Wordpress Dashboard Manual for www.madiff.org

Editing Web Pages with Brizy

- All web pages should be edited with the Brizy Editor, with the exception of the Calendar/Events page (more later). There are 2 ways to access Brizy:

  1. From the Dashboard go to the **Pages** menu. Sort by **Published** to see your active pages. Hover over the page you would like to edit and more options will appear underneath the title. Click on **Edit with Brizy.**

  2. Click on the Home icon located at the top bar of the window to view your site. Navigate to the page you would like to edit then click **Edit Page with Brizy** on the top bar.

- The Brizy Editor is very intuitive. There's a quick tutorial here: https://support.brizy.io/hc/en-us/articles/360019680772-Create-your-1st-Brizy-page

- For more detailed help with Brizy see: https://support.brizy.io/hc/en-us/categories/360001643651-Brizy-Builder

- *When creating a new page you should always make sure the page template is set to **Visual Builder Template.*** This will load the Philanthropy theme into your page. The page template menu is located on the bottom left hand corner.

- Add new blocks using the plus sign at the bottom of the page. Add elements to your block using the Add Elements menu in the top left hand corner. You can add the row or column elements to your block to organize it even more.

- You can also duplicate a block or element by clicking on the arrow on the top right corner of the bounding box

- Once you're satisfied with your page, click the **Update** button in the bottom right corner. This will update and publish your page. Your page will be hidden from web visitors if it is set to *Private* otherwise the change is published immediately.

- Select **Go to Dashboard** in the hamburger menu on the bottom left corner

- **Note:** *You should not edit pages with the Wordpress or Unyson Editor. This may break your page or erase all the page content*

Creating a New Page

- From the Dashboard go to the **Pages** menu. You can sort your pages by Published, Drafts, or Private

- To create a new page click **Add New** at the top. Create your page with the Brizy Editor. Once you exit Brizy and return to your WP dashboard save your page as a draft or publish as private/public.

- Rename the page title above the box that says *Continue to edit with Brizy.*

- Open the **Permalinks** menu on the right hand side and change the url slug (usually the same as your page title). Save one more time (draft/publish) before exiting

- You can also access these properties by going to **Pages > All Pages** hovering over a page title and clicking **Quick Edit**

Enabling the Events Calendar

- You will find the calendar page at **All Pages > Private > Event Calendar**

- This is the only page not built with Brizy, but rather Unyson. You should not have to change anything on this page. If you would like to add elements above or below the calendar then click on *Edit* under the page title and make sure you are using the Unyson Editor. Here you can drag and drop elements from the WP dashboard (it should not open in a new page). It should look something like this:
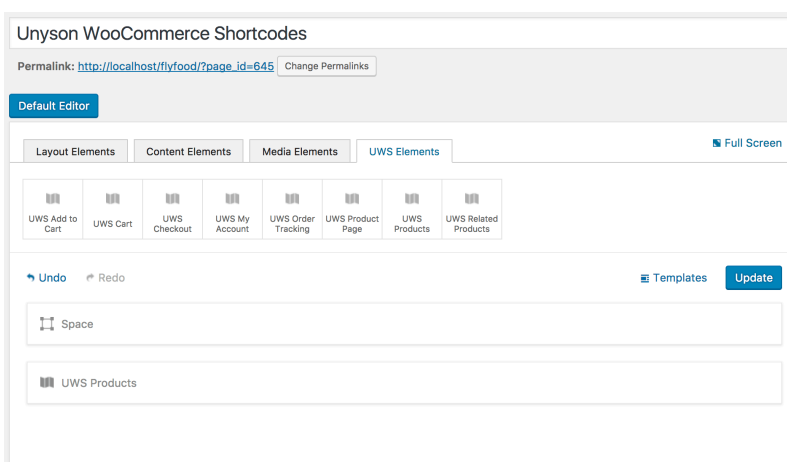
- To add a new event go to your Dashboard and click on **Events > Add New.** Then in the Unyson Editor click on **Templates** and select the *Calendar Events* template.

- Change the page title at the top (above where it say *Permalink*) to your event name

- The permalink should look like https://www.madiff.org/fw-event-slug/**your-event-name**/ where you can change **your-event-name** to the event title

- Save and exit

- This will automatically add your event to the calendar.

- Your calendar is currently private and hidden. To make the calendar visible follow these steps:

  1. Change the calendar page visibility to *Public* and publish the page

  2. Set each event visibility to *Public* and publish

  3. Reveal the "*View All*" button on your homepage

- Open your homepage and scroll down to the *Upcoming Events* block

- In the WP top bar select **Customize > Additional CSS**

- Scroll to the bottom where it says /* Calendar Events */ and wrap the line that says display:none; in comment tags (/* */). It should look like so:

```
/* Calendar Events */
.event-text {
     text-align: justify;
}

#event-cal-button {
     /* display: none; */
}
```

- This will reveal the **View All** button next to *Upcoming Events* and it should already be linked to the calendar page

- Select **Publish** above the CSS code and your changes will be saved

4. (Optional) Add an **Events** link to your main menu (**Appearance > Menus**) and connect it to your calendar page

---

Editing the Philanthropy Theme

- You can style the Philanthropy theme in the menu **Appearance > Theme Settings**

- ***Note:*** *Feel free to change colors and typography but be cautious which elements you choose to show/hide here. I would recommend against it. I've set header and footer elements using a combo of Philanthropy theme settings and code in WP widgets.*

- Set your color palette under **Theme Settings > Colors.** Your current color palette is:

```
yellow – #ffd52d

light blue – #79c5f5

dark blue – #1b3039

gray – #b5bfc4

white – #ffffff
```

- You can also set the typography for the header and footer in the **Theme Settings** menu

- I believe you can edit event post styling under **Theme Settings > Posts > Events** but I have not tried it.

- You may find that the Theme Settings only change the style of the header and footer. To change the style of page bodies you will have to use the Brizy Editor

  - Open any page in Brizy and click on the paintbrush on the left menu. Here you can change site wide page colors by editing the palette and change text styling using the heading and paragraph settings.

- You should check each page for theme continuity after you are done since some elements may have a particular style applied to them that overrides the global theme

- *Advanced*: Add custom CSS to your site by selecting **Customize > Additional CSS** in the WP top bar of the page you are viewing. This will give you a live preview of your coding changes.

Unyson

- Unyson is the main framework of your theme. Please do not deactivate any of the extensions. (Exception: You can turn off Unyson SEO if you prefer to use another app)

- You can try enabling the *Translate Press* extension. I haven't tested it myself but it seems promising.

- Unyson also allows you to backup your website with one click. Go to **Tools > Backup** to create a backup. I've currently set it to run automatic backups every month. You should keep three working backups in your archive. Any more may slow down your site on the admin end. Make sure to keep at least one backup offline on your hard drive in case you need it.

Other Installed Plugins

- **Smush** - configured to automatically compress, resize, and lazy load images when they get uploaded to your site

- **WPS Hide Login** - you can change your admin login url here if desired. I've set it to **madiff.org/each4all-login**

- **Sucuri** - Malware scanning. Works on the server side rather than application side so it can detect threats before they get to you.

  - Downside: no firewall. If you have security issues later down the line you should apply to Project Galileo by Cloudflare of purchase a DNS Firewall. There are free application side firewall plugins available but they may slow down your site.

  - The alerts can get annoying. You can change notification settings under **Sucuri > Settings > Alerts**