



CARE Switzerland WordPress Guide: How to Create and Edit Posts

Table of Contents

Introduction	3
Creating a Post or Page	4
Navigating the Dashboard	4
Creating a New Post	4
Creating and Editing Posts	5
Creating Translations	6
Adding images	7
Adding Featured Images to Pages	9
Yoast SEO Editor	9
Taxonomies: Tags, Categories, and Featured Posts	10
Previewing, Publishing, Changing Publication Status, and Revising Changes Made	12
Adding new pages to the menu	13
Making edits to the Home Page	15

Introduction

This Document is meant to assist anyone who wishes to update or add content to the CARE Switzerland web site: care-international.ch/wp-admin/

This document guides the editor in creating a new post and routing that post to either the Emergencies or News page. The step-by-step process for creating a new post is very similar to creating a new page, with only a few differences. Instruction for adding a featured image to pages (the “hero” image) can be found under the [Adding featured images to pages](#) section; also, an instruction for adding a new page to the site’s navigation menu can be found [at the end of the document](#).

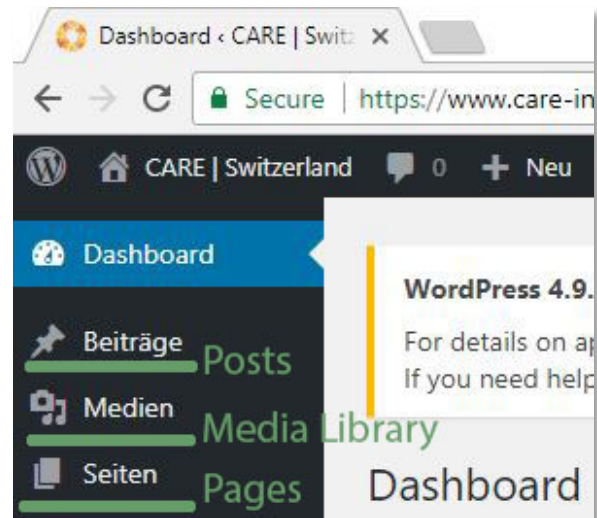
More advanced tasks, such as using the page builder to change the layout or design of the site, etc., are not within the scope of this document.

Creating a Post or Page

This section focuses on creating and editing a new post or page.

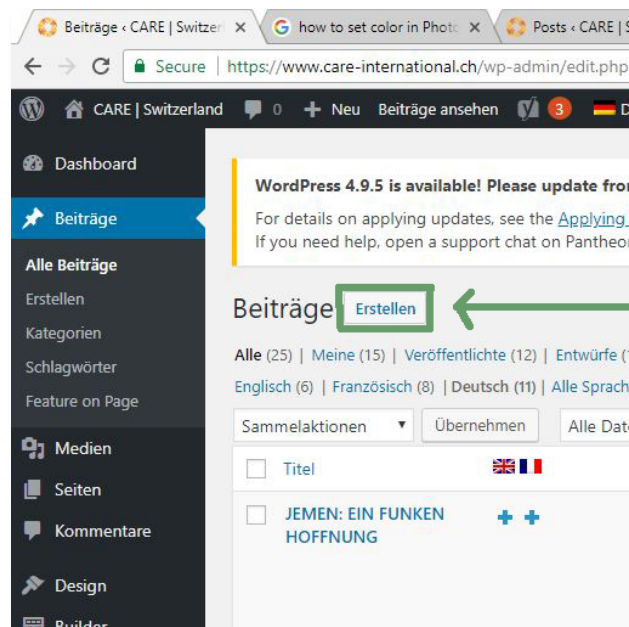
Navigating the Dashboard

- The Wordpress “dashboard” is the landing page for [care-international.ch/wp-admin/](https://www.care-international.ch/wp-admin/)
- Click on “Posts” to go to the Post dashboard and to being creating a new post. (OR click on “Pages” to go to the Page dashboard.)



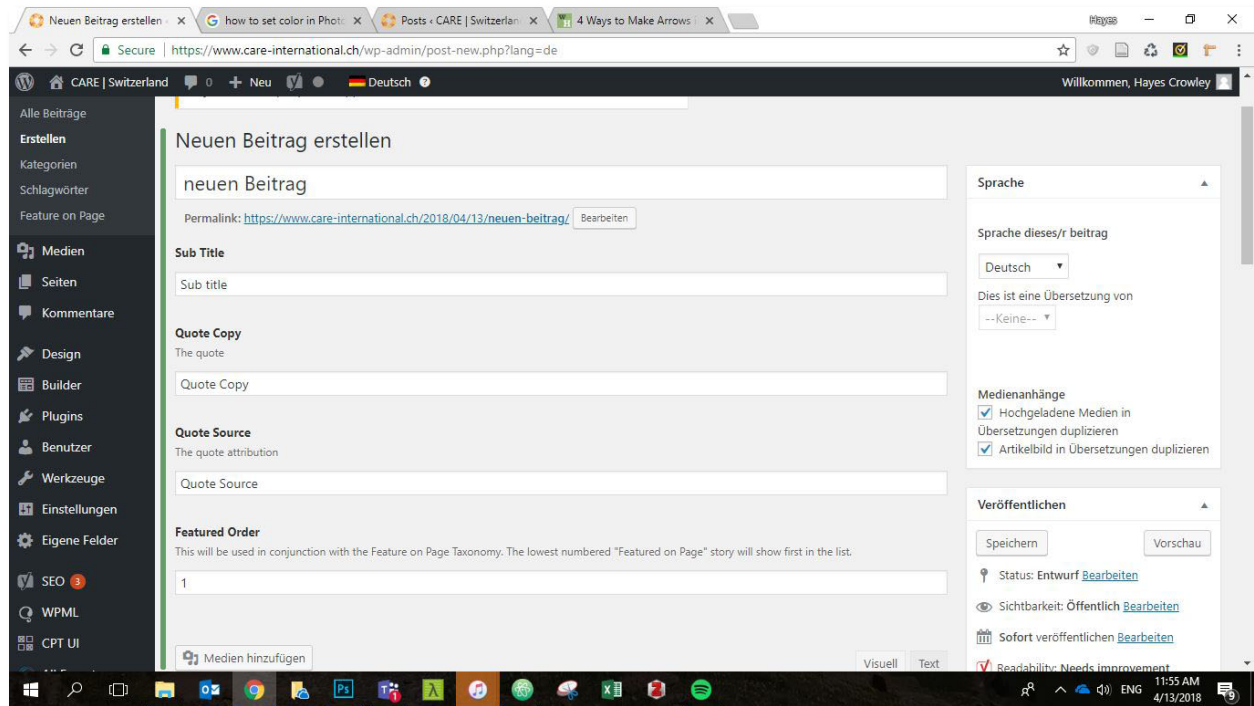
Creating a New Post

- The Posts page displays all posts, allows you to create and edit posts in both German and French.
- Click on “Erstellen” to add a new post.



Creating and Editing Posts

Fill out the post title, subtitle (text that goes under the title), quote copy and quote source. Set featured order to set the position where the post will appear (1= first post in the list, 2= second, etc).



- Use the text editor to write and edit content.
- Click the drop-down menu to select different text styles (headers 1-6 and regular paragraph text).
- Use the toolbar menu to make text bold, italic, set text into bullet lists or numbered lists, and to attach links to text.
- Select “more options” to view more options (changing text color, inserting horizontal line breaks, etc.)

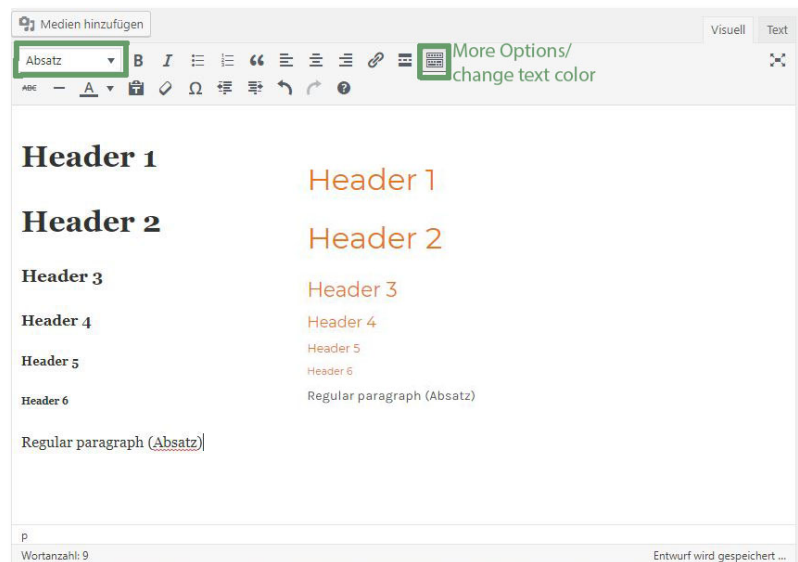


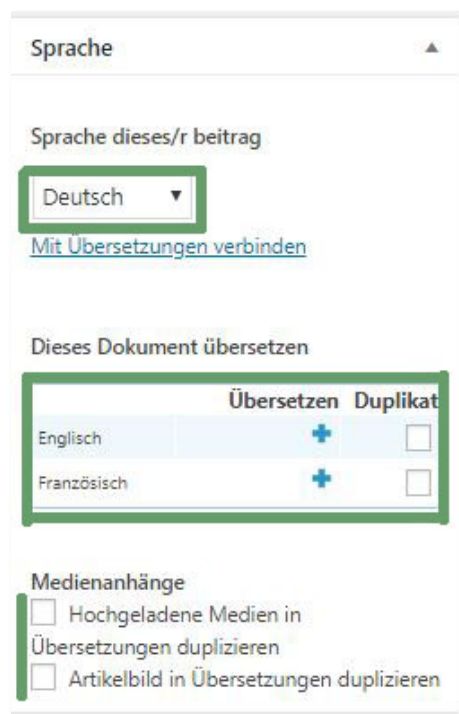
Fig 1: This is how the different headers will appear



Fig 2: This is how the fields in the text editor will appear in the Post

Creating Translations

- To navigate between German and French translation of a page or post in the editor, select the desired language from "Sprache Dieses."
- To create a translation of a post or page without duplicating content, click the "+" sign under "Übersetzen." To create a duplication of the page with and all of its content, select "Duplikat." Note: Duplicating a page will not automatically translate content.
- To duplicate the featured image in pages to a translation, check "Hochgeladene Medien..." Once this is checked, you only need to change the featured image on one translation. Note: This works for the "Übersetzen" option as well as the "Duplikat" option.
- The newly translated post or page can be accessed within the editor or on the Post or Page dashboard.



Adding images

After you've added and formatted the text to your post or page, you may want to add images. Click on "Medien Hinzufügen" to open the media library, where you can upload and select images.

The screenshot shows a text editor interface. At the top, there's a toolbar with icons for adding media, bold, italic, bulleted list, numbered list, quote, link, and table. Below the toolbar, the text "Quisque suscipit dignissim lectus" is displayed as a heading, with a green label "Heading 1" next to it. Below this is a paragraph of placeholder text: "Aenean in massa blandit, placerat purus ut, vulputate orci. Nulla consequat iaculis mauris, et pharetra justo convallis sit amet. Maecenas et eleifend odio, et condimentum ipsum." This is followed by another heading "Integer elementum dignissim ex" with a green label "Heading 3". Below that is another paragraph of placeholder text, with a green label "Paragraph" next to it. Then, another heading "Aenean a lectus mollis" is shown with a green label "Heading 3". Below this is a paragraph of placeholder text, followed by a bulleted list of three items, with a green label "Bullet list" next to it.

The screenshot shows the "Medien hinzufügen" (Add Media) interface. On the left, there's a grid of 18 images. One image is selected, indicated by a blue checkmark. Below the grid, it says "1 ausgewählt" (1 selected) and "Leeren" (Clear). On the right, there's a sidebar with the following fields: "URL" (https://www.care-internal...), "Titel" (Food crisis in Sahel region), "Beschriftung" (The Sahel fringe of Chad is in the grip of a food crisis. Chronic), "Alternativtext" (empty), "Beschreibung" (empty), "Custom Link" (empty), "ANZEIGE-EINSTELLUNGEN FÜR ANHÄNGE" (Display settings for attachments), "Ausrichtung" (Keine), "Link zur" (Individuelle URL), "http://", "Größe" (Mittel - 300 x 168), and a button "In den Beitrag einfügen" (Insert into post).

Fig 1: The media library displays all media uploaded to the site. You may choose to add a caption to the image, or to turn the image into a 'link' by entering a URL. Experiment with different sizes (Größe) to find one that fits.

- Click on the new image in the editor to set the alignment. You can choose to align left, right, center, or none. Depending on where you put the picture and which alignment setting you select, text can “wrap” around images. In this example, I am selecting ‘align right.’
- Note: You can also adjust the size by selecting the picture and expanding it or shrinking it; you can also further edit the picture by selecting the pencil icon.

Integer elementum dignissim ex

Aenean in massa blandit, placerat purus ut, vulputate orci. Nulla consequat iaculis mauris. et eleifend odio, et condimentum ipsum. Aenean in massa blandit, placerat purus ut, vulputate orci. Nulla consequat iaculis mauris. et eleifend odio, et condimentum ipsum.

Aenean in massa blandit, placerat purus ut, vulputate orci.



Aenean in massa blandit, placerat purus ut, vulputate orci. Nulla consequat iaculis mauris.

pharetra justo convallis sit amet. Maecenas et eleifend odio, et condimentum ipsum.

Aenean a lectus mollis

Aenean in massa blandit, placerat purus ut, vulputate orci. Nulla consequat iaculis mauris:

- Aenean in massa blandit, placerat purus ut, vulputate orci.
- Aenean in massa blandit, placerat purus ut, vulputate orci.
- Aenean in massa blandit, placerat purus ut, vulputate orci.



- Good formatting is balanced and symmetrical.

neuen Beitrag

Lorem ipsum dolor sit amet, consectetur adipiscing elit.

16 April 2018

Quisque suscipit dignissim lectus

Aenean in massa blandit, placerat purus ut, vulputate orci. Nulla consequat iaculis mauris, et pharetra justo convallis sit amet. Maecenas et eleifend odio, et condimentum ipsum.

Integer elementum dignissim ex

Aenean in massa blandit, placerat purus ut, vulputate orci. Nulla consequat iaculis mauris, et pharetra justo convallis sit amet. Maecenas et eleifend odio, et condimentum ipsum. Aenean in massa blandit, placerat purus ut, vulputate orci. Nulla consequat iaculis mauris, et pharetra justo convallis sit amet. Maecenas et eleifend odio, et condimentum ipsum.

Aenean a lectus mollis

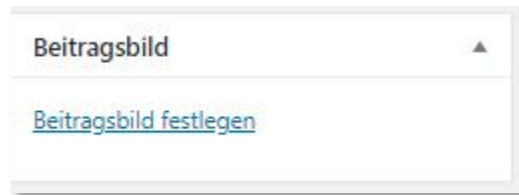
Aenean in massa blandit, placerat purus ut, vulputate orci. Nulla consequat iaculis mauris:

- Aenean in massa blandit, placerat purus ut, vulputate orci.
- Aenean in massa blandit, placerat purus ut, vulputate orci.
- Aenean in massa blandit, placerat purus ut, vulputate orci.



Adding Featured Images to Pages

- Adding a featured image to a page's Hero is easy; just select "Beitragsbild Festlegen".



Yoast SEO Editor

Below the text editor is a Yoast SEO editor for optimizing the page or post for search engines and social media sharing. The Yoast editor gives you control over how your page or post is displayed by search engines and social media sites such as Facebook and Twitter.

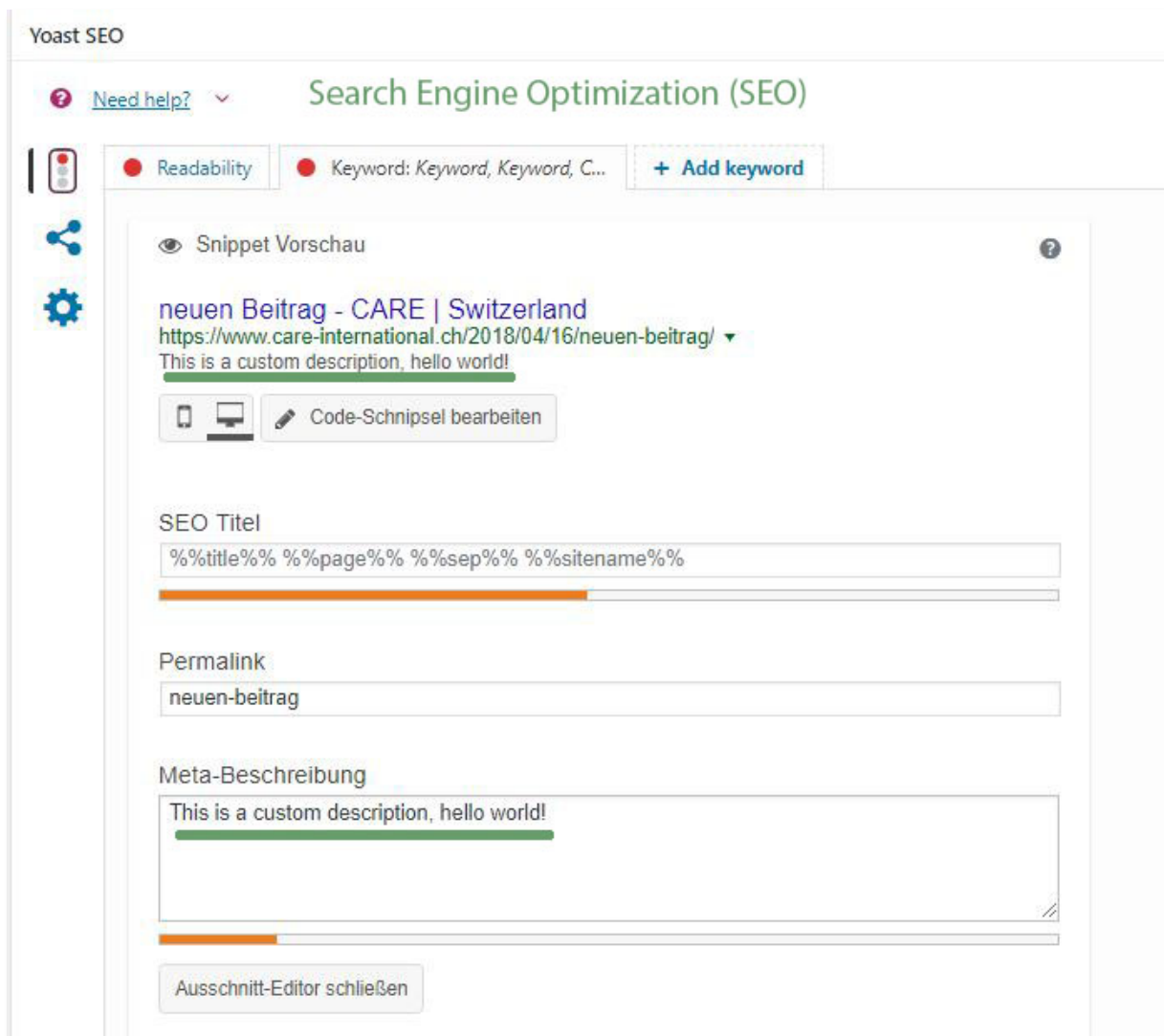


Figure 1: Enter a description for your page or post to be displayed by search engines.

Focus keyword

Pick the main keyword or keyphrase that this post/page is about.
[Learn more about the Focus Keyword.](#)

Keyword, Keyword, CARE, Charity, etc...

☐ This article is [cornerstone content](#)

Figure 2: Insert keywords that search engines will use to find your page or post.

It is a good idea to add keywords and descriptions to your pages. You can also use the Yoast editor to change what is displayed by social media, however, Wordpress automatically displays the title of a page or a post, the first few lines of the body text, and the featured image for social media “shares,” and so it may not be necessary to change this by using the Yoast editor.

Taxonomies: Tags, Categories, and Featured Posts

News posts and Disaster posts need to be “routed” to the appropriate page. The order that the post will appear on the page can also be chosen in the post editor.

- Select either “News” or “Nothilfe” from the “Kategorien” box to the right of the post editor.
- Selecting a category for a post routes that post to the proper page. For this example post I have chosen “News.”

Kategorien

Alle Kategorien Häufig genutzt

☐ Unkategorisiert
☐ Geschichten
☒ News
☐ Nothilfe

Um Kategorien hinzuzufügen, die es in anderen Sprachen bereits gibt, gehen Sie auf die [Kategorien-Verwaltungsseite](#)

[+ Neue Kategorie erstellen](#)

Schlagwörter

New tag OK

Schlagwörter durch Kommas trennen.

[Wähle aus den meistgenutzten Schlagwörtern](#)

Bangladesch **Jemen**
Syrien

- In the future, if you have many posts, you will want to have the posts “tagged” by country or program (climate change, etc.) so that they can be organized by a filter or search function.
- You can create a new tag in this box or select previously used tags to tag your post.
- The country tag will appear next to the date in the post.

To set the order of featured posts on the home page, enter a number into the “Featured Order” field in the post editor. The highest numbers *appear first*, and the lowest *last* (descending order).

Featured Order

This will be used in conjunction with the Feature on Page Taxonomy. The highest numbered “Featured on Page” story will show first in the list (descending order).

- Make sure you select which page(s) you want the page to “feature” on in the “Feature on Pages” box. For example, if I wanted a post to go to the home page, I would select “Home – Feature,” or if I wanted it to feature as a News item, I would select “News – Feature.”

Feature on Pages

Separate Feature on Pages with commas

☒ Emergency - Feature

☒ Home - Feature ☒ News - Feature

[Choose from the most used Feature on Pages](#)

Previewing, Publishing, Changing Publication Status, and Revising Changes Made

It is a good idea to preview your post before publishing it.

- Select “preview” (“Vorschau”) to see your post or page before publishing it.
- To publish a post or page, select “Veröffentlichen.”
- Drafts are not seen by the public. After publishing a page, you can revert the page to a draft by selecting “Status”. You can also use this drop-down menu to publish a draft. (Note: You can also use the Quick Edit tool on the Post or Page Dashboard to revert to draft or publish a draft).
- If some mistake has been made, you can revert to previous versions of a page or post by selecting “Revisionen”. This will bring you to a menu where you can revert to previously published versions of a page or post.

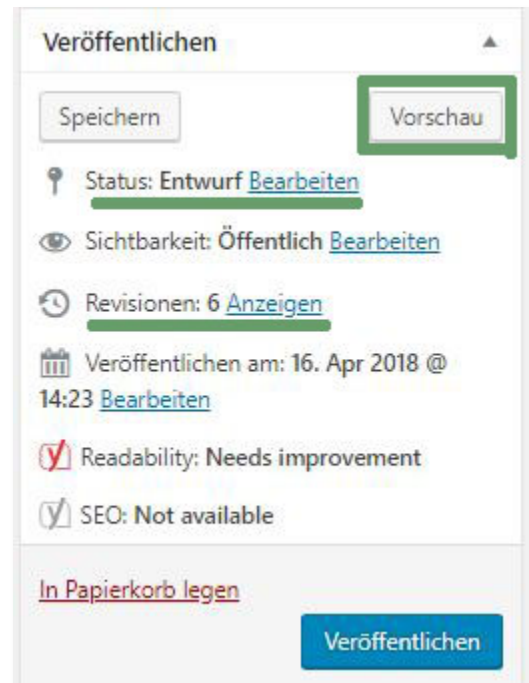


Figure 1: The “Quick Edit” tool can be used in the Post or page Dashboard.

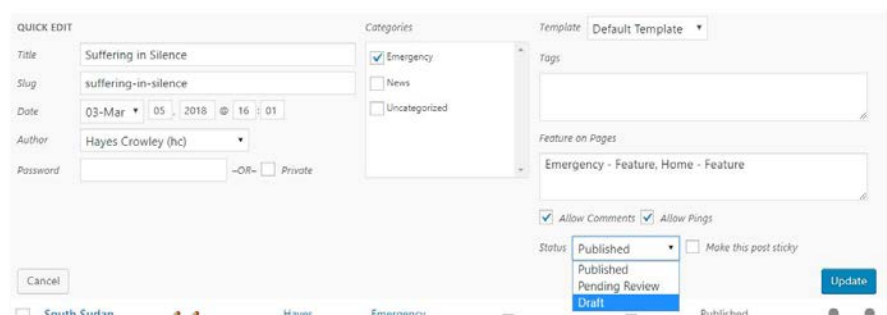
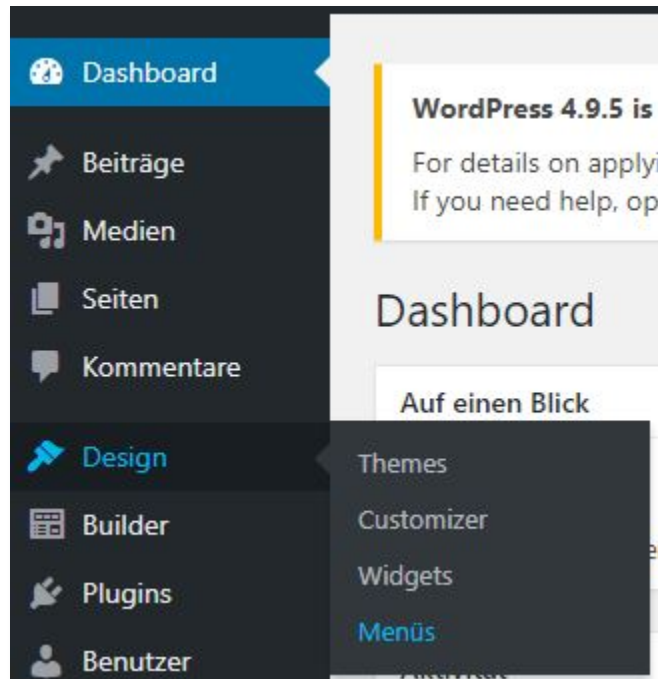


Figure 2: You can change the status of a draft with the Quick Edit function.

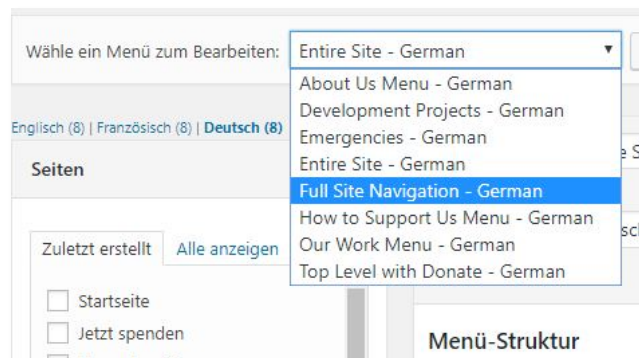
Adding new pages to the menu

If a new page is added to the site, you must manually add it to the menu.

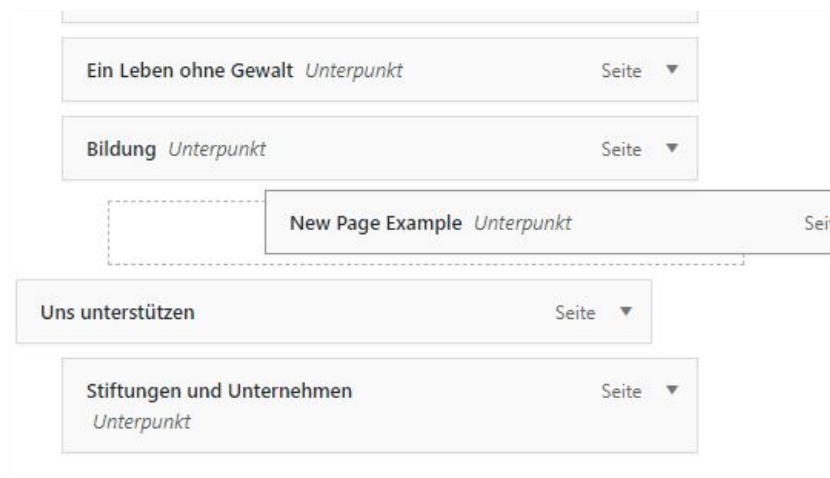
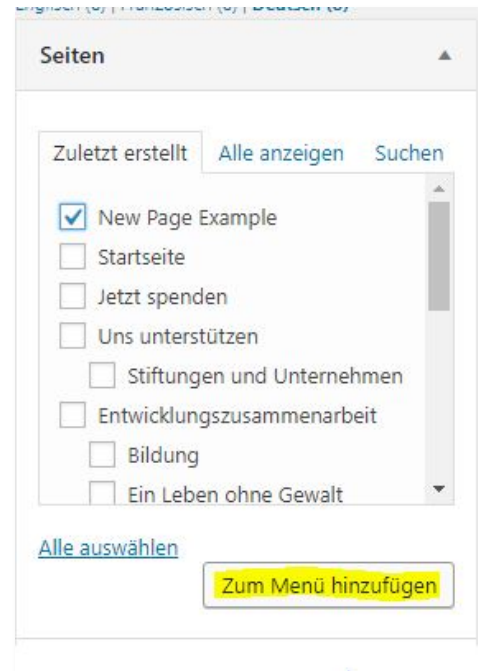
- First, select the “Design” menu item on the WordPress Dashboard.
- Select “Menüs” from the drop-down menu.



- Once you are in the Menu editor, make sure you have selected “Full Site Navigation – German” from the drop-down menu at the top.
- NOTE: You must create a French translation of the page and you must select “Französisch” to add new pages to the menu for the French translation of the site.



- Select the page you want to add to the full site menu and select “Zum Menü Hinzufügen” to add it to the menu editor.
- After you’ve added the page to the menu editor, you can select it and drag it to the location you want it to appear in the menu. For example, if I wanted the new page to appear under “Wer sind wer?” I would drag it under this menu item.
- Save the menu (“Menü Speichern”) and you’re done!

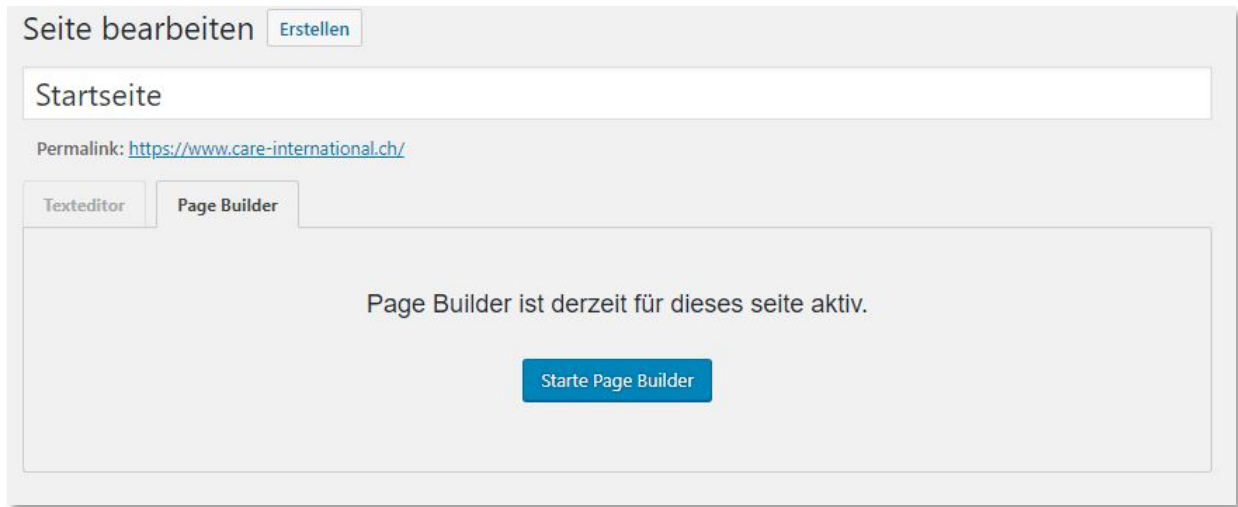


Drag and drop your new page to the location you want it to appear in the menu.

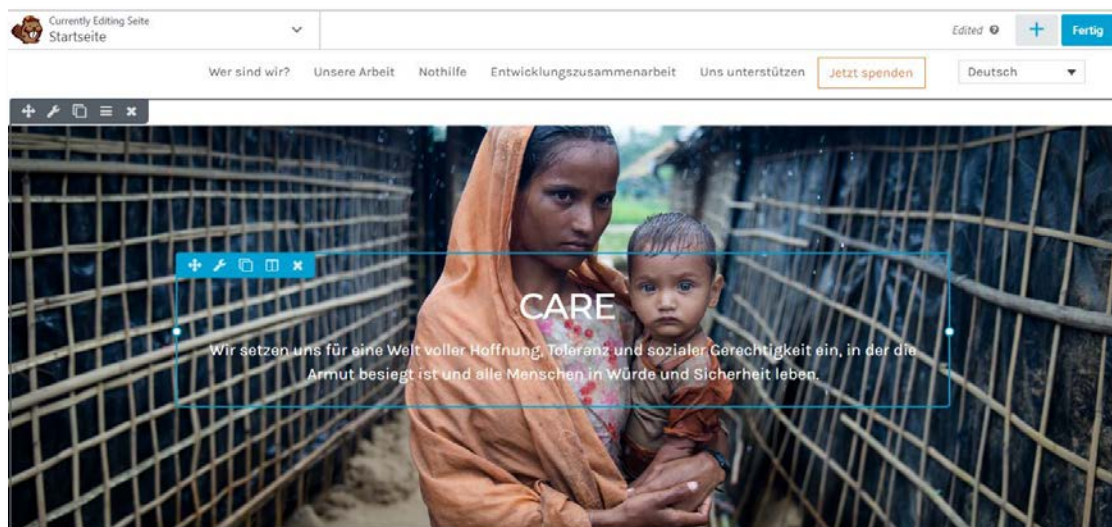
Making edits to the Home Page

Because the home page has a custom built module, it is necessary to make edits to it by using the Page Builder (see <https://kb.wpbeaverbuilder.com/> for in-depth documentation). Fortunately, the Page Builder is intuitive and easy to use. In this section, we will make edits to the Hero text and Hero image for the Home Page.

Start by opening up the Home Page (Startseite) and clicking “Starte Page Builder” (follow these same steps in the French version of the site to edit the French Home Page).



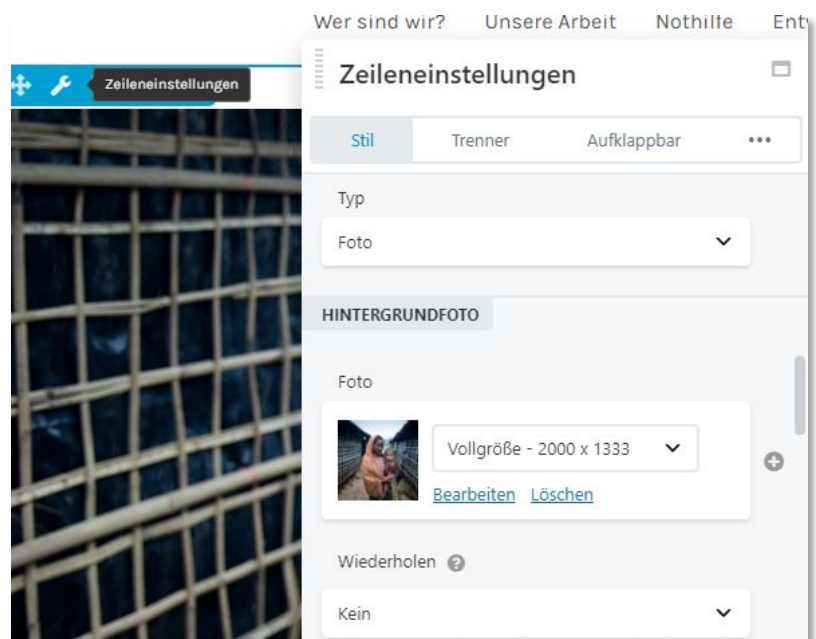
This will open the Home Page builder. Click on the wrench (der Schraubenschlüssel) in the top-left corner of the blue box around the Hero text to open the text editor.



- Currently, the Hero text is white. Highlight the text and use the text editor to adjust size or color. Click “Speichern” to save changes and exit the editor.



- To edit or change the Hero image, click on the wrench (der Schraubenschlüssel) in the top-left corner of the blue box around the hero image (Zeileinstellungen)
- Under “Stil,” scroll down until you see the option to edit the Hero image (Foto Bearbeiten) and click to open the media library.
- Select the new Hero image, and click “Speichern” to save and exit the Hero Image editor.



- To save and publish all changes, click “Fertig” in the top-right corner of the page builder.

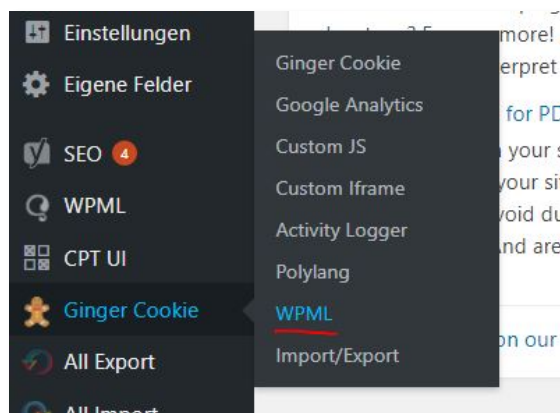


- You can also Discard any changes you made if you want to start over.
- Click “Publish” to publish changes and exit.



Making edits to the Cookie Policy

As EU laws about digital privacy evolve, you may need to occasionally update your cookie policy. You can make edits to your policy page (“Datenschutzerklärung”) using the Page editor (see pages by clicking “Seiten” on your dashboard) to reflect these changes in public policy. The Ginger Cookie pop-up banner can also be edited, as well. This section guides the user in making edits to the pop-up banner users see when they first open the web site.



- Select the Ginger Cookie menu item on your dashboard.
- Select “WPML” (which stands for WordPress Multi-Language Plugin) from the side menu. This will allow you to edit both German and French banners.

Enter the text you want to appear in the German cookie banner.

Banner Multilanguage Setup

Overwrite default banner rules

Deutsch

Banner Text - Deutsch

VisuellText

B *I* U “ ” ABE [List Icons] [Link Icon] [Unlink Icon]

CARE verwendet Cookies, um Ihnen den Besuch der CARE-Seiten so angenehm wie möglich zu gestalten. Mit der Nutzung dieser Internetseite erklären Sie sich mit unserer `{{privacy_page}}` einverstanden. SCHLIESSEN

You can use syntax `{{privacy_page}}` to link Privacy Police Page defined in [Privacy Policy Tab](#)

Scroll down the page until you see the text editor for the French banner. Enter the text you want to appear in the French cookie banner.

Français

Banner Text - Français

VisuellText

B *I* U “ ” ABE [List Icons] [Link Icon] [Unlink Icon]

CARE utilise des cookies pour vous garantir une bonne utilisation de notre site web. En poursuivant votre visite sur nos pages, vous acceptez notre `{{privacy_page}}`.

You can use syntax `{{privacy_page}}` to link Privacy Police Page defined in [Privacy Policy Tab](#)

Privacy Policy page - Français

Déclaration de protection des données ▼

Don't forget to click "Save Changes"!

Save Changes