

argon[®]

The Mandala

Wordpress

User Guide

WORDPRESS USER GUIDE

Admin URL:
<https://www.themandala.com.au/wp-admin>

Username:
mandalaadmin

Password:
Rowlands_1408

Editing Content Pages

- + Click  **Pages** in the left menu bar
- + List of every page will appear
- + Click **Edit** or on page title to edit.
- + Type and edit content as you wish
- + Each content page can have a different header image (image size 1920 x 400px), to edit click [Set featured image](#)
- + Click  on the right hand side when you have finished

Adding an image to a page or post

- + When editing a page, or post, simply click the  **Add Media** icon, above **B I ABC**
- + Either select a previously uploaded image from the Media Library or click **Upload File:** then  (You can drag and drop here also).
- + Once image is selected it will upload to the media library.
- + Select the image you want to insert to the right select the size, alignment and linking options.
- + When done click 

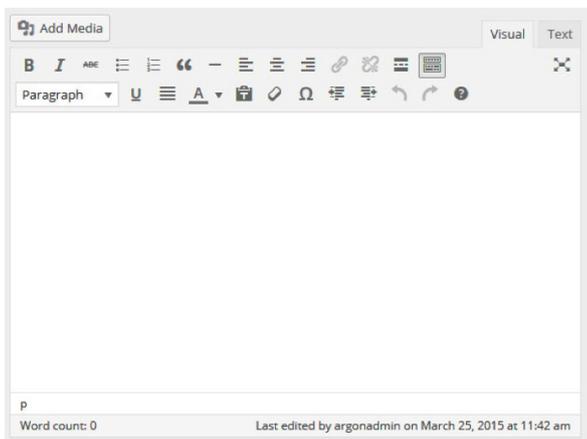
Adding a PDF to a page or post

Adding a PDF or Word Doc is exactly the same process as adding an image. However the title of the PDF will show as the link so adjust this to what you want the link to be called.

Another way to add a link to a PDF is to first upload it to the media library then copy the File URL. Back in the content editor type the words you want to be the link, highlight then and click the insert link icon, then paste the copied file URL.

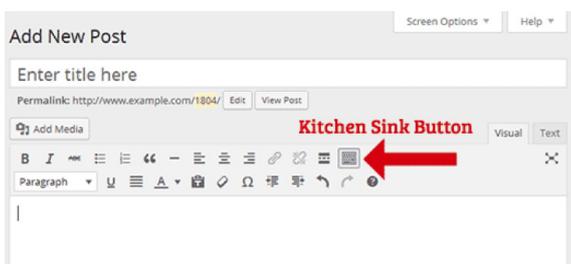
Content Editor Explained

The content editor is the box you will edit to add content/images/documents to your pages and posts and will be used fairly extensively when updating your website.



Content Editor Example

By default the Content Editor only shows a single row of buttons in the editor. Kitchen Sink is the last button in this row. Clicking on it will display another row of buttons with more buttons.



Kitchen Sink Button

To the top right of the editor are two tabs, the Visual and Text. When switching the Text mode this will display the content in pure HTML with all styling removed. This is the mode you will need to enter if ever embedding code such as a YouTube or Vimeo Video, a Google Calendar etc. If you ever enter a page and it is in Text view just switch it back.



Text Button, next to the Visual Button

You can find much more information on the Content Editor here:

<https://en.support.wordpress.com/visual-editor/>

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Short codes Explained

Short codes are snippets of code that add styling to the website and avoid the user having to know HTML. Below are some of the short codes that have been set up and what their output will be.

Columns

[one_half_first]

Any content in between these codes will display in the first of a 50% width column

[/one_half_first]

[one_half_last]

Any content in between these codes will display in the second column

[/one_half_last]

Buttons

[button link="/about/"] Find Out How [/button]

This will give the styling of a button, add the link in between “” and the text you want on the button in between the short codes.

Blocks, Accordions, Tabbed Content, Tables, Links List, Lightbox Galleries

All these short codes can be used to display content on any page. To set up just press the blue Add button and add the rows and content. Many will ask you to set an ID for the short code, you can give this any value.

Once you have added content to display just copy the shortcode such as [accordion id=“”] and then add the ID you set in between the “ and ”, add this in to the main content editor box above.

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Short codes Explained

Attention

To make a sentence larger and stand out you can wrap it in the **[attention]** tag, an example of this is...

[attention]Mandala Property Group is a South Australian Property Development and Investment Company, delivering quality projects of enduring value.**[/attention]**

Editing Home Page

Click  **Pages**, then **Home**

Custom areas have been set up for:-

Tagline

Text that appears on top of main image.

Slider

Click add Slide if you want to add a new row here. If adding a new image the image size required is 1920 x 1080px. This top slider section is the main hero image of site as opposed to a smaller one lower down the page.

Featured Projects

Check boxes from left column to appear in right column that you want to display here.

Content Editor

This is the main text area of the home page.

Blocks

Home page uses the blocks section to link to other areas of the website. The image size here is 480 x 480px

Sliders

Home page also uses the image slider in the right column of content. Image size used here is 700 x 400px as it is only using half the page width.

Adding Projects

Custom Projects section has been created for these. Go to Projects > Add New

Title

Give project title

Content Area

Add project content and any short codes here.

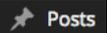
Categories

Add project to a category, multiple categories is fine.

Featured Image

Add a featured image for the project. This will act as the main image and the thumbnail image. Image size required is 1500 x 600px.

Adding an Article

Click  **Posts**, then 

Title

Give post a title

Publish Date

Add publish date

URL

Add link to document here, this can be image, pdf or website.

Chinese Translations

When logged in as admin at any stage you can click the English flag on the top bar and switch to Chinese. You will then be in the Chinese area of the site where you can click into any page and edit the Chinese version.

If in English mode you will notice when viewing pages there is a little pencil icon on every row such as this  click on this to edit the Chinese content of that page.

When you edit the English content of a page and save with editing the Chinese content rather than the pencil icon you will see a reload icon. This is a notification that changes have been made to English and not Chinese so content is out of sync. If you do not wish to edit Chinese page, when editing English before you click update check the box that says Minor Edit - don't update translation.

Menus

There is a menu for each Chinese and English. When a new page is created you will first want to also create the Chinese translation of that page. Go into the menu and add the new page into English menu, then click Chinese and also add the Chinese translation of the page .

Editing Options

Click Options

There are various custom areas that are required on multiple pages and values used more than once. As such, these values are stored on the Options page rather than the Individual pages.

Options set here are:-

Call to action text, link and image. Logo scroller. All contact info such as Phone, Email and social media links, Admin tab can be ignored, this area for developers to add any scripts or notes.

Editing/Adding a Menu Item

Your website contains four menus, the main menu and the footer menus. You can locate them by going to **Appearance**, then **Menus**. There are various ways to add a menu item. Main two are described below. Make sure the correct menu is selected before editing.

If you are linking to an external website:

Click in the URL box in the Links option and put in the web address. Add the Link Text you would like to call the menu item, click **Menu** and you will see the new item to the right.

If adding a new page:

Tick the check box of the page you wish to add to menu under the Pages title and click **Add to Menu**

The screenshot displays the WordPress 'Menus' settings page. On the left, a sidebar contains navigation options: Forms, Pages, Comments, Appearance (highlighted), Themes, Customize, Widgets, Menus, Background, Editor, Plugins, Users, Tools, Settings, Custom Fields, Events, and Options. The main content area is titled 'Pages' and includes a search bar and a list of pages with checkboxes: News, Contact Us, Case Studies, Services, About Us, and Home. Below this list are 'Links' and 'Categories' sections. The 'Menu Name' field is set to 'main'. The 'Menu Structure' section contains a list of menu items: Home, About Us, Services, Case Studies, News, and Contact Us, each with a 'Page' dropdown and a right-pointing arrow. The 'Menu Settings' section includes 'Auto add pages' (unchecked) and 'Theme locations' (Primary Navigation checked, Secondary Navigation unchecked).

Image Sizes

Whilst all images added will automatically resize up or down to fit the space they are required it is always good to use the correct image size in the first place. This will ensure the image is the correct dimensions, is not unnecessarily large in file size and will not crop off any of the image that is important. Below is a list of all image sizes used through out the site.

Home page slider: 1920 x 1080px

Blocks: 480 x 480px

Standard page featured image: 1920 x 400px

Standard slider: 840 x 600px

Project featured image: 1500 x 600px

For a comprehensive guide on how to edit images within Wordpress go to:

<http://easywpguide.com/wordpress-manual/media-library/editing-the-file-properties/editing-an-image/>

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Helpful Links

This document is a brief crash course on the essentials required to edit your website. Should you wish to learn more about Wordpress here are some great resources online:

Wordpress General

<http://wp.tutsplus.com/sessions/wp101-basix-training/>

<http://easywpguide.com/>

Should you need a free image editing program to create images of certain dimension go to <http://www.pixlr.com/>

Otherwise you are able to edit images directly through the Wordpress admin area. For more on this go to <http://easywpguide.com/wordpress-manual/media-library/editing-the-file-properties/editing-an-image/>

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