

Jack's Coal Fired Pizza

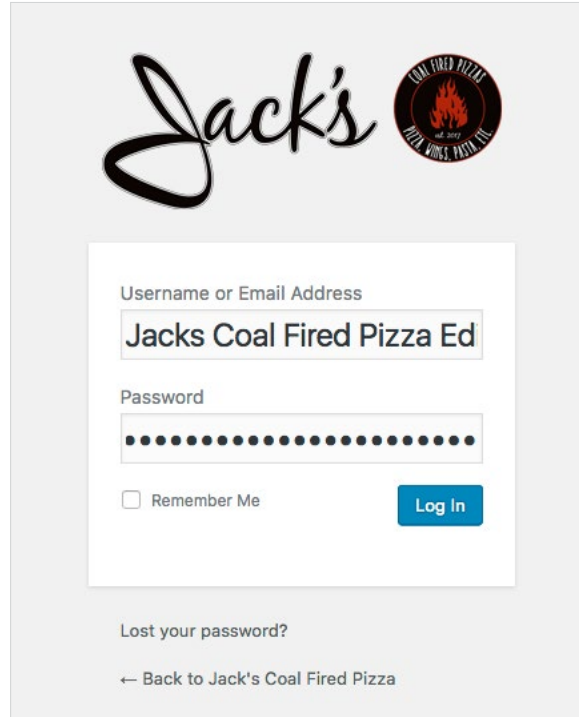
WORDPRESS MANUAL

TABLE OF CONTENTS

Login	3
Editing Existing Pages	4
Adding New Pages	7
Editing/Adding Text	8
Creating a Link	9
Linking to a PDF	10
Making a Link a Button	11
Adding a Blog Post	12
Editing/Adding Images	13
Optimizing/Sizing an Image	13

■ LOGIN

Before you make any changes to your site, you will need to login. The login for your site is: **jackscfp.com/wp-admin**



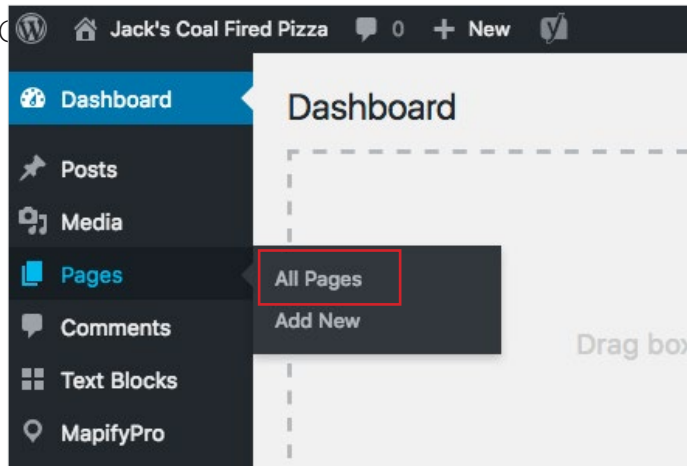
Once you see the above screen, login using the following credentials:

username: Jacks Coal Fired Pizza Editor

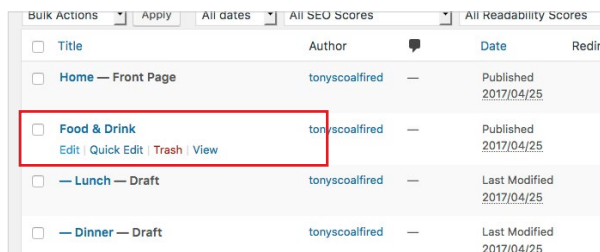
password: A%pElrOLL68*@Tv1PKr1Kfn@

EDITING EXISTING PAGES

- In your Dashboard, click **Pages** on the left navigation.

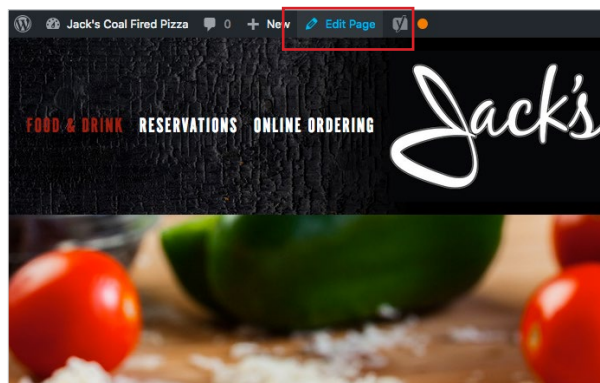


- Find the page you want by searching for it in the top right corner or by scrolling through the list.
- Click the **Page Name** or **Edit** to access the editable pieces of the page.



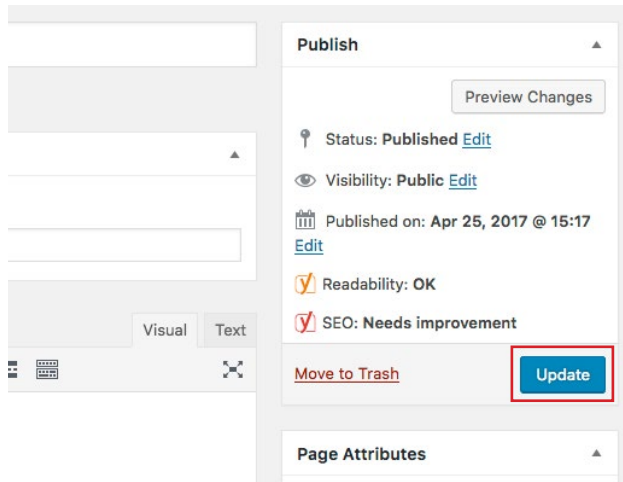
Bulk Actions	Apply	All dates	All SEO Scores	All Readability Scores	
<input type="checkbox"/>	Title	Author		Date	Redir
<input type="checkbox"/>	Home — Front Page	tonyscoalfired	—	Published 2017/04/25	
<input type="checkbox"/>	Food & Drink	tonyscoalfired	—	Published 2017/04/25	
<input type="checkbox"/>	— Lunch — Draft	tonyscoalfired	—	Last Modified 2017/04/25	
<input type="checkbox"/>	— Dinner — Draft	tonyscoalfired	—	Last Modified 2017/04/25	

- You can also access the editing screen directly from the page you want to edit.
- Click **Edit Page** in the upper left corner.



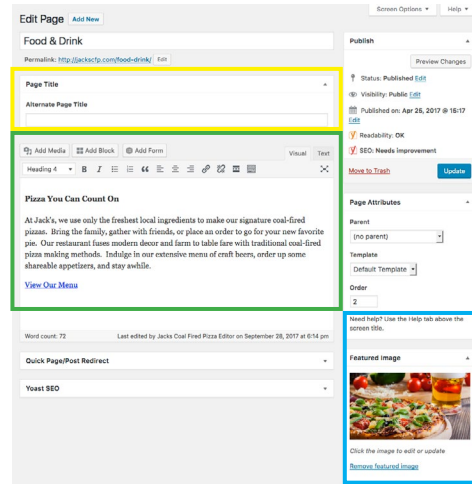
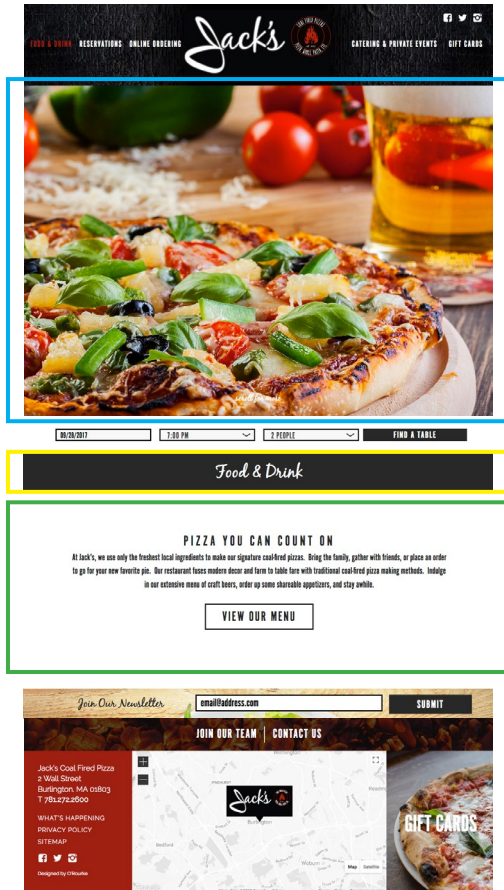
EDITING EXISTING PAGES [CONTINUED]

- There is one main templates - Default Template. The next page will go into the corresponding areas on back and front end of that page.
- Note: there are a few other templates that are used. They all have similar content areas but may just have less than other templates.
- Be sure to click **Update** on the right to make sure all changes have been saved.



EDITING EXISTING PAGES [CONTINUED]

- The **Default Template** will have a Page Title, Main Content Area, Featured Image & Alternate Page Title.

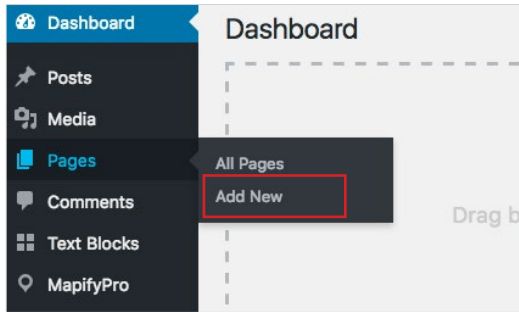


Note: Title in dark bar will change if this field is filled in.

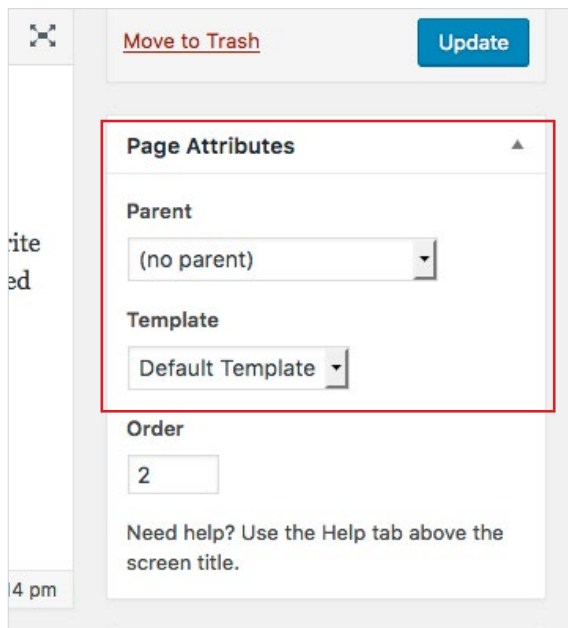
Featured Images should be sized to 2000 x 1105

ADDING NEW PAGES

- In your Dashboard, click **Pages** on the left navigation.
- Click **Add New**

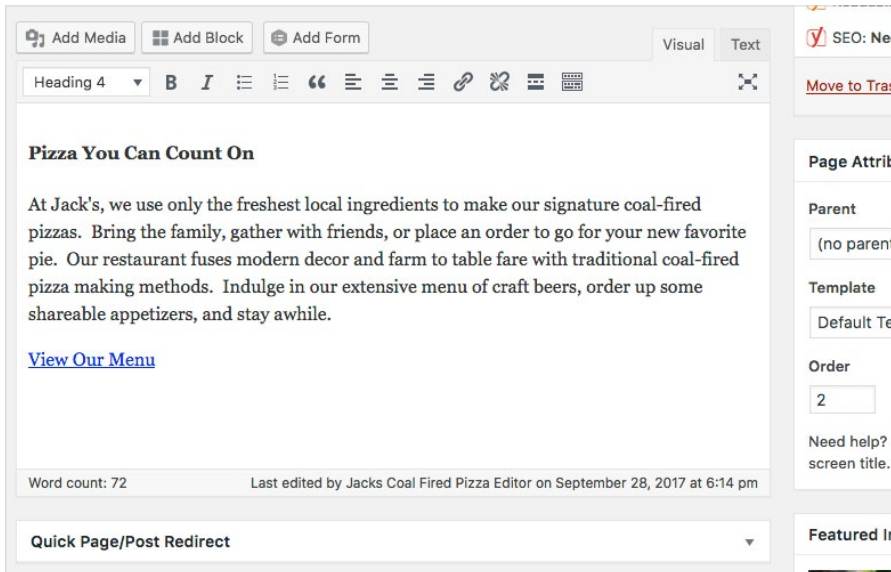


- Insert Page Title, Main Content, Featured Image & any additional content fields.
- Updated the **Parent Page** and **Template** in **Page Attributes**.

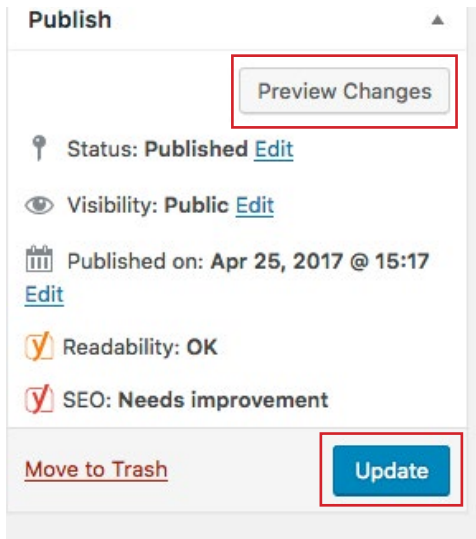


EDITING/ADDING TEXT

- Once in the Edit Page, click in the **Content Area** to edit/add text.



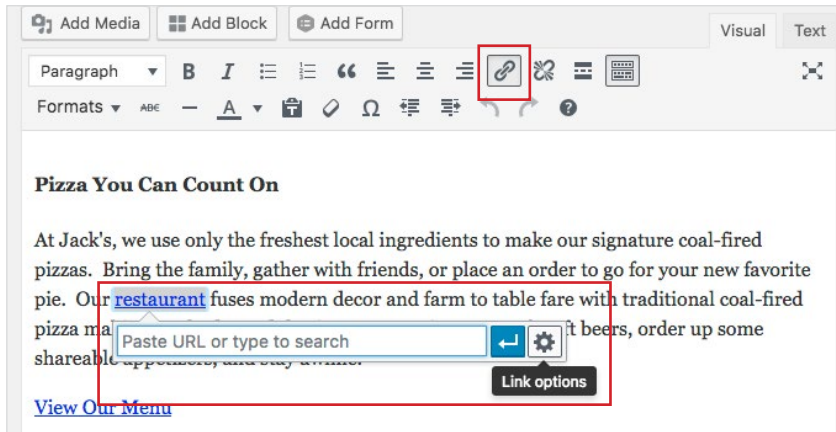
- Click **Preview Changes** in the top right to make sure text looks correct.
- Click **Update** after any changes to make sure they take effect.



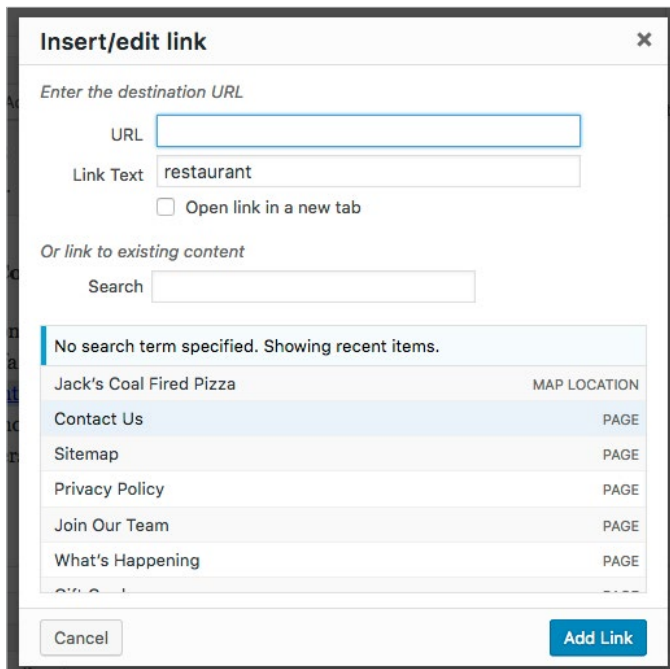
EDITING/ADDING TEXT [CONTINUED]

To create a link in the Content Area

- Highlight the word/s you want linked & click the **Insert/Edit Link** button.
- Click Link Options to open up more options (open in new window, link to a page, etc.)



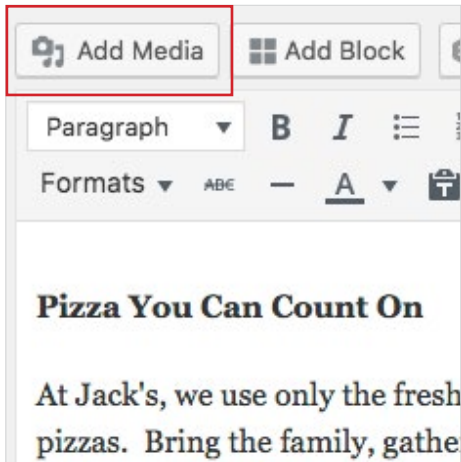
- Link to either an external HTML page by typing in the URL in the URL field, or link to another page on your site by selecting the page from the dropdown list.
- Select if you want the link to open in a new window or not.



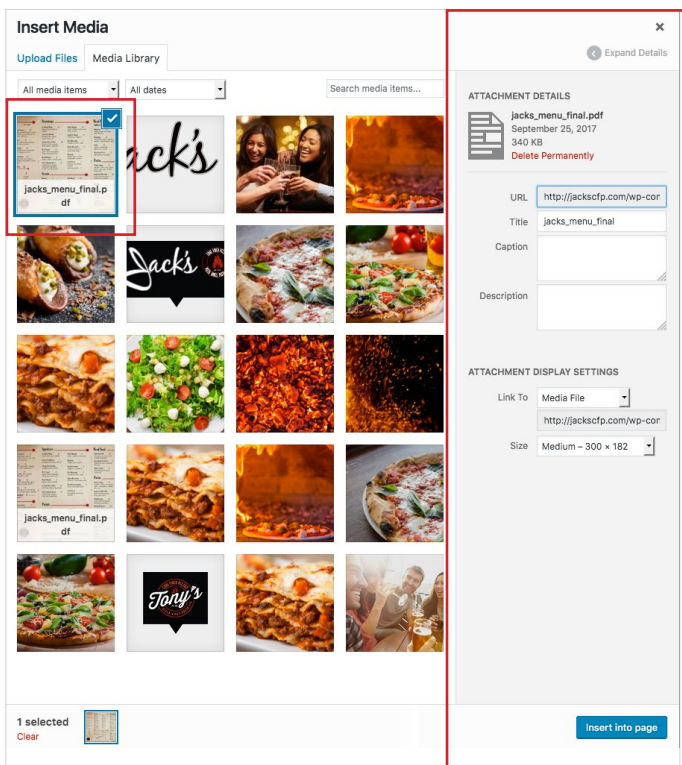
EDITING/ADDING TEXT [CONTINUED]

To link to a PDF

- Move your pointer to where you want to add the PDF link or highlight a word you want linked.
- Click **Add Media**.



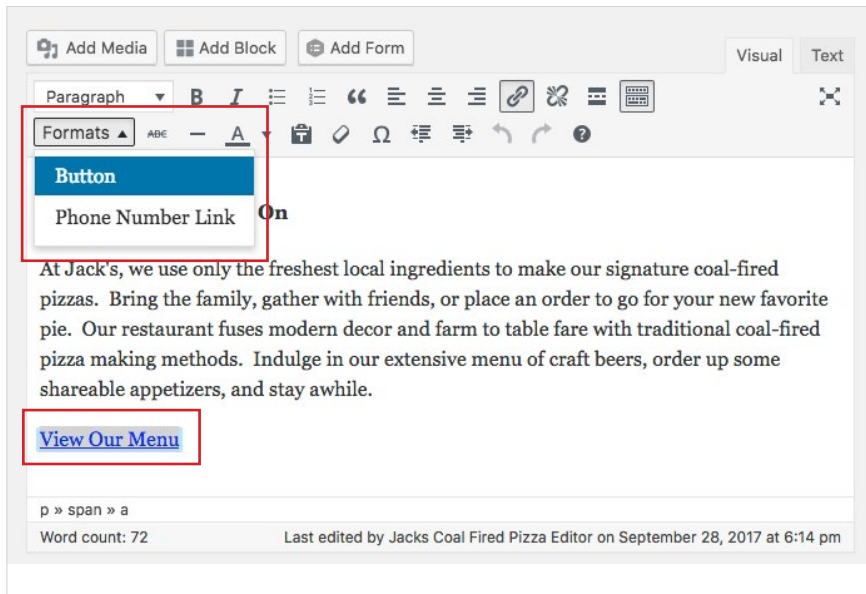
- Either select a PDF from the existing Media Library or click **Upload Files** in the top left to add new images.
- Once PDF has been selected, make sure the title (what shows in the text) is correct.



EDITING/ADDING TEXT [CONTINUED]

Making a Link a Button

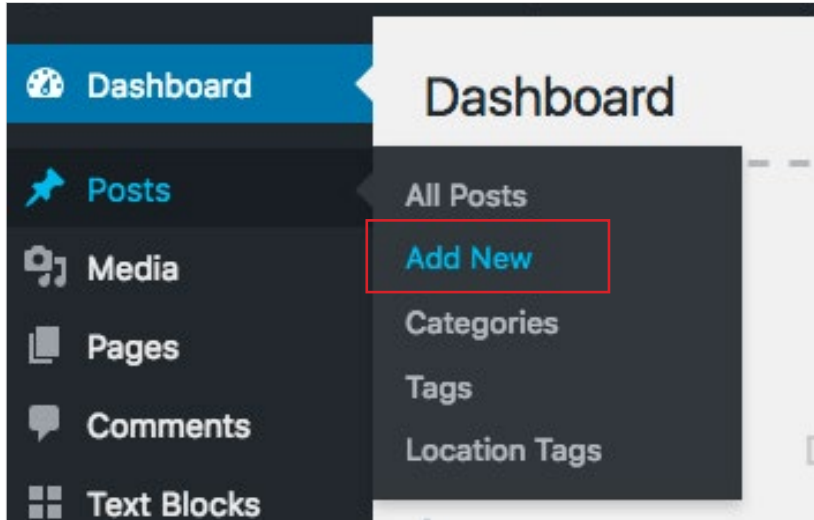
- Make sure text is already linked.
- Highlight the text again and select **Formats > Button**



ADDING A BLOG POST

Add a Blog Post

- Click on **Posts > Add New** on the left menu (or + New > Post in the top menu)



- **Add a Title, Content & Featured Image.**
- Select or add a new **Category** in the right column.
- Click **Publish** to make the post live.

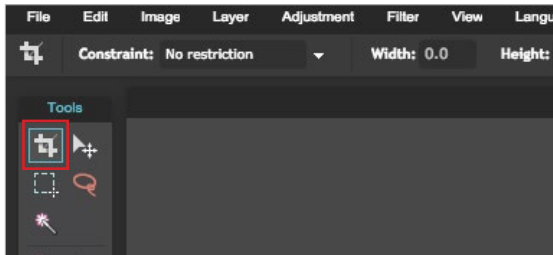
EDITING/ADDING IMAGES [CONTINUED]

Optimizing/Resizing an Image

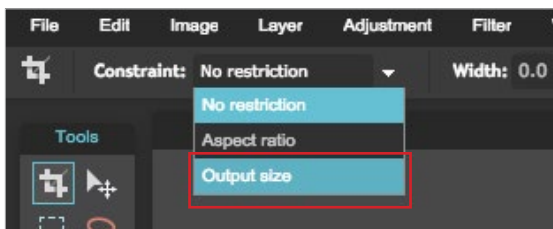
- Open a browser and go to <http://pixlr.com/editor/>
- Note: you may need to update your flash settings for this program to work.
- Click **Open Image from Computer**



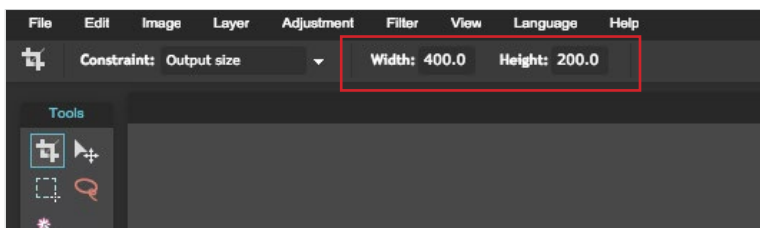
- Once image is open, click the **Crop Tool** in the upper left corner.



- Select **Output Size** in the **Constraint Drop Down**.

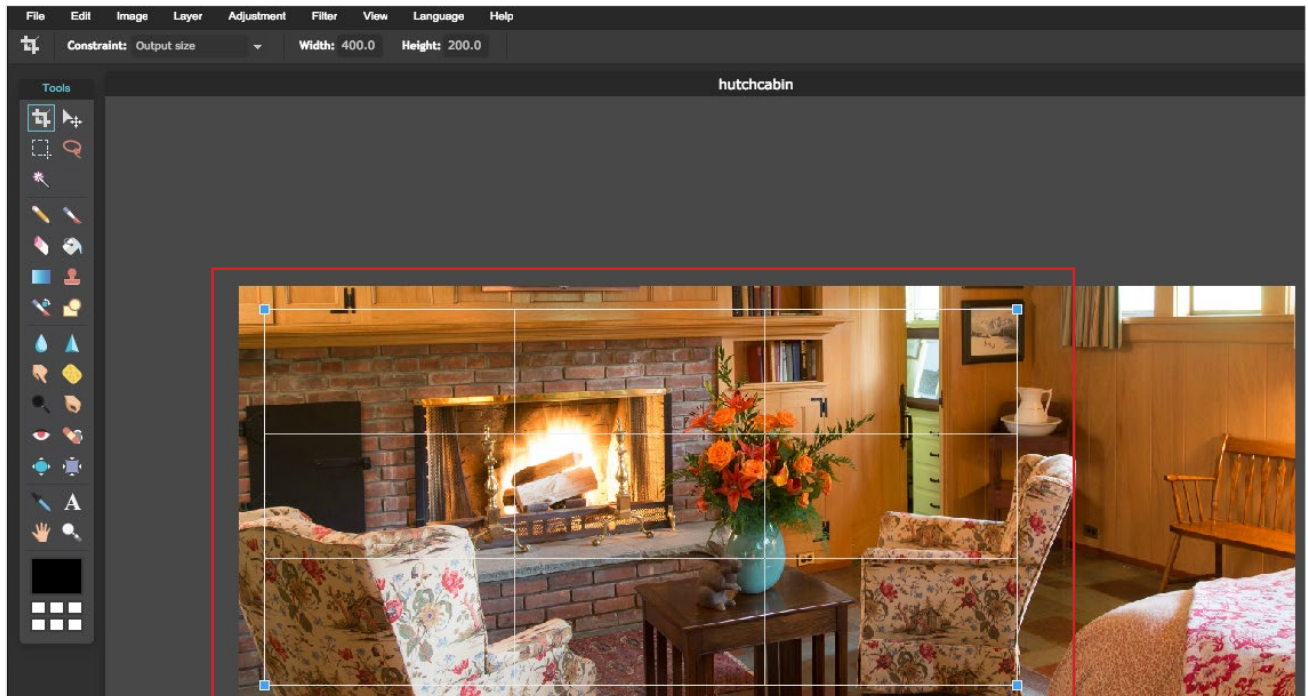


- Type in the **Width & Height** you want your final image to be.

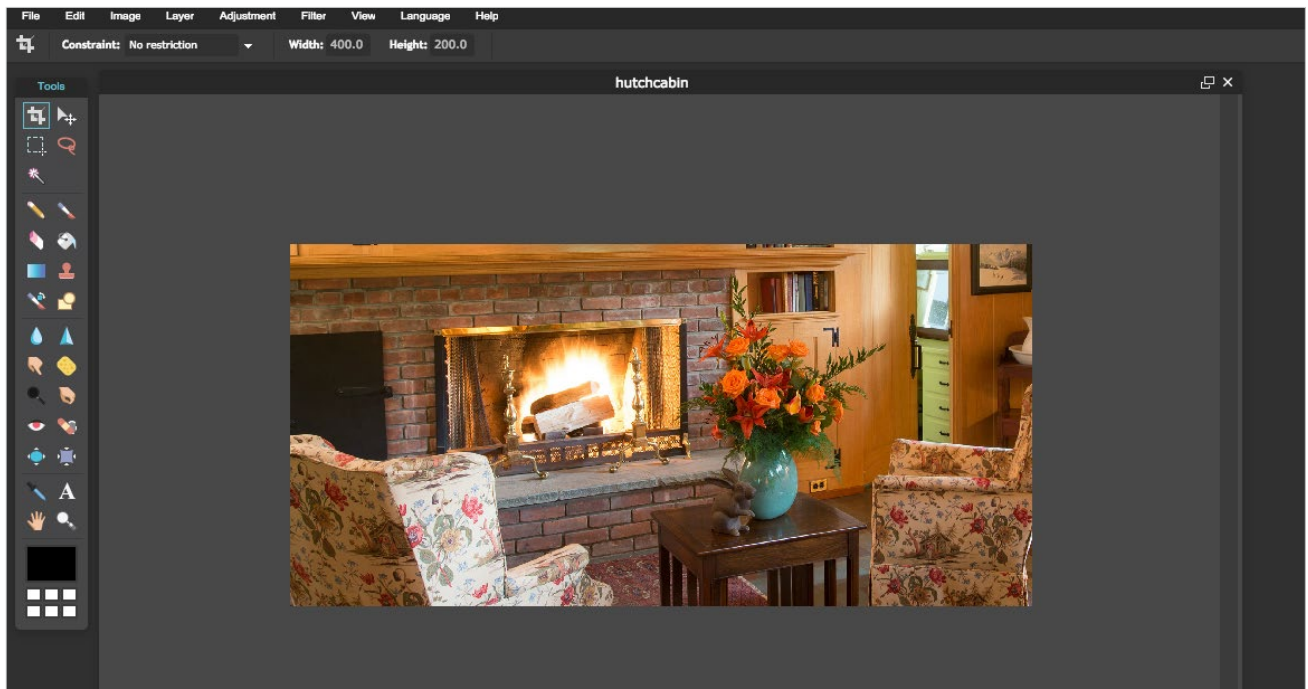


EDITING/ADDING IMAGES [CONTINUED]

- **Click and Drag** your mouse across the image to see your crop size.

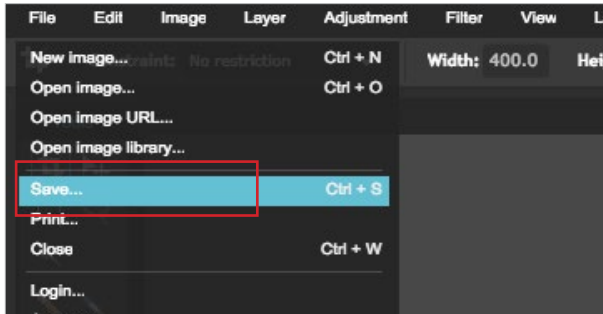


- Click **Enter** to crop your image.



EDITING/ADDING IMAGES [CONTINUED]

- Click **File > Save** to save your image.



- Choose a new name for your image and choose **JPEG** as the format, Quality **80**.
- Click **OK**

