



Woodpecker Documentation

Log in

To Login to the backend where you can manage the content on your website, visit your website url, and type /dashboard at the end.

Example: <https://example.com/dashboard>

Register

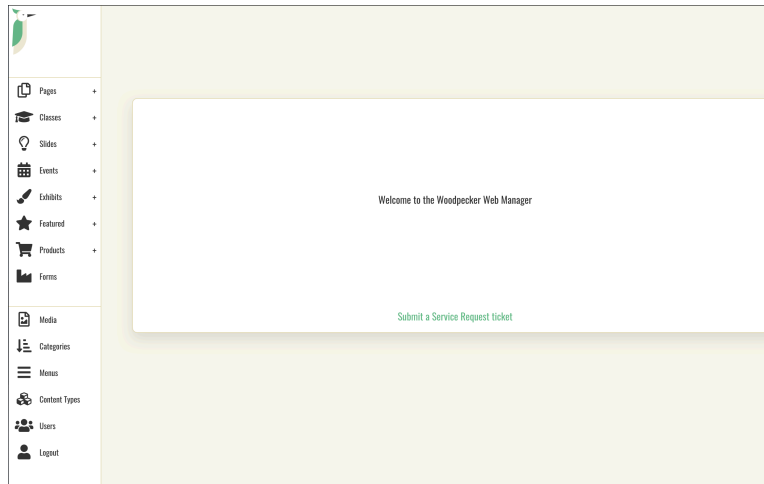
To register a new user so that they may edit your website, visit your website's url and add /dashboard/register.

Example: <https://example.com/dashboard/register>

Fill out the required information, and contact your website admin at andrew@windfallstudio.com to progress further. For security reasons, users must be approved before they can edit the site in the backend.

The Dashboard

After registration and approval, you can login to the backend by visiting your website URL and adding /dashboard. Submit your user credentials, and press 'login'. After successfully logging in, you will be confronted with the 'dashboard.' The primary navigation for the dashboard is located on the left hand side. Hover with the mouse over this left-hand bar to reveal more detailed information.



The first options within the menu shall henceforth be referred to as **Content Object Categories**. Content objects make up the majority of what is editable on your website. All content objects are front end user facing material, available to the public. These menu options represent the major categories of content objects on your website, with examples consisting of ‘pages’, ‘products’, ‘events’, etc. These major categories will always appear at the top of the dashboard navigation, with a quicklink that looks like a ‘+’ for creating new objects within that category. Below, you can see Content Objects highlighted in red.



Content

Select from the available content object categories, a category that fits the content you are trying to add. In the following examples, we will assume you are creating, editing, publishing, unpublishing, and deleting a new page on your website. Once you have selected ‘pages’ from the dashboard navigation you will be brought to a landing page where you can view all content objects associated with this category. This new page features a top navigation bar, pictured below. From left to right, you have the option to sort pages alphabetically, search for a specific

page, sort objects by the date they were last edited, sort objects by publish status, and lastly, in the green box with the '+' icon, you have the option to create a new 'page'.



Selecting the '+' button OR selecting the '+' icon from the dashboard navigation next to the 'pages' option will allow you to create a new page from scratch.

Creating Content

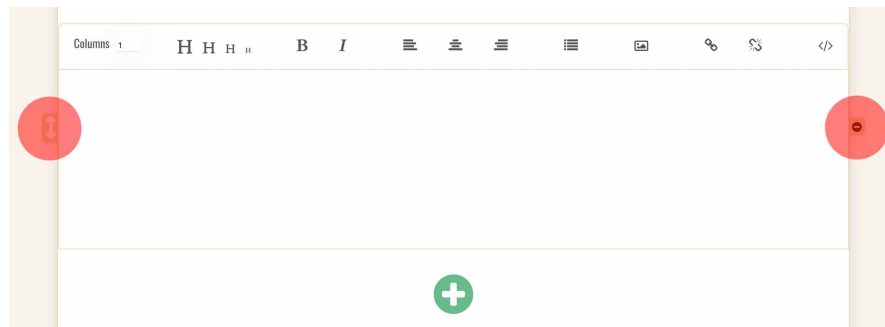
Fill out the first form inputs with relevant information. For this page's example, you will need a title, a featured image (sized 2200px preferred), supporting text, and a featured image caption. The top navigation menu is also pictured below, and its options from left to right include:

- A 'basic' editor selected by default
- An 'advanced' editor where you can update the SEO of individual pages
- A lock icon (dark gray). This saves the page but does not **publish** it, and is referred to as the 'preview' option. An unpublished page is only viewable by users logged into the backend.
- A publish icon (green). This option will save the page, and publish it so that the public can view your new page.

A screenshot of a 'New Page' form. The title 'New Page' is at the top left. Below it is a form with several input fields: 'Title', 'Featured Image' (with a 'Choose File' button and 'No file chosen' text), 'Select Categories' (a button), 'Supporting Text', and 'Featured Image Caption'. At the top right of the form is a navigation bar with 'Basic' and 'Advanced' tabs, and a green button with a white '+' icon.

Below this simple form, lies the **Content Builder**. With the content builder, you can arrange **Components** to create a more interactive web page. By default, a **paragraph component** is already slotted into the first position. Paragraph components are just one of many components

to select from, but they are the most basic and likely the going to be the most used. Hovering within the paragraph component box, you will see all the usual content editing options pop up, including bold text, adding images, changing the number of columns, etc. On the left hand side of this paragraph box, is a handlebar that you can click and drag to reorder its position among any other components you have on the page. On the right, is a '-' icon that you may use to delete a component. All components have these two features on the left and right side (featured below).



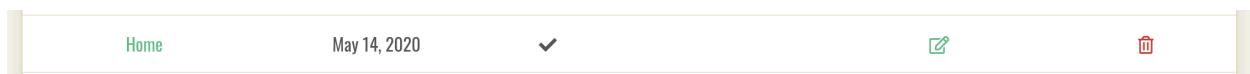
To add a new component, scroll to the bottom of the content builder. There, you will see a green '+' icon. Clicking that icon will allow you to select from the various components on your website. Using this feature should allow you to build, customize, rearrange, and streamline every page to your needs. For more details about individual components, consult Windfall directly.

When you have concluded editing the page object, scroll to the top of the window, and choose one of the 'publish' or 'preview' saving options.

Editing Content

To edit a page that already exists, we will be building on our knowledge of the **Content Builder**. From the dashboard navigation, select the 'pages' content object category. On the subsequent page, search for the page you want to edit using the various search methods. Pictured below, is the 'home' page for our website. From left to right:

- Click the page title to view this page from the front end
- The checkmark or 'x' can be clicked to publish or unpublish a page (the x representing an unpublished page)
- An edit icon (green)
- A delete icon (red)



Click the edit icon to begin editing the page. Use the content builder to make your edits, keeping in mind that changing the page title will change the page's URL on your website.

Example:

Old Title	– Home Page	Url – example.com/home-page
New Title	– Home	Url – example.com/home

Once your changes are complete, save the page as usual. Your changes should be reflected immediately. Changing images may require a **browser cache clear** to see.

Forms

Forms provide your website with a way of collecting data from its users. Clicking this option in the dashboard navigation will provide an overview of all the forms on your website. You can collect submissions by choosing the ‘submissions’ text next to the appropriate form’s title.

Collection

After choosing which form you want submissions from, you can view individual submissions, or, using the top navigation options, delete all submissions and export all submissions.

Editing

It is suggested that a Windfall admin edit form questions, however you can do so yourself if you want. Within ‘edit’ you can change in this order the form title, the text that appears on the submit button, and the webpage that users are redirected to after a successful submission. Selecting the ‘edit items’ will allow you to change individual questions.

Media

This option within the dashboard navigation allows you to view the images and documents uploaded to your website. Upload new documents/images in the same manner you would create a new page.

The documents tab will allow you to easily copy a file path by clicking the file path url.

Categories

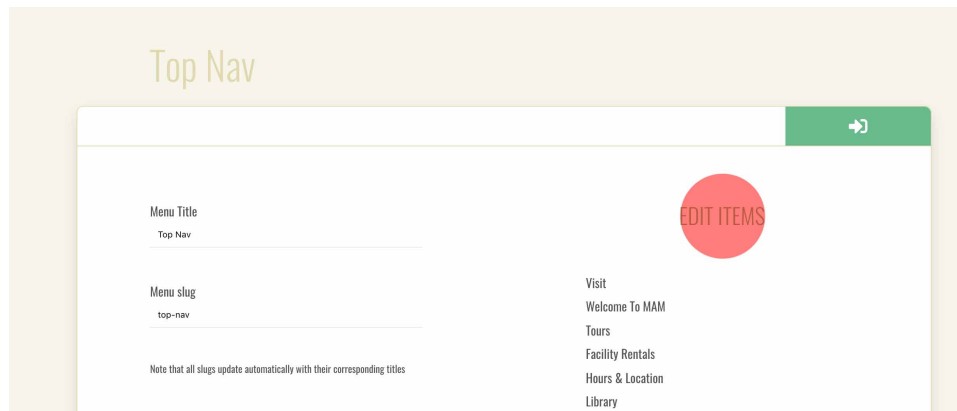
Categories help you manage and organize content objects even further. On this page, you can edit preexisting categories which will automatically update on each content object they are associated with. You may also create new categories in the same manor you would a new page.

Some components, custom pages, and SEO will be dependent on these categories.

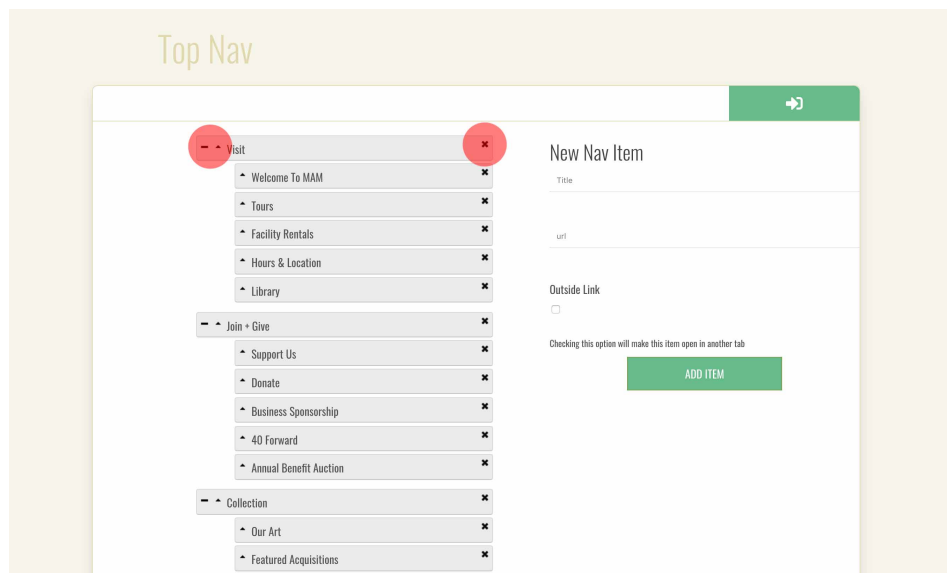
Menus

Your website’s front end houses a main navigation, and sometimes various other menus like a ‘footer’ menu.

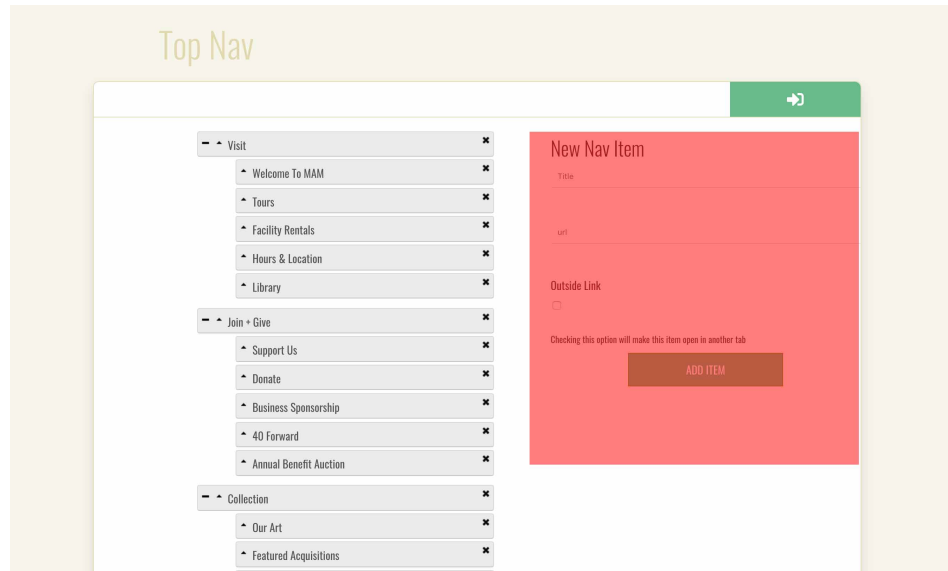
Selecting the edit icon just as we did with the pages, you can change the links and text on these front-end facing menus. The first page simply shows what templates the menu shows on, and the menu title. Pictured below is the 'edit items' link.



Selecting this option is where your changes can be made. You can delete parts of the menu by clicking the 'x' to the right of a link's text (pictured below). You can also click and drag the link (with all its sublinks) to reorder the menu. On the left, next to the link's text, is an expand icon that you can use to show or hide all sublink items.



Use the form on the right to add a new link to the menu. Each link must include text and a url. Check the 'outside link' checkbox to ensure that your menu link will open in a new tab. In most cases, you will want to leave it unchecked.



Conclusion

We hope your experience using the Woodpecker CMS system developed by Windfall is a positive one. Should you need your website serviced, help with editing content, or anything else please contact your account manager directly, or email andrew@windfallstudio.com with your inquiry and we will get back to you as time allows.