientation.
- Fill in descriptive alternative text in the “Alt Text” field.
- Once uploaded to the carousel you should see your image appear in the slideshow to the right.
- Next, fill in the title of the image in the Title field.
- Fill in some description text for the image in the Description field.
- Put a link in the Link field, this will make the image clickable and send a user to the right page that the image represents.
- Repeat until all the images are uploaded to the carousel.

**\*\*Note:** Make sure you are only uploading landscape oriented photos to the Carousel. Portrait oriented photos will not display correctly.

**\*\*Note:** Please take note of what size the image needs to be, this is listed on the Carousel page.

**\*\*Note:** When making a caption try to keep it to one sentence.



DELETE

**Delete an Image from the Carousel:**

Click on “Appearance” in the left navigation and then select “Customize”

- Click on the button that says “Homepage Carousel” that is located on the left.
- You will see a list of all your images and filled in fields on the left and your homepage design on the right.
- Remove an image by clicking on the “Remove” button or by clicking on the “Change Image” button and uploading another image in place of it.

**\*\*Note:** If you upload a new image or change the image in a slideshow please make sure to change the title, description, and link URI text too.

## What is a “Custom Area”?

- “Custom Areas” are portions of your homepage that are uniquely designed based off of your agency’s needs and wants. These may include programs, services, a section featuring your divisions, etc. Each custom area is different, but they will most likely feature a place to upload an image and change text or a link.

ADD NEW

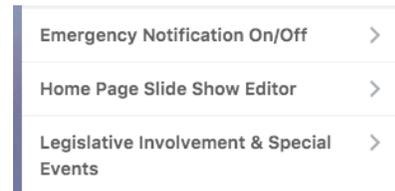
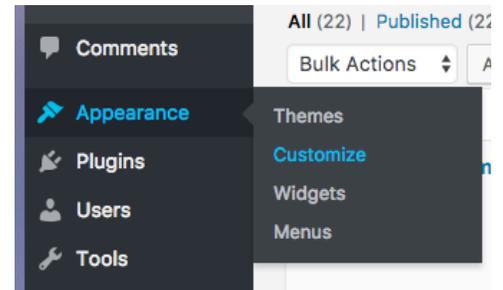
### Add Images to a Custom Area:

Click on “Appearance” in the left navigation and then select “Customize”

- Click on the button(s) that describe a feature of your homepage.
- You will see a list of options on the left and your homepage design on the right.
- First, upload a new image from your desktop or from the Media Uploader.
- Make sure the image is the appropriate size and orientation.
- Fill in descriptive alternative text in the “Alt Text” field.
- Once uploaded to the page you should see your image appear on the homepage to the right.

**\*\*Note:** Please take note of what size the image needs to be, this is listed on the Custom Area page.

**\*\*Note:** When making a caption try to keep it to one sentence.



UPDATE

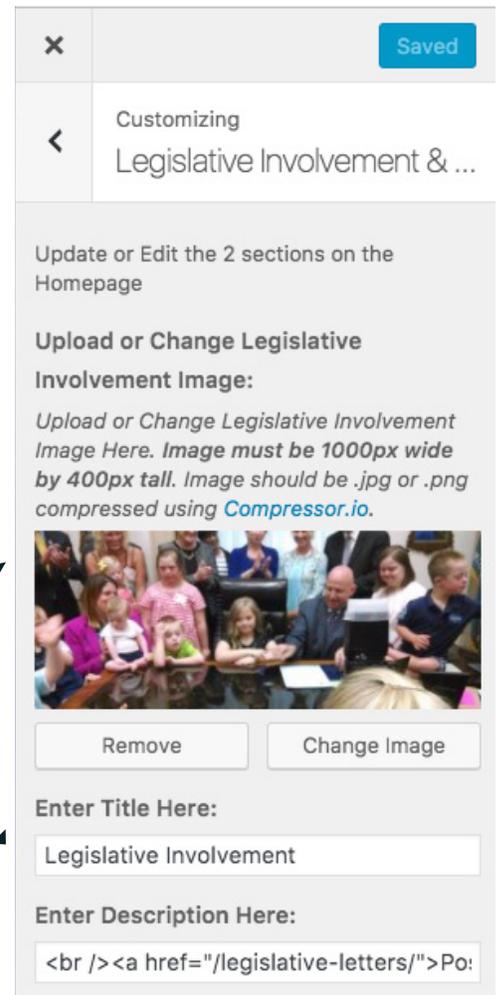
### Update Text in a Custom Area:

Click on “Appearance” in the left navigation and then select “Customize”

- Click on the button(s) that describe a feature of your homepage.
- You will see a list of options on the left and your homepage design on the right.
- Fill in a title for a section of the custom area in the Title field.
- Fill in some description text for a section of the custom area in the Description field.
- Put a link in the Link field, this will make the image/icon clickable and also may put a “Read More” link at the end of the section.

**\*\*Note:** Please take note of what size the image needs to be, this is listed on the Custom Area page.

**\*\*Note:** When making a caption try to keep it to one sentence.



ADD NEW

### Add Photos:

- ▶ Choose Gallery
  - Add Gallery/Images
  - Pick "Upload Images" Tab
  - Browse for images, select images (can be more than one) or drop & drag images.
  - Choose Gallery (from drop down menu)
  - Choose "Upload Images"

### Manage Gallery

Choose Gallery you want to edit.  
Here is where you can add titles & descriptions to the images. Choose "Save Changes" when complete.

### Add a New Gallery:

- ▶ Choose Gallery
  - Add Gallery/Images
  - "Add New Gallery" tab (should land on this first)
  - Add name of new Gallery
  - Choose Add Gallery button

(Note: this will appear in your drop down menu to add photos to but will not appear on the gallery page in the site until you do step 3 below.)

### Display a new Gallery on Page

#### ▶ Go to Pages

Choose "Photo Gallery" page  
Choose HTML Tab (not visual)  
Copy the code on the page:

```
<h3>Around Town</h3>
<div id="photos">[nggallery id=2]</div>
```

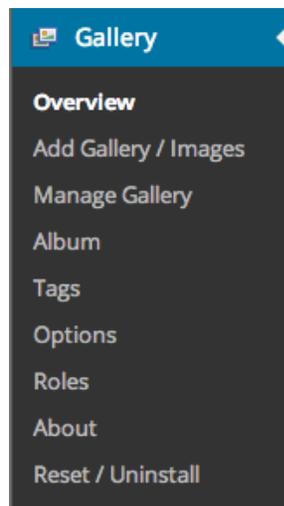
Then paste the code below the others  
Change the text between the <h3> & </h3> to the name you want...

```
Example <h3>Event Photos</h3>
```

Change the id number to the right gallery number (each has one assigned when created, you can view this in the categories section, but logically will go in order so next number will be 3)

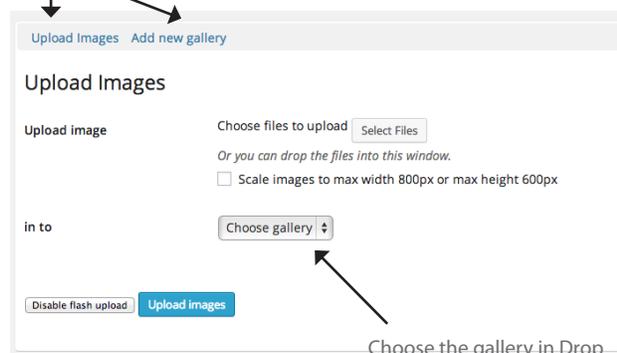
```
Example <div id="photos">[nggallery id=3]</div>
```

This will successfully start a new gallery of images on the page with the title of Event Photos which will pull the photos you just posted.



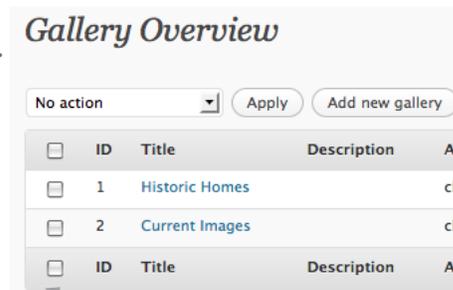
Gallery menu >

Add Images, Add Gallery

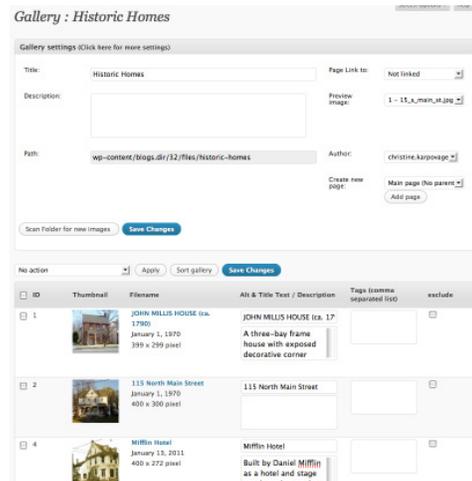


Choose the gallery in Drop Menu for uploading images

Overview >



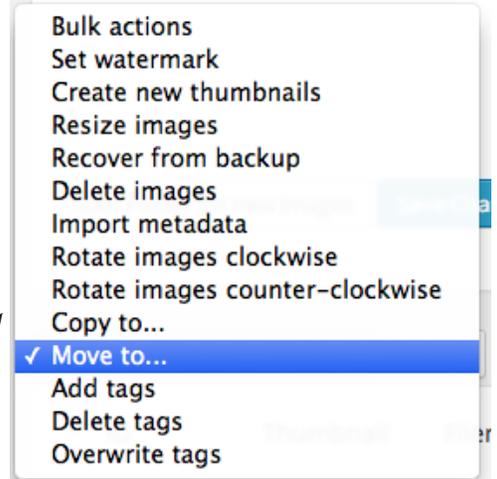
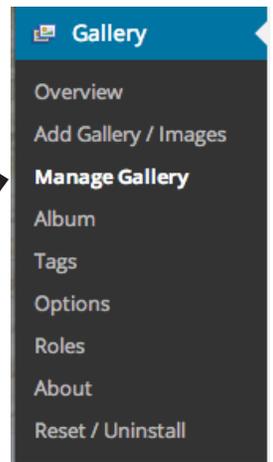
Gallery ID Number



Add titles, descriptions >

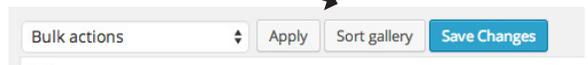
### Move an Image from one Gallery to Another:

- ▶ Under Gallery in the left nav select “Manage Gallery”
- Click on the gallery that has the image you want to move
- Click the checkbox next to the image you want to move
- From the drop down list you want to select “Move to”
- Click the “Apply” button that is next to the drop down
- A pop-up window will appear. Select the gallery you would like to move the image to.
- Click “Okay”



### Re-order Images in a Gallery:

- ▶ Under Gallery in the left nav select “Manage Gallery”
- Click on the gallery you would like to work with
- Click the button on this page that says “Sort Gallery”
- Drag and Drop the images in the desired order
- Click the “Update Sort Order” button



# Got Questions?

Look at this manual again to make sure your question is not already covered in the material.

If you still need more help let us know by emailing us at [gic@state.de.us](mailto:gic@state.de.us)