1. Intro

2. Website

3. Newsletter

4. WeChat

1.   Introduction

This handover concludes the tools, platforms and plugins I used for work on Greenwave China's two websites, monthly newsletter, and other works.

If there is anything that is unclear, try to find tutorials / help pages on that platform, or search on Google to find discussions. If there are no tutorials or the things still do not work out, contact me by email: qinyy792@gmail.com, or ask Lisze to contact me.

2.   Greenwave Websites Work

a. Below are Greenwavechina's two official websites and their Chinese version:
   - Greenwave Website: https://www.greenwavechina.cn/index.php/en/front_page/
   - Greenwave Website (cn version): https://www.greenwavechina.cn/index.php/zh/%e4%b8%bb%e9%a1%b5/
   - Clean Water Restaurant: https://www.cleanwaterrestaurant.cn/
   - Clean Water Restaurant (Chinese version): https://www.cleanwaterrestaurant.cn/index.php/zh/clean-water-restaurants-%e4%b8%ad%e6%96%87-%e4%b8%ad%e5%9b%bd/

b. The websites are built in **Wordpress**. **Search "WordPress.org" (not .com!) and read the official documentation, or check tutorials on YouTube to learn the tools and functions in Wordpress**.

c. Check the **Wordpress editor for two websites** in ShunShun's handover. You can also find **Aliyun server website** and **Baota website** in that handover.

d. Check **ShunShun's handover** for the plugins and functions used for adding a page/post, changing the banner, post categories/tags requirement for products, and some of the plugins not in this handover. There is also information about Aliyun server & domain name in that handover.

2.1 Useful Shortcuts / Functions about Wordpress

(1) Code Editor

When you don't use the plugin Duplicate Page, you can copy the page by copying the code in the page's code editor, and pasting in the code editor of the new page.

Additionally, if you find some bugs which can't be seen or solved in the visual editor, you can check the code in the code editor and see if the bug can be fixed there.
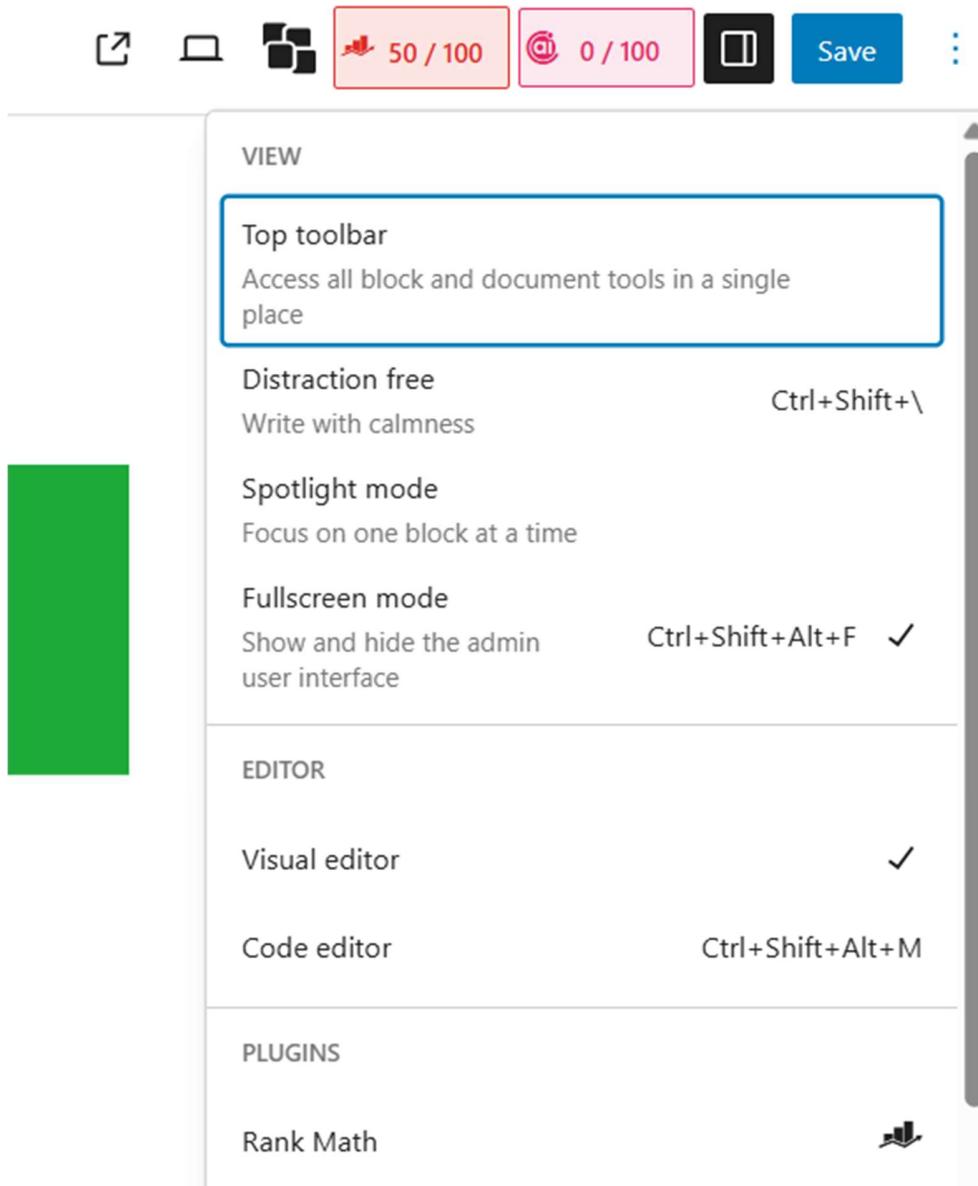

Figure 1: You can switch to Code editor by clicking the three dots in top-right corner

```
<!-- wp:query {"queryId":22,"query":
{"perPage":100,"pages":0,"offset":"0","postType":"post","order":"desc","orderBy":"date","author":"","search":"","exclud
e":[],"sticky":"exclude","inherit":false,"disable_pagination":false,"parents":[],"format":[],"include_posts":
[],"meta_query":[],"tax_query":[],"taxQuery":{"category":[9]}},"namespace":"advanced-query-loop","metadata":
{"categories":["posts"],"patternName":"twentytwentyfour/posts-3-col","name":"List of posts, 3
columns"},"align":"wide","layout":{"type":"default"}} -->
<div class="wp-block-query alignwide"><!-- wp:query-no-results -->
<!-- wp:paragraph -->
<p>No posts were found.</p>
<!-- /wp:paragraph -->
```

Figure 2: Code editor of page Beijing in CWR website

For example, Figure 2 is the picture of a part of the Code editor of the page Beijing. When "disable_pagination" is true, there will be no pagination in this page, and some posts will be hidden. The solution is changing "true" to "false" in Code editor.

(2) Changing navigation bar, header or footer

Go to Appearance -> Editor. Navigation bar can be changed in Navigation, header and footer can be changed in Pattern. New page templates can be made in template.

(3) Additional CSS code

Sometimes the layout of the page may break, and the normal editor cannot fix the style (like font) of the paragraph. You can add additional CSS code using the plugin Custom CSS & JS, or add the code in Editor -> Style or the blank place in page setting.

2.2 New Plugins

1) Advanced Editor Tool

This plugin is used to enhance the block editor and classic editor in Wordpress, for example add more font, bold, font size control.
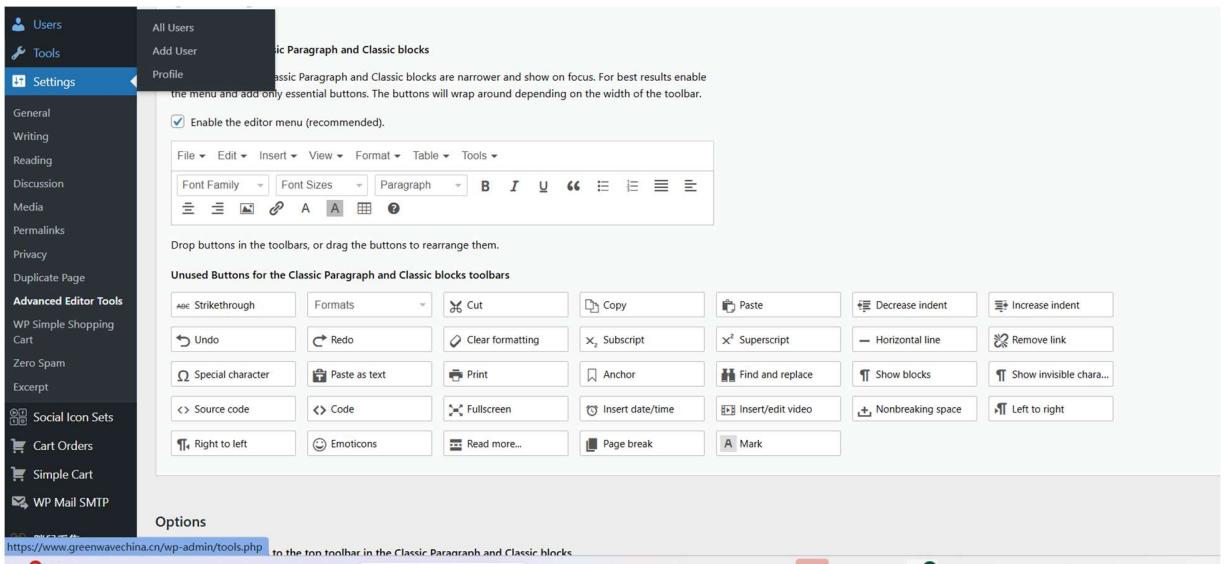
Figure 3: The setting of Advanced Editor Tools

2) Duplicate Page

This plugin is used to duplicate one page simply and faster. To duplicate, click "duplicate this". The new page will have the same settings, categories, tags and languages with the original page, and will be in the "draft" stage.

Note: When the original page already has a corresponding multilingual page, duplicating that page may cause two pages to link to the same multilingual page or the link being cancelled. You can manually change the corresponding page in page setting.
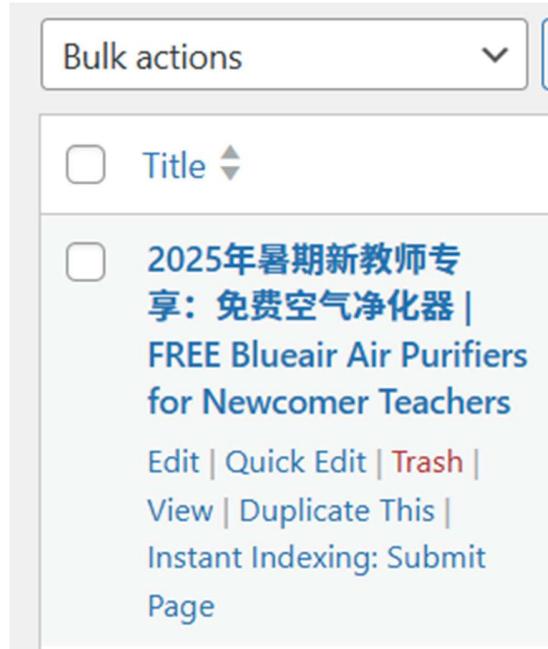
Figure 4: Click Duplicate this to create a draft of the copy

3) Polylang

This plugin is used to add multilingual pages for the website. Now the website has two languages: English and Chinese. You can add a new language by using the "add new language" function. For more details, please check Polylang official website.

Figure 5: The language setting page of Polylang

Click the + to create a blank page with corresponding language. Two pages will be automatically linked together.

If you don't want to use Code editor to copy the structure of the original page, you can also use Duplicate Page to duplicate the original page, and manually link the two versions.

Figure 6: Click + here can create a blank page for Chinese version of IT Supports
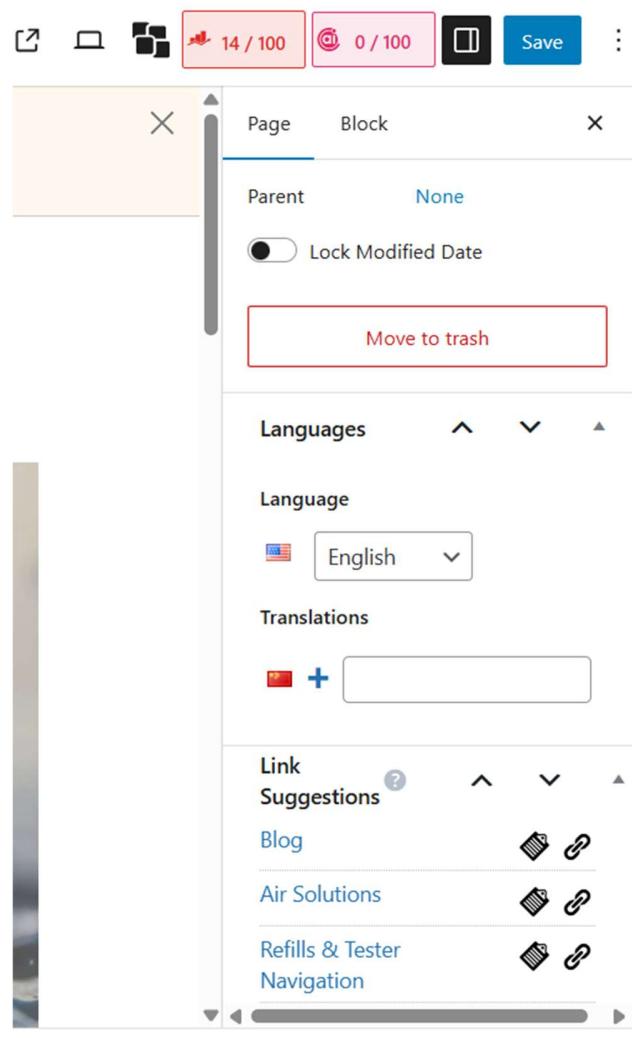
Figure 7: You can link this English page to other Chinese page by yourself by entering
the title of the Chinese page beside Chinese flag

4) Fat Rat Collect

This plugin can import articles from WeChat to Wordpress. The imported paragraph will be "post" and can be edited using classic editor.

To import and post a blog, follow the steps:

1. Open "采集中心" in "胖鼠采集"

Figure 8: Where 采集中心 is

2. Paste the link of the WeChat blog into the text box, link can be copied from WeChat. You can add multiple blog links at the same time, use Enter to separate them
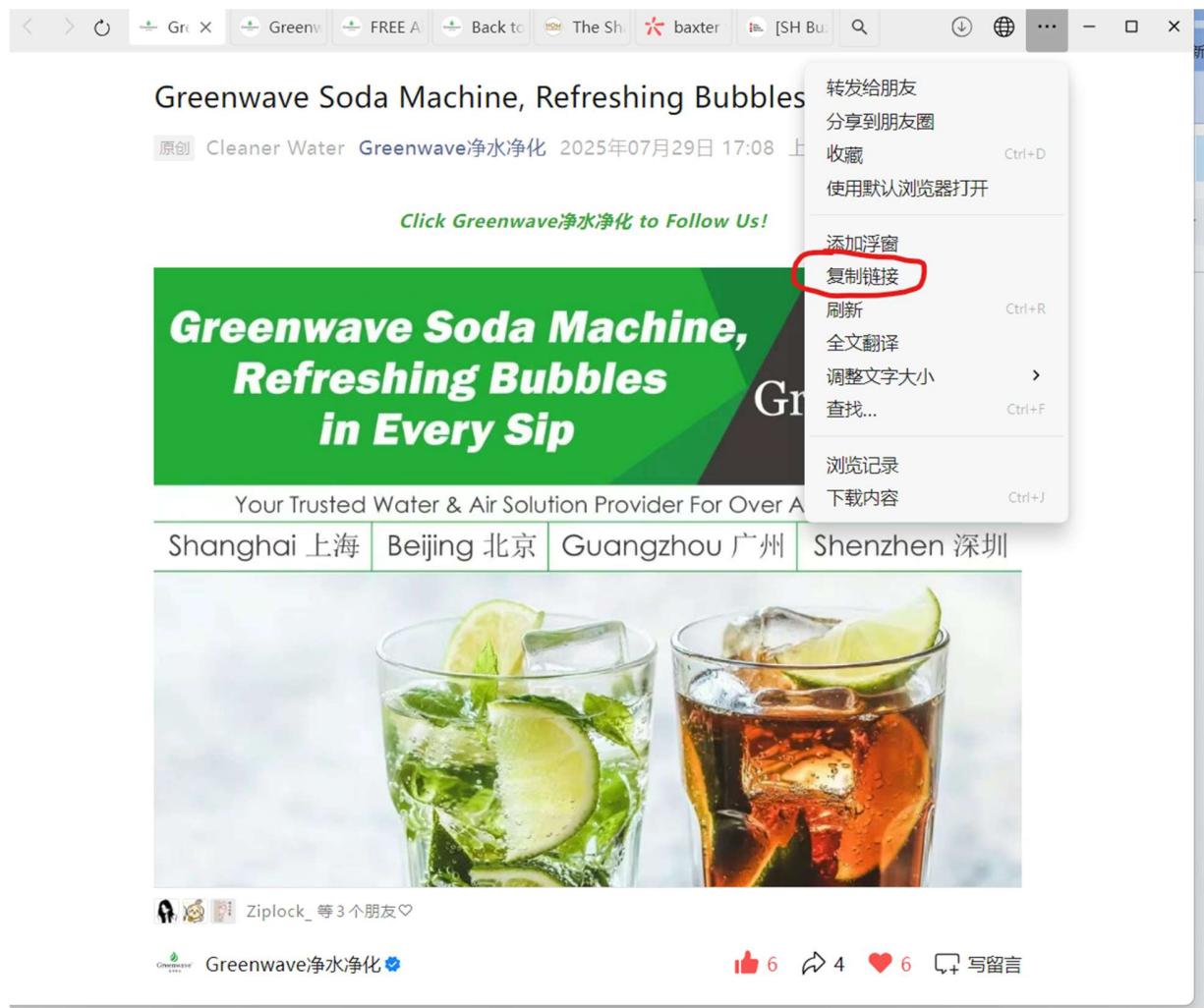
Figure 9: Use Copy Link in WeChat to get the link of the article
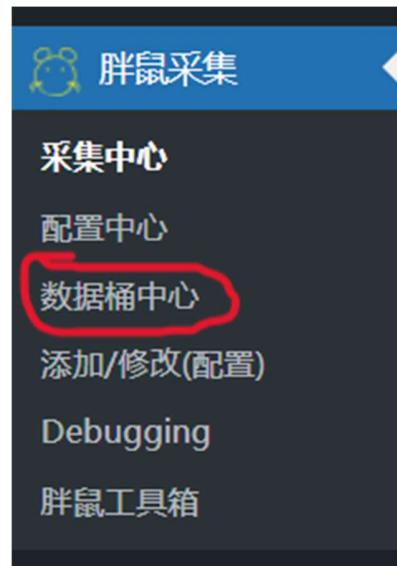
Figure 10: Paste the link in the text box, one link one line

3. Click 采集 to start importing. After the progress is finished, find the articles in 数据桶中心

Figure 11: Wait until blue progress line is done

全部配置 (1) | 列表采集 (0) | 详情采集 (1)

	ID ⇕	数据桶名称	发布分类	今日发布	今日采集	未发布总量	已发布总量	桶数据总量	桶创建时间
☐	1	微信 进入桶 | 快捷发布	Drinking Purifier	0	0	0	20	20	2025-07-02 15:13:31
☐	ID ⇕	数据桶名称	发布分类	今日发布	今日采集	未发布总量	已发布总量	桶数据总量	桶创建时间

1 item

Figure 12 and 13: Go to 数据桶中心 and click 进入桶

4. You can see the title of the articles you import from WeChat. You can use 批量发布数据 (Post all articles with checkbox in draft state) in bulk actions, or post the article one by one. You can change the setting at right, but there are bugs and not every setting can perfectly work when posting. Please adjust the post after posting using Fat Rat Collect.

Use translator to check each setting

Figure 14: You can see the title and state of the article. 已发布: already posted, 采集完成: imported but haven't posted (into Wordpress)

5) **Fonts Plugin**

Add more fonts to Wordpress.

6) **PostX**

A very useful plugin that adds more blocks to Wordpress. You can check each block in the PostX page. Now, the Blog page is using PostX instead of Advanced Query Loop.
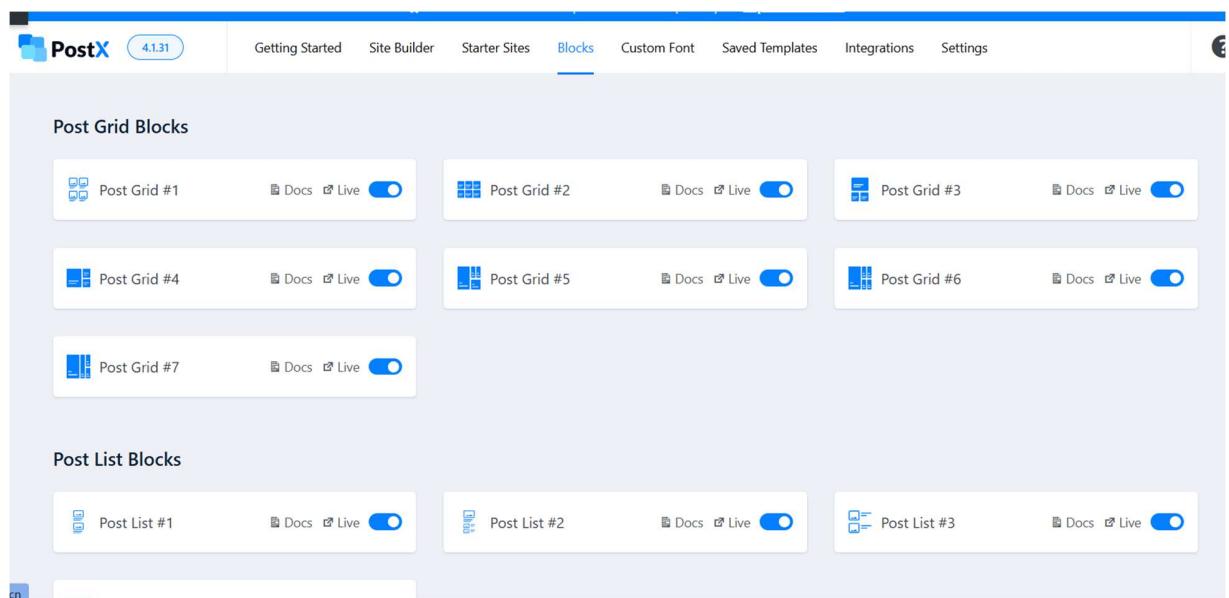
Figure 15: So many blocks in PostX. But some blocks are not usable in Wordpress… Idk why

7) Rank Math SEO

Instead of Yoast SEO, now the website is using Rank Math SEO to increase our ranking! You can add keywords, edit snippets, and check suggestions from the plugin to make the site better. Check Rank Math official website for more details.
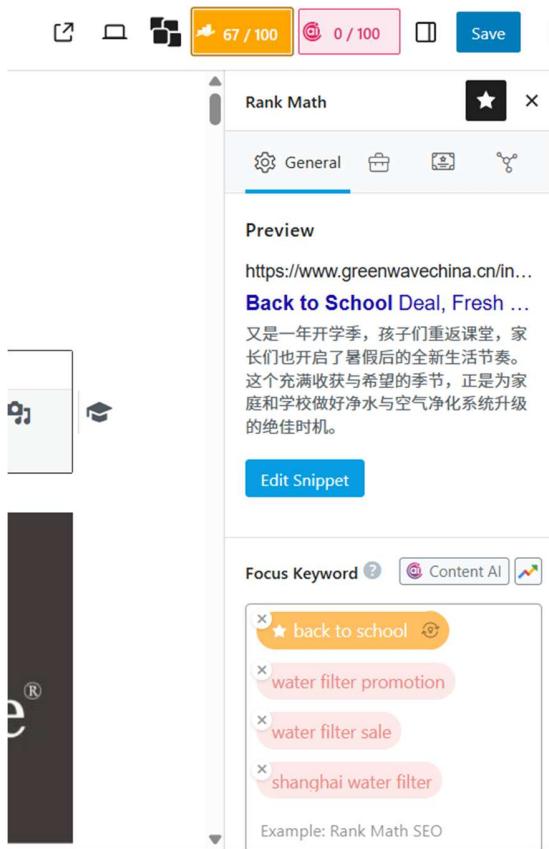
Figure 16: Go into Rank Math page from top tool bar

8) **Simple Custom CSS and JS**

A very convenient tool to add custom CSS code. Click Add Custom CSS to create a new CSS file, or click All Custom Code to check previous code. You can find this plugin in the side bar.

9) **WP File Manager**

A plugin that lets you check all files of the site, including the file of the site, the file of the plugins and so on.
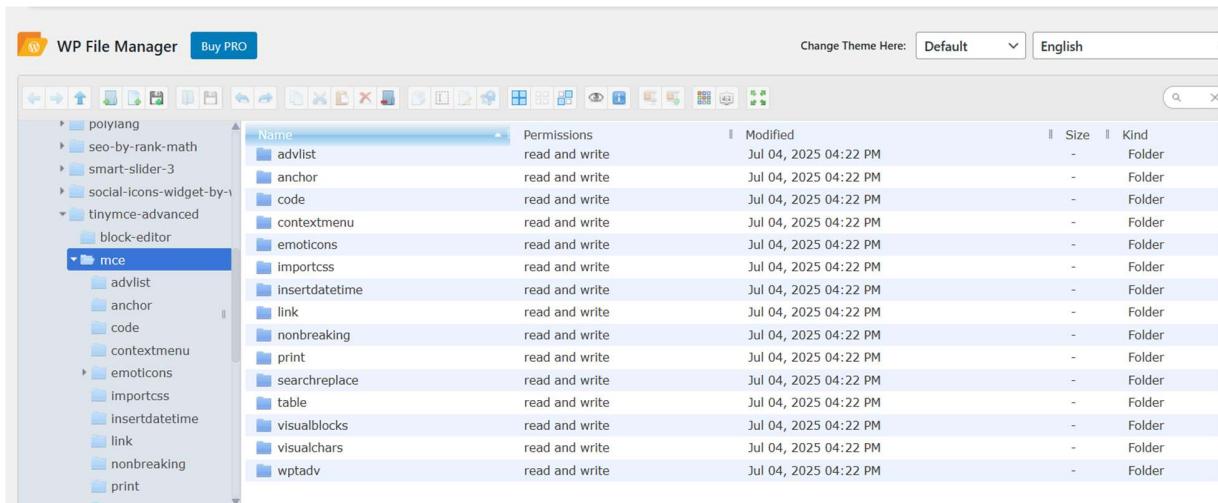
Figure 17: What the page looks like

10) WP Rollback

If a plugin automatically updates and you don't like it, use this to roll back the plugin to the previous version. Just click "rollback" under the plugin name.

2.3 CSS Code and theme code that I added

You can add CSS code directly in the page setting or through Simple Custom CSS & JS. Also, you can modify some of the plugins through adding theme code in function.php in Tools -> Theme File Editor.

Warning: Do not add code if you don't know what this code will do! If the site breaks, delete the code and fix the bugs until the site can run properly. Do not delete previous code unless you have the copy of the code, or those codes will not be used anymore.

- Theme code: a new shortcode [pll_lang_switcher]

  Because the site is using Theme 2024, normal Polylang switcher cannot be added to the navigation bar. This shortcode can work as a language switcher, add this shortcode if you need a Polylang switcher.

- Theme code: new shortcode [new_wp_shopping_cart]

  The original shortcode for WP Simple Shopping Cart cannot show text when the cart is empty. This shortcode was used to fix this bug.

- CSS code: Blog Search Bar

A custom CSS code that makes the search bar perform correctly. Before, the search bar was really small.

- CSS code: WeChat post restyle

  Many blocks of code to make the imported articles from WeChat look correct. The articles may not look well in editor, but they will be good in real websites.

  Check the CSS code for more information. If you don't know what this code is for, you can check the html code for WeChat posts, temporarily delete the code and check the differences or ask AI. You can also contact me if the code has some problems.

2.4 Website Updating

Every Tuesday, Greenwave will upload two articles on their WeChat account. To update the articles into the Blog page of the website, use Fat Rat Collect to import the paragraph.

To improve SEO, you may need to change some titles from paragraph to h2, which may break the layout; you can try copying the layout from before or just leave them as paragraphs.

- Because of some issues, different language pages/posts need different templates.

  For Greenwavechina website: English version please use Page_temp, Chinese version uses Page_CN.

  For CWR website: English version uses 页面, Chinese version uses 中文页面.

2.5 Baota Panel and SSL

SSL of the websites need to be updated every 90 days. Both greenwavechina.cn and cleanwaterrestaurant.cn are established on the server using Baota Panel, you can check the websites in Shunshun's Handover.

Extranet Panel and Intranet Panel: Intranet panel can only be accessed inside the server. It's usually used when emergency situations happen and we can't enter the extranet panel. No need to worry about Intranet Panel now.

To renew SSL: Go to Extranet Panel - Website - SSL, and click renew.

Now, SSL for greenwavechina.cn lasts till 9/22, for cleanwaterrestaurant.cn lasts till 11/16. New certification lasts for 90 days.

3. Newsletters

Newsletters are sent every month. Topics are discussed with colleagues, and mostly from WeChat articles.

The websites used to create and send newsletters:
- Stripo (email template):
  https://my.stripo.email/login?continue=%2Feditor%2Fv5%2F1622274%2Femail%2F10088290
  Email: service@greenwavechina.cn
  Password: Greenwavechina20250818

- ConvertKit / Kit (send the email):
  https://app.kit.com/dashboard
  Email: service@greenwavechina.cn
  Password: Greenwavekit0818

  Note: It is very easy to change the Kit login account. Please make sure of the security.

3.1 Make the email template using Stripo

Stripo is a platform that can let you use drag-and-drop blocks to create your own email template. It is easy to use, and it supports template html output.
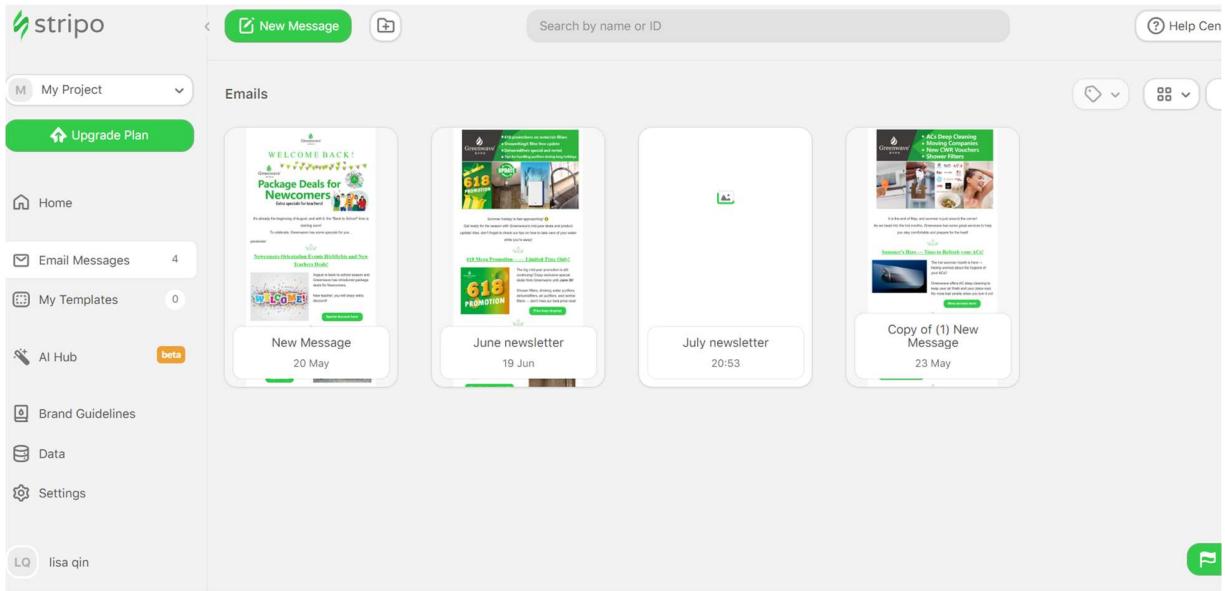
Figure 18: What Stripo looks like. You can choose to duplicate a template by choosing three dots at the right corner of each template here.

There are many useful blocks and functions inside the template, you can check tutorials on Stripo's website.

Export html code:

To export html codes from Stripo, click Export inside template, then click HTML in Recently Used or File. It will let you copy the code. Note that every month, Stripo free plan gives 4 times of export, so if you want to test the template, you can send test email first, instead of sending test email in Kit.
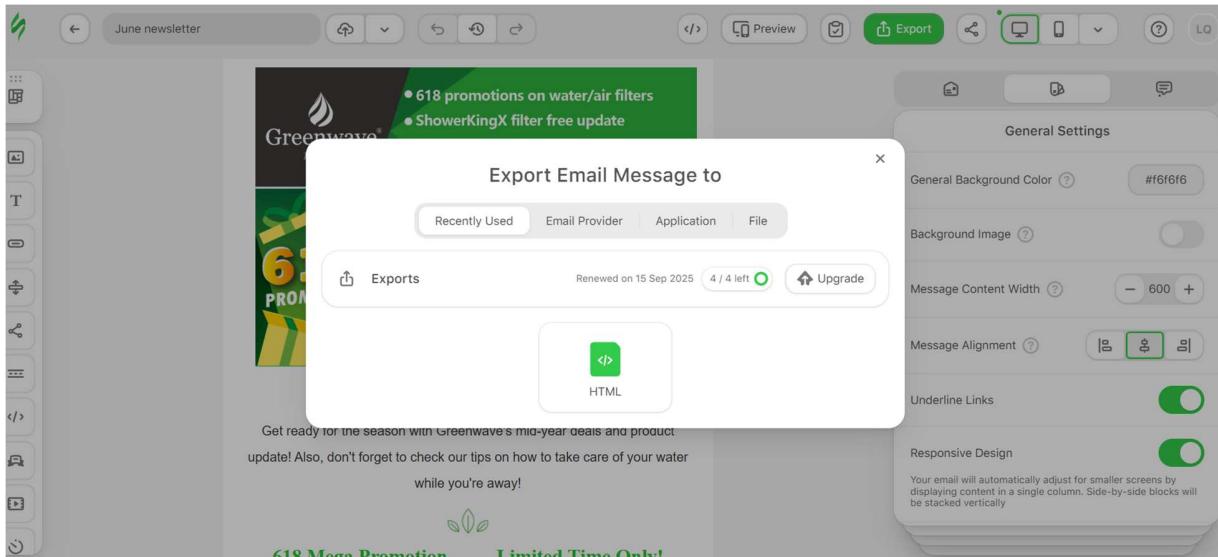
Figure 19: Click Export to export HTML code
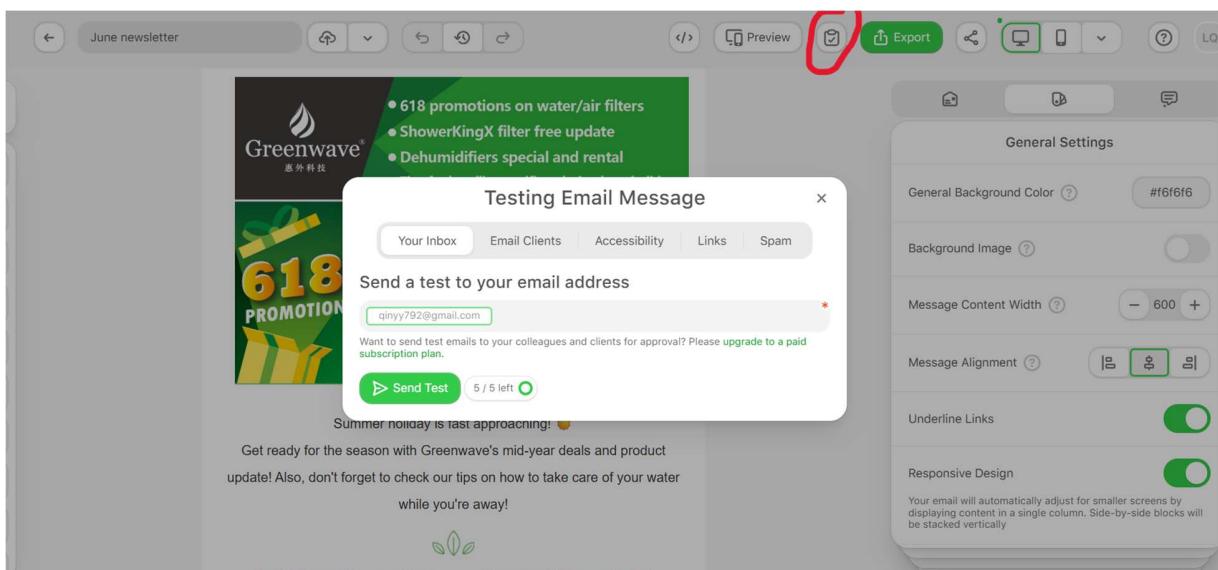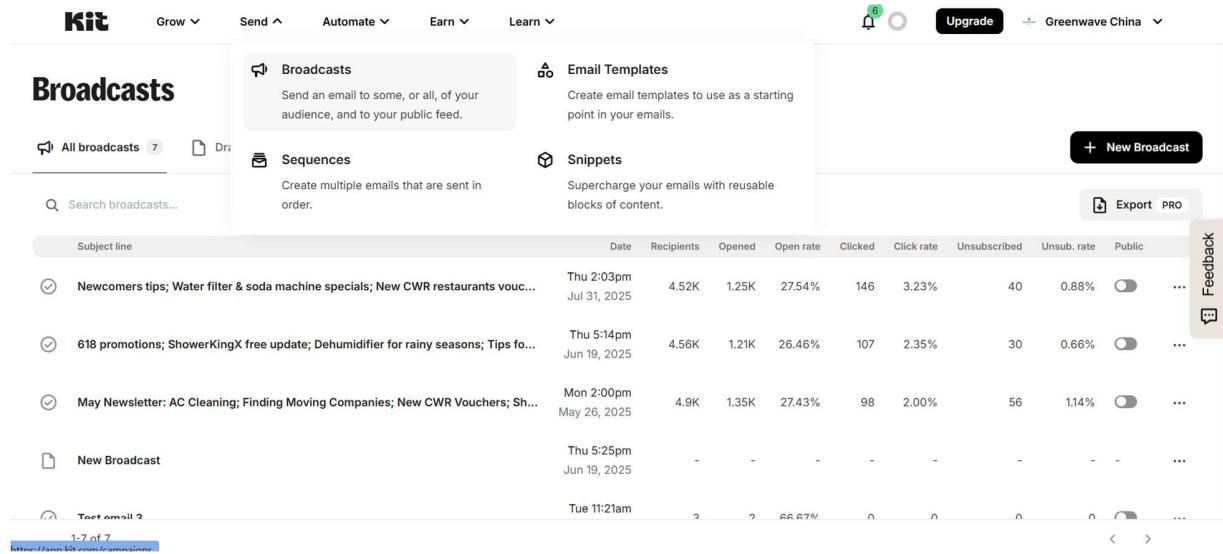
Figure 20: Testing email from button in red circle

Note:
- The email where the test email will be sent is the email of your account and can't be changed, now is service@greenwavechina.cn
- Since it is a free plan, the test email limit per month is 5, export HTML limit per month is 4.

3.2 Send email broadcast using Kit

After copying the HTML code, you can import the code into Kit to create an email template, which can be used as an email. Click Send -> Email Template and scroll to bottom, you will see Import Code section, where you can paste your code there.

Figure 21: Send -> Broadcasts and Email Templates

Kit HTML code requirement:

After importing the code, there are some additional code needed to be added to make it work. You can see what each code is used for at the right side.

1. {{ message_content }}

   The codes after this line are seen as "content" of the email by Kit. I add this inside the code of the first seperator picture (the three leafs), but this may can be added anywhere.

Figure 22: Where I add this line

2. {{ unsubscribe_url }} and {{ subscriber_preference_url }}

Stripo doesn't add unsubscribe and preference links directly in the template, so they need to be added in Kit.

The words with those links are clickable. Add those lines into the blanks after href=

Figure 23: Places to add those two lines

Send broadcast:

Click Send -> Broadcast -> Add New Boardcast, and choose the template you imported. You can also send a test email here.

Audience:

You can choose All Subscribers, or you can have your own segment/tags/groups created. Add a new tag/segment in Grow -> Subscribers.

4. WeChat Sharing Tags

目前微信里使用的标签：888 有群发 1-10，北京老师，其他地区老师，老师，北京地区，华南地区，华北地区（除北京），华东地区。其中，"老师"标签中的老师都是上海地区老师，群发 1-10 均为上海地区。

666 有转发（1）-（10），上海老师和家属（1），北京地区，华南地区，华北地区（除北京），华东地区，其他地区老师，北京老师。其中，转发（1）-（10）均为上海地区。

转发步骤：

1. 进入以上所有标签，在移除中搜索"离开"，并移除所有昵称带"离开"的用户。同时可以添加离开用户至"离开"（666），"已离开"（888）标签。

2. 进入包含老师的标签（上海，北京，其他地区），在添加中搜索"老师""学校"等，并添加对应用户至对应老师的标签。

3. 依次打开群发/转发标签，在添加中查看是否有普通新用户未被添加至标签，直至该标签原本的最后一个人。

4. 如果看到有其他地区的新用户，进入对应标签搜索地名添加。

5. 如果有标签超过了 500 人，将超过的用户移至下个标签/新建标签。（比如说群发 1 有 503 人，那么移动最后 3-5 人至群发 2，以此类推）

6. 全都完成后，使用移除功能查看标签之间是否有重叠用户，有则移除用户的其中一个标签。

7. 检查完成后，使用群发助手，导入标签转发