ACCESS IDAHO
AN NIC COMPANY

IDAHO

WordPress

Utilizing WordPress & Updating Your Website

3.2 USER GUIDE

Last Updated: 05/21/2019

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BENEFITS

By using the official templates built by Access Idaho, your website is fully responsive, meaning that it transitions from cell phone, to tablet, to desktop computer seamlessly.

- No confusing development, just simple drag and drop front-side editing is all you need to do.
- Add images, files, edit content, and new pages easily!
- Update the website on any computer, in any browser, at any time! All you need is your user name & password we provide to you & an Internet connection.
- WordPress is open source, which means no large software fee for you!
- Ongoing support for any questions/help you may need is provided locally by Access Idaho or the Office of Information Technology Services (ITS).

GETTING STARTED

User Name and Password

Your user name and password have been provided to you. Do not give your user name and password out to anyone else. If you need an additional user name and password for additional staff to update the website, please contact us (*creative@accessidaho.org* or *webmaster@idaho.gov*) and we will be happy to provide you with one.

What is Needed to Update a WordPress Website

- A computer
    - If using a Windows computer, it will preferably be running at least Windows 7. If your computer has an older operating system, you may have some issues viewing and updating the website in outdated browsers.
    - If you are using Internet Explorer as your browser, you must have at least **IE 10**, but preferably you will have the latest version downloaded, or use a different browser such as Chrome or Firefox.
- An Internet connection.
- Your user name and password to log in.

No other special FTP or code-editing software is needed to update your website. If you plan to do photo editing, we suggest you use Adobe Photoshop (*purchase or subscription required - contact www.its.idaho.gov/purchasing*) or download GIMP (*free*) - www.gimp.org/downloads

WHAT'S THE DIFFERENCE BETWEEN THE 2.1 & 3.0 THEMES?

- The v2.x theme uses Bootstrap version 3.3.x.
- The v3.x theme uses Bootstrap version 4.x.
- We've added many new features in the version v3 theme and will expand upon it from time-to-time.

HOW DO I KNOW WHAT TEMPLATE VERSION I AM USING?

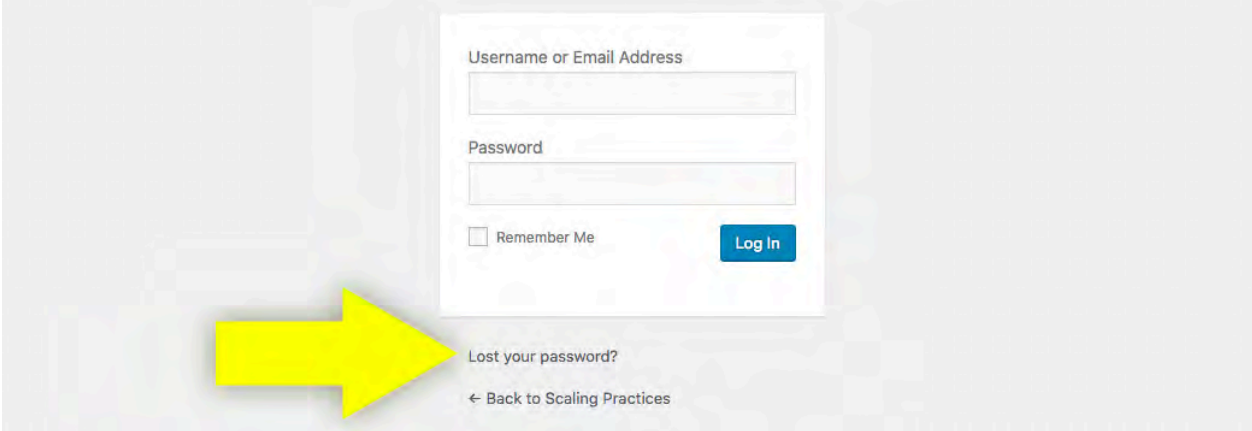
If your website is on the State's multisite server, you should see what version you are using at

1b • LOGGING IN & OUT

BEFORE YOU BEGIN *The screen shots throughout this guide are of an example website, while it may not look exactly like your website does, the basic functionality is the same and many of the features are the same, but there may be some slight differences. Follow the yellow arrows and text for an instructional guide to using your new website.*

HOW TO LOG IN

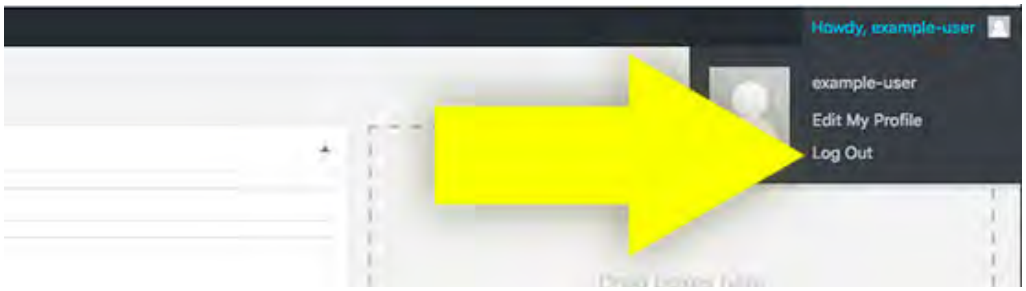
1. Go to your multi-site domain in any browser (Firefox, Chrome, or Internet Explorer) and click the Login link in the page footer as seen below, or simply type "wp-admin" at the end of your URL.
   Example: *https://multisite.idaho.gov/agency-name-or-abbreviation/wp-admin/*
2. Enter your user name and password that Access Idaho or ITS provided to you for your WordPress website.
3. If you forgot your password, click "Lost your password?" and enter the email you use for the website (most likely your state or work email address).



Do not share your user name and password with others. If you have additional staff that needs access to update the website, contact Access Idaho or ITS and we will gladly set up additional user names and passwords for you.

HOW TO LOG OUT

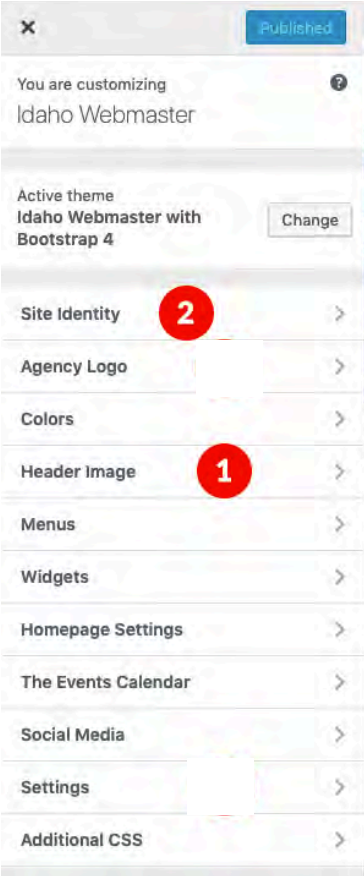
1. In the top right corner you will see "Howdy *Your User Name*"; hover over this and you will see a link to log out. Click this link.



SECTION 2 - CUSTOMIZE YOUR SITE
2a • MODIFYING THE WEBSITE HEADER

Your website's header area has four sections that are customizable to a certain extent: the background image (1), the Agency name (2), the Agency logo (3) and the search box (4).

Each of these areas can be easily customized from the back-end by going to **Appearance > Customize**. Once loaded, you should see a menu on the left-hand side of the screen similar to the one shown here to the right. ***NOTE:*** *these areas are not movable from the locations illustrated above.*



CHANGE HEADER BACKGROUND

1. Click on "Header Image" in the menu **1**
2. This will reveal an area that shows the current header and has a button to allow you to upload a new image or even hide the image entirely if you would rather have a blank background. Be sure to read the instructions in that section to answer any additional questions you might have.
3. Then click the blue "Publish" button to save.

AGENCY NAME

1. Click on "Site Identity" in the menu **2**
2. This will reveal an area that has an input box called "Site Title" where you enter the name of your Agency as you would like it to appear.
3. The tagline is optional and the text entered in this area will appear in italics above the Agency Name you entered
4. Then click the blue "Publish" button to save.

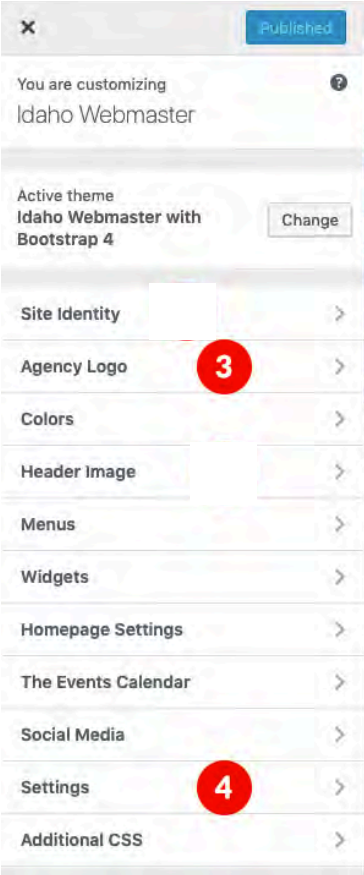
CONTINUED

2a • MODIFYING THE WEBSITE HEADER

AGENCY LOGO

1. Click on "Agency Logo" in the menu 3
2. This will reveal a place to upload/change the agency logo image or remove it entirely. ***IMPORTANT**: remember to enter ALT text for the agency logo to stay 508 compliant.*
3. Then click the blue "Publish" button to save.

NOTE: *The agency logo cannot replace the Idaho logo.*



SEARCH BOX

1. Click on "Settings" in the menu 4
2. To have a search box on your website you will need to be sure to have the "Google Custom Search ID" filled in with your ID number. You can find or set up your Google Custom Search ID at *https://cse.google.com* (If you need further assistance getting a GCS ID number, please feel free to contact us).
3. Once filled in and saved the search box will appear.
4. If you would like to hide the search box once enabled, simply check the "Disable search filed" checkbox.

NOTE: *If you have created a new Google Custom Search and would like the ads from the search results page removed, you can complete the following form once your search is being used in production: https://bit.ly/2TYHPLE*

IDAHO LOGO

This graphic is available in either white or black formats.

1. To change it, click on the "Settings" menu item 4
2. Look for the checkbox labeled "Use Black Logo"
3. Then click the blue "Publish" button to save.

2b • MODIFYING THE WEBSITE FOOTER

Your website's footer area has two different formatting options that you may choose from, either a two-column footer or a three-column footer. Each are illustrated below.

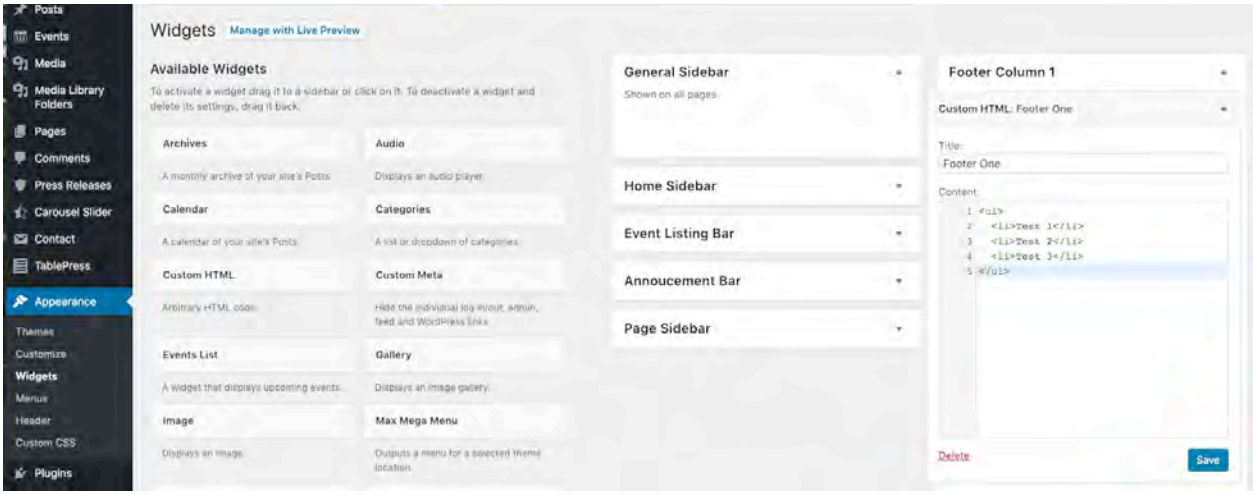
TWO-COLUMN FOOTER EXAMPLE

THREE-COLUMN FOOTER EXAMPLE

To modify between the choices, go to **Appearance > Customize** and then choose "Settings" from the menu that loads. Then use the drop-down found in the "Footer Layout" section. Don't forget to click the blue "Publish" button to save.

FOOTER COLUMNS

Within the Footer area, the middle area ('Footer One', etc. above) are controlled via widgets. Any available Widget found under **Appearance > Widgets** can be dragged and dropped into the numbered "Footer Column" boxes found on that screen. This is what controls what content appears there. *Although you are able to put more than one Widget within each Footer Column, you do want to be judicial about how many are there as it will extend the height of your footer area visually.*



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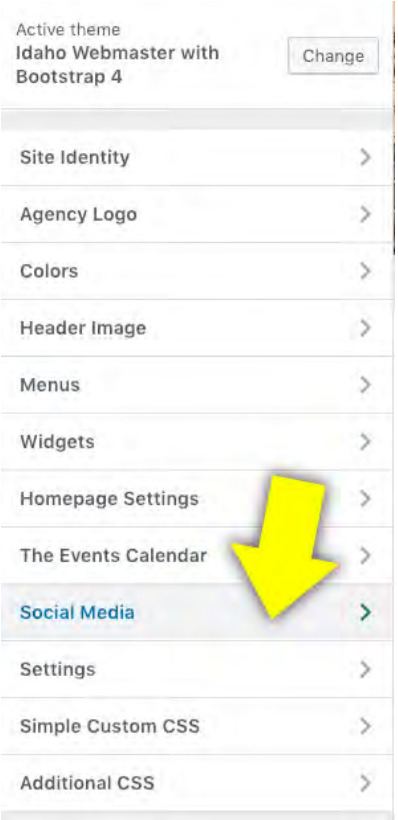
SOCIAL MEDIA AREA

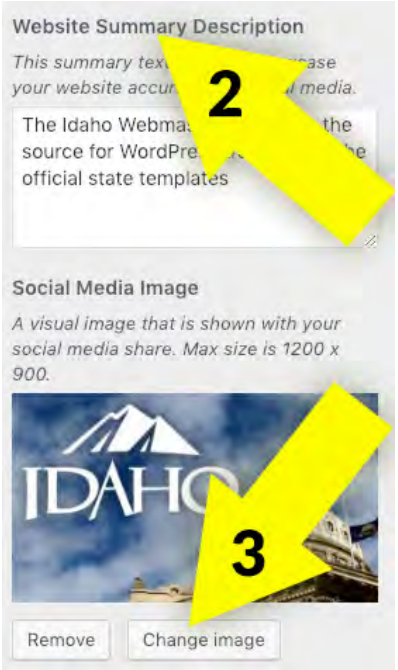
Certain social media pages you would like to showcase on your site can be modified by going to **Appearance > Customize** and then choosing "Social Media" from the menu.



1. Enter the various social media IDs (not the entire web address) into the requisite input fields. Each field that is filled in will display its corresponding logo and be linked to your social media page.

Currently, the social media accounts configurable include Facebook, Twitter, Instagram, Flickr, YouTube, an RSS feed, and a general Email Contact.

2. For good Search Engine Optimization (SEO) purposes, be sure to fill in the "Website Summary Description" box with brief information about your Agency/website.
3. Upload a "Social Media Image". This image is what appears when people do searches for your site and/or link to your social media page.



The very bottom row of links (pictured below) are not configurable or removable as they are mandated by State policy to appear on all State websites.

2c • MODIFYING THE COLOR THEME

The v3 template comes with three predefined color choices which change various aspects of the visual look of your website. To modify the color theme, go to **Appearance > Customize** and then choose "Colors" from the menu. This will reveal a drop-down with the three choices available and illustrated below.

CLASSIC COLOR THEME

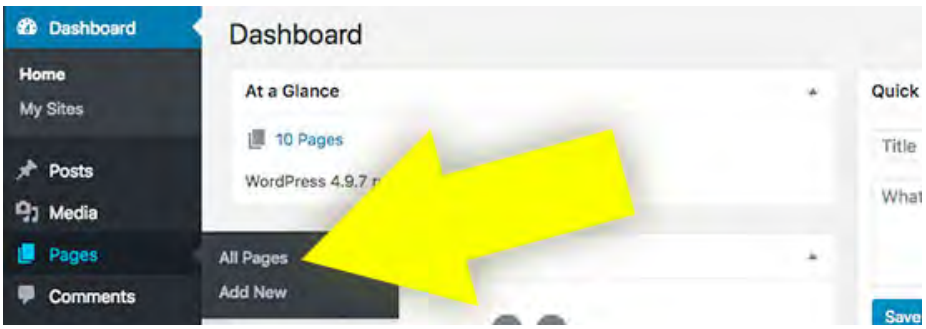
MODERN COLOR THEME

NATURE COLOR THEME

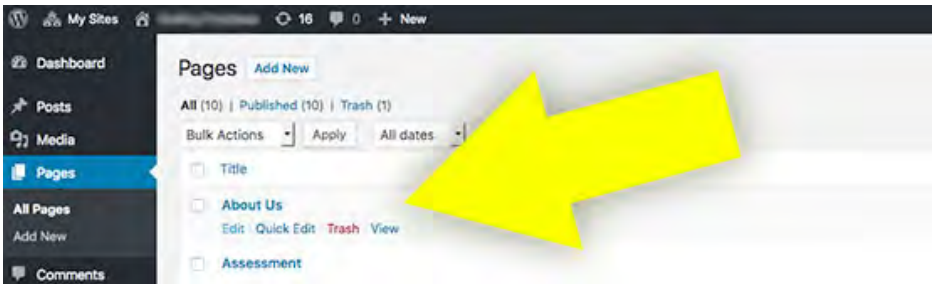
If you want to further customize the color choices for the various elements showcased to the right, you can modify each one by going to **Appearance > Customize** and then selecting "Colors".

From there, under the section you want to modify, click the "Select Color" button and choose your appropriate color. Once you've made all your selections don't forget to click the blue "Publish" button to save your choice(s).

You are able to edit any content in the main body section of the page. Editing the content may consist of any of the following: editing text on the page, uploading new images or files, etc. To edit a page, hover over "Pages" in the side menu and click "All Pages".



This will take you to the full list of all of the pages on your website (listed in alphabetical order by default). From here you can click on the page you wish to edit.



EDIT CONTENT

There are multiple page-editing widgets available. Older or custom sites may not use the same page editor as pictured in the examples below. If this is the case, please feel free to contact Access Idaho for assistance.

After clicking edit, you will typically either see the Visual or Text editor. The Visual is very similar to Microsoft Word, where you have the options to change text size, use spell-check, copy and paste, underline text, etc. The text editor is for the advanced editors that prefer to update the website in the HTML markup.

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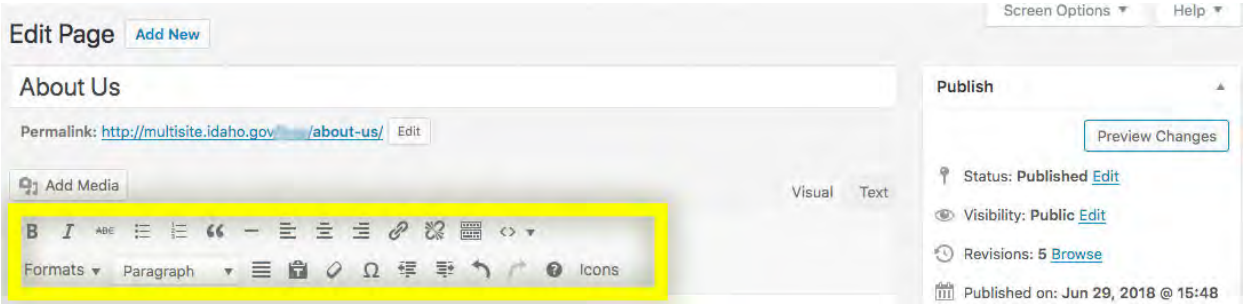
VISUAL "CLASSIC" EDITOR

The visual editor provides a semi-WYSIWYG (What You See is What You Get) content editor that allows you to easily create, edit, and format your blog content in a view similar to that of a word processor.

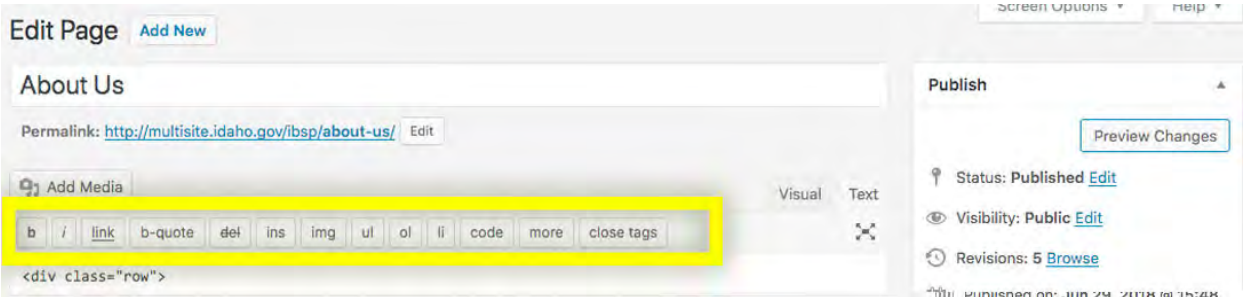
This is the default editing mode of WordPress before version 5, but if it does not appear to be enabled, you can select the Visual tab in the top right corner of the editor area, as depicted below.



If you hover over the buttons in your browser with your mouse and pause over the button for a moment, a tool tip will appear letting you know what the button does.

TEXT "CLASSIC" EDITOR

For the advanced users that want to edit the HTML code.



GUTENBERG EDITOR

The new Gutenberg editor (introduced with WordPress v5) is block-based, which means each bit of content you add into your page (paragraphs, images, galleries, quotes, etc.) are treated individually. These blocks can be moved around and modified with settings specific to each block. While these elements were all available in the old visual editor, they are now all a little more dynamic and easier to work with.

Let's get a bit more familiar with the Gutenberg Editor. The main difference between this editing interface and the "classic" on is the input area with different blocks for various kinds of content type.

Currently, there are two ways to insert blocks into your posts and pages. At the top of the

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page there is a tool-bar with a (+) icon (#2 in the illustration below). Clicking this will pop open a box where you can search for blocks and insert them. There is also a block inserter shown when you click above, below or in-between blocks already in your editor.

The illustration above pin-points various areas within the Gutenberg interface:

#1 is where you can add the title to your post or page.

#3 are the undo/redo buttons, which allow you to move forward as well as backward and thus helps to edit the contents easily.

On the right side of the screen you'll notice a new sidebar called the Inspector that has been added. This sidebar holds the settings for your page as a whole, as well as individual block settings. All of the page-level options such as categories, tags, featured image and post attributes are now available in the Document view of the sidebar.

#4 is the Settings area that includes options that are similar to that of the Classic Editor. From here, you can add the featured image, tags, categories, visibility type and much more.

Block settings can be viewed by clicking inside any of your blocks and then clicking the Block settings tab at the top of the sidebar. Some blocks may automatically show the block settings when you click inside the block.

#5 is the block section on the Settings area that displays relevant setting options as you select an individual block. Each block type can have their own distinct setting options available.

#6 are the buttons that allow you to preview and publish your post/page.

As you click on the plus button (#2), a window will be opened where four tabs are displayed as well as a search box. Each tab holds various block types based on their category. The

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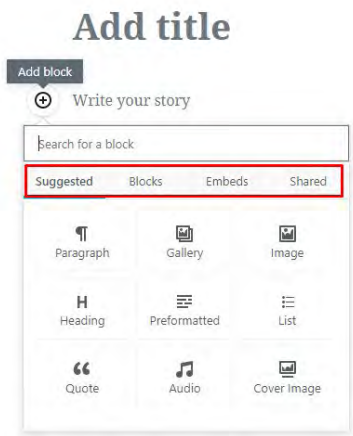
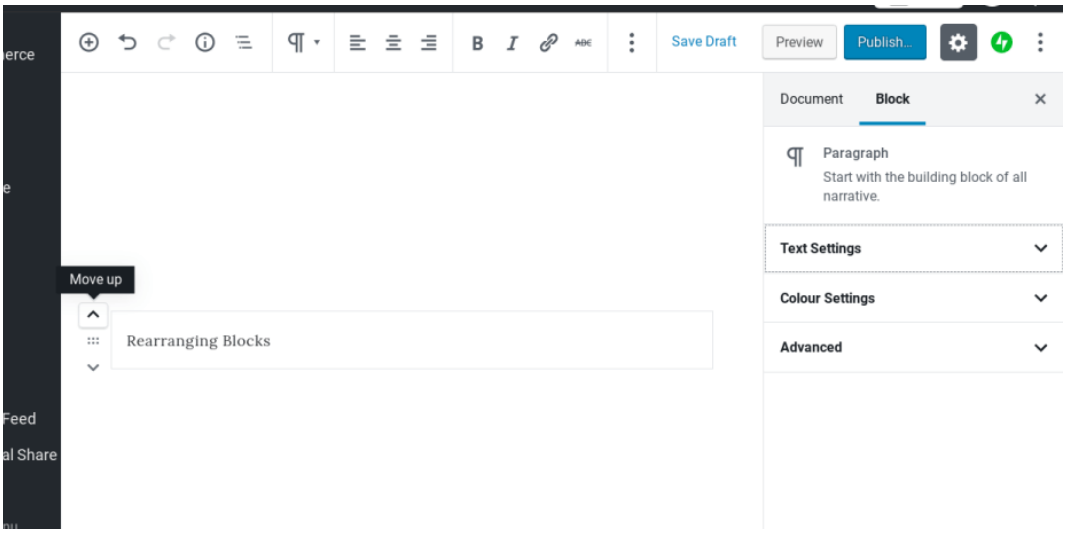


Suggested/Recent tab will how just what is says -- any tabs you've recently used. The Blocks tab is where you will find all the available and common blocks that you might require. The blocks in this section are further divided into four categories: common block, formatting, layout and widgets.

The Embeds tab is where you can select the blocks for embedding various audio, videos and other content from various social media platforms and popular websites.

Another easy-of-use feature of Gutenberg is that you can easily rearrange your blocks: when you hover over the block you'll see an up/down arrow on the left-side of the block. Just click it and drag the block to your preferred location.

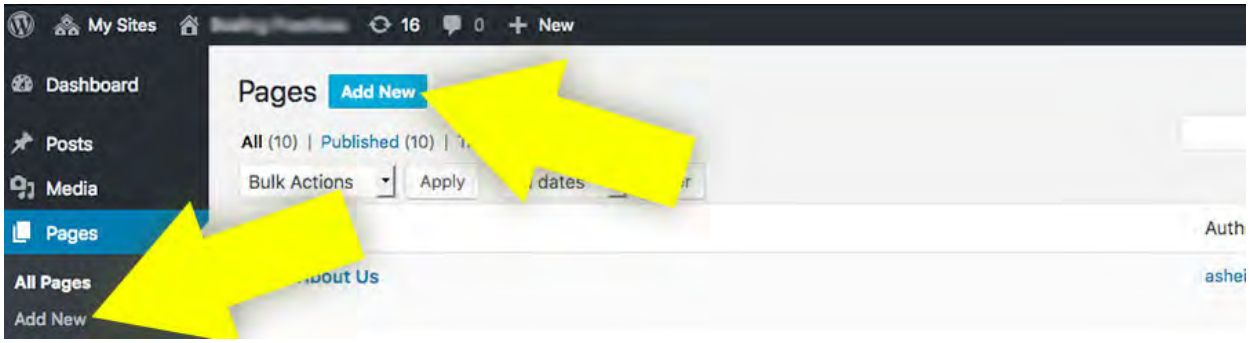


When you click on some blocks, you'll see an inline tool-bar that lets you modify certain block settings such as alignment, image editing, formatting and more. The options shown will depend on the options defined by the block.

ADD A NEW WEB PAGE

Once you are logged in to the website, there are multiple ways that you can add a new page.

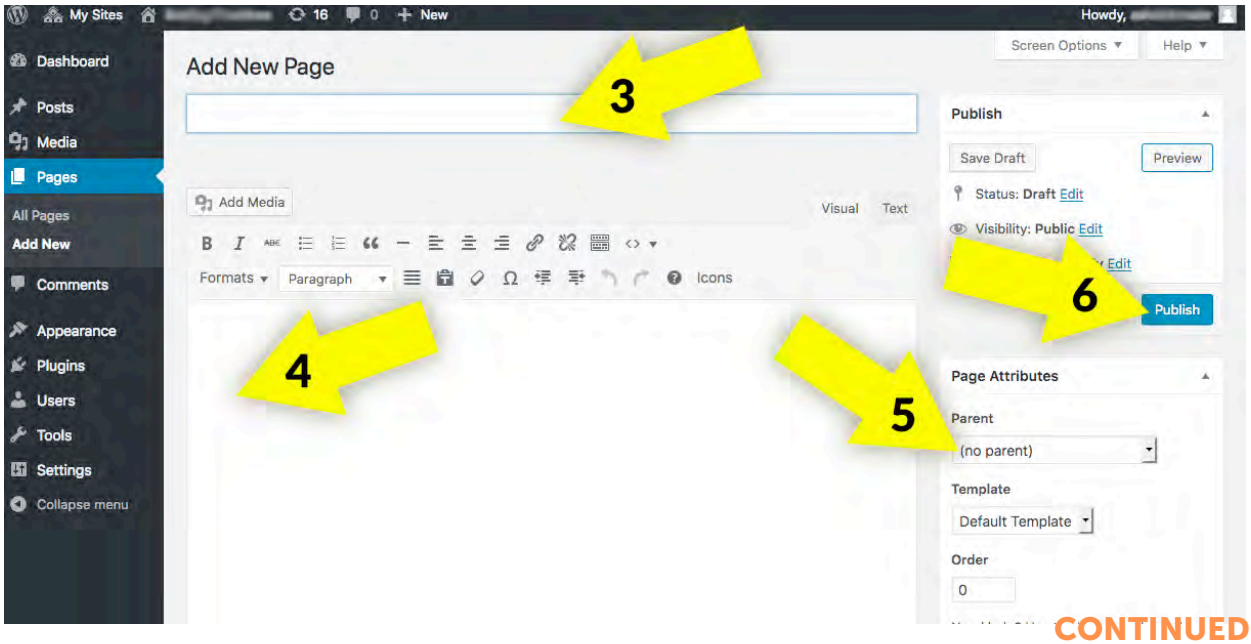
1. Click on "Pages" in the left menu
2. Click on the "Add New" button at the top of the pages page, or click on the "Add New" link in the left menu.



CLASSIC EDITOR METHOD

3. Enter the page title. Be sure to keep the title specific to the contents of the page. The title you enter is what will be used to create the name of your new web page, so it needs to be specific and clear as you will be linking to it later in this guide.
4. Type in or copy and paste the contents of the web page.
5. If you are adding a page to an existing section, choose that section under the Parent menu. ***NOTE: Do not list your home page as the parent item. This is used to make a clear breadcrumb path for your user to navigate.***
6. When you are ready to publish the page, click the blue "Publish" button.

NOTE: We will cover how to add an image or a file to the page in Section 3c. We will cover how to add the new page you create to the menu in Section 3f.



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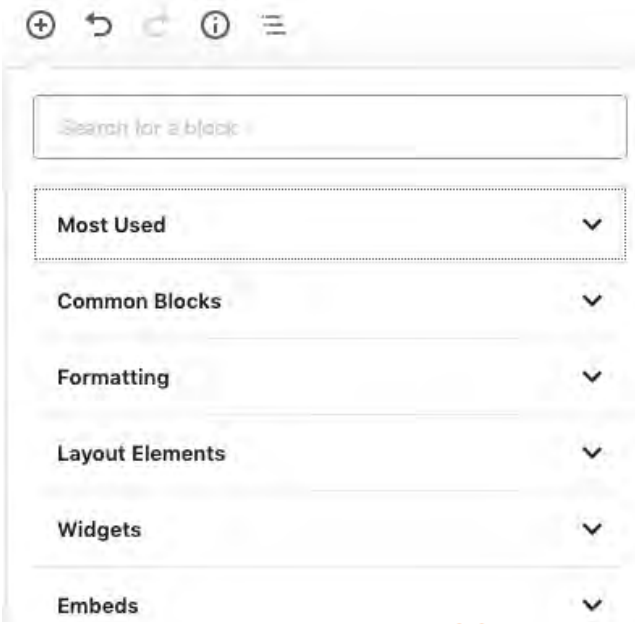
GUTENBERG EDITOR METHOD

1. Enter the page title. Be sure to keep the title specific to the contents of the page. The title you enter is what will be used to create the name of your new web page, so it needs to be specific and clear as you will be linking to it later in this guide.
2. Type in or copy and paste the contents of the web page.
3. Click the '+' when you're ready to add additional blocks to your content area.

4. The Blocks insertion area is where you can find all available options that can be displayed on your page: from basic paragraph text to embedded videos. The Blocks insertion dialog categorizes all the various blocks into their functionality.
5. Each block can have a number of options available for it. it. Be sure to click on the "block" tab within the editor's sidebar to see what options are there.
6. When you are ready to publish the page, click the blue "Publish" button.



NOTE: We will cover how to add an image or a file to the page in Section 3c.

We will cover how to add the new page you create to the menu in Section 3f.

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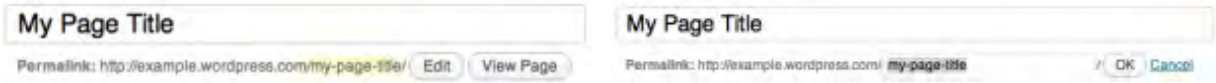
PAGE TITLE AND PERMALINK URL

The Title and URL of a page are related by default. When you initially type the title of your page, the page slug (used in the permalink/URL) is automatically created.

The page slug is the part of the URL between the last two forward slashes. When the default page slug is created, all letters will be converted to lowercase, spaces will be exchanged with dashes, and any special characters will be removed.

CLASSIC EDITOR - top of editor page



For the Classic Editor, you can modify the page slug by clicking the Edit button next to it. When you're finished editing, click OK. After you are done making your changes don't forget to click the Update button to update the page and save these changes.

GUTENBERG EDITOR - editor sidebar

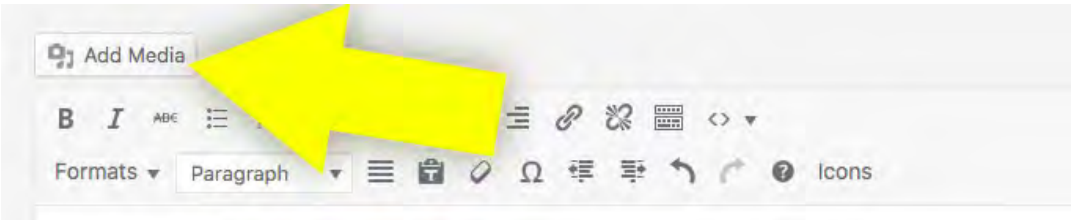
For the Gutenberg Editor, you can modify the page slug by clicking the "Permalink" section in the editor's sidebar to display the URL input box. When you're finished editing, click the "Update" button.

This is especially handy if, for example, your page title is very long, but you would like a URL that people can remember more easily.

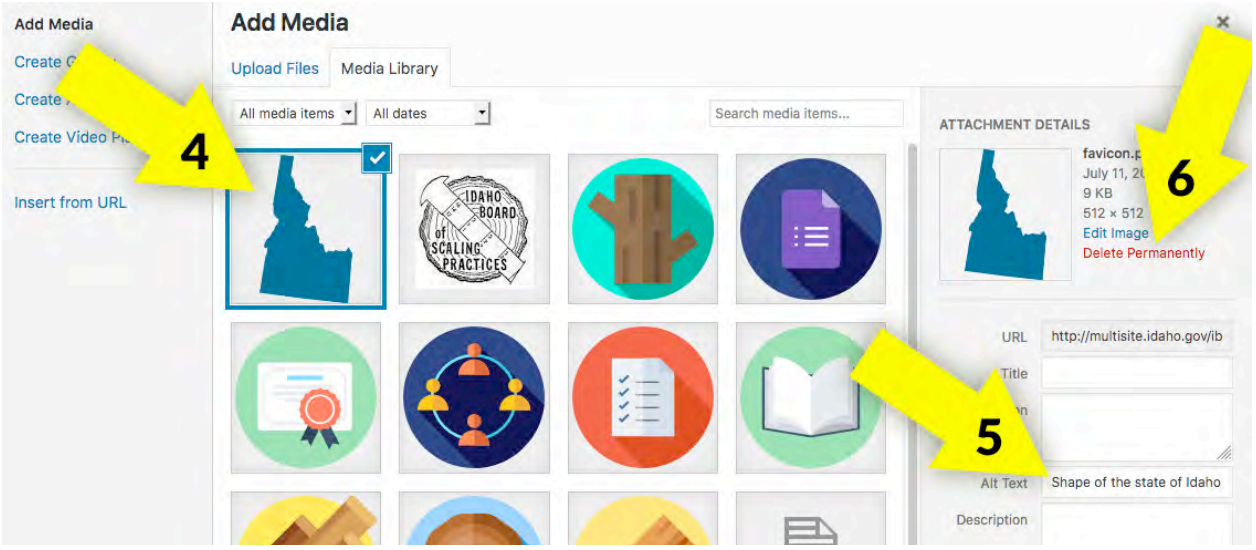
CLASSIC EDITOR - UPLOAD IMAGES FROM YOUR COMPUTER

Be sure you are in "edit" mode on the page you wish to add the image to.

1. Place your cursor where you want your image to appear.
2. Click on the "Add Media" button.



3. In the "Upload Files" Tab, you can either drag an image from you computer here or click the "Select Files" button to browse for where you saved the image you wish to upload on your computer.
4. Once you have uploaded an image, it will automatically take you to the Media Library tab and your picture will be selected. Before you insert the image into the page it is **VERY IMPORTANT** to add Alt Text to the image.
5. To add Alt Text to an image, you will type a short description of what the image is showing in the Alt Text field on the right. Entering alternative text for images allows your site to meet certain 508 compliance standards, more specifically, if a user is viewing your website with a screen reader and cannot see the image, the screen reader reads the alternative text attached to the image to let the user know what is on the page.
6. You can also edit or delete the image permanently. If you wish to crop, rotate, or flip the image you uploaded click the edit button. ***NOTE:*** *This editor will not automatically make the file size of the image smaller.* If you upload a large image and it loads very slowly on the web site, you should optimize it by opening it from the Media Library and the clicking the "Smush" button. If you replace an image with a newer one, you will want to use the "Delete Permanently" link to remove the old image you updated.



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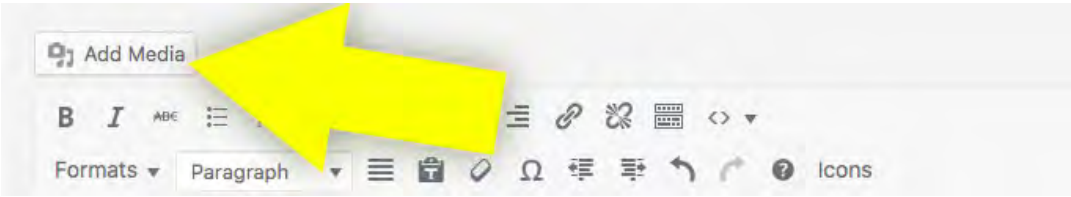
7. To insert the image into the page where you cursor is, click the blue "Insert into page" button.

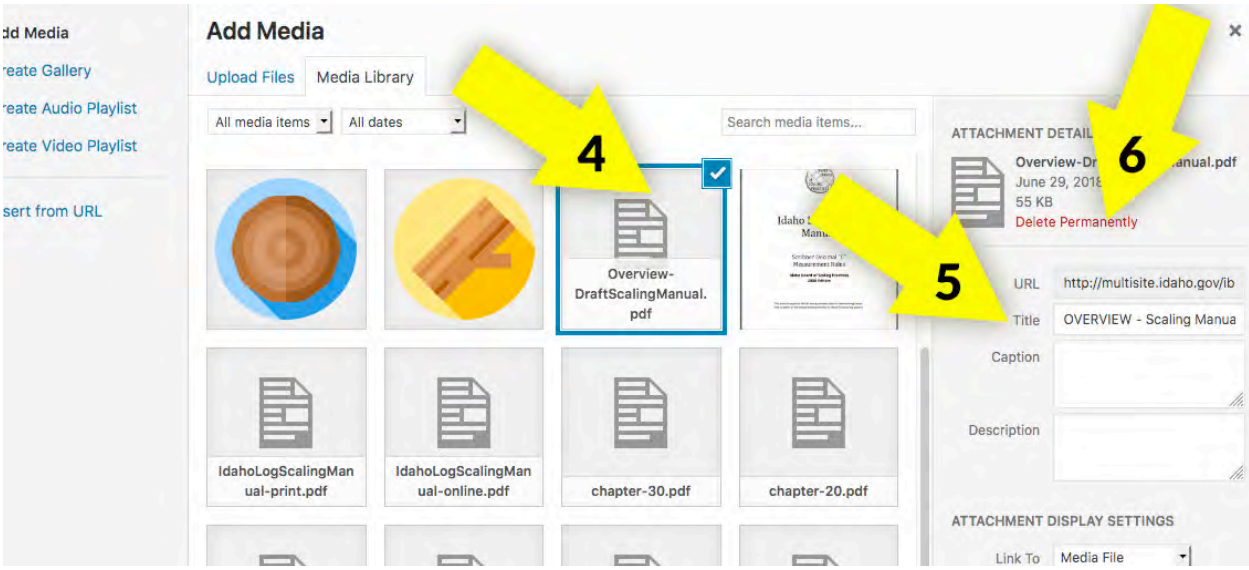
UPLOAD DOCUMENTS/FILES FROM YOUR COMPUTER

Similar to uploading an image, you will need to be in "edit" mode on the page you wish to add the document/file to.

1. Place your cursor where you want your document to appear.
2. Click on the "Add Media" button.



3. In the "Upload Files" Tab, you can either drag the file from you computer here or click the "Select Files" button to browse for where you saved the file you wish to upload on your computer.
4. Once you have uploaded a file, it will automatically take you to the Media Library tab and your document will be selected.
5. Before you insert the document into the page, you can change the title of the document to what you would like to appear as the link that user will click on.
6. You can also delete the document permanently. If you replace a file with a newer one, you will want to use the "Delete Permanently" link to remove the old file you updated.



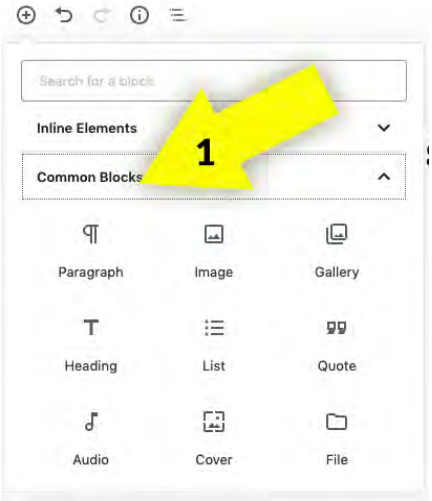
CONTINUED

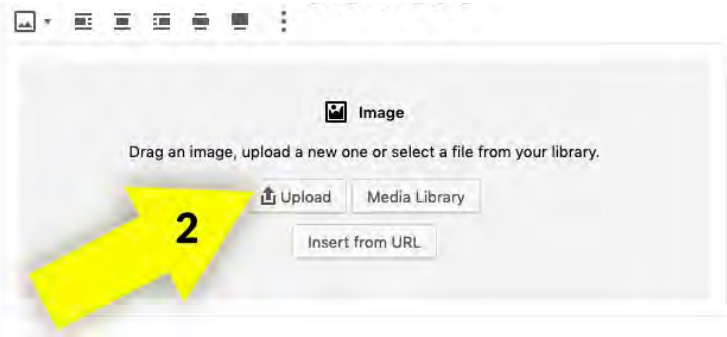
7. To insert the file into the page where you cursor is, click the blue "Insert into page" button.

GUTENBERG EDITOR - UPLOAD IMAGES FROM YOUR COMPUTER

Be sure you are in "edit" mode on the page you wish to add the image to.

1. Place your cursor in the section where you want your image to be placed and a "+" should appear off the left-hand side. Click on it to bring up the block insertion dialog. From there, scroll to "Common Blocks" and then choose "Image".

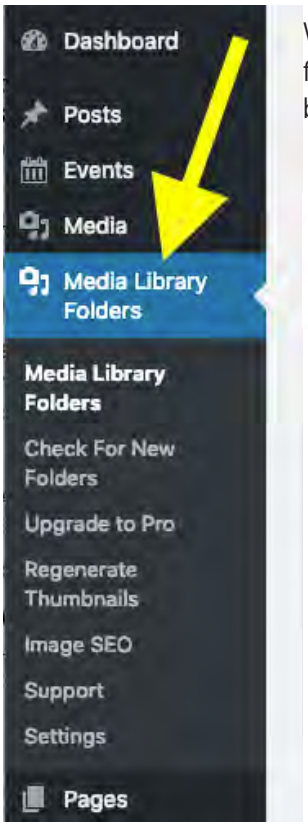




2. Next, the Image selection dialog will appear. From there you click the "Upload" button and follow the prompts to add your image.
3. The image will be automatically inserted into your page at the position you choose.
4. The sidebar block options should have appeared as well. It's here that you can set the Alt text, fine-tune image dimensions, as well as add a link to the image, if applicable.

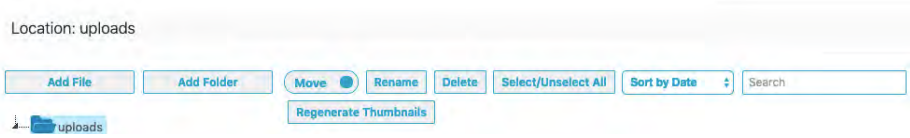
3d • USING THE MEDIA ORGANIZER

The standard WordPress media section doesn't allow for much organization capabilities so we've enabled a Media Organizer that will be of particular use to those with a large media library, or who like to keep things as organized as possible.



Within the Media Library Folders section you can create folders, add files, move/copy files between folders, rename files, delete files, sorts by name of file or date of upload and even regenerate the thumbnails.

MEDIA LIBRARY ORGANIZER OPTIONS



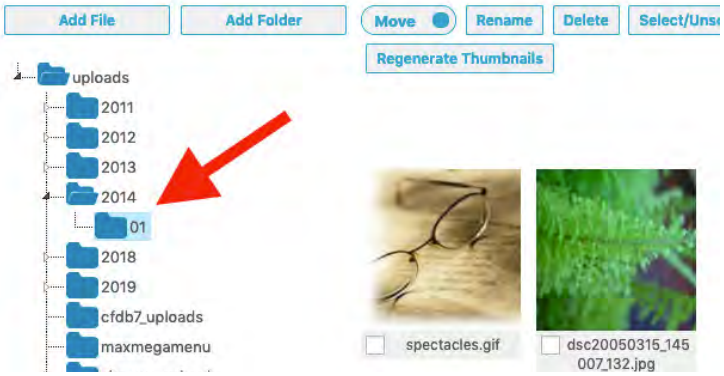
ADD FILES / FOLDERS

To add a new file or folder simply click the respective button. If you want to create the new file/folder within an already existing folder be sure to navigate to and highlight that particular folder first from the structure tree on the left. Once clicked an upload section will appear. Simply fill out the various inputs and click the button to save.

IMPORTANT: be sure to fill out the "Image ALT" text fields for 508 accessibility compliance.

MOVE / COPY FILES OR FOLDERS

First toggle the move/copy button to the correct selection, then navigate to the particular folder and click it to highlight. This will cause all the images within that folder to appear. Simply check all the images you wish to move/copy and then drag and drop it to the folder in the tree where you want them to be moved/copied to.



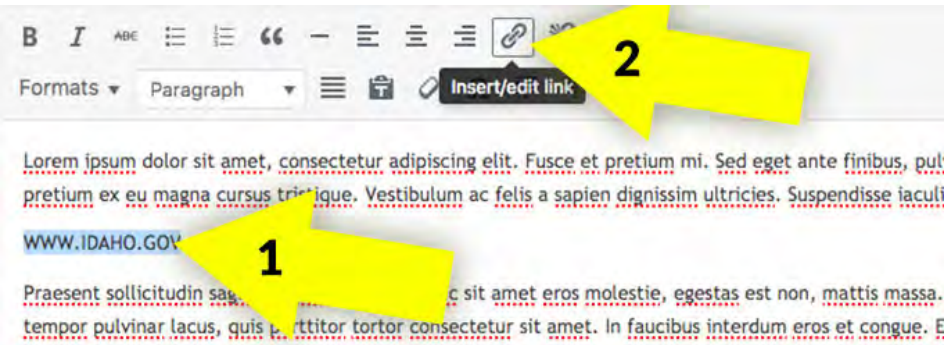
The Media Organizer will take care of updating all the links to those images within your site automatically.

3e • ADD EXTERNAL & INTERNAL LINKS

EXTERNAL LINK

Be sure you are in "edit" mode on the page you wish to add the link to.

1. Highlight the text or image you wish to add the external link to.
2. Click the link button that shows for the Editor you're using.



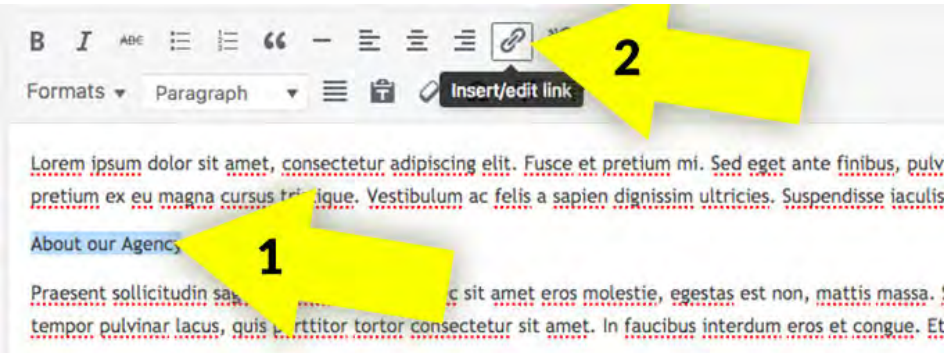
3. Type or paste the URL you want to link to in the box that appears.
4. If you would like the link to open in a new tab in the user's browser when they click on it, click the gear icon and in the new box, click the "Open link in a new tab" check box.

Instructions to link to an internal page from your website on next page.

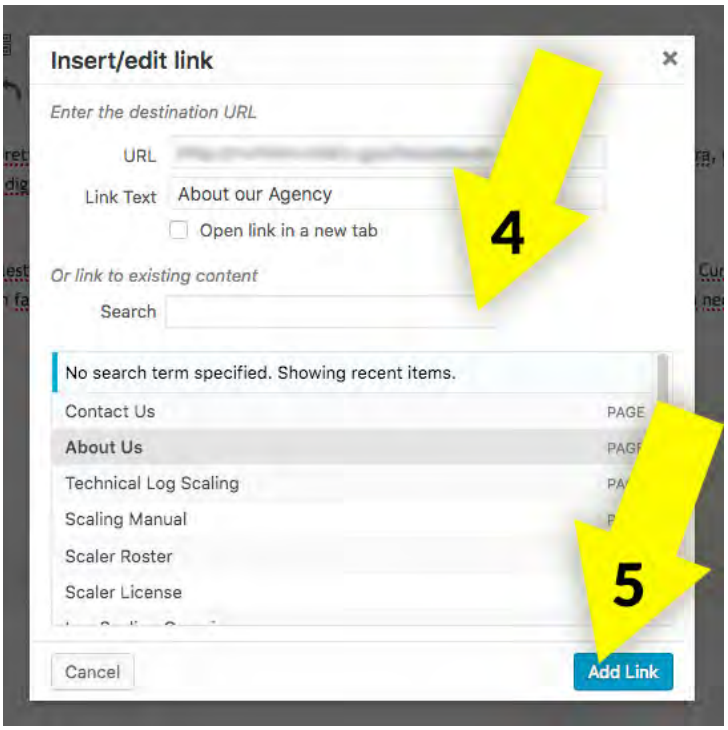
CLASSIC EDITOR - INTERNAL LINK

Be sure you are in "edit" mode on the page you wish to add the link to.

1. Highlight the text or image you wish to add the internal link to.
2. Click the link button in the visual tool-bar.
3. Click the gear icon in the box that pops up.



4. In the new box that appears, you can search for the internal page you want to link to or scroll down the list and select it.
5. Click the blue "Add Link" button to add the link to the text on the page.



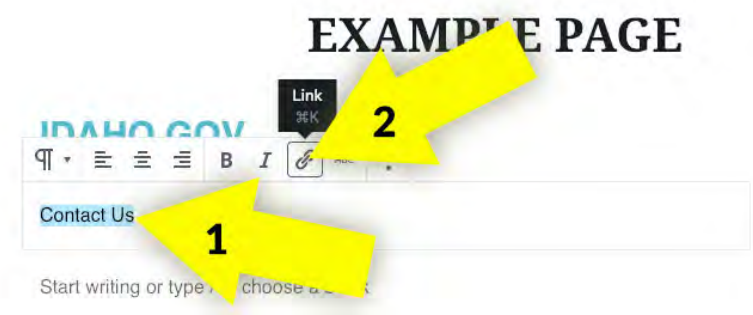
CONTINUED

3e • ADD EXTERNAL & INTERNAL LINKS

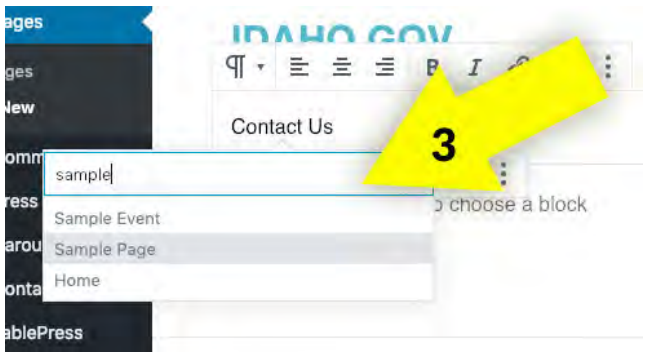
GUTENBERG - INTERNAL LINK

Be sure you are in "edit" mode on the page you wish to add the link to.

1. Highlight the text or image you wish to add the internal link to.
2. Click the link button in the tool-bar that appears.



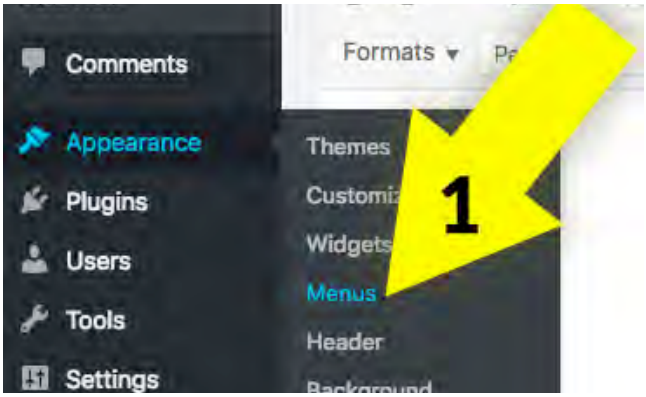
3. Start typing the title/name of the page you want to link to and it should be populated in a dropdown. Choose the appropriate page.



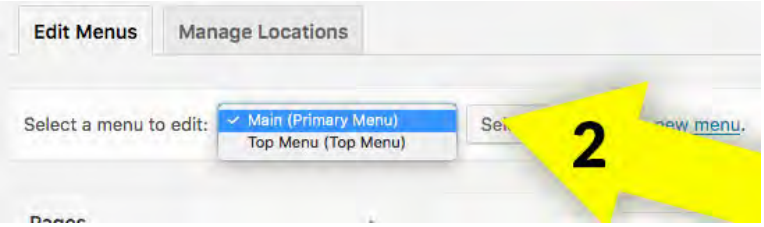
4. The link the page will appear in the input field. Finish, by clicking the arrow symbol.

ADD AN INTERNAL PAGE TO THE MAIN MENU

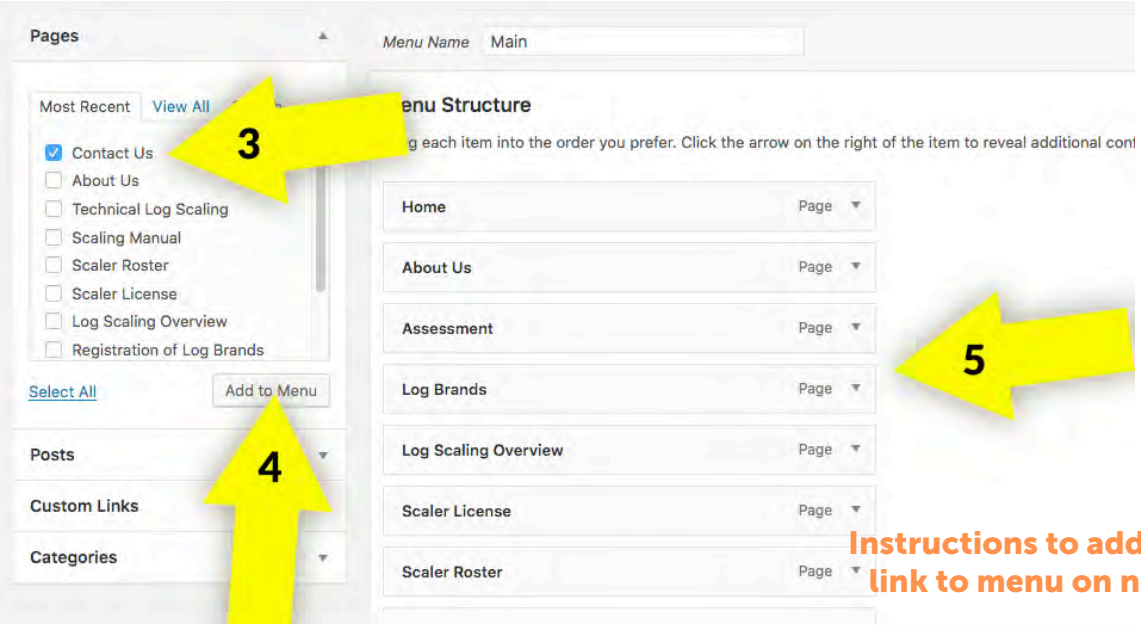
1. Hover over Appearance in the left menu and click "Menus".



2. You may have multiple menus on your website. To edit the main menu, select the "Main (Primary Menu)" from the drop-down box and click the gray select button.



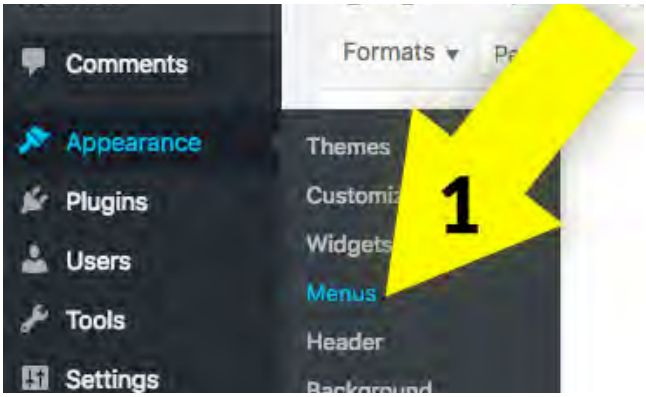
3. In the left column, you can select the page(s) you want to add to the menu.
4. Click the "Add to Menu" button.
5. You can click and drag any of the menu items to re-order the menu.
6. Click the blue "Save Menu" button when you are complete.



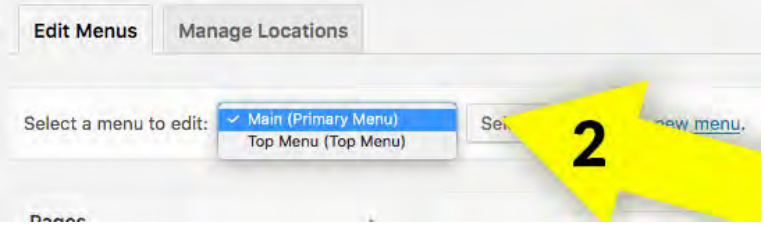
Instructions to add external link to menu on next page.

ADD AN EXTERNAL PAGE TO THE MAIN MENU

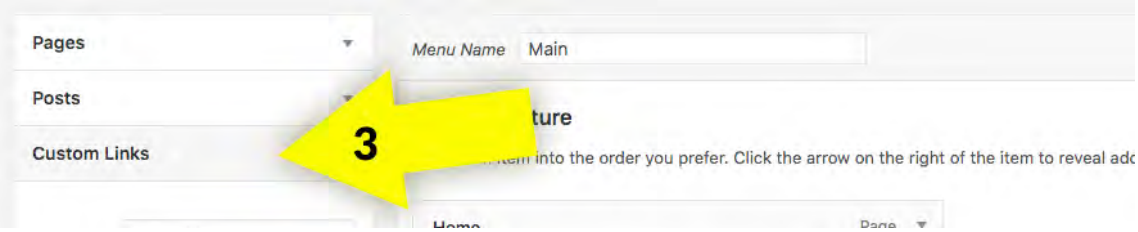
1. Hover over Appearance in the left menu and click "Menus".



2. You may have multiple menus on your website. To edit the main menu, select the "Main (Primary Menu)" from the drop-down box and click the gray select button.



3. In the left column, click on "Custom Links".



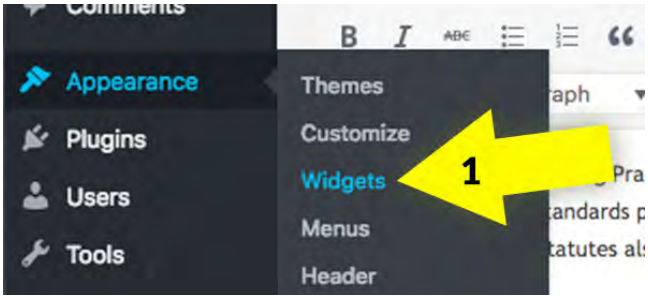
4. In the URL field, you can type or paste the URL of the external link you want to add to the menu. Type the text you want to appear in the menu ion the Link Text field .
5. Click the blue "Save Menu" button when you are complete.

3g • EDIT/MODIFY THE NOTICE BAR

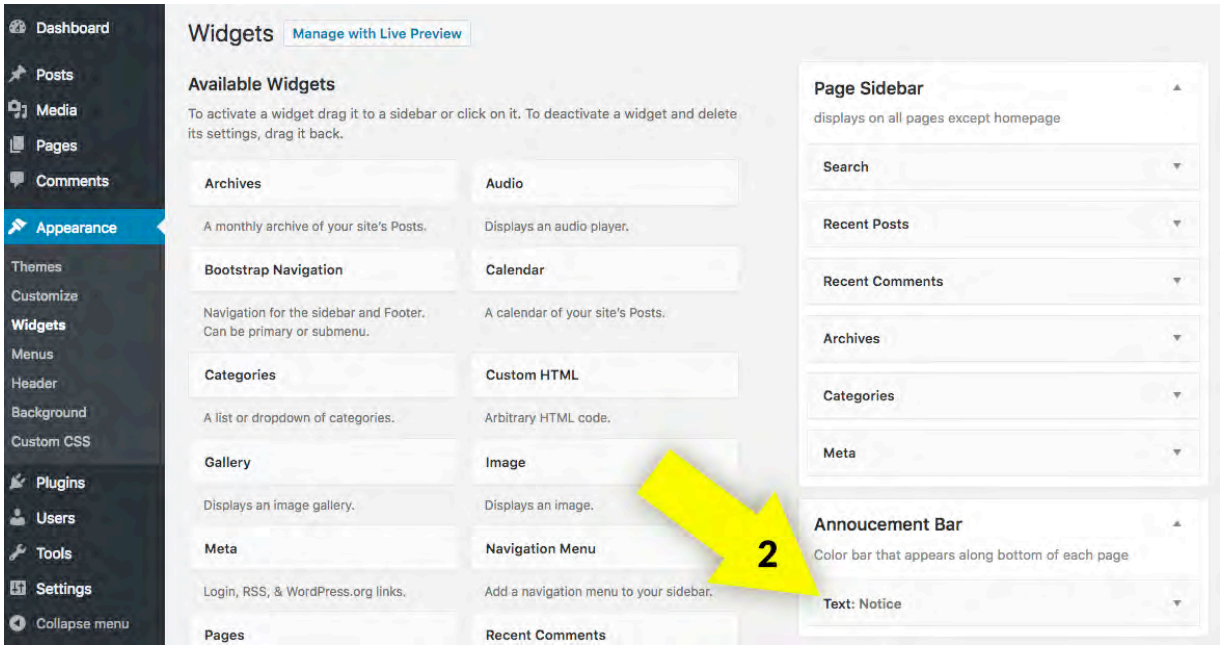
UPDATE THE NOTICE BAR

NOTE: *Not every website has the notice section, if you do not have a colored bar above your footer you can skip this section.*

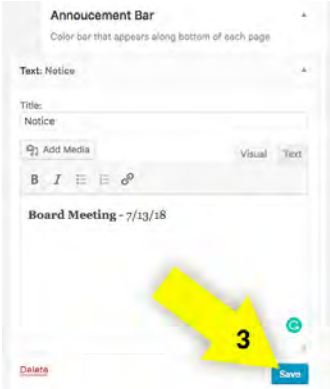
1. Hover over Appearance in the left menu and click "Widgets".



2. Find the "Announcement Bar" section and click the "Text" drop down in it.



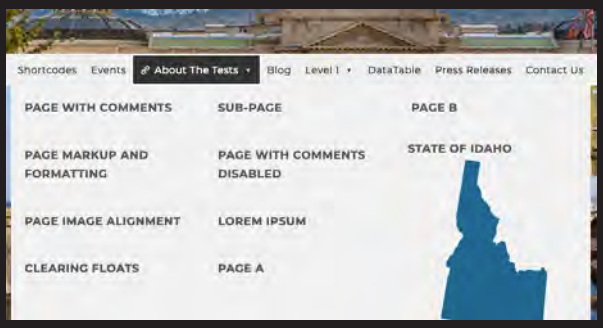
3. You can edit the text, add documents, etc and click the blue "Save button to update the notice bar on all pages.



SETUP A MEGA MENU

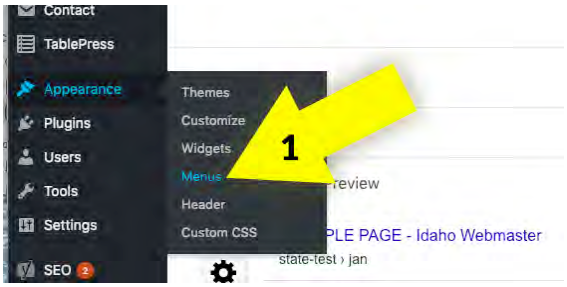
WHAT IS A MEGA MENU?

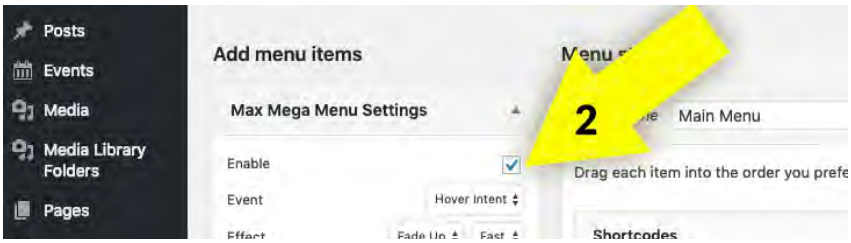
A Mega Menu is a drop-down menu with multi-level expansion that lets you pack a larger selection of your website's navigation into a single menu item. A mega menu allows visitors to reach even the deepest sections of a website through the main menu. Rather than just a basic vertical/ drop-down layout, a mega menu allows for grid design, icon and image incorporations under one heading.



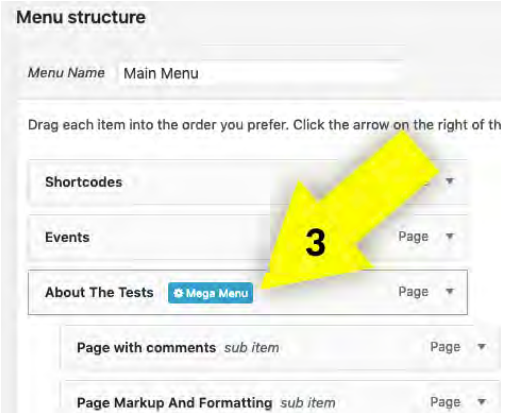
NOTE: *Not every website has need of or use for the mega menu. Large websites with lots of content are better fit for mega menus. If this doesn't apply to your website than you can skip this section.*

1. Hover over Appearance in the left menu and click "Menus".
2. On the loaded screen you will see two new columns next to the left menu: "Add menu items" and "Menu structure". Under "Add menu items" you should see a section labeled "Max Mega Menu Settings". Expand that section, if it's not already, and check the "Enable" box followed by clicking the blue Save button. This will activate the Mega Menu aspects for your website. (**NOTE**: be sure that the theme selected is the "Idaho" one).



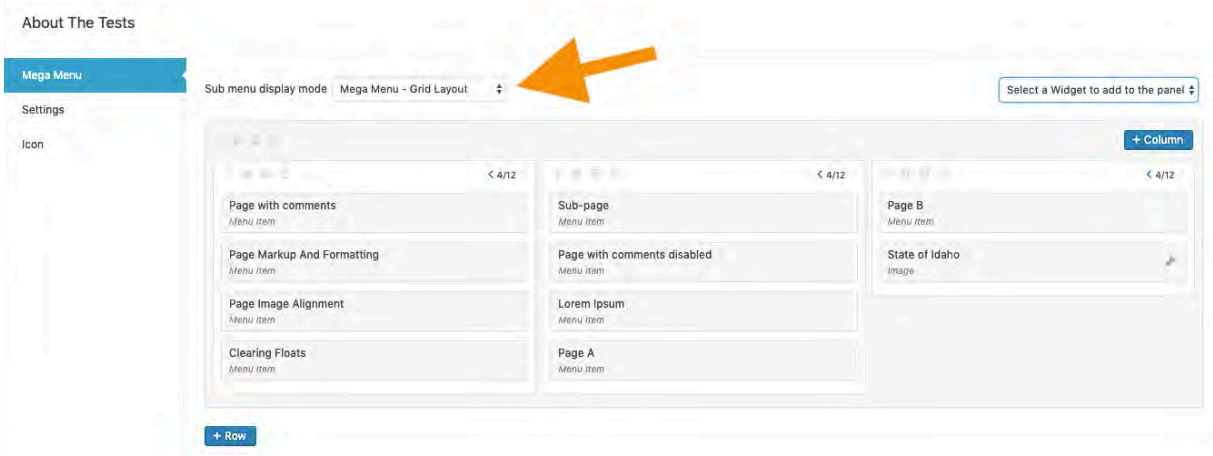


3. Once the Mega Menu is activated, you determine which area(s) of your "Main Menu" you would like to format as a mega menu. To do so, hover your mouse over the main menu section you'd like to stylize as a mega menu. A blue button labeled "mega menu" should appear. Click on it.



Continued

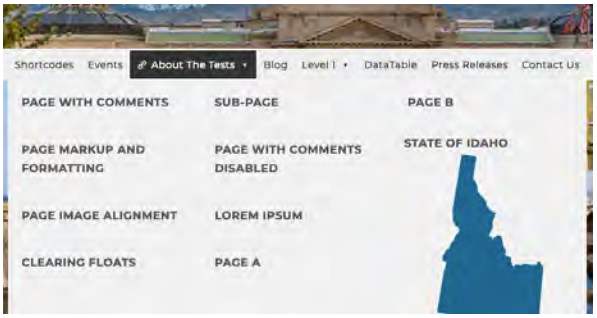
4. The pop-up that appears will give you various formatting and setting choices for your selected Mega Menu. The first choice you must decide on is how the sub-menus underneath the selected menu will be displayed: fly-out, grid layout, or standard mega menu layout. The "flyout" choice is the basic pop down appearance that is similar to the standard submenu for non-mega menus. The other two choices will show you how they will look as they are selected in the display mode choice drop-down selection box. (The "Grid Layout" does give you the most choices and best layout options).



5. By utilizing either "Mega Menu" display mode, you will be able to not only show and layout the submenus in a more pleasing manner but you also have the choice to incorporate any available Widget into the submenu area as well.
6. Once your display choice is made, you can choose any additional settings you want to active under "Settings". (Most websites will leave all these as default).
7. Finally, if you want an icon to appear in the main menu next to the selected menu item then go to the "Icon" section and chose an appropriate icon from the "Dashicons" area.
8. Once all finished here, simply click the "x" in the upper-right-hand corner and the window will disappear.
9. Then, either continue setting up additional mega menus for any other main menu item or, once fully complete, click the blue "Save Menu" button over on the right to fully active the newly setup Mega Menu for your website.
10. Once properly completed, a Mega Menu can take your navigation from the basic choice shown below left to the one shown below right:

BASIC SUBMENU DROPDOWN

MEGA MENU - GRID LAYOUT



3i • EDIT/MODIFY THE MEGA MENU

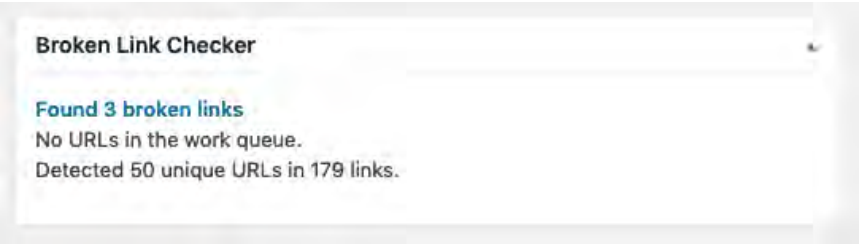
EDIT / MODIFY A MEGA MENU

NOTE: *Not every website uses a mega menu, if this doesn't apply to your website than you can skip this section.*

1. Edit and/or modifying a current Mega Menu is handled very similar to standard Menus (see section 3f), the adding of the actual pages/posts and organization is handled the same way.
2. If you need to update the submenu's layout appearance and/or various settings or icon, then simply hover over the top-level menu item until the "Mega Menu" blue button appears and click it.
3. From there, simply update the various items within the pop-up window as needed. Once complete, click the "x" in the upper-right-hand corner and then the blue "Save Menu" button.

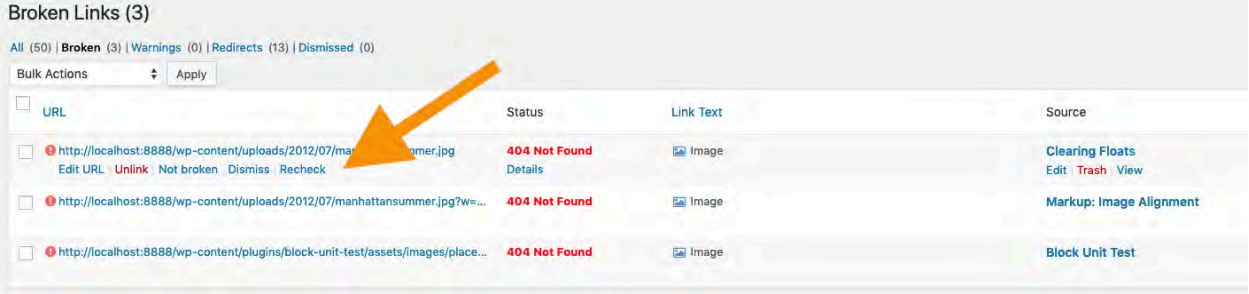
MANAGE BROKEN LINKS

From within your Dashboard screen, there should be a displayed box titled "Broken Link Checker". Each time you login to your Admin section of your WordPress website, the link checker will check your site for any links that appear broken and report it here.



If any broken links are detected then a notification, as shown above, will be shown. To see what links might be broken, simply click on the blue text link to load a screen that will give these details.

From this screen, you can hover within the area of each reported broken link to get a variety of menu choices from which to choose to correct, dismiss, or trash the reported item, as well as view the page that this offending item is located, etc.



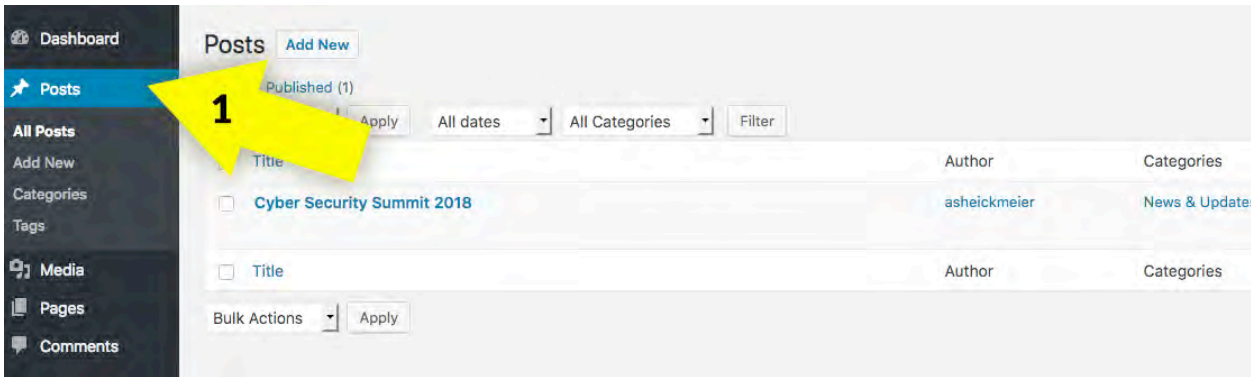
Once changes are made you can easily have the checker "Recheck" the item to see if it's been fixed or not.

4a • EDIT EXISTING BLOG POST/PRESS RELEASE

EDIT EXISTING BLOG POST

NOTE: *Not every website utilizes this section, if you do not have a blog you can skip this section.*

1. Click on "Posts" in the left side menu.

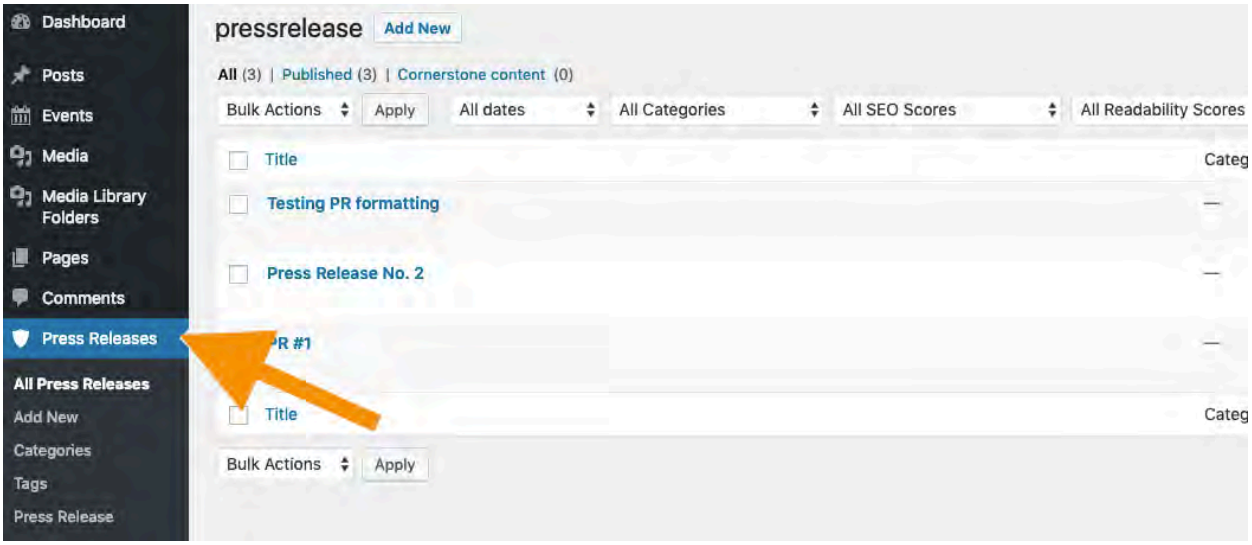


2. On the Posts page, all blog posts will be listed. Find the one you want to edit and click on it. Make any changes you want and save the post.

EDIT EXISTING PRESS RELEASE

NOTE: *Not every website utilizes this section, if you do not have a press release area you can skip this section.*

1. Click on "Press Releases" in the left side menu.

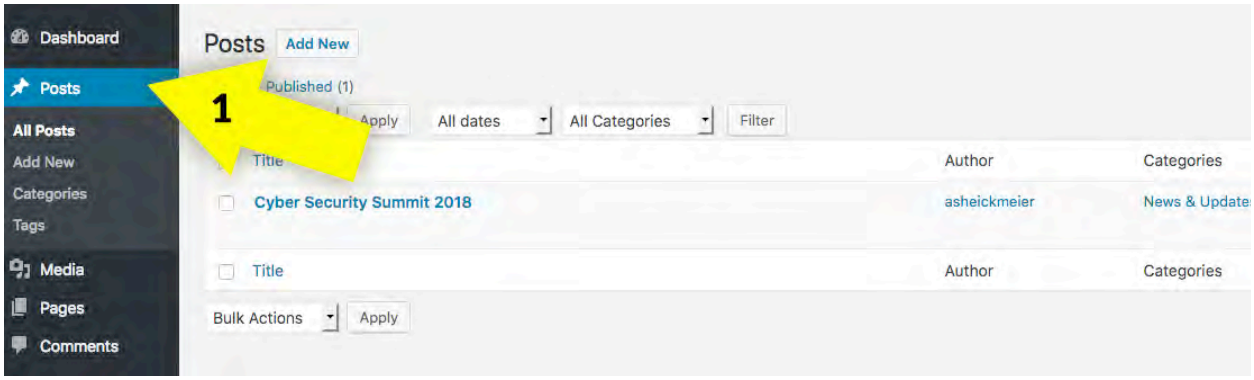


2. On the Press Release page, all press releases will be listed. Find the one you want to edit and click on it. Make any changes you want and save the post.

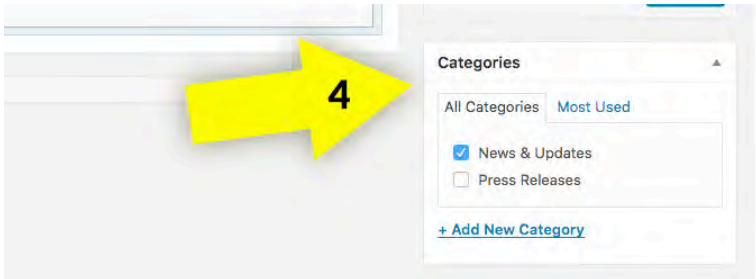
ADD NEW BLOG POST

NOTE: *Not every website utilizes this sections, if you do not have a blog section you can skip this section.*

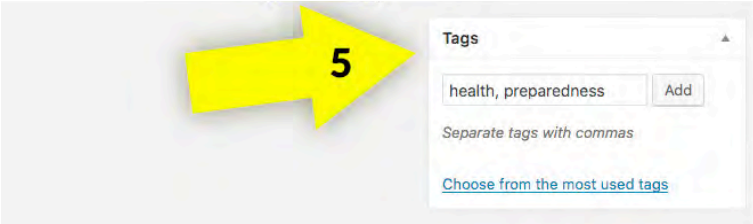
1. Click on "Posts" in the left side menu.



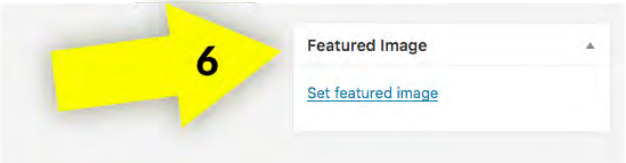
2. Click on the "Add New" button.
3. Type, paste, and/or upload the blog content.
4. Select all of the categories that apply in the right column (typically News & Updates).



5. ***Optional*** - Add tags to help users search for common topics. *Example:* add a tag for the agency division the news relates to.



6. ***Optional*** - Add a featured image to the blog post.

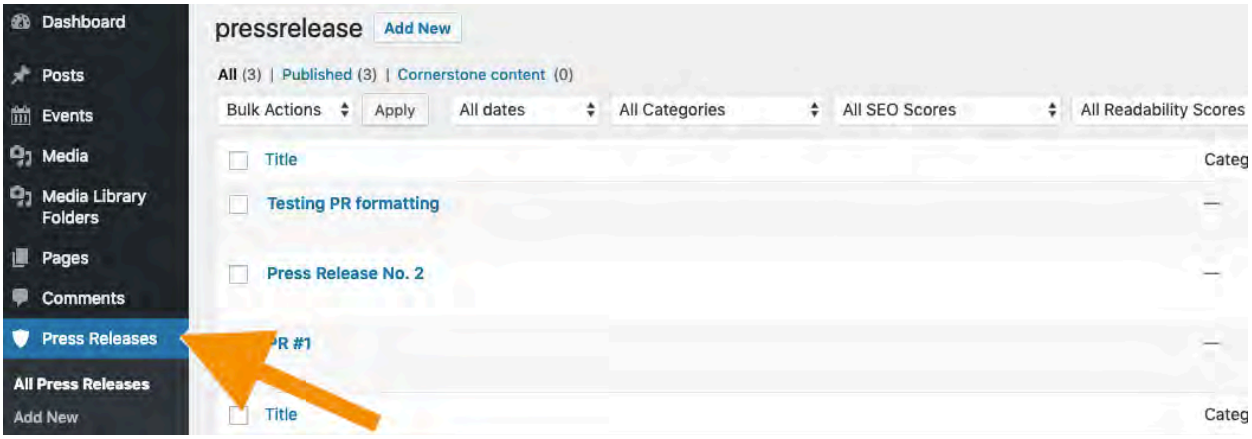


7. Save the page. The new post will now show up on your blog page and feed.

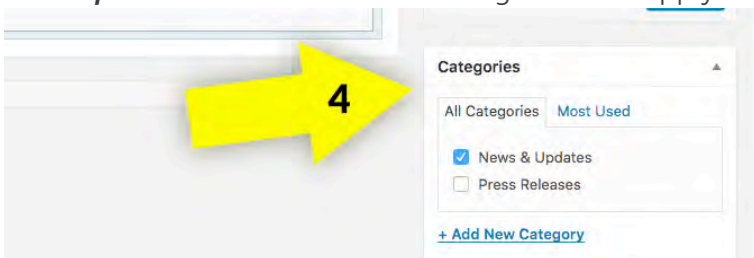
ADD NEW PRESS RELEASE

NOTE: *Not every website utilizes this section, if you do not have a press release area you can skip this section.*

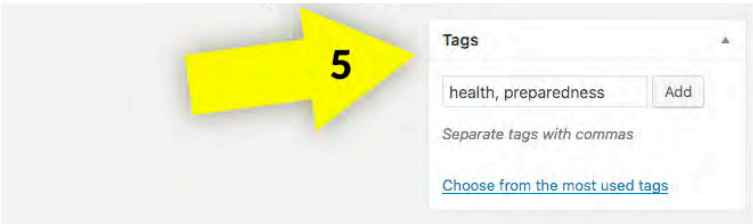
1. Click on "Press Releases" in the left side menu.



2. Click on the "Add New" button.
3. Type, paste, and/or upload the press release content.
4. ***Optional*** - Select all of the categories that apply in the right column, if applicable.



5. ***Optional*** - Add tags to help users search for common topics. *Example:* add a tag for the agency division the release relates to.

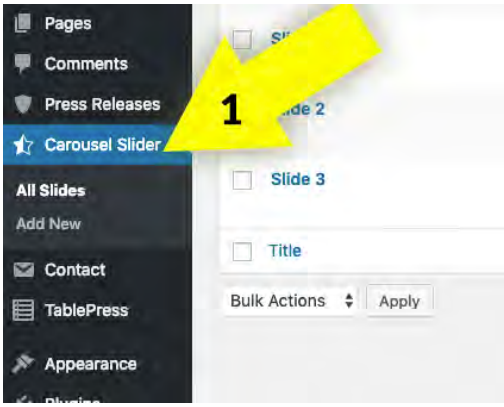


6. Save the page. The new press release will now show up on your Press Releases page and feed.

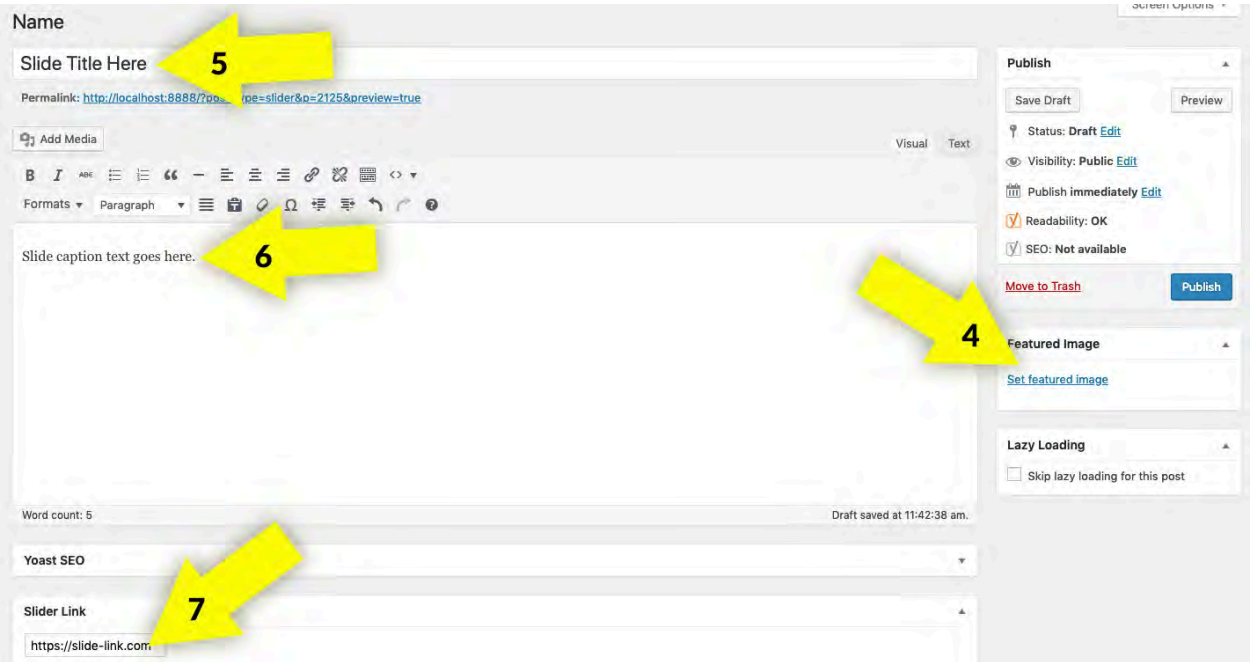
5a • MANAGE CAROUSEL SLIDER IMAGES/TEXT

NOTE: *Not every website utilizes a carousel slider section, if you do not have a carousel section on your homepage you can skip this section.*

ADD A NEW SLIDE IMAGE



1. To begin, select the "Carousel Slider" option from the menu on the left.
2. This will open the Slider listing screen where you can add a new slider or modify any individual slide, just like a page, post or press release.
3. Click the "Add New" blue button.
4. Choose/upload the image for the slider by clicking on the "Set Featured Image" link within the "Featured Image" box on the right. Then follow the similar procedures to either select a preexisting image or upload a new one.
5. Enter the a title for the slide image, which appear on top the slide when shown as large text.
6. Enter a slide caption for the slide image, which appear on top the slide when shown as smaller text (and below the Title text if applicable).
7. **OPTIONAL** - If you would like the slide image to be a clickable link, add the full web address to the "Slider Link" box.



VERY IMPORTANT - add Alt Text to the image(s). To add Alt Text to an image, you will type a short description of what the image is showing in the Alt Text field on the right. Entering alternative text for images allows your site to meet certain 508 compliance standards, more specifically, if a user is viewing your website with a screen reader and cannot see the image, the screen reader reads the alternative text attached to the image to let the user know what is on the page.

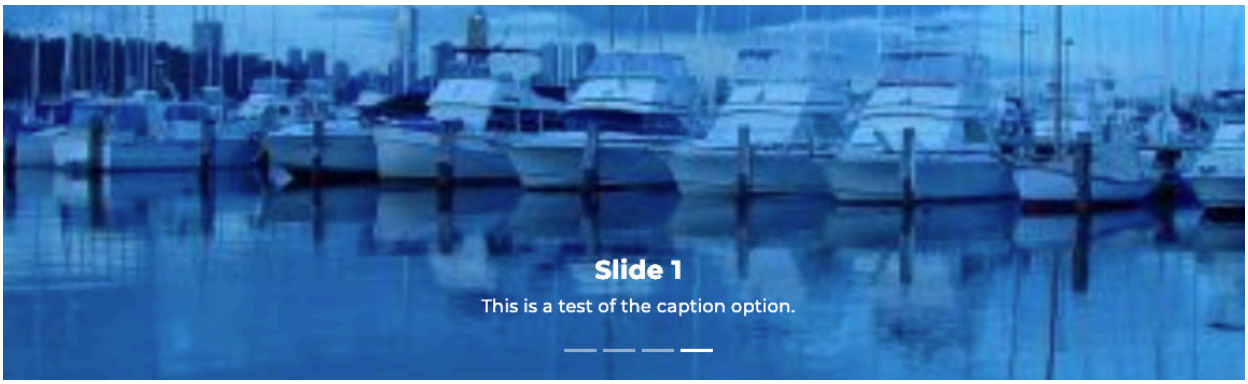
5a • MANAGE CAROUSEL SLIDER IMAGES/TEXT

EDIT A SLIDER IMAGE

1. To begin, select the "Carousel Slider" option from the menu on the left.
2. This will open the Slider listing screen where you can modify any individual slide, just like a page, post or press release by hovering over the requisite slide title and clicking on "Edit".
3. This will bring up the standard editing window where you can make edits as necessary. Once done editing, don't forget to click the blue "Update" button to save your changes.

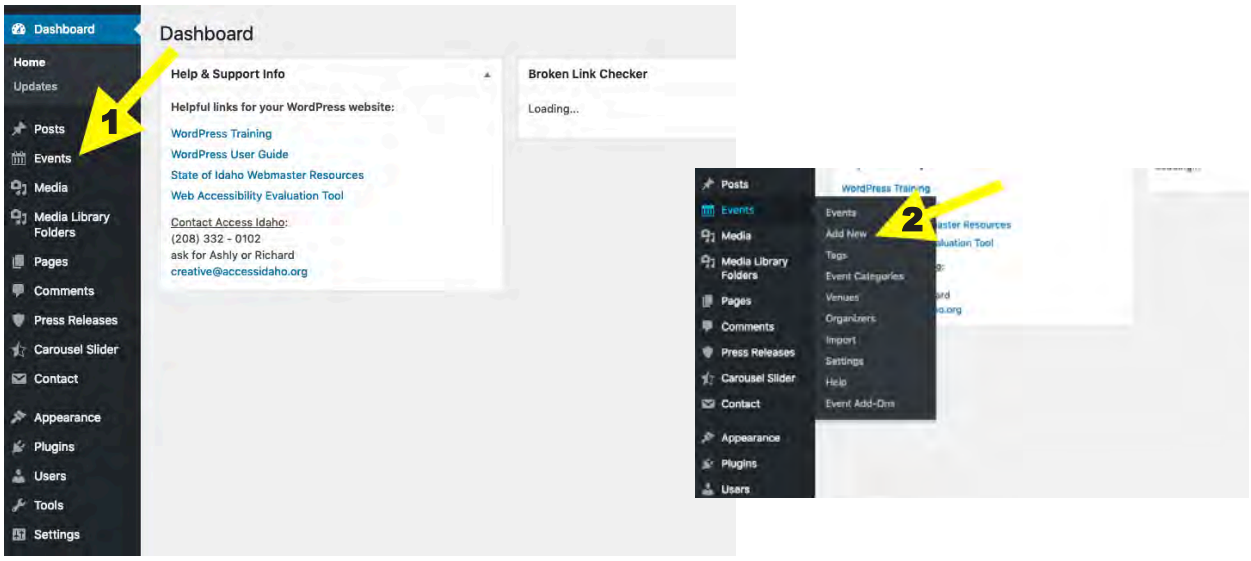
VISUAL EXAMPLE OF A SLIDER IMAGE

The below image is an example of a carousel slide within the slider that uses both the Title text and the Caption text.

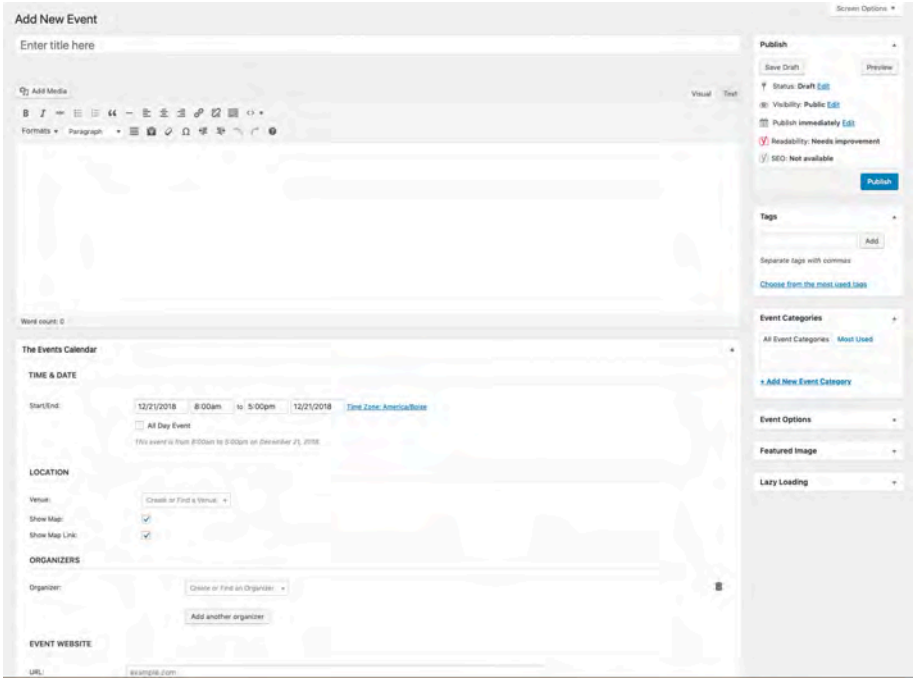


NOTE: *Not every website utilizes an event calendar section, if you do not have an event calendar section you can skip this section.*

ADD NEW EVENT



1. To create a new Event, click on the Event menu option.
2. Next, select the "Add New Event" from the slide-out menu.
3. This will load the Event Editor screen where, just like a Page or Post, you enter all the necessary information into the Editor's fields.
4. Once all the necessary information is entered, remember to click the "Publish" button. This will add the information to the calendar.



Continued

UPDATING AN EVENT LISTING

1. Go to the Events menu and click on Events.
2. This will bring up a screen listing all the Events that have been successfully submitted. From that list, find the Event Listing you want to edit and hover just below it to reveal a sub-menu. Once it appears, click on "Edit".

3. This will load the Event Editor window where you can edit any information that is necessary. Once satisfied, click the "Update" button in order to save it.

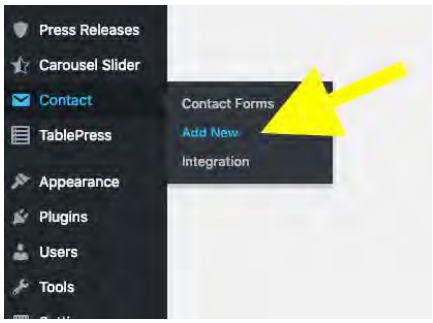
Once completed, the Event will be updated on the calendar.

The (up to) three events coming up the soonest will be showcased on the homepage in an "Upcoming Events" section that appears between the main content and the footer areas.

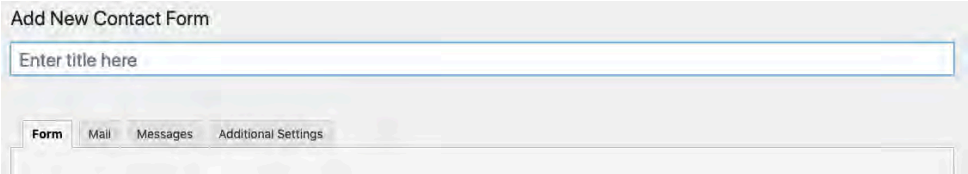
Further, if utilized, there is a sidebar widget option for Upcoming Events that can be used on pages other than the homepage and would look similar to the one illustrated to the right:

NOTE: *Not every website utilizes a form; if you do not have a form or need of them you can skip this section.*

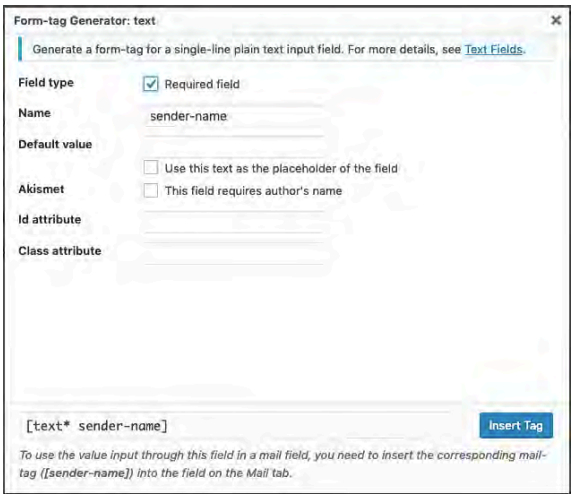
Forms can be utilized for a variety of online information submissions: from a basic "Contact Us" form to a full-fledged online application form.



1. Hover over the "Contact" menu option from the menu on the left.
2. Click on "Add New" button to start the process and bring up the form creation/editing screen.
3. On the "Add New Contact Form" screen, you will want to give your form a title and then start creating your form with the various fields you want it to have. You can utilize all the available buttons that go across the text entry window for the various types of input the form will allow.



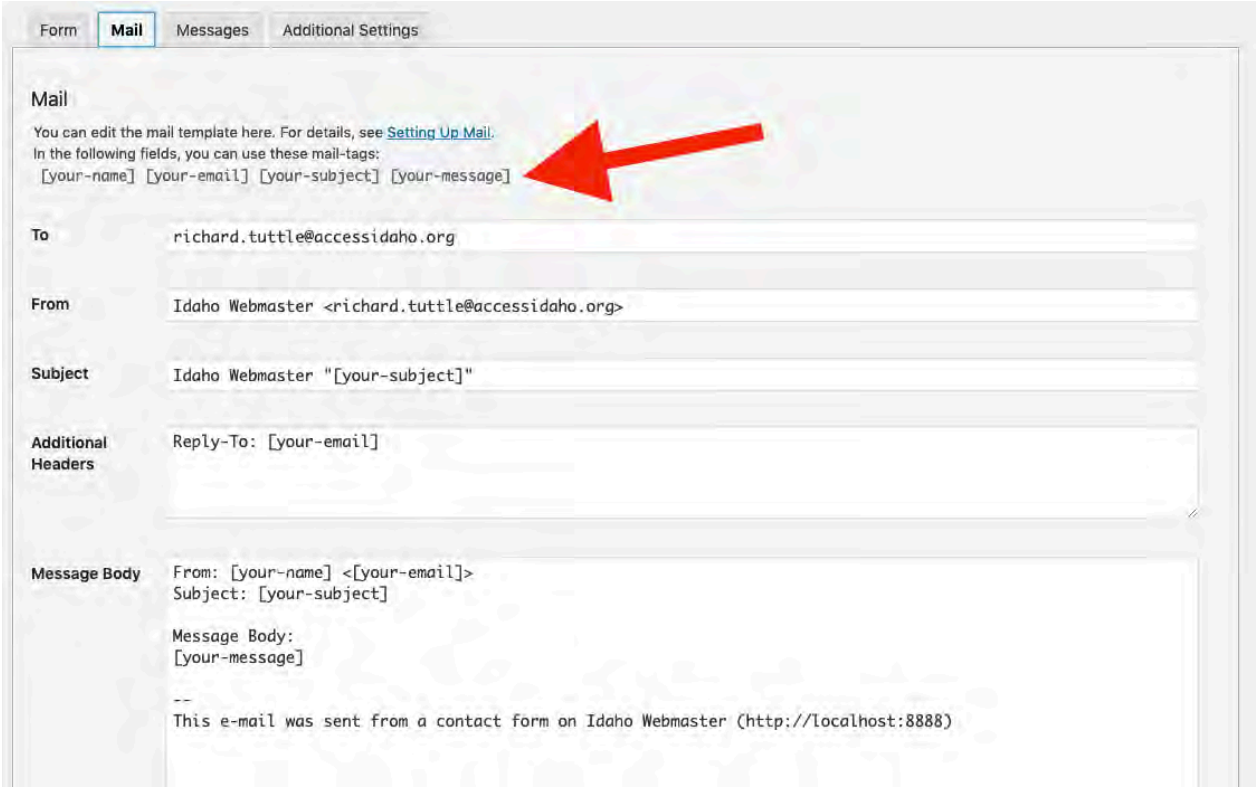
4. Begin by entering the label you would like it to have (*for example, "Your Name"*) and then click on the applicable button choice for that type of input (*for example, "text"*). This will bring up a settings window. Here, you mark if the input item will be required, etc. Once all settings are set as you need, simply click the blue "Insert Tag" button and it will add it to the form editing window.
5. After all your form's input fields and other information has been entered your form will be complete.



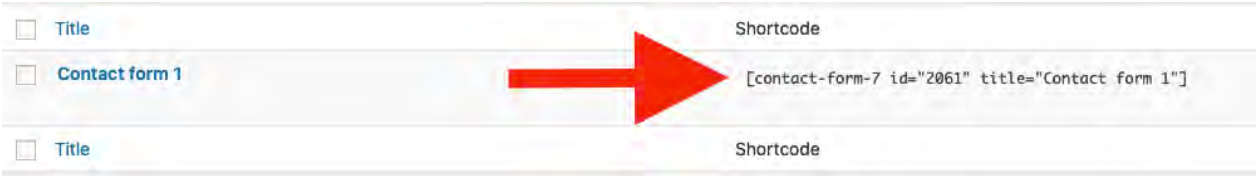
Completed Form Example

6. Next, you will need to click on the "mail" tab in order to configure the various form settings for receiving the submission information itself.

Continued



7. Now set the email address in "To" who will be receiving all form submission responses. The "From" field will be what shows as the from information when the email is received. Add your Subject line to the email, and then finally configure your Message Body with all the input fields that were filled in by the user and submitted. At the top (see above image) you will see a synopsis of all the available fields you configured in step 4 above.
8. Once all this information has been successfully entered, click the blue "Save" button to complete your form.
9. Next, click on "Contact Forms" in the menu on the left to bring up the listing of all forms that have been created.
10. Look for your new form's title and then locate the "shortcode" and highlight it and copy the entire thing.

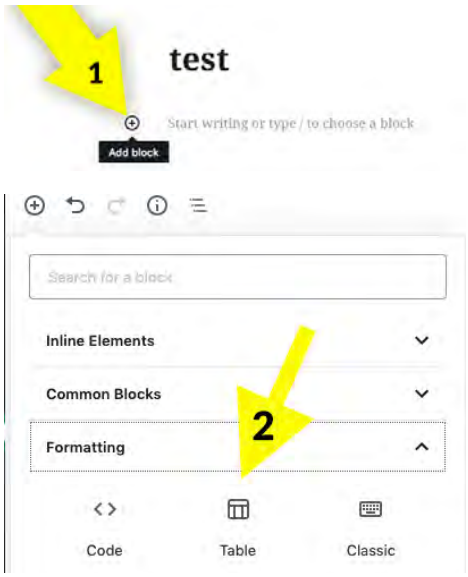


11. **If using the Classic Editor:** Next, go to the page (under "Pages" from the menu on the left) where you would like the form to appear. Edit that page and click to the location within the page where you want the form to appear and paste the copied shortcode you did in step 10 above.
12. **If using the Gutenberg Editor:** Next, go to the page (under "Pages" from the menu on the left) where you would like the form to appear. Edit that page and click to the location within the page where you want the form to be and then insert a Shortcode Block. Paste the copied shortcode you from step 10 within the input field.
13. Finally, click the "Update" button to save the page with the newly inserted form.

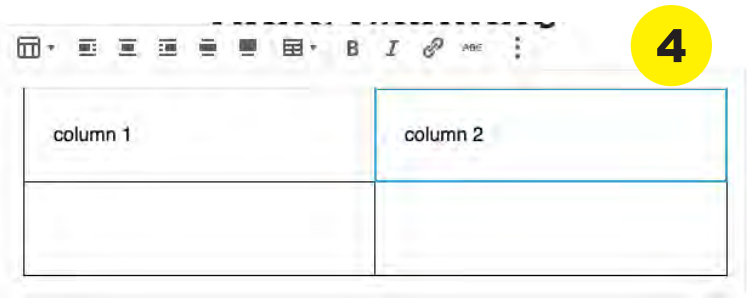
USING THE GUTENBERG EDITOR ONLY

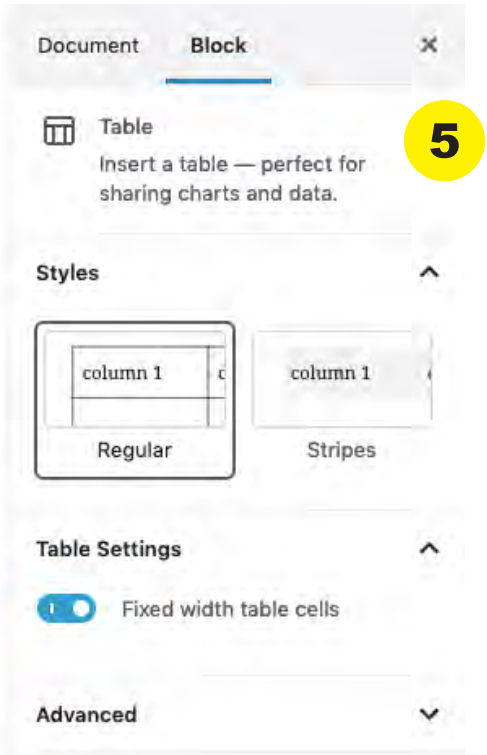
NOTE: *Not every website utilizes a table; if you do not have a table or need of them you can skip this section.*

Tables allow for formatting of images, data, content, etc. into a tabular format. Although you can use the included "TablePress" aspect to make any sort of table (see the "Create a Data Table" section following), Gutenberg has an easy-to-use built-in method for those who are in need of a more basic table.



1. Begin by editing (or making a new) page where you want to the table to appear. From within the Gutenberg Editor, click on the '+' to bring up the Block Selection window.
2. Choose "Formatting" and then "Table".
3. The Table configuration dialog will appear, and here you will enter the number of columns and rows that you want your table to have. The click "Create".
4. A mock-up of the table will appear on screen where you can simply click within each cell to place whatever items you wish within.



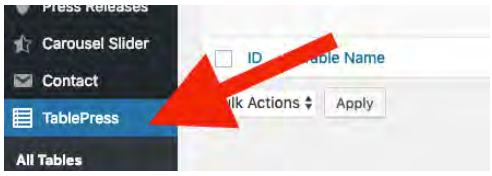


5. This Gutenberg Block also has some specialized, built-in settings you can use (see image to the right). Here you can choose between a regular table or one that has alternating rows striped.
6. Further, by default, the table's cell will expand to fit the content you place within it. If you want all your table cells to be even -- *i.e.*, fixed width, then toggle the "Fixed width table cells" setting option.
7. Once your table is completed to your satisfaction, don't forget to click the "Publish" (or, "Update") button.

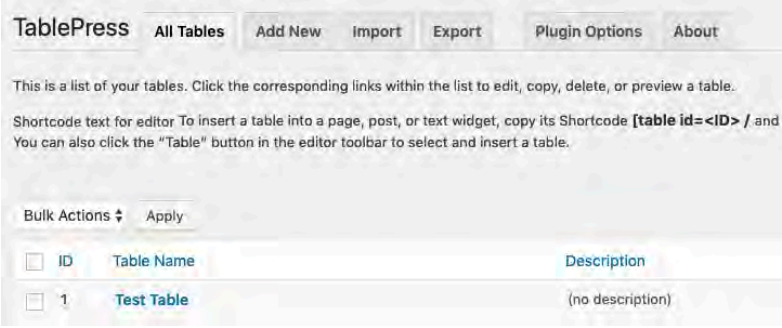
8b • CREATE A DATA TABLE

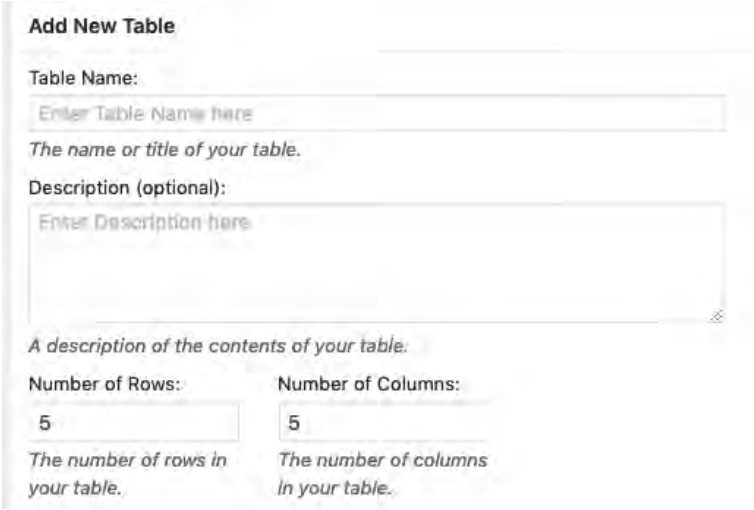
WHAT IS A DATA TABLE?
Put simply, a data table is any display of information in tabular form, with rows and/or columns named. The included data table also easily allows for automatic sorting of columns, searching of table data and pagination without any need for additional coding or external scripts.

NOTE: *Not every website has tables filled with data; if you do not have such a table or need of them you can skip this section.*



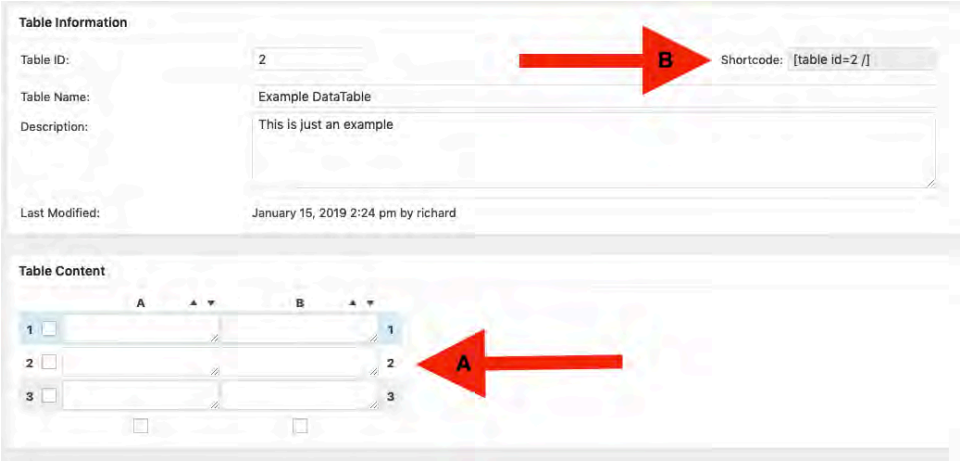
1. Click on the "TablePress" menu option from the menu on the left.
2. The initial screen will show a listing of any data tables that have already been created (and from where you can access them for editing/modifying later).
3. To create a new data table, click on the "Add New" tab to start the process and bring up the form creation/editing screen.
4. Next, you will want to give the table a name and, optionally, a description. Then you want to tell WordPress how many rows and columns are needed to complete your table. Then click the "Add Table" button.
5. Next, the actual table editing screen will load. Once this screen is loaded a lot of different information and setting options are available. The only section you need to be concerned with at this point is the "Table Content" (*label A in the image on the following page*) section where you simply start typing out the various data for your table.





Continued

6. Once completed, click the "Save Changes" button.
7. Finally, locate the 'Shortcode' for your table (*label B below*), highlight and copy its text.
8. **If using the Classic Editor**: Navigate to the Page (under "Pages") where you would like your newly-created to appear and edit the page by pasting the copied shortcode from step 7 above into your document.
9. **If using the Gutenberg Editor:** Navigate to the Page (under "Pages") where you would like your newly-created to appear and add a Shortcode Block to the area where you want the table to appear. Paste the copied shortcode from step 7 above into the input field.
10. Click the "Update" button to save.



WHAT IS A SHORTCODE?
A shortcode is a WordPress-specific code that lets you do nifty things with very little effort or knowing how to code webpages. Shortcodes can embed files or create objects that would normally require lots of complicated, ugly code in just one line.

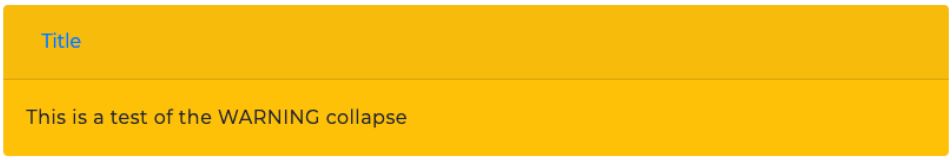
TYPES AVAILABLE

- primary
- secondary
- success
- danger
- warning
- info
- light
- dark

COLLAPSE -- a single collapsible box area

Insert the following code and fill out the requite area(s) with applicable information (*type is optional*):

```
[collapse type="type_here" title="title_of_panel_here" open="true|false"]The text to appear in the dropdown when link is clicked goes here.[/collapse]
```



an example Collapse with optional type coloring

ACCORDION -- multiple collapsible box areas together

Insert the following code and fill out the requite areas with applicable information (*type is optional*). Just add additional "collapse" sections for each accordion section you need.

```
[accordion]
[collapse type="type_here" title="title_of_panel_here" open="true|false"]The text to appear in the dropdown when link is clicked goes here.[/collapse]
[collapse type="type_here" title="title_of_panel_here" open="true|false"]
Another text area.[/collapse]
[/accordion]
```

an example Accordion with several type options illustrated

IFRAME -- embeds a website into the page area

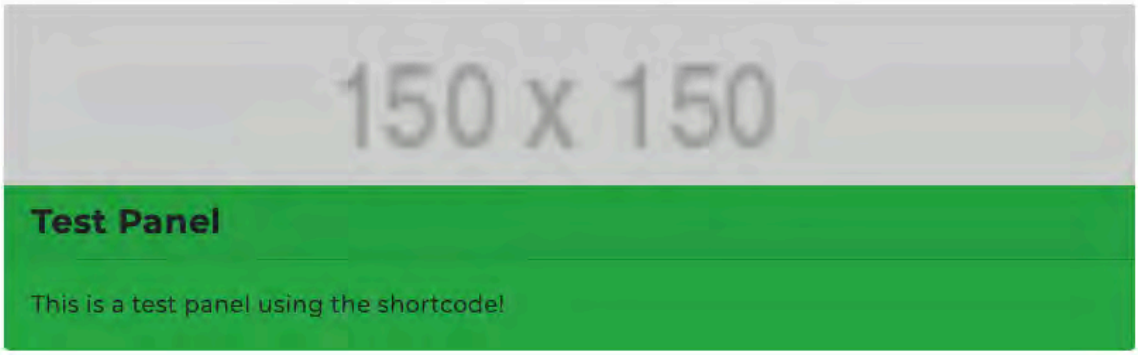
Insert the following code (*height is optional*):

```
[iframe url="link_goes_here" height="150"]
```

CARD PANEL

Insert the following code and fill out the requite areas with applicable information (*type, top & alt are optional*):

```
[panel type="type_here" title="title_of_panel_here" top="link_to_image"
alt="text_for_image"]The test to appear.[/panel]
```

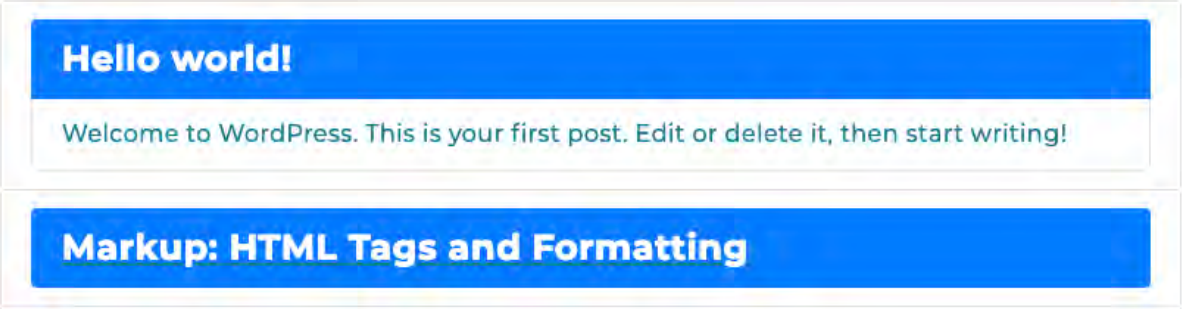


an example Card Panel with optional top image

RECENT-POSTS -- lists the most recent Posts

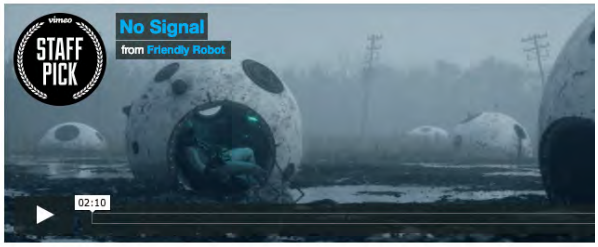
Insert the following code and replace the "X" with the maximum number of posts you want shown:

```
[recent-posts numberofposts="X" post_status="publish"]
```



VIMEO EMBED

```
[vimeo url="link_to_video_here"]
```

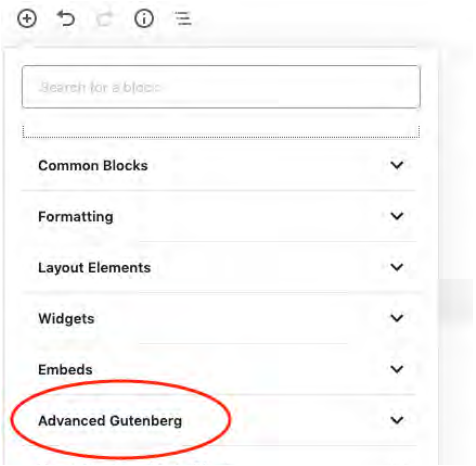


YOUTUBE EMBED

```
[youtube url="link_to_video_here"]
```

ACCORDIONS

Instead of using the Shortcodes (see earlier in the Guide) to create Accordions, you can utilize an installed Gutenberg block for this by first clicking on the plus icon to bring up the Block selector dialog. From there scroll down until you see "Advanced Gutenberg" section and expand it to see the Accordion selection.



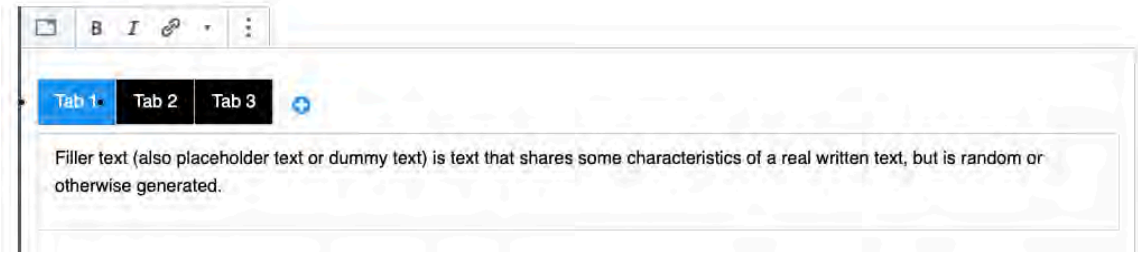
Once clicked, it will place a basic accordion section where you can input its information, etc.

As with most Gutenberg blocks, there are various option settings you can control from within the Settings panel on the right-side.

TABS

Also found within the "Advanced Gutenberg" section is the option to include a Tabs block area in your site's content.

Once clicked, it will place a basic tabs section where you can input its information, etc.



And, as with most Gutenberg blocks, there are various option settings you can control from within the Settings panel on the right-side.