

# WEBSITE WELCOME PACK

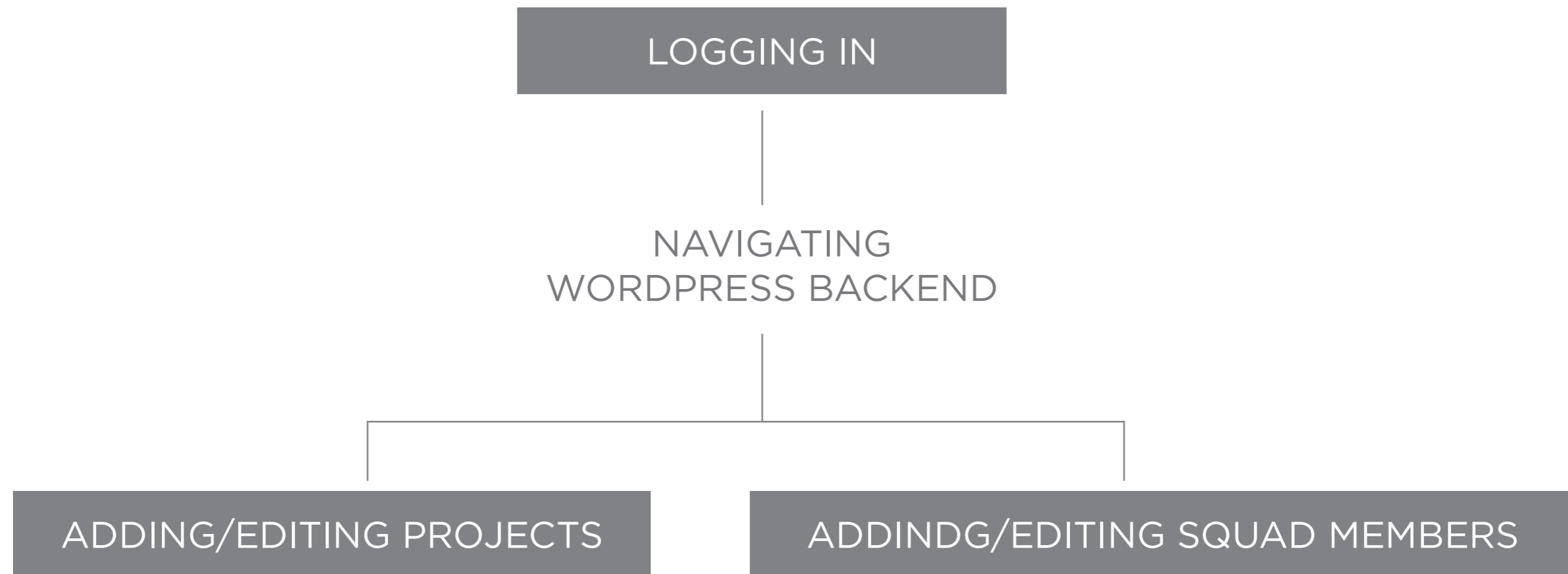
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How to use your new website



# WEBSITE OVERVIEW

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# LOGGING IN

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*Before you can do anything with your new website you need to be able to login to the Wordpress backend. This process is the same as any other Wordpress site so if you have experience in Wordpress feel free to skip to the next section.*

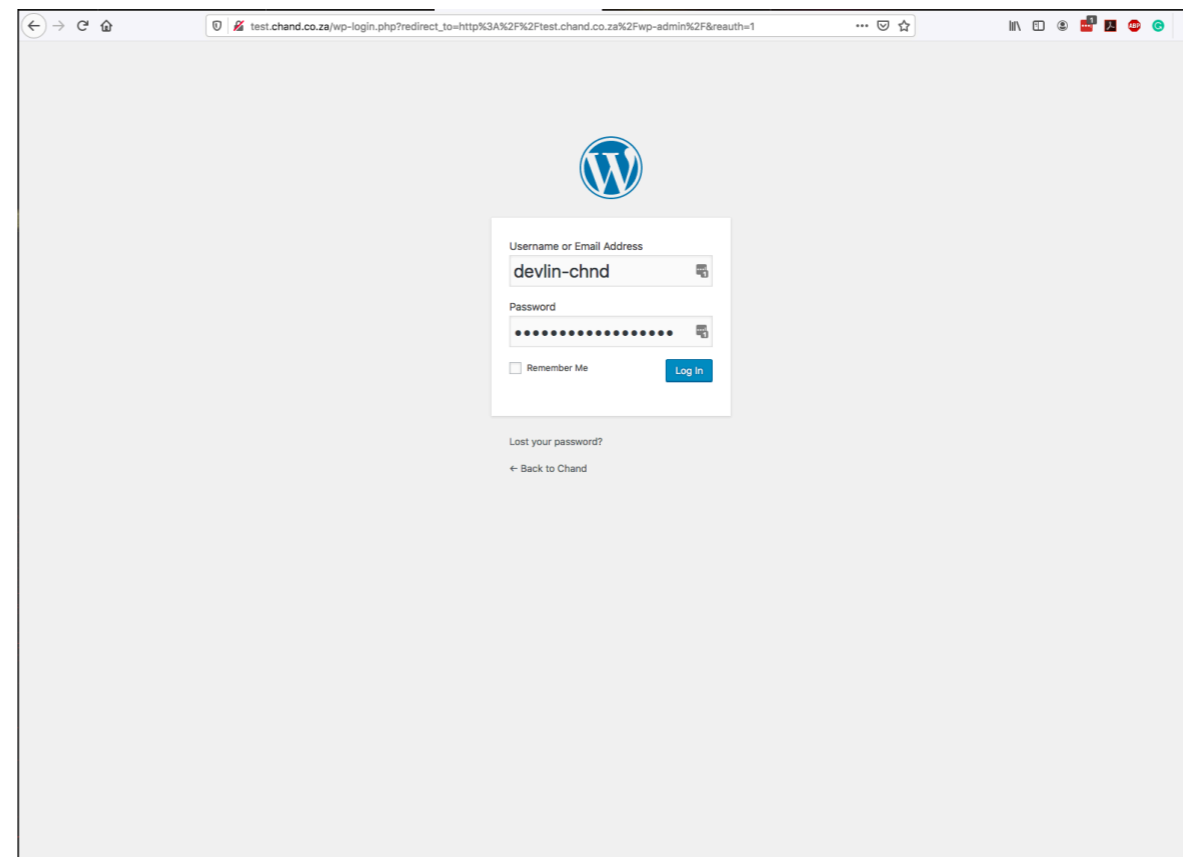
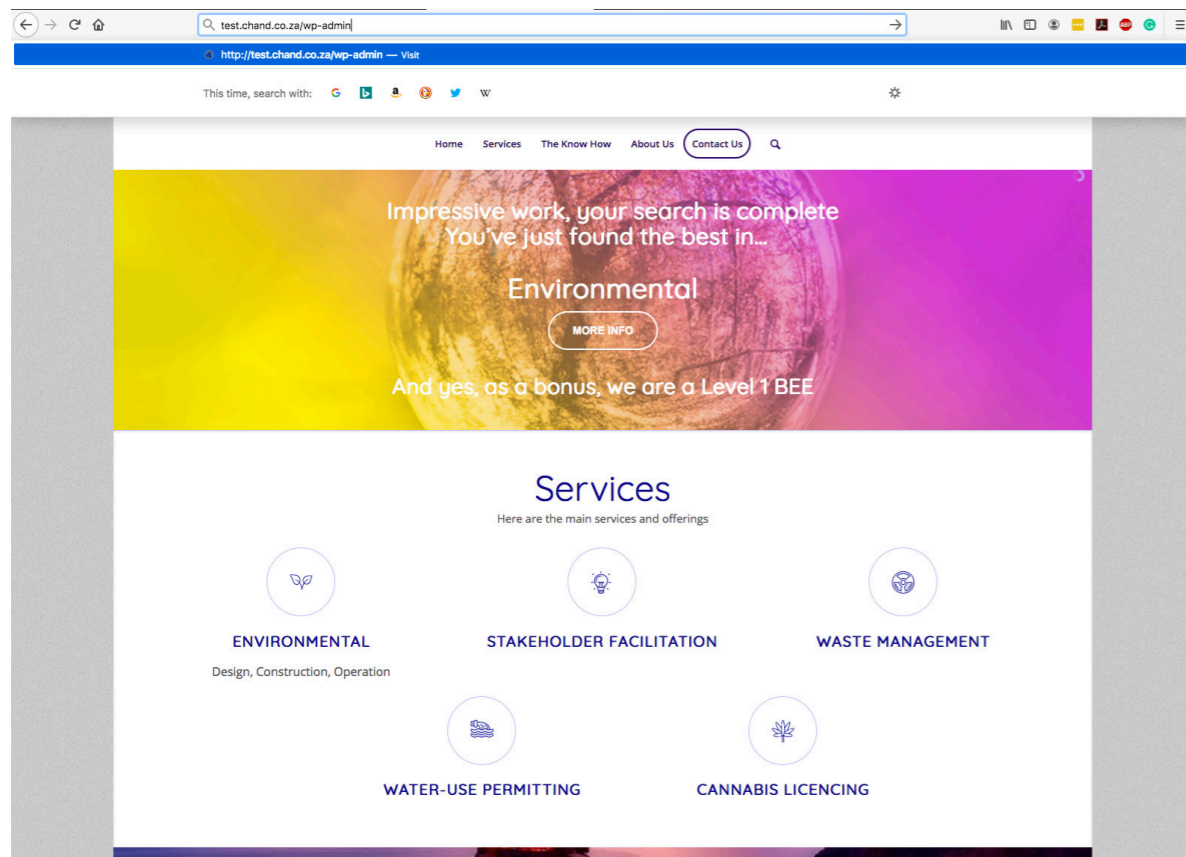


# LOGGING IN

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## NAVIGATE TO THE LOGIN SCREEN

In order to utilise your new website you need to login by accessing the following URL: <http://chand.co.za/wp-admin>  
(for the testing site the URL is: <http://test.chand.co.za/wp-admin>)



# LOGGIN IN

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## LOGIN DETAILS (Test User)

The following details have been setup for a test user:

Username: [test-user-chand](#)

Password: [This-is-a-test!12](#)

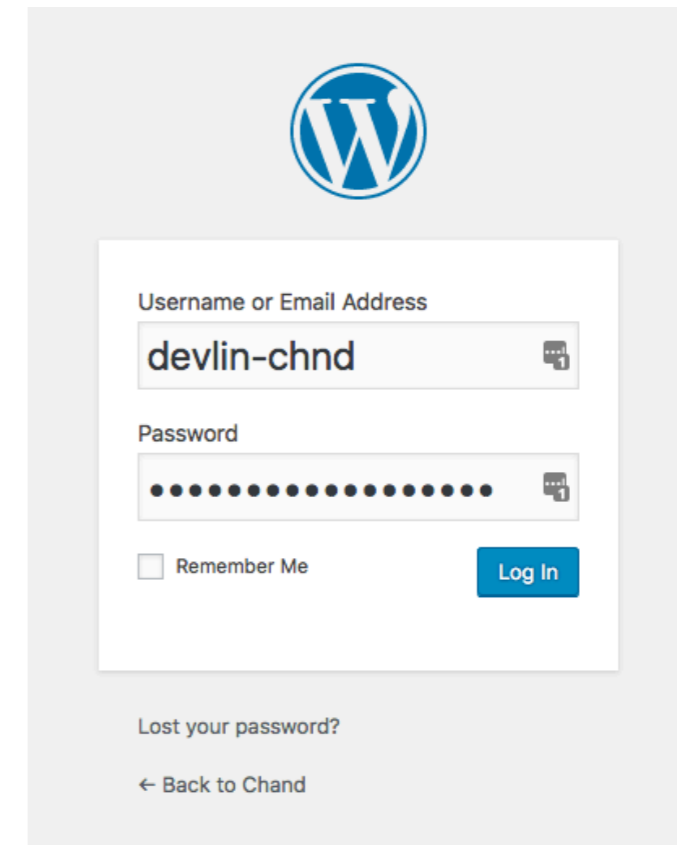
## LOGIN

To login simply

- Enter a valid username
- Enter the corresponding password
- Click 'LOG IN' button

## DASHBOARD

Once you have successfully logged in you will arrive at your dashboard



A screenshot of a WordPress login form. At the top center is the WordPress logo. Below it is a white login box with a light gray border. Inside the box, there are two input fields: 'Username or Email Address' containing 'devlin-chnd' and 'Password' with masked characters. Below the password field is a checkbox labeled 'Remember Me' and a blue 'Log In' button. Underneath the login box, there is a link 'Lost your password?' and a link '← Back to Chand'.

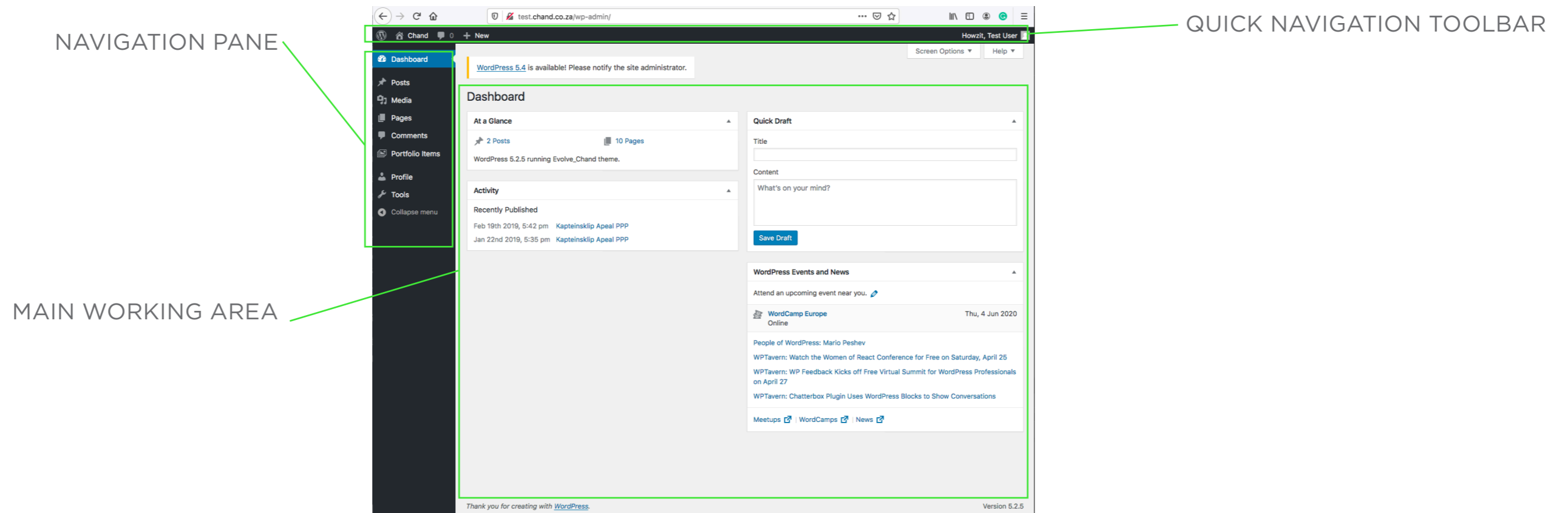


# DASHBOARD OVERVIEW

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## DASHBOARD

Once you have successfully logged in you will arrive at your dashboard. The dashboard provides an overview of your site and allows you to navigate depending on what you want to do

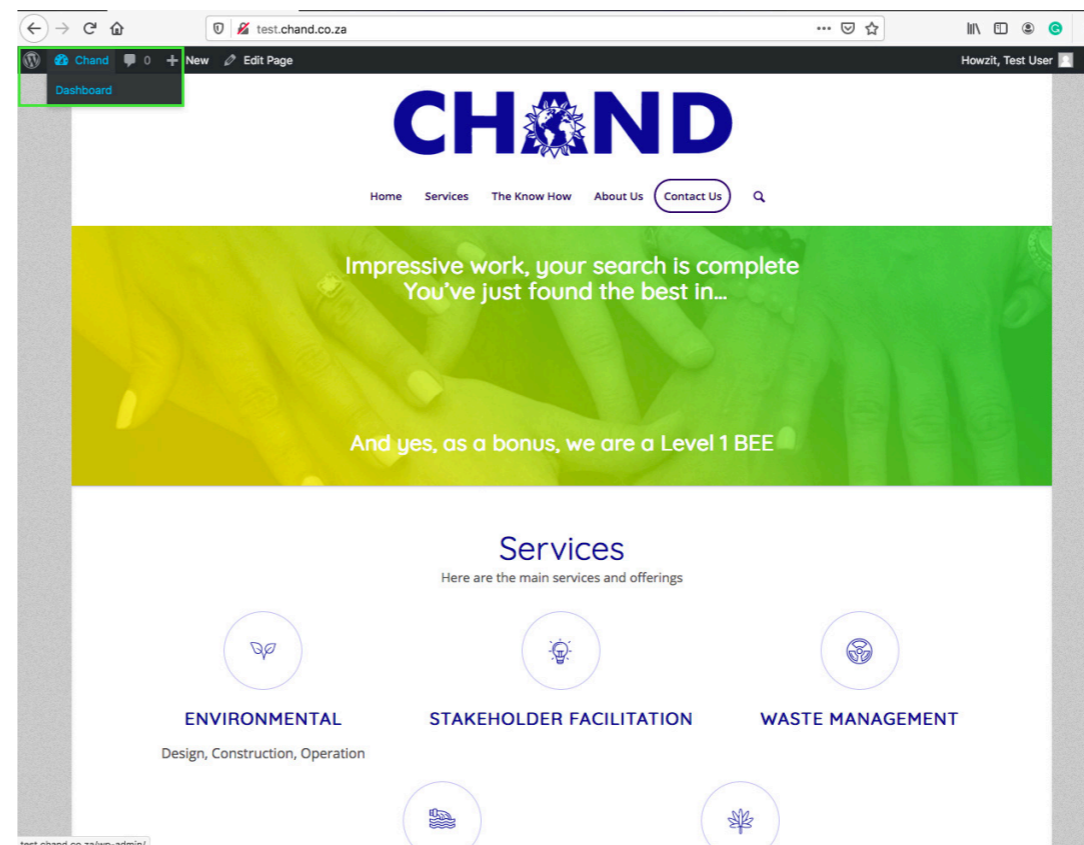
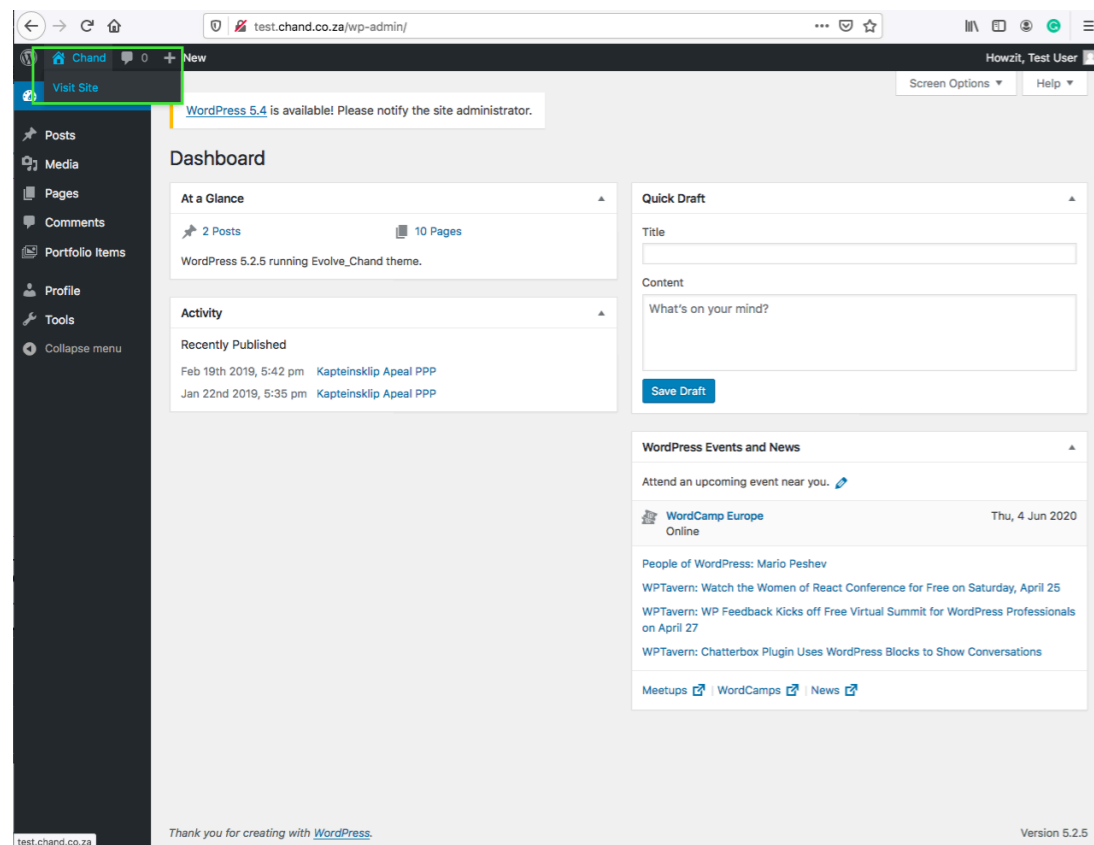


# DASHBOARD NAVIGATION

## SWITCHING TO LIVE SITE

If you ever need to see the live site or 'front end' hover over the site name in the top-left and click the 'Visit site' drop down.

You can also access the dashboard anytime you are logged in by using this 'Quick Navigation Toolbar' from the 'front end'



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# ADDING/REMOVING PROJECTS

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*This section will take you through the process of adding, removing and editing projects*





# PROJECTS/PORTFOLIO OVERVIEW

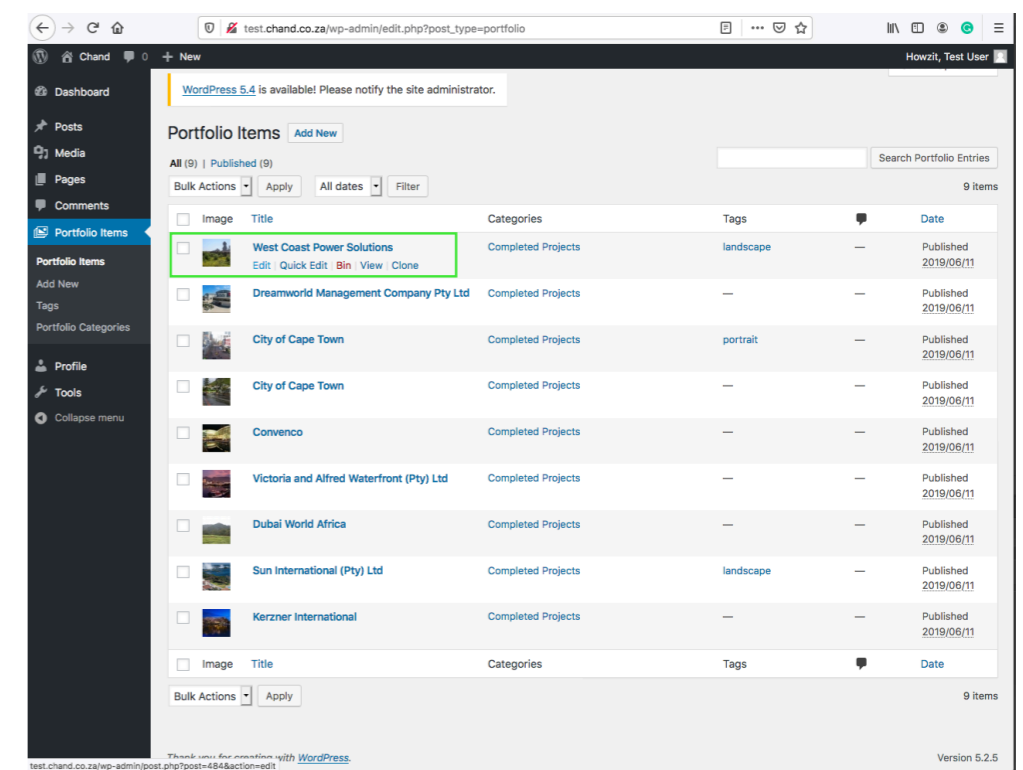
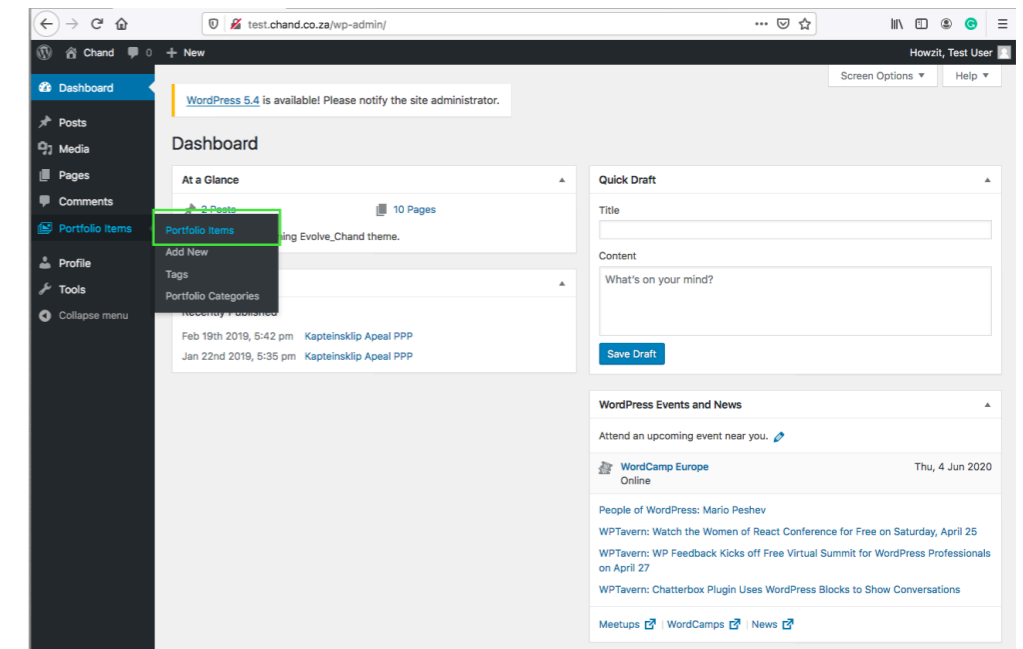
## ACCESSED FROM DASHBOARD

Projects are under the 'Portfolio Items' link in the left-hand pane

- Press the 'Add New' button to create a new project or use the clone feature by hovering over an existing project to speed up the process

Each Portfolio Item is considered a project. When hovering above projects new options become available:

- Edit – click here to edit an existing project
- Quick edit – like edit above but with limited functionality
- Bin – click here to remove the project
- View – View the project on the 'front end'
- Clone – click to make an exact copy of the project.



# ADD PROJECT

## ACCESSED FROM PORTFOLIO ITEMS

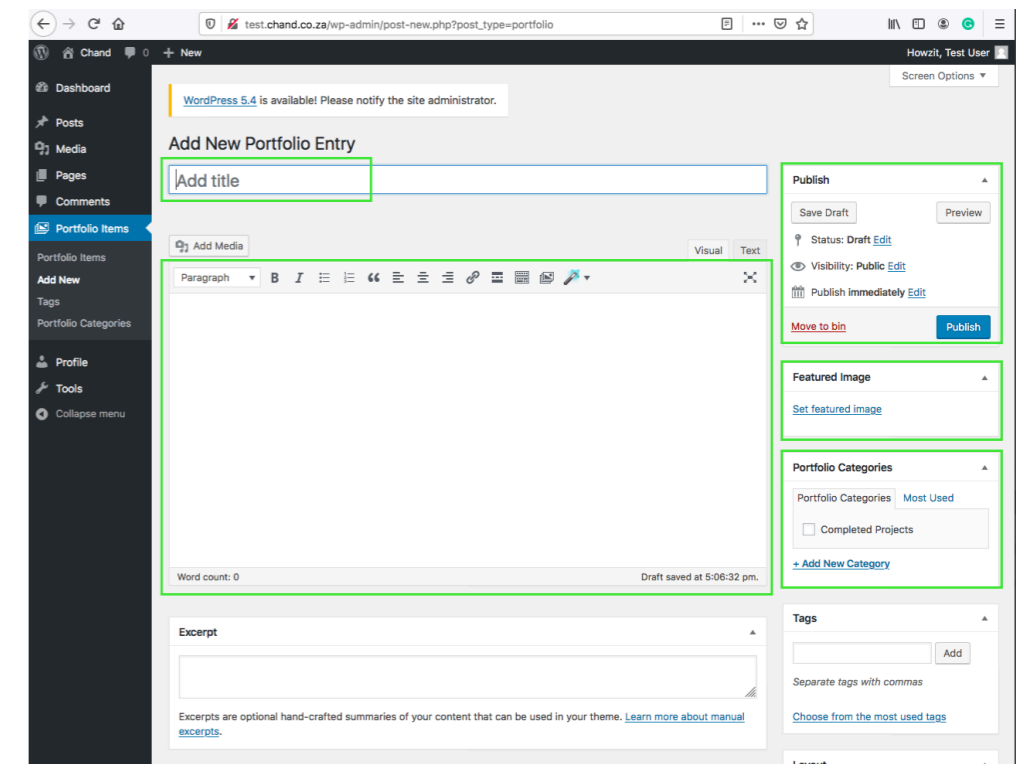
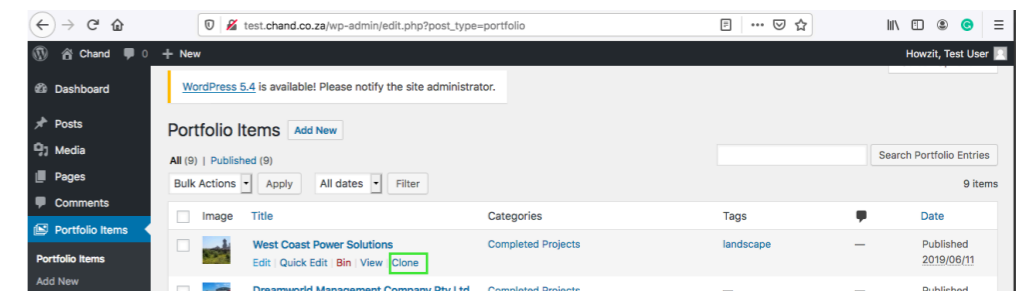
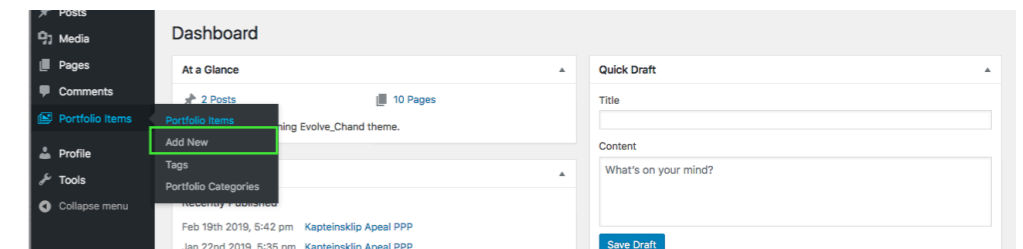
- Press the 'Add New' button to create a new project or use the clone feature by hovering over an existing project to speed up the process

## NEW PORTFOLIO ENTRY PAGE

*\*If the layout is slightly different you can drag and drop the different boxed sections to suit your needs.\**

The screen shot on the right is the suggested layout. The highlighted boxes are the important settings:

- Title – to be used to identify your new project
- Body – add a subtitle here but keep the description word count low for best results
- Featured image – images need to be high resolution
- Portfolio Categories – must be set for new project to be included in the 'front end' grid
- Publish – Only published projects will be displayed on the 'front end'



# ADDING A FEATURED IMAGE

## SET FEATURED IMAGE

If no image is set click the 'Set Featured Image' link otherwise click on the image to edit/change it.

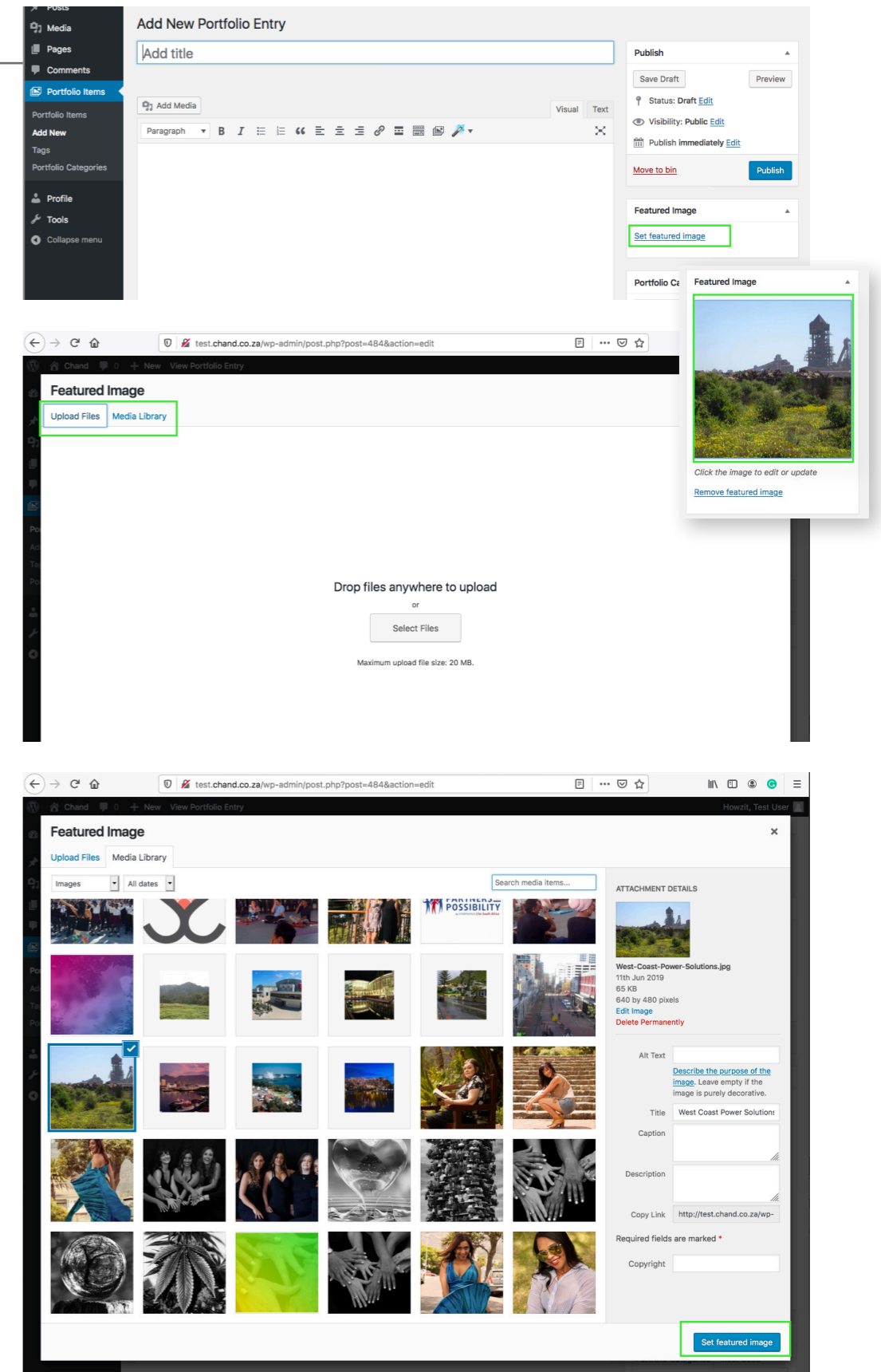
- You can upload a new image or
- choose from the existing images in your library

## UPLOAD NEW IMAGE

You can either drag and drop an image into the Media Library or use the browse button to find the image you want to use.

## USE EXISTING IMAGE IN MEDIA LIBRARY

Scroll or use the search function to find the image you would like to use ensuring that you add a title, description and any copyright info needed. When you are done click the 'Set Featured Image' button to save and close the Media Library



# A NOTE ON IMAGE RESOLUTION

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## IMAGE RESOLUTION

Image resolution is very important to avoid having pixelated or low quality images:

- minimum resolution is 640x480
- recommended resolution is 1040x728
- minimum very wide images resolution is 1200x675
- minimum very tall images resolution is 675x1200

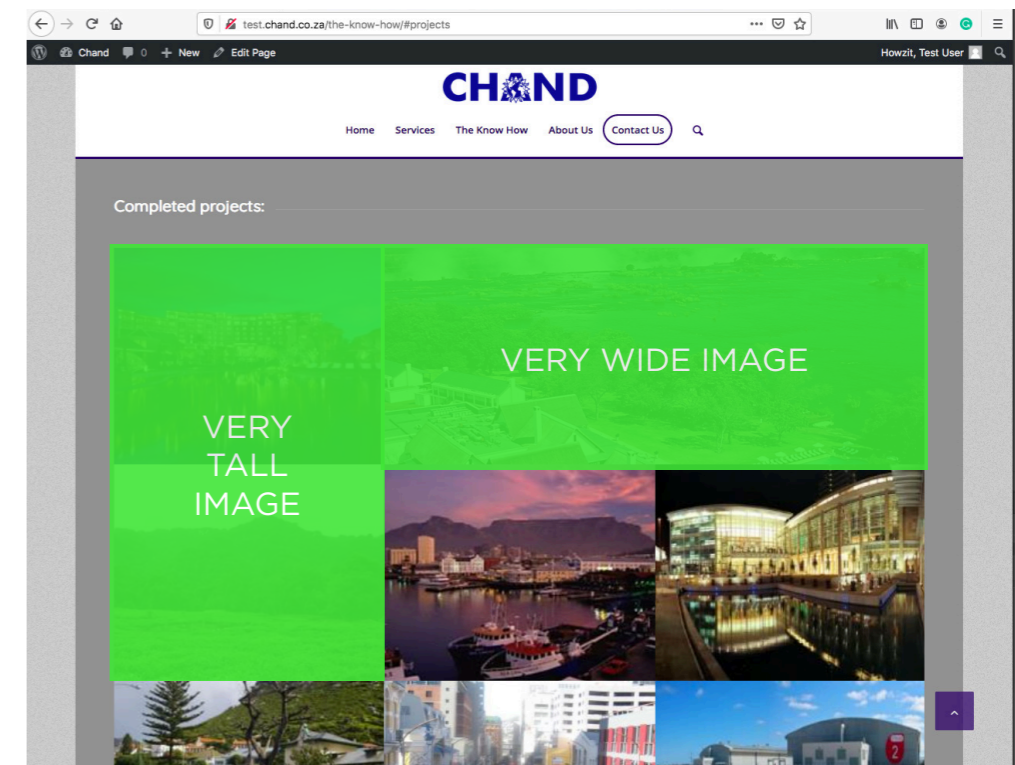
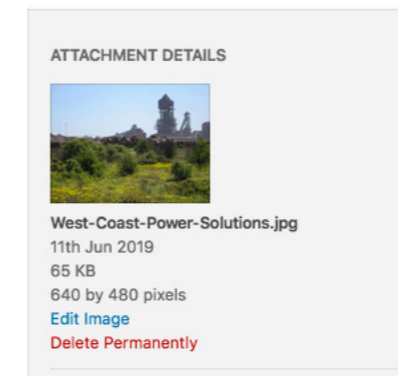
## WIDE/TALL IMAGES

The grid will automatically display very wide images over two columns and very tall images over two rows.

## FILE SIZE

Images must also not be too big in terms of filesize as the size of images can determine the speed of your site

- maximum size per image should be no more than 2mb
- recommended size should be around 600kb
- speak to your designer to help with selecting or creating images that are best suited for websites



# REMOVE PROJECT

## REMOVING A PROJECT

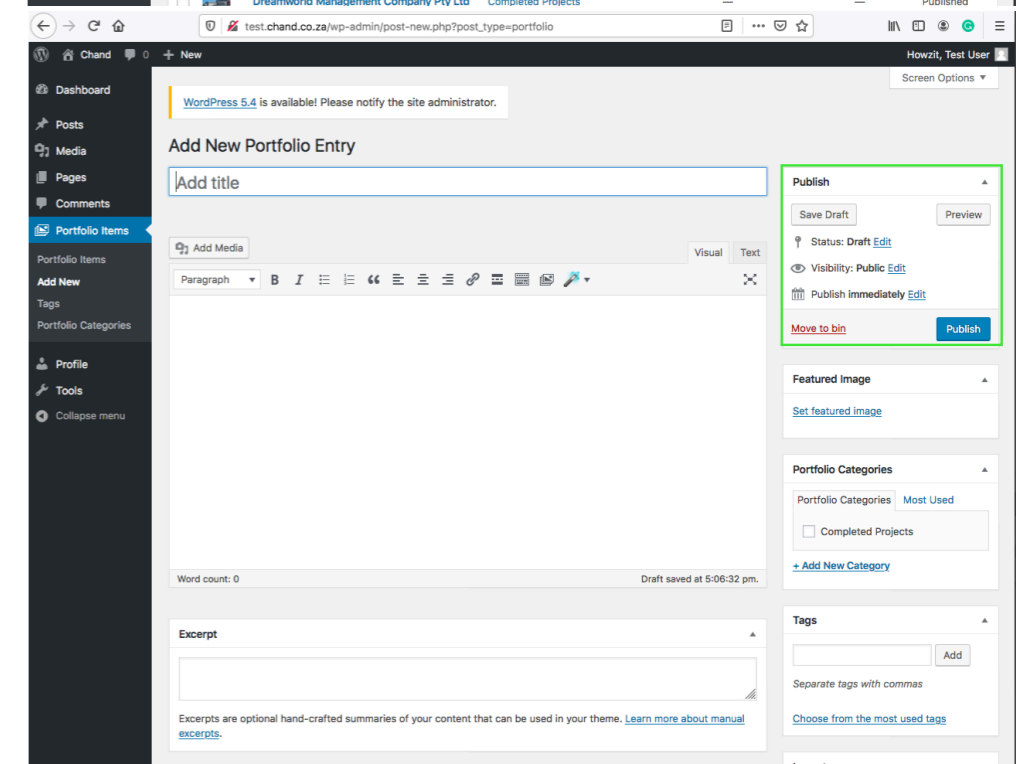
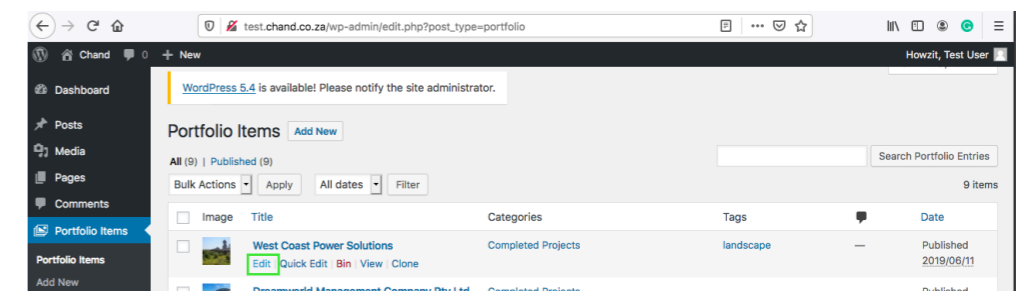
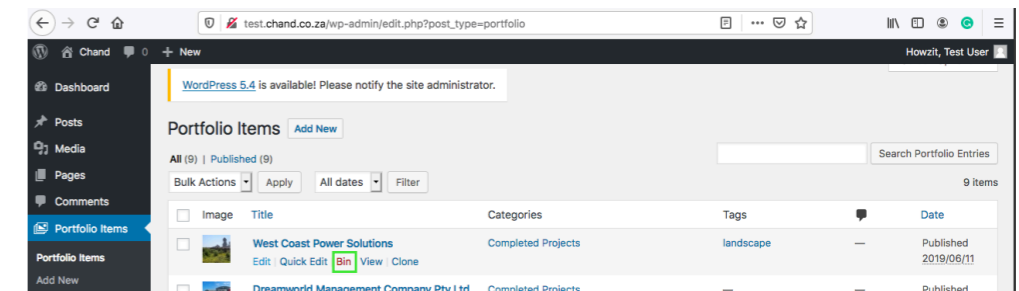
*\*This will remove to project completely from your site. If you just want to temporarily hide it refer to below point\**

- Hover over the project you want to remove
- Click on 'Bin'
- Select and click 'Yes' in the confirmation prompt

## TEMPORARILY REMOVE PROJECT

To temporarily remove/hide a project:

- Hover over the portfolio item you would like to remove and click on edit
- Under the Publishing section edit the Status
- Select 'Draft' from the drop down to hide the project from the frontend – republishing the project will allow you to unhide the project



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# ADDING/REMOVING SQUAD MEMBERS

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*Here is how to add, remove and edit members of the Squad section.*

*\*Only users with an administrative account can add/remove members, all other users will only be able to edit members\**



# EDIT SQUAD MEMBER PAGE

## NAVIGATE TO SQUAD PAGE IN EDIT MODE

- Hover over pages in the Navigation Panel
- Click on All Pages
- On the list of Pages, scroll down
- Hover over 'The Squad' and click on 'Edit'

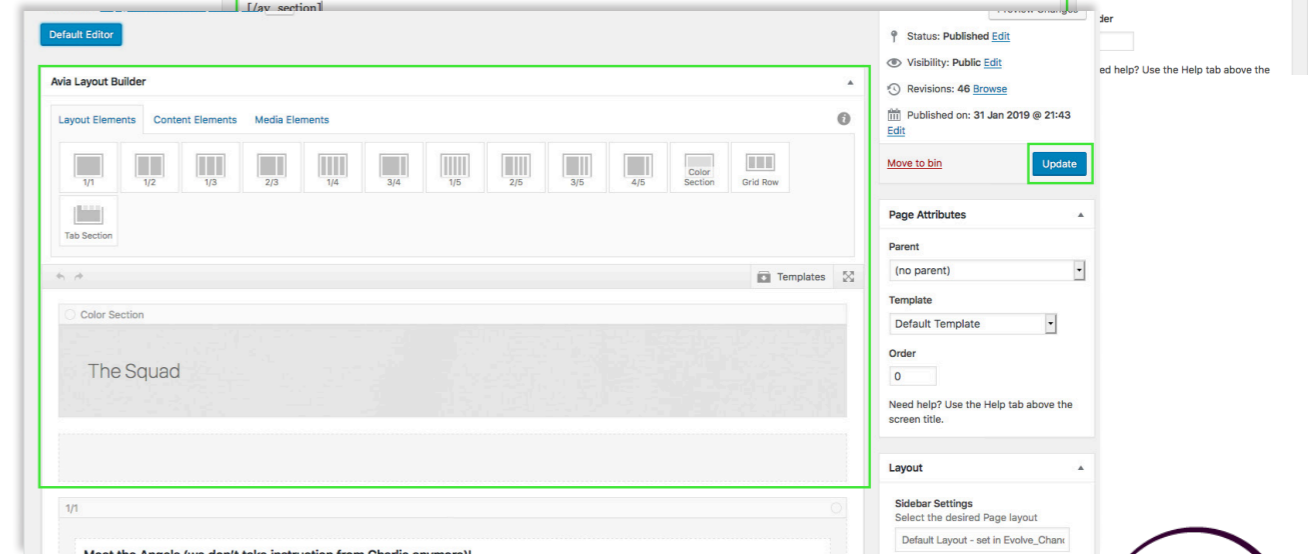
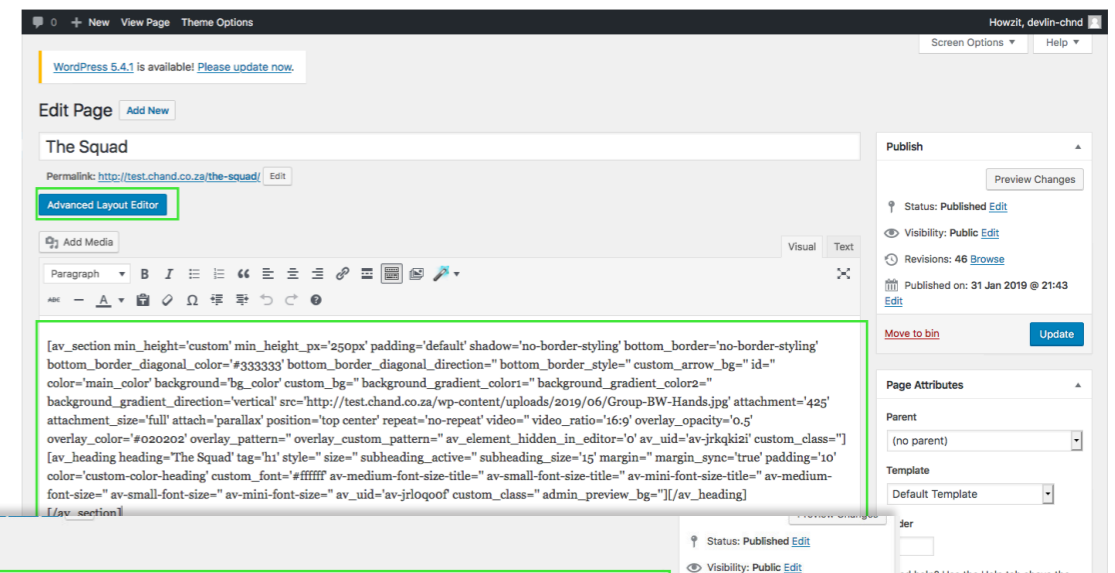
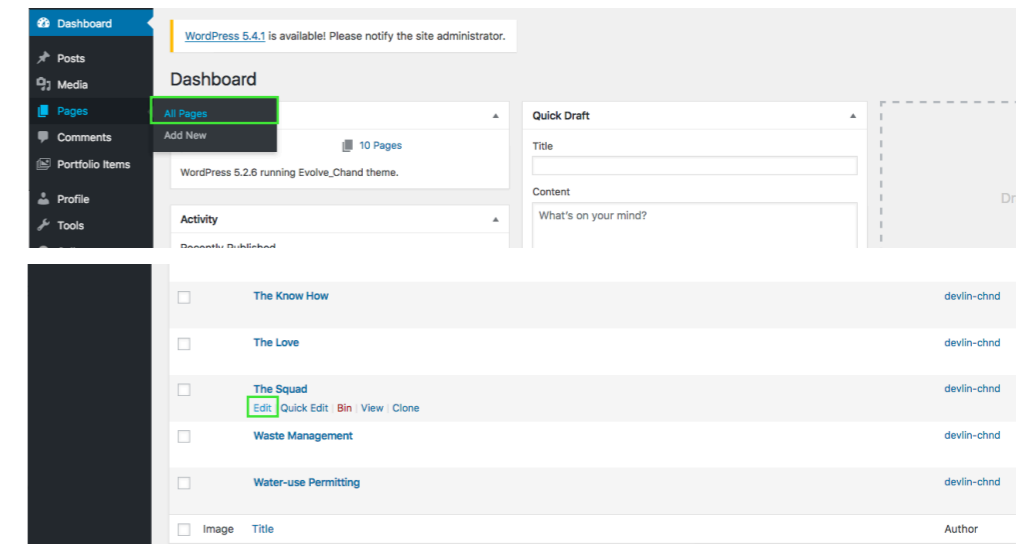
## SAVE CHANGES

Make sure you click the 'Update' button to save any changes made on the page

## EDIT MEMBER PAGE

*\*If you are not an administrator user the layout will be slightly different. And the Layout Builder will not be available or visible\**

- If there is just code like the first screenshot ensure you click the Advanced Layout button
- This will display the sections closer to what you might expect them to look like on the front-end of the website



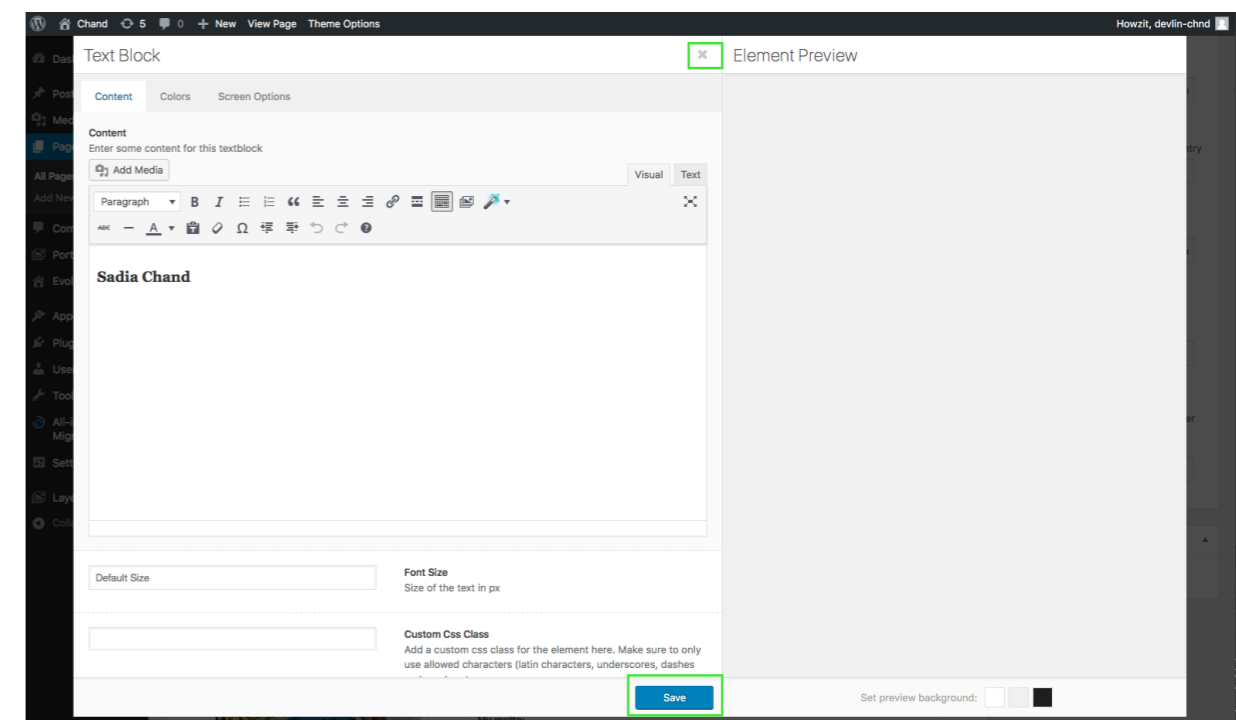
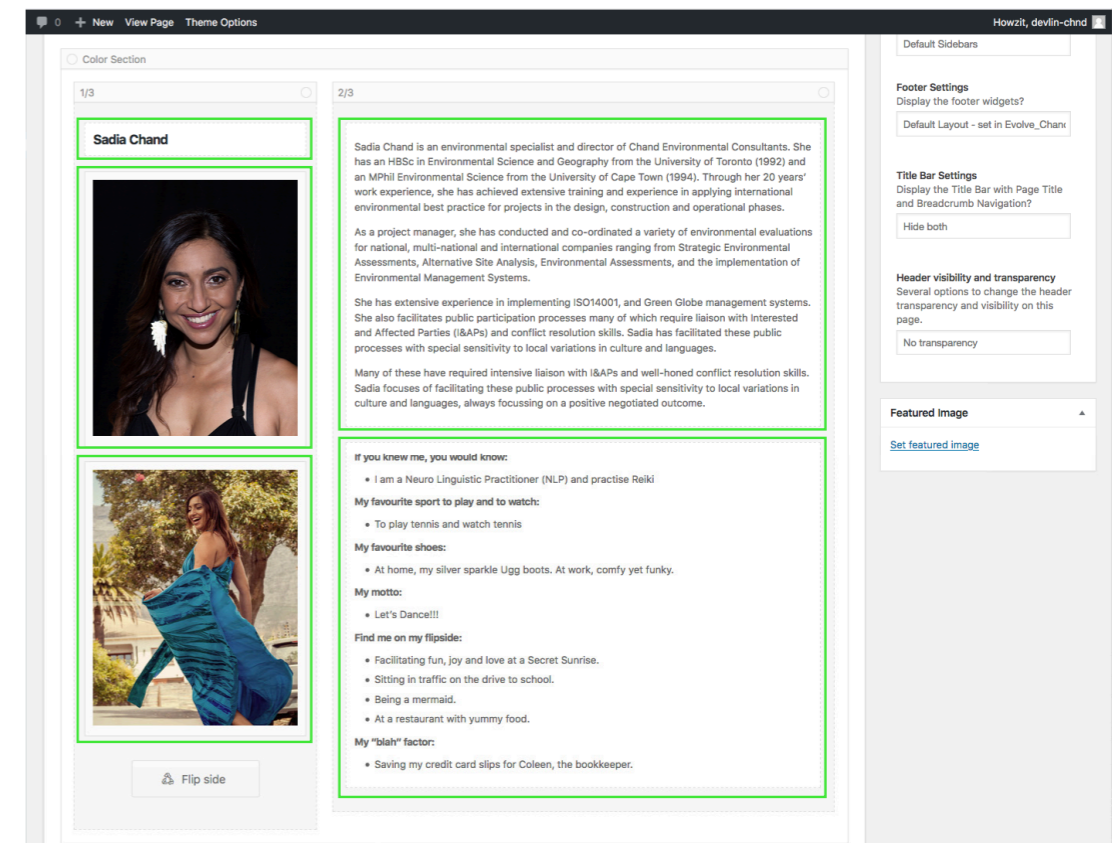
# EDIT SQUAD MEMBER – NAME

SCROLL TO THE SQUAD MEMBER TO EDIT  
Each member section (Color Section) holds the various sections you can edit:

- Name: Change the member's name
- Formal Image: Change the formal image displayed
- Flip Side Image: Change the image displayed on the Flip-side
- Biography: Click to change the write-up
- Flip-side biography text: Click to change flip-side write-up

## EDIT NAME

- When you click on the name section you will see the following popup
- Simply edit the text and once you are happy with your changes click 'Save'
- To abandon changes simply click outside of the popup box or click the 'x' in the top-right

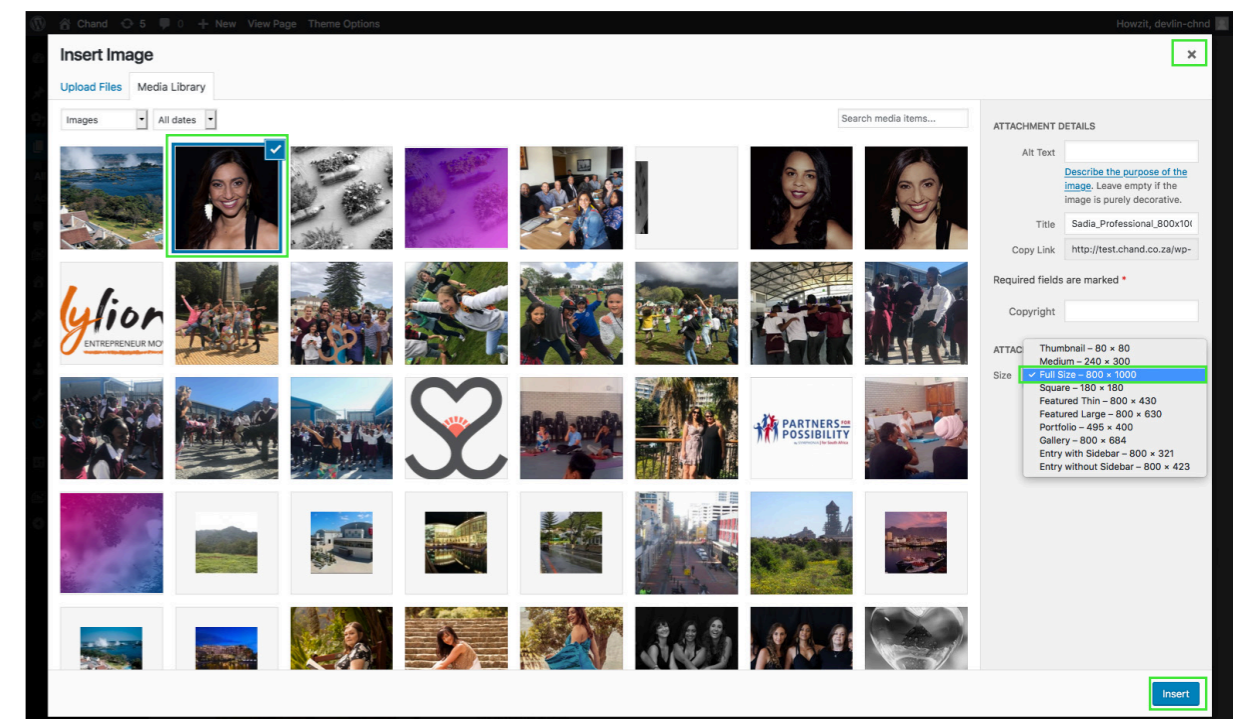
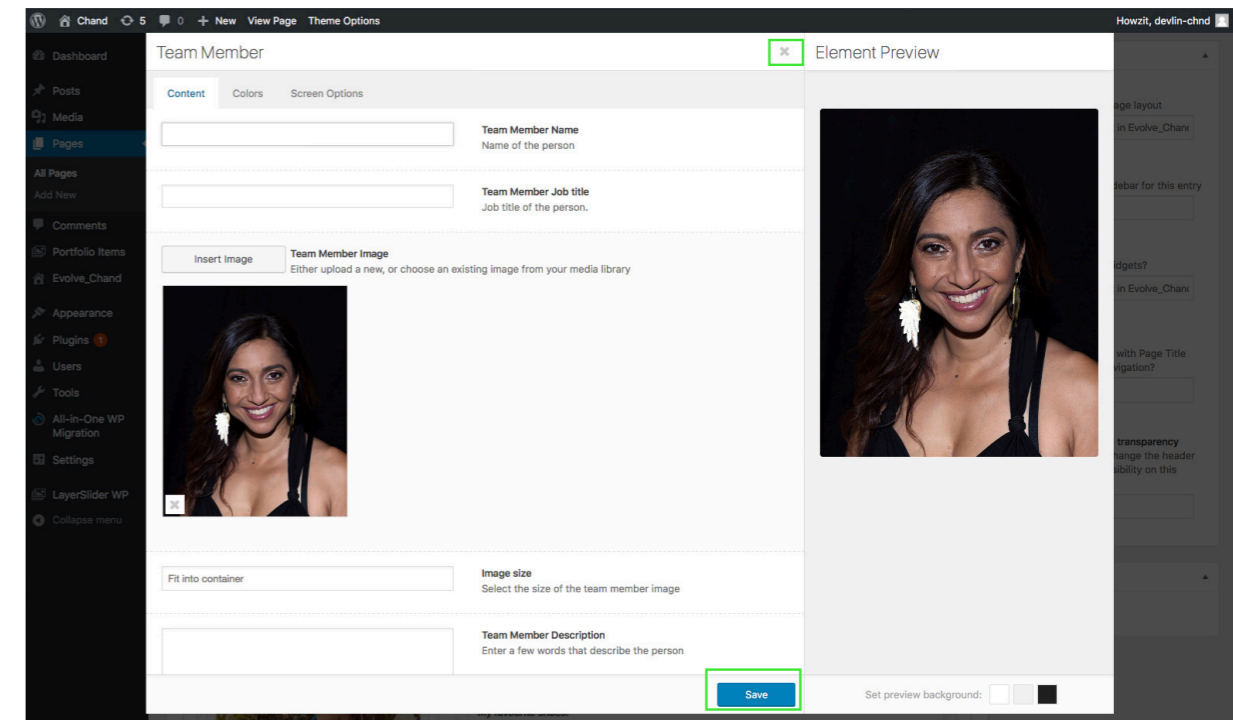




# EDIT SQUAD MEMBER – IMAGES

## CHANGING IMAGES

- When you click on the image you will see the following popup
- Ignore the text inputs here and click the image to choose a new image from the Media Library
- You can add any copyright/alt text required
- Once you have selected the image ensure you select the 'Full size' as the size and click 'Insert'
- For best results use images that have a resolution of 800x1000px (portrait)
- If you are happy with your changes click 'Save'
- To abandon changes simply click outside of the popup box or click the 'x' in the top-right

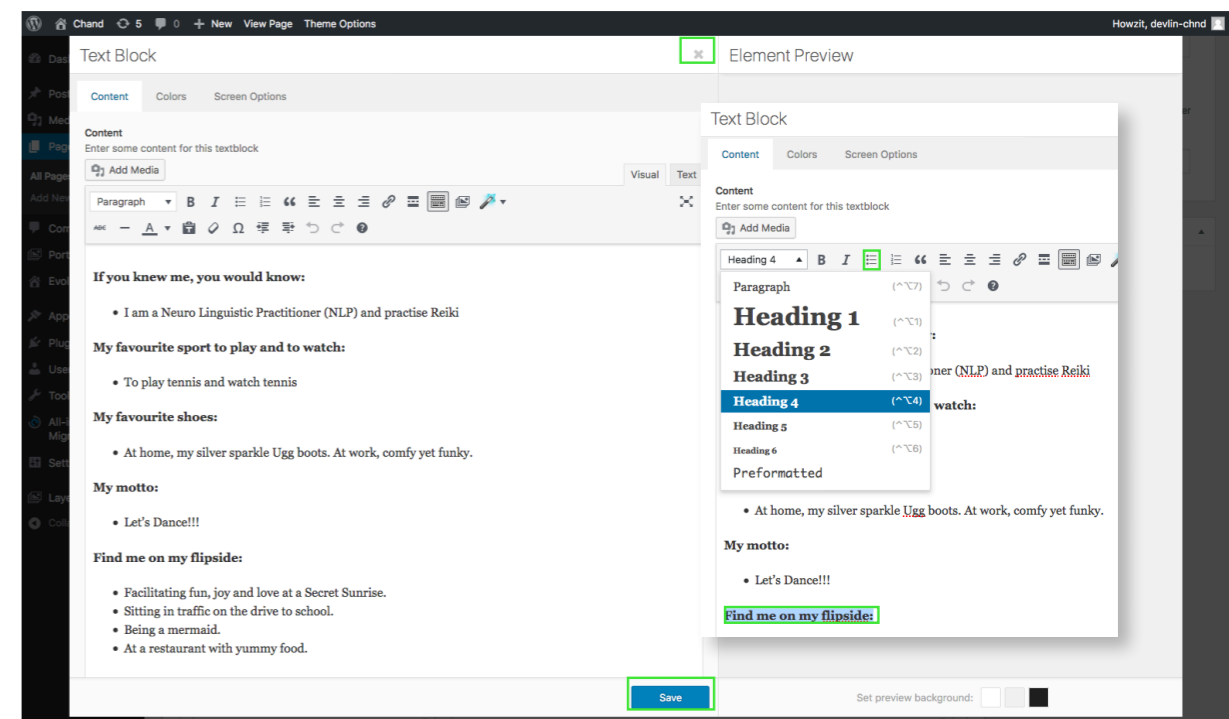
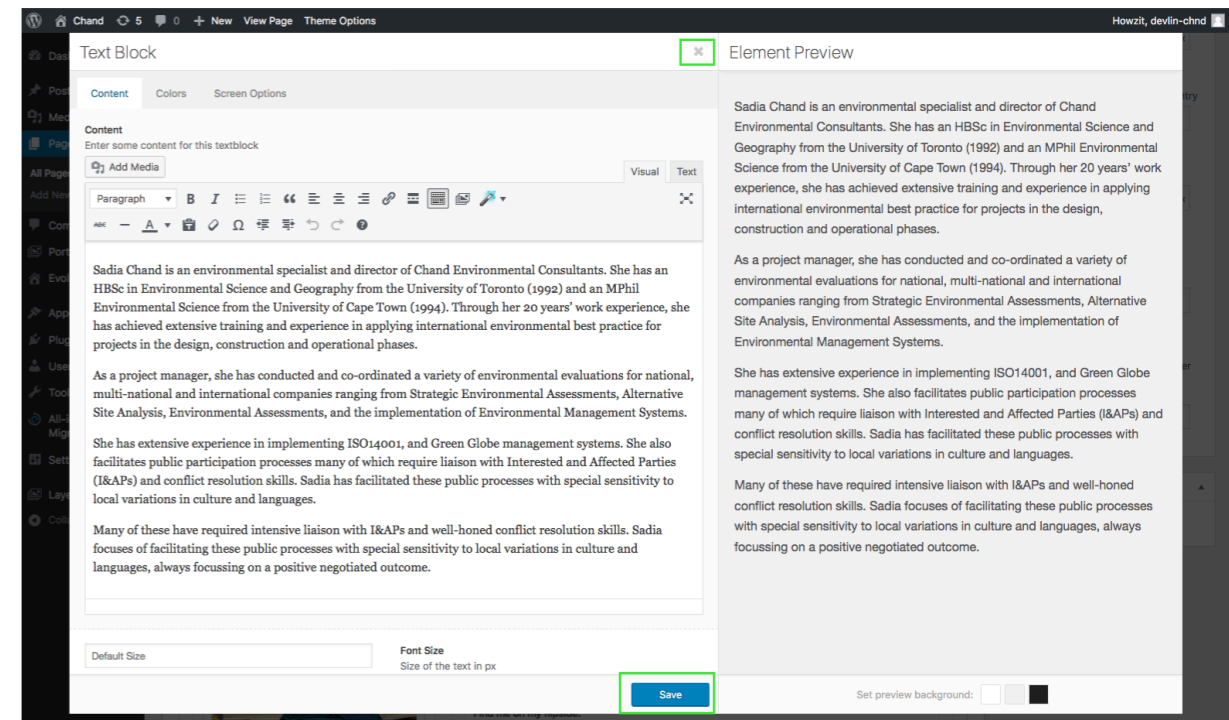


# EDIT SQUAD MEMBER – TEXT

## CHANGING TEXT

When you click on the text area you will see the following popup

- You can edit the text using the same tools on offer in most text editors
- The preview area will give you a better idea of how it will be displayed on the front-end
- The questions in the Flip-side are all set as Heading 4 elements to get the right styling applied
- The answers are set as bullet lists
- If you are happy with your changes click 'Save'
- To abandon changes simply click outside of the popup box or click the 'x' in the top-right



# REMOVING A SQUAD MEMBER

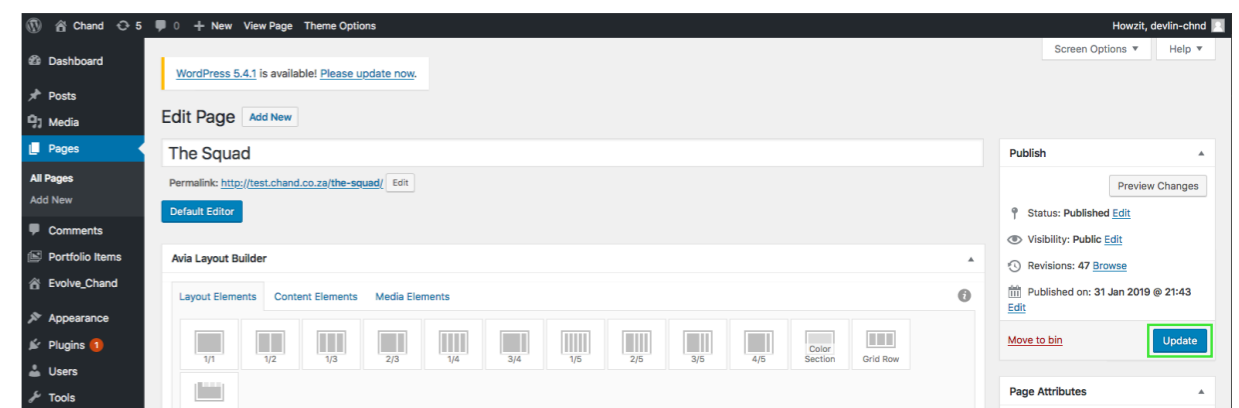
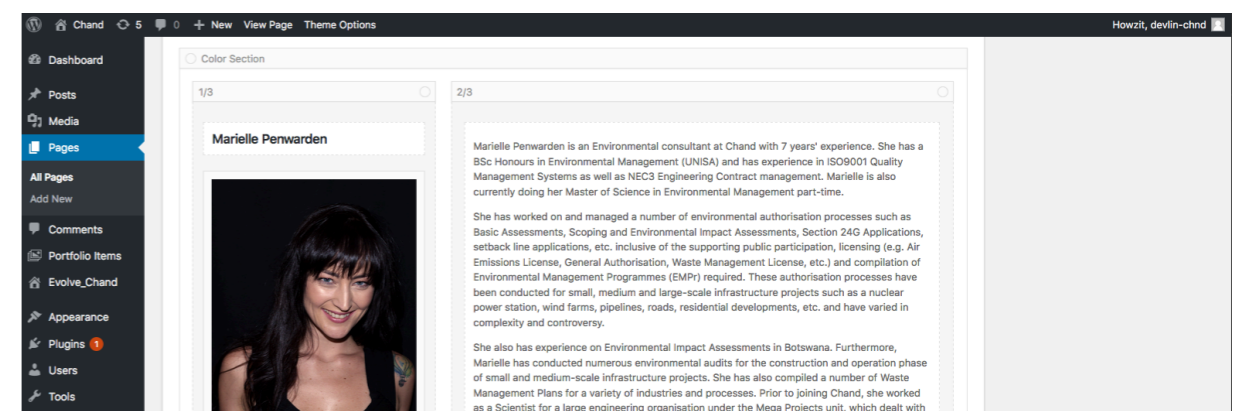
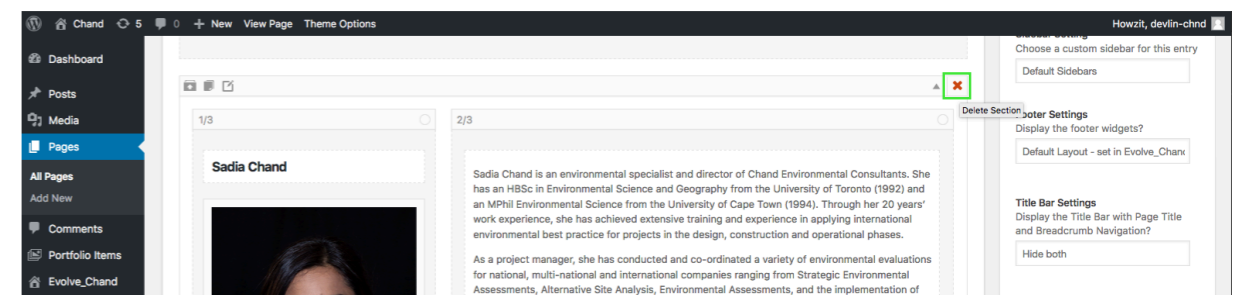
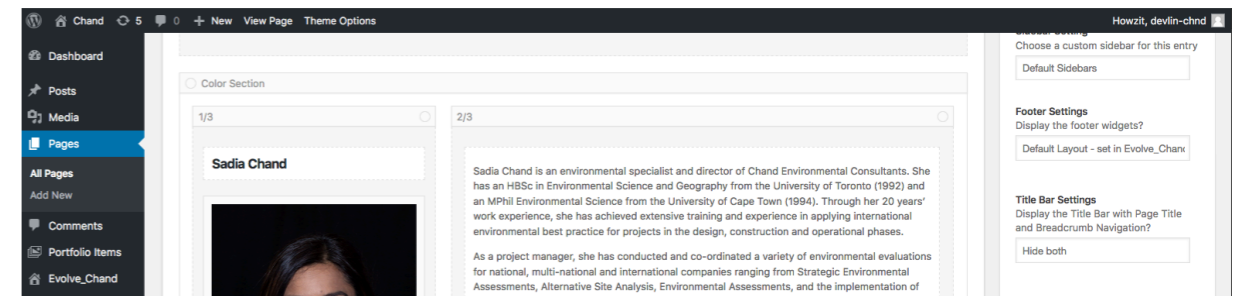
## REMOVE MEMBER

- Scroll down to the member you wish to remove
- Ensure you are hovering over the 'Color Section' for the member
- Click on the 'x' in the top-right
- The member has been successfully removed

## SAVE CHANGES

Make sure you click the 'Update' button to save any changes made on the page.

If you do not want to save, navigate away/refresh the page and click on the 'Leave anyway' option to discard any changes made on the page.



**THANK YOU**

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