# Manual for the WordPress theme

# **JockeHomeMade**

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# List of Content

# Introduction

This is a theme mostly showing some example of what Wordpress is capable of. It is done as a hand in for the course WEP100 on University West.

You, as a user of this theme, is meant to not having to have any prior knowledge of Wordpress when using this theme but the more you know, the more possibilities will open up.

The whole theme is available as a GitHub project:
https://github.com/DaDrummerthe1st/HV-WEP200-WordpressTheme-JockeHomeMade

The theme includes:
- the Wordpress loop
- widgets
- responsive webb for cell phones, tablets and full screen
- Font Awesome
- CSS styling
- pages
- posts
- landing page
- page templates
- nav-menus
- change logotype
- disabled comments by default

## Disclaimer

The manual is written for instructions using Wordpress on a computer with a resolution making Wordpress be presented in screen mode. Even though its possible to use Wordpress (both seeing this template as a common user and editing the page as an administrator) on a mobile phone or slightly bigger screen its profundly easier to start learning this theme using a computer at first. When work starts to feel easy to understand a mobile phone can very well be used for on-the-go updates and checkups.
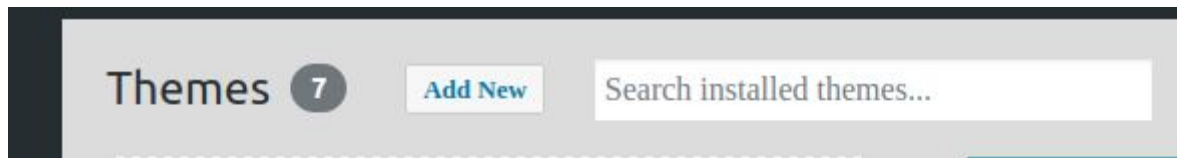
# Getting started

First things first you need to install WordPress or access WordPress thru any service. There are a lot of tutorials about this online so its left out of scope for this manual.
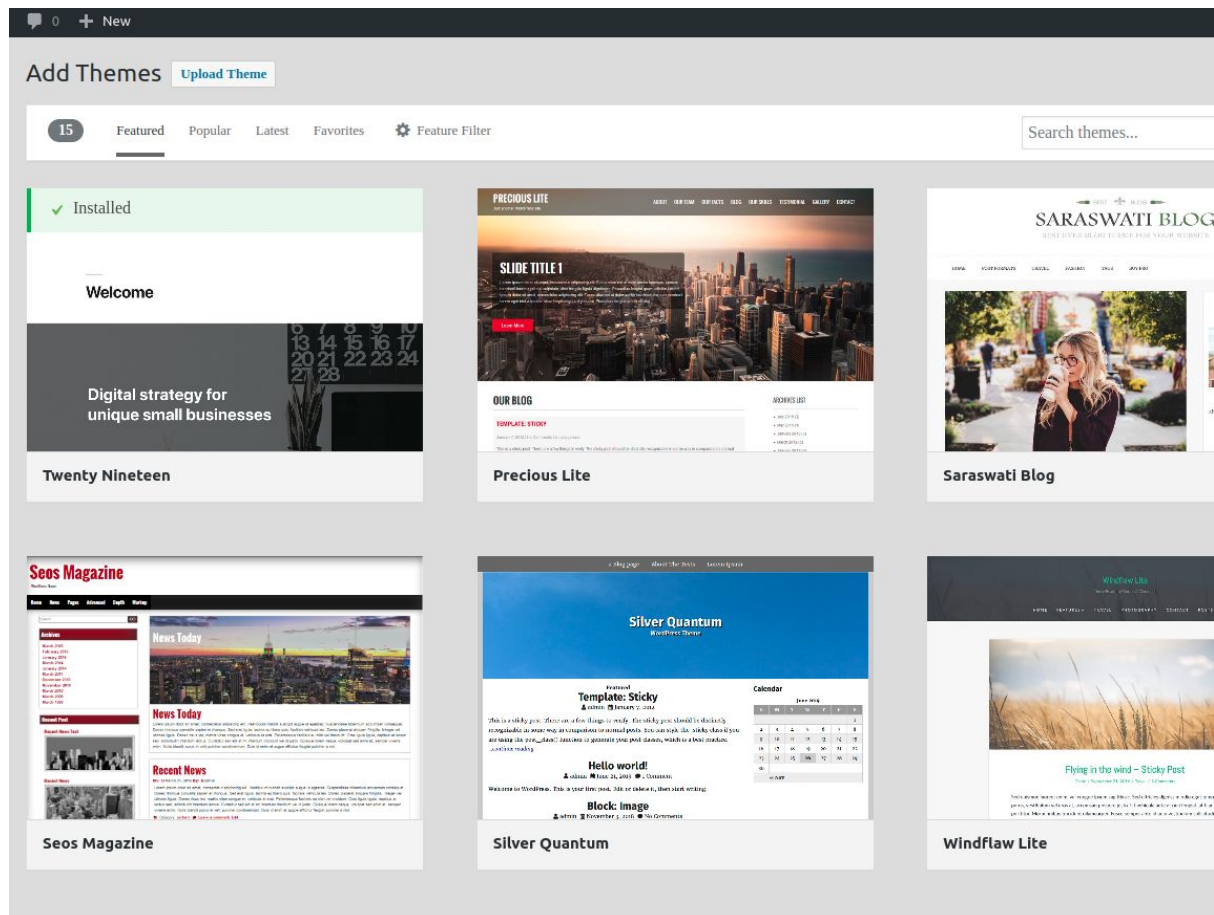
## Choosing theme

When logged into Wordpress as an administrator go to Appearance - Themes.
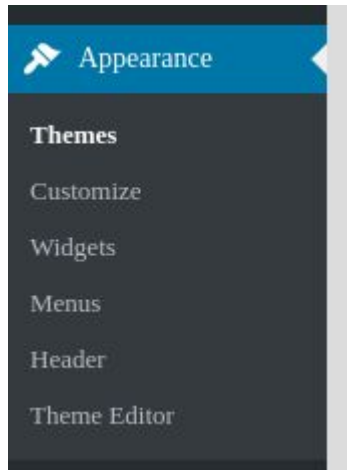


There you find a button called Add New:



Clicking that button will present you with alot of Wordpress online available themes.

These are recommended to use, not only because they are rated in different ways making it possible for the administrator to search but also because the theme developer has to submit to a whole row of standardised rules. The JockeHomeMade theme is not currently available thru this service.

If you still want to use JockeHomeMade you have to click on the button seen on the illustration above called "Upload Theme" and from there find the zip-file (a compilation of several files compressed into one single file) with the theme of JockeHomeMade. Latest available release is always available in the GitHub repository.

When installed just go back to Appearance-Widget and activate the theme by following the instructions.

## Note

If you do not have the privilege of an admin, try to connect with the person that installed the system for you. Next there is a whole sea of help online. Everything from blogs to Youtube tutorials to paid courses and live support is available. Therefore, I will only mention possible problems and perhaps a way to self help. I am always available for feedback, questions and possibility to tailor make your specific theme thru the above email-address

# The themes design thoughts scope

This theme is intended to be able to handle pages so they end up in a navbar with the possibility to suborder pages. The pages has the possibility to handle headlines, icons, chunks of text and also links.

Wordpress is a tool for blogging from the start, but have grown into a fully fledged CMS (content management system). CMS is used to create a site into which changes of all sorts should be easy to handle, not the least update the content.

Thus being sprung from the blogworld the content not saved as a page is instead a post. Do not be alarmed but this, it is still fully capable of creating a brilliant page for your company for example by using the landing page template in the pages.

Gutenberg is the name of Wordpress extremely competent editor from version=>5 (from version 5 and above). When installing Wordpress on your own server you are suggested to use the latest version from wordpress.com thus acquiring a version with Gutenberg preinstalled. Most often there are possibilities to update to the latest version from the Dashboard.

# Difference between posts and pages

It might seem odd to know if its better to use a page or a post for the information to add. In this theme the design for posts are for more static content and for content with a nature of a total subject whilst posts are meant for minor parts of a subject. If presented with more information on a subject, we suggest you write it in a post.

# Gutenberg

When writing posts and pages there is a fantastic tool introduced thru Wordpress 5.0 called Gutenberg. It is a text editor with LOTS of functions.
If you want further reading, I suggest visiting the Wordpress inforamtion site:
https://wordpress.org/gutenberg/

Everything you add to a post or page is done in blocks. In there you can add links, upload videos and photos, write text and edit the same.

## Adding a block



This plus sign is visible in the top left corner of the screen when in full screen mode. Press it and choose whatever you want to add in the active document.

## Wrapping text around pictures

There are a few ways to wrap text around a picture creating a post or a page. Either use the function of inline text or columns in the Gutenberg editor.
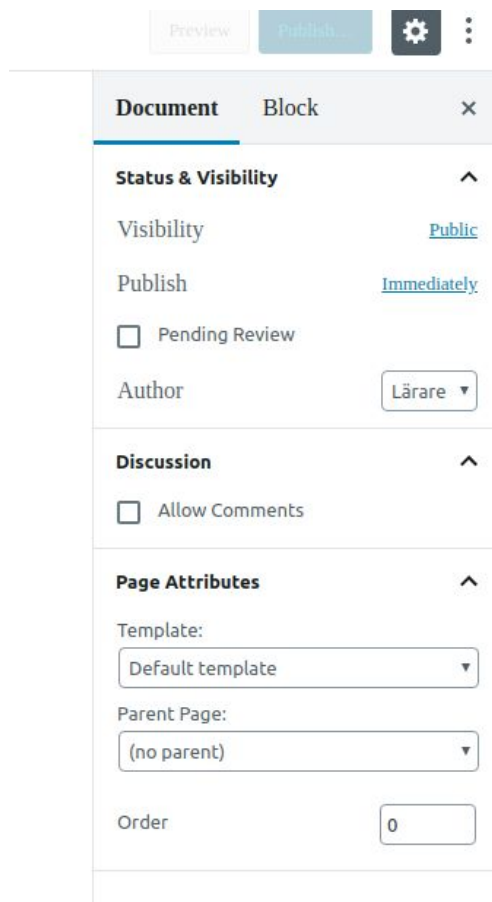
# Create a new page

All of your pages, also the preinstalled, are availble thru Pages - All Pages. "Pages" is also the place to go to create a new page!
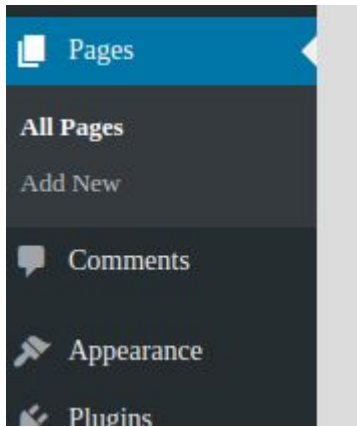


When added a new page, its not published yet but stored locally if you want to.

# Settings for a page



A little explanation on what is seen in the right are of the screen (in full screen mode) when editing in Gutenberg.

**Visibility** - How the page is presented and published.
    **Public** - everyone visiting the site can see it
    **Private** - Only admins can see it
    **Password** Protected - Only accounts logged in can see it
**Publish** - you can pospone when to publish the page
**Pending Review** - Should this page be awaited review from a specific part?
**Author** - You can set who is the author by choosing from your own user level and down
**Discussion** - Allow Comments? This is one of the best known way of hacking a Wordpress site and should only be used if it is really necessary and then setup with alot of security in mind. There are plugins and information online how to do it safer.
**Page Attributes** - Where in the hierarchy should this be placed and which template to use?
- *Hierarchy* also applies to the navbar. The lower pages are shown as drop downs from the parent page.
- Default means the index.php template. Landing page is also available as an option.
- Order is the setting of where in the hierarchy this page is shown.

# Page templates

The JockeHomeMade theme supports one standard template and a page template for the landing page.

The standard page is for all pages but the landing page which has a slightly different feel to it should be used as the first page.

Changing which page template to use is described in the "Settings for a page" section above.

There is an option inside Wordpress called "theme editor". We strongly advise not to use this since it can break the whole page. Better to edit the different files within an IDE editor in a fashion of securely keeping backups outside of the Wordpress Dashboard.

## Landing page
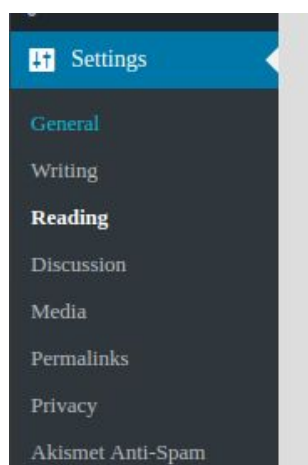


Logged in as administrator choose Settings->Reading



Choose "A static page"
Choose the page you want to use (All of your created pages should can be used), preferably the one with landing-page as template.

# Global settings

Logotype and other relevant global (means valid for the whole) page information is found in some different places.



Settings holds alot of this information.

# Changing logotype
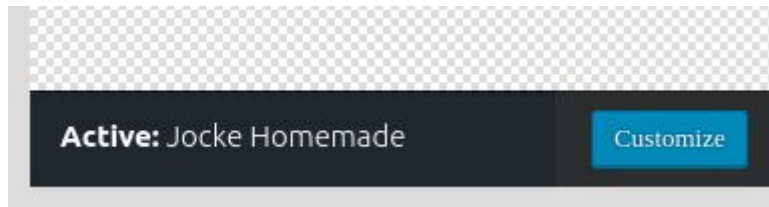


There is a tool built into Wordpress found by clicking Appearance -> Themes and on JockeHomeMade theme click "Customize".
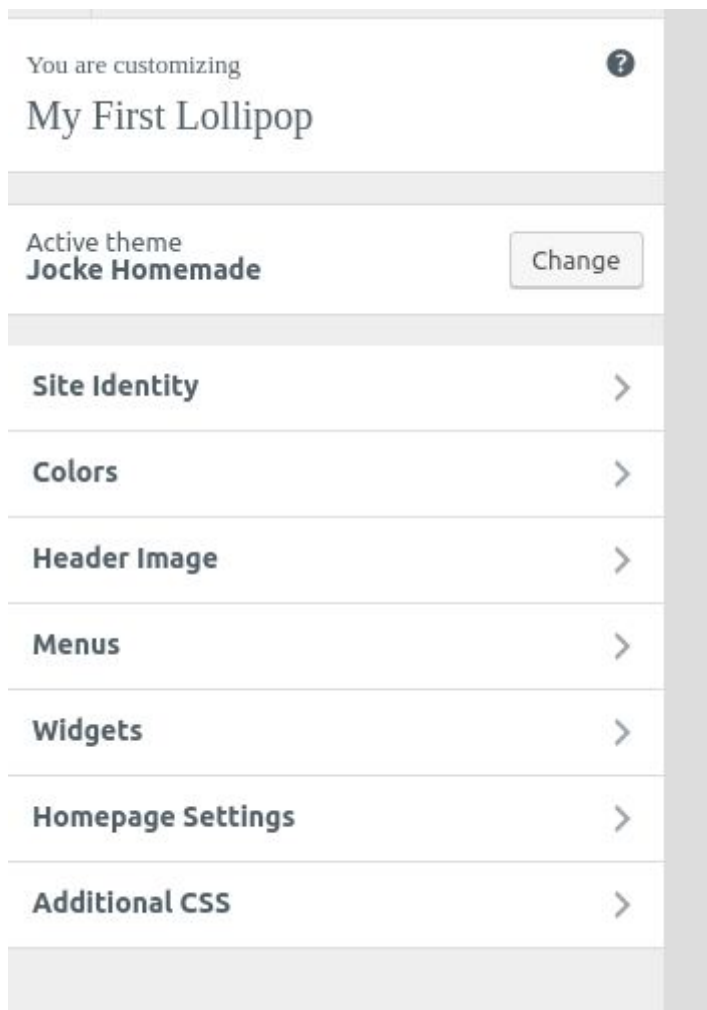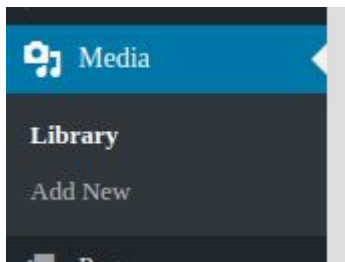


By clicking "Header Image" you have the opportunity to select a different picture for your logotype. Be sure to have a picture sized to a proper size for it to look good on the page since resizing is not an option inside Wordpress without further tools.
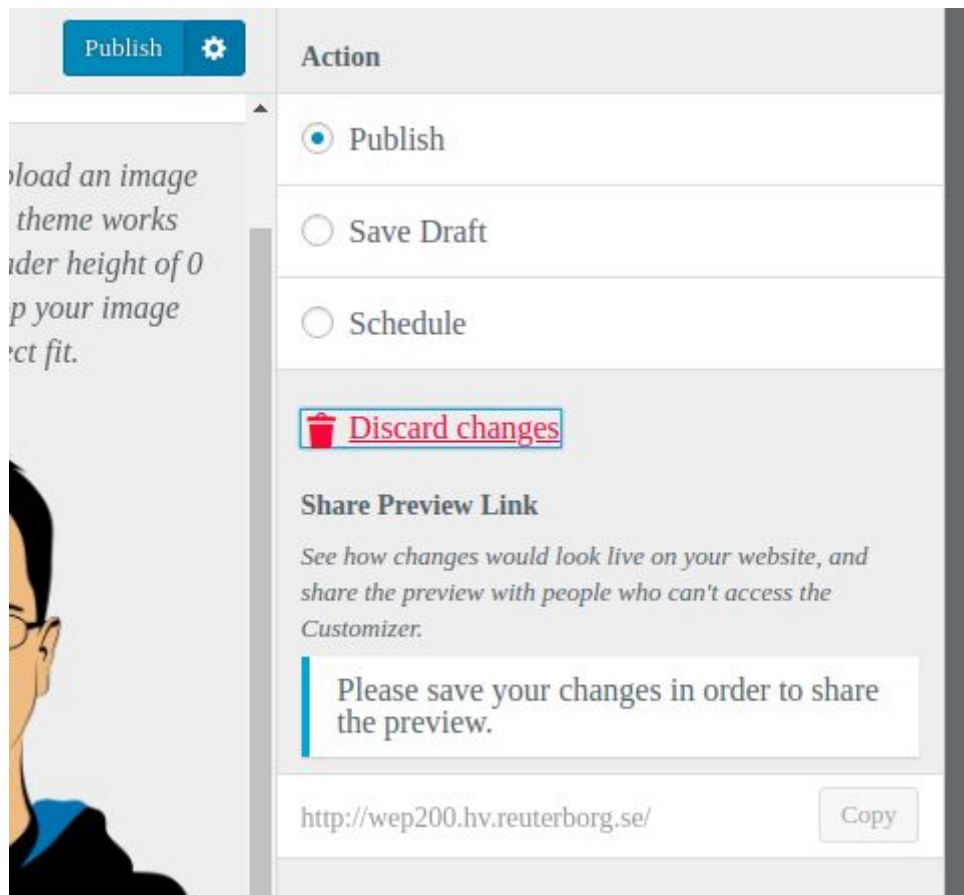
However, if you made something wrong in the Customize-tool you can just click the cogwheel next to Publish and click Discard changes to go back without saving.

# Picture handling

There are two ways of inserting a new picture, either its uploaded within one of the many functions inside Wordpress for the specific need (creating a blog post, choosing a new logotype etc) or by using the picture tool to first prepare the pictures (which most often cant be done when actually presenting the picture within ie Gutenberg).



In the Dashboard menu choose Media -> Add New for the possibility to add a new picture.



Upon clicking on the picture a whole set of settings appears. You can describe the picture in certain ways aswell as edit it:

Edit Image

This picture can then be handled as in cropped, rotated and scaled by clicking "Edit Picture" found underneath the picture.



Every image has the possibility to be both a thumbnail and a full size picture depending on how you want to use it. Changes in the picture tools can be applied to different parts of these appearances files loaded separately.

# Categories

Categories is a neat way of sorting the information. Lets say there are different pages for different subjects (client cases and references). Instead of creating a whole page for every client case its better to create a page holding client cases and another holding references. Each separate case and reference can then be apost presented, sorted and changed depending on ie topicality. This is a neat way of updating the site (better for higher marks in the search engines) and a lot easier to administer.

# Tags

Another sorting sort of way are tags. Perhaps the different client cases has a validity for different parts of the page. Lets say the company works both with installing network cables and power. Its then best to create a page for each branch and tagging the client cases and references with any of the branches (or both where applicable). Otherwise the interest matrix would be 2 dimensional: reference/client case, network/power.

# Shortcodes

This site has a plugin (meaning a function) that can handle short code. A short code is a way to shorten the editing and writing on common tasks.

# Testar Shortcode

[kontakt person="bosse"]

[kontakt person="anna"]

[kontakt person="catrin"]

When editing in a post or page you simply write:
[kontakt person="anna"]
[kontakt person="catrin"]
[kontakt person="bosse"]

These are pre set but can be edited thru the file named *jocke-shortcode-hv.php* in the plugins folder in Wordpress, when applicable. In a later edition it will probably be possible to edit the names and their respective details within the Plugin settings.